

No.F.21011/13/2009-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

Dated Aizawl, the 13th August, 2010

It has been learnt that proposals for obtaining Air Travel Permission for non-entitled officials on official duties submitted by the Departments to the General Administration Department are mostly devoid of sufficient information thereby resulting in considerable delay in their consideration.

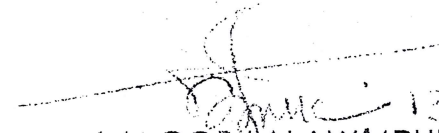
It is reiterated that all heads of departments should let the officials under their control perform the official tours in their respective entitled classes and not resort to air travel for the non entitled officials as a matter of course.

Applications for Air Travel Permission for non entitled officials on genuine grounds should be supported by the information as per the format enclosed without which the applications are liable to be summarily rejected.

Sd/-C.LALSAWTA
Principal Secretary to the Govt. of Mizoram
General Administration Department

Memo No.F.21011/13/2009-GAD:Dated Aizawl, the 13th August, 2010
Copy to :-

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S.to Speaker/Ministers/Deputy Speaker/ Parliamentary Secretaries/ Vice-Chairman, State Planning Board, Mizoram.
4. Sr.P.P.S. to Chief Secretary, Govt. of Mizoram.
5. All Principal Secretaries/Commissioners & Secretaries / Secretaries, Govt. of Mizoram.
6. All Administrative Departments, Govt. of Mizoram.
7. All Heads of Departments, Govt. of Mizoram.
8. Guard File.


(JACOB LALAWMPUIA)

Under Secretary to the Govt. of Mizoram
General Administration Department

APPLICATION FOR AIR TRAVEL PERMISSION BY NON-ENTITLED OFFICER

1. Name :
2. Designation :
3. Basic Pay :
4. Department :
5. Purpose of tour :
6. Particulars of Prior approval of Chief Secretary for the tour :
7. Normal entitlement as per Finance Deptt's Notification :
8. Sector for which Air Travel Permission is sought:
9. Reasons for seeking permission beyond normal Entitlement with full justification/Proof of claims :

Signature of Applicant

Certified that the information furnished above is correct to the best of my knowledge and belief and I consider the ground given by him/her as genuine and justified. Hence, I recommend issue of Air Travel Permission in his favour.

Signature.....
Name of the Administrative Head of
Department/Controlling Authority