

E-Office: Requirements from Railways/RDSO/CTIs/PUs

1. Data

As per mandate of NIC, for implementation of e-office application, Information as per Templates for BUD (Basic User Detail Form), EMD (Employee Master Database) and FNS (File Naming System) are required to be made available by respective Railway units. Guidelines for filling above forms are mentioned in the enclosed presentation papers (Annexure-1).

2. Nomination of Nodal Officer, SPOC, Super Admin and Local Admin

Nomination of Nodal Officer and SPOCs (Single Point of Contact) from each department are to be done for providing above data and further coordination for implementation of the e-office project within stipulated timeline. Two employees as Super Administrators at HQ Level and Two as Local Administrators from each department are also to be nominated.

3. Workstation/Desktop/Client:

The recommended requirements of Workstation/Desktop/Client for users are as Follows:

- Processor: 2GHz & above
- RAM: 2GB & above
- USB 2.0 controller (for Digital Signature Certificate)

4. Software:

Operating System- Windows 7 or above, Linux 6 or above, Ubuntu 11 or above, Browser- Internet Explorer (10.0 & above), Firefox (27.0 & above), Adobe Reader 10 & above & Anti Virus (any antivirus) in above system.

5. Network:

Railway will provide the end terminals alongwith local network and for smooth usage of the system, Railways to ensure a minimum dedicated bandwidth of 300Kbps to the end terminal. All e-Office users should have/provided/accessed with PCs/Workstations/Laptops etc, with Internet Browser installed & have /provided with RailNet connection.

6. Scanners:

Scanners will be provided by Railways. RailTel may help in deciding the scanner or setting up of scan centre as per the volume.

7. Railways shall confirm the number of users who will be accessing the e-Office application across all the zones/Divisions & other working units.
8. All e-Office users should have/provided/accessed with PCs/Workstations/Laptops etc, with Internet Browser installed & have /provided with RailNet connection. Name based NIC email id in form of ABCD123@gov.in is also to be provided by each user.
9. All e-Office users must have Digital Signature Certificates(DSC). Railways to submit for all of its users, required documents, filled in all respects, to RailTel for processing procurement of Digital Signature Certificates(DSC) on priority.
10. Railways may carry out Digitization of existing Records/Files at their end or may outsource the work to RailTel on separate agreement on Payment basis.