

# File Management System **USER MANUAL**



Prepared by National Informatics Centre

eFile



### **Table of Contents**

Objective of the Application	4
Introduction	5
Need of eFile	6
eFile Modules	7
Receipts	8
Browse & Diarise	9
Browse and Diarise Process of Physical Receipt	
Inbox	
Email Diarisation	
Created	43
Sent	47
Closed	
Acknowledgement	51
Recycle Bin	
Files	
Inbox	
Created	
Parked	
Closed	
Sent	
Conversions	
Physical File	
Electronic File	
Create Part	
Create Volume	
Recycle Bin	
Migrate File	
Dispatch	
DSC (Digital Signature Certificate)	
DSC Registration	
Reports	



Settings	
Preferences:	
Address Book:	171
User Groups:	
Deactivate DSC:	
Transfer:	
Search	
Module Search	
Advance Search	
Notification	
Closing Reopening Process	
Reminder Process	
Transfer Process	



### **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 in more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU's, 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 of files as well as receipts.



### Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, 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 became 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 them to capture the documents in digital form, archiving 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 diarising, 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 Modules**

eFile module comprises of Sections which are inter-dependent to each other and manages the official work flow of the entire life cycle of a Document/DAK which is received by the organization.

that constitute eFile application are Receipts, Files, Dispatch, Reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

The starting process is First of all, let's learn about how to use the receipts section of eFile.



A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

The links available under Receipts section are mentioned below:

- Browse & Diarise
  - 1. Physical
  - 2. Electronic
- Inbox
- Email Diarisation
- Created
- Sent
- Closed
- Acknowledgement
  - 1. Created
  - 2. Sent
- Recycle bin





Let's have an introduction about these Links one by one:

### Browse & Diarise

The Browse and Diarise link under receipts section includes two sub modules:

- 1. Physical
- 2. Electronic

Let's have an introduction about these sub modules one by one:

- 1. **Physical:** In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.
- 2. **Electronic:** In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.

In case of DAK that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are as follows:

- Normal
- Confidential
- Secret
- Top Secret



To Diarise the Electronic Receipt, user has to perform the following steps:

1. Click the Electronic module under Browse and Diarise (Browse & Diarise) link of Receipts section, as shown in Fig.eFile.2:

					👗 <u>Deepika</u>	Saini Steno-1(DM-II)
eFile electronic file	system			Search	2	Advanced   Help
Receipts        > Browse & Diarise       > Physical       > Electronic						
Inbox     Email Diarisation						
Created						
▶ Sent						
Closed						
Acknowledgement						
◆ Created						
→ Sent						
▶ Recycle Bin						
Files 🛨	]					

Fig.eFile.2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:

					👗 Deepi	ka Saini Steno-1	(DM-II)
eFile electronic file sys	item		Search		Q	Advanced	Help
Receipts	Upload(Only PDF upto 500 MB)* Upload File	Diary Details Classified Delivery Mode*	S Choose one By Hand	>	Language Letter Ref. No	English	
Inbox     Email Diarisation     Created		Mode Number Type Received Date	Letter	<ul> <li>✓</li> </ul>	File Number Letter Date Diary Date	16/09/2014	17
Sent     Closed     Acknowledgement		VIP VIP Name	Choose one Choose one		Dealing Hands	Choose One	<b>&gt;</b>
Sent     Recycle Bin		Contact Det Ministry Department	Choose one Choose one			Add to Addro	ss Book
Files + Migrate File + Dispatch +		Name* Organization			Designation*		
Dispatch + DSC +		Address 2 Country	INDIA	~	State	Choose one	~
Reports + Settings + Notification +		Mobile Email			Landline		
Ext Department +		Category &	Subject				
		Main Category*		Choose of	ne		
		Subject*					$\bigcirc$
		Enclosures					$\bigcirc$
		Customize Ac	knowledgement Genera	ite Ge	enerate & Sen	d Generate a	& Сору

Fig.eFile.3



Note: In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields becomes mandatory.

2. Click the **Upload File** (Upload File) button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4:

鼻 Deepika Saini Steno-1(DM-II)	)
Search P Advanced   Help	
Diary Details         Classified       Choose one       ▲       Language       English       ▲         Delivery Mode*       By Hand       ▲       Letter Ref. No       ▲         Mode Number       File Number       □       □       □         Type       Letter       ✓       Letter Date       □       □         Received Date       16/09/2014       □       Diary Date       16/09/2014       □         VIP       Choose one       ✓       ✓       Dealing Hands       Choose One       ✓         Contact Details       Add to Address Be       ▲       ▲       △       ○	
Cit Mi Mi Or Mi Or Mi Cit Mi Cit Mi Cit Mi Cit Mi Cit Mi Su Su Su Su Cit Mi	Search Advanced I Help     Diary Details     assified Choose one Language   By Hand Letter Ref. No   de Number File Number   pe Letter   Letter Letter Date   16/09/2014 Diary Date   10/07/2014 Designation*   10/07/2014 Designation*   10/07/2014 V   10/07/2014 V   10/07/2014 P   10/07/2014 V   10/07/2014 V

Fig.eFile.4

- 3. After entering the name of the receipt, Click the **Open** (<u>Open</u>) button (Fig.eFile.4), as a result the receipt gets uploaded under Browse and Diarize screen.
- 4. Enter data in all mandatory fields on the Browse and Diarise Page.

eoffic	e		-					-
A DIGETAL WORK PLACE SC	AUTION							
						<b>4</b> 1	Deepika Saini Stend	-1(DM-II)
eFile electronic file syst	tem			Se	earch		Advanced	Help
Receipts 🖃	Upland/Ophy DDE upto 500 MPh		Diany Dataila					
Browse & Diarise			Diary Details	[				
Physical     Electronic		<u>_</u>	Classified	Normal		Language	English	
- Electronic			Delivery Mode*	By Hand		Letter Ref. No		
Inbox			Mode Number			File Number		
Email Diarisation	This is a test document for Receipt Creation.		Туре	Letter	<b>~</b>	Letter Date	16/09/2014	17
Created			Received Date	16/09/2014	17	Diary Date	16/09/2014	
Closed			VIP	Choose one		Dealing Hands	Choose One	
Acknowledgement			VIP Name	Choose one		-		
<ul> <li>Created</li> </ul>			Contact Dotail	le				dress Book
→ Sent			Ministry		AFEAIRS	(Orib Mantralaya)		
Recycle Bin			Ministry	MINISTRY OF HOME	AFFAIRS	Grin Mantralaya)		
Files +		=	Department	Choose one				<b></b>
Migrate File 😐			Name	C.S.Bhatt		Designation"	UDC	
Dispatch (+)			Organization	O/o Home Secretary				
Dispatch (+)			Address 1 -	NORTH BIOCK				
Dispatch ()			Address 2	111014		2 01-1-	01	
USC (±			Country	INDIA		State	Choose one	
Reports +			City			Pincode		
Settings +			Mobile			Landline		
Notification +			Email					
Ext Department +				IDJECT				
			Main Category*	L	Bills Paym	ient		~
			Sub Category		Choose O	ne		<b>~</b>
			Subject*		Telephone	Bills Payment		$\sim$
			Enclosures					$\bigcirc$
			Customize Ackn	owledgement				
		_		G	enerate	Generate &	Send Generat	e & Copy
	8.27 x 11.70 in < 💷							

Fig.eFile.5

5. Clicking the **Generate** button (Fig.eFile.5) on **Browse and Diarise** page to generates a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

		블 Deepika Saini Steno-1(DM-I
eFile electronic file sys	rstem	Search Advanced   Help
Receipts -	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File   Attach Rece	eipt Receipt Details
<ul> <li>◆ Physical</li> <li>◆ Electronic</li> </ul>		Receipt No :     233411/2014/OFFICE OF DM-II     File No :       From :     C.S.Bhatt     Designation :     UDC       Mein Cetenopy :     Bills Designation     Sub Cetenopy :
Inbox     Email Diarisation     Created	This is a test document for Receipt Creation.	Address : North Block Sent Date : Letter Ref. No : Letter Date : 16/9/1
Sent     Closed     Acknowledgement     Created		Conject: The prime of a structure of the prime of th
Sent     Recycle Bin     Files     +		E
	Fig.eFile	2.6

Nine (9) Menu bar options are associated with an Electronic receipt after it is generated, are provided to the user as





Fig.eFile.7

a) Send: User can use this option to send the receipt to the intended recipient.

### To send the generated receipt, user has to perform the following steps:

1. Click the **Send** link shown in Fig.eFile.8:

						👵 Deepika Saini Steno	-1(DM-II) -
eFile electronic file sy	/stem				Search	Advanced	Help
	Send	Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File   Attac	h Receipt				
Receipts     Browse & Diarise	<b></b>		<b>^</b>	🖃 Receipt Deta	ils		
+ Physical	L		11	Receipt No :	233411/2014/OFFICE OF DM-II	File No :	
→ Electronic	L			From :	C.S.Bhatt	Designation :	UDC
Inbox	L	This is a test document for Receipt Creation.		Main Category :	Bills Payment	Sub Category :	
Email Diarisation				Address :	North Block	Sent Date :	
▶ Created				Letter Ref. No :		Letter Date :	16/9/14
▶ Sent				Subject :	Telephone Bills Payment	Enclosures:	-
▶ Closed				Movement D	etails		
Acknowledgement				Sent By 💿 💌 Se	ent On 🔍 Sent To 🔍 Action	▼ Remarks ▼ Read O	n •••
+ Created							
◆ Sent							
▶ Recycle Bin			=				

Fig.eFile.8



2. As a result Send page is displayed, either directly enter the name, marking abbreviation or section/organization unit name of the recipient in the **'To'** field (Fig.eFile.9).

		👗 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file sy	tem	Search Advanced   Help
Receipts Browse & Diarise -> Physical	Send Selected Receipts Receipt Number	Subject
→ Electronic	B 233411/2014/OFFICE OF DM-II	Telephone Bills Payment
<ul> <li>Inbox</li> <li>Email Diarisation</li> <li>Created</li> <li>Sent</li> <li>Closed</li> <li>Acknowledgement <ul> <li>Created</li> <li>Sent</li> <li>Recycle Bin</li> </ul> </li> <li>Files + <ul> <li>Migrate File +</li> <li>Dispatch +</li> <li>Dispatch +</li> <li>DSC +</li> <li>Reports +</li> <li>Settings +</li> <li>Notification +</li> <li>Ext Department +</li> </ul> </li> </ul>	In       bhad       X         ADITI BHATIA-ASST1(AD-V)-OFFICE OF ADMN-V       C.P. BHATTDIARIST(SSO)-OFFICE OF SSO         Cc       C.S BHATTDIARIST(SSO)Off H5(MHA)         DAVA BHATTPA TO US/PLO)O/O US PLANNING CELL         Set Due Date         Action         Forward         Priority         Ordinary         Total 1000   1000         characters left.         Camarks         Send	

Fig.eFile.9

Or Click the **'To'** link and click on Contacts tab and selection can be made on the basis of name, marking abbreviation or section/organization unit of the recipient from the list box and (Fig.eFile.10).

						👵 Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file sy	ystem				Search	Advanced   Help
Receipts           > Browse & Diarise           > Physical           > Electronic	Selected Receipts	ot Number			Subject	
Inbox Email Diarisation Created Sent		C.S BHATTUDC(HS)2O/o Contacts Preferred List	DM-II of HS(MHA Groups		Telephone Bills Payment	
<ul> <li>Closed</li> <li>Acknowledgement</li> <li>Created</li> <li>Sent</li> <li>Recycle Bin</li> <li>Files +</li> <li>Migrate File +</li> <li>Dispatch +</li> <li>DSC +</li> <li>Reports +</li> <li>Settings +</li> <li>Notification +</li> <li>Ext Department +</li> </ul>	Cc Set Due Date Action Priority Remarks	Name CRPF C.S.BHATT C.S.PANDEY CYRLL GERVASIS DALSIR SINGH DAL CHAND Dalip Singh Tanvar Daljit Singh DALUT SINGH DARWAN SINGH C <c18 19="" 2="" 20="" 21="" 22="" 23="" 26="">&gt; Add to: preferred List</c18>	Marking Abbr CRPF UDC(HS)2 Sub-Inspt(IPS-1) UDC-1(MOS(R)) UDC10.REI LDC(FFR) UDC DeHI-I Desk DIR(ANO) HEAD CONSTABLE-CRPF(P UDC-I	Search Organisation Unit CRPF-Div O/o of HS(MHA) IIS-I O/O MOS ( R) R&I(NB) OFFICE OF SO(FFR(P)) DELH-I DESK Director(ANO) ERS-II OFFICE OF SO(FFR(P))		

Fig.eFile.10



3. Similarly, **'CC'** option can be used if user wants to mark a copy of receipt to other users as well, follow the steps as mentioned in above **points 2.** 

Note: In case of forwarding receipt, multiple recipients can be sent by using semi colon (;) as separators.

- 4. Provide **Due date** (if required) for the receipt using the calendar (1) link adjacent to the Due Date text box.
- 5. Select **Action** which has been taken on the receipt from the dropdown menu.
- 6. Set the **Priority** (if required) of the receipt from the dropdown menu.
- 7. Type **Remarks** (if required) in the Remarks text box, and click the **Send** (Send) button, as shown in Fig.eFile.11:

			鼻 Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file s	ystem	Search	Advanced   Help
	<i>(</i>		
Receipts 😑	Send		
Browse & Diarise	Selected Receipts		
<ul> <li>Physical</li> </ul>	D	nist Nambur Californi	
→ Electronic	Recei	233411/2014/OFFICE OF DM-II Telephone Bills Payment	
▶ Inbox			
Email Diarisation	То	C.S BHATTUDC(HS)2O/o of HS(MHA	
<ul> <li>Created</li> </ul>	_		
▶ Sent		-II)OFFICE OF DM-	
Closed		II; SUMAN BAJAJPA (SB)	
Acknowledgement	<u>LC</u>	II)	
→ Created		(Use semicolon(;) to seperate recipients.)	
+ Sent			
Recycle Bin	Set Due Date	18/09/2014	
Files 😐	Action	Forward	
Migrate File 😐	Priority	Ordinary	
Dispatch 🛨		Total 1000   973 characters left.	
Dispatch +		Please provide the comments	
DSC +	Remarks		
Reports +			
Settings +			
Notification (+)		Send as sticky note	
Ext Department 🛨	[	Send	

Fig.eFile.11

8. As a result, the scanned and created receipt is sent to the intended recipient(s).

Note: User can also Pull Back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back link available in Sent section of Receipt Module. In case, the recipient has opened the receipt, then pullback option is inaccessible.

b) **Put in a File**: User can use this option to put the generated receipt into a concerned file.

Note: If any File/Receipt is attached with the desired Receipt, then 'Put in a File' option will not work. To do so, user needs to first detach the attached File/Receipt from "Attach File" menu bar option.

Copyright © NIC, 2014



To put up a receipt under a file, user has to perform the following steps:

1. Click the **Put in a File** (Put in a File) link, as a result list of files will appear, as shown in Fig.eFile.12:

								👵 Deepika Saini Steno	-1(DM-II)_▼
eFile electronic file s	ystem						Search	Advanced	Help
	Send	d   Put in a File	Copy   Dispatch   Detai	ils   Movements   Edit	Attach File   Attach Receipt				
Browse & Diarise						🖃 Receipt Deta	ils		
→ Physical	L					Receipt No :	233411/2014/OFFICE OF DM-II	File No :	
→ Electronic						From :	C.S.Bhatt	Designation :	UDC
▶ Inbox		This is a	test document for Receipt Cre	eation.		Main Category :	Bills Payment	Sub Category :	
Email Diarisation						Address :	North Block	Sent Date :	
Created						Letter Ref. No :		Letter Date :	16/9/14
▶ Sent						Subject :	Telephone Bills Payment	Enclosures:	-
Closed						Movement D	etails		
Acknowledgement						Sent By 🔷 💌 Se	ent On 🔹 Sent To 🔹 Action	▼ Remarks ▼ Read Or	n ••••
→ Created									
+ Sent									
Recycle Bin									
<u>_l</u> l					Fig oFilo 12				

Fig.eFile.12

Attach button (Fig.eFile.13), 2. Select a file in which the receipt needs to be attached and click the Attach ( as a result the receipt gets attached under the selected file. User can also search the files number using Year and Search fields.

			8	Deepika Saini Steno	-1(DM-II) -
eFile electronic file s	ystem		Search	Advanced	Help
Receipts       •         > Browse & Diarise       •         • Physical       •         • Electronic       •         > Inbox       •         > Email Diarisation       •         > Created       •         > Sent       •         • Closed       •         > Acknowledgement       •         • Created       •         • Sent       •         • Recycle Bin       •         Files       +         Dispatch       +         DSC       •         Reports       +         Settings       +         Notification       +         Ext Department       +	Send Put in a File Copy Dispatch Details Movements Edit Attach File Attach Receipt	<ul> <li>□ Receipt Deta Receipt No : From : Main Category : Address : Letter Ref. No : Subject :</li> <li>□ Search Files</li> <li>○ E 3241494</li> <li>○ E 3241533</li> <li>○ E 3241603</li> <li>○ E 3241654</li> </ul>	Search           search           search           alls           Search           C.S. Bhatt           Bills Payment           North Block           Telephone Bills Payment           Year [2014 v)           Year [2012/23/2014-           OFFICE OF DM-II           8         H-12013/19/2014-           9         OFFICE OF DM-II           3         OFFICE OF DM-II           4         OFFICE OF DM-II           5         RS-12017/23/2014- -OFFICEOFDM-II           File@rk7003           OFFICEOFDM-II           File@rk7004           Attach	File No : Designation : Sub Category : Sent Date : Letter Date : Enclosures: Search	Help UDC - 16/9/14 - ✓ ≪<12>>>

Fig.eFile.13

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



c) **Copy**: User can use this option, in cases where the multiple correspondences are received from the same person or organization.

			Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file sy	stem	Search	Advanced   Help
	Send   Put in a File Copy Dispatch   Details   Movements   Edit   Attach File   Attach Receipt		
Receipts     Browse & Diarise		Receipt Details	
<ul> <li>Physical</li> </ul>	1	Receipt No : 233411/2014/OFFICE OF DM-II	File No :
◆ Electronic		From : C.S.Bhatt	Designation : UDC
▶ Inbox	This is a test document for Receipt Creation.	Main Category : Bills Payment	Sub Category :
Email Diarisation		Address : North Block	Sent Date :
▶ Created		Letter Ref. No :	Letter Date : 16/9/14
▶ Sent		Subject : Telephone Bills Payment	Enclosures: -
▶ Closed		Movement Details	
Acknowledgement		Sent By 💌 Sent On 🔍 Sent To 🔍 Action 👻	Remarks Read On
◆ Created			
+ Sent			
▶ Recycle Bin			

Fig.eFile.14

1. By using the Copy option the metadata fields automatically gets filled with the same details and user only needs to upload the document by using Upload File button, as shown in (Fig.eFile.15).

						🏭 <u>c</u>	eepika Saini Steno	-1(DM-II) -
eFile electronic file sy	stem				Search		Advanced	Help
Receipts	Upload(Only PDF upto 500 MB)*	load File	Diary Details					
Physical     Electronic     Inbox     Email Diarisation     Created     Sent	This is demonstration of Copy feature		Classified Delivery Mode* Mode Number Type Received Date	Normal By Hand Letter 16/09/2014	<ul> <li></li> <li></li></ul>	Language Letter Ref. No File Number Letter Date Diary Date	English 16/09/2014 16/09/2014	
Closed			VIP	Choose one	~	Dealing Hands	Choose One	~
Acknowledgement     Created			VIP Name	Choose one				
→ Sent			Contact Detail	ils			Add to Add	Iress Book
Recycle Bin			Ministry	MINISTRY OF HOM	IE AFFAIRS	(Grih Mantralaya)		~
Files +			Department	Choose one				~
Migrate File 😐			Name*	C.S.Bhatt		Designation*	UDC	
Dispatch +			Address 1 *	North Block				
Dispatch 😐		=	Address 2					
DSC +			Country	INDIA		✓ State	Choose one	
Reports +			City			Pincode		
Settings +			Mobile			Landline		
Notification +			Email					
Ext Department 😐			Category & S	ubject				
			Main Category*		Bills Payr	ment		~
			Sub Category		Choose C	One		~
			Subject*		Telephon	e Bills Payment		$\bigcirc$
			Enclosures					$\bigcirc$
			Customize Ack	nowledgement				
		-		I	Generate	: Generate &	Send Generat	е & Сору

Fig.eFile.15



2. Upon clicking the **Generate** button, a **unique Diary number** gets generated along with the specified metadata.

					鼻 Deepika Saini Steno-	1(DM-II)
eFile electronic file sy	stem			Search	Advanced	Help
Receipts -	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Attach File   At	ttach Receipt				
Browse & Diarise		· ·	Receipt Detail	ils		
<ul> <li>Physical</li> </ul>			Receipt No :	233422/2014/OFFICE OF DM-II 晶	File No :	
<ul> <li>Electronic</li> </ul>			From :	C.S.Bhatt	Designation :	UDC
Inbox	This is demonstration of Copy feature		Main Category :	Bills Payment	Sub Category :	
Email Diarisation			Address :	North Block	Sent Date :	
Created			Letter Ref. No :		Letter Date :	16/9/14
Sent			Subject :	Telephone Bills Payment	Enclosures:	-
Closed			Movement De	etails		
Acknowledgement			Sent By - Se	ent On 👻 Sent To 😌 Action		* * *
Created						
→ Sent						
Recycle Bin						
Files +						

Fig.eFile.16

d) **Dispatch**: User can use this option to Dispatch the electronic receipt.

### To Dispatch the generated receipt, user has to perform the following steps:

1. Click the **Dispatch** (Dispatch) link.

			Deepika Saini Steno-1(DM-II) -
eFile electronic file sy		Search	Advanced   Help
Receipts 🖃	Send   Put in a File   Copy Dispatch Details   Movements   Edit   Attach File   Attach Receipt		
Browse & Diarise	^ 	Receipt Details	
- Physical		Receipt No : 233422/2014/OFFICE OF DM-II	File No :
- Electronic		From : C.S.Bhatt	Designation : UDC
Inbox	This is demonstration of copy feature	Main Category : Bills Payment	Sub Category :
Email Diarisation		Address : North Block	Sent Date :
Created		Letter Ref. No :	Letter Date : 16/9/14
Sent		Subject : Telephone Bills Payment	Enclosures: -
Closed		Movement Details	
Acknowledgement		Sent By - Sent On - Sent To - Action - Re	marks - Read On
→ Created			
→ Sent			
Recycle Bin	۱ II		
Files +			

Fig.eFile.17

2. As a result the confirm message will appear, to move the generated receipt to the inbox for dispatching, as shown in Fig.eFile.18:

A DIGITAL WORK PLACE S	OLUTION		and the second				
eFile electronic file sys	stem				Search	Deepika Saini Steno           P         Advanced	- <u>1(DM-II)</u>
	Send   Put in a File   Copy   Dispatr	Confirm	1 Attack Bassist I				
Receipts -		Comirm	- Re	eceipt Detail	S		
Physical		This receipt is created. Dispatching the same will move the	receipt to your inbox. Rece	eipt No :	233426/2014/OFFICE OF DM-II	File No :	
<ul> <li>Electronic</li> </ul>		Do you wish to continue?	From	m :	C.S.Bhatt	Designation :	UDC
Inbox	This is a test document for Rece	OK Cance	el Main	n Category :	Bills Payment	Sub Category :	
Email Diarisation	I (		Addr	ress :	North Block	Sent Date :	
Created			Lette	er Ref. No :		Letter Date :	16/9/14
Sent			Subj	ject :	Telephone Bills Payment	Enclosures:	-
Closed			ΞMa	ovement Det	ails		
Acknowledgement			Sent E	By 🔹 Sei	nt On 👻 Sent To 👻 Action		* * *
Created							
+ Sent							
Recycle Bin							
Files +							



3. After confirming, the dispatch window is displayed as shown in Fig.eFile.19, having all the metadata on right side prefilled as per the details entered while diarizing the receipt.

						🋎 <u>D</u> e	epika Saini Steno-:	1(DM-II) -
eFile electronic file syst	tem				Search		Advanced	Help
				L				
Receipts =	Send   Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   A	Attac	h File   Attach Red	ceipt				
Browse & Diarise								
<ul> <li>Physical</li> </ul>								
+ Electronic	New Draft	6	Draft Details					
h. Tahay	Choose from Template(s) OF Upload File		Draft Type*	Reply	$\sim$	Classified	Choose one	~
Email Diarisation	B I U A& I II Styles ▼ Paragraph ▼ Font Family ▼		Draft Nature	Choose One	~	G.O. Prefix	Choose One	$\sim$
▶ Created	Font Size 🔹 🗄 🗉 🗮 🛊 🗱 🕊 💜 💓 🚥 🐖 🖞 🛷 🞯		Language*	English	~			
▶ Sent	👗 🗈 🕰 🛅 🍋 👫 🎼 — 2 🥅 ×. 💉 🔉 🙂 🍼 - 🗑 🖛 🖂 🕫		o	Telephone Bills	Payment			^
▶ Closed	📝 📄 📄 📑 😓 🐳 🖓 🐺 🐺 📖 📰 🗛 • 🕸 • 🖻 English (F12) •		Subject -				( Maximum of 250 Ch	aracters )
Acknowledgement				233426/2014/0	FFICE C 🔽			
→ Created	1		Receipt Number			Reply Type	Choose one	~
Sent		0	Communicat	ion Details				
Recycle Bin			Ministry	MINISTRY OF H	HOME AFFAIR	RS(Grih Mantralaya	a)	~
Files +			Department	Choose one				~
Migrate File +			Name*	C.S.Bhatt		Designation*	UDC	
Dispatch 🛨			Organization	O/o Home Secre	etary			
Dispatch 😐			Address 1 *	North Block				
DSC +			Address 2					
Reports +			Country	INDIA	~	<ul> <li>State</li> </ul>	Choose one	~
Settings (+)			City			Pincode		
Natification (*)			Mobile			Landline		
			Fax			]		
Ext Department (±)			Email			]		
							Add More Rec	ipient(s)
		0	Attachments				At	tach File
	Path: Words:0							
								Save
t		•						

Fig.eFile.19

eOffice

Note: No file should be attached to the receipt while dispatching of same receipt.



- 4. User now creates the draft reply in respect of the receipt, and click the 'Save' (Save') button.
- 5. A unique number called as Draft Number gets assigned to the draft which is sent for further process, as shown in Fig.eFile.20.

A DIGITAL WORKPLACE BOLUTION									Deepika Saini Steno	-1(DM-II) *
eFile electronic file sy:	stem						Search		Advanced	Help
	Send Reply   Put in a File	Copy Dispatch Det	ails   Movements   Edi	it   Close   View Dra	aft   Atta	ch File   Attach Rei	eipt			
Receipts										
Browse & Diarise	V 1.0	DFA								
→ Physical						Draft Details				
→ Electronic					<u>^</u>	Draft Type*	Reniv	Classified	Choose one	
▶ Inbox						Draft Natura	Choose One		Chasse One	
Email Diarisation						Dialtivature	Choose One	G.O. FIEIX	Choose One	¥.
Created						Language*	English	<u>~</u>		
▶ Sent						Subject *	Telephone Bills Payment			0
▶ Closed	This is regarding	ne approval of the letter.							( Maximum of 250 C	haracters )
Acknowledgement						Receipt Number	233426/2014/OFFICE C	Reply Type	Choose one	×
→ Created						Receipt Number	2	Reply Type	Choose one	×
- Sent						Communicat	ion Details			
Recycle Bin						Attachments			F	ttach File
Files 🛨										
Migrate File 😐										
Dispatch +	1									
Dispatch +	1									
DEC (#)										
Dac 🕒										
Reports +										
Settings +										
Notification +										
Ext Department 😐	1									
	1									
					~					
										Edit
L					~~~					

- Fig.eFile.20
- 6. Clicking on Send button will take the user to Receipt Send page. (Kindly follow the **steps 2 to 8** as mentioned in **a**) **Send** sub section)



e) **Details:** User can use this option to view the details of the generated receipts, as shown in Fig.eFile.21:

		👵 <u>Deepika s</u>	Saini Steno-1(DM-II) ▼
eFile electronic file	system Search Search	P	Advanced   Help
Benne Reference Lawrence      EFile electronic file      Receipts     Physical     Physical     Evaluation     Created     Sent     Created     Sent     Created     Sent     Recycle Bin      Files     Migrate File     Dispatch     +      Dispatch     +      DSC     +      Settings     +      Setting     +	Senth         Senth       Details       Movements       Edit       Close       View Draft       Attach Receipt         Image: Senth Receipt Option Details       Image: Senth Receipt Option Details       Image: Receipt Option Details       Receipt No:       233426/2014/0FFICE OF DM-II       Image: Senth Receipt Option Details         Image: The senth comment for Receipt Creation.       Image: Senth Receipt Option Details       Receipt No:       233426/2014/0FFICE OF DM-II       Image: Senth Receipt Option Details         Image: The senth comment for Receipt Creation.       Image: Senth Receipt Option Details       Receipt No:       233426/2014/0FFICE OF DM-II       Image: Senth Receipt Option Details         Image: The senth comment for Receipt Creation.       Image: Senth Receipt Option Details       Receipt No:       233426/2014/0FFICE OF DM-II       Image: Senth Receipt Option Details         Image: The senth comment for Receipt Creation.       Image: Senth Receipt Option Details       Receipt No:       233426/2014/0FFICE OF DM-II       Image: Senth Receipt Option Details         Image: The senth comment for Receipt Creation.       Image: Senth Receipt Option Details       Receipt No:       233426/2014/0FFICE OF DM-II       Image: Senth Receipt Option Details         Image: The senth comment for Receipt Creation.       Image: Senth Receipt Option Details       Receipt No:       Re	File No : Designation : Sub Category Sent Date : Letter Date : Enclosures:	Advanced   Help UDC 16/09/14 02:42 PM 16/9/14 -
Settings + Notification + Ext Department +			

Fig.eFile.21

f) Movements: User can use this option to track the Movements of the receipt which automatically gets updated as Receipt moves further as shown in Fig.eFile.22:

		👃 Deepika (	Saini Steno-1(DM-II) ▼
eFile electronic file sy	Search Search	P	Advanced   Help
Receipts -	Send   Reply   Put in a File   Copy   Dispatch   Details Movements Edit   Close   View Draft   Attach File   Attach Receipt		
Physical     Electronic     Inbox	Receipt No :     233426/2014/OFFICE OF DM-II       This is a test document for Receipt Creation.     From :     C.S.Bhatt       Main Category :     Bills Payment	File No : Designation : Sub Category	UDC
Email Diarisation     Created	Address : North Block Letter Ref. No : Subject : Telephone Bills Payment	Sent Date : Letter Date : Enclosures:	16/09/14 02:42 PM 16/9/14
Closed     Acknowledgement	⊡ Movement Details Sent By	- Acti	ion Remarks Read
Sent     Recycle Bin	Deepika Saini,OFFICE OF DM 16/09/14 Deepika Saini,OFF -II 02:42 -II	ICE OF DM	
Files (+) Migrate File (+)			
Dispatch + Dispatch +			
DSC (+) Reports (+)			
Settings + Notification +			
Ext Department +			

Fig.eFile.22

Copyright © NIC, 2014



g) Edit: User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.

### To edit the generated receipt, user has to perform following steps:

1. Click the **Edit** link (Edit), as a result the Metadata fields get active, as shown in following Fig.eFile.23:

					a Dee	pika Saini Steno	-1(DM-II) -
eFile electronic file sys	tem			Search		Advanced	Help
	Send   Reply   Put in a File   Copy   Dispatch   Details   Movements Edit Close   View	Draft   At	tach File   Attach Re	ceipt			
Receipts   Browse & Diarise	Upload(Only PDF upto 500 MB)*	id File	Diary Details	3			
→ Physical			Classified	Normal 🗸	Language	English	~
→ Electronic			Delivery Mode*	By Hand 💙	Letter Ref. No		
▶ Inbox	This is a test document for Densint Creation		Mode Number		File Number		
Email Diarisation			Туре	Letter	Letter Date	16/09/2014	17
Sent			Received Date	16/09/2014	Diary Date	16/09/2014	
▶ Closed			VIP	Choose one	Dealing Hands	Choose One	~
Acknowledgement     Created			VIP Name	Choose one			~
Sent			Contact Deta	ails		Add to Add	ress Book
▶ Recycle Bin			Ministry	MINISTRY OF HOME AFFAI	RS(Grih Mantralaya)		~
Files +			Department	Choose one	7		<b>~</b>
Migrate File 😐			Name	C.S.Bhatt	Designation*	UDC	
Dispatch (+)			Address 1 *	North Block			
Dispatch (+)		E	Address 2				
DSC (+)			Country	INDIA	<ul> <li>State</li> </ul>	Choose one	~
Reports +			City		Pincode		
Settings +			Mobile		Landline		
Notification +			Email				
Ext Department (+)			Category &	Subject			
			Main Category*	Bills Pay	ment		
			Sub Category	Telephor	e Bills Payment		
			Subject*	relephor	ie blila'r dyment		^
			Cubject				$\sim$
			Feeleeuree				~
			Enclosures				$\sim$
						Save	Receipt
	1						

### Fig.eFile.23

2. After making required changes in Metadata fields, click the **Save Receipt** button to save Metadata (Fig.eFile.23).



### h) Attach File

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

Click the **Attach File** (Attach File) link, as a result list of files will appear, as shown in Fig.eFile.24.

Racainte	Send   Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft Attach File Attach Receip	pt			
Browse & Diarise	A	Receipt Details			
+ Physical		Receipt No :	976250/2014/0/o US (AVD-I D) 🔓	File No :	
+ Electronic		From :	NITIN P GADKARI	Designation :	MAJOR GENERAL
) Inbox (3)	Commencement Certificate	Main Category :	ACC Proposals	Sub Category :	
Email Diarisation		Address :	ARMY WAR COLLEGE	Sent Date :	25/04/14 10:27 AM
Created		Letter Reference N	0:	Letter Date :	
) Sent		Subject :	eOffice plan	Enclosures:	
) Closed		Movement Deta	.!!»		

Fig.eFile.24

Upon clicking on Attach File tab, list of files which are lying users File Inbox and File created appears, user can search for the file from Year and Search fields, as shown in Fig.eFile.25.

A DIGITAL WORKPLACE BOLUTION					2
eFile electronic file syste	n				Search
Receipts 🖃	Send   Reply   Put in a File   Copy   Dispatch   Details   Moveme	ents   Edit   Close   View Draft   Attach	File   Attach Receipt		
Browse & Diarise			Receipt Details	976250/2014/0/o US (AVD-I D)	
<ul> <li>Inbox (3)</li> <li>Email Diarisation</li> </ul>	Commencement Cert	lificate	Main Category : Address :	ACC Proposals ARMY WAR COLLEGE	
Created     Sent     Closed			Letter Reference No Subject :	eOffice plan	
Acknowledgement     Greated     Sent	To HOD_eOffice Project Division	Year 2014 🗸 Search		×	ient To iarvjeet Raheja,O/
Recycle Bin	NIC-HQ, New Delhi	Showing 1 to 10 of 399	∼ <u>File Number</u>	<< < 1 2 3 4 5 6 7 8 9 10 > >> * <u>Subject</u>	
Migrate File + Dispatch +	Sub: eOffice Implement:	E 3104166	C/2/2014-O/o US (AVD-I D) A/2/2014-O/o US (AVD-I D) C/2/2014-O/o US (AVD-I D)	fdsfsdfsdf ieuqruweutwet	
DSC +	Dear Sir, It is to certify that the implementation of eOffice has started	E 3104172 E 3104174 E 3104179	D/3/2014-O/0 US (AVD-1 D) B/2/2014-O/0 US (AVD-1 D)	fadsfsafsafas hjhgghj	
Settings + Notification +	<ol> <li>Shram Shakti Bhawan</li> <li>Jaisalmer House</li> <li>Jam Nagar House</li> </ol>	E 3104188	B/4/2014-O/o US (AVD-I D) B/8/2014-O/o US (AVD-I D)	fdsfsdfsdf fdsfdsfsdf	
Ext Department +	With Warm conside	E 3104218 E 3104221 E 3104222	A-12012/1/2014-O/o US (AVD-I D) B-12/2/2014-O/o of HS(MHA) A/7/2014-O/o US (AVD-I D)	File@rk06 File@rk08 dsosda	
	GOUTAM ROY DIRECTOR/IT MANAGER	I 3104262	Attach File	usysvy «co	



The selected file then gets attached with the Receipt and moves along with the movement of Receipt.

				1	Sarvjeet Ra	<b>heja</b> PA (US (AV	(D-I D))_*
eFile electronic file sy	ystem			Search	P	Advanced   H	Help
Receipt     -       > Browse & Diarise       + Bhysical       + Electronic       > Inbox (3)       > Email Diarisation       > Created       > Acknowledgement       - Created       > Recycle Bin       Files       Pilese File       Dispatch       DSC       Reports       - Settings       - Notification	Send   Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Attach File   Attach Receip         Commencement Certificate         Dated: 19 <sup>th</sup> March 2013         To         HOD, eOffice Project Division,         NIC-HQ, New Delhi         Sub: eOffice Implementation Commencement         Dear Sir,         It is to certify that the implementation of eOffice has started on 8 <sup>th</sup> April 2012 at the following locations:         1) Shram Shakti Bhawan         2) Jaisalmer House	Receipt Details     Receipt No :     From :     Main Category :     Address :     Letter Reference No     Subject :     Dispatch history     No Record Found     Address :     Atdrached Files     File Number     E 0/22014-0/o US (AV     Addrached Receip     No Record Found     Detached Recei     No Record Found     Detached Files H     No Record Found	976250/2014/00io US (AVD-I D) NITN P GADKARI ACC Proposals ARMY WAR COLLEGE eOffice plan Subject v / /D-ID) fdsfadfsdf S ts pts History History	Attached by Sarrjeet Raheja	File No : Designation : Sub Category : Sent Date : Letter Date : Enclosures: * Attached Date 25/04/14 11:36	MAJOR GENERA 25/04/14 10:27 A - - v remarks test	L M ×

Fig.eFile.26

Detach File- Will detach a file from the receipt.

The file can be de-attached from receipt on clicking  $\times$  button in the Attached Files section (**Fig.eFile.26**).

The detached file then moves to the users file inbox who had detached the file.

 Attach Receipt: User can use this option to attach the working receipt/document with the other Receipt(s)/ Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Note: Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa. Also, the receipt attached with other receipts can be send to only one user at a time.



To attach other Receipt(s)/Document(s) with the working receipt, user has to perform following steps:

1. Click the 'Attach Receipt' Attach Receipt' link, as shown in Fig.eFile.27:

		👵 Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file sy	ystem Search	Advanced   Help
Receipts -	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Attach File   Attach Receipt   Generate Acknowledgement	
Physical     Physical     Electronic      Inbox     Email Diarisation     Created     Sent	Receipt No :     233426/2014/OFFICE OF DM-II     File       From :     C.S.Bhatt     Deit       Main Category :     Bills Payment     Sul       Main Category :     Bills Payment     Sul       Main Category :     Bills Payment     Sul       Subject :     Telephone Bills Payment     Env	e No : isignation : UDC b Category : nt Date : 16/09/14 02:42 PM tter Date : 16/9/14 closures: -
Closed     Acknowledgement     Created     Sent     Records Bin	2014 V Search	×
Files + Migrate File + Dispatch +	Showing 1 to 10 of 12         <<<<122	e- Remarks
Dispatch + DSC + Reports +	E         233297         233297/2014/OFFICE OF DM-II         test           E         233374         233374/2014/OFFICE OF DM-II         ACR Related matters           E         23337         233387/2014/OFFICE OF DM-II         Sub Test2           F         233397         233396/2014/OFFICE OF DM-III         Sub Test2	Attached Detached Attach Detach Date Remarks Remarks 16/09/14 16/09/14 for Detached 24:28 04:29 reference Receipt
Settings     +       Notification     +       Ext Department     +	E         233402         233402/2014/OFFICE OF DM-II         hhh           E         233403         233403/2014/OFFICE OF DM-II         hhh           E         233411/2014/OFFICE OF DM-II         hhh           E         233411/2014/OFFICE OF DM-II         hhh           E         233411/2014/OFFICE OF DM-III         hhh           E         233411/2014/OFFICE OF DM-III         tubephone Bills Payment           E         233411/2014/OFFICE OF DM-III         tubephone Bills Payment	ached Detached Attach Detach e Date Remarks Remarks 9/14 16/9/14 for 8 PM 4:28 PM reference work done
	Attach Receipt	***

Fig.eFile.27

2. As a result the receipt gets attached, which can be seen under Details as shown in Fig.eFile.28:

	👵 Deepika Saini Steno-1(DM-II
eFile electronic file sy	ystem Search Advanced   Help
Receipts (=)	Send   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   Attach File   Attach Receipt   Generate Acknowledgement
Browse & Diarise	Receipt Details
Physical	Receipt No : 233426/2014/DEFICE OF DMUIL P
+ Electronic	From : C.S.Bhatt Designation : UDC
t Tabay	Main Category : Bills Payment Sub Category :
Email Diarisation	Address : North Block Sent Date : 16/09/14 02:42 PM
Created	This is it is to be it to do under it for Receipt Oreasion. Letter Ref. No : Letter Date : 16/9/14
▶ Sent	Subject : Telephone Bills Payment Enclosures: -
Closed	Dispatch history
Acknowledgement	No Record Found
→ Created	Attached Files
→ Sent	NB Becord Equind
Recycle Bin	
Files +	Descript No Subject - Attracked by Attracked Date. Demotion -
Migrate File +	<ul> <li>Rote pipeline ov.</li> <li>Autorite up Attache Uster Keinarks →</li> <li>E 233372/014/0FEICE OF DM 4/0 Felded matters Dealed matters Dealed in 56/09/14 (44:3)</li> <li>Aftach With Anni</li> </ul>
Dispatch (+)	
	Department Receipts history
Dispatch 😐	No Receipt No. Subject Attached Datached Attached Detached Attached Attached Detached Attached Detached Attached Attache
DSC + Reports +	E 233052 233052/2014/OFFICE OF DM-II Verbal Deepika Deepika 16/09/14 16/09/14 for Detac From communication Saini Saini 04:28 04:29 reference Receipt
Settings +	Detached Files History
Notification +	Computer File Number Subject Attached Detached Attached Detached Attached Detached Attached Detached Attache Detached Attached Attached Detached Attached Detached Attached Detached Attached At
Ext Department 😐	E 3238965 B-12013/1/2014-O/o of HS(MHA) File@rk02 Deepika Deepika 16/9/14 16/9/14 for work d
	Fig.eFile.28

Copyright © NIC, 2014



Detach Receipt- Will detach a receipt from the Receipt.

The receipt can be de-attached from receipt on clicking  $\times$  button in the Attached receipt section (**Fig.eFile.28**).

The detached receipt then moves to the users receipt inbox who had detached the receipt.

## Note: Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

### Generate & Send and Generate & Copy

At the time of Receipt Creation (kindly refer to step 4 in Browse and Diarise section). Clicking on **Generate and Send** (refer Fig.eFile.29) button will directly take the user to Receipt Send page. (Kindly follow the **steps 2 to 8** as mentioned in **a) Send** sub section).

By clicking on **Generate and Copy** (refer Fig.eFile.29) button, a receipt number will be generated and the metadata field will remain available to upload a new document.

(Kindly follow the steps 1 and 2 as mentioned in c) Copy sub section).

					🛎 <u>(</u>	Deepika Saini Steno-	1(DM-II) -
eFile electronic file sys	stem			Search		Advanced	Help
Receipts 😑	Unload/Only DDF unto 500 MPh	Diany Dataila					
Browse & Diarise	Upload File		Chaose and		Language	English	
Electronic	Â	Delivery Mode*	By Hand	•	Letter Ref. No.	English	
t Tabau		Mode Number	by Hand	<u> </u>	File Number		
Email Diarisation	This is a test document for Receipt Creation.	Type	Letter		Letter Date	12/09/2014	17
Created		Resaired Date			Dian/ Data	17/09/2014	
Sent		N/D	12/09/2014		Dialy Date	17/08/2014	
Closed     Acknowledgement		VIP VIP	Choose one	<b>_</b>	Dealing Hands	Choose One	×
+ Created		Contact Deta	ils			Add to Add	ress Book
- Sent		Ministry	MINISTRY OF FINA	NCE (EXPE	ENDITURE)		
Recycle Bin		Department	Choose one				~
Files 🛨		Name*	A.Bhattacharya		Designation*	US & CPIO(E.IV	/ Branch)
Migrate File 🛨		Organization			_		
Dispatch 🛨	E	Address 1 *	MHA,North Block				
Dispatch +		Address 2					
DSC +		Country	INDIA		<ul> <li>State</li> </ul>	Choose one	~
Reports +		City			Pincode		
Settings +		Mobile			Landline		
Notification +			Subject				
Ext Department 🛨		Main Category*	ubjeet	Cabinet N	lote		
		Sub Category		Choose C	Dne		<ul> <li>Image: A start of the start of</li></ul>
				Cabinet R	leply		
		Subject*					^
							$\sim$
		Enclosures					0
		Customize Ack	nowledgement				~
				Generate	Generate &	Send Generate	& Copy

Fig.eFile.29



### **Browse and Diarise Process of Physical Receipt**

Note: Refer to Browse and Diarise process of Electronic Receipt, In Physical Receipt just the Browsing and Uploading of Correspondence is Non- Mandatory, rest of the process is same.

Inbox

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK. (Fig.eFile.30)

Note: User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character 'E' and 'P' which is written before the receipt number.

Character 'E' symbolizes Electronic Receipt whereas character 'P' symbolizes Physical Receipt.

									Deepika	Saini Sten	o-1(DM-I)	<u>[)</u> _*
eFile electronic file s	ystem							Search	P	Advanced	Help	
Receipts 😑	Rec	eive	<u>- 05/07/2010 T</u> Reply   Send   F	- 17/09/2011 /ut in a File   View   Move To	Copy   Close	Dispatch		Hierarchical View Deepika Saini,Steno	-1(DM-II)	~		
Browse & Diarise     Physical			Computer No	Receipt No.	Ŧ	<u>Subject</u>	▼ <u>Sender</u>	Sent By	• <u>Sent On</u>	▼ <u>Due</u> ▼ <u>On</u>	Quick Action	>
→ Electronic			P 233452	233452/2014/0/o of HS(MHA)		PREPARATION OF THE NATIONAL DISASTER MANAGEMENT PL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	ີ ຳ ເ	
<ul> <li>Inbox (1)</li> <li>Email Diarisation</li> </ul>			E 233441	233441/2014/O/o of HS(MHA)	Ø	sd	dd	C.S BHATT,O/o of HS(MHA)	16/09/14 06:05	-	C 1	
▶ Created			E 233435	233435(1)/2014/OFFICE OF US-	<u>1(DM-II)</u>	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1(DM-II)	16/09/14 05:12	-	C )	
Sent     Closed			E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	ີ ຳ ເ	
Acknowledgement		•	E 233387	233387/2014/OFFICE OF US-1(D	<u>M-II)</u>	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1(DM-II)	16/09/14 10:10	-	ີ ຳ ເ	
→ Created → Sent			E 233374	233374/2014/OFFICE OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	ີ ຳ ເ	
▶ Recycle Bin			E 233297	233297/2014/OFFICE OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	୍ଟି ୀ ୯	
Files +			E 233294	233294/2014/OFFICE OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	□ う ぐ	
rigiate rife			0 157170	157170/0010/0/fuc/MUA			JAI SINGH S/O LAE SH	ASHISH KUMAR PANDA, OFFICE OF	11/09/14		5	

Fig.eFile.30

There are 9 links provided under Receipt Inbox:

a) **Receive:** This link helps the user to receive the **Physical** Receipt. Without receiving the physical receipt user cannot make any action on that particular receipt as shown in the Fig.eFile.31:

COGETAL WORK PLACE SOL	UTION													
A DIGITAL WORKPLACE BOLUTION											🏅 <u>Deepika</u>	Saini Sten	10-1(D	M-II
eFile electronic file s	ystem									Search	ρ	Advanced	Тв	elp
	Date R	anne	<u>: 06/07/2010 T</u>	Fo 17/09/201	4		_							
Receipts 😑	Rece	eive	Reply   Send	Put in a Fil		Receive Rec	eipt (	Confirmation		Hierarchical View Deepika Saini,Sten	o-1(DM-II)	~		
<ul> <li>Browse &amp; Diarise</li> <li>Physical</li> </ul>			Computer <u>No</u>	• <u>Receipt</u>	A	re you sure you	u want	to receive this receipt ?	▼ <u>Sender</u>	▼ <u>Sent By</u>	▼ <u>Sent On</u>	⊤ <u>Due</u> ⊤ <u>On</u>	Quic Actio	k on
+ Electronic	✓		P 233452	233452/;		ОК		Cancel	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	Ċ	ి
Inbox (1)			E 233441	233441/201	14/0/o of HS(	MHA)	Ø	sd	dd	C.S BHATT,O/o of HS(MHA)	16/09/14 06:05	-	Ċ	ి
Email Diarisation     Created			E 233435	<u>233435(1)/</u>	2014/OFFICE	OF US-1(DM-II)	Ø	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US -1(DM-II)	16/09/14 05:12	-	C	1
<ul> <li>Sent</li> <li>Closed</li> </ul>			E 233426	233426/201	14/OFFICE OF	DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C	ి
Acknowledgement			E 233387	233387/201	14/OFFICE OF	US-1(DM-II)	Ø	Sub Test2	Smt Geeta Devi v/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US -1(DM-II)	16/09/14 10:10	-	Ċ	1
<ul> <li>Created</li> <li>Sent</li> </ul>			E 233374	233374/201	14/OFFICE OF	DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	Ċ	•)
<ul> <li>Recycle Bin</li> </ul>			E 233297	233297/201	14/OFFICE OF	DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	C	1
Files +			E 233294	233294/201	14/OFFICE OF	DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	C	•)
Dispatch			P 157170	<u>157170/201</u>	13/0/o of HS(	MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US -1(DM-II)	11/09/14 12:09	-	P	ా



b) **Reply:** This link helps the user to reply to the sender of the Receipt.

To send a reply on the receipt user has to perform the following steps:

1. Select a receipt from the **Receipt** Inbox for which reply has to be send and click the '**Reply**' link, as shown in Fig.eFile.32:

							8	Deepika	Saini Ster	10-1(DM	-II)
eFile electronic file	system						Search	P	Advanced	Hel	p
Receipts 🖃	Date Rang Receive	<u>e : 06/0</u> 7/2010 T Reply Send	o 17/09/2014 Put in a File   View   Move To   Copy	Close	Dispatch		Hierarchical View Deepika Saini,Steno-	L(DM-II)	~		
<ul> <li>Browse &amp; Diarise</li> <li>Physical</li> </ul>			Receipt No.	Ŧ	Subject	▼ <u>Sender</u>	▼ <u>Sent By</u>	• <u>Sent On</u>	∗ <u>Due</u> ∗	Quick Action	
+ Electronic		P 233452	233452/2014/O/o of HS(MHA)		PREPARATION OF THE NATIONA DISASTER MANAGEMENT PL	L A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	Ċ	2
▶ Inbox	✓	E 233441	233441/2014/O/o of HS(MHA)	Ø	sd	dd	C.S BHATT,O/o of HS(MHA)	16/09/14 06:05	-	Ċ	5
Email Diarisation     Created		E 233435	233435(1)/2014/OFFICE OF US-1(DM-II	0	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	Ċ	5
▶ Sent		E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C 1	5
<ul> <li>Closed</li> <li>Acknowledgement</li> </ul>		E 233387	233387/2014/OFFICE OF US-1(DM-II)	Ø	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	C (	5
+ Created + Sent		E 233374	233374/2014/OFFICE OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	C *	5
Recycle Bin		E 233297	233297/2014/OFFICE OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	C *	5
Files (+)		E 233294	233294/2014/OFFICE OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI).OFFICE OF DM-II	11/09/14 05:13	-	6	5

- Fig.eFile.32
- Click the 'Reply' link, as a result the recipient (who had sent the receipt) gets automatically selected from the send To list, as shown in Fig.eFile.33: (Kindly follow the steps 2 to 8 as mentioned in a) Send sub section).

	CLUTTON		
			Steno-1(DM-II)
eFile electronic file s	ystem		Search Advanced   Help
	Send		
Receipts -			
Browse & Diarise	Receipt Number		Subject
Flectronic	233426/201	4/OFFICE OF DM-II	Telephone Bills Payment
Inbox     Email Diarisation     Created     Sent     Closed	To C.S.BHATT-	UDC(HS)2O/o of HS(MHA)	
Acknowledgement     Created	Ont Due Date	<b>H</b>	
+ Sent	Set Due Date		
► Recycle Bin	Action Forward Priority Ordinary	<ul> <li></li> <li></li> </ul>	
Files +	Total 1000	1000 characters left.	
Migrate File 😐	Remarks	^	
Dispatch +		$\sim$	
Dispatch 😐	Send		
DSC +	Send		
Reports 😐			

Fig.eFile.33

c) Send: This link helps the user to forward a particular receipt/s to one or more recipients at a time.

Note: User cannot forward multiple nature receipts i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

To Send a Receipt/s, user has to perform following steps:

1. Select receipt/s from the Receipt Inbox which needs to be forwarded and click the '**Send** link, as shown in Fig.eFile.34:

A DIGITAL WORKPLACE BOLUTION								4	<u>Deepika</u>	Saini Sten	0-1(D	M-II)
eFile electronic file s	system							Search	P	Advanced	He	elp
	Date F	Range	: 06/07/2010	To 17/09/2014	L Class	Director		un la lan a diassa	(			
Receipts 🖃	Rece	eive	Kepiy Send	Put in a File   View   Move To   Copy	Close	Dispatch		Hierarchical View Deepika Saini,Steno-	L(DM-II)	▼		
Browse & Diarise     Physical				Transformed Receipt No.	•	Subject	<u>Sender</u>	" <u>Sent By</u>	<u>" Sent On</u>	▼ <mark>Due</mark> ▼ <u>On</u>	Quick Actio	k In
→ Electronic		•	P 233452	233452/2014/O/o of HS(MHA)		PREPARATION OF THE NATIONAL DISASTER MANAGEMENT PL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	Ċ	٦
▶ Inbox			E 233441	233441/2014/O/o of HS(MHA)	Ø	sd	dd	C.S BHATT,O/o of HS(MHA)	16/09/14 06:05	-	Ċ	٦
Email Diarisation     Created			E 233435	233435(1)/2014/OFFICE OF US-1(DM-	<u>II)</u>	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	Ċ	٦
Sent	✓		E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	Ċ	٦
Closed     Acknowledgement			E 233387	233387/2014/OFFICE OF US-1(DM-II)	Ø	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	¢	٦
Created     Sent			E 233374	233374/2014/OFFICE OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	C C	٩
Recycle Bin			E 233297	233297/2014/OFFICE OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	C	٩
Files (+)			E 233294	233294/2014/OFFICE OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	C	٦
Migrate File +			P 157170	157170/2013/O/o of HS(MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	C	3
Dispatch (+)	_				~	Items for inclusion in the arrenda			03/09/14		7	1



- 2. Click the **Send** link, as a result the **'Send'** page will appear. (Kindly follow the **steps 2 to 8** as mentioned in **a**) **Send** sub section).
- d) Put in a File: This link helps the user to attach a receipt/s to a concerned file.

Note: Note: If any File/Receipt is attached with the desired Receipt, then 'Put in a File' option will not work. To do so, user needs to first detach the attached File/Receipt from "Attach File" menu bar option.

### To attach a Receipt/s under the file, user has to perform following steps:

1. Select receipt/s from the Receipt Inbox which needs to be Put in a File, as shown in Fig.eFile.35:

								4	Deepika	Saini Sten	o-1(DM-II)
eFile electronic file s	system							Search	P	Advanced	Help
	Date	Range	: 06/07/2010	- 17/00/2014	1.51						
Receipts 😑	Rec	eive	Reply Send	Put in a File   View   Move To   Cop	py Close	Dispatch		Hierarchical View Deepika Saini,Steno-	l(DM-II)	~	
Browse & Diarise     Physical			• <u>Computer</u> <u>No</u>	▼ <u>Receipt No.</u>	•	Subject	Sender	Sent By	Sent On	+ <u>Due</u> +	Quick Action
+ Electronic		•	P 233452	233452/2014/O/o of HS(MHA)		PREPARATION OF THE NATIONAL DISASTER MANAGEMENT PL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	Ċ
▶ Inbox			E 233435	233435(1)/2014/OFFICE OF US-1(D	<u>M-II)</u>	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	C 1
Email Diarisation     Created		-	E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C 1
▶ Sent			E 233387	233387/2014/OFFICE OF US-1(DM-I	n Ø	S Telephone Bills Payment	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	ت د
Acknowledgement	•	-	E 233374	233374/2014/OFFICE OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	ີ ຳ ເ
Greated     Sent			E 233297	233297/2014/OFFICE OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	C 1
▶ Recycle Bin		-	E 233294	233294/2014/OFFICE OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	C 1
Files +			P 157170	157170/2013/O/o of HS(MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	C 1
Migrate File 🔄	_				0	Items for inclusion in the agenda			02/09/14		5

Fig.eFile.35

2. Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.31:

			💄 Deepika Saini Steno-1(DM-II)
eFile electronic file :	system		Search Advanced   Help
	Date Range : 06/07/2010 To 17/09/2014		
Receipts 😑	Receive   Reply   Send   Put in a File   View   Move To	Copy   Close   Dispatch	Hierarchical View Deepika Saini,Steno-1(DM-II)
Browse & Diarise     Physical	Computer <u>Receipt No.</u>		Sent On Due Quick
-> Electronic	P 233452 233452/2014/0/o of HS(MH	Search File For Attach	B(MHA) 17/09/14 - 5(MHA) 10:26 - 6
▶ Inbox	E 233435 233435(1)/2014/OFFICE OF		DA,OFFICE OF US-1 16/09/14 _ 05:12 *
Email Diarisation     Created	E 233426 233426/2014/OFFICE OF DN	Vear [2014 ♥ Search \ ↓ E 3241439 II)	File@rk501 E OF DM-II 16/09/14 - 7
▶ Sent	E 233387 233387/2014/OFFICE OF US	C E 3241498 B-12012/23/2014-OFFICE OF US(D II)	M- File@rk6001 DA,OFFICE OF US-1 16/09/14 _ 0 10:10
▶ Closed		O E 3241533 B-12013/19/2014-OFFICE OF DM-I	I FDI
Acknowledgement	✓ E 233374 233374/2014/OFFICE OF DM	E 3241603     B-12013/19/2014-OFFICE OF DM-1     Volume(2)	Volume File. OFFICE OF DM-II 03:44
-> Created	E 233297 233297/2014/OFFICE OF DM	E         3241653         E-12011/29/2014-OFFICE OF DM-I	I File@rk7003 DEEP 11/09/14 05:22 *
Recycle Bin	E 233294 233294/2014/OFFICE OF DM	E         3241656         RS-12017/23/2014-OFFICEOFDM-I           E         3241707         B-13012/14/2014-O/o of HS(MHA)	I         File@rk7004         ABBAR (DINESH 11/09/14 _         II         III         IIII         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Files 🛨	P 157170 157170/2013/0/o of HS/MH	C E 3241708 E-12011/31/2014-OFFICE OF DM-I	I File@rk7007 DA,OFFICE OF US-1 11/09/14 🗾 🄊
Migrate File +		O E 3241710 B-13013/14/2014-O/o of HS(MHA)	File@rk7008
Dispatch (+)	E 233084 233084/2014/OFFICE OF DM	O E 3241712 A-12013/10/2014-OFFICE OF DM-I	I File@rk7009 FICE OF DM-II 03/09/14 -
	_		<< < 1 2 > >: 01/09/14 📅 🕥
Dispatch +		Attach	
DSC +	LEGEND Priority Out Today		Ordinary
Reports +	External Files Files with Yellow	<	>
Settings +	Note VIP References		

Fig.eFile.36

Copyright © NIC, 2014



### Note: The list contains files which are present in 'Created' or 'Inbox' section of File.

- 3. Select a file in which the receipt needs to be attached and click the **Attach** (<u>Attach</u>) button (Fig.eFile.36), as a result the receipt gets attached under the selected file.
- e) View: This link helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Physical, Electronic, All)

### To use this option, user has to perform following steps:

1. Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.37

eeitice											
eFile electronic file sy	stem							Search	ρ	Advanced	Help
	Date Rand	<u>ie : 06/07/2010 T</u>	o 17/09/201	·	Carry I Class			un tratan a di accasi	(m		
Receipts 😑	Receive	Reply Send	Put in a File	VIEW MOVE TO	Copy Clos	e   Dispatch		Hierarchical View Deepika Saini,Steno-:	L(DM-II)	<b>v</b>	
Browse & Diarise     Physical		<ul> <li><u>Computer</u></li> <li><u>No</u></li> </ul>	▼ <u>Receipt No</u>	Unread Read		Subject	▼ <u>Sender</u>	" <u>Sent By</u>	<u>Sent On</u>	▼ <u>Due</u> ▼ <u>On</u>	Quick Action
- Electronic		P 233452	233452/20	Physical		PREPARATION OF THE NATIONAL DISASTER MANAGEMENT PL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	C T
▶ Inbox		E 233435	<u>233435(1)/</u>	Electronic	6	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	C 1
Email Diarisation     Created		E 233426	233426/20	4 All	6	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C 1
▶ Sent		E 233387	233387/201	4/OFFICE OF US-1(I	<u>DM-II)</u> 6	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	ີ ຳ ເ
Acknowledgement		E 233374	233374/201	4/OFFICE OF DM-II	6	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	ت ال لا
Greated     Sent		E 233297	233297/201	4/OFFICE OF DM-II	6	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	ີ ຳ ເ
▶ Recycle Bin		E 233294	233294/201	4/OFFICE OF DM-II	6	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	ີ ຳ ເ
Files +		P 157170	<u>157170/201</u>	3/0/o of HS(MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	□ *) (*
Migrate File 😐		E 233084	233084/201	4/OFFICE OF DM-II	6	) Items for inclusion in the agenda	i	KULDEER SINGH OFFICE OF DM-11	03/09/14	-	D 🕈



- Unread Click the Unread from the dropdown menu to view unread receipts.
- Read-Click the Read from the dropdown menu to view read receipts.
- **Physical**-Click the **Physical** from the dropdown menu to view the Physical receipts.
- Electronic-Click the Electronic from the dropdown menu to view the Electronic receipts.
- ALL-Click the ALL from the dropdown menu to view the All receipts altogether.
- f) Move To: This link helps the user to create New Folders and manage Existing Folders.

