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Sub : **Record Room Management System**

The records of the Railways - both permanent (over 25 years old) and temporary were being maintained in a shabby & primitive environment on scattered locations by various departments. Moreover, the existing system of record keeping was manual, besides being located far away from HQ Office at Dadar and Bandra for Accounts & Other Departments respectively.

Western Railway Administration took a decision to have a modernized common record room for all departments at HQ with a dedicated air-conditioned bay for permanent records (i.e. service sheets, PF Ledgers, etc.) and accordingly a Centralised Record Room at New Marine Lines was developed using space released at the site of a substation on completion of AC/DC conversion work.

The G.M. - W.R. has accorded the responsibility of organisation and management of the Record Room for the HQ as a whole with the Accounts Department and this work is being managed with minimum complement of one S.O. and two staff. For easy identification, access and retrieval, every record is bar-coded before being stacked. The software of the Record Room Management System was fully developed by the inhouse team of W.R. EDP Centre and boasts following features :

- Department-wise allocation of racks & shelves
- Unique ID for each record
- Feasibility of viewing location and availability of records by authorised staff at HQ without visiting the record room
- Record of details of the official indenting the record

12900 no. of records upto 40 years were old cleaned and stored in the Record Room in target time of one month by the Accounts Department by the dedicated efforts of all staff under the supervision of DY.CAO[G] and 'M' Section. Further, 1,20,000 time barred records have been destroyed as a major cleaning activity.

Other Benefits - Availability of individual PF a/cs. can be traced in various ledgers without visiting Record Room. Movement of staff from CCG to DDR claiming T.A.& BDTS in search of records has been eliminated due to proximity of New Record Room which is within 1 km of HQ Office. Moreover other current records presently maintained at multiple locations at HQ are proposed to be accommodated in the centralised Record Room generating prime space and cleaning up the HQ office.

This system improvement designed for data security, safe custody of records and easy retrieval and timely disposal of records can be viewed on WR website under "Record Room Management System".

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CHURCHGATE, MUMBAI

No. DY.CAO/G/PA/14-15

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To,

DF/CCA
RAILWAY BOARD.

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Enclosed please find a write-up on Record Room Management System which may be published in IRAS Times.

Encl: a/a.



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