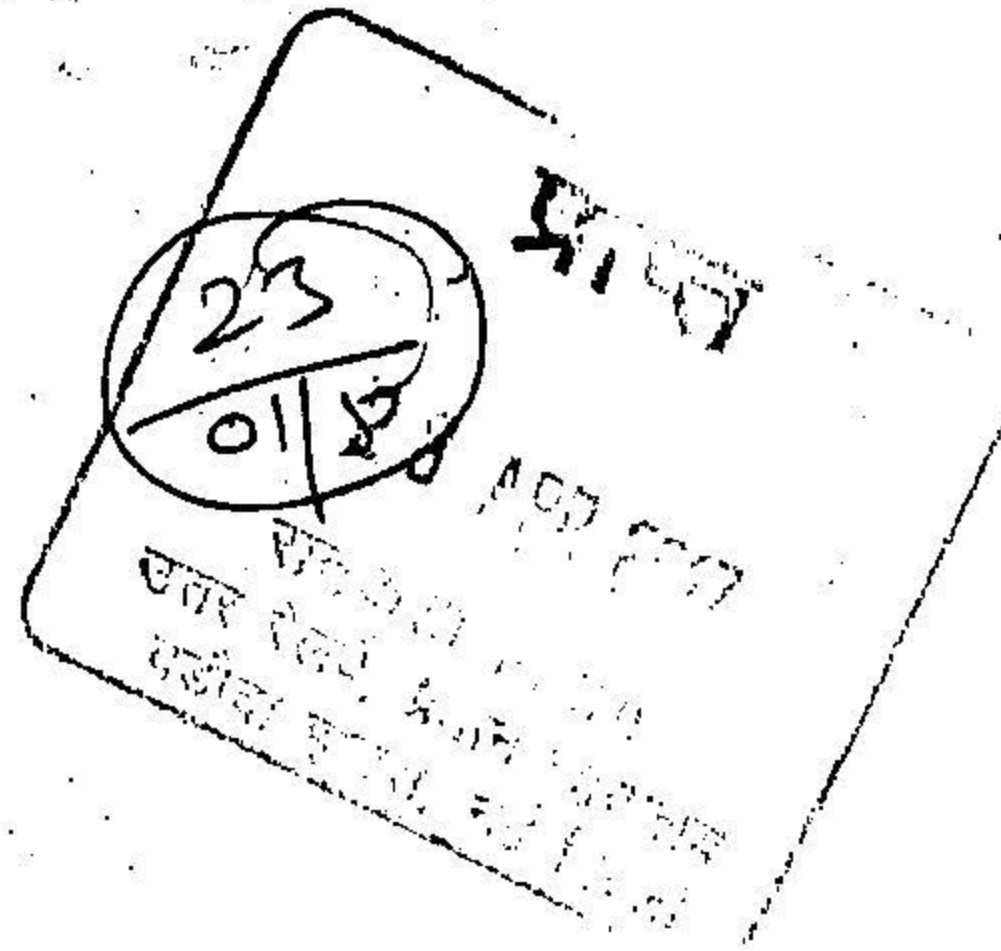


Northern Railway

Head Quarter office,
Baroda House,
New Delhi

Date: 25.04.2017

No 802-M/6/17/Linen/Pt.-III/MC-I



Sr. DMs/C&W,
Northern Railway,
DLI, DMB, MB, LKO & FZR.

Sub: System improvement.

Re : GM (Vig.)/NR's letter No. Vig/PC/V-3/2016/4/00316 dated 21.04.2017.

Reference above, NR Vigilance has suggested certain system improvements related to linen distribution along with loading/unloading of washed and dirty linen in AC coaches. Divisions are advised to take under-noted steps for system improvement:

- 1 SSE/JE/Linen of concerned depot should certify that linen distribution staff is in stipulated uniform or otherwise and will record the penalty imposed in case of deviation in linen distribution diary (to be carried by linen distribution staff on trip basis) duly signed with name, designation and date.
- 2 SSE/JE/Linen of concerned depot should verify the private cash of linen distribution staff in station diary as well as in linen distribution diary (to be carried by linen distribution staff on trip basis) duly signed with name, designation and date.
- 3 SSE/JE/Linen of concerned depot should invariably check hygiene standard of linen distribution staff i.e. staff should properly dressed, neatly shaved/trimmed beard, trimmed finger nails, under intoxication or bad breath etc.

May please take suitable steps in these direction at the earliest under advice to this

1. सहायक सचिव, स.स. प्रकाश :
 2. मुख्य सचिव, आधि./डी :
 3. सहायक सचिव, आधि./डी :
 4. सहायक सचिव, आधि./डी :
 5. सहायक सचिव, आधि./डी :
 6. मुख्य कार्यालय आधि. :
 7. सहायक कार्यालय आधि. :

Sub Pooram

01/05

(Romen Rawat)
Dy.CME/Chg.