



eOffice
A DIGITAL WORK PLACE SOLUTION

eFile

File Management System

User Manual

NIC-EOF-EFILE-UM-001



Prepared by
National Informatics Centre

Amendment History

Date	Application Version	Description	Author
May, 2014		User Manual	eOffice Project Division
September, 2017	5.5	User Manual	eOffice Project Division
May, 2018	5.5_05	User Manual	eOffice Project Division

Table of Contents

Objective of the Application.....	6
Introduction	7
Need of eFile.....	8
eFile Login.....	9
eFile Modules.....	11
Receipts	12
Browse & Diarise.....	13
Electronic DAK/ letter Diarisation.....	13
Physical DAK/ letter Diarisation.....	34
Inbox	36
Electronic Receipt Action Tabs	43
Physical Receipt Action Tabs	46
Email Diarization.....	48
Created.....	52
Sent.....	54
Closed	55
Acknowledgement.....	56
Acknowledgment→Created Link.....	61
Acknowledgement→Sent Link.....	61
Initiated Action	63
Files.....	70
Inbox	71
Electronic Files Action tabs:	83
Physical Files Action tabs.....	115
Submitting Files for closing Approval	123
Created.....	125
Parked.....	126
Approval Requests.....	130
Bulk Closing.....	131
Closed	132

File Reopening Process	132
RMS Inbox	135
Sent	136
Conversions	137
Drafts	137
Completed	138
File Creation	140
Physical File Creation	140
Create New (Non-SFS)	140
Create New (SFS)	143
Electronic Files Creation	145
Create New (Non-SFS)	145
Create New (SFS)	148
Create Part	150
Create Volume	154
Initiated Action	157
Settings	161
Preferences	161
Address Book	162
User Groups	165
Quick Noting	167
Annexure-I	169
Multiple post in eFile Login	169
Annexure-II	172
Guidelines for Scanning Document	172
Annexure-III	173
Digital signing of Receipt Remarks	173
Digital signing of DFA	174
Custom Digital signing of DFA	176
Digital Signing of File Noting	178
Annexure-IV	181
eSigning of Receipt Remarks	181

eSigning of DFA.....	186
Custom eSigning of DFA.....	192
eSign of File Noting.....	198

Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt.

The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSUs and Autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement and tracking of files as well as receipts.

Introduction

eFile is a workflow based system that includes the features of existing manual handling of files in addition to more efficient electronic system. This system involves all stages of working in a file, including the diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

Need of eFile

Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology becomes the need of the society.

Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization.

So, any organization looking for a solution that will allow it to capture the documents in digital form, archive them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender, can go for this product.

What began with the development and implementation of the “File Tracking System” which was a major step towards Less Paper Office, NIC (National Informatics centre) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government.

Manual techniques for diarizing, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System. An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

eFile Login

- Enter the **Login ID & Password** in the eOffice portal, click  **Login** button as shown in **Fig.1**:

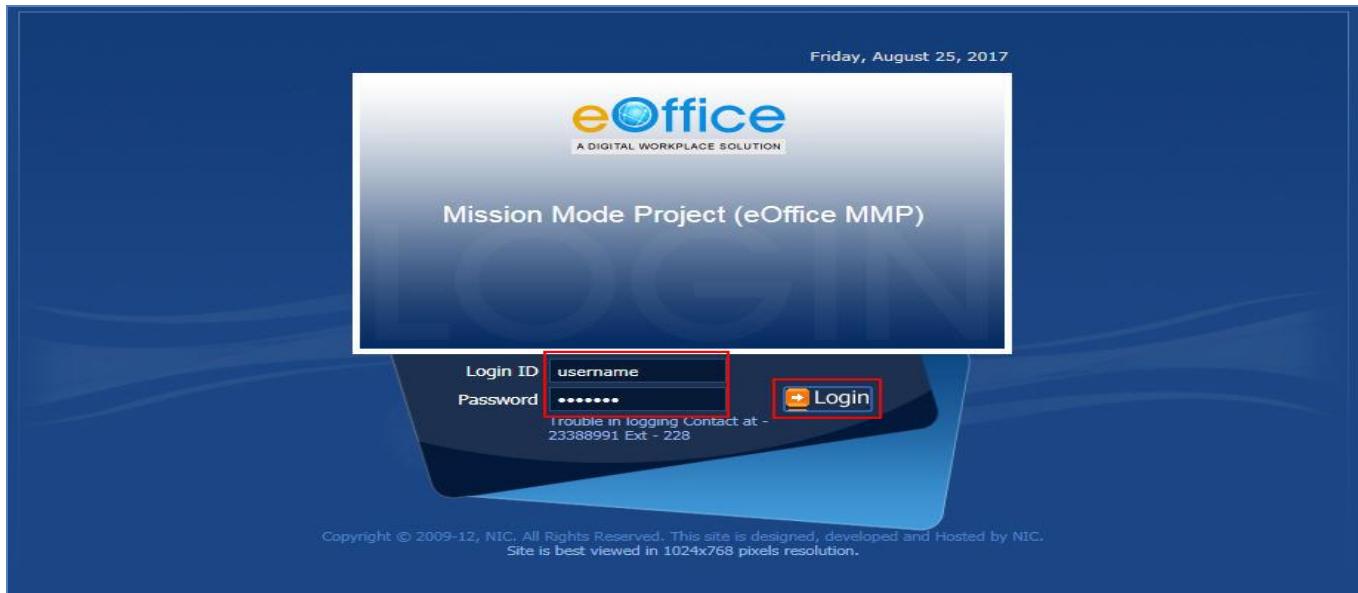


Fig.1

- eOffice homepage is displayed on successful login.
- To open the **File Management System**, click the link mentioned in the left panel as highlighted in **Fig.2**:

Fig.2

- User is then redirected to the application, as shown in **Fig.3**:

Receipts		Date Range : 08/09/2017 To 24/08/2018	Send Back Send View Move To More	Hierarchical View	My Files				
Files		Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
▶ Inbox (4)		E 3385168	C-12/0005/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	czxxdsaf234	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 03:10 PM	-	17/07/18 03:10 PM	
Submitted Files for Closing Approval		E 3385157	A/0022/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	gdfsgsg235235	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 03:08 PM	-	17/07/18 03:08 PM	
▶ Created		E 3385163	B-11/0008/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	dfsdfs25235	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 03:07 PM	-	17/07/18 03:09 PM	
▶ Drafts		E 3385155	C/0009/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	dfsghidsf 234234	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 12:23 PM	-	17/07/18 12:25 PM	
▶ Completed		E 3385154	B/008/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	file 123123123123	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 12:21 PM	-	-	
▶ Parked		E 3385149	A/0021/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	gadfdg345435	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 12:13 PM	-	17/07/18 12:13 PM	
▶ Approval Requests		E 3385146	B/007/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	dfsdf32423	ABID ALI.OFFICE OF US(KV-1)	17/07/18 11:48 AM	-	17/07/18 11:48 AM	
▶ Bulk Closing		E 3385145	B-12/0006/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	fdfsdf	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 11:35 AM	-	-	
▶ Closed		E 3385143	C/0007/2018-अधिकारी /अंकुर राज देवा (संभव एवं)-MHA	dfsdfs	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	17/07/18 11:28 AM	-	-	
▶ By Me		E 3384871	B-11/0005/2018/O/o of HS(MHA)	vivek testing	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	18/06/18 12:54 PM	-	-	
▶ By Others (Hierarchy)		E 3384654	A/0040/2018/O/o of HS(MHA)	note test	bipin, अधिकारी /अंकुर राज देवा (संभव एवं)	23/05/18 04:10 PM	-	23/05/18 04:11 PM	
▶ By Others (All)		E 3384539	C-13/0010/2018/O/o of HS(MHA)	xxccvxx	bipin, अधिकारी /अंकुर राज देवा (संभव एवं)	16/05/18 11:54 AM	-	16/05/18 11:55 AM	
▶ Submitted Files for Reopening Approval		E 3384459	A/0033/2018/O/o of HS(MHA)	chk for note missing	bipin, अधिकारी /अंकुर राज देवा (संभव एवं)	09/05/18 02:42 PM	-	09/05/18 02:42 PM	
▶ RMS Inbox		E 3381146	Sahoo SRI	Sahoo SR1	लैंडमार्केटर, अधिकारी /अंकुर राज देवा (संभव एवं)	13/02/18 03:12 PM	-	06/03/18 05:42 PM	
▶ Sent		E 3382552	C/12/0025/2017-O/o of HS(MHA)	Testingh	Deepika Saini.OFFICE OF DM-II	12/02/18 06:23 PM	-	12/02/18 06:24 PM	

Fig.3

Note:

For multiple post login refer to Annexure-I ([Multiple Post Login in eFile](#)).

eFile Modules

File Management System (FMS) or eFile, comprises of different modules which are inter-linked and manage the official work flow of the entire life cycle of a Document/DAK from the moment it is received by the organization till the time it is disposed of with proper set of actions.

The different modules in FMS are Receipts, Files, Dispatch, Notifications, Settings and etc. Each module comprises of different sub modules (links) with actionable menus that help the users to accomplish different official procedures in an electronic environment.

First of all, let's learn how to use the **Receipts** module of eFile.

Receipts

Once a DAK/ letter is diarised and a unique receipt/ diary number is allocated then it becomes **Receipt**.

The links available under Receipt module are shown in **Fig.4:**

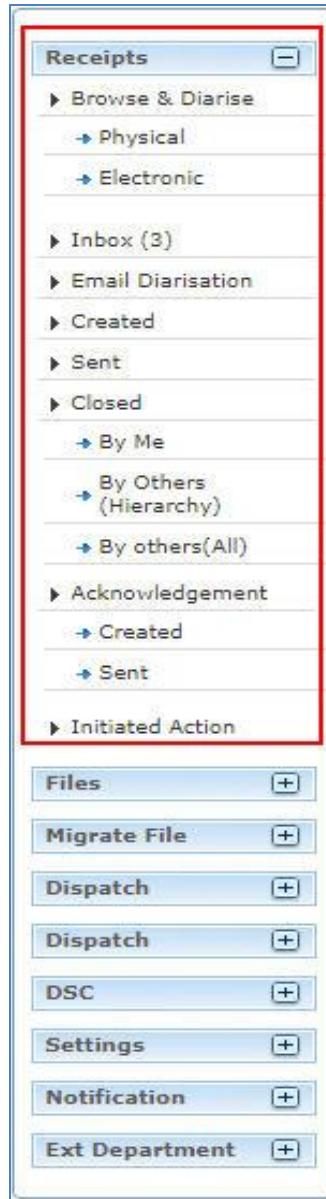


Fig.4

Let's learn about these subs - modules one by one:

Browse & Diarise

It is used to generate receipts which can be either physical or electronic.

- **Physical:** The unique number for the DAK is generated by the system, and further processing of the receipt can either be physical (manual) or electronic in nature.
- **Electronic:** The unique number for the DAK is generated by the system, and further processing of the receipt is always electronic in nature.

Note:

The Document will start with the Electronic diarization of DAK/ letter, on completion of which the Physical diarization of DAK/ letter will be covered.

Electronic DAK/ letter Diarisation

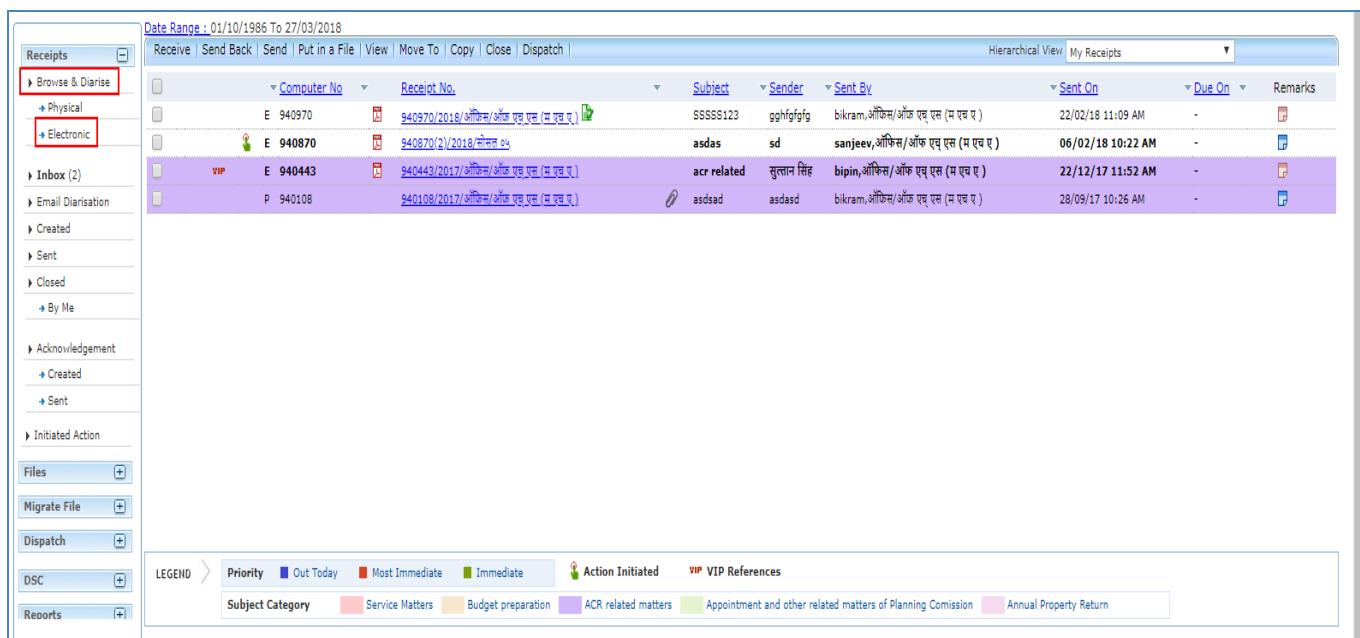
The DAK/ letter must be scanned as a single PDF (preferably a searchable PDF).

Note:

For scanning the DAK/ letter refer to Annexure-II ([Guidelines for Scanning](#)).

To diaries the Electronic DAK/ letter, perform the following steps:

- Click the **Electronic** link under **Browse & Diarise** sub-module, as shown in **Fig.5**:



Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 940970	940970/2018/अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	SSSSS123	gohitfifig	bikram, अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	22/02/18 11:09 AM	-	
E 940870	940870/2/2018/संग्रह सं	asdas	sd	sanjeev, अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	06/02/18 10:22 AM	-	
VIP E 940443	940443/2017/अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	acr related	सुलतान सिंह	bipin, अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	22/12/17 11:52 AM	-	
P 940108	940108/2017/अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	assdad	assdad	bikram, अधिकारी/ऑफिस एक्सप्रेस (मुख्य)	28/09/17 10:26 AM	-	

Fig.5

- The screen as shown in **Fig.6** appears:

The screenshot shows the eOffice software interface. On the left, there's a sidebar with navigation links like Receipts, Inbox, Files, and Settings. The main area has a large 'Upload(Only PDF upto 20 MB)' dialog box in the center. To the right of the dialog box are several input fields for 'Diary Details' such as Sender Type, Delivery Mode, Received Date, VIP, and Contact Details. Below these are sections for 'Category & Subject' and 'Enclosures'. At the bottom right are 'Generate' and 'Generate & Send' buttons.

Fig.6

- Click the **Upload File** button. The File Upload dialog box appears. Select the desired scanned PDF document (**upto 20 MB**) and click **Open** button as shown in **Fig.7**:

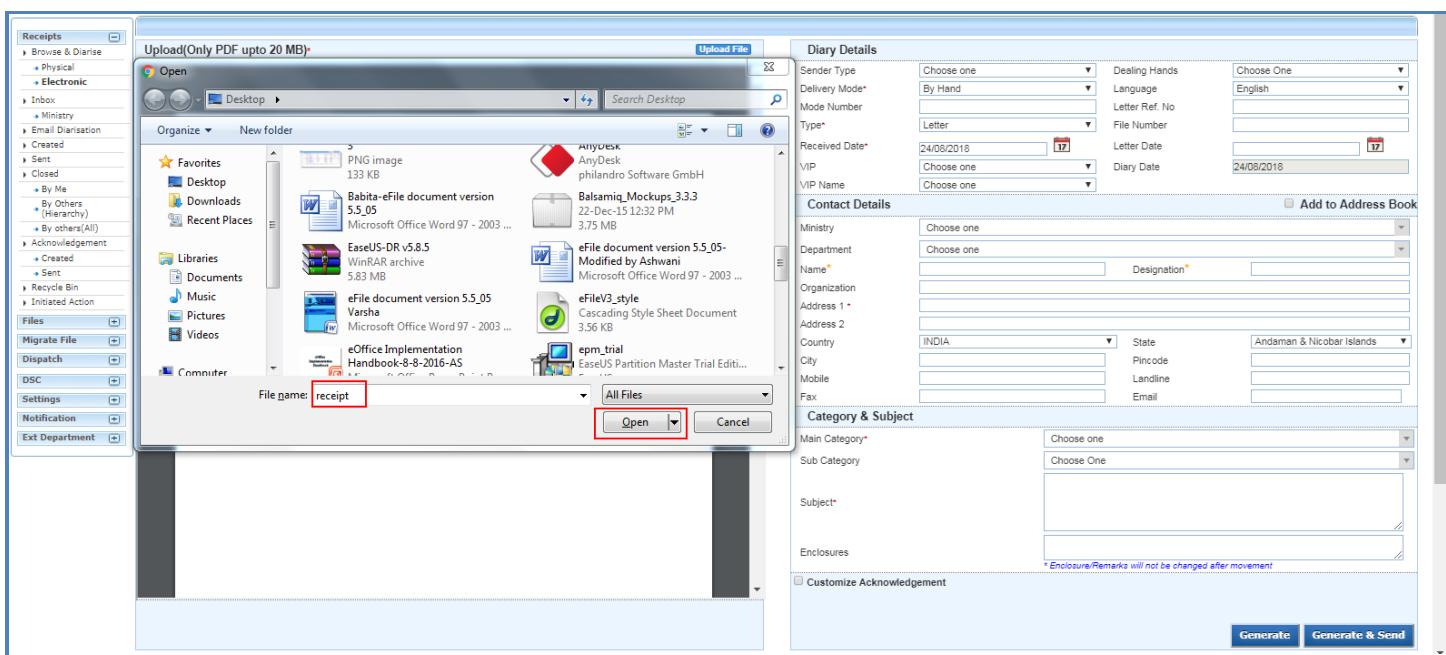


Fig.7

- Once the scanned DAK/ letter is uploaded, enter the required metadata (various details in the fields available on the right of the screen) and then, click **Generate** button as shown in **Fig.8**:

Receipts

- Browse & Diarise
- Physical
- Electronic
- Inbox
- Ministry
- Email Diarisation
- Created
- Sent
- Closed
- By Me
- By Others (Hierarchy)
- By others(All)
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Initiated Action

Files

Migrate File

Dispatch

DSC

Settings

Notification

Ext Department

Upload(Only PDF upto 20 MB)*

1 / 9

No.I-1401217/2015-IPS-IV
वे वर्ष/गवर्नमेंट ऑफ इंडिया
मिनिस्ट्री ऑफ होम एफिर्स
IPS-IV डेस्क

Room No. 220, North Block,
New Delhi, dated the 2nd December, 2015.

NOTICE

Subject: Issue of Offer of Appointment to the candidates selected
for Indian Police Service on the basis of CSE 2014.

The Basic Course Trainees IPS batch of 88th CSE (2015 batch) will commence at the SVP National Police Academy, Hyderabad with effect from 28th December, 2015 (Monday). The candidates are required to report at the SVP National Police Academy, Hyderabad latest by 12 noon on the 28th December evening. The joining instructions may be seen at Annexure-I to this Notice.

2. Offer of appointments to the candidates who have been allocated to the Indian Police service on the basis of their qualifying Civil Service Examination 2014 have been dispatched to their respective correspondence addresses. The candidates who are undergoing Foundation Course at LBSNAA will get their Offer of Appointment through the Academy.

3. The correspondence addresses of the candidates are given in the Annexure-II. In case of Non receipt of offer of appointment or any other query the candidates may contact Section Officer (IPS- IV) on 011 2309 4038.

(G. C. Yadav)
Deputy Secretary (Police)
Tel. No. 2309 3256

2015-12-02

Diary Details

Sender Type*	Choose one	Dealing Hands	Choose One
Delivery Mode*	By Hand	Language	English
Mode Number		Letter Ref. No	
Type*	Letter	File Number	
Received Date*	24/08/2018	Letter Date	24/08/2018
VIP	Choose one	Diary Date	24/08/2018
VIP Name	Choose one		

Contact Details

Add to Address Book

Ministry	Choose one		
Department	Choose one		
Name*		Designation*	
Organization			
Address 1*			
Address 2			
Country	INDIA	State	Andaman & Nicobar Islands
City		Pincode	
Mobile		Landline	
Fax		Email	

Category & Subject

Main Category*	Choose one
Sub Category	Choose One
Subject*	
Enclosures	

* Enclosure/Remarks will not be changed after movement

Customize Acknowledgement

Generate **Generate & Send**

Fig.8

Note:

All the mandatory fields are marked with Red asterisk (*).

User can choose one of the fields marked with orange asterisk (*).

Customize Acknowledgment: There is a provision to acknowledge the sender who has sent the DAK/ letter, that has been received in the organization (Refer [Acknowledgment](#) sub-module).

- The DAK / letter gets diarised and a unique **Receipt Number** is generated as shown in **Fig.9**:

Receipts

- Browse & Diarise
- Physical
- Electronic
- Inbox (2)
- Email Diarisation
- Created
- Sent
- Closed
- By Me
- Acknowledgement
- Created
- Sent
- Initiated Action

Files

Migrate File

Dispatch

DSC

Settings

Send | Put in a File | Copy | Dispatch | Details | Movements | Edit | Attach File | Attach Receipt | Generate Acknowledgement | Convert JPG to PDF online - convert-jpg-to-p... 1 / 1

No.I-1401217/2015-IPS-IV
वे वर्ष/गवर्नमेंट ऑफ इंडिया
मिनिस्ट्री ऑफ होम एफिर्स

IN/INDIA/258/CIA/76
Government of India
Ministry of Law, Justice and Company Affairs
Department of Company Affairs

New Delhi,-1 the 1-7-80
OFFICE ORDER

On the selection as Investigator in the pay scale
Persons on A.R. Ministry of Home Affairs on deputation
of this Department is relieved of his function with effect
from the forenoon of 1st July, 1980 with immediate effect
report for duty in the Bureau.

Receipt Details

Receipt No.*	941038/2018-आर्किव-ऑफ एन्ड एस (म एच ए)	File No.:	
From :	RIMAN DEEP	Designation :	ASSTT(RD)-eOffice
Main Category :	AMC & Demand	Sub Category :	
Address :	shastri park	Sent Date :	
Letter Ref. No.:		Letter Date :	
Subject :	Kindly see	Enclosures/Remarks :	-
Delivery Mode :	Email	Sender Type :	

Movement Details

Sent By	Sent On	Sent To	Action	Remarks
<< <> >>				

Fig.9

- The generated receipts are saved in the “**Created**” sub-module till they are marked to other user(s).

- Generate & Send** button (refer Fig.8): Generates the Receipt Number and redirects the user to Receipt Send screen.
- Generate & Copy** button (**This feature is configurable**): Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata (**Copying the pdf content is also configurable feature**) of the receipt.

The actions that can be taken on a receipt are shown in **Fig.10**:

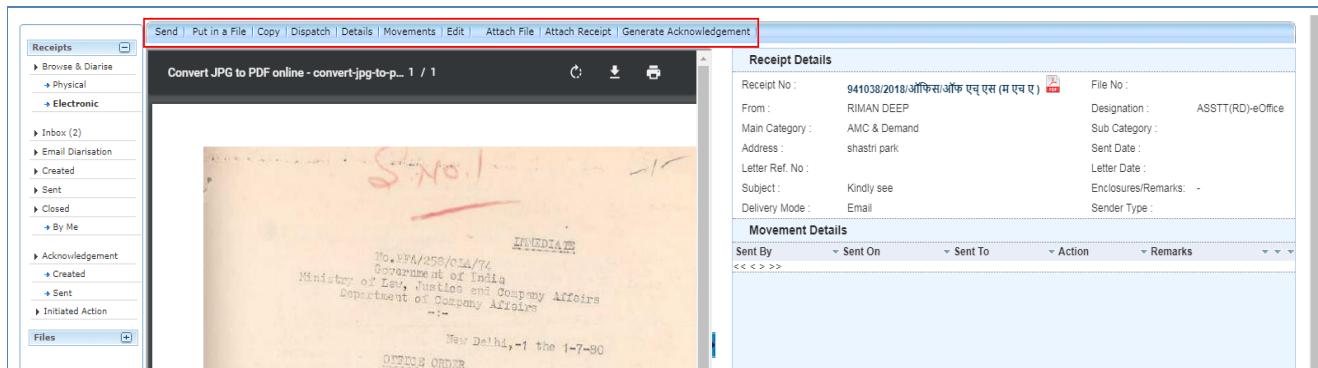


Fig.10

These actions are explained below:

- Send:** This option facilitates the user to mark the receipt to the intended recipient(s). Click **Send** tab, the send screen is displayed as in **Fig.11**:

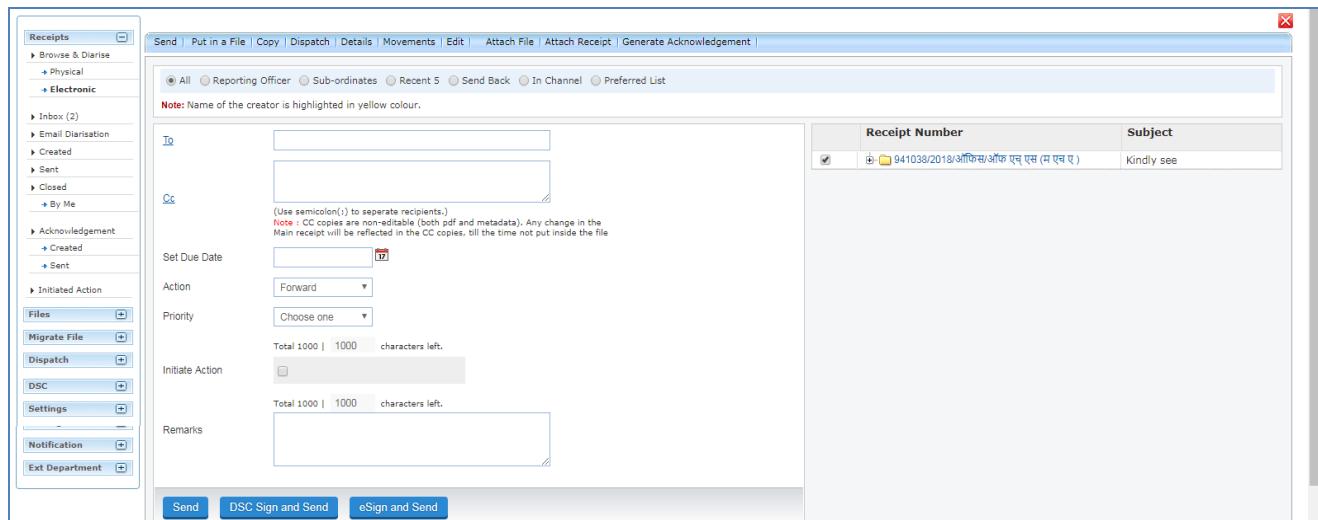


Fig.11

- To:** In the **To** field, search the user either by **name** or **marking abbreviation** or **section/organization unit name** of the recipient. Then, select the officer from the filtered employee list as shown in **Fig.12**:

The screenshot shows the eOffice Send interface. On the left, there's a sidebar with various menu items like Receipts, Inbox, Files, etc. The main area has tabs for Send, Put in a File, Copy, Dispatch, Details, Movements, Edit, Attach File, Attach Receipt, and Generate Acknowledgement. In the 'Send' tab, the 'To' field contains 'abhi'. Below it, a list of recipients is shown: ABHISHEK KUMAR VERMA--ASST1(ADMIN-II)--OFFICE OF ADMIN-II. A red box highlights both the 'To' field and the recipient list. To the right, there's a table for Receipt Number and Subject, and a large text area for Remarks with a character count of 1000.

Fig.12

Or

- User can also click the 'To' link, then, click **Contacts tab** and select user from the list box as shown in **Fig.13**:

This screenshot shows the same eOffice Send interface as Fig.12, but with a different selection method. The 'To' field is highlighted with a red box. Below it, a list box is open, showing a tab labeled 'Contacts' which is also highlighted with a red box. The list box displays several contacts with their names, marking abbreviations, and organization units. One contact, 'AARTI KUKREJA', is selected and highlighted with a red box. Other contacts listed include AAKASH ADLAKHA, AASHIRWAD GAUR, AASHISH BAHUGUNA, abc, and ABC.

Fig.13

- Provision of radio button has been made available to select the user from different groups of recipient such as: All, Reporting Officers, Subordinates, Recent 5, In Channel and Preferred List as shown in **Fig.14**:

Fig. 14

- All:** By default, “All” remains selected giving the logged in user option to view and select a recipient from all the active users in the department.
- Reporting Officer:** When “Reporting Officer” is selected, the ‘Send To’ list will display the **official just above in the hierarchy** of the logged in employee.
- Sub-ordinates:** When “Sub-ordinates” is selected, the list will display the **officials just below in the hierarchy** of the logged in employee.

Note:

To get the name populated in Reporting Officer and Sub-ordinates options, the official’s/user’s post hierarchy needs to be defined in Employee Master Details (EMD).

- In channel:** It helps the user to mark the receipt to officials who are **already in the submitted channel of the receipt**.

Note:

When user is sending multiple receipts, Send Back and In Channel radio buttons will not be available.

- Preferred List:** It helps to select officials from the list of “Preferred List” already created by the user.

Note:

To create the preferred List Click the To link → Go to Contacts tab → select the users by selecting the check box or by searching the name in search box and then selecting the check box → click Add to: Preferred List link.

- Cc:** It is used to mark copies of the receipt to users other than main recipient selected in **To** field.

Note:

When user is sending receipt to multiple recipient, in **Cc** field **employees (listed under All radio button)** can be marked excluding the employee listed in **To** field.

Multiple recipients are separated by using semi colon (**:**)

- c) **Due date:** Date by which work is supposed to be done. Assign a **Due Date** to the recipient using the **Set Due Date** option.
- d) **Action:** An easy way to notify the recipient the action that is required on receipt. Select **Action** which is to be taken, from the dropdown menu.
- e) **Priority:** It is the preference assigned to the receipt based on its urgency. Set the **Priority** of the receipt, from the dropdown menu.
- f) **Initiate Action:** It is used to track the set of action(s) taken on any receipt. The receipt can be tracked even after it is put in file. Check the **Initiate Action** check box, provide initiation type to **initiate** action and **track** the actions that will be taken on the receipt.
- g) **Remarks:** These are the forwarding comments given on receipt while sending them to recipient. Type forwarding remarks in the Remarks field.

Note:

In case initiate action is selected, then Remarks field becomes mandatory.

After selecting the recipient(s) and entering other details, user can send the receipt using any of the following **Send** options:

- **Send:** On clicking **Send** button in Fig.15, the receipt will be marked to the intended user(s).

Fig.15

- **DSC Sign and Send:** On clicking **DSC Sign and Send** button, a pop window appears asking for the DSC token Pin. Enter the **Pin** and click **OK** button and the receipt is sent.

Note:

For complete process refer to Annexure-III ([Digital Signing of Receipt Remark](#)).

- **eSign and Send:** On clicking **eSign and Send** button, a pop window appears asking to continue the agreement with "I Agree". Enter the **OTP** received on Aadhaar registered mobile number and click **OK** button, the receipt is sent.

Note:

For complete process refer to Annexure-IV ([eSigning of Receipt Remark](#))

- The Digital Signature/eSign appears on the Receipt Remarks in Movement Details Page.
- Once the receipt is sent using any of the above Send option, the receipt will be visible in the Inbox of recipient. The user who sent the receipt can check the details of the receipt in his/her own Sent folder.

2. Put in a File: To put the generated receipt into a concerned file, perform the following steps:

- Click **Put in a File** tab. A list of files appear, as shown in **Fig.16:**

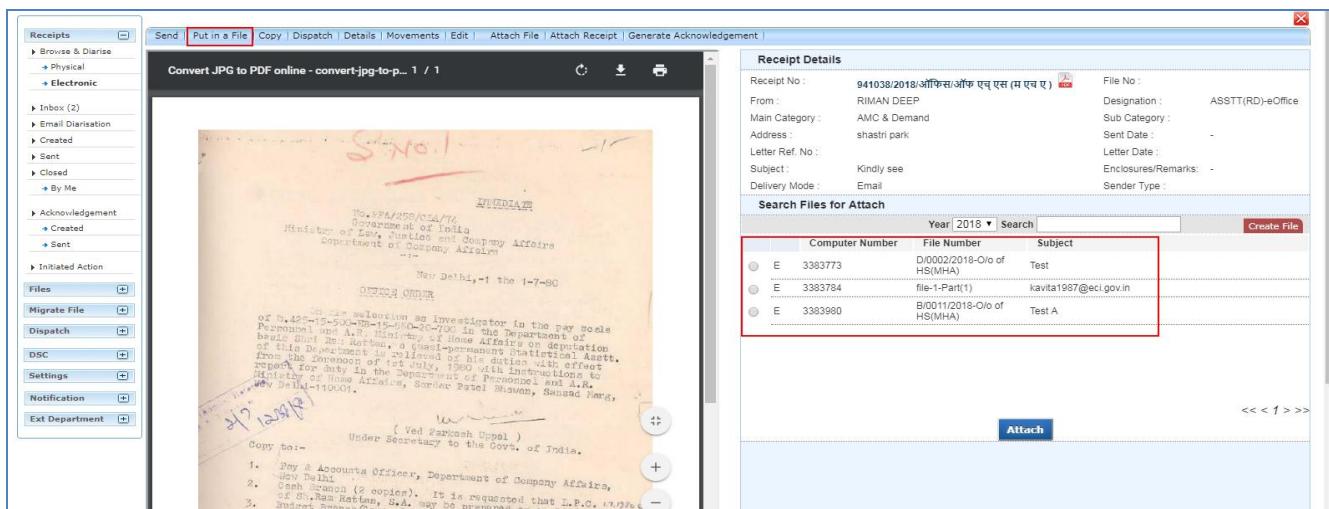


Fig.16

Note:

The list contains files which are present in 'Created (Completed)' or 'Inbox' section of File of the user.

- Select the file in which the receipt needs to be put in. Click the **Attach** button (**Fig.17**), and the receipt gets attached in the correspondences of the selected file.

- User can also search the file using Year and Search fields.

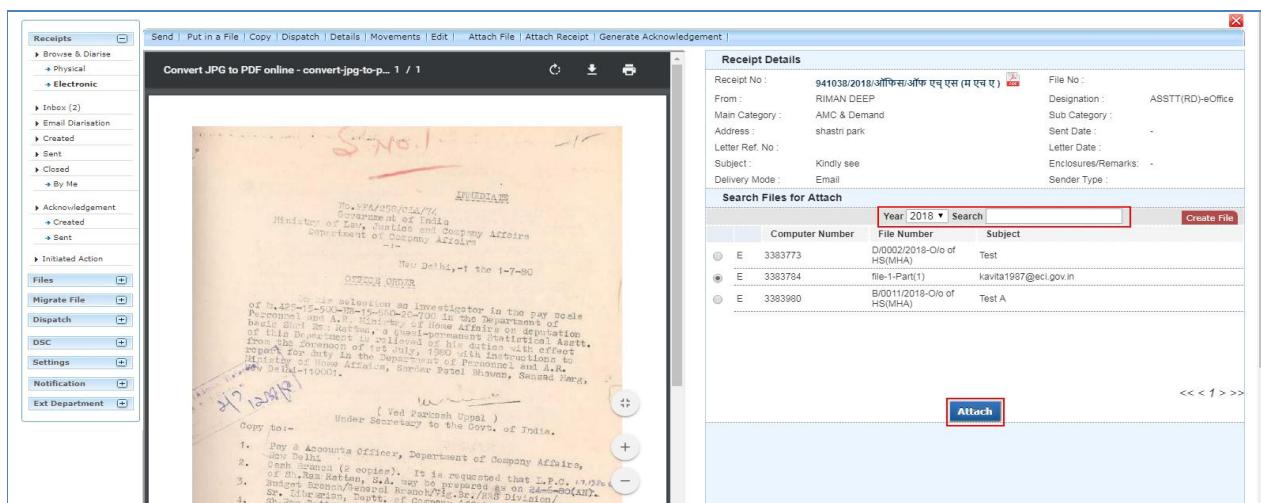


Fig.17

Note:

Main Receipt can't be put inside a File (**Put in a File** option) which is already attached with another File/ Receipt. To do so, user needs to first detach the attached file.

OR

- Create the **New File** (non-SFS File) from the receipt Put in a File list screen itself using **Create File** button as shown in **Fig.18**:

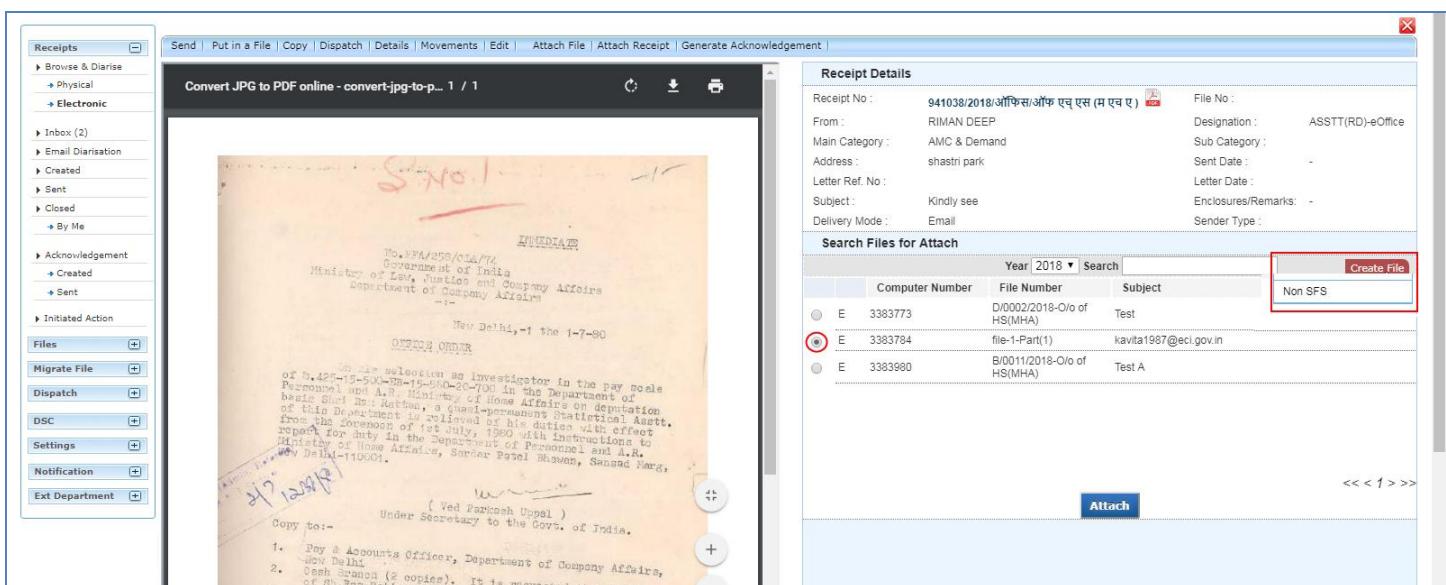


Fig.18

Note:

A **New File** (SFS File) can also be created from the receipt Put in a File list screen using **Create File** button. This

feature is configurable.

- Click **Create File** button and click **Non-SFS**, from dropdown menu. The new file creation screen appears, as shown below in **Fig.19**:

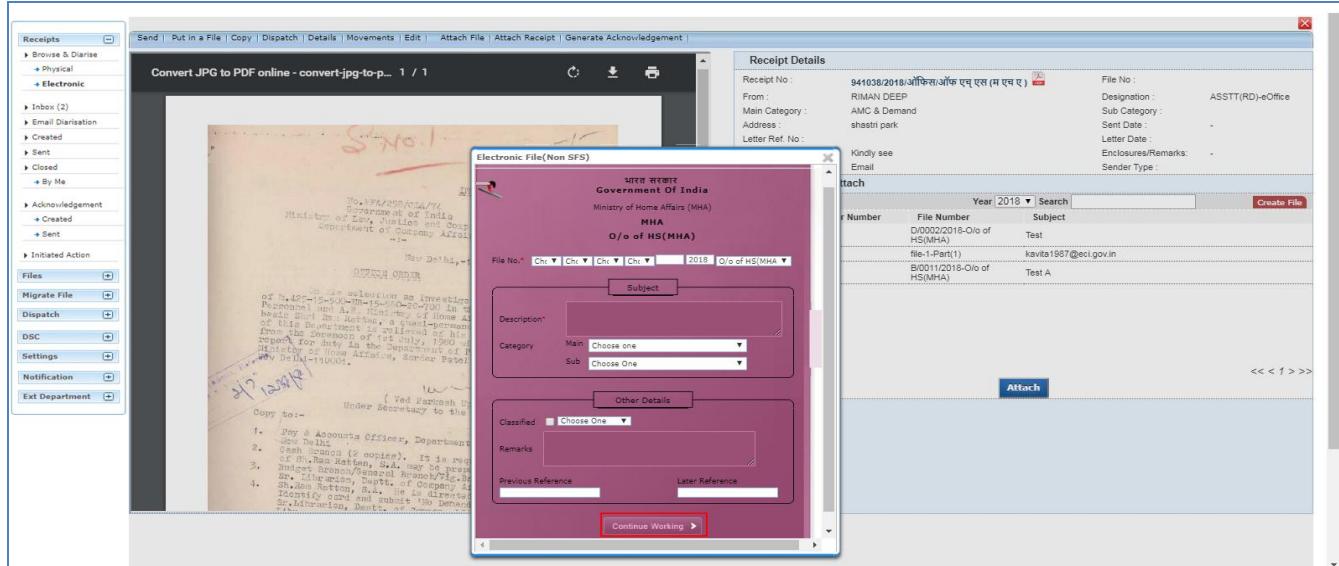


Fig.19

- Click **Continue Working ➤** button, the receipt gets attached in the correspondences of the created file.

Note:

Once the receipt is put inside a file, the receipt will be removed from the created receipts list.

- Copy:** It can be used, in cases where DAK/ letter are diarized for same subject nature. Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata (**Copying the pdf content is configurable feature**) of the receipt.
- Dispatch:** It is a process of issuing an official reply to the concerned sender (user/department/ministry) after the approval from the internal competent authority.

To Dispatch an issue against a Receipt, perform the following steps:

- Click the **Dispatch** tab, a confirmation pop-up message appears, as shown in **Fig.20**:

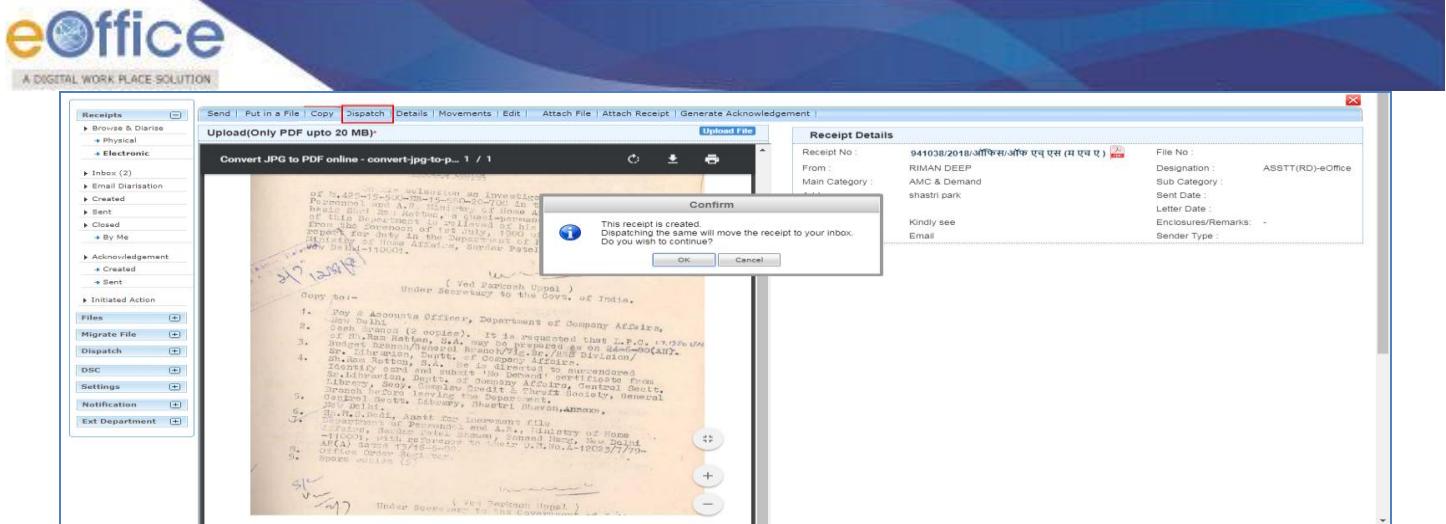


Fig.20

- After confirming, the dispatch screen is displayed with the pre-filled receipt metadata on right side.
- The generated receipt will be moved to the Inbox for dispatching.
- To create the Draft for Approval (DFA), type the draft content or copy the content from already created word/ text files and paste it or choose a pre-defined template by clicking **Choose from Template(s)** or upload the doc/ pdf by clicking **Upload File** button.
- After creating the DFA, click the **Save** button, **Fig.21:**

Fig.21

- A unique **Draft Number** is assigned to the draft, as shown in **Fig.22:**

This screenshot shows the 'Draft Details' section of the eOffice application. On the left, there is a rich text editor containing the text 'This is regarding the approval of letter.' Below the editor are several dropdown menus and input fields for drafting: 'Draft Type' (Reply), 'Classified' (Choose one), 'Draft Nature' (Letter), 'Prefix' (Choose one), 'Language' (Punjabi), 'Subject' (Kindly see), and 'Receipt Number' (941038/2018/ਪੰਜਾਬ/ਅਧ ਏਸ (E)). To the right, there are sections for 'Communication Details' and 'Attachments'. A note at the bottom left provides information on using specific tags for draft creation, such as #ApprovedByName# for Approver Name. At the top right, there are buttons for 'Preview', 'Approve', and 'Edit'.

Fig.22

- A newly created draft has three actions:
 - Preview:** View the Draft content before approval.
 - Approve:** To finalise the DFA. Once the draft is approved no further changes in the content can be done. Only the communication details can be edited.
 - Edit:** To make the necessary changes in DFA. Each editing of the draft will create a new version of the draft once the receipt along with the draft is moved to the next user.

Note:

The **Approve** button is visible only to users having role of Draft Approver.

- Once **Approve** button is clicked, an approval confirmation popup appears. Click **OK** button, the Draft gets approved as shown in **Fig.23 & Fig.24**:

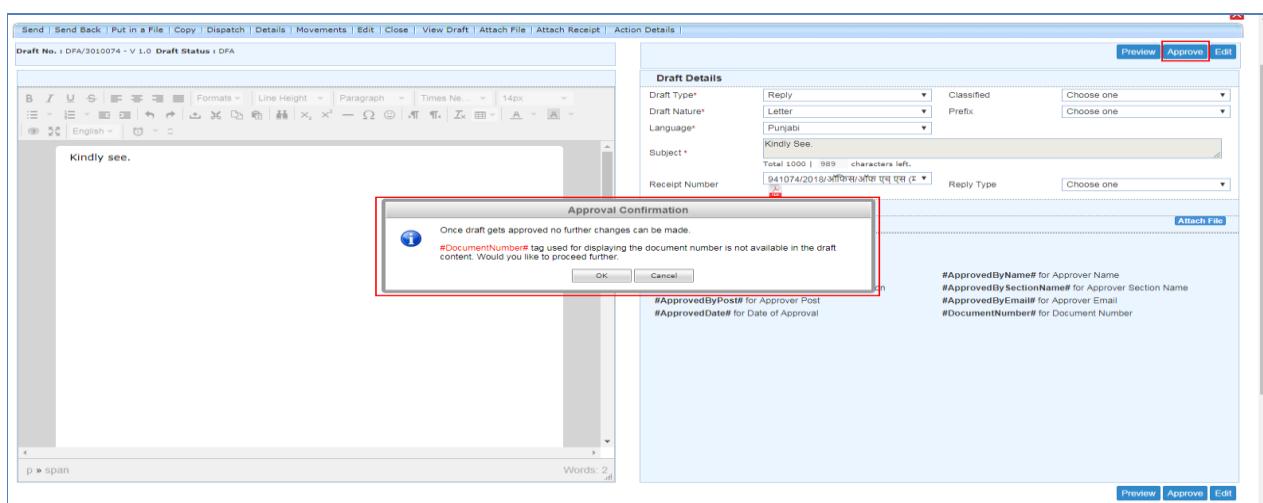


Fig.23

- After approving of the draft the actions available are shown in **Fig.24:**

Fig.24

- Edit:** To modify the Communication Details only in the approved DFA.
- DSC sign:** To sign the approved DFA with digital signature using DSC token device.

Note:

For complete process refer to Annexure-III ([Digital signing of DFA](#))

- eSign:** To sign the approved DFA with digital signature using Aadhaar authentication.

Note:

For complete process refer to Annexure-IV ([eSigning of DFA](#))

- Custom Sign:** The provision to select the desired location in the approved draft to DSC sign / eSign.

Note:

For complete process refer to Annexure-III ([Custom Digital Signing of DFA](#)) & Annexure-IV ([Custom eSigning of DFA](#))

- Dispatch By Self:** It is used, if the person, who has the receipt with the approved/ signed draft, wants to dispatch (send the issue) himself/ herself. The issue can be dispatched electronically through mail (by using "Email Details") or physically through post (by using "Postal & Out Register Details").

- Further the two options **Send with Follow-up** and **Send without Follow-up** appears, as shown in **Fig.25**.

➤ **Send with follow-up:** It helps to set a follow up notification in anticipation of a reply which could be received against the dispatched letter.

- Click **Send With Followup** button, select the required action, enter the description message and due date for the follow-up and click **OK** button, as shown in **Fig.25**:

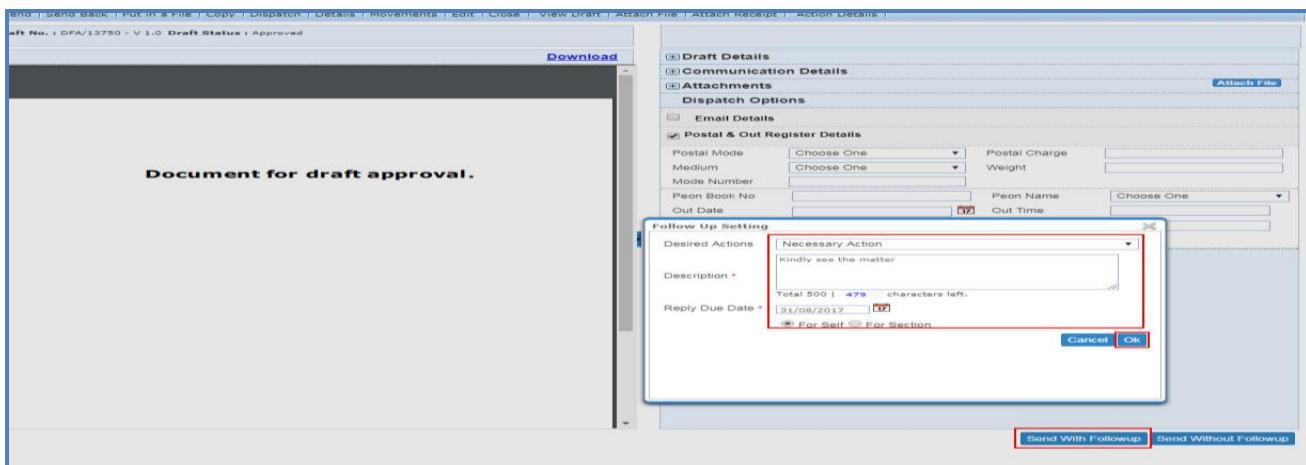


Fig.25

Note:

For Self: The user who has dispatched the receipt can view the details under Notification Dispatch Followups sub-module.

For Section: Every user in the section can view the details under his/ her Notification Dispatch Followups sub-module.

- The draft gets dispatched, and an entry of the dispatched draft gets displayed in **Sent** sub-module under “**Dispatch module**” with status “**Issued and dispatched**” as shown in **Fig.26**:

Date Range : 11/09/2017 To 27/08/2018												
Receipts		Print Envelope Create Reminder View Reminders										
Files	+	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Issued Against	Status	Sanction Code	Dispatch Mode	Actions
Migrate File	+	E 1/2006355/2018	Issue Riman, IT Park,NEW DELHI	27/08/18 02:31 PM	ASST(C)-HS (Self)	A-11/0006/2018-आपिस/ऑफिस दस्तावेज़ (संग दस्ता)-	941740/2018/आपिस/ऑफिस दस्तावेज़ (संग दस्ता)-		Issued & Dispatched			⊕
Dispatch	-	E 1/2006412/2018	Issue fdfsds.fdfsdf	28/09/18 02:41 PM	ASST(C)-HS (Self)	MHA			Issued & Dispatched			⊕
► Sent		P 1/2004522/2017(4)	Issue user-4, user-4	28/09/17 10:28 AM	ASST(C)-HS (Self)		940107/2017/आपिस/ऑफिस दस्तावेज़ (म दस्ता)		Issued & Dispatched			⊕
► Returned		P 1/2004522/2017(3)	Issue user-3, user-3	28/09/17 10:28 AM	ASST(C)-HS (Self)		940107/2017/आपिस/ऑफिस दस्तावेज़ (म दस्ता)		Issued & Dispatched			⊕
DSC	+	P 1/2004522/2017(2)	Issue user-2, user-2	28/09/17 10:28 AM	ASST(C)-HS (Self)		940107/2017/आपिस/ऑफिस दस्तावेज़ (म दस्ता)		Issued & Dispatched			⊕
Settings	+	P 1/2004522/2017(1)	Issue user-1, user-1	28/09/17 10:28 AM	ASST(C)-HS (Self)		940107/2017/आपिस/ऑफिस दस्तावेज़ (म दस्ता)		Issued & Dispatched			⊕
Notification	+	P 1/2004522/2017	Issue asds, asdsad	28/09/17 10:28 AM	ASST(C)-HS (Self)		940107/2017/आपिस/ऑफिस दस्तावेज़ (म दस्ता)		Issued & Dispatched			⊕
Ext Department	+											

LEGEND	Priority	Out Today	Most Immediate	Immediate	Action Initiated
Subject Category	Service Matters	Budget preparation	ACR related matters	Appointment and other related matters of Planning Comission	Annual Property Return

Fig.26

- If the reply is not received against the issue then a reminder could be sent.
 - To send the Reminder click **Sent** sub-module under **Dispatch** module.
 - Select the Issue for which reminder is to send and then click **Create Reminder** tab.
 - The draft window appears with Draft Type as '**Reminder**'.
 - To create the Draft for Approval (DFA), type the draft content or copy the content from already created word/ text files and paste it or choose a pre-defined template by clicking **Choose from Template(s)** or upload the doc/ pdf by clicking **Upload File** button.

➤ **Send without Follow-up:** No follow up notification is set for the dispatch.

- Click **Send Without Followup** button, the draft gets dispatched, and an entry of the dispatched draft gets displayed in **Sent** sub-module under "**Dispatch module**" with status "**Issued and dispatched**" as shown in **Fig.27**:

Print Envelope Create Reminder View Reminders										
	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Issued Against	Status	Sanction Code	Dispatch Mode
	E 1/7264/2017	Issue Gajavelli Venkatesham, Banjara Hills, Road No.12,H...	21/08/17 03:33	ASSISTANT PM (Self)		24850/2017/eoffice		Issued & Dispatched		

Fig.27

- f) **Dispatch By CRU:** It is used, if the person, who has the receipt with the approved draft, wants the issue to be dispatched (send the issue) by the CRU, then the issue can be dispatched physically through post (by using "Postal & Out Register Details").
- Click **Dispatch By CRU** button, it will show all the users mapped with CRU section along with, Delivery Mode and Remarks (directions) for CRU, as shown in **Fig.28**:

Draft No.: DPA/13751 - v 1.0 Draft Status: Approved

Download

Document for draft approval.

Dispatch Options

CRU User(s): KARAN MEHRA Delivery Mode: By Hand

Remarks:

Note :
Use #ApprovedBy# For Approver Info.
Use #ApprovedByName# For Approver Name
Use #ApprovedByDesignation# For Approver Designation
Use #ApprovedBySectionName# For Approver Section Name.
Use #ApprovedDate# For Date of Approval.

Send With Followup | Send Without Followup

Fig.28

- Once the dispatch is sent to CRU, the record of same will be displayed in user's **Sent** sub-module under "Dispatch module" with status "**Issued and sent**" as shown in Fig.29:

File	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Issued Against	Status	Sanction Code	Dispatch Mode
Migrate File	E 1/7649/2017	Issue test user, djb,new delhi	09/10/17 11:31 AM	ASSISTANT (CRU)		25971/2017/eoffice		Issued & Sent		Registered Post
Dispatch	E 1/7642/2017	Issue test, test	05/10/17 03:45 PM	ASSISTANT (Self)	A-12013/34/2017-Demo-DEPT-EOFFICE			Issued & Dispatched		
	E 1/7641/2017	Issue test, test	05/10/17 03:39 PM	ASSISTANT (Self)	A-12013/34/2017-Demo-DEPT-EOFFICE			Issued & Dispatched		
	E 1/7409/2017	Issue Bharadwaj Poorahit, Nic Bhubaneswar	13/09/17 11:59 AM	ASSISTANT (Self)	A-12013/34/2017-Demo-DEPT-EOFFICE	25507/2017/eoffice		Issued & Dispatched		
	E 1/7203/2017	Issue Dr. Parveen, Delhi	16/08/17 12:47 PM	ASSISTANT (CRU)	A-12015/4/2017-Demo	24655(1)/2017/eoffice		Issued & Dispatched	By Hand	
	P 1/7204/2017	Issue Dr. Parveen, Delhi	16/08/17 12:47 PM	ASSISTANT (CRU)		24650/2017/eoffice		Issued & Dispatched	By Hand	

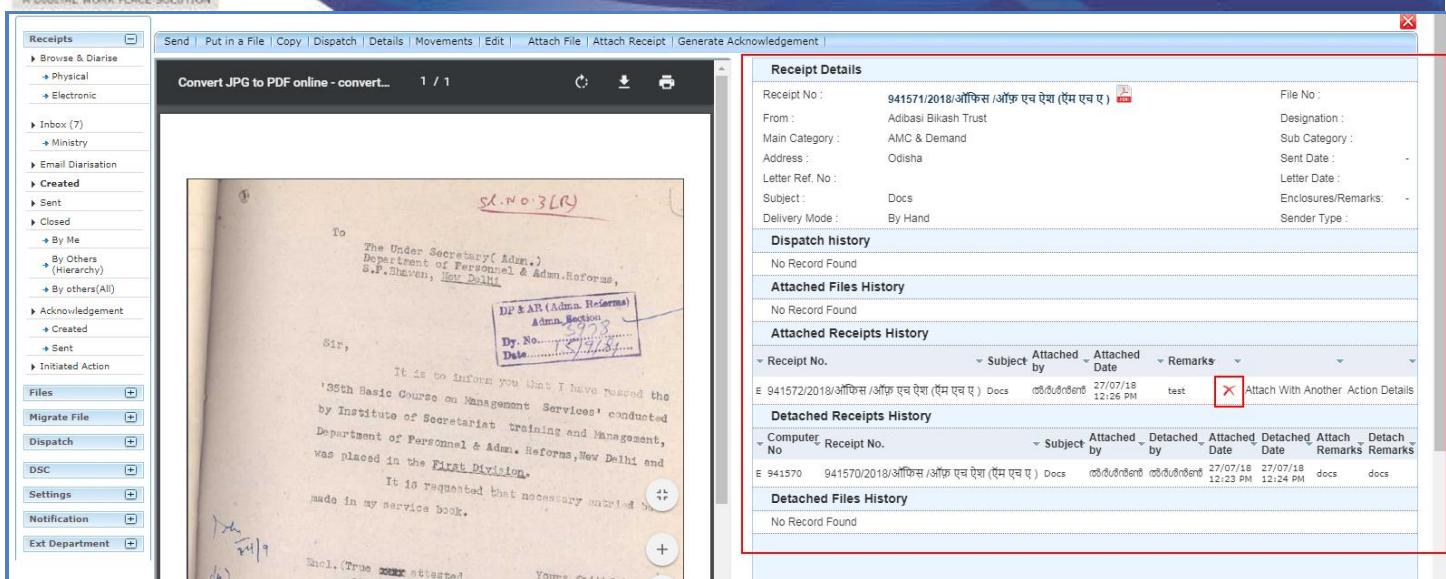
Fig.29

- The CRU receives the dispatch in his/ her dispatch inbox. This is to be finally dispatched outside the organization through physical medium or as described by the sender in Delivery Mode.
- In case if issues/ reply have any discrepancies then the CRU can return the issue/reply back to the section officer.
- The returned issue/ reply moves under **Dispatch 'Returned'** sub-module of section officer.

Note:

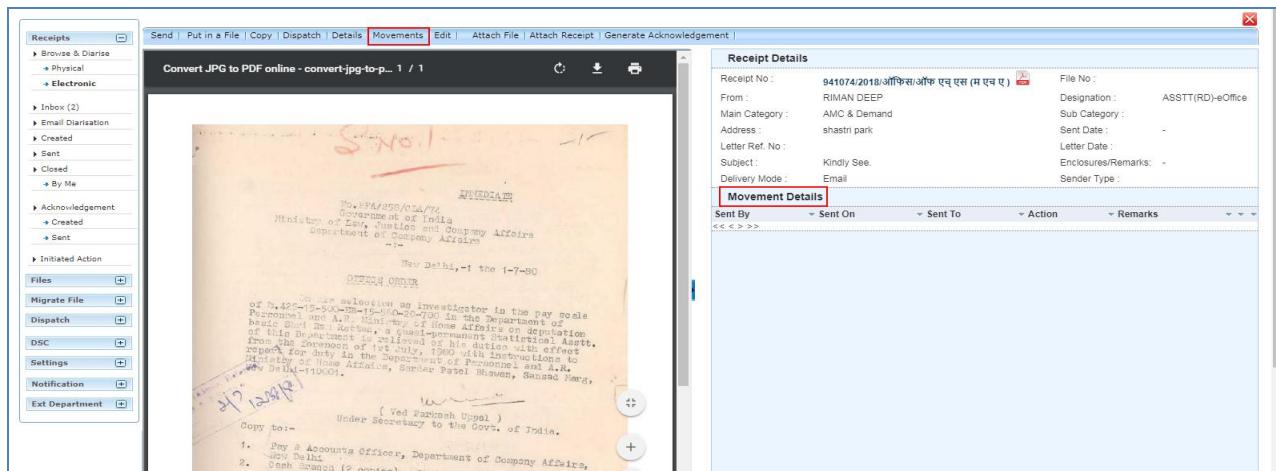
For Dispatch by CRU ([Send With Followup](#) and [Send Without Followup](#)) process, refer Dispatch By self (Send With Followup and Send Without Followup).

- Details:** It can be used to view dispatch history, list of attached files, list of attached receipts, detached receipts history and detached files history, as shown in Fig.30:


Fig.30
Note:

In case any receipt(s) or file(s) are attached to the receipt, then user can detach them from the receipt details page using (X) icon.

6. Movements: This option is used to track the **Movements** of the receipt which automatically gets updated as Receipt moves from user to another as shown in **Fig.31**:


Fig.31

7. Edit: It can be used to edit the different metadata fields on the right and the PDF content on the left of the Receipt before sending it to the intended recipient(s).

To edit the generated receipt, to perform following steps:

- Click **Edit** tab, the metadata fields get active, as shown in **Fig.32**:

Fig.32

Save Receipt

- After making required changes, click the **Save Receipt** button to save metadata (Fig.32).

8. Attach File:

This option is used to refer any file with the current receipt, if the decision taken on the file has any implication on the current receipt.

Note:

Physical File/Electronic File can be attached with an Electronic Receipt and same action can be done with Physical Receipt.

To attach a file to a receipt, perform the following steps:

- Click the **Attach File** tab, as shown in Fig.33:

Fig.33

- A list of files appears, select the file and click **Attach File** button, as shown in Fig.34.
- User can also search for the file using Year and Search fields.

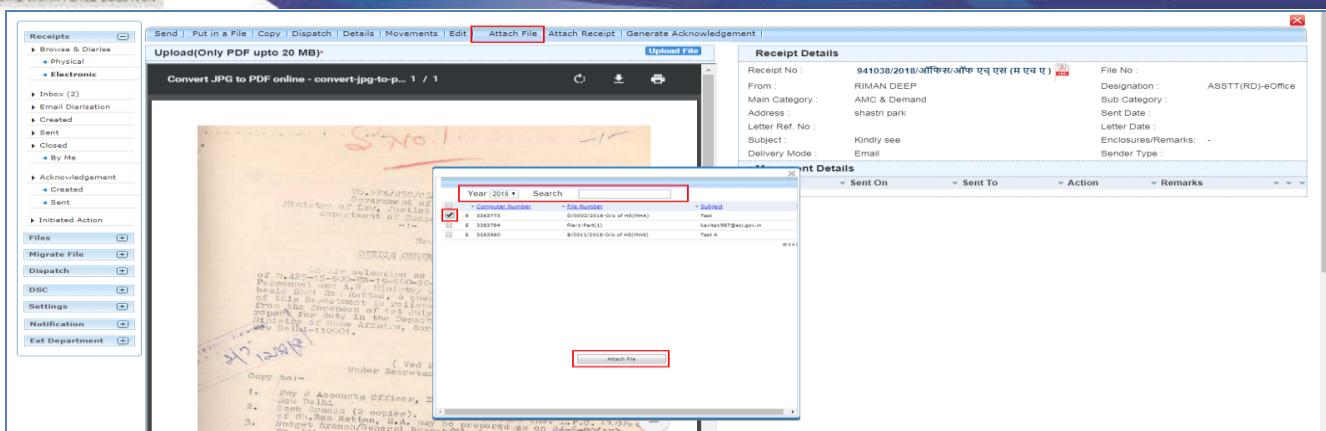


Fig.34

Note:

The list contains files which are present in ‘Created (Completed)’ or ‘Inbox’ section of File.

- Attach File pop-up appears, enter the **Remark** and click **OK** button as shown in **Fig.35**:

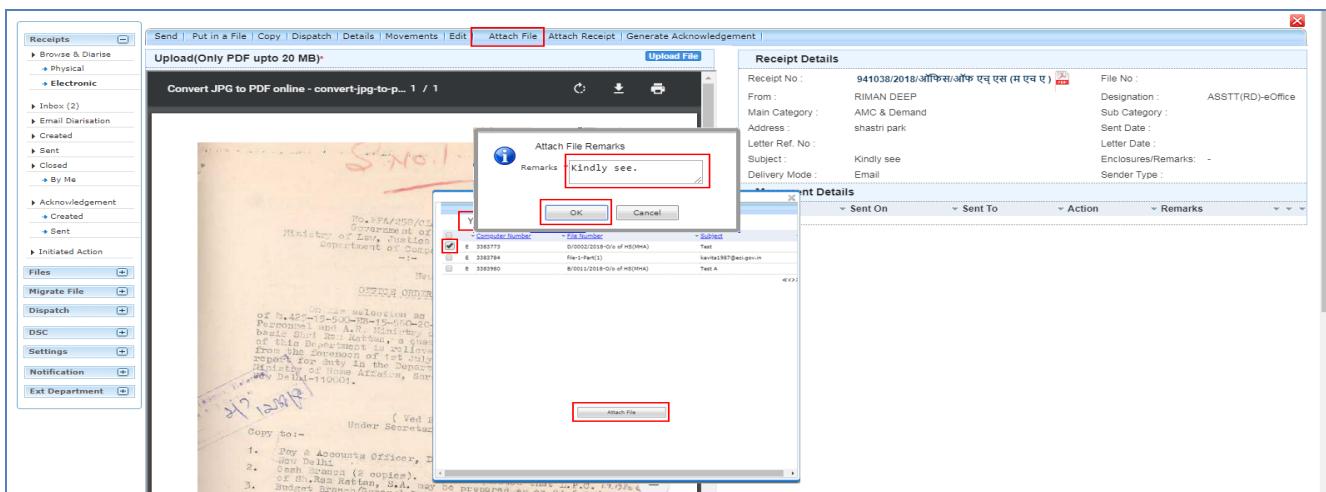


Fig.35

- The selected file then gets attached with the Receipt and moves along with the movement of Receipt as shown in **Fig.36**:

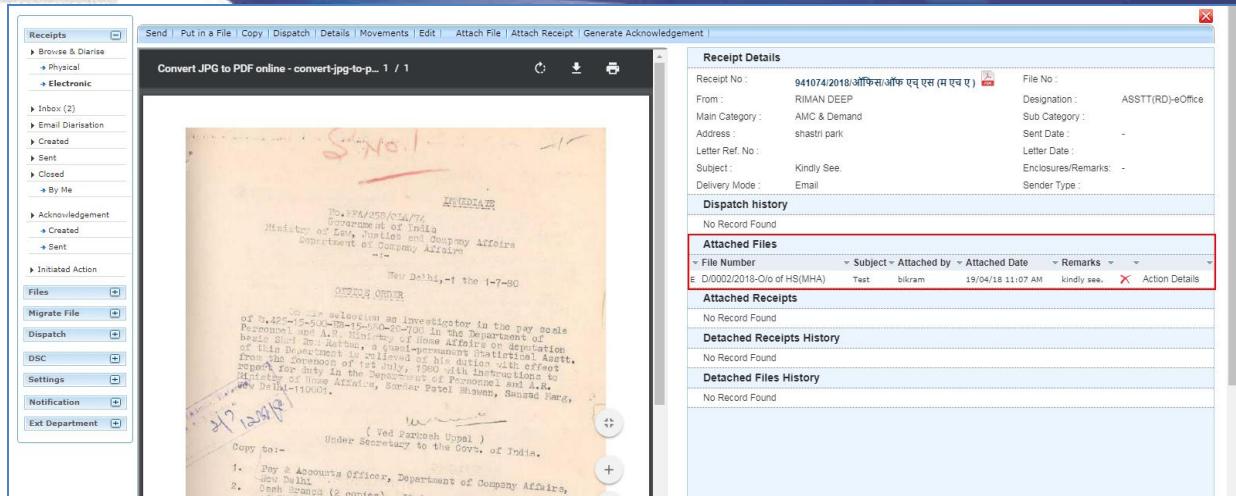


Fig.36

Detach File- Will detach a file from the receipt.

- The file can be detached from receipt on clicking “X” button in the Attached Files section (**Fig.36**).
 - The detached file then moves to the file **Inbox** of the user who has detached the file.
- 9. Attach Receipt:** This option is used to refer to any receipt with the current receipt, if there is any implication of the decision taken in any receipt on the current receipt.

Note:

Physical Receipt can be attached only with Physical receipt.

In case of Electronic Receipt both Electronic & Physical Receipt (with PDF uploaded) can be attached.

To attach other receipt(s) with the working receipt, perform following steps:

- Click the **Attach Receipt** tab, as shown in **Fig.37**:

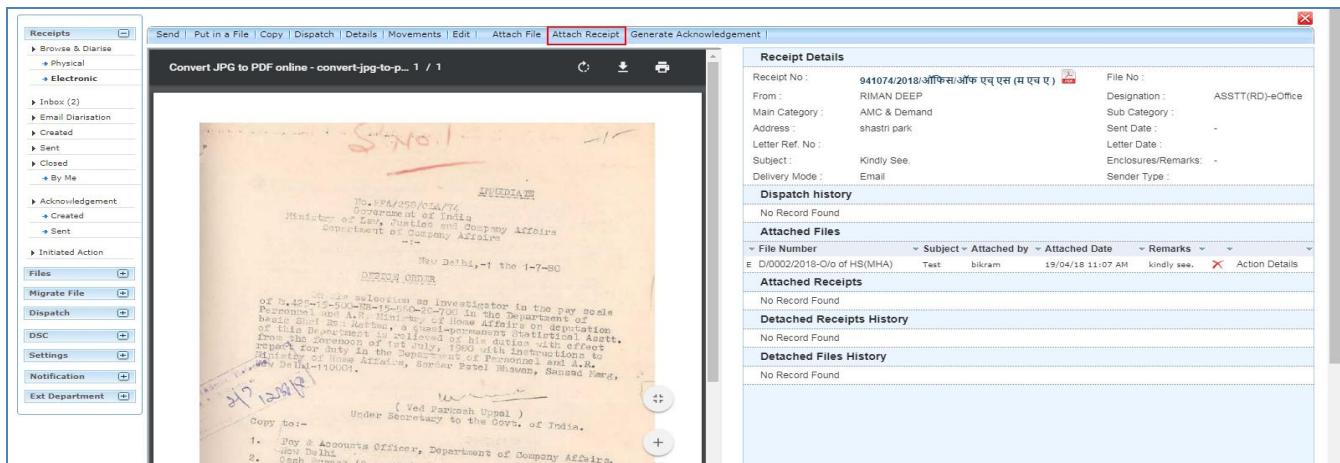


Fig.37

- A list of receipts appears, select the receipt and click **Attach Receipt** button, as shown in **Fig.38**.
- User can also search for the receipt using Year and Search fields.

