

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

**Office Order No. 28 of 1997**

**Subject: Level and time limit for disposal of  
CA-III references received by M.R./MOS(R)**

Queries are being received by Chasing Cell from various officers and Branches regarding the level of disposal of CA-III references addressed to Minister of Railways/Minister of State for Railways.

2. At present, the following categories are being marked by M.R./MOS(R) Cell on the letters received in their respective Secretariats :-

- |                |   |   |
|----------------|---|---|
| Category - 'A' | : | All Communications received from VIPs viz. President of India, Vice-President of India, Governors, Central Ministers, Ministers from States, MPs, MLAs and Councillors. |
| Category - 'B' | : | Letters received from other VIPs like Ex-Central Ministers, Ex-Ministers from States and Ex-MPs etc.  |
| Category - 'M' | : | All communications on which M.R./MOS(R)'s remarks are made.   |
| Category - 'C' | : | Letters seen by PS to MR/MOS(R) but not covered under 'A', 'B' and 'M' above.   |
| Category - 'O' | : | All communications received in MR/MOS(R) Secretariat, but not covered under 'A', 'B', 'M' and 'C' above.  |

3. Draft replies or position in respect of communications marked Categories 'A' and 'M' are to be put up to MR/MOS(R) for consideration.

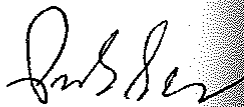
4. Draft replies or position in respect of communications 'B' to be put up to MR/MOS(R) secretariat in the light of Office Order No. 52 of 1996.

5. Reference under Category 'C' and 'O' may be disposed of at the level of AMs/Executive Directors/Directors/Jt. Directors concerned, depending on the merits of the case.

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6. As laid down under Office Order No. 23 of 1997, replies to these communications should be issued within 10 days where no information is required from the Railways, and within 15 days where information is required to be obtained from Railways.

7. Kindly ensure strict compliance of the above instructions.

  
(Prakash Gokhale)  
Deputy Secretary ({Parliament})

No.88/CS/CDN/1799

Dated : 03.06.1997

To :

- i) All Officers & Branches in Board's Office.
- ii) G(Acc.) and O & M Branches with 10 spares each.