



A DIGITAL WORK PLACE SOLUTION

eFile

File Management System

USER MANUAL



Prepared by
National Informatics Centre

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Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using 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.

Receipts

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

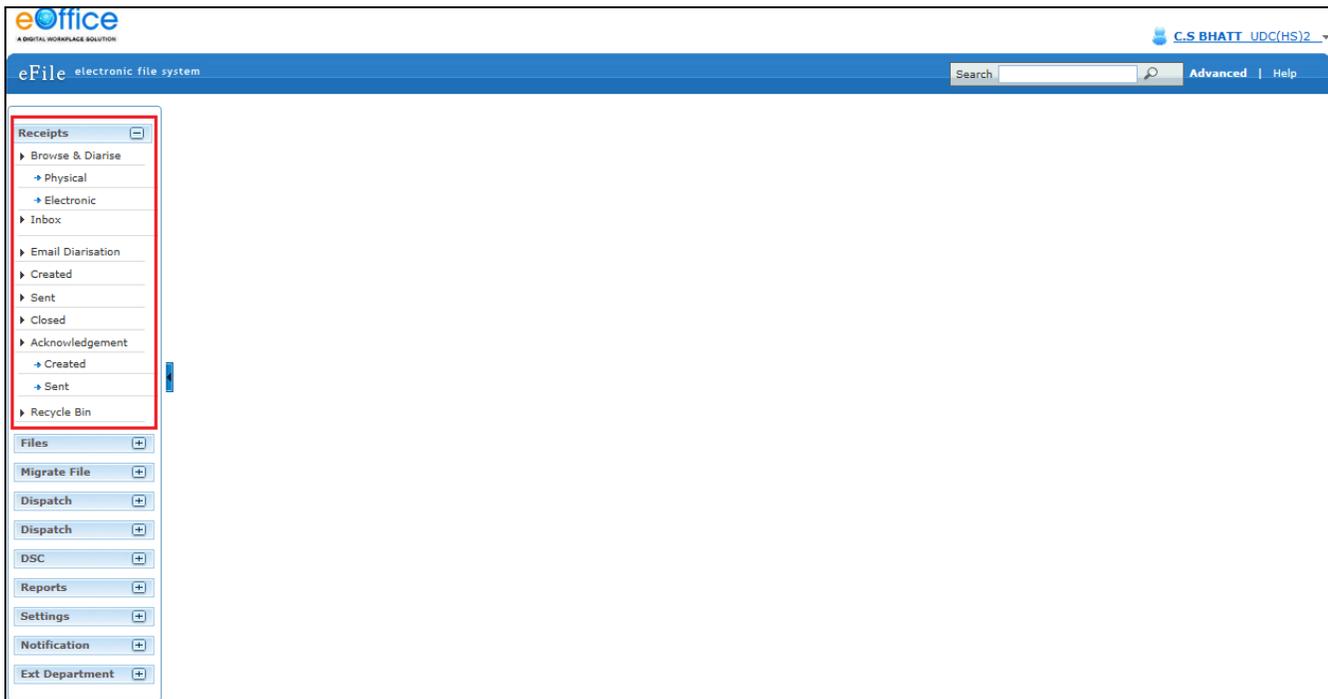


Fig.eFile.1

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:

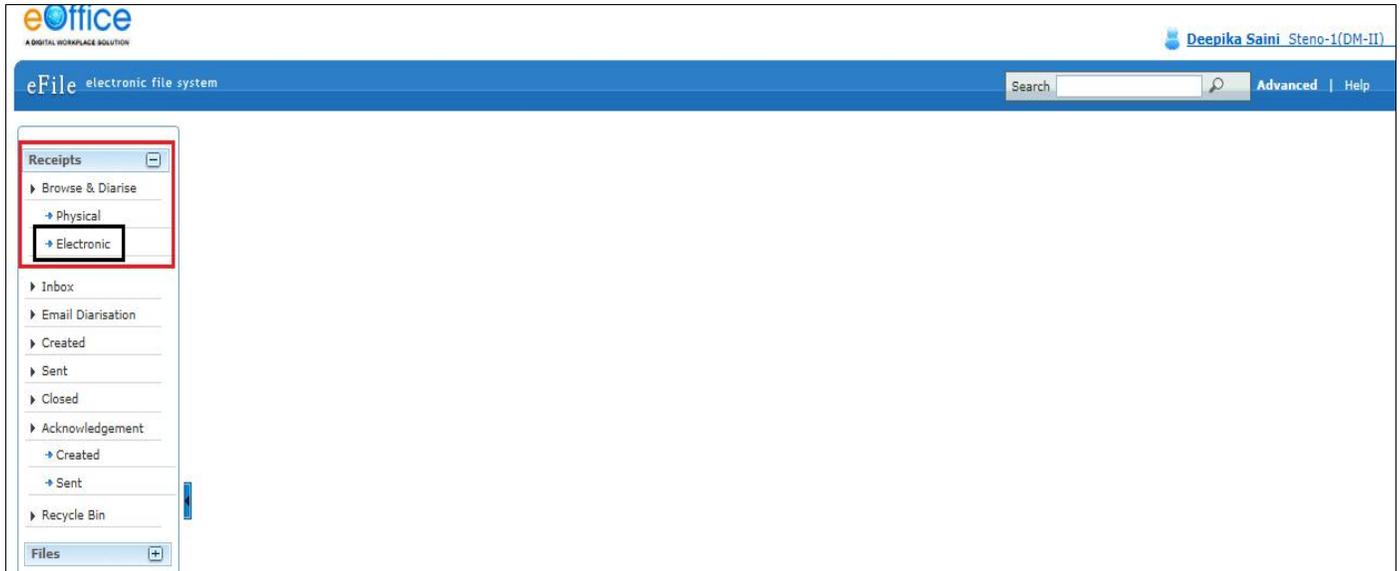


Fig.eFile.2

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

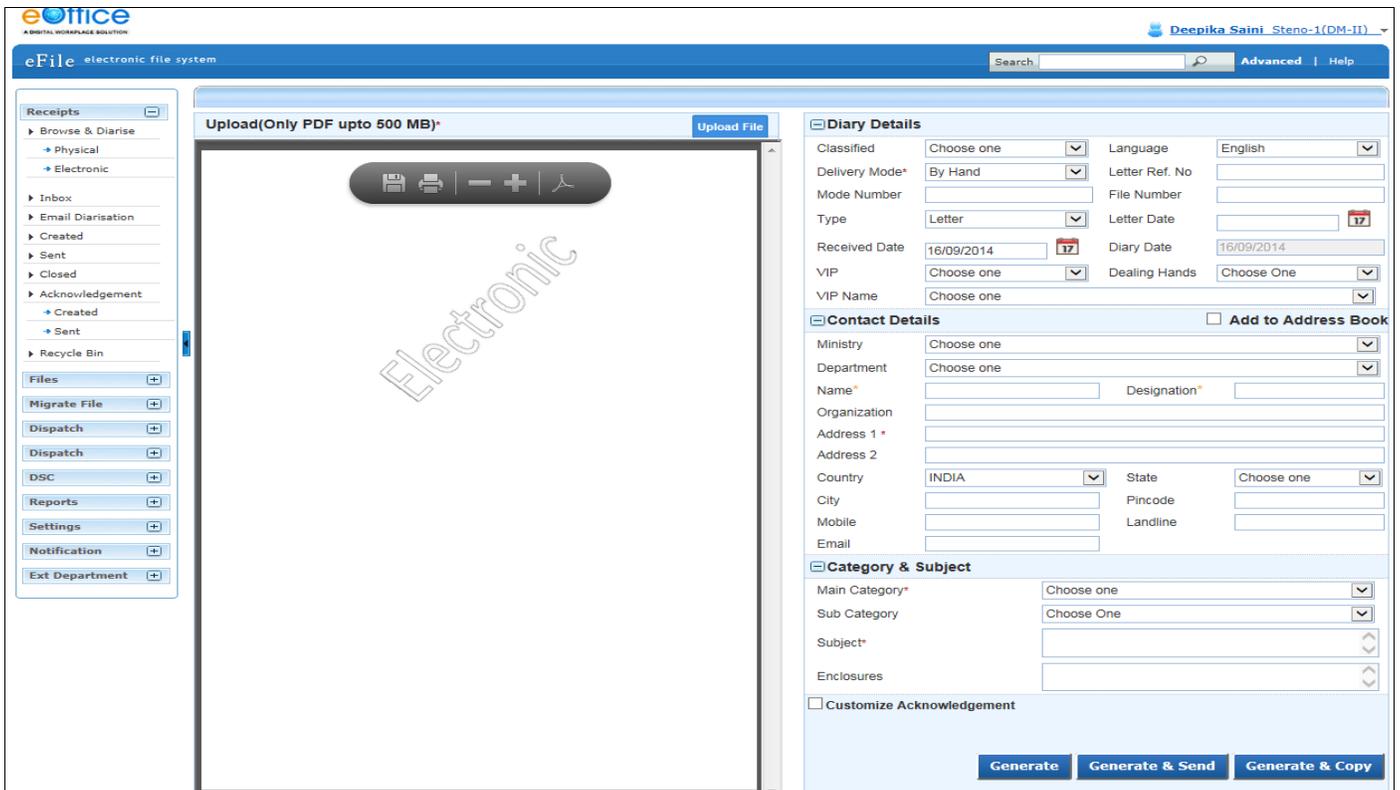


Fig.eFile.3

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

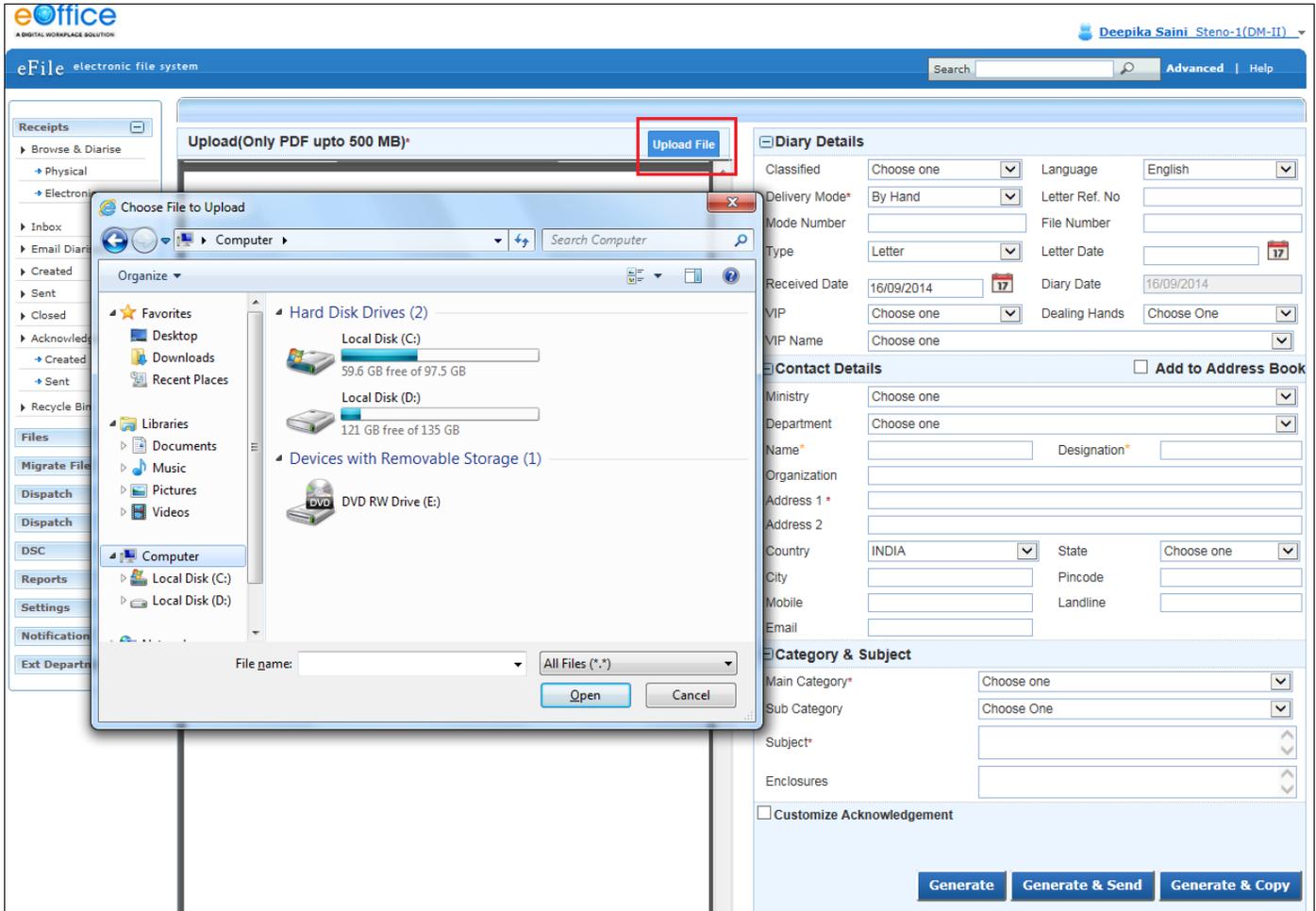


Fig.eFile.4

3. After entering the name of the receipt, Click the **Open** () 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.

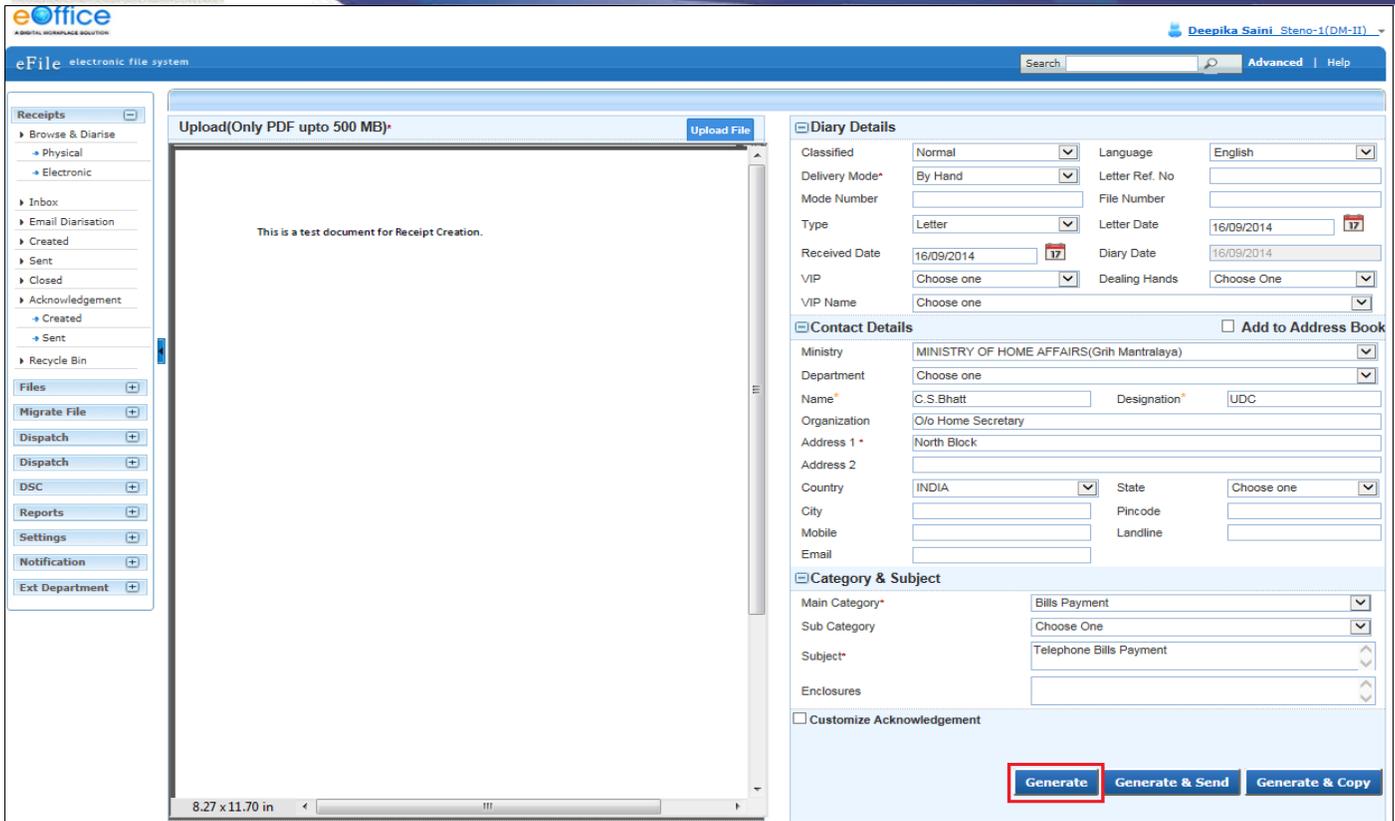


Fig.eFile.5

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.

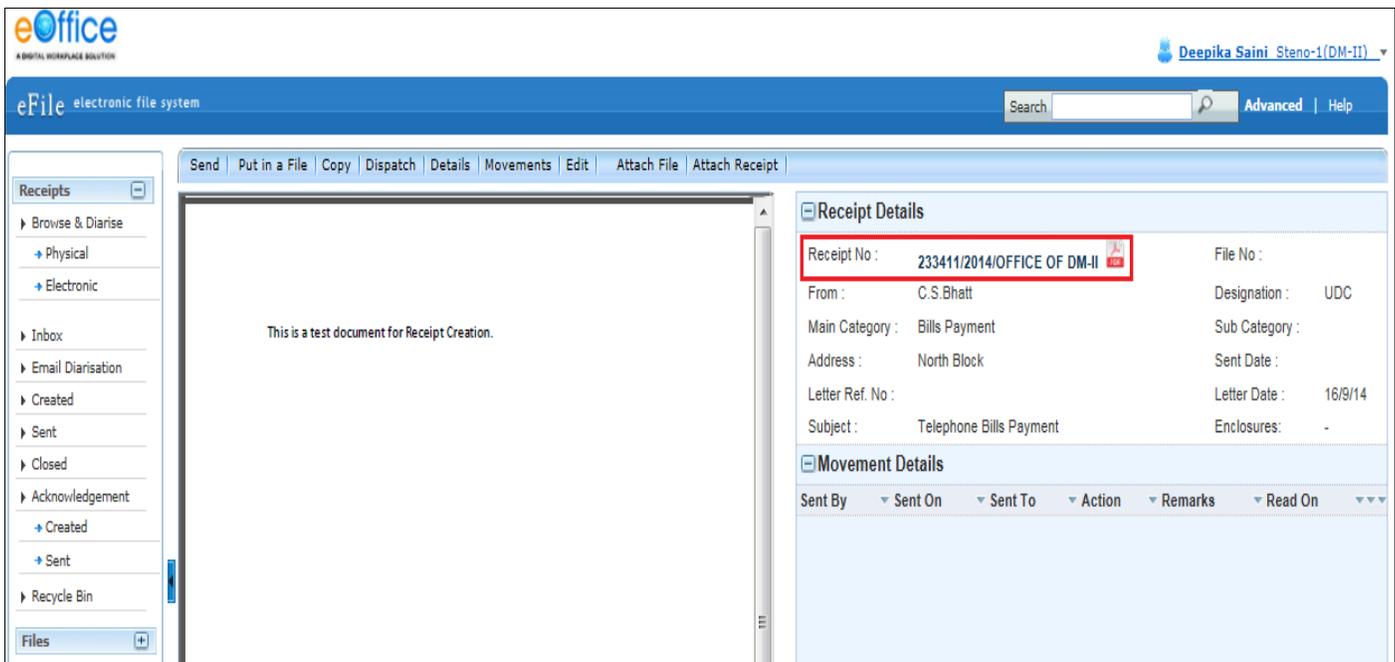


Fig.eFile.6

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

shown in Fig.eFile.7:

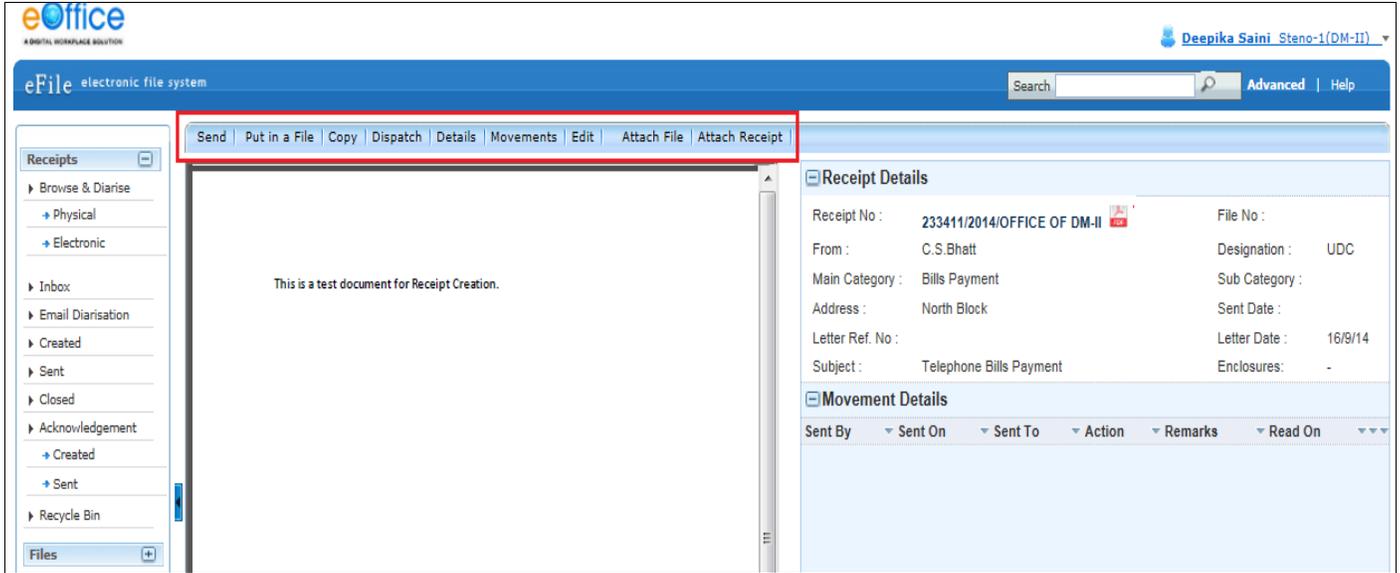


Fig.eFile.7

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:

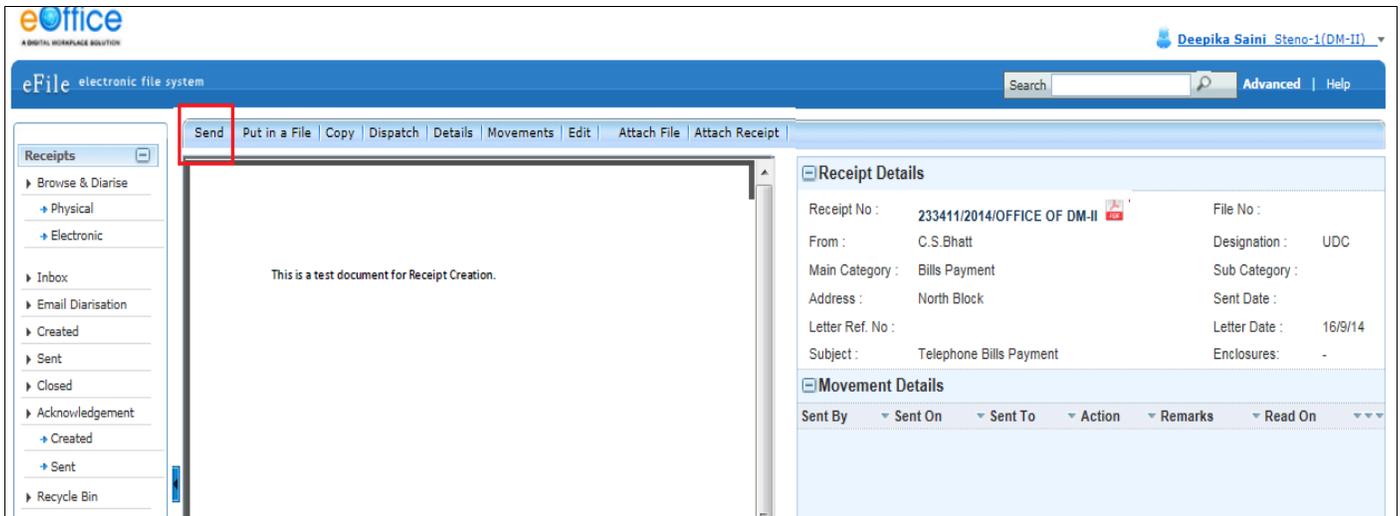


Fig.eFile.8

- 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).

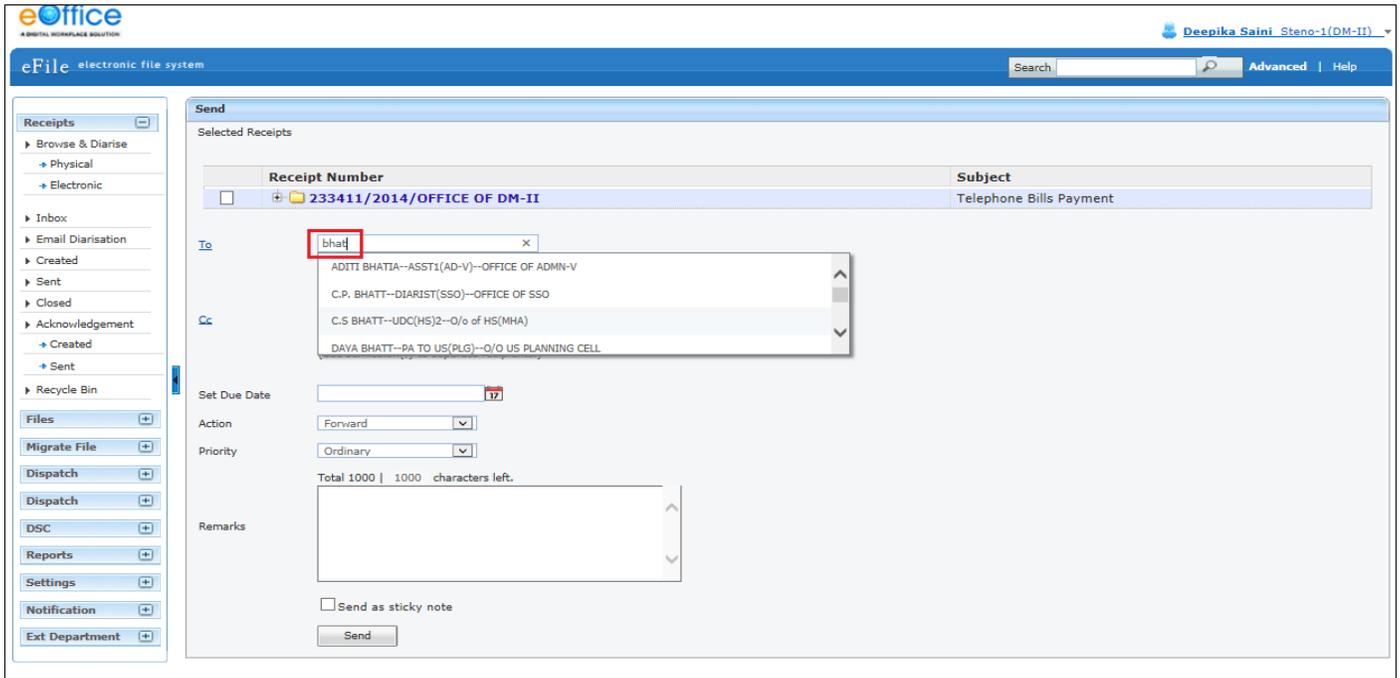


Fig.eFile.9

- 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).

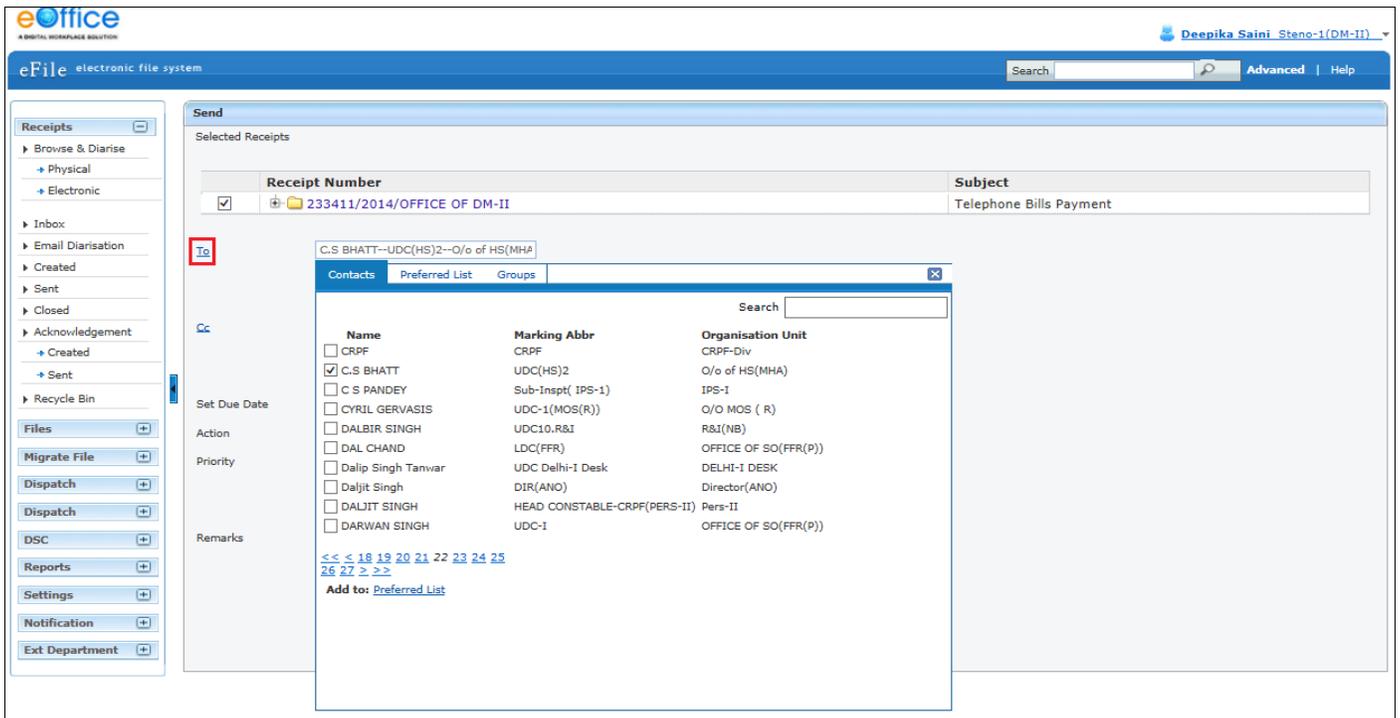
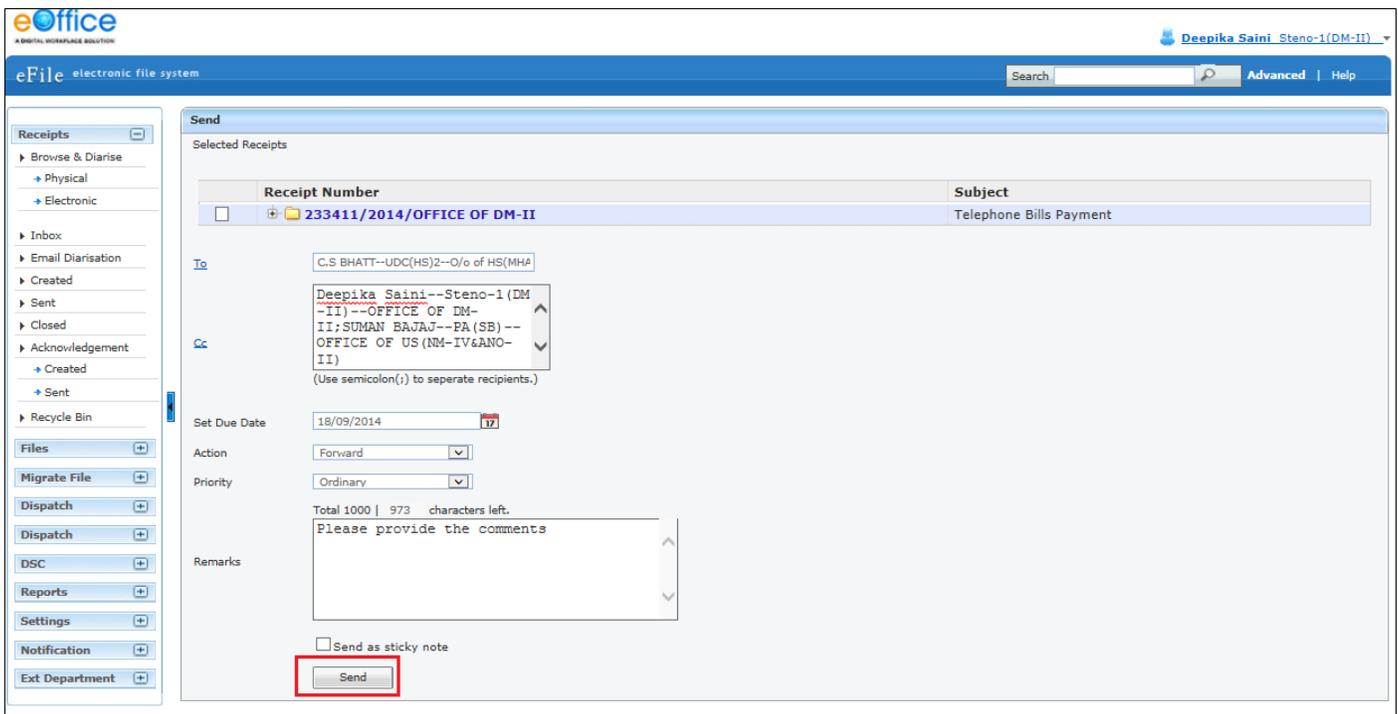


Fig.eFile.10

- 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.

- Provide **Due date** (if required) for the receipt using the calendar (**17**) link adjacent to the Due Date text box.
- Select **Action** which has been taken on the receipt from the dropdown menu.
- Set the **Priority** (if required) of the receipt from the dropdown menu.
- Type **Remarks** (if required) in the Remarks text box, and click the **Send** () button, as shown in Fig.eFile.11:



The screenshot shows the 'Send' form in the eFile application. The form is titled 'Send' and is used to forward a receipt. The 'Selected Receipts' section shows a table with one receipt: '233411/2014/OFFICE OF DM-II' with the subject 'Telephone Bills Payment'. The 'To' field is populated with 'C.S BHATT--UDC(HS)2--O/o of HS(MHA)'. The 'Cc' field is populated with 'Deepika Saini--Steno-1 (DM --II)--OFFICE OF DM-II;SUMAN BAJAJ--FA (SB)--OFFICE OF US (NM-IV&ANO-II)'. The 'Set Due Date' field is set to '18/09/2014'. The 'Action' dropdown is set to 'Forward' and the 'Priority' dropdown is set to 'Ordinary'. The 'Remarks' field contains 'Please provide the comments'. The 'Send' button is highlighted with a red box.

Fig.eFile.11

- 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.

- 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.

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:

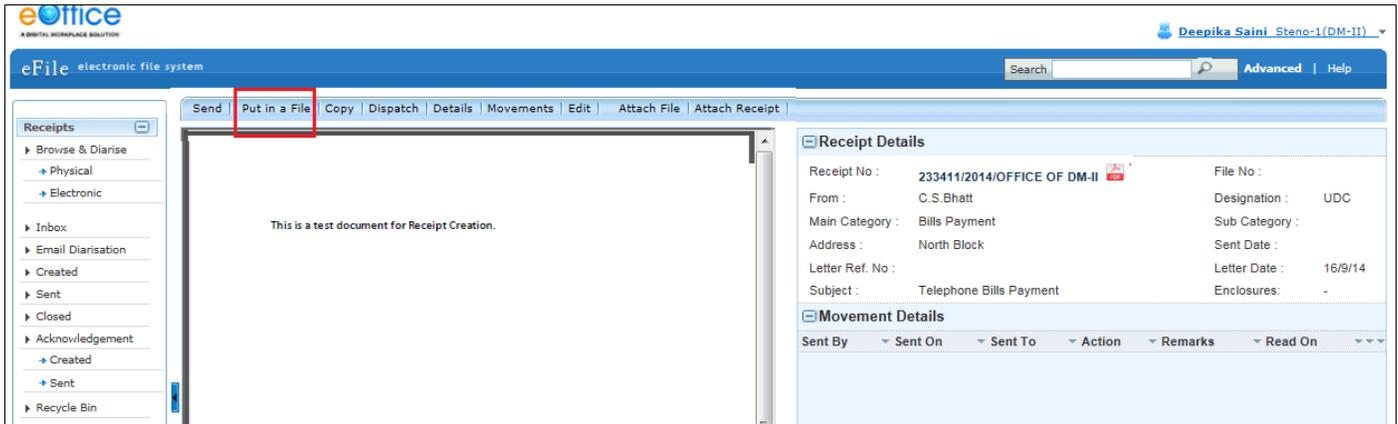


Fig.eFile.12

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

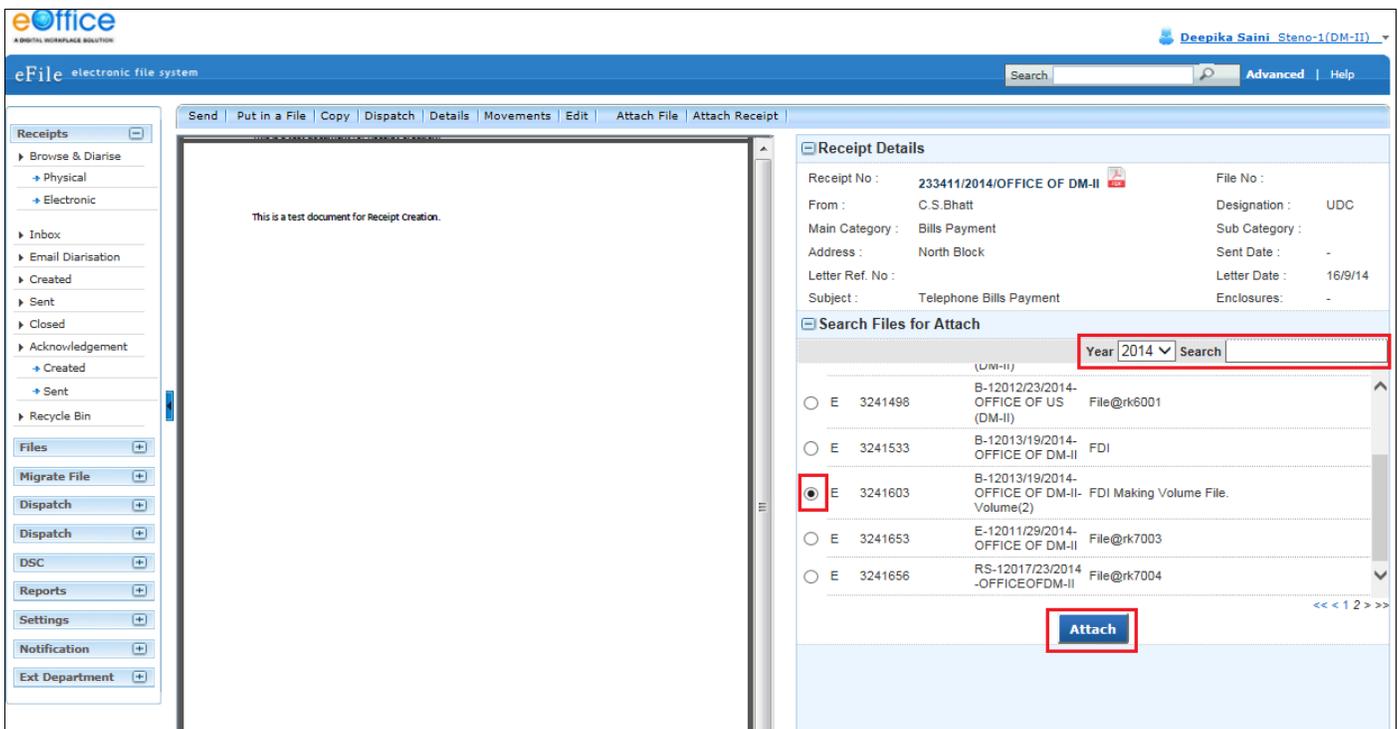


Fig.eFile.13

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.

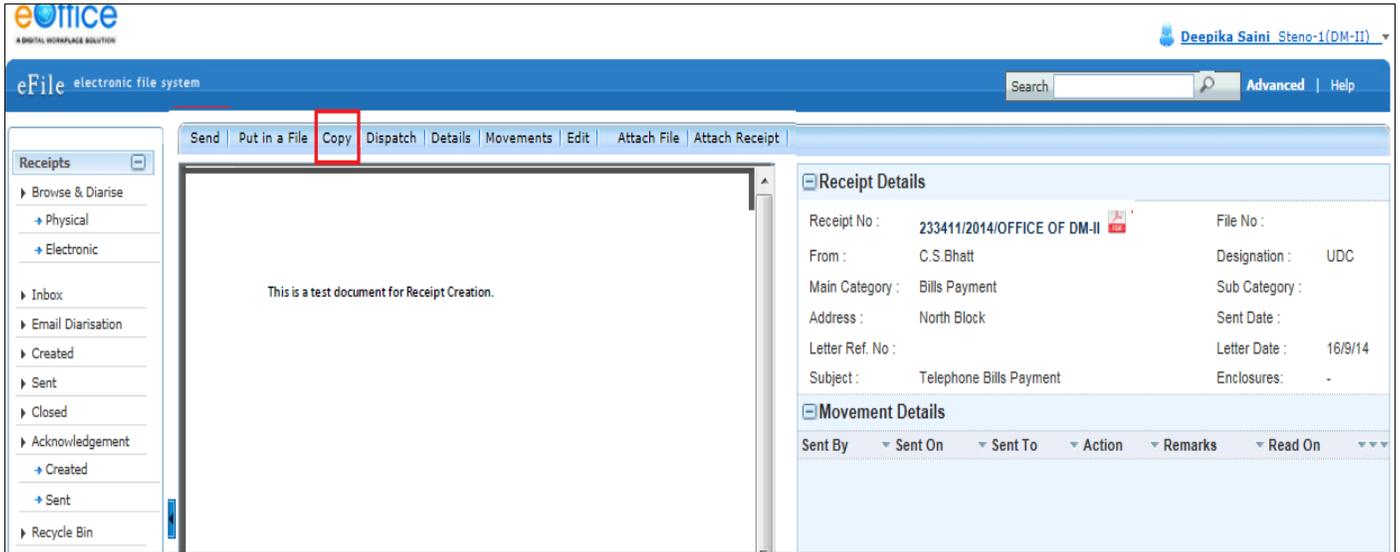


Fig.eFile.14

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).

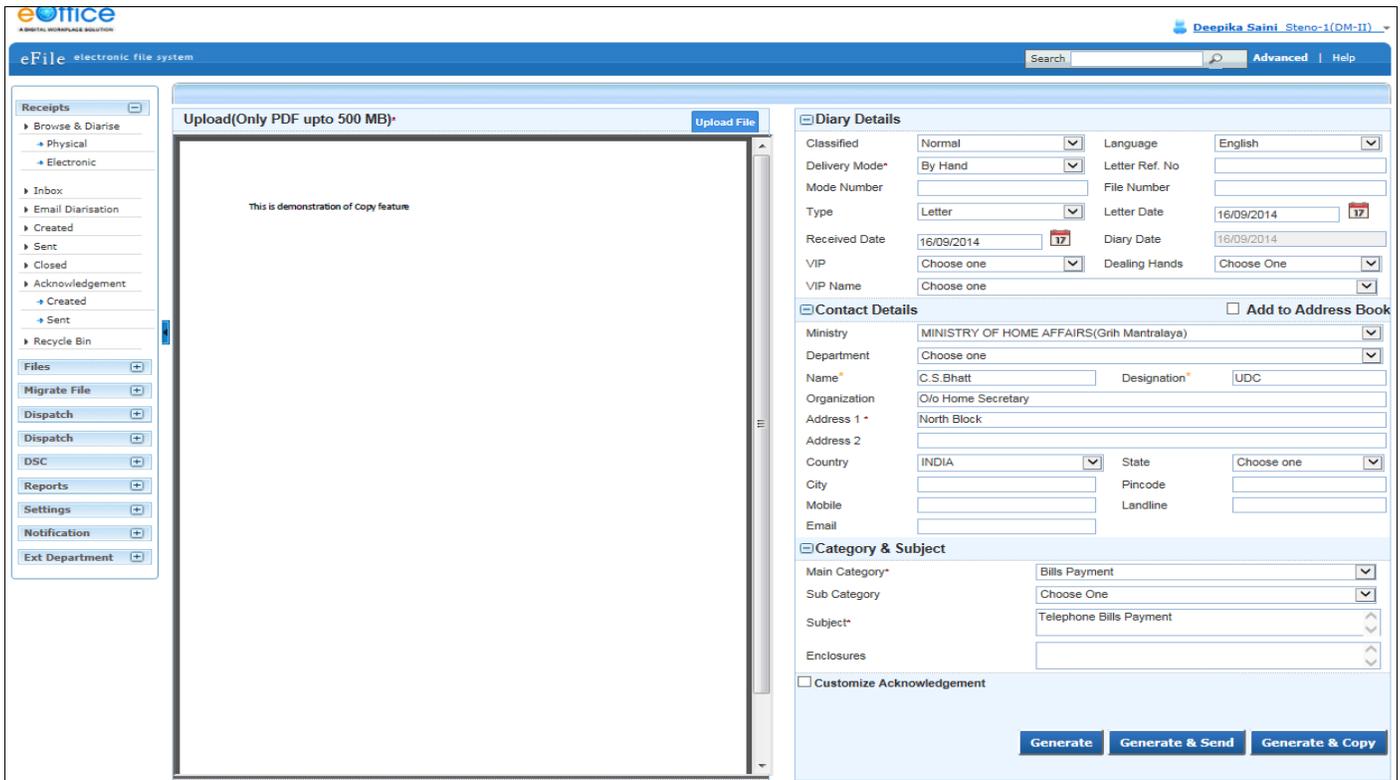


Fig.eFile.15

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

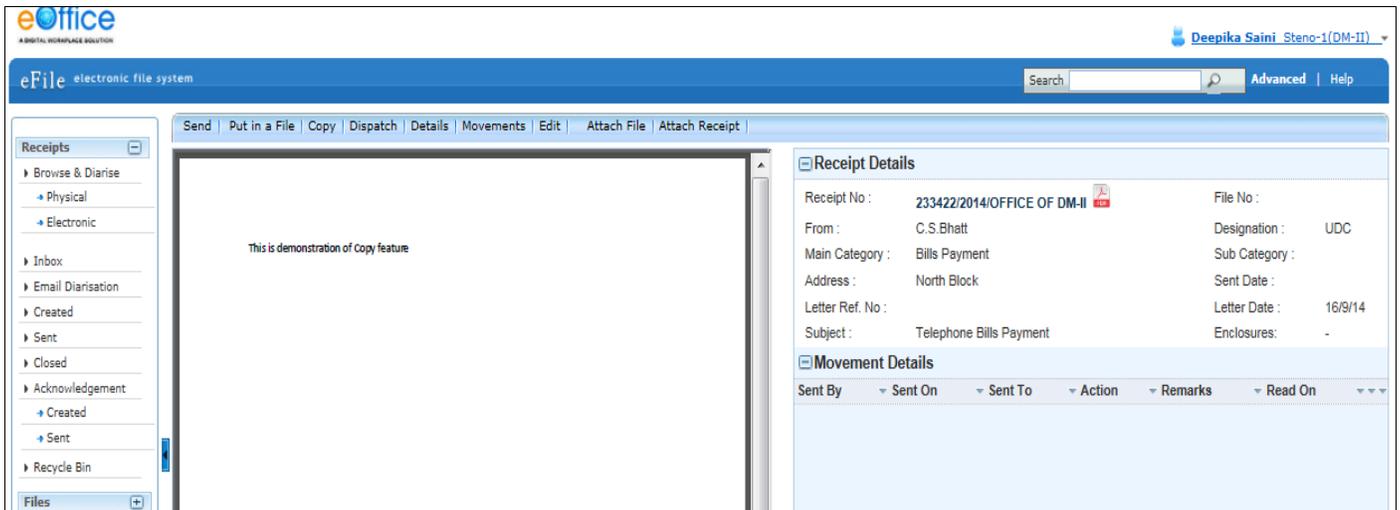


Fig.eFile.16

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

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

- Click the **Dispatch** ([Dispatch](#)) link.

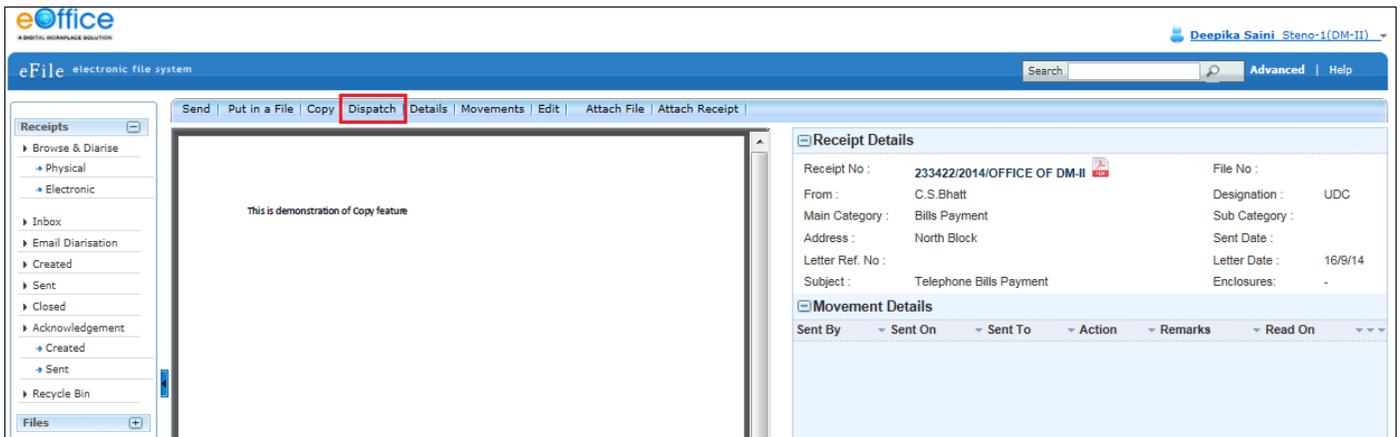


Fig.eFile.17

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

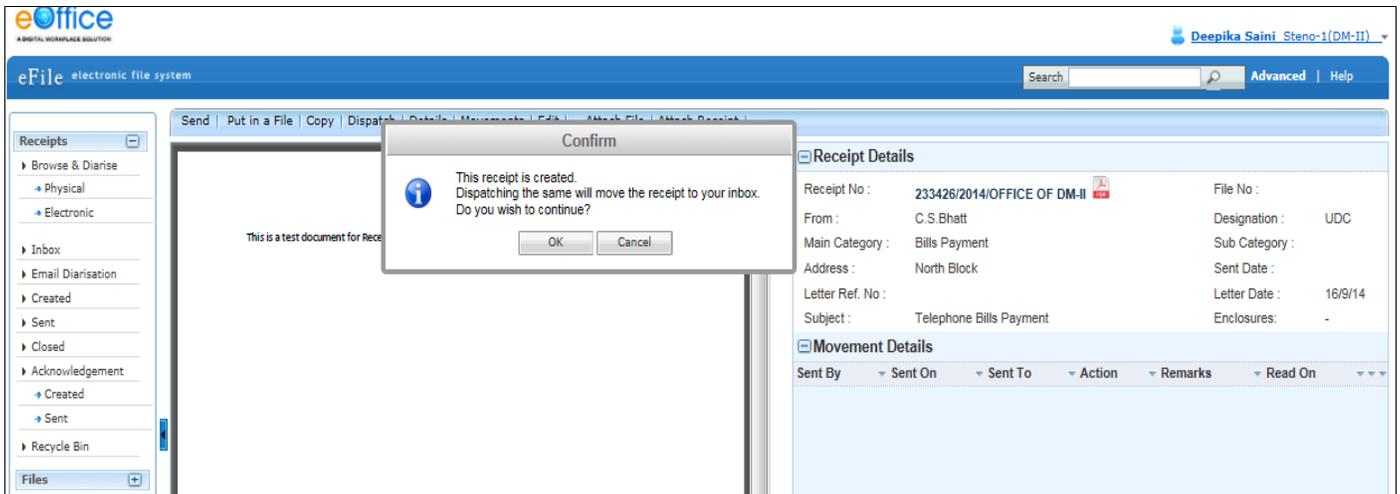


Fig.eFile.18

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.

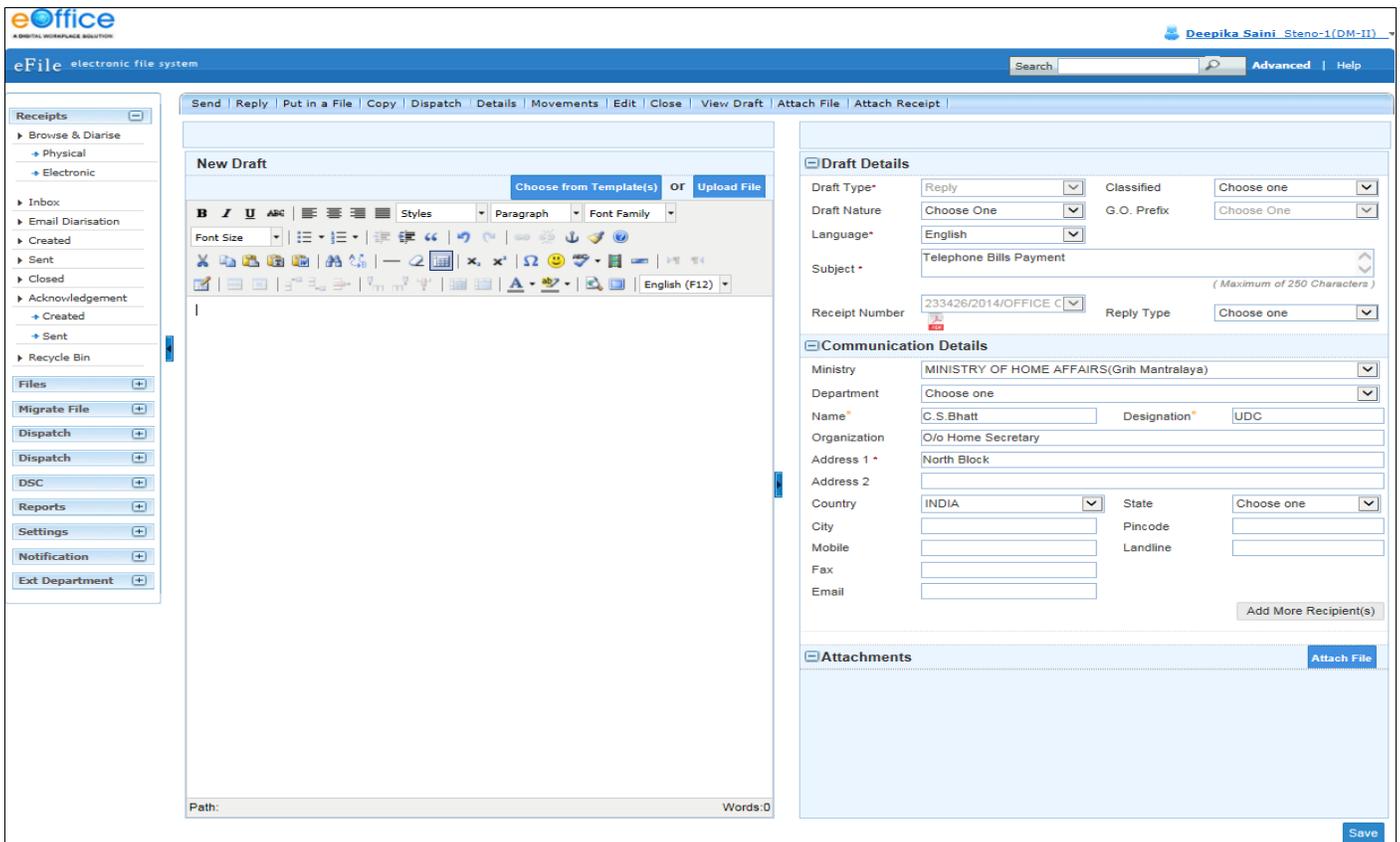


Fig.eFile.19

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' () 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.

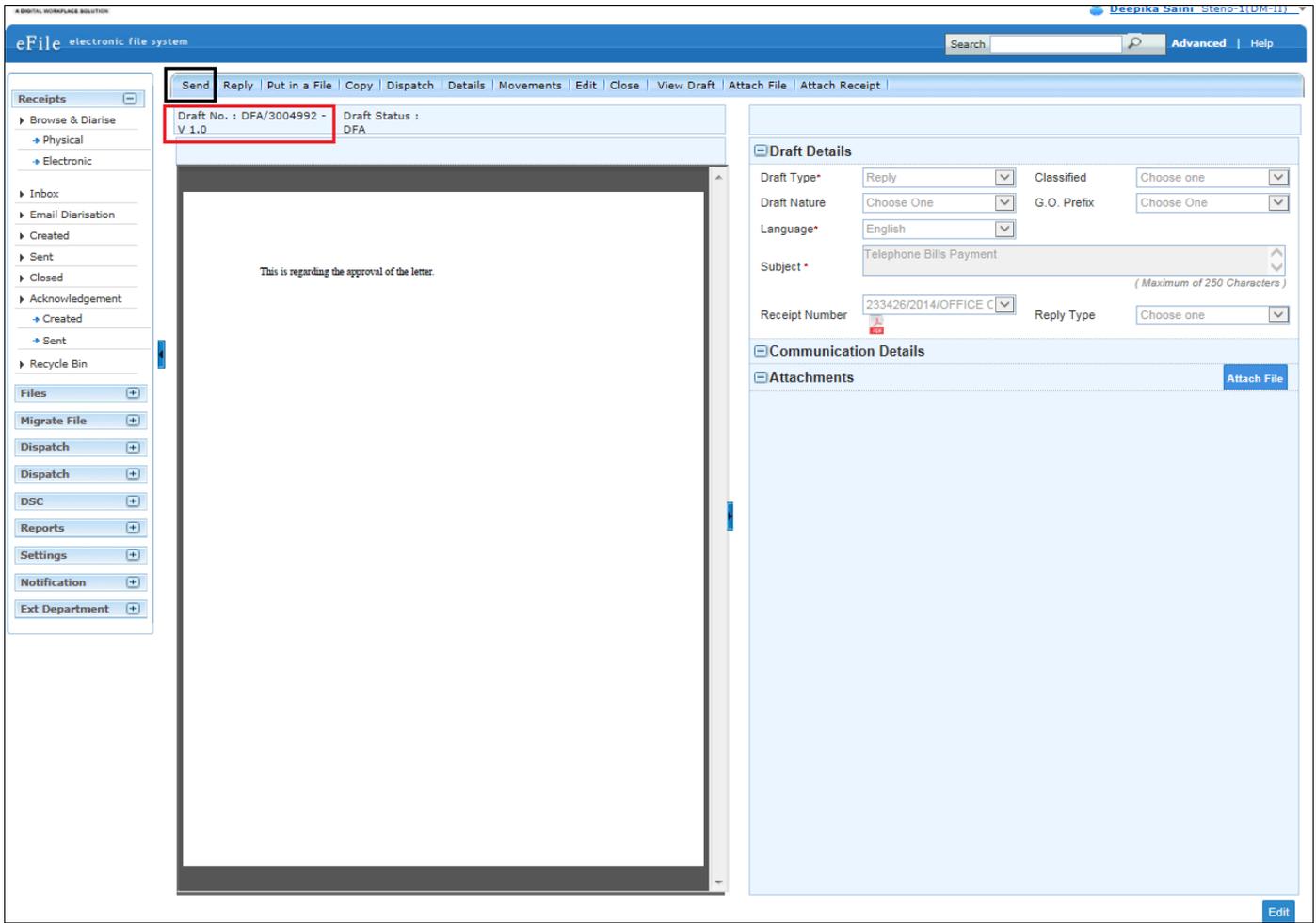


Fig.eFile.20

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:

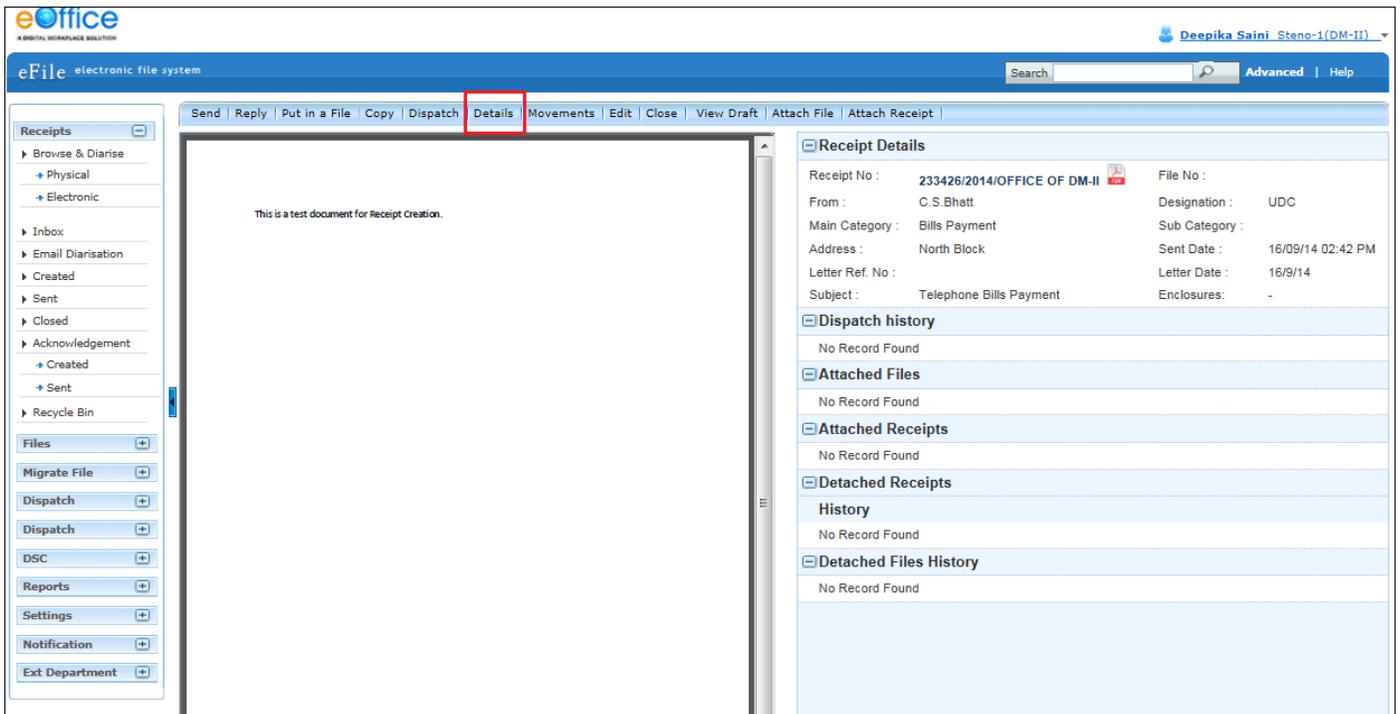


Fig.eFile.21

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:

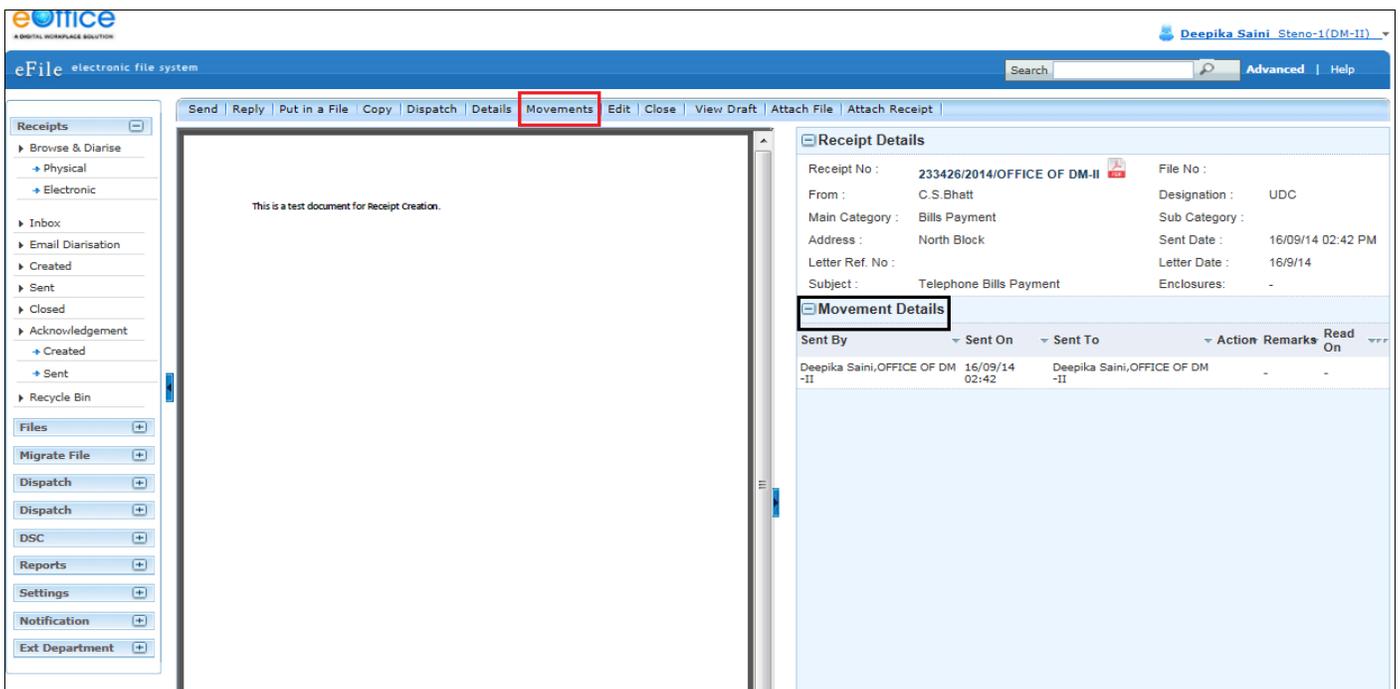
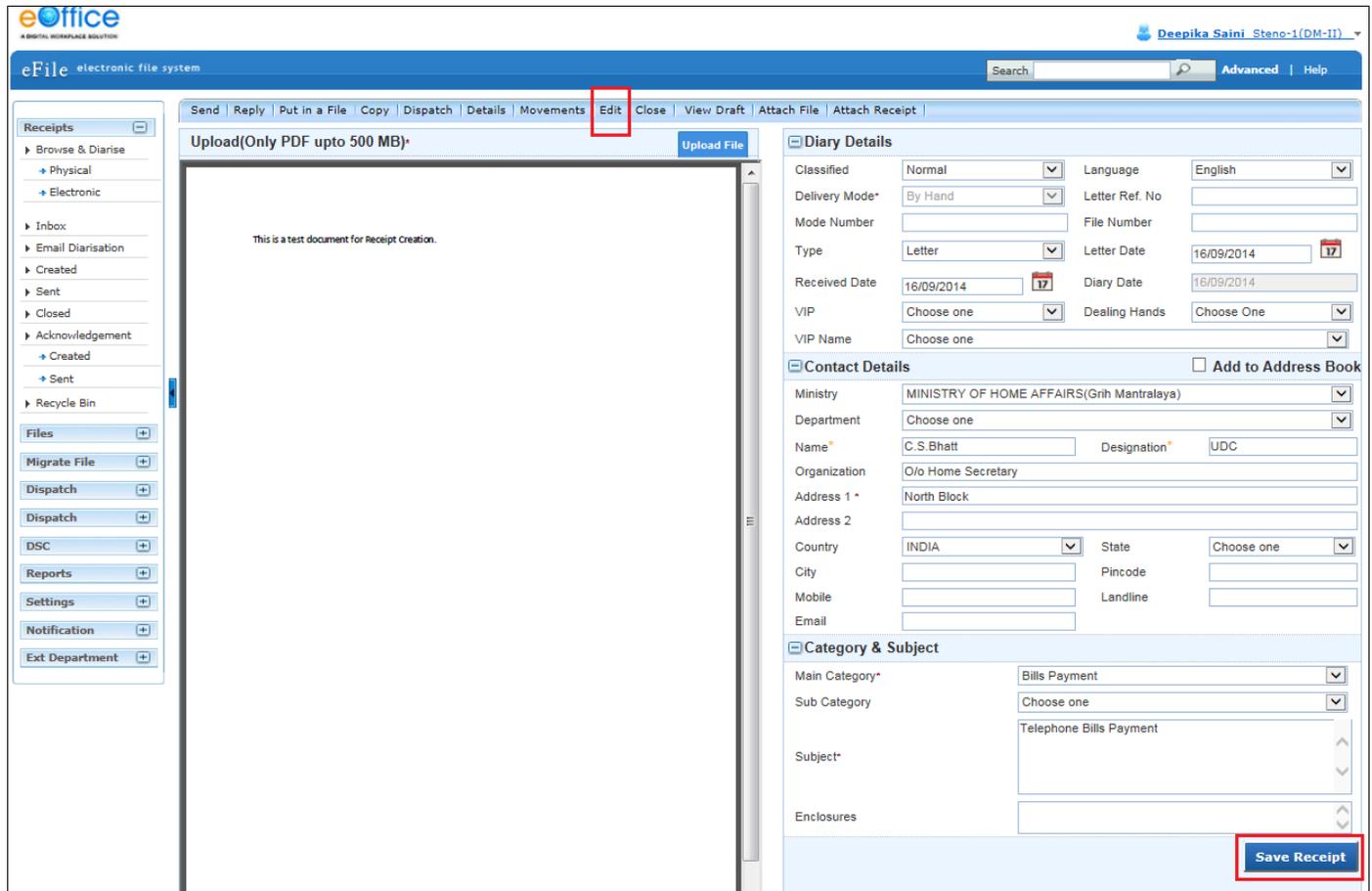


Fig.eFile.22

- 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 (), as a result the Metadata fields get active, as shown in following Fig.eFile.23:



The screenshot displays the eFile application interface. The top navigation bar includes the eoffice logo, user name 'Deepika Saini Steno-1(DM-II)', and search options. The main menu contains 'Send', 'Reply', 'Put in a File', 'Copy', 'Dispatch', 'Details', 'Movements', 'Edit', 'Close', 'View Draft', 'Attach File', and 'Attach Receipt'. The 'Edit' button is highlighted with a red box. The central area shows a receipt creation form with a text box containing 'This is a test document for Receipt Creation.' and an 'Upload File' button. The right sidebar contains several sections: 'Diary Details' with fields for Classified, Delivery Mode, Mode Number, Type, Received Date, VIP, and VIP Name; 'Contact Details' with fields for Ministry, Department, Name, Designation, Organization, Address, Country, State, City, Pincode, Mobile, and Landline; and 'Category & Subject' with fields for Main Category, Sub Category, and Subject. The 'Save Receipt' button at the bottom right is also highlighted with a red box.

