

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

सं/No: P(R) 436/P/Misc./Vol.V

दिनांक/Dated: 03.04.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub :Procedure for correspondence with Railway Board.

A copy of Railway Board's letter No. 2023/O&M/3/1 dated 31.03.2023 on the above subject is enclosed for information guidance and necessary action.

Railway Board's letter dated 16.02.2021 referred therein has been circulated as **PBC No. 17 / 2021**.

संलग्नक/Encl. 02 pages



Digitally signed
by SENTHIL
KUMAR

Date: 2023.04.04
11:29:32 +05'30'

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

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/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.



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



No.2023/O&M/3/1

New Delhi, 31.03.2023

**General Managers,
All Indian Railways/PUs etc.
DG/RDSO, DG/NAIR**

Sub : Procedure for correspondence with Railway Board.
Ref. : Board's Letter No.2021/O&M/3/2 dated 16.02.2021

Attention is invited to above referred letter wherein instructions w.r.t. procedure for making correspondence with Railways was issued for compliance. However, it has been observed that the same is not adhered to. Further, while making correspondence with Railway Board, proper letter format is also not followed. In view of this, the procedure for correspondence with Railway Board is again reiterated as below :

- i) Correspondence with Railway Board should bear the approval of General Manager/concern PHoD and an endorsement to this regard may be indicated in the letter.
- ii) All Letters (Except for routine nature and reminders) addressed to Railway Board should be signed by an Officer not below the rank of SAG or Selection Grade (in case of Public Relation Deptt.)
- iii) Wrong/Unauthorised designations should be avoided and every communication may invariably bear the Name, Designation, Landline No., Mobile No. and email address of the signatory.
- iv) As regards proper format of letter, a specimen of the letter being used in Board's Office is enclosed for reference.

2. The above may be brought to the notice of all the concerned for ensuring strict compliance.

(T. Srinivas)

Joint Secretary/Railway Board
Tele No. 011-47845551
Email ID: t.srinivas1@gov.in

Copy for information to:

**CRB&CEO, M/O&BD, M/TRS, M/Infra, MF & Secretary/RB
DG/HR, DG/RPF, DG/RHS & DG/Safety**

EDPG/MR, EDPG/MOSR(D), EDPG/MOSR(J)

Specimen of the letter :-

(Name of the Railways/PUs)

No.....

(Place), Date.....

To,

.....

Subject.—

*With reference to your letter No:.....
dated..... I am directed to say that.....

Sd./-
(Name)
(Designation)
Tel. No.:.....
E- mail ID:
Mobile No.:

(Signed by an Officer not below the rank of SAG or Selection Grade (in case of PR Deptt.)

Encl :

@(Endorsement)

No....., Place, the dated

Copy forwarded for information / necessary action to :

- (1).....
(2).....

Sd./-
(Name)
(Designation)
Tel : No.....
E- mail ID:
Mobile No.

(Address of the Signatory i.e. Room No, Office, Road/Street No., City & Pincode)

*Other alternative forms of the introductory phrases commonly used are.---

- (i) In continuation of my / this Railways/PU's letter No.....dated.....
(ii) With reference to the correspondence resting / ending with your /this Railways/PU's letter
No..... dated.....

@ To be typed on copies intended for (1) and (2) referred to in the endorsement.