



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/पॉलिसी/25 दिनांक: 30.05.2023

प्रति,
सर्व संबंधित

स्थापना नियम सं.- 131/2023

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

रेल्वे बोर्ड के पत्र सं. CR/2023/Misc/03 दिनांक: 24.05.2023 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-


Web-site-

Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder-

Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.


(संग्राम सोरेन)
उप मुख्य कार्मिक अधिकारी (एच.आर.डी)
कृते प्रधान मुख्य कार्मिक अधिकारी

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.CR/2023/Misc/03

New Delhi, dated 24.05.2023

The General Managers,
All Indian Railways/PUs,
DGs, RDSO, NAIR,
All Other Units as per Standard List.

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

Ref:- Board's letter no. 2022/O&M/2/7 dated 21.10.2022

Vide Board's instructions under reference, on the above mentioned subject, it was *inter-alia* advised that all the correspondence between Railway Board and Zonal Railways/PUs/ Other Units, shall be entertained only electronically, and no physical letters/files, except the correspondence pertaining to D&AR and Vigilance cases, shall be entertained in Railway Board's Central Registry, w.e.f. 01.11.2022.

2. However, it has been noticed that a lot of physical dak, on other than D&AR/vigilance matters, is still being sent to Board's office on regular basis from Zonal Railways, through different means like Railway dak received at New Delhi Railway Station (NDLS), registered post, speed post, etc. This practice of continuing with the physical correspondence, is not in consonance with Board's said instructions, and it is defeating the purpose of switching over to paperless mode of working to cut down delays in decision making and improving the ease of transacting government business.

3. In view of the above, it is once again reiterated that all correspondence with Board's office, be made only electronically, in accordance with Board's instructions under reference. Further, copy of the letters sent by electronic method, must not be sent physically, as it not only doubles the work, but is also not environment friendly. If any physical letter/ file, except the one falling under the exempted category, is still sent to Railway Board, the same would not be taken cognizance of.



(V.S. Dahiya)
Jt. Secretary (G)
Railway Board

Copy to:

EDPG(MR), EDPG/MoSR(D), EDPG/MoSR(J), JS, JS(M), ED(C&IS),
ED/TD, Dir(E), DS(A), US(O&M).