

Serial No. 198/2017

EASTERN RAILWAY

No. E.95/0/Vol. VIII

Kolkata, dated, the 28th December, 2017


All Concerned.

Sub: Guidelines on Air Travel on Official Tours.

A copy of Railway Board's letter No. F(E)I/2016/AL-28/25 dated 22.12.2017 (RBE No. 201/2017) on the above mentioned subject is forwarded for information guidance and necessary action.

Board's earlier letters dated 22.08.2017, 16.05.2016 & 17.10.2016 mentioned therein were circulated under this office serial circular No. 108/2017 and dated 21.09.2017 mentioned therein was circulated under this office serial circular No. 134/2017.

DA: As above.



(U. Lahiri)

Dy. Chief Personnel Officer/R
for Pr. Chief Personnel Officer

Index No. 1030: Guidelines on Air Travel on Official Tours.

**Government of India / Bharat Sarkar
Ministry of Railways / Rail Mantralaya
(Railway Board)**

RBE No. 201/2017

No. F(E)I/2016/AL-28/25

New Delhi, dated 22.12.2017

**The General Managers,
All Indian Railways etc.
(As per Standard Mailing List)**

Sub: Guidelines on Air Travel on Official Tours.

Ref: Board's letters of even number dated 16.05.16, 17.10.16, 22.08.17 & 21.09.17.

In accordance with the instructions contained in the Ministry of Finance, Department of Expenditure's O.M. Nos. 19024/1/2009-E-IV, dated 13.07.2009, 16.09.2010 & 28.07.2011 on the subject, as communicated by Ministry of Civil Aviation, certain guidelines (alongwith the proforma seeking relaxation, as issued by MoF) were circulated vide Board's letter of even number dated 16.05.2016 regarding grant of permission to travel by airlines other than Air India for official air travel (both domestic and International) by railway officers. The guidelines, with the advice to furnish some additional particulars were reiterated and re-circulated for strict compliance vide Board's letters of even number dated 17.10.2016 & 22.08.2017. Further, MoF's guidelines contained in their O.M. No. 19024/22/2017-E-IV, dt. 19.07.2017 regarding procedure of purchase of air tickets from authorized travel agents etc. were also circulated on Indian Railways vide Board's letter of even number dated 21.09.2017.

2. However, it has been observed in some of the cases that;

- (i) the requests seeking relaxation/permission to travel by airlines other than Air India are not being sent in the prescribed proforma circulated by Ministry of Finance and are not accompanied by requisite documents like approved tour program and undertaking.
- (ii) the proforma for exemption to travel by flight other than Air India is not signed by the officer travelling, and is in some instances signed by Protocol Officer etc.
- (iii) the requests seeking reimbursement of air journey performed in special circumstances are being received without complete particulars and requisite documents like approved tour program and undertaking etc. Also, in some cases the air tickets for which reimbursement is sought have been purchased from travel agents other than the travel agents authorized under MoF guidelines.
- (iv) the above mentioned guidelines are not being observed by the Authority while approving the tour program and while referring cases to Board for approval.

3. It is therefore advised that:

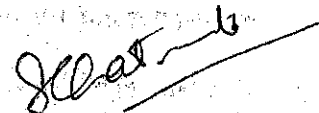
- (i) the requests seeking relaxation/permission/reimbursement of air journey should be sent to Board in the prescribed proforma, duly signed by the officer travelling & HOD etc, with all requisite documents like approved tour program and undertaking, as prescribed.
- (ii) the Authority approving the tour programme which includes journey by private airlines should ensure that guidelines of Ministry of Finance circulated vide Board's above referred letters are invariably being followed & complied with.

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- (iii) while referring cases to Board for sanction for reimbursement of air tickets, it may be ensured that the tickets have been purchased from authorized travel agents only as per MoF's instructions.

4. **Strict compliance of the letter may be ensured.**

5. Please acknowledge receipt.

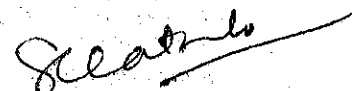


(Sonali Chaturvedi)
Deputy Director Finance (Estt.)
Railway Board

No. F(E)I/2016/AL-28/25

New Delhi, dated 22.12.2017

Copy forwarded to Principal Financial Adviser, All Indian Railways, Production Units etc.



(Sonali Chaturvedi)
Dy. Director Finance (Estt.),
Railway Board.

