

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड (RAILWAY BOARD)

OFFICE ORDER NO. 119 OF 2018

Sub:- Discontinuation of circulation of hard copies of Orders/Circulars etc. in Board's Office.

Attention is invited to Office Order No. 26 of 2018 on uploading of policy circulars/orders and other instructions on Railnet and Internet site of Indian Railways to do away with the process of distribution of hard copies thereby saving paper and a move towards paperless environment. Attention in this connection is also invited to Office Order No.104 of 2017 wherein it was decided that all Officers and Staff would be using allotted NIC emails for correspondence with Zonal Railways and other units.

2. Though RBCC is uploading the content of various Directorates on Internet and intranet site, it is seen that hard copies of instructions are still in circulation.

3. Therefore, in order to avoid wastage of papers and manpower, it has been decided that distribution of hard copies of policy circulars/orders/instructions etc. in Board's Office and to Zonal Railways/PUs manually through Issue Dispatch section may be discontinued immediately or be kept to bare minimum. E-copies(scanned copies in pdf format) of the circulars/instructions be forwarded to all concerned through NIC mail instead and be got uploaded to Internet and Railnet site of Indian Railways which will be treated as 'issued' copies. All are therefore requested to regularly check their official email and home page of Railway Board Official website to avoid lapses, if any.

3.1. RBCC would be uploading the freshly received contents to 'Important information/What's New' section of the Indian Railways site which will remain there for 15 days after which, the same will be available on the link/site advised by the Directorate.

4. All are therefore requested to adhere to the above instructions and gradually phase out the prevailing system of circulation of hard copies.

No. 2018/O&M/2/5

Dated:- 02.11.2018



(H. Moharana)

Joint Secretary/Railway Board

All Officers and Branches in Board's Office, at Metro Station Building, Pragati Maidan and Dayabasti.