Dredging Corporation of India
e-Office
User Manual 1.0

Submitted to

Director

DCIL

From

Ashish Chauhan

Business Head

ashish.chauhan@netprophetsglobal.com

Netprophets Cyber Works Pvt Ltd

LOGIN

Login credential shared in mail.

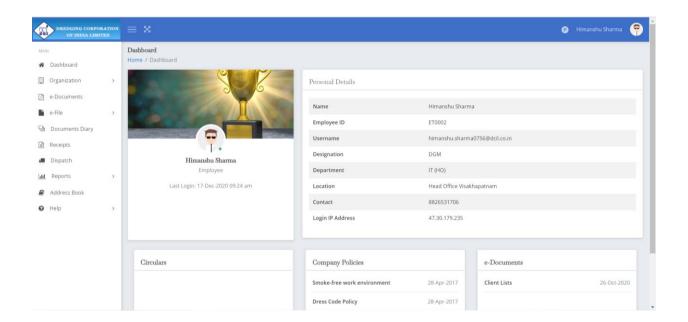Enter the details click on log in button to enter the portal.

DASHBOARD

After logged-in, user will redirect to landing page of the Portal

In Dashboard, User will see his/her records and menu to redirect to particular page at a glance
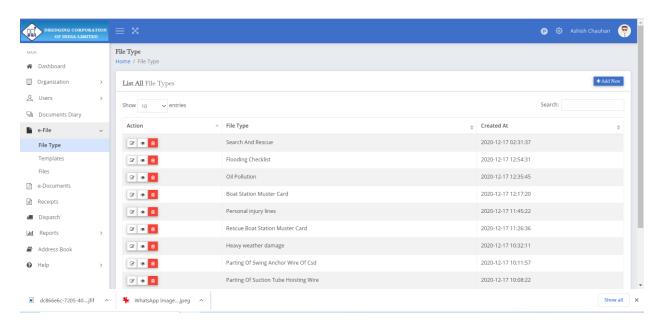
E-File

Click on E-file link in left side menu.

Then List of sub-menus dropped downs under E-file menu in left side menu.
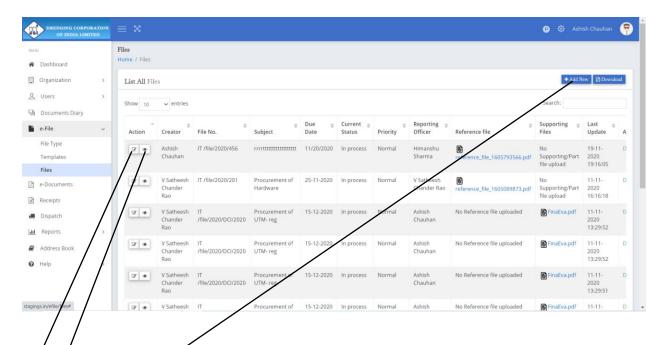
- File Type
- Templates
- Files

FILES

URL:

Click on Files link under E-File menu in left side menu.

It will show list of all files.

Edit: By clicking on this user will edit details of that file.

View: By clicking on this user will view details of that file.

Add New: By clicking on this user will add or create new file with given related details in add new section.

CREATE E-FILES

URL:

Click on Files link under E-File menu in left side menu.

It will show list of all files.

View: By clicking on this user will view details of that file.

