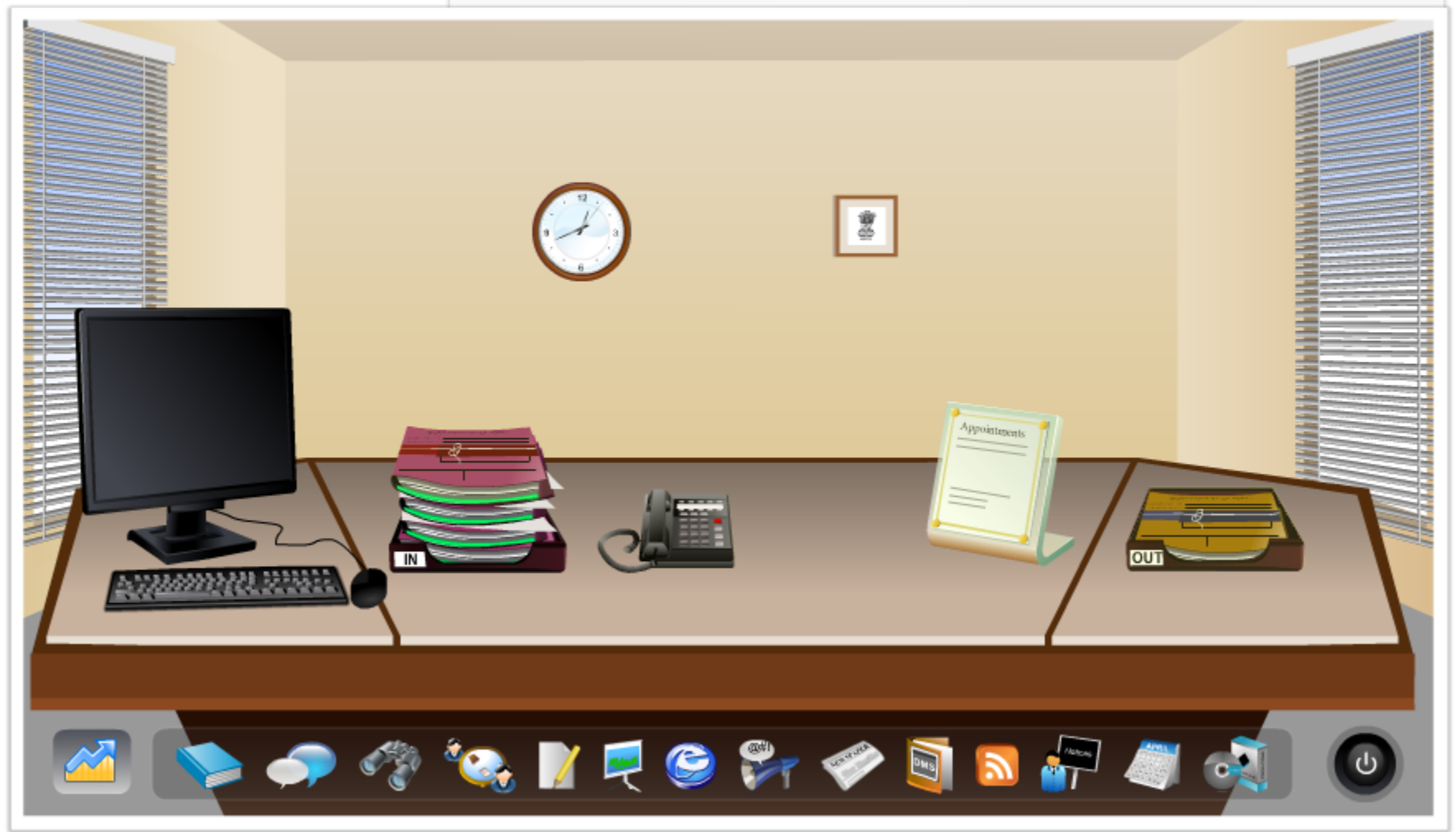




Inward Outward Appointments Other Applications Search GO



NIC Telangana State Unit, Hyderabad

eoffice

A DIGITAL WORK PLACE SOLUTION

eOffice has been designed in sync with the needs of a modern Government and has been conceived as the instrument for the Next Generation Government.

