



PBC No. 34 / 2023
RBE No. 28 / 2023

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

सं/No: P(R)473/P/FP/Vol.VII

दिनांक/Dated: 13.02.2023

All PHODs/DRMs/CWMs/CEWE/CAO/CPM/PDA/Dy.CPOs/Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**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 09.02.2023 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letters dated 24.08.2017, 25.09.2017 & 24.04.2018, 08.05.2018 and 13.05.2021 referred therein have been circulated as **PBC Nos. 141/2017, 119/2018, 155/2018** and **145/2021** respectively.

Railway Board's letter dated 10.05.2018 referred therein is enclosed for reference.

Encl: 05 pages

उपमुकाधि/समन्वयन /Deputy Chief Personnel Officer/Co-ord
कृते प्रमुकाधि/For Principal Chief Personnel Officer

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)

RBE No.28/2023
New Delhi, dated: 09.02.2023

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

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

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

In view of the decision of the Government for disinvestment of Air India, it has already 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 only 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)

2. Ministry of Finance, Department of Expenditure vide their O.M. No. 19024/03/2021/E.IV, dated 16th June, 2022 has issued certain instructions regarding booking of air tickets on Government account in supersession to their earlier instructions on the subject. Ministry of Finance's modified instructions are adopted and circulated to all Indian Railways/PUs in the following manner:

3. The choice of the Travel agent from amongst the 03 Travel agents under para-1, for booking of ticket for tour and LTC is left open to the Railways/PUs and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected Travel Agent only. No agency charges/convenience fees will be paid to these three booking agencies.

4. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking:-

(a) On the day of travel in the desired 3 hours slot of following time band – 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00.

(b) with provision of optimizing within a 10% price band, for convenience and comfort.

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4th Floor, Room No.426, Rail Bhawan, New Delhi- 110001

5. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Accordingly, wherever possible, approval of the tour programme and LTC may be obtained at least 21 days prior to the intended date of travel.
6. Any booking made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.
7. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.
8. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for the same leg of travel with the self-declared justification for the same. In such exceptional circumstances, the booking of two alternative flights be done with the approval of the authority competent to approve the air travel.
9. (a) While tickets may be arranged by the office through the Travel Agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized Travel agencies only.

(b) Employees must register their official Government Email-id with these 3 Travel agencies to book their air tickets digitally through above modes for travel by any airlines.
10. Railways/PUs should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.
11. 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) PHoD/CHoD/HoD with independent charge not below SAG level in Zonal-Railways/PUs & (iii) DRM in Divisions are authorized to grant relaxation with Finance concurrence.
12. All Railways/PUs are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.
13. 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 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.
14. Railways/PUs must clear all previous outstanding dues to the travel agents by 15th February 2023.

15. No Mileage Points will be generated against travel on Government account.
16. All Railways/PUs 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.
17. The instructions regarding Air Travel entitlement of Railway employees as issued under Board's letter 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 remain in force.
18. This letter is issued in supersession of Board's earlier instructions issued vide letter of even No. dated 11.01.2022 on the subject.
19. This issues with the approval of the Board (MF, CRB & CEO).



(Sonali Chaturvedi)
Joint Director Finance (Estt.)
Railway Board
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4th Floor, Room No.426

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

New Delhi, dated: 09.02.2023

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



for Member (Finance)/Railway Board.

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

New Delhi, dated: 09.02.2023

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



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

Self-declaration Certificate for Completion of Journey
Annexure to Board's Letter No. F(E)I/2022/AL-28/1, dated 09.02.2023)

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 fromto
.....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 Railway Services (Discipline & Appeal)Rules, 1968 , as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Railway/PU.....

To
Admin/Establishment Section
Railway/PU....

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

RBE No. 67/2018

No. F(E)I/2017/AL-28/41

New Delhi, dated 10.05.2018

General Manager,
All Indian Railways, PUs etc.
(As per Standard Mailing List)

Sub: Air Travel entitlements for journeys on tour or training; revision of instructions reg.

In continuation to Board's letter of even number dated 24.04.2018 (RBE No. 61/2018), It has been decided that regular SAG officers, on tour may travel by 'J' /Business Class by Air within the country also.

2. This has the approval of competent authority.
3. Please acknowledge receipt.



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

No. F(E)I/2017/AL-28/41

New Delhi, dated 10.05.2018