

NIC's e-Office User Guide

Browse your eOffice VPN URL in Internet Explorer/Mozilla Firefox/Google Chorme.



URL: Saccess.nic.in

Here You Select (SMS Token) From Check list After that Click on Get OTP Then Sign In



Now Click on Eoffice_MoT



How to open the eOffice Application?

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

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PARICHAY OFFICIAL PAGE X S api520.ilov	epdf.com 🗙 🛓 Downloads	× (+)	- 8 ×
\leftarrow \rightarrow C (\bigcirc mot.eoffice.gov.in			۵ :
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	Velcome, Please sign-in	CHAY	
	Enter User Name eg. userid@ Enter Password Undate Profile Enrot Password	edomain.in Ø	
		CC Constant	
	Facing Parichay certificate expiry issue, Update your C	OS and Browser. For more detail <u>Click Here</u>	×
Parichay Analytics	cs logs user activities including all successful, failed a	nd incomplete login attempts along with other Access Now	session related activities to reduce potential hacks
eOffice_User_Madocx ^ 🖻 eOffice_User_Madocx	ser_Madocx ^ 🖻 eOffice_User_Madocx	∧	Show all X

Enter your credentials :

Login into the eOffice website as shown below.

PARICHAY OFFICIAL PAGE	epi52o,iiovepdf.com	× 🗎 🛓 Downloads	× +	- 0 ×
e > C = parchay.nic.in/		Vedezective = Frueborm_5 = Falsedcontinuu Revened to Second Second Sec	> http://www.schwidtyam.com/scd*math/scd*depr	 Exception English
	Facing Parichay certif	icate expiry issue, Update your OS and	Browser. For more detail <u>Click Here</u>	×
eOffice_User_Madocx	eOffice_User_Madocx ^	eOffice_User_Madocx ^	eOffice_User_Madocx ^	Show all

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. <u>eFile Modules in eOffice</u>

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:

<u>**Receipts</u>** 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.</u>

<u>Files</u> 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 <u>Receipts</u> 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.

eFile electronic file system		Search		Advanced	Help	
Receipts Upload(Only PDF upto 20 MB) Step2 Upload File	Diary Details					
Holox Head Halox Ha	Classified Delivery Mode*	Choose one 🗸	Language Letter Ref. No	English	~	
) Created) Sent > Closed	Mode Number Type [*] Step3	Letter	File Number Letter Date		17	
+ by Me	Received Date VIP	01/07/2017	Diary Date Dealing Hands	01/07/2017 Choose One	>	
+ Created	VIP Name	Choose one		Add to A	v ddress Rook	
Beginge Rin	Ministry	Choose one		L Auu 10 A	uuress BOOK	
Initiated Action	Department	Choose one			~	
Files 🛨	Name		Designation			
Migrate File +	Organization					
Dispatch 🛨	Address 1					Meta Data
Dispatch (+)	Address 2	-		1000		
DSC (+)	Country	INDIA	✓ State	Choose one	~	
Reports 主	City		I andline			
Settings +	Email		Landing			
Notification (+)	Category & S	Subject				
Ext Department (+)	Main Category*	Choo	e one		~	
	Sub Category	Choos	e One		*	
•	onniect.					
	Enclosures					
	Customize Ack	nowledgement				
		5	Step4 Gener	rate Generate	& Send	

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.

Receipts ()									
+ Browse & Diarise	Upload(Only PDF upto 20 MB)*	Upload File		Diary Details					
Physical	Coen		23	Sender Type	Choose one	•	Dealing Hands	Choose One	•
+ Electronic				Delivery Mode*	By Hand		Language	English	
. Inbex	🕞 🌍 - 🔜 Desktop 🕨	P	Made Number	by mind		Letter Ref. No.	Chynan		
 Ministry 				Wode Number	1		Letter Rel. NO		
Email Diarisation	Organize 👻 New folder	g • 🖬	0	Type*	Letter		File Number		
> Created	A	Anybesk		Received Date*	24/08/2018	17	Letter Date		17
Sent	Y Favorites PNG image	AnyDesk		VIP	Choose one		Diary Date	24/08/2018	
Pu Ma	Desktop 133 KB	philandro Software GmbH		VIP Name	Choose one				
By Others (Hiararchy)	Downloads Babita-eFile document version 5.5.05	Balsamiq_Mockups_3.3.3 22-Dec-15 12:32 PM		Contact Details				Add to	Address Book
+ By others(All)	Recent Places E Microsoft Office Word 97 - 200	3.75 MB		Ministry	Choose one				*
 Acknowledgement 	EaseUS-DR v5.8.5	eFile document version 5.5_05-		Department	Choose one				
+ Created	Libraries WinRAR archive	Modified by Ashwani	E	E Name*			Designation"		
Recycle Rin	Documents 5.83 MB	Microsoft Office Word 97 - 2003							
Initiated Action	Music File document version 5.5_05	eFileV3_style		Address 1.					
Files (+)	Pictures Varsha Microsoft Office Word 97 - 200	Cascading Style Sheet Document		Address 2 Country					
Migrate File 🕒	Videos				INDIA		 State 	Andaman & Nicoba	r Islands 🔻
Dispatch 😑	Handbook-8-8-2016-AS	EaseUS Partition Master Trial Editi		City			Pincode		
DSC (+)	Mair nor nor nor			Mobile			Landline		
Settings (+)	File name: receipt		-	Fax			Email		
Notification (+)		Onen la Cancel	5	Category & Subje	ect				
Ext Department (+)		Cancer I*	-	Main Category*		Choose one			*
			-	Sub Category		Choose One			Ŧ
				Subject*					
									1
				Feelesures					
				Enclosures		* Enclosure/Rei	marks will not be changed	after movement	
				Customize Acknowle	edgement				
								Generate Gene	rate & Send

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 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 : 07/0	5/2016 To 01/07/2	2019)			
Í	Send Back Sen	d Put in a File	View	/ Move To Copy Close Dispat	ch		
		▼ <u>Computer No</u> ▼		Receipt No.	•	Subject	
		E 59	茂	59/2019/0/o ASST.GM/IT/CO/RCIL		For Testing purpose on	ly.
		E 52	閁	52(2)/2019/0/o ASST.GM/IT/CO/RCI	L	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.