Add New: By clicking on this user will add or create new file with given related details in add new section.
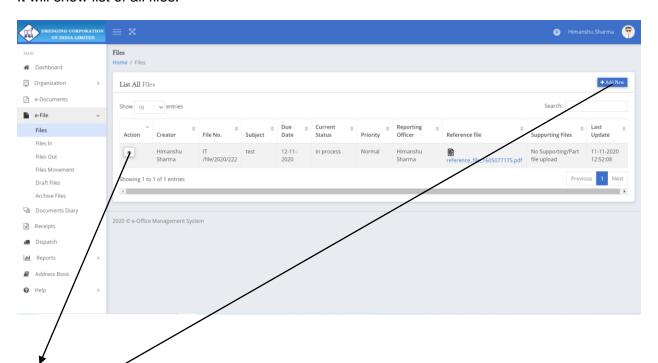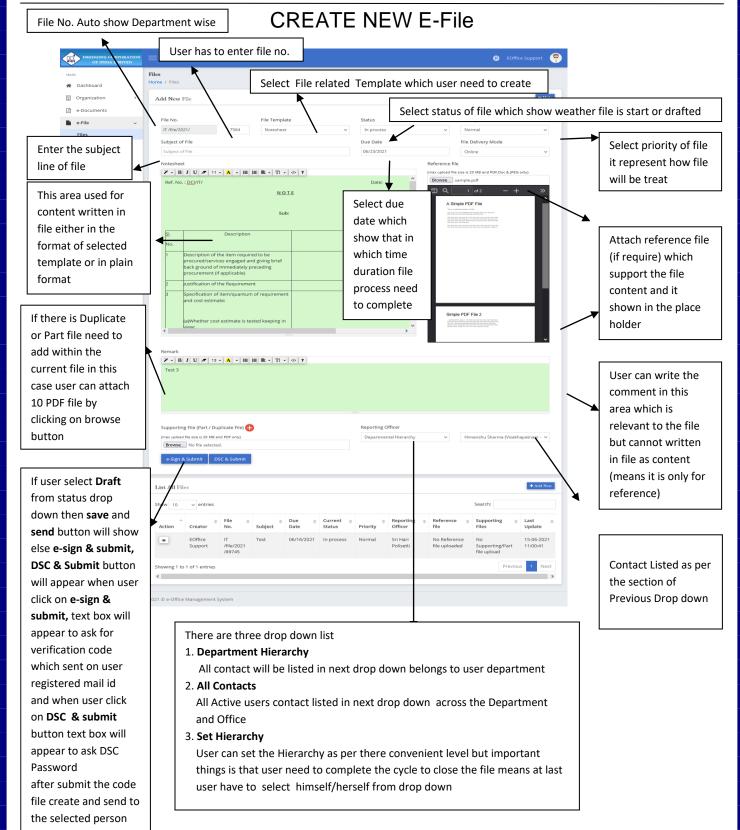
CREATE NEW E-File

File No. Auto show Department wise

User has to enter file no.

Select File related Template which user need to create

Select status of file which show weather file is start or drafted

Enter the subject line of file

Select priority of file it represent how file will be treat

This area used for content written in file either in the format of selected template or in plain format

Select due date which show that in which time duration file process need to complete

Attach reference file (if require) which support the file content and it shown in the place holder

If there is Duplicate or Part file need to add within the current file in this case user can attach 10 PDF file by clicking on browse button

User can write the comment in this area which is relevant to the file but cannot written in file as content (means it is only for reference)

If user select **Draft** from status drop down then **save** and **send** button will show else **e-sign & submit, DSC & Submit** button will appear when user click on **e-sign & submit,** text box will appear to ask for verification code which sent on user registered mail id and when user click on **DSC & submit** button text box will appear to ask DSC Password after submit the code file create and send to the selected person

Contact Listed as per the section of Previous Drop down

There are three drop down list
1. **Department Hierarchy**
   All contact will be listed in next drop down belongs to user department
2. **All Contacts**
   All Active users contact listed in next drop down across the Department and Office
3. **Set Hierarchy**
   User can set the Hierarchy as per there convenient level but important things is that user need to complete the cycle to close the file means at last user have to select himself/herself from drop down
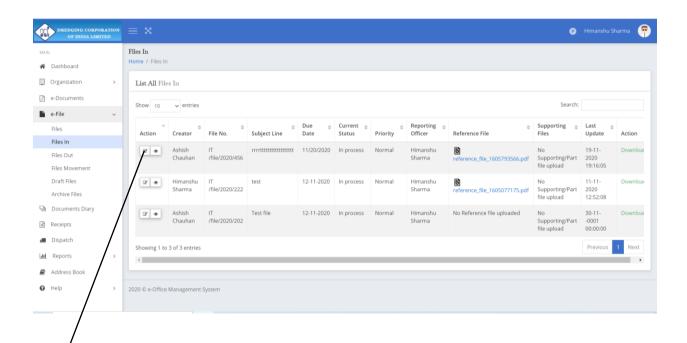
FILES IN

URL:

Click on Files In link under E-File menu in left side menu.

This section will show list of all files which come your inbox for your comments or verification.

