

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2009/Sec(Spl.)/1/1

New Delhi, dated:16th July, 2009

The Chief Security Commissioners/RPF
All Zonal Railways.

The Chief Security Commissioner/RPSF
Railway Board, New Delhi.

The Chief Security Commissioner/RPF
ICF, Southern Railway, Chennai.

The Chief Security Commissioner/RPF,
Konkan Railway Corporation Ltd., Belapur.

STANDING ORDER NO. 93

SUB: OFFICIAL CORRESPONDENCE

It has been noticed that while corresponding with the Directorate, the field formations are not observing accepted protocol. In spite of verbal instructions, important correspondences are sent under signature of junior officers and more often than not these are bereft of useful content. It is difficult to comprehend whether the text of correspondence has the approval of the competent authority or has been dealt in a routine manner. It also makes difficult to fix responsibility for lapses. In this background, the accepted norm for correspondence is being reiterated for strict compliance. The CSC and the DSC will be held responsible for breach of procedure by their subordinate rank. Similarly, the DIG(Admn.) will ensure compliance in all the correspondences made by the Directorate.

2. The Dy. CSC may sign letters in the absence of the CSC from headquarters or when urgent replies are called for, but the practice of allowing all fair copies of letters to be signed by Dy. CSC is undesirable and should be reduced to the minimum.

3. When Dy. CSC is to sign a letter, the following procedure will be adopted:

a) Once a draft has been prepared and signed by the CSC, fair copy is to be put up to the Dy. CSC for signature due to the CSC's absence, the fair copies should be signed as follows:

Sd/- XYZ
CSC/XR

True copy:


ABC
Dy. CSC/AR

b) When the CSC has passed a remark in the file indicating the lines in which the reply is to be sent but has not actually drafted the letter, the officer who actually drafts and signs the letter should commence with words "I am directed by the CSC to reply etc."

c) When any officer sends a reply without the CSC having seen the original due to his absence from headquarters or by engagement in some important work, the officer signing the reply will sign "for CSC/RPF".

4. Thus when a letter is not signed by the CSC himself, (a) will indicate that the views as well the language are of the CSC, (b) will indicate that the views not the language are of the CSC and (c) will indicate that neither the views nor the language are of the CSC himself.

5. The CSC when sending letters to superior formations or the headquarters should make an effort to sign all communications himself. Similarly, all letters received from superiors should be opened and attended to by the CSCs personally.


16/07/09
(RANJIT SINHA)
Director General/RPF