

# ANDREW YULE & COMPANY LTD



e-File User Manual

# Login Option



User needs to enter his / her valid User Id and Password to Entering into Dashboard. After entering valid credential system will redirect to the Dashboard.

# Dashboard View



Showing Read Messages. Click on more to view in detail

Closed Cases under this User. Click on more to view in detail

Showing User Own Pending Cases. Click on more to view in detail

Showing Total Pending Cases belongs to user. Click on more to view in detail

Record Deleted. Click on more to view in detail

Deleted File. Click on more to view in detail



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**Compose a file:** If you want to view any other file information enter file no in Ref File No and click on Search button, system will display this file information, Enter Document Name and upload document from your location and press Add button. Select Process type under File Send To and select the appropriate type, Select Group, Recipient and Serial No and press Add button. After pressing ADD Recipient detail will display. Enter on Send OTP and user will receive a OTP which will enter into system to proceed. Now you can click on Send or Draft.

Ref. File No

Ref. File No.

Q Search

Attach Ref. File

× GEN/ADM/21-22/0005

Reference file can be attached by user.


Document Name

Document Name

Choose File No file chosen


Max. 10MB (pdf | jpg | png)

ADD



Bills

0 KB



File Send To

Process Type

Pre Define

Group


INITIATED BY :

Recipient \*

[0881] ASHANI BHUSAN ...

Serial \*

+ ADD


Recipient Name	Group Name	Serial	Action
MR SWARUP LAL MITRA	APPROVAL AUTHORITY	1	Delete a Record 


Input OTP


Q Send OTP

Click on Send OTP & Enter valid OTP


**Draft File:** All send item stored into Outbox. Click on Outbox from menu and you will view the all send items. Click on double arrow icon system will display the Note Sheet


 **e-Filing**








MAIN NAVIGATION


 Dashboard


 Mailbox


 Compose


 Draft


 Inbox




 Outbox

 Close a File


 Modify Sequence








 Reports

 **Outbox** ASHANI BHUSAN RUDRA ( SR MANAGER (FINANCE & ACCOUNTS) )

 Dashboard >  Mailbox >  Outbox

Outbox



Status	Type	Status	Receiver	File No	Subject	Attachment	Duration
	eFile	Open	 K MOHAN	GEN/21-22/0008	Use of own vehicle under "Scheme for reimbursement of cost of maintenance of vehicles and conveyance expenditure for Officers /Tech /Comm. Assistants of Andrew Yule & Co Ltd"		2 day(s) 16/07/2021
	eFile	Open	 K MOHAN	GEN/21-22/0002	For Print Media - Advertisement - Assistant Manager (Sales & Marketing) - Tea Division		5 day(s) 13/07/2021
	eFile	Open	 SWARUPLAL LAL MITRA	FIN/21-22/0001	VPS Server		1 day(s) 17/07/2021

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# Note Sheet

## ANDREW YULE & COMPANY LTD

### GENERAL DIVISION

#### NOTE SHEET

File No: GEN/21-22/0008 Dated: 14/07/2021

Subject: Use of own vehicle under "Scheme for reimbursement of cost of maintenance of vehicles and conveyance expenditure for Officers /Tech /Comm. Assistants of Andrew Yule & Co Ltd"

Mrs. Sucharita Das, Company Secretary, Grade E5, has applied vide application dated July 06, 2021 for reimbursement of conveyance expenditure under the prevailing scheme applicable for Officers/Technical/Commercial Assistants. The application of Mrs. Das is attached with this note.

As per the existing scheme of the company and subsequent Administrative Circular No. 2012/26 dated July 24, 2012 attached with this note, Mrs. Das is eligible for reimbursement of Conveyance Expenditure to the extent of Rs. 3,500/- (Rupees Three thousand five hundred) only effective from July, 2021 for using her own car bearing Registration No. WB 10 C 3290 for attending official duties.

Put up for approval please.

