How to create a Draft in eFile?

STEP 1: The Letter will be created as click on the "**Draft**" Button and Click on the "Create New Draft" Option.

Noting Correspondence	Draft References Link	Details
D ⁺	Create New Draft	
	View Draft	

It will open the Draft creation window.

Noting Correspondence Draft	References Link Details Movements Edit Reply Se	nd Attachment Mor	e			Quick Vie		
		e ;						
New Draft	Choose from Template(s) or Upload File	Draft Detai	ls					
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		Organization						

Here we can upload a MS word file, we can type the Draft letter, or we can paste from word.

We can use the Short cut annotations in the Draft, by copying (select & drag) the" #ApprovedDate#" etc.

Draft No. : DFA/82 - V 1.3 Draft Status : DFA		0]				Preview	Approve Edit
		Draft Details					
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The above DSC Token will be supplied by the State Government IT & C department by authenticating aadhaar number and finger prints of the concerned person, which will		PE_Bookmarks.doc	C				
		Note : Use followin	g # tags for draft creation				
3) How to install Software?		#ApprovedBy# fo	or Approver Info signation# for Approver Designatio	0	#ApprovedByNam #ApprovedBySect	e# for Approver Name	Nomo
		#ApprovedByDe: #ApprovedByPo:	st# for Approver Post		#ApprovedByEmai	il# for Approver Email	rivallie
ePass 2003 Software: Insert DSC Token to the System and open the My Computer/This PC folder on the Desktop.		#ApprovedDate#	for Date of Approval				
#ApprovedBy#							
#ApprovedByDesignation#							
#ApprovedDate#							

STEP 2: after Uploading, typing, or pasting the letter, one can attach any other document with Draft, need to fill the Draft details and communication Details as shown in the above right-side window. Save the Draft.

Draft letter can be seen in "Draft>View Drafts" as shown below.

We can see the Draft letter by clicking on the "**Draft No**" which is given by the eOffice Application Automatically.

We can also see the version of the Draft, if any officer / official in the flow chain of file edits, the version of the Draft will be changed to 1.1 and so on.

				Draft List	
					Choose One
	Draft No.	Subject	<u>Status</u>	Approved By	
	DFA/153	Noting	Approved	ANISH SINGH GUSAIN, SR. MANAGER/IT/CO/RCIL/AS	G,RCIL
	DFA/151	Testing Draft	Approved	ANISH SINGH GUSAIN,SR.MANAGER/IT/CO/RCIL/AS	G,RCIL
	DFA/82	Demo2	DFA		
				Draft Version List	
Versio	n	Created On		Created By	Status
1.0	-	27/06/19 03:08		ANISH SINGH GUSAIN	Approved

STEP 3: Now you can send back for Approval if you do not have the right for Approval.

The eFile, which contains a Draft letter by, represented with the green symbol as shown below.



Note: Approve link will be available to only those Officials having Approving right.

The Officials either can now edit it further or can directly approve. Once the Draft is approved, it will be converted into PDF, which cannot be edited further.

0	Preview Approve Ed	it
Draft Details		

Once the Draft is approved, you get five Options

- Dispatch by Self : You can yourself send either via mail or via Post without DSC
- **Dispatch by CRU** : You can send to your Central Repository Unit for dispatching without DSC
- DSC Sign : DSC sign will appear at the end pf the page
- Edit : You can Edit the details
- **Custom Sign** : You can DSC sign at specific location of the page



On clicking **Custom sign**, a pop-up of Approved pdf Letter will appear where you can select the area where DSC is required and then click on **DSC Sign** as shown below.

	Page: 3 Of 3 DSC Sign	
	File No.RCILCO-CO0PROJ(EOFF)/5/2019-O/o ASST.GM/IT/CO/RCIL	
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	5) How to install software?	F
	ePass 2003 Software: Insert DSC Token to the System and open the N Computer/This PC folder on the Desktop.	
	ANISH SINGH GUSAIN, SR MANAGER/IT/CO/RCIL/ASG, 0/o ASST.GM/IT/CO/RCIL	
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After Signing is done you can Dispatch by Self/CRU.

Before dispatching, ensure that Communication details are correct. Select the Dispatch Option (Email/Post) by clicking on check box (one can select both).

Communication De	tails		
Attachments			Attach File
Dispatch Options			
 Email Details 			
To*			
Cc			\bigcirc
	(Use comma(.) to separate recipients.)		
Bcc			\bigcirc
	(Use comma(,) to separate recipients.)		
Subject	Noting		
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Email Body			\sim
✓ Postal & Out Register	Details		
Postal Mode	Choose One	Postal Charge	
Medium	Choose One	Weight	
Mode Number			

Note: There is an option available if you want to take follow-up on the Receipt. In addition, for Dispatching via Post we have to take out the Print from Dispatch>Sent tab and then Post.

For Officials without Mail Box access: Ensure to write in Email Body: "Do not reply to this Email, for any further communication use x@railtelindia.com."

After Letter is dispatched, the final Approved/Signed letter becomes part of ToC and one can check the versions of the Draft by clicking on (**Details**) and then show versions.

DC.								1	Choose One	~1
				Receipt/Issue No.	* Subject	* Type	Attached On	* Pages	- Action	
U		Е	0	323/2019/0/o ASST.GM/IT/CO/RCIL	Noting		27/06/19 04:45	176-180	Reopen	
	100	-	0	<u>1/40/2019</u>	Noting	Issue	27/06/19 04:37	175-175	Reminders	
			0	1/39/2019	Noting	Issue	27/06/19 04:17	174-174	Reminders	
	100		0	1/38/2019	Noting	Issue	27/06/19 02:39	173-173	Reminders	
		E	0	1224/2019/0/o ASST.GM/IT/CO/RCIL	Testing Draft	PUC1	27/06/19 02:33	116-172	Reopen	
ails	100		0	1/37/2019	Noting	Issue	27/06/19 02:22	115-115	Reminders	
		E	0	111/2019/0/o ASST.GM/IT/CO/RCIL	DEMO2		07/06/19 10:20	55-114	Reopen	
		E	0	112/2019/0/o ASST.GM/IT/CO/RCIL	demo2		06/06/19 05:34	1-54	Reopen	

Dispatch No. : I/39/2019	KMS Document History Versions
Draft Details	Dispatch Options
Draft Type* Reply 🗸 Language* English 🗸	Fmail Details