# ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

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Bathinda-151001 (Punjab), India

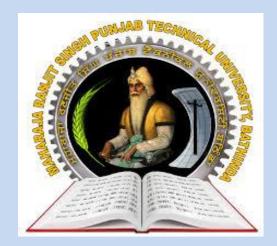
# MANUAL eOffice



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Bathinda-151001 (Punjab), India

# **MANUAL – eOffice**



2022

INTERNAL QUALITY ASSURANCE CELL MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY BATHINDA 151001

#### MANUAL – eOffice

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Year 2022

INTERNAL QUALITY ASSURANCE CELL

# **MANUAL – eOffice**

# 2022





# File Management System

User Manual

eFile

NIC-EOF-EFILE-UM-001





#### **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



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eoffice		
eSigning of DFA		
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### **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**:

	Friday, August 25, 2017	
	Mission Mode Project (eOffice MMP)	
Copyrig	Login ID username Password Trouble in logging Contact at - 23388991 Ext - 228 wht © 2009-12, NIC, All Rights Reserved. This site is designed, developed and Hosted by NIC. Site is best viewed in 1024x768 pixels resolution.	

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**:

		HOME	DIRECTORY			QUICK LINKS	
Quote of the week To succeed in your mission, you must have si	ngle-minded devotion to your goal Abdul Kalam						
Connect Conne	Notice Board         Knowledge Forum         Library This Week         I           6 Effice Catalog for users         IIII         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	য়েন্দাম্বা গশিষিথিয়া				্দু আৰ কা বাহু	
Register Hardware Complaints     Book Room in NICHQ     Book Video Conference	ertica gen 2 ertica gen 2 er	No Even	nt Available	urces	(More )		
	Design and developed by						



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



Receipts 🛨	Receive   Sen	d Back   Send   View	Move To   More					Hierarchical View My	Files	•	
Files 😑		* Computer No	File Number		*	Subject	* Sent By	✓ Sent On	T Due On	Read On *	Remarks
Inbox (4)		E 3385168	<u>C-12/0005/2018-ऑफिस /ऑफ़ प</u>	<u>च ऐश (ऍम एच ए )-MHA</u> 🗳	l D	czxcdsaf234	তেই:৫০৫০৫০৫০০,ऑफिस /ऑफ़ एव ऐম (ऍम एव ए )	17/07/18 03:10 PM	1.0	17/07/18 03:10 PM	
Submitted Files for Closing Approval		E 3385157	<u>A/0022/2018-ऑफिस /ऑफ़ एच ऐ</u>	<u>रा (ऍम एच ए_)-MHA</u>		gdsgdsg235235	ৱেটাটোটোটোট,আঁফিন্ধ /আঁফু হ'ব ইমা (ইম হ'ব হ')	17/07/18 03:08 PM	-	17/07/18 03:08 PM	
		E 3385163	<u>B-11/0008/2018-ऑफिस /ऑफ़ ए</u>	<u>च ऐश (ऍम एच ए )-MHA</u> 🗵	ļ	dsfds25235	ଗ୍ରଟି/ଟି/ଟିମ୍ଟିମର୍ଟି,ऑफ़िस /ऑफ़ एव देश (ऍम एव ए )	17/07/18 03:07 PM	-	17/07/18 03:09 PM	
Created		E 3385155	<u>C/0009/2018-ऑफिस /ऑफ़ एच ऐ</u>	<u>ग (ऍम एच ए_)-MHA</u>		dsfghidsf 234234	ଗରି ଓ ପରେ ଅନ୍ଥରି । ଅନ୍ୟ ସେ ସିହା ( ସିହା ସିହା )	17/07/18 12:23 PM	-	17/07/18 12:25 PM	
Drafts     Completed		E 3385154	<u>B/0008/2018-ऑफिस /ऑफ़ एच ऐ</u>	<u> ग (ऍम एच ए_)-MHA</u>		file 12312312312	3 ൽർൾൻൺ,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए	) 17/07/18 12:21 PM	-	-	
		E 3385149	<u>A/0021/2018-ऑफिस /ऑफ़ एच ऐ</u>	<u> (ऍम एच ए.)-MHA</u>		gsgdfg345435	ଗରିନ୍ଥାର୍ଡମଣ୍ଡମଣ୍ଡ,ऑफिस /ऑफ़ एच देश (ऍम एच ए )	17/07/18 12:13 PM	-	17/07/18 12:13 PM	
Parked		E 3385146	<u>B/0007/2018-ऑफिस /ऑफ़ एच पे</u>	<u>ष (ऍम एच ए )-MHA</u> 🕞	Ø	dfsfdsf32423	ABID ALI, OFFICE OF US(K-VI )	17/07/18 11:48 AM	-	17/07/18 11:48 AM	
Approval Requests     Bulk Closing		E 3385145	<u>B-12/0006/2018-ऑफिस /ऑफ़ ए</u>	<u>च ऐश (ऍम एच ए )-MHA</u>		fdsfdsf	ൽർൾൻൺ,ऑफिस /ऑफ़ एच ऐग (ऍम एच ए	) 17/07/18 11:35 AM	-	-	
Buik Closing     Closed		E 3385143	<u>C/0007/2018-ऑफिस /ऑफ़ एच पे</u>	<u>ष (ऍम एच ए.)-MHA</u>		dfsfdsf	ൽർൾൻൺ,ऑफिस /ऑफ़ एच ऐग (ऍम एच ए	) 17/07/18 11:28 AM	-	-	
▶ Closed → By Me		E 3384871	B-11/0005/2018-0/o of HS(MI	HA)-MHA		vivek testing	ൽർൾൻൺ,ऑफिस /ऑफ़ एच ऐस (ऍम एच ए	) 18/06/18 12:54 PM	-	-	
By Others		E 3384654	A/0040/2018-0/o of HS(MHA)			note test	bipin,ऑफिस /ऑफ़ एच ऐस (ऍम एच ए )	23/05/18 04:10 PM	-	23/05/18 04:11 PM	
(Hierarchy)		E 3384539	C-13/0010/2018-0/o of HS(M	<u>IA)</u>		xevxevx	bipin,ऑफिस /ऑफ़ एच ऐस (ऍम एच ए )	16/05/18 11:54 AM	-	16/05/18 11:55 AM	
<ul> <li>By Others (All)</li> </ul>		E 3384459	A/0033/2018-0/o of HS(MHA)			chk for note missing	bipin,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए )	09/05/18 02:42 PM	-	09/05/18 02:42 PM	
Submitted Files for Reopening Approval	🔲 🔳 😩	E 3381146	SahooStr1		Ø	Sahoo SR1	cc8r8u8n8en8,ओफिस /ऑफ़ एव ऐश (ऍम एव ए )	13/02/18 03:12 PM	-	06/03/18 05:42 PM	
RMS Inbox		E 3382552	C/13/0025/2017-O/o of HS(M	<u>ta)</u>		Testingh	Deepika Saini,OFFICE OF DM-II	12/02/18 06:23 PM	-	12/02/18 06:24 PM	
Sent											
Conversions		Priority Out Too	ay 📕 Most Immediate	Immediate	Action Initia	ted 🏦 Other	Department 📑 Files with Draft	📑 Draft Note	Yellow No	te Exterr	al Files
+ Drafts		Subject Category	Service Matters	Budget preparation	ACR related r	natters Appoin	tment and other related matters of Planning Cor	nission Annual Property F	Return		
+ Completed											

Fig.3

For multiple post login refer to Annexure-I (<u>Multiple Post Login in eFile</u>).

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### **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**:

	_
Receipts	Ξ
Browse & Diarise	4
- Physical	
→ Electronic	
▶ Inbox (3)	
Email Diarisation	y
▶ Created	
▶ Sent	
▶ Closed	
→ By Me	
By Others (Hierarchy)	
→ By others(All)	
Acknowledgemer	nt
- Created	
- Sent	
▶ Initiated Action	_
Files	Ð
Migrate File	Ð
Dispatch	+
Dispatch	Ð
DSC	Ð
Settings	+
Notification	+
Ext Department	Ŧ
8	

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**:

Receipts 😑	Receive   S	Send Back	Send   Put in a Fi	le   View	Move To C	opy   Close   Dispato	ch					Hierarchical \	iew My Receipts	•	
Browse & Diarise			▼ <u>Computer No</u>	•	Receipt No.			Ŧ	<u>Subject</u>	▼ <u>Sender</u>	▼ <u>Sent By</u>		▼ <u>Sent On</u>	≖ <u>Due On</u> ≖	Remarks
→ Physical			E 940970	Ĭ.	940970/201	<u>/ऑफिस/ऑफ एच् एस (म</u> ा	<u>रव ए)</u> 🔓		SSSSS123	gghfgfgfg	bikram,ऑफिस/ऑफ एच् एस (म एच ए	)	22/02/18 11:09 AM		7
→ Electronic		8	E 940870	<b>X</b>	<u>940870(2)/2</u>	<u> 018/सोसत ०५</u>			asdas	sd	sanjeev,ऑफिस/ऑफ एच् एस (म ए	च ए )	06/02/18 10:22 AM	-	7
Inbox (2)		VIP	E 940443	Ø	940443/201	<u>//ऑफिस/ऑफ एच् एस (म 1</u>	<u>रच ए.)</u>		acr related	सुल्तान सिंह	bipin,ऑफिस/ऑफ एच् एस (म एच ए	()	22/12/17 11:52 AM	-	D
Email Diarisation			P 940108		940108/2013	<u>/ऑफिस/ऑफ एच् एस (म</u> ा	<u>रच ए )</u>	Ø	asdsad	asdasd	bikram,ऑफिस/ऑफ एच् एस (म एच ए	)	28/09/17 10:26 AM	•	
Created															
Sent															
Closed															
→ By Me															
+ by me															
Acknowledgement															
Acknowledgement															
Acknowledgement + Created + Sent															
Acknowledgement + Created + Sent															
Acknowledgement + Created + Sent Initiated Action															
Acknowledgement + Created + Sent Initiated Action les +															
Acknowledgement + Created + Sent Initiated Action illes + tigrate File +															
Acknowledgement + Created + Sent Initiated Action les +															
Acknowledgement  Created  Sent Initiated Action es   grate File	LEGEND	Priori	ty 📕 Out Today	Mos	t Immediate	Immediate	🔓 Action Initiate	ed	۲۴۴ VIP Refer	ences					



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

d Upload(Only PDF upto 20 MB)	1/1	¢	Upload File	Diary Details Sender Type Delivery Mode* Mode Number Type* Received Date* VIP VIP Name Contact Details	Choose one By Hand Letter 24/08/2018 Choose one Choose one	Dealing Hands     Language     Letter Ref. No     File Number     Letter Date     V     Diary Date     V	Choose One English 24/08/2018	17
veloperar(AI)) veloperaret e Bin e Action File T b t c t	All and a second s		I	Ministry Department Name <sup>®</sup> Organization Address 1 • Address 2 Country City Mobile Fax Category & Subje	Choose one Choose one I I I I I I I I I I I I I I I I I I I	State     Pincode     Landine     Email	Andaman & Nicober Islam	nds
tion 🕞			+ -	Category & Subject Main Category Sub Category Subject Enclosures		Choose one Choose One	sangad affar movement	



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:

Receipts 🖃										
Browse & Diarise	Upload(Only PDF upto 20 M	IB)*	Upload File		Diary Details					
<ul> <li>Physical</li> </ul>	💿 Open			23	Sender Type	Choose one	٣	Dealing Hands	Choose One	•
Electronic					Delivery Mode*	By Hand	•	Language	English	
+ Inbox	🕞 💬 🗸 🧮 Desktop 🕨		✓ <sup>4</sup> → Search Desktop	Q	Mode Number			Letter Ref. No		
Ministry     Email Diarisation	Organize 🔻 New folder			?	Type*	Letter	٣	File Number		
Created	organize + rivew rolder		AnyDesk	U	Received Date*	24/08/2018	17	Letter Date		17
Sent	🔶 Favorites	PNG image	AnyDesk	^	VIP	Choose one		Diary Date	24/08/2018	
Closed	E Desktop	133 KB	philandro Software GmbH		VIP Name	Choose one	•	Diary Date	24/00/2010	
By Me	Downloads	Babita-eFile document version	Balsamiq_Mockups_3.3.3			Choose one	•			
By Others (Hierarchy)	Recent Places =	5.5_05	22-Dec-15 12:32 PM		Contact Details				Add to	Address Book
<ul> <li>By others(All)</li> </ul>		Microsoft Office Word 97 - 2003	3.75 MB		Ministry	Choose one				+
Acknowledgement		EaseUS-DR v5.8.5	eFile document version 5.5_05- Modified by Ashwani		Department	Choose one				Ψ.
Created     Sent	Cibraries	WinRAR archive	Modified by Ashwani Microsoft Office Word 97 - 2003	Ξ	Name*			Designation*		
Recycle Bin	Documents	5.83 MB			Organization					
Initiated Action	J Music	eFile document version 5.5_05	eFileV3_style		Address 1 *					
Files +	Pictures	Varsha Microsoft Office Word 97 - 2003	Cascading Style Sheet Document 3.56 KB		Address 2					
Migrate File 😐	😸 Videos				Country	INDIA		▼ State	Andaman & Nicoba	ar Islands V
Dispatch +		eOffice Implementation Handbook-8-8-2016-AS	epm_trial EaseUS Partition Master Trial Editi		City			Pincode		
DSC +	📲 Computer 🍸		Lased's Partition Master That Editi	*	Mobile			Landline		
Settings +	File nan	ne: receipt	✓ All Files	•	Fax			Email		
					Category & Subjec	t				
Notification + Ext Department +			<u></u> Cancel		Main Category*		Choose on			
exc Department (+)				.::						•
					Sub Category		Choose On	e		Ŧ
					Subject*					
					Enclosures					1
					Customize Acknowled	laomont	* Enclosure/H	emarks will not be changed a	tter movement	
			· · · · · · · · · · · · · · · · · · ·	•	- Customize Acknowled	Illement				
									Generate Gene	erate & Send
									denerate	



• 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:

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L WORK PLACE SOLUTION						
Diarise Upload(Only PDF upto	o 20 MB)*	Upload File	Diary Details			
onic	1 / 9 🛟 🛓	ē □ - ^	Sender Type Delivery Mode* Mode Number	Choose one By Hand	Dealing Hands     Language     Letter Ref. No	Choose One English
y risation			Type* Received Date*	Letter 24/08/2018	File Number     Letter Date	17
	No.I-14012/17/2015-IPS.IV		VIP VIP Name	Choose one Choose one	Diary Date	24/08/2018
ers chy)	भास्य सस्वन्न /Government of India यृष्ट भासस्य /Ministry of Home Attains IPS-IV Deek		Contact Details			Add to Address
dgement	Room No. 220. North Block.		Ministry Department	Choose one Choose one		
in	New Delhi, dated the g <sup>ee</sup> December, 2015. <u>NOTICE</u>		Name* Organization		Designation*	
Action (±)	Subject: Issue of Offer of Appointment to the candidates selected for Indian Police Service on the basis of CSE 2014.		Address 1 * Address 2			
e +	The Basic Course Training for IPS officer trainees of 68 RR (2015 batch) will commence and the SVP National Police Academy, Hydrenald with effect from 28 <sup>th</sup> December, 2015 (Monday). The candidates are required to report at the SVP National Police Academy, Hydrenald latest by 27 <sup>th</sup> December, 2016 evening. The joining instructions may be seen at Annoward-16 bits Nation.		Country City Mobile	INDIA	State     Pincode     Landline	Andaman & Nicobar Islands
(+) n (+)	<ol> <li>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</li> </ol>		Fax Category & Subje	ect	Email	
ment +	correspondence addresses. The candidates who are undergoing Foundation Course at LBSNAA will get their Offer of Appointment through the Academy.		Main Category* Sub Category		Choose one Choose One	
	<ol> <li>The correspondence addresses of the candidates are given in the Annoxaver-II. In case Mon receipt of order appointment or any other query the candidates may contact Section Officer (IPS- IV) on 011 2309 4038.</li> </ol>	+	Subject*			
	(G. C. Yadav) Deputy Secretary (Police) Tel. No. 2309 3256	-	Enclosures			
					Enclosure/Remarks will not be changed	after movement



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 <u>Acknowledgment</u> sub-module).

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

eceipts 🖃				Descript Date	-			
Browse & Diarise	Convert JPG to PDF online - convert-jpg-to-p 1 / 1	0 ± 👼	<u> </u>	Receipt Detai	IS			
-> Physical		· - ·		Receipt No :	941038/2018/ऑपि	ञ्स।ऑफ एच् एस (म एच ए ) 📕	File No :	
+ Electronic			- 11	From :	RIMAN DEEP		Designation :	ASSTT(RD)-eOffice
Inbox (2)				Main Category :	AMC & Demand		Sub Category :	
Email Diarisation				Address :	shastri park		Sent Date :	
Created	Anno Stano 1	-1-		Letter Ref. No :			Letter Date :	
Sent				Subject :	Kindly see		Enclosures/Remark	s: -
Closed			-	Delivery Mode :	Email		Sender Type :	
→ By Me	and the second se			Movement De	tails			
Acknowledgement	The type down i	MEDIATE		Sent By	- Sent On	▼ Sent To ▼	Action Rema	rks 💌 💌
→ Created	Hinister of Laker of India			<< < > >>				
+ Sent	Ministry of Law, Justice and Comp Department of Company Afrei	DODY Affairs						
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	Test Dates							
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igrate File 😑	OFFICE ORDER							
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		Libber OT						

Fig.9

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



**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:

Browse & Diarise		¢ ± a	<ul> <li>Receipt Detai</li> </ul>	ils				
→ Physical	Convert JPG to PDF online - convert-jpg-to-p 1 / 1	° ± 🖶	Receipt No :	941038/2018/ओ	फिस/ऑफ एच् एस (म ए	च ए) 👗 F	ile No :	
→ Electronic			From :	RIMAN DEEP			esignation :	ASSTT(RD)-eOffice
nbox (2)			Main Category :	AMC & Demand	I	S	ub Category :	
nail Diarisation			Address :	shastri park		s	ent Date :	
eated	and a second of the Schart 100. 1 and		Letter Ref. No :			L	etter Date :	
nt			Subject :	Kindly see		E	nclosures/Remarks:	-
sed			Delivery Mode :	Email		S	ender Type :	
By Me			Movement De	etails				
knowledgement	No. VSA/258/01A/72 Government of India Ministry of Lev, Justice and Compan Reportment of Company Affeire	EDIATE	Sent By	▼ Sent On	▼ Sent To	<ul> <li>Action</li> </ul>		• •
eated	Minister Government of India		<< < > >>					
ient	Department of Canbag	DV Afforma						
tiated Action	Company Affaires	o milolia						

Fig.10

These actions are explained below:

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

Physical				
+ Electronic	<ul> <li>All OReporting</li> </ul>	Officer 🔘 Sub-ordinates 🔘 Recent 5 🔘 Send Back 🔘 In Channel 🔘 Preferred List		
	Note: Name of the cre	ator is highlighted in yellow colour.		
Inbox (2)				0.11.1
Email Diarisation	To		Receipt Number	Subject
Created			🖢 🧰 941038/2018/ऑफिस/ऑफ एच् एस (म एच ए )	Kindly see
Sent				
Closed	Cc			
→ By Me	_	(Use semicolon(:) to seperate recipients.)		
Acknowledgement		Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file		
→ Created	Set Due Date	17		
+ Sent	Set Due Date	U.		
Initiated Action	Action	Forward V		
les 🛨	0.00			
	Priority	Choose one		
igrate File 🔹		Total 1000   1000 characters left.		
ispatch 🛨	Initiate Action			
sc 🔹	millale Action			
		Total 1000   1000 characters left.		
ettings 🛨				
	Remarks			
otification 🛨				
kt Department 🛛 🛨				

Fig.11

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 as shown in **Fig.12**:

DIGETAL WORK PLACE	SOLUTION				- 15-
eceipts – Browse & Diarise + Physical + Electronic	All      Reporting	Copy   Dispatch   Details   Movements   Edit   Attach File   Attach Receipt   Generate Acd ] Officer Sub-ordinates Recent 5 Send Back In Channel Preferred List	knowledgement		
Inbox (2) Email Diarisation	Note: Name of the cr	eator is highlighted in yellow colour.		Receipt Number	Subject
Created Sent Closed + By Me	<u>Cc</u>	ABHIJIT-admin23546AD-III ABHIMANYU KUMAR MANISHUS-(SR)Under Secretary (SR) ABHIMANYU KUMAR MANISHUS-(M&G)OFFICE OF US(M&G) ABHISHEK KAUSHIKA.S.O(FCRA-III)OFFICE OF F.C.R.A-III		💩 🦲 941038/2018/अঁফিस/अँकि एच् एस (म एच ए )	Kindly see
Acknowledgement • Created • Sent	Set Due Date	ABHISHEK KUMAR VERMA-ASSTI(ADMN-II)-OFFICE OF ADMN-II			
Initiated Action	Action	Forward •			
** *	Priority	Choose one			
patch +	Initiate Action				
SC + ettings + lotification +	Remarks	Total 1000   1000 characters left.			
xt Department 😐	Send DSC	Sign and Send eSign and Send			

Fig.12

#### 0r

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

<ul> <li>Physical</li> </ul>							
→ Electronic		Officer 🔵 Sub-ordinates 🔵 In Cha	nnel 🥥 Preferred List				
<ul> <li>Inbox (2)</li> </ul>	Note: Name of the cre	eator is highlighted in yellow colour.					
Email Diarisation	To	Contacts Preferred List Gro		7		Receipt Number	Subject
Created		Contacts Preferred List Glo	ups				Kindly
Sent     Closed				Search			
→ By Me	Cc	Name	Marking Abbr	Organisation Unit			
Acknowledgement		AAKASH ADLAKHA	AS1-IT	O/o AS(IT)			
→ Created		_					
→ Sent	Set Due Date	AARTI KUKREJA	US(AK)-O/o US	O/o Under Secy (Pondicherry)			
Initiated Action	Action	AASHIRWAD GAUR	AS3-IT	O/o AS(IT)			
Files 💌	Priority	AASHISH BAHUGUNA	CP-FSSAI	O/o Chair Person			
Migrate File 😐	Thoney	abc	col(a)-dcdemo	coloffice			
Dispatch 🛨	Initiate Action	ABC	abc	O/o AD			
DSC +		Total 1000   1000 characters	eft.		•		
Settings 😐	Remarks						
Notification +	Remarks						
Ext Department +			/	2			
	Send DSC 5	Sign and Send eSign and Sen	d				

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**:

ORK PLACE SOLUTION				and the second s	
Receipts -	Court I public official	Copy   Dispatch   Details   Movements   Edit   Attach File   Attach Receipt   Generate Ack			×
Browse & Diarise	Send   Put in a File   C	Copy   Dispatch   Details   Movements   Edit   Attach File   Attach Receipt   Generate Ack	nowledgement		
+ Physical		Officer 💿 Sub-ordinates 💿 Recent 5 💿 Send Back 💿 In Channel 💿 Preferred List			
Electronic					
Inbox (2)	Note: Name of the cre	eator is highlighted in yellow colour.			
Email Diarisation	-		Receipt	Number	Subject
+ Created	To		9410	138/2018/ओफिस/ऑफ एच् एस (म एच ए )	
Sent			e ± 941	138/2018/आफिस/आफ एव् एस (म एव ए )	Kindly see
Closed					
<ul> <li>By Me</li> </ul>	Cc	(Use semicolon()) to seperate recipients.)			
+ By Others (Hierarchy)		Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file			
<ul> <li>By others(All)</li> </ul>	Set Due Date	77			
Acknowledgement					
→ Created	Action	Forward V			
Sent     Initiated Action	Priority	Choose one			
Files 😐	Initiate Action				
Migrate File 😐					
Dispatch 😐		Total 1000   1000 characters left.			
DSC +	Remarks				
Settings +					
Notification +					



- 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.

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. 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.

v. **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 $\rightarrow$ Go to Contacts tab $\rightarrow$ select the users by selecting the check box or by searching the name in search box and then selecting the check box  $\rightarrow$  click Add to: Preferred List link.

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



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).

Browse & Diarise				
<ul> <li>Physical</li> </ul>				
→ Electronic	All      Reporting	Officer 💿 Sub-ordinates 💿 Recent 5 💿 Send Back 💿 In Channel 💿 Preferred List		
Inbox (2)	Note: Name of the cre	ator is highlighted in yellow colour.		
Email Diarisation	To		Receipt Number	Subject
Created			🕁 🗀 941038/2018/ऑफिस/ऑफ एच् एस (म एच ए )	Kindly see
Sent				Kindry see
Closed				
→ By Me	Cc	(Use semicolon(:) to seperate recipients.)		
Acknowledgement		Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file		
<ul> <li>Created</li> </ul>	Set Due Date	17		
<ul> <li>Sent</li> </ul>	Set Due Date			
Initiated Action	Action	Forward •		
iles +	Priority	Choose one		
ligrate File 🛨		Total 1000   1000 characters left.		
	Initiate Action			
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ettings (+		Total 1000   100D characters left.		
	Remarks			
Iotification 😑	i vorner va			
xt Department 😐				

Fig.15



ОK

> **DSC Sign and Send**: On clicking

DSC token Pin. Enter the Pin and click

button and the receipt is sent.

Note:

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

eSign and Send button, a pop window appears asking to continue the **eSign and Send**: On clicking 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.
- **Put in a File**: To **put** the **generated receipt** into a **concerned file**, perform the following steps: 2.
- Put in a File tab. A list of files appear, as shown in **Fig.16**: Click

P Physical Co Contractions De Electronic Debox (2) mail Diarisation reated ent losed	nvert JPG to PDF online - convert-jpg-to-p 1 / 1	¢±ē	Re	eceip	t No :			TYPE		
mail Diarisation rested ent			E	rom :		941038/20 RIMAN DE	18/ऑफिस/ऑफ एच् एस (1 	। एच ए) 🧰	File No : Designation :	ASSTT(RD)-eOffice
reated					ategory :	AMC & De			Sub Category :	ASST (RD)-EONICE
ent				ddres		shastri pari			Sent Date :	
	Stroll Stroll	-1-			s. Ref. No :	snasin pan	<		Letter Date :	-
losed	,					10-00-000				
		and an	100	ubjec		Kindly see			Enclosures/Remarks:	·
By Me					y Mode :	Email			Sender Type :	
cknowledgement	PO.VFA/258/CIA/7/			Sear	ch Files for A	Attach				
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Sent	Ministry of Law, Justican do gray Affoirs Department of Company Affoirs			-	Compute	r Number	File Number	Subject		
nitiated Action	New Delhi,-1 the 1-7-50		0	E	3383773		D/0002/2018-O/o of HS(MHA)	Test		
s +	OFFICE ORDER	io.	0	E	3383784		file-1-Part(1)	kavita1987@e	eci.gov.in	
rate File 🕐	31 St. 40 0.0 - 0.		0	E	3383980		B/0011/2018-O/o of HS(MHA)	Test A		
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	<ol> <li>Pay &amp; Accounts Officer, Department of Company dev Delhi</li> <li>Osch Aranon (&amp; copies). It is requested that of Six Ran Rathan, SiA. any Do prepared as on 3. Dudget kench/Servers any Do prepared as on</li> </ol>									

Fig.16

#### Note:

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

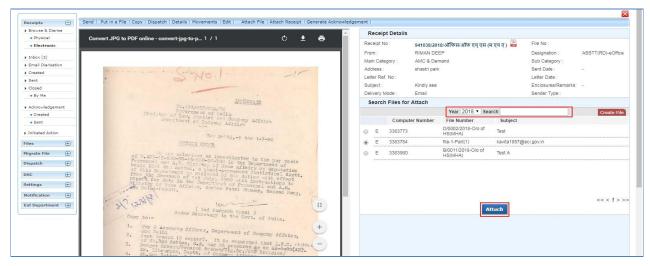
Attach Select the file in which the receipt needs to be put in. Click the button (Fig.17), and the receipt gets attached in the correspondences of the selected file.

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



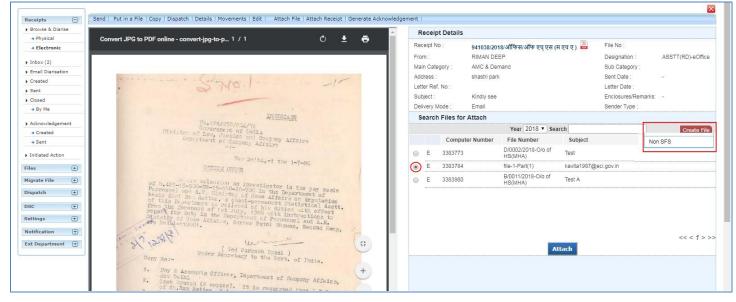


#### Note:

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

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

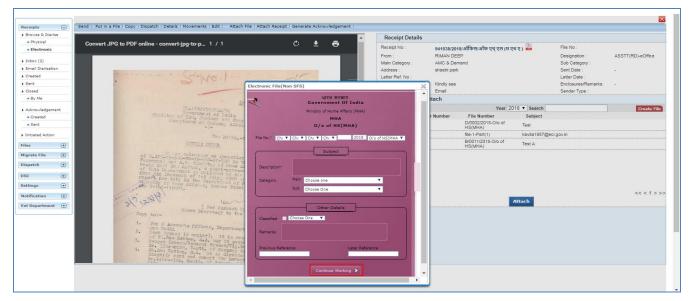


Fig.19

• 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.

- 3. **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.
- 4. **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**:

Receipts   Browse & Diarise	Send   Put in a File   Copy Dispatch Details   Movements   Edit   Attach File	Attach Receipt   Generate Acknowledg			
+ Physical	Upload(Only PDF upto 20 MB)*	Upload File	Receipt Detail		
+ Electronic	Convert JPG to PDF online - convert-jpg-to-p 1 / 1	ം ചക ^	Receipt No :	941038/2018/ऑफिस/ऑफ एव् एस (म एच ए ) 🚣	File No :
▶ Inbox (2)			From :	RIMAN DEEP	Designation : ASSTT(RD)-eOffic
Email Diarisation	and a second participation and		Main Category :	AMC & Demand	Sub Category :
Created	of h.425-10-10 wellstein an investige Percention and A.70-19-00-20-200 in the ball, Mint Well and A.70-10-10-200 in the	Confirm		shastri park	Sent Date : Letter Date :
• Sent	The Strongest, under A.R., start was of 20. An 'e of Stift Den Start Andrew a Start Store A Strong the Soverscore as a stift store of the strong the Soverscore as a store of the store of the strong the Soverscore as a store of the store	proved and an end of the second		Kindly see	Letter Date : Enclosures/Remarks: -
Closed	from the foremost of 30 flowed of his repert for hety in the Department of 1	This receipt is created. Dispatching the same will move the rece	pt to your inbox.	Email	Sender Type :
• By Me	Applet for duty in the Department of I	Do you wish to continue?			Sender Type .
Acknowledgement		OK Cancel			
<ul> <li>Created</li> </ul>	There is there is				
+ Sent	Copy to 1- (Ved Partoch Uppal) of				
<ul> <li>Initiated Action</li> </ul>	Copy to :	Judia.			
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	5. Caribel deats. Laboury, Thagter Havan, Amar	atr, Ganeral			
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ti Department					
ext Department	3. As deals look and the increment file internet and a Personnet and Ask, ideal try of internet and an other internet internet internet allocal, with an oracle internet in the internet inter, is all (A) as an internet internet in the internet internet All (A) as a rest internet internet.	2 Home			

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 <a href="https://www.choose.com">Choose from Template(s)</a> or upload the doc/ pdf by clicking <a href="https://www.choose.com">Upload File</a> button.
- After creating the DFA, click the Save button, **Fig.2**1:

Draft	Page Size A4 T Choose from Template(	s) or Upload File Draft I	etails			
7 및 응 패 프 프 프 Formats -	Line Height $*$ Paragraph $*$ Verdana $*$ Hap: $*$ $\mathfrak{A}$ $\mathfrak{A}$ $\times$ $*$ $\mathfrak{A}$ $\mathfrak{A}$ $\mathfrak{A}$ $*$ $\mathfrak{A}$ $*$ $\mathfrak{A}$ $\mathfrak{A}$ $\star$ $*$ $\mathfrak{A}$ $*$	English -     Draft Typ Draft Nat Language     Subject -     Receipt N	* Reply re* Choose One Punjabi Kindy see trail 1000 1990 ohan sal 1000 1990 ohan	ह एच एस (म एच र 🔻	Cleasified Prefix Reply Type Designation" State Procod Landine Ernal	Choose one
			Tollowing # tags for draft creation edBye for Approver Info edBye for Approver Designation edByPoesignations for Approver Designation edByPoesit for Approver Post edBate for Chab of Approval		#ApprovedByName# for #ApprovedBySectionNar #ApprovedByEmail# for #DocumentNumbe# for	me# for Approver Section Name Approver Email

Fig.21

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

Draft No. : DFA/3009357 - V 1.0 Draft Status : DFA		Action	Details			
Draft No. : DFA(3003337 * V 1.0 Draft Status : DFA						Preview Approve Ed
			Draft Details			
B I 및 S = = = = Formats - Line Height - Paragraph - Verdana - 14px -			Draft Type*	Reply v	Classified	Choose one 🔻
田 - 田 - 三 三 ち ∂ ▲ X ┗ 竜 聶 X, X ー Ω ◎ Л ¶ Z 田- A - A -			Draft Nature*	Letter •	Prefix	Choose one 🔹
			Language*	Punjabi 🔻		
	*		Subject *	Kindly see		
This is regarding the approval of letter.			Subject -	Total 1000   990 characters left.		R
			Receipt Number	941038/2018/ऑफिस/ऑफ एच् एस (म 🔻	Reply Type	Choose one 🔻
			Communication D	etails		
			Attachments			Attach File
		ł	Note : Use following # ta #ApprovedBy# for App #ApprovedByDesigna #ApprovedByPost# fo #ApprovedDate# for D	rover Info tion# for Approver Designation r Approver Post	#ApprovedByName# for #ApprovedBySectionNa #ApprovedByEmail# for #DocumentNumber# for	me# for Approver Section Name Approver Email



- A newly created draft has three actions:
  - a) **Preview**: View the Draft content before approval.
  - b) **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.
  - c) **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 button, the Draft gets approved as shown in **Fig.23** & **Fig.24**:

lo. : DFA/3010074 - V 1.0 Draft Status : DFA						Preview	Approve Edit
		Draft Details					
	Height - Paragraph - Times Ne 14px -	Draft Type*	Reply	٣	Classified	Choose one	٣
	$\texttt{H} \times_{\scriptscriptstyle 2} \times^{\scriptscriptstyle 2} - \Omega \odot \texttt{,} \texttt{ff} \texttt{ff} \land \texttt{I}_{\scriptscriptstyle 2} \boxplus {}^{\scriptscriptstyle 2} \land \texttt{A} {}^{\scriptscriptstyle 2} \land \texttt{A} {}^{\scriptscriptstyle 2}$	Draft Nature*	Letter	٣	Prefix	Choose one	٣
5호 English 👻 😇 🕆 🗆		Language*	Punjabi	•			
Kindly see.		Subject *	Kindly See.				1
initially been			Total 1000   989 chara 941074/2018/ओफिस/ऑफ				
		Receipt Number	941074/2018/3mm+H/3mm	ध्य एस (म 🕈	Reply Type	Choose one	*
	Approv	al Confirmation					
	Once draft gets approved to further ch						Attach File
	#DocumentNumber# tag used for displ		not available in the draft				
	content. Would you like to proceed furt	her.					
	0	Cancel			#ApprovedByName#		
		#ApprovedByPos	t# for Approver Post		#ApprovedBySection #ApprovedByEmail#	Name# for Approver Section for Approver Email	Name
		#ApprovedDate#	for Date of Approval		#DocumentNumber#		
		•					
	Þ						
span		2					







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

Send   Send Back   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Attach File   Attach Receipt	Actio	on Details			
Draft No. : DFA/3010074 - V 1.0 Draft Status : Approved					
New Draft		Draft Details			
1/1 Č 🛨 🖶	^	Draft Type*	Reply	Classified	Choose one 🔻
		Draft Nature*	Letter •	Prefix	Choose one 🔻
		Language*	Punjabi 🔻	]	
		Subject .	Kindly See.		1
			Total 1000   989 characters left.	_	
Kindly see.		Receipt Number	941074/2018/ऑफिस/ऑफ एच् एस (म 🔻	Reply Type	Choose one 🔻
		Communication D	Details		
		Ministry *	CABINET SECRETARIAT1		•
		Department *	Others		•
		Name*	RIMAN DEEP	Designation*	ASSTT(RD)-eOffice
		Organization			
		Address 1 *	shastri park		
		Address 2			
		Country	INDIA	▼ State	DELHI 🔻
		City Mobile		Pincode	
		Fax		Email	
					Add More Recipient(s) Clear
*					
		Attachments			Attach File
+					
-		Note : Use following # t #ApprovedBy# for Ap		#ApprovedByName# for	Approver Name
			ation# for Approver Designation		Approver Name me# for Approver Section Name
	_	#ApprovedByPost# for	or Approver Post	#ApprovedByEmail# for	Approver Email
	1 ×	#ApprovedDate# for D		#DocumentNumber# for	
			Dispatch	By Self Dispatch By CRU	eSign DSC Sign Edit Custom Sign

#### Fig.24

- a) Edit: To modify the Communication Details only in the approved DFA.
- b) **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)

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

#### Note:

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

d) **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 (<u>Custom Digital Signing of DFA</u>) & Annexure-IV (<u>Custom eSigning of DFA</u>)

e) **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").

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- 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**:

	Download	🖭 Draft Details					
	-	I Communicat	ion Details				
		Attachments					Attach File
		Dispatch Opt	tions				
		Email Details	•				
		Postal & Out R	legister Details				
		Postal Mode	Choose One	-	Postal Charge		
Document for draft approval.		Medium	Choose One	•	Weight	1	
bocument for draft approval.		Mode Number		error error errorda			
		Peon Book No			Peon Name	Choose One	
		Out Date		132	Out Time		
		Follow Up Setting				24	
		Desired Actions	Necessary Action			•	
			Kindly see the matter				
		Description *					
			Total 500   479 char	actors laft.			
			31/08/2017	accora rener			
			For Self      For Sec				
			P GI 25011 P GI 2501		(Contraction)	cel Ok	
					Gan		
	~						
						Followup Send With	

Fig.25

**For Self**: The user who has dispatched the receipt can view the details under Notification Dispatch Followups submodule.

**For Section**: Every user in the section can view the details under his/ her Notification Dispatch Followups submodule.

• 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**:

eceipts	+	Print Envelope   C	eate keminde	er   View Reminders									
es	٠	Dispatch Nu	mber v v	Address	✓ Sent On	* Sent Through	* <u>File Number</u>	* <u>Receipt Number</u>	<ul> <li><u>Issued</u></li> <li><u>Against</u></li> </ul>	* <u>Status</u>	<ul> <li><u>Sanction</u></li> <li><u>Code</u></li> </ul>	Dispatch Mode	
grate File	÷	E 1/3006355/2	18 Issue	Riman, IT Park,NEW DELHI	27/08/18 03:31 PM	ASST(C)-HS   (Self)		941740/2018/ऑफिस /ऑफ़ एच ऐश (ऍम ए ए )	<u>व</u>	Issued & Dispatched			0
spatch		E <u>1/3006142/2</u>	18 Issue	fdsfds, fdsfdsf	17/07/18 02:41 PM	ASST(C)-HS   (Self)	A-11/0006/2018-ऑफ़िस /ऑफ़ एच पेग (ऍम एच ए )· MHA			Issued & Dispatched			0
Sent Returned		P <u>1/3004522/2</u>	1 <u>17(4)</u> Issue	user-4, user-4	28/09/17 10:28 AM	ASST(C)-HS   (Self)		940107/2017/ऑफिस/ऑफ एच् एस (म एच )		Issued & Dispatched			0
		P <u>1/3004522/2</u>	117( <u>3)</u> Issue	user-3, user-3	28/09/17 10:28 AM	ASST(C)-HS   (Self)		940107/2017/ऑफिस/ऑफ एच् एस (म एच )		Issued & Dispatched			0
SC		P <u>1/3004522/2</u>	117(2) Issue	user-2, user-2	28/09/17 10:28 AM	ASST(C)-HS   (Self)		940107/2017/ऑफिस/ऑफ एच् एस (म एच )		Issued & Dispatched			0
ttings	+	P <u>1/3004522/2</u>	17(1) Issue	user-1, user-1	28/09/17 10:28 AM	ASST(C)-HS   (Self)		940107/2017/ऑफिस/ऑफ एच् एस (म एच )		Issued & Dispatched			0
tification		P 1/3004522/2	17 Issue	asds, asdsad	28/09/17 10:28 AM	ASST(C)-HS   (Self)		940107/2017/ऑफिस/ऑफ एच् एस (म एच )	प	Issued & Dispatched			0
		LEGEND	ority 🔳 Out	t Today 📕 Most Imr	mediate 📕 Immed	dista 🔒 🔒	ction Initiated						
			opiect Category			-		related matters of Planning Comission					

Fig.26

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- 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 <a href="https://www.choose.com">Choose from Template(s)</a> or upload the doc/ pdf by clicking <a href="https://www.upload.file">Upload File</a> 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:

leceipts	Ŧ	Print Envelope   Crea	ate Remin	der View Reminders							
iles	÷	Vispatch Number	v v	Address	▼ <u>Sent On</u>	• <u>Sent Through</u> • <mark>File</mark> Numb	er * <u>Receipt Number</u> * <u>Issued</u> Against	* <u>Status</u>	Sanction Code	<u>Dispatch</u> <u>Mode</u>	W.
ligrate File	÷	E <u>1/7264/2017</u>	Issue	Gajavelli Venkatesham, Banjara Hills, Road No.12,H	21/08/17 03:33 PM	Minis Hand Address to but Management	24850/2017/eoffce	Issued & Dispatched			0
lispatch	Θ	-			251	WestWe					
Sent											
Paturnad											

#### 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**:

	us : Approved									
				Download	Draft Details					
		Ċ	•	-a 🗎	Communicat     Attachments					Attach F
					Dispatch Opt					
					Dispatch By CR	U Details	,,,,,,,			
					CRU User(s):	KARAN MEHRA	•	Delivery Mode:	By Hand	
Docum	ent for draft app	proval.			Remarks:					
								8101101101101101101101101101101101101101		Lonononono
				- 1	Use #ApprovedBy	y# For Approver Info. yName# For Approver Na	me			
					Use #ApprovedBy	yDesignation# For Appro ySectionName# For Appr ate# For Date of Approval	ver Design	nation. on Name.		
					Use #ApprovedDa	ate# For Date of Approval				
				42						
				+						
				-						

#### 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**:

Migrate File 🕀 📃 E <u>1/7649/2017</u> Issue test user, djb,new delhi 09/1		• <u>Sent On</u>	Sent Through	r <u>File Number</u>	* <u>Receipt Number</u> * <u>Is</u>	ssued Against* <u>Status</u>	Sanction Code* Dispatch Mode	Ŧ			
Migrate File 🕀 🗌 E <u>1/7649/2017</u> Issue test user, djb,new delhi 09/10/17 11:31 AM ASSI		ASSISTANT   (CRU)		25971/2017/eoffce	Issued & Sent	Registered Post	Û				
Dispatch	Θ	E <u>1/7642/2017</u>	Issue	test, test	05/10/17 03:45 PM	ASSISTANT   (Self)	A-12013/34/2017-Demo-DEPT-EOFFICE		Issued & Dispatched		U
Sent	0	E <u>I/7641/2017</u>	Issue	test, test	05/10/17 03:39 PM	ASSISTANT   (Self)	A-12013/34/2017-Demo-DEPT-EOFFICE		Issued & Dispatched		0
Returned		E <u>1/7409/2017</u>	Issue	Bharadwaj Poorahit, Nic Bhubaneswar	13/09/17 11:59 AM	ASSISTANT   (Self)	A-12013/34/2017-Demo-DEPT-EOFFICE	25507/2017/eoffce	Issued & Dispatched		0
r Kelumeu		E <u>1/7203/2017</u>	Issue	Dr. Parveen, Delhi	16/08/17 12:47 PM	ASSISTANT   (CRU)	A-12015/4/2017-Demo	24655(1)/2017/eoffce	Issued & Dispatched	By Hand	0
DSC	(±)	P <u>I/7204/2017</u>	Issue	Dr. Parveen, Delhi	16/08/17 12:47 PM	ASSISTANT   (CRU)		24650/2017/eoffce	Issued & Dispatched	By Hand	0
Settings	$(\pm)$										
Notification	÷										
Ext Departmen	t 🖽										

#### 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 (<u>Send With Followup and Send Without Followup</u>) process, refer Dispatch By self (Send With Followup and Send Without Followup).

5. **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**:

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XIGETAL WORK PLACE	SOLUTION		and the second	
eceipts 😑	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File   Attach Receipt   Generate A	Acknowledgement		
Browse & Diarise		Receipt Details		
Physical     Electronic	Convert JPG to PDF online - convert 1 / 1 🌔 🛨 👼	Receipt No :	941571/2018/ऑफिस /ऑफ़ एच ऐश (ऍम एच ए ) 📠	File No :
		From :	Adibasi Bikash Trust	Designation :
Inbox (7) Ministry		Main Category :	AMC & Demand	Sub Category :
Ministry Email Diarisation		Address :	Odisha	Sent Date :
Email Diarisation		Letter Ref. No :		Letter Date :
ent	SL.NO.3(R)	Subject :	Docs	Enclosures/Remarks:
ised	2 3619	Delivery Mode :	By Hand	Sender Type :
By Me	To	Dispatch histor	V	
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By others(All)	How Delly Nov Delli & Admn. Reforms,	Attached Files	History	
knowledgement	I ND & AR (Admn. Reforms)	No Record Found		
Created	Adma Bection 3	Attached Recei	pts History	
Sent	Sir, Dr. Ro		· · ·	
tiated Action	The second	<ul> <li>Receipt No.</li> </ul>	- Subject Attached - Attached - Remarks	· ·
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atch (+)	by Institute of Socretariat prining and Management, Department of Personal & Adm. no.	Computer Receipt		hed Detached Attach Detac
	Department of Personnel & Adma. Heforms, New Delhi and was placed in the First Division.	140	57 57 500	
Đ	The are Cirst Division.	E 941570 941570/	2018/ऑफिस /ऑफ़ एच ऐश (ऍम एच ए ) Docs व्हतेयेलेलने व्हतेयेलेलने 12:23	/18 27/07/18 docs docs docs
ngs 🛨	It is requested that necessary saturated the second	Detached Files		
	an ay Bervice heat			



In case any receipt(s) or file(s) are attached to the receipt, then user can detach them from the receipt details page using ( $\times$ ) 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**:

			Receipt Details	5		
Physical     Electronic	Convert JPG to PDF online - convert-jpg-to-p 1 / 1	° ± ē	Receipt No :	941074/2018/ऑफिस/ऑफ एच एस (म एच ए )	File No :	
		1	From :	RIMAN DEEP	Designation :	ASSTT(RD)-eOffice
Inbox (2)			Main Category :	AMC & Demand	Sub Category :	
Email Diarisation	warmen and Calmen and the second		Address :	shastri park	Sent Date :	u
Created	Style.)	-1-	Letter Ref. No :		Letter Date :	
Sent			Subject :	Kindly See.	Enclosures/Remarks:	
losed • By Me			Delivery Mode :	Email	Sender Type :	
DY Me	INTEDIATE		Movement Det	ails		
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itiated Action	New Delhi, -1 the 1-7-8 OFERE ONLY of TALE		1			



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**:

eipts 🖃	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File   Attach Rece	aipt   Generate Acknowled	adgement						
owse & Diarise	Upload(Only PDF upto 20 MB)+	1	Upload File	Diary Details					
Physical				Classified	Choose one	•	Sender Type	Choose one	
Electronic	Convert JPG to PDF online - convert-jpg-to-p 1 / 1	ć ± .	ē	Delivery Mode*	Email	•	Language	Punjabi	
box (2)				Mode Number			Letter Ref. No		
nail Diarisation				Туре*	Letter	*	File Number		
nt				Received Date*	13/04/2018	17	Letter Date		17
sed	Stroll	-1-		VIP	Choose one	•	Diary Date	13/04/2018	
iy Me	\$ 11.			VIP Name	Choose one	7	Dealing Hands	Choose One	
noviedgement				Contact Details				Add to	Address B
Created	IPUEDIA 78			Ministry *	CABINET SECRETA	RIAT1			
ent	The PRA/200/OCLAPY Organization to of India Ministry of Carbon, Aladia Dourtheast of Carbon, Aladian			Department *	Others				
ited Action	Department of Company Affairs			Name*	RIMAN DEEP		Designation	ASSTT(RD)-eOffice	0
+				Organization					
te File 😐	Mair Dethid, -t the 1-7-80			Address 1 *	shastri park				
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	2 and hold 's search's search of holds of the search of	ffairs,							
	a bad on Aug Rathan, S.A. may had required that T	P.C. 17 (50	_	Enclosures/Remarks					

#### Fig.32

• 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**:

	Upload(Only PDF upto 20 MB) <sup>6</sup>	Upload File	Receipt Detai	ils				
Physical     Electronic		· · · · · ·	Receipt No :	941038/2018/ओॉ	फेस/ऑफ एच् एस (म एच ए	) 🦾 🛛 FI	le No :	
+ LINCLIGHTC	Convert JPG to PDF online - convert-jpg-to-p 1 / 1 C: 👲		From :	RIMAN DEEP		D	esignation :	ASSTT(RD)-eOffice
Inbox (2)			Main Category :	AMC & Demand		SI	ub Category :	
Email Diarisation			Address :	shastri park			ent Date :	
Created			Letter Ref. No :	10000000000000000000000000000000000000			atter Date :	
e Sent	"		Subject :	Kindly see			nclosures/Remarks:	
Closed	2 14 S 1		Delivery Mode :	Email			ender Type :	
→ By Me			Movement De					
Acknowledgement	Terrene -		Sent By	<ul> <li>Sent On</li> </ul>	- Sent To	- Action	- Remarks	
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- 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.

