



**SOUTHERN RAILWAY**

No.M/P.694/PNM  
(E-File No.542162)

Divisional Office,  
Personnel Department,  
Chennai Division,  
Date: 18.03.2025

**Sr.DEN/Co-ord/MAS**

**Sub: Guidelines for provision of notice board facilities for  
recognized Trade Unions & Associations - reg**  
\*\*\*\*\*

It is to intimate that on the completion of the Secret Ballot Elections 2024, three trade unions namely SRMU, DREU, and SRES have become qualified for the provision of notice boards in addition to the two associations viz., AISCSTREA and AIOBCREA.

Considering the increase in the number of notice boards to be provided, the following guidelines have been framed for compliance of stakeholders.

- (a) The location for the notice boards will be determined according to the collective preferences of all organizations. The site for providing 05 notice boards of equal sizes shall be proposed in consultation with SSE/Works of the jurisdiction and approved by Sr.DEN/DEN concerned.
- (b) In supersession of earlier instructions for providing the notice board in uniform size at all locations, the size of notice board now will vary based on each location. The maximum size of the notice board at any location shall not exceed 6 X 10 feet under any circumstances.
- (c) The notice boards shall be provided at prominent places where large staff are gathered as far as practically possible. However, it should not be a hindrance for passenger signages or hoardings permitted by commercial department. Further, directions of Hon'ble High Court for placing cut-outs, hoardings, flex boards, flag poles and banners shall be strictly adhered to.
- (d) Recognised Trade unions and Associations are allowed to display notices only on the notice boards provided by the administration in the designated areas. Pasting of posters in other than designated areas will

  
18.3.25

be viewed seriously and necessary corrective action against the defaulter will be taken as per Railway rules.

- (e) Notices should be strictly related to union/association activities and must not include any political, inflammatory, or objectionable content/material.
- (f) The union/association must adhere to the rules laid out in the Railway Services (Conduct) Rules regarding decorum and ethical conduct. Any material criticizing the government or railway administration policies in an inappropriate manner is prohibited.
- (g) Unions/Associations are responsible for ensuring that unauthorized persons do not use the notice board for personal or non-union /association matters.

Any unrecognised Union/Association displaying the notice in the Railway premises including the station buildings shall be fined as per the Indian Railways (*Penalties for Activities Affecting Cleanliness at Railway Premises*) Rules, 2012 accordingly.

This issues with the approval of DRM.



**DPO/MAS**  
**For Sr.DPO/MAS**

**Copy to:** PS to DRM - for the kind information of DRM  
ADRM-I & ADRM-II - for kind information  
CPO/IR – for kind information  
All Branch Officers – for kind information and necessary action  
DS/SRMU  
DS/DREU  
DS/SRES  
DS/AISCSTREA  
DS/AIOBCREA  
Website/Notice Board