

Government of India / (भारत सरकार)
Ministry of Railways / (रेल मंत्रालय)
(Railway Board) (रेलवे बोर्ड)

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

New Delhi, dated 01.04.2021

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

Sub: Re-circulation of guidelines of air travel on official tour: purchase of air ticket from unauthorized agents-reg.

Ref: Board's letter of even number dated 21.09.2017, 22.12.2017, 31.12.2018 & 08.05.2019 (copies enclosed)

In accordance with the instructions contained in the Ministry of Finance, Department of Expenditure's O.M. No. 19024/22/2017-E.IV, dated 19.07.2017 guidelines regarding purchase of air tickets from authorized agents etc were circulated on Indian Railway vide Board's letter of even number dated 21.09.2017. These instructions have also been re-circulated vide letters of even number dated 22.12.2017, 31.12.2018 and 08.05.2019.

2. However, cases of purchase of air tickets from unauthorized agents/websites are still being received in Board's office. Such cases are then examined in Board's office and referred to Ministry of Finance, Department of Expenditure with the approval of Board (MF and CRB & CEO) in compliance of MoF/DoE's O.M. No. 19024/22/2017-E.IV, dated 27.02.2018 (copy enclosed).

3. While examining such cases, Ministry of Finance, Department of Expenditure have taken a serious view in the matter and have once again advised that relaxation on grounds of ignorance/unawareness about the guidelines would not be considered.

4. MoF/DoE's guidelines regarding purchase of air ticket from authorized agents etc issued vide their O.M. No. 19024/22/2017-E.IV, dated 19.07.2017 and circulated over Indian Railway vide Board's letter of even number dated 21.09.2017 are therefore re-circulated herewith for strict compliance. These guidelines should also be brought to the notice of all concerned.

5. Hindi version will follow.

6. Please acknowledge receipt.

Encl: As above.

Jitendra Kumar
01/04/2021

Jitendra Kumar
Dy. Director, Finance (E)
Railway Board.

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

New Delhi, dated 01.04.2021

Copy to: Deputy Comptroller and Auditor General of India (Rlys.), R.No.222, Rail Bhavan, New Delhi.

Jitendra Kumar
01/04/2021

for Member (Finance)/Railway Board.

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

New Delhi, dated 01.04.2021

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

Jitendra Kumar
01/04/2021

Jitendra Kumar
Dy. Director, Finance (E)
Railway Board.

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

New Delhi, dated 01.04.2021

1. CAO (Construction), All Indian Railways, PUs etc.
2. The Director General and Ex-officio General Manager, RDSO/ Lucknow.
3. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
4. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
5. The General Manager and Principal Financial Adviser, CORE/Prayagraj.
6. The Director General, NAIR / Vadodara.
7. The CAO (Const.), MTP(R) / Mumbai.
8. The CAO (Const.), MTP(R) / Chennai.
9. The CAO, Indian Railway (Workshop Projects), Anta Ghat, Patna.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Executive Director, CAMTECH / Gwalior.
12. The Chairman, RCT / Principal Bench, 13/15, Mall Road, Delhi.
13. The Chairman, RRT, Chennai.
14. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISSET/Secunderabad.
15. The Chairman / Managing Director, IRCON, IRFC, MRVC, IRCTC, CONCOR, RITES, DFCCIL, RVNL, RLDA, RailTel, CRIS, KRCL.
16. The Director (Rail Movement), Kolkata.
17. The Director, JRRPF Academy, Lucknow.
18. The DDG(RM), MilRail, Ministry of Defence, Sena Bhavan, N.Delhi.
19. The Director, Iron & Steel Office, Railway Board, 3 Koilaghat Street, Kolkata.
20. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
21. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
22. The Chairman/ RRB, Ajmer, Ahmadabad, Prayagraj, Bangalore, Bhopal, Bhubaneshwar, Bilsapur, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Siliguri, Secunderabad and Trivandrum.
23. The CAO, IRPMU, IRCOT and IROAF, New Delhi.
24. The General Secretary, IRCA / New Delhi.
25. The Registrar, Central Administrative Tribunal (CAT) / PB, New Delhi.
26. M/S. Bahri Brothers, 742, Lajpat Rai Market, Delhi-110006.

