GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2020/TC-I/Procedure
New Delhi, Dt. 02.03.2020

Pr. Chief Commercial Manager,
All Zonal Railways

Sub: Procedure for correspondence with Railway Board

Please find enclosed herewith a copy of Board’s letter No.2011/O&M/3/6 dt.04.04.2011 regarding procedure to be followed while making correspondence with Railway Board wherein it is stipulated that correspondence with Board should have the approval of GM/PHOD and all letters (except routine nature/reminder) should be signed by an officer not below the rank of SAG.

Further vide Board’s letter No.TCR/Misc./2008/6 Pt. dt.10.05.2011 (copy enclosed), Zonal Railways have been advised that while making a reference to Board regarding policy issue or seeking clarification thereon, Zonal Railway should send a self-contained proposal preferably signed by PCCM or when signed by any other SAG officer, then it should clearly mention that it has the approval of PCCM. The proposal should invariably contain the remarks of PFA and should also indicate whether it has the approval of GM or not.

The above-mentioned instructions are reiterated. All concerned may be advised to follow the aforesaid instructions scrupulously.

D.A. as above

(Barjesh Dharmani)
Exec. Director Traffic Comml.(Rates)
Railway Board
No. 2011/O&M/3/6

Dated: 04-04-2011.

General Managers,
All Indian Railways and Production Units,
DG/RDSO and DG/RSC.

Sub:- Procedure for correspondence with Railway Board.

Instructions have been issued time and again stipulating the procedure for correspondence with Railway Board. However, in a recent instance, it has been noticed that these instructions are not being scrupulously followed. It is, therefore, reiterated that:

i) Correspondence with Board should have the approval of G.M./PHoD and an endorsement to this effect be made in the letter;

ii) Incorrect/Unauthorized designations should not be used in the correspondence;

iii) All letters (except routine nature and reminders) addressed to Railway Board should be signed by an Officer not below the rank of Senior Administrative Grade and Selection Grade in case of Public Relations Deptt.

2. The above instructions may be advised to all concerned. Any lapse in this regard would be viewed seriously.

(P.P. Sharma)
Joint Secretary

Copy to: All Officers and Staff in Board’s office for information.
Government of India
Ministry of Railways
(Railway Board)

No.TCR/Misc./2008/6 Pt. New Delhi, dt. 10.05.2011

Chief Commercial Manager
All Zonal Railways

Subject: Submission of proposal to Railway Board by Zonal Railways
Ref: Board's letter No.TCR/Misc./2008/6 dt.14.08.2008

Please refer to Board's letter No.TCR/Misc./2008/6 dt.14.08.2008 wherein procedure has been laid down regarding submission of proposal to Railway Board by Zonal Railway. A copy of the letter is enclosed herewith.

It has been noticed that Zonal Railways are making reference to Railway Board without following the established procedure, which has been viewed seriously.

It is reiterated that while making a reference to Railway Board regarding policy issue or seeking clarification thereon, Zonal Railway should send a self-contained proposal preferably signed by CCM or when signed by any other SAG grade officer then it should clearly mention that it has the approval of CCM. The proposal should invariably contain the remarks of FA&CAO and should also indicate whether it has the approval of GM or not.

In view of above, a reference from Zonal Railway without following the aforementioned procedure will not be entertained at our end.

(G. D. Brahma)
Executive Director, Traffic Comm.(Rates)
Railway Board