

Presentation

on

eOffice

Introduction to eOffice

A Digital Workplace
Solution in Government
offices

Establish a Single Product
for reuse in the
Government

eOffice

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

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

File Management System (eFile)

eFile is a workflow based system that replaces the existing manual handling of files with a more efficient electronic system.

This system involves all stages, including the electronic diarization of inward correspondence, creation of files, movement of correspondences and files, electronic signing of noting & drafts using Digital Signature Certificates (DSC), eSign, and finally, the archival of records.

Receipts	Files
<ul style="list-style-type: none"> • Diarization – Electronic / Email / Physical • Acknowledgement Generation • Receipt to Receipt and File Attachment • VIP Letter Tracking • Address Book • Signing on remarks • Legends on priority • Advanced Search on metadata • Receipt Status Monitoring System • Closing of Receipts 	<ul style="list-style-type: none"> • File Creation – Electronic and Physical • Notings (Green and Yellow Note) • Correspondence • Draft for Approval (DFA) • Referencing • Digital Signatures on Noting and DFA • File to File and Receipt Attachment • Linking of File • Closing of File • Advanced Search on metadata
Dispatch	Reports
<ul style="list-style-type: none"> • Templates Selection • Digital Signatures • Advanced Search on metadata • Reminders and Follow-ups • Dispatch sent through email and post 	<ul style="list-style-type: none"> • MIS Reports <ul style="list-style-type: none"> ➤ File/Diary Register Report ➤ File/Diary Movement Report ➤ File/Diary Pendency Reports many more

eFile Process

First receiver scans inward receipt/letter & stores in local client

Browse & Upload

Enter Meta Data (Diarization)

System creates sequential Diary No. for eReceipt

Send eReceipt to concerned user/Put in eFile

Create a new eFile

Put in existing eFile

Enter Meta Data

System creates an eFile No.

Decisions recorded & Approved Draft/letter dispatched by post/email

eFile moves through the Channel of Submission in the system

Digitally Sign (DSC/eSign) & Send eFile to next user

Open eFile & Start Noting, Create Draft/ Edit Draft/Approve Draft/Issue Draft, Referencing to Notings, Drafts & Correspondence within eFile