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dgerward d d d d d d d d d d d d d	Inhere (2)     Main Category:     AMC & Demand     Sub Category:       Breal Darisation     - Created     Sent Date:       Created     - Created     - Created       Sent     - Created     - Created       Closed     - Created     - Created
d     Year 2016 **     Search       Addian     ************************************	Inber (2)     Mark (2)
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Arronada Lubi Are Mariano      Are	<ul> <li>Inber (2)</li> <li>Inber (2)</li></ul>
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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 button as shown in **Fig.35**:

	Send   Put in a File   Copy   Dispatch   Details   Movements	1 Culis Assault Cilo	Attach Receipt   Generate A	elineurledee	mant I				X		
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• The selected file then gets attached with the Receipt and moves along with the movement of Receipt as shown in **Fig.36**:

Receipts 😑	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File	Attach Receipt   Generate Acknowl	edgement (				
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			into intecord i ounio	·			



Detach File- Will detach a file from the receipt.

- The file can be detached from receipt on clicking "×" 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**:

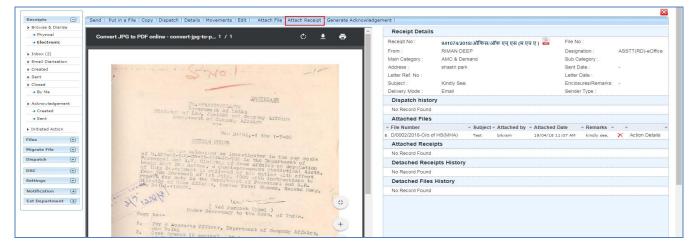


Fig.37



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.

Receipts 😑	Send   Put in a File   Copy   Dispatch   Details   Movements   E	dit   Attach File Attac	ch Receipt Generate	Acknowledgen	ient				
Browse & Diarise     Physical				-	Receipt Detai	ls			
Electronic	Convert JPG to PDF online - convert-jpg-to-p 1 / 1		¢ 🛓 🖶	- 1	Receipt No :	941074/	2018/ऑफिस/ऑफ एच् एस (म एच ए ) 📠	File No :	
▶ Inbox (2)					From :	RIMAN [		Designation :	ASSTT(RD)-eOffice
Email Diarisation					Main Category :	AMC & E		Sub Category :	
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▶ Sent					Letter Ref. No :	×	1	Letter Date :	
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Acknowledgement	No. 574/258/014/7	✓ E 941037	941037/2018/5	বিচিন্ধ/এজি হন্ হন (ম হন	( ۶	Kindly see			
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	2. Oash Branna /a	anone or Company Ai	fiairs.						



## 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 button as shown in **Fig.39**:

Receipts 📃	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File A	ttach Receipt Generate Acknowledgem	ent			×
Browse & Diarise		·	Receipt Deta	alls		
Physical     Electronic	Convert JPG to PDF online - convert-jpg-to-p 1 / 1	° ± ⊕	Receipt No :	941074/2018/ऑफिस/ऑफ एच एस (म एच ए ) 🚾	File No :	
		Attach Receipt		841074/2018/3010 4/300 24 24 (4 24 2) 803 RIMAN DEEP	Designation :	ASSTT(RD)-eOffice
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<ul> <li>Sent</li> </ul>	Department of Company					
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	1. Pay & Accounts Officer, Department of Company day Delhi 2. Cash Surance (S contec)	+				
	2. Cash Branch (2 contes) at .	Affairs,				

Fig.39

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

IGITAL WORK PLACE SC	NUTTON					
eceipts 🔄	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File	Attach Receipt   Generate Acknow	Receipt Details			
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Created Sent	Strand Strand	-1-	Letter Ref. No :	shastri park Kindly See.	Sent Date : Letter Date : Enclosures/Remarks:	-
Closed	LINEDIATE			Email	Sender Type :	-
Acknowledgement	Hinister of India	R. L. L.	No Record Found			
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grate File 主	of 5.425	pay scale ont of deputation	<ul> <li>✓ Receipt No.</li> <li>E 941037/2018/ऑफिस/ओ</li> </ul>	- Subject Attached Date by Date कएच्एस (मएचए) sindly bikram 19/04/18 11:51.AM		Another Action De
C 🛨	report for duty in the Department of Partment	th effect	Detached Receipts	History		
tification (+)	Allairs, Sorder Patel Shaven, S	and A.R. Sansad Herg,	No Record Found			
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**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 <u>Acknowledgement</u> 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:

Upload(Only PDF upto 20 MB)			Upload File	Diary Details					
				Classified	Choose one	T	Sender Type	Choose one	
۰	1/1	¢ -	• •	Delivery Mode*	By Hand	•	Language	English	
				Mode Number			Letter Ref. No		
ation				Type*	Letter	•	File Number		
				Received Date*	27/07/2018	17	Letter Date		17
				VIP	Choose one		Diary Date	27/07/2018	
				VIP Name	Choose one	•		Choose One	
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				Sub Category		Choose Or	ne		
			(+)	Subject*					
			$\smile$	Enclosures			emarks will not be changed		



### Note:

For further **Browse and Diarise Process** of **Physical Receipt**, refer to Browse and Diarise process of <u>Electronic</u> <u>Receipt</u>.



# Inbox

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

Receipts 🖃	Receive	Send Back	Send   Put in a File	View	Move To   Cop	y   Close   Dispatch	h				Hierarc	hical View My Receipts	•	
Browse & Diarise			* Computer No	•	Receipt No.			w	Subject	▼ Sender	✓ Sent By	▼ Sent On	▼ <u>Due On</u> ▼	Remarks
<ul> <li>Physical</li> </ul>			E 941038	茵	941038/2018/	'ऑफिस/ऑफ ए <u>च एस (म</u>	<u>एच ए)</u> 🔛		Kindly see	RIMAN DEEP	bikram,ऑफिस/ऑफ एच् एस (म एच ए )	11/04/18 11:54 AM	-	
<ul> <li>Electronic</li> </ul>		3	E 940870	茵	940870(2)/20	<u>18/सोसत ०५</u>		Ø	asdas	sd	sanjeev,ऑफिस/ऑफ एच् एस (म एच ए )	06/02/18 10:22 AM	-	
Inbox		VIP	E 940443	×	940443/2017/	'ऑफिस/ऑफ <u>एच् एस (म</u>	प्रचार )		acr related	सुल्तान सिंह	bipin,ऑफिस/ऑफ एच् एस (म एच ए )	22/12/17 11:52 AM	-	
Email Diarisation			P 940108		940108/2017/	'ऑफिस/ऑफ <u>एच् एस (म</u>	<u>एच ए.)</u>	Ø	asdsad	asdasd	bikram,ऑफिस/ऑफ एच् एस (म एच ए )	28/09/17 10:26 AM	-	
Created														
Sent														
Closed														
→ By Me														
By Me     By Others     (Hierarchy)														
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>														
→ By Me     By Others     (Hierarchy)     → By others(All) Acknowledgement														
<ul> <li>By Others (Hierarchy)</li> <li>By others(All)</li> <li>Acknowledgement</li> </ul>														
By Others (Hierarchy) By others(All) Acknowledgement Created														
<ul> <li>By Others (Hierarchy)</li> <li>By others(All)</li> </ul>														
By Others (Hierarchy) > By others(All) Acknowledgement > Created > Sent Initiated Action														
By Others (Hierarchy) * By others(All) Acknowledgement * Created * Sent Initiated Action les +													7	
By Others (Hierarchy) > By others(All) Acknowledgement > Created > Sent Initiated Action	LEGEND	Prior	i <b>ty 📕</b> Out Today	Most	Immediate	Immediate	🔓 Action Initiate	d VI	P VIP Refere	nces			7	

# 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:

eceipts 🖃	Receive   S	end Back	Send   Put in a File	View	Move To   C	opy   Close   Dispat	sh				Hierard	hical View My Receipts	•	
Browse & Diarise			* Computer No	*	Receipt No	<u>.</u>		*	Subject	* <u>Sender</u>	<sup>™</sup> Sent By		∗ <u>Due On</u> ∗	Remarks
<ul> <li>Physical</li> </ul>			E 941038	茵	941038/201	.8/ऑफिस/ऑफ एच् एस (म	<u>एव ए)</u> 🔓		Kindly see	RIMAN DEEP	bikram,ऑफिस/ऑफ एव् एस (म एव ए )	11/04/18 11:54 AM		
Electronic		8	E 940870	ß	940870(2)/	<u>2018/सोसल ०५</u>		Ø	asdas	sd	sanjeev,ऑफिस/ऑफ एव् एस (म एच ए )	06/02/18 10:22 AM	-	
Inbox		VIP	E 940443	Ø	940443/201	.7/ऑफिस/ऑफ एव <u>्र एस</u> (म	<u>। एव ए )</u>		acr related	सुल्तान सिंह	bipin,ऑफिस/ऑफ एच् एस (म एच ए )	22/12/17 11:52 AM	-	
Email Diarisation			P 940108		940108/201	.7/ऑफिस/ऑफ एव् एस (म	<u>एव ए )</u>	Ø	asdsad	asdasd	bikram,ऑफिस/ऑफ एच् एस (म एच ए )	28/09/17 10:26 AM	-	
Created														
Sent														
Closed														
◆ By Me														
By Others (Hierarchy)														
<ul> <li>By others(All)</li> </ul>														
<ul> <li>By others(All)</li> <li>Acknowledgement</li> </ul>														
<ul> <li>→ By others(All)</li> <li>Acknowledgement</li> <li>→ Created</li> </ul>														
<ul> <li>→ By others(All)</li> <li>Acknowledgement</li> <li>→ Created</li> <li>→ Sent</li> </ul>														
* By Others * (Hierarchy) * By others(All) Acknowledgement * Created * Sent Initiated Action tes  *														
By others(All)  Acknowledgement      Created      Sent  Initiated Action  es														
By others(All)  Acknowledgement      Created      Sent  Initiated Action	LEGEND	Priorit	sy 📕 Out Today	Most	Immediate	Immediate	🔓 Action Initiate	ed V	P VIP Refere	1085				

## Fig.43

a) **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.

Receipts 🖃	Receive					_							
		Send Back	Send   Put in a F	e   View	Move To   Copy   Close   Dispatch	-	Receive I	Receipt Conf	firmation	Hierar	chical View My Receipts	•	
Browse & Diarise			* Computer No	*	Receipt No.				ceive this receipt ?		✓ Sent On	∞ Due On 🔍	Remarks
<ul> <li>Physical</li> </ul>	~		P 941093		941093/2018/ ऑफिस ऑफ एव ऐस ( ऍम एव ए )		Are you sure	e you want to re		त ऑफ़ एच ऐस (ऍम एच ए )	20/04/18 12:16 PM	27/04/18	
→ Electronic	- 0		E 941038		941038/2018/औष्ठिस/ऑफ एच एस (म एच ए )			OK Car	ncel	ऑफ़ एव ऐस (ऍम एव ए )	11/04/18 11:54 AM		D
▶ Inbox (1)		2	E 940870	Z	<u>940870(2)/2018/सोसल ०५</u>		// asdas	sd	sanjeev, allu	स ऑफ़ एव ऐस (ऍम एव ए )	06/02/18 10:22 AM	-	
Email Diarisation		VIP	E 940443	<u>I</u>	<u>940443/2017/ऑफिस/ऑफ एव एस (म एव ए )</u>		acr rela	ated सुल्तान वि	सेंह bipin,ऑफिस	ऑफ़ एच ऐस (ऍम एच ए )	22/12/17 11:52 AM	-	
▶ Created			P 940108		<u>940108/2017/ओफिस/ऑफ एव एस (म एव ए )</u>		Ø asdsad	asdasd	l bikram,ऑफि	स ऑफ़ एव ऐश (ऍम एव ए )	28/09/17 10:26 AM	-	
Closed     By Me     By Others     (Hierarchy)													
By others(All)     Acknowledgement     Created     Sent     Initiated Action													

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**:

Receipts 😑	Receive	Send Back	Send   Put in a F	ile   Viev	v   Move To   C	opy   Close   Disp	atch					Hierarchical View My Receipts	•	
Browse & Diarise			* Computer No	*	Receipt No.			w	Subject	▼ <u>Sender</u>	<del>▼ Sent By</del>	▼ <u>Sent On</u>		Remarks
→ Physical			P 941093		941093/2018/	ऑफिस ऑफ़ एव ऐमा (ऍम	र एच ए )		Kindly See	RIMAN DEEP	bikram,ऑफिस /ऑफ़ एच ऐश (ऍम एच	ए) 20/04/18 12:16 PM	27/04/18	
→ Electronic		8	E 940870	茵	940870(2)/201	8/सोसल ०५		Ø	asdas	sd	sanjeev,ऑफिस /ऑफ़ एच ऐम (ऍम एच ए	) 06/02/18 10:22 AM	-	
Inbox (1)			P 940108		940108/2017/3	<u>गॅफिस/ऑफ एच् एस (म</u> ा	<u>रच ए.)</u>	Ø	asdsad	asdasd	bikram,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए )	28/09/17 10:26 AM	-	
Email Diarisation														
Created														
Sent														
Closed														
Closed → By Me														
▶ Closed → By Me By Others (Hierarchy)														
→ By Me														
→ By Me     By Others     + (Hierarchy)     → By others(All)														
→ By Me     By Others     + (Hierarchy)     → By others(All)														
By Me     By Others     (Hierarchy)     By others(All)     Acknowledgement														
By Me     By Others     (Hierarchy)     By others(All)     Acknowledgement     Created     Sent														
By Me     By Others     (Hierarchy)     By others(All)     Acknowledgement     Created														
By Me     By Others     Hirarchy)     Acknowledgement     Created     Sent     Recycle Bin     Initiated Action														
By Me     By Others     (Hierarchy)     By others(All)     Acknowledgement     Created     Sent     Recycle Bin	LEGEND	Prioril	<b>y</b> Uut Today	Ma	st Immediate	Immediate	S Acti	on Initiated	q And Al	P References				

Fig.45

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

				×
Receipts -	Send			
Browse & Diarise     Physical     Electronic		ng Officer 💿 Sub-ordinates 💿 Recent 5 💿 Send Back 💿 In Channel 💿 Preferred List		
Inbox (1)	Note: Name of the o	creator is highlighted in yellow colour.		
Email Diarisation	То	sanieevsanieevऑफिस/ऑफ़ एच ऐश (ऍम) एच ए )	Receipt Number	Subject
Created		auteev-auteev-one-croite (141(141(14))	(±)- (=) 940870(2)/2018/सोसल ०५	asdas
• Sent				00000
Closed	Cc			
+ By Me		(Use semicolon(;) to seperate recipients.)		
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>		Note : Cc copies are non-editable. Any change in the Main receipt will be reflected in the Cc copies, till the time not put inside the file		
<ul> <li>By others(All)</li> </ul>	Set Due Date	17		
Acknowledgement	Set Due Date			
Created	Action	Forward V		
→ Sent	Priority	Choose one		
Recycle Bin	Priority	Choose one 🔻		
Initiated Action		Total 1000   1000 characters left.		
Files 🗰	Remarks			
Migrate File 😐	Remarks			
Dispatch (+)				

Fig.46

### Note:

Refer the steps mentioned under <u>Send</u> 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 <u>Send</u> 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 View tab and a drop down menu will appear with the options as shown in **Fig.47**:

eceipts 😑	Receive   Send B	ack   Send   Put in a F	ile View Move To   Cor	y   Close   Dispatch	ן ו				Hierarchical View My Receipts	•	
Browse & Diarise			Unread	_	-	Subject	▼ <u>Sender</u>	<del>▼ Sent By</del>	<del>▼</del> Sent On	≁ <u>Due On</u> →	Remarks
Physical		P 941093	Read	ंड एच ऐस (ऐंम एच	₹)	Kindly See	RIMAN DEEP	bikram,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए	) 20/04/18 12:16 PM	27/04/18	
<ul> <li>Electronic</li> </ul>		省 E 940870	Action Initiated		Ø	asdas	sd	sanjeev,ऑफिस /ऑफ़ एव ऐस (ऍम एव ए )	06/02/18 10:22 AM		
Inbox (1)		P 940108	Physical	<u>एव् एस (म एव ए</u>	L) Ø	asdsad	asdasd	bikram,ऑफिस /ऑफ़ एव ऐश (ऍम एव ए )	28/09/17 10:26 AM	-	
Email Diarisation			Electronic								
Created			VIP References								
Sent			Out Today								
Closed			Most Immediate								
◆ By Me			Immediate								
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>			Due Date Elapsed								
<ul> <li>By others(All)</li> </ul>			All								
Acknowledgement			Subject Category								
+ Created											
→ Sent											
Recycle Bin											
Initiated Action											
les 🛨											
igrate File 😐		riority 📕 Out Today	Most Immediate	Immediate	Action Initiate	d vie VI	P References				
		ubject Category	Service Matters	Budget preparation	ACR related ma			r related matters of Planning Comission	Annual Property Return		

## 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 (<sup>Move To</sup>) tab, a drop down menu will appear with the options as shown in **Fig.48**:

leceipts 🖃	Receive	Send Back	Send   Put in a f	File   Viev		Dispatch						Hierarchical View My Receipts	*	
Browse & Diarise			* Computer No	*	Rt My Folders	7		r.	Subject	★ Sender	* Sent By	* Sent On	▼ <u>Due On</u> ▼	Remarks
<ul> <li>Physical</li> </ul>			P 941093		94 Manage Folders	। (ऐंम एच ए)			Kindly See	RIMAN DEEP	bikram,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए	() 20/04/18 12:16 PM	27/04/18	
<ul> <li>Electronic</li> </ul>		8	E 940870	関	94 Create New Folder			Ø	asdas	sd	sanjeev,ओफिस /ऑफ़ एच ऐश (ऍम एच ए )	06/02/18 10:22 AM	-	
Inbox (1)			P 940108		<u>940108/2017/ऑफिस/ऑफ ए</u>	<u>व् एस (म एच ए )</u>		Ø	asdsad	asdasd	bikram,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए )	28/09/17 10:26 AM	-	D
Email Diarisation														
Created														
Sent														
Closed														
→ By Me														
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>														
→ By others(All)														
Acknowledgement														
<ul> <li>Created</li> </ul>														
+ Sent														
Recycle Bin														
Initiated Action														
iles 🔳														
	LEGEND	Priori	ity 📕 Out Today	Mo	st Immediate 🛛 📕 Immedi	ate	Action In	nitiate	d vie VII	P References				
ligrate File 😐		Subje	ect Category	Serv	ice Matters Budget pr	eparation	ACR relat	ed mat	tters App	ointment and other	related matters of Planning Comission	Annual Property Return		
ispatch 🛨														

Fig.48

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



My Folders	_
Manage Folders	
Create New Folder	



• 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**:





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

	Date Range : 07/1	1/1986 To 03/0	05/2018										
Receipts 😑	Receive   Send I	Back   Send   Pi	ut in a File   Vi	ew   Move	To   Copy   Close   Dispatch					Hierarchical View My Receipts		۲	
Browse & Diarise		* <u>Co</u>	omputer No	Ŧ	Receipt No.	v	<u>Subject</u>	▼ <u>Sender</u>	▼ Sent By	▼ <u>Sent On</u>	<u>▼ Due On</u>	w	Remarks
<ul> <li>Physical</li> </ul>		🔏 E 94	10870	۲,	<u>940870(2)/2018/सोसत ०५</u>	Ø	asdas	sd	sanjeev,ऑफिस /ऑफ़ एच ऐश (ऍम एच ए )	06/02/18 10:22 AM	-		
→ Electronic													
Inbox (1)													
Ministry													
Email Diarisation													
▶ Created													
) Sent													
Closed													
By Me													

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 (<sup>III</sup>) or Edit (<sup>×</sup>) 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.

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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**:

	Date Range : 13/11/1986 To 09/05/2018				
Receipts 😑	Receive   Send Back   Send   Put in a File   View   Move To   Copy   Close Dispatch   Closing confirmation		Hierarchical View My Receipts	۲	
Browse & Diarise     Physical     Electronic	Consulter No     Cose h     Cose H	receipt(s)? एव ए )		▼ <u>Due On</u> ▼	Remarks
<ul> <li>Inbox (1)</li> <li>Ministry</li> </ul>	Work is done.				
Email Diarisation     Created		h			
<ul> <li>Sent</li> <li>Closed</li> </ul>					
→ By Me → By Others (Hierarchy)	OK				
→ By others(All)					
Acknowledgement					
<ul> <li>Created</li> </ul>					
+ Sent					
Recycle Bin					
Initiated Action					
Files 💌	LEGEND Priority Out Today Most Immediate Immediate Control Action Initiated VIP VIP References				
Migrate File 😐	Subject Category Service Matters Budget preparation ACR related matters Appointment and other rel	ated matters of Planning Comi	ssion Annual Property Return		
Dispatch (+)					

Fig.52

- Click button to close the selected receipt(s).
- The closed receipts will be available under **Closed** $\rightarrow$ **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**:

d   Send Back   Put in a File   Copy   Dispatch   D	etails   Movements   Edit   Close  . View Draft   Attach File   Att	ach Receipt   Action Details					
w Draft	Page Size A4 <b>T</b> Choose from T	Template(s) OF Upload File	Draft Details				
	leight - Paragraph - Verdana - 11pt - ¶ ¶, ⊞ - <u>A</u> - <u>A</u> - @ 52 English - 10 -		Draft Type* Draft Nature* Is Sanction	Reply Choose One	Language*     Prefix	English Choose One	
		-	Subject *	Circular Total 1000   992 characters	left.		-
			Receipt Number	24728/2017/eoffce V	Reply Type	Choose one	
			Ministry	Choose one			
			Department	Choose one			
			Name*	jatin maggo	Designation	General Manager,	
			Organization	Milestone Technologies Limite			
			Address 1 •	Milestone Technologies Limite			
			Address 2	B/53, Greater Kailash I, New D	Velhi	Date	
			Country	INDIA	State     Pincode	Delhi	
			City Mobile	9971584885	Landline		
			Fax	33/1304003	Email		
			Tax		Lindi	Add More Recipient(	(s) Cl
			Attachments				Attach Fi
		Ţ	Note : Use following # #ApprovedBy# for A	tags for draft creation	#Approved Public	ame# for Approver Name	
				nation# for Approver Designation		actionName# for Approver Section Name	
span		Words: 0	#ApprovedByPost#	for Approver Post Date of Approval	#ApprovedByE	nail# for Approver Email ber# for Document Number	

Fig.53

## Note:

Refer the steps mentioned under <u>Dispatch</u> 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:

eceipts 😑	Rec	eive	Send I	Bac	k   Send   Put ii	n a F	ile   View   Move To	Copy   Close   Dispatch		Hierarchical View M	/ Receipts	۲	
Browse & Diarise	0			ý	Computer No		Receipt No. 💌	Subject	▼ <u>Sender</u>	* Sent By	▼ <u>Sent On</u>	▼ <u>Due On</u> ▼	Remarks
<ul> <li>Physical</li> </ul>	0	i		E	24755	ß	24755/2017/eoffce	Office procedures.	Akansha Baloni	ARADHANA JAISWAL, eoffce	17/08/17 05:16 PM	25/08/17	6
→ Electronic	0		\$	E	24725		24725/2017/eoffce	Electricity bill	R Nagaraj	ARADHANA JAISWAL, eoffce	17/08/17 10:43 AM		
Inbox (1)	0			P	24720	ß	24720/2017/eoffce	eOffice procedures	Akansha Baloni	ARADHANA JAISWAL, eoffce	17/08/17 10:23 AM		C
Ministry	0			E	24669	C	24569/2017/eoffce	Regarding eOffice details	Akansha Baloni	ARADHANA JAISWAL, eoffce	16/08/17 12:02 PM	25/08/17	C
Email Diarisation													
Created													
Sent													



- 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.

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Ver. 5.5\_05

eoffice

• 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**:

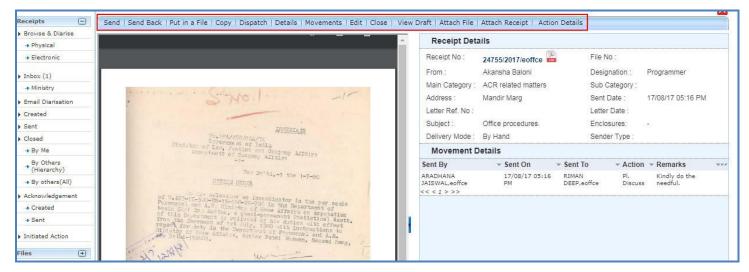


Fig.55

# **Electronic Receipt Action Tabs**

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

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

#### Note:

Refer the steps mentioned under <u>Send</u> action tab of Receipt Browse and Diaries sub-module.

2. 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.

3. 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.

- 4. **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.
- 5. **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

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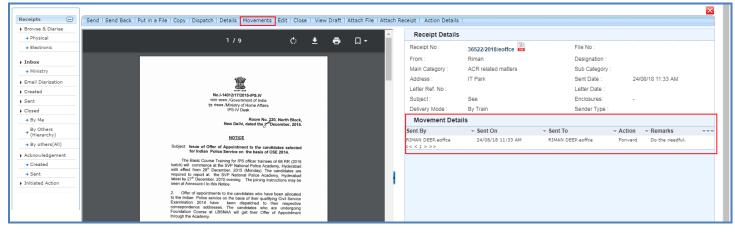


6. **Details:** It can be used to view dispatch history, list of attached files, and list of attached receipts, detached receipts history and detached files history.

### Note:

Refer <u>Details</u> action tab of Receipt Browse & Diarise sub-module.

7. **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**:





8. **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 noneditable.

Refer the steps mentioned under <u>Edit</u> action tab of Receipt Browse & Diarise sub-module.

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

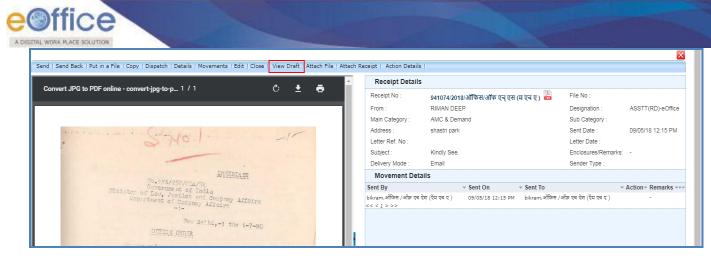
### Note:

Refer the steps mentioned under <u>Close</u> action tab of Receipt Inbox sub-module.

10. 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**:





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

leceipts 😑	Send Sen	d Back   Put	in a File 👔	Copy	Dispatch	Details	Movements	Edit	Close	View D	raft   Attach	File   Attach	n Receipt	Action D	etai
Browse & Diarise							Draft List	1							
<ul> <li>Physical</li> </ul>							brait List						<b>C</b> 1		
Electronic										_			Choose	One 💌	
T		Draft No.			Subject					Stat	us	Approved By			
Inbox (1)		054/40200								DFA					
Email Diarisation		DFA/13798			Voluntary Re	etirement				DFA					
Created															
Sent															
Closed															
• By Me															
• By Others (Hierarchy)	DFA/13798						Draft Version	List							
By others(All)	Draft Version		Date a	and Time C	Created			9	Created By				Status		
Acknowledgement	<u>1.0</u>		24/08	/17 12:35	5 PM			۵	ARADHANA	JAISWAL					
Created															
a Sent															



• The draft is shown in **Fig.59**:

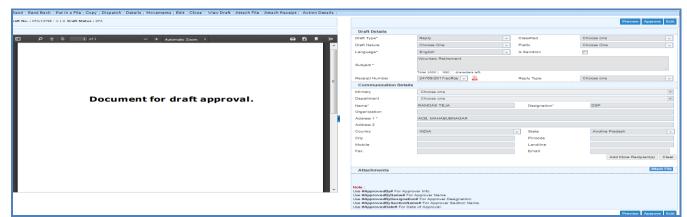


Fig.59

## Note:

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

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concerned authority or to the CRU section.

## 11. Attach File:

Note:

Refer the steps mentioned under <u>Attach File</u> action tab of Receipt Browse & Diarise sub-module.

### 12. Attach Receipt:

#### Note:

Refer the steps mentioned under <u>Attach Receipt</u> 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**:

Receipts 😑	Send Send Back Put in a File	Copy Dispatch Details Movements	s Edit Close View Draft Attach	File Attach Receipt Action De	atails		
Browse & Diarise							<b>P</b> 1
<ul> <li>Physical</li> </ul>							
→ Electronic	Computer No.:	24721		Receipt No.:	24721/2017/eoffce		
	Subject:	Office notice.		Creation Date:	17/08/17 10:30 AM		
Finbox (1)	Letter Reference No.:			Letter Date:			
+ RTI Docs.							
Email Diarisation	Currently With	ARADHANA J	AISWAL, ASSISTANT, eOffice, DEPT-EC	OFFICE			
Created	Status	In Process					
▶ Sent							
▶ Closed	Action Details & Comments						
→ Ву Ме	Initiated By	ARADHANA JAISWAL-eOffice			Initiated On	18/08/2017 04:31 PM	
By Others (Hierarchy)	Initiation Remark	12			Initiate Action Type	For Approval	
→ By others(All)	Forwarded To	ARADHANA JAISWAL-eOffice					
Acknowledgement						Add Comment	
→ Created	Action Taken by	Action taken on	Action Type	Action Remark			
→ Sent	ARADHANA JAISWAL-eOffice	18-08-2017 04:32 PI	1 TYPE2	approve			

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:

	OLUTION					_							
Receipts 😑	Send   Send Back	Put in	a File   Copy   Dispatch	Details I	Aovements   Edit   Close	Attach File	Attach Receipt   Act	ion Details					
Browse & Diarise								Receipt Details					
Physical     Electronic				1/1		¢ 🛓		Receipt No :	24654/2017/eoffce	File	No -		
		_		_				From :	Dr. Parveen		ignation : D. MS		
> Inbox								Main Category :	Appointments		Category :		
→ Ministry								Address :	Delhi			17 10:58 AM	
Email Diarisation								Letter Ref. No :	Delli		er Date : 25/06	17 10.36 AW	
Created					ISTRATIVE TRIBUNA BENCH, JODHPUR	AL.		Subject :	Reg. Appointments		losures: -		
> Sent			0-2/2017/Estt/ 622						3 11				
Closed		No : 10	0-2/2017/Estt/ 6 22	OFFICE		ed : 30.06.2017		Delivery Mode :	By Hand	Ser	der Type :		
→ By Me								Movement Detai	ls				
By Others (Hierarchy)		employ	As per the policy for imple ees by the Department of	f Personnel 8	Training, New Delhi, the	undermentioned		Sent By	<ul> <li>Sent On</li> </ul>	<ul> <li>Sent To</li> </ul>	<ul> <li>Action - Remarks</li> </ul>		
→ By others(All)		Officers	s/Officials of Jodhpur Ben oles and Responsibilities in	ich of the Ce	ntral Administrative Tribu	unal are assigned		NIKHIL KHAJURIA, eoffce		RIMAN DEEP,eoffce	Forward Demo Tes		
Acknowledgement			ate e-Service Book Module			eator and vermer		SANDEEP KUMAR, eoffce SANDEEP KUMAR, eoffce		NIKHIL KHAJURIA, eoffo SANDEEP KUMAR, eoffo		14/08/17 04:02 14/08/17 03:32	
Acknowledgement     Created	Г	S.	Name and Designation	Role	Responsibilit	ies		<< < 1 > >>	14/08/17 03:32 PM	SANUEEP KUMAR, eoffo	e Forward -	14/08/17 03:32	: PM
→ Sent		No.	and bronghadion										
Recycle Bin			Shri N.K. Dagar Section Officer	Verifier	<ul> <li>Updation of user data</li> <li>Verification of entr</li> </ul>		1						
Initiated Action					<ul><li>creator.</li><li>Authorization and</li></ul>	unloading of							
Files +					<ul> <li>Authorization and office order of the</li> </ul>	employee/user							
Migrate File 😐	-		Shri Arjun Lal Jpper Division Clerk	Creator	<ul> <li>Initiates the creation the Department.</li> </ul>								
Dispatch 🛨					<ul> <li>Performs Data entr</li> </ul>	y operations.							
DSC (+)			Shri Hemant Samariya Lower Division Clerk	Creator	<ul> <li>Initiates the creation the Department.</li> <li>Performs Data entry</li> </ul>		#						

# Fig.61

## Note:

Refer the action tabs mentioned under <u>Electronic Receipt Action Tabs</u> except the View Draft action tab as there is no provision to create DFA for Physical Receipt.

eOffice

# **Email Diarization**

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

			номе			EMPLOYEE SERVICES	
	Quote of the week To succeed in your missio	on, you must have single-minded devotion to your	-			🗑 आज का शब्द	
ile (e)	File Management System	Notice Board         Knowledge Forum         Lib           > Issue-11 May 18         Image: Compare the second seco	orary This Week	राजभाषा गतिविधियां	<b>K</b>	Altercation - कहासुनी	
•••	Knowledge Management System eFile MIS Reports Employee Master Details	Upload on KMS from eFile 11 May 2018     KARTIK MISHRA ON 11/05/2018	,		205		
eave + L	Leave Management System     Leave MIS Reports     Tour Management System     Personnel Information Management     System	Attendance     eOffice Administrator ON 27/04/2018     Training Notice					
our F		Training Notice     eOffice Administrator ON 24/04/2018     office order					
mail	Download Forms	eOffice Administrator ON 24/04/2018  • eoffice					
nect + B	Employee Corner Birthday Wishes Juperannaution oin Today	eOffice &dministrator ON 11/04/2018					
lery	/ Help Me To			_			
• B	tegister Hardware Complaints Book Room in NICHQ Book Video Conference	eoffice.gov.in Report Issue Submit	Feedback eOffice Tr	aining Learning Reso	urces		
		III News	EVENT	s			

Fig.62

• The login page appears. enter the credentials and click

button as shown in **Fig.63**:

	Mail 2.3
Enter the password associated v NIC Mail login ID	with following
rimandeep2011@nic.in	
	<b>a</b>
mail.gov.in	•
	Sign In

Fig.63



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 Move To eFile button as shown in Fig.64:

	≡ NIC Mail 2.3	👌 Ms RIMAN DEEP
Read Mail		🍪 Home > INBOX
Compose Folders Madhaar	Read Mail Regarding eMAIl Diarization From: gov.in T0: rimandeep@nic.in	Aug 28 2018
<ul> <li>✓ Drafts</li> <li>✓ Folder</li> </ul>	Issued in public interest by Disclaimer: This e-mail may contain confidential and/or legally privileged information and is meant for the intended recipient only. If you have received this e-mail merror and are not the intended recipient, kindly notify us at help@udat.govin and then delete this e-mail immediately from your system. You are also hereby notified that any use, any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this e-mail, its contents or its attachments of their than by its intended recipient is stribution publication of may be unlayful.	
⊠ Ainoa ⊠ CabSec		← Move To eFile
CRLHistory		

Fig.64

### Note:

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

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

	eofficedemo.nic.in says Are you sure Move to eFile?	🔏 Ms RIMAN DEEP
Read Mail	OK Cancel	🍪 Home > INBOX
Compose	Read Mail	
Folders –	Regarding eMAII Diarization From: gov.in T0: rimandeep@nic.in	Aug 28 2018
⊠ Aadhaar		
☑ Drafts	Issued in public inferest by Disclaimer: This e-mail may contain confidential and/or legally privileged information and is meant for the intended recipient only. If you have	
⊠ Folder	received this e-mail in error and are not the intended recipient, kindly notify us at help@uidat.gov.in and then dekte this e-mail immediately from your system. You are also hereby notified that any use, any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this e-mail, is contents or its attachments other than by its intended recipient is strictly prohibited and may be unlawful.	
⊠ Ainoa		
⊠ CabSec		→ Move To eFile
CRLHistory		
⊠ DSC		

Fig.65

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

1ailbox							Bother → INB     IINB      IINB     IINB     IIII     III     IIII     III     III     III     III     III     III     III     II
Compose	Succes	sfully Moved	To eFile.				Х
Folders	- INBOX						
INBOX							
⊡ Certificate	Show	25 v ent	ries			Search:	
DNS		J≞ S.No.	8	Sender ↓↑ Name	Subject	Submitted 🗍 Date	Moved eFile 11 Status
🖂 Drafts		1	1	Mail Delivery	Delivery Status Notification (Failure) Reporting-MTA: dns; vastu15.ni	15:20 PM	
⊠ test				System			
⊠ HOD		2	8	Mail Delivery System	Delivery Status Notification (Failure) Reporting-MTA: dns; relayout34	15:07 PM	~
⊡ ISO		3	8	Mail Delivery	Delivery Status Notification (Failure) Reporting-MTA: dns; relayout59	14:29 PM	
✓ IntraNIC				System			



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**:

	1		3/2015 To 11/05/2018							
Receipts 😑	Receiv	ve   Send E	Sack   Send   Put in a l	File   View   Move To   Copy   Clo	ise   Dispatch		Hierarchical Vie	My Receipts	Ŧ	
Browse & Diarise			• Computer No	• <u>Receipt No.</u> •	Subject	▼ <u>Sender</u>	▼ <u>Sent By</u>	▼ <u>Sent On</u>	▼ <u>Due On</u> ▼	Remarks
			E 24863	24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut	aradhana	ARADHANA JAISWAL,eoffce	23/08/17 03:13 PM		,
→ Electronic		YIP	¥ P 24654	24654/2017/eoffce	Reg. Appointments	Dr. Parveen	NIKHIL KHAJURIA, eoffce	23/08/17 10:58 AM	•	,
Inbox (1)	0		E 24850	🛚 24850/2017/eoffce 🔓	Procedures.	Gajavelli Venkatesham	ARADHANA JAISWAL,eoffce	21/08/17 11:27 AM	•	Ģ
→ Ministry			E 24669	24669/2017/eoffce	Regarding eOffice details	Akansha Baloni	ARADHANA JAISWAL, eoffce	16/08/17 12:02 PM	25/08/17	,
Email Diarisation										
Created										
→ Sent										
Closed										



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

.

	1				
Receipts	Subject	<ul> <li>Send By</li> </ul>	▼ <u>Sent Date</u>	▼ <u>Sender Email</u>	•
Browse & Diarise     Physical	Delivery Status Notification (Failure)	Mail Delivery System <mailer-daemon@relayout34.nic.in></mailer-daemon@relayout34.nic.in>	11/05/18	MAILER-DAEMON@relayout34.nic.in	×
→ Electronic					
▶ Inbox (1)					
→ Ministry					
Email Diarisation					
▶ Created					
▶ Sent					
▶ Closed					
→ By Me					
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>					
→ By others(All)					

### 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**:

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	Mail Body & Attachments	s	Select Attachments to Merge	
Receipts       > Browse & Diarise       > Physical       + Electronic	/133/INBOX_12501/1562717873attachment.pdf ^ /133/INBOX_12501/64-SOP_Inter-departmenta /133/INBOX_12501/64-SOP_Promotion.pdf		/133/INBOX_12501/mail_body_content.pdf /133/INBOX_12501/1129717489attachment.pdf	
Inbox (3)     RTI (3)	/133/INBOX_12501/64-SOP_Transfer.pdf	»		
Email Diarisation		•••		
Created				
▶ Sent				
▶ Closed				

Fig.69

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

19. My mobile has stopped working last night.     Minity     Choose one       20. Federer is serving. Djokovic is returning but the ball goes into the net. Game, Set and Match to Federer.     Depatiment     Choose one       21. Each and every student and instructor in this building hope for a new facility by next year.     Minity     Choose one       22. After the bomb blast two people have been arrested on Saturday.     Name <sup>e</sup> Designation <sup>e</sup> 23. Alshwarya worked in "Guru" when she was meeting the man who was to become her future husband.     Addess 1*	
13. The newspaper was not very successful lately.         14. The new paper was not very successful lately.         14. The new paper was not very successful lately.         15. Carlos is the only one of those sucdents who have lived up to the potential described in the yearbook         16. Asha is nervous, as she never took such a difficult test before.         17. Where do you live until your new house is ready?         18. Annu is one of those engineers who is working for Microsoft.         19. My mobile has stopped working last night.         20. Federer is serving. Djokovic is returning but the ball goes into the net. Game. Set and Match to Pederer.         21. Each and every student and instructor in this building man who was to become her future husband.         23. Alastwarya worked in "Guru" when she was meeting the main who was to become her future husband.         23. Alastwarya worked in "Guru" when she was meeting the main who was to become her future husband.         24. Category & Subject         Main Chegory         Main Chegory         Main Chegory         Main Chegory         Sub Category         Sub Category	
is always leaving our letters in the wrong mailbox. 5. Carlos is the only one of those students who have lived up to the potential described in the yearbook 6. Asha is nervous, as she never took such a difficult test before. 7. Where do you live until your new house is ready? 8. Rahul is one of those engineers who is working for Microsoft. 9. My mobile has stopped working last night. 0. Federer is serving. Djokvic is returning but the ball goes into the net. Game. Set and Match to Federer. 1. Each and every student and instructor in this building hope for a new facility by next year. 3. Alieh warys worked in 'Guru' when she was meeting the man who was to become her future husband. 6. Available two people have been arrested on Saturday. 3. Alieh was to become her future husband. 7. When a future husband. 7. Category 8 Subject 7. Barlow is to be one in the state of the state of the state of the man who was to become her future husband. 7. Category 8 Subject 7. Main Categoring 7. Doose one one one one one one one one one on	
5. Carlos is the only one of those students who have lived up to the potential described in the yearbook       Interview of the potential described in the yearbook         6. Asha is nervous, as she never took such a difficult test before.       If achied Date         7. Where do you live until your new house is ready?       Rahul is one of those engineers who is working for Microsoft.         9. My mobile has stopped working last night.       If always a stopped working last night.         0. Federer is serving. Djokovic is returning but the ball goes into the net. Game. Set and Match to Federer.       If always a stopped working last night.         1. Each and every student and instructor in this building hope for a new facility by next year.       Otoose one         2. After the bomb blast two people have been arrested on Saturday.       Mine <sup>a</sup> 3. Aishwarya worked in 'Guru' when she was meeting the man who was to become her future husband.       If Old Image: State Im	
Asha is nervous, as she never took such a difficult test before.     Where do you live until your new house is ready?     Rahul is one of those engineers who is working for Microsoft.     My mobile has stopped working last night.     Gerear is serving. Djokovic is returning but the ball goes into the net. Game, Set and Match to Federer.     Leach and every student and instructor in this building hope for a new facility by next year.     After the bomb blast two people have been arrested on Saturday.     Alst we people have been arrested on Saturday.     Alsh was to become her future husband.     We make the state of	
before.     VP     Choose one     Item (Data)     Dary Date     21062018       7. Where do you live until your new house is ready?     Rahul is one of those engineers who is working for Microsoft.     VP     Choose one     Item (Data)     Dary Date     21062018       9. My mobile has stopped working last night.     0. Federer is serving. Diokovic is returning but the ball goes into the net. Game. Sist and Match to Federer.     Item (Data)	17
B. Rahul is one of those engineers who is working for Microsoft.     Output the hast stopped working last night.     Contact Details     Contact Details     Ministry     Contact Details     Mi	
Microsoft.       Onder Mobile has stopped working last night.         0. My mobile has stopped working last night.       Onder Control Leading         0. Each and every student and instructor in this building hope for a new facility by next year.       It is building         1. Each and every student and instructor in this building hope for a new facility by next year.       It is building         3. Aishwarya worked in "Guru" when she was meeting the man who was to become her future husband.       It is building         0. Alge in "Guru" when she was meeting the man who was to become her future husband.       It is building         0. Alge in "Guru" when she was meeting the man who was to become her future husband.       It is building         0. Alge in "Guru" when she was meeting the man who was to become her future husband.       It is building         0. Control (Control	
O. Federer is serving. Djokovici is returning but the ball goes into the net. Game. Set and Match to Federer.     Each and every student and instructor in this building hope for a new facility by next year.     After the bomb blast two people have been arrested on     Alishwarya worked in 'Guru' when she was meeting the man who was to become her future husband.     Addess 1*     Addess 2     Courty     ROLA     Pincole     Basi     Category & Subject Main Category     Sub Category     Choose One     Delvery Status Notification (Falure)	dd to Address Boo
Destinet     General Section     Sect	
1. Each and every student and instructor in this building hope for a new facility by next year.       Name"       Designation"         2. After the bomb blast two people have been arrested on Saturday.       Name"       Designation"         3. Alishwarya worked in "Guru" when she was meeting the man who was to become her future husband.       Name"       Designation"         County       IRDIA       State       Addess 1°.         Addess 1°.       Addess 1°.       Addess 1°.         County       IRDIA       State       Addess 1°.         Div       IRDIA       State       Addess 1°.         County       IRDIA       State       Addess 1°.         Mobile       Landine       Enall       Enall         Category & Subject       Mani Category*       Choose one       Delivery States Notification (Falure)	
Saturday. 3. Alishwarya worked in "Guru" when she was meeting the man who was to become her future husband.  Addees 2 County ROIA  Addees 2 County ROIA  Face  Face  Category & Subject  Main Category  Sub Category  Choose one  Delvery State Notification (Falure)	
3. Alabwarya worked in 'Guru' when she was meeting the man who was to become her future husband.     Addess 1°.       Addess 1°.     Pincole       Bit Category & Subject     Enal       Main Category*     Choose one       Sub Category     Choose One       Delivery Status Notification (Falure)     Delivery Status Notification (Falure)	
Main who was to become her future husband.     Addess 2       Conty     RDA       Conty     RDA       Conty     RDA       Piccole     Landine       Fax     Email       Category & Subject     Choose one       Sub Category     Choose one       Delvery States Notification (Falure)	
Oky     Pincode       Mobile     Landine       Pax     Email       Category & Subject     Email       Main Category*     Choose one       Sub Category     Choose one       Delivery Status Notification (Falure)	
Mobie Landine Email Category & Subject Choose one Sub Category Choose One Delivery Status Notification (Failure)	Vicobar Islands 🔹
Fax     Email       Category & Subject        Main Category*     Choose one       Sub Category     Choose One       Delivery Status Notification (Failure)	
Category & Subject       Main Category*     Choose one       Sub Category     Choose One       Delivery Status Notification (Failure)	
Main Category* Choose one Sub Category Choose One Delivery Status Notification (Failure)	
Sub Category Choose One Delivery Status Notification (Failure)	
Delivery Status Notification (Failure)	
Subject"	
	A
Enclosures	1
* Enclosure Remarks will not be changed after movement	
Customize Acknowledgement	
Generate	Generate & Send

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**:

	Date Ran	ge: 19/03/2015 To 12/05/20	018						
Receipts 😑	Send	Put in a File   Copy   Dispate	h   View   G	Generate Acknowledgement			Hierarchical View My Receip	rs 🔻	
Browse & Diarise		▼ Computer No	-	Receipt No.	•	Subject	▼ Subject Category	▼ Created On	•
<ul> <li>Physical</li> </ul>		E 30472	Ϊ	30472/2018/eoffce		Kindly see.	Appointments	02/04/18 02:36 PM	
→ Electronic		E 30319	<u>i</u>	30319/2018/eoffce		Issue	ACR related matters	26/03/18 10:07 AM	
Inbox (1)		E 25892	E	25892/2017/eoffce		kindly see.	ACR	25/09/17 03:29 PM	
- Ministry		E 25891	Ϊ	25891/2017/eoffce		urgent	ACR related matters	25/09/17 03:25 PM	
Email Diarisation		P 25223	茂	25223/2017/eoffce		Office procedures	ACR related matters	05/09/17 02:16 PM	
▶ Created		P 25054	<b>X</b>	25054/2017/eoffce		Implementation process	ACR related matters	24/08/17 05:03 PM	
Sent		P 25053		25053/2017/eoffce		Office procedures.	ACR related matters	24/08/17 05:01 PM	
▶ Closed		E 24728	茵	24728/2017/eoffce		Circular	Audit Matters	17/08/17 10:49 AM	
→ By Me		E 24727	茵	24727/2017/eoffce		Procedures	ACR related matters	17/08/17 10:48 AM	
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>		P 24726	茵	24726/2017/eoffce		Joining letter	Appointments	17/08/17 10:46 AM	
→ By others(All)		E 24601	<u>II</u>	24601/2017/eoffce		For eOffice implementation	ACR	10/08/17 11:47 AM	

## Fig.71

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

Note:

Refer the steps mentioned under <u>Send</u> action tab of Receipt Browse and Diaries sub-module.

2. 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.

- 3. **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.
- 4. **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.

