

Issued

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. 2021/F(X)I/Misc./33/8

New Delhi, dated 18.8.2021

The General Managers,  
All Indian Railways  
including CLW, DLW, ICF, RCF & RWF  
Metro Railway, Kolkata  
The General Manager (Const.),  
N.F. Railway, Guwahati

CAOs (Const.), All Indian Railways (except NF Railway)

Sub : Economy Instructions - Printing activities.

Indian Railways is continuously striving towards digitization of most of the activities including e-office, e-salary slip, e-leave, e-pass, e-ticketing, e-PF withdrawal, APAR through SPARROW etc. which were earlier operated through physical printing mode.

Further, in compliance to OM No. 7(2)/E.Coord/2020 dated 02.9.2020 of Ministry of Finance (copy enclosed), printing activity of new year diaries and calendars has been dispensed with. It also mandates all such activities including materials which were earlier printed in physical format shall be done digital online. The printing of Coffee Table books is also banned and appropriate use of e-books is to be adopted. These instructions also cover festival greeting cards, publication of magazines, various official annual reports and periodicals etc.

All Zonal Railways/Production Units/Attached Offices/Subordinate Offices/PSUs/Autonomous Bodies etc under Ministry of Railways are advised to make efforts to adopt innovative means to use digital or online method for the above activities with immediate effect and to comply with the instructions strictly.

DA : As above

(Ashish Singh)

Director, Finance (Expenditure)  
Railway Board

No. 2021/F(X)I/Misc./33/8

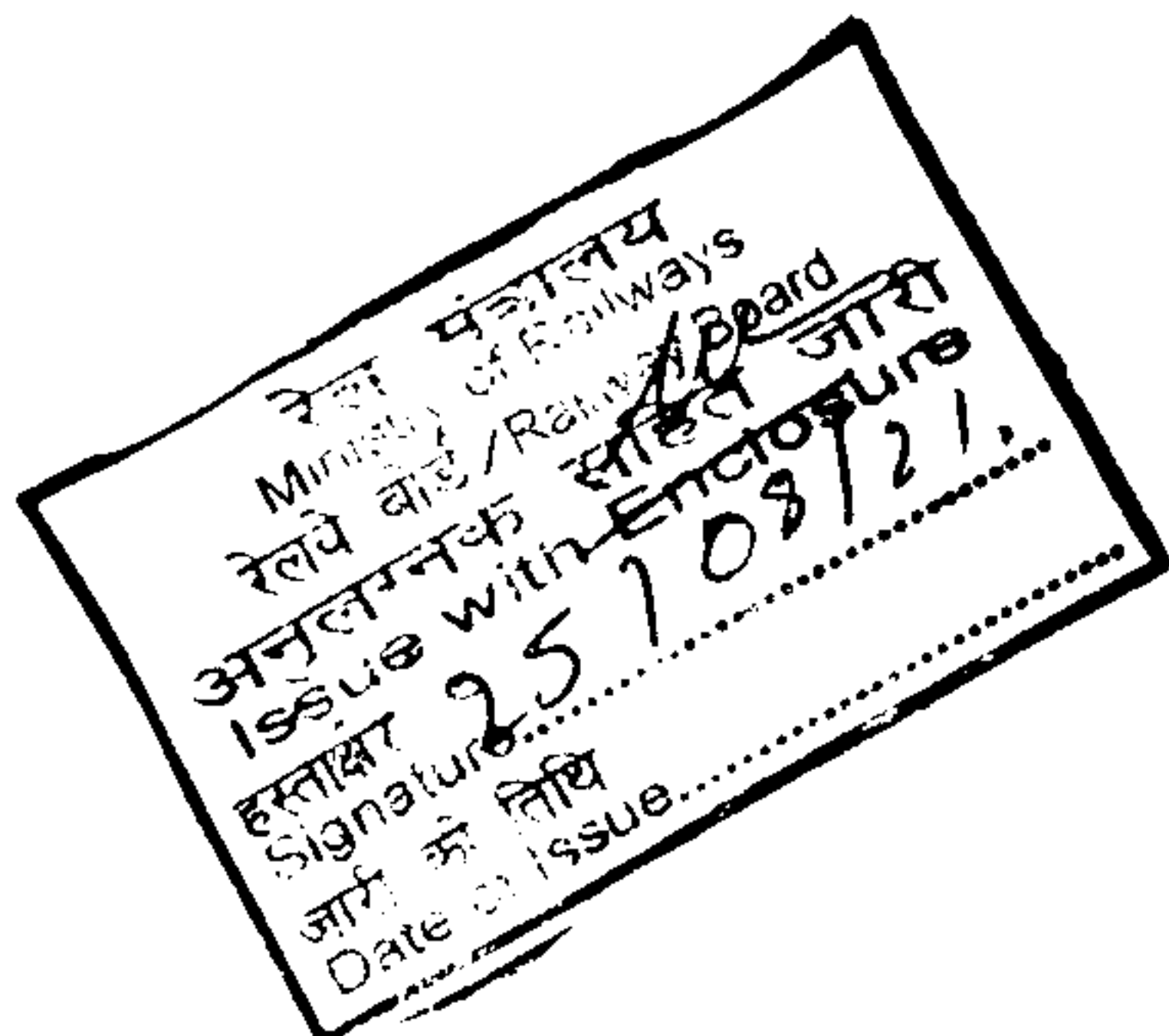
New Delhi, dated 18.8.2021

Copy to :