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.

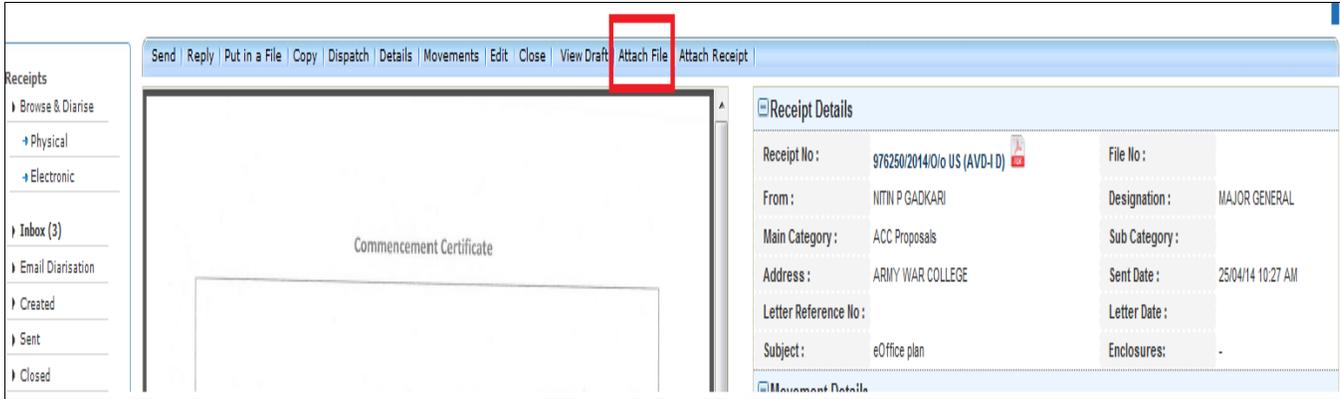


Fig.eFile.24

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.

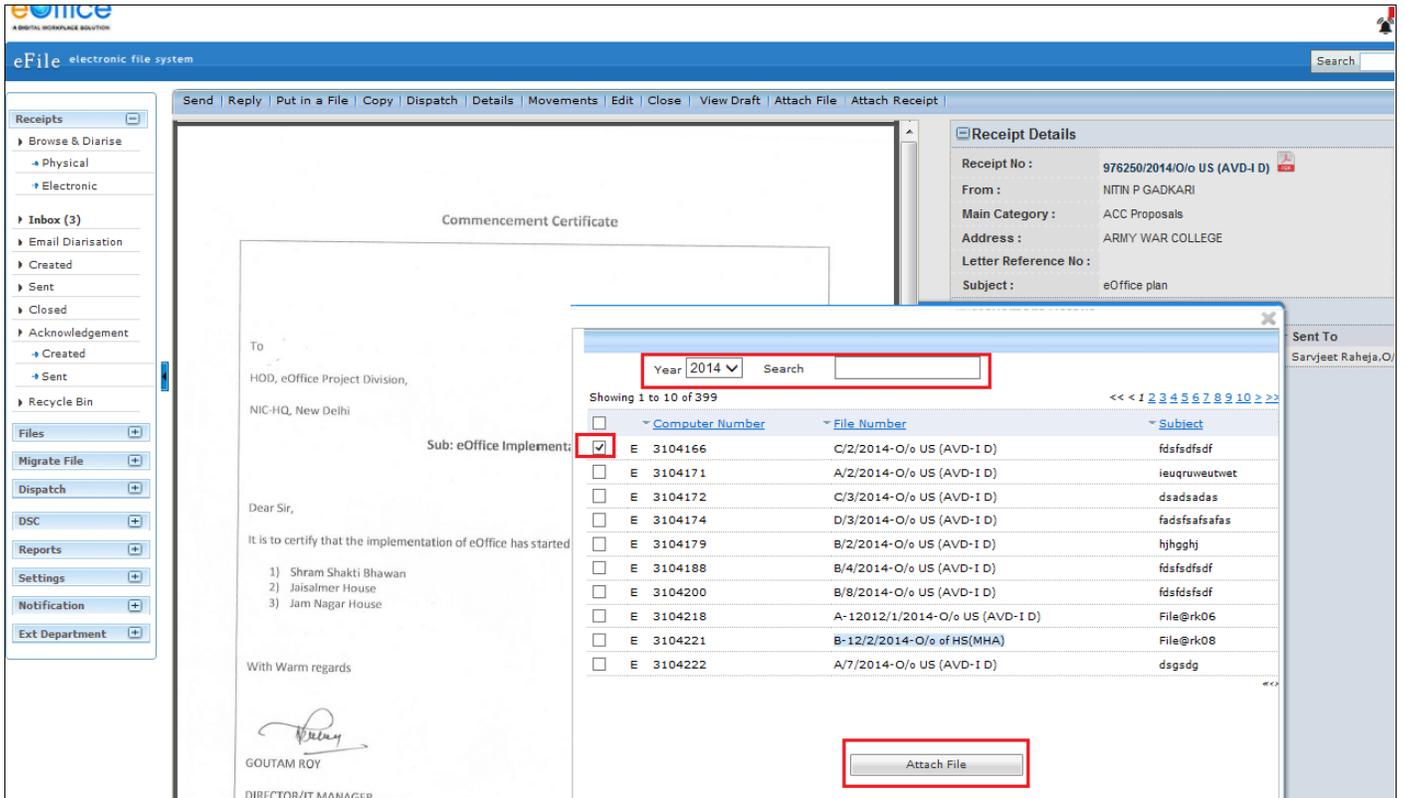


Fig.eFile25

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

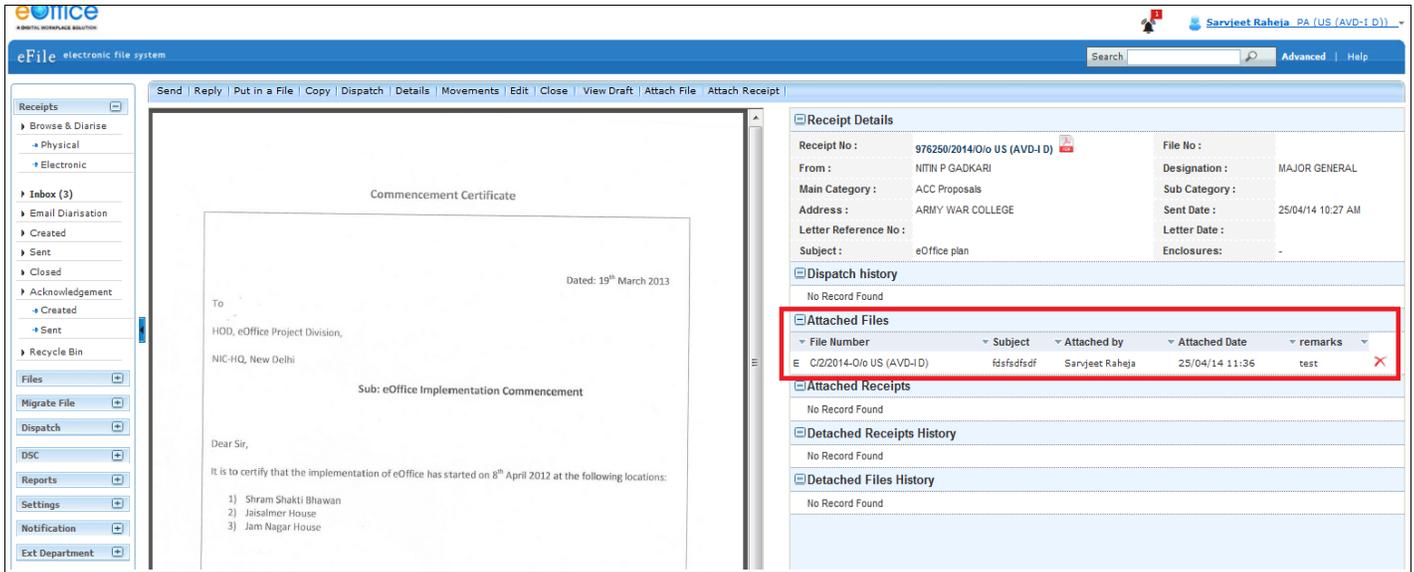


Fig.eFile.26

Detach File- Will detach a file from the receipt.

The file can be de-attached from receipt on clicking "X" button in the Attached Files section (Fig.eFile.26).

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

- i) **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:

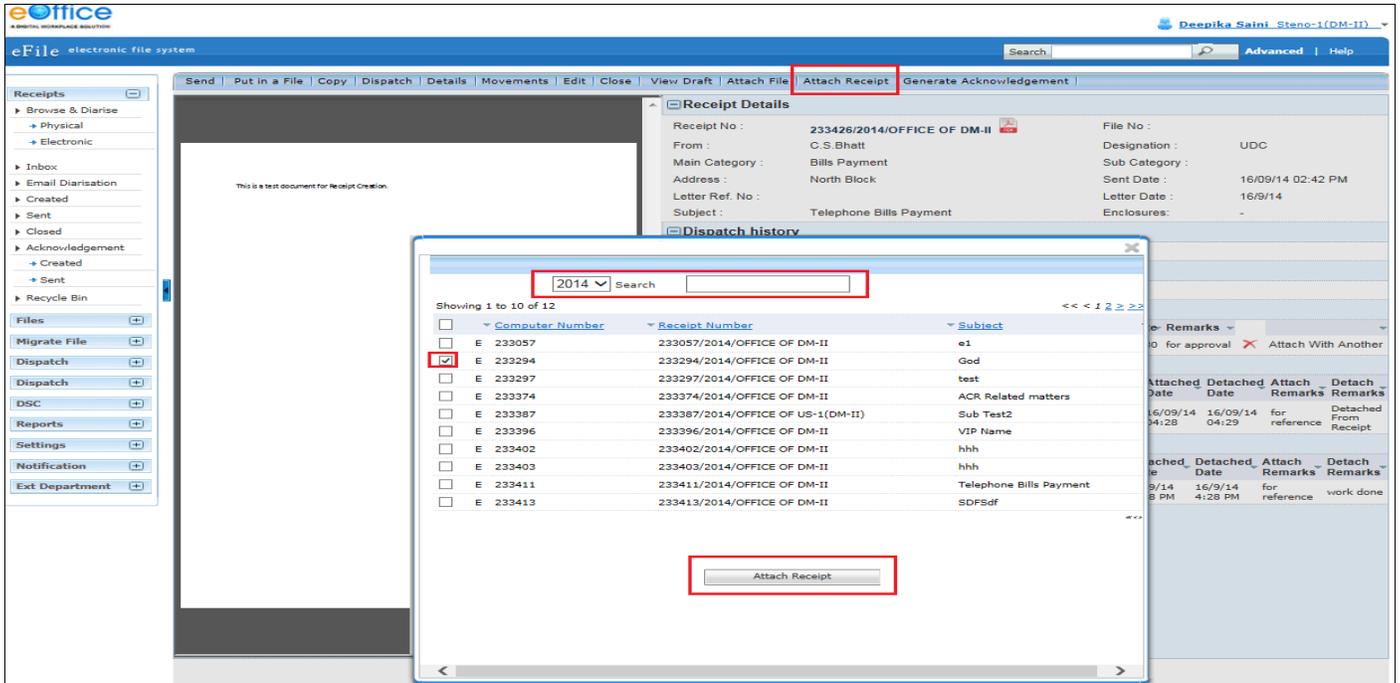


Fig.eFile.27

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

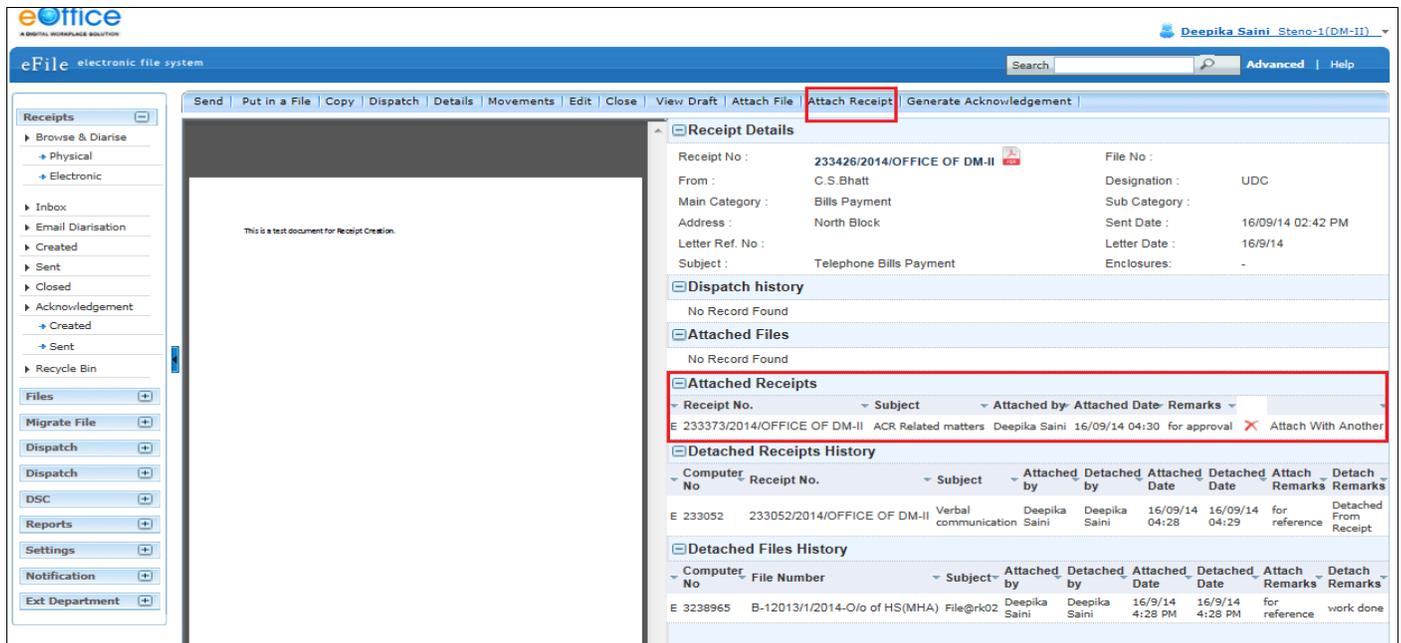


Fig.eFile.28

Detach Receipt- Will detach a receipt from the Receipt.

The receipt can be de-attached from receipt on clicking "X" 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).

The screenshot displays the 'eFile - electronic file system' interface. On the left is a navigation menu with options like 'Receipts', 'Files', 'Migrate File', 'Dispatch', 'DSC', 'Reports', 'Settings', 'Notification', and 'Ext Department'. The main area is titled 'Upload(Only PDF upto 500 MB)' and contains a large text box with the message 'This is a test document for Receipt Creation.' To the right of the upload area is a form with the following sections:

- Diary Details:** Includes dropdowns for 'Classified', 'Language' (English), 'Delivery Mode' (By Hand), 'Type' (Letter), and 'VIP'. It also has input fields for 'Mode Number', 'File Number', 'Letter Date' (12/09/2014), 'Received Date' (12/09/2014), 'Diary Date' (17/09/2014), and 'Dealing Hands'.
- Contact Details:** Includes a dropdown for 'Ministry' (MINISTRY OF FINANCE (EXPENDITURE)), 'Department', 'Name' (A.Bhattacharya), 'Designation' (US & CPIO(E.IV Branch)), 'Organization', 'Address 1' (MHA,North Block), 'Country' (INDIA), 'State', 'City', 'Pincode', 'Mobile', 'Landline', and 'Email'.
- Category & Subject:** Includes dropdowns for 'Main Category' (Cabinet Note), 'Sub Category' (Choose One), and 'Subject' (Cabinet Reply). It also has an 'Enclosures' field.

At the bottom of the form, there are three buttons: 'Generate', 'Generate & Send', and 'Generate & Copy'. The 'Generate & Send' and 'Generate & Copy' buttons are highlighted with a red rectangular box.

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.

Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Quick Action
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	-	[Icons]
E 233441	233441/2014/O/o of HS(MHA)	sd	dd	C.S BHATT,O/o of HS(MHA)	16/09/14 06:05	-	[Icons]
E 233435	233435(1)/2014/OFFICE OF US-1(DM-II)	CC Receipt	D.Ramesh Babu	ASHISH KUMAR PANDA,OFFICE OF US-1(DM-II)	16/09/14 05:12	-	[Icons]
E 233426	233426/2014/OFFICE OF DM-II	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-	[Icons]
E 233387	233387/2014/OFFICE OF US-1(DM-II)	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	-	[Icons]
E 233374	233374/2014/OFFICE OF DM-II	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	-	[Icons]
E 233297	233297/2014/OFFICE OF DM-II	test	Geeta Bhatnagar	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	11/09/14 05:22	-	[Icons]
E 233294	233294/2014/OFFICE OF DM-II	God	DR. N.RAMESH KUMAR	HARISH CHANDER BABBAR (DINESH KUMAR, PRAJAPATI),OFFICE OF DM-II	11/09/14 05:13	-	[Icons]
D 153130	153130/2014/O/o of HS(MHA)	ADOPTED VEHICLES	JAI SINGH S/O LAE SH	ASHISH KUMAR PANDA,OFFICE OF	11/09/14	-	[Icons]

Fig.eFile.30

There are **9** links provided under **Receipt Inbox**:

- 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:

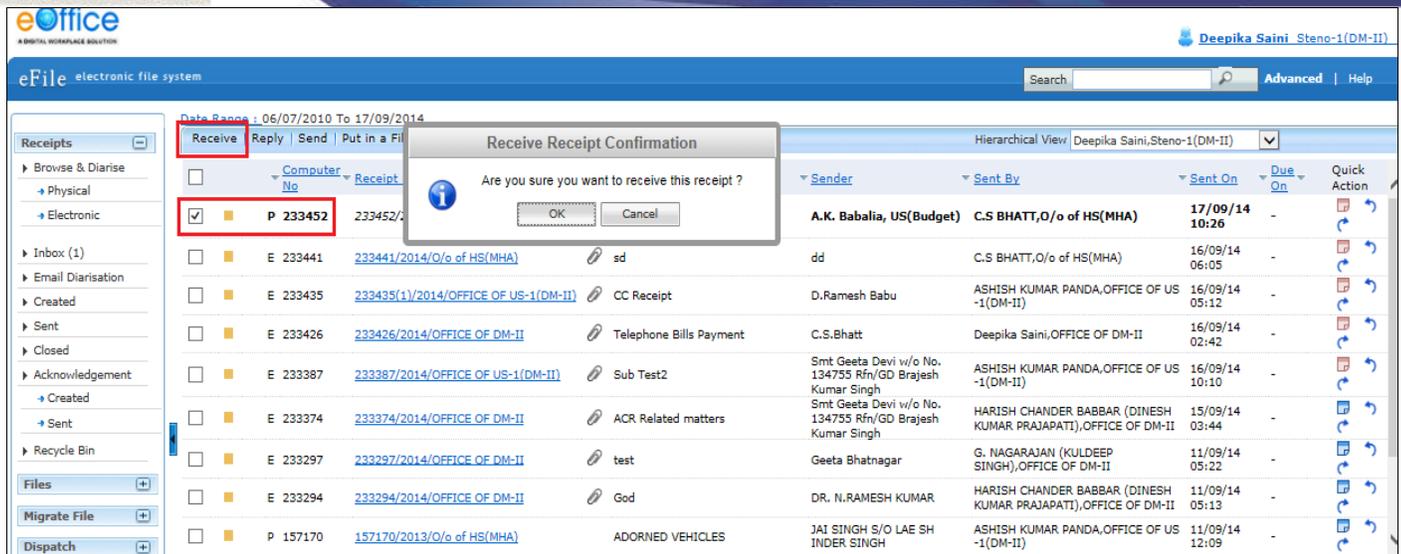


Fig.eFile.31

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:

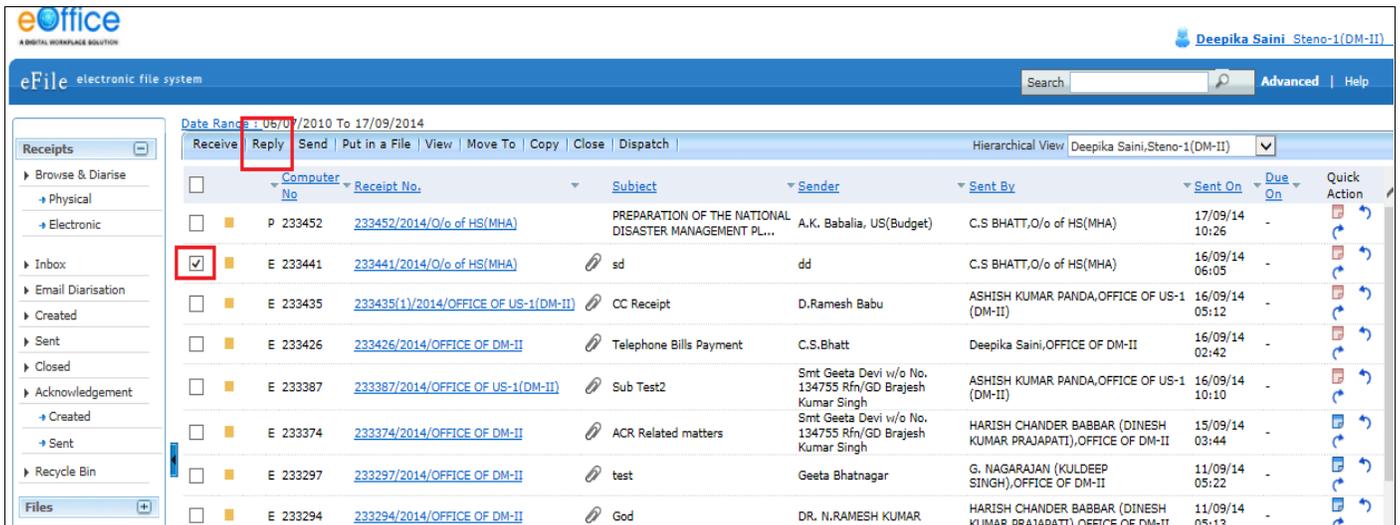


Fig.eFile.32

2. 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).

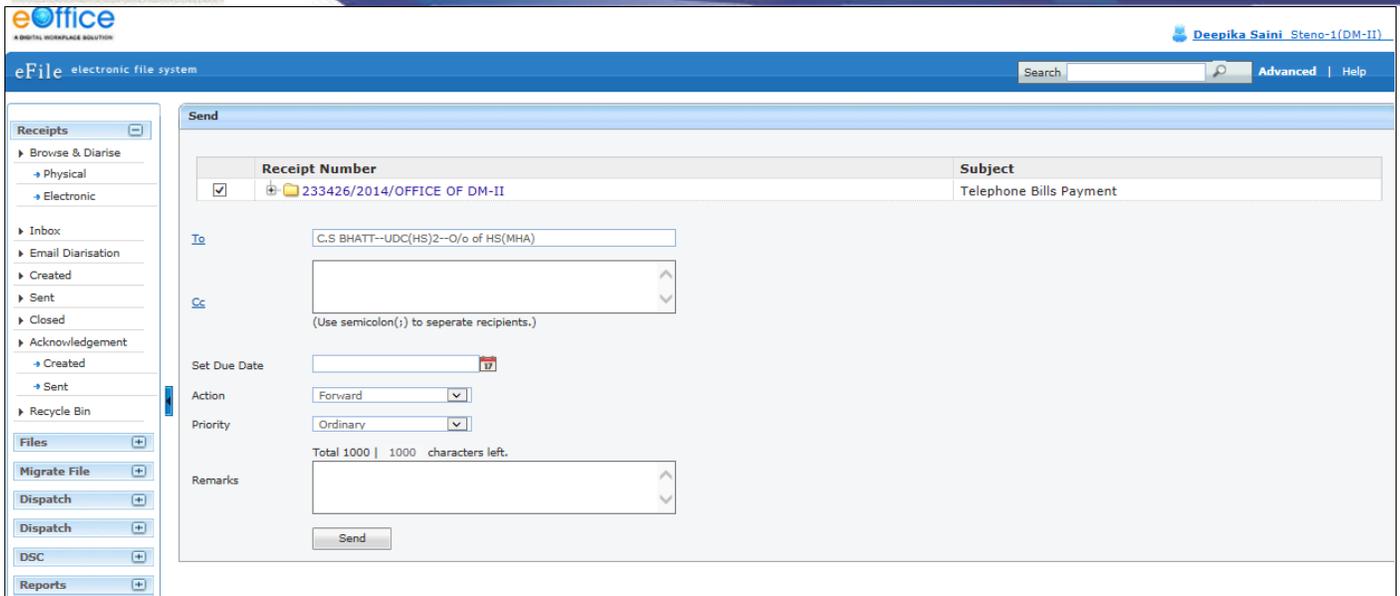


Fig.eFile.33

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:

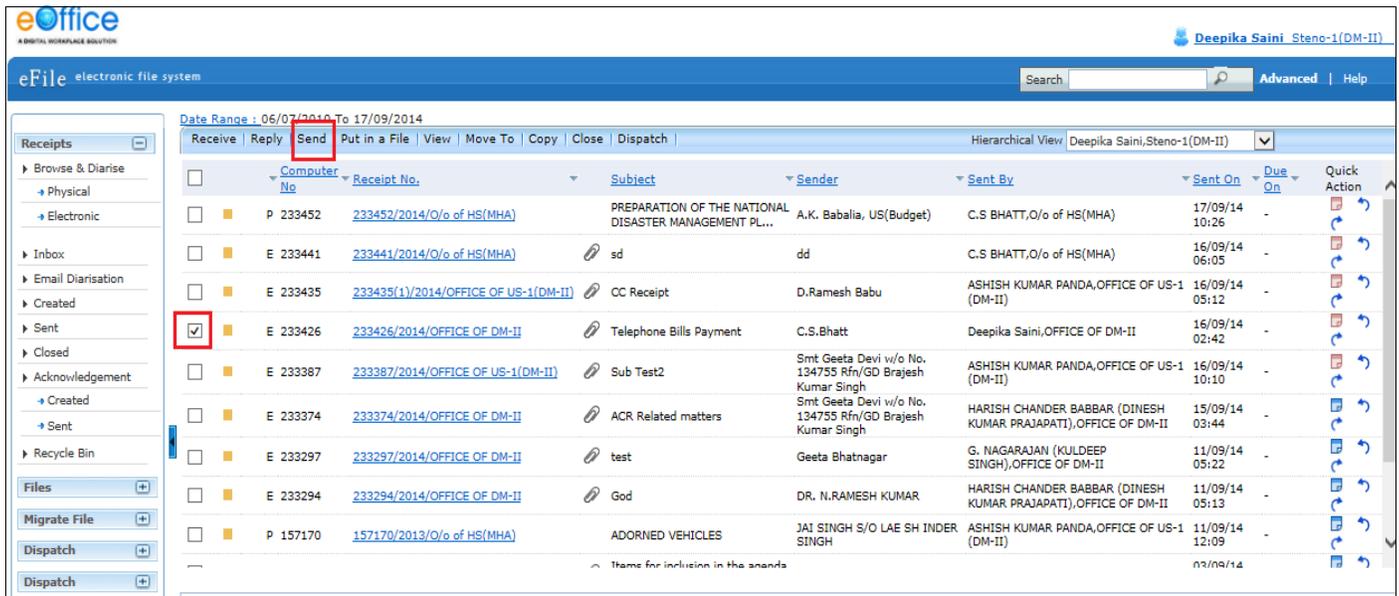


Fig.eFile.34

- 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:

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

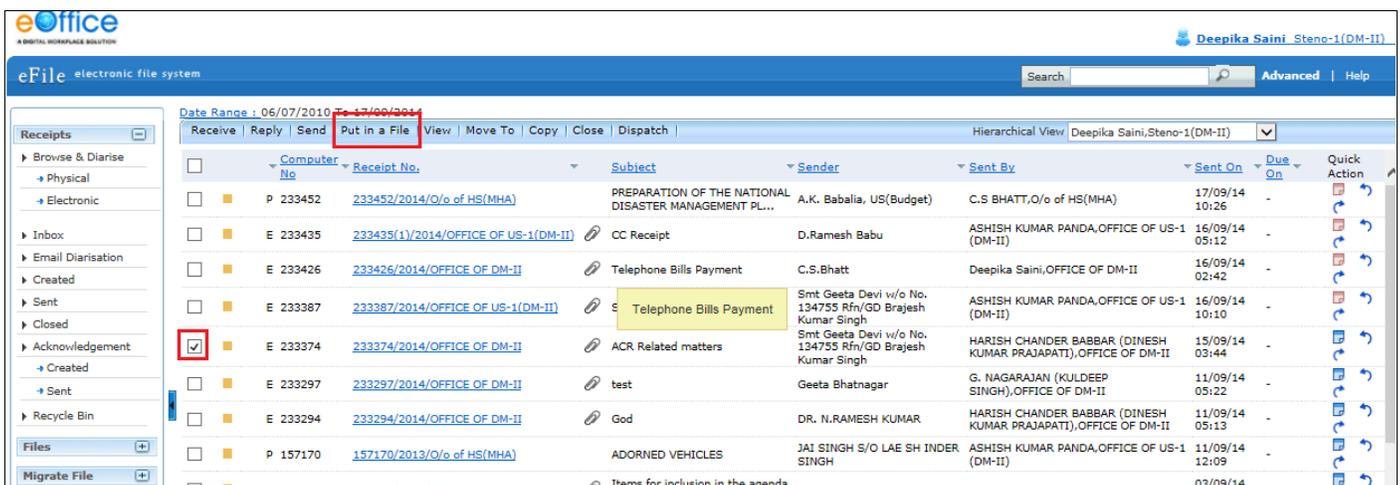


Fig.eFile.35

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

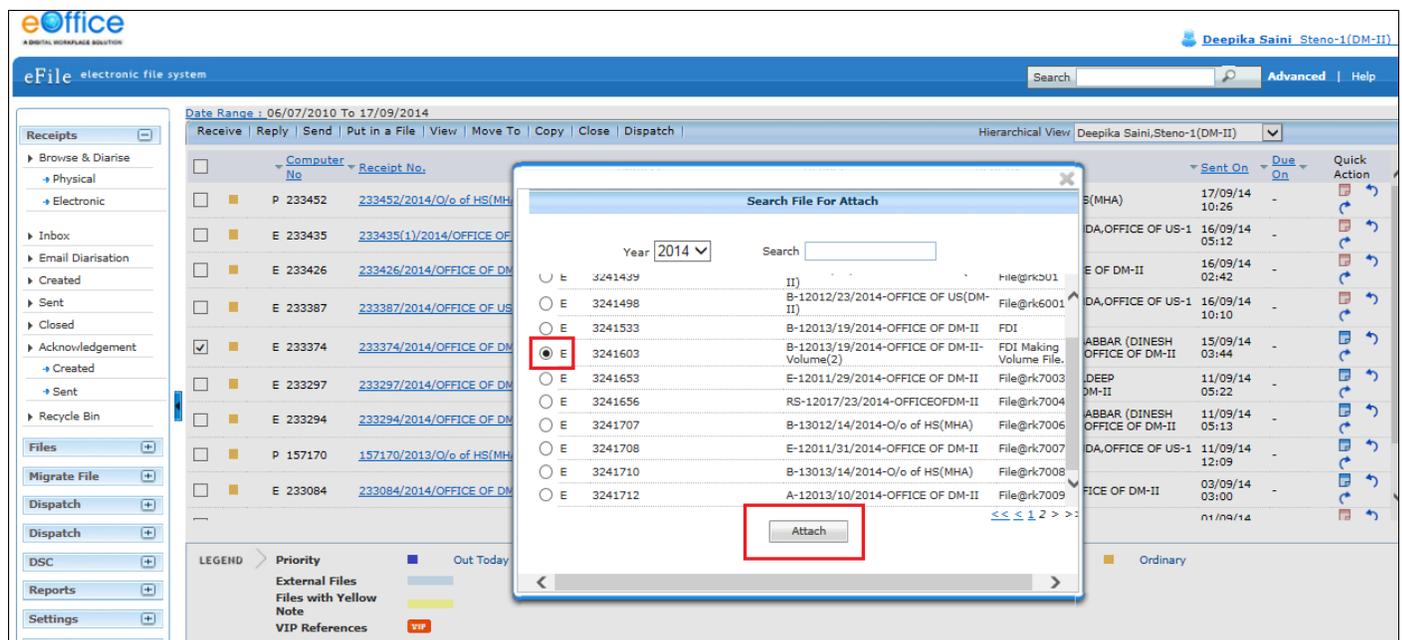


Fig.eFile.36

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** () 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

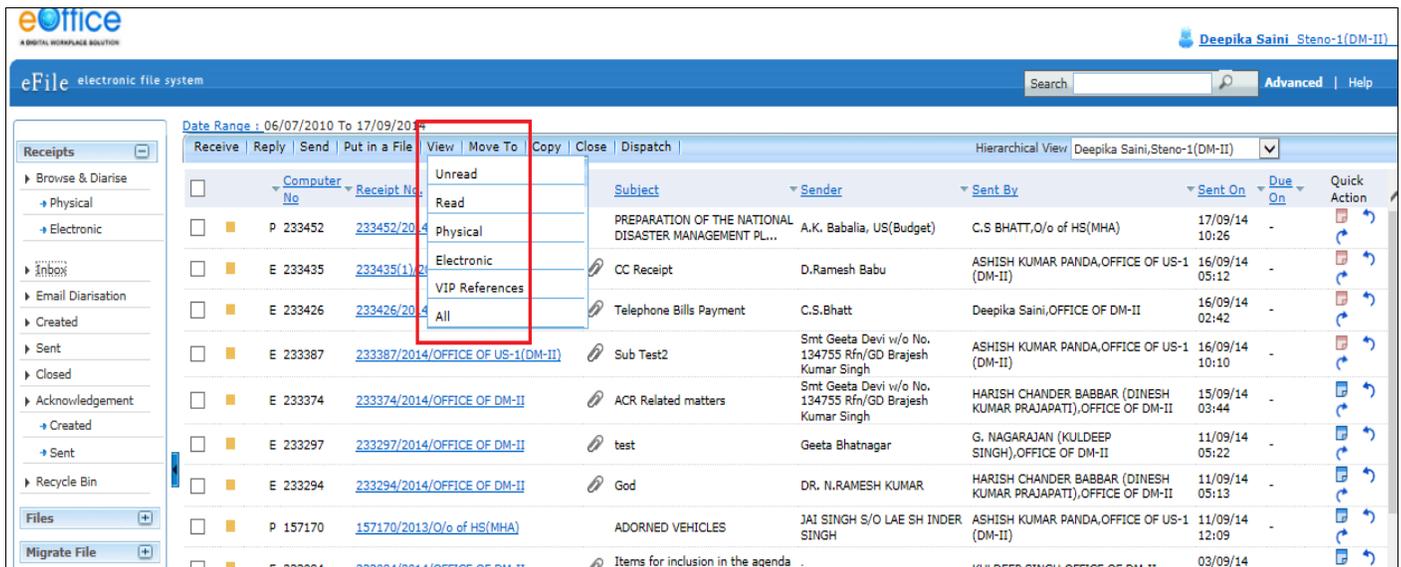


Fig.eFile.37

- **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:

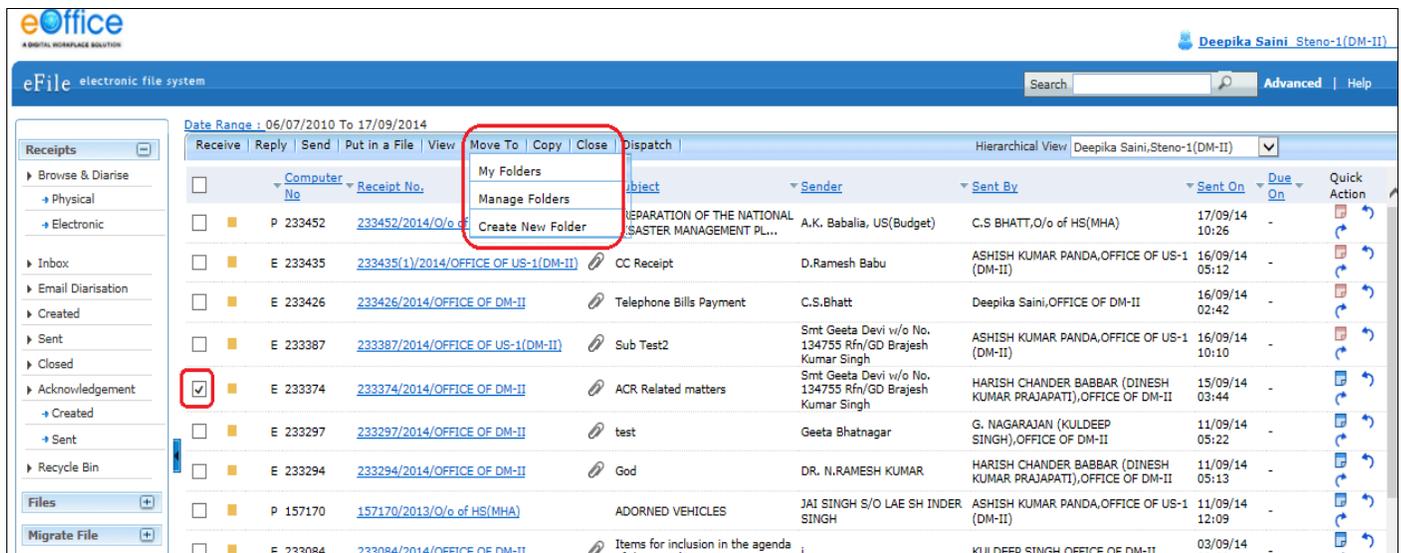


Fig.eFile.38

- **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:



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:



Fig.eFile.40

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

- 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).

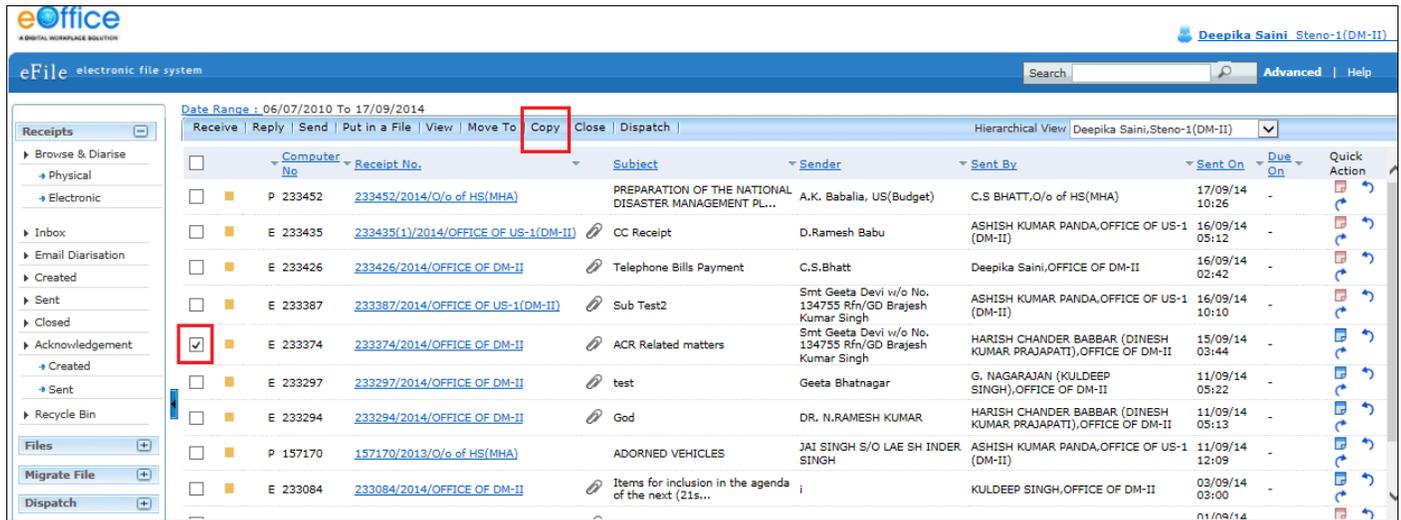


Fig.eFile.41

(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:

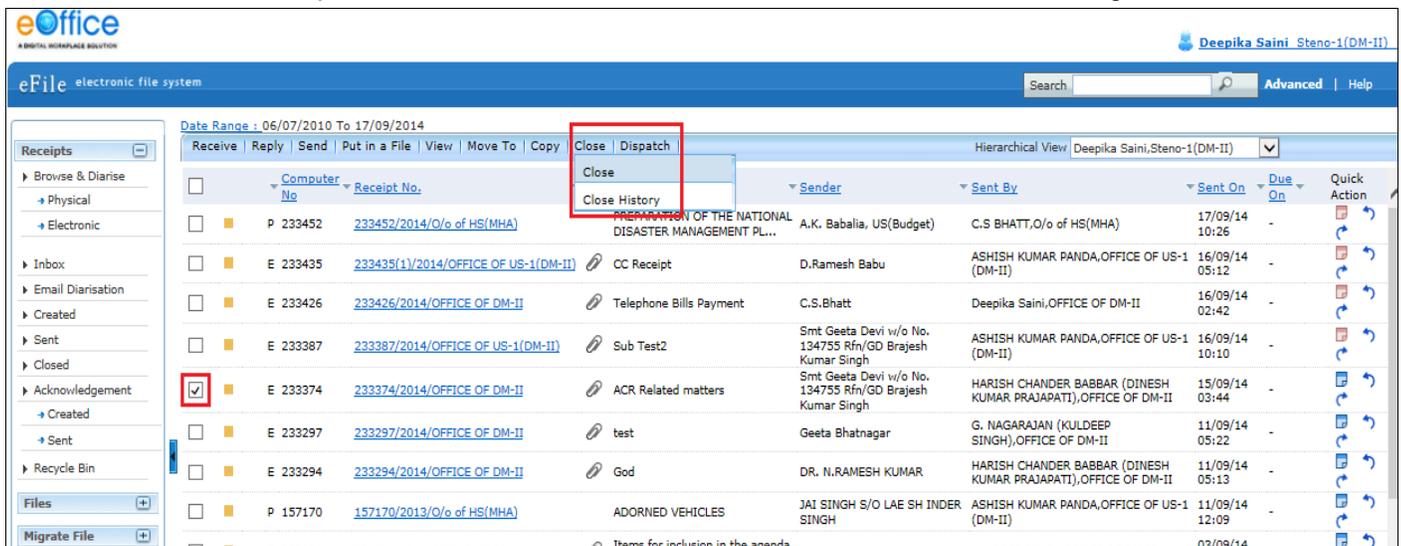
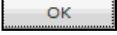


Fig.eFile.42

As a result the **'Closing Confirmation'** message appears.

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

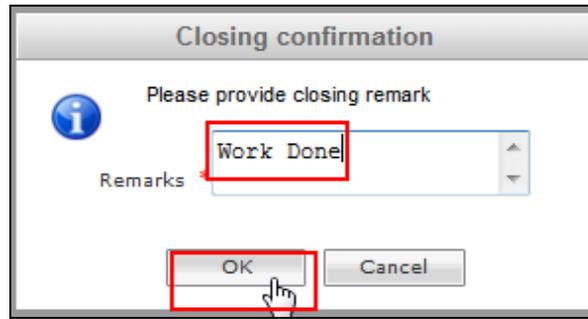


Fig.eFile.43

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

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

- 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:

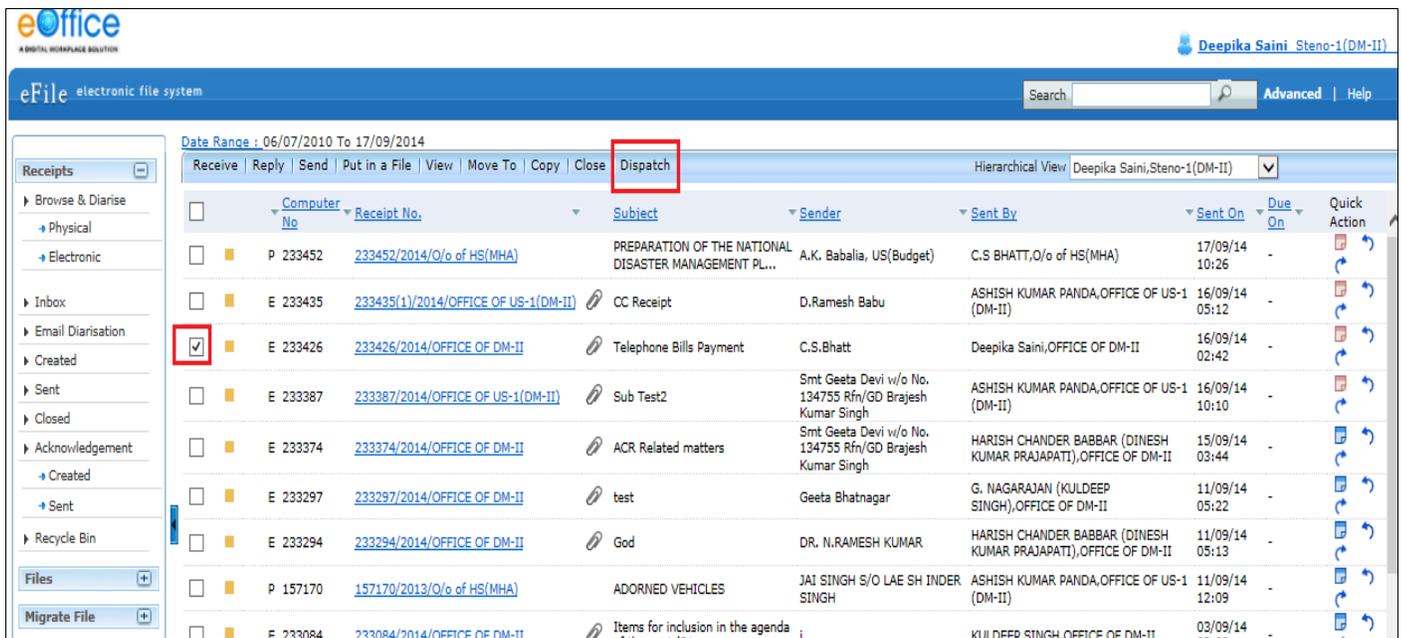


Fig.eFile.44

- 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.

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

The screenshot displays the 'eFile' application interface. On the left, there is a navigation pane with options like 'Receipts', 'Inbox', and 'Files'. The main area is titled 'New Draft' and features a rich text editor with a toolbar. A red box highlights the 'Upload File' button in the top right of the editor. To the right of the editor, there are several form sections: 'Draft Details' (with fields for Draft Type, Nature, Language, Subject, Receipt Number, and Reply Type), 'Communication Details' (with fields for Ministry, Department, Name, Designation, Organization, Address, Country, State, City, Pincode, Mobile, Fax, and Email), and 'Attachments' (with an 'Attach File' button). At the bottom right of the form, a 'Save' button is highlighted with a red box. The status bar at the bottom shows 'Path: p' and 'Words:9'.

Fig.eFile.45

- After clicking on Save, the Draft gets created having a Draft Number. (Fig.eFile.46)
- 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)

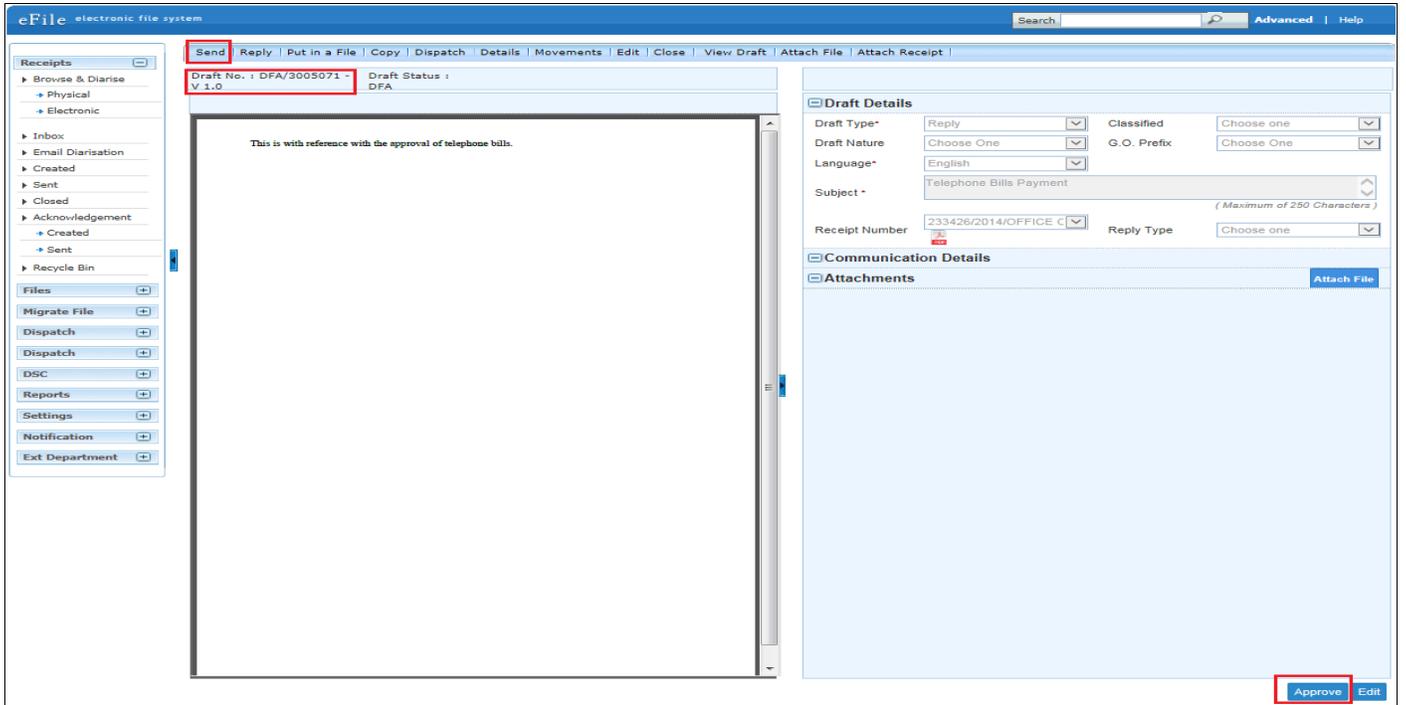


Fig.eFile.46

5. After approving the draft (Fig.eFile.47), user has the option to:

- Dispatch by CRU
- Dispatch by Self

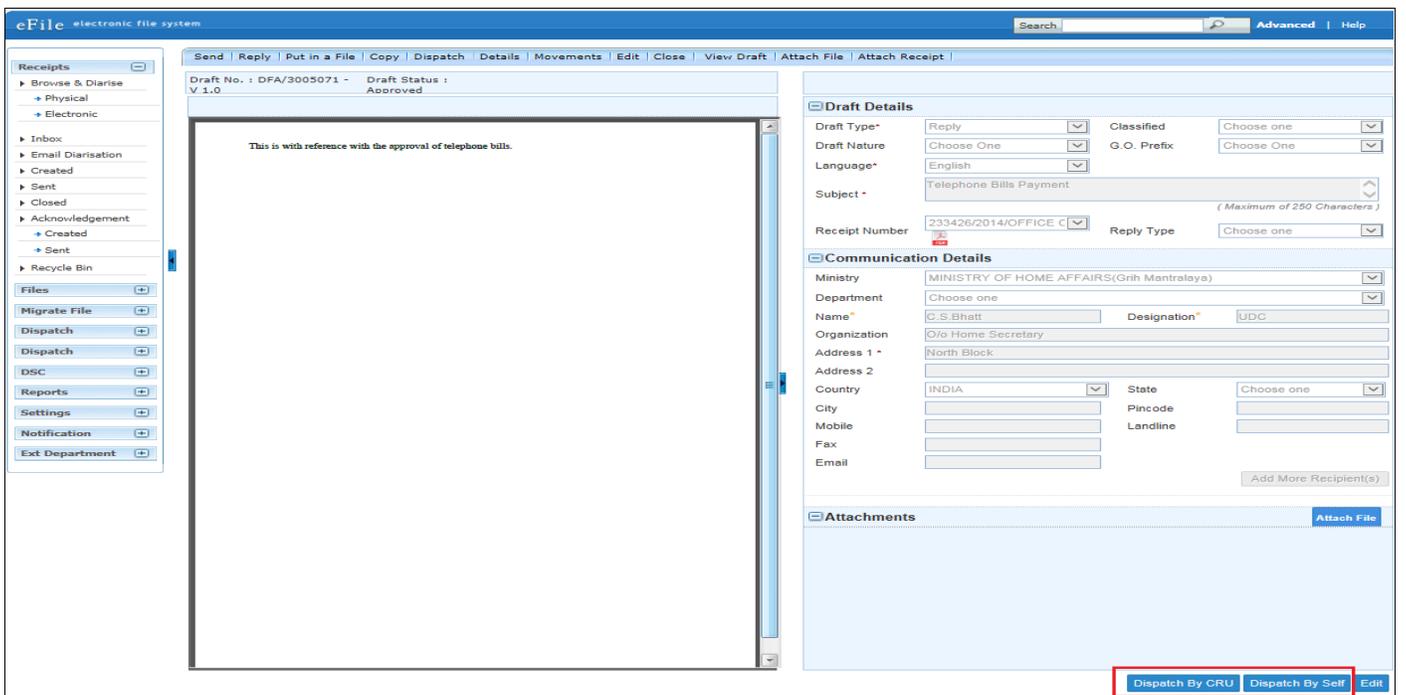


Fig.eFile.47

- 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)

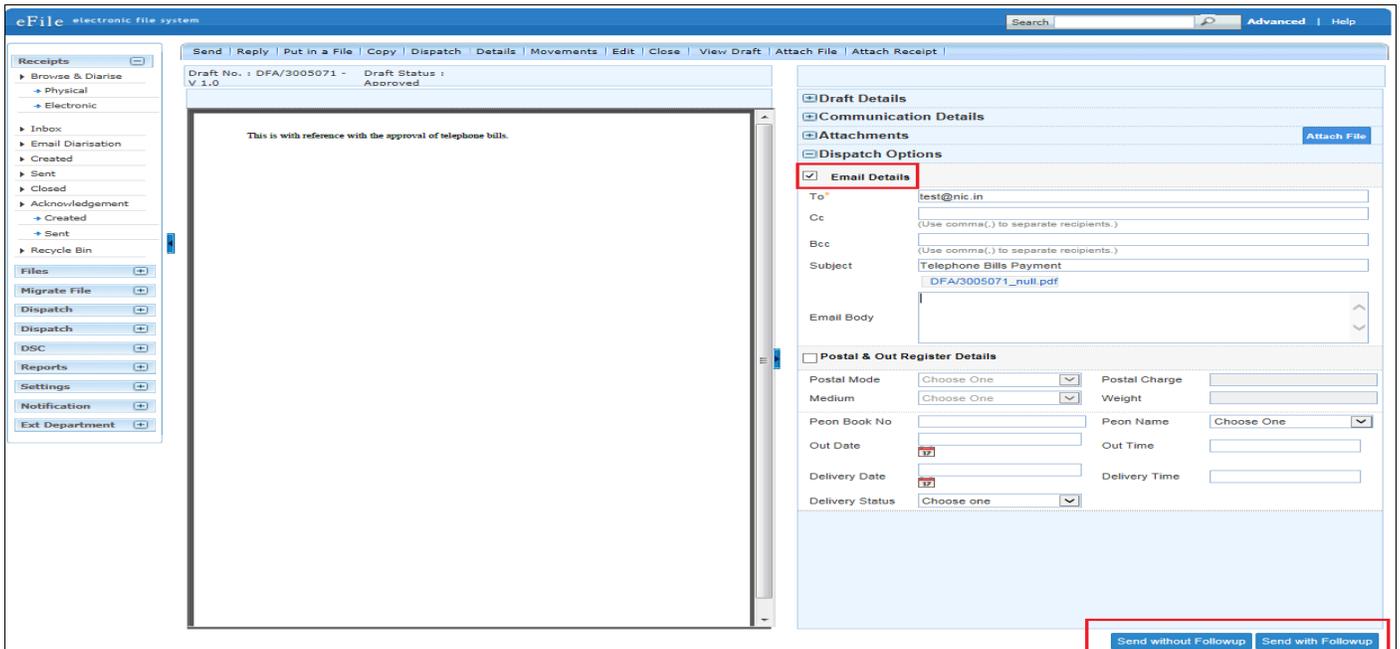


Fig.eFile.48

- 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):

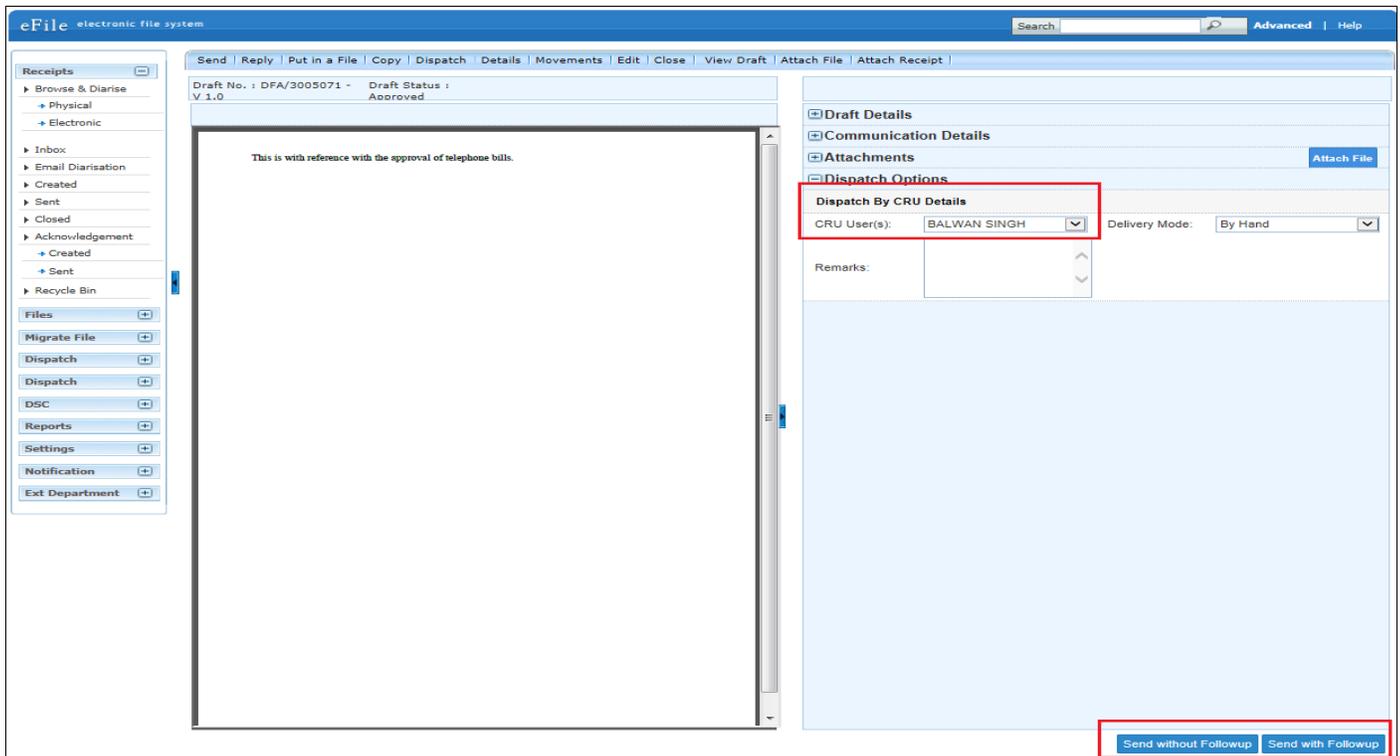


Fig.eFile.49

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 () , 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**.

- l) **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:

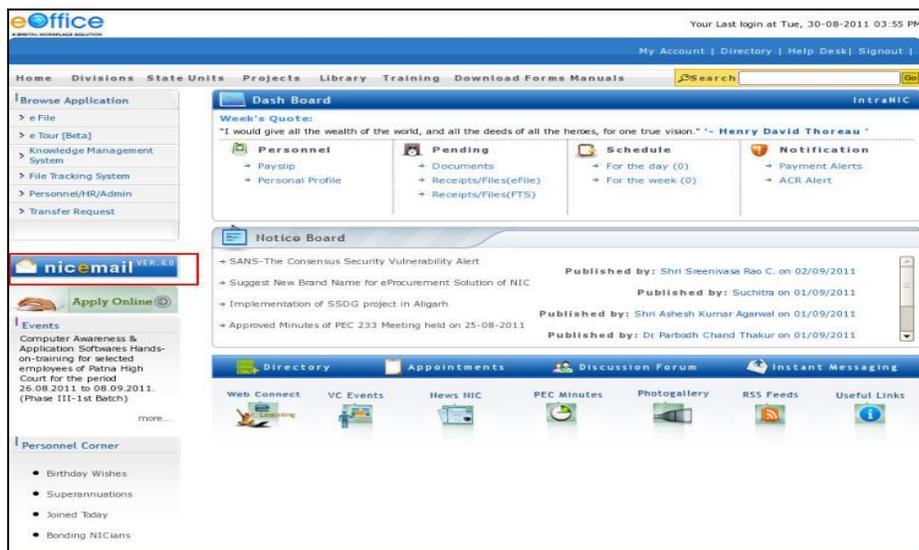


Fig.eFile.50

As a result, **NIC email** opens.

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

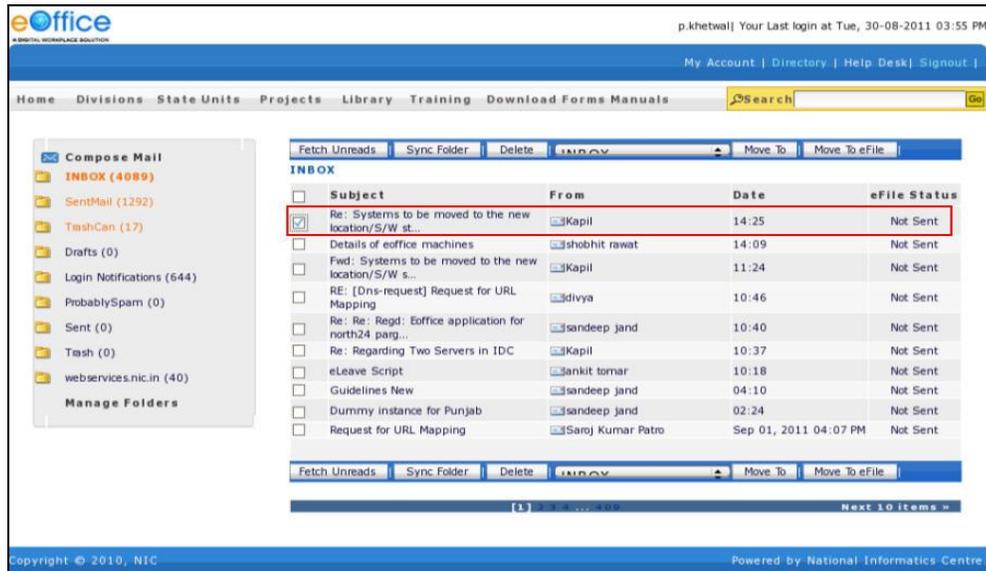


Fig.eFile.51

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:



Fig.eFile.52

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

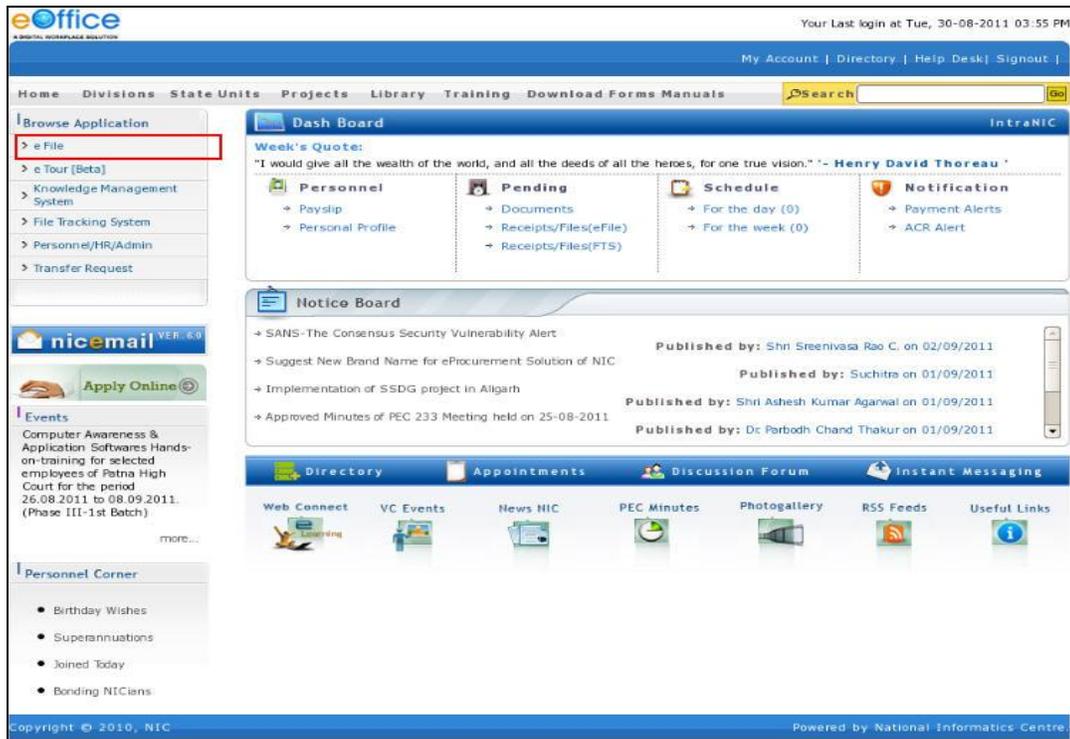


Fig.eFile.53

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

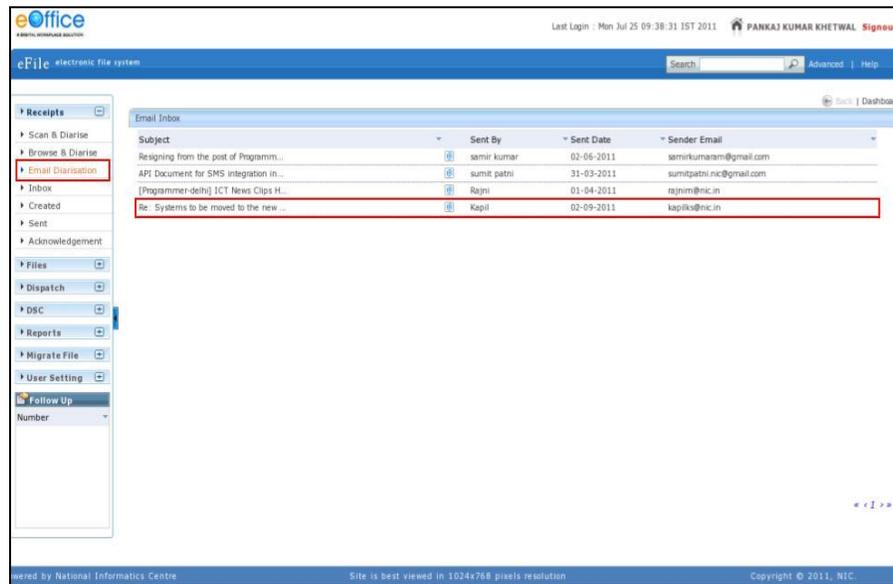


Fig.eFile.54

- 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:

Upload Panel (Only PDF upto 30 MB)

12. A high percentage of the people were voting for the new school.

13. The newspaper was not very successful lately.

14. The new postman does not seem very bright to me, he is always leaving our letters in the wrong mailbox.

15. Carlos is the only one of those students who have lived up to the potential described in the yearbook

16. Asha is nervous, as she never took such a difficult test before.

17. Where do you live until your new house is ready?

18. Rahul is one of those engineers who is working for Microsoft.

19. My mobile has stopped working last night.

20. Federer is serving, Djokovic is returning but the ball goes into the net. Game, Set and Match to Federer.

21. Each and every student and instructor in this building hope for a new facility by next year.

22. After the bomb blast two people have been arrested on Saturday.

23. Aishwarya worked in 'Guru' when she was meeting the man who was to become her future husband.

Diary Details

Classified: Choose one
 Delivery Mode*: By Hand
 Type: Letter
 Received Date: 13/06/2013
 File Number:
 VIP: Choose One
 Language: English
 Letter Date: 17
 Diary Date: 13/06/2013
 Dealing Hands: Choose One

Add to Address Book

Contact Details

Ministry: Choose one
 Department: Choose one
 Name*:
 Designation:
 Organization:
 Address 1*:
 Address 2:
 e-Mail:
 Country: INDIA
 State: Choose one
 City:
 Pincode:
 Mobile:
 Telephone:

Category & Subject

Main Category*: Choose one
 Sub Category: Choose One
 Subject*:
 Enclosures / Remarks:

* Enclosure/Remarks will not be changed after movement

Fig.eFile.55

- 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:

Computer No.	Receipt No.	Subject	Subject Category	Created On	Action
E 233456	233456/2014/OFFICE OF DM-II	CC Receipt	Assurances	17/09/14 10:48	X
E 233455	233455/2014/OFFICE OF DM-II	Cabinet Reply	Cabinet Note	17/09/14 10:44	X
E 233422	233422/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 02:18	X
E 233414	233414/2014/OFFICE OF DM-II	sdfgdfg	Annual Property Retu...	16/09/14 11:45	X
E 233413	233413/2014/OFFICE OF DM-II	SDFSdf	SAARC	16/09/14 11:44	X
E 233411	233411/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 11:33	X
VIP E 233403	233403/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:40	X
VIP E 233402	233402/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:37	X
VIP E 233396	233396/2014/OFFICE OF DM-II	VIP Name	Advances	16/09/14 10:31	X

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 "X" 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:

The screenshot shows the eFile interface with a list of receipts. The 'Copy' option in the top menu bar is highlighted with a red box. The receipt list includes columns for Computer No., Receipt No., Subject, Subject Category, and Created On. The receipt with ID 233422 is selected, and its 'Copy' option is also highlighted.

Computer No.	Receipt No.	Subject	Subject Category	Created On
E 233456	233456/2014/OFFICE OF DM-II	CC Receipt	Assurances	17/09/14 10:48
E 233455	233455/2014/OFFICE OF DM-II	Cabinet Reply	Cabinet Note	17/09/14 10:44
<input checked="" type="checkbox"/> E 233422	233422/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 02:18
E 233414	233414/2014/OFFICE OF DM-II	sdfgdfg	Annual Property Retu...	16/09/14 11:45
E 233413	233413/2014/OFFICE OF DM-II	SDFSdf	SAARC	16/09/14 11:44
E 233411	233411/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 11:33
<input checked="" type="checkbox"/> VIP E 233403	233403/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:40
<input checked="" type="checkbox"/> VIP E 233402	233402/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:37
<input checked="" type="checkbox"/> VIP E 233396	233396/2014/OFFICE OF DM-II	VIP Name	Advances	16/09/14 10:31

Fig.eFile.57

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.