- 5. **View**: It is used to sort the receipts based on different criteria such as Physical, Electronic, etc.
  - Move the cursor on <sup>View</sup> tab, a drop down menu will appear with the options as shown in **Fig.72**:

Dffice					
AL WORK PLACE SOLUTION					
1	Date Range : 19/03/2015 To 12/05/201				
Receipts 😑	Send   Put in a File   Copy   Dispatch	Viewn Generate Acknowledgement		Hierarchical View My Receipts	•
Browse & Diarise	Computer No	Physical	✓ Subject	<del>▼ Subject Category</del>	▼ <u>Created On</u> ▼
<ul> <li>Physical</li> </ul>	E 30472	Electronic	Kindly see.	Appointments	02/04/18 02:36 PM
<ul> <li>Electronic</li> </ul>	E 30319	VIP References	Issue	ACR related matters	26/03/18 10:07 AM
Inbox (1)	E 25892	All	kindly see.	ACR	25/09/17 03:29 PM
Ministry	E 25891	25891/2017/eoffce	urgent	ACR related matters	25/09/17 03:25 PM
Email Diarisation	P 25223	25223/2017/eoffce	Office procedures	ACR related matters	05/09/17 02:16 PM
▶ Created	P 25054	25054/2017/eoffce	Implementation process	ACR related matters	24/08/17 05:03 PM
▶ Sent	P 25053	25053/2017/eoffce	Office procedures.	ACR related matters	24/08/17 05:01 PM
▶ Closed	E 24728	24728/2017/eoffce	Circular	Audit Matters	17/08/17 10:49 AM
→ By Me	E 24727	24727/2017/eoffce	Procedures	ACR related matters	17/08/17 10:48 AM
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>	P 24726	Z 24726/2017/eoffce	Joining letter	Appointments	17/08/17 10:46 AM
→ By others(All)	E 24601	24601/2017/eoffce	For eOffice implementation	ACR	10/08/17 11:47 AM
Acknowledgement	1				
+ Created					
+ Sent	1				

### Fig.72

- a) **Physical**: To view all physical receipts.
- b) Electronic: To view all electronic receipts.
- c) VIP References: To view all the VIP referenced receipts.
- d) 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 <u>Acknowledgement</u> sub-module.



# Sent

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

## Note:

Pull back (<sup>1</sup>): 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**:

leceipts 😑	Sen	ew   Copy   Generate	ACK	nowledgement								
Browse & Diarise		* Computer No *		Receipt No.	v	Subject	• <u>Sender</u>	▼ <u>Sent to</u>	* <u>Sent On</u>	* Due On		ŕ
<ul> <li>Physical</li> </ul>		E 24793		24793/2017/eoffc		Voluntary Retirement	RAMDAS TEJA	RIMAN DEEP,eoffce	18/08/17 12:15 PM		Initiate Action	
→ Electronic	0	 E 24722		24722/2017/eoffc	2	stationary bill	debashish Khan	ARADHANA JAISWAL,eoffce	17/08/17 10:33 AM	23/08/17	Initiate Action	
Inbox (1)	0	 E 24721		24721/2017/eoffc	8	Office notice.	GVST RAJU	ARADHANA JAISWAL, eoffce	17/08/17 10:31 AM		Initiate Action	
→ Ministry	0	P 24672		24672/2017/eoffc		Regarding joining of officer.	Mangesh Wankhede	ARADHANA JAISWAL, eoffce	16/08/17 12:07 PM	23/08/17	Initiate Action	Ð
Email Diarisation		E 24598		24598/2017/eoffc	1	Automation of office procedures	aradhna	ARADHANA JAISWAL,eoffce	10/08/17 11:42 AM	17/08/17	Initiate Action	Ð
Created												
Sent												
Closed												
A Ry Ma												

- 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 <u>Send</u> 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 <u>View</u> 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 <u>Acknowledgement</u> sub-module.



# Closed

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

Closed module contains 3 links:

- a) By Me- Lists all the receipts closed by the logged in user.
- b) **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).
- c) 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**:

eceipts 🖃	Re-ope	1						
Browse & Diarise		Computer No	<ul> <li><u>Receipt No.</u></li> </ul>	⇒ <u>File No.</u>	▼ <u>Subject</u>	▼ <u>Closed On</u>		* <u>Action</u> *
Physical		24755	E <u>24755/2017/eoffce</u>		Office procedures.	23/08/17 11:52 AM	Work done.	<u>Re-open</u>
+ Electronic								
Inbox								
<ul> <li>Ministry</li> </ul>								
Email Diarisation								
Created								
Sent								
Closed								
→ By Me								

Fig.74

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

	Re-ope	en			Description Operformation	1		
Receipts  Browse & Diarise		Computer No	▼ ▼ <u>Receipt No.</u>	⊤ <u>File</u> I	Reopening Confirmation	Dh	▼ <u>Closing Remarks</u>	▼ <u>Action</u>
→ Physical		24755	E <u>24755/2017/eoffce</u>		Are you sure to re-open selected receipt(s)?	7 11:52 AM	Work done.	<u>Re-open</u>
→ Electronic					Remarks * Pending.			
▶ Inbox								
→ Ministry					OK			
Email Diarisation						J		
Created				L				
<ul> <li>Sent</li> <li>Closed</li> </ul>								
→ By Me								

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**:

Greated		Type*	Directions	•	File Number		
+ Sent		Received Date	02/04/2018	17	Letter Date		17
Closed     By Me	more a series of a Cardina and a series of the series of t	VIP	Choose one	*	Diary Date	02/04/2018	
Acknowledgement	" Stano I and the stand	VIP Name	Choose one	Ŧ	Dealing Hands	Choose One	*
Acknowledgement     Created		Contact Details				Add to A	Address Book
+ Sent		Ministry *	Choose one				
Initiated Action	APPLIEDIA 200	Department *	Choose one				
Files (+)	TO * FPA/Straday bar	Name	RIMAN DEEP		Designation*	ASSTT(RD)-eOffice	
Migrate File 🔶		Organization			a confidence	Louis and the second	
Dispatch (+)	Lepichent of Coupmy Affairs	Address 1 *	shastri park				
DSC (+)		Address 2					
Settings (+)	Her Delha, -1 the 1-7-80	Country	INDIA		▼ State	DELHI	*
Notification (+)	University official	City			Pincode		
Ext Department (+)	of h.422-15-15 willorium as investigator in the pay coole Permonent and A.7 Hards-SO-20-700 in the payments of badie Buil Bei Arg. 15 Hards of Home Arguments of	Mobile			Landline		
	Percentration and A. B. the stop-20-700 in the Day scale	Fax			Email		
	of this part Astimation . O Giestmerran Affairs of deputation	Category & Subje	ect				
	of h.4.2 index index in a large Elector in the pay so is be proved in the Art Election of the index index index in the pay so is of this Decart Election of the index index index index is a solution of this Decart Election of the index is a solution with a Art Solution index index index index index index index index index is a solution index index of the index index index index index index index index index index index index index index i	Main Category*		AMC & Dem	and		-
	Active the of the second secon	Sub Category		Choose One			-
	and Deliki-110001. Sabase Partel Miswon, Sanazd Marg.			Kindly see.			1
		Subject*		Kinuty see.			
	3/ 12/00 ( the the the the	Subject-					
	Oopy boi- Under Secretary to the Cove. of India. (-)			-			1
	tota della d	Enclosures/Remarks					1
	<ol> <li>Poy &amp; Accounts Officer, Departments of Company Affairs,</li> <li>Cont. memory (2 conter)</li> </ol>	Customize Acknowle	edgement				
	2. Orach manual (2 copies). It is remained at the states,	A second s					
						Generate Gener	ate & Send

Fig.76

- The acknowledgement creation page appears, along with customized acknowledgment.
- User can choose a pre-defined template by clicking Choose from Template(s) button or can edit the acknowledgment 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**:

office	
LocatinaL WORK PLACE SOLUTION         Ipta         Ipta	
< ₽	Words



- 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:

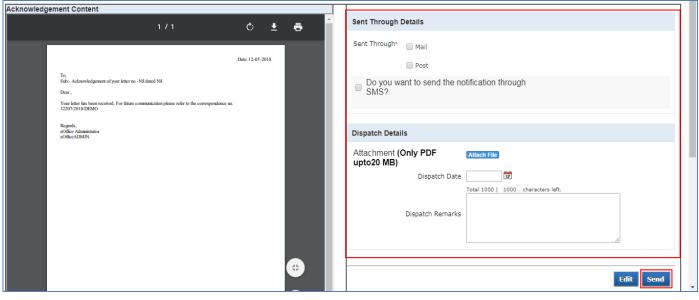


Fig.78



button to edit the content of acknowledgement.

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

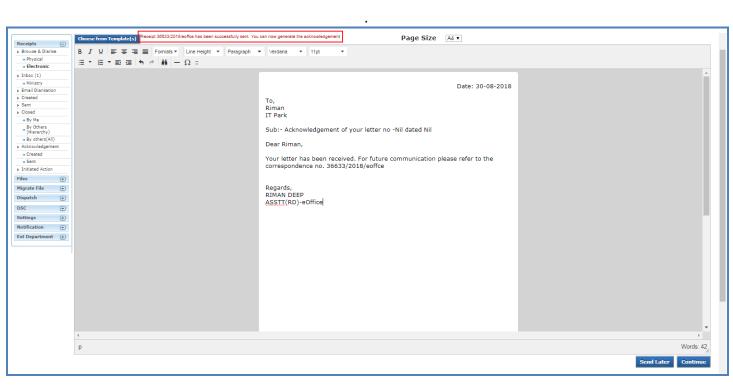
## OR

- 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:

rowse & Diarise	Mades Manage address	enter in bishtishted in collected and a second		
Physical	Note: Name of the cr	eator is highlighted in yellow colour.		
<ul> <li>Electronic</li> </ul>	To	RIMAN DEEPASSTT(RD)-eOfficeeOffice	Receipt Number	Subject
Inbox (1)	<u></u>			see
→ Ministry			<b>3</b>	
Email Diarisation	Cc			
Created	-	(Use semicolon(;) to seperate recipients.)		
Sent		Note : Cc copies are non-editable. Any change in the Main receipt will be reflected in the Cc copies, till the time not put inside the file		
Closed	Set Due Date	30/08/2018		
→ By Me	OCT DUC DUIC	3000/2010		
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>	Action	Forward <b>v</b>		
<ul> <li>By others(All)</li> </ul>	Priority	Out Today 🔻		
Acknowledgement				
<ul> <li>Created</li> </ul>	Initiate Action			
+ Sent				
Initiated Action		Total 1000   1000 characters left.		
Files 🛨	Remarks			
ligrate File 🔳				
)ispatch (±				
sc 🛨	Send			
ettings 🛨	Cond			

Fig.79

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



**Fig.80** 

Note:

A DIGETAL WORK PLACE SOLUTION

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 Ra	ange : 19/03/2015 To	12/05/2018							
Receipts 😑	Send	Put in a File   Copy	Dispatch	View	Generate Acknowledgement			Hierarchical View My Receipts	•	
Browse & Diarise		▼ Compute	er No	*	Receipt No.	•	Subject			-
<ul> <li>Physical</li> </ul>		E 32580		Ċ.	32580/2018/eoffce		Kindly	Appointments	12/05/18 07:30 PM	
→ Electronic		E 30472		茵	30472/2018/eoffce		Kindly see.	Appointments	02/04/18 02:36 PM	
Inbox (1)		E 30319		Z	30319/2018/eoffce		Issue	ACR related matters	26/03/18 10:07 AM	
→ Ministry		E 25892		B	25892/2017/eoffce		kindly see.	ACR	25/09/17 03:29 PM	
Email Diarisation		E 25891		<b>X</b>	25891/2017/eoffce		urgent	ACR related matters	25/09/17 03:25 PM	
▶ Created		P 25223		茵	25223/2017/eoffce		Office procedures	ACR related matters	05/09/17 02:16 PM	
▶ Sent		P 25054		<b>E</b>	25054/2017/eoffce		Implementation process	ACR related matters	24/08/17 05:03 PM	
<ul> <li>Closed</li> </ul>		P 25053			25053/2017/eoffce		Office procedures.	ACR related matters	24/08/17 05:01 PM	
→ By Me		E 24728		Ĭ.	24728/2017/eoffce		Circular	Audit Matters	17/08/17 10:49 AM	

Fig.81

• 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)

### 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 02/08/2	018										
Receipts 😑	Send   View	w   Copy   Generate Ackr	nowledg	ement									
Browse & Diarise		Computer No		Receipt No.	•	Subject	▼ Sender	<del> </del>	<del>▼</del> Sent On	▼ <u>Due On</u>	-	*	
<ul> <li>Physical</li> </ul>		E 24601		24601/2017/eoffce		For eOffice implementation	aradhna	ARADHANA JAISWAL, eoffce	01/08/18 02:54 PM	-	Initiate Action	•	
<ul> <li>Electronic</li> </ul>		E 24601		24601/2017/eoffce		For eOffice implementation	aradhna	RIMAN DEEP,eoffce	31/07/18 04:50 PM	-	Initiate Action		
Inbox		E 24727	<b>X</b>	24727/2017/eoffce		Procedures	Bharadwaj Poorahit	RIMAN DEEP,eoffce	31/07/18 04:01 PM	-	Initiate Action		
<ul> <li>Ministry</li> </ul>		E 24728	<b>X</b>	24728/2017/eoffce		Circular	jatin maggo	RIMAN DEEP,eoffce	20/07/18 03:10 PM	-	Initiate Action		
Email Diarisation		E 25891	<b>X</b>	25891/2017/eoffce		urgent	Om Pakash	RIMAN DEEP,eoffce	19/07/18 03:14 PM	-	Initiate Action		
Created		E 25892		25892/2017/eoffce		kindly see.	Akansha Baloni	RIMAN DEEP,eoffce	19/07/18 03:11 PM	-	Initiate Action		
▶ Sent		E 32580	<b>X</b>	32580/2018/eoffce	Ø	Kindly	RIMAN DEEP	RIMAN DEEP,eoffce	19/07/18 11:51 AM	-	Initiate Action		
▶ Closed		E 30472	ß	30472/2018/eoffce		Kindly see.	ARADHANA JAISWAL	RIMAN DEEP,eoffce	18/07/18 04:39 PM	-	Initiate Action		
→ By Me		E 24978	<b>X</b>	24978/2017/eoffce		Meeting notice	GVST RAJU	ARADHANA JAISWAL,eoffce	22/08/17 04:36 PM	-	Initiate Action		
By Others (Hierarchy)		E 24852	<b>X</b>	24852/2017/eoffce		Implementation procedure.	sr. sysmsasundar	ARADHANA JAISWAL, eoffce	21/08/17 11:30 AM	-	Initiate Action		
By others(All)		E 24769	ß	24769/2017/eoffce	Ø	Voluntary Retirement	RAMDAS TEJA	ARADHANA JAISWAL, eoffce	21/08/17 11:28 AM	-	Initiate Action		
Acknowledgement		E 24793	<b>B</b>	24793/2017/eoffce		Voluntary Retirement	RAMDAS TEJA	RIMAN DEEP,eoffce	18/08/17 12:15 PM	-	Initiate Action		
Acknowledgement     Acknowledgement		E 24722	1	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 (<u>From Browse & Diarise page</u>).



# 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 😑		Acknowledgement No.	<ul> <li>Computer No.</li> </ul>		- Created Date	- Subject Category	
Browse & Diarise		12672/2018-ACK	32207	32207/2018/DEMO	12/05/18 08:05 PM	-	
<ul> <li>Physical</li> </ul>							
→ Electronic		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	RTI	
• Inbox		2948/2016-ACK	7515	7515/2016/DEMO	01/02/16 04:45 PM	-	
→ aahan		2937/2016-ACK	3597	3597/2015/DEMO	29/01/16 03:04 PM	Finance	
Email Diarisation		1200/2015-ACK	2423	2423/2015/DEMO	17/09/15 10:52 AM	General	
Created		1167/2015-ACK	3040	3040/2015/DEMO	16/09/15 04:56 PM	Finance	
• Sent		486/2015-ACK	1222	1222/2015/DEMO	07/07/15 12:04 PM	-	
Closed		482/2015-ACK	1216	1216/2015/DEMO	07/07/15 10:48 AM	-	
→ By Me		449/2015-ACK	1147	1147/2015/DEMO	06/07/15 12:20 PM	Establishment Matters	
Acknowledgement		271/2015-ACK	921	921/2015/DEMO	30/06/15 03:20 PM	-	
+ Created		230/2015-ACK	666	666/2015/DEMO	20/06/15 12:13 PM	ACR	
+ Sent		196/2015-ACK	553	553/2015/DEMO	17/06/15 12:09 PM	-	
Initiated Action		195/2015-ACK	521	521/2015/DEMO	16/06/15 04:44 PM	-	
iles 🔳		186/2015-ACK	507	507/2015/DEMO	15/06/15 03:02 PM	General	
igrate File 😐							
ispatch 🛨	LEGE	ND Priority Out Toda	Most Immediate	diate 🖁 Action Initiated 🖤	VIP References		



- 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.

# Acknowledgement→Sent Link

It contains those acknowledgements which are already sent to users.

a) <u>View Signed Copy</u> 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:

Offi	С	e							
OGETAL WORK PLAC	1								
econe norminero									
ceipts 🖃	Print	Regenerate							
ceipts -		Acknowledgement No.	<ul> <li><u>Computer No.</u></li> </ul>	* Receipt No.	✓ <u>Subject</u>	<u>     Mail Date   </u>	* Dispatch Date	* Sent Through	*
Physical		7227/2018-ACK	941940	941940/2018/पी ऍम सेक्शन	Sushanta Receipt Count 01	29/08/18 03:31 PM		Mail ,SMS	
Electronic		7177/2018-ACK	941768	941768/2018/पी ऍम सेक्शन	Sushanta EReceipt HCLF 51	08/08/18 12:30 PM	08/08/2018	Mail	View Signed Copy
		7156/2018-ACK	941711	941711/2018/पी ऍम सेक्शन	Sushanta New PReceipt HCLF 09	31/07/18 04:32 PM	06/08/2018	Mail	View Signed Copy
nbox (159)		7154/2018-ACK	941711	941711/2018/पी ऍम सेक्शन	Sushanta New PReceipt HCLF 09	31/07/18 04:30 PM	31/07/2018	Mail	View Signed Copy
SATRU1		7135/2018-ACK	941629	941629/2018/पी ऍम सेक्शन	shivangi11	24/07/18 03:19 PM		Mail	
mail Diarisation		7120/2018-ACK	941518	941518/2018/पी ऍम सेक्शन	Meeting	28/06/18 03:07 PM		Mail	
Created		7089/2018-ACK	940306	940306/2017/पी ऍम सेक्शन	SatruTest Receipt 11	17/06/18 03:02 PM	17/06/2018	Mail	View Signed Copy
Sent		7059/2018-ACK	941406	941406/2018/पी ऍम सेक्शन	Test file satru1	16/06/18 10:17 AM		Mail	
Closed		7017/2018-ACK	941192	941192/2018/पी ऍम सेक्शन	test-0000001	03/05/18 04:46 PM	03/05/2018	Mail ,Post	View Signed Copy
By Me		6934/2017-ACK	940359	940359/2017/पी ऍम सेक्शन	qwerty	-	13/12/2017	Post	
• By Others (Hierarchy)		6930/2017-ACK	940398	940398/2017/पी ऍम सेक्शन	rtyryry	-	01/12/2017	Post	
<ul> <li>By others(All)</li> </ul>		6925/2017-ACK	940360	940360/2017/पी ऍम सेक्शन	zsdgs	23/11/17 02:50 PM		Mail	
Acknowledgement		6924/2017-ACK	940358	940358/2017/पी ऍम सेक्शन	qwerty	-	23/11/2017	Post	
Created		6875/2017-ACK	940253	940253/2017/पी ऍम सेक्शन	Sub-078 (8 (8 08 01811	24/10/17 02:51 PM	24/10/2017	Mail ,SMS ,Post	View Signed Copy
• Sent		6874/2017-ACK	940250	940250/2017/पी ऍम सेक्शन	ൽ ർ ർ ൺ ലെടലങ	24/10/17 02:45 PM	24/10/2017	Mail ,SMS ,Post	View Signed Copy
nitiated Action									
is 🛨	LEGE	END Priority Ou	t Today 📕 Most Immediate	Immediate	Action Initiated VIP VIP References				
prate File 🔫		Subject Categor		-		r related matters of Planning Comis	sion Annual Prope		

Fig.84

1.

Print : To download the sent acknowledgment.

2. 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**:

Receipts 😑	Send		
Browse & Diarise			
<ul> <li>Physical</li> </ul>	All      Reporting Officer      Sub-ordinates      Recent 5      Send Back      In Channel      Preferred List		
Electronic	Note: Name of the creator is highlighted in yellow colour.		
Inbox (1)	Note, Name of the creator is ingringing an year with colour.		
+ RTI Docs.	To ARADHANA JAISWAL-ASSTT(AJ)-eOffice-eOffice	Receipt Number	Subject
Email Diarisation			Voluntary Retirement
Created			
• Sent			
Closed	(Use semicolon(;) to separate recipients.)		
+ By Me By Others	Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file		
* (Hierarchy)	Set Due Date		
<ul> <li>By others(All)</li> </ul>	Set Due Date		
Acknowledgement	Action Forward		
<ul> <li>Created</li> </ul>	Priority Choose one		
Sent     Initiated Action			
	Initiate Action V Type* For Approval		
Files 🛨	Total 1000   975 characters left.		
ligrate File 🛨	For your approval please.		
Dispatch 🛨	Remarks*		
Dispatch 🛨			
DSC 🛨			
Settings 😐			
Notification +	Send		

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:

Receipts 😑	Send View	v Copy Generate	Ackn	owledgement								
Browse & Diarise		▼ <u>Computer No</u> ▼		Receipt No.	v	Subject	▼ <u>Sender</u>	▼ <u>Sent to</u>	▼ <u>Sent On</u>	▼ <u>Due On</u>	v	v
→ Physical		E 24863	Ä	24863/2017/eoffce		Minority Walk 1.5 km, 20 min, Educational Institut	aradhana	RIMAN DEEP,eoffce	23/08/17 03:13 PM		Initiate Action	
→ Electronic		P 24868		24868/2017/eoffce		test	Bharadwaj Poorahit	ARADHANA JAISWAL, eoffce	21/08/17 03:27 PM	•	Initiate Action	
Inbox (1)		E 24863	Ä	24863/2017/eoffce		Minority Walk 1.5 km, 20 min, Educational Institut	aradhana	ARADHANA JAISWAL, eoffce	21/08/17 02:44 PM	•	Initiate Action	
+RTI Docs.		E 24850	Ä	24850/2017/eoffce		Procedures.	Gajavelli Venkatesham	RIMAN DEEP,eoffce	21/08/17 11:27 AM	-	Initiate Action	
Email Diarisation		E 24721	Ï	24721/2017/eoffce	Ø	Office notice.	GVST RAJU	ARADHANA JAISWAL, eoffce	18/08/17 04:31 PM	-	Initiate Action	
		E 24721	Ä	24721/2017/eoffce	Ø	Office notice.	GVST RAJU	ARADHANA JAISWAL, eoffce	18/08/17 04:31 PM	-	Initiate Action	
Created		E 24755	Ä	24755(2)/2017/eoffce		Office procedures.	Akansha Baloni	NIKITA NEGI, eoffce	17/08/17 05:16 PM	25/08/17	Initiate Action	£
Sent		E 24755	Ä	24755(1)/2017/eoffce		Office procedures.	Akansha Baloni	PRIYANKA KUMARI, eoffce	17/08/17 05:16 PM	25/08/17	Initiate Action	£
Closed		E 24755	Ä	24755/2017/eoffce		Office procedures.	Akansha Baloni	RIMAN DEEP,eoffce	17/08/17 05:16 PM	25/08/17	Initiate Action	
→ By Me	_	E 24721	Ä	24721/2017/eoffce		Office notice.	GVST RAJU	ARADHANA JAISWAL, eoffce	17/08/17 02:39 PM	•	Initiate Action	
By Others (Hierarchy)		E 24725	H	24725/2017/eoffce		Electricity bill	R Nagaraj	RIMAN DEEP,eoffce	17/08/17 10:43 AM	•	Initiate Action	
→ By others(All)		P 24720	Ä	24720/2017/eoffce		eOffice procedures	Akansha Baloni	RIMAN DEEP,eoffce	17/08/17 10:23 AM	•	Initiate Action	
1	- E -	5.04000	***	04000/0047/		ni	Alizzaka Balasi	DIMAN DEED	10/00/17 10:00 DM	25/00/17	Tableta Astro-	P



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ΟK

Enter the initiation Type and Remarks and click

button, as shown in **Fig.87**:

eceipts 😑	Send	View	Copy Generate	Ackn	owledgement				F	Receipt Initiation Confirmation						
Browse & Diarise			* Computer No	,	Receipt No.	v	Subject		Are vo	ou sure you want to initiate action for this receipt ?	e	nt to	▼ <u>Sent On</u>	▼ <u>Due On</u>	v	Ŧ
→ Physical		E	24863	ß	24863/2017/eoffce		Minority Walk				IJ	AN DEEP, eoffce	23/08/17 03:13 PM		Initiate Action	
→ Electronic		P	24868		24868/2017/eoffce		test	Ту	pe*	For Urgent Discussion 🔹	R	DHANA JAISWAL,eoffce	21/08/17 03:27 PM	•	Initiate Action	
Inbox (1)		E	24863	Ĭ.	24863/2017/eoffce		Minority Walk				R	DHANA JAISWAL, eoffce	21/08/17 02:44 PM	-	Initiate Action	
+ RTI Docs.		E	24850	ß	24850/2017/eoffce		Procedures.			Disccussion	IJ	AN DEEP,eoffce	21/08/17 11:27 AM	-	Initiate Action	
		E	24721	Ϊ	24721/2017/eoffce	Ø	Office notice.	Re	marks*		R	ADHANA JAISWAL,eoffce	18/08/17 04:31 PM	•	Initiate Action	
Email Diarisation		E	24721	<u>1</u>	24721/2017/eoffce	Ø	Office notice.				R	ADHANA JAISWAL,eoffce	18/08/17 04:31 PM	-	Initiate Action	
Created		E E	24755	Ϊ	24755(2)/2017/eoffce		Office procedu	n			IK	ITA NEGI,eoffce	17/08/17 05:16 PM	25/08/17	Initiate Action	•Ð
Sent		E	24755	Ϊ	24755(1)/2017/eoffce		Office procedu	n			R	YANKA KUMARI,eoffce	17/08/17 05:16 PM	25/08/17	Initiate Action	•C
Closed		E	24755	<u>1</u>	24755/2017/eoffce		Office procedu	n			1)	AN DEEP,eoffce	17/08/17 05:16 PM	25/08/17	Initiate Action	
→ By Me		E	24721	Ľ	24721/2017/eoffce		Office notice.			Ok Cancel	R	ADHANA JAISWAL,eoffce	17/08/17 02:39 PM	-	Initiate Action	
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>		E	24725	ß	24725/2017/eoffce		Electricity bill			Cancer	1)	AN DEEP,eoffce	17/08/17 10:43 AM	-	Initiate Action	
+ By others(All)		P	24720	ß	24720/2017/eoffce		eOffice proced	ures		Akansha Baloni	RI	AN DEEP,eoffce	17/08/17 10:23 AM	-	Initiate Action	
	V	E E	24669	Ľ	24669/2017/eoffce		Regarding eOf	fice details		Akansha Baloni	RI	MAN DEEP,eoffce	16/08/17 12:02 PM	25/08/17	Initiate Action	•Ð
Acknowledgement																

### Fig.87

Receipts, on which action is initiated, will be differentiated by legend ( $^{4}$ ).

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

	ON								
Receipts 😑	Send   Send Back   Put in a File	Copy   Dispatch   Details   Moveme	nts   Edit   Clos	e   View Draft   Attac	ch File   Attach Receipt   Action Details	s			
Browse & Diarise     Physical									<b>B</b> 1
Electronic	Computer No.:	24721			Receipt No.:		24721/2017/eoffce		
	Subject:	Office notice.			Creation Date:		17/08/17 10:30 AM		
Inbox (1)	Letter Reference No.:				Letter Date:				
<ul> <li>RTI Docs.</li> </ul>									
Email Diarisation	Currently With	ARADHAN/	JAISWAL, ASSI	STANT, eOffice, DEPT-E	EOFFICE				
Created	Status	In Process							
<ul> <li>Sent</li> <li>Closed</li> </ul>	Action Details & Comments								
By Me	Initiated By	ARADHANA JAISWAL-eOffice				_	Initiated On	18/08/2017 04:31 PM	
By Others		12						For Approval	
* (Hierarchy)	Initiation Remark	ARADHANA JAISWAL-eOffice					Initiate Action Type	Por Approval	
→ By others(All)	Forwarded To	ARADHANA JAISWAL-BOILDB							
Acknowledgement								Add Comment	
+ Created	Action Taken by	Action taken on	Action Type	Action Comment		×			
+ Sent	ARADHANA JAISWAL-eOffice	18-08-2017 04:32	PM TYPE2	Action Type *	TYPE1	•			
Initiated Action					Action	_ [			
Files 🛨									
ligrate File 😐				Remarks *					
Dispatch 🔳									



### 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**:

Receipts 😑							<b>D</b> j
→ Physical	Computer No.:	24863			Receipt No.:	24863/2017/eoffce	
→ Electronic	Subject	Minority Walk 1.5 km, 20 mi	in, Educational Institut.		Creation Date:	21/08/17 02:44 PM	
Inbox (1)	Letter Reference No.:				Letter Date:		
→ RTI Docs.	Currently With	RIMAN DEEP, A	ASSISTANT, eOffice, DE	PT-EOFFICE			
Email Diarisation     Created	Status	In Process					
▶ Sent	Action Details & Comments						
Closed	Initiated By	ARADHANA JAISWAL-eOffice			Initiated On	23/08/2017 03:13 PM	
⇒ By Me	Initiation Remark	do the needful			Initiate Action Type	Put in a File	
By Others ◆ (Hierarchy)	Forwarded To	RIMAN DEEP-eOffice					
→ By others(All)	Action Taken by	Action taken on	Action Type	Action Remark			
Acknowledgement							

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**:

Receipts 🖂 Send	Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Attach File   Attach Rec	ceipt   Generate Acknowledgement   Action Details	
Browse & Diarise	タ 余 ֆ 1 of 1 − + Automatic Zoom ≎ 📕 >	Receipt Details	
Physical     Electronic		<ul> <li>Receipt No : 24721/2017/eoffce</li> </ul>	File No :
- Electionic		From: GVST RAJU	Designation : ASST DIRECTOR
• Inbox (1)	and the second	Main Category : Court Summons	Sub Category :
+ RTI Docs.	स्तिम प्र 12023/7/79-9.3.1%.1 आरत वहराह	Address : DTA AP IBM	Sent Date : 18/08/17 04:31 PM
Email Diarisation	युध भौगतम	Letter Ref. No :	Letter Date :
Created	लागित और प्रयासकीयत सुवार विकास	Subject: Office notice.	Enclosures: -
▶ Sent	तरदार एटेस म्लाव, संदर तार्थ. सर्ड दिल्ली-110001, दिस्राउ: २३७.७.६८-	Delivery Mode : Speed Post	Sender Type :
▶ Closed	तार्थाव्य प्रतिया	Dispatch history	
→ By Me	CITEL JIARI-	No Record Found	
By Others     (Hierarchy)	विषित, ज्याय और उम्पती ठार्थ मंधातव (अम्पती ठार्थ विस्ताव) हे रणाता- ज्तरणा होते पर भी राग रत्य, रनायिन्द धाविनठी सहायठ हो ठार्थित लगा	Attached Files	
→ By others(All)	्तरण हात पर आ राग रत्त, स्थापित व्याप रहेना हे त्यां प्राप्त तथा ✓ इसाराशीयत वयार विज्ञाम श्ट्राराशीयत वयार हहेना हे त्याये x25-15-500-4.रो	E No Record Found	
Acknowledgement	15-560-20-700 के वेतववाय में 1.7.80 के पूर्वायय के प्रतिविधुणित के बाबार पर	Attached Receipts	
+ Created	अन्तेम्छ हे यद पर विश्वकत हिंथा जाता है। ये तीय वर्ष ही अयदि दे प्रिय प्रति- विश्वकित पर रहेवे लिये विश्वमात के विवेतन्त्रसार यहते की सवापत हिया जा सरवा	* Receipt No. * Subject * Attached by	Attached Date      Remarks      ·      ·
→ Sent	कि हा र पर पत्र कि		
Initiated Action	सगय समय पर भवा गाविया दियांठ 4.5.1961 हे जागांतम हापस स्टेंगा 101241-	E 24722/2017/eoffce stationary ARADHANA bill JAISWAL	PM Attach With Another Actio
iles 🔹	ई.111/60 हे उपाय उपयन्ती हे उद्धरार हिया भाष्या।	Detached Receipts History	
	<ol> <li>प्रीथिश्वित के आपार पर अन्वेक के का में जी साथ स्टब का वेतन विस्थातवार वियत जिया जाता है:</li> </ol>	No Record Found	
digrate File (+)			



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

Receipts 😑 Send   Send Back   Put in a Fi	le - Conv - Dispatch - Details (	
Browse & Diarise	ie copy oropater outano	Welcome - Mozilla Firefox
→ Physical D A +	1 of 1 -	(Ĵ 👠 https://eofficedemo.nic.in/eFile/?x=gvUIY3ySp2872KfQZWhxXNQe3VI-xCG-≢no-back-button
→ Electronic		Currently With ARADHANA JAISWAL, ASSISTANT, eOffice, DEPT-EOFFICE
		Designation : DSP
• Inbox (1)		Status Attached to Receipt: 24769/2017/eoffce Sub Category :
+ RTI Docs.		Action Details & Comments Sent Date : 24/08/17 03:33 PM
Email Diarisation		Initiated By RIMAN DEEP-eOffice Initiated On 22/08/2017 04:36 PM Letter Date :
Created		Initiated On 2206/2017 04.30 Fin
> Sent	To	Initiation Kindly look Initiate For Approval
Closed	The Under Secr Department of S.P. Bhavan, No	Action type
⇒ By Me	S.P. Bhavan, Mo	Forwarded To ARADHANA JAISWAL-eOffice
By Others		Add Comment
* (Hierarchy)		Action Taken by Action taken Action Type Action Remark
By others(All)	Sir.	on tached by ~ Attached Date ~ Remarks ~ ~
Acknowledgement		MAN DEEP 18/08/17 12:39 PM For approval. X Action Details
+ Created	It is to	
+ Sent	'35th Basic Course on	- Attached Date- Remarks
Initiated Action	by Institute of Sec.	- 24/08/17 attach X Attach With Another Action Deta
Files (+)	Department of Pancan	Allowed Usiss PM
Migrate File +	was placed in the Firs	1 & Adam. Heforms, New Dolhi and E 24754/2017/coffice Office procedures RIMAN DEEP 22/43 DW Attach With Another Adion Deta Deta Deta Deta Deta Deta Deta Deta
	Tt to -	Division. Detached Receipts History
Dispatch 😐	made in my service bool	
	av service bool	Detached Files History
DSC +		
24 9	-	No Record Found



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

Receipts -	Send   Send Back   Put in a File   Copy   Dispetch   Details 🕜 Welcome - Mozilla Frefox
Browse & Diarise     Physical	P + 3 1 of 1 - Of A https://eofficedemo.nic.in/eFile/7x=gvUIY3y5p2872K/OZWbxXNQ=3VI-xCG=#no-back-button
Flysical     Electronic     Inbox (1)     RTI Docs.	Please Rate Firefox     ************************************
Email Diarisation     Created     Sent     Closed     By Me     By Others     (Hierarchy)     By others(All)	Source     Source     Allowed of Statement
Acknowledgement     Greated     Sent     Initiated Action	Action Taken 1 (25) (Action Taken 1 (25) (
Files + Migrate File + Dispatch + Dispatch +	bepartment of Parsonnal & Adar, Heforma, New Bolhi and Vac placed in the first Division. It is requested bus measury subtring. Made in my survise books and the measury subtring books and the measure of the measure
DSC 🛨	Detached Files History Detached Files History No Record Found

Fig.92

# **Closing of Action:**

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

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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

tatus Active Type Choose one		• •
Type Choose one		·
Type Choose one	,	
Type Choose one		
	-	-
	Details	Close
•	Details	Close
•	Details	Close
•	<u>Details</u>	Close
	-	- <u>Details</u> - <u>Details</u> - <u>Details</u>

Fig.93

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

1. **Details**: To view the action details, click <u>Details</u> link adjacent to each receipt as shown in **Fig.94**:

Indica Ad	uon							
	Initiated Date 25/07/2017	7 😰 24/08/2017	Initiation Type Choose one	Action	n Status Active		•	
rwarde	d To:							
	Department Choose or	ie 🗨	Section Choose one	Acti	on Type Choose one		-	
			Search					
mputer No	<u>Receipt Number</u>	* <u>Subject</u>	▼ Sender Details	Initiated on	* Last Action Taken	* Closed on	v	• •
69	24769/2017/eoffce	Voluntary Retirement	RAMDAS TEJA - DSP - ACB, MAHABUBNAGAR	24/08/17 03:33 PM	-	-	Details	<u>Close</u>
63	24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut	aradhana - 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	-	-	<u>Details</u>	<u>Close</u>
78	24978/2017/eoffce	Meeting notice	GVST RAJU -ASST DIRECTOR - DTA AP IBM	22/08/17 04:36 PM	-	-	<u>Details</u>	<u>Close</u>
68	24868/2017/eoffce	test	Bharadwaj Poorahit -Programer - Nic Bhubaneswar	21/08/17 03:27 PM	-	-	<u>Details</u>	<u>Close</u>
21	24721/2017/eoffce	Office notice.	GVST RAJU -ASST DIRECTOR - DTA AP IBM	18/08/17 04:31 PM	approve	-	<u>Details</u>	<u>Close</u>
25	24725/2017/eoffce	Electricity bill	R Nagaraj -Director - NRSC	18/08/17 04:29 PM	-	-	<u>Details</u>	<u>Close</u>
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	-	-	<u>Details</u>	<u>Close</u>



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

Welcome - Google Chr	rome	_				
Secure   https://ed	officedemo.nic.in/eFile/?x=	=jGa1H0*P7DfpbeB2l	NYggCvqBLPksHK3B#no-ba	ck-button		
omputer No.:	36612	Receipt No.:	36612(1)/2	018/eoffce		Â
ubject:	do	Creation Date:	28/08/18 1	2:11 PM		
etter Reference No.:		Letter Date:				
urrently With	ARADHA	NA JAISWAL, ASSISTA	NT, eOffice, DEPT-EOFFICE			
atus	In Proces	s				
tion Details & Comm	ents					
itiated By	RIMAN DEEP-eOffice			Initiated On	28/08/2018 12:13 PM	
itiation Remark	See			Initiate Action Type	For Approval	
orwarded To	ARADHANA JAISWAL-eC	Office				
Action Taken by		Action taken on	Action Type	Action Remark		_
ARADHANA JAISW	/AL-eOffice	28-08-2018 12:26 PM	Received Writ Petition	AS discussed		

Fig.95

2. **Close**: To close the initiate action, click <u>Close</u> 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\_Initiatior).

nuateu At	uon							
	Initiated Date 25/07/201	7 24/08/2017 🔽	Initiation Type Choose one	Actio	n Status Active		•	
rwarde	d To:							
	Department Choose of	ne 💌	Section Choose one	Ac	tion Type Choose one		•	
			Search					
nputer No	Receipt Number	* <u>Subject</u>	▼ Sender Details	Initiated on	Last Action Taken	▼ <u>Closed on</u> ▼	1	T.
69	24769/2017/eoffce	Voluntary Retirement	RAMDAS TEJA -DSP - ACB, MAHABUBNAGAR	24/08/17 03:33 PM	-	- 1	Details	Clos
63	24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut	aradhana - delhi	23/08/17 03:13 PM	-	- 1	Details	Clos
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	•	- 1	<u>Details</u>	Close
58	24868/2017/eoffce	test	Bharadwaj Poorahit -Programer - Nic Bhubaneswar	21/08/17 03:27 PM	-	- 1	<u>Details</u>	Close
21	24721/2017/eoffce	Office notice.	GVST RAJU -ASST DIRECTOR - DTA AP IBM	18/08/17 04:31 PM	approve	-	<u>Details</u>	Clos
25	24725/2017/eoffce	Electricity bill	R Nagaraj -Director - NRSC	18/08/17 04:29 PM	-	-	Details	Close
		Lok Sabha Unst. Q. Dy. No. 7849 reg. pending CBI c	Sh. Narendra Modi -Prime Minister - PMO	11/08/17 11:18 AM				

Fig.96

	ICE ACE SOLUTION								
		7 24/08/2017		Closing Confirmation	1 - P -			T	
Ir	nitiated Date 25/07/201		Are	you sure you want to close the initiated action?	Actio	n Status Active		•	
orwarded	To: Department Choose o		Rer	Action Close narks •	Act	ion Type Choose one		•	
omputer No	* <u>Receipt Number</u>	Subject		OK Cancel	▼ <u>Initiated on</u>	* Last Action Taken	▼ <u>Closed on</u> ▼		•
769	24769/2017/eoffce	Voluntary Retirement		RAMDAS TEJA -DSP - ACB, MAHABUBNAGAR	24/08/17 03:33 PM	-	-	<u>Details</u>	Clos
863	24863/2017/eoffce	Minority Walk 1.5 km, 20 min, Educational Institut		aradhana - delhi	23/08/17 03:13 PM	-	-	<u>Details</u>	Clos
654	24654/2017/eoffce	Reg. Appointments		Dr. Parveen -D. MS - Delhi	23/08/17 10:58 AM	-	-	<u>Details</u>	Clos
978	24978/2017/eoffce	Meeting notice		GVST RAJU -ASST DIRECTOR - DTA AP IBM	22/08/17 04:36 PM	-	-	<u>Details</u>	Clos
868	24868/2017/eoffce	test		Bharadwaj Poorahit -Programer - Nic Bhubaneswar	21/08/17 03:27 PM	-	-	<u>Details</u>	Clos
721	24721/2017/eoffce	Office notice.		GVST RAJU -ASST DIRECTOR - DTA AP IBM	18/08/17 04:31 PM	approve	-	<u>Details</u>	Clos
725	24725/2017/eoffce	Electricity bill		R Nagaraj -Director - NRSC	18/08/17 04:29 PM	-	-	<u>Details</u>	Clos
523	24523/2017/eoffce	Lok Sabha Unst. O. Dv. No. 7849 reg. pending CBI c		Sh. Narendra Modi -Prime Minister - PMO	11/08/17 11:18 AM	-	-	Details	Clos

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# **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**:

Files –
Inbox
Submitted Files for Closing Approval
Created
<ul> <li>Drafts</li> </ul>
<ul> <li>Completed</li> </ul>
Parked
Approval Requests (1)
Bulk Closing
Closed
<ul> <li>By Me</li> </ul>
By Others (Hierarchy)
<ul> <li>By Others (All)</li> </ul>
Submitted Files for Reopening Approval
RMS Inbox
Sent
Conversions
<ul> <li>Drafts</li> </ul>
<ul> <li>Completed</li> </ul>
Physical File
Create New (Non SFS)
<ul> <li>Create New (SFS)</li> </ul>
Electronic File
Create New (Non SFS)
<ul> <li>Create New (SFS)</li> </ul>
Create Part
Create Volume
Initiated Action

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**:

Receipts 🛨	Receive Sen	d Back Send View	Move To More				Hierarchical View My F	iles	-	
Files 📃	[[7]	* Computer No*	File Number	- <u>Subject</u>		★ Sent By	* Sent On	- Due On- Rea	d On -	Remark
Inbox	(FT)	E 28378	C-13011/3/2017-Demo	LAW ENH	ANCEMENT SECTION 90A	NIKITA NEGI, coffce	18/08/17 04:26 PM	- 30/0	8/17 04:19 PM	C72
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>			A-19012/1/2017-Demo		ile of User1	PRIYANKA KUMARI,eoffce	10/08/17 12:55 PM	- 10/0	8/17 12:56 PM	P
Created										
<ul> <li>Drafts</li> </ul>										
- Completed										
Parked										
Approval Requests										
Closed										
◆ By Me										
• By Others (Hierarchy)										
→ By Others (All)										
Submitted Files for Reopening Approval										
RMS Inbox										
▶ Sent		Priority Out Toda	av Most Immediate	Immediate	Section Initiated	🏛 Other Department	Files with Draft	📑 Draft Note	Yel	low Note
Conversions	LEGEND	External Files	A CONTRACTOR OF A CONTRACTOR OF A	- Inmediate	Theorem Interacted	an other ocparement	W THES WICH DIVIC	Co biarcinoce	10	ion note
		External Files								
+ Drafts										

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.

Receipts 🛨	Reo	aive Se	and Back Send	View Move To More		Receive File	Confirmation	Hierarchical View M	y Files	*	
Files 😑			* Computer	Nor File Number		Are you sure you	vant to receive this File ?	▼ <u>Sent On</u>	∗ <u>Due On</u>	* <u>Read On</u> *	Remarks
Inbox (1)	7		P 29002	B-13013/3/2017-Demo-DEPT-EOFFICE	0		<b></b>	04/09/17 02:10	PM 30/09/1	7 •	٦
Submitted Files for			E 28378	C-13011/3/2017-Demo		OK	Cancel	18/08/17 04:26	PM -	30/08/17 04:19 PM	٦
Closing Approval			E 28389	<u>A-19012/1/2017-Demo</u>	Personal	File of User1	PRIYANKA KUMAR	eoffce 10/08/17 12:55	PM -	10/08/17 12:56 PM	G
+ Drafts											
+ Completed											
) Parked											

# 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**:

	Date Rang	<u>e : 12/07/2014</u> To (	04/09/2017							
Receipts 🕒	Receive	Send Back Send	View Move To More				Hierarchical View My F	iles		
Files 🕒		+ Computer No	∗ <u>File Number</u>	Ŧ	Subject	∗ <u>Sent By</u>	∗ <u>Sent On</u>	* <u>Due On</u> *	• <u>Read On</u> •	Remarks
• Inbox Submitted Files for		14. N.S	B-13013/3/2017-Demo-DEPT- EOFFICE		Office procedures	RIMAN DEEP,eoffce	04/09/17 02:10 PM	30/09/17	04/09/17 02:16 PM	۵
Closing Approval		E 28378	C-13011/3/2017-Demo		LAW ENHANCEMENT SECTION 90A	NIKITA NEGI,eoffce	18/08/17 04:26 PM		30/08/17 04:19 PM	۵
) Created		E 28389	A-19012/1/2017-Demo		Personal File of User1	PRIYANKA KUMARI,eoffce	10/08/17 12:55 PM		10/08/17 12:56 PM	

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

Receipts 🛨	Send					
iles 😑 Inbox	Organization :	EOFFICE MISSION MODE PROJECT +				
Submitted Files for Closing Approval	To	RIMAN DEEPASSTT(RD)-eOfficeeOffice	Fi	ile Number	Subject	
→ Drafts	10	Notify Through : Email SMS	<b>V</b> 😟	B-13013/3/2017-Demo-DEPT-EOFFI	Office procedure	es
+ Completed	Set Due Date	12				
Parked	our pue pare		Intimate	е То		
Approval Requests	Action	Forward				
Closed	Priority	Most Immediate	S. No.	Employee Name	🖾 Email	SM:
• By Me			1	RIMAN DEEP(eOffice)		
• By Others (Hierarchy)		Total 1000   1000 characters left.				
<ul> <li>By Others (All)</li> </ul>	Remarks					
Submitted Files for • Reopening Approval						
RMS Inbox						
Sent						
Conversions	Send					
• Drafts	Jenu					
Completed						



# Note:

Further refer the steps mentioned under <u>Send</u> action tab of File Inbox sub-module.

