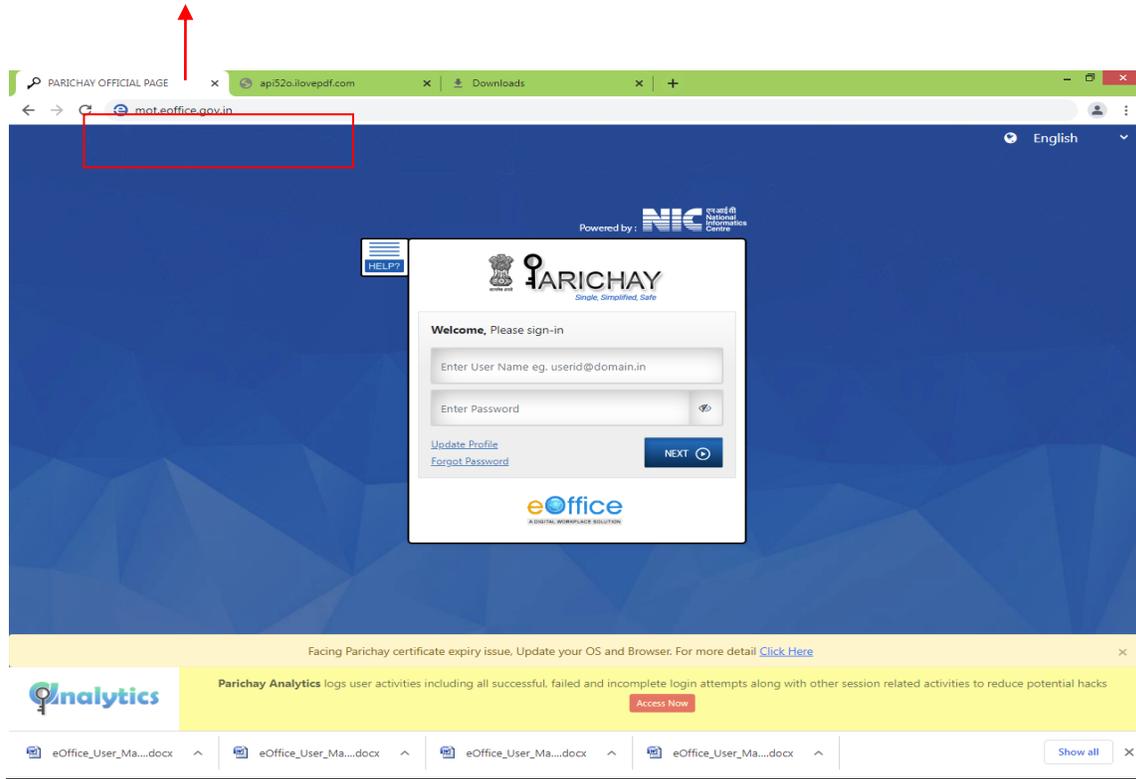


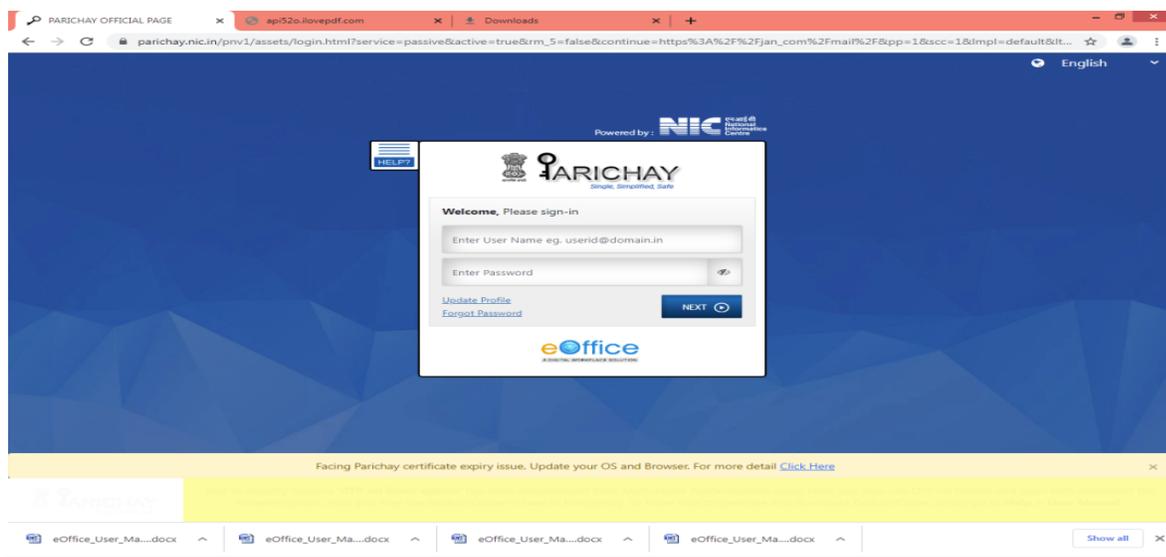
How to open the eOffice Application?

