



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)



**Office Order No. 72 of 2022**

**Sub : Discontinuation of physical processing of Files.**

**Ref. : Office Order No. 67 of 2022 and 119 of 2018**

Subsequent to issue of Office Order No. 67 of 2022 mandating complete switchover to paperless e-correspondence between Railway Board & Zonal Railways/PUs/Other Units and also within Railway Board, through e-office platform, henceforth only "Classified" documents, D&AR cases, Vigilance, EO's Office & certain Parliament Matters are permitted to be processed in physical form.

2. Accordingly, now onwards, green sheet (noting page)/ A-4 size white paper would be issued to Branches/Directorates/Offices only as an exception in limited numbers, that too with the specific approval of ED/JS/PED/AM or PPS to CRB/Board Members/Secretary. The indents/procurement of these papers shall accordingly be minimised on above lines.

3. All may please ensure strict compliance of above instructions.

No.2022/O&M/2/7  
Dated: 27/10/2022

(B. Majumdar)  
Adviser(Admn.)/Railway Board

All Officers/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.

Dir/GA for necessary action.

Copy for information to :

Advisor/MR, OSD/MR, OSD/Co-ord/MR, EDPG/MR, Additional PS/MR



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)



Office Order No. 67 of 2022

**Sub : Implementation of paperless working in Railway Board.**

Government has been emphasizing for switching over to paperless mode of working to cut down delays in decision making and for improving the ease of transacting government business.


2. Accordingly, Ministry of Railways has decided that henceforth all the correspondence between Railway Board and Zonal Railways/PUs/Other Units shall be entertained only through e-office platform addressed to Official email-id of the concerned official (as being used on e-office platform).

3. e-Office application also has the facility to dispatch the ink signed letters (scanned copy) online through dispatch by email from e-file (on e-office platform) addressed to the concerned official.

4. The above system shall be fully implemented with effect from 1<sup>st</sup> November, 2022 and thereafter no physical letters/files shall be entertained in Railway Board's Issue(D) Branch. However, for the time being, the correspondence pertaining to D&AR and Vigilance Cases may continue in physical form till further advice.

5. For any query/clarification/assistance in above regard, e-office helpline numbers 45014 & 45029(Rly) and e-office helpdesk : [rbcc-helpdesk@rb.railnet.gov.in](mailto:rbcc-helpdesk@rb.railnet.gov.in) may be contacted.

No.2022/O&M/2/7  
Dated: 21/10/2022

  
(B. Majumdar)  
Adviser(Admn.)/Railway Board

Copy for strict compliance to :

All Officer/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.

Copy for information to :

Advisor/MR, OSD/MR, OSD/Co-ord/MR, Additional PS/MR

ED/(C&IS), ED/TD, JS(G) and JS(M)

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

**OFFICE ORDER NO. 119 OF 2018**

Sub:- Discontinuation of circulation of hard copies of Orders/Circulars etc. in Board's Office.

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Attention is invited to Office Order No. 26 of 2018 on uploading of policy circulars/orders and other instructions on Railnet and Internet site of Indian Railways to do away with the process of distribution of hard copies thereby saving paper and a move towards paperless environment. Attention in this connection is also invited to Office Order No.104 of 2017 wherein it was decided that all Officers and Staff would be using allotted NIC emails for correspondence with Zonal Railways and other units.

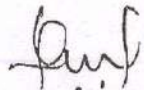
2. Though RBCC is uploading the content of various Directorates on Internet and intranet site, it is seen that hard copies of instructions are still in circulation.

3. Therefore, in order to avoid wastage of papers and manpower, it has been decided that distribution of hard copies of policy circulars/orders/instructions etc. in Board's Office and to Zonal Railways/PUs manually through Issue Dispatch section may be discontinued immediately or be kept to bare minimum. E-copies(scanned copies in pdf format) of the circulars/instructions be forwarded to all concerned through NIC mail instead and be got uploaded to Internet and Railnet site of Indian Railways which will be treated as 'issued' copies. All are therefore requested to regularly check their official email and home page of Railway Board Official website to avoid lapses, if any.

3.1. RBCC would be uploading the freshly received contents to 'Important information/What's New' section of the Indian Railways site which will remain there for 15 days after which, the same will be available on the link/site advised by the Directorate.

4. All are therefore requested to adhere to the above instructions and gradually phase out the prevailing system of circulation of hard copies.

No. 2018/O&M/2/5  
Dated:- 02.11.2018

  
(H. Moharana)  
Joint Secretary/Railway Board

All Officers and Branches in Board's Office, at Metro Station Building, Pragati Maidan and Dayabasti.