3. **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** (Send ) tab as shown in **Fig.103**:

Receipts         C           Files         -           • Inbox (2)         Submitted Files for Closing Approval           • Created         -           • Drafts         -           • Orafts         -           • Orafts         -	E) Receive   Send	16/2014 16 09/08/2017 Back Send View M ~ Computer No P 28379 E 28378 P 28375 E 28370	Ave To   More   - File Number <u>A-16011/1/2017-Dema</u> <u>C-13011/3/2017-Dema</u> A-12011/13/2017-Dema	Subject     PROCUREMENT OF NEW SCANNERS     LAW ENHANCEMENT SECTION 90A     APPOINTMENT FILE OF TECHNICAL ASSISTANTS	- <u>Sent By</u> PRIYANKA KUMARI,eoffce PRIYANKA KUMARI,eoffce <b>PRIYANKA KUMARI,eoffce</b>	Hierarchical View = <u>Sent On</u> 09/08/17 04:09 PM 09/08/17 04:05 PM	My Files - Due On -	<ul> <li>Read On 09/08/17 04:30 PM 09/08/17 04:40 PM</li> </ul>	- Re
Files   Inbox (2)  Submitted Files for Croasted  Croasted  Croasted  Prafts  Completed  Parked		<ul> <li><u>Computer No</u></li> <li>P 28379</li> <li>E 28378</li> <li>P 28375</li> </ul>	<ul> <li>File Number <u>A-16011/1/2017-Demo</u> <u>C-13011/3/2017-Demo</u> <i>A-12011/13/2017-Demo</i></li> </ul>	PROCUREMENT OF NEW SCANNERS LAW ENHANCEMENT SECTION 90A	PRIYANKA KUMARI,eoffce PRIYANKA KUMARI,eoffce	- <u>Sent On</u> 09/08/17 04:09 PM	- <u>Due On</u>	- <u>Read On</u> 09/08/17 04:30 PM	- Re
Inbox (2)     Submitted Files for Closing Approval     Created     Otrafts     Completed     Parked		P 28379 E 28378 P 28375	A-16011/1/2017-Demo C-13011/3/2017-Demo A-12011/13/2017-Demo	PROCUREMENT OF NEW SCANNERS LAW ENHANCEMENT SECTION 90A	PRIYANKA KUMARI,eoffce PRIYANKA KUMARI,eoffce	09/08/17 04:09 PM		09/08/17 04:30 PM	0
Closing Approval Created Drafts Completed Parked		E 28378 P 28375	C-13011/3/2017-Demo A-12011/13/2017-Demo	LAW ENHANCEMENT SECTION 90A	PRIYANKA KUMARI, eoffce				
Created     Orafts     Completed     Parked		P 28375	A-12011/13/2017-Demo			03/08/17 04/03 PM			
Orafts     Completed     Parked				APPOINTMENT FILE OF TECHNICAL ASSISTANTS			-		
Completed     Parked		E 28370				09/08/17 12:52 PM		-	
Parked			A-19011/1/2017-Demo	PERSONAL FILE FOR SERVICE REOCORD UPDATION	PRIYANKA KUMARI, eoffce	09/08/17 11:50 AM			G
Approval Requests	-								
+ Closed									
. By Me									
By Others (Hierarchy)									
By Others (All)									
Submitted Files fo Reopening Approv	ir val								
RMS Inbox									
Sent									
▶ Conversions	_								
<ul> <li>Drafts</li> </ul>									
<ul> <li>Completed</li> </ul>									
The second se	- North Street								
Physical File		Priority 📕 Out Today	Most Immediate 📕 Imm	mediate S Action Initiated 1 Other Department	nt 🕞 Files with Draft 📑 Draft N	ote Yellow Note		External Files	
Create New (Non SFS)		Priority 📕 Out Today	Most Immediate 📕 Imr	mediate 🔹 Action Initiated 🏦 Other Department	nt 🕞 Files with Draft 📑 Draft N	ote Tellow Note		External Files	
		Priority 📕 Out Today	Most Immediate Imm	mediate Action Initiated 🏛 Other Department	nt 🕞 Files with Draft 📄 Draft N	ote Tellow Note		External Files	
Create New (Non SFS) • Create New (SFS)		Priority 🔳 Out Today	Most Immediate	mediate 🐍 Action Initiated 🏛 Other Departmen	nt 🔛 Files with Draft 💽 Draft N			External Files	
Greate New (Non SFS) Create New (SFS) Electronic File		Priority 🔳 Out Today	Most Immediate	modiate 🔹 Action Initiated 🏦 Other Department	nt 🔂 Files with Draft 💽 Draft N	dee Tellow Note		External Files	
Create New (Non SFS) • Create New (SFS) • Electronic File Create New (Non SFS)		Priority 🔳 Out Today	Most Immediate	notlute 🔹 Action Initiated 🏦 Other Departme	nt 💽 Files with Draft 💽 Draft N	Yelibw Noke		External Files	
Create New (Non SFS) • Create New (SFS) • Electronic File Create New (Non SFS) • Create New (SFS)		Priority 🔳 Out Today	Most Immediate	Action Inklated 📩 Other Departme	nt 💽 Files with Draft 💽 Draft N			External Files	
Create New (Non SFS) Create New (SFS) Electronic File Create New (Non SFS) Create New (SFS)		Priority Out Today	Most Immediate Imm	Action Inklated 🌨 Other Departme	nt 🚯 Files with Draft 🕜 Draft N			External Files	
Create New (Non SFS) Electronic Trie Create New (SFS) Create New (Non SFS) Create New (SFS) Create Part Create Volume		Priority Out Today	Most Immediate Imm	Action Inklated 📩 Other Departme	nt 🔝 Files with Draft 🕜 Draft N			External Files	
Create New (Non SrS) Create New (SrS) Electronic File Create New (Non SrS) Create New (SrS) Create New (SrS) Create Volume Recycle Bin Initiated Action Migrate File		Priority 🔲 Gut Today	Most Innedata Ine	Action Initiated 👚 Other Departme	nt 🦳 Files with Draft 🕜 Draft N	Tellow Rote		External Files	
Create New (Non SrS) Electronic File Create New (Non SrS) Create New (Non SrS) Create New (SrS) Create New (SrS) Create New (SrS) Create Volume Recycle Bin Initiated Action		Priority 🔲 Gut Today	Most Innedate	Action Initiated 👚 Other Departme	nt 🔊 Files with Draft 🕜 Draft N	Tellow Rote		External Files	

- 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**:

Receipts (±)	Send	_				
Files 😑		_				
Files	Internal O External					
Submitted Files for Closing Approval	All      Reporting Officer      Sub-ordinates      Recent 5      Send Back      In Channel      Preferred List					
Created	Note: Name of the creator is highlighted in yellow colour.	10				
<ul> <li>Drafts</li> </ul>	To Notify: Email SMS	Fi	ile Number	Subject	Note(Chars	)
<ul> <li>Completed</li> </ul>		e e	C-13011/3/2017-Demo	LAW ENHANCEMENT SEC	0	
Parked	Set Due Date			EAW ENHAncement Set		
Approval Requests	Action Forward Y	Note : Bu	ulk signing maximum allowed characters- 1000000		Total(Formattin	ig included) :
Closed     By Me						
	Priority Choose one	Intimate	e To			
<ul> <li>By Others (Hierarchy)</li> </ul>	Initiate Action	S. No.	Employee Name		Email	SMS
<ul> <li>By Others (All)</li> </ul>	Total 1000   1000 characters left.					- 01110
<ul> <li>Submitted Files for Reopening Approval</li> </ul>	Remarks	1	PRIYANKA KUMARI(eOffice)			
RMS Inbox						
Sent						
<ul> <li>Conversions</li> </ul>						
<ul> <li>Drafts</li> </ul>						
<ul> <li>Completed</li> </ul>	Send					
Physical File						
Create New (Non SFS)						
<ul> <li>Create New (SFS)</li> </ul>						
Electronic File						
Create New (Non SFS)						
<ul> <li>Create New (SFS)</li> </ul>						
Create Part						
Create Volume						
Recycle Bin						
Initiated Action						
Migrate File 😐						
Dispatch (±						
DSC 主						
Settings (±)						
Notification (±)						
Ext Department (+)						

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 $\rightarrow$ Go to Contacts tab $\rightarrow$ select the users by selecting the check box or by searching the name in search box and then selecting the check box  $\rightarrow$  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.



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 **Send** button, the file will be marked to the intended user.
  - b) DSC Sign and Send: On clicking DSC Sign and Send button, a pop up window appears asking for the DSC token Pin. Enter the Pin and click ok button and the file is sent.

Note:

For complete process refer to Annexure-III (<u>Digital Signing of File Noting</u>).

c) **eSign and Send**: On clicking **eSign and Send** 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 **ok** 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 View tab and a drop down menu will appear with the options as shown in **Fig.105**:

NORK PLACE SOLUT	ION											
	Date Range : 18/06/201											
Receipts 🛨	Receive   Send Back	Send   V	/iew   Move To   More					Hierarchical	View My Files			
Files 🖃	8	- Com	Unread		12	Subject	- Sent By	- Sent On	T Due On	- Read On	~	
+ Inbox (2)			Read	- U17-Demo		PROCUREMENT OF NEW SCANNERS	PRIVANKA KUMARI, eoffice	09/08/17 04:09 PM	-	09/08/17 04:30 PM		
Submitted Files for	a		Physical	17-Demo		LAW ENHANCEMENT SECTION 90A	PRIVANKA KUMARLeoffce	09/08/17 04:05 PM		09/08/17 04:40 PM		
* Closing Approval			Electronic	2017-Demo		APPOINTMENT FILE OF TECHNICAL ASSISTANTS	PRIYANKA KUMARI,eoffce	09/08/17 12:52 PM		-		
Created     Drafts			Out Today						-			
Completed		E 283	Most Immediate	117-Demo		PERSONAL FILE FOR SERVICE REOCORD UPDATION	PRIYANKA KUMARI, eoffce	09/08/17 11:50 AM	~			
Parked	-		Immediate	-								
Approval Requests		- 1		-								
+ Closed			Other Department	-								
+ By Me			Action Initiated	_								
			Due Date Elapsed	_								
By Others (Hierarchy)			All									
By Others (Hierarchy) By Others (All)			All									
• By Others (All)		I	All									
* (Hierarchy)		I	All									
(Hierarchy)     By Others (All)     Submitted Files for     Reopening Approval		[	All									
<ul> <li>(Hierarchy)</li> <li>By Others (All)</li> <li>Submitted Files for Reopening Approval</li> <li>RMS Inbox</li> </ul>	-	I	All									
<ul> <li>(Hierarchy)</li> <li>By Others (All)</li> <li>Submitted Files for Reopening Approval</li> <li>RMS Inbox</li> <li>Sent</li> </ul>		I	All	_]								
* (Hierarchy) • By Others (All) Submitted Files for Reopening Approval • RMS Inbox • Sent • Conversions												
* (Hierarchy) + By Others (All) Submitted Files for * RMS Inbox + Sent • Conversions + Drafts - Completed + Physical File	LEGEND Priority			] nediate 💼 Imm	mediate	🔓 Action Initiated 🔎 Other Department 📴	Y Files with Draft 🕞 Draft Note	Yellow Note	Externa	al Files		
* (Hierarchy) + By Others (All) Submited Files for Respening Approval + RMS Inbox + Sent - Conversions + Drefts + Completed + Physical File * Create New (Non \$FS)	LEGEND Priority			nediate Imm	mediate	🔓 Action Initiated 🏛 Other Department 📑	y Files with Draft 🕞 Draft Note	Yellow Note	Externa	al Files		
* (Hierarchy) By Others (All) By Others (All) By By Cherse (All) By Cherse (All) Sent Conversions Drafts Completed Physical File Create New (Non SFS) + Create New (SFS)	LEGEND Priority			nediate 💼 Imm	mediate	🔓 Action Initiated 🏛 Other Department 📑	Files with Draft 📄 Draft Note	Yellow Note	Externa	al Files		
* (Hierarchy) * By Obhers (All) * Submitted Files for * Reopening Approval > MMS Inbox * Sant * Completed * Physical File Create New (Non * SFS) * Create New (SFS) * Electronic File	LEGEND > Priority			nediate 💼 Imm	mediate	🔒 Action Initiated 🏛 Other Department 📑	Y Files with Draft 📑 Draft Note	Yellow Note	Externa	al Files		
* (Hierarchy) By Others (All) Submitted Files for Recenting Approval Conversions Conversion	LEGEND > Priority			nediate 🔳 Imm	mediate	📽 Action Initiated 🏛 Other Department 📑	y Files with Draft 🔲 Draft Note	Yellow Note	Externa	al Files		
* (Hierarchy) By Ochner (All) Submitted Files for Respensing Approval NMS Inbox Sent Complexed Physical File Create New (Non SFS) Electronic File Eccronic File Eccronic File Eccronic File Eccronic File SFS) Electronic File SFS) Electronic Rev (Non SFS) Eccronic Rev (Non SFS)	LEGEND > Priority			nediate 🔳 Imm	mediate	🔓 Action Initiated 🏛 Other Department 📑	Files with Draft 📄 Draft Note	Yellow Note	Externa	al Files		
(Histarchy) = By Others (AII) Submitted Files for * Reserving > RMS bink > Sent + Darts + Compressions + Compres	LEGEND Priority			nediate 🕒 Imm	mediate	😩 Action Initiated 🏛 Other Department 📑	Y Files with Draft 🕞 Draft Note	Yellow Note 📄	Extern	al Files		
(Herarchy) = By Others (AII) Sobimited Files (Apport Recenting Apport 5 Sent + Conversions + Darks + Conversions + Darks + Ornepleted + Physical File + Crease New (SPS) + Crease New (SPS) - Cre	LEGEND > Priority			rediate 🔳 Imm	mediate	🔓 Action Initiated 🏛 Other Department 📑	Files with Draft 🕞 Draft Note	Yellow Note	Externa	al Files		
(Herarchy) = By Othmir (All) = Buthmited Files Approximate Network (All) = State: > RMS tobox > Darks + Conversions + Darks + Conversions + Darks + Conversions + Darks + Conversions + Darks + Conversions + Darks + Conversions +	LEGEND > Priority			neciate 🔳 Imm	mediate	≩ Action Initiated 🏛 Other Department 📑	Y Files with Draft 📑 Draft Note	Yellow Note	Extern	al Files		
(Hierarchy) = By Others (AII) = Submitted Files (Apport Recenting Apport = Start = Orarla = Orarla	LESCHD > Priority			nediate 🔳 Imm	mediate	🔓 Action Initiated 🏛 Other Department 📑	Y Files with Draft 🛛 🕞 Draft Note	Yellow Note	Externa	al Files		
(Herarchy) = By Othmir (All) = Buthmited Files Approximate Network (All) = State: > RMS tobox > Darks + Conversions + Darks + Conversions + Darks + Conversions + Darks + Conversions + Darks + Conversions + Darks + Conversions +	LEGEND > Priority			ndate 🔳 Imm	mediate	🔓 Action Initiated 🏛 Other Department 📑	Files with Draft 📑 Draft Note	Yellow Note	Externa	al Files		
(Herarchy)         • By Othmic Alli)           • By Othmic Alli)         • Submitted File file file file file file           • Borts         • Souther file file file file file           • Darts         • Darts           • Darts         • Darts           • Darts         • Darts           • Darts         • Ornitation           • Creast Network         • Ornitation           • Creast Network         • Ornitation           • Indead Action         Higgate File	LEGEND > Priority			nediate 🔳 Imm	mediate	🔒 Action Initiated 🏛 Other Department 🏼 🧕	Y Files with Draft 🔲 Draft Note	Yellow Note	Externa	al Files		
(Hierarchy) = By Others (AII) = Submitted Files (Apport Recenting Apport = Sort: = Darks = Darks = Completed = Shert: = Completed = Com	LEGEND > Priority			ndate 🔳 Imm	mediate	🔓 Action Jnitiated 🏛 Other Department 📑	Files with Draft 🕞 Draft Note	Yellow Note	Externa	al Files		

- 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**:

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WORK PLACE SOLUT	ION									
-	Date Bange   18/06/2014 To 11/08/ Receive   Bend Back   Send   Viev	2017								*
Receipts (#)		Adv. Waldman						View My Files		
Files (2)	Comput	Manage Folders		Subject	- Sent By		Sent On	- Due On		- 1
	P 20379			PROCUREMENT OF NEW SCANNERS	PRIVANKA KUMA		09/08/17 04:09 PM		09/08/17 04:20 PM	
Closing Approval	E 26378	Create New Folder		LAW ENHANCEMENT SECTION 90A	PRIVANKA KUMA		09/08/17 04:05 PM		09/08/17 04:40 PM	
+ Created	P 28375	A-12011/13/2017		APPOINTMENT FILE OF TECHNICAL ASSISTANTS	PRIYANKA KUP		09/08/17 12:52 PM	-	-	
Drafts     Completed	E 28370	A-19011/1/2017-	Dema	PERSONAL FILE FOR SERVICE REOCORD UPDATION	PRIYANKA KUI	MARI, eoffce	09/08/17 11:50 AM	-	-	
Completed     Parked										
Approval Requests										
+ Closed										
- By Me										
. By Others (Hierarchy)										
(Hierarchy)     By Others (All)										
<ul> <li>Submitted Files for Reopening Approval</li> </ul>										
Submitted Files for Reopening Approval     RMS Inbox										
Submitted Files for Reopening Approval     RMS Inbex     Sent										
Submitted Files for Recearing Approval     RMS Inbox     Sent     Conversions										
Submitted Files for Respaning Approval     RMS Inbox     Sent     Conversions     Drafts										
Submitted Files for Recearing Approval     RMS Inbox     Sent     Conversions	LEGENG > Priority COUNT	bday 🛛 Most Immediate	Immediate	Action Initiated 🍈 Other Department	🔯 Files with Draft 💿	Draft Note	Yallow Note	Extern	al Files	
Submitted Files for Recovering Approval RMS Inbox Sent Conversions Drafts Completed Physical File	LEGENG > Priority Cut 1	oday 🗮 Most Immediate	Insreadiate	🔹 & Action Initiated 🛛 🕮 Other Department	🕼 Files with Draft 🔅	Draft Note	Yellow Note	Extern	al Files	
Submitted files for Recepting Approval RMS Inbox Sent Conversions	LEGENG > Priority B Out 1	bday 📕 Most Immediate	Immediate	🐍 Action Initiated 🏾 🏛 Other Department	🔯 Files with Draft 👘	Draft Note	Yallow Note	Externa	al Files	
Submitted Piles for Recounting Approval 9 RMS Inbox 5 Sent 5 Conventions • Completed 9 PhysicsI Pile • Craste New (Non 5 PS) • Create New (SFS)	LEGEND > Priority . Out T	oday 💼 Most Immediate	Immediate	🔓 Action Initiated 🏾 🏛 Other Department	Dr Files with Draft	Draft Note	Yellow Note	Esterne	al Filos	
Submitted Files for Respening Approval 8 MS Inbox 5 Sent • Conversions • Drafts • Completed • Physical File Create New (Non 5 PS) • Create New (SPS) • Electronic File	LEGEND > Priority = Out 7	bday 🛛 🖷 Most Immediate	Immédiate	& Action Initiated 👘 Other Department	By Files with Draft 💿	Draft Note	Yellow Note	Extern	el Files	
Submitted Files for Receiving Approval 9 RMS Inbox 9 Sent 9 Conversions 9 Drafts 9 Completed 9 Physical File 9 Create New (Non 9 Create New (Non 9 SFS) 9 Billectronic File 9 Create New (Non 9 SFS)	LEGEND > Priority Con 1	tiday 🛛 🔳 Most Immediate	Immediate	🔒 Action Initiated 🏾 🕮 Other Department	It rises with Draft	Draft Note	Yellow Note	Externa	al Filos	
Submitted Files for Receivering Approval Sant Completions Drafts Completed Charter New (Non Create New (Non Create New (Set5) Electronic File Create New (Set5) Create New (Set5)	LEGEND > Priving B Out 1	bday 🛛 🗰 Most Immediate	Trimediate	& Action Initiated 👘 Other Department	🔐 Files with Draft 👘	Draft Note	Yellow Note	Externe	al Files	
Submitted Files for Recoursing Approval Mots Inbox Sent Gonz Darks Darks Darks Darks Darks Darks Darks Craste New (Non SFS) Sent Craste New (SfS) Craste New (SfS) Craste New (SfS) Craste New (SfS)	Скорно > Руниму в Он Т	tiday 🛛 📾 Most Immediate	Trovidiate	& Action Instituted 👘 Other Department	🕞 rites with Draft 👘	Draft Note	Yellow Note	Externa	el Filos	
Submitted Files for Recolumn & Approval Disk Inbox     Dorats     Dorats     Dorats     Dorats     Dorats     Completed     Physical File     Completed     Physical File     Completed     Physical File     Completed	LEODID > Румину в ол т	tiday 📕 Most Immediate	Trinvediate	🔒 Action Initiated 🏾 🏛 Other Department	De Files with Draft 🔅	Draft Note	Yellow Note B	Enterne	al Piles	
Bubornteed Files for Background Abbrows Band Band Conversions Drafts Completed Prayload File Porsing Profile Porsing P	Гховне > Рушину в он з	oday 💼 Most Immediate	Trovadata	& Astron Toritated 👘 Other Department	🕼 Files with Draft 🕞	Draft Note	Yellow Note	Externe	al Films	
Suboritized Files for Recolouring Approval Disks Inbox     Dorafis     Dorafis     Dorafis     Dorafis     Completed     Physical File     Completed     Physical File     Complete New (Non     Create New (SFS)     Ellectronic File     Complete New (Non     Complete New (Non     Complete New (Non     Complete New (Non     Complete New (SFS)     Complete N	LEGEND > Priority Con 1	nday 🛛 🔳 Mast Immediate	Trinvediate	🐍 Action Initiated 🏾 🕮 Other Department	🕼 rdes with Dreft 🔅	Draft Note	Vellow Note .	Externe	al Files	
Suburnities Plass for Respensive Approval Sant Canvariane Convariane	LEGENG > Primity # Out 1	Most Immediate	Trorosofiata	Action Zottlated 👘 Other Department	De Files with Draft []3	Draft Note	Yellow Note	Extern	al Pilus .	
suburniting files for suburniting files for sant sant convertine	Leasted > Priority # Out 7	uday 💼 Mast Invinatiata	Tronédiate	& Astron Initiated 👘 Other Department	🕼 Plus with Braft 👘	Draft Note	Vellow Hote 🛛	Externe	al Files	
Suburnities Plass for Respensive Approval Sant Canvariane Convariane	LEGENE > PERMIT & OAS	nday 🗶 Mass Environtation	Trovedate	Action Initiated 🏦 Other Department	🕼 Files with Dreft 🔅	Draft Note	Yallow Note	Extern	al Palus	
suburniting files for suburniting files for sant sant convertine	Leasure > Privately # Out 1	Mast Investigate	Transadata	& Action Zoitlated 🏾 🕮 Other Department	De Files with Draft []3	Draft Note	Vallew Note	Enterne	al Police	
- guberninde giber for - BMB forbur - BMB forbur - Centre - Complexed - Complexed - Physical risk - Physical risk - Crease Netro - Crease Netro - Crease Values - Crease - Crease Values - Crease - Crease Values - Crease - Crease - Crease Values - Crease - Cr	Leasting > Private Cont	nday 🖉 Mast Enviradiate	Tronedate	& Astron Tottated 👘 Other Department	🕼 Plus with Braft 👘	Draft Note	Vallow Note	Enterna	al Film	

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

My Folders	
Manage Folders	e
Create New Folder	dm



• 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**:

Eslder News*Desetwent	
Folder Name* Department	
Create in* File Inbox •	
Save	



- The new folder is created under **Inbox** as sub folder.
- b) **My Folders**: Click the **My Folders** link from the dropdown menu to move the file 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 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 a park a file, perform the following steps:

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

R.,	Date Range : 18/06/20								
Receipts 🛨	Receive   Send Back	Send   View   Move *				Hierard	nical View My Fi	es	•
Files 😑	0	~ Computer No	Park File	- Subject	~ Sent By	~ Sent On	- Due On	~ Read On	~ Remai
+ Inbox	2	P 28379	Park File History	PROCUREMENT OF NEW SCANNERS	PRIVANKA KUMARI soffce	09/08/17 04:09 PM		09/08/17 04:30 PM	
Submitted Files for Closing Approval	-	E 28378	Close File History	LAW ENHANCEMENT SECTION 90A	PRIVANKA KUMARI, eoffce	09/08/17 04:05 PM		09/08/17 04:40 PM	
		P 28375	Create Volume	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	PRIVANKA KUMARI.eoffce	09/08/17 12:52 PM		11/08/17 11:20 AM	
Created     Drafts									
Completed	.0	E 28370	A-19011/1/2017-Demo	PERSONAL FILE FOR SERVICE REOCORD UPDATION	PRIVANKA KUMARI, eoffce	09/08/17 11:50 AM	-	11/08/17 11:20 AM	5
Parked									
Approval Requests									
Closed									
. By Me									
• By Others (Hierarchy)	-								
+ By Others (All)									
Submitted Files for Reopening Approval									
+ RMS Inbox									
+ Sent									
Conversions									
<ul> <li>Drafts</li> </ul>									
<ul> <li>Completed</li> </ul>									
Physical File	LEGEND Prior	ity 📕 Out Today 📕	Most Immediate 🛛 🔳 Imm	rediate 🔒 Action Initiated 🏛 Other Department	🔐 Files with Draft 🛛 📑 Draft Note	Yellow Note	Exte	rnal Files	
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 🛨									
Dispatch 😐									
DSC 🛨	ì l								
Settings 主									
Notification 🔳									
Ext Department (+)									

# 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**:

Parking Confirm	ation	Cubiect	= Cont Ru = Cont On
Do you want to pa	rk the following f	file(s)?	V
Computer No	File No.		Subject <sup>4</sup>
33571	A-11011/8/201 EOFFICE	8-Demo-DEPT-	CSMRS TRAINING
Parking Due Parking Rem		18/05/2018 Parking reman	rks.





- 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 : 18/06/201	14 To 11/08/2017	No. March 199							
Receipts (+)	Receive   Send Back	Send   View   Move To	More			Hierard	hical View My Fil	es	¥.	
Files 🖃	0	~ Computer No	Park File	- Subject	- Sent By	* Sent On	- Due On	- Read On	~	Ren
> Inbox	2	P 28379	Park File History	PROCUREMENT OF NEW SCANNERS	PRIVANKA KUMARI.coffce	09/08/17 04:09 PM	-	09/08/17 04:30 PM		
Submitted Files for Closing Approval		E 28378	Close File History	LAW ENHANCEMENT SECTION 90A	PRIVANKA KUMARI.eoffce	09/08/17 04:05 PM		09/08/17 04:40 PM		
	0	P 28375	Create Volume	APPOINTMENT FILE OF TECHNICAL ASSISTANTS	PRIVANKA KUMARI, eoffce	09/08/17 12:52 PM	•	11/08/17 11:20 AM		
Created     Drafts										
Completed		E 28370	A-19011/1/2017-Demo	PERSONAL FILE FOR SERVICE REOCORD UPDATION	PRIVANKA KUMARI,eoffce	09/08/17 11:50 AM	-	11/08/17 11:20 AM		
Parked										
Approval Requests										
+ Closed										
• By Me										
• By Others (Hierarchy)										
. By Others (All)										
Submitted Files for Reopening Approval										
RMS Inbox										
Sent										
<ul> <li>Conversions</li> </ul>										
Drafts										
<ul> <li>Completed</li> </ul>	Construction of the second							and a subscription of		
Physical File	LEGEND Priorit	y 📕 Out Today 📕 I	Most Immediate 📕 Immediate	🔒 Action Initiated 🏛 Other Department	Files with Draft Draft Note	Yellow Note	Exte	rnal Files		
Create New (Non SFS)										
Create New (SFS)										
Electronic File										
Create New (Non SFS)										
Create New (SFS)										
Create Part										
<ul> <li>Create Volume</li> </ul>										
Recycle Bin										
Recycle Bin     Initiated Action Migrate File     (+)										
Recycle Bin     Initiated Action Migrate File Dispatch										
Dispatch (+) Dispatch (+)										
Recycle Bin     Initiated Action Migrate File Dispatch										
Recycle Bin     Initiated Action Migrate File Dispatch Dispatch +										

Fig.111

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

						Search	Adva Adva
0/08/2018							
View   Move To   Mo	ore					Hierarchical View My	Files
er No 🔻 File Number		~	Subject	- Cost Ry			- Due On - Read On
<u>C-12/0005/</u>	File Park History		<u> </u>				17/07/18
<u>A/0022/201</u>	FILE NUMBE	R - C-12/0005/2	018-आफिस / ५	आफ़ एच ऐश (एम ए	एच ए )-MHA		17/07/18
<u>B-11/0008/</u>	Action By	Action Date	Action Remark	Restored By	Restored Date	Restored Remark	17/07/18
<u>C/0009/201</u>	ൽർൾൻൺ bikram	10/08/2018 03:39 PM	kindly	ൽർൾൻൺ bikram	10/08/2018 03:40 PM	see	17/07/18
4 <u>B/0008/201</u>							_
<u>A/0021/201</u>							17/07/18
<u>B/0007/201</u>							17/07/18
5 <u>B-12/0006/</u>							-
3 <u>C/0007/201</u>							-
1 <u>B-11/0005/</u>							-
<u>A/0040/201</u>							23/05/18
<u>C-13/0010/</u>							16/05/18
SahooStr1							06/03/18
<u>C/13/0025/</u>							12/02/18
DJB-B012/1							12/02/18
Out Today 📕 Mc							Ilow Note
ory Ser	4						m



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**:

			To 11/08/2017											
Receipts (+)	Receive   Se	end Back Se	and   View   Move Ti		1					Hierarch	nical View My Fil	es	•	
Files 🖃	0		- Computer No	- Park File		Subject		- Sent B	x	- Sent On	- Due On	- Read On	-	Remai
> Inbox		P	28379	Park File Histo		PROCUREMENT OF NEW SCA	ANNERS	PRIVAN	KA KUMARI.eoffce	09/08/17 04:09 PM		09/08/17 04:30 PM		17
Submitted Files for Closing Approval		E	28378	Close File Hist	tory	LAW ENHANCEMENT SECTIO	ON 90A	PRIVAN	KA KUMARI.eoffce	09/08/17 04:05 PM		09/08/17 04:40 PM		
+ Created		P	28375	Create Volume	e	APPOINTMENT FILE OF TECH	HNICAL ASSISTANTS	PRIVAN	KA KUMARI.eoffce	09/08/17 12:52 PM		11/08/17 11:20 AM		
+ Drafts			28370	A-19011/1/2017		PERSONAL FILE FOR SERVIC			KA KUMARI.eoffce	09/08/17 11:50 AM	•.	11/08/17 11:20 AM		
. Completed				- APVAR E BVA/				Phalinit		00,00,17 11100 101		11/00/17 11/20 444		LP
+ Parked	1													
Approval Requests														
+ Closed														
<ul> <li>By Me</li> </ul>														
• By Others (Hierarchy)														
. By Others (All)														
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>														
RMS Inbox														
Sent														
Sent     Conversions														
Conversions     Drafts														
Conversions     Drafts     Completed														
Conversions     Drafts     Completed     Physical File	LEGEND	Priority	Cut Today	Most Immediate	Immediate	🔓 Action Initiated	🏛 Other Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Completed     Physical File     Create New (Non     SFS)		Priority	Cut Today	Most Immediate	Immediate	Section Initiated	🏛 Other Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Completed     Physical File     Coasta Naw (Non	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Contraction Initiated	🏛 Other Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Completed     Physical File     Create New (Non     SF5)     Create New (SF5)     Electronic File	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Contraction Initiated	盦 Other Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Orafts     Completed     Physical File     Create New (Non     SFS)     Electronic File     Create New (Non     SFS)	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Contraction Initiated	n Other Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Completed     Physical File     Create New (Non     SFS)     Create New (SFS)     Electronic File	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Ction Initiated	🏛 Other Department	Files with Draft	📴 Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Orafts     Completed     Physical File     Create New (Non     SFS)     Electronic File     Create New (Non     SFS)	LEGEND	Priority	Out Today	Most Immediate	Immediate	Action Initiated	🏛 Other Department	Files with Draft	📴 Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Completed     Completed     Physical File     Create New (Non     SFS)     Create New (SFS)     Create New (Non     SFS)     Create New (SFS)     Create New (SFS)     Create New (SFS)     Create New (SFS)	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Action Initiated	n Other Department	Files with Draft	📴 Draft Note	Yellow Note	Exte	mal Files		
Conversions     Drafts     Completed     Completed     Physical File     Create New (Non     SFS)     Electronic File     Crease New (SFS)	LEGEND	Priority	Out Today	Most Immediate	Immediate	Action Initiated	Other Department	D Files with Draft	🕞 Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Completed     Completed     Physical File     Create New (Non     SFS)     Create New (SFS)     Create New (Non     SFS)     Create New (SFS)     Create New (SFS)     Create New (SFS)     Create New (SFS)	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Action Initiated	1 Other Department	Difference in the second secon	🕞 Draft Note	Yellow Note	Exte	mal Files		
Conversions     Drafts     Completed     Completed     Physical File     Create New (Non     SFS)     Electronic File     Crease New (SFS)	LEGEND	Priority	Out Today	Most Immediate	Immediate	& Action Initiated	n Other Department	Files with Draft	📑 Draft Note	Yellow Hote	Exte	rnal Files		
Conversions     Drafts     Completed     Completed     Physical File     Create New (Non     Sress New (Srs)     Electronic File     Create New (Non     Srs)     Create New (Non     Srs)     Create New (Non     Srs)     Create New (Non     Srs)     Initiated Action	LEGEND	Priority	Cut Todey	Most Immediate	Immediate	Action Initiated	n Other Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Conversions     Drafts     Complexed     Complexed     Complexed     Constel New (Non     Sfa5)     Craste New (SPS)     Elactronic File     Craste New (SPS)     Initiated Action	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Ction Initiated	Other Department	🔓 Files with Draft	Draft Note	Yellow Hote	Exte	mal Files		
Conversions     Drafts     Completed     Physical File     Create New (Non     SFS)     Create New (SFS)     Dispatch     C	LEGEND	Priority	Cut Today	Most Immediate	Immediate	Action Initiated	n Other Department	Pries with Draft	🕞 Draft Note	Yellow Note	Exte	rnal Files		
• Conversions • Orafis • Orafis • Orafis • Physical Files • Orasa New (SFS) • Crease New (SFS) • Divised Action • Divised Action • Dispatch • •	LEGEND	Priority	Cut Today	Most Immediate	Immediate	🚡 Action Initiated 🛛	Colher Department	😰 Files with Draft	Dreft Note	Yellow Note	Exte	rnal Files		

Fig.113

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

	History NUMBER - A/003	33/2018-0/o of HS(	MHA)				×
Action	Action By	Action On	Action Remarks	Approved By	Approved On	Approval Remarks	
Close	ൽർൾൻൺ bikram	25/06/2018 03:05 PM	Work Done.	-	-	-	
Reopen	ൽർൾൻൺ 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**:

	Date Range : 18/	06/2014 To 11/08/2017										
Receipts (+)	Receive   Send	Back   Send   View   Move To	More					Hierarc	lical View My Fi	**		
Files (=)		~ Computer No	Park File	- Subject		- Sent B	<i>.</i>	- Sent On	~ Due On	- Read On	-	Ren
+ Inbox	1	P 28379	Park File History	PROCUREMENT OF NEV	SCANNERS		KA KUMARI, soffce	09/08/17 04:09 PM		09/08/17 04:30 PM		122
Submitted Files for	6	E 28378	Close File History	LAW ENHANCEMENT S			KA KUMARI.eoffce	09/08/17 04:05 PM		09/08/17 04:40 PM		
* Closing Approval	0		Create Volume									
+ Created		P 28375	And a second sec		TECHNICAL ASSISTANTS		KA KUMARI, soffce	09/08/17 12:52 PM		11/08/17 11:20 AM		
Orafts     Completed	0	E 28370	A-19011/1/2017-Demo	PERSONAL FILE FOR SI	ERVICE REOCORD UPDATION	PRIVAN	KA KUMARI,eoffce	09/08/17 11:50 AM		11/08/17 11:20 AM		D
+ Parked												
Approval Requests     Closed												
· By Me												
R. Oakara												
* (Hierarchy)												
. By Others (All)												
<ul> <li>Submitted Files for Reopening Approval</li> </ul>												
RMS Inbox												
+ Sent												
Conversions												
. Drafts												
<ul> <li>Completed</li> </ul>												
+ Physical File	LEGEND	Priority 📕 Out Today 📕 I	Most Immediate 🛛 🖬 Immediate	Contraction Action Initiated	Differ Department	Files with Draft	Draft Note	Yellow Note	Exte	rnal Files		
Create New (Non     SFS)												
<ul> <li>Create New (SFS)</li> </ul>												
Electronic File												
Create New (Non SFS)												
<ul> <li>Create New (SFS)</li> </ul>												
+ Create Part												
+ Create Volume												
Recycle Bin												
<ul> <li>Initiated Action</li> </ul>												
Migrate File 😐												
Dispatch (+)												
Dispatch (±												
DSC (±												

Fig.115

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

Govt. of India NIC GOVT Demo
File Number A-16011/1/2017-Demo
Subject
Description PROCUREMENT OF NEW SCANNERS
Category Main General
Sub Choose One
Classified Choose One V
Remarks
Previous Reference Later Reference
Create Volume

Fig.116



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**:

Computer No: 28	1425 File No: <u>A-16011/1/20</u>	17-Demo-Volume(2) Subject: PROC	UREMENT OF NEW SCANNERS				×
Correspondence	e Link   Movements   Det	ails   Edit   Send   Dispatch   Convert	File   Attachment   Action Details   More				Quick View
							<b>0</b> ]
File Number :		A-16011/1/2017-Dem	p-Volume(2)	Subject :	P	ROCUREMENT OF NEW SCANNERS	
Opening Date :		11/08/17 11:55 AM		Remarks :			
Main Category		General		Sub Category :			
Previous Refere	ence :			Later Reference :			
File Moven	nent History						Print History
<u>Sender</u>		⇒ <u>Sent on</u>	<del>≂ <u>Sent to</u></del>		<del>▼</del> <u>Action</u>	* <u>Remarks</u>	
File Close	History						
Action	* Action By	<u> </u>	<u> </u>	* <u>Approved By</u>	<u> </u>	* <u>Approved Remarks</u>	Ŧ
File Dispat	ch History						
Dispatch Numbe	<u>r</u>		→ → <u>Subject</u>	<mark>∞ Address</mark>		≁ <u>Dispatch Date</u>	τ.

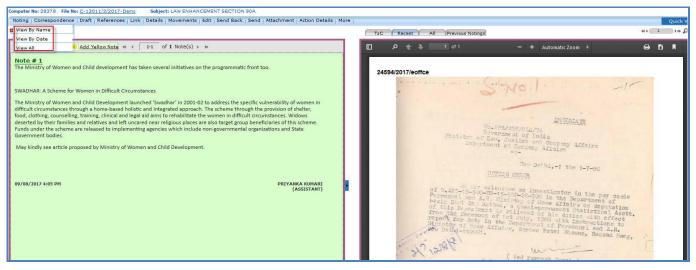
Fig.117



# **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**:





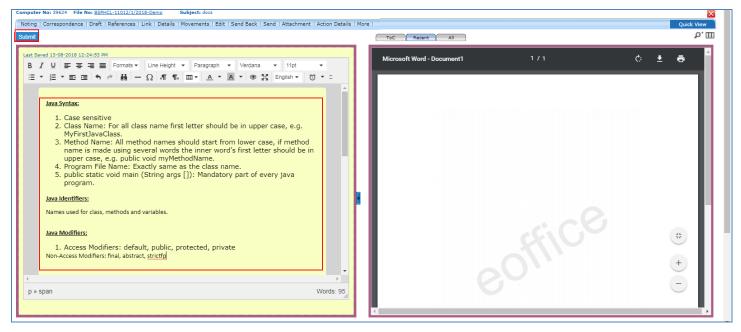
- a) **Yellow Note:** Yellow Note is to add a draft note in a file for taking approvals from reporting before finalizing the green note. Once the yellow note is confirmed, it changes to green note sheet.
- b) **Green Note:** Note is the document in file on which all decision making/ major facts/ approvals 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:

e office		
Computer No: 39624         File No: 859H211012/1/2018-Demo         Subject: docs           Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action Details	ils   More	Quick View
ρ <sup>+</sup>	ToC Recent All	₽' ⊞
Add Green Note	Microsoft Word - Document 1 1 / 1 () 生 🕯	- A
	All a	*) +) -) *

• 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**:





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

e office		
Computer No: 39624 File No: <u>BSPHCL-11012/j/2018-Demo</u> Subject: docs	are	Quick View
p <sup>*</sup>	ToC Recent All Previous Notings	P⁺ Ш
Version : 1.0           Java Syntax:           1. Case sensitive           2. Class Name: For all class name first letter should be in upper case, e.g. MyFirstDavaClass.           3. Method Name: All method names should start from lower case, if method name is made using several words the inner word's first letter should be in upper case, e.g. public void myMethodName.           4. Program File Name: Exactly same as the class name.           5. public static void main (String args []): Mandatory part of every java program.           Java Identifiers:           Names used for class, methods and variables.	Microsoft Word - Document1 1 / 1	¢ ± e
Java Modifiers: Edit Discard Confirm Varsion Created On CreatedBy 1.0 12/06/18 12:00 PM Edit Discard Confirm I Discard Con	eoffice	** + - ,



- 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:

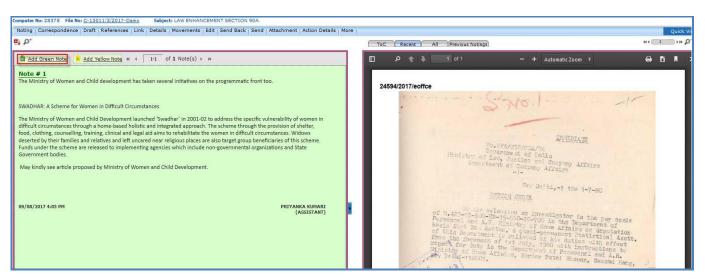
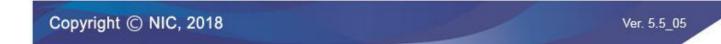


Fig.122





• 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**:

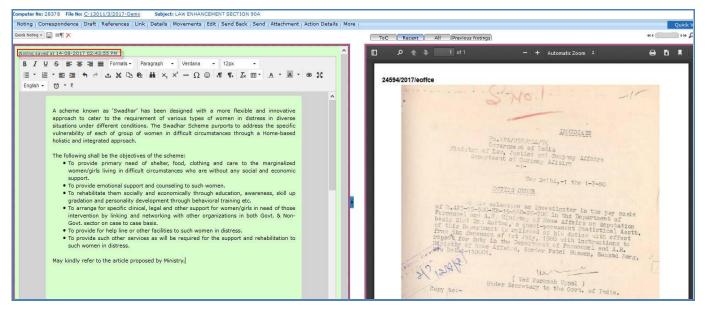


Fig.123

- 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 requently used to create a customized list of one-liner noting frequently used in organizations.

#### Note:

To add quick noting list go to Settings  $\rightarrow$  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**:

as 'Swadhar' has been designed with a more flexible and innovative r to the requirement of various types of women in distress in divers ifferent conditions. The Swadhar Scheme purports to address the specifi ach of group of women in difficult circumstances through a Home-base ated approach. I be the objectives of the scheme: primary need of shelter, food, clothing and care to the marginalize isliving in difficult circumstances who are without any social and economi		24584/2017/eoffce
ated approach. I be the objectives of the scheme: primary need of shelter, food, clothing and care to the marginalize		S Noil -
		INVIDIATE No. UPA/256/CIA/74
		Government of Thila Hinister of Les, Justice and Company Affairs Department of Company Affairs
r on case to case basis. for help line or other facilities to such women in distress.		New Delhi, -1 the 1-7-80
n in distress.		of a appropriate selection as investigator in the pay poals Percepted and A.R. Ministry of loss Affrica on deputation batc Bird Est Aston, o pay of loss Affrica on deputation of bills Department is applient deputation Statistical Aston of bills Department is applient by astatistical Aston
		Lichophel und A.F. Mini and C. (20) in the Departure and Book beaks Bird BR: Antone of Ministry of Ministry of Ministry of tile Department is reliant personant Statistical Martin from the Sovermoon of sit and of his dation with infine infinitive of inse Attainue, Saviar to Personnel and A.M. Ministry of Inse Attainue, Saviar Patel Hisman, Sanuad Parg,
	<b>v</b>	NY 121AF Under Secretary to the Covt. of India.
	and personality development through behavioral training etc. for specific clinical, legal and other support for women/girls in need of those n by linking and networking with other organizations in both Govt. & Non- or on case to case basis. for help line or other facilities to such women in distress.	and personality development through behavioral training etc. for specific clinical, legal and other support for women/girls in need of those in by linking and networking with other organizations in both Govt. & Non- or on case to case basis. for help line or other facilities to such women in distress. such other services as will be required for the support and rehabilitation to in in distress.



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

Computer No: 283	78 File No: <u>C-13011/3/2017</u>	7-Demo Subject: LAW ENHANCEMENT SECT:	ION 98A								Į.
Noting Corres	spondence Draft Referenc	es   Link   Details   Movements   Edit   Send Ba	ack Send Atta	achment Action Details More						c	Quick View
🖬 D.					(то	c	Recent All P	revious Notings			8
100								List of Correspondences and Issues			
Search for	the receipt		X		1 I					Choose	One 🗸
							Receipt/Issue No.	* <u>Subject</u>	* Type* Attached On	- Pager	sy Action
	2018 🔻	Search			🗆 E	U	24594/2017/eoffce	OFFICE ORDER RELATED TO LAW ENHANCEMENT	09/08/17 03:56 PM	1-1	Reopen
								Attach			
	Computer Number	Receipt Number	Subject					· · · · · · · · · · · · · · · · · · ·			
	36257	36257/2018/eoffce	Kindly	ility of women in							
_ E	24727	24727/2017/eoffce	Procedures	a₁on of shelter,							
O E	24728	24728/2017/eoffce	Circular	es. Widows							
O E	25891	25891/2017/eoffce	urgent	of this scheme. and State							
ΟE	25892	25892/2017/eoffce	kindly see.								
0 E	30472	30472/2018/eoffce	Kindly see.								
		Attach	«<1>»»								
				RIYANKA KUMARI (ASSISTANT)							

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.

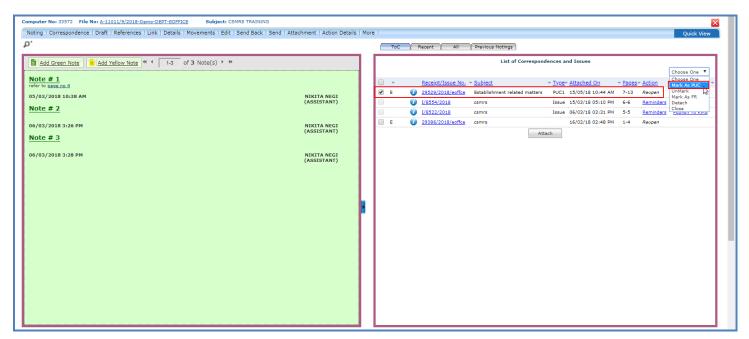
Note:

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:





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**:

Office							1		5		
puter No: 33572 File No: <u>A-11011/9/2018-Demo-DEPT-EOFFICE</u> Subject: CSMRS TR/ ting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send B		s   More									Quick View
			ToC	R	ecent All	Previous Notings					
Add Green Note Add Yellow Note 4 1-3 of 3 Note(s) > >>		1 F				List of Corresp	ondences a	ind Issues			
0te # 1 fer to <u>page no 4</u>			 • E		Receipt/Issue No. 29529/2018/eoffce	<ul> <li><u>Subject</u></li> <li>Establishment related matter</li> </ul>		<ul> <li><u>Attached On</u></li> <li>15/05/18 10:44 AM</li> </ul>	* <u>Pages</u> * 7-13	Reopen	Choose One  Choose One Mark As DIC UnMark
:/03/2018 10:38 АМ <u>ote # 2</u>	NIKITA NEGI (ASSISTANT)			0	1/8554/2018 1/8522/2018	csmrs csmrs	Issue	15/03/18 05:10 PM 06/03/18 03:31 PM	6-6	Reminders	Mark As FR Detach Close
i/03/2018 3:26 PM 0te # 3	NIKITA NEGI (ASSISTANT)		E	0	29386/2018/eoffce	csmrs	Attach	16/02/18 02:48 PM	1-4	Reopen	
//03/2018 3:28 PM	NIKITA NEGI (ASSISTANT)										

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**:

Computer No: 33572 File No: <u>A-11011/9/2018-Demo-DEPT-EOFFICE</u> Subject: CSMRS TRAINING										×	
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Sen	d   Attachment   Action Details	More								Quick View	Î.
p <sup>+</sup>			ToC		Recent All	Previous Notings					. 1
Add Green Note		Ιſ				List of Correspon	dences and Issues			Choose One 🔻	
Note # 1 refer to <u>page no.4</u>			 	0	Receipt/Issue No. 29529/2018/eoffce	<ul> <li><u>Subject</u></li> <li>Establishment related matters</li> </ul>	• <u>Type</u> • <u>Attached On</u> PUC1 15/05/18 10:44 AI		<u>Action</u>	Choose One Mark As PUC UnMark	
05/03/2018 10:38 AM Note # 2	NIKITA NEGI (ASSISTANT)	Ľ		0	<u>1/8554/2018</u>	csmrs	Issue 15/03/18 05:10 PM	6-6	Reminders	Mark As FR	
					<u>1/8522/2018</u>	csmrs	Issue 06/03/18 03:31 PM		Reminders	Close Popiish to Kima	
06/03/2018 3:26 PM	NIKITA NEGI		E	0	29386/2018/eoffce		16/02/18 02:48 PM	1-4	Reopen		
<u>Note # 3</u>	(ASSISTANT)					At	tach				
06/03/2018 3:28 PM	NIKITA NEGI (ASSISTANT)										
	NIKITA NEGI (ASSISTANT) NIKITA NEGI										

Fig.128

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

eoffice	
A DOCTAL WORK PLACE SOLUTION         Computer No: 33572       File No: A:1011/9/2018-Damo-DEDT-EOFFICE       Subject: CSMR3 TRAINING         Noting       Correspondence       Draft       References       Link       Details       Movements       Edit       Send Back       Send Attachment       Action         p*       Image: Correspondence       Image: Correspondence<	ToC       Recent       All       Previous Notings         List of Correspondences and Issues       Mark As FR       Image: Statistic Statistics <ul> <li>Receipt/Issue No.</li> <li>Subject</li> <li>Type: Attached On</li> <li>Pages: Action</li> <li>Issue 15/03/18 10:44 M7</li> <li>Pice Statistics</li> <li>Statistics</li> <li>Issue 15/03/18 03:31 PM</li> <li>Statistics</li> <li>Receipt/Issue No.</li> <li>Statistics</li> <li>Statistics</li> <li>Statistics</li> <li>Statistics</li> <li>Statistics</li> <li>Pice Statistics</li> <li>Statistics</li> <li>Statistics</li> <li>Statistics</li> <li>Statistics</li> <li>Statistics</li> </ul>



- Click the **Done** button. The receipt gets marked as FR.
- d) **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**:

Computer No: 33572 File No: A-11011/9/2018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING							
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attach	hment   Action Details   More	2					Quick View
$\mathcal{P}^*$		ToC	Recent All	Previous Notings			
Add Green Note				List of Correspon	dences and Issues		
Note # 1 refer to page no 4		•	Receipt/Issue No.			• Pages • Action	Choose One Choose One Mark As PUC UnMark
05/03/2018 10:38 AM Note # 2	NIKITA NEGI (ASSISTANT)		<u>29529/2018/eoffce</u> <u>1/8554/2018</u>	Establishment related matters	Issue 15/03/18 05:10 PM	6-6 Reminders	Mark As FR
06/03/2018 3:26 PM	NIKITA NEGI		<u>1/8522/2018</u> 29386/2018/eoffce	csmrs csmrs	Issue 06/03/18 03:31 PM 16/02/18 02:48 PM		Close W
<u>Note # 3</u>	(ASSISTANT)			Att	ach		
06/03/2018 3:28 PM	NIKITA NEGI (ASSISTANT)						
	<b>•</b>						

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**:

Computer No: 33572 File No: <u>A-11011/9/2018-Demo-DEPT-EOFFICE</u> Subject: CSMRS TRAINING	×
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action	on Details   More   Quick View
$\rho^*$	ToC Recent All Previous Notings
Add Green Note	List of Correspondences and Issues
Note # 1 refer to <u>Egge no 4</u>	Chocos One * <u> </u>
05/03/2018 10:38 AM NIKITA NEG (ASSISTANT	T) 1/8554/2018 csmrs Issue 15/03/18 05:10 PM 6-6 Reminders Datach
<u>Note # 2</u>	Image: US522/2018         csmrs         Issue         06/03/18         03:31 PM         5-5         Reminders         Close           E         Image: US328/2018/esffice         csmrs         16/02/18         02:48 PM         1-4         Reopen
06/03/2018 3:26 PM NIKITA NEC (ASSISTANT Note # 3	
06/03/2018 3:28 PM NIKITA NEG	
UD/US/2018 3:28 PM (ASSISTANT	



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

Computer No: 33572 File No: <u>A-11011/9/2018-Demo-DEPT-EOFFICE</u> Subject: CSMRS TRAINING		- ×
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send	Closing confirmation	Quick View
	Do you want to close the following receipt(s)? Bermarke 29529/2016/eoffce Nork Completed.	II Previous Notings List of Correspondences and Issues Choose One
Note # 1 refer to page no 4		: No. * Subject * Type* Attached On * Pages* Action * *
05/03/2018 10:38 AM		office Establishment related matters PUC1 15/05/18 10:44 AM 7-13 Reopen
Note # 2		csmrs         Issue         15/03/18         05:10         PM         6-6         Reminders         Publish To KMS           csmrs         Issue         06/03/18         03:31         PM         5-5         Reminders         Publish To KMS
06/03/2018 3:26 PM		Office         csmrs         16/02/18 02:48 PM         1-4         Reopen
Note # 3	OK Cancel	Attach
06/03/2018 3:28 PM	NIKITA NEGI (ASSISTANT)	



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

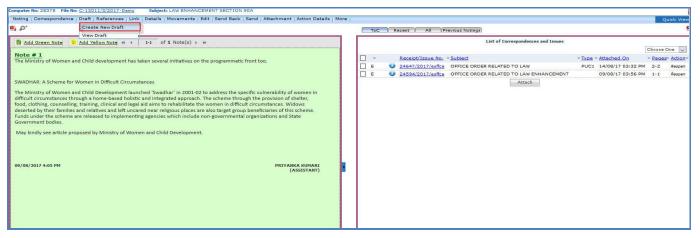
Copyright © NIC, 2018



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





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

	Details   Movements   Edit   Send Back   Send   Attachment   A	1 11	-				20	uick Viev
			<b>e</b> i					
New Draft	Page Size A4 🗸 Choose In	om Template(s) or Upload File	Draft Details					
B I U S F T T Formats + Parag	raph 🕶 Verdana 💌 14px 💌		Draft Type*	New/Fresh	~	Classified	Choose one	~
田•田•田田•••日米四●墨	×, ×' - Ω	💱 English - 🕄 - z	Draft Nature	Choose One	~	Prefix	Choose One	~
		^	Language*	English	~	Is Sanction		
				LAW ENHANCEMENT SEC	TION 90A			
			Subject *					
				Total 1000   973 characters	left.			
			Communication D					
			Ministry	Choose one				*
			Department	Choose one				*
			Name	-		Designation*		
			Organization Address 1 *					
			Address 2					
			Country	INDIA	~	State	Andaman & Nicobar Islands	
			City			Pincode		
			Mobile			Landline		
			Fax		1	Email		
							Add More Recipient(s)	) Clea
			Attachments				A.	ttach File
			Note :					
			Use #ApprovedBy# For	r Approver Info. e# For Approver�s Name				
<		>	Use #ApprovedByDesig	gnation# For Approver&s Designatio				
P		Words: 0	Use #ApprovedBySecti Use #ApprovedDate# F	ionName# For Approver Section Nan For Date of Approval.	ne.			