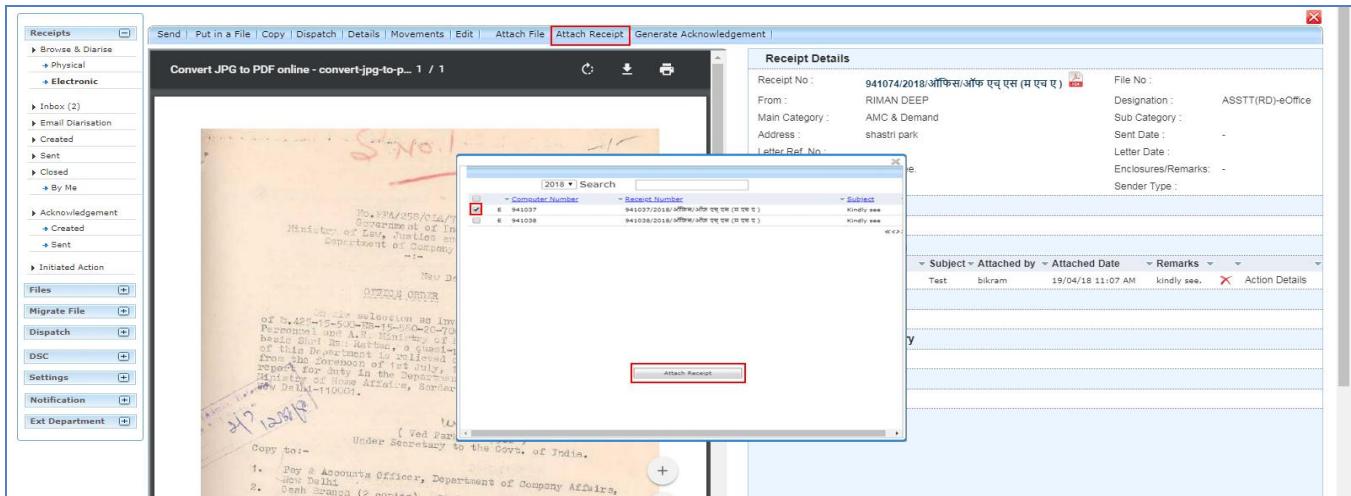


Fig.38

Note:

The list contains receipts which are present in 'Created (Completed)' or 'Inbox' sub-module of Receipt.

- Attach Receipt pop-up appears, enter the **Remark** and click **OK** button as shown in **Fig.39**:

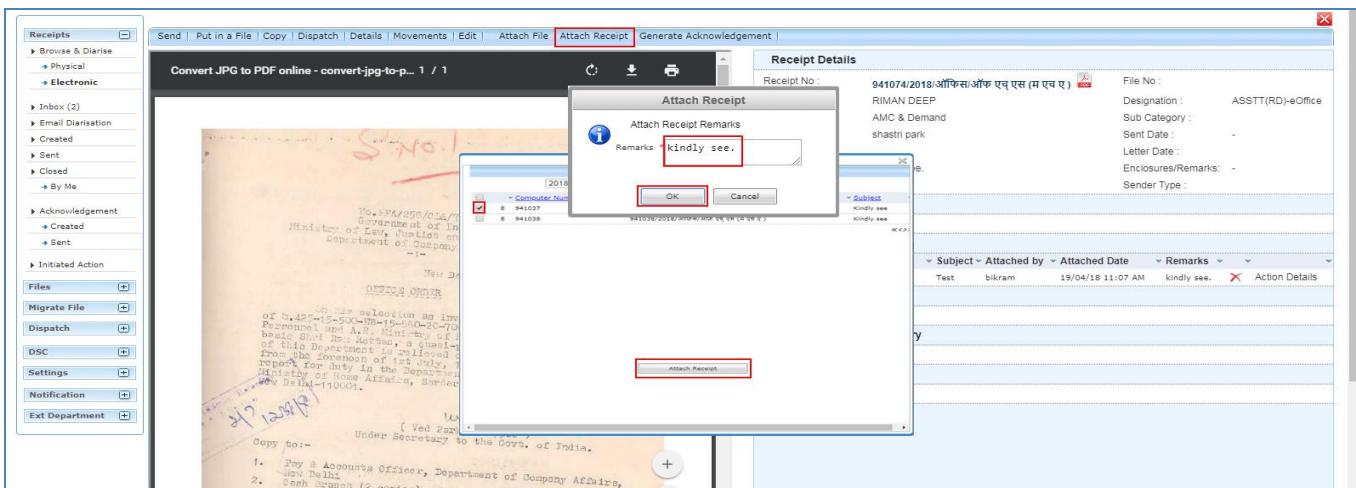


Fig.39

- The selected receipt then gets attached with the Receipt and moves along with the movement of Receipt as shown in **Fig.40**:

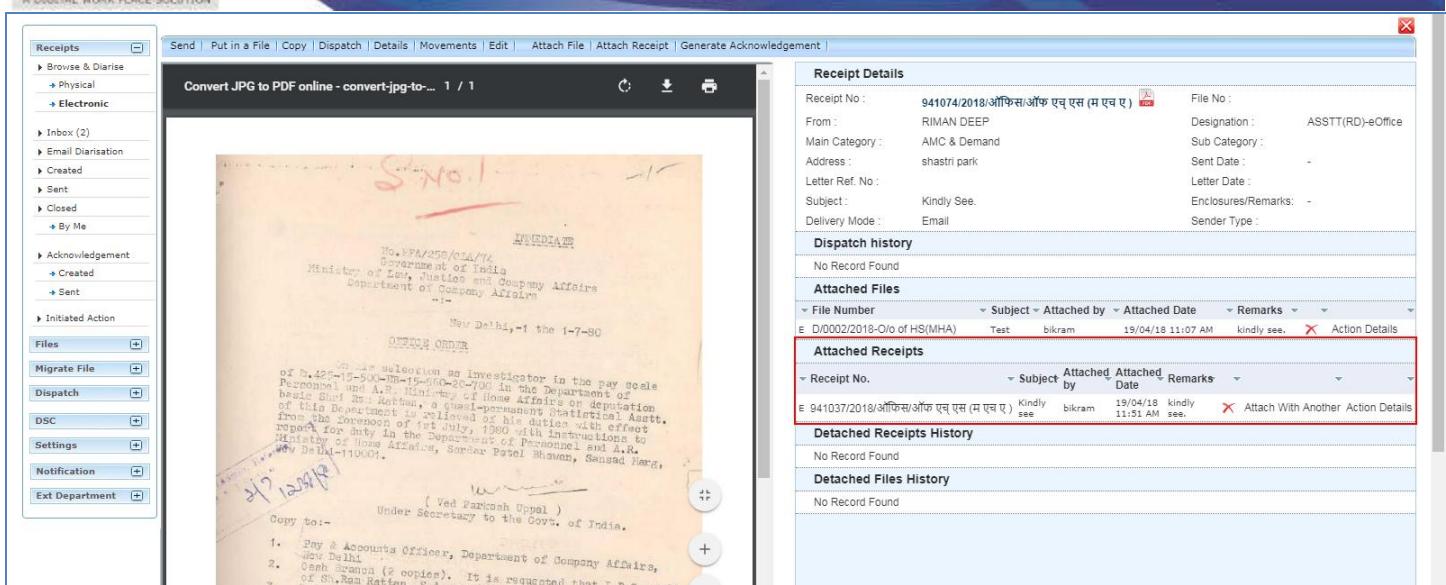


Fig.40

Detach Receipt- Will detach a receipt from the Receipt.

- The receipt can be detached from receipt on clicking “” button in the Attached receipt section (**Fig.40**).
- The detached receipt is moved to the receipt Inbox of the user who had detached the receipt.

10. Generate Acknowledgement: There is a provision to acknowledge the user who has sent the letter that has been received in the organization.

Note:

For steps to Generate [Acknowledgement](#) refer Acknowledgement sub-module.

Physical DAK/ letter Diarisation

In Physical DAK/ letter the **Browsing and Uploading of Correspondence is Non- Mandatory**, rest of the process is same to electronic diarisation.

To diaries the Physical DAK/ letter, perform the following steps:

- Click the **Physical** link under **Browse & Diarise** sub-module. The screen as shown in **Fig.41** appears:

Receipts

- Browse & Diarise
 - Physical
 - Electronic
- Inbox
 - Ministry
 - Email Diarisation
 - Created
 - Sent
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By others(all)
 - Acknowledgement
 - Created
 - Sent
 - Recycle Bin
 - Initiated Action

Files

- Migrate File
- Dispatch
- DSC
- Settings
- Notification
- Ext Department

Upload(Only PDF upto 20 MB)

1 / 1

Diary Details

Classified	Choose one	Sender Type	Choose one
Delivery Mode*	By Hand	Language	English
Mode Number		Letter Ref. No.	
Type*	Letter	File Number	
Received Date*	27/07/2018	Letter Date	27/07/2018
VIP	Choose one	Diary Date	27/07/2018
VIP Name	Choose one	Dealing Hands	Choose One

Contact Details

Ministry	Choose one		
Department	Choose one		
Name*		Designation*	
Organization			
Address 1 *			
Address 2			
Country	INDIA	State	Andaman & Nicobar Islands
City		Pincode	
Mobile		Landline	
Fax		Email	

Category & Subject

Main Category*	Choose one
Sub Category	Choose One
Subject*	
Enclosures	

* Enclosure/Remarks will not be changed after movement

Customize Acknowledgement

Generate **Generate & Send**

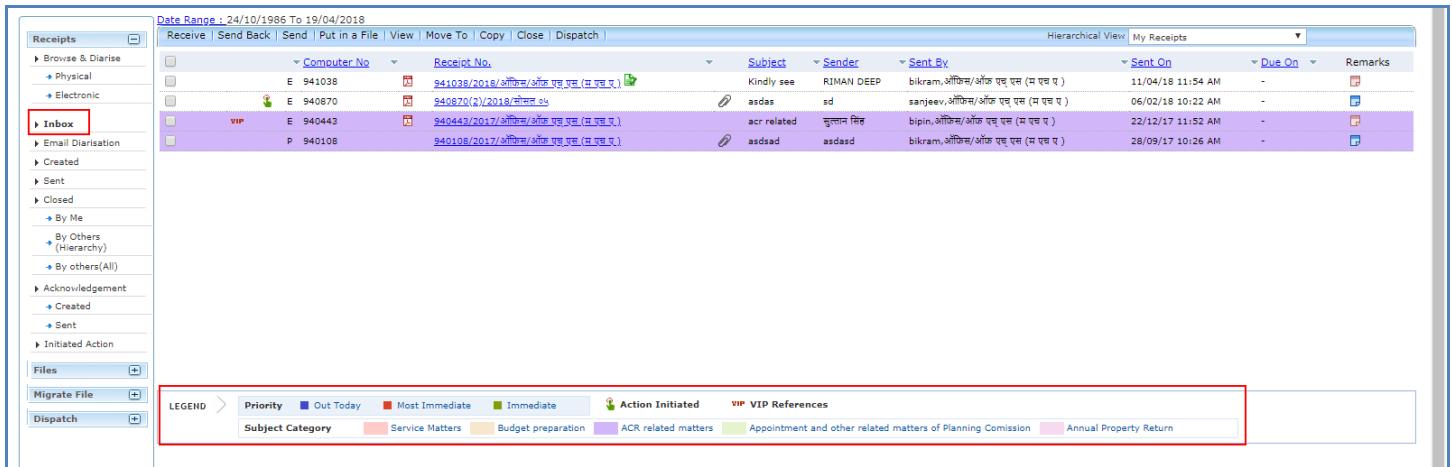
Fig.41

Note:

For further **Browse and Diarise Process of Physical Receipt**, refer to Browse and Diarise process of [Electronic Receipt](#).

Inbox

Receipt Inbox sub module displays all the **incoming** receipts that have been marked to the logged in user, as shown in **Fig.42**:



The screenshot shows the Receipt Inbox interface with the following details:

- Date Range:** 24/10/1986 To 19/04/2018
- Actions:** Receive | Send Back | Send | Put in a File | View | Move To | Copy | Close | Dispatch
- Table Headers:** Computer No., Receipt No., Subject, Sender, Sent By, Sent On, Due On, Remarks
- Table Data:**

	Computer No.	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
□	E 941038	941038/2018/अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	Kindly see	RIMAN DEEP	bikram,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	11/04/18 11:54 AM	-	
□	E 940870	940870/2/2018/सेवा क्र.	asdas	sd	sanjeev,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	06/02/18 10:22 AM	-	
VIP	E 940443	940443/2017/अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	acr related	सुलान सिंह	bipin,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	22/12/17 11:52 AM	-	
□	P 940108	940108/2017/अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	asdasd	asdasd	bikram,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	28/09/17 10:26 AM	-	
- Legend:**
 - Priority: Out Today (Blue), Most Immediate (Red), Immediate (Green)
 - Action Initiated (Yellow)
 - VIP VIP References (Purple)
 - Subject Category: Service Matters (Pink), Budget preparation (Orange), ACR related matters (Purple), Appointment and other related matters of Planning Commission (Green), Annual Property Return (Light Blue)

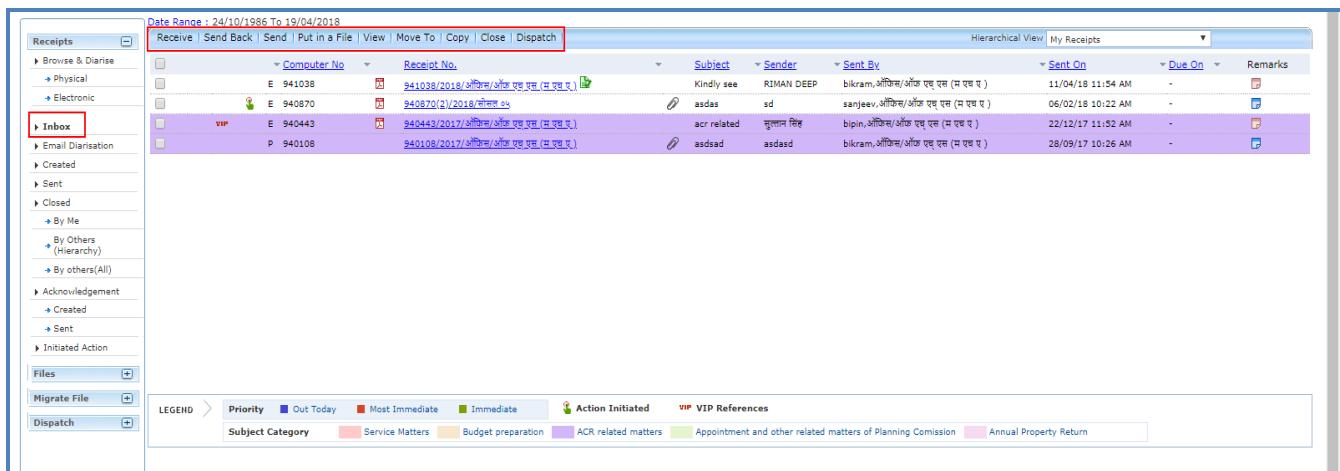
Fig.42

- There are legends displayed within the **Receipt's Inbox**, which provide additional information like urgency grading and other tags defining necessary details about the receipts, as shown in **Fig.42**.

Note:

Receipts/ Files of different subject category in the Inbox/ Created/ Sent list can be demarcated by color coding (max. 5 subject category are allowed). This feature is configurable.

- Along with these details few action tabs are also defined, as shown in **Fig.43**:



The screenshot shows the Receipt Inbox interface with the following details:

- Date Range:** 24/10/1986 To 19/04/2018
- Actions:** Receive | Send Back | Send | Put in a File | View | Move To | Copy | Close | Dispatch
- Table Headers:** Computer No., Receipt No., Subject, Sender, Sent By, Sent On, Due On, Remarks
- Table Data:**

	Computer No.	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
□	E 941038	941038/2018/अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	Kindly see	RIMAN DEEP	bikram,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	11/04/18 11:54 AM	-	
□	E 940870	940870/2/2018/सेवा क्र.	asdas	sd	sanjeev,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	06/02/18 10:22 AM	-	
VIP	E 940443	940443/2017/अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	acr related	सुलान सिंह	bipin,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	22/12/17 11:52 AM	-	
□	P 940108	940108/2017/अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	asdasd	asdasd	bikram,अधिकारी/अंतर्गत प्रक्रम (प्र.प्र.प्र.)	28/09/17 10:26 AM	-	
- Legend:**
 - Priority: Out Today (Blue), Most Immediate (Red), Immediate (Green)
 - Action Initiated (Yellow)
 - VIP VIP References (Purple)
 - Subject Category: Service Matters (Pink), Budget preparation (Orange), ACR related matters (Purple), Appointment and other related matters of Planning Commission (Green), Annual Property Return (Light Blue)

Fig.43

- Receive:** It is used to receive the Physical Receipts as shown in the **Fig.44**. Without receiving the physical receipt user cannot take any action on that particular receipt.

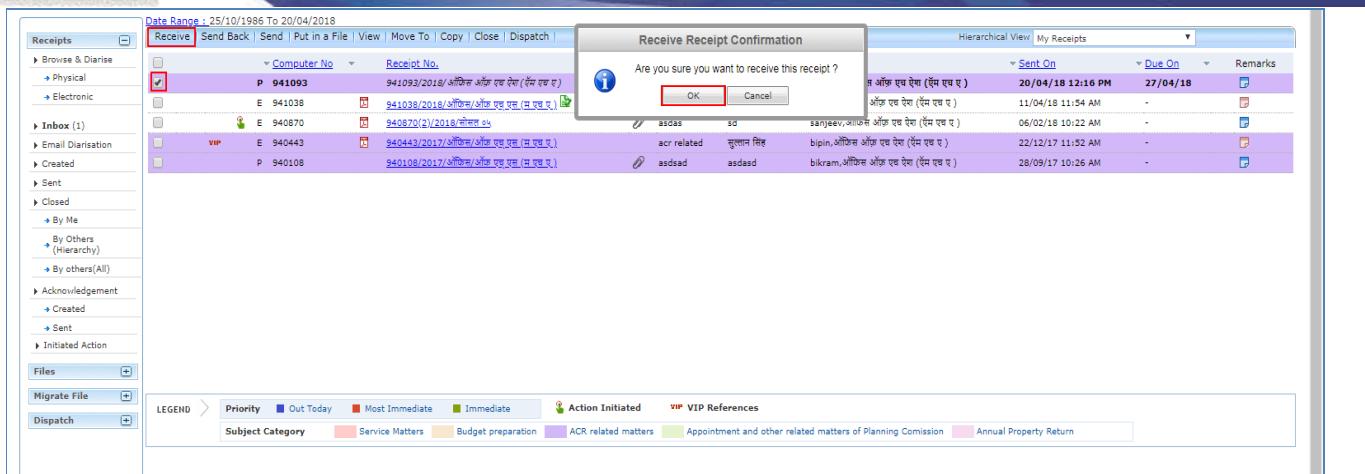


Fig.44

- b) **Send Back:** It is used to send the receipt back to the sender of the Receipt.

- Select the receipt and click **Send Back** tab as shown in Fig.45:

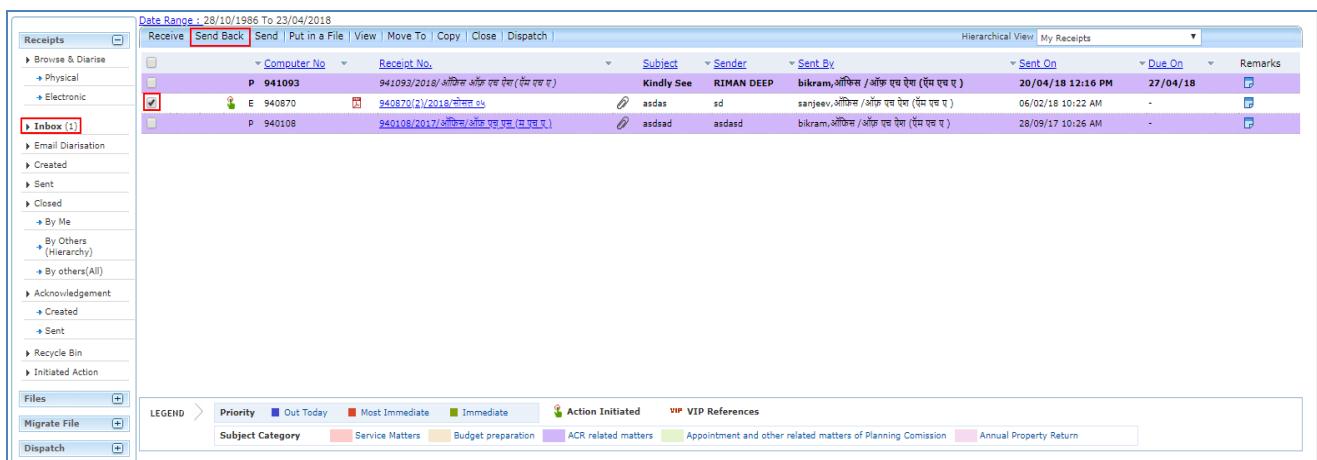


Fig.45

- The **Send screen** with the **To** field auto populated with the name of the previous sender appears, as shown in Fig.46:

Fig.46

Note:

Refer the steps mentioned under [Send](#) action tab of Receipt Browse and Diaries sub-module.

- c) **Send:** This option facilitates the user to mark the receipt to the intended recipient(s).

Note:

Refer the steps mentioned under [Send](#) action tab of Receipt Browse and Diaries sub-module.

- d) **Put in a File:** To put the receipt into a concerned file.

Note:

Refer the steps mentioned under [Put in a File](#) action tab of Receipt Browse and Diaries sub-module.

- e) **View:** It is used to sort the receipts based on different criteria such as current state, priority, VIP, Due Date etc.

- Keep the cursor on tab and a drop down menu will appear with the options as shown in **Fig.47**:

Fig.47

- a) **Unread:** To view all unread electronic receipts and unreceived physical receipts.

- b) **Read:** To view all read electronic receipts and received physical receipts.

- c) **Action Initiated:** To view all the receipts against which initiate action process has been taken up.
- d) **Physical:** To view all physical receipts.
- e) **Electronic:** To view all electronic receipts.
- f) **VIP reference:** To view all the VIP referenced receipts.
- g) **Out today:** To view all the receipts those are marked with priority as Out Today.
- h) **Most Immediate:** To view all the receipts those are marked with priority as Most Immediate.
- i) **Immediate:** To view all the Prioritized receipt marked as Immediate.
- j) **Due date Elapsed:** To view all those receipts for which due date as set during sending / marking of the receipt has elapsed.
- k) **All:** To view all the incoming receipts from the latest to the oldest order (Default View).
- l) **Subject Category:** To view all the receipts categorized on the basis of subject Category, as configured in the system

6. Move To:

It is used to categorize the receipts into subfolders under **Receipt Inbox**.

To create New Folder or manage existing ones, perform the following steps:

- Select receipt(s) from the Receipt Inbox, which needs to be moved.
- Keep the cursor on () tab, a drop down menu will appear with the options as shown in **Fig.48**:

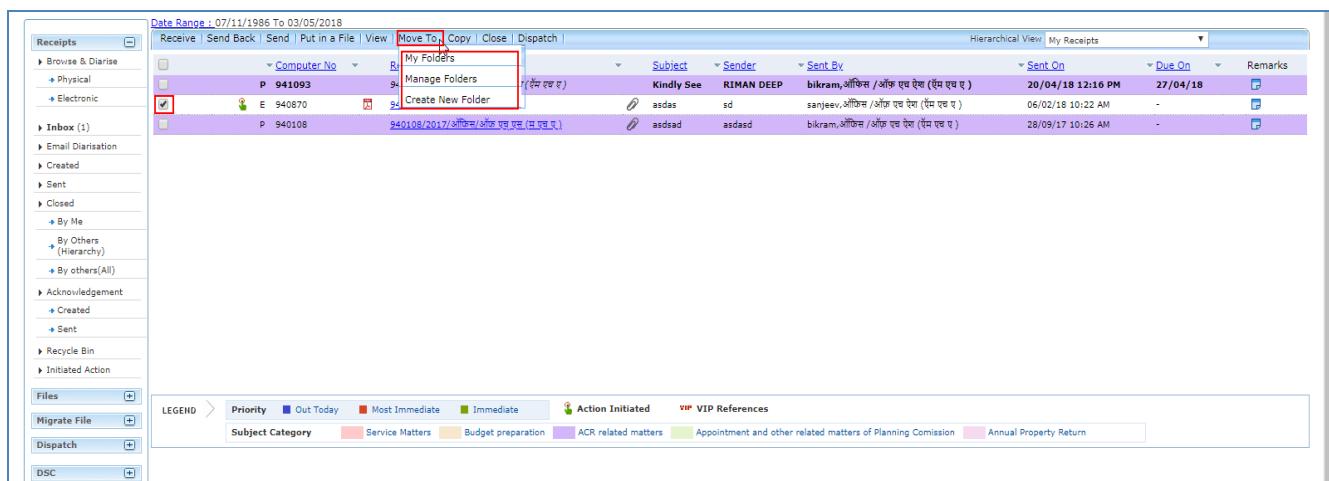


Fig.48

- a) **Create New Folder:** Click the **Create New Folder** link from the dropdown, as shown in **Fig.49**:

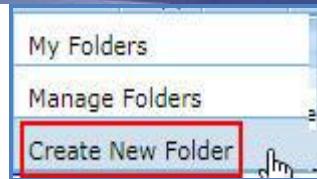


Fig.49

- The screen appears is shown in Fig.50. Enter the **Folder Name** and select the Folder in which new folder is to create. Click the **Save** button as shown in Fig.50:

Fig.50

- The new folder is created under **Inbox** as sub folder, as shown in Fig.51:

Receipts									
Date Range : 07/11/1986 To 03/05/2018									
Hierarchical View My Receipts									
	Receive	Send Back	Send	Put in a File	View	Move To	Copy	Close	Dispatch
Receipts									
► Browse & Diarise									
► Physical									
► Electronic									
► Inbox (1)									
► Ministry									
► Email Diarisation									
► Created									
► Sent									
► Closed									
► By Me									
Computer No. Receipt No. Subject Sender Sent By Sent On Due On Remarks									
E	940870	940870(2)/2018/राजस्व	asdas	sd	sanjeev.भीमन/अंकु र देवा (राम राम)	06/02/18 10:22 AM	-	-	

Fig.51

- b) **My Folders:** Click the **My Folders** link from the dropdown menu to move the Receipt either in inbox or in its subfolders.
- c) **Manage Folders:** Click the **Manage Folders** link from the dropdown menu to **Delete** () or **Edit** () the folders created under Receipt Inbox.

Note:

Above mentioned action are available in sub-folders as well.

7. **Copy:** It can be used, in cases where multiple correspondences of similar nature are received from the same person or organization. Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata (*Copying the pdf content is configurable feature*) of the receipt.
8. **Close:** User can close those receipts on which either action is completed or action is not required as per departmental instructions.

To close a receipt following steps needs to be followed:

- Click the **Close** tab after selecting one or multiple receipts. A popup window of closing confirmation appears. Enter the mandatory closing remarks as shown in **Fig.52**:

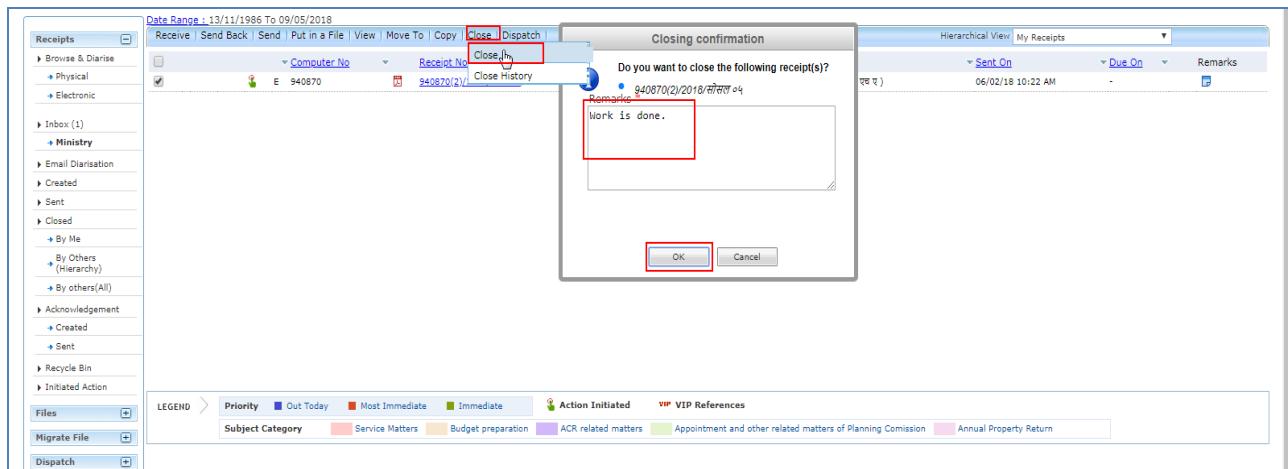


Fig.52

- Click **OK** button to close the selected receipt(s).
- The closed receipts will be available under **Closed→By Me** sub-module under receipt module.

Note:

The receipt in which draft is created and has not yet been dispatched cannot be closed.

Close History: The history of closing and reopening is maintained under “Close History”).

- f) **Dispatch:** It is a process of issuing an official reply to the concerned user/department/ministry after the approval from the internal competent authority.

- By clicking the **Dispatch** tab, the Dispatch screen appears, as shown in **Fig.53**:

Draft Details

Draft Type* Language*
 Draft Nature* Prefix
 Is Sanction
 Subject*
 Total 1000 | 992 characters left.
 Receipt Number Reply Type
Communication Details
 Ministry
 Department
 Name* Designation*
 Organization
 Address 1
 Address 2 State
 City
 Mobile
 Fax

Attachments
 Note : Use following # tags for draft creation
 #ApprovedBy# for Approver Info
 #ApprovedByDesignation# for Approver Designation
 #ApprovedByPost# for Approver Post
 #ApprovedDate# for Date of Approval
 #ApprovedByName# for Approver Name
 #ApprovedBySectionName# for Approver Section Name
 #ApprovedByEmail# for Approver Email
 #DocumentNumber# for Document Number

Fig.53

Note:

Refer the steps mentioned under [Dispatch](#) action tab of Receipts Browse & Diarise sub-module for further details.

Inner Page of Receipt in Inbox:

- Open the receipt (**Electronic Receipt**) by clicking the “**Receipt No.**”, as shown in **Fig.54**:

Receipts								
Receive Send Back Send Put in a File View Move To Copy Close Dispatch Hierarchical View My Receipts								
	Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
	E 24755	24755/2017/eoffce	Office procedures.	Akansha Baloni	ARADHANA JAISWAL,eoffce	17/08/17 05:16 PM	25/08/17	
	E 24725	24725/2017/eoffce	Electricity bill	R Nagaraj	ARADHANA JAISWAL,eoffce	17/08/17 10:43 AM	-	
	P 24720	24720/2017/eoffce	eOffice procedures	Akansha Baloni	ARADHANA JAISWAL,eoffce	17/08/17 10:23 AM	-	
	E 24669	24669/2017/eoffce	Regarding eOffice details	Akansha Baloni	ARADHANA JAISWAL,eoffce	16/08/17 12:02 PM	25/08/17	

Fig.54

- Receipt gets open, as shown in **Fig.55**.
- PDF content of the receipt is displayed on the left side and the receipt details and movement details are displayed on the right side.

- Along with the details the actions that can be taken on a Electronic Receipt are present on the top in the **Menu bar** as shown in Fig.55:

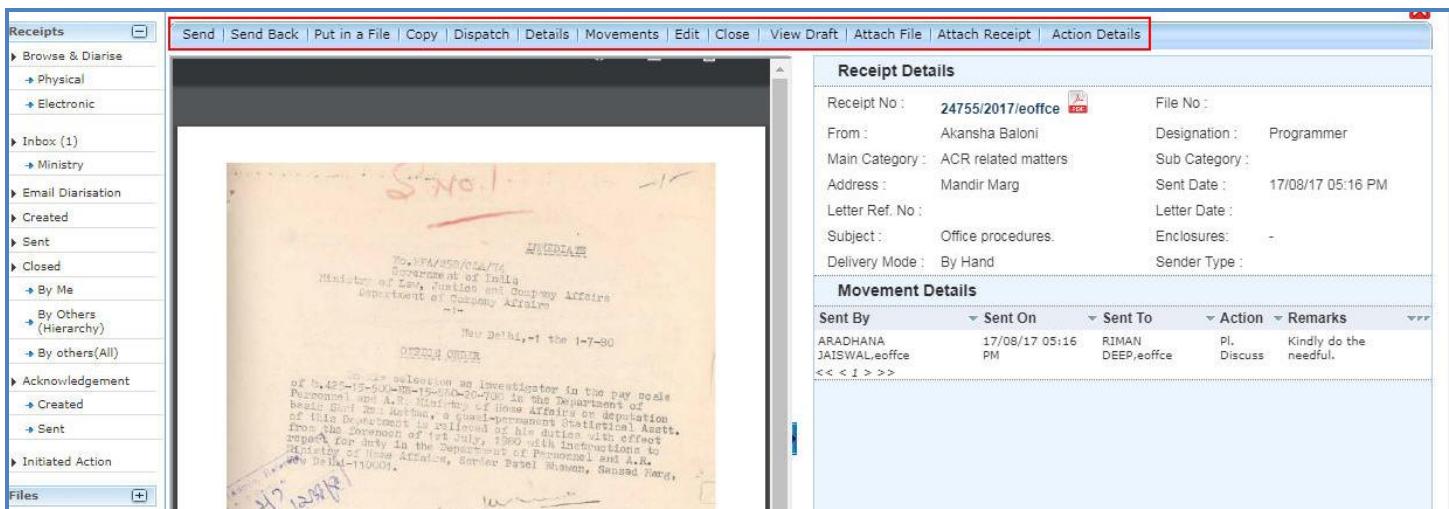


Fig.55

Electronic Receipt Action Tabs

Let us learn following different options available in the menu bar for electronic receipts.

- Send:** This option facilitates the user to mark the receipt to the intended recipient(s)..

Note:

Refer the steps mentioned under [Send](#) action tab of Receipt Browse and Diaries sub-module.

- Send back:** It is used to send the receipt back to the sender of the Receipt.

Note:

Refer the steps mentioned under [Send back](#) action tab of Receipt Inbox sub-module.

- Put in a File:** To put the receipt into a concerned file..

Note:

Refer the steps mentioned under [Put in a File](#) action tab of Receipts Browse & Diarise sub-module.

- Copy:** It can be used, in cases where multiple correspondences of similar nature are received from the same person or organization. Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata (**Copying the pdf content is configurable feature**) of the receipt.
- Dispatch:** It is a process of issuing an official reply to the concerned user/department/ministry after the approval from the internal competent authority.

Note:

By clicking the [Dispatch](#) tab, the Dispatch screen appears. Refer the steps mentioned under [Dispatch](#) action tab of

Receipts Inbox sub-module.

- Details:** It can be used to view dispatch history, list of attached files, and list of attached receipts, detached receipts history and detached files history.

Note:

Refer [Details](#) action tab of Receipt Browse & Diarise sub-module.

- Movements:** This option is used to track the **Movements** of the receipt which automatically gets updated as Receipt moves from user to another, as shown in **Fig.56:**

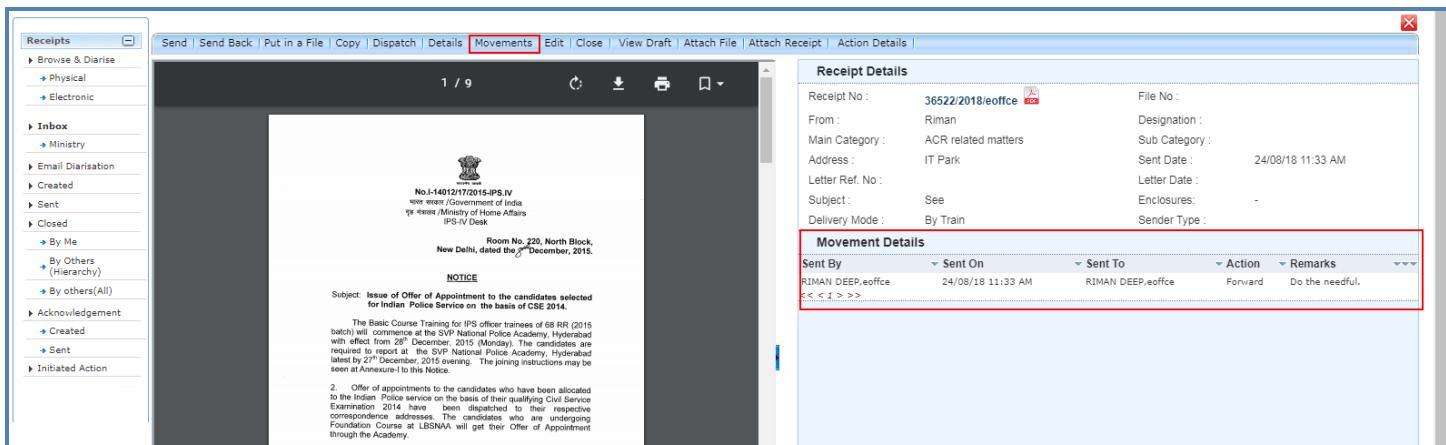


Fig.56

- Edit:** It can be used to edit the different metadata fields on the right of the Receipt before sending it to the intended recipient(s).

Note:

The pdf content on the left of the Receipt and the Delivery mode field on right side under Diary Details are non-editable.

Refer the steps mentioned under [Edit](#) action tab of Receipt Browse & Diarise sub-module.

- Close:** User can close those receipts on which either action is completed or action is not required as per departmental instructions.

Note:

Refer the steps mentioned under [Close](#) action tab of Receipt Inbox sub-module.

- View Draft:** It is used to view the created drafts.

To view the drafts, perform the following steps:

- Click [View Draft](#) tab, as shown in **Fig.57:**

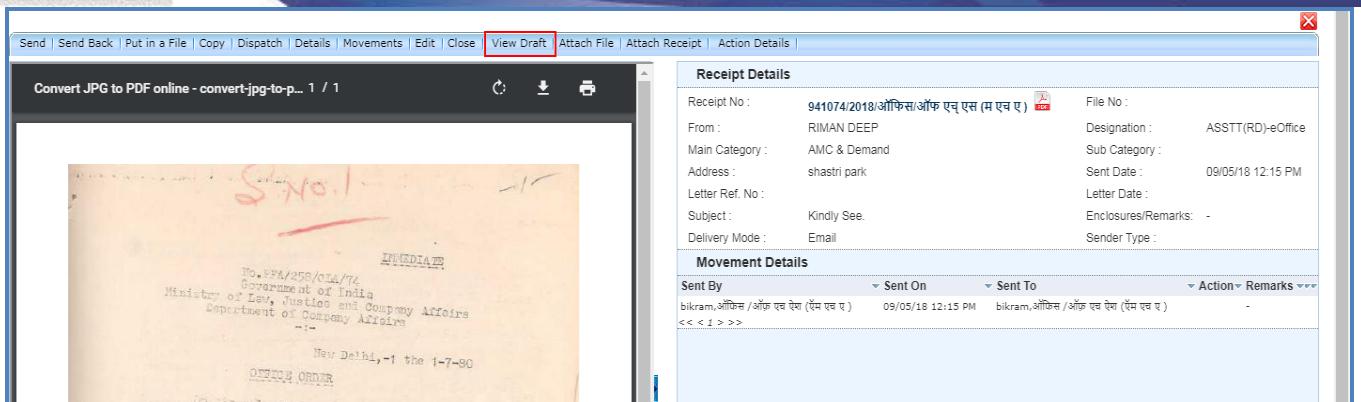


Fig.57

- Click Draft No. to open the draft as shown in Fig.58:

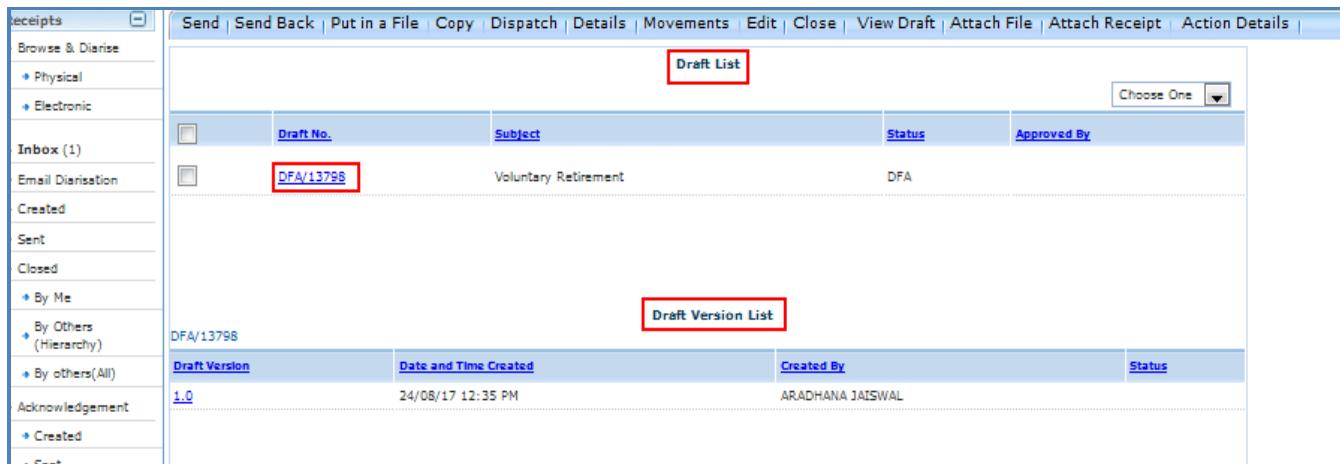


Fig.58

- The draft is shown in Fig.59:

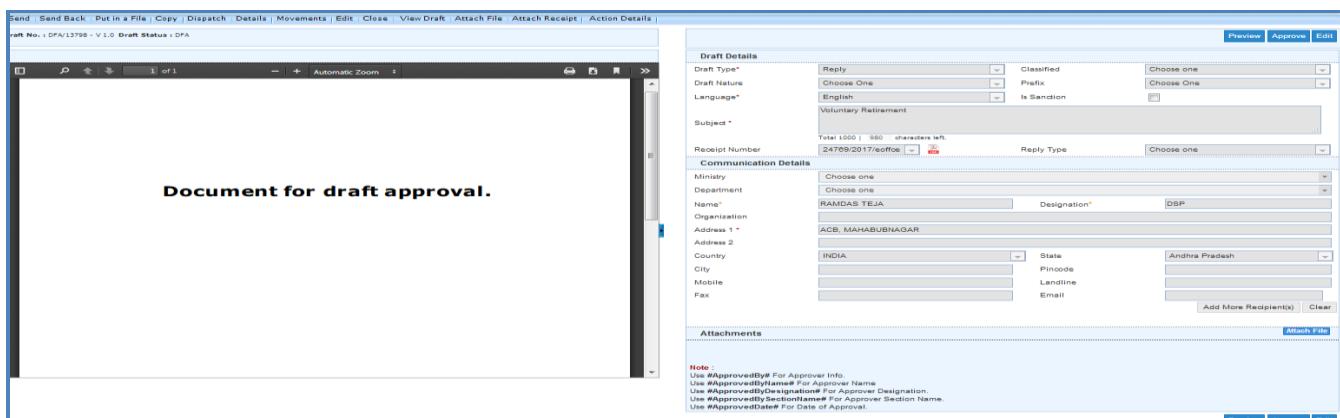


Fig.59

Note:

View Draft option is available in Electronic Receipts only, as in Physical Receipt issue is directly dispatched to the

concerned authority or to the CRU section.

11. Attach File:

Note:

Refer the steps mentioned under [Attach File](#) action tab of Receipt Browse & Diarise sub-module.

12. Attach Receipt:

Note:

Refer the steps mentioned under [Attach Receipt](#) action tab of Receipt Browse & Diarise sub-module.

13. Action Details: To view or add remarks against the receipt for which action has been initiated.

- Click **Action Details** button and then click **Add Comment** button, as shown in **Fig.60**:

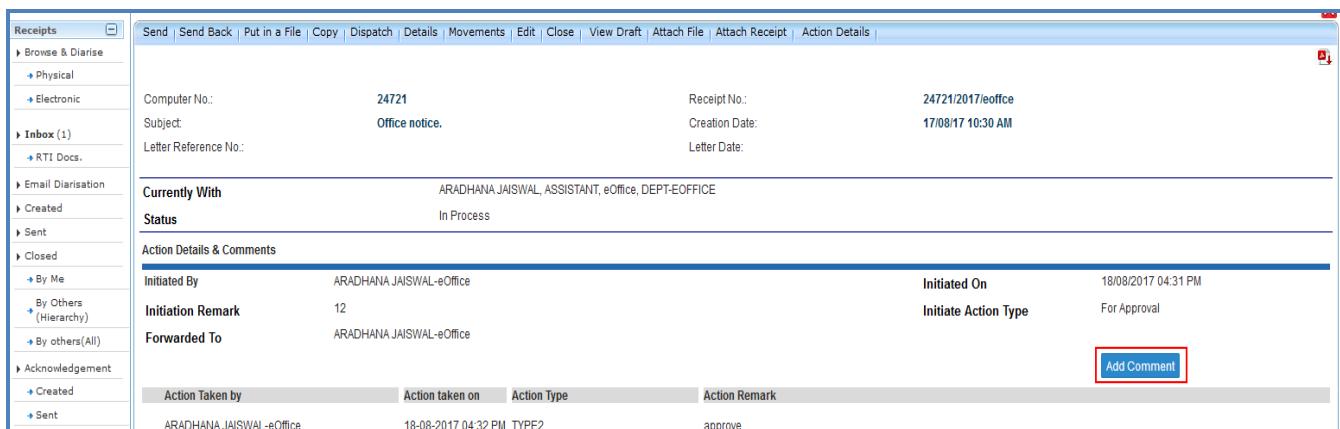


Fig.60

Note:

This feature is for Receipt(s) against which the action has initiated.

Refer to [Viewing & Adding the action comment](#) mentioned under Initiated action.

Physical Receipt Action Tabs

The actions that can be taken on a Physical Receipt are present on the top in the **Menu bar** as shown in **Fig.61**:

Receipts Send | Send Back | Put in a File | Copy | Dispatch | Details | Movements | Edit | Close | Attach File | Attach Receipt | Action Details

1 / 1

CENTRAL ADMINISTRATIVE TRIBUNAL
JODHPUR BENCH, JODHPUR

No : 10-2/2017/Estdt/  Dated : 30.06.2017

OFFICE ORDER

As per the policy for implementation of e-Service Book for all Central Government Services by the Department of Personnel & Training, New Delhi, the undermentioned Officers/Officers of Jodhpur Bench of the Central Administrative Tribunal are assigned with Roles and Responsibilities in the application as e-Service Book Creator and Verifier to operate e-Service Book Module, as under :-

S. No.	Name and Designation	Role	Responsibilities
1.	Shri N.K. Dagar Section Officer	Verifier	<ul style="list-style-type: none"> Updation of user data. Verification of entries made by the creator. Authorization and uploading of office order of the employee/user
2.	Shri Arjun Lal Upper Division Clerk	Creator	<ul style="list-style-type: none"> Initiates the creation of the user in the Department. Performs Data entry operations.
3.	Shri Hemant Samanya Lower Division Clerk	Creator	<ul style="list-style-type: none"> Initiates the creation of the user in the Department. Performs Data entry operations

Receipt Details

Receipt No :	24654/2017/eoffice 	File No :	
From :	Dr. Parveen	Designation :	D. MS
Main Category :	Appointments	Sub Category :	
Address :	Delhi	Sent Date :	23/08/17 10:58 AM
Letter Ref. No :		Letter Date :	
Subject :	Reg. Appointments	Enclosures:	-
Delivery Mode :	By Hand	Sender Type :	

Movement Details

Sent By	Sent On	Sent To	Action	Remarks	Received On
NIKHIL KHAJURIA,eoffice	23/08/17 10:58 AM	RIMAN DEEP,eoffice	Forward	Demo Test	23/08/17 10:59 AM
SANDEEP KUMAR,eoffice	14/08/17 03:55 PM	NIKHIL KHAJURIA,eoffice	Forward	-	14/08/17 04:02 PM
SANDEEP KUMAR,eoffice	14/08/17 03:32 PM	SANDEEP KUMAR,eoffice	Forward	-	14/08/17 03:32 PM

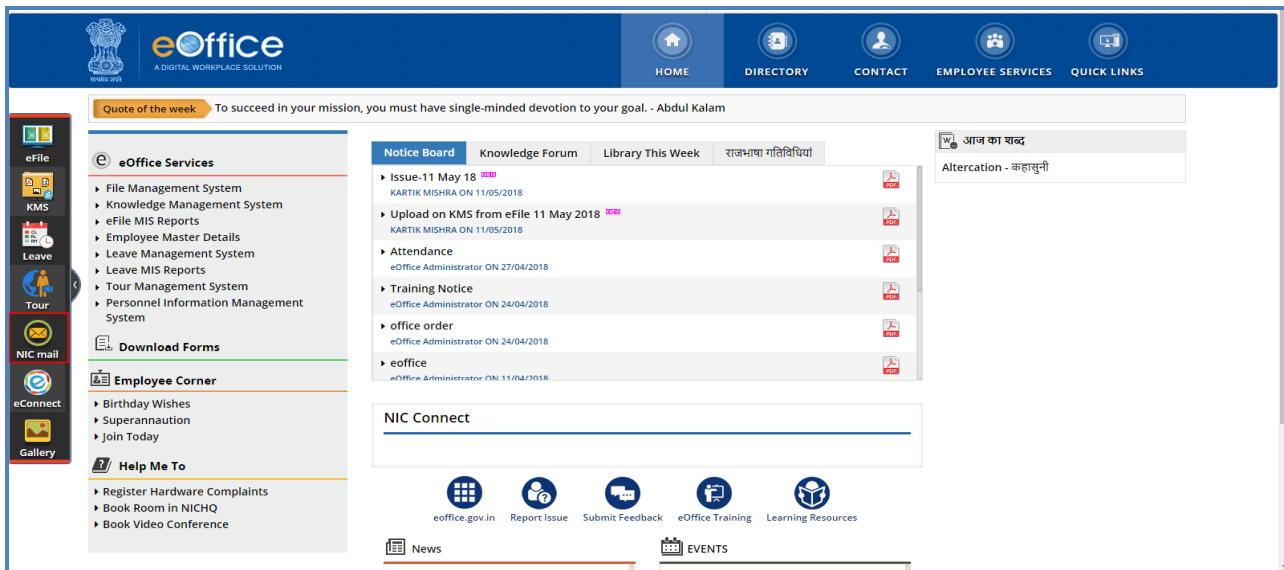
Fig.61

Note:

Refer the action tabs mentioned under [Electronic Receipt Action Tabs](#) except the View Draft action tab as there is no provision to create DFA for Physical Receipt.

Email Diarization

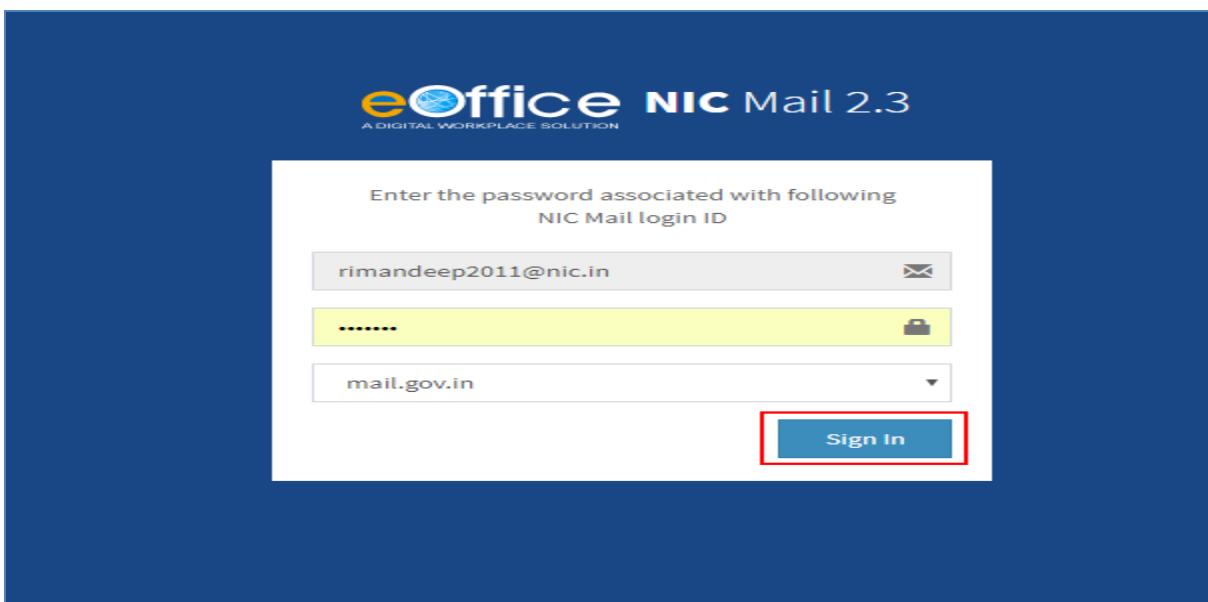
- Go to **portal page** and then click **NIC mail** link as shown in **Fig.62**:



The screenshot shows the eOffice portal homepage. On the left sidebar, under the 'eOffice Services' section, the 'NIC mail' link is highlighted with a red box. The main content area includes a 'Notice Board' with several items like 'Issue-11 May 18' and 'Upload on KMS eFile 11 May 2018'. There are also sections for 'Employee Corner' and 'Help Me To'. At the bottom of the sidebar, there's a 'News' section. The top navigation bar has links for HOME, DIRECTORY, CONTACT, EMPLOYEE SERVICES, and QUICK LINKS. A quote at the top reads: 'To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam'.

Fig.62

- The login page appears. enter the credentials and click **Sign In** button as shown in **Fig.63**:

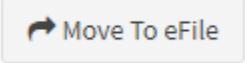


The screenshot shows the NIC Mail 2.3 login page. It features a header with the eOffice logo and 'NIC Mail 2.3'. Below the header, a form asks for the password associated with a specific NIC Mail login ID. The form fields include an email input ('rimandeep2011@nic.in'), a password input ('.....'), and a dropdown for the domain ('mail.gov.in'). The 'Sign In' button is highlighted with a red border.

Fig.63

Note:

To use this feature the NIC Mail/ Official eMail id of user should be configured with eoffice.

- Inbox screen appears, open the mail required for the diarisation and click  button as shown in **Fig.64**:

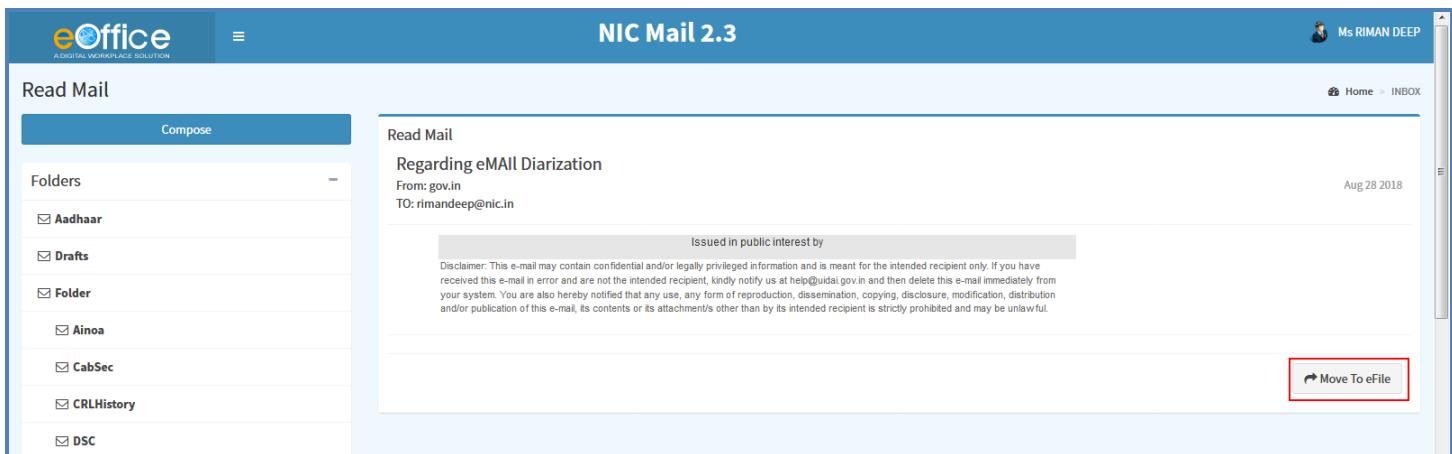


Fig.64

Note:

Only one mail can be moved to eFile at a time.

- A confirmation popup window appears as shown in **Fig.65**:

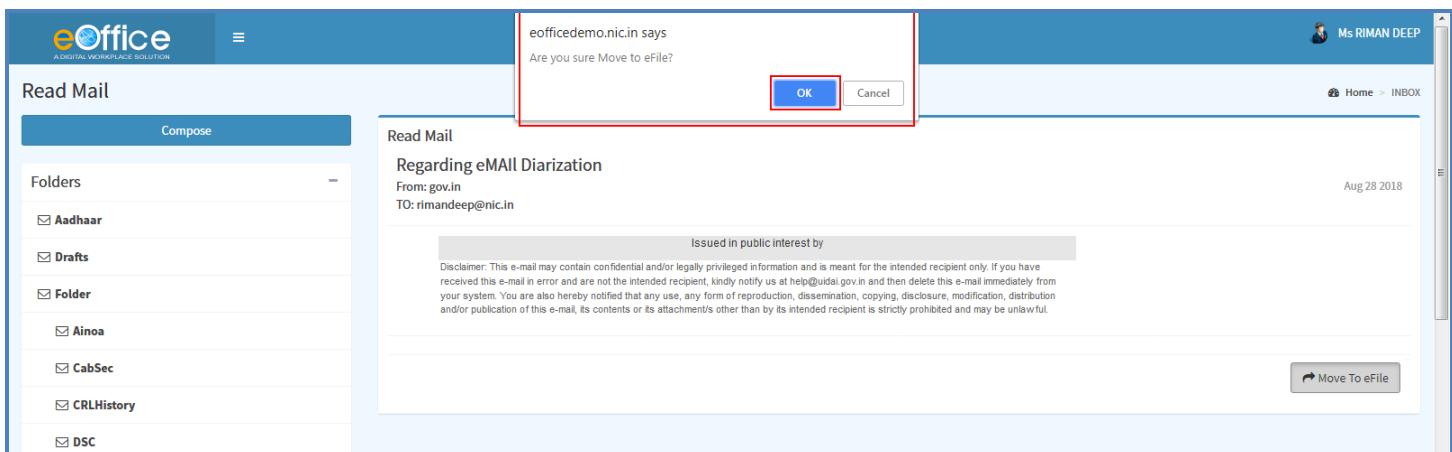


Fig.65

- Clicks **OK** button, a message is displayed “Successfully Moved To eFile” as shown in **Fig.66**:

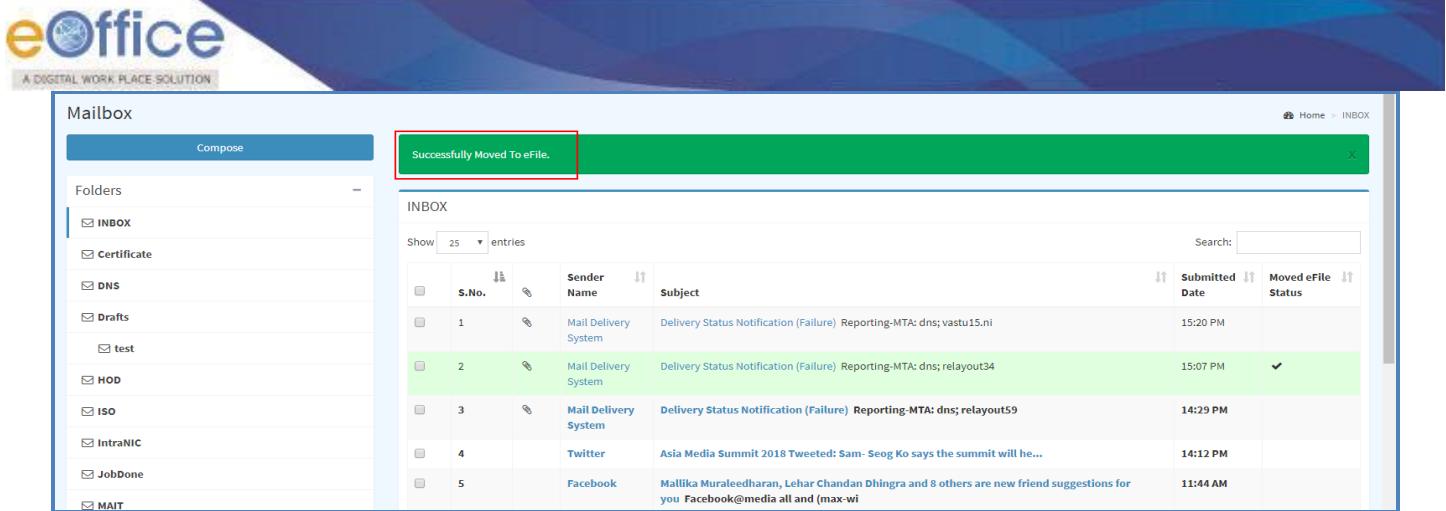


Fig.66

- Now go to **File Management System** (click User name → Home button → File Management System Link) and click **Email Diarisation** link under Receipt module, as shown in **Fig.67**:

The screenshot shows the Receipts module. On the left, there's a sidebar with 'Receipts' at the top, followed by 'Browse & Diarise' (Physical, Electronic), 'Inbox (1)', 'Ministry', 'Email Diarisation' (which is highlighted with a red box), 'Created', 'Sent', and 'Closed'. The main area shows a table of receipts with columns: Computer No, Receipt No., Subject, Sender, Sent By, Sent On, Due On, and Remarks. There are four entries listed.

Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 24863	24863/2017/eoffice	Minority Walk 1.5 km, 20 min, Educational Institut...	aradhana	ARADHANA JAISWAL,eoffice	23/08/17 03:13 PM	-	
WP P 24654	24654/2017/eoffice	Reg. Appointments	Dr. Parveen	NIKHIL KHAJURIA,eoffice	23/08/17 10:58 AM	-	
E 24850	24850/2017/eoffice	Procedures,	Gajavelli Venkatesham	ARADHANA JAISWAL,eoffice	21/08/17 11:27 AM	-	
E 24669	24669/2017/eoffice	Regarding eOffice details	Akansha Baloni	ARADHANA JAISWAL,eoffice	16/08/17 12:02 PM	25/08/17	

Fig.67

- Click **Subject** link of the mail, as shown in **Fig.68**:

The screenshot shows the Receipts module. On the left, there's a sidebar with 'Receipts' at the top, followed by 'Browse & Diarise' (Physical, Electronic), 'Inbox (1)', 'Ministry', 'Email Diarisation', 'Created', 'Sent', 'Closed', 'By Me', 'By Others (Hierarchy)', and 'By others(All)'. The main area shows a table with columns: Subject, Send By, Sent Date, and Sender Email. The 'Subject' column is highlighted with a red box. The table contains one entry: 'Delivery Status Notification (Failure)'.

Subject	Send By	Sent Date	Sender Email
Delivery Status Notification (Failure)	Mail Delivery System <MAILER-DAEMON@relayout34.nic.in>	11/05/18	MAILER-DAEMON@relayout34.nic.in

Fig.68

- The mapping page appears, select the mail body and attachment from the **Mail Body & Attachments** window and move it towards **Select Attachments to Merge** window and click **Diary** button as shown in **Fig.69**:

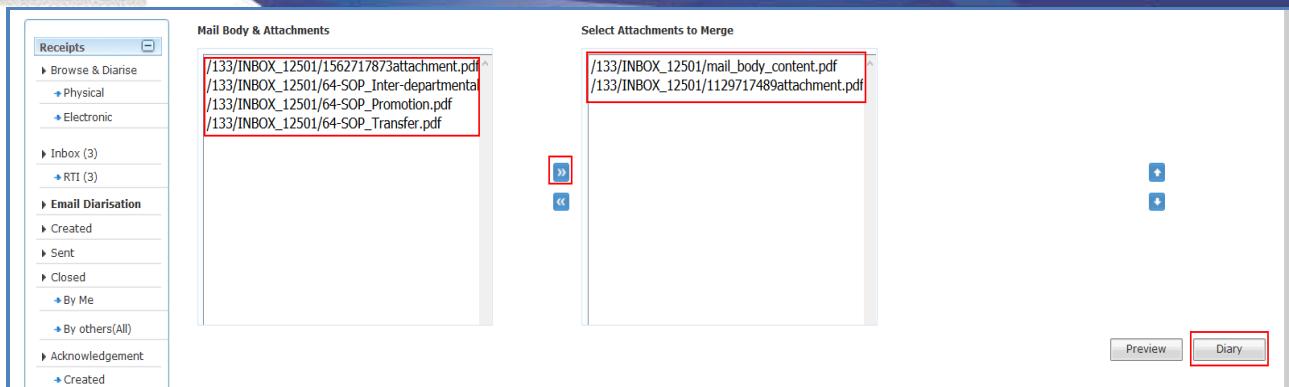


Fig.69

- The diary screen will appear with pre-filled scanned document and subject, as shown in **Fig.70**:

The screenshot shows the 'Diary Details' screen. On the left, there is a scanned document with several questions. On the right, there are several input fields: Classified (Choose one), Delivery Mode (Email), Mode Number, Type (Letter), Received Date (21/06/2018), VIP (Choose one), Contact Details (Ministry, Department, Name, Organization, Address 1-2, Country (INDIA), State (Andaman & Nicobar Islands), City, Mobile, Fax), Category & Subject (Main Category, Sub Category, Subject), and Enclosures. At the bottom, there are 'Generate' and 'Generate & Send' buttons.

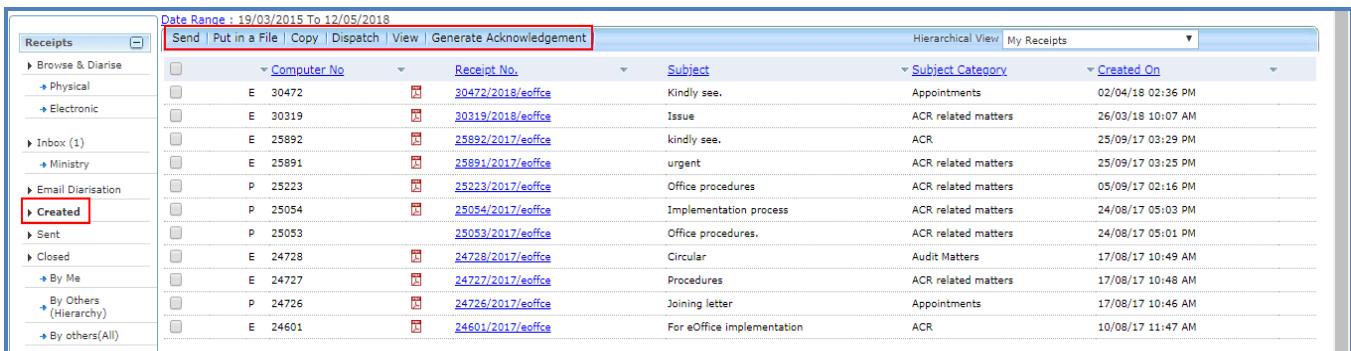
Fig.70

- Diarise the moved NIC mail and click the **Generate** button or **Generate & Send** (Fig. 70).
- The receipt gets generated.

Created

It contains list of receipts that has been diarised but not yet marked/sent.

There are six action tabs provided under Created Section of receipt, as shown in **Fig.71**:



Receipts					
Date Range : 19/03/2015 To 12/05/2018					
Send Put in a File Copy Dispatch View Generate Acknowledgement					
Receipts	Computer No.	Receipt No.	Subject	Subject Category	Created On
<input type="checkbox"/>	E 30472	30472/2018/eOffice	Kindly see.	Appointments	02/04/18 02:36 PM
<input type="checkbox"/>	E 30319	30319/2018/eOffice	Issue	ACR related matters	26/03/18 10:07 AM
<input type="checkbox"/>	E 25892	25892/2017/eOffice	kindly see.	ACR	25/09/17 03:29 PM
<input type="checkbox"/>	E 25891	25891/2017/eOffice	urgent	ACR related matters	25/09/17 03:25 PM
<input type="checkbox"/>	P 25223	25223/2017/eOffice	Office procedures	ACR related matters	05/09/17 02:16 PM
<input type="checkbox"/>	P 25054	25054/2017/eOffice	Implementation process	ACR related matters	24/08/17 05:03 PM
<input type="checkbox"/>	P 25053	25053/2017/eOffice	Office procedures.	ACR related matters	24/08/17 05:01 PM
<input type="checkbox"/>	E 24728	24728/2017/eOffice	Circular	Audit Matters	17/08/17 10:49 AM
<input type="checkbox"/>	E 24727	24727/2017/eOffice	Procedures	ACR related matters	17/08/17 10:48 AM
<input type="checkbox"/>	P 24726	24726/2017/eOffice	Joining letter	Appointments	17/08/17 10:46 AM
<input type="checkbox"/>	E 24601	24601/2017/eOffice	For eOffice implementation	ACR	10/08/17 11:47 AM

Fig.71

- Send:** This option facilitates the user to mark the receipt to the intended recipient(s).

Note:

Refer the steps mentioned under [Send](#) action tab of Receipt Browse and Diaries sub-module.

- Put in a File:** To put the generated receipt into a concerned file.

Note:

Refer the steps mentioned under [Put in a File](#) action tab of Receipts Browse & Diarise sub-module.

- Copy:** It can be used, in cases where DAK/ letter are diarized for same subject nature. Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata (**Copying the pdf content is configurable feature**) of the receipt.
- Dispatch:** It is a process of issuing an official reply to the concerned user/department/ministry after the approval from the internal competent authority.

Note:

Refer the steps mentioned under [Dispatch](#) action tab of Receipts Browse & Diarise sub-module.

- View:** It is used to sort the receipts based on different criteria such as Physical, Electronic, etc.

- Move the cursor on  tab, a drop down menu will appear with the options as shown in **Fig.72**:

Date Range : 19/03/2015 To 12/05/2018

Send | Put in a File | Copy | Dispatch | **View** | Generate Acknowledgement | Hierarchical View | My Receipts

Computer No	Type	Subject	Subject Category	Created On
E 30472	Physical	Kindly see.	Appointments	02/04/18 02:36 PM
E 30319	Electronic	Issue	ACR related matters	26/03/18 10:07 AM
E 25892	VIP References	kindly see.	ACR	25/09/17 03:29 PM
E 25891	All	urgent	ACR related matters	25/09/17 03:25 PM
P 25223	Physical	Office procedures	ACR related matters	05/09/17 02:16 PM
P 25054	Electronic	Implementation process	ACR related matters	24/08/17 05:03 PM
P 25053	VIP References	Office procedures.	ACR related matters	24/08/17 05:01 PM
E 24728	All	Circular	Audit Matters	17/08/17 10:49 AM
E 24727	Physical	Procedures	ACR related matters	17/08/17 10:48 AM
P 24726	Electronic	Joining letter	Appointments	17/08/17 10:46 AM
E 24601	All	For eOffice implementation	ACR	10/08/17 11:47 AM

Fig.72

- Physical:** To view all physical receipts.
- Electronic:** To view all electronic receipts.
- VIP References:** To view all the VIP referenced receipts.
- ALL:** To view all the created receipts from the latest to the oldest order (Default View).

6. **Generate Acknowledgment:** This is the provision to acknowledge the sender who has sent the letter that has been received in the organization.

Note:

For steps to Generate Acknowledgement refer [Acknowledgement](#) sub-module.

Sent

All the receipt(s) once marked to the intended recipient(s) placed under sent sub-module.

Note:

Pull back (): It is used to draw back a sent receipt, which has not been received/ read by the recipient in his/ her Inbox (**Fig.70**).

