

**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.

**(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.**