eFILE

FILE MANAGEMENT SYSTEM

eLEAVE

LEAVE MANAGEMENT SYSTEM

eTOUR

TOUR MANAGEMENT SYSTEM

**eSERVICE
BOOK**

eSERVICE BOOK

PIMS

PERSONNEL INFORMATION
MANAGEMENT SYSTEM

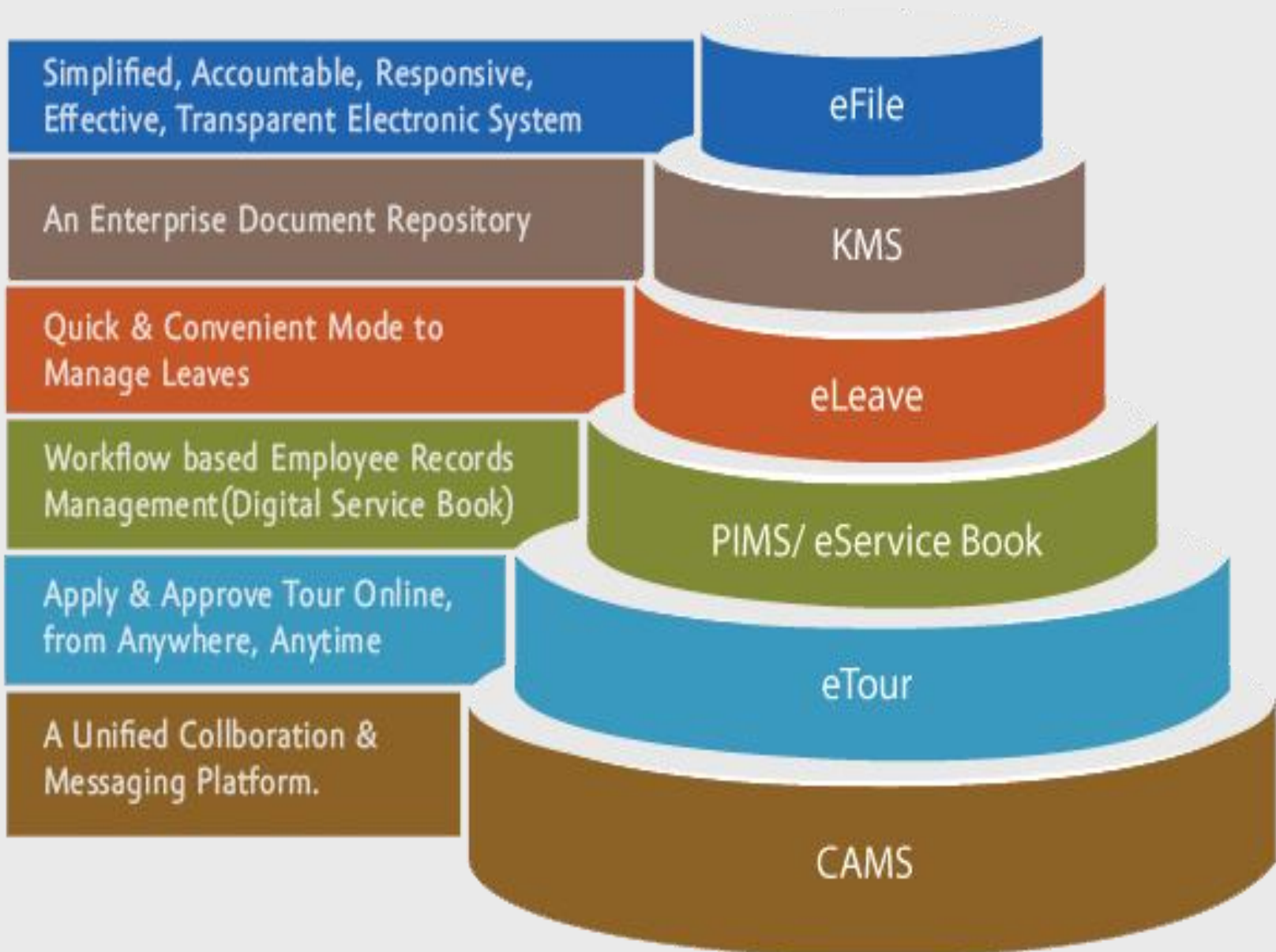
KMS

KNOWLEDGE MANAGEMENT SYSTEM

CAMS

COLLABORATION & MESSAGING SERVICE

- **Mission Mode Project** under the National e-Governance Plan (NeGP)
- Pilot Implementation in 2009; Developed and implemented by **National Informatics Centre (NIC)**
- Based on **Central Secretariat Manual** of e-Office Procedures (CSMeOP)
- Establish a **Single Product for reuse** in the Government
- To avoid **Duplication of efforts & redundant Data storage.**
- To promote **Inter/Intra Government Information sharing** with **flexibility of Scaling & Sustainability.**



