

भारतसरकार Government of India  
रेलमंत्रालय Ministry of Railways  
रेलवेबोर्ड (Railway Board)



No: 2017/RS(M)/Paperless Working

New Delhi, Dated 04/06/2025


The General Managers, All Indian Railways/PUs, NF(C), CORE  
DG, RDSO/Lucknow, NAIR/ Vadodara  
PCAO, PLW/Patiala, COFMOW  
CAO, WPO/Patna, RWP/Bela  
MD/CRIS, CMDs/MDs, All Railway PSUs

**Sub.: Closure of manual option of tender finalisation**

**Ref: Railway Board's letter of even No. dated 30.11.2018.**

Vide letter under reference, it was communicated that for all Stores tender cases (both DA and TC), other than Global Tenders, acceptance will only be done online on IREPS w.e.f. 01.12.2018 in both HQ and field units. Any manual acceptance (other than Global tender cases) will require personal approval of the concerned PHOD/CHOD.

2. Instructions contained in the letter under reference are hereby reiterated for ensuring their strict compliance.

  
04/06/2025  
(Nitesh Kumar Sharma)  
Director Railway Stores (F)

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Sr. Prof. (Material Management), NAIR, Vadodara, ED (Stores), RDSO, Lucknow  
Chief Commissioner, Railway Safety, Lucknow  
Zonal Railway Training Institute, Sukadia Circle, Udaipur

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भारत सरकार / GOVERNMENT OF INDIA  
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रेलवे बोर्ड / RAILWAY BOARD  
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No. 2017/RS(M)/Paperless Working

Date: 30.11.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE  
The DG/RDSO/Lucknow & NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/N.Delhi, IROAF/N. Delhi, RWP/Patna  
MD/CRIS, CMD/MDs, All Railway PSUs

Sub. : Closure of manual option of tender finalisation

Ref. : i) Railway Board's letters of even No. dated 25.04.2017 and 20.06.2017  
ii) Discussions during 82<sup>nd</sup> PCMMs' Conference on "Progress on Paperless Tender finalization in HQ and Field Units"

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Indian Railways has targeted complete digitization of its supply chain. Paperless finalization of tenders on IREPS is an important link in the process. Railway Board has repeatedly emphasized the importance of implementation of 100% paperless finalization of tenders in various Review Meetings/Conferences and through various letters to Railways/PUs. In the 82<sup>nd</sup> PCMMs' Conference held on 16<sup>th</sup> and 17<sup>th</sup> November, 2018, the prospect of closure of manual option for acceptance of tender cases was also discussed.

It has now been decided that for all Stores tender cases (both DA and TC), other than Global Tenders, acceptance will only be done online on IREPS w.e.f. 01.12.2018 in both HQ and field units. Any manual acceptance (other than Global tender cases) will require personal approval of the concerned PHOD/CHOD.

CRIS is advised to suitably modify the module of IREPS so that only Departmental Administrator of HQ office is permitted to allow manual acceptance after personal approval of PHOD/CHOD.

This is issued with the approval of DG(RS), Railway Board.

  
(Vinod Kumar)

Director Railway Stores (M)

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