

NORTHERN RAILWAY

Headquarters Office
Baroda House
New Delhi.

No. 98-G/M-SOP/C: Misc. Matters/2026-27

(E-office file No. [43447: NR/352/2020-O/o ChOS/1/MG/HQ/NR](#))

Dated:-13.04.2026

AGM

All PHODs, CAO/Const., CAO/FOIS

All DRMs, Northern Railway

Officers Incharge, All Rly. Workshops

& other Extra Divl. Offices, Northern Railways

Sr.DFM of all Divisions & WAOs of all Workshops,

FA&CAO/F&G, Constn. and B&B.

Dy.FA&CAO-I, Dy.FA / FX, Baroda House, New Delhi.

Principal Director of Audit, Baroda House, New Delhi.

Correction Slip No. 13 on Part-C: Miscellaneous Matters.

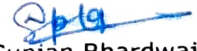
SUB:-Amendment in Model SOP 2018 (NR) (Part-C: Miscellaneous Matters), item no. 47(H) regarding "Air Travel on Tour/duty".

REF:- Railway Board letter no. F(E)I/2025/AL-28/4, dated 29/04/2025 & clarification issued vide letter No. 2022/F(X)II/PW/I, dated 20/01/2026.

General Manager, Northern Railway in consultation with finance has accorded approval for amendment in item no. 47(H) "Air Travel on Tour/duty" in NR-Model SOP-2018. The correction slip No.13, dated: 13.04.2026 is enclosed as **Annexure.**

Existing powers on Part-C:Miscellaneous Matters available on railnet NR's web page: <http://10.2.2.19> are being updated by this office, therefore, the relevant item of Works Matters existing in Model SOP 2018, may please be amended as per **Annexure.**

DA/As above


(Gunjan Bhardwaj)

Dy. General Manager (G)

CORRECTION SLIP No. 13 (PART - C: MISCELLANEOUS MATTERS, ITEM NO. 47(H), ON NR-Model SOP-2018; Dated: 13.04.2026

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
47(H)	Air travel on Tour/duty	PHOD/CHOD, CAO/C, DGs/CTIs Full powers for all officers under Their Control	DRM Full powers for all officers under their control	Nil	- Without Finance concurrence for officers in Pay Matrix Level-14 & above. - With Finance concurrence for officers in Pay Matrix Level- 13 & below. Authority : - RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017. - F(E)I/2017/AL-28/41 dt.24.04.2018 & 08.05.2018. - R.B.L.No2022/F(X)II/PW/1dt. 10/04/23 & 26/4/23. - R.B Ltr. No F(E)I/2025/AL-28/4 dt. 29.04.2025, - R.B.L. No.2022/F(X)II/PW/1 dt. 20.01.2026
		Note : - Conditions being fulfilled as prescribed in letter no. F(E)I/2025/AL-28/4 dt.29.04.2025 & clarification issued by Railway Board vide letter no. 2022/F(X)II/PW/1 dt. 20.01.2026. - The request for air travel is to be processed in E-office only. - In Railway Board, Power to sanction air travel on duty by officers shall remain with AMs/PEDs. However, prior Finance concurrence shall be mandatory for air travel on duty officers below the Director level. - Air travel entitlement for officers of Level 13 and below would be in Economy Class and for officers in Level-14 and above would be as per MoF/DoE's instructions issued vide O.M.No.19030/1/2017-E.IV, dated 13.07.2017, i.e., in Business/Club Class. - The officer will have to submit a self-certification in his/ her Tour Programme and also with TA/DA claim that no Group C staff is being booked/has travelled on duty with the officer. - If the reimbursement is being claimed, the same would be limited to actual air fare or three times of train fare of entitled class, whichever is lower. - No extra Budgetary allotment would be provided. - Suitable check list duly filled in at the time of approval is necessary.			

Incorporation of this Correction Slip is subject to the following check notes:

- It may be ensured that the proposal does not infringe any of the guidelines/policy issued by Railway Board's letters on the subject matter.

This has the approval of General Manager/NR

CS No. 13, Issued vide Dy.GM/G Letter No. 98-G/M-SOP/C: MISCELLANEOUS MATTERS /2026-27, dated 13.04.2026

(Gunjan Bhardwaj)
Dy. General Manager (G)