

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)473/P/FP/ Vol.VIII

दिनांक/Dated:19.01.2022

All Concerned

विषय /Sub: **Modification of instructions regarding Booking of Air Tickets on Government account.**

A copy of Railway Board's letter No.F(E)I-2022/AL-28/1 dated 11.01.2022 along with Office Memorandum No.19024/03/2021-E.IV dated 31.12.2021 issued by the Department of Expenditure is enclosed for information, guidance and necessary action.



Digitally signed by M
SENTHIL KUMAR
Date: 2022.01.19 12:08:21
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उप मुख्य कार्मिक अधिकारी / समन्वय
Deputy Chief Personnel Officer/ Co-ord

Encl: 5 pages

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

R.B.No. 06

No. F(E)I/2022/AL-28/1

New Delhi, dated: 11.01.2022

General Manager(P)
All Indian Railways, PUs etc.
(As per standard mailing list)

Sub: Modification of instructions regarding Booking of Air Tickets on Government account.

In terms of earlier orders of Ministry of Finance / Department of Expenditure, in all cases of air travel where the Government of India bear the cost of air passage, the officials concerned were to travel by Air India only and air tickets were to be purchased directly from Air India or by utilizing the services of the 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). These instructions were circulated to all Indian Railways / PUs from time to time.

2. Now in view of the decision of the Government for disinvestment of Air India, Ministry of Finance / Department of Expenditure vide their O.M. No. 19024/03/2021 -B.IV, dated 31.12.2021 has modified the instructions regarding Booking of Air Tickets on Government account. MoF's modified instructions are adopted and circulated to all Indian Railways / PUs.

3. In all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents only viz.

- i. M/S Balmer Lawrie & Company Limited (BLCL),
- ii. M/S Ashok Travels & Tours (ATT)
- iii. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

4. The travel agents are expected to provide to the Railway employees the 'Best available fare' on the date of booking on the basis of tour programme as per their entitlement.

5. The choice of the travel agent for booking of ticket from those in Para-3 is left open to the Railways/PUs. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/S Balmer Lawrie & Company Limited, M/S Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

6. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Railways/PU for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the concerned Railways / PU on quarterly basis.

GRS

7. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, (i) JS/Railway Board in cases of Railway Board & (ii) HoD not below the rank of Joint Secretary in Zonal Railways/PUs are authorized to grant relaxation with Finance concurrence.

8. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure) within 07 days of completion of journey. TA bill may be submitted later as per the existing rules.

9. All Railways/PUs are directed to ensure strict compliance of the order and to widely circulate this letter in all offices including attached/subordinate offices/ autonomous bodies under their control.

10. The instructions regarding Air Travel entitlement of Railway employees as issued under Board's letters No.F(E)I/2017/AL-28/41, dated 24.08.2017, 25.09.2017, 24.04.2018, 08.05.2018 & 10.05.2018 and as consolidated vide Board's letter No. F(E)I/2021/AL-28/47, dated 13.08.2021 shall continue to be in force.

11. These orders shall be effective from 01.01.2022.

12. This issues with the approval of Board (ME, CRB & CEO) in supersession to all earlier orders on the subject.



(Jitendra Kumar)
Dy. Director Finance Estt.I
Railway Board
Tele No. 011-23047023
Email ID- jitendrak.rb@gov.in
4th Floor, Room No.445

No. F(E)I/2022/AL-28/1

New Delhi, dated: 11.01.2022

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



for Member (Finance)/Railway Board.

No. F(E)I/2022/AL-28/1

New Delhi, dated: 11.01.2022

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




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

No. F(E)I/2022/AL-28/1

New Delhi, dated: 11.01.2022

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, IRIBEN/Nasik Road, IRIMEE / Jaisalpur, IRISBT/Secunderabad.
15. The Chairman / Managing Director, IRCON, IRFC, MRVC, IRCTC, CONCOR, RTES, 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, Bhubaneswar, 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
Dy. Director Finance (E)I
Railway Board.

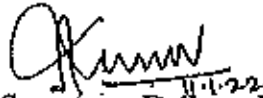
No. F(E)I/2022/AL-28/1

New Delhi, dated: 03.01.2022

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, Northern 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 / BDs / 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.



Self-declaration Certificate for Completion of Journey

(Annexure to Board's letter No F(E)/2022/AL-28/1)

1. I (Name of the employee.....) hereby declare and certify that:
2. I have actually performed the onward journey from..... to..... (date) and return journey from..... to..... on..... for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... to..... on..... (date) and return journey from..... to..... on..... for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To
Admin/Establishment Section

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the 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. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the '**Best available fare**' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.
9. These orders shall be effective from **01.01.2022**.
10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

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.

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 31st December, 2021)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... to on.....(date) and return journey from..... to..... on..... for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... to on.....(date) and return journey from..... to..... on..... for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....