For direct access to parichay page you just have to Type URL : (mot.eoffice.gov.in)



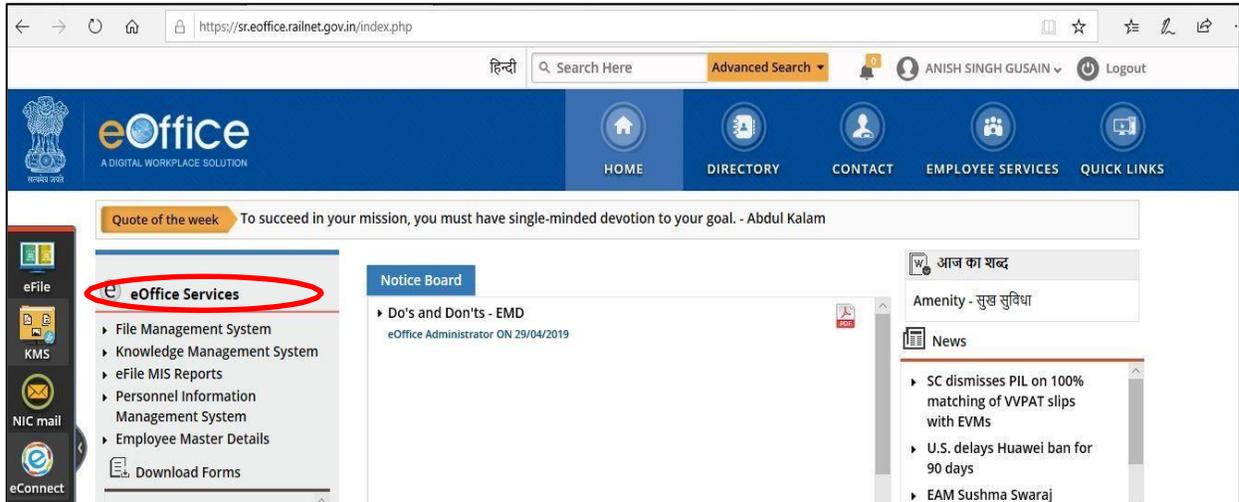
Enter your credentials :

Login into the eOffice website as shown below.



Press the Login button and it will be directed to the eOffice Home page.

Click on the **“File management System”** which is available under the **“eOffice Services”** Tab as shown below.



1. eFile Modules in eOffice

File Management System (FMS) or eFile, comprises of different modules which are inter-linked and manage the official work flow of the entire life cycle of a Document/DAK from the moment it is received by the organization till the time it is disposed of with proper set of actions.

The different modules in FMS are as follows:

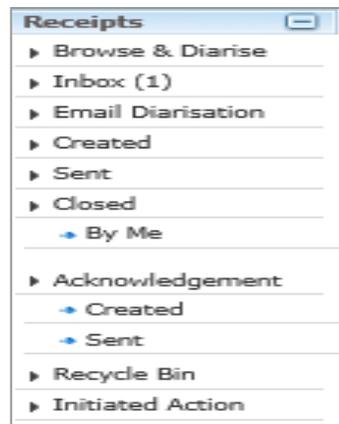
Receipts means the DAK or any Letter received from others or self-generated. These receipts are the folios we attach at the right side of the eFile (Correspondence) or use as the independent correspondence.

Files mean eFile, which we use in the office in daily proceedings.

Dispatch contains the dispatch of all the proceedings.

2. Receipt Section.

Click on the Receipts tab and it will expand with options as shown below.



Receipt Section Submenu : -

Browse & Diarise (Electronic) is used to create/diarize the pdf document(DAK/receipt).