(Se	end
		All O Reporting Officer O Sub-ordinates Recent 5 O Send Back I 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.

<u>To</u>	Contacts	Preferred List	Groups		Recein	
0-	Contacts Preferred List Groups Receipt Ni Search Search Search Search ate AAKASH SINGH DY.MGR/0&M/BKSC/ER/RCIL/AS O/o SR.MGR/0&M/RNC/ER/RCIL O/o SSR.MGR/0&M/RNC/ER/RCIL ate A ALIYAR OS/TENDER-1/DEE/G/TPJ/SRIy/AA O/o 0/o OS/TENDER- 1/DEE/G/TPJ/SRIy AANCHAL I RAAJ SR.MANAGER/MKTG/CO/RCIL/AIR O/o SS/EINCEB/CO/RCIL A ANWARALI SSE/DEMU/BG/TPJ/SRIy/AA O/o SSO/EIII/Sr.DFM/TPJ/SRIy AZGARALI AA/EIII3/Sr.DFM/TPJ/SRLY/AA O/o SSO/EIII/Sr.DFM/TPJ/SRLY					
<u>Cc</u>	Na	me	Markin	g Abbr	Organisation Unit	
	AA	KASH SINGH	DY.MG	R/O&M/BKSC/ER/RCIL/AS	0/o SR.MGR/O&M/RNC/ER/RCIL	
Set Due Date		ALIYAR	OS/TE	NDER-1/DEE/G/TPJ/SRIy/AA	O/o OS/TENDER- 1/DEE/G/TPJ/SRIy	
Action	AA	NCHAL I RAAJ	SR.MA	NAGER/MKTG/CO/RCIL/AIR	O/o JT.GM/EB/CO/RCIL	
Priority		NWARALI	SSE/D	EMU/BG/TPJ/SRIy/AA	O/o SSE/In-charge/BG/TPJ/SRly	
	🔲 A A	ZGARALI	AA/EIII	3/Sr.DFM/TPJ/SRLY/AA	O/o SSO/EIII/Sr.DFM/TPJ/SRLY	
Remarks			COS/A	IM/SRDCM/TP.I/SRLY/AB	O/o	-

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.

		-				
Contac	ts Preferred List	Groups				<u>×</u>
				s	Bearch	
	Name	Ма	rking Abbr		Organisation Unit	
	ANKITA CHAUDHA	RY DY.	MANAGER/IT/CO/RC	IL/AC	O/o DY.MANAGER/IT/	CO/RCIL
Remo	ve from: <u>Preferred L</u> i	ist				<< < 1 > >>

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.

	Total 1000 1000 characters left.	
Remarks		

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**.

\equiv eFile Version	5.5_11					Search
Receipts 🛨	Send Send Back Put in a File (Copy Dispatch Details	Movements Edit	Close View Draft	Attach File Attach F	Receipt
Files (+)			<i>.</i>	^	Receipt Deta	ils
Migrate File (+)	test pdf.txt - Notepad	1/1	С <u>ч</u>		Receipt No :	59(2)/2019/O/o ASST.GM/IT
DSC 🛨					From : Main Category :	vik General
Settings (+) Notification (+)	test pdf for file upload in	test pdf.txt eoffice - vikrant			Address : Letter Ref. No :	RCIL CO
Ext Department (+)					Subject :	For Testing purpose only .

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

py I	Dispat	ch	Details Movements	Attach File Remarks	×	Remarks for Attach
			Year 2019 🔻			
ce			 <u>Computer Number</u> 	<u>File Number</u>	▼ Subject 1	
		E	97	RCILCO-COOPROJ(EOFF)/4/2019-O/o ASST.GM/IT/CO/RCIL-Part(1)	Demo	
	1	E	110	RCILCO-COOPROJ(EOFF)/4/2019-O/o ASST.GM/IT/CO/RCIL-Part(2)	Demo	
		E	114	RCILCO-COOPROJ(EOFF)/4/2019-O/o ASST.GM/IT/CO/RCIL-Part(3)	Demo	
		E	130	RCILCO-COOPROJ(EOFF)/15/2019-0/o ASST.GM/IT/CO/RCIL	Demo "	
		E	154	RCILCO-COODNM(MISC)/6/2019-0/o ASST.GM/IT/CO/RCIL-Part(1)	Demo …	
				Attach File	12 12 14 14 14 14 14 14 14 14 14 14 14 14 14	

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

(

ils	Movements Receipt D	Detach Re	Alert ceipt Remarks									for
F	Receipt No :	Remarks *				Fil	e No :				Deta	
F	From :					De	esignation :		TL			
1	Main Categor					Su	b Category	:				
	Address :	ок	Cancel			Se	ent Date :		03/07/	19 12:51 PI	м	
l	Letter Ref. No					Le	tter Date :					
\$	Subject :	For Testir	ng purpose only .			En	closures:		-			
1	Delivery Mod	e: Courier				Se	ender Type :					
	Dispatch history											
	No Record	Found										Detac
	Attached Files History											from h
	No Record Found											
	Attached	Receipts History										
-	Receipt No.		- Subject	- Attached	by 👻	Attached Date	▼ Remark	(5 -		-	-	
Е	59(1)/2019/0)/o ASST.GM/IT/CO/RCIL	For Testing purpose only .	ANISH SIN GUSAIN	GH	08/07/19 03:13	test	$(\times)^{\dagger}$	tach With A	nother Act	ion Details	
	Detached	Receipts History										
	No Record	Found										
	Detached	Files History										
-	Computer I No	ile Number			- Subject	Attached by	Detached by	Attached Date	Detached Date	Attach Remarks	Detach Remarks	
E	96 F	RCILCO-CO0PROJ(EOFF	F)/3/2019-O/o ASST.0	3M/IT/CO/RCIL	Testing1	ANISH SINGH	ANISH SINGH	7/8/19	7/8/19	test	done	

