

Rail Coach Factory, Kapurthala

Office of the CME/IT
IT Department, Admn. Building

POLICY CIRCULAR: E-OFFICE 1/2020

Sub: Implementation of E-office.

Ref: (i) This office letter of even No. dated 14.05.2020.
(ii) JPO No. IT/42002/03 ver-1.0 dated 21.05.2020.

E-office has been partly implemented with regard to six items vide JPO at reference (ii). However, from 1st June, 2020 onwards e-office has to be implemented 100% for which following are to be followed for all items not covered by JPO:-

(a) From 1st June, 2020 all new files to be processed through e-office only.

Exception for e-filing would be for D&AR, Vigilance, Court case and Top Secret/Secret files/ cases. Top Secret/ Secret cases/ files are not to be processed/ moved even through physical mode of e-file.

(Authority: Para (a) of Joint Secy, Railway Board's office order No. 78 of 2019 circulated vide letter No.2019/O&M/2/3 dated 30.10.2019).

(b) Physical files created prior to June, 2020 shall be converted to digital form. IT Department may be approached for the same who would undertake digitization of not only physical file but also important proceedings which may require linking with the e-file. The requirement for converting past records/ proceedings into digital form be assessed by each unit and advised to IT Deptt latest by June, 2020.

(Authority: Para (b) of Railway Board's office order No. 78/2019 ibid).

(c) DSC would not be mandatory for processing through e-file, except for signing orders or for notings which may have important financial/ legal implications/ Change in Policy. Order/Instruction/ Circular may be signed physically and be scanned and uploaded in e-file. No user may share his login id and password. It would be assumed that whatever comment/ noting has been made is by concerned officer/ user himself, as one can access e-file only through his/ her own credentials.

(Authority: Para (c) of Railway Board's office order No. 78/2019 ibid read with Railway Board's office order No. 26 of 2020 circulated vide letter No.2019/O&M/2/3 dated 27.04.2020).

DSC (Digital Signature Certificate) would be mandatory only for those cases having financial/ legal implications/ Change in Policy. DSC would not be mandatory for those ministerial staff who are mapped but not provided with DSC. Furthermore, DSC would not be mandatorily required in all Establishment files and such files should not be returned on the ground that there is no DSC.

(Authority: Joint Secy, Railway Board's office order No. 26 of 2020 circulated vide letter No.2019/O&M/2/3 dated 27.04.2020).

- d) **IT Deptt** would continue to impart training and to attend to trouble shooting in respect of e-office, besides providing other logistical requirement related to e-office. Demand for scanners may be made to **IT Deptt.** as early as possible.

(Authority: Para (e) of Railway Board's office order No. 78/2019 *ibid*).

- e) No officer should accept any physical files from **1st June, 2020** (except those created prior to this date).

(Authority: Para (f) of Railway Board's office order No. 78/2019 *ibid*).

- f) Regular monitoring of e-office usage would be done by **IT deptt** by furnishing different reports for suitable action as deemed fit.

(Authority: Para (g) of Railway Board's office order No. 78/2019 *ibid*).

- g) **DSC requirement spelt out vide JPO at ref. (ii) shall continue to hold good.**

All concerned to ensure full co-operation and strict compliance in respect of paperless processing through e-file.

The above issues with approval of the General Manager.


Chief Mechanical Engineer/IT

No. IT/38100/Vol-I
Dated: 01.06.2020

All PHODs/ HODs & Dy HODs

All Chief OS/OS

Copy to:

Secy. to GM - For kind information of GM.