



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004  
HEAD QUARTER PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004  
सं. पी-एचक्यू/रूलिंग/पॉलिसी/ ०३  
दिनांक: 21.12.2022

प्रति,  
सर्व संबंधित

स्थापना नियम सं.- 347/2022

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

रेल्वे बोर्ड के पत्र सं. F(E)I/2020/AL-28/13 दिनांक: 16.12.2022 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है। बोर्ड के संदर्भित पत्र को निम्नानुसार स्थापना नियम के तहत प्रकाशित किया गया था:-

क्र.	रेल्वे बोर्ड का पत्रांक एवं दिनांक, RBE No.	स्थापना नियम संख्या
1.	F(E)I/2020/AL-28/13 dt.08.07.2020, RBE No.50/2020	87/2020

उपरोक्त नियम दपूमरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

**Web-site-**

Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

**Share Folder-**

Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.

21.12.22

(अशोक कुमार शर्मा)  
उप मुख्य कार्मिक अधिकारी (एच.आर.डी)  
कृते प्रधान मुख्य कार्मिक अधिकारी

**GOVERNMENT OF INDIA / भारत सरकार**  
**MINISTRY OF RAILWAYS / रेल मंत्रालय**  
**(RAILWAY BOARD) (रेलवे बोर्ड)**

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

**Ref: Board's letter of even number dated 08.07.2020 (RBE No. 50/2020).**

Vide Office Order No. 2022/O&M/2/7 dated 27.10.22 (O.O. No. 72 of 2022), Board have decided on full implementation of e-Office / e-Correspondence w.e.f. 01.11.2022 & discontinuance of physical proceedings on file. Despite this, a number of references seeking permission to travel by airline are being received in **physical form**. In continuation of the instructions contained in Board's letter cited above, it has been decided that henceforth no receipt in physical form would be entertained & in cases seeking Finance(Estt.) concurrence, **the requests for permission to travel by airline must be submitted** to the dedicated email address for the purpose [AIRTRAVEL.FE1@RB.RAILNET.GOV.IN](mailto:AIRTRAVEL.FE1@RB.RAILNET.GOV.IN) through mail (preferably NIC mail) under the subject line "Air travel Request" at least 07 working days in advance from the scheduled date of travel, alongwith all necessary documents e.g. justification for air travel and tour programme duly approved by competent authority etc.

**Signed by Jitendra Kumar**

**Date: 16-12-2022 15:49:47**

**Reason: Approved**

(Jitendra Kumar)

Deputy Director Finance (Estt.)

Railway Board

email- [airtravel.fe1@rb.railnet.gov.in](mailto:airtravel.fe1@rb.railnet.gov.in)

Room No.445 / 4th Floor

Phone- 011-23047033

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

New Delhi, dated 16.12.2022

To,

All Officers and branches of Railway Board.