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 <a href="#">Choose from Template(s)</a> button or <a href="#">Upload File</a> button, as shown in Fig.135:

	Ne No: <u>C-13011/3/2017-Demo</u> 🔐 Subject: LAW ENHANCEMENT SECTION 90A Idence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action Details	More					Oui	iick Vie
			ø.					
New Draft	Page Size A4	or Upload File	Draft Details					
B 7 ∪ S ■	E E I E Formats + Paragraph + Verdana + 13px +	diama di manana di ma	Draft Type*	New/Fresh		Classified	Choose one	
	国 为 ♂ ▲ 米 ▷ 勉 醋 ×, × ー Ω ◎ 개 ¶, 及 田- ▲ - ▲ - ● 器 English ·	· 0 · ·	Draft Nature	Choose One		Prefix	Choose One	
		^	Language*	English		Is Sanction		
	A scheme known as 'Swadhar' has been designed with a more flexible and innovative approach to cater to the requirement of various types of women in distress in diverse			LAW ENHANCEMENT SEC	TION 90A			
	situations under different conditions. The Swadhar Scheme purports to address the		Subject *					
	specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.			Total 1000   973 characters	left.			
			Communication D	letails				
	#ApprovedBy# #ApprovedDate#		Ministry	Choose one				
	**********		Department	Choose one				
			Name*			Designation*		
			Organization					
			Address 1 -					
			Address 2					
			Country	INDIA	>	-	Andaman & Nicobar Islands	
			City			Pincode		
			Mobile			Landline		
			Fax			Email	Add More Recipient(s)	
							Add More Redpient(s)	
			Attachments				Att	tach
			Attachments					
			Note :					
		~	Use #ApprovedBy# Fo Use #ApprovedByNam	r Approver Info. e# For Approver�s Name				
		>	Use #ApprovedByDesi	gnation# For Approver +s Designation				
pan » strong		Words: 61	Use #ApprovedBySect Use #ApprovedDate# I	tionName# For Approver Section Na	ne.			



• 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**:

Noting Correspon	ndence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action Details   More						Quick View		
		<b>e</b> j							
New Draft	Page Size A4 🗸 Choose from Template(s) or	Draft Details							
BIUSI	📻 🚎 🔳 Formats + Peragraph + Verdana + 13px +	Draft Type*	Reply	V CI	assified	Confidential	~		
E • E • E	国 ち ♂ 土 米 Da 龟 晶 ×, × ー Ω ◎ Я ¶. Ⅰ Ⅲ · ▲ · ▲ · ● X English · 0	) - ₹ Draft Nature	Letter	V Pr	efix	Choose one	~		
		▲ Language*	English	V Is	Sanction				
	A scheme known as 'Swadhar' has been designed with a more flexible and innovative approach to cater to the requirement of various types of women in distress in diverse situations under different conditions. The Swadhar Scheme purports to address the	Subject *	OFFICE ORDER RELATED TO LAW	W ENHANCEMEN	іт				
	specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.	66 6 6 6	Total 1000   1000 characters left.						
	Home-based horses and integrated approach.	Receipt Number	24594/2017/eoffce 🗸 🎽	Re	eply Type	Choose one	~		
	#ApprovedBy# #ApprovedDate#	Communication	Communication Details						
	*Approveduate*	Ministry	MINISTRY OF LAW, JUSTICE& CO	MPANY AFFAIRS	В		~		
		Department	Choose one				~		
		Name*	PARKOSH UPPAL		Designation"	TECHNICAL DIRECTO	R		
		Organization							
		Address 1 *	DELHI						
		Address 2							
		Country	INDIA	~	State	Delhi	~		
		City	DELHI		Pincode				
		Mobile			Landline				
		Fax			Email				
						Add More Rec	cipient(s) Clear		
		Attachments					Attach File		
		T LAW ENHANCEME	ENT.pdf						
		Note :							
<		Use #ApprovedBy# Fe							
p » span » strong			ne# For Approver�s Name signation# For Approver�s Designation.						
			ctionName# For Approver Section Name.				-		
							Save		

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**:

2 Correspondence Draft (References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action Details   Move 5. OF/V13505-V110 Braft Status ID/S P () ) 1 or1 - + Automasc Zoom 1	Draft Details							
P 🐮 🐌 1 or1 - + Automatic Zoom 4 😝 🛱 🕅				Preview Ap				
ρ ★ 3 t of 1 − + Automatic Zoom ÷ 🔒 Β 🕅								
	>> Draft Type*	Reply	Classified	Confidential				
	Draft Nature	Letter	~ Prefix	Choose one				
	Language"	English	Is Sanction					
	Subject *	OFFICE ORDER RELATED TO LAW E	NHANCEMENT					
A scheme known as 'Swadhar' has been designed with a more flexible and innovative approach to cater to the requirement of various types of		Total 1000   961 characters left.						
	Receipt Number	24594/2017/eoffce 🤍 💑	Reply Type	Choose one				
women in distress in diverse situations under different conditions. The	Communication De							
Swadhar Scheme purports to address the specific vulnerability of each	Attachments							
of group of women in difficult circumstances through a Home-based holistic and integrated approach. #ApprovedBy# #ApprovedDate#		Approver Info. ₩ For Approver®s Name Ination₩ For Approver®s Designation. onName# For Approver Section Name.						



- A newly created draft has three buttons:
  - a) **Preview**: View the DFA before sending.
  - b) **Approve**: To finalise the DFA. Once the draft is approved no further changes in the content can be done.
  - c) **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**:

		<b>2</b>			Preview	Approve
		Draft Details				
		Draft Type*	Reply	Classified	Confidential	
	^	Draft Nature	Letter	Prefix	Choose one	
E CONTRACTOR OF CONTRACTOR		Language	English	Is Sanction		
A scheme known as 'Swadhar' has been designed with a mp and innovative approach to cater to the requirement of variou women in distress in diverse situations under different cond Swadhar Scheme purports to address the specific vulnerabilit of group of women in difficult circumstances through a Hor holistic and integrated approach. #ApprovedBy# #ApprovedBate#	tions. The		pprover Info. For Approver®s Name attorne For Approver®s Designation. Name# For Approver Section Name.	Reply Type	Choose one	Atta

Fig.138



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

1.0 Draft Status : Approved					uick Vie
	<b>e</b> i				
	Draft Details				
🐌 1 of 1 - + Automatic Zoom 💈 🚨 🖪 🗮 ≫	Draft Type*	Reply	Classified	Confidential	
File No.C-13011/3/2017-Demo	Draft Nature	Letter	Prefix	Choose one	2
Pile No.C-13011/3/2017-Delito	Language*	English	Is Sanction		
		OFFICE ORDER RELATED TO LAW E	NHANCEMENT		
	Subject *				
A scheme known as 'Swadhar' has been designed with a more flexible		Total 1000   961 characters left.			
and innovative approach to cater to the requirement of various types of	Receipt Number	24594/2017/eoffce 🔛 🚣	Reply Type	Choose one	1
women in distress in diverse situations under different conditions. The	Communication De				
Swadhar Scheme purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based	Ministry	MINISTRY OF LAW, JUSTICE& COMP	ANY AFFAIRS		
holistic and integrated approach.	Department	Choose one			2
	Name*	PARKOSH UPPAL	Designation*	TECHNICAL DIRECTOR	
NIKITA NEGI, ASSTT(NG)-eOffice, eOffice	Organization				
14/08/2017	Address 1 *	DELHI			
	Address 2			la un	-
	Country	INDIA	State	Delhi	
	City	DELHI	Pincode		
	Fax		Email		
	Pax		Email	Add More Recipient(s)	) Cle
	Attachments			Δ	lttach File
	LAW ENHANCEMENT.p	df			



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

	Computer No: 28375 File No: C-13011/3/2017-Demo							×
Image:	Noting Correspondence Draft References	Link Details   Movements   Edit Send Back Send   Attachm	ent   Action Details   More					Quick View
A scheme known as Swadhar' has been designed with a more flexible and innovative approach to cater to the requirement of various types of women in distress in diverse situations under different conditions. The Swadhar Scheme purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach. NICITA NECI, ASSTT(NG)-eOffice, eOffice 14/08/2017	Draft No. : DFA/13630 - V 1.0 Draft Status : Approved			<b>8</b> 1				
File No.C-13011/3/2017-Demo       A         A scheme known as 'Swadhar' has been designed with a more flexible and innovative approach to cater to the requirement of various types of women in distress in diverse situations under different conditions. The byadhar Scheme purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.       Maint Haume       Maint Humes       Reply Type       Theose one         Maint And Mark Scheme Purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.       Maint Humes       Reply Type       Theose one       Theose one         Mark Mark Mark Mark Mark Mark Mark Mark				Draft Details				
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				Use #ApprovedBySectio	nName# For Approver Section Name.			
							Dispatch By Self Dispat	ch By CRU Edit

Fig.140

# Note:

For more detail refer the button mentioned under **<u>Dispatch</u>** action tab of Browse & Diarise sub-module. .

To view existing draft, perform following steps:

• Scroll mouse over tab and click the **View Draft** link , as shown in **Fig.141**:





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

Computer No: 36645 File No: <u>B-11011/10/2018-Demo-DEPT-EOFFICE</u> Subject: subject Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action p*	Details   M	ore				Quick View
Mote # 1       15/05/2018 11:22 AM			Draft No. DFA/12502	Status DFA	Approved By	Choose One V
		DFA/17507 <u>Version</u> 1.0	Created On 15/05/18 11:21 AM	Created By NIKITA NEGI		Status DFA

Fig.142

• The draft is shown in **Fig.143**:

Copyright © NIC, 2018

	- <u>Demo-DEPT-EOFFICE</u> Subject: CSMRS TRAINING ies   Link   Details   Movements   Edit   Send Back   Send	Attachment   Acti	ion Details   M	re					Q	uick Vie
: DFA/17513 - V 1.0 Draft Status : Ap	pproved									
raft					Draft Details					
				-	Draft Type*	New/Fresh	7	Classified	Choose one	
	1/1	C:	± •		Draft Nature*	Letter	•	Prefix	Choose One	
					Language*	English	•			
	File No.A-11011/8/2018-Demo-DEPT-EOFFICE				Subject *	CSMRS TRAINING				
						Total 1000   986 characte	rs left.			
					Communication	Details				
					Ministry	Choose one				
प्रति,					Department	Choose one				
,					Name*	NIKITA NEGI		Designation*	ASSTT(NG)-eOffice	
पत्ता :					Organization					
					Address 1 *	shastri park				
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			_		#ApprovedByPost# #ApprovedDate# for			#ApprovedByEmail# for #DocumentNumber# for		
			-		#ApprovedDate# for	Date of Approval		#DocumentNumber# for	Document Number	

Fig.143

4. **Reference**: These are document 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:

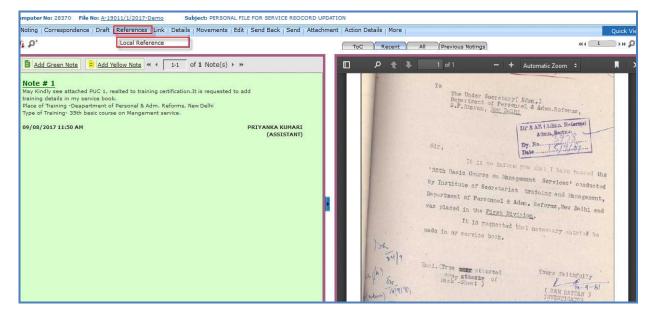


Fig.144

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

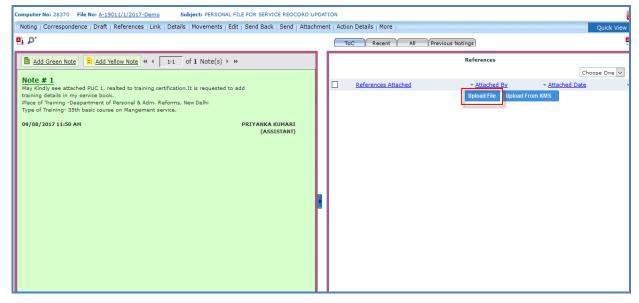


Fig.145

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

	018-Demo-DEPT-EOFFICE Subject: CSMRS TRAINING			
Noting   Correspondence   Draft   Refere	nces   Link   Details   Movements   Edit   Send Back   Send   Attachment	Action Details   More		Quick View
₽⁺		ToC Recent All	Previous Notings	
Add Green Note	tote ≪ ↓ 1-3 of 3 Note(s) > >>		References	
Note # 1 THIS IS NOTING PORTION		References Attached	<del>▼ <u>Attached By</u> </del>	Choose One ▼
16/02/2018 2:39 PM	NIKIT	FA NEGI	NIKITA NEGI	15/05/18 03:00 PM
Note # 2	Open		Upload File	Jpload From KMS
21/03/2018 10:40 AM	Desktop	✓ 4→ Search Desktop		
<u>Note # 3</u>	Organize 🔻 New folder			
21/03/2018 10:42 AM	KMAS, New         Marcines         Downloads         Recent Places         Libraries         Documents         Music         Pictures         Videos         Videos         New Employee, PIMS (6)	113 KB 5		
	Computer Co			
	File name: letter	All Files     Open     Cancel		
	<u>e</u>			

Fig.146

OR

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

Ver. 5.5\_05

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• Import KMS Document pop-up appears, click

# button, as shown in **Fig.147**:

ting   Co	rrespondence   Draft   References   Link	Details   Movements   Edit   Send	Back   Send   Attac	Import KMS Document		Quick	View	
A+ MS Refe	rence(s)			Import To File: गृह मे-वि.0रक्ष(ग्रा)/0005/2018-OFFICE	Previous Notings		6	
lome/			Search	OF US(DM-II) Title: 123	References			
elect	Name	<u>⊸ Type</u>		Description: 456		Choose On	ie 🔻	
	eFile Uploads to KMS	Folder	Aug 10, 2018 05:		✓ <u>Attached By</u>	* <u>Attached Date</u>		
•	123	Document	Jul 17, 2018 05:3	Import Cancel	C.G. NAIDU Upload File Upload	30/08/18 03:47 PM		
5	AA1	Document	Jun 25, 2018 09:4z -		Uproad File Uproad	From KMS		
	888888	Document	Aug 03, 2018 04:39	M				
0	bn	Document	Jun 29, 2018 11:23 A	м				
	R.	Document	Jul 02, 2018 05:25 P	м				
0	Cvds	Document	Jun 17, 2018 01:01 F	M				
	jkh	Document	Jun 19, 2018 11:39 /	м				
0	pb	Document	Jul 20, 2018 12:33 P	M				
	pv test file 151	Document	Jun 15, 2018 04:58 F	M				
	rk01	Document	Aug 06, 2018 10:25	AM				
	RK021	Document	May 23, 2018 09:14	AM				
0	RK08	Document	Aug 02, 2018 09:52	AM				
	Rk39	Document	Aug 07, 2018 10:00	AM				
0	RK@14-May	Document	May 14, 2018 03:03	PM V				
				Attach				
28/08/2	018 12:26 PM		C.G	NAIDU (S(PM))				

Import



- 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**:

Computer No: 33571 File No: A-11011/8/2018-Demo-DEPT-EOFFICE D Subject: CSMRS TRAINING						$\mathbf{x}$	
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send	Attachment   Action Details	More				Quick View	
<i>ه</i>		T	C Recent All Previous	Notings			
	Attachment   Action Details NIKITA NEGI (ASSISTANT) NIKITA NEGI (ASSISTANT) NIKITA NEGI (ASSISTANT)		Recent All Previous References Attached Internedf	Notings References Attached By NICITA NEGI Upload Tile Uploar	- Attached Date 15/05/18 03:00 PM From KMS	Quick View	

Fig.148

Note:

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

5. **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.

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

g   Correspondence   Draft   References Link Details   Movements   Edit   Send Back   Send   Attachment	Action Details   Mo	re		Quick View
Noting * 🔛 🗙 Internal Files		ToC Recent All Previous No	tings	
External Files Saved 30-08-2018 04:09:12 PM Referred In Files			Referred Files List	
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- 注 - 三 三 ち ぐ 晶 ー Ω Я ¶, 田 - <u>A</u> - <u>A</u> - ③ 茨 English - づ	<b>−</b> ₹			
। आवेदन पत्र में मांगी गयी आकस्मिक छुट्टी /अर्जित छुट्टी/ परिणत छुट्टी / प्रतिपुरक छुट्टी / पेशगी मंजूर की जाती है। आवेदन पत्र में मांगी गयी आकस्मिक छुट्टी /अर्जित छुट्टी/ परिणत छुट्टी / प्रतिपुरक छुट्टी / येशगी मंजूर की जाती है। आवेदन पत्र में मांगी गयी आकस्मिक छुट्टी /अर्जित छुट्टी/ प्रतिपुरक छुट्टी / येशगी मंजूर की जाती है। आवेदन पत्र में मांगी गयी आकस्मिक छुट्टी /अर्जित छुट्टी/ प्रतिपुरक छुट्टी / येशगी मंजूर की जाती है। आवेदन पत्र में मांगी गयी आकस्मिक छुट्टी /अर्जित छुट्टी/ प्रतिपुरक छुट्टी / प्रतिपुरक छुट्टी / प्रतिपुरक छुट्टी / प्रेशगी मंजूर की जाती है। आवेदन पत्र में मांगी गयी आकस्मिक छुट्टी /अर्जित छुट्टी/ परिणत छुट्टी / प्रतिपुरक छुट्टी / प्रेशगी मंजूर की जाती है।	Words: 18			

### 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**:

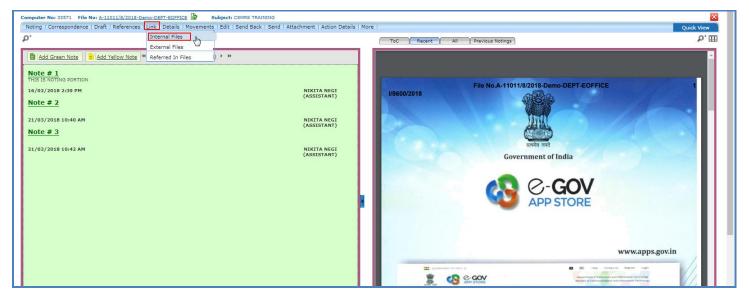


Fig.150





Computer No: 33571 File No: <u>A-11011/8/2018-Demo-DEPT-EOFFICE</u> Subject: CSMRS TRAD	INING					×
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back	Send   Attachment   Action Details	More				Quick View
₽ <sup>+</sup>		- woo	Recent All Previous Notings			
Add Green Note				Link/Delink		Choose One 🔻
Note # 1 THIS IS NOTING PORTION					<del>▼</del> <u>Subject</u>	• •
16/02/2018 2:39 PM Note # 2	NIKITA NEGI (ASSISTANT)			Attach		
21/03/2018 10:40 AM	NIKITA NEGI (ASSISTANT)					
<u>Note # 3</u>						
21/03/2018 10:42 AM	NIKITA NEGI (ASSISTANT)					
	Fi	g.151				

A list of files appears, select the file and click the

button as shown in **Fig.152**:

	ar 2017 🔻	Computer No	File Number	Subject
۲	E	28431	A-21012/1/2017-Demo	ADMINISTRATION WOR
0	P	28425	A-16011/1/2017-Demo- Volume(2)	PROCUREMENT OF NEW SCANNERS
0	E	28378	C-13011/3/2017-Demo	LAW ENHANCEMENT SECTION 90A
0	P	28375	A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANT
0	E	28370	A-19011/1/2017-Demo	PERSONAL FILE FOR SERVICE REOCORD UPDATION

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**:

eoffice				
A DIGITAL WORK PLACE SOLUTION				
Computer No: 33571 File No: <u>A-11011/8/2018-Demo-DEPT-EOFFICE</u> Subject: CSMRS				X
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send B	Back   Send   Attachment   Action Details   I	More		Quick View
P*		ToC Recent All Previous Notings	)	
Add Green Note			Link/Delink	
Note # 1				Choose One 🔻
THIS IS NOTING PORTION			<del>▼</del> <u>Subject</u>	• •
16/02/2018 2:39 PM	NIKITA NEGI (ASSISTANT)	E A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)		Action Details
<u>Note # 2</u>			Attach	
21/03/2018 10:40 AM	NIKITA NEGI			
Note # 3	(ASSISTANT)			
21/03/2018 10:42 AM	NIKITA NEGI (ASSISTANT)			

• 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**:

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	Mo	lore		Quick View	
p*			ToC Recent All Previous Notings		
Add Green Note         Add Yellow Note         4 4         1-3         of 3 Note(s) > >>           Note # 1 THIS IS NOTING PORTION         Is Note # 2         Is Note # 2         Is Note # 3         Is Note # 3           21/03/2018 10:42 AM         NIKITA NEGI (ASSISTANT)         Is Nikita NEGI (ASSISTANT)         Is Nikita NEGI (ASSISTANT)			ToC       Recent       All       Previous Notings         Link/Delink         Subject         ✓       File Number        Subject         ✓       E       A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)       Training of eOffice         Attach	Choose One Choose One Action Details	



• The file is delinked.

# Note:

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

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, as shown in **Fig.155**:

Computer No: 28370	File No: <u>A-19011/1/2017-Demo</u>	Subject: PERSONAL FILE FOR SERV	/ICE REOCORD U	PDATION		2
Noting Correspond	dence   Draft   References   Link   D	etails Movements   Edit   Send Bac	k Send Attack	nment Action Details More		Quick View
						8
File Number :	A-19011/1/2017-Demo	Su	bject :	PERSONAL FILE FOR SERVICE REOCORD UPDATION		
Opening Date :	09/08/17 11:06 AM	Re	emarks :			
Main Category :	General	Su	b Category :			
Previous Reference :		La	ter 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**:

Noting   Correspondence	Draft   References   Link   Details   Mo	vements   Edit   Send Back   Send   Atta	chment   Action Details   Mor	e			Quick View
File Number :	A-11011/8/20	A-11011/8/2018-Demo-DEPT-EOFFICE				C SMRS TRAINING	
Opening Date :	16/02/18 02:	16/02/18 02:37 PM			Remarks :		
Main Category :					Sub Category :		
Previous Reference :							
File Movement Histo	ry						
Sender	✓ <u>Sent on</u>	✓ <u>Sent to</u>	★ <u>Action</u>	* <u>Remarks</u>			•
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 Transmission	<u>By</u> ▼ <u>Action On</u>		▼ App	proved By	<u> → Approved On</u>	▼ <u>Approved Remarks</u>	
File Dispatch Histor	1						
Dispatch Number	•	<del>▼</del> <u>Subject</u>		▼ <u>Address</u>		<u> → Dispatch Date</u>	
/8600/2018	Is	sue 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**:

eoffice		
Computer Noi 33571 File Noi <u>A 11011/8/2018-Damo-DEPT-EOFFICE</u> Subject: CSMRS T Noting   Correspondence   Draft   References   Link   Details   Movements Edit   Send Bz p*		Ore   Quick View Quick
Add Green Note         Add Yellow Note         4 4         1-3         of 3 Note(s) > >>           THE IS NOTING PORTION         16/02/2018 I3:39 PM         Note # 2         21/03/2018 I0:40 AM         Note # 3         21/03/2018 I0:42 AM	NIKITA NEGI (ASSISTANT) NIKITA NEGI (ASSISTANT) NIKITA NEGI (ASSISTANT)	File No.A.11011/8/2018-Demo-DEPT-EOFFICE       1         V8600/2018       Implementation of the second



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

Covt. of India
NIC
DEPT-EOFFICE
Demo
File Number A-11011/8/2018-Demo-DEPT-EOFFICE
Subject
CSMRS TRAINING Description*
Category Main Choose one
Choose One
Other Details
Classified Choose One  Language
Choose One  Choose One
Remarks
Previous Reference Later Reference
Done >

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 <u>Send</u> 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 <u>Send</u> 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**:

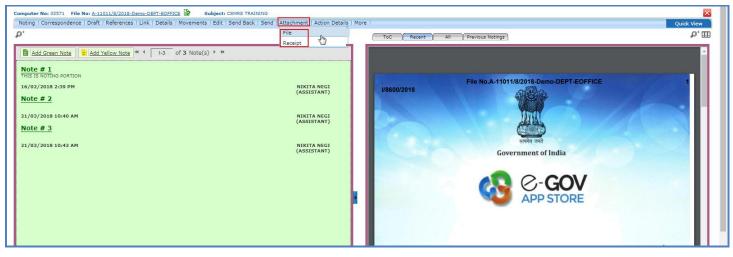


Fig.159

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

/								
File Number : Opening Date : Main Category : Previous Reference :	Lorar (References Link Decisio Pove A-11011/8/2018-Demo-DEPT-EO 16/02/18 02:37 PM		K Send Attactiment Act Subject : Remarks : Sub Catego Later Refer	CSMRS TRAINING				Quick View
Attached / Det		▼ Attached By	▼ <u>Attached Date</u>	▼ <u>Attached Remarks</u>	▼ <u>Detached By</u>	✓ <u>Detached Date</u>	h File	Detach File

Attach

• A list of files is appears select the file and click

button as shown in **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 button as shown in Fig.162:

Search File For Attach         Year 2018 ▼         Com         E       3664         Ø       E         B       34886         OK       Cancel         OK       Cancel         OK       OK         OK       OK		File attach alert 🗙
E       3664         E       3595         OK       Cancel         ubject         raining of         Office         E       34886         E       33522         IT-11011/6/2018-Demo-DEPT-         EOFFICE       demo of SOL         E       33723         A-12011/11/2018-Demo-DEPT-         E       33572         A-11011/9/2018-Demo-DEPT-         CSMRS TRAINING         E       33570		Remarks Attach File
E       33522       IT-1101/6/2018-Demo-DEPT- EOFFICE       Related to Digitisation.         E       33723       A-12011/1/2018-Demo-DEPT- EOFFICE-Part(1)       Training of eOffice         E       33572       A-11011/9/2018-Demo-DEPT- EOFFICE       CSMRS TRAINING         E       33570       A-11011/7/2018-Demo-DEPT- EOFFICE       CSMRS TRAINING	E 3664	OK Cancel Training of
E         33723         A-12011/11/2018-Demo-DEPT- EOFFICE-Part(1)         Training of eOffice           E         33572         A-11011/9/2018-Demo-DEPT- EOFFICE         CSMRS TRAINING           E         33570         A-11011/7/2018-Demo-DEPT- EOFFICE         CSMRS TRAINING	<u> </u>	IT-11011/6/2018-Demo-DEPT- Related to Digitization
E     33572     EOFFICE     CSMRS TRAINING       E     33570     A-11011/7/2018-Demo-DEPT- EOFFICE     CSMRS TRAINING		A-12011/11/2018-Demo-DEPT- Training of EOFFICE-Part(1) eOffice
Attach	<u> </u>	EOFFICE CSMRS TRAINING A-11011/7/2018-Demo-DEPT- CSMRS TRAINING
	<< < 1 > >>	Attach

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

Computer No: 335	71 🛛 File No: A-11011/8/2018-Demo-DEPT-EOFFICE 불 Subject	: CSMRS TRAINING							×
Noting   Corresp	ondence   Draft   References   Link   Details   Movements	Edit   Send Back   Send   A	ttachment   Action Det	ails   More					Quick View
File Number :	A-11011/8/2018-Demo-DEPT-EOFFICE		Subject :	CSMRS TRAININ	G				
Opening Date :	16/02/18 02:37 PM		Remarks :						
Main Category :			Sub Category :						
Previous Reference	:		Later Reference :						
0									
Attached /	Detached File(s)						Att	ach File	Detach File
CNo.	▼ File Number	▼ Subject			<ul> <li>Attached Remarks</li> </ul>	▼ Detached By	Detached Date	Detached Remarks	•
E 35955	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice	NIKITA NEGI	15/05/18 04:46 PM	Attach File				Action Details

## 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:

	fice								
	71 File No: A-11011/8/2018-Demo-DEPT-EOFFICE 🕃 Subject:	CSMRS TRAINING							×
Noting   Corresp	pondence   Draft   References   Link   Details   Movements   E	Edit   Send Back   Send   Attac	nment   Action Deta	ails   More					Quick View
File Number : Opening Date : Main Category : Previous Reference	A-11011/8/2018-Demo-DEPT-EOFFICE 16/02/18 02:37 PM		Subject : Remarks : Sub Category : Later Reference :	CSMRS TRAINING					
Attached /	Detached File(s)						Atta	ich File	Detach File
■ ▼ <u>CNo.</u>	▼ <u>File Number</u>	▼ <u>Subject</u>	▼ <u>Attached By</u>	▼ <u>Attached Date</u>	* Attached Remarks	▼ <u>Detached By</u>	▼ Detached Date	• Detached Remarks	
	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice	NIKITA NEGI	15/05/18 04:46 PM	Attach File				Action Details

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

Computer No: 33571	File No: A-11011/8/2018-Demo-DEPT-EOFFICE 🕏 Subject:	SMRS TRAINING								Þ	Ś
Noting   Correspor	dence   Draft   References   Link   Details   Movements   E	dit   Send Back   Send   Attach		File detach alert						Quick View	
File Number : Opening Date : Main Category : Previous Reference :	A-11011/8/2018-Demo-DEPT-EOFFICE 16/02/18 02:37 PM			you sure to detach the file							
_	etached File(s) File Number	▼ <u>Subject</u>	Attached By	OK Cancel	▲ttacned	l Remarks	▼ <u>Detached By</u>	Atta	ch File	Detach File	]
✓ E 35955	A-12011/11/2018-Demo-DEPT-EOFFICE-Part(2)	Training of eOffice	NIKITA NEGI	15/05/18 04:46 PM	Attach Fil	e				Action Details	

## 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	e   Draft   References   Link   Details   Movements   B	Edit   Send Back   Send   At	tachment   Action D	etails   More					Quick View
File Number :	A-11011/8/2018-Demo-DEPT-EOFFICE		Subject :	CSMRS TRAI	NING				
Opening Date :	16/02/18 02:37 PM		Remarks :						
Main Category :			Sub Category :						
Previous Reference :			Later Reference						
Attached / Deta           • CNo.         • File Ni           • 35955 <u>A-1205</u>		▼ <u>Subject</u> Training of eOffice	▼ <u>Attached By</u> NIKITA NEGI	• <u>Attached Date</u> 15/05/18 04:46 PM	<u> </u>	▼ <u>Detached By</u> NIKITA NEGI	Atta v Detached Date 15/05/18 04:56 PM	ach File <u>Detached Remarks</u> Detach file.	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.

• Clic	Action Deta	ails button, then	click Add Com	ment button, as show	7n in <b>Fig.167</b> :		
	Computer No: 39624 File No: )	BSPHCL-11012/1/2018-Demo Subject: doc	5				
Receipts +	Noting   Correspondence   D	raft   References   Link   Details   Moven	nents   Edit   Send Back   Send   A	ttachment Action Details More			Quick View
Files	Computer No.: Subject:	39624 docs	File No.: Creation Date:	B\$PHCL-11012/1/2018-Demo 31/07/18 11:30 AM			
Created	Currently With	RIMAN D	EEP, ASSISTANT, eOffice, DEPT-EC	DFFICE			
→ Drafts	Status	In Proces	s				
Completed     Parked	Action Details & Comments						
Approval Requests	Initiated By	RIMAN DEEP-eOffice			Initiated On	16/08/2018 03:19 PM	
Bulk Closing	Initiation Remark	kindly see.			Initiate Action Type	For Urgent Discussion	
Closed     By Me     By Others	Forwarded To	RIMAN DEEP-eOffice				Add Comment	
<ul> <li>(Hierarchy)</li> <li>By Others (All)</li> <li>Submitted Files for Reopening Approval</li> </ul>	Action Taken by	Action taken on		Action Remark			

Fig.167

Note:

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

Refer to <u>Viewing & Adding</u> 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.

a) **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 <sup>More...</sup> tab →Close File link→Send for Approval sub-link from the action menu as shown in Fig.168:

eoffice

Computer No: 39624 File No: BSPHCL-11012/1/2018-Demo Subject: docs			×
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action Details	More		Quick View
p <sup>+</sup>	Close File	Send for approval (h) otings	P⁺ ⊞
	Park File	Close File History	
Add Green Note	Park File History		la l
Note # 1	Merge Details		
Invoke 1         Java Syntax:         1. Case sensitive         2. Class Name: For all class name first letter should be in upper case, e.g. MyFirstDavaClase.         3. Class Name: For all class name first letter should be in upper case, e.g. MyFirstDavaClase.         4. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         9. Program File Name: Soardly same as the class name.         19. Access Modifiers:         1. Access Modifiers: final, abstract, strictfp         13/08/2018 12:35 PM         RIMAN DEEP         16/08/2018 3:19 PM         RIMAN DEEP         (AssistTANT)	24727/2017/	डि. Mo २ (95%) संदया शी 22025/1/20-5 व. 19.1 मारत वराजार पर ममलव वागिर्ण उर प्रमासनिक धुपार निराम भारपार परेन यका, नई निस्ते-1/2001, नि प्राण्या परेनि निप्रमानी, 1963 के निपम 212 के प्रत्यारि, प्राण्यानेक प्रयार निप्रमानी, 1963 के निपम 212 के प्रत्यार्थ, प्राण्यानेक प्रयार निप्रमानी, 1963 के निपम 212 के प्रत्यार्थ, प्राण्यानेक प्रयार निप्रमानी, प्रत्यार स्वार्थ के निप्रमान करी की पहिरों प्रयान करते के निप्र पींग नाम तथा प्रचान किया क्यार्थ क्यां करते थे बारम, व्यायदाना करते थे	वासिक क्षेत्र वासिक क्षेत्र र अधिव राखे मेरे उद्देख खरी 11200 खरी 11200

# Fig.168

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

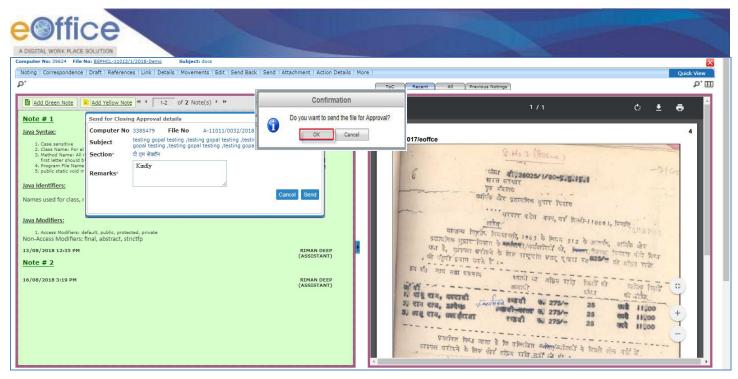
Computer No: 39624 File No: <u>BSPHCL-11012/1/2018-Demo</u> Subject: docs	×
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   Action Details   Mo	Quick View
p'	ToC Recent All Previous Notings
Add Green Note Add Yellow Note 4 1.2 of 2 Note(s) + *	1/1 ¢ ± a
Note # 1 Send for Closing Approval details	
Note # 1         Jazz Syntax            • Class Hood Name: Alling • Class Hood Name: Alling • Class Hood Name: Alling • Class Hood Name: Alling • Program File Name • Diverse Hood Name: Alling • Program File Name •	24727/2017/eoffce
	3. जाब राव, क्या ईराता रखावी करता 3. 275/- 25 कारी 11.00 + रखावी के 275/- 25 कारी 11.00 - प्रापित विष्या जाता है कि उक्तिवित कलेला/कालयों ने किछते तीन वर्तने थ सारम्स बरोयने के लिए सोर्ग सोप्र स्वींग क्षेत्र करता है के स
Fic	 160

169 rig.

OK

A confirmation pop-up appears, click •

button as shown in **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**:

	App	orove   Reject   View	N								
Receipts +		▼ Computer No	▼ File Number	✓ Initiated By	<ul> <li>Initiated On</li> </ul>	• Sender Remarks		▼ <u>Request Type</u>	▼ <u>Approve</u>	▼ <u>Reject</u>	• Remarks
Files 🖃		P 28375	A-12011/13/2017-Demo	NIKITA NEGI ASSTT(NG)-eOffice	17/08/17 11:25 AM	work completed.	Pending	Closing Request	Approve	Reject	
▶ Inbox											
Submitted Files for Closing Approval											
▶ Created											
→ Drafts											
+ Completed											
Parked											
Approval Requests (1)	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**:

WORK PLACE SOLUTION							
Receipts 🛨	Approve   Reject   View	N					
	Computer No	▼ <u>File Number</u>	▼ <u>Initiated By</u>		▼ Sender Remarks	▼ <u>Status</u> ▼ <u>Request Type</u>	<u>▼ Approve</u> ▼ <u>Reject</u> ▼ Remarks
	P 28375	A-12011/13/2017-Demo	NIKITA NEGI ASSTT(NG)-eOffice	17/08/17 11:25 AM	work completed.	Pending Closing Request	Approve Reject
▶ Inbox Submitted Files for ◆ Closing Approval							
Created     Drafts							
Completed							
▶ Parked							
Approval Requests (1)							
▶ Closed							
→ By Me							
→ By Others (Hierarchy)							
<ul> <li>By Others (All)</li> </ul>							

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:

	/										
	View										
Receipts +	•	Computer No	• <u>File Number</u>	Initiated By	▼ <u>Initiated On</u>	* Approved/Rejected By	<ul> <li>Approved/Rejected</li> <li>On</li> </ul>		▼ <u>Remark</u>	r <u>Status</u> ∞ <u>Action</u> r	
▶ Inbox	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 <u>Close</u>	/iew Approv
Submitted Files for Closing Approval	1										
Created											
→ Drafts											
◆ Completed											
Parked											
Closed											
→ By Me											
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>											
→ By Others (All)											
Submitted Files for Reopening Approval											
RMS Inbox											
▶ Sent											

### Fig.173

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

Closing remarks	
Closing remarks Remarks * work completed.	
OK Cancel	

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:

	Search for Closed Fi	les (By Me)								
Receipts 🛨	Department	GOVT		Section	eOffice	•	Classi	fied Select Classif	ied	Ŧ
Files 😑										
▶ Inbox	Computer No			File No						
Submitted Files for Closing Approval	Subject			Closing Date	7	17				
Created										
→ Drafts	File Heads	Select Basic Head	۳	Select Primary Head	•	Select Secondary	Head 🔻	Select Tertian	/ Head	•
<ul> <li>Completed</li> </ul>										
▶ Parked					Search					
▶ Closed	Computer No 👻	▼ <u>File Number</u>	▼ <u>Subj</u>	<u>ect</u>		▼ <u>Closed</u>	l on 🔻	Closing Remarks	Ŧ	• •
→ By Me	28375 P	A-12011/13/2017-Demo	APPO	INTMENT FILE OF TECHNICAL	ASSISTANTS	17/08/	17 11:43 AM	work completed.	<u>Re-open</u>	Record
→ By Others (Hierarchy)										
→ By Others (All)	·									
Submitted Files for Reopening Approval										
RMS Inbox										
▶ Sent										

## Fig.175

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

## Note:

Refer <u>Close File History</u> 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 <u>Park File</u> 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.

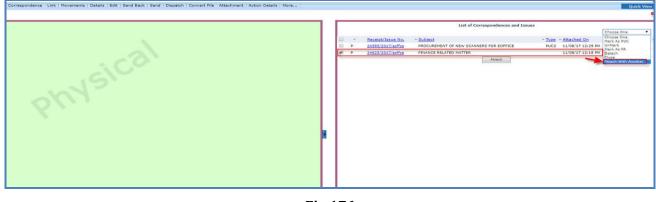
Note:

Refer to steps mentioned under <u>Correspondence</u> action tab of File Inbox (Electronic File Action Tabs) sub-module.

a) 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:





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

ear	2017 🔻		Search
	Computer Number	File Number	Subject
© P	28375	A-12011/13/2017-Demo	APPOINTMENT FILE OF TECHNICAL ASSISTANTS
P	28425	A-16011/1/2017-Demo- Volume(2)	PROCUREMENT OF NEW SCANNERS





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**:

Computer No: 28379 File No: <u>A-1</u>	6011/1/2017-Demo Subject: PROCUREMENT OF N	EW SCANNERS					×
Correspondence Link Moveme	ents Details   Edit   Send Back   Send   Dispatch	Convert File   Attachment   Action Detail	s   More				Quick View
							<b>0</b> ,
File Number :	A-16011/1/2017-Demo		Subject :	PROCUREMENT OF NEW	SCANNERS		
Opening Date :	09/08/17 04:08 PM		Remarks :				
Main Category :	General		Sub Category :				
Previous Reference :			Later Reference :				
File Movement History							Print History
Sender		* <u>Sent on</u>	▼ <u>Sent to</u>		* <u>Action</u>	* <u>Remarks</u>	τ
PRIVANKA KUMARI,eoffce		09/08/17 04:09 PM	NIKITA NEGI,	eoffce	Forward	1.1.1	
File Close History							
Action * Action By		* <u>Action Remarks</u>	* Approved By	+ <u>Approved On</u>	* Approved	<u>Remarks</u>	
File Dispatch History							
Dispatch Number		+ + <u>Subject</u>	* <u>Address</u>		* Dispatch Date		

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**:

Computer No: 28379 File	No: A-16011/1/2017-Demo Subject: PROCUREMENT OF	NEW SCANNERS						×
Correspondence Link	Movements Details Edit   Send Back   Send   Dispatch	Convert File Attachment   A	ction Details   More				Q	uick View
								0,
File Number : Opening Date : Main Category : Previous Reference :	A-16011/1/2017-Demo 09/08/17.04.08 PM General		Subject : Remarks : Sub Category : Later Reference :	PROCUREMENT OF NEW SCANNERS				
Part Files Created								_
Computer No		~ <u>Part No</u>		✓ <u>Created On</u>		* <u>Remarks</u>		-
TOC Receipt								
Receipt/Issue No.	* <u>Subject</u>				* <u>Type</u>	* <u>Timestamp</u>	*	-
24595/2017/eoffce	PROCUREMENT OF NEW SCAN	VERS FOR EOFFICE			PUC2	8/9/17 3:55 PM	DISPATCH	
24625/2017/eoffce	FINANCE RELATED MATTER					8/11/17 12:14 PM	DISPATCH	
Dispatch Movement Histo	ory							
Dispatch Number.	~ <u>Subject</u>	* <u>Sent to</u>	* <u>Dispatch Date</u>	⇒ <u>Sent By</u>		* Dispatch Mode	* <u>Remarks</u>	-
Linked Files								
★ File Number	Constant of the second s			- Subject				-
E <u>A-21012/1/2</u>	017-Demo			ADMINISTRATION WORK				

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 <u>Send</u> 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 <u>Send</u> 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**:

Computer No:	29002 File No: <u>B-13013/</u>	3/2017-Demo-DEPT-EOFFICE	Subject: Office procedures					×
Corresponde	ence Link Movements	Details   Edit   Send Back   Se	nd Dispatch Convert File Attachmen	Action Details   More				Quick View
File Number		B-13013/3/2017-I	Demo-DEPT-EOFFICE		Subject:	Offic	ce procedures	
Opening Date	e:	04/09/17 02:09 P	W		Remarks :			
Main Catego	ry :	ACR			Sub Category :	GPF	Withdrawal	
Previous Ref	erence :				Later Reference :			
File Mov	ement History							
Sender		▼ <u>Sent on</u>		▼ <u>Sent to</u>		* <u>Action</u>	▼ <u>Remarks</u>	-
RIMAN DEEP, e	offce	04/09/17 0	2:10 PM	PRIYANKA KUMARI,eoffce		Approved	Kindly see	
File Clos	e History							
Action	▼ <u>Action By</u>	▼ <u>Action On</u>	Action Remarks	Approved By	Approved On	▼ <u>Approve</u>	d Remarks	-
File Disp	atch History							
Dispatch Num	<u>ber</u>		▼ ▼ <u>Subject</u>	▼ <u>Address</u>		* <u>Dispatch Date</u>		-

#### Fig.180

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

A DIGETAL WORK PLI		de-							
					<b>e</b> i				
Draft Details					Dispatch Opti	ons			
Draft Type*	New/Fresh	Classified	Choose one	•	Postal & Out Re	gister Details			
Draft Nature	Choose One	Prefix	Choose One		Postal Mode	Choose One	Ŧ	Postal Charge	
Language*	English	Is Sanction			Medium	Choose One	•	Weight	
Outrinate	PROMOTION FILE GROUP A				Mode Number				
Subject *	Total 1000   978 characters	eft.		//	Peon Book No			Peon Name	Choose One
Communicati	ion Details				Out Date		17	Out Time	
Ministry	Choose one			T	Delivery Date		17	Delivery Time	
Department	Choose one			Ŧ	Delivery Status	Choose one	•		
Name*		Designation*							Dispatch By Self Dispatch By CR
Organization									Disputer by Sein Disputer by Site
Address 1 *									
Address 2									
Country	INDIA	<ul> <li>State</li> </ul>	Andaman & Nicol	oar Islan 🔻					
City		Pincode							
Mobile		Landline							
Fax		Email	Add More Recipient(	s) Clear					

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**:

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-				and the second second			-
Computer No: 3385559 File No: D-1601	5/0005/2018-ऑफिस /ऑफ़ एव ऐश (ऍम एव	र ) 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		<u> ▼ Sent on</u>	+ <u>Sent to</u>		~ <u>Action</u>	* <u>Remarks</u>	*
PRIYANKA KUMARI,eoffce		09/08/17 04:09 PM	NIKITA NEGI,eoffc	e.	Forward	•	
File Close History							
Action + Action By	* Action On	* Action Remarks	* Approved By	* <u>Approved On</u>	* Approved F	Remarks	*
File Dispatch History							
Dispatch Number		+ + <u>Subject</u>		- [	lispatch Date		-

- 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**:

omputer No: 29002 File No: B-13	013/3/2017-Demo-DEPT-EOFFICE Sub	ject: Office procedures			2
Correspondence   Link   Movemer	nts   Details   Edit   Send Back   Send   Disp	atch   Convert File   Attachment   Action Details   More			Quick View
File Details					
File Number	B-13013/3/2017-Demo-DB	PT-EOFFICE	Subject	Office procedures	
Opening Date	04-09-2017		Remarks	-	
Subject Category	ACR				
Correspondences					
Receipt/Issue No.	Туре	Subject		Attached On	
2582/2018/eoffce	PUC1	Kindly see		13-05-2018	Upload
Noting					
pload Noting					Upload
		Save			
		Note: After initiating conversion process(s	save/convert) it can not be undone.		

