

**NORTH CENTRAL RAILWAY**

**NCRPS-6033/2021**

Head Quarter, Office  
Subedarganj, Prayagraj

No. 797-E/Policy/2021/Misc

Dated: 17.03.2021

All PHODs / CHODs, NCR HQ office, Prayagraj,  
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,  
CWM/JHS WS, CWM/MLR WS, CWM/RSK/STLI, CWM/CPOH Prayagraj,  
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, DyCPO/WS/JHS,  
SPO/MLR, APO/RSK/STLI, CEE/WS/JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,  
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP  
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy FA&CAO/G/NCR,  
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CITA / Kanpur,  
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,  
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training  
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,  
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,  
Principal- Electric Training Centre/TRD/Jhansi.

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

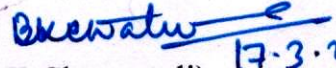
**Ref:** Railway Board Letter No. 2021/O&M/3/2 dated 16.02.2021.

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Copy of Railway Board's letter NO. 2021/O&M/3/2 dated 16.02.2021.  
is annexed herewith for further necessary action.

Policy Letter Circulated under NCRPS is also be available on website  
[www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in) (About us→Department→Personnel→NCR Policy Circulars).

**DA:** as above

  
(B. K. Chaturvedi) 17.3.2021  
**SPO/IR**  
For General Manager/P

- C/- Secretary to GM for kind information to General Manager
- C/- Secretary to AGM for kind information to AGM
- C/- All Personnel Officer in HQ
- C/- All Recognized Union and Associations

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)  
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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

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  
AMs/PEDs  
All Executive Directors/JSs/IG