



## EAST COAST RAILWAY

प्रमुख मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Pr.Chief Personnel Officer  
द्वितीय तल, - 751 017  
Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt. Srl.No.215/2018  
पूतरे/कार्मिक/आर/ECOR/Pers/R/Misc.

Date: 03.12.2018

सेवा मे,  
सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर  
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,  
मु;कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,  
व.का अधिकारी (नि)/भुवनेश्वर  
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,  
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

**Sub: Discontinuation of circulation of hard copies of Orders/Circulars etc.**

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उपर्युक्त विषय पर बोर्ड पत्र सं 2018/O&M/2/5 दिनांक 02.11.2018 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of the Board's Lr.No- 2018/O&M/2/5 dated 02.11.2018 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(G. Sathy)

Dy.Chief Personnel Officer(IR)  
For Pr. Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि. (मुख्या.-1), सहा.कार्मिक अधि. (कल्याण), सहा.कार्मिक अधि. (बिल), सहा.कार्मिक अधि. (भर्ती)

RB-4169  
 क्र.सं./Sl.No.....  
 दिनांक/Date.....  
 आक्षर/Initial.....

भारत सरकार GOVERNMENT OF INDIA  
 रेल मंत्रालय MINISTRY OF RAILWAYS  
 रेलवे बोर्ड (RAILWAY BOARD)

No.2018/O&M/2/5

General Managers,  
 Zonal Railways/PUs,  
 DG/RDSO & DG/NAIR,  
 CMDs/MDs/PSUs.

Dated:- 02.11.2018

AGM, CHD, (G.M.)  
 CM/IT, All PHODS, A2/S,  
 All DRMS, रजिस्ट्रार/Secy.  
 PS, स्वाक्षर/Initial  
 दिनांक/Date

Sub:- Discontinuation of circulation of hard copies of Orders/Circulars etc.

Subsequent to adoption of email as a paperless form of communication, it has been decided to dispense with the prevailing system of circulation of hard copies of instructions/policy circulars/Orders or correspondence being made with Zonal Railways and other units. Circulation of hard copies of orders/instructions may be kept to bare minimum i.e., to only concerned officials, instead e-copies (scanned copies in pdf format) may be forwarded to all concerned through official NIC email and a copy be uploaded on the official website which would be treated as 'issued' copy. Similar procedure may also be adopted for correspondence with concerned through email.

2. Accordingly, henceforth all correspondence to Board and other offices may be made through email, instead of forwarding hard copies. All Officers/Staff down the line may be asked to facilitate the use of Official NIC email and messages received through emails are to be replied to in the same form by the Officer receiving the message as normal procedure being followed for hard copies. The above would lead to saving of paper and manpower.

2.1 Necessary directives may also be issued to all concerned to ensure that emails are checked regularly in addition to viewing of orders/instructions uploaded on website to avoid lapses, if any. All fresh instructions are to be uploaded on the home page of ZR/PU/Other Unit website for at least 15 days and subsequently the same may be transferred to the designated location on the website. Suitable changes in the website may accordingly be made.

2.2 All instructions from Board's Office would also be issued electronically i.e., the order/instruction would be uploaded on IR's Official website and copies would be sent electronically through NIC email. Circulation of hard copies is being stopped forthwith or is being kept to bare minimum. Henceforth, all correspondence to ZR/PU/Other Units would be through Official NIC email.

3. Strict compliance of the above instructions may be ensured by all concerned.

Pr. circulate

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(H. Moharana)  
 Joint Secretary/Railway Board.