The screenshot shows the eFile interface with a list of receipts. The 'Dispatch' option in the top menu bar is highlighted with a red box. The receipt list is identical to the one in Fig.eFile.57, but the receipt with ID 233422 is now selected, and its 'Dispatch' option is also highlighted.

Computer No.	Receipt No.	Subject	Subject Category	Created On
E 233456	233456/2014/OFFICE OF DM-II	CC Receipt	Assurances	17/09/14 10:48
E 233455	233455/2014/OFFICE OF DM-II	Cabinet Reply	Cabinet Note	17/09/14 10:44
<input checked="" type="checkbox"/> E 233422	233422/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 02:18
E 233414	233414/2014/OFFICE OF DM-II	sdfgdfg	Annual Property Retu...	16/09/14 11:45
E 233413	233413/2014/OFFICE OF DM-II	SDFSdf	SAARC	16/09/14 11:44
E 233411	233411/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 11:33
<input checked="" type="checkbox"/> VIP E 233403	233403/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:40
<input checked="" type="checkbox"/> VIP E 233402	233402/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:37
<input checked="" type="checkbox"/> VIP E 233396	233396/2014/OFFICE OF DM-II	VIP Name	Advances	16/09/14 10:31

Fig.eFile.58

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:

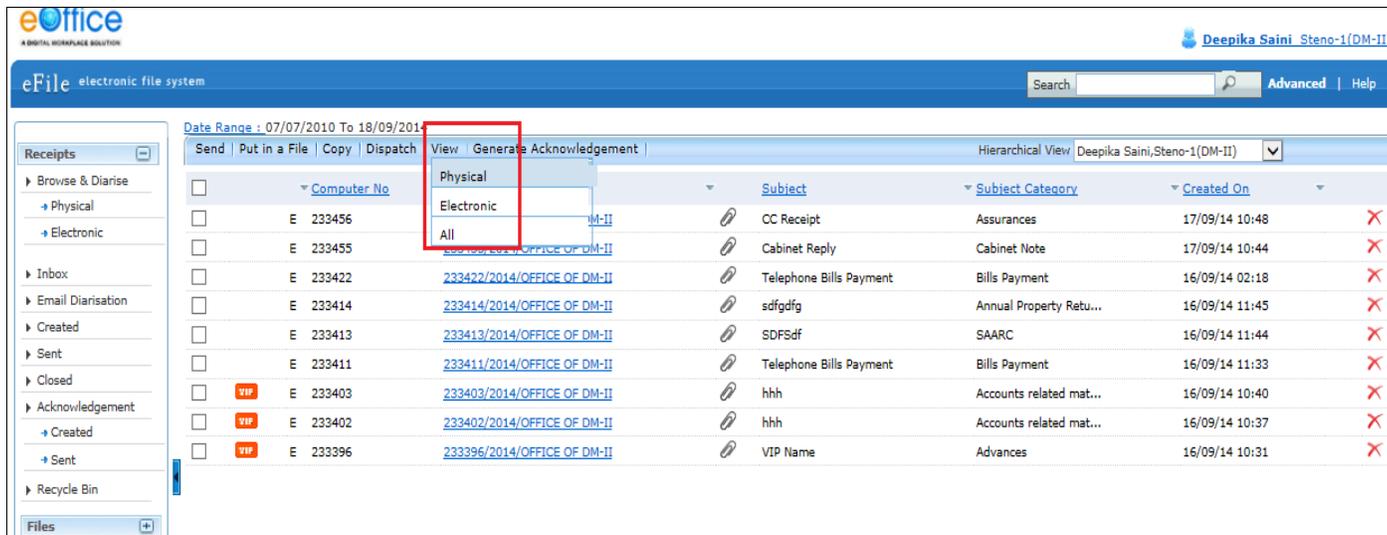


Fig.eFile.59

- **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 together. There 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 acknowledgement.

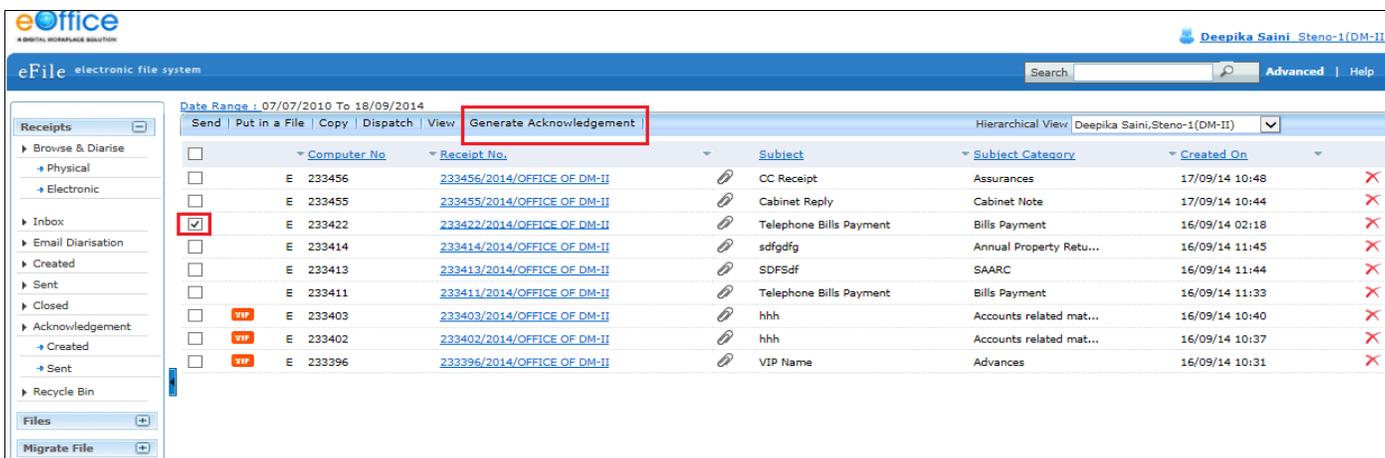


Fig.eFile.60

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.

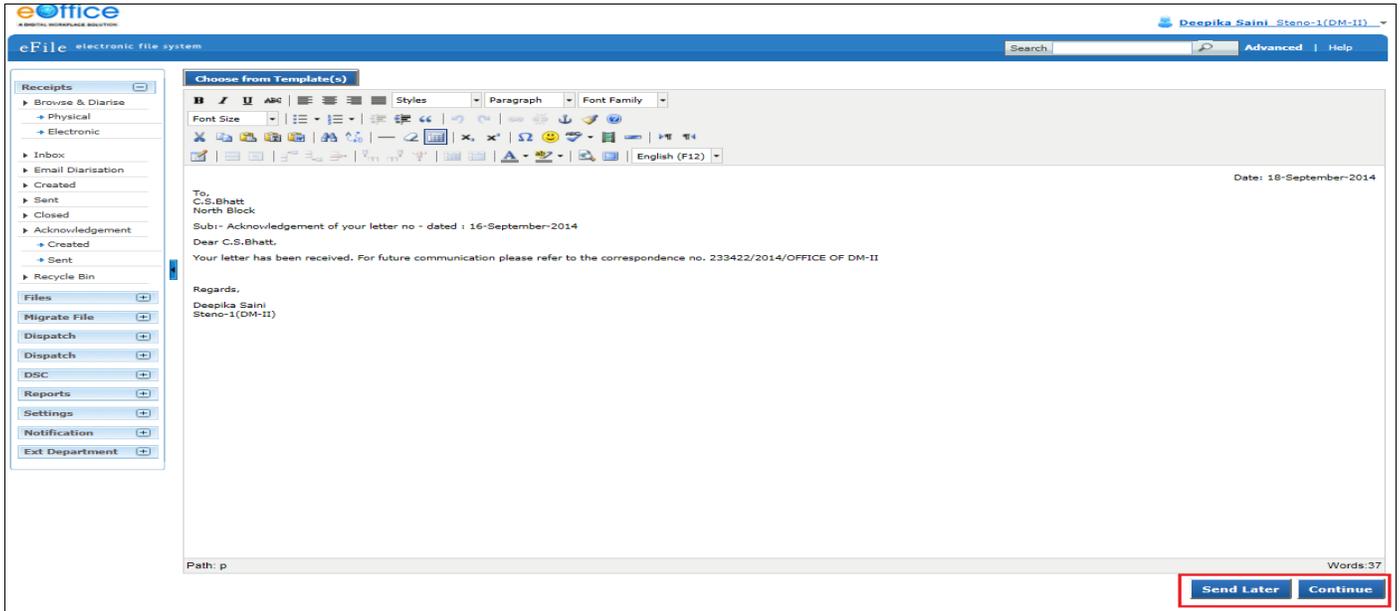


Fig.eFile.61

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

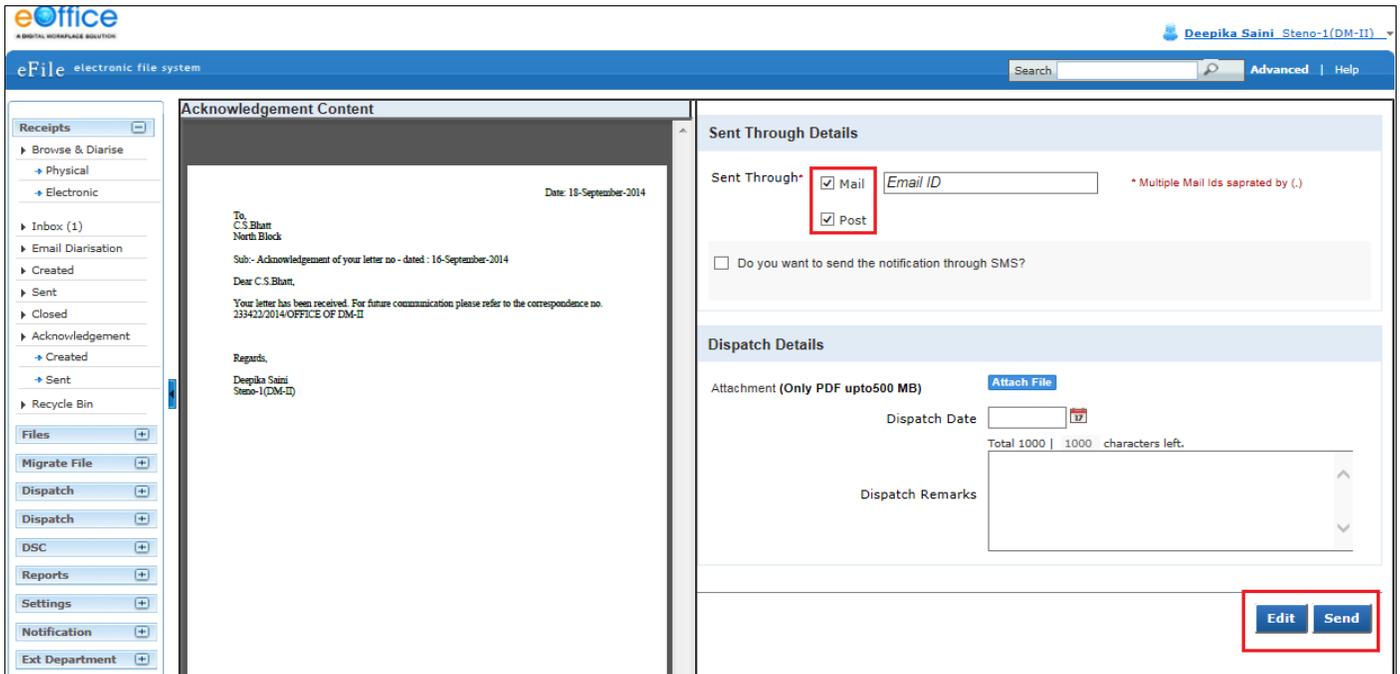


Fig.eFile.62

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:

Computer No.	Receipt No.	Subject	Sender	Sent to	Sent On	Due On
E 233441	233441/2014/O/o of HS(MHA)	sd	dd	C.P. BHATT,OFFICE OF SSO	17/09/14 12:02	-
E 233052	233052/2014/OFFICE OF DM-II	Verbal communication	Prabhjot Singh	Deepika Saini,OFFICE OF DM-II	16/09/14 04:29	-
E 233426	233426/2014/OFFICE OF DM-II	Telephone Bills Payment	C.S.Bhatt	Deepika Saini,OFFICE OF DM-II	16/09/14 02:42	-
E 233404	233404/2014/OFFICE OF DM-II	hhh	Narender Modi	AJAY KUMAR,ADMIN-I (A)	16/09/14 10:50	16/09/14
P 233063	233063(2)/2014/O/o of HS(MHA)	Pover	A1	RAJENDER PARSAD GANDHI,OFFICE OF NSA	12/09/14 06:10	-
P 233017	233017/2014/O/o of HS(MHA)	cccc	cccc	RAJENDER PARSAD GANDHI,OFFICE OF NSA	12/09/14 06:10	-
P 232613	232613/2014/O/o of HS(MHA)	sdfd	asdfsaf	RAJENDER PARSAD GANDHI,OFFICE OF NSA	12/09/14 06:10	-
E 233145	233145/2014/OFFICE OF DM-II	asdas	DR. N.RAMESH KUMAR	KULDEEP SINGH,OFFICE OF DM-II	03/09/14 03:51	-
E 233143	233143/2014/OFFICE OF DM-II	dsfsd	Ramesh kumar	KULDEEP SINGH,OFFICE OF DM-II	03/09/14 03:50	-
E 233132	233132/2014/OFFICE OF DM-II	ajeet	drghtrh r	ARUNA BANSAL,OFFICE OF US-1(DM-II)	03/09/14 02:35	-
E 233131	233131/2014/OFFICE OF DM-II	fdgd	fdgd	ARUNA BANSAL,OFFICE OF US-1(DM-II)	03/09/14 02:32	-
E 233092	233092/2014/OFFICE OF DM-II	ID2	D.Ramesh Babu	Deepika Saini,OFFICE OF DM-II	03/09/14 12:50	-
E 233091	233091/2014/OFFICE OF DM-II	ee	re	ARUNA BANSAL,OFFICE OF US-1(DM-II)	03/09/14 12:49	-
E 233054	233054/2014/OFFICE OF DM-II	Receipt@rk Signatory Model	Geeta Bhatnagar	Deepika Saini,OFFICE OF DM-II	01/09/14 06:01	-

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)**

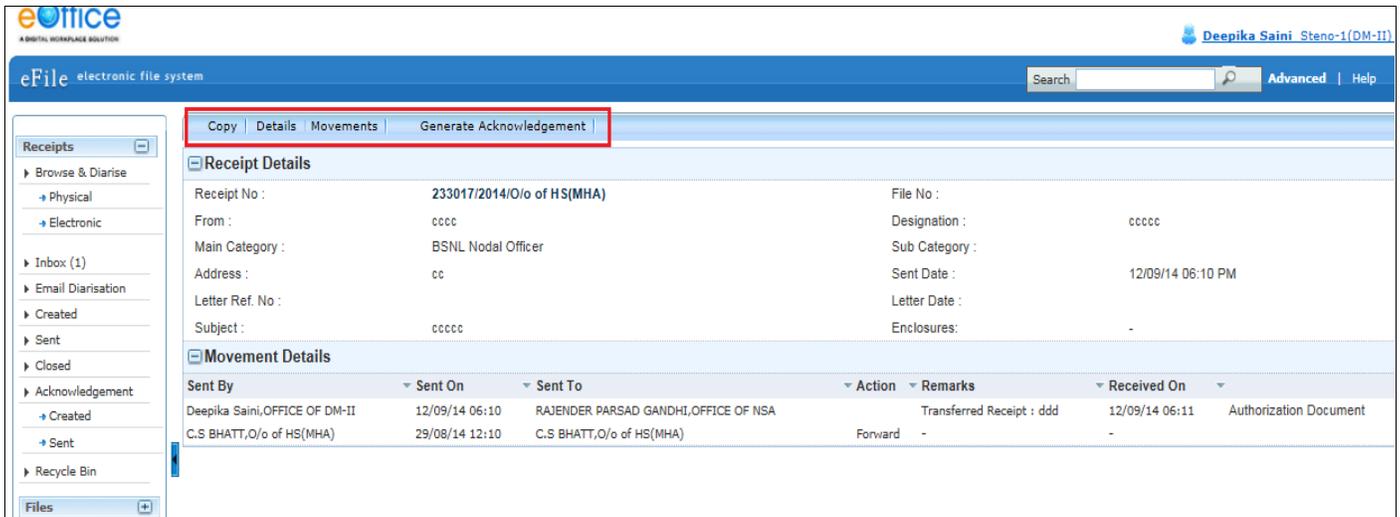


Fig.eFile.64

- 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 use this option to generate an acknowledgement and send it to the sender of the document.

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

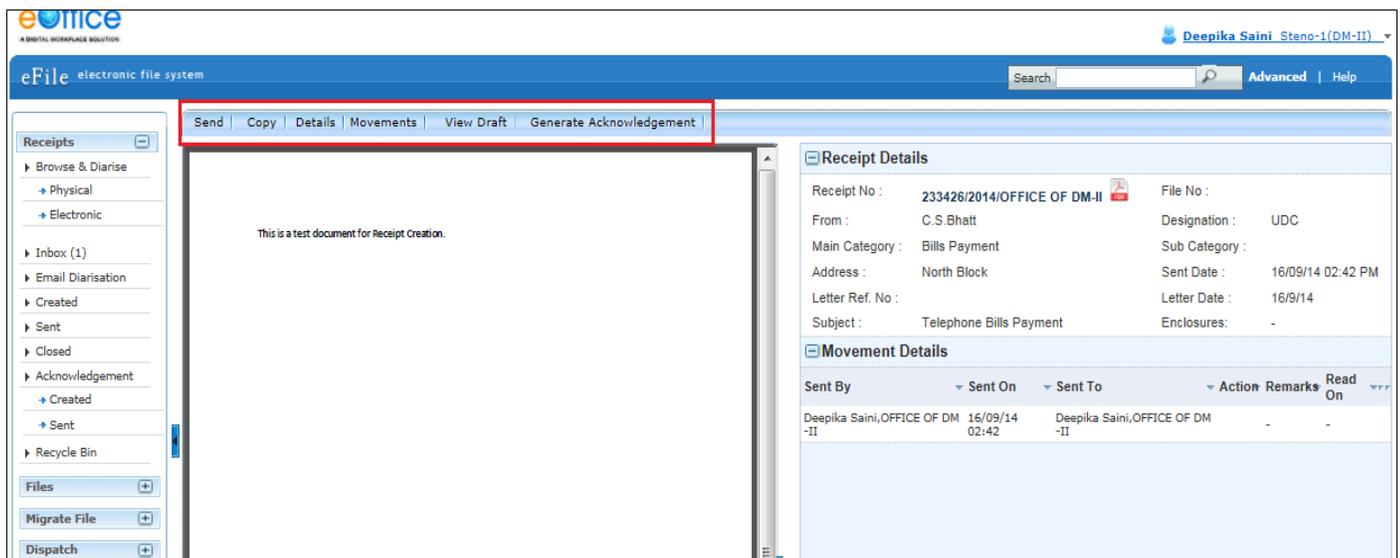


Fig.eFile.65

- 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 use 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:

Computer No.	Receipt No.	File No.	Subject	Closed On	Closing Remarks
232623	232623/2014/O/o of HS(MHA)		w3	29/05/14 12:42	asas

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:

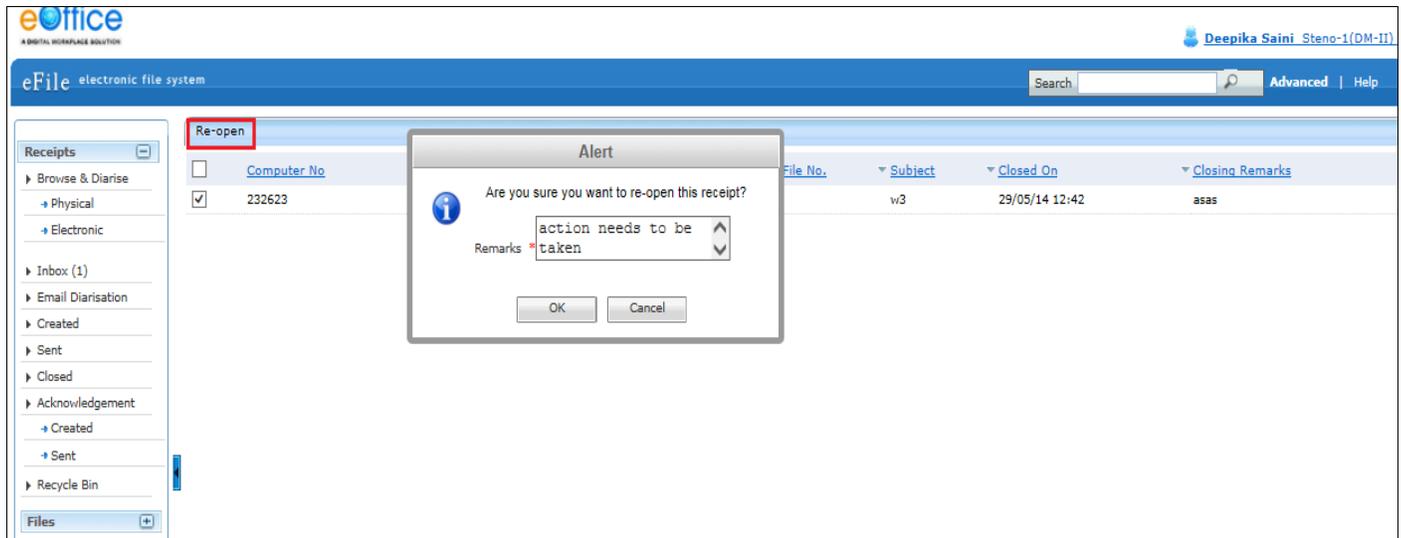


Fig.eFile.67

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

Computer No	Receipt No.	Subject	Subject Category	Created On
E 233456	233456/2014/OFFICE OF DM-II	CC Receipt	Assurances	17/09/14 10:48
E 233455	233455/2014/OFFICE OF DM-II	Cabinet Reply	Cabinet Note	17/09/14 10:44
E 233422	233422/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 02:18
E 233414	233414/2014/OFFICE OF DM-II	sdfgdfg	Annual Property Retu...	16/09/14 11:45
E 233413	233413/2014/OFFICE OF DM-II	SDFSdf	SAARC	16/09/14 11:44
E 233411	233411/2014/OFFICE OF DM-II	Telephone Bills Payment	Bills Payment	16/09/14 11:33
VIP E 233403	233403/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:40
VIP E 233402	233402/2014/OFFICE OF DM-II	hhh	Accounts related mat...	16/09/14 10:37
VIP E 233396	233396/2014/OFFICE OF DM-II	VIP Name	Advances	16/09/14 10:31

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.

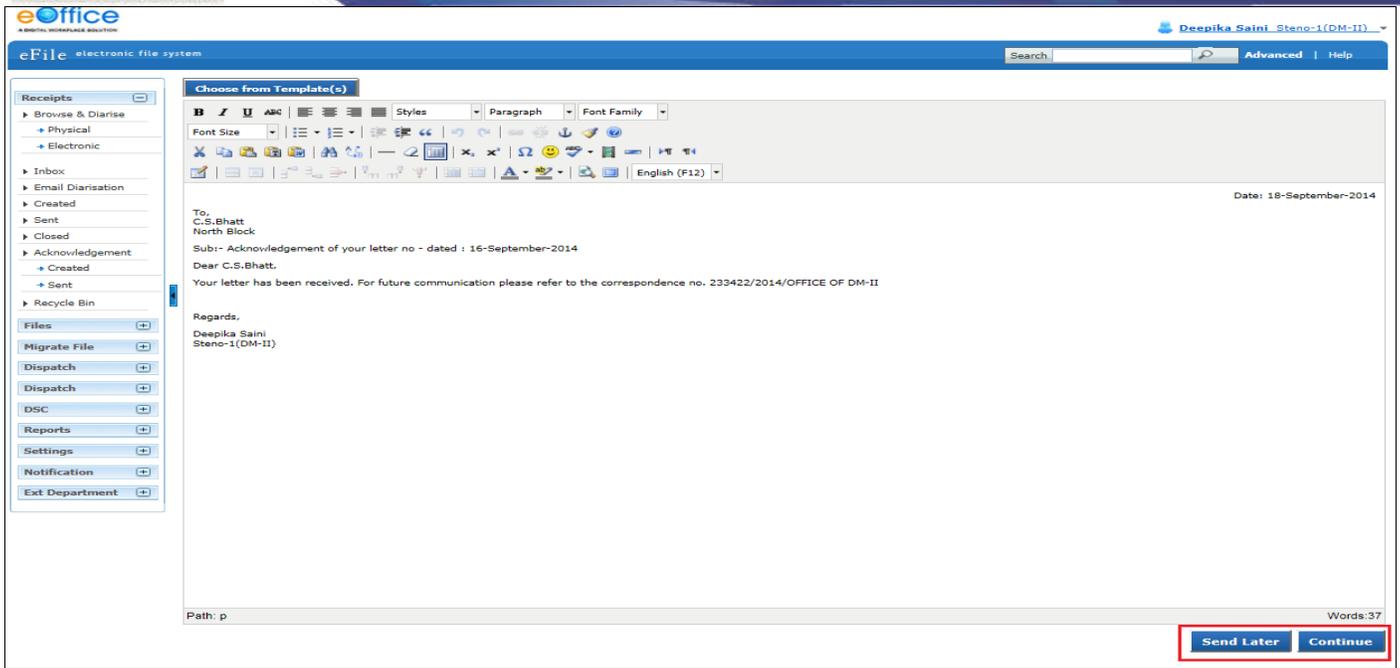


Fig.eFile.69

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

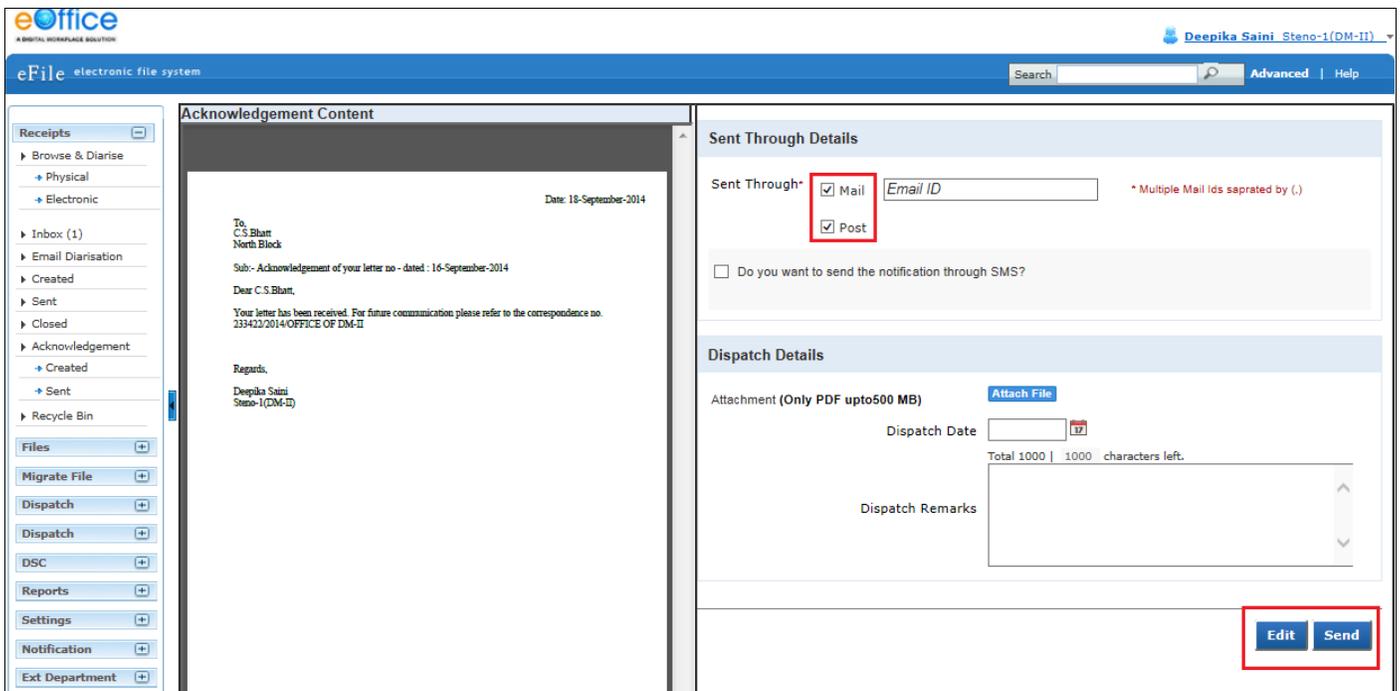


Fig.eFile.70

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** (✖): Permanently deletes the selected Receipt.
- b) **Restore** (📄): The receipts which are deleted from the **Created** section are restored back.

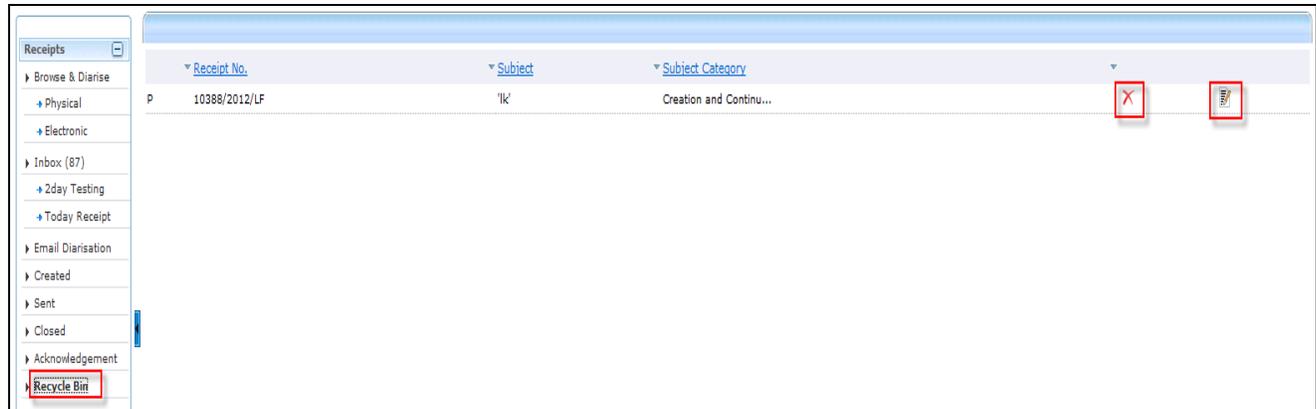


Fig.eFile.71

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:

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:

Priority	File Number	Title	Sender	Date	Time	Time	Time	Time
Ordinary	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	
Ordinary	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	-	-	
Ordinary	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	
Ordinary	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	
Ordinary	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	-	-	
Ordinary	E 3241656	RS-12017/23/2014-OFFICE OF DM-II	File@rk7004	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	15/09/14 03:53	-	16/09/14 10:23	
Ordinary	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	
Ordinary	E 3238939	B/5/2014-O/o of HS(MHA)	fsafsafsafsf	RAJENDER PARSAD GANDHI,OFFICE OF NSA	12/09/14 06:07	-	-	
Ordinary	E 3241533	B-12013/19/2014-OFFICE OF DM-II	FDI	KULDEEP SINGH,OFFICE OF DM-II	12/09/14 04:06	-	-	
Ordinary	E 3240665	E/38/2014-O/o of HS(MHA)	111	C.S BHATT,O/o of HS(MHA)	11/09/14 11:47	-	11/09/14 11:52	

LEGEND

- Priority: Out Today (Blue), Most Immediate (Red), Immediate (Green), Ordinary (Yellow)
- External Files (Light Blue)
- Files with Yellow Note (Yellow)
- VIP References (Red with 'VIP')

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:

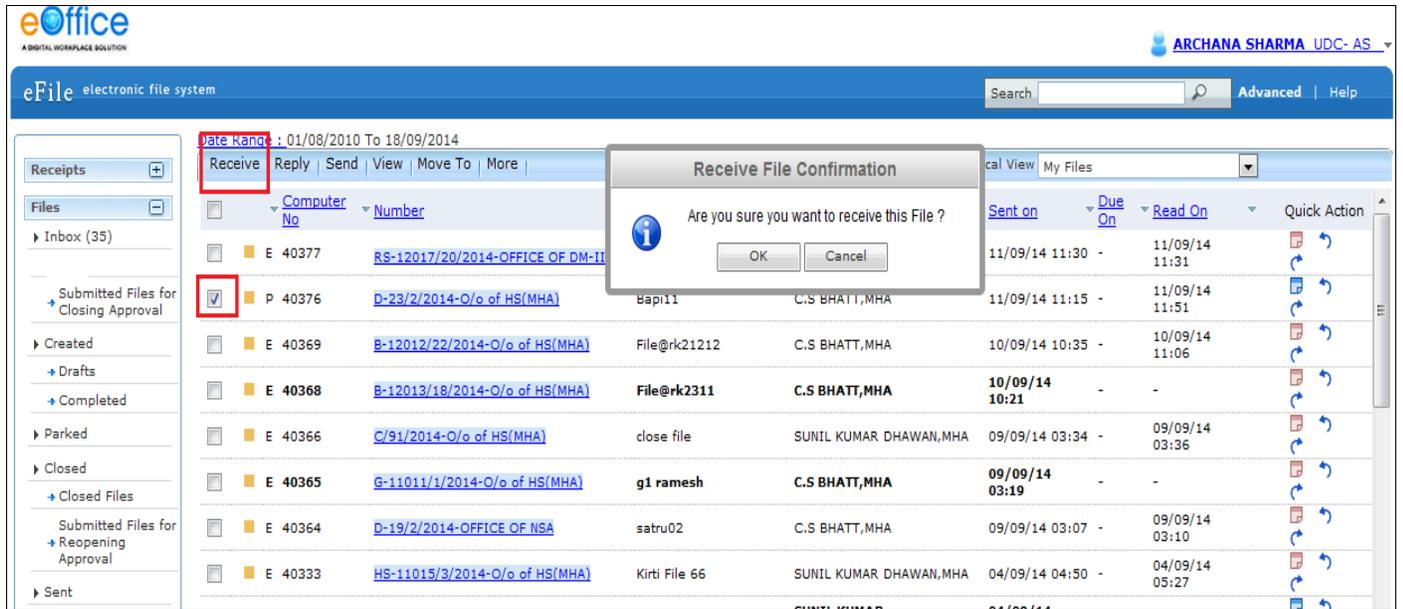


Fig.eFile.73

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:

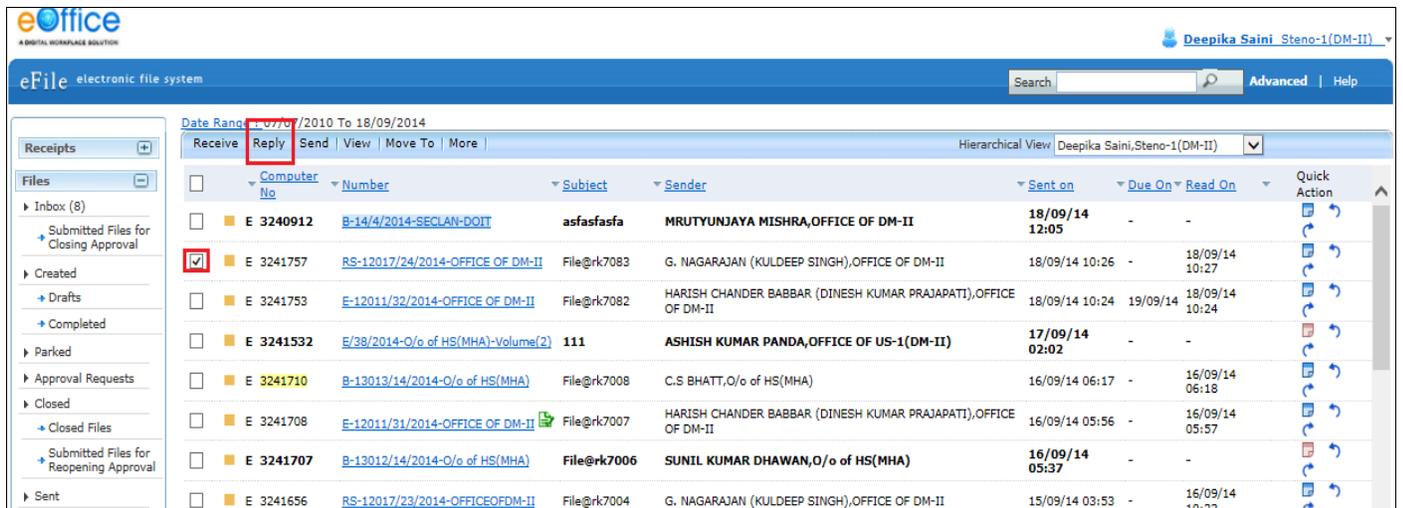


Fig.eFile.74

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

The screenshot shows the 'Send' interface in the eFile system. The 'To' field is highlighted with a red box and contains the text 'KULDEEP SINGH--SO(DM-II)--OFFICE OF DM-II'. The 'Subject' field contains 'File@rk7083'. The 'Intimate To' table shows one entry for 'KULDEEP SINGH(OFFICE OF DM-II)' with checkboxes for 'Email' and 'SMS'. The 'Action' is set to 'Forward' and 'Priority' is 'Ordinary'. A 'Send' button is visible at the bottom.

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:

- 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:

The screenshot shows the 'Send' interface in the eFile system. The 'To' field is highlighted with a red box and contains the text 'AKSHAY RAMESH GOSAVI--WRDM-ASST(ARG)-(MP 1)--WRDM-{MP }'. The 'Priority' is set to 'Most Immediate'. The 'Remarks' field contains 'On Urgent Basis'. The 'Sign and Send' button is highlighted with a red box.

Fig.eFile.76

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

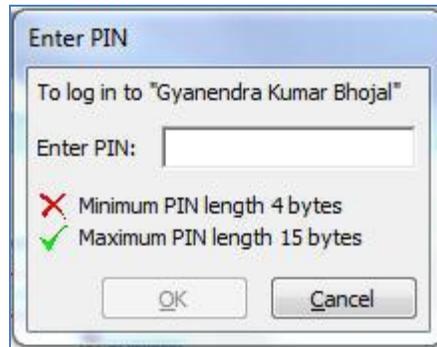


Fig.eFile.77

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

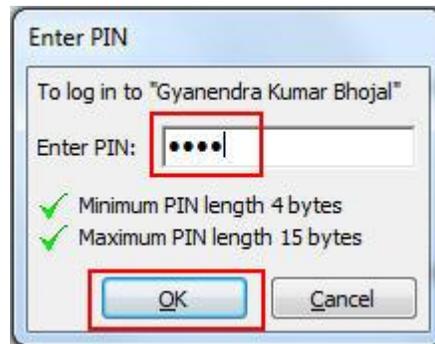


Fig.eFile.78

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

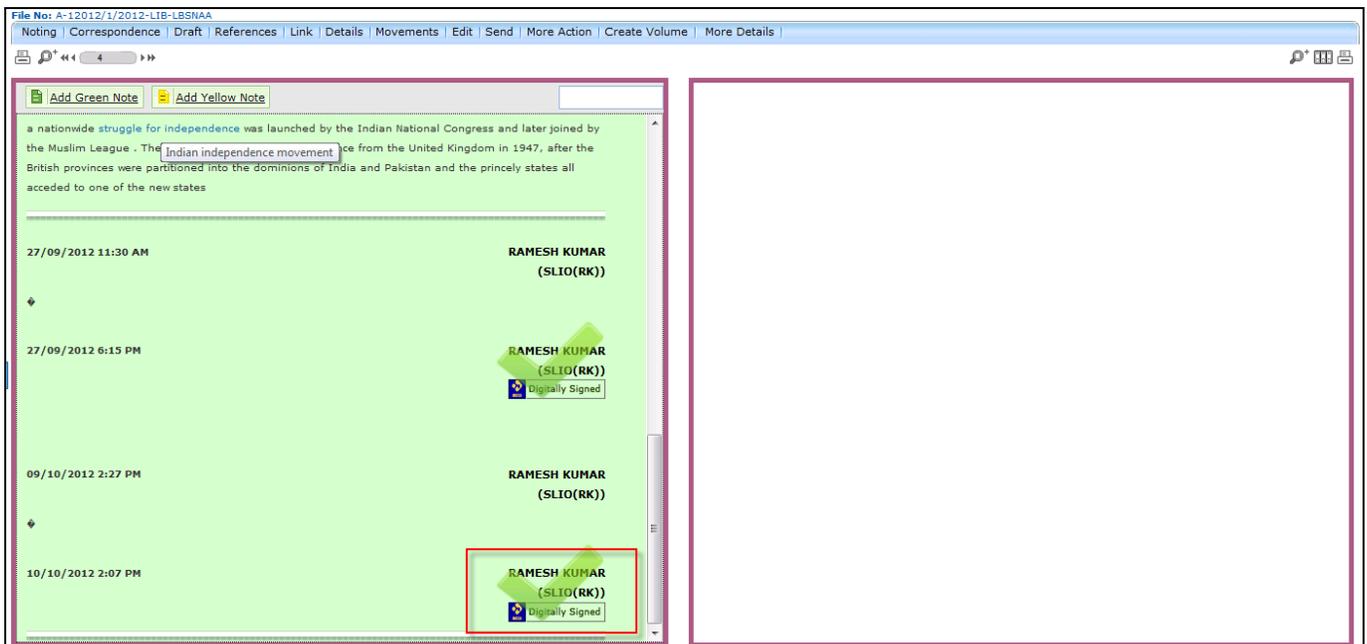


Fig.eFile.79

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:

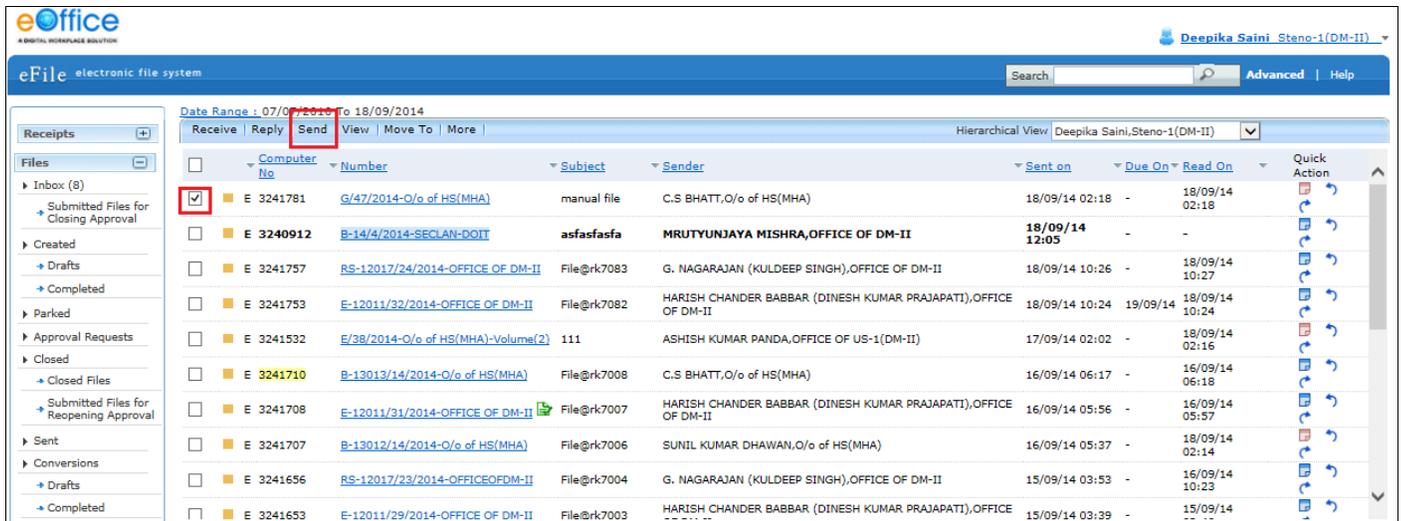


Fig.eFile.80

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

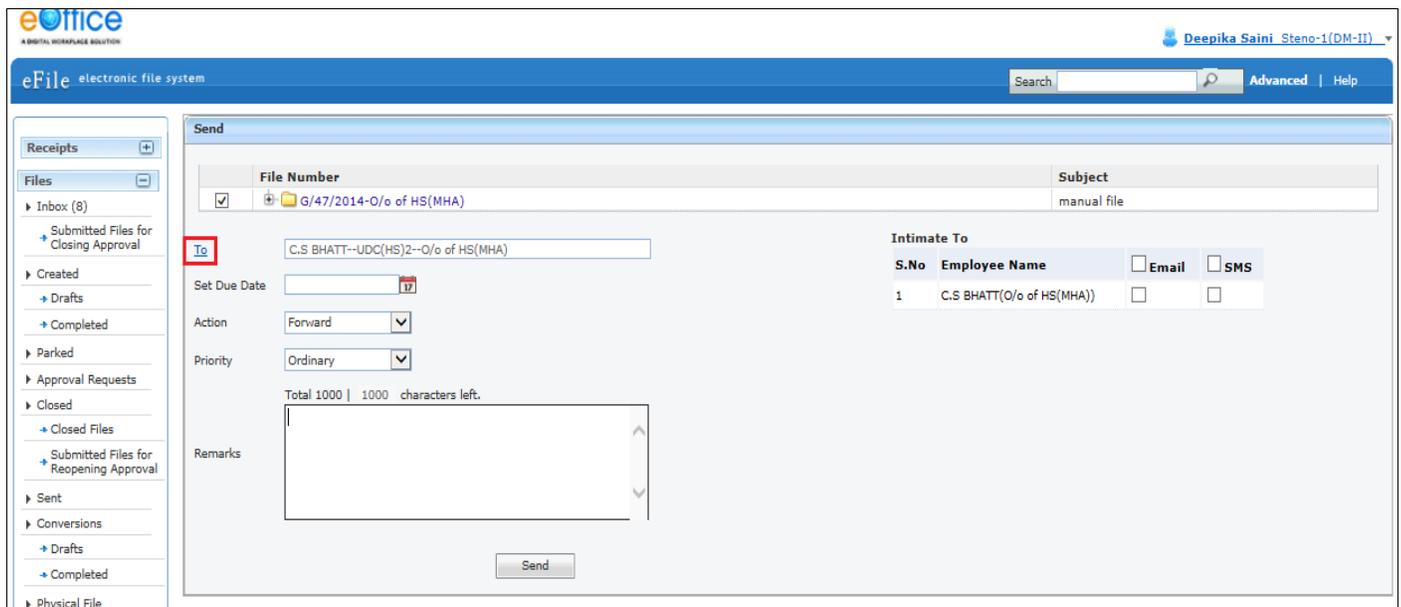


Fig.eFile.81

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 () 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** () 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:

The screenshot shows the eFile system interface. The top navigation bar includes the eoffice logo, user name 'Deepika Saini Steno-1(DM-II)', and search options. The main content area displays a list of files with columns for 'Computer No', 'Subject', 'Sender', 'Sent on', 'Due On', 'Read On', and 'Quick Action'. A dropdown menu is open over the 'View' link, showing options: 'Unread', 'Read', 'Physical', 'Electronic', and 'All'. The file list contains entries such as 'manual file', 'asfasfasfa', and various office communication records.

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:

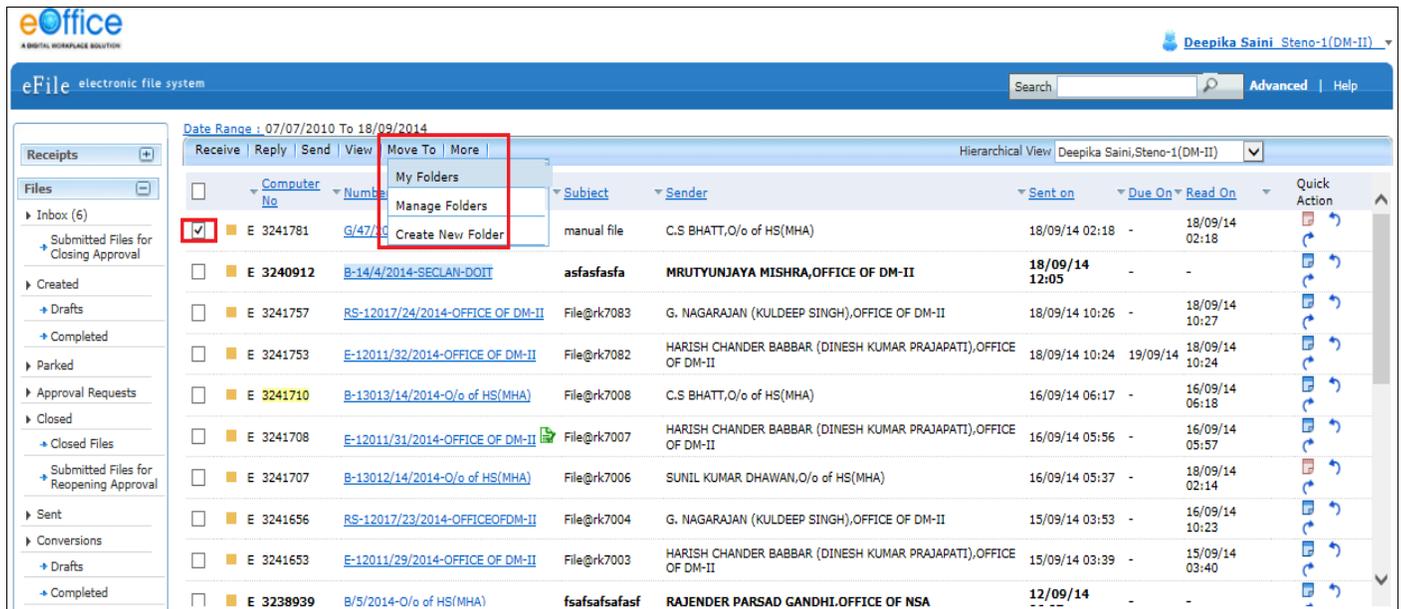


Fig.eFile.83

- **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.

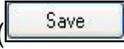
2. Click the **Create New Folder** option, as shown in Fig.eFile.84:



Fig.eFile.84

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

Fig.eFile.85

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

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

- 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:

Computer No	Number	Sender	Sent on	Due On	Read On	Quick Action		
<input checked="" type="checkbox"/>	E 3241781	G/47/2014-O/o of HS(MHA)	file	C.S BHATT,O/o of HS(MHA)	18/09/14 02:18	-	18/09/14 02:18	
<input type="checkbox"/>	E 3240912	B-14/4/2014-SEC	fsafsafsafsf	MRUTYUNJAYA MISHRA,OFFICE OF DM-II	18/09/14 12:05	-	-	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	E 3241656	RS-12017/23/2014-OFFICE OF DM-II	File@rk7004	G. NAGARAJAN (KULDEEP SINGH),OFFICE OF DM-II	15/09/14 03:53	-	16/09/14 10:23	
<input type="checkbox"/>	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	
<input type="checkbox"/>	E 3238939	B/5/2014-O/o of HS(MHA)	fsafsafsafsf	RAJENDER PARSAD GANDHI.OFFICE OF NSA	12/09/14	-	-	

Fig.eFile.86

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:

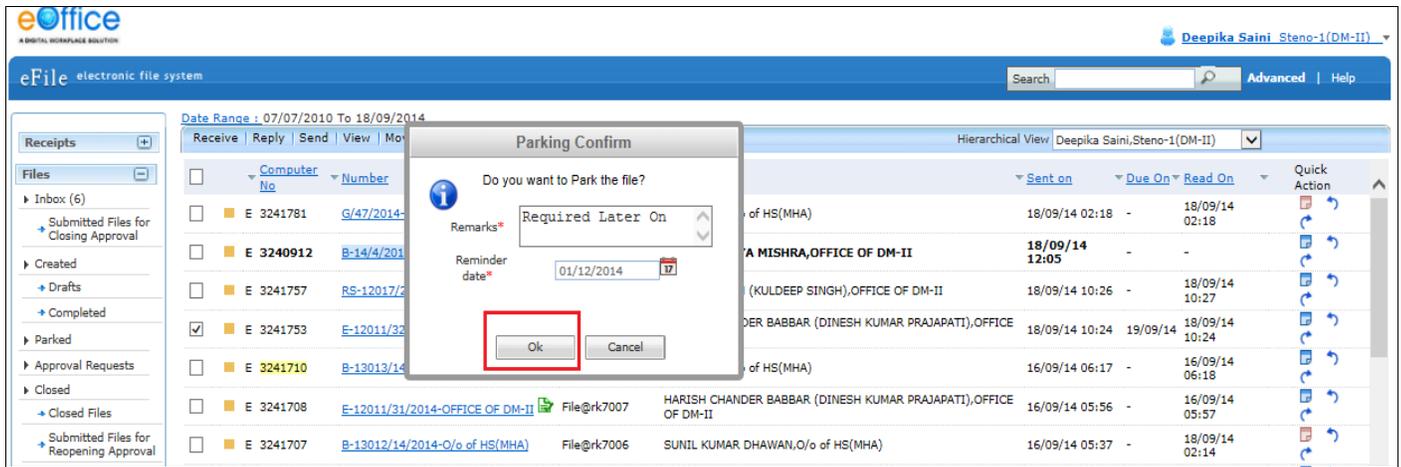


Fig.eFile.87

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:

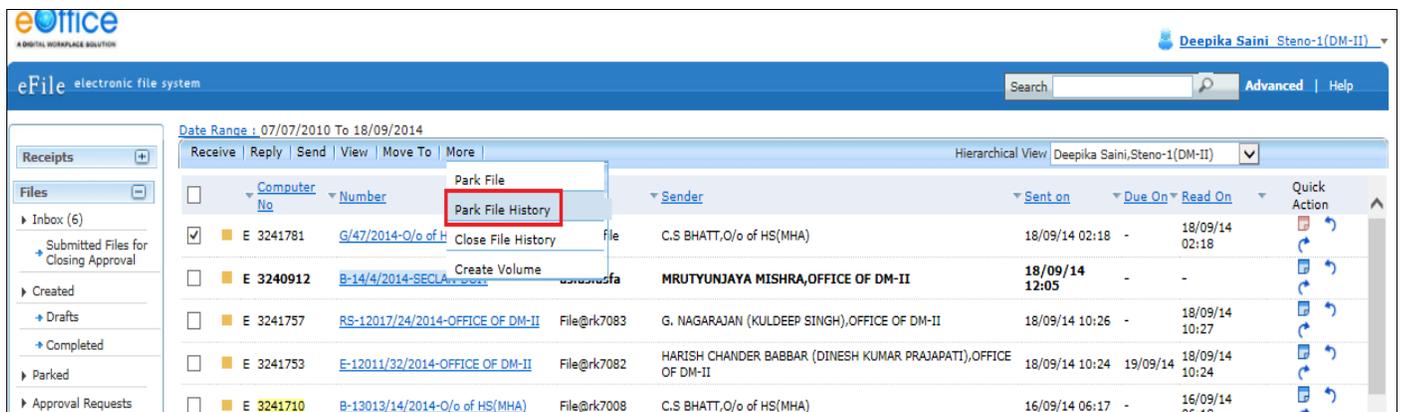


Fig.eFile.88

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

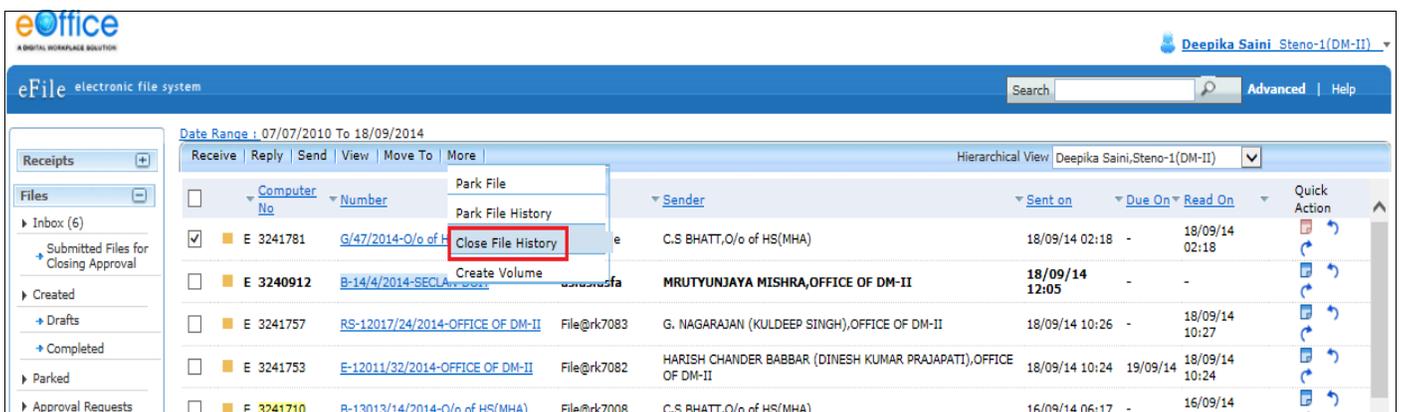


Fig.eFile.89

- **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:

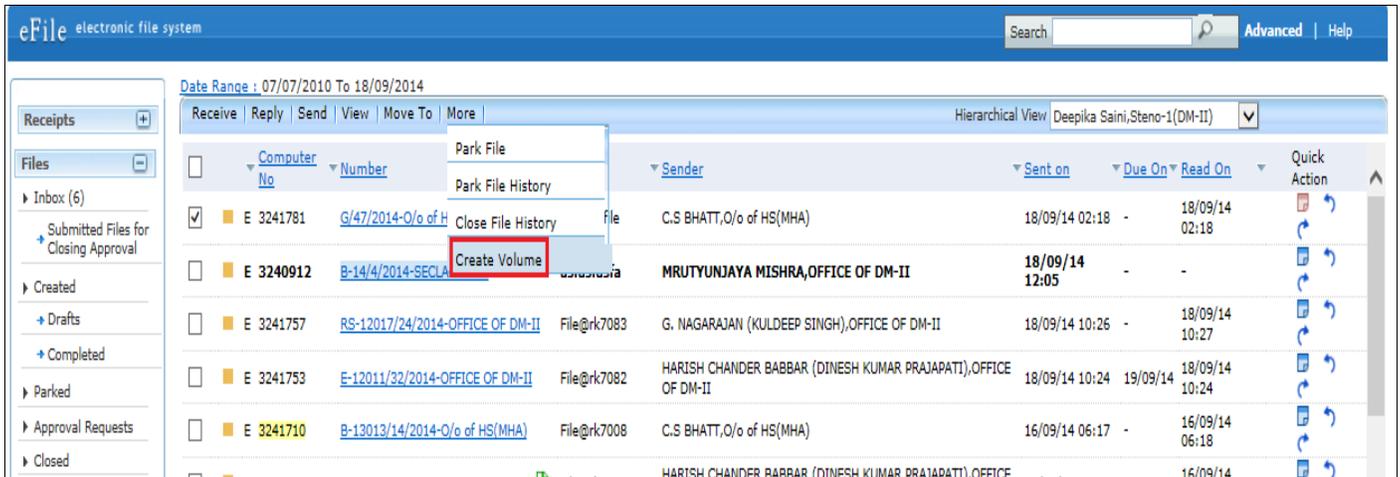


Fig.eFile.90

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: [Field]

Description*: Training in DOPT.

Category: Main [Choose One], Sub [Choose One]

Other Details: Classified [Choose One]

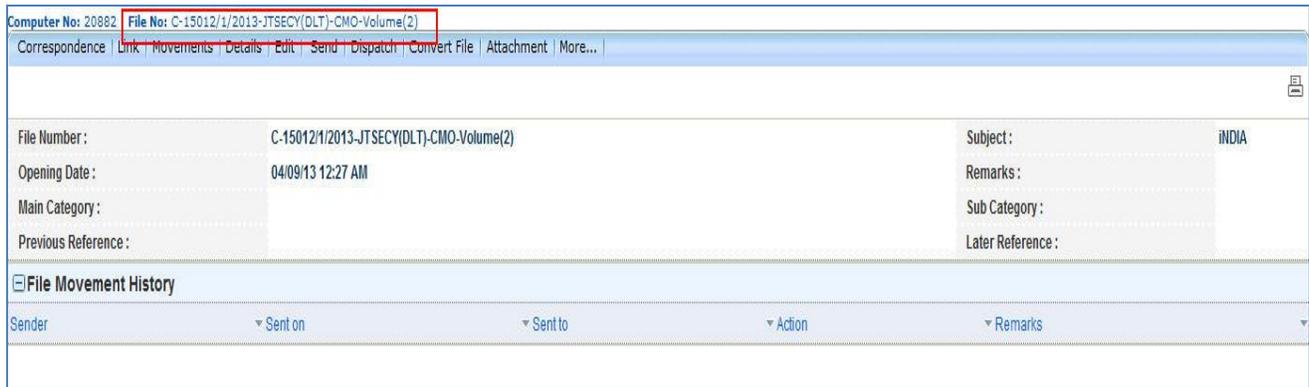
Remarks: [Field]

Previous Reference: [Field], Later Reference: [Field]

Create Volume [Button]

Fig.eFile.91

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



Computer No: 20882 **File No: C-15012/1/2013-JTSECY(DLT)-CMO-Volume(2)**

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | Convert File | Attachment | More... |

File Number :	C-15012/1/2013-JTSECY(DLT)-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:

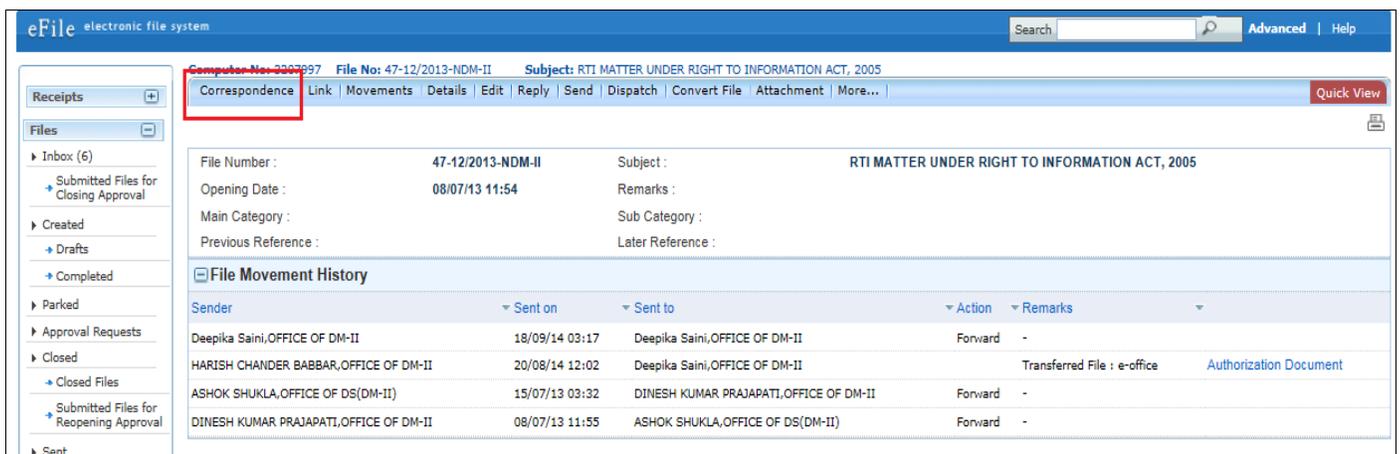
- ❖ **Remarks** () - Shows latest Noting that has been done on that particular File.
- ❖ **Reply** () - It facilitates the user to reply to the sender of the File.
- ❖ **Forward** () - Forward a particular File to the recipient.

There are **11** links provided on opening a **Physical File**:

- 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:

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



eFile electronic file system

Computer No: 20882 **File No: 47-12/2013-NDM-II** Subject: RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005

Correspondence | Link | Movements | Details | Edit | Reply | Send | Dispatch | Convert File | Attachment | More... | Quick View

File Number :	47-12/2013-NDM-II	Subject :	RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005
Opening Date :	08/07/13 11:54	Remarks :	
Main Category :		Sub Category :	
Previous Reference :		Later Reference :	

File Movement History

Sender	Sent on	Sent to	Action	Remarks
Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward	-
HARISH CHANDER BABBAR,OFFICE OF DM-II	20/08/14 12:02	Deepika Saini,OFFICE OF DM-II		Transferred File : e-office Authorization Document
ASHOK SHUKLA,OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	Forward	-
DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA,OFFICE OF DS(DM-II)	Forward	-

Fig.eFile.93

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



Fig.eFile.94

- Click the **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:

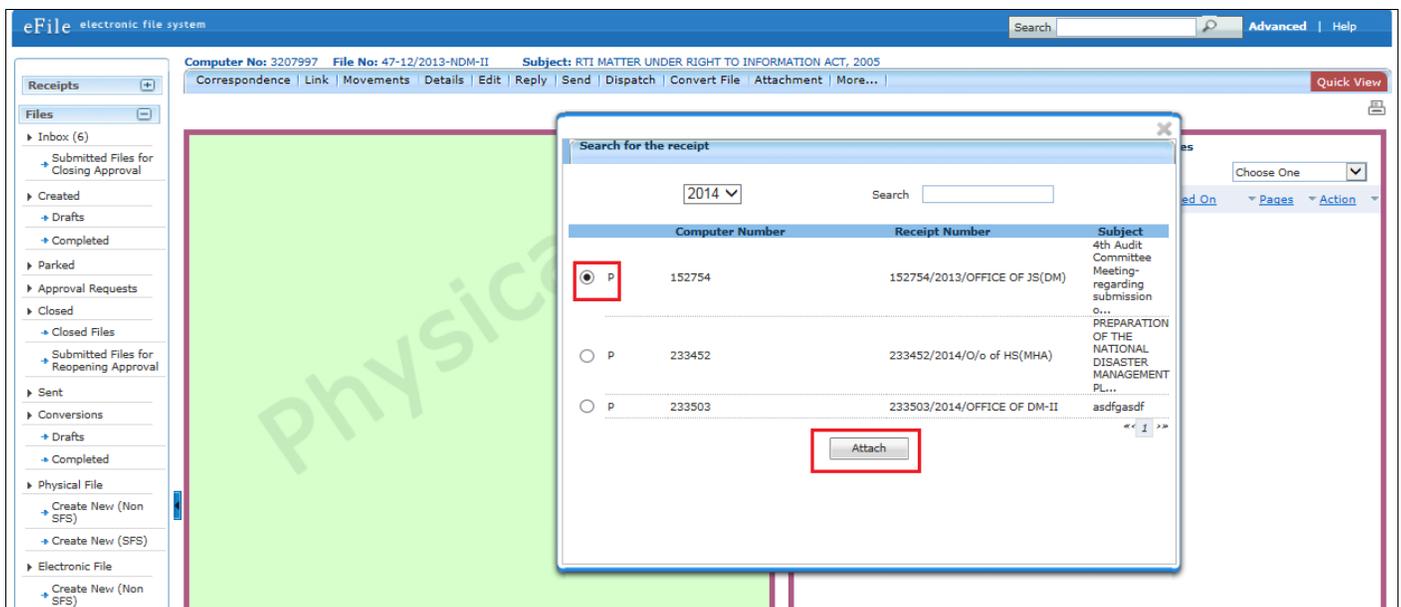


Fig.eFile.95

4. After selecting the receipt, click the **Attach** () button (Fig.eFile.95). As a result, the receipt gets attached to the file, as shown in Fig.eFile.96:

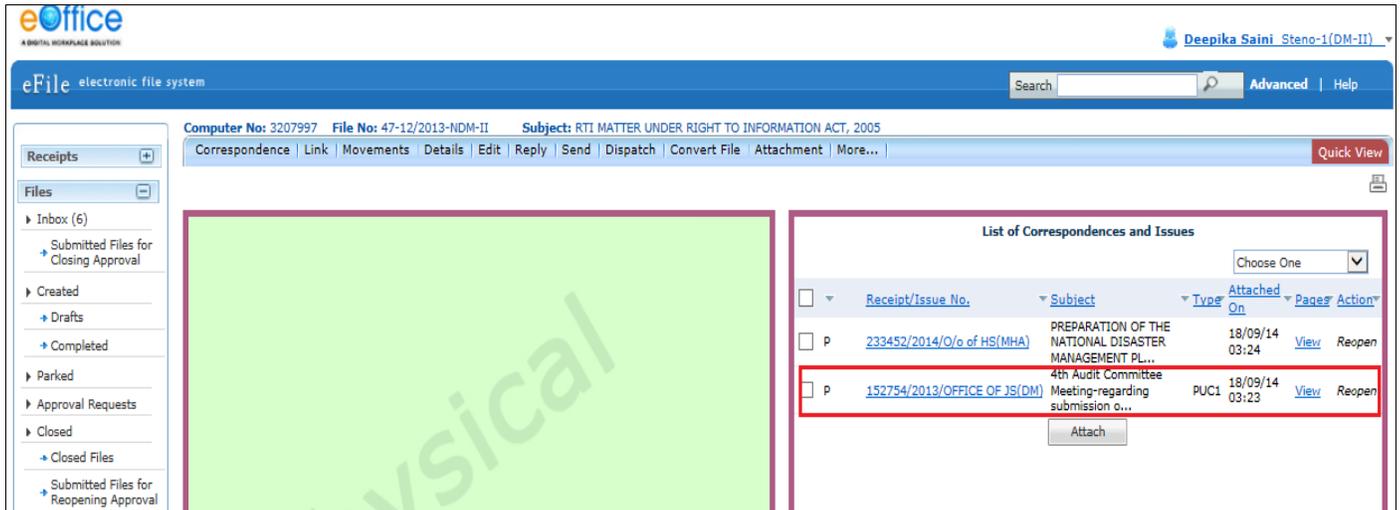


Fig.eFile.96

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:

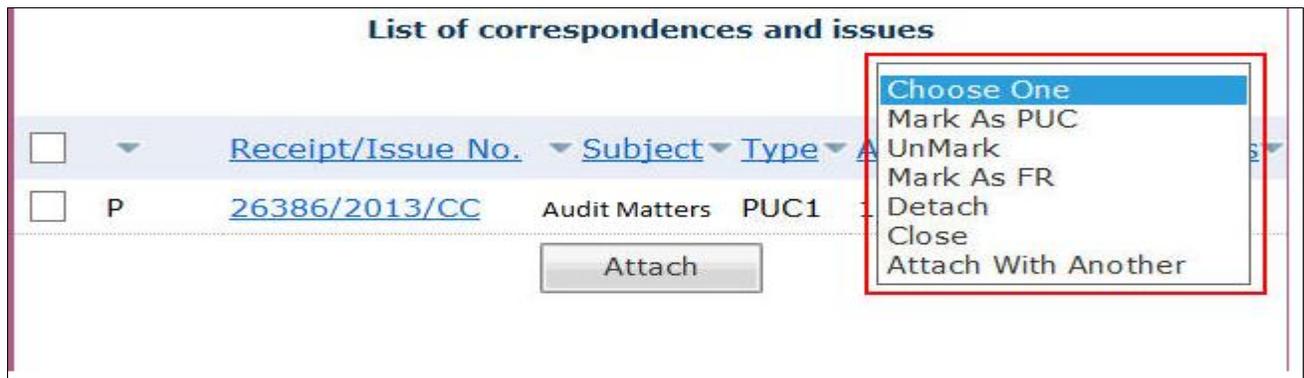


Fig.eFile.97

- **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).

