

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

OFFICE ORDER NO. 33 OF 2019

Sub:- Mandatory use of e-filing in Board's Office

E-office in Board's Office was introduced in November, 2016. Since then instructions have been issued from time to time for initiating 100% processing of files through e-office by using e-file option instead of conventional physical file processing.

2. Recently in a review meeting on e-Office implementation held in Board's Office by Board(CRB), it was observed that progress of e-Office implementation in Board's Office is only 10% of the total files. The following decisions have been taken by Board(CRB) for achieving 100% processing of files/receipts through e-Office system:-

- a) From 1st June, 2019 onwards, processing/movement of all identified files/cases be done compulsorily through e-file (paperless mode) within the Directorate (i.e. movement to all officers in the Directorate) or between two Directorate (viz. Directorate initiating the processing of receipt/case and Associate finance or any other technical Directorate).
- b) In second phase, from 1st September, 2019 onwards, complete processing of all files/cases/receipts is to be done through e-file (paperless mode) even if the movement of files/case is to officers in number of Directorate(s).
- c) Simultaneously, all existing active files (i.e. files which have not reached the stage of recording) in all the Directorates be scanned and converted to e-file in next two months.

2.1 Exception to above would be only in respect of Court Cases, Classified files/Receipts, Tender Files and replies to Parliament Questions or for any other receipts/cases which Hon'ble Ministers may require in physical form only.

3. In order to ensure above directive, necessary follow-up measures may be taken by all officers/Directorates as indicated in **Annexure-I**. List of Nodal Officers Directorate wise is also enclosed at **Annexure-III**. The list keeps on updating and is available in REIS under e-Office section or through the link http://www.reis.railnet.gov.in/eoffice/nodal_officers.pdf.

4. Clear directives may be given by AMs/PEDs and EDs to their subordinates and concerned section for putting up all files in e-file through e-Office only. They themselves should ensure that all files to Board Members be put up in e-file mode through e-Office.

5. Strict compliance of the above instructions at all levels is solicited.



(B. Majumdar)

Joint Secretary/Railway Board

No. 2019/O&M/2/3

Dated:-28.05.2019

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

Copy to:-

- i) FC, ME, MRS, MS, MT, MTR, MMM, MS&T
- ii) DG/RPF, DG/RHS & DG/Pers.
- iii) AM/C&IS, ED/C&IS, Dir./Tele, DME/C&IS, Dir./GA

Copy for information to:-

CRB

Measures for Mandatory use of e-file

(For all Directorates/Officers)

- i) All Infrastructural/Technical issues may be addressed to Stationery/RBCC for immediate assistance.
- ii) Digital Signature Certificate (DSC) may be procured by all officers of the level of Section Officer and above since signing through DSC is compulsory for officers. However, wherever necessary, DSC may also be used by ASO and other non-gazetted staff. Instruction for purchase/renew and claim for the reimbursement are available on REIS website at http://www.reis.railnet.gov.in/eoffice/eofficeorders/dsc_reimbursement.pdf. It may be noted that DSC is to be procured/renewed by the concerned official themselves and the mount incurred on procurement be claimed for reimbursement.
- iii) Facility of Virtual Private Network (VPN) connection which gives access to e-Office from any network other than Railnet (i.e one can access e-office even outside Rail Bhawan premises) is available to Officers of the level of Deputy Secretary/Joint Director and above. Request for the same i.e., VPN Connection may be made to Dir./Tele./RB.
- iv) All files (physical or e-file) which have reached the stage of recording, be invariably closed electronically under e-office. (OO No. 66 of 2016 may be referred to).
- v) For scanning of physical files/proceedings to e-file necessary help may be taken from RBCC (OO No. 49 and 121 of 2018 refers)
- vi) All EDs/JSs and Directors should check the details of Nodal Officer for their Directorate/Unit as available on REIS at http://www.reis.railnet.gov.in/eoffice/nodal_officers.pdf. Discrepancies, if any. may be advised to RBCC through dedicated email at rbcc-helpdesk@nic.in for updation
- vii) All Nodal Officers of Directorates/Cells in respect of e-office are to ensure that Employee Master Data(EMD) is updated along with other work and an undertaking that all work as detailed in **Annexure-II** has been undertaken may be sent by the Nodal Officer through RBCC dedicated email duly indicating the requisite personal details as desired. Further, Nodal Officers should necessarily update EMD in future also when ever required.
- viii) All correspondence to RBCC may be done through email only. Details of helpline numbers and email for issues related to e-Office are as under:-

Email:-rbcc-helpdesk@rb.railnet.gov.in

Phone No:-44259, 44432

Mobile Nos:- 9717649557 (Sh Krishankant/Programmer/RBCC)

9717635890 (Md. Irshad Ahmed/Programmer/RBCC)

9717647607(Alok Ranjan,Asstt.Programmer/RBCC)

COMPLIANCE BY NODAL OFFICER

(to be forwarded only through email to helpdesk-rbcc@nic.in)

NAME OF THE DIRECTORATE:-

NAME OF CONVENER:-

NAME OF THE NODAL OFFICER:-

NODAL OFFICER FOR:- -----(Details of Branches/Units for which responsible as Nodal Officer)

This is to certify that following has been undertaken/updated in respect of Directorates/Units for which I am the Nodal Officer :-

1. Updation of Employee Master Data(EMD)
 - a) Posting/Promotion of Existing Employee and Registration of New Employee in e-Office System.
 - b) Transfer of Files/Receipts in respect of employee promoted/transferred/joined within the Directorate has been completed.
 - c) User ID has been deactivated subsequent to transfer of files to concerned Official looking after the work in respect of those Officers/Employee who have demitted Board's Office.
 - d) User ID has been transferred outside the Directorate in respect of those Officials who stand transferred from the Directorate.
2. In future also, as and when any change in the details of Officials occurs, same would be updated.

NAME OF THE NODAL OFFICER
DESIGNATION
ROOM NO.
Mobile No.
E-mail ID:-

| LIST OF NODAL OFFICERS AS ON 21/05/2019 | | | | |
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| DIRECTORATE | NAME | POST | EMAIL ID | MOBILE |
| ACCOUNTING REFORMS | SUNIL KUMAR BALI | SO/AR | sunil.bali@gov.in | 9717635874 |
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