

Government of India
Ministry of Railways
(Railway Board)

No.TCR/Misc./2008/6 Pt.

New Delhi, dt. 10.05.2011

Chief Commercial Manager
All Zonal Railways


Sub: Submission of proposal to Railway Board by Zonal Railways
Ref: Board's letter No.TCR/Misc./2008/6 dt.14.08.2008

Please refer to Board's letter No.TCR/Misc./2008/6 dt.14.08.2008 wherein procedure has been laid down regarding submission of proposal to Railway Board by Zonal Railway. A copy of the letter is enclosed herewith.

It has been noticed that Zonal Railways are making reference to Railway Board without following the established procedure, which has been viewed seriously.

It is **reiterated** that while making a reference to Railway Board regarding policy issue or seeking clarification thereon, Zonal Railway should send a self contained proposal preferably signed by CCM or when signed by any other SAG grade officer then it should clearly mention that it has the approval of CCM. The proposal should invariably contain the remarks of FA&CAO and should also indicate whether it has the approval of GM or not.

In view of above, a reference from Zonal Railway without following the aforementioned procedure will not be entertained at our end.


(G. D. Brahma)
Executive Director, Traffic Comml.(Rates)
Railway Board

Smt

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

No. TCR/Misc./2008/6

New Delhi, dated 14.08.2008

CCMs,
All Indian Railways

FA & CAOs
All Indian Railways

Sub: Submission of proposal to Railway Board by Zonal Railways.

It has been observed that some times Zonal Railways are not following the procedure of correspondence with Railway Board while sending proposals for consideration in Board. At times it has been observed that proposals are incomplete, without approval/comments of Associate Finance. Such correspondence from Zonal Railways is neither desirable nor serves any purpose.

Instructions exists that only SA Grade Officers and above of Zonal Hdqts., are authorized to correspond directly with Board office on changes in policy or seeking clarification on policy matters or replying to Board's letters, etc.

It is desired that all proposals should preferably be signed by CCM or if signed by any other SAG officer then it should be clearly mentioned that it has the approval of CCM. The proposal should be self contained giving all the relevant details and clear recommendations.

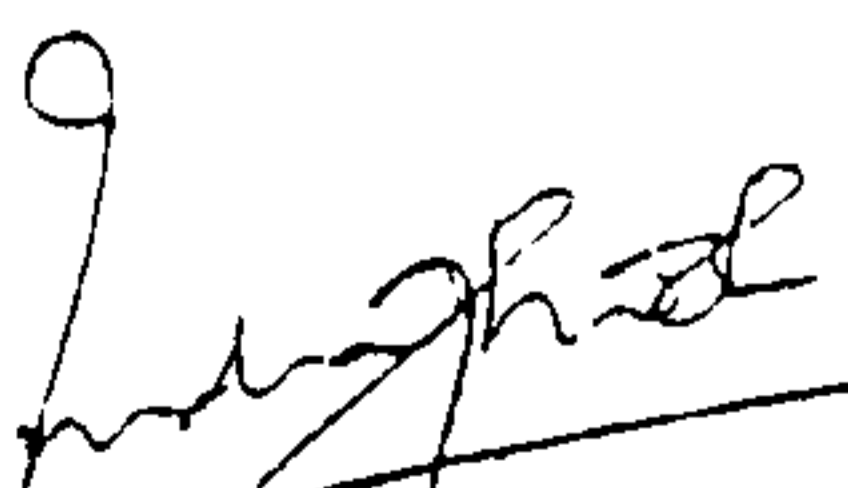
The proposal of the Railway should invariably contain the remarks of FA & CAO. While doing so the FA & CAO may specifically like to give the details of the impact on earnings on account of the proposal alongwith their recommendations.

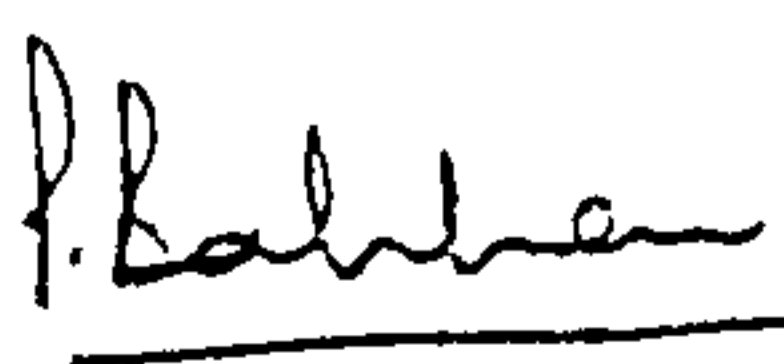
In one case it was observed that the finance had written "Concurred for further processing and approval by Railway Board". Such concurrence is of little use and deprives the Board of valuable insight and field level information, which may be crucial in decision making at Board's level. Such remarks should be avoided. In this connection, attention is also invited to Para 1504 of Accounts code-A1, 1997.

The proposal should be forwarded with the approval of General Manager wherever prescribed.

The guidelines enumerated above may be followed scrupulously.

This issues with the approval of Board (MT, FC).


(Indra Ghosh)
Advisor (Rates)


(Mrs. P. Babbbar) 13/8/08
Advisor (AR)