INITIATED BY :	
OFFICER (HR) (1645)	
FORWARDED BY :	
DY MANAGER (P&A) - HINDI ADHIKARI (1429)	OK. May be forwarded to the competent authority for approval. SR MANAGER (Personnel) (1012)
ok SR MANAGER (ADMINISTRATION & IR) (5111)	As per rule SR MANAGER (FINANCE & ACCOUNTS) (0881)


#### Enclosures:


Sl. No.	Description.	File Name	File No.
1	Original Application of Mrs. Sucharita Das	attachment 1.pdf	1/2
2	Administrative Circular No. 2012/26	attachment 2.pdf	2/2




## Inbox View

Click on Inbox from menu you will view the all pending files under inbox. Click on double arrow icon to view the detail information.

 **e-Filing**








**Inbox** ASHANI BHUSAN RUDRA ( SR MANAGER (FINANCE & ACCOUNTS) )

Dashboard > Mailbox > Inbox

**Inbox**





Status	Type	Status	Sender	File No	Subject	Attachment	Duration
	eFile	Open	▶ CHINMOY RANJAN BASISTHA	GEN/21-22/0010	Approval for Purchase of Motor Driven Electric Lawn Mower at Yule Park Guest House		3 day(s) 15/07/2021


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**Inbox Info:** After clicking on double arrow from Inbox list system will redirect to this form where you can view the entire file information. Here you found three buttons: Back, Forward and Print. For print this document click on Print, if you want send back the file or forward this file click on Back or Forward button.


 **e-Filing**







MAIN NAVIGATION

 Dashboard




 Mailbox

 Reports

 **Read Mail** ASHANI BHUSAN RUDRA ( SR MANAGER (FINANCE & ACCOUNTS) )

Dashboard > Mailbox > Inbox > Read Mail

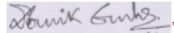
GEN/21-22/0010 - Approval for Purchase of Motor Driven Electric Lawn Mower at Yule Park Guest House

Sender: SOUVIK GUHA 14/07/2021


This has reference to the memo dated 08.07.2021 from Manager (W & A) of Engineering Division. A Motor Driven Electric Lawn Mower is an absolute necessity as the older one has become non-operational from last one month. The estimated cost of repairing the same would be approximately Rs. 7200.00. Shri. Kunal Biswas- Manager (W & A) of Engineering Division, has sent an e-mail in this regard stipulating the materials required and the estimate (Copy attached) for carrying out the job. As the lawn mower is also utilised in some places with the Kalyani Works in addition to Yule Park guest House Lawn, it is proposed that the company can purchase a new Motor Driven Electric Lawn Mower for the aforesaid purpose. the said lawn mower will cost around Rs 15,000/- (Approximately) if procured from the GeM portal.

Matter put up for approval please.


  
DY MGR (CO-ORDINATION & PURCHASE)


Sender: SWARUPLAL LAL MITRA 15/07/2021 ( 2 Day(s) )


OK/ MAY BE FORWARDED TO THE COMPETENT AUTHORITY FOR APPROVAL.

  
SR MANAGER (Personnel)


**Forward a File:** If file initiator select the file as predefined you need to select send to dropdown where you can view only one official if it manual then you need to select the name of official where you want to send the file. Write your opinion in description box and click on Send button.


 **e-Filing**











MAIN NAVIGATION

 Dashboard

 Mailbox

 Reports

 **Forward** ASHANI BHUSAN RUDRA ( SR MANAGER (FINANCE & ACCOUNTS) )

 Dashboard >  Mailbox >  Inbox >  Forward

File Date14/07/2021File NoGEN/21-22/0010PriorityHighProcess TypePre De...

Forward To

Subject \*

[1647] K MOHAN

at Yule Park Guest House

Enter Remarks

[1647] K MOHAN

Select Receipt Name from Dropdown Menu

Document Name

Document Name

Choose File No file chosenMax. 10MB (pdf | jpg | png)

ADD


Discard

Send

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**Return a File:** If you want return back a file and click on Back button system will display the following information, user needs to select the name of official where user wants to back with his/her comments. System will automatically transfer it to concern official.

**e-Filing**

MAIN NAVIGATION

- Dashboard
- Mailbox
- Reports

 **Back** ASHANI BHUSAN RUDRA ( SR MANAGER (FINANCE & ACCOUNTS) )

Dashboard > Mailbox > Inbox > Back

File Date14/07/2021File NoGEN/21-22/0010PriorityHighReturn To[5111] CHINMOY RANJAN...