There are 4 action tabs provided under Sent section of Receipt, as shown in **Fig.73**:

Receipts							
Send View Copy Generate Acknowledgement							
	Computer No	Receipt No.	Subject	Sender	Sent to	Sent On	Due On
	E 24793	 24793/2017/eoffice	Voluntary Retirement	RAMDAS TEJA	RIMAN DEEP,eoffce	18/08/17 12:15 PM	-
	E 24722	 24722/2017/eoffice	stationary bill	debashish Khan	ARADHANA JAISWAL,eoffce	17/08/17 10:33 AM	23/08/17 Initiate Action
	E 24721	 24721/2017/eoffice	Office notice.	GVST RAJU	ARADHANA JAISWAL,eoffce	17/08/17 10:31 AM	- Initiate Action
	P 24672	 24672/2017/eoffice	Regarding joining of officer.	Mangesh Wankhede	ARADHANA JAISWAL,eoffce	16/08/17 12:07 PM	23/08/17 Initiate Action 
	E 24598	 24598/2017/eoffice	Automation of office procedures	aradhna	ARADHANA JAISWAL,eoffce	10/08/17 11:42 AM	17/08/17 Initiate Action 

Fig.73

1. **Send:** This option facilitates the user to mark the copy of receipt to the intended recipient(s).

Note:

Refer the steps mentioned under [Send](#) action tab of Receipt Browse and Diaries sub-module.

2. **View:** It is used to sort the receipts based on different criteria such as Physical, Electronic, etc.

Note:

Refer to [View](#) action tab of Receipt Created sub-module.

3. **Copy:** It can be used, in cases where multiple correspondences of similar nature are received from the same person or organization. Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata (**Copying the pdf content is configurable feature**) of the receipt.
4. **Generate Acknowledgement:** There is a provision to acknowledge the user who has sent the letter that has been received in the organization.

Note:

For steps to Generate Acknowledgement refer [Acknowledgement](#) sub-module.

Closed

It contains the Receipts which are closed as no action is required on them.

Closed module contains 3 links:

- By Me**- Lists all the receipts closed by the logged in user.
- By Others (Hierarchy)**-Lists all the receipts that are closed by the users of section(s) (which are under the hierarchy of logged in user section).
- By Others (All)** - Lists all receipts that are closed by anyone in the department, irrespective of hierarchy.

Note:

By Others (Hierarchy) and By Others (All) links are role based .It will be visible to the users whom having the role for Hierarchy and All respectively.

A receipt listed in **Closed (By me)** list can be re-opened by clicking the Re-open tab.

To Re-open a receipt, perform the following steps:

- Select the receipt(s) and click **Re-open** button as shown in **Fig.74**:

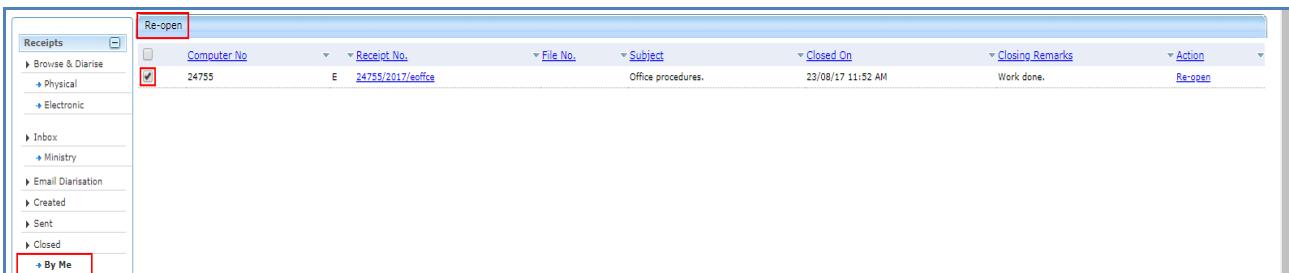


Fig.74

- Reopening confirmation popup window appears. Enter the reopening remarks and click **OK** button, as shown in **Fig.75**:

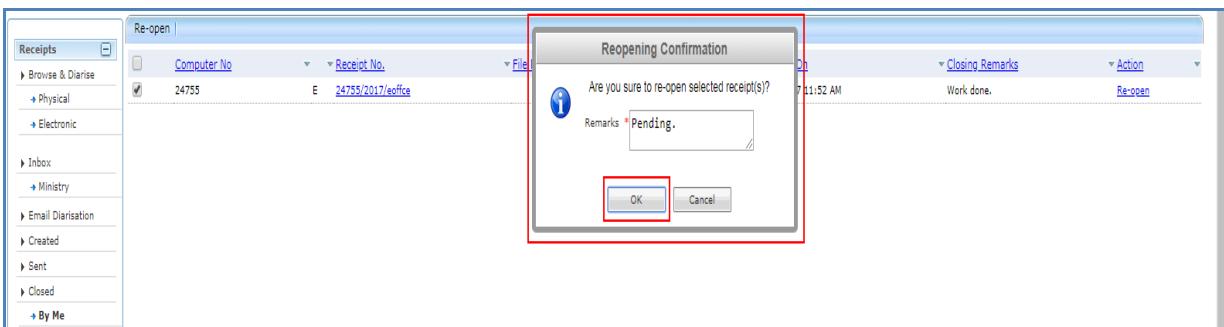


Fig.75

- The **reopened** receipt will be available under Receipt **Inbox** sub-module.

Acknowledgement

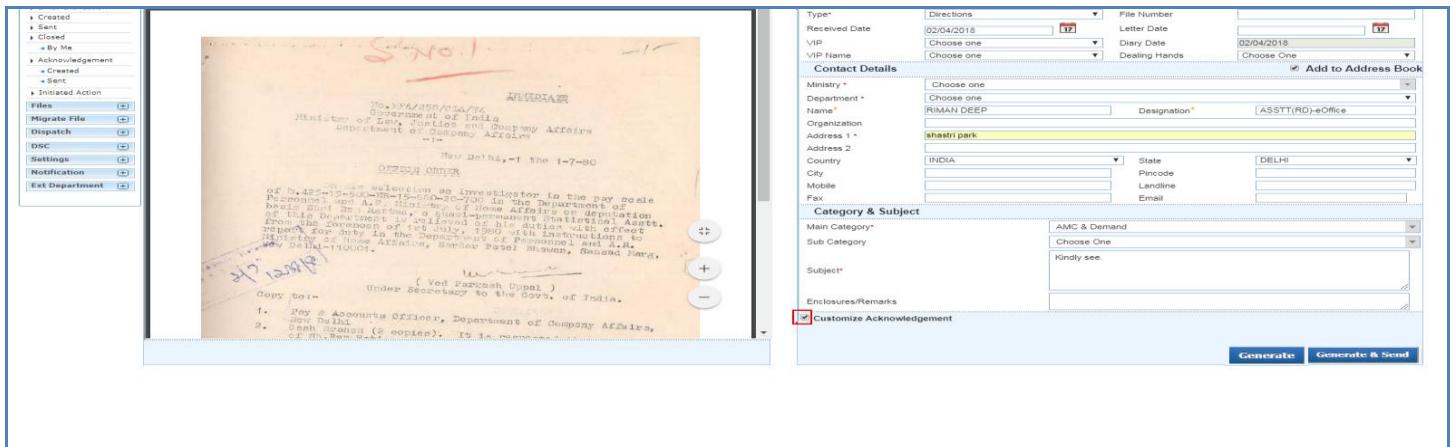
It is used to acknowledge the sender who has sent the letter that has been received in the organization.

It can be sent both **electronically (email & SMS)** and **physically (through post)**.

Acknowledgement can be created from:

a) **From Browse & Diarise page:**

- While diarising a receipt, in the metadata section select the **Customize Acknowledgement** check box and click **Generate** button as shown in Fig.76:



<p>Created Sent By Me Acknowledgement Created Sent Initiated Action Print <input type="checkbox"/> Migrate File <input type="checkbox"/> Dispatch <input type="checkbox"/> DOC <input type="checkbox"/> Settings <input type="checkbox"/> Notification <input type="checkbox"/> Ext Department <input type="checkbox"/></p>	<p>Type* <input type="text"/> Directions <input type="text"/> File Number <input type="text"/> Received Date <input type="text"/> 02/04/2018 <input type="checkbox"/> Letter Date <input type="text"/> 02/04/2018 <input type="checkbox"/> VIP <input type="checkbox"/> Choose one <input type="checkbox"/> Diary Date <input type="text"/> 02/04/2018 <input type="checkbox"/> VIP Name <input type="text"/> Choose one <input type="checkbox"/> Dealing Hands <input type="text"/> <input checked="" type="checkbox"/> Add to Address Book</p> <p>Contact Details</p> <p>Ministry* <input type="text"/> Choose one Department* <input type="text"/> Choose one Name* <input type="text"/> RIMAN DEEP <input type="checkbox"/> Designation* <input type="text"/> ASSTT(RD)-eOffice Organization <input type="text"/> shastri park Address 1* <input type="text"/> INDIA Address 2 <input type="text"/> Country <input type="text"/> INDIA <input type="checkbox"/> State <input type="text"/> DELHI City <input type="text"/> Mobile <input type="text"/> Fax <input type="text"/> <p>Category & Subject</p> <p>Main Category* <input type="text"/> Sub Category <input type="text"/> Subject* <input type="text"/> AMC & Demand <input type="text"/> Choose One <input type="text"/> Kindly see <input type="text"/></p> <p>Enclosures/Remarks <input checked="" type="checkbox"/> Customize Acknowledgement</p> <p>Generate Generate & Send</p> </p>
--	---

Fig.76

- The acknowledgement creation page appears, along with customized acknowledgement.
- User can choose a pre-defined template by clicking **Choose from Template(s)** button or can edit the acknowledgement content or copy the content from already created word/ text files and paste it.
- To send the acknowledgement immediately, click **Continue** button as shown in Fig.77:

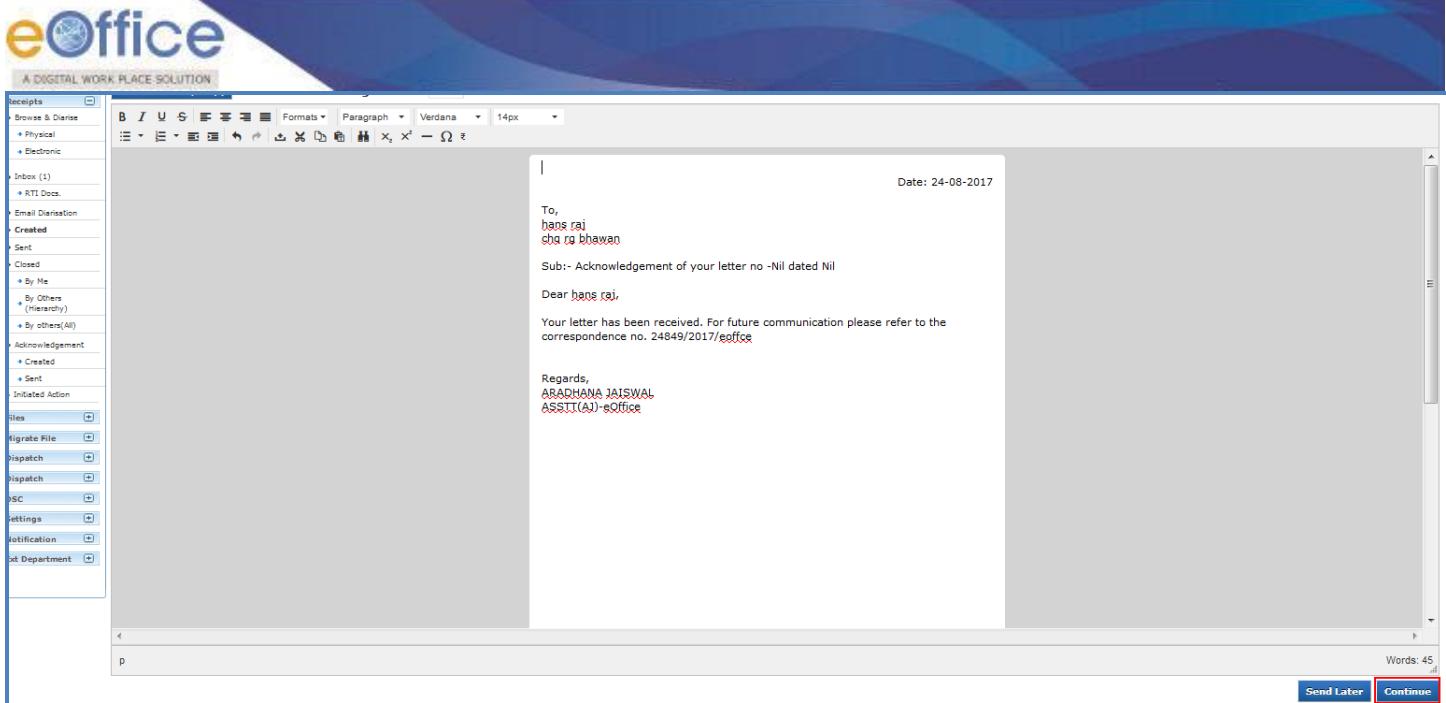


Fig.77

- **Send Later** : To send the acknowledgement at a later stage. The draft acknowledgements will be listed in “**Created**” link of Acknowledgement sub-module.
- Acknowledgement Content page appears. Select the acknowledgement sending medium and fill **Dispatch Details**. Click **Send** button as shown in **Fig.78**:

Fig.78

- **Edit** button to edit the content of acknowledgement.

- Once the acknowledgement is sent, it will be listed in the “Sent” link under Acknowledgement sub-module.

OR

- By clicking **Generate & Send** button, the send screen appears.
- Mark the recipient(s) in To and CC fields and other required details and click **Send** button, as shown in **Fig.79:**

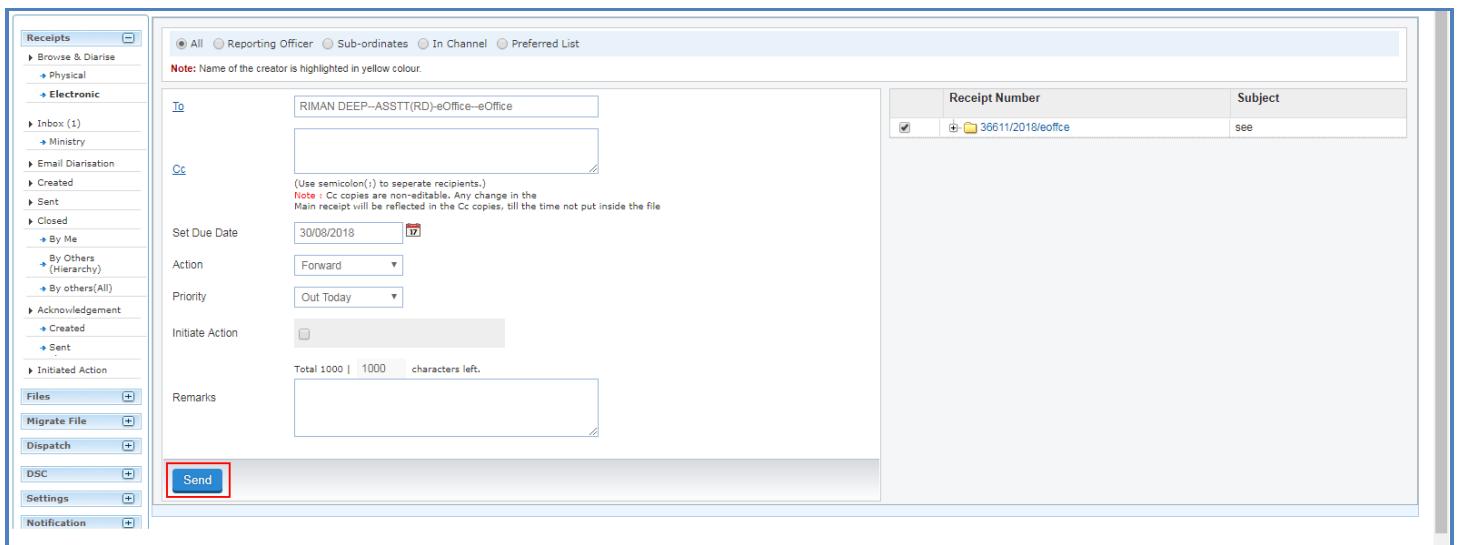


Fig.79

- The acknowledgement creation page appears, along with customized acknowledgement and message “receipt has been successfully sent. You can now generate the acknowledgement”, as shown in **Fig.80:**

Choose from Template(s) Receipt 36633/2018/eOffice has been successfully sent. You can now generate the acknowledgement.

Page Size A4

B I U Formats Line Height Paragraph Verdana 11pt

To, Rimani IT Park Date: 30-08-2018

Sub:- Acknowledgement of your letter no -Nil dated Nil

Dear Rimani,

Your letter has been received. For future communication please refer to the correspondence no. 36633/2018/eOffice

Regards,
RIMAN DEEP
ASSTT(RD)-eOffice

Receipts

- Browse & Diarise
 - Physical
 - Electronic
- Inbox (1)
 - Ministry
 - Email Diarisation
 - Created
 - Sent
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By others(All)
- Acknowledgements
 - Created
 - Sent
- Initiated Action

Files

- Migrate File
- Dispatch
- DSC
- Settings
- Notification
- Ext Department

Words: 42

Send Later Continue

Fig.80

Note:

Further steps will be same as mentioned under Acknowledgment sub-module ([From Browse & Diarise page](#)).

b) From Created Receipts:

- Select a receipt from the list in **Created** sub-module and click **Generate Acknowledgement** button as shown in **Fig.81**:

Date Range : 19/03/2015 To 12/05/2018

Send | Put in a File | Copy | Dispatch | View | **Generate Acknowledgement**

Hierarchical View My Receipts

	Computer No	Receipt No.	Subject	Subject Category	Created On
<input type="checkbox"/>	E 32580	32580/2018/eOffice	Kindly	Appointments	12/05/18 07:30 PM
<input checked="" type="checkbox"/>	E 30472	30472/2018/eOffice	Kindly see.	Appointments	02/04/18 02:36 PM
<input type="checkbox"/>	E 30319	30319/2018/eOffice	Issue	ACR related matters	26/03/18 10:07 AM
<input type="checkbox"/>	E 25892	25892/2017/eOffice	kindly see.	ACR	25/09/17 03:29 PM
<input type="checkbox"/>	E 25891	25891/2017/eOffice	urgent	ACR related matters	25/09/17 03:25 PM
<input type="checkbox"/>	P 25223	25223/2017/eOffice	Office procedures	ACR related matters	05/09/17 02:16 PM
<input type="checkbox"/>	P 25054	25054/2017/eOffice	Implementation process	ACR related matters	24/08/17 05:03 PM
<input type="checkbox"/>	P 25053	25053/2017/eOffice	Office procedures.	ACR related matters	24/08/17 05:01 PM
<input type="checkbox"/>	E 24728	24728/2017/eOffice	Circular	Audit Matters	17/08/17 10:49 AM

Fig.81

- The acknowledgement creation page appears along with customized acknowledgement.

Note:

For the remaining steps, refer the steps mentioned in Acknowledgement sub-module ([From Browse & Diarise page](#))

c) **From Sent Receipts:**

- Select a receipt from the list in Sent sub-module and click **Generate Acknowledgement** button, as shown in Fig.82:

Date Range : 09/06/2015 To 02/08/2018										
Receipts		Actions								
		Send	View	Copy	Generate Acknowledgement					
► Browse & Diarise										
► Physical	E 24601	24601/2017/eoffce	For eOffice Implementation	aradhna	ARADHANA JAISWAL.eoffce	01/08/18 02:54 PM	-		Initiate Action	
► Electronic	E 24601	24601/2017/eoffce	For eOffice Implementation	aradhna	RIJMAN DEEP.eoffce	31/07/18 04:50 PM	-		Initiate Action	
► Inbox	<input checked="" type="checkbox"/> E 24727	24727/2017/eoffce	Procedures	Bharadvaj Poorahit	RIJMAN DEEP.eoffce	31/07/18 04:01 PM	-		Initiate Action	
► Ministry	E 24728	24728/2017/eoffce	Circular	jatin maggo	RIJMAN DEEP.eoffce	20/07/18 03:10 PM	-		Initiate Action	
► Email Diarisation	E 25891	25891/2017/eoffce	urgent	Om Pakesh	RIJMAN DEEP.eoffce	19/07/18 03:14 PM	-		Initiate Action	
► Created	E 25892	25892/2017/eoffce	kindly see.	Akansha Baloni	RIJMAN DEEP.eoffce	19/07/18 03:11 PM	-		Initiate Action	
► Sent	E 32580	32580/2018/eoffce	Kindly	RIJMAN DEEP	RIJMAN DEEP.eoffce	19/07/18 11:51 AM	-		Initiate Action	
► Closed	E 30472	20472/2018/eoffce	Kindly see.	ARADHANA JAISWAL	RIJMAN DEEP.eoffce	18/07/18 04:39 PM	-		Initiate Action	
► By Me	E 24978	24978/2017/eoffce	Meeting notice	GVST RAJU	ARADHANA JAISWAL.eoffce	22/08/17 04:36 PM	-		Initiate Action	
► By Others (Hierarchy)	E 24852	24852/2017/eoffce	Implementation procedure.	sr. sysmasundar	ARADHANA JAISWAL.eoffce	21/08/17 11:30 AM	-		Initiate Action	
► By others(All)	E 24769	24769/2017/eoffce	Voluntary Retirement	RAMDAS TEJA	ARADHANA JAISWAL.eoffce	21/08/17 11:28 AM	-		Initiate Action	
► Acknowledgement	E 24793	24793/2017/eoffce	Voluntary Retirement	RAMDAS TEJA	RIJMAN DEEP.eoffce	18/08/17 12:15 PM	-		Initiate Action	
► Created	E 24722	24722/2017/eoffce	stationary bill	debashish Khan	ARADHANA JAISWAL.eoffce	17/08/17 10:33 AM	23/08/17		Initiate Action	

Fig.82

- The acknowledgement creation page appears along with customized acknowledgment.

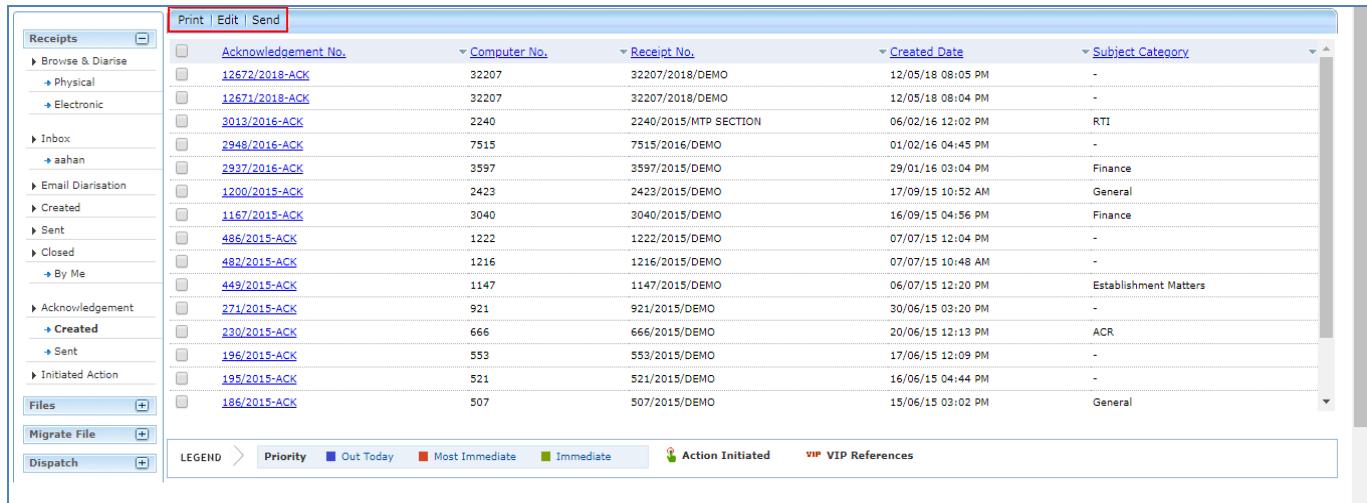
Note:

For the remaining steps, refer the steps mentioned in Acknowledgement sub-module ([From Browse & Diarise page](#)).

Acknowledgment→Created Link

It contains list of acknowledgments that have been created but not yet marked/sent.

There are 3 action tabs provided under Created link of Receipt Acknowledgment sub-module, as shown in **Fig.83:**



Receipts				
Print Edit Send				
	Acknowledgement No.	Computer No.	Receipt No.	Created Date
	12672/2018-ACK	32207	32207/2018/DEMO	12/05/18 08:05 PM
	12671/2018-ACK	32207	32207/2018/DEMO	12/05/18 08:04 PM
	3013/2016-ACK	2240	2240/2015/MTP SECTION	06/02/16 12:02 PM
	2948/2016-ACK	7515	7515/2016/DEMO	01/02/16 04:45 PM
	2937/2016-ACK	3597	3597/2015/DEMO	29/01/16 03:04 PM
	1200/2015-ACK	2423	2423/2015/DEMO	17/09/15 10:52 AM
	1167/2015-ACK	3040	3040/2015/DEMO	16/09/15 04:56 PM
	486/2015-ACK	1222	1222/2015/DEMO	07/07/15 12:04 PM
	482/2015-ACK	1216	1216/2015/DEMO	07/07/15 10:48 AM
	449/2015-ACK	1147	1147/2015/DEMO	06/07/15 12:20 PM
	271/2015-ACK	921	921/2015/DEMO	30/06/15 03:20 PM
	230/2015-ACK	666	666/2015/DEMO	20/06/15 12:13 PM
	196/2015-ACK	553	553/2015/DEMO	17/06/15 12:09 PM
	195/2015-ACK	521	521/2015/DEMO	16/06/15 04:44 PM
	186/2015-ACK	507	507/2015/DEMO	15/06/15 03:02 PM

Fig.83

1. **Print** : To download the created acknowledgment.
2. **Edit** : To make the necessary changes in Acknowledgment.
3. **Send** : To send the acknowledgment to the sender of the receipt.

Acknowledgment→Sent Link

It contains those acknowledgements which are already sent to users.

- a) [View Signed Copy](#) link: To view the attached copy of signed physical acknowledgment approved by the competent authority.

There are 2 action tabs provided under Sent link of Receipt Acknowledgment sub-module, as shown in **Fig.84:**

Receipts							
	Print	Regenerate					
Acknowledgement No.	Computer No.	Receipt No.	Subject	Mail Date	Dispatch Date	Sent Through	
7227/2018-ACK	941940	941940/2018/गी रेस सेवन	Sushanta Receipt Count 01	29/06/18 03:31 PM		Mail ,SMS	
7177/2018-ACK	941768	941768/2018/गी रेस सेवन	Sushanta ERReceipt HCLF 51	08/06/18 12:30 PM	08/06/2018	Mail	View_Signed_Coov
7156/2018-ACK	941711	941711/2018/गी रेस सेवन	Sushanta New PReceipt HCLF 09	31/07/18 04:32 PM	06/08/2018	Mail	View_Signed_Coov
7154/2018-ACK	941711	941711/2018/गी रेस सेवन	Sushanta New PReceipt HCLF 09	31/07/18 04:30 PM	31/07/2018	Mail	View_Signed_Coov
7135/2018-ACK	941629	941629/2018/गी रेस सेवन	shivang11	24/07/18 03:19 PM		Mail	
7120/2018-ACK	941518	941518/2018/गी रेस सेवन	Meeting	28/06/18 03:07 PM		Mail	
7089/2018-ACK	940306	940306/2017/गी रेस सेवन	SatrUTest Receipt 11	17/06/18 03:02 PM	17/06/2018	Mail	View_Signed_Coov
7059/2018-ACK	941406	941406/2018/गी रेस सेवन	Test file satru1	16/06/18 10:17 AM		Mail	
7017/2018-ACK	941192	941192/2018/गी रेस सेवन	test-0000001	03/05/18 04:46 PM	03/05/2018	Mail ,Post	View_Signed_Coov
6934/2017-ACK	940359	940359/2017/गी रेस सेवन	qwerty	-	13/12/2017	Post	
6930/2017-ACK	940398	940398/2017/गी रेस सेवन	rtyryry	-	01/12/2017	Post	
6925/2017-ACK	940360	940360/2017/गी रेस सेवन	zsdgs	23/11/17 02:50 PM		Mail	
6924/2017-ACK	940358	940358/2017/गी रेस सेवन	qwerty	-	23/11/2017	Post	
6875/2017-ACK	940253	940253/2017/गी रेस सेवन	Sub-मोर व नो शोरी	24/10/17 02:51 PM	24/10/2017	Mail ,SMS ,Post	View_Signed_Coov
6874/2017-ACK	940250	940250/2017/गी रेस सेवन	गो रु उड नो शोरी	24/10/17 02:45 PM	24/10/2017	Mail ,SMS ,Post	View_Signed_Coov

Fig.84

- [Print](#) : To download the sent acknowledgment.
- [Regenerate](#) : To create another copy of sent acknowledgment.

Initiated Action

It is used to initiate the process for recording and tracking of actions taken on a receipt.

Note:

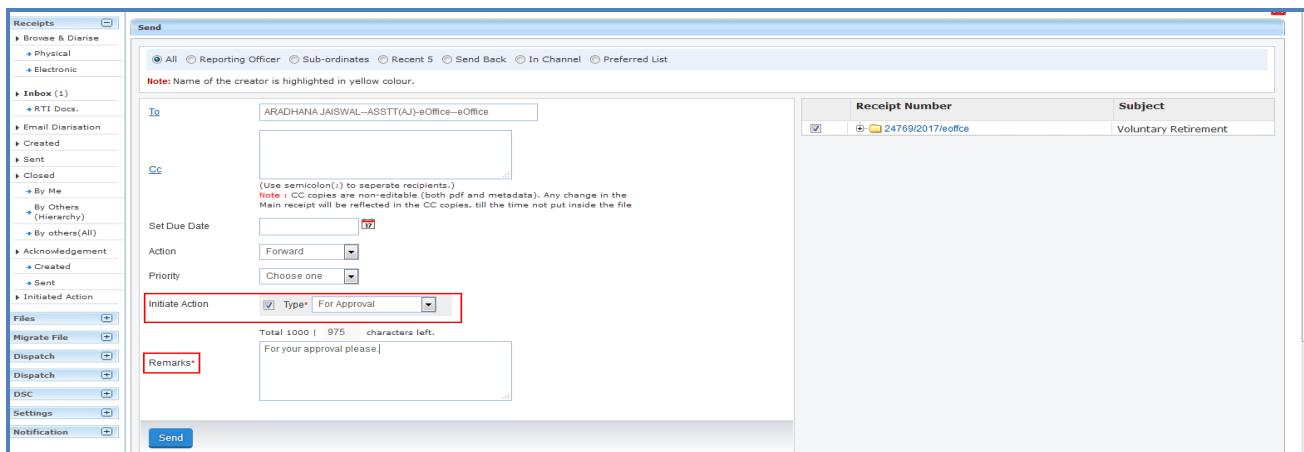
This feature is configurable and role based. The provided role is ROLE_ACTION_INITIATOR.

The receipts can be marked for Actions from:

a) Send Screen (Sending of the Receipt):

The user would be able to initiate the action by using the following fields:

- Check the **Initiate Action** check-Box, select the initiation Type from drop down menu and provide the mandatory Remarks, as shown in **Fig.85**:

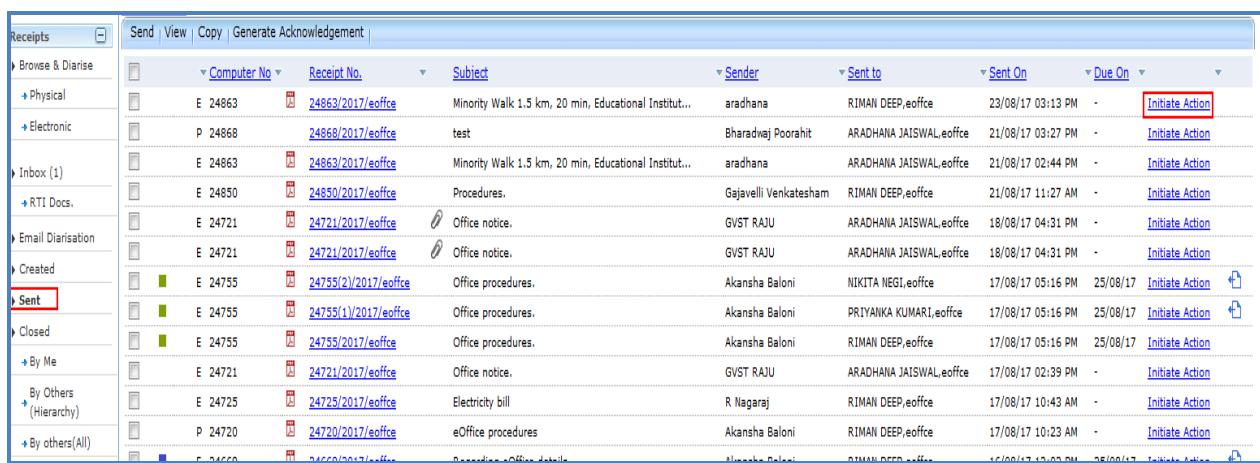


The screenshot shows the 'Send' screen in the eOffice application. On the left, there's a sidebar with navigation links like Receipts, Inbox, Email Diarisation, etc. The main area has fields for 'To' (ARADHANA JAISWAL-ASSTT(AJ)-eOffice-eOffice), 'Cc', 'Set Due Date' (17/08/17), 'Action' (Forward), 'Priority' (Choose one), and 'Remarks' (For your approval please.). A red box highlights the 'Initiate Action' checkbox, which is checked, and the 'Type' dropdown set to 'For Approval'. Below these fields is a note: 'Total 1000 | 975 characters left.' and the remarks text.

Fig.85

b) From Sent Sub-module page:

- At the receipt sent page, the link of “**Initiate Action**” is available against every receipt, as shown in **Fig.86**:



The screenshot shows the 'Sent' sub-module page. The left sidebar has a 'Sent' link highlighted. The main area is a grid of received documents with columns: Computer No, Receipt No., Subject, Sender, Sent to, Sent On, Due On, and an 'Initiate Action' link. Each row represents a receipt with its details and the 'Initiate Action' button.

Computer No	Receipt No.	Subject	Sender	Sent to	Sent On	Due On	Initiate Action
E 24863	24863/2017/eOffice	Minority Walk 1.5 km, 20 min, Educational Institut...	aradhana	RIMAN DEEP,eOffice	23/08/17 03:13 PM	-	Initiate Action
P 24868	24868/2017/eOffice	test	Bharadwaj Poorahit	ARADHANA JAISWAL,eOffice	21/08/17 03:27 PM	-	Initiate Action
E 24863	24863/2017/eOffice	Minority Walk 1.5 km, 20 min, Educational Institut...	aradhana	ARADHANA JAISWAL,eOffice	21/08/17 02:44 PM	-	Initiate Action
E 24850	24850/2017/eOffice	Procedures,	Gajavelli Venkatesham	RIMAN DEEP,eOffice	21/08/17 11:27 AM	-	Initiate Action
E 24721	24721/2017/eOffice	Office notice.	GVST RAJU	ARADHANA JAISWAL,eOffice	18/08/17 04:31 PM	-	Initiate Action
E 24721	24721/2017/eOffice	Office notice.	GVST RAJU	ARADHANA JAISWAL,eOffice	18/08/17 04:31 PM	-	Initiate Action
E 24755	24755/2/2017/eOffice	Office procedures.	Akansha Baloni	NIKITA NEGI,eOffice	17/08/17 05:16 PM	25/08/17	Initiate Action
E 24755	24755/1/2017/eOffice	Office procedures.	Akansha Baloni	PRIYANKA KUMARI,eOffice	17/08/17 05:16 PM	25/08/17	Initiate Action
E 24755	24755/2017/eOffice	Office procedures.	Akansha Baloni	RIMAN DEEP,eOffice	17/08/17 05:16 PM	25/08/17	Initiate Action
E 24721	24721/2017/eOffice	Office notice.	GVST RAJU	ARADHANA JAISWAL,eOffice	17/08/17 02:39 PM	-	Initiate Action
E 24725	24725/2017/eOffice	Electricity bill	R Nagaraj	RIMAN DEEP,eOffice	17/08/17 10:43 AM	-	Initiate Action
P 24720	24720/2017/eOffice	eOffice procedures	Akansha Baloni	RIMAN DEEP,eOffice	17/08/17 10:23 AM	-	Initiate Action
E 24660	24660/2017/eOffice	Procedure...	Shreya Balani	RIMAN DEEP,eOffice	17/08/17 12:00 PM	25/08/17	Initiate Action

Fig.86

- Click [Initiate Action](#) link. A receipt initiation confirmation pop-up window appears.
- Enter the initiation **Type** and **Remarks** and click  button, as shown in Fig.87:

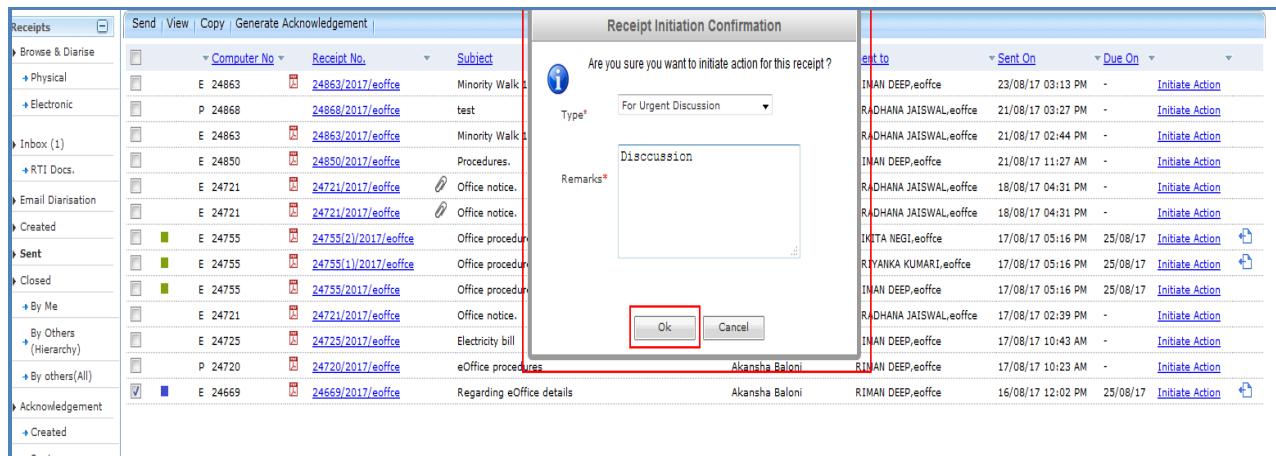


Fig.87

Receipts, on which action is initiated, will be differentiated by legend ().

Actions on any receipt cannot be initiated, if already an action is in process & not closed.

Viewing & Adding the Action comment:

The below process would be used for viewing and **adding the Action-Remarks**

a) From the Receipt's Inbox Inner page:

- To view/ Add action Viewing action records, click  tab from Receipt inner page.
- Click  button (available along with the active action) in the "Action Details" screen,
- Provide the Action Type, Remarks and click the  button, as shown in Fig.88:

The screenshot shows the eOffice interface with the 'Receipts' module selected. The main window displays a receipt with the following details:

- Computer No.: 24721
- Subject: Office notice.
- Letter Reference No.:
- Currently With: ARADHANA JAISWAL, ASSISTANT, eOffice, DEPT-EOFFICE
- Status: In Process
- Action Details & Comments section:

 - Initiated By: ARADHANA JAISWAL-eOffice
 - Initiation Remark: 12
 - Forwarded To: ARADHANA JAISWAL-eOffice
 - Action Taken by: ARADHANA JAISWAL-eOffice
 - Action taken on: 18-08-2017 04:32 PM
 - Action Type: TYPE2

A modal window titled "Action Comment" is overlaid on the screen. It contains fields for "Action Type" (set to "TYPE1") and "Action". There is also a "Remarks" field and an "Add" button at the bottom right. The "Add" button is highlighted with a red box.

Fig.88

b) From the Receipt inner screen of Sent sub-module:

- Action Details Page will be in read only mode and there is no provision to Record Action from this page as shown in **Fig.89**:

The screenshot shows the eOffice interface with the 'Receipts' module selected. The main window displays a receipt with the following details:

- Computer No.: 24863
- Subject: Minority Walk 1.5 km, 20 min, Educational Institut...
- Letter Reference No.:
- Currently With: RIMAN DEEP, ASSISTANT, eOffice, DEPT-EOFFICE
- Status: In Process
- Action Details & Comments section:

 - Initiated By: ARADHANA JAISWAL-eOffice
 - Initiation Remark: do the needful
 - Forwarded To: RIMAN DEEP-eOffice
 - Action Taken by: RIMAN DEEP-eOffice
 - Action taken on: 23/08/2017 03:13 PM
 - Action Type: TYPE1

A modal window titled "Action Comment" is overlaid on the screen. It contains fields for "Action Type" (set to "TYPE1") and "Action". There is also a "Remarks" field and an "Add" button at the bottom right. The "Add" button is highlighted with a red box.

Fig.89

c) Details tab (Receipt Inner page):

To view/ add the action record on attached Receipt from details section.

- Click the **Action Details** link adjacent to the attached receipt to view the Action Details of the attached receipt as shown in **Fig.90**:

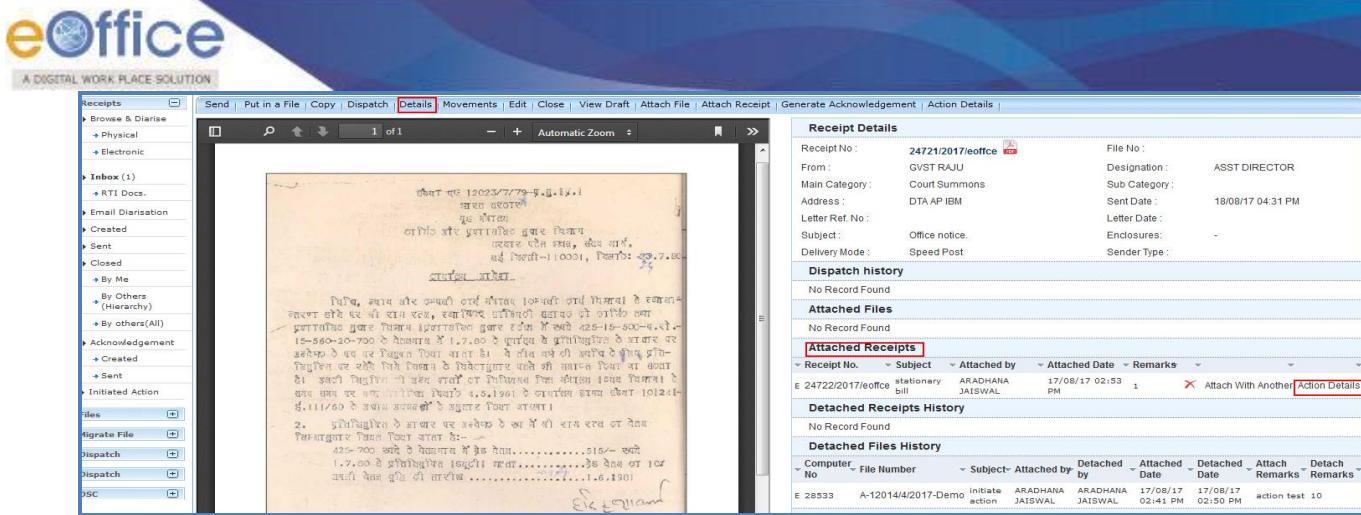


Fig.90

- To add remarks click **Add Comment** button, as shown in **Fig.91**:

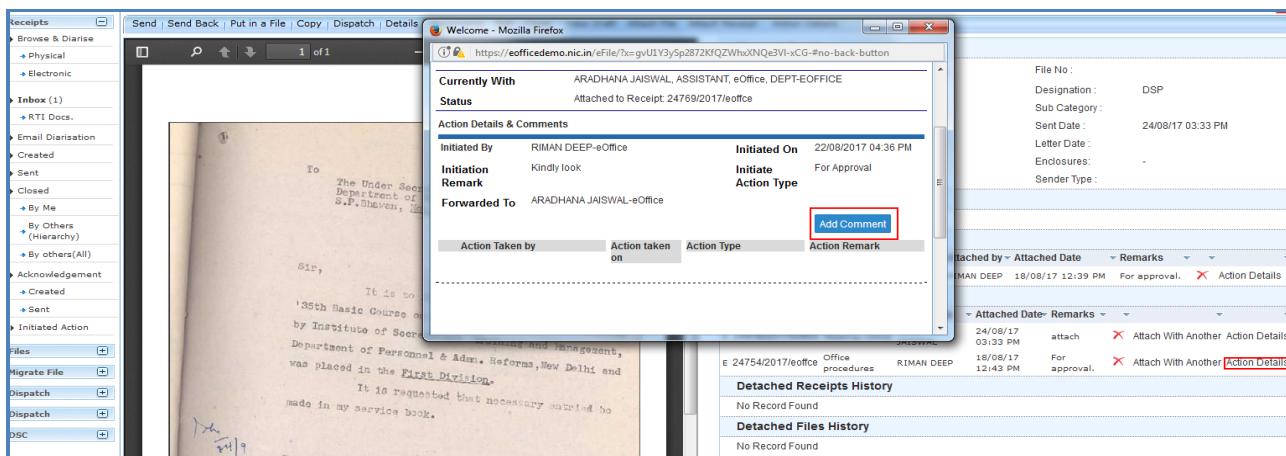


Fig.91

- Provide Action Type, remarks and click the **Add** button, as shown in **Fig.92**:

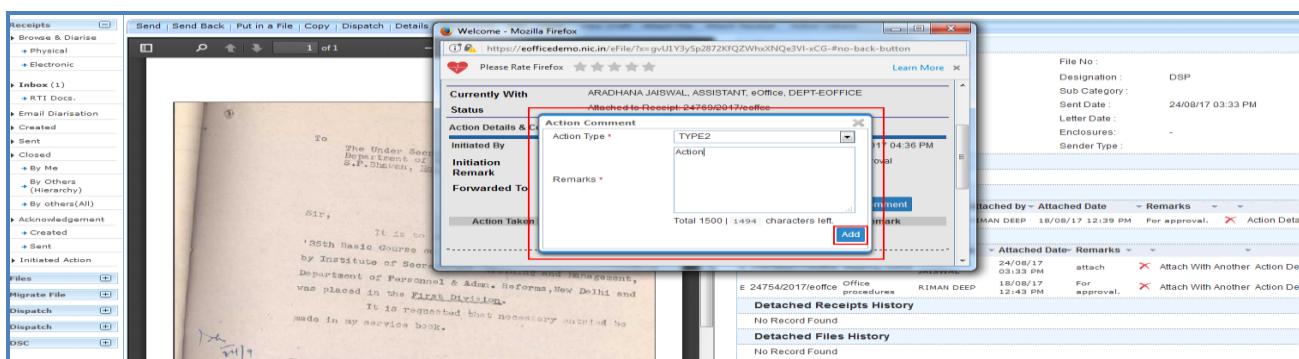


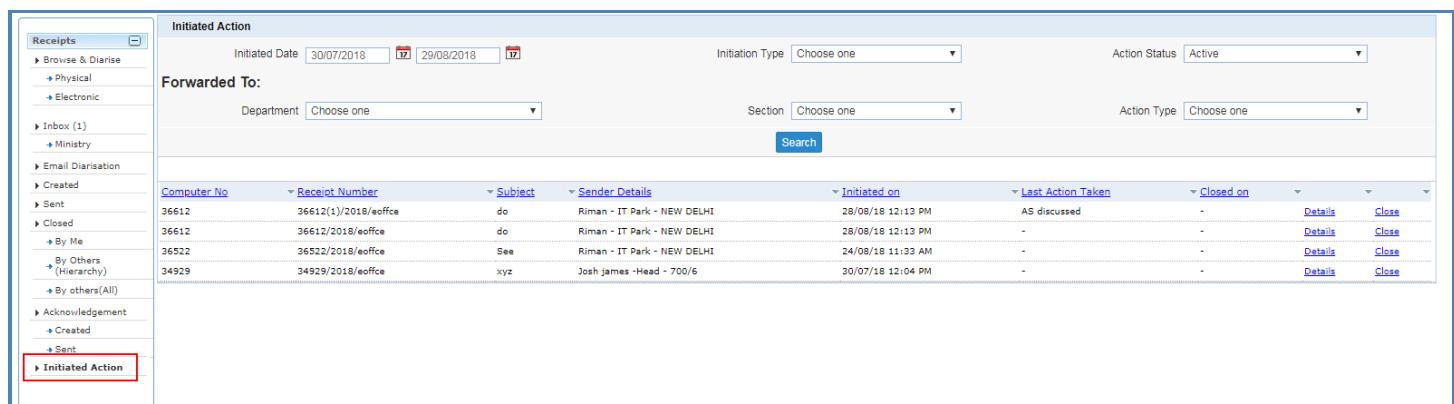
Fig.92

Closing of Action:

To close the initiated action click “**Initiated Action**” sub-module of receipts as shown in **Fig.93**:

List of Records will be displayed with filters such as:

- Initiated Date range (Default range 1 month)
- Initiation Type
- Action status (Default Active)
- Forwarded To: Department, Section
- Action Type

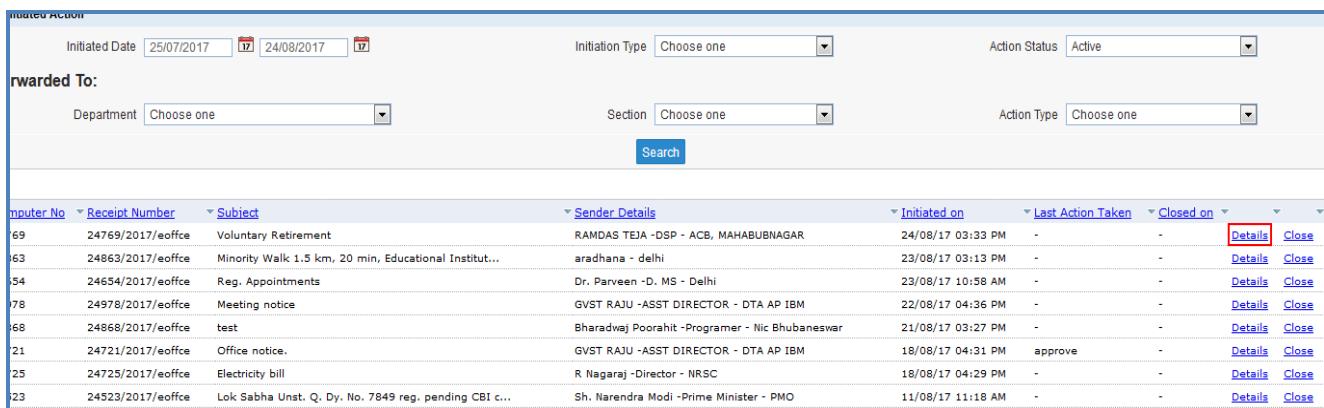


Computer No	Receipt Number	Subject	Sender Details	Initiated on	Last Action Taken	Closed on	Details	Close
36612	36612(1)/2018/eoffce	do	Riman - IT Park - NEW DELHI	28/08/18 12:13 PM	AS discussed	-	Details	Close
36612	36612/2018/eoffce	do	Riman - IT Park - NEW DELHI	28/08/18 12:13 PM	-	-	Details	Close
36522	36522/2018/eoffce	See	Riman - IT Park - NEW DELHI	24/08/18 11:33 AM	-	-	Details	Close
34929	34929/2018/eoffce	xyz	Josh James -Head - 700/6	30/07/18 12:04 PM	-	-	Details	Close

Fig.93

To View action details and Close the action, perform the following steps:

1. **Details:** To view the action details, click [Details](#) link adjacent to each receipt as shown in **Fig.94**:



Computer No	Receipt Number	Subject	Sender Details	Initiated on	Last Action Taken	Closed on	Details	Close
69	24769/2017/eoffce	Voluntary Retirement	RAMDAS TEJA -DSP - ACB, MAHABUNNAGAR	24/08/17 03:33 PM	-	-	Details	Close
63	24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut...	radhana - delhi	23/08/17 03:13 PM	-	-	Details	Close
54	24654/2017/eoffce	Reg. Appointments	Dr. Parveen -D. MS - Delhi	23/08/17 10:58 AM	-	-	Details	Close
78	24978/2017/eoffce	Meeting notice	GVST RAJU -ASST DIRECTOR - DTA AP IBM	22/08/17 04:36 PM	-	-	Details	Close
68	24868/2017/eoffce	test	Bharadwaj Poorshit -Programmer - Nic Bhubaneswar	21/08/17 03:27 PM	-	-	Details	Close
21	24721/2017/eoffce	Office notice.	GVST RAJU -ASST DIRECTOR - DTA AP IBM	18/08/17 04:31 PM	approve	-	Details	Close
25	24725/2017/eoffce	Electricity bill	R Nagara -Director - NRSC	18/08/17 04:29 PM	-	-	Details	Close
23	24523/2017/eoffce	Lok Sabha Unst. Q. Dy. No. 7849 reg. pending CBI c...	Sh. Narendra Modi -Prime Minister - PMO	11/08/17 11:18 AM	-	-	Details	Close

Fig.94

- The action details screen appears is shown in **Fig.95**:

eOffice
A DIGITAL WORK PLACE SOLUTION

08
Init
For
Comp
6612
6612
6522
4929

Fig.95

2. **Close:** To close the initiate action, click [Close](#) link, the closing confirmation popup window appears. Enter remarks to close an open Action as shown in **Fig.96 & Fig.97**:

Note:

Initiated actions can be closed by users of the initiator section (with role: Role_Action_Initiation).

Initiated Actions		Initiated Date	25/07/2017	24/08/2017	Action Type	Choose one	Action Status	Active
Forwarded To:		Department	Choose one	Section	Choose one	Action Type	Choose one	
Search								
Computer No	Receipt Number	Subject	Sender Details	Initiated on	Last Action Taken	Closed on		
24769/2017/eoffce	Voluntary Retirement	RAMDAS TEJA -DSP - ACB, MAHABUBNAGAR	24/08/17 03:33 PM	-	-	-	Details	Close
24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut...	aradhana - delhi	23/08/17 03:13 PM	-	-	-	Details	Close
24654/2017/eoffce	Reg. Appointments	Dr. Parveen -D. MS - Delhi	23/08/17 10:58 AM	-	-	-	Details	Close
24978/2017/eoffce	Meeting notice	GVST RAJU -ASST DIRECTOR - DTA AP IBM	22/08/17 04:36 PM	-	-	-	Details	Close
24968/2017/eoffce	test	Bharadwaj Poorahit -Programer - Nic Bhubaneswar	21/08/17 03:27 PM	-	-	-	Details	Close
24721/2017/eoffce	Office notice.	GVST RAJU -ASST DIRECTOR - DTA AP IBM	18/08/17 04:31 PM	approve	-	-	Details	Close
24725/2017/eoffce	Electricity bill	R Nagaraj -Director - NRSC	18/08/17 04:29 PM	-	-	-	Details	Close
24523/2017/eoffce	Lok Sabha Unst. Q. Dy. No. 7849 reg. pending CBI c...	Sh. Narendra Modi -Prime Minister - PMO	11/08/17 11:18 AM	-	-	-	Details	Close

Fig.96

Initiated Action

Initiated Date: 25/07/2017 [] 24/08/2017 []

Forwarded To:

Department: Choose one

Action Status: Active

Action Type: Choose one

Closing Confirmation

Are you sure you want to close the initiated action?

Action Close

Remarks: * [Text Area]

OK Cancel

Computer No	Receipt Number	Subject	Initiated on	Last Action Taken	Closed on	Details	Close	
769	24769/2017/eoffce	Voluntary Retirement	RAMDAS TEJA -DSP - ACB, MAHABUBNAGAR	24/08/17 03:33 PM	-	-	Details	Close
863	24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut...	aradhana - delhi	23/08/17 03:13 PM	-	-	Details	Close
654	24654/2017/eoffce	Reg. Appointments	Dr. Parveen -D. MS - Delhi	23/08/17 10:58 AM	-	-	Details	Close
978	24978/2017/eoffce	Meeting notice	GVST RAJU -ASST DIRECTOR - DTA AP IBM	22/08/17 04:36 PM	-	-	Details	Close
868	24868/2017/eoffce	test	Bharadwaj Poorahit -Programer - Nic Bhubaneswar	21/08/17 03:27 PM	-	-	Details	Close
721	24721/2017/eoffce	Office notice.	GVST RAJU -ASST DIRECTOR - DTA AP IBM	18/08/17 04:31 PM	approve	-	Details	Close
725	24725/2017/eoffce	Electricity bill	R Nagaraj -Director - NRSC	18/08/17 04:29 PM	-	-	Details	Close
523	24523/2017/eoffce	Lok Sabha Unst. Q. Dy. No. 7849 reg. pending CBI c...	Sh. Narendra Modi -Prime Minister - PMO	11/08/17 11:18 AM	-	-	Details	Close

Fig.97

Files

A File is a collection of related records which comprises of Receipts, Noting, Drafts, References, and Linked Files

There are various sub-modules available under Files module, as shown in **Fig.98**:

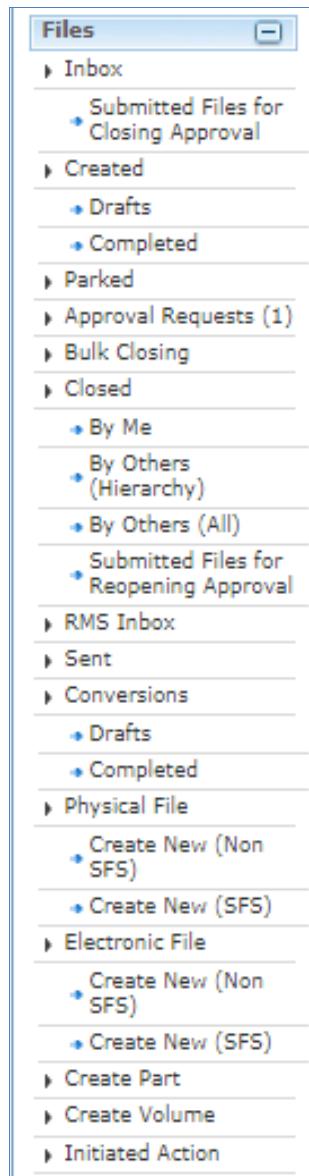


Fig.98

Inbox

File Inbox sub module displays all the **incoming** files that have been marked to the logged in user.

There are **six** action tabs provided in Files Inbox as shown in **Fig.99**:

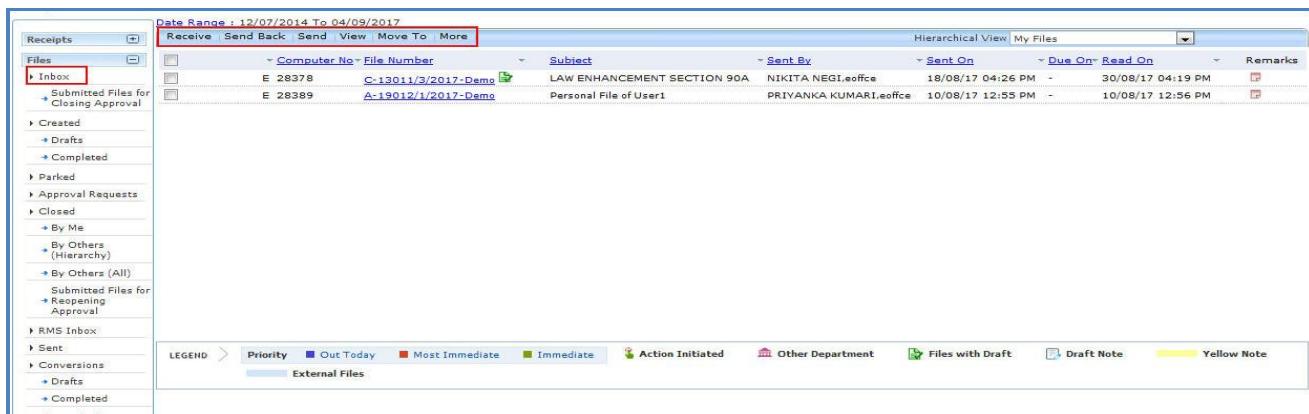


Fig.99

- Click the File number to view the content and other details of File.

Note:

The “E” and “P” is used to differentiate between Electronic and Physical File respectively.

Let's study about these menus in detail

1. **Receive:** It is used to receive the Physical File as shown in the **Fig.100**. Without receiving the physical file user cannot take any action on that particular file.

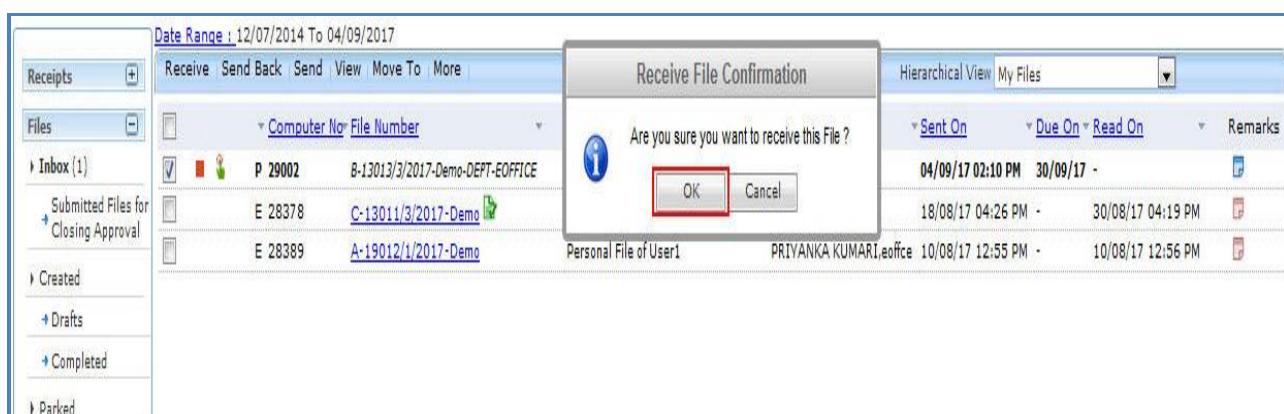


Fig.100

- 2. Send Back:** It is used to send the file back to the sender of the File.

- Select the file and click the **Send Back** tab, as shown in Fig.101:

eOffice		A DIGITAL WORK PLACE SOLUTION						
		Date Range : 12/07/2014 To 04/09/2017						
		Receive Send Back Send View Move To More			Hierarchical View My Files			
Receipts	+/-	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On
<input checked="" type="checkbox"/>	P 29002	B-13013/3/2017-Demo-DEPT-EOFFICE	Office procedures	RIMAN DEEP,eOffice	04/09/17 02:10 PM	30/09/17 04:16 PM		
<input type="checkbox"/>	E 28378	C-13011/3/2017-Demo	LAW ENHANCEMENT SECTION 90A	NIKITA NEGI,eOffice	18/08/17 04:26 PM	30/08/17 04:19 PM		
<input type="checkbox"/>	E 28389	A-19012/1/2017-Demo	Personal File of User1	PRIYANKA KUMARI,eOffice	10/08/17 12:55 PM	10/08/17 12:56 PM		

Fig.101

- The **Send screen** with the **To** field auto populated with the name of the previous sender appears, , as shown in **Fig.102**:

Send									
Organization : EOFFICE MISSION MODE PROJECT									
To: RIMAN DEEP--ASSTT(RD)-eOffice--eOffice Notify Through : <input type="checkbox"/> Email <input type="checkbox"/> SMS									
Set Due Date: <input type="text"/> <input type="button" value="V"/>									
Action: <input type="button" value="Forward"/> Priority: <input type="button" value="Most Immediate"/>									
Total 1000 1000 characters left. Remarks: <input type="text"/>									
<input type="button" value="Send"/>									
<table border="1"> <thead> <tr> <th colspan="2">File Number</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>B-13013/3/2017-Demo-DEPT-EOFFI...</td> <td>Office procedures</td> </tr> </tbody> </table>		File Number		Subject	<input checked="" type="checkbox"/>	B-13013/3/2017-Demo-DEPT-EOFFI...	Office procedures		
File Number		Subject							
<input checked="" type="checkbox"/>	B-13013/3/2017-Demo-DEPT-EOFFI...	Office procedures							
<table border="1"> <thead> <tr> <th>S. No.</th> <th>Employee Name</th> <th>Email</th> <th>SMS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RIMAN DEEP(eOffice)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		S. No.	Employee Name	Email	SMS	1	RIMAN DEEP(eOffice)	<input type="checkbox"/>	<input type="checkbox"/>
S. No.	Employee Name	Email	SMS						
1	RIMAN DEEP(eOffice)	<input type="checkbox"/>	<input type="checkbox"/>						

Fig.102

Note:

Further refer the steps mentioned under [Send](#) action tab of File Inbox sub-module.

- Send:** This option facilitates the user to mark the File(s) to the intended recipient(s).

To send files user has to perform following steps:

- Select the File(s) and click the **Send** () tab as shown in **Fig.103**:

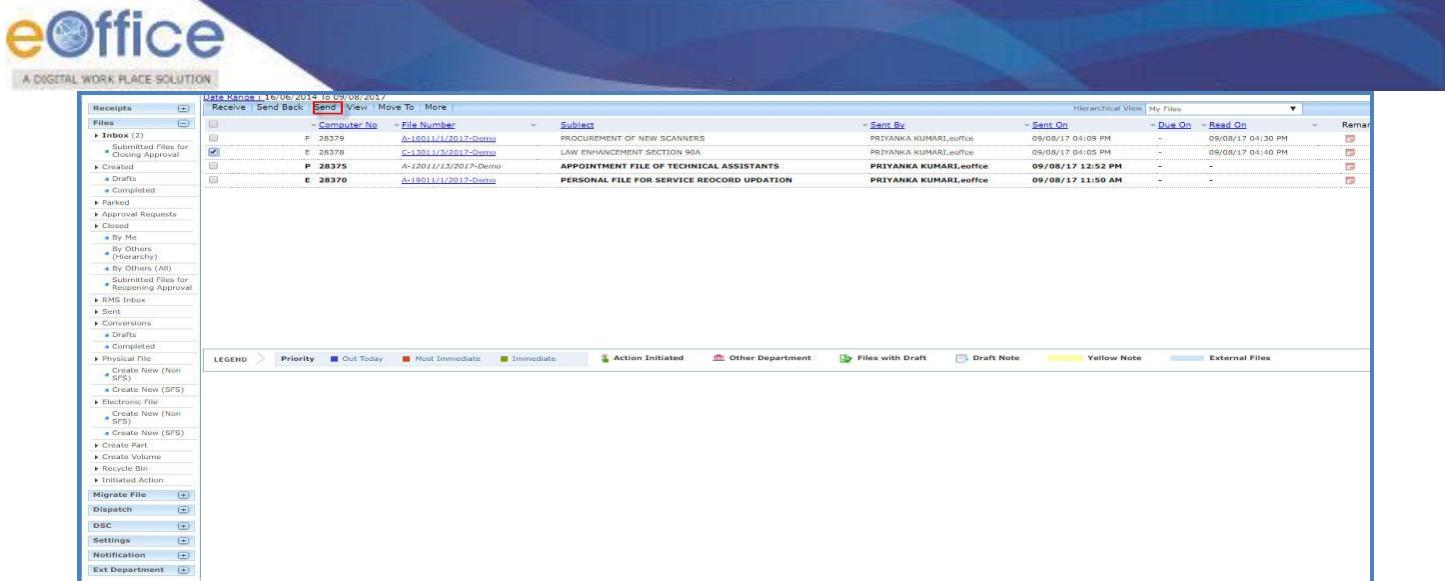


Fig.103

- The **Send** screen appears. Select the radio button internal or external to send the file within the organization or to send the file to another organization.
 - Select the recipient, as shown in **Fig.104**.
- a) **To:** In the **To** field, search the user either by **name** or **marking abbreviation** or **section/organization unit name** of the recipient. Then, select the officer from the filtered employee list.

Note:

File(s) can be send to single user only.

- Provision of radio button has been made available to select the user from different groups of recipient such as: All, Reporting Officers, Subordinates, Recent 5, In Channel and Preferred List as shown in **Fig.104**:

Fig.104

- i. **All:** By default, “All” remains selected giving the logged in user option to view and select a recipient from all the active users in the department.
- ii. **Reporting Officer:** When “**Reporting Officer**” is selected, the ‘Send To’ list will display the **official just above in the hierarchy** of the logged in employee.
- iii. **Sub-ordinates:** When “**Sub-ordinates**” is selected, the list will display the **officials just below in the hierarchy** of the logged in employee.

Note:

To get the name populated in Reporting Officer and Sub-ordinates options, the official’s/user’s post hierarchy needs to be defined in Employee Master Details (EMD).

- iv. **Recent 5:** On its selection, the ‘Send To’ list displays latest **five distinct users** to whom files were sent/ marked.
- v. **Send back:** By selecting “**Send back**”, the **To** field gets populated with the name of the **user/employee/officer who forwarded the file to logged in user**.
- vi. **In channel:** It helps the user to mark the receipt to officials who are **already in the submitted channel of the file**.

Note:

When user is sending multiple files, Send Back and In Channel radio buttons will not be available.

- vii. **Preferred List:** It helps to select officials from the list of “**Preferred List**” already created by the user.

Note:

To create the preferred List Click the To link → Go to Contacts tab → select the users by selecting the check box or by searching the name in search box and then selecting the check box → click Add to: Preferred List link.

- b) **Due date:** Date by which work is supposed to be done. Assign a **Due Date** to the recipient using the **Set Due Date** option.
- c) **Action:** An easy way to notify the recipient the action that is required on file. Select **Action** which is to be taken, from the dropdown menu.
- d) **Priority:** It is the preference assigned to the file based on its urgency. Set the **Priority** of the file, from the dropdown menu.
- e) **Initiate Action:** It is used to track the set of action(s) taken on any file. Check the **Initiate Action** check box, provide initiation type to **initiate** action and **track** the actions that will be taken on the file.
- f) **Remarks:** These are the forwarding comments given on file while sending them to recipient. Type forwarding remarks in the Remarks field.

Note:

In case initiate action is selected, then Remarks field becomes mandatory.

- g) **Notify Through:** It is to send the notification through Email & SMS to the recipient.
- h) **Intimate To:** It is to send SMS/Email intimation alert to the Officer(s) who were in part of movement while sending the file. List of users gradually gets updated after each movement and only active users will be available in the list for intimation.
- In case of forwarding multiple Files, the "Intimate To" feature will not be available.
- After selecting the recipient and entering other details, user can send the file using any of the following **Send** options:

a) **Send:** On clicking  button, the file will be marked to the intended user.

b) **DSC Sign and Send:** On clicking  button, a pop up window appears asking for the **DSC token Pin**. Enter the **Pin** and click  button and the file is sent.

Note:

For complete process refer to Annexure-III ([Digital Signing of File Noting](#)).

c) **eSign and Send:** On clicking  button, a pop up window appears asking to continue the agreement with "I Agree". Enter the **OTP** received on Aadhaar registered mobile number and click  button.

