Sub: Representation against Administrative action - procedure regarding.

Please refer to Board’s letters of even number dated 16.8.2004 (RBV No.19/2004) and 6.10.2005 (RBV No.21/2005) laying down that a Railway Servant has a right to appeal/represent against an order of recorded warning.

In spite of issue of these instructions, certain instances have come to notice where recorded warnings have been administered to the concerned Railway Servant without issuing a show cause notice thereby denying him an opportunity to explain his conduct. It is once again reiterated that where it is proposed to administer recorded warning, the person concerned should be given a chance to explain the reasons, if any, which led him to do the acts of omission or commission disapproved of. Action to administer the Recorded Waning may be taken only after the reply of the Railway Servant is considered by the competent authority, but not found acceptable. The Railway Servant concerned should be given a chance to represent against an order of recorded warning.