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

07 SEP 2016

No.2016/O&M/3/4

New Delhi Dated: - 05.09.2016

General Managers
All Indian Railways/PUs
DG/NAIR & DG/RDSO
(As per standard list)

Subject:- Guidelines for dealing with instructions received from Minister's Secretariat- Fake/Forged letters reg.

Instructions have been issued from time to time in the past to the Zonal Railways and other units to be on guard against the fake/forged letters (supposedly signed by MR/MSRs or by any official in their Secretariats) addressed directly to Zonal Railways/PUs, the last such instruction having been issued under letter dated 21.08.2006(copy enclosed).

2. Recently, a case has again come to the notice of Board Vigilance wherein a fake letter purportedly signed by PS/MoS(R) was received by DRM/Samastipur for transfer of two officials of Samastipur Division.

3. Accordingly, Zonal Railways and other units are once again advised to be vigilant against any kind of misuse/forgery by unscrupulous elements through such letters or fake calls. Adequate care should be taken on receipt of orders/references purportedly issued from Ministers' Secretariats and the Railways should cross check/verify from the Railway Board's office to establish the genuineness of the orders/references, before taking any action in the concerned matter. Similarly in respect of phone calls, supposedly received directly from Minister's Office, Railways should verify their authenticity.

3.1 It is also desired that, whenever any such incidence comes to notice, the Railway should invariably take up the matter with the local police authorities by lodging a complaint etc. against the person(s) engaged in such activities.

4. The above instructions may be issued down the line to all concerned Officers viz. PHODs/HODs, DRMs/ADRMs, frontline officers/staff etc. for information and compliance.

DA:-As Above

(V. Vaidehi)
Joint Secretary/Railway Board

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

150 गौरवपूर्ण वर्ष

No.2006/O&M/3/3

रेल भवन, नई दिल्ली-110001, दिनांक 21-08-2006
Rail Bhavan, New Delhi-110 001, dated

General Managers,
All Indian Railways/PUs etc,
DG & Ex-Officio GM/RDSO
DG/RSC Vadodara

Sub:Fake/Forged Letters.

Instructions on fake/forged letters supposedly signed by MR/MOS(R)s or by any officials in their Secretariats and on fake calls made from Board's/Minister's Office to Railways/PUs stands issued and are also reiterated from time to time. Last being vide Board's letter No. 2005/O&M/3/3 dated 25.7.06.

2. Another case of fake letter sent to GM/South East Central Railway under the signature of one Shri K.B.Baliyan projecting as APS/MR for appointment in Group 'D' category has come to notice. The letter was found to be fake as no such APS is working in Ministers' Office. Further, careful perusal of the letter's language also indictes that the letter is fake.

3. It is once again advised, to be attentive against any kind of misuse/forgery by unscrupulous elements through such letters by cross checking/verifying their authenticity and of any phone calls received directly from Ministers' Office.

4. In addition to the existing instructions, it has now been decided that Railways/PUs should invariably take up the matter with the local police authorities by lodging complaint etc against the persons engaged in such activities, whenever any such case comes to their notice.

5. The above instructions may be issued down the line to all concerned officers viz PHODs/HODs, DRM/ADRM, Frontline officers/staff etc for information and compliance.

(M.S. Mehra)
Joint Secretary/Railway Board

Copy for information to:-

PS/MR
PS/MSR(N) & PS/MSR(V)
JDPG/MR

CONFIDENTIAL

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

V.N. MATHUR
सचिव रेलवे बोर्ड
Secretary, Railway Board

150 गौरवपूर्ण वर्ष

Dated: 10th June, 2004

D.O.No.2004/O&M/3/4

Dear Shri

It has come to the notice that certain persons are trying to seek favours or get some work done through senior officers including DRMs and General Managers of Zonal Railways by quoting that they have been referred to by, or are close to the Minister of Railways. It is desired that all such requests should be referred to Secretary, Railway Board for seeking confirmation and instructions thereon from Hon'ble Minister of Railways. In this connection please refer to this office D.O. letter No.96/Secy/Confdl dated 12th July, 1996.

In addition, any letter addressed directly to Zonal Railways/Units supposedly signed by MR or by any official in his secretariat or any telephonic communication should also be cross-checked and confirmed from Board and instructions obtained before any action is initiated. In this connection, please refer to this office D.O. letter No.96/O&M/1/1/Rly dated 12/8/1996.

Kindly acknowledge receipt.

