

INNOVATION
in
GOVERNANCE
eoffice



**Files, Receipts, Letters and Documents –
*Most important assets in an organisation***

**Governments produce and manage
immense volumes of documents.**

**The manual system of file processing has several
challenges**

**Leading to delays in implementation of
Government programmes & Schemes**

Challenges of Manual System



- Searching, retrieving and tracking of files
- Storage and Secure Preservation of files
- Intra/Inter departmental file movement delays
- Vulnerable – fire, flood, insects, rats, fungus etc
- Loss of Physical Files
- Multiple copies of documents (Circulars/Notices)

eoffice

A Digital Workplace Solution

Evolving since 2009





Based on Central Secretariat
Manual of eOffice Procedure
(CSMeOP), DARPG, GoI

Built on Open Source
Software Stack

Enhances Efficiency,
Transparency, &
Accountability

eoffice

Generic Design :
Single Product for
Government at all levels

Promotes less paper office
with greater collaboration
and knowledge sharing

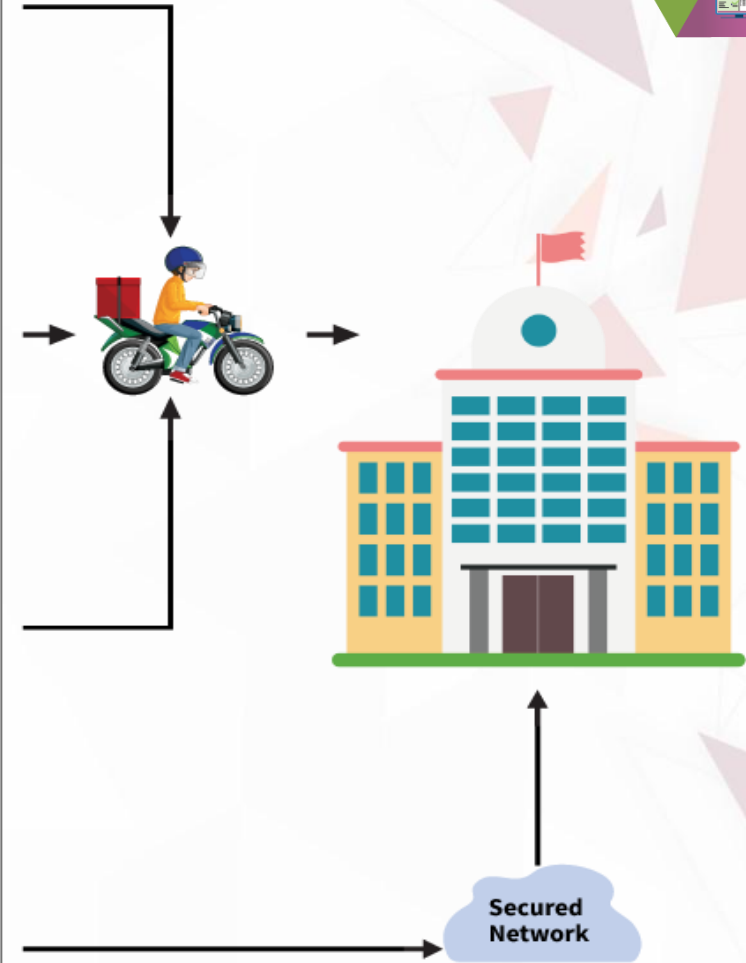
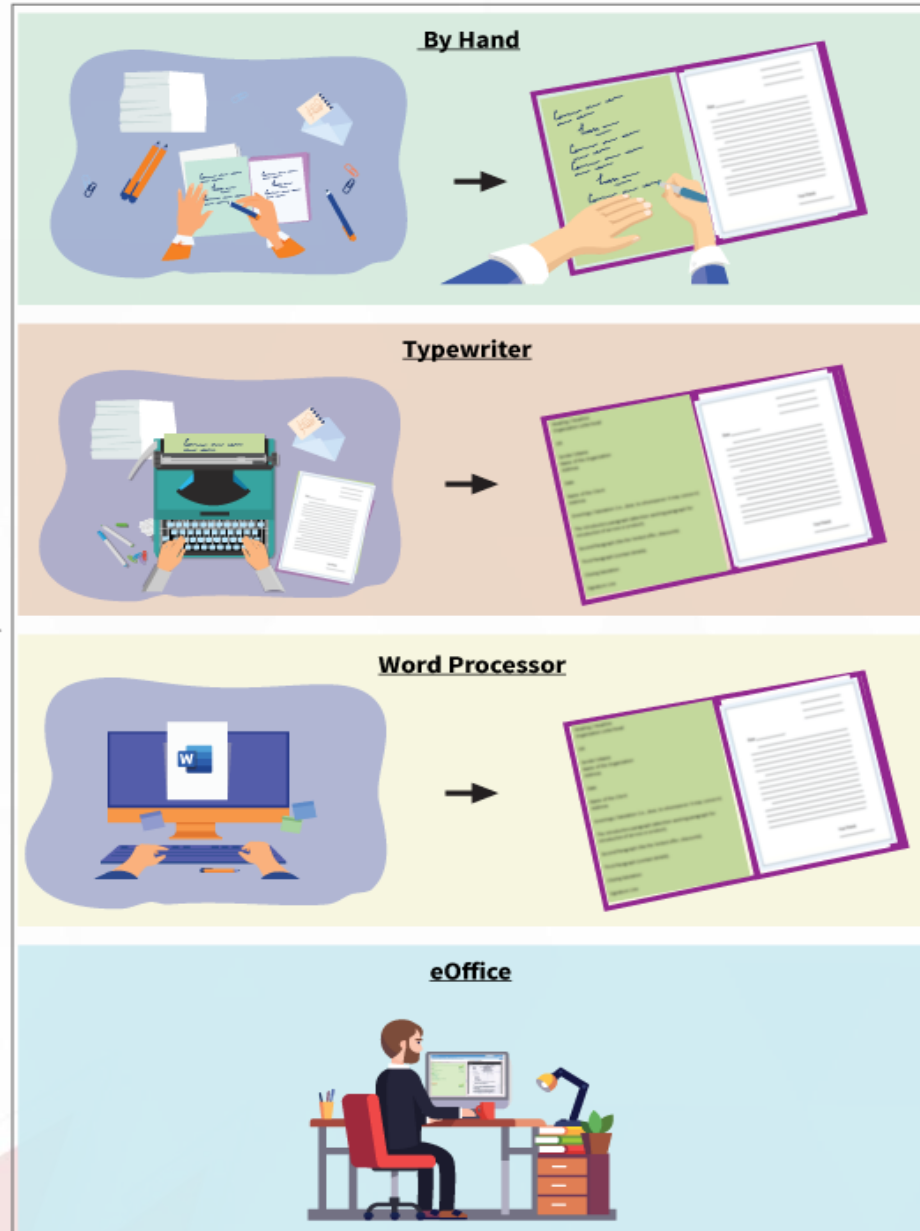
Fast Tracking
Government Decision Making

Components



Transformational Journey

File Preparation



File Management System (eFile)