Edit: By clicking on this user will edit the file (same as add file layout) to input his/her comments of approval.
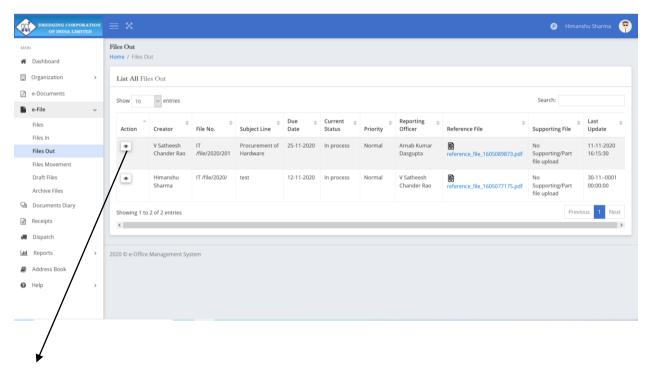
View: By clicking on this user will view file.

FILES OUT

URL:

Click on Files link under E-File menu in left side menu.

It will show list of all files which user create and send to other user of the organization .

View: By clicking on this user will view details of that file.

FILES MOVMENT

URL:

Click on File movement link under E-File menu in left side menu.

It will show list of all files which created by user and send to other user of origination.

View: By clicking on this user will view the movement i.e where is file and what is the current status.
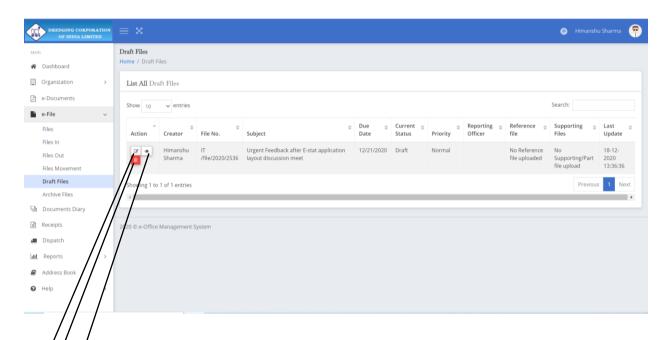
DRAFT FILES

URL:

Click on Draft link under E-File menu in left side menu.

It will show list of all files which created by user and send save for further correspondence.

Edit: By Clicking on this user can edit the draft file for further process

Delete: User ca delete the drafted file only

View: By clicking on this user will view the draft file for reference if require
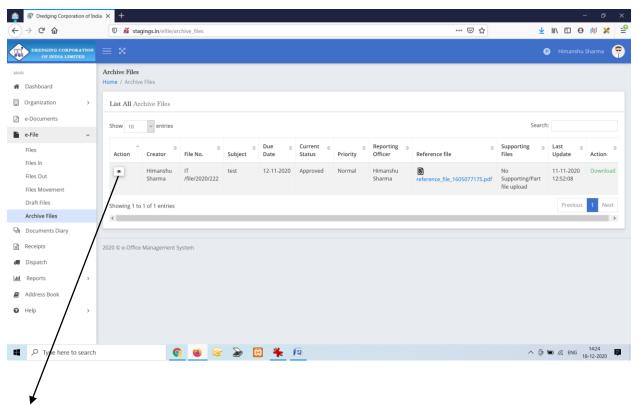
ARCHIVE FILES

URL:

Click on Archive link under E-File menu in left side menu.

It will show list of all files which are approved and there due date is over.

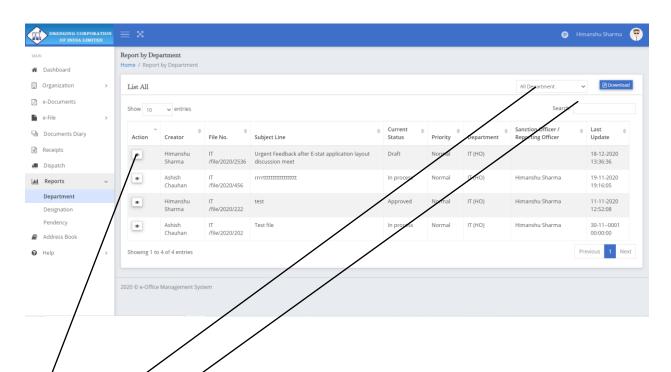**View:** By clicking on this user will view the Archive file for reference only

REPORTS BY DEPARTMENT

URL:

Click on Reports left side menu.

It will show list of all files as report Department wise of the organization.