With regards,

Yours sincerely,

(V.N. Mathur)

GMs of All Indian Railways, DGs RSC/BRC, RDSO/LKO & CAO/DMW/Patiala

Copy for information: CRB, FC, MT, ME, MM, MS, ML.

Copy to: DDPG/MR

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

150 गौरवपूर्ण वर्ष

No.2006/O&M/3/3

रेल भवन, नई दिल्ली-110001, दिनांक 25/07/06
Rail Bhavan, New Delhi-110 001, dated

General Managers,
All Indian Railways/PUs etc,
DG & Ex-Officio GM/RDSO
DG/RSC Vadodara

Attention is invited to Board's letter No. 2005/O&M/3/2 dated 12.1.06 along with its enclosures regarding fake/forged letter (supposedly signed by MR/MSRs or by any official in their Secretariats) addressed to Zonal Railways/PUs.

2. Another case of fake letter sent to GM/Eastern Railway supposedly issued under the signature of PS/MSR(N) has come to the notice. The letter was found to be fake and forged. Neither the signature of PS/MSR(N) were genuine nor the DO letter number indicated on the letter head was correct.

3. Accordingly, it is once again advised to be on guard against any kind of misuse/forgery by unscrupulous elements through such letters. It may be clarified that normally such type of letters are never written by Hon'ble MR/MSRs or their Personal staff.

3.1 It is desired that suitable instructions be issued down the line to all concerned officers viz PHODs/HODs, DRM/ADRM, etc to necessarily crosscheck/verify the authenticity of such letters which are sent directly by MR/MSRs secretariats or phone calls before taking any action on them.

(M.S. Mehra)
Joint Secretary/Railway Board

DA: As above

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

भारत 150 गौरवपूर्ण वर्ष

रेल भवन, नई दिल्ली-110001, दिनांक
Rail Bhavan, New Delhi-110 001, dated

12/1/06

No.2005/O&M/3/2

General Managers,
All Indian Railways/PUs etc,
DG & Ex-Officio GM/RDSO
DG/RSC Vadodara

Instructions have been issued from time to time in the past to be on guard against the fake/forged letters(supposedly signed by MR/MSRs or by any official in their Secretariats) addressed directly to Zonal Railways/PUs. Last being vide Secretary, Railway Board's DO letter dated 22.9.05 (copy enclosed).

2. Yet another case has come to notice about a fake letter sent to DRM/Alipurduar, NF Railway supposedly issued under the signature of Hon'ble MR. The letter is fake and the diary number given on the letter head is also forged.

3. Accordingly, it is once again advised to be on guard against any kind of misuse/forgery by unscrupulous elements through such letters. It may be clarified that normally such type of letters are never written by Hon'ble MR/MSRs. In this connection, copies of past instructions dated 20.7.05, 29.4.05, 5.8.04 and 10.6.04 are also enclosed for ready reference.

3.1 It is desired that suitable instructions be issued down the line to all concerned officers viz PHODs/HODs, DRM/ADRM, etc to necessarily crosscheck/verify the authenticity of such letters or phone calls before taking any action on them.

DA: As above

(M.S.Mehra)
Joint Secretary/Railway Board

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भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

M.K. Agarwal
सचिव रेलवे बोर्ड
Secretary, Railway Board

Dated: 22/09/2005

D.O.No.2005/O&M/3/2

My dear (By Name),

I would once again attract your attention towards repeated instructions which have been issued in the past advising you to be on guard against the fake /forged letters (supposedly signed by MR/MSRs or by any official in their Secretariats) addressed directly to Zonal Railways/PUs – the last such instruction having been issued vide my DO letter of even no. dt. 20.07.05.

A case has yet again come to the notice about a letter sent to GM/S.E. Railway supposedly issued under the signature of Hon'ble MR which has turned out to be forged/fake as (i) the signatures of Hon'ble MR are forged (ii) While the letter-head shows Minister of Railways, the Diary No. given on the letter is of MSR(N) which is also forged.

Under the circumstances I would once again advise you to be on guard against any kind of misuse/forgery by unscrupulous elements through such letters. I will appreciate if necessary instructions are also issued to all concerned down the line to necessarily crosscheck/verify the authenticity of any such letter supposed to have been sent by the Secretariats of the Hon'ble Ministers or any phone call received from their personal staff before taking any action on them.

Please acknowledge receipt.