Fig.183

## Note:

The max size for uploading nothing and correspondences should not be more than 20MB.

OK

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

			Are you sure you want to convert this file?			<u>a</u> †
File Details			Remarks * Converted			
File Number Opening Date Subject Category	A-16011/1/2017-Demo 09-08-2017 General		OK Cancel	PROCUREMENT OF NEW SCANNERS		
Correspondences						
Receipt/Issue No.	Туре	Subject	4	Attached On		
24595/2017/eoffce	PUC1	PROCUREMENT OF N	IEW SCANN	11-08-2017	2459	95/2017/eoffce.pdf
Noting			,			
					Noting.pdf	Upload
		2 CALLAND A DATUS	Save Convert Preview			

Fig.184

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#### 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**:

+ Inbox	28379	A-16011/1/2017-Demo	PROCUP	REMENT OF NEW SCANNER	s	General		NIKITA NEGI	11/08/17 05:05 PM	Converted
Submitted Files for     Closing Approval										
+ Created										
Drafts										
+ Completed										
Parked										
Approval Requests										
+ Closed										
• By Me										
By Others (Hierarchy)										
. By Others (All)										
Submitted Files for Reopening Approval										
RMS Inbox										
> Sent										
Conversions										
Drafts										
+ Completed	LEGEND Prio	rity 📕 Out Today 📕 Most Immediat	te 📕 Immediate	Action Initiated	m Other Department	Files with Draft	Draft Note	Yellow Note	External Files	
Physical File				- do 2010 1000 1000		Control of the state of the second	Market and the second s			
Create New (Non SFS)										
Create New (SFS)										
Electronic File										
Create New (Non \$F\$)										
Create New (SFS)										
Create Part										
Create Volume										
Recycle Bin										
<ul> <li>Initiated Action</li> </ul>										
Migrate File 🛛 🛨										
Dispatch (±										
Dispatch 主										
DSC +										
Settings (±)										
Notification (+)										

## 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 <u>Action Details</u> 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.
  - a) **Close File**: It is used to **Close** the active File and to view the history of Closed File.

#### Note:

Refer <u>Close File</u> link mentioned under More Action tab of Inbox (Electronic Files Action Tabs) sub-module.

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

### Note:

Refer <u>Close File History</u> 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.

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Note:

Refer <u>Park File</u> 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:

Correspo	ndence   Link   Movements	Details   Edit   Send Bac	k   Send   Dispatch	Convert File   Atta	chment   Action Details	More			Quick View
File Numb Opening I Main Cate Previous F	Date :	A-12011/13/2017-D 09/08/17 12:50 PM General	emo	Subject : Remarks : Sub Catego Later Refere		Close File Park File Park File History Create Volume Merge Files	E OF TECHNICAL ASSISTANTS		ę
File M	ovement History					Merge Details		Pri Pri	int History
<u>Sender</u>			▼ Sent on		▼ <u>Sent</u>	to	▼ <u>Action</u>	▼ <u>Remarks</u>	v
PRIYANKA H	KUMARI,eoffce		09/08/17 12:52	PM	NIKIT	TA NEGI, eoffce	Forward	3 <u>2</u> 7	
File Cl	ose History								
Action	▼ <u>Action By</u>	▼ <u>Action On</u>	Action Remarks		▼ <u>Approved By</u>	▼ <u>Approv</u>	ed On Approved	Remarks	
File Di	spatch History								
Dispatch N	umbar			Subject	▼ Addre		Tispatch Date		

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:

Computer N	o: 28375 File No: <u>A-</u>	<u>12011/13/2017-Demo</u> Subj	ect: APPOINTMENT F	FILE OF TECHNICAL AS	SISTANTS				×
Correspo	ndence   Link   Moven	nents   Details   Edit   Send Back	Send   Dispatch	Convert File   Attach	ment   Action Details	More			Quick View
						Close File			ø,
File Numb		A-12011/13/2017-Det	20	Subject :		Park File	E OF TECHNICAL ASSISTANTS		
			110	-		Park File History	E OF TECHNICAE ASSISTANTS		
Opening [		09/08/17 12:50 PM		Remarks :		Create Volume			
Main Cate		General		Sub Category		Merge Files			
Previous F	Reference :			Later Referen	ce :	Second			
File M	ovement History					Merge Details		Pi	rint History
Sender			▼ <u>Sent on</u>		▼ <u>Sent</u>	<u>to</u>	Action	▼ <u>Remarks</u>	¥
PRIYANKA K	UMARI,eoffce		09/08/17 12:52 4	PM	NIKI	TA NEGI, eoffce	Forward	12	
File Cl	ose History								
<u>Action</u>	▼ <u>Action By</u>	▼ <u>Action On</u>	* Action Remarks		▼ <u>Approved By</u>	▼ <u>Approv</u>	ved On  Approved	<u>Remarks</u>	×
File Di	spatch History								
Dispatch N	umber		* * <u>s</u>	<u>Subject</u>	▼ <u>Addr</u>	ess	Dispatch Date		•

Fig.187

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- The Merge Files list screen appears.
- Select the file and click the Add button, as

button, as shown in **Fig.188**:

lain	~	Number	✓ Subject			- Sender	-	
)	P	A-12011/13/2017-Demo	APPOINTMENT FILE OF 1	ECHNICAL ASSI	ISTANTS	PRIYANKA KUMARI		×
				Merge				
Sear	ch F	File(s) To Merge						
Year	201	17 🔹				Search		
		Computer Number	File Number		Subject			
	Ρ	28450	A-12011/16/2017-Demo		TA RECRUITMEN	IT RELATED FILE		
	Ρ	28425	A-16011/1/2017-Demo-Volume(2	2)	PROCUREMENT	OF NEW SCANNERS		
							<< < 1	1 >

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**:

	×
	×
N 01 01 01 01 01	
	<< < 1



ОK

- The Merge Alert appears, enter the Remarks and click the

button, as shown in Fig.190:

E.	ge Alert	INIC		werg
	Aerging?	Reason For	Rei	Reason For Me
s <mark>requ</mark> i	rence i	marks * Ref	Remarl	Remarks * Refer
ancel		ок	Г	ок
	-		Remar	

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**:

mputer No: 28375 File N	o: <u>A-12011/13/2017-Demo</u> Sut	iject: APPOINTMENT FILE OF TECHNICAL ASSISTA	ANTS					
Correspondence   Link   M	ovements   Details   Edit   Send Ba	ack   Send   Dispatch   Convert File   Attachm	nent   Action Details   More					Quick
File Number :	A-120	11/13/2017-Demo	Subject :	APPO	DINTMENT FILE OF TECHN	IICAL ASSISTANTS		
Opening Date :	09/08/	17 12:50 PM	Remarks :					
Main Category :	Gener	al	Sub Category :					
Previous Reference :			Later Reference :					
Merged File(s)								
.No 👻 Computer No	▼ Number	▼ Subject	🔻 Merged By	▼ Merged On	▼ De-Merged By	▼ De-Merged On	<ul> <li>Action 1</li> </ul>	<ul> <li>Action 2</li> </ul>
28450	A-12011/16/2017-Demo	TA RECRUITMENT RELATED FILE	NIKITA NEGI	14/08/17 12:30 PM			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.

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View Approvers (<u>View Approvers</u>) link includes the list of approving Officer(s) in the section/ division, as shown in Fig.192:

Receipts +	View									
Files 🖃	Computer	* <u>File Number</u>	* Initiated By * Initiated On	Approved/Rejected	Approved/Rejected On	Dealing Section	* <u>Remarks</u>	* <u>Status</u> *	• Action •	· •
Inbox (24)	P 3384898	<pre>gopalsfspfileB-01-Volume(2)</pre>	কালে ম আব বা অল্ল 31/07/18 03:11 १ PM	C.G. NAIDU PS(PM)	31/07/18 03:16 PM	पी ऍम सेक्शन	99 999	Approved	Close	View Approvers
Submitted Files for	E 3384205	gopaltestingefilesectionwise	कीर्ति K आय पी अस 31/07/18 03:11 १ PM	C.G. NAIDU PS(PM)	31/07/18 03:16 PM	पी ऍम सेक्शन	99 999	Approved	Close	View Approvers
* Closing Approval	E 3384483	testinggopalfile-1003	कीर्ति K आय पी अस 31/07/18 03:11 १ PM	C.G. NAIDU PS(PM)	31/07/18 03:16 PM	पी ऍम सेक्शन	99 999	Approved	Close	View Approvers
Created     Drafts	E 3384473	<u>A-11011/0019/2018-पी एम</u>	कीर्ति K आय पी अस 31/07/18 03:11 १ PM			पी ऍम सेक्शन		Pending	Cancel	View Approvers
Completed	E 3384489	<u>78-010003/0002/2018-पी एम</u>	कीर्ति K आय पी अस 31/07/18 03:11 १ PM			पी ऍम सेक्शन		Pending	Cancel	View Approvers
Parked	E 3384592	gopalsfseFile-1005	कीर्ति K आय पी अस 31/07/18 03:11 १ PM			पी ऍम सेक्शन		Pending	Cancel	View Approvers
Bulk Closing	P 3384887	gopalsfsPFile-101-GA	कीर्ति K आय पी अस 31/07/18 03:11 १ PM			पी ऍम सेक्शन		Pending	Cancel	View Approvers
Closed	E 3382848	<u>D-19/0004/2017-पी एम</u>	कीर्ति K आय पी अस 31/07/18 03:09 १ PM			पी ऍम सेक्शन		Pending	Cancel	View Approvers
◆ By Me	E 3385263	<u>А-11011/0012/2018-पी एम-МНА</u>	कीर्ति K आय पी अस 27/07/18 01:05	C.G. NAIDU PS(PM)	27/07/18 01:06 PM	पी ऍम सेक्शन	555555555	Rejected	Move to inbox	View Approvers
By Others (Hierarchy)	E 3385128	<u>18-1005(003)/0001/2018-पी एम-MHA</u>	कीर्ति K आय पी अस 27/07/18 01:05	C.G. NAIDU PS(PM)	27/07/18 01:06 PM	पी ऍम सेक्शन	555555555	Rejected	Move to inbox	View Approvers
→ By Others (All)	E 3385201	gopalsfseFile-1101-01	कीर्ति K आय पी अस 20/07/18 03:04			धी ऍम सेक्शन		Pending	Cancel	View Approvers
Submitted Files for Reopening Approval			ξ РМ					- chung		<u>Then Approvers</u>
▶ RMS Inbox	LEGEND F	riority 📕 Out Today 📕 Most Immediate	e 📕 Immediate 🔓 Action Init	tiated 🧴 🎰 Other De	partment 🛛 😭 Fil	es with Draft	🕞 Draft Note	Yellow Note	Ext	ternal Files
Sent	5	Annual Property R		ated matters Appo	intment and other rela	ted matters of	Planning Comission			
Conversions		Annual Property K	et ann							

#### 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).

	View							
Receipts +	Approved Pending	imber '	" Initiated By	▼ Initiated On	* Approved/Rejected By	• Approved/Rejected On		▼ <u>Remarks</u> Status ▼ <u>Action</u> ▼
▶ Inbox	-	1/1/2017-Demo	NIKITA NEGI ASSTT(NG)- eOffice	17/08/17 03:39 PM			eoffce	Pending Cancel View Approvers
Submitted Files for Closing Approval	All	ļ						
▶ Created								
→ Drafts								
→ Completed								
Parked								
▶ Closed								
→ By Me								

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**:

	-	nge: 24/06/2014 To					
Receipts 🛨	Send	View   Create Volun	ne		Hierarchical View My Files	~	
Files 📃		▼ Computer No	▼ <u>File Number</u>	Subject	<ul> <li>Subject Category</li> </ul>	▼ Created On	∗ <u>Remarks</u>
▶ Inbox		E 28431	A-21012/1/2017-Demo	ADMINISTRATION WORK	-	11/08/17 03:29 PM	-
Submitted Files for Closing Approval		P 28425	A-16011/1/2017-Demo-Volume(2)	PROCUREMENT OF NEW SCANNERS	General	11/08/17 11:55 AM	-
▶ Created							
→ Drafts							
Completed							
▶ Parked							
▶ Closed							
→ By Me							

### Fig.194

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

Note:			

Refer to <u>FileSend</u>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:

	Date Ra	ange : 25/06/2014 To	18/08/2017						
Receipts 🕒	Send	View   Create Volum	e			Hierarchical View	My Files	<b>v</b>	
Files 😑		Physical	File Number	v	Subject	✓ <u>Subject Category</u>		• <u>Remarks</u>	Ŧ
▶ Inbox		Electronic	A-21012/1/2017-Demo		ADMINISTRATION WORK		11/08/17 03:29 PM		
Submitted Files for Closing Approval		All	A-16011/1/2017-Demo-Volume(2)		PROCUREMENT OF NEW SCANNERS	General	11/08/17 11:55 AM		
▶ Created									
<ul> <li>Drafts</li> </ul>									
+ Completed									

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 <u>Create Volume</u> sub-module.

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# 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					
Receipts +		Status Due As On Date 🔻			Nature All	•
• Inbox (251)		All Due Today Due Date Elapsed	Search			
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	Unpark Computer No	Due Between Date Range Due Date Yet To Come	r Subject	* Parking Due Date	- Parking Pemarke	
Created	3385254	Due As On Date	123	26/07/2018		
→ Drafts		P DS 5-13011/0002/2018-OFFICE OF US(DM-II)-MHA			testing gopal file testing gopal file testing gopal file	Edit Due-Date
+ Completed	3385262	E gopaisiserie-12-0121	gopal sfs eFile-12-0121 gopal sfs eFile-12-0121	26/07/2018	gopal parking file	Edit Due-Date
	3385093	P DS 28-16011/0001/2018-OFFICE OF US(DM-II)-MHA	sahooo 1	05/07/2018	3r	Edit Due-Date
Parked	3383476	E DJB-B012/1/2018-Director (AandP)-O/o Pr. Secy(Home)	Kirti FIle 5068	15/02/2018	0000	Edit Due-Date
Approval Requests (43)	3383222	P C-17/0001/2018-OFFICE OF US(DM-II)	SSSatru	19/06/2018	12	Edit Due-Date
Bulk Closing	3383303	P <u>H-12/0002/2018-पी एम</u>	Satru 112	15/01/2018	dd	Edit Due-Date
Closed	3383227	P DSJS F-11/0002/2018-OFFICE OF US(DM-II)	tttttttttttttttest	15/01/2018	ff	Edit Due-Date
→ By Me	3383049	E <u>BH-PH020CG03/0009/2017-대 एम</u>	Satru 111	28/12/2017	ffffffffinal	Edit Due-Date
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>	3382618	E <u>DS 3P/13/18/0001/2017-पी एम-Part(2)</u>	Good 12345	24/11/2017	wewadaw	Edit Due-Date
By Others (All)	3382479	P DJB-B014/4/2017-Director (AandP)-O/o CEO-DJB	Kirti File 4051	19/10/2017	\$\$##\$#\$#\$#\$\$	Edit Due-Date
Submitted Files for	3382198	P <u>78/0001/2017-इंटरनेट</u>	a1	28/09/2017	r	Edit Due-Date
Reopening Approval	3382132	E B/14/0028/2017-PM section	BANKINK FILE	13/09/2017	123456789	Edit Due-Date
RMS Inbox	3382099	P DS 5/12/13/0001/2017-OFFICE OF US(DM-II)	Satru test file1	15/09/2017	123	Edit Due-Date
▶ Sent	3381825	E DJB-B/18/2017-EE (PLANNING)W-III	22536536566666+JUJI9	15/09/2017	5r4	Edit Due-Date
Conversions	3379538	E Testing1234	W12	08/09/2017	0021	Edit Due-Date
→ Drafts	3381695	E DSJS F/11/0036/2017-PM section	File File 1	24/08/2017	erer	Edit Due-Date
<ul> <li>Completed</li> </ul>	3381293	P <u>GR/27/11/0013/2017-PM section</u>	Satru321	24/08/2017	sd	Edit Due-Date
Physical File						

#### Fig.196

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

	Parked Files					
Receipts 🛨	Status	All	T		Nature All	T
Files 😑						
▶ Inbox			Search			
Submitted Files for Closing Approval	<u>Unpark</u>					
▶ Created	Computer No	▼ <u>File Number</u>	✓ <u>Subject</u>	Parking Due Date	Parking Remarks	• •
→ Drafts	28378	E <u>C-13011/3/2017-Demo</u>	LAW ENHANCEMENT SECTION 90A	18/08/2017	WORK COMPLETED	Edit Due-Date
→ Completed						
▶ Parked						
▶ Closed						
→ By Me						
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>						
→ By Others (All)						
Submitted Files for Reopening Approval						



### 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**:

Edit Parking D	ue Date Confirmation		×
Do you want to r	modify the parking period	of the selected file?	
Computer .No	File No.	Subject	Parking Due Date
28378	C-13011/3/2017-Demo	LAW ENHANCEMENT SECTION 90A	18/08/2017
Extended	Parking Due Date*	18/08/2017	OK Cancel

Fig.198

• Select Extended Parking Due date from calendar icon 📅 and Click ok button as shown in **Fig.199**:

o you want to r											
Computer .No	File No	0.			Su	bjec	t				Parking Due Date
28378	C-1301	11/3/20	17-De	emo	LAW ENHANCEMENT SECTION 90A						18/08/2017
Extended	Parking	Due	Augu	st		/08/2 2017	V		T7 X		OK Cance
Extended	Parking	UUE Week 31 32	1	st			V	Sat 5			OK
Extended	Parking	Veek 31	Augu	st Tue 1	VWed 2	2017 Thu 3	V	Sat 5	Sun 6		OK
Extended	Parkin <u>ç</u>	Veek 31 32	Augu Mon 7	st Tue 1 8	Wed 2 9 16	2017 Thu 3 10	Fri : 4 11 18	Sat 5 12	Sun 6 13		OK



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**:

Unparking Confirmation	
Remarks *	
OK Cancel	
Fig.200	

- Enter the Remarks and click 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**:

≡ eFile							Parking Notifications		1	Advanced	0	6
			<u>: 12/07/2014 To 04</u>				Due As on Date (1)					
Receipts 🛨	Re	ceive S	end Back   Send   V	iew Move To More				/ M	y Files	-		
Files 😑			* Computer N	- File Number	÷	Subject	* <u>Sent By</u>	* Sent On	* Due On	• Read On	~	Remark
Inbox			P 29002	B-13013/3/2017-Demo-DEPT-EOFFICE		Office procedures	RIMAN DEEP,eoffce	04/09/17 02:10 PM	30/09/17	04/09/17 02:16	PM	
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>			E 28389	A-19012/1/2017-Demo		Personal File of User1	PRIYANKA KUMARI,eoffce	10/08/17 12:55 PN	1 -	10/08/17 12:56	РМ	Ø
Created												
→ Drafts												
+ Completed												
Parked												
Approval Requests												
Closed												
◆ By Me												
By Others (Hierarchy)												
→ By Others (All)												

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**:

ORK PLACE SOLUTION								
eOffice								
= eFile					Parking Notifica			dvanced   🕐 🕒 🐨
	Parked Files				Due As on Date	e (1)		
Receipts   Files	Status	Due As On Date	•				Nature All	
▶ Inbox		All	L3	Sea	irch			
Submitted Files for Closing Approval	<u>Unpark</u>	Due Today Due Date Elapsed						
+ Created	Computer No	Due Between Date Range		+ Subject		Parking Due Date	* Parking Remarks	*
<ul> <li>Drafts</li> </ul>	28378	Due Date Yet To Come		LAW ENHANCEMENT SECTION 9	0A	04/09/2017	done.	Edit Due-Date
Completed		Due As On Date						
▶ Parked	18		0.					
+ Approval Requests								
+ Closed								
+ By Me								

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**:

	App	rove   Reject   View	w							
Receipts +		Computer No	▼ File Number	✓ Initiated By	✓ Initiated On	▼ Sender Remarks	▼ <u>Status</u>	* Request Type	* Approve	▼ <u>Reject</u> ▼ Remark
Files 🖃		P 28375	A-12011/13/2017-Demo	NIKITA NEGI ASSTT(NG)-eOffice	17/08/17 11:25 AM	work completed.	Pending	Closing Request	Approve	Reject
Inbox										
Submitted Files for Closing Approval										
▶ Created										
<ul> <li>Drafts</li> </ul>										
<ul> <li>Completed</li> </ul>										
Parked										
Approval Requests (1)	1									
Closed										
→ By Me										
By Others (Hierarchy)										
<ul> <li>By Others (All)</li> </ul>										
Submitted Files for Reopening Approval										
RMS Inbox										

## 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**:

	Approve	Reject	/iew											
Receipts 🛨		omputer No	File Number		- Initiated	By	- Initiated On	- Sender Rem	arks - Status	- Request Type	* Approve	- Reject	Remarks	1
Files 📃	E 33	881131	A-12011/13/2017	-Demo	NIKITA NEGI ASSTT(I	NG)-eOffice	17/08/17 11:25	AM work complet	ed. Approved	Reopening Request	Approve	Reject	P	
- Completed														
Parked													-	
Approval Requests	1													
(1) Closed														
- By Me														
+ By Others (Hierarchy)														
→ By Others (All)														
* Submitted Files for * Reopening Approval														
RMS Inbox														
Sent														
Conversions	LEGEND	Prior	ity 📕 Out Today	📕 Most Immediate	Immediate	& Action I	nitiated 🏛	Other Department	Files with Dra	ft 📑 Draft Note				
-> Drafts			Yellow Note	External I	iles									
* Completed														

Fig.204

Once the Approver, Approve 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 <u>Submitted Files for Closing</u> approval link mentioned under File Inbox sub-module.

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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 <u>Close</u> 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**:

Provide CD	Bulk C	losing							
Receipts 🛨	Appr	roved File(s) for Closing							
Files   Inbox (1)	Nature	All	T	Computer No		File No			
Submitted Files for     Closing Approval	Subject			Creation Date		12 Last Mover	nent Date	17	
Created	File Hea	ads Select Basic Head	Y	Select Primary Head	v S	elect Secondary Head	<ul> <li>Select T</li> </ul>	ertiary Head	•
→ Drafts								Oramb	
<ul> <li>Completed</li> </ul>								Search	
Parked			▼ File Number		<del>▼ Subject</del>				<b>v</b> *
Approval Requests		E 3382552	C/13/0025/2017-O/o of HS(MHA)	1	Testingh	31/10/17 03:53 PM	C.S BHATT	12/02/18 06:23 PM	
Bulk Closing		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	
Closed		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	
→ By Me By Others		E 3384539	C-13/0010/2018-O/o of HS(MHA)		XCVXCVX	16/05/18 11:54 AM	bipin	16/05/18 11:54 AM	
* (Hierarchy)		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	
→ By Others (All)		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	-
Submitted Files for Reopening Approval									
RMS Inbox	Remarks	3: Work Done.						Submit	
▶ Sent									
Conversions		*	11						
<ul> <li>Drafts</li> </ul>									

Fig.205

• The Files get closed successfully.

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# 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**:

	Search for Closed Fil	es (By Me)								
Receipts   Files	Department	GOVT	2	Section	eOffice	~	Classified	Select Classified		~
▶ Inbox	Computer No			File No						
Submitted Files for Closing Approval	Subject			Closing Date	17	17				
▶ Created				Concernence of the second		Contraction of the second seco		-		_
	File Heads	Select Basic Head	$\sim$	Select Primary Head	~	Select Secondary Head	~	Select Tertiary Head		~
+ Completed					Concession in the local division of the loca					
Parked					Search					
Closed	Computer No 🔹	▼ <u>File Number</u>	▼ Subject			▼ <u>Closed on</u>	* <u>C</u>	Closing Remarks	Ψ.	v s
◆ By Me	28375 P	A-12011/13/2017-Demo	APPOIN	TMENT FILE OF TECHNIC	AL ASSISTANTS	17/08/17 11:	43 AM w	ork completed.	<u>Re-open</u>	Record
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>										
• By Others (All)										
Submitted Files for • Reopening Approval										

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 Fil	es (By Me)								
Receipts + Files -	Department	GOVT	٣	Section	eOffice	¥	Classified	Select Classified		٣
▶ Inbox	Computer No			File No						
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	Subject			Closing Date	17	17				
▶ Created										
→ Drafts	File Heads	Select Basic Head	•	Select Primary Head	Ŧ	Select Secondary Head	•	Select Tertiary Head		۳
→ Completed										
▶ Parked					Search					
▶ Closed	Computer No 🔹	▼ <u>File Number</u>	▼ <u>Subject</u>			<del>▼</del> <u>Closed on</u>	▼ <u>Closin</u>	ig Remarks 🔹 💌		v
→ By Me	28375 P	A-12011/13/2017-Demo	APPOINT	MENT FILE OF TECHNICAL	ASSISTANTS	17/08/17 11:43 AM	1 work o	completed.	Re-open	Record
By Others						A				

Fig.207

• Select the file and click the **<u>Re-open</u>** link as shown in **Fig.208**:

	Search for Closed Fil	es (By Me)								
Receipts + Files -	Department	GOVT	٣	Section	eOffice	٣	Classified	Select Classifie	d	٣
▶ Inbox	Computer No			File No						
Submitted Files for Closing Approval	Subject			Closing Date	1	17				
Created										
→ Drafts	File Heads	Select Basic Head	•	Select Primary Head	•	Select Secondary Head	•	Select Tertiary	Head	•
→ Completed										
Parked					Search					
▶ Closed	Computer No 👻	▼ <u>File Number</u>	▼ <u>Subject</u>			<del>▼</del> <u>Closed on</u>	* <u>Clos</u>	ing Remarks	Ŧ	• •
→ By Me	28375 P	A-12011/13/2017-Demo	APPOINT	MENT FILE OF TECHNICAL	ASSISTANTS	17/08/17 11:43	AM wor	completed.	Re-open	Record
→ By Others → (Hierarchy)	-									
→ By Others (All)										
Submitted Files for Reopening Approval										

Fig.208

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

Receipts 🛨	Search for Closed	Files (By Me)			Confirm					
						Select Classifie	d			
Files   Inbox	Computer N	0	You a reque	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						
Submitted Files for Closing Approval	Subje									
▶ Created								J		
→ Drafts	File Heads     Select Basic Head     V     Select Primary Head     V     Select Secondary Head     V						Select Tertiary H	lead	•	
→ Completed										
▶ Parked					Search					
▶ Closed	Computer No	<ul> <li>File Number</li> </ul>	▼ <u>Subjec</u>	<u>t</u>				osing Remarks	•	*
→ By Me	28375	P <u>A-12011/13/2017-Demo</u>	APPOIN	ITMENT FILE OF TECHNICAL AS	SISTANTS	17/08/17 11:43 AM	we	ork completed.	Re-open	Record
By Others ↑ (Hierarchy)										
<ul> <li>By Others (All)</li> </ul>										
Submitted Files for Reopening Approval										

# Fig.209

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

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button

	Contraction of the second second										
	Search for Clos	ed Files (B	y Me)			Confirmation					
Receipts 🛨			Department MHA			Contirmation	Section	पी एम सेक्शॅन			-
Files 😑					Do you wa	ant to send the file fo					
<ul> <li>Inbox (24)</li> </ul>	Com	puter No				OK Cancel					
Submitted Files for		Subject									
Closing Approval		Subject			Crooling Date						
Created	Fil	le Heads	Select Basic Head	<ul> <li>Select Pr</li> </ul>	imary Head	•	Select Secondary Head		<ul> <li>Select Tertiary Head</li> </ul>		-
→ Drafts											
+ Completed						Search					
Parked	Showing 1 to 15 a	of 79								cc c 1 5	3456>>
Bulk Closing	Computer No		e Number		Subject		▼ Closed o		▼ Closing Remarks	-	
Closed	3384196				test file right side			12:05 PM	test test123	Re-open	
+ By Me	3384895		palsfspfile-10-A1		gopal sfs p file -10-A1			12:04 PM	ss565656A	Re-open	Record
By Others	3385472	E <u>78</u>	-010003/0002/2018-OFFICE OF US(DM-II)		Satru 11		08/08/18	12:02 PM	dd	Re-open	
* (Hierarchy)	3384882	P go	palascgnaidupfile101	Send for Re	opening Approval det	ails	>	3:16 PM	99 9 999	Re-open	Record
→ By Others (All)	3381288	E <u>F/</u> :	16/0005/2017-PM section	Computer No	3384196 File No	B-14/0017/201	8-पी एम	3:16 PM	99 9 999	Re-open	
Submitted Files for	3382657	E गुह	मं/वि./रक्ष/ग्रा/0008/2017-पी एम	Subject	test file right side			3:12 PM	99 999	<u>Re-open</u>	
<ul> <li>Reopening Approval</li> </ul>	3383009	E ME	-18/0001/2017-पी एम	Section*	पी एम सेक्शॅन			3:12 PM	99 999	Re-open	
RMS Inbox	3383838	E <u>A-</u>	11011/0006/2018-पी एम		Do the needful.			3:12 PM	99 999	<u>Re-open</u>	
> Sent	3385324	P <u>D-</u>	19013/0004/2018-पी एम-MHA	Remarks*				2:40 PM	tgyh3333333333333333	Re-open	Record
Conversions	3381554	E <u>C/</u>	12/0060/2017-PM section	Noniur No				1:13 PM	hhkhkhkkk	Re-open	
→ Drafts	3382229	E <u>रेल</u>	<u>वे/103/0005/2017-पी एम</u>					2:13 PM	hhkhkhkkk	<u>Re-open</u>	
+ Completed	3382251	E <u>B/</u>	15/16/0006/2017-पी एम				Cancel Send	2:13 PM	hhkhkhkkk	<u>Re-open</u>	
Physical File	3383531	E ZZ	<u>77777777777777</u>					.:11 PM	123	<u>Re-open</u>	
Physical File     Create New (Non	3383581	E DS	5-13/0001/2018-OFFICE OF US(DM-II)		11		27/07/18	01:11 PM	123	<u>Re-open</u>	
	3385197		pal-testing-01-Part(1)		gopal- testing -01			01:10 PM	ahaha	Re-open	

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**:

	1						N
	View						
Receipts 🛨	Computer Nov	File Number	• Initiated By	<u>     Initiated On</u>	Approved/Rejected By > Approved/Rejected On	Dealing Section     Remark	sv Status v Actionv v
Files 🖃	P 28375	A-12011/13/2017-Demo	NIKITA NEGI ASSTT(NG)-eOffice	18/08/17 12:01 PM		eoffce	Pending Cancel View Approvers
▶ Inbox							
Submitted Files for Closing Approval							
▶ Created							
<ul> <li>Drafts</li> </ul>							
+ Completed							
▶ Parked							
▶ Closed							
→ By Me							
• By Others • (Hierarchy)							
<ul> <li>By Others (All)</li> </ul>							
Submitted Files for	1						
→ Reopening Approval							

## 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.

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# Sent

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

### Note:

Pull back (<sup>1</sup>): 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 Ra	ange : 25/06/2014 T	o 18/08/2017							
Receipts 🛨	View	Create Part								
Files 😑		* Computer No	* <u>File Number</u> *	Subject	* Sent To	* Sent on	* Currently With	• Due On	•	<b>W</b> .
▶ Inbox		E 28378	C-13011/3/2017-Demo	LAW ENHANCEMENT SECTION 90A	PRIYANKA KUMARI,eoffce	18/08/17 04:26 PM	PRIVANKA KUMARI,eOffice		Initiate Action	+Đ
Submitted Files for Closing Approval		P 28571	<u>A-15012/4/2017-Demo</u>	PROMOTION FILE GROUP A	NIKITA NEGI,eoffce	18/08/17 12:31 PM	NIKITA NEGI,eOffice	-	Initiate Action	
Created										
◆ Drafts										
◆ Completed										
▶ Parked										
Closed										
◆By Me										
+ By Others (Hierarchy)										
• By Others (All)										
Submitted Files for • Reopening Approval										
▶ RMS Inbox										
▶ Sent										

### Fig.212

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

Note:

Refer to <u>View</u> 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 <u>Create Part</u> 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** (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:

2					
Receipts 🛨	Computer No.	✓ File Number	✓ <u>Subject</u>	<ul> <li>Subject Category</li> </ul>	
Files 😑	28656	A-11013/6/2017-Demo	post creation	-	
▶ Inbox	L		· · · ·		
Submitted Files fo Closing Approval	r				
Created					
◆ Drafts					
Completed					
Parked					
▶ Closed					
◆By Me					
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>					
• By Others (All)					
Submitted Files fo • Reopening Approval	r				

Fig.213

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

eOffice	0				
A DIGITAL WORK PLACE SOLUTIO	Contract of the second s				
Computer No: 29002 File No: B-13	3013/3/2017-Demo-DEPT-EOFFICE	ubject: Office procedures			×
Correspondence   Link   Moveme	ents   Details   Edit   Send Back   Send   D	Dispatch   Convert File   Attachment   Action Details	s 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.	Туре	Subject		Attached On	
32582/2018/eoffce	PUC1	Kindly see		13-05-2018	Upload
Noting					
Upload Noting					Upload
		Save Note: After initiating conversion	Convert Preview n 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: <u>A-11013/6/2017-Demo</u>	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.	Туре	Subject	Attached On	
Noting				
Upload Noting				Upload
	Note: After	Save Convert Preview initiating conversion process(save/convert) it c	an not be undone.	



• 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**:

		1			1	and the second se	
Receipts (+)	Computer No.	▼File Number	* Subject	<ul> <li>Subject Category</li> </ul>	✓ Converted By	✓ Converted On	• <u>Remarks</u>
Files 😑	28379	A-16011/1/2017-Demo	PROCUREMENT OF NEW SCANNERS	General	NIKITA NEGI	11/08/17 05:05 PM	Converted
▶ Inbox	L						
Submitted Files fo Closing Approval	r						
▶ Created							
+ Drafts							
+ Completed							
▶ Parked							
▶ Closed							
◆By Me							
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>							
+ By Others (All)							
Submitted Files fo • Reopening Approval	r						

Fig.216

• No action is possible on this list of files.



# **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.

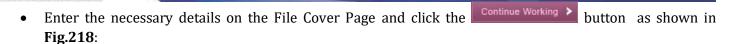
To create a new Physical File in Non-SFS mode, perform the following:

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

Govt. of India NIC DEPT-EOFFICE Demo
File No.* Ch V Ch V Ch V 2017 Demo V
Category Main Choose one V Sub Choose One V
Other Details Classified Choose One Remarks
Continue Working >

Fig.217





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~	Govt. of India NIC DEPT-EOFFICE Demo	
	12 V 11 V Ch V 2017	Demo 🧹
Category Main Sub	Recruitment	
Remarks Previous Reference	a Later Reference	
	Continue Working >	



• The file gets created with a unique file number (**Fig.219**) based on the different file heads selected in file creation page.

	28658 File No: A-1					ITMENT RELA							
Correspond	dence Link Mover	ments   Details	Edit	Send Disp	atch	Convert File	Attachment	More					Quick View
													<b>6</b> 1
File Number :		1	A-12011/	30/2017-Den	no				Subject :		RECE	RUITMENT RELATED FILE	
Opening Date	e:	1	18/08/17	05:02 PM					Remarks :				
Main Categor	ry :	E	Establis	hment Matt	ers				Sub Category :		Recr	uitment	
Previous Ref	ference :								Later Reference :				
File Mov	vement History												Print History
<u>Sender</u>		⊤ <u>Sent</u>	<u>t on</u>					2		* <u>Action</u>		<u>▼ Remarks</u>	<b>*</b>
File Clos	se History												
Action		▼ <u>Actic</u>	on On		- <u>A</u>	ction Remark	ks		<u> → Approved By</u>		★ <u>Approved On</u>	▼ <u>Approved Remarks</u>	•
File Disp	patch History												
Dispatch Nur	mber					*	▼ <u>Subject</u>		* Addres	55			•

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 <u>Correspondence</u> 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 <u>Link</u> 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 <u>Details</u> 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 <u>Send</u> 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 <u>Dispatch</u> 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 <u>Convert File</u> 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.

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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**:

	Govt. of India	
	NIC	1000
	DEPT-EOFFICE	
	Demo	
le No. •		
		8
	Subject	and the second se
Description*		
Category Main Cho	ose one	
	ose One	
	Other Details	and the second se
Classified Choose	One	
Remarks		
Previous Reference	Later Reference	
	a la faction de la companya de la co	
	Continue Working >	
	Fig.220	

• Enter the necessary details on the File Cover Page and click Continue Working > button, as shown in **Fig.221**:

COffice	
	Govt. of India NIC DEPT-EOFFICE Demo
	File No. * 15012/2017- WELFARE
	Subject WELFARE RELATED
	Category Main Choose one V Sub Choose One V
	Classified Choose One
	Remarks
	Continue Working >
	Fig.221

• The file gets created, as shown in **Fig.222**:

Computer No: 28662	File No: 15012/201	17-WELFARE	Subject: WELF/	ARE RELATED						
Correspondence	Link Movements	Details Edit	Send Dispate	Convert File	Attachment	More				Quick View
										8
File Number :		15012/	2017-WELFARE				Subject :		WELFARE RELATED	
Opening Date :		18/08/1	17 05:27 PM				Remarks :			
Main Category :							Sub Category :			
Previous Reference							Later Reference			
File Movemer	nt History									Print History
Sender					≺ <u>Sent to</u>		*	Action	<u> </u>	•
File Close His	tory									
Action * ;	Action By	<del>▼</del> <u>Action On</u>		• Action Remark	<u>(5</u>		▼Approved By	▼ <u>Approved On</u>	▼ <u>Approved Remarks</u>	
File Dispatch	History									
Dispatch Number				Ŧ	▼ <u>Subject</u>		⊤ <u>Address</u>		▼ <u>Dispatch Date</u>	

Fig.222

## Note:

User can perform same operations on a file as explained in <u>Create Non-SFS</u> 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:

Govt. of India NIC DEPT-EOFFICE Demo
File No.* Chi V Chi V Chi V 2017 Demo V Subject
Category Main Choose one  Sub Choose One Choose One Classified Choose One Cho
Remarks Previous Reference Later Reference
Continue Working >



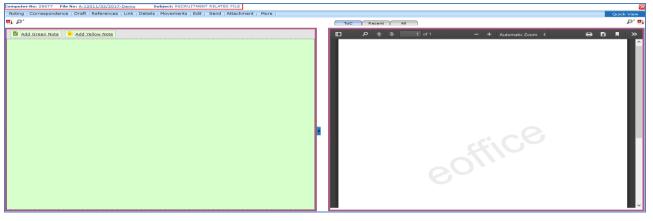
• Enter the necessary details on the File Cover Page and click Continue Working > button to create a new electronic file as shown in **Fig.224**:



OSTIAL WORK PLACE SOLUTION	
	Govt. of India NIC DEPT-EOFFICE Demo
	File No. <sup>®</sup> A - ▼ 12 ▼ 11 ▼ Ch ▼ 2017 Demo ▼
	Subject       Description*       Category       Main       Establishment Matters       Sub       Recruitment
	Other Details Classified Choose One  Remarks
	Previous 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:





There are 11 different action tabs available on a file after the Electronic File is created:

1. **Noting**: It is 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.



Refer to <u>Noting</u> 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 <u>Correspondence</u> 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 <u>Draft</u> 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 <u>References</u> 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 <u>Details</u> 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 <u>Send</u> action tab of File Inbox sub-module.

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

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Refer to <u>Attachment</u> 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:

Govt. of India	
NIC	
DEPT-EOFFICE	
Demo	
File No. *	
Subject	
Description*	
Category Main Choose one	
Choose One	
	-
Other Details	
Classified Choose One 🗸	
Remarks	
Previous Reference Later Reference	
Continue Working >	
Fig.226	

• Enter the necessary details on the File Cover Page and click button, as shown in **Fig.227**:

Ver. 5.5\_05

-	Govt. of India NIC DEPT-EOFFICE Demo
	File No. * A-22012/2017- Establishment  Subject  TA RECRUITMENT RELATED FILE
	Category Main Establishment Matters Sub Recruitment Other Details
	Classified Choose One
	Previous Reference
	Fig 227

- г1g.22/
- The file gets created, as shown in **Fig.228**: •

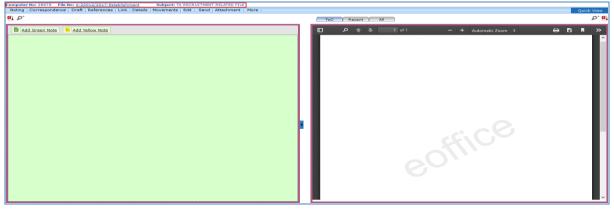


Fig.228

User can perform same operations on a file as explained in <u>Create Non-SFS</u> 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:

Govt. of India NIC DEPT-EOFFICE Demo	
File Number Browse File	
Subject	7
Description*	
Category Main Choose one T	
Sub Choose One T	
Other Details	
Classified Choose One 🔻	
Remarks	
Previous Reference Later Reference	
Create Part >	



- 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**:

Search	File	Year 2017 V Search	X	Govt.	of India
<u> </u>	File Number           E         C-13011/3/2017-Demo	Subject LAW ENHANCEMENT SECTION 90A	]	DEPT-	NIC EOFFICE 2mo
		Select File	<< < 1 > >>	Description* Category Main Choose one Sub Choose One	bject
				Previous Reference	Later Reference

Fig.230

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**:

A DIGITAL WORK PLACE SOLUTION		
	Govt. of India NIC DEPT-EOFFICE Demo	
	File Number C-13011/3/2017-Demo	
	Subject	
	Description*	
	Sub Choose One	
	Other Details	
	Classified Choose One  Remarks	
	Previous Reference	
	Create Part ►	

Fig.231

• The part file is created as shown in **Fig.232**:

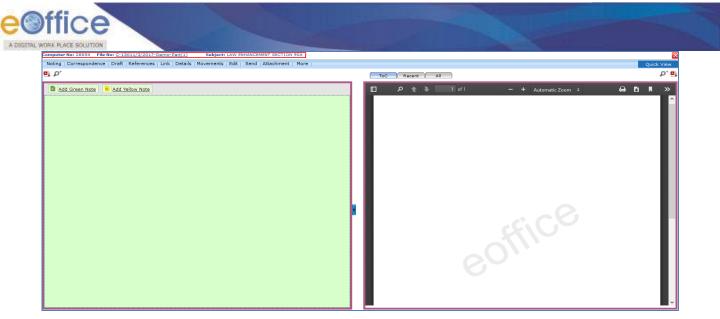


Fig.232

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.



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**:

Z	Govt. of India NIC DEPT-EOFFICE Demo	
File Number		Browse File
Description*		.:
Category Main	Choose one	
Sub	Choose One	
	Other Details	
Classified Ch	oose One 🗸	
Remarks		
Previous Reference	e Later Re	ference
	Create Volume >	

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**:

CONSTRAL WORK PLACE SOLUTION	
Search File         Year 2017          Search           File Number         Subject           P         15012/2017-WELFARE         WELFARE RELATED           P         A-12011/30/2017-Demo         RECRUITMENT RELATED FILE	Govt. of India NIC DEPT-EOFFICE Demo
<< < 1 > >> Select File	File Number  File Number  Subject  Category  Main  Choose one  Sub  Choose One  Choose One Choose One Choose One Choose One Choose One Choose One Choose One Choose One Choose One Choose One Choose One Choose One Choose One
	Classified Choose One
	Create Volume



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**:

eoffice		
	Govt. of India NIC DEPT-EOFFICE Demo	
	File Number 15012/2017-WELFARE Subject Description WELFARE RELATED	
	Category Main Choose one	
	Classified Choose One	
	Previous Reference	
	Create Volume >	
	Fig.235	

• The volume of a file is created as shown in **Fig.236**:

	28686 File No: <u>15012/2017</u>		Subject: WELFARE RELATED h   Convert File   Attachment	More				A 11 M
Corresponde	nice Link Movements De	tans Luit Benu Dispate	a convertine Attachment	More				Quick View
Pla Marchae		45040/0047 14/51			Quiting			
File Number :		15012/2017-WEL			Subject		WELFARE RELATED	
Opening Date	) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	21/08/17 10:30 A	М		Remark	S :		
Main Categor	у:				Sub Cat	egory :		
Previous Refe	erence :				Later Re	eference :		
File Move	ement History							Print Histor
<u>Sender</u>		▼ Sent on		▼ <u>Sent to</u>	▼ <u>Action</u>		▼ <u>Remarks</u>	•
File Close	e History							
Action	▼ <u>Action By</u>	▼ <u>Action On</u>	Action Remarks	▼ <u>Appr</u>	roved By	▼ <u>Approved On</u>	Approved Remarks	
File Dispa	atch History							
Dispatch Numb	her		<b>v v S</b>	<u>ibject</u>	▼ 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:

Recepts (B)	Initiated Action				
	Initiated Date (12/05/2016) 00 (12/07/2016) 00	mitution Type Choose one	•	Action Status Active	
rites 🖃					
• 3min (11)	Forwarded To:				
Edwithed Files for     Closing Approval	Department Choose one •	Sector: Choose pre		Adian Type Choose one	•
* Cristed		Starth			
a Drafts		Estat 1			
* Completed					
a Farlied	Consulati No. file Noteiner - Subject	- Indiated on + Last Action Takes	- Closed.or		
a Approval Paquests	76108 ALUIS OIL 2014-Cit of Hit Hox Rew Employment related	28/06/26 12:50 481		Datets Chas	
+ Closed	Totas OdH3-0119/3205-000-0040-00408/00H3) Finance Related	26/06/16 12-93 AM		Datain Ches	
a By Ma					
* By Others (researchs)					
<ul> <li>Babesitted Files for Receiving Approval</li> </ul>					
+ FIFE Johns					
a Sart					
* Conversions					
+ Drafts					
+ Completed					
a Physical File					
- Create New (New )					
+ Deste New (SPD)					
a Electronic file					
+ SP31					
+ Dente New (SFS)					
a Crista Rart					
a Create Valueta					
a franciska Bin					



Two options are available to take an action:

1. Details: User can view the action details through this link adjacent to each file, as shown in Fig.238:

hitiated Action											
Initiated Date 12	/06/2016	12/07/2016		Ini	tiation Type Choose ore		*		Action Status	Active	*
rwarded To:											
Department Ch	loose one		•		Section Choose or		•		Action Type	Choose one	•
[	eoffice				Nutriation -	2 AXASH HAHAPATKA, 12	L				
	chile etermination	(inter-)			Deeld	1. 1812					
nputer Nor File Number	Notagila (2) Pilles (2)		1 Mile (ICO) and -2 Mile (Maximum Edit Fer) 1 References (Los) Details (Maximum Edit Fer)		998 / ·			Details	Close		
88 DGHS-07/8/2016-C	+ Submitted Pracefor Charry Reported A Deather + Deather	Eanacher No. Subject	78594 Kris Recent &&& 2007	File No. Granter Date	2-brail do blir from the free we have 30-06-2016 10:12 AM			Details			
	+ Congleted + Rollad + Approval Respects + Closef	Currently With Status Action Details & Comments	Anade MANARATRA, SPECA In Process	SECRETARY, DIS Set Sec) (Admini-DelaP	Ini Sero shikPW:						
	+ 50, 54 + 50, 50mm + 5	Instance By Initiation Remark Forwarded To Action Taken by Access Waves/PCTALoge by	Althin Alth Opt Densitier (ARV) (D.B): Dense if sub-loss contribution days, if is without a day provide the sub-loss of the Althing State of the Althing Control of the Althing State of the Althing State days and the Althing State of the Althing State and the Althing State of the Althing State of the Althing Althing Althing State of the Althing State of the Althing Althing Althing State of the Althing State of the Althing Althing Althing State of the Althing State of the Althing Althing Althing State of the Althing State of the Althing State Althing Althing Althing State of the Althing State Althing Althing State of the Althing State of the Althing State Althing State Althing State of the Althing State Althing St	Ob. Cr. Nolvak Spalance avery time the choice of class much has set aven of a proper of his calibri and much mak beneric Williams in over a Secolar and the set of the second	ours on the grant after	Solid Contract					
	Control Text	Contra Co		drama 75 bits over 1 too tod for a calendar milannais of the AT	As the sources, and independent of the source of the sourc	ons might be answered, "If this house their major?" or "Is Windledon 2016 repart her form and pet back on the	Diskovic continue the place the				

#### Fig.238

2. **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 <u>Close</u> link, enter the closing confirmation Remarks, as shown in **Fig.239**:

GITAL WORK PLACE SOLUTION	Closing Confirmation	
	Are you sure you want to close the initiated action?	

