

**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.**

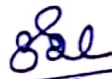
**(ii) Item 6(i) of items for improvement of operational efficiency**

**(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-I) 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