

File No.DLW-BSB0GMP(GACS)/2/2020-O/o DY CPO/HQ/DLW



भारतीय रेल  
डीजल रेल इंजन कारखाना  
वाराणसी-221004, भारत |  
Indian Railways (Government of India)  
Diesel Locomotive Works  
Varanasi-221004, India.



PSS-98

No : GM(P)/ER/PSS&SSM-Pt-1

Office : General Manager/(P).

Tele : 0542-2642700

Fax : 0542-2270102

E mail : [cpo@dlw.railnet.gov.in](mailto:cpo@dlw.railnet.gov.in)

Date : 10.07.2020

All Concerned  
Dlw/Varanasi, Sealdh, Camp Office,  
New Delhi.

Copy :-

- Joint Secretary and other staff council members.
- Secretary SC/ST and OBC Association.
- Secretary, RREA/DLW.

Sub:-Guideline for air travel on official tours; sending request to through e-mail only .

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A Copy of Railway Board's letters No. F(E)I/2020/AL-28/13, Dated - 08.07.2020 is forwarded herewith for information and guidance.

DA:- 03 Pages

(P. Minj)

Assistant Personnel Officer/Staff

Copy for information and necessary action:-

- ❖ Ch.OS/Gaz. Section.
- ❖ Ch.OS/Pass section.

  
10/07/2020  
For General Manager(P)

**Government of India (भारत सरकार)**  
**Ministry of Railways (रेल मंत्रालय)**  
**(Railway Board) (रेलवे बोर्ड)**

No. F(E)I/2020/AL-28/13

RBE No.50/2020  
New Delhi, dated 08.07.2020

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

**Sub: Guidelines for air travel on Official Tours; sending requests through e-mail only.**

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 for seeking relaxation to travel by airline other than Air India, as issued by MoF) were circulated vide Board's letter No. F(E)I/2016/AL-28/25 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 were reiterated / re-circulated and updated from time to time on the receipt of further instructions from MoF.

2. At present, the request of Railway officers for air travel including those seeking relaxation to travel by airline other than Air India are being received in Board's Office for approval either by post or by fax, both are paper consuming media. More so, request by post are most often received after the scheduled date of journey, while these should reach at least 07 working days in advance from the date of journey.

3. For some time past, emphasis is being given on paper-less office. Recently, the use of e-office has been made compulsory in Board's Office and all files are to be put up electronically through e-office portal. Also, in the present situation of COVID-19 pandemic, handling of papers / physical files are not advisable.

4. Recently economy, austerity and cost control measures have been circulated to all Indian Railways through Board (FC)'s D.O. letter No. 2015-B-235, dated 19.06.2020. Para-I.(f) & V.(j) of Enclosure to this letter inter alia provides for reduction in instances of TA by 50% and curtailment of travel expenditure. While Para-V.(b) inter alia provides that for correspondences secure e-mail should be used.

5. In view of the above, all Indian Railways/PUs are advised that:

(i) travel by air should be avoided as far as possible, guidelines issued by Board's Office in this regard from time to time should be strictly adhered to.

(ii) all the requests for air travel including those seeking relaxation/permission to travel by other than Air India flight must be submitted to Railway Board at least 07 working days in advance from the scheduled date of travel, in duly filled proforma prescribed by MoF, alongwith all necessary documents e.g. tour programme duly approved by competent authority, papers indicating the non-availability of AI flights etc. through email only (preferably by NIC mail).

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6. The email ID for the purpose is [airtravel.fe1@rb.railnet.gov.in](mailto:airtravel.fe1@rb.railnet.gov.in). The request may be mailed under the subject line "Air travel Request".
7. This issues with the approval of Board (FC).
8. **Strict compliance of the letter may be ensured.**
9. Please acknowledge receipt.

*V. Makhijani*  
(Vikas Makhijani)  
Deputy Director Finance/DFC  
Railway Board.

No. F(E)I/2020/AL-28/13

New Delhi, dated 08.07.2020

Copy to: Deputy Comptroller and Auditor General of India (Rlys.), R.No.222, Rail Bhavan, New Delhi.

*V. Makhijani*  
for Financial Commissioner/Railways.

No. F(E)I/2020/AL-28/13

New Delhi, dated 08.07.2020

Copy forwarded to: Principal Financial Adviser, All Indian Railways including Construction Units, Production Units etc.

*V. Makhijani*  
(Vikas Makhijani)  
Deputy Director Finance/DFC  
Railway Board

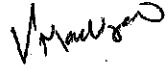
No. F(E)I/2020/AL-28/13

New Delhi, dated 08.07.2020

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/Allahabad.
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 Bhavan, 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, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Bilaspur, Chandigarh, Chennai,

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- 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.



(Vikas Makhijani)  
Deputy Director Finance/DFC  
Railway Board.

**No. F(E)I/2020/AL-28/13**

**New Delhi, dated 08.07.2020**

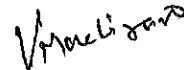
Copy forwarded to:

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



for Secretary/Railway Board.

Copy to: PPS/PS/PAs to CRB, FC, MS, MT, ME, MTR, MRS, DG(RHS), DG(RPF), All AMs / PEDs / EDs / JS and Directors. IG/RPF, IG/RPSF, JDE(N), JDE(P&A), JDE(L), JDE(W), DS(G). PAO, DDF(E)II, DDF(E)III, DDE(LR)I, DDE(LR)II, DDE(Rep), US(Protocol). Cash-I, II & III, E(P&A) I & II, E(G), Budget, PG, PC-IV, V, VI & VII, G(Acc.), F(E)II & III, O&M, E(Trg.), E(GR)I & II, Sec.(E), Sec.(Spl.), Protocol Cell, ERB-I, II, III & IV, E(O)I, II & III, E(GP), E(GC), Accounts-III, Code Revision Cell, E(Rep)I, II & III and C&IS Branches, Railway Board.



(Vikas Makhijani)  
Deputy Director Finance/DFC  
Railway Board.