Inbox will contain the receipts sent by the others to your account.

Created contains the receipts created by the User.

Sent contains the details of the receipts sent to others.

Closed (By me) contains the closed receipts.

Acknowledgment section contains the acknowledgment that have been created and sent against the DAK received.

Note: Email Diarisation, Recycle Bin, Initiated Action are currently not active for current suite of eOffice.

To Create receipt/Diarize a pdf document:-

Go to Browse & Diarise - Electronic option which will display as follows.

The screenshot displays the eFile application interface during the 'Browse & Diarise' process. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Receipts', 'Inbox', 'Email Diarisation', 'Created', 'Sent', 'Closed', 'By Me', 'Acknowledgement', 'Recycle Bin', 'Initiated Action', 'Files', 'Migrate File', 'Dispatch', 'DSC', 'Reports', 'Settings', 'Notification', and 'Ext Department'.
- Central Area:** Titled 'Upload(Only PDF upto 20 MB) Step2', it features a large watermark reading 'Electronic'.
- Right Panel:** Contains form fields for:
 - Diary Details:** Fields for 'Classified', 'Delivery Mode', 'Mode Number', 'Type', 'Received Date', 'VIP', 'VIP Name', 'Language', 'Letter Ref. No', 'File Number', 'Letter Date', 'Diary Date', and 'Dealing Hands'.
 - Contact Details:** Fields for 'Ministry', 'Department', 'Name', 'Designation', 'Organization', 'Address 1', 'Address 2', 'Country', 'State', 'City', 'Pincode', 'Mobile', and 'Landline'.
 - Category & Subject:** Fields for 'Main Category', 'Sub Category', and 'Subject'.
 - Enclosures:** A field for adding attachments.
 - Customize Acknowledgement:** A checkbox option.

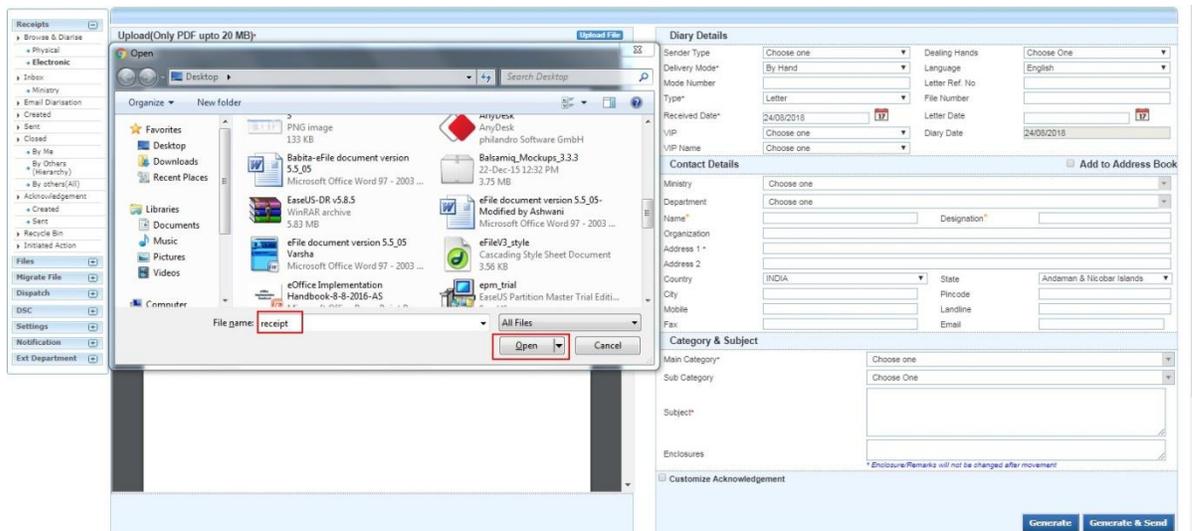
A red box on the right side of the interface highlights the 'Meta Data' section, which encompasses the 'Contact Details' and 'Category & Subject' fields.

The above page showing the "Electronic" water mark reflects the option of generating eReceipt and "Physical" Watermark depicts the pReceipt (physical).

STEP 1: Click on Browse & Diarize

STEP 2: The uploading DAK or Letter should be in the single and preferably searchable **PDF format** and should be **less than 20 MB** size (To reduce the scan size it is recommended to scan the large documents in Black and White mode).

