भारत सरकार GOVERNMENT OF INDIA

रेल मंत्रालय MINISTRY OF RAILWAYS

(रेलवे बोर्ड) (RAILWAY BOARD)

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No. 2021/O&M/3/2 New Delhi, Dated:-16.02.2021

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

Sub:- Procedure for correspondence with Railway Board

Ref:
i) Board's Letter No. 2011/O&M/3/6 dated 04.04.2011
ii) Board's Letter No. 2003/O&M/3/2 dated 25.08.2003
iii) Board's Letter No. 2019/O&M/3/3 dated 09.12.2019

Instructions have been issued in the past, stipulating the procedure for correspondence with the Railway Board. However, non-compliance of the same has been observed from time to time. 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 of the rank of SAG or Selection Grade (in case of Public Relation Deptt.)

iii) Wrong/Unauthorized designations should be avoided and every communication may invariably bear the Name, Designation, Landline No. and email address of the signatory.

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

(B Majumdar)
Joint Secretary/Railway Board

Copy for information to:-

CRB & CEO, M/O&BD, M/Infra, M/TRS, MF & Secy/Rly Board

DG/HR, DG/RPF & DG/RHS

AMs/PEDs

All Executive Directors/JSs/IG

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 Deptt.

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
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली - 110001, तिथि
Rail Bhavan, New Delhi-110001, dated, _____, 2000

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.

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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

Government of India
Ministry of Railways
(Railway Board)

A. JOHRI
Secretary

D.O. No.83/O&M/1/1/Rlys. New Delhi, dated 1st Feb., '84

My dear (General Managers of all Zonal Railways including Production Units, etc.)

With the upgradation of a number of posts in the HQrs offices to Level-II and Level-I, the existing instructions that except for reminders and letters of routine character addressed by the Railway Administration to this Ministry, all other correspondence is required to be signed by an officer not below the rank of Administrative Officer, need to be modified to read "not below the rank of Senior Administrative Officer". This would be in keeping with the necessity of such communications being seen at proper level.

I shall be glad if you will please issue necessary instructions accordingly to all concerned.

Sd/-
Secretary, Railway Board.

To

All GMs /Zonal Railways(by name),
GMs CLW/DLW/ICF/NGAP/NF(Con) (by name)
GM/Metro Railway Calcutta.
DG/RDSO.
CAOs COFMOW/DCW.

Copy forwarded for information to all Officers and Branches in this Ministry.

(S.S. Sokhi)
for Secretary, Railway Board.

भारत सरकार Government of India
रेल मंत्रालय 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