File Management System (eFile) – The Flow



Metadata View: IPTC - Expanded

Version Name:	IMG_2478
Caption:	
Keywords:	architecture, chicago, hancock, travel
Credit:	Charlie Miller
Copyright Notice:	© 2007 Charlie Miller
Object Name:	
City:	Chicago
Province/State:	IL
Country Name:	USA
Special Instructions:	
Byline:	
Category:	
Date Created:	YYYY-MM-DDThh:mm:ss
Headline:	
Source:	

First receiver Scans

Scan directly to eOffice application

Enter Meta Data

System Creates sequential Diary Number for each receipt

Send e Receipt to Section, in case of CRU as first receiver

Store in Hard Drive

Browse & upload

Create a new efile

Attach to current efile

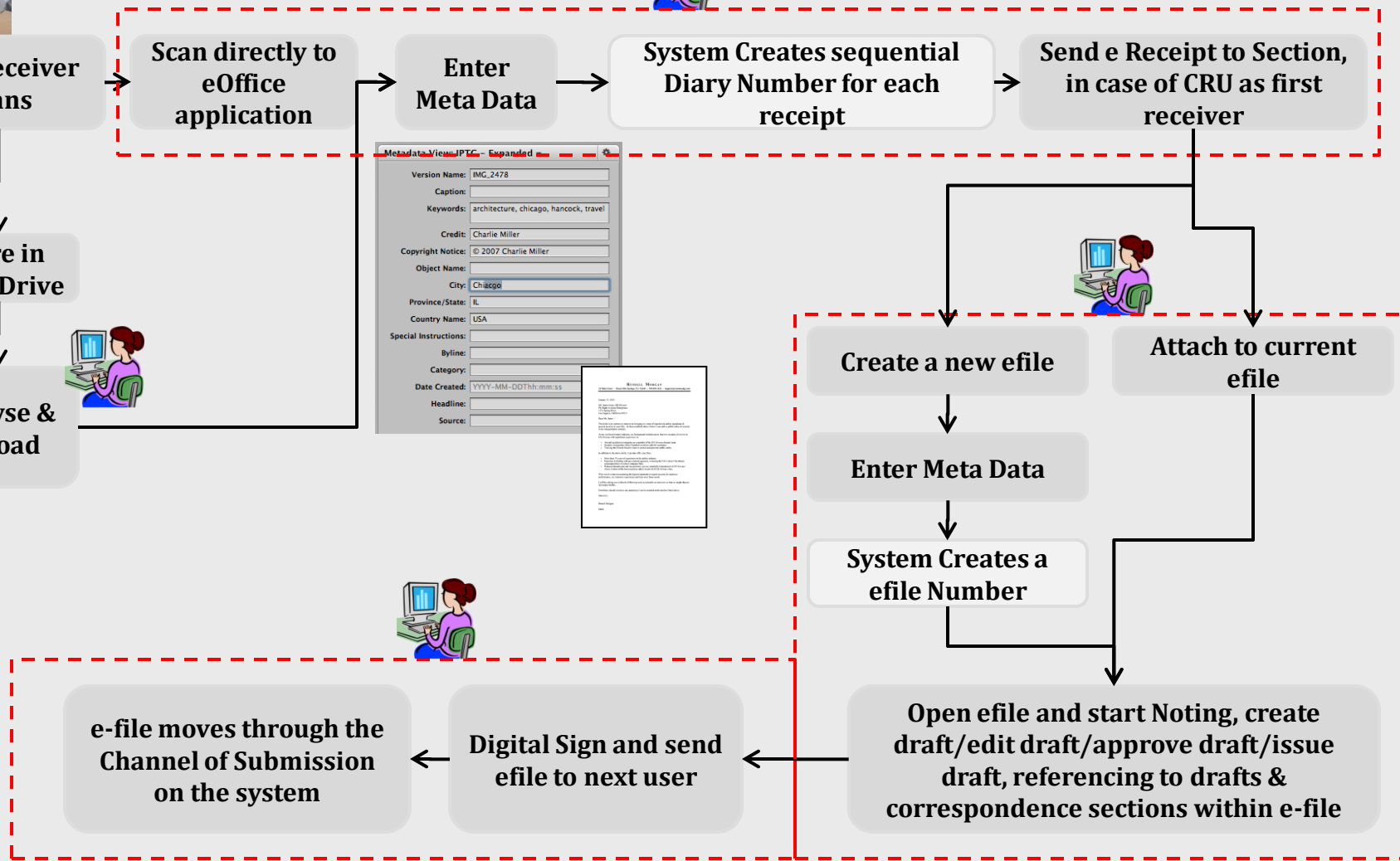
Enter Meta Data

System Creates a efile Number

e-file moves through the Channel of Submission on the system

Digital Sign and send efile to next user

Open efile and start Noting, create draft/edit draft/approve draft/issue draft, referencing to drafts & correspondence sections within e-file



