

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

No.ERB-I/2014/23/25

New Delhi, dated 01.12.2016

ORDER

In modification of Board's Order of even number dated 20.6.2014 regarding Implementation of e-Office, Ministry of Railways (Railway Board) have decided to constitute a Project Steering Committee (PSC) and a Project Task Force (PTF) consisting of the following, for rollout of E-office in Railway Board:-

(A) Project Steering Committee (PSC):

- | | |
|--|------------|
| i) Secretary, Railway Board | - Chairman |
| ii) Additional Member(C&IS), Railway Board | - Convener |
| iii) Additional Member (Staff), Railway Board | - Member |
| iv) Additional Member(Tele), Railway Board | - Member |
| v) Additional Member(Finance), Railway Board | - Member |
| vi) Additional Member(RS), Railway Board | - Member |
| vii) Additional Member(ME), Railway Board | - Member |
| viii) Additional Member(Comml.), Railway Board | - Member |
| ix) Additional Member(Elect.), Railway Board | - Member |
| x) Additional Member(CE), Railway Board | - Member |

(B) Project Task Force (PTF):

- | | |
|---|------------|
| i) Director/ME(C&IS), Railway Board- | - Convener |
| ii) Director(Tele), Railway Board | - Member |
| iii) Director(GA), Railway Board | - Member |
| iv) Director/RS(IC), Railway Board | - Member |
| v) Director/Finance(X)-I, Railway Board | - Member |

2. The Terms of reference/Role of the Project Steering Committee(PSC) and the Project Task Force (PTF) will be as under:-

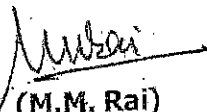
(A) Project Steering Committee (PSC):

- (i) Setting the scope, long term goals & targets;
- (ii) Provide project oversight, direction, approach, best model and guidance as needed for the overall implementation of the project. Transition and transition strategy for e-office in the defined time frame;
- (iii) Budget allocation/approval;
- (iv) Process re-engineering i.e, examine and approve revised procedure from the existing procedure/command structure wherever required, guidelines and approval for best practices and Standard Operating Procedures for e-office;
- (v) Allocation of required resources for smooth implementation;
- (vi) Digitization Strategy including time frame;
- (vii) Ensure meeting the Legal requirements of E-Office, IT Act 2000 and its amendment, prescribe e-governance standards etc;
- (viii) Promote a Participative strategy for enabling a system driven approach instead of person driven approach; and
- (ix) Regular review and enforcement for smooth implementation of E-Office.

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(B) Project Task Force (PTF):

- i) PTF would assist in providing the required infrastructure/logistical support for smooth implementation of E-Office;
 - ii) Coordinate with PSC, ensuring compliance of its decision/directive;
 - iii) Act as a bridge between PSC and E-Office Cell, identifying/taking decisions on problem areas or referring it to PSC for decision, identify & recommend the modified office procedure to PSC in respect of smooth working of PSC; and
 - iv) PTF would also function as the Spot Purchase Committee for items required for implementation of e-office and other linked projects like Digitization and shall be empowered to place orders for products and services required for E-Office and Digitization.
3. The PSC and PTF should continue till electronic file processing/working gets stabilized in Board Office.
4. The Headquarters of the Committee will be at New Delhi.
5. C&IS Directorate of Railway Board will be the Nodal Directorate for functioning of the PSC and the PTF. Therefore, all related works/issues including Parl. Questions, RTI cases, their execution and other formalities with regard to the Committee, should be dealt with by C&IS Directorate.
6. The Chairman, Convenor and Members of the Committee will draw TA/DA as per extant Rules.



(M.M. Rai)
Deputy Secretary (Estt.)
Railway Board

Copy to:-

1. The General Managers, all Indian Railways (including Metro & CORE). Construction and Production Units.
2. The Director General, RDSO/Lucknow and NAIR/Vadodara.
3. PS/MR, OSD/MR, EDPG/MR, PS/MoS(S), ED(PG)/MoS(S) and ED(Innovation)/MoS(S), PS/MoS(G) and EDPG/MoS(G).
4. PSOs/Sr.PPSs/PPSs/PSs to CRB, FC, ME, MRS, MS, MTR, MT, Secy., DG/RPF, DG/RHS, All DGs/AMs/Advisers, JS(G), JS(G)II, JS, JS(E)I & II, JS(P), JS(D), ADG(PR), DIP, Dir(E), Dir(GA), Dir(Tele), Dir(A), DS(O&M), US(P), US(A)I & II and US(Protocol), Railway Board.
5. The Chief Commissioner of Railway Safety, 16-A, Ashok Marg, Lucknow.
6. The FA&CAO, Northern Railway, New Delhi.
7. The Pay & Accounts Officer, Railway Board.
8. The Secretary General, FROA & IRPOF.
9. The General Secretary, AIRF & NFIR.
10. The Secretary General, AIRPFA, Rail Bhawan, New Delhi.
11. The General Secretary, IRCA, New Delhi and All India SC/ST Association, Room No.G-7, Rail Bhawan, New Delhi.
12. Railway Board Secretariat Services Group 'A' Officers Association, Rail Bhawan, New Delhi.
13. Cash-I, II, III, G, G(Pass), G(Acc.), RBCC, C&IS, Parl., ERB-II, III, O&M, Stationery, Reception, Telecom, RBCC, Library and SEE(Power), Railway Board.
14. The Chairman, Convenor and Members of the PSC and PTF.