**PBC No. 68 / 2026**

**दक्षिणरेलवे Southern Railway**
**प्रधानमुख्यकार्मिकअधिकारी कार्यालय**
**Office of the Principal Chief Personnel Officer**
**प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003**
**Headquarters, Personnel Department, Chennai-600003**

सं/No: P(R)436/P/Misc./Vol.V दिनांक/Dated: As signed.

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/
Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

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

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A copy of Railway Board's letter No. 2023/O&M/3/2 dated 23.04.2026 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letters dated 16.02.2021 and 31.03.2023 referred therein have been circulated as PBC No. 17/2021 and PBC No.69/2023.

संलग्नक/Encl. 1 Page.

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
'Date: 2026.05.06 12:17:30 +05'30

**सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer /IR & Trg.**
कृते प्रमुकाधि/**For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

6706824/2026/O/o Ch OS/Rules/Pers/HQ/SR

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

No. 2023/O&M/3/2 Dated: 23.04.2026

**General Managers,**
**All Indian Railways/PUs & other units**
**DG/RDSO, DG/NAIR**

**Sub: Procedure for correspondence with Railway Board**
**Ref.:** (i) Board's Letter No. 2023/O&M/3/1 dated 31.03.2023
(ii) Board's Letter No. 2021/O&M/3/2 dated 16.02.2021

Attention is invited to Board's letters referred above wherein instructions w.r.t. procedure for correspondence with Railway Board were issued for compliance. However, it has been observed that the same are not being adhered to. Accordingly, the instructions for correspondence with Railway Board are reiterated as below:

(i) Correspondence with Railway Board should bear the approval of General Manager/ PHoD concerned 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 not below the rank of SAG or Selection Grade (in case of Public Relations Dept.).
(iii) Wrong/Unauthorised designations should be avoided and every communication may invariably bear the Name, Designation, Landline No., Mobile No. and E-mail address of the signatory.

2. The above may be brought to the notice of all the concerned for ensuring strict compliance.

**(T. Srinivas)**
**Joint Secretary/Railway Board**
**Email ID: t.srinivas1@gov.in**
**Tele No.: 011-47845551**

Copy to:
**CRB & CEO, MF, M/Infra, M/O&BD, M/T&RS, DG/HR, DG/RPF, DG/Safety, DG/RHS,**

Copy for kind information:
**EDPG/MR, EDPG/MoSR(R), JDPG MoSR(S)**