

**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, NAIR/Vadodara.
8. The CAO(Const.), MTP (R) / Mumbai.
9. The CAO, Rail Coach Factory, Raebareli 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 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 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, 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.

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 Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, 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/office/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/office/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.



(Nirjala 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.