

NORTH CENTRAL RAILWAY

NCRPS-6394/2025

Headquarters Office  
Subedarganj, Prayagraj

No. 797-E/NCR/Policy/2025/Air Travel

Dated: .05.2025

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- BTC/C&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:** Air-travel on tour / duty.

**Ref:** Railway Board Letter No. 2025/I & Trans. Cell / Air Travel on tour /P  
dated: 29.04.2025.

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Copy of Railway Board Letter No. 2025/I & Trans. Cell / Air Travel on tour /P dated:  
29.04.2025 (along with its enclosures), is annexed herewith for further necessary action.

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

**DA:** as above

Digitally Signed by

Jitendra Singh

Date: 09-05-2025 16:14:51

Reason: Approved

(Jitendra Singh)

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.

C/- RP Cell, NCR/HQ monitor the position of reservation as advised in the letter.

C/- SWC for information in reference to SWC No.



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

No.2025/I & Trans. Cell / Air Travel on tour /P

New Delhi, Date: 29.04.2025

The General Manager DG, CTIs  
PHODs, CAO (C) DG, RDSO  
All Indian Railways

**Subject:** Air-travel on tour / duty

The issue of streamlining extant instructions on air travel on tour, as an economy-cum-process efficiency measure and to bring some parity with the Gol's instructions on the subject, has been under consideration and the Board (MF and the Chairman & CEO, Railway Board) have approved revised instructions, issued now vide RBE 36/2025 (Railway Board letter F(E) I / 2025 / AL-28/4 dated 29.04.2025) in supersession of previous instructions on the subject.

Kindly acknowledge receipt and ensure compliance.

Encl. RBE 36 / 2025.

*Pranav Kumar Mallick*

(Pranav Kumar Mallick)  
Executive Director (Transformation)  
Railway Board  
email: pranav.mallick@nic.in

No.2025/I & Trans. Cell / Air Travel on tour /P

New Delhi, Date: 29.04.2025

Copy for information to:

1. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
2. The Registrar, Railway Claims Tribunal, Delhi.
3. The Chief Commissioner of Railway Safety, Lucknow.
4. The Secretary, Railway Rates Tribunal, Chennai.

5. The Chairman. Railway Recruitment Board, Ahmedabad. Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur. Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivendrum.
6. The Genl. Secy., AIRF, Room No. 253, & NFIR Room No. 256-C, Rail Bhavan
7. The Secy. Genl., IRPOF, Room No. 268. FROA, Room No. 256-A & AIRPFA, Room No. 256-D Rail Bhavan

*Pranav Kumar Mallick*

(Pranav Kumar Mallick)

Executive Director (Transformation)

Railway Board

email: pranav.mallick@nic.in

**No.2025/I & Trans. Cell / Air Travel on tour /P**

**New Delhi, Date: 29.04.2025**

Copy to:

1. Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR  
Asst. PS/MoSR(S), JDPG/MoSR(S), Addl. PS/MoSR(R)
2. PSOs/Sr.PPSs/PPSs to CRB & CEO, M/O&BD, MF, M/TRS, M/Infra
3. All DGs, Secretary/RB, All AMs, PEDs, All EDs, Railway Board.
4. IG/P&TS, Railway Board.
5. RBCC, Room No. 476 for uploading on the website.

*Pranav Kumar Mallick*

(Pranav Kumar Mallick)

Executive Director (Transformation)

Railway Board

email: pranav.mallick@nic.in

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

RBE No. : 36/2025

No. F(E)I/2025/AL-28/4

New Delhi, Dated : 29.04.2025

General Managers  
All Indian Railways/PUs  
DG, RDSO  
(As per standard mailing list)


**Sub :** Modification of Instructions regarding Air Travel Entitlements of Railway officers on Tour/Duty and Delegation of Powers w.r.t. Sanctioning of Air Travel.

**Ref :** Railway Board's letters No. F(E)I/2017/AL-28/41, dated 24.04.2018, 08.05.2018 & 10.05.2018 and Board's letter No. F(E)I/2021/AL-28/47, dated 13.08.2021.