eFile – File Inbox

eFile Version 5.5_08

Search

Advanced |

Date Range : 09/06/2015 To 02/08/2018

Receive | Send Back | Send | View | Move To | More |

Hierarchical View My Files

<input type="checkbox"/>	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
<input type="checkbox"/>	E 33325	A-13012/1/2018-MTP SECTION-MTP	Demo in LSS	NATASHA SHARMA,OFFICE OF JS	26/07/18 02:31 PM	-	-	
<input type="checkbox"/>	E 34079	A-32013/1/2018-MTP SECTION-MTP	IIT Promotion of Assistants	KAJAL CHOUDHARY,O/o UNDER SECY	26/07/18 02:31 PM	-	26/07/18 02:31 PM	
<input type="checkbox"/>	E 34513	A-22012/2/2018-MTP SECTION-MTP	Leave record 2018	NATASHA SHARMA,OFFICE OF JS	25/07/18 05:46 PM	-	25/07/18 05:46 PM	
<input type="checkbox"/>	E 24024	A-21015/1/2017-O/o US-MTP	Establishment - service records	NATASHA SHARMA,OFFICE OF JS	25/07/18 03:34 PM	-	25/07/18 03:34 PM	
<input type="checkbox"/>	E 20051	A-15013/1/2017-MTP SECTION-MTP-Part(1)	establishment recruitment matters Class -1	KARTIK MISHRA,MTP Sec	25/07/18 03:08 PM	-	25/07/18 03:16 PM	
<input type="checkbox"/>	E 22902	G-15014/1/2017-O/o US-MTP	finance-Increment	KARTIK MISHRA,MTP Sec	13/06/18 01:25 PM	-	13/06/18 01:47 PM	
<input type="checkbox"/>	E 20213	H-11016/25/2017-MTP SECTION-MTP	Parliament Matters Lok Sabha	TANMAY BHATT,O/o SECY(MTP)	31/08/17 01:32 PM	-	21/03/18 05:12 PM	
<input type="checkbox"/>	E 20384	B-12011/1/2017-O/o Jt.Secy.-MTP	Welfare-General aspects	KAJAL CHOUDHARY,O/o UNDER SECY	21/06/17 11:54 AM	-	21/06/17 11:56 AM	
<input type="checkbox"/>	E 25032	A-12014/40/2017-MTP SECTION-MTP	Recruitment of Non Indians	KARTIK MISHRA,MTP Sec	13/06/17 02:47 PM	-	13/06/17 02:58 PM	
<input type="checkbox"/>	P 23420	G-21013/2/2017-O/o DY.SECY-MTP	Finance - expenditure statements - 2017-18	AKSHAY SHARMA,OFFICE OF DY SECRETARY	09/03/17 03:39 PM	-	-	
<input type="checkbox"/>	P 23388	B-13011/2/2017-O/o Jt.Secy.-MTP	welfare - general aspects	NATASHA SHARMA,OFFICE OF JS	09/03/17 12:27 PM	-	09/03/17 12:36 PM	
<input type="checkbox"/>	P 23028	G-21017/1/2017-O/o DY.SECY-MTP	Miscellaneous Expenditure Statements	AKSHAY SHARMA,OFFICE OF DY SECRETARY	03/03/17 03:46 PM	-	03/03/17 03:57 PM	
<input type="checkbox"/>	E 22876	A-11015/2/2017-O/o Jt.Secy.-MTP	Idc recruitment	ADITYA JOSHI,OFFICE OF ADDL SECRETARY	01/03/17 04:50 PM	-	01/03/17 04:50 PM	
<input type="checkbox"/>	E 18408	H-11016/22/2016-O/o US-MTP	Lok Sabha Questions	AKSHAY SHARMA,OFFICE OF DY SECRETARY	06/12/16 12:18 PM	-	06/12/16 12:24 PM	
<input type="checkbox"/>	E 15254	A-13012/3/2016-O/o AS(ADMIN-DAR&PG)	sdfsdf	AKSHAY SHARMA,OFFICE OF DY SECRETARY	03/11/16 03:33 PM	-	03/11/16 03:39 PM	

LEGEND

- Priority: ■ Out Today, ■ Most Immediate, ■ Immediate
- Action Initiated
- Other Department
- Files with Draft
- Draft Note
- Yellow Note
- External Files

Subject Category: ACR, Right To Information, Court Cases, Parliament Matters

- Receipts +
- Files -
- Inbox (2)
- RTI
- Submitted Files for Closing Approval
- Created
- Drafts
- Completed
- Parked
- Approval Requests
- Bulk Closing
- Closed
- By Me
- By Others (Hierarchy)
- By Others (All)
- Submitted Files for Reopening Approval
- RMS Inbox
- Sent
- Conversions
- Drafts
- Completed
- Physical File
- Create New (Non SFS)
- Create New (SFS)
- Electronic File
- Create New (Non SFS)
- Create New (SFS)

eFile – Electronic File Cover Page

- Receipts
- Files
 - Inbox (2)
 - RTI
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Bulk Closing
 - Closed
 - By Me
 - By Others (Hierarchy)
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 - RMS Inbox
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 - Drafts
 - Completed
 - Physical File
 - Create New (Non SFS)
 - Create New (SFS)
 - Electronic File
 - Create New (Non SFS)
 - Create New (SFS)

Electronic File

Govt. of India
NIC
MTP
MTP SECTION

File No.* A - 32 12 Ch 2017 MTP S

Subject

Description* Parliament Matter

Category Main Parliament Matters

Sub Choose one

Other Details

Language English

Remarks

Previous Reference

Later Reference

[Continue Working >](#)

eFile – Inner Look

eFile Version 5.5_08

Search Advanced   

Computer No: 20213 File No: H-11016/25/2017-MTP SECTION-MTP Subject: Parliament Matters Lok Sabha

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More

Quick View



ToC Recent All Previous Notings



Add Green Note Add Yellow Note 1-3 of 8 Note(s)

Note # 1

Received a request from ISTM, Delhi, for conducting a training session on eOffice and asking for schedule, agenda trainer details.

