Sub: Sending reply to Board from inappropriate level.

As per standard directives issued from Railway Board, Zonal Railways should send reply to Railway Board atleast from the level of Senior Administrative Grade (SAG). It is imperative for all the Zonal Railways to scrupulously follow this directive. However, instances have come to the notice of the Board where such letters involving some very important parliamentary matters have been signed by JAG/SG level officers resulting into incorrect information being communicated to Board.

It is therefore once again reiterated that the all the letters from Zonal Railways to Board’s office should invariably be signed by an officer not below SAG level.