View: By clicking on this user can see the file in view mode

Drop Down: By clicking on this user will get the list of file by particular department of the organization

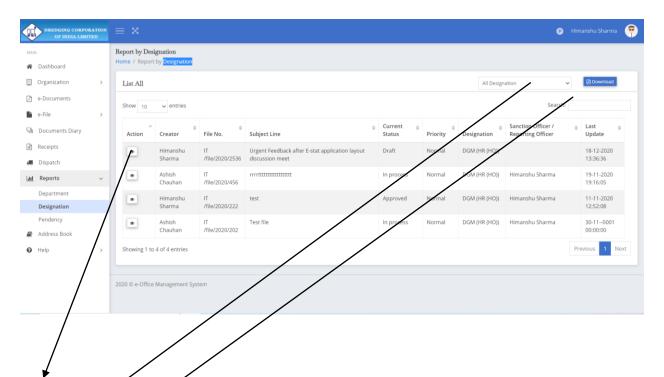**Download:** By clicking on this user can download the list of all files for print

REPORTS BY DESIGNATION

URL:

Click on Reports left side menu.

It will show list of all files as report Designation wise of the organization.

View: By clicking on this user can see the file in view mode

Drop Down: By clicking on this user will get the list of file by particular Designation of the organization

Download: By clicking on this user can download the list of all files for print
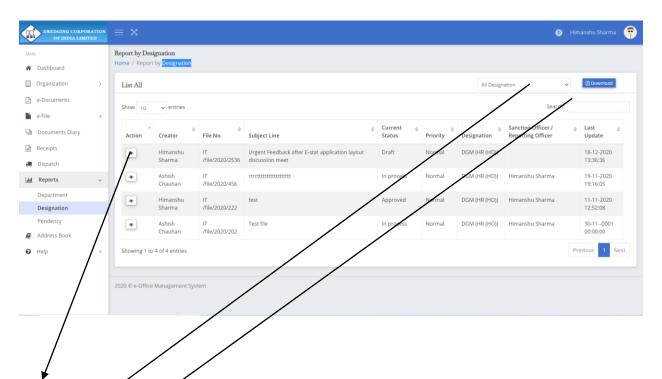
REPORTS BY PENDENCY

URL:

Click on Reports left side menu.

It will show list of all files as report Pendency wise of the organization.

View: By clicking on this user can see the file in view mode

Drop Down: By clicking on this user will get the list of file by Date overdue (Pendency) of the organization

Download: By clicking on this user can download the list of all files for print
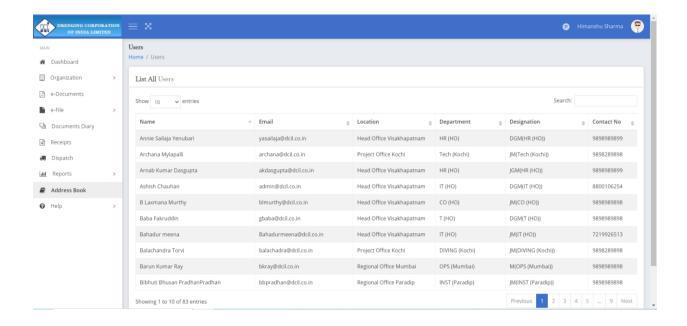
ADDRESS BOOK

URL:

Click on Address book in left side menu.

It will show list of all user who are registered with e-office application and active by admin
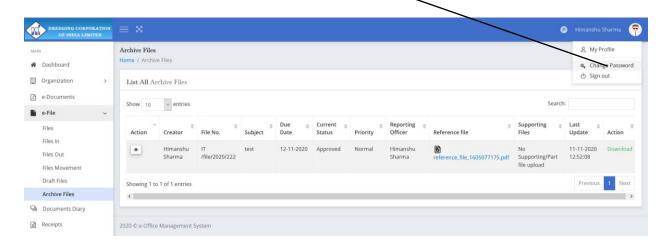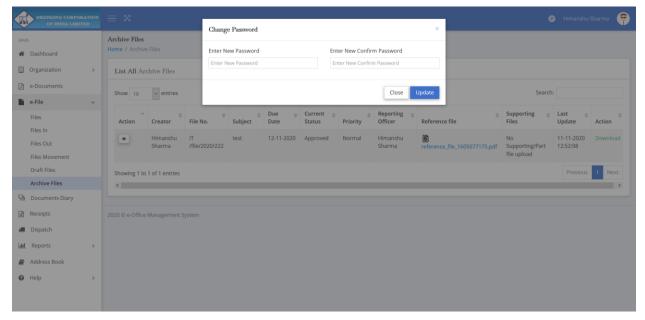
CHANGE PASSWORD

URL:

Click on Change Password link in left side menu.

