



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R) 436 / Misc. / Vol.V

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नई/Chennai - 600 003
दि./ Dated:24-02-2021

पी बी सी सं/ PBC No. 17 / 2021

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs
/DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other
Units, etc.,

(As per mailing list -'A')

विषय/Sub: Procedure for correspondence with Railway Board.

A copy of Railway Board's letter No.2021/O&M/3/2 dated 16-02-2021 on the above subject is enclosed for information, guidance and necessary action.

A copy of Railway Board's letter dated 25-08-2003, 04-04-2011& 09-12-2019 referred to therein is enclosed for reference.

Meena Baskaran

(Meena Baskaran)
Deputy Chief Personnel Officer/R&W
For Principal Chief Personnel Officer

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
Ch.S&WI / Systems to upload in the website

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

रेल भवन, नई दिल्ली - 110001, तारिख
Rail Bhavan, New Delhi-110001, dated. 2003

No.2003/O&M/3/2

New Delhi, Dated: 25/8/03

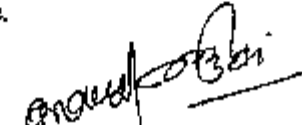
The General Managers,
All Indian Railways/
Production Units,
Director Generals/RDSO, RSC.

Sub: Correspondence with Ministry of Railways, Railway Board.

Ref: Board's letter No. 2003/O&M/3/2 dated 5.6.2003.

As per extant instructions all letters (except of routine nature and reminders) addressed to Railway Board are required to be signed by an officer not below the rank of Senior Administrative Grade(SAG).

However, on reconsideration, it has now been decided that these instructions shall not be applicable in case of Chief Public Relation Officers who are Head of the Departments of Public Relation Department in Selection Grade.


(Banwari Lal)
Under Secretary/O&M
Railway Board

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

No 2011/O&M/3/6

Dated: 04-04-2011

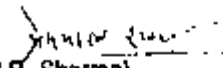
General Managers,
All Indian Railways and Production Units,
DG/RDSO and DG/RSC.

Sub:- Procedure for correspondence with Railway Board.

Instructions have been issued time and again stipulating the procedure for correspondence with Railway Board. However, in a recent instance, it has been noticed that these instructions are not being scrupulously followed. It is, therefore, reiterated that :

- i) Correspondence with Board should have the approval of G.M./PHoD and an endorsement to this effect be made in the letter;
- ii) Incorrect/Unauthorised designations should not be used in the correspondence ;
- iii) All letters (except routine nature and reminders) addressed to Railway Board should be signed by an Officer not below the rank of Senior Administrative Grade and Selection Grade in case of Public Relations Deptl.

2 The above instructions may be advised to all concerned. Any lapse in this regard would be viewed seriously


(P.P. Sharma)
Joint Secretary

Copy to . All Officers and Staff in Board's office for information.

भारत सरकार Government of India
रेलमंत्रालय Ministry of Railway
(रेलवे बोर्ड) (Railway Board)

No.2019/O&M/3/3

Dated:-09.12.2019

General Manager
All India Railways/PUs
DG/NAIR & DG/RDSO

Sub:-Letter from Officers to bear complete communication details with signature.

It has come to the notice that letters emanating from Offices of Zonal Railways, Divisions/PUs addressed to Deputy Govt. Advocate /Supreme Court on various cases do not bear the complete communication details(particularly Telephone No. and e-mail address) leading to difficulties in seeking instructions or communicating urgent orders.

2. As such, it is required that all Officers may invariably mention their complete communication details viz. name, designation, landline no., mobile no. and e-mail address alongwith their signature in the letters addressed to Deputy Govt. Advocate/Supreme Court and as a general rule, in every forms of communication to Board's Office name, designation, landline no. and e-mail address of the signatory should invariably be mentioned.

3. Suitable instructions may be issued to all concerned for strict compliance by all Officers while signing any Communication.



(B Majumdar)
Joint Secretary/Railway Board

Copy to :

All Officers/Branches in Board's Office, at Metro Station Building, Pragati Maidan and at Dayabasti, New Delhi for ensuring similar compliance as above.

Copy for Information to:-

CRB, FC, ME, MMM, MS, MS&T, MRS, MT, MTR & Secretary/RB