Note:

For complete process refer to Annexure-IV ([eSigning of File Noting](#))

- The Digital Signature/eSign appears on the File Remarks in Movement Details Page.
 - Once the file is sent using any of the above Send option, the file will be visible in the Inbox of recipient. The user who sent the file can check the details of the file in his/her own Sent folder.
4. **View:** It is used to sort the files based on different criteria such as Most Immediate, Action Initiated, Other Department, Due Date Elapsed etc.
- Keep the cursor on  tab and a drop down menu will appear with the options as shown in **Fig.105:**

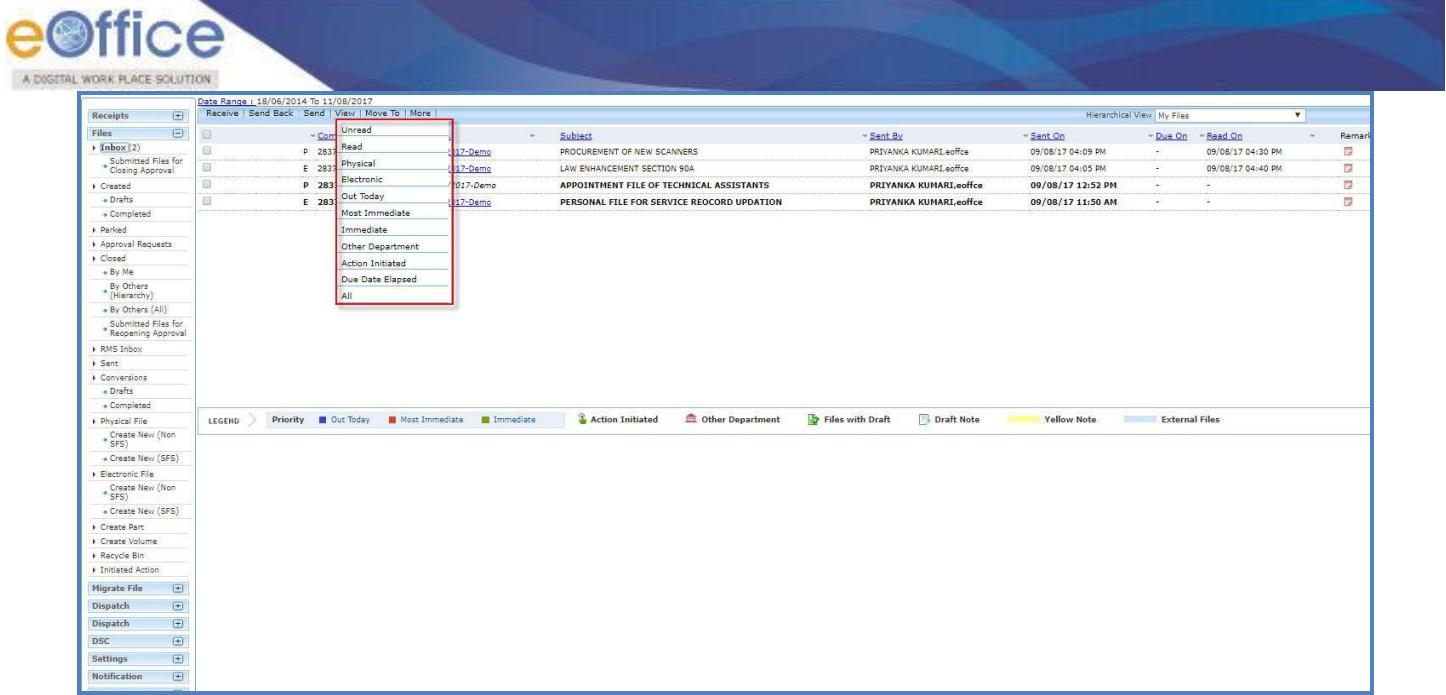


Fig.105

- a) **Unread:** To view all unread electronic files and unreceived physical files.
- b) **Read:** To view all read electronic files and received physical files.
- c) **Physical:** To view all physical files.
- d) **Electronic:** To view all electronic files.
- e) **Out Today:** To view all the files those are marked with priority as Out Today.
- f) **Most Immediate:** To view all the files those are marked with priority as Most Immediate.
- g) **Immediate:** To view all the Prioritized files marked as Immediate.
- h) **Other Department:** To view the files of other Departments in the same instance.
- i) **Action Initiated:** To view the files on which some action has been initiated.
- j) **Due Date Elapsed:** To view all those files for which due date as set during sending / marking of the files has elapsed.
- k) **ALL:** To view all the incoming files from the latest to the oldest order (Default View)..

5. **Move To:** It is used to categorize the files into subfolders under **File Inbox**.

To create New Folder or manage existing ones, perform the following steps:

- Select file(s) from the File Inbox which needs to be moved.

Move the cursor on (**Move To**) tab, a drop down menu will appear with the options as shown in **Fig.106**:

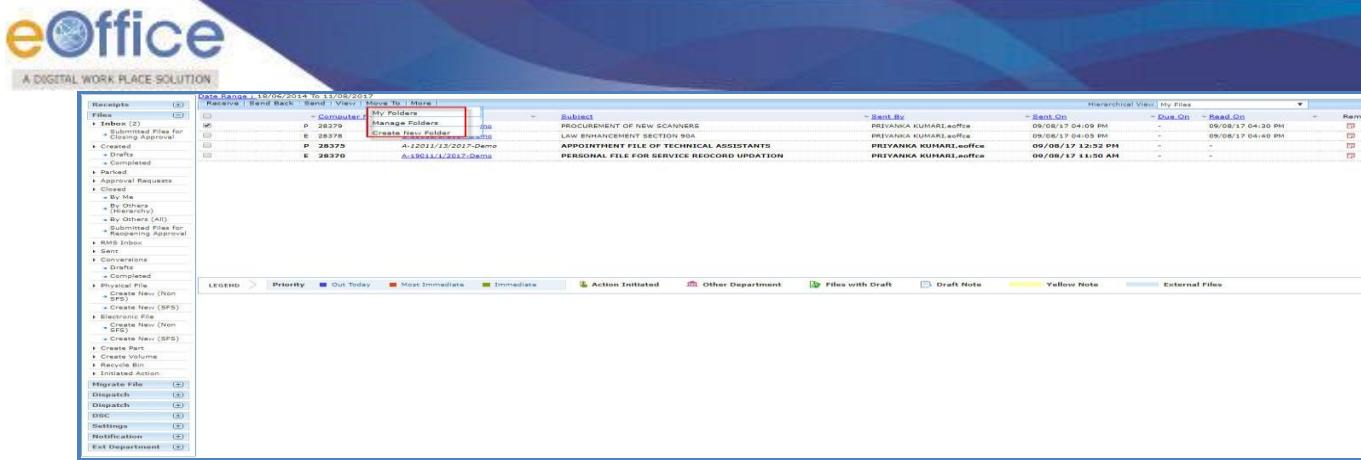


Fig.106

- a) **Create New Folder:** Click the **Create New Folder** link from the dropdown, as shown in **Fig.107**:

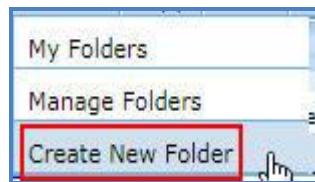


Fig.107

- The screen appears is shown in **Fig.108**. Enter the **Folder Name** and select the Folder in which new folder is to create. Click the **Save** button as shown in , **Fig.108**:

Folder Name*	Department
Create in*	File Inbox ▾
Save Clear	

Fig.108

- The new folder is created under **Inbox** as sub folder.
- My Folders:** Click the **My Folders** link from the dropdown menu to move the file either in Inbox or in its subfolders.
- Manage Folders:** Click the **Manage Folders** link from the dropdown menu to **Delete** () or **Edit** () the folders created under File Inbox.

6. **More:** It is used to Park the active file, check closing/parking history and to create volume.

- a) **Park File:** It is used for storing the files which are currently not in use, but can be used later.

To park a file, perform the following steps:

- Select the file and click **Park File** link from the dropdown as shown in **Fig.109:**

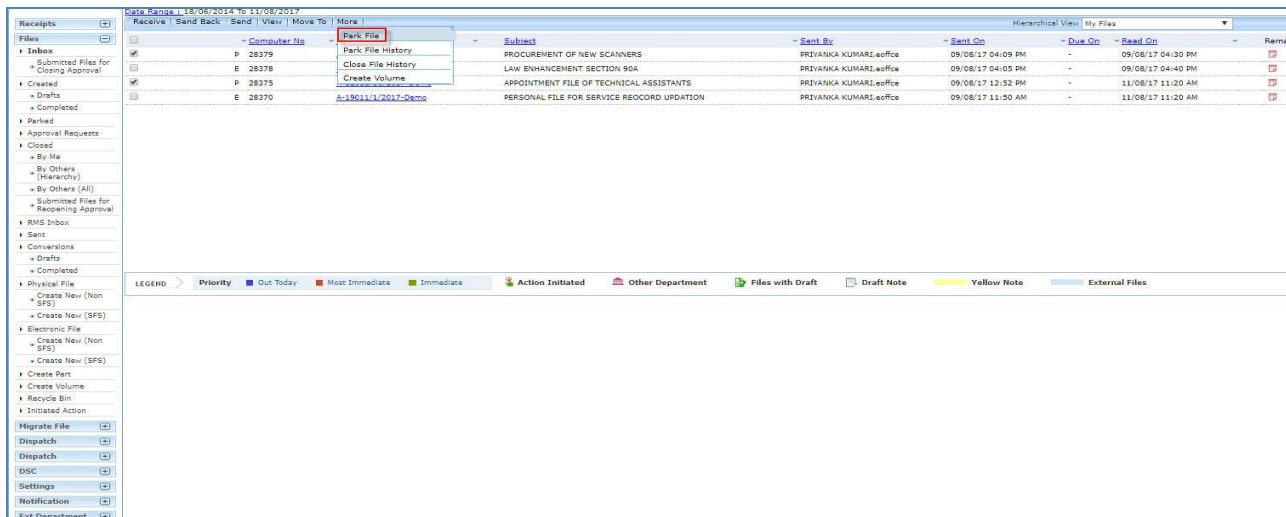


Fig.109

- The Parking Confirmation dialogue box appears, enter the **Parking Remarks** and **Parking Due Date** as required and click **OK** button, as shown in **Fig.110:**

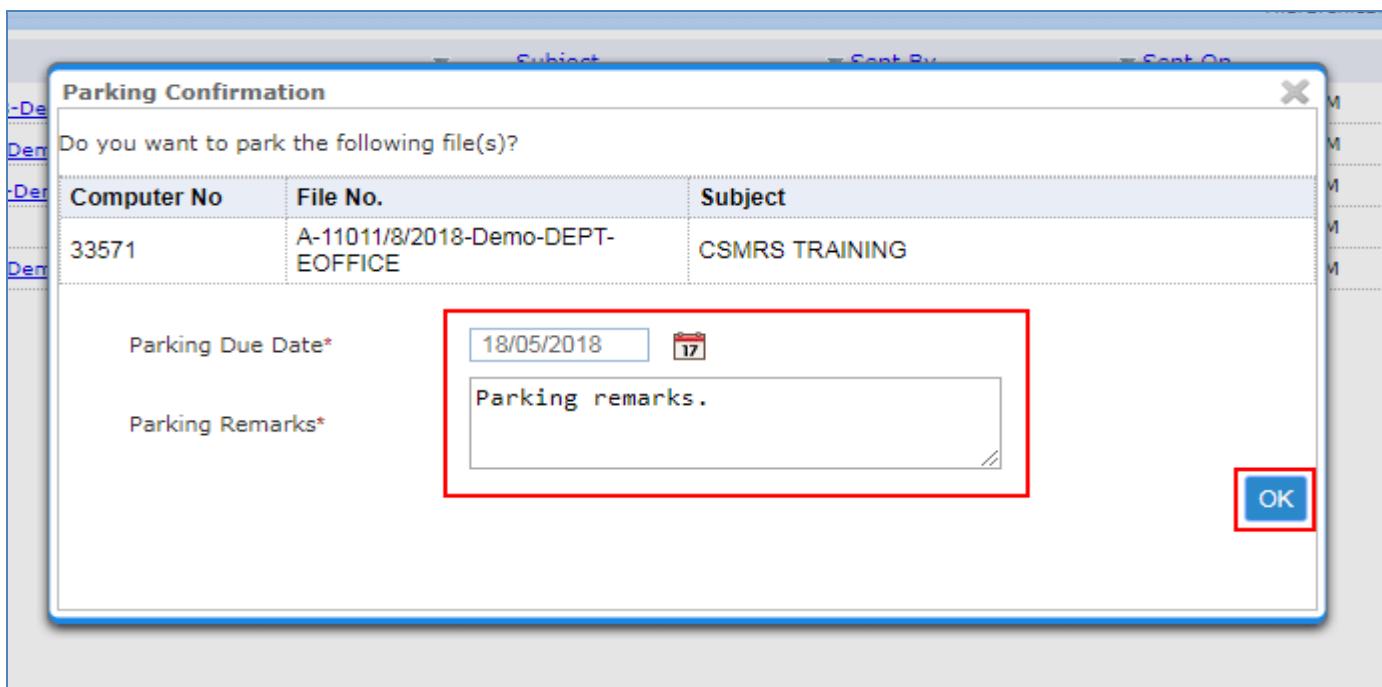


Fig.110

- The file gets moved to the Parked folder from the Inbox sub-module,

b) **Park File History:** It displays the history of the parked file.

 - Select the file and click **Park File History** link from the dropdown as shown in **Fig.111**:

Date Range : 18/08/2014 To 17/08/2017

Receive | Send Back | Send | View | Move To | More | Hierarchical View | My Files | Rem

	Computer No	Park File	Subject	Sent By	Sent On	Due On	Read On	Rem
<input checked="" type="checkbox"/>	P 28378	Park File History	PROCUREMENT OF NEW SCANNERS	PRIYANKA KUMARI,eOffice	09/08/17 04:09 PM	-	09/08/17 04:30 PM	
<input checked="" type="checkbox"/>	E 28378	Close File History	LAW ENHANCEMENT SECTION 90A	PRIYANKA KUMARI,eOffice	09/08/17 04:05 PM	-	09/08/17 04:40 PM	
<input checked="" type="checkbox"/>	P 28375	Create Volume	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	PRIYANKA KUMARI,eOffice	09/08/17 12:52 PM	-	11/08/17 11:20 AM	
<input checked="" type="checkbox"/>	E 28370	A-19011/1/2017-Demo	PERSONAL FILE FOR SERVICE RECORD UPDATION	PRIYANKA KUMARI,eOffice	09/08/17 11:30 AM	-	11/08/17 11:20 AM	

Inbox
Submitted Files for Closing Approval
Created
Drafts
Completed
Period
Approval Requests
Closed
By Me
By Others (Hierarchy)
By Others (All)
Submitted File for Reopening Approval
RMS Inbox
Sent
Conversions
Drafts
Completed
Physical File
Create New (Non SFS)
Create New (SFS)
Electronic File
Create New (Non SFS)
Create New (SFS)
Create Part
Create Volume
Recycle Bin
Initiated Action
Migrate File
Dispatch
DSC
Settings
Notification

Legend: Priority (Blue), Out Today (Orange), Most Immediate (Red), Immediate (Green), Action Initiated (Purple), Other Department (Grey), Files with Draft (Yellow), Draft Note (Light Blue), Yellow Note (Yellow), External Files (Light Blue)

Fig.111

- The Parked File history is displayed in **Fig.112**:

Fig.112

- c) **Close File History:** It displays the history of the closed file.

- Select the file and click **Close File History** link from the dropdown as shown in Fig.113:

Fig.113

- The Closed File history is displayed in **Fig.114**:

FILE NUMBER - A/0033/2018-O/o of HS(MHA)						
Action	Action By	Action On	Action Remarks	Approved By	Approved On	Approval Remarks
Close	ਡਾਕਿੰਦਾ ਹੈ bikram	25/06/2018 03:05 PM	Work Done.	-	-	-
Reopen	ਡਾਕਿੰਦਾ ਹੈ bikram	10/08/2018 03:55 PM	kindly	-	-	-

Fig.114

d) **Create Volume:** It is used to create a new **Volume** of an existing **Physical File**.

Not allowed for electronic files.

To create a Volume, perform following steps:

- Select the file and click **Create Volume** link from the dropdown as shown in Fig.115:

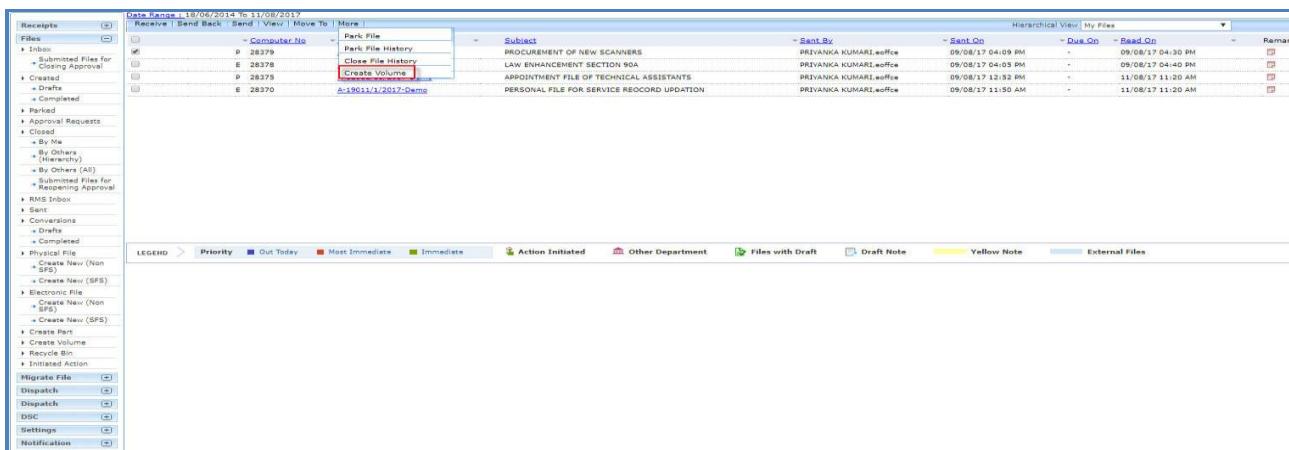


Fig.115

- The volume file creation screen appears with prefilled file details (like File Number, Description, and Category etc.) as shown in Fig.116:

Fig.116

Note:

All the details can be updated if required, except the File number.

- Click **Create Volume ➤** button as shown in **Fig.117**.
- The volume file is created with suffix adjacent to file number as shown in **Fig.117**:

The screenshot shows a software interface for managing files. At the top, there's a header bar with the eOffice logo and some navigation links. Below the header, a specific file record is displayed. The record includes the following details:

- Computer No:** 28425 **File No:** A-16011/1/2017-Demo-Volume(2) **Subject:** PROCUREMENT OF NEW SCANNERS
- File Number:** A-16011/1/2017-Demo-Volume(2)
- Opening Date:** 11/08/17 11:55 AM
- Main Category:** General
- Previous Reference:**
- Subject:** PROCUREMENT OF NEW SCANNERS
- Remarks:**
- Sub Category:**
- Later Reference:**

The interface also features several history sections:

- File Movement History:** Shows columns for Sender, Sent on, Sent to, Action, and Remarks.
- File Close History:** Shows columns for Action, Action By, Action On, Action Remarks, Approved By, Approved On, and Approved Remarks.
- File Dispatch History:** Shows columns for Dispatch Number, Subject, Address, and Dispatch Date.

Fig.117

Electronic Files Action tabs:

Let us learn following different options available in the menu bar for electronic files.

1. **Noting:** It consists of line actions with regard to the correspondence or as per the subject matter of the file subject. It is used to add Yellow Note and Green Note in the existing File and to view the noting **By Name** and **By Date** or **All** the noting together, as shown in **Fig.118**:

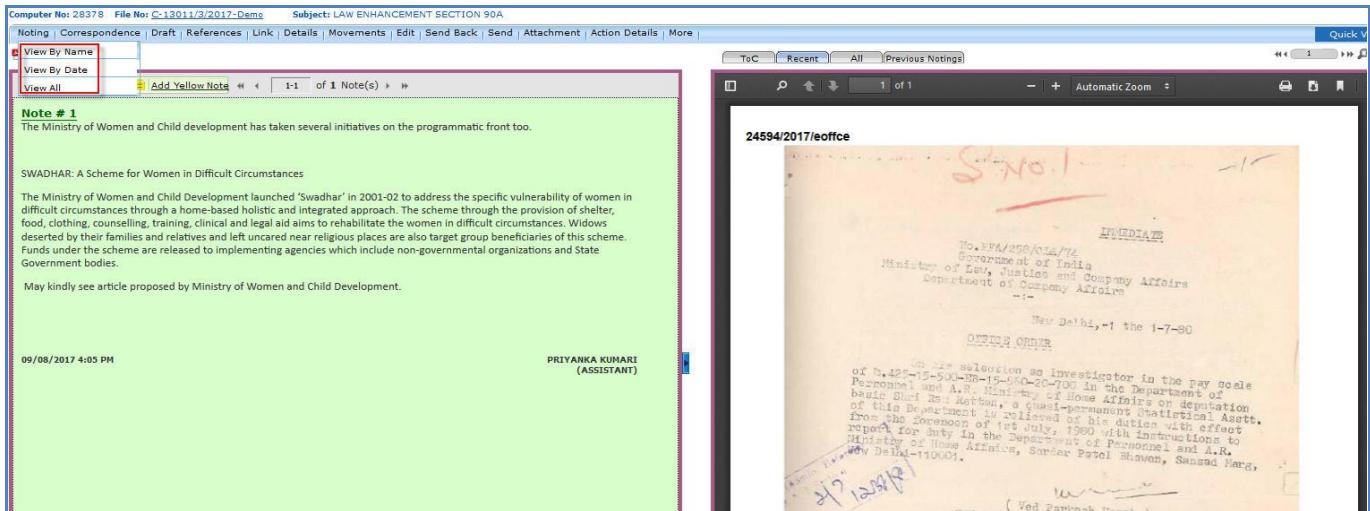


Fig.118

- a) **Yellow Note:** Yellow Note is to add a draft note in a file for taking approvals from reporting before finalizing the green note. Once the yellow note is confirmed, it changes to green note sheet.
- b) **Green Note:** Note is the document in file on which all decision making/ major facts/ approvals are recorded. Anything recorded on green note of file stays permanently on file if the file is moved at least once.

To add a Yellow Note, perform following steps:

- Click **Add Yellow Note** link as shown in **Fig.119**:

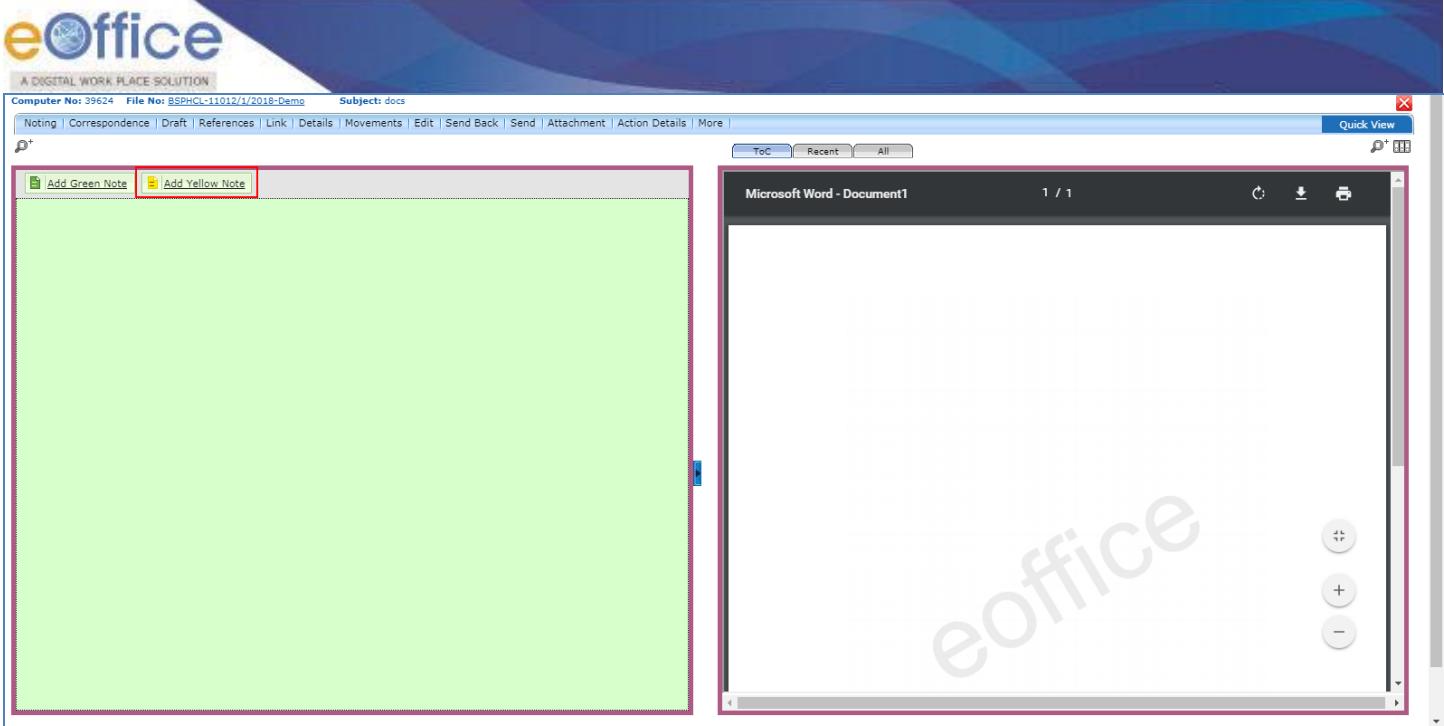


Fig.119

- The Noting screen becomes active. Type the note content manually or copy the content from already created word/ text files and paste it. After adding the content, click **Submit** button as shown in **Fig.120**:

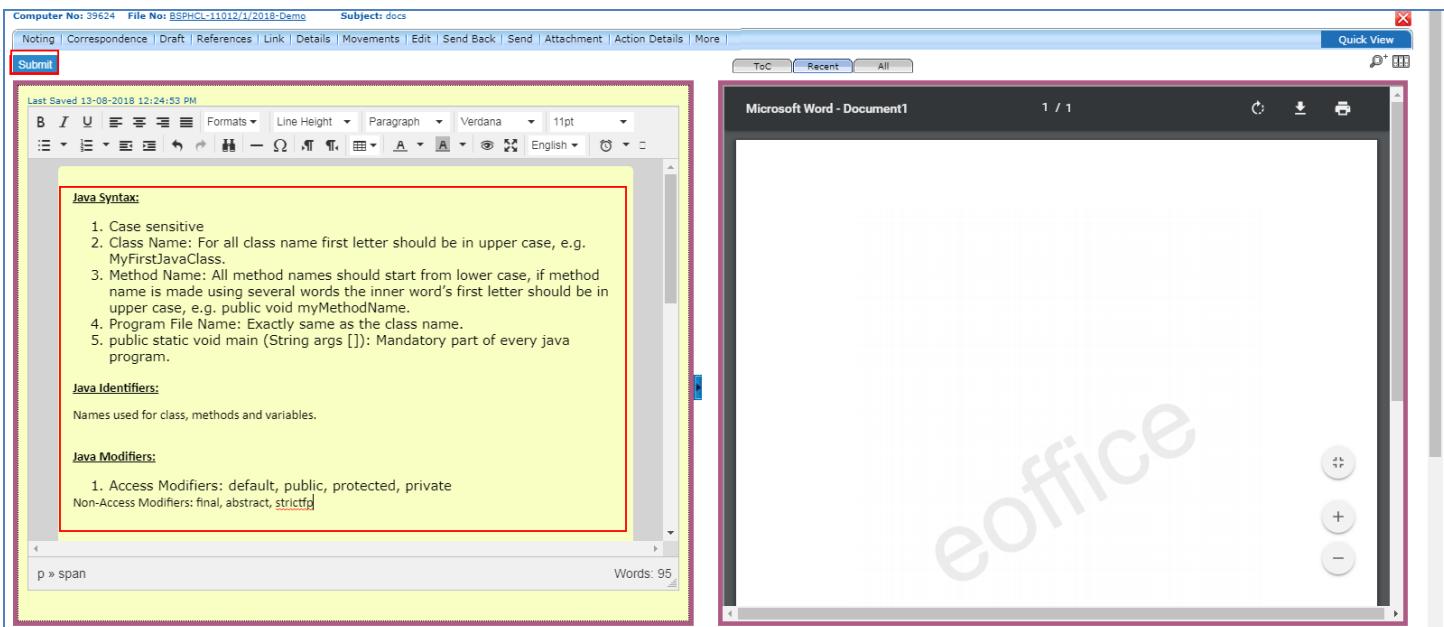


Fig.120

- After the note is saved, the actions provided as per authorization are shown in **Fig.121**:

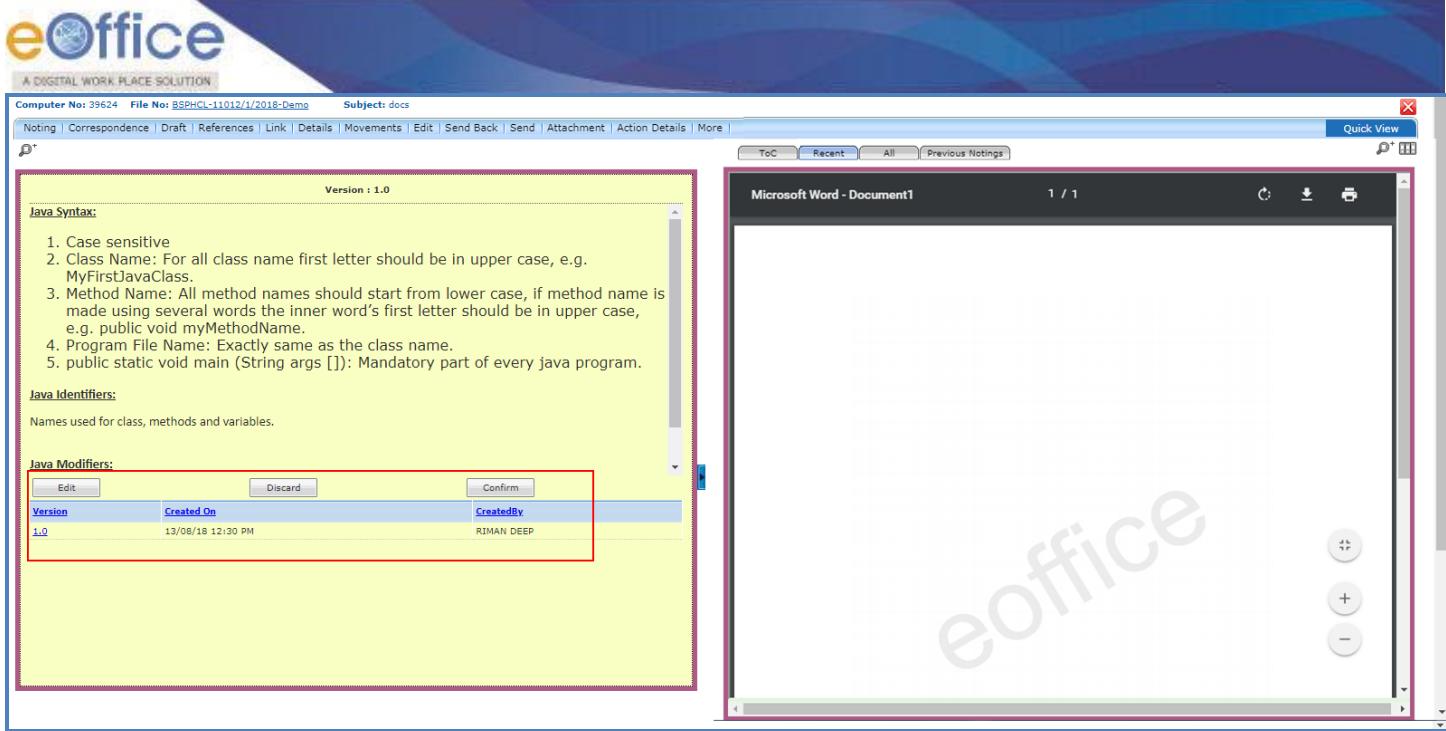


Fig.121

- a) **Edit:** To edit the content of note. After each editing a new version of the note is created.
- b) **Discard:** To delete the note.
- c) **Confirm:** To confirm Yellow Note into Green Note. Once the yellow note is confirmed, the confirmed versions of note will displayed.

To add a Green Note, perform following steps:

- Click [Add Green Note](#) link, as shown in Fig.122:

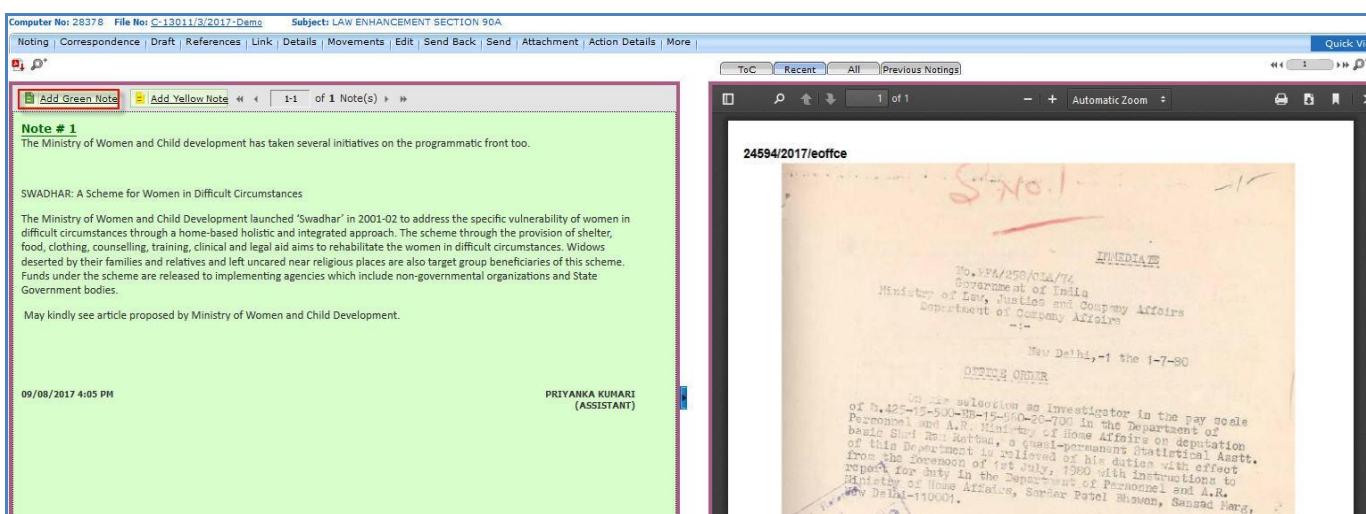


Fig.122

- The Noting screen becomes active. Type the note content manually or copy the content from already created word/ text files and paste it, as shown in **Fig.123**:

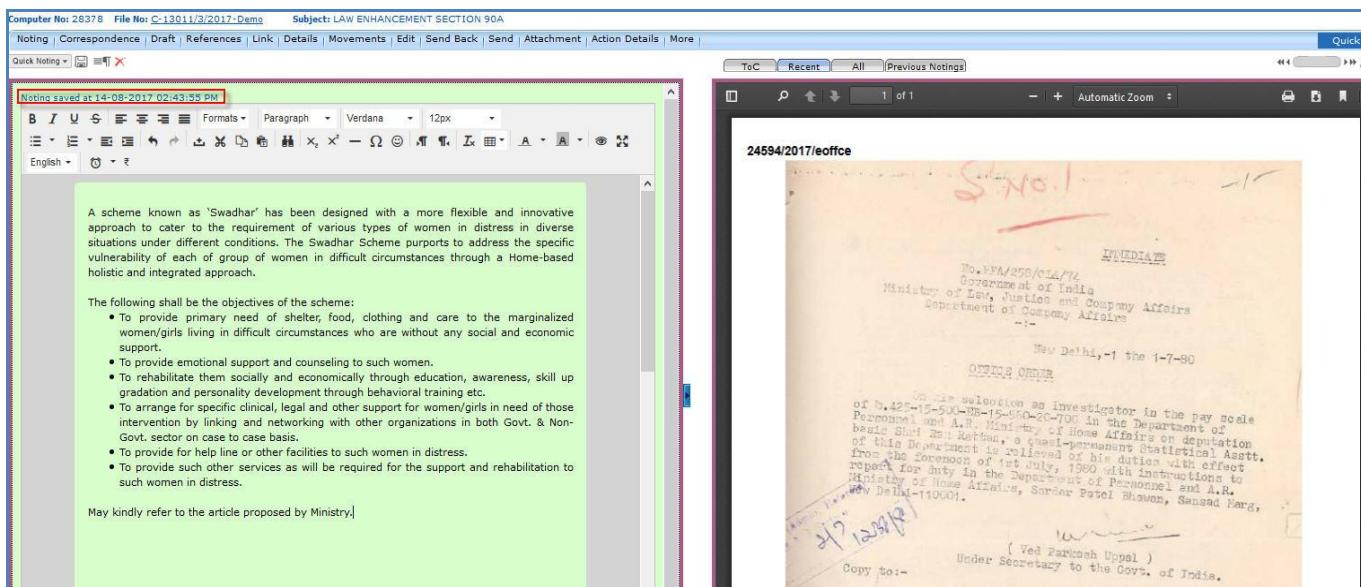


Fig.123

- Noting done gets saved automatically.
- A pre-defined or created by user (In English or Hindi), one-liner noting in Green Note can be added by using **Quick Noting** feature. It is used to create a customized list of one-liner noting frequently used in organizations.

Note:

To add quick noting list go to Settings→Quick Noting feature.

- The User can also attach supporting documents (PDF Format only) by clicking on **Attach** button at the bottom of the noting portion as shown in **Fig.124**:

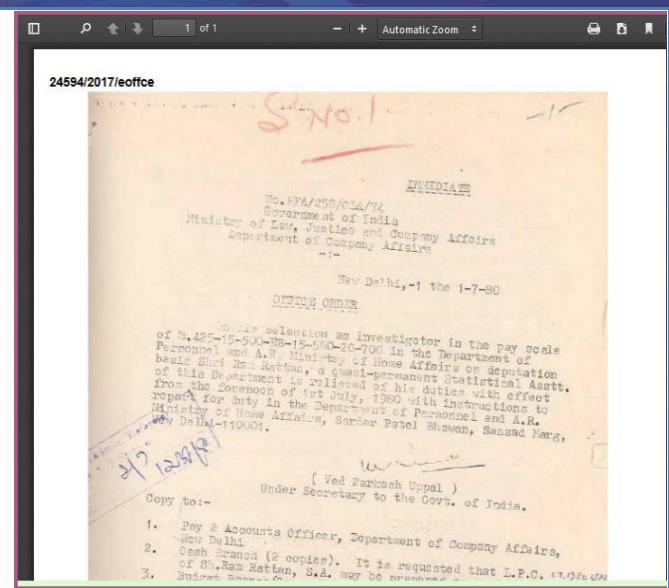
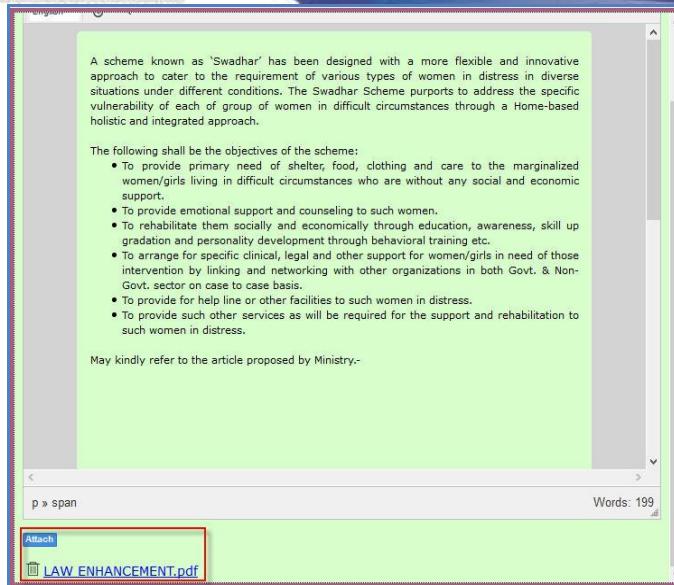
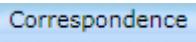


Fig.124

2. **Correspondence:** Correspondence is any letter/ DAK which is diarized for action to be taken in file. It is used to attach Correspondence/ Receipt to the working File.

- Clicking on **Correspondence** () button, the list of Correspondence and Issues appears on right side, as shown in **Fig.124**:
- Click  button, a list of receipts appears, select the receipt and click  button as shown in **Fig.125**:
- User can also search for the receipt using Year and Search fields.

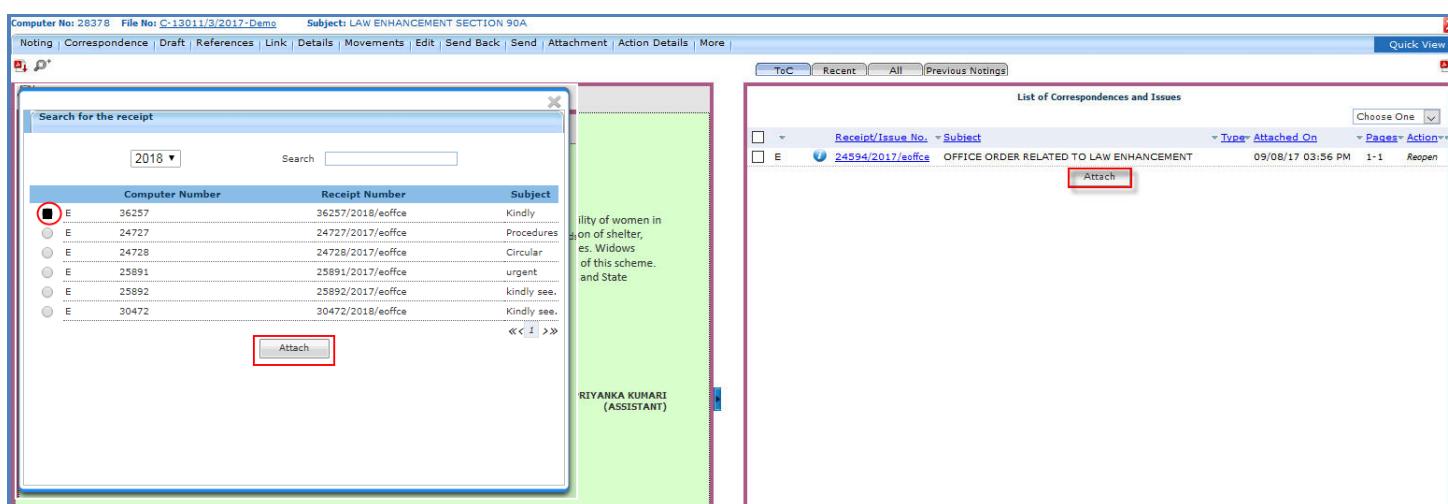


Fig.125

Note:

The list contains receipts which are present in 'Created (Completed)' or 'Inbox' sub-module of Receipt.

- The receipt will be attached as Paper under Consideration (PUC inside the file) and it can be seen on the right side under List of Correspondences and Issues.

Note:

Marking of the receipt such as Fresh Receipt (FR) or PUC can be set from the dropdown menu available at the top of List of Correspondences and Issues page

- a) **Mark as PUC:** It is used to mark the receipt as PUC.

To mark a receipt as PUC, perform following steps:

- Select the receipt from the **List of Correspondences and Issues** and mark as PUC link from the dropdown menu as shown in **Fig.126**:

Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
E 29329/2018/eoffice	Establishment related matters	PUC1	15/05/18 10:44 AM	7-13	Reopen
I/8354/2018	csmrs	Issue	15/03/18 05:10 PM	6-6	Reminders Unmark Mark As FR Detach Close
I/8522/2018	csmrs	Issue	06/03/18 03:31 PM	5-5	Reminders Unmark Mark As FR Detach Close
E 29306/2018/eoffice	csmrs		16/02/18 02:48 PM	1-4	Reopen

Fig.126

- b) **Unmark:** It is used to unmark the receipt which is either marked as PUC or FR.

To unmark an already marked receipt, perform following steps:

- Select the receipt from the **List of Correspondences and Issues** and click **Unmark** link from the dropdown menu as shown in **Fig.127**:

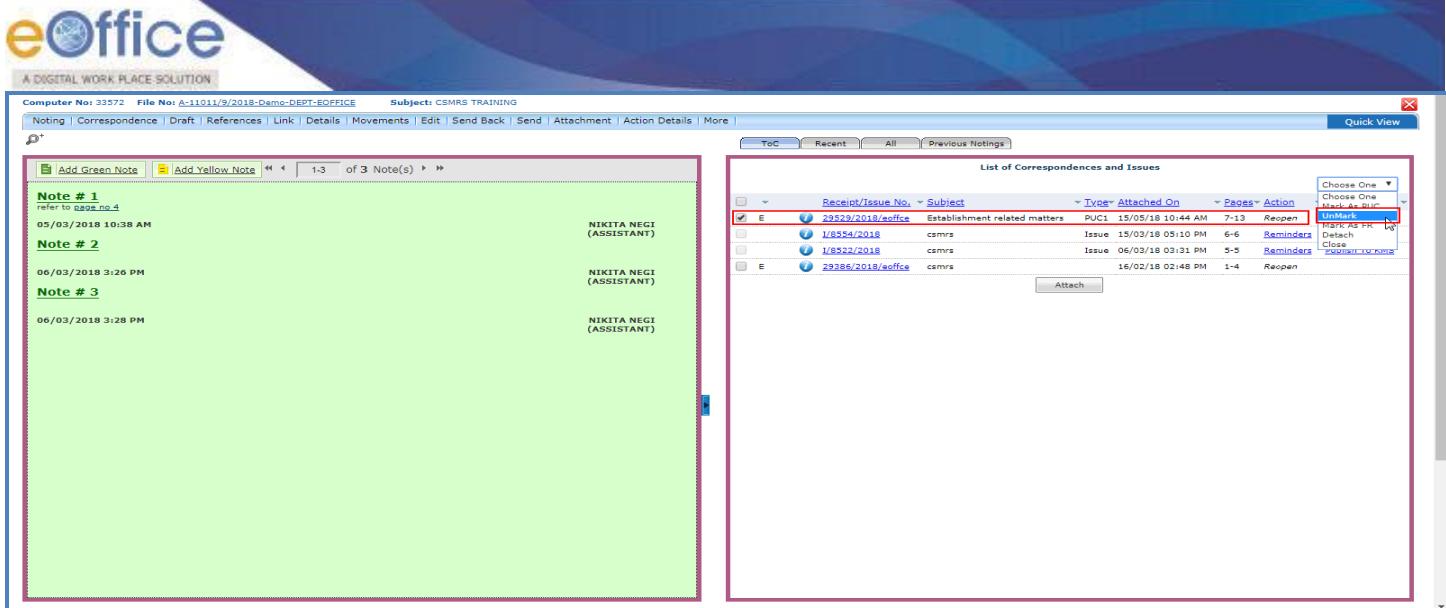


Fig.127

c) **Mark as FR:** It is used to mark the receipt as FR.

To mark a receipt as FR, perform following steps:

- Select the receipt from the **List of Correspondences and Issues** and click **Mark as FR** link from the dropdown menu, as shown in Fig.128:

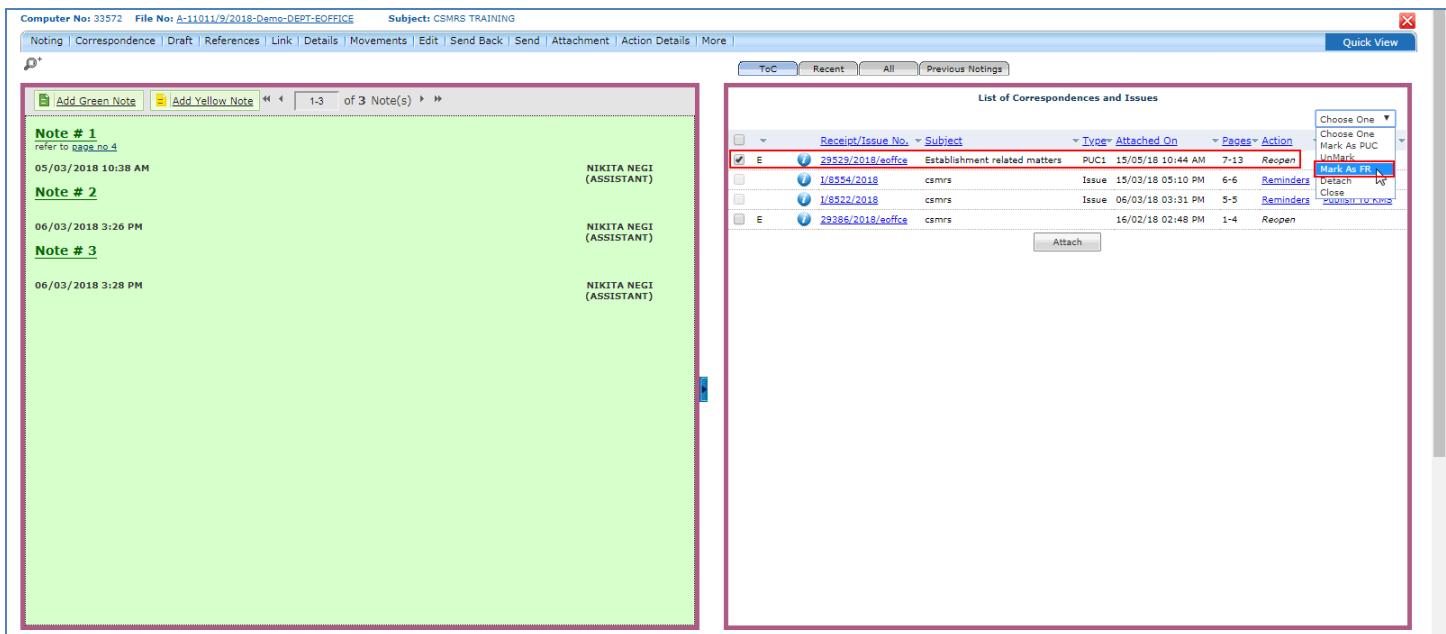


Fig.128

- Then, select the **PUC Number** from the dropdown menu as shown in Fig.129:

The screenshot shows the eOffice application interface. On the left, there's a notes panel with three entries: Note #1 (refer to page no. 4), Note #2 (05/03/2018 10:38 AM), and Note #3 (06/03/2018 3:26 PM). On the right, the 'List of Correspondences and Issues' screen displays four items. A context menu is open over the first item (Receipt/Issue No. 29329/2018/eoffice), with the 'Choose One' option highlighted. Other options in the menu include 'One', 'Mark As PUC', 'UnMark', 'Mark As FR', 'Close', and 'Reminders'. Buttons for 'Done' and 'Cancel' are also visible.

Fig.129

- Click the **Done** button. The receipt gets marked as FR.
- Detach:** This option helps the user to Delete/Detach the attached receipt from List of Correspondences and issues. Receipt can be detached before the movement of electronic file.

To detach a receipt, perform following steps:

- Select the receipt from the **List of Correspondences and Issues** and click **Detach** link from the dropdown menu as shown in **Fig.130**:

This screenshot is similar to Fig.129, showing the 'List of Correspondences and Issues' screen. A context menu is open over the same receipt (Receipt/Issue No. 29329/2018/eoffice). In this version, the 'Detach' option is highlighted in the menu. Other options like 'Choose One', 'One', 'Mark As PUC', 'UnMark', 'Mark As FR', 'Close', and 'Reminders' are also visible. The 'Attach' button is present at the bottom of the list.

Fig.130

- e) **Close:** This option helps the user to close the attached receipt from TOC of Correspondences.

To close a receipt, perform following steps:

- Select the receipt from the **List of Correspondences and Issues** and click **Close** link from the dropdown menu, as shown in **Fig.131**:

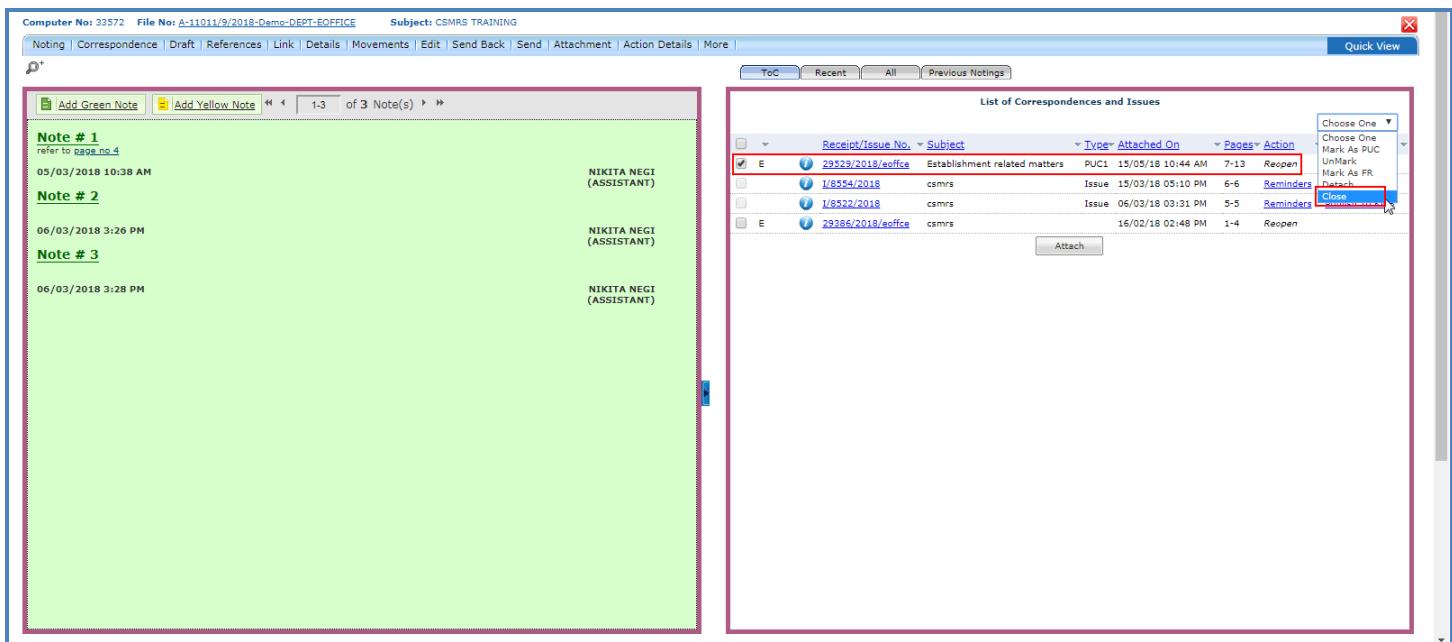


Fig.131

- The **Close Confirmation box** appears, enter the **Remarks** and click **OK** button as shown in **Fig.132**:

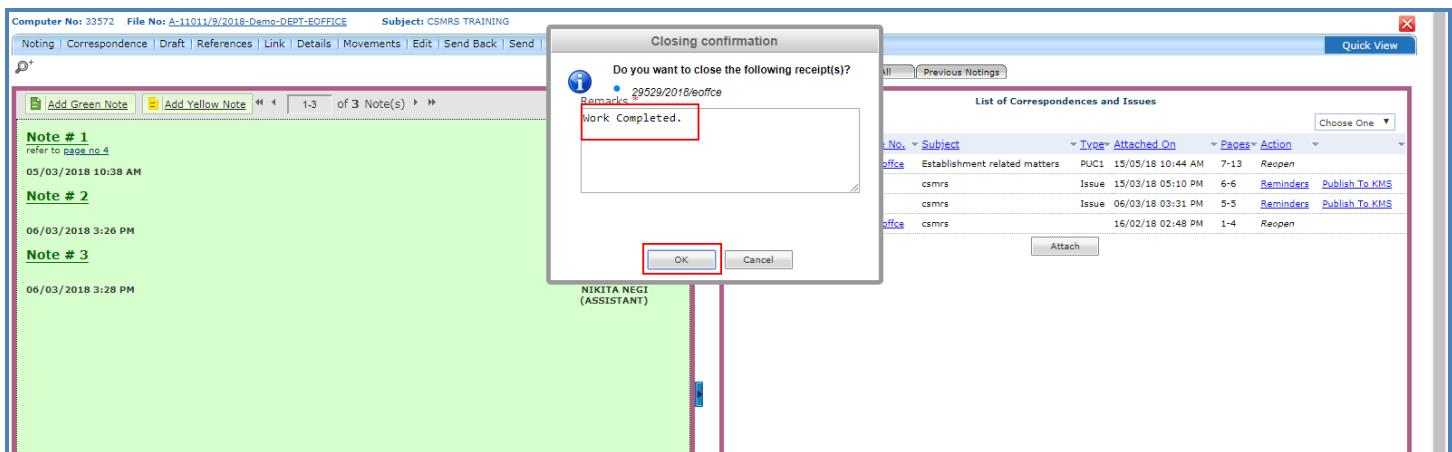


Fig.132

- The selected receipt gets closed.
- The **Re-open** link against closed receipt becomes active.

3. **Draft:** It is a process of creating an official reply to the concerned user/department/ministry conveying the views or orders of the department. With the help of this feature user can **Create New Draft** and **View Existing Drafts** in the File.

To create a new draft, perform following steps:

- Scroll mouse over **Draft** tab and click the **Create New Draft** link, as shown in **Fig.133**:

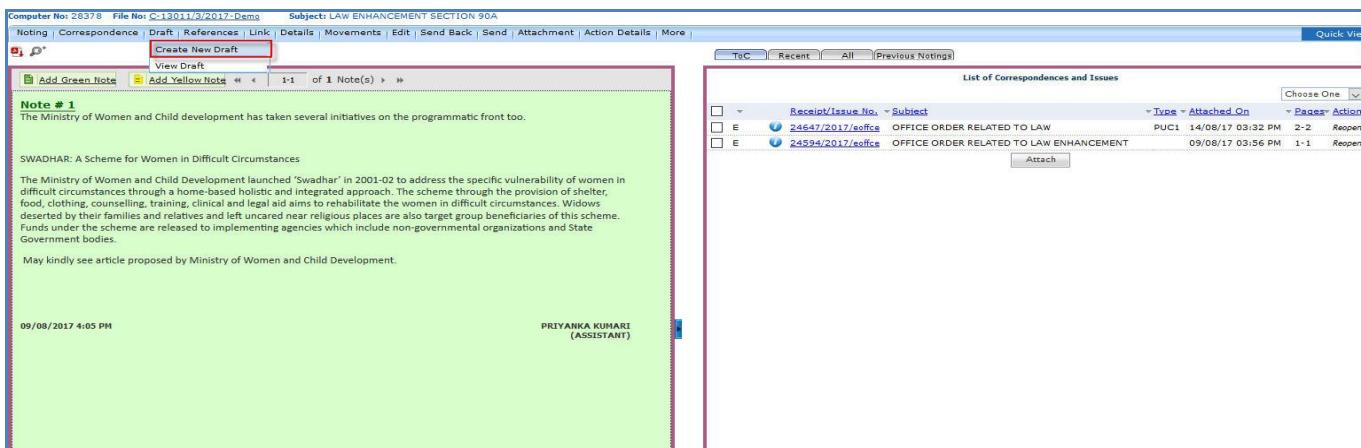


Fig.133

- The **Create New Draft** screen appears, as shown in **Fig.134**:

Fig.134

- Type the draft content manually or copy the content from already created word/ text files and paste it or choose a pre-defined template by clicking **Choose from Template(s)** button or **Upload File** button, as shown in **Fig.135**:

Fig.135

- After creating the DFA, select Draft Type, enter all the necessary details and DFA #Tags (if required) and click **Save** button, as shown in **Fig.136**:

Fig.136

Note:

DFA # Tags will not work on uploaded DFA

- A unique **Draft Number** is assigned to the draft, as shown in **Fig.137**:

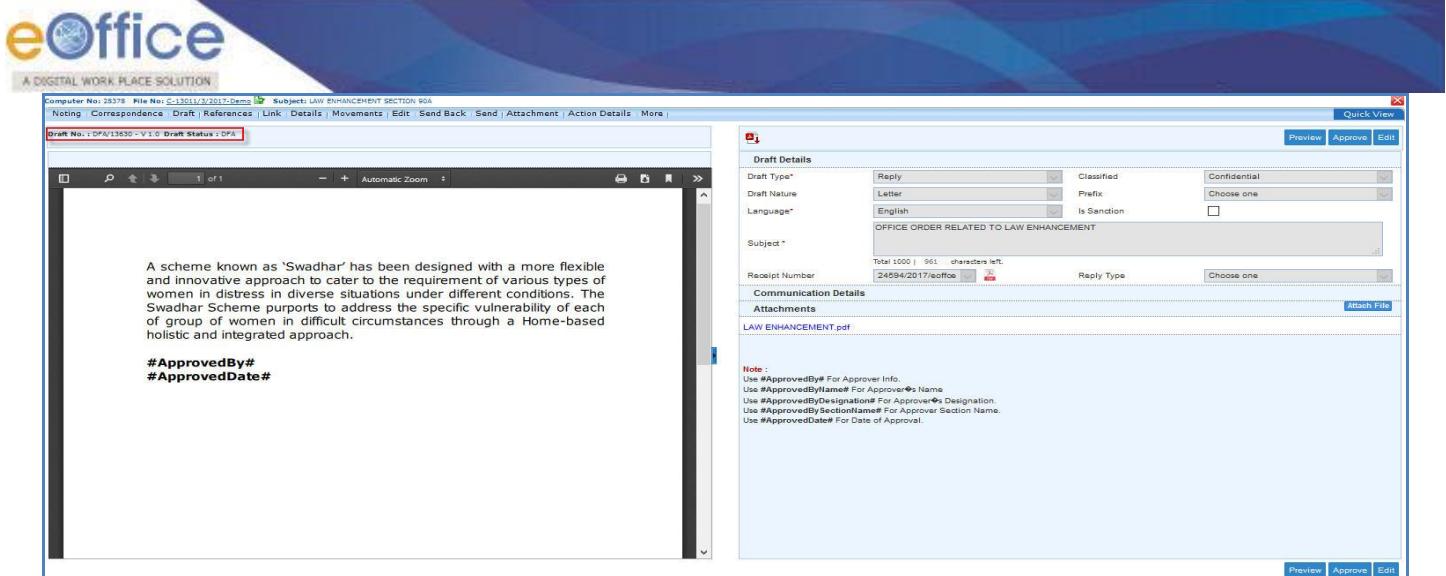


Fig.137

- A newly created draft has three buttons:
 - Preview:** View the DFA before sending.
 - Approve:** To finalise the DFA. Once the draft is approved no further changes in the content can be done.
 - Edit:** To make the necessary changes in DFA. Each editing of the draft will create a new version of the draft once the file along with the draft is moved to the next user.

Note:

The **Approve** button is visible only to users having role of Draft Approver.

- Once **Approve** button is clicked, an approval confirmation popup appears. Click **OK** button, as shown in **Fig.138**:

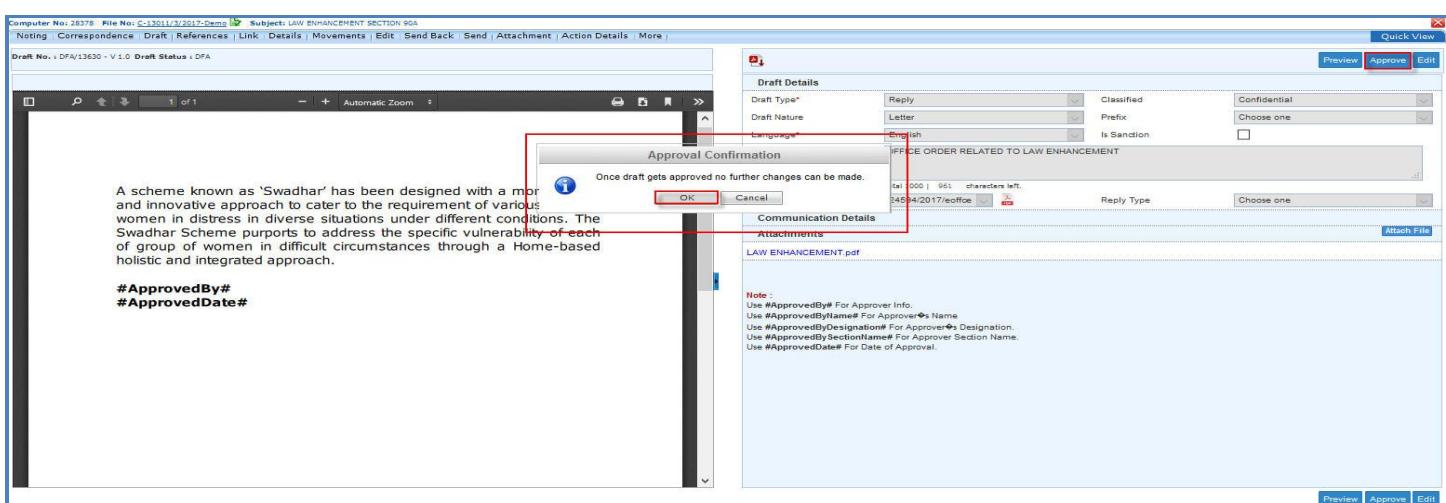


Fig.138

- The DFA gets approved and DFA # Tags changed into relevant information, as shown in **Fig.139**:

Fig.139

- After approving of the draft the actions available are shown in **Fig.140**:

Fig.140

Note:

For more detail refer the button mentioned under [Dispatch](#) action tab of Browse & Diarise sub-module..

To view existing draft, perform following steps:

- Scroll mouse over [Draft](#) tab and click the [View Draft](#) link , as shown in **Fig.141**:

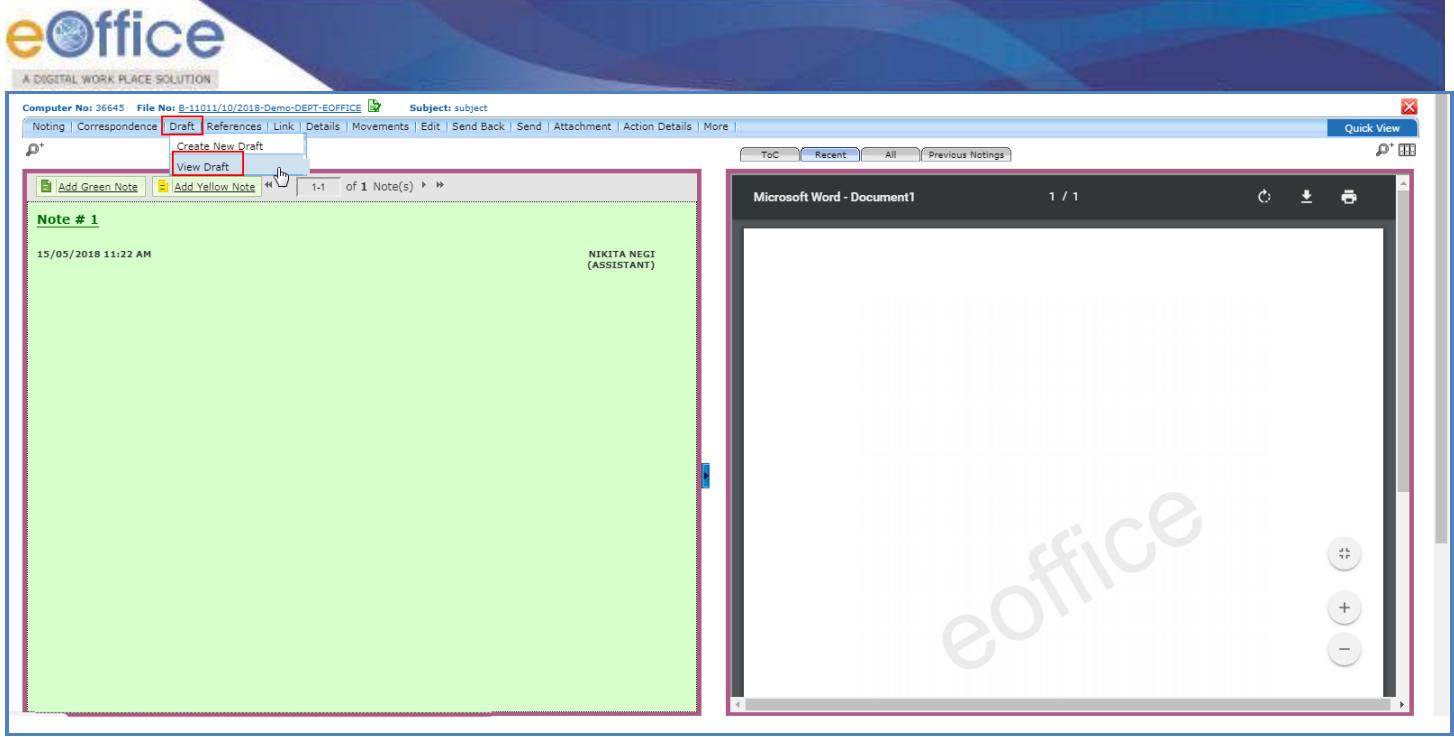


Fig.141

- Click **Draft No.** to open the draft as shown in **Fig.142**:

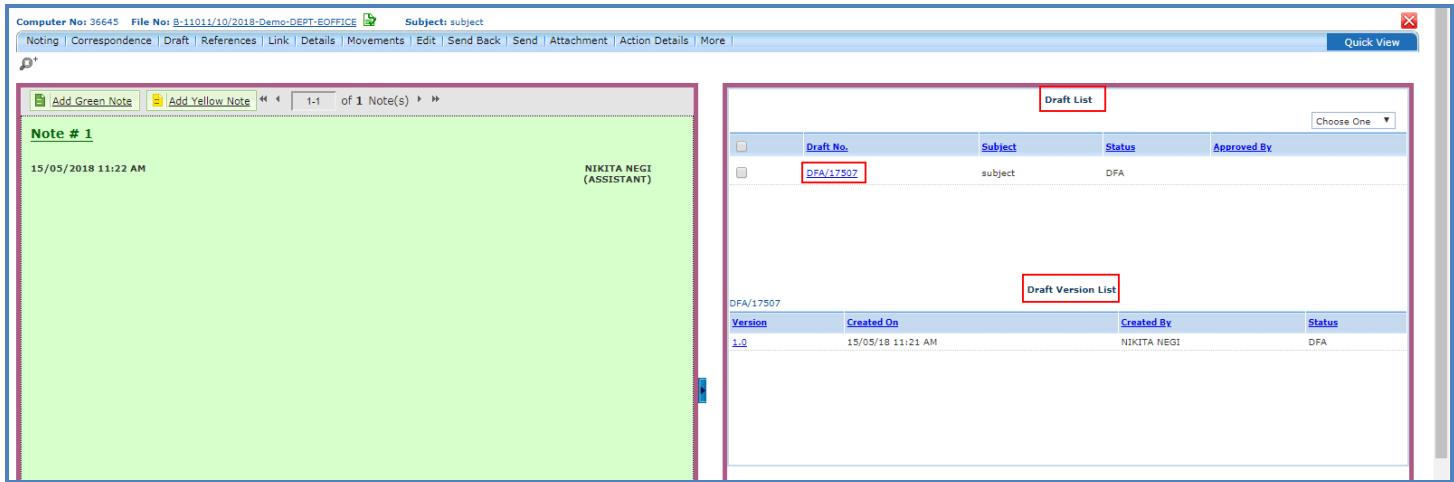


Fig.142

- The draft is shown in **Fig.143**:

eOffice
A DIGITAL WORK PLACE SOLUTION

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

Draft No.: DFA/17513 - V 1.0 Draft Status: Approved

New Draft

File No. A-11011/8/2018-Demo-DEPT-EOFFICE

प्रिया,

प्रता :

गवाकरी आपले लिंगक ये पद मिळाले. सद पर है, Dept.: गोप्याकडे उचित कार्यालयाती पाठिज्ञित आले असून, ताना यशायोगी करणेवाचत सूचित करण्यात आले आहे.

पुढील पत्रवलंबारासाठी या क्रमाकारा संतप्त घावा ही भिनती.

आपला विनम्र,

श्री. लेण्ड फडणवीस

मुख्यमंत्री

NIKITA NEGI, ASSTT(NG)-eOffice, eOffice

Draft Details

Draft Type: New/Fresh
Draft Nature: Letter
Language: English
Subject: CSMRS TRAINING
Total 1000 | 986 characters left.

Communication Details

Ministry: Choose one
Department: Choose one
Name: NIKITA NEGI
Organization: shastri park
Address 1: Address 2:
Country: INDIA
City: Mobile: Fax:
State: Andaman & Nicobar Islands
Pincode: Landline: Email:
[Add More Recipient(s) | Clear]

Attachments

Note : Use following # tags for draft creation
#ApprovedByName# for Approver Name
#ApprovedByDesignation# for Approver Designation
#ApprovedByPost# for Approver Post
#ApprovedDate# for Date of Approval
#ApprovedBySectionName# for Approver Section Name
#ApprovedByEmail# for Approver Email
#DocumentNumber# for Document Number

[Attach File]

Dispatch By Self | Dispatch By CRU | Edit

Fig.143

4. **Reference:** These are documents to support noting. It is used to attach references corresponding to the working file.

