

NORTH CENTRAL RAILWAY

NCRBE-28/2023
RBE No. 28/2023.

Headquarters Office
Subedarganj, Prayagraj

No. 797-E/NCR/Policy/2023/Air Travel(Tickets)

Dated: .02.2023

All PHODs / CHODs, NCR HQ office, Prayagraj,
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,
CWM/JHS WS, CWM/ MLR WS, CWM/ RSK/STLI, CWM/CPOH Prayagraj,
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, Dy.CPO/WS/JHS,
SPO/MLR, APO /RSK/STLI, CEE/WS/ JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy FA&CAO/G/NCR,
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CETA / Kanpur,
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,
Principal- Electric Training Centre/TRD/Jhansi.

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

Ref: Railway Board Letter No. F(E)I/2022/AL-28/1 dated 09.02.2023.

Copy of Railway Board's letter No. F(E)I/2022/AL-28/1 dated 09.02.2023, is annexed
herewith for further necessary action.

Policy Letter Circulated under NCRPS/NCRBE is also be available on website
www.ncr.indianrailways.gov.in (About us→Department→Personnel→NCR Policy Circulars).

DA: as above

Digitally Signed by Adesh
Kumar Mishra
Date: 19-02-2023 20:59:05
Reason: Approved

(Adesh Kumar Mishra)
APO/HQ
for General Manager/P

C/- Secretary to GM for kind information to General Manager.
C/- Secretary to AGM for kind information to AGM.
C/- All Personnel Officer in HQ.
C/- All Recognized Union and Associations.

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.

चतुर्थ तल, कमरा सं. 426, रेल भवन, नई दिल्ली- 110001
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).

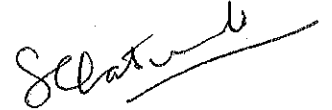


(Sonali Chaturvedi)
Joint Director Finance (Estt.)
Railway Board
Tele No. 011-23047024
Email ID- sonali.chaturvedi@gov.in
4th Floor, Room No.426

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.

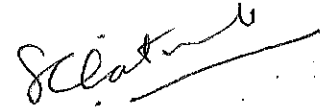


for Member (Finance)/Railway Board.

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.

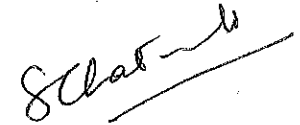


Sonali Chaturvedi
Joint Director Finance (Estt.)
Railway Board.

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, 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 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.



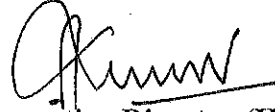
Sonali Chaturvedi
Joint Director Finance (Estt.)
Railway Board.

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.

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 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....