

Welcome to eOffice

By
National Informatics Centre,
Telangana

eOffice – A Digital Workplace Solution

Mission Mode Project
under the National
e-Governance Plan
(NeGP)

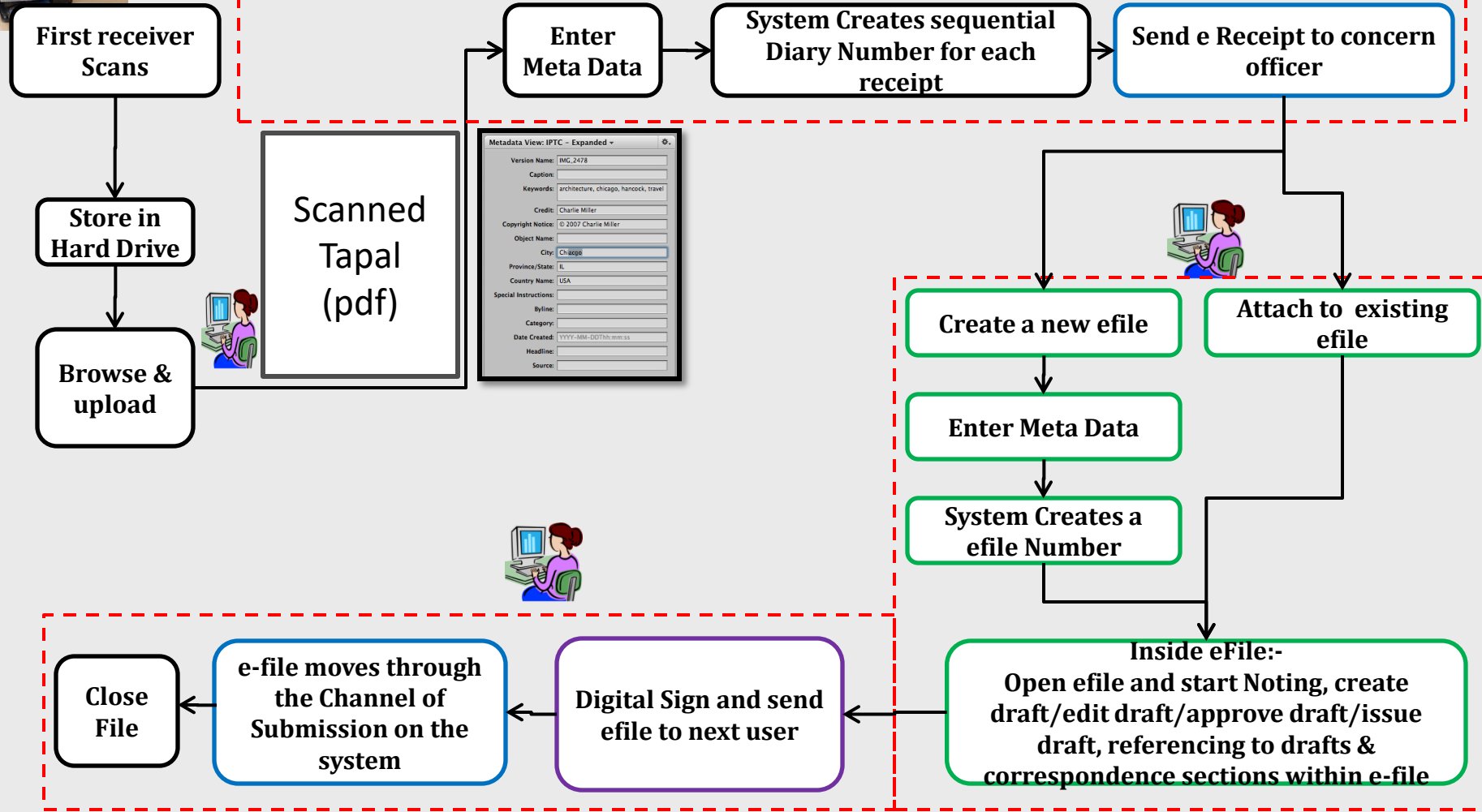
Establish a Single Product
for reuse in the
Government

eOffice

Initiated in 2009.
Developed and
Implemented by National
Informatics Centre (NIC)

Based on Central
Secretariat Manual of e-
Office Procedure
(CSMeOP)

File Management System (eFile)