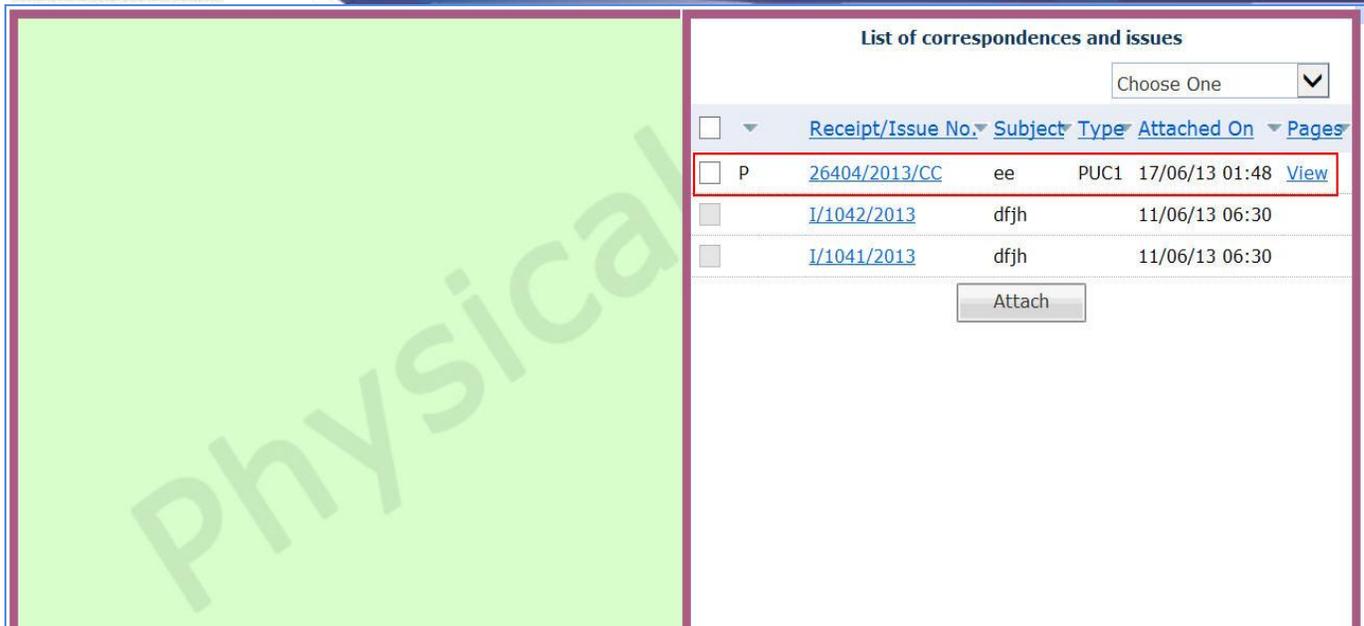


Fig.eFile.98

- **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:

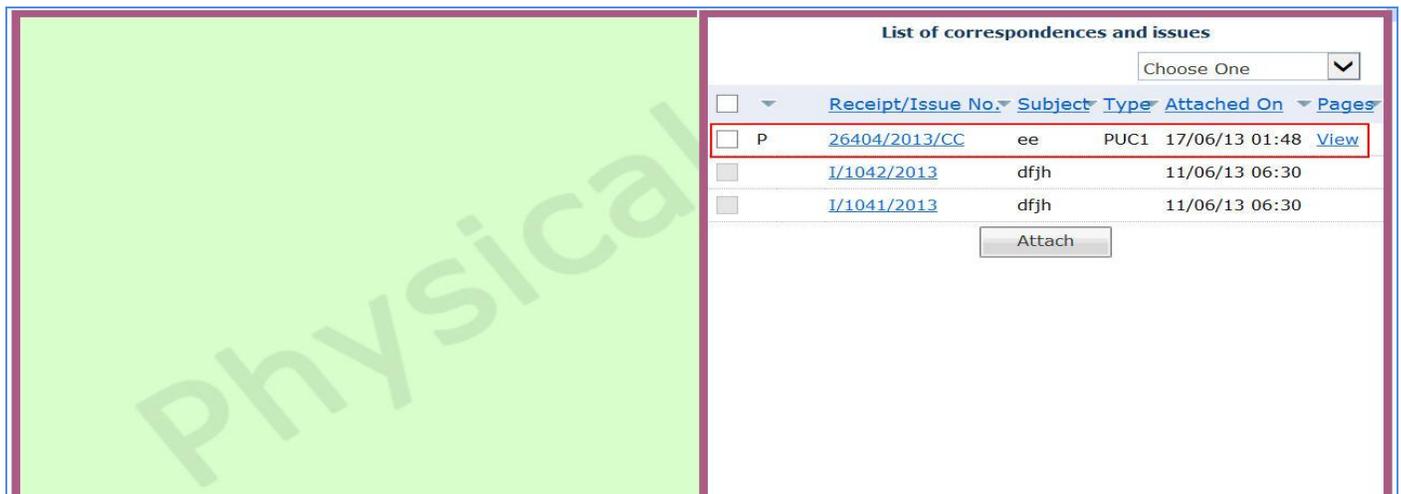


Fig.eFile.99

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

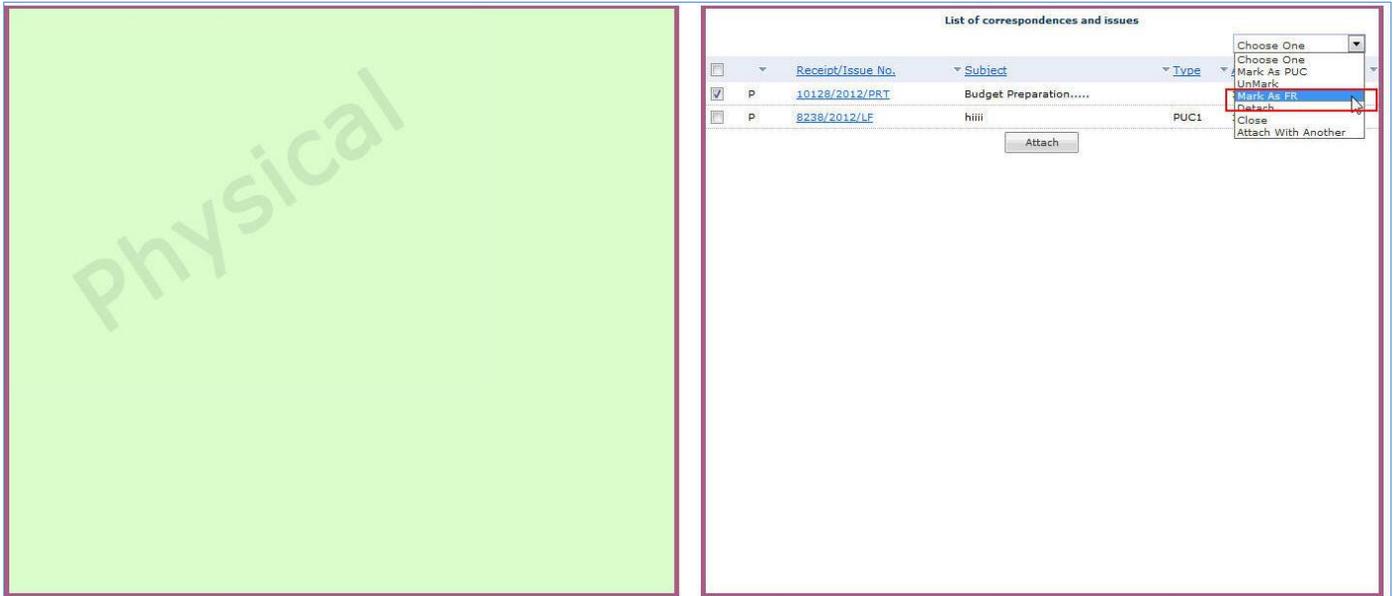


Fig.eFile.100

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

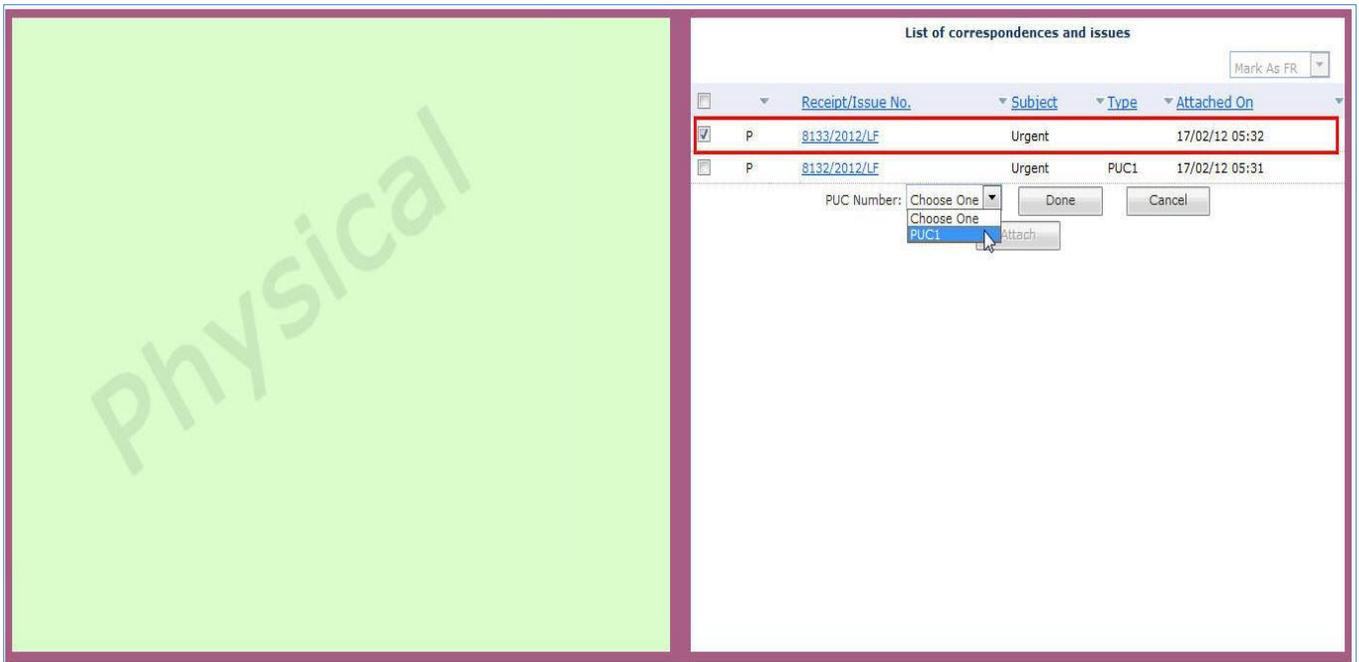


Fig.eFile.101

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

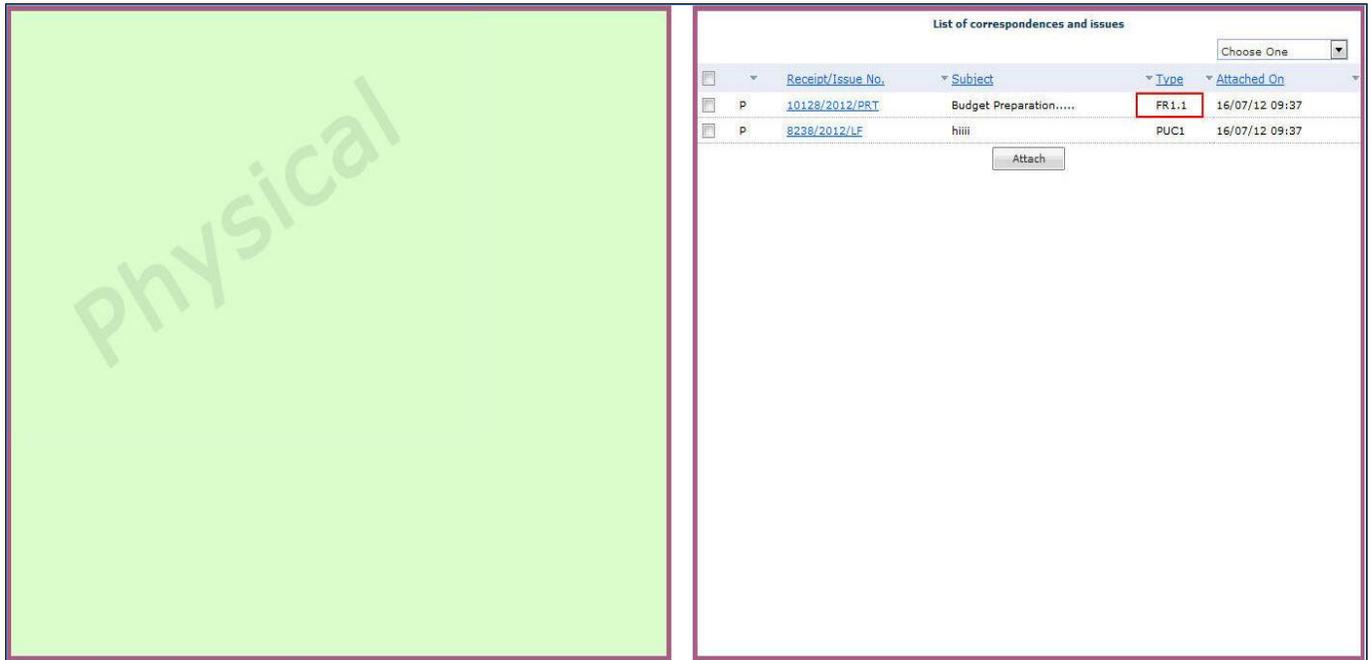


Fig.eFile.102

- **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:

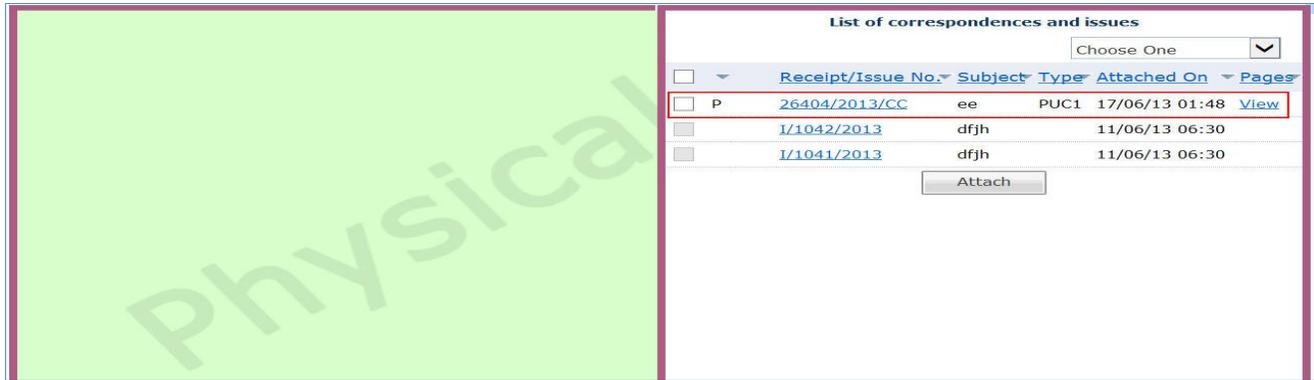


Fig.eFile.103

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



Fig.eFile.104

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



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:

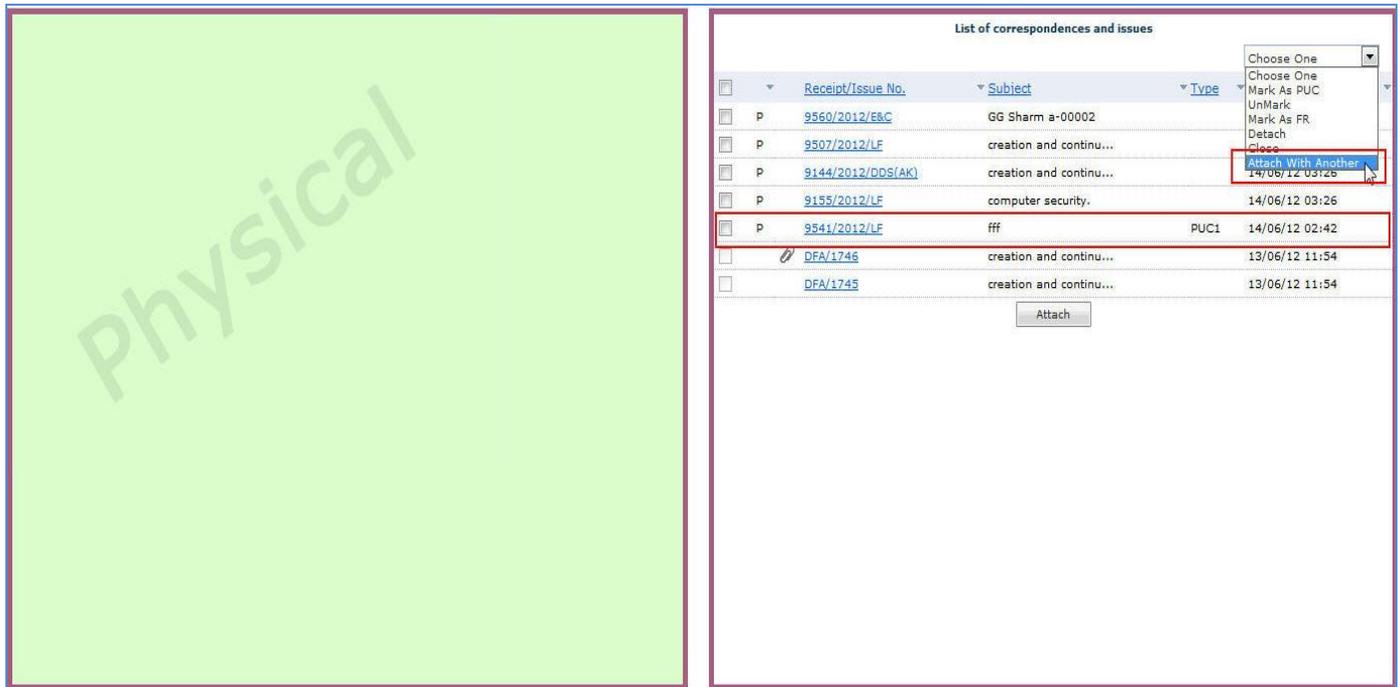


Fig.eFile.106

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:

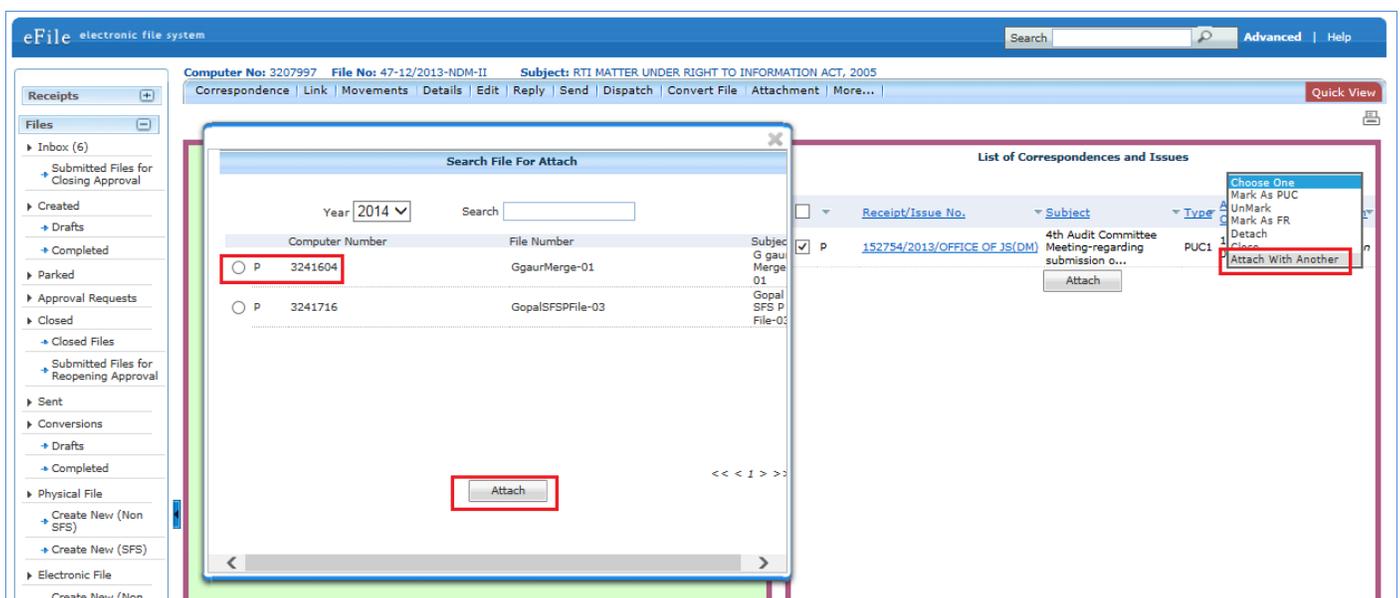


Fig.eFile.107

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** () link, as shown in Fig.eFile.108:

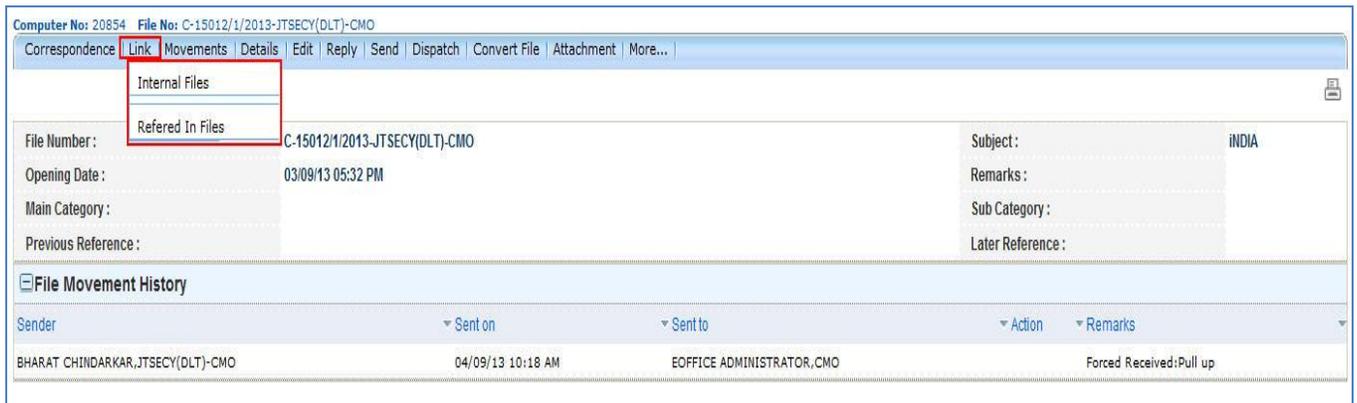


Fig.eFile.108

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

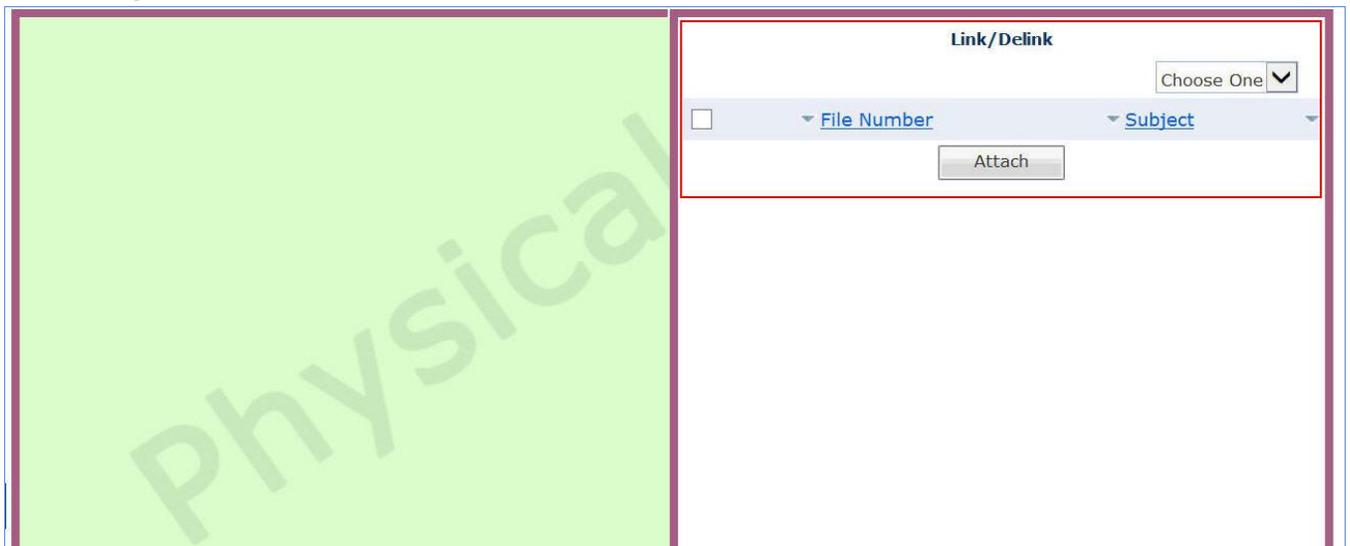


Fig.eFile.109

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** () button as shown in Fig.eFile.110:

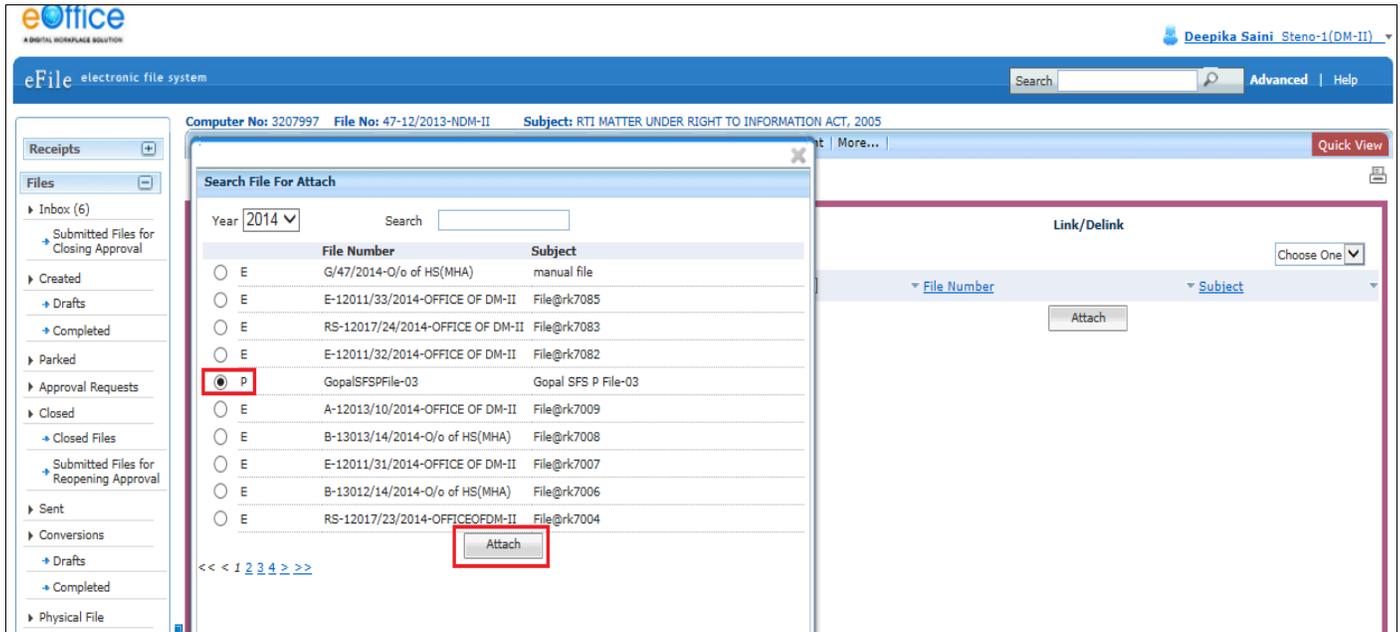


Fig.eFile.110

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

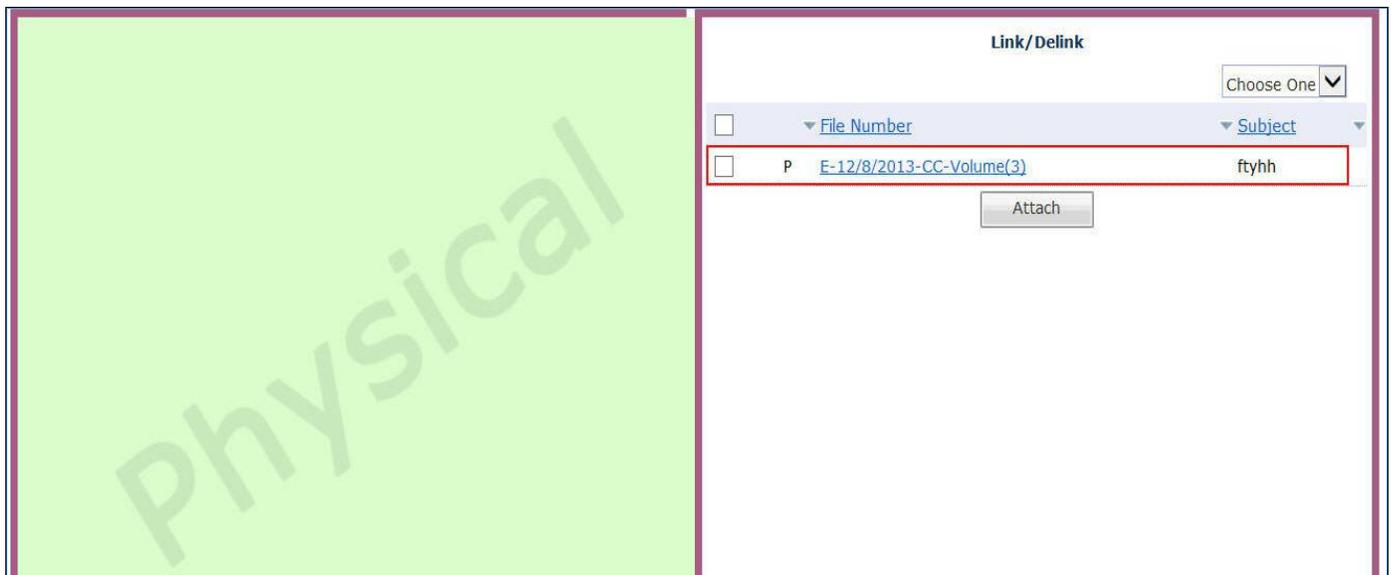


Fig.eFile.111

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:

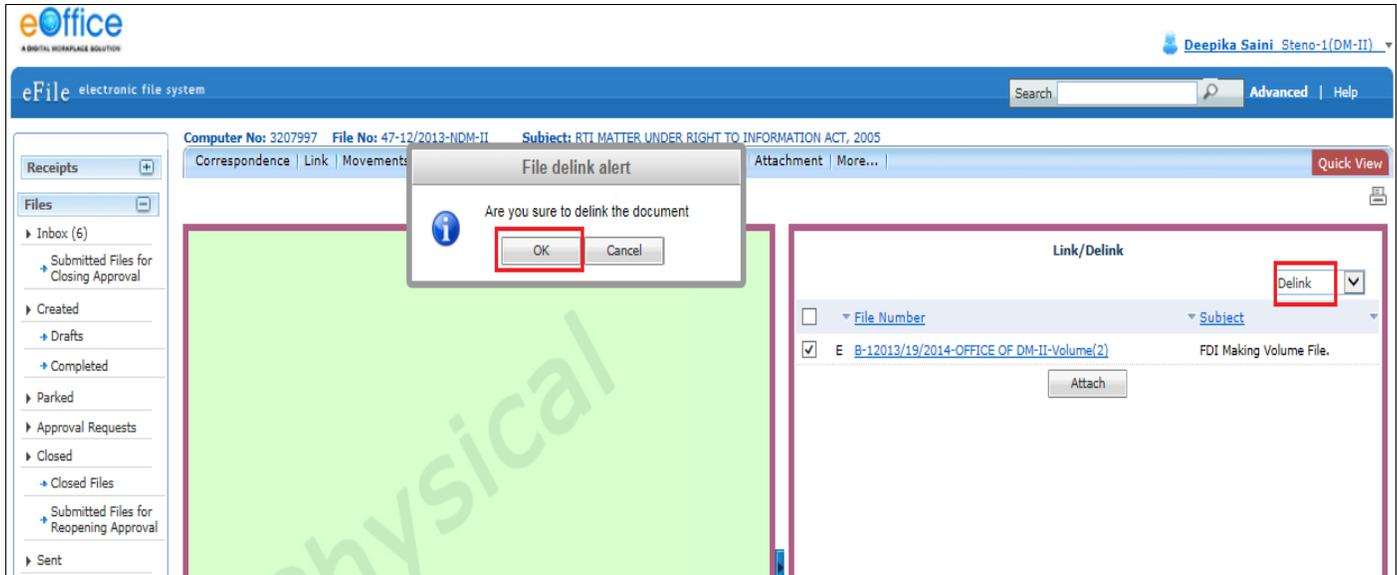


Fig.eFile.112

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:

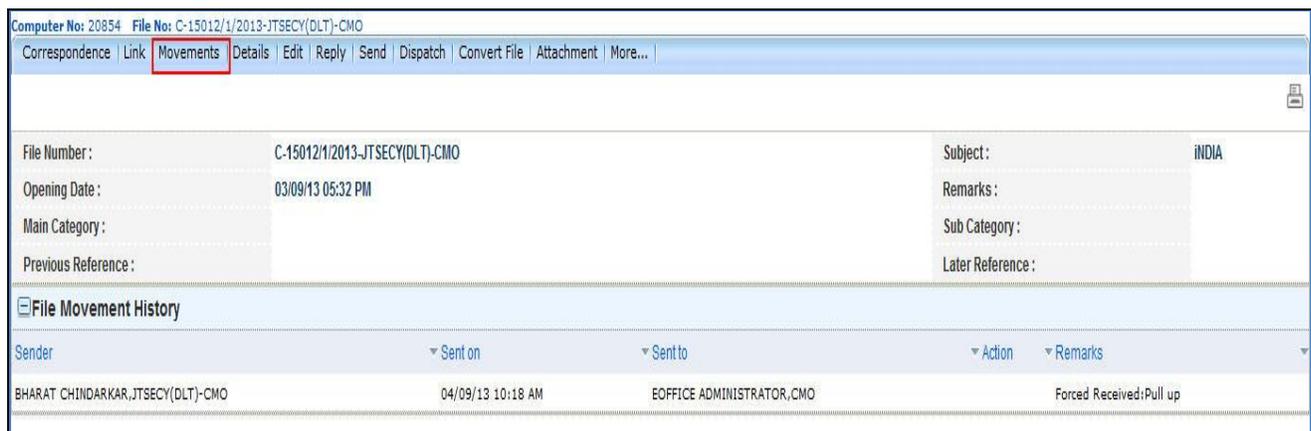


Fig.eFile.113

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

Computer No: 20854 File No: C-15012/1/2013-JTSECY(DLT)-CMO				
Correspondence	Link Movements Details Edit Reply Send Dispatch Convert File Attachment More...			
File Number :	C-15012/1/2013-JTSECY(DLT)-CMO			
Opening Date :	03/09/13 05:32 PM			
Main Category :				
Previous Reference :				
Subject :	INDIA			
Remarks :				
Sub Category :				
Later Reference :				
File Movement History				
Sender	Sent on	Sent to	Action	Remarks
BHARAT CHINDARKAR,JTSECY(DLT)-CMO	04/09/13 10:18 AM	EOFFICE ADMINISTRATOR,CMO		Forced Received;Pull up

Fig.eFile.114

- 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 File No: C-15012/1/2013-JTSECY(DLT)-CMO						
Correspondence	Link Movements Details Edit Reply Send Dispatch Convert File Attachment More...					
File Number :	C-15012/1/2013-JTSECY(DLT)-CMO					
Opening Date :	03/09/13 05:32 PM					
Main Category :						
Previous Reference :						
Subject :	INDIA					
Remarks :						
Sub Category :						
Later Reference :						
Part Files Created						
Computer No	Part No	Created On	Remarks			
TOC Receipt						
Receipt/Issue No.	Subject	Type	Timestamp			
Dispatch Movement History						
Dispatch Number.	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks
Linked Files						
File Number	Subject					

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:

Computer No: 20854 File No: C-15012/1/2013-JTSECY(DLT)-CMO
 Correspondence | Link | Movements | Details | **Edit** | Reply | Send | Dispatch | Convert File | Attachment | 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 :

Part Files Created

Computer No	Part No	Created On	Remarks

TOC Receipt

Receipt/Issue No.	Subject	Type	Timestamp

Dispatch Movement History

Dispatch Number.	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

Linked Files

File Number	Subject

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 2 2011 ADM

Subject

Description* Training Matter

Category Main Choose One
Sub Choose One

Other Details

Classified Choose One

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.

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.

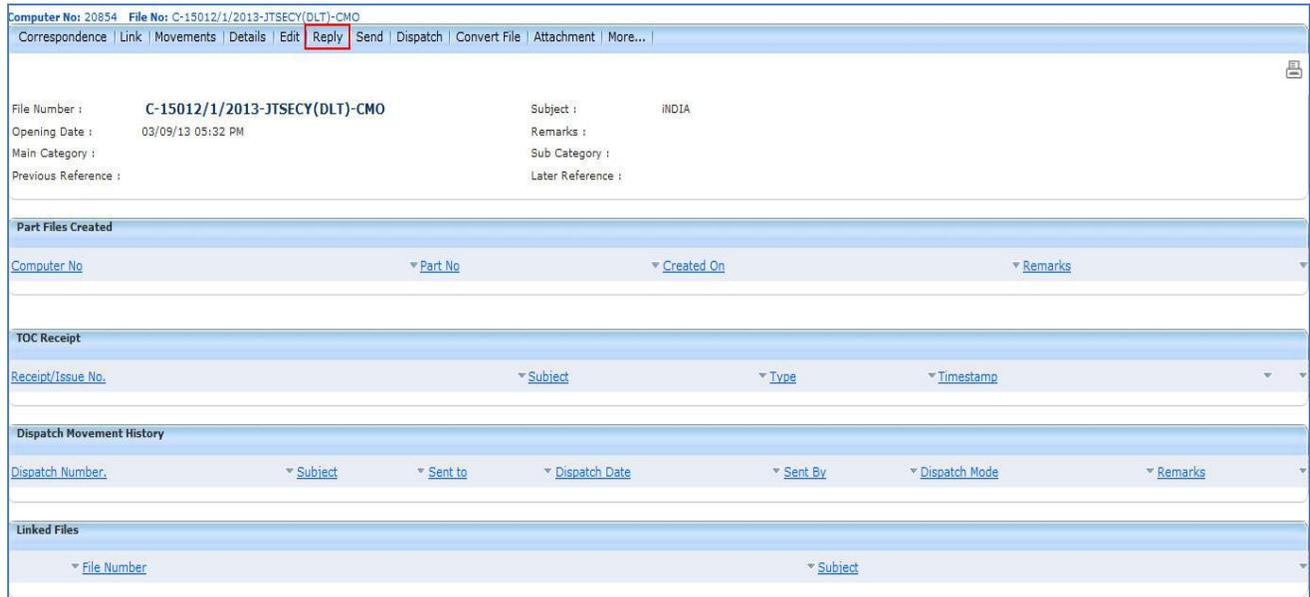


Fig.eFile.118

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.



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:

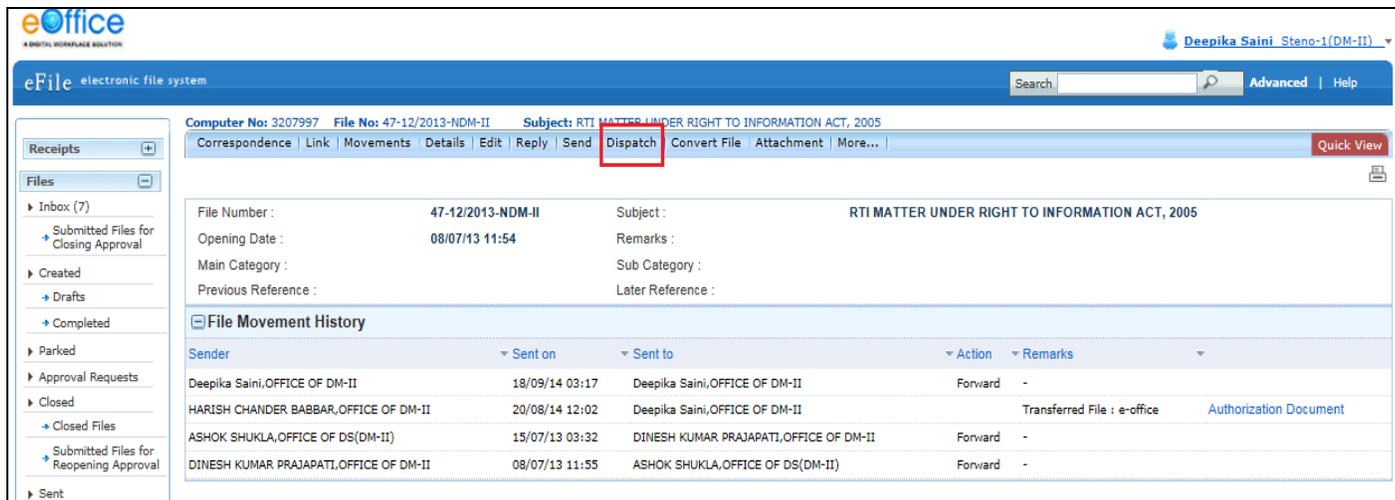


Fig.eFile.120

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

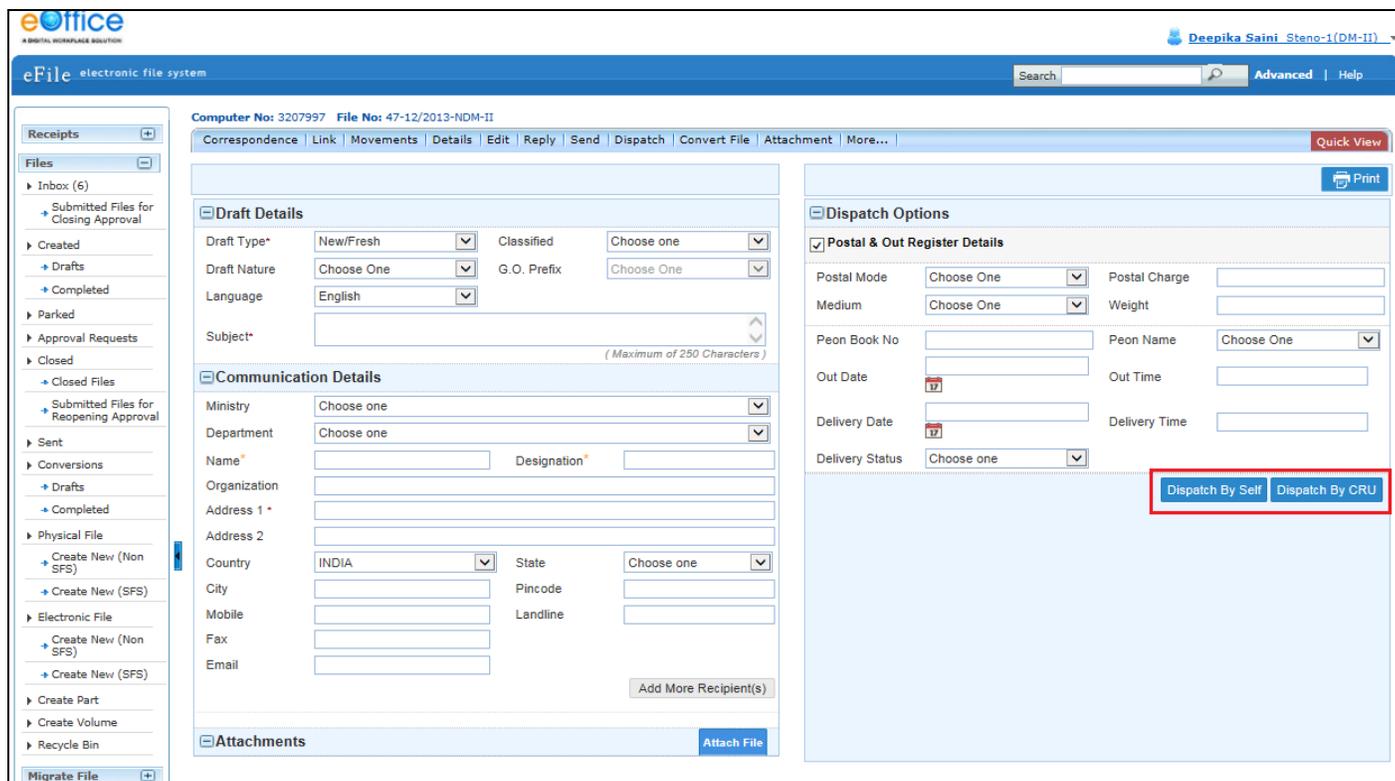


Fig.eFile.121

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:

The screenshot displays the eFile system interface. The top navigation bar includes the eoffice logo, user name 'Deepika Saini Steno-1(DM-II)', and a search bar. The main content area is divided into several sections:

- Receipts**: A sidebar menu with options like 'Inbox (7)', 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests', 'Closed', 'Closed Files', 'Submitted Files for Reopening Approval', 'Sent', 'Conversions', 'Physical File', 'Electronic File', 'Create Part', 'Create Volume', and 'Recycle Bin'.
- Computer No: 3207997 File No: 47-12/2013-NDM-II**: Metadata information at the top.
- Draft Details**: Fields for Draft Type (New/Fresh), Classified (Choose one), Draft Nature (Choose One), G.O. Prefix (Choose One), Language (English), and Subject (training).
- Communication Details**: Fields for Ministry (MINISTRY OF HOME AFFAIRS(Grih Mantralaya)), Department (Choose one), Name (Amardeep Singh), Designation (UDC), Organization (R&I Section), Address 1 (North Block), Address 2, Country (INDIA), State (Choose one), City, Pincode, Mobile, Landline, Fax, and Email.
- Dispatch Options**: A section with a 'Print' button and a 'Postal & Out Register Details' sub-section. This sub-section includes fields for Postal Mode (Choose One), Postal Charge, Medium (Choose One), Weight, Peon Book No, Peon Name (Choose One), Out Date (17), Out Time, Delivery Date (17), Delivery Time, and Delivery Status (Choose one). At the bottom of this section, there are two buttons: 'Send With Followup' and 'Send Without Followup', which are highlighted with a red box.

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.

The screenshot shows the eFile system interface. On the left is a navigation menu with categories like Receipts, Files, and Sent. The main area is titled 'Computer No: 3207997 File No: 47-12/2013-NDM-II'. It features a top navigation bar with options like Correspondence, Link, Movements, Details, Edit, Reply, Send, Dispatch, Convert File, Attachment, and More... A 'Quick View' button is on the right. The 'Draft Details' section includes fields for Draft Type (New/Fresh), Classified (Choose one), Draft Nature (Choose One), G.O. Prefix (Choose One), Language (English), and Subject (training). The 'Communication Details' section includes Ministry (MINISTRY OF HOME AFFAIRS(Grih Mantralaya)), Department (Choose one), Name (Amardeep Singh), Designation (UDC), Organization (R&I Section), Address 1 (North Block), Address 2, Country (INDIA), State (Choose one), City, Pincode, Mobile, Landline, Fax, and Email. There is an 'Add More Recipient(s)' button. The 'Attachments' section has an 'Attach File' button. The 'Dispatch Options' section is expanded to show 'Postal & Out Register Details' with fields for Postal Mode, Medium, Postal Charge, Weight, Peon Book No, Peon Name (Choose One), Out Date (17), Out Time, Delivery Date (17), Delivery Time, and Delivery Status (Choose one). A green message box states 'Dispatched successfully with no. :I/3004310/2014' with a 'Copy Dispatch Data' button.

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.

This screenshot shows the same eFile system interface as Fig.eFile.123, but with the 'Dispatch Options' section expanded to show 'Dispatch By CRU Details'. This section includes 'CRU User(s):' (BALWAN SINGH), 'Delivery Mode:' (By Hand), and a 'Remarks:' text area. At the bottom of this section, there are two buttons: 'Send With Followup' and 'Send Without Followup', which are highlighted with a red box. The 'Draft Details' and 'Communication Details' sections remain the same as in the previous screenshot.

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.

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

The screenshot shows the eFile application interface. The top navigation bar includes the eoffice logo, user name 'Deepika Saini Steno-1(DM-II)', and search options. The main content area is divided into several sections:

- Receipts**: A sidebar menu with options like 'Inbox (7)', 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests', 'Closed', 'Closed Files', 'Submitted Files for Reopening Approval', 'Sent', 'Conversions', 'Physical File', 'Electronic File', 'Create Part', 'Create Volume', and 'Recycle Bin'.
- Computer No:** 3207997 **File No:** 47-12/2013-NDM-II
- Navigation Bar:** Correspondence | Link | Movements | Details | Edit | Reply | Send | Dispatch | Convert File | Attachment | More... | Quick View
- Draft Details:**
 - Draft Type: New/Fresh (dropdown)
 - Classified: Choose one (dropdown)
 - Draft Nature: Choose One (dropdown)
 - G.O. Prefix: Choose One (dropdown)
 - Language: English (dropdown)
 - Subject: training (text input)
- Communication Details:**
 - Ministry: MINISTRY OF HOME AFFAIRS(Grih Mantralaya) (dropdown)
 - Department: Choose one (dropdown)
 - Name: Amar Deep (text input)
 - Designation: UDC (text input)
 - Organization: (text input)
 - Address 1: R and I Section,North Block (text input)
 - Address 2: (text input)
 - Country: INDIA (dropdown)
 - State: Choose one (dropdown)
 - City: (text input)
 - Pincode: (text input)
 - Mobile: (text input)
 - Landline: (text input)
 - Fax: (text input)
 - Email: (text input)
- Dispatch Options:**
 - Dispatch By CRU Details
 - CRU User(s): BALWAN SINGH (dropdown)
 - Delivery Mode: By Hand (dropdown)
 - Remarks: (text area)
- Attachments:** Attach File (button)

A success message is displayed at the bottom of the Dispatch Options section: "Dispatched successfully with no. :I/3004311/2014".

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:

1. 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:

The screenshot shows the eFile system interface. At the top, the user is logged in as Deepika Saini, Steno-1(DM-II). The file details are as follows:

- Computer No: 3207997
- File No: 47-12/2013-NDM-II
- Subject: RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005

The 'Convert File' button in the top navigation bar is highlighted with a red box. Below the file details, the 'File Movement History' table is shown:

Sender	Sent on	Sent to	Action	Remarks
Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward	-
HARISH CHANDER BABBAR,OFFICE OF DM-II	20/08/14 12:02	Deepika Saini,OFFICE OF DM-II	Transferred File : e-office	Authorization Document
ASHOK SHUKLA,OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	Forward	-
DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA,OFFICE OF DS(DM-II)	Forward	-

Fig.eFile.126

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

The screenshot shows the eFile system interface with the 'File Details' and 'Correspondences' sections expanded. The 'File Details' section shows:

- File Number: 47-12/2013-NDM-II
- Opening Date: 08-07-2013
- Subject Category: -

The 'Correspondences' section shows two entries:

Receipt/Issue No.	Type	Subject	Attached On	Action
I/3004311/2014	Issue	training	18-09-2014	Upload
I/3004310/2014	Issue	training	18-09-2014	Upload

The 'Noting' section has an 'Upload Noting' button. At the bottom, the 'Save', 'Convert', and 'Preview' buttons are highlighted with a red box. A note below them states: "Note: After initiating conversion process(save/convert) it can not be undone."

Fig.eFile.127

- After uploading the scanned PDF's, click the 'Save' () button (Fig.eFile.127), as a result the file moves to the **Drafts** sub-module of **Conversions** module under **Files** section.
- Click the '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** sub-section 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:

The screenshot shows the eFile system interface. At the top, there's a header with the eoffice logo and user information: 'Deepika Saini Steno-1 (DM-II)'. Below the header, there's a search bar and 'Advanced | Help' links. The main content area displays file details for 'Computer No: 3207997', 'File No: 47-12/2013-NDM-II', and 'Subject: RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005'. A menu bar includes 'Correspondence | Link | Movements | Details | Edit | Reply | Send | Dispatch | Convert File | Attachment | More...'. The 'Attachment' dropdown is open, showing 'File' and 'Receipt' options. Below this, there's a 'File Movement History' table with columns for Sender, Sent on, Sent to, Action, and Remarks.

Sender	Sent on	Sent to	Action	Remarks
Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward	-
HARISH CHANDER BABBAR,OFFICE OF DM-II	20/08/14 12:02	Deepika Saini,OFFICE OF DM-II	Transferred File	e-office Authorization Document
ASHOK SHUKLA,OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	Forward	-
DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA,OFFICE OF DS(DM-II)	Forward	-

Fig.eFile.128

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

The screenshot shows the 'Attached / Detached File(s)' page. It displays file details for 'File Number: A/63/2013-CC', 'Subject: SAsa', 'Opening Date: 14/05/13 05:59', 'Remarks: Interest Free', 'Main Category: All advances', 'Sub Category: Interest Free', 'Previous Reference:', and 'Later Reference:'. Below the details, there's a section titled 'Attached / Detached File(s)' with two buttons: 'Attach File' and 'Detach File'. At the bottom, there's a table with columns for 'CNo.', 'File Number', 'Subject', 'Attached By', 'Attached Date', 'Attached Remarks', 'Detached By', 'Detached Date', and 'Detached Remarks'.

Fig.eFile.129

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

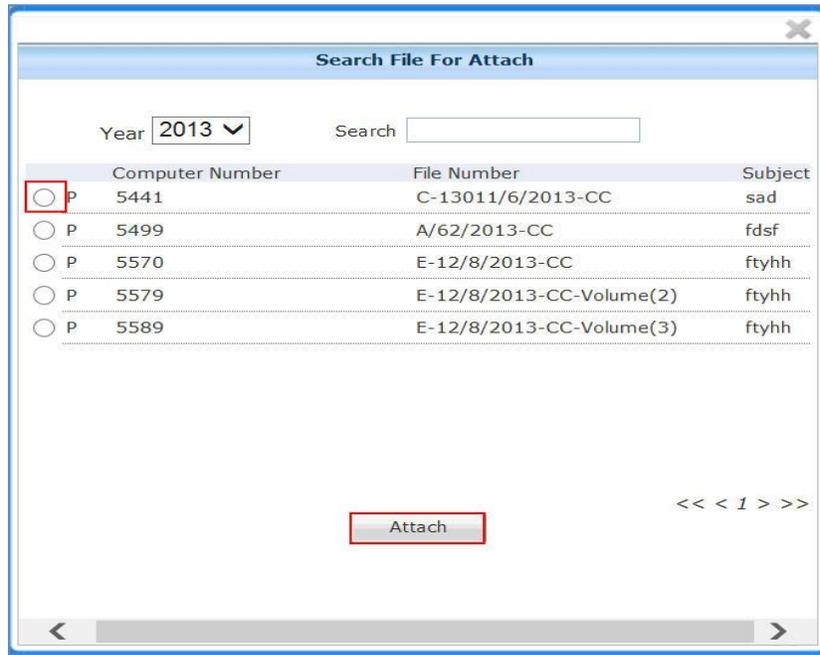


Fig.eFile.130

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

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

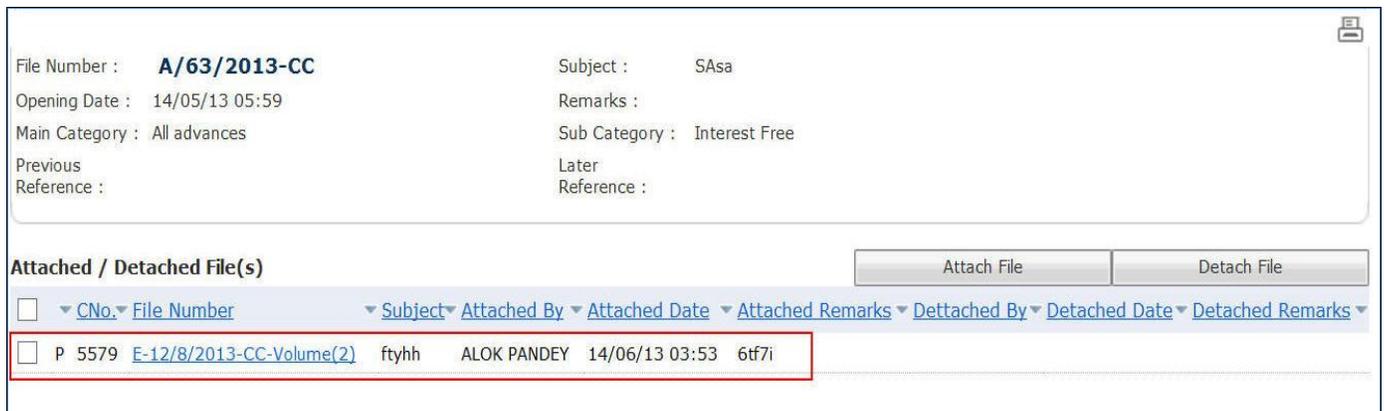


Fig.eFile.131

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 from the working file and click the '**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 / Detached File(s) Attach File Detach File

<input type="checkbox"/>	File Number	Subject	Attached By	Attached Date	Attached Remarks	Detached By	Detached Date	Detached Remarks
<input type="checkbox"/>	P 5579 E-12/8/2013-CC-Volume(2)	ftyhh	ALOK PANDEY	14/06/13 03:53	6tf7i			

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:



File detach alert

Are you sure to detach the file

Remarks : referencing not required.

OK Cancel

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-TRGII** Subject : parliament matter
 Opening Date : 30/04/13 11:44 Remarks :
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Attached / Detached File(s) Attach File Detach File

<input type="checkbox"/>	File Number	Subject	Attached By	Attached Date	Attached Remarks	Detached By	Detached Date	Detached Remarks
<input type="checkbox"/>	D-12013/2/2013-TRGII	IAS issues	BIKRAM SINGH	5/1/13 10:12 AM	reference	BIKRAM SINGH	5/1/13 10:22 AM	referencing not requ...
<input type="checkbox"/>	A-12013/7/2013-TRGII	Immigration	BIKRAM SINGH	5/1/13 10:12 AM	required			

Fig.eFile.134

- k) **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:

The screenshot displays the eFile interface with the following details:

- Computer No:** 3207997 | **File No:** 47-12/2013-NDM-II | **Subject:** RTI MATTER UNDER RIGHT TO INFORMATION ACT, 2005
- File Number:** 47-12/2013-NDM-II | **Opening Date:** 08/07/13 11:54
- Main Category:** | **Sub Category:** | **Previous Reference:** | **Later Reference:**
- File Movement History Table:**

Sender	Sent on	Sent to	Action	Remarks
Deepika Saini,OFFICE OF DM-II	18/09/14 03:17	Deepika Saini,OFFICE OF DM-II	Forward	-
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
ASHOK SHUKLA,OFFICE OF DS(DM-II)	15/07/13 03:32	DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	Forward	-
DINESH KUMAR PRAJAPATI,OFFICE OF DM-II	08/07/13 11:55	ASHOK SHUKLA,OFFICE OF DS(DM-II)	Forward	-

Fig.eFile.135

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 be 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:

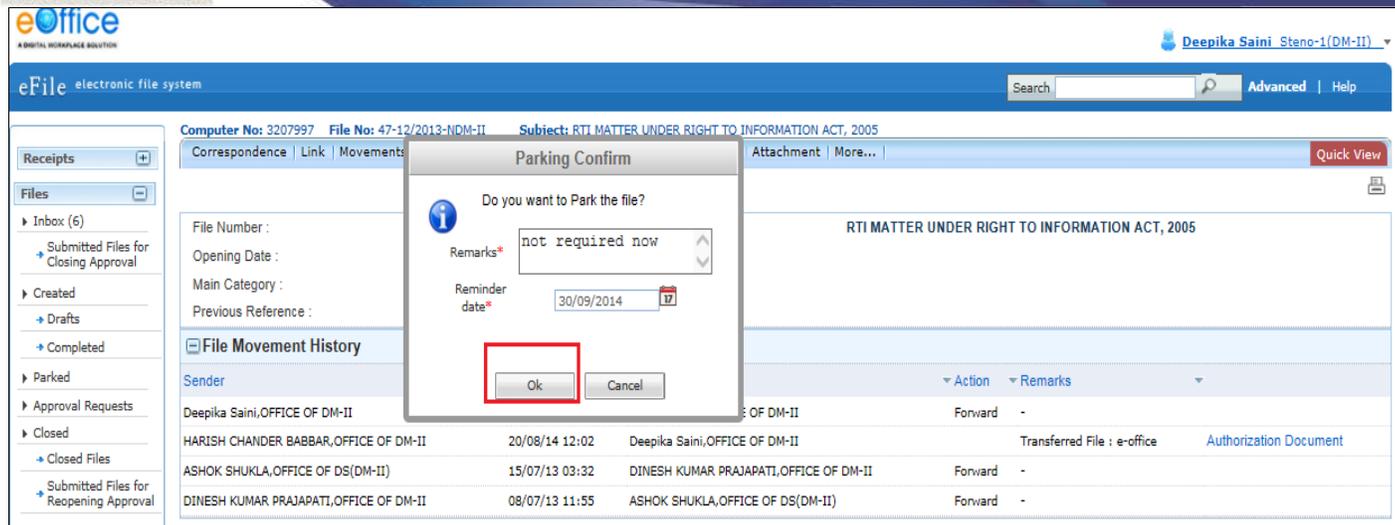
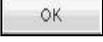


Fig.eFile.136

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:

Main	Number	Subject	Sender
<input checked="" type="radio"/>	P	B-11/3/2013-JTSECY(DLT)-CMO	PHY BHARAT CHINDARKAR

File Number	Subject
<input type="checkbox"/> P C-15012/1/2013-JTSECY(DLT)-CMO-Volume(2)	INDIA
<input type="checkbox"/> P C-15012/1/2013-JTSECY(DLT)-CMO	INDIA
<input type="checkbox"/> P B/17/2013-CM O	sada
<input type="checkbox"/> P A-11012/1/2013-CM O-CMO	ffghh
<input type="checkbox"/> P SHADOW/01-Shadow	shadow

Fig.eFile.137

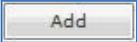
2. Search the File from 'Search File(s) to Merge' section to merge and click the **Add** () button, as shown in Fig.eFile.137:

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:

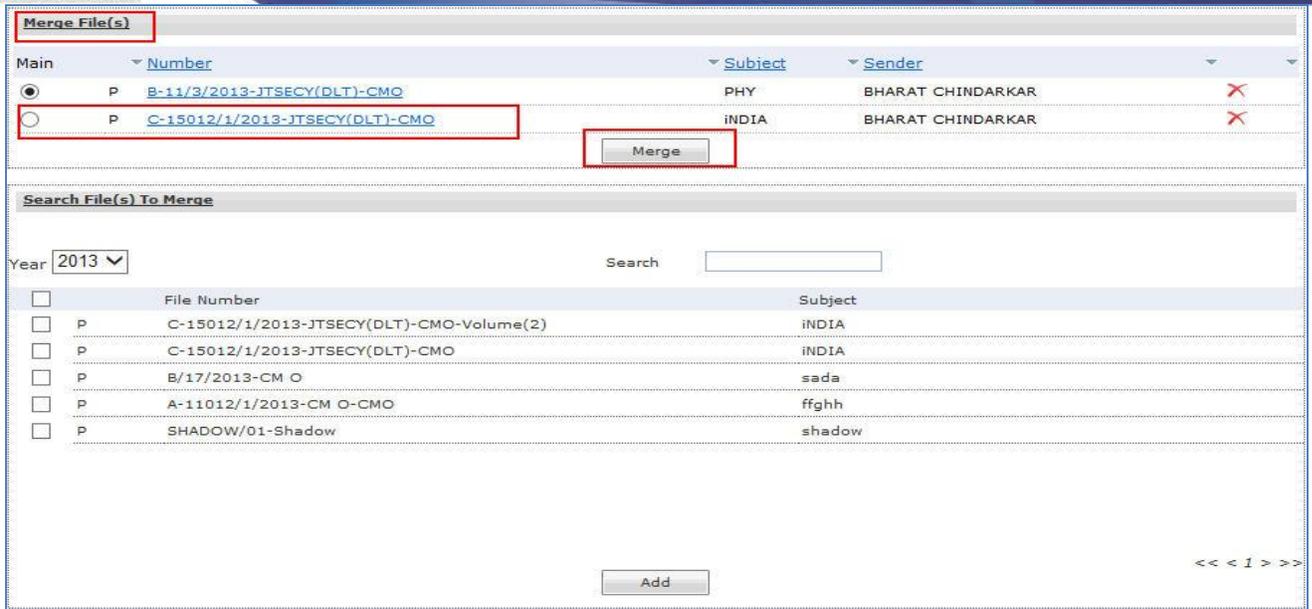


Fig.eFile.138

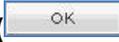
- As a result, Merge Alert appears Enter the reason to merge and click the **Ok** () button, as shown in Fig.eFile.139:



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:



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**:

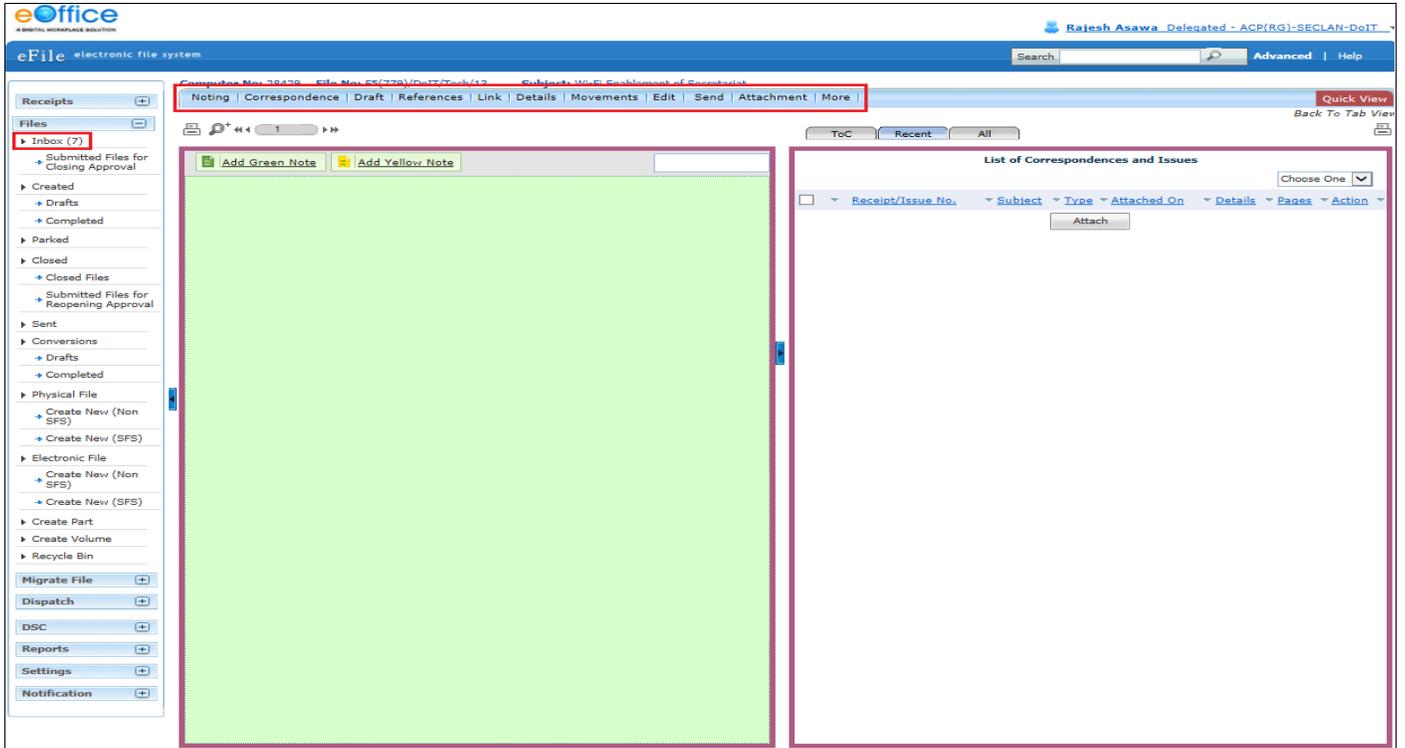


Fig.eFile.141

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:

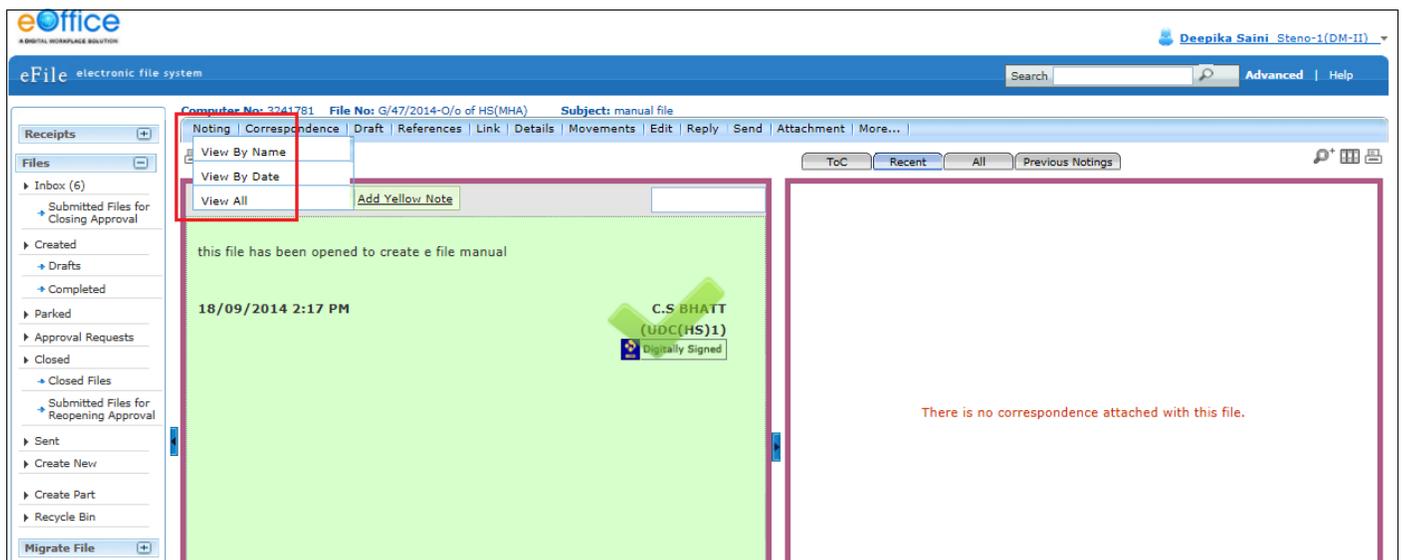


Fig.eFile.142

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:

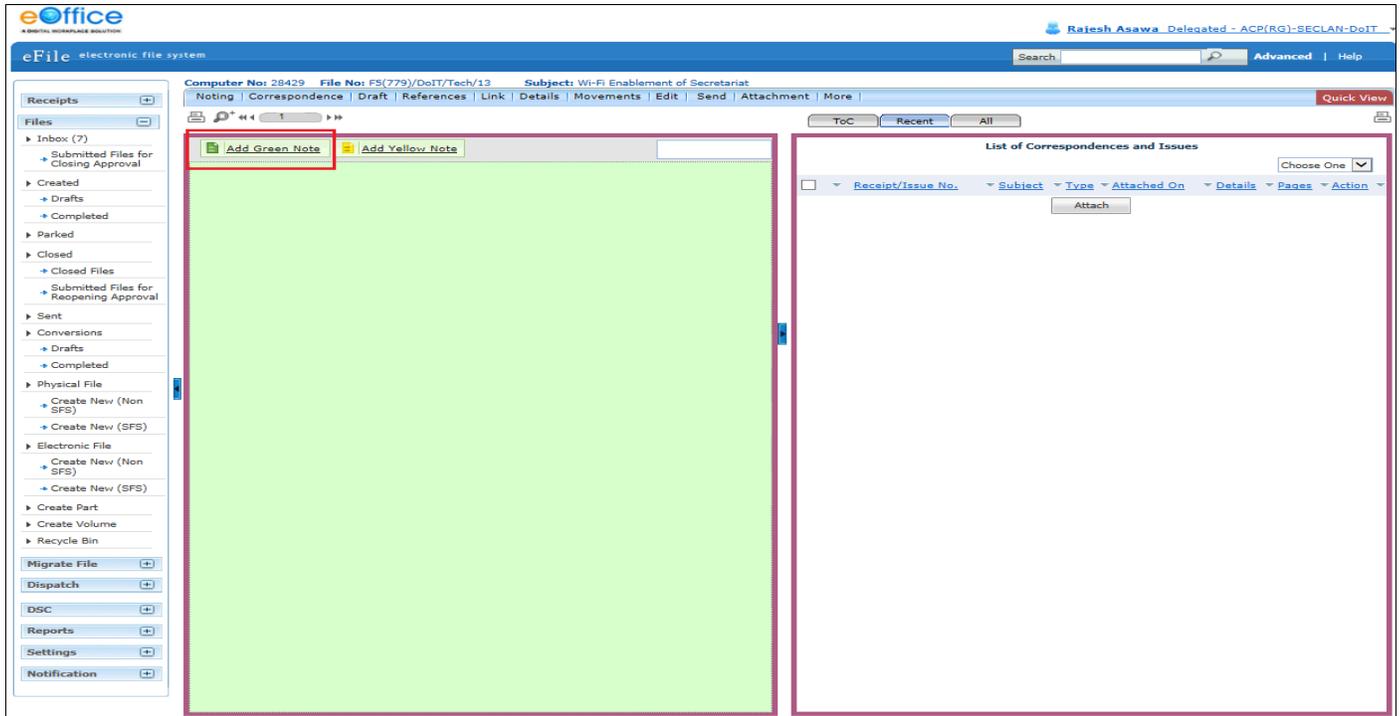


Fig.eFile.143

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:

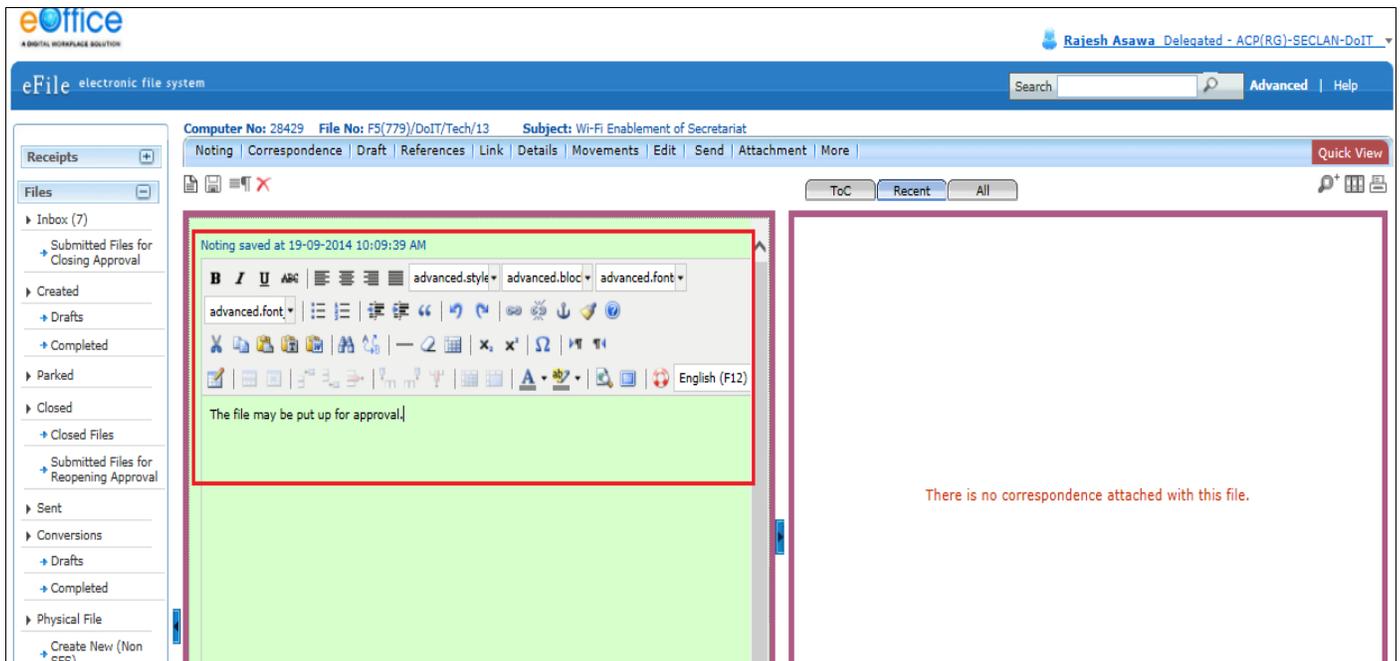


Fig.eFile.144

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

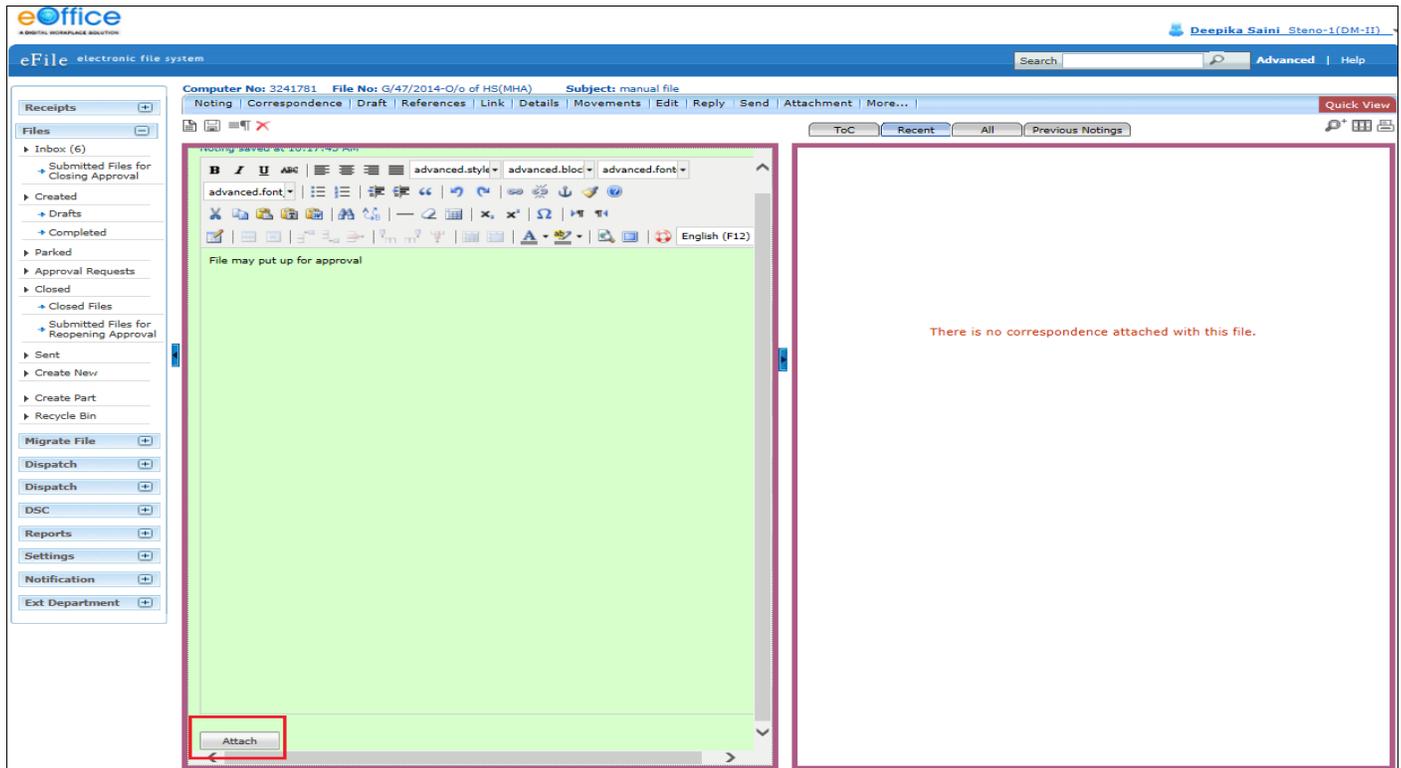


Fig.eFile.145

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

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

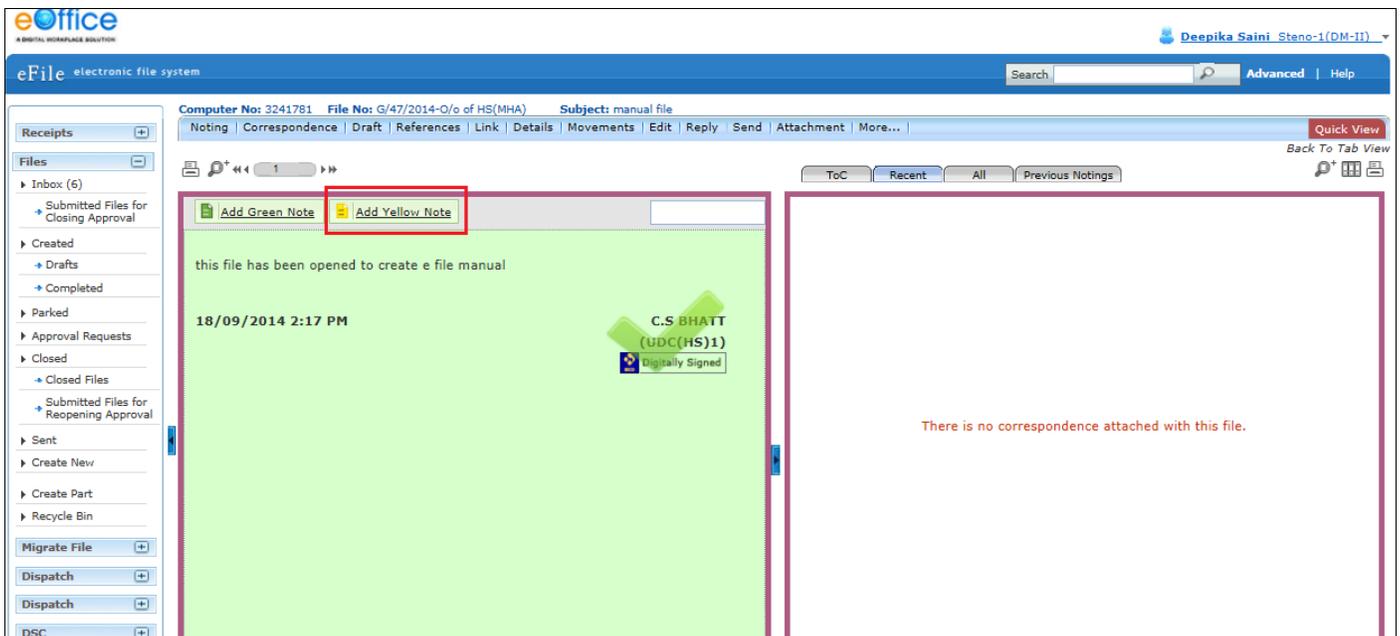


Fig.eFile.146

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

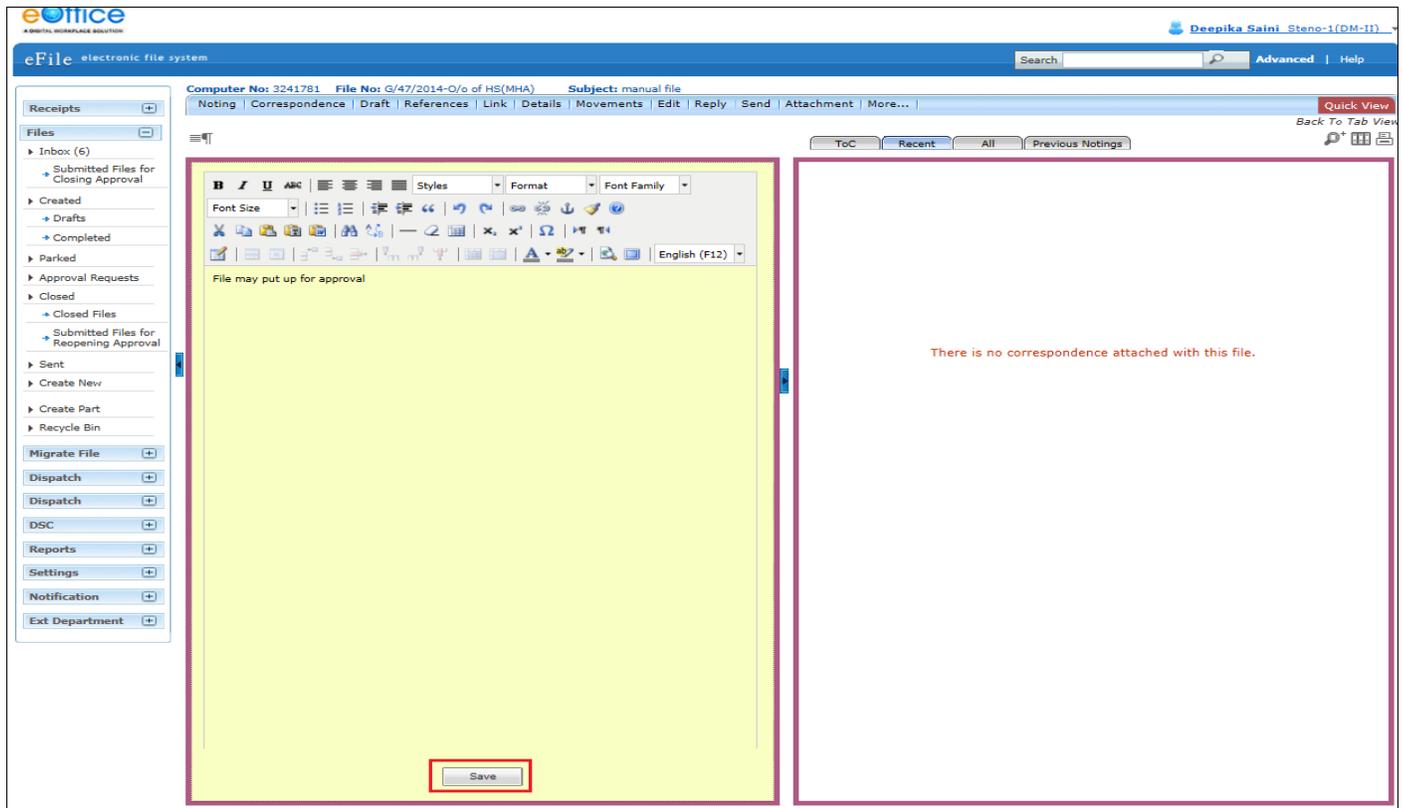


Fig.eFile.147

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

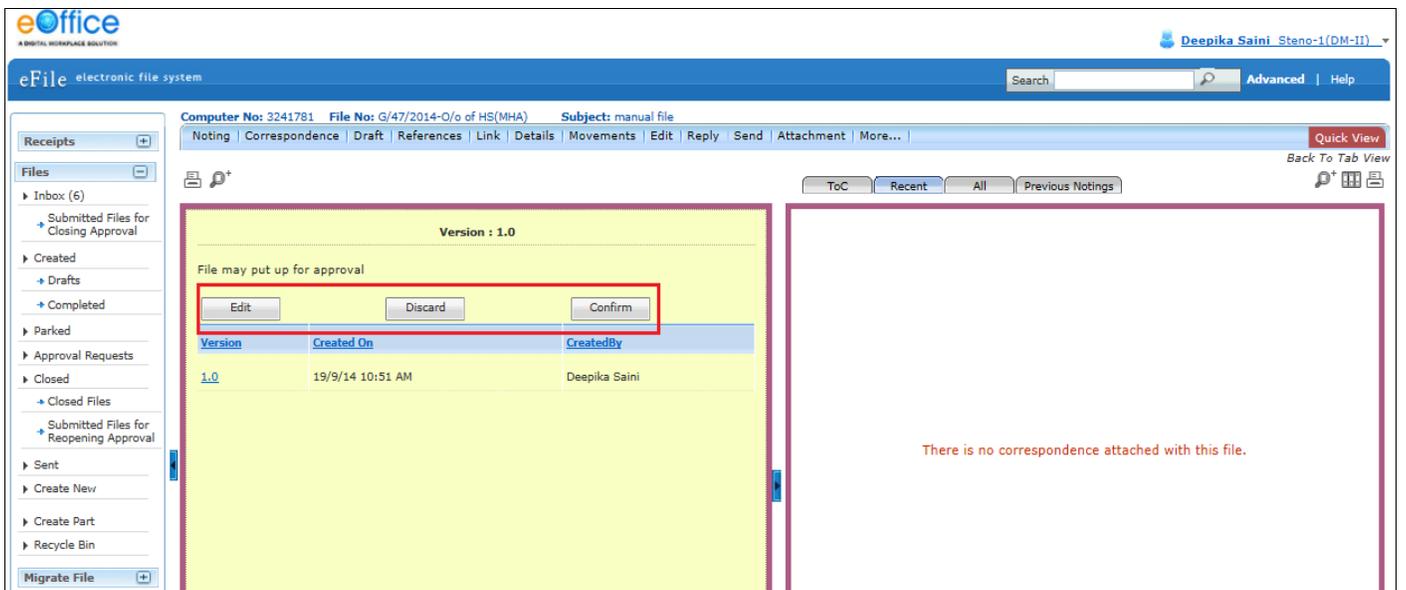


Fig.eFile.148

3. After the note is saved, user can perform any of the following options as per authorization.

- **Edit** (

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.

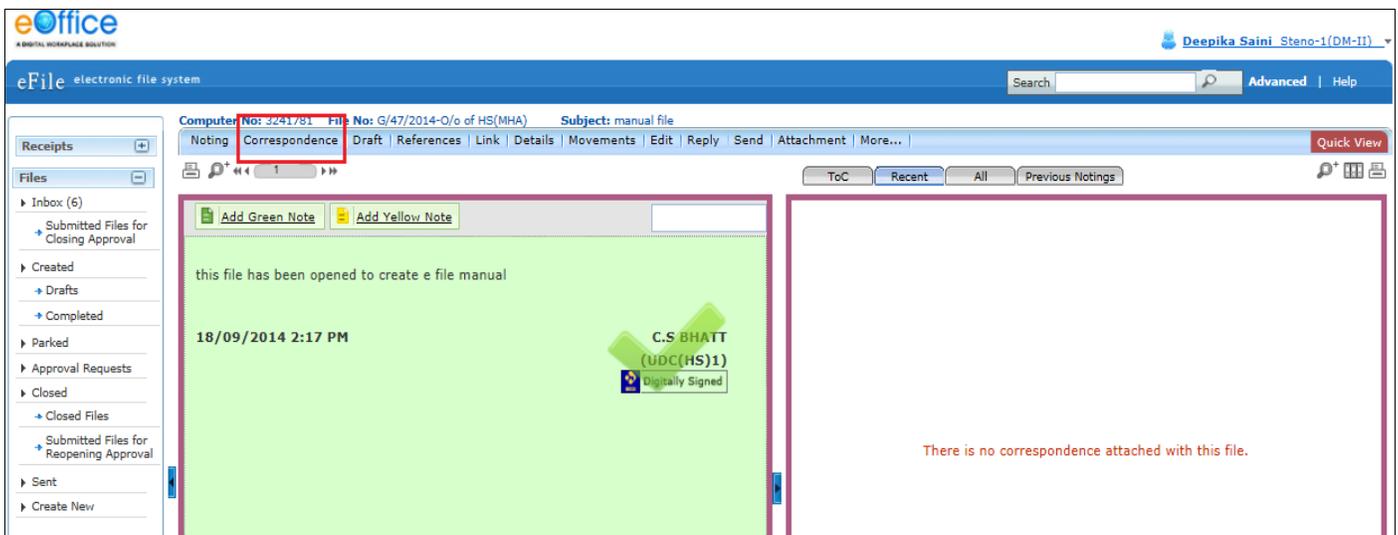


Fig.eFile.149

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.

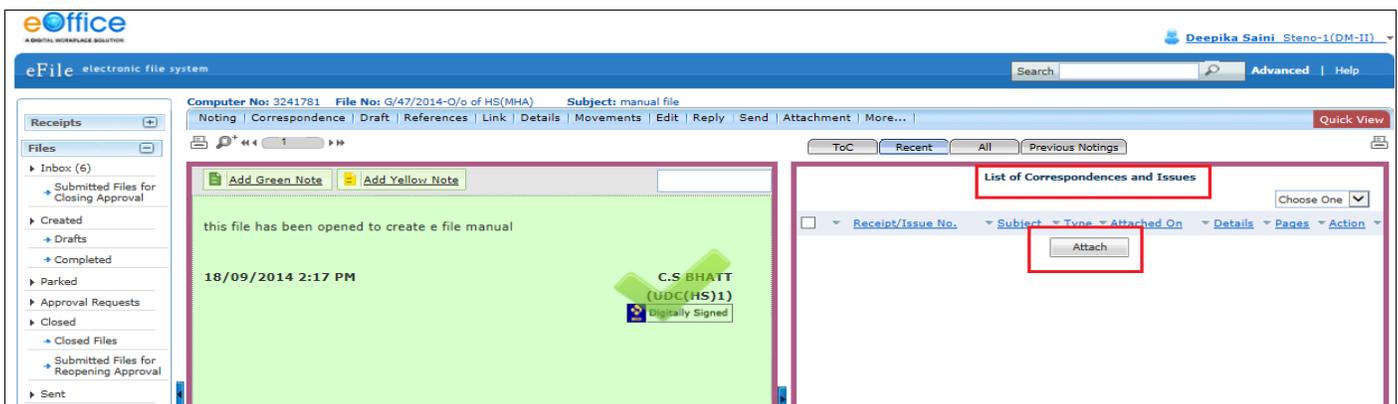


Fig.eFile.150

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.

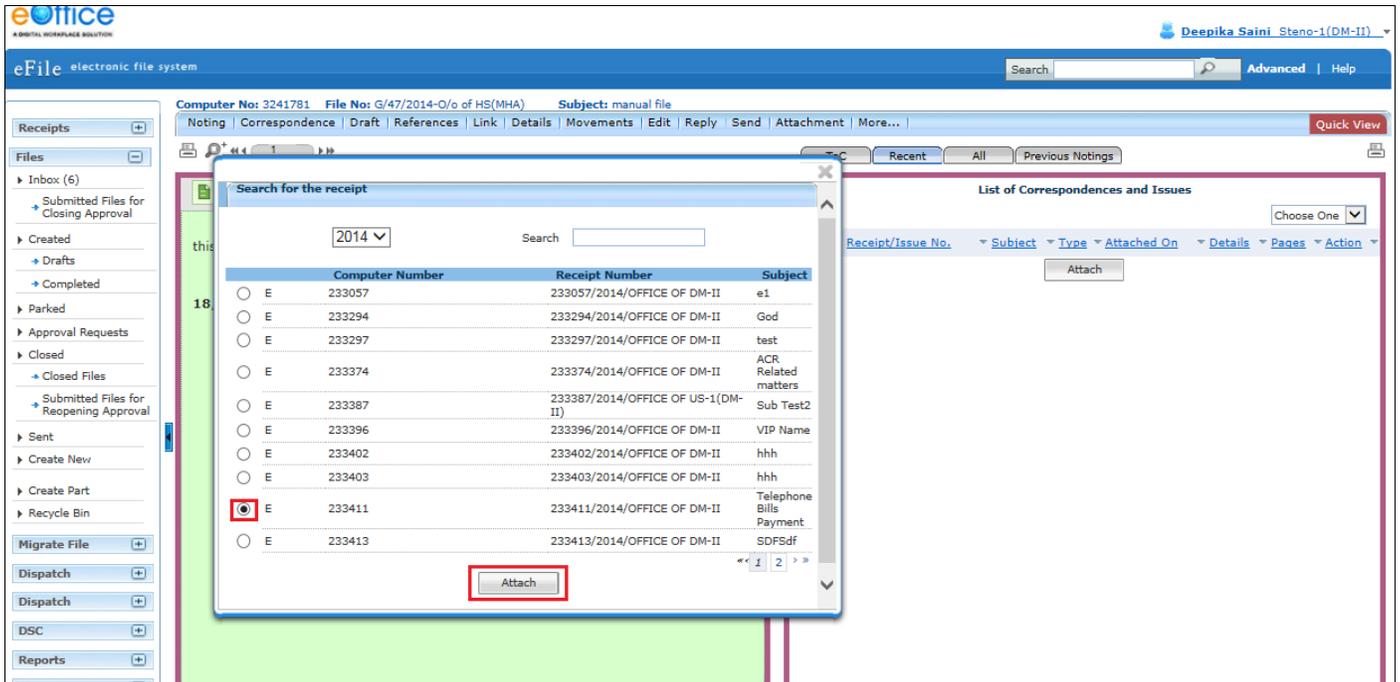


Fig.eFile.151

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.

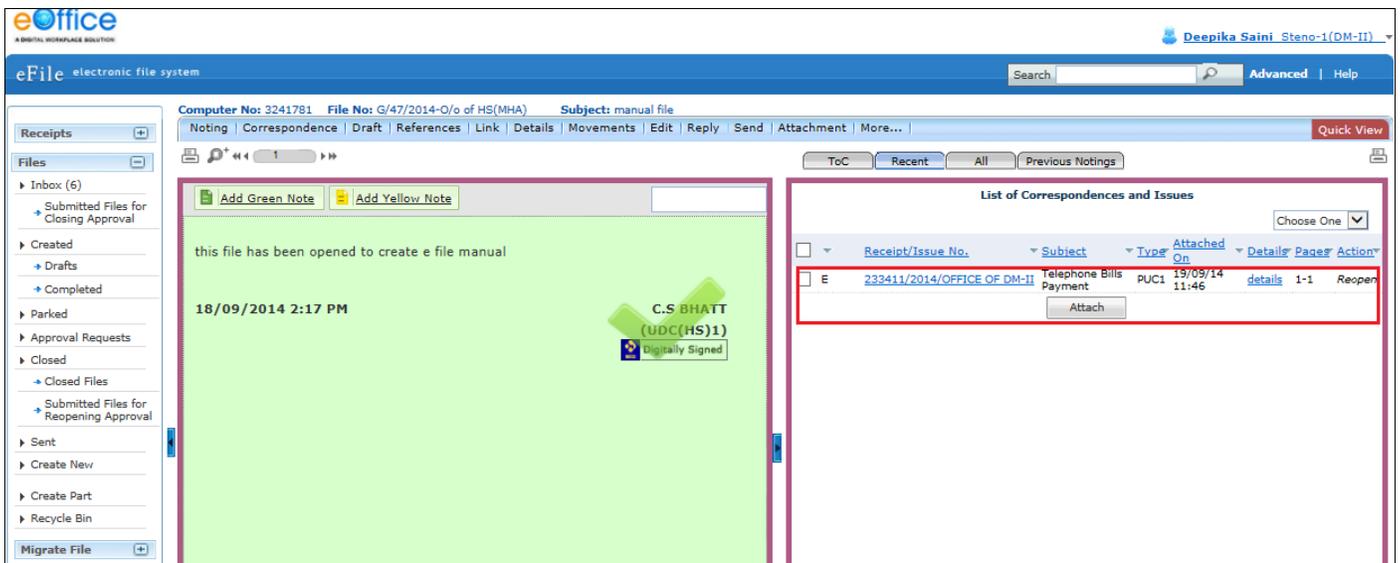


Fig.eFile.152

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

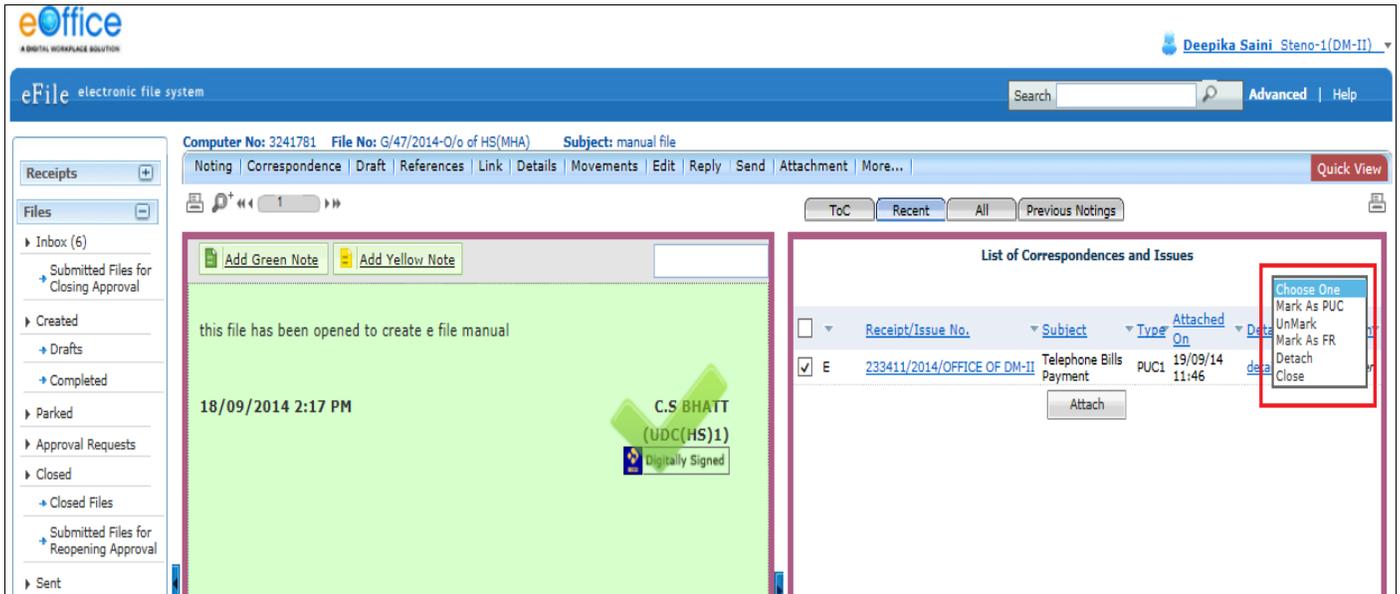


Fig.eFile.153

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:

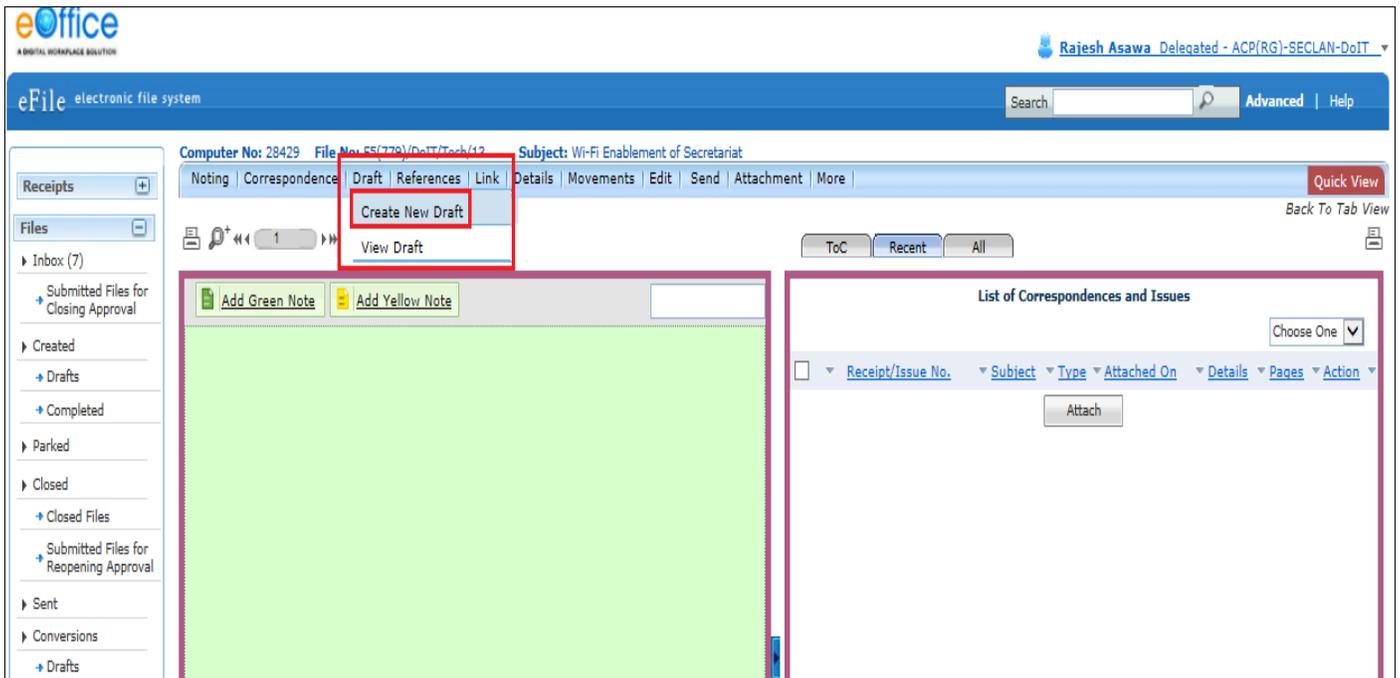


Fig.eFile.154

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

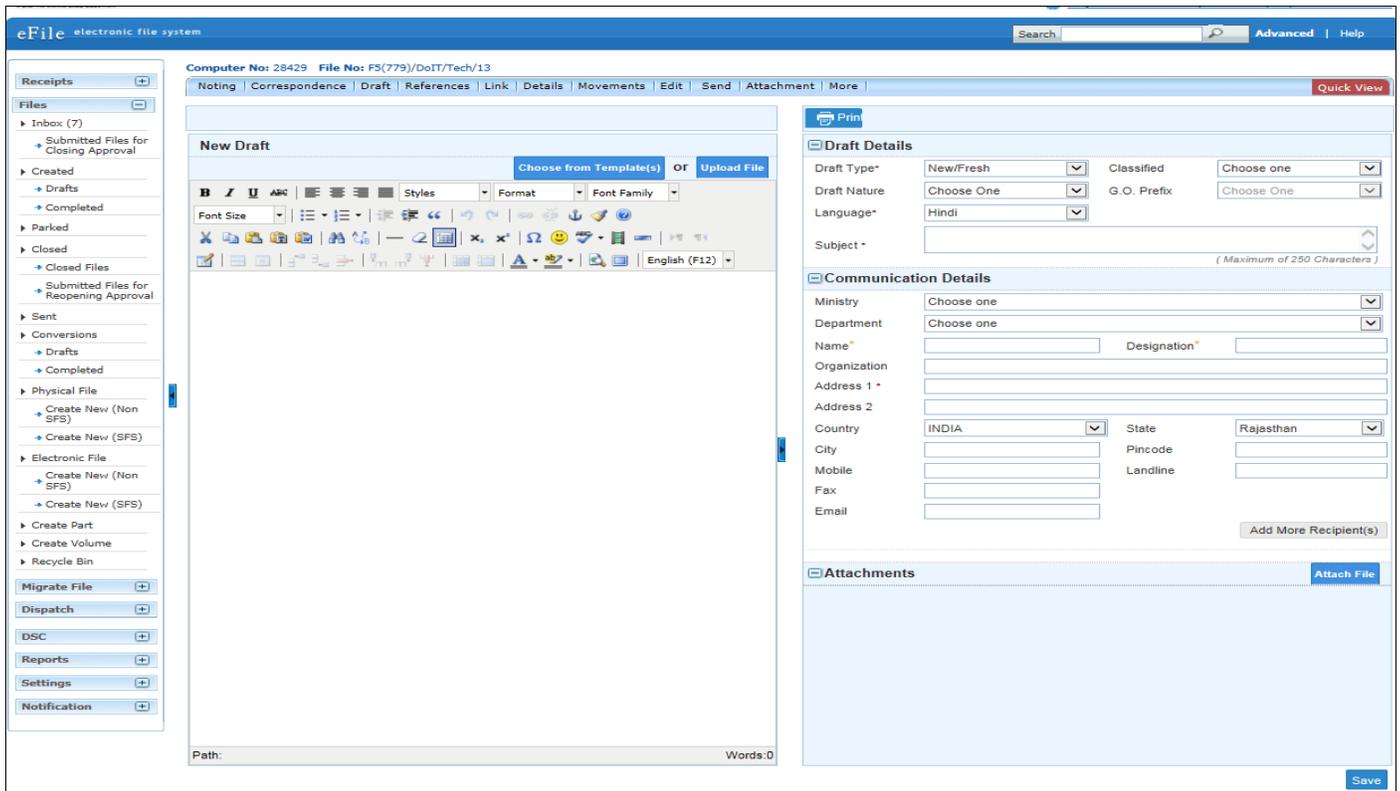


Fig.eFile.155

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:

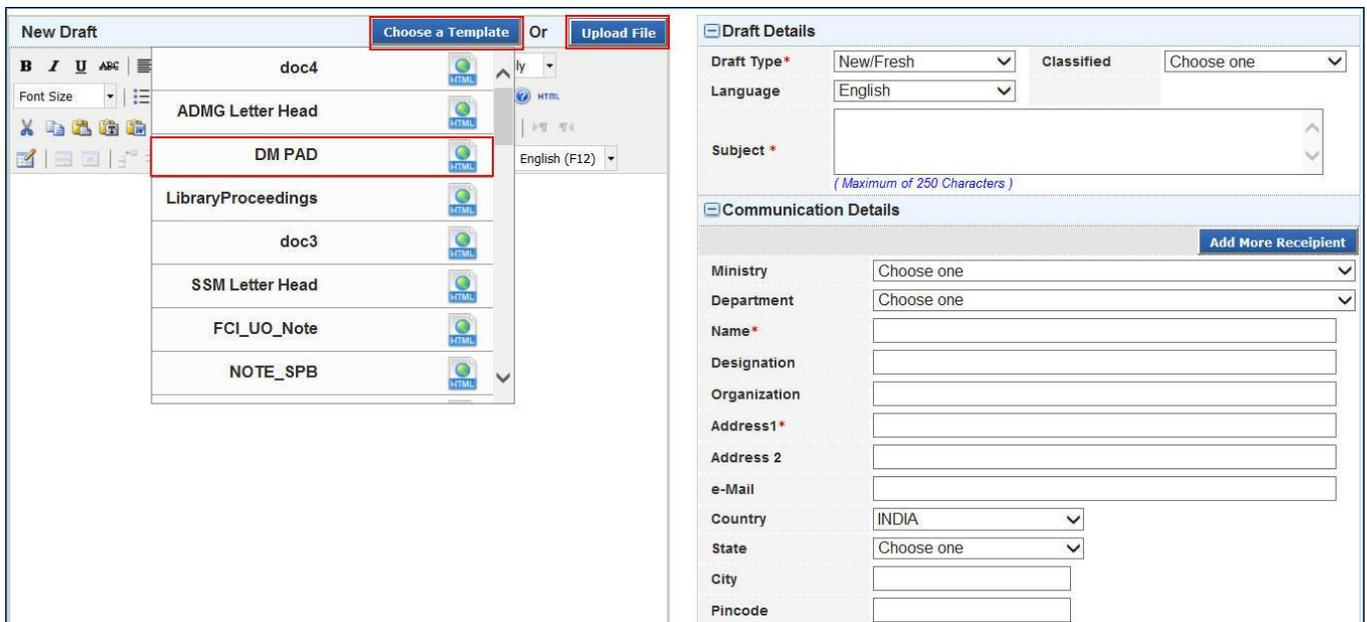


Fig.eFile.156

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

New Draft NOTE_SPB Choose a Template

Font Size: [dropdown] Styles: Paragraph Font Family: [dropdown]

Font Size: [dropdown] [Rich Text Editor Icons]

No.: Dated :

NOTE

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.

- 1) Science and Technology
- 2) Information Technology
- 3) Skill Development and Employment Generation
- 4) Sports and Youth Affairs
- 5) Disaster Management

Path: p Words: 72

Draft Details

Draft Type*: New/Fresh Classified: Choose one

Language: English

Subject*: Training of IAS officers (Maximum of 250 Characters)

Communication Details Add More Recipient

Ministry: Choose one Department: Choose one

Name*: Vijay Kumar Designation: Officer Organization: [text box]

Address1*: DOPT, delhi Address 2: [text box]

e-Mail: [text box]

Country: INDIA State: Delhi City: [text box]

Pincode: [text box] Mobile: [text box] Telephone: [text box] Fax: [text box]

Attachments Attach File

Save Draft

Fig.eFile.157

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

eoffice eFile electronic file system

Rajesh Asawa - Delegated - ACP(RG)-SECLAN-DoIT

Computer No: 28429 File No: FS(779)/DoIT/Tech/13

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

Draft No. : DFA/20709 - V 1.0 Draft Status : DFA

This is creation of DFA

Draft Details

Draft Type*: New/Fresh Classified: Choose one

Draft Nature: Choose One G.O. Prefix: Choose One

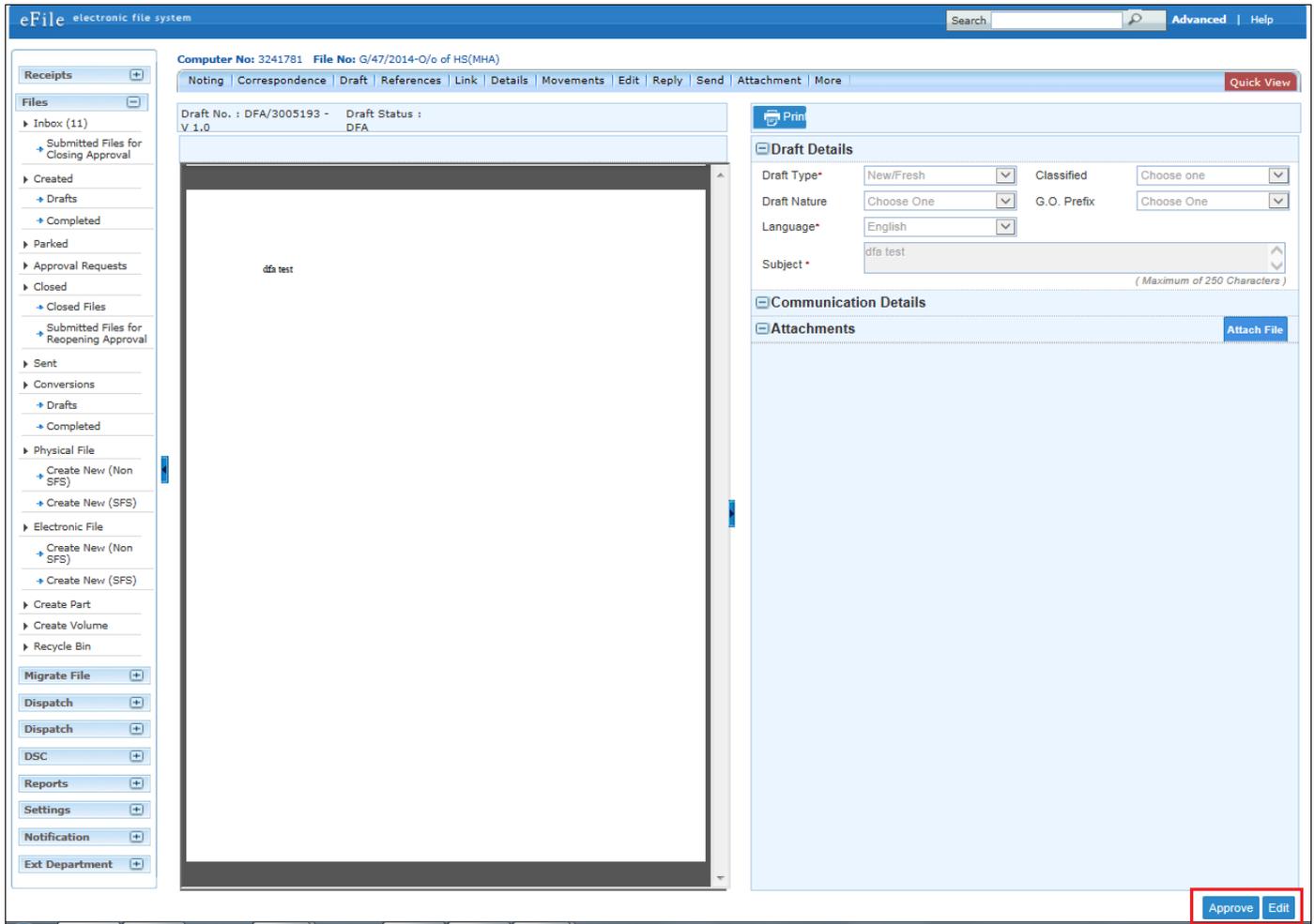
Language*: Hindi

Subject*: draft manual (Maximum of 250 Characters)

Attachments Attach File

Fig.eFile.158

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



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:

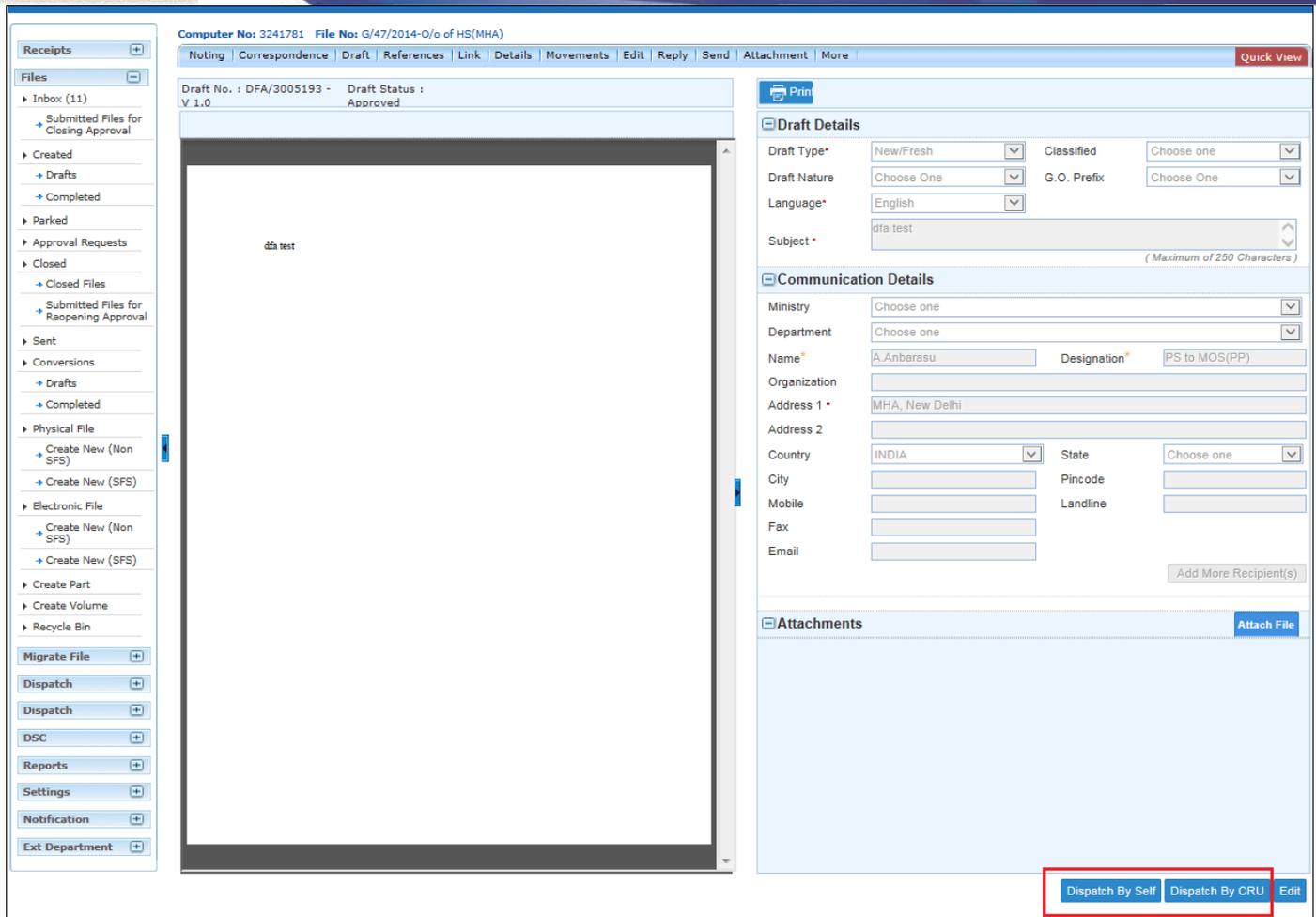


Fig.eFile.160

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:

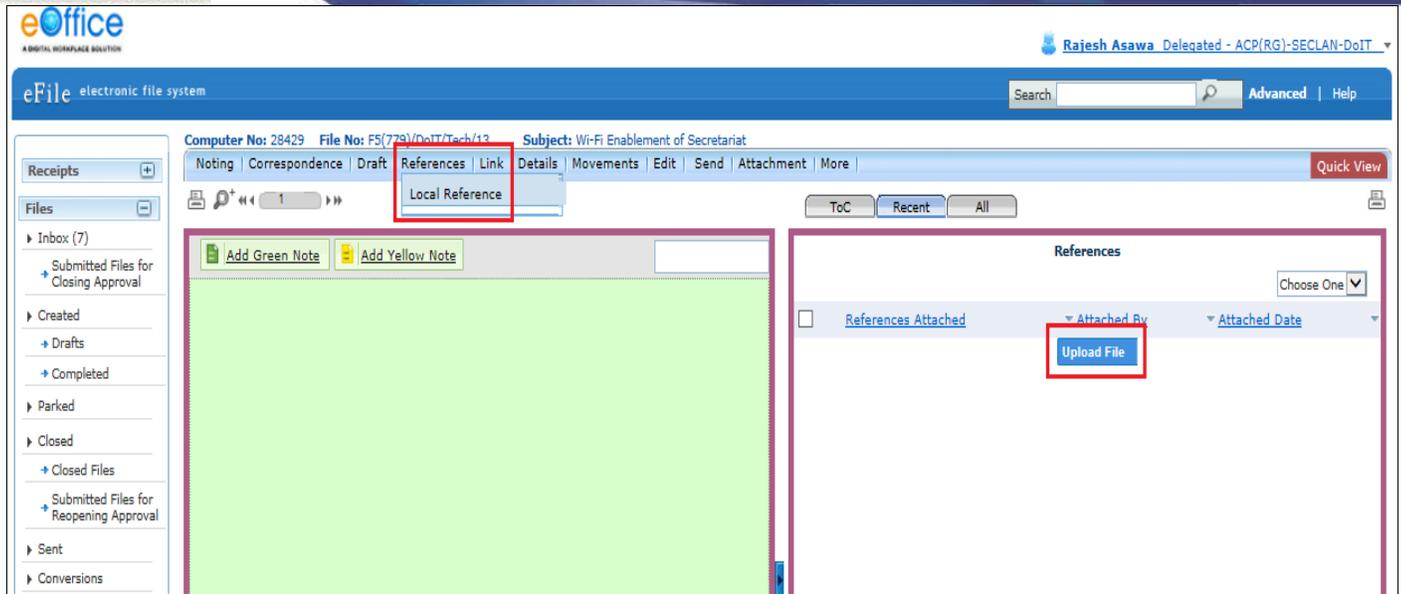


Fig.eFile.161

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

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

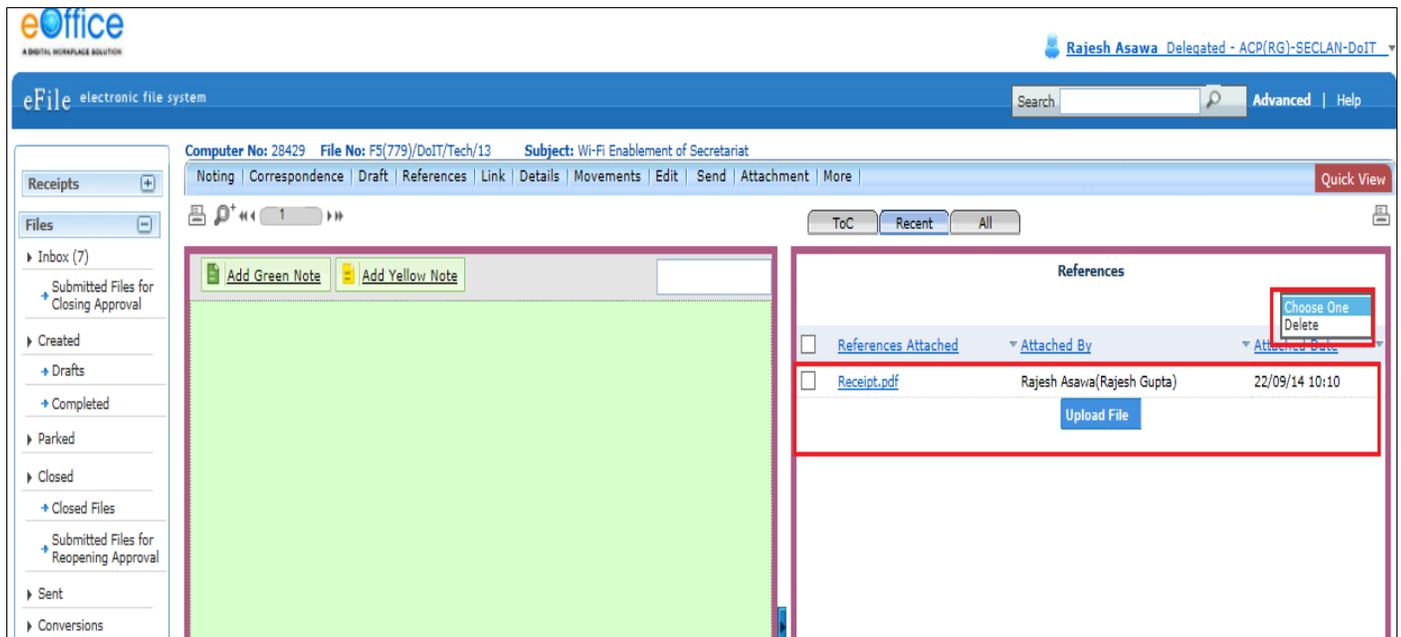


Fig.eFile.162

As a result the attached reference document gets attached to the working File, also user may 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.

- l) **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 () 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:

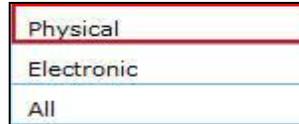


Fig.eFile.163

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

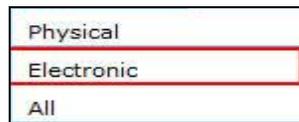


Fig.eFile.164

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

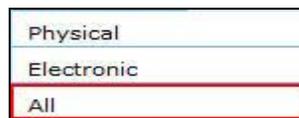


Fig.eFile.165

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** (🔄) - 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:

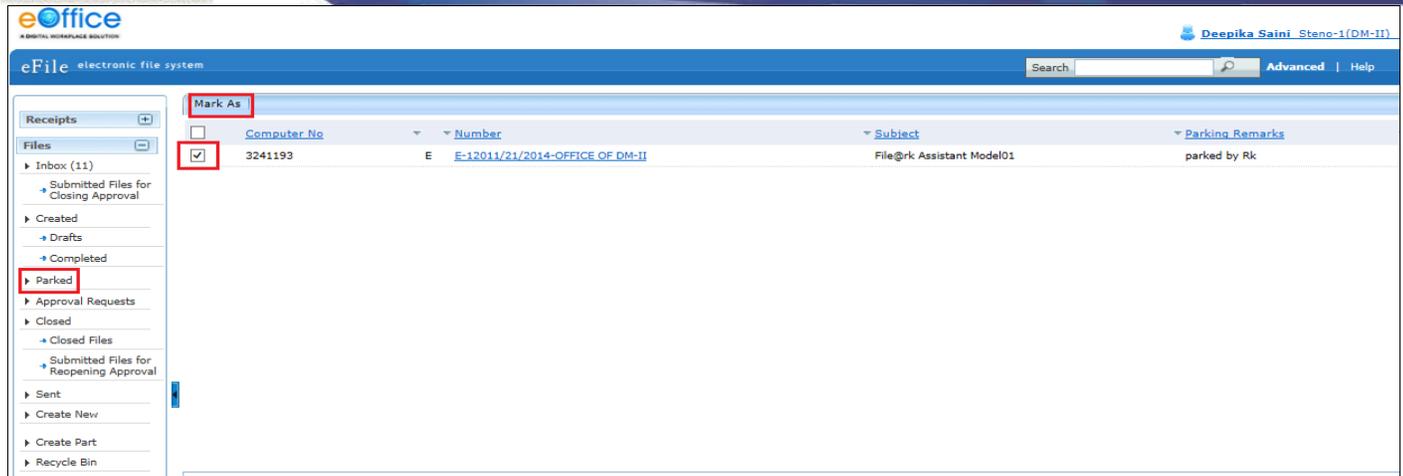


Fig.eFile.166

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



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.

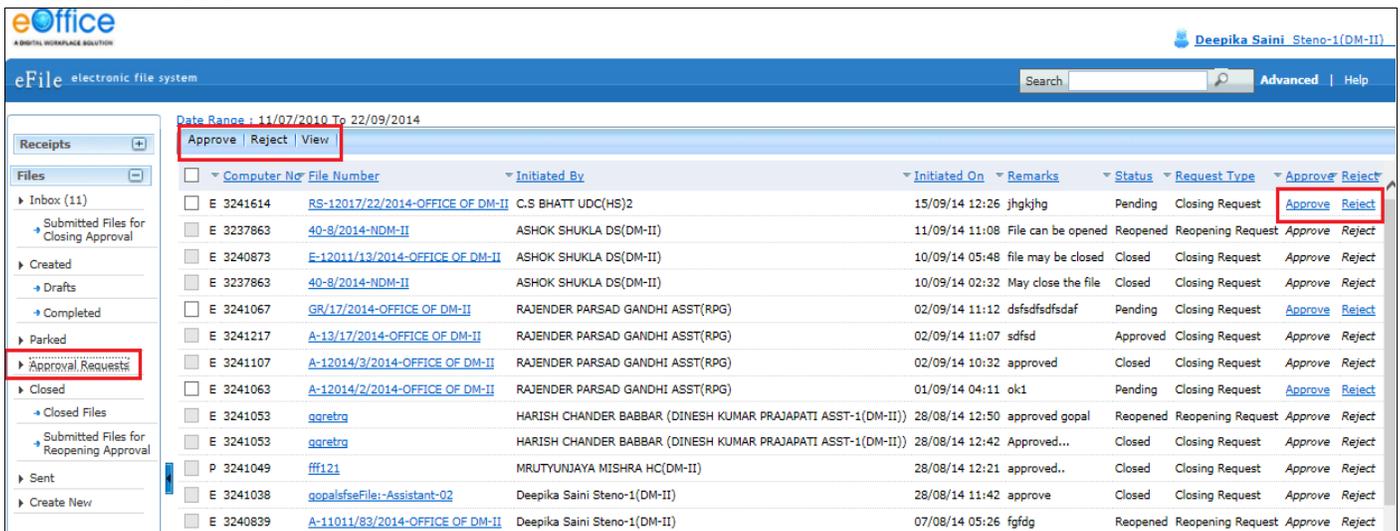


Fig.eFile.168

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.

Computer No	Number	Subject	Sender	Sent on	Due On	Quick Action
E 3241931	RS-12017/28/2014-OFFICE OF DM-II	File@rk8090	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 02:36	-	[Icons]
E 3241929	E-12011/40/2014-OFFICE OF DM-II	File@rk8089	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 02:22	-	[Icons]
E 3241928	E-12011/39/2014-OFFICE OF DM-II	File@rk8089	Deepika Saini	19/09/14 02:17	-	[Icons]
E 3241093	RS-12017/14/2014-OFFICE OF DM-II	File@rk11 Authority	KULDEEP SINGH	19/09/14 12:12	-	[Icons]
E 3241751	A-12014/5/2014-OFFICE OF DM-II	File@rk7081	HARISH CHANDER BABBAR	19/09/14 12:10	-	[Icons]
E 3241917	A-13012/7/2014-OFFICE OF DM-II	File@rk8087	HARISH CHANDER BABBAR	19/09/14 11:50	-	[Icons]
E 3241916	E-12011/37/2014-OFFICE OF DM-II	File@rk8086	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 11:48	-	[Icons]
E 3241913	E-12011/36/2014-OFFICE OF DM-II	File@rk8084	HARISH CHANDER BABBAR (DINESH KUMAR PRAJAPATI)	19/09/14 11:39	-	[Icons]
E 3241911	B-12013/23/2014-OFFICE OF DM-II	File@rk7083	HARISH CHANDER BABBAR	19/09/14 11:38	19/09/14	[Icons]
E 3241843	B-13011/2/2014-OFFICE OF DM-II	File@rk7087	Deepika Saini	18/09/14 05:43	-	[Icons]

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:

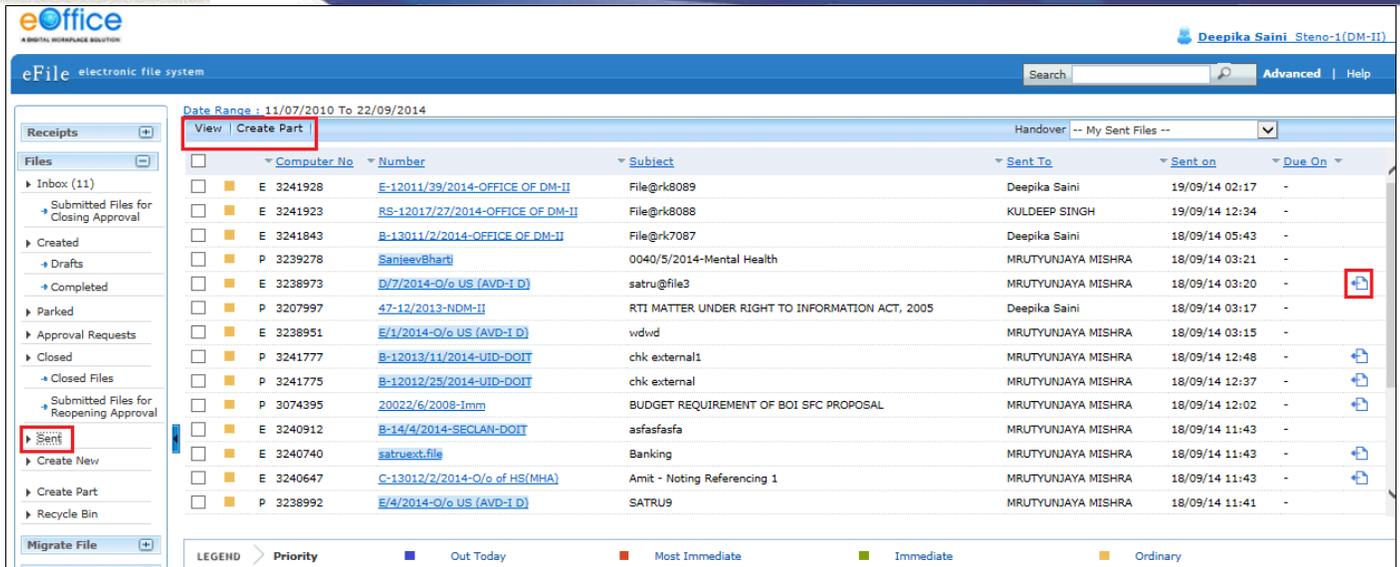


Fig.eFile.170

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:

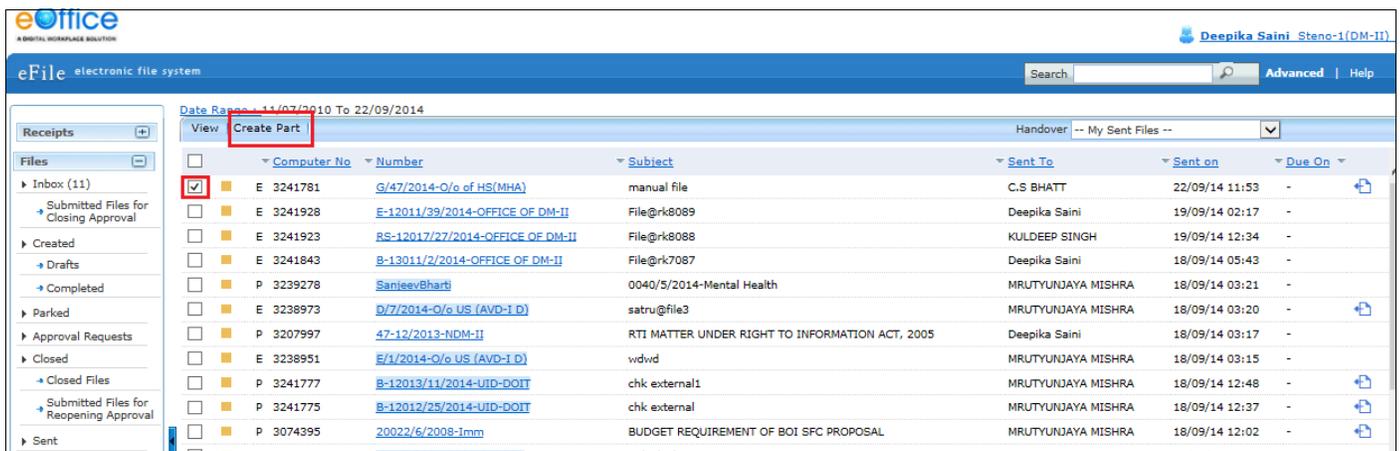


Fig.eFile.171

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* Training matter - new part matter

Category Main Choose One
Sub Choose One

Other Details

Classified Choose One

Remarks In reference to the previos part of this File

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:

Computer No.	File Number	Subject	Subject Category
20985	B-11/3/2013-JTSECY(DLT)-CMO-Volume(2)	PHY	All AMC/FSMA cases
20851	A/91/2013-CMO(CMRF)	tretr213321	-

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:

Computer No: 20851 File No: A/91/2013-CMO(CMRF)

Correspondence | Link | Movements | Details | Edit | Send | Attachment | More...

File Details

File Number	A/91/2013-CMO(CMRF)	Subject	tretre213321
Opening Date	03-09-2013	Remarks	-
Subject Category			

Correspondences

Receipt/Issue No.	Type	Subject	Attached On

Noting

Upload Noting Upload

Save Convert Preview

(Note: Once File conversion is done it can not be undone.)

Fig.eFile.174

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** (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:

Computer No.	File Number	Subject	Subject Category	Converted By	Converted On	Remarks
5539	Created_Now_After	Created_Now_After	-	ALOK PANDEY	20/05/13 12:14	Converted
5475	A/61/2013-CC	dsgsg	-	ALOK PANDEY	10/05/13 11:20	Converted
5474	B/111/2013-CC	adsfff	-	ALOK PANDEY	10/05/13 11:03	Converted
5460	D-14012/4/2013-CC	xzcxzx	-	ALOK PANDEY	09/05/13 05:04	Converted
5471	ertert	ertert	AMC & Demand	ALOK PANDEY	09/05/13 04:10	Converted

Fig.eFile.175

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.* Choose Choose Choose Choose 2011 ADM

Subject

Description*

Category Main Choose One
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference 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 - Est: 14 - Sc 11 - Re Choose 2012 LF

Subject

Description* Judiciary Matter

Category Main Appointments
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile.177

- After filling the necessary details, click the **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 O**

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | 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 :	

File Movement History

Sender	Sent on	Sent to	Action	Remarks
--------	---------	---------	--------	---------

Fig.eFile.178

Note: User can also click the 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.

Subject

Description

Category Main
Sub

Other Details

Classified

Remarks

Previous Reference Later 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, as shown in Fig.eFile.180:

भारत सरकार
GOVERNMENT OF INDIA
NIC
LF

File No.* eFile/11011/2012-imp

Subject

Description* eFile Implementation

Category Main Appointments
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Continue Working >

Fig.eFile.180

3. After filling the necessary details, click the **Continue Working** () button (Fig.eFile.180) to create a new physical file. As a result, file gets created, as shown in Fig.eFile.181:

Computer No: 21039 File No: eFile/11021/2012-imp

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | Convert File | Attachment | More...

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

File Movement History

Sender	Sent on	Sent to	Action	Remarks
--------	---------	---------	--------	---------

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 Choose 2012 LF

Subject

Description*

Category Main Choose One Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later 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:

Fig.eFile.183

3. After filling the necessary details, click the **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 heads.

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.*

- 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:

The screenshot shows a web form titled "भारत सरकार GOVERNMENT OF INDIA" with "NIC" and "LF" below it. The form includes a "File No.*" field, a "Subject" section with a "Description*" text area, and a "Category" section with "Main" and "Sub" dropdown menus. Below this is an "Other Details" section with a "Classified" dropdown, a "Remarks" text area, and "Previous Reference" and "Later Reference" fields. A "Continue Working" button is at the bottom.