1. PFAs, All Indian Railways including Production Units - for ensuring compliance of the instructions contained in the enclosure.
2. FA&CAO(C)s, All Indian Railways.
3. Dy. Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

(Ashish Singh)

Director, Finance (Expenditure)  
Railway Board



OK

## Copy for information to :

1. AM(Planning) - for ensuring compliance of the instructions contained in the enclosure by all the PSUs under the Ministry of Railways
2. Secretary/Railway Board - for information
3. Director General, National Academy of Indian Railways, Vadodara
4. Director General, Indian Railways Institute of Civil Engineering, Pune
5. Director, Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur
6. Director General, Indian Railways Institute of Signal Engineering and Telecommunications, Secunderabad
7. Director General, Indian Railways Institute of Electrical Engineerings, Nasik
8. Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior
9. Director General, Indian Railways Institute of Transport Management, Lucknow
10. Director General, Indian Railways Institute of Financial Management, Secunderabad
11. Director, Jagjivan Ram Railway Protection Academy, Lucknow.
12. Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
13. Registrar, Railway Claims Tribunal, Delhi
14. Registrar, National Rail & Transport Institute, Vadodara
15. General Secretary, IRCA, New Delhi
16. Chief Commissioner of Railway Safety, Lucknow
17. General Manager, CORE, Allahabad
18. Director General and Ex-Officio General Manager, RDSO, Lucknow
19. Secretary, Railway Rates Tribunal, Chennai
20. CAOs, MTP(R)/Mumbai & Chennai, DLMW/Patiala, RWP/Bela
21. CAO, COFMOW, New Delhi
22. MD, CRIS, Chanakyapuri, New Delhi
23. Vice Chairman, RLDA, Moti Bagh, New Delhi
24. Chief Mining Advisor/Dhanbad/Jharkhand


**(Ashish Singh)**

Director, Finance (Expenditure)  
Railway Board

Copy to: Sr. PPSs/PPSs/PSs/PAs to:-

MR, Chairman & CEO, M(Finance), M(Infra), M(T&RS), M(O&BD), DG(HR), DG(RHS), DG(RPF), AM(S), AM(B), AM(C), AM(CE), AM(C&IS), AM(Elec), AM(F), AM(Plg), AM(Proj), AM(Sig), AM(MS), AM(Mech), AM(PU), AM(S), AM(T&C), AM(Tele), AM(T), AM(V), AM(Works), PED(Safety), EDE(IR), ED(Plg), ED(A), EDF(BC), EDCE(B&S), EDCE(G), EDCE(Plg), ED(Chg), ED(CC), ED(C&IS), ED(E&R), EDEE(Dev), EDEE(G), EDEE(RS), EDE, EDE(RRB), EDE(N), EDE(Res), EDF(C), EDF(E), EDF(S), EDF(B), EDF(RM), EDF(X)I, EDF(X)II, ED(H), ED(L&A)I, ED(LM), ED(MIS), EDE(GC), EDT(MPP), EDME(Chg), EDME(FR), EDME(Tr), EDME(TOT), EDME(Dev), EDME(W), EDPC-I, ED(Plg), ED(PP), ED(Proj), ED(Proj.)-DMRC, ED(RE) EDRE(S&T), EDRE(S), ED(SIG), ED(S&E), EDRS(C), EDRS(G), EDRS(P), EDRS(S), EDRS(W), ED/TD, Ed/Track(MC), ED/Track(P), ED(T&C), ED(CP), ED(PM), ED(PG), EDT(R), EDTC(FM), EDTT(M), EDTT(FM), EDTT(S), EDV(A), EDV(E), EDV(S), EDV(T), ED(W), IG/RPF(Hqs), IG/RS, JS, JS(C), JS(D), JS(E), JS(G), and JS(P), and All Branches of Railway Board.

No. 7(2)/E.Coord/2020  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated 2<sup>nd</sup> September, 2020

OFFICE MEMORANDUM

**Subject: - Economy Instructions - Printing activities**

As the world is increasingly moving towards adopting digital force multipliers for productivity and given the fact that using technological innovations for planning, scheduling and forecasting is known to be economical, efficient and effective, the Government of India has decided that there will be no further activities towards printing wall calendars, desktop calendars, diaries, festival greeting cards and similar materials by all Ministries/Departments/Autonomous Bodies and other organs of the Government. All such activities including materials which were earlier printed in physical format shall be done digitally online. The printing of Coffee Table books is also banned and appropriate use of E-Books is encouraged. Therefore, all concerned are directed to make efforts to adopt innovative means to use digital or online method for the above activities.

2. This issues with the approval of Secretary (Expenditure) and will come into force with immediate effect.

  
(Thanglemliam)

Joint Secretary to the Government of India

All Secretaries of the Government of India

**Copy to:-**

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. CEO, NITI Aayog
4. All the Financial Advisors
5. Secretary, Department of Public Enterprises – with a request to reiterate the same to all PSEs
6. Secretary, Department of Financial Services – with a request to reiterate the same to all Public Sector Banks.