Workflow based System

Diarization of inward receipts/letters

Creation of files, noting and draft for approvals

Intra/Inter-departmental movement of files/receipts

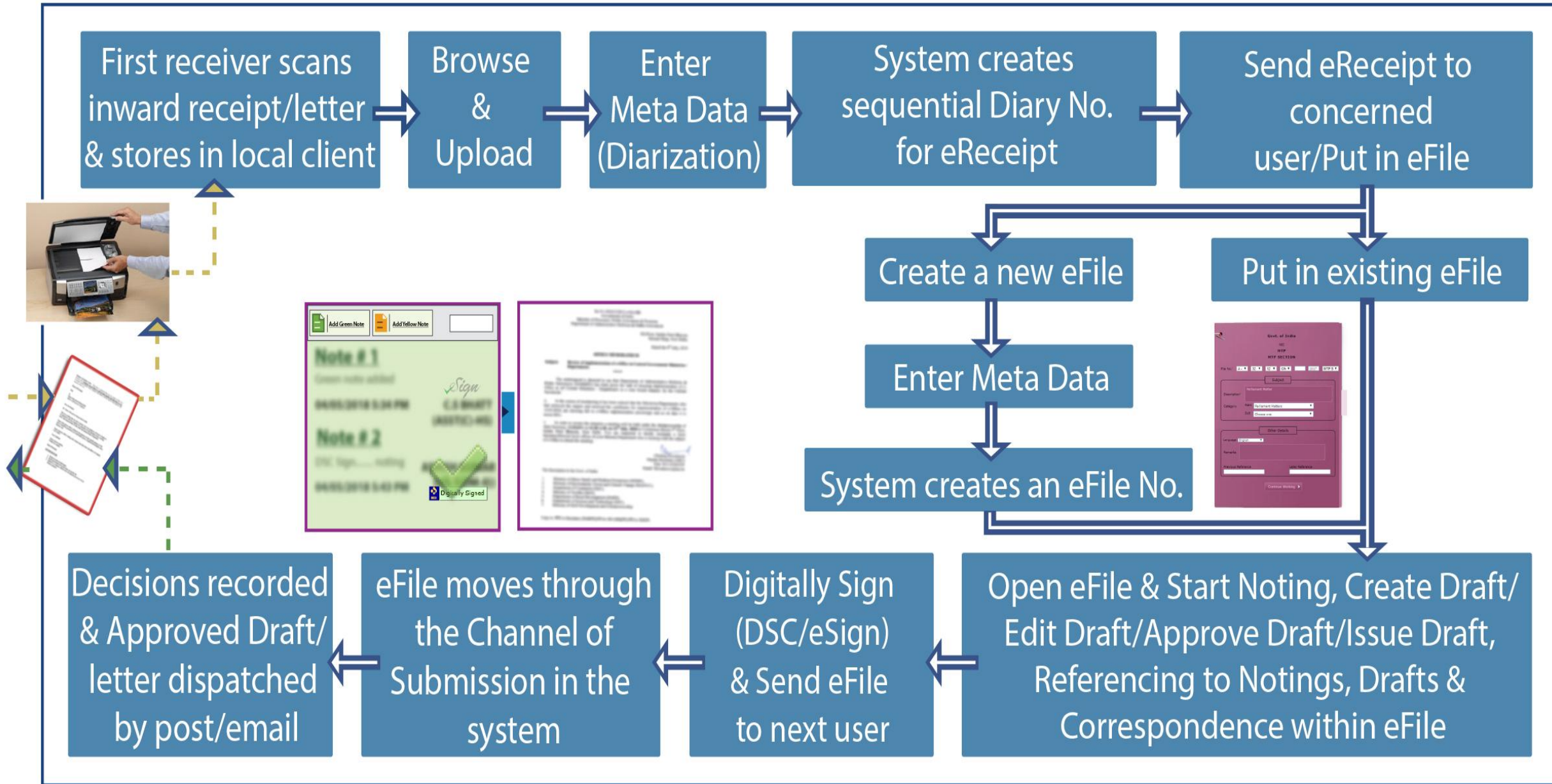
Digital signing of noting and drafts using DSC/eSign