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Instructions regarding air travel entitlements of Railway officers on tour/duty and delegation of powers w.r.t. sanctioning of air travel have been issued from time to time. It has now been decided in modification to all the earlier instructions on the subject that the revised instructions regarding air travel on tour / duty will be as following :

- I. PHOD/CHOD in Zonal Railways/PUs, CAO/C in Construction Organizations, DGs in CTIs and DRM in Divisional offices may, for officers under their control, sanction travel by air on duty:
  - (i) Without Finance concurrence for officers in Pay Matrix Level-14 & above.
  - (ii) With Finance concurrence for officers in Pay Matrix Level-13 & below.
- II. In Railway Board, power to sanction air travel on duty by officers shall remain with AMs/PEDs. However, prior Finance concurrence shall be mandatory for air travel on duty by officers below the Director level.
- III. Air travel entitlement for officers of Level-13 and below would be in Economy Class and for officers in Level-14 and above would be as per MoF/DoE's instructions issued vide O.M. No. 19030/1/2017/-E.IV, dated 13.07.2017, i.e., in Business / Club Class.
- IV. The officer will have to submit a self-certification in his/her Tour Programme and also with TA/DA claim that no Group C staff is being booked/has travelled on duty with the officer.

-----2/-  
  
(SANJAY PRASHAR)  
JDFE / Rly Bd



- V. If the reimbursement is being claimed, the same would be limited to actual air fare or three times of train fare of entitled class, whichever is lower.
- VI. No extra Budgetary allotment would be provided.
2. This issues with the approval of Board (MF and CRB).
3. Hindi version will follow.



(Sanjay Prashar)  
Jt. Director, Finance (Estt.)  
Railway Board.

No. F(E)I/2025/AL-28/4

New Delhi, dated : 29.04.2025

Copy to:

1. Deputy Comptroller & Auditor General of India (Rlys.), R.No. 222, Rail Bhawan, New Delhi.
2. PFAs of All Zonal Railways/PUs.



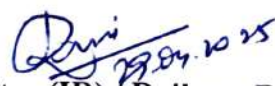
for Member Finance, Railway Board

No. F(E)I/2025/AL-28/4

New Delhi, dated: 29.04.2025

Copy to:

1. The General Secretary, NFIR, Room No. 256-C, Rail Bhawan, New Delhi.
2. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi.
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Feroz Shah Road, New Delhi
4. The Secretary General, FROA, Room No. 256-A, Rail Bhawan, New Delhi
5. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
6. The General Secretary, RBSS, Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The General Secretary, RBSS, Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The General Secretary, RBSSSA, Rail Bhawan, New Delhi.
9. The General Secretary, Railway Board Ministerial Staff Association.
10. The General Secretary, Railway Board Non-Ministerial Staff Association, Rail Bhawan, New Delhi.
11. The General Secretary, All India SC/ST Railway Employees Association, Room No. 7 (Ground Floor), Rail Bhawan, New Delhi.
12. The General Secretary, All India O.B.C. Railway Employees Federation (AIOBCREF), Room No. 48, Rail Bhawan, New Delhi.



for Principal Executive Director (IR) / Railway Board

No. F(E)I/2025/AL-28/4

New Delhi, dated: 29.04.2025

Copy to:

1. PS to MR, EDPG to MR, OSD to MR, OSD (Co-ord) to MR, Advisor to MR, PS to MoSR(S), EDPG to MoSR(R).
2. PSOs/Sr.PPSs/PPSs to CRB, MF, M/O&BD, M/Infra, M/T&RS, Secretary/RB.
3. DG/HR, DG/Safety, DG(RHS), DG(RPF).
4. All Addl. Members, PEDs, EDs, JSs.
5. Pay & Accounts Officer, M/o Railways (Railway Board).

No. F(E)I/2025/AL-28/4

New Delhi, dated : 29.04.2025

Copy to:

1. The DGs, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISSET/Secunderabad, IRIFM/Secunderabad, IRITM/Lucknow.
2. Principal CAO, PLW, Patiala.
3. The CMDs, IRCON, IRFC, MRVC, IRCTC, CONCOR, RITES, RVNL, Railtel, KRCL and MD, CRIS.
4. The VC, RLDA, New Delhi.
5. The Registrar, RCT/Delhi.
6. Chairmen of All RRBs.
7. The Chief Commissioner of Railway Safety/Lucknow.

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