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 Detail	5								
Receipt No :	59(2)/2019/O/o	ASST.GN	I/IT/CO/RC	:IL 📠	File	No :			
From :	vik				Desi	gnation :	TL		
Main Category :	General				Sub	Category :			
Address :	RCIL CO				Sent	t Date :	03/0	07/19 12:5	1 PM
Letter Ref. No :					Lette	er Date :			
Subject :	For Testing purp	oose only			Encl	osures:	853		
Delivery Mode :	Courier				Sen	der Type :			
Dispatch histo	ory								
No Record Found	[
Attached Files	History								
- File Number				- Sub	ject Attac	ched by	Attached Date	- Remark	(5 -
E RCILCO-COOPRO	J(EOFF)/3/2019-0/	o ASST.G	M/IT/CO/R	CIL Testi	ngi ANISH GUSA	H SINGH IN	08/07/19 03:05	test	×
Attached Rece	eipts History								
 Receipt No. 	•	Subject	Attached by	Attached Date	Remarks	5.24			
E 59(1)/2019/O/o AS	ST.GM/IT/CO/RCIL	For Testing purpose only .	ANISH SINGH GUSAIN	08/07/19 03:13	test	🗙 Atta	ch With Anol	ther Action	n Detail:
Detached Rec	eipts History								
No Record Found	[
Detached Files	s History								
No Record Found									

5. How can we Pull Back Receipt/eFile?

Go to the sent tab in the receipts/file menu and we can see the all sent receipts and on the right side corner of the row we can see the **Pull Back** option.

E 59 D S9/2019/0/o ASST.GM/IT/CO/RCIL For Testing purpose vik ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 01/07/19 - Initiate Action only . E 323 D 323/2019/0/o ASST.GM/IT/CO/RCIL Noting RaiTel ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 27/06/19 - Initiate Action 04:43	E 59 D 323/2019/0/o ASST.GM/IT/CO/RCIL For Testing purpose vik ANKITA CHAUDHARY,0/o DY.MANAGER/IT/CO/RCIL 01/07/19 - Initiate Action 01/07/19 - Initiate Act	E 59 59/2019/0/o ASST.GM/IT/CO/RCIL For Testing purpose vik ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 01/07/19 - Initiate Active 11/45 - Initiate Act	E 59 D 59/2019/0/o ASST.GM/IT/CO/RCIL For Testing purpose vik ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 01/07/19 - Initiate Action E 323 D 323/2019/0/o ASST.GM/IT/CO/RCIL Noting RailTel ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 27/06/19 - Initiate Action 27/06/19 - 27/06/19 - 27/06/19		Computer , No	Receipt No.	٣	<u>Subject</u>	• <u>Sender</u>	▼ <u>Sent to</u>	▼ <u>Sent On</u>	▼ <u>Due On</u> ▼	v v	A
E 323 🔀 323/2019/0/o ASST.GM/IT/CO/RCIL Noting RailTel ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 27/06/19 - Initiate Action	E 323 🔀 323/2019/0/o ASST.GM/IT/CD/RCIL Noting RailTel ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 27/06/19 - Initiate Action 27/06/19 - 27/06/19	E 323 D 323/2019/0/o ASST.GM/IT/CO/RCIL Noting RaiTel ANKITA CHAUDHARY,0/o DY.MANAGER/IT/CO/RCIL 27/06/19 - Initiate Action 04:43 - 27/06/19 - 27/06/19 - 27/06/19	E 323 T 323/2019/0/o ASST.GM/IT/CO/RCIL Noting RailTel ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL 27/06/19 - Initiate Action 04:43 - Initiate Action 27/06/19 - 27/06/19	0	E 59	59/2019/0/o ASST.GM/IT/CO/RCIL		For Testing purpose only .	vik	ANKITA CHAUDHARY,0/o DY.MANAGER/IT/CO/RCIL	01/07/19 11:45		Initiate Action	t l
	27/06/19	27/06/19]	E 323	323/2019/0/o ASST.GM/IT/CO/RCI	L	Noting	RailTel	ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL	27/06/19 04:43	-	Initiate Action	
		Initiate Artign						Initiate Ar						
Initiate Action +	Initiate Action +	Initiate Action +	Pul					Initiate Ac	tion M					Pull

By clicking the pullback option, it will open the remarks window to type the **Pull-back remarks** and press "Ok" button. The receipt will come back to sender's Receipts Inbox.

ent	Alert	
•	Reason For Pull-Back	
SST.GM/IT/CO/RCIL	Remarks *	/o DY.MANAGER/IT/CO/RCIL
ASST.GM/IT/CO/RCIL	//	/o DY.MANAGER/IT/CO/RCIL
ASST.GM/IT/CO/RCIL		/o DY.MANAGER/IT/CO/RCIL
ASST.GM/IT/CO/RCIL	OK Cancel	0/o ASST.GM/IT/CO/RCIL
		 ,,0/o

Pulled back Receipts/Files are returned back in the respective inbox.

6. <u>How to Work/Reply to received/created Receipt?</u>

Open the Receipt received in your Receipt inbox.

One can put the received/Created receipt in eFile (eFile in Inbox/created tab) by using <u>"Put in a File"</u> link.

≡ eFile Versio	n 5.5_09							Search	P Adv	ranced 🕖	00
Receipts 🖃	Date Range : (Send Back	02/05/2016 To 26/06/2019 Stod - Put in a File View	love To C	Copy Close Dispatch	_		_	Hierarchical View	My Receipts	V	
) Browse & Diarise		▼ <u>Computer No</u>	• <u>Receip</u>	pt No.		<u>Subject</u>	▼ <u>Sender</u>	* <u>Sent By</u>	▼ <u>Sent On</u>	* <u>Due On</u> *	Remarks
) Inbox		E 323	<u>323/20</u>	019/0/o ASST.GM/IT/CO/RCIL 🕏		Noting	RailTel	ANISH SINGH GUSAIN,0/o ASST.GM/IT/CO/RCIL	26/06/19 11:59	•	۵
) Email Diansation		E 59	59/201	19/0/o ASST.GM/IT/CO/RCIL		For Testing purpose only .	vik	ANISH SINGH GUSAIN,O/o ASST.GM/IT/CO/RCIL	25/06/19 03:47	4	٦
) Created		E 52	<u>52(2)/</u>	2019/0/o ASST.GM/IT/CO/RCIL		Testing	test	ANKITA CHAUDHARY, O/o DY, MANAGER/IT/CO/RCIL	24/06/19 04:26		٦
) Closed		E 52	52(1)/	2019/0/o ASST.GM/IT/CO/RCIL		Testing	test	ANKITA CHAUDHARY, O/o DY, MANAGER/IT/CD/RCIL	24/06/19 04:18	• 14	۵
▲ By Me	1.111111111111111										
م قوانين الوقينينية											

To Put Receipt In File goto (Page no 22)

STEP 1: For creating any Reply of the Receipt, go to Dispatch tab.