No. F(E)I/2016/AL-28/25

New Delhi, dated 22.12.2017

1. The G.M, N.F.Railway(Const.), Southern Railway(Const.) and Central Railway(Const.)
2. Principal Financial Adviser, N.F. Railway (Const.), Central Railway (Const.) and Southern Railway(Const.)
3. The Director General and Ex.officio General Manager, RDSO/ Lucknow.
4. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
5. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
6. The General Manager and Principal Financial Adviser, CORE/Allahabad.
7. The Director General, NAIR/Vadodara.
8. The CAO(Const.), MTP (R) / Mumbai.
9. The CAO, Rail Coach Factory, Raebareli Project, Kishanganj, Delhi-7.
10. The CAO(Const.), MTP(R) /Chennai.
11. The Executive Director, CAMTECH/Gwalior-474020.
12. The Executive Director/ERP, Railway Board, Room No. 339A, Pragati Maidan Metro Station Building Complex, New Delhi.
13. The Chairman, RCT/Principal Bench, 13/15, Mall Road, Delhi.
14. The Chairman, Human Resources Reforms Committee, Railway Board, Room No. 325A, Pragati Maidan Metro Station Building Complex, New Delhi.
15. The Chairman, RRT, Chennai - 600008.
16. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISSET/ Secunderabad.
17. The Managing Director, IRCON, IRFC, MRVC, IRWO, IRC&TC, CONCOR of India Limited, Executive Director, CRIS.
18. The Chairman -cum-Managing Director, KRC Limited, Rail Bhavan, New Delhi, Office of the Chief Project Administrator (Telecom), Indian Railway Central Organization for Telecom (IRCOT) Consultancy, Shivaji Bridge/ New Delhi.
19. The Director(Movement) Railways/Kolkata.
20. The Joint Director, MII Rail, Ministry of Defence.
21. The Joint Secretary, Iron & Steel, 3 Kollaghat Street/Kolkata.
22. The Chief Mining Advisor, Ministry of Railway, Dhanbad, Jharkhand.
23. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
24. The Chairman, RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Maida, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.

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25. The Pay & Accounts Officer, Ministry of Railways(Railway Board).
26. The General Secretary, IRCA/New Delhi.
27. The Chief Commissioner of Railway Safety/Lucknow.
28. Chairman, Rail India Technical and Economic Services Ltd. (RITES), RITES Bhavan, Plot No. 1, Sector-29, Gurgaon.
29. Chairman, Central Administrative Tribunal (CAT), 61/35, Copernicus Marg, New Delhi-1100 01.
30. The Managing Director, Rail Vikas Nigam Ltd., Plot No. 25, First Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi- 110 066.
31. CAO(C), SEC Railway, Bilaspur-495004.
32. M/S. Bahri Brothers, 742, Lajpat Rai Market, Delhi-1100 06.
33. Managing Director, Rail Tel Corporation of India Ltd., 10th Floor, Bank of Baroda Building 16, Sansad Marg, New Delhi.


(Sonali Chaturvedi)
Dy. Director Finance(Estt),
Railway Board.

No. F(E)I/2017/AL-28/25

New Delhi, dated 22 .12.2017

Copy forwarded to:

1. The General Secretary, NFIR, Room No. 256-E, Rail Bhavan, New Delhi (with 5 spares).
2. The General Secretary, AIRF, Room No. 253, Rail Bhavan, New Delhi (with 5 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, FerozeShah Road, New Delhi (with 10 spares).


for Secretary/Railway Board.

No. F(E)I/2016/AL-28/25

New Delhi, dated 22 .12.2017

1. The Secretary General, FROA, Room No. 256-A, Rail Bhavan, New Delhi.
2. The Secretary, RBSS, Group 'A' Officers Association, Rail Bhavan, New Delhi.
3. The President, Railway Board Class-II Officers' Association, Rail Bhavan, New Delhi.
4. The Secretary General, IRPOF, Room No. 268, Rail Bhavan.
5. The President, Indian Railway Class II Officers' Association, Rail Nilayam, Secunderabad.
6. General Secretary, Indian Railway Class II Officers Federation, Office of CE(Const.), N.E. Railway, Gorakhpur.
7. The Secretary, Railway Board Ministerial Staff Association, Rail Bhavan, New Delhi.
8. The Secretary, Railway Board Class IV Staff Association, Rail Bhavan, New Delhi.
9. The General Secretary, All India RPF Association, Rail Bhavan, New Delhi.
10. The General Secretary, All India SC/ST Railway Employees Association, Room No.7, Rail Bhavan, New Delhi - 110001.


(Sonali Chaturvedi)
Dy. Director, Finance(Estt.)
Railway Board.

Copy to:- PPS/PS/PAs to: CRB, FC, MS, MT, ME, ML, MM, Member(Traction), Member(Rolling Stock), DG(RHS), DG(RPF), All Additional Members/ PEDs/ Executive Directors/ Directors, IG/RPF, IG/RPSF, JS, JS(G), JS(E), JS(P), JDE(N), JDE(P&A), JDE(L), JDE(W), DS(G), DDF(E)I, DDF(E)III, DDE(LR)I, DDE(LR)-II, DDE(Rep), US(Protocol) and DDE (R)II.

Copy to: Cash-I, II & III, E(P&A)I & II, E(G), Budget, PG, PC-IV, V, & PC VI (50 spares), G(Acc.), F(E)II, F(E)III & F(E)Spl., O&M, E(Trg.), E(GR)I, E(GR)II, Sec.(E), Sec.(Spl.), Protocol Cell, ERB-I, II, III, IV, E(O)I, II, III, E(GP), E(GC), Accounts-III, Code Revision Cell, E(Rep) & C&IS Branches, Railway Board.