Change Password: By entering the details on this form user will change password of login

Sr. No.	Name	Designation	User id	Password
1	Prod Dr GYV Victor	MD & CEO	gyv.victor@dcil.co.in	Admin@1234
2	N Sumanth	MD Sectt	dredging@dcil.co.in	Admin@1234
3	Siddhartha Kumar Mortha	M(OPS)	mskumar@dcil.co.in	Admin@1234
4	Devarakonda Subbarao	JGM(F)	dsubbarao@dcil.co.in	Admin@1234
5	B Laxmana Murthy	JM (CO)	blmurthy@dcil.co.in	Admin@1234
6	Venkateswara Bangarraju Bhupathi Raju	JM (ELEC)	bangarraju@dcil.co.in	Admin@1234
7	Narayanacharyulu Settaluri	M(T)	snacharyulu@dcil.co.in	Admin@1234
8	Venkata Adinarayana Raviprasad Balivada	JM(S)	braviprasad@dcil.co.in	Admin@1234
9	Sathyam Palli	JM (CO)	psatyam@dcil.co.in	Admin@1234
10	Rajasekhar Kintali	JM (OL)	krsekhar@dcil.co.in	Admin@1234
11	Mohan Rao Ghanta	JM(Tech)	gmrao@dcil.co.in	Admin@1234
12	Hanuma Naik Banavathu	JGM(T)	bhnaik@dcil.co.in	Admin@1234
13	Sri Hari Polisetti	M(IT)	psrihari@dcil.co.in	Admin@1234
14	Nielkhawsiem	JGM (OPS)	nksiem@dcil.co.in	Admin@1234
15	Annie Sailaja Yenubari	DGM(HR)	yasailaja@dcil.co.in	Admin@1234
16	Aswini Sreekanth Kadiyala	JGM (CS)	sreekanth@dcil.co.in	Admin@1234
17	Laximinarayana Ayyagari	DGM(T)	alnarayana@dcil.co.in	Admin@1234
18	Suryakant Vasant Katapale	DGM(O/P)	suryakant@dcil.co.in	Admin@1234
19	Visweswara Chowdary Ch.	JM(Tech)	chvchowdary@dcil.co.in	Admin@1234
20	Satheesh Chander Rao Vuppula	DGM (IT)	satishv@dcil.co.in	Admin@1234
21	Ravi Kumar Somanchi	JM (OPS)	sravikumar@dcil.co.in	Admin@1234
22	Dr GVR Murthy	GM(Tech)	gvrmurthy@dcil.co.in	Admin@1234
23	T.V. Suresh Kumar	JGM(O/P)	tvskumar@dcil.co.in	Admin@1234
24	Capt.Krishna Mohan Choudhary	GM(PE)	kmchoudhary@dcil.co.in	Admin@1234
25	Sriman N Sambit	JM(HR)	sambit@dcil.co.in	Admin@1234
26	Venkata Siva Lalitha Kumari Mekala	JM(HR)	lalitha@dcil.co.in	Admin@1234
27	Ramalingeswara Naidu Goruputi	JM(HR)	grnaidu@dcil.co.in	Admin@1234
28	Durga Prasad Mallia	JM(HR)	durgamallia@dcil.co.in	Admin@1234
29	Rakesh Raushan	JM (IT)	rakesh@dcil.co.in	Admin@1234
30	Sujatha Veerni	JM (IT)	sujatha@dcil.co.in	Admin@1234
31	Ravi Kumar. G	JM(Tech)	ravikumar@dcil.co.in	Admin@1234
32	Chandra Kalabhinetri. P	JM(CS)	kalabhinetri@dcil.co.in	Admin@1234
33	Vijayalakshmi Mylapalli	JM(HSE)	vijayam@dcil.co.in	Admin@1234
34	Ramakrishna Matta	Manager-Fi	mrkrishna@dcil.co.in	Admin@1234
35	Capt. S.V. Prasad	JGM(O/P)	svprasad@dcil.co.in	Admin@1234
36	Sree Ramachandra Murthy Y	JGM(T)	ysrmurthy@dcil.co.in	Admin@1234
37	Arnab Kumar Dasgupta	JGM(HR)	akdasgupta@dcil.co.in	Admin@1234
38	Sudheer Tokala	JM(HR)	tsudheer@dcil.co.in	Admin@1234
39	Korikana V Rajendra Prasad	JM (PRO)	pro@dcil.co.in	Admin@1234
40	Divakar S	CGM	divakar@dcil.co.in	Admin@1234
41	Usha Rani Vaddiparthi	JM (LEGAL)	usharani@dcil.co.in	Admin@1234
42	Venkata Ramana Karri	JGM(DDR)	kvramana@dcil.co.in	Admin@1234
43	M. Srinivas	JM(MAT)	msrinivas@dcil.co.in	Admin@1234
44	G. Bharathi	JM(MAT)	bharathi@dcil.co.in	Admin@1234
45	Siddharth Ambedkar Yeleti	JM(HR)	siddharth@dcil.co.in	Admin@1234
46	Ramakrishnaji Gupta Kuncham	DGM(F)	krkgupta@dcil.co.in	Admin@1234
47	Girishkumar Anantha Naik	JM (MKTG)	girishkumar@dcil.co.in	Admin@1234
48	Mallikarjuna Rao Devarakonda	JM(Tech)	mallikarjuna@dcil.co.in	Admin@1234
49	Baba Fakruddin	DGM(T)	gbaba@dcil.co.in	Admin@1234
50	Srikanth Maradana	M(T)	srikanth@dcil.co.in	Admin@1234
51	Simhachalam Naidu Kallempudi	JGM(T)	ksnaidu@dcil.co.in	Admin@1234

