



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderabad

Date: 16.06.2016

No. P[R]/16

All PHODs, DRMs, CWMs
Extra Divisional Officers

Sub. Colours of ink to be used for sending communications and for Notings.

Railway Board in their letter No. 2006/O&M/2/12 dated 07.09.2006 [SC No.149/2006] decided that only black or blue ink is to be used for all types/forms of communications being sent to Board's office and others .

It was also decided therein that for notings on files only blue or black ink is to be used by all categories of staff and officers. However, an officer of the level of SAG and above may use green or red ink in rare cases.

Despite existence of the above instructions, it has come to notice that different colours of ink are being used in all types of communications.

Board's instructions on using only black or blue ink for all types of communications including for notings on files are reiterated for compliance

(K.Ravi Kumar)
APO/E&HQ

For Chief Personnel Officer