

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.14842 / 2018

No.831E/191-Misc/EIV/2009.

Dt:- /801.2018.

The DRM / NR, DLI, FZR, LKO, MB & UMB.

CAO/C K Gate DLI, CAO/C USBRL/Satyam Complex, Trikuta Ngr / JAT.

CWM / CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB.

Dy CMM / SSB, AMV-LKO & JUDW.

Chief Manager (Ptg & Sty) Punjabi Bagh, Delhi.

DyCE/Bridge, CB-LKO & JUC.

Sub:- Email as a form of Communication.

A copy of Railway Board's letter No.2017/O&M/2/14 Dated. 28.12.2017 (RBE No.Nil), is enclosed herewith for your information and necessary action please.

The above P.S.No. is available on the website given as under:- 10.2.2.19/dept/personnel_main.html
and

<http://10.2.2.19/dept/personnel/14842.pdf>

Please acknowledge the receipt.

DA. As above.

Raman Kumar Sharma
(Raman Kumar Sharma)
18/1/2018
For General Manager/P.

Copy to:-

1. All PHODs and All Officers of Personnel Dept. HQs office, Baroda House, NDLS.
2. Genl. Secy NRMU, 12 Chelmsford Road, New Delhi.
3. Genl. Secy URMU, 166/2, P.K.Road, New Delhi.
4. Genl. Secy AIOBC Rly Emp Asso 171/A3, Basant lane, New Delhi.
5. Zonal. Secy All India SC/ST Rly Emp Asso North Zone office, Baroda House, NDLS.
6. Genl Secy NRPOA Room No.301, HQs office, Baroda House, NDLS.
7. Dy CPO/T&C, 'P' Br. HQs office, Baroda House, NDLS for uploading on the website, to co-ordinate & monitor its implementation.

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

No.2017/O&M/2/14

Dated:-28/12/2017

General Managers
All Indian Railways/PUs
DG/RDSO & DG/NAIR
CMDs/MDs/PSUs
Directors/CTIs



Handwritten signatures and initials:
AU
Pr. CPO
CPOA
Bd
29/12/17
11/2018

Handwritten: Cem/NR
New Delhi

Sub:-Email as a form of Communication. CPOA

Handwritten: Pl. circulate
28/12/17
CMA
It may
be
circulated
from

Email IDs have already been allotted to all officials on Railways/PUs/other units and email is also one of the Official modes of communication.

2. Recently, a reference has been received from DAR&PG vide OM No. 13011/02/2017-O&M dated 1st December 2017 inviting attention to CS e-MOP in terms of which all necessary action is required to be made in respect of email also.

3. Accordingly, it has been decided with the approval of the competent authority that email which is a paperless form of communication is to be used by all officials of Railways/PUs/other units having computer facilities supported by internet or intranet connectivity and messages received through e-mail are to be ordinarily replied to in the same form by the officer receiving the message or his/her subordinate/and necessary action is also to be taken based on email directive. All points emerging during e-mail correspondence are to be recorded through a note on the file concerned. Official e-mail address allotted to an Officer(sender/receiver) will be made use of for this purpose.

4. The above instructions may be complied with and be brought to the notice of all concerned down the line for information and strict compliance.

Handwritten signature: V N Singh
(V N Singh)
Under Secretary/O&M
Railway Board