#### To create New Folder or to manage existing ones, user has to perform following steps:

- 1. Select receipt/s from the Receipt Inbox which needs to be moved to new Folder.
- 2. Move the cursor on **Move To**, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.38:

A DIGETAL WORK PLACE SOLI	UTION		-									
								4	Deepika	Saini Sten	<u>o-1(DM</u>	-II)
eFile electronic file s	system							Search	P	Advanced	Help	p
	Date Range	<u>e : 06/07/2010 T</u>	o 17/09/2014	Maura Ta I Casu II	Class	I Disastala I			(			
Receipts     Browse & Diarise	Receive	Computer	Put in a Pile   View	My Folders	ciose	pispaten		Hierarchical View Deepika Saini,Steno-	1(DM-11)	Due	Quick	
- Physical		No	<ul> <li><u>Receipt No.</u></li> </ul>	Manage Folders		ibject	<u>Sender</u>	r <u>Sent By</u>	• <u>Sent On</u>	• On	Action	1
- Electronic		P 233452	<u>233452/2014/0/o cf</u>	Create New Folde	er	LEPARATION OF THE NATIONAL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	Ċ	<b>с</b>
▶ Inbox		E 233435	233435(1)/2014/OFF	ICE OF US-1(DM-II)	Ø	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	C *	2
Email Diarisation     Created		E 233426	233426/2014/OFFIC	OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C *	ົ
<ul> <li>Sent</li> <li>Closed</li> </ul>		E 233387	233387/2014/OFFIC	E OF US-1(DM-II)	Ø	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	C *	ົ
Acknowledgement	Image: Contract of the second seco	E 233374	233374/2014/OFFIC	OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	C *	ົ
-> Created -> Sent		E 233297	233297/2014/OFFIC	OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	C *	с С
▶ Recycle Bin		E 233294	233294/2014/OFFIC	OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	C *	ົ
Files +		P 157170	<u>157170/2013/0/o of</u>	HS(MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	C *	2
Migrate File 😐		E 233084	233084/2014/OFFIC	OF DM-II	Ø	Items for inclusion in the agenda	1	KULDEEP SINGH, OFFICE OF DM-II	03/09/14			ົ



- My Folders-Click the My Folders link from the dropdown menu to view the Receipt inbox and its subfolders.
- Manage Folders-Click the Manage Folders link from the dropdown menu to Delete or Edit the folders created under Receipt Inbox.
- Create New Folder- Click the Create New Folder link from the dropdown menu to create a new folder under Receipt inbox

### To create a new Folder user has to perform following steps:

1. Click the Create New Folder option, as shown in Fig.eFile.39:



2. As a result following screen appears, enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** button, as shown in Fig.eFile.40:

I Older I value I raining	
Created in* Receipt Inbox 💌	
Save Clear	

As a result new Folder (Training) is created under Receipt Inbox section.



eoffice



g) Copy: This link helps the user to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Save Receipt' button a new Receipt no. will be allocated to the copied receipt (Fig.eFile.41).

	e Office												
eFile electronic file s	ystem								Search	P	Advanced	Help	,
	Date P	Range aive I	: 06/07/2010 T	To 17/09/2014 Put in a File   View   Move To	Conv	Close	Dispatch		Nierzschies View Describe Sciel Steere				
Browse & Diarise			+ Computer	<ul> <li><u>Receipt No.</u></li> </ul>	copy	-	Subject	Sender	Sent By	Sent On	✓ Due Op ★	Quick Action	
Physical     Electronic		•	P 233452	233452/2014/O/o of HS(MHA)			PREPARATION OF THE NATIONAL DISASTER MANAGEMENT PL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	C )	>
▶ Inbox			E 233435	233435(1)/2014/OFFICE OF US	S-1(DM-II	Ø	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	C 1	>
Email Diarisation     Created			E 233426	233426/2014/OFFICE OF DM-I	l	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C )	>
▶ Sent			E 233387	233387/2014/OFFICE OF US-1	(DM-II)	Ø	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	C )	>
Acknowledgement	•		E 233374	233374/2014/OFFICE OF DM-I		Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	0 0	>
Greated     Sent			E 233297	233297/2014/OFFICE OF DM-I	I	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	日 ぐ つ	>
▶ Recycle Bin		•	E 233294	233294/2014/OFFICE OF DM-I	I	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	C 1	)
Files +			P 157170	157170/2013/O/o of HS(MHA)			ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	C 1	>
Migrate File +			E 233084	233084/2014/OFFICE OF DM-I	I	Ø	Items for inclusion in the agenda of the next (21s	i	KULDEEP SINGH, OFFICE OF DM-II	03/09/14 03:00	-	0 C	>
	_					~				01/09/14		7	2

Fig.eFile.41

(Kindly follow the steps 1 and 2 as mentioned in c) Copy sub section under Browse and Diarise Section)

h) Close: This link helps the user to close a receipt.

Note: The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

### To close a receipt, user has to perform the following steps:

1. Select the receipt which needs to be close and click the 'Close' link, as shown in Fig.eFile.42:

CUTICC												
eFile electronic file sy	stem							Search	P	Advanced	Help	þ
Receipts -	Date P	Range : eive   R	_06/07/2010 T Reply   Send	o 17/09/2014 Put in a File   View   Move To   Copy	Close	Dispatch		Hierarchical View Deepika Saini,Steno-1	L(DM-II)	<b>v</b>		
Browse & Diarise     Physical			<ul> <li></li></ul>	Receipt No.	Clos	e History	Sender	Sent By	Sent On	▼ <u>Due</u> ▼ <u>On</u>	Quick Action	,
→ Electronic		•	P 233452	233452/2014/O/o of HS(MHA)		DISASTER MANAGEMENT PL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14 10:26	-	Ċ	)
▶ Inbox			E 233435	233435(1)/2014/OFFICE OF US-1(DM-II	0	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	C 1	)
Email Diarisation     Created		•	E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	C 1	)
Sent     Closed			E 233387	233387/2014/OFFICE OF US-1(DM-II)	Ø	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	C 1	2
Acknowledgement	•		E 233374	233374/2014/OFFICE OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	C *	2
Sent		•	E 233297	233297/2014/OFFICE OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	C 1	>
▶ Recycle Bin			E 233294	233294/2014/OFFICE OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	C 1	)
Files +			P 157170	157170/2013/O/o of HS(MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	C *	)
Migrate File 😐		_	E 222004	222004/2014/055105 OF DM II	R	Items for inclusion in the agenda	1		03/09/14		6	)

Fig.eFile.42

As a result the 'Closing Confirmation' message appears.



2. Enter the remarks and click the '**OK**' ( button, as shown in Fig.eFile.43:



As a result the receipt moves to the '**Closed**' section of receipts.

### Note: The Close History tab displays the history of the files closed.

i) **Dispatch:** This link helps the user to **Dispatch** a receipt.

### To dispatch Physical Receipt, user has to perform following steps:

1. Select the physical receipt which needs to be dispatched and click the '**Dispatch**' link, as shown in Fig.eFile.44:

									<u>Deepika</u>	Saini Stend	o-1(DM-II)
eFile electronic file s	system							Search	ρ	Advanced	Help
	Date F	Range aive I	: 06/07/2010 1	To 17/09/2014 Put in a File   View   Move To   Co	ny I Close	Dispatch		Historchical View Describe Onici Street	(DM II)		
Receipts - Browse & Diarise		eive	Computer	Receipt No.	w Close	Subject	Sender	Sent By	(DM-II)	▼ <u>Due</u>	Quick
Physical     Electronic			No P 233452	233452/2014/O/o of HS(MHA)		PREPARATION OF THE NATIONAL	A.K. Babalia, US(Budget)	C.S BHATT,O/o of HS(MHA)	17/09/14	<u>On</u> -	Action
▶ Inbox			E 233435	233435(1)/2014/OFFICE OF US-1(D	<u>) (II-MC</u>	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 05:12	-	
Email Diarisation     Created	<b>v</b>		E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	0 0
▶ Sent			E 233387	233387/2014/OFFICE OF US-1(DM-	<u>II)</u>	Sub Test2	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	16/09/14 10:10	-	C 1
Acknowledgement			E 233374	233374/2014/OFFICE OF DM-II	Ø	ACR Related matters	Smt Geeta Devi w/o No. 134755 Rfn/GD Brajesh Kumar Singh	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:44	-	0 C
Greated     Sent			E 233297	233297/2014/OFFICE OF DM-II	Ø	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	0 C
▶ Recycle Bin			E 233294	233294/2014/OFFICE OF DM-II	Ø	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	ີ ຳ ເ
Files 🛨			P 157170	157170/2013/O/o of HS(MHA)		ADORNED VEHICLES	JAI SINGH S/O LAE SH INDER SINGH	ASHISH KUMAR PANDA, OFFICE OF US-1 (DM-II)	11/09/14 12:09	-	
Migrate File 🛨			E 233084	233084/2014/OFFICE OF DM-II	Ø	Items for inclusion in the agenda of the port (21c	i	KULDEEP SINGH, OFFICE OF DM-II	03/09/14	-	





2. As a result the **Dispatch** page appears. The metadata fields in right side will be prefilled and the user will have to create the Draft. User can upload a document using Upload File button or he may type the content in the application draft editor.

						<b>a</b>	eepika Saini	
eFile electronic file syst	em			Sea	irch		🔎 Advar	nced   Help
eFile electronic file syst Receipts    Browse & Diarise  Physical  Electronic  Inbox Enail Diarisation Created Sent Cosed Acknowledgement Created Sent Recycle Bin Files Files Files Dispatch D	en Send Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft New Draft Choose from Template(s) Of Upload File B I U ANS I Styles   Paragraph   Font Family   Font Size   II + I		ach File   Attach Ren Draft Details Draft Type* Draft Nature Language* Subject * Receipt Number Communicati Ministry Department Name* Organization Address 1 * Address 2 Country City Mobile Fax Email CAttachments	Sea	veb	Classified G.O. Prefix Reply Type RS(Grih Mantralay Designation Designation	Advar Choose one (Maximum of Choose one (Maximum of Choose one (Add M	vced   Help
	Path: p Words:	9						Saut
L								Save

After creating the document, click Save. (Fig.eFile.45)

Fig.eFile.45

- 3. After clicking on Save, the Draft gets created having a Draft Number. (Fig.eFile.46)
- 4. Depending on the Approving rights assigned to the user, he/she may approve the draft or send the receipt having the draft for further process. (Fig.eFile.46)



Fig.eFile.46

- 5. After approving the draft (Fig.eFile.47), user has the option to:
  - Dispatch by CRU
  - Dispatch by Self

eFile electronic file sy	stem			Search			Advanced	Help
	Send   Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit	Close   View Draft   Attack	h File   Attach Red	ceipt				
Receipts -	Draft No. + DEA/3005071 - Draft Status +							
Browse & Diarise	V 1.0 Approved							
Physical     Electropic		G	Draft Details					
+ Electronic		-	Draft Type*	Reply	~	Classified	Choose one	
▶ Inbox	This is with reference with the approval of telephone bills.		Draft Nature	Choose One		G.O. Prefix	Choose One	
<ul> <li>Email Diarisation</li> </ul>			Language*	English				
▶ Created			Language	Telephone Oille Opumpert	-			
▶ Sent			Subject *	relephone bills Payment				$\bigcirc$
Closed							( Maximum of 250 C	Characters )
Acknowledgement     Created			Receipt Number	233426/2014/OFFICE C	~]	Reply Type	Choose one	~
Sent		G	Communicat	ion Details				
Files			Ministry	MINISTRY OF HOME AF	FAIRS	(Grih Mantralay	a)	$\sim$
Files			Department	Choose one				~
Migrate File 🛨			Name*	C.S.Bhatt		Designation*	UDC	
Dispatch (+)			Organization	O/o Home Secretary				
Dispatch +			Address 1 *	North Block				
DSC ±			Address 2					
Reports +		=	Country	INDIA	~	State	Choose one	$\checkmark$
Settings +			City			Pincode		
N-tification (1)			Mobile			Landline		
			Fax					
Ext Department			Email					
							Add More R	ecipient(s)
		E C						ttach File
			Attacimiento					dia di File
						Dispatch By	CRU Dispatch By	Self Edit

Fig.eFile.47


• If user selects '**Dispatch by Self**' Dispatch By Self button, then the user will have the option to send the draft with or without followup or further reminder. (Fig.eFile48)

eFile electronic file sy			Search		Advanced	Help
	Send Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Draft   A	ttach File   Attach Recei	pt			
Receipts 😑						
► Browse & Diarise	Draft No.: DFA/3005071 - Draft Status : V 1.0					
<ul> <li>Physical</li> </ul>		Draft Details				
→ Electronic			- Detelle			
▶ Inbox	This is with reference with the emproval of telephone bills		ii Deidiis			
Email Diarisation	This is with reference with the approval of telephone only.	Attachments				Attach File
▶ Created		Dispaten Optio	115			
▶ Sent		Email Details				
Closed		To* te	est@nic.in			
Acknowledgement     Created		C.				
+ Sent		(1	Use comma(.) to separate recip	ients.)		
Recycle Bin		Bcc	Jse comma(,) to separate recip	ients.)		
		Subject T	elephone Bills Payment			
Files 🕩			DFA/3005071_null.pdf			
riigrate riie		T I I I I I I I I I I I I I I I I I I I				
Dispatch (±)		Email Body				$\sim$
Dispatch +						$\sim$
DSC +		Postal & Out Regi	ister Details			
Reports +		Bostal Mode	Choose One	Poetal Charge		
Settings +		Medium		Weight		
Notification 😐				weight		
Ext Department 😐		Peon Book No		Peon Name	Choose One	~
	I II	Out Date		Out Time		
1			e			
		Delivery Date	17	Delivery Time		
1		Delivery Status	Choose one			
l	1					
1						
I.						
l						
l	· · · · · · · · · · · · · · · · · · ·					
				Send without	Followup Send wi	ith Followup

Fig.eFile.48

• If user selects '**Dispatch by CRU**' option, all the users mapped with CRU section is displayed, the user will have the option to send the draft with or without followup or further reminder. (Fig.eFile48):

eFile electronic file :				Searc	h		Advanced	d   Help
	Send   Reply   Put in a File   Copy   Dispatch   Details   Movements   Edit   Close   View Di	raft   At	tach File   Attach Re	ceipt				
Receipts 😑								
Browse & Diarise	V 1.0 Approved							
Physical			Draft Details					
+ Electronic				ion Details				
▶ Inbox	This is with reference with the empressal of telephone bills							Attack File
Email Diarisation	This is with reserve with the approval of reseptione only.							Atlach File
Created			I-Dispatch Op	uons				
Sent			Dispatch By CR	U Details				
▶ Closed			CRU User(s):	BALWAN SINGH	~	Delivery Mode:	By Hand	~
<ul> <li>Acknowledgement</li> </ul>								
Created			Remarks:		^			
+ Sent			rionania.		$\sim$			
Recycle Bin								
Files 🛨								
Migrate File 😐								
Dispatch +								
Dispatch (+)								
DEC								
Dac G		=						
Reports +								
Settings +								
Notification +								
Ext Department 😐								
	<u>I</u>	-						
						Send without I	ollowup Send v	vith Followup
								Party and Party

Fig.eFile.49



Status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU Dispatch).

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ◆ Latest Remarks (□) Shows latest remark given on any particular receipt.
- Reply () It facilitates the user to reply to the sender of the receipt.
- Forward () Forward a particular receipt to one or more recipient at a time.

There are **11** links provided when **opening** up an **Physical receipt**:

a) Send: This link helps the user to forward a particular receipt/s to one or more recipients at a time.

Refer to the **Send** option under **Receipt inbox**.

b) **Reply:** This link helps the user to reply to the sender of the Receipt.

Refer to the **Reply** option under **Receipt inbox**.

c) **Put in a File:** User can use this option to attach the receipt to a concerned file.

Refer to the Put in a File option under Receipt inbox.

- d) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Generate Receipt' button a new Receipt number will be allocated to the copied receipt.
- e) **Dispatch:** This link helps the user to **Dispatch** a receipt.

Refer to the **Dispatch** option under **Receipt Inbox**.

f) **Details:** User can use this option to view the details of the generated receipts.

Refer to the **Details** option under **Receipt Inbox.** 

- g) **Movements:** User can use this option to track the **Movements**' of the receipt which automatically gets updated as Receipt moves further.
- h) Edit: User can use this option to edit the Metadata fields of the Receipt.

### To edit a Receipt, user has to perform following steps:

1. Click the **Edit** link (Edit), as a result the Metadata fields get active.

Note: Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

2. After making required changes in Metadata fields, click the **Save** button to save Metadata.



i) Close: User can use this option to close a receipt.

Refer to the **Close** option under **Receipt Inbox.** 

Note: The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

j) View Draft: User can use this option to view the drafts that are already created.

Note: View Draft option is available in Electronic Receipts only, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

k) Attach File: User can use this option to attach the working file with the other Receipt(s)/ Document(s) irrespective of the file nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Refer to the Attach File option under Receipt Inbox.

1) Attach Receipt: User can use this option to attach the working receipt/document with the other Receipt(s)/ Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt

Refer to the Attach Receipt option under Receipt Inbox.

#### **Email Diarisation**

During Email Diarisation, email should have been sent to the efile from NIC Email. User should select the email from NIC Email inbox and Select option Move To eFile button.

#### To perform Email Diarisation to eFile process, user has to perform:

1. Click the **NIC email** link, as shown in Fig.eFile.50:







As a result, NIC email opens.

2. Select the Receipt which needs to be moved to eFile Application, as shown in Fig.eFile.51:

e Divisions State Units	Projects	Library Training Downlo	ad Forms Manuals	DSearch	
Compose Mail	Feto	h Unreads 👖 Sync Folder 👖 Delete	INDOX	Move To Move To et	File
INBOX (4089)	INB	x			
SeptMail (1292)		Subject	From	Date	eFile Statu
TmshCan (17)		Re: Systems to be moved to the new location/S/W st	<u>⊡</u> Kapil	14:25	Not Sent
Deaths (0)		Details of eoffice machines	shobhit rawat	14:09	Not Sent
Login Notifications (644)		Fwd: Systems to be moved to the new location/S/W s	⊡≣Kapil	11:24	Not Sent
ProbablySpam (0)		RE: [Dns-request] Request for URL Mapping	<u>al</u> divya	10:46	Not Sent
Sent (0)		Re: Re: Regd: Eoffice application for north24 parg	sandeep jand	10:40	Not Sent
Trash (0)		Re: Regarding Two Servers in IDC	🔤 Kapil	10:37	Not Sent
webservices nic in (40)		eLeave Script	Sankit tomar	10:18	Not Sent
		Guidelines New	sandeep jand	04:10	Not Sent
Manage Folders		Dummy instance for Punjab	sandeep jand	02:24	Not Sent
		Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent
	Feto	h Unreads Sync Folder Delete	LINDOX	Move To     Move To et	File

Fig.eFile.51

- 3. Click the **Move To eFile** button to move the selected receipt to eFile application, as a result, sent message appears at top (Fig.eFile.51).
- 4. Click the **Home** Button to move to the **Home Page** of eOffice Portal, as shown in Fig.eFile.52:

Divisions State Units	Projecti	i Library Training Downlo	ad Forms Manuals	Search	
S Compose Mail	1 me	ssages eFile-d			
INBOX (4089)	Feto	h Unreads Sync Folder Delete	LINDOV	Move To Move To e	File
SentMail (1292)	INB	ox			
TrashCan (17)		Subject	From	Date	eFile Statu
Drafts (0)		Re: Systems to be moved to the new location/S/W st	Kapil	14:25	Sent
Login Notifications (644)		Details of eoffice machines	shobhit rawat	14:09	Not Sent
ProbablySpam (0)		Fwd: Systems to be moved to the new location/S/W s	Kapil	11:24	Not Sent
Sent (0)		RE: [Dns-request] Request for URL Mapping	⊡divya	10:46	Not Sent
Trash (0)		Re: Re: Regd: Eoffice application for north24 parg	sandeep jand	10:40	Not Sent
webservices.nic.in (40)		Re: Regarding Two Servers in IDC	<u>⊡</u> Kapil	10:37	Not Sent
Manage Folders		eLeave Script	ankit tomar	10:18	Not Sent
		Guidelines New	sandeep jand	04:10	Not Sent
		Dummy instance for Punjab	sandeep jand	02:24	Not Sent
		Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent
	Feto	th Unreads 🚺 Sync Folder 📘 Delete	INDOV	Move To Move To e	File
	_				

Fig.eFile.52



As a result, Home Page of eOffice Portal appears as shown in Fig.eFile.53:

eoffice			Your L	ast login at Tue, 30-08-2011 03:55
			My Account	Directory   Help Desk  Signout
Home Divisions State	Units Projects Library	Training Download Form	ns Manuals DSear	ch [
Browse Application	Dash Board			IntraNi
> e File	Week's Quote:			
> e Tour [Beta]	"I would give all the wealth of	the world, and all the deeds of all the	e heroes, for one true vision." '- I	lenry David Thoreau '
System	Personnel Paydin	Pending	Schedule	Notification     Revment Alerts
File Tracking System		→ Receipts/Files(eFile)	→ For the week (0)	* ACR Alert
Personnel/HR/Admin		→ Receipts/Files(FTS)		
> Transfer Request		1	i.	
Events Computer Awareness & Application Softwares Hands- n-training for selected employees of Patna High Court for the period	* Approved Minutes of PEC 23:	Pu 3 Meeting held on 25-08-2011 P Appointments	blished by: Shri Ashesh Kum ublished by: Dr. Parbodh Cha C. Discussion Forum	ar Agarwal on 01/09/2011 nd Thakur on 01/09/2011
26.08.2011 to 08.09.2011. (Phase III-1st Batch) more	Web Connect VC Even	ts News NIC PEC	Minutes Photogallery	RSS Feeds Useful Links
Personnel Corner				
Birthday Wishes				
Superannuations				
Joined Today				
Bonding NICians				
pyright 🖨 2010, NIC			Powere	d by National Informatics Cent

Fig.eFile.53

5. Click the eFile Link to move into eFile Application (Fig.eFile.53), as a result, eFile application opens as shown in Fig.eFile.54:

				Last Login : Mon Jul 25	09:38:31 IST 2011 🇌 PANKA	J KUMAR KHETWA	Signout
eFile electronic file sy	ystem				Search	Advanced	Help
+ Receipts						E back	Dashboard
	Email Inbox						
Scan & Diarise	Subject	*	Sent By	* Sent Date	* Sender Email		*
<ul> <li>Browse &amp; Diarise</li> </ul>	Resigning from the post of Programm		samir kumar	02-06-2011	samirkumaram@gmail.com		
Email Diarisation	API Document for SMS integration in	0	sumit patni	31-03-2011	sumitpatni.nic@gmail.com		
• Inbox	[Programmer-delhi] ICT News Clips H	0	Rajni	01-04-2011	rajnim@nic.in		_
Created	Re: Systems to be moved to the new	0	Kapil	02-09-2011	kapilks@nic.in		
Files     Files     Files     Filesatch     DSC     Filesatch     Reports     File     User Setting     Construction     Number     *							
						8	e (] >>
wered by National Inform	natics Centre	Site is best viewed in 10.	24x768 pixels re:	solution	Соруг	ight © 2011, NIC	





6. Click the **Email Diarisation** link and then click the moved receipt from the **NIC email** Section to diarise it (Fig.eFile.54).

As a result, **Diarisation** page appears, as shown in Fig.eFile.55:

Uplo	oad Panel	(Only PDF upto 30 MB)	Upload File	🖃 Diary Detai	ls				
12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23.	A high percent new school. The newspape The new postm is always leavir Carlos is the or up to the poten Asha is nervou before. Where do you I Rahul is one of Microsoft. My mobile has Federer is serv goes into the n Each and even hope for a new After the bomb Saturday. Aishvarya worl man who was t	(entry Fbr upto so hab) age of the people were voting f r was not very successful lately an does not seem very bright ing our letters in the wrong mail hay one of those students who I tial described in the yearbook s, as she never took such a dif ive until your new house is rea those engineers who is workin stopped working last night. ing, Djokovic is returning but thet. Game, Set and Match to Fe y student and instructor in this facility by next year. blast two people have been an ked in 'Guru' when she was mu	for the for the ball address building the ba	Classified Delivery Mode Type Received Date Number File Number Contact De Ministry Designation Organization Address1* Address2 e-Mail Country State City Pincode Mobile	Choose one By Hand Letter 13/06/2013 tails Choose one Choose one NDIA Choose one		VIP Language Letter Date Diary Date Dealing Hands	Choose One English 13/06/2013 Choose One	
				Telephone			]		
				Category &	Subject				
				Main Category*	•	Choose	one		~
				Subject*					$\hat{}$
				Enclosures / Re	emarks	* Engle	o/Domoden will and b	a paneod after	0
					<b>1</b>	- Enclosur	e/Remarks will not be	e changed after move	ment
					Generat	e Ger	nerate & Send	Generate 8	ι Сору

Fig.eFile.55

7. Diarise then moved Receipt and click the Generate button (Fig.eFile.55).

As a result, **Sent to** Page appears.



#### Created

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on '**Created**' link under the **Receipts** section. As a result the, **Create Receipts** screen appears, as shown in Fig.eFile.56:

								💄 Deepika Saini Sten	o-1(DM-II)
eFile electronic file s	system						Search	Advanced	Help
Receipts 😑	Date Ra Send	nge : 07   Put in a	/07/2010 To 18/09/ a File   Copy   Dispa	/2014 atch   View   Generate Acknowledgement			Hierarchical View Deepika Sa	ini,Steno-1(DM-II)	
Browse & Diarise			▼ <u>Computer No</u>	▼ <u>Receipt No.</u>	•	Subject	* Subject Category	▼ <u>Created On</u> ▼	
Physical			E 233456	233456/2014/OFFICE OF DM-II	Ø	CC Receipt	Assurances	17/09/14 10:48	×
- Electronic			E 233455	233455/2014/OFFICE OF DM-II	Ø	Cabinet Reply	Cabinet Note	17/09/14 10:44	×
Inbox			E 233422	233422/2014/OFFICE OF DM-II	P	Telephone Bills Payment	Bills Payment	16/09/14 02:18	$\mathbf{x}$
Email Diarisation			E 233414	233414/2014/OFFICE OF DM-II	P	sdfgdfg	Annual Property Retu	16/09/14 11:45	×
Created			E 233413	233413/2014/OFFICE OF DM-II	P	SDFSdf	SAARC	16/09/14 11:44	×
Sent			E 233411	233411/2014/OFFICE OF DM-II	P	Telephone Bills Payment	Bills Payment	16/09/14 11:33	$\mathbf{x}$
Acknowledgement		VIP	E 233403	233403/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:40	$\mathbf{x}$
Created		VIP	E 233402	233402/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:37	×
→ Sent		VIP	E 233396	233396/2014/OFFICE OF DM-II	Ø	VIP Name	Advances	16/09/14 10:31	×
▶ Recycle Bin	•								
Files + Migrate File +									

## Fig.eFile.56

There are 6 links provided under Created Section of receipt:

a) Send: User can use this option to send the receipt to the intended recipient.

Refer to Send option in Receipt Inbox for the process.

b) Put in a File: User can use this option to attach the generated receipt under the concerned file.

Refer to **Put In a File** option in **Receipt Inbox** for the process.

User can also delete the receipt which is under created folder by clicking on cancel " $\times$ " button as shown in Fig.eFile56.

c) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Generate' button a new Receipt no. will be allocated to the copied receipt, as shown in Fig.eFile.57:

							👗 <u>Deepika Saini</u> Si	teno-1(D
ile electronic file	system					Search	Advanc	ced   H
eipts 😑	Date Range : 07/07/201 Send   Put in a File	0 To 18/09/2014 Copy Dispatch	View   Generate Acknowledgement			Hierarchical View Deepika Sa	ini,Steno-1(DM-II)	
rowse & Diarise	□ <u>• co</u>	mputer No	▼ Receipt No.	Ŧ	Subject	Subject Category	▼ Created On	*
Physical	E 23	3456	233456/2014/OFFICE OF DM-II	Ø	CC Receipt	Assurances	17/09/14 10:48	
Electronic	E 23	3455	233455/2014/OFFICE OF DM-II	Ø	Cabinet Reply	Cabinet Note	17/09/14 10:44	
box	✓ E 233	3422	233422/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	Bills Payment	16/09/14 02:18	
ail Diarisation	E 23	3414	233414/2014/OFFICE OF DM-II	Ø	sdfgdfg	Annual Property Retu	16/09/14 11:45	
eated	E 23	3413	233413/2014/OFFICE OF DM-II	Ø	SDFSdf	SAARC	16/09/14 11:44	
nt	E 23	3411	233411/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	Bills Payment	16/09/14 11:33	
sed	E 23	3403	233403/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:40	
Created	🗌 💴 E 233	3402	233402/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:37	
Sent	_ 🛄 E 233	3396	233396/2014/OFFICE OF DM-II	Ø	VIP Name	Advances	16/09/14 10:31	
cycle Bin								

Refer to Copy option in Receipt Inbox for further process.

d) Dispatch: User can use this option to Dispatch a receipt, as shown in Fig.eFile.58. For Dispatch Process refer to the Receipt Inbox.

Note: If user wants to dispatch a receipt from the Created section then the receipt will first move to inbox of that user and then from there it can be dispatched.

					Deepika Saini Steno-1(	(DM-II)
eFile electronic file s	ystem			Search	Advanced	Help
Receipts 🖃	Date Range : 07/07/2010 To 19/09/2014 Send   Put in a File   Copy Dispatch View   Ger	nerate Acknowledgement		Hierarchical View Deepika Saini,Stend	-1(DM-II)	
Browse & Diarise	Computer No Receipt	No. 🔻	Subject *	Subject Category 🔹	Created On 👻	
Physical     Electronic	E 233456 233456/	2014/OFFICE OF DM-II	CC Receipt	Assurances	17/09/14 10:48	×
4 Lieutonic	E 233455 233455/	2014/OFFICE OF DM-II	Cabinet Reply	Cabinet Note	17/09/14 10:44	×
▶ Inbox	✓ E 233422 233422/	2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 02:18	×
Email Diarisation	E 233414 233414/2	2014/OFFICE OF DM-II	sdfgdfg	Annual Property Retu	16/09/14 11:45	×
Created	E 233413 233413/	2014/OFFICE OF DM-II	SDFSdf	SAARC	16/09/14 11:44	×
Sent	E 233411 233411/2	2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 11:33	×
Acknowledgement	E 233403 233403/	2014/OFFICE OF DM-II	hhh	Accounts related mat	16/09/14 10:40	$\mathbf{x}$
Created	E 233402 233402/2	2014/OFFICE OF DM-II	hhh	Accounts related mat	16/09/14 10:37	×
→ Sent	E 233396 233396/	2014/OFFICE OF DM-II	VIP Name	Advances	16/09/14 10:31	×
▶ Recycle Bin	1					
Files 🛨						
Migrate File 😐						

Refer to **Dispatch** option in **Receipt Inbox** for further process.



e) View: User can use this option to list the receipts depending upon its current state. i.e. (Physical, Electronic, All).

# To use this option, user has to perform following steps:

1. Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.59:

							💄 <u>Deepika Saini</u> St	eno-1(DM-II)
eFile electronic file s	system					Search	Advanc	ed   Help
Receipts -	Date Range Send   Pu	: 07/07/2010 To 18/09/20 ut in a File   Copy   Dispatch	1 View   Generate Acknowledgement			Hierarchical View Deepika Sa	ini,Steno-1(DM-II)	
Browse & Diarise     Physical		▼ <u>Computer No</u>	Physical Electronic	•	Subject	Subject Category	▼ <u>Created On</u>	Ŧ
+ Electronic		E 233456 E 233455		D D	CC Receipt Cabinet Reply	Assurances Cabinet Note	17/09/14 10:48 17/09/14 10:44	×
► Inbox		E 233422	233422/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	Bills Payment	16/09/14 02:18	×
Created		E 233414	233414/2014/OFFICE OF DM-II	D D	sdfgdfg SDESdf	Annual Property Retu	16/09/14 11:45	×
▶ Sent		E 233411	233411/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	Bills Payment	16/09/14 11:33	×
Closed     Acknowledgement		E 233403	233403/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:40	X
+ Created		E 233402	233402/2014/OFFICE OF DM-II 233396/2014/OFFICE OF DM-II	0 D	hhh VIP Name	Accounts related mat	16/09/14 10:37 16/09/14 10:31	×
Sent     Recycle Bin     Files								

## Fig.eFile.59

- **Physical** Click the **Physical** from the dropdown menu to view the Physical receipts.
- Electronic Click the Electronic from the dropdown menu to view the Electronic receipts.
- ALL Click the ALL from the dropdown menu to view the all the receipts togetherThere are 9 links provided when opening up a Created receipt: (Physical and Electronic).

### f) Generate Acknowledgement

By using this option the user who is diarizing the document can generate an acknowledgement and send it back to the sender of the document as an acknowledgment.

									鼻 <u>Deepika Saini</u> Ste	eno-1(DM-II)
eFile electronic file :	system							Search	Advance	e <b>d  </b> Help
Receipts 🖃	Date R Send	<u>ange : 07/</u>     Put in a	07/2010 To 18/09/2 File   Copy   Dispato	014 ch   View Generate Acknowledgem	ent			Hierarchical View Deepika S	Saini,Steno-1(DM-II)	
Browse & Diarise			* Computer No	TReceipt No.		-	Subject	▼ Subject Category	▼ Created On	÷
Physical			E 233456	233456/2014/OFFICE OF DM-II		Ø	CC Receipt	Assurances	17/09/14 10:48	×
- Electronic			E 233455	233455/2014/OFFICE OF DM-II		Ø	Cabinet Reply	Cabinet Note	17/09/14 10:44	×
▶ Inbox	<ul><li>✓</li></ul>		E 233422	233422/2014/OFFICE OF DM-II		Ø	Telephone Bills Payment	Bills Payment	16/09/14 02:18	×
Email Diarisation			E 233414	233414/2014/OFFICE OF DM-II		Ø	sdfgdfg	Annual Property Retu	16/09/14 11:45	×
Created			E 233413	233413/2014/OFFICE OF DM-II		Ø	SDFSdf	SAARC	16/09/14 11:44	×
▶ Sent			E 233411	233411/2014/OFFICE OF DM-II		Ø	Telephone Bills Payment	Bills Payment	16/09/14 11:33	×
Closed		VIF	E 233403	233403/2014/OFFICE OF DM-II		Ø	hhh	Accounts related mat	16/09/14 10:40	×
Acknowledgement     Created		VIP	E 233402	233402/2014/OFFICE OF DM-II		Ø	hhh	Accounts related mat	16/09/14 10:37	×
+ Sent		VIP	E 233396	233396/2014/OFFICE OF DM-II		Ø	VIP Name	Advances	16/09/14 10:31	×
▶ Recycle Bin										
Files +										
Migrate File 😐										

Fig.eFile.60



After clicking on Generate Acknowledgement, an editable window gets opened where a prefilled template of the acknowledgement is displayed prefilled and user can also edit the content of the template.

User after clicking on Send Later button, moves the acknowledgment to Created sub-section under Acknowledgement section.

Clicking on Continue button will take the user to the send page of acknowledgment.

			🚑 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file sy	stem	Search	Advanced   Help
Receipts       •         • Browse & Diarise         • Physical         • Electronic         • Inbox         • Email Diarisation         • Created         • Sent         • Created         • Sent         • Created         • Sent         • Recycle Bin         Files         • Dispatch         • Dispatch	Choose from Template(s)         Image:		Date: 18-September-2014
	Path: p		Words:37 Send Later Continue

# Fig.eFile.61

Clicking on Continue button will take the user to the send page of acknowledgment.

	👗 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file system	Search Advanced   Help
Receipts         Image: Acknowledgement Content           Browse & Diarise              • Physical             • Electronic            • Enbox (1)              Enderstain            • Encode              Start Starts            • Created              Sub-Acknowledgement of your letter so - dated: 16-September-2014            • Cosed              Sub-Acknowledgement            • Closed              2344220140FFICE OF DM-II	Sent Through Details         Sent Through*       Imail Email ID         * Multiple Mail Ids seprated by (.)         Image: Post         Do you want to send the notification through SMS?
+ Created + Sent Recycle Bin Files Higrate File Dispatch DSC +	Attachment (Only PDF upto500 MB) Attach File Dispatch Date Total 1000   1000 characters left. Dispatch Remarks
Reports     +       Settings     +       Notification     +       Ext Department     +	Edit Send

Fig.eFile.62



After filling the required sent details, the acknowledgment is then sent to the concerned user and an entry will be available in users Sent subsection in Acknowledgement section.

#### Sent

Sent option contains a list of all the receipts that are sent as an **outward correspondence**. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears as shown in Fig.eFile.63:

							<u>Deepika Sair</u>	i Steno-1(	DM-II)
eFile electronic file s	ystem					Search	Ad 🔍	vanced	Help
Receipts -	Send   View   Copy   Generate	/05/2014 e Acknowledgement				Handover My Sent Receipt	s 🔽		
Physical	The Computer N	lo <sup>®</sup> Receipt No.	*	Subject	* <u>Sender</u>	▼ <u>Sent to</u>	* <u>Sent On</u>	• <u>Due On</u> •	-
+ Electronic	E 233441	233441/2014/0/o of HS(MHA)	Ø	sd	dd	C.P. BHATT, OFFICE OF SSO	17/09/14 12:02	-	Ð
	E 233052	233052/2014/OFFICE OF DM-II	Ø	Verbal communication	Prabhjot Singh	Deepika Saini,OFFICE OF DM-II	16/09/14 04:29	-	
Inbox (1)	E 233426	233426/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	
Email Diarisation	🗌 📕 💴 E 233404	233404/2014/OFFICE OF DM-II	Ø	hhh	Narender Modi	AJAY KUMAR, ADMIN-I (A)	16/09/14 10:50	16/09/14	•🗅
▶ Created	P 233063	233063(2)/2014/0/o of HS(MHA)	Ø	Power	A1	RAJENDER PARSAD GANDHI, OFFICE OF NSA	12/09/14 06:10	-	
▶ Sent	P 233017	233017/2014/0/o of HS(MHA)		CCCCC	CCCC	RAJENDER PARSAD GANDHI, OFFICE OF NSA	12/09/14 06:10	-	
▶ Closed	P 232613	232613/2014/0/o of HS(MHA)	Ø	sdfd	asdfsaf	RAJENDER PARSAD GANDHI, OFFICE OF NSA	12/09/14 06:10	-	<b>€</b>
Acknowledgement	E 233145	233145/2014/OFFICE OF DM-II	Ø	asdas	DR. N.RAMESH KUMAR	KULDEEP SINGH, OFFICE OF DM-II	03/09/14 03:51	-	Ð
+ Created	E 233143	233143/2014/OFFICE OF DM-II	Ø	dsfsd	Ramesh kumar	KULDEEP SINGH, OFFICE OF DM-II	03/09/14 03:50	-	•
- Benula Pie	E 233132	233132/2014/OFFICE OF DM-II	Ø	ajeet	drghtrh r	ARUNA BANSAL, OFFICE OF US-1(DM-II)	03/09/14 02:35	-	•
Recycle bin	E 233131	233131/2014/OFFICE OF DM-II	Ø	fdgd	fdgd	ARUNA BANSAL, OFFICE OF US-1(DM-II)	03/09/14 02:32	-	
Files +	E 233092	233092/2014/OFFICE OF DM-II	Ø	ID2	D.Ramesh Babu	Deepika Saini,OFFICE OF DM-II	03/09/14 12:50	-	
Migrate File 😐	E 233091	233091/2014/OFFICE OF DM-II	Ø	ee	re	ARUNA BANSAL, OFFICE OF US-1(DM-II)	03/09/14 12:49	-	
Dispatch (+)	E 233054	233054/2014/OFFICE OF DM-II	R	Receipt@rk Signatory Model	Geeta Bhatnagar	Deepika Saini,OFFICE OF DM-II	01/09/14 06:01	-	
Dispatch (+)			~		-				
DSC +	LEGEND Priority	<ul> <li>Out Today</li> </ul>		Most Immediate	Imm	ediate Ordinar	у		

Fig.eFile.63

There are 4 links provided under Sent Section of receipt:

a) Send: User can use this option to send the receipt to the intended recipient.

Refer to **Send** option in **Receipt Inbox** for the process.

b) View: User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

Refer to View option in Created section for the process.

- c) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Generate Receipt' button a new Receipt number will be allocated to the copied receipt.
- d) Generate Acknowledgement: User can use this option to send the acknowledgement to the sender of the receipt.

Refer to Generate Acknowledgement option in Created section for the process.



There are 4 links provided when opening up a Sent receipt: (Physical)

					Deepika Saini Steno-1(DM-II)
eFile electronic file s	ystem			Search	n Advanced   Help
Preside D	Copy   Details   Movements	Generate Acknowl	edgement		
Browse & Diarise	Receipt Details				
- Physical	Receipt No :	233017/2014/0/0	o of HS(MHA)	File No :	
- Electronic	From :	CCCC		Designation :	CCCCC
	Main Category :	BSNL Nodal Offic	cer	Sub Category :	
Inbox (1)	Address :	CC		Sent Date :	12/09/14 06:10 PM
Email Diarisation	Letter Ref. No :			Letter Date :	
Created	Subject :	CCCCC		Enclosures:	-
Closed	Movement Details				
Acknowledgement	Sent By	▼ Sent On	▼ Sent To	▼ Action ▼ Remarks	▼ Received On ▼
+ Created	Deepika Saini,OFFICE OF DM-II	12/09/14 06:10	RAJENDER PARSAD GANDHI, OFFICE OF NSA	Transferred Receipt : ddd	12/09/14 06:11 Authorization Document
• Sent	C.S BHATT,O/o of HS(MHA)	29/08/14 12:10	C.S BHATT,O/o of HS(MHA)	Forward -	-
Recycle Bin	•				
Files +					
			Fig.eFile.64		

- a) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Save Receipt' button a new Receipt number will be allocated to the copied receipt.
- b) Details: User can use this option to view the details of the sent receipt such as Receipt Details, Dispatch History, Attached Files, Attached Receipts, Detached Receipts History and Detached Files History.
- c) Movement: User can use this option to track the Movements of the receipt which automatically gets updated as Receipt moves further.
- d) Generate Acknowledgement: User can user this option to generate an acknowledgement and send it to the sender of the document.

e 📕 Deepika Saini Steno-1(DM-II) eFile electronic file system Search Advanced | Help Send Copy Details Movements View Draft Generate Acknowledgement Receipts Ξ Receipt Details Browse & Diarise Physical Receipt No : 233426/2014/OFFICE OF DM-II 🔤 File No : Electronic From : C.S.Bhatt Designation : UDC This is a test document for Receipt Creation Main Category : Bills Payment Sub Category : Inbox (1) North Block Sent Date : 16/09/14 02:42 PM Address : Email Diarisation Letter Date : 16/9/14 Letter Ref. No : Created Telephone Bills Payment Subject : Enclosures: ▶ Sent Movement Details Closed Acknowledgement Sent By Sent On Sent To Action Remarks Read on + Created Deepika Saini,OFFICE OF DM 16/09/14 Deepika Saini,OFFICE OF DM -TI 02:42 -TI ➔ Sent --Recycle Bin Files + ÷ Migrate File Dispatch +

There are 5 links provided when opening up a Sent receipt, as shown in Fig.eFile.65: (Electronic)



Copyright © NIC, 2014



a) Send: User can use this option to send the receipt to the intended recipient.

Refer to 'Send' option in Receipt Inbox for the process.

- b) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Save Receipt' button a new Receipt number will be allocated to the copied receipt.
- c) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts.
- d) **Movements:** User can use this option to track the '**Movement**' of the receipt which automatically gets updated as Receipt moves further.
- e) View Draft: User can use this option to view the drafts that are already created.

Note: View Draft option is available in Electronic Receipts only when a draft is already created, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

f) **Generate Acknowledgement**: User can user this option to generate an acknowledgement and send it to the sender of the document.

#### Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.66:

							Deepika Saini Steno-1(DM-II)
eFile electronic file	system					Search	Advanced   Help
Receipts =	Re-ope	n					
Browse & Diarise		Computer No	▼ <u>Receipt No.</u>	▼ <u>File No.</u>	▼ <u>Subject</u>	▼ <u>Closed On</u>	▼ <u>Closing Remarks</u>
<ul> <li>Physical</li> </ul>	✓	232623	232623/2014/O/o of HS(MHA)		w3	29/05/14 12:42	asas
+ Electronic							
Inbox (1)							
Email Diarisation							
▶ Created							
▶ Sent							
▶ Closed							
Acknowledgement							
Created							
+ Sent							
Recycle Bin							
Files 🛨							
Migrate File 🛨							

### Fig.eFile.66

User can re-open the closed receipt anytime by clicking the Re-open tab.



To Re-open any Receipt (Physical or Electronic), user has to perform following steps:

1. Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.67:

					Deepika Saini Steno-1(DM-II)
eFile electronic file	system			Search	Advanced   Help
Receipts         > Browse & Diarise         > Physical         + Electronic         > Inbox (1)         > Email Diarisation         > Created         > Sent         > Closed         > Acknowledgement         + Sent         > Recycle Bin         Files       +	Re-open Computer No ✓ 232623	Alert Are you sure you want to re-open this receipt? action needs to be Remarks taken OK Cancel	▼ <u>Subject</u> w3	▼ <u>Closed On</u> 29/05/14 12:42	✓ <u>Closing Remarks</u> asas

## Fig.eFile.67

- 2. As a result, confirm message to re-open the receipt will appear, as shown in Fig.eFile.67:
- 3. Enter the remarks and click the '**OK**' button (Fig.eFile.67) to finally Re-open the closed receipt and so the receipt moves to the Receipt Inbox of the user.



## Acknowledgement

Acknowledgement acknowledges the user that department has received the letter sent by him/her and user can use the Acknowledgement no to track the status of the letter at any point of time.

Acknowledgments will be sent both electronically (email & SMS) and physically (through post).

By default, acknowledgment will be sent through eMail/SMS notification, once letter is entered into the system. If required, user can create the acknowledgements using the pre-defined templates.

The system will maintain the record of all the acknowledgements sent to the user(s).

Users can Generate Acknowledgement from:

- Browse and Diarise Generate page
- Created section
- Sent section

Clicking on the Generate Acknowledgment button

								鼻 Deepika Saini St	eno-1(DM-II)
eFile electronic file s	system						Search	Advance	ed   Help
Receipts 🖃	Date Ra	ange : 07/   Put in a	07/2010 To 18/09 File   Copy   Disp	/2014 atch   View Generate Acknowledgement			Hierarchical View Deepika Sa	ini,Steno-1(DM-II)	
Browse & Diarise			▼ <u>Computer No</u>	▼ <u>Receipt No.</u>	<b>.</b>	Subject	▼ Subject Category	Treated On	•
Physical			E 233456	233456/2014/OFFICE OF DM-II	Ø	CC Receipt	Assurances	17/09/14 10:48	×
-+ Electronic			E 233455	233455/2014/OFFICE OF DM-II	Ø	Cabinet Reply	Cabinet Note	17/09/14 10:44	×
▶ Inbox	<ul> <li>Image: A start of the start of</li></ul>		E 233422	233422/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	Bills Payment	16/09/14 02:18	×
Email Diarisation			E 233414	233414/2014/OFFICE OF DM-II	Ø	sdfgdfg	Annual Property Retu	16/09/14 11:45	×
Created			E 233413	233413/2014/OFFICE OF DM-II	Ø	SDFSdf	SAARC	16/09/14 11:44	×
▶ Sent			E 233411	233411/2014/OFFICE OF DM-II	Ø	Telephone Bills Payment	Bills Payment	16/09/14 11:33	×
Closed		VIP	E 233403	233403/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:40	×
Acknowledgement     Created		VIP	E 233402	233402/2014/OFFICE OF DM-II	Ø	hhh	Accounts related mat	16/09/14 10:37	×
+ Sent		VIP	E 233396	233396/2014/OFFICE OF DM-II	Ø	VIP Name	Advances	16/09/14 10:31	×
Recycle Bin	4								
Files +									
Migrate File 😐									

#### Fig.eFile.68

After clicking on Generate Acknowledgement, an editable window gets opened where a prefilled template of the acknowledgement is displayed prefilled and user can also edit the content of the template.

User after clicking on Send Later button, moves the acknowledgment to Created sub-section under Acknowledgement section.

Clicking on Continue button will take the user to the send page of acknowledgment.

A REPORT INTERIOR OF AND ADDRESS OF ADDRESS	
A UsginL Work Hate Solution	
eoffice Burline Burline Burline Burline	eno-1(DM-II) -
eFile electronic file system	ed   Help
Back Solution     Back Solution         Back Solution     Back Solution         Back Solution     Back Solution         Back Solution     Back Solution	
• Physical Font Size •   注 • 注 •   注 • 注 •   深 課 (4   = ) (*   = =	
- Electronic 🕺 🖓 🖏 🕼   Ah 🕼   — 2 🛄   ×, ×'   2 🧐 🎔 - 🗒 = 🖃   ×1 🕫	
▶ Inbox 📝   🗃 🔄   1 <sup>a</sup> = 3 <sub>a</sub> ∋+   <sup>2</sup> m m <sup>2</sup> *   111 📰   ▲ • 💇 +   2a   12   English (F12) •	
Email Diarisation     Date: 18-1	September-2014
> Created To, > Sent C,S Bhatt	
Closed     North Block	
Acknowledgement     Sub:- Acknowledgement of your letter no - dated : 16-September-2014	
• Created Dear C.S.Bhatt,	
Sent     Your letter has been received. For future communication please refer to the correspondence no. 233422/2014/OFFICE OF DM-II	
Recycle Bin	
Files + Regards.	
Migrate File + Sten-1 (DM-II)	
Dispatch (+)	
Dispatch (±)	
DSC 🛨	
Reports +	
Settings (+)	
Notification	
Ext Department +	
Path: p	Words:37
Send Later	Continue

#### Fig.eFile.69

Clicking on Continue button will take the user to the send page of acknowledgment.

	👗 Deepika Saini Steno-1(DM-II) _*
eFile electronic file system	Search Advanced   Help
Receipts       Acknowledgement Content         > Browse & Diarise       Physical         > Physical       Date: 18-September-2014         > Electronic       Date: 18-September-2014         > Inbox (1)       Email Diarisation         > Created       Date: 18-September-2014         > Sent       Out letter no - dated: 16-September-2014         > Created       Date: 18-September-2014         > Sent       Out letter has been received. For financ communication plase refer to the correspondence no.         > Closed       Your letter has been received. For financ communication plase refer to the correspondence no.         > Acknowledgement       Your letter has been received. For financ communication plase refer to the correspondence no.         > Recycle Bin       Regords.         Files       Image: Settings         > Dispatch       Image: Settings         Notification       Image: Settings         Notification       Image: Settings         Notification       Image: Settings	Sent Through Details         Sent Through*

Fig.eFile.70

After filling the required sent details, the acknowledgment is then sent to the concerned user and an entry will be available in users Sent subsection in Acknowledgement section.



## **Recycle Bin**

Recycle Bin option contains list of all the receipts which are deleted from the "**Created**" section of receipts, as shown in Fig.eFile.80:

There are **2** Quick Actions provided under Recycle Bin Section of receipt:

- a) Delete (X): Permanently deletes the selected Receipt.
- **b) Restore** (I): The receipts which are deleted from the **Created** section are restored back.

Receipts 😑						
Browse & Diarise		▼ <u>Receipt No.</u>	▼ <u>Subject</u>	▼ <u>Subject Category</u>	*	
→ Physical	P	10388/2012/LF	'lk'	Creation and Continu	X	Z
→ Electronic						
▶ Inbox (87)						
→ 2day Testing						
→ Today Receipt						
+ Email Diarisation						
Created						
Sent						
Closed	•					
+ Acknowledgement	-					
Recycle Bin						

Fig.eFile.71



# Files

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

There are various links available under Files section which is mentioned below:

- Inbox
  - > Submitted Files for Closing Approval (Permission Based)
- Created
  - Drafts
  - > Completed
- Parked
- Approval requests (Permission Based)
- Closed
  - Closed Files (*Permission Based*)
  - > Submitted Files for Reopening Approval (Permission Based)
- 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

Let's have an introduction about these Links one by one:

Copyright © NIC, 2014



## Inbox

Inbox link contains the list of all the Files that are received / marked by any other eOffice user, as shown in Fig.eFile.72:

						Deepika Sa	iini Steno-:	.(DM-II	<u>I)</u>
eFile electronic file :	em .		s	earch		<i>P</i> /	Advanced	Help	
	ate Range : 07/07/2010 To 18/09/2014								
Receipts +	Receive   Reply   Send   View   Move To   More		Hierarchical	View Deepika Sair	ni,Steno-1([	DM-II)	-		
Files	E 3241753 E-12011/32/2014-OFFICE OF DM-II	File@rk7082 HARIS OF DI	SH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE M-II	18/09/14 10:24	19/09/14	18/09/14 10:24	, C	ా	^
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	E 3241532 E/38/2014-O/o of HS(MHA)-Volume(2)	111 ASHI	ISH KUMAR PANDA, OFFICE OF US-1(DM-II)	17/09/14 02:02	-	-	, (*	•	
Created	E 3241710 B-13013/14/2014-O/o of HS(MHA)	File@rk7008 C.S B	BHATT,O/o of HS(MHA)	16/09/14 06:17	-	16/09/14 06:18		<b>*</b> )	
Orafts     Completed	E 3241708 E-12011/31/2014-OFFICE OF DM-II	File@rk7007 HARIS OF DI	SH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE M-II	16/09/14 05:56	-	16/09/14 05:57	5 (*	•	
Parked	E 3241707 B-13012/14/2014-O/o of HS(MHA)	File@rk7006 SUNI	IL KUMAR DHAWAN,O/o of HS(MHA)	16/09/14 05:37	-	-	C	٠	
Approval Requests     Closed	E 3241656 <u>RS-12017/23/2014-OFFICEOFDM-II</u>	File@rk7004 G. NA	AGARAJAN (KULDEEP SINGH), OFFICE OF DM-II	15/09/14 03:53	_	16/09/14 10:23	, C	ా	
Closed Files	E 3241653 E-12011/29/2014-OFFICE OF DM-II	File@rk7003 HARIS OF DI	SH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE M-II	15/09/14 03:39	-	15/09/14 03:40	<b>.</b> C	1	
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>	E 3238939 B/5/2014-O/o of HS(MHA)	fsafsafsafasf RAJE	ENDER PARSAD GANDHI, OFFICE OF NSA	12/09/14 06:07	-	-	, C	•)	
Sent     Conversions	E 3241533 B-12013/19/2014-OFFICE OF DM-II	FDI KULC	DEEP SINGH, OFFICE OF DM-II	12/09/14 04:06	-	-	C C	1	
+ Drafts	E 3240665 E/38/2014-O/o of HS(MHA)	111 C.S B	BHATT,O/o of HS(MHA)	11/09/14 11:47	-	11/09/14 11:52	C C	٦	~
Completed	— —					11/00/14		1	
Create New (Non SFS)	LEGEND Priority Out Today	Most Im	mediate 📕 Immediate		Ordinary				
Create New (SFS)	External Files								
Electronic File	Note								
<ul> <li>Create New (Non SFS)</li> </ul>	VIP References								
<ul> <li>Create New (SFS)</li> </ul>									
Create Part									
Create Volume									
Recycle Bin									

Fig.eFile.72

Note: User has to click the File number to view the File. As a result, the user can view the content of File along with the details. The convention E and P is used to differentiate between Electronic and physical File respectively.

There are 6 links provided under Inbox Section of Files:

a) Receive: This link helps the user to receive the Physical file only.

To receive a Physical file user has to perform following steps:

1. Select a file from the Inbox which has to be received, as shown in Fig.eFile.73:

						archai	NA SHARMA U	DC- AS
eFile electronic file sy	stem				Search	P	Advanced	Help
Receipts +	Date Range : 01/08 Receive Reply	8/2010 To 18/09/2014   Send   View   Move To   More	Receiv	e File Confirmation	cal View My Files		<b>•</b>	
Files	Comp No	uter <u>Number</u>	Are you su	ure you want to receive this File ?	Sent on Due On	▼ <u>Read On</u>	Quick	Action
▶ Inbox (35)	E 40377	RS-12017/20/2014-OFFICE OF DM-II		OK Cancel	11/09/14 11:30 -	11/09/14 11:31	,	)
Submitted Files for Closing Approval	V = P 40376	D-23/2/2014-O/o of HS(MHA)	Bapill	C.S BHATT,MHA	11/09/14 11:15 -	11/09/14 11:51	* ال	)
Created	📃 📕 E 40369	B-12012/22/2014-O/o of HS(MHA)	File@rk21212	C.S BHATT,MHA	10/09/14 10:35 -	10/09/14 11:06	C *	)
→ Drafts → Completed	📃 📕 E 40368	B-12013/18/2014-O/o of HS(MHA)	File@rk2311	C.S BHATT,MHA	10/09/14 - 10:21 -	-	C *	)
Parked	📃 📕 E 40366	C/91/2014-O/o of HS(MHA)	close file	SUNIL KUMAR DHAWAN, MHA	09/09/14 03:34 -	09/09/14 03:36	C *	)
Closed → Closed Files	📃 📕 E 40365	G-11011/1/2014-O/o of HS(MHA)	g1 ramesh	C.S BHATT,MHA	09/09/14 03:19	-	+ ال ر*	)
Submitted Files for + Reopening	📃 📕 E 40364	D-19/2/2014-OFFICE OF NSA	satru02	C.S BHATT,MHA	09/09/14 03:07 -	09/09/14 03:10	□ * (*	)
Approval	🔲 📕 E 40333	HS-11015/3/2014-O/o of HS(MHA)	Kirti File 66	SUNIL KUMAR DHAWAN, MHA	04/09/14 04:50 -	04/09/14 05:27	• 1 (	)
				CUNTL KUMAD	04/00/14			

- Fig.eFile.73
- 2. Click the **Receive** link, as a result the alert message comes to confirm the receiving action of file (Fig.eFile.73).
- 3. Click the **OK** button (Fig.eFile.73), as a result the file gets received and then it can be opened by clicking on the activated file link.
- b) **Reply:** This link helps the user to reply to the sender of the file.