Fig.eFile.184

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

The screenshot shows a web form for creating a new Electronic file. At the top, it displays 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, it identifies the user as 'NIC' and 'LF'. The 'File No.' field is populated with '11011/eFile/Nic-imp'. The form is divided into two main sections: 'Subject' and 'Other Details'. The 'Subject' section includes a 'Description' field with 'eFile Implementation', a 'Main' category dropdown set to 'Choose One', and a 'Sub' category dropdown set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox with a 'Choose One' dropdown, a 'Remarks' text area, and two 'Reference' fields labeled 'Previous Reference' and 'Later Reference'. A 'Continue Working' button with a right-pointing arrow is located at the bottom of the form.

Fig.eFile.185

3. After filling the necessary details, click the **Continue Working** () button (Fig.eFile.185) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.186:

The screenshot shows the eFile system interface for a newly created file. The top bar displays 'Computer No: 21041' and 'File No: eFile-11021/2013-MOP'. Below this is a navigation menu with options: 'Noting', 'Correspondence', 'Draft', 'References', 'Link', 'Details', 'Movements', 'Edit', 'Send', 'Attachment', and 'More...'. The main area is split into two panes. The left pane is green and contains 'Add Green Note' and 'Add Yellow Note' buttons. The right pane is white and contains the text 'There is no correspondence attached with this file.'.

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:

The screenshot shows a web form for creating a part file. At the top, it says 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC'. There is a 'File Number' input field with a 'Browse File' button next to it. Below this is a 'Subject' input field. The 'Description*' field is a large text area. Under 'Category', there are two dropdown menus labeled 'Main' and 'Sub', both with 'Choose One' as the selected option. The 'Other Details' section includes a 'Classified' dropdown (selected 'Choose One'), a 'Remarks' text area, and two input fields for 'Previous Reference' and 'Later Reference'. At the bottom, there is a 'Create Part' button with a right-pointing arrow.

Fig.eFile.187

2. To create a File no., click the **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** () button, as shown in Fig.eFile.188:

The screenshot shows a window titled 'Search File For Attach'. It has a search bar with a dropdown set to '2012' and a search input field. Below is a table with columns 'File Number' and 'Subject'. The first row is selected, and its 'Subject' is highlighted. At the bottom, there is a 'Select File' button.

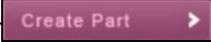
File Number	Subject
E N-18014/5/2010-Dir(e-Gov)	Tour program for spot studies.
E N-17012/1/2010-e-Gov(B)	Board Meeting of NISG
E N-17013/1/2010-e-Gov(B)	Draft copy of the note for Cabinet approval
E B/1/2012-DS(e-Gov)	aaa
E A/4/2012-Secy	test
E F-14011/1/2012-DS(e-Gov)	Jama Masjid
E N-14011/1/2012-DS(e-Gov)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

Fig.eFile.188

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

भारत सरकार
GOVERNMENT OF INDIA
NIC
File Number N-18014/5/2010-Dir(e-Gov)
Subject
Description* Tour program for spot studies.
Category Main e-Gov Sub Studies
Other Details
Classified Choose One
Remarks
Previous Reference Later Reference
Create Part

Fig.eFile.189

3. Click on the **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...
Add Green Note Add Yellow 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:

भारत सरकार
GOVERNMENT OF INDIA
NIC

File Number

Subject

Description*

Category Main
Sub

Other Details

Classified

Remarks

Previous Reference Later Reference

Fig.eFile.191

2. To create a File no. Click on the **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** () button, as shown in Fig.eFile.192:

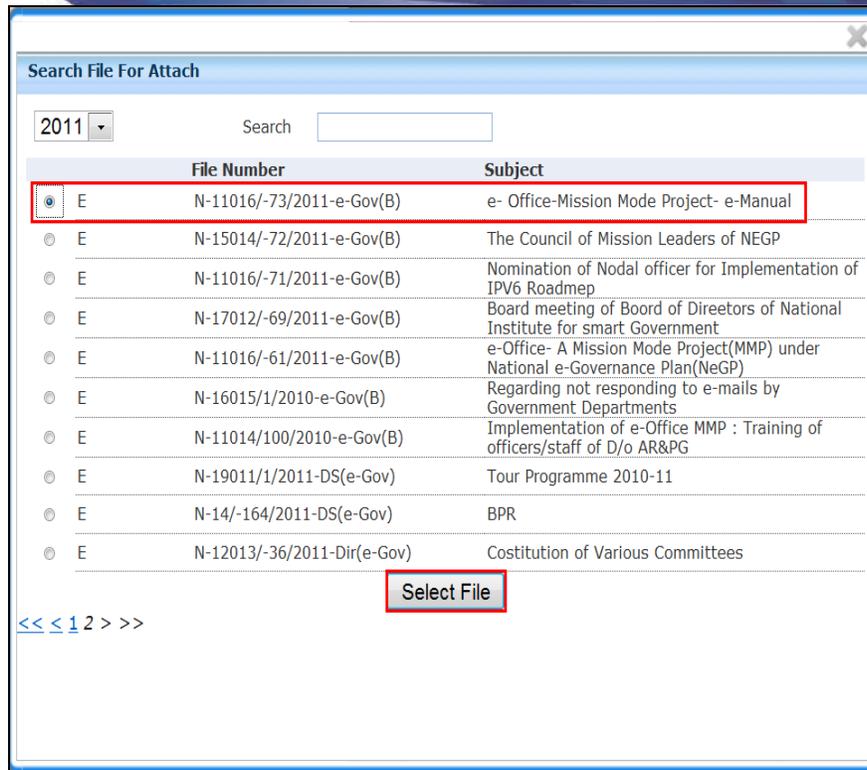


Fig.eFile.192

3. Click the **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:

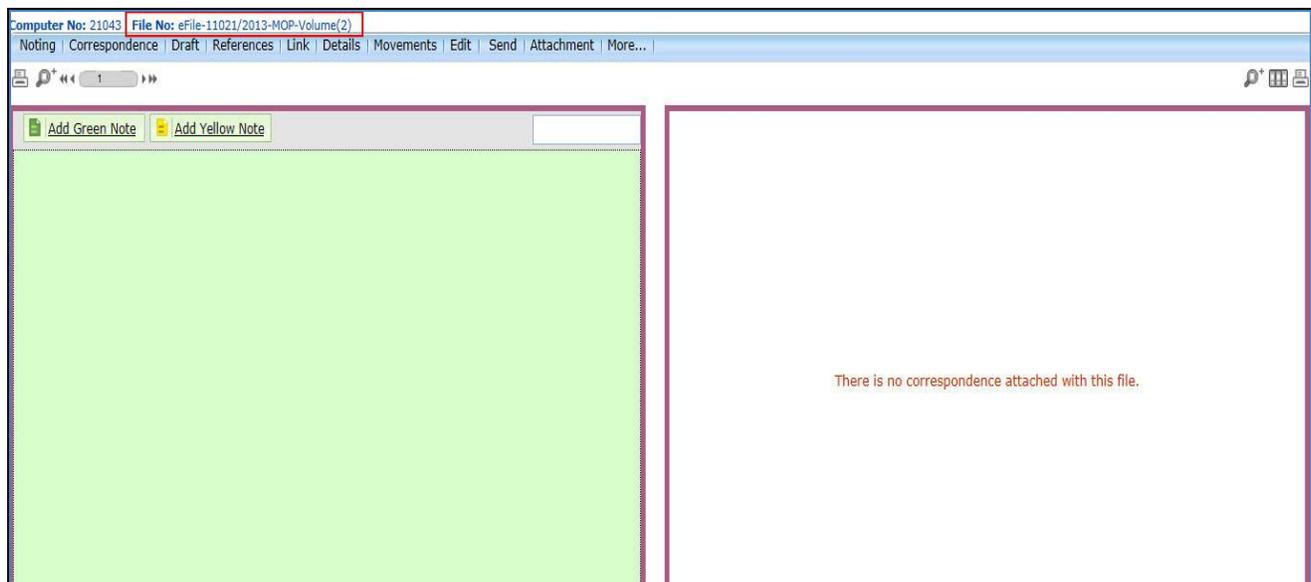


Fig.eFile.193

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** (🗑️): 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:

The screenshot shows a web form for migrating a file. At the top, it displays the Government of India logo and the text 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC E&C'. Below this, there are several input fields and buttons:

- File No.:** A row of five 'Choose' buttons, followed by a date field set to '2012' and a dropdown menu set to 'E&C'.
- Physical File No.:** A text input field with a 'Browse' button next to it.
- Subject:** A text input field.
- Description:** A large text area.
- Category:** Two dropdown menus labeled 'Main' and 'Sub', both set to 'Choose One'.
- Other Details:** A section containing:
 - Classified:** A checkbox and a dropdown menu set to 'Choose One'.
 - Opening date:** A date field set to '17'.
 - Remarks:** A large text area.
 - Previous Reference:** A text input field.
 - Later Reference:** A text input field.
- Buttons:** Two buttons at the bottom: 'Work On File Later' and 'Continue Working', both with right-pointing arrows.

Fig.eFile.194

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

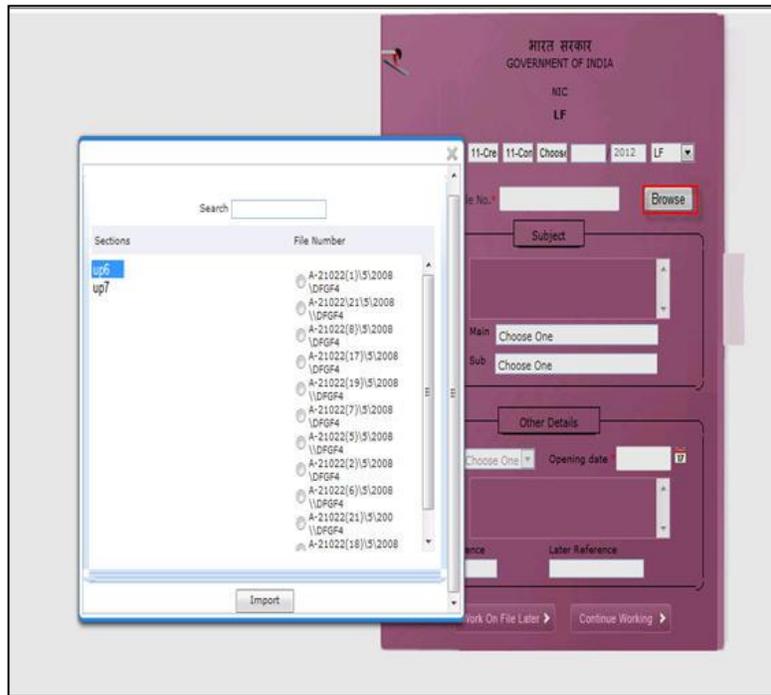


Fig.eFile.195

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:

The image shows a screenshot of the eOffice application form. The form is titled 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC E&C'. The fields are filled with the following data: 'File No.' (T-Train 12-Pha 12-Pha Choose / 2012 E&C), 'Physical File No.' (T-12011-21\5), 'Subject' (Training of IAS officers), 'Description' (Training of IAS officers), 'Category - Main' (Training related matters), 'Sub' (Choose One), 'Other Details' (Choose One), and 'Opening date' (18/12/20 17). The 'Continue Working' button is highlighted with a red box and a mouse cursor. The form also has fields for 'Previous Reference' and 'Later Reference'.

Fig.eFile.196

- 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:

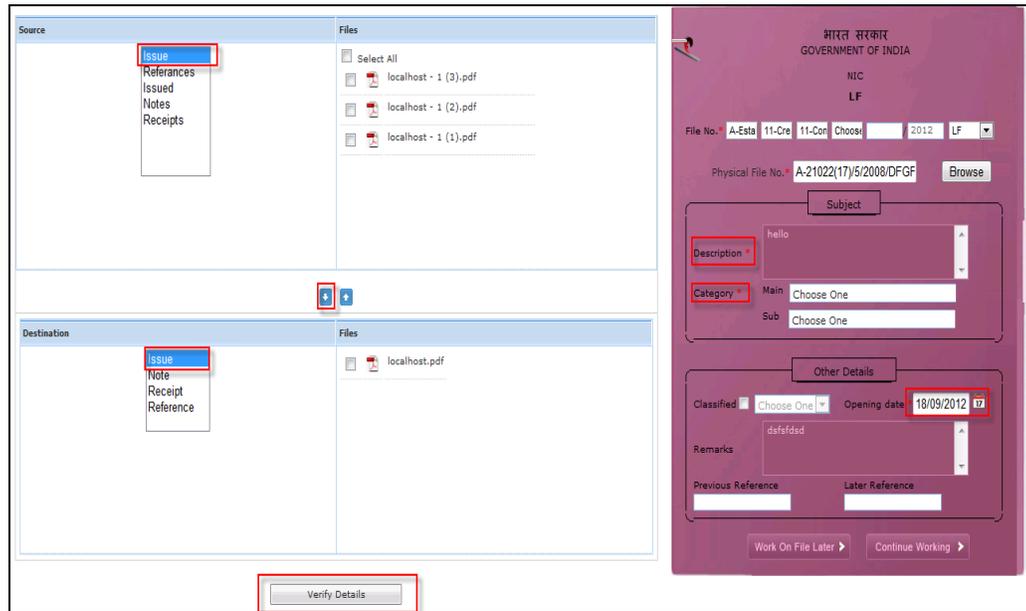


Fig.eFile.197

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

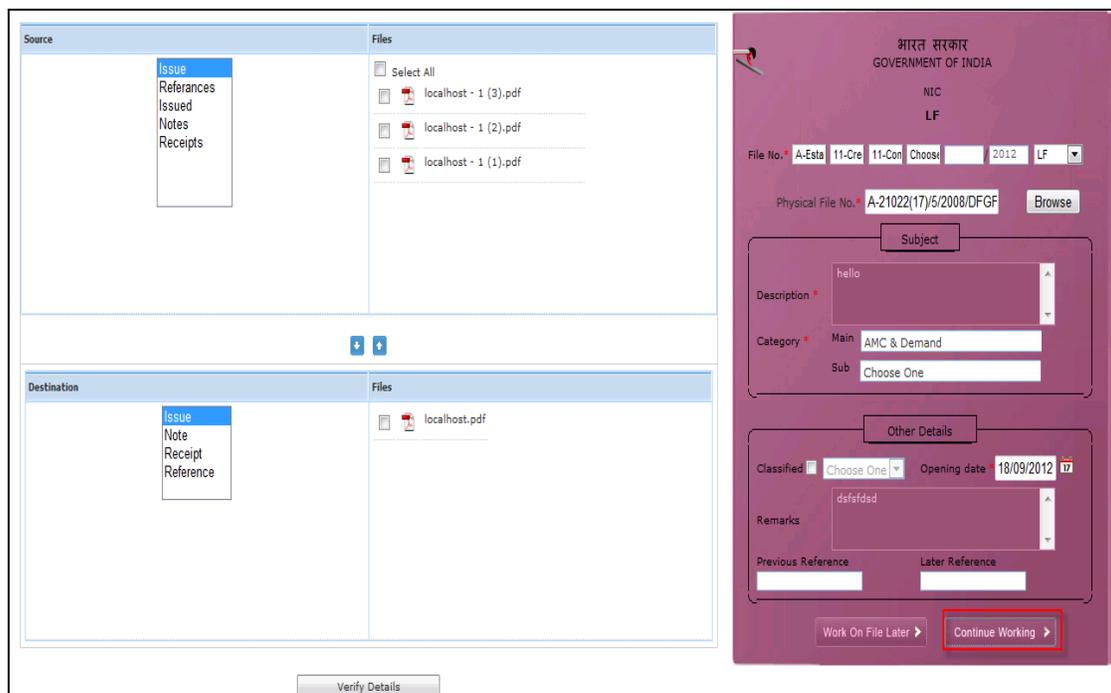


Fig.eFile.198

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

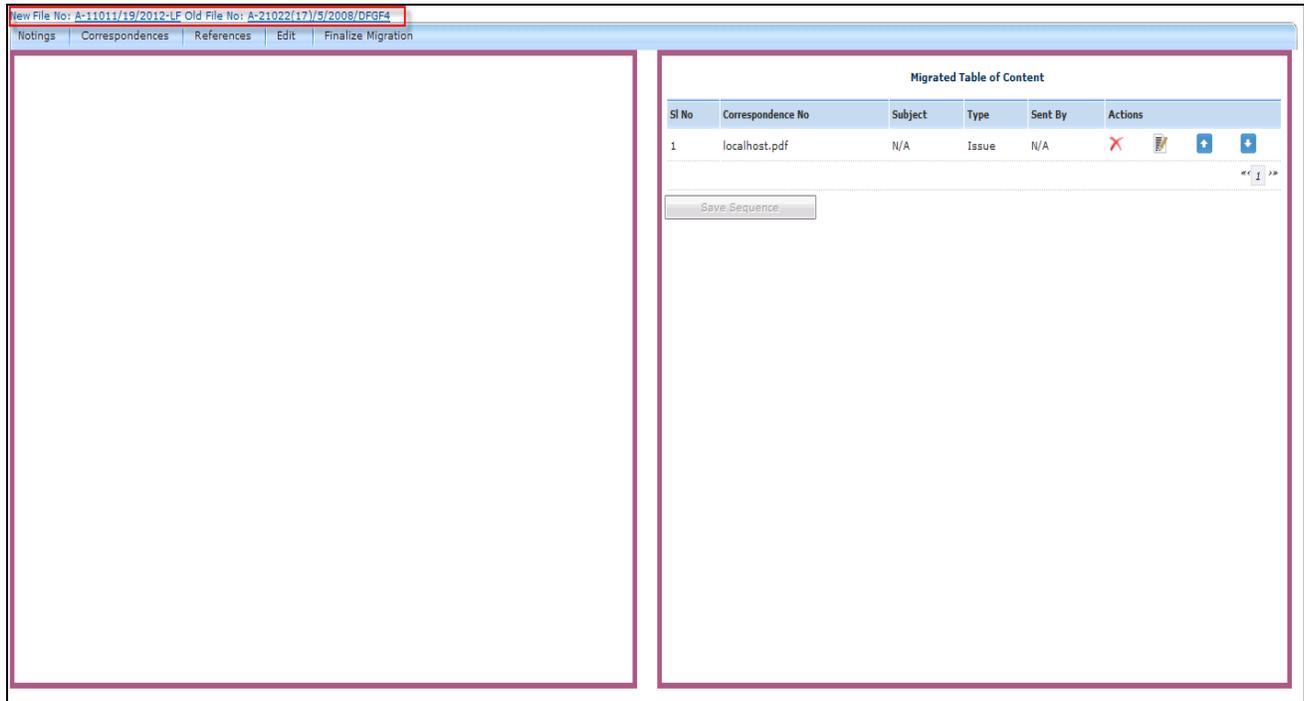


Fig.eFile.199

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:

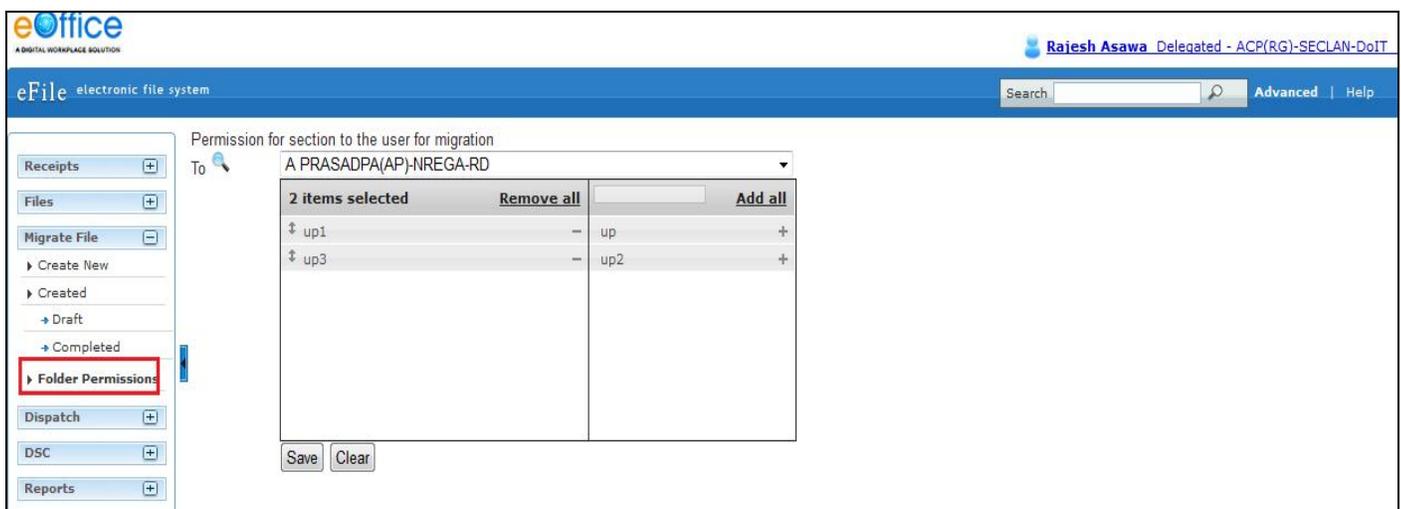


Fig.eFile.200

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

Permission for section to the user for migration

To

3 items selected		Remove all		Add all
↓ up6	-	up1	+	
↓ up7	-	up3	+	
↓ 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.

Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Issued Against	Status	Sanction Code
E 1/3004355/2014	Issue Samir Sharma, Gurgaon ,sec-56	22/09/14 12:36	UDC(HS)1 (Self)		233598(1)/2014/PM section		Issued & Dispatched	
E 1/3004349/2014	Issue Samir Sharma, Gurgaon ,sec-56	22/09/14 11:44	UDC(HS)1 (Self)		233598(1)/2014/PM section		Issued & Dispatched	
E 1/3004335/2014	Issue sdadasdas, dasdsa	19/09/14 05:44	UDC(HS)1 (Self)	A-11011/122/2014-O/o of HS (MHA)	233471/2014/O/o of HS (MHA)		Issued & Dispatched	
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)	233471/2014/O/o of HS (MHA)		Issued & Dispatched	
E 1/3004333/2014	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	
E 1/3004324/2014	Issue AKSHITA SAINI, asd.asd	19/09/14 05:22	UDC(HS)1 (Self)		233592/2014/O/o of HS (MHA)		Issued & Dispatched	
E 1/3004321/2014	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	
E 1/3004320/2014	Issue rvqrqr, rqrqr	19/09/14 03:21	UDC(HS)1 (Self)	A-12/35/2014-O/o of HS (MHA)			Issued & Dispatched	
E 1/3004319/2014	Issue rewrvwr, ewrvrwr	19/09/14 02:46	UDC(HS)1 (Self)	A-12/35/2014-O/o of HS (MHA)			Issued & Dispatched	
E 1/3004318/2014	Reminder sngs, dsdsg	19/09/14	UDC(HS)1 (Self)	C/97/2014-O/o of HS(MHA)			Issued &	

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 : 11/08/2013 To 09/09/2013

Print Envelope Create Reminder View Reminders

<input type="checkbox"/>	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Parent Dispatch No	Status	Sanction Code
<input type="checkbox"/>	P I/407/2013	Issue xcv, asdasd	05/09/13 10:49 AM	EOFFICE ADMINISTRATOR (Self)	C-15012/1/2013-JTSECY (DLT)-CMO			Issued & Dispatched	
<input checked="" type="checkbox"/>	E I/398/2013	Issue fdgdfgdfgdf, fdgdfgdfgdf	04/09/13 02:24 PM	EOFFICE ADMINISTRATOR (Self)	B-13/6/2013-CM O			Issued & Dispatched	
<input type="checkbox"/>	E I/397/2013	Issue sdd, dsds	04/09/13 02:23 PM	EOFFICE ADMINISTRATOR (Self)	B-13/6/2013-CM O			Issued & Dispatched	
<input type="checkbox"/>	E I/396/2013	Issue xs, ss	04/09/13 02:19 PM	EOFFICE ADMINISTRATOR (Self)	BNS-1202/4/2013-CM O			Issued & Dispatched	
<input type="checkbox"/>	P I/351/2013	Issue gPL P Receipt 1001, gPL P Receipt 1001,gPL P Recei...	02/09/13 01:50 PM	EOFFICE ADMINISTRATOR (Self)		154960/2013/JTSECY (DLT)-CMO		Issued & Dispatched	
<input type="checkbox"/>	E I/330/2013	Issue Test Name, Test Address	30/08/13 11:02 AM	EOFFICE ADMINISTRATOR (Self)	GEN-1500897/1/2013-CM O	132177/2013/CMO		Issued & Dispatched	
<input type="checkbox"/>	E I/246/2013	Issue 4yt54, ty45	22/08/13 07:46 PM	EOFFICE ADMINISTRATOR (Self)	G-11012/1/2013-CMO-CMO			Issued & Dispatched	
<input type="checkbox"/>	E I/244/2013	Issue Sumit Agarwal, Mumbai	22/08/13 04:25 PM	EOFFICE ADMINISTRATOR (Self)	G-11012/1/2013-CMO-CMO			Issued & Dispatched	257

Fig.eFile.203

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

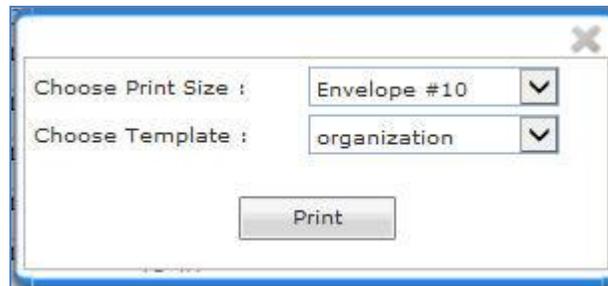
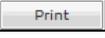


Fig.eFile.204

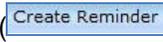
2. Select the **Print Size**, **Template** and click the 'Print' () button (Fig.eFile.204), as a result the issue gets printed.

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** () button, as shown in Fig.eFile.205:

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

Print Envelope **Create Reminder** View Reminders

<input type="checkbox"/>	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Parent Dispatch No	Status	Sanction Code
<input type="checkbox"/>	P 1/433/2013	Issue sfds, sfdsdf	06/09/13 03:55 PM	PROTOCOL OFFICER (Self)	C-13/2/2013-HSG-GND-2			Issued & Dispatched	
<input type="checkbox"/>	E 1/427/2013	Issue cisf, cgo	06/09/13 12:30 AM	PROTOCOL OFFICER (Self)	1701/8/2013-CMO (PRO)			Issued & Dispatched	
<input type="checkbox"/>	E 1/406/2013	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
<input type="checkbox"/>	E 1/332/2013	Reminder Health Mission, Health Mission	30/08/13 11:41 AM	PROTOCOL OFFICER (Self)	BNS-1202/1/2013-CMO (PRO)		1/290/2013	Issued & Dispatched	
<input type="checkbox"/>	E 1/290/2013	Issue Health Mission, Health Mission	27/08/13 05:43 PM	UNDER SECRETARY (CRU)	BNS-1202/1/2013-CMO (PRO)			Issued & Sent	
<input type="checkbox"/>	E 1/289/2013	Issue test, test, test	27/08/13 05:40 PM	PROTOCOL OFFICER (Self)		154856/2013/CMO (PRO)		Issued & Dispatched	
<input type="checkbox"/>	E 1/254/2013	Issue Draft1, Draft1	26/08/13 03:52 PM	PROTOCOL OFFICER (Self)	BNS/1/2013-CMO(PRO)			Issued & Dispatched	

Fig.eFile.205

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 06/09/2013

Print Envelope Create Reminder **View Reminders**

<input type="checkbox"/>	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Parent Dispatch No	Status	Sanction Code
<input type="checkbox"/>	P 1/437/2013	Reminder sfds, sfdsdf	06/09/13 04:22 PM	PROTOCOL OFFICER (Self)	C-13/2/2013-HSG-GND-2		1/433/2013	Issued & Dispatched	
<input type="checkbox"/>	P 1/436/2013	Reminder sfds, sfdsdf	06/09/13 04:17 PM	PROTOCOL OFFICER (Self)	C-13/2/2013-HSG-GND-2		1/433/2013	Issued & Dispatched	
<input type="checkbox"/>	E 1/435/2013	Reminder cisf, cgo	06/09/13 04:16 PM	PROTOCOL OFFICER (Self)	1701/8/2013-CMO (PRO)		1/427/2013	Issued & Dispatched	
<input type="checkbox"/>	P 1/433/2013	Issue sfds, sfdsdf	06/09/13 03:55 PM	PROTOCOL OFFICER (Self)	C-13/2/2013-HSG-GND-2			Issued & Dispatched	
<input type="checkbox"/>	E 1/427/2013	Issue cisf, cgo	06/09/13 12:30 AM	PROTOCOL OFFICER (Self)	1701/8/2013-CMO (PRO)			Issued & Dispatched	
<input type="checkbox"/>	E 1/406/2013	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
<input type="checkbox"/>	E 1/332/2013	Reminder Health Mission, Health Mission	30/08/13 11:41 AM	PROTOCOL OFFICER (Self)	BNS-1202/1/2013-CMO (PRO)		1/290/2013	Issued & Dispatched	
<input type="checkbox"/>	E 1/290/2013	Issue Health Mission, Health Mission	27/08/13 05:43 PM	UNDER SECRETARY (CRU)	BNS-1202/1/2013-CMO (PRO)			Issued & Sent	
<input type="checkbox"/>	E 1/289/2013	Issue test, test, test	27/08/13 05:40 PM	PROTOCOL OFFICER (Self)		154856/2013/CMO (PRO)		Issued & Dispatched	
<input type="checkbox"/>	E 1/254/2013	Issue Draft1, Draft1	26/08/13 03:52 PM	PROTOCOL OFFICER (Self)	BNS/1/2013-CMO(PRO)			Issued & Dispatched	

Fig.eFile.206

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

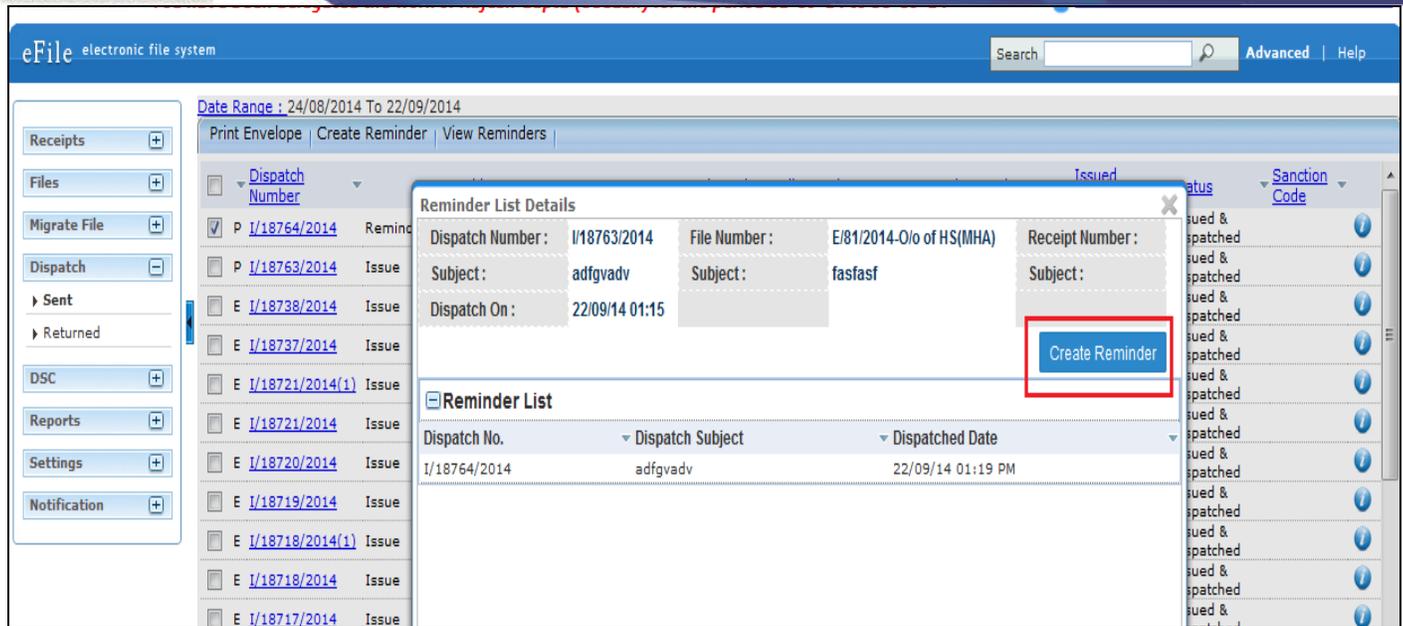


Fig.eFile.207

- **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:

- Receive
- Resend
- View Reminders

Let's have an introduction about this Link:

- Receive:** Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.
- Resend:** Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/DND Section.
- 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 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:

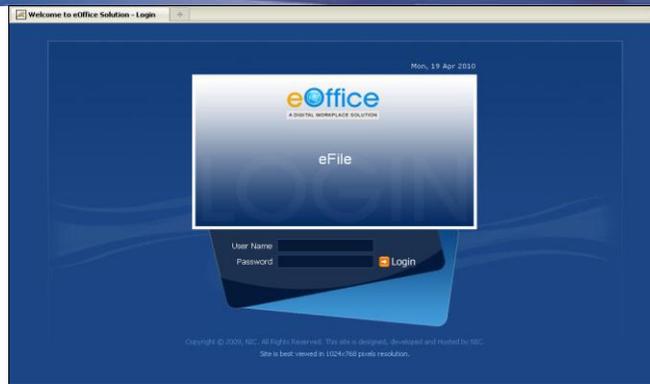


Fig.eFile.208

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:



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:



Fig.eFile.210

10. As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.211:



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:



Fig.eFile.212

12. The Message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.213:



Fig.eFile.213

13. Click the 'OK' button (Fig.eFile.213) to complete the process of DSC enrollment, as shown in Fig.eFile.214:

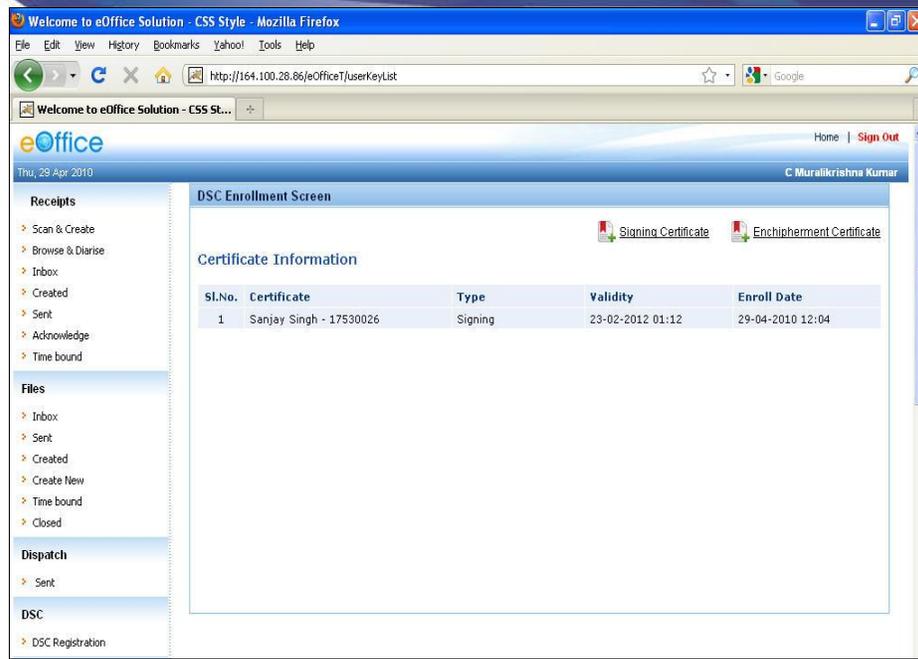


Fig.eFile.214

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**:

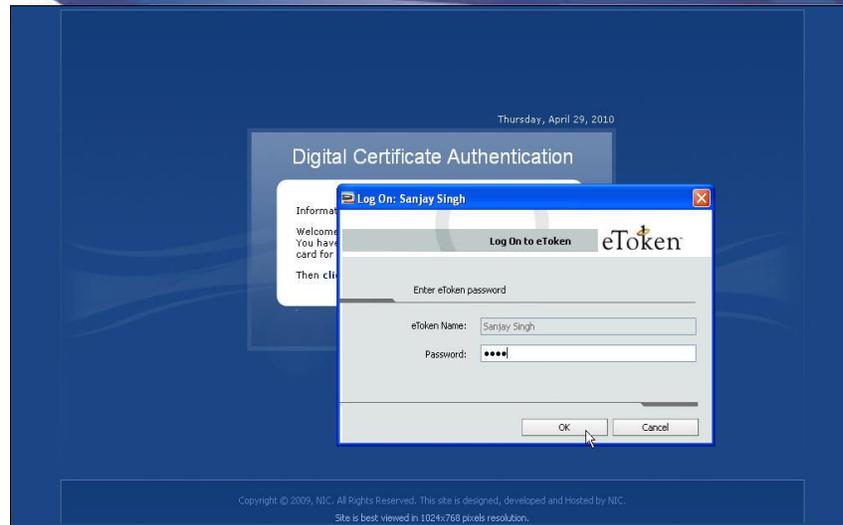


Fig.eFile.215

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:



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:



Fig.eFile.218

22. Click the **Signing Certificate** link in the **DSC Enrollment Screen**. As a result, **Enter Pin** dialog box appears, as shown in Fig.eFile.219:

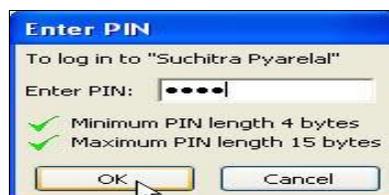


Fig.eFile.219

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, as shown in Fig.eFile.220:

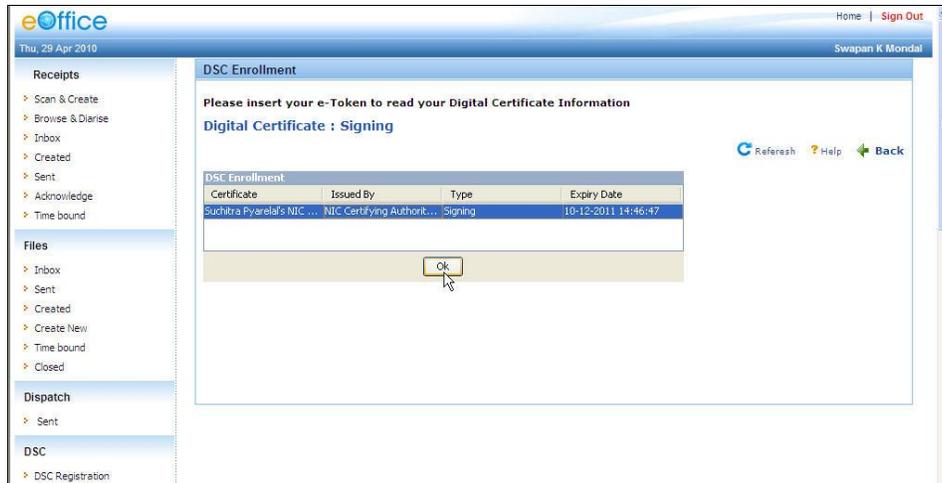


Fig.eFile.220

The message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.221:



Fig.eFile.221

2. Click the **OK** button (Fig.eFile.221) to complete the process of DSC enrollment, as shown in Fig.eFile.222:



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:



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:

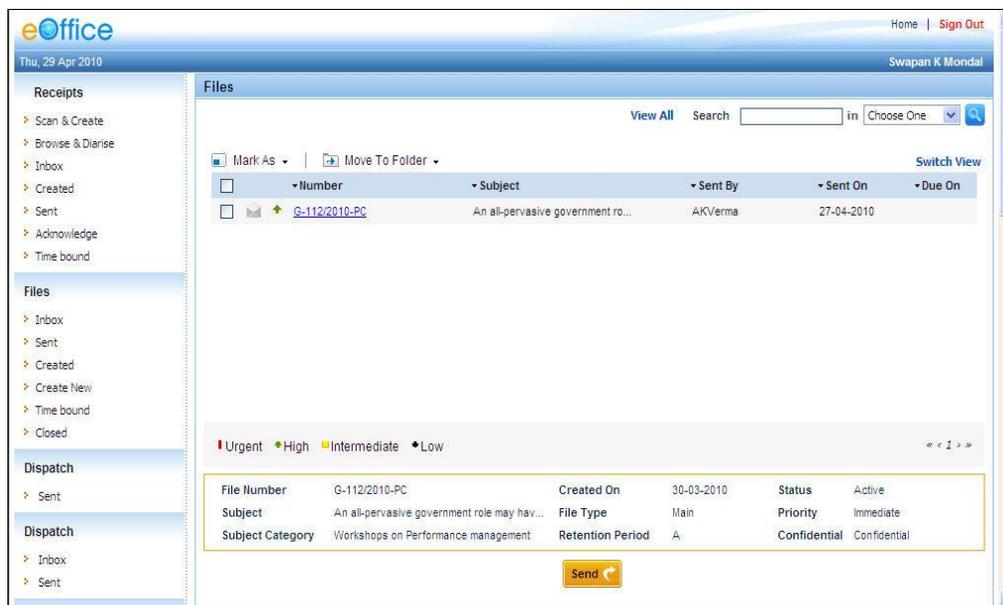


Fig.eFile.224

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:

	File	Receipt	Miscellaneous	Dispatch
	Files Register	Classified Receipt	Departmental Summary	Dispatch (Section Wise)
	Files Forwarded	Diary Register	Reminder (Diary for Active follow ups) Report	Dispatch Report (Dispatch No. Wise)
	Files Received	Receipts Forwarded	Reminder (Diary For Active Or Closed Follow Ups) Report	Dispatch Report (Receipt No. Wise)
	Parked Files	Receipts Received	Reminder (Follow Ups For After Reply Due Date) Report	
	Closed Files	Receipt category	Reminder(Follow Ups For Before Reply Due Date) Report	
	File Summary	VIP Details	My Files Pending With Others	
		Closed Receipts	Receipts Forwarded By Section	
		Receipt Summary	Receipts Created By Section	
		VIP References (Hierarchy Wise)	Pendency (File/Receipt)	
		VIP References	Files Created (Month Wise)	
			Files Received (Month Wise)	
			Files Forwarded (Month Wise)	
			Receipts Created (Month Wise)	
			Receipts Received (Month Wise)	
			Receipts Forwarded (Month Wise)	
			File Pendency	
			Pending Of Receipts (Section Wise)	
			Pending Of Files (Section Wise)	
			Files Received and Forwarded(Section Wise)	
			PUC Pendency	
			Files Forwarded And Received	
			Active/Inactive user	
			File Inbox Count	

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:

Fig.eFile.226

2. Choose the **View Report** option as per requirement of report, as shown in Fig.eFile.227:

Fig.eFile.227

3. Provide the necessary details for filter and click the **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:

eoffice		File Register Report (15/09/2014 to 22/09/2014)					
S. No.	File No.	Subject	Created Date	Created By	Currently with	Remarks	
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)	rtwet	
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)	fdsfed	
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

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:

SL. No.	Organization Unit	Total Files
1	O/o of HS(MHA)	30

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:

eoffice		GOVERNMENT OF INDIA O/o of HS(MHA) File Parked Report				
Sl 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	gffgbb	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:

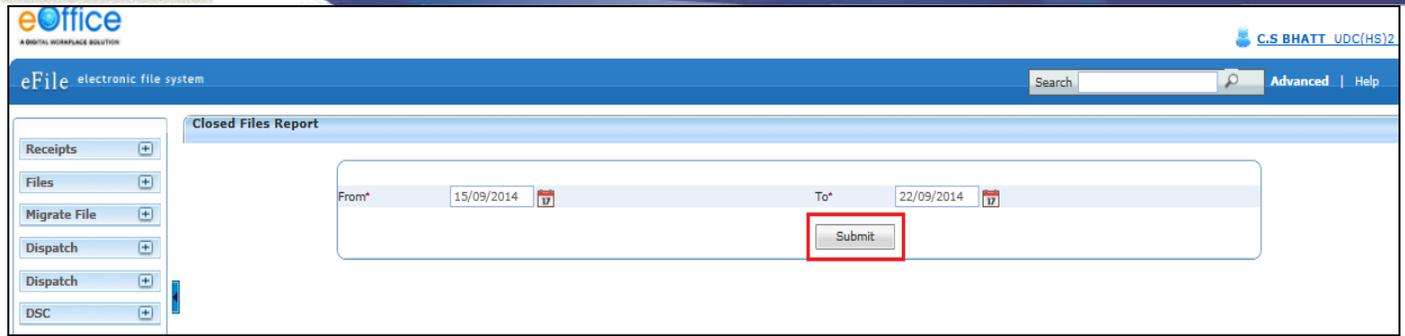


Fig.eFile.232

2. Provide the information for the necessary filter and fields like 'From' and 'To' and click the **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.

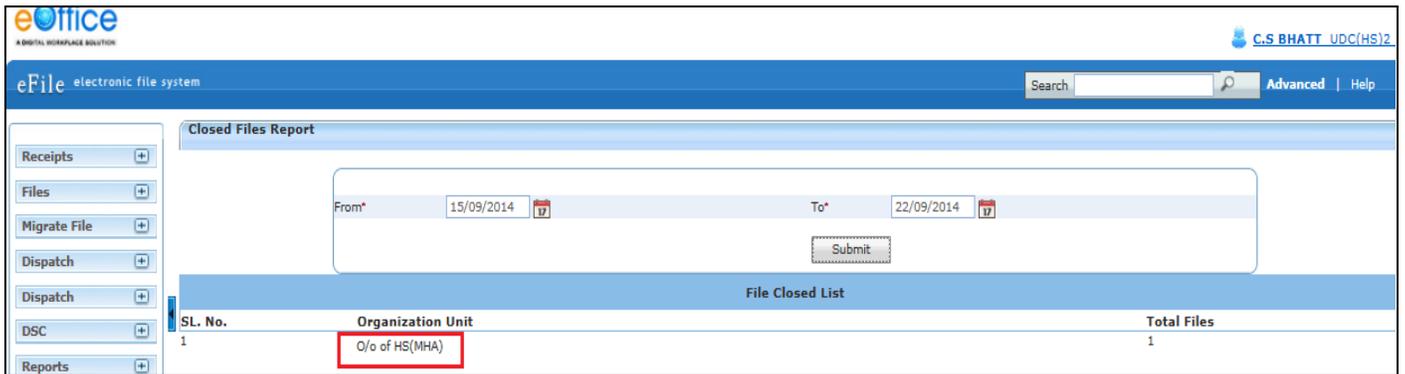


Fig.eFile.233

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

ELECTRONIC & COMMUNICATION			
FILE CLOSED REPORT			
(01-09-2011 to 20-09-2011)			
S No.	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

Fig.eFile.234

File Summary

1. This report provides the report for file summary of all the sections in the organization.
2. User needs to select the date range using "From" and "To" fields.

The screenshot shows the 'File Summary Report' form in the eFile system. The form is titled 'File Summary Report' and includes the following fields and options:

- View Report:** Individual (dropdown)
- Type:** File (dropdown)
- Subject:** (text input)
- Nature:** Both (dropdown)
- From*:** 01/09/2014 (calendar icon)
- To*:** 22/09/2014 (calendar icon)
- Main Category:** Choose one (dropdown)
- Sub Category:** Choose one (dropdown)
- Classified:** All Classified/Non Classified (dropdown)
- Section(s):** O/o of HS(MHA) (text input)
- Employee(s):** (text input)
- Pendency (Range of Days):** 1 (7), 2 (15), 3 (30), 4 (60) (spinners)
- Submit:** (button)

Fig.eFile.235

Clicking on Submit button will display the list of all the organization units.

S.No	Department	Opening Balance	Received	Disposed			Pendency at the end of the Period					Total Pendency
				Closed	Forwarded	Parked	7Days	15Days	30Days	60Days	>60Days	
1	AD-III	16	0	0	0	0	0	0	0	0	2400	2400
2	ADMIN-I (A)	168	2	0	1	0	0	1	0	0	168	169
3	ADMIN-I & ADMIN-I (A)	157	0	0	0	0	0	0	0	0	157	157
4	ADMN-II	0	0	0	0	0	0	0	0	0	0	0
5	AEC	0	0	0	0	0	0	0	0	0	0	0
6	AHS	0	0	0	0	0	0	0	0	0	0	0
7	ANL-DESK,UT DIVISION	765	0	0	0	0	0	0	0	0	301	301
8	AYODHYA SECTION	72	0	0	0	0	0	0	0	0	82	82
9	CASH-III (SSO)	60	0	0	0	0	0	0	0	0	60	60
10	CENSUS_CELL	0	0	0	0	0	0	0	0	0	0	0
11	CPD_DESK	960	0	0	0	0	0	0	0	0	1910	1910
12	DCC, DPD	0	0	0	0	0	0	0	0	0	0	0
13	DELHI-I DESK	1319	0	0	0	0	0	0	0	0	1501	1501
14	DELHI,II DESK	465	0	0	0	0	0	0	0	0	928	928
15	Director(ANO)	65	0	0	0	0	0	0	0	0	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

Fig.eFile.237

As a result the report will display the details as shown in Fig.eFile.238

Section: O/o of HS(MHA)
Category: Confidential

Date: 22/09/2014

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	ggg	OFFICE OF US(NM-II)	12/09/2014 6.09 PM	gg	ggg		
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)

Fig.eFile.238

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	Type:	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
CorrespondenceType:	Choose one	Delivery Mode:	Email
Country:	Choose one	State:	Choose one
Organization:		City:	
Ministry:	Choose one	Department:	Choose one
VIP:	All VIP/Non VIP	Language:	Choose one
Classified:	All Classified/Non Classified		
Section(s)	COMPUTER CENTRE		
Employee(s)			
<input type="button" value="Submit"/>			

Fig.eFile.239

- Choose the **View Report** option as per requirement of report, as shown in Fig.eFile.240:

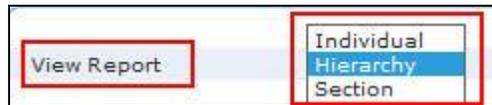


Fig.eFile.240

- Provide the information for the necessary filter and fields like **'From, To, Nature, Main Category** and other necessary Details, and click the **Submit** () button.
- 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.

GOVERNMENT OF INDIA LBSNA Receipt Diary Report (12/06/2013 to 12/06/2013)												
S.No.	Receipt No.	Created Date	Created By	Letter No.	Letter Date	Letter Type	Subject	Sender Details	Sent To	Remarks	Currently with	
Section : COMPUTER CENTRE												
1	E 26648/2013/CC	12/06/2013 10:44 AM	ALOK PANDEY (COMPUTER CENTRE)			Letter	Settlement of bills including payment of telephone and liveries- petrol bills, parliament	sfdds 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:

The screenshot shows a web form titled "Receipt Category Report". It has four main sections for data entry: "Monthly" with a dropdown menu set to "April"; "Yearly" with a text box containing "2012"; "Main Category" with a dropdown menu showing "ACR related matters"; and "Section(s)" with a dropdown menu showing "ADMINISTRATION". Below these fields is a "Submit" button. Red rectangular boxes are drawn around the dropdown menus and the Submit button to highlight them.

Fig.eFile.242

2. Provide the information for the necessary filter and fields like **Monthly, Yearly, Main Category etc** and click the **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.

eoffice		GOVERNMENT OF INDIA				Receipt Category Report			Dated : 12-06-2013
S. No.	Receipt	Diary Date	Category	Forwarded By	Forwarded Date	Sender's Name	Designation	File No.	
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			
8	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		

Fig.eFile.243

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 Details Status Report

From* 17 To* 17

Name of VIP Vip Type Choose One

Designation Status Choose One

State Choose One

Section(s) LANGUAGE FACULTY

Submit

Fig.eFile.244

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:

ELECTRONIC & COMMUNICATION
Vip Details Report
(14-01-2012 to 17-12-2012)

S.No	Receipt No.	Subject	Name of VIP & Designation	Address of VIP	Diary Date	Diary Remarks	Status	Currently with	Last Movement Date	Disposal Remarks	Section
1	23301(1)/2012/PLP	ACP and Other related matters Eic Receipt -001	GS SHARMA, S.W ENGG	NEW DELHI, DELHI, DELHI	04/12/12 02:35		PENDING	AJAY KUMAR	05-12-2012		ACCOUNTS
2	23305(1)/2012/2JD (SD)	lytry	TYTY	TYTRYTRY	04/12/12 07:13		PENDING	AJAY KUMAR	04-12-2012		ACCOUNTS
3	14052/2012/0TH	Tour Programme of Shri P. Chidambaram, Hon. Union Home Minister	M.A. SIDDIQUI, PS TO HOME MINISTER	NORTH BLOCK, NEW DELHI	04/04/12 11:33		PENDING	RHEEMA NAND DABRAL	05-04-2012		ADMINISTRATION
4	14082(2)/2012/0TH	Tour Programme of Shri P. Chidambaram, Hon. Union Home Minister	M.A. SIDDIQUI, PS TO HOME MINISTER	NORTH BLOCK, NEW DELHI	04/04/12 11:33		PENDING	RHEEMA NAND DABRAL	06-04-2012		ADMINISTRATION
5	23216/2012/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		ADMINISTRATION
6	23218(1)/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		ADMINISTRATION
7	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		ADMINISTRATION

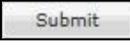
Designed and Developed BY NIC : 17-12-2012 Page : 1 Of 8

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:

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** () button, as shown in Fig.eFile.246:

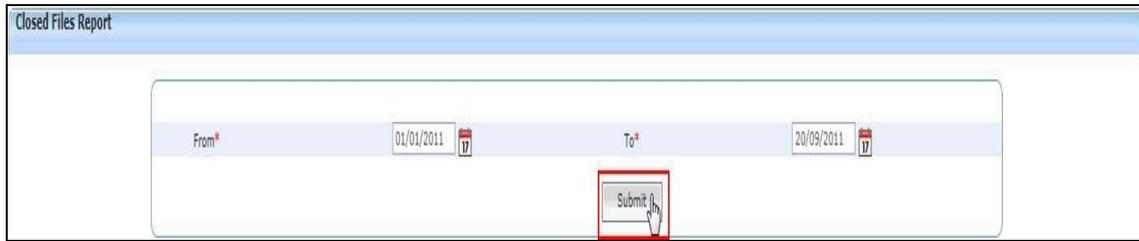
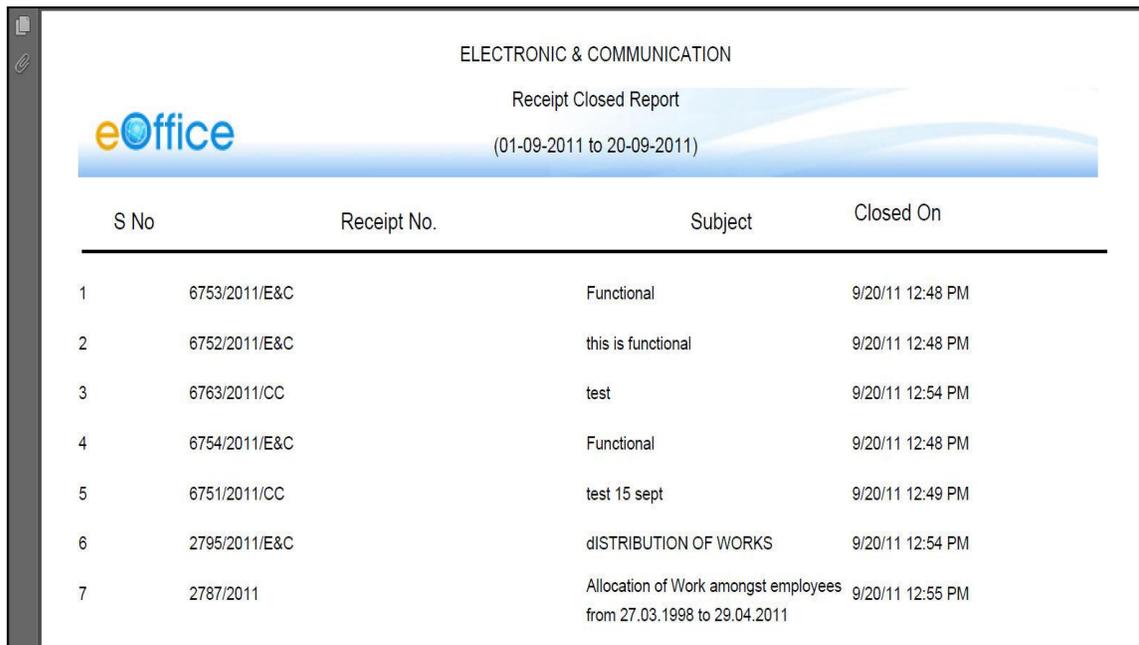


Fig.eFile.246

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:



S No	Receipt No.	Subject	Closed On
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.

VIP Reference Report

This report will provide the details of the Receipts which are of VIP reference and being diarised in users organisation hierarchy.

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:

S. No.	Section	Governor	MLA	M/o State Govt.	MP	Others	PMO	President	Union Minister	Total
1	OFFICE OF AS(CS)	1	0	0	0	2	2	1	0	13

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:

VIP Reference Report

VIP Reference Details for Section: OFFICE OF AS(CS)

S.No	Diary No.	Original or Copy	Category	Subject	Pending With	Dak Received Date	Action Details	Pending Since (Days)
1	166449/2013/O/o of HS(MHA)	Original	PMO	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
2	166452/2013/O/o of HS(MHA)	Original	PMO	MEETING OF NATIONAL INTEGRATION COUNCIL ON 23.09.2013 / MATERIAL SOUGHT BY 19.09.2013 ETC.	OFFICE OF AS (CS)	17-09-2013		370
3	181205/2013/O/o of HS(MHA)	Original	PMO	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
4	181205/2013/O/o of HS(MHA)	Original	PMO	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	PMO	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

Fig.eFile.250

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 shown in Fig.eFile.251:



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					Receipt					
	Created	Received	Sent	Parked	Closed	Pending	Created	Received	Sent	Closed	Pending
LBSNAA	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 LATWAL	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 CHOPRA	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 NARIALA	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

Fig.eFile.252

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:

The screenshot shows the 'Diary for Active dispatch followups' report generation screen in the eFile system. The interface includes a sidebar with navigation options like Receipts, Files, Migrate File, Dispatch, DSC, Reports, and Settings. The main area contains a form with fields for Date (Date Range), Type (dropdown menu with options: Choose one, New/Fresh, Reply, Reminder), From* (10/09/2014), To* (23/09/2014), Ministry (Choose one), and Department (Choose one). A Submit button is located at the bottom center of the form.

Fig.eFile.253

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:

S. No.	Issue No	Reply Due Date	Description	Min/Dept/Address	Type	Issued By/On	Subject	File No/Receipt No	Issued Against
1	I/3003767/2014 (1)	24/09/2014	444444	--, --, Satna	New/Fresh	C.S BHATT, 30/08/2014	YYY	E-12015/5/2014-O/o of HS(MHA)-Part(1), --	
2	I/3003838/2014	10/09/2014	ffff	--, --, 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	I/3003839/2014	10/09/2014	vfff	--, --, CGO	Reminder	C.S BHATT, 02/09/2014	ITR Fraudsdfdsf	A-11011/103/2014-O/o of HS(MHA), --	I/3003838/2014
4	I/3003843/2014	18/09/2014	sahoo	--, --, ss	Reminder	C.S BHATT, 03/09/2014	sss	F-15011/2/2014-OFFICE OF NSA, --	I/3003842/2014(1)
5	I/3003943/2014	17/09/2014	work on file on an urgent basis. reply expected till 17.09.2014	--, --, wjtj54	Reply	C.S BHATT, 09/09/2014	rewrwe342	D/57/2014-O/o of HS(MHA), 233088/2014/O/o of HS(MHA)	
6	I/3003948/2014	10/09/2014	899i	--, --, vb	Reply	C.S BHATT, 10/09/2014	vbh	--, 233255/2014/O/o of HS(MHA)	
7	I/3003952/2014	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	
8	I/3003954/2014	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)	
9	I/3003955/2014	10/09/2014	fdsfdsf	--, --, dsadsad	Reply	C.S BHATT, 10/09/2014	dsadsadsad	--, 233261/2014/O/o of HS(MHA)	

Fig.eFile.254

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.

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	I/3003767/2014 (1)	24/09/2014	--, --, Satna	C.S BHATT, 30/08/2014	YYY		E-12015/5/2014-O/o of HS(MHA)-Part(1), --	--, --		
2	I/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	I/3003805/2014	10/09/2014	--, --, PP2	C.S BHATT, 02/09/2014	Election	I/3003803/2014(1)	G-26031/1/2014-O/o of HS(MHA), --	C.S BHATT, 10/09/2014	should be	09/09/2014
4	I/3003773/2014	10/09/2014	--, --, Bhopal	C.S BHATT, 30/08/2014	OO	I/3003771/2014(1)	I-25011/1/2014-O/o of HS(MHA), --	C.S BHATT, 15/09/2014	ok	13/09/2014
5	I/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	rr	16/09/2014
6	I/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/o of HS(MHA)	--, --		
7	I/3003839/2014	10/09/2014	--, --, CGO	C.S BHATT, 02/09/2014	ITR Fraudsdfdsf	I/3003838/2014	A-11011/103/2014-O/o of HS(MHA), --	--, --		
8	I/3003843/2014	18/09/2014	--, --, ss	C.S BHATT, 03/09/2014	sss	I/3003842/2014(1)	F-15011/2/2014-OFFICE OF NSA, --			
9	I/3003941/2014	10/09/2014	--, --, 999999999	C.S BHATT, 09/09/2014	7777		S-121/2014, --	C.S BHATT, 09/09/2014	88	
10	I/3003943/2014	17/09/2014	--, --, wjt54	C.S BHATT, 09/09/2014	rewrwe342		D/57/2014-O/o of HS(MHA), --, -- 233088/2014/O/o of HS(MHA)			

Fig.eFile.255

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

S. No.	Issue No	Reply Due Date	Min/Dept./Address	Issued By/On	Subject	Closed By/On	Closing Remarks	Reply Received Date
1	I/3003747/2014	30/08/2014	--, --, dfg	C.S BHATT, 29/08/2014	dfg	C.S BHATT, 10/09/2014	gg	10/09/2014
2	I/3003664/2014	29/08/2014	--, --, dffsdf	C.S BHATT, 27/08/2014	dfsdfsdf	C.S BHATT, 11/09/2014	dsadsa	11/09/2014
3	I/3003665/2014	29/08/2014	--, --, dffsdf	C.S BHATT, 27/08/2014	dfsdfsdf	C.S BHATT, 11/09/2014	sadsa	11/09/2014
4	I/3003667/2014	29/08/2014	--, --, tretert	C.S BHATT, 27/08/2014	treterter	C.S BHATT, 11/09/2014	dfsdfs	11/09/2014
5	I/3003773/2014	10/09/2014	--, --, Bhopal	C.S BHATT, 30/08/2014	OO	C.S BHATT, 15/09/2014	ok	13/09/2014
6	I/3003922/2014	08/09/2014	--, --, dsadasdads	C.S BHATT, 08/09/2014	dsadsadsadsa9	C.S BHATT, 11/09/2014	hg	11/09/2014
7	I/3003917/2014	05/09/2014	--, --, hgfhgf	C.S BHATT, 05/09/2014	hgfhgf	C.S BHATT, 11/09/2014	hg	11/09/2014
8	I/3004043/2014	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/3004044/2014	20/09/2014	MINISTRY OF DEFENCE, Department of Defence (Raksha Vibhag), New Delhi	C.S BHATT, 12/09/2014	Bill5	C.S BHATT, 22/09/2014	kk	22/09/2014

Fig.eFile.256

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.

S. No.	Issue No	Reply Due Date	Min/Dept./Address	Issued By/On	Subject	Closed By/On	Closing Remarks	Reply Received Date
1	I/3003767/2014	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	I/3004046/2014	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, 12/09/2014	fdgfd	12/09/2014
3	I/3003991/2014	14/10/2014	--, --, pathy	O/o of HS(MHA), 11/09/2014	food food	SUNIL KUMAR DHAWAN, 16/09/2014	rest	16/09/2014
4	I/3004147/2014	21/09/2014	--, --, dsadasdad	O/o of HS(MHA), 15/09/2014	Happy Receipt	SUNIL KUMAR DHAWAN, 16/09/2014	sda	13/09/2014
5	I/3004183/2014	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, 16/09/2014	hi	16/09/2014
6	I/3004237/2014	30/09/2014	--, --, Vill-Kari, Via- Jakhhal, Dist Jhunjhunu(Rajasthan)	O/o of HS(MHA), 18/09/2014	receipt 2	C.S BHATT, 18/09/2014	dfd	18/09/2014

Fig.eFile.257

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:

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:

SN.	Department	Number of Files Pending					Total Files Pending									
		7Days (A)		15Days (B)		30Days (C)		60Days (D)		>60Days (E)		Total=(A+B+C+D+E)				
		In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total
1	AD-III	0	0	0	0	0	0	0	0	0	2400	0	2400	2400	0	2400
2	ADMIN-I (A)	1	0	1	0	0	0	0	0	0	168	0	168	169	0	169
3	ADMIN-I & ADMIN-I (A)	0	0	0	0	0	0	0	0	0	157	0	157	157	0	157
4	ADMIN-II	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	AEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	AHS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	ANI-DESK,UT DIVISION	0	0	0	0	0	0	0	0	0	201	0	201	201	0	201
8	AYODHYA SECTION	0	0	0	0	0	0	0	0	0	82	0	82	82	0	82
9	CASH-III (SSO)	0	0	0	0	0	0	0	0	0	60	0	60	60	0	60
10	CENSUS CELL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	CPD DESK	0	0	0	0	0	0	0	0	0	1910	0	1910	1910	0	1910
12	DCC, DPD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	DELHI-I DESK	0	0	0	0	0	0	0	0	0	1501	0	1501	1501	0	1501
14	DELHI-II DESK	0	0	0	0	0	0	0	0	0	928	0	928	928	0	928
15	Director(ANO)	0	0	0	0	0	0	0	0	0	65	0	65	65	0	65

Fig.eFile.259

- Click against any department name to view further details of the pendency of the users in that section as shown in Fig.eFile.260:

File Pendency Report

Report as on Date : 18/09/2014
Department : ADMIN-I (A) Section : ADMIN-I (A)

SN	User	Number of Files Pending															Total Files Pending		
		7Days (A)			15Days (B)			30Days (C)			60Days (D)			>60Days (E)			Total=(A+B+C+D+E)		
		In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total	In Movement	Parked	Total
1	AJAY KUMAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	AJAY KUMAR	1	0	1	0	0	0	0	0	0	0	0	0	2	0	2	2	0	2
3	HARENDRA KUMAR	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	1
4	PANKAJ GUPTA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Shiv Kumar	0	0	0	0	0	0	0	0	0	0	0	0	157	0	157	157	0	157
6	Shiv Kumar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	SREELATHA A.K	0	0	0	0	0	0	0	0	0	0	0	0	4	0	4	4	0	4
8	SUDHA S.RAGHVAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Tilak Raj	0	0	0	0	0	0	0	0	0	0	0	0	4	0	4	4	0	4
10	VIJAY KUMAR BHARDWAJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fig.eFile.260

- 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:

- 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:

Fig.eFile.261

4. Provide the information for the necessary filter and fields like 'From, To and Category' and click the **Submit** (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:

GOVERNMENT OF INDIA O/o of HS(MHA) Section Wise Dispatch Report								
S. No.	Dispatch No.	File No.	Receipt No.	Subject	Sender	Addressee	Sent On	Status
1	I/3004413/2014	A-11011/132/2014-O/o of HS(MHA)		dsadasd	ANIL GOSWAMI	dsadsad.dsadsad	23-09-2014	Dispatched
2	I/3004412/2014	A-11011/132/2014-O/o of HS(MHA)	232196/2014/O/o of HS(MHA)	dsadasd	ANIL GOSWAMI	dsadsad.dsadsad	23-09-2014	Dispatched
3	I/3004390/2014			Bussiness	SUNIL KUMAR DHAWAN	hgjg.fghfg	23-09-2014	Dispatched
4	I/3004389/2014			Bussiness	SUNIL KUMAR DHAWAN	hgjg.fghfg	23-09-2014	Dispatched
5	I/3004388/2014		233557/2014/O/o of HS(MHA)	Bussiness	SUNIL KUMAR DHAWAN	hgjg.fghfg	23-09-2014	Dispatched
6	I/3004387/2014	A/3/2014-CS- I D		wetwtwt	SUNIL KUMAR DHAWAN	tewtwt,twtwtwt	22-09-2014	Dispatched
7	I/3004386/2014			reminder pranav	SUNIL KUMAR DHAWAN	pranav.fgfdgf	22-09-2014	Dispatched
8	I/3004385/2014	GR/23/2014-O/oofHS(MHA)-Volume(2)		SATRU Z123 www212121212121212	SUNIL KUMAR DHAWAN	sd,s	22-09-2014	Dispatched
9	I/3004382/2014			reminder pranav	SUNIL KUMAR DHAWAN	pranav.fgfdgf	22-09-2014	Dispatched
10	I/3004381/2014		233617/2014/O/o of HS(MHA)	reminder pranav	SUNIL KUMAR DHAWAN	pranav.fgfdgf	22-09-2014	Dispatched
11	I/3004380/2014			reminder pranav	SUNIL KUMAR DHAWAN	pranav.fgfdgf	22-09-2014	Dispatched
12	I/3004379/2014		233617/2014/O/o of HS(MHA)	reminder pranav	SUNIL KUMAR DHAWAN	pranav.fgfdgf	22-09-2014	Dispatched
13	I/3004378/2014			Bussiness	SUNIL KUMAR DHAWAN	hgjg.fghfg	22-09-2014	Dispatched
14	I/3004377/2014		233557/2014/O/o of HS(MHA)	Bussiness	SUNIL KUMAR DHAWAN	hgjg.fghfg	22-09-2014	Dispatched
15	I/3004376/2014	G/48/2014-O/o of HS(MHA)		pranav123	SUNIL KUMAR DHAWAN	pranav.cgo	22-09-2014	Dispatched
16	I/3004375/2014	D/48/2014-UID-DOIT		dsadsa	SUNIL KUMAR DHAWAN	safsaf.asfsaf	22-09-2014	Dispatched

Fig.eFile.262

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

The screenshot shows the 'eFile electronic file system' interface. On the left is a navigation menu with options like Receipts, Files, Migrate File, Dispatch, DSC, Reports, Settings, and Notification. The main area is titled 'Dispatch No. Wise Dispatch Report'. It contains a form with the following fields:

- Dispatch Date From*: 10/09/2014
- To*: 23/09/2014
- Sender: Choose one (dropdown)
- Dispatch Mode: Choose one (dropdown)
- Language: Choose one (dropdown)
- Postal Mode: Choose one (dropdown)
- Submit: A button highlighted with a red box.