\equiv eFile Version 5.5	_09		Search	Advance	- 0 O O)
Receipts 😑	Send Send Back Put in a File Copy Dispatch Details Movements Edit Close View Draft Attach File Attach	keceipt			X
) Inbox	^	Receipt Detail	S		
) Email Diarisation		Receipt No :	323/2019/0/o ASST.GM/IT/CO/RCIL 🕌	File No :	
) Created	Sub: Implementati 🛗 🖶 🖯 🕁 🍌 vs (Phase-I) -	From :	RailTel	Designation :	RaiTel
) Sent	Detailed Estimate	Main Category :	Miscellaneous Files	Sub Category :	
) Closed	Def: i) Baiway Board's latter on E/C/0017/Micr/Status of AERAS dated	Address :	RCIL	Sent Date :	28/06/19 11:59 AM
• By Me	04 12.18(SN 2)	Letter Ref. No :		Letter Date :	
) Acknowledgement	ii) ED/S&T/Railway Board's letter no. E(G)2017/Misc/Status of AEBAS	Subject :	Noting	Enclosures:	3
Created	dated 19.12.18(SN 10). iii) This office letter no. RCIU/CO/2019/Project/E-Office Implementation	Delivery Mode :	By Hand	Sender Type :	
• Sent	Dated: 03.01.19 (SN 16)	Movement De	tails		
) Recycle Bin	iv) RGM/SR's proposal vide note no. RCIU/SR/SC/2018-19/Riy e-Office	Sent By	▼ Sent On ▼ Sent To		* Action Remarks**
) Initiated Action	estimate(detailed) dated 51.12.10(recived on 04.01.19) for snaction of detailed estimate (SN 29)	ANISH SINGH GUSAI	1,0/0 26/06/19 ANISH SING	H GUSAIN,0/o	
Files (+)		ASS1.GM/11/CO/RCIL <<<1>>>>	11:59 A551.GM/11	(CU/KCIL	
Migrate File 😟	In reference to above referred letter no. E(G)2017/Misc/Status of AEBAS dated 04.12.18(SN 2), Railway Board have approved the following:				
Dispatch 主	1. To use e-Office application developed by NIC fro e-Office project over				

STEP 2: On clicking Dispatch, below tab will open where you can **upload** or **Type** Reply. Fill the required details (Draft details the /Communication details to which letter needed to be sent). If required you can attach reference documents also and finally save the data.

Image: Sec: 003 002/54/21 MF Image: Sec: 003 002/54/21 MF Image: Sec: 003	w Draft Choose from Template(s)	OF Upload File	Draft Details					
Image: Source in the image	aved 26-06-2019 02:54:21 PM		Draft Type*	Reply	~	Language*	English	~
Reply to receipt Reply to receipt Reply to receipt Reply to receipt Reply Type Reply Type Reply Reply Type Reply Type Reply Reply Type Reply Reply Type Reply Reply Reply Reply Reply Reply Reply Reply Reply Reply Reply Reply Reply Reply Reply Rep	IUF寄唱■ Formats - Line Height - Paragraph - Verdana - Font Sizes	-	Draft Nature	Choose One	~	Prefix	Choose One	\sim
Reply to receipt Image: ** read 1000 199 character bit. Image: **				Noting				~
Hereit Humber Paper Type Paper	Reply to receipt	^	Subject *	Total 1000 994 characte	ers left.			~
			Receipt Number	323/2019/0/o ASST.GM/IT	CO/RC	Reply Type	Choose one	
			Communication	in Determ			Lawaran	
			Communication	Details				
Biglin			Ministry	Choose one				
Address 1 * A Desplation Mone Point segmenting Address 1 * A Recut Address 1 * A Recut Address 2 Country HIDA V Bask Oncose one Country HIDA Desplation Address 2 Country HIDA V Bask Oncose one Country HIDA HIDA Country HIDA HID			Department	Choose one	2		Desized.	14
Adverse 5 * RGL Adverse 5 * RGL Adverse 5 * RGL Country IIDA D Proceis Country IIDA D Proceis Adverse 7 Adverse 7 Country IIDA D Proceis Adverse 7 Adverse			Organization	Anen singn Gusain	^	Designation	reanter	
Addess 2 Addess 2 Corp. HIDA Procede Corp. Note: Add More Respirately in Add More Respirately i			Address 1 *	RCIL				
Country INDA V IND			Address 2					
Cy Cy Prode Lonitos Far Cy Add More Respirato Cas			Country	INDIA		State	Choose one	Y
Adda down Fex Enail Add down Respiration Fex Add down Respiration Fex Add down Respiration Count Add down Respiration Count Add down Respiration Count Add down Respiration Count Add down Respiration Count Add down Respiration Add down Respira			City			Pincode		
Par Enail Add More Respirate(b) Car Attachments Attac			Mobile			Landline		
Attachments Attach			Fax			Email		
Attachments Attach							Add More Recip	ient(s) Clear
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MaganoveRigParket for Agenove Form MaganoveRigParket AgenoveRigParket AgenoveRigParket AgenoveRigParket for Agenove	* IDWY	Words: 2	#ApprovedByDesig	plation# for Approver Deatgratio	6	Alipprived Dy Section	Name# for Approver Section 1	taria:
#Approve/Date# for Date of Approval		-	MpprovedEyPoold	For Approvel Post		#ApprovedDyEmail# 1	tor Approver Email	
			#ApprovedDate# to	r Date of Approcel				

STEP 3: After saving, you can **send back for Approval** if you do not have the right for Approval.