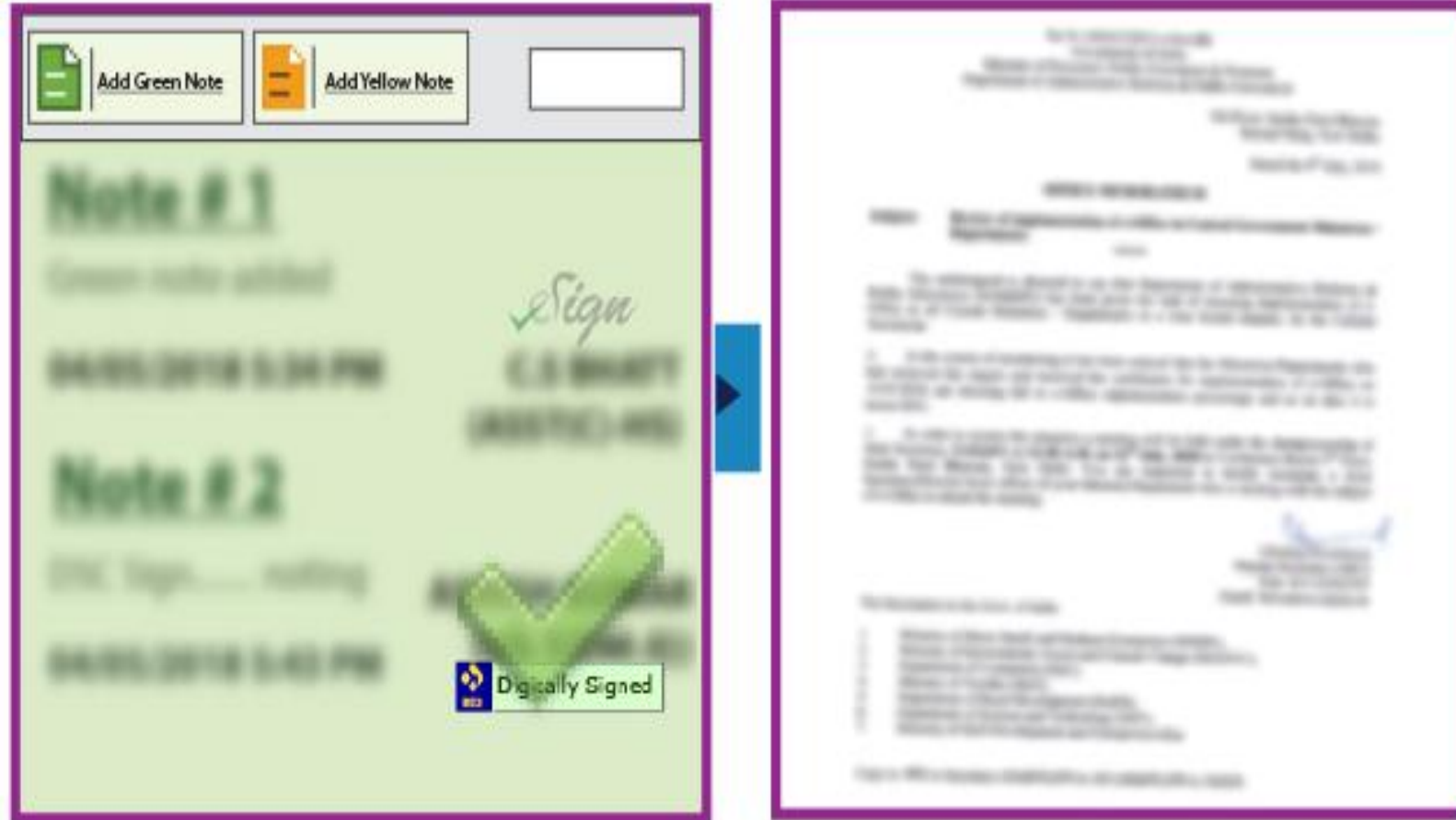
Searching of files/receipts/dispatch

Closing of files/receipts

Interfaces with external applications

eFile Process

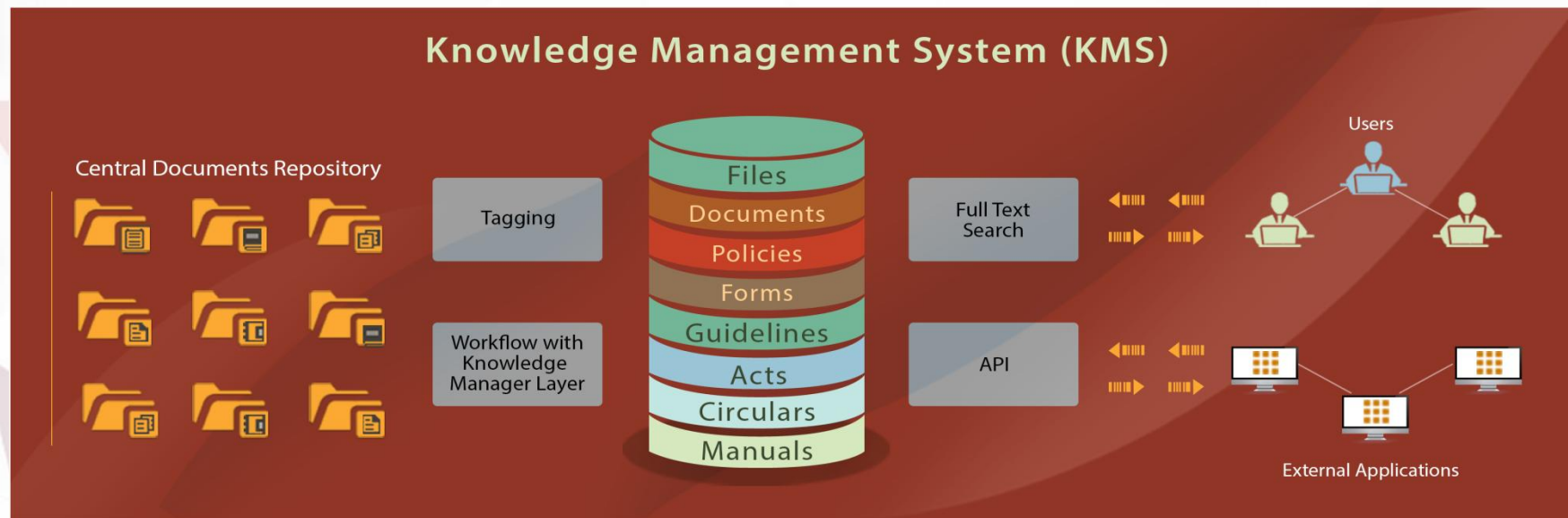




Knowledge Management System (KMS)



- KMS supports the life cycle of documents of an organization, enabling users to create and manage electronic documents that can be viewed, searched, shared and published.
- Knowledge Management Portal for an organization is developed with the objective of knowledge sharing and discovery among the users of an organization to enable efficient utilization of knowledge.



KMS Features



Authentication with Single Sign on

Document Workflow and Roles

Content Based OCR Search along with Metadata

Tagging of Document Based on Category, Organisation, Type, Collection

Customized Content and Metadata fields

Subscription and Alerts

Sharing among users



SANKALP AGARWAL
SCIENTIST C

Set Status



Busy



MEETING



TEA BREAK



LUNCH BREAK



OTHERS



TIMELINE



SANDES



Alerts



Settings



Logout



Calendar



< Friday, 6th August 2021 >

► Demo of eOffice Portal

09:30 AM to 10:30 AM

► Morning eOffice Meeting

10:30 AM to 11:00 AM



eFile



eFile 1

Receipts 1

► Proforma Invoice for 109 Workstations for E_Office Project at NICS 2nd Floor, Development Centre, S ...

Kapil Kumar Sharma, HOD(EOFFICE)(KKS), eOf ... ON 17/07/2021



Media Gallery



Tweets by @NICMeity



NIC

@NICMeity

NIC has developed e-Sanvad Mobile app to address the grievances of the citizens of Amravati District, Maharashtra. Through this app, Citizens can submit their grievances and the Redressal officers can monitor the same for necessary actions. #NICMeity

play.google.com/store/apps/details?id=com.nic.sanvad



Notice Board



Notice Board

Central Docs

My Docs

► Review Meeting of SIO, Tamil Nadu with DIOs and ADIOs on 3rd August 2021 over VC