# To send a reply on file user has to perform the following steps:

1. Select a file from the Inbox for which reply has to be send, as shown in Fig.eFile.74:

A DIGITAL WORKPLACE BOLUTION									-	рееріка	Saint Stend	-1(L	/01-11/
eFile_electronic file s	ystem						Sea	rch		ρ	Advanced		lelp
	Date Ra	ange : 07/0	/201	0 To 18/09/2014									
Receipts 😐	Receiv	ve Reply	Send	View   Move To   More			Hierarchical V	iew Deepika S	aini,Steno-1	(DM-II)	<b>~</b>		
Files 😑		+ Com No	outer	▼ <u>Number</u>	▼ <u>Subject</u>	▼ <u>Sender</u>	* <u>5</u>	Sent on	▼ <u>Due On</u> 1	Read On	- Qu Ac	ick tion	,
<ul> <li>Inbox (8)</li> <li>Submitted Files for</li> </ul>		E 3240	912	B-14/4/2014-SECLAN-DOIT	asfasfasfa	MRUTYUNJAYA MISHRA, OFFICE OF DM-II	1	8/09/14 2:05	-	-	C	1	· · · ·
Closing Approval	<b>V</b>	E 3241	757	RS-12017/24/2014-OFFICE OF DM-II	File@rk7083	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II	1	.8/09/14 10:26	-	18/09/14 10:27	C	1	)
→ Drafts		E 3241	753	E-12011/32/2014-OFFICE OF DM-II	File@rk7082	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAP OF DM-II	ATI),OFFICE	.8/09/14 10:24	19/09/14	18/09/14 10:24		1	)
Completed		E 3241	532	E/38/2014-O/o of HS(MHA)-Volume(2	) 111	ASHISH KUMAR PANDA, OFFICE OF US-1(DM-II)	)	7/09/14	-	-		•	•
Approval Requests		E 3241	710	B-13013/14/2014-O/o of HS(MHA)	File@rk7008	C.S BHATT,O/o of HS(MHA)	1	.6/09/14 06:17	-	16/09/14 06:18	Ē	5	)
<ul> <li>Closed</li> <li>Closed Files</li> </ul>		E 3241	708	E-12011/31/2014-OFFICE OF DM-II	File@rk7007	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAP OF DM-II	ATI),OFFICE	.6/09/14 05:56	-	16/09/14 05:57	ļ	5	,
Submitted Files for Reopening Approval		E 3241	707	B-13012/14/2014-O/o of HS(MHA)	File@rk7006	SUNIL KUMAR DHAWAN,O/o of HS(MHA)	1	6/09/14 )5:37	-	-	Ē	1	)
▶ Sent		E 3241	556	RS-12017/23/2014-OFFICEOFDM-II	File@rk7004	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II		.5/09/14 03:53	-	16/09/14		1	,

eoffice



2. Click the **Reply** link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.74:

			👗 Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file sy	ystem	Search	Advanced   Help
Receipts + Files - Inbox (8) Submitted Files for Closing Approval Created + Orafts	Send         File Number           Image: Control of the state o	Subject File@rk7083 Intimate To S.No Employee Name	Email SMS
Completed     Parked     Approval Requests     Closed     Closed Files     Submitted Files for     Reopening Approval     Sent     Conversions     Orafts     Completed	Action Forward V Priority Ordinary V Total 1000   1000 characters left. Remarks Send		

Fig.eFile.75

Sign and Send: The Process of Sign and Send is slightly different from the normal process of sending the file. User can now digitally sign ne file before sending it.

Note: 'Sign and Send' button will be accessible only if DSC is plugged in working mode else only Send button is visible.

## To Sign and Send the File, user has to perform the following:

1. Enter the input required details to which file is to be sent and Click the **Sign and Send** button, as shown in Fig.eFile.76:

Send		
Selected Files		
File Number		Subject
🔽 🗄 🦲 A-15/	1/2013-CMO(PRO)	Test
To	AKSHAY RAMESH GOSAVIWRDM-ASST(ARG)-(MP 1)WRDM-(MP ]	
Set Due Date	Set Reminder	
Action	Forward	
Priority	Most Immediate	
Remarks	Total 1000   985 characters left On Urgent Basis	
	Send as sticky note	
	Sign and Send Send	

Fig.eFile.76

Copyright © NIC, 2014



2. A pop window appears asking to enter Pin, as shown in Fig.eFile.77:



3. Enter the Pin and click the '**OK**' button, as shown in Fig.eFile.78:

inter PIN:	To log in to	"Gyanendra	Kumar Bhojal
Minimum PIN length 4 bytes	Enter PIN:	••••	
Maximum DIN length 15 hutes			
	V Minimur Maximu	n PIN length m PIN length	4 bytes 15 bytes

Fig.eFile.78

4. When received user opens the Inbox and click on the received file is displayed as shown in Fig.eFile.79:

File No: A-12012/1/2012-LIB-LBSNAA		
Noting   Correspondence   Draft   References   Link   Details   Movements	Edit   Send   More Action   Create Volu	ne   More Details
		ሰ <sup>+</sup> ጠ ዲ
Add Green Note Add Yellow Note		
a patienvide struggle for independence was laughed by the Tadian National	Congress and later island by	
a nationwide struggle for independence was ladiched by the Indian national	congress and rater joined by	
the Muslim League . The Indian independence movement ice from the United	I Kingdom in 1947, after the	
British provinces were partitioned into the dominions of India and Pakistan a	nd the princely states all	
acceded to one of the new states		
27/00/2012 11 20 11	DAMECH KUMAD	
27/09/2012 11:30 AM	KAPILSH KUPIAK	
	(SLIO(RK))	
ò		
27/09/2012 6:15 PM	RAMESH KUMAR	
	(SLIO(RK))	
	Digitally Signed	
09/10/2012 2:27 PM	RAMESH KUMAR	
	(SLIO(RK))	
•	E	
10/10/2012 2-07 DM	DAMECH VIIMAD	
10/10/2012 2:07 PN		
	(SLIO(RK))	
	C Digitally Signed	

Fig.eFile.79



c) Send: This link helps the user to forward a particular File/s to the recipient.

## To send a File/s, user has to perform following steps:

1. Select File/s from the File Inbox which needs to be forwarded, as shown in Fig.eFile.80:

								8	<u>Deepika</u>	Saini Ste	ano-1	(DM-11	<u>()_</u> *
eFile electronic file s	ystem						Search		P	Advance	ed	Help	
Receipts +	Date Rec	Rano eive	<u>e : 07/07/2010</u>   Reply Send	To 18/09/2014 View   Move To   More		Hierarchi	cal View Deepika Sa	ini,Steno-1	(DM-II)	~			
Files 🖃			<u>Computer</u> <u>No</u>	• <u>Number</u>	Subject	▼ <u>Sender</u>	▼ <u>Sent on</u>	▼ <u>Due On</u> ▼	r <u>Read On</u>	Ŧ	Quick Actior	,	^
Inbox (8)     Submitted Files for	✓		E 3241781	G/47/2014-O/o of HS(MHA)	manual file	C.S BHATT,O/o of HS(MHA)	18/09/14 02:18	-	18/09/14 02:18		Ċ	5	
Closing Approval			E 3240912	B-14/4/2014-SECLAN-DOIT	asfasfasfa	MRUTYUNJAYA MISHRA, OFFICE OF DM-II	18/09/14 12:05	-	-		Ċ	5	
→ Drafts			E 3241757	RS-12017/24/2014-OFFICE OF DM-II	File@rk7083	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II	18/09/14 10:26	-	18/09/14 10:27		Ċ	ົ	
Completed     Parked			E 3241753	E-12011/32/2014-OFFICE OF DM-II	File@rk7082	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFIC OF DM-II	E 18/09/14 10:24	19/09/14	18/09/14 10:24		C	ົ	-
<ul> <li>Approval Requests</li> </ul>		-	E 3241532	E/38/2014-O/o of HS(MHA)-Volume(2)	111	ASHISH KUMAR PANDA, OFFICE OF US-1(DM-II)	17/09/14 02:02	-	18/09/14 02:16		Ģ	3	-
Closed     Closed Files			E 3241710	B-13013/14/2014-O/o of HS(MHA)	File@rk7008	C.S BHATT,O/o of HS(MHA)	16/09/14 06:17	-	16/09/14 06:18		2	ົ	-
<ul> <li>Submitted Files for Reopening Approval</li> </ul>		-	E 3241708	E-12011/31/2014-OFFICE OF DM-II	File@rk7007	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFIC OF DM-II	E 16/09/14 05:56	-	16/09/14 05:57		, C	<b>)</b>	-
▶ Sent			E 3241707	B-13012/14/2014-O/o of HS(MHA)	File@rk7006	SUNIL KUMAR DHAWAN,O/o of HS(MHA)	16/09/14 05:37	-	18/09/14 02:14		C ·	ົ	1
Conversions     Drafts			E 3241656	RS-12017/23/2014-OFFICEOFDM-II	File@rk7004	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II	15/09/14 03:53	-	16/09/14 10:23		C ·	ົ	-
→ Completed			E 3241653	E-12011/29/2014-OFFICE OF DM-II	File@rk7003	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFIC	E 15/09/14 03:39	-	15/09/14		Ģ	•	$\sim$

## Fig.eFile.80

2. Click the **Send** link, as a result the '**Send to'** Page will appear, as shown in Fig.eFile.81:

					👗 <u>D</u>	eepika Saini	i Steno-1(DM-II)_▼
eFile electronic file s	ystem			Search		Adv	ranced   Help
Receipts +	Send						
Files 🖃	File N	Number		Subject			
▶ Inbox (8)	V 🗄 ն	G/47/2014-O/o of HS(MHA)		manual file			
Submitted Files for			Intima	te To			
Created		C.S BHATTUDC(HS)2O/o of HS(MHA)	S.No	Employee Name	Email	sms	
Drafts	Set Due Date	17	1	C.S BHATT(O/o of HS(MHA))			
+ Completed	Action F	Forward					
▶ Parked	Priority						
▶ Approval Requests							
▶ Closed		otal 1000   1000 characters left.					
<ul> <li>Closed Files</li> </ul>	ľ	~					
<ul> <li>Submitted Files for Reopening Approval</li> </ul>	Remarks						
▶ Sent		$\checkmark$					
Conversions	L L						
→ Drafts							
- Completed		Send					
Physical File							

## Fig.eFile.81

- 3. Either directly enter the name in the '**To**' option or Click the '**To**' link to select the marking abbreviation of the recipient (Fig.eFile.81).
- 4. Provide the **Due date** (if required) for the File using the calendar (17) ) link adjacent to the Due Date text box (Fig.eFile.81).



- 5. Set the **Reminder** (if required Fig.eFile.81).
- 6. Select the Action which has been taken on the File from the dropdown menu as shown in (Fig.eFile.81).
- 7. Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.81).
- 8. Type the **remarks** (if required) in the Remarks text box (Fig.eFile.81).
- 9. Click the **Send** (Send) button (Fig.eFile.81).

As a result, created File is sent to the intended recipient.

d) View: This link helps the user to list the Files depending upon its current state. i.e. (Unread, Read, Physical, Electronic, All)

## To use this option, user has to perform following steps:

1. Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.82:

										8	<u>Deepika S</u>	Saini Ste	<u>no-1(</u>	DM-II)	
eFile electronic file s	system								Search		P	Advance		Help	
Receipts +	Date Rec	Rang eive	<u>le : 07/07/2010</u>   Reply   Send	To 19/09/201 View   Move	4 To   More			Hierarchi	cal View Deepika Sa	aini,Steno-1	(DM-II)	<b>v</b>			
Files				Unread Read			▼ <u>Subject</u>	▼ <u>Sender</u>	▼ <u>Sent on</u>	▼ <u>Due On</u> 1	Read On	- A	uick		~
Submitted Files for		•	E 3241781	Physical			manual file	C.S BHATT,O/o of HS(MHA)	18/09/14 02:18	-	18/09/14 02:18		Ċ	<b>`</b>	
Closing Approval			E 3240912	Electronic			asfasfasfa	MRUTYUNJAYA MISHRA, OFFICE OF DM-II	18/09/14 12:05	-	-		• •	)	
→ Drafts			E 3241757	- All RS 12017/24/.	2014-OFFICE OF	F DM-II	File@rk7083	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II	18/09/14 10:26	-	18/09/14 10:27		• •	)	
Completed     Parked			E 3241753	E-12011/32/20	014-OFFICE OF	DM-II	File@rk7082	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFIC OF DM-II	E 18/09/14 10:24	19/09/14	18/09/14 10:24		• •	)	
Approval Requests		•	E 3241710	<u>B-13013/14/20</u>	014-0/o of HS(N	<u>IHA)</u>	File@rk7008	C.S BHATT,O/o of HS(MHA)	16/09/14 06:17	-	16/09/14 06:18		• •	)	
Closed     Closed Files			E 3241708	E-12011/31/20	014-OFFICE OF	DM-II	File@rk7007	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI), OFFIC OF DM-II	E 16/09/14 05:56	-	16/09/14 05:57		• •	)	
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>			E 3241707	<u>B-13012/14/20</u>	014-0/o of HS(N	(AHA)	File@rk7006	SUNIL KUMAR DHAWAN, O/o of HS(MHA)	16/09/14 05:37	-	18/09/14 02:14		, •	)	
▶ Sent			E 3241656	RS-12017/23/3	2014-OFFICEOF	DM-II	File@rk7004	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	15/09/14 03:53	-	16/09/14 10:23		•	)	
Conversions     Drafts		•	E 3241653	E-12011/29/20	014-OFFICE OF	DM-II	File@rk7003	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFIC OF DM-II	E 15/09/14 03:39	-	15/09/14 03:40		•	)	
◆ Completed	Π		E 3238939	B/5/2014-O/o	of HS(MHA)		fsafsafsafasf	RAJENDER PARSAD GANDHI.OFFICE OF NSA	12/09/14	-	-			>	~

### Fig.eFile.82

- Unread Click the Unread from the dropdown menu to view unread Files.
- Read Click the Read from the dropdown menu to view read Files.
- Physical Click the Physical from the dropdown menu to view the Physical Files.
- Electronic Click the Electronic from the dropdown menu to view the Electronic Files.
- ALL Click the ALL from the dropdown menu to view the All receipts together.



e) Move To: Helps the user to create New Folders and manage Existing Folders.

## To create New Folder or to manage existing ones, user has to perform following steps:

1. Select a File from the File Inbox which needs to be moved to new Folder and move the cursor on **Move To** link, a drop down menu will appear with the following options i.e. (**My Folders, Manage folders** and **Create New folder**), as shown in Fig.eFile.83:

			8	Deepika Saini Steno-1(DM-II) -▼
eFile electronic file s	stem	s	earch	Advanced   Help
Receipts +	Date Range : 07/07/2010 To 18/09/2014           Receive   Reply   Send   View         Move To   More	Hierarchical	View Deepika Saini,Steno-1(	DM-II)
Files 😑	Very Subject Very My Folders	Sender	r <u>Sent on</u> ▼ <u>Due On</u> ▼	Read On Quick
Inbox (6)     Submitted Files for	E 3241781 G/47/10 Create New Folder manual file	C.S BHATT,O/o of HS(MHA)	18/09/14 02:18 -	18/09/14 D2:18
Closing Approval	E 3240912 B-14/4/2014-SECLAN-DOIT asfasfasfa	MRUTYUNJAYA MISHRA, OFFICE OF DM-II	18/09/14 12:05	- 📑 🔊
→ Drafts	E 3241757 <u>RS-12017/24/2014-OFFICE OF DM-II</u> File@rk7083	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	18/09/14 10:26 -	18/09/14 📴 🏷 10:27 Č
Completed     Parked	E 3241753 E-12011/32/2014-OFFICE OF DM-II File@rk7082	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	18/09/14 10:24 19/09/14	18/09/14 🕞 🆒 10:24 C
Approval Requests	E 3241710 B-13013/14/2014-O/o of HS(MHA) File@rk7008	C.S BHATT,O/o of HS(MHA)	16/09/14 06:17 -	16/09/14 🕞 🖒 06:18 C
Closed     Closed Files	E 3241708 E-12011/31/2014-OFFICE OF DM-II Prie@rk7007	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	16/09/14 05:56 -	16/09/14 🔽 🏷 05:57 C
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>	E 3241707 B-13012/14/2014-O/o of HS(MHA) File@rk7006	SUNIL KUMAR DHAWAN,O/o of HS(MHA)	16/09/14 05:37 -	18/09/14 📴 🆒 02:14 Č
▶ Sent	E 3241656 <u>RS-12017/23/2014-OFFICEOFDM-II</u> File@rk7004	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	15/09/14 03:53 -	16/09/14 🕞 🏷 10:23 C
Conversions     Drafts	E 3241653 E-12011/29/2014-OFFICE OF DM-II File@rk7003	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	15/09/14 03:39 -	15/09/14 🕞 🕈 03:40 C
-• Completed	E 3238939         B/5/2014-O/o of HS(MHA)         fsafsafsafasf	RAJENDER PARSAD GANDHI.OFFICE OF NSA	12/09/14	*
	Fig	.eFile.83		

- My Folders Click the My Folders link from the dropdown menu to view the File inbox and its subfolders.
  - Manage Folders Click the Manage Folders link from the dropdown menu to Delete or Edit the folders created under File Inbox.
  - Create New Folder Click the Create New Folder link from the dropdown menu to create a new folder under File inbox.
- 2. Click the **Create New Folder** option, as shown in Fig.eFile.84:

	_
Create New Folder	
Manage Folders	
My Folders	

Fig.eFile.84



As a result following screen appears, as shown in Fig.eFile.85:

Folder Name*			
Created in*	Choose One	~	
		21	

3. Enter the **New Folder Name** and select the Folder in which new folder is creating and click the **Save** (Save) button (Fig.eFile.85).

As a result a new Folder is created in specified Folder.

- f) More: This link helps the user to close/park the active file, check closing/parking history and to create volume.
  - Park: To a particular File user has to perform the following steps:
    - 1. After selecting the File which needs to be parked, move the cursor over **More Action** Link and click on **Park File** option, as shown in Fig.eFile.86:

					4	Deepika Saini S	teno-1(DN	<u>4-II)</u> ▼
eFile electronic file :	system				Search	Advance	ced   He	lp
Receipts +	Date Range : 07/07/201 Receive   Reply   Send	0 To 18/09/2014 d   View   Move To	-	Hierarchica	l View Deepika Saini,Steno-1	(DM-II)	Quick	
Files     Inbox (6)     Submitted Files for	<ul> <li>         Computer         <u>No</u> </li> <li>         E 3241781     </li> </ul>	Number Park File History G/47/2014-O/o of Close File History	y fie	▼ <u>Sender</u> C.S BHATT,O/o of HS(MHA)	Sent on Due On 18/09/14 02:18 -	Read On * 18/09/14 02:18	Action	^
Closing Approval     Created	E 3240912	B-14/4/2014-SECLAR Create Volume	, <mark>Srusru</mark> Sfa	MRUTYUNJAYA MISHRA,OFFICE OF DM-II	18/09/14 12:05	-		
<ul> <li>→ Drafts</li> <li>→ Completed</li> </ul>	E 3241757	RS-12017/24/2014-OFFICE OF DM-II E-12011/32/2014-OFFICE OF DM-II	File@rk7083	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI), OFFICE	18/09/14 10:26 - 18/09/14 10:24 19/09/14	18/09/14 10:27 18/09/14	ີ ເ	
Parked     Approval Requests	E 3241710	<u>B-13013/14/2014-O/o of HS(MHA)</u>	File@rk7008	OF DM-II C.S BHATT,O/o of HS(MHA)	16/09/14 06:17 -	10:24 16/09/14 06:18	رد ۲۵ ۲۵	
Closed     Closed Files	E 3241708	E-12011/31/2014-OFFICE OF DM-II	File@rk7007	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	16/09/14 05:56 -	16/09/14 05:57	ີ ຳ ເ <sup>ຕ</sup> ີ	
Submitted Files for Reopening Approval	E 3241707	B-13012/14/2014-O/o of HS(MHA)	File@rk7006	SUNIL KUMAR DHAWAN,O/o of HS(MHA)	16/09/14 05:37 -	18/09/14 02:14	(* *	
Conversions	E 3241656	RS-12017/23/2014-OFFICEOFDM-II E-12011/29/2014-OFFICE OF DM-II	File@rk7004	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE	15/09/14 03:53 - 15/09/14 03:39 -	10:23 15/09/14	ີ ເ	
Completed      Physical File	E 3238939	B/5/2014-O/o of HS(MHA)	fsafsafsafasf	RAJENDER PARSAD GANDHI.OFFICE OF NSA	12/09/14	-	ເ ເ	~



2. As a result, Parking Confirmation Dialogue box will appears. Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** ( ) button, as shown in Fig.eFile.87:

A DIGETAL WORK PLACE SOL	UTION	
		👃 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file :	tystem	Search Advanced   Help
	Date Range : 07/07/2010 To 18/09/2014	_
Receipts +	Receive   Reply   Send   View   Mov Parking Confirm	Hierarchical View Deepika Saini,Steno-1(DM-II)
Files 😑	Computer Number     No     Do you want to Park the file?	▼ <u>Sent on</u> ▼ <u>Due On</u> ▼ <u>Read On</u> Quick
<ul> <li>Inbox (6)</li> <li>Submitted Files for</li> </ul>	E 3241781 <u>G/47/2014-</u> Remarks* Required Later On	of HS(MHA) 18/09/14 02:18 - 18/09/14 02:18 C
Closing Approval     Created	E 3240912 B-14/4/201 Reminder	A MISHRA, OFFICE OF DM-II 18/09/14 C
◆ Drafts	date* 01/12/2014	(KULDEEP SINGH),OFFICE OF DM-II 18/09/14 10:26 - 18/09/14 10:27
Completed     Parked	✓ E 3241753 E-12011/32	DER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE 18/09/14 10:24 19/09/14 10:24
<ul> <li>Approval Requests</li> </ul>	E 3241710 B-13013/14	of HS(MHA) 16/09/14 06:17 - 16/09/14 🕞 🌖
Closed     Closed Files	E 3241708         E-12011/31/2014-OFFICE OF DM-II         File@rk7007         HARISH CHA OF DM-II	ANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE 16/09/14 05:56 - 16/09/14 05:57 C
<ul> <li>Submitted Files for Reopening Approval</li> </ul>	E 3241707 B-13012/14/2014-O/o of HS(MHA) File@rk7006 SUNIL KUMA	AR DHAWAN,O/o of HS(MHA) 16/09/14 05:37 - 18/09/14 😨 🄊



As a result the selected file will be sent to Parked section of Files.

• **Park File History**: Displays the history of the Parked file. To view click on Park File History, as shown in Fig.eFile.88:

		8	Deepika Saini Steno-1(DM-II) -
eFile electronic file s	ystem	Search	Advanced   Help
	Date Range : 07/07/2010 To 18/09/2014		
Receipts 🛨	Receive   Reply   Send   View   Move To   More   Hiera	archical View Deepika Saini,Steno-1(	(DM-II)
Files 😑		▼ <u>Sent on</u> ▼ <u>Due On</u> ▼	Read On Quick
<ul> <li>Inbox (6)</li> <li>Submitted Files for</li> </ul>	Image: Second state state     Image: Second state       Image: Second state     Second state       Image: Second stat	18/09/14 02:18 -	18/09/14 📴 🏷 02:18 C
Closing Approval	E 3240912 B-14/4/2014-SECLA-POLICE Create Volume B-14/4/2014-SECLA-POLICE OF DM-II	18/09/14 12:05	- <sup>D</sup>
→ Drafts	E 3241757 RS-12017/24/2014-OFFICE OF DM-II File@rk7083 G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	18/09/14 10:26 -	18/09/14 🔽 🕈 10:27 Č
Completed     Parked	E 3241753 E-12011/32/2014-OFFICE OF DM-II File@rk7082 HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OI OF DM-II	OFFICE 18/09/14 10:24 19/09/14	18/09/14 🔽 🕥 10:24 C
Approval Requests	E 3241710 B-13013/14/2014-O/o of HS(MHA) File@rk7008 C.S BHATT,O/o of HS(MHA)	16/09/14 06:17 -	16/09/14 📴 为



• **Closed File History:** Displays the history of the closed file. To view click on Close File History as shown in Fig.eFile.89:

		4	Deepika Saini Steno-1(DM-II) -
eFile electronic file s	ystem	Search	Advanced   Help
	Date Range : 07/07/2010 To 18/09/2014		
Receipts 😐	Receive   Reply   Send   View   Move To   More   Hiel	rarchical View Deepika Saini,Steno-	1(DM-II)
Files 😑	v Computer Vumber     Vomber     Vomber	▼ <u>Sent on</u> ▼ <u>Due On</u>	• <u>Read On</u> • Quick
Inbox (6)     Submitted Files for	E 3241781 G/47/2014-O/o of H Close File History     E C.S BHATT,O/o of HS(MHA)	18/09/14 02:18 -	18/09/14 🔽 🏷 02:18 C
Closing Approval	E 3240912 B-14/4/2014-SECLAN-DOLT	18/09/14 12:05	- 📴 か ぐ
→ Drafts	E 3241757 RS-12017/24/2014-OFFICE OF DM-II File@rk7083 G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	18/09/14 10:26 -	18/09/14 📴 🏷 10:27 C
Completed     Parked	E 3241753 E-12011/32/2014-OFFICE OF DM-II File@rk7082 HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI), C DF DM-II	OFFICE 18/09/14 10:24 19/09/1	4 18/09/14 📴 🏷 10:24 Č
<ul> <li>Approval Requests</li> </ul>	E 3241710 B-13013/14/2014-O/o of HS(MHA) File@rk7008 C.S BHATT,O/o of HS(MHA)	16/09/14 06:17 -	16/09/14
	Fig.eFile.89		

Copyright © NIC, 2014

eoffice



• Create Volume: This link helps the user to create a new Volume of an existing file.

## To create a Volume user has to perform following steps:

1. After selecting the File for which new Volume has to be created, click the **Create Volume** Link, as shown in Fig.eFile.90:

eFile electronic file	ystem		Search	P Advar	nced   Help
	Date Range : 07/07/2010 To 18/09/2014				
Receipts 🛨	Receive Reply Send View Move To More	Hierarchica	I View Deepika Saini,Steno-1(	DM-II) 🗸	
Files 😑	Computer <u>No</u> <u>Number</u> Park File      Dark File      Dark File	▼ <u>Sender</u>	▼ <u>Sent on</u> ▼ <u>Due On</u> ▼	Read On 🔹	Quick Action
<ul> <li>Inbox (6)</li> <li>Submitted Files for</li> </ul>	E 3241781 <u>G/47/2014-O/o of H</u> Close File History File	C.S BHATT,O/o of HS(MHA)	18/09/14 02:18 -	18/09/14 02:18	C )
Closing Approval	E 3240912 B-14/4/2014-SECLA Create Volume	MRUTYUNJAYA MISHRA, OFFICE OF DM-II	18/09/14 12:05	-	0 °
→ Drafts	E 3241757 <u>RS-12017/24/2014-OFFICE OF DM-II</u> File@rk7083	G. NAGARAJAN (KULDEEP SINGH), OFFICE OF DM-II	18/09/14 10:26 -	18/09/14 10:27	C 1
Completed     Parked	E 3241753 E-12011/32/2014-OFFICE OF DM-II File@rk7082	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI),OFFICE OF DM-II	18/09/14 10:24 19/09/14	18/09/14 10:24	0 ) (*
Approval Requests	E 3241710 B-13013/14/2014-O/o of HS(MHA) File@rk7008	C.S BHATT,O/o of HS(MHA)	16/09/14 06:17 -	16/09/14 06:18	<b>3 1</b>
Closed				16/09/14	<b>7</b>

As a result, the following page will appear, as shown in Fig.eFile.91:

	भारत सरकार GOVERNMENT OF INDIA
	NIC
File Number	T-15012/1/2012-CC
	Subject
Description*	Training in DOPT.
Category	Main Choose One
	Sub Chasse One
Classified	Choose One
Previous Refer	ence Later Reference

# Fig.eFile.91

Copyright © NIC, 2014



2. Click the **Create Volume** (Create Volume ) button (Fig.eFile.91) to create volume, as a result the following page appears as shown in Fig.eFile.92:

	ale enterni in rigiter i				
Computer No: 20882 File No: C-1	5012/1/2013-JTSECY(DLT)-CMO-Volume(2)				
Correspondence   Link   Movern	ents Details Edit Send Dispatch C	mvert File   Attachment   More			
					E
File Number :	C-15012/1/2013-JTSECY(DL	()-CMO-Volume(2)		Subject :	india
Opening Date :	04/09/13 12:27 AM			Remarks :	
Main Category :				Sub Category :	
Previous Reference :				Later Reference :	
File Movement History					
Sender	▼ Sent on	▼ Sent to	Action	Remarks	

# Fig.eFile.92

Here volume file is created with the Volume number suffixed adjacent to the file number.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- Remarks () Shows latest Noting that has been done on that particular File.
- **Reply** () It facilitates the user to reply to the sender of the File.
- Forward () Forward a particular File to the recipient.

There are 11 links provided on opening a Physical File:

a) **Correspondence**: With the help of this feature user can attach physical Correspondence/ Receipt to the Working File.

### To attach Correspondence user has to perform following steps:

1. Click the **Correspondence** link as shown in Fig.eFile.93:

eFile electronic file s	ystem			Search	Advanced   Help
Receipts +	Correspondence Link   Movements   Details	M-II <b>Subject:</b> RTI M   Edit   Reply   Send	ATTER UNDER RIGHT TO INFORMATION ACT, 2005 Dispatch   Convert File   Attachment   More		Quick View
Files 🖃					Ē
Inbox (6)	File Number : 47-12/	2013-NDM-II	Subject : RTI MATT	ER UNDER RIGHT TO INFORMATION ACT, 20	105
<ul> <li>Submitted Files for Closing Approval</li> </ul>	Opening Date : 08/07/	13 11:54	Remarks :		
Created	Main Category :		Sub Category :		
→ Drafts	Previous Reference :		Later Reference :		
◆ Completed	E File Movement History				
Parked	Sender	▼ Sent on	▼ Sent to	▼ Action ▼ Remarks	•
Approval Requests	Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward -	
Closed	HARISH CHANDER BABBAR, OFFICE OF DM-II	20/08/14 12:02	Deepika Saini, OFFICE OF DM-II	Transferred File : e-office	Authorization Document
<ul> <li>Closed Files</li> </ul>		15/07/12 02:22	DINESH KUMAR BRAJARATI GEEICE OF DM-II	Concerned	
Submitted Files for Reopening Approval	DINESH KUMAR PRAJAPATI, OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA, OFFICE OF DS(DM-II)	Forward -	

Fig.eFile.93



2. As a result **List of Correspondences and Issues** page appears on right side of Noting page, as shown in Fig.eFile.94:

			List of corres	pondence	es and i	issues	
					С	hoose One	~
	-	-	Receipt/Issue No.	Subject	Type	Attached On	Pages
	<b>P</b>		26404/2013/CC	ee	PUC1	17/06/13 01:48	<u>View</u>
			<u>I/1042/2013</u>	dfjh		11/06/13 06:30	
			<u>I/1041/2013</u>	dfjh		11/06/13 06:30	
				Attach			
.61							

Fig.eFile.94

3. Click the Attach ( Attach ) Button (Fig.eFile.94) to add a new receipt to the list, as a result, the Receipt Search window appears showing a list of available receipts. Select the receipt from the Receipt Search window to attach with the file, as shown in Fig.eFile.95:

eFile electronic file							Search		P	Advanced	Help
	1 5	Computer No: 3207997	File No: 47-12/2013-NDM-II Sub	ect: RTI	MATTER UN	NDER RIGHT TO INFORMA	TION ACT, 2005				
Receipts +		Correspondence   Link	Movements Details Edit Reply	Send	Dispatch	Convert File Attach	ment   More				Quick View
Files 😑				_							
▶ Inbox (6)				Se	arch for th	ie receipt		×	es		
<ul> <li>Submitted Files for Closing Approval</li> </ul>									[	Choose One	~
Created						2014 🗸	Search		ed On	▼ <u>Pages</u>	▼ <u>Action</u> ▼
Drafts	-					Computer Number	Receipt Number	Subject			
Completed     Parked				1-	_			4th Audit Committee			I
<ul> <li>Approval Requests</li> </ul>					Р	152754	152754/2013/OFFICE OF JS(DM)	regarding			I
Closed				1-				0			
<ul> <li>Closed Files</li> </ul>								OF THE			
<ul> <li>Submitted Files for Reopening Approval</li> </ul>				0	P	233452	233452/2014/O/o of HS(MHA)	DISASTER MANAGEMENT			
▶ Sent						222222		PL			
Conversions					P	233303	233503/2014/OFFICE OF DM-11	asorgasor			
→ Drafts	-						Attach	-			
Completed	-										
Physical File											
SFS)											
<ul> <li>Create New (SFS)</li> </ul>											
Electronic File											
<ul> <li>Create New (Non SFS)</li> </ul>											

## Fig.eFile.95



 After selecting the receipt, click the Attach ( attached to the file, as shown in Fig.eFile.96:

Attach buff

button (Fig.eFile.95). As a result, the receipt gets

		Steno-1(DM-II) –
eFile electronic file s	iystem	Search Advanced   Help
Receipts +	Computer No: 3207997 File No: 47-12/2013-NDM-II Subject: RTI MATTER UNDER RIGHT TO INFOR Correspondence   Link   Movements Details   Edit   Reply   Send   Dispatch   Convert File Atta	MATION ACT, 2005 chment   More   Quick View
Inbox (6)     Submitted Files for     Closing Approval		List of Correspondences and Issues Choose One
treated     Treated     Treated     Treated     Treated     Treated     Treated     Treated		v         Receipt/Issue No.         v         Subject         v         Type Point         Pages Action           P         233452/2014/O/o of HS(MHA)         PREPARATION OF THE NATIONAL DISASTER NATIONAL DISASTER         18/09/14         View         Reopen
Parked     Approval Requests     Closed	iCo	P <u>152754/2013/OFFICE OF JSCM</u> Meeting-regarding PUC1 18/09/14 <u>View</u> Reopen submission o
<ul> <li>Closed Files</li> <li>Submitted Files for Reopening Approval</li> </ul>	15	

Fig.eFile.96

Type of the receipt can be changed from the dropdown menu available at the top of **List of Correspondences and Issues** page, as shown in Fig.eFile.97:

	List of cor	respondence	s and is	sues
• D	Receipt/Issue No.	<u>Subject</u>	Type • /	Choose One Mark As PUC UnMark Mark As FR Detach
	20300/2013/00	Attach		Close Attach With Another



• Mark as PUC: This option helps the user to mark the receipt as Paper Under Consideration (PUC).

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

1. Select the receipt from the **List of Correspondences and issues** which needs to be marked as PUC, as shown in Fig.eFile.98:

Note: By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).



Fig.eFile.98

• Unmark: This option helps the user to unmark the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

- 1. Select the receipt from the **List of Correspondences and Issues** which needs to be Unmarked. Select the type as **Unmark** from the dropdown menu.
- Mark as FR: This option helps the user to mark the receipt as Fresh Receipt (FR).

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

1. Select the receipt from the **List of Correspondences and issues** which needs to be marked as FR, as shown in Fig.eFile.99:

		List of corres	pondence	es and i	issues	
				C	hoose One	~
	*	Receipt/Issue No.	Subject	Type	Attached On	Pages
	Р	26404/2013/CC	ee	PUC1	17/06/13 01:48	View
		<u>I/1042/2013</u>	dfjh		11/06/13 06:30	
		<u>I/1041/2013</u>	dfjh		11/06/13 06:30	
			Attach			
Physic						





2. Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.100:



Fig.eFile.100

3. Then, select the **PUC Number** from the dropdown menu as shown in Fig.eFile.101:

		List of correspondences and issues				
						Mark As FR
×		v	Receipt/Issue No.	▼ <u>Subject</u>	▼ <u>Type</u>	• <u>Attached On</u>
	V	Ρ	8133/2012/LF	Urgent		17/02/12 05:32
		Ρ	8132/2012/LF	Urgent	PUC1	17/02/12 05:31
physica			PUC Number: Choose One Choose One PUC1	Attach		Cancel

Fig.eFile.101



4. Click the '**Done**' ( button (Fig.eFile.101), as a result the receipt gets marked as FR, as shown in Fig.eFile.102:



Fig.eFile.102

• Detach: This option helps the user to Delete/Detach the attached receipt from List of Correspondences and issues.

Note: If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

- 1. Select the receipt from the **TOC of Correspondences** which needs to be detached.
- 2. Select the type as **Detach** from the dropdown menu.
- Close: This option helps the user to Close the attached receipt from TOC of Correspondences.

To close a receipt, user has to perform following steps:

1. Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.103:



Fig.eFile.103

2. Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.104:

	List of correspondences and issues					
		Ŧ	Receipt/Issue No.	▼ <u>Subject</u>	▼ <u>Type</u>	Choose One Choose One Attached Mark As PUC
		P	8133/2012/LF	Urgent		UnMark 17/02/12 Mark As FR
		P	8132/2012/LF	Urgent	PUC1	17/02/12 Close
physica				Attach		

Fig.eFile.104

As a result, Close confirmation Box appears as shown in Fig.eFile.105:

Plea:	se provide closing remar	ĸ
	Work Done	
Remarks		
	OK . Cancel	

Fig.eFile.105

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.



• Attach with another: This option helps the user to attach the already merged receipt to another File.

## To attach the receipt with another File, user has to perform following steps:

1. Select the receipt which needs to be put in another File and select the '**Attach With Another**' option from the dropdown as shown in Fig.eFile.106:



- Fig.erile.100
- 2. As a result list of Files will appears. Select the file in which receipt needs to get attached and click the '**Attach**' button as shown in Fig.eFile.107:

eFile electronic file sy	ystem					Search	Advanced	Help
	Computer No:	3207997 File No: 47-12/20	L3-NDM-II Subject: RTI MATTER UND	ER RIGHT TO INFORMATION	N ACT,	2005		
Receipts +	Corresponde	ence   Link   Movements   D	etails   Edit   Reply   Send   Dispatch	Convert File   Attachmen	nt   Mo	ire		Quick View
El-a O								圕
Files	_			×				
Submitted Files for			Search File For Attach			List of Correspondences and 1	Issues	
* Closing Approval							Choose One	
Created		Year 2014 🗸	Search		-	Receipt/Issue No. TSubject	Type A UnMark	
<ul> <li>Drafts</li> </ul>						4th Audit Committee	Mark As FR	÷ .
<ul> <li>Completed</li> </ul>		Computer Number	File Number	Subjec G gau	P	152754/2013/OFFICE OF JS(DM) Meeting-regarding	PUC1 Loso	n
Parked	0 P	3241604	GgaurMerge-01	Merge 01		Attach		ouner
Approval Requests		2244746		Gopal				
Closed	00	3241716	GopalSFSPFile-03	File-03				
Closed Files								
<ul> <li>Submitted Files for Reopening Approval</li> </ul>								
▶ Sent								
Conversions								
→ Drafts								
<ul> <li>Completed</li> </ul>				<< < 1 > >>				
Physical File			Attach					
◆ Create New (Non SFS)								
<ul> <li>Create New (SFS)</li> </ul>								
Electronic File				>				
Create New (Non								
Fig.eFile.107								

Copyright © NIC, 2014


As a result the receipt will get detached from the current file and get attached to the selected File.

b) Link: With the help of this feature user can Link and delink other eFile(s) to the working file.

It contains 3 sub links:

- Internal Files: This sub link helps the user to link/delink any other file from within the Organization.
- **Referred In Files:** This sub link helps the user to view other Files that are linked from some other Organization with the working file.

## To link with other File, user performs the following:

1. Move the cursor on **Link**, and click the **Internal Files** (<u>Internal Files</u>) link, as shown in Fig.eFile.108:

Correspondence Link Mover	ments   Details   Edit   Reply   Send	Dispatch   Convert File   Attachmer	nt   More		
Internal Fil	les				
File Number :	C-15012/1/2013-JTSI	ECY(DLT)-CMO		Subject :	india
Opening Date :	03/09/13 05:32 PM			Remarks :	
Main Category :				Sub Category :	
Previous Reference :				Later Reference :	
EFile Movement History					
Sender		▼ Sent on	▼ Sent to	▼ Action ▼ Remarks	
BHARAT CHINDARKAR, JTSECY(DL	Т)-СМО	04/09/13 10:18 AM	EOFFICE ADMINISTRATOR, CMO	Forced Receive	ed:Pull up

Fig.eFile.108

2. As a result Link/Delink page appears on right side. Click the Attach (Attach) button, as shown in Fig.eFile.109:

	Link/Delink	
	Tile Number     Subject       Attach	*
· CO		
15		
-M		

Fig.eFile.109



3. As a result, the **File Search Window** appears. Select the file from the File Search window to attach with the file and click the **Attach** (Attach) button as shown in Fig.eFile.110:

							👵 <u>Deepika S</u>	aini Steno-1(DM-II)_▼
eFile electronic file sy	rstem					Search	P	Advanced   Help
Receipts +	Computer No: 320799	7 File No: 47-12/2013-NDM-II	Subject: RTI MATTER UNDER RI	GHT TO INFORMATION A	CT, 2005			Quick View
Files 😑	Search File For At	tach						=
Inbox (6)     Submitted Files for     Cloring Approval	Year 2014 🗸	Search	edited.			Link/Delink		
Created	() E	G/47/2014-O/o of HS(MHA)	manual file	]	▼ <u>File Number</u>		▼ <u>Subject</u>	Choose One
Drafts     Completed	() E	E-12011/33/2014-OFFICE OF DM-II RS-12017/24/2014-OFFICE OF DM-II	File@rk7085 File@rk7083			Attach		
Parked	0 E	E-12011/32/2014-OFFICE OF DM-II	File@rk7082					
Approval Requests     Closed	0 E	A-12013/10/2014-OFFICE OF DM-II	File@rk7009					
Closed Files     Submitted Files for	О Е О Е	B-13013/14/2014-O/o of HS(MHA) E-12011/31/2014-OFFICE OF DM-II	File@rk7008 File@rk7007					
<ul> <li>Reopening Approval</li> <li>Sent</li> </ul>	О E	B-13012/14/2014-O/o of HS(MHA)	File@rk7006					
Conversions	U E	RS-12017/23/2014-OFFICEOFDM-II Attach	File@rk7004					
Oratts     Completed	<< < 1 <u>2 3 4 &gt; &gt;&gt;</u>							
Physical File								

Fig.eFile.110

As a result, the selected file gets linked with the working file, as shown in Fig.eFile.111:

□     ▼File Number     ✓ Subject       □     P     E-12/8/2013-CC-Volume(3)     ftyhh		Link/Delink
only	ohysical	Choose One ♥ ● File Number  ● E-12/8/2013-CC-Volume(3)  ftyhh  Attach

Fig.eFile.111

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



To Delink a File, user has to perform following steps:

1. Select the File which needs to be delinked and Select the **Delink** option from the dropdown menu, as shown in Fig.eFile.112:

					💄 Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file :	system			Search	Advanced   Help
	Computer No: 3207997 File No: 47-1	2/2013-NDM-II Subject: RTI MATTER UNDER RIGHT TO	INFORM/	ATION ACT, 2005	
Receipts +	Correspondence   Link   Movements	File delink alert	Attack	iment   More	Quick View
Files 😑		Are you sure to delink the document			8
<ul> <li>Inbox (6)</li> <li>Submitted Files for Closing Approval</li> </ul>		OK Cancel	Л	Link/De	elink Delink
Created				File Number	• <u>Subject</u> •
Completed     Parked				E B-12013/19/2014-OFFICE OF DM-II-Volume( Attac	2) FDI Making Volume File.
<ul> <li>Approval Requests</li> </ul>					
Closed					
<ul> <li>Closed Files</li> </ul>					
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>					
▶ Sent					



As a Result the file is delinked.

c) **Movements**: With the help of this feature user can see the movement of a File i.e. the details of all the users who have worked on it.

#### To see the movement of a file user has to perform following steps:

1. Click the **Movements** (Movements) Link, as shown in Fig.eFile.113:

Computer No: 20854 File No: C-15012/1/20	013-JTSECY(DLT)-CMO			
Correspondence   Link Movements   De	tails   Edit   Reply   Send   Dispatch   Convert File   Attac	hment   More		
				ł
File Number :	C-15012/1/2013-JT SECY(DLT)-CMO		Subject: iND	
Opening Date :	03/09/13 05:32 PM		Remarks :	
Main Category :			Sub Category :	
Previous Reference :			Later Reference :	
EFile Movement History				
Sender	✓ Sent on		▼ Action ▼ Remarks	
BHARAT CHINDARKAR, JTSECY(DLT)-CMO	04/09/13 10:18 AM	EOFFICE ADMINISTRATOR, CMO	Forced Received:	'ull up

Fig.eFile.113



2. As a result Movement page appears showing all the details of **File Movement History** as shown in Fig.eFile.114:

Correspondence   Link   Movement	s Details   Edit   Reply   Send   Dispatch   C	Convert File   Attachmen	t   More				
File Number :	C-15012/1/2013-JTSECY(DLT)-CMO			Subject:		india	
Opening Date :	03/09/13 05:32 PM			Remarks :			
Main Category :				Sub Category :			
Previous Reference :				Later Reference	:		
EFile Movement History							
Sender	▼ Seni	ton	▼ Sentto	* Action	• Remarks		-
BHARAT CHINDARKAR, JTSECY (DLT)-C	MO 04/0	09/13 10:18 AM	EOFFICE ADMINISTRATOR, CMO		Forced Received:Pull	up	



d) **Details**: With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files, a shown in Fig.eFile.115:

Computer No: 20854 F	File No: C-15012/1	/2013-JTS	ECY(DLT)-	СМО									
Correspondence   Lir	nk   Movements	Details	Edit   Repl	y   Send	Dispatch	Convert File	Attachment   More						
													8
File Number :	C-15012/1/	2013-JT	SECY(DL	T)-CMO			Subject :	INDIA					
Opening Date :	03/09/13 05:32	PM					Remarks :						
Main Category :							Sub Category :						
Previous Reference :							Later Reference :						
Part Files Created													
Computer No					▼ <u>Part N</u>	10		▼ <u>Created On</u>			▼ <u>Remarks</u>		
TOC Receipt													
Receipt/Issue No.						-	<u>Subject</u>		<u>▼ Түре</u>	▼ <u>Timesta</u>	amp	-	
Dispatch Movement H	istory												
Dispatch Number.			• <u>Subject</u>		▼ <u>Sen</u>	<u>t to</u>	▼ <u>Dispatch Date</u>		▼ <u>Sent By</u>	▼ <u>Dispatch M</u>	lode	▼ <u>Remarks</u>	v
Linked Files													
▼ File Numb	ber								* <u>Subje</u>	ect			
0													

Fig.eFile.115

e) Edit: With the help of this feature user can make changes to the cover page of existing running file except the Basic and Corresponding Heads.

## To edit the cover page of eFile user has to perform following steps:

1. Click the **Edit** (Edit) link as shown in Fig.eFig.116:

mputer No: 20854 Correspondence   L	File No: C-15012/1/2013-JTSECY(DLT)-CMO ink   Movements   Details   Edit   Reply   Ser	d   Dispatch   Conver	t File   Attachment   More					
le Number : pening Date : ain Category : revious Reference :	C-15012/1/2013-JTSECY(DLT)-CM 03/09/13 05:32 PM	0	Subject : Remarks : Sub Category : Later Reference :	INDIA				
Part Files Created								
omputer No		▼ <u>Part No</u>		▼ <u>Created On</u>		▼ <u>Re</u>	marks	
OC Receipt								
ceipt/Issue No.			▼Subject		▼ <u>Type</u>			
)ispatch Movement	History							
ispatch Number.	▼ <u>Subject</u>	▼ <u>Sent to</u>	* <u>Dispatch Date</u>		▼ <u>Sent By</u>	▼ <u>Dispatch Mode</u>	▼ <u>Remarks</u>	

Fig.eFile.116

2. As a result **Cover Page** of that working file appears, as shown in Fig.eFile.117:

भारत सरकार GOVERNMENT OF INDIA
NIC ADM
File No.* J - JM Choose Choose Choose 2 2011 ADM V
Description*
Category Main Choose One Sub Choose One
Other Details
Remarks URGENT
Previous Reference Later Reference
Done >

#### Fig.eFile.117

3. Make Necessary changes and click the '**Done**' (**Done**') button (Fig.eFile.117), as a result, changes on cover page of file get saved.

Copyright © NIC, 2014

1



f) **Reply:** This link helps the user to reply to the sender of the Receipt, as shown in Fig.eFile.118:

Refer to **Reply** link in **File Inbox** for the process.

		10									
Correspondence   Li	nk   Movements   Details   Edit Reply	Send   Dispatch	Convert File   A	Attachment   More							
in the second										Ē	3
File Number :	C-15012/1/2013-JTSECY(DLT	)-СМО	S	ubject :	INDIA						
Opening Date :	03/09/13 05:32 PM		R	emarks :							
Main Category :			S	ub Category :							
Previous Reference :			L	ater Reference :							
Part Files Created											
Computer No		▼ <u>Part N</u>	No		Created On			▼ <u>Remarks</u>			•
TOC Receipt											
Receipt/Issue No.				<u>ubject</u>		▼ <u>Type</u>	▼ <u>Timestamp</u>			Ψ.	+
Dispatch Movement H	History										
Dispatch Number.	▼ <u>Subject</u>	▼ <u>Sen</u>	<u>t to</u>	▼ <u>Dispatch Date</u>		▼ <u>Sent By</u>	▼ <u>Dispatch Mode</u>		▼ <u>Remarks</u>		+
Linked Files											
▼ <u>File Num</u>	ber					▼ <u>Subie</u>	<u>ct</u>				

Fig.eFile.118

g) Send: With the help of this feature user can send the File to the Recipient, as shown in Fig.eFile.119:

Refer to Send link in File Inbox for the process.

Computer No: 20854 Fi	ile No: C-15012/1/2013-JTSE	CY(DLT)-CMO							
Correspondence   Lin	k   Movements   Details   Ec	lit   Reply Send	Dispatch   Cor	vert File   Attachment	More				
									8
File Number :	C-15012/1/2012-ITE			Cubiect .	INDIA				
Opening Date :	03/09/13 05:32 PM	CT(DET)-CHO		Bemarks :	INDIA				
Main Category :	00,00,10 00102 111			Sub Category	1				
Previous Reference :				Later Referen	ce :				
Part Files Created									
<u>Computer No</u>			▼ <u>Part No</u>		▼ <u>Create</u>	<u>d On</u>	* <u>R</u>	<u>emarks</u>	
TOC Receipt									
Receipt/Issue No.				▼ <u>Subject</u>		▼ <u>Type</u>	▼ <u>Timestamp</u>		
Dispatch Movement Hi	story								
Dispatch Number.		Subject	▼ <u>Sent to</u>	▼ <u>Dispatch</u>	Date	▼ <u>Sent By</u>	▼ <u>Dispatch Mode</u>	▼ <u>Remarks</u>	
Linked Files									
≂ <u>File Numb</u>	er					▼ <u>Subjec</u>	1		
c.									

Fig.eFile.119



h) Dispatch: This link helps the user to Dispatch an issue/ letter against the selected file.

## To dispatch issue/ letter, user has to perform following steps:

1. Select the physical file against which an issue/letter needs to be dispatched and click the '**Dispatch**' link, as shown in Fig.eFile.120:

					4	Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file s	system				Search	Advanced   Help
Receipts (+)	Computer No: 3207997 File No: 47-12/20 Correspondence   Link   Movements   D	113-NDM-II Subject: RTI V Petails   Edit   Reply   Send	Dispatch Convert File Attachment   Mo	2005 pre		Quick View
Files <ul> <li>Inbox (7)</li> <li>Submitted Files for</li> <li>Closing Approval</li> <li>Created</li> <li>Drafts</li> </ul>	File Number : Opening Date : Main Category : Previous Reference :	47-12/2013-NDM-II 08/07/13 11:54	Subject : F Remarks : Sub Category : Later Reference :	RTI MATTER UNDER RIGI	HT TO INFORMATION ACT, 2	2005
Completed	File Movement History					
▶ Parked	Sender	▼ Sent on	▼ Sent to	- Action	▼Remarks	▼
Approval Requests	Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward	-	
▶ Closed	HARISH CHANDER BABBAR, OFFICE OF DM-II	20/08/14 12:02	Deepika Saini,OFFICE OF DM-II		Transferred File : e-office	Authorization Document
→ Closed Files	ASHOK SHUKLA, OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATI, OFFICE OF D	M-II Forward	-	
Submitted Files for Reopening Approval	DINESH KUMAR PRAJAPATI, OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA, OFFICE OF DS(DM-II)	Forward	-	
▶ Sent						

Fig.eFile.120

As a result the **Dispatch** page appears, as shown in Fig.eFile.121:

									👗 De	<b>epika Saini</b> Sten	o-1(DM-II)_▼
eFile electronic file sy:	stem						Sea	rch		Advanced	Help
	Computer No: 3207	997 File No: 47-12/2013-NDM-	п								
Receipts +	Correspondence	Link Movements Details	Edit   Reply   Sen	d   Dispatch   Conver	t File   Atta	chment More					Quick View
Files 😑											Print
▶ Inbox (6)											Burner
<ul> <li>Submitted Files for Closing Approval</li> </ul>	Draft Details					Dispatch Opt	tions				
▶ Created	Draft Type*	New/Fresh	Classified	Choose one	~	✓ Postal & Out R	egister Details				
→ Drafts	Draft Nature	Choose One	G.O. Prefix	Choose One	$\checkmark$	Postal Mode	Choose One		Postal Charge		
Completed	Language	English 🗸				Medium	Choose One		Weight		
Parked					^	Medium	Choose One		weight		
Approval Requests	Subject*			(Maximum of 250 Cha	V Interesters	Peon Book No			Peon Name	Choose One	~
Closed		tion Details				Out Date			Out Time		
Submitted Files for	Ministry	Choose one					17				
Reopening Approval	Depertment	Choose one				Delivery Date	<b>—</b>		Delivery Time		
▶ Sent	Department	Choose one	<b>_</b>			Dellare Oleher	21				
Conversions	Name <sup>*</sup>		Designation*			Delivery Status	Choose one			T	
Drafts	Organization								Dispate	h By Self Dispat	h By CRU
Completed	Address 1 *										
Physical File     Croate New (Nee	Address 2										
SFS)	Country	INDIA	<ul> <li>State</li> </ul>	Choose one	~						
→ Create New (SFS)	City		Pincode								
Electronic File	Mobile		Landline								
<ul> <li>Create New (Non SFS)</li> </ul>	Fax										
<ul> <li>Create New (SFS)</li> </ul>	Email										
Create Part				Add More Reci	ipient(s)						
Create Volume											
Recycle Bin	Attachments	•		Atta	ach File						
Migrate File (+)											

Fig.eFile.121



Now the user has 2 options after filling the required metadata fields which are, 'Dispatch by Self' and 'Dispatch by CRU 'the required fields.

• If user selects '**Dispatch By Self**' option, then the user will be further having two options "Send with Followup" and "Send without Followup", as shown in Fig.eFile.122:

									🍍 <u>D</u> e	epika Saini Ster	10-1(DM-II)_▼
eFile electronic file sys	item						Sea	arch		Advanced	I   Help
Receipts +	Computer No: 3207 Correspondence	7997 File No: 47-12/2013-   Link   Movements   Deta	NDM-II ails   Edit   Reply   Sen	d   Dispatch   Conver	rt File   Atta	chment More					Quick View
Files 😑											
▶ Inbox (7)											Print
<ul> <li>Submitted Files for Closing Approval</li> </ul>	Draft Details					Dispatch Op	tions				
▶ Created	Draft Type*	New/Fresh	<ul> <li>Classified</li> </ul>	Choose one	$\sim$	🗸 Postal & Out R	egister Details				
→ Drafts	Draft Nature	Choose One	G.O. Prefix	Choose One	$\checkmark$	Postal Mode	Choose One		Postal Charge		
<ul> <li>Completed</li> </ul>	Language	English	~			Madium	Oheese One		Meinek		
Parked		training			~	Medium	Choose One		vveight		
▶ Approval Requests	Subject*	2			$\sim$	Peon Book No			Peon Name	Choose One	$\checkmark$
▶ Closed		(Maximum of 250 Characte									
<ul> <li>Closed Files</li> </ul>	Communica	tion Details				Out Date	17		Out Time		
Submitted Files for Reopening Approval	Ministry	MINISTRY OF HOME A	FFAIRS(Grih Mantralaya	a)	$\checkmark$	Delivery Dete			Dolivon/Timo		
▶ Sent	Department	Choose one			$\sim$	Delivery Date	17		Delivery Time		
Conversions	Name*	Amardeep Singh	Designation*	UDC		Delivery Status	Choose one	$\checkmark$			
	Organization	R&I Section							Send With Follo	wup Send Witho	ut Followup
<ul> <li>Completed</li> </ul>	Address 1 *	North Block						L			
Physical File	Address 2										
Create New (Non	Country	INDIA	✓ State	Choose one	~						
Create New (SFS)	City		Pincode								
Electronic File	Mobile		Landline								
Create New (Non	Fax										
SFS)	Email										
Greate New (SFS)				Add More Rec	ipient(s)						
Create Part											
Recycle Bin	⊡Attachments	3		Att	ach File						
- recycle bill											

Fig.eFile.122

For **SEND WITH FOLLOWUP** Refer to REMINDER PROCESS for eFile

If user sends the draft using **Send without Followup** option, then the draft gets dispatched and an entry of the dispatched draft gets displayed in users Sent sub-section under Dispatch section as shown in Fig.eFile.123.



												🎩 <u>D</u>	eepika	Saini Stend	<u>0-1(DM-II)</u> ▼
eFile electronic file s	syste	em								Searc	:h		P	Advanced	Help
		Computer No: 3207	997 File No: 47-12/2013-	NDM-1	п										
Receipts +		Correspondence	Link   Movements   Det	ails	Edit   Reply   Send	Dispatch Convert	t File   Attac	chm	ent   More						Quick View
Files 🖃															- The state
<ul> <li>Inbox (7)</li> </ul>															Brennt
<ul> <li>Submitted Files for Closing Approval</li> </ul>		Draft Details						0	Dispatch Opt	ions					
▶ Created		Draft Type*	New/Fresh	$\checkmark$	Classified	Choose one	$\checkmark$	E	Postal & Out R	egister Details					
→ Drafts		Draft Nature	Choose One	~	G.O. Prefix	Choose One	$\sim$		Postal Mode	Choose One		Postal Charge			
+ Completed		Language	English	~					Modium	Chasse One		Weight			
Parked			training				$\wedge$		Medium	Choose One		weight			
▶ Approval Requests		Subject*				(Manimum of 250 Cha	$\sim$		Peon Book No			Peon Name	Ch	oose One	<b>~</b>
Closed			ion Dotaile			( Maximum of 250 Cha	racters )		Out Data			OutTime			
Closed Files		Communicat	IOII Details						Out Date	17		Out fille			
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>		Ministry	MINISTRY OF HOME A	FFAI	RS(Grih Mantralaya)		$\checkmark$		Delivery Date			Delivery Time			
▶ Sent		Department	Choose one				$\sim$			17		,			
Conversions		Name*	Amardeep Singh		Designation*	UDC			Delivery Status	Choose one	$\checkmark$				
→ Drafts		Organization	R&I Section						Dispatched su	ccessfully with no. :I	/30043	10/2014			
<ul> <li>Completed</li> </ul>		Address 1 *	North Block					-						Conv Die	natch Data
<ul> <li>Physical File</li> </ul>		Address 2												Copy Dis	paten Data
<ul> <li>Create New (Non SFS)</li> </ul>	1	Country	INDIA	~	<ul> <li>State</li> </ul>	Choose one	$\checkmark$								
+ Create New (SFS)		City			Pincode										
Electronic File		Mobile			Landline										
Create New (Non		Fax			]										
Crasta New (SEC)		Email			]										
Create New (SPS)						Add More Reci	pient(s)								
Create Part															
Recycle Bin		Attachments				Atta	ach File								

# Fig.eFile.123

• If user selects 'Dispatch By CRU' option, following options appear under Dispatch consisting of all the users mapped with CRU section (if any), Delivery Mode and Remarks, as shown in Fig.eFile.124.