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

≡ eFile version 55_09			Search	Advanced 🧃	00
					×
Dend Deed Dead Pout in a File Copy Dispatch Details Movements Edit Close View Draft Attach File Attach Receipt Draft No. : DFA/137 - V 1.0 Draft Status : DFA				Preview	Approve Edit
	Draft Details				
B I U 등 등 등 등 등 Formats - Line Height - Paragraph - Verdana - Font Sizes -	Draft Type*	Reply	🖌 Language*	English	~
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The One who will receive the receipt in the inbox with Draft have the draft sign along with the Receipt No. as shown

	Date Range : 02	2/05/2016 To 26/06/2019								Draft is
leceipts 😑	Send Back S	iend Put in a File View	Move To Copy Close Dispatch			Hierarchical View	My Receipts	×		attache
Browse & Diarise		• Computer No	· Receipt No.	- Subject	+ Sender	Sent By	▼ Sent On	▼ Due On ▼	Remarks	
Inbox		E 323	323/2019/0/o ASST.GM/IT/ 0/	Noting	RailTel	ANKITA CHAUDHARY,0/o DY.MANAGER/IT/CO/RCIL	26/06/19 02:59			
Email Diarisation		E 59	59/2019/0/o ASST.GM/IT/CO/R	For Testing purpose on	ly. vik	ANISH SINGH GUSAIN,0/o ASST.GM/IT/CO/RCIL	25/06/19 03:47		۵	
Created		E 52	52(2)/2019/0/o ASST.GM/IT/CO	RCIL Testing	test	ANKITA CHAUDHARY,0/o DY.MANAGER/IT/CO/RCIL	24/06/19 04:26		B	
Clored		E 52	52(1)/2019/0/o ASST.GM/IT/CO	<u>RCIL</u> Testing	test	ANKITA CHAUDHARY,0/o DY.MANAGER/IT/CO/RCIL	24/06/19 04:18	•	D	
By Me										
Acknowledgement										

One can see draft in "View Draft" tab until it is dispatched.

\equiv eFile version	55_09			Search	Advanc	ed I 🕐 🚯 🕼
Receipts 🕞	Send Send Back Put in a File Copy Dispatch Details Movements Edit Close View Drait Attach F	le Attach R	eceipt			×
) Browse & Diarise		-	Receipt Detail	\$		
Email Diarisation		20	Receipt No :		File No :	
) Created	Sub: Implementativ 💾 🗗 🕞 🕀 🕁 ys (Phase-I) –		From :	RailTel	Designation :	RailTel
) Sent	Detailed Estimate		Main Category :	Miscellaneous Files	Sub Category :	
) Closed	Ref: i) Railway Board's letter no E(G)2017/Misc/Status of AEBAS dated		Address :	RCIL	Sent Date :	26/08/19 02:59 PM
 By Me 	04.12.18(SN 2)		Letter Ref. No :		Letter Date :	
+ Acknowledgement	 ED/S&T/Railway Board's letter no. E(G)2017/Misc/Status of AEBAS dated 19 (3) 19(SN 40) 		Subject :	Noting	Enclosures:	12
 Created 	iii) This office letter no. RCIL/CO/2019/Project/E-Office Implementation		Delivery Mode :	By Hand	Sender Type :	
Sent	Dated: 03.01.19 (SN 16) iv) RGM/SR's proposal vide note no. RCIL/SR/SC/2018-19/RIy e-Office		Movement De	tails		

Receipts E	Send Se	nd Back Put in a File	Copy Dispatch Detai	ils Movements Ed	it Close View Draft /	Atlach File Attach Receip	t
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Email Diarisation						Choose One	
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Recycle Bin			Draft	Version List			
Initiated Action	DFA/137			Constant of Science of			
	Version	Created On	Gr	eated By		Status	

STEP 4: 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.

raft No. : 0FA/137 - V 1.0 Draft Status : DFA				Preview	Approve Edit
New Draft Choose from Template(s) Of Upload F	Draft Details				4
B I U III III Formats - Line Height - Paragraph - Verdana - Fort Sizes - Ξ · Ε · Ε · Ε · Ε · Ε · Ε · Ε · Ε · Ε ·	Draft Type* Draft Nature	Reply Choose One	Language*	English Choose One	
Reply to receipt	Subject*	Noting Total 1000 994 chara 323/2019/C/o ASST.GM/	icters left. ITICO/RC V Reply Type	Choose one	Edit or Approve
	Communication	n Details			
Approval Confirmation	Ministry	Choose one			*
Once draft gets approved no further changes can be made.	Department	Choose one			v
OK Cancel	Name [®] Organization	Anish Singh Gusain	Designation	ReiTel	
	Address 1 * Address 2	RCIL			

STEP 5: 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 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 desired location of the page

	Country City Mobile Fax		V State Pincode Landline Email	Choose one	
~	Attachments Note : Use following i #ApprovedBy#for. #ApprovedByDesig #ApprovedByPosti #ApprovedDate#for	# tags for draft creation Approver Info gamtion# for Approver Designation # for Approver Post r Date of Approval	#ApprovedByName# fo #ApprovedBy SectionN #ApprovedByEmail# fo	Attach File r Approver Name ame# for Approver Section Name Approver Email	Custom Sign
			Dispatch By Self Dispatch	By CRU DSC Sign Edit Custom Sign	

STEP 6: 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 Optio	15	
✓ Email Details		
To*		
Ge		0
00	(Use comma(,) to separate recipients.)	Ť
Bcc		0
	(Use comma(,) to separate recipients.)	
Subject	Noting	
	DFA/154_null.pdf	^
		\sim
		A
Email Body		
		~
✓ Postal & Out Reg	ster 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 one has 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@domain.com."

Now after dispatching you can forward (Send) the Receipt with approved/Signed letter for further action and one can find the Approved/signed letter in Receipt Details from where you can open it as shown.

