

मुख्य चल स्टॉक इंजिनियर (कोचिंग)  
Chief Rolling Stock Engineer(Cog)

मध्य रेल  
Central Railway



प्रधान मुख्य यांत्रिक अभियंता का कार्यालय  
छ.शि.म.ट- मुंबई

Office of the  
Principal Chief Mechanical Engineer,  
Second floor, Annex building  
CSMT, Mumbai-400001.

Date: - 17.12.2020.

No: M.102.C&W.Linen Policy

Sr.DME (Chg)/CSMT  
Sr.CDO/LTT  
Sr.DME PA/SUR/NGP/BSL

**Sub: Linen Policy on Central Railway.**

To streamline Linen Management in the area of procurement, washing, storage, supply and distribution of clean, hygienic and good quality of linen to passengers, following steps may be uniformly adopted over Central Railway.

- 1. Management of Linen in Divisional Store Depots, Inspection/Audit check of washed Linen, Inventory of bed rolls, Life of Linen kit :** RB letter no: 2009/M(C)/165/6 dt 04.01.2010 (Copy Enclosed) will be uniformly followed.
- 2. Storage, Transportation and Handling of Linen:-** RB letter no 2017/EnHM/26/08 dtd. 08.08.2017 (Copy Enclosed) will be uniformly followed.
- 3. Assessment of Estimated Annual Consumption(EAC) of Linen Items:-** EAC of Linen items should be carefully fixed by taking into account train wise requirement, washing cycle and anticipated increase in train service in next 2 years. Sufficient margin should be kept to cater to unforeseen supply failure and introduction of new train services.

*S K Choudhury*  
17.12.2020

(S K Choudhury)  
CRSE/Coaching

Enclosures: As above

य रेल/CENTRAL RAILWAY  
सतर्कता विभाग  
VIGILANCE BRANCH  
प्र. प्राप्ता हुआ Chief Rolling Stock Engineer

18 DEC 2020

(3)

महाप्रबंधक कार्यालय  
General Manager's Office  
मुंबई सि. 400001/CSMT, Mumbai-400001  
No. M.102.C&W.3



Office of the  
P. Chief Mechanical Engineer,  
CST, Mumbai - 400 001  
E-mail- [crse@cr.railnet.gov.in](mailto:crse@cr.railnet.gov.in)  
[crsecoaching@gmail.com](mailto:crsecoaching@gmail.com)  
Fax No. 022/22621148

(162)

Date: 18/12/20

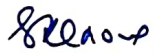
(Confidential)

Dy. CVO (S&M)  
CSMT

Sub: Management of Linen Items supplied in trains  
Ref: Your office letter no. G.130/CAG/Linen/CR/V3 dated 04.10.2019

Ref. above, Consolidated Guidelines for Management of Linen have been issued to Divisions vide this office letter no.M.102.C&W.Linen Policy dated 17.12.2020 (Copy Enclosed)

This is in compliance with the Vigilance advices vide above referred letter.

  
18.12.2020  
S. K. Choudhury  
CRSE

Enclosure: As above

CVZ/M  
Pl. discuss to  
OM  
2/12