

**Research Design and Standards Organization  
Transport Cell/Administration-II**

No. 2019/RDSO/Transport/Air ticketing

Date: 15.05.2019

**Sub: Booking of Air Tickets of Officials of RDSO/Lucknow through IRCTC.**

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In supersession of the earlier instructions on the above subject revised guidelines are hereby issued:

Following are essential for booking Air Tickets:

1. Attach copy of approved tour program duly signed by the officer.
2. Send the request in enclosed proforma at Annexure-I to Email Id- [airticketrds@gmail.com](mailto:airticketrds@gmail.com), [jde@rds.railnet.gov.in](mailto:jde@rds.railnet.gov.in) and send a text message to phone no. 9044268408 also.
3. Contact :  
Shri Shivam Vishnoi, Jr.Clerk/Transport Cell/RDSO,  
Ph. 9044268408,  
Email Id: [airticketrds@gmail.com](mailto:airticketrds@gmail.com)
4. Cancellation of booking has to be informed before the date of journey. Rules related with cancellation charges of air tickets can be seen in Terms & Conditions of IRCTC air ticket booking <http://10.100.2.12> on RDSO Intranet. The cancellation charges in case of cancellation due to personal reasons, are to be borne by the concerned official.
5. The communication with airlines and/or IRCTC would not be handled by Transport Cell once booking/cancellation has been confirmed. The concerned official shall be in touch with concerned airlines/IRCTC for any add on services, delays or change in schedule, etc.
6. In case of cancellation of flight by the AIRLINES/IRCTC, the concerned official shall inform the above contact to arrange for settlement of cost with IRCTC.

Enclosures: As Annexure-I & II

*Preeti Lata*  
15/05/19  
(Preeti Lata)  
Jt.Dir./Estt-II

Annexure-I

**Research Design and Standards Organization  
Transport Cell/Administration-II**

No. 2019/RDSO/Transport/Air Ticketing

Date:-

**Sub: Booking of Air Tickets for Officials of RDSO/Lucknow from IRCTC.**

ED/Admn.-II  
RDSO  
Lucknow

Kindly Arrange to book air ticket for air travel on duty by the undersigned as per following details:-

Name of Official	Designation	Flight Details		Email/Mobile No. of Officers	CLASS
		From:	To:		
				Email/Mobile No. Of officers travelling	
Flight Justification:					

**Note:** All fields are mandatory to be filled.

**Declaration:-**

1. I am enclosing the approved Tour Program with this request.
2. I verify that this booking is being done for me, for my AIR TRAVEL ON DUTY as per extant instructions.
3. In case of cancellation of this booked ticket due to change in tour program on reasons other than administrative grounds, I understand that booking cancellation and other charges (Special Services/Add On) shall be paid by me.
4. If tickets are not available in the entitled class, I give my consent to travel by next best available class.
5. Please arrange to send the ticket details on the above email id/mobile number provided.

**Signature of Concerned Official  
(Designation/Official Seal)**

**Instructions for guidance to book air tickets from IRCTC**

1. Email self-attested photocopy of your approved tour program along with proforma provided at Annexure-I duly filled in to [airticketrdso@gmail.com](mailto:airticketrdso@gmail.com). Send a hard copy to the Transport Cell.
2. Send a message to Ph. Number 9044268408 for confirmation of receiving of application.
3. Your tour program will be forwarded to IRCTC. The details provided in the proforma will be used to provide you air ticket as per your preference. **It is required that you may send your travel itineraries at the earliest so that air ticket are made available at competitive rates to you.**
4. You will be sent the details of your booked air ticket by the Transport Cell at email id and phone number provided by you in Annexure-I.
5. Cancellation charges will be as per details outlined in Terms & Conditions provided by IRCTC.
6. Details of tour program and Annexure-I have to be provided to Transport cell one day before the date of journey by 1500 hrs. Working hours of IRCTC are 1000 hrs to 1700 hrs. **No application will be entertained after 1500 hrs.** The ticketing requests will be received in Transport Cell during these timings from **Monday to Friday only.**
7. Air ticket will not be booked on holidays. For such occasions the officials may directly book their own tickets from IRCTC and seek reimbursement subsequently as per rules.
8. In case of any modification in the tour program, it will be the responsibility of the officer to inform the Transport Cell at the earliest. The revised bookings can only be done if information is received in time. Any delay/cancellation on part of delayed information to the Transport Cell about modifications in the tour program, the Transport Cell will not be responsible.
9. Copy of Boarding passes and arrival/departure receipts of air tickets may be sent to the Transport Cell duly signed by the officers for settlement of bills with IRCTC.
10. All terms and conditions of Air Travel of Railway Officials are subject to existing instructions issued by Railway Board in this regard from time to time.
11. All Railway Board circulars related to Air Travel are provided at link [www.indianrailways.gov.in](http://www.indianrailways.gov.in).