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आज़ादी का  
अमृत महोत्सव



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
**MODERN COACH FACTORY, RAEBARELI**  
सतर्कता विभाग  
**VIGILANCE DEPARTMENT**

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No. G/MCF/RBL/Vig/Mech/V1/2024/

Dy.GM(G)  
MCF/RBL

**Sub: System Improvement in legal matters.**

Following system improvement is suggested for dealing with arbitration /leagal cases involving interest payments/penalties.

1. Whenever a legal or arbitration case involves a payment to a private party and a deadline is set for the decision, the officer responsible for the relevant section of the concerned department must take proactive and diligent action to ensure the case is expedited. Every effort should be made to ensure that the decision is finalized within the prescribed time frame set by the Hon'ble Court.
2. Any provision in the arbitration award that imposes a time limit, in the form of any penalty, or interest on the railways for non-compliance should be clearly stated at the conclusion of every noting before putting up to the competent authority.
3. The number of levels through which a file passes for a decision shall not exceed four (chapter V , para 14 of Central Secretariat Manual of office procedure).
4. Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases could resubmit the cases for reconsideration( chapter V , para 14 of Central Secretariat Manual of office procedure).
5. In case of urgent matters, the decisions may be conveyed directly to the officer concerned for implementation, who after doing the same, shall bring it to the notice of the levels of officers, that have been jumped in the hierarchy(chapter V , para 14 of Central Secretariat Manual of office procedure)

This issues with the approval of competent authority i.e SDGM&CVO

*(Signature)*  
17.04.25  
Dy.CVO

