

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No.78/2023

No.E.740/0/Misc.(Policy)/Pt.I

Kolkata, Dated: 23/06/2023

All Concerned

(as per standard list)

**Sub: Implementation of paperless working in railway Board, Zonal
Railways/Pus/Divisions/Other Units.**

A copy of Ministry of Railways (Railway Board) letter bearing no.CR/2023/Misc./03, dated 24/05/2023 on the above cited subject is circulated herewith for information and compliance. A copy of Board's earlier letter dated 21/10/2022 mentioned therein is enclosed for ready reference.

DA: As above.


(S.K. Chattopadhyay)
Sr. Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24122 (Rly.)

 23/6/23

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.CR/2023/Misc/03

New Delhi, dated 24.05.2023

The General Managers,
All Indian Railways/PUs,
DGs, RDSO, NAIR,
All Other Units as per Standard List.

Sub:- Implementation of paperless working in Railway Board, Zonal Railways/PUs/Divisions/Other Units.

Ref:- Board's letter no. 2022/O&M/2/7 dated 21.10.2022

Vide Board's instructions under reference, on the above mentioned subject, it was *inter-alia* advised that all the correspondence between Railway Board and Zonal Railways/PUs/ Other Units, shall be entertained only electronically, and no physical letters/files, except the correspondence pertaining to D&AR and Vigilance cases, shall be entertained in Railway Board's Central Registry, w.e.f. 01.11.2022.

2. However, it has been noticed that a lot of physical dak, on other than D&AR/vigilance matters, is still being sent to Board's office on regular basis from Zonal Railways, through different means like Railway dak received at New Delhi Railway Station (NDLS), registered post, speed post, etc. This practice of continuing with the physical correspondence, in not in consonance with Board's said instructions, and it is defeating the purpose of switching over to paperless mode of working to cut down delays in decision making and improving the ease of transacting government business.

3. In view of the above, it is once again reiterated that all correspondence with Board's office, be made only electronically, in accordance with Board's instructions under reference. Further, copy of the letters sent by electronic method, must not be sent physically, as it not only doubles the work, but is also not environment friendly. If any physical letter/ file, except the one falling under the exempted category, is still sent to Railway Board, the same would not be taken cognizance of.


(V.S. Dahiya)
Jt. Secretary (G)
Railway Board

Copy to:

EDPG(MR), EDPG/MoSR(D), EDPG/MoSR(J), JS, JS(M), ED(C&IS),
ED/TD, Dir(E), DS(A), US(O&M).



भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)



Office Order No. 67 of 2022

Sub : Implementation of paperless working in Railway Board.

Government has been emphasizing for switching over to paperless mode of working to cut down delays in decision making and for improving the ease of transacting government business.

2. Accordingly, Ministry of Railways has decided that henceforth all the correspondence between Railway Board and Zonal Railways/PUs/Other Units shall be entertained only through e-office platform addressed to Official email-id of the concerned official (as being used on e-office platform).

3. e-Office application also has the facility to dispatch the ink signed letters (scanned copy) online through dispatch by email from e-file (on e-office platform) addressed to the concerned official.

4. The above system shall be fully implemented with effect from 1st November, 2022 and thereafter no physical letters/files shall be entertained in Railway Board's Issue(D) Branch. However, for the time being, the correspondence pertaining to D&AR and Vigilance Cases may continue in physical form till further advice.

5. For any query/clarification/assistance in above regard, e-office helpline numbers 45014 & 45029(Rly) and e-office helpdesk : rbcc-helpdesk@rb.railnet.gov.in may be contacted.

No.2022/O&M/2/7
Dated: 21/10/2022


(B. Majumdar)
Adviser(Admn.)/Railway Board

Copy for strict compliance to :

All Officer/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.

Copy for information to :

Advisor/MR, OSD/MR, OSD/Co-ord/MR, Additional PS/MR

ED/(C&IS), ED/TD, JS(G) and JS(M)