



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



Office Order No. 82 of 2025

Sub.: Streamlining/Digitization of Record Branch in Board's Office.

In accordance with the Government's directive for 100% digitization of files and proceedings, it is proposed to launch a special drive to digitize important records currently held in the Record Branch, through systematic scanning. At present, a substantial number of category 'C' files and proceedings are preserved in the Record Branch located at Kishanganj, Delhi, with a retention period ranging from 3 to 5 years. Files of a temporary nature will be reviewed and destroyed upon completion of their retention period, while files of a permanent nature shall be scanned and preserved for future reference.

2. Accordingly, all Branches/Cells are instructed to initiate a special drive for the review and weeding out of their records/files presently available in Record Branch. Each Branch/Directorate shall nominate an Official (minimum SO level) to carry out the review and complete the aforementioned exercise by 31.12.2025. Upon completion of the review, details of the files/records identified for scanning or retention may be furnished to the Record Branch in the enclosed proforma.

3. Further, record/files that have completed their prescribed retention period should be reviewed in letter and spirit and should not be retained any longer unless there is a genuine requirement for future reference. It may be noted that, for Category 'C' files, the maximum retention period, including any extension after review, is 10 years. If any Category 'C' proceedings are proposed to be retained beyond this period, they must be reclassified as Category 'B' or 'A', as applicable, and a separate justification for such retention must be provided for each case. In the absence of adequate justification, further retention of such files/records will not be accepted by the Record Branch.

If any Branch/Cell fails to review its files/proceedings within the stipulated timeframe, it shall be presumed that there are no records requiring further retention, and such files will be processed for disposal in accordance with the prescribed rules.

4. DGs/AMs/PEDs/EDs are requested to issue suitable instructions in this regard to their subordinate officials w.r.t Units/Branches under their control for compliance of above instructions.

Cooperation of all is solicited.

No. 2025/Record/Digitization

Dated: 25.11.2025

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

Copy for kind information:

EDPG/MR, EDPG/MoSR(D), EDPG/MoSR(J)

Proforma for furnishing the details regarding records/files

1. Name of the Branch/Cell/Unit & Directorate:
2. Room No. & Mobile No.:
3. Number of files/records available in Record Section:
4. Details of the files/records for review/destroy/scanning:

S. No.	Details File/Records of	Category of Files/ Records	Retention period Results of review (retain or destroy)	Whether required scanning (If yes then indicate number of pages of the file/ records)	Justification for retention/scanning, if any

Dated:

Signature

Name:

Desig.:

Mobile No.: