

EASTERN RAILWAY
Personnel Department

No. E. 308/0/Vol. XX

Kolkata, Dated 25.09.2025

ALL CONCERNED

**Sub: Submission of disciplinary cases of Railway Servants –
Modification in procedure of Single Window System.**

**Ref: Railway Board's Letter no. E(D&A) 2008 RG 6-29 dated
16.09.2025.**

Copy of Board's letter No. E (D&A) 2008 RG 6-29 dated 16.09.2025 issued by Director-II E(D&A), Railway Board on the above subject is attached herewith for information, guidance and strict compliance.

This Serial Circular is available on Eastern Railway's official website viz. URL No. <http://www.er.indianrailways.gov.in> under **About us → Department → Personnel → CODEs MANUALs and CPO's Serial Circulars → Other important letters.**

DA: As above.

28 25.09.25

(Md. Tarique)

**Dy. Chief Personnel Officer/HQ
for Principal Chief Personnel Officer**

①
22.9.25

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(D&A) 2008 RG 6-29

New Delhi, dated 16.09.2025

The General Managers (P),
All Indian Railways and Production Units etc.

Sub: Submission of disciplinary cases of Railway Servants Modification in procedure of Single Window System.

Please refer to this office letter of even no. dated 23.12.2014 whereby Railways were advised to submit the disciplinary cases of Non-gazetted Railway Servants to this office under the Single Window System. The procedure envisaged submission of cases in physical mode only. ✓

2. A letter dated 06.08.2025 has since been received from Union Public Service Commission (UPSC) requesting that while forwarding the case to the commission, scanned copy of the case records in a secured pen drive/hard Disc (Along with physical records) may also be provided at the Single Window System in the Commission to fast track the analysis and for early disposal of disciplinary case. Further, a chronology of the disciplinary case from the date of misconduct till the date of receipt of the case in the Commission may also be provided.

3. The Railways may recall that a procedure order was issued vide Board's letter of even No. dated 05.08.2020 (copy enclosed) for receiving the disciplinary cases in Single Window System in the electronic mode also during the Covid-19 pandemic. The same was discontinued vide this office letter of even No. dated 29.03.2022.

4. Ministry of Railways have reconsidered the matter and decided that the procedure prescribed vide this Ministry's letter of even No. dated 05.08.2020, mentioned in para-3 above, be followed in future in all disciplinary cases that are sent to Board's office under the Single Window System. As desired by the Commission, scanned copy of the case records in a secured pen drive/hard Disc (Along with physical records) may be provided at the Single Window System. Further, a chronology of the disciplinary case from the date of misconduct till the date of receipt of the case in the Commission may also be provided.

5. The scanned records, as mentioned in para-4 above, may be sent on the E-mail IDs separately for gazetted and non-gazetted cases as per details below:

Disciplinary cases against	Email id for reference
Gazetted officers	kishorilalsharma@gov.in
Non-gazetted officers	ng-dacsec@rb.railnet.gov.in

6. Please ensure compliance.

[Signature]
(Priya Gopalakrishnan)
Director-II E(D&A)
Railway Board

CPO (A)

PCPO

17 9 SEP 2025

OS/Pending

24/9/25
Chairperson/RRC
SPO/
PS-I to PCPO
Dy. CPO I
LO (P) APO I

[Signature]
(Railway)

[Signature]
19/9

[Signature]



**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

New Delhi, 05.08.2020

No. E(D&A) 2008 RG 6-29

The General Managers,
All Zonal Railways/Production Units.

**Sub: Submission of disciplinary cases of Non-Gazetted Railway Servants-
Modification in procedure of Single Window System.**

Please refer to this Office letter of even no. dated 23.12.2014 regarding submission of disciplinary cases of Non-gazetted Railway Servants to this office wherein detailed procedure for submitting cases through Single Window System was prescribed.

2. However, in view of spread of Covid-19 pandemic, conforming to the above instructions has become difficult keeping in view the safety of all concerned. As it has become imperative to follow certain preventive measures such as maintaining social distancing, wearing of masks, proper sanitization, avoiding large congregations, protecting vulnerable persons, etc.; and follow all guidelines related to Covid-19 issued by the Ministry of Home Affairs and Ministry of Health a Family Welfare, therefore, it has been decided to modify the above instructions dated 23.12.2014 as under:

- (i) When the CPO is satisfied that the case is complete in all respects, the entire case file should be got scanned and saved as pdf format. For easy identification and retrieval, the scanning of documents may be done in separate files and named accordingly, viz. (i) Detailed Note (in Word file) containing complete history & facts of the case arranged chronologically; (ii) Checklist; (iii) Chargesheet; (iv) RUDs; (v) Inquiry proceedings; (vi) PO & CO's brief (vii) IO Report; (viii) Serving of IO Report & representation of CO; (ix) DA/AA's Orders/views etc. (x) Notings; & (xi) any other documents, viz. vigilance investigation reports, leave records, APARs, Service Book, etc which are not covered above.
- (ii) The subject of the mail may be mentioned as name of CO & followed by name of zonal railways in Bracket and the above pdf files may be attached with the file. Only official e-mails account may be used for such transmission. The hard file would only be sent to this after the Railways receives a confirmation as per para 3 below.

Contd....2/-

- (iii) Railway may ensure before mailing the case to this office that all the documents are original, and if the same is not feasible, authenticated photocopy complete in all respect are available in the DAR case file.

3. The cases in pdf files received from the zonal Railways/Production Units etc. would be scrutinized in terms of information provided in the check list. For such cases which are, *prima-facie*, complete as per the checklist, a confirmation via the Same E-mail would be sent stating so, and requesting the Railway for sending the case papers by Post. However, for those cases where some deficiency is pointed out or some clarification is sought, the same would be replied through the same E mail and Railway also reply through Email.

4. Further, keeping in view the limited man-power available in Board's off also, it has been decided that a maximum of 3 cases per month per railway, may be sent through this mode and priority should be given to cases which involve Court's directions prescribing specify time limit or cases becoming of barred by limitation.

5. While referring the cases Railways may kindly ensure that:-

- (i) If it is a proposal for pension cut, adequate justification based on evidence be specifically spelt out in the Detailed Note (Para 2(i)(i)above) by the Disciplinary Authority as to how the proved guilt is constitutive of "grave misconduct or negligence" warranting invocation of Rule 9 (1) of the Railway Services (Pension) Rules, 1993 by the President,
- (ii) If it is a case of review under Rule 25A of the Railway Servants (D& A) Rules, 1968, the details of the "new material or evidence" as required under the aforesaid Rule 25A must be clearly provided,
- (ii) If it is a case of petition to the President, Railways must ensure that the case does not fall in the categories mentioned in para 6 of the Appendix II of IREC Vol I

6. To enhance co-ordination with the railway so as to expedite the cases, it is desired that each railway/PU may nominate a Sr. Officer at Headquarter who would function as Single Window System of the concerned railway for all queries/clarification in these disciplinary cases. The details of such nominated Officer alongwith his Mobile no. and Email may be communicated to the below mentioned Email ID of this Office.

7. The scanned files as above may be sent on the E-mail ID (i) **ng-dacscce@rb.railnet.gov.in** for references relating to Chargesheet and Court Cases; and (ii) **ng-dacases@rb.railnet.gov.in** for all other cases. Any clarification in this regard, may be sought on Telephone Nos. 011 23303959, 030-43959 (Rly), 011-23047036 and 011-23047036 (P&T) on any working day. These instructions are "On Trial Basis" applicable till further order.

(SUNIL KUMAR)

Exec. Director /Establishment
Railway Board