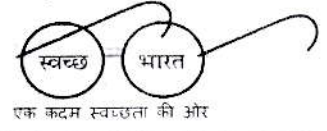




दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/जनरल/ 4/6828 दिनांक:- 23.12.2019

प्रति.
सर्व संबंधित

स्थापना नियम सं.-349/2019

विषय:-Letter from Officers to bear complete communication details with signature.

रेल्वे बोर्ड के पत्र सं.2019/O&M/3/3 दिनांक 09.12.2019 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-


Web-site-

Home page—About us—Department—Personnel—Estt. Rules.

Share Folder-

Home page—html—Estt. Rules

संलग्न:- यथोक्त.


23-12-19
(हफिज मोहम्मद)

उप मुख्य कार्मिक अधिकारी (एच.क्यू.)
कृते प्रधान मुख्य कार्मिक अधिकारी

Estt SL No - 349/2019

PUPD

1901
12/12/19
13

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railway
(रेलवे बोर्ड) (Railway Board)

No.2019/O&M/3/3

General Manager
All India Railways/PUs
DG/NAIR & DG/RDSO

Dated:-09.12.2019

मुकाधि/प्रशा.	मुकाधि/अ.सं.	
उपमुकाधि (मुख्या.)	उपमुकाधि (मा.सं.वि.)	मुकाधि (राज.)
वकाधि (मुख्या.)	वकाधि (आर.पी.)	अध्यक्ष (रे.भ.प्र.)
सकाधि (मुख्या.)	निजी राचिव-प्रमुकाधि	उपमुकाधि (निर्माण)
प्रमुकाधि		

Sub:-Letter from Officers to bear complete communication details with signature.

It has come to the notice that letters emanating from Offices of Zonal Railways, Divisions/PUs addressed to Deputy Govt. Advocate /Supreme Court on various cases do not bear the complete communication details(particularly Telephone No. and e-mail address) leading to difficulties in seeking instructions or communicating urgent orders.

2. As such, it is required that all Officers may invariably mention their complete communication details viz. name, designation, landline no., mobile no. and e-mail address alongwith their signature in the letters addressed to Deputy Govt. Advocate/Supreme Court and as a general rule, in every forms of communication to Board's Office name, designation, landline no. and e-mail address of the signatory should invariably be mentioned.

3. Suitable instructions may be issued to all concerned for strict compliance by all Officers while signing any Communication.



(B Majumdar)

Joint Secretary/Railway Board

Copy to :

महाप्रबंधक
सादर अवलोकनार्थ प्रस्तुत

All Officers/Branches in Board's Office, at Metro Station Building, Pragati Maidan and at Dayabasti, New Delhi for ensuring similar compliance as above.

Copy for information to:-

CRB, FC, ME, MMM, MS, MS&T, MRS, MT, MTR & Secretary/RB