Receipt Details					
Receipt No :	323/2019/0	o ASST.GM/IT/CO/	RCIL 晶	File No :	
From :	RailTel			Designation :	RailTel
Main Category :	Miscellaneo	us Files		Sub Category :	
Address :	RCIL			Sent Date :	28/08/19 02:59 PM
Letter Ref. No :				Letter Date :	
Subject :	Noting			Enclosures:	-
Delivery Mode :	By Hand			Sender Type :	
Dispatch history	,				
Dispatch Number.	Subject	 Dispatch Date 	👻 Sent Thro	ıgh	🔻 Dispatch Mode 🛛 🔻
I/37/2019	Noting	6/27/19 2:22 PM	SR.MANAGE	R/IT/CO/RCIL (Self)	
I/38/2019	Noting	6/27/19 2:39 PM	SR.MANAGE	R/IT/CO/RCIL (Self)	
1/39/2019	Noting	6/27/19 4:17 PM	SR.MANAGE	R/IT/CO/RCIL (Self)	
Attached Files H	listory				
No Record Found					
Attached Receip	ts History				
No Record Found					
Detached Receip	ots History				
No Record Found					

When you send any Receipt with Dispatched Letter, ensure to mention Dispatch No. in Remarks so that receiver can easily check the required letter.

Note: If the Receipt after Dispatching is put in an eFile, Dispatched letters will be visible in <u>ToC</u> of eFile.

If the Receipt with Draft Letter is put in eFile, Draft Letter (DFA) can be viewed in <u>View Draft</u> Section of eFile.

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.

▶ Inbox (1)
 Submitted Files for Closing Approval
▶ Created
 Drafts
 Completed
▶ Parked
Approval Requests
Bulk Closing
▶ Closed
→ By Me
Submitted Files for Reopening Approval
▶ Sent
Create New
Create Part
Recycle Bin
Initiated Action

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.

MICE	
	MAHARNAB MANNA DY.DIRECTOR(MM)-TXC (IT
eFile Version 6.2.0	Search 🖉 🔎 Advanced 🕐 🚯 🔂
ceipta ceipta	Govt. of India Ministry of Farelise (MdT) II File No.* Subject Description* Category Main Choose one Subjectore Category Main Choose one Category Main Ch

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.

Continue Working >	

	File Number will be generated
1	(Number generated will be final and cannot be edited).
	Do you wish to proceed?
	OK Cancel

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.

Sea	rch	for the receipt				×
		2019 -	Search			
		Computer Number		Receipt Number	Sub	ject
	E	52		52(2)/2019/0/o ASST.GM/IT/CO/RCIL	Testir	ng l
-	E	52		52(1)/2019/0/o ASST.GM/IT/CO/RCIL	Testir	ng
			Attach		«< <u>1</u>	>>>

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

						et	List of Corresp	pondences and	issues
Receipt Detail	5								
Receipt No :	52(2)/2019/0/o	Fi	le No :	RCILCO ASST.G	-CO0PROJ(EOFF)/3/2019-O/o M/IT/CO/RCIL-Part(1)		Receipt/Inde No.	▼ <u>Subject</u>	* Type* Attached On
From :	test	De	esignation :	test			<u>32(2)/215/0/8 ASSI:3M/11/C0/Rell</u>	(CC)-Testing	POCI 01/07/19 12:09
Main Category :	General	Su	ub Category :					Attach	
Address :	testing at co	Se	ent Date :	24/06/19	04:26 PM				
Letter Ref. No :		Le	etter Date :						
Subject :	Testing	Er	nclosures:	-					
Delivery Mode :	By Post	Se	ender Type :						
Movement Def	tails								
Sent By	▼ Sent	On	✓ Sent To		✓ Action Ren	arks			
ANKITA CHAUDHARY,C DY.MANAGER/IT/CO/P	D/o 24/06 CIL 04:26	5/19 5	ANISH SINGH GU ASST.GM/IT/CO/F	SAIN,O/o RCIL	Forward -				
2< < 1 > >>									
Receipt Dispa	tch History								
Dispatch Number	👻 🖛 Subj	ject	✓ Address		✓ Dispatch Date	-			

7. 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".

Computer No: 96 File No: RCILCO-COOPROJ(EDFE)/3/2019-0/o ASST.GM/IT/CO/RCIL-Part(1) Subject: Testing1	×
Noting Correspondence Draft References Link Details Movements Edit Send Attachment More	Quick View
9 , <i>p</i> *	
Add Green Note	1/1 Č 🛨 👼 🕯
	1 52(2)/2019/O/o ASST.GM/IT/CO/RCIL
	test pdf.txt test pdf for file upload in eoffice - vikrant

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
Once the Green Note is sent in a file, it Can't be changed, overwritten or deleted	It is a draft noting, which is not publ Until confirmed.
It will be Published on Noting side with	After Writing the Yellow Note we ha
Sender's details.	the
	three options:-
It is always AutoSaved.	Edit: - Edit the Yellow Note.
	Discard: - Discard the Yellow Not
If Pulled Back by Sender, Green	Confirm - Confirm the Yellow Not
Note is then editable (only if not digitally	Once the yellow note gets confirme
signed).	noting is finalized and saved to mai
	Green Noting.
	Need to save, before sending.



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".

Edit	Discard	Confirm
Version	Created On	<u>CreatedBy</u>
<u>1.0</u>	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.

8. 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.

Computer	r No: 96	File No: RCILCO-CO	00PROJ(EOFF)/3/2	019-0/0 ASST.GM/I	T/CO/RCIL-Pa	<u>rt(1)</u>	Subject: Te	sting1		
Noting	Corres	pondence Draft F	References Link	: Details Moven	nents Edit	Send	Attachment	More		
₽, ₽⁺									ToC Recent	All
			Ve	ersion : 1.0						
test r	note							-		
									52(2)/2019/O/o ASST.G	M/IT/C
									test pdf for f	ile upl
	- 11							-		
	ait		Discard		Confi	m				
Versio	n	Created On		<u>CreatedBy</u>						
<u>1.0</u>		7/1/19 12:17 PM		ANISH SIN	GH GUSAIN					

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.