Joyce R. Amirtharaj ON 05/08/2021 04:08:39 PM

► Making of Rubber Stamps and Name Plates

Satyaveer Singh ON 05/08/2021 10:08:27 AM

► श्रीमती आनन्दीबेन पटेल माननीय राज्यपाल उ०प्र० का जनपद औरैया में दिनांक 29.07.2021 का भ्रमण कार्यक्रम

Vandna Singh ON 04/08/2021 05:08:29 PM

Connect



Directory



VC Room



Quick Connect



Events

14



My Contacts/Group

Interface with eGov Systems through API



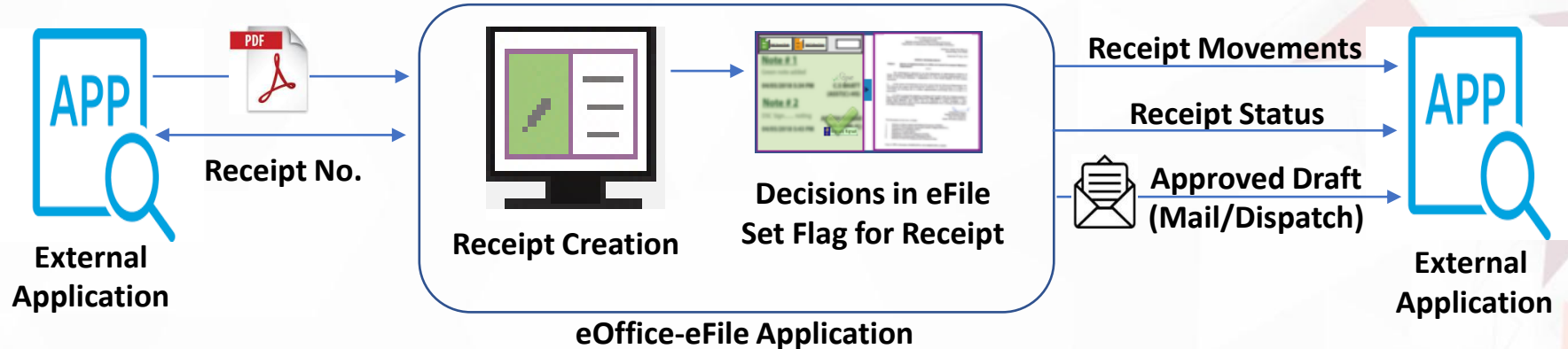
Employee and Organization Unit (OU) Data Sharing APIs

External Data Sources
(SAP/ERP/Other Applications)



