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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

...

No.E(NG)II/78/CR/3. NEW DELHI, dated 3 -8-1978.

The General Managers,
All Indian Railways,
CLW, DIW and ICF.

The Director General, R.D.S.O., Lucknow.
The Principal, Railway Staff College Baroda.
The Principal, Indian Railways Institute of Advanced Track Technology, Pune.
The Principal, Indian Railways Institute of Sig. Engg. and Telecommunication, Secunderabad.
The Principal, Indian Railways Institute of Mech & Elec. Engg. Jamalpur.
The Deputy Director, Rail Movements, Calcutta.
The Chairman, Railway Service Commission, Allahabad/Bombay/Calcutta/Madras/Muzaffarpur/Danapur.
The General Manager, MTP(R), Calcutta.
The CAOs, MTP(R), Delhi/Bombay/Madras.
The Railway Liaison Officer, New Delhi.
The Jt. Director Iron Steel, 3, Koilaghat Street, Calcutta-1.
The Secretary, Railway Labour Tribunal, Old Station Building, Ahmedabad-2.
Officer on Special Duty (P), Wheel & Axle Plant, 18-Millers Road, Bangalore-46.
The General Secretary, I.R.C.A., New Delhi.
The Jt. Director, Rail Movement, Mughalsarai.
The Secretary, Railway Rates Tribunal, Madras.
The Joint Director (Coal), Rly. Board c/o COFS, E.Rly. Calcutta.
The Dy. Director, Rly. Electrification, 17-Netaji Subhash Road, Calcutta.

Sub : Confidential Reports - Question whether a relative of a Railway servant can report on the latter.

The question whether a reporting officer could write Confidential Reports on his close relative who may happen to be his subordinate officially has been carefully examined and it has been decided in consultation with the Department of Personnel and Administrative Reforms that :

(1) The administrative authority may take care that to the extent possible, a close relative of an official is not placed under the direct charge of that official where the latter has to write the C.R. of the former.

(2) Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible.

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भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं. ई (एस. जी.) II/78/सी आर/3 नयी दिल्ली दिनांक 8-8-1978

महाप्रबंधक,
सभी भारतीय रेलें,
सि.रे.इ.का., डी.रे.इ.का एवं स.डि.का.

महानिदेशक,
अनुसंधान अभिकल्प एवं मानक संगठन,
लखनऊ

तथा अन्य

विषय:- गोपनीय रिपोर्ट - प्रश्न यह है कि क्या किसी रेल कर्मचारी का कोई सम्बन्धी उसकी रिपोर्ट लिख सकता है ।

इस प्रश्न की ध्यान पूर्वक जाँच की गयी है कि क्या कोई रिपोर्टिंग अधिकारी अपने किसी निकट सम्बन्धी की, जो दिनांक से उसके अधीन कार्यरत हो, गोपनीय रिपोर्ट लिख सकता है । कार्मिक और प्रशासनिक सुधार विभाग के परामर्श से यह निश्चय किया गया है कि :-

1. जहां तक संभव हो, प्रशासनिक प्राधिकारी यह ध्यान रखें कि किसी अधिकारी के निकट सम्बन्धी को उस के सीधे नियंत्रण में न रखा जाए जहां उस अधिकारी को अपने उक्त सम्बन्धी की गोपनीय रिपोर्ट लिखनी पड़े,

2. यदि ऐसी स्थिति अपरिहार्य हो जाये तो उसे न्यूनतम संभव समय के लिए बने नहीं रहने दिया जाना चाहिए ।

3. ऐसी स्थिति में, रेल अधिकारी को उस कर्मचारी की, जो कि उसका निकट सम्बन्धी है, गोपनीय रिपोर्ट नहीं लिखनी चाहिए बल्कि समीक्षा अधिकारी को रिपोर्टिंग अधिकारी का काम करना चाहिए ।

4. यदि समीक्षा अधिकारी और जिस अधिकारी की रिपोर्ट लिखी जानी हो उसके बीच भी ऐसे ही सम्बन्ध हों तो समीक्षा अधिकारी के मामले में भी उक्त बात ही लागू होगी और समीक्षा अधिकारी कार्य अगले उच्च प्राधिकारी को अतिरिक्त कर दिया जायेगा ।

5. इस प्रकार के किन मामलों में, जहां कहीं संदेह हो गोपनीय रिपोर्ट लिखने से पहले रिपोर्टिंग अधिकारी के लिए यह आवश्यक होगा कि वह अगले उच्च प्राधिकारीसे परामर्श कर लें ।

2. कृपया इस पत्र की पावती दें

(के. एन. कपूर) 8/8
उप निदेशक, स्थापना
रेलवे बोर्ड

(3) In such a situation, the Railway official should abstain from writing the annual C.R. of the employee who is his close relative and instead the reviewing officer should take on the role of the reporting officer.

(4) If a similar relationship exists between the reviewing officer on one hand and the officer reported upon on the other hand, the same would apply in respect of the reviewing officer and the role of the reporting officer would be transferred to the authority next higher up.

(5) In cases of this nature, where there is any doubt, it would be incumbent upon the reporting officer to consult the next higher authority before he writes the confidential report.

2. The receipt of this letter may please be acknowledged.

K.N. Kapoor 24/7/78
(K.N. Kapoor)
Deputy Director, Establishment
Railway Board.

No.E(NG)II/78/CR/3. New Delhi, dated 8.8.1978.

Copy to Department of Personnel and A.R. with reference to their O.M. No.21011/3/78-Estt(A), dated 31.5.1978.

K.N. Kapoor 24/7/78
(K.N. Kapoor)
Deputy Director, Establishment
Railway Board.

Copy to :-

ERB-I, II, III & IV, E(D&A), E(O)I, II and III Cash-I, II & III, E(Rep)I, II & III, F(E)I, II, III and F(E)Spl. E(D&A), A/cs.I, II & III. E(GR)I & II and E(G) Branches of Board's office.

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