To attach Reference, perform following steps:

- Scroll mouse over **References** tab and click **Local Reference** link, as shown in Fig.144:

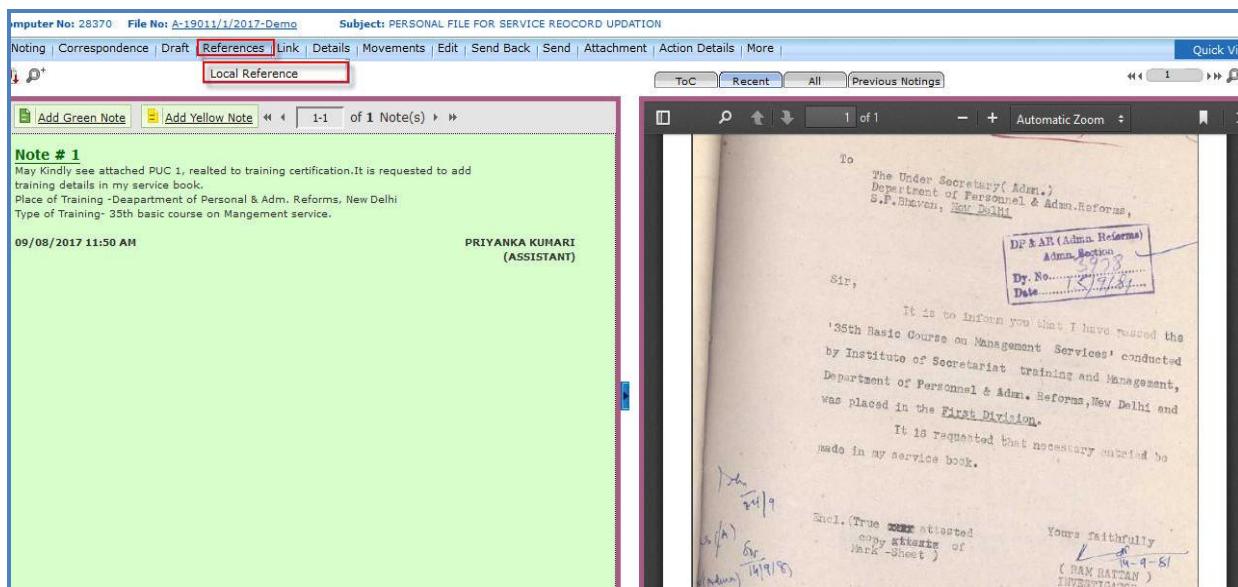


Fig.144

- The **References** screen appears on right side of noting page. Click **Upload File** button or **Upload From KMS** button **Fig.145**:

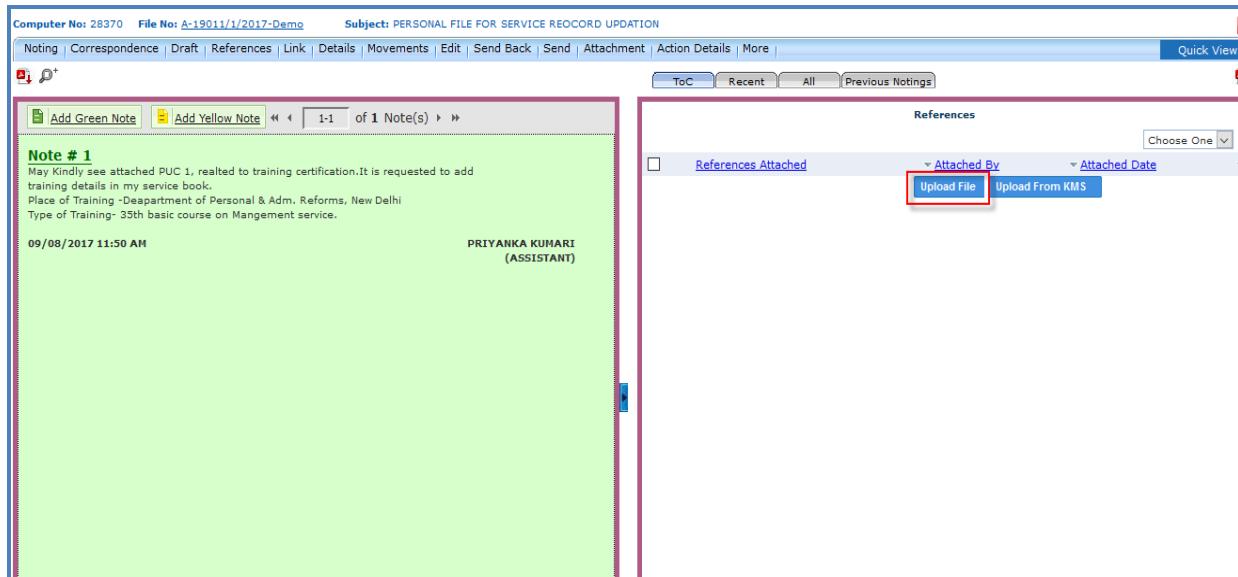


Fig.145

- Upload File**: Browse the reference document from the system and click the **Open** button, as shown in **Fig.146**:

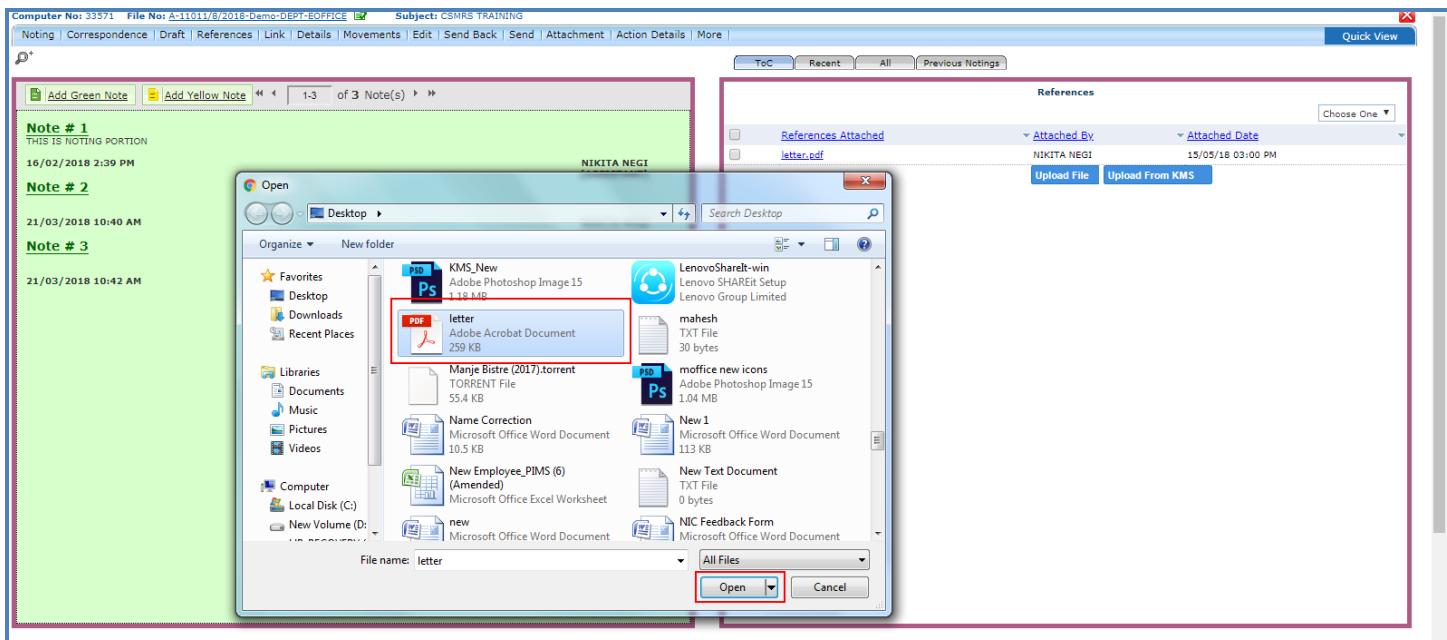


Fig.146

OR

- Upload From KMS**: The KMS reference(s) screen appears select the document and click **Attach** button.

- Import KMS Document pop-up appears, click **Import** button, as shown in **Fig.147**:

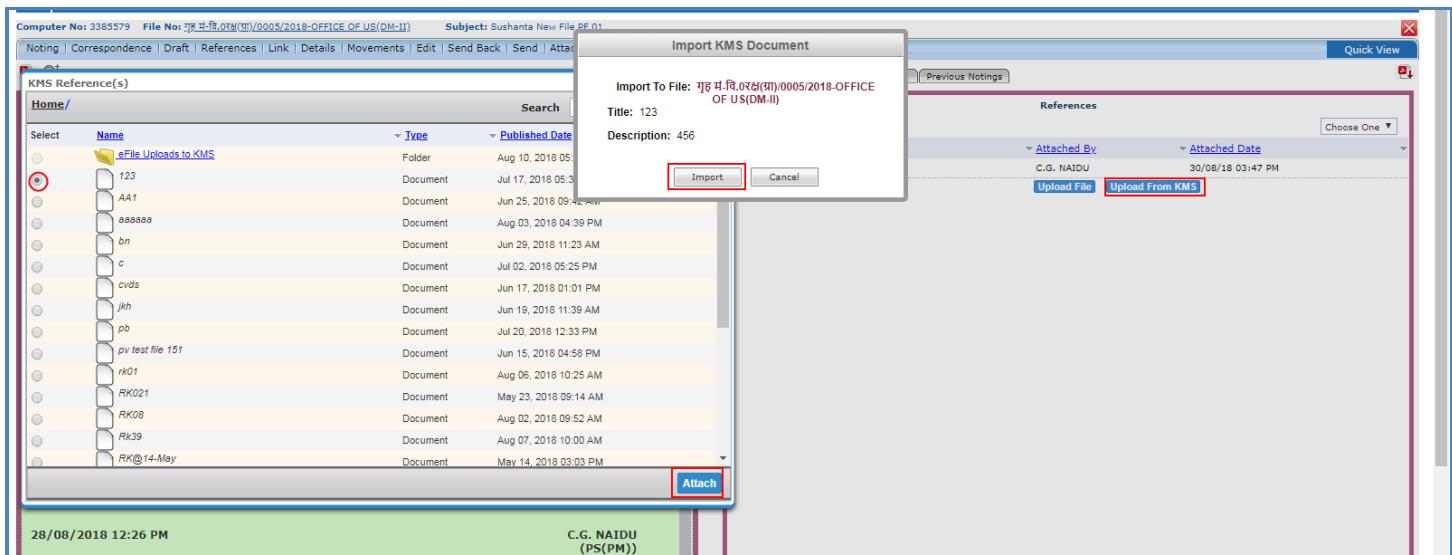


Fig.147

- The reference document gets attached with the working file.
- To **delete** the attached reference document, select document and click **Delete** link from drop down menu as shown in **Fig.148**:

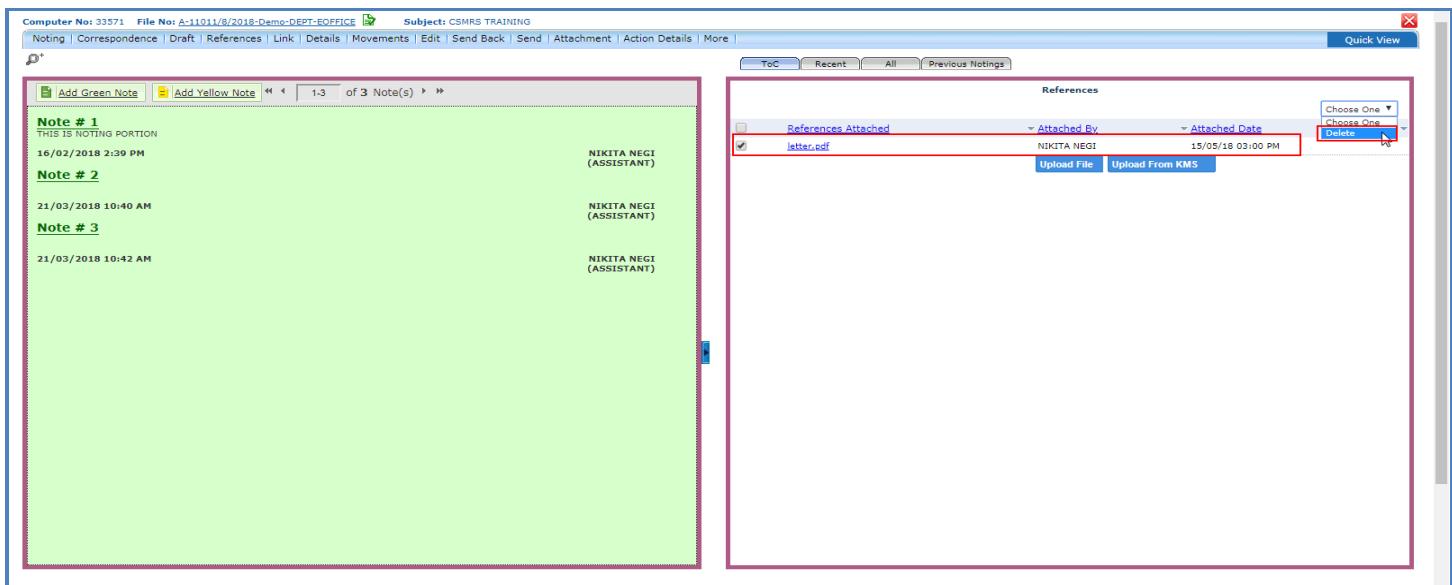


Fig.148

Note:

After the file movement, the Local Reference cannot be deleted.

- Link:** It is used to refer another active file (Created/ Inbox sub-module) along with working file. The copy of the link file will have all the content of the linked file, upto the moment of linking.

It contains 3 sub links as shown in Fig.149:

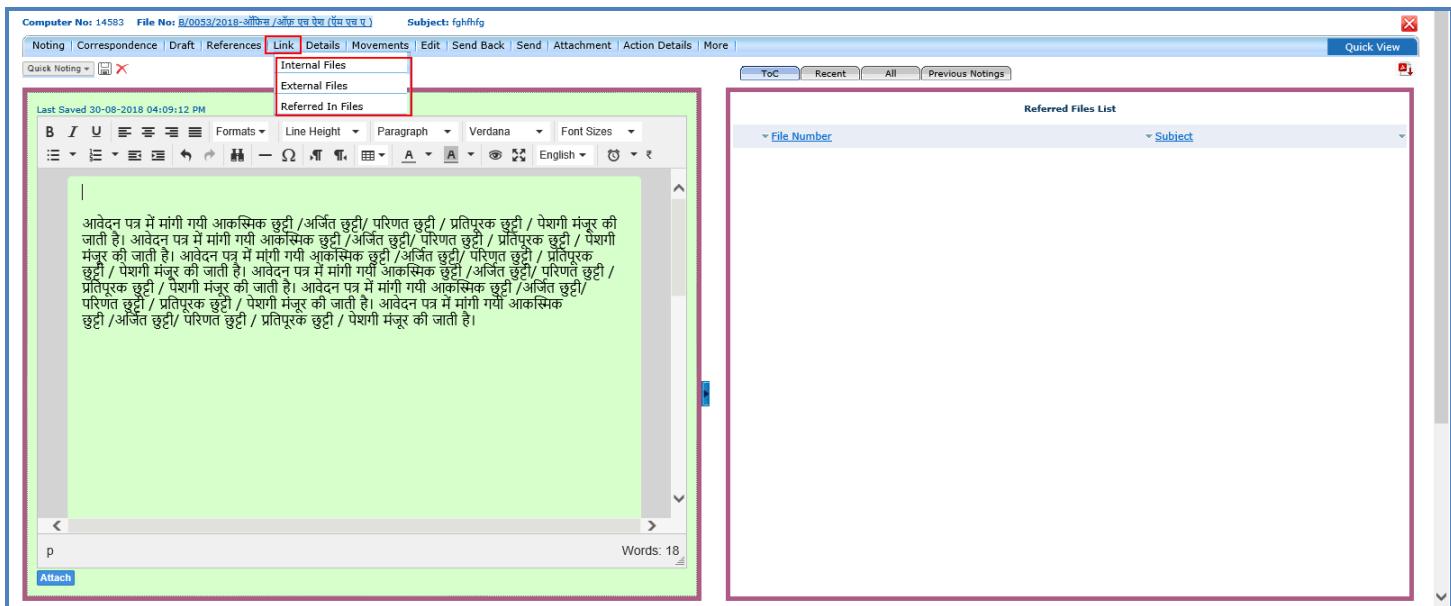


Fig.149

- a) **Internal Files:** It is used to link/delink any other file from within the Department.
- b) **External Files:** It is used to link/delink any file from other Department.
- c) **Referred In Files:** It shows the list of file(s) in which this working file is linked.

To link with other File, perform the following steps:

- Move the cursor on **Link** tab, and click the Internal Files link, as shown in Fig.150:

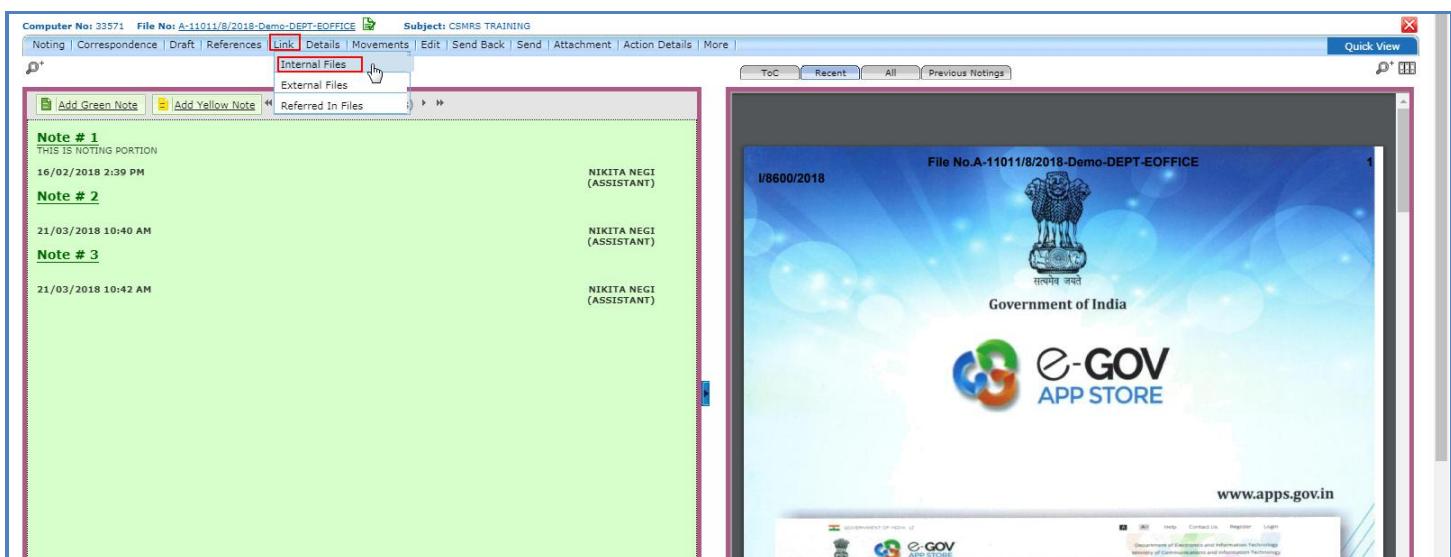


Fig.150

- The Link/DeLink screen appears on right side, click the **Attach** button, as shown in **Fig.151**:

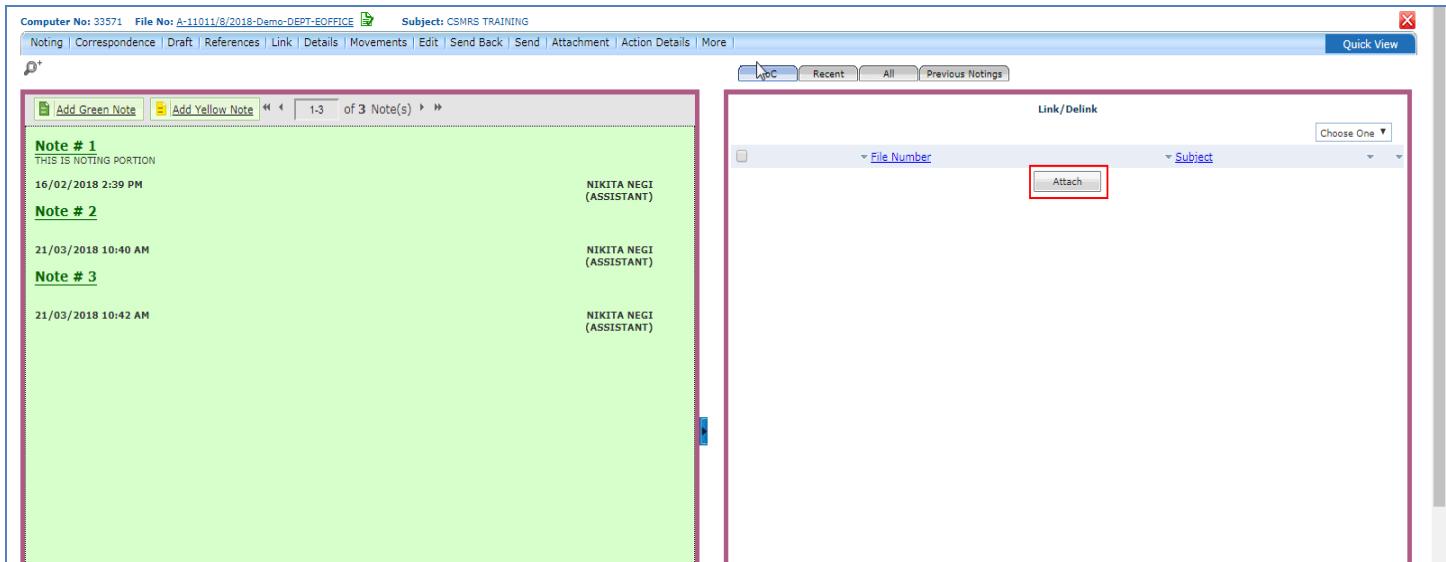


Fig.151

- A list of files appears, select the file and click the **Attach** button as shown in **Fig.152**:



Fig.152

Note:

The list contains files which are present in 'Created (Completed)' or 'Inbox' section of File.

- The selected file gets linked with the working file, as shown in **Fig.153**:

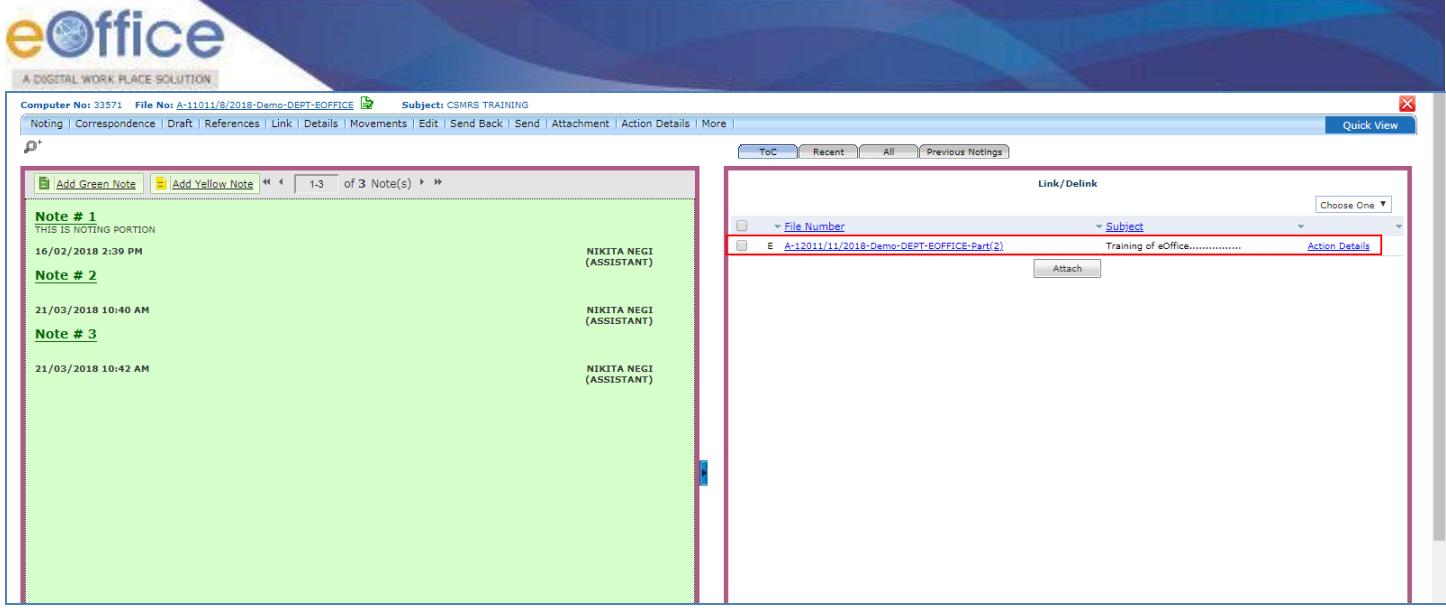


Fig.153

- The File can also be **delinked** from the dropdown menu available at the top of Link/Delink page.

To Delink a File, perform following steps:

- Select the File which needs to be delinked and click the Delink link from the dropdown menu, as shown in **Fig.154**:

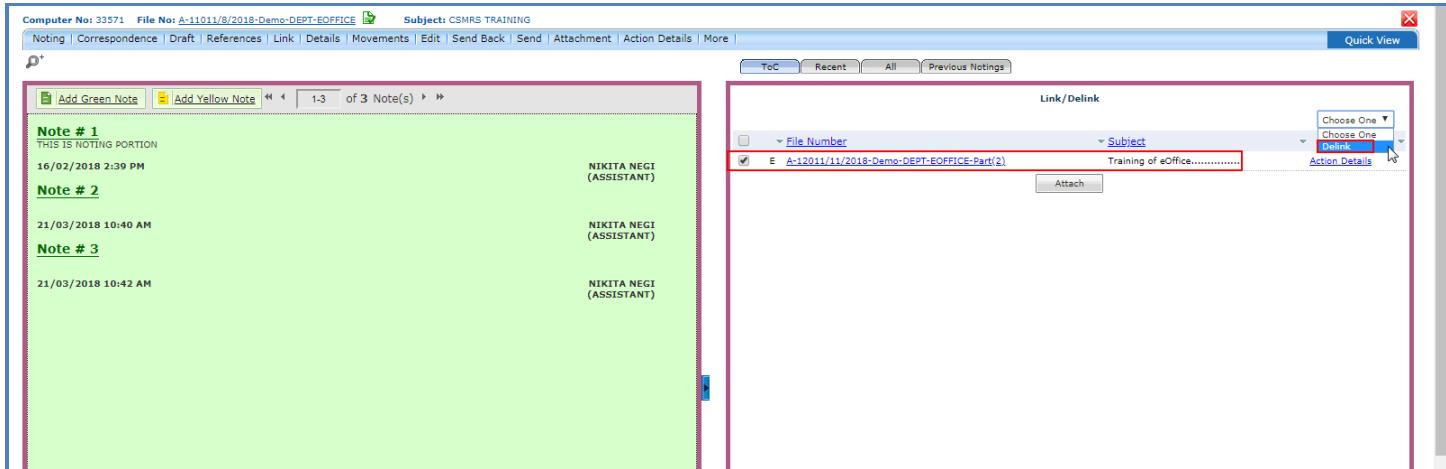


Fig.154

- The file is delinked.

Note:

The user(s) of same Organization Unit (OU) can delink the file.

- Details:** It can be used to view the details of a File i.e. File cover Page details and total no. of part Files created, as shown in **Fig.155**:

Computer No: 28370 File No: A-19011/1/2017-Demo Subject: PERSONAL FILE FOR SERVICE RECORD UPDATION

Noting | Correspondence | Draft | References | Link | **Details** | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-19011/1/2017-Demo **Subject :** PERSONAL FILE FOR SERVICE RECORD UPDATION
Opening Date : 09/08/17 11:06 AM **Remarks :**
Main Category : General **Sub Category :**
Previous Reference : **Later Reference :**

Part Files Created

Computer No	Part No	Created On	Remarks

Fig.155

7. **Movements:** This option is used to track the **Movements** of the file which automatically gets updated as File moves from user to another as shown in **Fig.156:**

Computer No: 23571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | **Details** | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-11011/8/2018-Demo-DEPT-EOFFICE **Subject :** CSMRS TRAINING
Opening Date : 16/02/18 02:37 PM **Remarks :**
Main Category : **Sub Category :**
Previous Reference : **Later Reference :**

File Movement History

Sender	Sent on	Sent to	Action	Remarks
NIKITA NEGI,eoffce	21/03/18 10:42 AM	NIKITA NEGI,eoffce	Forward	-
NIKITA NEGI,eoffce	21/03/18 10:40 AM	NIKITA NEGI,eoffce	Forward	-
NIKITA NEGI,eoffce	06/03/18 03:39 PM	NIKITA NEGI,eoffce	Forward	DETACHED FROM FILE NUMBER:- A-11011/9/2018-Demo-DE...
NIKITA NEGI,eoffce	06/03/18 03:28 PM	NIKITA NEGI,eoffce	Forward	Attached With File No. A-11011/9/2018-Demo-DEPT-EO...
NIKITA NEGI,eoffce	06/03/18 03:26 PM	NIKITA NEGI,eoffce	Forward	Attached With File No. A-11011/9/2018-Demo-DEPT-EO...
NIKITA NEGI,eoffce	05/03/18 10:38 AM	NIKITA NEGI,eoffce	Forward	Attached With File No. A-11011/9/2018-Demo-DEPT-EO...

File Close History

Action	Action By	Action On	Action Remarks	Approved By	Approved On	Approved Remarks

File Dispatch History

Dispatch Number	Issue	Subject	Address	Dispatch Date
1/8600/2018	Issue	CSMRS TRAINING	ABC, New Delhi	21/03/18 10:45 AM

Fig.156

8. **Edit:** It can be used to make changes to the cover page of existing running file except the File Number.

To edit the cover page, perform following steps:

- Click **Edit** tab, as shown in **Fig.157:**

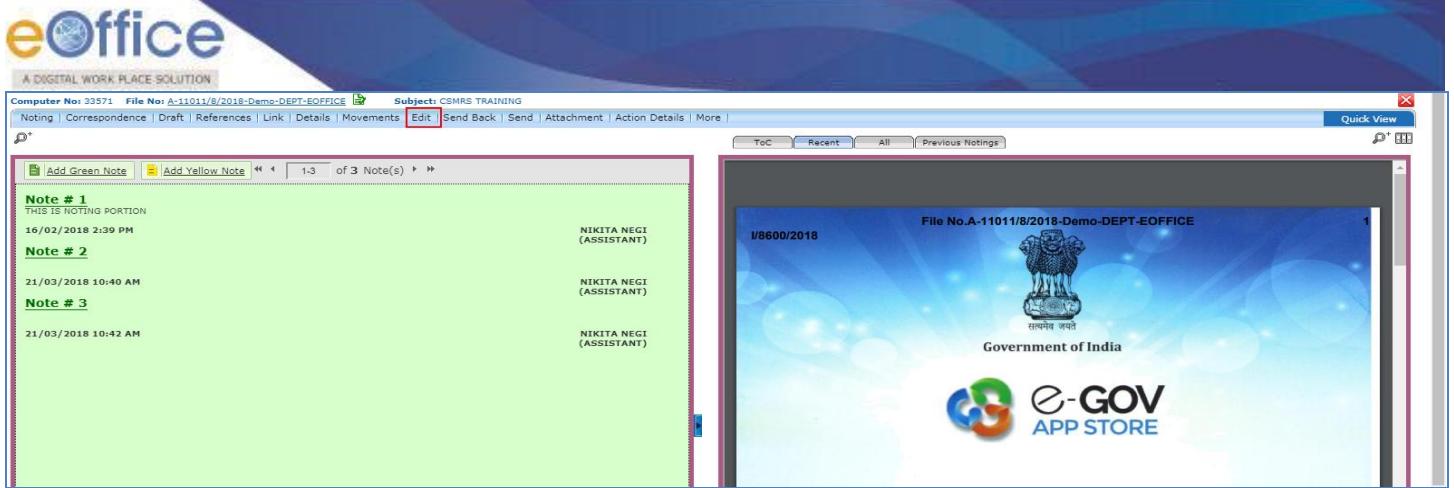


Fig.157

- The Cover Page of file appears, make required changes and click **Done ➤** button to save changes as shown in **Fig.158**:

The screenshot shows the 'File Number' as 'A-11011/8/2018-Demo-DEPT-EOFFICE'. The 'Subject' field contains 'CSMRS TRAINING'. Other fields include 'Description*' (empty), 'Category Main' (Choose one) and 'Sub' (Choose One). In the 'Other Details' section, 'Classified' has a checked checkbox and 'Language' has a dropdown set to 'Choose One'. The 'Remarks' field is empty. At the bottom, there are 'Previous Reference' and 'Later Reference' fields, and a red-bordered 'Done ➤' button.

Fig.158

Note:

Only employees of the OU (Section/ Division) in which file is created, can edit the details of the file cover, except the file number - which is non-editable.

9. Send back: It is used to send the file back to the sender of the File.

Note:

Refer to steps mentioned under [Send](#) action tab of File Inbox sub-module.

10. Send: This option facilitates the user to mark the file to the intended recipient(s).

Note:

Refer to steps mentioned under [Send](#) action tab of File Inbox sub-module.

11. Attachment: It is used to attach the File or Receipt on working File.

To attach File/Receipt with the working file, perform following steps:

- Scroll over the **Attachment** tab and select **File or Receipt** (as per the requirement), as shown in **Fig.159**:

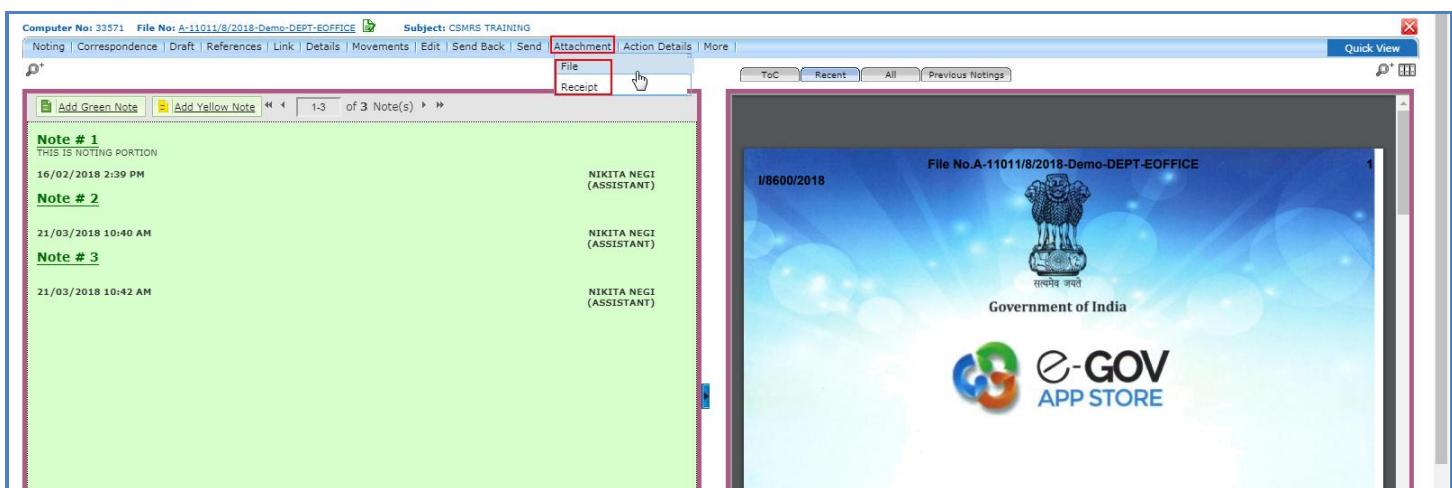


Fig.159

- On selecting File link, Attached / Detached File(s) list screen appears.
- Click **Attach File** button as shown in **Fig.160**:

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-11011/8/2018-Demo-DEPT-EOFFICE Subject : CSMRS TRAINING

Opening Date : 16/02/18 02:37 PM Remarks :

Main Category : Sub Category :

Previous Reference : Later Reference :

Attached / Detached File(s)

	CNo.	File Number	Subject	Attached By	Attached Date	Attached Remarks	Detached By	Detached Date	Detached Remarks

Attach File **Detach File**

Fig.160

- A list of files is appears select the file and click **Attach** button as shown in **Fig.161**:

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-11011/8/2018-Demo-DEPT-EOFFICE Subject : CSMRS TRAINING

Opening Date : 16/02/18 02:37 PM Remarks :

Main Category : Sub Category :

Previous Reference :

Attached / Detached File(s)

	CNo.	File Number	Subject	Attached By

Search File For Attach

Year: 2018 Search: _____

Computer No	File Number	Subject
E 36645	B-11011/10/2018-Demo-DEPT-EOFFICE	subject
E 35955	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(1)	Training of eOffice.....
E 34866	A-12013/11/2018-Demo-DEPT-EOFFICE	demo of SOL
E 33522	IT-11011/6/2018-Demo-DEPT-EOFFICE	Related to Digitisation.
E 33723	A-11011/11/2018-Demo-DEPT-EOFFICE-Part(1)	Training of eOffice.....
E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE	CSMRB TRAINING
E 33570	A-11011/7/2018-Demo-DEPT-EOFFICE	CSMRB TRAINING

Attach

<< < > >>

Fig.161

Note:

The list contains files which are present in 'Created (Completed)' or 'Inbox' section of File.

- The **Attach File Alert** window appear, enter the **Remarks** and click **OK** button as shown in **Fig.162**:

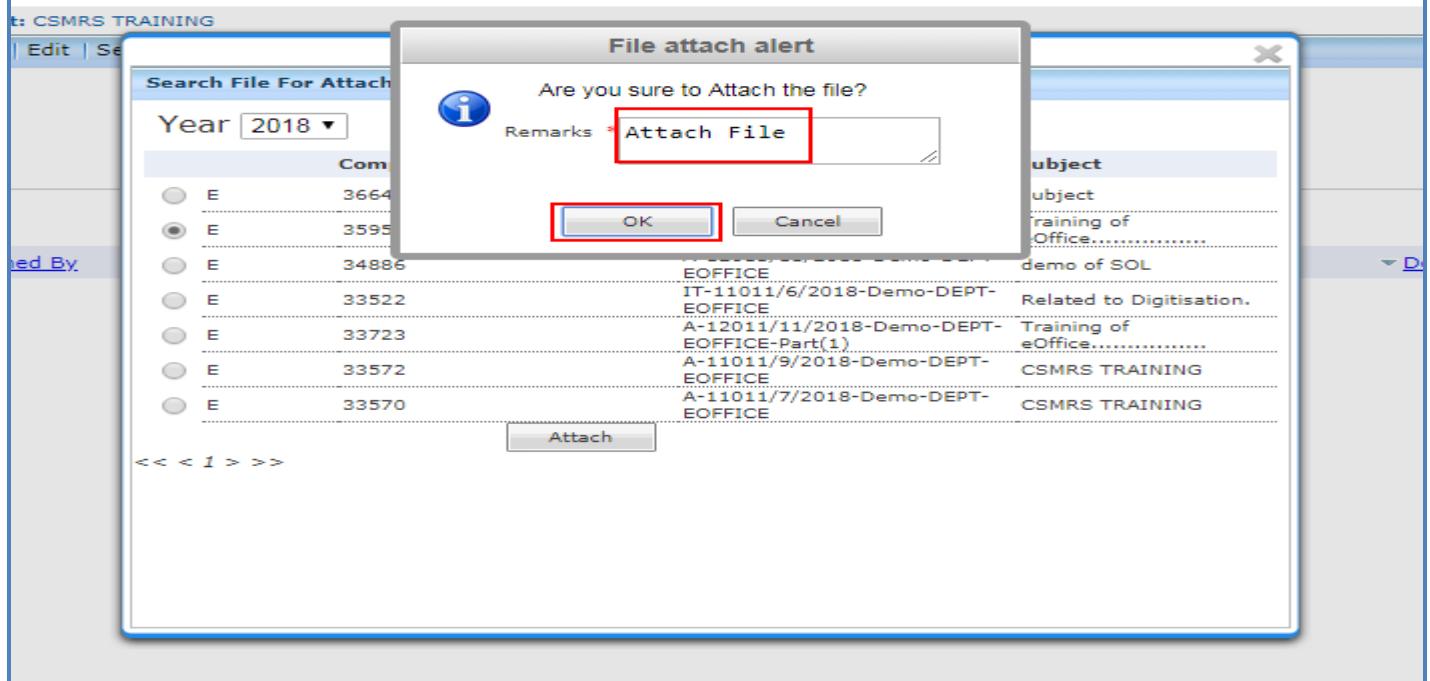


Fig.162

- The file gets attached with the working file along with the 'Attached Remarks', as shown in **Fig.163**:

Attached / Detached File(s)		Attach File	Detach File
CNo.	File Number	Subject	Attached By
E 35955	A-11011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice...	NIKITA NEGI

Fig.163

To Detach File with the working file, perform following steps:

- Select the File from the Attached/Detached File(s) screen and click **Detach File** button, as shown in **Fig.164**:

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-11011/8/2018-Demo-DEPT-EOFFICE Subject : CSMRS TRAINING
Opening Date : 16/02/18 02:37 PM Remarks :
Main Category : Sub Category :
Previous Reference : Later Reference :

Attached / Detached File(s)

CNo.	File Number	Subject	Attached By	Attached Date	Attached Remarks	Detached By	Detached Date	Detached Remarks	Action Details
<input checked="" type="checkbox"/> E 35955	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice....	NIKITA NEGI	15/05/18 04:46 PM	Attach File				

Fig.164

- The **File Detach alert** window appears, enter the **Remarks** and click **OK** button, as shown in Fig.165:

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-11011/8/2018-Demo-DEPT-EOFFICE Subject : CSMRS TRAINING
Opening Date : 16/02/18 02:37 PM Remarks :
Main Category : Sub Category :
Previous Reference :

Attached / Detached File(s)

CNo.	File Number	Subject	Attached By	Attached Date	Attached Remarks	Detached By	Detached Date	Detached Remarks	Action Details
<input checked="" type="checkbox"/> E 35955	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice....	NIKITA NEGI	15/05/18 04:46 PM	Attach File				

Fig.165

- The file gets detached from the working file along with the 'Detached Remarks' as shown in Fig.166:

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

File Number : A-11011/8/2018-Demo-DEPT-EOFFICE Subject : CSMRS TRAINING
Opening Date : 16/02/18 02:37 PM Remarks :
Main Category : Sub Category :
Previous Reference : Later Reference :

Attached / Detached File(s)

CNo.	File Number	Subject	Attached By	Attached Date	Attached Remarks	Detached By	Detached Date	Detached Remarks	Action Details
<input type="checkbox"/> E 35955	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice....	NIKITA NEGI	15/05/18 04:46 PM	Attach File	NIKITA NEGI	15/05/18 04:56 PM	Detach file.	

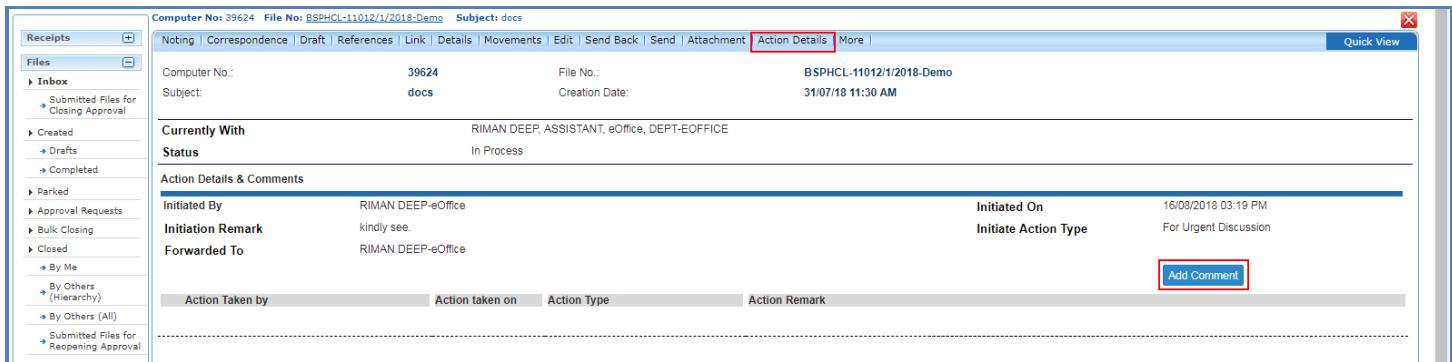
Fig.166

Note:

Attachment/ detachment of receipt with working file are similar as attachment/ detachment of file with working file.

12. Action Details: To view or add remarks.

- Click **Action Details** button, then click **Add Comment** button, as shown in **Fig.167**:



The screenshot shows the 'Action Details & Comments' section of the eOffice interface. It displays the following information:

- Computer No.:** 39624 **File No.:** BSPHCL-11012/1/2018-Demo **Subject:** docs
- Currently With:** RIMAN DEEP, ASSISTANT, eOffice, DEPT-EOFFICE
- Status:** In Process
- Action Details & Comments:**
 - Initiated By:** RIMAN DEEP-eOffice **Initiated On:** 16/08/2018 03:19 PM
 - Initiation Remark:** kindly see.
 - Forwarded To:** RIMAN DEEP-eOffice
- Add Comment** button (highlighted with a red box)

Fig.167

Note:

The feature is for File(s) against which the action has initiated.

Refer to [Viewing & Adding](#) the action comment mentioned under Initiated action sub-module of File module.

13. More: It is used to close and Park the active file, check closing/parking history and merge details.

- Close File:** It is used to **Close** the active File and to view the history of Closed File.

Note:

Closing option appears in the file for a user who either have rights to close the file or the file belong to his/ her OU.

While initiating the process of closing a file, the file stays with the user, only the request with remarks for closing the file goes to the Approving Authority.

The setting of roles (Closing and Approver) will be done through an interface by the eOffice Administrator in the Admin application.

- Reopening of the files will follow the same work flow process as for closing the files.

To close a particular File, perform the following steps:

- Scroll over **More...** tab → **Close File** link → **Send for Approval** sub-link from the action menu as shown in **Fig.168**:

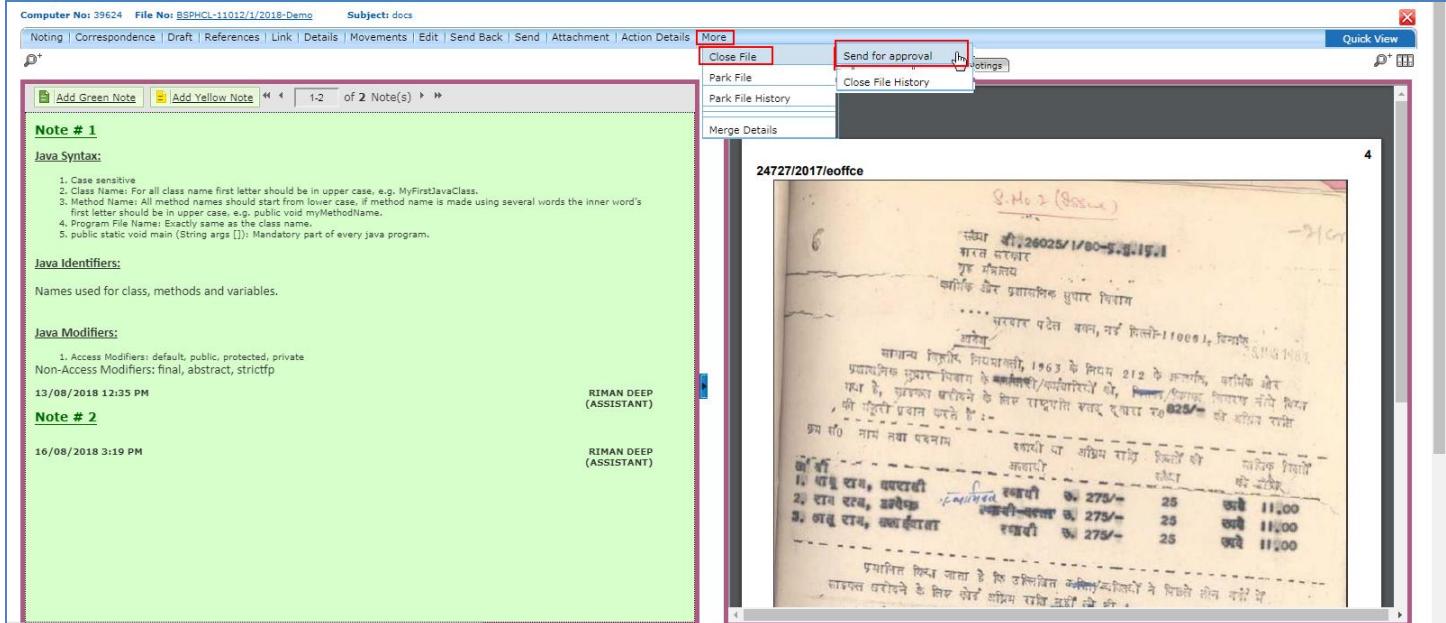


Fig.168

- Provide mandatory remarks and click **Send** button as shown in Fig.169:

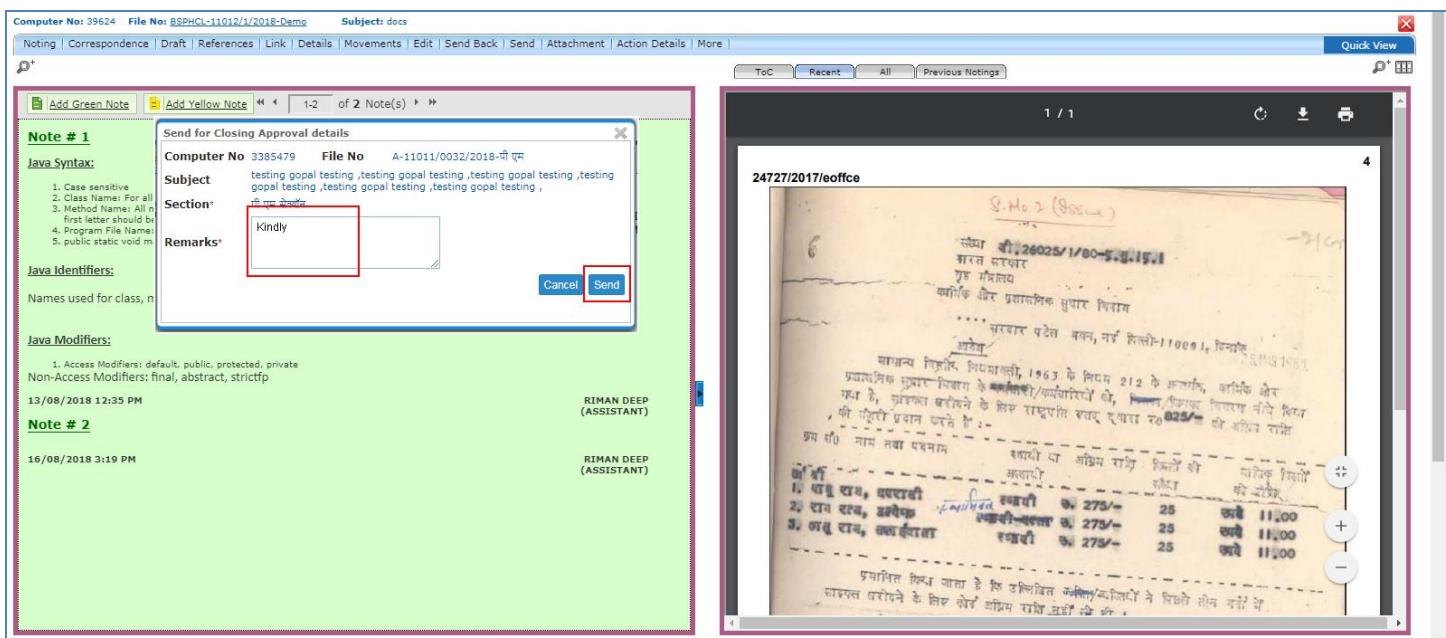


Fig.169

- A confirmation pop-up appears, click **OK** button as shown in Fig.170:

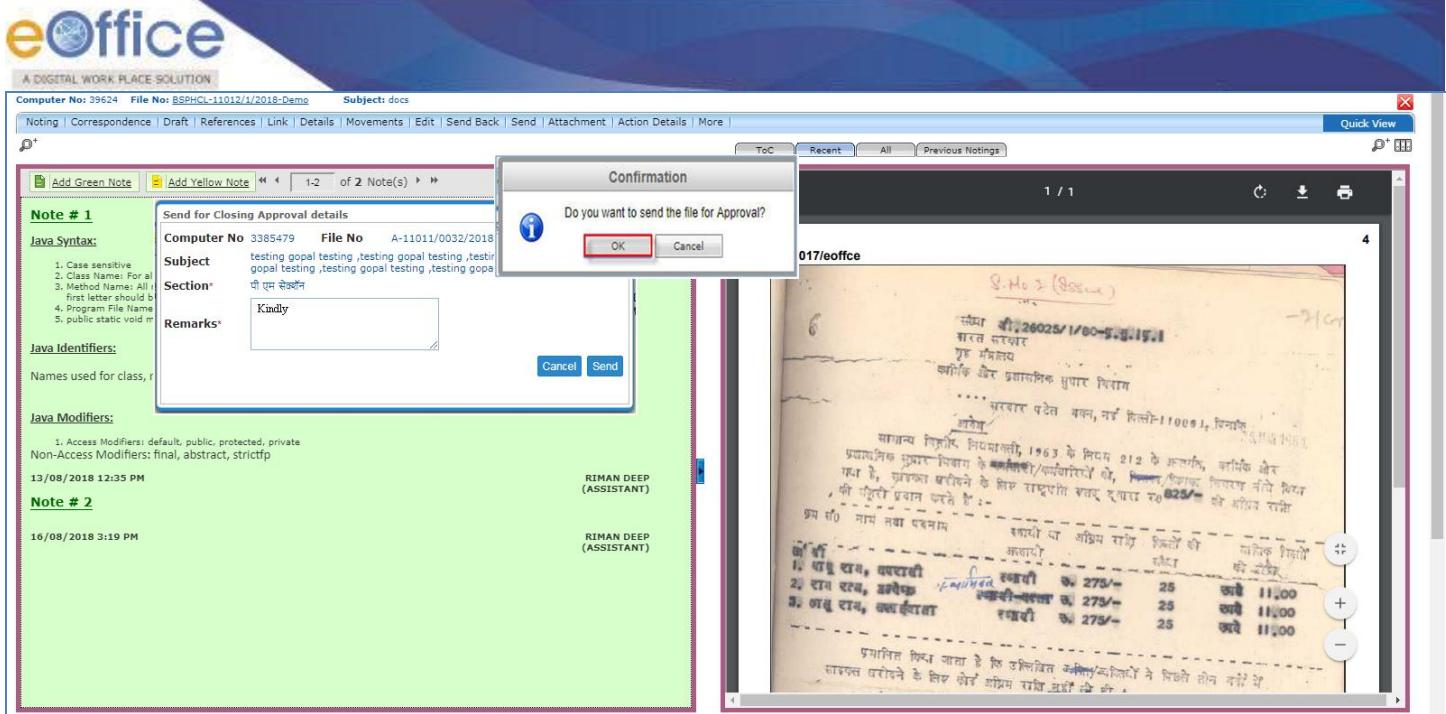


Fig.170

- The file closing approval will be submitted with the concerned approver.

Note:

File(s) which have been submitted for closing approval can be viewed from default sub-folder “Submitted Files for Closing Approval” in File Inbox sub-module.

- The user(s) with role of **Approver** can view all the closing and reopening approval requests sent to him/her in Inbox Approval Request sub-module, as shown in **Fig.171**:

Approve Reject View								
Receipts	+	Files	+	Computer No	File Number	Initiated By	Initiated On	Sender Remarks
Inbox				P 28375	A-12011/13/2017-Demo	NIKITA NEGI ASSTT(NG)-eOffice	17/08/17 11:25 AM	work completed.
Submitted Files for Closing Approval								

Approval Requests (1)

Closed	By Me	By Others	(Hierarchy)	By Others (All)	Submitted Files for Reopening Approval

Fig.171

- User can approve or reject the request of closing/reopening of the file by providing mandatory remarks as shown in **Fig.172**:

The screenshot shows the eOffice interface with the title bar "eOffice A DIGITAL WORK PLACE SOLUTION". On the left, a sidebar menu includes "Receipts", "Files" (with sub-options like "Inbox", "Submitted Files for Closing Approval", "Created", "Drafts", "Completed", "Parked", "Approval Requests (1)", "Closed", "By Me", "By Others (Hierarchy)", "By Others (All)", and "Submitted Files for Reopening Approval"). The main content area is titled "Approve | Reject | View" and displays a table with columns: Computer No, File Number, Initiated By, Initiated On, Sender Remarks, Status, Request Type, Approve, Reject, and Remarks. A single row is shown: P 28375, A-12011/13/2017-Demo, NIKITA NEGI ASSTT(NG)-eOffice, 17/08/17 11:25 AM, work completed., Pending, Closing Request. The "Approve" and "Reject" buttons in the last column are highlighted with a red box.

Fig.172

Once the Approver, approve or rejects a file:

- History of the files which were Approved or Rejected is maintained in the Approval Requests module.
- The user who had initiated the request for closing of the file will be able to see the Status as Approved or Rejected under his **Inbox** sub-folder “**Submitted Files for Closing Approval**”.
- After getting the approval, the user can closes the file by clicking on “**Close**” as shown in **Fig.173**:

The screenshot shows the eOffice interface with the title bar "eOffice A DIGITAL WORK PLACE SOLUTION". On the left, a sidebar menu includes "Receipts", "Files" (with sub-options like "Inbox", "Submitted Files for Closing Approval", "Created", "Drafts", "Completed", "Parked", "Closed", "By Me", "By Others (Hierarchy)", "By Others (All)", and "Submitted Files for Reopening Approval"), "RMS Inbox", and "Sent". The main content area is titled "View" and displays a table with columns: Computer No, File Number, Initiated By, Initiated On, Approved/Rejected By, Approved/Rejected On, Dealing Section, Remarks, Status, and Action. A single row is shown: P 28375, A-12011/13/2017-Demo, NIKITA NEGI ASSTT(NG)-eOffice, 17/08/17 11:25 AM, PRIYANKA KUMARI ASSTT(PS)-eOffice, 17/08/17 11:40 AM, eoffce, ok, Approved. The "Close" button in the Action column is highlighted with a red box.

Fig.173

- Final **Closing Remarks** is auto filled with the closing request remarks, if required user can **update/edit** remark and click **OK** button as shown in **Fig.174**:

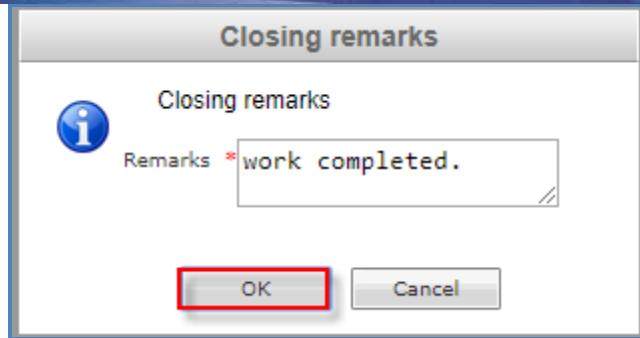


Fig.174

Note:

Closing Request Remark: The remarks put up by the Subordinate while sending the request for file closing.

Closing Approval Remark: The remarks put up by the Approver/ Senior Officer while approving the request for file closing.

Final Closing Remark: The remarks put up by the Subordinate/ Official while closing the file after approval.

By default closing remarks (Final Closing Remark) are remarks (Closing Request Remark) provided by the user while sending file closing request for approval.

- The files which are closed by the user will be in the users “**Closed**” sub-section under “**By me**” section in the File left navigation as shown in **Fig.175**:

Computer No	File Number	Subject	Closed on	Closing Remarks
08375	P-A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.

Fig.175

- b) Close File History:** It displays the history of the closed file.

Note:

Refer [Close File History](#) link mentioned under More Action tab of Inbox sub-module.

- c) Park File:** It is used for temporarily storing the files which are currently not in use, but can be used later.

Note:

Refer [Park File](#) link mentioned under More Action tab of Inbox sub-module.

- d) **Park File History:** It displays the history of the parked file.

Note:

Refer [Park File History](#) link mentioned under More Action tab of Inbox sub-module.

Physical Files Action tabs

Let us learn following different options available in the menu bar for Physical files.

- Correspondence:** Correspondence is any letter/ DAK which is diarized for action to be taken in file. It is used to attach Correspondence/ Receipt to the working File.

Note:

Refer to steps mentioned under [Correspondence](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

- Attach with another:** It is used to remove the receipt from ToC and attach as correspondence in any other Physical File.

To attach the receipt with another File, perform following steps:

- Select the receipt and click **Attach With Another** link from the dropdown as shown in **Fig.176**:

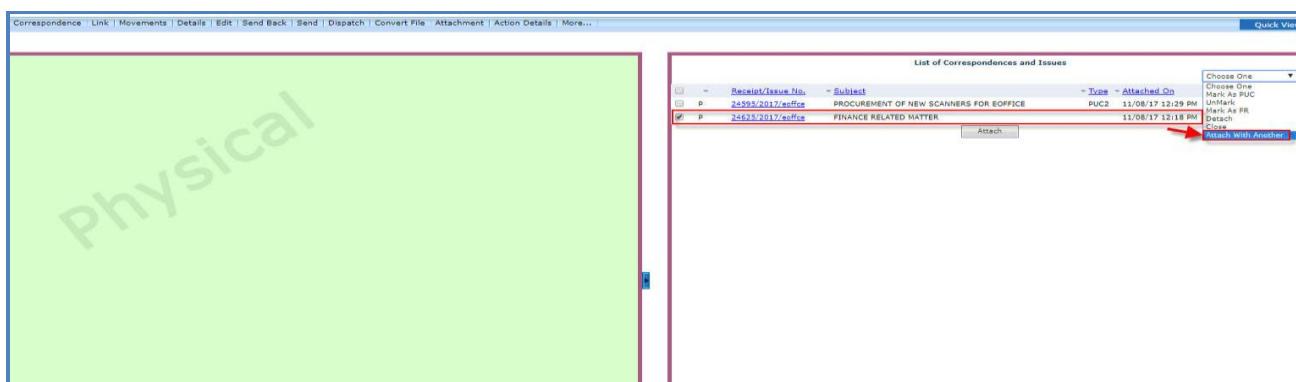


Fig.176

- A list of files appear, select the File and click **Attach** button as shown in **Fig.177**:

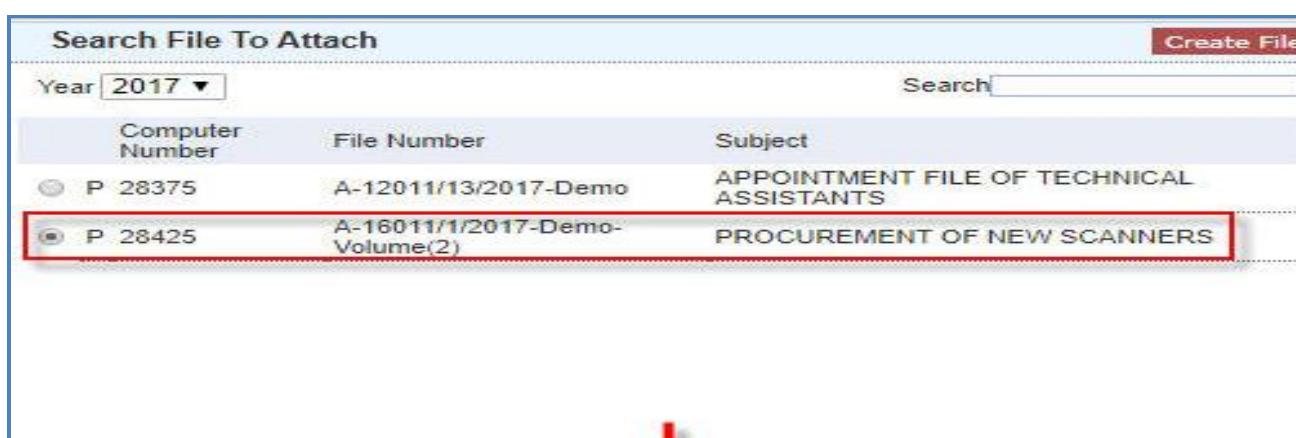


Fig.177

Note:

The list contains files which are present in ‘Created (Completed)’ or ‘Inbox’ section of File.

- The receipt gets detached from the current file and attached as correspondence to the selected File.
2. **Link:** It is used to refer the other active file (Created or ‘Inbox’ sub-module) along with working file. The copy will have all the content of the linked file, upto the moment of linking.

Note:

Refer to steps mentioned under [Link](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

3. **Movements:** This option is used to track the **Movements** of the file which automatically gets updated as File moves from user to another as shown in **Fig.178:**



Fig.178

4. **Details:** It can be used to view the details of a File i.e. File cover Page details and total no. of part Files created, volume files created etc. as shown in **Fig.179:**

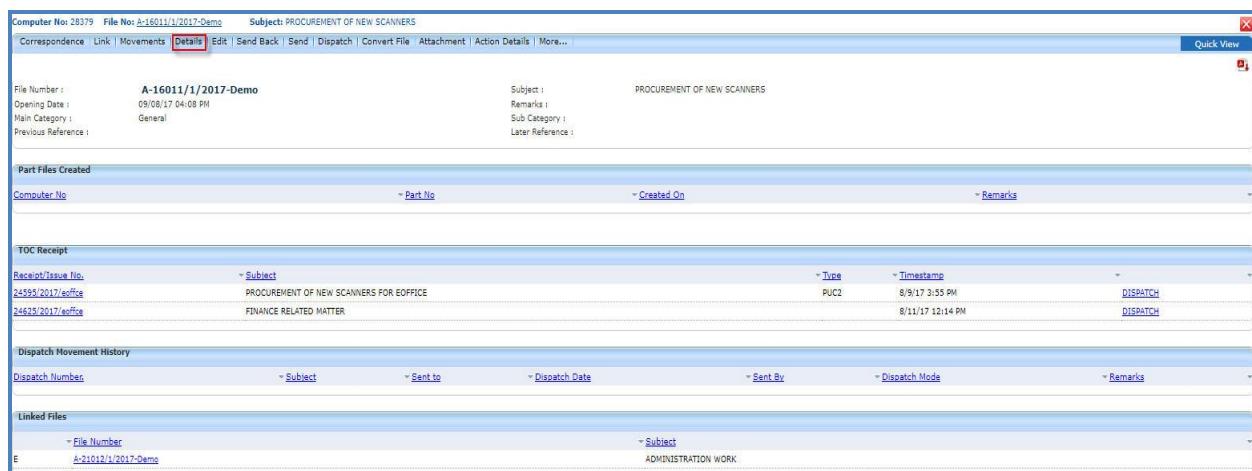


Fig.179

5. Edit: It can be used to make changes to the cover page of existing running file except the File Number.

Note:

Refer to steps mentioned under [Edit](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

6. Send back: It is used to send the file back to the sender of the File.

Note:

Refer to steps mentioned under [Send](#) action tab of File Inbox sub-module.

7. Send: This option facilitates the user to mark the file to the intended recipient(s).

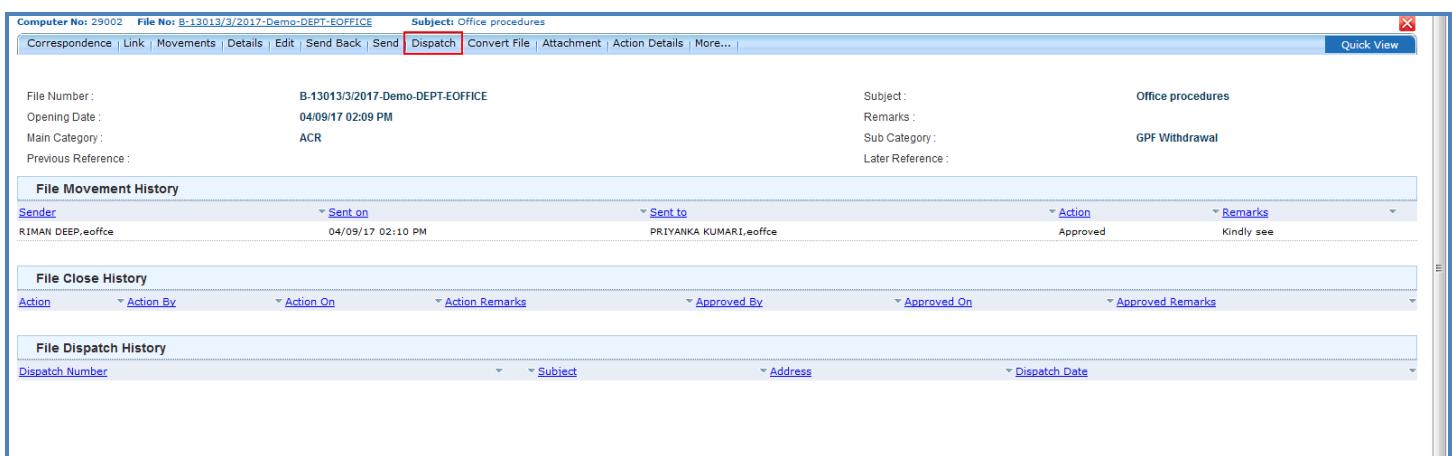
Note:

Refer to steps mentioned under [Send](#) action tab of File Inbox sub-module.

8. Dispatch: It is a process of issuing an official reply to the concerned user/department/ministry after the approval from the internal competent authority.

To Dispatch an issue against a File, perform the following steps:

- Click the **Dispatch** tab, as shown in **Fig.180**:



The screenshot shows the eOffice Dispatch screen. At the top, there is a navigation bar with links: Correspondence, Link, Movements, Details, Edit, Send Back, Send, Dispatch (which is highlighted in red), Convert File, Attachment, Action Details, and More... On the far right of the navigation bar is a 'Quick View' button. Below the navigation bar, the file details are displayed: Computer No: 29002, File No: B-13013/3/2017-Demo-DEPT-EOFFICE, Subject: Office procedures. Under 'File Number', it shows B-13013/3/2017-Demo-DEPT-EOFFICE, Opening Date: 04/09/17 02:09 PM, Main Category: ACR, Previous Reference: . Under 'Subject', it shows Remarks: , Sub Category: , Later Reference: GPF Withdrawal. Below this, the 'File Movement History' section is visible, showing a single entry: RIMAN DEEP,eoffce sent the file to PRIYANKA KUMARI,eoffce on 04/09/17 02:10 PM, with an action of Approved and a remark of Kindly see.

Fig.180

- The Dispatch screen appears. Enter the Draft details and Communication details, the action menu available are as shown in **Fig.181**:

The screenshot shows the eOffice software interface for managing file drafts. On the left, the 'Draft Details' section includes fields for Draft Type (New/Fresh), Classified, Prefix, Language (English), Subject (PROMOTION FILE GROUP A), and a character count reminder (Total 1000 | 978 characters left). Below this is the 'Communication Details' section, which contains fields for Ministry, Department, Name, Organization, Address 1, Address 2, Country (INDIA), State (Andaman & Nicobar Island), Pincode, City, Mobile, Fax, Designation, Landline, and Email. There are also buttons for 'Add More Recipient(s)' and 'Clear'. At the bottom of this section are 'Attachments' and 'Attach File' buttons. On the right, the 'Dispatch Options' section is visible, featuring a 'Postal & Out Register Details' checkbox. Underneath are fields for Postal Mode, Medium, Mode Number, Peon Book No, Peon Name, Out Date, Out Time, Delivery Date, Delivery Time, and Delivery Status. At the bottom right of the dispatch options section are two buttons: 'Dispatch By Self' and 'Dispatch By CRU', which are highlighted with a red border.

Fig.181

- a) **Dispatch By self:** It is used, if the person, who has the file with the approved draft, wants to dispatch (send the issue) himself/ herself, the issue can be dispatched electronically through mail (by using “Email Details”) or physically through post (by using “Postal & Out Register Details”).

Note:

Refer the steps mentioned under [Dispatch By self](#) action menu of Receipt Browse & Diarise sub-module.

- b) **Dispatch By CRU:** It is used, if the person, who has the file with the approved draft, wants the issue to be dispatched (send the issue) by the CRU, instead himself/ herself, the issue can be dispatched electronically through mail (by using “Email Details”) or physically through post (by using “Postal & Out Register Details”).

Note:

Refer the steps mentioned under [Dispatch By CRU](#) action menu of Receipt Browse & Diarise sub-module.

9. **Convert File:** It is used to convert the **Physical File** to **Electronic File**, irrespective of the File location, i.e. whether in the File Inbox/Created sub-module.

Note:

At the time of conversion scanned pdf of the earlier notings will be required for the attachment.

