

दक्षिणरेलवे Southern Railway

सं No: U/P.608/CP/Forwarding of Appl.

मंडलकार्यालय/ Divisional Office,  
कार्मिकशाखा/ Personnel Branch,  
मदुरै/ Madurai-625016,  
दि. /Date:22.10.2024.

All Supervisory Officials / MDU Division

विषय/ Sub: Submission of representations by Railway servants on service matters-in eoffice-  
Reiteration of instructions-regarding. – Reg.

संदर्भ / Ref: PCPO/MAS Lr.No.P(R)182/P/Vol.VII dt.17.10.2024.

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A copy of PCPO/MAS letter under reference PBC (No.217/2024) on the above subject is enclosed for information, guidance and necessary action, to brought to the notice of all employees .

Encl: As above



(M. Satheesh)

सहायककार्मिकअधिकारी  
Assistant Personnel Officer/M&E  
/मंडल कार्मिक अधिकारी/मदुर  
/Divisional Personnel Officer/MDU

प्रतिलिपि / Copy to: All Branch Officer/MDU Division:- for kind information & NA please.  
JE/IT/PB/MDU:- for uploading in web portal: [pbmdu.co.in](http://pbmdu.co.in).



**PBC No: 217/2024**

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

सं/No: P(R)182/P/Vol.VII

दिनांक/Dated: 17.10.2024

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: **Submission of representations by Railway servants on service matters--in eOffice -Reiteration of instructions – regarding.**

**Ref: Railway Board's letter Nos.**

- 1) E52 RG 6-2 dated 04.11.1952 (PBC 90/2010)**
- 2) E(D&A) 69 RG 6-3 dated 14.02.1969 (PBC 90/2010)**
- 3) E(D&A) 2010 GS1-1 dated 25.05.2010 (PBC 90/2010)**
- 4) E(D&A) 2015 GS1-6 dated 29.12.2015 (PBC 221/2015)**

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Railway Board vide above letters have circulated instructions on submission of representations by Railway servants about their service matters which inter-alia mandate that in any matter connected with his/her service rights or conditions, when a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him/her is to address his/her immediate official superior, or the Head of Office. It is also stipulated that submission of representations directly to higher authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct.

In spite of these instructions, it is seen that many employees are raising their personal grievances by opening e-files by themselves and forwarding it to higher officials, by-passing the prescribed channels of submission. It is also seen that many such grievances are raised through e-Office receipts and are also sent to higher officials by-passing the prescribed channel of submission.

As such, submission of representations directly to higher authorities by-passing the prescribed channel of communication, will be viewed seriously and appropriate disciplinary

action is likely to be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct, attracting the provisions of Rule3 (i)(iii) of the Railway Services (Conduct) Rules, 1966.

This may be brought to the notice of all employees.

CHILAKALAPUDI  
ANJANIKUMAR

Digitally signed by  
CHILAKALAPUDI ANJANIKUMAR  
Date: 2024.10.21 09:02:23 +05'30'

(C.Anjani Kumar)  
**Assistant Personnel Officer/IR & T  
for Principal Chief Personnel Officer**

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.