File No.ECR-HQ0PERS(RULE)/9/2023-O/o Dy.CPO/HQ/ECR

पूर्व मध्य रेल

EAST CENTRAL RAILWAY

कार्यालय
महाप्रबंधक(का)
हाजीपुर

RBE No. 28/2023

PCPO's SI No.28/2023

No.ECR-HQ0PERS (RULE)/9/2023 Com.No.207408)

1. CAO (Con.)/उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD/पूमरे/हाजीपुर।
3. DRM/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी/प्रशासन/पूमरे/हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/पीडी/डीडीयू, यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।
7. Sr.DPO/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
8. उप महाप्रबंधक/विधि/पटना।
9. प्राचार्य/क्षेत्रीय रेल प्रशिक्षण संस्थान/मुजफ्फपुर एवं भूली।
10. सभी मुकार्याधी/कार्याधी/पूमरे/हाजीपुर।

विषयः-Modification of instructions regarding Booking of Air Tickets on Government account.

संदर्भः-Railway Board's letter No.-F(E)I/2022/AL-28/1 Dated-09.02.2023.

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विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information, guidance and needful onward action please.

DA: As above.

Digitally Signed by Manoj Ku Choudhary
Date: 16-03-2023 18:37:54
Reason: Approved

(मनोज कुमार चौधरी)
सकाधि/ईएसएम
कृते महाप्रबंधक (का0)/हाजीपुर

प्रतिलिपि/– निम्नलिखित को सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु प्रेषितः–

1. महासचिव/ईसीआरकेयू/पूमरे/हाजीपुर।
2. महासचिव/एस.सी.एवं एस.टी.एशोसिएशन/पूमरे/हाजीपुर।
3. सकाधि(एम.पी.पी.)/पूमरे/हाजीपुर–कृपया इसे वेबसाइट पर अपलोड करें।
4. महासचिव/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर।

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.

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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.

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
Tele No. 011-23047024
Email ID- sonali.chaturvedi@gov.in
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.

No. F(E)I/2022/AL-28/1 **New Delhi, dated: 09.02.2023**

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, IRIEEN/Nasik Road, IRIMEE / Jamalpur, IRISET/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 Bhawan, 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, 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.

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

No. F(E)I/2022/AL-28/1 **New Delhi, dated: 09.02.2023**

Copy forwarded to:

1. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (with 5 spares).
2. The General Secretary, AIRF, Room No. 253, Rail Bhawan, 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 Bhawan, New Delhi.
6. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi
8. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
9. The Secretary, RBSSS Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
11. The Secretary, Railway Board Non-Ministerial Staff Association, Rail Bhawan, New Delhi.
12. The General Secretary, All India RPF Association, Rail Bhawan, New Delhi.
13. The General Secretary, All India SC/ST Railway Employees Association, Rail Bhawan, New Delhi.
14. President, Retired Railway Employees Welfare Association, 698/7 UE, Gurugram-122001

for Principal Executive Director (IR), 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 / EDs / 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.

Annexure-I

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 from .....to .....on.....(date) and return journey form.....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....