The Principal Chief Materials Managers,
All Indian Railways & PUs including NF(C)
CORE/Allahabad, COFMOW/New Delhi, WPO/Patna, RWP/Bela
ED/Stores/RDSO, SPMM/NAIR, COS/KRCL
GM/MMIS, EPS, VIMS/CRIS, New Delhi

Sub: Procedure for correspondence with Railway Board.

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In a recent instance it has been noticed that instructions on the above subject issued vide Board's letter No. 2011/O&M/3/6 dated 04.04.2011 are not being scrupulously followed. A copy of the same is enclosed herewith for compliance scrupulously.

(J. C. Yaneja)
Dy. Dir. Railway Stores (G)
Railway Board
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/Unauthorised 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.