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

No. 2012/CE-I/CBL/6 New Delhi, Dated 21.03.2012

The General Managers,
All Indian Railways.

Sub : Procedure to be followed by Railways/Production Units etc. for **Banning Of Business** with a Contractor/Firm in Works Contracts of all departments.

It is being observed that proposals received from Railways for banning of business with a Contractor/Firm are of very casual nature and without approval of the competent authority.

It is, therefore, advised that Railways/Production Units should send their proposals with a self contained note, which should also contain particulars of all the Partners and allied Firms, including their address, a draft 'Show Cause Notice' in the form as per Annexure-XI/7 of Indian Railway Vigilance Manual 2006 with a 'Statement of Charges/ Misconduct'. These documents should indicate clearly and precisely the charges/ misconduct, which should be based on facts as can be proved, as distinct from mere allegations, alongwith the investigation report, if any.

The proposal should also contain definite recommendations for the specific period (permanent, if required) for which banning of business is proposed to be applicable.

The proposal for banning of business should also have the personal approval of the concerned Head of the Department, i.e. Pr.CE, CAO(Const.), CEE, CSTE etc. as the case may be and should be accompanied with the relevant records.

(आलोक कुमार) 21.3.12
कार्यकारी निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड

Copy to : AM/CE, AM/Works, AM/Electrical, AM/Signal, AM/Telecom, AM/ME and EDV(E), Railway Board for information please.