Information Services

- Notification, Circulars, Office Orders
- News
- Events
- Rules/Procedures/Acts/Policies/Guidelines
- Information Corner

General Services

- Employee Directory Search
- Greetings (Birthday Wishes/Supernannuations/Achievements etc)
- Photo Gallery
- Useful Links
- RSS Feeds
- Dashboard

Central Document Repository

- Department/Division/Section specific Documents
- Project documents
- Manuals
- Plans
- Minutes of Meeting
- Downloadable Forms

APPOINTMENTS/ CALENDAR

- Create Appointments/Meetings/Events
- Sharing of Appointment/Calendar
- Email and SMS Reminders
- Import/Export to other Calendars
- MIS Reports

INSTANT MESSAGING

- Real time Messaging
- List of all active users
- New Message Alerts

DISCUSSION FORUM

- Initiate Topic
- Threaded Discussions
- Moderated Discussions

eTour

- Tour Submission
- Tour Approval
- Tour confirmation
- Settlement and Expense Claim
- Approve/Reject Claim
- Claim History

eLeave

- Leave Management
- Leave Approval
- Alerts
- Online Submission of Joining Reports
- Current Leave Balance
- Leave details of subordinates

PIS

- Online Employee Service Book
- Integrated with leave module
- Online form submission
- MIS Reports
- Role based access



Efficiency

- Speed in decision making
- Error free output
- Optimum utilization of resources/space
- Scalability

Effectiveness

- Result oriented
- Quality of output
- Cost-effectiveness
- Culture of discipline

Accountability

- Traceability of decisions
- Adherence to service levels

Employee Convenience

- Ease of use
- Ease of retrieval of files- advanced search
- Remote functioning
- Skilled workforce



Transparency

- Accessibility & availability of information- file movement trail
- Set procedures/norms followed
- Reduce Corruption- no tampering with data

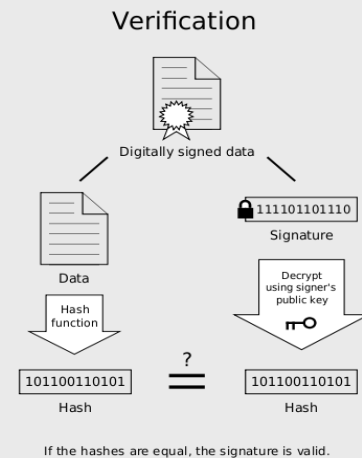
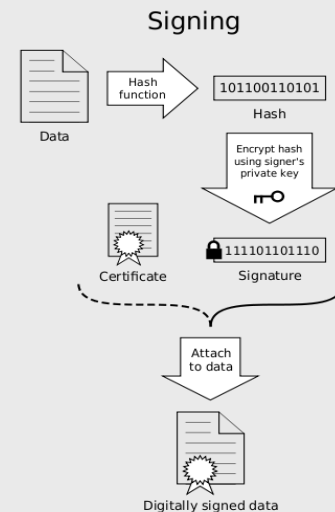


Security : DSC

- eOffice ensures that any file should not be altered in transit with DSC.

- In eOffice applications documents are encrypted at client side and then transmitted to server in encrypted form only.

- **DSC Functioning:**



If the hashes are equal, the signature is valid.

S.No	Enterprises	Total No. of Implementations	Total No. of Active Users	Total No. of eFile(s) Created	Total No. of eFile(s) Moved
1.	Central Government	103	49,948	2,82,254	28,07,962
2.	State Government	25	22,713	2,69,210	27,72,407
3.	District Administration	8	7,875	1,53,276	8,43,941
	PAN-INDIA Total	136	80,536	7,04,740	55,80,369

Workstation/Desktop/Client

- Every user of eOffice will need to have an independent workstation/Desktop. The recommended requirements a workstation/Desktop are as follows:
- Processor: 2GHz and above
- RAM: 1Gb and above
- USB 2.0 controller (for Digital Signature Certificate)

Network

- LAN connectivity to each user/each desktop to be provided.
- Ensure multiple network links in the department for fail over.
- Bandwidth utilization should not be more than 60%.
- For smooth usage of the system, the department needs to ensure a minimum dedicated bandwidth of 34 Mbps for 2000 user users.