													🎩 <u>D</u>	eepika Saini	Steno-1(DM-II) -
eFile electronic file sy	yste	m									Sear	ch		Adva 🔎	nced   Help
Receipts +	¢	Computer No: 32079	97 File No: 47-12/2013-ND Link   Movements   Details	M-II	dit   Reply   Send	Dispatch	Convert File	Atta	achr	ment More					Quick View
Files (=)				-											Quick View
▶ Inbox (7)															👘 Print
Submitted Files for Closing Approval		Draft Details								Dispatch Op	tions				
Created		Draft Type*	New/Fresh		Classified	Choose one	•	~		Dispatch By CR	U Details				
→ Drafts		Draft Nature	Choose One		G.O. Prefix	Choose One	e	$\checkmark$		CRU User(s):	BALWAN SINGH	~	Delivery Mode:	By Hand	~
<ul> <li>Completed</li> </ul>		Language	English	1								_			
▶ Parked			training					$\wedge$		Remarke		^			
▶ Approval Requests		Subject*				(11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	252.01	$\checkmark$		Remarks.		$\sim$			
▶ Closed	Closed						ers )								
<ul> <li>Closed Files</li> </ul>		Communicau											Send With Folle	owup Send \	Nithout Followup
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>		Ministry	MINISTRY OF HOME AFF	AIR	S(Grih Mantralaya)			~							
▶ Sent		Department	Choose one					~							
▶ Conversions		Name*	Amar Deep		Designation*	UDC									
→ Drafts		Organization													
- Completed		Address 1 *	R and I Section,North Block	¢											
Physical File	_	Address 2													
◆ Create New (Non SFS)		Country	INDIA	~	State	Choose	one	~							
→ Create New (SFS)		City			Pincode										
▶ Electronic File		Mobile			Landline										
Create New (Non		Fax													
Create New (SFS)		Email													
Create Part						Add Me	ore Recipien	t(s)							
Create Volume															
▶ Recycle Bin		Attachments					Attach F	ile							

Fig.eFile.124



If user selects '**Dispatch By Self**' option, then the user will be further having two options "Send with Followup" and "Send without Followup", as shown in Fig.eFile.124.

									🚢 <u>D</u> e	epika Saini	Steno-1(DM-II)
eFile electronic file s	ystem						Sear	rch		Reference Advan	nced   Help
	Computer No:	3207997 File No: 47-12/2013	3-NDM-II								
Receipts 🛨	Corresponde	nce Link Movements De	atails   Edit   Reply   Ser	nd   Dispatch   Conve	ert File   Atta	chment   More					Quick View
Files 😑											
<ul> <li>Inbox (7)</li> </ul>											Print
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	Draft Det	ails				Dispatch O	otions				
Created	Draft Type*	New/Fresh	✓ Classified	Choose one	~	Dispatch By CF	RU Details				
→ Drafts	Draft Nature	Choose One	G.O. Prefix	Choose One	~	CRU User(s):	BALWAN SINGH	~	Delivery Mode:	By Hand	~
<ul> <li>Completed</li> </ul>	Language	English	$\checkmark$								
Parked		training			^	Remarks:		^			
<ul> <li>Approval Requests</li> </ul>	Subject*			( Maximum of 250 Ci	haracters 1			$\sim$			
▶ Closed	Commun	vication Dotaile		[ Maximum 0/ 200 0/	iaraotero y						
Closed Files	Commu					Dispatched s	uccessfully with no.	:1/30043	11/2014		
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>	Ministry	MINISTRY OF HOME	AFFAIRS(Grih Mantralay	a)	~						
Sent	Department	Choose one			$\checkmark$						
Conversions	Name*	Amar Deep	Designation*	UDC							
<ul> <li>Drafts</li> </ul>	Organization										
- Completed	Address 1 *	R and I Section, North E	Block								
<ul> <li>Physical File</li> </ul>	Address 2										
<ul> <li>Create New (Non SFS)</li> </ul>	Country	INDIA	State	Choose one	$\checkmark$						
→ Create New (SFS)	City		Pincode								
Electronic File	Mobile		Landline								
<ul> <li>Create New (Non SFS)</li> </ul>	Fax										
<ul> <li>Create New (SFS)</li> </ul>	Email			Add Mars Da							
Create Part				Add More Re	cipient(s)						
Create Volume											
Recycle Bin	Attachm	ents		A	ttach File						

#### For SEND WITH FOLLOWUP Refer to REMINDER PROCESS for eFile

#### Fig.eFile.125

As a result the receipt is dispatched to the selected CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application.

i) **Convert File:** This link helps the user to convert the Physical File to Electronic File only, irrespective of the File location, whether it is attached with a receipt or from the File inbox/Created Section.

#### To convert a physical file to electronic file, user has to perform following steps:

Open the Physical File from the File Inbox Section to convert it into an Electronic File and click the 'Convert File' (Convert File) option as shown in Fig.eFile.126:



					4	Deepika Saini Steno-1(DM-II)
eFile electronic file s	ystem				Search	Advanced   Help
	Computer No: 3207997 File No: 47-12/2	2013-NDM-II Subject: RTI N	NATTER UNDER RIGHT TO INFORMATION ACT, 20	005		
Receipts +	Correspondence Link Movements	Details   Edit   Reply   Send	Dispatch   Convert File   Attachment   More	2		Quick View
Files 🖃						
• Inbox (7)	File Number :	47-12/2013-NDM-II	Subject : RT	I MATTER UNDER RIG	HT TO INFORMATION ACT,	2005
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	Opening Date :	08/07/13 11:54	Remarks :			
Created	Main Category :		Sub Category :			
→ Drafts	Previous Reference :		Later Reference :			
+ Completed	File Movement History					
Parked	Sender	▼ Sent on	▼ Sent to	▼ Action	▼ Remarks	▼
Approval Requests	Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward	-	
Closed	HARISH CHANDER BABBAR, OFFICE OF DM-	II 20/08/14 12:02	Deepika Saini,OFFICE OF DM-II		Transferred File : e-office	Authorization Document
Closed Files	ASHOK SHUKLA, OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATI, OFFICE OF DM-	-II Forward	-	
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>	DINESH KUMAR PRAJAPATI, OFFICE OF DM-	II 08/07/13 11:55	ASHOK SHUKLA, OFFICE OF DS(DM-II)	Forward	-	
▶ Sent						
Conversions						
· · · · · ·			Fig.eFile.126			

2. As a result following screen appears. Upload the scanned PDF's of **Correspondence**(s) and **Noting**(s), as shown in Fig.eFile.145:

				👗 Deepika Saini Steno-1(DM:	<u>-II)</u> *
eFile electronic file s	system			Search Advanced   Help	P
Receipts (+) Files (-)	Computer No: 3207997 File   Correspondence   Link   Mo	No: 47-12/2013-NDM-II Subject: vements   Details   Edit   Reply   Se	RTI MATTER UNDER RIGHT TO I and  Dispatch  Convert File	NFORMATION ACT, 2005 Attachment   More   Quick	View
▶ Inbox (7)	File Details				
Closing Approval	File Number	47-12/2013-NDM-II	Subject	RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005	
▶ Created	Opening Date	08-07-2013	Remarks		
→ Drafts	Subject Category				
+ Completed	Correspondences				
Parked	Receipt/Issue No.	Туре	Subject	Attached On	
Approval Requests	I/3004311/2014	Issue	training	18-09-2014 Upload	
Closed     Glosed Files	I/3004310/2014	Issue	training	18-09-2014 Upload	)
<ul> <li>Submitted Files for Reopening Approval</li> </ul>					
Sent	Upload Noting			Upload	
<ul> <li>Conversions</li> </ul>			· · · · ·		
+ Drafts			Save	Convert Preview	
- Completed		Mata			
Physical File		Note:	After initiating conversion	process(save/convert) it can not be undone.	
<ul> <li>Create New (Non SFS)</li> </ul>					

## Fig.eFile.127

- 3. After uploading the scanned PDF's, click the 'Save' (Save) button (Fig.eFile.127), as a result the file moves to the **Drafts** sub-module of **Conversions** module under **Files** section.
- 4. Click the '**Convert**' (Convert') button (Fig.eFile.127), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

(If conversion has been done on new physical file then after conversion file moves to Completed sub-module of Created module under File section or else if conversion has been done from File inbox, then after



conversion file remains in File inbox.)

If user clicks the 'Save' button, the file will get saved in Drafts subsection of Conversion Section under Files Modules.

If user clicks the '**Preview'** button, it will open up a **Pdf** File of all Correspondences merged together.

j) Attachment: This link facilitates the user to attach other files or receipts with the working File.

This link contains 2 modules:

- File: This module facilitates the user to attach other file with the working file.
- **Receipt:** This module facilitates the user to attach a receipt with the working file.

## To attach File/Receipt with the working file, user has to perform following steps:

1. Open the Physical File from the **File Inbox** Section to attach other Files/Receipts and scroll over the **Attachment** link and select File or Receipt (as per the requirement), as shown in Fig.eFile.128:

					Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file s	system			Search	Advanced   Help
	Computer No: 3207997 File No: 47-12/20	013-NDM-II Subject: RTI M	NATTER UNDER RIGHT TO INFORMATION AGT, 20	005	
Receipts 🛨	Correspondence   Link   Movements   D	Details   Edit   Reply   Send	Dispatch   Convert File Attachment   4ore	h	Quick View
Files 😑			File		
<ul> <li>Inbox (7)</li> </ul>	File Number :	47-12/2013-NDM-II	Subject : RI	IMATTER UNDER RIGHT TO INFORMATION ACT	, 2005
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>	Opening Date :	08/07/13 11:54	Remarks :		
Created	Main Category :		Sub Category :		
→ Drafts	Previous Reference :		Later Reference :		
+ Completed	E File Movement History				
▶ Parked	Sender	▼ Sent on	▼ Sent to	▼ Action ▼ Remarks	•
Approval Requests	Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward -	
Closed	HARISH CHANDER BABBAR, OFFICE OF DM-II	20/08/14 12:02	Deepika Saini,OFFICE OF DM-II	Transferred File : e-office	Authorization Document
<ul> <li>Closed Files</li> </ul>	ASHOK SHUKLA OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATLOFFICE OF DM-	II Forward -	
<ul> <li>Submitted Files for Reopening Approval</li> </ul>	DINESH KUMAR PRAJAPATI, OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA, OFFICE OF DS(DM-II)	Forward -	
Sent					

Fig.eFile.128

On selecting File link, as a result, Attached / Detached File(s) page appears, as shown in Fig.eFile.129:

Opening Date :	14/05/13 05:59	Remarks :			
Main Category :	All advances	Sub Category :	Interest Free		
Previous Reference :		Later Reference			
Attached / Det	ached File(s)			Attach File	Detach File





2. Click the Attach File button (Fig.eFile.129), as a result list of file appears, as shown in Fig.eFile.130:

			×
		Search File For Attach	
	Year 2013 V	Search	
	Computer Number	File Number	Subject
O P	5441	C-13011/6/2013-CC	sad
ΟP	5499	A/62/2013-CC	<mark>fd</mark> sf
O P	5570	E-12/8/2013-CC	ftyhh
O P	5579	E-12/8/2013-CC-Volume(2)	ftyhh
O P	5589	E-12/8/2013-CC-Volume(3)	ftyhh
		<< ·	< 1 > >>
<			>

Fig.eFile.130

## Note: The list contains files which are present in 'Created (Completed)' or 'Inbox' section of file.

3. Select a file which needs to be attached with the working file and click the **Attach** (Attach) button (Fig.eFile.130). As a result the File gets attached under the working file, as shown in Fig.eFile.131:

					E
File Number : A/63/2013-CC	Su	ubject : S	Asa		
Opening Date : 14/05/13 05:59	Re	emarks :			
Main Category: All advances	Su	ub Category : Ir	nterest Free		
Previous Reference :	La Re	iter eference :			
stached / Detached File(s)				Attach File	Detach File
▼ <u>CNo.</u> ▼ <u>File Number</u>	• Subject• Attached By	<ul> <li>Attached Date</li> </ul>	e • <u>Attached Rem</u>	<u>iarks - Dettached By - Deta</u>	ched Date - Detached Remarks -
P 5579 <u>E-12/8/2013-CC-Volume(2)</u>	ftyhh ALOK PANDEY	14/06/13 03:5	i3 6tf7i		
		อาสุเอกอร์ก็ก้อนอออร์ก็ก่อตอกอาอกอาอกอาอ			

## Fig.eFile.131



To **Detach** File/Receipt with the working file, user has to perform following steps:

1. Select the required File/Receipt from the Attached/Detached File(s) section which needs to be detached

EI

from the working file and click the 'Detach File' (Detach File) button, as shown in Fig.eFile.132:

File Number :	A/63/2013-CC	Subject :	SAsa	
Opening Date :	14/05/13 05:59	Remarks :		
Main Category	All advances	Sub Category :	Interest Free	
Previous Reference :		Later Reference :		
Attached / De	tached File(s)		Attach File	Detach File
Attached / De	tached File(s)	★ Attached By ★ Attached D	Attach File	Detach File

## Fig.eFile.132

2. As a result, **File Detach alert** window appears. Enter the **Detaching Remarks** and click the **OK** button to finally detach the file from the working file, as shown in Fig.eFile.133:



Fig.eFile.133

As a result, attached file gets detached with the detaching remarks, date and the user who detached it, as shown Fig.eFile.134:

File Number :	A-14012/6/2013-TRG	I		Subject :	parliament matter				
Opening Date :	30/04/13 11:44			Remarks :					
Main Category :				Sub Category :					
Previous Reference	1			Later Reference :					
ttached / Detac	hed File <mark>(s</mark> )						Attach	File	Detach Fi
ttached / Detacl	hed File(s) ♥ <u>Subje</u>	* <u>Atta</u>	ched By	▼ <u>Attached Date</u>	* Attached Remarks	▼ <u>Dettached By</u>	Attach	File	Detach Fi e <u>d Remarks</u>
Attached / Detacl           File Number           D-12013/2/2	hed File(s) • <u>v Subie</u> 2013-TRGII IAS is	• <u>Attar</u> Jes BIKR	<u>ched By</u> RAM SINGH	<u>         ∼ Attached Date</u> 5/1/13 10:12 AM	★ <u>Attached Remarks</u> reference	♥ <u>Dettached By</u> BIKRAM SINGH	Attach * <u>Detached Date</u> 5/1/13 10:22 AM	File <u> Tetach</u> referen	Detach Fi e <u>d Remarks</u> cing not requ





 More: This link helps the user to close/park the working file, check closing/parking history, create volume and Merge Files, as shown in Fig.eFile.135:

						1	Deepika Saini Steno-1(DM-II)
eFile electronic file s	ystem					Search	Advanced   Help
Receipts + Files  Files Files Submitted Files for Closing Approval Costand	Computer No: 3207997 File No: 47-12/2013-NU Correspondence   Link   Movements   Details File Number : 47-12 Opening Date : 08/07 Main Category :	DM-II Subject: RTI M s   Edit   Reply   Send   [ 2/2013-NDM-II /13 11:54	ATTER UNDER RIGHT TO INFORMATION Dispatch   Convert File   Attachment Subject : Remarks : Sub Category :	Close File Park File Park File Create Volume		HT TO INFORMATION ACT,	Quick View
Drafts     Completed	Previous Reference :		Later Reference :	Merge Files Merge Details			
Parked     Approval Requests	Sender	Sent on 18/00/14 02:17	✓ Sent to Describe Seriel OFFICE OF DM II			▼ Remarks	Ŧ
Closed	HARISH CHANDER BABBAR, OFFICE OF DM-II	20/08/14 12:02	Deepika Saini,OFFICE OF DM-II		Forward	- Transferred File : e-office	Authorization Document
Sopt     Sopt	ASHOK SHUKLA, OFFICE OF DS(DM-II) DINESH KUMAR PRAJAPATI, OFFICE OF DM-II	15/07/13 03:32 08/07/13 11:55	DINESH KUMAR PRAJAPATI, OFFICE ASHOK SHUKLA, OFFICE OF DS(DM-	OF DM-II ·II)	Forward Forward	-	



This link contains 6 links:

Close File: Taking the cursor in Close File link, displays two sub links, Close and Close File History. This link
allows the user to close the selected file.

Note: The closing process of a File is completely Permission based. Kindly refer to the *Closing Process* Document.

• Close File History: This link displays the history of Closed file.

To view the Close File history, user has to perform the following:

1. After selecting the File whose closing history needs to be viewed, move the cursor over **More** Link and click the **Close File History** option (Fig.eFile.135).

As a result, closing history of that file appears.

- Park File: To park a particular File user has to perform the following steps:
  - 1. After selecting the File which needs to parked, move the cursor over **More** Link and click the **Park File** option (Fig.eFile.135).

As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.136:

	UTION .				Deepika Saini Steno-1(DM-II)
eFile electronic file s	ystem			Search	Advanced   Help
	Computer No: 3207997 File No: 47-12	/2013-NDM-II Subject: RTI MATTER UNDER RIGHT TO	INFORMATION ACT, 2005		
Receipts +	Correspondence   Link   Movements	Parking Confirm	Attachment   More		Quick Vie
Files   Inbox (6)  Submitted Files for  Closing Approval  Created  Drafts	File Number : Opening Date : Main Category : Previous Reference :	Do you want to Park the file? Remarks* not required now Reminder date* 30/09/2014	RTI MATTER L	NDER RIGHT TO INFORMATION ACT,	2005
Completed     Parked	File Movement History			• Action • Remarks	▼
Approval Requests	Doopika Saini OFFICE OF DM-II	OK Cancel	OF DW-II	Forward -	
Closed	HARISH CHANDER BABBAR OFFICE OF DN	I-TI 20/08/14 12:02 Deenika Saini OFFIC	F OF DM-II	Transferred File : e-office	Authorization Document
◆ Closed Files	ASHOK SHIRLA OFFICE OF DS(DM-TT)	15/07/12 02/22 DEEPIKE SHITTOTTC	14DATL OFFICE OF DM-II	Forward -	Autoneardin Document
Submitted Files for	DINESH KUMAR DRAJADATI DEELCE DE DA	I-TI 08/07/13 11:55 ASHOK SHUKLA.OFF	ICE OF DS(DM-II)	Forward -	

## Fig.eFile.136

2. Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** (\_\_\_\_\_) button (Fig.eFile.136).

As a result the selected file will be sent to Parked section of Files.

• Park File History: This link displays the history of parked file.

#### To view the Park File history, user has to perform the following:

1. After selecting the File whose park history needs to be viewed, move the cursor over **More** Link and click the **Park File History** option (Fig.eFile.135).

As a result, parking history of that file appears.

• Create Volume: This link helps the user to create a new Volume of an existing file (Fig.eFile.135).

Refer to Create Volume link in File Inbox for the process.

• **Merge**: This link facilitates the user to merge physical files only. Merged file will be in 'View only' mode.

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

1. After selecting the File to which other file needs to be merged, move the cursor over **More** Link and click the **Merge Files** option (Fig.eFile.135).

As a result, Merge Files page appear, as shown in Fig.eFile.137:

Merge File(s) Main • Number <u>Subject</u> • <u>Sender</u> × ۲ PHY P B-11/3/2013-JTSECY(DLT)-CMO BHARAT CHINDARKAR Merge Search File(s) To Merge Year 2013 🗸 Search File Number Subject INDIA P C-15012/1/2013-JTSECY(DLT)-CMO-Volume(2) P C-15012/1/2013-JTSECY(DLT)-CMO INDIA P B/17/2013-CM O sada \_ Р A-11012/1/2013-CM O-CMO ffghh D P SHADOW/01-Shadow shadow << < 1 > >> Add

## Fig.eFile.137

2. Search the File from 'Search File(s) to Merge' section to merge and click the Add (Add button, as shown in Fig.eFile.137:

3. As a result, the selected file moves to **Merge File(s)** section, Click the **Merge (** button to finally merge the selected file to the working file, as shown in Fig.eFile.138:

						120.00
Main		Number		* <u>Subject</u>	* <u>Sender</u>	~
<u> </u>	P	B-11/3/2013-JTSECY(DLT)-CMO		PHY	BHARAT CHINDARKAR	<u></u>
Ľ	P	<u>C-13012/1/2013-5132C1(DET)-CMO</u>	<b></b>		BHARAT CHINDARKAR	<u></u>
			Merge			
		File Number			Subject	
	P	C-15012/1/2013-JTSECY(DLT)-CMO-Volume(2)			INDIA	
	P	C-15012/1/2013-JTSECY(DLT)-CMO			INDIA	
	P	B/17/2013-CM O			sada	
1000		A-11012/1/2013-CM O-CMO			rrgnn skadawi	
	-				SHADOW	

Fig.eFile.138

4. As a result, Merge Alert appears Enter the reason to merge and click the **Ok** ( button, as shown in Fig.eFile.139:

	Merge Alert
Reas	son For Merging?
Remarks	Matter Related to 🔥 🗸

## Fig.eFile.139

As a result the file gets merged with the working file and appears under **Merge Details** option under **'More'** link, as shown in Fig.eFile.140:

Computer No: 20855 File No: B-11/3/2013-JTSECY(DLT)-CMO						
Correspondence   Link   Movements   Details   Edit   Reply   Send   Dispatch   Convert File	Attachment	More				
		Close File				Ē
	200000000	Park File				_
File Number : B-11/3/2013-JTSECY(DLT)-CMO	Subject :	Park File History				
Main Category : All AMC/FSMA cases	Sub Categor	Close File History				
Previous Reference :	Later Refere	Create Volume				
Merged Files		Merge Files				
<u>S.No * Computer No * Number</u>		Merge Details	▼ <u>Subject</u>	Action 1	Action 2	*
1 20854 <u>C-15012/1/2013-JTSECY(DLT)-CMO</u>			INDIA	De-Merge	Merge With Another	

Fig.eFile.140



Note: User can De-Merge or Merge the Merged File with any other File also by using the 'De-Merge' and 'Merge with Another' option available respectively under 'Merge Details' tab.

There are **12** links provided on opening an **Electronic File**:

e			Raiech Acawa Del	enated - ACP(RG)-SECLAN-DOIT
A DIDITAL WORKPLACE BOLUTION				
eFile electronic file			Search	Advanced   Help
	Computer New 29429 File New ES(779)/DelT/Tech/12 Subjects WirEi Eashlement of Secretariat			
Receipts +	Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   Attachr	ment   More		Quick View
Files -				Back To Tab View
<ul> <li>Inbox (7)</li> </ul>		ToC Recent		
<ul> <li>Submitted Files for Closing Approval</li> </ul>	Add Green Note		List of Correspondences and Issue	25
▶ Created				Choose One 🗸
+ Drafts		Receipt/Issue No.	▼ Subject ▼ Type ▼ Attached On	▼ Details ▼ Pages ▼ Action ▼
<ul> <li>Completed</li> </ul>			Attach	
Parked				
Closed		1		
Closed Files				
<ul> <li>Submitted Files for Reopening Approval</li> </ul>				
▶ Sent				
Conversions				
→ Drafts				
- Completed				
Physical File				
Create New (Non SFS)				
<ul> <li>Create New (SFS)</li> </ul>				
Electronic File				
SFS)				
<ul> <li>Create New (SFS)</li> </ul>				
Create Part		1		
Create Volume		1		
<ul> <li>Necycle Bin</li> </ul>		1		
Migrate File +				
Dispatch +		1		
DSC +				
Reports +		1		
Settings +				
Notification +				
		1		
		1		

Fig.eFile.141

a) Noting: It facilitates the user to view the noting By Name and By Date or All the noting together, as shown in Fig.eFile.142:

		👙 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file s	iystem	Search P Advanced   Help
(	Computer No: 3241781 File No: G/47/2014-O/o of HS(MHA) Subject: manual file	
Receipts +	Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More	
Eles (a)	View By Name	All Bravious Noticos
rites	View By Date	Air Previous Notings
InDox (6)	View All Add Yellow Note	
Closing Approval		
▶ Created		
→ Drafts	this hie has been opened to create e hie manual	
+ Completed		
Parked	18/09/2014 2:17 PM C. <mark>S BHAT</mark> T	
Approval Requests	(VDC(HS)1)	
Closed	2 Digitally Signed	
Closed Files		
Submitted Files for		
Reopening Approval	Th	ere is no correspondence attached with this file.
▶ Sent		
Create New		
Create Part		
Recycle Bin		
Migrate File 😐		
1		•





The user can add a Green note or a Yellow note in the existing File.

## To add a Green Note user has to perform following steps:

1. Click on Add Green Note link, as shown in Fig.eFile.143:

			🎩 <u>Rajesh Asawa</u> Dek	egated - ACP(RG)-SECLAN-DoIT
eFile electronic file :	system		Search	Advanced   Help
Cereigner Construction  Cereigner Construction  Cereigner Construction  Construction	Computer No: 28429 File No: F5(779)/DolT/Tech/13 Subject: Wi-Fi Enablement of Secretariat Noting Correspondence   Oraft   References   Link   Details   Movements   Edit   Send   Attacl	ment   More   ToC Recent (	Raiesh Asawa Delt Search  All  List of Correspondences and Issue  Subject ~ Type ~ Attached On Attach	Advanced   Help Quick View Quick View Choose One V * Details * Pages * Action *
Completed     Physical File     Create New (Non     SFS)     Electronic File     Create New (Nen     SFS)     Create New (Nen     Create New (SFS)				



2. As a result, noting page becomes active and user can add do the noting on the editor. Noting done by the user gets automatically saved, as shown in Fig.eFile.144:

		Rajesh Asawa Delegated - ACP(RG)-SECLAN-DoIT 💌
eFile electronic file s	e system Search	Advanced   Help
Receipts + Files -	Computer No: 28429 File No: F5(779)/DoIT/Tech/13 Subject: Wir-Fi Enablement of Secretariat         Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   Attachment   More           Image: Image	Quick View P⁺ Ⅲ ≞
Inbox (7)     Submitted Files for     Closing Approval     Created     Drafts     Completed     Parked     Closed     Closed     Closed Files     Submitted Files for     Reopening Approval     Sent     Conversions     Drafts     Completed     Physical File     Create New (Non	Noting saved at 19-09-2014 10:09:39 AM         B / U A%       E E E E advanced.bloc         advanced.font       IE I	ondence attached with this file.





3. The User can also attach a document (**Pdf Format only**) by clicking on **Attach** (Attach) button at the bottom of the noting portion as shown in Fig.eFile.145:

		Steno-1(DM-II)
eFile electronic file	system	Search Advanced   Help
Closed File Complete Complete Closed File	system Computer No: 3241781 File No: G/47/2014-O/o of HS(MHA) Subject: manual file Noting Correspondence Draft References Link Details Movements Edit Reply Send 1: The set of the se	
	Attach	



## To add a Yellow Note user has to perform following steps:

1. Click on Add Yellow Note, as shown in Fig.eFile.146:

		👗 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file sy	rstem	Search Advanced   Help
Receipts     +       Files     -       > Inbox (6)     -       * Ubmitted Files for       * Completed       > Parked       > Approval Requests       > Closed       * Closed Files       * Submitted Files for       Reopening Approval       > Sent       > Create New       > Create Part       > Recycle Bin       Migrate File       Dispatch       +	Computer No: 3241781 File No: G/47/2014-O/o of HS(MHA) Subject: manual file Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   At At Add Green Note Add Yellow Note this file has been opened to create e file manual 18/09/2014 2:17 PM C.S BHATT (LIDC(HS)1) Degrafy Signed	ttachment   More       Quick View         Back To Tab View         ToC       Recent       All         P* III       III         ToC       Recent       All         Previous Notings       P* III       III         There is no correspondence attached with this file.       There is no correspondence attached with this file.
DSC +		

Fig.eFile.146



eettice 🛎 Deepika Saini Steno-1(DM-II) Advanced | Help Search 
 Computer No: 3241781
 File No: G/47/2014-O/o of HS(MHA)
 Subject: manual file

 Noting
 Correspondence
 Draft
 References
 Link
 Details
 Movements
 Edit
 Reply
 Send
 Attachment
 More...
 + Quick Vie Receipts Back To Tab V Files ≡¶ ₽⁺⊞≞ ToC Recent All Previous Notings Inbox (6) Submitted Files for
 Closing Approval B I ∐ ABG | ■ = = = Styles \* Format Font Family -Created Font Size 🔹 | 🗄 ) 臣 | 臣 ] 臣 ] 谭 (罪 (4 ) 🧐 (24 ) 🕬 👾 🔱 🕩 😢 Drafts
 Completed Parked Approval Requests File may put up for approval Closed Closed Files Submitted Files for Reopening Approval There is no correspondence attached with this file. ▶ Sent 4 Create New Create Part Recycle Bin Migrate File + Dispatch + Dispatch + DSC + Reports + Settings + Notification (+) Ext Department 😐 Save

As a result noting becomes active and user can add note, as shown in Fig.eFile.166:

Fig.eFile.147

Save 2. After making a note on yellow sheet, click the Save ( Button (Fig.eFile.147). As a result, yellow note get saved.

		💄 Deepika Saini Steno-1(DM-II) 💌
eFile electronic file	system	Search Advanced   Help
Receipts + Files - > Inbox (6)	Computer No: 3241781 File No: G/47/2014-O/o of HS(MHA) Subject: manual file Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send	Attachment   More   Quick View Back To Tab View ToC Recent All Previous Notings P <sup>+</sup> III =
Submitted Files for Closing Approval     Created     Drafts     Completed     Parked     Approval Requests     Closed	Version : 1.0       File may put up for approval       Edit     Discard     Confirm       Version     Created On     CreatedBy       1.0     19/9/14 10:51 AM     Deepika Saini	
Closed Files     Submitted Files for     Reopening Approval     Sent     Create New     Create New     Create Part     Recycle Bin     Migrate File     (+)		There is no correspondence attached with this file.

Fig.eFile.148





- 3. After the note is saved, user can perform any of the following options as per authorization.
  - Edit (\_\_\_\_\_Edit\_\_\_\_): Refers to edit the Yellow Note
  - Discard (Discard): Refers to Discard the Yellow Note
  - Confirm (<u>Confirm</u>): Refers to Confirm the Yellow note.

Note: Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet Noting of File. At a time only one noting is active, either yellow note or Main Green sheet note.

b) Correspondence: With the help of this feature user can attach Correspondence/ Receipt to the working File.

	👃 Deepika Saini Steno-1(DM	-II)
eFile electronic file sy:	ystem Search Rdvanced   Hei	P
Receipts       +         Files       -         > Inbox (6)       -         > Submitted Files for Closing Approval       -         > Created       +         + Drafts       +         + Completed       -         > Parked       -         > Closed Files       -	Computer No: 3/47/2014-0/o of HS(MHA) Subject: manual file Noting Correspondence Draft References Link   Details   Movements   Edit   Reply Send   Attachment   More   Quick P + ++ 1 ++ ToC Recent All Previous Notings P + this file has been opened to create e file manual 18/09/2014 2:17 PM C.S BHATT (UDC(HS)1) Degrally Signed	View
Sent     Create New		
U. & Casaka Dank		

Fig.eFile.149

Clicking on Correspondence button, As a result **List of Correspondences and Issues** page appears on right side of Noting page, as shown in Fig.eFile.150.

	🐣 Deepika Saini Steno-1(DM-II)_*
eFile electronic file sy	ystem Search Advanced   Help
Receipts + Files -	Computer No: 3241781       File No: G/47/2014-0/o of HS(MHA)       Subject: manual file         Noting       Correspondence       Draft       References       Link       Details       Movements       Edit       Reply       Send       Attachment       More       Quick View         Image: P* exception of the send of the se
Inbox (6)     Submitted Files for     Closing Approval     Orants     Orants     Completed     Parked     Parked     Consel Requests     Closed     Closed Files     Submitted Files for     Reopening Approval     Sent	Add Green Note     Add Green Note     this file has been opened to create e file manual     18/09/2014 2:17 PM     C.S BHATT     UDC(HS)1)     Diggits by Signed     Image: Back State S



Clicking on the Attach button, list of all the Receipts will be displayed which are lying with the user in Receipts inbox and Created section.

User selects the receipts which are to be attached in file and click on Attach button.

								Deepika Saini Steno-1(DM-II)_▼			
eFile electronic file s	ystem						Search	Advanced   Help			
	Computer No: 3241781 File No: G/47/2014-O/o of HS(MHA) Subject: manual file										
Receipts 😐	Notir	ng   Corre	spondence   Draft   Reference	s   Link   Details   Movements   Edit   Reply   S	end Attachmen	t   More		Quick View			
Files 😑	8	2+ 41 -	1 1 1			C Recent	All Previous Notings	8			
<ul> <li>Inbox (6)</li> </ul>					×						
Submitted Files for	E	Search	h for the receipt		^		List of Correspondences and Issue	s			
Closing Approval			2014 24					Choose One			
Created	this		2014 🗸	Search		Receipt/Issue No.	▼ <u>Subject</u> ▼ <u>Type</u> ▼ <u>Attached On</u>	▼ <u>Details</u> ▼ <u>Pages</u> ▼ <u>Action</u> ▼			
+ Drans			Computer Number	Receipt Number	Subject		Attach				
Completed	18	0 E	233057	233057/2014/OFFICE OF DM-II	e1						
Parked	10	0 E	233294	233294/2014/OFFICE OF DM-II	God						
Approval Requests		() E	233297	233297/2014/OFFICE OF DM-II	test						
Closed     Closed Files		() E	233374	233374/2014/OFFICE OF DM-II	ACR Related matters						
Submitted Files for Reopening Approval		OE	233387	233387/2014/OFFICE OF US-1(DM- II)	Sub Test2						
Sent		() E	233396	233396/2014/OFFICE OF DM-II	VIP Name						
Create New		0 E	233402	233402/2014/OFFICE OF DM-II	hhh						
		0 E	233403	233403/2014/OFFICE OF DM-II	hhh						
Recycle Bin		ΘE	233411	233411/2014/OFFICE OF DM-II	Telephone Bills Payment						
Migrate File 😐		OE	233413	233413/2014/OFFICE OF DM-II	SDFSdf						
Dispatch +				Attach	** <u>1</u> 2>>						
Dispatch 😐											
DSC (+)						·					
Reports +											
				Fig.eFile	e.151						

As a result the select receipt will be attached inside the file and it can be seen on the right side under List of Correspondences and Issues.

	Deepika Saini Steno-1(DM-II)								
eFile electronic file s	ystem	Search Advanced   Help							
Receipts + Files - > Inbox (6)	Computer No: 3241781 File No: G/47/2014-0/o of HS(MHA) Subject: manual file Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send P + + + + + + + + + + + + + + + + + + +	Attachment   More   Quick View ToC Recent All Previous Notings							
Submitted Files for Closing Approval Created Drafts Completed Parked Approval Requests Closed Closed Files Submitted Files for Reopening Approval Sent Create New	Add Green Note       Add Yellow Note         this file has been opened to create e file manual       C.S BHATT (UOC(HS)1)         18/09/2014 2:17 PM       C.S BHATT (UOC(HS)1)         Digitally Signed	List of Correspondences and Issues Choose One  Choose							
Create Part     Recycle Bin Migrate File									

Fig.eFile.152



- 0//:

Type of the receipt can be changed from the dropdown menu available at the top of **List of Correspondences** and **Issues** page.

		Deepika Saini Steno-1(DM-II) 🔻
eFile electronic file s	ystem	Search Advanced   Help
Receipts +	Computer No: 3241781         File No: G/47/2014-O/o of HS(MHA)         Subject: manual file           Noting         Correspondence         Draft         References         Link         Details         Movements         Edit         Reply         Send	Attachment   More Quick View
Files 😑	≞ <b>₽</b> ⁺«< □1 >>>	ToC Recent All Previous Notings
<ul> <li>▶ Inbox (6)</li> <li>◆ Submitted Files for Closing Approval</li> </ul>	Add Green Note	List of Correspondences and Issues
▶ Created → Drafts	this file has been opened to create e file manual	Receipt/Issue No. <u>Subject</u> <u>Type</u> <u>Attached</u> <u>Data</u> UMark SFR D Mark A SFR D Detach
Completed     Parked	18/09/2014 2:17 PM C.S BHATT	Attach
Approval Requests     Closed	(UDC(HS)1) Digitally Signed	
<ul> <li>Closed Files</li> <li>Submitted Files for</li> </ul>		
Reopening Approval     Sent		

Fig.eFile.153

c) Draft: With the help of this feature user can Create New Draft and View Existing Drafts in the File.

To create New Draft user has to perform following steps:

1. Scroll mouse over **Draft** (Draft) link and click the **Create New Draft** option, as shown in Fig.eFile.154:

		State Content of the second state of the secon
eFile electronic file	ystem	Search Advanced   Help
Receipts + Files - > Inbox (7)	Computer No: 28429       File Not ES(778)/DelT/Tack/12       Subject: Wi-Fi Enablement of Secretariat         Noting       Correspondence       Draft       References       Link       Details       Movements       Edit       Send       Attachr         Create New Draft       View Draft       View Draft       View Draft       View Draft	ment   More   Quick View Back To Tab View ToC Recent All
Indux (/)     Submitted Files for     Closing Approval     Created     Drafts     Completed     Parked     Closed     Closed Files     Submitted Files for     Reopening Approval     Sent     Conversions     Drafts	Add Green Note	List of Correspondences and Issues Choose One  Choose

Fig.eFile.154



As a result Create New Draft page appears, as shown in Fig.eFile.155:

eFile electronic file sys		Search		Advanced	Help
	Computer No. 20420 El- No. (5/270)/0-17/7-5/12				
Receipts 😐	Noting Correspondence Draft References Link Details Movements Edit Send Attachment More	1		Qui	ick View
Files 🖃					
<ul> <li>Inbox (7)</li> </ul>	Print	(			
Submitted Files for Closing Approval	New Draft 💷 Draft	Details			
▶ Created	Choose from Template(s) OF Upload File Draft Typ	pe* New/Fresh 🔽	Classified	Choose one	~
+ Drafts	B I U ARC E = = = Styles • Format • Font Family • Draft Nat	ture Choose One	G.O. Prefix	Choose One	~
<ul> <li>Completed</li> </ul>	Font Size -   三 -   三 -   三 律 律 ( ) ? ( ) 👓 🍏 🖞 🥑 @ Language	ye* Hindi 💙			
Parked	X 🗈 🔁 🛱 🎒 A 🖄 🖂 🧷 🥅 x. x² 10. 🙂 🕾 - 🗐 📼 141. 14				^
▶ Closed	Subject*			( Maximum of 250 Cha	vactera )
Closed Files		nunication Details			
<ul> <li>Submitted Files for Reopening Approval</li> </ul>	Ministry	Choose one			
▶ Sent	Departm	ent Choose one			
▶ Conversions	Name*		Designation*		
Drafts	Organiza	ation			
Completed	Address	1.			
Create New (Non	Address	2			
* SFS)	Country	INDIA	<ul> <li>State</li> </ul>	Raiasthan	
<ul> <li>Create New (SFS)</li> </ul>	City		Pincode		
Electronic File	Mobile		Landline		
SFS)	Fax		í		
<ul> <li>Create New (SFS)</li> </ul>	Email		í		
Create Part			-	Add More Reci	pient(s)
Create Volume					
<ul> <li>Recycle Bin</li> </ul>	Attack	hments		Atta	ch File
Migrate File 😐					
Dispatch (+)					
DSC +					
Reports +					
Settings (+)					
Notification (1)					
	Path: Words:0				
					Save



2. Either type the draft manually or choose a predefined template by clicking on **Choose a Template** button or upload an already existing draft by clicking on **Upload File** button, as shown in Fig.eFile.156:

New Draft		Choose a Template Or	Upload File	Draft Details						
<b>B <i>I</i> <u>U</u> AB€   ≣</b>	doc4	🥥 🔨 İy 🔹		Draft Type*	New/Fresh	~	Classified	Choose one	~	
Font Size	ADMG Letter Head		R.	Language	English	~				
	DM PAD	English (F12) •	h (F12) 🔹	Subject *					$\mathcal{Q}$	
	LibraryProceedings	ETME			( Maximum of 250 Characters )					
	doc3			Add More						
	SSM Letter Head		- - - V	Ministry	Choose one					
	FCI_UO_Note			Department Name*	Choose one	5			~	
	NOTE_SPB	 		Designation						
				Address1*						
				Address 2						
				e-Mail						
				Country	INDIA		~			
				State	Choose one	9	~			
				City						
				Pincode						

Fig.eFile.156



3. Enter all the necessary details and click on **Save Draft** button, as shown in Fig.eFile.157:

New Draft NOTE_SPB Choose a Temp	late	Draft Details	S			
B I U ABC ≣ ≣ ≣ Styles • Paragraph • Font Family •		Draft Type*	New/Fresh 🗸	Classified	Choose one	~
Font Size 🔹   🗄 = 1 🗄 = 1 🗮 🗱 😘   🔊 (*)   📾 🕉 🖞 💆 🍼 🛞 кт.		Language	English 🗸			
X 🖬 🛱 🕼 🏔 🕼   — 2 🗐   X, X'   Ω 🙂 🖤 📓 📼 μτ τι			Training of IAS off	licers		~
🔏   🚍 🗐   ∃ <sup></sup> ∃ <sub>-0</sub> ∋+   <sup>2</sup> m m <sup>2</sup> 1/2   🚟 📰   ▲ • 🏆 •   🕰 💷   English (F12)	-	Subject *				$\sim$
No.:	~		(Maximum of 250 Characters)			
		Communica	tion Details			(*10-11-) (*10-10-11-) (*10-11-) (*
					Add More R	teceipient
Dated :		Ministry	Choose one			~
		Department	Choose one			~
		Name*	Vijay Kumar			
NOTE		Designation	Officer			
		Organization				
As part of the formulation of Twelfth Five Year Plan, State Planning Board has constituted Working Groups for various key sectors of development. The Working Groups of the following sectors have been assigned to Perspective Planning Division.		Address1*	DOPT, delhi			
		Address 2				
		e-Mail				
		Country	INDIA	$\checkmark$		
1)Science and Technology		State	Delhi	$\checkmark$		
2)Information Technology		City				
2)Skill Development and Employment Generation		Pincode				
Syskii Development and Employment Generation		Mobile				
4)Sports and Youth Affairs		Telephone				
5)Disaster Management	~	Fax				
Path: p Words:7	2	Attachment	S			
					Attack	n File
						in the second second
					Save	Draft

Fig.eFile.157

As a result new Draft number is created, as shown in Fig.eFile.158:

		👗 Rajesh Asawa Delegated - ACP(RG)-SECLAN-DoIT 💌
eFile electronic file	system	Search Advanced   Help
Receipts + Files - > Inbox (7)	Computer No: 28429         File No: F5(779)/DoIT/Tech/13           Noting         Correspondence         Draft         References         Link         Details         Movements         Edit         Send         Attachment         M           Draft No. : DFA/20709 - V         Draft Status :         Draft Status         Draft Status	More Quick View
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>		Draft Details
Created     Drafts     Completed	This is creation of DFA Dra Lan	aft Type*         New/Fresh         Classified         Choose one         Y           aft Nature         Choose One         G.O. Prefix         Choose One         Y           nguage*         Hindi         Y         Y         Y         Y
Parked     Closed	Sub	draft manual (Maximum of 250 Characters )
Submitted Files for		Communication Details
Reopening Approval     Sent     Conversions     Drafts     Completed     Physical File     Create New (Non     SFS)		Attachments Attach File

Fig.eFile.158



4. Click the **Approve** Button to approve the saved draft, as shown Fig.eFile.159:

Receipts       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Receipts       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Piece       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Piece       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Piece       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Posted       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Posted       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Posted       Image: Computer No: 3241781       File No: (j/47/2014-0/e of HS(MAH)         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781       Image: Computer No: 3241781         Posted       Image: Computer No: 3241781
Rescripts       Image: Status i intervention interventinterventinterventintervention intervention intervention interventi
Pries   > hoko (11)   > Subhrited File for   > Created   > Drafts   > Created   > Parked   > Parked   > Approval Requests   > Closed Files   > Conversions   > Drafts   > Conversions   > Drafts   > Conversions   > Physical File   > Create Rev (Non   > Serate Nev (Non   > Create Nev (SFS)   > Create Nev (SFS) <td< td=""></td<>
b) block (13) Suborthed File for * Gorgeled • Created • Consel Requests • Convertions •
Created
<ul> <li>Created</li> <li>Drafts</li> <li>Completed</li> <li>Parked</li> <li>Approval Requests</li> <li>Closed</li> <li>Closed Files</li> <li>Closed Files</li> <li>Conversions</li> <li>Parked</li> <li>Porate</li> <li>Conversions</li> <li>Porate</li> <li>Conversions</li> <li>Porate</li> <li>Conversions</li> <li>Porate New (Vion 5r55)</li> <li>Create New (New 5r50)</li> <li>Create New (New 5r50)<!--</td--></li></ul>
<ul> <li>         • Drafts         • Completed         <ul> <li>Parked</li> <li>Parked</li> <li>Approval Requests             <li>Cosed</li> <li>Cosed Files             <li>Subject +</li> <li>Communication Details             <li>Attach File             </li> <li>Completed</li> <li>Parked</li> <li>Completed Files for             <li>Completed Files for             <li>Subject +</li> <li>Communication Details             </li> <li>Completed Files for             <li>Conset New (Non             <li>Cosets New (SFS)             </li> <li>Create New (SFS)             </li> </li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></ul> <ul> <li>Create New (SFS)</li> <li>Create New (SFS)</li> <li>Create New (SFS)</li> <li>Create New (SFS)             </li> <li>Create New (SFS)</li> </ul> <ul> <li>Create New (SFS)</li> <li>Create New (SFS)</li> <li>Create New (SFS)</li> <li>Create New</li></ul></li></ul>
<ul> <li>Completed</li> <li>Parked</li> <li>Approval Requests</li> <li>Closed</li> <li>Closed Files</li> <li>Submitted Files fore</li> <li>Sent</li> <li>Conversions</li> <li>Orards</li> <li>Completed</li> <li>Physical File</li> <li>Corate New (Non \$FSP)</li> <li>Create New (SFS)</li> /ul>
Parked       > Parked       > Actored       > Closed       • Closed       • Scoled       • Sent       > Conversions       • Drafis       • Completed       > Physical File       • Create New (Non \$FS5)       • Create New (SFS)
Approval Requests dfa test      Closed Files       Source Source       Conversions          Orrafts          Conversions                            Conversions <b>Conversions Conversions Conversi</b>
Closed Files          • Closed Files       • Communication Details         • Submittin 07 state Part       • Communication Details         • Something Approval       • Attach File         • Completed       • Completed         • Physical File       • Create New (Non SFS)         • Electronic File       • Create New (SFS)         • Create New (SFS)       • Create New (SFS)
<ul> <li>Closed Files</li> <li>Sent</li> <li>Conversions</li> <li>Orafts</li> <li>Completed</li> <li>Physical File</li> <li>Create New (Non SFS)</li> <li>Create New (SFS)</li> <li>C</li></ul>
Sourcesions     Conversions     Orafts     Conversions     Orafts     Completed     Physical File     Create New (Non     SFS)     Create New (SFS)     Cre
<ul> <li>Sent</li> <li>Conversions</li> <li>Drafts</li> <li>Completed</li> <li>Physical File</li> <li>Create New (Non SFS)</li> <li>Create New (SFS)</li> <li>Electronic File</li> <li>Create New (Non SFS)</li> <li>Create New (Non</li> <li>Create New (Non</li> <li>SFS)</li> <li>Create New (SFS)</li> <li>Create New (SFS)</li> <li>Recycle Bin</li> </ul>
Conversions         • Drafts         • Completed         • Physical File         • Create New (Non SFS)         • Create New (SFS)         • Electronic File         • Create New (Non SFS)         • Create New (SFS)
Create New (Non SFS)     Create New (SFS)     Create New (Non SFS)     Create New (SFS)     Create New (Non SFS)     SFS)     Create New (Non SFS)     SFS)     Create New (Non SFS)     SFS)     SFS
Completes     Physical File     Create New (Non     SFS)     Create New (SFS)     Electronic File     Create New (Non     SFS)     Create New (Non     SFS)     Create New (SFS)     Create New (SFS)     Create New (SFS)     Recycle Bin
• Projecta Prie         • Create New (Non SFS)         • Create New (SFS)         • Electronic File         • Create New (Non SFS)         • Create New (SFS)         • Create New (SFS)         • Create New (SFS)         • Create Volume         • Recycle Bin
Create New (SFS)     Electronic File     Create New (Non     SFS)     Create New (SFS)     Create New (SFS)     Create Part     Create Volume     Secucia Bin
Electronic File     Create New (Non     SFS)     Create New (SFS)     Create Volume     Create Volume     Recycle Bin
Create New (Non SFS)  Create New (SFS)  Create Part  Create Volume  Recycle Bin
Create New (SFS)     Create Part     Create Volume     Recycle Bin
Create Part     Create Volume     Recycle Bin
Create Volume      Recycle Bin
kecvcle Bin
Migrate File (+)
Dispatch +
Dispatch (+)
DSC
Reports (+)
Settings +
Notification +
Ext Department
Approve Edit

File.eFile.159

Note: The Approve button will only be visible to those users who are having the required Role of Draft Approval. Other users will not be able to approve the DFA and can only send the DFA to the users.

As a result DFA is approved and following screen appears, as shown in Fig.eFile.160:

ate (t)	Computer No: 3241781 File No: G/47/2014-O/o of HS(MHA)						
pts 🕂	Noting Correspondence Draft References Link Details	Movements   Edit   Reply   Send   Attachment	More			Qui	ick V
E (11)	Draft No. : DFA/3005193 - Draft Status :	🖶 Print					
ubmitted Files for	V 1.0 Approved		)etails				
osing Approval			• New/Fresh		Classified	Choose one	
ts		Draft Natu	Choose One		G O Brefix	Choose One	
pleted			English		G.O. PIEIX	Choose One	
		Language	English	Ľ			_
al Requests	dfa test	Subject *	dia test				
						( Maximum of 250 Cha	rac
ed Files		Comm	unication Details				
pening Approval		Ministry	Choose one				
		Departme	nt Choose one		-		
sions		Name*	A.Anbarasu		Designation*	PS to MOS(PP)	
ts		Organizati	ion				
npleted		Address 1	<ul> <li>MHA, New Delhi</li> </ul>				
al File		Address 2	2				
Le New (Non		Country	INDIA	<u>`</u>	State	Choose one	
te New (SFS)		City			Pincode		
nic File		Mobile			Landline		_
e New (Non		Fax					
te New (SFS)		Email					
Part						Add More Reci	pre
Volume							
Bin			ments			Atta	ich
File 🛨							
• •							
• •							
+							
(+)							
	1						
	1						
ition 🛨	1						

## Fig.eFile.160

5. Click the **Dispatch By Self** or **Dispatch By CRU** button (Fig.eFile.160) – as per requirement.

For **Dispatch By CRU and Dispatch By Self** kindly refer to **point (h) Dispatch** under **File Inbox (Physical File)** section for the process.

d) Reference: With the help of this feature user can attach references corresponding to the working file.

This link consists of 1 sub-links:

• Local Reference: Document is browsed and attached from local domain.

#### To attach Reference user has to perform following steps:

1. Scroll mouse over **References** link and select the **Local Reference** option under it, as shown in Fig.eFile.161:

							<u>Rajesh Asawa</u>	Delegated - ACP(RG)-SEC	LAN-DoIT
File electronic file sy	ystem						Search	Advanced	Help
Receipts +	Computer No: 28429 File No: F5( Noting   Correspondence   Draft B P+ ++ + + + + + + + + + + + + + + + +	779)/DoIT/Tech/13 Subj References   Link Detai Local Reference	ect: Wi-Fi Enablement ls   Movements   Edi	of Secretariat it   Send   Attachn	nent   M	ore   ToC Recent All			Quick View
Inbox (7) Submitted Files for Closing Approval	Add Green Note	Yellow Note					References	Choose	e One 🗸
Drafts     Completed						<u>References Attached</u>	Upload File	▼ <u>Attached Date</u>	•
Closed Closed Files									
Closed Files     Submitted Files for     Reopening Approval									
Sent     Conversions									

## Fig.eFile.161

As a result References page appears on right side of noting page and click on upload button (Fig.eFile.161).

Attach 2. Browse the reference document from the Local system and click the Attach button (Fig.eFile.162).

	🚪 <b>Rajesh Asawa</b> Delegated - ACP(RG)-SECLAN-DoIT
_eFile electronic file system	Search Advanced   Help
Computer No: 28429       File No: F5(779)/DoIT/Tech/13       Subject: Wi-Fi Enablement of Secretariat         Receipts <ul> <li>Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   Att</li> <li> </li></ul> File <ul> <li>P<sup>+</sup> «1 1 &gt; &gt;&gt;</li> </ul>	achment   More   Quick View
Inbox (7)     Submitted Files for     Closing Approval	References Choose One Delete
Created  Created  Created  Completed	References Attached     Tattached By       Receipt.pdf     Rajesh Asawa(Rajesh Gupta)     22/09/14 10:10       Upload File
Parked     Closed     Closed Files	
Submitted Files for Reopening Approval	
▶ Conversions	

Fig.eFile.162

As a result the attached reference document gets attached to the working File, also user nay delete the attached reference document by selecting the document and clicking on Delete Button (Fig.eFile.162).



e) **Link:** With the help of this feature user can Link and delink other eFile(s) to the working file.

It contains 2 sub links:

- Internal Files: This sub link helps the user to link/delink any other file from within the Organization
- **Referred In Files:** This sub link helps the user to view other Files that are linked from some other Organization with the working file.

Refer to Link under File Inbox (Physical File) section for the process.

f) **Details:** With the help of this feature user can view the total number of part files created.

Refer to **Details** link under **File Inbox (Physical File)** section for the process.

g) **Movements:** With the help of this feature user can have a track on the Running File and can view all the movements.

Refer to **Movements** link under **File Inbox (Physical File)** section for the process.

h) Edit: With the help of this feature user can make changes to the cover page of existing running file except the Basic and Corresponding Heads.

Refer to **Edit** link under **File Inbox (Physical File)** section for the process.

i) **Reply:** With the help of this link user can send a reply to the intended person.

Refer to **Edit** link under **File Inbox (Physical File)** section for the process.

j) Send: With the help of this feature user can send the File to the Recipient.

Refer to **Send** link under **File Inbox (Physical File)** section for the process.

k) Attachment: This link facilitates the user to attach other files or receipts with the working File.

This link contains 2 modules:

- File: This module facilitates the user to attach other file with the working file.
- **Receipt:** This module facilitates the user to attach a receipt with the working file.

Refer to **Attachment** link under **File Inbox (Physical File)** section for the process.



I) More: With the help of this feature user can Park/Close the working file, view the Closing/Parking history, Create Volume and Merge details.

Refer to **More** link under **File Inbox (Physical File)** section for the process.

## Submitted Files for Closing Approval

This is a default sub-section under File Inbox from which user can submit the request for closing a file which is lying in his file inbox.

Note: This feature is permission based. Users who are having this permission can only request for closing of the file.

Refer to File Closing / Approving process document.

## Created

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose numbers are not generated. User can view all the created Files, by clicking on **'Created'** link under the Files section.

#### **Created Link Contains 2 options:**

• **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work Later on.

Note: The Files in the Draft option can be deleted and sent to Recycle Bin using Delete (K) link.

• **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

#### There are 3 sub links provided under Completed link of Created File Section:

a) Send: Helps the user to forward a particular File/s to the recipient.

Refer to Send link in File Inbox for the process.

b) View: Helps the user to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

#### To use this option, user has to perform following steps:

• **Physical** - Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.163:



Physical	
Electronic	
All	
Fig.eFile.163	

Electronic - Click the Electronic from the dropdown menu to view the Electronic Files as shown in Fig.eFile.164:

Physical	_
Electronic	
All	
Fig.eFile.164	

• ALL - Click the ALL from the dropdown menu to view all the Files as shown in Fig.eFile.165:

Fig oFilo 165	
All	
Electronic	
Physical	
	_

c) Create Volume: Helps the user to create a new Volume of an existing file.

Refer to Create Volume option in File Inbox for the process.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

• Forward (C) - Forward a particular File to the recipient.

#### Parked

Parked link contains a list of all the 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 make Parked File an Active File, user has to perform the following steps:

Select the File/s from the Parked link of Files which needs to be Parked, as shown in Fig.eFile.166:

			👗 Deepika Saini Steno-1(DM-II)
eFile electronic file system		Search	Advanced   Help
Receipts     Imark As       Files     Computer No       > Jubnitted Files for Closing Approval     3241193       > Created     > Drafts       > Completed     > Parked       > Parked     > Approval Requests       > Closed Files     > Submitted Files for Recepaning Approval       > Create New     > Create New       > Create New     > Create New       > Create New     > Create New	<ul> <li>Number</li> <li>E-12011/21/2014-OFFICE OF DM-II</li> </ul>	∼ <u>Sublect</u> File@rk Assistant Model01	▼ <u>Parking Remarks</u> parked by Rk

## Fig.eFile.166

Scroll mouse over 'Mark As' Link and click the Make Active option under it, as shown in Fig.eFile.167:

Mark	As			
Mał	computer No	• <u>Number</u>	▼ <u>Subject</u>	Parking Remarks
<	5474	<u>B/111/2013-CC</u>	adsfff	sadsaD
		Fig.eFile.167		

As a result, the Files become active and move to the File Inbox.

#### **Approval Requests**

In this section under File Inbox, user can Approve or Reject the file closing/reopening requests sent to him by the other users.

	Deepika Saini Steno-1(DM-II)									
eFile electronic file s	eFile electronic file system							Ad	vanced	Help
Receipts +	Date Ap	Range : 11/07/	2010 To 22/09/2014 View							
Files 📃		▼ <u>Computer No</u>	File Number	" Initiated By	Initiated On	Remarks	Status 🔻	Request Type	• <u>Approve</u>	Reject
<ul> <li>Inbox (11)</li> </ul>		E 3241614	RS-12017/22/2014-OFFICE OF DM-II	C.S BHATT UDC(HS)2	15/09/14 12:26	jhgkjhg	Pending	Closing Request	Approve	Reject
Submitted Files for Closing Approval		E 3237863	40-8/2014-NDM-II	ASHOK SHUKLA DS(DM-II)	11/09/14 11:08	File can be opened	Reopened	Reopening Request	t Approve	Reject
Created		E 3240873	E-12011/13/2014-OFFICE OF DM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 05:48	file may be closed	Closed	Closing Request	Approve	Reject
Drafts		E 3237863	40-8/2014-NDM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 02:32	May close the file	Closed	Closing Request	Approve	Reject
+ Completed		E 3241067	GR/17/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 11:12	dsfsdfsdfsdaf	Pending	Closing Request	Approve	Reject
Parked		E 3241217	A-13/17/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 11:07	sdfsd	Approved	Closing Request	Approve	Reject
<ul> <li>Approval Requests</li> </ul>		E 3241107	A-12014/3/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 10:32	approved	Closed	Closing Request	Approve	Reject
Closed		E 3241063	A-12014/2/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	01/09/14 04:11	ok1	Pending	Closing Request	Approve	Reject
<ul> <li>Closed Files</li> </ul>		E 3241053	ggretrg	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI ASST-1(DM-II))	28/08/14 12:50	approved gopal	Reopened	Reopening Request	t Approve	Reject
Submitted Files for Reopening Approval		E 3241053	ggretrg	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI ASST-1(DM-II))	28/08/14 12:42	Approved	Closed	Closing Request	Approve	Reject
▶ Sent		P 3241049	<u>fff121</u>	MRUTYUNJAYA MISHRA HC(DM-II)	28/08/14 12:21	approved	Closed	Closing Request	Approve	Reject
Create New		E 3241038	gopalsfseFile:-Assistant-02	Deepika Saini Steno-1(DM-II)	28/08/14 11:42	approve	Closed	Closing Request	Approve	Reject
A Craste Dest		E 3240839	A-11011/83/2014-OFFICE OF DM-II	Deepika Saini Steno-1(DM-II)	07/08/14 05:26	fgfdg	Reopened	Reopening Request	t Approve	Reject

Fig.eFile.168

Note: This feature is permission based. Users who are having this permission can only Approve/Reject the closing/approving requests

Refer to File Closing / Approving process document.



