

South Central Railway

महाप्रबंधक का कार्यालय
General Manager's Office
सिकंदराबाद।
Secunderabad

No. E-Office/2020-21

Date:18.05.2020

**All PHoDs
All DRMs
All CWMs**

Sub: Implementation of e-Office over Zonal Railways

Ref: ED (Tele Dev) Lr.No.2020/Tele Dev/e-office implementation, dt.12.05.20 (enclosed)

1. All files & letters, except a few exceptions as mentioned in Para No.2 below shall be processed through e-Office mode only in the form of 'Files' & 'Receipts' mode respectively.
2. For the following subjects, the files and letters are to be dealt through manuscript mode only:
 - D&AR, Vigilance cases
 - Court Cases
 - Secret/Confidential issues such as:
 - (i) All types of recruitments, selections for promotions and ex-Cadre posts / Railway apprentices, Medical decategorisation proceedings.
 - (ii) Accident Inquiry proceedings
 - (iii) Confidential security matters.
 - Matters relating to non-railway (departments / associations / firms / private firms) entities/units etc.
3. The above instructions shall be applicable for all Offices of departments / branches of Zonal headquarters, extra Divisional Units, Divisional Headquarters, Workshops and sub-Divisional Offices at field units where the Office is headed by an incharge of Assistant Scale and above. Wherever e-Office is not available in the units, the same shall be made available by the PHoDs/DRMs/CWMs concerned. Sr.DSTE of the Division / Dy.CSTE of Zonal headquarters (Open Line / Construction concerned) shall take necessary action duly liaisoning with M/s. RailTel to get necessary training, Digital Signatures, NIC accounts and also establish necessary hardware/network infrastructure as per the terms and conditions of the e-Office MoU Project between the Railways with M/s. RailTel.

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4. Following issues need to be taken care of while sending the correspondence (File / letter through e-Office) among the departments / Divisional offices and also to GM's Office.
 - 4.1. It is observed that, multiple files are created for every transaction / event for the same subject at different times. This type of multiple files will miss the continuity of the correspondence and results in non-traceability of the previous correspondence on the same subject. Hence, immediately, a drive needs to be undertaken for next three weeks to identify multiple / duplicate files on the same subject in e-Office and then to be merged & diarised into one main file duly maintaining the sanctity of the 'Noting' and 'Correspondence' sides, in a chronological order.
 - 4.2. All the old manuscript files as per the periodicity of retention (prescribed in Record Retention Schedule) are also to be scanned and diarised into respective main e-file of each subject.
 - 4.3. A confirmation on completion of diarizing of multiple/duplicate files on the same subject into one main file and diarizing of old manuscript files as mentioned in para Nos. 3.1 & 3.2 above shall be sent by 19.06.2020 to DGM/G.
 - 4.4. In case of one time event type correspondence, such as information / advise / instruction / reply / remarks on a particular subject for which no further correspondence is required, it shall be sent in 'Receipt' mode only instead of 'File' mode.
 - 4.5. While sending a draft letter for approval of DRM/PHoD/AGM/GM, in the correspondence through 'File' mode of e-Office, the draft letter must be sent in editable MS Word format / text form using 'create draft' feature from that e-Office file. In no case, a draft letter for approval be sent either in pdf form or on the noting side itself.
 - 4.6. All e-Office files, except Gazetted posting proposals, sent for approval/sanction of AGM/GM shall be invariably routed through ADRM/DRM (in case of Divisions) and HoD/PHoD (in case of Hqrs / extra Divisional Units) and sent to GM's Office as per policy Lr.No.G.157/Genl/2019, dt.31.07.2019 (enclosed). In case of Gazetted posting proposals, PCPO may send the same to Dy.Secy(Conf.) directly.
5. Other extant instructions/guidelines issued from Board on the subject(s) shall remain unchanged or as modified from time to time.
6. The paras '4' & '5' vide under reference letter, may please be adhered to w.e.f. 01.07.2020 or the date of interface connected to other Railways / Railway Board whichever is later.

An action taken reply need to be sent for perusal of GM on or before 19.06.2020.

Encl: Two

(N.Sreenivas Reddy)
DGM/Co-ord & Secy to GM/SCR

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

No. 2020/Tele Dev/e-office implementation

Dated: 12.05.2020

TELECOM CIRCULAR No. 06/2020

The General Managers, All Indian Railways & PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara & CMD/RailTel

Sub: Implementation of e-Office over Zonal Railways.

Ref: (i) GM/CORE's letter G-6/13 (e-office) dated 23.04.2020.


(ii) Item 6(i) of items for improvement of operational efficiency

(iii) Railway Board's letter No-E(G)2017/Misc/Status of AEBAS dated 04.10.2018

With reference to GM/CORE's letter at (i) above and item No- 6(i) (*E-filing: E-Office application to be introduced at all units and avoid physical movement of files. Also, provide for inter-unit movement of letters and files on e-Office platform*) for improvement of operational efficiency over IR, Board (MST, FC & CRB) have approved the following:

1. RailTel to implement e-Office over CORE under the project, Implementation of e-Office over Zonal Railways (Phase-1) in accordance with the earlier direction to cover all Zonal Railways (reference (iii)).
2. Mandatorily use of electronic mode of file processing (e-filing) on e-Office from July 01, 2020, wherever e-Office has been provided. Exception for e-filing would be for D&AR, Vigilance, Court Cases and Top Secret/Secret Files/Cases.
3. Maximize the usage and also enroll the balance subordinate offices of the units, wherever mandated, like Sheds, Depots, Hospitals, etc of the Divisions.
4. Use of e-office platform for movement of files and letters from one unit to another unit as per the extant rules (From Railway Board to Zonal HQ/PUs & vice-versa, from Divisions/Workshops to HQs & vice-versa, One Zonal Rly/PU to another Zonal Railway/PU, one Division to another Division, etc).
5. Dashboard for monitoring e-Office to be created by RailTel and viewing by senior officials under their jurisdiction. It needs to be operationalised by June 30, 2020.
6. Extensive training in e-Office application by RailTel.
7. Other extant instructions/guidelines issued from Board on the subject(s) shall remain unchanged or as modified from time to time.

Kindly acknowledge the receipt and ensure compliance.


12.05.2020
(Umesh Balonda)

Executive Director (Tele Dev)
E-mail: edtd@rb.railnet.gov.in

Copy to:

1. PS to MR, MOSR
2. CRB, FC, MTR, ME, MRS, MT, MM, MST, Secretary/RB, DG(RHS), DG(RPF) & DG/HR
3. All AMs/PED and ED, Railway Board

South Central Railway

General Manager's Office
Secunderabad

No.G.157/Genl/2019

31.07.2019

**All PHoDs
All DRMs**

Sub: Correspondence on e-Office

It is noted that, some files are being sent to GM directly from PHoDs/DRMs for his perusal / approval on e-Office platform. In order to retain the original scheme/character (similar to physical movement) of processing of files, the following procedure shall be adopted for the files sent on e-Office to GM's Office.

- (1) The Tour Programmes requiring approval of GM or sent for his kind information, may be sent to SANAGASETTY SRINIVASA RAO--Steno to GM/SCR/SSR-O/o.SECY TO GM/SCR
- (2) The Tour Programmes for approval of AGM or those sent for his kind information/perusal should be sent to MATTAPARTI SATYA SRINIVAS--PS to AGM/SCR/MSS/O/o AGM/SCR.
- (3) The proposals seeking allotment of GM's Conference Hall, Rail Nilayam Auditorium and Rail Kalarang, Bhoiguda, should be sent to MATTAPARTHY SRINIVAS RAO--Ch.OS-G/GMO/SCR/MSR.
- (4) All files other than those mentioned at Sl. Nos.(1), (2) & (3) above should be sent to ELIZABETH OLIVER--OS-R&D/GMO/SCR/EOR. The authority whose approval is sought (GM/AGM) should be categorically indicated in the noting for easy routing of files.
- (5) It is noted that, some of the letters seeking approval of GM have also been received under 'Receipts' section of e-Office, causing delay in processing approvals. The proposals requiring approval/or specific directions of GM, shall be sent only through 'Files' section of e-Office.
- (6) This Office has commenced sending the dak from GM's Office on e-Office platform to respective in-charges of Receipt and Despatch sections in the Offices of PHoDs and DRMs. The concerned officials may be advised to monitor the dak on daily basis and forward it to the concerned for necessary action. It may also be noted that, GM's Office would not be accepting any physical papers through inward dak. They may be sent through 'Receipts' section on e-Office.

This issues with the approval of General Manager.

NEELAKANTA
REDDY CHAGARI

Digitaly signed by
NEELAKANTA REDDY CHAGARI
Date: 2019.07.31 17:44:58
+05'30'

(C. Neelakanta Reddy)
Secretary to GM

C/- AGM – for kind information