Infrastructure Requirements for eOffice.

- The user will be required to analyze volumes of incoming receipts per day along with travel time to the scanners for all users that are using that particular scanner.

Scanners

- Operating System- Windows 7 or above, Linux 6 or above, Ubuntu 11 or above
- Browser- Internet Explorer (10.0 & above), Firefox (27.0 & above)
- Adobe Reader 10 and above (the following is available for download, free of cost, from Adobe website)
- Anti-Virus (any antivirus)

Software

Success Stories and Case Studies:

A. Sindhudurg District -

<http://sindhudurg.nic.in/eoffice.html>

B. Chief Minister's Office, Maharashtra -

https://it.maharashtra.gov.in/PDF/eOffice_Mantralaya_case_study_for_GoI.pdf

C. Kerala Secretariat -

http://www.itmission.kerala.gov.in/attachments/media/e_office.pdf

D. National Rural Health Mission, Maharashtra -

https://www.nrhm.maharashtra.gov.in/NRHM_EFILE_booklet.pdf

E. Delhi Urban Shelter Improvement Board (DUSIB) -

<http://www.igovernment.in/news/1001521/dusib-goes-digital-switches-office>

F. Greater Hyderabad Municipal Corporation (GHMC) -

<https://www.youtube.com/watch?v=9F1SgVjc8-Q>

G. North 24 Parganas District, West Bengal -

http://www.cips.org.in/documents/Published_Documents/e-Books/2015/e-Governance/e-Office/eOffice.pdf

Upload(Only PDF upto 20 MB)

1

Upload File

EXPAND

Electronic

Diary Details

2

Classified	Choose one	Language	English
Delivery Mode*	By Hand	Letter Ref. No	
Mode Number		File Number	
Type*	Letter	Letter Date	17
Received Date	16/02/2016 17	Diary Date	16/02/2016
VIP	Choose one	Dealing Hands	Choose One
VIP Name	Choose one		

Contact Details

3

Add to Address Book

Ministry	Choose one		
Department	Choose one		
Name		Designation	
Organization			
Address 1			
Address 2			
Country	INDIA	State	Choose one
City		Pincode	
Mobile		Landline	
Email			

Category & Subject

4

Main Category	Choose one
Sub Category	Choose One
Subject	<input type="text"/>
Enclosures	<input type="text"/>

* Enclosure/Remarks will not be changed after movement

Customize Acknowledgement

5

Generate

6

Generate & Send

- Receipts
- Files
- Inbox**
- Submitted Files for Closing Approval
- Created
 - Drafts
 - Completed
- Parked
- Approval Requests
- Closed
 - By Me
 - Submitted Files for Reopening Approval
- Sent**
- Conversions
 - Drafts
 - Completed
- Physical File
 - Create New (Non SFS)
 - Create New (SFS)
- Electronic File**
- Create New (Non SFS)**
- Create New (SFS)
- Create Part
- Create Volume
- Recycle Bin

1

Electronic File

2

3

BHARAT SARKAR
Government of INDIA
Department of Electronics & Information Technology (DeitY)
DeitY

File No.* 2016 DeitY

Subject

Description*

Category Main
Sub

Other Details

Classified

Remarks

Previous Reference Later Reference

4

- Receipts
- Files
 - Inbox**
 - 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
 - Sent
 - Conversions
 - Drafts
 - Completed
 - Physical File
 - Create New (Non SFS)
 - Create New (SFS)
 - Electronic File
 - Create New (Non SFS)
 - Create New (SFS)
 - Create Part
 - Create Volume
 - Recycle Bin
- Migrate File
- Dispatch
- Dispatch
- DSC

Date Range : 25/12/2012 To 18/02/2016

Receive		Reply	Send	View	Move To	More	Hierarchical View				My Files	
<input type="checkbox"/>	Unread	No	Park File	Subject	Sent By	Sent On	Due On	Read On				Remarks
<input type="checkbox"/>	Read		Park File History	vfdgfhgjhj	MOHFW ADMIN, MOHFW	14/01/16 11:32	-	14/01/16 11:32				
<input type="checkbox"/>	Physical		Close File History	MOHFWtest	MOHFW ADMIN, MOHFW	04/01/16 03:48	-	04/01/16 03:48				
Electronic <ul style="list-style-type: none"> Create Volume Out Today Most Immediate Immediate All 												

