

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

No. ERB-I/2(14/23/25

New Delhi, dated 20.6.2014

**ORDER**

Ministry of Railways (Railway Board) have decided to set-up a Task Force and a Project Review Committee in order to implement e-Office in Railway Board's Office consisting of the following:-

a) **e-Office Implementation Task Force**

- i). Director/Mechanical Engineering (C&IS), Railway Board – (Convener)
- ii). Director (Tele), Railway Board
- iii). Director (GA), Railway Board
- iv). Director/Railway Stores (IC), Railway Board
- v). Director Finance (Expenditure)-I, Railway Board

b) **e-Office Project Review Committee**

- i) Executive Director (C&IS), Railway Board
- ii) Executive Director (Telecom Development), Railway Board
- iii) Joint Secretary, Railway Board
- iv) Executive Director Finance (Expenditure)-II, Railway Board

2. Terms of reference of the aforesaid Task Force and Project Review Committee are as under:-

a). **Task Force:**

• **Objective**

The task force shall study guidelines, plan implementation details, implement the same, review the process and make required corrections where needed.

• **Terms of Reference**

- i). The implementation of e-Office as per guidelines enunciated in the proposed changes in the present office procedures in Railway Board's Office – identify such cases, recommend the modified procedure to the Project Monitoring and Review Committee/Competent Authority for issuing required instructions;
- ii). The task force shall also function as the Spot Purchase Committee for items required for implementation of e-Office and other linked projects and shall be empowered to place orders for products and services; and
- iii). Pilot e-Office in one directorate to commence within 90 days, and all directorates to get covered within a year.


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b). Project Review Committee:

Terms of Reference

- i). The Project Monitoring and Review Committee shall work to monitor and review the working of the task force set-up for the implementation of e-Office and linked projects.
  - ii). The Committee shall look into issues raised by the e-Office Implementation Task Force.
  - iii). To ensure commencement of pilot e-Office within 90 days and complete Railway Board within one year.
3. The Headquarter of the Committee will be at New Delhi.
4. The above officers nominated in the e-Office Implementation Task Force and e-Office Project Review Committee will be eligible to draw TA/DA, as per extant rules.

  
J.M.S. Rawat  
Deputy Secretary (Estt)  
Railway Board

Copy to :

1. The General Managers, All Indian Railways, Production Units and Metro Rail, Kolkata.
2. The Director General, RDSO and NAIR, Vadodara
3. PS/MR, EDPG/MR & MSR Cell.
4. PSOs/Sr.PPSs/PPSs/PSs to CRB, FC, MS, ME, MM, MT, ML, Secy., DG/RPF, DG/RHS, All AMs/Advisers, JS, JS(E), JS(E)II, JS(G), JS (D), JS(P), ED (C&IS), EDTD, EDF(X)-II, ADG(PR), EDRS(S), DF(X)-I, DIR(C)/CRB, DME (C&IS), DRS (IC), DIP, Dir(GA), Dir(Admn), Dir(Tele), DS(G), US(Protocol), US/Stationery, US(Parl.), Railway Board.
5. The Chief Commissioner of Railway Safety, 16-A, Ashok Marg, Lucknow.
6. The FA&CAO, Northern Railway.
7. The Pay & Accounts Officer, Railway Board.
8. The General Secretaries, AIRF and NFIR.
9. The General Secretary, IRCA, New Delhi.
10. The Secretary General, FROA & IRPOF, All India RPF Association.
11. Cash-I, II, III, G, G(Pass),G(Acc.), SEE(Power), ERB-II, III, Parl., G(Acc), O&M, Reception, Library, RBCC, Telecom and Stationery Branches.
12. The Members of the Task Force and Project Review Committee. They are requested to finalize the report and a copy of the report may be sent to ERB-I for information.