

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

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

**New Delhi, dated 08.05.2019**

The General Manager,  
All India Railways / PUs etc.  
(As per Standard Mailing List)

**Sub: Guidelines on Air Travel on Official Tour-Purchase of Air Ticket from authorized agents reg.**

**Ref: Board's letters of even number dated 21.09.2017, 22.12.2017 & 31.12.2018.**

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In accordance with the instructions contained in the Ministry of Finance, Department of expenditure's O.M. No. 19024/22/2017-E.IV, dated 19.07.2017 guidelines regarding procedure of purchase of air ticket from authorized travel agents etc. were circulated on Indian Railways vide Board's letter of even number dated 21.09.2017. These have also been re-circulated vide Board's letters of even number dated 22.12.2017 & 31.12.2018.

2. It is however once again reiterated that the above mentioned guidelines of Ministry of Finance should be strictly followed and in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/Office/Website of Airlines) and if needed, by utilizing the services of three authorized Travel Agent viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only.

3. Further, Ministry of Finance (Department of Expenditure) vide their letter No. 19024/22/2017-E.IV dated 27.02.2018 has decided that all such cases of air travel where tickets have been purchased after issue of MoF's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure. Accordingly, it is advised that due compliance of aforementioned instructions of Ministry of Finance (Department of Expenditure) be ensured.

4. Strict compliance of the letter may be ensured.

5. Please acknowledge receipt.



**(Basant K. Singh),  
Executive Director Finance (Estt.),  
Railway Board.**

**Copy to:**

1. The PFAs and the CAOs (Const.), 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, Bhubaneswar, 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. PPS/PS/PAs to CRB, FC, MS, MT, ME, MTR, MRS, MMM, MS&T, DG(RHS), DG(RPF), All AMs / PEDs / EDs / JS and Directors.