

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

CIRCULAR

Sub: Submission of requests for Computer & its peripherals "Online" in REIS

A provision has been made in REIS (Railway Employees Information System) for making 'Online' requests to Railway Board Computer Centre (RBCC) for Computers & its peripherals. Henceforth, all requests to RBCC for Computer & its peripherals will be through only REIS.

2. The online request for Computer & its peripherals can be made by the concerned official on the REIS website i.e. <http://reis.railnet.gov.in>. This provision can be accessed by the Railway Board employee on REIS account home page under the head "RBCC-IT equipments". User Guide for submission of online request is enclosed. The online request can be made by the concerned official by providing the details of requirement along with justification. **No separate physical note would be required for processing.** The status of processing of the online request would be also be available to the concerned official.

This issues with the approval of the Competent Authority.

**Signed by Bharat Bhushan
Harit**

Date: 10-06-2022 16:39:56
(Bharat Bhushan Harit)

Joint Director ME/C&IS

File No.A-1902/4/2021-RBCC

dated:10.06.2022

All Officers and Branches in Board's office.

User Guide for submission of Online request for Computers & its peripherals through REIS

1. Login to REIS using you credentials.
2. Click on “**RBCC - IT Equipments**” option on the right side.

[Update Details](#) [Web Content Uploading Guidelines](#) [Apply for Leave](#)
[Change Password](#) [DSC Reimbursement](#) [NOC request](#)
[View Family Details](#) [RBCC - IT equipments](#) [Administrative Job](#)
[Apply for Pass](#) [View PF Withdrawal](#) [Laptop Details](#)
[View CR](#) [Stationery Requests \(login as guest\)](#) [Scanning Requests temporarily stopped](#)
[Training](#)
[NIC e-Mail ID](#)

Circulars regarding [Maintenance of Computer & peripherals in Railway Board](#) [Discrepancies in IT Assets](#)^{NEW}
Employees can update their Designation, Salary Details and Service Book No. using the Update Details Option
For any correction/updation of deatils in Pay Slip contact respective Cash Branch

Pen drive and other small items request is now online through REIS. Go To RBCC - IT Equipments link on right side

3. Click on “**Request for Computer and Peripherals**” option on top middle.

[Transfer Requests - sent to you](#)

[Request for Computer and Peripherals](#)

[Click here to print this page](#)

Items issued						
SNo	Items	Make	Capacity	RB no	Room no	Date of Issue
1	Type 1-PEN DRIVE	kingston	16GB	8179	476	13/01/2016
2	Type 2-DSC	DSC	3		476F	17/03/2021
3	Type 3-CPU	HP	8GBDDR4+1TB-AMD	12000	476F	01/05/2022
4	Type 3-Mon	HP	LCD-19.5	12000	476F	26/06/2019
5	Type 3-Pm	HP	CLJ-A4	7850	476F	19/07/2013
6	Type 3-UPS	Samtek	500	2651	476F	25/11/2019
7	Type 4-Laptop	DELL	Inspiron 3576		476F	26/04/2016
Action on Transfer/Deputation/Retirement/Resignation to obtain NOC from RBCC						
Items under Type 1 and 2 Option 1 - Deposit the items in RBCC (Same brand and same/higher capacity) Option 2 - Deposit original cost of purchase in Cash 3.			Items under Type 4 - Laptop On Transfer to Rly/PU's - Officer can carry the laptop with a certificate from RBCC. On Deputation to Rly/PSUs/Other than Rly organisations - Officer can carry the laptop with a certificate from RBCC OR Deposit residual value of laptop.			
Items under Type 3 - PC and Peripherals Option 1 - Transfer the items to the new incumbent of the post (Click here to transfer). Option 2 - Hand over the items to RBCC			On Retirement/Resignation - Deposit residual value of laptop. (Click here to request for Residual Value Deposit) If no laptop is issued from RB - RBCC will issue a certificate stating non-issuance of laptop from RB.			

