



पूर्व तट रेलवे/EAST COAST RAILWAY
मुख्यालय कार्यालय, कार्मिक विभाग, रेल सदन, साउथ ब्लॉक भुवनेश्वर
Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017



No. ECoR/Pers/Ruling/e-Office/2026/

Date: 05.05.2026

To
 All Sections of Personnel Department
 HQ/ECoR/Bhubaneswar

Sub: Issuance of communications through e-Office/designated email.

It has come to notice that instructions/letters/orders issued from HQ/ECoR are still being dispatched through Post and other physical modes, leading to avoidable delay in communication and implementation, besides incurring unnecessary expenditure. In order to ensure prompt, efficient and transparent communication, the following instructions are issued for strict compliance by all sections of Personnel Department/HQ.

Sl. No.	Category of Communication	Instructions
1	Within ECoR	All such communications shall invariably be issued through e-Office/designated email only to the concerned Divisions/Units/Officials.
2	Outside ECoR (Other Railways/Railway Board)	All such communications shall invariably be issued through e-Office/designated email only to the concerned Divisions/Units/Officials.
3	Outside Railways (Other Organizations/Ministries)	Communications shall preferably be issued through email. Postal mode may be used where specifically required.

The concerned sections shall ensure that:

1. Letters/orders generated and approved have to be issued and dispatched by the same section on the very same day through e-Office/designated email, without routing through Receipt & Despatch section.
2. Section in-charges ensure timely electronic transmission and marking of copies to all concerned officials.
3. Section in-charges are required to receive directly from Divisions/Units without routing through Receipt & Despatch section.
4. A copy of each communication is invariably placed in the e-file/physical file, as applicable, for record.
5. Physical dispatch through Speed Post/hard copy is avoided except in exceptional circumstances with the approval of APO.
6. In matters involving confidential files, DAR cases and Court cases, the existing prescribed mode of communication shall be followed.

Any deviation from the above instructions is avoided, as the same will be viewed seriously. All concerned are advised to ensure strict compliance of the above instructions with immediate effect.

This issues with the approval of PCPO.

SURESH KUMAR BEHERA
 BEHERA

Digitally signed by
 SURESH KUMAR BEHERA
 Date: 2026.05.05 13:12:37
 +05'30'

(Suresh Kumar Behera)
Dy. Chief Personnel Officer (HQ)
for Principal Chief Personnel Officer

Copy to:

1. CPO(Admin) & CPO(IR) for information pl
2. Dy. CPO(IR & Welfare), APO-I & APO-II
3. All Sr DPOs/WPO