## Closed

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

	e Office									
eFile electronic file s	system				Search		Advar	nced   Help		
Receipts +	Date F Rep	<u>Range : 11/07/201</u> ly   Send   View	10 To 22/09/2014 Move To   More		Hierarchical View Deep	ika Saini,Steno-1(DM-)	II) 🔽			
Files 📃			▼ <u>Number</u>	Subject	▼ <u>Sender</u>	▼ <u>Sent on</u> ▼	Due On 👻	Quick Action	~	
Inbox (11)     Submitted Files for		E 3241931	RS-12017/28/2014-OFFICE OF DM -II	File@rk8090	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 02:36	-	୍ ଅ ୯	1	
Closing Approval		E 3241929	E-12011/40/2014-OFFICE OF DM- II	File@rk8089	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 02:22	-	ି <sup>୩</sup>		
-> Drafts		E 3241928	E-12011/39/2014-OFFICE OF DM- II	File@rk8089	Deepika Saini	19/09/14 02:17	-	0 C		
Completed     Parked		E 3241093	RS-12017/14/2014-OFFICE OF DM -II	File@rk11 Authority	KULDEEP SINGH	19/09/14 12:12	-	0 0		
<ul> <li>Approval Requests</li> </ul>		E 3241751	A-12014/5/2014-OFFICE OF DM-II	File@rk7081	HARISH CHANDER BABBAR	19/09/14 12:10	-	0 0 0		
Closed     Closed Files		E 3241917	A-13012/7/2014-OFFICE OF DM-II	File@rk8087	HARISH CHANDER BABBAR	19/09/14 11:50	-	0 0 0		
<ul> <li>Submitted Files for</li> <li>Reopening Approval</li> </ul>		E 3241916	E-12011/37/2014-OFFICE OF DM- II	File@ <b>rk8</b> 086	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 11:48	-	ر د		
▶ Sent		E 3241913	E-12011/36/2014-OFFICE OF DM- II	File@rk8084	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 11:39	-	0 C		
Create New		E 3241911	<u>B-12013/23/2014-OFFICE OF DM-</u> Ш	File@rk7083	HARISH CHANDER BABBAR	19/09/14 11:38	19/09/14	0 0 0		
Recycle Bin		E 3241843	B-13011/2/2014-OFFICE OF DM-II	File@rk7087	Deepika Saini	18/09/14 05:43	-	۰ ۲	~	
Migrate File 😐	LEG	END Priority	Out Today	Most Immediate	Immediate	Ordinary				

Fig.eFile.169

# Note: This feature is permission based. Users who are having this permission can only send the request for reopening the files.

Refer to File Closing / Approving process document.

#### Sent

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.185:

WORKPLACE BOLUTION					👗 <u>Deepika Saini</u>				
ile electronic file :	system					Search	P	Advanced	н
	Date R	ange	<u>: 11/07/20</u> 10 To 2	22/09/2014					
eipts 🛨	View	Cre	eate Part			Handover My Sent File	5 [	~	
s 🖃			▼ Computer No	* <u>Number</u>	▼ <u>Subject</u>	* Sent To	▼ <u>Sent on</u>	▼ <u>Due On</u> 1	Ŧ
oox (11)			E 3241928	E-12011/39/2014-OFFICE OF DM-II	File@rk8089	Deepika Saini	19/09/14 02:17	-	
Submitted Files for Closing Approval			E 3241923	RS-12017/27/2014-OFFICE OF DM-II	File@rk8088	KULDEEP SINGH	19/09/14 12:34	-	
ated			E 3241843	B-13011/2/2014-OFFICE OF DM-II	File@rk7087	Deepika Saini	18/09/14 05:43	-	
Drafts			P 3239278	SanjeevBharti	0040/5/2014-Mental Health	MRUTYUNJAYA MISHRA	18/09/14 03:21	-	
Completed			E 3238973	D/7/2014-O/o US (AVD-I D)	satru@file3	MRUTYUNJAYA MISHRA	18/09/14 03:20	-	
ked			P 3207997	47-12/2013-NDM-II	RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005	Deepika Saini	18/09/14 03:17	-	
proval Requests			E 3238951	E/1/2014-O/o US (AVD-I D)	wdwd	MRUTYUNJAYA MISHRA	18/09/14 03:15	-	
sed			P 3241777	B-12013/11/2014-UID-DOIT	chk external1	MRUTYUNJAYA MISHRA	18/09/14 12:48	-	
Closed Files			P 3241775	B-12012/25/2014-UID-DOIT	chk external	MRUTYUNJAYA MISHRA	18/09/14 12:37	-	
Submitted Files for Reopening Approval			P 3074395	20022/6/2008-Imm	BUDGET REQUIREMENT OF BOI SFC PROPOSAL	MRUTYUNJAYA MISHRA	18/09/14 12:02	-	
24			E 3240912	B-14/4/2014-SECLAN-DOIT	asfasfasfa	MRUTYUNJAYA MISHRA	18/09/14 11:43	-	
ste New			E 3240740	satruext.file	Banking	MRUTYUNJAYA MISHRA	18/09/14 11:43	-	
			E 3240647	C-13012/2/2014-O/o of HS(MHA)	Amit - Noting Referencing 1	MRUTYUNJAYA MISHRA	18/09/14 11:43	-	
ate Part			P 3238992	E/4/2014-O/o US (AVD-I D)	SATRU9	MRUTYUNJAYA MISHRA	18/09/14 11:41	-	

There are 2 links provided under Sent Section of File:

a) View: Helps the user to list the Files depending upon its current state (Physical, Electronic, All).

Refer to View link in Created - Completed section for the process.

b) Create Part: User can use this option to create a Part file of the existing file which is under submission.

## Note: User cannot create part of any part files or if the file is in File Inbox/Created section.

#### To create a Part file of the existing file, user has to perform the following steps:

1. Select the File for which part file needs to be created and click the 'Create Part' option, as shown in Fig.eFile.171:

e existe source existent exist												
_eFile_electronic file system								Search		0	Advanced	Help
	Date R	-	11/07/2010 To :	22/09/2014								
Receipts 🛨	View	Cre	ate Part				Ha	andover My Sent File	25		~	
Files 😑			▼ Computer No	▼ <u>Number</u>		• <u>Subject</u>	▼ <u>Ser</u>	it To	▼ <u>Sent on</u>		▼ <u>Due On</u>	-
▶ Inbox (11)	✓		E 3241781	G/47/2014-O/o of HS(MHA)		manual file	C.S	BHATT	22/09/14	11:53	-	Ð
Submitted Files for Closing Approval			E 3241928	E-12011/39/2014-OFFICE OF DM-II		File@rk8089	Dee	pika Saini	19/09/14	02:17	-	
▶ Created			E 3241923	RS-12017/27/2014-OFFICE OF DM-II		File@rk8088	KUL	DEEP SINGH	19/09/14	12:34	-	
<ul> <li>Drafts</li> </ul>			E 3241843	B-13011/2/2014-OFFICE OF DM-II		File@rk7087	Dee	pika Saini	18/09/14	05:43	-	
<ul> <li>Completed</li> </ul>			P 3239278	SanjeevBharti		0040/5/2014-Mental Health	MRI	JTYUNJAYA MISHRA	18/09/14	03:21	-	
▶ Parked			E 3238973	D/7/2014-O/o US (AVD-I D)		satru@file3	MRI	JTYUNJAYA MISHRA	18/09/14	03:20	-	•🗅
Approval Requests			P 3207997	47-12/2013-NDM-II		RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005	Dee	pika Saini	18/09/14	03:17	-	
▶ Closed			E 3238951	E/1/2014-O/o US (AVD-I D)		wdwd	MRI	JTYUNJAYA MISHRA	18/09/14	03:15	-	
<ul> <li>Closed Files</li> </ul>			P 3241777	B-12013/11/2014-UID-DOIT		chk external1	MRI	JTYUNJAYA MISHRA	18/09/14	12:48	-	•D
Submitted Files for Reopening Approval			P 3241775	B-12012/25/2014-UID-DOIT		chk external	MRI	JTYUNJAYA MISHRA	18/09/14	12:37	-	•🗅
▶ Sent			P 3074395	20022/6/2008-Imm		BUDGET REQUIREMENT OF BOI SFC PROPOSAL	MRI	JTYUNJAYA MISHRA	18/09/14	12:02	-	•🗅
·		-	5 2240012	D 14/4/2014 CECLAN DOLT		a da da da	MD	THUNDAYA MICLUDA	10/00/14	11.40		

Fig.eFile.171


Note: User can change Subject/Description and Remarks (if required) on the file cover except the File number.

2. As a result, **Cover page** of file appears asking to create a Part file. Enter the **Description** and other fields (if required) and click the '**Create Part**' button, as shown in Fig.eFile.172:

भारत सरकार GOVERNMENT OF INDIA
NIC
File Number A-11011/139/2012-LF
Subject
Description*
Category Main Choose One
Sub Choose One
Other Details Classified Choose One 💌
Remarks
Previous Reference Later Reference
Create Part

#### Fig.eFile.172

As a result, new part file is created with the File no at the top of File.



#### Conversions

This module contains the physical files which are in process of conversion or converted already.

It contains 2 sub modules:

- Drafts
- Completed

Let's learn these modules one by one:

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

Refer to **Covert File** link in Physical File inner page under File inbox.

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

1. Click on **Drafts** under **Conversions** section. As a result following page appears as shown in Fig.eFile.173:

Receints +				
	Computer No.	* File Number	▼ <u>Subject</u>	Subject Category
Files 🔄	20985	B-11/3/2013-JTSECY(DLT)-CMO-Volume(2)	PHY	All AMC/FSMA cases
▶ Inbox				
Created	20851	<u>A/91/2013-CMO(CMRF]</u>	tretre213321	-
→ Drafts				
<ul> <li>Completed</li> </ul>				
Parked				
Closed				
) Sent				
Conversions				
→ Drafts				
→ Completed				
Physical File				
Create New (Non SFS)				
<ul> <li>Create New (SFS)</li> </ul>	•			
Electronic File				

#### Fig.eFile.173

2. Click on the link under **File Number** to open the draft. As a result the draft file opens up as shown in Fig.eFile.174:

mputer No: 20851 File No: A Correspondence   Link   Mov	V91/2013-CMO(CMRF) ements   Details   Edit   Send   Attach	nment   More			
	an ann an				E
File Details					
File Number	A/91/2013-CMO(CMRF)		Subject	tretre213321	
Opening Date	03-09-2013		Remarks	-	
Subject Category					
Correspondences					
Receipt/Issue No.	Туре	Subject	Attached On		
Noting					
pload Noting					Upload
			· · · · · ·		



- 3. Under 'Noting' section, user can upload a noting document.
- 4. In order to save the draft, click on **Save** (Save) button (Fig.eFile.174).
- 5. The user can Preview the file prior conversion by clicking on **Preview**) button (Fig.eFile.174).
- 6. Click on **Convert** button in order to complete the file conversion (Fig.eFile.174).

There are 8 links provided after opening a Draft file:

a) Correspondence: With the help of this feature user can attach physical Correspondence/Receipt to the Working File.

Refer to **Correspondence** link under **File Inbox (Physical File)** section for the process.

b) Link: With the help of this feature user can Link and delink other eFile(s) to the working file.

Refer to Link under File Inbox (Physical File) section for the process.

c) Movements: With the help of this feature user can see the movement of a File i.e. the details of all the users who have worked on it.

Refer to **Movements** link under **File Inbox (Physical File)** section for the process.

d) Details: With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files.

Refer to **Movements** link under **File Inbox (Physical File)** section for the process

e) Edit: With the help of this feature user can make changes to the cover page of existing running file except the Basic and Corresponding Heads.



Refer to **Edit** link under **File Inbox (Physical File)** section for the process.

#### f) Send:

This option is disabled as the file is in the process of conversion and cannot be sent.

g) Attachment: This link facilitates the user to attach other files or receipts with the working File.

Refer to **Attachment** link under **File Inbox (Physical File)** section for the process.

h) More: This link facilitates the user to Park/Close the working File, view Parking/Closing history and to view Merge Details.

Only Merge details tab is active rest options are disabled.

**Completed**: This module contains the entry of all files which have already been converted from Physical to Electronic, as shown in Fig.eFile.175:

	(						
Receipts 🛨	Computer No.	▼ File Number	Subject	Subject Category	▼ Converted By	▼ Converted On	▼ <u>Remarks</u> ▼
Files 📃	5539	Created_Now_After	Created_Now_After	8	ALOK PANDEY	20/05/13 12:14	Converted
Inbox (3)	5475	A/61/2013-CC	dsgsg	-	ALOK PANDEY	10/05/13 11:20	Converted
→ ddd	5474	B/111/2013-CC	adsfff	-	ALOK PANDEY	10/05/13 11:03	Converted
+ ume	5460	D-14012/4/2013-CC	¥7CYCY7		ALOK PANDEY	09/05/13 05:04	Converted
• dd	5471	ertert	ertert	AMC & Demand		09/05/13 04:10	Converted
prajeliura 1	5471	ener	enen	And a Demand	ALOK FANDET	09/03/13 04.10	Converted
nince natel							
Created							
Drafts							
<ul> <li>Completed</li> </ul>							
Parked							
Closed							
Sent							
Conversions							
<ul> <li>Drafts</li> </ul>							
◆ Completed							
Physical File		Out Today	Most Immediate	Imm	ediate	Ordinary	



#### **Physical File**

Physical File option under the Files section helps the user to create a new Physical File.

Physical File Link Contains 2 options:

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

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



1. Click on the **Create New (Non-SFS)** option under Physical File. As a result, **File Cover** Page screen appears as shown in Fig.eFile.176:

-	भारत सरकार GOVERNMENT OF INDIA NIC ADM
File No.* Choo	ise Choose Choose 2011 ADM 💌
	Subject
Description*	
Category	Main Choose One
	Sub Choose One
Classified	Other Details
Remarks	
Previous Refe	erence Later Reference
	Work On File Later > Continue Working >
	Fig.eFile.176

2. Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.177:

भारत सरकार GOVERNMENT OF INDIA	
NIC	
LF	
File No.* A-Esta 14-Sc 11-Re Choose 2012 LF 💌	
Subject	
Judiciary Matter	
Description*	
Category Main Appointments	
Sub Choose One	
Other Details	
Classified Choose One	
Remarks	
Previous Reference Later Reference	

Fig.eFile.177

3. After filling the necessary details, click the **Continue Working** (Continue Working >) button (Fig.eFile.177) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.178:

Computer No: 21038 File No: /	A-12013/2/2013-CM 0				
Correspondence   Link   Mov	rements   Details   Edit   Send   Dispatc	Convert File   Attachment	More		
File Number :	A-12013/2/2013-CM O		Subject :	Parliamentary issues	
Opening Date :	06/09/13 03:01 PM		Remarks :		
Main Category :			Sub Category :		
Previous Reference :			Later Reference :		
EFile Movement History					
Sender	Sent on		Action	Remarks	

Fig.eFile.178

Note: User can also click the Work on File Later ( Work On File Later >) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.



There are **10** different links available on a file after the file is created.

a) **Correspondence:** With the help of this feature user can attach physical correspondence/Receipt to the Working File.

Refer to **Correspondence** link under **File Inbox (Physical File)** section for the process.

b) Link: With the help of this feature user can Link and delink other eFile(s) to the working file.

Refer to Link under File Inbox (Physical File) section for the process.

c) **Movements:** With the help of this feature user can see the movement of a File i.e. the details of all the users who has worked on it.

Refer to **Movements** link under **File Inbox (Physical File)** section for the process.

d) **Details:** With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files.

Refer to **Details** link under **File Inbox (Physical File)** section for the process.

e) Edit: With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

Refer to **Edit** link under **File Inbox (Physical File)** section for the process.

f) **Send:** With the help of this feature user can send the File to the Recipient.

Refer to **Send** link under **File Inbox (Physical File)** section for the process.

g) **Dispatch:** With the help of this feature user can Dispatch the receipt to the Recipient of different Ministries or Office.

Refer to **Dispatch** link under **File Inbox (Physical File)** section for the process.

h) **Convert File:** Helps the user to convert the Physical File to Electronic File only irrespective of the File location, whether it is attached with a receipt or from the File inbox/Created Section.

Refer to **Convert File** link under **File Inbox (Physical File)** section for the process.

i) Attachment: This link facilitates the user to attach other files or receipts with the working File.



Refer to **Attachment** link under **File Inbox (Physical File)** section for the process.

j) More: With the help of this feature user can **Park/Close** the working file, view **Parking/Closing history**, **Create Volume** and **Merge other Files**.

Refer to **More** link under **File Inbox (Physical File)** section for the process.

• 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, user has to perform the following:

1. Click on the **Create New (SFS)** option under **Physical File** under the left navigation, as a result, File Cover Page screen appears as shown in Fig.eFile.179:

भारत सरकार GOVERNMENT OF INDIA
NIC
LF
File No.*
Category Main Choose One
Sub Choose One
Other Details Classified Choose One
Remarks
Previous Reference
Continue Working >

Fig.eFile.179



2. Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.180:

भारत सरकार GOVERNMENT OF INDIA
LF
File No.* eFile/11011/2012-imp
EFile Implementation
Category Main Appointments
Sub Choose One
Subject         Description         eFile Implementation         Category         Main         Appointments         Sub         Choose One         Other Details         Classified         Choose One         Remarks         Previous Reference
Remarks
Previous Reference Later Reference
Continue Working >

Fig.eFile.180

3. After filling the necessary details, click the **Continue Working** (create a new physical file. As a result, file gets created, as shown in Fig.eFile.181:

) button (Fig.eFile.180) to

Main Category :	Advertisement	Sub Category :		
Opening Date :	06/09/13 03:07 PM	Remarks :		
File Number :	eFile/11021/2012-imp	Subject :	efile Implementation	

Fig.eFile.181

Note: User can perform same operations on a file as explained in Create Non-SFS file.



#### **Electronic File**

Electronic File option under the Files section helps the user to create an Electronic File.

#### **Electronic File Link Contains 2 options:**

• **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 user has to perform the following steps:

1. Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section, as a result, File Cover Page screen appears as shown in Fig.eFile.182:

भारत सरकार GOVERNMENT OF INDIA
NIC
LF
File No.* Choose Choose Choose 2012 LF 💌
Subject
Description*
Category Main Choose One
Sub Choose One
Other Details
Classified Choose One
Remarks
Previous Reference
Work On File Later > Continue Working >

Fig.eFile.182



2. Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.183:

	भारत सरकार GOVERNMENT OF INDIA	
	NIC	
	ADM	
	ADII	
File No.* J-JM	1 11 · Hu 11 · NF 11 · Cu 2011 ADM 💌	ľ
	Cubicat	
	Subject	1
	Judiciary Matter	
Description*		
Category	Main Appointments	
	Sub Choose One	
<u></u>		_
	Other Details	_,
Classified	Choose One	
Ur	rgent Matter	
Remarks		
Previous Refe	erence Later Reference	
1000		
		_
	Work On File Later > Continue Working >	
	Fig eFile 183	

3. After filling the necessary details, click the **Continue Working** (Continue Working ) button (Fig.eFile.183) to create a new file. As a result, file gets created, along with a unique file number based on the selection of

There are **11** links provided on opening an **Electronic File**:

a) Noting - Add Note: It facilitates the user to view the noting 'By Name' and 'By Date' or 'All' the noting together. The user can add Green Note or a Yellow note after creating a file.

Refer to **Noting** link under **File Inbox (Electronic File)** section for the process.

b) **Correspondence:** With the help of this feature user can attach Correspondence/ Receipt to the working File.

Refer to **Correspondence** link under **File Inbox (Physical File)** section for the process.

Copyright © NIC, 2014

heads.



c) **Draft:** With the help of this feature user can **Create New Draft** and **View Existing Drafts** in the File and Dispatch the same to the intended recipient.

Refer to **Draft** link under **File Inbox (Electronic File)** section for the process.

d) **Reference:** With the help of this feature user can attach references corresponding to the working File.

Refer to **Draft** link under **File Inbox (Electronic File)** section for the process.

e) Link: With the help of this feature user can Link and delink other eFile(s) to the working file.

Refer to Link under File Inbox (Physical File) section for the process.

f) **Details:** With the help of this feature user can view the total number of part files created.

Refer to **Details** link under **File Inbox (Physical File)** section for the process.

g) **Movements:** With the help of this feature user can have a track on the Running File and can view all the movements.

Refer to **Movements** link under **File Inbox (Physical File)** section for the process.

h) Edit: With the help of this feature user can make changes to the cover page of existing running file except the Basic and Corresponding Heads.

Refer to **Edit** link under **File Inbox (Physical File)** section for the process.

i) **Send:** With the help of this feature user can send the File to the Recipient.

Refer to **Send** link under **File Inbox (Physical File)** section for the process.

j) Attachment: This link facilitates the user to attach other files or receipts with the working File.

Refer to **Attachment** link under **File Inbox (Physical File)** section for the process.

k) More: With the help of this feature user can Park/Close the working file, view Parking/Closing history, Create Volume and Merge other Files.

Refer to '**More**' link under **File Inbox (Physical File)** section for the process.



• 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, user has to perform the following steps:

1. Click the **Create New (SFS)** option under **Electronic** File. As a result, **File Cover** Page screen appears as shown in Fig.eFile.184:

भारत सरकार GOVERNMENT OF INDIA
NIC
LF
File No.*
Subject
Description*
Category Main Choose One
Sub Choose One
<u>ر</u> ر
Other Details
Classified Choose One
Remarks
Previous Reference Later Reference
Continue Working >

Fig.eFile.184

2. Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.185:

Diffice ML WORK FLACE SOLUTION
भारत सरकार GOVERNMENT OF INDIA
NIC
LF
File No.* 11011/eFile/NIc-imp
Subject
eFile Implementation
Category Main Choose One
Sub Choose One
Other Details
Classified Choose One
Remarks v v
Previous Reference Later Reference
Continue Working >
Fig.eFile. 165
<ol> <li>After filling the necessary details, click the Continue Working (Continue Working) button (Fig.eFile.185) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.186:</li> </ol>

Computer No: 21041 File No: eFile-11021/2013-MOP	
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   At	tachment   More
₽ ₽ <sup>+</sup> «< <u>1</u> > »	
Add Green Note	There is no correspondence attached with this file.
	ile 400

Fig.eFile.186

Note: User can perform same operations on a file as explained in Create Non-SFS file of the Electronic File Section.



#### **Create Part**

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

#### To create a part file the user has to perform the following steps:

1. Click the **Create Part** under the **Files** Section. As a result the following page appears as shown in Fig.eFile.187:

	भारत सरकार GOVERNMENT OF INDIA
	NIC
File Number	Browse File
	Subject
Description*	
Category	Main Choose One
	Sub Choose One
	Other Details
Classified	Choose One
Classified Remarks	Choose One
Classified Remarks Previous Refe	Choose One
Classified Remarks Previous Refe	Other Details
Classified Remarks Previous Refe	Choose One
Classified Remarks Previous Refe	Choose One

Fig.eFile.187

To create a File no., click the Browse File (Browse File) Link (Fig.eFile.187), which shows all the files sent by you. Click on the radio button to select a particular file for which a part file has to be created and click the Select File (Select File) button, as shown in Fig.eFile.188:

E	File Number N-18014/5/2010-Dir(e-Gov)	Subject Tour program for spot studies.
E	N-17012/1/2010-e-Gov(B)	Board Meeting of NISG
E	N-17013/1/2010-e-Gov(B)	Draft copy of the note for Cabinet approval
E	B/1/2012-DS(e-Gov)	aaa
E	A/4/2012-Secy	test
E	F-14011/1/2012-DS(e-Gov)	Jama Masjid
E	N-14011/1/2012-DS(e-Gov)	file07
E	C-15012/1/2012-DS(e-Gov)	TU007
Ρ	F-13011/1/2012-DS(e-Gov)	File001
: 1 > >>	Sele	ict File

#### Fig.eFile.188



As a result, cover page of file appears after selecting the file, as shown in Fig.eFile.189:

	NIC
ile Number	N-18014/5/2010-Dir(e-Gov)
	Subject
Description*	Tour program for spot studies.
	Main
Category	e-Gov
	Other Details
Classified	Other Details
Classified Remarks	Choose One
Classified Remarks Previous Refer	Choose One •
Classified Remarks Previous Refer	Choose One • rence Later Reference

#### Fig.eFile.189

3. Click on the **Create Part** (Create Part ) Link (Fig.eFile.189) to create a part file, as a result the part file has been created as shown in Fig.eFile.190:

Computer No: 21042 File No: HOU-06012(10)/1/2013-CMO-CMO-Part(3)	
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   Attachment   More	
≞ <b>₽</b> ⁺«()»	₽`⊞ ≞
Add Green Note	There is no correspondence attached with this file.

Fig.eFile.190

As a result part file is created the part file can be created for both physical and electronic file.



#### **Create Volume**

The Create Volume option allows the user to create a new volume of an existing file which is residing with him/her in the Draft or Inbox.

#### To create a Volume of a file the user has to perform the following steps:

1. Click the **Create Volume** under the File Section; as a result the following page appears as shown in Fig.eFile.191:

ile Marine In and		NIC	Brown	na Fila
lle Number			Brow	se File
		Subject		
Description*				-
Category	Main <sub>Cho</sub>	ose One		
	Sub Cho	ose One		
		Other Details		
Classified	Choose One	-		
Remarks				
Previous Refere	ence		Later Reference	

Fig.eFile.191

2. To create a File no. Click on the **Browse File** (Browse File) Link (Fig.eFile.191), which shows all the files residing in your inbox and drafts. Click on the radio button to select a particular file for which a new volume has to be created and click the **Select File** (Select File) button, as shown in Fig.eFile.192:



2011 -	Search	
	File Number	Subject
) E	N-11016/-73/2011-e-Gov(B)	e- Office-Mission Mode Project- e-Manual
θE	N-15014/-72/2011-e-Gov(B)	The Council of Mission Leaders of NEGP
E	N-11016/-71/2011-e-Gov(B)	Nomination of Nodal officer for Implementatior IPV6 Roadmep
E	N-17012/-69/2011-e-Gov(B)	Board meeting of Boord of Direetors of Nationa Institute for smart Government
) E	N-11016/-61/2011-e-Gov(B)	e-Office- A Mission Mode Project(MMP) under National e-Governance Plan(NeGP)
E	N-16015/1/2010-e-Gov(B)	Regarding not responding to e-mails by Government Departments
) E	N-11014/100/2010-e-Gov(B)	Implementation of e-Office MMP : Training of officers/staff of D/o AR&PG
E	N-19011/1/2011-DS(e-Gov)	Tour Programme 2010-11
) E	N-14/-164/2011-DS(e-Gov)	BPR
E	N-12013/-36/2011-Dir(e-Gov)	Costitution of Various Committees
<u>&lt; 1</u> 2 > >>	Selec	t File

3. Click the **Create Volume** (Create Volume ) Link (Fig.eFile.191) to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.193:

Computer No: 21043 File No: eFile-11021/2013-MOP-Volume(2)	
Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   Attachment   More $\mathcal{P}^+  imes  heta^+  imes  imes$	• ∰≞
Add Green Note Add Yellow Note	There is no correspondence attached with this file.

Fig.eFile.193

As a result volume of a file is created (the volume of a file can be created for both physical and electronic file).



#### **Recycle Bin**

Recycle Bin option contains list of all the Files which are deleted from the "Created" section of Files.

#### There are 2 links provided under Recycle Bin Section of File:

- Delete (X): Permanently deletes the selected File.
- **Restore** (): The File which are deleted from the Created section are restored back.

#### **Migrate File**

With the help of Migrate File user can migrate old files from local system to the eFile application.

Migrate File link contains 3 sub links:

• **Create New:** This option helps the user to migrate a new file to the eFile application.

To migrate new File, user has to perform the following:

1. Click the create new option under **Migrate File** link, as a result, Migrate File **Cover page** appears, as shown in Fig.eFile.194:

भारत सरकार GOVERNMENT OF INDIA NIC E&C
File No.* Choose Choose Choose Choose / 2012 E&C -
Physical File No.* Browse
Description
Category *Main Choose One Sub Choose One
Other Details
Classified Choose One - Opening date 7
Remarks
Previous Reference Later Reference
Work On File Later > Continue Working >

Fig.eFile.194



2. Click the **Browse** button to import the file which needs to be migrate, as shown in Fig.eFile.195:



#### Fig.eFile.195

3. Fill all the mandatory fields on cover page of like File No, Description/Subject, Category (Main), and Opening Date, as shown in Fig.eFile.196:

भारत सरकार GOVERNMENT OF INDIA NIC E&C
File No." T-Train 12-Pha 12-Pha Choose / 2012 E&C -
Physical File No. T-12011-21\5 Browse Subject Description Training of LAS officers
Category *Main Training related matters
Sub Choose One
Other Details
Classified Choose One V Opening date 18/12/20 1
Remarks
Previous Kererence
Work On File Later > Continue Working >

Fig.eFile.196



4. A window appears wherein user is supposed to select the **Source** and **Destination** files. Now verify details as shown in the figure Fig.eFile.197:

6	rit	
Source Issue Issued Notes Receipts	Pres Select All Dealhost - 1 (3).pdf Dealhost - 1 (2).pdf Dealhost - 1 (2).pdf Dealhost - 1 (1).pdf	HITCH TRADIC GOVERNMENT OF INDIA NIC LF File No.* A-Esta 11-Cre 11-Con Choose 2012 LF •
	0	Physical File No. 7 A-21022(17)/5/2008/DFGF Browse Subject Description 1 hello
		Sub Choose One
Isour Note Receipt Reference	Pres Socalhost.pdf	Other Details Classified Classified Opening date 18/09/2012 Remarks Previous Reference Uster Reference Work On File Later  Continue Working
Verify	Details	

Fig.eFile.197

5. Click the **Continue Working** (Continue Working ) to generate new file no as shown in the Fig.eFile.198:

Source	Files	भारत सरकार
Issue Referances Issued Notes Receipts	Select All          Select All <th>GOVERNMENT OF INDIA NIC LF File No.* A-Esta 11-Cre 11-Con Choose 2012 LF Physical File No.* A-21022(17)/5/2008/DFGF Browse Subject</th>	GOVERNMENT OF INDIA NIC LF File No.* A-Esta 11-Cre 11-Con Choose 2012 LF Physical File No.* A-21022(17)/5/2008/DFGF Browse Subject
C C C C C C C C C C C C C C C C C C C		Category Main AMC & Demand
Destination	Files	
Issue Note Receipt Reference	Iocalhost.pdf	Other Details Classified Choose One Other Opening date 18/09/2012  Remarks Previous Reference Later Reference Work On File Later  Continue Working

Fig.eFile.198



New file number is generated along with Old file no as shown in the Fig.eFile.199:

Notings Correspondences References Edit Finalize Migration Higrated Table of Content Si No Correspondence No Sobject Type Sent By Actions 1 localhost.pdf N/A Issue N/A X	New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFGF4									
Site       Correspondence No       Subject       Type       Sent By       Actions         1       Iocalhost.pdf       N/A       Image: Sent By	Notings Correspondences References Edit Finalize Migration									
Highted Table of Content         SNo       Correspondence No       Subject       Type       Sent By       Actions         1       localhost.pdf       N/A       Issue       N/A       Itelested       Itelested         Shyre Sequence										
Si No       Correspondence No       Subject       Type       Sent By       Actions         1       localhost.pdf       N/A       Issue       N/A       X       <				Migrated	Table of Co	itent				
1 localhost.pdf N/A Lasue N/A X V C C C C C C C C C C C C C C C C C C		SLNo	Correspondence No	Subject	Туре	Sent By	Actions			
1 localhost,of N/A Issue N/A M E A Company of the second s				,		,		-		
Save Sequence		1	localhost.pdf	N/A	Issue	N/A	^	F	1	
Save Sequence										** 1 >>
		Sat	/e Sequence							

Fig.eFile.199

**Folder Permission**: With the help of Folder Permissions, user gets the permission for section required for migration of files.

#### To provide permission to a user, perform the following:

1. Click the **Folder Permissions** option under Migrate File link, as a result permission page appears, as shown in Fig.eFile.200:

e office							🚪 <u>Rajesh Asa</u>	wa Delegated - AC
eFile electro	nic file s	ystem					Search	٩
(		Permissio	n for section to the user for mi	gration				
Receipts	+	To 🔍	A PRASADPA(AP)-NREG	A-RD		•		
Files	Ð		2 items selected	Remove all		Add all		
Migrate File	Θ		‡ up1	_	up	+		
Create New			‡ up3	_	up2	+		
▶ Created								
→ Draft								
→ Completed	_							
Folder Permis	isions							
Dispatch	Ð							
DSC	Đ		Save Clear	1	1			
Reports	(+)							

#### Fig.eFile.200



2. Search the user to provide folder permission and click the **Save** (Save) button, as shown in the figure Fig.eFile.201:

\$ un6			
- upo	-	up1	-
‡ up7	-	up3	4
‡ up	-	up2	-

#### Fig.eFile.201

As a result the user gets the folder permission to access the files for migration.



### Dispatch

Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient.

There are two links available under Dispatch Section which is explained below:

• Sent: This module helps the user to view the Sent Issues/Drafts.

									<u></u>	C.S BHATT U	DC(HS)2
eFile electronic file s	system						Search	1	ρ	Advanced	Help
Paraintr (#)	Date Range : 11/07/201 Print Envelope   Creat	.0 To 22/09/ e Reminder	2014 View Reminders								
Files +	Dispatch Number	• •	Address	▼ <u>Sent On</u>	▼ <u>Sent Through</u>	▼ <u>File Number</u>	Receipt Number	▼ <u>Issued Aqainst</u>	Status	↓ <u>Sanction</u> Code	-
Migrate File 😐	E <u>1/3004355/2014</u>	Issue	Samir Sharma, Gurgaon ,sec-56	22/09/14 12:36	UDC(HS)1   (Self)		233598(1)/2014/PM section		Issued & Dispatched		0
Dispatch 😑	E <u>I/3004349/2014</u>	Issue	Samir Sharma, Gurgaon ,sec-56	22/09/14 11:44	UDC(HS)1   (Self)		233598(1)/2014/PM section		Issued & Dispatched		0
Sent	E <u>I/3004335/2014</u>	Issue	sdadasdas, dasdsa	19/09/14 05:44	UDC(HS)1   (Self)	A-11011/122/2014-O/o of HS (MHA)	3 233471/2014/O/o of HS (MHA)		Issued & Dispatched		0
Returned  DSC  (+)	E 1/3004334/2014	Issue	sdadasdas, dasdsa	19/09/14 05:41	UDC(HS)1   (Self)	A-11011/122/2014-O/o of HS (MHA)	6 233471/2014/O/o of HS (MHA)		Issued & Dispatched		0
Percete (1)	E <u>1/3004333/2014</u>	Issue	dsadsadasd, asdas3214	19/09/14 05:37	UDC(HS)1   (Self)	B-12/18/2014-O/o of HS (MHA)	233504/2014/O/o of HS (MHA)		Issued & Dispatched		0
	E <u>I/3004324/2014</u>	Issue	AKSHITA SAINI, asd,asd	19/09/14 05:22	UDC(HS)1   (Self)		233592/2014/O/o of HS (MHA)		Issued & Dispatched		0
Settings 😐	E <u>1/3004321/2014</u>	Issue	sad, dasdasd	19/09/14 03:36	UDC-2(CSR-III B)   (CRU)	E-13/9/2014-O/o of HS(MHA	)		Issued & Sent		0
Notification (±)	E <u>I/3004320/2014</u>	Issue	rwqrwqr, rqwrqr	19/09/14 03:21	UDC(HS)1   (Self)	A-12/35/2014-O/o of HS (MHA)			Issued & Dispatched		0
Ext Department 😐	E <u>I/3004319/2014</u>	Issue	rewrwer, ewrrwer	19/09/14 02:46	UDC(HS)1   (Self)	A-12/35/2014-O/o of HS (MHA)			Issued & Dispatched		0
	E I/3004318/2014	Reminder	sasa, asdasa	19/09/14	UDC(HS)1   (Self)	C/97/2014-O/o of HS(MHA)		I/3004317/2014	Issued &		0

Fig.eFile.202

#### Note: If the status of the Issue or sent draft is:

Issued and Sent: Refers to when the DFA has been sent by the user/section but has not been dispatched finally by the CRU/DND section.

Issued and Dispatched: Refers to when the DFA that has been sent to CRU/DND section has been finally dispatched.

Issued and Returned: Refers to when CRU/DND section returns the DFA back to the user.

There are 3 links provided under Sent module of Dispatch:

a) Print Envelope: Helps the user to Print the envelope required for final Physical dispatch.

#### To print the Envelope, user has to perform the following:

1. Select the Sent Issue needs to be printed/dispatched physically and click the '**Print Envelope'** link, as shown in Fig.eFile.203:

Date	Range : 11/0	8/2013 To 0	9/09/2013							
Pri	nt Envelope	Create Remi	nder   View Reminders							
	<ul> <li>Dispatch</li> <li>Number.</li> </ul>	v v	<u>Address</u>	▼ <u>Sent On</u>	▼ <u>Sent Through</u>	▼ <u>File Number</u>	• <u>Receipt Number</u>	▼ <u>Parent</u> <u>Dispatch No</u> ▼ <u>Status</u>	Sanction Code	v
	P <u>1/407/2013</u>	<u>Issue</u>	xcv, asdasd	05/09/13 10:49 AM	EOFFICE ADMINISTRATOR   (Se	C-15012/1/2013-JTSEC f) (DLT)-CMO	()	Issued & Dispatched		
•	E <u>I/398/2013</u>	<u>3</u> Issue	fdgdfgdfgdf, fdgdfgdfgdf	04/09/13 02:24 PM	EOFFICE ADMINISTRATOR   (Se	H) B-13/6/2013-CM O		Issued & Dispatched		
	E <u>1/397/2013</u>	<u>3</u> Issue	sdd, dsds	04/09/13 02:23 PM	EOFFICE ADMINISTRATOR   (Se	lf) B-13/6/2013-CM O		Issued & Dispatched		
	E <u>I/396/2013</u>	<u>3</u> Issue	XS, SS	04/09/13 02:19 PM	EOFFICE ADMINISTRATOR   (Se	IF) BNS-1202/4/2013-CM O		Issued & Dispatched		
	P <u>1/351/2013</u>	3 Issue	gPL P Receipt 1001, gPL P Receipt 1001,gPL P Recei	02/09/13 01:50 PM	EOFFICE ADMINISTRATOR   (Se	lf)	154960/2013/JTSECY (DLT)-CMO	Issued & Dispatched		
	E <u>I/330/2013</u>	<u>Issue</u>	Test Name, Test Address	30/08/13 11:02 AM	EOFFICE ADMINISTRATOR   (Se	GEN-1500897/1/2013- If) CM O	132177/2013/CMO	Issued & Dispatched		
	E <u>I/246/2013</u>	<u>Issue</u>	4yt54, ty45	22/08/13 07:46 PM	EOFFICE ADMINISTRATOR   (Se	G-11012/1/2013-CMO- IF) CMO		Issued & Dispatched		
	E <u>1/244/2013</u>	Issue	Sumit Agarwal, Mumbai	22/08/13 04:25 PM	EOFFICE ADMINISTRATOR   (Se	G-11012/1/2013-CMO-		Issued & Dispatched	257	

Fig.eFile.203

As a result new window appears asking for **Print Size**, as shown in Fig.eFile.204:

Choose Print Size :	Envelope #10	~
Choose Template :	organization	~
	Print	
	Print	

2. Select the **Print Size**, **Template** and click the '**Print**' (Print') button (Fig.eFile.204), as a result the issue gets printed.

Note: Action Link (🥑) in Quick Actions facilitates the user to track the status of sent DFA.

b) Create Reminder: Helps the user to create the reminder on sent issues.

Note: The Issue/Draft details and other Communications details cannot be changed while creating a reminder for an issue.

To create Reminder on sent issues, user has to perform the following:

1. Select the issue to which reminder is to be created and click the **Create Reminder** (<sup>Create Reminder</sup>) button, as shown in Fig.eFile.205:



Date Range	:08	/08/2013	To 06/	09/2013

Print Envelope Cre	ate Reminder	View Reminders								
Dispatch Number.	• •	Address	▼ <u>Sent On</u>	Sent Through	▼ <u>File Number</u>	• Receipt Number	■ Parent Dispatch     No	▼ <u>Status</u>	<del>Sanction</del> <u>Code</u>	v
P <u>I/433/2013</u>	Issue	sfds, sfdsdf	06/09/13 03:55 PM	PROTOCOL OFFICER   (Self)	C-13/2/2013-HSG-GND-2			Issued & Dispatched		0
E <u>I/427/2013</u>	Issue	cisf, cgo	06/09/13 12:30 AM	PROTOCOL OFFICER   (Self)	प्रा-1701/8/2013-CMO (PRO)			Issued & Dispatched		Û
E <u>I/406/2013</u>	Issue	Akhtar Hussain Mohd. Rais , Krishna Kumar C. Singh	05/09/13 10:43 AM	PROTOCOL OFFICER   (Self)	B-12013/1/2013-CMO (PRO)			Issued & Dispatched	262	Ũ
E <u>I/332/2013</u>	Reminder	Health Mission, Health Mission	30/08/13 11:41 AM	PROTOCOL OFFICER   (Self)	BNS-1202/1/2013-CMO (PRO)		I/290/2013	Issued & Dispatched		Û
E <u>I/290/2013</u>	Issue	Health Mission, Health Mission	27/08/13 05:43 PM	UNDER SECRETARY   (CRU)	BNS-1202/1/2013-CMO (PRO)			Issued & Sent		Û
E <u>I/289/2013</u>	Issue	test, test,test	27/08/13 05:40 PM	PROTOCOL OFFICER   (Self)		154856/2013/CMO (PRO)		Issued & Dispatched		Û
E <u>I/254/2013</u>	Issue	Draft1, Draft1	26/08/13 03:52 PM	PROTOCOL OFFICER   (Self)	BNS/1/2013-CMO(PRO)			Issued & Dispatched		0



## Note: For setting up of Reminder, kindly refer to the Reminder Process.

c) View Reminder: Helps the user to view the list of all reminders that were created on sent issues.

#### To view Reminder on sent issues, user has to perform the following:

1. Select the issue for which reminder needs to be view and click the **View Reminder** (View Reminders button, as shown in Fig.eFile.206:

Date Range :	08/08/2013 To 06/09/2	013								
Print Envelo	pe   Create Reminder	View Reminders								
Dispat	tch 🗸 👻	Address	▼ <u>Sent On</u>	▼ <u>Sent Through</u>	▼ <u>File Number</u>	• <u>Receipt Number</u>	■ Parent Dispatch     No     ■	• <u>Status</u>	<del>Sanction</del> <u>Code</u>	v
P <u>I/437/</u>	2013 Reminder	sfds, sfdsdf	06/09/13 04:22 PM	PROTOCOL OFFICER   (Self)	C-13/2/2013-HSG-GND-2		I/433/2013	Issued & Dispatched		0
P <u>1/436/</u>	/2013 Reminder	sfds, sfdsdf	06/09/13 04:17 PM	PROTOCOL OFFICER   (Self)	C-13/2/2013-HSG-GND-2		I/433/2013	Issued & Dispatched		0
E <u>1/435/</u>	2013 Reminder	cisf, cgo	06/09/13 04:16 PM	PROTOCOL OFFICER   (Self)	पा-1701/8/2013-CMO (PRO)		I/427/2013	Issued & Dispatched		0
P <u>1/433/</u>	/2013 Issue	sfds, sfdsdf	06/09/13 03:55 PM	PROTOCOL OFFICER   (Self)	C-13/2/2013-HSG-GND-2			Issued & Dispatched		Û
E <u>1/427/</u>	2013 Issue	cisf, cgo	06/09/13 12:30 AM	PROTOCOL OFFICER   (Self)	पा-1701/8/2013-CMO (PRO)			Issued & Dispatched		Û
E <u>1/406/</u>	/2013 Issue	Akhtar Hussain Mohd. Rais , Krishna Kumar C. Singh	05/09/13 10:43 AM	PROTOCOL OFFICER   (Self)	B-12013/1/2013-CMO (PRO)			Issued & Dispatched	262	Û
E <u>I/332/</u>	2013 Reminder	Health Mission, Health Mission	30/08/13 11:41 AM	PROTOCOL OFFICER   (Self)	BNS-1202/1/2013-CMO (PRO)		I/290/2013	Issued & Dispatched		0
E <u>1/290/</u>	/2013 Issue	Health Mission, Health Mission	27/08/13 05:43 PM	UNDER SECRETARY   (CRU)	BNS-1202/1/2013-CMO (PRO)			Issued & Sent		0
E <u>1/289/</u>	/2013 Issue	test, test,test	27/08/13 05:40 PM	PROTOCOL OFFICER   (Self)		154856/2013/CMO (PRO)		Issued & Dispatched		0
E <u>1/254/</u>	/2013 Issue	Draft1, Draft1	26/08/13 03:52 PM	PROTOCOL OFFICER   (Self)	BNS/1/2013-CMO(PRO)			Issued & Dispatched		Û

Fig.eFile.206

As a result the list of reminders pertaining to the selected issue appears, as shown in Fig.eFile.207:

File electronic file sy	ystem		, ,			Se	arch	PA	dvanced   H
leceipts 🛨	<u>Date Range : 24/08/20</u> Print Envelope   Crea	14 To 22/ Ite Remino	09/2014 ler   View Reminders						
iles (+)	Dispatch <u>Number</u>	•	Reminder List Deta	ils			Issued	atus	▼ <u>Sanction</u> ▼ <u>Code</u>
ligrate File 🛛 🛨	▼ P <u>I/18764/2014</u>	Remino	Dispatch Number :	1/18763/2014	File Number :	E/81/2014-O/o of HS(MHA)	Receipt Number :	sued & spatched	
ispatch 📃	P <u>I/18763/2014</u>	Issue	Subject :	adfgvadv	Subject :	fasfasf	Subject :	sued & spatched	
Sent	E <u>I/18738/2014</u>	Issue	Dispatch On :	22/09/14 01:15				sued &	
Returned	E <u>I/18737/2014</u>	Issue					Create Reminder	sued & spatched	
SC 🛨	E <u>I/18721/2014(</u>	L) Issue						sued & spatched	
eports 🛨	E <u>I/18721/2014</u>	Issue	Dispatch No.	▼ Dispat	ch Subject	<ul> <li>Dispatched Date</li> </ul>		sued &	
ettings 🛨	E <u>I/18720/2014</u>	Issue	I/18764/2014	adfgva	adv	22/09/14 01:19 PM	1	sued & spatched	
otification 🛨	E <u>I/18719/2014</u>	Issue						sued & spatched	
	E <u>I/18718/2014(</u>	<u>l)</u> Issue						sued &	
	E <u>I/18718/2014</u>	Issue						sued &	
	E 1/19717/2014	Iccuo						spatched sued &	



• **Returned:** Contains the list of correspondence(s)/issues that are returned by the CRU/DND section.

There are 3 links provided under Returned section of Dispatch:

- a) Receive
- b) Resend
- c) View Reminders

Let's have an introduction about this Link:

- a) Receive: Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.
- **b) Resend:** Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/DND Section.
- c) View Reminders: Helps the user to view the list of reminder on returned issues.

Quick Actions: - There is one useful link given under Dispatch as:

Action Detail () – It facilitates the user to view the actions done at that moment on the Letter/Correspondence received.



### DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

#### **DSC Registration**

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre (NIC), IDRBT Certifying Authority, SafeScrypt CA Services, Sify Communications, (n) Code.

# Note: eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

DSC registration can be done either using a DSC card or e-token. User can visit the website **http://nicca.nic.in**, for basic information of how to obtain the DSC certificate or e-token, how to obtain the software for DSC certificate or e-token, how to install them, and finally how to how to initialize the DSC certificate or e-token.

# Note: User has to properly installed drivers for the DSC Smart card and USB Token in the system before using the DSC authentication or e-token authentication.

Fee structure for the different certificates and the hardware devices involved can be easily obtained by accessing, **http://nicca.nic.in**. Under this site, user can easily obtain the detailed information regarding the Certificate's Fee Structures, under the Support Link.

#### Note: Token involves only a single pen drive device.

After the user has properly enrolled for the DSC certificate or e-token, user has two level of authentication for accessing the eOffice application. User has to perform series of steps to log into the eOffice application, using e-Token or DSC card.

#### For e-Token Enrollment, perform the following steps:

- 1. Type the URL of the eOffice application in the address bar of the web browser.
- 2. Press Enter from the keyboard.
- 3. A window appears, displaying the login page for eOffice, as shown in Fig.eFile.208:





Fig.eFile.208

- 4. Type the User id in the User Name text box.
- 5. Type the password in the Password text box.
- 6. Click the Login button, as shown in Fig.eFile.209:

eFile	
User Name PC04823	
Password	

Fig.eFile.209

- 7. As a result, the user gets successfully log into the eOffice application.
- 8. Plug-In the e-token in your machine/system.
- 9. Click the DSC Registration link under the DSC section, as shown in Fig.eFile.210:

Pacainte	Ē
Receipts	•
Files	Œ
Migrate File	+
Dispatch	Ŧ
DSC	Ξ
DSC Registration	tion
Reports	(±)
Settings	Ŧ





10. As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.211:

						Signing Certificate
Certificate Information						
Sl.No.	Certificate	Туре	Validity	Enroll Date	User Name	
			No record found.			

Fig.eFile.211

11. Click the Signing Certificate link in the DSC Enrollment Screen (Fig.eFile.211) As a result, the DSC Enrollment screen appears. Select the certificate for enrollment and click the OK button, as shown in Fig.eFile.212:

eOffice						Home   Sign Out
Thu, 29 Apr 2010					CI	Muralikrishna Kumar
Receipts	DSC Enrollmen	t				
<ul> <li>Scan &amp; Create</li> <li>Browse &amp; Diarise</li> <li>Inbox</li> <li>Created</li> </ul>	Please insert y Digital Certif	rour e-Token to read icate : Signing	d your Digital Cert	ficate Information	C Referesh ?	Help <b>4 Back</b>
> Sent	DSC Enrollment					
Acknowledge	Certificate	Issued By	Туре	Expiry Date		
Time bound	Sanjay Singh - 1753	30026 NIC Certifying Auth	norit Signing	02-23-2012 13:12:13		
Files						
> Inbox						
Sent			43			
Created						
Create New						
Time bound						
Closed						
Dispatch						
Sent						
osc						
DSC Registration						

Fig.eFile.212

12. The Message box appears, displaying the message for successful enrollment of the eOffice user, a shown in Fig.eFile.213:



13. Click the 'OK' button (Fig.eFile.213) to complete the process of DSC enrollment, as shown in Fig.eFile.214:



Fig.eFile.214

#### For e-Token Authentication, perform the following:

- 1. Plug in the e-token device in your system.
- 2. Type the URL of the eOffice application in the address bar of the web browser.
- 3. Press Enter from the keyboard.
- 4. A window appears, displaying the login page for eOffice.
- 5. Type the **User id** in the User Name text box.
- 6. Type the **Password** in the Password text box.
- 7. Click the **Login** button, as a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in **Fig.eFile.215**:

A DAGETTAL WORK PLACE SOLUTION	Thursday, April 29, 2010 Digital Certificate Authentication	
	Informa     Velcom     Yelcom     Yelco	
	Copyright (f) 2009, NIC. All Rights Reserved. This site is designed, developed and Hosted by NIC. Site is best viewed in 1024x768 pixels resolution.	

8. Type the password in the Password field in the Log On screen (Fig.eFile.215).

# Note: User can enter the wrong password only 10 times. Thereafter if the wrong password is entered, the user gets blocked.

9. Click the OK button (Fig.eFile.215). As a result, the user gets log into the eOffice application.

#### For DSC Card Enrollment, perform the following:

- 14. Type the URL of the eOffice application in the address bar of the web browser.
- 15. Press Enter from the keyboard.
- 16. A window appears, displaying the login page for eOffice.
- 17. Type the User id in the User Name text box.
- 18. Type the password in the Password text box.
- 19. Click the **Login** button.
- 20. Plug-In the **e-token** in your machine/system, as a result, the user gets successfully log into the eOffice application as shown in Fig.eFile.216:

e	Office							Home	Sign Out 🔷	
Thu, 2	9 Apr 2010							Swapan I	Mondal	
Re	ceipts	Files								
> Sc. > Bro	an & Create owse & Diarise	Mark As - 1	Dro Move To Folder	_	Vie	w All Search		in Choose One		
> Int	xoo	T tumber	More for older	Subject		Sent By	Sent On	fue (	on	
> Ser > Act	nt knowledge ne bound	☐ ☆ ★ G-112/2010	<u>-PC</u>	An all-pervasive gove	rnment ro	AKVerma	27-04-201	0		
Files										
> fri > Se > Cr > Tri	oox nt eated eate New ne bound									
<ul> <li>Cle</li> <li>Disp</li> </ul>	atch	Urgent +High	■Intermediate ◆L	IW				*	<1>»	
> Se	ent	File Humber Subject	G-112/2010-PC An all-pervasive go	ernment role may hav	Created On File Type	30-03-2010 Mein	Status Priority	Active Immediate		
DSC + DS	C Registration	Subject Category	VVorkshops on Perfo	rmance management	Retention Perio	IA	Confidential	Confidential		

Fig.eFile.217

21. Click the DSC Registration link under the DSC section. As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.218:

eOffice				Home   Sign O
Thu, 29 Apr 2010				Swapan K Mond
Receipts	DSC Enrollment Screen			
<ul> <li>Scan &amp; Create</li> <li>Browse &amp; Diarise</li> <li>Inbox</li> </ul>	Certificate Information		Signing Certificate	Luchipherment Certificate
Created	SI.No. Certificate	Туре	Validity	Enroll Date
Sent     Acknowledge     Time bound		No recor	rd found.	
Files				
<ul> <li>Inbox</li> <li>Sent</li> <li>Created</li> <li>Create New</li> <li>Time bound</li> <li>Closed</li> </ul>				
Dispatch				
> Sent				
DSC				
> DSC Registration				

Fig.eFile.218

22. Click the Signing Certificate link in the DSC Enrollment Screen. As a result, Enter Pin dialog box appears, a shown in Fig.eFile.219:

	11	- 1 11
g in co	"Suchitr	ra Pyarelal"
r PIN:		
Minimu	m PIN le	ngth 4 bytes
Maxim	JM PIN I	ength 15 bytes
OK		Cancel
	r PIN: Minimu Maximu OK r	Minimum PIN le Maximum PIN l

Fig.eFile.219

- 23. Enter the pin in the Enter Pin text box in the Enter PIN dialog box (Fig.eFile.219).
- 24. Click the OK button (Fig.eFile.219), as a result, the DSC Enrollment screen appears, as shown in Fig.eFile.220:



1. Select the certificate for enrollment and click the **OK** button, a shown in Fig.eFile.220:

eOffice					Home   Sign Out
Thu, 29 Apr 2010					Swapan K Mondal
Receipts	DSC Enrollmen	t			
<ul> <li>Scan &amp; Create</li> <li>Browse &amp; Diarise</li> <li>Inbox</li> <li>Created</li> </ul>	Please insert y Digital Certif	our e-Token to read icate : Signing	l your Digital Cert	ficate Information	C Referesh ? Help 👍 Back
> Sent	DSC Enrollment	W			
Acknowledge	Certificate	Issued By	Туре	Expiry Date	
Time bound	Suchitra Pyarelal's N	IC NIC Certifying Auth	orit Signing	10-12-2011 14:46:47	
Files					
> Inbox			COK .		
> Sent			4		
Created					
Create New					
> Time bound					
Closed					
Dispatch					
> Sent					
DSC					
DSC Registration					

Fig.eFile.220

The message box appears, displaying the message for successful enrollment of the eOffice user, a shown in Fig.eFile.221:

Messag	e	×
<b>i</b>	DSC is enrolled successfully.	
	Fig.eFile.221	

2. Click the OK button (Fig.eFile.221) to complete the process of DSC enrollment, as shown in Fig.eFile.222:

eomce					Home 1 aign o
hu, 29 Apr 2010					Swapan K Mon
Receipts	DSC En	rollment Screen			
Scan & Create Browse & Diarise Inbox	Certifi	cate Information		Signing Certificate	Linchipherment Certificate
Created	SI.No.	Certificate	Туре	Validity	Enroll Date
Sent	1	Suchitra Pyarelal's NIC Certifying Authority ID - 20598703	Signing	12-10-2011 02:46	29-04-2010 12:48
Time bound					
les					
Inbox					
Sent	1				
Created					
Time bound					
Closed					
spatch					
Sent					
sc					
DSC Registration					

Fig.eFile.222

#### For DSC Card Authentication, perform the following:

1. Plug in the **DSC** card in your system.



- 2. Type the URL of the eOffice application in the address bar of the web browser.
- 3. Press Enter from the keyboard.
- 4. A window appears, displaying the login page for eOffice.
- 5. Type the User id in the User Name text box.
- 6. Type the password in the Password text box.
- 7. Click the Login button.
- 8. As a result, the Enter PIN dialog box appears, as shown in Fig.eFile.223:

🚖 🛷 🔀 Welcome to eOffice Solution - Login			🕼 • 📾 - 📾	* 🕞 Page 🔹 🌍 Tools 👻 🎇
	Enter PIN To log in to "Suchitra Pyarelal" Enter PIN Maximum PIN length 4 bytes Maximum PIN length 15 bytes OK Cancel	Thursday, April 29, 2010		
	Information Grid Welcome, You have Registered with DSC, Plu card for authentication.	uthentication		
	Login Ca	ncel		

Fig.eFile.223

9. Type the password in the Enter PIN dialog box and click the OK button. As a result, the user gets logged into the eOffice application, as shown in Fig.eFile.224:

eOffice							Hom	e   Sign Ou
hu, 29 Apr 2010							Swa	pan K Mond
Receipts	Files							
Scan & Create				View	All Search		in Choose C	ine 🔽 🧧
Browse & Diarise		ALCONTRACTOR OF LOS						
Inbox	📕 Mark As 👻 📔	🛃 Move To Folder 👻						Switch View
Created	-Num	ber	<ul> <li>Subject</li> </ul>		• Sent By	• Sen	t On	• Due On
> Sent	🔲 🔛 🕈 <u>G-112</u>	2010-PC	An all-pervasive	government ro	AKVerma	27-04	-2010	
Acknowledge								
Time bound								
Files								
> Inbox								
> Sent								
Created								
Create New								
Time bound								
. Closed								
Closed	Urgent #High	Intermediate +Low						« < 1 > »
- closed	• Orgent - High							
Dispatch	• Orgenit - High ·							
Dispatch	File Number	G-112/2010-PC		Created On	30-03-2010	Status	Active	
Dispatch Sent	File Number Subject	G-112/2010-PC An all-pervasive govern	ment role may hav	Created On File Type	30-03-2010 Main	Status Priority	Active Immediate	
Dispatch > Sent Dispatch	File Number Subject Subject Category	G-112/2010-PC An all-pervasive govern Workshops on Performa	iment role may hav ince management	Created On File Type Retention Period	30-03-2010 Main A	Status Priority Confidential	Active Immediate Confidential	
Dispatch > Sent Dispatch > Inbox	File Number Subject Subject Category	G-112/2010-PC An all-pervasive govern Workshops on Performa	iment role may hav ance management	Created On File Type Retention Period	30-03-2010 Main A	Status Priority Confidential	Active Immediate Confidential	

#### Fig.eFile.224



### Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

It contains following reports as shown in Fig.eFile.225:

eFile electronic file sy	ystem			Search	Advanced   Help					
Receipts +	File	Receipt	Miscellaneous		Dispatch					
Receipts       +         Files       +         Migrate File       +         Dispatch       +         Dispatch       +         DSC       +         Reports       -         Settings       +         Notification       +         Ext Department       +	Files Register Files Forwarded Files Received Parked Files Closed Files File Summary	Classified Receipt Diary Register Receipts Forwarded Receipts Received Receipt category VIP Details Closed Receipts Receipt Summary VIP References (Hierarchy Wise) VIP References	Departmental Summary Reminder (Diary for Active follow ups) Report Reminder (Diary For Active Or Closed Follow Ups ) Report Reminder (Follow Ups For After Reply Due Date) Report My Files Pending With Others Receipts Porwarded By Section Receipts Created By Section Pendency (File/Receipt) Files Created (Month Wise) Files Received (Month Wise) Receipts Created (Month Wise) Receipts Received (Month Wise) Receipts Received (Month Wise) Receipts Forwarded (Month Wise) Receipts Forwarded (Month Wise) Receipts Forwarded (Month Wise) File Pendency Pending Of Receipts (Section Wise) Files Received and Forwarded(Section Wise) Files Received and Forwarded(Section Wise) Files Forwarded And Received Active/Inactive user File Inbox Count		Dispatch (Section Wise) Dispatch Report (Dispatch No. Wise) Dispatch Report (Receipt No. Wise)					

#### Fig.eFile.225

#### **Reports under Files Section:**

#### **Files Register**

This selection generates a **PDF Report** for an **individual/Hierarchy/Section** wise filtered on the basis of certain parameters that contains a list of all the files that are created between two specified dates on the basis of Basic head and other Sub heads.

