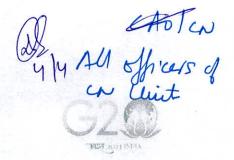


B 4 APR 2023 पारत सरकार GOVERNMENT OF INDIA रेल मुंबालय MUNISTRY OF RAILWAYS

(स्वर्धाई) (RAILWAY BOARD)

dministrative



No.2023/O&M/3/1

General Managers, All Indian Railways/PUs etc. DG/RDSO, DG/NAIR All DRMS
All DRMS
All DRMS
All CW MS
CPRO
Dan/G

Sub: Procedure for correspondence with Railway Board. **Ref.**: Board's Letter No.2021/O&M/3/2 dated 16.02.2021

Attention is invited to above referred letter wherein instructions w.r.t. procedure for making correspondence with Railways was issued for compliance. However, it has been observed that the same is not adhered to. Further, while making correspondence with Railway Board, proper letter format is also not followed. In view of this, the procedure for correspondence with Railway Board is again reiterated as below:

- Correspondence with Railway Board should bear the approval of General Manager/concern PHoD and an endorsement to this regard may be indicated in the letter.
- ii) All Letters (Except for routine nature and reminders) addressed to Railway Board should be signed by an Officer not below the rank of SAG or Selection Grade (in case of Public Relation Deptt.)
- iii) Wrong/Unauthorised designations should be avoided and every communication may invariably bear the Name, Designation, Landline No., Mobile No. and email address of the signatory.
- iv) As regards proper format of letter, a specimen of the letter being used in Board's Office is enclosed for reference.

2. The above may be brought to the notice of all the concerned for ensuring strict compliance.

(T. Srinivas)
Joint Secretary/Railway Board
Tele No. 011-47845551

Email ID: t.srinivas1@gov.in

Copy for information to:

CRB&CEO, M/O&BD, M/TRS, M/Infra, MF & Secretary/RB DG/HR, DG/RPF, DG/RHS & DG/Safety

EDPG/MR, EDPG/MOSR(D), EDPG/MOSR(J)

Specimen of the letter :-

(Name of the Railways/PUs)

No	(Place), Date
То,	
Subject.—	
*With reference to your letter No	
dated I am directed to say	
	Sd./-
	(Name)
	(Designation)
	Tel. No.:
	E- mail ID:
	Mobile No.:
(Signed by an Officer not below the rank of Sa Encl:	AG or Selection Grade (in case of PR Deptt.)
@(Endorsement)	
No, Place, the date	d
Copy forwarded for information / necessary ac	tion to:
(1)	
(2)	
	Sd./-
	(Name)
	(Designation)
	Tel : No
	E- mail ID:
	Mobile No.
(Address of the Signatory i.e. Room N	o, Office, Road/Street No., City & Pincode)
*Other alternative forms of the introductory ph	rases commonly used are
(i) In continuation of my / this Railways/PU's	letter Nodated
(ii) With reference to the correspondence resti	ng / ending with your /this Railways/PU's letter
No	
@ To be typed on copies intended for (1) and (2) referred to in the endorsement.