With best wishes,

Yours sincerely,

22-9-05

(M.K.Agarwal)

रेल मंत्रालय
Ministry of Railways
(रेलवे बोर्ड)
Railway Board
कृपया दर्शित कार्रवाई
Action with Enclosure

Shri (By Name),
GMs, All Indian Railways/PUs etc.
DG & Ex-Officio GM/RDSO and DG/RSC

Copy for information:-

i) CRB/Board Members.
ii) DGs/AMs/Advisers.
iii) ED/E&R: EDCC, JS, JS(E&P), JS(G), DPR & JDIP.
iv) PS/MR – with reference to his note dated 12.09.05.
v) PS/MSR(N), PS/MSR(V).

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M.K. Agarwal

सचिव रेलवे बोर्ड
Secretary, Railway Board

सत्यमेव जयते

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

Dated: 20th July, 2005

D.O.No.2005/O&M/3/2

My dear (By Name),

I invite your attention towards my DO letter of even number dated 29th April 2005, enclosing therewith copies of instructions issued in the past advising you to be on guard against fake/forged letters addressed directly to Zonal Railways/PUs supposedly signed by MR/MSRs or by any official in their secretariat.

A case has again come to the notice about two letters sent to GM/NCR and GM/ECR respectively under the signature of PS/MSR(N) turning out to be forged/fake as neither the DO letter number given on these letters nor the signatures of PS/MSR(N) are genuine. Even the letter head used is not genuine.

I will, therefore, now appreciate if you may please issue necessary instructions to all officers down the line to cross check/verify the authenticity of letters supposed to have been sent by MR/MSRs secretariat directly or any phone call received from the personal staff of MR/MSRs office necessarily before taking any action on them.

Please acknowledge receipt.

With best wishes,

Yours sincerely,

(M.K Agarwal)

Shri (By Name)
GM, All Indian Railways/PUs etc,
DG & Ex-Officio GM/RDSO and DG/RSC

Copy for information to:-

All Board Members
DGs/AMs/Advisors
PS/MR, PS/MSR(V)
PS/MSR(N)-with reference to his note no MSR(N)/B/1442/2005 dated 12.7.05.

M.K.Agarwal

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

सचिव रेलवे बोर्ड
Secretary, Railway Board

सत्यमेव जयते

D.O.No.2005/O&M/3/2

Dated: 29th April, 2005

My dear ____

A fake letter purported to have been issued by Railway Board to one Shri Jai Prakash Azad regarding his appointment as Chairman of 'Railway Consultative Committee' has come to the notice of Hon'ble MR. A copy of the said take letter is enclosed.

It is desired that wide publicity be given about this fake letter to prevent its fraudulent misuse by Mr. Azad.

Earlier also my predecessor vide his DO letter Nos. 2004/O&M/3/4 dated 05.08.04 and 10.06.04 (copies enclosed for ready reference) has advised you to be cautious and also to be on guard against letters addressed directly to Zonal Railways/PUs supposedly signed by MR or by any official in his secretariat and also to check the authenticity of the phone calls received from personal staff of MR.

It is reiterated that all concerned down the line may be advised to cross check/confirm the authenticity of letters (whenever there is any doubt) issued from Board's Office and/or letters addressed directly to a Zonal Railway/Production Unit supposedly signed by MR or by any official in his Secretariat or any phone call received from personal staff of MR before taking any action on them.

Kindly acknowledge receipt.

Yours sincerely,

(M.K. Agarwal)

Encl.: 4 letters

Shri (By name),
General Managers,
All Indian Railways/PUs etc.

Copy for information to:

All Board Members.
All DGs/AMs/Advisors/EDs.
PS/MR, PS/MSR(N) & PS/MSR(C).

V.N. MATHUR
सचिव रेलवे बोर्ड
Secretary, Railway Board

150 गौरवपूर्ण वर्ष

गोपनीय
CONFIDENTIAL

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)
नई दिल्ली-११० ००१
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

D.O.No.2004/O&M/3/4

Dated: 5th August, 2004

Dear Shri

I invite your kind attention to my D.O. letter of even number dated 10.6.2004 wherein I had requested you to bring to my notice any case pertaining to anybody approaching GMs/DRMs/Sen or Officers seeking favours or get some work done by quoting that he has been referred to by and/or is close to the Minister for Railways.

A case has again come to notice where an imposter, posing as PS to MR, has spoken to GM/South Central Railway regarding cancellation of a transfer order.

I, therefore, wish to reiterate that all your field officers should be advised to cross check/confirm the authenticity of the phone calls received from personal staff of MR and/or letters addressed directly to a Zonal Railway/Production Unit supposedly signed by MR or by any official in his Secretariat before taking any action on them.

Kindly acknowledge receipt.

