



09/2025

Confidential

**EAST COAST RAILWAY
VIGILANCE DEPARTMENT**

Office of the General Manager (Vig)
1st Floor, Rail Sadan,

Chandrasekharpur, Bhubaneswar- 17,

Fax No. : BSNL: 0674-2301328, Rly.: 50702

No. ECoR/V1/Pers/PC/157/2025 /1954

Date: 16.07.2025

To

The PCPO,
E. Co.Rly,
Bhubaneswar.


Sub: Issuance of office letters without any record in R & D section.

During investigation of a Vigilance case, it is noticed in one of the divisions of ECoR that official letters addressed to various authorities/persons are found in the files without any despatch numbers of the office. In the absence of any despatch number, it is not possible to prove whether the letter was genuinely issued on the date mentioned in the letter and it was received by the addressee or it was prepared with a back date to cover up the inordinate delay in dealing the case to escape from the responsibility.

In view of the above,

- It is requested to advise all concerned to issue official letters with proper entry in the despatch register;
- Entries in the despatch/receipt register should have the despatch/receipt number along with receiver's signature and designation;
- The receiver in R&D section should ensure that the letter is handed over to the correct person and same is endorsed in R& D register;
- All such registers should be numbered and head of office (Office-in-charge) should have the list of all such registers being used;
- After the register is exhausted the same should be kept in a safe custody. The office-in-charge should keep a record of all such registers and preserve them as per extant rules.

This issues with the approval of SDGM.


16/7/2025

(Sidharth Pradhan)

**Dy Chief Vigilance Officer (M)
for General Manager (Vig.)**