

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

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

Kolkata, Dated: 21/04/2023


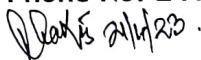
All Concerned

(as per standard list)

Sub: Procedure for correspondence with Railway Board.

A copy of Ministry of Railways (Railway Board) letter bearing no.2023/O&M/3/1, dated 31/03/2023 on the above cited subject is circulated herewith for information and compliance. A copy of Board's letter dated 16/02/2021 mentioned therein is enclosed for ready reference.

DA: As above.


(S.K. Chattopadhyay)
Sr. Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24122 (Rly.)




भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)



New Delhi, 31.03.2023

No.2023/O&M/3/1

General Managers,
All Indian Railways/PUs etc.
DG/RDSO, DG/NAIR

Sub : Procedure for correspondence with Railway Board.
Ref. : Board's Letter No.2021/O&M/3/2 dated 16.02.2021

Attention is invited to above referred letter wherein instructions w.r.t. procedure for making correspondence with Railways was issued for compliance. However, it has been observed that the same is not adhered to. Further, while making correspondence with Railway Board, proper letter format is also not followed. In view of this, the procedure for correspondence with Railway Board is again reiterated as below :

- i) Correspondence with Railway Board should bear the approval of General Manager/concern PHoD and an endorsement to this regard may be indicated in the letter.
- ii) All Letters (Except for routine nature and reminders) addressed to Railway Board should be signed by an Officer not below the rank of SAG or Selection Grade (in case of Public Relation Deptt.)
- iii) Wrong/Unauthorised designations should be avoided and every communication may invariably bear the Name, Designation, Landline No., Mobile No. and email address of the signatory.
- iv) As regards proper format of letter, a specimen of the letter being used in Board's Office is enclosed for reference.

2. The above may be brought to the notice of all the concerned for ensuring strict compliance.

(T. Srinivas)

Joint Secretary/Railway Board
Tele No. 011-47845551
Email ID: t.srinivas1@gov.in

Copy for information to:

CRB&CEO, M/O&BD, M/TRS, M/Infra, MF & Secretary/RB
DG/HR, DG/RPF, DG/RHS & DG/Safety

EDPG/MR, EDPG/MOSR(D), EDPG/MOSR(J)

Specimen of the letter :-

(Name of the Railways/PUs)

No.....

(Place), Date.....

To,

.....

Subject.—

*With reference to your letter No.....
dated..... I am directed to say that.....

Sd./-
(Name)
(Designation)

Tel. No.:.....

E- mail ID:

Mobile No.:

(Signed by an Officer not below the rank of SAG or Selection Grade (in case of PR Deptt.)

Encl :

@(Endorsement)

No....., Place, the dated

Copy forwarded for information / necessary action to :

(1).....

(2).....

Sd./-
(Name)
(Designation)

Tel : No.....

E- mail ID:

Mobile No.

(Address of the Signatory i.e. Room No, Office, Road/Street No., City & Pincode)

*Other alternative forms of the introductory phrases commonly used are.---

(i) In continuation of my / this Railways/PU's letter No.....dated.....

(ii) With reference to the correspondence resting / ending with your /this Railways/PU's letter
No..... dated.....

@ To be typed on copies intended for (1) and (2) referred to in the endorsement.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

No. 2021/O&M/3/2

New Delhi, Dated:-16.02.2021

General Managers
All India Railways/PUs etc.
DG/RDSO, DG/NAIR

Sub:- Procedure for correspondence with Railway Board

- Ref: i) Board's Letter No. 2011/O&M/3/6 dated 04.04.2011
ii) Board's Letter No. 2003/O&M/3/2 dated 25.08.2003
iii) Board's Letter No. 2019/O&M/3/3 dated 09.12.2019

Instructions have been issued in the past, stipulating the procedure for correspondence with the Railway Board. However, non-compliance of the same has been observed from time to time. In view of this, the procedure for correspondence with Railway Board is again reiterated as below:-

- i) Correspondence with Railway Board should bear the approval of General Manager/concern PHoD and an endorsement to this regard may be indicated in the letter,
 - ii) All Letters (Except for routine nature and reminders) addressed to Railway Board should be signed by an Officer of the rank of SAG or Selection Grade (in case of Public Relation Deptt.)
 - iii) Wrong/Unauthorized designations should be avoided and every communication may invariably bear the Name, Designation, Landline No. and email address of the signatory.
2. The above may be brought to the notice of all the concerned for ensuring strict compliance.



(B Majumdar)
Joint Secretary/Railway Board

Copy for information to:-

CRB & CEO, M/O&BD, M/Infra, M/TRS, MF & Secy/Rly Board
DG/HR, DG/RPF & DG/RHS
AMs/PEDs
All Executive Directors/JSs/IG