

भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
(रेलवे बोर्ड / RAILWAY BOARD)

No.E(NG)I-2003/PM1/37

New Delhi, dated 08.06.2010


**The General Managers (P)**  
All Indian Railways & PUs.  
(As per standard list)

**Sub:- Procedure for conducting selections for promotion to post  
classified as 'Selection' – Coding & decoding of roll numbers.**

As Railways are aware in terms of instructions contained in this Ministry's letter of even number dated 23.03.2004, coding & decoding of roll numbers after the written test is over shall be the responsibility of the Personnel Officer of the department for which selection is held. In case of Personnel Department, the Personnel Officer other than the evaluating officer shall be the officer responsible for this purpose. The level of Personnel Officer for this purpose may be decided by the General Manager. However, it has been brought to the notice by the Central Vigilance Commission that Board's instructions indicated above are not being followed by the Railways. Recently in a selection on one of the Zonal Railways, it was noticed that due to large number of candidates, examination was conducted at more than one centres and coding of roll numbers was done by more than one officer, as against the extant instructions.

2. The matter has accordingly been considered and it is desired that Board's instructions in this regard should be scrupulously followed, i.e., coding & decoding shall be the responsibility of the single officer, i.e., Personnel Officer nominated for this purpose, even if examination is held at more than one centres and in no case it should be done by more than one officer. Similarly, in case of selections in Personnel Department, Personnel Officer other than evaluating officer shall be the officer responsible for this purpose and in no case evaluating officer shall be nominated for coding & decoding of roll numbers.

Please acknowledge receipt.



**(Kajal Mukherjee)**  
Dy. Director Estt.(NG)I  
Railway Board.

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