



दक्षिण रेलवे/SOUTHERN RAILWAY

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

प्रधान कार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 07-01-2020

पी बी सी सं/ PBC No: 310 / 2019

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

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A copy of Railway Board letter No.2019/O&M/3/3 dated  
09-12-2019 on the above subject is enclosed for information, guidance and  
necessary action.

The instructions contained in the above referred Railway Board  
letter is to be followed scrupulously.

संलग्न/Encl: as above

  
(S.JANAKIRAMAN)  
वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
For Principal Chief Personnel Officer

प्रतिलिपि/Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

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

No.2019/O&M/3/2

Dated:-09.12.2019

General Manager  
All India Railways PUs  
DG/NAIR & DG/R ISO

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, Division 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