

Eastern Railway  
(Personnel Department)  
17, N. S. Road, Kolkata - 700 001

No.E.839/O/1/Pt.VI

Kolkata, Dated: 13/06/2017

Sr. Divisional Personnel Officers  
HWH/SDAH/ASN/MLDT  
Eastern Railway

Workshop Personnel Officers  
KPA/JMP/LLH  
Eastern Railway

**Sub:** References for policy clarification - Instructions regarding procedure to be followed.

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Of late, it is observed that references are being received to this office from Divisions/Workshops for clarification/advice on various issues pertaining to establishment matters in a routine manner, even in cases, where extant instructions/guidelines issued from this office on the subject are amply clarified. Recently, in one such case, despite clear instructions, a reference from one of the Units was received, asking for clarification regarding admissibility of pay protection more than the maximum of the vertical range of pay progression at the lower level in which the staff is appointed on reversion under FR-15(a). This results in avoidable delay.

2. In this backdrop, the matter has been considered and it is advised that following procedure for referring the issues on policy matter to this office may be followed:-

- i. The Units shall refer cases to this office only where there is a specific point which is either not covered by prevailing policies/guidelines/rules/regulations or interpretation of a specific clauses/provisions in the said policies/ guidelines/rules/regulations is involved for a particular case.
- ii. When such a reference is made, all facts pertaining to the case may be incorporated in the Self Contained Note. Unless otherwise advised, the practice of sending case file(s) along with the reference should be discontinued.
- iii. All the references should be made with the approval of the respective Sr.DPOs/WPOs, as the case may be, with clear stipulations that the issue does not cover by prevailing guidelines/instructions on the subject.
- iv. While sending the proposal, the name and designation of the Officer concerned with Phone number (CUG/Rly. no.) and e-mail id, may also be indicated.

3. The content of these instructions may be given wide publicity and brought to the notice of all concerned and will be applicable from the date of issue of this letter.

This issues with the approval of CPO.

  
(U. Lahtri)

Dy. Chief Personnel Officer/R  
For Chief Personnel Officer  
Phone no.: 24103

Copy for information to:

All Dy.CPOs/SPOs/APOs, E. Rly, Kolkata