

359
1/31/2017

पूर्वोत्तर रेलवे

कार्यालय
महाप्रबन्धक (कार्मिक)
गोरखपुर।

ई0पी0नं0-50-20

कमांक-13/2017

सं0 का/310/1/भाग-सात/चार

सचिव/महाप्रबन्धक

सचिव/अपर महाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

पूर्वोत्तर रेलवे।

दिनांक 10-07-2017

विषय:-रेल भवन में ई ऑफिस पेपरलेस फाइलिंग सिस्टम के क्रियान्वयन के सम्बन्ध में।

सचिव, रेलवे बोर्ड का अ0शा0 पत्र संख्या ए-17013 (11)/3/2017 आर.बी. सी.सी. दिनांक 21.06.2017 की अंग्रेजी प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

संलग्नक/यथोपरि

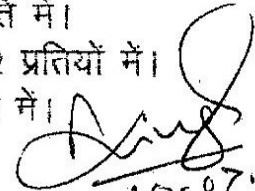

(ए0 के0 सिंह)

उपमुकाधि/अराज.

कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1- महामंत्री/एन.ई.रेलवे मजदूर यूनियन/गोरखपुर - 40 प्रतियों में।
- 2- महामंत्री/प्रमोटी अधिकारी संघ/पूरु/गोरखपुर - 02 प्रतियों में।
- 3- महामंत्री/रेसुब एशोसियेशन/पूरु/गोरखपुर - 02 प्रतियों में।
- 4- पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर - 01 प्रति में।
- 5- महामंत्री/एससी/एसटी एवं ओबीसी एशोसियेशन/गोर0-02 प्रतियों में।
- 6- मुकार्यावी/एमपीपी को बेबसाइट पर अपलोड हेतु - 01 प्रति में।


10-07-17
कृते महाप्रबन्धक/कार्मिक

R.K.VERMA

सचिव रेलवे बोर्ड

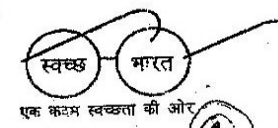
Secretary, Railway Board

2
13/12/17



सत्यमेव जयते

AGM,
ACU CHD/PHD
KU DRMs



भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RAIL BHAVAN, NEW DELHI-110001

महाप्रबन्धक कार्यालय
प्रबोत्तर रेलवे गोरखपुर

28 JUN 2017

महाप्रबन्धक

सचिव

Date: 21.6.2017

D.O. No. A-17013(11)/3/2017-RBCC

Dear Shri Trivedi,

Sub: Implementation of eOffice Paperless Filing System at Rail Bhavan.

1. In compliance of DAR&PG directives, Ministry of Railways shall be implementing Paperless filing system NIC's eOffice-FMS-eFile application. This implementation shall facilitate paperless working at Rail Bhavan and associated offices. The paperless filing system shall be implemented with effect from 30/06/2017.
2. In order to reduce the load of scanning & digitization at Rail Bhavan; all Railway Units are instructed to send correspondence in digital form following the instructions as given below.
 - 2.1. **All senders shall send documents to Railway Board in digital form only.** These documents shall be attached to emails addressed to the respective officer. **Only PDF** shall be used for attachments. The size of the attachment shall be **maximum 10 MB**.
 - 2.2. E-mail ID's of all Railway Board officials are available on the website <http://dir.railnet.gov.in>.
 - 2.3. Although not essential, a confirmatory copy of the emailed document **may be sent by normal dak**. However, it shall be ensured that the top sheet of the bunch sent, is the print of the sent email. **Documents received without the 'sent email' top sheet may be rejected at mail receipt section.**
 - 2.4. Use of **facsimile** for sending documents, is **deprecated**. Instead email shall be sent containing the details that need to be faxed, as described above.
 - 2.5. Use of originally created PDF shall be encouraged, as these documents are compact and searchable. The PDF documents can be digitally signed. In case a PDF is created by scanning; it shall be ensured that the documents are scanned as follows. **Regular text & B/W documents shall be scanned at 150dpi in B/W. Documents containing coloured text & images shall be scanned at 300dpi in 24bit colour.** The sender to ensure the **smallest file size** as possible, subject to overall limit of 10MB.
3. These instructions shall come into force from 23/06/2017.

With regards,

Yours sincerely,

(R. K. Verma)

Shri Satya Prakash Trivedi,
General Manager
North Eastern Railway
Gorakhpur

CS/DAR

Copy to Division & Concerned units
for circulation to all departmental sections
CSE/Line section

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APO/HG
04-7-17

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