



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

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**Confidential**

No. 2025/02/MCF/RBL/Vig/Comp/05

Date: As Signed

PCPO  
MCF/RBL.

**Sub: System improvement for maintaining Roster Register.**

In connection with the investigation of a case, a procedural lapse has been noticed, as the roster register was prepared long after the date of notification/assessment. Hence following system improvement is suggested for maintaining Roster Register:

1. There should be separate Rosters for direct recruitment and promotions for every level.
2. Entries by Pencil/Overwriting should be avoided on Roster Register.
3. All columns should be filled up and signed by concerned Personnel officer.
4. For better working, it may be ensured that the instructions issued by the Railway Board from time to time should be followed.

**This has the approval of competent authority.**

*(Handwritten Signature)*  
02/12/24

**Dy.CVO/MCF/RBL  
For GM/vigilance**