

How to create an eFile

Click on the Files menu and it will show the options like Inbox, Created (Completed), Parked, Closed (By me), Sent, Create New, Create Part.

Inbox contains all the received files.

Created (Completed) contains all the created files.

Parked contains the files which are parked by us.

Closed (By me) contains the files which are closed by us.

Sent contains files sent by us.

Create new Non SFS (Single File System), Non SFS File means, a file whose number will be automatically generated by the E-Office Application itself. We have to select only the heads of the filing.

Create Part, Part file of any eFile which is under approvals or under submission can be created.



Recycle Bin & Initiated Action, are usually not activated in eFile suite.

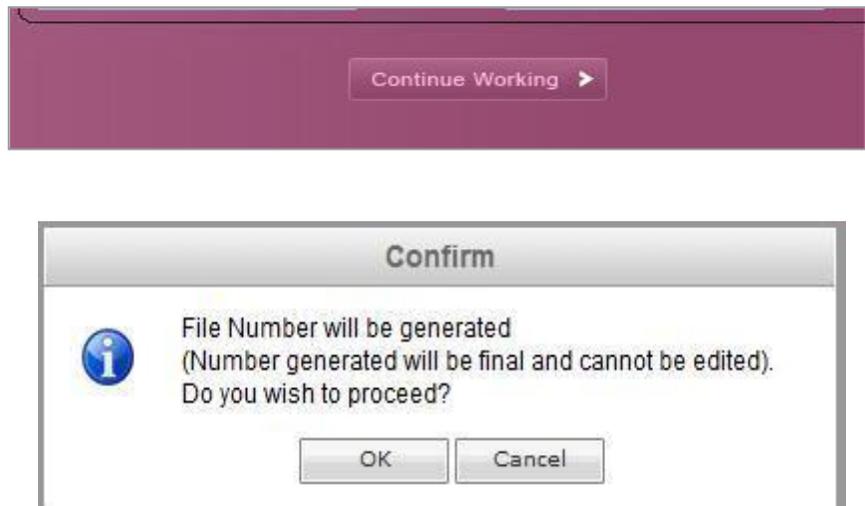
STEP 1: Go to **Create New (Non SFS)** option in the Files menu to create the file. It will open a window, which asks to select the file heads and Subject. On the left side of the window, we can see the watermark as “Electronic”, which means it is an “Electronic File”. The window is shown below.

The screenshot displays the eOffice web application interface. At the top, a browser window shows the URL `mot.eoffice.gov.in/eFile/?x=w0UsvzTObkpn39q350z9AB9TzsVmpgHljV3dqzkU5MndGlr8IOYse1UxM0Qatw6LqD076U3dFc#no-back-button`. The user is logged in as MAHARNA MANNA, DY.DIRECTOR(MM)-TXC / IT. The application version is eFile Version 6.2.0. A sidebar menu on the left contains various navigation options such as Receipts, Files, and Audit. The main content area features a large, semi-transparent watermark that reads "Electronic File". On the right side of the main area, there is a form titled "Govt. of India Ministry of Textiles (MoT) TXCMUMBAI IT". The form includes fields for File No., Subject, Description, Category (Main and Sub), Other Details (Language and Remarks), Previous Reference, and Later Reference. A "Continue Working" button is located at the bottom of the form.

STEP 2: In the File number, we select the options that are available as the file heads. eOffice application will generate the file number automatically. Other options are automatically filled by the eOffice Application itself.

STEP 3: Fill the file no. and description which are mandatory to create the file and click on the “**continue working**” and which will ask to create the file or not confirm box and press “ok”.

Note: *Adding Proper Description (Subject) & Remarks is important as it reflects in your inbox/created/sent you can easily identify the file.*

