

Government of India
Ministry of Railways
(Railway Board)

RB Accounts 3 /2005.

No. 2005/AC-II/20/3

19. -01-05.

FA&CAO
(All Zonal Railways APVs)

Sub:- Supply of copy of Service Cards to Gazetted Officers.

Attention is invited to Para 1318 A-I and 1204 IRAF (Indian railway Administration & Finance) which inter-alia provide that "Once in every 5 year period, extracts of the entries in the service cards should be prepared in quintuplicate, one for Accounts record, one for Personnel branch, two for obtaining acceptance of the officer concerned who may retain one copy and the fifth for Establishment (Gazetted) branch of the Railway Board's office". It has been brought to the notice of Board that the procedure ibid is not being followed uniformly on Railways.

It is, therefore desired that the above provisions may be followed scrupulously. Necessary instructions may be reiterated to concerned officials in this regard and a compliance report sent for Board's information at the earliest.

Kindly acknowledge receipt.



(Sudhir Mathur)
Executive Director Accounts
Railway Board.