Subject \*Approval for Purchase of Motor Driven Electric Lawn Mower at Yule Park Guest House

Enter Remarks

Select Receipt Name where user wants to Back


[5111] CHINMOY RANJAN BASISTHA  
[1012] SWARUPLAL LAL MITRA  
[1599] SOUVIK GUHA


Document NameDocument NameChoose FileNo file chosenMax. 10MB (pdf | jpg | png)ADD

DiscardSend


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**Close a File:** When a file approved by competent authority it will automatically marked as Closed and transfer to File Initiator. Initiator needs to close the file and stored in his/her safe custody. Click on Close a file looks like below. Click on closed file number.


 **e-Filing**





MAIN NAVIGATION


 Dashboard


 Mailbox


 Compose


 Draft


 Inbox


 Outbox

 Close a File

 Modify Sequence

 Reports

 **Close a File** SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) )

 Dashboard >  Mailbox >  Close a File


Close File


Create On	File No	Subject	Status	Update On
13/07/2021	GEN/21-22/0003	CA approval for exemption from MSE compliance	Approved	14/07/2021
13/07/2021	GEN/21-22/0002	For Print Media - Advertisement - Assistant Manager (Sales & Marketing) - Tea Division	Approved	13/07/2021


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**Update Closed File Position:** After clicking on closed file number system will display file information, user needs to input Rack and Shelf No where he/she kept this file. After entering these information this file closed permanently.

 **e-Filing**





Update SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) )


Dashboard > Mailbox > Close a File > Update


**File Update**

File Date	<input type="text" value="13/07/2021"/>	File No	<input type="text" value="GEN/21-22/0003"/>
Priority	<input type="text" value="High"/>	File Approved	<input type="text" value="Yes"/>
Subject *	<input type="text" value="CA approval for exemption from MSE compliance"/>		
Rack No	<input type="text"/>	Shelf No	<input type="text"/>

