

**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 / Gwalior.
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), MilRail, 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.



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