4. For PC/ Printer/ UPS/ Scanner select **option 1**.

Requests for:-	Procedure
1. PC/Printer/UPS/Scanner (For procurement)	<ol style="list-style-type: none"> 1. By Clicking on the link on left, a new page will appear with a link for new request and status of existing requests. 2. click on the new request link, fill the form and save. 3. Uploading of relevant documents is mandatory for New Post and Replacement - non repairable requests as given in form . 4. Upload option will appear after saving the initial details 5. RBCC will process the case and the present status can be viewed in the status page
2. PEN drive etc. (For issue)	<ol style="list-style-type: none"> 1. By Clicking on the link on left, a new page will appear with a link for new request and status of existing requests. 2. Click on the new request link, fill the form and submit. 3. RBCC will approve the request based on availability of stock. 4. After approval "Click here to print receiving" link will appear against your request in the list. 5. Print the receiving, sign it and submit to RBCC.

5. Click on “**Click here to enter new request**” to fill a new request.

Procedure of submitting request:-
 1. Click on the above link, fill the form and save.
 2. Uploading of relevant documents is mandatory for New Post and Replacement - non repairable requests .
 3. Upload option will appear after saving the initial details
 4. RBCC will process the case and the present status can be viewed in the below table

List of previous pending/rejected requests						
S.No.	ID	Request Type	Date	Item (click on item to view document)	Replacement of	Status
1	47	Replacement	09/06/2022	PC	Non-repairable-RB No.12206	Pending --
2	46	Replacement	07/06/2022	PC	Others-RB No.12206	Put up to Finance -07/06/2022-
3	44	Replacement	06/06/2022	Scn	Others-RB No.12208	Put up to Finance -06/06/2022-
4	43	Replacement	06/06/2022	Scn	Others-RB No.12208	Put up to Finance -06/06/2022-
5	42	Replacement	06/06/2022	LPS	Others-RB No.12207	Pending --
6	37	Replacement	27/05/2022	LPS	Non-repairable-RB No.12207	Pending --
7	36	Replacement	27/05/2022	Scn	Non-repairable-RB No.12208	Pending --
8	15	Additional	06/04/2022	PC		Forwarded to RBCC --

Status of previous requests and current request (after submission) may be checked in this screen under **List of previous pending/rejected requests**.

6. Fill the form and save. All fields are mandatory. Uploading of relevant documents is mandatory for New Post and Replacement - non repairable requests.

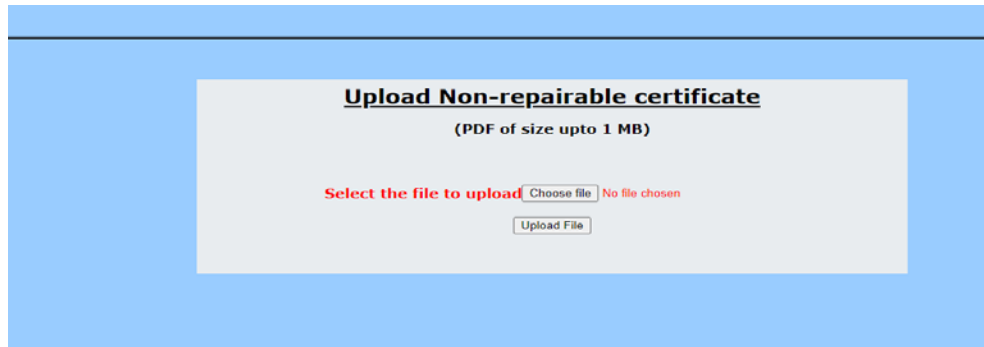
Fill the following details	
Present Pay level	8 ▾
Type of demand	Replacement ▾ Uploading of Post Creation Order is mandatory for New Post *
Reason for Replacement	Others ▾ Uploading of non-repairable certificate issued by RBCC is mandatory for Non-repairable replacement *
Item	PC ▾
Select Item to be replaced (RB No., codal life completion date)	Item - RB No - Codal life ▾
Type of PC (Entry/Middle/High)	Middle - Gazetted below SAG ▾ (Order 03/2022)
Justification for your request	<input type="text"/> Minimum 50 characters
Mobile No	9717635889
Room No	476F
Branch or Dte	C&IS

* - Document upload option will appear after saving this details

Save Back

7. (i) Case of uploading of document is mandatory::

Click on Choose file to select the required pdf document (size up to 1 MB)
(For example Non-repairable certificate) in your PC. Click on Upload file to upload the above document.



After uploading of required document, message of **File uploaded and Details are submitted successfully** will be displayed.

