

EASTERN RAILWAY
Personnel Department

No. E. 308/0/Vol. XX

Kolkata, Dated 10.10.2025

ALL CONCERNED

Sub: Submission of disciplinary cases of Railway Servants at
Single Window System- Issue of calendar reg.

Ref: Railway Board's Letter no. E(D&A) 2008 RG 6-29 dated
08.10.2025.

Copy of Board's letter No. E (D&A) 2008 RG 6-29 dated 08.10.2025 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.

10.10.25

(Md. Tarique)

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

*o/c
Pankaj Anil Kumar
05/10/2025
10.10.2025*

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

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

New Delhi, dated 08.10.2025

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

Sub: Submission of disciplinary cases of Railway Servants at Single Window System- issue of calendar reg.

Please refer to this office letter of even no. dated 23.12.2014, 05.0-8.2020 and dated 16.09.2025 regarding procedure for submission of disciplinary cases of Railway Servants to Board under the Single Window System.

2. Further to the above, it has been decided to assign specific days of the month to each zonal Railway/Production Unit etc. enabling them to plan in advance submission of disciplinary cases pertaining to non-gazetted Railway servants to Board at Single Window System. A calendar to this effect is enclosed herewith for information and necessary action.
3. Railway may please adhere to the calendar.




(Aniruddha Thakur)
Joint Director/E(D&A)
Railway Board

Calendar for Single Window System in E(D&A) Branch, Railway Board

Name of dealing hand	Date/Day	Railway
Shri Parvendra Kumar, Section Officer	First Monday	Southern Railway
	Second Monday	South Western Railway
	Third Monday	South Eastern Railway
	Fourth Monday	South East Central Railway
Shri Navin Dahiya, Section Officer	First Tuesday	Northern Railway
	Second Tuesday	West Central Railway
	Third Tuesday	North Western Railway
	Fourth Tuesday	RDSO/CORE
Smt. Meenakshi, Section Officer	First Wednesday	Eastern Railway
	Second Wednesday	Northeast Frontier Railway
	Third Wednesday	East Coast Railway
	Fourth Wednesday	PU's
Shri Bhawandeep, Assistant Section Officer	First Thursday	Western Railway
	Second Thursday	South Central
	Third Thursday	North Central Railway
Shri Abhinav, Assistant Section Officer	First Friday	Central Railway
	Second Friday	North Eastern Railway
	Third Friday	East Central Railway