



Estt. Srl. No. 16 /2025  
RBE No- Nil

## **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

ECOR/Pers/R/Transfer.


Date:27.01.2025

ALL PHODs/CHODs,  
DRMs/CWM/CAO&CPM,  
East Coast Railway, Bhubaneswar.

**Sub: Written official communications and procedure thereof.**

A copy of letter format for communication to Railway Board and Divisions/Workshop, copy enclosed as Annexure-I on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

  
(Subash Chandra Hota)  
Assistant Personnel Officer - I  
For Principal Chief Personnel Officer.

**Copy to:-**

1. Secy. to GM & AGM,
2. Chairman-RRB&RRC-BBS,
3. Dy.CPOs /Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
4. General Secretary's- ECoRSC & ECoRSU.



**पूर्वतटरेलवे/EAST COAST RAILWAY**  
**मुख्यालयकार्यालय, कार्मिकविभाग, रेलसदन, साउथब्लॉकभुवनेश्वर**  
**Headquarters Office, Personnel Department, Rail Sadan,**  
**South Block Bhubaneswar-751017**



संख्या/No. ECoR/Deptt./Code of Deptt./Sec./Sub./ID No.

दिनांक/Date: ..../..../..

सेवा में/To,

.....  
 .....

विषय/Sub:

संदर्भ/Ref:

आपके पत्र संख्या.....दिनांक...../ With reference to your letter No.....

.....  
 .....

संलग्न ..... कॉपी/Enclosure in ...pages.

हस्ताक्षर अधिकारी का नाम/(Name).....

पद नाम/Design. ....

दूरभाष और मोबाइल संख्या /Telephone/Mobile No.

ईमेल आईडी/ E Mail ID.....

पृष्ठांकन संख्या/ Endorsement No.

दिनांक/Dated .....

आवश्यक सूचना एवं कार्रवाई के लिए प्रतिलिपि अग्रोषित किया जाता है /Copy forwarded for information & necessary action to:

- 1.
- 2.
- 3.

हस्ताक्षर अधिकारी का नाम/(Name).....

पद नाम/Design. ....

दूरभाष और मोबाइल संख्या/Telephone/Mobile No.

ईमेल आईडी/ E Mail ID.....

1. In Railway correspondence, no salutation or subscription need be used. However, in correspondence with other organizations/Government, a letter may begin with the salutation 'Sir/Madam' or 'Dear Sir' as may be appropriate and ending with subscription 'Yours faithfully'.
2. In case of correspondence with Railway Board, an endorsement to be made that the letter is issued with the approval of GM/PHOD.
3. All letters (except routine nature and remainders) addressed to Railway Board should be signed by an Officer not below the rank of SAG and SG in case of PR Department.
4. Every communication to Board's office should indicate Name, Designation, Landline No. and E-mail address of the signatory.