eOffice-PIMS

eFile Core APIs



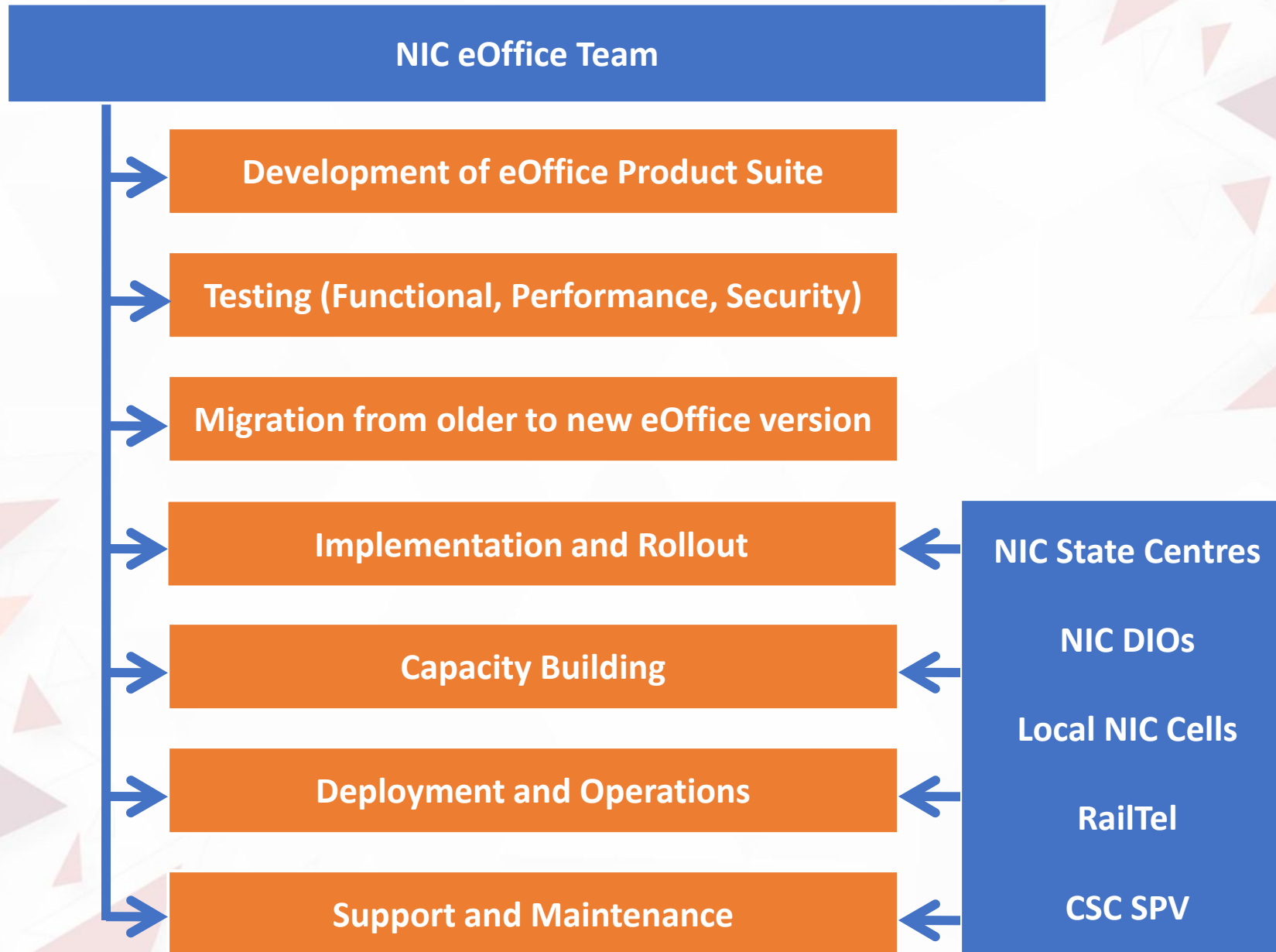
External Dashboard and Reporting APIs



1. Organization Unit/Employee Pendency
2. OU/Employee Performance
3. CM Dashboard

many more.....

Activities involved in eOffice



Outcomes

Quick Decision Making and Faster Delivery of Services

- Access of Files Any Where Any Time
- Movement of files in real time irrespective of geographical locations
- Delays removed because of transparency and accountability

Reduction in Corruption, Venal Practices and Red Tapism

- Personal priorities/discretions eliminated because of transparency and accountability
- Deleting/replacing the notings or tearing of files etc can not be even thought of

Accountability and Transparency

- Citizens can track the papers they have submitted to an office. In states like Kerala, a citizen can go to an office between 3-4, to find the status of his paper and where it is pending.
- Pendency Monitoring

Environment Friendly and Go Green Initiative

- Tonnes of papers are saved which in turn saves trees
- Infrastructure like Printers, Cartridges, Cupboards, Office Spaces are also saved
- Saving on Account of travel for transporting of files from one location to other

Always available Files never be lost and stored for perpetuity

- Natural Storms, Corona, floods but Government functioning is not at all impacted
- Officials could work on their files seamlessly, in secured & safe manner from offices/homes

Enhanced Productivity

& Accountability
Transparency

Save Paper, Time
& Money

Assured Data Security
& Integrity

Quick Decision Making
& Faster Processing