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**:

mputer No: 3990 - File No: <u>CEA-CH-13011/1/2018-Demp</u> Subject: do the needful Correspondence   Link   Movements   Details   Edit   Send   Dispatch   Convert File   Attachment   More   Quick View									
🖲 All 🛞 Reporting Officer 🔘 Sub-ordinates 🥚 In Channel 🔘 Preferred List									
Note: Name of the	creator is highlighted in yellow colour.								
То	RIMAN DEEPASSTT(RD)-eOffice-eOffice  Notify: Email SI	IS	File Number	Subject					
Set Due Date	17	6	CEA-CH-13011/1/2018-Demo	do the needful					
Action	Forward								
Priority	Choose one T								
Initiate Action	Type* Choose One Type*								
	Total 1000   1000 characters left.								
Remarks*									
Send									
Senu									

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**:

e@fi	fic	-					-				
DIGETAL WORK	LACE	SOLUTI		11/05/2018						-	
Receipts	Đ		Create Part	21/03/2010							
Files	Ξ		▼ Computer No	▼ <u>File Number</u>	-	Subject	▼ <u>Sent To</u>	▼ <u>Sent on</u>	▼ Currently With	⇒ <u>Due On</u>	• •
▶ Inbox			E 36645	B-11011/10/2018-Demo-DEPT-EOFFICE		subject	NIKITA NEGI,eoffce	15/05/18 11:22 AM	NIKITA NEGI, eOffice	-	Initiate Action
Submitted Files	for		E 33571	A-11011/8/2018-Demo-DEPT-EOFFICE		CSMRS TRAINING	NIKITA NEGI,eoffce	21/03/18 10:42 AM	NIKITA NEGI, eOffice	-	Initiate Action
Closing Approv	al		E 33571	A-11011/8/2018-Demo-DEPT-EOFFICE		CSMRS TRAINING	NIKITA NEGI,eoffce	21/03/18 10:40 AM	NIKITA NEGI, eOffice	-	Initiate Action
Created			E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE		CSMRS TRAINING	NIKITA NEGI,eoffce	06/03/18 03:28 PM	NIKITA NEGI,eOffice	-	Initiate Action
→ Drafts			E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE		CSMRS TRAINING	NIKITA NEGI,eoffce	06/03/18 03:26 PM	NIKITA NEGI, eOffice	•	Initiate Action
<ul> <li>Completed</li> </ul>			E 33572	A-11011/9/2018-Demo-DEPT-EOFFICE		CSMRS TRAINING	NIKITA NEGI,eoffce	05/03/18 10:38 AM	NIKITA NEGI, eOffice	•	Initiate Action
Parked			E 33568	A-12011/11/2018-Demo-DEPT-EOFFICE		Training of eOffice	KAPIL AGGARWAL, eoffce	16/02/18 12:35 PM	KAPIL AGGARWAL, eOffice	-	Initiate Action
<ul> <li>Approval Request</li> </ul>	s (1)		E 33518	IT-11011/5/2018-Demo-DEPT-EOFFICE		Regarding Implementation of eOffice	ARPALI ROY,eoffce	12/02/18 03:30 PM	ARPALI ROY,eOffice	-	Initiate Action
Bulk Closing			E 33517	IT-11011/4/2018-Demo-DEPT-EOFFICE		Related to e-Gov App store	ARPALI ROY,eoffce	12/02/18 03:00 PM	ARPALI ROY,eOffice	-	Initiate Action
Closed			E 33522	IT-11011/6/2018-Demo-DEPT-EOFFICE		Related to Digitisation.	ARPALI ROY,eoffce	12/02/18 02:57 PM	NIKITA NEGI, eOffice	-	Initiate Action
By Me     By Others			E 33522	IT-11011/6/2018-Demo-DEPT-EOFFICE		Related to Digitisation.	ARPALI ROY,eoffce	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 button, as shown in **Fig.242**:

File Initiation Confirmation						
Are you sure you want to initiate action for this file ?						
Type* Choose One	T					
Remarks*						
Ok	Cancel					



#### 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:





• 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**:

Receipts	Ŧ
Files	Ŧ
Migrate File	Ð
Dispatch	Ð
DSC	+
Settings	Ξ
Preferences	
▶ Address Book	
User Groups	
Quick Noting	
Notification	Ŧ
Ext Department	+

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**:

Receipts (*)	General Settings	
Files 🛨	Max # of records/page Choose One ▼	
Migrate File 🛨	Auto Save Duration(In Sec)	
Dispatch 🛨	Alert Settings	
DSC + Settings -	🔍 Email 🔍 SMS 🔍 Both 🛞 None	
Preferences	List View Settings	
<ul> <li>Address Book</li> <li>User Groups</li> </ul>	Mode Default V	
Quick Noting	Scope Default V	
Quick Noting	DSC Settings	
Notification 😐	Authentication Signing Both	
Ext Department 🔳	Editor Setting	
	Noting Expanded View	
	Correspondence View Settings	
	Correspondence View Type Choose One 🔻	
	Notify For Blank Noting	
	• Yes O No	
	Notification on Login	
	⊛ Yes ◎ No	
		Save

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 Save 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 Add New Contact button, as shown in Fig.246:

Receipts	•	Add New Group Show All Contacts	Group Nan	ne : E_office	Add New Contact	temove From Group Delete Contact	Add to : Choose One	Search :
		Groups 👻 📥		Name		▼ <u>Email-ID</u>	▼ <u>Group</u>	
	•	NSG		Ailo	AS-1		E_office	<u></u>
	•	MOT 👔						
DSC	•	LED						
Preferences		heads						
Address Book		GROUP-1						
User Groups		GMDA						
		<u>epfo</u>						
<ul> <li>Quick Noting</li> </ul>		eoffice trg						
Notification	•	E office						
	-	dopt 1						

#### Fig.246

• The user info page appears. Fill the required metadata and click Save button, as shown in **Fig.247**:

teceipts 🕂	Add New Group Show All Contacts	VID	Choose One
iles 🛨	Groups 👻 🔺	VIP	Choose One
tigrate File 😐	NSG	Name*	
	MOT	Designation	
)ispatch (+)	mhrd	Organization	
sc 🛨	LED	Organization	
ettings 😑	IIT KGP	Email	
Preferences	heads	Address 1 *	
Address Book	GMDA	Address 2	
User Groups		Address 2	
Quick Noting	eoffice trg	Country	INDIA
lotification 🛨	E_office	State	Choose one
xt Department 🔳	doot	city.	
	Docs 😭 🔻	City	
		Pin Code	
		Mobile	
		Fax	
		Ministry	Choose one
		Department	Choose One 🔻
		Telephone	
		Save	

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 Detai	ls		Add to Address Bo
Ministry	Choose one		
Department	Choose one		4
Name*	Deepak Rajput	Designation*	
Organization			
Address 1 *	House no44,L-2/D		
Address 2	NEW DELHI		
Country	INDIA	▼ State	Andaman & Nicobar Islands
City		Pincode	
Mobile		Landline	
Fax		Email	

Fig.248

Then, click
 Generate
 Generate
 Generate
 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:

iles 🛨	Groups	▼ ▲ □	Name	<ul> <li>Designation</li> </ul>	▼ Email-ID		
	NSG NSG	1	<u>22223</u>			IIT KGP	î
ligrate File 🛛 🛨	MOT	8 0	Aashirbad gaur	35		IIT KGP	ĥ
ispatch 😐	mhrd	1	abcd			IIT KGP	Ĩ
SC 🛨	LED	1	abcd	director		IIT KGP	Î
ettings 🖃		1	<u>abhav sharma</u>			IIT KGP	Î
Preferences	heads	1	<u>abhav sharma</u>				Î
Address Book	GROUP-1	1	Adarsh	citizen		MOT,LED	1
User Groups	GMDA	1	AJAY KUMAR GUPTA	MANAGER		MOT, LED	Î
	epfo	1	AJAY KUMAR GUPTA	MANAGER		LED	Î
Quick Noting	eoffice trg	8	<u>Ajay Yadav</u>	Assistant			1
otification 😐	E_office		< 1 2 3 4 5 6 7 8 9 10 > >>				
xt Department 😐	dopt	8					
xt Department (#)	director	<u> </u>					

Fig.249

Click Add New Group
 button, enter the Group name and click Save button, as shown in Fig.250:

Receipts +	Add New Group Show All Contacts	Group Name : All Contacts	Add New Contact Delete Contact Add to :	Choose One    Search :	
Files (+)	Groups •	Name		D • Group	
	NSG	<u>aaaaa</u>		IIT KGP	Û
Migrate File (+)	мот	Aashirbad gaur	as	IIT KGP	Î
Dispatch 😐	mhrd 📋	abcd		IIT KGP	Î
DSC +		abcd	director	IIT KGP	1
Settings 🖃	IIT KGP	abhay sharma		IIT KGP	1
Preferences	heads 📋	abhay sharma			Î
> Address Book	GROUP-1	Adarsh Adarsh	citizen	MOT,LED	Î
User Groups	GMDA 👔	AJAY KUMAR GUPTA	MANAGER	MOT,LED	1
Quick Noting	epfo 📋	AJAY KUMAR GUPTA	MANAGER	LED	1
P Quick Houng	eoffice trg	Ajay Yaday			1
Notification 🛨	E_office	<< < 1 2 3 4 5 6 7 8 9 10 > >>	Group Name: Docs		
Ext Department 😐	doot 👔		Save		
	Docs 😭 🎽				

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:

	Create Group		
Receipts +	Group Name		<b>~</b>
Files 🛨	eOffice	transfer data	×
Migrate File 😐			
Dispatch (+)			
DSC +			
Settings 🖃			
Preferences			
▶ Address Book			
▶ User Groups			
Quick Noting			
Notification +			
Ext Department 😐			
	LEGEND Priority Out Today Most Immediate Immediate	省 Action Initiated	
	Subject Category ACR Right To Information Court	rt Cases Parliament Matters	

Fig.251

	CE SOLUTION			
Click	Create Group	tab, enter the Group	name, Description and click	Create button, as shown in <b>Fig.252</b>
Receipts + Files + Migrate File + Dispatch + DSC + Settings - > Preferences	Group Name * Description (Select Users from the list to	Service data services Create c create user group)		
Address Book	Name		Marking Abbr	Org Unit
▶ User Groups	DEEPAK SHARMA		SO(DS)-EDP	EDP Cell
Quick Noting	AMAN VERMA		SO(AV)-BBMB	ввмв
,	JAGDISH PRASAD		US(JP)-CVC	0/o US (CVC)
Notification 💌	LEENA OBEROI		JSA(LO)-Acad	O/o AC (Acad)
Ext Department 😐	PRANJAL VERMA		SECY(PV)	0/o SECY
	DHEERAJ SAHU		SECY(DS)-BoR	O/o Comm & Secy(BoR)
	NEHA LAKHRA		AS2-IT	O/o AS(IT)
	LD THAKUR		SO(LDT)	0/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**:

	Create Group		
Receipts +	Group Name	▼ Description	<b>v</b>
Files 💌	service	data services	×
Migrate File 🛨	eOffice	transfer data	×
Dispatch 😐			
DSC +			
Settings 📃			
Preferences			
Address Book			
▶ User Groups			
Quick Noting			
Notification +			
Ext Department 😐			
	LEGEND Priority Out Today Most Immediate Immediate	Action Initiated	
	Subject Category ACR Right To Information	Court Cases Parliament Matters	

Fig.253

• Select the users from the list and click the Save button, shown in **Fig.254**:

A DIGETAL WORK PL	ACE SO	LUTION		
Receipts 🛛 🛨	-			
Files 🔳	Grou	up Name * eOffice transfer data		
Migrate File 🛛 🛨	Des	cription		
Dispatch 😐		Save	10	
DSC (+				
	(Se	lect Users from the list to create user group)		
Settings (=	_			
Address Book	Sea	rch		
User Groups		lame	Marking Abbr	Org Unit
		DEEPAK SHARMA	SO(DS)-EDP	EDP Cell
Quick Noting			SO(AV)-BBMB	BBMB
Notification +			US(JP)-CVC	O/o US (CVC)
		LEENA OBEROI	JSA(LO)-Acad	O/o AC (Acad)
Ext Department (+			SECY(PV)	0/o SECY
			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
		KUSUMJIT SIDHU	SEC(KS)-O/o secy	0/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 WADHWA	US(PW)-O/o US(DSE)	0/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  $\times$  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**:

		efined Quick Noting
Receipts 😐	S.No	Description
Files 🛨		
Migrate File 🔳	1	Kindly do the needful.
Dispatch (+)		
: +		
Settings 🖃		
Preferences		
Address Book		
User Groups		
Quick Noting		
Notification 🔳		
Ext Department 🛛 🛨		
	J	

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**:

	User Defined Quick Noting	
Receipts (+)	S.No Description	
Files 🛨	1 Kindly do the needful.	ī
Migrate File 😐		
Dispatch 🛨	Add	
DSC (+)		
Settings 🖃		
Preferences		
Address Book		
▶ User Groups	User Defined Quick Noting	
▶ Quick Noting		
Notification +	Urgently Required	
	Description *	
Ext Department 🔳		
	Save	



• The noting gets saved.

Other actions available under Quick notings screen are:

- 1.  $\mathbf{E}$ : To edit the quick noting description
- 2.  $\overline{\blacksquare}$ : To delete the quick noting.



# Annexure-I

# Multiple post in eFile Login

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

	Friday, August 25, 2017
Missio	n Mode Project (eOffice MMP)
Login II Passwor	
Copyright © 2009-12, NIC, A Site	All Rights Reserved. This site is designed, developed and Hosted by NIC. e is best viewed in 1024x768 pixels resolution.

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**:

		номе	DIRECTORY			
Quote of the week To succeed in your mission, you must have singl	-minded devotion to your goal Abdul Kalam					
erio       C       eOffice Services         Mile       -       Consecting Management System         File Management System       -       Consecting Management System         File Mile More Services       -       Consecting Management System         File Construction       -       Consecting Management System         File Employee Corner       -       -         File Services       -       -	Notice Board         Knowledge Forum         Library This Week           • Enforce Catalog for users ****	राजभाषा गरितिथिया			2	💽 এনস কা বাবে Amenity - দৃত দৃটিয়া
Pagister Hardware Complaints     Pagister Hardware Complaints     Book Komin In ICHQ     Book Video Conference	News VIT20: India beat Pakistan; maintains WC all-win record UC Chief Invites Ramachandran for discussion on Indian sports Four IIM terrorists arrested in Rajasthan		aining Learning Resou	ırces	More 3	
	REC Design and developed I	oy National Informatics C	ntre (NIC) © 2017			

Fig.2

Copyright © NIC, 2018



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

≡ eFile Version 5	.5_06																Search			P	Advanced	1 🕐	6 😚
	Date Ra	nge : 1	4/08/2017	7 To 30/01	7/2018																		
Receipts 💌	Receiv	e   Sei	nd Back	Send   Vie	ew   Mo	ve To   Mo	re										Hierarc	hical View	My Files			T	
Files 🖃			+ Con	nputer 🖕	File Nur	aber				-	Subject				✓ Sent By			✓ Sent Or	1	⊤ <u>Due Or</u>		-	Remarks
<ul> <li>Inbox (34)</li> </ul>		2	E 338	5224	DS 28-1	4014/0002	/2018-OFF	TCE OF US	(DM-TT)-M	на	satru/sahoo				रात्रुघ्न साहु,ऑफि	स ऑफ़ यूस-1	(डी ऍम -1		18 03:19		-		
→ Gopal1			E 338			/0003/2018					Satru///12				) शत्रुघ्न साह,ऑफि	स ऑफ़ यूस-1	(डी ऍम -1	PM I 30/07/	18 03:19				
Gopal-New									<u>1)-MILA</u>						) शत्रुघ्न साह,ऑफि	 स ऑफ यस-1	(डी ऍम - 1	PM I 30/07/	18 03:19	-	-		
Submitted Files for Closing Approval			E 338			21/2018-0/					TESTING FO				) रात्रघ्न साह,ऑफि			PM		-	-		
Created		*	E 338	5199	DS 28-1	2011/0002	/2018-OFF	ICE OF DM	I-II-Volum	<u>e(3)</u>	Sahooo 22/3	3			)	•		PM		-	-		
→ Drafts			E 338	5310	<u>विदेश-10</u>	2051(52)/0	012/2018-	<u>ग्री एम-MHA</u>		otificatio	15			×	शत्रुघ्न साहु,ऑफि )			PM		-	-		٦
Completed			E 338	5339	विदेश-10	2051(52)/0	017/2018-0	OFFICE OF	US(D)	Pull up N	otifications (La	st seven o	lays)		शत्रुघ्न साहु,ऑफि- )	स ऑफ़ यूस-I	(ਤੀ ऍम -1	I 30/07/ PM	18 03:19	-	-		7
Parked		2	E 338	5236	B-11011	/0009/201	B-OFFICE C	F US(DM-I	<u>ц)-мн</u>	File(5		Receipt (0)			रात्रुघ्न साहु,ऑफि )	स ऑफ़ यूस-1	(डी ऍम -1	I 30/07/	18 03:19	-	-		
Bulk Closing		2	E 338	5203	D-13012	/0003/201	B-OFFICE C	F US(DM-1	II)-MH						, शत्रुघ्न साहु,ऑफि	स ऑफ़ यूस-1	(डी ऍम -1	1 30/07/	18 03:19	-	-		
Closed			E 338			(001)/0002				Pull back	Notifications (	Last seve	n days)		) शत्रुघ्न साहु,ऑफि	स ऑफ़ यूस-I	(डी ऍम -1		18 03:19	_	-		-
→ By Me . By Others								_		File(1)	) 🔸	Receipt (1)	)		) C.S BHATT,ऑ	फेस /ऑफ़ एच	ऐश (ऍम एव	PM	B 11:13 AM		30/07/18	11:14	
* (Hierarchy)			E 338			tingabhajai (001)/0002			(DM-II	Due Date	Elapsed				ए)			30/07/18			AM 30/07/18	11.09	
→ By Others (All)		•	E 338	5332	Part(1)	001)/0002	12018-077		(0///-1)						शत्रुघ्न साह,ऑफिस शत्रुघ्न साह,ऑफि					-	AM	11.05	
Submitted Files for Reopening Approval		8	E 338	5219	B/0011/	2018-OFFIC	E OF US(D	M-II)-MHA		File(4)	) •	Receipt (20	0)		थात्रुघ्न साहु,आफ )	स आफ़ यूस-1	(डा एम -1	AM	18 10:56	-	-		
RMS Inbox																							
▶ Sent	LEGEN	( a	Priority	Out	Today	Most	Immediate	Im 📕	mediate	8	Action Initiate	ed 🏛	Other Departmen	t 🔓 Fi	iles with Draft	📑 Di	raft Note		Yello	w Note	_	External	Files
Conversions			Subject	Category		Service	Matters	Budg	et prepar	ation	ACR related ma	tters	Appointment and ot	her related ma	atters of Planning	Comission	An	nual Proper	ty Return				
→ Drafts																							
<ul> <li>Completed</li> </ul>																							
Physical File																							
Create New (Non SFS)																							
◆ Create New (SFS)																							
Electronic File																							
<ul> <li>Create New (Non SFS)</li> </ul>																							
<ul> <li>Create New (SFS)</li> </ul>																							

Fig.3

#### Note:

1) By default application logs into the Primary Post eFile account, as shown in Fig.3.

2) 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:

IGETAL WORK PLACE	SOLUTIO	IN .					_	and the second							
														2 💄 कीर्ति K	आय पी अस १
eFile Version 5	5.00														
er me version s	.5_00										5		_	आय पी अस १ ,पी ऍम सेक File (E-102,P-20) Recei	
			4/08/2017 To 30 nd Back   Send		More						_			आय पी अस २ ,१२३ File (E-57,P-7) Receipt (	(E-52 P-42)
eceipts 🛨	Recent	0 00			indic							कीर्ति K	_	Signout Home	(= 02,1 42)
les 🖃			- Computer No	▼ <u>File Number</u>			•	Subject		Sent By		आय पी अस १			
Inbox (34)		3	E 3385224	DS 28-14014	0002/2018-OFFIC	E OF US(DM-II)-MHA		satru/sahoo		रात्रुघ्न साहु,ऑफिस ऑफ़ )					
Gopal-New			E 3385228	E-12012/0003	2018-OFFICE OF	US(DM-II)-MHA		Satru///12		शत्रुघ्न साहु,ऑफिस ऑफ़ )	यूस-1 (ठा एम -	11 30/07/18 03:19 PM	-		
Submitted Files for			E 3384616	<u>A-11/0021/20</u>	18-0/o of HS(MHA	).		TESTING FOR MOPR		शतुघ्र साहु,ऑफिस ऑफ़	• यूस-1 (डी ऍम -)	II 30/07/18 03:19 PM	-	-	
* Closing Approval Created		2	E 3385199	DS 28-12011	0002/2018-OFFIC	E OF DM-II-Volume(3)		Sahooo 22/3		, यात्रुघ्न साहु,ऑफिस ऑफ़	यूस-1 (ठी ऍम -:	II 30/07/18 03:19	-	-	
Drafts			E 3385310	विदेश-102051(	52)/0012/2018-पी	<del>7П-</del> МНА		Sushanta New File CLF101		, शतुघ्र साहु,ऑफिस ऑफ़	र यूस-1 (डी ऍम -)	II 30/07/18 03:19	-	-	
<ul> <li>Completed</li> </ul>			E 3385339	विदेश-102051(	2)/0017/2018-OF	FICE OF US(DM-II)-MHA		Sushanta New File CLF121		) यात्रुघ्न साहु,ऑफिस ऑफ	यूस-1 (ठी ऍम -:	II 30/07/18 03:19 PM	-	-	-
Parked		L	E 3385236	B-11011/0009	2018-OFFICE OF	US(DM-II)-MHA		satru1		) शत्रुघ्न साहु,ऑफिस ऑफ़	यूस-1 (ठी ऍम -:	II 30/07/18 03:19	-	-	
Bulk Closing			E 3385203			US(DM-II)-MHA	R	Test File Satru1		) शत्रुघ्न साहु,ऑफिस ऑफ़	यूस-1 (डी ऍम -)	PM II 30/07/18 03:19			
Closed							er.			) शत्रघ साह.ऑफिस ऑफ	यस-ा (ती ऍम -	PM II 30/07/18 03:19	-		
◆ By Me			E 3385330	<u>56-1001(001)</u>	0002/2018-OFFIC	E OF US(DM-II)-MHA		Satru Test File ABCD		) C.S BHATT,ऑफिस /अ		PM	-	-	
By Others (Hierarchy)			E 3384647		hajaintest1-002			gopal testing abha jain test 1-002		C.S BHATT, आफस / 3 ए)	સાણક પંચ પંચા (પંચ પ	<sup>(9</sup> 30/07/18 11:13 AM	-	30/07/18 11:14 AM	P
<ul> <li>By Others (All)</li> </ul>		<b>8</b>	E 3385332	56-1001(001) Part(1)	0002/2018-OFFIC	E OF US(DM-II)-MHA-		Satru Test File ABCD		· · ·		) 30/07/18 10:56 AM	-	30/07/18 11:09 AM	
<ul> <li>Submitted Files for Reopening Approval</li> </ul>		<b>\$</b>	E 3385219	<u>B/0011/2018-</u>	DFFICE OF US(DM	- <u>II)-MHA</u>		11a		यात्रुघ्न साहु,ऑफिस ऑफ़ १	ग्यूस-1 (ठी ऍम -:	II 30/07/18 10:56 AM	-	-	
RMS Inbox															
Sent	LEGEN	D	Priority 📕 🤇	Out Today 📃	Most Immediate	Immediate	🏅 A	Action Initiated 🕺 Other Departmen	t 🛃 File	s with Draft	Draft Note	e Yello	w Note	External	Files
Conversions			Subject Catego	S S	ervice Matters	Budget preparation	A	ACR related matters Appointment and ot	her related matt	ers of Planning Comi	ission A	nnual Property Return			

### Fig.4

• User is then redirected to the Inbox screen of another post account, as shown in **Fig.5**:

											<mark>. 3</mark> . 4	<mark>गीतिं κ</mark> आय पी अस २
≡ eFile Version 5	5.5_06							Se	arch	P	Advanced	00
	Date Ra	inge : 1	4/08/2017 To 30	/07/2018								
Receipts 🛨	Receiv	ve   Ser	nd Back   Send	View   Move To   More					Hierarchical View My Files		•	
Files 🖃			- Computer	▼ <u>File Number</u>		<ul> <li>Subject</li> </ul>		✓ Sent By	<del>▼</del> Sent On	+ <u>Due</u> +	Read On	<ul> <li>Remarks</li> </ul>
Inbox (37)			E 3385153	F/0001/2018-TJ-MHA-MHA		gdfgdfg		ABID ALI, OFFICE OF US(K-VI )	47/07/40 43 40	-		
Submitted Files for Closing Approval		2	E 3384658	B-11015/0015/2018-पी एम	\$	Satru24/101		C.G. NAIDU,पी ऍम सेक्शन	25/05/18 12:31 PM		29/06/18 02:39 PM	
Created		2	P 3382765	Sahoo1122A		Sahoo1122		SHELLY,य इ.सी	14/05/18 11:59 AM		PM 14/05/18 12:08	
→ Drafts		2	E 3383656	D-16015/0003/2018-TJ-MH	A	Kirti File 5089		कीर्ति K,पी ऍम सेक्शन	07/02/18 02:26 PM	-	07/02/18 02:27	
→ Completed		2	E 3383654	A-22016/0001/2018-पी एम	- >	Kirti File 5088		SHELLY,ए इ.सी	07/02/18 12:45 PM		PM 07/02/18 12:49 PM	
Parked		2	E 3383621	F-18/0001/2018-पी एम		Kirti file 5083		कीर्ति K, पी ऍम सेक्शन	02/02/18 06:31 PM	-	РМ -	
Approval Requests Bulk Closing		2	E 3383548	A-22014/0001/2018-पी एम		Kirti File 5074		कीर्ति K.पी ऍम सेक्शन	02/02/18 12:30	-	-	
Closed		2	E 3383544	D-19013/0003/2018-पी एम		kirti File 5072		कीर्ति K,पी ऍम सेक्शन	PM 02/02/18 12:30	-	-	
→ By Me		2	E 3383547	D-16015/0002/2018-पी एम		Kirti File 5073		कीर्ति K.पी ऍम सेक्शन	PM 02/02/18 12:30	-	-	
By Others (Hierarchy)		2	E 3383570	<u>HS-11020/0001/2018-पी</u> एम	•	Kirti File 5075		कीर्ति K,पी ऍम सेक्शन	PM 02/02/18 12:30	-	-	
By Others (All)		2	E 3381700	B/14/0022/2017-PM section		Kirti File 3918		कीर्ति K, पी ऍम सेक्शन	PM 02/02/18 09:56	-	-	
Submitted Files for Reopening Approval		3	E 3383498	DJB-B016/4/2017-Director Secv(Home)		Kirti File 4987		कीर्ति K,पी ऍम सेक्शन	AM 25/01/18 12:12 PM	-	-	
RMS Inbox			E 3383270	<u>D-20014/0002/2018-पी एम</u>		112		C.G. NAIDU,पी ऍम सेक्शन	18/01/18 05:14 DM	-	-	
Sent												
Conversions	LEGE		Priority 📕 🕻	Out Today 📕 Most Immedia	te 📕 Immediate	Action Initiated	🎰 Other Department	🕞 Files with Draft 🛛 📑 Draf	ft Note Yello	w Note	Ext	ternal Files
Drafts			Subject Catego	ry Service Matters	Budget preparation	ACR related matters	Appointment and other	related matters of Planning Comission	Annual Property Return			
<ul> <li>Completed</li> </ul>												
Physical File												
<ul> <li>Create New (Non SFS)</li> </ul>												

Fig.5

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# **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.	Correspondence:
	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.	Noting:
	Scan all the pages of the Noting as one single PDF document.

#### For scanning of various document types, the following colour & DPI are suggested:

SI. No.	Document type/Condition	Color & DPI	Output Format
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**:

Browse & Diarise				
<ul> <li>Physical</li> </ul>	All Reporting	g Officer 🕥 Sub-ordinates 🔘 Recent 5 💮 Send Back 🔘 In Channel 🔘 Preferred List		
Electronic				
Inbox (2)	Note: Name of the cr	eator is highlighted in yellow colour.		
Email Diarisation	To		Receipt Number	Subject
Created			💩 🧰 941038/2018/ऑफिस/ऑफ एच एस (म एच ए )	Kindly see
Sent				Kindly 366
Closed	C.			
→ By Me	Cc	(Use semicolon(;) to seperate recipients.)		
Acknowledgement		Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file		
→ Created	Set Due Date	7		
+ Sent	0010000000			
Initiated Action	Action	Forward T		
iles 🛨	Priority	Choose one T		
ligrate File 😐		Total 1000   1000 characters left.		
ispatch 🛨	Initiate Action			
SC +				
ettings 🛨		Total 1000   1000 characters left.		
	Remarks			
otification (+)	rtemants			
xt Department \pm				

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**:

<pre>second &amp; Diarize &gt; Physical &gt; Electronic &gt; Electronic &gt; Electronic &gt; Electronic &gt; Enable Science &gt; Enable Sc</pre>	Receipts 🖃	Send					
<ul> <li>Bectronic</li> <li>Modal @ CB Reporting Officer () Sub-ordinates () In Channel () Preferred List</li> <li>Inchox (8)</li> <li>Inchox (9)</li> <li< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></li<></ul>							
Index (8) Index (8) Index (8) Index (8) Index (8) Index (8) Index Action Files Cosed Sent Cosed Set (Hierarchy) Set Cosed	-						
+ New Folder (2)   * Rikk   • Email Isinsation   > Coated   > Sant   • Coated   * By Me   * By Me   * By Me   * By Others   * (lies aemicolon(1) to separate recipients.)   Note i C copies are non-adtable. Any change in the C copies, till   * By Others   * Created   * By Others   * By Others   * Created   * By Others   * By Others   * Created   * Dinitadd Action   Finis   * Binitade Action   Finis   Total 1000   990   * By Others   * Remarks	→ Electronic	All      Report	ing Officer OSub-ordinates OIn Channel OPre	aferred List			
* Rkk       Image: Depiks Saini-Steno-1(DM-II)-OFFICE OF DM-II       Receipt Number       Subject         * Small Diarisation       • Ceased       • Choose on enverse receiptents.) Main receipt will be reflected in the Cc copies, will be reflected		Note: Name of the	creator is highlighted in yellow colour.				
Imail Divisition   Preated   Senati   Case   Case   Case   (Hararchy)   * By Others'   (Hararchy)   * By Others'   (Hararchy)   * Sent   Case   * Costed   * Orbers(All)   Action   Forward   * Costed   Priority   Change User PIN   User PIN   User PIN   User PIN   User PIN   Change User PIN <td></td> <td></td> <td></td> <td></td> <td></td> <td>Receipt Number</td> <td>Subject</td>						Receipt Number	Subject
• Created   > Sect   • Coord   • Sty Others   • By Others   • Dintated Action   • Initate Action <td></td> <td>To</td> <td>Deepika Saini-Steno-1(DM-II)OFFICE OF DM-</td> <td>1</td> <td></td> <td></td> <td>-</td>		To	Deepika Saini-Steno-1(DM-II)OFFICE OF DM-	1			-
Sent   Closed   + By   + By   * By Others   * (ineractive)   * (ineractive)   * By Others(All)   Action   * Croset de   + Sord   * Sord   * Reycke Bin   Initiate Action   Total 1000   1000   * By Others (All)   * Reycke Bin   Initiate Action   Total 1000   * By Others (All)   * Remarks						🖲 🛄 941389/2018/औफिस /औफ़ एच ऐश (ऐम	wtwetwet
Closed C   + by Me   + by Ohers							
• By Me   • By Ohers   (Hierarchy)   • By Ohers   • Crasted   • Sent   • Initiate Action   • Initiate Action   • Total 1000   990 characters left.   • Remarks     Kindly see     • Kindly see		Cc		.1			
By others (All)   + Created   + Created   + Sent   Initiated Action			(Use semicolon(;) to separate recipients.)	Verify User PIN	×		
Set Due Date Set Due Date   + Sy others(AII) Action   + Schowledgement Action   • Created Priority   • Sent Priority   • Initiate Action   • Initiate Action   Files   • Remarks     Migrate File   • Remarks     • Remarks	By Others		Main receipt will be reflected in the Cc copies, ti				
Action Forward   Created   + Created   + Sent   Priority   Choose one   - Initiate Action   Files   Pingrate File   Dispatch   Dispatch   Concel		Set Due Date	17	Now verity your oser PIN:			
• Created   • Sent   • Recycle Bin   • Initiate Action   • Initiate Action   • Remarks     initiate File   • Sec   • Sec     • Remarks     • Initiate Action     • Remarks     • Initiate Action     • Initiate Action </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							
• Sent Priority Choose one   • Recycle Bin Initiate Action   • Initiate Action   • Initiate Action   • Initiate Action   • Remarks     Kindly see     • Areand and and and and and and and and and	-	Action	Forward				
Recycle Bin     Initiate Action     Initiate Action     Initiate Action     Total 1000   990 characters left.     Migrate File     Posc     total 1000   990 characters left.     Initiate Action     Initiate Action     Total 1000   990 characters left.     Initiate Action     Initi		Priority	Choose one	Enable soft keyboard			
b Initiated Action       Files     Total 1000   990 characters left.       Migrate File     Emarks       Dispatch     Emarks			_	Change User PIN Login (	Cancel		
iiles     Image: Section 100   990 characters left.       iiigrate File     Image: Section 100   990 characters left.		Initiate Action					
Higrate File   Higrat			Total 1000   990 characters left.				
Dispatch (+)			kindly see				
Disc 🛨		Remarks					
	Dispatch 🕒						
Tabling (II)	DSC 🛨			.:			
security D	Settings 🔳						
Notification 🛨 Send DSC Sign and Send eSign and Send	Ext Department 🔳		SC Sign and Send eSign and Send				

Fig.2

• Enter the **Pin** and click Login

button, as shown in above **Fig.2**.

• The remarks get signed as shown in **Fig.3**:

Physical	File No.A-19011/17/2016-MH-I	1 ^	Receipt Details	;			
Electronic			Receipt No :	941389/2018/əiitəə	म /ऑफ स्च ऐग (ऍम स्च र ) 🚨	File No :	
box (12)			From :	3trwtwtwt		Designation :	ewtwt
mail Diarisation	A-19011/17/2016-MH-I		Main Category :	ACR related matter	rs	Sub Category :	
reated			Address :	wtwt		Sent Date :	25/07/18 02:26 PM
ent	-		Letter Ref. No :			Letter Date :	
losed			Subject :	wtwetwet		Enclosures/Remarks	c -
By Me	Dr. RML Hospital has intimated that Dr. V.K. Tiwari, Addl. M.S. Consultant & HOD, Deptt, of Burns & Plastic Surgery, Dr. RML Hospital to visit Singapore and		Delivery Mode :	By Hand		Sender Type :	
By Others (Hierarchy)	Combodia, during the period from 03.07.2017 to 08.07.2017 (prefixed Sunday		Movement Deta	ails			
By others(All)	on 02.07.2017 and suffixed Sunday on 09.07.2017) in his personal capacity.		Sent By	<ul> <li>Sent On</li> </ul>	<ul> <li>Sent To</li> </ul>	<ul> <li>Action</li> <li>Remarks</li> </ul>	
knowledgement Created	2. In this connection, we have obtained necessary vigilance clearance from AV		C.S BHATT,ऑफिस /ऑफ़ एच ए )	एच ऐश (ऍम 25/07/18 PM	02:26 Deepika Saini,OFFICE DM-II		.s внатт, ऑफिस <u>, (ऑफ एव ऐस</u> ए Dipta <b>i</b> y (
Sent	Section of this Directorate and Vigilance Section of the Ministry of Health & F.W. which		<< < 1 > >>				
ecycle Bin	are placed on the file Dr. V.K. Tiwari, Addl. M.S. Consultant & HOD, Deptt. of Burns & Plastic Surgery, Dr. RML Hospital is clear from the vigilance angle, this is his second abroad visit during the year 2017.	I					
s (+)	3. We may now issue necessary vigilance clearance in respect of Dr. V.K. Tiwari,						
ate File 🛨	<ol> <li>we may now issue necessary vigilance clearance in respect of Dr. v.n. riwan, Addl. M.S. Consultant &amp; HOD, Deptt. of Burns &amp; Plastic Surgery, Dr. RML Hospital, as per the draft put-up for approval please.</li> </ol>						
+							
ings 🔳							
fication +	14/06/2017 9:50 AM HRITIK KUMAR JHA (250)						
Department 🛨	(350)						

Fig.3

## **Digital signing of DFA** Pre-requisites

2. DSC should be registered with eFile.

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Ver. 5.5\_05



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**:

• sai123		Draft Details				
Submitted Files for Closing Approval	🔲 🔎 🛧 🦆 Page: 🛛 1 of 1 — 🕂 Automatic Zoom 🔹 🖨 🚦 📕	>>> Draft Type*	New/Fresh	- Classified	Choose one	-
Created	File No.BNS/2/2016-CMO(PRO)-CM Office	Draft Nature*	Closed and Added to GO	- Prefix	Choose one	7
Drafts	File NO.BN SIZIZOTO-CINO(PRO)-CIN Office	Language*	English	- Is Sanction		
• Completed			fdsfdsfdsf			
arked	Tesi Esign Tesi Esign Tesi Esign	Subject *	lusiusiusi			
pproval Requests 1)	Test Esign Test Esign Test Esign Test Esign	Subject	Total 1000   990 characters	s left.		
losed	Test Esion	Communicati	ion Details			
By Me	Tesi Suga Tesi Suga Tesi Din Tesi Suga	Ministry	Choose one			
Submitted Files for Reopening Approval	Test Saign Test Saign Test Saign	Department	Choose one			
MS Inbox	Test Esign Test Esign Test Esign Test Esign	≘ Name*	ww	Designation*		
ent	Test Esign Test Esign	Organization				
onversions	Tesl Esign Tesl Esign	Address 1 *	www			
Drafts	Test Esign Test Esign	Address 2				
Completed	Test Esign Test Esign	Country	INDIA	- State	Choose one	
nysical File	Tesi Esign	City		Pincode		
Create New (Non SFS)	Tesl Esign	Mobile		Landline		
Create New (SFS)	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign	Fax		Containto		
lectronic File	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign	Email				
Create New (Non SFS)	Teši Esignītesi Esignītesi Esignītesi Esignītesi Esignītesi Esignītesi Esignītesi Esignītesi Esignītesi Esign	Email			Add More Recipient(s)	Clea
Create New (SFS)						
eate Part		Attachments				Attach Fi
reate Volume						
ecycle Bin						
rate File 🛨		Note :	# tag to display the approved by in the	a draft content		
patch 💌		Use #ApprovedBy	Name# tag to display the approved by	y name in the draft conter		
patch (±	l		Designation# tag to display the appro SectionName# tag to display the app			
: +		Use #ApprovedDat	te# tag to display the approved date i imber# tag to display the document r	n the draft content.		
			ig to enque, and about to the	in the second optimor		

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**:

· · Automatic Loom ·		Drait Nature	Fairai	етепх	CHOOSE ONE	
File No. <b>DF1160No/00103/22/00-10/121/17-й0/q=रोभ5((()нम्स)</b> ए)-MHA SOMS-सरकार-1/113/2018/MHA	î	Subject *	wtwetwet			
	_	Receipt Number	Total 1000   992 characters left. 941389/2018/अঁफिस /ऑफ़ एच ऐয় (i 🗸	Reply Type	Choose one	
(ADQCH)		Communication E				
GOVERNMENT OF KERALA		Ministry *	CENTRAL VIGILANCE COMMISSION			
Abstract		Department *	Others			
(Abstract Content)	Verify User PIN		× vtwtwt	Designation*	ewtwt	
GENERAL ADMINISTRATION (SECTION) DEPARTMENT GOMS- सरकार-1/61/2017/MHA Dated,Thiruvananthapuram ( 28.07.2017)	Now verify your User	PIN:	л.			
Read: ORDER	User PIN: •••••••	oft keyboard	DIA	State	DELHI	
(Body of the GO) By order of the Government To	Change User PIN	Login Cancel		Pincode Landline		
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.		Fax		Email	Add More Recipio	ent(s) Clea
Use O/o of HS(MHA) For Approver Section Name. Use 28/07/2017 For Date of Approvel. Use 26/097/2017 For Date of Approval. Use GoMS-Rt@mi-1/61/2017 /MHAFor Document Number.		Attachments				Attach Fil
Forwarded/By order Section officer C.S BHATT, ASST (C)-HS, O/o of HS(MHA) 28/07/2017	v	Note : Use following # ta #ApprovedBy# for App #ApprovedByDesigna #ApprovedByPost# fo #ApprovedDate# for E	orover Info tion# for Approver Designation or Approver Post	#ApprovedByName# fr #ApprovedBySectionN #ApprovedByEmail# fo #DocumentNumber# f	lame# for Approver Section or Approver Email	Name

- Enter the **Pin** and click **Login** button, the remarks get signed as shown in **Fig.6**:

Draft			Draft Details				
		0	Draft Type*	Reply		Punjabi	[
🗇 🖶 🖂 Q, 🗇 🕹 1 / 1	▶ 75% ▼ •••	⑦ Sign In	Draft Nature*	Note	Prefix	Choose one	[
		Arr i b i	Subject *	Annual report			0
Signed and all signatures are valid.		Signature Panel		Total 1000   1000 characters left.			
1	By order of the Go	overner ^	Receipt Number	८४११४२०/२०१८/ऑफिस /ऑफ़ एच ऐस (ऍम एव ए 🗹 🎽	Reply Type	Choose one	[
			Communication Details				
	Seceretary to Gove	ernment	Ministry *	CABINET SECRETARIAT1 Others			[
То			Department * Name*	Kirtiman Singh	Designation*		
			Organization	providence of the second se	Congliation		
			Address 1 *	Central Govt. Standing Counsel, Chamber No. 463, E	llock-I, Delhi High Court New D	elhi	
	Forwarded/B	By order	Address 2				
			Country	INDIA	State	Choose one	
	Section	n omicer 4	City Mobile		Pincode		
4			Fax		Email		
						Add More	Recipient(s) Cl
Signature							
			Attachments				Attach FI
Digitally signed by DS eMudhra Test 4							
Test 4 Date: 2018.07.25 14:35:26 IST			Note : Use following # tags fo #ApprovedBy# for Approver		#ApprovedByName# for Ap		
Reason Approve			#ApprovedByDesignation#		#ApprovedBySectionName		
			#ApprovedByPost# for Appr		#ApprovedByEmail# for Ap #DocumentNumber# for Do		
· · · · · · · · · · · · · · · · · · ·		~	#ApprovedDate# for Date of	Approval	#DocumentNumber# for Do	cument Number	
8.27 x 11.69 in <		>					

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**:

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Files		A/20911 - V 1.0 Draft Status : Approved			<b>9</b> ]					
Submitted Files for Closing Approval				Download	Draft Details					
Created     Drafts		File No.A-149	13/8/2016:FEMOINIKAKNEM Office	Â	Draft Type* Draft Nature*	New/Fresh Letter		Classified Prefix	Choose one Choose one	<ul> <li></li> <li></li> </ul>
<ul> <li>Completed</li> </ul>		Application fo	r new eOffice Account creation for a single user	_	Language*	मराठी		Is Sanction		
Parked     Approval Requests		Name of Employee *		- 11	Subject *	dsjfiuew84237				0
<ul> <li>Closed</li> </ul>		Employee Code *	Date of Birth		Communication	Total 1000   987 character	rs left.			
By Me     By Others	1 I	Designation	Post *		Ministry	Choose one				$\checkmark$
* (Hierarchy) By Others (All)				-	Department	Choose one				$\checkmark$
Submitted Files for Reopening Approval		Gender	Appellation (Mr/Mrs)		Name*	Prakesh D.Kokate		Designation*	steno	
RMS Inbox		Mobile Number *	PAN Number *		Organization Address 1 *	Miraj-Singli Road Behind Gor	ndhali Mala Shri C	olony Miraj Dist Singli		
Sent     Conversions		Email ID (Govt.ID) *			Address 2					
<ul> <li>Drafts</li> <li>Completed</li> </ul>	1	Region (e.g. NR, SR etc.)	Station Name		Country City	INDIA	~	State Pincode	Maharashtra	~
Physical File     Create New (Non     SFS)		Organization Unit	Permanent/		Mobile Fax			Landline		
Create New (SFS)		(Section/Office) *	Contractual *		Email					
Electronic File     Create New (Non     SFS)		Pay Scale	Basic Pay of Employee *						Add More Recipien	t(s) Clear
Create New (SFS)     Create Part		Marking Abbreviation of			Attachments					Attach File
Create Volume     Recycle Bin	1	Employee *	Marking		Use #ApprovedByNam	By≢ tag to display the approved by in te# tag to display the approved by nam	me in the draft cont		Click on Custom	n Sign
Migrate File 😐		Reporting Officer (eFile)	Abbreviation of Reporting Officer		Use #ApprovedBySec Use #ApprovedDate#	ignation# tag to display the approved t tionName# tag to display the approved tag to display the approved date in the er# tag to display the document numbe	d by section name i draft content.	in the draft content.		
Dispatch +		Surtem Ausilahla	Suttem	-	Use #DocumentNumb	er# tag to display the document numbe	er in the draft cont	ent.		
Reports ±								Dispatch By Self	Dispatch By CRU Sign Edit	Custom Sign

• Click the Custom Sign button to sign the draft at desired position. Custom Sign pop-up gets displayed as shown in **Fig.8**:

Submitted Files for	Down	lload		Draft Details					
Closing Approval			Cus	stom Sign			×	c br	1e 🔽
Created     Drafts	File No.A-144913/842046-64434444444 Office			Page: 1 O	1 Sign			] br	ie 🔽
Completed	Application for new eOffice Account creation for a single user	11	UP.	a page. 10					
Parked	Name of Employee *	11	Ш.		File No.A-14013.BARAGEMON			11	^
Approval Requests		11	Ш.		Application for new eOffice Account of	reation for a single user		11	$\bigcirc$
Closed	Employee Code * Date of Birth	11	Ш.	Name of Employ	ee *				
By Me     ■		11	Ш.	Employee Code		Date of Birth			
By Others (Hierarchy)	Designation Post *	ш		Designation		Post *			
By Others (All)     Submitted Files for	Gender Appellation (Mr/Mrs)	E		Gender		Appellation (Mr/Mrs)		5	
Reopening Approval     RMS Inbox	Mobile Number * PAN Number *	ш		Mobile Number		PAN Number *			
Sent		11	Ш.	Email ID (Govt.)	o) *	· · · ·			
Conversions     Drafts	Email ID (Govt.ID) * Custom Sign modal window	H	HI.	Region (e.g. NR, etc.)	SR	Station Name		ar	rashtra 🔽
Completed	Region (e.g. NR, SR etc.) Station Name	Ш		Organization Ur (Section/Office)	it .	Permanent/ Contractual *			
Physical File     Create New (Non     SFS)     Create New (SFS)	Organization Unit (Section/Office) * Permanent/ Contractual *	Ľ		Pay Scale		Basic Pay of Employee *		F	
Electronic File     Create New (Non     SFS)	Pay Scale Basic Pay of Employee *			Marking Abbreviation of Employee *				<u>A</u>	Add More Recipient(s) Clear
Create New (SFS)     Create Part	Marking Abbreviation of			Reporting Office (eFile)	,	Marking Abbreviation of Reporting Officer			Attach File
Create Volume     Recycle Bin	Employee * Marking			System Availabl (Yes/No)	2	System Configuration		4	
Migrate File 😐	Reporting Officer Abbreviation of (eFile) Reporting Officer			Printer Availabl (Yes/No)	,	Scanner Available (Yes/No)			
Dispatch +									
DSC +	Eurtana Ausliakia Eurtana			Address					RU Sign Edit Custom Sign
Reports + Settings +				Note: All Field with * a	barisk are mandatory		~	/	
			UL.						
Notification (+)			-					۳.	
								-	

Fig.8

• Locate the desired position on the selected page and click <sup>Sign</sup> button to sign the draft as shown in **Fig.9**:

e Offi	and a second				
Receipts + Files - Inbox • prajendra Submitted Files for * Closing Approval	Computer No: 128073 File No: A-14013/3/2016-CMO/VIG4K Noting Correspondence Draft   References   Link Dr Draft No: 10FA/20911 - V 1.0 Draft Status : Approved	-CH Office 🎐 Subject dipfue/04237 tails   Movements   Edit Raply   Send   Attachment   More	Download	ei	Quick View
Closing Approval  Created  Drafts  Completed  Parked  Approval Requests		3/3 RQN6-RM9 INIKAKIAC M Office		Custom Sign     Custom Sign     Custom Sign     Custom Sign     File No.A-LeGi26/26/36/6/CMON.MK4/XX/C M Office     Apdication in row office Icoust certain for a single cert	
Closed     By Me     By Others     (Hierarchy)     By Others (All)	Employee Code *	Date of Birth Post * Appellation	E	Name of Employee*         Date of Bith           Employee Code*         Date of Bith           Delignation         Post *           Gender         Appellation	V
Submitted Files for Reopening Approval RMS Inbox Sent Conversions	Mobile Number *	(Mr/Mrs) PAN Number *		Lender         (Mr/Mrs)         D           Mobile Number*         PAN Number*            Email 10 (Sovt.00)*	
Orarts     Completed     Physical File     Create New (Non     SFS)     Create New (SFS)	Region (e.g. NR, SR etc.) Organization Unit (Section/Office) *	Station Name Permanent/ Contractual *		Over document area         Permanent/           Ogenizatio unit (Section/Office)*         for sign         Permanent/           Pay Scale         Basic Pay of Protocer*         Image: Pay of	
Create New (Non     SFS)     Create New (SFS)     Create New (SFS)     Create New (SFS)     Create Volume	Pay Scale Marking Abbreviation of Employee *	Basic Pay of Employee *		Abdiver at an of a state of a sta	t(s) Clear Attach File

• The digital signature will be gets displayed at the desired position in the draft document, shown in **Fig.10**:

