



PBC No: 125/2023

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्यालय, कार्मिक विभाग, चेन्नै -600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)436/P/Misc/Vol.V

दिनांक/Dated: 14.06.2023

All PHODs/DRMs/CWMs/CEWES/CAO/CPM/PDA.Dy.CPOs/Sr.DPOs/Secy to GM,
Chairmen-RRBs/MAS, TVC; Additional Registrar/RCT/MAS; Secy/RRT/MAS,
Principals-MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD;
DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units

विषय /Sub: **Handling of letters in e-office – need to follow
Proper channel of submission – regarding**
संदर्भ/Ref: **This office letter No.SR-HQoHR(SYST)/7/2022
dated 13.07.2022 and 30.08.2022**

Kind attention is drawn to this office letters referred above, wherein instructions were issued regarding the proper channel of submission of letters/tapals through e-office. Despite these instructions, it is seen that many tapals are being sent to PCPO directly in e-office, which lead to avoidable delay in processing the case.

It is reiterated that letters/tapals should be sent to the concerned ChOS/APO dealing with the subject in HQrs office.

In case it is not clear as to who is the ChOS/APO dealing with the particular letter/tapal, the same may be sent to **Smt. Sreedevi Seshaiiah**, working in the Receipt & Despatch section of HQrs Personnel department.

NIC e-mail ID: sreedevi.2032@gov.in

e-office ID: [SREEDEVI SESHAIHAH – SUPDT TYPE/PERS/HQ/SR/SS](#)

Hence, it is once again advised that the proper channel of submission in e office may be followed scrupulously.

**Deputy Chief Personnel Officer/ Co-ordn
for Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

