

EAST CENTRAL RAILWAY

Office of the
General Manager(P)
Hajipur

Secy. to GM/ECR- for kind information of GM.
PS-I to AGM/ECR- for kind information of AGM.
Secy. to PCPO/ECR- for kind information of PCPO.
All PHODs/CHODs/ECR.
CAO/Con/MHX & FA&CAO/Con/MHX
CAO/RWP/Bela & CAO/WPO/Patna
CAO/GLP/Patna & CPD/RE/DNR.
All DRMs & All ADRMs/ECR.
CPO/Admn. & CPO/IR/ECR/HJP.
CPO/Law & Con/MHX
CWM/PD/MGS, CWM/CRW/HRT, CWM/WS/SPJ.
Chairman/RRB/Patna & MFP.
Chairman/RRC/Patna.
All Sr. DPOs /ECR.
All Gazetted Officers of ECR/Extra units.
APO/MPP/HJP: For uploading on WEBSITE.

Sub: Ensuring of de-mapping of e-office ID after transfer.

The portal of e-office is in extensive use since the last year and so on. Hence there is inherent logic and need for more caution and care for no possibility of misuse in any way.

Therefore, it is advised that the charge handing over/relinquishing officer should ensure that his/her e-office ID associated with the handed over/relinquished post is de-mapped by Admin of e-office of the concerned department/unit & the same should be endorsed in the change relinquishing/handing over report without fail.

All the controlling officers are requested to ensure the compliance of above mentioned guidelines for proper handling of e-office ID.

Signed by Vivek Kumar
Date: 05-03-2021 17:08:02
Reason: Approved

(Vivek Kumar)
Dy.CPO/Gaz.
for General Manager(P)