

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

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

**New Delhi, dated 19.02.2019.**

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

Sub: Guidelines on Air Travel on Official Tours.

Ref: Board's letters of even number dt. 16.05.16, 17.10.16, 22.08.17, 21.09.17 & 22.12.2017.

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, were reiterated and re-circulated time and again for strict compliance vide Board's letters of even number dated 17.10.16, 22.08.17, 21.09.17 & 22.12.17.

2. In terms of MoF OM No. 19024/1/2009-E.IV, dt. 07.06.2016 (para-2 of Annex-A), the request for relaxation must be submitted to Finance Directorate at least 07 working days in advance from the date of travel. However, it has been observed in most of the cases that the request for relaxation/permission is submitted to Railway Board at the eleventh hour, leading to escalation in the prices of Air Ticket. In some of the cases, even the post-facto permission is sought.

3. It is therefore once again advised to all Indian Railways / PUs that the request for relaxation/permission must be submitted to Railway Board at least 07 working days in advance from the date of travel, in the prescribed proforma, also indicating the Fax Number. Timely processing will also avoid the need for any post-facto approval of relaxation.

4. Please acknowledge receipt.



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

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

New Delhi, dt.

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

*Jitendra Kumar*

for Financial Commissioner/Railways.

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

New Delhi, dt.

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

*Jitendra Kumar*

(Jitendra Kumar)  
Dy. Director Finance (Estt.)  
Railway Board

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

New Delhi, dt.

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, 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, 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. 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*

(Jitendra Kumar)  
Dy. Director Finance (Estt.)  
Railway Board.

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

**New Delhi, dt.**

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. The Secretary General, FROA, Room No. 256-A, Rail Bhavan, New Delhi.
5. The Secretary General, IRPOF, Room No. 268, Rail Bhavan, New Delhi.
6. The Secretary, RBSS Group 'A' Officers Association, Rail Bhavan, New Delhi
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhavan, New Delhi.
8. The Secretary, RBSS Association, Rail Bhavan, New Delhi..
9. The Secretary, Railway Board Ministerial Staff Association, Rail Bhavan, New Delhi.
10. The Secretary, Railway Board Non-Ministerial Staff Association, Rail Bhavan, New Delhi.
11. The General Secretary, All India RPF Association, Rail Bhavan, New Delhi.
12. The General Secretary, All India SC/ST Railway Employees Association, Rail Bhavan, New Delhi.
13. President, Retired Railway Employees Welfare Association, 698/7 UE, Gurugram-122001

  
for Secretary/Railway Board.

Copy to: PPS/PS/PAs to CRB, FC, MS, MT, ME, MTR, MRS, DG(RHS), DG(RPF), All AMs / PEDs / EDs / JS and Directors. IG/RPF, IG/RPSF, JDE(N), JDE(P&A), JDE(L), JDE(W), DS(G). PAO, DDF(E)II, DDF(E)III, DDE(LR)I, DDE(LR)II, DDE(Rep), US(Protocol). Cash-I, II & III, E(P&A) I & II, E(G), Budget, PG, PC-IV, V, VI & VII, G(Acc.), F(E)II & III, O&M, E(Trg.), E(GR)I & 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)I, II & III and C&IS Branches, Railway Board.

  
(Jitendra Kumar)  
Dy. Director Finance (Estt.)  
Railway Board.