

The procedure indicated in Manual of Office Procedure (MOP) for decision making is complied with at National Academy of Indian Railways. Accordingly, the concerned Faculty Members/Officers takes action with the help of staff (Ministerial, Non-Ministerial, Logistic Supervisors etc.) associated with them in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The concerned Logistic Supervisors submits file (e-file) to their respective Logistic Officer In-charge. The concerned Faculty Member/officer submits the file (e-file) to Dy. Director General or Senior Faculty Member as per the Schedule of Powers who in turn submits the file (e-file) to the Director General accordingly. Files submitted to the Director General are also routed through Secretary to DG. All cases to be submitted to the Railway Board are taken approval of Director General.