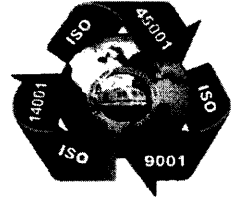




भारतीय रेल (रेल मंत्रालय)  
बनारस रेल इंजन कारखाना, वाराणसी (उ०प्र०)-221004  
INDIAN RAILWAY (MINISTRY OF RAILWAY)  
BANARAS LOCOMOTIVE WORKS  
VARANASI (UP)-221004



Office : General Manager/(P)  
Tele : 0542-2642700  
Fax : 0542-2270102  
E mail : [cpo@dlw.railnet.gov.in](mailto:cpo@dlw.railnet.gov.in)

**Misc-65**

NO- GM(P)/ER/Misc -Pt-I

Dated – 02.02.2022

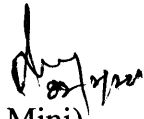
**All Concerned**

BLW/Varanasi & Sealdah/BLW Camp office  
New Delhi.

**Sub :- Procedure for correspondence with Railway Board.**

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A Copy of Railway Board's Letter No. No.2021/O&M/3/2, dated-  
16.02.2021, is forwarded herewith for information and guidance.

DA- 01 Page.

  
( Pius Minj)

Assistant Personnel Officer/Staff

**Copy for information and necessary action:-**

1. Joint Secretary and staff council members.
2. Secretary SC/ST and OBC Association.
3. Secretary, RREA/BLW.
4. Ch.os Staff Sec. GMP&GMP/W office

  
For General Manager(P)

No. 2021/O&M/3/2

New Delhi, Dated:-16.02.2021

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

Sub:- Procedure for correspondence with Railway Board

- Ref:
- i) Board's Letter No. 2011/O&M/3/6 dated 04.04.2011
  - ii) Board's Letter No. 2003/O&M/3/2 dated 25.08.2003
  - iii) Board's Letter No. 2019/O&M/3/3 dated 09.12.2019

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Instructions have been issued in the past, stipulating the procedure for correspondence with the Railway Board. However, non-compliance of the same has been observed from time to time. In view of this, the procedure for correspondence with Railway Board is again reiterated as below:-

- i) 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 of the rank of SAG or Selection Grade (in case of Public Relation Deptt.)
  - iii) Wrong/Unauthorized designations should be avoided and every communication may invariably bear the Name, Designation, Landline No. and email address of the signatory.
2. The above may be brought to the notice of all the concerned for ensuring strict compliance.



(B Majumdar)  
Joint Secretary/Railway Board

Copy for information to:-

CRB & CEO, M/O&BD, M/Infra, M/TRS, MF & Secy/Rly Board  
DG/HR, DG/RPF & DG/RHS