

**SOUTHERN RAILWAY**

Headquarters Office  
General Branch  
Chennai-600 003.

No.DGMG/E-office/2025

Dated: 20.11.2025

**All PHODs / DRMs**

**Sub:** Submission of BUD (Basic User Details) for creation of NIC Mail ID for e-Office – reg.

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It is informed that submission of Basic User Details (BUD) of employees is essential for the creation of NIC Mail IDs required for operation in e-Office.

Hence, all are requested to submit the BUD details of Officers/ Employees for whom new e-Office ID to be created, through Google sheet **on or before 25<sup>th</sup> of every month** with approval of competent authority (Sr.DPOs for Divisions and DGM/G for HQ) for onward processing. A Google Sheet link will be provided on 23<sup>rd</sup> of every month for uploading the requisite BUD details.

This office will liaise with RailTel/Secunderabad for timely creation and activation of official NIC Mail IDs and smooth functioning of e-Office.

**(AJAY KAUSHIK)**  
Dy. General Manager/GI.  
for General Manager  
Mobile: 9003160004  
Email: [dgmq@sr.railnet.gov.in](mailto:dgmq@sr.railnet.gov.in)