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

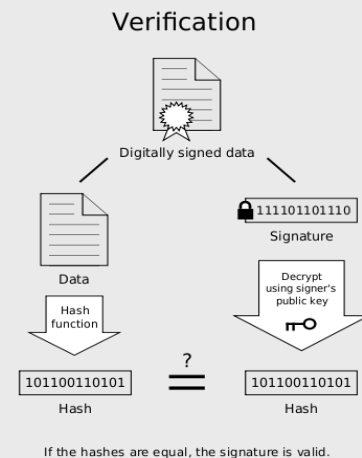
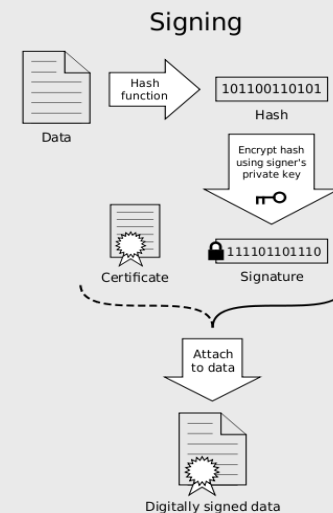
Transparency

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

- 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.

Upload(Only PDF upto 20 MB)

1

Upload File

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	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	
Enclosures	

* 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

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															
<input type="checkbox"/>	Read																
<input type="checkbox"/>	Physical																
	Electronic																
	Out Today																
	Most Immediate																
	Immediate																
	All																

LEGEND >

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

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

1
2
3
4
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)

ToC Recent All Previous Notings

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 Receipt Park File
 Add Green Note Add Yellow Note
 ToC Recent All Previous Notings
 Park File History Merge Details

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

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


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

<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

Send

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

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

Cc 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

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

Communication Details

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

Attachments

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

eFile – Draft 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 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



1 WORK PLACE SOLUTION

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



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

File Receipt Dispatch

Creation Year:
 Origin:
 Nature:
 Physical Scope:
 Electronic Scope:

Basic Parameters Advance Parameters

Computer No:
 File No:
 Subject:

Output Fields:
 All
 Computer No
 File No
 Subject
 Location
 Opening Date
 Currently With
 Section
 Department
 Forwarding Remarks
 Pending Day(s)
 Status
 Closing Remarks
 Creation Remarks

[Search Files](#)

Search Output

Total Record(s) : [5]

Action: [Pull Up](#) [Receive](#) [Send](#)



<input type="checkbox"/>	Actions	Computer No	File No	Subject	Location	Currently With	Section	Forwarding Remarks	Pending Day(s)
<input type="checkbox"/>	Send Details	E 1811	C-18011/1/2018-DGP	Court Case 333	File/Inbox	TEST USER A,JA[TU41]	DGP Office		0
<input type="checkbox"/>		E 1583	A-12/10/2018-DGP	Court Case - 201-Hyd Coll	File/Inbox	TEST USER B,AO[TU43]	DGP Office		54
<input type="checkbox"/>	Send Details	E 1016	B-13011/6/2018-D SECTION	court case	File/Inbox	TEST USER A,JA[TU41]	DGP Office		57
<input type="checkbox"/>	Pull up Details	E 736	D-28011/1/2018-DGP	The court cases review	File/Inbox	D USER,SHO[DU]	DGP Office	Pulled Back:Due to absent	93

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

eOffice Implementation Phases

Initiate

Prepare

Configure

Deliver

Support

Phase 0

Phase 1

Phase 2

Phase 3

- Infrastructure Assessment and Gap Analysis

- Procurement / Up-gradation of Infrastructure

- Roll Out Requirement

- Governance Structure

- Orientation Workshop

- Change Management

- Transition Management

- Knowledge Repository

- Creation of name based email IDs

- DSC Issuance

- eOffice Data Capture & Vetting

- DSC Enrollment & Verification

- Training

- Onsite Roll Out Team

- eOffice Environment Setup

- Domain Name Registration

- Setting up of Training Instance

- Trial Run

- eOffice Ready for Go Live

- Product Implementation

- Digitization of Files / Records

- Knowledge Sources

- Handholding Support

- Report Issues / Bugs

- Transfer of technical know how

eOffice Implementation Checklist

Initiate

Prepare

Configure

Deliver

Support

Phase 0

Phase 1

Phase 2

Phase 3

- ✓ Filled Assessment Form received from department

- ✓ Gap Analysis Report Prepared

- ✓ Orientation Workshop for the department
- ✓ Formal notification received on formed Governance Structure
- ✓ Procurement and Establishment of pre-requisites
- ✓ Strategy document for transition
- ✓ DSC ready for Issuance
- ✓ Knowledge repository established

- ✓ Data Collected & Vetted
- ✓ eOffice Environment Ready
- ✓ Training Plan Prepared
- ✓ Training & Handholding
 - ✓ Trial Run
 - ✓ Go Live

- ✓ Transfer of technical know how
- ✓ Call Centre Support Established