Fig.eFile.263

As a result, the PDF report gets generated with details as shown as:

The screenshot shows the generated PDF report titled 'Dispatch No Wise Dispatch Report (10/09/2014 to 23/09/2014)'. The report is for 'Section : O/o of HS(MHA)' and 'Date : 23-Sep-2014'. The table below contains the following data:

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)	232196/2014/O/o of HS(MHA) 2014	I/3004412/2014 23/09/2014 11.14 AM	dsadsad dsadsad	dsadasdasd	ANIL GOSWAMI	Self 23/09/2014 11.14 AM			English		
2	A-11011/132/2014-O/o of HS(MHA)	232196/2014/O/o of HS(MHA) 2014	I/3003995/2014 11/09/2014 12.42 PM	dsadsad dsadsad	dsadasdasd	ANIL GOSWAMI	Self 11/09/2014 12.42 PM			English		
3		232196/2014/O/o of HS(MHA) 2014	I/3003996/2014 11/09/2014 12.42 PM	dsadsad dsadsad	dsadasdasd	ANIL GOSWAMI	Self 11/09/2014 12.42 PM			English		
4	A-11011/132/2014-O/o of HS(MHA)	232196/2014/O/o of HS(MHA) 2014	I/3004413/2014 23/09/2014 11.16 AM	dsadsad dsadsad	dsadasdasd	ANIL GOSWAMI	Self 23/09/2014 11.16 AM			English		
5	A/3/2014-CS- I D	232197/2014/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- I D	232197/2014/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		232324/2014/O/o of HS(MHA) 2014	I/3004327/2014 19/09/2014 5.30 PM	Shiv Chand, Ex CT VIII-Kan, Via- Jakhai, Dist Jhunjhunu(Rajasthan)	receipt 2	SUNIL KUMAR DHAWAN	Self 19/09/2014 5.30 PM			English		

Fig.eFile.264

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

Fig.eFile.265

As a result, the PDF report gets generated with details as shown as:

Receipt No Wise Dispatch Report (23/09/2014 to 23/09/2014)							
Section : 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		I/3004388/2014 23/09/2014 9.37 AM
2	233557/2014/O/o of HS(MHA) 2014		All Estates related matters	hgjg fghfg	Bussiness		I/3004389/2014 23/09/2014 9.39 AM
3	233557/2014/O/o of HS(MHA) 2014		All Estates related matters	hgjg fghfg	Bussiness		I/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		I/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		I/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

Fig.eFile.266

Settings

This section helps the user to change the preferences/settings in eFile application. The Setting section incorporates following modules for the user:

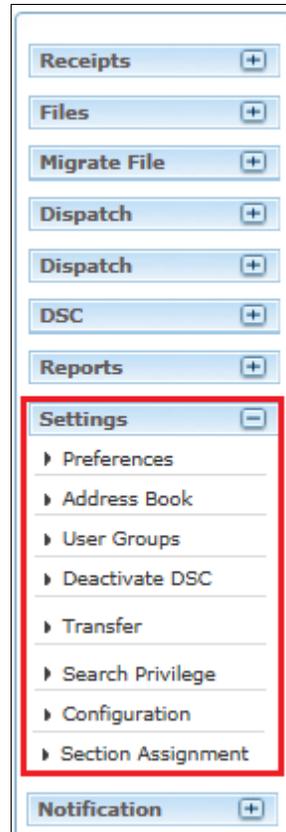


Fig.eFile.267

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
- **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.
- **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.

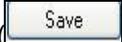
To change the settings, user has to perform the following steps:

1. Click the **Preferences** Link under **Settings** section

As a result, **Preferences** page appear, as shown in Fig.eFile.267:

The screenshot shows the 'eFile' preferences page. The left sidebar contains a 'Settings' menu with 'Preferences' selected. The main content area is divided into several sections, each with a red box highlighting its title: 'General Settings' (Max # of records/page: Choose One, Auto Save Duration(In Sec):), 'Alert Settings' (Email, SMS, Both, None), 'List View Settings' (Mode: Default, Scope: My Folder), 'DSC Settings' (Authentication, Signing, Both), 'Editor Setting' (Editor Font Size: 20, Noting Expanded View, Draft Expanded View), and 'Correspondence View Settings' (Correspondence View Size: 1, Correspondence View Type: toc). At the bottom right, there are 'Save' and 'Clear' buttons.

Fig.eFile.268

2. Click the **Save** () 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:

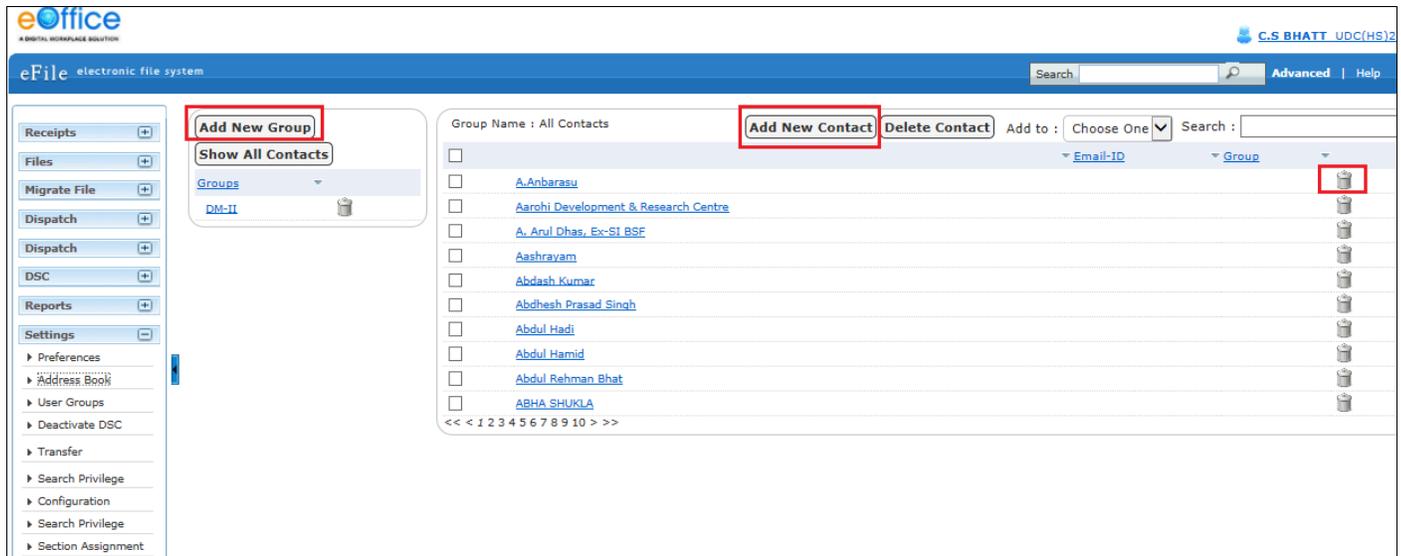


Fig.eFile.269

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:

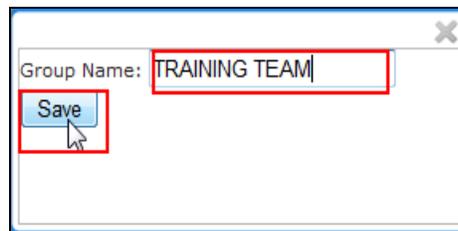


Fig.eFile.270

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:

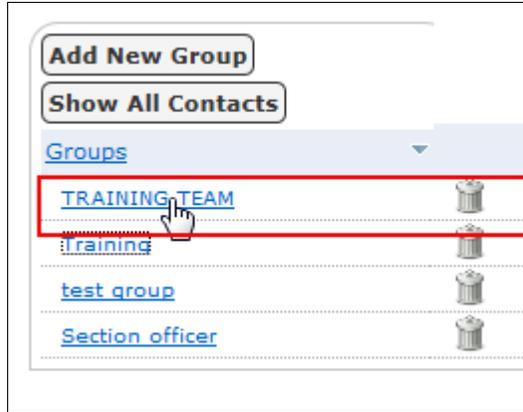


Fig.eFile.271

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:

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:

Group Name	Description
test-chandan	test
eoffice123	eoffice123
NIC	
Test Grup	test
admin	
RDD	Create Group

Fig.eFile.273

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
Description: For eOffice modules

(Select Users from the list to create user group)

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 JHILDYAL	DA(SJ)	CONTROLLER OF EXAM
SUSHILA RAJORI	EPABKOP(SR)	ELECTRONIC & COMMUNICATION
VINOD PRASAD UNYAL	EPABKOP(VPU)	ELECTRONIC & COMMUNICATION
MALKIT SINGH	ALLO(MS)	LIBRARY

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:

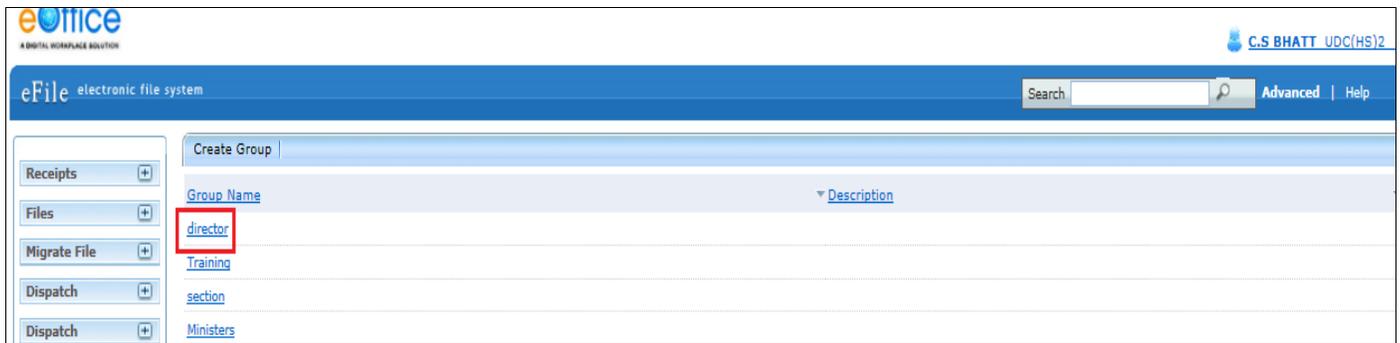


Fig.eFile.275

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:

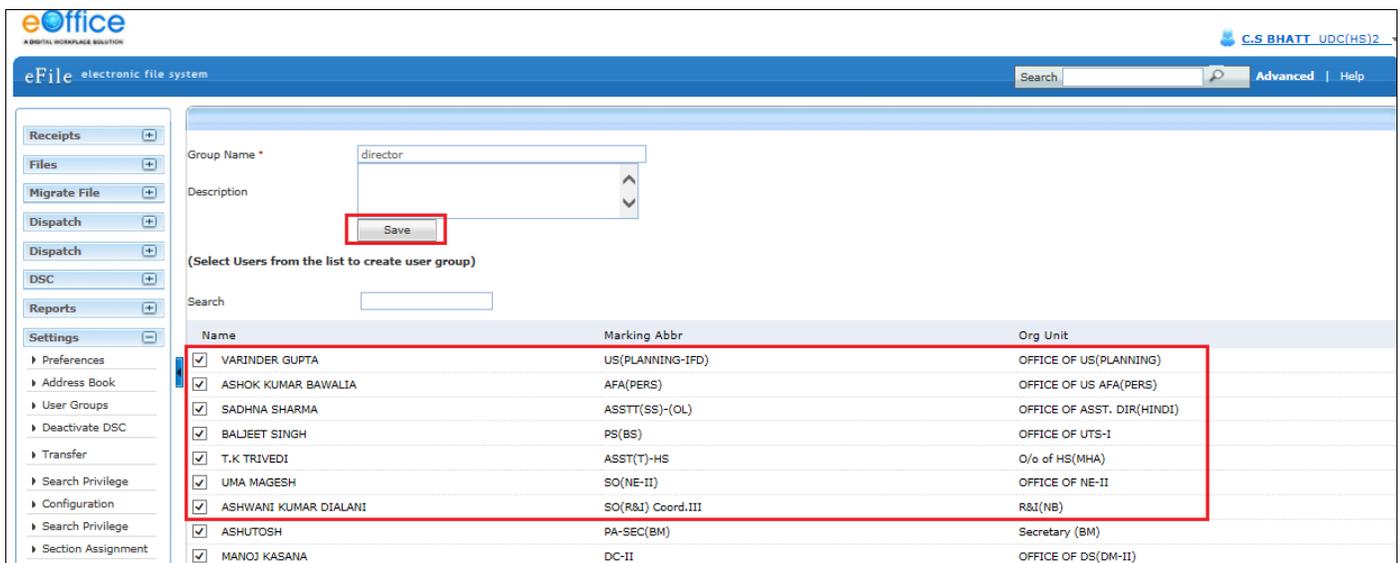


Fig.eFile.276

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:

The screenshot shows the 'eFile' application interface. At the top, there is a search bar and a user profile for 'C.S BHATT UDC(HS)2'. The main content area is titled 'Certificate Information' and contains a table with the following data:

Sl.No.	Certificate	Type	Validity	Enroll Date	User Name	DeActivation Date		
1	Khetval Pankaj Kumar - 14734124	Signing	23-09-2015 11:12	23-09-2014 12:29	C.S BHATT		Deactivate	History
2	Khetval Pankaj Kumar - 14734124	Signing	23-09-2015 11:12	23-09-2014 10:50	MRUTYUNJAYA MISHRA	23-09-2014 11:43	Activate	History

Fig.eFile.277

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** [▶ Search Privilege](#) link as shown in the Fig.eFile.278:

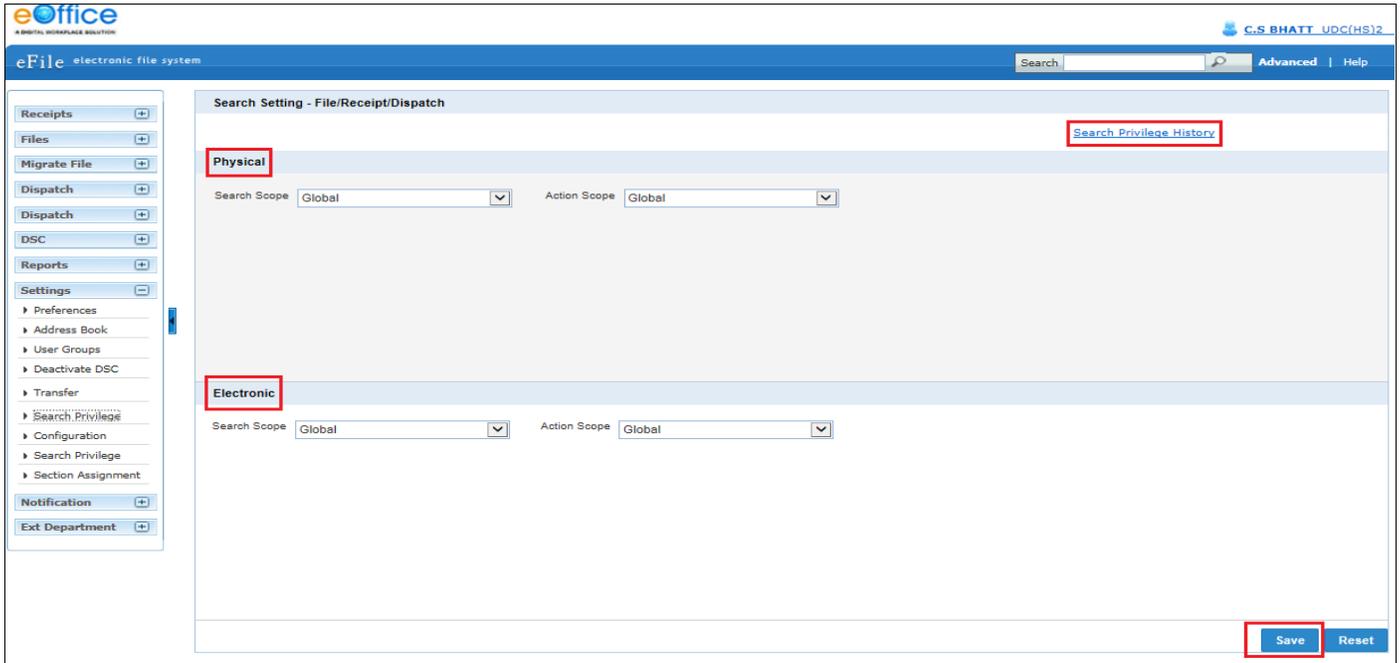


Fig.eFile.278

2. Choose the required Scope (Search and Action) setting for Physical or Electronic Files/Receipts from the dropdown (Fig.eFile.278).

4. Click the **Save** [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:

eFile electronic file system

Search Advanced | Help

Search Setting - File/Receipt/Dispatch

Physical
Search Scope: Global

Electronic
Search Scope: Global

[Search Privilege History](#)

Nature	Search Scope	Action Scope	Activation Date	Deactivation Date
P	Global	Global	24/03/14 07:37	29/03/14 10:58
E	Global	Global	24/03/14 07:37	29/03/14 10:58
P	Global	Section	29/03/14 10:58	31/03/14 10:40
E	Global	Individual	29/03/14 10:58	31/03/14 10:40
E	Global	Section	31/03/14 10:40	31/03/14 12:10
P	Individual	Individual Hierarchy Downline	31/03/14 10:40	31/03/14 12:10
P	Individual	Individual	31/03/14 12:10	31/03/14 12:17
E	Individual	Individual	31/03/14 12:10	31/03/14 12:17
E	Global	Individual	31/03/14 12:17	31/03/14 12:20
P	Global	Individual	31/03/14 12:17	31/03/14 12:20
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
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

Fig.eFile.279

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:

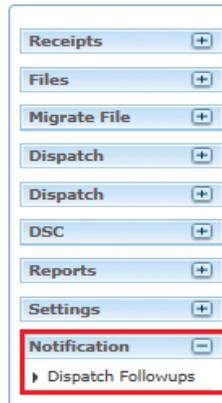


Fig.eFile.280

Clicking on the Dispatch Followups, will display all the reminders set by the user with the history of the reminders.

Issue No	Reply due date	Description	Ministry	Department	Address	Type	Issued By	Issued On	Action
<input type="checkbox"/> 1/3004112/2014	20/09/2014	hyhjoji			gbghj,ghfuy	New/Fresh	C.S BHATT/O/o of HS (MHA)	15/09/2014	Close Details
<input type="checkbox"/> 1/3003984/2014	20/09/2014	Blank1			satru1,New Delhi	New/Fresh	C.S BHATT/O/o of HS (MHA)	11/09/2014	Close Details
<input type="checkbox"/> 1/3004093/2014	20/09/2014	ff			hh,hh	Reply	C.S BHATT/O/o of HS (MHA)	12/09/2014	Close Details
<input type="checkbox"/> 1/3004260/2014	20/09/2014	Nf123	Ministry of Civil Aviation (Nagar Vimanan Mantralaya)		satru,NEW DELHI	Reply	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004116/2014	20/09/2014	hujh			gbghj,ghfuy	Reminder	C.S BHATT/O/o of HS (MHA)	15/09/2014	Close Details
<input type="checkbox"/> 1/3004261/2014	20/09/2014	Follow up	Ministry of Civil Aviation (Nagar Vimanan Mantralaya)		satru,NEW DELHI	Reminder	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004214/2014	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	Close Details
<input type="checkbox"/> 1/3004251/2014	19/09/2014	rt			rt,tr	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004253/2014	19/09/2014	hg			gh,gh	Reminder	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004319/2014	19/09/2014	ewvqeqve			revrvr,evrvr	New/Fresh	C.S BHATT/O/o of HS (MHA)	19/09/2014	Close Details
<input type="checkbox"/> 1/3004320/2014	19/09/2014	devqrevqr erevren4124			rvqr,rvqr,rvqr	New/Fresh	C.S BHATT/O/o of HS (MHA)	19/09/2014	Close Details
<input type="checkbox"/> 1/3004114/2014	19/09/2014	yyy123			gbghj,ghfuy	Reminder	C.S BHATT/O/o of HS (MHA)	15/09/2014	Close Details
<input type="checkbox"/> 1/3004250/2014	19/09/2014	dffd			..reerv	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004139/2014	19/09/2014	dsafgsdg			saasf,fasfasf	Reply	C.S BHATT/O/o of HS (MHA)	15/09/2014	Close Details
<input type="checkbox"/> 1/3004252/2014	19/09/2014	gh			gh,gh	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3003997/2014	18/09/2014	Main followup			werv,evr	New/Fresh	C.S BHATT/O/o of HS (MHA)	11/09/2014	Close Details
<input type="checkbox"/> 1/3004305/2014	18/09/2014	asdsafasf324234234			fdsfdsf,fsdfdsf	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004303/2014	18/09/2014	fsfgdsfg			sdfsdf,sdfsfs fsdfs	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3004259/2014	18/09/2014	dsfgdsfg			sdg dsfds,dgdfgdfgd	New/Fresh	C.S BHATT/O/o of HS (MHA)	18/09/2014	Close Details
<input type="checkbox"/> 1/3003843/2014	18/09/2014	sahoo			ss1.ss	Reminder	C.S BHATT/O/o of HS (MHA)	03/09/2014	Close Details

Fig.eFile.281

Refer to **Reminder Process** section.

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:



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:

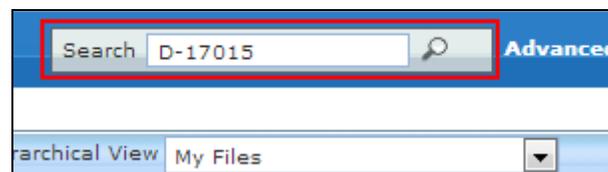


Fig.eFile.283

As a result, Search result appears, as shown in Fig.eFile.284:

electronic file system						
Search Results (File/Inbox)						
Actions	Computer No	File No.	Subject	Owner	Sent On	Sender
Send Details	P 5570	E-12/8/2013-CC	ftyhh	ALOK PAIDEY	11/06/13 04:19	AJAY KUMAR DHIMAN

Fig.eFile.284

*If the searched file is received physically (**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.*

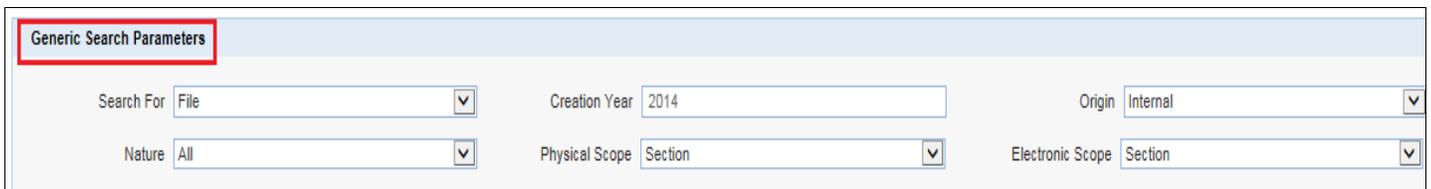
Advance Search

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)).



The screenshot shows a form titled "Generic Search Parameters" with a red box around the title. It contains several dropdown menus: "Search For" (set to File), "Creation Year" (set to 2014), "Origin" (set to Internal), "Nature" (set to All), "Physical Scope" (set to Section), and "Electronic Scope" (set to Section).

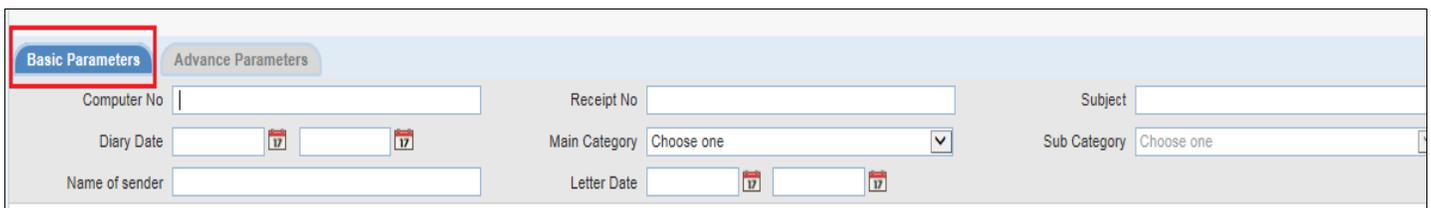
Fig.eFile.285

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.



The screenshot shows a form titled "Basic Parameters" with a red box around the title. It has two tabs: "Basic Parameters" (selected) and "Advance Parameters". The form contains three input fields: "Computer No.", "File No.", and "Subject".

File Basic Parameters Fig.eFile.286



The screenshot shows a form titled "Basic Parameters" with a red box around the title. It has two tabs: "Basic Parameters" (selected) and "Advance Parameters". The form contains several input fields: "Computer No.", "Diary Date" (with calendar icons), "Name of sender", "Receipt No.", "Main Category" (dropdown), "Letter Date" (with calendar icons), "Subject", and "Sub Category" (dropdown).

Receipt Basic Parameters Fig.eFile.287



The screenshot shows a form titled "Basic Parameters" with a red box around the title. It has two tabs: "Basic Parameters" (selected) and "Advance Parameters". The form contains four input fields: "Dispatch No.", "Reminder of Dispatch No.", "Sent To", and "Subject".

Dispatch Basic Parameters Fig.eFile.288

Advanced Search Parameters- These parameters all the advanced parameters such as File Heads,

Classified, Action, Previous & 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	<input type="text"/>	File No	<input type="text"/>
Category	Select Main Category <input type="text"/>	Sub Category	Select Sub Category <input type="text"/>
Previous Reference	<input type="text"/>	Later Reference	<input type="text"/>
Old Phy File No	<input type="text"/>	Creation Date	<input type="text"/> <input type="text"/>
File Heads	Select Basic Head <input type="text"/>	Select Primary Head <input type="text"/>	Select Secondary Head <input type="text"/>
		Select Tertiary Head <input type="text"/>	
Received From	<input type="text"/>	Select Section	<input type="text"/>
Sent To	<input type="text"/>	Date	<input type="text"/> <input type="text"/>
		Remarks	<input type="text"/>
		Action	Choose one <input type="text"/>
Output Fields:	<input type="checkbox"/> All Status	<input checked="" type="checkbox"/> Computer No	<input checked="" type="checkbox"/> File No
		<input checked="" type="checkbox"/> Subject	<input checked="" type="checkbox"/> Location
		<input type="checkbox"/> Opening Date	<input checked="" type="checkbox"/> Currently With
		<input checked="" type="checkbox"/> Section	<input type="checkbox"/> Department
		<input checked="" type="checkbox"/> Forward Remark	<input checked="" type="checkbox"/> Pending Day(s)

File Advanced Parameters Fig.eFile.289

Basic Parameters		Advance Parameters	
Computer No	<input type="text"/>	Receipt No	<input type="text"/>
Diary Date	<input type="text"/> <input type="text"/>	Main Category	Choose one <input type="text"/>
Name of sender	<input type="text"/>	Sub Category	Choose one <input type="text"/>
		Letter Date	<input type="text"/> <input type="text"/>
Delivery Mode	Choose one <input type="text"/>	Diary Remarks	<input type="text"/>
Letter Ref. No	<input type="text"/>	Received Date	<input type="text"/> <input type="text"/>
Ministry	Choose one <input type="text"/>	Department	Choose one <input type="text"/>
State	Choose One <input type="text"/>	City	<input type="text"/>
Organisation	<input type="text"/>	Classified	Choose one <input type="text"/>
Designation	<input type="text"/>	Dealing Hand	Choose one <input type="text"/>
Address	<input type="text"/>		
VIP Type	Choose one <input type="text"/>	VIP Name	Choose one <input type="text"/>
Received From	<input type="text"/>	Select Section	<input type="text"/>
Sent To	<input type="text"/>	Date	<input type="text"/> <input type="text"/>
		Remarks	<input type="text"/>
		Action	Choose one <input type="text"/>

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:

Fig.eFile.291

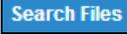
2. Enter the **Generic Search Parameters**.
3. For Output fields, set the checkbox to TRUE for Computer no/File No/Subject/Path etc.

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**  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.

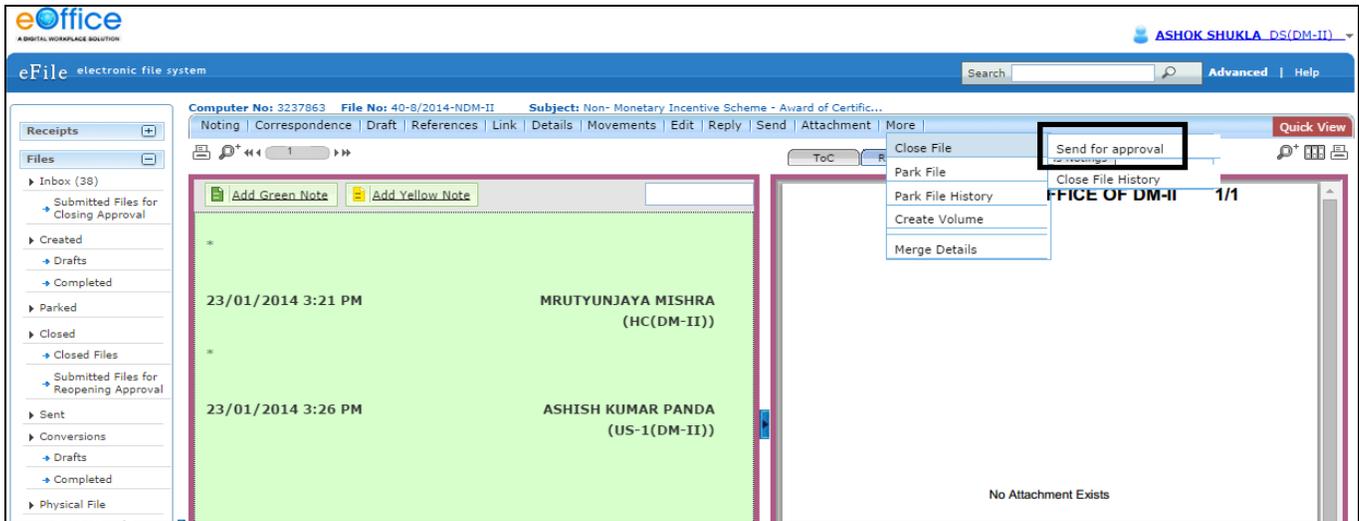


Fig.1

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”.

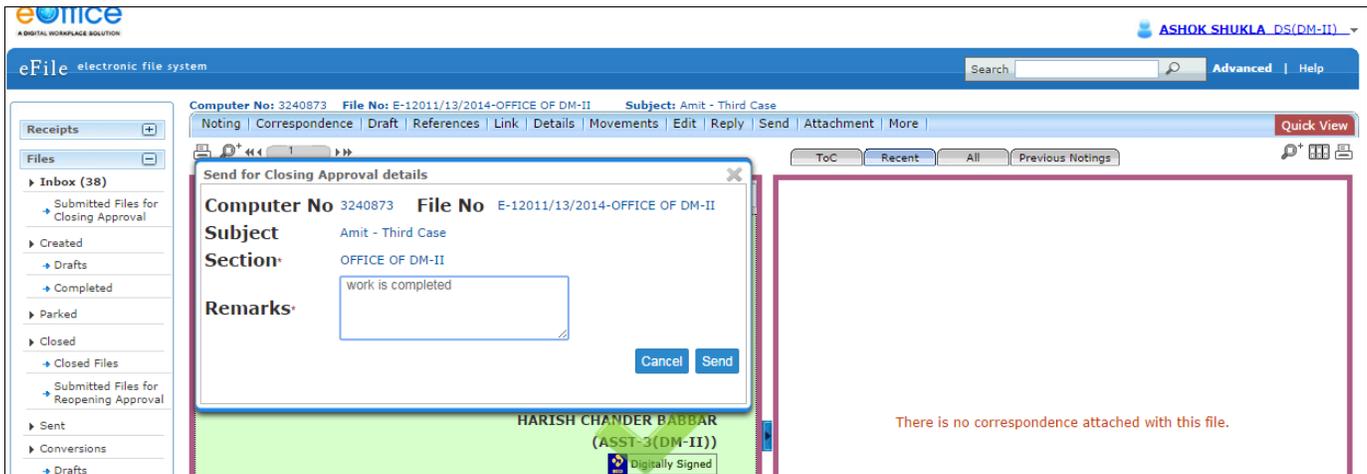


Fig.2

Note: By default, in the Section field, name of the Section will be displayed in which the file was created.

3. 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 sub-folder “Submitted Files for Closing Approval” in user File Inbox.

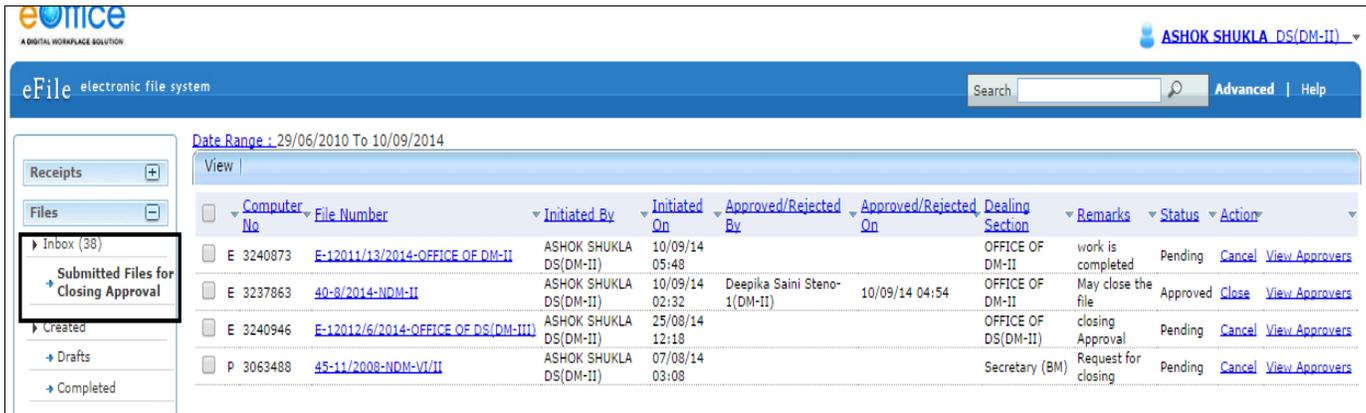


Fig.3

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 “Cancel” 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.

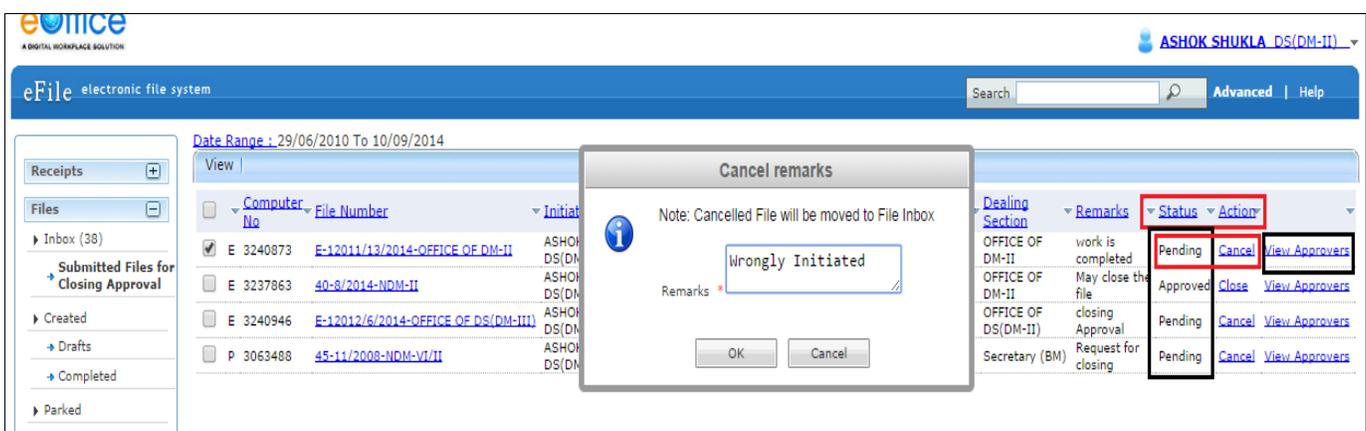


Fig.4

Note: The file(s) in this sub-section will be only in Read-Only mode and no action can be performed in the file.

- 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).



Fig.5

- 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.

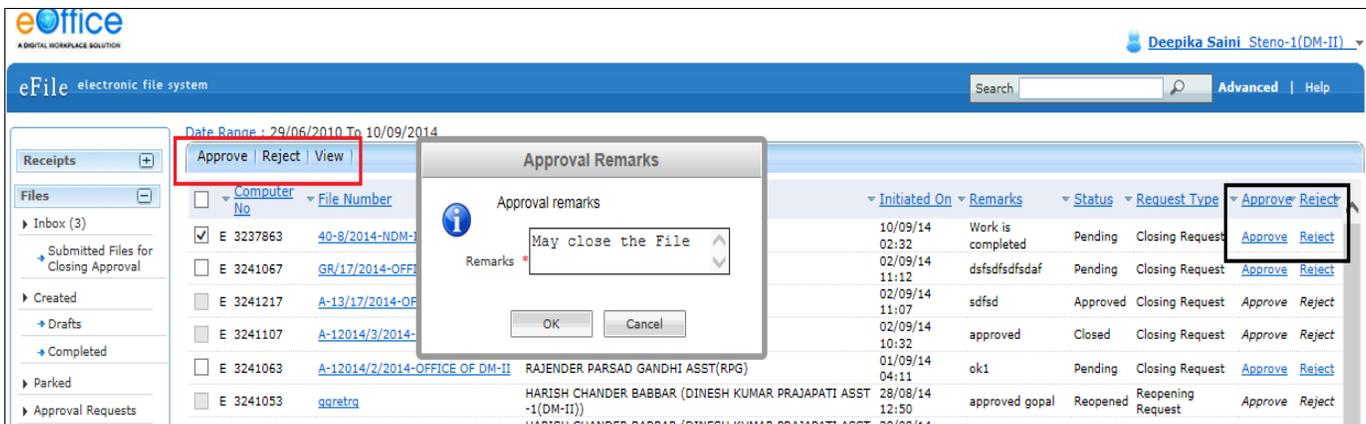


Fig.6

- Once the Approver, Approve or Rejects the file:
 - History of the files which were Approved or Rejected is maintained in the Approval Requests module.
 - The user who had initiated the request for closing of the file will be able to see the **Status** as **Approved** or **Rejected** under his Inbox sub-folder “Submitted Files for Closing Approval”.

ASHOK SHUKLA_DS(DM-II)

eFile electronic file system

Date Range : 29/06/2010 To 10/09/2014

Computer No	File Number	Initiated By	Initiated On	Approved/Rejected By	Approved/Rejected On	Dealing Section	Remarks	Status	Action
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 Approvers
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	Close View Approvers
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	Cancel View Approvers
P 3063488	45-11/2008-NDM-VI/II	ASHOK SHUKLA DS(DM-II)	07/08/14 03:08			Secretary (BM)	Request for closing	Pending	Cancel View Approvers

Fig.7

9. After getting the approval, the user then closes the file by clicking on “Close”.

ASHOK SHUKLA_DS(DM-II)

eFile electronic file system

Date Range : 29/06/2010 To 10/09/2014

Closing remarks

work completed on file

OK Cancel

Fig.8

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.

ASHOK SHUKLA_DS(DM-II)

eFile electronic file system

Closed Files

Computer No	Number	Subject	Closed on	Closing Remarks
3237863	E 40-8/2014-NDM-II	Non- Monetary Incentive Scheme - Award of Certific...	10/09/14 06:26	work finished
3240873	E E-12011/13/2014-OFFICE OF DM-II	Amit - Third Case	10/09/14 06:21	work completed on file

Fig.9

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.

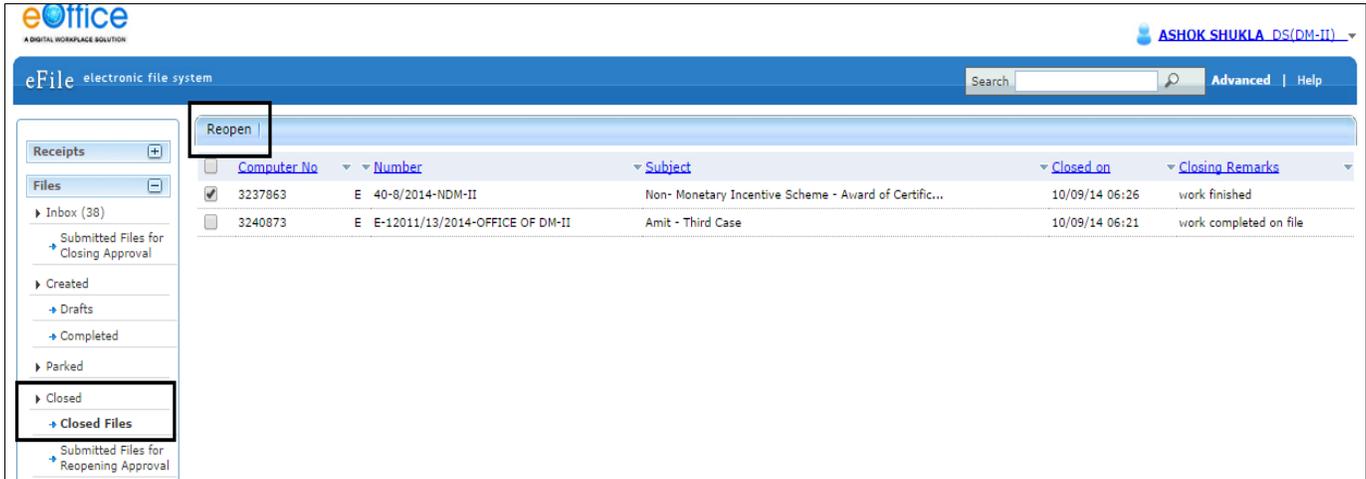


Fig 10

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?”**

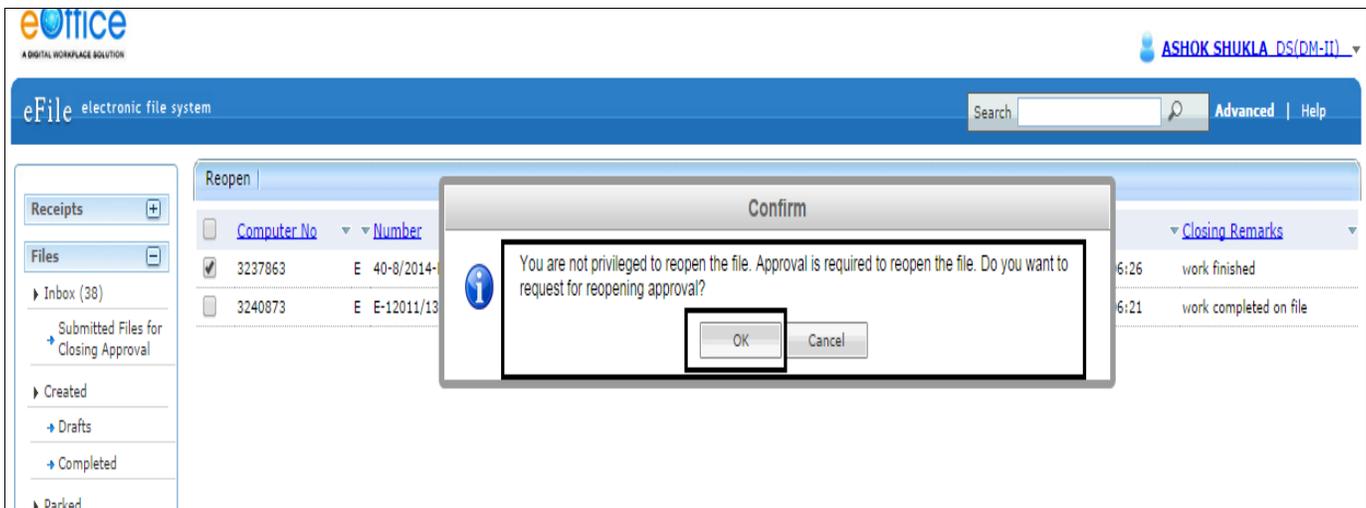


Fig.11

- 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”.

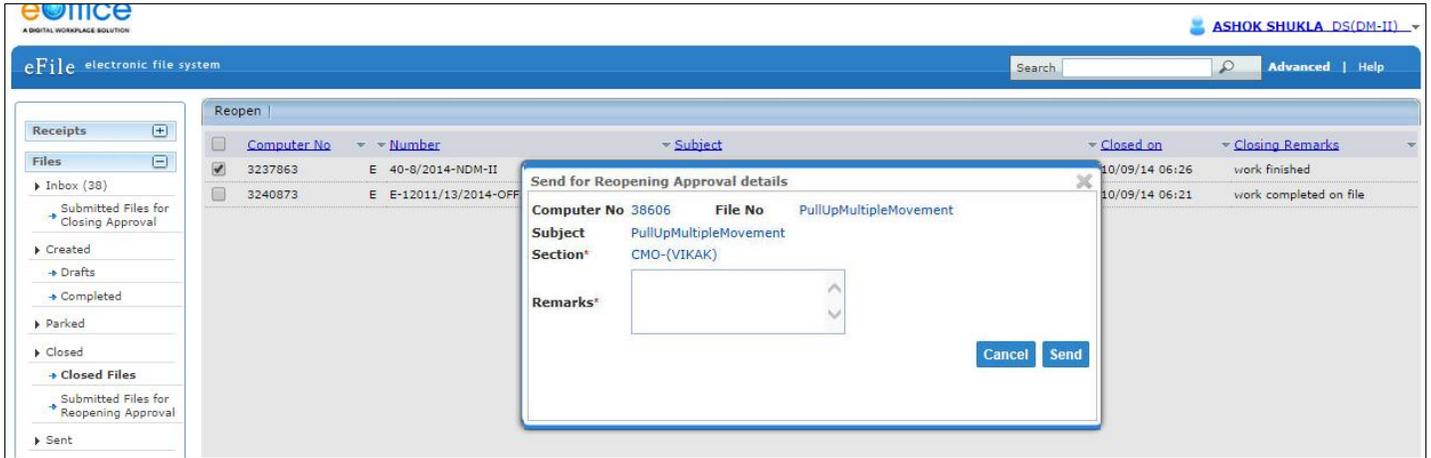


Fig.12

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**.

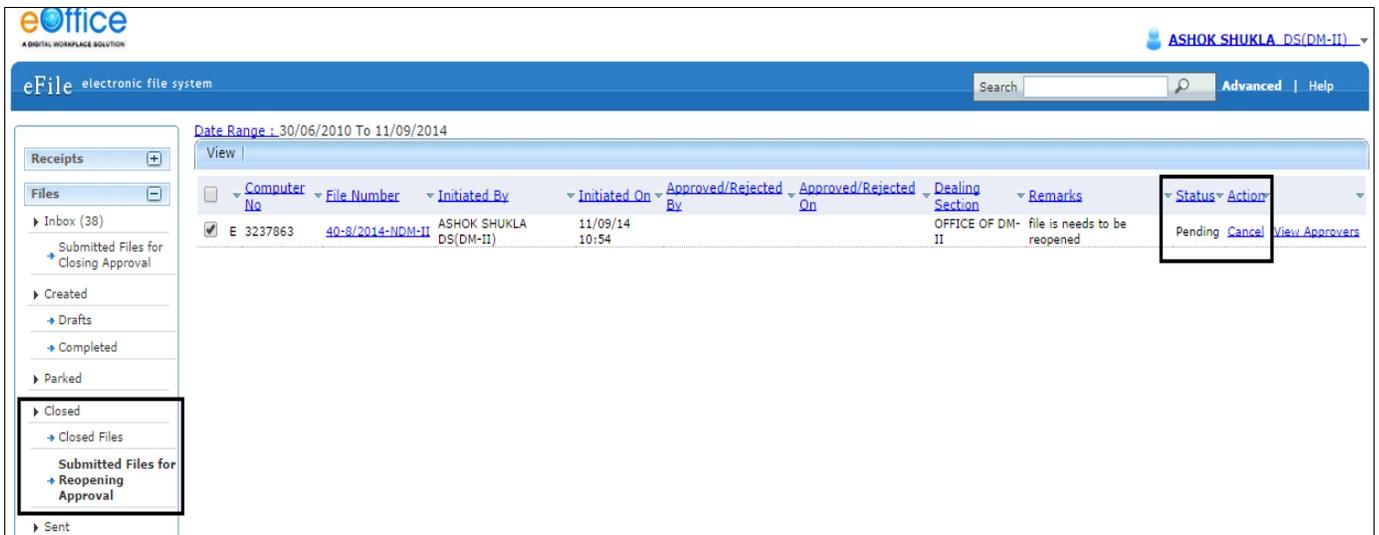


Fig.13

- 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 “Cancel” 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.

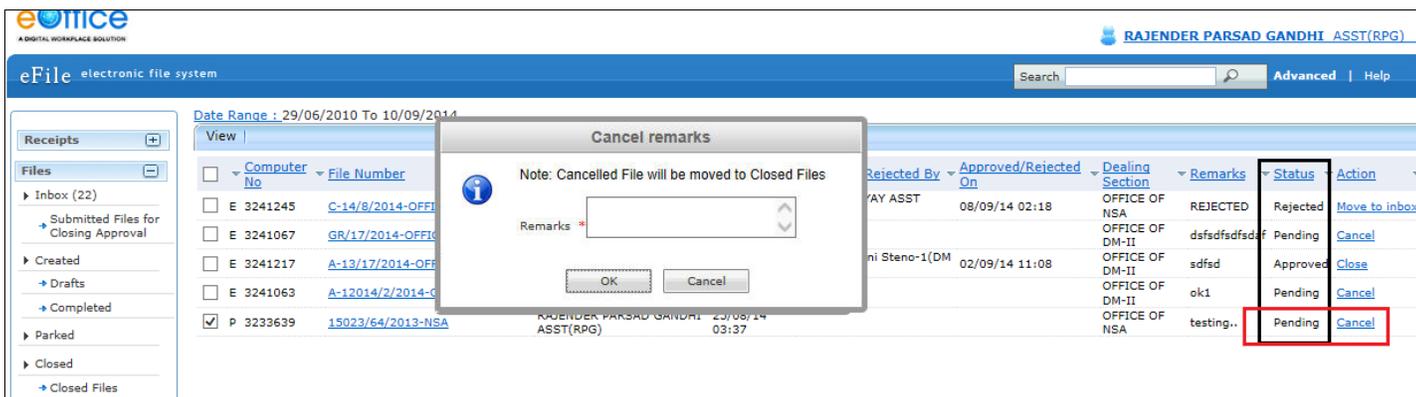


Fig.14

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).

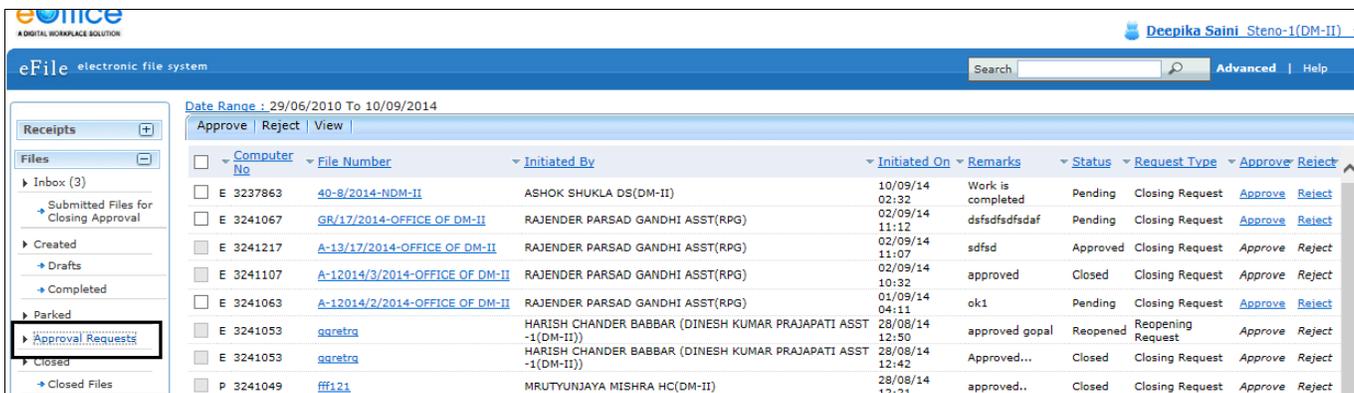


Fig.15

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.

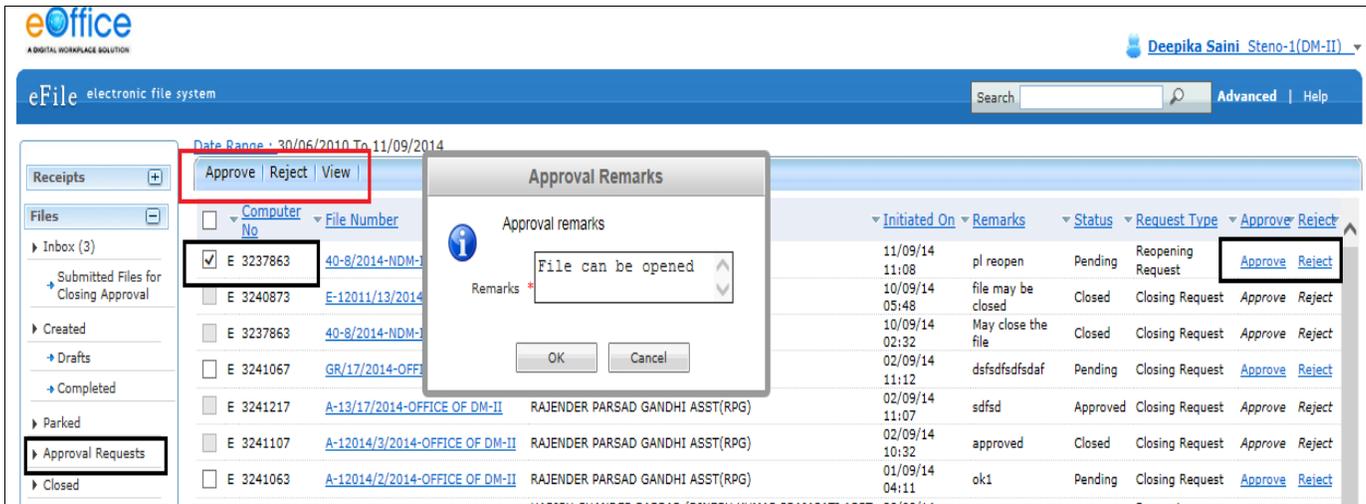


Fig.16

8. Once the Approver, Approve or Rejects the file:

8(a). History of the files which were Approved or Rejected is maintained in the Approver's 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.

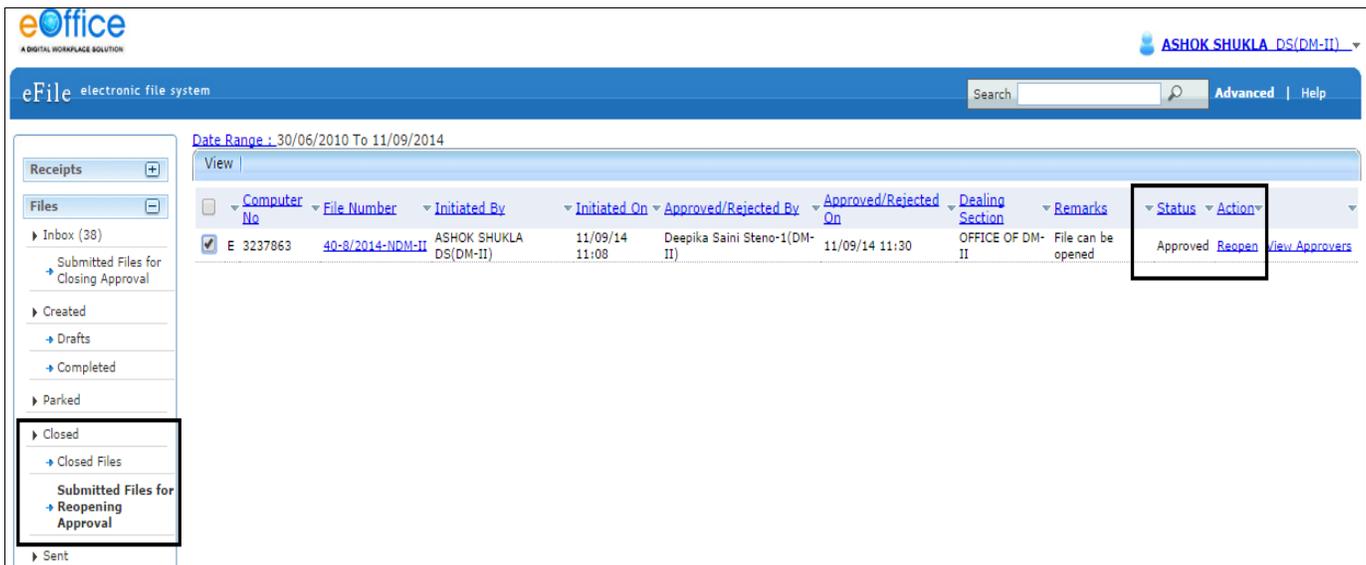


Fig.17

9. After getting the approval to reopen the file, the user now can reopen the file.

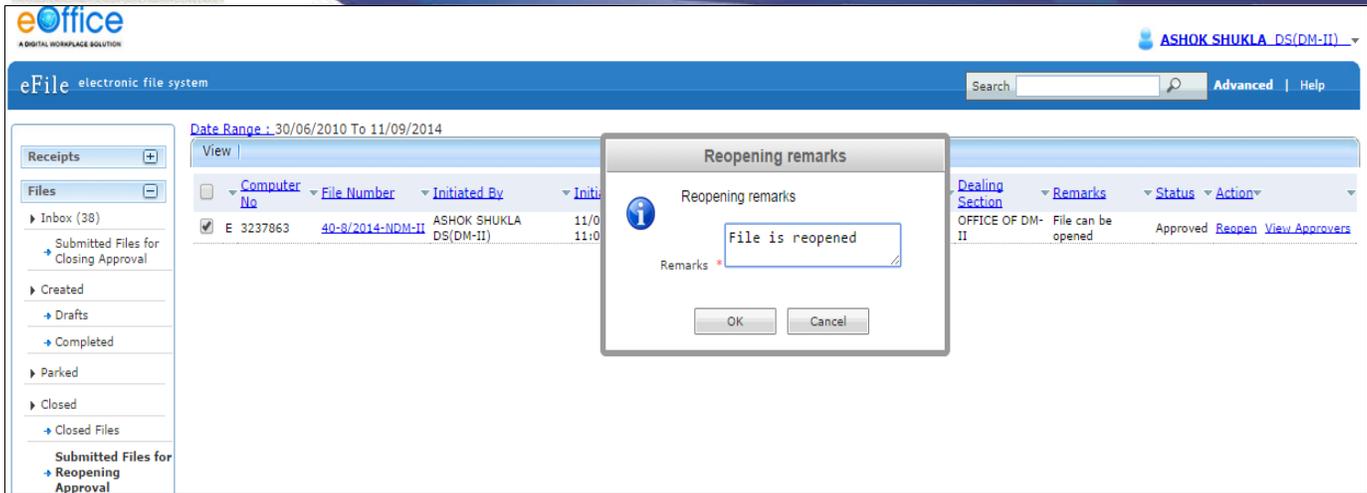


Fig.18

10. The file(s) reopened by the user will be moved to user's File Inbox.

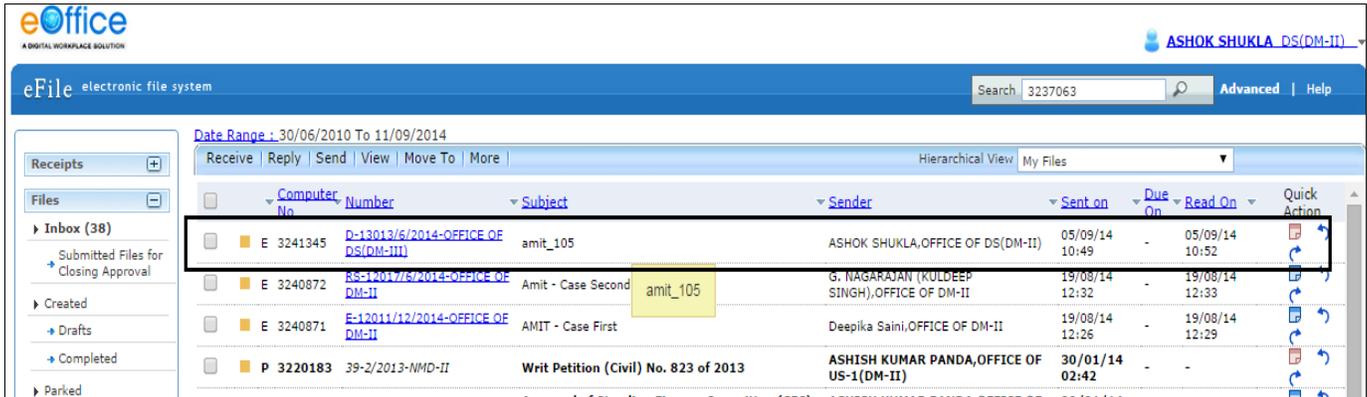


Fig.19

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

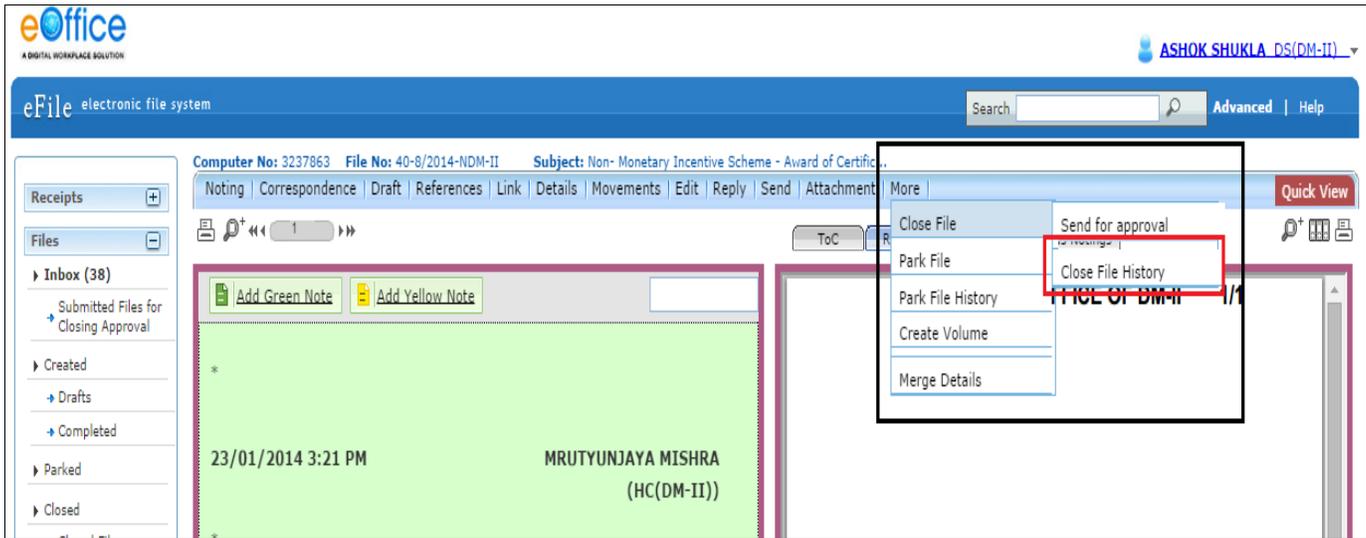


Fig.20

2. **History of Closing/Reopening** comprises the information related to closing and reopening of the file.

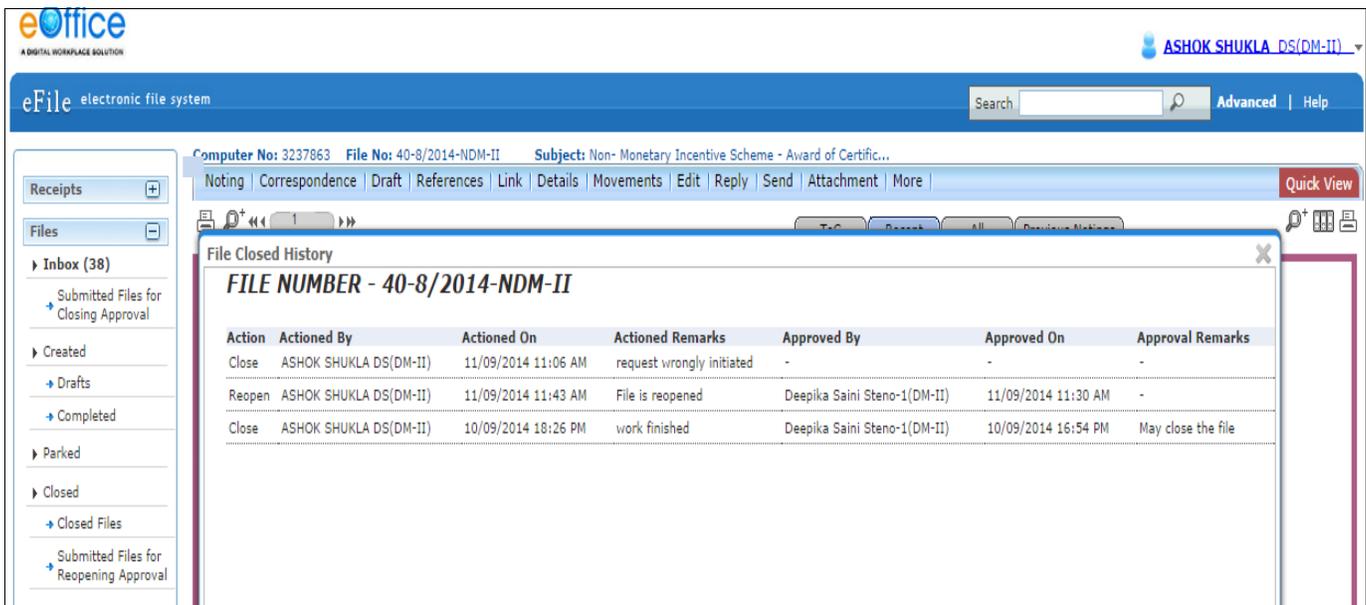


Fig.21

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.

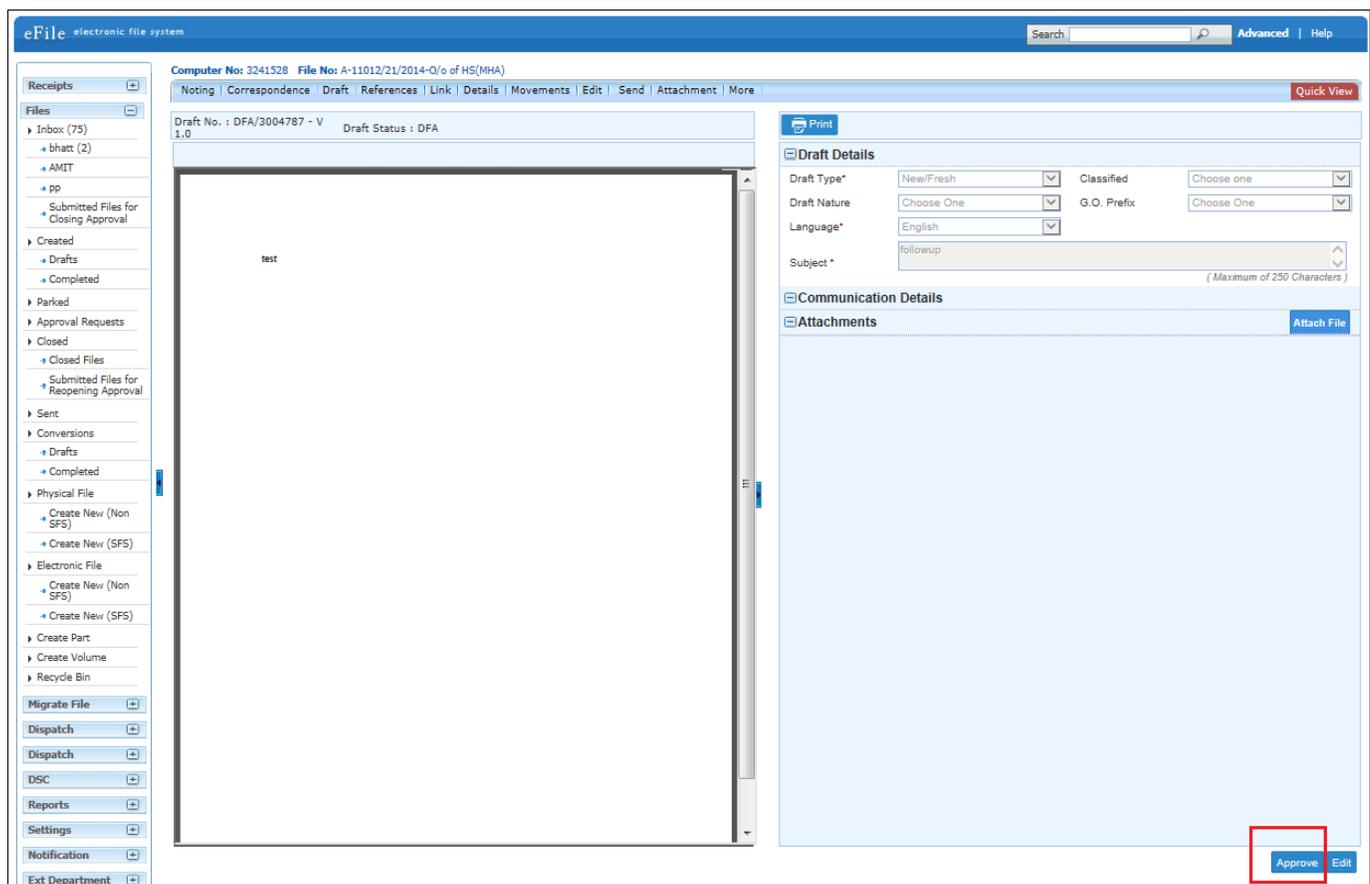


Fig.1

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

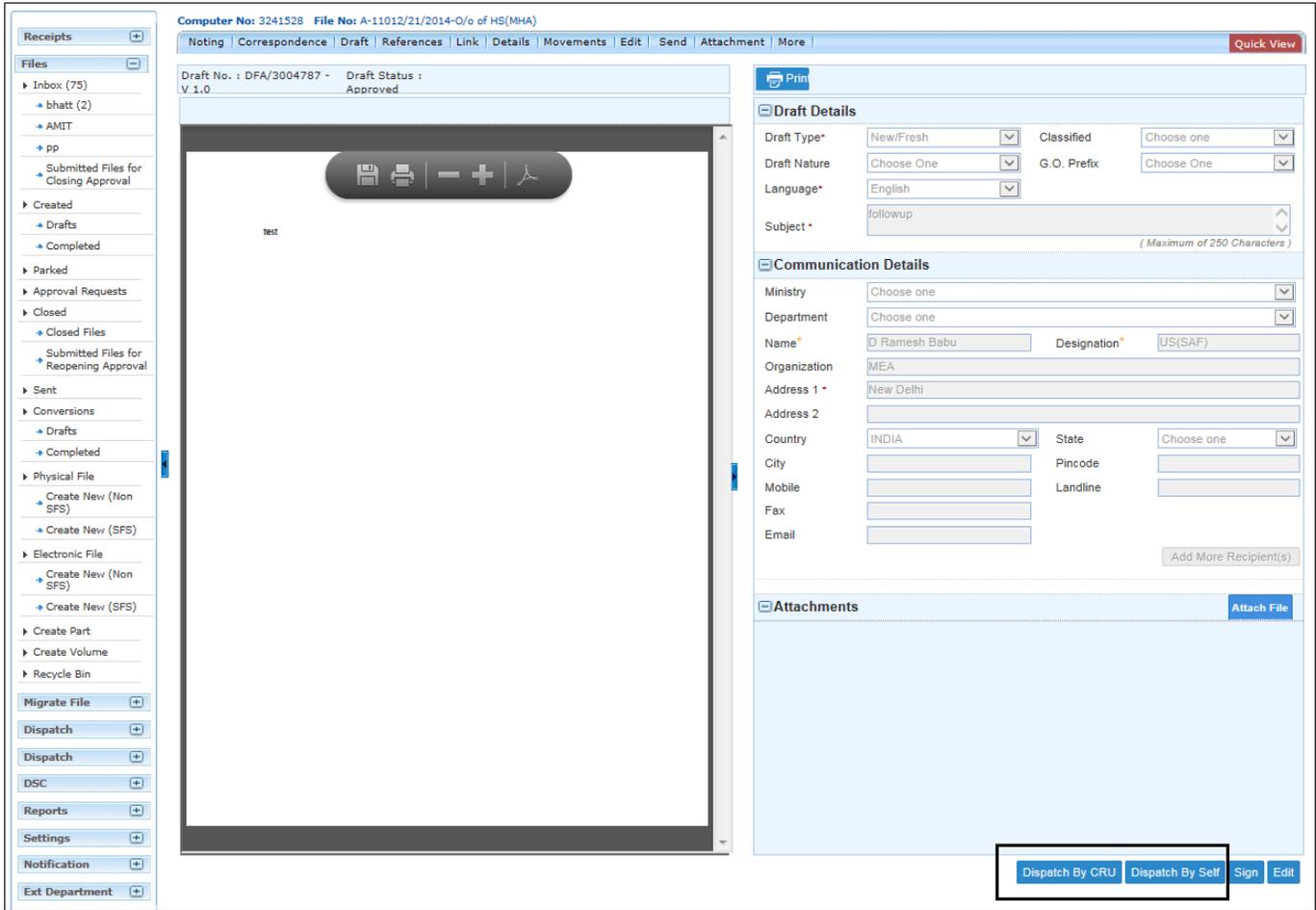


Fig.2

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**.