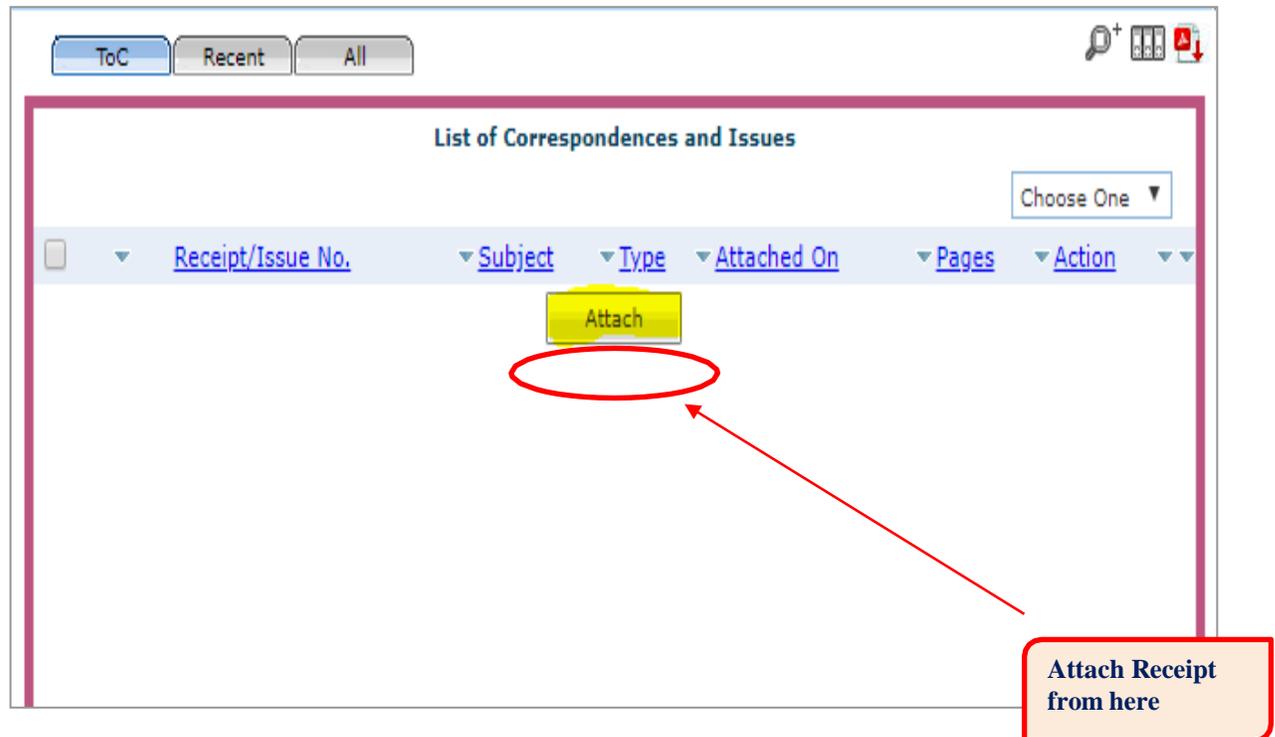


After confirming, this will open the file by giving the file no automatically as shown below.

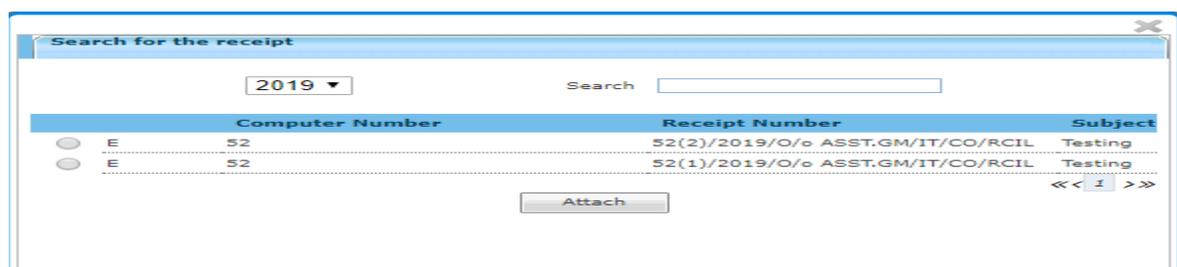


STEP 4: On the right side of the window, we will attach the receipts created by us or available in the receipts inbox, like the folios/correspondence in the physical file. On the left side we can create eFile. Now we will attach the receipt, which is present in our receipt inbox.

On Clicking on the **ToC tab** attach dialog box will be popped up.



Click on the **Attach**, which in turn opens the Receipts dialog box to select all the available in receipts inbox, both received and created. By selecting the one of the receipts and press the attach button the respective receipt will be attached at the right side of the window as shown below.



In the **ToC**, by clicking on the Receipt/Issue No., receipt will be displayed in the right side of the window to check whether the Correct Receipt attached or not.

