

EAST COAST RAILWAY



प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No. 26/2021

पूतरे/कार्मिक/आर/ECOR/Pers/R/Miscellaneous

Date: 18.02.2021

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पूतरे/भुवनेश्वर
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड, बालतेरू, संबलपुर,
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,
उ.मु.का अधिकारी(नि.)/भुवनेश्वर
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

Sub: Procedure for correspondence with Railway Board.

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. 2021/O&M/3/2 दिनांक 16.02.2021 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Lr. No. 2021/O&M/3/2 dated 16.02.2021 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(R.N.A.Parida)

Chairman Railway Recruitment Cell
For Principal Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.),सहा.कार्मिक अधि(कल्याण), सहा.कार्मिक अधि.(बिल),

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