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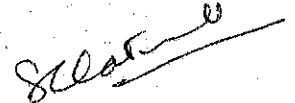
   (ii)   Request for post-facto permission should be avoided.

   (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