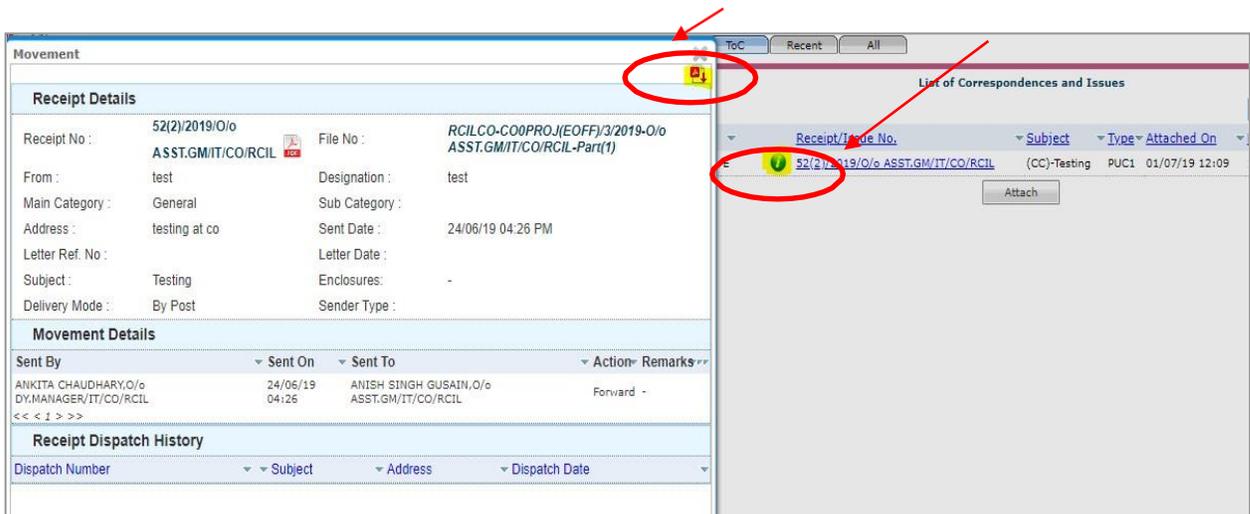


If not correct, we can detach the receipt by clicking on the ToC (Table of Contents) tab, check (select) on the check box and select the Choose One Drop down list box, Select the Detach. The selected Receipt will be detached.

Receipt cannot be detached after any Movement of eFile.

Note: Any document, which has been DSC, signed in Adobe Acrobat Reader DC when put in a file (After creating its Receipt).DSC sign will not be visible in merged Correspondence (PDF) of eFile.

One can view the DSC signed PDF by downloading the particular Receipt



from ToC as shown below.

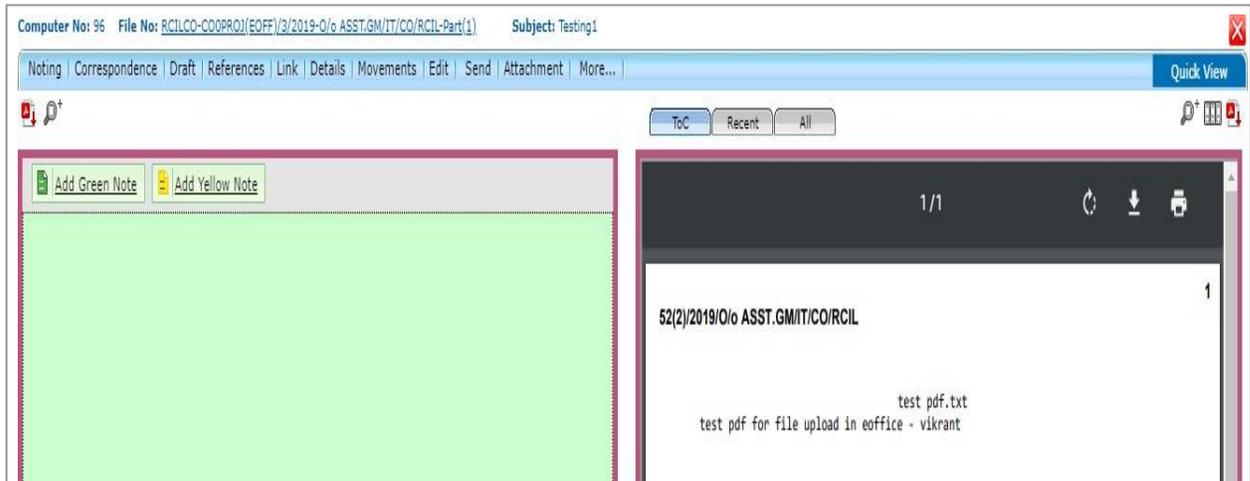
STEP 2

STEP 1

1. How to Create a Noting on eFile?

We can write the Noting on the left side of the window.