Enter Rack No

Enter Shelf No

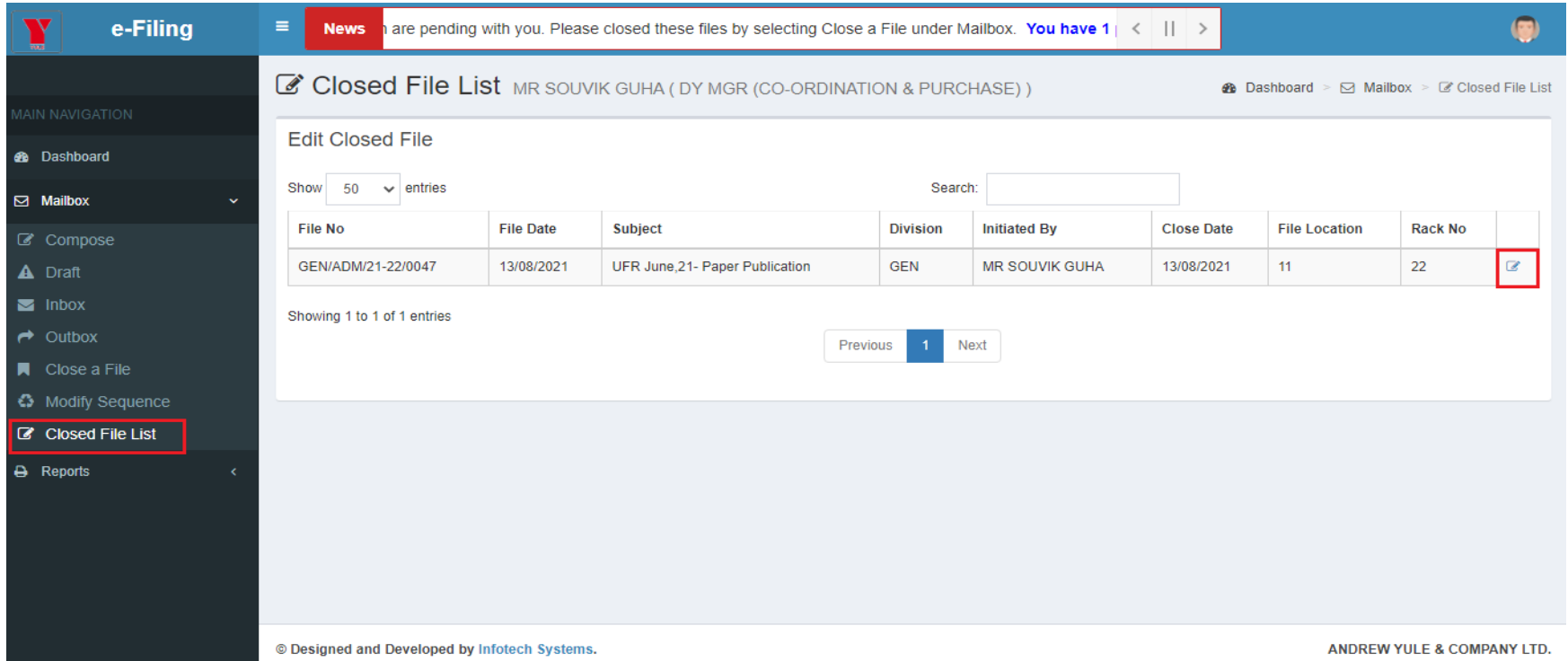
 Discard

 Save

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**Modify Closed File Location:** For modifying any closed file location, click on Closed file List under Mailbox. Click on edit button for location modification and will get the new page where user can modify it.



The screenshot displays the e-Filing system interface. The left sidebar contains the following navigation items: Dashboard, Mailbox, Compose, Draft, Inbox, Outbox, Close a File, Modify Sequence, **Closed File List** (highlighted with a red box), and Reports. The main content area is titled "Closed File List" and includes a search bar and a table of closed files. The table has columns for File No, File Date, Subject, Division, Initiated By, Close Date, File Location, Rack No, and an edit button (pencil icon). The first entry in the table is: GEN/ADM/21-22/0047, 13/08/2021, UFR June,21- Paper Publication, GEN, MR SOUVIK GUHA, 13/08/2021, 11, 22. The edit button for this entry is highlighted with a red box. Below the table, it shows "Showing 1 to 1 of 1 entries" and pagination controls (Previous, 1, Next).

**News** are pending with you. Please closed these files by selecting Close a File under Mailbox. **You have 1** < || >


**Dashboard** > **Mailbox** > **Closed File List**

### ✎ Closed File List

MR SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) )

#### Edit Closed File

Show  entries Search:


File No	File Date	Subject	Division	Initiated By	Close Date	File Location	Rack No	
GEN/ADM/21-22/0047	13/08/2021	UFR June,21- Paper Publication	GEN	MR SOUVIK GUHA	13/08/2021	11	22	

Showing 1 to 1 of 1 entries

Previous **1** Next

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**Modify Closed File Location:** Use can modify the file location and Rack No / Shelf No .

 **e-Filing**

News HA, Total 30 files Approved by competent authority, which are pending with you. Please closed these file < || >

MR SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) )

Dashboard > Mailbox > Close File Edit

**Close File Edit**

**Edit Closed File**

File No	GEN/ADM/21-22/0047	File Date	2021-08-13
Subject	UFR June,21- Paper Publication	Close Date	2021-08-13
File Location	11	Rack/Shelf No	22

Cancel

Submit

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**Change Sequence:** Only file initiator can modify the file movement recipients sequence. In case of any requirement for sequence change, file should be send to file initiator. Now initiator input the file number and click on search button as below.

**e-Filing**

**MAIN NAVIGATION**

- Dashboard
- Mailbox
- Compose
- Draft
- Inbox
- Outbox
- Close a File
- Modify Sequence
- Reports

**Modify Sequence** SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) )

Dashboard > Mailbox > Modify Sequence

**Search Details**

e-File No

**Search**

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[illegible]

**Modify Sequence** SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) ) Dashboard > Mailbox > Modify Sequence > Modify Sequence

---

eFile No. *	GEN/21-22/0002	File Date *	13/07/2021	Department	PERSONNEL & ADMIN
File For	ADMINISTRATIVE	Type	E-file	Priority	High
Subject *	For Print Media - Advertisement - Assistant Manager (Sales & Marketing) - Tea Division				

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Source | 
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Ref:AYCL/03/.....

