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कमांक- ~~2016~~ 2017

आरबीई सं0- 201/2017

सं0 ई/ 15/भाग- (नया)

दिनांक 23-02-2018

सचिव/महाप्रबन्धक

सचिव/अपर महाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

उपमहाप्रबन्धक/सामान्य

पूर्वोत्तर रेलवे।

विषय:-सरकारी दौरे पर हवाई यात्रा से सम्बन्धित दिशा निर्देश।

रेलवे बोर्ड का पत्र सं0 एफ(ई)।/2016/एल-28/25 दिनांक 22.12.2017 की अंग्रेजी प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

संलग्नक/यथोपरि

(यू0 पी0 सिंह)

उपमुकाधि/अराज

कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1- महामंत्री/एन.ई.रेलवे मजदूर यूनियन/गोरखपुर - 40 प्रतियों में।
- 2- महामंत्री/प्रमोटी अधिकारी संघ/पूउरे/गोरखपुर - 02 प्रतियों में।
- 3- महामंत्री/रेसुब एशोसियेशन/पूउरे/गोरखपुर - 02 प्रतियों में।
- 4- पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर - 01 प्रति में।
- 5- महामंत्री/एससी/एसटी एवं ओबीसी एशोसियेशन/गोर0-02 प्रतियों में।
- 6- मुकार्याधी/एमपीपी को बेबसाइट पर अपलोड हेतु - 01 प्रति में।

कृते महाप्रबन्धक/कार्मिक

कार्यालय
रामे गोमयपुर
27 DEC 2017
सचिव

Depo, PFA

AGM
AC PRODS
AC DRMs
DCM/C

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

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

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

N.E. Railway

RBE No. 201/2017

New Delhi, dated 22.12.2017

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;

- 510/
- (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.
- 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.

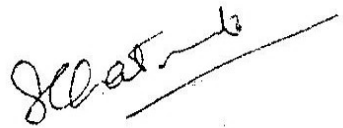
The above mentioned guidelines are not being observed by the Authority while approving the tour program and while referring cases to Board for approval.

It is therefore advised that:

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 etc.

- (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.

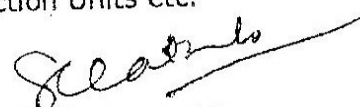
4. Strict compliance of the letter may be ensured.
5. Please acknowledge receipt.


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

New Delhi, dated 22.12.2017

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

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


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

New Delhi, dated 22.12.2017

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

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, Mill Rail, Ministry of Defence.
21. The Joint Secretary, Iron & Steel, 3 Koilaghat 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.

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