

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.14835 / 2018

No.844E/Misc/P.S.No./EIA/2017.

Dt:- .01.2018.

The DRM / NR, DLI, FZR, LKO, MB & UMB.
CAO/C K Gate DLI, CAO/C USBRL/Satyam Complex, Trikuta Ngr / JAT.
CWM / CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB.
Dy CMM / SSB, AMV-LKO & JUDW.
Chief Manager (Ptg & Sty) Punjabi Bagh, Delhi.
DyCE/Bridge, CB-LKO & JUC.

Sub:- Guidelines on Air Travel on Official Tours.

A copy of Railway Board's letter No.F(E)1/2016/AL-28/25. Dated 22.12.2017 (RBE No.201/2017) is enclosed herewith for your information and necessary action please.

A copy of Railway Board's letter mentioned there in has already been circulated as under:-

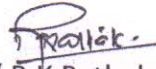
S.No.	Railway Board's Letter & date	NR P.S.No.
1.	F(E)1/2016/AL-28/25 dated 16.05.2016 (RBE No.49/2016)	14565/2016
2.	F(E)1/2016/AL-28/25 dated 17.10.2016 (RBE No.122/2016)	14660/2016
3.	F(E)1/2016/AL-28/25 dated 22.08.2017 (RBE No.100/2017)	14773/2017
4.	F(E)1/2016/AL-28/25 dated 21.09.2017 (RBE No.136/2017)	14790/2017

The above P.S.No. is available on the website as under:-
10.2.2.19/dept/personnel_main.html and

10.2.2.19/dept/personnel/14835.pdf

Please acknowledge the receipt.

DA. As above.

 18.01.18
(R.K.Pathak)

For General Manager/P.

Copy to:-

1. All PHODs and All Officers of Personnel Dept. HQs office, Baroda House, NDLS.
2. Genl. Secy NRMU, 12 Chelmsford Road, New Delhi.
3. Genl. Secy URMU, 166/2, P.K.Road, New Delhi.
4. Genl. Secy AIOBC Rly Emp Asso 171/A3, Basant lane, New Delhi.
5. Zonal. Secy All India SC/ST Rly Emp Asso North Zone office, Baroda House, NDLS.
6. Genl Secy NRPOA Room No.301, HQs office, Baroda House, NDLS.
7. Dy CPO/T&C, HQs office, Baroda House, NDLS for uploading on the website.

SN 21

P.S.M. 14835/2017

1621/25
21/11/18

lepo for ufa

22

26/11/17

21 DEC 2017

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)

Northern Railway

87826
28/12/2017

AD & R.M.

PO/GM / 26/11/17

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
14565/16 14660 14773

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.

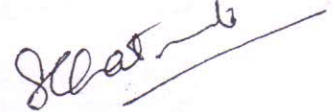
3. It is therefore advised that:

- (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, Mil 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, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.

Contd...3/-