

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

No. 2017/O&M/3/5

New Delhi, Dated: 28.09.2017


**The General Manager
All Indian Railways/PUs
DG/RDSO & DG/NAIR**

Sub: Protocol to be observed during visits of CRB and Board Members

Attention is invited to Board's DO letter nos. 2005/O&M/3/5 dated 29.07.2005, 81/O&M/1/1/Rly. dated 16.02.1981, 89/O&M/1/1/(Rly.) dated 21.09.1989 wherein instructions/guidelines were issued to the Railways regarding protocol to be observed at the Airport/Railway Stations during the visits of CRB and Board Members to the Zonal Railways/PUs.

2. The above orders stand withdrawn with immediate effect.
3. This issues with the approval of the competent authority.

Encl.: None


(V. Vaidehi)

Joint Secretary/Railway Board

Copy to:-

PFAs , All Indian Railways/PUs.



M.K. Agarwal

सचिव रेलवे बोर्ड
Secretary, Railway Board



150 गौरवपूर्ण वर्ष

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

Dated: 29/7/2005

D.O.No.2005/O&M/3/5

My dear (By Name),

Sub: Protocol to be observed during visits of MR/MSRs/CRB and Board Members.

I invite your attention to Board's DO letters No.81/O&M/1/1 Rly dt.16th Feb.'1981 and 89/O&M/1/1/Rly dt.21.9.1989 wherein instructions/guidelines have been issued to the Railways regarding the protocol to be observed during the visits of Ministers, CRB and Board Members to the Zonal Railways. These instructions have been reiterated from time to time. However, there have been a few instances of the protocol procedure not being followed during the visits of CRB and Board Members.

I shall appreciate if the instructions/guidelines issued in the matter are strictly followed. For your convenience, I am enclosing the details of the protocol procedure to be observed during the visits of CRB, FC and other Board Members to the Zonal Railways.

With best wishes,

Yours sincerely,

(M.K.Agarwal)

Shri (By name),
General Managers,
All Indian Railways/PUs etc.

**Protocol Procedure to be followed when CRB/Board Members
are on tour on the Railways**

1. (a) **Chariman Railway Board.**

In case of CRB'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.

(b) **FC and Other Board Members**

In case of visit of FC or any other Members of the Board to a Zonal Railway Headquarter, the concerned Heads of Department(PHOD) as a rule should meet him/her both on his arrival and departure. The GM shall make himself available unless he happens to be out of headquarters on some prior engagement

2. In cases where there are more than one Heads of Department in certain Departments, the Heads of the concerned Department should be nominate to meet the Board Members on their arrival and departure when they visit the Zonal Headquarter on tour.
3. 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.

one file
16/2
total
1/1/81
20/2
20/2
HIMMAT SINGH
SECRETARY, RAILWAY BOARD

D.O. No. 81/O&M/1/1/Rly.

Encl.
dated 16th February, 1981.

My dear *Venugopal* Sir,

Sub: Tour of VIPs - Protocol instructions regarding meeting them at the time of arrival and departure at Airport etc.

Please refer to Jacob's D.O. No. G.181/P dated 24th January, 1981 regarding the protocol to be observed during the visits of Ministers, C.R.B and other Members of the Board to Railways. Board have carefully considered your Railway's suggestion in the matter but they do not find any justification/reason for altering the existing instructions contained in this Ministry's D.O. letter No. 65/O&M/1/1/Rly. dt. 3rd April 1965 and D.O. No. 68/O&M/PCDO/Genl. dated 27.1.1968 which are reproduced below with slight modifications for ready reference:-

- (a) When any of the Ministers viz. MR/MSR/DMR visits the headquarter (station) of a Railway the General Manager or, in his unavoidable absence, one of the Addl. General Managers should meet him both on his arrival and departure.
- (b) When the Minister for Railways visits a station other than the Headquarters of the Railway, the General Manager or in his absence, one of the Addl. General Managers should meet him.
- (c) When the Minister of State for Railways or the Deputy Minister visits stations other than the Headquarters of the Railways, the Divisional Railway Manager concerned should meet him.
- (d) When Chairman, Railway Board visits the Headquarters/station of a Railway, the General Manager should meet C.R.B. both on his arrival and departure.
- (e) When Financial Commissioner for Railways and other Members of the Board visit the Headquarters, the concerned Heads of Department should, as a rule meet them both on their arrival and departure. The G.M/s will no doubt, make themselves available unless they happen to be away from the Headquarters on some prior engagement.

From the position indicated above, it would be observed that in the event of non-availability of any of the Officers of Railways who are required to be present during the visits of the Ministers or C.R.E. or any Members of the Board due to certain unavoidable reasons, there is always a discretion to depute some other senior Officer of appropriate rank in his place.

Yours sincerely

Himmat Singh
(HIMMAT SINGH) 14/12

Shri. Veerghese Anver
General Manager,
Southern Railway,
Madras

Copy to General Managers, all Indian Railways, except Southern Railway for information and guidance.



From the position indicated above, it would be observed that in the event of non-availability of any of the Officers of Railways who are required to be present during the visits of the Ministers or C.R.E. or any Members of the Board due to certain unavoidable reasons, there is always a discretion to depute some other senior Officer of appropriate rank in his place.

Yours sincerely

Himmat Singh

Copy to General Managers, all Indian Railways, except Southern Railway for information and guidance.

A.N. SHUKLA

सचिव, रेलवे बोर्ड
Secretary, Railway Board

D.O. No. 89/O&M/1/1(Rly)

New Delhi

21-9-89

My dear General Manager,

An instance has come to notice recently where the protocol procedure to be followed by General Managers/HODs was not followed by a Railway when a Board Member was on tour on the Railway.

2. In this connection, your attention is invited to Board's Letter No. 68/O&M/PCDO/Genl. dated 27-1-68 laying down, inter alia, that:

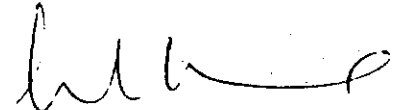
"Over the years, a convention has developed of General Managers meeting the C.R.B. while the latter is on tour to the Zonal Headquarters of the Railways. It is essential that this convention of G.Ms meeting C.R.B., both on his arrival and departure should be rigidly followed so that this opportunity could also be availed of for personal discussion on urgent and important matters.

As regards the Financial Commissioner, Railways, and the Members of the Board, the concerned Heads of Department should, as a rule, meet them, while they visit the Zonal Headquarters on tour, both on their arrival and departure. The G.Ms will, no doubt, make themselves available unless they happen to be away from the Headquarters on some prior engagement."

3. These instructions are being re-iterated for compliance. As there are more than one Heads of Department in certain Departments, one Head of the concerned Department should be nominated to meet the Board Members on their arrival and departure, when they visit the Zonal Headquarters on tour.

4. Kindly acknowledge receipt.

Yours sincerely,



(A.N. SHUKLA)

To

Shri
General Manager,