#### To generate the File Register report, user has to perform the following steps:

1. Click the Register link under File Reports section. As a result, File Register Report Screen appears, as shown in Fig.eFile.226:
|                        |                    |                 |                 |                               |        | 👵 C.S BHATT U |
|------------------------|--------------------|-----------------|-----------------|-------------------------------|--------|---------------|
| electronic file syster |                    |                 |                 |                               | Search | Advanced      |
| E F                    | File Register Repo | rt              |                 |                               |        |               |
|                        | Ger - Denest       | Tedicidual Xd   | Tues            |                               |        |               |
| File 🛨                 | Date :             |                 | Nature          | Electronics                   |        |               |
| +                      | From*              | 22/09/2014      | To*             | 22/09/2014                    |        |               |
| +                      | Subject :          |                 |                 |                               |        |               |
| Ξ.                     | Maia Catagori      | Characteristics | Cul Cut Otherer | Channe and                    |        |               |
| ÷                      | Vip Name           | Choose one      | Sub Category    | All Classified/Non Classified |        |               |
| ion 🛨                  |                    | O/o of HS(MHA)  |                 |                               |        |               |
| rtment 🛨               |                    |                 |                 |                               |        |               |
| 5                      | Section(s)         |                 | Employee(s)     |                               |        |               |
|                        |                    |                 |                 |                               |        |               |

Fig.eFile.226

2. Choose the View Report option as per requirement of report, as shown in Fig.eFile.227:

Fig.eFile.227									
	Section								
View Report	Hierarchy								
	Individual								

- 3. Provide the necessary details for filter and click the **Submit** (Submit) button (Fig.eFile.226).
- 4. As a result, the File Register report is saved at the specified location in Pdf format. Now, when the user opens the report, a detail of all the files that are generated between the two specified dates and specified parameters as shown in Fig.eFile.228:

e©i	ffice	Fi (15/0	le Register Report 9/2014 to 22/09/2014	4)		
S. No.	File No.	Subject	Created	Created	Currently	Remarks
			Date	Ву	with	
Section :	O/o of HS(MHA)					
1	E D/92/2014-O/o of HS(MHA)	wer43	22/09/2014 3.30 PM	C.S BHATT (O/o of HS(MHA))	ADITI BHATIA (OFFICE OF ADMN-V)	rtrwet
2	E A/65/2014-O/o of HS(MHA)	kali	22/09/2014 3.29 PM	C.S BHATT (O/o of HS(MHA))	ADITI BHATIA (OFFICE OF ADMN-V)	fdsfsd
3	E D/91/2014-O/o of HS(MHA)	new	22/09/2014 3.28 PM	C.S BHATT (O/o of HS(MHA))	C.S BHATT (O/o of HS(MHA))	
4	E E/125/2014-O/o of HS(MHA	) dsgdsgsdg	22/09/2014 3.27 PM	C.S BHATT (O/o of HS(MHA))	ABID ALI (OFFICE OF US(K- VI ))	
5	E F/93/2014-O/oofHS(MHA)	save me	22/09/2014 3.25 PM	C.S BHATT (O/o of HS(MHA))	C.S BHATT (O/o of HS(MHA))	

Fig.eFile.228

Copyright © NIC, 2014



### **Files Forwarded**

This selection generates a **PDF** report for an **Individual/ Hierarchy/ Section** that contains a list of all the Files that has been Forwarded within a particular Time Duration.

Click the Forward link under the Reports - File section (Fig.eFile.226).

Refer to File Register under Reports-File section for the process.

#### **Files Received**

This selection generates a PDF report for an individual/Hierarchy/Section that contains a list of all the Files which has been received by the user between two specified dates.

Click the Received link under the Reports - File section (Fig.eFile.226).

Refer to File Register under Reports-File section for the process.
--

#### Parked Files

This selection generates a **PDF** report that contains a list of all the Files that has been Parked by the user.

#### To generate the Parked Files report, user has to perform the following steps:

1. Click the **Parked Files** link under the **File** Reports section (Fig.eFile.225). As a result, **Files Parked Reports** Page appears, as shown in Fig.eFile.229:

A DIGITAL WORKPLACE BOLIUTION					C.S BHATT UDC(HS)
eFile electron	nic file s	ystem		Search	Advanced   Help
		Files Parked Report			
Receipts	+	SL. No.	Organization Unit		Total Files
Files	+	1	O/o of HS(MHA)		30
Migrate File	+				
Dispatch	+				

#### Fig.eFile.229

2. Click the Organization Unit to view the Parked files of respective users of Organization, as shown in Fig.eFile.230:



Files Parked Report

SL. No.	Organization Unit		Total Files	
1	ELECTRONIC & COMMUNICATION		40	
	PRAVEEN KUMAR GUPTA(ST(PKG))	17		
	MAHESH CHANDRA BADONI(EPABXOP(MCB))	8		
	JAGMOHAN SINGH(ST(JSR))	2		
	MANOJ PARMAR(JrT(MP))	13		

#### Fig.eFile.230

- 3. Click against the required user whose parked files report is required.
- 4. As a result, details of all the Parked Files are generated as shown in Fig.eFile.231:

e	Office		GOVERNMEN O/o of HS File Parked	GOVERNMENT OF INDIA O/o of HS(MHA) File Parked Report				
SI No	File Number	Opening Date	Subject	Remarks	Parked By	Parked On		
1	B-12012/27/2013-O/oofHS(MHA)	18/09/13 03:15 PM	physical file	fgdfg	C.S BHATT(UDC(HS)2)	22/09/14 02:29 PM		
2	A/57/2014-O/o US (AVD-I D)	20/03/14 02:51 PM	dasdasdas	uiewqyi	C.S BHATT(UDC(HS)2)	09/09/14 03:25 PM		
3	D/69/2014-O/o of HS(MHA)	08/09/14 11:49 AM	fdsfsdf	wqrwqr	C.S BHATT(UDC(HS)2)	08/09/14 11:54 AM		
4	C/82/2014-O/o of HS(MHA)	03/09/14 03:32 PM	qwewqewq4324	fasfaf	C.S BHATT(UDC(HS)2)	08/09/14 11:45 AM		
5	C/8/2014-O/o of HS(MHA)	26/02/14 03:41 PM	gffggbb	fdsfds	C.S BHATT(UDC(HS)2)	08/09/14 11:38 AM		
6	C/81/2014-O/o of HS(MHA)	03/09/14 12:05 PM	tyryrt	fdsfsdf	C.S BHATT(UDC(HS)2)	03/09/14 12:08 PM		
7	C-15/4/2014-O/o of HS(MHA)	27/08/14 03:02 PM	test file 2	rgreg	C.S BHATT(UDC(HS)2)	29/08/14 03:48 PM		
8	A-12/30/2014-O/o US (IC)	07/04/14 07:03 PM	fsdfdsf	ryreyre	C.S BHATT(UDC(HS)2)	07/04/14 07:12 PM		

#### Fig.eFile.231

### **Closed Files**

This selection generates a PDF report for an individual/Hierarchy/Section that contains a list of all the Files that has been Closed by the user between two specified dates.

To generate the Closed Files report, user has to perform the following steps:

1. Click the **Closed Files** link under the **File Reports** section. As a result, **Closed Files Report** screen appears, as shown in Fig.eFile.232:

	e								
								👗 <u>C.S BHATT (</u>	UDC(HS)2
eFile electronic file :	system					Search	8	Advanced	Help
	Closed Files Report								
Receipts +									
Migrate File 😐		From*	15/09/2014	To*	22/09/2014	17			
Dispatch 😐				Submit					
Dispatch + DSC +									



- Provide the information for the necessary filter and fields like 'From' and 'To' and click the Submit (Submit) button (Fig.eFile.232).
- 3. Upon clicking on submit button, the name of users organization unit will appear with total count of the closed files as shown in Fig.eFile.233.

									8	<u>C.S BHATT</u>	UDC(HS)2
eFile electronic file	system						Search		ρ	Advanced	Help
	Closed Files Report										
Receipts +										\ \	
Files 😐		C*	15/00/0014		T	22/02/2014					
Migrate File 😐		From	15/09/2014		10-	22/09/2014					
Dispatch 🛨					Submit					J	
Dispatch 🛨				File Close	d List						
DSC +	SL. No.	Organization	Unit					Total Fil	es		
Reports +	1	O/o of HS(MHA	)					1			



- 4. Click on the organization unit name and a list of all the users in the section who has closed the files will get displayed.
- 5. Click against the required user whose closed files report is required.
- 6. As a result, details of all the Closed Files are generated between the two specified dates as shown in Fig.eFile.234

		ELE	ECTRONIC & COMMUNICATION	
-3	0.00			
е	office			
SN	lo.	File No.	Subject	Closed On
1	A-11011/4/2011-E&C		functional	9/20/11 12:48 PM
2	A-11011/4/2011-E&C		unctional	9/20/11 12:48 PM
3	A-11011/1/2011-E&C		To attend the workshop	9/20/11 12:49 PM

# File Summary

ł

- This report provides the report for file summary of all the sections in the organization.
   User needs to select the date range using "From" and "To" fields.

								8	C.S BHATT UDC(HS)2
eFile electronic file sy	/stem						Search	P	Advanced   Help
Receipts +	File Summary Rep	ort							
Files +	View Report	Individual 💙			Туре	File	]		
Migrate File 🛨	Subject :				Nature	Both 🗸	]		
Dispatch +	From*	01/09/2014			To*	22/09/2014	17		
DSC 🛨	Main Category	Choose one	~		Sub Category	Choose one	[	Y	
Reports 😑	Classified	All Classified/Non Classified	<b>v</b>						
Settings (+) Notification (+)	Section(s)	O/o of HS(MHA)			Employee(s)				
Ext Department +	Pendency (Range of Days)	<b>1</b> 7	<b>2</b> 15	3 € 30	<b>4</b> <b>⊕</b> 60 <b>⊕</b>				
					Submit				

Fig.eFile.235

Clicking on Submit button will display the list of all the organization units.

	IN PLACE	SOCUTION							_							
	e con												👗 <u>c.</u>	BHATT U	JDC(HS)2	
eFile electro	onic file	system								Search			P	Advanced	l Help	
									_							
Receints	+	File Su	ummary Report													
													Bac	:k	PDF	
Files	(±)	From D	Date :	01/09/2014		To Date	:		22/	09/2014						
Migrate File	+						Dis	posed	d Pendency				y at the end of the Period			
Dispatch	+	S.No	Department		Opening Balance	Received	Closed	Forwarded	Parked	7Days	15Days	30Days	60Days	>60Days	Total Pendency	
Dispatch	+	1	AD-III		<u>16</u>	Q	Q	Q	<u>0</u>	Q	Q	Q	0	2400	2400	
DSC	+	2	ADMIN-I (A)		<u>168</u>	2	<u>0</u>	<u>1</u>	<u>0</u>	Q	1	<u>0</u>	<u>0</u>	<u>168</u>	<u>169</u>	
Reports		3	ADMIN-I & ADMIN-I (A)		<u>157</u>	<u>0</u>	<u>0</u>	Q	<u>0</u>	Q	Q	Q	<u>0</u>	<u>157</u>	<u>157</u>	
Settings	+	4	ADMN-II		<u>0</u>	Q	Q	Q	<u>0</u>	Q	Q	<u>0</u>	Q	<u>0</u>	<u>0</u>	
Notification	(+)	5	AEC		<u>0</u>	<u>0</u>	<u>0</u>	Q	<u>0</u>	Q	<u>0</u>	<u>0</u>	<u>0</u>	Q	<u>0</u>	
<b>F</b> + <b>P</b> - + + - +		6	AHS		<u>0</u>	Q	Q	Q	<u>0</u>	Q	Q	<u>0</u>	Q	Q	<u>0</u>	
Ext Departmen	π <u>+</u>	7	ANL-DESK, UT DIVISION		765	Q	<u>0</u>	<u>0</u>	<u>0</u>	Q	Q	Q	Q	301	<u>301</u>	
		8	AYODHYA SECTION		<u>72</u>	Q	<u>0</u>	Q	<u>0</u>	Q	Q	Q	Q	<u>82</u>	<u>82</u>	
		9	CASH-III (SSO)		<u>60</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>60</u>	<u>60</u>	
		10	CENSUS CELL		<u>0</u>	<u>0</u>	Q	Q	<u>0</u>	Q	Q	Q	Q	Q	Q	
		11	CPD DESK		<u>960</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	Q	<u>0</u>	<u>0</u>	<u>0</u>	<u>1910</u>	<u>1910</u>	
		12	DCC, DPD		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	Q	Q	<u>0</u>	Q	<u>0</u>	<u>0</u>	
		13	DELHI-I DESK		1319	٥	۵	٥	Q	۵	۵	Q	٥	<u>1501</u>	<u>1501</u>	
		14	DELHI.II DESK		<u>465</u>	<u>0</u>	<u>0</u>	Q	<u>0</u>	<u>0</u>	Q	<u>0</u>	<u>0</u>	<u>928</u>	<u>928</u>	
		15	Director(ANO)		<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	65	65	

Fig.eFile.236

Clicking on the required section name will display the users in the section and then all the users name in that section will be displayed.

User can generate the PDF of any level by clicking on PDF button at the top right corner.

### **Reports under Receipts Section:**

#### **Classified Receipt**

This will provide the report of all the Classified/Confidential receipts which are generated by the user between two specified dates as shown in Fig.eFile.237

						👗 <u>C.s</u>	BHATT UDC(HS)2
eFile_electronic file system	n			Search	P	Advanced   Help	
	Classified Receipt Report						
Receipts (±)							
Files 🛨		01/00/0014	-		22/22/2214		
Migrate File 😐	From*	01/09/2014	17	10*	22/09/2014		
Dispatch (+)	Section*	O/o of HS(MHA) ∨		Category	Confidential V		
				Submit			
Dispatch				odonie			
DSC +							

Fig.eFile.237

As a result the report will display the details as shown in Fig.eFile.238

eoffice									
Sectio Catego	n: O/o of HS(MHA) ory: Confidential	)						Date: 22/0	)9/2014
S. No.	Correspondence No.	Diary Date	Subject	Forwarded/ Sent By	Forward/ Sent Date	Sender's Name	Designation	CF No.	File Number
1	233341/2014/O/o of HS(MHA)	12/09/2014 6.03 PM	999	OFFICE OF US(NM-II)	12/09/2014 6.09 PM	gg	<u>gg</u> g		
2	233135/2014/OFFICE OF NSA	03/09/2014 2.57 PM	AMIT - Confidential 1	OFFICE OF NSA	03/09/2014 3.56 PM	c		3238946	C/8/2014-O/o of HS(MHA)

### **Diary Register**

This selection generates a **PDF** report for an **Individual/Hierarchy/Section** filtered on the basis of certain parameters that contains a list of all the Receipts that are created between two specified dates on the basis of Date, Delivery mode, Nature, Main Category etc.

#### To generate the Diary Register report, perform the following steps:

1. Click the **Diary** link under the **Receipt Report** section. As a Result, the **Receipt Diary** Report screen appears, as shown in Fig.eFile.239:

Receipt Diary Report						
View Report	Individual 🗸		Туре	Receipt 🗸		
Date :	Last 3 Week		Nature	Physical		
From*	22/05/2013		To*	12/06/2013		
Main Category	All Estates related matters		Sub Category	Choose one	V	
CorrespondenceType:	Choose one	<b>v</b>	Delivery Mode	Email	<b>v</b>	
Country	Choose one	~	State	Choose one		
Organization			City			
Ministry	Choose one	~	Department	Choose one	~	
VIP	All VIP/Non VIP	~	Language:	Choose one	<b>v</b>	
Classified	All Classified/Non Classified	~				
Section(s)	COMPUTER CENTRE		Employee(s)			
				Submit		

Fig.eFile.239

Copyright © NIC, 2014



2. Choose the View Report option as per requirement of report, as shown in Fig.eFile.240:



- 3. Provide the information for the necessary filter and fields like 'From, To, Nature, Main Category and other necessary Details, and click the Submit (Submit) button.
- 4. As a result, the **Receipt Diary** report is saved at the specified location in Pdf format, now, when the user opens the report, detail of all the Receipts that are diarized between the two specified dates and specified parameters.

e©	office		GO' F (12/1	VERNMEN LBSI Receipt Dia 06/2013 to	IT OF INDIA NA ry Report 12/08/2013)						
S.No.	Receipt No.	Created Date	Created By	Letter No.	Letter Date	Letter Type	Subject	Sender Details	Sent To	Remarks	Currently with
Section : 1	COMPUTER CE E 26548/2013/CC	NTRE 12/06/2013 10.4 AM	4 ALOK PANDEY (COMPUTER CENTRE)			Letter	Settlement of bills including payment of telephone and liveries- petrol bills, parliament	sidds ss	AJAY KUMAR DHIMAN (ACCOUNTS)		AJAY KUMAR DHIMAN (ACCOUNTS)

Fig.eFile.241

#### **Receipt Forwarded**

This selection generates a **PDF** report for an **Individual/Hierarchy/Section** that contains a list of all the Receipts that have been Forwarded within a particular Time Duration.

Click the Forwarded link under the Receipt Reports section.

Refer to **Diary** under **Reports - Receipts section** for the process.

#### **Receipts Received**

This selection generates a **PDF** report for an **Individual/Hierarchy/Section** that contains a list of all the Receipts which have been received by the user between two specified dates.

Click the Received link under the Receipt Reports section.

Refer to **Diary** under **Reports - Receipts section** for the process.



### **Receipt Category**

This selection generates a **PDF** report that contains a list of all the Receipts Category wise filtered on basis of Month and Year.

#### To generate Receipt Category report, user has to perform the following steps:

1. Click the **Receipt Category** link under the **Receipt Reports** section. As a result, the **Receipt Received** report screen appears, as shown in Fig.eFile.242:

Receipt Categor	y Report
Monthly	April V
Yearly	2012
	Choose One
lain Category	ACR related matters
	Choose One
Section(s)	ADMINISTRATION
	Submit (h)

Fig.eFile.242

- Provide the information for the necessary filter and fields like Monthly, Yearly, Main Category etc and click the Submit (Submit) button (Fig.eFile.242).
- 3. As a result, the **Receipt Category** report is saved at the specified location in PDF format. Now, when the user opens the report, details of all the Receipt Category wise are generated between the specified Parameters, as shown in Fig.eFile.243.



S. No.	Receipt	Diary Date	Category	Forwarded By	Forwarded Date	Sender's Name	Designation	File No
	CIACIES.				Mark 1976-19715.			
1	26536/2013/CC	11/06/2013	All Meetings related matters	ALOK PANDEY (COMPUTER CENTRE)	11/06/2013	Dr. Robert P. Taylor	CEO	
2	26543/2013/TRGII	11/06/2013	All RTI matters	BIKRAM SINGH (TRAINING II)	11/06/2013	Electronic Receipt 2		
3	26541/2013/TRGII	11/06/2013	All Service matters	BIKRAM SINGH (TRAINING II)	11/06/2013	XCZVCXV		
4	26540/2013/TRGII	11/06/2013	All Service matters	BIKRAM SINGH (TRAINING II)	11/06/2013	XCZVCXV		
5	26548/2013/CC	12/06/2013	Settlement of bills including payment of telephone and liveries- petrol bills	ALOK PANDEY (COMPUTER CENTRE)	12/06/2013	sfdds		
6	26535/2013/CC	11/06/2013	All Meetings related matters	ALOK PANDEY (COMPUTER CENTRE)	12/06/2013	Dr. Robert P. Taylor	CEO	
7	26533/2013/CC	10/06/2013	Conduct Rules, Intimation	ALOK PANDEY (COMPUTER CENTRE)	12/06/2013	fgyf		
В	26533/2013/CC	10/06/2013	Conduct Rules, Intimation	BABU RAM (ESTATES)	12/06/2013	fgyf		
9	26535/2013/CC	11/06/2013	All Meetings related matters	BABU RAM (ESTATES)	12/06/2013	Dr. Robert P. Taylor	CEO	

### **VIP Details**

This selection generates a PDF report that contains a list of the VIP Details.

# To generate this report, user has to perform the following steps:

1. Click the **VIP Details** under the **Receipt Reports** section. As a result, the VIP Details Status report screen appears, as shown in Fig.eFile.244:

VIP Detail	ork place solution		
om*	17	To*	
me of VIP		Vip Type Choose One	
signation		Status Choose One 💌	
ate	Choose One		
ction(s)	LANGUAGE FACULTY		
		Submit	



- 2. Provide the information for the necessary filter and fields like '**From**, **To**, **Section(s)** and click the **Submit** button. (Fig.eFile.244)
- 3. As a result, the **VIP Details report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all VIPS's are displayed, as shown in Fig.eFile.245:

e		ce			vip Details R	epon					
					(14-01-2012 to 17	-12-2012)					
S.No	Receipt No.	Subject	Name of VIP & Designation	Address of VIP	Diary Date	Diary Remarks	Statue	Currently with	Last Movement Date	Disposal Remarks	Section
12	23361(1)/201 2/LF	ACP and Other related matters	GS SHARMA, S.W ENGG	NEW DELHI, DELHI, DELHI	04/12/12 02:35		PENDING	AJAY RAMUN	05-12-2012		ACCOUNTS
		EIC Receipt -001									
2	23395(1)/201 2/JD (SC)	tytry	TYTY	TYTRYTRY	04/12/12 07:13		PENDING	AJAY KUMAR	04-12-2012		ACCOUNTS
3	14082/2012/ Отн	Tour Programme of Shri P. Chidambaram, Hon. Union Home Minister	M.A. SIDIQUI, PS TO HOME MINISTER	NORTH BLOCK, NEW DELHI	04/04/12 11:33		PENDING	BHEEMA NAND DABRAL	05-04-2012		ADMINIST TION
•	14082(2)/201 2/OTH	Tour Programme of Shri P. Chidambaram, Hon, Union Home Minister	M.A. SIDIQUI, PS TO HOME MINISTER	NORTH BLOCK, NEW DELHI	04/04/12 11:33		PENDING	BHEEMA NAND DABRAL	05-04-2012		ADMINIST TION
5	23218/2012/ EST	conduct rules.	NATRAJ ENGINEERING SERVICES, S.W ENGG	4, OLD SURVEY ROAD, DEHRADUN, UTTARANCHAL	25/10/12 12:12		PENDING	LEELA DEVI	25-10-2012		ADMINISTR
5	23218(1)/201 2/EST	conduct rules.	NATRAJ ENGINEERING SERVICES, S.W ENGG	4, OLD SURVEY ROAD, DEHRADUN, UTTARANCHAL	25/10/12 12:12		PENDING	LEELA DEVI	25-10-2012		ADMINISTR TION
1	23222/2012/ ADM	GPL ACP related matter	RAM KAPOOR, S.W ENGG	NEW DELHI, DELHI, DELHI	25/10/12 12:25		PENDING	LEELA DEVI	25-10-2012		ADMINIST

Fig.eFile.245

#### **Closed Receipts**

This selection generates a PDF report that contains a list of all the Receipts that has been Closed from the File by the user between two specified dates.

To generate the Closed Receipts report, user has to perform the following steps:

Copyright © NIC, 2014



- 1. Click the Closed Receipts link under the Reports section.
- 2. Provide the information for the necessary filter and fields like '**From** and **To** and click the **Submit** (Submit) button, as shown in Fig.eFile.246:

Closed Files Report					
	From*	01/01/2011	To*	20/09/2011	
			Submit (h		
		Fig	.eFile.246		

3. As a result, the **Closed Receipt report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the closed receipts are generated between the two specified dates as shown in Fig.eFile.247:

0	(	<mark>e</mark> ©ffi	се	E	ELECTRONIC 8 Receipt C (01-09-2011	COMMUNICATION Closed Report I to 20-09-2011)	
l		S No		Receipt No.		Subject	Closed On
l	1		6753/2011/E&C			Functional	9/20/11 12:48 PM
	2		6752/2011/E&C			this is functional	9/20/11 12:48 PM
	3		6763/2011/CC			test	9/20/11 12:54 PM
	4		6754/2011/E&C			Functional	9/20/11 12:48 PM
	5		6751/2011/CC			test 15 sept	9/20/11 12:49 PM
	6		2795/2011/E&C			dISTRIBUTION OF WORKS	9/20/11 12:54 PM
	7		2787/2011			Allocation of Work amongst employees from 27.03.1998 to 29.04.2011	9/20/11 12:55 PM

Fig.eFile.247

#### **Receipt Summary**

This report will display the summary report of the receipts in all the organization units in the department.

Refer to **File Summary Report** link under **File Reports** section for the process.

The output will be the details of the Receipts in the orgnaisation.

Copyright © NIC, 2014



#### **VIP Reference Report**

This report will provide the details of the Receipts which are of VIP reference and being diarised in users organisation hierarchy.

					C.S BHATT UDC(HS)2
eFile_electronic file :	system			Search	Advanced   Help
Receipts +	VIP Reference	Report (Hierarchy Wise)			
Files +	From Date :*	22/09/2013			
Migrate File + Dispatch +		OFFICE OF AS(CS) OFFICE OF DIR(NM-I)		Governor MLA	
Dispatch +				M/o State Govt. MP Others PMO	
Reports	Section *		V	IP * Unioin Minister	
Settings + Notification +					
Ext Department 😐					
			Submit		
	<u> </u>				

#### Fig.eFile.248

After selecting the input fields, clicking on submit button, list of all the organization units in the users hierarchy will be displayed as shown below:

15/2 1
lp
rint
I I
<u>13</u>

#### Fig.eFile.249

Clicking on any of the numbers under the columns will provide the details of the receipt along with the number of pending days as shown:



								🏅 <u>c.s i</u>	BHATT U	IDC(HS)2 -
eFile electron	ic file sy	stem				Search		P Ad	vanced	Help
								Back		Print
Receipts	(±)	VIP	Reference Rep	ort						
Files	+					VIP Reference Details for Section: OFFICE OF AS(CS)				
Migrate File Dispatch	+	S.No	Diary No.	Original or Copy	Category	Subject	Pending With	Dak Received Date	Action Details	Pending Since (Days)
Dispatch	•	1	166449/2013/O/o of HS(MHA)	Original	РМО	APPROVAL OF AGENDA ITEMS FOR THE MEETING OF NATIONAL INTEGRATION COUNCIL ON 23.09.2013 (F.NO.I- 19012/3/2012-NI.II REFERS.)	OFFICE OF AS (CS)	17-09-2013		370
Reports	Θ	2	166452/2013/O/o of HS(MHA)	Original	РМО	MEETING OF NATIONAL INTEGRATION COUNCIL ON 23.09.2013 / MATERIAL SOUGHT BY 19.09.2013 ETC.	OFFICE OF AS (CS)	17-09-2013		370
Settings	+	3	181205/2013/O/o of HS(MHA)	Original	РМО	SHRI L. RAJAGOPAL, MP(LS) (COPY OF LETTER DATED 06.10.2013 ON ANDHRA PRADESH ENCLOSED AND DRAFT REPLY FROM PM BY 14.10.2013 SOUGHT.) - COPY	OFFICE OF AS (CS)	17-10-2013		339
Ext Department	+	4	181205/2013/O/o of HS(MHA)	Original	РМО	SHRI L. RAJAGOPAL, MP(LS) (COPY OF LETTER DATED 06.10.2013 ON ANDHRA PRADESH ENCLOSED AND DRAFT REPLY FROM PM BY 14.10.2013 SOUGHT.) - COPY	OFFICE OF AS (CS)	17-10-2013		339
		5	191308/2013/O/o of HS(MHA)	Original	PMO	ISSUS LIKELY TO BE RAISED DURING THE WINTER SESSION OF PARLIAMENT, 2013 - NOTES SOUGHT BY 20.11.2013 ETC.	OFFICE OF DS(C- III)	05-11-2013		318
		6	202281/2013/O/o of HS(MHA)	Original	РМО	SHRI ASADUDDIN OWAISI, MP(LS) (COPY OF LETTER DATED 21.11.2013 ON HYDERABAD ENCLOSED.)	OFFICE OF AS (CS)	28-11-2013		298
		7	209667/2013/O/o of HS(MHA)	Original	President	MS. MAMATA BANERJEE, CM OF WB (COPY OF LETTER DATED 06.12.2013 ENCLOSED.)	OFFICE OF AS (CS)	13-12-2013		280
		8	212947/2013/Office of HM	Original	Others	APPOINTMENT OF DELEGATION OF DOGRA SADAR SABHA J&K REG	OFFICE OF AS (CS)	20-12-2013		276
		9	212354/2013/O/o of HS(MHA)	Original	PMO	MATERIAL FOR INCORPORATION IN THE PRESIDENT'S ADDRESS FROM MHA SOUGHT BY 06.01.2014 ETC.	OFFICE OF DS(C- III)	19-12-2013		273
		10	216439/2013/O/o of HS(MHA)	Original	PMO	MATERIAL FOR INCORPORATION IN THE PRESIDENT'S ADDRESS FROM MHA SOUGHT BY 06.01.2014 ETC REMINDER	OFFICE OF DS(C- III)	30-12-2013		264

User can also take the printout by clicking on the Print button as shown in Fig.eFile.250.

#### **Reports under Miscellaneous Section:**

#### **Departmental Summary**

This selection generates a PDF report that contains a list of all the Receipts and Files that has been **Created**, **Received**, **Sent**, **Parked**, **Closed or Pending**.

#### To generate the Departmental Summary report, user has to perform the following steps:

1. Click the Departmental Summary link under the Reports section:

As a result, Download dialogue box appears, as sh	nown in Fig.eF	ile.251	<u> </u>		
Do you want to open or save Department Section Wise Report-12-06-2013.pdf from 10.248.80.17?	Open	Save	•	Cancel	×
Fig.eFile.251					

### 2. This dialog box contains three buttons, **Open**, **Save and Cancel**. User can use any option to view the report.

As a result, the **Departmental Summary** report displays the details of all the Files and Receipts in the department, as shown in Fig.eFile.252:



		File						Receip	6		
	Created	Received	Sent	Parked	Closed	Pending	Created	Received	Sent	Closed	Pending
SNAA	3993	14538	14127	1729	150	2114	24049	42364	41896	888	24166
LBSNAA	0	3	2	0	0	1	8	45	7	35	43
eOffice Administrator	0	0	0	0	0	0	8	0	5	0	0
MEENAKSHI SHARMA	0	1	1	0	0	0	0	3	0	0	3
MOHAN SINGH	0	0	0	0	0	0	0	0	0	0	0
Shalini Negi	0	0	0	0	0	0	0	41	1	35	40
Sunil Kumar	0	2	1	0	0	1	0	1	1	0	0
O/o of DIRECTOR	1	503	501	0	0	7	0	2071	2061	0	1
PADAMVIR SINGH	1	503	501	0	0	7	0	2071	2061	0	1
O/o of JOINT DIRECTOR (PKG)	0	194	193	0	0	1	11	935	932	0	14
ANIL THAPA	0	1	0	0	0	1	0	1	0	0	1
PREM KUMAR GERA	0	193	193	0	0	0	11	934	932	0	13
O/o of JOINT DIRECTOR (SC)	7	558	555	0	0	10	17	879	880	0	14
SANJEEV	7	558	555	0	0	10	17	879	880	0	14
O/o DEPUTY DIRECTOR Sr (DN)	7	300	300	0	0	2	49	311	305	0	51
DUSHYANT	7	300	300	0	0	2	49	311	305	0	51
O/o DEPUTY DIRECTOR Sr (AK)	0	41	40	0	0	1	8	55	53	0	10



### Reminder (Diary of Active Follow Ups) Report

This generates a **PDF** report that contains a list of all the active reminders which has been set against the dispatched issues by the user between two specified dates.

#### To generate the Reminder report, user has to perform the following steps:

1. Click the Reminder (Diary for Active follow ups) Report link under the Reports section.

As a result, Reminder (Diary for Active follow ups) Report screen appears, as shown in Fig.eFile.253:

							Sc.s BHATT UDC(HS)2
eFile electronic file	system					Search	Advanced   Help
	Diary for /	Active dispatch followups					
Receipts +					Choose one		
Files 🛨	Date :	Date Range 🗸		Туре	New/Fresh Reply		
Migrate File 😐	Front			7.4	Reminder		
Dispatch 😐	From	10/09/2014		10	23/09/2014		
Dispatch 😐	Ministry	Choose one	~	Department	Choose one	~	
DSC +							
Reports 😑				Submit			
Settings +							

- 2. Provide the information for the necessary filter and fields like 'From and To' and click the Submit (\_\_\_\_\_\_\_) button (Fig.eFile.253).
- 3. As a result, the report will be generated and displays the details of all the active follow ups for the letters dispatched by the user between the two specified dates and parameters as shown in Fig.eFile.254:

KGETAL I	WORK PLACE	Ce Solution							
e	<b>∋</b> ©f	fice		GOVERNMENT OF INDIA MHA Diary for Active dispatch followups (1000a/2014 to 2300/2014) Section: Olo of HS(MHA)					
S. No.	Issue No	Reply Due Date	Description	Min/Dept/Address	Туре	Issued By/On	Subject	File No/Receipt No	lssued Against
1	I/3003767/20 (1)	014 24/09/2014	444444	,, Satna	New/Fresh	C.S BHATT, 30/08/2014	111	E-12015/5/2014-O/o of HS(MHA)-Part(1),	
2	1/3003838/20	014 10/09/2014	fff	,, CGO	Reply	C.S BHATT, 02/09/2014	ITR Fraudsdfdsf	A-11011/103/2014-O/o of HS(MHA), 233062/2014/O/o of HS(MHA)	
3	1/3003839/20	014 10/09/2014	vfff	,, CGO	Reminder	C.S BHATT, 02/09/2014	ITR Fraudsdfdsf	A-11011/103/2014-O/o of HS(MHA),	1/3003838/2014
ŀ	1/3003843/20	014 18/09/2014	sahoo	,, 55	Reminder	C.S BHATT, 03/09/2014	SSS	F-15011/2/2014- OFFICE OF NSA,	1/3003842/2014(
5	1/3003943/20	014 17/09/2014	work on file on an urgent basis. repl till 17.09.2014	ly expected,, wjtu54	Reply	C.S BHATT, 09/09/2014	rewrwe342	D/57/2014-O/o of HS(MHA), 233088/2014/O/o of HS(MHA)	
\$	1/3003948/20	014 10/09/2014	899i	,, vb	Reply	C.S BHATT, 10/09/2014	vbh	, 233255/2014/O/o of HS(MHA)	
7	1/3003952/20	014 10/09/2014	fdsgfdgfdg	,, ds34	Reply	C.S BHATT, 10/09/2014	sfd42	E/84/2014-O/o of HS(MHA), 233130/2014/OFFICE OF DM-II	
1	1/3003954/20	014 10/09/2014	sdfdsf	GOVT OF NCT OF DELHI,, delhi	Reply	C.S BHATT, 10/09/2014	Power	, 233063/2014/O/o of HS(MHA)	
,	1/3003955/20	014 10/09/2014	fdsfdsf	,, dsadsad	Reply	C.S BHATT, 10/09/2014	dsadsadsad	, 233261/2014/O/o of HS(MHA)	

### Reminder (Diary for Active and Closed Follow Ups) Report

This generates a **PDF** report that contains a list of all the active reminders which has been set against the dispatched issues by the user between two specified dates.

Refer to **Reminder (Diary of Active Follow Ups) Report** link under **Reports** section for the process.

The output will include the details of all the follow ups (Active or Closed) made by the user between the two specified dates and parameters as shown in Fig.eFile.255.

eC A DAGET										
¢	<mark>∋©</mark> ff	ice		GOVERNME M Diary For Active ar (10/09/2014 t Section: O/o	ENT OF INDIA HA nd Closed followups to 23/09/2014) to of HS(MHA)					
S. No.	Issue No	Reply Due Date	Min/Dept./Address	Issued By/On	Subject	Issued Against	File No/Receipt No	Closed By/On	Closing Remarks	Reply Received Date
1	1/3003767/2014 (1)	24/09/2014	,, Satna	C.S BHATT, 30/08/2014	1111		E-12015/5/2014-O/o of HS(MHA)-Part(1),	-, -		
2	1/3003809/2014	16/09/2014	MINISTRY OF COAL,, Goa	C.S BHATT, 02/09/2014	Copy Cat		F-15016/1/2014-O/o of HS(MHA), –	C.S BHATT, 02/09/2014	54	
3	1/3003805/2014	10/09/2014	,, PP2	C.S BHATT, 02/09/2014	Election	1/3003803/2014(1)	G-26031/1/2014-O/o of HS(MHA), –	C.S BHATT, 10/09/2014	should be	09/09/2014
4	1/3003773/2014	10/09/2014	,, Bhopai	C.S BHATT, 30/08/2014	00	1/3003771/2014(1)	I-25011/1/2014-O/o of HS(MHA), -	C.S BHATT, 15/09/2014	ok	13/09/2014
5	1/3003767/2014	24/09/2014	MINISTRY OF HOME AFFAIRS(Grih Mantralaya), –, Riwa	C.S BHATT, 30/08/2014	YYY		E-12015/5/2014-O/o of HS(MHA)-Part(1),	C.S BHATT, 16/09/2014	п	16/09/2014
6	1/3003838/2014	10/09/2014	,, CGO	C.S BHATT, 02/09/2014	ITR Fraudsdfdsf		A-11011/103/2014-O/o of HS(MHA), 233062/2014/O/ of HS(MHA)	, 'o		
7	1/3003839/2014	10/09/2014	,, CGO	C.S BHATT, 02/09/2014	ITR Fraudsdfdsf	1/3003838/2014	A-11011/103/2014-O/o of HS(MHA), –			
8	1/3003843/2014	18/09/2014	,, SS	C.S BHATT, 03/09/2014	555	1/3003842/2014(1)	F-15011/2/2014-OFFICE C NSA, -	)F,		
9	1/3003941/2014	10/09/2014	,, 99999999	C.S BHATT, 09/09/2014	7777		S-121/2014,	C.S BHATT, 09/09/2014	88	
10	1/3003943/2014	17/09/2014	,, wjtu54	C.S BHATT, 09/09/2014	rewrwe342		D/57/2014-O/o of HS(MHA 233088/2014/O/o of HS(MHA)	)		

### Reminder (Follow Ups For After Reply Due Date) Report

This generates a **PDF** report that contains a list of all the reminders whose reply is received after the specified due date.

Refer, for input screen, **Reminder (Diary of Active Follow Ups) Report** link under **Reports** section for the process.

The output will include the details of all the follow ups (Closed) whose reply is received after the due date made by the user between the two specified dates and parameters as shown in Fig.eFile.256

OGETAL WORK PLACE S		GOVERN Dispatch followups for which re (10002) Section: O	NENT OF INDIA MHA pply is received after reply du 4 to 2309/2014) Vic of HS(MHA)	e date			
S. No. Issue No	Reply Due Date	Min/Dept/Address	lssued By/On	Subject	Closed By/On	Closing Remarks	Reply Received Date
1 1/3003747/201	14 30/08/2014	,, dfg	C.S BHATT, 29/08/2014	dfg	C.S BHATT, 10/09/2014	gg	10/09/2014
2 1/3003664/201	14 29/08/2014	,, dfsfsdf	C.S BHATT, 27/08/2014	fdsfsdfsdf	C.S BHATT, 11/09/2014	dsadsa	11/09/2014
3 1/3003665/201	14 29/08/2014	,, dfsfsdf	C.S BHATT, 27/08/2014	fdsfsdfsdf	C.S BHATT, 11/09/2014	sadsa	11/09/2014
¥ I/3003667/201	14 29/08/2014	,, tretert	C.S BHATT, 27/08/2014	treterter	C.S BHATT, 11/09/2014	fdsfdsf	11/09/2014
5 1/3003773/201	14 10/09/2014	,, Bhopal	C.S BHATT, 30/08/2014	00	C.S BHATT, 15/09/2014	ok	13/09/2014
5 I/3003922/201	14 08/09/2014	,, dsadasdads	C.S BHATT, 08/09/2014	dsadsadsa9	C.S BHATT, 11/09/2014	hg	11/09/2014
7 1/3003917/201	14 05/09/2014	,, hgfhgf	C.S BHATT, 05/09/2014	hgfhgfh	C.S BHATT, 11/09/2014	hg	11/09/2014
3 1/3004043/201	14 12/09/2014	DEPARTMENT OF DISINVESTMENT,, New Delhi	C.S BHATT, 12/09/2014	sdadsad	C.S BHATT, 16/09/2014	tre	16/09/2014
9 I/3004044/20	14 20/09/2014	MINISTRY OF DEFENCE, Department of Defence (Raksha Vibhaq), New Delhi	C.S BHATT, 12/09/2014	Bill5	C.S BHATT, 22/09/2014	kk	22/09/2014

#### Reminder (Follow Ups For Before Reply Due Date) Report

This generates a **PDF** report that contains a list of all the reminders whose reply is received before the specified due date.

Refer, for input screen, **Reminder (Diary of Active Follow Ups) Report** link under **Reports** section for the process.

The output will include the details of all the follow ups (Closed) whose reply is received before the due date made by the user between the two specified dates and parameters as shown in Fig.eFile.257.

e	e©ff	ice	000 v Ervine M Dispatch followups for which regi (10/04/2014) Section: O/o	AT OF INDIA is received before reply du o 23/09/2014) of HS(MHA)	ie date			
S. No.	Issue No	Reply Due Date	Min/Dept/Address	Issued By/On	Subject	Closed By/On	Closing Remarks	Reply Received Date
1	1/3003767/201	4 24/09/2014	MINISTRY OF HOME AFFAIRS(Grih Mantralaya),, Riwa	O/o of HS(MHA), 30/08/	2014 YYY	C.S BHATT, 16/09/2014	rr	16/09/2014
2	1/3004045/201	4 25/09/2014	MINISTRY OF DEFENCE, Department of Defence (Raksha Vibhag), New Delhi	O/o of HS(MHA), 12/09/	2014 Bill5	SUNIL KUMAR DHAWAN, 12/09/201	fdgfd 4	12/09/2014
3	1/3003991/201	4 14/10/2014	,, pathy	O/o of HS(MHA), 11/09/	2014 food food	SUNIL KUMAR DHAWAN, 16/09/201	rest 4	16/09/2014
4	1/3004147/201	4 21/09/2014	,, dsadasdad	O/o of HS(MHA), 15/09/	2014 Happy Receipt	SUNIL KUMAR DHAWAN, 16/09/201	sda 4	13/09/2014
5	1/3004183/201	4 30/09/2014	MINISTRY OF PERSONNEL, P.G. & PENSIONS(Karmik Lok Shikayat tatha Pension Mantralaya),, DOPT,North Block	O/o of HS(MHA), 16/09/	2014 file not	SUNIL KUMAR DHAWAN, 16/09/201	hi 4	16/09/2014
6	1/3004237/201	4 30/09/2014	,, Vill-Kari, Via- Jakhal, Dist Jhunjhunu(Rajasthan)	O/o of HS(MHA), 18/09/	2014 receipt 2	C.S BHATT, 18/09/2014	dfd	18/09/2014



#### **File Pendency**

This selection generates **PDF Report** of Files which are pending with sections in the department.

### To generate the File Pendency Report, user has to perform the following steps:

1. Click the File Pendency link under the Report section.

As a Result, the **Pendency** Report screen appears, as shown in Fig.eFile.258:

						Sc.S BHATT UDC(HS)2
eFile electronic file :	system				Search	Advanced   Help
Receipts +	File Pendency Re	port				
Files (+)	View Report	Individual 🗸		Туре	File	
Migrate File 🛨	Subject :			Nature	Both 🗸	
Dispatch + Dispatch +	Date	10/09/2014				
DSC +	Main Category	Choose one		Sub Category	Choose one	▼
Reports 😑	Classified	All Classified/Non Classified				
Settings + Notification +	Section(s)	,		Employee(s)		
Ext Department (+)	Pendency		3	4		
	(Range of Days)	) [/ ] [15	- 30	÷ 60 ÷		
				Submit		

Fig.eFile.258

2. Provide the information for the filters and click the **Submit** (\_\_\_\_\_\_\_) button (Fig.eFile.258).

As a result, **Total no. of pending files** appears Section wise, as shown in Fig.eFile.259:

																			🎩 <u>с.s вн</u>	ATT UDC	(HS)2_
eFile electron	ic file sy	stem													3	Search			Advar	nced   I	Help
Receipts	æ	File	Pendency Report																		
Files	Ð	Rep	oortas on 18,	/09/2014															Back		PDF
Dispatch	÷	Dat	e:							Numbe	er of Files	s Pend	ing								
Dispatch	÷			7	Days		1	Days		3	ODays		60	Days		>	60Days		Total F	iles Pendi	ng
DSC	÷				(A)			(B)			(C)			(D)			(E)		Total=(	A+B+C+D	+E)
Reports	+	SN.	Department	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total
Settings	+	1	AD-III	<u>0</u>	Q	<u>0</u>	<u>0</u>	Q	0	Q	Q	<u>0</u>	<u>0</u>	Q	<u>0</u>	2400	Q	2400	2400	Q	2400
Notification	+	2	ADMIN-I (A)	1	0	1	<u>0</u>	Q	Q	Q	Q	Q	Q	Q	Q	<u>168</u>	Q	<u>168</u>	<u>169</u>	Q	<u>169</u>
Ext Department	(+)	3	(A)	Q	<u>0</u>	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	<u>157</u>	<u>Q</u>	<u>157</u>	<u>157</u>	Q	<u>157</u>
		4	ADMN-II	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		5	AEC	<u>0</u>	<u>0</u>	0	<u>0</u>	0	0	<u>0</u>	Q	0	<u>0</u>	Q	0	<u>0</u>	Q	Q	<u>0</u>	0	Q
		6	AHS	<u>0</u>	<u>Q</u>	Q	<u>0</u>	Q	Q	Q	Q	0	<u>Q</u>	Q	Q	<u>Q</u>	Q	Q	<u>0</u>	Q	Q
		7	DIVISION	Q	Q	Q	Q	Q	Q	Q	Q	Q	<u>0</u>	Q	Q	301	Q	<u>301</u>	301	Q	301
		8	AYODHYA SECTION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	82	<u>0</u>	82	82	<u>0</u>	<u>82</u>
		9	CASH-III (SSO)	<u>0</u>	<u>0</u>	0	<u>0</u>	0	0	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	0	<u>60</u>	<u>0</u>	<u>60</u>	<u>60</u>	0	<u>60</u>
		10	CENSUS CELL	<u>0</u>	<u>Q</u>	Q	<u>0</u>	Q	Q	<u>0</u>	Q	0	<u>0</u>	Q	Q	<u>0</u>	Q	Q	<u>0</u>	0	Q
		11	CPD DESK	Q	Q	Q	<u>Q</u>	Q	Q	Q	Q	Q	<u>Q</u>	Q	Q	<u>1910</u>	Q	1910	1910	Q	1910
		12	DCC, DPD	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	<u>Q</u>	Q	Q
		13	DELHI-I DESK	<u>0</u>	0	0	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	0	<u>0</u>	0	0	<u>1501</u>	0	1501	<u>1501</u>	<u>0</u>	1501
		14	DELHI.II DESK	<u>0</u>	0	0	<u>0</u>	0	0	<u>0</u>	<u>0</u>	0	<u>0</u>	0	0	<u>928</u>	<u>0</u>	<u>928</u>	<u>928</u>	0	928
		15	Director(ANO)	2	<u>0</u>	0	<u>0</u>	0	9	<u>0</u>	Q	<u>0</u>	<u>0</u>	0	2	65	<u>Q</u>	<u>65</u>	<u>65</u>	<u>0</u>	<u>65</u>
		<< -	< 1 2 3 4 5 6 7 8 9	<u>10 &gt; &gt;&gt;</u>																	



3. Click against any department name to view further details of the pendency of the users in that section as shown in Fig.eFile.260:

																			🚢 <u>C.S BHA</u>	TT UDC	( <u>HS)2</u> •
eFile electron		system													Sea	rch		8	Advanc	ced   H	elp
		Fil	e Pendency Report																		
Receipts	•																		Back		PDF
Migrate File	(+)	Re	port as on 18/09/2	014																-	
Dispatch	+	De	re: partment: ADMIN-I (A)									Se	ection : ADM	IN-I (A)							
Dispatch	+									Number of	Files Pe	nding									
DSC	+	1		7	Days		15	Days		31	Days		6(	Days		>	60Days		Total Fi	iles Pendi	ng
Reports	+				(A)		_	(B)		_	(C)		_	(D)		_	(E)		Total=(A	(+B+C+D	+E)
Settings	+	SN	User	In Movement	Parked	Total	In Movement	Parked	Total												
Notification	+	1	AJAY KUMAR	Q	٥	۵	۵	٥	Q	٥	۵	۵	Q	Q	٥	Q	۵	۵	٥	۵	۵
Ext Department	(+)	2	AJAY KUMAR	1	<u>0</u>	1	Q	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	Q	<u>0</u>	2	0	2	3	Q	3
· · · ·	_	3	HARENDRA KUMAR	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	1	<u>0</u>	1	1	<u>0</u>	1
		4	PANKAJ GUPTA	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	Q	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	Q	Q	<u>0</u>
		5	Shiv Kumar	<u>0</u>	<u>0</u>	<u>0</u>	<u>157</u>	<u>0</u>	<u>157</u>	<u>157</u>	<u>0</u>	<u>157</u>									
		6	Shiv Kumar	<u>0</u>	0	0	0	0	0	0	0	0	0	<u>0</u>	0	<u>0</u>	0	0	<u>0</u>	0	<u>0</u>
		7	SREELATHA A.K	<u>0</u>	0	0	0	0	0	0	0	0	0	0	0	4	0	4	4	0	4
		8	SUDHA S.RAGHVAN	<u>u</u>	<u>U</u>	<u>u</u>	<u>u</u>	<u>u</u>	0	<u>u</u>	<u>U</u>	<u>u</u>	<u>0</u>	<u>v</u>	<u>u</u>	<u>U</u>	Q	<u>U</u>	<u>U</u>	<u>0</u>	Q
		9		2	<u>v</u>	<u>v</u>	<u>v</u>	<u>v</u>	<u>v</u>	2	<u>v</u>	<u>v</u>	2	<u>v</u>	<u>v</u>	2	<u>v</u>	4	2	2	4
		10		2	2	2	2	2	2	2	<u>v</u>	2	2	2	2	<u> </u>	2	2	<u>_</u>	2	2
		<<	<1>>>																		



4. User may click on any of the numbers to view the corresponding details of the file and also can take a print at any screen using the Print Button as shown in Fig,eFile.260. Under this section the reports are generated based on Month-wise data.

### **PUC Pendency**

This selection generates **Report** of Receipts which are pending with sections in the department.

Refer, **File Pendency Report** link under **Reports** section for the process.

#### **Reports under Dispatch Section:**

#### Dispatch (Section Wise)

This selection generates a **PDF** report that contains a list of all the Letters which has been dispatched by the section between two specified dates.

#### To generate the Dispatch report, user has to perform the following steps:

1. Click the **Dispatch (Section Wise)** link under the **Reports** section.



As a result, **Dispatch Section Wise** report screen appears, as shown in Fig.eFile.271:

					C.S BHATT UDC(HS)2
eFile electronic file sy	ystem			Search	Advanced   Help
Berrich (1)	Dispatch Section Wise Report				
Files +					
Migrate File 😐	From*	10/09/2014	To*	23/09/2014 T	
Dispatch 🛨	Subject :	Submit	Delivery Hode	By Hand By Post	
Dispatch +				Diplomatic Bag Email	
Reports 😑				Fax File Registered Post	
Settings (+)				Registered Post Self Generated Special Messenger	
Notification +				Speed Post	



- 4. Provide the information for the necessary filter and fields like '**From**, **To** and **Category'** and click the **Submit** (\_\_\_\_\_\_\_) button (Fig.eFile.261).
- 5. As a result, the **Dispatch (Section Wise)** report is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the letters dispatched by the section are generated between the two specified dates and parameters as shown in Fig.eFile.262:

е	Office	Э		GOVERNI O/o o Section Wis	MENT OF INDIA f HS(MHA) e Dispatch Report			
S. No.	Dispatch No.	File No.	Receipt No.	Subject	Sender	Addressee	Sent On	Status
1	//3004413/2014	A-11011/132/2014-O/o of HS(MHA)		dsadasdasd	ANIL GOSWAMI	dsadsad,dsadasd	23-09-2014	Dispatched
2	1/3004412/2014	A-11011/132/2014-O/o of HS(MHA)	232196/2014/O/o of HS(MHA)	dsadasdasd	ANIL GOSWAMI	dsadsad,dsadasd	23-09-2014	Dispatched
3	1/3004390/2014			Bussiness	SUNIL KUMAR DHAWAN	hgjg,fghfg	23-09-2014	Dispatched
4	1/3004389/2014			Bussiness	SUNIL KUMAR DHAWAN	hgjg,fghfg	23-09-2014	Dispatched
5	1/3004388/2014		233557/2014/O/o of HS(MHA)	Bussiness	SUNIL KUMAR DHAWAN	hgjg,fghfg	23-09-2014	Dispatched
6	1/3004387/2014	A/3/2014-CS- I D		wetewtwet	SUNIL KUMAR DHAWAN	tewtwet,twetwetwet	22-09-2014	Dispatched
7	1/3004386/2014			reminder pranav	SUNIL KUMAR DHAWAN	pranav,fgfdgf	22-09-2014	Dispatched
8	1/3004385/2014	GR/23/2014-O/oofHS(MHA)- Volume(2)		SATRU Z123 vvv21212121212121212	SUNIL KUMAR DHAWAN	sd,s	22-09-2014	Dispatched
9	1/3004382/2014			reminder pranav	SUNIL KUMAR DHAWAN	pranav,fgfdgf	22-09-2014	Dispatched
10	1/3004381/2014		233617/2014/O/o of HS(MHA)	reminder pranav	SUNIL KUMAR DHAWAN	pranav,fgfdgf	22-09-2014	Dispatched
11	1/3004380/2014			reminder pranav	SUNIL KUMAR DHAWAN	pranav,fgfdgf	22-09-2014	Dispatched
12	1/3004379/2014		233617/2014/O/o of HS(MHA)	reminder pranav	SUNIL KUMAR DHAWAN	pranav,fgfdgf	22-09-2014	Dispatched
13	1/3004378/2014			Bussiness	SUNIL KUMAR DHAWAN	hgjg,fghfg	22-09-2014	Dispatched
14	l/3004377/2014		233557/2014/O/o of HS(MHA)	Bussiness	SUNIL KUMAR DHAWAN	hgjg,fghfg	22-09-2014	Dispatched
15	1/3004376/2014	G/48/2014-O/o of HS(MHA)		pranav123	SUNIL KUMAR DHAWAN	pranav,cgo	22-09-2014	Dispatched
16	1/3004375/2014	D/48/2014-UID-DOIT		dsadsa	SUNIL KUMAR DHAWAN	safsaf,asfasf	22-09-2014	Dispatched



### Dispatch Report (Dispatch No. Wise)

This selection generates a **PDF** report that contains a list of Dispatches made by the users organization unit with respect to the Dispatch Number generated in the files.

#### To generate this report, user has to perform the following steps:

Click the **Dispatch Report (Dispatch No. Wise)** link under **Reports**.

After filling the details click on the Submit Button as shown in Fig.eFile.263

					👗 <u>C.S BHA</u>	TT UDC(HS)2
eFile electronic	file system			Search	Advan	ced   Help
1	Dispatch No. Wise D	ispatch Report				
Receipts	Đ					
Files	÷	Dispatch Data Espera*	10/09/2014	Ta* 22/09/2014 🛤		
Migrate File	Ð	Dispatch Date From		10. 20103/2024		
Dispatch	÷	Sender :	Choose one	Dispatch Mode : Choose one 🗸		
Dispatch		Language :	Choose one V	Postal Mode : Choose one 🗸		
DSC	± 1			Submit		
Reports	Ξ					
Settings	Ð					
Notification	Đ					

### Fig.eFile.263

As a result, the PDF report gets generated with details as shown as:

e	eoffice											
	Dispatch No Wise Dispatch Report (10/09/2014 to 23/09/2014)											
Sec	tion: O/	o of HS(N	AHA)	_						Date: 23	-Sep-20	14
S. No.	File No.	Receipt Comp No. & Year	CRU Dispatch No. Year & Date	Sent To Address	Subject	Sender	Sent Through Sent Date	Medium	Remarks	Language	Postal Mode	Postal Charge
1	A- 11011/132/ 2014-O/o of HS(MHA)	232196/201 4/O/o of HS(MHA) 2014	I/3004412/2014 23/09/2014 11.14 AM	dsadsad dsadasd	dsadasdasd	ANIL GOSWAMI	Self 23/09/2014 11.14 AM			English		
2	A- 11011/132/ 2014-O/o of HS(MHA)	232196/201 4/O/o of HS(MHA) 2014	I/3003995/2014 11/09/2014 12.42 PM	dsadsad dsadasd	dsadasdasd	ANIL GOSWAMI	Self 11/09/2014 12.42 PM			English		
3		232196/201 4/O/o of HS(MHA) 2014	I/3003996/2014 11/09/2014 12.42 PM	dsadsad dsadasd	dsadasdasd	ANIL GOSWAMI	Self 11/09/2014 12.42 PM			English		
4	A- 11011/132/ 2014-O/o of HS(MHA)	232196/201 4/O/o of HS(MHA) 2014	l/3004413/2014 23/09/2014 11.16 AM	dsadsad dsadasd	dsadasdasd	ANIL GOSWAMI	Self 23/09/2014 11.16 AM			English		
5	A/3/2014- CS-ID	232197/201 4/O/o of HS(MHA) 2014	I/3004387/2014 22/09/2014 5.24 PM	tewtwet twetwetwet	wetewtwet	SUNIL KUMAR DHAWAN	Self 22/09/2014 5.24 PM			English		
6	A/3/2014- CS-ID	232197/201 4/O/o of HS(MHA) 2014	I/3004371/2014 22/09/2014 3.34 PM	tewtwet twetwetwet	wetewtwet	SUNIL KUMAR DHAWAN	Self 22/09/2014 3.34 PM			English		
7		232324/201 4/O/o of HS(MHA) 2014	I/3004327/2014 19/09/2014 5.30 PM	Shiv Chand, Ex CT BSF Vill-Kari, Via- Jakhal, Dist Jhunjhunu(Rajasthan	receipt 2	SUNIL KUMAR DHAWAN	Self 19/09/2014 5.30 PM			English		



#### Dispatch Report (Receipt No. Wise)

This selection generates a **PDF** report that contains a list of Dispatches made by the users organization unit with respect to the Dispatch Number generated in the Receipts.