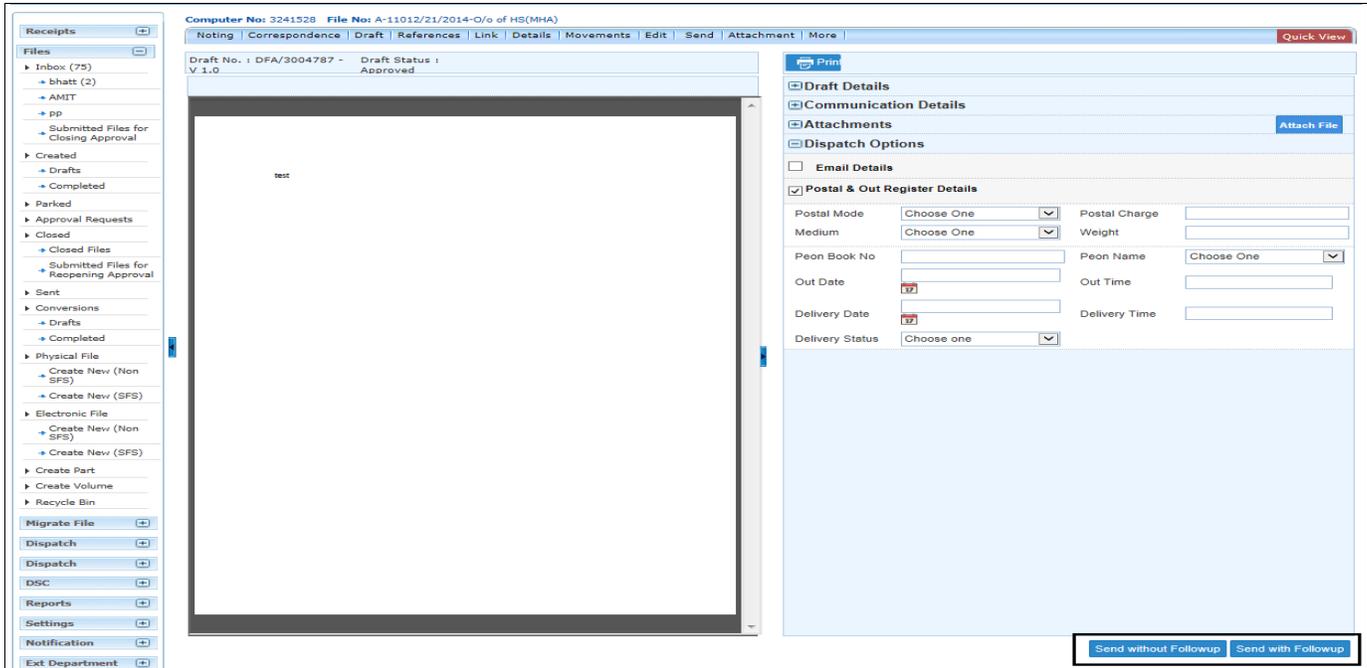


Fig.3

Note: In case no reminder setting is required, click the Send Without Follow Up button to send the dispatch without reminder

3.1(a) After clicking the send with Followup button, As a result, the **Follow Up Setting** dialog appears.

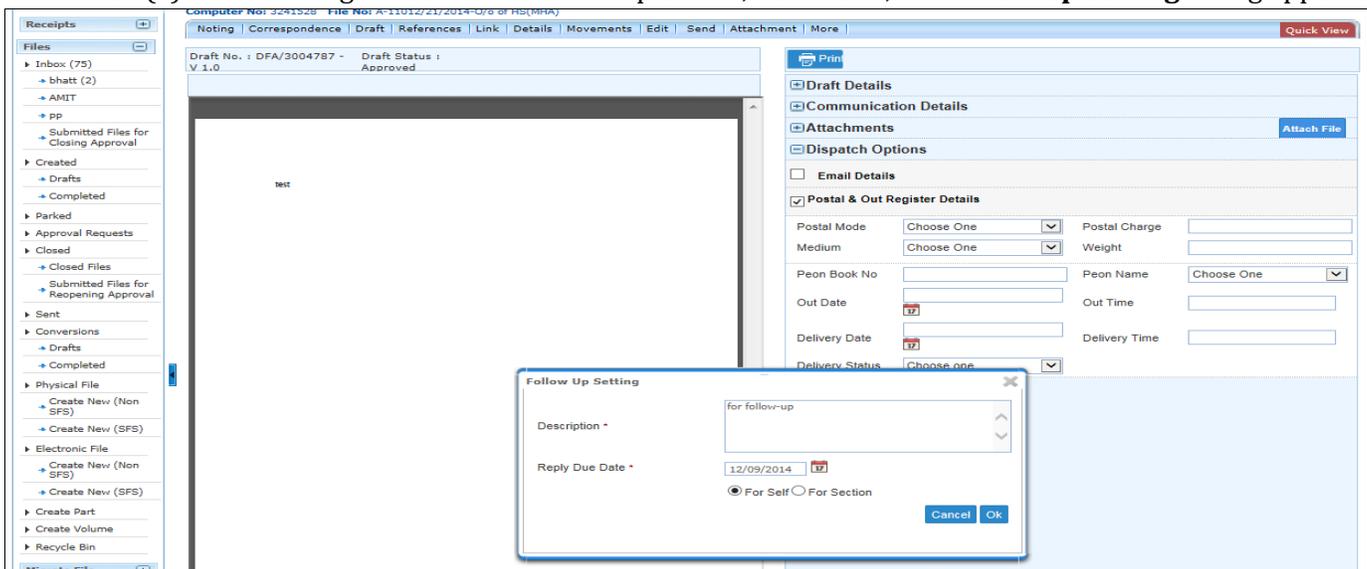


Fig.4

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→Dispatch Followups** section in the left navigation.

Issue No	Reply due date	Description	Ministry	Department	Address	Type	Issued By	Issued On	Action
I/3003666/2014	29/08/2014	gfdgfdg,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003654/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003660/2014	28/08/2014	sadsdas,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003656/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003652/2014	28/08/2014	fdsfdsf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003659/2014	28/08/2014	sdfsd,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3004069/2014	12/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004061/2014	12/09/2014	dsadsa,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004037/2014	12/09/2014	C. Gopinathan,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
I/3004059/2014	12/09/2014	Gopal Gaur Testing File....-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004042/2014	12/09/2014	fdsfdsfd,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004059/2014(1)	12/09/2014	Gopal Gaur Testing File....-		CABINET SECRETARIAT		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	sdgfdgs,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004060/2014	12/09/2014	Gopal Gaur Testing File...Reminder,-				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

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.

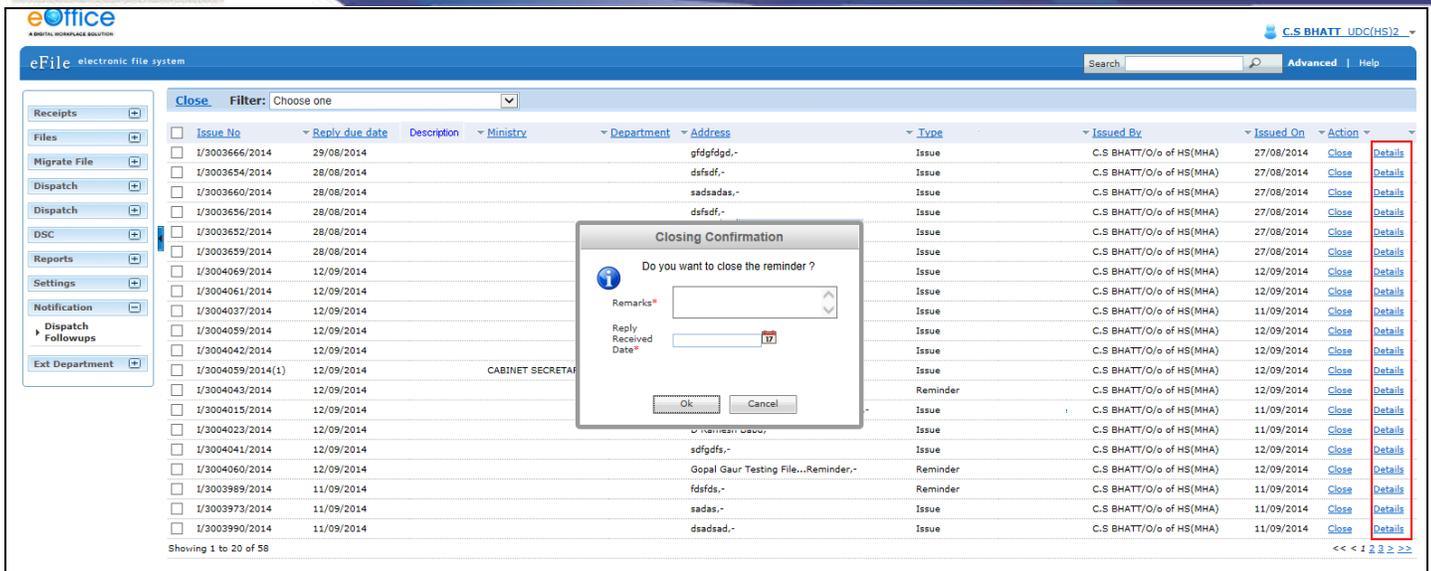
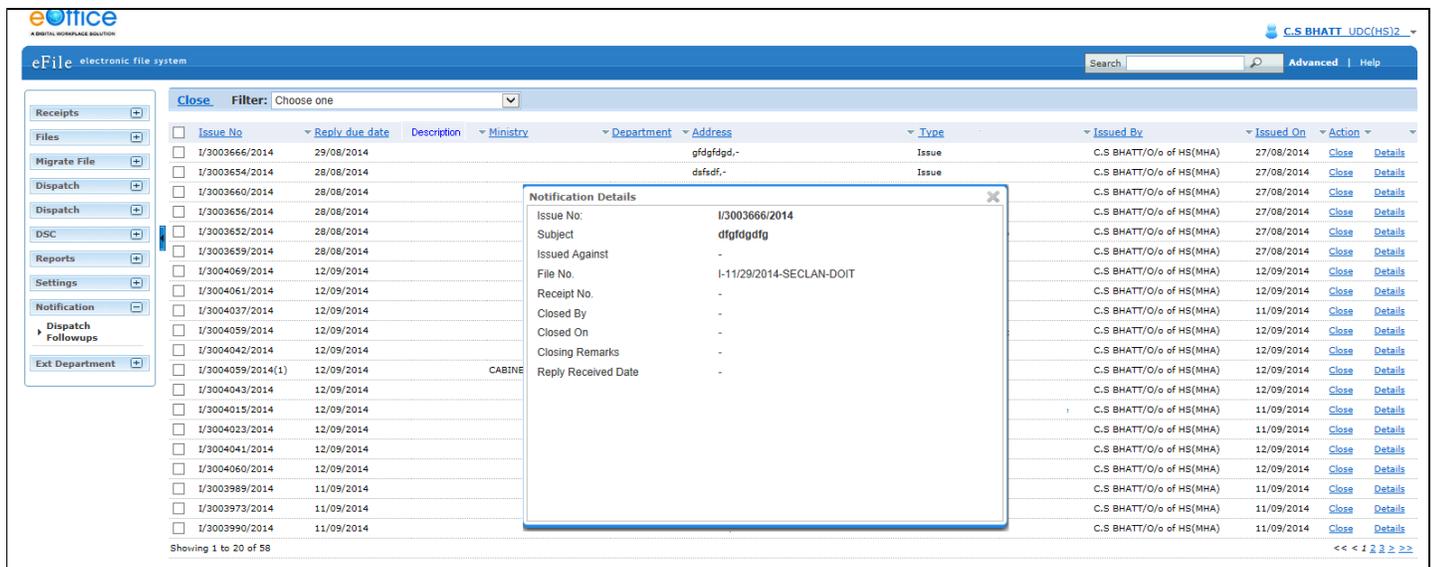


Fig.6

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:



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.

Issue No	Department	Address	Draft Type	Subject	Issued By	Issued On	Action
<input type="checkbox"/> I/3003666/201	gfdgfdg,-		Issue	dfgfdgdfg	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003654/201	dsfsdf,-		Issue	fdfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003659/201	sdfsd,-		Issue	test	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003656/201	dsfsdf,-		Issue	fdfsfdsf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003652/2014	fdfsdf,-		Issue	dfsfdf	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003660/2014	sadsadas,-		Issue	dasdsadas	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003989/2014	fdfsdf,-		Reminder	fdfsdf	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003973/2014	sadas,-		Issue	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003990/2014	dsadsad,-		Issue	dsadsad	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003974/2014	sadas,-		Reminder	dsadasdsa	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details

Fig.7

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)

Draft No. : DFA/3004787 - V 1.0 Draft Status : Approved

test

Postal Mode: Choose One, Postal Charge: [], Medium: Choose One, Weight: [], Peon Book No: [], Peon Name: Choose One, Out Date: [17], Out Time: [], Delivery Date: [17], Delivery Time: [], Delivery Status: Choose one

Send without Followup Send with Followup

Fig.8

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.

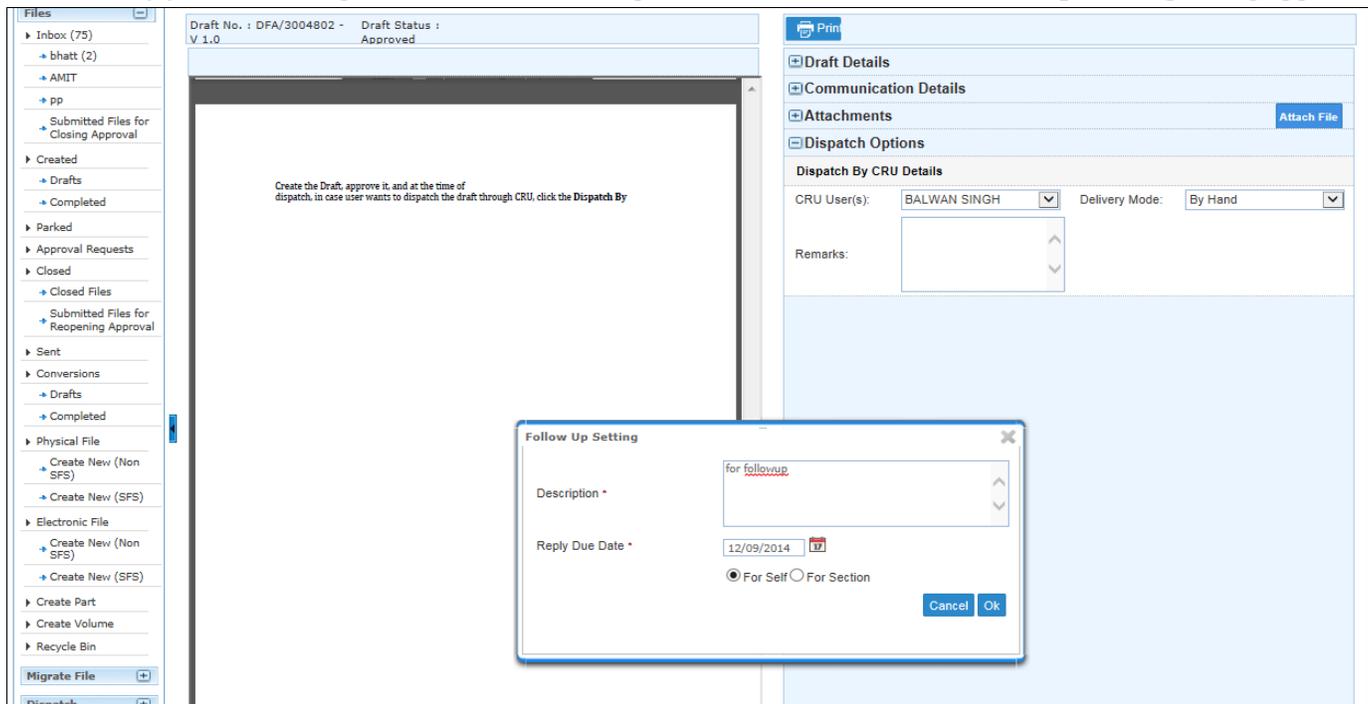


Fig.9

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→Dispatch Followups** section in the left navigation.

Issue No	Reply due date	Description	Ministry	Department	Address	Type	Issued By	Issued On	Action
I/3003666/2014	29/08/2014	gfdgfdg,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003654/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003660/2014	28/08/2014	sadsadas,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003656/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003652/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003659/2014	28/08/2014	sdfsd,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3004069/2014	12/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004061/2014	12/09/2014	dsadsa,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004037/2014	12/09/2014	C. Gopinathan,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
I/3004059/2014	12/09/2014	Gopal Gaur Testing File....-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004042/2014	12/09/2014	fdfsdfsd,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004059/2014(1)	12/09/2014	Gopal Gaur Testing File....-	CABINET SECRETARIAT			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	Josh 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	sdgfdgs,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004060/2014	12/09/2014	Gopal Gaur Testing File...Reminder,-				Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3003989/2014	11/09/2014	fdfsdfs,-				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

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.

Issue No	Reply due date	Description	Ministry	Department	Address	Type	Issued By	Issued On	Action
I/3003666/2014	29/08/2014	gfdgfdg,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003654/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003660/2014	28/08/2014	sadsadas,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003656/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003652/2014	28/08/2014	dsfsdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3003659/2014	28/08/2014	sdfsd,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
I/3004069/2014	12/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004061/2014	12/09/2014	dsadsa,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004037/2014	12/09/2014	C. Gopinathan,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
I/3004059/2014	12/09/2014	Gopal Gaur Testing File....-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004042/2014	12/09/2014	fdfsdfsd,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004059/2014(1)	12/09/2014	Gopal Gaur Testing File....-	CABINET SECRETARIAT			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	Josh 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	sdgfdgs,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3004060/2014	12/09/2014	Gopal Gaur Testing File...Reminder,-				Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
I/3003989/2014	11/09/2014	fdfsdfs,-				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

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.

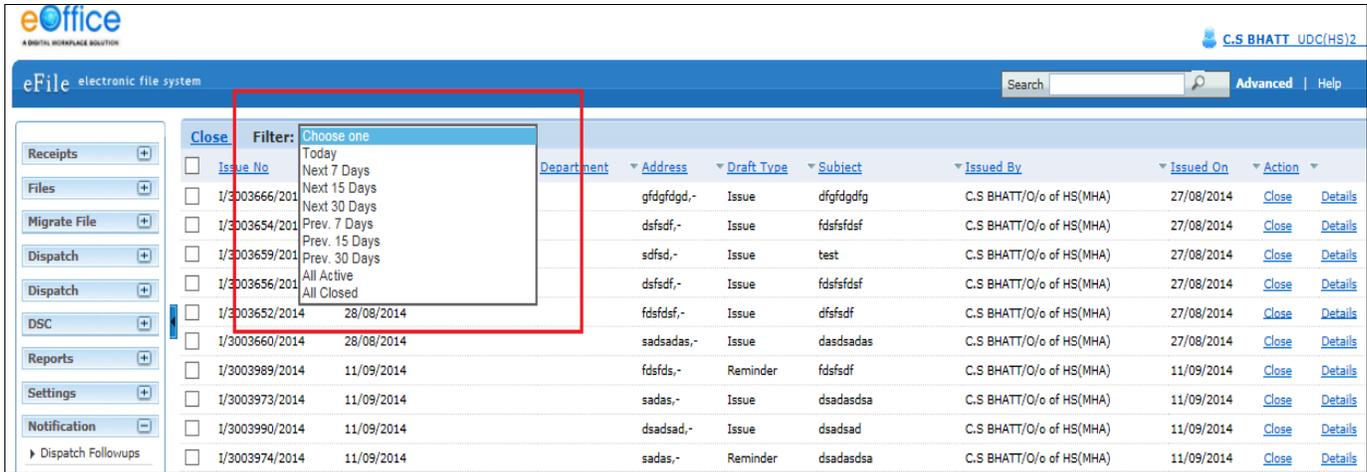


Fig.12

b. Receipt as a Stand alone

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.

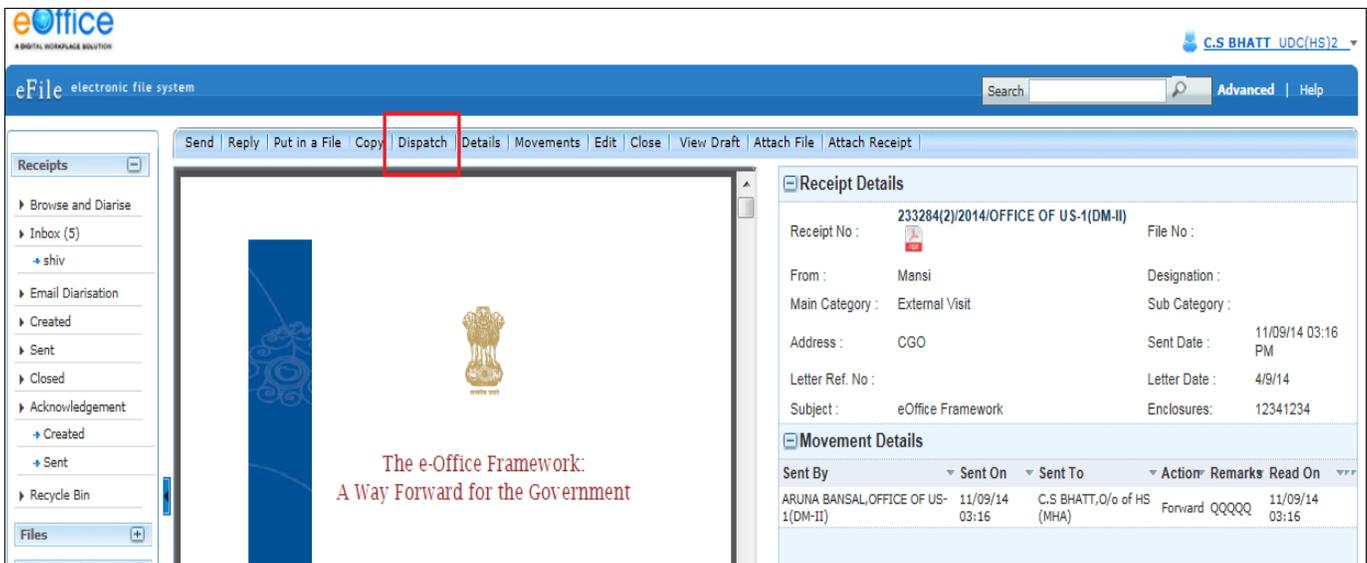


Fig.13

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

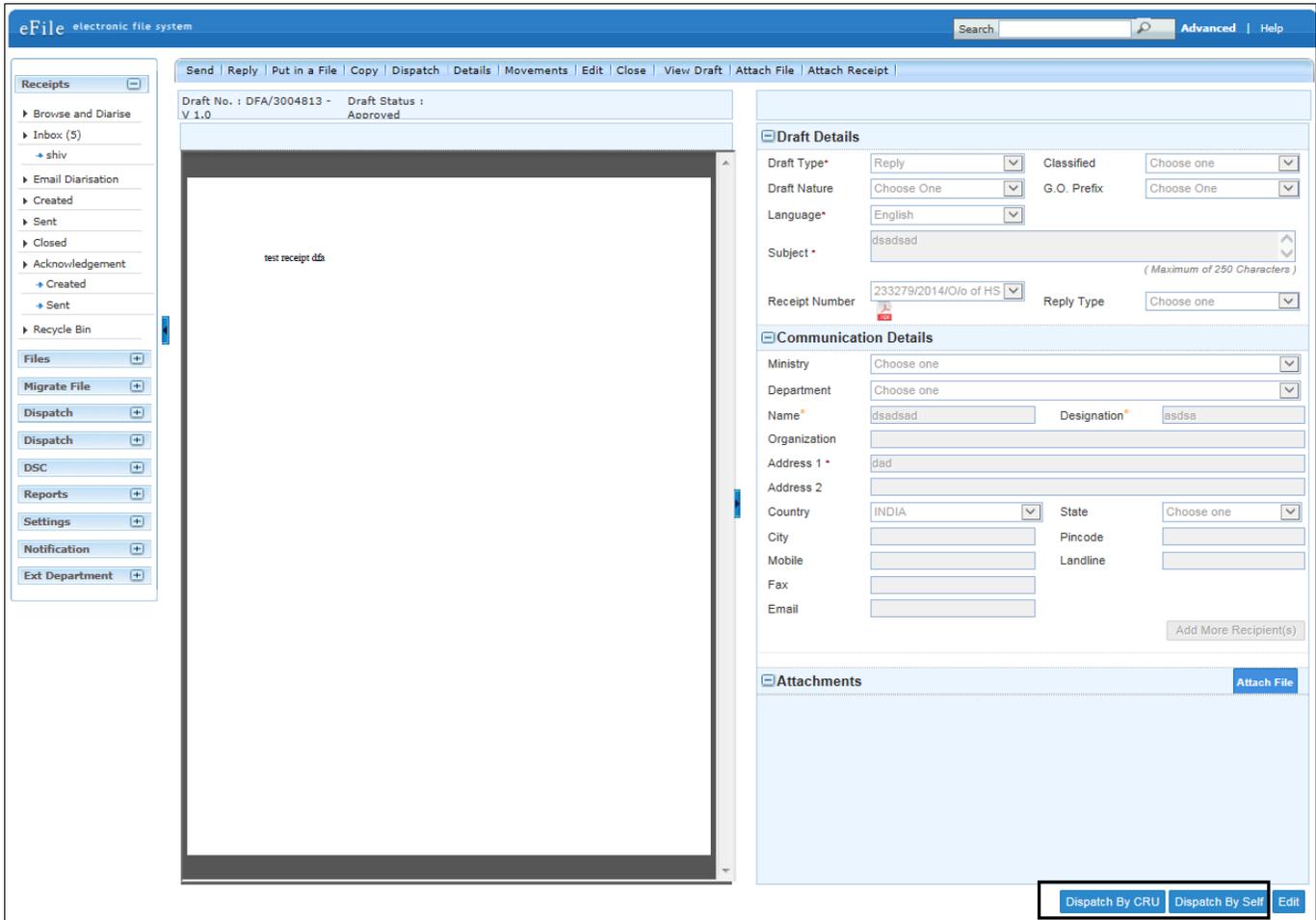


Fig.14

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.

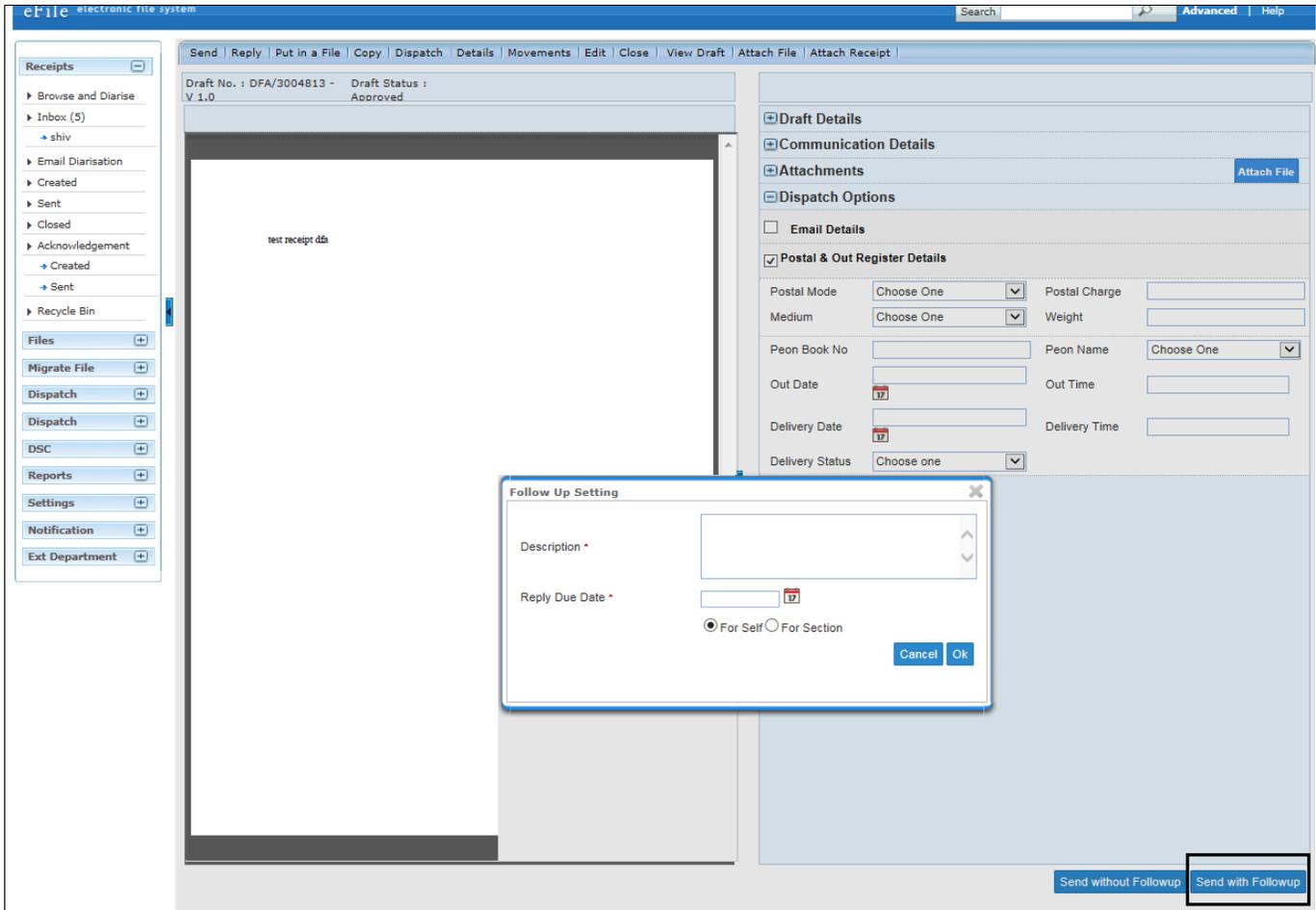


Fig.15

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→Dispatch Followups** section in the left navigation.

Issue No	Reply due date	Description	Ministry	Department	Address	Type	Issued By	Issued On	Action
<input type="checkbox"/> I/3003666/2014	29/08/2014	gfdgfdg,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003654/2014	28/08/2014	dfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003660/2014	28/08/2014	sadsadas,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003656/2014	28/08/2014	dfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003652/2014	28/08/2014	dfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003659/2014	28/08/2014	sfdfs,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3004069/2014	12/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004061/2014	12/09/2014	dsadsa,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004037/2014	12/09/2014	C. Gopinathan,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3004059/2014	12/09/2014	Gopal Gaur Testing File....-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004042/2014	12/09/2014	fdfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004059/2014(1)	12/09/2014	CABINET SECRETARIAT				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004043/2014	12/09/2014	C. Gopinathan,-				Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> 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
<input type="checkbox"/> I/3004023/2014	12/09/2014	D Ramesh Babu,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3004041/2014	12/09/2014	sfdfgfs,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004060/2014	12/09/2014	Gopal Gaur Testing File...Reminder,-				Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3003989/2014	11/09/2014	fdfsfds,-				Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003973/2014	11/09/2014	sadas,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003990/2014	11/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details

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.

Issue No	Reply due date	Description	Ministry	Department	Address	Type	Issued By	Issued On	Action
<input type="checkbox"/> I/3003666/2014	29/08/2014	gfdgfdg,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003654/2014	28/08/2014	dfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003660/2014	28/08/2014	sadsadas,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003656/2014	28/08/2014	dfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003652/2014	28/08/2014	dfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3003659/2014	28/08/2014	sfdfs,-				Issue	C.S BHATT/O/o of HS(MHA)	27/08/2014	Close Details
<input type="checkbox"/> I/3004069/2014	12/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004061/2014	12/09/2014	dsadsa,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004037/2014	12/09/2014	C. Gopinathan,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3004059/2014	12/09/2014	Gopal Gaur Testing File....-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004042/2014	12/09/2014	fdfsfdf,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004059/2014(1)	12/09/2014	CABINET SECRETARIAT				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004043/2014	12/09/2014	C. Gopinathan,-				Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> 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
<input type="checkbox"/> I/3004023/2014	12/09/2014	D Ramesh Babu,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3004041/2014	12/09/2014	sfdfgfs,-				Issue	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3004060/2014	12/09/2014	Gopal Gaur Testing File...Reminder,-				Reminder	C.S BHATT/O/o of HS(MHA)	12/09/2014	Close Details
<input type="checkbox"/> I/3003989/2014	11/09/2014	fdfsfds,-				Reminder	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003973/2014	11/09/2014	sadas,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details
<input type="checkbox"/> I/3003990/2014	11/09/2014	dsadsad,-				Issue	C.S BHATT/O/o of HS(MHA)	11/09/2014	Close Details

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.

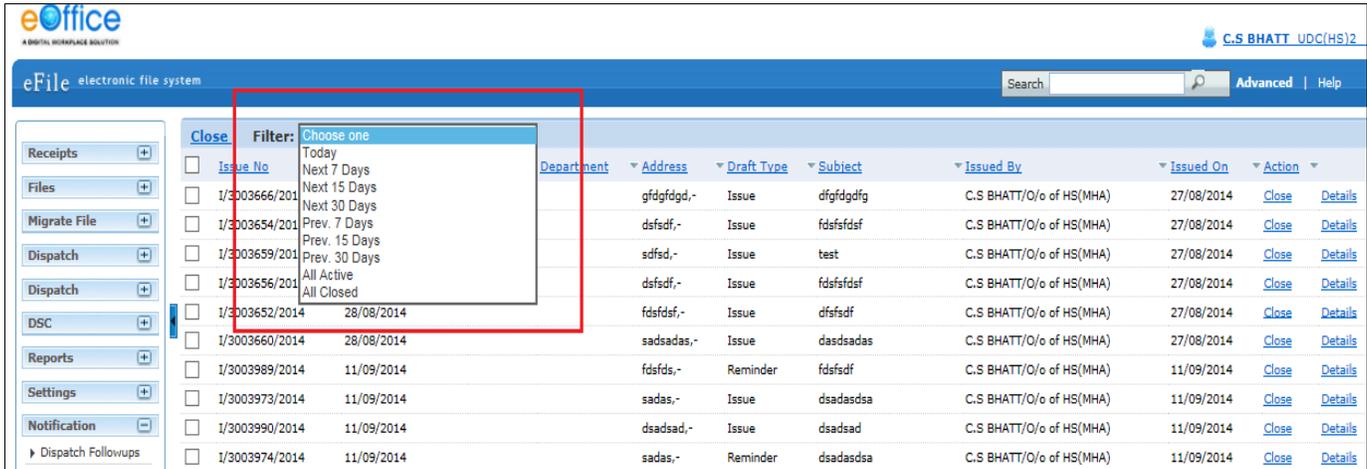


Fig.18

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**.

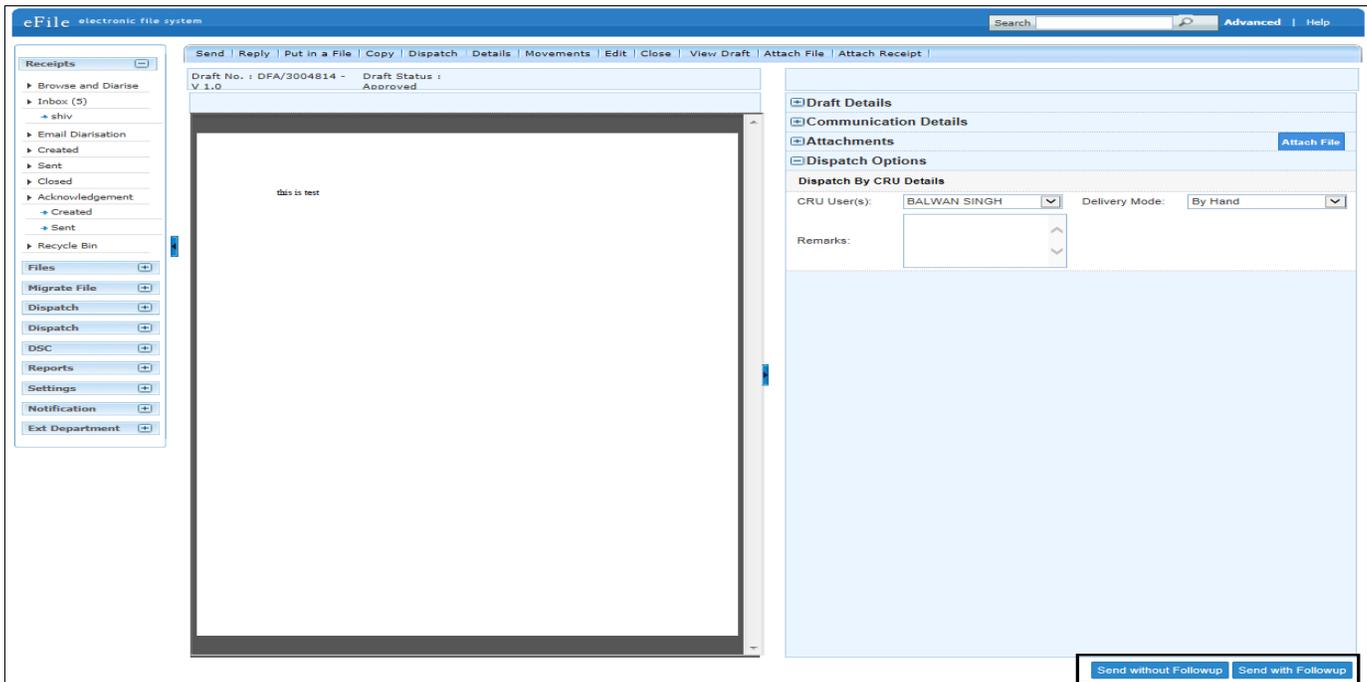


Fig.19

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.

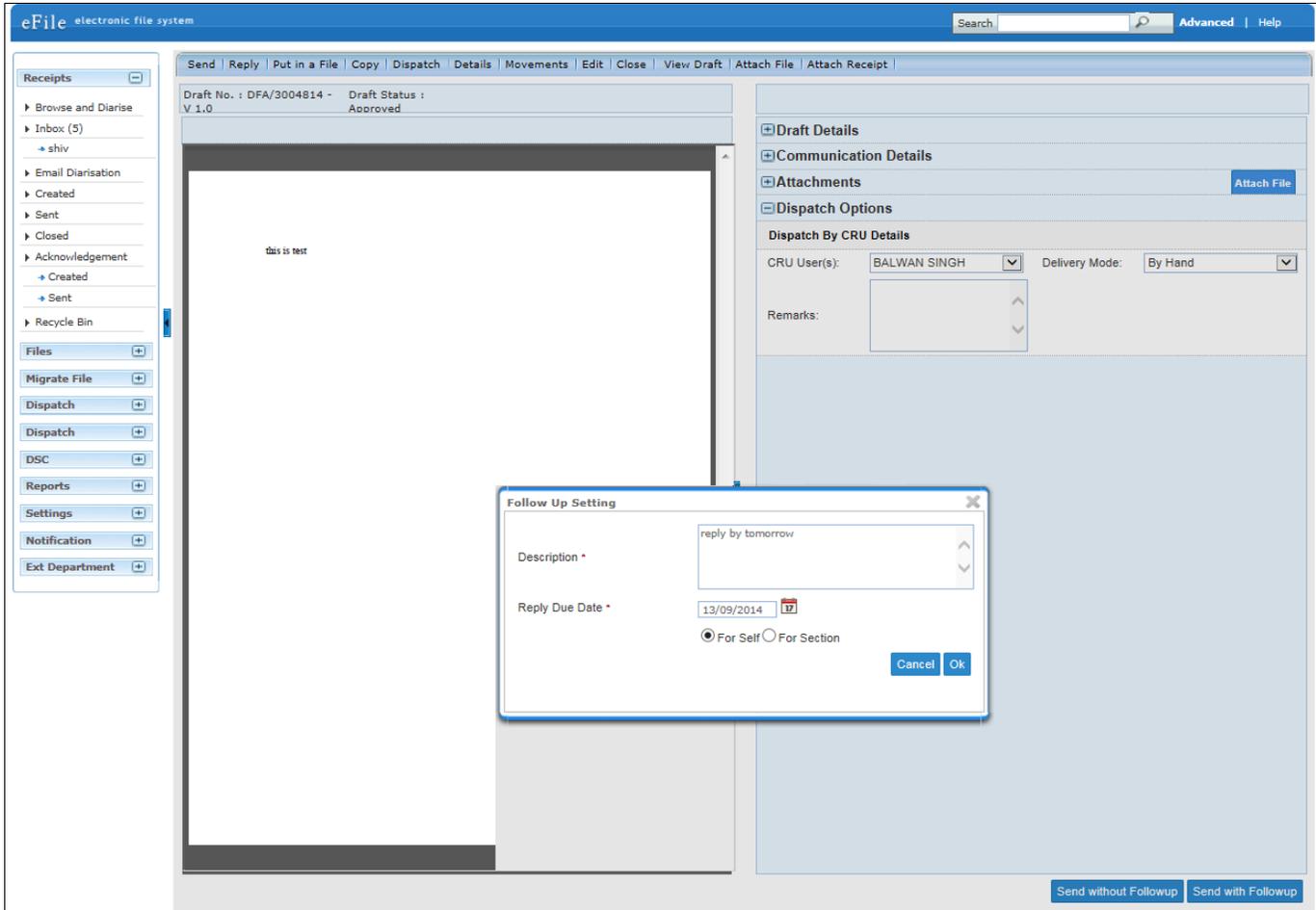


Fig.20

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→Dispatch Followups** section in the left navigation.

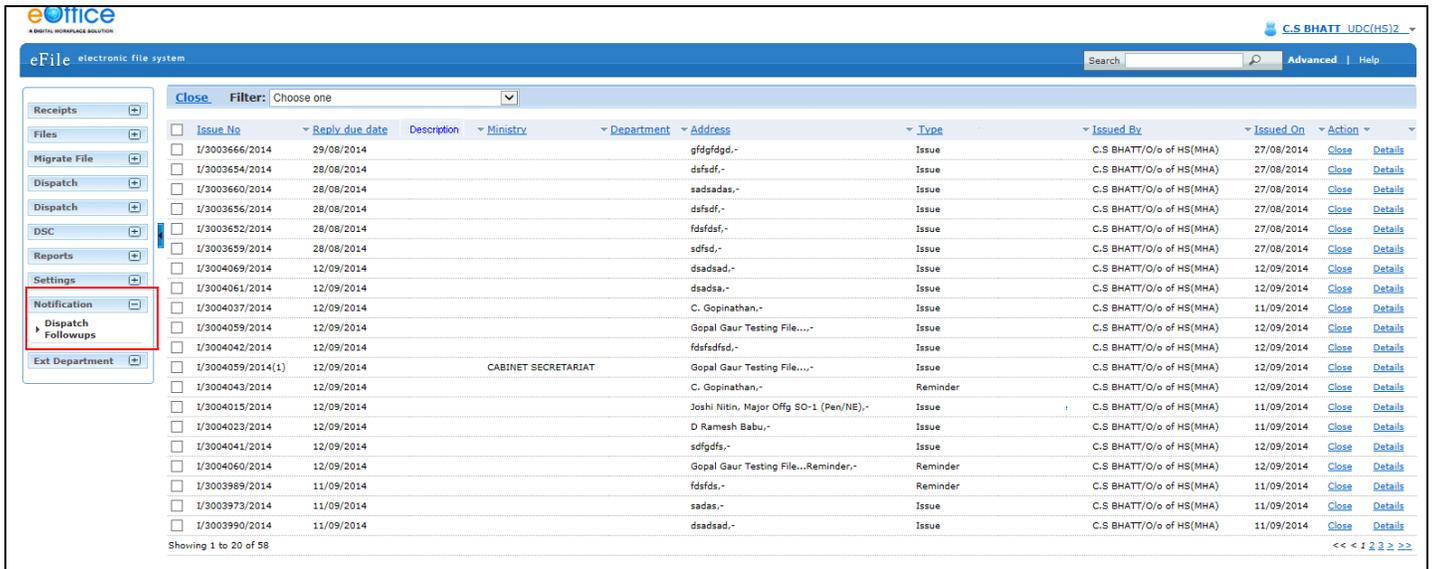


Fig.21

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.

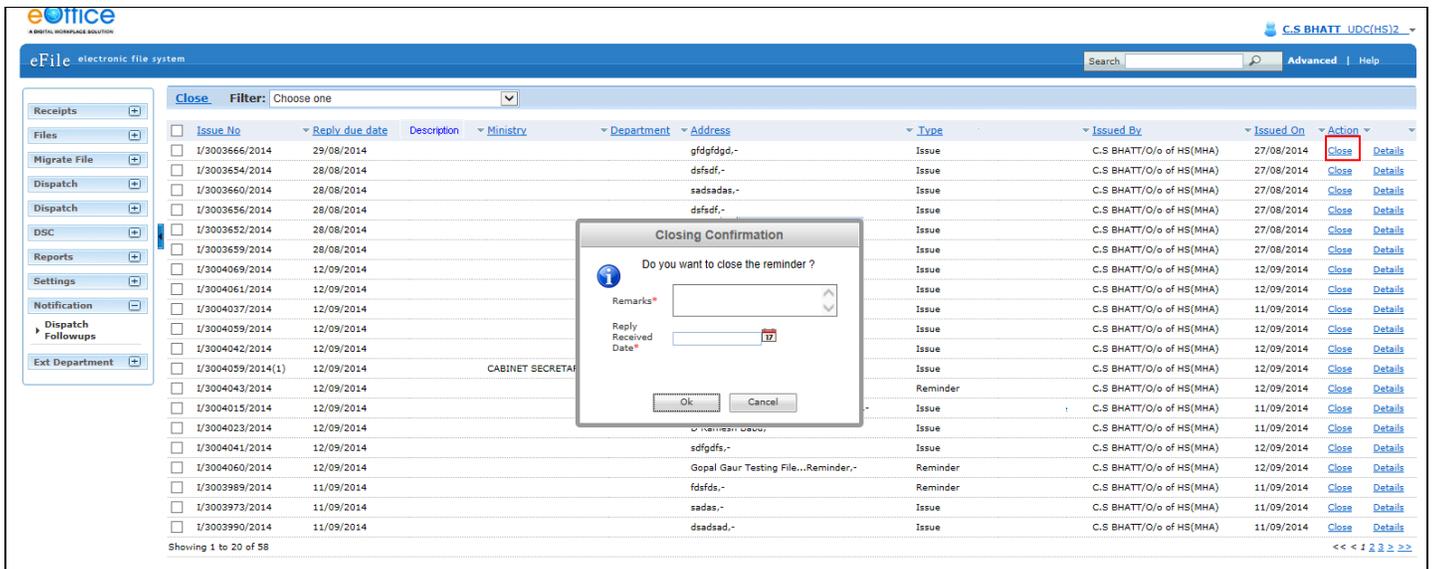


Fig.22

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.

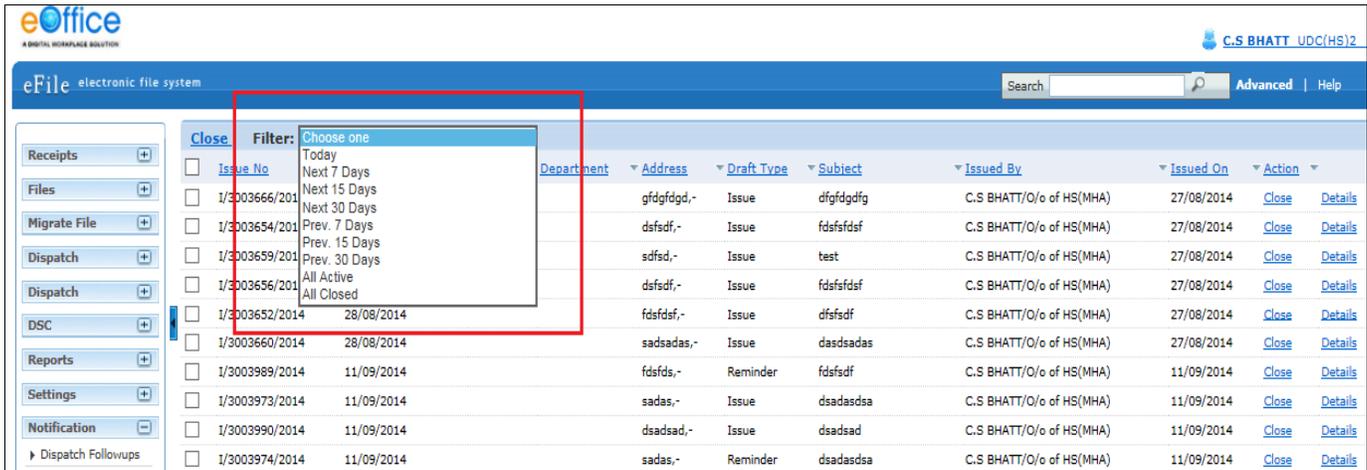


Fig.23

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.

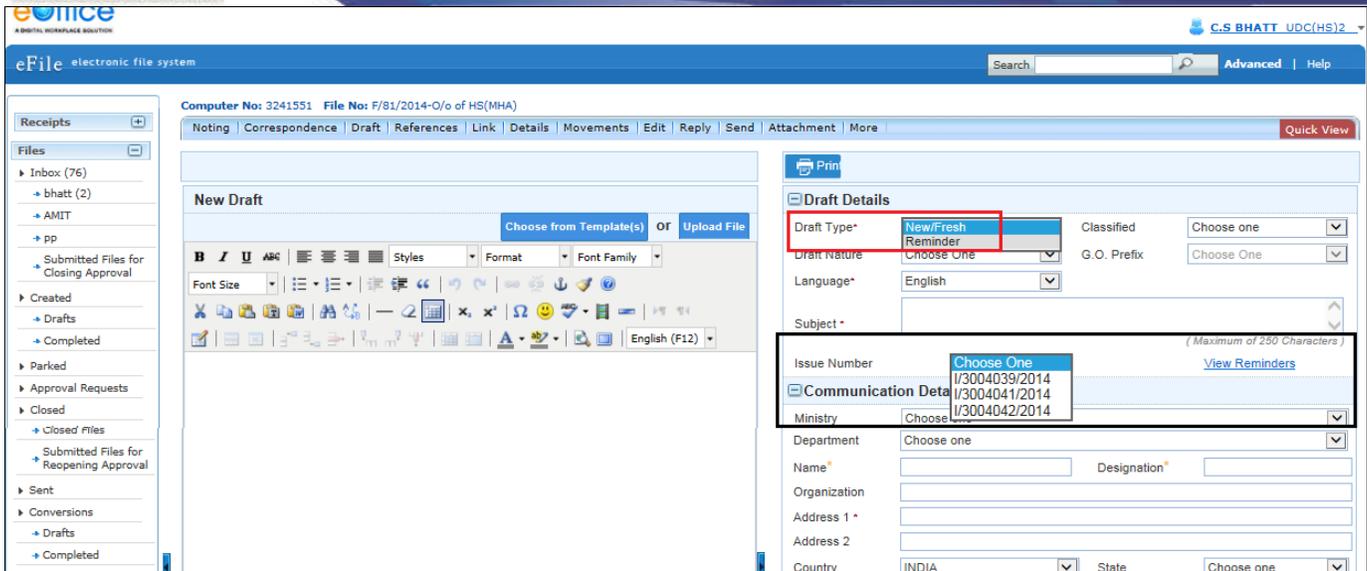


Fig.24

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.

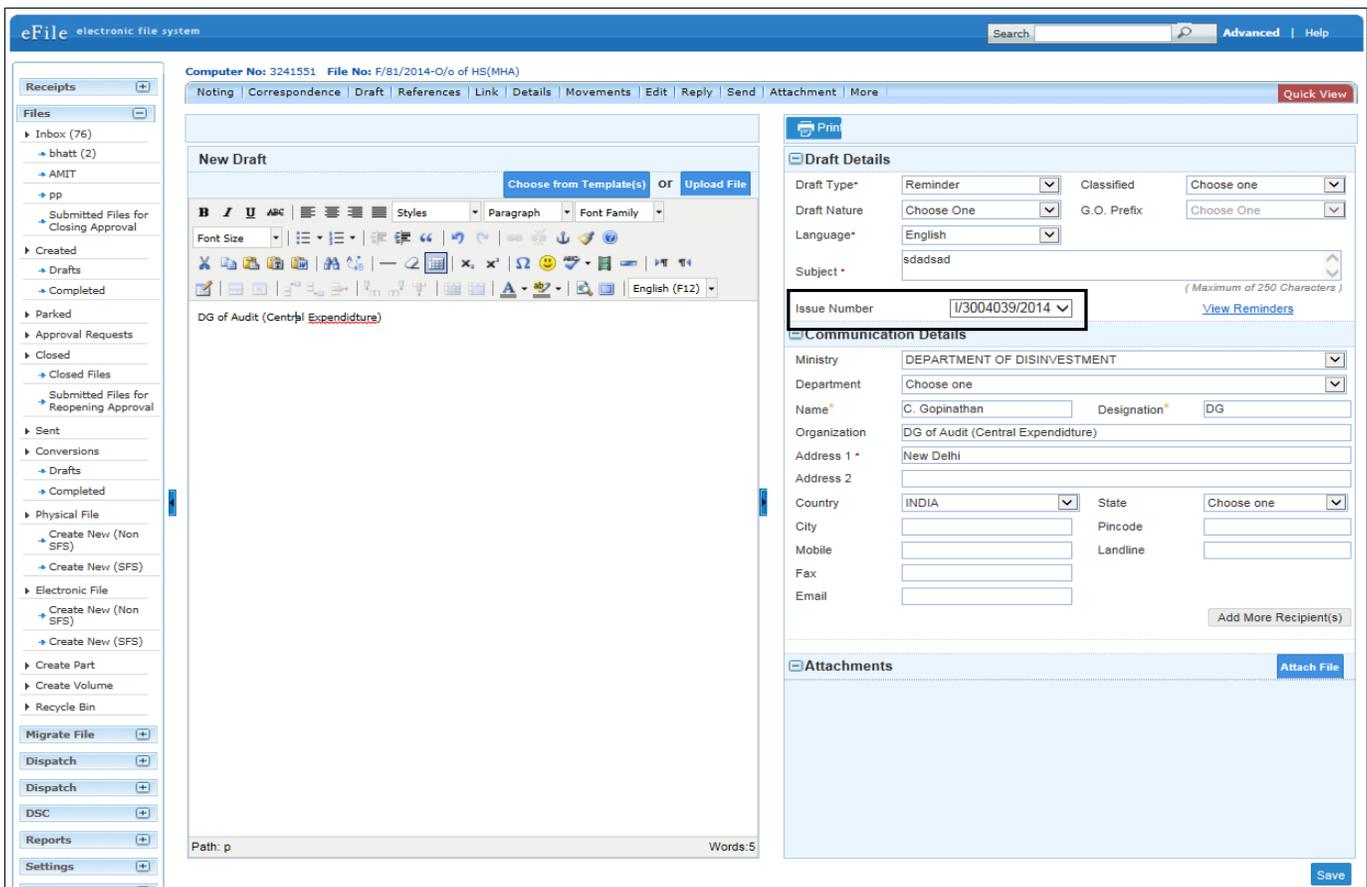


Fig.25

- 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.

- User can also set the reminder for a Dispatched Issue form the TOC list menu in the file.

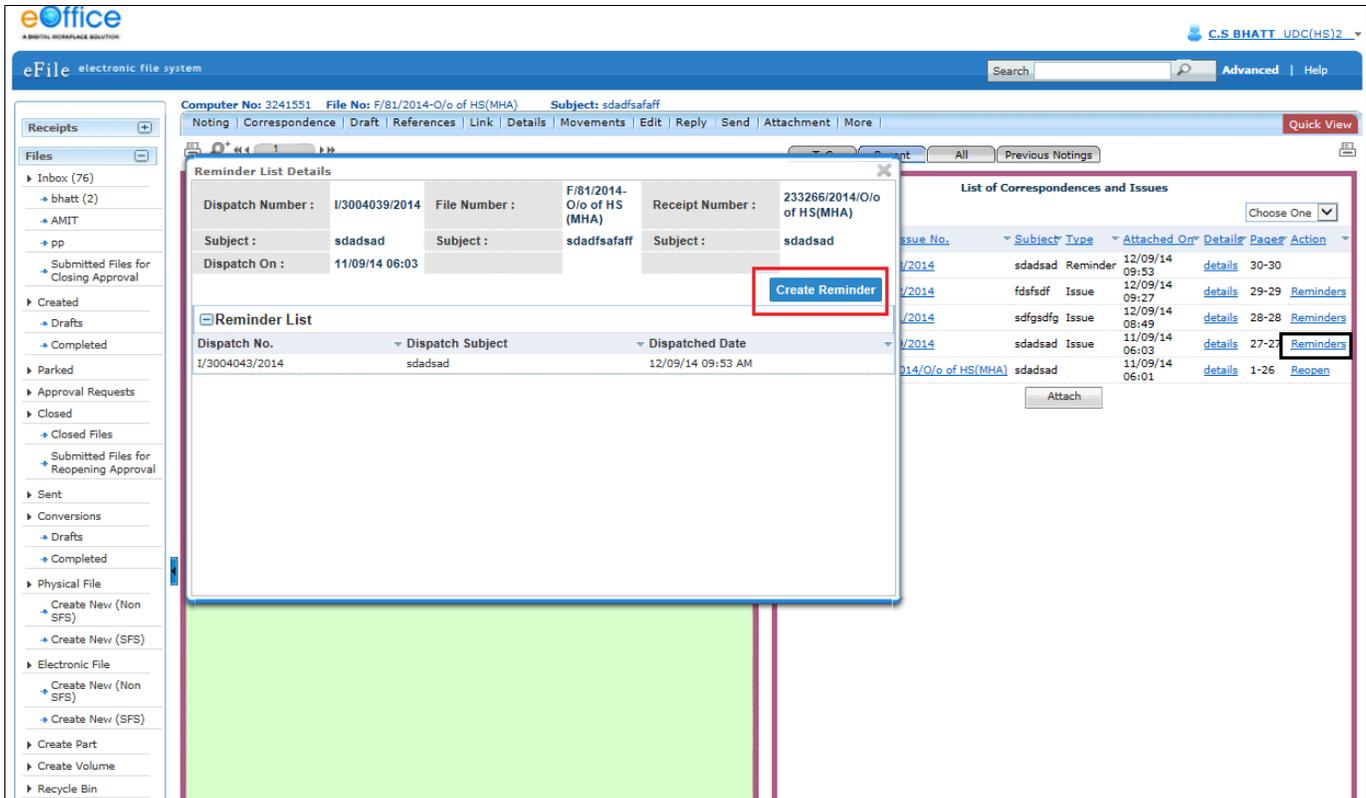


Fig.26

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.

- After clicking on Create Reminder tab, user can follow the above mentioned step 3 and step 4.
- 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.

Date Range : 01/07/2010 To 12/09/2014

Print Envelope **Create Reminder** View Reminders

<input type="checkbox"/>	Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Issued Against	Status	Sanction Code
<input type="checkbox"/>	E 1/3004043/2014	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	
<input type="checkbox"/>	E 1/3004042/2014	Issue fdfsdfsd, fdfsfd	12/09/14 09:27	UDC(HS)1 (Self)	F/81/2014-O/o of HS (MHA)			Issued & Dispatched	
<input checked="" type="checkbox"/>	E 1/3004041/2014	Issue sdfgdfs, dfgdfgdfg	12/09/14 08:49	UDC-2(CSR-III B) (CRU)	F/81/2014-O/o of HS (MHA)			Issued & Sent	
<input type="checkbox"/>	E 1/3004039/2014	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	
<input type="checkbox"/>	E 1/3004037/2014	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	
<input type="checkbox"/>	E 1/3004023/2014	Issue D Ramesh Babu, New Delhi	11/09/14 04:40	UDC(HS)1 (Self)	A-11012/21/2014-O/o of HS(MHA)			Issued & Dispatched	
<input type="checkbox"/>	E 1/3004016/2014	Issue wqdf, wqd	11/09/14 03:44	UDC(HS)1 (Self)	Number not generated			Issued & Dispatched	
<input type="checkbox"/>	E 1/3004015/2014	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	
<input type="checkbox"/>	E 1/3004014/2014	Issue ddsad, dasda	11/09/14 03:36	UDC(HS)1 (Self)	G/42/2014-O/o of HS (MHA)			Issued & Dispatched	
<input type="checkbox"/>	E 1/3004010/2014	Reminder fdfsdf, fdfsfd	11/09/14 02:36	UDC(HS)1 (Self)	G/42/2014-O/o of HS (MHA)		I/3004007/2014	Issued & Dispatched	
<input type="checkbox"/>	E 1/3004007/2014	Issue fdfsdf, fdfsfd	11/09/14 02:01	UDC(HS)1 (Self)	G/42/2014-O/o of HS (MHA)			Issued & Dispatched	
<input type="checkbox"/>	E 1/3004006/2014	Issue dsadsad, dsad	11/09/14	UDC(HS)1	G/42/2014-O/o of HS			Issued &	

Fig.27

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 Search
- Advanced Search

Module level Search

User can use the Search box in the header of the application adjacent to **Advanced** link.

The screenshot shows the eFile application interface. At the top right, the user is identified as 'C.S BHATT_UDC(HS)2'. The search bar contains the text 'I/3004044/2014'. Below the search bar, there is a table of notifications with columns for Computer No, Number, Subject, Sender, Sent on, Due On, Read On, and Quick Action. The table contains several rows of notification data.

Computer No	Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E 3241551	F/81/2014-O/o of HS(MHA)	sadfsafaff	C.S BHATT,O/o of HS(MHA)	11/09/14 06:01	-	11/09/14 06:02	[Icons]
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	[Icons]
E 3241509	A-11011/110/2014-O/oofHS(MHA)	Shiv 11 sept	ABID ALI,OFFICE OF US(K-VI)	11/09/14 05:46	-	-	[Icons]
E 3241528	A-11012/21/2014-O/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	[Icons]
P 3241541	H/16/2014-UID-DOIT	satru XYZ	RAJESH SIROHAYA,GOR	11/09/14 05:14	-	11/09/14 05:14	[Icons]
E 3241523	D-14013/5/2014-O/o of HS(MHA)	satru la	RAJESH SIROHAYA,GOR	11/09/14 03:10	-	11/09/14 03:15	[Icons]
E 3238957	D/4/2014-O/o US (AVD-TD)	fdstfdsfad	C.S BHATT,O/o of HS(MHA)	11/09/14.01:03	-	11/09/14	[Icons]

Fig.28

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 use 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:

The screenshot shows the 'Advanced Search' module in the eFile application. The search bar at the top contains 'I/3004044/2014'. The 'Advanced' link is highlighted. Below the search bar, there is a 'Generic Search Parameters' section with a 'Search For' dropdown menu set to 'Dispatch'. The 'Creation Year' is set to '2014'. There are two tabs: 'Basic Parameters' and 'Advance Parameters'. The 'Advance Parameters' tab is active, showing various search criteria like 'Reminder of Dispatch No', 'Dispatch No', 'Sent To', 'Subject', 'Dispatch Date', 'Delivery Mode', 'File No.', 'Ministry', 'State', 'Designation', 'Dispatch Through', 'Language', 'Classified', 'Receipt No.', 'Department', 'City', and 'Organisation'. At the bottom, there is an 'Output Fields' section with checkboxes for 'All', 'Dispatch No.', 'File No.', 'Receipt No.', 'Subject', 'Addressee', 'Sent By', 'Section', 'Department', 'Dispatch By', and 'Dispatch On'. A 'Search Dispatch' button is located at the bottom center.

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.

The screenshot displays the 'Transfer' module in the eFile system. On the left, a navigation menu lists various options, with 'Transfer' selected and highlighted. The main interface area is titled 'Transfer' and contains several input fields and dropdown menus for configuring a file transfer. The fields include 'Department From', 'Section From', 'Transfer From', 'Department To', 'Section To', 'Transfer To', 'Transfer' (set to 'File'), 'Year', 'Subject', 'Computer No.', 'Opening Date' (with a date range selector), 'File No.', 'Main Category', and 'Sub Category'. There are also checkboxes for 'Share Sent Items'. At the bottom right, there are 'Search' and 'Transfer' buttons.

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.**

The screenshot shows the 'Transfer' form in the eFile system. The form includes several dropdown menus for 'Department From', 'Section From', 'Department To', 'Section To', 'Main Category', and 'Sub Category'. There are also text input fields for 'Transfer From', 'Transfer To', 'Year', 'Computer No.', 'File No.', 'Subject', and 'Opening Date'. A 'Share Sent Items' checkbox is checked. The 'Search' and 'Transfer' buttons are highlighted with red boxes.

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.

- The local administrator will be able to transfer all Files/receipts to **Active employees having Active post** only.

The screenshot shows the 'Transfer' form with specific data entered. 'Department From' is 'Ministry Of Home Affairs', 'Section From' is 'AFA(Budget)', and 'Transfer From' is 'AFA(Budget)--AFA(Budget)--AFA(Budget)'. 'Department To' is 'Ministry Of Home Affairs', 'Section To' is 'AD-III', and 'Transfer To' is 'BALDEV SINGH RAWAT--UDC4(AD-III)--AD-III'. The 'Transfer' dropdown is open, showing 'Receipt' and 'File' options. The 'Share Sent Items' checkbox is checked. The 'Search' and 'Transfer' buttons are highlighted with red boxes.

Fig.3

- 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.

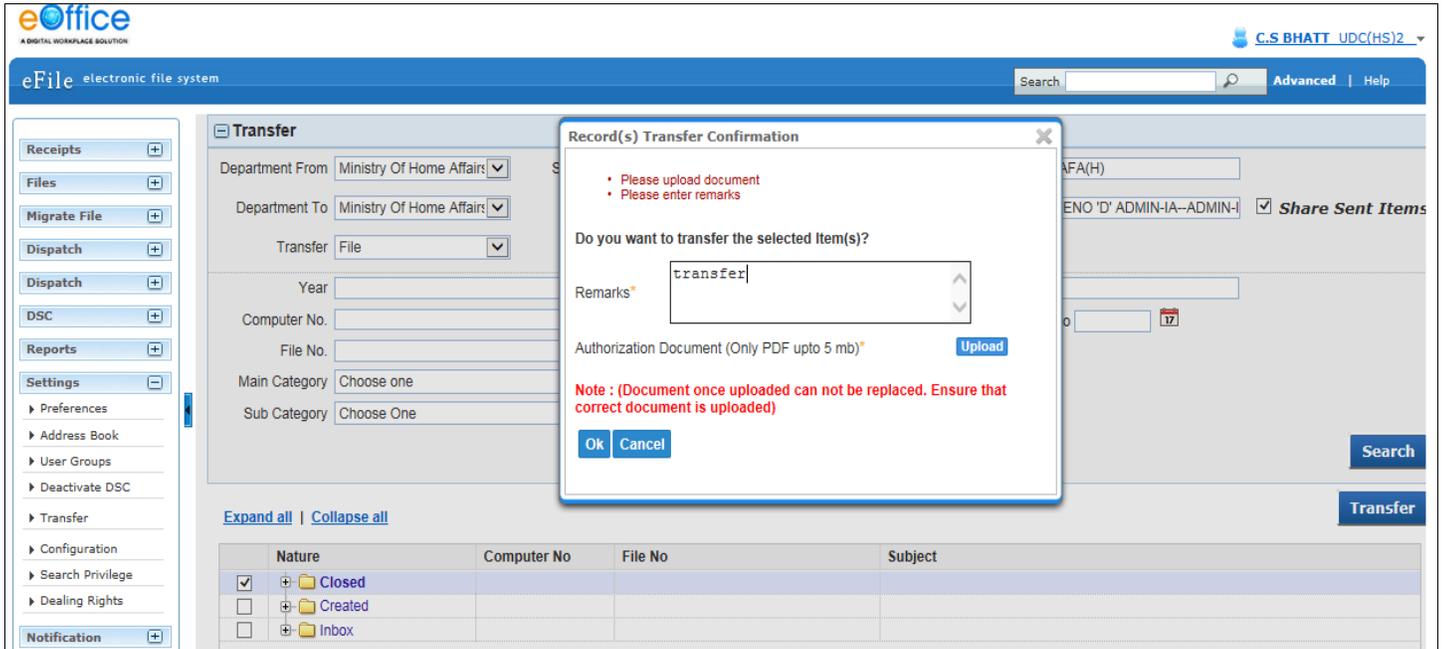


Fig.4

- Files from Inbox, Created, Parked and Closed will move to the recipient's respective folders.
- Dispatch Sent items would also be transferred along with other File/receipt components.

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