Upload the file using the “**Upload File**” button. By clicking on the “Upload File” option, it will open the File upload dialog box of the system. We can select the Document, Letter, or DAK in the PDF format.



STEP 3: On Uploading the file which shows the preview of the uploaded document and on the right side fill the **Meta Data** (Diary details, contact details and category & subject).

Diary details mean the Delivery Mode, Type, date and Language of the DAK received. Fill in the Mandatory fields (with red * asterisk).

STEP 4: After filling the details click **Generate** Button if you have to keep it to yourself or to put in an eFile in your inbox/created. Click “**Generate & Send**” if you have to forward it to another person/list of people. Clicking **Generate & Send** will open the Send dialog box which facilitates the user to mark the receipt to the intended recipient(s). It is explained in next section.

On Clicking on “**Customize Acknowledgement**”, an auto-generated acknowledgment letter will be prepared based on Meta data provided, which can be edited further if required. One can send it instantly choosing Continue or can send later to Sender via either Mail or Post as a receiving on behalf of letter received.

All Acknowledgment letters are available in **Acknowledgement>Created/Send**

Once a receipt is generated you can perform these actions:

Send – Mark it to recipient(s)

Put in a File – Put in the correspondence side of an eFile in inbox/created.

Copy – Copy the DAK details to upload another (or in continuation) DAK of similar nature.

Dispatch – To draft a reply against the DAK.

Details – To see the details of the receipt and check if any eFile/receipt attached with it.

Movements – To see the history of the movement of the receipt.

Edit – To edit the subject/category and a few Metadata fields.

Attach File – To attach an eFile with the generated receipt.

Attach Receipt – To attach another receipt with the receipt.

Generate Acknowledgment – To generate and send an acknowledgment of the

The screenshot displays the eOffice interface for a receipt. The top navigation bar includes options like 'Send', 'Put in a File', 'Copy', 'Dispatch', 'Details', 'Movements', 'Edit', 'Attach File', 'Attach Receipt', and 'Generate Acknowledgment'. The left sidebar shows a 'Receipts' section with sub-panels for 'Browse & Diarise', 'Physical', 'Electronic', 'Inbox (2)', 'Email Diarisation', 'Created', 'Sent', 'Closed', 'By Me', 'Acknowledgement', and 'Files'. The main area shows a scanned receipt with handwritten 'S.No. 1' and typed text: 'IMMEDIATE', 'No. PPA/256/101/74', 'Government of India', 'Ministry of Law, Justice and Company Affairs', 'Department of Company Affairs', and 'New Delhi, -1 the 1-7-80'. The right-hand panel displays 'Receipt Details' and 'Movement Details'. The 'Receipt Details' section includes fields for Receipt No., From, Main Category, Address, Letter Ref. No., Subject, Delivery Mode, File No., Designation, Sub Category, Sent Date, Letter Date, Enclosures/Remarks, and Sender Type. The 'Movement Details' section shows a table with columns for Sent By, Sent On, Sent To, Action, and Remarks.

generated receipt.

Generated Receipts can be located in Created folder of Receipt Section and system will generate automated receipt number, which is as shown below.

Date Range : 07/05/2016 To 01/07/2019			
Send Back Send Put in a File View Move To Copy Close Dispatch			
<input type="checkbox"/>	Computer No	Receipt No.	Subject
<input checked="" type="checkbox"/>	E 59	 59/2019/O/o ASST.GM/IT/CO/RCIL	For Testing purpose only .
<input type="checkbox"/>	E 52	 52(2)/2019/O/o ASST.GM/IT/CO/RCIL	Testing

3. How to send a Receipt?

By clicking on the created tab in the Receipts menu, it will show the created receipts. Check (select) the check box of the sending receipt and click on the “**send**” button.

Which will open the ‘**Send Dialog Box**’ as shown below.

