

# महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

निगम कार्यालय

**MAHANAGAR TELEPHONE NIGAM LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
CORPORATE OFFICE



No: MTNL/Per/6(1)/2005/  
Dated: 16.09.2006

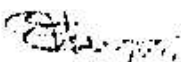
## OFFICE ORDER

**Sub: Regulating journey by Private Airlines by MTNL employees on official tour**

In order to promote economy in expenditure pertaining to air travel by employees of MTNL, who are otherwise eligible as per rules and based on the recent policy guidelines issued by Govt. of India in this regard, it has been decided to permit air travel by airlines other than Air India/ Indian Airlines, on domestic flights, while on official tour. For this purpose, the following guidelines needs to be adhered to, while undertaking domestic air travel, without curtailing the existing entitlement, to enable economy.

1. The basic criteria for selecting airlines other than Indian Airlines/ Air India would be better and more competitive price being offered by the other airlines.
2. Various incentive schemes and concessional fares offered by Indian Airlines/ Air India will also be fully utilized.
3. Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fare.
4. Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
5. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/ Air India or their subsidiaries.
6. The Units shall enlist one or two travel agencies for booking of tickets after required process. It shall be ensured that the above agencies procure tickets on the best available bargain across all airlines.
7. The reimbursement in case of non-entitled officers/ officials would be restricted to the actual fare or the entitled fare by train other than Rajdhani/Shatabdi Express whichever is less.
8. The guidelines for air travel abroad will be issued separately after the same are notified by the Government.

This issues with the approval of the Competent Authority and will be applicable with effect from date of issue of this order.

  
( Nisha Kamra )  
Manager (Per)

Copy to:

1. Director (HR)/ Director (Finance)/ Director (Technical), MTNL C.O.
2. ED (O), MTNL C.O./ ED, MTNL Delhi/ Mumbai
4. CVO, MTNL
5. GM(A), MTNL Delhi/ Mumbai/ GM(HR), MTNL C.O.
7. GM(Finance), MTNL Delhi/ Mumbai
8. Company Secretary
9. DGM(Accounts)/ DGM(Finance), MTNL C.O.
10. DE(Adm), MTNL C.O.- for display on all Notice Boards
11. Asstt. Director (O/L), MTNL C.O. - for Hindi version
12. Liaison Officer, MTNL C.O.
13. PS to CMD