52	Visweswara Rao Chepena	Mang.(HR)	chvraohr@dcil.co.in	Admin@1234
53	J Pradeep Kumar	CVO	cvo@dcil.co.in	Admin@1234
54	Balachandra Torvi	JM(DIVING)	balachadra@dcil.co.in	Admin@1234
55	Elsa Noble	JM (OPS)	elsanoble@dcil.co.in	Admin@1234
56	VSNV Kishore.P	JM(Tech)	vijaykishore@dcil.co.in	Admin@1234
57	Archana Mylapalli	JM(Tech)	archana@dcil.co.in	Admin@1234
58	Barun Kumar Ray	M(OPS)	bkray@dcil.co.in	Admin@1234
59	P.G.Satyaprasad	JM(Tech)	pgsprasad@dcil.co.in	Admin@1234
60	R. Yelleswara Rao	JM (ID)(O)	bkray@dcil.co.in	Admin@1234
61	Chandra Bhushan Sharma	RM	cbsharma@dcil.co.in	Admin@1234
62	Murugesan Nachiappan	JM (CO)	murugesan@dcil.co.in	Admin@1234
63	Sajeev Gopalakrishnan	DGM(T)	gsajeev@dcil.co.in	Admin@1234
64	Padmaja Sita Rammohan Mukkamala	Manager-Fi	padmaja@dcil.co.in	Admin@1234
65	V.K Praviraj	GM(MAT)	vkpraviraj@dcil.co.in	Admin@1234
66	K. Sridhar	M(OPS)	ksridhar@dcil.co.in	Admin@1234
67	Capt. Murugan Saravanan Pachur	GM	pmsarvanan@dcil.co.in	Admin@1234
68	Ramesh Kumar Butada	DGM(T)	bramesh@dcil.co.in	Admin@1234
69	Rajesh Kalagarla	JGM(F)	krajesh@dcil.co.in	Admin@1234
70	Venkateswara Rao Chittipothula	Manager-Fi	chvrao@dcil.co.in	Admin@1234
71	Durga Prasad Babu Boddepalli	JGM (MAT)	durgaprasad@dcil.co.in	Admin@1234
72	Santosh Kumar Tiwari	M(T)	santosh@dcil.co.in	Admin@1234
73	Srinivasa Rao Komma	M(OPS)	srinivasarao@dcil.co.in	Admin@1234
74	Rahul Dev	DGM(T)	rahuldev@dcil.co.in	Admin@1234
75	Dr. Pradeep Kumar Sethi	GM INSITU	pksethi@dcil.co.in	Admin@1234
76	Bibhuti Bhusan Pradhan	JM(INST)	bbpradhan@dcil.co.in	Admin@1234
77	Nrusingh Prasad Panigrahy	JM(HR)	panigrahy@dcil.co.in	Admin@1234
78	Molleti Ramana Shankar	JM(Tech)	shankarm@dcil.co.in	Admin@1234
79	Preeti Kumari	JM(F)	preethi@dcil.co.in	Admin@1234
80	Venkata Rao Bokamu	JM(HR)	bvrao@dcil.co.in	Admin@1234