

SOUTH CENTRAL RAILWAY

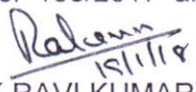
Headquarters Office
Personnel Branch
Secunderabad.
Date: 19.01.2018

No. P[R]75/VIII

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 04/2018

Copy of Board's letter No.F[E]I/2016/AL-28/15 dated 22.12.2017 is forwarded for information, guidance and necessary action. Board's letters dated 16.05.16, 17.10.16, 22.08.2017, and 21.09.2017 were circulated under SC Nos. 138/2017 and 169/2017, respectively.


[K.RAVI KUMAR]
Secy. to PCPO

For Principal Chief Personnel Officer

Copy of Board's ltr. No. F[E]I/2016/AL-28/15 dated 22.12.2017 [RBE No.201/2017]

Sub: Guidelines on Air Travel on Official Tours.

Ref: Board's letters, of even number dated 16.05.16, 17.10.16, 22.08.17 & 21.09.17.

In accordance with the instructions contained in the Ministry of Finance, Department of Expenditure's O.M. Nos. 19024/1/2009-E-IV dated 13.07.2009, 16.09.2010 & 28.07.2011 on the subject, as communicated by Ministry of Civil Aviation, certain guidelines (alongwith the proforma seeking relaxation, as issued by MoF) were circulated vide Board's letter of even number dated 16.05.2016 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 and re-circulated for strict compliance vide Board's letters of even number dated 17.10.2016 & 22.08.2017. Further, MoF's guidelines contained in their O.M. No. 19024/22/2017-E.IV, dt. 19.07.2017 regarding procedure of purchase of air tickets from authorized travel agents etc. were also circulated on Indian Railways vide Board's letter of even number dated 21.09.2017.

2. However, it has been observed in some of the cases that;

- (i) the requests seeking relaxation/permission to travel by airlines other than Air India are not being sent in the prescribed proforma circulated by Ministry of Finance and are not accompanied by requisite documents like approved tour program and undertaking.
- (ii) the proforma for exemption to travel by flight other than Air India is not signed by the officer travelling, and is in some instances signed by Protocol Officer etc.
- (iii) the requests seeking reimbursement of air journey performed in special circumstances are being received without complete particulars and requisite documents like approved tour program and undertaking etc. Also, in some cases the air tickets for which reimbursement is sought have been purchased from travel agents other than the travel agents authorized under MoF guidelines.
- (iv) the above mentioned guidelines are not being observed by the Authority while approving the tour program and while referring cases to Board for approval.

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3. It is therefore advised that:

- (i) the requests seeking relaxation/permission/reimbursement of air journey should be sent to Board in the prescribed proforma, duly signed by the officer travelling & HOD etc. with all requisite documents like approved tour program and undertaking, as prescribed.
- (ii) the Authority approving the tour programme which includes journey by private airlines should ensure that guidelines of Ministry of Finance circulated vide Board's above referred letters are invariably being followed & complied with.
- (iii) while referring cases to Board for sanction for reimbursement of air tickets, it may be ensured that the tickets have been purchased from authorized travel agents only as per MoF's instructions.

4. Strict compliance of the letter may be ensured.

sd/-
[Sonali Chaturvedi]/DDF(E)

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Board have reiterated guidelines on air travel on official tours by Railway Officers.	04/2018