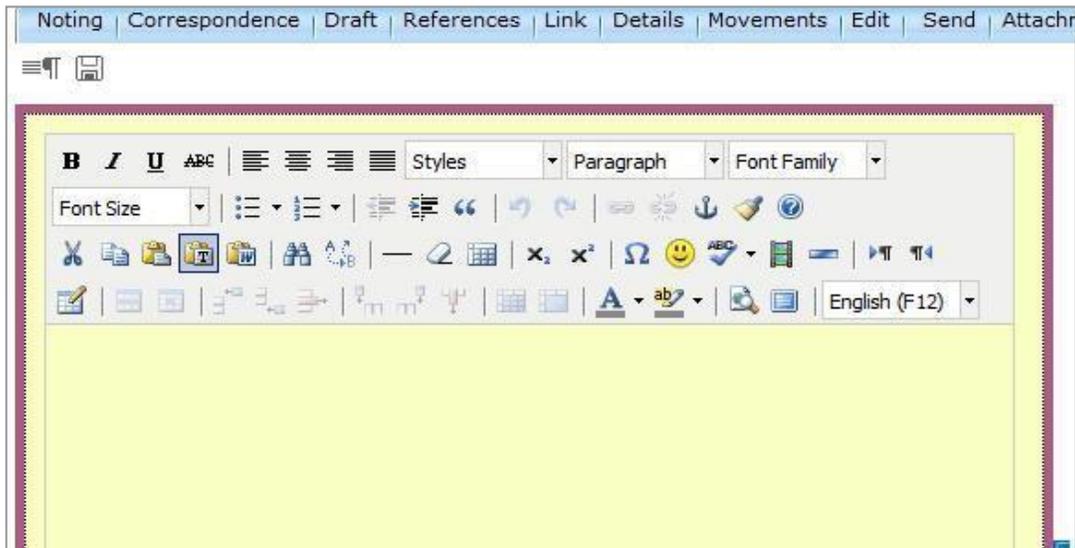
There are two options which are available in the left window are “**Add Green Note**” and “**Add Yellow Note**”.



Green Note means the normal noting that we do on green note sheets on usual files and are forwarded to another Officer/Supervisor/Staff. No one can edit a green note, which has been written by a user.

Yellow Note means a note akin to a yellow slip that is generally used by Private Secretaries or OSDs to assist an Officer in understanding summary of a file. This can be edited, deleted or confirmed by the next officer. Now we will proceed with a comparison -

Green Note	Yellow Note
<p>Once the Green Note is sent in a file, it Can't be changed, overwritten or deleted. It will be Published on Noting side with Sender's details.</p> <p>It is always AutoSaved.</p> <p>If Pulled Back by Sender, Green Note is then editable (only if not digitally signed).</p>	<p>It is a draft noting, which is not publ Until confirmed.</p> <p>After Writing the Yellow Note we ha the three options:-</p> <ul style="list-style-type: none"> ➤ Edit: - Edit the Yellow Note. ➤ Discard: - Discard the Yellow Not ➤ Confirm - Confirm the Yellow Not <p>Once the yellow note gets confirme noting is finalized and saved to mai Green Noting.</p> <p>Need to save, before sending.</p>



Here one can type the Draft Noting as in MS Word.

After saving the eFile, version of file is displayed along with the “**Edit**” “**Discard**” and “**Confirm**” Options is as shown below.

Edit – By clicking on the Edit option, we can edit the eFile.

Discard - The changes will be discarded.

Confirm - The “Yellow note” will be converted into the “Green note”.

<u>Version</u>	<u>Created On</u>	<u>CreatedBy</u>
1.0	7/1/19 12:17 PM	ANISH SINGH GUSAIN

Note: Ensure to add Noting (Green or Yellow) before sending any eFile as by default eOffice Platform will publish a Blank Green Note by Sender.

