The General Manager, All Indian Railways/PUs, NF(C), CORE  
The DG/RDSO/Lucknow & NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWF/Bengaluru, RWP/Bela

No. 2016/RS(M)/Paperless Working  
New Delhi, dated 22-11-2016

Sub: Implementation of digital processing of material accountal, digital payment  
and paperless contracting  
Ref: Railway Board’s letter of even number dated 27-09-2016

Enabling instructions to facilitate paperless working were issued vide Railway  
Board’s letter referred above. These instructions envisage end-to-end paperless  
contracting and aim to digitize various paper-based manual processes including  
distribution of documents in hard copies.

2. A doubt has been raised whether contents of para 3 of Railway Board’s letter  
referred above, would mean discontinuing digital communication of Letter of  
Acceptance (LOA), Purchase Order (PO) and other documents to vendors and other  
entities or digital communication will continue in addition to dispatch of hard copy  
(manually signed) generated from the system.

3. In this connection, it is clarified that instructions contained in para 3 are aimed to  
facilitate smooth transactions with entities not integrated with digital ecosystem  
consisting of IREPS, iMMS, VIMS, IPAS, WISE and other sub-systems) of Indian Railways  
and do not seek to restrict paperless transactions in any manner.

4. Vendors are integral part of the Indian Railways digital ecosystem, bidding,  
submitting offers and managing contracts with Railways digitally, while entities like  
RDSO, RITES, DGS&D, DQA etc. are not yet integrated with digital ecosystem of Railways  
and therefore will have to be treated as entities outside Railways till the time their  
system gets integrated with Railway systems digitally.

5. Therefore, generation/communication of LOA, PO and other documents with  
Vendors will be through digital mode without requiring any manual intervention, while  
the communication of these documents to entities like RDSO and RITES etc. will continue  
in hard copies (system generated but manually signed) till such time these entities get  
integrated with digital ecosystem of Indian Railways.

This is issued with the concurrence of Finance Directorate of Railway Board.

(Sudhir Kumar Sharma)  
Director Railway Stores (M)

No. 2016/RS(M)/Paperless Working  
New Delhi, dated 22-11-2016

Copy to: As per distribution list attached.

1. PSO/Sr. PPS/PPS/PS to MR, MoS(S) & MoS(G)
2. PSO/Sr. PPS/PPS/PS to CRB, ME, MT, MTR, MRS, FC, MS and Secretary/Railway Board
3. All AMs, Advisers & Executive Directors of Railway Board
4. COSs, CMEs, CEEs, CSTEs, PCEs All Indian Railways & PU, MCF/RBL, COFMOW, CORE, WPO and RWP/Bela
5. FA&CAOs, All Indian Railways & Production Units
6. The ADAI(Railways), New Delhi (with 10 spares copies)
7. The Director of Audit, All Indian Railways
8. The Directors-
   1. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
   2. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
   3. Indian Railway Institute of Elect. Engg., Nasik
   4. Sr. Prof. (Material Management), NAIIR, Vadodara
   5. Indian Railway Institute of Civil Engg., Pune
   6. Indian Railway Institute of Traffic Management, Lucknow
9. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata
10. Executive Director (Stores), RDSO, Lucknow
11. Chief Commissioner, Railway Safety, Lucknow
12. Zonal Railway Training Institute, Sukadia Circle, Udaipur
13. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
14. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan
15. Director, Finance Accounts, Railway Board
16. Joint Director, Accounts, Railway Board
17. General Manager/MMIS, CRIS: This disposes off your letter no. 2016/CRIS/NDLS-ITPI/PROJECT/2/0109/PT-1 dated 28-10-2016