



भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **Railway Board**

MOP Amendment No. 16

Office Order No.14 of 2021

Sub: **Letter from Officers to bear complete communication details/address of Ministry of Railways including on dispatch envelopes.**

CIC while disposing of the Appeal No. CIC/RAILB/A/2018/156445 dated 15.05.2020 had directed First Appellate Authority, Railway Board to print complete address of Railway Board on its letters, including the dispatch envelopes.

1.1 In light of CIC's above decision, it has been decided that henceforth, in all communications/instructions issued by different Directorates of Board's Office, the phrase "Rail Bhawan, Raisina Road, New Delhi-110001" should be mentioned as foot note. In addition, Floor No., Room No. of the Signatory should also be indicated below the Name/Designation/Tele No./Email_Id/Fax No. of the signatory. The complete address of the signatory is also to be mentioned on the dispatch envelopes.

2. Stationery Branch should ensure printing of complete address on Letter Heads and envelopes. Wherever communications are sent directly by Officers without using printed letter heads and envelopes, the complete address details of the signatory should be ensured including on envelopes.

2.1 Accordingly, Letter format specified in Appendix-10 "Specimen forms of communications" of Board's MOP stands revised as per Annexure-I.

3. The above may be adhered to scrupulously by all the concerned.

No. 2021/O&M/2/5
Dated:- 24.02.2021

(B. Majumdar)
Joint Secretary/Railway Board

Stationery Branch- For ensuring printing of complete address on letter heads and envelopes.

All Officers and Branches in Board's Office and Dayabasti, New Delhi.

APPENDIX 10

SPECIMEN FORMS OF COMMUNICATIONS

{Vide para 70(i)}

1. Letter (with Endorsement)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No..... New Delhi, the.....

To

.....
.....

Subject:-

Sir,

*With reference to your letter No.....
dated..... I am directed to say that

Yours faithfully
Sd./-
(A.B.C.)
Secretary or for Secretary
Railway Board
Tele: No.....
Fax No.....
Email_ID.....
.....Floor, Room No.....

Encl:

(Endorsement)

No.....New Delhi, the

Copy forwarded for information/necessary action to:

(1).....

(2).....

(A.B.C.)
Secretary or for Secretary
Railway Board
Tele: No.....