Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700001

Serial Circular No. 40/2025

No.E.95/0/Vol.IX **Kolkata, Dated: 01/05/2025**

All Concerned
(as per standard list)

Sub: Modification of Instructions regarding Air Travel Entitlements of Railway officers on Tour/Duty and Delegation of Powers w.r.t. Sanctioning of Air Travel.

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A copy of Ministry of Railways (Railway Board) letter bearing File no. F(E)I/2025/AL-28/4, dated 29/04/2025 (**RBE No.36/2025**) on the above cited subject is circulated herewith for information and further necessary action. Board's earlier letters dated 24/04/2018 (RBE No.61/2018), 08/05/2018 (RBE No.64/2018), 10/05/2018 (RBE No.67/2018) and 13/08/2021 (RBE No.63/2021) mentioned therein were circulated under this office serial nos. 85/2018, 86/2018, 88/2018 and 71/2021 respectively.

DA: As above.

01.05.25

(Md. Tarique)
Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24122 (Rly.)
Email ID: tarique.mohammed@gov.in

4/5/25

Index No.1030: Revised instructions regarding Air Travel Entitlements of Railway officers on Tour/Duty and Delegation of Powers w.r.t. sanctioning of Air Travel.

International Year of Cooperatives 2025

International Year of Cooperatives 2025

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

RBE No. : 36/2025

No. F(E)I/2025/AL-28/4

New Delhi, Dated : 29.04.2025

General Managers
All Indian Railways/PUs
DG, RDSO
(As per standard mailing list)

Sub : Modification of Instructions regarding Air Travel Entitlements of Railway officers on Tour/Duty and Delegation of Powers w.r.t. Sanctioning of Air Travel.

Ref : Railway Board's letters No. F(E)I/2017/AL-28/41, dated 24.04.2018, 08.05.2018 & 10.05.2018 and Board's letter No. F(E)I/2021/AL-28/47, dated 13.08.2021.

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Instructions regarding air travel entitlements of Railway officers on tour/duty and delegation of powers w.r.t. sanctioning of air travel have been issued from time to time. It has now been decided in modification to all the earlier instructions on the subject that the revised instructions regarding air travel on tour / duty will be as following :

I. PHOD/CHOD in Zonal Railways/PUs, CAO/C in Construction Organizations, DGs in CTIs and DRM in Divisional offices may, for officers under their control, sanction travel by air on duty:

(i) Without Finance concurrence for officers in Pay Matrix Level-14 & above.

(ii) With Finance concurrence for officers in Pay Matrix Level-13 & below.

II. In Railway Board, power to sanction air travel on duty by officers shall remain with AMs/PEDs. However, prior Finance concurrence shall be mandatory for air travel on duty by officers below the Director level.

III. Air travel entitlement for officers of Level-13 and below would be in Economy Class and for officers in Level-14 and above would be as per MoF/DoE's instructions issued vide O.M. No. 19030/1/2017/-E.IV, dated 13.07.2017, i.e., in Business / Club Class.

IV. The officer will have to submit a self-certification in his/her Tour Programme and also with TA/DA claim that no Group C staff is being booked/has travelled on duty with the officer.

-----2/-

(SANJAY PRASHAR)
JDFE/Rly Bd

V. If the reimbursement is being claimed, the same would be limited to actual air fare or three times of train fare of entitled class, whichever is lower.

VI. No extra Budgetary allotment would be provided.

2. This issues with the approval of Board (MF and CRB).

3. Hindi version will follow.

(Sanjay Prashar)
Jt. Director, Finance (Estt.)
Railway Board.

No. F(E)I/2025/AL-28/4 **New Delhi, dated : 29.04.2025**

Copy to:

1. Deputy Comptroller & Auditor General of India (Rlys.), R.No. 222, Rail Bhawan, New Delhi.
2. PFAs of All Zonal Railways/PUs.

for Member Finance, Railway Board

No. F(E)I/2025/AL-28/4 **New Delhi, dated: 29.04.2025**

Copy to:

1. The General Secretary, NFIR, Room No. 256-C, Rail Bhawan, New Delhi.
2. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi.
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Feroz Shah Road, New Delhi
4. The Secretary General, FROA, Room No. 256-A, Rail Bhawan, New Delhi
5. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
6. The General Secretary, RBSS, Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The General Secretary, RBSS, Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The General Secretary, RBSSSA, Rail Bhawan, New Delhi.
9. The General Secretary, Railway Board Ministerial Staff Association.
10. The General Secretary, Railway Board Non-Ministerial Staff Association, Rail Bhawan, New Delhi.
11. The General Secretary, All India SC/ST Railway Employees Association, Room No. 7 (Ground Floor), Rail Bhawan, New Delhi.
12. The General Secretary, All India O.B.C. Railway Employees Federation (AIOBCREF), Room No. 48, Rail Bhawan, New Delhi.

29.04.2025

for Principal Executive Director (IR) / Railway Board