We cannot detach a receipt after movement of eFile.

9. 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.

eOffice User Guide

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

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

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

Noting Correspondence Draft References Link Details Movements Edit Send Attachment Mou Quick Noting 🛪 🔚 🗙	re	ToC Recent All	Quick View
B I U I I I I Formats ▼ Line Height ▼ Paragraph ▼ Verdana ▼	*	1/1 O 🖢 (Ð
		52(2)/2019/O/o ASST.GM/IT/CO/RCIL	1
test note		test pdf.txt test pdf for file upload in eoffice - vikrant	I
			Ш
			ł

10. 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.

≡ cFilc Version 5.5_09	Search D Advanced 😗 🕼 🕼
Computer No: 93 File No: <u>RCILCO-COOPROJ(EOFF)/7/2019-0/o ASST.GN/IT/CO/RCIL</u> Subject: Demo	10
Noting Correspondence Draft References Link Details Movements Edit Send Attachment More	Quid
Quick Noting -) 🔚 🗙	
Last Saved 11-06-2019 12:59:48 PM ∧ B I U E E Formats * Line Height * Paragraph * Verdana * 18pt ~ E E E M H - Ω A * A * B X E E E E F - Ω A * A * A * B X E E E E - Ω A * A * B X E E E E - Ω X T T N T N N N X E E E E E E - Ω X T N	153201900 ASSLGMLICORCE COffice 2. Digitisation Framework Reference
Digitisation Framework at Page Number - 10	In the overall transition to eOffice, the digitization of documents and files play a key role. Hence establishing a framework for digitization is critical for the transition to an electronic mode of functioning. The framework helps to build an integrated approach, connecting the areas that are considered essential in preparing the user department/ ministry for making the transition. The framework will include the Standards, Policies, Guidolines and Best Practices that will help any organization intending to implement eOffice. The Digiti ation Framework hasbeen designed to be in syme with the overall coffice Implementation The overall framework diluttived in the force helps with the overall coffice Implementation

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 Previous Noting Window.

Noting Correspondence Draft References Link Details Movements Edit Send Back Send Attachment More		Quick View
Quick Noting + 🔚 🗙	ToC Recent All Previous Notings	** < □2 → * 𝒫 ⁺ Ⅲ ₫↓
Last Saved 01-07-2019 01:09:58 PM Λ B I U E G E Formats * Line Height * Paragraph * Verdana * 11pt * ::::::::::::::::::::::::::::::::::::	13/06/2019 1:29 PM	ANISH BARGH GUSARN (SR.MANAGER/IT/CO/RCIL) Dglaby Segned Page: 1
note no. 4	Note # 4 Draft created pls check	Reference
	13/06/2019 1:37 PM Note # 5 Draft is updated with ver 1.1	ANISH SINGH GUSAIN (SR.MANAGER/IT/CO/RCIL)
	13/06/2019 1:41 PM Note # 6 Please find at page 90	ANKITA CHAUDHARY (DY.MANAGER/IT/CO/RCIL)
	13/06/2019 4:10 PM	ANISH SINGH GUSAIN (SR.MANAGER/11/CO/RCIL)

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.

Noting Correspondence Draft References Link Details Movements Edit Send Back Send Attachment More	Quick View
Courk Noting ▼ 🗟 X	ToC Recent All Previous Notings 4 (2) >> \$\$\$
Last Saved 01-07-2019 01:14:3 ● By Page No. ○ By Note No. B I U E E E E Page No.*	13/06/2019 1:29 PM ANISH SINCH GUSAIN (SR.MANAGER/IT/CO/RCIL) Digitally Signed
note no. 4	Note # 4 Draft created pls check 13/06/2019 1:37 PM (SR.MANAGER/IT/CO/RCIL) Note # 5 Draft is updated with ver 1.1

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

11. 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
¤, p⁺	Create New Draft	
	View Draft	

It will open the Draft creation window.

Noting Correspondence Draft Ref	erences Link Details Movements Edit Reply Se	and Attachment More	8			Quick Vier
		e j				
New Draft	Choose from Template(s) Or Upload File	Draft Detail	s			
B/U∰≣≣≣≣⊑,	Styles • Paragraph • Font Family •	Draft Type*	New/Fresh	✓ Classified	Choose one	~
Font Size 🔹 🗄 🔹 🗄 🖬 🗮	u 🔊 🍽 📾 🎆 🕁 🏈 🕑	Draft Nature	Choose One	V Prefix	Choose One	~
X 🖬 🚨 🛍 A 🌿 — 2	🖩 ×, ×' Ω 🙂 🌮 - 🗎 🛥 μη ηι	Language*	English	~		
🗹 • 🛕 • 🏰 • 🗟 🔲 English (F	2) •	Subject *	E-Office Implementation	on in APSRTC		
			Total 1000 967 c	haracters left.		
		Communica	ation Details			
		Ministry	Choose one			~
		Department	Choose one			~
		Name*		Designatio	n*	
		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				
B I U I I I I I Formats - Line Height - Paragraph - Verdana - 14pt -		Draft Type*	New/Fresh	Language*	English	V
Ξ * Ξ * Ξ Ξ キ き 晶 − Ω ボ 駅 ■ A * A * ③ Ξ English * ③ * そ		Draft Nature	Choose One	Prefix	Choose One	V
	^	Subject *	Demo2 Total 1000 995 characters	eft.		¢
		Communicatio	on Details			
		Attachments				Attach File
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:	x			
		Note : Use followin #ApprovedBy# fo	g # tags for draft creation or Approver Info	#ApprovedByNam	e# for Approver Name	
3) How to install Software?		#ApprovedByDe	signation# for Approver Designation	#ApprovedBySect	ionName# for Approver Sectio	on Name
ePass 2003 Software: Insert DSC Token to the System and open the My Computer/This PC folder on the Desktop.		#ApprovedByPo #ApprovedDate#	st# for Approver Post for Date of Approval	#ApprovedByEma	I# for Approver Email	
#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		
DFA/1	53			Draft Version List	
Version		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.

