



## EAST COAST RAILWAY

मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt. Srl. No. 152/2017  
पूतरे/कार्मिक/आर/ECOR/Pers/R/Pass.

RBE NO-136/2017  
Date: 06.11.2017

सेवा मे, सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर  
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,  
मु:कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,  
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,  
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

विषय /Sub Guidelines on Air Travel on Official Tours-Purchase of Air  
ticket from authorized agent.

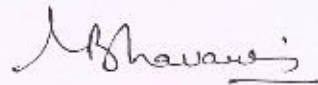
पूतरे के विषय क्रमांक/ECOR's Subject Serial No-Pass-5 /2017

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उपर्युक्त विषय पर बोर्ड पत्र सं F(E)/2016/AL-28/25 दिनांक 21.09.2017  
की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of the Board's Letter No- F(E)/2016/AL-28/25 dated -21.09.2017  
on the above quoted subject is forwarded herewith for information, guidance and  
necessary action.

Encl: As above,

  
(M.Ganga Bhawani)  
Dy.Chief Personnel Officer(IR&W)  
For Principal Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)  
सहा.कार्मिक अधि.(बिल), सहा.कार्मिक अधि.(भर्ती)

1608  
3/1/17

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

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D. C. P. Fe  
C. P. Fe  
R. P. O  
3/11

RBE No. 136/2017 3/11

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

New Delhi, dated 21.09.2017

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

Sub: Guidelines on Air Travel on Official Tours- Purchase of air ticket from authorized agent.

The Department of Expenditure (DoE), Ministry of Finance vide their O.M's No. F.No. 19024/22/2017-E.IV dated 19<sup>th</sup> July, 2017 have circulated certain guidelines regarding procedure for purchase of air tickets from authorized travel agents only for air travel on official tours.

2. A copy of the said O.M. dated 19.07.2017 is circulated herewith for strict compliance.
3. Please acknowledge receipt.

(A. C. Jain)  
Dy. Director Finance(Estt.)  
Railway Board

No. F(E)I/2017/AL-28/25

New Delhi, dated 21.09.2017

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

(A. C. Jain)  
Dy. Director Finance(Estt.),  
Railway Board.

No. F(E)I/2017/AL-28/25

New Delhi, dated 21.09.2017

1. The G.M, N.F.Railway(Const.), Southern Railway(Const.) and Central Railway(Const.)
2. Principal Financial Adviser, N.F. Railway (Const.), Central Railway (Const.) and Southern Railway(Const.)
3. The Director General and Ex.officio General Manager, RDSO/ Lucknow.
4. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
5. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
6. The General Manager and Principal Financial Adviser, CORE/Allahabad.
7. The Director General, NAIR/Vadodara.
8. The CAO(Const.), MTP (R ) / Mumbai.
9. The CAO, Rail Coach Factory, Raebareilly Project, Kishanganj, Delhi-7.

Contd...2/-



No. 19024/22/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated the 19<sup>th</sup> July, 2017

Office Memorandum

Subject - Guidelines on Air Travel on Official Tours - Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Department's O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, 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 Agents viz. M/s Balmer Lawrie & Company Limited (BLC), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

(ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

(iii) In respect of Non-officials of Committees/Boards/Paras, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

(iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmala Devi)  
Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list

Copy O/o C&AG, UPSC etc. as per standard endorsement list.