#### To generate this report, user has to perform the following steps:

Click the Dispatch Report (Receipt No. Wise) link under Reports.

After filling the details click on the Submit Button as shown in Fig.eFile.265

									C.S BHATT UDC(HS)2
eFile electronic file sy	ystem						Search	£	Advanced   Help
	Receipt No. Wise Dispatch Re	eport							
Receipts +									
Files (+)	Dispatch	Date From* 23/0	9/2014	17		To*	23/09/2014		
Migrate File + Dispatch + Dispatch +		All Ackni Close DO L	owledged and Added to GO etter		^		All Accounts related matters Acheivment ACR related matters	^	
DSC +	Dispatch	Type : DO L Endo GO GO Lette Lette	etter rsement r		<b>~</b>	Category :	Advances All Estates related matters Allocation and distribution work AMC & Demand AMC/FSMA cases Annual Property Return	~	
Notification +	VIP :	Choo	se one 💙				-		
						Submit			

Fig.eFile.265

As a result, the PDF report gets generated with details as shown as:

e	Office			Receipt No W (23/09/201	/ise Dispatch Report 4 to 23/09/2014)		
Section	n: O/o of HS(MHA	\$)				Date :	23-Sep-2014
S. No.	Receipt No. / Year	VIP	Category	Sender's Name/ Address	Subject	Dispatch Type	Dispatch no. / Date
1	233557/2014/O/o of HS(MHA) 2014		All Estates related matters	hgjg fghfg	Bussiness		l/3004388/2014 23/09/2014 9.37 AM
2	233557/2014/O/o of HS(MHA) 2014		All Estates related matters	hgjg fghfg	Bussiness		l/3004389/2014 23/09/2014 9.39 AM
3	233557/2014/O/o of HS(MHA) 2014		All Estates related matters	hgjg fghfg	Bussiness		l/3004390/2014 23/09/2014 9.42 AM
4	233618/2014/OFFICE OF NSA 2014		Allocation and distribution work	Gopal Gaur Address1Address2	Gopal written lengthy remark to test the functionality of displaying remark in reminder report-01 Gopal written lengthy remark to test the functionality of displaying remark in reminder report-02		I/3004396/2014 23/09/2014 9.53 AM
5	233634/2014/PM section 2014		HLC Meeting	D1 Dq	jajaja7777777		I/3004411/2014 23/09/2014 11.06 AM
6	232196/2014/O/o of HS(MHA) 2014		Appointment of part time directors in the board of PSU's	dsadsad dsadasd	dsadasdasd		l/3004412/2014 23/09/2014 11.14 AM
7	232196/2014/O/o of HS(MHA) 2014		Appointment of part time directors in the board of PSU's	dsadsad dsadasd	dsadasdasd		l/3004413/2014 23/09/2014 11.16 AM
8	233634/2014/PM section 2014		HLC Meeting	D1 Dq	jajaja7777777		I/3004416/2014 23/09/2014 11.34 AM



# Settings

This section helps the user to change the preferences/settings in eFile application. The Setting section incorporates following modules for the user:

9	
Receipts	+
Files	+
Migrate File	+
Dispatch	+
Dispatch	+
DSC	+
Reports	+
Settings	
Preferences	
Address Book	
• User Groups	
<ul> <li>Deactivate DSC</li> </ul>	
Transfer	
Deactivate DSC     Transfer     Search Privilege	
Deactivate DSC     Transfer     Search Privilege     Configuration	
<ul> <li>Deactivate DSC</li> <li>Transfer</li> <li>Search Privilege</li> <li>Configuration</li> <li>Section Assignment</li> </ul>	ent

Fig.eFile.267

### **Preferences:**

This module facilitates the user to change the general preferences and customize the application as per user requirement as shown in Fig.eFile.268.

Preferences module is divided into following sections:

- **General Settings** : It helps the user to modify the General Settings like:
  - Max # of records/page: Refers to numbers of records that listed in a page
  - Auto Save Duration: Refers to set mode into Auto save while making any note in eFile Application
- o Alert Settings: It helps the user to set alerts on Mobile, Email, Both or None.



- List View Settings: It helps the user to change the default view mode of Files/Receipts. User can set it to Electronic view, physical view or Default view which comprises of both.
- o **DSC Settings:** It helps the user to view the current status of DSC installed to his/her account (if any).
- Editor Setting: It helps the user to customize the File inner page setting as per requirement. User can set the Font Size of noting editor. And can set the expanded view of Noting or Draft as per requirement.
- **Correspondence View Setting**: User can set the correspondence view size and type as per the requirement.

#### To change the settings, user has to perform the following steps:

1. Click the Preferences Link under Settings section

As a result, Preferences page appear, as shown in Fig.eFile.267:

	🏅 <u>с.s вн</u> /	TT UDC(H	<u>s)2</u>
eFile electronic file system	Advar	ced   Helj	þ
cFile electronic file system     Receipts     Files     Migrate File   Migrate File   Dispatch   Dispa	Advar	ced   Hel	
> Search Privilege       Editor Font Size       20       Noting Expanded View       Draft Expanded View         > Configuration       Correspondence View Settings       Correspondence View Size       Correspondence View       Toc         > Search Privilege       Correspondence View Size       1       Correspondence View       Toc         > Section Assignment       Correspondence View Size       1       Correspondence View       Toc         Notification       +       -       -       -       -			
Save			

Fig.eFile.268

2. Click the **Save** (Bave) Button to save the altered changes.



#### Address Book:

This module facilitates the user to create the group and add new contact/user into that group which helps the user while diarizing of a correspondence.

#### To create Group and add users to the group, user has to perform the following steps:

1. Click the Address Book Link under Settings section.

As a result, new window appears as shown in Fig.eFile.269:

				👗 <u>c.</u>	BHATT UDC(HS)2
eFile electronic file system			Search	P	Advanced   Help
Receipts   Files   Migrate File   Dispatch   Disp	Group Name : All Contacts       A.Anbarasu       Aarohi Development & Research Centre       A. Anul Dhas, Ex:SI BSF       Ashravam       Abdush Kumar       Abdush Kumar       Abdul Hadi       Abdul Hamid       Abdul Rehman Bhat       ABHA SHUKLA       <<<1234 567 8 9 10 >>>	Add New Contact	Add to : Choose One S <u>Email-10</u>	earch : • Group	

#### Fig.eFile.269

2. Click the Add New Group (Add New Group) button, as a result new window appears. Enter the Group name and click the Save button, as shown in Fig.eFile.270:



Fig.eFile.270

As a result, a new group is created

### Now to add users to the created group:

1. Click the Group in which user is required to be added up, as shown in Fig.eFile.271:



F)	
Show All Contacts	
Groups	-
	Î
Training	iii.
test group	Û
Section officer	Â

Fig.eFile.271

2. Click the Add New Contact (Add New Contact) button (Fig.eFile.269), as a result, user info page appears, shown in Fig.eFile.272:

			SCS BHATT UDC(HS)2
eFile electronic file system		Search	Advanced   Help
Receipts       •         Files       •         Migrate File       •         Dispatch       •         Sectings       •         > Preferences       •         > Address Book       •         • User Groups       •         > Deactivate DSC       •         • Transfer       •         > Search Privilege       •         • Section Assignment       •         Notification       •	VIP Name* Designation Organization Email Address 1 * Address 2 Country State City Pin Code Mobile Ministry Department Telephone	Choose One   Advanced Help	
	L'ane Call		

Fig.eFile.272

3. Fill the required metadata and Click the **Save** button (Fig.eFile.272).

As a result, the user gets added up in the selected group.



#### **User Groups:**

This module facilitates the user to create a group and add user list to that created group which 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 and add users to the group, user has to perform the following steps:

1. Click the User Groups Link under Settings section.

As a result, Create Group page appears, as shown in Fig.eFile.273:

Create Group	
Group Name	• Description
test-chandan	test
eoffice123	eoffice123
NIC	
Test Grup	test
admin	
RDD	Create Group



2. Click the Create Group button (Fig.eFile.273), as a result new window appears, as shown in Fig.eFile.274:

Group Name TRAINING TEAM for eOffice modules		
	Search	
Name	Marking Abbr	Org Unit
SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
POONAM SINHA	DPA(PS)	COMPUTER CENTRE
BHAWANA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
SAVITRI JHILDIYAL	DA(SJ)	CONTROLLER OF EXAM
SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
MALKIT SINGH	ALIO(MS)	LIBRARY
		<< 1 2 3 4 5 > >

Fig.eFile.274

3. Enter the Group name and description (if any), click the Create button (Fig.eFile.274).

As a result, a new group is created.

### Now to add users to the created group:

1. Click the Group in which user is required to be added up, as shown in Fig.eFile.275:



2. Select the users from the list which needs to be added up in the selected group and click the **Save** button, shown in Fig.eFile.276:

			C.S BHATT UDC(HS)2_
eFile electronic file s	system		Search Advanced   Help
Receipts     +       Files     +       Migrate File     +       Dispatch     +       Dispatch     +       DSC     +       Reports     +	Group Name * director Description (Select Users from the list to create user group) Search	$\hat{\checkmark}$	
Settings 😑	Name	Marking Abbr	Org Unit
Preferences	VARINDER GUPTA	US(PLANNING-IFD)	OFFICE OF US(PLANNING)
Address Book	ASHOK KUMAR BAWALIA	AFA(PERS)	OFFICE OF US AFA(PERS)
User Groups	SADHNA SHARMA	ASSTT(SS)-(OL)	OFFICE OF ASST. DIR(HINDI)
Deactivate DSC	BALJEET SINGH	PS(BS)	OFFICE OF UTS-I
Transfer	T.K TRIVEDI	ASST(T)-HS	O/o of HS(MHA)
Search Privilege	UMA MAGESH	SO(NE-II)	OFFICE OF NE-II
Configuration	ASHWANI KUMAR DIALANI	SO(R&I) Coord.III	R&I(NB)
Search Privilege	ASHUTOSH	PA-SEC(BM)	Secretary (BM)
Section Assignment	MANOJ KASANA	DC-II	OFFICE OF DS(DM-II)

Fig.eFile.276

As a result, the user gets added up in the selected group.

### Deactivate DSC:

User can Deactivate/Delete the DSC enrollment through Deactivate link and for Activation link Activate can be used. User can also check the history of registered DSC by clicking the History link, as shown in the Fig.eFile.277:



								👗 <u>c</u>	.S BHATT	UDC(HS)2
eFile electronic file	system						Search	P	Advanced	Help
Passints (t)									Signing C	ertificate
Files (±	Certif	icate Information				Search By User Name:				Search
Migrate File 😐	SI.No	. Certificate	Туре	Validity	Enroll Date	User Name	DeActivation Date			
Dispatch (+)	1	Khetwal Pankaj Kumar - 14734124	Signin	23-09-2015 11:12	23-09-2014 12:29	C.S BHATT			Deactivate	History
Dispatch (±	2	Khetwal Pankaj Kumar - 14734124	Signin	23-09-2015 11:12	23-09-2014 10:50	MRUTYUNJAYA MISHRA	23-09-2014 11:43		Activate	<u>History</u>
DSC (+)										
Reports 🛨										
Settings										

### Transfer

Only Admin has access to this module. In case, an employee is transferred, Admin can transfer his/her data (Files/ Receipts) from his/ her account to any other particular employee's account. Then onwards the transferred data will be worked upon and handled by that employee.

Refer to **Transfer process**.

#### **Search Privileges**

Admin can set the privileges for search process. Privileges can be set separately for Physical and Electronic Files, Receipts and Dispatch.

Search will be now based on **Search Scope** and **Action Scope**. Both Search Scope and Action Scope can be categorized as follows:

- **Individual** (Search for Sent records is not required, only current location of the record is required).
- **Section**(within the unit) (Search for Sent records is not required, only current location of the record is required).
- Individual Hierarchy Downline (Search for Sent records is not required, only current location of the record is required)
- Section Hierarchy Downline (Search for Sent records is not required, only current location of the record is required)
- **Department** (Search for Sent records is not required, only current location of the record is required).



 Global - (across all the units)- (Search for Sent records is not required, only current location of the record is required)

The steps to set the search privileges for a department are as under:

1. Click the **Search Privilege** Ink as shown in the Fig.eFile.278:

			State C.S BHATT UDC(HS)2
eFile electronic file syste	m	Search	Advanced   Help
Receipts     •       Files     •       Migrate File     •       Dispatch     •       Dispatch     •       DSC     •       Reports     •       Settings     •       •     Address Book       •     User Groups       •     Descrivate DSC	Search Setting - File/Receipt/Dispatch Physical Search Scope Global  Action Scope Global	Search Privilege History	]
Transfer     Search Privilege     Configuration     Search Privilege     Section Assignment     Notification     +     Ext Department     +	Search Scope Global		Save Reset

Fig.eFile.278

2. Choose the required Scope (Search and Action) setting for Physical or Electronic Niles/Receipts from the dropdown (Fig.eFile.278).

4. Click the **Save** button to save the search settings.

A user can view: Search Privilege History Search Privilege History :

It shows the history of Search Settings as shown in Fig.eFile.279:

TAL WORK PLACE SOLUTI	ON					
						C.S BHATT
ile electronic file sys	tem			Sea	rch 🔎	Advanced
	Search Setting - File/Receipt/Dispa	itch				
es (+)					Search Privilege History	
grate File (±)	Physical	Search Privilege His	tory			×
spatch (+)	Search Scope Clobal		,			^
patch 🛨	Giobai	Nature Search Sco	Action Scope	Activation Date	Deactivation Date	
C (+)		P Global	Global	24/03/14 07:37	29/03/14 10:58	
ports (t)		E Global	Global	24/03/14 07:37	29/03/14 10:58	
ports 🖃		P Global	Section	29/03/14 10:58	31/03/14 10:40	
tings 🔄		E Global	Individual	29/03/14 10:58	31/03/14 10:40	
Vieterences		E Global	Section	31/03/14 10:40	31/03/14 12:10	
Iser Groups		P Individual	Individual Hierarchy Downline	31/03/14 10:40	31/03/14 12:10	
Deactivate DSC		P Individual	Individual	31/03/14 12:10	31/03/14 12:17	
ransfer	Electronic	E Individual	Individual	31/03/14 12:10	31/03/14 12:17	
and Division	Liccuonic	E Global	Individual	31/03/14 12:17	31/03/14 12:20	
Configuration	Search Scope Global	P Global	Individual	31/03/14 12:17	31/03/14 12:20	
ection Assignment		P Global	Global	31/03/14 12:20	31/03/14 12:22	
		E Global	Global	31/03/14 12:20	31/03/14 12:22	
ification +		E Individual	Individual	31/03/14 12:22	31/03/14 12:30	
		P. Individual	Individual	31/03/14 12:22	31/03/14 12:30	~

Copyright © NIC, 2014



# Notification

User can view the status of all the reminders set by him on the dispatched documents.

Reminders can be viewed by clicking on the Dispatch Followups tab under notification as shown:

Receipts	+
Files	+
Migrate File	+
Dispatch	Đ
Dispatch	+
DSC	+
Reports	+
Settings	+
Notification	Ξ
Dispatch Follov	vups

Fig.eFile.280

Clicking on the Dispatch Followups, will display all the reminders set by the user with the history of the reminders.

eoffice									
A DIGITAL WORKPLACE BOLUTION							*	C.S BHATT U	DC(HS)2 -
eFile electronic file :					Se	arch	P	Advanced	Help
Receipts +	Close Filter: Today & Pre	vious	<b>~</b>						
Files (+)	Issue No date	* Description	Ministry	* <u>Department</u>	• <u>Address</u>	Type	Issued By	Issued On▼ A	tion
Mierete File (*)	I/3004112/2014 20/09/2014	hyhjoji			gbghj,ghfuy	New/Fresh	C.S BHATT/O/o of HS (MHA)	15/09/2014 <u>C</u>	<u>ose</u> <u>Details</u>
	I/3003984/2014 20/09/2014	Blank1			satru1,New Delhi	New/Fresh	C.S BHATT/O/o of HS (MHA)	11/09/2014 <u>C</u>	<u>ose</u> <u>Details</u>
Dispatch (±)	I/3004093/2014 20/09/2014	ff			hh,hh	Reply	C.S BHATT/O/o of HS (MHA)	12/09/2014 <u>C</u>	ose <u>Details</u>
Dispatch +	I/3004260/2014 20/09/2014	Nf123	Ministry of Civil Aviation (Nagar Vimana Mantralaya)	n	satru,NEW DELHI	Reply	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose <u>Details</u>
DSC ±	I/3004116/2014 20/09/2014	hujh			gbghj,ghfuy	Reminder	C.S BHATT/O/o of HS (MHA)	15/09/2014 C	ose <u>Details</u>
Reports +	I/3004261/2014 20/09/2014	Follow up	Ministry of Civil Aviation (Nagar Vimana Mantralaya)	n	satru,NEW DELHI	Reminder	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose <u>Details</u>
Settings 🛨	I/3004214/2014 19/09/2014	test followup	MINISTRY OF HOME AFFAIRS(Grih Mantralaya)	Department of Home (Grih Vibhag)	Narender Modi,address1	Reply	C.S BHATT/O/o of HS (MHA)	17/09/2014 <u>C</u>	ose <u>Details</u>
Notification 🖃	I/3004251/2014 19/09/2014	rt			rt,tr	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014 C	ose <u>Details</u>
Dispatch Followups	I/3004253/2014 19/09/2014	hg			gh,gh	Reminder	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose <u>Details</u>
Ext Department 😐	I/3004319/2014 19/09/2014	ewqeqwe			rewrwer,ewrrwer	New/Fresh	C.S BHATT/O/o of HS (MHA)	19/09/2014 <u>C</u>	ose Details
	I/3004320/2014 19/09/2014	dewgrewgr erewrer4124			rwqrwqr,rqwrqr	New/Fresh	C.S BHATT/O/o of HS (MHA)	19/09/2014 <u>C</u>	ose Details
	I/3004114/2014 19/09/2014	ууу123			gbghj,ghfuy	Reminder	C.S BHATT/O/o of HS (MHA)	15/09/2014 <u>C</u>	ose <u>Details</u>
	I/3004250/2014 19/09/2014	dffd			-,reerw	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose Details
	I/3004139/2014 19/09/2014	dsafgsdg			saasf,fasfasf	Reply	C.S BHATT/O/o of HS (MHA)	15/09/2014 <u>C</u>	ose <u>Details</u>
	I/3004252/2014 19/09/2014	gh			gh,gh	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose Details
	I/3003997/2014 18/09/2014	Main followup			werw,ewr	New/Fresh	C.S BHATT/O/o of HS (MHA)	11/09/2014 <u>C</u>	ose <u>Details</u>
	I/3004305/2014 18/09/2014	asdsafasf324234234			fdsfdsf,fsdfdsfsd	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose <u>Details</u>
	I/3004303/2014 18/09/2014	fsgfdsgdfg			sdfsdf,fsdfsf fsdfs	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose Details
	I/3004259/2014 18/09/2014	dsfgdsfg			sdg dsgds,dgdfgdfgfd	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014 <u>C</u>	ose <u>Details</u>
	I/3003843/2014 18/09/2014	sahoo			ss1,ss	Reminder	C.S BHATT/O/o of HS (MHA)	03/09/2014 <u>C</u>	ose Details
	Showing 1 to 20 of 97							<< < 1	2345>>>

Fig.eFile.281

Refer to Reminder Process section.

Copyright © NIC, 2014



# Search

Search section helps the user to search the File(s)/Receipt(s) or any Dispatched issue from within the Section/Global/Hierarchal view.

#### There are basically 2 different types of search that user can perform:

- Module search
- Advanced Search

Let's learn about these types one by one:

### Module Search

This type of search allows the user to search the Receipt/File/Dispatch from within the application module only.

*For example* – To find any receipt lying under **Receipt inbox**, user first has to select **Receipt Inbox module** and then can search for that particular receipt. If in case user has selected Receipt inbox module and searching any File or any receipt which is not in receipt inbox, then **Module Search** won't allow the user to give the required result.

#### For module search process, perform the following:

1. Select the application module from which the user want to search, as shown in Fig.eFile.282:

R.	
Receipts	+
Files	Ξ
Inbox (3)	
Fig.eFile.282	

2. Type the receipt number in **Module search field** which user want to search, as we have chosen **Receipt Inbox** module, and click the **Search** () button as shown in Fig.eFile.283:

	Search	D-17015	P	Advanced
rarchical View My Files	archical View	My Files		-

Fig.eFile.283

As a result, Search result appears, as shown in Fig.eFile.284:

a electronic file system						Search E-12	
			Search Result	s (File/Inbox)			
Actions	▼ <u>Computer No</u>	▼ <u>File No.</u>	* <u>Subject</u>	▼ <u>Owner</u>	▼ <u>Sent On</u>	▼ <u>Sender</u>	
Send Details	P 5570	E-12/8/2013-CC	ftyhh	ALOK PANDEY	11/06/13 04:19	AJAY KUMAR DHIMAN	



If the searched file is received physically ( $\mathbf{P}$ ), then user first need to receive it by clicking on receive link, only then action can be performed further.

If the searched file is received electronically (*E*), then user can directly perform any action.


### **Advance Search**

### SEARCHING FILES/RECEIPTS/DISPATCH [BY USER]

Search has been personalized and customized and has been divided into different section based on the Parameters:

- Generic Search Parameters
- Basic Search Parameters
- Advanced Search Parameters

**Generic Search Parameters**- These parameters basically include filters that are configured by the eOffice Administrator at the application level. In addition, some user specific parameter(s) such as, Origin is also included in this section, based on which user can filter the records of the outside department (only in case of File(s)).

Generic Search Param	neters				
Search For	File	Creation Year	2014	Origin	Internal 🗸
Nature	All	Physical Scope	Section 🗸	Electronic Scope	Section

### Fig.eFile.285

**Basic Search Parameters**- These parameters comprises of basic parameters based on which Files/Receipts/Dispatch are mostly searched. For example, Computer No., File No., Subject in case of Files/receipts and Dispatch No., Sent To and Subject in case of Dispatch.

Basic Parameters Advance Parameters			
Computer No	File No	Subject	

### File Basic Parameters Fig.eFile.286

Basic Parameters	Advance Parameters								
Computer No			Receipt No				Subject		
Diary Date	17	17	Main Category	Choose one		<b>~</b>	Sub Category	Choose one	[
Name of sender			Letter Date	17	17				

### Receipt Basic Parameters Fig.eFile.287

Basic Parameters Advance Parameters				
Dispatch No	Reminder of Dispatch No	Sent To	Subject	

**Dispatch Basic Parameters Fig.eFile.288** 



Advanced Search Parameters- These parameters all the advanced parameters such as File Heads,

Classified, Action, Pervious & Later reference, etc in case of File module; Delivery Mode, Ref. Letter No., Diary Remarks, etc, in case of Receipt module and Dispatch Through, Dispatch Date, Language, etc, in case of Dispatch module. Advanced parameters are mainly used in case user is not sure about exact details of Files/Receipts/Dispatch to be searched.

Basic Parameters	Advance Parameters							
Computer No			File No			Subject		
Category	Select Main Category	~	Sub Category	Select Sub Category	~	Classified	Choose one	~
Previous Reference			Later Reference			Creation Date	17	17
Old Phy File No								
File Heads	Select Basic Head	~	Select Primary Head	~	Select Secondary Head	✓	Select Tertiary Head	~
Reseived From	Select	Department	~	Select Section		~		
C Received From	Date	17	17	Remarks		Action 0	Choose one	~
		File No. Subject		Opening Date	rrently With Section		Forward Remark	Pending Day(s)
Output Fields: Status								

### File Advanced Parameters Fig.eFile.289

Basic Parameters	Advance Parameters					
Computer No		Recei	ot No		Subject	i
Diary Date	17	Main Cate	gory Choose one	~	Sub Category	Choose one
Name of sender		Letter	Date 17	17		
Delivery Mode	Choose one	Diary Ren	arks		7	
Letter Ref. No		Received	Date	7		
Ministry	Choose one	✓ Depart	ment Choose one		]	
State	Choose One	~	City		_	
Organisation		Clas	ified Choose one	~	]	
Designation		Dealing	land Choose one	~	]	
Address						
	Choose one		ame Choose one		1	
vir type				Ľ	1	
	Received From O Sent To	Select Department	$\checkmark$	Select Section	✓	
		Date 🔽	17	Remarks	A	ction Choose one

### **Receipt Advanced Parameters Fig.eFile.290**



To use the search based on the aforesaid parameters, user can use the Advanced link in the application as follows:

1. Click **Advance** link as shown in Fig.eFile.291:

							4	C.S BHATT UD	C(HS)2
eFi	e electronic file system					Search	Q	Advanced	Help
	Generic Search Param	eters							
	Search For	File	Creation Year	2014		Origin	Internal		~
	Nature	All	Physical Scope	Section	~	Electronic Scope	Section		~
	Basic Parameters	Advance Parameters							
	Computer No		File No			Subject			
	Category	Select Main Category	Sub Category	Select Sub Category	~	Classified	Choose one		~
	Previous Reference		Later Reference			Creation Date	17		17
AND	Old Phy File No		]						
EXP	File Heads	Select Basic Head	Select Primary Head	V	Select Secondary Head		Select Tertiary Head		~
	Received From	Select Department		Select Section		Action	Choose one		~
	Output Fields: All Status	Computer No File No Subje	ct 🗹 Location 🗌	Opening Date Cu	urrently With Sectio	n 🗌 Department 🛛	Forward Remark	Pending Day(s	)
		s	earch Files						

### Fig.eFig.291

- 2. Enter the Generic Search Parameters.
- 3. For Output fields, set the checkbox to TRUE for Computer no/File No/Subject/Path etc.

Only the checked fields will be viewed in the Search Output records.

### Note: By Default:

Some output fields will be marked as selected. If required user can select any of the Output fields as per the requirement.

Records will be searched based on Section Scope, displaying the location of the records, where ever it is currently lying in the application.

4. Click the Search Files Search Files button. (Fig.eFile.291)

As a result, the records get displayed as per the selected input parameters. User can perform the actions on the searched records by selecting the searched record and click the action accordingly (Fig.eFile.291).



# **Closing / Reopening Process for Files**

### IMPLEMENTATION PROCESS FOR FILE CLOSING/REOPENING

### **Process for File Closing:**

1. Open the file from the file inbox and **initiate the request for closing from the File Inner Page** using the **More→Close File→Send for Approval** link from the menu bar.

					🛎 ASHC	K SHUKLA	DS(DM-II) -
eFile electronic file s	rstem			Search	Q	Advance	i   Help
Receipts       •         Files       •         > Inbox (38)       •         > Submitted Files for       •         > Created       •         • Drafts       •         • Completed       •         • Closed       •         • Closed       •         • Closed       •         • Conversions       •         • Drafts       •         • Conversions       •         • Drafts       •         • Completed       •         • Physical File       •	Computer No: 3237863 File No: 40-8/2014-NDM-II Subject: Non- Monetary Incentiv Noting Correspondence Draft References Link Details Movements Edit F Add Green Note Add Yellow Note 23/01/2014 3:21 PM MRUTYUNJAYA MISHRA (HC(DM-II)) 23/01/2014 3:26 PM ASHISH KUMAR PANDA (US-1(DM-II))	Scheme - Ser	Award of Certific	More   Close File Park File Park File History Create Volume Merge Details No Atta	Sand for approval	1/1	Quick View

Fig.1

2. On clicking the **Send for Approval** link, user will be asked to provide mandatory remarks for initiating the closing process of the file and click on "send" button. A message asking for the confirmation will appear on user screen, click "OK".

		SHOK SHUKLA DS(DM-II) -
eFile electronic file syst	em Search Search	Advanced   Help
Receipts + Files -	Computer No: 3240873 File No: E-12011/13/2014-OFFICE OF DM-II Subject: Amit - Third Case Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More   Computer No: 3240873 File No: E-12011/13/2014-OFFICE OF DM-II Subject: Amit - Third Case ToC Recent All Previous Notings ToC Recent All Previous Notings	Quick View
<ul> <li>Inbox (38)</li> <li>Submitted Files for</li> <li>Closing Approval</li> <li>Created</li> </ul>	Computer No 3240873 File No E-12011/13/2014-OFFICE OF DM-II Subject Amit - Third Case	
Orafts     Completed     Parked     Closed	Remarks	
Closed Files     Submitted Files for     Reopening Approval	Cancel Send	
Sent     Conversions     Drafts	HARISH CHANDER BABBAR (ASST-3(DM-III)) Digitally Signed	ed with this file.

Fig.2



Note: By default, in the Section field, name of the Section will be displayed in which the file was created.

- An Alert message will appear confirming that the "Request for approval of File Closing has been sent." Click "OK".
- 4. File(s) which have been submitted by the user for Closing Approval can be viewed from default subfolder "Submitted Files for Closing Approval" in user File Inbox.

								2	ASHOK	SHUKLA	<u>DS(DM-II)</u> →
eFile electronic file sys	eFile electronic file system Search										
Receipts (+)	Date Range : 29/0 View	6/2010 To 10/09/2014									
Files 😑	Computer	File Number	Initiated By	_ <u>Initiated</u> On	Approved/Rejected .	Approved/Rejected	Dealing Section	• <u>Remarks</u> •	Status 🔹	Action	•
▶ Inbox (38)	E 3240873	E-12011/13/2014-OFFICE OF DM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 05:48			OFFICE OF DM-II	work is completed	Pending	<u>Cancel</u>	View Approvers
Closing Approval	E 3237863	40-8/2014-NDM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 02:32	Deepika Saini Steno- 1(DM-II)	10/09/14 04:54	OFFICE OF DM-II	May close the file	Approved	<u>Close</u>	View Approvers
Created	E 3240946	E-12012/6/2014-OFFICE OF DS(DM-III)	ASHOK SHUKLA DS(DM-II)	25/08/14 12:18			OFFICE OF DS(DM-II)	closing Approval	Pending	<u>Cancel</u>	View Approvers
Drafts     Completed	P 3063488	45-11/2008-NDM-VI/II	ASHOK SHUKLA DS(DM-II)	07/08/14 03:08			Secretary (BM)	Request for closing	Pending	<u>Cancel</u>	<u>View Approvers</u>
- completed											

Fig.3

5. From "Submitted Files for Closing Approval" sub-folder, from "Status" column user can check the status of the file(s) for which he had initiated the closing request and from "Action" column he can also "<u>Cancel</u>" that initiated request only if the Status of the file is shown as "Pending" and the file will move back to user File Inbox after filling the remarks.

Note: After Cancellation of the request, user has to again follow the complete process of request for closing approval to resubmit the request.

Also, from "View Approvers" link, the user can view the names of all the user(s) who are having the Approver role in the section where the file was created.

			1	ASHOK SHUKLA DS(DM-II) -
eFile electronic file sy:	stem		Search	Advanced   Help
	Date Range : 29/06/2010 To 10/09/2014	 	1	
Receipts +	view	Cancel remarks		
Files 😑	□ ▼ Computer No ▼ Initiat	Note: Cancelled File will be moved to File Inbox	Dealing Section Remarks	▼ <u>Status</u> ▼ <u>Action</u> ▼
Inbox (38)     Submitted Files for		Wrongly Initiated	OFFICE OF work is DM-II completed	Pending Cancel View Approvers
Closing Approval	E 3237863 40-8/2014-NDM-II DS(DN	Remarks *	DM-II file	Approved <u>Close</u> <u>View Approvers</u>
Created	E 3240946 E-12012/6/2014-OFFICE OF DS(DM-III) ASHO DS(DM		OFFICE OF closing DS(DM-II) Approval	Pending Cancel View Approvers
Drafts     Completed	P 3063488 45-11/2008-NDM-VI/II ASHOF DS(DN	OK Cancel	Secretary (BM) Request for closing	Pending Cancel View Approvers
Parked			J	

Fig.4



Note: The file(s) in this sub-section will be only in Read-Only mode and no action can be performed in the file.

6. **The user(s) who is/are having the role of Approver** by clicking on "Approval Requests" section in File module will be able to view all the request of closing/reopening sent to him/her for the files which were created by the Approver's Section and are now initiated for closing/reopening by other user(s).

							🚪 <u>Deepika Sai</u>	ni Steno-1	<u>(DM-II)</u>
eFile electronic file sy	ystem				Search			ivanced	Help
Receipts +	Date Range : 29/06 Approve   Reject	/2010 To 10/09/2014   View							
Files 😑	Computer No	• <u>File Number</u>	▼ <u>Initiated By</u>	▼ <u>Initiated On</u>	Remarks	▼ <u>Status</u> ▼	Request Type	• <u>Approve</u>	Reject
▶ Inbox (3)	E 3237863	40-8/2014-NDM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 02:32	Work is completed	Pending	Closing Request	Approve	Reject
Closing Approval	E 3241067	GR/17/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 11:12	dsfsdfsdfsdaf	Pending	Closing Request	Approve	Reject
► Created	E 3241217	A-13/17/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 11:07	sdfsd	Approved	Closing Request	Approve	Reject
Drafts	E 3241107	A-12014/3/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 10:32	approved	Closed	Closing Request	Approve	Reject
Completed	E 3241063	A-12014/2/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	01/09/14 04:11	ok1	Pending	Closing Request	Approve	Reject
Approval Requests	E 3241053	ggretrg	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI ASS -1(DM-II))	T 28/08/14 12:50	approved gopal	Reopened	Reopening Request	Approve	Reject
► Closed	E 3241053	ggretra	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI ASS -1(DM-II))	T 28/08/14 12:42	Approved	Closed	Closing Request	Approve	Reject
→ Closed Files	P 3241049	fff121	MRUTYUNJAYA MISHRA HC(DM-II)	28/08/14 12:21	approved	Closed	Closing Request	Approve	Reject

Fig.5

7. After clicking on Approval Requests, User can Approve or Reject the request of closing/reopening of the file by providing mandatory remarks for the same.

									Deepika Sa	ini Steno-:	L(DM-II) ▼
eFile electronic file sy	ystem						Search		P A	dvanced	Help
Preside (1)	Date Range : 29/06/	/2010 To 10/09/2014	Approval P	omarka							
Filer	Computer		Approval R	emarks		. Maria					<u></u>
► Inbox (3)	No No	File Number	Approval remarks		Υ.	<u>Initiated On</u> * 10/09/14	Work is	* <u>Status</u> *	Request Type	<u>Approve</u>	Reject
Submitted Files for	✓ E 3237863	40-8/2014-NDM-1	May close Remarks *	e the File		02:32 02/09/14	completed	Pending	Closing Request	Approve	Reject
Closing Approval	E 3241067	<u>GR/17/2014-OFFI</u>				11:12 02/09/14	dstsdtsdtsdat	Pending	Closing Request	Approve	Reject
+ Drafts	E 3241217	A-12014/3/2014-	ОК	Cancel		11:07 02/09/14	approved	Closed	Closing Request	Approve	Reject
→ Completed	E 3241063	A-12014/2/2014-OFFIC	E OF DM-II RAJENDER PAR	SAD GANDHI ASST(RPG)		10:32 01/09/14	ok1	Pending	Closing Request	Approve	Reject
Parked     Approval Requests	E 3241053	<u>agretra</u>	HARISH CHAN -1(DM-II))	DER BABBAR (DINESH KUMAR P	RAJAPATI ASST	04:11 28/08/14 12:50	approved gopal	Reopened	Reopening Request	Approve	Reject
			UADTEL CUAN	NED BABBAD (NTNECH VIIMAD D	DA1ADATT ACCT	10/10/14					

Fig.6

8. Once the Approver, Approve or Rejects the file:

8(a). History of the files which were Approved or Rejected is maintained in the Approval Requests module.

8(b). 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**".

NIGETAL WORK PLACE SOLUT	104		-								
								8	ASHOK	SHUKL	A DS(DM-II)
File electronic file syst	tem						Search		ρ	Advance	ed   Help
Receipts 🛨	Date Range : 29/06 View	i/2010 To 10/09/2014									
iles 😑	Computer	File Number	Initiated By	Unitiated	Approved/Rejected . By	Approved/Rejected	Dealing Section	Remarks	Status 🔻	Action	
Inbox (38)	🗹 E 3240873	E-12011/13/2014-OFFICE OF DM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 05:48	Deepika Saini Steno- 1(DM-II)	10/09/14 06:14	OFFICE OF DM-II	file may be closed	Approved	Close	View Approve
Closing Approval	E 3237863	40-8/2014-NDM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 02:32	Deepika Saini Steno- 1(DM-II)	10/09/14 04:54	OFFICE OF DM-II	May close the file	Approved	<u>Close</u>	View Approve
Created	E 3240946	E-12012/6/2014-OFFICE OF DS(DM-III)	ASHOK SHUKLA DS(DM-II)	25/08/14 12:18			OFFICE OF DS(DM-II)	closing Approval	Pending	<u>Cancel</u>	View Approve
Drafts     Completed	P 3063488	45-11/2008-NDM-VI/II	ASHOK SHUKLA DS(DM-II)	07/08/14 03:08			Secretary (BM)	Request for closing	Pending	<u>Cancel</u>	View Approve
Darked											

# Fig.7

9. After getting the approval, the user then closes the file by clicking on "Close".

		Store a store and
eFile electronic file sy	tem	Search Advanced   Help
Receipts     +       Files     -       > Inbox (38)     -       Submitted Files for Closing Approval     -       > Created     -       > Drafts     -       > Completed	Date Range : 29/06/2010 To 10/09/2014           View         Closing remarks <ul></ul>	cted     Dealing     Remarks       Section     File may be     Status * Action       OFFICE OF     file may be     Approved Close       OFFICE OF     May close the     Approved Close       OFFICE OF     May close the     Approved Close       OFFICE OF     Correct of Close     View Approvers       OFFICE OF     Close     View Approvers       OFFICE OF     Close     View Approvers       OFFICE OF     Close     View Approvers       Secretary (BM)     Request for closing     Pending Cancel View Approvers
Parked		



10. The files which are closed by the user will be in the users "Closed Files" sub-section under "Closed" section in the File module.

				8	ASHOK SHUKLA DS(DM-II) -
eFile electronic file sys	stem			Search	Advanced   Help
	Reopen				
Receipts (±)	Comput	er No 🔻 👻 Number	▼ Subject	▼ <u>Closed on</u>	▼ <u>Closing Remarks</u> ▼
Files 😑	3237863	E 40-8/2014-NDM-II	Non- Monetary Incentive Scheme - Award of Certific	10/09/14 06:26	work finished
▶ Inbox (38) Submitted Files for ◆ Closing Approval	3240873	E E-12011/13/2014-OFFICE OF DM	I-II Amit - Third Case	10/09/14 06:21	work completed on file
▶ Created					
<ul> <li>Drafts</li> </ul>					
→ Completed					
▶ Parked					
▶ Closed					
Closed Files					
Submitted Files for Reopening Approval					





### **Process for File Reopening:**

- 1. If a file needs to be Re-open, user clicks the **Closed Files** sub section under **Closed** section in the **File module.**
- 2. Select the appropriate file from the **Closed Files** sub section and click the **Reopen** link from the main menu bar to initiate the process of Reopening.

				-	ASHOK SHUKLA DS(DM	<u>-II)</u> ▼
eFile electronic file sy	ystem			Search	Advanced   Hel	lp
Pasaints (+)	Reopen					
Neceipts	Computer No	▼ ▼ <u>Number</u>	▼ Subject	<del>▼</del> <u>Closed on</u>	▼ <u>Closing Remarks</u>	
Files 🔄	3237863	E 40-8/2014-NDM-II	Non- Monetary Incentive Scheme - Award of Certific	10/09/14 06:26	work finished	
▶ Inbox (38)	3240873	E E-12011/13/2014-OFFICE OF DM-II	Amit - Third Case	10/09/14 06:21	work completed on file	
<ul> <li>Submitted Files for</li> <li>Closing Approval</li> </ul>						
▶ Created						
→ Drafts						
→ Completed						
Parked						
▶ Closed						
Closed Files						
Submitted Files for Reopening Approval						

## Fig 10

- 3. On clicking the **Reopen** link, user will be prompted :
  - a. In case user is not having the approval for reopening the file, a message appears, "You are not privileged to reopen the file. Approval is required to reopen the file. Do you want to request for reopening approval?"

					8	ASHOK SHUKLA DS(DM-II) -
eFile electronic file sys	stem			Search		Advanced   Help
Receipts +	Reopen	v v Number		Confirm	7	w Closing Demarks
Files ► Inbox (38) Submitted Files for Closing Approval	<ul> <li>✓ 3237863</li> <li>3240873</li> </ul>	E 40-8/2014-1 E E-12011/13	•	You are not privileged to reopen the file. Approval is required to reopen the file. Do you want to request for reopening approval?	6:26 6:21	work completed on file
Created     Drafts     Completed					_	
▶ Parked				Fig.11		



b. If user selects **"OK"**, user will be asked to provide mandatory remarks for initiating the reopening process of the file and click on "send" button. A message asking for the confirmation will appear on user screen, click "**OK**".

			SCHOK SHUKLA DS(DM-II)
eFile electronic file sy	stem	Sea	arch Advanced   Help
Receipts 🛨	Reopen		
Files       > Inbox (38)       > Submitted Files for       Closing Approval       > Created       > Drafts       > Completed       > Parked       > Closed       > Closed Files       Submitted Files for       * Submitted Files for       * Submitted Files for	Computer № ▼ Number 3237863 E 40-8/2014-NDM-II 3240873 E E-12011/13/2014-OF	Send for Reopening Approval details Computer No 38606 File No PullUpMultipleMovement Subject PullUpMultipleMovement Section* CMO-(VIKAK) Remarks*	Closed on Closing Remarks     Colored Remarks     Control Rem

Fig.12

Note: In case user is having the Approver role, user can reopen the file(s) which were created by the approver users section.

4. File(s) which have been submitted by the user for Reopening Approval can be viewed from default sub-section "Submitted Files for Reopening Approval" in users **Closed** section in the **File module**.

								SHOK SHUKL	A DS(DM-II) -
eFile electronic file sy	ystem					Sea	arch	Advanc	ed   Help
Receipts +	Date Range : 30/06 View	6/2010 To 11/09/	2014						_
Files 😑	Computer No	▼ <u>File Number</u>	▼ Initiated By	Thitiated On      ▼ Appr     By     By	oved/Rejected _ Approver On	d/Rejected _ Dealing Section	▼ <u>Remarks</u>	▼ <u>Status</u> ▼ <u>Action</u>	•
Inbox (38)     Submitted Files for     Closing Approval     Created     Drafts     Completed     Parked     Closed	✓ E 3237863	40-8/2014-NDM	II ASHOK SHUKLA DS(DM-II)	11/09/14 10:54		OFFICE OF II	DM- file is needs to be reopened	Pending <u>Cancel</u>	<u>View Approvers</u>

Fig.13



5. By clicking "Submitted Files for Reopening Approval" sub-section, under "Status" column user can check the status of the file(s) for which he had initiated the reopening request and from "Action" column he can also "<u>Cancel</u>" that initiated request only if the Status of the file is shown as "Pending" and the file will move back to user Closed Files sub-section after filling the remarks.

Note: After Cancellation of the request, user has to again follow the complete process of request for reopening approval to resubmit the request.

Also, from "View Approvers" link, the user can view the names of all the user(s) who are having the Approver role in the section where the file was created.

								👗 <u>RAJEN</u>	DER PARSAD	GANDHI	ASST(RP	<u>G)</u> •
eFile electronic file s	ystem						Search		P	Advance	d   Help	
Receipts 🛨	Date Range : 29/0 View	6/2010 To 10/09/201	1	Cancel remark	S	1						
Files	Computer No	▼ <u>File Number</u>		Note: Cancelled File will be m	oved to Closed Files	Rejected By 👻	Approved/Rejected On		▼ <u>Remarks</u>	▼ <u>Status</u>	Action	•
Submitted Files for	E 3241245	C-14/8/2014-OFFI			^	AY ASST	08/09/14 02:18	OFFICE OF NSA	REJECTED	Rejected	Move to in	<u>nbox</u>
Closing Approval	E 3241067	GR/17/2014-OFFI		Remarks *	~			OFFICE OF DM-II	dsfsdfsdfsda	f Pending	<u>Cancel</u>	
Created	E 3241217	A-13/17/2014-OFF			ocal	ni Steno-1(DM	02/09/14 11:08	OFFICE OF DM-II	sdfsd	Approved	Close	
Completed	E 3241063	<u>A-12014/2/2014-0</u>			ncer			OFFICE OF DM-II	ok1	Pending	<u>Cancel</u>	
▶ Parked	✓ P 3233639	15023/64/2013-NSA		ASST(RPG)	03:37			OFFICE OF NSA	testing	Pending	<u>Cancel</u>	
▶ Closed												
→ Closed Files												

Fig.14

Note: The file(s) in this sub-folder will be only in Read-Only mode and no action can be performed in the file.

 The user(s) who is/are having the role of Approver by clicking on "Approval Requests" section in File module will be able to view all the request of closing/reopening sent to him/her for the files which were created by the Approver's Section and are now initiated for closing/reopening by other user(s).

A DIGITAL WORKPLACE SOLUTION							<u>Deepika Sai</u>	ni Steno-1	.(DM-II) 🔻
eFile electronic file s	ystem				Search			dvanced	Help
Receipts +	<u>Date Range : 29/06</u> Approve   Reject	/2010 To 10/09/2014   View							
Files	Computer No	▼ <u>File Number</u>	r Initiated By	• Initiated On	Remarks	* <u>Status</u>	Request Type	• <u>Approve</u>	Reject ~
▶ Inbox (3)	E 3237863	40-8/2014-NDM-II	ASHOK SHUKLA DS(DM-II)	10/09/14 02:32	Work is completed	Pending	Closing Request	Approve	Reject
Closing Approval	E 3241067	GR/17/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 11:12	dsfsdfsdfsdaf	Pending	Closing Request	Approve	Reject
Created	E 3241217	A-13/17/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 11:07	sdfsd	Approved	Closing Request	Approve	Reject
Drafts	E 3241107	A-12014/3/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	02/09/14 10:32	approved	Closed	Closing Request	Approve	Reject
Completed	E 3241063	A-12014/2/2014-OFFICE OF DM-II	RAJENDER PARSAD GANDHI ASST(RPG)	01/09/14 04:11	ok1	Pending	Closing Request	Approve	Reject
Approval Requests	E 3241053	ggretrg	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI ASST -1(DM-II))	28/08/14 12:50	approved gopal	Reopened	Reopening Request	Approve	Reject
► Closed	E 3241053	ggretrg	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI ASS -1(DM-II))	28/08/14 12:42	Approved	Closed	Closing Request	Approve	Reject
<ul> <li>Closed Files</li> </ul>	P 3241049	<u>fff121</u>	MRUTYUNJAYA MISHRA HC(DM-II)	28/08/14 12:21	approved	Closed	Closing Request	Approve	Reject

Fig.15



7. After clicking on Approval Requests, User can Approve or Reject the request of closing/reopening of the file by providing mandatory remarks for the same.

								<u>Deepika Sai</u>	ni Steno-1	. <u>(DM-II)</u>
eFile electronic file sy	ystem					Search			dvanced	Help
Receipts +	Date Range : 30/06 Approve   Reject	5/2010 To 11/09/201	4 Approval R	emarks						
Files - Inbox (3)	Computer <u>No</u> ✓ E 3237863	▼ <u>File Number</u> <u>40-8/2014-NDM-1</u>	Approval remarks	be opened	▼ <u>Initiated On</u> 11/09/14 11/08	<ul> <li><u>Remarks</u></li> <li>pl reopen</li> </ul>	▼ <u>Status</u> ▼	Request Type Reopening	<ul> <li><u>Approve</u></li> <li><u>Approve</u></li> </ul>	Reject
Submitted Files for Closing Approval	E 3240873	E-12011/13/2014	Remarks *	V	10/09/14 05:48	file may be closed	Closed	Closing Request	Approve	Reject
Created	E 3237863	40-8/2014-NDM-1			10/09/14 02:32	May close the file	Closed	Closing Request	Approve	Reject
Completed	E 3241067	<u>GR/17/2014-OFF</u>	ОК	Cancel	02/09/14 11:12	dsfsdfsdfsdaf	Pending	Closing Request	<u>Approve</u>	Reject
Parked	E 3241217	A-13/17/2014-OFFI	CE OF DM-II RAJENDER PAR	RSAD GANDHI ASST(RPG)	02/09/14 11:07	sdfsd	Approved	Closing Request	Approve	Reject
<ul> <li>Approval Requests</li> </ul>	E 3241107	A-12014/3/2014-0	FICE OF DM-II RAJENDER PAR	RSAD GANDHI ASST(RPG)	02/09/14 10:32	approved	Closed	Closing Request	Approve	Reject
▶ Closed	E 3241063	A-12014/2/2014-0	FICE OF DM-II RAJENDER PAR	RSAD GANDHI ASST(RPG)	01/09/14 04:11	ok1	Pending	Closing Request	<u>Approve</u>	<u>Reject</u>

### Fig.16

8. Once the Approver, Approve or Rejects the file:

8(a). History of the files which were Approved or Rejected is maintained in the Approvers Approval Requests section.

8(b). The user who had initiated the request for reopening of the file will be able to see the Status as Approved or Rejected under his "Submitted Files for Reopening Approval" sub-section under Closed section in File Module.

A DIGITAL WORKPLACE SOLUTION									SHOK SH	IUKLA DS(DM-II)_▼
eFile electronic file sy	stem						Search		Ad	lvanced   Help
Receipts +	Date Range : 30/0 View	6/2010 To 11/09/2	014							
Files 😑	Computer No	▼ <u>File Number</u>	▼ Initiated By	▼ <u>Initiated On</u>	• Approved/Rejected By	Approved/Rejected	Dealing Section	▼ <u>Remarks</u>		ction* *
▶ Inbox (38) → Submitted Files for Closing Approval	E 3237863	40-8/2014-NDM-J	U ASHOK SHUKLA DS(DM-II)	11/09/14 11:08	Deepika Saini Steno-1(DM- II)	11/09/14 11:30	OFFICE OF DM- II	<ul> <li>File can be opened</li> </ul>	Approved <u>Re</u>	eopen View Approvers
▶ Created										
→ Drafts										
→ Completed										
Parked										
▶ Closed										
→ Closed Files										
Submitted Files for										
▶ Sent	1									



9. After getting the approval to reopen the file, the user now can reopen the file.

	e				100 M		
							ASHOK SHUKLA DS(DM-II) ▼
eFile electronic file sy	stem					Search	Advanced   Help
Receipts       Files       > Inbox (38)       Submitted Files for Closing Approval       > Created       > Drafts       > Completed       > Parked       > Closed Files	Date Range : 30/06/3 View	2010 To 11/09/2 File Number 40-8/2014-NDM-	✓ Initiated By II ASHOK SHUKLA DS(DM-II)	✓ Initi: 11/0 11:0	Reopening remarks Reopening remarks File is reopened OK Cancel	Dealing Section OFFICE OF DM- File can be II opened	▼ Status ▼ Action▼ Approved Reopen View Approvers
Submitted Files for							

# Fig.18

10. The file(s) reopened by the user will be moved to user's File Inbox.

				SHOK SHUKLA DS(DM-II)
eFile electronic file s	stem		Search 3237063	Advanced   Help
Receipts +	Date Range : 30/06/2010 To 11/09/2014 Receive   Reply   Send   View   Move To   More		Hierarchical View My Files	۲
Files 📃	Computer, Number   Subject	▼ <u>Sender</u>	▼ <u>Sent on</u>	<u>→ Due</u> → <u>Read On</u> → Quick ▲ Action
Submitted Files for	E 3241345 D-13013/6/2014-OFFICE OF DS(DM-III) amit_105	ASHOK SHUK	A,OFFICE OF DS(DM-II) 05/09/14 10:49	05/09/14 🕞 🏷 05/09/14 🕞
Closing Approval	E 3240872 <u>BM-II</u> Amit - Case Second	g, NAGARAJA amit_105 G, NAGARAJA SINGH), OFFIC	V (KULDEEP 19/08/14 E OF DM-II 12:32	19/08/14 J
Orafts	E 3240871 E-12011/12/2014-OFFICE OF AMIT - Case First	Deepika Saini,	OFFICE OF DM-II 19/08/14 12:26	- 19/08/14 🔽 🏷 12:29 🍼
Completed	P 3220183         39-2/2013-NMD-II         Writ Petition (Civ	vil) No. 823 of 2013 ASHISH KUM US-1(DM-II)	AR PANDA,OFFICE OF 30/01/14 02:42	e )
Parked		to the contract of the contract where		A     A





## MAINTAINING HISTORY OF CLOSED/REOPENED FILES

1. History of Closing and Reopening will be maintained under the **Closing File History** sub section under the **More** link in the File Inner page menu bar of the selected file

		2	ASHOK SHUKLA DS(DM-II) -
eFile electronic file sy	stem	Search	Advanced   Help
Receipts +	Computer No: 3237863         File No: 40-8/2014-NDM-II         Subject: Non- Monetary Incentive Scheme - Award of Certi           Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachme         Attachme           P         P* ((1)) **         **	ific ent   More   De Close File Send for approv	val 🔎 🗰 🗄
Inbox (38)     Submitted Files for     Closing Approval     Created	Add Green Note     Add Yellow Note	Park File History Create Volume Merge Details	
Dratts     Completed     Parked     Closed	23/01/2014 3:21 PM MRUTYUNJAYA MISHRA (HC(DM-II))		
	Fig.20		

2. **History of Closing/Reopening** comprises the information related to closing and reopening of the file.

							SHOK SHUKLA	DS(DM-II) -
eFile electronic file sys	tem					Search	Advanced	d   Help
Receipts + Files -	Noting Computer Noting Computer Noting Computer Noting Computer Notice Compute	o: 3237863 File No: 40-8/20 orrespondence   Draft   Refe	14-NDM-II Subject: N rences   Link   Details   N	on- Monetary Incentive Schem Iovements   Edit   Reply   S	e - Award of Certific Send   Attachment   More	All Presidence Making	) X	Quick View
Submitted Files for Closing Approval	FILE	NUMBER - 40-8/2	2014-NDM-II					
Created     Drafts	Action Close	Actioned By ASHOK SHUKLA DS(DM-II)	Actioned On 11/09/2014 11:06 AM	Actioned Remarks request wrongly initiated	Approved By -	Approved On -	Approval Remarks -	
+ Completed	Reopen Close	ASHOK SHUKLA DS(DM-II) ASHOK SHUKLA DS(DM-II)	11/09/2014 11:43 AM 10/09/2014 18:26 PM	File is reopened work finished	Deepika Saini Steno-1(DM-II) Deepika Saini Steno-1(DM-II)	11/09/2014 11:30 AM 10/09/2014 16:54 PM	- May close the file	
Parked     Closed     Closed Files     Submitted Files for     Reopening Approval								

Fig.21



### **Reminder Process**

### Process for Setting Follow Up (Reply Due Date) on Issues:

This provides the user for setting the expected reply date (follow date) on the dispatch that is sent to respective department(s)/ministries.

The user can set the follow up date for a receipt when

### a. Receipt is inside the File

1. User creates the Draft from the file and approves it, or a Draft is sent to the user for approval.



Fig.1

User approves the draft by clicking on **Approve** button (Fig.1).

2. After approving the draft, user will have the options to



- 2.1 Dispatch By Self
- 2.2 Dispatch By CRU

	Computer No: 3241528 File No: A-11012/21/2014-O/o of HS(MHA)							
Receipts (+)	Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send   Attac	hment	More				Qu	iick View
Files 😑	Draft No. : DFA/3004787 - Draft Status :		🛱 Print					
▶ Inbox (75)	V 1.0 Approved		. <u></u>					
Dhatt (2)		e	Draft Detail	S				
* AML1	· · · · · · · · · · · · · · · · · · ·		Draft Type*	New/Fresh	$\checkmark$	Classified	Choose one	$\sim$
Submitted Files for			Draft Nature	Choose One	$\checkmark$	G.O. Prefix	Choose One	$\checkmark$
Closing Approval			Language*	English	~			
Created				followup				^
- Drafts	test		Subject *				(Maximum of 250 Ch	
- Completed			Communics	ation Dotaile			( Maximum or 250 Chi	raciers )
▶ Parked								
Approval Requests			Ministry	Choose one				$\sim$
Closed			Department	Choose one				$\sim$
Submitted Files for			Name*	D Ramesh Babu		Designation*	US(SAF)	
* Reopening Approval			Organization	MEA				
Sent			Address 1 *	New Delhi				
<ul> <li>Conversions</li> </ul>			Address 2					
<ul> <li>Drafts</li> </ul>			Country	INDIA		/ State	Choose one	$\sim$
<ul> <li>Completed</li> </ul>			City			Pincode		
Physical File	· · · · · · · · · · · · · · · · · · ·		Mohile			Landline		
Create New (Non SFS)			Fax			Landinio		
<ul> <li>Create New (SFS)</li> </ul>			Email			1		
Electronic File						1	Add More Rec	ipient(s)
Create New (Non SFS)								
◆ Create New (SFS)	1	G	Attachment	S			Att	ach File
▶ Create Part	1							
Create Volume								
▶ Recycle Bin								
Migrate File 😐								
Dispatch 😐								
Dispatch 😐								
DSC +								
Reports +								
Settings (+)					_			
Notification (+)						Dispatch By CRU	Dispatch By Self Sig	gn Edit
Ext Department 😐								

Fig.2



### 3.1 Dispatch By Self

When user clicks on **Dispatch By Self**, user will be asked to send the draft **with Followup** or **without Followup**.

ceipts (±)	Noting Correspondence	Draft References Link	Details   Movements   Edit   Sen	d Attachm	nent More					Quick Vie
s 🗆	Draft No. : DFA/3004787 -	Draft Status :			E Print					
nbox (75)	V 1.0	Approved								
AMIT					Draft Details					
pp				^	Communication	tion Details				
Submitted Files for					Attachments					Attach File
Closing Approval					Dispatch Op	tions				
Drafts					Email Details					
Completed	test				Boatal & Out F	logistor Dotaile				
rked	1					egister Detalls				
proval Requests	1				Postal Mode	Choose One	~	Postal Charge		
ed	1				Medium	Choose One	~	Weight		
osed Files	1				Peon Book No			Peon Name	Choose One	F
opening Approval	1									
					Out Date	17		Out Time		
versions					Delivery Date			Delivery Time		
rafts					Delivery Date	17		Delivery Time		
ompleted					Delivery Status	Choose one	~			
sical File										
eate New (Non S)										
reate New (SFS)										
tronic File										
reate New (Non										
reate New (SFS)										
te Part	1									
ite Volume	1									
cle Bin	1									
te File 🔳	1									
tch (+)	1									
tch (±)	1									
	1									
Œ	1									
rts 🛨										
igs 😐				-						
ication 🛨								Send without	Followup Send wit	th Follow

Fig.3

# Note: In case no reminder setting is required, click the Send Without Follow Up button to send the dispatch without reminder

### Computer No: 3241528 File No: A-11012/21/2014-0/o or H5(MHA) Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | Attachment | More Receipts + Quick View Files Draft No. : DFA/3004787 - Draft Status : 🖶 Prin Inbox (75) bhatt (2) AMIT Draft Details Communication Details Pp Submitted Files for Closing Approval Attach File Attachments Dispatch Options Created Email Details Drafts Completion test Postal & Out Register Details Parked Postal Mode Choose One Postal Charge Approval Requests Closed Medium Choose One Veight + Closed Files ~ Peon Book No Peon Name Choose One Submitted Files for Reopening Approval Out Date Out Time 17 Sent ▶ Conver sions Delivery Date 17 Delivery Time + Drafts + Completed ~ Delivery Status Choose one • Physical File Follow Up Setting 30 Create New (Non SFS) for follow-up $\langle \rangle$ Description \* Create New (SFS) Electronic File Create New (Non SFS) 12/09/2014 Reply Due Date \* Create New (SFS) For Self For Section ▶ Create Part Cancel Ok ▶ Create Volum Recycle Bin to File [ +

### 3.1(a) After clicking the send with Followup button, As a result, the Follow Up Setting dialog appears.



### Fig.4

3.1(b) Enter the **description** for the Reminder and **Reply Due Date**.

