

South Central Railway

General Manager's Office  
Secunderabad

No: G.157/Gen/2023

12.06.2023

All PHoDs

Sub: Late submission of the MCDO and Feeding of Annexures Data  
in the MCDO Portal by Zonal Railways

Ref: Railway Board Lr No: 2021/E&R/9(4)/1 of 08.06.2023.

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Railway Board expressed displeasure in late submission of MCDO with Annexures Data in MCDO Portal by Zonal Railways, in which SCR is also appearing.

In this regard, GM reviewed the position of submission of Departments MCDO data to GM's office for past few months. It is observed that, some departments are sending the data late. For the month of May 2023, MCDOs from Operating, Civil Engineering (Open Line and Construction), Mechanical, Safety, S & T departments, are yet to be received. The MCDO data is being sent even at Deputy Officer level, without involvement of HoDs/PHoDs.

Henceforth, all PHoDs are requested to send the MCDO data, signed by atleast HoD with the approval of PHoD concerned to GM's Office, latest by 3 working days before target date (10<sup>th</sup> of every month) of submission of MCDO, preferably by 5<sup>th</sup> of following month for previous month's MCDO.

*S. S. Reddy* 12/06/23

DGM/Co-ordn & Secretary to GM

Copy to: AGM for kind information

All DRMs & CWMs – May kindly align their information in time submission to Headquarters accordingly.

