

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

No.E.740/0/Misc.(Policy)/Pt.I

Kolkata, Dated: 25/03/2021

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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Attention is invited to this office letter bearing no.E.839/0/1/Pt.VI, dated 13/06/2017, stipulating the procedure for correspondence on policy matter with this office. It is, however, observed that the said procedure is not being followed by Units. In view of this, it is reiterated as below:

- 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/letter. 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, and an endorsement to this effect may be indicated in the letter.
  - iv. The reference should be made with clear stipulations that the issue in question is not covered under prevailing guidelines/instructions on the subject.
  - v. 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.
2. The above may be brought to the notice of all concerned for ensuring strict compliance.

  
(Anjan Ray)  
Chief Personnel Officer/G  
Phone No. 24104 (Rly.)

Copy for information to:

All Officers of Personnel Department of E. Rly. Headquarters, Kolkata