

**CME, FA & CAO, COS , CPO, CEE, CE, CMO, CWE/W, CWE/A, CME/P, CMM
& All Dy. HODs.**

Sub: General guidelines for Tour Programmes.


It is seen that the tour programme of SAG Officers are put up to GM in a loose paper. GM desires that a file for the tour programme should be opened by the individual Officer and the tour programme should be put up in a file for seeking approval on the Noting and Folio side.

2. Ticket towards tour programme shall be made strictly as per the approved tour programme. However, in case of any last minute change in the programme, to facilitate the officers movement flight booking shall be revised, provided oral confirmation is obtained from GM/RWF. Revised tour programme shall be put up to GM/RWF for approval at the earliest.

3. Any change in the tour programme leading to cancellation of ticket should be put up to GM/RWF along with the revised tour programme duly justifying the need for cancellation.

4. Similarly, tour programmes of JAG and SG Officers being put up to GM/RWF for air travel approval, should also be sent in a file to be maintained by the individual officer.

This may be please implemented with immediate effect.


8.4.15.
Secy. to GM & Dy. CME/TC

Rail Wheel Factory

No. RWF/SECY/Misc.

22nd Jan. 2015.

**CME, FA&CAO, COS, CE, CEE, CPO, CMO
CME/A, CWE/W, CME/Plg. CMM.**

Reg : Tour Programme of Officers.

GM desires that any Tour Programme intended to be put up to GM should first be personally discussed with GM before sending the tour programme for approval.

This may please be ensured in future.


22-1-15
Dy CME/TC.

Rail Wheel Factory

13th June '14.

No. RWF/Secy/Misc.

CME, FA&CAO, COS,
CPO, CEE, CE, CMO,
CWE/A, CWE/W, CME/Plg., CMM
All SG/JAG officers.

Reg. : Tour Programme of Officers.
Ref : This office Note of even No.
Dated 19.12.11 & 12.12.12.

In partial modification to the letter under reference, following procedure may be adhered to in respect of Tour Programme of officers :-

1. Tour programme of SG/JAG officers be approved by respective HODs, subject to 2 consecutive levels not to be away from HQ. GM's Secretariat to be informed accordingly.
2. Tour programme of SG/JAG officers with air travel should be put up to GM through their respective HODs for approval of movement through flight, if any.

Secy. to GM. 13.6.14.

Rail Wheel Factory

No. RWF/Secy/Misc.

Date 12.12.2012

**CME, FA&CAO, CPO,
CEE, CE, COS, CMS,
CWE/A, CWE/W, CME/Plg., CMM,
All SG/JAG Officers,
CMT, SC(RPF).**

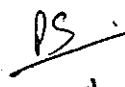

Reg : Leave and Tour Programmes of Officers.

**Ref : This office Note of even No. Dtd. 02.11.07,
09.06.09 & 19.12.11.**

Instructions for leave/tour programme has been issued vide letters referred above. It is, once again reiterated that the following procedure may kindly be adhered to in respect of Tour/Leave Programmes of officers in JAG and above :-

1. The **tour programme of JAG officers and above** should be put up to GM for his approval through respective HODs.
2. Leave applications of all SAG officers **for more than three days** should be put up to GM for his approval.
3. All officers of JAG and above must keep GM's Secretariat informed about their **leave programme even if for a day** (CL, RH, LAP etc.).


Secy. to GM.



15/12

रेल पहिया कारखाना
Rail Wheel Factory

COS

No. RWF/Secy/Misc.

महाप्रबंधक का कार्यालय
19th Dec. '11.

CME, FA&CAO, COS,
CPO, CEE, CE, CMS,
CME/P, CWE/A, CWE/W, CMM,
All SG/JAG Officers,
SC(RPF).


Reg : Leave and Tour Programmes of Officers.
Ref : This office Note of even No. Dtd. 02.11.07 & 09.06.09.

The following procedure may kindly be adhered to in respect of Leave/Tour Programmes as reiterated vide references cited above :-

All officers of JAG and above must keep GM's Secretariat informed about their leave programme even if for a day (CL, RH, LAP etc.).

Leave applications of all SAG officers for more than three days should be put up to GM for his approval.

The tour programme of JAG officers and above should be put up to GM for his approval through respective HODs.


महाप्रबंधक का सचिव
Secretary to GM.