



PBC No: 146 /2023  
RBE No: ---/----

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय  
Office of the Principal Chief Personnel Officer  
मुख्यालय, कार्मिक विभाग, चेन्नै -600003  
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)436/P/Misc/Vol.V

दिनांक/Dated: 18.07.2023

All Dy.CPOs/Sr.DPOs/ DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय /Sub: Seeking of clarifications from Headquarters by  
Divisions/Units - reg

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It is seen that the letters seeking clarification from Headquarters on policy matters are signed by the officers who are not in-charge of the Personnel Branch of the respective Division/Unit. It is also observed that these references are often made without proper application of mind or analyzing the instructions already issued, which leads to unwanted wastage of manpower in dealing with such letters.

Therefore, clarifications from Headquarters on policy matters have to be sought after careful examination of the existing instructions. In order to ensure this, it has been decided that in future all references to Headquarters seeking clarification on policy matters should be signed by the Personnel Officer in-charge of the Division/Unit.

This issues with the approval of PCPO.

उपमुकाधि/समन्वयन /Deputy Chief Personnel Officer/Co-ord

कृते प्रमुकाधि/For Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.