Government of India
Ministry of Railways
(Railway Board)

No.2010/V-1/DAR/1/3

New Delhi, dated 10.09.10

The General Managers(P),
All Zonal Railways, PUs, CORE & Metro

The Managing Directors,
All PSUs

The DGs/RDSO & RSC

The CAO/DLMW

The SDGMs/CVOs,
All Zonal Railways/PUs & PSUs

Sub: Issuing the Questionnaire by name for obtaining clarifications of the Railway Servant under investigation.

Keeping in view the instructions laid down in para 411.5 of the Indian Railway Vigilance Manual, 2006 Edition, that the Railway servant against whom the complaint is being investigated should normally be afforded an opportunity to furnish his clarifications vis-à-vis the allegations against him, in the form of a questionnaire given to him by the Vigilance Officer. Very often the questionnaire gets acknowledged by the personnel staff of the officer and at a later stage the officer pleads that he has not been given the opportunity to represent his case as he has not received the questionnaire. To overcome this situation, it has now been decided that the questionnaire prepared must be sent to the Officer/Official concerned by name and acknowledgement obtained. Acknowledgement by office staff or any other officer will not be accepted. This may be brought to the notice of all concerned.

This has the approval of Adviser (Vigilance) as Chief Vigilance Officer of Ministry of Railways.

[Signature]
(VIKAS PURWAR)
Director/ Vigilance (Mech.)
Railway Board.