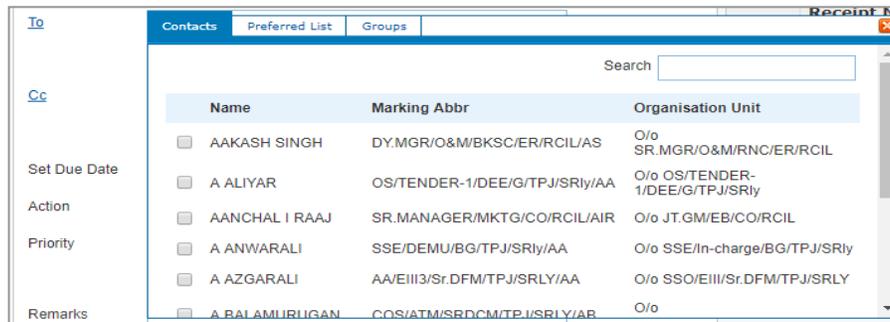
Send

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

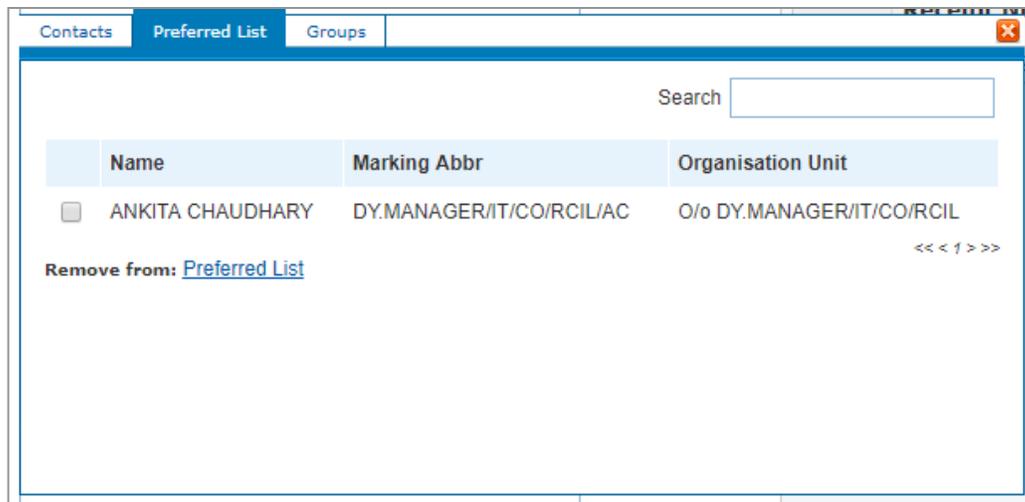
Note: Name of the creator is highlighted in yellow colour.

To: In the To field, search the user either by name or marking abbreviation/postor section OU name of the recipient.

We need to add persons into the preferred list manually. Click the Contacts Tab which will show the all the contacts who are registered in the eOffice.



By searching the Name/Designation/Department which will be filtered and select the Officer/Supervisor/Staff and add to the preferred list by clicking on the “Add to: Preferred list” option below of the contacts. The selected contact will be added to the preferred list as shown below.



Select the contact in the preferred list and which will be displayed in the To field and close the contacts dialog box by pressing the close button.

CC: By clicking, it will open the same contacts dialog box to select the Officers/Supervisors/Staff to send the Copy.

Remarks: We can write movement remark if any.

Remarks

Total 1000 | 1000 characters left.

Click on the Send button to send.

Note: Send back is used to reply.

If we sent the receipt wrongly to any Officer/Supervisor/Staff, we can pull back the receipt until receiver reads it.

4. How to attach any eFile/Receipt within Receipt?

One can attach any eFile as well as Receipt in Receipt.

STEP 1: Open the Receipt and go to **Attach File/Receipt**.

eFile Version 5.5_11

Search

Receipts (+)
Files (+)
Migrate File (+)
Dispatch (+)
DSC (+)
Settings (+)
Notification (+)
Ext Department (+)

Send | Send Back | Put in a File | Copy | Dispatch | Details | Movements | Edit | Close | View | Draft | **Attach File** | **Attach Receipt**