Jitendra Kumar
01/04/2021


Jitendra Kumar
Dy. Director, Finance (E)
Railway Board.

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

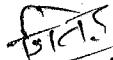
New Delhi, dated 01.04.2021

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, Feroze Shah Road, New Delhi (with 10 spares).
4. Indian Railway Medical Service Association, Norther Railway Central Hospital, New Delhi
5. The Secretary General, FROA, Room No. 256-A, Rail Bhavan, New Delhi.
6. The Secretary General, IRPOF, Room No. 268, Rail Bhavan, New Delhi.
7. The Secretary, RBSS Group 'A' Officers Association, Rail Bhavan, New Delhi
8. The Secretary, RBSS Group 'B' Officers Association, Rail Bhavan, New Delhi.
9. The Secretary, RBSSS Association, Rail Bhavan, New Delhi..
10. The Secretary, Railway Board Ministerial Staff Association, Rail Bhavan, New Delhi.
11. The Secretary, Railway Board Non-Ministerial Staff Association, Rail Bhavan, New Delhi.
12. The General Secretary, All India RPF Association, Rail Bhavan, New Delhi.
13. The General Secretary, All India SC/ST Railway Employees Association, Rail Bhavan, New Delhi.
14. President, Retired Railway Employees Welfare Association, 698/7 UE, Gurugram-122001


for Secretary, Railway Board

Copy to: PPS/PS/PAs to CRB, MF, M/Infra, M/TRS, M/O&BD, DG(HR), DG(RPF), DG(RHS), Secretary/RB, All AMs / PEDs / EDs / JS and Directors. ADG/RPF, IG/RPSF, JDE(N), JDE(P&A), JDE(L), JDE(W), PAO, DDF(E)II, DDF(E)III, DDE(LR)I, DDE(LR)II, DDE(Rep), US/G, US/G(Accom.), US/Cash, US(Protocol) and All Branches of Railway Board.


01/04/21

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

RBE No. 136/2017

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

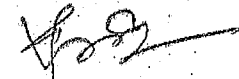
New Delhi, dated 21 .09.2017

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

Sub: Guidelines on Air Travel on Official Tours- Purchase of air ticket from authorized agent.

The Department of Expenditure (DoE), Ministry of Finance vide their O.M's No. F.No. 19024/22/2017-E.IV dated 19th July, 2017 have circulated certain guidelines regarding procedure for purchase of air tickets from authorized travel agents only for air travel on official tours.

2. A copy of the said O.M. dated 19.07.2017 is circulated herewith for strict compliance.
3. Please acknowledge receipt.

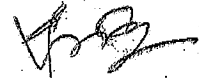


(A.C. Jain)
Dy. Director Finance (Estt.)
Railway Board

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

New Delhi, dated 21 .09.2017

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



(A.C. Jain)
Dy. Director Finance (Estt.)
Railway Board.

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

New Delhi, dated 21 .09.2017

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, NAIK/Vadodara.
8. The CAO (Const.), MTP (R) / Mumbai.
9. The CAO, Rail Coach Factory, Raebareilly Project, Kishanganj, Delhi-7.

Contd...2/-

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 Maldan Metro Station Building Complex, New Delhi.
13. The Chairman, RCT/Prinicipal Bench, 13/15, Mall Road, Delhi.
14. The Chairman, Human Resources Reforms Committee, Railway Board, Room No. 325A, Pragati Maldan 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, Bhubaneswar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.
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.

(A.C. Jain)

Dy. Director Finance(Estt),
Railway Board.

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

New Delhi, dated 21.09.2017

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)

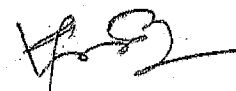
for Secretary/Railway Board.

Contd...3/-

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

New Delhi, dated 21.09.2017

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.



(A.C. Jain)
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.