LEGEND >

- Priority
 - Out Today
 - Most Immediate
 - Immediate
- External Files
- Files with Yellow Note

1
2
3
4

Computer No: 1310 **File No:** N-25/1/2012-eGov2 **Subject:** TRAINING IN DIT

Noting
Correspondence
Draft
References
Link
Details
Movements
Edit
Reply
Send
Attachment
More
Quick View

View By Name
Create New Draft

View By Date
View Draft

View All
Add Yellow Note

Page: 4

2.1 Programme Division may be suggested to place a copy of the proforma invoice of the equipment/software proposed for the project.

3. Keeping in view of the above, the proposal of Programme Division as at para 6 at page no.3/n is submitted for IFD concurrence. Approval of the Competent authority may be obtained by the Programme Division.

Submitted please

26/02/2014 4:22 PM eOfficeAdmin
(eFileAdmin22)

List of Correspondences and Issues

Choose One ▾

<input type="checkbox"/>	Receipt/Issue No.	Subject	Type	Attached On	Details	Pages	Action
<input type="checkbox"/>	E 34775/2014/NIC-DIT	test		12/03/14 09:20 AM	details	31-145	Reopen
<input type="checkbox"/>	E 27209/2013/NIC-DIT	ert		20/11/13 05:08 PM	details	6-30	Reopen
<input type="checkbox"/>	E 11139/2012/eGov2	TEST		12/11/12 03:07 PM	details	4-5	Reopen
<input type="checkbox"/>	E 11138/2012/eGov2	TEST		12/11/12 03:05 PM	details	1-3	Reopen

Attach

EXPAND

Computer No: 1310 File No: N-25/1/2012-eGov2 Subject: TRAINING IN DIT

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

Local Reference | Internal Files | File | Close File
 Referred In Files | Receipt | Park File
 Add Green Note | Add Yellow Note | Park File History

11/12/2013 11:55 AM eOfficeAdmin (eFileAdmin22)
 (DFA 3002857)

17/01/2014 3:27 PM eOfficeAdmin (eFileAdmin22) Digitally Signed

07/02/2014 11:30 AM eOfficeAdmin (eFileAdmin22)

Reference observation of JS&FA at 3-4/ante may please be perused. Programme Division has resubmitted the proposal.

2. In reply to JS&FA's obsrvation, Programme Division has stated that 15% overhead expenditure on capital equipment has been withdrawn by C-DAC, Pune. Further progmmme Division has submitted list of capital equipment/software to be procured under the project and also list of projected manpower longwith remuneration (ref. page 179 and 181/c).

Page: 4

2.1 Programme Division may be suggested to place a copy of the proforma invoice of the equipment/software proposed for the project

List of Correspondences and Issues

Receipt/Issue No.	Subject	Type	Attached On	Details	Pages	Action
E 34775/2014/NIC-DIT	test		12/03/14 09:20 AM	details	31-145	Reopen
E 27209/2013/NIC-DIT	ert		20/11/13 05:08 PM	details	6-30	Reopen
E 11139/2012/eGov2	TEST		12/11/12 03:07 PM	details	4-5	Reopen
E 11138/2012/eGov2	TEST		12/11/12 03:05 PM	details	1-3	Reopen

Attach

EXPAND

Send		Subject
<input checked="" type="checkbox"/>	Receipt Number 28887/2013/Deity No Attached Files No Attached Receipts	TEST 2

To 1 ADARSH KUMAR--DD(AK)-P3--Personnel

Cc 2 Abhishek Aggarwal--SciB (AA)-R&D--R&D-E

(Use semicolon(;) to separate recipients.)
 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

Set Due Date: [Set Reminder](#)

Action: Choose One

Priority: Choose One

Total 1000 | 1000 characters left.

Remarks 2

3



Send		Subject
<input checked="" type="checkbox"/>	File Number EE-11/1/2013-Deity	TEST

Internal External

To 1

Set Due Date: [Set Reminder](#)

Action: Forward

Priority: 2 Choose One

Total 1000 | 1000 characters left.

Remarks

3



- Dispatch +
- DSC +
- Reports +
- Settings +
- Notification +
- Ext Department +

Page: 1 of 1 Automatic Zoom

This is a sample draft.....