09/01/2017 3:59 PM

KARTIK MISHRA
(SO)
Digitally Signed

Note # 2

कृपया इनके उपरान्त से सम्बंधित मामले पर उचित करवाई करें।

09/01/2017 4:07 PM

Sign
AKSHARA TRIVEDI
(ASST)

Note # 3

Please refer to [page 2](#) of correspondence
please refer to [previous notesheet](#).
Please refer to [note 2](#).

Please refer from [page 2 to 3](#)

Please refer to [previous note sheet](#)

Please refer to the annexure attached titled as 'eFile Handholding'

Please refer to annexure attached below.

[eFile Handholding.pdf](#)

[Sample Letter.pdf](#)

09/01/2017 4:20 PM

KARTIK MISHRA
(SO)
Digitally Signed

PDFProvider

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MOST IMMEDIATE

भारत सरकार
GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबंधन विभाग
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(कार्यिक और प्रशिक्षण विभाग)
(Dept. of Personnel and Training)
कार्यिक, लोक शिकायत तथा पेंशन विभाग
Ministry of Personnel, Public Grievances and Pensions
प्रशासनिक ब्लॉक, जे.एन.यू. कैंपस (पुराना)
Administrative Block, J.N.U. Campus (Old)
नई दिल्ली-110067/New Delhi-110067

TEL : 011-26165593
FAX : 011-26104183

NO. A.35022/22/2012-ISTM

Dated : 24th December 2012

To

Ms. Suchitra Pyarelal
Head of Division
Eoffice Project Division
NIC, New Delhi.
Fax: 24305808/24384873
(Email ID : suchitra@nic.in)

Sub. 6th Level II Training Programme for PAs with three years Approved Service from 31-12-2012 to 11-01-2013 – Reg.

Madam,

First of all let me thank you for continued extension of help to ISTM whenever requested. Once again we seek your help 6th Level II Training Programme for PAs, formulated by Department of Personnel and Training, Government of India, being run from 31-12-2012 to 11-01-2013.

2. As part of the training curriculum, the participants of these Training Programmes are trained on NIC packages you are, therefore, requested to kindly depute One of your officers/facilities for demonstration including practice on E-Office in two sessions, from 2.30 AM to 4.45 PM, on 8-01-2013, at ISTM, JNU (Old) Campus, New Delhi.

3. A line in confirmation may please be sent to undersigned at E-mail ID:

eFile – File Send Page

eFile Version 5.5_08

Search

Advanced



Computer No: 20213 File No: H-11016/25/2017-MTP SECTION-MTP Subject: Parliament Matters Lok Sabha



Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More

Quick View

All Reporting Officer Sub-ordinates Recent 5 Send Back In Channel Preferred List

Note: Name of the creator is highlighted in yellow colour.

To

KARTIK MISHRA--SO(KM)-MTP--MTP SECTION

Notify : Email SMS

Set Due Date

17

Action

Forward

Priority

Immediate

Total 1000 | 1000 characters left.

Remarks

File Number

Subject

Note(Chars)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H-11016/25/2017-MTP SECTION-MT...	Parliament Matters L...	0
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Note : Bulk signing maximum allowed characters- 1000000

Total(Formatting included) :0

Intimate To

S. No.	Employee Name	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
1	AKSHARA TRIVEDI(MTP SECTION)	<input type="checkbox"/>	<input type="checkbox"/>
2	KARTIK MISHRA(MTP SECTION)	<input type="checkbox"/>	<input type="checkbox"/>
3	TANMAY BHATT(OFFICE OF SECRETARY)	<input type="checkbox"/>	<input type="checkbox"/>

Send

DSC Sign and Send

eSign and Send

eFile – Search Page

File Receipt Dispatch

Creation Year

Origin

Nature

Physical Scope

Electronic Scope

Basic Parameters Advance Parameters

Computer No

File No

Subject

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

Search Output Total Record(s) : [1]