To convert Physical File to Electronic File, perform following steps:

1. Click **Convert File** tab, as shown in **Fig.182**:

eOffice
A DIGITAL WORK PLACE SOLUTION

Computer No: 338559 File No: D-16015/0005/2018-ऑफिस / अधिकारी (संपर्क सेवा) Subject: today

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | Convert File | Attachment | More... Quick View

Opening Date : 09/08/17 04:08 PM Remarks :

Main Category : General Sub Category :

Previous Reference :

Later Reference :

File Movement History Print History

Sender	Sent on	Sent to	Action	Remarks
PRIYANKA KUMARI.eoffice	09/08/17 04:09 PM	NIKITA NEGI.eoffice	Forward	-

File Close History

Action	Action By	Action On	Action Remarks	Approved By	Approved On	Approved Remarks
--------	-----------	-----------	----------------	-------------	-------------	------------------

File Dispatch History

Dispatch Number	Subject	Address	Dispatch Date
-----------------	---------	---------	---------------

Fig.182

2. Upload scanned copy of **correspondence/Issues** (if correspondence or issues are attached in physical file), and scanned copy of **Noting** (if required),

3. Click (**Convert**) button ,as shown in **Fig.183**:

Computer No: 29002 File No: B-13013/3/2017-Demo-DEPT-EOFFICE Subject: Office procedures

Correspondence | Link | Movements | Details | Edit | Send Back | Send | Dispatch | Convert File | Attachment | Action Details | More... Quick View

File Details

File Number	B-13013/3/2017-Demo-DEPT-EOFFICE	Subject	Office procedures
Opening Date	04-09-2017	Remarks	-
Subject Category	ACR		

Correspondences

Receipt/Issue No.	Type	Subject	Attached On
32582/2018/eoffice	PUC1	Kindly see	13-05-2018

Noting

Upload Noting	Upload
---------------	--------

Save **Convert** **Preview**

Note: After initiating conversion process(save/convert) it can not be undone.

Fig.183

Note:

The max size for uploading nothing and correspondences should not be more than20MB.

4. Enter the remarks and Click **OK** button, as shown in **Fig.184**:

File Details

File Number	A-16011/1/2017-Demo	Subject	PROCUREMENT OF NEW SCANNERS
Opening Date	09-08-2017	Attached On	11-08-2017
Subject Category	General	24595/2017/eoffice.pdf	Upload

Correspondences

Receipt/Issue No.	Type	Subject	Attached On
24595/2017/eoffice	PUC1	PROCUREMENT OF NEW SCANNERS	11-08-2017

Noting

Noting.pdf	Upload
------------	--------

Save **Convert** **Preview**

Are you sure you want to convert this file?

Remarks *Converted

OK **Cancel**

Fig.184

Note:

Save: It is used to save file in draft state during conversion process to work on later stage. And the file moves under Draft link of Conversions sub-module.

Preview: It is used to preview file before final conversion.

5. The File get **converted** from Physical to Electronic, as shown in **Fig.185**:

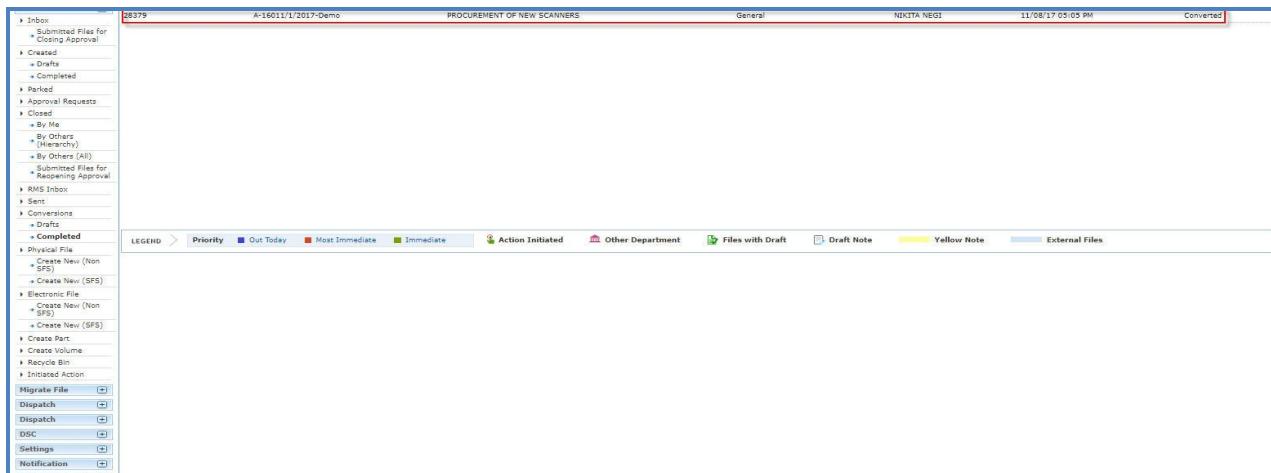


Fig.185

- The converted File moves under Completed link of Conversions sub-module.

6. **Attachment:** It is used to attach the File or Receipt on working File.

Note:

Refer to steps mentioned under [Attachment](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

7. **Action Details:** To view or add remarks against the files for which action has been initiated.

Note:

Refer to steps mentioned under [Action Details](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

8. **More:** It is used to Close and Park the active file, check closing/parking history, to create volume, Merge Files and to view Merge Details.

- Close File:** It is used to **Close** the active File and to view the history of Closed File.

Note:

Refer [Close File](#) link mentioned under More Action tab of Inbox (Electronic Files Action Tabs) sub-module.

- Close File History:** It displays the history of the closed file.

Note:

Refer [Close File History](#) link mentioned under More Action tab of Inbox sub-module.

- Park File:** It is used for temporarily storing the files which are currently not in use, but can be used later.

Note:

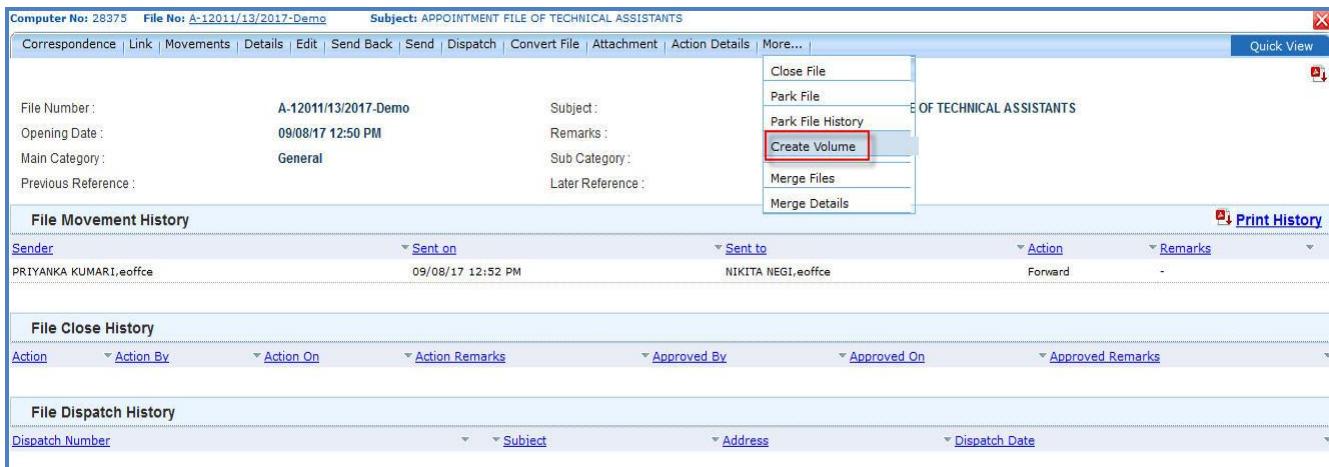
Refer [Park File](#) link mentioned under More Action tab of Inbox sub-module.

- d) **Park File History:** It displays the history of the parked file.

Note:

Refer [Park File History](#) link mentioned under More Action tab of Inbox sub-module.

- e) **Create Volume:** This link helps the user to create a new Volume of an existing physical file **Fig.186:**



The screenshot shows a software interface for managing files. At the top, there's a header bar with tabs like Correspondence, Link, Movements, Details, Edit, Send Back, Send, Dispatch, Convert File, Attachment, Action Details, and More... A 'Quick View' button is also present. Below the header, there's a form with fields for File Number (A-12011/13/2017-Demo), Subject (APPOINTMENT FILE OF TECHNICAL ASSISTANTS), and various dates and categories. To the right of the form, a context menu is open with options: Close File, Park File, Park File History, Create Volume (which is highlighted with a red box), Merge Files, and Merge Details. Below the form, there are sections for File Movement History, File Close History, and File Dispatch History, each with their own set of filters and columns.

Fig.186

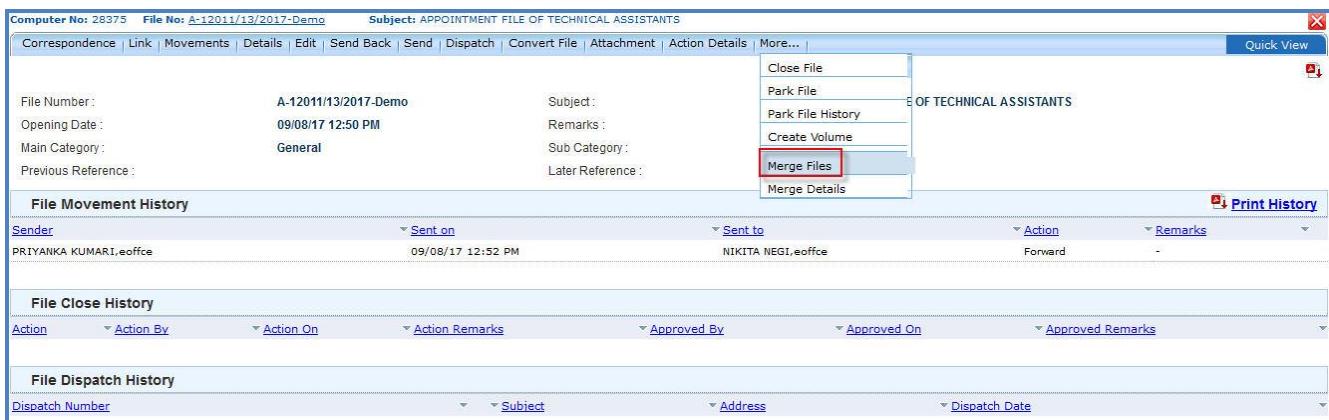
Note:

Refer to [Create Volume](#) module for the process.

- f) **Merge Files:** It is used to merge two or more physical files. Merged file will be in 'View only' mode.

To merge other physical file with the working file, perform following steps:

- Click the **Merge Files** link from the drop down, as shown in **Fig.187:**



This screenshot is identical to Fig.186, showing the same software interface and data. The context menu is open again, and the 'Merge Files' option is highlighted with a red box, indicating it is the selected action.

Fig.187

- The Merge Files list screen appears.
- Select the file and click the **Add** button, as shown in **Fig.188**:

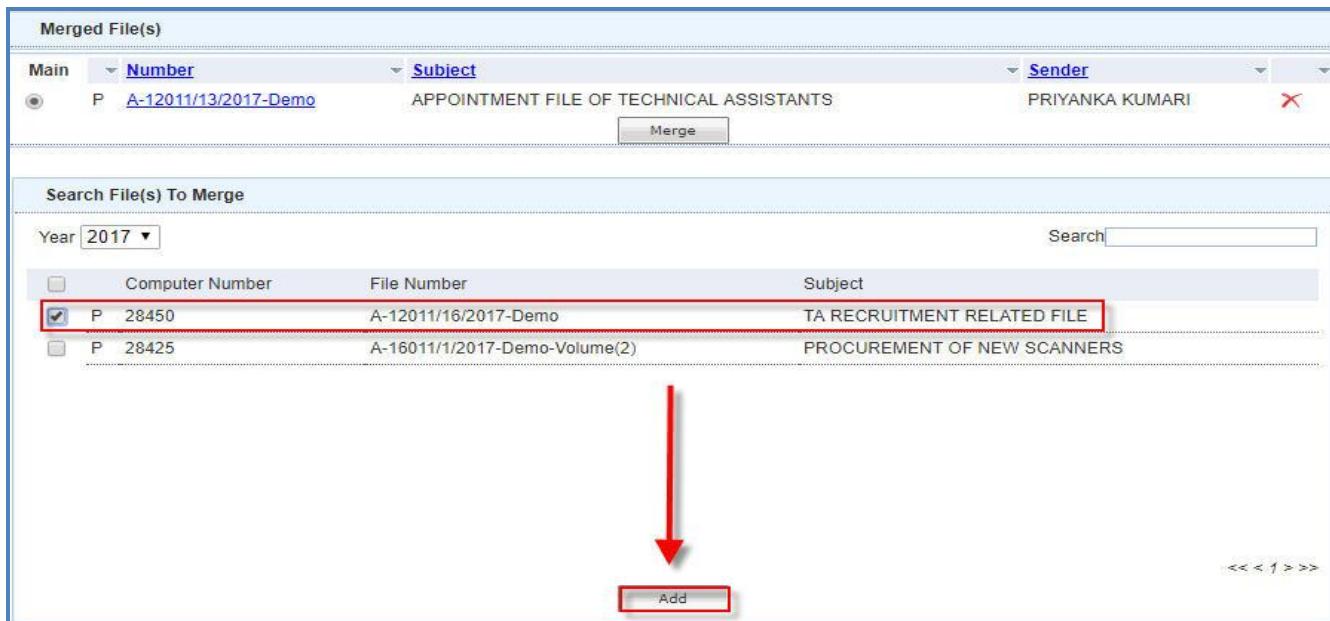


Fig.188

- The selected file moves to Merge File(s) section. Click **Merge** button to merge the selected file to the working file, as shown in **Fig.189**:

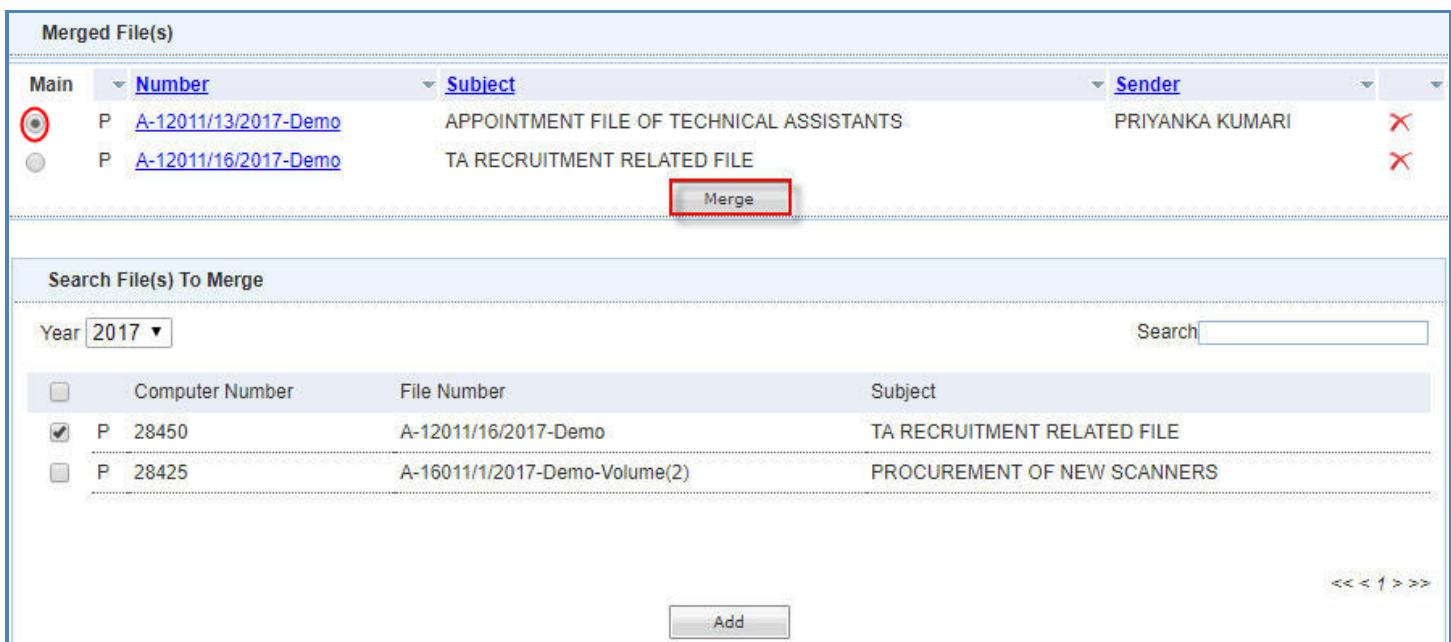


Fig.189

- User can select any of the file as main file by checking the radio button, shown in (Fig.189).
- The Merge Alert appears, enter the Remarks and click the **OK** button, as shown in Fig.190:



Fig.190

- The file gets merged with the working file.
- g) Merge Details:** It contains the list of files which are merged under Merge files link of **More** action tab, as shown in Fig.191:

Computer No: 28375 File No: A-12011/13/2017-Demo		Subject: APPOINTMENT FILE OF TECHNICAL ASSISTANTS	
Correspondence Link Movements Details Edit Send Back Send Dispatch Convert File Attachment Action Details More... Quick View			
File Number:	A-12011/13/2017-Demo	Subject:	APPOINTMENT FILE OF TECHNICAL ASSISTANTS
Opening Date:	09/08/17 12:50 PM	Remarks:	
Main Category:	General	Sub Category:	
Previous Reference:		Later Reference:	
Merged File(s)			
S.No	Computer No	Number	Subject
1	28450	A-12011/16/2017-Demo	TA RECRUITMENT RELATED FILE
			NIKITA NEGI
			14/08/17 12:30 PM
			-
			Action 1
			Action 2
			De-Merge
			Merge With Another

Fig.191

Note:

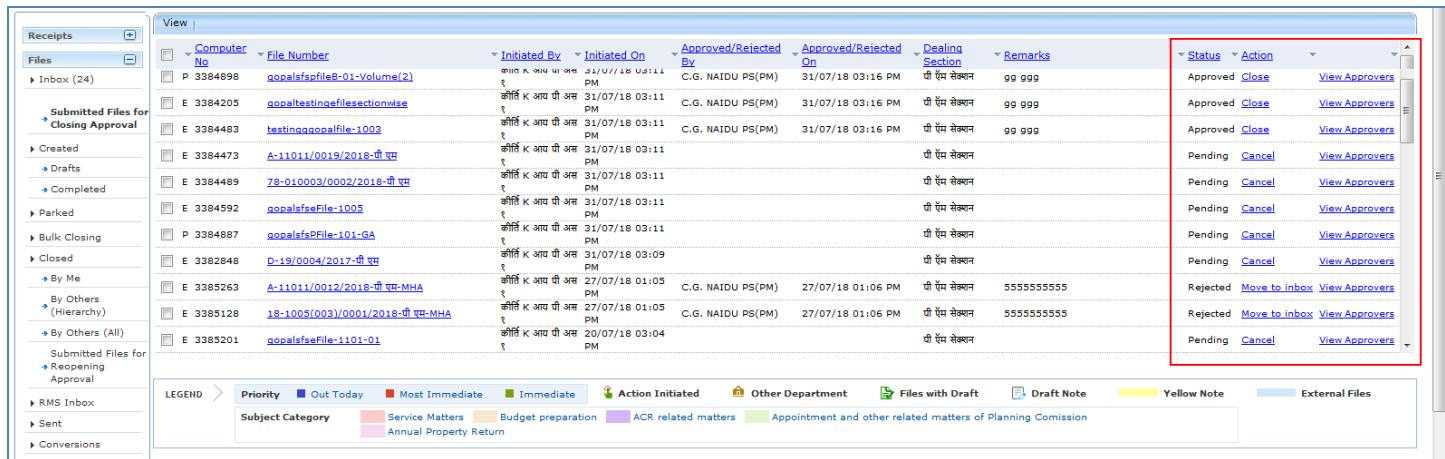
Files with attachments (File/ Receipt) cannot be merged.

Submitting Files for closing Approval

It contains **File(s)** which have been submitted by the user for **closing approval**.

- From “Status” column, user can check the **status** of the status of file whether ‘Approved/ Pending/ Rejected’.
- From “Action” column, user can take three **actions** ‘Close/ Cancel/ Move to Inbox’ corresponding to Approved, Pending and Rejected.

- **View Approvers** ([View Approvers](#)) link includes the list of approving Officer(s) in the section/ division, as shown in Fig.192:



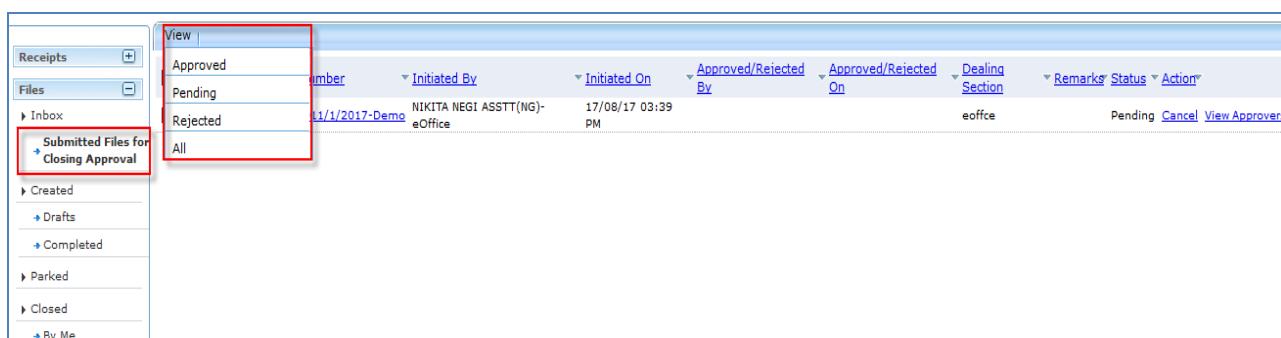
The screenshot shows a list of files for closing approval. The 'View' tab is selected. The table has columns: Receipts, File Number, Initiated By, Initiated On, Approved/Rejected By, Approved/Rejected On, Dealing Section, and Remarks. A legend at the bottom provides color coding for priority and subject categories.

Receipts	File Number	Initiated By	Initiated On	Approved/Rejected By	Approved/Rejected On	Dealing Section	Remarks
	P 3384898 gopalpsfile8-01-volume(2)	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	C.G. NAIDU PS(PM)	31/07/18 03:16 PM	eeOffice	99 999
	E 3384205 gopaltestingfilesectionwise	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	C.G. NAIDU PS(PM)	31/07/18 03:16 PM	eeOffice	99 999
	E 3384483 testinggopalfile-1003	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	C.G. NAIDU PS(PM)	31/07/18 03:16 PM	eeOffice	99 999
	E 3384473 A-11011/0019/2018-गी एस	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	eeOffice	गी एस सेक्षन
	E 3384489 78-010003/0002/2018-गी एस	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	eeOffice	गी एस सेक्षन
	E 3384592 gopalpsfile-1005	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	eeOffice	गी एस सेक्षन
	P 3384887 gopalpsfile-101-GA	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:11 PM	eeOffice	गी एस सेक्षन
	E 3382848 D-19/0004/2017-वी एस	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:09 PM	NIKITA NEGI ASSTT(NG)-eOffice	31/07/18 03:09 PM	eeOffice	वी एस सेक्षन
	E 3385263 A-11011/0012/2018-गी एस-MHA	NIKITA NEGI ASSTT(NG)-eOffice	27/07/18 01:05 PM	C.G. NAIDU PS(PM)	27/07/18 01:06 PM	eeOffice	5555555555
	E 3385128 18-1005(003)/0001/2018-गी एस-MHA	NIKITA NEGI ASSTT(NG)-eOffice	27/07/18 01:05 PM	C.G. NAIDU PS(PM)	27/07/18 01:06 PM	eeOffice	5555555555
	E 3385201 gopalpsfile-1101-01	NIKITA NEGI ASSTT(NG)-eOffice	20/07/18 03:04 PM	NIKITA NEGI ASSTT(NG)-eOffice	20/07/18 03:04 PM	eeOffice	गी एस सेक्षन

Fig.192

The action tab provided in Submitted Files for Closing Approval is discussed below:

1. **View:** It is used to sort the Files based on its current status. i.e. (Approved, Pending, Rejected and All) as shown in Fig.193:
 - a) **Approved:** To view the Files with status as 'Approved'.
 - b) **Pending:** To view the Files with status as 'Pending'.
 - c) **Rejected:** To view the Files with status as 'Rejected'.
 - d) **All:** To get all the Files send for closing approval from the latest to the oldest order (Default View).



The screenshot shows the 'View' tab selected under 'Submitted Files for Closing Approval'. The table has columns: Status, Action, and the list of files. A legend at the bottom provides color coding for priority and subject categories.

Status	Action
Approved	Close View Approvers
Pending	Close View Approvers
Rejected	Close View Approvers
All	Cancel View Approvers

Fig.193

Created

It contains list of Files whose File number has been generated but not being marked/sent.

There are 3 action tabs provided under Completed link of Created sub-module, as shown in **Fig.194**:

Hierarchical View My Files					
Date Range : 24/06/2014 To 17/08/2017	Send	View	Create Volume		
Receipts					
Files					
Inbox					
Submitted Files for Closing Approval					
Created					
Drafts					
Completed					
Parked					
Closed					
By Me					

Computer No	File Number	Subject	Subject Category	Created On	Remarks
E 28431	A-21012/1/2017-Demo	ADMINISTRATION WORK	-	11/08/17 03:29 PM	-
P 28425	A-16011/1/2017-Demo-Volume(2)	PROCUREMENT OF NEW SCANNERS	General	11/08/17 11:55 AM	-

Fig.194

1. **Send:** This option facilitates the user to mark the File to the intended recipient.

Note:

Refer to [FileSend](#) Send in File Inbox for the process.

2. **View:** It is used to sort the File based on different criteria such as Physical, Electronic, etc, as shown in **Fig.195**:

Hierarchical View My Files					
Date Range : 25/06/2014 To 18/08/2017	Send	View	Create Volume		
Receipts					
Files					
Inbox					
Submitted Files for Closing Approval					
Created					
Drafts					
Completed					

File Number	Subject	Subject Category	Created On	Remarks
A-21012/1/2017-Demo	ADMINISTRATION WORK	-	11/08/17 03:29 PM	-
A-16011/1/2017-Demo-Volume(2)	PROCUREMENT OF NEW SCANNERS	General	11/08/17 11:55 AM	-

Fig.195

- a) **Physical:** To view all Physical Files.
- b) **Electronic:** To view all Electronic Files.
- c) **All:** To get all the created Files from the latest to the oldest order (Default View).

3. **Create Volume:** It is used to create a new **Volume** of an existing **Physical File**.

Note:

Refer the steps mentioned under File [Create Volume](#) sub-module.

Parked

It contains list of Files that are temporary closed and work will be done later on. Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

To view Parked File, perform the following steps:

- Click **Parked** sub-module.
- File can be searched and viewed on the basis of six different statuses as shown in **Fig.196**:

Parked Files					
		Status	Nature		
		Due As On Date	All		
		All			
		Due Today			
		Due Date Elapsed			
		Due Between Date Range			
		Due Date Yet To Come			
		Due As On Date			
Unpark		Subject	Parking Due Date	Parking Remarks	
		123	26/07/2018	testing gopal file.. testing gopal file.. testing gopal file.. testing gopal file..	
		gopal sfs eFile-12-0121 gopal sfs eFile-12-0121	26/07/2018	gopal parking file..	
		sahooo 1	05/07/2018	3r	
		Kirti File 5068	15/02/2018	0000	
		S5Satru	19/06/2018	12	
		Satru 112	15/01/2018	dd	
		tttttttttttest	15/01/2018	ff	
		Satru 111	28/12/2017	fffffffffinal	
		Good 12345	24/11/2017	wevadavv	
		Kirti File 4051	19/10/2017	\$####\$##\$##\$	
		a1	28/09/2017	r	
		BANKINK FILE	13/09/2017	123456789	
		Satru test file1	15/09/2017	123	
		2236536566666+JUI9	15/09/2017	5r4	
		E Testing1234	08/09/2017	0021	
		W12	24/08/2017	erer	
		File File 1	24/08/2017		
		Satru321	24/08/2017	sd	

Fig.196

- The action tabs available on parked files are shown in **Fig.197**:

Parked Files					
		Status	Nature		
		All	All		
Unpark		Subject	Parking Due Date	Parking Remarks	
		28378	E C-13011/3/2017-Demo	LAW ENHANCEMENT SECTION 90A	
		18/08/2017	WORK COMPLETED	Edit Due-Date	

Fig.197

a) Edit Parking Due-Date:

To edit the due date, perform following steps:

- Click [Edit Due-Date](#) link. The Edit Parking Due Date Confirmation box appears as shown in Fig.198:

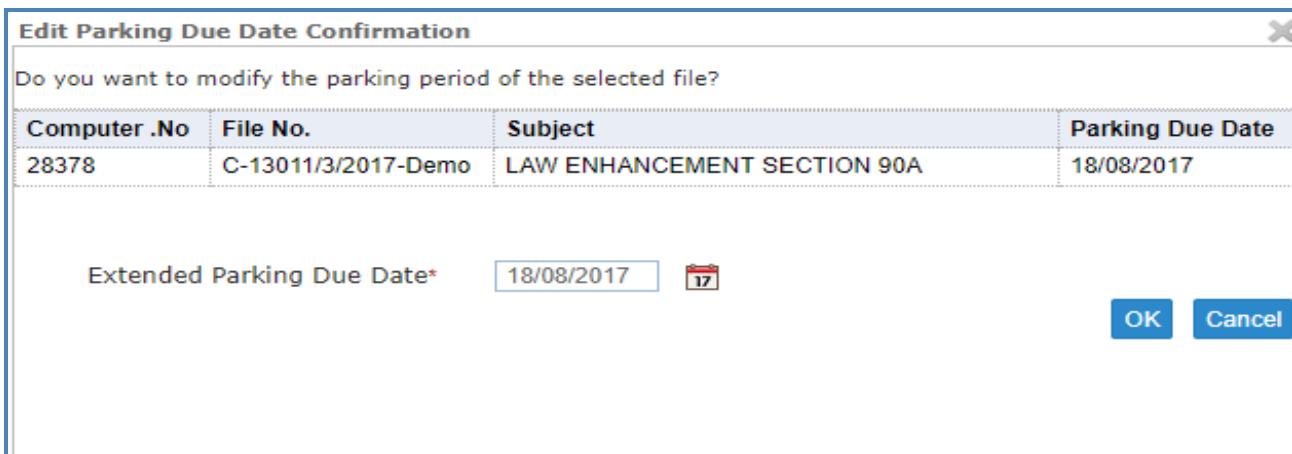


Fig.198

- Select Extended Parking Due date from calendar icon and Click **OK** button as shown in Fig.199:

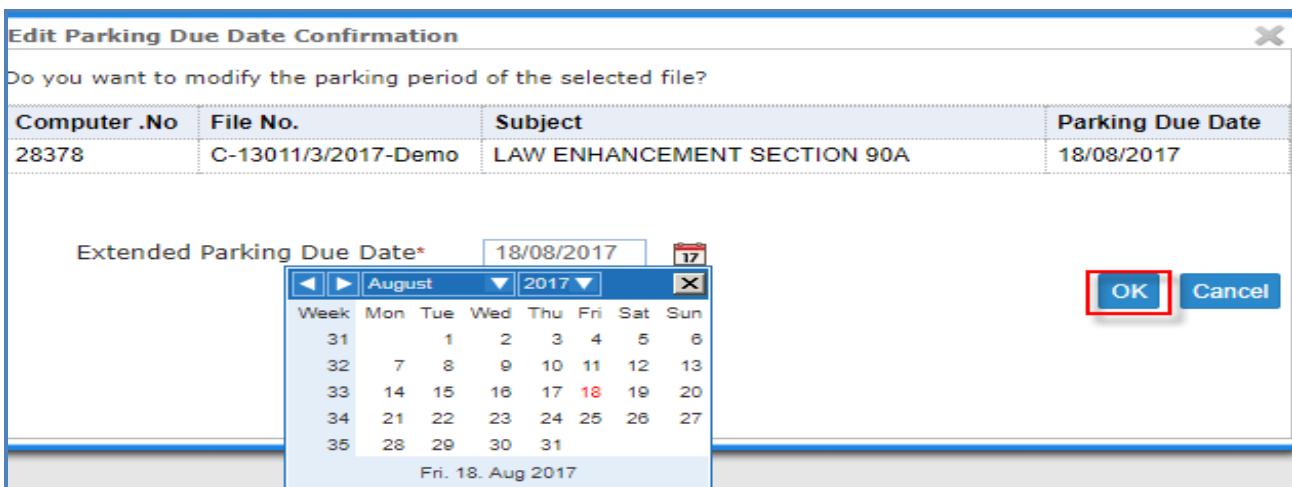


Fig.199

a) The due date will be extended.

b) **Unpark File:**

To Unpark File, perform following steps:

- Select File(s) and click [Unpark](#) link. The Unparking Confirmation box appears as shown in Fig.200:

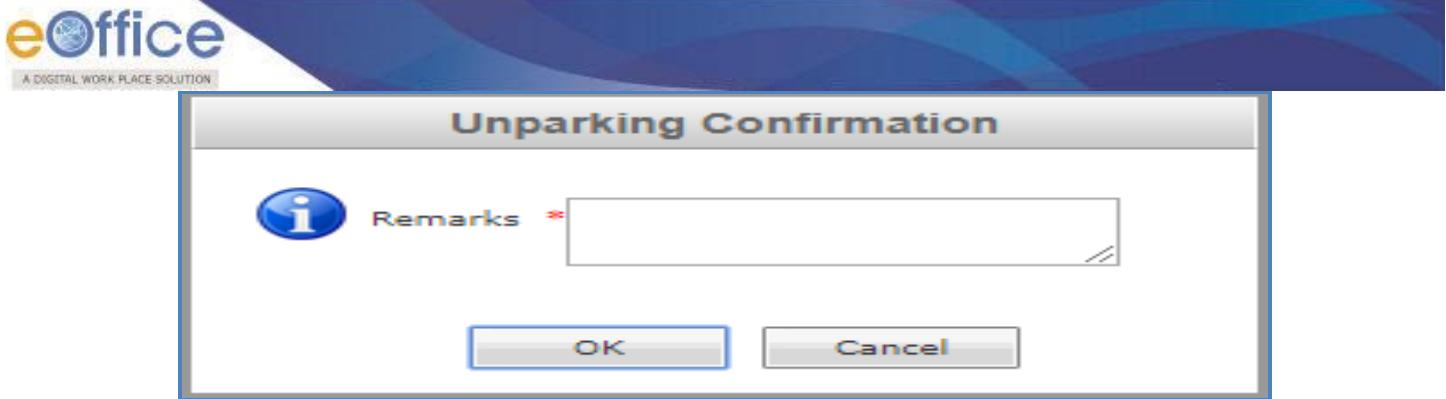


Fig.200

- Enter the Remarks and click **OK** button.
- The Files become active and move to the File Inbox.

PARKED FILE ALERTS:

Alerts for the parked files gets displayed as Parking Notifications icon () when the parking due date is reached.

To view the parked files through alerts, perform the following steps:

- Click Parking Notifications icon, the Notification pops up is displayed.
- Click **Due As on Date** link as shown in **Fig.201**:

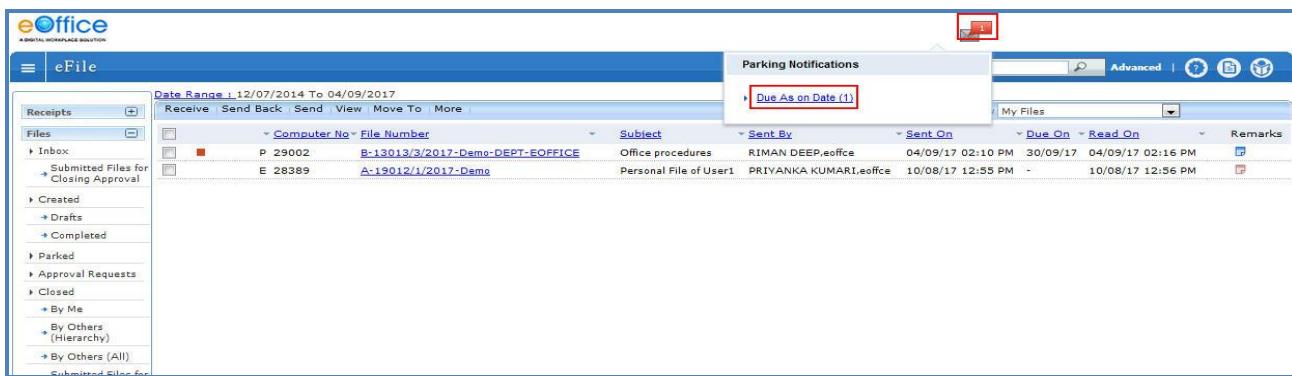


Fig.201

- The list of the parked files for which parking due date is today or due date has elapsed appears, as shown in **Fig.202**:

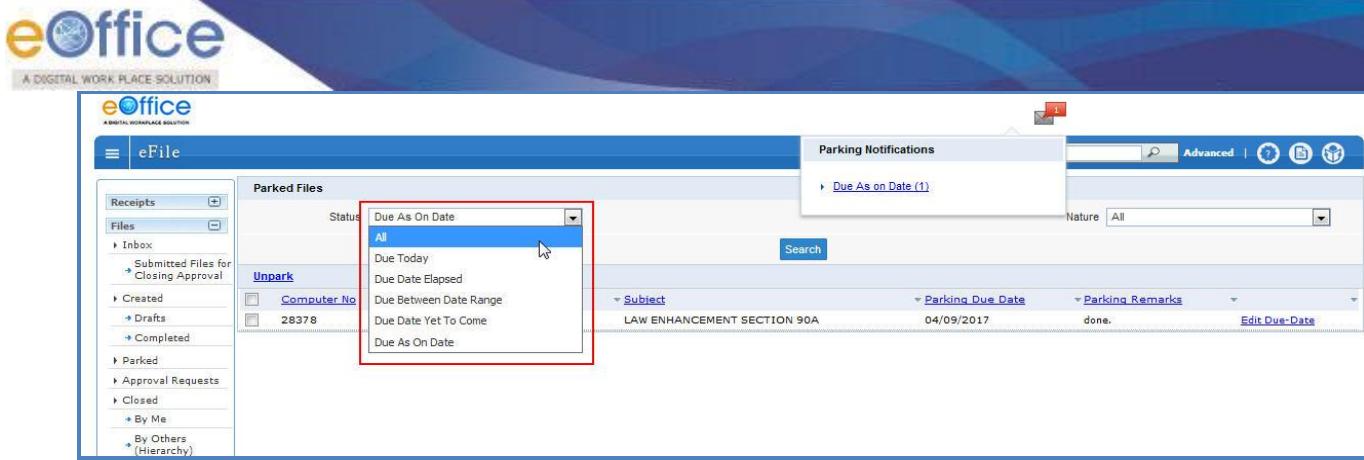


Fig.202

Note:

Parking alerts will be displayed to those users with whom the parked file is lying.

Approval Requests

It contains all the files which are sent by other users/ subordinates of that section/ division, which needs to be closed but require approval of competent authority of that section/division.

Note:

Approval requests module is Role Based. The folder appears only for users who have the role of Approver.

- User/Approver can **Approve** or **Reject** the request of closing/reopening of the file by providing mandatory remarks for the same, as shown in **Fig.203**:

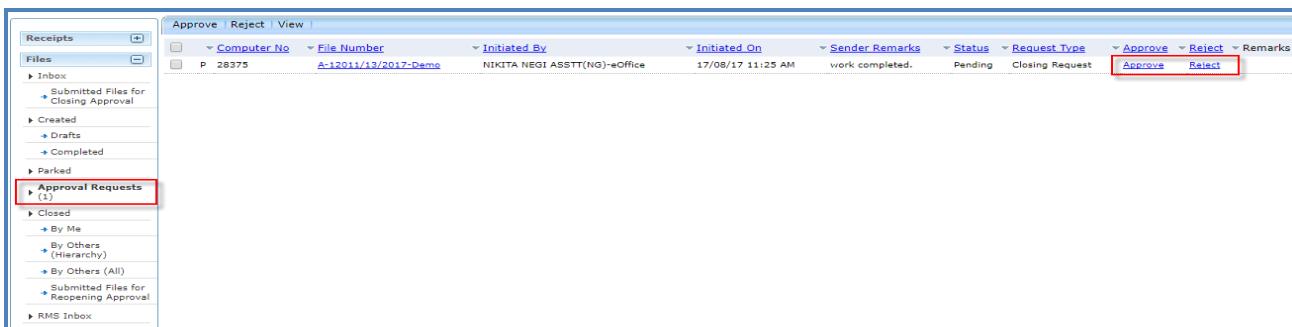


Fig.203

- Remarks, given by the approver to approve or reject the closing/ re-opening request, are maintained in the **Remarks** column against every Approval Request as shown in **Fig.204**:

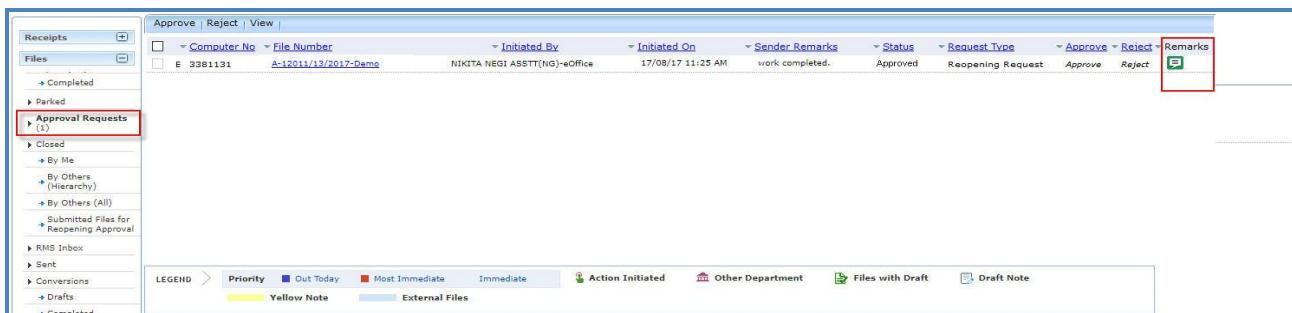


Fig.204

Once the Approver, Approves or Rejects the file:

- The user who had initiated the request for closing of the file will be able to see the Status as Approved or Rejected under his Inbox sub-folder "**Submitted Files for Closing Approval**".
- After getting the approval, the user can close the file by clicking on **Close** button.

Note:

Refer the [Submitted Files for Closing](#) approval link mentioned under File Inbox sub-module.

Bulk Closing

It is the process to close multiple files simultaneously.

- a) **Closing Role:** User having this role will be able to send requests for closing multiple files to superior/ competent Authority for the approval of closing and after approval, user can close multiple files simultaneously.
- b) **Approver Role:** User having this role will be able to approve the closing request of multiple files and himself/ herself can close multiple files simultaneously.

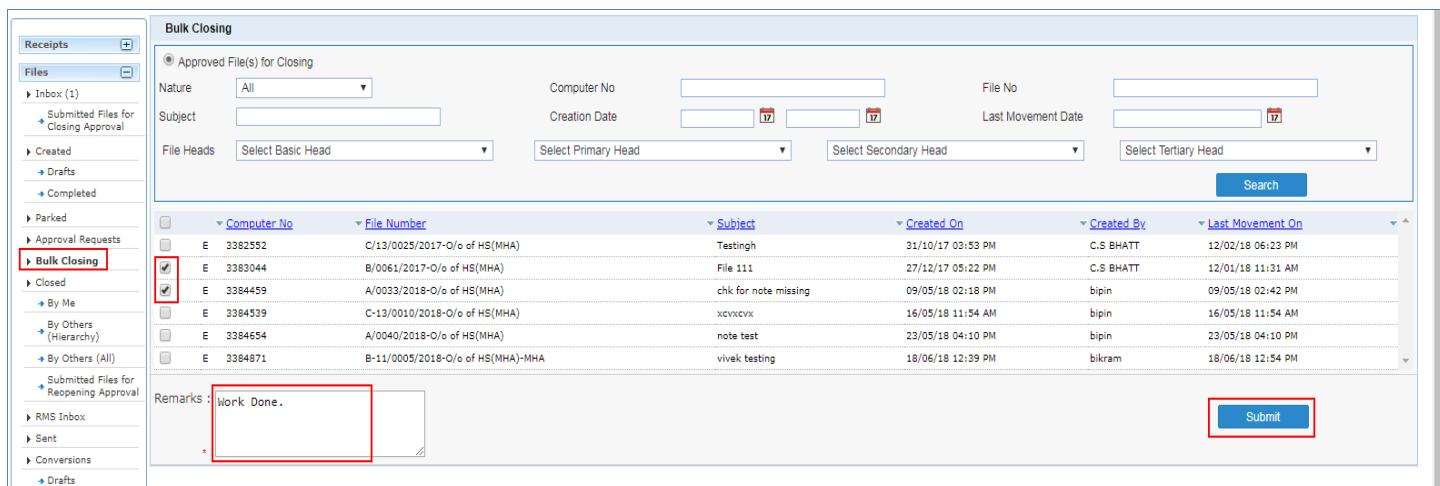
Note:

Maximum number of files that can be sent for closing and approval is fifty (50).

For complete details of closing roles refer to [Close](#) process.

User has to perform the following steps while closing multiple files:

- Click **Bulk Closing** module under File in left navigation.
- Select the files from the Bulk closing section and enter the Remarks. Click **Submit** button for closing the multiple files as shown in **Fig.205:**



Computer No	File Number	Subject	Created On	Created By	Last Movement On
E 3382552	C/13/0025/2017-O/o of HS(MHA)	Testingh	31/10/17 03:53 PM	C.S BHATT	12/02/18 06:23 PM
<input checked="" type="checkbox"/> E 3383044	B/0061/2017-O/o of HS(MHA)	File 111	27/12/17 05:22 PM	C.S BHATT	12/01/18 11:31 AM
<input checked="" type="checkbox"/> E 3384459	A/0033/2018-O/o of HS(MHA)	chk for note missing	09/05/18 02:18 PM	bipin	09/05/18 02:42 PM
E 3384539	C-13/0010/2018-O/o of HS(MHA)	xxvxxv	16/05/18 11:54 AM	bipin	16/05/18 11:54 AM
E 3384654	A/0040/2018-O/o of HS(MHA)	note test	23/05/18 04:10 PM	bipin	23/05/18 04:10 PM
E 3384871	B-11/0005/2018-O/o of HS(MHA)-MHA	vivek testing	18/06/18 12:39 PM	bikram	18/06/18 12:54 PM

Fig.205

- The Files get closed successfully.

Closed

It contains a list of Files that are **closed** as complete work has been done on it already.

Closed module contains 4 links:

- d) **By Me**- Lists all the files closed by the logged in user.
- e) **By Others (Hierarchy)**-Lists all the files that are closed by the users of section(s) (which are under the hierarchy of logged in user section).
- f) **By Others (All)** - Lists all files that are closed by anyone in the department, irrespective of hierarchy.
- g) **Submitted Files for Reopening Approval**- File(s) which have been submitted by the user for Reopening Approval can be viewed from default sub-folder “Submitted Files for Reopening Approval” under Closed modules as shown in **Fig.206**:

Fig.206

Note:

By Others (Hierarchy) and By Others (All) links are role based .It will be visible to the users whom having the role for Hierarchy and All respectively.

Submitted Files for Reopening Approval sub-module is role based. It will be visible to the users who have the role for closing files.

File Reopening Process

If a file needs to be re-opened, click the “By me” link as shown in **Fig.207**:

Search for Closed Files (By Me)

Department: GOVT	Section: eOffice	Classified: Select Classified														
Computer No:	File No:															
Subject:	Closing Date: [17] [] [17]															
File Heads: Select Basic Head	Select Primary Head	Select Secondary Head														
		Select Tertiary Head														
Search																
<table border="1"> <thead> <tr> <th>Computer No</th> <th>File Number</th> <th>Subject</th> <th>Closed on</th> <th>Closing Remarks</th> <th>Re-open</th> <th>Record</th> </tr> </thead> <tbody> <tr> <td>28375</td> <td>P A-12011/13/2017-Demo</td> <td>APPOINTMENT FILE OF TECHNICAL ASSISTANTS</td> <td>17/08/17 11:43 AM</td> <td>work completed.</td> <td>Re-open</td> <td>Record</td> </tr> </tbody> </table>			Computer No	File Number	Subject	Closed on	Closing Remarks	Re-open	Record	28375	P A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.	Re-open	Record
Computer No	File Number	Subject	Closed on	Closing Remarks	Re-open	Record										
28375	P A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.	Re-open	Record										

Fig.207

- Select the file and click the **Re-open** link as shown in **Fig.208**:

Search for Closed Files (By Me)

Department: GOVT	Section: eOffice	Classified: Select Classified														
Computer No:	File No:															
Subject:	Closing Date: [17] [] [17]															
File Heads: Select Basic Head	Select Primary Head	Select Secondary Head														
		Select Tertiary Head														
Search																
<table border="1"> <thead> <tr> <th>Computer No</th> <th>File Number</th> <th>Subject</th> <th>Closed on</th> <th>Closing Remarks</th> <th>Re-open</th> <th>Record</th> </tr> </thead> <tbody> <tr> <td>28375</td> <td>P A-12011/13/2017-Demo</td> <td>APPOINTMENT FILE OF TECHNICAL ASSISTANTS</td> <td>17/08/17 11:43 AM</td> <td>work completed.</td> <td>Re-open</td> <td>Record</td> </tr> </tbody> </table>			Computer No	File Number	Subject	Closed on	Closing Remarks	Re-open	Record	28375	P A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.	Re-open	Record
Computer No	File Number	Subject	Closed on	Closing Remarks	Re-open	Record										
28375	P A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.	Re-open	Record										

Fig.208

- Reopening confirmation pop-up appears. Click **OK** as shown in **Fig.209**:

Search for Closed Files (By Me)

Department: GOVT	Section: eOffice	Classified: Select Classified														
Computer No:	File No:															
Subject:	Closing Date: [17] [] [17]															
File Heads: Select Basic Head	Select Primary Head	Select Secondary Head														
		Select Tertiary Head														
Search																
<table border="1"> <thead> <tr> <th>Computer No</th> <th>File Number</th> <th>Subject</th> <th>Closed on</th> <th>Closing Remarks</th> <th>Re-open</th> <th>Record</th> </tr> </thead> <tbody> <tr> <td>28375</td> <td>P A-12011/13/2017-Demo</td> <td>APPOINTMENT FILE OF TECHNICAL ASSISTANTS</td> <td>17/08/17 11:43 AM</td> <td>work completed.</td> <td>Re-open</td> <td>Record</td> </tr> </tbody> </table>			Computer No	File Number	Subject	Closed on	Closing Remarks	Re-open	Record	28375	P A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.	Re-open	Record
Computer No	File Number	Subject	Closed on	Closing Remarks	Re-open	Record										
28375	P A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	17/08/17 11:43 AM	work completed.	Re-open	Record										

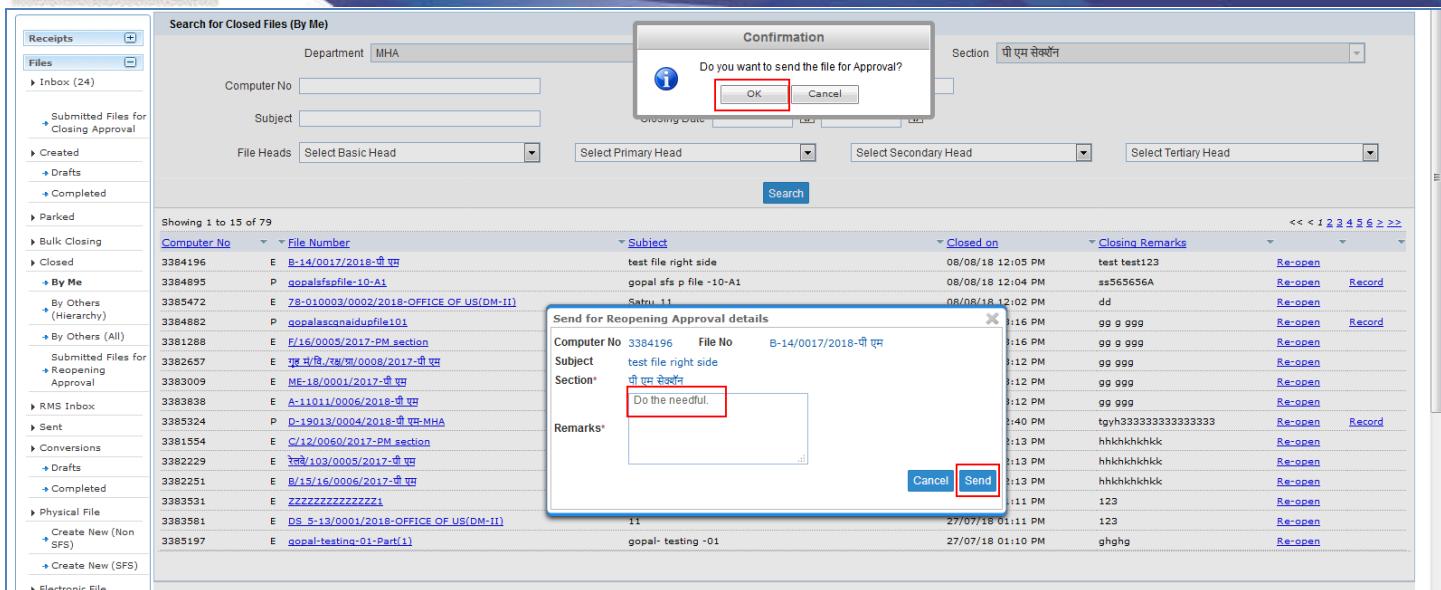
Confirm

You are not privileged to reopen the file. Approval is required to reopen the file. Do you want to request for reopening approval?

OK **Cancel**

Fig.209

- Sending for Reopening Approval details screen appears. Enter the remarks and click **Send** button
- A confirmation pop-up appears. Click the OK button as shown in **Fig.210**:

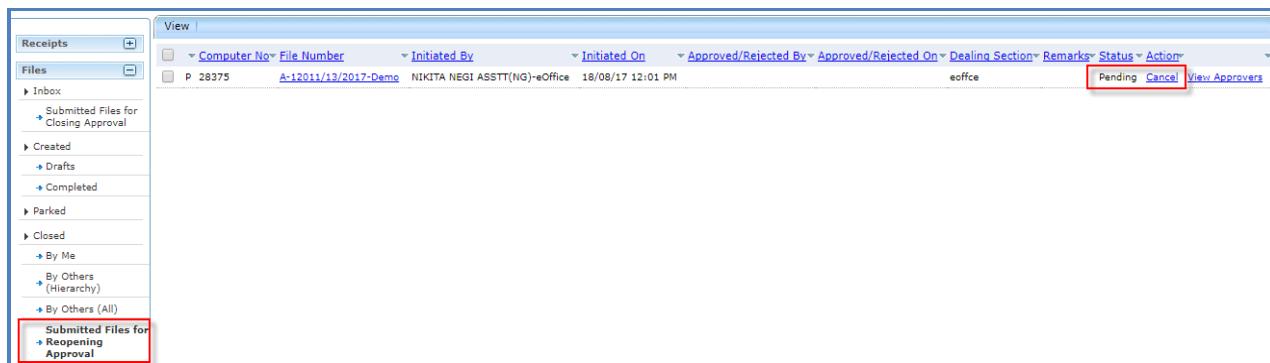


The screenshot shows the eOffice interface with a search results table for closed files. A confirmation dialog box is overlaid, asking "Do you want to send the file for Approval?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

Computer No	File Number	Subject	Closed on	Closing Remarks
3384196	E_B-14/0017/2018-वी एम	test file right side	08/08/18 12:05 PM	test test123
3384695	P_gopalafsfile-10-A1	gopal sfs p file -10-A1	08/08/18 12:04 PM	ss565656A
3385472	E_78-010003/0002/2018-OFFICE OF US(DM-II)	Satu 11	08/08/18 12:02 PM	dd
3384882	P_gopalasqnaidupfile101			
3381288	E_F/16/0005/2017-PM section			
3382657	E_गोपाल संकेत/गोपाल/0008/2017-वी एम			
3383009	E_ME-18/0001/2017-वी एम			
3383838	E_A-11011/0006/2018-वी एम			
3385324	P_D-19013/0004/2018-वी एम-MHA			
3381554	E_C/12/0060/2017-PM section			
3382229	E_गोपाल/103/0005/2017-वी एम			
3382251	E_B/15/16/0006/2017-वी एम			
3383531	E_222222222222221			
3383581	E_DS 5-13/0001/2018-OFFICE OF US(DM-II)			
3385197	E_gopal-testing-01-Part(1)	gopal- testing -01	27/07/18 01:11 PM	123

Fig.210

- File(s) which have been submitted for Reopening Approval can be viewed under “Submitted Files for Reopening Approval” list as shown in Fig.211:



The screenshot shows the eOffice interface with a search results table for submitted files for reopening approval. A confirmation dialog box is overlaid, asking "Do the needful." with "Cancel" and "Send" buttons. The "Send" button is highlighted with a red box.

Computer No	File Number	Initiated By	Initiated On	Approved/Rejected By	Approved/Rejected On	Dealing Section	Remarks	Status	Action
28375	A-12011/13/2017-Demo	NIKITA NEGI ASSTT(NG)-eOffice	18/08/17 12:01 PM	eOffice				Pending	Cancel View Approvers

Fig.211

- From “Status” column, user can check the **status** of the status of file whether ‘Approved/ Pending/ Rejected’.
- From “Action” column, user can take three **actions** ‘Move to Inbox/ Cancel/ Move to Close’ corresponding to Approved, Pending and Rejected.

Note:

The file(s) reopened by the user will be moved to user’s File Inbox sub-module.

In case user has approver role, then user can close and re-open the files directly.

RMS Inbox

RMS displays the list of files that are sent from File Management System to Record room till the files are not weeded out as per Record Retention Schedule.

Note:

This feature is utilized only for Physical Files.

Sent

All the file(s) once marked to the intended recipient(s) resides under sent sub-module

Note:

Pull back (): It is used to draw back a sent file, which has not been received/ opened by the recipient in his/ her Inbox (**Fig.239**).

[Initiate Action](#) : It is used to initiate the process for recording and tracking of actions taken on a file. Refer the [Initiate Action](#) link mentioned under File Initiated Action sub-module.

There are 2 action tabs provided under Sent sub-module of File as shown in **Fig.212**:

Date Range : 25/06/2014 To 18/08/2017						
		View	Create Part			
Receipts	Files					
Inbox						
Submitted Files for Closing Approval						
Created						
Drafts						
Completed						
Parked						
Closed						
By Me						
By Others (Hierarchy)						
By Others (All)						
Submitted Files for Reopening Approval						
RMS Inbox						
Sent						

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On	
E 28378	C-13011/3/2017-Demo	LAW ENHANCEMENT SECTION 90A	PRIYANKA KUMARI,eOffice	18/08/17 04:26 PM	PRIYANKA KUMARI,eOffice	-	Initiate Action
P 28571	A-15012/4/2017-Demo	PROMOTION FILE GROUP A	NIKITA NEGI,eOffice	18/08/17 12:31 PM	NIKITA NEGI,eOffice	-	Initiate Action

Fig.212

1. **View**: It is used to sort the files based on different criteria such as Physical, Electronic, etc.

Note:

Refer to [View](#) action tab of Files Created sub-module.

2. **Create Part**: This option is used to create a Part file of the existing file which is under submission.

Note:

Part file can be created for files which are present with other users.

Refer [Create Part](#) sub-module for process.

Conversions

It contains the list of physical files which are either in the process of conversion or are converted already.

Note:

Refer [Convert File](#) action in Physical Files for more on conversion process.

The Conversion module contains 2 links:

- a) Drafts
- b) Completed

Drafts

It contains all the **Physical Files** which are in process of conversion but has not been converted so far. During the Conversion process if users clicks the **Save** () button, then files moves under this module.

To complete the process of conversion on a draft, user has to perform the following steps:

- Click **Drafts** under Conversions sub-module, the list of files appears as shown in **Fig.213**:

Computer No.	File Number	Subject	Subject Category
28656	A-11013/6/2017-Demo	post creation	-

Fig.213

- Click **File Number** in the list, the draft file opens up as shown in **Fig.214**:

eOffice
A DIGITAL WORK PLACE SOLUTION

Computer No: 29002 File No: B-13013/3/2017-Demo-DEPT-EOFFICE Subject: Office procedures

Correspondence | Link | Movements | Details | Edit | Send Back | Send | Dispatch | Convert File | Attachment | Action Details | More... | Quick View

File Details			
File Number	B-13013/3/2017-Demo-DEPT-EOFFICE	Subject	Office procedures
Opening Date	04-09-2017	Remarks	-
Subject Category	ACR		

Correspondences

Receipt/Issue No.	Type	Subject	Attached On
32582/2018/eoffce	PUC1	Kindly see	13-05-2018

Noting

Upload Noting

Save **Convert** **Preview**

Note: After initiating conversion process(save/convert) it can not be undone.

Fig.214

- Under 'Noting' section, upload scanned noting Document of the concerned file if any.

Note:

If any physical receipt has been put inside a Physical File and it does not have PDF uploaded with it, user will have to upload the respective PDF copy before conversion.

- Click **Convert** button in order to complete the file conversion **Fig.215**:

Computer No: 28656 File No: A-11013/6/2017-Demo Subject: post creation

Correspondence | Link | Movements | Details | Edit | Send | Attachment | More... | Quick View

File Details			
File Number	A-11013/6/2017-Demo	Subject	post creation
Opening Date	18-08-2017	Remarks	-
Subject Category			

Correspondences

Receipt/Issue No.	Type	Subject	Attached On
-------------------	------	---------	-------------

Noting

Upload Noting

Save **Convert** **Preview**

Note: After initiating conversion process(save/convert) it can not be undone.

Fig.215

- After conversion, the nature of the file is changed to **Electronic** at its original location.

Completed

This module contains the list of all files which have already been converted from Physical File to Electronic, File as shown in **Fig.216**:

Computer No.	File Number	Subject	Subject Category	Converted By	Converted On	Remarks
28379	A-16011/1/2017-Demo	PROCUREMENT OF NEW SCANNERS	General	NIKITA NEGI	11/08/17 05:05 PM	Converted

Fig.216

- No action is possible on this list of files.

File Creation

Physical File Creation

It is used to create a new Physical File.

A new physical file can be created using following options:

1. Create New (Non-SFS)
2. Create New (SFS)

Create New (Non-SFS):

This option creates a physical file with Non- Single File System (SFS) standard i.e. the user has to select the available file heads for the nomenclature of File.

To create a new Physical File in Non-SFS mode, perform the following:

- Click the **Create New (Non-SFS)** option under **Physical File**.
- The **File Cover Page** screen appears as shown in **Fig.217**:



Fig.217

- Enter the necessary details on the File Cover Page and click the **Continue Working ➤** button as shown in **Fig.218**:

Fig.218

- The file gets created with a unique file number (**Fig.219**) based on the different file heads selected in file creation page.

Fig.219

There are 10 different action tabs available on a file after the Physical File is created:

1. **Correspondence:** Correspondence is any paper which is diarized for action to be taken in file. It is used to attach Correspondence/ Receipt to the working File.

Note:

Refer to steps mentioned under [Correspondence](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

2. **Link:** It is used to refer the other active file along with working file. The copy will have all the content of the linked file, upto the moment of linking.

Note:

Refer to steps mentioned under [Link](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

3. **Movements:** This option is used to track the Movements of the file which automatically gets updated as File moves from user to another.

4. **Details:** It can be used to view the details of a File i.e. File cover Page details and total no. of part Files created.

Note:

Refer to [Details](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

5. **Edit:** It can be used to make changes to the cover page of existing running file except the File Heads (File Number).

Note:

Refer to steps mentioned under [Edit](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

6. **Send:** This option facilitates the user to mark the file to the intended recipient(s).

Note:

Refer to steps mentioned under [Send](#) action tab of File Inbox sub-module.

7. **Dispatch:** It is a process of issuing an official reply to the concerned user/department/ministry after the approval from the internal competent authority.

Note:

Refer to [Dispatch](#) tab under File Inbox (Physical File Action Tabs) sub-module.

8. **Convert File:** It is used to convert the Physical File to Electronic File, irrespective of the File location, i.e. whether it is attached with a receipt or from the File Inbox/Created sub-module.

Note:

Refer to [Convert File](#) tab under File Inbox (Physical File Action Tabs) sub-module.

9. **Attachment:** It is used to attach the File or Receipt on working File.

Note:

Refer to steps mentioned under [Attachment](#) action tab of File Inbox (Electronic File Action Tabs) sub-module.

10. **More:** It is used to Close and Park the active file, check closing/parking history, to create volume, Merge Files and to view Merge Details.

Note:

Refer to [More](#) tab under File Inbox (Physical File Action Tabs) sub-module.

Create New (SFS):

This option creates a physical file with SFS standard i.e. the user can enter File No. without any restriction or standards.

To create a new Physical File in Non-SFS mode, perform the following:

- Click the **Create New (SFS)** option under **Physical File** sub-module.
- The File Cover Page screen appears as shown in **Fig.220**:

Fig.220

- Enter the necessary details on the File Cover Page and click **Continue Working ➤** button, as shown in **Fig.221**:

Govt. of India
NIC
DEPT-EOFFICE
Demo

File No. * **15012/2017- WELFARE**

Description*	Subject
WELFARE RELATED	
Category	Main Choose one
	Sub Choose One
Other Details	
Classified	<input type="checkbox"/> Choose One
Remarks	
Previous Reference	Later Reference
Continue Working >	

Fig.221

- The file gets created, as shown in **Fig.222**:

Computer No: 28652 File No: 15012/2017-WELFARE Subject: WELFARE RELATED

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | Convert File | Attachment | More... Quick View

File Number :	15012/2017-WELFARE	Subject :	WELFARE RELATED			
Opening Date :	18/08/17 05:27 PM	Remarks :				
Main Category :		Sub Category :				
Previous Reference :	Later Reference :					
File Movement History						
Sender	Sent on	Sent to	Action	Remarks		
File Close History						
Action	Action By	Action On	Action Remarks	Approved By	Approved On	Approved Remarks
File Dispatch History						
Dispatch Number	Subject	Address	Dispatch Date			

Fig.222

Note:

User can perform same operations on a file as explained in [Create Non-SFS](#) file.

Electronic Files Creation

It is used to create an **Electronic File**.

Electronic File Link Contains 2 options:

1. **Create New (Non-SFS)**
2. **Create New (SFS)**

Create New (Non-SFS):

This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New File, perform the following steps:

- Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** Sub-module
- The **File Cover Page** screen appears as shown in **Fig.223**:

The screenshot shows the 'File Cover Page' interface. At the top, it displays 'Govt. of India', 'NIC', 'DEPT-EOFFICE', and 'Demo'. Below this, there are dropdown menus for 'File No.' (with values 'Chi', 'Chi', 'Chi', 'Chi', 'Chi') and a date field ('2017'). The main form area is titled 'Subject' and contains a text input field for 'Description*' and dropdown menus for 'Category' (Main: 'Choose one', Sub: 'Choose One'). Below this is another section titled 'Other Details' with a 'Classified' dropdown ('Choose One') and a 'Remarks' text area. At the bottom, there are two input fields for 'Previous Reference' and 'Later Reference', and a large 'Continue Working >' button.

Fig.223

- Enter the necessary details on the File Cover Page and click **Continue Working >** button to create a new electronic file as shown in **Fig.224**:

Govt. of India
NIC
DEPT-EOFFICE
Demo

File No.* A - ▼ 12 ▼ 11 ▼ Chi ▼ 2017 Demo ▼

Subject

Description* RECRUITMENT RELATED FILE

Category Main Establishment Matters ▼
Sub Recruitment ▼

Other Details

Classified Choose One ▼

Remarks

Previous Reference Later Reference

Continue Working ►

Fig.224

- The file gets created, along with a unique file number based on the selection of heads, as shown in **Fig.225**:

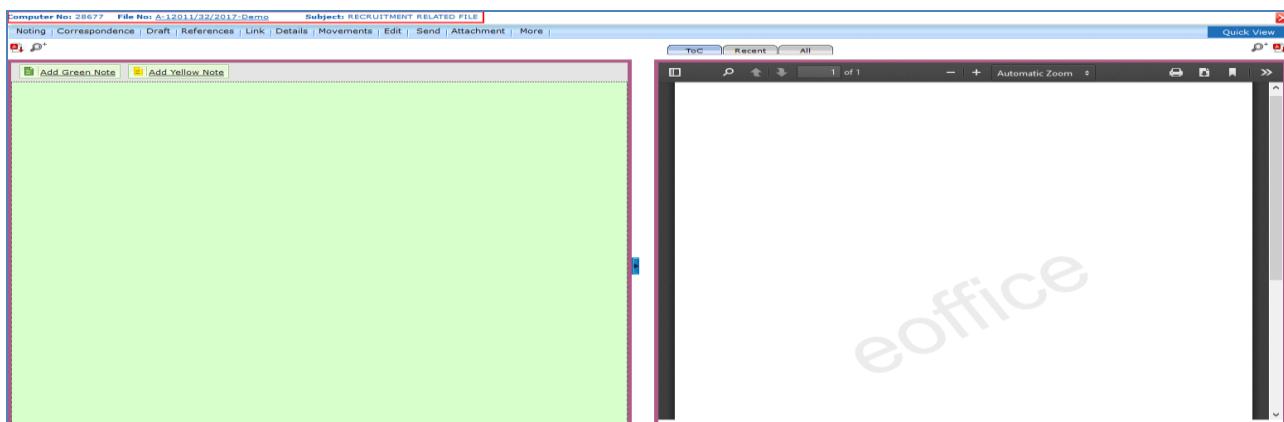


Fig.225

There are 11 different action tabs available on a file after the Electronic File is created:

- Noting:** It consists of line actions with regard to the correspondence or as per the subject matter of the file subject. It is used to add Yellow Note and Green Note in the existing File and to view the noting By Name and By Date or All the noting together.

Note:

Refer to [Noting](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

2. **Correspondence:** Correspondence is any paper which is diarized for action to be taken in file. It is used to attach Correspondence/ Receipt to the working File.

Note:

Refer to [Correspondence](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

3. **Draft:** It is a process of creating an official reply to the concerned user/department/ministry conveying the views or orders of the department. With the help of this feature user can Create New Draft and View Existing Drafts in the File.

Note:

Refer to [Draft](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

4. **Reference:** These are document to support noting. It is used to attach references corresponding to the working file.

Note:

Refer to [References](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

5. **Link:** It is used to refer the other active file along with working file. The copy will have all the content of the linked file, upto the moment of linking.

Note:

Refer to [Link](#) under File Inbox (Electronic File Action Tabs) sub-module.

6. **Details:** It can be used to view the details of a File i.e. File cover Page details and total no. of part Files created.

Note:

Refer to [Details](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

7. **Movements:** This option is used to track the Movements of the file which automatically gets updated as File moves from user to another.

8. **Edit:** It can be used to make changes to the cover page of existing running file except the File Heads (File Number).

Note:

Refer to [Edit](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

9. **Send:** This option facilitates the user to mark the file to the intended recipient(s).

Note:

Refer to steps mentioned under [Send](#) action tab of File Inbox sub-module.

10. **Attachment:** It is used to attach the File or Receipt on working File.

Note:

Refer to [Attachment](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

11. **More:** It is used to close and Park the active file, check closing/parking history and merge details.

Note:

Refer to [More](#) tab under File Inbox (Electronic File Action Tabs) sub-module.

Create New (SFS):

This option creates an **Electronic** file with **SFS** standard i.e. the user can enter File No. without any restriction or standards.

To create a New File in SFS mode, perform the following steps:

- Click the **Create New (SFS)** option under Electronic File sub-module.
- The File Cover Page screen appears as shown in **Fig.226:**

Fig.226

- Enter the necessary details on the File Cover Page and click **Continue Working >** button, as shown in **Fig.227:**

Govt. of India
NIC
DEPT-EOFFICE
Demo

File No. * A-22012/2017- Establishment

Subject

Description* TA RECRUITMENT RELATED FILE

Category Main: Establishment Matters
Sub: Recruitment

Other Details

Classified: Choose One

Remarks

Previous Reference **Later Reference**

Continue Working >

Fig.227

- The file gets created, as shown in **Fig.228**:

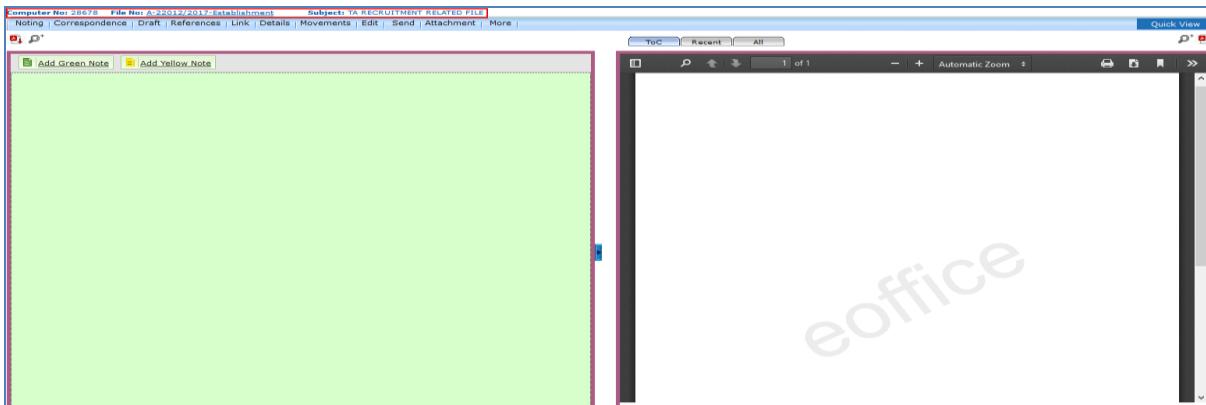


Fig.228

Note:

User can perform same operations on a file as explained in [Create Non-SFS](#) file of the Electronic File Section.

