



भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **(Railway Board)**

No. E(O)I-2019/Policy/03

New Delhi, 05.12.2019

**The General Managers,
All Indian Railways, CORE and Metro Railway**

**The Director General,
RDSO, NAIR**

**The General Managers,
Production Units**

**The Directors,
Centralised Training Institutes (as per standard list).**

Sub: Cases received in the Single Window System for receiving disciplinary cases of gazetted officers in Railway Board – Further guidelines as per the orders of Hon'ble MR

Ref:- Board's letter of even no. dated 13.2.2019.

Pursuant to Hon'ble MR taking a serious view in regard to delay in finalization of cases under D&AR, with a view to bringing the cases to a logical conclusion in a time-bound manner, Single Window System has been introduced in Railway Board for receiving disciplinary cases of gazetted officers vide Board's letter under reference.

2. It is however observed that in some cases where the papers/files are not accepted because of some deficiency noticed, Railways take unduly long time in sending the case back to Board. In one such case Hon'ble MR has minuted as under:-

"A mechanism needs to be put in place to ensure that

- (i) incomplete proposals which have been returned should be received in reasonable time;*
- (ii) Incomplete proposals should not be submitted by Divisions/Zones in future. Proposals should not be kept pending at Zonal/Divisional levels."*

3. It has been observed that out of the 156 cases received through the single window system after its implementation, 52 cases were rejected from the single window. This is a matter of grave concern. While due care needs to be taken in sending proposals complete in all respects in the first instance, the following time frame may be followed while resubmitting the cases, which have been returned back due to deficiencies.

- (1) For the cases, both disciplinary and appeal, returned for want of documents/clarifications of the concerned authorities:- One month from the date of back reference, complete in all respects as per the guidelines issued by Board.
- (2) For the cases returned back for procedural infirmities, the Zonal Railways should try to complete the proceedings as per relevant Rules within one month from the date of back reference.

4. In case, cases are resubmitted after this period, reasons for delay as approved by GM/DG/Director of concerned Railway/ Production Unit/ Centralised Training Institute and should be furnished along with the case. Any deviation from the above instructions shall be taken seriously and responsibility may be fixed on the concerned officials responsible for it.



(H. Moharana)
Joint Secretary (Establishment)
Railway Board

Copy to:

- (1) PED/Vigilance, Railway Board for kind information and further necessary action.
- (2) Officers of E(O)-I Branch, Railway Board.
- (3) Guard file