



Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India
Rail Nilayam, Secunderabad – 500 025 (Telangana)

No.C415/E/Misc/e-office

Date: 05.06.2023

CAO/Systems, CCM/Claims, CCM/FS & Dy.CCM/PM

Sr. DCM/SC, BZA, GTL, HYB, GNT & NED

Sub: Implementation of paperless working in Railway Board, Zonal Railways/
PUs/Divisions/Other Units.

Ref: 1) Rly Board's letter no. CR/2023/Misc/03 dated 24.05.2023

2) Rly Board's letter no. 2022/O&M/2/7 dated 21.10.2022

Enclosed please find herewith a copy of the Railway Board's letter dated 24.05.2023, expressing dissatisfaction on receiving physical letters/files from Zonal Railways, Production Units, and other units despite the implementation of electronic modes of communication.

It is hereby informed that henceforth, all correspondence shall be accepted only in electronic format, with the exception of correspondence related to D&AR (Discipline and Appeal Rules) and Vigilance cases.

In view of the above, it is once again emphasized that all correspondence with the Board's office must be conducted only through e-office, in accordance with the instructions provided in the referenced Board's instructions. Further, it is also requested that copies of letter send by electronic method must not be sent physically, as this not only duplicates the work but is also environmentally unfriendly. If any physical letter/file, except the one falling under the exempted category, is still sent to Railway Board the same would not be taken cognizance of.

Please note and act accordingly.

Encl: As above

Digitally Signed by

M.ramesh Kumar

Date: 05-06-2023 12:05:45

Reason: Approved

(M.Ramesh Kumar)

Dy.CCM/FS

(Nodal Officer for Implementation
of e-office in PCCM Office.)

C/- Ch.OS/Genl/Catg/Rates/Claims/PRS for information and necessary action.

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.CR/2023/Misc/03

New Delhi, dated 24.05.2023

The General Managers,
All Indian Railways/PUs,
DGs, RDSO, NAIR,
All Other Units as per Standard List.

All Phods
All Dens
All CUMs
For compliance
By

Sub:- Implementation of paperless working in Railway Board, Zonal Railways/PUs/Divisions/Other Units.


Ref:- Board's letter no. 2022/O&M/2/7 dated 21.10.2022

Vide Board's instructions under reference, on the above mentioned subject, it was *inter-alia* advised that all the correspondence between Railway Board and Zonal Railways/PUs/ Other Units, shall be entertained only electronically, and no physical letters/files, except the correspondence pertaining to D&AR and Vigilance cases, shall be entertained in Railway Board's Central Registry, w.e.f. 01.11.2022.

2. However, it has been noticed that a lot of physical dak, on other than D&AR/vigilance matters, is still being sent to Board's office on regular basis from Zonal Railways, through different means like Railway dak received at New Delhi Railway Station (NDLS), registered post, speed post, etc. This practice of continuing with the physical correspondence, is not in consonance with Board's said instructions, and it is defeating the purpose of switching over to paperless mode of working to cut down delays in decision making and improving the ease of transacting government business.

3. In view of the above, it is once again reiterated that all correspondence with Board's office, be made only electronically, in accordance with Board's instructions under reference. Further, copy of the letters sent by electronic method, must not be sent physically, as it not only doubles the work, but is also not environment friendly. If any physical letter/ file, except the one falling under the exempted category, is still sent to Railway Board, the same would not be taken cognizance of.




(V.S. Dahiya)
Jt. Secretary (G)
Railway Board

Copy to:

EDPG(MR), EDPG/MoSR(D), EDPG/MoSR(J), JS, JS(M), ED(C&IS), ED/TD, Dir(E), DS(A), US(O&M).