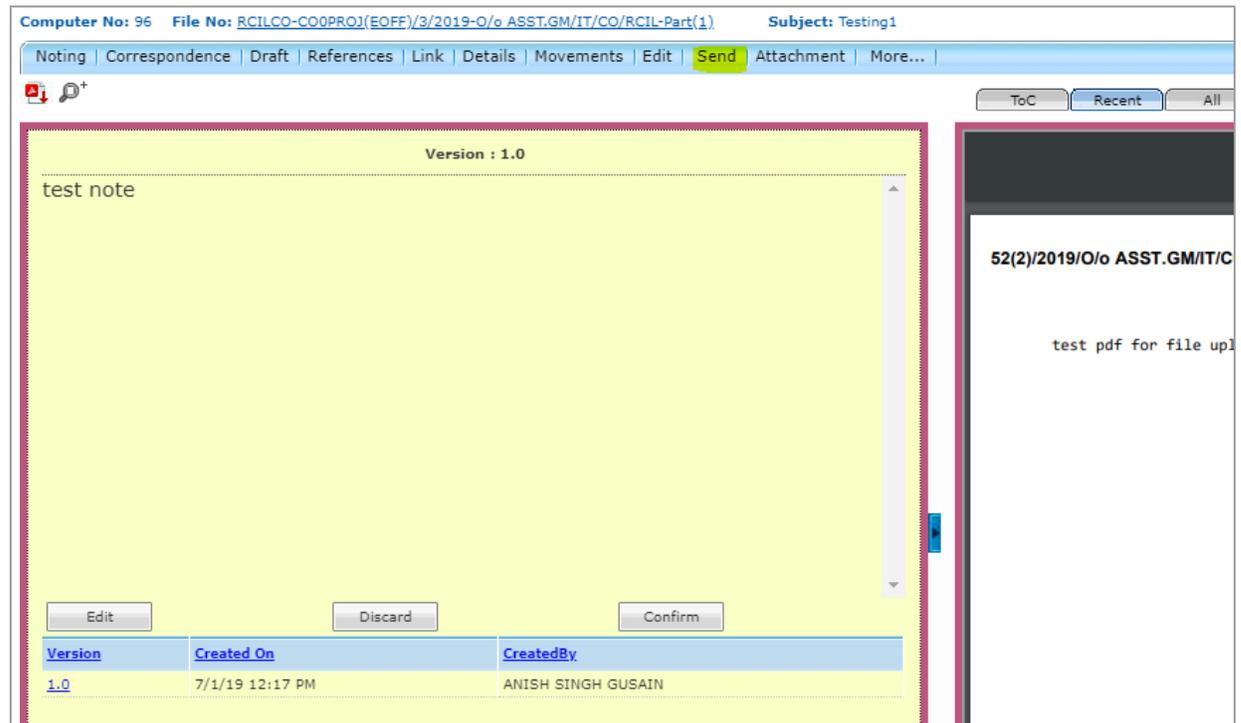
In addition, at a time only one noting is active, either yellow note or Main Green sheet note.

2. How to send the eFile?

Click on **send** tab.

Sending the file is same as the sending of receipts. Click on the “Send” button, selecting the details of the Officer/Supervisor/Staff in the preferred list of the send dialog box. The eFile will be sent, and the details can be seen in the sent tab.

The **Pullback** option is available to the eFile also.



Yellow notes cannot be digitally signed.

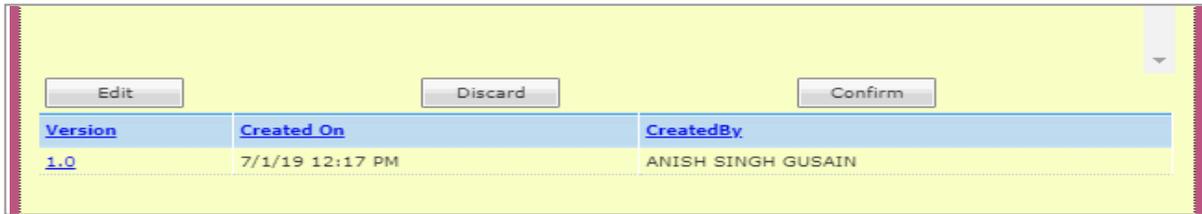
The Yellow Note is usually sent to the Officer for the corrections. In the receiver's inbox, to differentiate the Yellow and Green Note, on the Computer no. (Which is automatically generated by the eOffice Application) a Yellow colour highlighter is displayed which is shown below.

Date Range : 07/05/2016 To 01/07/2019			
Send Back Send View Move To More...			
<input type="checkbox"/>	Computer No	File Number	Subject
<input type="checkbox"/>	E 130	RCILCO-CO0PROJ(EOFF)/15/2019-O/o ASST.GM/IT/CO/RCIL	Demo

We cannot detach a receipt after movement of eFile.