Draft Type*	New/Fresh	Classified	Choose one
Draft Nature	Choose One	Prefix	Choose One
Language*	English	Is Sanction	<input type="checkbox"/>
Subject *	eOffice Demonstration		
Total 1000 979 characters left.			

Communication Details

Ministry	DEPARTMENT OF ATOMIC ENERGY		
Department	Choose one		
Name*	demo	Designation*	demo
Organization	demo		
Address 1 *	Demo		
Address 2			
Country	INDIA	State	Andaman & Nicobar Island
City		Pincode	
Mobile		Landline	
Fax			
Email			
<input type="button" value="Add More Recipient(s)"/> <input type="button" value="Clear"/>			

Attachments Attach File

Note : Use #ApprovedBy# tag to display the approved by in the draft content.
 Use #ApprovedByName# tag to display the approved by name in the draft content.
 Use #ApprovedByDesignation# tag to display the approved by designation in the draft content.
 Use #ApprovedBySectionName# tag to display the approved by section name in the draft content.
 Use #ApprovedDate# tag to display the approved date in the draft content.

eFile – File Dispatch Screen(s)

DSC

- Reports
- Settings
- Notification
- Ext Department

This is a sample draft.....

Attachments Attach File

Dispatch Options

Email Details

To: demo@nic.in

Cc:

Bcc:

Subject: eOffice Demonstration
DFA3871_9178.pdf

Email Body:

Postal & Out Register Details

Postal Mode: Choose One

Medium: Choose One

Mode Number:

Peon Book No:

Out Date:

Delivery Date: February 2016

Delivery Status:

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	29						

Fri, 19, Feb 2016

Postal Charge:

Weight:

Peon Name: Choose One

Out Time:

Delivery Time:

Note : Use #Appr in the draft content.
Use #ApprovedBy name in the draft content.
Use #ApprovedBy designation in the draft content.
Use #ApprovedBy section name in the draft content.
Use #ApprovedDate the draft content.

Send With Followup **Send Without Followup**

Dispatch By Self

Dispatch

- DSC
- Reports
- Settings
- Notification
- Ext Department

This is a sample draft.....

Communication Details

Attachments Attach File

Dispatch Options

Dispatch By CRU Details

CRU User(s): SO11

Delivery Mode: By Hand

Remarks:

Note : Use #ApprovedBy# tag to display the approved by in the draft content.
Use #ApprovedByName# tag to display the approved by name in the draft content.
Use #ApprovedByDesignation# tag to display the approved by designation in the draft content.
Use #ApprovedBySectionName# tag to display the approved by section name in the draft content.
Use #ApprovedDate# tag to display the approved date in the draft content.

Send With Followup **Send Without Followup**

Dispatch By CRU

eFile MIS Reports



File | Receipt | Dispatch | VIP | Miscellaneous | Report Permission Help

- File Closed ▾
- File Conversion ▾
- File Forwarded ▾
- File Migration ▾
- File Parked ▾
- File Pendency ▾
- File Received ▾
- File Register ▾

- Detailed
- Month Wise
- Summary

2

3

Welcome to eFile MIS Report

To optimize the usage of eFile & provide real-time monitoring, an explicit MIS-Report application has been integrated in the pre-existing eOffice application suite. The product has been designed with role-based scope privilege for users to access different reports based on user's department, OU and hierarchy.

The product has been broadly categorized into File, Receipt, Dispatch, VIP, and Miscellaneous modules to provide seamless monitoring of all the actions & entities involved in the decision-making process. System facilitates reports for all the available parameters in the eFile application, along-with provision of customized output. Additionally user can generate these reports in different formats viz. HTML, EXCEL and PDF.

▸ Advance Parameters

View Report

Print Report

Excel Report

Govt. of India
FILE REGISTER(MONTH WISE)