With kind regards,

Yours sincerely,

(V.N. Mathur)

GMs of All Indian Railways. DGs RSC/BRC, RDSO/LKO & CAO/DMW/Patiala.

Copy for information: CRB, FC, MT, ME, MM, MS, ML

Copy to: PS/MR

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KESARI
रेलवे बोर्ड
Secretary, Railway Board

CONFIDENTIAL

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

12.8.1996

D.O.96/O&M/1/1/Rly

My dear/Dear Shri (All General Managers/Equivalents)

It has come to the notice of the MR that officers of some of the Zonal Railways have reported receipt of letters addressed to them directly by the M.R in connection with the progress of some petty works. This is to clarify that M.R never writes any letter to any Railway official directly except letters of appreciation. Verification of some of the letters reportedly written by M.R to these officials indicated that the letters have been signed by some individuals on M.R's letter head but the signatures do not even remotely resemble the Minister's signature.

2. In view of the above, please issue necessary instructions to all concerned not to take cognizance of any letters purported to have been signed by the M.R or any officers of MR's Secretariat. It may please be noted that all instructions of the M.R will be conveyed through the Board.

Kindly acknowledge receipt.

Yours sincerely

K. Balakesari

(K.Balakesari)

GMs of C, E, N, NE, NF, S, SC, SE, W.Rlys

GMs of NF(C), CLW, DLW, ICF, Metro, RCF, RE, W&AP

DG/RDSO, Principal/RSC, CAO(R)/DCW

Copy to: CRB, FC, ME, ML, MM - for kind information

PS/MR with reference to his note dated 11.8.96

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रेलवे बोर्ड
Railway Board

नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

CONFIDENTIAL

D.O.No.96/Secy/Confdl

Dated 12th July, 1991

My dear/Dear Shri

It has been brought to the notice of MR that some unscrupulous persons and habitual touts are approaching various senior officers especially at the level of GMs of Zonal Railways, DRMs and CPOs for getting things done out of the way by claiming that they are close to MR. Some instances have also come to light where people with their surname as Paswan, claiming to be very close relatives of MR, have approached various senior officers for favours. It is also likely that some persons may be using fake letter heads and forged signatures of MR, PS/MR and other officers of MR's Secretariat, asking favours.

2. Keeping the above in view, you are requested to issue necessary instructions to your officers to be on guard against such unscrupulous elements. In case of doubt, the authenticity of such persons/instructions may be verified from the staff of the MR's Secretariat such as PS, EDPG, OSD and Additional PSs to MR.

With regards,

Yours sincerely,

(K.Balakesari)

Addressed to:

GMs C, E, N, NE, NF, S, SC, SE & W.Rlys

GMs, DLW, NF(G), CLW, ICF, RCF, Metro, RE, W&AP

DG/RDSO, Princiapl, RSC, and CAO(R)/DCW

(177) (1)

पूर्वोत्तर रेलवे

संशोधन पर्ची संख्या–02

विषयः– एकीकृत शक्तियों की अनुसूची–2016

सापजन के मद संख्या 2.05(a)(i), 2.05(a)ii, 2.05(b)(i)(ii) में उपमहाप्रबन्धक/सामान्य के पत्र संख्या जेड/548/0/unified SOPGE/2016 दिनांक 07.09.2016द्वारा संशोधन पर्ची संख्या–02 प्राप्त हुआ है जिसे महाप्रबन्धक(का) के पत्र सं0 ई/548/सापजन/भाग–3 (चार) दिनांक 23–09–2016 द्वारा प्रचारित किया जा रहा है।

तदनुसार सापजन के मद संख्या 2.05(a) (i), 2.05(a)ii, 2.05(b)(i)(ii) में संशोधन कर लिया जाए।

संलग्न/यथोपरि

23/9/16

(ए0के0तिवारी)
उपमुकाधि/अराज
कृते महाप्रबन्धक/कार्मिक

पत्र संख्या ई/548/सापजन/भाग–3/चार दिनांक 23–09–2016.

प्रतिलिपि निम्न को सूचनार्थ प्रेषित :–

1– सभी मण्डल रेल प्रबन्धक/इज्जतनगर, लखनऊ, वाराणसी,पूउरे।
2– सभी अतिरिक्त मण्डलाधिकार (स्थापना), पूर्वोत्तर रेलवे, गोरखपुर।
3– सभी कार्मिक अधिकारी, पूर्वोत्तर रेलवे, गोरखपुर।

कृते महाप्रबन्धक/कार्मिक
23/9/16

CORRECTION SLIP NO.– 02 to Unified Schedule of Powers'2016

Sub. : Correction Slip No. 02 to the Schedule of Powers (General Matters) of Unified Schedule of Powers 2016 Edition.