Receipts +	Cor	npute	r No: 128	073 File No	<b>p:</b> A-14013/3/20	16-CMO(VIK	AK)-CM Office 불	Subje	ect ds	ifiuew84237						
	N	loting	Corresp	ondence   [	Draft   Referen	ces   Link	Details   Moveme	nts	Edit	Reply   Send   Attachment   More						Quick View
Files 😑	Der	t No	• DEA/200	914 - V 1 0 F	Draft Status : S	ianed										
▶ Inbox	Dia			514 0 1.0 6	Diant Status - S	igneu					<b>A</b>					
→ prajendra																
Submitted Files for Closing Approval										Download	Draft Details					1
▶ Created		י 🧓	🔁 🕅	r 🔬   [	1 /1 4	1% -		То	ols	Fill & Sign Comment	Draft Type*	New/Fresh	$\checkmark$	Classified	Choose one	$\checkmark$
→ Drafts	H	~									Draft Nature*	Letter	$\checkmark$	Prefix	Choose one	$\checkmark$
→ Completed		lay	Signed an	nd all signatu	ures are valid.		🥖 Signature Pa	nel	Ι,	Fill & Sign Tools	Language*	मराठी	$\mathbf{\vee}$	Is Sanction		
Parked				_								dsifiuew84237				^
▶ Approval Requests	File the J - Ingentation Service Conference on The Add Technology and Technology		T Add Test	Subject *					$\bigcirc$							
➤ Closed										I Add lext		Total 1000   1000 character	s left.			
→ By Me	6	Ø	-	Name of Employee *						✓ Add Checkmark	Communication	Details				
→ By Others (Hierarchy)			-	Employee Code *		Date of Birth					Ministry	Choose one				$\checkmark$
→ By Others (All)	Ê	覧		Designation		Post *				M Place Initials	Department	Choose one				~
Submitted Files for			I F	Gender Mobile Number *		(Mr/Mrs) PAN Number *			۱.	Place Signature	Name*	dasdas		Designation*	dsadsa	
* Reopening Approval		5J	l F	fmail ID (Sext.ID)*		Pres Hullow			6	Place Signature	Organization					
▶ RMS Inbox				Region (e.g. NR, SR		Station Name					Address 1 *	dsadsa				
In Sent				etc.) Organization Unit		Permanent/			<b>'</b>	<ul> <li>Send or Collect Signatures</li> </ul>	Address 2	usausa				
Conversions			6	Section/Office) *		Contractual *			•	<ul> <li>Work with Certificates</li> </ul>				1.011		
→ Drafts			'	PayScale		Basic Pay of Encloser	<u> </u>				Country	INDIA		✓ State	Maharashtra	$\checkmark$
→ Completed				Marking Abbreviation of		Dignature valid Databay signed by TLSE Data 2016 04 27 11 14 Research Agenered	ONLY SION	+		Digitally Signed will display	City			Pincode		
Physical File				Employee *	L	Reason Approved Marking Abbreviation o					Mobile			Landline		
Create New (Non     SFS)				(efile)		Abbreviation o Reporting Officer					Fax					
SFS) Create New (SFS)			5	System Available (Yes/No)		System Configuration					Email					
				Printer Available		Scanner									Add More Recip	ient(s) Clear
Electronic File				(Yes/No)		Available		1								



## **Digital Signing of File Noting**

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 noting of the file while sending the file to the other user by performing the following steps:

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• Select the file from **Inbox** or **Created** list and click Send shown in **Fig.11**:

tab from the menu bar, the **Send** screen as appears is

button in the Send screen, a pop up window

Receipts 🛨	Send						
Files -	All      Reporting	Officer 🔵 Sub-ordinates 🔵 Recent 5 🔵 Send Back 🔵 In	Channel 🔘 Preferred List				
Submitted Files for Closing Approval	Note: Name of the crea	ator is highlighted in yellow colour.					
▶ Created	To		Notify : Email SMS		File Number	Subject	Note(Chars)
<ul> <li>Drafts</li> </ul>	To		Notity: C Email C SMS		÷ 🗢 D 4004 (00047 Dame DEDT 5055)	1.202	
<ul> <li>Completed</li> </ul>	Set Due Date	17			E-C B-12014/3/2017-Demo-DEPT-EOFFI	billing purpose	0
Parked				Note :	Bulk signing maximum allowed characters- 1000000		Total(Formatting included) :0
Approval Requests	Action	Forward 🔻					
Bulk Closing	Priority	Choose one					
Closed	Thomy	Choose one					
→ By Me	Initiate Action						
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>		Total 1000   1000 characters left.					
<ul> <li>By Others (All)</li> </ul>	Remarks						
Submitted Files for Reopening Approval							
RMS Inbox							
▶ Sent							
Conversions							
→ Drafts	Send DSC Si	ign and Send eSign and Send					
→ Completed							
Physical File							
<ul> <li>Create New (Non</li> <li>SFS)</li> </ul>							

#### Fig.11

• Enter the mandatory metadata and click DSC Sign and Send appears asking for the DSC token Pin, as shown in Fig.12:

Receipts +	Send	
Files 😑	All      Reporting Officer      Sub-ordinates      Recent 5      Send Back      In Channel      Preferred List	
<ul> <li>Submitted Files for Closing Approval</li> </ul>	Note: Name of the creator is highlighted in yellow colour.	
Created	To Verify User PIN X tify :   Email SIMS	File Number Subject Note(Chars)
<ul> <li>Drafts</li> </ul>		
<ul> <li>Completed</li> </ul>	Set Due Date Now verify your User PIN:	
Parked		Note : Bulk signing maximum allowed characters- 1000000 Total(Formatting included) : 0
Approval Requests	Action F User PIN:	
Bulk Closing	Priority Enable soft keyboard	
Closed		
→ By Me	Initiate Action (Change User PIN Login Cancel	
<ul> <li>By Others</li> <li>(Hierarchy)</li> </ul>	Total 1000   1000 characters left.	
→ By Others (All)	Remarks	
Submitted Files for Reopening Approval		
RMS Inbox		
▶ Sent		
Conversions		
→ Drafts	Send DSC Sign and Send eSign and Send	
<ul> <li>Completed</li> </ul>		
Physical File		
Create New (Non     SFS)		

Fig.12

- Enter the **Pin** and click **Login** button, as shown in above **Fig.12**.
- The remarks get signed as shown in **Fig.13**:

A DIGITIAL WORK PLACE SOLUTION	
Computer No: 3385598 File No: <u>B-11/0017/2018-O/o of H5(MHA)-Part(1)</u> Subject: File@rk10566	Nore   Quick View
in the second s	ToC Recent All Previous Notings
Madd Green Note       ▲ Add Yellow Note       < 1-2	List of Correspondences and Issues Choose One V Receipt/Issue No. Subject Type * Attached On * Pages* Action ** E • \$11308/2018/378# / 378 पर रेग (पेप पर 1) 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**:

Browse & Diarise				
<ul> <li>Physical</li> </ul>	All Peportin	g Officer 🕥 Sub-ordinates 🔘 Recent 5 💮 Send Back 🔘 In Channel 🔘 Preferred List		
+ Electronic				
Inbox (2)	Note: Name of the cr	eator is highlighted in yellow colour.		
Email Diarisation	To		Receipt Number	Subject
Created			🛓 💼 941038/2018/ऑफिस/ऑफ एच् एस (म एच ए )	Kindly see
Sent				Minuty 200
Closed	~			
→ By Me	Cc	(Use semicolon(:) to seperate recipients.)		
Acknowledgement		Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file		
→ Created	Set Due Date	T		
+ Sent	Set Due Date			
Initiated Action	Action	Forward V		
iles 🛨	Priority	Choose one T		
Migrate File 🔹		Total 1000   1000 characters left.		
Dispatch 🕑	Initiate Action			
DSC +				
Settings 🛨		Total 1000   1000 characters left.		
	Remarks			
Notification (+)	i comunită			
xt Department 🛨				

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**:

				SATISH	H LALIT CMO-CHIEF.PRO(SL)-(PROT
ile electronic file sys	tem			Search	Advanced   Help
ceipts 🖃	( and		Confirmation	7	
Browse & Diarise	Send				
<ul> <li>Physical</li> </ul>			Consent for Authentication		
Electronic	Receip	ot Number	National Informatics Centre		
rowse and Diarise		948596/2016/CMO(VIKAK)			
nbox (1)			I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One		
mail Diarisation	Organization :	GOVERNMENT OF MAHARASHTRA	Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the		
reated	Organization .		<u>nic-eSign Gateway</u> from <u>National Informatics Centre</u> . I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my		
ent	To	LALITCMO-CHIEF.PRO(SL)-(PROTO)0	identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar		
losed			e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options		
Ву Ме			that I have chosen are the ones that shall be populated in the DSC generated by the CA and		
By Others (Hierarchy)	Cc		provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provideo		
By others(All)		(Use semicolon(;) to seperate recipients.	e-KYC information to populate the corresponding fields in the DSC.		
cknowledgement		Note : CC copies are non-editable (both p	<ul> <li>Common Name (name as obtained from e-KYC)</li> </ul>		
Created		Main receipt will be reflected in the CC co	<ul> <li>Unique Identifier (hash of Aadhaar number)</li> </ul>		
Sent	Set Due Date	17	<ul> <li>Pseudonym (unique code sent by UIDAI in e-KYC response)</li> <li>State or Province (state as obtained from e-KYC)</li> </ul>		
ecycle Bin	Action	Forward	<ul> <li>Postal Code (postal code as obtained from e-KYC)</li> </ul>		
nitiated Action	Priority	Choose one	<ul> <li>Telephone Number (hash of phone as obtained from e-KYC)</li> </ul>		
			I understand that <u>National Informatics Centre</u> shall ensure security and confidentiality		
s 🛨	Initiate Action		of my personal identity data provided for the purpose of Aadhaar based authentication.		
rate File 😐		Total 1000   982 characters left.			
patch 🛨		Remarks for eSign.	I Agree Cancel		
. +	100			_	
oorts (+)	Remarks				
tings 🛨			24		
tification (+)		( <del>)</del>			

Fig.2

#### Remarks field is mandatory for eSign process.

Click the I Agree button to continue the eSigning process.

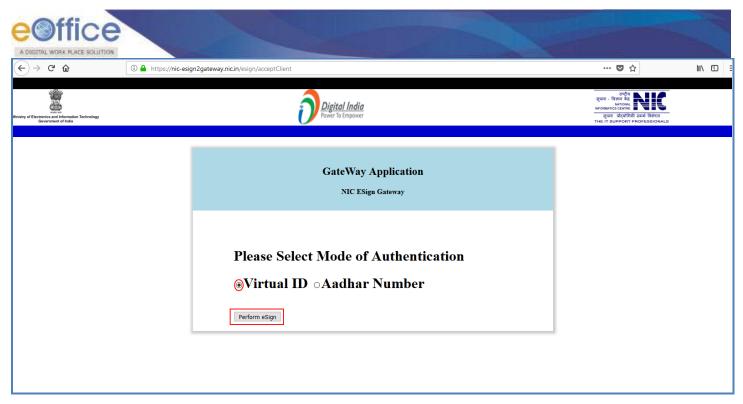
#### Note:

If required, cancel the eSigning process by clicking

- 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:

Cancel

button.



• eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.4**:

← ⇒ ¢ ⊗	D 🔒 hrtps://inigroservice.odac	eksign-App/CTP	🐨 🕁	₩\10 Ξ
	Construction and American State	Digital India	सी डेक DEC Delite for inclusion Advanced Computing	
		You are currently using C-DAC eSign Service and have been redirected from		
		ि हर्मनी वर्ग 5441 वर्षण करक Aadhaar Based e-Authentication		
		Ether Your Author Isaber  Ether Your Author OTF		
		View Document Information		
		Calif. Career And Received OffPh Bristed OffPh		
		12 <u></u>		

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 button as show in **Fig.5**:

<) → ୯ û	I https://esignservice.cda	cin/esign2.1/OTP	··· 🛡 🕁	<u>↓</u> III\ 0
	wint of the second seco	Digital India Power To Empower	Centre for Development of Advanced Computing	
		You are currently using C-DAC eSign Service and have been re	directed from	
		C Hastakan Z		
		C-DAC's eSign Service Aadhaar Based e-Authentication		
		9171160085309305		
			Get Virtual ID	
		☑ I have read and provide my <u>consent</u> <u>View Docume</u>	ent Information	
		Submit Cancel Not Received OT	P? Resend OTP	

Fig.5

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**:

e electronic file system			Search		Advanced   Help
Send   Reply   Put in	n a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Attach File	Attach Receipt   Action Detai	ls <sub>I</sub>		
Physical	🐌 Page: 1 of 1 — 🕂 Automatic Zoom 🔹 🖨 🚺 📕	>> Receipt Detail	Is		
Electronic		Receipt No :	948596/2016/CMO(VIKAK)	File No :	
owse and Diarise		From :	asdad	Designation :	asdsad
box (1)		Main Category :	AICC Gen. Secy.	Sub Category :	
nail Diarisation		Address :	asddasasd	Sent Date :	16/09/16 10:02 AM
eated		Letter Ref. No :		Letter Date :	
int		Subject :	asdsad	Enclosures:	sad
osed		Movement De	tails		
By Me			ent On - Sent To - Action - Remarks	- Read On-	Ŧ
By Others (Hierarchy)			6/09/16 SATISH	16/09/16	LALIT, CMO
ly others(All)			0:02 SATISH LALIT.CMO(PRO) Forward [B@536b8	343a 10:02 AM	LALIT, CMO
nowledgement					KAIL
Created		KAILASH M 2 BADHAN, CMO- 1	9/04/16 SATISH 2:32 LALIT,CMO(PRO) Forward re	29/04/16 12:32	BADHAN
ant		(TAPAL) P	M LALIT, CMO(PRO)	PM	Digital
cycle Bin			9/04/16 KAILASH M Pulled	29/04/16	
lated Action	Sel C	LALIT, CMO(PRO) A	1:34 BADHAN, CMO- Pulled M (TAPAL) Back: rewr	11:34 AM	
		KAILASH M 2	9/04/16 SATISH	29/04/16	BADHAN
e File 🛨			1:32 LALIT, CMO(PRO) Forward dasd	11:32 AM	Digital
:h +	eoffice		9/02/16 KAILASH M Transferre	d 09/02/16	
		NEHA 0	2:25 BADHAN, CMO- Receipt :	02:25 AU	thorization Document
*			9/02/16	09/02/16	
rts 🛨		NAIK, CMO(VIKAK)	2:24 NAIK,CMO(VIKAK) Forward sadsa	02:24 PM	
gs (±		<< < 1 > >>			
cation 🛨					

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**:

With a set of the set of th	9☆ IN ED Ξ
C Returner S	
Sold States Three	
Audhaar Based e Authentication	
Ender Your Audhur Isabber	
Enter Your Auditume OTP	
View Document Information	
Cart OTP ( Carton ) Not Received OTP? Brising OTP	

• Enter the Aadhaar OTP, select the user consent check box, and click

button as show in **Fig.8**:

$\overleftarrow{\bullet}$ > C $\widehat{\bullet}$	(i) A https://esignservice.cdac.i	in/esignApp/OTP	… 🛛 🕁	<u>↓</u> II/ ①
	Winday Sectors and Individual Sectors and Individual Sectors and Government of India	Digital India Power To Empower	स्ति डेक CDEC Cartes for Development of Advanced Computing	
		You are currently using C-DAC eSign Service and have been redirected from	n	
		Aadhaar Based e-Authentication		
		I have read and provide my <u>consent</u> <u>View Document Informatic</u>	<u>on</u>	
		Submit Cancel Not Received OTP? Resent OT	TP.	
		OTP has been sent to mobile number <******9096>		

Fig.8



The remarks get eSigned as shown in **Fig.9**:

		Search	
teceipts	Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Atta		
Browse & Diarise	at in a file Copy Dispatch Details Movements Eutr Close View Drait Attai		
Physical	🛧 🦆 Page: 👥 1 of 1 🗕 🕂 Automatic Zoom 🗧 🖨 🚺	Receipt Details	
+ Electronic		Receipt No : 948596/2016/CMO(VIKAK)	File No :
Browse and Diarise		From : asdad	Designation : asdsad
Inbox (1)		Main Category : AICC Gen. Secy.	Sub Category :
Email Diarisation		Address : asddasasd	Sent Date : 16/09/16 10:02 AM
Created		Letter Ref. No :	Letter Date :
Sent		Subject: asdsad	Enclosures: sad
Closed		Movement Details	
• By Me		Sent By - Sent On - Sent To - Action - Remai	rks v Read Onv
* (Hierarchy)			16/09/16 SATI LALIT.CMO(PF
By others(All)		SATISH 16/09/16 SATISH LALIT,CMO(PRO) 10:02 LALIT,CMO(PRO) Forward [B@53	66843a 10:02 AM
Acknowledgement			KAILASH
• Created		KAILASH M 29/04/16 BADHAN,CMO- 12:32 LALIT.CMO(PRO) Forward re	29/04/16 BADHAN,CM 12:32 (TAPA
- Sent		(TAPAL) PM DALIT, CHO(PRO)	PM Departy Set
Recycle Bin		SATISH 29/04/16 KAILASH M Pulled	
Initiated Action		LALIT, CMO(PRO) AM (TAPAL) Back:	AM AM
iles (+)		KAILASH M 29/04/16 SATISH	29/04/16 KAILASH BADHAN,CM
ligrate File (+)		BADHAN,CMO- 11:32 SALISH (TAPAL) AM LALIT,CMO(PRO) Forward dasd	AM Tapa
ispatch (+)		00/02/10 KATLADU M	
		NEHA Receip	et : 02:25 Authorization Document
SC (+)		00/02/16	dadewrwe PM 09/02/16
eports (+)		NEHA NAIK,CMO(VIKAK) PM NAIK,CMO(VIKAK) PM NAIK,CMO(VIKAK) Porward sadsa	02:24 PM
ettings (+)		<< < 1 > >>	

Fig.9

### eSigning of DFA

#### **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 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**:

+ sai123		Draft Details				
Submitted Files for Closing Approval	🔎 🏠 🦆 Page: 🛛 1 of 1 — 🕂 Automatic Zoom 🗢 😝 🚦 📕	>>> Draft Type*	New/Fresh 👻	Classified	Choose one	-
Created	File No.BN S/2/2016-CMO(PRO)-CM Office	Draft Nature*	Closed and Added to GO 🛛 👻	Prefix	Choose one	1
-> Drafts		Language*	English 👻	Is Sanction		
◆ Completed			fdsfdsfdsf			
Parked	Test Esign Test Esign	Subject*	1051051051			
Approval Requests (1)	Test Esign Test Esign Test Esign Test Esign	casject	Total 1000   990 characters left.			
Closed	Test Esign Test Esign	Communicati				
→ By Me	Test Esign Test EsignTest Esign					
Submitted Files for	Tesl Esign Tesl Esign	Ministry	Choose one			
Reopening     Approval	Tesl Esign Tesl Esign Tesl Esign	Department	Choose one			
RMS Inbox	Test Esign Test Esign	E Name*	ww	Designation*		
Sent	Test Esign Test Esign	Organization				
Conversions	Tesl Esign Tesl Esign	Address 1 *	www			
+ Drafts	Tésl Esign Tésl Esign Tésl Esign	Address 2				
→ Completed	Tesi Esign Tesi Esign	Country	INDIA	State	Choose one	
Physical File	Test Esign		INDIA	- Contract	Choose one	
◆ Create New (Non ◆ SFS)	Test Esign	City		Pincode		
Create New (SFS)	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign	Mobile		Landline		
Electronic File	Esignites Esign Test Esignites Esignites Esignites Esignites Esignites Esignites Esignites Esignites Esignites Esign	Fax				
Create New (Non * SFS)	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign	Email				
SFS)     Create New (SFS)					Add More Recipient(s)	Clea
Create Part						Attach Fi
Create Volume		Attachments				
Recycle Bin						
Aigrate File 🛨		Note :				
Dispatch 💌			# tag to display the approved by in the draft Name# tag to display the approved by nam			
Dispatch 🛨		+ Use #ApprovedBy	Designation# tag to display the approved b	y designation in the d		
			SectionName# tag to display the approved te# tag to display the approved date in the		ie draft content.	

Fig.10

• Click the esign button to facilitate the esigning process (Fig.10). The Consent form will be displayed as shown in Fig.11:

+ sai123			Draft Details				
Submitted Files for Closing Approval	🔲 🔎 🌪 Page: 1 of 1 — 🕂	Automatic Zoom 🗧 🖨 📑 📕 ≫	Draft Type*	New/Fresh	- Classified	Choose one	T
Created	File No PNS/2/2016 CNO/DP/	D) CM Office	Draft Nature*	Closed and Added to GO	- Prefix	Choose one	-
→ Drafts	The No.51 3 2 20 10-0 11 0 1 10		Language*	English	✓ Is Sanction		
<ul> <li>Completed</li> </ul>		SNULL.		fdsfdsfdsf			
Parked	Test EsignTest Esign	8 8	Subject *				
Approval Requests (1)	Test EsignTest Esign Test Esign	THINK	oubject	Total 1000   990 charac	ters left.		
▶ Closed	TestEsion		Communicat	ion Details			
→ By Me	Test Esign Test Esign		Ministry	Choose one			-
Submitted Files for	Test Esign Test Esign						
→ Reopening Approval	TestEsign	File No.BH Si2/2016 - CMO(PRO)-CM Office         File No.BH Si2/2016 - CMO(PRO)-CM Office         Interview of the stage of the st			*		
• RMS Inbox	Test Esign				Designation*		
▶ Sent	Test Esign Test Esign	Consent:	for Authentication				
Conversions	Test Esign Test Esign		cy Providing the Servic				
→ Drafts	Test Esign Test Esign		250 255				
→ Completed	Test Esign Test Esign				* State	Choose one	*
Physical File	Test Esign				Pincode		
Create New (Non SFS)	TeslEsign	purpose of< <purpose< td=""><td>of ASP application</td><td>&gt;&gt; with</td><td>Landline</td><td></td><td></td></purpose<>	of ASP application	>> with	Landline		
<ul> <li>Create New (SFS)</li> </ul>	EsignTest Esign	Date" >> I understand that the Bior	metrics and/or OTP I p	rovide for authentication shall			
Electronic File	EsignTest Esign Test EsignTest EsignTest EsignTest EsignTest EsignTest Es	be used only for authenticating my identity					
<ul> <li>Create New (Non SFS)</li> </ul>	EsignTest Esign	Certificate (DSC) for integration purposes :	and for no other purpo	ses. I understand that C-DAC		Add More Recipient(s)	Clear
→ Create New (SFS)		Aadhaar based authentication. I also u	nderstand that subse	equent to the completion of			
Create Part		integration, ASP shall not use my Aadhaar I	D for integration with C	DAC ESP.		At	tach File
Create Volume							
Recycle Bin		I Agree	Cancel				
Migrate File 😐							
Dispatch 😐							
Dispatch 🛨		-	Use #ApprovedBy	Designation# tag to display the ap	proved by designation in the o	iraft content.	
DSC (+)			Use #ApprovedDa	te# tag to display the approved da	te in the draft content.		
Reports +			Use #DocumentNi	umber# tag to display the docume	nt number in the draft content.		
Settings (+)				Dispatch By	Self Dispatch By CRU eSig	gn DSC Sign Edit Custo	n Sign

Fig.11

Copyright © NIC, 2018



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:

← → ♂ û	① ▲ https://nic-esign2gateway.nic.in/esign/acceptClient	♥ ☆ 🐘 🗓
Vinistry of Electronics and Information Technology Government of India	Digital India Power To Empower	राज्ये साम्या अठाव्या अठाव्या अठाव्या स्वर्णमार्थे सामे क्रिफा The IT SUPPORT PROFESSIONALS
	GateWay Application NIC ESign Gateway	
	Please Select Mode of Authentication Virtual ID  Aadhar Number Perform eSign	

Fig.12

• eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.13**:

↔ ♥ @	D 🔒 https://esignoervice.cdac.	n/wigh4pp/CTP	10 12	IN CD E
		Digital India	सी डैक CDAC	
	inserted d'inte	You are currently using C-DAC eDign Service and have been indirected from		
		a testinteror		
		Construction		
		Aadhaar Based e-Authentication		
		Enter Your Author Namber		
		Letter Your Auditum OTP		
		View Document Information		
		Carl OTP Carcol Not Received OTP? Based CTP		

Fig.13

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

button as show in **Fig.14**:

(←) → ୯ û	<ol> <li>Https://esignservice.cdac.</li> </ol>	n/esign2.1/OTP	… 🛛 🕁	<u>↓</u> III\ 🗊
	with an and the second	Digital India Power To Empower	रभी डेक CDAC Centre for Development of Advanced Computing	
	-	You are currently using C-DAC eSign Service and have been redirected from		
		ि हस्ताक्षर		
		c-DAC's حقوم Service Aadhaar Based e-Authentication		
		<b>1</b> 9171160085309305		
		Get Virtual ID		
		• • • • • • • • • • • • • • • • • • • •		
		I have read and provide my <u>consent</u> View Document Information		
		Submit Cancel Not Received OTP? Resend OTP		
		OTP has been sent to mobile number <******9096>		

Fig.14



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:

+ sai123		Draft Details					
Submitted Files for Closing Approval	🔲 🔎 🌪 🖡 Page: 1 of 1 — 🕂 Automatic Zoom 🗧 🖨 🚦 📕	>>> Draft Type*	New/Fresh	-	Classified	Choose one	×
Created	File No.BN S/2/2016-CMO(PRO)-CM Office	▲ Draft Nature*	DO Letter	¥	Prefix	Choose one	
→ Drafts	File NO.BH3/2/2010-CMO(PKO)-CM Office	Language*	English	-	Is Sanction		
Completed			fdsfdsfdsf				
Parked	lesi tsign	Subject *	1001001001				
Approval Requests (1)	Test Baign Test Baign Test BaignTest Baign	Cabjeer	Total 1000   990 ch				- 16
Closed	Test Esign Test Esign	Communicati		laracters left.			
→ By Me	Test Baign Test Baign Test Baign						
Submitted Files for	Test Esign Test Esign	Ministry	Choose one				×.
→ Reopening Approval	Test Esign Test Esign	Department	Choose one				*
RMS Inbox	Tasi Esign Tasi Esign Tasi Esign	≝ Name*	ZXZX		Designation*		
Sent	Test Esign Test Esign	Organization					
Conversions	Test Esign Test Esign	Address 1 *	ZXZX				
Drafts	Test Esign	Address 2					
Completed	Tesl Esign	Country	INDIA	*	State	Choose one	*
Physical File	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi	City			Pincode		
Create New (Non SFS)	Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Tesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi Ekignitesi	Mobile			Landline		
→ Create New (SFS)	EsignTesi Esign	Fax					
Electronic File		Email					
→ Create New (Non → SFS)	Signature valid Digitally signed at Date: 2014;e2:24:22 IST	Linar				Add More Recipient(s)	Clear
<ul> <li>Create New (SFS)</li> </ul>	Reason: eStin Service						
Create Part	Location: India	Attachments				Ľ	Attach File
Recycle Bin							
ligrate File 😐		Note : Use #ApprovedBy#	# tag to display the approved I	by in the draft o	ontent.		
Dispatch 🛨		Use #ApprovedBy	Name# tag to display the appr	roved by name	in the draft content.		
Dispatch 🖭			Designation# tag to display th SectionName# tag to display				
esc 😐		Use #ApprovedDat	te# tag to display the approve Imber# tag to display the doci	d date in the di	raft content.		
		o o a bocaliteittiu	and a start and to another the door	amonitoei			
eports (+)			Dispatch	By Self Disr	atch By CRU eSi	an DSC Sign Edit Cus	stom Sian



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:

(←) + @ @	🕼 🚔 hrtps://ksignoorvice.cda	car/segulate/CTP	5 4	W (D)
	Construction of the second sec	Digisal India	ন্দ্রী উক্র Define for formation of a Advanced Computing	
	-	You are currently using C-DAC eSign Service and have been redirected from		
		G standar &		
		Cott vilge terms Aasthaar Based e-Authentication		
		Enter Your Author Nanber		
		Lotor You/ Auditum OTP		
		View Document Information		
		Guit OTP Cancel Met Received OTP? Basend OTP		

Fig.16

• Enter the Aadhaar OTP, select the user consent check box, and click

button as show in Fig.17:

(←) → ୯ û	(i) 🔒 https://esignservice.cdac.in/esig	nApp/OTP	◙ ☆	⊻ II\ Ɗ
	went an Ministry of Electronics and Informatics Government of India	Digital India Power To Empower	स्पी डेक CDAC Centre for Development of Advanced Computing	
		You are currently using C-DAC eSign Service and have been redirected from		
		Adhaar Based e-Authentication <ul> <li>604038938069</li> <li>Get Virtual ID</li> </ul> Image: Constant of the end of the en		

Fig.17

• The draft gets eSigned as shown in **Fig.18**:

+ sai123		Draft Details				
Submitted Files for	🔎 🛧 🖡 Page: 🔢 of 1 — 🕂 Automatic Zoom 🗧 🖨 🚺 📕	>>> Draft Type*	New/Fresh	Classified	Choose one	
	🔎 🛧 🦆 Page: 1 of 1 — 🕂 Automatic Zoom 🗧 🖨 🚺 🖡	Draft Nature*	DO Letter	* Prefix	Choose one	
	File No.BNS/2/2016-CMO(PRO)-CM Office					
+ Completed		Language*	English	<ul> <li>Is Sanction</li> </ul>		
Parked			fdsfdsfdsf			
	rest zsign Test Zsign Test Zsign	Subject*				
Approval Requests (1)	Test Esign Test Esign Test Esign		Total 1000   990 chara	cters left.		
Closed	Tesi Esion Tesi Esion	Communicati	on Details			
→ By Me	Tesi Esign Tesi Esign Tesi Esign	Ministry	Choose one			
Submitted Files for Reopening Approval	Tési Bsign Tési Bsign Tési Bsign	Department	Choose one			
RMS Inbox	Tesi Esign Tesi Esign Tesi Esign	≝ Name*	ZXZX	Designation*		
Sent	Test Esign Test Esign	Organization				
Conversions	Tesi Esign Tesi Esign	Address 1 *	ZXZX			
+ Drafts	TeslEsign	Address 2				
Completed	TestEsign	Country	INDIA	- State	Choose one	-
Physical File	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign	City		Pincode	0110000 0110	
* Create New (Non * SFS)	Test EsignTest EsignTest EsignTest EsignTest EsignTest EsignTest EsignTest EsignTest EsignTest Esign					
+ Create New (SFS)	Tesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi EsignTesi Esign	Mobile		Landline		
Electronic File		Fax				
Grande Man (Mar	Signature valid	Email				
* SFS)	Digitally signed by				Add More Recipient(s)	Clea
→ Create New (SFS)	Reason: eSon Service					
Create Part	Location: India	Attachments				Attach Fi
Create Volume Recycle Bin						
Necycle BIN						
igrate File 😐		Note :				
ispatch (+)			tag to display the approved by in Iame# tag to display the approve		nt	
ispatch (+)		<ul> <li>Use #ApprovedByI</li> </ul>	Designation# tag to display the a	pproved by designation in the	e draft content.	
			SectionName# tag to display the e# tag to display the approved da		the draft content.	
c 😐			mber# tag to display the docum			

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**:

+ sai123		Draft Details					
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	🔲 🔎 🌪 Page: 1 of 1 — 🕂 Automatic Zoom 🗧 🖨 🖪 🖡 ≫	Draft Type*	New/Fresh	- 0	Classified	Choose one	*
> Created	File No.BN S/2/2016-CMO(PRO)-CM Office	Draft Nature*	DO Letter		Prefix	Choose one	
+ Drafts		Language*	English	- 1	s Sanction	( <sup>(1)</sup> )	
<ul> <li>Completed</li> </ul>			fdsfdsfdsf				
Parked	Test Custom Sign	Subject *					
Approval Requests     (1)	Test Costom Sign Test Costom Sign Test Costom Sign Test Costom Sign		Total 1000   990 chara	cters left.			38
+ Closed	Test Custom Sign	Communicati					
◆ By Me	Test Custom Sign Test Custom Sign Test Custom Sign	Ministry	Choose one				
Submitted Files for	Test Custom Sign Test Custom Sign						
<ul> <li>Reopening Approval</li> </ul>	Test Custom Sign Test Custom Sign	Department	Choose one			12	*
RMS Inbox	Test Custom Sign Test Custom Sign Test Custom Sign	Name*	ZXZX		Designation*		
▶ Sent	Test Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom Sign	Organization					
Conversions	Test Custom SignTest Custom SignTest Custom SignTest Custom Sign	Address 1 *	ZXZX				
Drafts	Test Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom SignTest	Address 2					
Completed	Custom Sign	Country	INDIA	*	State	Choose one	-
Physical File	Test Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom Sign	City			Pincode		
<ul> <li>Create New (Non SFS)</li> </ul>	Test Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom Sign	Mobile			Landline		
<ul> <li>Create New (SFS)</li> </ul>		Fax					
Electronic File		Email					
+ Create New (Non + SFS)						Add More Recipient(s)	Clear
+ Create New (SFS)							
Create Part     Create Volume		Attachments					Attach File
Create Volume     Recycle Bin							
Migrate File 😐		Note :	# tag to display the approved by ir	n the draft co	ontent		
Dispatch 主		Use #ApprovedBy	Name# tag to display the approve	ed by name i	n the draft content.		
Dispatch 💌			Designation# tag to display the a SectionName# tag to display the				
DSC 主		Use #ApprovedDat	te# tag to display the approved d	ate in the dra	aft content.		
Reports +		Use #DocumentNu	imber# tag to display the docum		Contraction of the Owner of the		
Settings (+)			Dispatch By	/ Self Disp	atch By CRU eSi	gn DSC Sign Edit Cus	tom Sign

Fig.19





Click Custom Sign button, the Custom Sign pop-up gets displayed as shown in **Fig.20**:

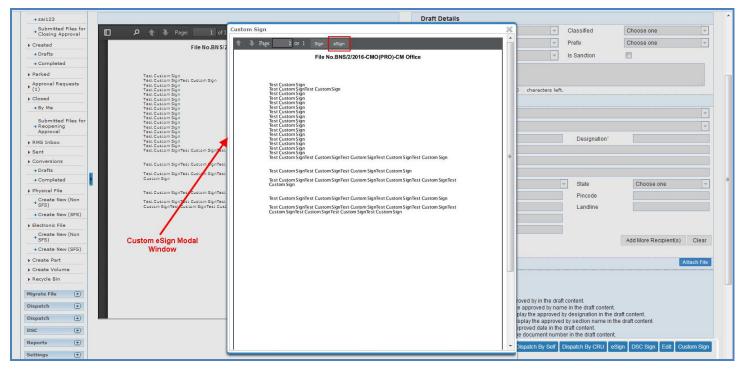


Fig.20

• Locate the desired position on the selected page and click button to sign the draft as shown in **Fig.21**:

+ sai123		Draft Details			-
Submitted Files for Closing Approval	🔲 🔎 🏦 🦆 Page: 🚺 of 1	Custom Sign X	<ul> <li>Classified</li> </ul>	Choose one 🔍	
▶ Created	File No.BN S/2	🔹 🦆 Page: 1 Of 1 Sign eSign	- Prefix	Choose one 👻	
→ Drafts		File No.BNS/2/2016-CMO(PRO)-CM Office	v Is Sanction		
+ Drafts     - Completed     - Parked     - Completed     - Parked     - Approval Requests     - (1)     - Closed     - By Me     - Submitted Files for     - Approval     - Rese New New     - Conversions     - Drafts     - Conversions     - Create New (Non     - SFS)     - Create New (Non     - SFS)     - Create New (SFS)     -	File No.BN S/2 Test Custom Spin Test Custom Sp		Is Sanction     Characters left.     Designation*     Designation*     Use State     Princode     Landline     Landline     Designation in the draft content     approved by name in the draft content     pay the approved by section name in the draft content     proved did le the draft content     pedocument number in the draft content	Choose one  Choose	- - -
Settings 🛨			#		

Fig.21





Consent form will be displayed as shown in Fig.22:

⇒sai123				Draft Details				
Submitted Files for Closing Approval	□	Automatic Zoom 💠 😝 🖪 📕	»	Draft Type*	New/Fresh	<ul> <li>Classified</li> </ul>	Choose one	*
Created	File No.BN S/2/2016-CMO(PRO		^	Draft Nature*	Closed and Added to GO	- Prefix	Choose one	-
+ Drafts	File NO.BN 3/2/2010-C MO(PRO			Language*	English	- Is Sanction	E	
→ Completed		NUUL.			fdsfdsfdsf		-	
▶ Parked	Test EsignTest Esign			Subject *	lusiusiusi			
Approval Requests (1)	Test Esign Test Esign Test Esign Test Esign			Gubjeer	Total 1000   990 characters	1-0		18
Closed	Test Esign Test Esign			Communicati		iert.		
+ By Me	Test Esign Test Esign							
Submitted Files for	Test Esign Test Esign			Ministry	Choose one			×
Reopening     Approval	Test Esign Test Esign Test Esign		Confirma	tion				*
RMS Inbox	Test Esign Test Esign		Comma	uon		Designation		
Sent	Test Esign Test Esign	<b>(</b> )	Consent for	Authentication				
Conversions	Test Esign Test Esign Test Esign			Providing the Servic				
→ Drafts	Test Esign Test Esign							
→ Completed	Test Esign Test Esign	I hereby state that I have no authentication system and cons-				- State	Choose one	-
Physical File	Test Esign	Time Pin (OTP) data for Aadhaa	ar based aut	hentication for the	purposes of carrying out the	Pincode		
Create New (Non SFS)	Test Esign	pre-production integration of AS purpose of<	<purpose of<="" td=""><th>ASP application</th><td>&gt;&gt; with</td><td>Landline</td><td></td><td></td></purpose>	ASP application	>> with	Landline		
+ Create New (SFS)	Test EsignTest EsignTest EsignTest EsignTest EsignTest Es	e-Hastakshar (C-DAC's eSign S Date" >> . I understand that	Service) durin	g <start dat<="" th=""><td>e&gt;&gt; and<end< td=""><td>Landine</td><td></td><td></td></end<></td></start>	e>> and <end< td=""><td>Landine</td><td></td><td></td></end<>	Landine		
Electronic File	Test EsignTest EsignTest EsignTest EsignTest EsignTest EsignTest Esign	be used only for authenticating n	my identity thr	ough the Aadhaar A	uthentication system and for			
Create New (Non     SFS)	Tesi EsignTesi EsignTest EsignTest EsignTest EsignTest Es	obtaining my e-KYC through Aad Certificate (DSC) for integration p						0
		shall ensure security and confide	entiality of my	personal identity da	ta provided for the purpose of		Add More Recipient(s)	Clear
Create Part		Aadhaar based authentication. integration, ASP shall not use my						-
Create Volume				-			A	Attach File
Recycle Bin			I Agree	Cancel				
	- L			Nete				
Migrate File (+)				Note : Use #ApprovedBy#	# tag to display the approved by in the	draft content.		
Dispatch 🛨					Name# tag to display the approved by Designation# tag to display the approved by			
Dispatch 🛨				Use #ApprovedBy	SectionName# tag to display the appr	oved by section name in		
DSC (*)					te# tag to display the approved date in mber# tag to display the document n		t.	
Reports 🛨				ooo aboounientitu	3			
Settings 😐					Dispatch By Self	Dispatch By CRU eS	ign DSC Sign Edit Custo	lom Sign

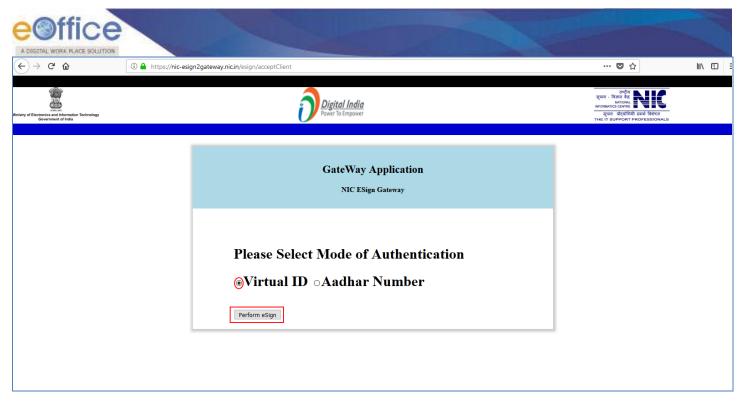
Fig.22

Click 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:





• eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.24**:

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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

button as show in **Fig.25**:

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		Get	<u>Virtual ID</u>	
		I have read and provide my <u>consent</u> View Document In	nformation	
		Submit Cancel Not Received OTP? R	esend OTP	
		OTP has been sent to mobile number <*******9096>		

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**:

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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**:

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• Enter the Aadhaar OTP, select the user consent check box, and click

button as show in **Fig.28**:

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Fig.28

• The draft gets eSigned at the desired (custom) position, as shown in **Fig.29**:

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Drafts	Test Custom SignTest Custom SignTest Custom SignTest Custom SignTest Custom SignTest	Address 2				
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## 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 tab from the menu bar, the **Send** screen as appears is shown in **Fig.30**:

DOGETAL WORK PL	ICCE ACE SOLUTION File No: CEA-CH-13011/J/2018-Dem: Subject: do the needful			1		1
	nk   Movements   Details   Edit   Send   Dispatch   Convert File   Attachment   More					Quick Vi
All OReporting	ng Officer 🔘 Sub-ordinates 🔘 In Channel 🥥 Preferred List					
lote: Name of the	creator is highlighted in yellow colour.					
To	RIMAN DEEPASSTT(RD)-eOfficeeOffice Notify: Email SMS		File Number		Subject	
Set Due Date		•	⊕- 🗀 CEA-CH-13011/1/2018-Demo		do the needful	
ction	Forward					
riority	Choose one					
itiate Action	✓ Type <sup>x</sup> Choose One ▼					
	Total 1000   1000 characters left.					
Remarks*						
Send DSC	C Sign and Send eSign and Send					

• 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**:

● Internal ○ E	xternal	Channel - Desfared List					
	reator is highlighted in yellow colour.						
Το	त्वरीतीयीतवीननीbikramऔंफिस /ऑफ़ एच ऐश (ऍम एच ए )	Notify : Email SMS	File Number		Subject	Note(Chars)	
Set Due Date	17	Confirma	tion	]	testing gopal testin	0	
Action Priority Initiate Action	Forward v Choose one v Type* Rejected v Total 1000   1000 characters left. See.	Consent for A <name agency="" of="" p<br="">I hereby state that I have no objection if authentication system and consent to providi Time Pin (OTP) data for Aschara based author pre-providicition integration of ASP andication</name>	oviding the Service>> authenticating myself with Aadhaar based g my Aadhaar number, Biometric and/or One				
Remarks*	Sign and Send	purpose of	SP application >>				

Fig.31

Note:

Remarks field is mandatory for eSign process.

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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.

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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:

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Even and Information Technology Government of India	Digital India Power To Empower	युप्ता - विज्ञान सेव अराजसाधित्य म्युप्ता वर्ध्यवीमिन्ने क्यांचे विवेज THL IT SUPPORT PROFESSIONALS
	GateWay Application NIC ESign Gateway	
	Please Select Mode of Authentication <b>Wirtual ID</b> • Aadhar Number Perform eSign	

Fig.32

• eSigning screen appears, enter the **sixteen digit Virtual ID** and click **Get OTP** button as shown in **Fig.33**:

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		G हत्त्वा अर् अ		
		Aadhaar Based e-Authentication		
		Enter Your Author Isabber		
		Enter You/ Auditum OTP		
		View Document Information		
		Guil OTP* Cancel Not Received OTP* Basend OTP		

Fig.33

Note:					
OTP will be receive	d at the mobile r	umber registered for Aadł	naar.		
• Enter the Aadha	aar OTP and sele	ct the user consent check b	oox and click on	button as	show in <b>Fig.34</b> :
$(\leftarrow)$ > C $(\square)$	🛈 🔒 https://esignservice.cda	<b>c.in</b> /esign2.1/OTP		♥ ☆	± III\ ⊡
	winter of training of the second seco	Digital II	<b>idia</b> ower	स्थी डेक CDACE Gentre for Development of Advanced Computing	
		You are currently using C-DAC eSign Service an Concession of the service Aadhaar Based e-Authentication	d have been redirected from		
		• •••••	Get Virtual ID		
		I have read and provide my <u>consent</u>	View Document Information		
		Submit Cancel	Not Received OTP? Resend OTP		
		OTP has been sent to mobile number <******9090	>		

Fig.34

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**:

Noting   Correspondence   Draft   References   Link   Details	Movements   Edit   F	Reply   Send   Attachmen	
			_
Add Green Note			
Note # 1			
Congress -led protests over imposition of President's ru		a na sa	
of the second consecutive day of Rajya Sabha which sa	w repeated adjourn	nments and early	
termination of the day's proceedings.			
As the Upper House met for the day, five new members	ncluding <b>Sukhdev</b> !	Singh Dhindsa ,	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy , Olympic	medalist boxer M C	Mary Kom and	
As the Upper House met for the day, five new members	medalist boxer M C	Mary Kom and	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy , Olympic	medalist boxer <b>M C</b> ry Council (NAC) too	Mary Kom and	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy , Olympic Narendra Jadhav , member of erstwhile National Adviso	medalist boxer <b>M C</b> ry Council (NAC) too ted them.	Mary Kom and ok oath.	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy, Olympic Narendra Jadhav, member of erstwhile National Adviso Prime Minister Narendra Modi, who was present, gree	medalist boxer <b>M C</b> ry Council (NAC) too ted them. ed into the <u>Well of t</u>	Mary Kom and ok oath.	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy, Olympic Narendra Jadhav, member of erstwhile National Adviso Prime Minister Narendra Modi, who was present, gree However soon after the oath, Congress members troop	medalist boxer <b>M C</b> ry Council (NAC) too ted them. ed into the Well of t nd for a discussion o	Mary Kom and ok oath.	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy, Olympic Narendra Jadhav, member of erstwhile National Adviso Prime Minister Narendra Modi, who was present, gree However soon after the oath, Congress members troop shouted slogans, after government rejected their deman	medalist boxer <b>M C</b> ry Council (NAC) too ted them. ed into the Well of t nd for a discussion o	Mary Kom and ok oath.	
As the Upper House met for the day, five new members Swapan Dasgupta and Subramanian Swamy, Olympic Narendra Jadhav, member of erstwhile National Adviso Prime Minister Narendra Modi, who was present, gree However soon after the oath, Congress members troop shouted slogans, after government rejected their deman	medalist boxer <b>M C</b> ry Council (NAC) too ted them. ed into the Well of t nd for a discussion o <b>khand</b> .	Mary Kom and ok oath. he House and	

#### 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:

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	-	You are currently using C-DAC elsign Service and have been indirected from		
		Concentrative		
		Aadhaar Based e-Authentication		
		Loter View Auditmer OTP		
		View Document Information		
		Cart OTT Carcoll Not Received OTP Based OTP		

Fig.36



• Enter the Aadhaar OTP, select the user consent check box, and click

button as show in **Fig.37**:

… 🛛 🕁	<u>↓</u> II/ ①
Concentre for Development of Advanced Computing	
	CDAC Centre for Development of

Fig.37

• The file noting gets eSigned as shown in **Fig.38**:

omputer No: 127983 File No: FCS-23019(13)/1/2016-CMO(TAPAL	)-CM Office Subject: Food and Health Mi
Noting   Correspondence   Draft   References   Link   Details   M	ovements   Edit   Reply   Send   Attachment
<b>₽</b> ↓	
Add Green Note	
<u>Note # 1</u>	
Congress -led protests over imposition of President's rule i	n Uttarakhand today led to wastage
of the second consecutive day of Rajya Sabha which saw I	repeated adjournments and early
of the second consecutive day of Rajya Subila which saw i	
termination of the day's proceedings.	
termination of the day's proceedings. As the Upper House met for the day, five new members inc	luding Sukhdev Singh Dhindsa ,
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy , Olympic me	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy, Olympic me Narendra Jadhav, member of erstwhile National Advisory	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and Council (NAC) took oath.
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy, Olympic me Narendra Jadhav, member of erstwhile National Advisory Prime Minister Narendra Modi, who was present, greeter	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and Council (NAC) took oath. d them.
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy, Olympic me Narendra Jadhav, member of erstwhile National Advisory Prime Minister Narendra Modi, who was present, greeter However soon after the oath, Congress members trooped	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and Council (NAC) took oath. d them. into the Well of the House and
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy, Olympic me Narendra Jadhav, member of erstwhile National Advisory Prime Minister Narendra Modi, who was present, greeter However soon after the oath, Congress members trooped shouted slogans, after government rejected their demand	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and Council (NAC) took oath. d them. into the Well of the House and for a disc <mark>ussion on a motion on</mark>
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy, Olympic me Narendra Jadhav, member of erstwhile National Advisory Prime Minister Narendra Modi, who was present, greeter However soon after the oath, Congress members trooped	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and Council (NAC) took oath. d them. into the Well of the House and for a disc <mark>ussion on a motion on</mark>
termination of the day's proceedings. As the Upper House met for the day, five new members inc Swapan Dasgupta and Subramanian Swamy, Olympic me Narendra Jadhav, member of erstwhile National Advisory Prime Minister Narendra Modi, who was present, greeter However soon after the oath, Congress members trooped shouted slogans, after government rejected their demand	luding <b>Sukhdev Singh Dhindsa</b> , edalist boxer <b>M C Mary Kom</b> and Council (NAC) took oath. d them. into the Well of the House and for a disc <mark>ussion on a motion on</mark>

10.00



#### **Created By:**

Rimandeep Kaur

#### **Reviewed By:**

**Rohit Jandial** 

Pranav Pathy

#### Approved By:

Saroj Kumar Patro

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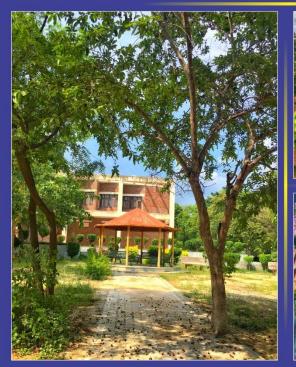
eOffice Project Divison National Informatics Centre

Ministry of Electronics and Information Technology A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India



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