

SOUTH CENTRAL RAILWAY

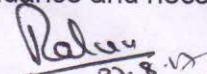
Headquarters Office
Personnel Branch
Secunderabad.
Date:31.08.2017

No. P[R]75/VIII

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 138/2017

Copy of Board's letter No.F[E]/2016/AL-28/25 dated 22.08.2017 together with their letters dated 16.05.2016 and 17.10.2016 is forwarded for information, guidance and necessary action.


[K.RAVI KUMAR]

Secy. to CPO
For Chief Personnel Officer

Copy of Board's ltr. No. F[E]/2016/AL-28/25 dated 22.08.2017 [RBE No.100 /2017]

Sub: Permission to Travel by Airlines other than Air India.

In terms of Board's letter of even number dated 16.05.2016 on the subject, certain guidelines received from Ministry of Civil Aviation were issued regarding grant of permission to travel by airlines other than Air India for official air travel (both domestic and international) by railway officers. The guidelines, with the advice to furnish some additional particulars were reiterated vide letter of even number dated 17.10.2016.

2. However, despite issue of these guidelines, it is still seen that in many cases, the requests seeking relaxation/permission to travel by airlines other than Air India are still being received late and at times after the travel date for post facto sanction. Further, in many of the cases the requests are not accompanied by NAS certificates / meeting notices / approved tour program, as required.

3. It is therefore once again requested that the reference seeking relaxation / permission to travel by airlines other than Air India may be made to Railway Board in proper Proforma which has already been circulated, duly accompanied by required document is like NAS certificate issued by authorized travel agent /a copy of the sector specific snapshot of Air India Website, and copy of approved tour program, following the guidelines of air travel by airlines other than Air India circulated vide Board's letters dated 16.05.2016 & 17.10.2016.

4. Strict compliance of this letter may be ensured

sd/-

[Sonal Chaturvedi]/DDF[E]

INDEX No. 1030 TA/DA	S.C.No.
Board have issued guidelines regarding permission to travel by airlines other than Air India for official air travel (both domestic and international) by railway officers.	138/2017

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

RBE No. 100/2017

No. F(E)I/2016/AL-28/25

New Delhi, dated 22.08.2017

The General Managers,
All Indian Railways etc.
(As per Standard Mailing List)

Sub: Permission to Travel by Airlines other than Air India.

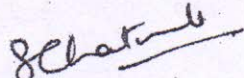
In terms of Board's letter of even number dated 16.05.2016 on the subject, certain guidelines received from Ministry of Civil Aviation were issued regarding grant of permission to travel by airlines other than Air India for official air travel (both domestic and international) by railway officers. The guidelines, with the advice to furnish some additional particulars were reiterated vide letter of even number dated 17.10.2016.

2. However, despite issue of these guidelines, it is still seen that in many cases, the requests seeking relaxation/permission to travel by airlines other than Air India are still being received late and at times after the travel date for post facto sanction. Further in many of the cases the requests are not accompanied by NAS certificates / meeting notices / approved tour program as required.

3. It is therefore once again requested that the reference seeking relaxation/permission to travel by airlines other than Air India may be made to Railway Board in proper Proforma which has already been circulated, duly accompanied by required documents like NAS certificate issued by authorized travel agent / a copy of the sector specific snapshot of Air India Website, and copy of approved tour program, following the guidelines of air travel by airlines other than Air India circulated vide Board's letters dated 16.05.2016 & 17.10.2016.

4. **Strict compliance of this letter may be ensured.**

5. Please acknowledge receipt.



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

Contd/...2/-

RP
sent. 138/2017
24/31/8/17

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

RBE No. 122/2016

No. F(E)I/2016/AL-28/25

New Delhi, dated 17.10.2016

The General Managers,
All Indian Railways etc.
(As per Standard Mailing List)

Sub: Permission to Travel by Airlines other than Air India.