**Sub: "Recruitment"**

Ref Job Title : Recruitment for Asst. Manager	Recruitment Advertisement No: 2021/04
(Sales & Marketing) on Contractual basis	Tea Division- H. O. (AYCL)

This is to write to you on the above subject towards requisition received from "Personnel Dept." on 12.07.2021 for advertisement in the below stated Newspaper. As proposed by Personnel Dept this needs to be published on 14.07.2021. On urgent basis we have to publishe the same in the below stated newspaper on 14.07.2021 after collecting the quotation from the agencies, particulars of which are furnished below.

Sl. No.	Name of the Empanelled Agencies.	Specification Details.  Size		Financial Implication (Rs.)				Remarks
				Card Rate Per Sq. Cm (Rs.)	Dis. Amt. (Rs.)	Dis. Pent % (%)	Amount Before GST (*) (Rs.)	
1.	Advent Publicity Consultant	Financial Express (All Edition)	32 Sq.cm	550.00	467.50	15%	14960.00	L1
2.	Continental Advertisement	Financial Express		-	Not Quoted	-	-	

**Change Sequence:** at bottom of the screen all recipients information available. User needs to delete the recipients and rearrange all recipients and click on Close button.

Ref. File No

Ref. File No.

Search

Document Name

Document Name

Choose File

No file chosen

Max. 6MB (pdf | jpg | png)

ADD

Attachments

0 KB

File Send To

Process Type

Pre Define

Group

INITIATED BY :

Recipient \*

[1182] ASHIT MIDHA MID...


Serial \*

+ ADD

Recipient Name	Group Name	Serial	Action
SWARUPLAL LAL MITRA	APPROVAL AUTHORITY	1	
CHINMOY RANJAN BASISTHA	APPROVAL AUTHORITY	2	
ASHANI BHUSAN RUDRA	APPROVAL AUTHORITY	3	
K MOHAN	APPROVAL AUTHORITY	4	

Close

**Report Section:** In this section default file status is Open, user can change by click Status dropdown. User can also generate report by entering file no, subject, Rack No, Shelf No or selecting any one or more combination from other dropdown. Output in two format Print format or Excel format. Just click on require button.



e-Filing

MAIN NAVIGATION

Dashboard

Mailbox

Reports

**Master Query**

Duration Wise

Employee Report

Master Query

SOUVIK GUHA ( DY MGR (CO-ORDINATION & PURCHASE) )

Dashboard

Reports

Master Query

Search Details

e-File No	<input type="text" value="File No"/>	Subject	<input type="text" value="File Subject"/>
Division	<div>--Select Division--</div>	Operation	<div>--Select Operation--</div>
Unit Name	<div>--Select Unit--</div>	File At	<div>--Select--</div>
File For	<div>--Select--</div>	File Type	<div>E-file</div>
Period	<input type="text" value="Period"/>	Status	<div>Open</div>
Rack No	<input type="text" value="Rack No"/>	Shelf No	<input type="text" value="Shelf No"/>


Excel

Submit

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After clicking on Submit button from Master Query system will display this information in a new window. If your browser POPUP is blocked please Unblock it and try again. If you want view the Note sheet information click on your require file number, it will display the Note sheet information.

														
Print Date : 17/07/2021 Time : 13:50:12														
Srl	File No	File Date	File Subject	File Type	File For	Created By	Attachment	Send To	Sent On	Dur (Day(s))	Division	File Status	Closed On	Rack & Shelf No
1	<a href="#">GEN/21-22/0013</a>	15/07/2021	Maintenance & Generator Fuel charges for the month of July 2021 and Electricity charge of Golf link Apartment Owner's Association for the month of June,2021	e-File	ADMINISTRATIVE	SOUVIK GUHA	3	SWARUPLAL LAL MITRA	15/07/2021	1	GENERAL DIVISION	Open		
								CHINMOY RANJAN BASISTHA	16/07/2021	2	GENERAL DIVISION	Open		
2	<a href="#">GEN/21-22/0010</a>	14/07/2021	Approval for Purchase of Motor Driven Electric Lawn Mower at Yule Park Guest House	e-File	ADMINISTRATIVE	SOUVIK GUHA	3	SWARUPLAL LAL MITRA	14/07/2021	0	GENERAL DIVISION	Open		
								CHINMOY RANJAN BASISTHA	15/07/2021	2	GENERAL DIVISION	Open		
								ASHANI BHUSAN RUDRA	15/07/2021	1	GENERAL DIVISION	Open		

To view Notesheet click on File No.