



No.2023/O&M/3/1

General Managers,
All Indian Railways/PUs etc.
DG/RDSO, DG/NAIR

3/4

GM

New Delhi, 31.03.2023

AV PHOD
AV DRM
AV CW Mn
C PRO
DGM/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.
- 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.)
- 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.
- 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)

Room No. 105, Rail Bhawan, Raisina Road, New Delhi-110001

P.T.O.

Specimen of the letter :-

(Name of the Railways/PUs)

No.....

(Place), Date.....

To,

Subject.—

*With reference to your letter No.....
dated..... I am directed to say that.....

Sd./-
(Name)
(Designation)

Tel. No.:.....

E- mail ID:

Mobile No.:

(Signed by an Officer not below the rank of SAG or Selection Grade (in case of PR Deptt.)

Encl :

@(Endorsement)

No....., Place, the dated

Copy forwarded for information / necessary action to :

(1).....

(2).....

Sd./-
(Name)
(Designation)

Tel : No.....

E- mail ID:

Mobile No.

(Address of the Signatory i.e. Room No, Office, Road/Street No., City & Pincode)

*Other alternative forms of the introductory phrases commonly used are.---

(i) In continuation of my / this Railways/PU's letter No.....dated.....

(ii) With reference to the correspondence resting / ending with your /this Railways/PU's letter
No..... dated.....

@ To be typed on copies intended for (1) and (2) referred to in the endorsement.