GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

.....

No.2020/E(O)II/41/3

Rail Bhavan, New Delhi
Dated 23.06.2020

General Managers, All Indian Railways/Production Units

CMDs/MDs
All Railway PSUs.

Managing Director,
CRIS/New Delhi.

Vice Chairman,
RLDA/New Delhi.

Sub: Receipt of proposals from Railway PSUs/Organisations through E-mail.

Various instructions have been issued by the MHA/DOP&T/ MoH&FW with regard to the social distancing norms, health & hygiene practices etc., so that the spread of COVID-19 pandemic is avoided in Government offices. Moreover, Board's office has almost transitioned to the E-office platform thereby reducing the need for physical files.

2. Considering the above, it is requested that the proposals pertaining to deputation of officers, extensions, joining and repatriations, appointment to Board level positions, foreign visit/ assignments etc., should henceforth be sent only through scanned PDFs by email to the email IDs indicated below. No physical dak shall be accepted in E(O)II (Deputation Branch) unless advised or orders necessitating receipt of such papers. It may be ensured that the scanned documents are clear, legible and not scanned through mobile applications.

3. Attention is invited to this Ministry's Office Order No.42/2020 (copy enclosed) regarding the email policy of the Govt. Of India and the directive that the Govt. Organisations are expected to use their corporate email accounts hosted on their servers located in India for all official communications. The same may be adhered to.

4. The proposals may be sent to the following email IDs:

	Designation	Email-ID	Proposals pertaining to:
(i)	Director (Deputation)	manojkumar.rail@gov.in	All matters pertaining to E(O)II.
(ii)	US(D)	usd@rb.railnet.gov.in	Deputation proposals, extension, repatriation etc., of Railway officers, applications to PESB for non-Railway Board level appointments.
(iii)	US(SM)	shivanath.jha@gov.in	Service matters
(iv)	US (FD)	roshan.meena14@gov.in	Foreign deputations/assignments.
(v)	SO/PSU	eo2@rb.railnet.gov.in	Matters pertaining to appointment to Board level positions in Railway PSUs/ Organisations.
(vi)	SO/SM	bn.pancham@gov.in	Service Matters

5. Official email IDs of the concerned officers of the Personnel Departments of Zonal Railways/PUs and officers of HR Deptt./Company Secretary of the CPSEs may be forwarded immediately. Receipt of this letter may be acknowledged.

DA: O.O. No.42/2020

(Manoj Kumar)
Director (Deputation)/Railway Board
manojkumar.rail@gov.in

Copy to:

1. PSs to MR, MOS(R), EDPGs MR, MOS(R), APS/MR (BS).
2. PSOs/Sr.PPSs to CRB,FC,MT,ME,MRS,MS,MTR,MST,MMM,DG/HR,DG/RPF,DG/RHS,Secretary, RB.
3. EDCC, JS(G), JS, ED/PSU.
4. MD(s), NHSRCL all Metro Rail JVs/Cos., JV Companies, NCRTC, IPRCL etc.
5. Registrar, Principal Bench, Railway Claims Tribunal, New Delhi.

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

OFFICE ORDER NO. 42 of 2020

Sub : Communication through e-mail

The Indian Railways Information and Communication Technology (IR ICT) Security Policy, 2019 details the information security policy that all IR units shall observe and follow. Section 17 of the Policy defines the acceptable e-mail usage in official working in sync with the Government of India's (GoI) e-mail policy.

2. In pursuance of the same, it is brought to notice of all concerned that only the e-mail services of GoI i.e. **@gov.in/@nic.in** domain should be used for all official communications. This email service is secure with Geo-fencing feature (country-wise access control). No official communication (email) should be entered into using the e-mail services provided by other service providers.

3. In order to ensure un-interrupted services and also for security reasons, updation of current mobile numbers under the personal profile of users is mandatory for security reasons. The number would be used only for sending alerts and information, if any, regarding security. Auto-save of password in the e-mail service should not be resorted to for security reasons. Sharing of a user's password with others is also strictly prohibited.

4. Public Sector Enterprises, under the administrative control of Ministry of Railways, are expected to use their corporate email accounts hosted on their servers located in India for all official communications.

5. In order to disseminate information for all users of IR network, a website : **cert-rail.railnet.gov.in** - has been hosted which contains best practices to be followed while using IT assets, various policy documents of GoI including the IR ICT security policy, advisories issued from time to time by various agencies of GoI, etc.

6. In view of the foregoing, all are requested to adhere to these instructions and all official communications over email should only be entertained and/or entered into through the official **[@]gov[dot]in / [@]nic[dot]in.**

No.2019/RBCC/7/7/Policy Implementation

22.05.2020

(Rajnesh Singh)
Director M.E (C&IS)
Railway Board

To,

All Officers and Staff of Board's Office/Metro Bhawan Pragati Maidan and at Dayabasti, New Delhi.

Copy to: **General Managers - All Indian Railways/PUs etc.,**
CTIs,
CMD/MD – PSUs.