3.1 (c) Click the **Ok** button to send the dispatch with reminder date. Also, user can cancel the process of sending by clicking the **Cancel** button.

Note: User can set the follow ups for self or section using the radio button, For Self and For Section. By default, follow ups will be applicable for self.

3.1 (d) The user can view the dispatched issue from Sent sub section under Dispatch Module in the left navigation menu bar.

3.1(e) Also, User can view the notification(s) received on the expected reply dates in the **Notifications** $\rightarrow$ **Dispatch Followups** section in the left navigation.

DIGITAL WORKPLACE BOLUTION										🏅 <u>C.S B</u>	HATT UE	DC(HS)2
eFile electron	nic file s	system							Search	🔎 Adva	inced	Help
Receipts	÷	<u>Close</u> Filter: C	hoose one		~							
Files	æ	Issue No	▼ <u>Reply due date</u>	Description	▼ Ministry	▼ Department	* <u>Address</u>	* <u>Type</u>	▼ Issued By	▼ Issued On	▼ <u>Action</u>	*
		I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
Migrate File	Đ	I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
Dispatch	+	I/3003660/2014	28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
Dispatch	÷	I/3003656/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
DSC	(+)	I/3003652/2014	28/08/2014				fdsfdsf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
Deserts	-	I/3003659/2014	28/08/2014				sdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
Reports	•	I/3004069/2014	12/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
Settings	+	I/3004061/2014	12/09/2014				dsadsa,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
Notification	Ξ	I/3004037/2014	12/09/2014				C. Gopinathan,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detail
Dispatch		I/3004059/2014	12/09/2014				Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
Followups		I/3004042/2014	12/09/2014				fdsfsdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
Ext Department	Ð	I/3004059/2014(1	) 12/09/2014		CABINET SECRETARIA	т	Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
		I/3004043/2014	12/09/2014				C. Gopinathan,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
		I/3004015/2014	12/09/2014				Joshi Nitin, Major Offg SO-1 (Pen/NE),-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detail
		I/3004023/2014	12/09/2014				D Ramesh Babu,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detail
		I/3004041/2014	12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
		I/3004060/2014	12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Detail</u>
		I/3003989/2014	11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Detail</u>
		I/3003973/2014	11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Detail</u>
		I/3003990/2014	11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detai
		Showing 1 to 20 of 58									<< <	123>;

Fig.5

3.1(f) After the reply is received, User can close the reminder by clicking on "**Close**" button under Action column and filling the remarks and reply received date.

									👗 <u>C.S B</u> ł		JDC
e electronic file	system							Search	Advar	nced	Не
pts (+)	Close Filter: Ch	oose one		~							
	Issue No		Description	▼ <u>Ministry</u>	▼ <u>Department</u> ▼	ddress	* <u>Type</u>	▼ Issued By	▼ Issued On	* <u>Action</u>	<u>n</u> •
	I/3003666/2014	29/08/2014			s	fdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	
te File 🛨	I/3003654/2014	28/08/2014			c	sfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	
ch 🛨	I/3003660/2014	28/08/2014			3	adsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	
ch 🛨	[ I/3003656/2014	28/08/2014			c	sfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	
(+)	I/3003652/2014	28/08/2014		1	Closin	n Confirmation	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	
	I/3003659/2014	28/08/2014			0100111	goonnaad	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	
• •	[ I/3004069/2014	12/09/2014			Do you wa	nt to close the reminder ?	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
le 🕂	I/3004061/2014	12/09/2014					Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
ation 🖃	I/3004037/2014	12/09/2014			Remarks*	$\sim$	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	
atch	I/3004059/2014	12/09/2014			Reply		Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
wups	I/3004042/2014	12/09/2014			Date*		Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
partment 🖭	I/3004059/2014(1)	12/09/2014		CABINET SECRETAR			Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
	I/3004043/2014	12/09/2014					Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
	I/3004015/2014	12/09/2014			Ok	Cancel	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	
	I/3004023/2014	12/09/2014		l		Kamean babu,	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	
	I/3004041/2014	12/09/2014			5	dfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
	[ 1/3004060/2014	12/09/2014			(	iopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	
	[ I/3003989/2014	11/09/2014			ſ	dsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	
	I/3003973/2014	11/09/2014			s	adas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	
	I/3003990/2014	11/09/2014			-	sadsad	Issue	C.S.BHATT/O/o of HS(MHA)	11/09/2014	Close	

Fig.6

3.1(g) This provides the user to view all the reminder notifications if the reply is not received by the expected reply date (reply due date).

User can also view the details of the notification by clicking the **Details** link (Fig.6). As a result **Notification Details** dialog appears as follows:

											👗 <u>C.S B</u>	HATT UE	DC(HS)2
eFile electron	nic file :	system								Search	Adva	inced	Help
Receipts	÷	Cl	ose Filter: Cho	oose one		~							
Files	(Ŧ)		Issue No	▼ <u>Reply due date</u>	Description	▼ <u>Ministr</u>	v <u>Department</u>	▼ <u>Address</u>	* <u>Type</u>	▼ Issued By	▼ Issued On	▼ <u>Action</u>	-
and the set	-		I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Migrate File	Œ		I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch	Ð		I/3003660/2014	28/08/2014			Notification Details		×	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	<u>Details</u>
Dispatch	÷		I/3003656/2014	28/08/2014			Issue No:	1/3003666/2014		C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
DSC	Đ		I/3003652/2014	28/08/2014			Subject	dfgfdgdfg		C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Reports	æ		1/3003659/2014	28/08/2014			Issued Against	-		C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
	0		1/3004069/2014	12/09/2014			File No.	I-11/29/2014-SECLAN-D	OIT	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<b>Details</b>
Settings	Œ		I/3004061/2014	12/09/2014			Receipt No.	-		C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<b>Details</b>
Notification			I/3004037/2014	12/09/2014			Closed By	-		C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
Dispatch     Followups			I/3004059/2014	12/09/2014			Closed On			C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
Tononups			I/3004042/2014	12/09/2014			Closing Remarks			C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
Ext Department	(±)		I/3004059/2014(1)	12/09/2014		CABINE	Reply Received Date			C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
			I/3004043/2014	12/09/2014						C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
			I/3004015/2014	12/09/2014						<ul> <li>C.S BHATT/O/o of HS(MHA)</li> </ul>	11/09/2014	Close	Details
			1/3004023/2014	12/09/2014						C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
			I/3004041/2014	12/09/2014						C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
			I/3004060/2014	12/09/2014						C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
			I/3003989/2014	11/09/2014						C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
			I/3003973/2014	11/09/2014						C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
			I/3003990/2014	11/09/2014						C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
		Show	ving 1 to 20 of 58									<< <	123>>>

User also has the provision of filtering the Dispatch Followups and can select one of the criteria as Today, Next 7 Days, Next 15 Days, Next 30 Days, Previous 7 Days, Previous 15 Days, Previous 30 Days, All Active, All Closed.

DIGETAL WORK PLACE S	OLUTION			_						
								👗 <u>C.s</u>	BHATT U	IDC(HS
File electronic file s	system						Search	<u> </u>	dvanced	Help
Receipts (+)	Close Filter:	Choose one Today								
iles (+)	Issue No	Next 7 Days Next 15 Days	Depart nent	▼ <u>Address</u>	▼ <u>Draft Type</u>	▼ <u>Subject</u>	▼ <u>Issued By</u>	▼ <u>Issued On</u>	▼ <u>Action</u>	*
	I/3003666/201	Next 30 Days		gfdgfdgd,-	Issue	dfgfdgdfg	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	<u>Det</u>
ligrate File 😐	I/3003654/201	Prev. 7 Days Prev. 15 Days		dsfsdf,-	Issue	fdsfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
ispatch 😐	I/3003659/201	Prev. 30 Days		sdfsd,-	Issue	test	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u>	<u>Det</u>
ispatch 😐	I/3003656/201	All Active All Closed		dsfsdf,-	Issue	fdsfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u>	Det
ISC (#)	I/3003652/201	4 28/08/2014		fdsfdsf,-	Issue	dfsfsdf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
50 0	I/3003660/2014	4 28/08/2014		sadsadas,-	Issue	dasdsadas	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
eports 😐	I/3003989/2014	4 11/09/2014		fdsfds,-	Reminder	fdsfsdf	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det
ettings 😐	I/3003973/2014	4 11/09/2014		sadas,-	Issue	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	<u>Close</u>	Det
otification 😑	I/3003990/2014	4 11/09/2014		dsadsad,-	Issue	dsadsad	C.S BHATT/O/o of HS(MHA)	11/09/2014	<u>Close</u>	Det
Dispatch Followups	I/3003974/2014	4 11/09/2014		sadas,-	Reminder	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det

### 3.2 Dispatch By CRU

Create the Draft, approve it, and at the time of dispatch, in case user wants to dispatch the draft through CRU, click the **Dispatch By CRU** button.

3.2(a) When user clicks on **Dispatch By CRU**, user will be asked to send the draft **with Followup** or **without Followup**.

	Computer No: 3241528 File No: A-11012/21/2014-O/o of HS(MHA)						
Receipts +	Noting   Correspondence   Draft   References   Link   Details   Movements	s   Edit   Send   Attachm	ent More			Q	uick View
Files 🖃	Draft No. + DEA/2004787 - Draft Status +						
<ul> <li>Inbox (75)</li> </ul>	V 1.0 Approved		- Prin				
<ul> <li>bhatt (2)</li> </ul>			Draft Details				
<ul> <li>AMIT</li> </ul>		~	Communica	tion Details			
+ pp			Attachments			At	tach Eile
Closing Approval			Dispatch Op	tions			
Created							
<ul> <li>Drafts</li> </ul>	test		Email Details	8			
<ul> <li>Completed</li> </ul>			Postal & Out F	Register Details			
Parked			Postal Mode	Choose One	V Poetal Charge		
<ul> <li>Approval Requests</li> </ul>			Madium	Ohaana Oha	1 Voice		
Closed			Medium	Choose One	vveignt		
Closed Files			Peon Book No		Peon Name	Choose One	~
* Reopening Approval			0.11 0.11		OutTime		
Sent			Out Date	17	Out time		
Conversions			Delivery Date		Delivery Time		
Drafts				17			
<ul> <li>Completed</li> </ul>			Delivery Status	Choose one	<u>~</u>		
Physical File							
*SFS)							
<ul> <li>Create New (SFS)</li> </ul>							
Electronic File							
* SFS)							
Create New (SFS)							
Create Part							
Resula Pia							
Migrate File (+)							
Dispatch +							
Directal (D)							
Dispatch							
DSC +							
Reports (+)							
Settings +		~					
Notification +					Send without	t Followup Send with	Followup
Ext Department 😐							

Fig.8



Files 📃	Draft No. , DEA/2004902 - Draft Chatur -					
<ul> <li>Inbox (75)</li> </ul>	V 1.0 Approved	Print				
<ul> <li>bhatt (2)</li> </ul>		Draft Details	\$			
<ul> <li>AMIT</li> </ul>		€Communica	tion Details			
+ pp			-			
Submitted Files for		± Attachment	5			Attach File
		Dispatch Op	otions			
Created		Dispatch By CF	U Details			
Completed	Create the Draft, approve it, and at the time of dispatch, in case user wants to dispatch the draft through CRU, click the <b>Dispatch By</b>	CRU User(s):	BALWAN SINGH	Delivery Mode:	By Hand	
Completed						
Parked				~		
Approval Requests		Remarks:		~		
Closed				*		
Submitted Files for						
Reopening Approval						
▶ Sent						
<ul> <li>Conversions</li> </ul>						
- Drafts						
+ Completed						
Physical File	Follow Up Setting		×			
Create New (Non	for follow	vup				
Croate New (SEC)	Description *		^			
Create New (SFS)			$\sim$			
Electronic File						
SFS)	Reply Due Date * 12/09/2	014				
<ul> <li>Create New (SFS)</li> </ul>	For S	Self O For Section				
Create Part			Cancel Ok			
Create Volume						
▶ Recycle Bin						
Migrate File (+)						
Uispatch +						
	Fig.9					

3.2(b) After clicking the send with Followup button, As a result, the **Follow Up Setting** dialog appears.

3.2(c) Enter the **description** for the Reminder and **Reply Due Date**.

3.2(d) Click the **Ok** button to send the dispatch with reminder date. Also, user can cancel the process of sending by clicking the **Cancel** button.

Note: User can set the follow ups for self or section using the radio button, For Self and For Section. By default, follow ups will be applicable for self.

Note: In case CRU returns back the Dispatch (using Return feature, already set follow up will remain intact. In no case, CRU is privileged to set the follow up.

3.2(e) The user can view the dispatched issue from Sent sub section under Dispatch Module in the left navigation menu bar.

3.2(f) Also, User can view the notification(s) received on the expected reply dates in the **Notifications**  $\rightarrow$  **Dispatch Followups** section in the left navigation.

										C C PI	-	
File electronic file	system								Search	Adva	nced	Help
	C	lose Filter: Ch	900 970									
eceipts 😐	<u> </u>	inter. on	0030 0110		-							
es 🛨		Issue No		Description	▼ Ministry	▼ <u>Department</u>	<del>▼</del> <u>Address</u>	▼ <u>Type</u>	<del>▼</del> Issued By	▼ Issued On	▼ <u>Action</u>	Ŧ
arata Filo 🕒		I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Deta
prace rine 🔄		I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Deta
patch 🛨		I/3003660/2014	28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
patch 🛨		I/3003656/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
: +		I/3003652/2014	28/08/2014				fdsfdsf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
orts (+)		I/3003659/2014	28/08/2014				sdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Det
. 0		I/3004069/2014	12/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
tings 😐		I/3004061/2014	12/09/2014				dsadsa,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
fication 🖃		I/3004037/2014	12/09/2014				C. Gopinathan,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det
ispatch blowups		I/3004059/2014	12/09/2014				Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
-		I/3004042/2014	12/09/2014				fdsfsdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
Department 🕒		I/3004059/2014(1)	12/09/2014		CABINET SECRETAR	TAL	Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
		I/3004043/2014	12/09/2014				C. Gopinathan,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
		I/3004015/2014	12/09/2014				Joshi Nitin, Major Offg SO-1 (Pen/NE),-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det
		I/3004023/2014	12/09/2014				D Ramesh Babu,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det
		I/3004041/2014	12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
		I/3004060/2014	12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Det
		I/3003989/2014	11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det
		I/3003973/2014	11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det
		I/3003990/2014	11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Det

Fig.10

3.2(g) After the reply is received, User can close the reminder by clicking on "**Close**" button under Action column and filling the remarks and reply received date.

											🏅 <u>C.S BI</u>	IATT UD	)C(HS)2_
eFile electron	nic file	system								Search	🔎 🗚 dva	nced   I	Help
Receipts	Ŧ	<u>c</u>	ose Filter: Cho	oose one		~							
Files	æ		Issue No	▼ <u>Reply due date</u>	Description	▼ Ministry	▼ Department	▼ Address	▼ <u>Type</u>	▼ Issued By	▼ Issued On	T Action	Ŧ
THES	0		I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Migrate File	Ξ		I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch	+		I/3003660/2014	28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch	+		I/3003656/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
DSC	(Ŧ)		I/3003652/2014	28/08/2014			CI	osing Confirmation	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Describe	-		I/3003659/2014	28/08/2014				using commuton	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Reports			I/3004069/2014	12/09/2014			Do yo	ou want to close the reminder ?	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Settings	Ð		I/3004061/2014	12/09/2014					Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Notification	Ξ		I/3004037/2014	12/09/2014			Remarks*	$\checkmark$	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
Dispatch			I/3004059/2014	12/09/2014			Reply		Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Followups			I/3004042/2014	12/09/2014			Date*		Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Ext Department			I/3004059/2014(1)	12/09/2014		CABINET SECRETAR			Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
			I/3004043/2014	12/09/2014					Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
			I/3004015/2014	12/09/2014				Ok Cancel	- Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
			I/3004023/2014	12/09/2014				o Namesir Dabu,	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
			I/3004041/2014	12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
			I/3004060/2014	12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
			I/3003989/2014	11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
			I/3003973/2014	11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
			I/3003990/2014	11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		Sho	wing 1 to 20 of 58									<< <	123>>>

Fig.11

3.2(h) This provides the user to view all the reminder notifications if the reply is not received by the expected reply date (reply due date).

User also has the provision of filtering the Dispatch Followups and can select one of the criteria as Today, Next 7 Days, Next 15 Days, Next 30 Days, Previous 7 Days, Previous 15 Days, Previous 30 Days, All Active, All Closed.

								👗 <u>c.s</u>	BHATT U	JDC(HS
File electronic file s	system						Search	P I	Advanced	Help
Receipts +	<u>Close</u> Filter:	Choose one Today								
Filer (#	Issue No	Next 7 Days	Department	▼ <u>Address</u>	▼ <u>Draft Type</u>	▼ <u>Subject</u>	▼ <u>Issued By</u>	▼ <u>Issued On</u>	▼ <u>Action</u>	*
nes 🖸	I/3003666/201	Next 30 Days		gfdgfdgd,-	Issue	dfgfdgdfg	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u>	<u>De</u>
ligrate File 🛛 🛨	I/3003654/201 F	Prev. 7 Days Prev. 15 Days		dsfsdf,-	Issue	fdsfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u>	De
ispatch 😐	I/3003659/201 p	Prev. 30 Days		sdfsd,-	Issue	test	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u>	De
ispatch 🛨	I/3003656/201	All Active All Closed		dsfsdf,-	Issue	fdsfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	De
sr (#)	I/3003652/2014	28/08/2014		fdsfdsf,-	Issue	dfsfsdf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	De
3C 🕑	I/3003660/2014	28/08/2014		sadsadas,-	Issue	dasdsadas	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	De
eports 🛨	I/3003989/2014	11/09/2014		fdsfds,-	Reminder	fdsfsdf	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	De
ettings 😐	I/3003973/2014	11/09/2014		sadas,-	Issue	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	De
otification 😑	I/3003990/2014	11/09/2014		dsadsad,-	Issue	dsadsad	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	D
Dispatch Followups	I/3003974/2014	11/09/2014		sadas	Reminder	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	De

### b. Receipt as a Stand alone

eoffice

This provision the user for setting the expected reply date (follow date) on the dispatch that is sent to respective department(s)/ministries.

1. Open the receipt and click on Dispatch button at the top menu bar.

							👗 <u>C.S B</u> ł	HATT UDC(HS)2 -
eFile electronic file sy:	stem					Search	Adv.	anced   Help
Brasista	Send   Reply   Put in a	File   Copy   Dispatch	Details   Movements   Edit   Clos	e   View Draft   Atta	ach File   Attach Re	ceipt		
Receipts 😑				A	🖃 Receipt Deta	ils		
Browse and Diarise     Inbox (5)					Receipt No :	233284(2)/2014/OFFICE OF US-1(DM-II)	File No :	
-> shiv					From :	Mansi	Designation :	
Email Diarisation					Main Category :	External Visit	Sub Category :	
<ul> <li>Created</li> <li>Sent</li> </ul>	A		(D) (I		Address :	CGO	Sent Date :	11/09/14 03:16 PM
Closed					Letter Ref. No :		Letter Date :	4/9/14
Acknowledgement	000		(1997) (1997) (1997)		Subject :	eOffice Framework	Enclosures:	12341234
→ Created					Movement D	etails		
+ Sent		The e-Off	fice Framework:		Sent By	💌 Sent On 🔍 Sent To	Action Rema	arks Read On 👓
Recycle Bin		A Way Forward	d for the Government		ARUNA BANSAL,OFF 1(DM-II)	FICE OF US- 11/09/14 C.S BHATT,O/o o 03:16 (MHA)	<sup>FHS</sup> Forward QQQQ	2Q 11/09/14 03:16
Files 😐								
				Fig.13				

Note: User can also create the Dispatch w.r.to a receipt from receipt inbox by selecting the corresponding receipt from the check box and clicking the Dispatch button at top menu bar.



- 2. User creates the draft and approves the draft.
- 3. After approving the draft, user will be having the options to
  - 3.1 Dispatch by Self
  - 3.2 Dispatch by CRU

eFile electronic file system				Search			Advanced	Help
Send   Reply   Put in a File   Copy   Dispa	tch   Details   Movements   Edit   Close   View Draft	Atta	ach File   Attach Red	eipt				
Receipts								
Browse and Diarise     V 1.0     Approved	1							
▶ Inbox (5)			Draft Details					
◆ shiv			Draft Type*	Reply	~	Classified	Choose one	~
Email Diarisation			Draft Nature	Choose One	$\overline{}$	G.O. Prefix	Choose One	~
Created			Language*	English	$\overline{\mathbf{v}}$			
▶ Sent				deadead				~
Closed     test receipt dfa			Subject *	000000				$\sim$
Created				222270/2014/016140			( Maximum of 250 Ch	aracters )
→ Sent			Receipt Number	233219/2014/0/0 01 H5	<b>*</b>	Reply Type	Choose one	$\sim$
▶ Recycle Bin			Communication	ion Details				
Files +			Ministry	Choose one				~
Migrate File 🛨			Department	Choose one				$\checkmark$
Dispatch 🛨			Name*	dsadsad		Designation*	asdsa	
Dispatch +			Organization					
DSC +			Address 1 *	dad				
Reports +		γ.	Address 2					
Collinson (D)			Country	INDIA	$\sim$	State	Choose one	$\checkmark$
Settings			City			Pincode		
Notification +			Mobile			Landline		
Ext Department (+)			Fax					
			Email					
							Add More Rec	ipient(s)
			Attachments				At	tach File
								_
		_				Dispatch By (	CRU Dispatch By S	elf Edit
	Fig.14							

# Note: In case no reminder setting is required, click the Send Without Follow Up button to send the dispatch without reminder



### 3.1 Dispatch By Self

3.1 (a) After clicking Dispatch By Self, users clicks on the send with Followup button, As a result, the **Follow Up Setting** dialog appears.

eFile electronic file sy	stem									Search		ρ	Advanced	Help	
	1														_
Receipts 😑	Send   Reply   Put in a File	Copy Dispatch	Details	Movements	Edit   Close	View Draft	Att	ach File   Attach R	eceipt						
Browse and Diarise	Draft No. : DFA/3004813 - V 1.0	Draft Status : Approved													
<ul> <li>Inbox (5)</li> </ul>								Draft Details	\$						
→ shiv						-		Communica	tion Details						
Email Diarisation								Attachments	S					Attach Fil	le
Sent						- L		Dispatch Op	otions						
▶ Closed						- L		Email Detail	\$						
Acknowledgement	test receipt dfa					- L		Destal 8 Out 1	- Dogiator Dataila						
→ Created								V Postal & Out P	Register Details						
→ Sent						- L		Postal Mode	Choose One	~	Postal Charge				
▶ Recycle Bin						- L		Medium	Choose One	~	Weight				
Files +						- L		Peon Book No			Peon Name	Ch	oose One		~
Migrate File +						- L		Out Date			Out Time				
Dispatch 😐						- L		Out Date	17		Out fille				1
Dispatch 😐						- L		Delivery Date	17		Delivery Time				1
DSC +						- L		Delivery Status	Choose one	~					
Reports +			r					,							
Settings +				Follow Up Se	etting					×					
Notification 😐										~					
Ext Department 😐				Description	•					~					
				Reply Due D	Date *			17							
						€ F	or Se	elf O For Section							
									Cancel C	Dk					
														_	
											Send without	Follow	up Send wit	h Follow	up

Fig.15

3.1(b) Enter the **description** for the Reminder and **Reply Due Date**.

3.1 (c) Click the **Ok** button to send the dispatch with reminder date. Also, user can cancel the process of sending by clicking the **Cancel** button.

Note: User can set the follow ups for self or section using the radio button, For Self and For Section. By default, follow ups will be applicable for self.

3.1 (d) The user can view the dispatched issue from Sent sub section under Dispatch Module in the left navigation menu bar.





3.1(e) Also, User can view the notification(s) received on the expected reply dates in the **Notifications** $\rightarrow$ **Dispatch Followups** section in the left navigation.

									👗 <u>C.S B</u>	HATT UD	DC(HS)2 -
eFile electronic file	e system							Search	Adva	inced	Help
Receipts (+)	Close Filter: Ch	oose one		~							
Files (*)	Issue No		Description	▼ <u>Ministry</u>	▼ <u>Department</u>	▼ <u>Address</u>	* <u>Type</u>	▼ Issued By	▼ <u>Issued On</u>	▼ <u>Action</u>	¥.
	I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Migrate File +	I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch +	I/3003660/2014	28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch 😐	I/3003656/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
DSC +	I/3003652/2014	28/08/2014				fdsfdsf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Paparte (*)	I/3003659/2014	28/08/2014				sdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Reports 🕑	I/3004069/2014	12/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
Settings +	I/3004061/2014	12/09/2014				dsadsa,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
Notification 📃	I/3004037/2014	12/09/2014				C. Gopinathan,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
Dispatch	I/3004059/2014	12/09/2014				Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Tonowaps	I/3004042/2014	12/09/2014				fdsfsdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Ext Department 🕒	I/3004059/2014(1)	12/09/2014		CABINET SECRETARIAT		Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
	I/3004043/2014	12/09/2014				C. Gopinathan,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
	I/3004015/2014	12/09/2014				Joshi Nitin, Major Offg SO-1 (Pen/NE),-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
	I/3004023/2014	12/09/2014				D Ramesh Babu,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
	I/3004041/2014	12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
	I/3004060/2014	12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Details</u>
	I/3003989/2014	11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
	I/3003973/2014	11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
	I/3003990/2014	11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
	Showing 1 to 20 of 58									<< <	123>>>

Fig.16

3.1(f) After the reply is received, User can close the reminder by clicking on "**Close**" button under Action column and filling the remarks and reply received date.

										👗 <u>C.S B</u> F	IATT UD	<u>C(HS)2</u> -
eFile electron	nic file	system							Search	Advar	nced   H	telp
Receipts	(H)	Close Filter: Ch	noose one		~							
Files	(F)	Issue No	▼ <u>Reply due date</u>	Description	▼ Ministry	▼ <u>Department</u>	▼ <u>Address</u>	▼ <u>Type</u>	▼ Issued By	▼ Issued On	▼ <u>Action</u>	• •
	0	I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Migrate File	Ð	I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch	÷	[ I/3003660/2014	28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch	+	[ I/3003656/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
DSC	+	I/3003652/2014	28/08/2014			CI	osing Confirmation	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Reports		I/3003659/2014	28/08/2014			-		Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Reports	0	I/3004069/2014	12/09/2014			Co yo	ou want to close the reminder ?	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Settings	(±)	I/3004061/2014	12/09/2014				<u>^</u>	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<b>Details</b>
Notification		I/3004037/2014	12/09/2014			Remarks*	$\sim$	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
Dispatch		I/3004059/2014	12/09/2014			Reply		Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Tonowaps		I/3004042/2014	12/09/2014			Date*	V	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Ext Department	+	[ I/3004059/2014(1]	) 12/09/2014		CABINET SECRETAR			Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3004043/2014	12/09/2014					Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3004015/2014	12/09/2014				Ok Cancel	- Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3004023/2014	12/09/2014				o Kamesir babu,	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3004041/2014	12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3004060/2014	12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3003989/2014	11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3003973/2014	11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3003990/2014	11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		Showing 1 to 20 of 58									<< < )	123>>>

Fig.17

3.1(g) This provides the user to view all the reminder notifications if the reply is not received by the expected reply date (reply due date).



User also has the provision of filtering the Dispatch Followups and can select one of the criteria as Today, Next 7 Days, Next 15 Days, Next 30 Days, Previous 7 Days, Previous 15 Days, Previous 30 Days, All Active, All Closed.

							👗 <u>c.s</u>	BHATT U	DC(HS)2
eFile electronic file	system					Search	P	dvanced	Help
Pagainte (#)	Close Filter: Choose one								
Neceipto 🖸	Issue No Next 7 Days	Depart nent	▼ <u>Address</u>	▼ <u>Draft Type</u>	▼ <u>Subject</u>	▼ Issued By	▼ <u>Issued On</u>	▼ <u>Action</u>	•
Files +	I/3003666/201 Next 15 Days		gfdgfdgd,-	Issue	dfgfdgdfg	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Migrate File 😐	I/3003654/201 Prev. 7 Days		dsfsdf,-	Issue	fdsfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	<u>Details</u>
Dispatch 😐	I/3003659/201 Prev. 30 Days		sdfsd,-	Issue	test	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	<u>Details</u>
Dispatch +	I/3003656/201 All Active		dsfsdf,-	Issue	fdsfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	<u>Details</u>
DSC (+)	1/3003652/2014 28/08/2014		fdsfdsf,-	Issue	dfsfsdf	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u>	<u>Details</u>
550	I/3003660/2014 28/08/2014		sadsadas,-	Issue	dasdsadas	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	<u>Details</u>
Reports +	I/3003989/2014 11/09/2014		fdsfds,-	Reminder	fdsfsdf	C.S BHATT/O/o of HS(MHA)	11/09/2014	<u>Close</u>	<u>Details</u>
Settings 😑	I/3003973/2014 11/09/2014		sadas,-	Issue	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
Notification 😑	I/3003990/2014 11/09/2014		dsadsad,-	Issue	dsadsad	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
Dispatch Followups	I/3003974/2014 11/09/2014		sadas,-	Reminder	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Details</u>
<u>.</u>			Fig	g.18					

### 3.2 Dispatch By CRU

Create the Draft, approve it, and at the time of dispatch, in case user wants to dispatch the draft through CRU, click the **Dispatch By CRU** button.

3.2(a) When user clicks on **Dispatch By CRU**, user will be asked to send the draft **with Followup** or **without Followup**.

eFile electronic file sy	stem							Sea	arch			vanced	Help
	Send   Reply   Put in a File	Copy   Dispatch	Details Mov	ements   Edit	Close   View Dr	aft   Att	ach File   Attach R	eceipt					
Receipts 😑	Draft No. 1 DEA/3004814 -	Draft Status :											
Browse and Diarise	V 1.0	Approved											
▶ Inbox (5)							Draft Details	S					
-> shiv						~	Communication	ation Details					
Email Diarisation								S				Att	ach File
Created							Dispatch Op	ptions					
Closed							Dispatch By CE	RU Details					
Acknowledgement	this is test						000000000000000000000000000000000000000			Dellara Mada	Duttered		La el
+ Created							CRU User(s):	BALWAN SINGH	Ľ	Delivery Mode:	by Hand		<b></b>
- Sent									~				
▶ Recycle Bin							Remarks:						
Files +													
Migrate File +													
Dispatch +													
Dispatch +	1												
DSC (+)													
December (2)													
Reports													
Settings (+)													
Notification +													
Ext Department 😐													
	1												
						-							
										Send without	Followup	Send with I	Followup
					Fig 1	Q							
					i ig.i	. )							



Note: In case no reminder setting is required, click the Send Without Follow Up button to send the dispatch without reminder

3.2(b) After clicking the send with Followup button, As a result, the **Follow Up Setting** dialog appears.

eFile electronic file system			Search		Advanced	l   Help
Send   Reply   Put in a File   Copy   Dispatch   De	ails   Movements   Edit   Close   View Draft   A	Attach File   Attach F	Receipt			
Receipts  Draft No. : DFA/3004814 - Draft Status :						
Browse and Diarise     V 1.0     Approved						
► Inbox (5)		Draft Detail	S			
Sniv	<u>^</u>	Communic	ation Details			
		Attachmen	ts			Attach File
▶ Sent		Dispatch O	ptions			
► Closed		Dispatch By C	RU Details			
Acknowledgement     this is test		CRU User(s):	BALWAN SINGH	Delivery Mode:	By Hand	<b>~</b>
+ Created						
→ Sent		Remarks:		^		
Recycle Bin				$\sim$		
Files +						
Migrate File 😐						
Dispatch +						
Dispatch (+)						
DSC +						
Reports +						
Settings +	Follow Up Setting		×			
Notification (+)	reply by	tomorrow				
Ext Denartment	Description *		0			
			· · · ·			
	Reply Due Date * 13/09/2	2014				
	For	Self O For Section				
			Cancel Ok			
				Send without	Followup Send v	vith Followup

Fig.20

3.2(c) Enter the **description** for the Reminder and **Reply Due Date**.

3.2(d) Click the **Ok** button to send the dispatch with reminder date. Also, user can cancel the process of sending by clicking the **Cancel** button.

Note: User can set the follow ups for self or section using the radio button, For Self and For Section. By default, follow ups will be applicable for self.

Note: In case CRU returns back the Dispatch (using Return feature, already set follow up will remain intact. In no case, CRU is privileged to set the follow up.



3.2(e) The user can view the dispatched issue from Sent sub section under Dispatch Module in the left navigation menu bar.

3.2(f) Also, User can view the notification(s) received on the expected reply dates in the **Notifications** $\rightarrow$ **Dispatch Followups** section in the left navigation.

BITAL WORKPLACE SOLUTION									👗 <u>C.S E</u>	BHATT U	DC(HS)2
File electronic file								Search	Adv.	anced	Help
eceipts (+)	<u>Close</u> Filter	Choose one		~							
iles (+)	Issue No	▼ <u>Reply due date</u>	Description	▼ Ministry	▼ <u>Department</u>	▼ <u>Address</u>	▼ <u>Type</u>	▼ <u>Issued Bv</u>	▼ Issued On	▼ <u>Action</u>	1 -
	I/3003666/20	14 29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detai
igrate File 🔶 🛨	I/3003654/20	14 28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detai
spatch 🛨	[ I/3003660/20	14 28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detai
spatch 😐	[ I/3003656/20	14 28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detail
SC (+)	I/3003652/20	14 28/08/2014				fdsfdsf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detai
noste (t)	I/3003659/20	14 28/08/2014				sdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Detai
ores 🖭	I/3004069/20	14 12/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detai
ttings 🛨	I/3004061/20	14 12/09/2014				dsadsa,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detai
tification 📃	I/3004037/20	14 12/09/2014				C. Gopinathan,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detai
Dispatch	[ I/3004059/20	14 12/09/2014				Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	<u>Detai</u>
Followups	I/3004042/20	14 12/09/2014				fdsfsdfsd,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detai
t Department 🛛 🛨	I/3004059/20	14(1) 12/09/2014		CABINET SECRETARIAT		Gopal Gaur Testing File,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detai
	I/3004043/20	14 12/09/2014				C. Gopinathan,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
	I/3004015/20	14 12/09/2014				Joshi Nitin, Major Offg SO-1 (Pen/NE),-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detail
	I/3004023/20	14 12/09/2014				D Ramesh Babu,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detail
	I/3004041/20	14 12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detai
	[ I/3004060/20	14 12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Detail
	I/3003989/20	14 11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detai
	I/3003973/20	14 11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	<u>Detail</u>
	I/3003990/20	14 11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Detai
	Showing 1 to 20 of 5	8								<< <	1235

Fig.21

3.2(g) After the reply is received, User can close the reminder by clicking on "**Close**" button under Action column and filling the remarks and reply received date.

										👗 <u>C.S B</u> I	HATT UD	<u>)C(HS)2</u> -
eFile electronic fil	le system								Search	Adva	nced   H	Help
Receipts +	<u>c</u>	ose Filter: Cho	oose one									
Files (+)		Issue No		Description	▼ Ministry	▼ Departmen	t ▼ <u>Address</u>	▼ <u>Type</u>		▼ Issued On	▼ <u>Action</u>	• •
Minute File (1)		I/3003666/2014	29/08/2014				gfdgfdgd,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
riigrate riie		I/3003654/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch 😐		I/3003660/2014	28/08/2014				sadsadas,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Dispatch 🛨		I/3003656/2014	28/08/2014				dsfsdf,-	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
DSC +		I/3003652/2014	28/08/2014		(	C	osing Confirmation	Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
Reports +		I/3003659/2014	28/08/2014			-		Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close	Details
		I/3004069/2014	12/09/2014			Co you	ou want to close the reminder ?	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Settings (±		I/3004061/2014	12/09/2014				^	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Notification -		I/3004037/2014	12/09/2014			Remarks*	~	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
Dispatch Followype		I/3004059/2014	12/09/2014			Reply		Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
Tonowaps	I/3004042/2014 12/09/2014			Date*	17	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details		
Ext Department 😐		I/3004059/2014(1)	12/09/2014		CABINET SECRETAR			Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3004043/2014	12/09/2014					Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3004015/2014	12/09/2014			L	Ok Cancel	- Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3004023/2014	12/09/2014		l		o Keniesii Debuy	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3004041/2014	12/09/2014				sdfgdfs,-	Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3004060/2014	12/09/2014				Gopal Gaur Testing FileReminder,-	Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close	Details
		I/3003989/2014	11/09/2014				fdsfds,-	Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3003973/2014	11/09/2014				sadas,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
		I/3003990/2014	11/09/2014				dsadsad,-	Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close	Details
	Sho	wing 1 to 20 of 58									<< < ;	123>>>





3.2(h) This provides the user to view all the reminder notifications if the reply is not received by the expected reply date (reply due date).

User also has the provision of filtering the Dispatch Followups and can select one of the criteria as Today, Next 7 Days, Next 15 Days, Next 30 Days, Previous 7 Days, Previous 15 Days, Previous 30 Days, All Active, All Closed.

			👗 <u>C.S I</u>	BHATT UDC(HS)2
eFile electronic file	system	Search	Ad	vanced   Help
Receipts +	Close Filter: Choose one Today			
Files +	Istyle No     Next 7 Days     Next 7 Days     Next 3 Days     Next 30 Days     dfgfdgd,- Issue dfgfdgdfg	<ul> <li><u>Issued By</u></li> <li>C.S BHATT/O/o of HS(MHA)</li> </ul>	<ul> <li><u>Issued On</u></li> <li>27/08/2014</li> </ul>	<u>Action</u> <u>Close</u> <u>Details</u>
Migrate File + Dispatch +	1/2003654/201         Prev. 7 Days         dsfsdf,-         Issue         fdsfsdfsf           1/2003659/201         Prev. 30 Days         sdfsd,-         Issue         test	C.S BHATT/O/o of HS(MHA) C.S BHATT/O/o of HS(MHA)	27/08/2014 27/08/2014	<u>Close</u> <u>Details</u> <u>Close</u> <u>Details</u>
Dispatch 😐	□ 1/2003656/201 All Active All Closed         dsfsdf,-         Issue         fdsfsdfsf           □ 1/2003652/2014         fdsfsdf,-         Issue         dfsfsdf	C.S BHATT/O/o of HS(MHA) C.S BHATT/O/o of HS(MHA)	27/08/2014 27/08/2014	<u>Close</u> <u>Details</u> <u>Close</u> <u>Details</u>
Reports +	1/3003660/2014         28/08/2014         sadsadas,-         Issue         dasdsadas           1/2003860/2014         11/09/2014         friefds -         Reminder         friefds -	C.S BHATT/O/o of HS(MHA)	27/08/2014	<u>Close</u> <u>Details</u>
Settings +	1/3003973/2014         11/09/2014         sadas,-         Issue         dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	<u>Close</u> <u>Details</u>
Dispatch Followups	1/3003990/2014         11/09/2014         dsadsad         Issue         dsadsad           1/3003974/2014         11/09/2014         sadsa,-         Reminder         dsadsadsa	C.S BHATT/O/o of HS(MHA) C.S BHATT/O/o of HS(MHA)	11/09/2014	<u>Close</u> <u>Details</u> <u>Close</u> <u>Details</u>

Fig.23

### CREATION OF REMINDERS W.R.TO AN ISSUE

This enables the user for creating a reminder draft w.r.to an issue already sent to the respective department(s)/ministries in case the reply is not received by the expected reply date (reminder date).

- 1. User created a new draft, and selects Draft Type as Reminder.
- 2. Once the Draft Type as Reminder is selected, a new field Issue Number gets displayed, having the list of all the Dispatched Issues which were sent in the file.

					👗 <u>C.S BHATT_U</u>	JDC(HS)2
lle electronic file sy	stem		Search		Advanced	Help
	Computer No: 3241551 File No: F/81/2014-O/o of HS(MHA)					
ceipts 🛨	Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   A	Attachment   More			Q	Quick Viev
<u>-</u>						
1box (76)		- Prim				
bhatt (2)	New Draft	Draft Details	3			
AMIT	Choose from Template(s) OF Upload File	Draft Type*	New/Fresh	Classified	Choose one	~
pp		Uratt Nature	Reminder	G.O. Prefix	Choose One	~
Closing Approval		Languaget	English			
reated		Lunguage	Ligion			
Drafts	X 🖓 🕼 📾 🐻 A 🖓   — 22 🕅   X, X, ΙΩ 🙃 🏠 関 📼   Μ Μ	Subject *				0
Completed	📝   🚍 🔄   🚰 🛼 📴   🦏 🔐 🦞   🏭 📰   🛕 • 💆 •   🗟 🛄   English (F12) 🔹				( Maximum of 250 Cl	haracters )
arked		Issue Number	Choose One		View Reminders	<u>s</u>
Approval Requests		Communica	tion Deta //3004041/2014			
losed		Ministry	Choose 1/3004042/2014			~
Closed Files		Department	Choose one			~
Submitted Files for Reopening Approval		Name*	-	Designation*		
ent		Organization				
inversions		Address 1 *				
Drafts		Address 7				
+ Completed		Audiess 2				

3. Select the issue for which reminder is to send. As a result, all the information of the Issue gets auto filled in the Draft creation screen.

eFile electronic file s	system		Search		Advanced	Help
Preside (1)	Computer No: 3241551 File No: F/81/2014-O/o of HS(MHA)					
Keceipts (±	Noting Correspondence Draft References Link Details Movements Edit Reply Send	Attachment   More			Quie	:k View
Files -		🚍 Print				
<ul> <li>Inbox (76)</li> <li>bbatt (2)</li> </ul>						
AMIT	New Draft	Draft Detail	S			
+ pp	Choose from Template(s) OF Upload File	Draft Type*	Reminder 🗸	Classified	Choose one	~
Submitted Files for Closing Approval	B I U AAC E = = = Styles • Paragraph • Font Family •	Draft Nature	Choose One	G.O. Prefix	Choose One	$\sim$
▶ Created	Font Size 🔹   🗄 + ) 🗄 +   🤃 💷 🕼 🔰 🕐   🚥 🔅 🖞 🟈 🕑	Language*	English 🗸			
+ Drafts	👗 🐚 🛍 🛍   AA 🌿   — 🖉 🧱   🛪 😵   🖂 🕮 🗰   👫 👫	Subject •	sdadsad			$\bigcirc$
<ul> <li>Completed</li> </ul>	🚮 🔲 🗐 📑 🖏 🎐 🖣 👘 📲 🦞 🔛 📰 🗛 • 💇 • 🗟 🔲 🛛 English (F12) 🔹			-	( Maximum of 250 Char	acters )
Parked	DG of Audit (Central Expendidture)	Issue Number	I/3004039/2014 🗸	·	View Reminders	
<ul> <li>Approval Requests</li> </ul>			ation Details			
Closed		Ministry	DEPARTMENT OF DISINVE	STMENT		~
Closed Files		Department	Choose one			~
Submitted Files for Reopening Approval		Name*	C. Gopinathan	Designation*	DG	
▶ Sent		Organization	DG of Audit (Central Expendi	dture)	-	
Conversions		Address 1 *	New Delhi			
- Drafts		Address 2				
Completed		Country	INDIA	<ul> <li>State</li> </ul>	Choose one	~
Physical File		City		Pincode		
SFS)		Mobile		Landline		
<ul> <li>Create New (SFS)</li> </ul>		Fax		]		
Electronic File		Email		Ĩ		
<ul> <li>Create New (Non SFS)</li> </ul>					Add More Recip	ient(s)
<ul> <li>Create New (SFS)</li> </ul>						
Create Part		Attachment	s		Atta	h File
Create Volume						
Recycle Bin						
Migrate File 😐						
Dispatch (+)						
Dispatch 🛨						
DSC +						
Reports +	Path: p Words:5					
Settings (+)						Saus
Mattinetics (1)						Save
	Fig.25					



4. Click on Save and then Approve the Draft, and at the time of dispatch user can again follow the same steps to set the expected reply date (reminder date) as explained in the (**Process for Setting Follow Up (Reply Due Date) on Issues**).

Note: In case no issue is lying in the file, **Reminder** value will not be displayed under the **Draft Type** drop down.

5. User can also set the reminder for a Dispatched Issue form the TOC list menu in the file.

Computer No: 3241551 File No: F/81/2014-0/o of HS(MHA) Subject: sdadfsafaff      Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More      Files     Inbox (76)     bhatt (2)     Dispatch Number: U/3004039/2014 File Number: 0/o of HS Receipt Number: 233266/2014/0/o	Quick View
Computer No: 3241551     File No: F/81/2014-0/o of HS(MHA)     Subject: sdadfsafaff       Receipts     Noting     Correspondence     Draft     References     Link     Details     Movements     Edit     Reply     Search     Advance       Files     Image: State of the state	U Help
Computer No: 3241551       File No: F/81/2014-0/o of HS(MHA)       Subject: sdadfsafaff         Receipts       Image: Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More         Files       Image: Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More         Image: Image: Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More         Files       Image: Correspondence   Draft   References   Link   Details   Reminder List Of 000039/2014   File Number : 0/0 of HS Receipt Number	Quick View
Receipts          Noting Correspondence   Draft   References   Link   Details   Movements   Edit   Reply   Send   Attachment   More          Files          Inbox (76)             binbox (76)             bhatt (2)          Dispatch Number :       U/3004039/2014   File Number :         0/o of HS       Receipt Number :         233266/2014/0/o	Quick View
Files     All     Previous Notings       > Inbox (76)     >     >       > bhatt (2)     Dispatch Number:     U/3004039/2014	100
Inbox (76)         Reminder List Details         Keninder List Details           • bhatt (2)         Dispatch Number:         1/3004039/2014         File Number:         0/o of HS         Receipt Number:         233266/2014/0/o	
bhatt (2)     Dispatch Number: I/3004039/2014     File Number: O/o of HS     Receipt Number: action for the state of	
(MHA) OT DS(MDA) Choo	se One 🗸
+ Annu to the stadsad Subject is stadsad Subject is stadsad Subject is stadsad size No. * Subject Type * Attached Orr Details Page	er Action
Submitted Files for Dispatch On : 11/09/14 06:03	0
Create Reminder	9 Reminders
Created     Construction for the second	Deminders
Drafts     Drafts	s <u>Reminders</u>
Completed Uspatch No. v Uspatch Subject v Uspatch 2014     Sdadsad Issue 06:03     details 2/-2     Vana v Va	Reminders
Parked     Addred     Addred	<u>Reopen</u>
Attach	
> Cosed	
Submitted Files for Recepting Approval	
> Sent	
> Conversions	
→ Drafts	
> Physical File	
Create New (Non SFS)	
Create New (SFS)	
Electronic File	
◆ Create New (Non SFS)	
Create New (SFS)	
> Create Part	
Create Volume	
Recycle Bin	
Fig 26	

### Note: Reminder will be created w.r.to the parent dispatch issue.

Using the Create Reminder link will redirect the user to the draft creation screen will all the metadata pre filled w.r.to the parent dispatch issue.

- 6. After clicking on Create Reminder tab, user can follow the above mentioned step 3 and step 4.
- 7. In addition, user can also create of Reminder w.r.to Issue/Reminder from the already sent dispatches (Issues) to respective Ministries/departments using the **Create Reminder** link.

GETAL WORK PLACE SO	LUTION											
ottice	COVING 1										🚊 C.S BH	ATT UDC(HS)
ile electronic file s	ystem								Search		🔎 Adva	anced   Help
	Date I	Range : 01/07	/2010 To 12/0	9/20	14							
eipts 🛨	Prin	t Envelope   C	reate Reminde	er   V	iew Reminders							
s (+)		Dispatch Number.	v .	,	Address	▼ <u>Sent On</u>	• Sent Through	File Number	▼ <u>Receipt Number</u>	• Issued Against	Status - S	anction 🚽
ate File 😑		E <u>1/3004043/2</u>	)14 Reminder		C. Gopinathan, New Delhi	12/09/14 09:53	UDC-2(CSR-III B)   (CRU)	F/81/2014-O/o of HS (MHA)		I/3004039/2014	Issued & Sent	0
atch 😑		E <u>1/3004042/20</u>	)14 Issue		fdsfsdfsd, fdsfsd	12/09/14 09:27	UDC(HS)1   (Self)	F/81/2014-O/o of HS (MHA)			Issued & Dispatched	0
nt	<ul> <li>✓</li> </ul>	E <u>I/3004041/20</u>	)14 Issue		sdfgdfs, dfgdfgdfg	12/09/14 08:49	UDC-2(CSR-III B)   (CRU)	F/81/2014-O/o of HS (MHA)			Issued & Sent	Ũ
turned		E 1/3004039/20	)14 Issue		sdadsad, dsadsad	11/09/14 06:03	UDC(HS)1   (Self)	F/81/2014-O/o of HS (MHA)	233266/2014/O/o of HS(MHA)		Issued & Dispatched	Ũ
atch 🛨		E <u>1/3004037/20</u>	)14 Issue		C. Gopinathan, New Delhi	11/09/14 05:31	UDC-2(CSR-III B)   (CRU)	A-11012/21/2014-O/o of HS(MHA)			Issued & Sent	0
Ŧ		E 1/3004023/20	)14 Issue		D Ramesh Babu, New Delhi	11/09/14 04:40	UDC(HS)1   (Self)	A-11012/21/2014-0/o of HS(MHA)			Issued & Dispatched	0
orts 🛨		E <u>I/3004016/20</u>	014 Issue	Ø	wqdf, wqd	11/09/14 03:44	UDC(HS)1   (Self)	Number not generated			Issued & Dispatched	0
ngs 🛨		E <u>1/3004015/2</u>	)14 Issue		Joshi Nitin, Major Offg SO-1 (Pen/NE), DG AR Shill	11/09/14 03:39	UDC(HS)1   (Self)	A-11012/21/2014-O/o of HS(MHA)			Issued & Dispatched	0
fication 🛨		E <u>I/3004014/2</u>	)14 Issue		ddsad, dasda	11/09/14 03:36	UDC(HS)1   (Self)	G/42/2014-O/o of HS (MHA)			Issued & Dispatched	Ũ
Department 🛨		E <u>I/3004010/20</u>	014 Reminder		fdsfsdf, fdsfsd	11/09/14 02:36	UDC(HS)1   (Self)	G/42/2014-O/o of HS (MHA)		I/3004007/2014	Issued & Dispatched	Ũ
		E <u>1/3004007/20</u>	)14 Issue		fdsfsdf, fdsfsd	11/09/14 02:01	UDC(HS)1   (Self)	G/42/2014-O/o of HS (MHA)			Issued & Dispatched	Ũ
		F 1/3004006/20	14 Issue		dsadsad, dasd	11/09/14	UDC(HS)1	G/42/2014-O/o of HS			Issued &	<u></u>

8. After clicking on Create Reminder, user can follow the above mentioned step 3 and step 4.

### SEARCH OF ISSUES OF TYPE REMINDER

This use case provisions the user to search all the reminders based on reminder date, file no., computer file no., Issue no., Receipt no., and Subject. Search will be of two types:

- Module level Serach
- Advanced Search

### **Module level Search**

User can user the Search box in the header of the application adjacent to Advanced link.

DOGETAL WORK PLACE SO	LUTION						
		-				💄 <u>C.S BHA</u> T	TT UDC(HS)2
File electronic file :	system			Search	h I/3004044/2014	X 🔎 Advan	ced   Help
	Date Range : 01/07/201	.0 To 12/09/2014 d   View   Move To   More		Hierarchical View	My Files		
Files -	Computer	• Number	▼ <u>Subject</u>	▼ <u>Sender</u>	• Sent on • Due	▼ <u>Read On</u> ▼	Quick
Inbox (76) → bhatt (2)	E 3241551	F/81/2014-O/o of HS(MHA)	sdadfsafaff	C.S BHATT,O/o of HS(MHA)	11/09/14 06:01 -	11/09/14 06:02	
→ AMIT	E 3241516	Ee/14/2014-ESTABLISHMENT-DOIT	Sahoo11	ABID ALI, OFFICE OF US(K-VI )	11/09/14 05:46 -	11/09/14 05:51	0 C
Submitted Files for	E 3241509	A-11011/110/2014-0/oofHS(MHA)	Shiv 11 sept	ABID ALI, OFFICE OF US(K- VI)	11/09/14 05:46	-	□
Created	E 3241528	A-11012/21/2014-0/o of HS(MHA)	File for Reminders	SUNIL KUMAR DHAWAN,O/o of HS(MHA)	11/09/14 05:35 -	11/09/14 05:35	日 う ぐ
→ Drafts	P 3241541	H/16/2014-UID-DOIT	satru XYZ	RAJESH SIROHAYA,GOR	11/09/14 05:14 -	11/09/14 05:14	日 う ぐ
Parked	🗌 📕 E 3241523	D-14013/5/2014-O/o of HS(MHA)	satru !a	RAJESH SIROHAYA,GOR	11/09/14 03:10 -	11/09/14 03:15	□ ↑ ¢
Approval Requests	E 3238957		fdsfdsfsd	C.S BHATT.O/o of HS(MHA)	11/09/14 01:03 -	11/09/14	5

User can type/enter the values based on the parameters mentioned above in the Search Box of the Notifications listing page to search the notifications (**Refer Fig.5 for Follow Up listing page**).

### **Advanced Search**

1. User can user the Advanced link in the header of the application

As a result, **Advanced Search** module appears.

2. Select the Dispatch value under the Search For drop down from the Generic Search Parameters section as shown in Fig.10:

ADIGIT	Office									SC.S BHATT U	DC(HS)2
eF	ile electronic file system	n						Search I/300	4044/2014	Advanced	Help
	Generic Search Para	File									
	Search For	Dispatch		Creation Year	2014						
	Basic Parameters	Advance Parameters									
	Reminder of Dispato	h No	Dispatch	h No		Sent To			Subject		
	Dispatch Date	ş	17	Language	Choose one		~				
	Delivery Mode	Choose one	~	Classified	Choose one		~				
	File No	File No.									
AND	Ministry	Ministry Choose one		Department	Choose one		~				
XP/	State	Choose one	~	City							
۳	Designation	1		Organisation							
	Dispatch Through	Choose one	~								
	Output Fields: 🗌 A	II 🗹 Dispatch No.	Z File No Receip	ot No 🗹 Subject	Addressee	Sent By	Section	Department	Dispatch By	Dispatch On	
			Sear	ch Dispatch							
	L										
					Fig.29						



### CREATION OF MULTIPLE REMINDERS OF AN ISSUE

This enables the user for creating a reminder draft w.r.to an already sent reminder draft to respective department(s)/ministries in case the reply is not received by the expected reply date (reminder date), even after sending a reminder.

### Refer Creation of Reminder w.r.to Issue for process.

### **REPORTS FOR REMINDER**

Reports module helps the user to generate the report(s) for all the notifications based on their status, from where reply awaited, and by what time it is not received. User can generate the 4 reports based on the input parameters explained above as follows:

- 1. Diary for Active follow ups
- 2. Issues for which reply is received before reply due date
- 3. Issues for which reply is received after reply due date
- 4. Diary for Active/Closed follow ups

Above Reports has been explained in Reports Section.



# **TRANSFER PROCESS**

File transfer interface, is a feature that will allow the transfer the Files/Receipts from one post (Active/Inactive) to another post (Active).

### **Process Flow in File Transfer Interface**

Through this interface in eFile, the eOffice Administrator will be able to transfer files from one post to another post.

1. Any user having the local administrator role in eFile will have the Transfer link in the Settings option available in the left hand navigation menu.

			State C.S BHATT UDC(HS)2
eFile electronic file sy	ystem	Search	Advanced   Help
Receipts + Files +	Transfer      Department From Select Department     Section From Select Section     Transfer From *		]
Migrate File (+) Dispatch (+)	Department To Select Department V Section To Select Section V Transfer To *		✓ Share Sent Items
Dispatch (+) DSC (+) Recent	Year Subject Opening Date	17 То 🕅	
Settings - Preferences	File No.       Main Category       Choose one       Sub Category       Choose One		
Address Book     User Groups     Deactivate DSC			Search
Configuration     Sourch Brivilage			Transfer
Dealing Rights	Fig.1		

- 2. The local administrator managing this module will be able to search all employees from his/her department only in the "Transfer **From**" field.
- 3. The local administrator user with File Transfer role will be able to **Search all files/receipts for any Post**.

	fic PLACE SO	e									
	2										C.S BHATT_UDC(HS)2_
eFile electr	onic file :	system							Search		Advanced   Help
Pacainte	e	🖃 Transfer									
Files	Ð	Department Fro	Select Department	~	Section From	Select Section	~	Transfer From *			
Migrate File	Ŧ	Department	To Select Department	~	Section To	Select Section	~	Transfer To *			Share Sent Items
Dispatch	Đ	Trans	fer File	~							
Dispatch	+	Ye	ear					Subject			
DSC	+	Computer N	10.					Opening Date	To To	17	
Reports	+	File 1	ło.								
Settings	Ξ	Main Catego	Choose one		~						
Preferences		Sub Catego	Choose One		~						
Address Book											Search
Deactivate DS	c										
Transfer											Transfer
Configuration											

Fig.2

### Note: Administrator will be able to search all the employees (Active/Inactive) in the Department

### Note: Administrator will be able to search all the post (Active/Inactive) in the Department.

4. The local administrator will be able to transfer all Files/receipts to **Active employees having Active post** only.

	📒 <u>C.S.B</u>	HATT UDC(HS)2
eFile electronic file sys	em Search Adv	vanced   Help
Berriste (D)	- Transfer	
Files (+)	Department From Ministry Of Home Affairs Section From AFA(Budget) AFA(Budget) AFA(Budget) AFA(Budget) AFA(Budget) AFA(Budget)	
Migrate File 🛨	Department To Ministry Of Home Affairs Section To AD-III Transfer To * BALDEV SINGH RAWATUDC4(AD-III)AD-III	re Sent Items
Dispatch 🛨	Transfer File	
Dispatch 🛨	Year Subject	
DSC +	Computer No. Opening Date To To	
Reports +	File No.	
Settings 🖃	Main Category Choose one	
Preferences	Sub Category Choose One	
Address Book		Search
Deactivate DSC		
Transfer		Transfer
Configuration		
Search Privilege		
▶ Dealing Rights		
	Fig.3	


5. The local administrator will have to enter mandatory Remarks before transferring files/receipts or he needs to upload an Authorization Document for transferring the files/receipts.

eFile electronic file :	system		Search Advanced   Help
Receipts       +         Files       +         Migrate File       +         Dispatch       +         Dispatch       +         DSC       +         Reports       +         Settings       -         > Preferences       >         > Address Book       >         > Deactivate DSC       >         > Transfer       >	Transfer  Department From Ministry Of Home Affairs Department To Ministry Of Home Affairs  Transfer File  Year Computer No. File No. Main Category Choose one Sub Category Choose One  Expand all   Collapse all	Record(s) Transfer Confirmation         • Please upload document         • Please enter remarks         Do you want to transfer the selected item(s)?         Remarks*         transfer         Authorization Document (Only PDF uplo 5 mb)*         Note : (Document once uploaded can not be replaced correct document is uploaded)         Ok	VFA(H) ENO 'D' ADMIN-IAADMIN-I ✓ Share Sent Items Upload I. Ensure that Search Transfer
Configuration     Search Privilege     Dealing Rights     Notification	Nature     Con       Image: Conset     Image: Conset       Image: Conset     Image: Conset       Image: Conset     Image: Conset       Image: Conset     Image: Conset	puter No File No Subje	act

Fig.4

- 6. Files from Inbox, Created, Parked and Closed will move to the recipient's respective folders.
- 7. Dispatch Sent items would also be transferred along with other File/receipt components.

## eOffice Project Division National Informatics Centre

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