

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

No.2017/O&M/3/1

Dated: 29/06/2017

**The General Managers,
All India Railways/PUs,
DG/RDSO & DG/NAIR**


**Sub: Protocol Procedure to be followed during visit of
Hon'ble MR/MOS(R)**

Attention is invited to the then Secretary, Railway Board, DO letters No. 2001/O&M/3/4 dated 20.6.2001 & DO letter No. 2013/O&M/3/6 dated 10/12/13 (copy enclosed for ready reference) indicating detailed guidelines to be followed with regard to protocol arrangement required to be made during the tour of Hon'ble Ministers.

2. It is desired that the extant instructions as contained in the DO letters mentioned above be strictly complied with without fail. In addition, the senior officer accompanying the Minister should also coordinate with the photographer deputed for covering the Ministers' visit so as to ensure that photographs of Hon'ble Minister's interaction with the general public are given due importance while uploading on social media sites etc.

3. These instructions may be brought to the notice of all PHODs/HODs, DRMs/ADRM's and other senior Officers for strict compliance.

Encl: Two


(V.Vaidehi)

Joint Secretary/Railway Board

H K Jaggi
धेव रेलवे बोर्ड
Secretary, Railway Board



भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

DO No.2013/O&M/3/6

New Delhi, Dated: 10/12/2013

Dear Sir,

Sub: Protocol Procedure to be followed during visit of Hon'ble
MR/MOS(R)/DMR on Railways

Please refer to the then Secretary's DO letter No. 2001/O&M/3/4 dated 20.6.2001 (copy enclosed for ready reference) on the above mentioned subject wherein detailed guidelines have been indicated with regard to protocol arrangement required to be made during the tour of Hon'ble Ministers.

2. I would request you to please ensure that the instructions contained in the enclosed DO letter are followed without fail. DRMs, PHODs and other concerned officials may also be suitably instructed to extend due protocol to the dignitaries without fail.

Regards

Encl: One

Yours sincerely,

H K Jaggi
(H.K.Jaggi)

v/c

Shri (By Name)
Designation,
Railway,
Place,
City.

All Zonal Rly / PJS 13/12/13

रेल मंत्रालय
Ministry of Railways
रेलवे बोर्ड / Railway Board
अनुलग्नक सहित जारी
Issued with Enclosure
जारी की तिथि
Date of Issue



R.K. Singh
सचिव, रेलवे बोर्ड
Secretary, Railway Board

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

DO No. 2001/O&M/3/4

Dated : 20/06/2001

Dear Shri (By name)

Sub: Protocol Procedure to be followed when MR/MOS(R)/DMR are on tour on the Railways.

Please refer to my predecessor's DO letter No. 2000/O&M/1/1 Rly dated 21.2.2000 regarding protocol procedure to be followed during tours of Railway Ministers/Board Members to Zonal Railways. Instructions already exist that whenever Ministers are on tour on the Railways, senior Officers should meet them and also be available to hear public complaints which are made to the Ministers and deal with them on the spot, as far as possible.

In this regard, I am enclosing detailed guidelines as Annexure on Protocol Procedure to be followed whenever Ministers for Railways are on tour on the Railways for easy reference, information and compliance.

Besides, above, the tour programmes of Railway Ministers should invariably be advised by concerned DRMs, to local MPs of the area to enable them to bring specific problems of the area to the notice of the Minister.

The above guidelines may be noted and all PHODs/HODs, DRM/ADRM and other concerned officers may suitably be informed for strict compliance of the instructions/procedure as given in Annexure.

Please acknowledge the receipt.

With regards.
Yours sincerely,

Sh. (By name)
General Managers/OSDs
All Indian Railways/PUs etc.

(R.K. Singh)

8/c

Protocol procedure to be followed when MR/MOS(R)/DMR
are on tour on the Railways

1. (a) *Minister for Railways.*

In case of MR's visit to Headquarters or any other station on the Zonal Railway, the concerned GM shall meet him both on arrival and departure at the airport/railway station. In case of unavoidable absence of the GM, AGM shall perform this function.

● (b) *Minister of State for Railways/Dy. Minister for Railways.*

In case of visit of MOS(R)/DMR to Headquarters of a Railway, the concerned GM or in his absence, AGM shall meet him both on his arrival and departure at the airport/railway station.

In case of his visit to any other station, DRM or in his unavoidable absence, ADRM shall meet him both on his arrival and departure.

2. However, in the case of visit of these VIPs to a station on a Zonal railway, where other railway units like Construction, Railway Electrification, Production Units etc. are situated, General Manager or Chief Executive Officer of the unit shall also be present at the time of visit of these dignitaries.

3. In the case of visit of these dignitaries, a senior officer of the concerned Railway should accompany the dignitary during their inspection and who is in a position to explain and receive complaints from the public and also receive instructions from the dignitary. On completion of the tour, a brief report, bringing out important points raised, if any, during the visit, should be submitted for information of Board.

4. In case of visit by M.R/MOS(R)/DMR by car or by train, DRM or ADRM should accompany the dignitary over his jurisdiction.
5. The tour programmes of Railway Ministers should invariably be advised by concerned G.Ms/DRMs, to local MPs of the area to enable them to bring specific problems of the area to the notice of the Minister.
6. Instances may arise when the above VIPs pass through, a zonal railway/Division either by road or on rail without any specific inspection enroute, in such cases DRM or ADRM may call on them at the Divisional Headquarters Station. At other places, the local senior most station officer shall be present and attend to them. The DRM/ADRM may however, ascertain in advance if they would also be required to accompany the visiting dignitary over his respective jurisdiction.
7. It will be the responsibility of the GMs, DRMs and head of the respective railway units, as the case may be, to tie up the arrangements connected with security, protocol, road-vehicles, telephones, air/rail reservations, etc. for the visiting dignitaries.
8. In the event of non-availability of any of the nominated officers, due to certain unavoidable reasons, there is always discretion to depute one of the senior Officers of appropriate rank in his place.