Create Part

It is used to create a part file when the main file is under submission i.e. not residing with the working user.

To create a part file, perform the following steps:

- Click the **Create Part** under the Files Section, the screen as shown in **Fig.229** appears:

Fig.229

- Click **Browse File** button, list of files appears.
- Select the file for which a part file has to be created and click **Select File** button, as shown in **Fig.230**:

The image shows two overlapping windows from the eOffice application.

Left Window (Search File):

- Header: Search File
- Year: 2017
- Search: [Search Bar]
- File Number: E C-13011/3/2017-Demo
- Subject: LAW ENHANCEMENT SECTION 90A
- Buttons: Select File (highlighted with a red box), << < 1 > >>

Right Window (File Creation Form):

- Header: Govt. of India, NIC, DEPT-EOFFICE, Demo
- File Number: [Input Field] (highlighted with a red box)
- Subject: [Input Field]
- Description*: [Text Area]
- Category: Main: Choose one | Sub: Choose One
- Other Details: Classified: [checkbox] Choose One
- Remarks: [Text Area]
- Buttons: Previous Reference, Later Reference, Create Part ➤

Fig.230

Note:

List contains the files which are sent by user and currently with other users.

- Then click **Create Part ➤** button to as shown in **Fig.231**:

Govt. of India
NIC
DEPT-EOFFICE
Demo

File Number **C-13011/3/2017-Demo**

Subject

Description*	LAW ENHANCEMENT SECTION 90A
--------------	-----------------------------

Category Main RTI
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Create Part >

Fig.231

- The part file is created as shown in **Fig.232**:

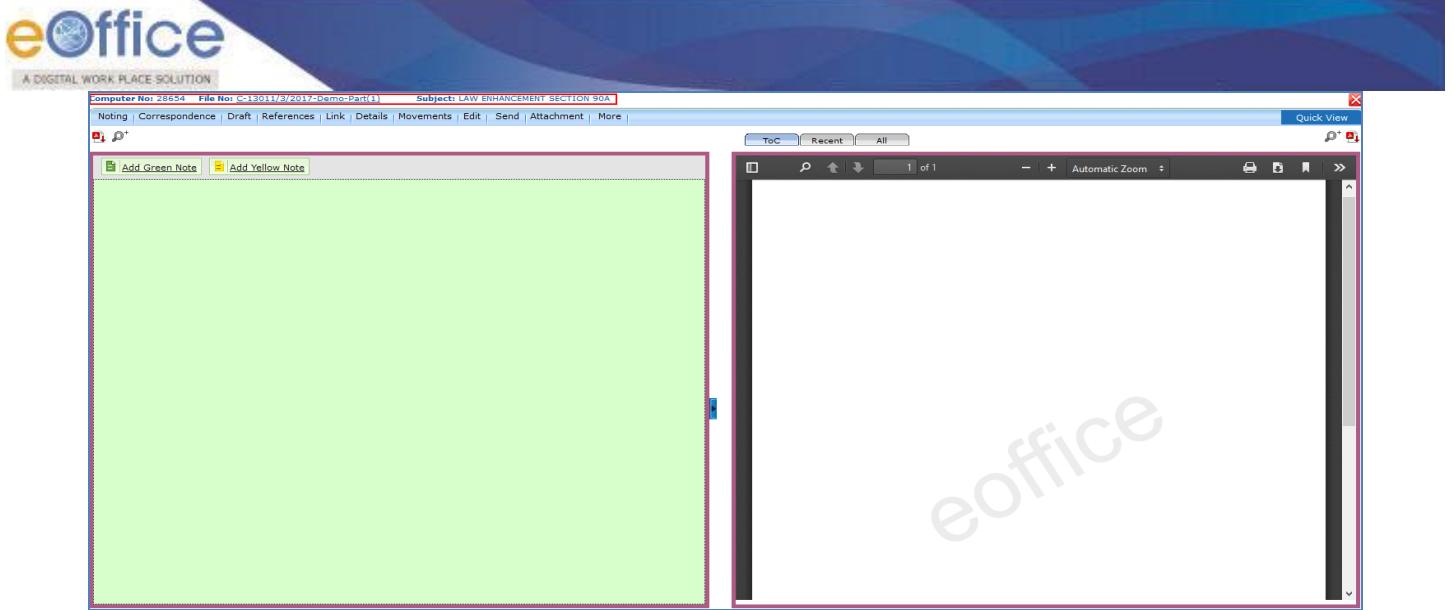


Fig.232

Note:

Create Part file can be accessed from completed files list under **Created** module.

Part file can be created for both physical and electronic file.

Create Volume

When the main file becomes bulky the Create Volume option allows the user to create a new volume of an existing file. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.

To create a Volume of a file, perform the following steps:

- Click the **Create Volume** link under the **File** sub-module. The screen appears is shown in **Fig.233**:

The screenshot shows a form titled "Govt. of India NIC DEPT-EOFFICE Demo". The form fields include:

- File Number: A text input field with a "Browse File" button to its right.
- Subject: A text input field.
- Description*: A text input field marked with a red asterisk.
- Category Main: A dropdown menu labeled "Choose one".
- Category Sub: A dropdown menu labeled "Choose One".
- Other Details: A text input field.
- Classified: A checkbox labeled "Choose One" with a dropdown arrow.
- Remarks: A text area for notes.
- Previous Reference: A text area.
- Later Reference: A text area.
- Create Volume >: A large blue button at the bottom right.

Fig.233

- Click **Browse File** button, a list of File appears.
- Select the file for which a volume has to be created and click **Select File** button, as shown in **Fig.234**:

Search File

Year 2017 Search

File Number	Subject
P 15012/2017-WELFARE	WELFARE RELATED
P A-12011/30/2017-Demo	RECRUITMENT RELATED FILE

<< < 1 > >>

Select File

Govt. of India
NIC
DEPT-EOFFICE
Demo

File Number

Subject

Description*

Category Main Sub

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Create Volume ➤

Fig.234

Note:

The list contains the files residing in user's File Inbox sub-module.

- Click the **Create Volume ➤** button to create a Volume; as shown in **Fig.235**:

Govt. of India
NIC
DEPT-EOFFICE
Demo

File Number	15012/2017-WELFARE
Subject	
WELFARE RELATED	
Description*	
Category	Main Choose one
	Sub Choose One
Other Details	
Classified	Choose One
Remarks	
Previous Reference	
Later Reference	
Create Volume >	

Fig.235

- The volume of a file is created as shown in **Fig.236**:

Computer No: 28686 File No: 15012/2017-WELFARE-Volume(2) Subject: WELFARE RELATED

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | Convert File | Attachment | More... | Quick View

File Number:	15012/2017-WELFARE-Volume(2)	Subject:	WELFARE RELATED
Opening Date :	21/08/17 10:30 AM	Remarks:	
Main Category:		Sub Category:	
Previous Reference:	Later Reference:		
Print History			
File Movement History Sender: Sent on: Sent to: Action: Remarks: File Close History Action: Action By: Action On: Action Remarks: Approved By: Approved On: Approved Remarks: File Dispatch History Dispatch Number: Subject: Address: Dispatch Date:			

Fig.236

Note:

The volume of a file can be created for physical files only.

Initiated Action

By using this feature Privileged user will be able to **initiate** and **track** the set of actions taken on a file.

- User can view the list of files with **Action Details** as shown in **Fig.237**:

The screenshot shows the 'Initiated Action' search interface. On the left is a sidebar with a tree view of various file types: Order (111), Submitted Files for Closing Approval, Created (Drafts, Completed, Parked), Approved Requests, Closed, By File (By Others, [Incomplete]), Submitted Files for Processing Approval, Sent, Conversation (Drafts, Completed), Physical File (Create New (Non EXPD), Create New (EXP)), Electronic File (Create New (Non EXPD), Create New (EXP)), Create Part, Create Volume, Recycle Bin. The main area has filters for Initiated Date (12/06/2016 to 12/07/2016), Initiation Type (Choose one), Action Status (Active), Forwarded To: Department (Choose one), Section (Choose one), Action Type (Choose one). Below these are two rows of file details:

Computer No.	File Number	Subject	Initiated on	Last Action Taken	Closed on
79589	AV-1/2/13/C03/02/2016-C	Employment Related	28/04/16 12:53 AM		
79588	DGHIS-07/8/2016-C	Finance Related	28/04/16 12:53 AM		

Buttons at the bottom right include 'Details Close' and 'Details Close'.

Fig.237

Two options are available to take an action:

- Details:** User can view the action details through this link adjacent to each file, as shown in **Fig.238**:

This screenshot shows a detailed view of a selected file from Fig.237. The top part is identical to Fig.237. The bottom part shows a modal window for file 79588. It includes fields for Computer No., File Number, Subject, Initiated Date (30/04/2016 10:19 AM), Initiation Type (Choose one), Action Status (Active), Forwarded To: Department (Choose one), Section (Choose one), Action Type (Choose one). The modal also contains tabs for 'Action Details' (which is active) and 'Remarks'. The 'Action Details' tab shows a table of actions taken:

Action Taken by	Action Taken on	Action Type	Action Remark
JOADIN MAMTA/On Sp. Secy. Admin-0	28/04/2016 25:13	Approved	Disbursed the file to the concerned department

The 'Remarks' tab contains a large text area with the following content:

Afterwards the tournament starts off. These districts notwithstanding, it is without a doubt the bread of the Grand Slams. Once you win here, you arrive on the next stop, which is Paris, and just a further factor in 2000. Or Novak Djokovic every time he chooses down on the grass after a victory in the final.

Of course, winning hand contests and titles don't just be the focus to not even a player of this caliber. The seventh seed, Milos Raonic, has been the most consistent player in the tournament so far, and has delivered moments of real suspense, such as when under a

Followed the file to the concerned department in 2016

AKHIL KUMAR/On Sp. Secy. Admin-0

Fig.238

- Close:** User can close the initiated action using "Close" link.

Note:

Closing can be done by anyone in the section having role to initiate the action.

- Click [Close](#) link, enter the closing confirmation Remarks, as shown in **Fig.239**:

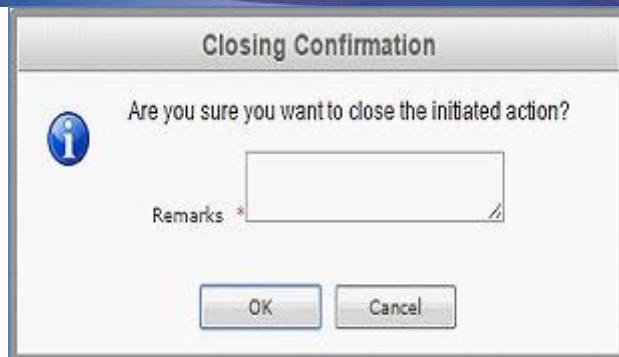


Fig.239

The File can be marked action from:

- a) Send screen (Sending the File):

The user would be able to initiate the action by using the following fields.

- Check the **Initiate Action** check-Box. The remarks field becomes mandatory as soon as the “**Initiate Action**” check box is selected, as shown in **Fig.240**:

A screenshot of the 'Send' screen in eOffice. The top navigation bar shows 'Computer No: 39900 File No: CEA-CH-13011/1/2018-Demo Subject: do the needful'. Below it are filter options: 'All', 'Reporting Officer', 'Subordinates', 'In Channel', and 'Preferred List'. A note says 'Note: Name of the creator is highlighted in yellow colour.' The main area has fields for 'To' (RIMAN DEEP-ASSTT(RD)-eOffice-eOffice), 'Notify' (Email, SMS), 'Set Due Date' (with a calendar icon), 'Action' (Forward), 'Priority' (Choose one), and 'Initiate Action' (checkbox checked). A red box highlights the 'Initiate Action' checkbox and its dropdown menu. Below these are 'Remarks' and 'Send' buttons. To the right, there's a preview pane showing 'File Number' (CEA-CH-13011/1/2018-Demo) and 'Subject' (do the needful).

Fig.240

- b) From Sent sub-module page:

Initiate Action

- At the file sent page, the link of “**Initiate Action**” is available against every file, as shown as shown in **Fig.241**:

Receipts							
Files							
► Inbox							
► Submitted Files for Closing Approval							
► Created							
► Drafts							
► Completed							
► Parked							
► Approval Requests (1)							
► Bulk Closing							
► Closed							
► By Me							
► By Others							
Date Range : 28/03/2015 To 21/05/2018	View	Create Part					
Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On	
E 36645	B-11011/10/2018-Demo-DEPT-EOFFICE	subject	NIKITA NEGI.eOffice	15/05/18 11:22 AM	NIKITA NEGI.eOffice	-	Initiate Action
E 33571	A-11011/6/2018-Demo-DEPT-EOFFICE	CSMRS TRAINING	NIKITA NEGI.eOffice	21/03/18 10:42 AM	NIKITA NEGI.eOffice	-	Initiate Action
E 33571	A-11011/8/2018-Demo-DEPT-EOFFICE	CSMRS TRAINING	NIKITA NEGI.eOffice	21/03/18 10:40 AM	NIKITA NEGI.eOffice	-	Initiate Action
E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE	CSMRS TRAINING	NIKITA NEGI.eOffice	06/03/18 03:28 PM	NIKITA NEGI.eOffice	-	Initiate Action
E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE	CSMRS TRAINING	NIKITA NEGI.eOffice	06/03/18 03:26 PM	NIKITA NEGI.eOffice	-	Initiate Action
E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE	CSMRS TRAINING	NIKITA NEGI.eOffice	05/03/18 10:38 AM	NIKITA NEGI.eOffice	-	Initiate Action
E 33568	A-12011/11/2018-Demo-DEPT-EOFFICE	Training of eOffice.....	KAPIL AGGARWAL.eOffice	16/02/18 12:35 PM	KAPIL AGGARWAL.eOffice	-	Initiate Action
E 33518	IT-11011/5/2018-Demo-DEPT-EOFFICE	Regarding Implementation of eOffice	ARPALI ROY.eOffice	12/02/18 03:30 PM	ARPALI ROY.eOffice	-	Initiate Action
E 33517	IT-11011/4/2018-Demo-DEPT-EOFFICE	Related to e-Gov App store	ARPALI ROY.eOffice	12/02/18 03:00 PM	ARPALI ROY.eOffice	-	Initiate Action
E 33522	IT-11011/6/2018-Demo-DEPT-EOFFICE	Related to Digitisation.	ARPALI ROY.eOffice	12/02/18 02:57 PM	NIKITA NEGI.eOffice	-	Initiate Action
E 33522	IT-11011/6/2018-Demo-DEPT-EOFFICE	Related to Digitisation.	ARPALI ROY.eOffice	12/02/18 02:47 PM	NIKITA NEGI.eOffice	-	Initiate Action

Fig.241

- Click **Initiate Action** link. A File initiation confirmation pop-up window appears.
- Enter the action **Type** and **Remarks** and click **OK** button, as shown in Fig.242:

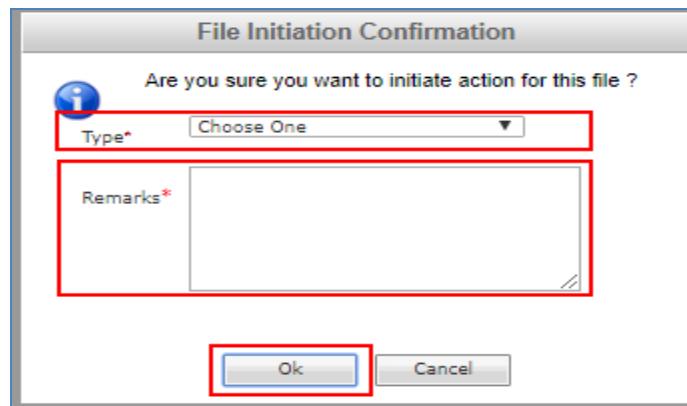


Fig.242

Note:

Action Details will not be displayed in case file is forwarded from one department to another, having different instances (Interdepartmental Case).

In case of single instance having multiple departments, Action Details will be displayed in case file is forwarded from one department to another.

Action details will be available for linked files also (Linked files section in the file inner page).

c) Viewing & Adding Action Comment:

From File Inbox inner page:

- To add remarks click **Add Comment** button (available along with the active action) in the "Action Details" page, as shown in Fig.243:

Action Comment

Action Type *	Choose One
Remarks *	
Total 1500 1500 characters left.	
Add	

Fig.243

- Provide the necessary action type and click the **Add** button to add the remarks for the action.

Settings

It is used to change the preferences/settings in application. The sub-modules under setting module are shown in **Fig.244:**

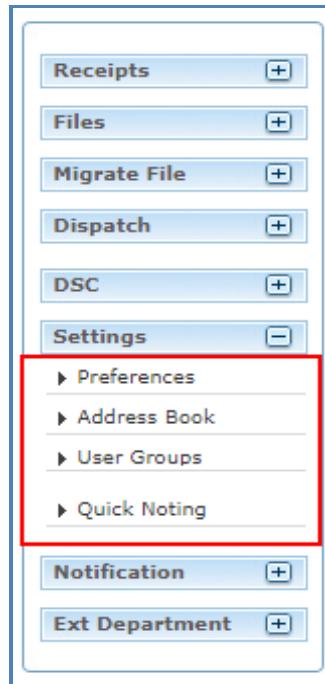


Fig.244

Preferences

This module facilitates the user to change the general preferences and customize the application as per user requirement as shown in **Fig.245:**

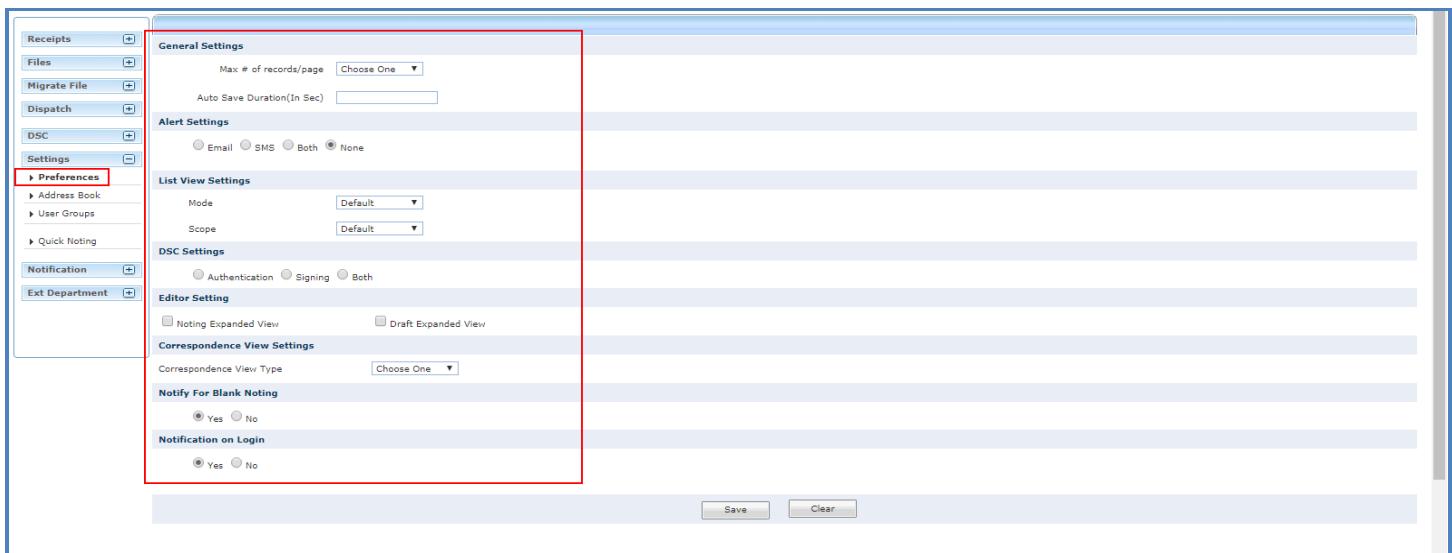


Fig.245

Preferences sub-module is divided into following sections:

1. **General Settings:** To modify the General Settings:
 - a. **Max # of records/page:** It refers to numbers of records that can be listed in a page.
 - b. **Auto Save Duration:** It allows the user to save the note in defined time.
2. **Alert Settings:** To receive alerts on **Mobile, Email, Both** or **None** to not receive the alerts..

Note:

Email and mobile number are not editable and are mapped through EMD.

3. **List View Settings:** To change the default view mode or scope mode of Files/Receipts.
 - a. **Mode:** User can set it to **Electronic view, physical view** or Default view which comprises of both.
 - b. **Scope:** User can set it to **My Folder view** or **section view**.
 4. **DSC Settings:** To set DSC authentication at time of **login, singing** or **Both**.
 5. **Editor Setting:** To set the expanded view of Noting or Draft content.
 6. **Correspondence View Setting:** To set the correspondence view **toc (List of issues)** or **pdf**.
 7. **Notify for Blank Noting:** A notification pop-up appears while sending a file with blank note.
 8. **Notifications on Login:** To get Notification pop-up window (containing **pull-up, pull back** and **due date elapsed**) notification when logged into eFile application.
- Make the required changes and click  button to save the preferences.

Address Book

It is used to add new contact/user and to create the groups. It helps the user while diarizing of a letter/ DAK.

To add users to the address book, perform the following steps:

- Click the  button, as shown in **Fig.246**:

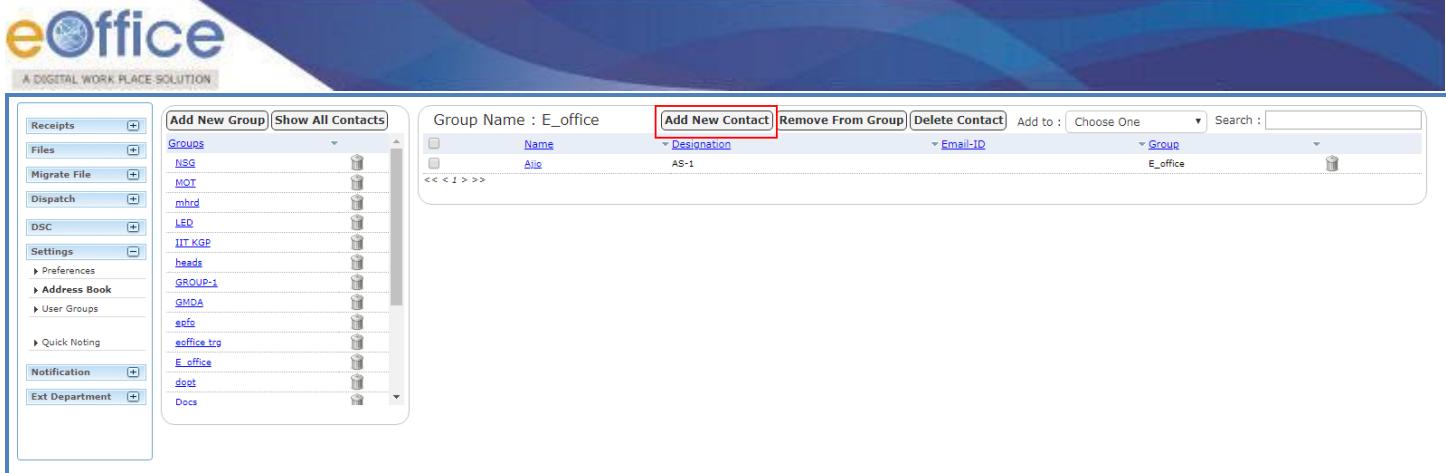


Fig.246

- The user info page appears. Fill the required metadata and click **Save** button, as shown in **Fig.247**:

Fig.247

Note:

Adding VIP contact is role based, user having role 'ROLE_VIP_ADMIN' can add the VIP users.

- The contact is added in address book.
- User can also add the contact from diary screen. Enter the contact details and check the Add to Address Book check box, as shown in **Fig.248**:

Contact Details

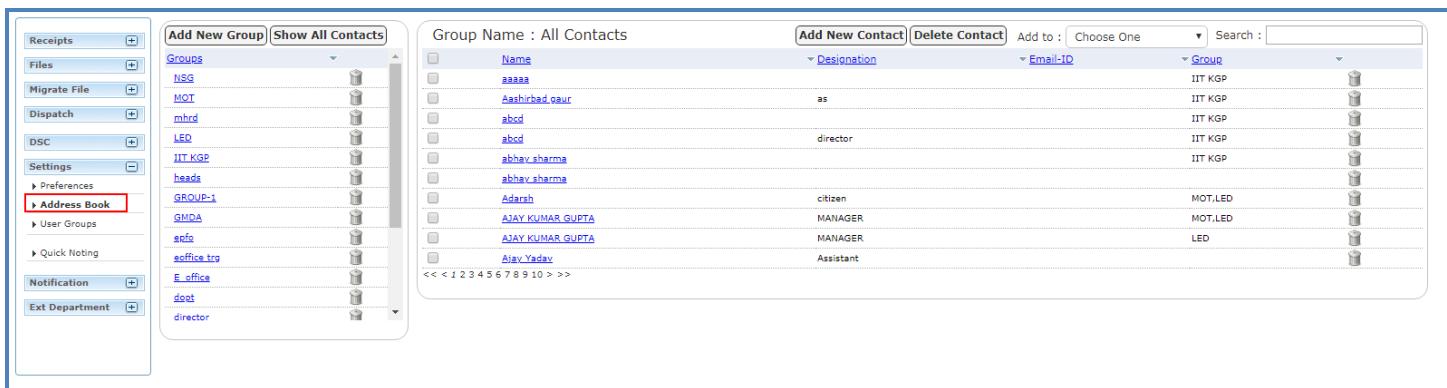
Ministry	Choose one	<input checked="" type="checkbox"/> Add to Address Book
Department	Choose one	
Name*	Deepak Rajput	Designation*
Organization		
Address 1 *	House no.-44,L-2/D	
Address 2	NEW DELHI	
Country	INDIA	State
City		Pincode
Mobile		Landline
Fax		Email

Fig.248

- Then, click **Generate** & **Generate & Send** button.

To create Group in Address Book, perform the following steps:

- Click the **Address Book** sub-module under **Settings** module. The window appears is shown in Fig.249:



The screenshot shows the Address Book module interface. On the left, there's a sidebar with various options like Receipts, Files, Migrate File, Dispatch, DSC, Settings, Preferences, and Address Book (which is selected and highlighted). The main area has two sections: 'Add New Group' and 'Show All Contacts'. The 'Show All Contacts' section displays a list of contacts with columns for Name, Designation, Email-ID, and Group. The contacts listed include Aashirbad oaur, abcd, abcd, abhay.sharma, abhay.sharma, Adarsh, AJAY KUMAR GUPTA, AJAY KUMAR GUPTA, and Ajay.Yadav. The 'Add New Contact' and 'Delete Contact' buttons are visible at the top of this section.

Fig.249

- Click **Add New Group** button, enter the Group name and click **Save** button, as shown in Fig.250:

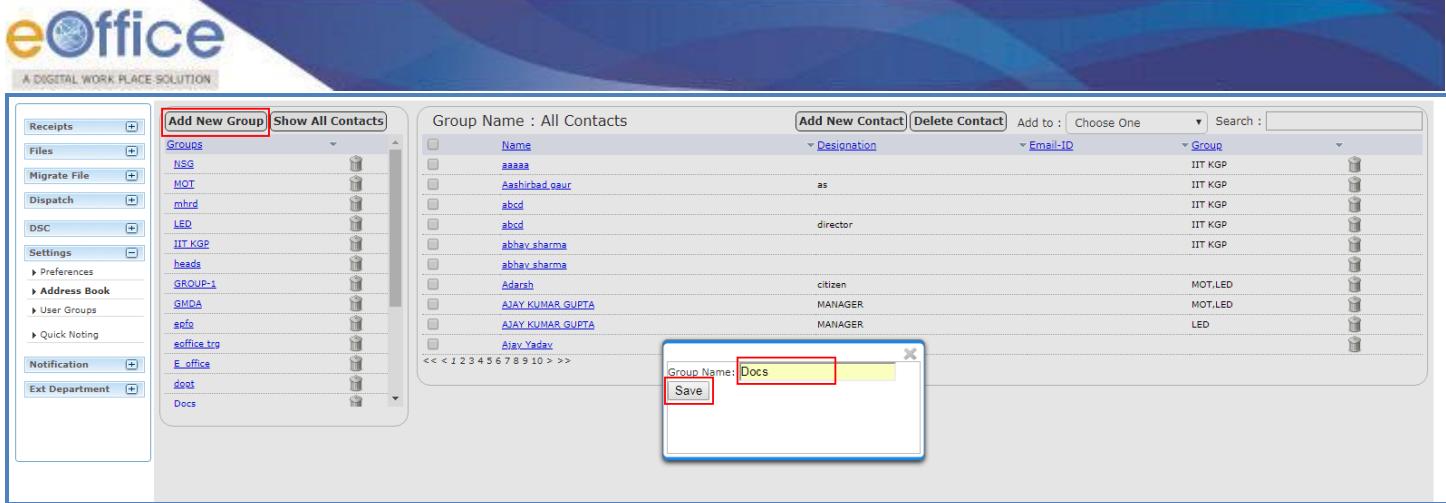


Fig.250

- A new group gets created.

Other actions available on Address book screen are:

1. **Show All Contacts**: To view the complete list of contacts.
2.: To delete the any particular group or contact.
3. **Delete Contact**: To delete the multiple contacts.

User Groups

It is used to create a group and add user list to that created group. It helps the user while sending a Receipt/File to list of selected users or to a group which comprises of contained user list.

To create User Group, perform the following steps:

- Click the **User Groups** sub-module under **Settings** module. The window appears is shown in **Fig.251**:

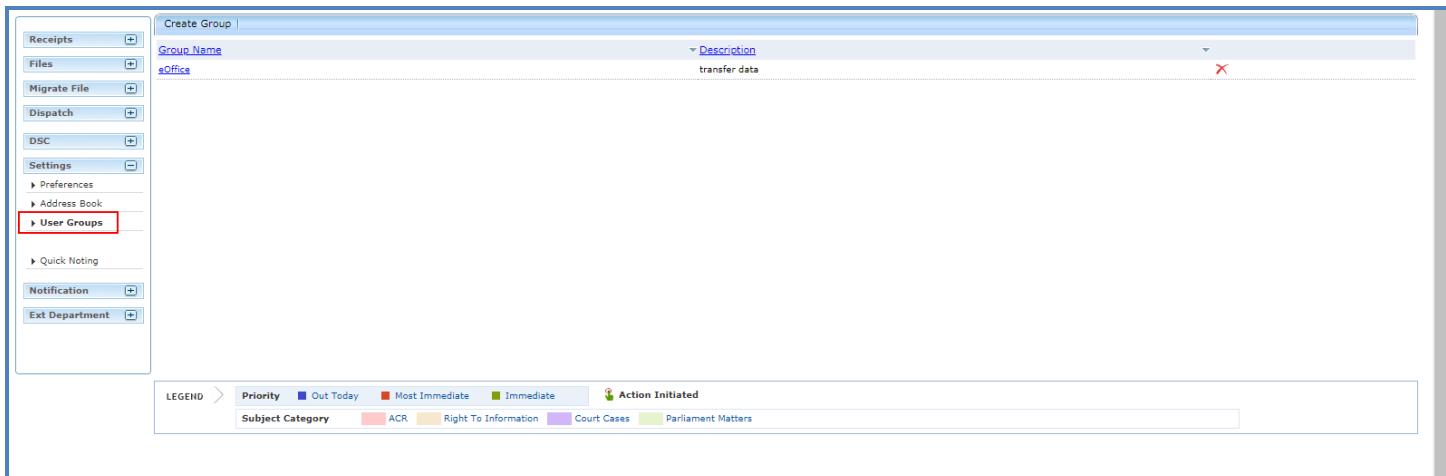
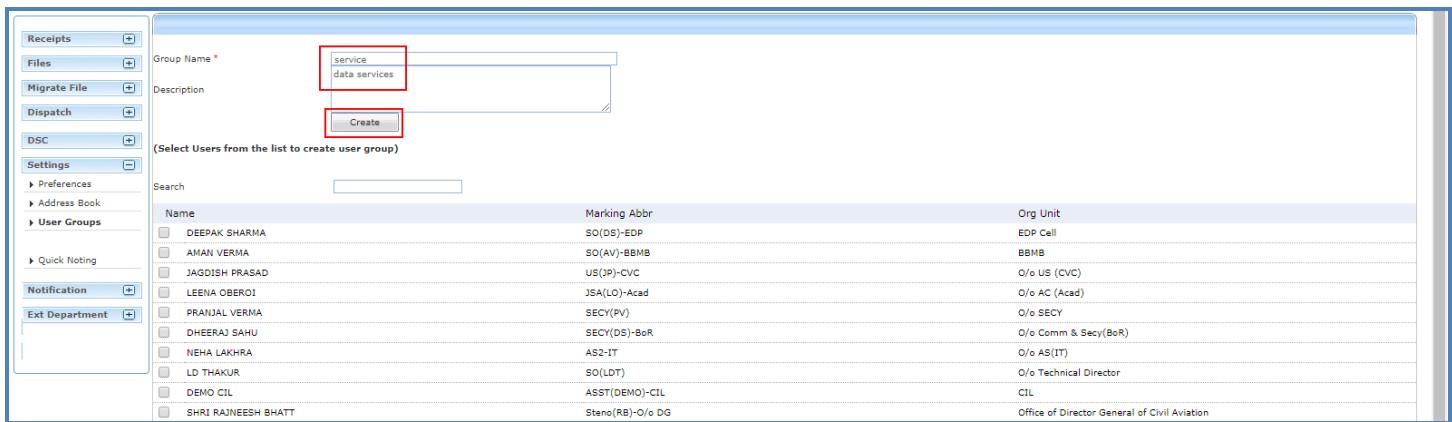


Fig.251

- Click **Create Group** tab, enter the Group name, Description and click **Create** button, as shown in **Fig.252**:



Name	Marking Abbr	Org Unit
DEEPAK SHARMA	SO(DS)-EDP	EDP Cell
AMAN VERMA	SO(AV)-BBMB	BBMB
JAGDISH PRASAD	US(JP)-CVC	O/o US (CVC)
LEENA OBEROI	JA(LO)-Acad	O/o AC (Acad)
PRANJAL VERMA	SECY(PV)	O/o SECY
DHEERAJ SAHU	SECY(DS)-BoR	O/o Comm & Secy(BoR)
NEHA LAKHRA	AS2-IT	O/o AS(IT)
LD THAKUR	SO(LDT)	O/o Technical Director
DEMO CIL	ASST(DEMO)-CIL	CIL
SHRI RAJNEESH BHATT	Steno(RB)-O/o DG	Office of Director General of Civil Aviation

Fig.252

- A new group gets created.

To add users to the created group, perform the following steps:

- Click the group name in which user required to be added, as shown in **Fig.253**:

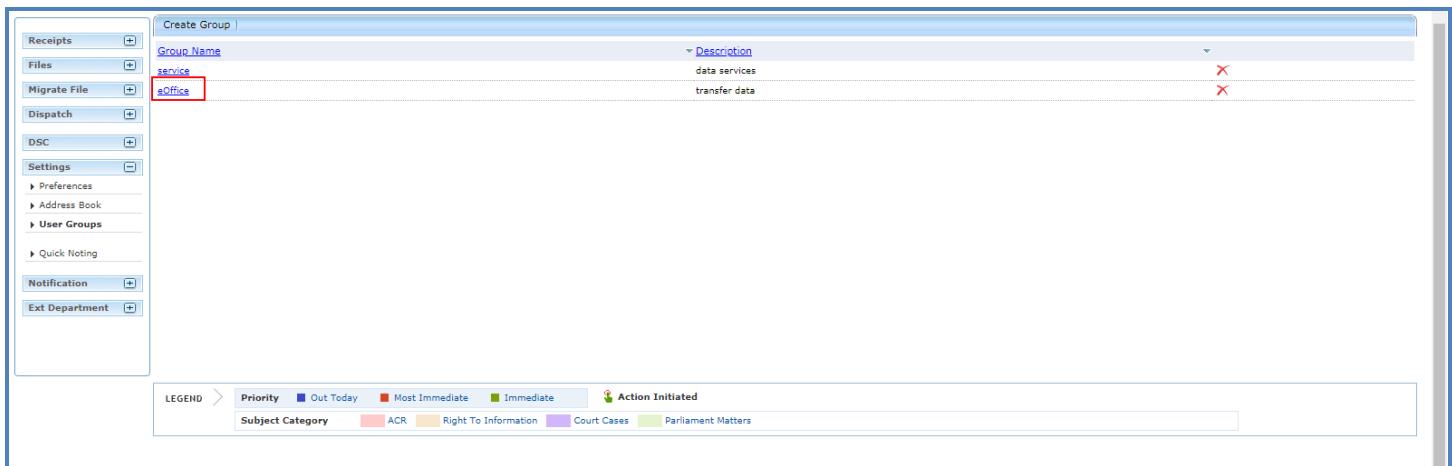


Fig.253

- Select the users from the list and click the **Save** button, shown in **Fig.254**:

The screenshot shows the 'User Groups' section of the eOffice interface. On the left, a sidebar lists various modules: Receipts, Files, Migrate File, Dispatch, DSC, Settings (with sub-options like Preferences, Address Book, User Groups, Quick Noting, Notification, and Ext Department), and a 'Save' button. The main area is titled 'User Groups' and shows a list of users with checkboxes. A user named 'LEENA OBEROI' has a checked checkbox. Below the list is a 'Save' button, which is highlighted with a red box. The table columns are 'Name', 'Marking Abbr', and 'Org Unit'. At the bottom right of the main area, there are navigation buttons: '<< 1 | 2 | 3 | 4 | 5 | >>'.

Name	Marking Abbr	Org Unit
DEEPAK SHARMA	SO(DS)-EDP	EDP Cell
AMAN VERMA	SO(AV)-BMB	BMB
JAGOISH PRASAD	US(1P)-CVC	O/o US (CVC)
LEENA OBEROI	JSAL(L)-Acad	O/o AC (Acad)
PRANJAL VERMA	SECY(PV)	O/o SECY
DHEERAJ SAHU	SECY(DS)-BoR	O/o Comm & Secy(BoR)
NEHA LAKHRA	AS2-IT	O/o AS(IT)
LD THAKUR	SO(LDT)	O/o Technical Director
DEMO CIL	ASST(DEMO)-CIL	CIL
SHRI RAJNEESH BHATT	Steno(RB)-O/o DG	Office of Director General of Civil Aviation
JAYA BHARTI	US(JB)-MoWR	O/o US (MoWR)
DEMO USER	SO(DU)-NCTE	NCTE
KUSUMUIT SIDHU	SEC(KS)-O/o secy	O/o SECTY
SUDIPTA GHOSH	US(US2)-OFFICE 1	OFFICE 1
SURESH KUMAR	MTS(SK)-O/o DG	Office of Director General of Civil Aviation
PANKAJ WADHWALA	US(PW)-O/o US(DSE)	O/o US (DSE)
APARNA	ED(A)- Infra	O/o ED (Infra)
CHETAN	IG(CH)-O/o IG	O/o Ig
MITHUN BARUA	DRHOSTEL(MB)-O/ODRHOS	O/o Dy Registrar
ARCHIT SAXENA	ASST(AS)-ADM SEC(DSE)	ADMIN SECTION(DSE)

Fig.254

- The user(s) is added up in the selected group.
- To edit the group details click the group name, make required changes and click **Save** button.
- To delete the created group, click **X** icon.

Quick Noting

It is used to create a customized list of one-liner noting frequently used in organizations. It helps the user while creating the noting for Electronic files.

- Click the **Quick Noting** sub-module under **Settings** module. The User Defined Quick Noting screen appears as shown in **Fig.255**:

The screenshot shows the 'User Defined Quick Noting' screen. On the left, a sidebar lists various modules: Receipts, Files, Migrate File, Dispatch, DSC, Settings (with sub-options like Preferences, Address Book, User Groups, Quick Noting, Notification, and Ext Department), and an 'Add' button. The main area is titled 'User Defined Quick Noting' and shows a table with one entry. The table columns are 'S.No' and 'Description'. The entry is '1 Kindly do the needful.' There are 'Edit' and 'Delete' icons at the bottom right of the table row. At the bottom right of the main area, there are navigation buttons: '<< 1 | 2 | 3 | 4 | 5 | >>'.

S.No	Description
1	Kindly do the needful.

Fig.255

- Click **Add** button, the User Defined Quick Noting pop-up window appears.

- Enter the description and click **Save** button, as shown in **Fig.256**:

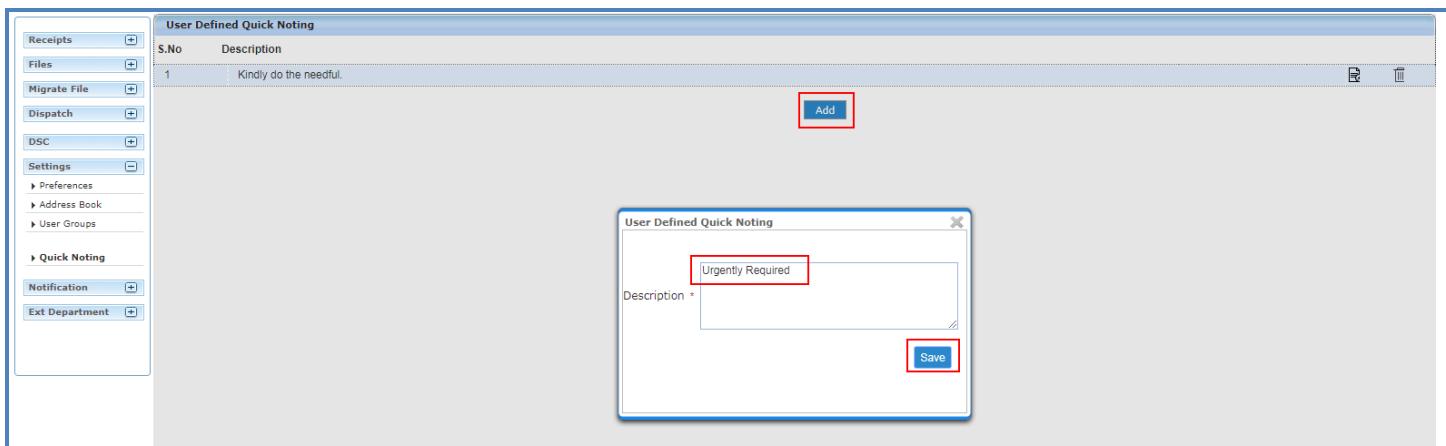


Fig.256

- The noting gets saved.

Other actions available under Quick notings screen are:

- To edit the quick noting description
- To delete the quick noting.

Annexure-I

Multiple post in eFile Login

- Enter the **Login ID & Password** in the eOffice portal, click **Login** button as shown in **Fig.1**:

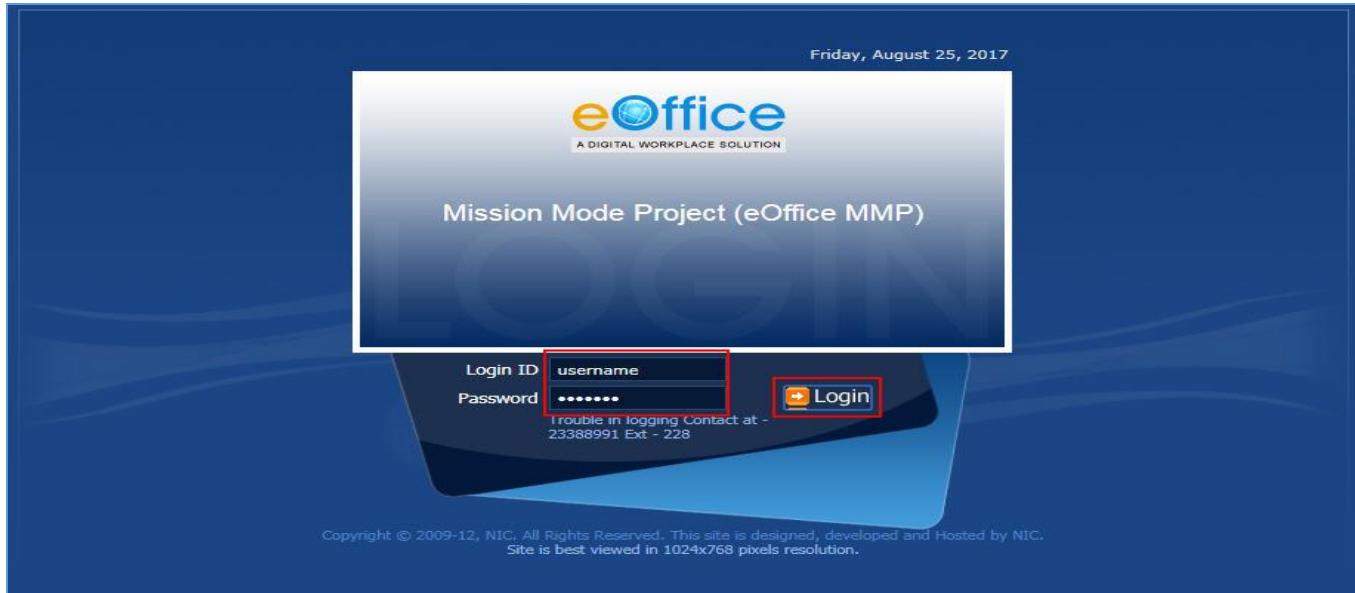


Fig.1

- eOffice homepage is displayed on successful login as shown in **Fig.2**.
- To open the **File Management System**, click the link mentioned in the left panel as highlighted in **Fig.2**:

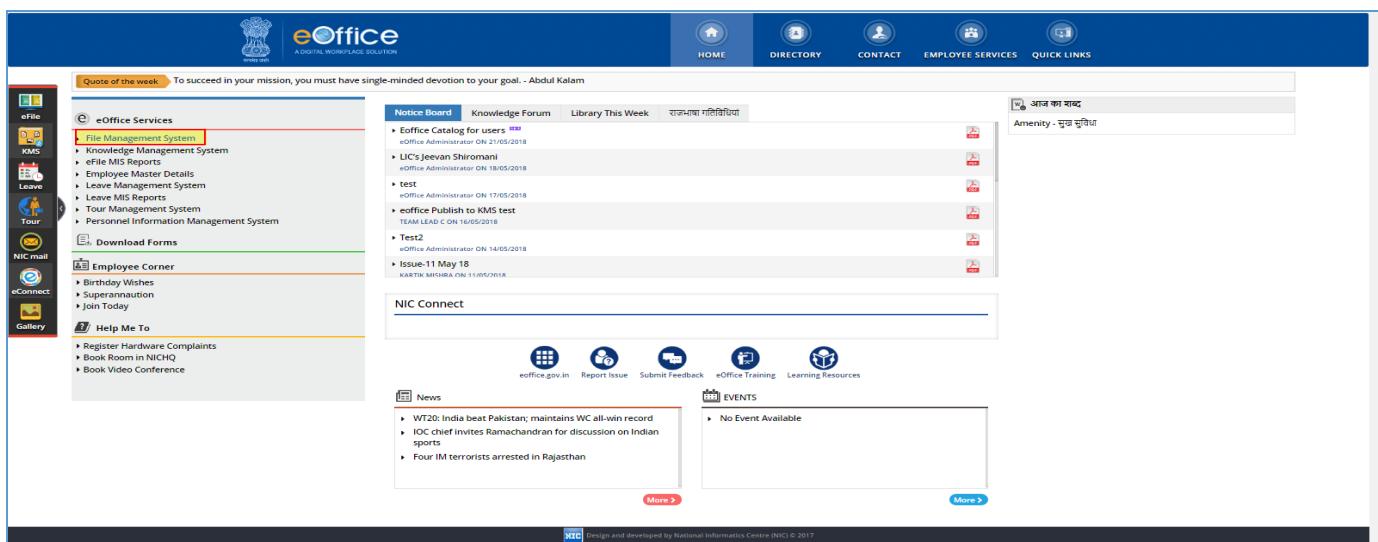
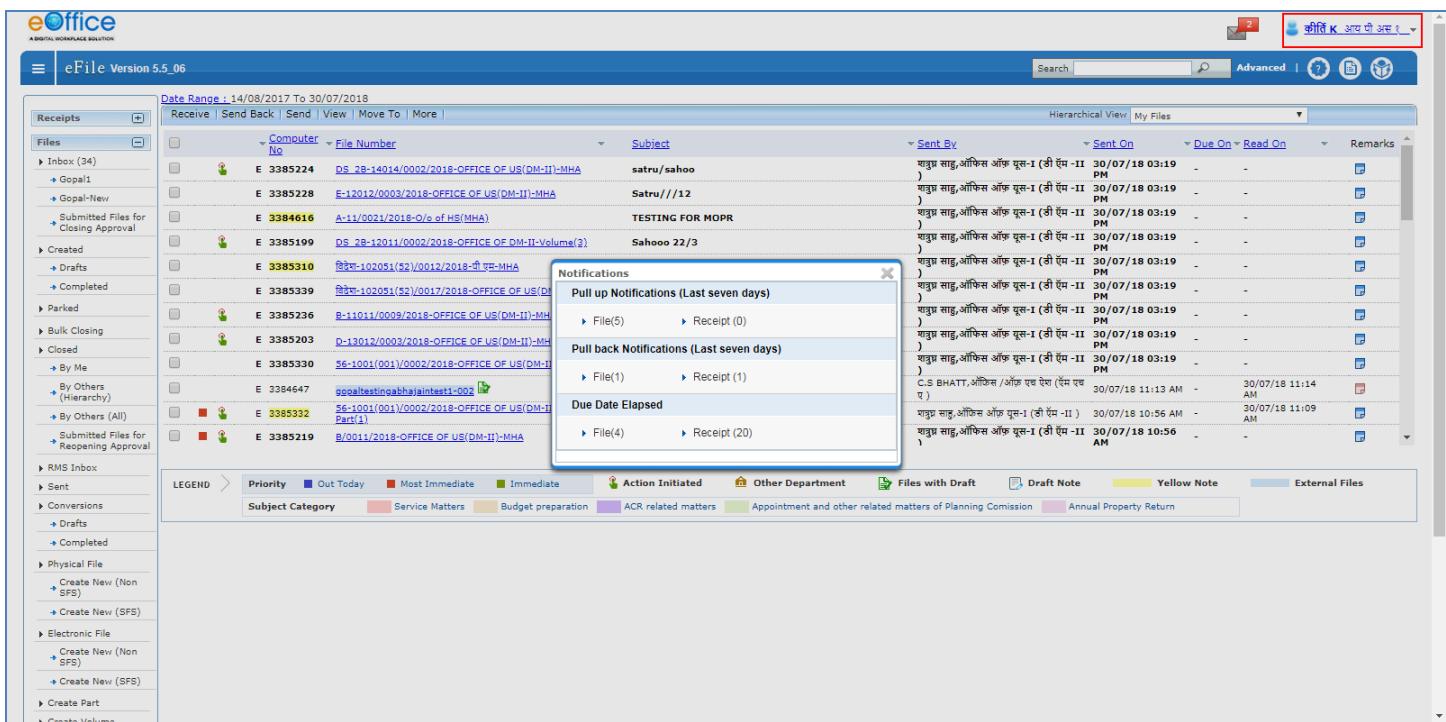


Fig.2

- User is then redirected to the eFile application, as shown in Fig.3:



The screenshot shows the eFile application interface. On the left, there's a sidebar with various navigation options like Receipts, Files, and RMS Inbox. The main area displays a list of files with columns for Computer No, File Number, Subject, Sent By, Sent On, Due On, Read On, and Remarks. A red box highlights the 'Computer No' column header. A modal window titled 'Notifications' is open in the center, showing three sections: 'Pull up Notifications (Last seven days)', 'Pull back Notifications (Last seven days)', and 'Due Date Elapsed'. Each section lists file numbers and their corresponding receipt counts.

Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
E 3385224	DS-2B-14014/0002/2018-OFFICE OF US(DM-II)-MHA	satru/sahoo	satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385228	E-12012/0003/2018-OFFICE OF US(DM-II)-MHA	Satru // /12	satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3384616	A-11/0021/2018-O/c of HS(MHA)	TESTING FOR MOPR	satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385199	DS-2B-12011/0002/2018-OFFICE OF DM-II-Volume(3)	Sahooo 22/3	satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385310	DS-2B-102051(32)/0012/2018-रि-प्र-MHA		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385339	DS-2B-102051(32)/0017/2018-OFFICE OF US(DM-II)-MHA		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385236	B-11011/0009/2018-OFFICE OF US(DM-II)-MHA		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385203	D-13012/0003/2018-OFFICE OF US(DM-II)-MHA		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3385330	56-1001/001/0002/2018-OFFICE OF US(DM-II)-MHA		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 03:19 PM	-	-	
E 3384647	gpoa/testing@haphaintest1-002		C.S BHATT, ऑफिस /ऑफिस एवं देश (रेम एवं प्र.)	30/07/18 11:13 AM	-	30/07/18 11:14 AM	
E 3385332	E-13012/0001/0002/2018-OFFICE OF US(DM-II)-Part(1)		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 10:56 AM	-	30/07/18 11:09 AM	
E 3385219	B/0011/2018-OFFICE OF US(DM-II)-MHA		satru साहु, ऑफिस अॅक्ट दूस-1 (डी ईम -II)	30/07/18 10:56 AM	-	-	

Fig.3

Note:

- By default application logs into the Primary Post eFile account, as shown in Fig.3.
- A user can access multiple posts through the interface, if a user is assigned with multiple posts in a department as shown in Fig.4.

- To access another post account in eFile, click on the user icon.
- The drop box containing multiple posts appears. Click on the another post, as shown in Fig.4:

Date Range : 14/08/2017 To 30/07/2018

Receipts	File Number	Subject	Sent By
	E 3385224	DS_2B-14014/0002/2018-OFFICE OF US(DM-II)-MHA	satru/sahoo
	E 3385228	E-12012/0003/2018-OFFICE OF US(DM-II)-MHA	Satru//12
	E 3384616	A-11/2001/2018-O/o HS(MHA)	TESTING FOR MOPR
	E 3385199	DS-12011/0002/2018-OFFICE OF US(DM-II)-Voluma(3)	Sahooo 22/3
	E 3385310	Rktv-102051(\$2)/0013/2018-राज-MHA	Sushanta New File CLF101
	E 3385339	Rktv-102051(\$2)/0017/2018-OFFICE OF US(DM-II)-MHA	Sushanta New File CLF121
	E 3385236	B-11011/0009/2018-OFFICE OF US(DM-II)-MHA	satru1
	E 3385203	D-13012/0003/2018-OFFICE OF US(DM-II)-MHA	Test File Satru1
	E 3385330	56-1001/001/0002/2018-OFFICE OF US(DM-II)-MHA	Satru Test File ABCD
	E 3384647	gopal/testing/abha@ajain-test1-002	gopal testing abha Jain test 1-002
	E 3385332	56-1001/001/0002/2018-OFFICE OF US(DM-II)-MHA-Part(1)	Satru Test File ABCD
	E 3385219	B/0011/2018-OFFICE OF US(DM-II)-MHA	11a

Legend : Priority Out Today Most Immediate Immediate Action Initiated Other Department Files with Draft Draft Note Yellow Note External Files

Subject Category : Service Matters Budget preparation ACR related matters Appointment and other related matters of Planning Commission Annual Property Return

Fig.4

- User is then redirected to the Inbox screen of another post account, as shown in Fig.5:

Date Range : 14/08/2017 To 30/07/2018

Receipts	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
	E 3385153	F/0001/2018-TJ-MHA-MHA	gfdfdfg	ABID ALI, OFFICE OF US(K-VI)	17/07/18 12:19 PM	-	-
	E 3384658	B-11015/0015/2018-राज	Satru24/101	C.G. NAIDU, री. ईम सेवन	25/05/18 12:31 PM	-	29/06/18 02:39 PM
	E 3382765	Sahoo1122A	Sahoo1122	SHELLY, R री.	14/05/18 11:59 AM	-	14/05/18 12:08 PM
	E 3383656	D-16015/0003/2018-TJ-MHA	Kirti File 5089	कीर्ति K, री. ईम सेवन	07/02/18 02:26 PM	-	07/02/18 02:27 PM
	E 3383654	A-22016/0001/2018-राज	Kirti File 5088	SHELLY, R री.	07/02/18 12:45 PM	-	07/02/18 12:49 PM
	E 3383621	F-18/0001/2018-राज	Kirti file 5083	कीर्ति K, री. ईम सेवन	02/02/18 06:31 PM	-	-
	E 3383548	A-22014/0001/2018-राज	Kirti File 5074	कीर्ति K, री. ईम सेवन	02/02/18 12:30 PM	-	-
	E 3383544	D-19012/0003/2018-राज	Kirti File 5072	कीर्ति K, री. ईम सेवन	02/02/18 12:30 PM	-	-
	E 3383547	D-16015/0002/2018-राज	Kirti File 5073	कीर्ति K, री. ईम सेवन	02/02/18 12:30 PM	-	-
	E 3383570	HS-11020/0001/2018-राज	Kirti File 5077	कीर्ति K, री. ईम सेवन	02/02/18 12:30 PM	-	-
	E 3381700	B/14/0022/2017-Post section	Kirti File 3918	कीर्ति K, री. ईम सेवन	02/02/18 09:56 AM	-	-
	E 3383498	DIB-8016/4/2017-Director,(AandP)-O/o Prg Svc/HOME	Kirti File 4987	कीर्ति K, री. ईम सेवन	25/01/18 12:12 PM	-	-
	E 3383270	D-2014/0002/2018-राज	112	C.G. NAIDU, री. ईम सेवन	18/01/18 05:14 PM	-	-

Legend : Priority Out Today Most Immediate Immediate Action Initiated Other Department Files with Draft Draft Note Yellow Note External Files

Subject Category : Service Matters Budget preparation ACR related matters Appointment and other related matters of Planning Commission Annual Property Return

Fig.5

Annexure-II

Guidelines for Scanning Document

The objective of scanning guidelines is to scan and bring the physical daks/letters and other documents into the electronic system in the least possible size, so as to facilitate quick and easy retrieval of eFiles from the server/system.

For Physical DAK or Inward Correspondence -

Scan the whole DAK/inward correspondence as single pdf only (preferably as searchable pdf). The size should not exceed 20MB.

While Migration of physical files -

Scan all the required files in following manner –

1. <u>Correspondence:</u> The Receipts, References and Issues on the correspondence side may be scanned as single PDF document keeping check on the max size as 20 MB. If pages are more and size exceeds 20MB then more than one PDF should be created.
1. <u>Noting:</u> Scan all the pages of the Noting as one single PDF document.

For scanning of various document types, the following colour & DPI are suggested:

<i>Sl. No.</i>	<i>Document type/Condition</i>	<i>Color & DPI</i>	<i>Output Format</i>
1	Regular/normal/good	B/W-100 dpi	PDF
2	Damaged/tarnished/clouded	B/W- increase DPI as per legibility / visibility	PDF
3	Seriously damaged/tarnished/clouded	B/W- increase DPI as per legibility / visibility	PDF
4	Coloured Photographs/text	Grayscale	PDF

Annexure-III

Digital signing of Receipt Remarks

Pre-requisites

1. DSC should be registered with eFile.

Note:

This is configurable feature at instance Level.

DSC feature is available only to the user(s) whose DSC is registered with eFile.

User can sign the remarks of the receipt while sending the receipt to the other user by performing the following steps:

- Select the receipt from **Inbox** or **Created** list and click **Send** tab from the menu bar, the **Send** screen as appears is shown in **Fig.1**:

The screenshot shows the eOffice application's 'Send' screen. On the left, there's a sidebar with various navigation links such as Receipts, Inbox, Files, and Settings. The main area has tabs for Send, Put in a File, Copy, Dispatch, Details, Movements, Edit, Attach File, Attach Receipt, and Generate Acknowledgement. The 'Send' tab is currently active. The main form contains fields for 'To' (with two input boxes), 'Cc' (with a note about using semicolons to separate recipients), 'Set Due Date' (with a date picker), 'Action' (set to 'Forward'), 'Priority' (choose one), and 'Remarks'. There are also sections for 'Initiate Action' and 'Files' (with migrate file, dispatch, DSC, settings, notification, and ext department options). At the bottom, there are three buttons: 'Send', 'DSC Sign and Send', and 'eSign and Send'. A right-hand panel shows a recipient list with columns for 'Receipt Number' and 'Subject', and a note about kindly seeing the file.

Fig.1

- Enter the mandatory metadata and click **DSC Sign and Send** button in the Send screen, a pop up window appears asking for the **DSC** token Pin, as shown in **Fig.2**:

The screenshot shows the eOffice interface for sending a document. In the center, a modal window titled 'Verify User PIN' is displayed. It contains a 'User PIN' field with the value '*****' and a 'Login' button highlighted with a red box. Below the PIN field is a checkbox for 'Enable soft keyboard'. At the bottom of the modal are 'Change User PIN', 'Login', and 'Cancel' buttons. The main send interface includes fields for 'Organization' (set to 'MHA'), 'To' (Deepika Saini-Steno-1(DM-II)-OFFICE OF DM-II), 'Cc', 'Set Due Date', 'Action' (Forward), 'Priority', 'Initiate Action', 'Remarks' (kindly see), and three buttons at the bottom: 'Send', 'DSC Sign and Send', and 'eSign and Send'. A note at the top right of the main interface says 'Note: Name of the creator is highlighted in yellow colour.'

Fig.2

- Enter the Pin and click **Login** button, as shown in above Fig.2.
- The remarks get signed as shown in Fig.3:

The screenshot shows the eOffice interface displaying a document titled 'File No.A-19011/17/2016-MH-I'. The document content includes several paragraphs of text. On the right side, there is a 'Receipt Details' panel and a 'Movement Details' panel. In the 'Movement Details' panel, there is a digital signature at the bottom right. The signature is a blue rectangular box containing the text 'C.S BHATT, अधिकारी / ऑफिसर एवं दस्ता (पैमाने पर संगत)' and 'Digitally Signed'.

Fig.3

Digital signing of DFA

Pre-requisites

2. DSC should be registered with eFile.

Note:

This is configurable feature at instance Level.

DSC feature is available only to the user(s) whose DSC is registered with eFile.

User can sign the draft by performing the following steps:

- Create and approve the draft by following the draft creation and approval process.. The draft dispatch and sign screens will be displayed as shown in **Fig.4**:

Fig.4

- Click the **DSC Sign** button to facilitate the signing process, a pop up window appears asking for the **DSC token Pin**, as shown in **Fig.5**:

File No. DFA/301111-V 1.0 Draft Status : Signed

GOMS- सरकार-1/113/2018/MHA

GOVERNMENT OF KERALA
Abstract

(Abstract Content ...)

GENERAL ADMINISTRATION (SECTION) DEPARTMENT
GOMS- सरकार-1/61/2017/MHA
Dated, Thiruvananthapuram (28.07.2017)

Read:
ORDER
(Body of the GO ...)

By order of the Governor
Secretary to Government

To
Use C.S BHATT, ASST(C)-HS, O/o of HS(MHA) For Approver Info.
Use C.S BHATT For Approver's Name.
Use ASSISTANT For Approver's Designation.
Use O/o of HS(MHA) For Approver Section Name.
Use 28/07/2017 For Date of Approval.
Use GOMS- सरकार-1/61/2017/MHA For Document Number.

Forwarded/By order
Section officer
C.S BHATT, ASST(C)-HS, O/o of HS(MHA)
28/07/2017

Draft Nature*: Letter
Subject*: wtwetwet
Total 1000 | 992 characters left.
Receipt Number: 941389/2018/ओफिस/अौफ एच एच ()
Reply Type: Choose one

Communication Details
Ministry*: CENTRAL VIGILANCE COMMISSION
Department*: Others

Designation*: ewtwet
State: INDIA
Pincode: DELHI
Landline: Email: Add More Recipient(s) Clear

Attachments
Note : Use following # tags for draft creation
#ApprovedBy# for Approver Info
#ApprovedByDesignation# for Approver Designation
#ApprovedByPost# for Approver Post
#ApprovedDate# for Date of Approval
#ApprovedByName# for Approver Name
#ApprovedBySectionName# for Approver Section Name
#ApprovedByEmail# for Approver Email
#DocumentNumber# for Document Number

Dispatch By Self Dispatch By CRU eSign DSC Sign Edit Custom Sign

Fig.5

- Enter the Pin and click **Login** button, the remarks get signed as shown in **Fig.6**:

Signed and all signatures are valid.

Signature valid
Digitally signed by DS EMudhra
Test 4
Date: 2018-07-25 11:35:26 IST
Reason: Approved

8.27 x 11.69 in

By order of the Governor
Secretary to Government

To
Forwarded/By order
Section officer

Draft Details
Draft Type*: Reply
Draft Nature*: Note
Subject*: Annual report
Total 1000 | 1000 characters left.
Receipt Number: 941420/2018/ओफिस/निष्ठा एच एच ()
Reply Type: Choose one

Communication Details
Ministry*: CABINET SECRETARIAT
Department*: Others
Name*: Jitman Singh
Organization: Central Govt. Standing Counsel, Chamber No. 403, Block-I, Delhi High Court New Delhi
Address 1*: Central Govt. Standing Counsel, Chamber No. 403, Block-I, Delhi High Court New Delhi
Address 2*:
Country: INDIA
City: State: Choose one
Mobile: Pincode:
Fax: Landline: Email: Add More Recipient(s) Clear

Attachments
Note : Use following # tags for draft creation
#ApprovedBy# for Approver Info
#ApprovedByDesignation# for Approver Designation
#ApprovedByPost# for Approver Post
#ApprovedDate# for Date of Approval
#ApprovedByName# for Approver Name
#ApprovedBySectionName# for Approver Section Name
#ApprovedByEmail# for Approver Email
#DocumentNumber# for Document Number

Dispatch By Self Dispatch By CRU Edit

Fig.6

Custom Digital signing of DFA

Provision of eSigning Draft at customized/desired Position.

- Create and approve the draft using the draft creation process. The draft dispatch and sign screens will be displayed as shown in **Fig.7**:

Draft No.: DFA/20911 - V 1.0 Draft Status : Approved

File No.A-14013-B-2016-GMONIKA-KCM Office

Application for new eOffice Account creation for a single user

Draft Details

- Draft Type*: New/Fresh
- Classified: Choose one
- Draft Nature*: Letter
- Prefix: Choose one
- Language*: ગુજરાતી
- Is Sanction:
- Subject*: dgjfwew84237
- Total 1000 | 987 characters left.

Communication Details

- Ministry: Choose one
- Department: Choose one
- Name*: Prakesh D Kokate
- Designation*: steno
- Organization: Miraj-Singli Road Behind Gondhalia Mala Shri Colony Miraj, Dist Singli
- Address 1*
- Address 2
- Country: INDIA
- State: Maharashtra
- City
- Pincode
- Mobile
- Fax
- Email

Attachments

Note: Use #ApprovedBy# tag to display the approved by in the draft content.
Use #ApprovedByName# tag to display the approved by name in the draft content.
Use #ApprovedByDesignation# tag to display the approved by designation in the draft content.
Use #ApprovedByDocumentName# tag to display the approved by document name in the draft content.
Use #ApprovedDate# tag to display the approved date in the draft content.
Use #DocumentNumber# tag to display the document number in the draft content.

Dispatch By Self Dispatch By CRU Sign Edit **Custom Sign**

Fig.7

- Click the **Custom Sign** button to sign the draft at desired position. Custom Sign pop-up gets displayed as shown in Fig.8:

Draft Details

Custom Sign

File No.A-14013-B-2016-GMONIKA-KCM Office

Application for new eOffice Account creation for a single user

Draft Details

- Draft Type*: New/Fresh
- Classified: Choose one
- Draft Nature*: Letter
- Prefix: Choose one
- Language*: ગુજરાતી
- Is Sanction:
- Subject*: dgjfwew84237
- Total 1000 | 987 characters left.

Communication Details

- Ministry: Choose one
- Department: Choose one
- Name*: Prakesh D Kokate
- Designation*: steno
- Organization: Miraj-Singli Road Behind Gondhalia Mala Shri Colony Miraj, Dist Singli
- Address 1*
- Address 2
- Country: INDIA
- State: Maharashtra
- City
- Pincode
- Mobile
- Fax
- Email

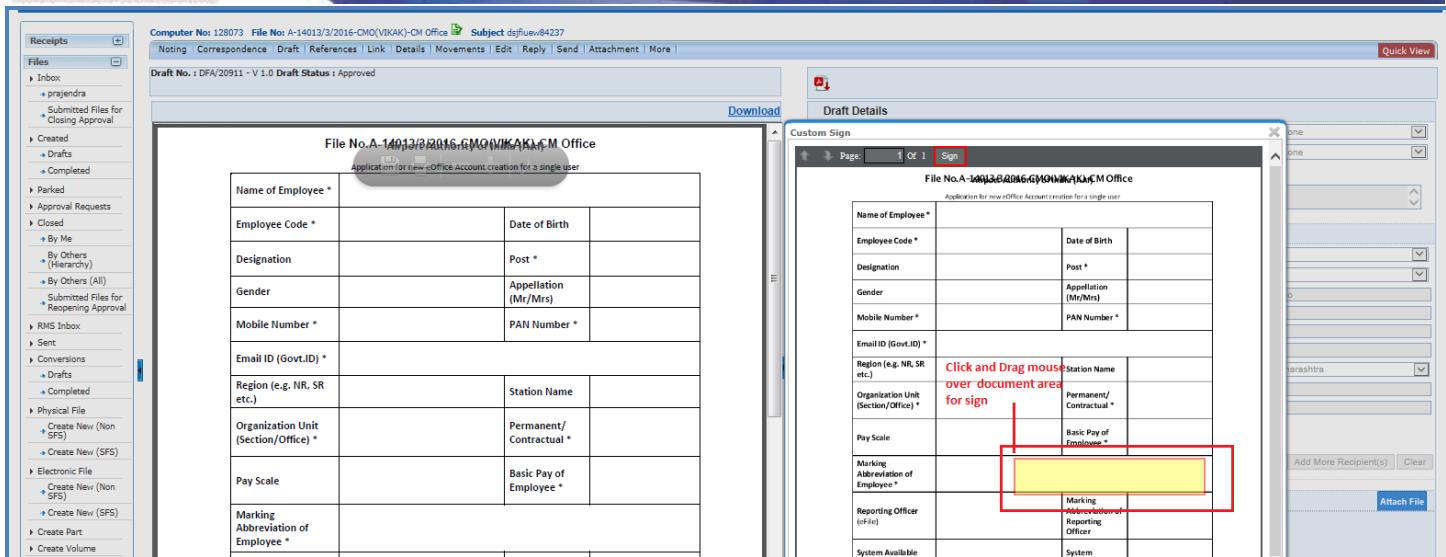
Attachments

Note: Use #ApprovedBy# tag to display the approved by in the draft content.
Use #ApprovedByName# tag to display the approved by name in the draft content.
Use #ApprovedByDesignation# tag to display the approved by designation in the draft content.
Use #ApprovedByDocumentName# tag to display the approved by document name in the draft content.
Use #ApprovedDate# tag to display the approved date in the draft content.
Use #DocumentNumber# tag to display the document number in the draft content.