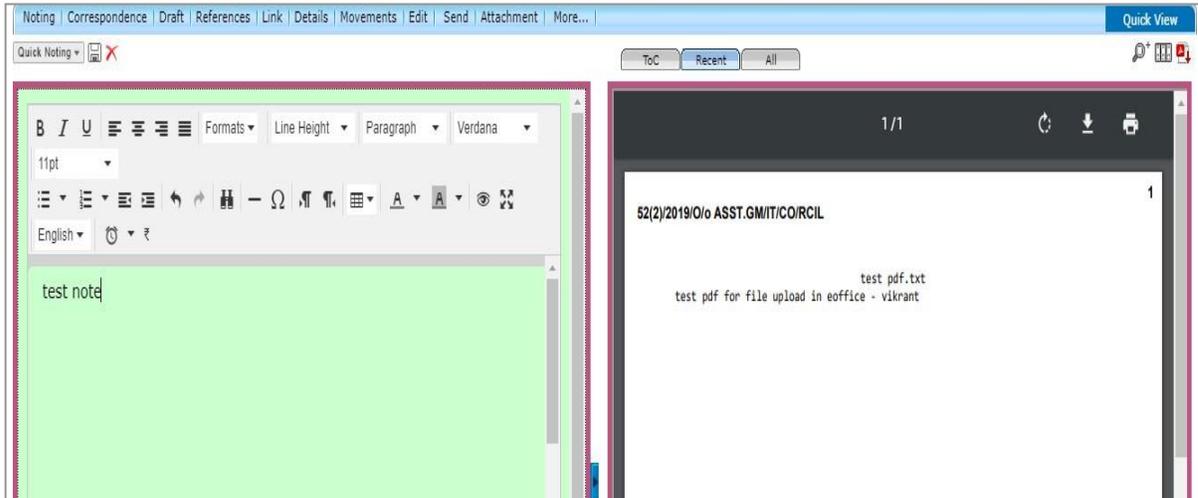
3. How to Convert a Yellow Note to Green Note?

Whenever there are no corrections to be done, the Officer/Supervisor/Staff can confirm this note. It turns into green colour. By clicking on the **“Confirm”**, the Yellow Note will be converted into Green Note on asking the confirmation dialog box and press **“Ok”** to convert.



After Converting the Green note, the left side of the window displayed in Greencolour and the Green note auto saved.

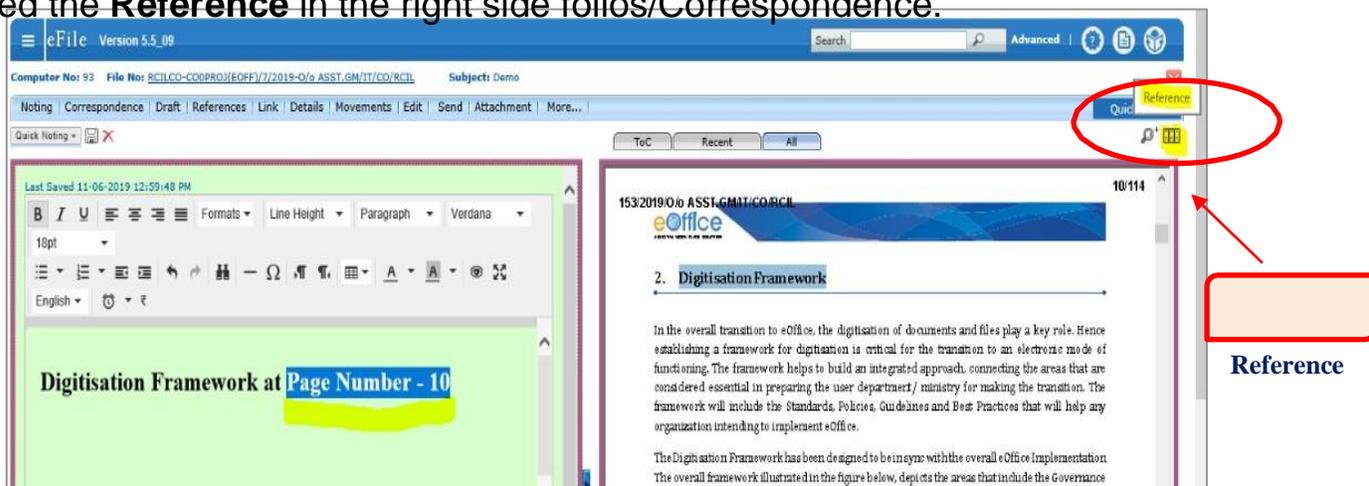
Note: At a time only one noting is active, either yellow note or Main Green sheet note.



