

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

**NO. E(G)2017/Misc/Status of AEBAS**

**Dated: 26.03.2019**


The General Manager, All Indian Railways/PUs, NF(Con), CORE  
The DG/RDSO/Lucknow, DG/NAIR/Vadodara

Chairman & Managing Director  
RailTel Corporation of India Ltd,  
Institutional Area, Sector-44,  
Gurugram-122003.

**Sub: Record note of discussions of the meeting on Implementation of e-Office application over Indian Railways taken by DG(S&T) on 25.03.2019.**

1. The Record note of discussion of the meeting taken by DG(S&T) on 25.03.2019, is enclosed as Annexure-I.
2. List of officers who attended the meeting is at Annexure-II.

Kindly acknowledge the receipt and ensure compliance.

  
26.3.19

(Umesh Balonda)  
ED/S&T/Transformation  
Transformation Cell

Copy to:

- (i) PPS/DG/S&T for kind information please.
- (ii) AM/C&IS for kind information please and necessary action please.

**Sub: Record note of discussions of the meeting on Implementation of e-Office application over Indian Railways taken by DG/S&T on 25.03.2019.**

1. A meeting on the implementation of e-Office application over Indian Railway was taken by DG/S&T, which was attended by PED/Transformation and CMD/RailTel, as a follow up meeting of 19.02.19 to expedite the project. The record notes of last meeting, issued vide letter no. E(G)2017/Misc/Status of AEBAS dated 21.02.2019, were also reviewed.
2. Following course of action has been approved:

S. No.	Item	Action by
1.	Necessary Funds as demanded by RailTel (Rs 30 Cr) may be released and transferred to RailTel by March 31, 2019. RailTel should submit the Top Sheet of sanctioned estimate, signed/counter signed by CMD/RailTel at the earliest, preferably on 25.03.19 or latest by 26.03.19, if this exercise has to be completed by March 31, 2019.	ED/S&T/Trans ED/C&IS
2.	The e-Office project has been launched on Guntur Division. South Central Railway Headquarters may be brought progressively under e-office by 31.03.19.	CMD/RCIL
3.	Remaining Divisions of the SCR, RDSO, CTIs and PUs are to be progressively brought under e-Office by June 30, 2019. Necessary action like collection of user data, creation of emails, training and creation of necessary Data Centre infrastructure may be planned accordingly by CMD/RailTel in holistic manner.	GM/SCR GM/PUs DG/NAIR DG/RDSO CMD/RCIL
4.	Training at other locations (as at 3 above) (Divisions, Zonal Headquarters and PUs) may be planned similarly. Training and hand holding teams shall be created by RailTel adequately in such a way that there is smooth transition without any hiccups.	CMD/RCIL
5.	RailTel advised that helpline has been started at Secunderabad and problems are being sorted out on real time basis. This should be informed to the units.	CMD/RCIL
6.	RailTel shall collect necessary data for email creation of the units and send it to C&IS Dte in accordance with the priority set out by CRB, for creation of the same. C&IS Dte. shall create the emails in reasonable time so that project is rolled out as planned. CMD RailTel will coordinate with ED (C&IS) and supplement, some manpower to assist ED (C&IS) to fast track e-mail creation.	CMD/RCIL ED/C&IS
7.	The matter of giving VPN service to RailTel for creation of NIC mail IDs was also discussed and it was decided that RailTel will send a proposal along with the protocol to be followed for avoiding creation of duplicate mail IDs and upkeep & sharing of them with Railway Board.	CMD/RCIL ED/C&IS
8.	RailTel will create a website on which necessary forms, training Presentations and training videos will be uploaded and same website will also be used to give links to various e-office instances. Also this page may be used as dashboard for e-office project.	CMD/RCIL
9.	All GMs (other than SCR) may identify one division which will be taken up along with Zonal HQ in Phase-I.	All GMs (except SCR, SR & SER)

3. Meeting ended with vote of thanks to DG(S&T).

822  
26.3.19

**Meeting on Implementation of e-Office application over Indian Railways taken by DG(S&T) on 25.03.2019.**

**Following officers attended the meeting:**

S. No.	Name of Officer	Designation
1.	Shri N. Kashinath	DG /S&T
2.	Shri Sudheer Kumar	PED/Transformation
3.	Shri Puneet Chawala	CMD/RailTel
4.	Shri Shaminder Singh	ED/Projects/CO (Projects)
5.	Shri Umesh Balonda	ED/S&T/Transformation
6.	Shri J. S. Bindra	ED/C&IS