Dispatch By Self Dispatch By CRU Sign Edit **Custom Sign**

Fig.8

- Locate the desired position on the selected page and click **Sign** button to sign the draft as shown in Fig.9:



Computer No: 128073 File No: A-14013/3/2016-CMO(VIKAK)-CM Office Subject: dsfjuew84237

Draft No.: DFA/20911 - V 1.0 Draft Status: Approved

File No. A-14013/3/2016-CMO(VIKAK)-CM Office
Application for new eOffice Account creation for a single user

Name of Employee *	Date of Birth
Employee Code *	Post *
Designation	Appellation (Mr/Mrs)
Gender	PAN Number *
Mobile Number *	
Email ID (Govt.ID) *	
Region (e.g. NR, SR etc.)	Station Name
Organization Unit (Section/Office) *	Permanent/ Contractual *
Pay Scale	Basic Pay of Employee *
Marking Abbreviation of Employee *	

Draft Details

Custom Sign

Page: 1 Of 1 Sign

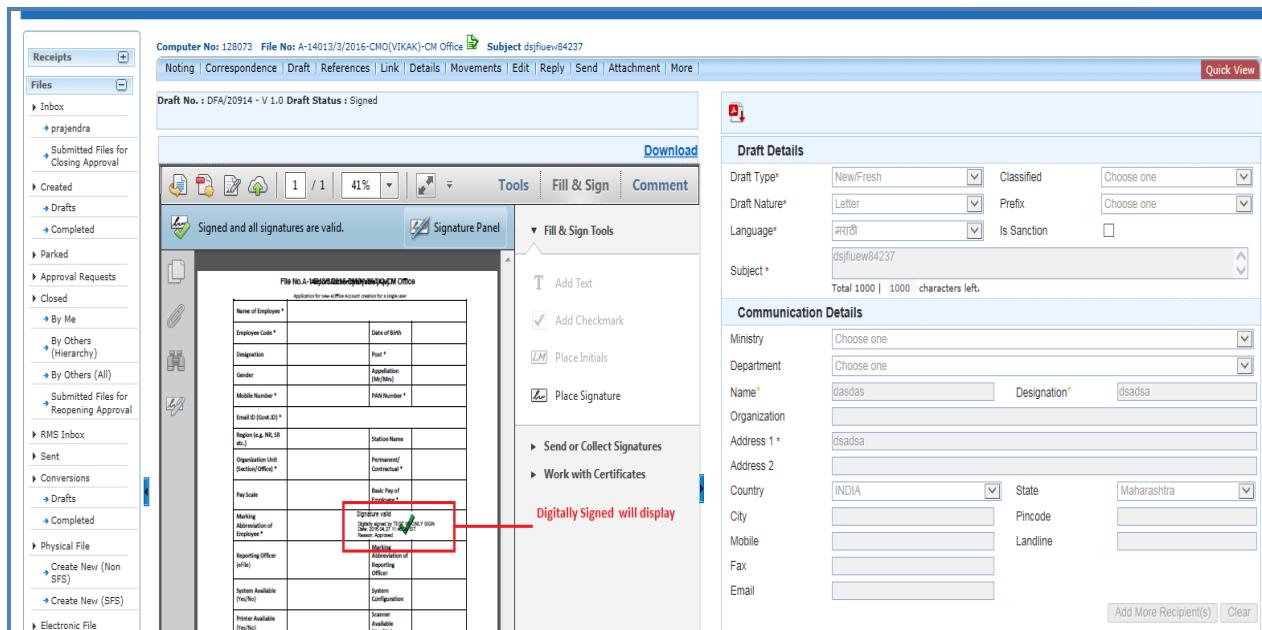
File No. A-14013/3/2016-CMO(VIKAK)-CM Office
Application for new eOffice Account creation for a single user

Name of Employee *	Date of Birth
Employee Code *	Post *
Designation	Appellation (Mr/Mrs)
Gender	PAN Number *
Mobile Number *	
Email ID (Govt.ID) *	
Region (e.g. NR, SR etc.)	Station Name
Organization Unit (Section/Office) *	Permanent/ Contractual *
Pay Scale	Basic Pay of Employee *
Marking Abbreviation of Employee *	
Reporting Officer (if any)	Marking Abbreviation of Reporting Officer
System Available	System

Add More Recipient(s) Clear Attach File

Fig.9

- The digital signature will be gets displayed at the desired position in the draft document, shown in Fig.10:



Computer No: 128073 File No: A-14013/3/2016-CMO(VIKAK)-CM Office Subject: dsfjuew84237

Draft No.: DFA/20911 - V 1.0 Draft Status: Signed

Signed and all signatures are valid.

File No. A-14013/3/2016-CMO(VIKAK)-CM Office
Application for new eOffice Account creation for a single user

Name of Employee *	Date of Birth
Employee Code *	Post *
Designation	Appellation (Mr/Mrs)
Gender	PAN Number *
Mobile Number *	
Email ID (Govt.ID) *	
Region (e.g. NR, SR etc.)	Station Name
Organization Unit (Section/Office) *	Permanent/ Contractual *
Pay Scale	Basic Pay of Employee *
Marking Abbreviation of Employee *	
Reporting Officer (if any)	Marking Abbreviation of Reporting Officer
System Available	System Configuration
Printer Available (Yes/No)	Scanner Available (Yes/No)

Draft Details

Draft Type: New/Fresh Classified Choose one

Draft Nature: Letter Prefix Choose one

Language: मराठी Is Sanction:

Subject: dsfjuew84237 Total 1000 | 1000 characters left.

Communication Details

Ministry: Choose one

Department: Choose one

Name: dasdas Designation: dsadsa

Organization:

Address 1: Address 2:

Address 2: Country: INDIA State: Maharashtra

City: Pincode:

Mobile: Landline:

Fax: Email:

Add More Recipient(s) Clear

Tools Fill & Sign Comment

Signed and all signatures are valid.

Signature Panel

Fill & Sign Tools

Add Text

Add Checkmark

Place Initials

Place Signature

Send or Collect Signatures

Work with Certificates

Digitally Signed will display

Fig.10

Digital Signing of File Noting

- DSC should be registered with eFile.

Note:

This is configurable feature at instance Level.

DSC feature is available only to the user(s) whose DSC is registered with eFile.

User can sign the noting of the file while sending the file to the other user by performing the following steps:

- Select the file from **Inbox** or **Created** list and click **Send** tab from the menu bar, the **Send** screen as appears is shown in **Fig.11**:

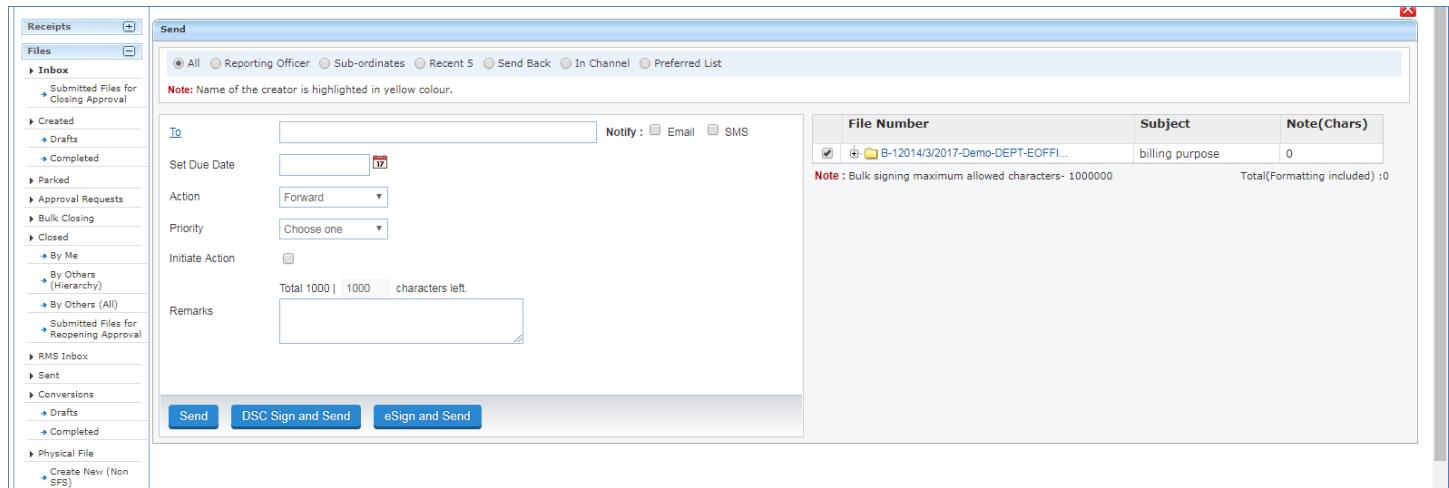


Fig.11

- Enter the mandatory metadata and click **DSC Sign and Send** button in the Send screen, a pop up window appears asking for the **DSC** token Pin, as shown in **Fig.12**:

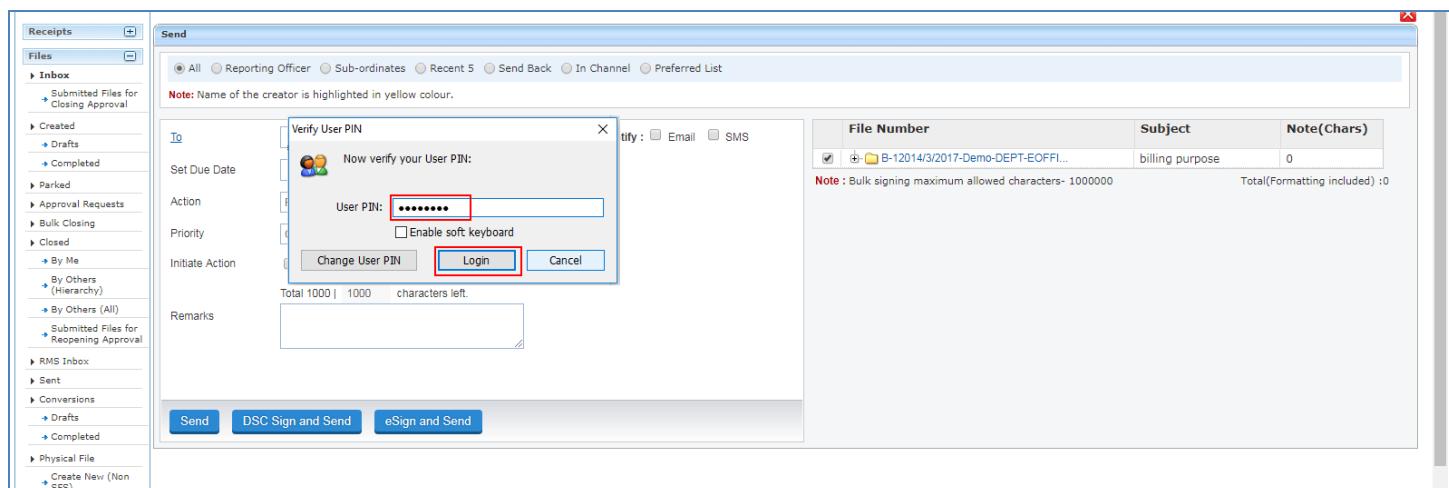


Fig.12

- Enter the **Pin** and click **Login** button, as shown in above **Fig.12**.
- The remarks get signed as shown in **Fig.13**:

Computer No: 3385598 File No: B-11/0017/2018-O/o of HS(MHA)-Part(1) Subject: File@rk10566

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More | Quick View

Note # 1
 छवीयांत्रीची लढाई महाराणा प्रसाप यांनी विकल्पी होती. मुदत बाबायांत्रा अकबरच्या फोटोता छूळ चारती होती, असे महत्वपूर्ण संशोधन प्रसिद्ध होतिहासकार ठ. चंद्रशेखर यांनी केले आहे. डा. यांनी शिताहासिक दत्तत्रिपत्र, अनेक पुरायांसह हे संशोधन मार्फत आहे. तापूळे राजस्वानाच्या यात्रा-महिन्द्रियांगांचे इतिहासाच्या पाञ्चामुकांमध्ये दुर्लभी कॉडी असून, हज्जीवाटी लढाईत महाराणा प्रसाप यांचे विषय यात्रा होता, असा एक इतिहास विकाविला जाताआहे. १९६७ मध्ये शालेयाचा हठवीयांगाचा लढाईत कोणागाच विषय यात्रा नाही. महाराणा प्रसाप विषया अकबर यांनी कोणावीजी संघ विकल्पी नव्हते, असा चुकीचा इतिहास आवाद विकाविला जात आहे. याचा इतिहासकार ठ. चंद्रशेखर यांनी यासंबंधी संशोधन केले. हठवीयांगाचा लढाईत महाराणा प्रसाप यांनी अकबरचा परामर्श केला होता, असे पुरावे शर्मा यांनी सादर केले आहेत.

28/08/2018 4:28 PM C.S BHATT
(ASST(C)-HS)

Note # 2
 Existing Way-out: User can take help of 'Quick View' to see the previous noting or DFA in a pop up window. However, the 'Quick View' pop up restricts the user action on main page. User also cannot take any action on quick view content.

28/08/2018 4:37 PM

C.S BHATT
(ASST(C)-HS)
Digitally Signed

List of Correspondences and Issues

Choose One	Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
<input type="checkbox"/>	E 941908/2018/ओक्टो/अंगृ एव रेस (ऐम इच इ)	eSign receipt testing	PUC1	28/08/18 04:37 PM	1-1	Reopen

Attach

Fig.13

Annexure-IV

eSigning of Receipt Remarks

Pre-requisites:

1. License Agreement (Consent of Authentication) should be made between the Department and eSign Service provider to avail the eSign service.
2. Aadhaar Number of eFile user should be mapped in the EMD.

Note:

This feature is dependent on eSign service provider, so if the eSign service is not available, this feature will not work.

To sign the remarks of the receipt while sending the receipt to the recipient, performing the following steps:

- Select the receipt from **Inbox** or **Created** list and click **Send** tab from the menu bar, the **Send** screen as appears is shown in **Fig.1**:

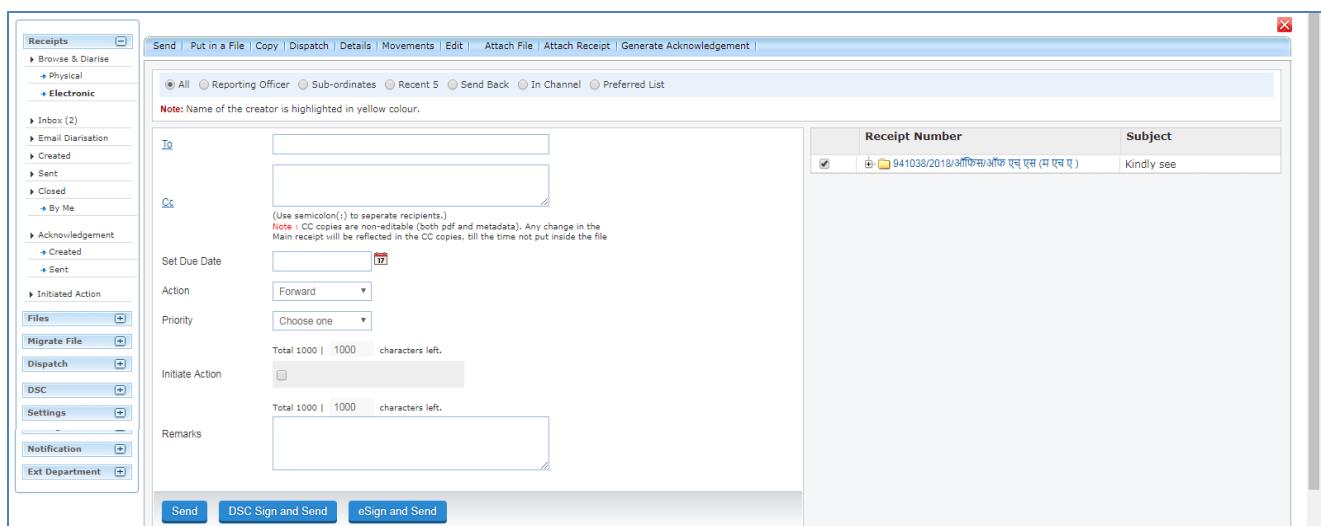


Fig.1

- Enter the mandatory metadata and click **eSign and Send** button in the Send screen, the Consent form will be displayed as shown in **Fig.2**:

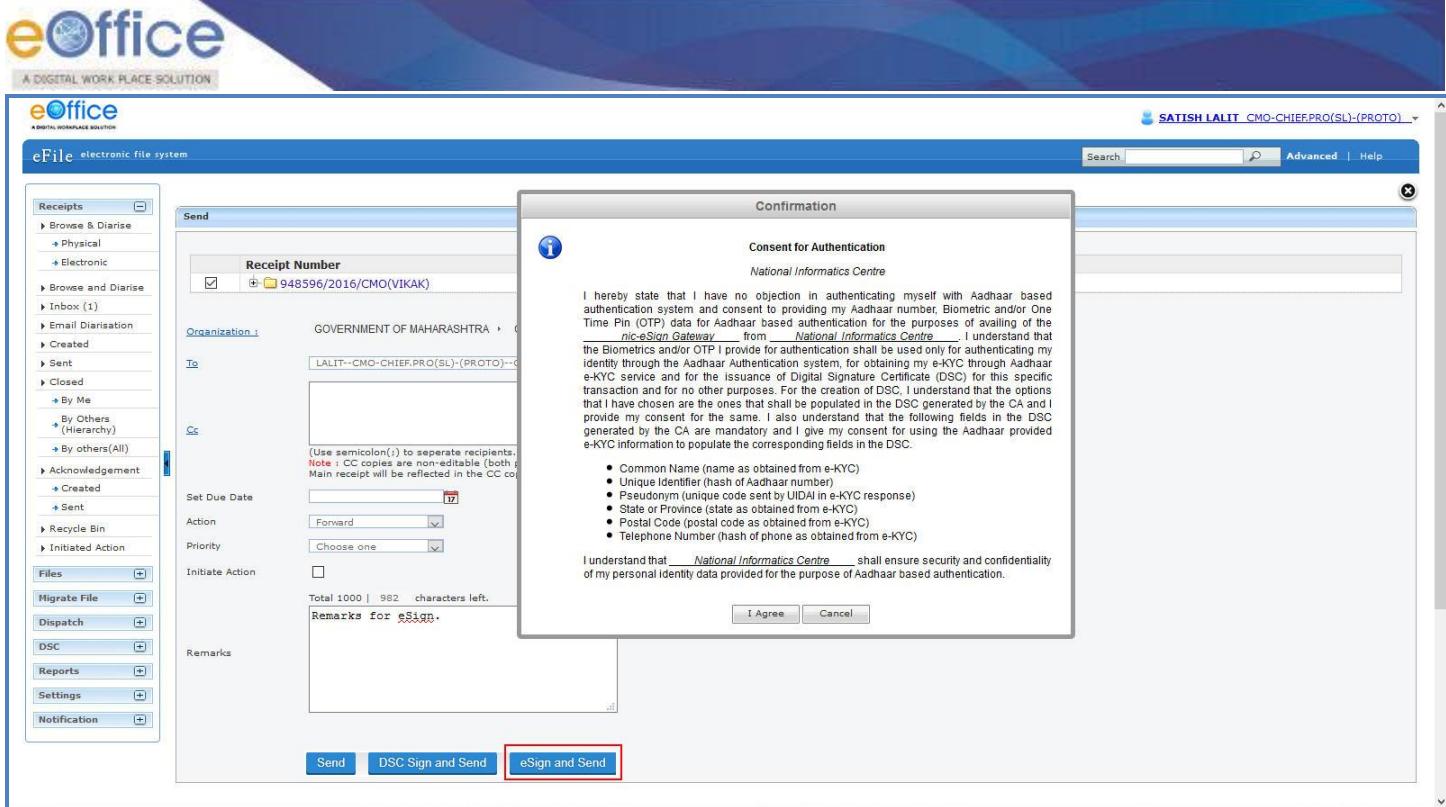


Fig.2

Note:

Remarks field is mandatory for eSign process.

- Click the **I Agree** button to continue the eSigning process.

Note:

If required, cancel the eSigning process by clicking **Cancel** button.

- eSigning Authentication Gateway screen is displayed.
- Choose the authentication mode as “Virtual ID” or “Aadhar Number”. If user chooses “Virtual ID” and clicks **Perform eSign** button, as shown in **Fig.3**:

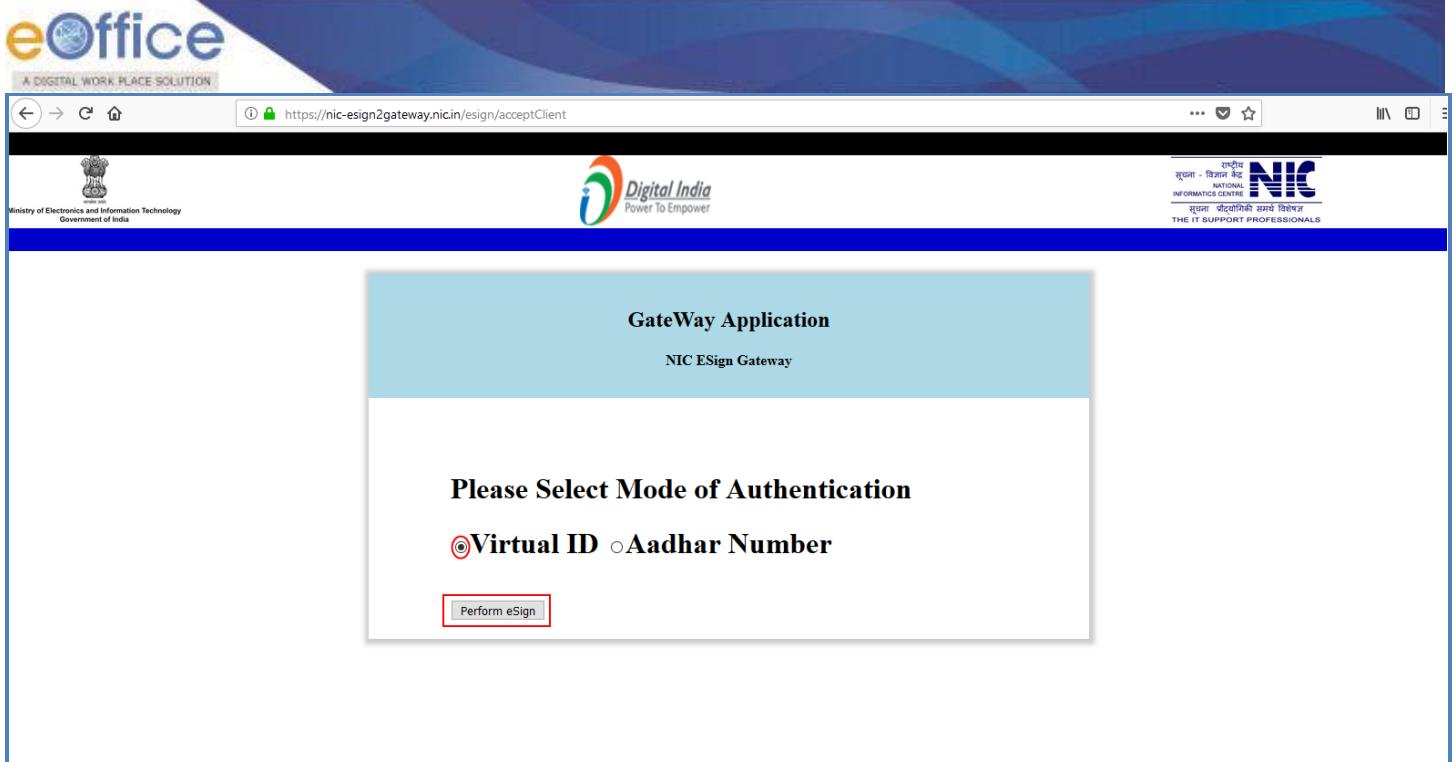


Fig.3

- eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.4**:



Fig.4

Note:

OTP will be received at the mobile number registered for Aadhaar.

- Enter the Aadhaar OTP and select the user consent check box and click on **Submit** button as show in **Fig.5**:

Fig.5

Note:

If user does not have a Virtual ID or forgotten his/her Virtual ID, then click **Get Virtual ID** link to generate/retrieve the Virtual ID link.

- The remarks get eSigned as shown in **Fig.6**:

Movement Details					
Sent By	Sent On	Sent To	Action	Remarks	Read On
SATISH LALIT,CMO(PRO)	16/09/16 10:02 AM	SATISH LALIT,CMO(PRO)	Forward	[REDACTED]	16/09/16 10:02 AM
KAILASH M BADHAN,CMO-(TAPAL)	29/04/16 12:32 PM	SATISH LALIT,CMO(PRO)	Forward re	[REDACTED]	29/04/16 12:32 PM
SATISH LALIT,CMO(PRO)	29/04/16 11:34 AM	KAILASH M BADHAN,CMO-(TAPAL)	Pulled Back/review	[REDACTED]	29/04/16 11:34 AM
KAILASH M BADHAN,CMO-(TAPAL)	29/04/16 11:32 AM	SATISH LALIT,CMO(PRO)	Forward dasd	[REDACTED]	29/04/16 11:32 AM
NEHA NAIK,CMO(VIKAK)	09/02/16 02:25 PM	KAILASH M BADHAN,CMO-(TAPAL)	Transferred Receipt :	[REDACTED]	09/02/16 02:25 PM
NEHA NAIK,CMO(VIKAK)	09/02/16 02:24 PM	NEHA NAIK,CMO(VIKAK)	Forward sadasa	[REDACTED]	09/02/16 02:24 PM

Fig.6

OR

- If user chooses “**Aadhaar Number**” and clicks **Perform eSign** button.
- eSigning screen appears, enter the **twelve digit Aadhaar ID** and click **Get OTP** button as shown in **Fig.7**:

The screenshot shows the 'Aadhaar Based e-Authentication' page. At the top, there are logos for the Ministry of Electronics and Information Technology (Government of India), Digital India, and CDAC. A message at the top says, "You are currently using C-DAC eSign Service and have been redirected from". Below this, there is a form with fields for 'Enter Your Aadhaar Number' and 'Enter Your Aadhaar OTP'. At the bottom of the form are 'Get OTP', 'Cancel', and 'Not Received OTP? Resend OTP' buttons. The 'Get OTP' button is highlighted with a red box.

Fig.7

- Enter the Aadhaar OTP, select the user consent check box, and click **Submit** button as show in **Fig.8**:

The screenshot shows the same 'Aadhaar Based e-Authentication' page as Fig.7, but now the 'Enter Your Aadhaar Number' field contains the value '604038938069'. The 'Get OTP' button has been clicked, and the 'Submit' button is now highlighted with a green background. A message at the bottom of the form area says, "OTP has been sent to mobile number <*****9096>".

Fig.8

- The remarks get eSigned as shown in **Fig.9**:

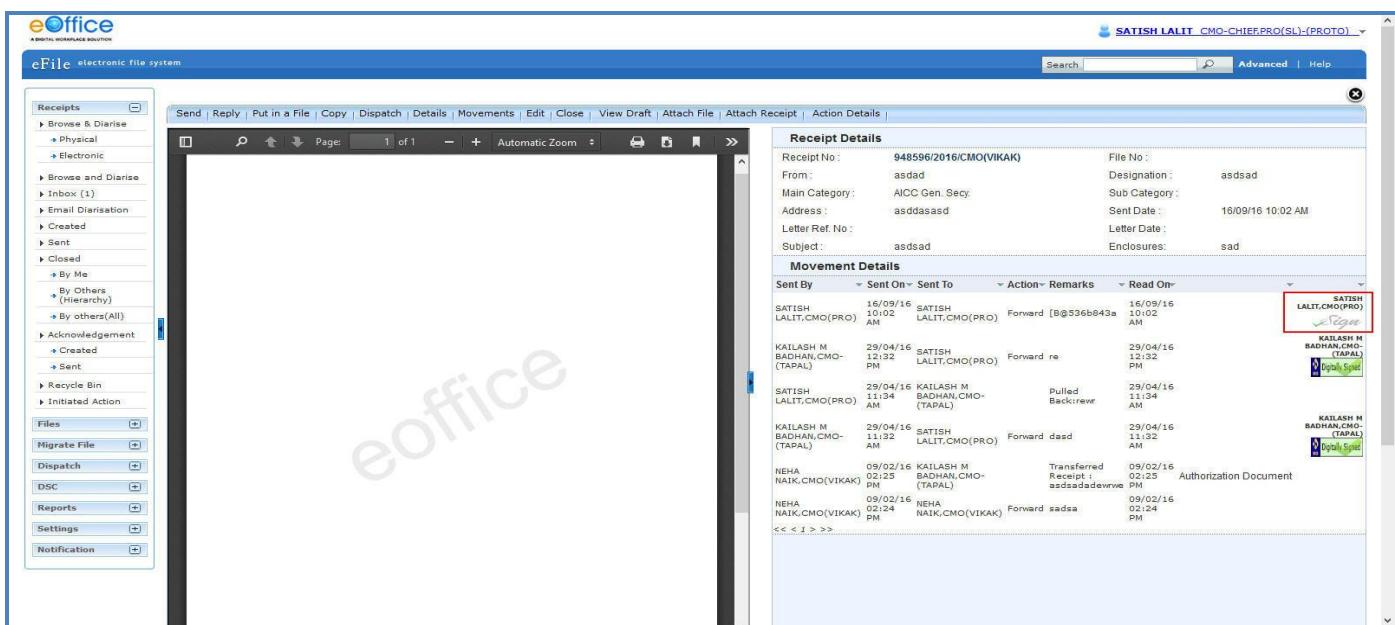


Fig.9

eSigning of DFA

Pre-requisites:

- License Agreement (Consent of Authentication) should be made between the Department and eSign Service provider to avail the eSign service.
- Aadhaar No. should be mapped in the EMD.

Note:

This feature is dependent on eSign service provider, so if the service is not available, this feature will not work.

To sign the draft by performing the following steps:

- Create and approve the draft by following the draft creation and approval process.. The draft dispatch and sign screens will be displayed as shown in **Fig.10**:

eOffice
A DIGITAL WORK PLACE SOLUTION

The screenshot shows the eOffice application interface. On the left is a navigation sidebar with various menu items like 'Submitted Files for Closing Approval', 'Created', 'Drafts', etc. The main area displays a document titled 'File No.BNS/2/2016-CMO(PRO)-CM Office'. On the right, there are two panels: 'Draft Details' and 'Communication Details'. In the 'Draft Details' panel, the 'eSign' button is highlighted with a red box. Below the details are sections for 'Attachments' and 'Note'. At the bottom right are buttons for 'Dispatch By Self', 'Dispatch By CRU', 'eSign' (highlighted), 'DSC Sign', 'Edit', and 'Custom Sign'.

Fig.10

- Click the **eSign** button to facilitate the eSigning process (**Fig.10**). The Consent form will be displayed as shown in **Fig.11**:

The screenshot shows the eOffice interface with the 'eSign' button highlighted in Fig.10. A 'Confirmation' dialog box titled 'Consent for Authentication' is overlaid on the screen. The dialog contains a message about Aadhaar authentication and its purpose, followed by 'I Agree' and 'Cancel' buttons. The background shows the 'Draft Details' and 'Communication Details' panels from Fig.10.

Fig.11

- Click **I Agree** button to continue the eSigning process.

Note:

If required, cancel the eSigning process by clicking **Cancel** button.

- eSigning Authentication Gateway screen is displayed.
- Choose the authentication mode as “**Virtual ID**” or “**Aadhar Number**”. If user chooses “**Virtual ID**” and clicks **Perform eSign** button, as shown in **Fig.12**:

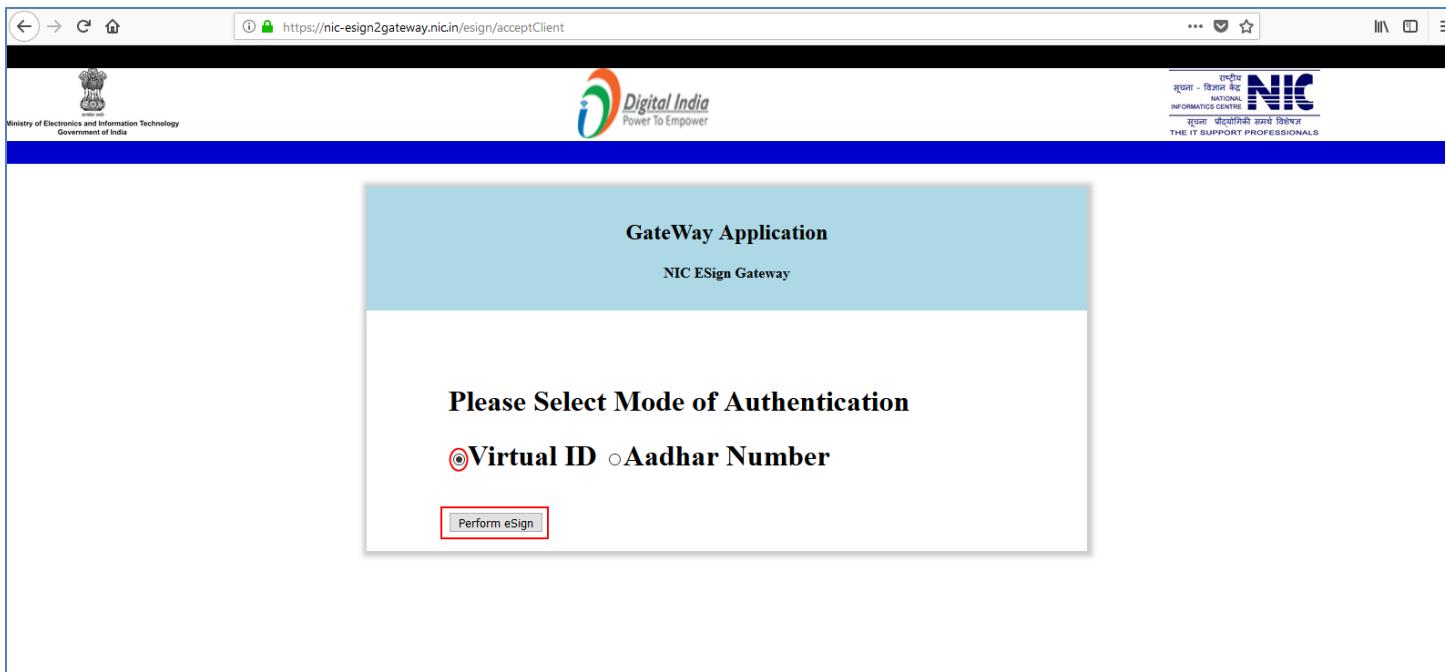


Fig.12

- eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.13**:



Fig.13

Note:

OTP will be received at the mobile number registered for Aadhaar.

- Enter the Aadhaar OTP and select the user consent check box and click on **Submit** button as show in **Fig.14**:

Fig.14

Note:

If user does not have a Virtual ID or forgotten his/her Virtual ID, then click **Get Virtual ID** link to generate/retrieve the Virtual ID link.

- The draft gets eSigned as shown in **Fig.15**:

The screenshot shows the eOffice software interface. On the left is a sidebar with navigation links like 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests (1)', 'Closed', 'By Me', 'Submitted Files for Reopening Approval', 'RMS Inbox', 'Sent', 'Conversions', 'Completed', 'Physical File', 'Create New (Non SFS)', 'Create New (SFS)', 'Electronic File', 'Create New (Non SFS)', 'Create New (SFS)', 'Create Part', 'Create Volume', 'Recycle Bin', 'Migrate File', 'Dispatch', 'DSC', 'Reports', and 'Settings'. The main area displays a document titled 'File No.BNS/2/2016-CMO(PRO)-CM Office' with several 'TestSign'水印。On the right, the 'Draft Details' panel shows fields for Draft Type (New/Fresh), Draft Nature (DO Letter), Language (English), Subject (fdsfdsfsdf), and various communication details like Ministry, Department, Name (ZXZX), Organization, Address, Country (INDIA), State, City, Pincode, Mobile, Fax, and Email. A note at the bottom of the panel says 'Signature valid' with a red box around it, followed by 'Digitally signed by [redacted] Date: 2016-09-27 12:24:22 IST Reason: eSign Service Location: India'. At the bottom right of the panel are buttons for 'Add More Recipient(s)', 'Clear', 'Attachments', and 'Attach File'. Below the panel is a 'Note' section with instructions for using tags like #ApprovedBy, #ApprovedByName, #ApprovedByDesignation, #ApprovedBySectionName, #ApprovedDate, and #DocumentNumber. At the very bottom are buttons for 'Dispatch By Self', 'Dispatch By CRU', 'eSign', 'DSC Sign', 'Edit', and 'Custom Sign'.

Fig.15

OR

- If user chooses “**Aadhaar Number**” and clicks **Perform eSign** button.
- eSigning screen appears, enter the **twelve digit Aadhaar ID** and click **Get OTP** button as shown in **Fig.16**:

The screenshot shows a web browser window with the URL <https://esignservice.cdac.in/esignApp/OTP>. At the top, there are logos for the Ministry of Electronics and Information Technology (Government of India), Digital India, and CDAC. A message at the top of the page says, "You are currently using C-DAC eSign Service and have been redirected from". Below this, there is a section titled "Aadhaar Based e-Authentication". It contains an input field labeled "Enter Your Aadhaar Number" with a placeholder "123456789012" and a "Get OTP" button. There is also a "Cancel" button and a link "Not Received OTP? Resend OTP".

Fig.16

- Enter the Aadhaar OTP, select the user consent check box, and click **Submit** button as show in **Fig.17**:

This screenshot shows the same web page as Fig.16, but with some changes. The "Enter Your Aadhaar Number" field now contains the value "604038938069". Below it, there is a "Get Virtual ID" button. Underneath the input field, there is a checkbox labeled "I have read and provide my [consent](#)". The "View Document Information" link is visible below the checkbox. At the bottom of the form, there are "Submit" and "Cancel" buttons, and a link "Not Received OTP? Resend OTP". A message at the bottom of the page says, "OTP has been sent to mobile number <*****9096>".

Fig.17

- The draft gets eSigned as shown in **Fig.18**:

The screenshot shows the eOffice interface with a left sidebar containing navigation links such as 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests (1)', 'Closed', 'By Me', 'Submitted Files for Reopening Approval', 'RMS Inbox', 'Sent', 'Conversions', 'Drafts', 'Completed', 'Physical File', 'Create New (Non SFS)', 'Create New (SFS)', 'Electronic File', 'Create New (Non SFS)', 'Create New (SFS)', 'Create Part', 'Create Volume', 'Recycle Bin', 'Migrate File', 'Dispatch', 'DSC', 'Reports', and 'Settings'. The main area displays a document titled 'File No.BNS/2/2016-CMO(PRO)-CM Office' with several 'Test.Sign' placeholder entries. A red box highlights a 'Signature valid' status message at the bottom left of the document area, which includes the text: 'Digitally signed by: Date: 2016-09-20 12:24:22 IST Reason: esign Service Location: India'.

Draft Details

Draft Type*: New/Fresh Classified Choose one

Draft Nature*: DO Letter Prefix Choose one

Language*: English Is Sanction

Subject*: fdfdfdsf Total 1000 | 990 characters left.

Communication Details

Ministry: Choose one Department: Choose one

Name*: ZXZX Designation*

Organization: Address 1*: ZXZX

Address 2: Country: INDIA State: Choose one

City: Pincode:

Mobile: Landline:

Fax: Email:

Add More Recipient(s) Clear Attach File

Attachments

Note:
Use #ApprovedBy# tag to display the approved by in the draft content.
Use #ApprovedByName# tag to display the approved by name in the draft content.
Use #ApprovedByDesignation# tag to display the approved by designation in the draft content.
Use #ApprovedBySectionName# tag to display the approved by section name in the draft content.
Use #ApprovedDate# tag to display the approved date in the draft content.
Use #DocumentNumber# tag to display the document number in the draft content.

Dispatch By Self Dispatch By CRU eSign DSC Sign Edit Custom Sign

Fig.18

Custom eSigning of DFA

Provision of eSigning Draft at customized/desired Position.

- Create and approve the draft using the draft creation process. The draft dispatch and sign screens will be displayed as shown in Fig.19:

The screenshot shows the eOffice interface with a left sidebar containing the same navigation links as Fig.18. The main area displays a document titled 'File No.BNS/2/2016-CMO(PRO)-CM Office' with several 'Test.Custom Sign' placeholder entries. A red box highlights the 'Custom Sign' button located in the bottom right corner of the toolbar, which includes the buttons: Dispatch By Self, Dispatch By CRU, eSign, DSC Sign, Edit, and Custom Sign.

Draft Details

Draft Type*: New/Fresh Classified Choose one

Draft Nature*: DO Letter Prefix Choose one

Language*: English Is Sanction

Subject*: fdfdfdsf Total 1000 | 990 characters left.

Communication Details

Ministry: Choose one Department: Choose one

Name*: ZXZX Designation*

Organization: Address 1*: ZXZX

Address 2: Country: INDIA State: Choose one

City: Pincode:

Mobile: Landline:

Fax: Email:

Add More Recipient(s) Clear Attach File

Attachments

Note:
Use #ApprovedBy# tag to display the approved by in the draft content.
Use #ApprovedByName# tag to display the approved by name in the draft content.
Use #ApprovedByDesignation# tag to display the approved by designation in the draft content.
Use #ApprovedBySectionName# tag to display the approved by section name in the draft content.
Use #ApprovedDate# tag to display the approved date in the draft content.
Use #DocumentNumber# tag to display the document number in the draft content.

Dispatch By Self Dispatch By CRU eSign DSC Sign Edit Custom Sign

Fig.19

- Click **Custom Sign** button, the Custom Sign pop-up gets displayed as shown in **Fig.20**:

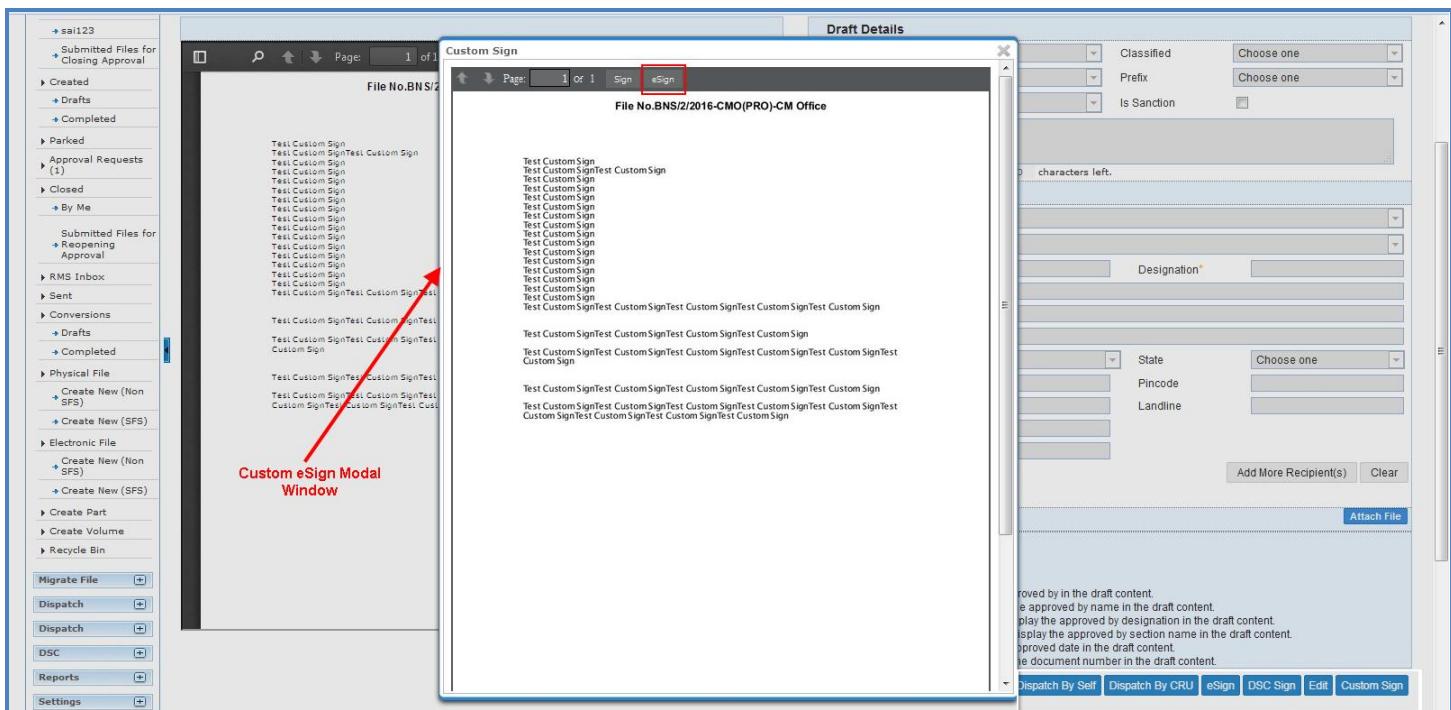


Fig.20

- Locate the desired position on the selected page and click **eSign** button to sign the draft as shown in **Fig.21**:

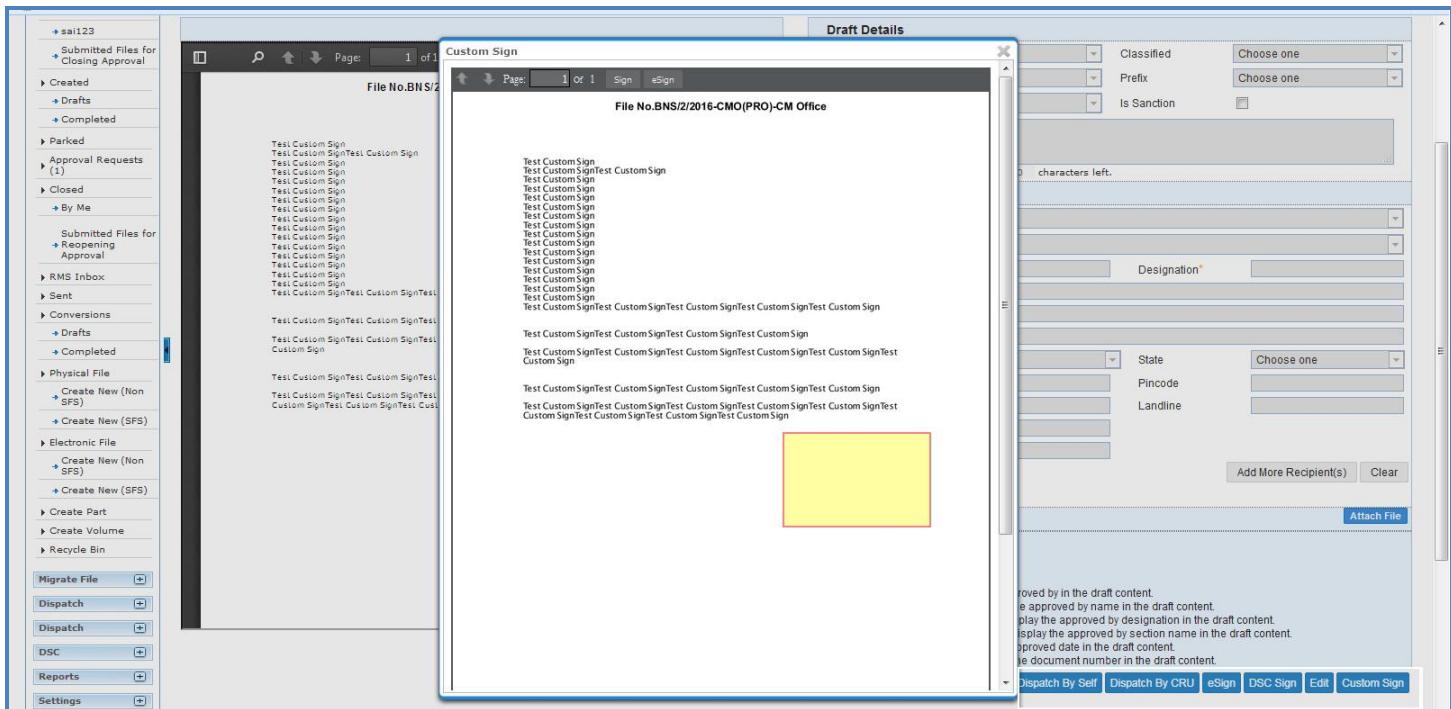


Fig.21

- Consent form will be displayed as shown in Fig.22:

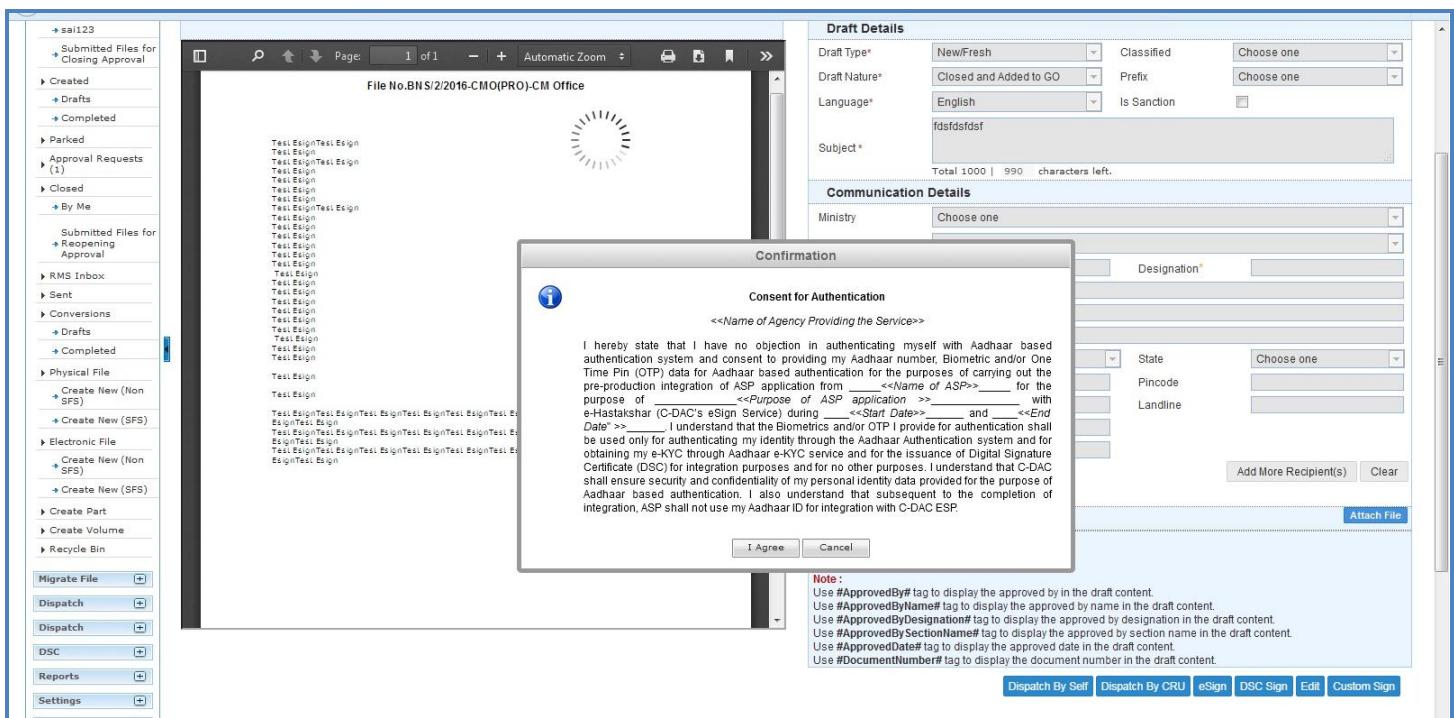


Fig.22

- Click **I Agree** button to continue the eSigning process.

Note:

If required, cancel the eSigning process by clicking **Cancel** button.

- eSigning Authentication Gateway screen is displayed.
- Choose the authentication mode as “Virtual ID” or “Aadhar Number”. If user chooses “Virtual ID” and clicks **Perform eSign** button, as shown in Fig.23:

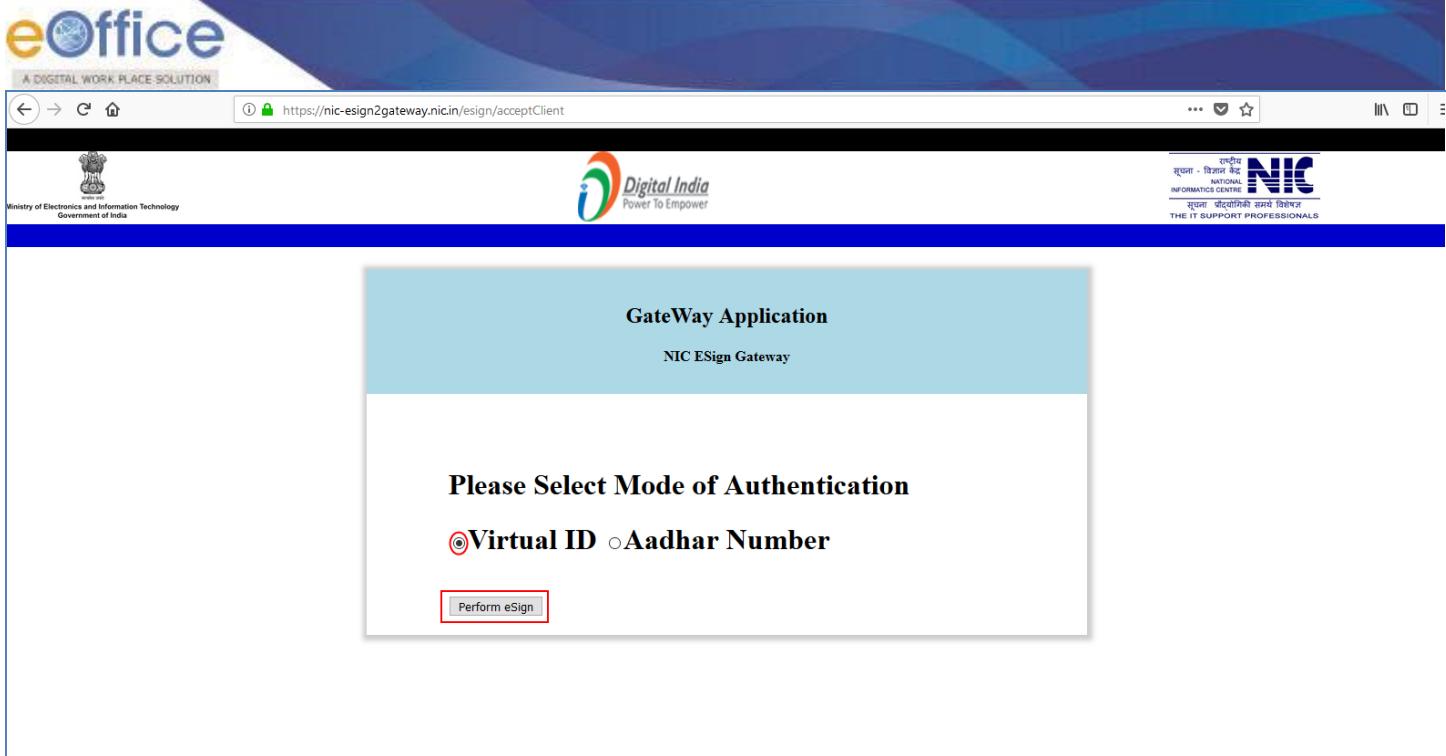


Fig.23

- eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.24**:

Fig.24

Note:

OTP will be received at the mobile number registered for Aadhaar.

- Enter the Aadhaar OTP and select the user consent check box and click on **Submit** button as show in **Fig.25**:

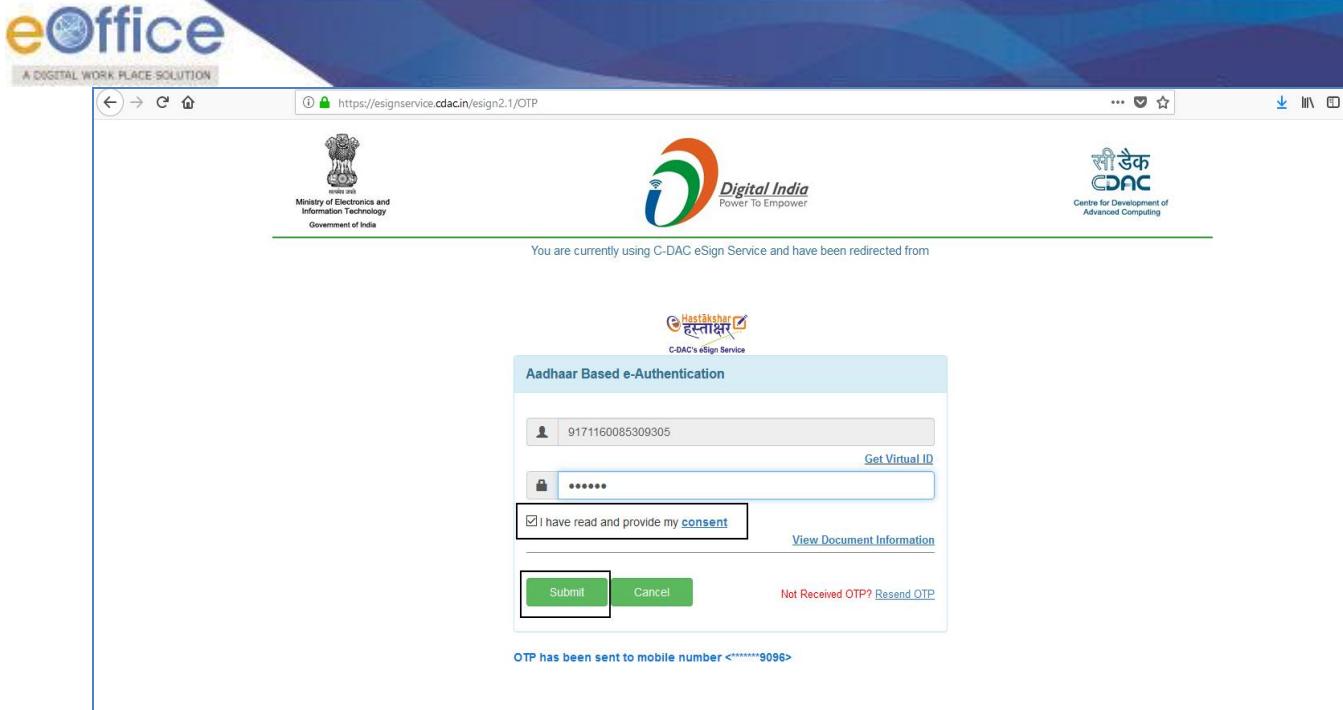


Fig.25

Note:

If user does not have a Virtual ID or forgotten his/her Virtual ID, then click **Get Virtual ID** link to generate/retrieve the Virtual ID link.

- The draft gets eSigned at the desired (custom) position, as shown in **Fig.26**:

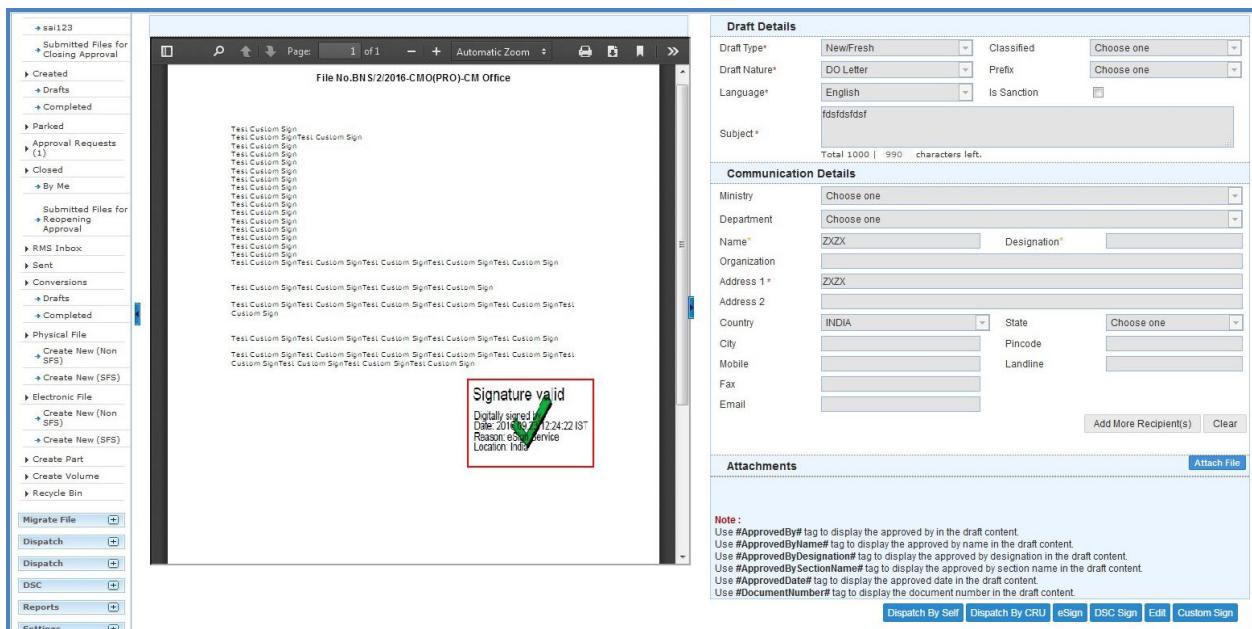


Fig.26

OR

- If user chooses “**Aadhaar Number**” and clicks **Perform eSign** button.
- eSigning screen appears, enter the **twelve digit Aadhaar ID** and click **Get OTP** button as shown in **Fig.27**:

The screenshot shows the 'Aadhaar Based e-Authentication' form. At the top, there are logos for the Ministry of Electronics and Information Technology, Digital India, and CDAC. Below the Digital India logo, it says 'You are currently using C-DAC eSign Service and have been redirected from...'. The main form has two input fields: 'Enter Your Aadhaar Number' and 'Enter Your Aadhaar OTP'. A red box highlights the 'Get OTP' button at the bottom left of the form. To the right of the 'Get OTP' button, there is a link 'Not Received OTP? Resend OTP'.

Fig.27

- Enter the Aadhaar OTP, select the user consent check box, and click **Submit** button as show in **Fig.28**:

The screenshot shows the same 'Aadhaar Based e-Authentication' form as Fig.27. The 'Aadhaar Number' field contains '604038938069'. Below it is a password field with '*****'. A red box highlights the 'I have read and provide my consent' checkbox. The 'Submit' button is highlighted by a red box at the bottom left. A message at the bottom states 'OTP has been sent to mobile number <*****9096>'.

Fig.28

- The draft gets eSigned at the desired (custom) position, as shown in **Fig.29**:

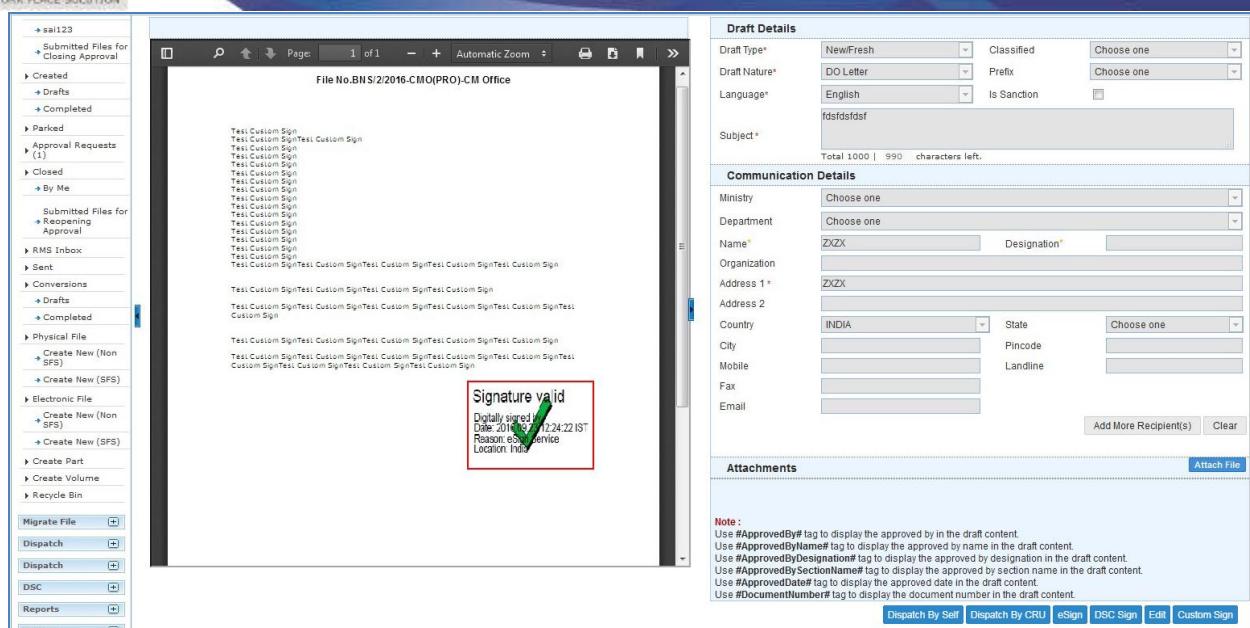


Fig.29

eSign of File Noting

Pre-requisites:

1. License Agreement (Consent of Authentication) should be made between the Department and eSign Service provider to avail the eSign service.
2. Aadhaar No. should be mapped in the EMD.

Note:

This feature is dependent on eSign service provider, so if the service is not available, this feature will not work.

To sign the file while sending the file to the recipient, performing the following steps:

- Select the file from **Inbox** or **Created** list and click **Send** tab from the menu bar, the **Send** screen as appears is shown in **Fig.30**:

The screenshot shows the 'Send' screen in eOffice. At the top, there's a navigation bar with links like Computer No, File No, Correspondence, Link, Movements, Details, Edit, Send, Dispatch, Convert File, Attachment, More, and Quick View. Below the navigation is a search bar with filters: All, Reporting Officer, Sub-ordinates, In Channel, Preferred List. A note says 'Name of the creator is highlighted in yellow colour.' The main area has fields for To (RIMAN DEEP-ASSTT(RD)-eOffice), Set Due Date, Action (Forward), Priority, Initiate Action (checkbox checked, Type: Choose One), and Remarks (Total 1000 characters left). To the right, there's a table for File Number (CEA-CH-13011/1/2018-Demo) and Subject (do the needful). At the bottom are buttons for Send, DSC Sign and Send, and eSign and Send.

Fig.30

- Enter the mandatory metadata and click **eSign and Send** button in the Send screen, the Consent form will be displayed as shown in **Fig.31**:

This screenshot shows the same 'Send' screen as Fig.30, but with the 'eSign and Send' button highlighted with a red box. A modal dialog box titled 'Confirmation' is overlaid, with the heading 'Consent for Authentication'. It contains a detailed text of the consent statement, which includes a checkbox for 'I Agree' and two buttons at the bottom: 'I Agree' and 'Cancel'.

Fig.31

Note:

Remarks field is mandatory for eSign process.

- Click the **I Agree** button to continue the eSigning process.

Note:

If required, cancel the eSigning process by clicking **Cancel** button.

- eSigning Authentication Gateway screen is displayed.

- Choose the authentication mode as “Virtual ID” or “Aadhar Number”. If user chooses “Virtual ID” and clicks **Perform eSign** button, as shown in Fig.32:

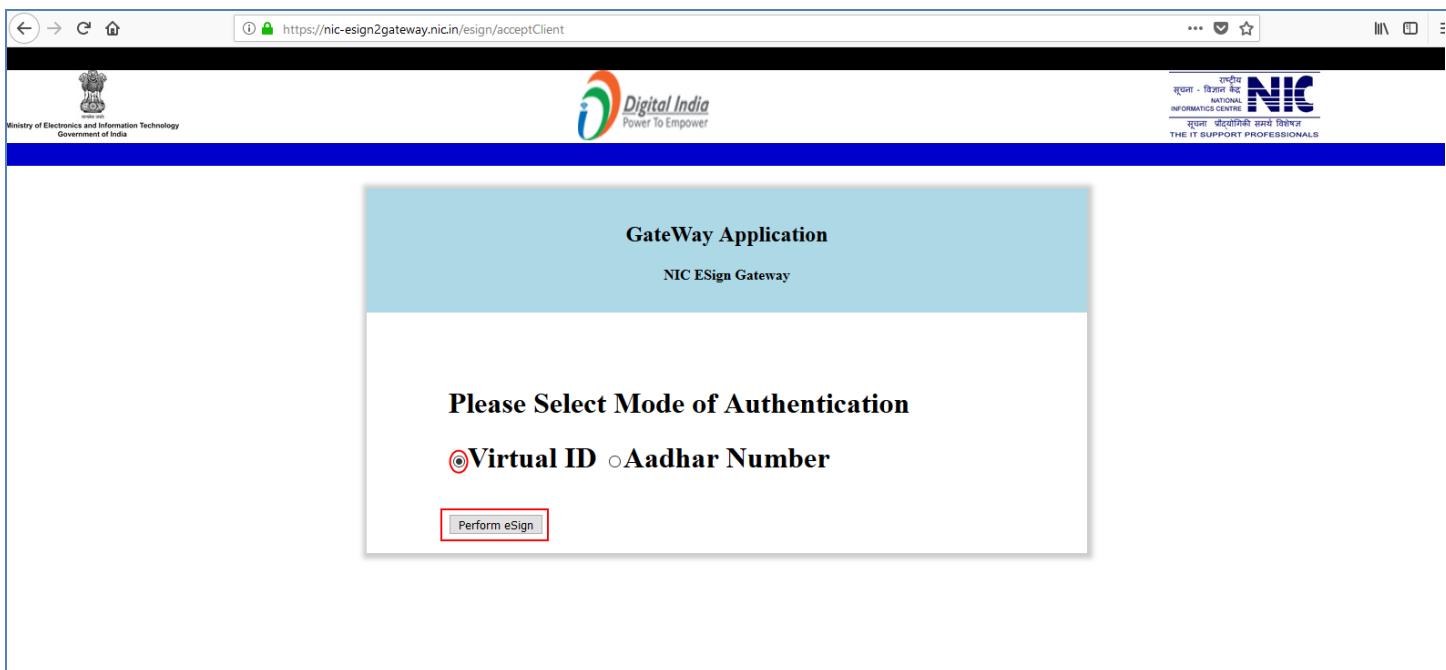


Fig.32

- eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in Fig.33:



Fig.33

Note:

OTP will be received at the mobile number registered for Aadhaar.

- Enter the Aadhaar OTP and select the user consent check box and click on **Submit** button as shown in **Fig.34**:

The screenshot shows the 'Aadhaar Based e-Authentication' interface. At the top, there are logos for the Government of India, Digital India, and CDAC. A message indicates you are using C-DAC's eSign Service. The main form has fields for a Virtual ID (9171160085309305) and a password (*****). A checkbox labeled 'I have read and provide my consent' is checked. Below the form are 'View Document Information', 'Submit', 'Cancel', and 'Not Received OTP? Resend OTP'. A note at the bottom says 'OTP has been sent to mobile number <*****9096>'.

Fig.34

Note:

If user does not have a Virtual ID or forgotten his/her Virtual ID, then click **Get Virtual ID** link to generate/retrieve the Virtual ID link.

- The file noting gets eSigned as shown in **Fig.35**:

Computer No: 127983 File No: FCS-23019(13)/1/2016-CMO(TAPAL)-CM Office Subject: Food and Health Ministry

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Reply | Send | Attachment | More

1

Add Green Note Add Yellow Note

Note # 1

Congress -led protests over imposition of President's rule in **Uttarakhand** today led to wastage of the second consecutive day of **Rajya Sabha** which saw repeated adjournments and early termination of the day's proceedings.

As the Upper House met for the day, five new members including **Sukhdev Singh Dhindsa**, **Swapan Dasgupta** and **Subramanian Swamy**, Olympic medalist boxer **M C Mary Kom** and **Narendra Jadhav**, member of erstwhile National Advisory Council (NAC) took oath.

Prime Minister Narendra Modi, who was present, greeted them.

However soon after the oath, Congress members trooped into the Well of the House and shouted slogans, after government rejected their demand for a discussion on a motion on dismissal of the **Harish Rawat** led government in **Uttarakhand**.

27/04/2016 12:10 PM


KAILASH M BADHAN
 (UNDER SECRETARY)

Fig.35

OR

- If user chooses “**Aadhaar Number**” and clicks **Perform eSign** button.
- eSigning screen appears, enter the **twelve digit Aadhaar ID** and click **Get OTP** button as shown in Fig.36:



The screenshot shows the 'Aadhaar Based e-Authentication' section of the eSign service. It includes fields for 'Enter Your Aadhaar Number' and 'Enter Your Aadhaar OTP'. A red box highlights the 'Get OTP' button at the bottom left of the form.

Fig.36

- Enter the Aadhaar OTP, select the user consent check box, and click **Submit** button as shown in **Fig.37**:

The screenshot shows the 'Aadhaar Based e-Authentication' interface. It includes fields for a Virtual ID (604038938069), a password (*****), and a checkbox for user consent. The checkbox is checked. Below the form are 'Submit' and 'Cancel' buttons, and a link for 'Not Received OTP? Resend OTP'. At the bottom, a message states 'OTP has been sent to mobile number <*****9096>'.

Fig.37

- The file noting gets eSigned as shown in **Fig.38**:

 Add Green Note Add Yellow Note**Note # 1**

Congress -led protests over imposition of President's rule in **Uttarakhand** today led to wastage of the second consecutive day of **Rajya Sabha** which saw repeated adjournments and early termination of the day's proceedings.

As the Upper House met for the day, five new members including **Sukhdev Singh Dhindsa**, **Swapan Dasgupta** and **Subramanian Swamy**, Olympic medalist boxer **M C Mary Kom** and **Narendra Jadhav**, member of erstwhile National Advisory Council (NAC) took oath.

Prime Minister Narendra Modi, who was present, greeted them.

However soon after the oath, Congress members trooped into the Well of the House and shouted slogans, after government rejected their demand for a discussion on a motion on dismissal of the **Harish Rawat** led government in **Uttarakhand**.

27/04/2016 12:10 PM


KAILASH M BADHAN
(UNDER SECRETARY)**Fig.38**

Created By:

Rimandeep Kaur

Reviewed By:

Rohit Jandial

Pranav Pathy

Approved By:

Saroj Kumar Patro



eOffice Project Division National Informatics Centre

Ministry of Electronics and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India