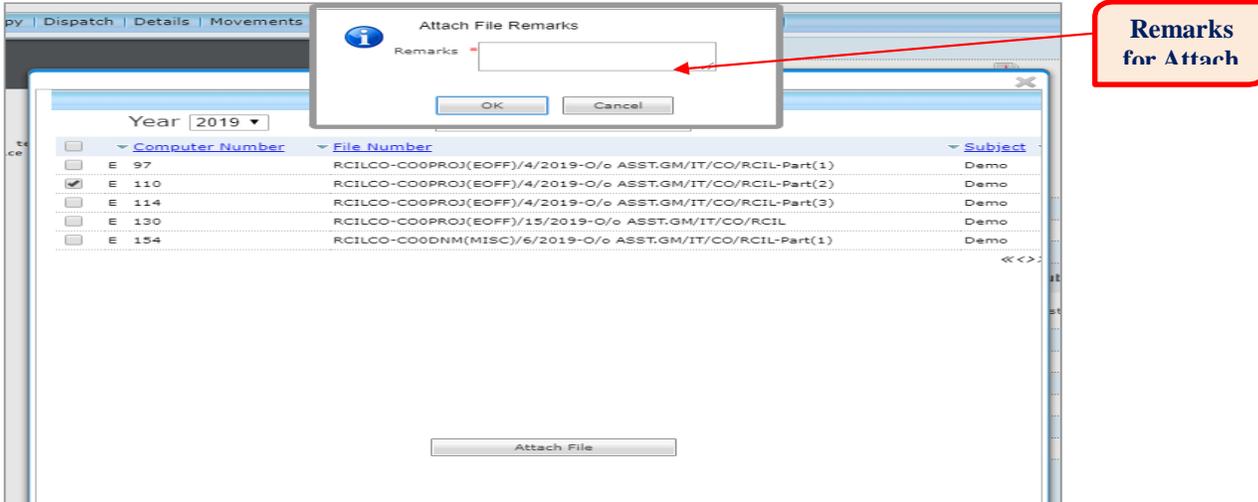
test pdf.txt - Notepad 1/1

test pdf.txt
test pdf for file upload in eoffice - vikrant

Receipt Details

Receipt No : 59(2)/2019/O/o ASST.GM/IT
From : vik
Main Category : General
Address : RCIL CO
Letter Ref. No :
Subject : For Testing purpose only .

STEP 2: Attach the required eFile/Receipt by adding required Remarks for reason of attaching.



One can detach the eFile/Receipt in Receipt Details, Clicking on mark() and adding reasons for detaching it.

Alert
Detach Receipt Remarks

Remarks

OK Cancel

Receipt Details

Receipt No :
From :
Main Category :
Address :
Letter Ref. No :
Subject : For Testing purpose only .
Delivery Mode : Courier

File No :
Designation : TL
Sub Category :
Sent Date : 03/07/19 12:51 PM
Letter Date :
Enclosures : -
Sender Type :

Dispatch history
No Record Found

Attached Files History
No Record Found

Attached Receipts History

Receipt No.	Subject	Attached by	Attached Date	Remarks
E 59(1)/2019/O/o ASST.GM/IT/CO/RCIL	For Testing purpose only .	ANISH SINGH GUSAIN	08/07/19 03:13	test 

Detached Receipts History
No Record Found

Detached Files History

Computer No	File Number	Subject	Attached by	Detached by	Attached Date	Detached Date	Attach Remarks	Detach Remarks
E 96	RCILCO-CO0PROJ(EOFF)/3/2019-O/o ASST.GM/IT/CO/RCIL...	Testing1	ANISH SINGH GUSAIN	ANISH SINGH GUSAIN	7/8/19 3:05 PM	7/8/19 3:18 PM	test	done

Remarks for Detach

Detach from here

Note: Location of the attached eFile/Receipt will be inside the Receipt only.

One can view the attached as well detached File and Receipt in Details of Receipt as below.

Receipt Details					
Receipt No :	59(2)/2019/O/o ASST.GM/IT/CO/RCIL 	File No :			
From :	vik	Designation :	TL		
Main Category :	General	Sub Category :			
Address :	RCIL CO	Sent Date :	03/07/19 12:51 PM		
Letter Ref. No :		Letter Date :			
Subject :	For Testing purpose only .	Enclosures:	-		
Delivery Mode :	Courier	Sender Type :			
Dispatch history					
No Record Found					
Attached Files History					
File Number	Subject	Attached by	Attached Date	Remarks	
E RCILCO-CO0PROJ(EOFF)/3/2019-O/o ASST.GM/IT/CO/RCIL...	Testing1	ANISH SINGH GUSAIN	08/07/19 03:05	test	
Attached Receipts History					
Receipt No.	Subject	Attached by	Attached Date	Remarks	
E 59(1)/2019/O/o ASST.GM/IT/CO/RCIL	For Testing purpose only .	ANISH SINGH GUSAIN	08/07/19 03:13	test	 Attach With Another Action Details
Detached Receipts History					
No Record Found					
Detached Files History					
No Record Found					