North Central Railway

Office of Chief Manager(IT)
HQ office, Subedarganj, Allahabad
Dt. 23.12.2016

CMIT/Misc

All P/CHODs, CAO/C, CAO/NCRPU
All DRMs, CWMs

Sub: Implementation of e Dak system.

e Dak system has been developed by this office to electronically replace the existing manual system of dak receiving, updating on dak register and forwarding to concerned official at one office. The system deals with all incoming and outgoing dak. The dak document is first scanned and saved in any format (preferably PDF or JPG); important details are recorded in the system and the saved document is forwarded online to concerned individual officer/office/division/unit. This dak can be further re-forwarded online to action taking official. In between the dak can be saved/printed by any dealing official. The brightest part is that the dak document can be retrieved at any point of time in future with all records of its movement. The system is user penal based supported by SMS alert and keeps records of activities performed by user including that the recipient has seen the dak or not. The how to do and help lines are available at main menu bar.

The system requires at least one desktop of any configuration, printer cum scanner at entry point, simple printer at end point and railnet connection with all the users at reasonable speed. Any printer having scanning facility at entry point shall be good enough. However, for ready reference HP 1005 multi function laser printer is one of the cheap and best in the segment; costing Rs. 14-15k approx. may prove adequate. Other MFPs can also work. Two master trainers along with nodal officers shall be developed in each office by conducting training session separately for them in January 1st week. They will further train and trouble shoot at their respective offices.

General Manager while appreciating the system has set the target date for implementation as 15.01.2017 for NCR HQ office and all Divisional HQ offices and 01.03.2017 for all other offices and field units.

It is requested to kindly take necessary action and nominate one JAG nodal officer along with two master trainers and send their contact details (Mb. no. and email ID) to this office. Please feel free to contact for any suggestion/ modification. The demo to senior officers at NCR HQ is planned on 29.12.2016.

Looking forward to make these efforts a success.

(Ashish Kumar Agarwal)
Chief Manager (IT)

C/- Secy to GM – for kind information of GM please.
    Secy to AGM – for kind information of AGM please.
    CCE and SrDSTEs- to make necessary arrangements for proper railnet
        connections at user points.