GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2020/Tele Dev/e-office implementation

TELECOM CIRCULAR No. 06/2020

Dated: 12.05.2020

The General Managers, All Indian Railways & PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara & CMD/RailTel

Sub: Implementation of e-Office over Zonal Railways.

    (ii) Item 6(i) of items for improvement of operational efficiency
    (iii) Railway Board’s letter No-E(G)2017/Misc/Status of AEBAS dated 04.10.2018

With reference to GM/CORE’s letter at (i) above and item No- 6(i) (E-filing: E-Office
application to be introduced at all units and avoid physical movement of files. Also, provide
for inter-unit movement of letters and files on e-Office platform) for improvement of
operational efficiency over IR, Board (MST, FC & CRB) have approved the following:

1. RailTel to implement e-Office over CORE under the project, Implementation of e-Office
   over Zonal Railways (Phase-I) in accordance with the earlier direction to cover all Zonal
   Railways (reference (iii)).

2. Mandatorily use of electronic mode of file processing (e-filing) on e-Office from July 01,
   2020, wherever e-Office has been provided. Exception for e-filing would be for D&AR,
   Vigilance, Court Cases and Top Secret/Secret Files/Cases.

3. Maximize the usage and also enroll the balance subordinate offices of the units, wherever
   mandated, like Sheds, Depots, Hospitals, etc of the Divisions.

4. Use of e-office platform for movement of files and letters from one unit to another unit as
   per the extent rules (From Railway Board to Zonal HQ/PUs & vice-versa, from
   Divisions/Workshops to HQs & vice-versa, One Zonal Rly/PU to another Zonal
   Railway/PU, one Division to another Division, etc).

5. Dashboard for monitoring e-Office to be created by RailTel and viewing by senior
   officials under their jurisdiction. It needs to be operationalised by June 30, 2020.

6. Extensive training in e-Office application by RailTel.

7. Other extant instructions/guidelines issued from Board on the subject(s) shall remain
   unchanged or as modified from time to time.

Kindly acknowledge the receipt and ensure compliance.

(Umesh Balonda)
Executive Director (Tele Dev)
E-mail: edtd@rb.railnet.gov.in

Copy to:
1. PS to MR, MOSR
2. CRB, FC, MTR, ME, MRS, MT, MM, MST, Secretary/RB, DG(RHS), DG(RPF) & DG/HR
3. All AMs/PED and ED, Railway Board