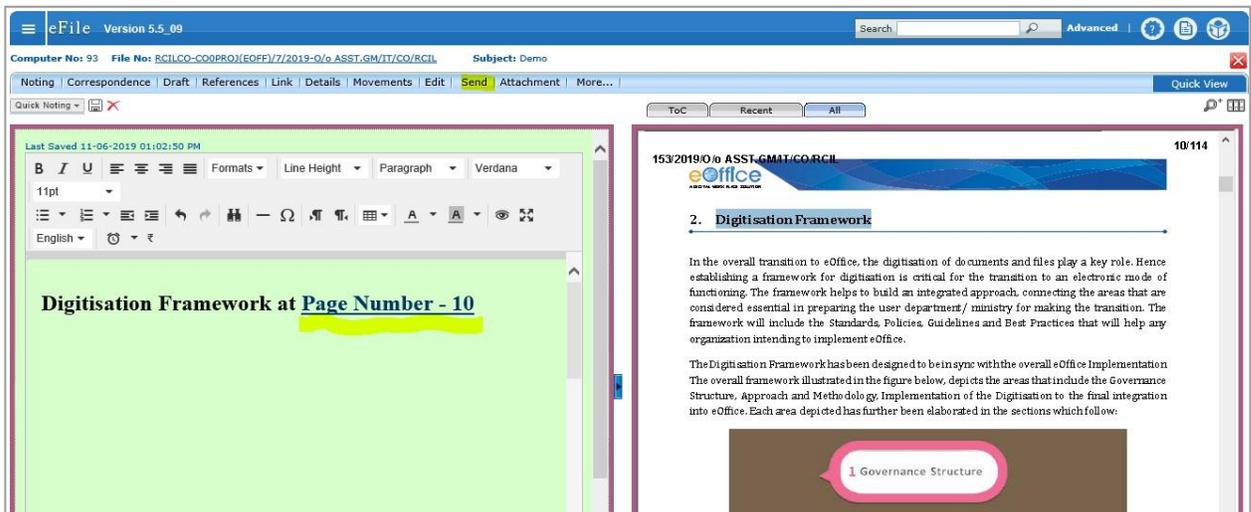
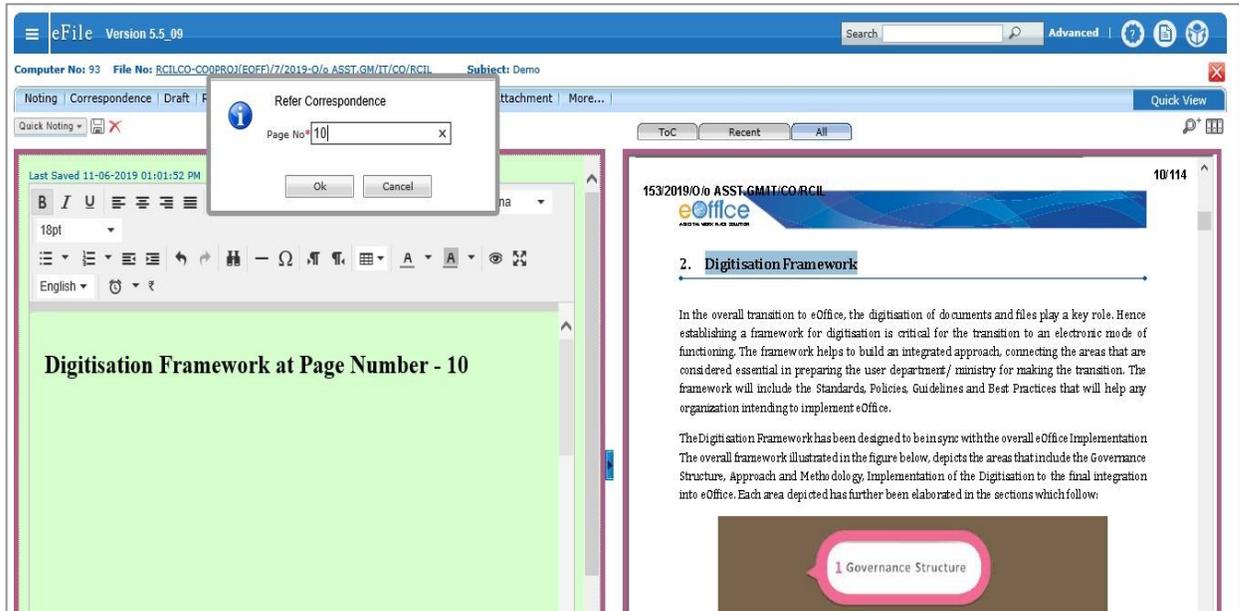
4. How to keep flags in an eFile for referencing?

