



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderabad

No. P[R]/Misc/V

Date: 18.12.2015

Sr.DPOs/SC, HYB, BZA, GTL, GNT, NED
WPOs/LGDS/GTPL/TPTY

*Sub: Procedure for making references to/ seeking
clarification from Headquarters.*


In terms of extant procedure, clarifications sought by the Divisions/ Workshops on establishment matters from Headquarters should be examined at the appropriate level, i.e. Sr. DPO/WPO, with reference to Board's/local instructions issued from time to time and in case of any doubt, forwarded to Headquarters together with remarks for examination.

Instructions were issued under this office letter No.P[R]268/I dated 20.04.2012 that all proposals emanating from the Divisions requiring the personal approval of General Manager / CPO and remarks on DOP/DPG references, CA-iii cases, references from MP/MLA etc., should be personally signed by Sr. DPO, except in the absence of Sr. DPOs, in which case, DPOs can sign. It was also advised that where ambiguity in rule position and policy is involved, only such cases should be referred to concerned cadre officers in this office for examination, with the views of Sr.DPO/WPO.

It has been observed by CPO that references are still being received from the Divisions under the signature of Assistant Personnel Officers seeking clarifications from Headquarters.

It is reiterated that each Divisional reference to Headquarters may indicate specific instances of ambiguity or conflict with reference to existing policies. While letters seeking clarification from Headquarters may be signed by DPO/APO with the approval of Sr.DPO, specific views / suggestions or doubts of Sr.DPO must be clearly spelt out in the letters.

This issues with the approval of Chief Personnel Officer.


(K.Ravi Kumar)
APO[E&HQ]
For Chief Personnel Officer

Copy to:
All Personnel Officers in Hqrs.
All Section in-charges.