

Eastern Railway
(Personnel Department)

No.E.1023/0/Pt.IX

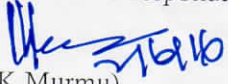
Kolkata, 02/06/2016

Dy.CPO/Gaz., Dy.CPO/HQ,
SPO/M&E, SPO/T, SPO/W&IR
APO/HQ, APO/Gaz, APO/E, APO/Ptg.
Eastern Railway
Kolkata

Sub: Procedure for corresponding with Railway Board

Ref: Railway Board's letter no.2011/O&M/3/6 dated 04/04/2011.

Railway Board's letter mentioned under reference, in regard to stipulate the procedure for corresponding with Board, is forwarded for information, guidance and strict compliance.


(K.K.Murmu)
Asstt. Personnel Officer/R&B
For Chief Personnel Officer
Phone: 24118

Copy of Board's letter no. 2011/O&M/3/6 dated 04/04/2011 is addressed to GMs' All Indian Railways and others.

Sub: Procedure for corresponding with Railway Board.

Instructions have been issued time and again stipulating the procedure for corresponding 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) Corresponding with Board should have the approval of the GM/PHOD and an endorsement to this effect be made in the letter;
- (ii) Incorrect unauthorized designations should not be used in the correspondence;
- (iii) All letters (except routine nature and reminders) address to Railway Board should be signed by an Officer not below the rank of Senior Administrative Grade and Selection Grade in case of Public Relation deptt.

2. The above instructions may be advised to all concerned. Any lapse in this regard would be viewed seriously.

Sd/-
(P.P.Sharma)
Joint Secretary