In terms of Board's letter of even number dated 16.05.2016 on the subject, certain guidelines were issued regarding grant of permission to travel by airlines other than Air India for official air travel (both domestic and international) by railway officers.

2. However, in some of the cases, the requests seeking relaxation/permission to travel by airlines other than Air India are being received without complete particulars, and requisite documents. Occasionally, even the sector(s) for which permission is sought for travel by private airlines are not indicated.

3. It is therefore requested that the reference seeking relaxation/permission to travel by airlines other than Air India may be made to Railway Board following the guidelines of air travel circulated alongwith the letter dated 16.05.2016, some of which are reiterated below and additional particulars as indicated below may also be furnished.

(i) The request for relaxation/permission must be submitted to Railway Board at least 10 working days in advance from the date of travel, in the prescribed proforma, also indicating the telephone number, fax number (if any), official e-mail ID and grade/level of the officer travelling.


(ii) Request for post-facto permission should be avoided.

(iii) Those seeking relaxation on ground of non-availability of seats (NAS) must enclose NAS certificate issued by authorized travel agent / a copy of the sector specific snapshot of Air India Website.

(iv) Those seeking relaxation on ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.

4. Hindi version is enclosed.

5. Please acknowledge receipt.


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

Contd/....

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

RBE No. 49 /2016

No. F(E)/2016/AL-28/25

New Delhi, dated 16 .05.2016

The General Managers,
All Indian Railways etc.
(As per Standard Mailing List)

Sub: Permission to Travel by Airlines other than Air India.

The Department of Expenditure (DoE), Ministry of Finance vide their O.M's No. F.No. 19024/1/2009-E.IV dated 13th July, 2009, 16th September 2010 and 28th July 2011, had decided that in all cases of official air travel (both domestic and international) including air travel for the purpose of LTC, where the Government of India bears the cost of air passage, the officials concerned shall travel only by Air India. The DoE had also given mandate to the Ministry of Civil Aviation (MoCA) to grant permission to travel by airlines other than Air India, in case of operational or other reasons or on account of non-availability of Air India flights on any route.

2. Now, Secretary, Ministry of Civil Aviation vide his D.O. No. 18011/05/2012-AI dated 07.03.2016 has communicated with due approval of Department of Expenditure, Ministry of Finance, the delegation of powers to the Financial Advisors of the Ministries to grant permission to travel by airlines other than Air India with effect from 1st April 2016. The delegated power has to be exercised in accordance with the instructions contained in the Department of Expenditure's O.M. Nos. 19024/1/2009-E-IV dt. 13.7.2009, 16.9.2010 & 28.7.2011 (copies enclosed).

3. As per the guidelines issued by Ministry of Civil Aviation, sectors on which general relaxation for travel by Airlines other than Air India has been accorded by them are given at Annexure II, III & IV.


4. It has been decided by Board that in deserving cases of air travel by airlines other than Air India for the sectors not covered in the Annexure II, III & IV, due to operational or non-availability or other reasons, the individual cases may be referred to Board's Office for relaxation with supporting documents as per proforma enclosed (Annexure-I).

5. All the officers who are entitled to travel by Air are requested to scrupulously comply with the guidelines of air travel (copy enclosed).

6. Hindi version is enclosed.

7. Please acknowledge receipt.

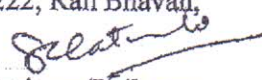
DA: As above


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

No. F(E)/2016/AL-28/25

New Delhi, dated 16 .05.2016

Copy to Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhavan,
New Delhi (40 spares).


Financial Commissioner/Railways.
Contd/....

**GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES
OTHER THAN AIR INDIA**

Secretary, Ministry of Civil Aviation vide his D.O. No.18011/05/2012-AI dated 7th March 2016 to all Ministries/Departments has communicated the delegation of powers to the Financial Advisers of the Ministries to grant permission to travel by airlines other than Air India with effect from 1st April, 2016, with due approval of Department of Expenditure, Ministry of Finance. The delegated power has to be exercised in accordance with the instructions contained in the DFoE's OM Nos. 19024/1/2009-E.IV dated 13.7.2009, 16.9.2010 & 28.7.2011, Apart from these three basic instructions DoE and DoP&T have also issued various related instructions which are available on their respective websites which also need to be followed scrupulously.

Accordingly, Ministry of Railways has devised the following guidelines for processing the requests for relaxation to travel by airlines other than Air India. These guidelines are broadly based on the OMs/Instructions mentioned in the preceding para and the guidelines of the Ministry of Civil Aviation in this regard available on their website.

1. The request for relaxation must be submitted to Railway Board at least 10 working days in advance from the date of travel.
2. Request for seeking relaxation is required to be submitted in the Proforma (Annexure-I), duly filled in.
3. Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation are available at Annexure-II, III & IV. There is no requirement to seek relaxation for these sectors. However, these sectors may be revised by the Government of India from time to time. This may be kept in view while seeking the relaxation.
4. Those seeking relaxation on ground of Non-Availability of seats (NAS) must enclose NAS Certificate issued by authorized travel agents- M/s. Balmer Lawrie & Co., Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T O.M. No. 31011/6/2002-Estt.(A) dated 2.12.2009)/a copy of the sector specific snapshot of Air India Website i.e. www.airindia.in.

5. The Non-Availability of seats certificate to be provided should be as per the journey to be performed e.g. for the journey from Dibrugarh to Delhi, the non-availability of seat certificate should be for Dibrugarh-Kolkata and Kolkata-Delhi route separately and not for Dibrugarh-Delhi route.
6. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto the place upto which Air India is available and seek relaxation for the remaining sector. On International routes where Air India has code-share partner, the same must be utilized.
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India code share flights to the extent possible.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

S. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the Organization/Division/Railway	
4.	Date of visit	
5.	Whether Foreign travel/Domestic travel	
6.	In case of official visit, kindly link approved tour programme	
7.	Whether entitled for Air travel as per rules	
	If not, kindly link the approval of competent authority for air travel	
8.	Reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
a.	Whether Air India does not have flights in that sector at all.	
b.	Whether Air India does not have flights in that sector on the schedule date of travel.	
c.	Whether there is no availability of ticket in the entitled class of travel in Air India flights in that sector on the scheduled date of travel.	
d.	Any other reason.	
9.	Kindly either link print out from official website of Air India and Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
10.	In case of foreign travel, if full or part journey is proposed through alliance partner of Air India, ticket should be obtained from the office or official websites of Air India or authorized agents viz. Balmer Lawrie & Co., Ashok Travels & Tours, IRCTC, for obviating any complication while preferring the reimbursement claim.	
11.	Kindly link an undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he/she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector. The ticket needs to be booked using the airlines own official website or through authorized agents, viz. Balmer Lawrie & Co., Ashok Travels & Tour and IRCTC.	
12.	Kindly link recommendation of Head of the Department/Organization (attached/sub-ordinate offices).	

.....
(Signature of the individual travelling)

.....
(Signature of the Head of the Organization)

.....
RECOMMENDATION OF THE ADMINISTRATIVE DIVISION/MINISTRY

.....
(Signature of Head of the Department)

Note: In case the individual travelling is of the level of SAG and above on the Railways, no separate approval of Head of Department/Administrative Office/General Manager is required for seeking such permission (tour programme duly approved by competent authority may however be linked). In such cases, self-certification by the travelling officer (SAG & above) will be sufficient for submitting their proposal for grant of the said permission.