➤ Flags for Correspondence Side

We use flags in a normal hard file to go directly and refer to a dak / page. In the Same way, we can keep flags in eOffice in Green note. Select the Text to which need the **Reference** in the right side folios/Correspondence.



Select the note for which reference needs to be marked (shown as above “Page Number 10”) then Click on the reference icon on the top right of the Folios which is shown below and give the input as reference page no of the right side folios.

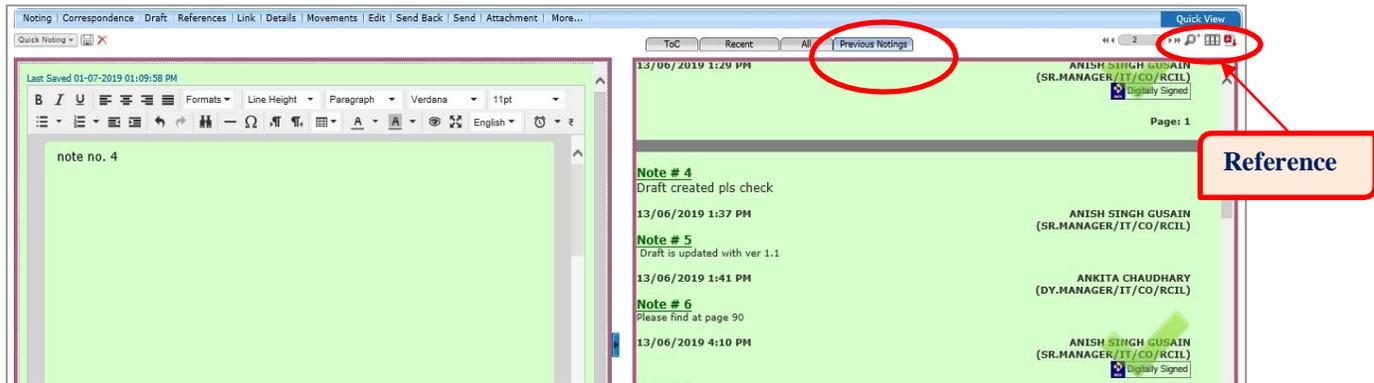


➤ Flags for Noting Side

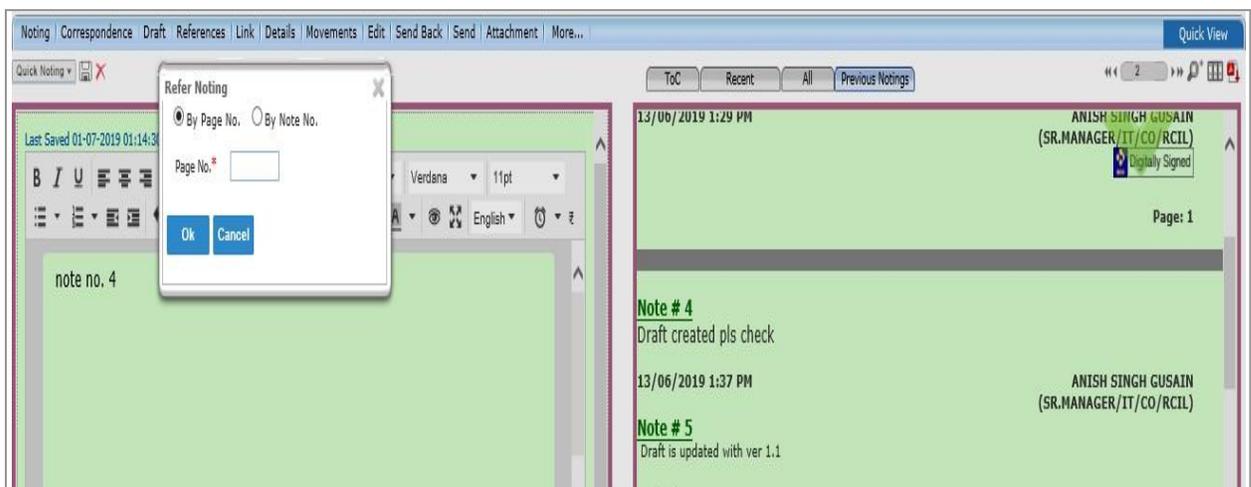
Write noting on Green Note and go to previous Noting on right side of the Window.

Previous Noting





Now select the written note on left and then **Reference**, a pop-up for “Refer Noting” will appear in which one can refer noting via Page No. or via Note No.



Hyperlink/Reference will only be activated once the eFile is moved.