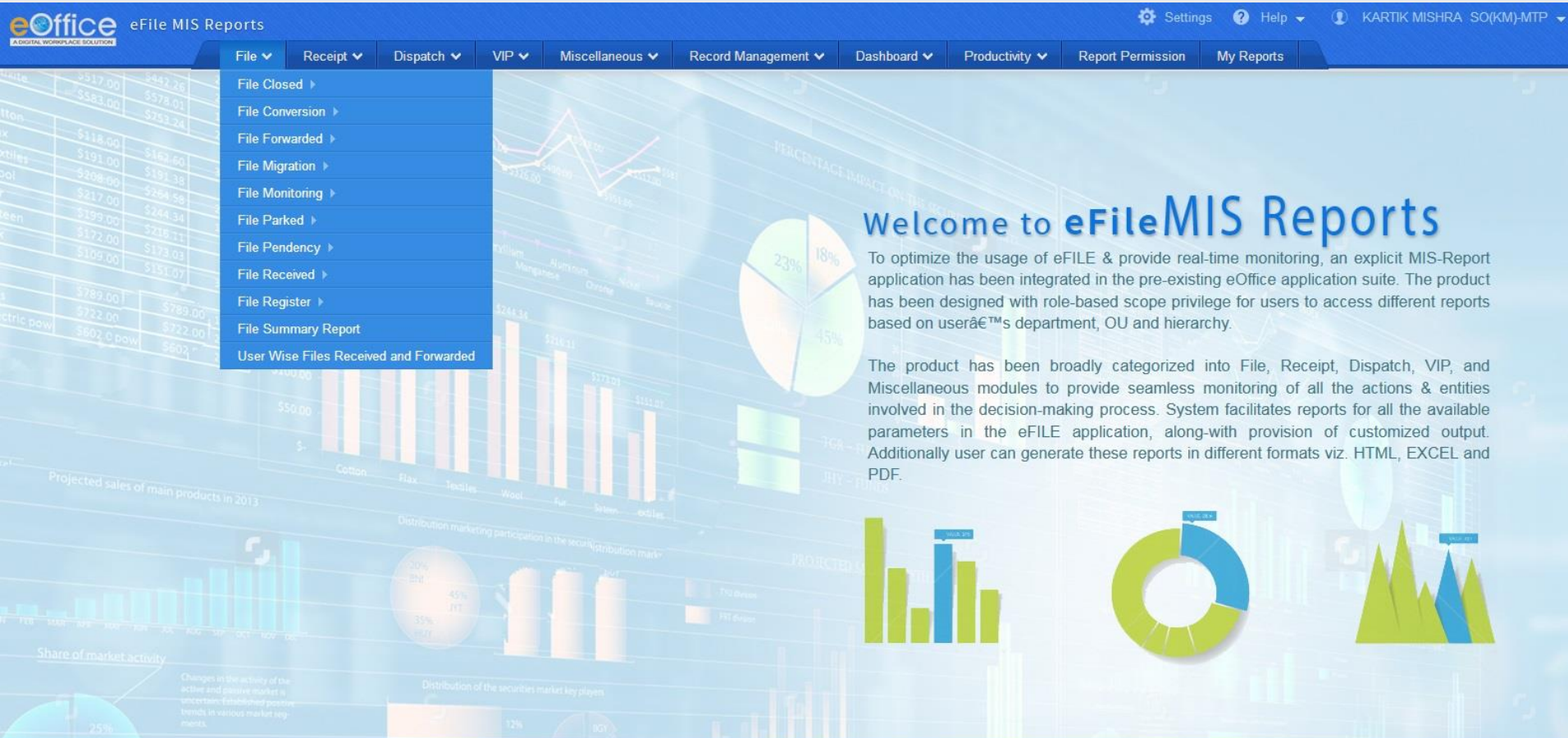
Action: [Pull Up](#) [Receive](#) [Send](#)

<input type="checkbox"/>	Actions	<input type="text" value="Computer No"/>	<input type="text" value="File No"/>	<input type="text" value="Subject"/>	<input type="text" value="Location"/>	<input type="text" value="Currently With"/>	<input type="text" value="Section"/>	<input type="text" value="Forwarding Remarks"/>	<input type="text" value="Pending Day(s)"/>
<input type="checkbox"/>	Send Details	E 20213	H-11016/25/2017-MTP SECTION-MTP	Parliament Matters Lok Sabha	File/Inbox	NATASHA SHARMA,JS(NS)-MTP	OFFICE OF JOINT SECRETARY		336

MIS-Reports

Management Information System (MIS-Reports) is a system that provides real-time monitoring of an organization's productivity & efficiency through various transactional data made available for the organization

MIS-Reports - Dashboard



Welcome to eFile MIS Reports

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

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

MIS-Reports – File Register

FILE REGISTER(SUMMARY)

From Date* 04/09/2018 To Date* 04/10/2018

All Hierarchy Department Section

MTP

7 all selected!