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated the 19th July, 2017

Office Memorandum

Subject - Guidelines on Air Travel on Official Tours - Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Department's O.M. No. 19024/1/2005-E.IV dated 24.03.2005, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/offices/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/offices/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

(ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

(iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

(iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmla Devi)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list

Copy O/o C&AG, UPSC etc. as per standard endorsement list.

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:

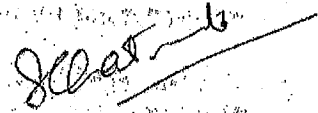
- (i) the requests seeking relaxation/permission/reimbursement of air journey should be sent to Board in the prescribed proforma, duly signed by the officer travelling & HOD etc, with all requisite documents like approved tour program and undertaking, as prescribed.
- (ii) the Authority approving the 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.

Contd...2/-

(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.

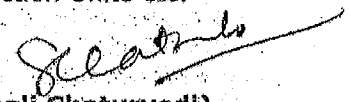


(Sonali Chaturvedi)
Deputy Director Finance (Estt.)
Railway Board

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, Raebareilly 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, Shriyaji 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, Bhubaneswar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.

Contd...3/-

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
(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).

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

Copy to:- BPS/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.

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

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

New Delhi, dated 31.12.2018.

The General Managers,
All Indian Railways including Construction Units, PUs etc.

**Sub: Guidelines on Air Travel on Official Tour: Purchase of Air Ticket
from Authorized travel agents-reg.**

Ref: Board's letters of even number dated 21.09.17 & 22.12.2017.

In accordance with the Instructions contained in the Ministry of Finance, Department of expenditure's O.M. No. 19024/22/2017-E.IV, dated 19.07.2017 guidelines regarding procedure of purchase of air ticket form authorized travel agents etc. were circulated on Indian Railways vide Board's letter of even number dated 21.09.2017.

2. However, It has been observed that one of the zonal Railways has themselves authorized a private travel agency for air ticketing purpose.
3. It is once again reiterated that the above mentioned guidelines of Ministry of Finance should be strictly followed and in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/Office/Website of Airlines) and if needed, by utilizing the services of three authorized Travel Agent viz: M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only.
4. Further, Ministry of Finance (Department of Expenditure) vide their letter No. 19024/22/2017-E.IV dated 27.02.2018 has decided that all such cases of air travel where tickets have been purchased after issue of MoF's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure.
5. Strict compliance of the letter may be ensured.
6. Please acknowledge receipt.



**(Jitendra Kumar)
Deputy Director Finance (Estt.)I
Railway Board**

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

New Delhi, dt. 31.12.2018

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



(Jitendra Kumar)

**Deputy Director Finance (Estt.) I
Railway Board**

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

New Delhi, dt. 31.12.2018

1. CAO (Construction), All Indian Railways, PUs etc.
2. The Director General and Ex. officio General Manager, RDSO/ Lucknow.
3. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
4. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
5. The General Manager and Principal Financial Adviser, CORE/Allahabad.
6. The Director General, NAIR/ Vadodara.
7. The CAO (Const.), MTP (R) / Mumbai.
8. The CAO (Const.), MTP(R) / Chennai.
9. The CAO, IROAF, Laxmi Nagar, Delhi.
10. The Executive Director, CAMTECH / Gwallor.
11. The Chairman, RCT / Principal Bench, 13/15, Mall Road, Delhi.
12. The Chairman, RRT, Chennai.
13. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISSET /Secunderabad.
14. The Chairman / Managing Director, IRCON, IRFC, MRVC, IRCTC, CONCOR, RITES, DFCCIL, RVNL, RLDA, RailTel, CRIS, KRCL.
15. The CAO, IRPMU & IRCOT, Shivaji Bridge, New Delhi.
16. The Director (Rail Movement), Kolkata.
17. The DDG(RM), MII Rail, Ministry of Defence, Sena Bhavan, N.Delhi.
18. The Director, Iron & Steel Office, 3 Koilaghat Street, Kolkata.
19. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
20. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
21. The Chairman/ RRB, Ajmer, Ahmadabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
22. The General Secretary, IRCA / New Delhi.
23. The Chief Commissioner of Railway Safety, Lucknow.