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Annexure-II

Sl. No.	Sectors
01	Ahmedabad - Pune- Ahmedabad
02	Ahmedabad- Jaipur- Ahmedabad
03	Ahmedabad- Indore- Ahmedabad
04	Bangalore-Coimbatore- Bangalore
05	Bangalore- Vishakhapatnam -Bangalore
06	Chennai-Coimbatore- Chennai
07	Chennai-Tuticorin-Chennai
08	Chandigarh- Srinagar-Chandigarh
09	Guwahati - Dibrugarh- Guwahati
10	Guwahati -Bagdogra- Guwahati
11	Hyderabad-Bhubaneswar- Hyderabad
12	Hyderabad- Bhopal- Hyderabad
13	Hyderabad-Cochin- Hyderabad
14	Hyderabad-Coimbatore- Hyderabad
15	Hyderabad-Nagpur- Hyderabad
16	Hyderabad- Rajamundry- Hyderabad
17	Hyderabad- Raipur- Hyderabad
18	Hubli- Bangalore- Hubli
19	Jaipur-Jammu- Jaipur
20	Jaipur-Hyderabad-Jaipur
21	Kolkata- Raipur- Kolkata
22	Kolkata-Visakhapatnam-Kolkata
23	Lucknow- Patna- Lucknow
24	Lucknow-Kolkata-Lucknow
25	Mumbai- Bhuj- Mumbai
26	Mumbai-Diu- Mumbai
27	Mumbai-Nanded- Mumbai
28	Mumbai-Porbandar- Mumbai
29	Mumbai- Jabalpur- Mumbai
30	Mumbai-Pune- Mumbai
31	Mumbai - Vadodara- Mumbai
32	Nagpur-Kolkata- Nagpur
33	Nagpur-Hyderabad- Nagpur
34	Nagpur-Pune- Nagpur
35	Nagpur-Bangalore- Nagpur
36	Nagpur-Indore- Nagpur
37	Varanasi-Kolkata-Varanasi

Annexure -III

S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawl-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi

Annexure -IV

S.No.	Sectors
1	Bhopal-Jabalpur-Bhopal
2	Bhubaneswar-Kolkata-Bhubaneswar
3	Bhubaneswar-Visakhapatnam-Bhubaneswar
4	Calicut-Bangalore-Calicut
5	Chennai-Belgaum-Chennai
6	Chennai-Bhubaneswar-Chennai
7	Chennai-Pune-Chennai
8	Guwahati-Jaipur-Guwahati
9	Guwahati-Silohar-Guwahati
10	Kolkata-Patna-Kolkata
11	Kolkata-Ranchi-Kolkata
12	Pune-Indore-Pune
13	Pune-Kochi-Pune
14	Mumbai-Hubli-Mumbai
15	Visakhapatnam-Vijayawada-Visakhapatnam

CA

(22)

F.No.19024/1/2009-E,IV
Government of India
Ministry of Finance
(Department of Expenditure)

New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject : Air Travel on official account - both domestic and international.

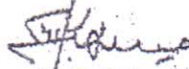
In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2006 dated 23rd November, 2006 and in supersession of this Ministry's OM No. 19024/1/E,IV/2006 dated 24.3.2008, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.


(Y.P. Sehgal)
Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc.,
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Bahner Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Bahner Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OM No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India

14

- 4 -

Ministry of Finance
Department of Expenditure
E-IV Branch

The Ministry of Civil Aviation may refer to their OM No. AV.1811/04/2010-AI dated 12.07.2011, wherein clarifications have been issued regarding air travel on Tour/LTC.

2. The M/o Civil Aviation is advised that while considering cases for relaxation to travel by airlines other than Air India, for journeys to be performed while availing of LTC by Govt. officials, the relaxation should be given in exceptional cases only, wherever justified and not in a routine manner, as Govt. officials have the option to reschedule their air travel, while availing LTC.

3. This has the approval of Joint Secretary(Personnel).


(A. Bhattacharya)

Under Secretary to the Government of India

US, M/o Civil Aviation, New Delhi

M/o Finance, D/o Exp. LD. No. 19024/1/2009-E.IV dt. 28.07.2011.