

NORTH CENTRAL RAILWAY

Office of the
Chief Manager (IT)
2nd Floor, G-233, IT Cell,
Subedarganj, Allahabad -211015

No.- CMIT/e-Office

Dated: 16.04.2019

**All PHOD/CHOD
DRM/JHS**

Sub: Guidelines to fill BUD (Basic User Database) for e-office project .

- **Name of the Employee** : As it may be, First Name & Last Name (with Middle Name if any). i.e. First name - Krishna, Last Name - Kant Singh.
- **Designation** : Complete with all extensions i.e. SSE/S&T/NCR-HQ/ALD or ASTE/1/Con/JHS etc
- **Department** : Electrical/Operating/S&T etc.
- **Country code** : 91.
- **Email Login-ID** : Furnish existing NIC Email-ID (Currently using for SPARROW) If not available leave column blank.
- **Email address** : Furnish existing NIC Email (ending with @gov.in), If not available leave column blank. **Please note** that this name based Email Login- ID/ Email address will remain with the employee till he retires from Indian Railways, even upon his transfer/ promotion to any where over Indian Railways.
- **Whether DSC already available** : (Yes/No)
- **Mobile Number** : 10 digit personal mobile number without any prefix.
- **IPAS** : 11 digit Employee no. printed on salary slip (i.e. 331N1001024).

For any queries related to implementation of e-office project, Mr. Krishna, JE/IT (9794835777) and Mr. Shashank Vashistha, JE/IT (9818392888) may be contacted.


(Anshoo Pandey)
Chief Manager(IT)