Advance Parameters

View PDF Excel

Back

FILE REGISTER (SUMMARY)

Period : 04/09/2018 To 04/10/2018

Nature : E

Department : MTP

Section : MTP SECTION

S. No.	Nature	Computer No.	File No.	Old/Physical File no.	Subject	Created By	Created On	Currently With
1	E	40401	C-21011/1/2018-MTP SECTION	A-12011/2016	General Matter	AKSHARA TRIVEDI	18-09-2018 01:04 PM	AKSHARA TRIVEDI MTP SECTION ASST(AT)-MTP
2	E	40133	A-12014/1/2018-MTP SECTION		Establishment recruitment Sep 2018	AKSHARA TRIVEDI	05-09-2018 11:56 AM	KAJAL CHOUDHARY OFFICE OF UNDER SECRETARY US(KC)-O/oUS
3	E	40137	A-12014/1/2018-MTP SECTION-Part(1)		Establishment recruitment Sep 2018	AKSHARA TRIVEDI	05-09-2018 04:05 PM	AKSHARA TRIVEDI MTP SECTION ASST(AT)-MTP
4	E	40178	A-11011/25/2018-Establishment		Establishment File 2018	AKSHARA TRIVEDI	06-09-2018 10:17 AM	KARTIK MISHRA MTP SECTION SO(KM)-MTP

AKSHARA TRIVEDI

MIS-Reports – Diary Register

- File
- Receipt
- Dispatch
- VIP
- Miscellaneous
- Record Management
- Dashboard
- Productivity
- Report Permission
- My Reports

DIARY REGISTER(SUMMARY)

From Date* 04/09/2018 To Date* 04/10/2018

Hierarchy Department Section

MTP MTP SECTION

Advance Parameters

View PDF Excel

Back

DIARY REGISTER(SUMMARY)

Period : 04/09/2018 To 04/10/2018 Nature : E Department : MTP Section : MTP SECTION VIP : All VIP/Non VIP

S. No.	Nature	Computer NO.	Receipt No.	Subject	Letter No./Date	Sender Details	Diarised By	Diary Date	Remarks	Sent To	Currently with
1	E	37156	37156/2018/MTP SEc	acr for the yr 2018-19		Dinesh Ojha 29 SCG NSG, 8777202558	KARTIK MISHRA	03-10-2018 04:07 PM	Physical fitness certificate		AKSHARA TRIVEDI MTP MTP SECTION
2	E	37153	37153/2018/MTP SEc	fwd acr for the yr 2018		Dinesh Ojha 29 SCG NSG, 8777202558	AKSHARA TRIVEDI	03-10-2018 12:49 PM	Physical fitness certificate	KARTIK MISHRA MTP MTP SECTION	AKSHARA TRIVEDI MTP MTP SECTION
3	E	37151	37151/2018/MTP SEc	DSFGGH		GHJKJ FGHHJ	AKSHARA TRIVEDI	03-10-2018 12:04 PM			AKSHARA TRIVEDI MTP MTP SECTION
											AKSHARA

MIS-Reports – Departmental File Pendency

DEPARTMENTAL FILE(S) PENDENCY REPORT

Department : MTP Nature : Both

Pending Range :

1 2 3
 15 30 60

▶ Advance Parameters

View PDF Excel

← Back PDF

DEPARTMENTAL FILE(S) PENDENCY REPORT

Department : MTP

Nature : P/E

S.No.	Section(s)	0 - 15 Days	16 - 30 Days	31 - 60 Days	> 60 Days	Total Pendency
1	MTP	0	0	0	18	18
2	MTP SECTION	4	6	6	526	542
3	OFFICE OF ADDL SECRETARY	0	0	0	13	13
4	OFFICE OF DY SECRETARY	0	0	3	63	66
5	OFFICE OF JOINT SECRETARY	0	0	0	181	181
6	OFFICE OF SECRETARY	0	0	0	21	21
7	OFFICE OF UNDER SECRETARY	1	2	1	132	136
Total		5	8	10	954	977

Generated from eOffice by KARTIK MISHRA, Date - Oct 4, 2018 10:34 AM

Thank You