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File Uploaded and Details are Submitted Successfully

[Click here to enter new request](#)

Procedure of submitting request:-

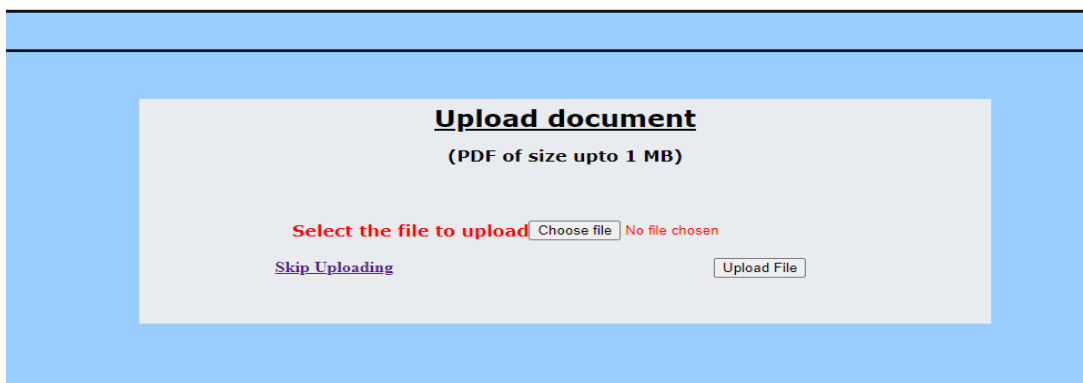
1. Click on the above link, fill the form and save.
2. Uploading of relevant documents is mandatory for New Post and Replacement - non repairable requests.
3. Upload option will appear after saving the initial details.
4. RBCC will process the case and the present status can be viewed in the below table

[List of earlier pending/rejected requests](#)

S.No.	ID	Request Type	Date	Item (click on item to view document)	Replacement of	Status
1	47	Replacement	06/06/2022	PC	Non-repairable-RB No 12206	Pending --
2	46	Replacement	07/06/2022	PC	Others-RB No 12206	Put up to Finance -07/06/2022-
3	44	Replacement	06/06/2022	Scn	Others-RB No 12208	Put up to Finance -06/06/2022-
4	43	Replacement	06/06/2022	Scn	Others-RB No 12208	Put up to Finance -06/06/2022-
5	42	Replacement	06/06/2022	ITPS	Others-RB No 12207	Pending --
6	37	Replacement	07/03/2022	ITPS	Non-repairable-RB No 12207	Pending --
7	36	Replacement	07/03/2022	Scn	Non-repairable-RB No 12208	Pending --
8	15	Additional	06/04/2022	PC		Forwarded to RBCC --

7 (ii) Case of uploading of document is not mandatory:

Click on the skip uploading.



After clicking skip uploading, message of **Details submitted successfully** will be displayed.

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Details Submitted Successfully

[Click here to enter new request](#)

Procedure of submitting request:-
 1. Click on the above link, fill the form and save.
 2. Uploading of relevant documents is mandatory for New Post and Replacement - non repairable requests .
 3. Upload option will appear after saving the initial details
 4. RBCC will process the case and the present status can be viewed in the below table

List of previous pending/rejected requests						
S.No.	ID	Request Type	Date	Item (click on item to view document)	Replacement of	Status
1	52	Replacement	10/06/2022	PC	Others-RB No.12206	Pending --
2	51	Additional	10/06/2022	PC		Pending --
3	50	Additional	10/06/2022	PC		Pending --
4	47	Replacement	09/06/2022	PC	Non-repairable-RB No.12206	Pending --
5	46	Replacement	07/06/2022	PC	Others-RB No.12206	Put up to Finance -07/06/2022-
6	44	Replacement	06/06/2022	Scn	Others-RB No.12208	Put up to Finance -06/06/2022-
7	43	Replacement	06/06/2022	Scn	Others-RB No.12208	Put up to Finance -06/06/2022-
8	42	Replacement	06/06/2022	UPS	Others-RB No.12207	Pending --
9	37	Replacement	27/05/2022	LPS	Non-repairable-RB No.12207	Pending --
10	36	Replacement	27/05/2022	Scn	Non-repairable-RB No.12208	Pending --
11	15	Additional	06/04/2022	PC		Forwarded to RBCC --