Period : 19/08/2015 to 19/02/2016

Department : TRG

Sno.	Section	2015										2016				Grand Total	
		19 Aug		Sep		Oct		Nov		Dec		Jan		19 Feb			
		E	P	E	P	E	P	E	P	E	P	E	P	E	P	E	P
1	O/o DS	6	3	1	1	4	0	2	0	6	2	62	9	6	2	87	17
2	OFFICE 1	57	9	60	10	71	22	182	36	330	78	328	50	74	21	1102	226
3	OFFICE 2	42	11	31	5	58	13	38	18	105	22	76	15	9	2	359	86
4	OFFICE 3	25	12	23	7	28	6	78	18	61	16	45	11	9	2	269	72
5	SECTION 1	117	27	254	100	387	43	498	76	569	94	416	108	231	51	2472	499
6	SECTION 2	39	1	48	17	42	17	38	5	74	11	84	9	34	1	359	61
7	SECTION 3	44	3	114	29	43	4	38	4	64	9	53	6	29	6	385	61
8	TRG	0	0	0	0	0	0	0	0	0	0	0	0	2	1	2	1
	Total	330	66	531	169	633	105	874	157	1209	232	1064	208	394	86	5035	1023

eOffice Records Management System Record Room: R01 Help C.S BHATT

Inbox Accepted Files Sent to efile Sent to NAI Weeded Out Advance Search SEARCH

Receive Accept Return Send to NAI Weed Out 1 to 10 of 10

<input type="checkbox"/>	Computer No. ↓	File No. ↓	Subject ↓	Sent By ↓	Sent On ↓	Received On ↓	Decision Taken Remarks ↓
<input type="checkbox"/>	3334843	A/11/11/0019/2016-O/o of HS(MHA)	file csadasd	C.S BHATT, O/o of HS(MHA)	18/02/16 03:52 PM		test
<input type="checkbox"/>	3334969	E/13/14/0001/2016-O/o of HS(MHA)	Kri File 835	SUNIL KUMAR DHAWAN, O/o of HS(MHA)	18/02/16 03:20 PM	18/02/16 03:20 PM	test
<input type="checkbox"/>	3334980	gopalpsh.120.0321.021	gopal p sfs 120-0321.021	C.S BHATT, O/o of HS(MHA)	18/02/16 02:23 PM		gopal gour decision mark
<input type="checkbox"/>	3334976	gopalgoursfPfile-1301	gopal gour sfs P file-1301	C.S BHATT, O/o of HS(MHA)	18/02/16 11:26 AM	18/02/16 11:28 AM	gopal gour decision
<input type="checkbox"/>	3121960	13012/17/2012-K.VI	VISIT OF HM TO JAMMU AND KASHMIR ON 30-31 MARCH-2012	ABID ALI, OFFICE OF US(K-VI)	17/02/16 04:36 PM	17/02/16 04:36 PM	for recording the file
<input type="checkbox"/>	3265905	13012/60/2014-KVI	Dr. Jitendra Singh MOS reg. Kausar Naag Yatra by the Govt. of J&K	ABID ALI, OFFICE OF US(K-VI)	16/02/16 12:31 PM	16/02/16 02:08 PM	weed out
<input type="checkbox"/>	3334930	E/13/0001/2016-OFFICE OF US(K.VI)	Amit - Physical 001	ABID ALI, OFFICE OF US(K-VI)	11/02/16 02:32 PM		44
<input type="checkbox"/>	3334896	KasamPaidaKameWale_Ki	KasamPaidaKameWaleKi	C.S BHATT, O/o of HS(MHA)	10/02/16 02:48 PM	10/02/16 03:19 PM	dssadsad
<input type="checkbox"/>	3334736	A-11011/01/2016-Admin	test recording process.	ABID ALI, OFFICE OF US(K-VI)	02/02/16 02:50 PM	09/02/16 02:26 PM	234234234234233...
<input type="checkbox"/>	3316565	P.VII-5/2013-Perp-OA/	Review DPC for promotion from Asstt Comdt to the rank of Dy Comdt w.r. DPC of 20/08/2009 for the year 23009-10 c...	C.S BHATT, O/o of HS(MHA)	01/02/16 12:48 PM	01/02/16 04:42 PM	wiek

Legend > For Recording For Sending To NAI For Weeding Out

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1 **Search For :** Incoming Letter Issued Letter

Select Any One field

2 Reference No.:


3 Email ID:

4 Mobile No.:

5 Enter the Captcha Text

Reset Search

OR



Select Atleast Two fields

Letter Date: x

Department:

Email ID:

Mobile No.:

Sender Name:

Subject:

Enter the Captcha Text

Reset Search

6

Print

S.No	Reference No.:	Copy No.	Subject :	Department	Sender Details :	Letter Date	Received Date	Currently With	Current Status :
1	2676	-	time bond	EOFFICE DEMO - KARNATAKA	praksh	04/01/2016	06/01/2016	eOffice Administrator,Government of Karnataka,Government of Karnataka	Under Process