The Provision of item No. 2.05(a) & (b) of Chapter IIof Unified Schedule of Powers'2016 are modified as under in place of those existing on date.

Item No.	Nature of Power	Authority	Extent of Powers Delegated to							
			Head Quarter Officers				Divisional / Workshop Officers			
			PHOD in HAG/ CHOD in SAG	HODs / SAG	JAG	Sr. Scale/ Jr. Scale	DRMs & CWMs in SAG	ADRMs	JAG	Sr. Scale/ Jr. Scale
1	2	3	4	5	6	7	8	9	10	11
2.05(a)	(i) To sanction temporary electrical connections for lighting in Railway Institutes, House of Railway Employees and at other places in Railway area on special occasion		Full Power	Full Power upto 30 days	Full Power upto 15 days	Full Power upto Rs.1000/- in each case, Jr. scale - Nil	Full Power upto 07 days	Full Power upto 07 days	Full Power upto 07 days	Sr. Scale-Full Power upto Rs.1000/- in each case, Jr. scale -Nil
2.05 (a)	(ii) To sanction regular electrical connections for lighting in Railway Institutes, Houses of Railway Employees and at other places in Railway area.		Full Power	Full Power up to 25KW	Full Power up to 05KW	NIL	Full Power upto 05 KW	Full Power upto 05 KW	Full Power upto 05 KW	NIL
			Note 2.05 (a): 1. At divisional level these power will be exercised by JAG officer of Electrical department only. 2. DRM and ADRM will be exercise power in absence of JAG officer of Electrical department on recommendation of Sr. Scale/Jr.Scale officer of Electrical department. 3. CWMs will also exercise power in absence of JAG officer of Electrical Department on recommendation of Sr.Scale/Jr.Scale officer of Electrical department. 4. The estimated cost duly vetted by the Accounts should be deposited by the party before commencement. 5. Availability of power in sub-station must be examined before adding additional load. 6. In HQ, these powers will be exercised by officer of Elect. Deptt only.							
2.05 (b)	(i) To sanction electrical connection to stalls of Railway contractors including vending contractors at Railway station.		Full Power	Full Power up to 25KW	Nil	Nil	Full Power upto 05 KW	Full Power upto 05 KW	Full power upto 05 KW	Nil
	(iii) To sanction temporary electric connection for short duration to contractors in execution of railway		Full Power	UPto 12 months	Upto 06 months*	Nil	Upto 06 months	UPto 06 months	UPto 06 months	Nil

	work in railway premises.		**Note 2.05 (b):** 1. Condition laid down against item 52 of Annexure II Chapter V F.I. should be followed. 2. Prior Finance concurrence is necessary. 3. Temporary connection for more than 12 months will require the sanction of C.E.E. 4. Supply should be restricted to bonafide requirement. 5. The power should be utilised in inescapable circumstances. 6. The estimated cost of the work duly verified by the Accounts should be deposited by the contractor before commencement of work. 7. The energy consumption charges as per extent Railway Board's instruction will be intimated by the Sr.DEE/DEE to the concerned Sr.DEN/DEN/Sr.DCM/DCM who will recover the same from the contractor. 8. Any other instructions of Railway Board / HQ on the subject. 9. The power at Headquarter will be exercised by Electrical department only. 10. *Dy.CEE incharge of colony maintenance. 11. At divisional level these power will be exercised by JAG officer of Electrical department only. 12. DRM and ADRM will be exercise power in absence of JAG officer of Electrical department on recommendation of Sr. Scale/Jr.Scale officer of Electrical department. 13. CWMs will also exercise power in absence of JAG officer of Electrical Department on recommendation of Sr.Scale/Jr.Scale officer of Electrical department.

This issues with concurrence of FA&CAO and has the approval of General Manager.

Dy. General Manager /G
Dated :07/09 /2016

No.: Z/548/0/Unified SOPGEN/2016 Gorakhpur

Copy forwarded for information and necessary action :-

AGM, SDGM, CSC/RPF, FA&CAO, COS, CEE, CCM, Sr. AFA/PP,

PCE, CSTE, CPO, CMD, CME, COM, CSO, CAO/C

1- DRM/NER/ IZN, LJN & BSB (3) Sr. DFM, NER /IZN/LJN & BSB (4) CWM/NER IZN & GKP, CWM/SWS GKP

Dy. General Manager /G
For General Manager