EAST CENTRAL RAILWAY पूर्व मध्य रेल EAST CENTRAL RAILWAY

Tel. Cir. 08/2020

PCPO's Sl.No.61/2020

No .E/e-office/O/ECR/HJP Dated:- 25.08.2020

1. CAO (Con.)/ उत्तर एवं दक्षिण / पटना।
2. सभी PHOD/CHOD, पू.म.रे, हाजीपुर।
3. DRM/ पूमरे / मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी / प्रशासन / पू.म.रे / हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/ पीडी / मुगलसराय, यांत्रिक कारखाना / समस्तीपुर / हरनौत।
7. Sr.DPO/ पूमरे / मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
8. उप महाप्रबंधक / विधि / पटना।
9. प्राचार्य / क्षेत्रीय रेल प्रशिक्षण संस्थान / मुजफ्फरपुर एवं भूली।
10. सभी मुकार्याधी / कार्याधी / पू.म.रे / हाजीपुर।

विषयः Implementation of e-office over Zonal Railway and record storage.

संदर्भ : Railway's Boards Lt. No.2020/Tele.Dev/e-office implementation Dated: 01.07.2020.

विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कार्रवाई हेतू प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information guidance and needful onward action please.

संलग्नक : यथोपरि।

DA : As above.

(सौरभ सावर्ण)
वकाधि / ई.एस.एम
कृते महाप्रबंधक (कार्मिक) / हाजीपुर

प्रतिलिपि सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतू प्रेषित :–.

1. महासचिव / ईसीआरकेयू / पू.म.रे. / हाजीपुर।
2. महासचिव / एस0.सी0. / एस0.टी0. / एशोसिएशन / पू.म.रे. / हाजीपुर।
3. सकाधि (एम.पी.पी.),पू.म.रे / हाजीपुर। कृपया इसे नेट पर अपलोड कराने की व्यवस्था करें।
4. महासचिव / ओ.बी.सी.एशोसिएशन / पू.म.रे. / हाजीपुर।

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2020/Tele Dev/e-office implementation **Dated: 01.07.2020**

TELECOM CIRCULAR No. 08/2020

The General Managers, All Indian Railways/PUs, NF/Con., CORE,
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF
CMD/RailTel

Sub: Implementation of e-Office over Zonal Railways and record storage

Ref: (i) Item 6(ii) of items for improvement of operational efficiency
(ii) Railway Board's letter No. 2020/Tele Dev/e-office implementation dated: 12.05.2020.
(iii) Railway Board's letter No-E(G)2017/Misc/Status of AEBAS dated 04.10.2018

With reference to Railway Board's letter at (ii) & (iii) above and Item No. 6 (ii) *(Data storage in Microchips/Cloud, Files to be out of offices*) for improvement of operational efficiency of IR, Board (MST, FC & CRB) have approved the followings:

1. Digitisation of all physical records and uploading on e-office platform, except D&AR, Vigilance, Court Cases and Top Secret/Secret Files/Cases.
2. All files (Active/Closed/Legacy) are to be scanned along with their respective Notes, Receipts, Issues, and References and to be uploaded onto e-Office platform. New file name may be given as per e-Office file heading system while creating the corresponding e-File and existing file number/name/description may be entered as it is, in the description section. This will help in retaining the existing physical file name/number/description to maintain continuity as well as in searching the file either with new nomenclature or with old one.
3. All Notes, Correspondences (Receipts/Issues), References are scanned and saved in pdf format as:
   - 3.1. All Notes are scanned into a single pdf, if possible. Otherwise notes can be scanned one by one.
   - 3.2. All the correspondences (Receipts/Issues) should be scanned, one at a time, as a single pdf.
   - 3.3. All the References should be scanned one at a time, as a single pdf.
   - 3.4. All the Issues should be scanned one at a time, as a single pdf.

01.07.2020

4. RailTel will train the officials in the process and hand hold in the digitisation and uploading/storage of records on e-Office database under Implementation of e-office over Zonal Railways projects.
5. The e-Office operation and storage as planned in Data Centre (DC)- Data Recovery (DR) format will have minimum delay in operation and it should the tested by RailTel regularly and documented.
6. Security of records is now extremely important. All the security protocols as envisaged by NIC for e-Office application will be followed by RailTel at Data Centres and as administrator. An independent auditing will be carried out by RailTel from NIC to proofread the complete DC-DR infrastructure in its safety, security, sufficiency, expandability and reliability aspects. RailTel will submit the report by 31.07.2020.
7. To begin with, One Zonal HQ (SCR) and one division of SCR & Trichy Division of SR will start and standardize the steps and complete the work of digitization of physical record and uploading on e-Office database by July 31, 2020. Based on the experience gained, it will be rolled out on remaining units up to 31.11.2020.
8. To monitor the file digitization and uploading process through e-office Dashboard, RailTel will operationalise the same by July 31, 2020.

Kindly acknowledge the receipt and ensure compliance.

01.07.2020

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

No. 2020/Tele Dev/e-office implementation **Dated: 01.07.2020.06.2020**

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

For Financial Commissioner/Railways

Copy: As per list attached.

No. 2020/Tele Dev/e-office implementation **Dated: 01.07.2020**

Copy to:

1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications,Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. Managing Director, CRIS, Chanakyapuri, New Delhi

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(R)
2. CRB, FC, ME, MTR, MRS, , MT, MST, MMM, SECY, DG (RHS), DG (RPF), DG/HR

01.07.2020

(Umesh Balonda)
Executive Director(Tele Dev)