

दक्षिणमध्यरेलवे SOUTH CENTRAL RAILWAY

प्रधानकार्यालय Headquarters Office

भंडारशाखा Stores Branch

रेलनिलयम Rail Nilayam

सिकंदराबाद Secunderabad – 25

सं.No.S.150.G&P Policy.2024

Dt.14.10.2024.

All Purchase Officers/HQrs./Depots/Divisions

Sub: System Improvement for opening of files in e-office.

Ref: This office OPO No.07/2020 dt. 27.05.2020.

With respect to the above, it was observed that multiple e-office files were opened for same item during the same calendar year. The opening and processing of multiple e-office files for same item leads to confusion and avoids realistic assessment and understanding of factual position by all concerned including Finance, Audit, Vigilance etc.

In this connection, one OPO under reference was already issued. In view of the above, once again it is reiterated that All Purchase Officers should follow the instructions given in the above OPO in true spirit i.e. multiple files shall not be created for the same subject/item at different times. However, in case of emergency if there is a need to create a duplicate file due to unavoidable circumstances such as where the original e-office file is not readily available as the same is with audit or vigilance etc, then a duplicate file may be created but it should be ensured that it is to be merged & diarized into one main file duly maintaining the sanctity to the "Noting" and "Correspondence" sides, in a chronological order. A copy of OPO under reference is enclosed for ready reference.

This issues with the approval of PCMM.

E-office file No: 113411

Encl: a.a

(उप मुख्य समग्री प्रबंधक/ Dy.CMM/Scrap)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

C:- Secy to GM for kind information of GM Please

Secy to PCMM for kind information please.

CMM/T, CMM/G, CMM/E, & CMM/M for kind information

Dy.CVO/Stores/SC, Dy.CMM/Con/SC, All Purchase Section in-charges.

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प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

DI:27/05/2020.

OFFICE PROCEDURE ORDER No. 07/2020

All Depot/Division & Head Quarters officers

विषय :Sub: Implementation of e-Office over Zonal Railways.

संदर्भ:Ref: i) ED (Tele Dev) Lr.No.2020/Tele Dev/e-office/implementation dt.12.05.2020.

ii) Secy to GMs office Lr.No. E-Office2020-21 dt. 18.05.2020.

iii) This office Serial circular No. 13/2020 dt.21.05.2020

It is once again reiterated that the following issues need to be taken care of while sending the correspondence (File/letter through e-Office) among the departments/ Divisional offices and also GM's Office.

1. Multiple files are created for every transaction/ event for the same subject as different times. This type of multiple files will miss the continuity of the correspondence and results in non-traceability of the previous correspondence on the same subject. Hence, immediately, a drive needs to be undertaken for next three weeks to identify multiple / duplicate files on the same subject in e-Office and then to be merged & diarised into one main file duly maintaining the sanctity to the "Noting" and "Correspondence" sides, in a chronological order.
2. All the old manuscript files as per the periodicity of retention (prescribed in Record Retention Schedule) are also to be scanned and diarised into respective main e-file of each subject.
3. A confirmation on completion of diarizing of multiple/duplicate files on the same subject into one main file and diarizing of old manuscript files as mentioned in para Nos. 1 & 2 above shall be sent by 15.06.2020 to Dy.CMM/GPS&IC.
4. In case of one time event type correspondence, such as information / advice / instruction / reply / remarks on a particular subject for which no further correspondence is required, it shall be sent in "Receipt" mode only instead of 'File' mode.
5. While sending a draft letter for approval of DRM/PHoD/AGM/GM, in the correspondence through 'File' mode of e-Office, the draft letter must be sent in editable MS Word format / text form using 'Create draft' feature from that e-Office file. In no case, a draft letter for approval be sent either in pdf form or on the noting side itself.
6. All e-Office files, except Gazetted posting proposals, sent for approval /sanction of AGM/GM shall be invariably routed through ADRM/DRM (in case of Divisions) and HoD/PHoD (in case of Hqs / extra Divisional Units) and sent to GM's Office as per policy Ir. No.G.157/Genl/2019, dt.31.07.2019. In case of Gazetted posting proposals, PCPO may send the same to Dy.Secy(Conf) directly.

Other extant instructions/guidelines issued from Board on the subject(s) shall remain unchanged or as modified from time to time.

The above paras vide under reference letter, may please be adhered to. Any implementation issues may be reported to Dy.CMM/GPS & IC.

This issues with the approval of PCMM.


(ए.प्रदीप A.PRADEEP)

CMM/Traction

कृते प्रमुख मुख्य सामग्री प्रबंधक

For Principal Chief Materials Manager

Copy to:-

PS to PCMM for kind information of PCMM.

CMM/M, CMM/S , & CMM/G.

Dy.CVO/Stores/SC, All Purchase Officers of HQrs,

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC. All Purchase sections.

Dy.CMM/IC to incorporate in the tender conditions.

