



PBC No:226 / 2022

RBE No: ----

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 436 / P / Misc./ Vol.VI

दिनांक/Dated:02.11.2022

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

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

A copy of Railway Board's letter No. 2022/O&M/2/7 dated 21.10.2022 on the
above subject is enclosed for information guidance and necessary action.

Encl.01 page

**Deputy Chief Personnel Officer / Co-ord
For Principal Chief Personnel Officer**

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.



भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)



No. 2022/O&M/2/7

New Delhi, Dated:- 21.10.2022

General Managers
All Indian Railways/PUs
DG/RDSO & DG/NAIR
All Other Units as per the
standard list.

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

Government has been emphasizing for switching over to paperless mode of working to cut down delays in decision making and for improving the ease of transacting government business.

2. Accordingly, Ministry of Railways has decided that henceforth all the correspondence between Railway Board and Zonal Railways/PUs/Other Units as well as between various Zonal Railways/PUs/Units, shall be entertained only through e-office platform addressed to official email-id of the concerned official (email-id as being used on e-office platform).
3. e-Office Application also has the facility to dispatch the ink signed letters (scanned copy) online through dispatch by email from e-file (on e-office platform).
4. The above system shall be fully implemented with effect from 1st November, 2022 and thereafter no physical letters/files shall be entertained in Railway Board's Central Registry. Similarly, no physical correspondence shall be made between various Zonal Railways/PUs/Units as well as between Zonal Railway HQ and its Divisions/Workshops/Sheds/Units/Hospitals. However, for the time being, the correspondence pertaining to D&AR and Vigilance Cases may continue in physical form till further advice.
5. For any query/clarification/assistance in above regard, respective units of e-office helpdesk may be contacted.
6. Compliance regarding above may be submitted by all Zonal Railways/PUs/Units latest by 01.11.2022.

(B. Majumdar)
Adviser(Admn.)/Railway Board
jsecvrb@rb.railnet.gov.in
Telephone No.011-23387362

Copy for information to :

Advisor/MR, OSD/MR, OSD/Co-ord/MR, Additional PS/MR

ED/(C&IS), ED/TD, JS(G) and JS(M)