(Jitendra Kumar)

**Deputy Director Finance (Estt.) I
Railway Board**

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

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

New Delhi, dated 08.08.2019

The General Manager,
All India Railways / PUs etc.
(As per Standard Mailing List)

Sub: Guidelines on Air Travel on Official Tour-Purchase of Air Ticket from authorized agents reg.

Ref: Board's letters of even number dated 21.09.2017, 22.12.2017 & 31.12.2018.

In accordance with the instructions contained in the Ministry of Finance, Department of expenditure's O.M. No. 19024/22/2017-E.IV, dated 19.07.2017 guidelines regarding procedure of purchase of air ticket from authorized travel agents etc. were circulated on Indian Railways vide Board's letter of even number dated 21.09.2017. These have also been re-circulated vide Board's letters of even number dated 22.12.2017 & 31.12.2018.

2. It is however once again reiterated that the above mentioned guidelines of Ministry of Finance should be strictly followed and in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/Office/Website of Airlines) and if needed, by utilizing the services of three authorized Travel Agent viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only,

3. Further, Ministry of Finance (Department of Expenditure) vide their letter No. 19024/22/2017-E.IV dated 27.02.2018 has decided that all such cases of air travel where tickets have been purchased after issue of MoF's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure. Accordingly, it is advised that due compliance of aforementioned Instructions of Ministry of Finance (Department of Expenditure) be ensured.

4. Strict compliance of the letter may be ensured.

5. Please acknowledge receipt.


(Basant K. Singh),

Executive Director Finance (Estt.),
Railway Board.

Copy to:

1. The PFAs and the CAOs (Const.), All Indian Railways, PUs etc.
2. The Director General and Ex-officio General Manager, RDSO/ Lucknow.
3. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
4. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
5. The General Manager and Principal Financial Adviser, CORE/Allahabad.
6. The Director General, NAIR / Vadodara.
7. The CAO (Const.), MTP(R) / Mumbai.

8. The CAO (Const.), MTP(R) / Chennai.
9. The CAO, Indian Railway (Workshop Projects), Anta Ghat, Patna.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Executive Director, CAMTECH / Gwalior.
12. The Chairman, RCT / Principal Bench, 13/15, Mall Road, Delhi.
13. The Chairman, RRT, Chennai.
14. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISSET/Secunderabad.
15. The Chairman / Managing Director, IRCON, IRFC, MRVC, IRCTC, CONCOR, RITES, DFCCIL, RVNL, RLDA, RailTel, CRIS, KRCL.
16. The Director (Rail Movement), Kolkata.
17. The Director, JRRPF Academy, Lucknow.
18. The DDG(RM), MilRail, Ministry of Defence, Sena Bhavan, N.Delhi.
19. The Director, Iron & Steel Office, Railway Board, 3 Kollaghat Street, Kolkata.
20. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
21. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
22. The Chairman/ RRB, Ajmer, Ahmadabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Bilaspur, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Siliguri, Secunderabad and Trivandrum.
23. The CAO, IRPMU, IRCOT and IROAF, New Delhi.
24. PPS/PS/PAs to CRB, FC, MS, MT, ME, MTR, MRS, MMM, MS&T, DG(RHS), DG(RPF), All AMs / PEDs / EDs / JS and Directors.

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 27th February, 2018

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Departments' O.M. No. 19024/22/2017-E.IV dated 19.07.2017 regarding guidelines on Air travel where the Govt. of India bears the cost of passage. As per this O.M., Ministries/Departments were asked to ensure that these instructions are given adequate coverage and were to be circulated to all so that 'lack of knowledge' of the rules is not cited as an excuse. In spite of these instructions, a large number of cases for relaxation of air travel guidelines due to purchase of air ticket from unauthorized travel agents, are still being received in this Department.

2. The matter has been re-considered and it has been decided that all such cases of air travel where tickets have been purchased after issue of this Department's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure.

This is issued with the approval of Secretary Expenditure.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list

Copy O/o C&AG, UPSC etc. as per standard endorsement list.