

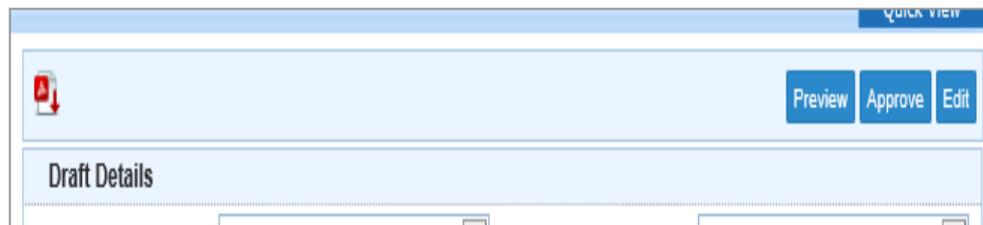
STEP 3: Now you can send back for Approval if you do not have the right for Approval.

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.

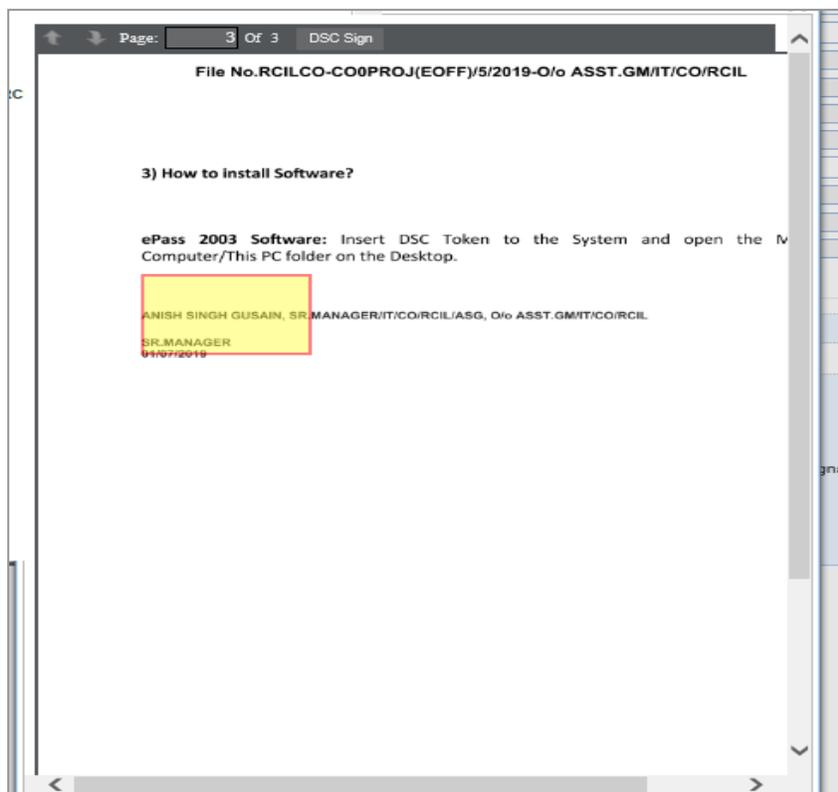
The Officials either can now edit it further or can directly approve. Once the Draft is approved, it will be converted into PDF, which cannot be edited further.



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.



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 Details
 Attachments [Attach File](#)
 Dispatch Options
 Email Details

To*
 Cc (Use comma(,) to separate recipients.)
 Bcc (Use comma(,) to separate recipients.)
 Subject Noting
 DFA/154_null.pdf

Email Body

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.

ToC

Details

List of Correspondences and Issues						
	Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
<input type="checkbox"/>	323/2019/O/o ASST.GM/IT/CO/RCIL	Noting		27/06/19 04:45	176-180	Reopen
<input type="checkbox"/>	I/40/2019	Noting	Issue	27/06/19 04:37	175-175	Reminders
<input type="checkbox"/>	I/39/2019	Noting	Issue	27/06/19 04:17	174-174	Reminders
<input type="checkbox"/>	I/38/2019	Noting	Issue	27/06/19 02:39	173-173	Reminders
<input type="checkbox"/>	1224/2019/O/o ASST.GM/IT/CO/RCIL	Testing Draft	PUC1	27/06/19 02:33	116-172	Reopen
<input type="checkbox"/>	I/37/2019	Noting	Issue	27/06/19 02:22	115-115	Reminders
<input type="checkbox"/>	111/2019/O/o ASST.GM/IT/CO/RCIL	DEMO2		07/06/19 10:20	55-114	Reopen
<input type="checkbox"/>	112/2019/O/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

Draft Type* Reply Language* English

Dispatch Options

Email Details