<u>0</u>]	Preview Approve Edit
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

eOffice User Guide

Country INDIA City INDIA Mobile Fax	V State Pincode Landline Email	Choose one
Attachments Note : Use following # tags for draft creation #ApprovedBy# for Approver Info #ApprovedByDesignation# for Approver Designa #ApprovedByPost# for Approver Post #ApprovedDate# for Date of Approval	#ApprovedByName# f #ApprovedBySection #ApprovedByEmail# f	Attach File for Approver Name Name# for Approver Section Name for Approver Email
	Dispatch By Self Dispatch	h By CRU DSC Sign Edit Custom Sign

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	
5) now to install software?	
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, O/o ASST.GM/IT/CO/RCIL SR.MANAGER	
6+K97/2015	
	1001
	giiai

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).

eOffice User Guide

Communication De	tails		
Attachments			Attach File
Dispatch Options			
Email Details			
To*			
Cc			0
	(Use comma(,) to separate recipients.)		
Bcc			\bigcirc
	(Use comma(,) to separate recipients.)		
Subject	Noting		
	DFA/154_null.pdf		$\hat{}$
			~
			~
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."

				List of (Corresponder	nces and Issues				
									Choose One 🔽	•
		-		Receipt/Issue No.	✓ Subje	ct Type	 Attached On 	* Pages	- Action	
		E		323/2019/0/o ASST.GM/IT/CO/RCIL	Noting	I	27/06/19 04:45	176-180	Reopen	
	E	1	U	<u>140/2019</u>	Noting	Issue	27/06/19 04:37	175-175	Reminders	
		-		1/39/2019	Noting	ı İssue	27/06/19 04:17	174-174	Reminders	
_	100		0	<u>I/38/2019</u>	Noting) Issue	27/06/19 02:39	173-173	Reminders	
		E	0	1224/2019/0/o ASST.GM/IT/CO/RCIL	Testin	g Draft PUC1	27/06/19 02:33	116-172	Reopen	
	<u>101</u>		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	DEMO	2	07/06/19 10:20	55-114	Reopen	
		E	0	112/2019/0/o ASST.GM/IT/CO/RCIL	demo	2	06/06/19 05:34	1-54	Reopen	
Dispa	itch No	. : I/39	/2019					KMS Doct	ument History	Versi
	roft D	lotaile				Dispatch Or	tions			
C	rait D	etans	•			Disputen op				

12. How to attach any eFile/Receipt within another eFile?

One can attach any eFile as well as Receipt into another eFile.

STEP 1: Open the File and go to **attachments>File/Receipt** and attach the required eFile/Receipt.



One can find the required eFile/Receipt with File Number/Receipt Number or Subject (Description provided during eFile/Receipt creation).

\equiv eFile Version 5.5_09							Search	Advanced	00
Computer No: 97 File No: <u>RCILC</u>	O-COOPROJ(EO	FF)/4/2019-0/o	ASST.GM/IT/CO/RCIL-Part(1)	Subject: Demo					×
Noting Correspondence Dra	ft Reference					X			Quick View
File Number : RCILC	O-COOPRO	Search File F	or Attach						
Opening Date : 11/06/19	GM/11/CO/ 01:57	Year 2019	▼ Search						
Main Category : eOffice Previous Reference :		e E	Computer No 93	File Number RCILCO-COOPROJ(EO -O/o ASST.GM/IT/CO	Subject FF)/7/2019 Demo				
Attached / Detached File(s)		() E	96	RCILCO-COOPROJ(EO -O/o ASST.GM/IT/CO) (1)	FF)/3/2019 /RCIL-Part Testing1		Att	ach File De	tach File
• <u>CNo.</u> • <u>File Numbe</u>	r •\$	() E	54	RCILCO-COOPROJ(EO -O/o ASST.GM/IT/CO	FF)/2/2019 /RCIL	hed By	▼ <u>Detached Date</u>	Detached Remarks	v v
		<< >>>	Atta	ch					

STEP 2: Provide **Remarks** for reason of attaching one eFile/Receipt to another eFile/Receipt.

			26
File Number : RCILCO-C(ASST.GM/ Opening Date : 11/06/19 01:5 Main Category : eOffice Previous Reference : Attached / Detached File(s) CNO. File Number	Are you sure to Attach the file? Remarks Yes for testing OK Cancel VS E 54 Attac	File Number Subject RCILCO-COOPROJ(EOFF)/7/2019 -0/o ASST.GM/IT/CO/RCIL RCILCO-COOPROJ(EOFF)/2/2019 -0/o ASST.GM/IT/CO/RCIL-PAT Testing1 (1) RCILCO-COOPROJ(EOFF)/2/2019 -0/o ASST.GM/IT/CO/RCIL testing	he

STEP 3: Attached eFile/Receipt is **visible in attachments** only as below.

eOffice User Guide

		klt25p7P24bwYs ← 🗎 Č Search <u>VIT/CO/RCIL</u> Subject: Demo ements <i>Edit</i> Send Attachment More Quick ToC Recent All Previous Notings	
File Number : RCILCO-COOPROJ(EOFF)/4/2019-0/o Opening Date : 11/06/19 01:57 Opening Date : 11/06/19 01:57 Main Category : eOffice Previous Reference : eOffice Attached / Detached File(s)	Add Green Note Add Yellow Note Add Streen Note Add Yellow Not	e-Office FAQs	h File marks
		₩ €(1	00% v

One can detach the eFile/Receipt as well by selecting the eFile/Receipt, Clicking on Detach File/Receipt and adding reasons for detaching it. After Detaching, the eFile/Receipt will be available in respective Inbox.

Note: Location of the attached file will be inside the file only. Attached file will not be visible in Inbox/Created tab.

For making any changes in the attached eFile, first one has to detach it. You cannot make any changes in attachment.

13. What is the use of Link Tab and Reference Tab?

Link Tab is used to Link any internal eFile where a copy of the eFile is linked for information only.

One can see the Correspondence/Noting until the time when the eFile was linked and can trace the movements of linked eFile but cannot make any changes into it as the eFile is not with the Official, he only has a copy linked. The Original eFile is with someone else.

	1		
Internal Files			
Referred In Files			

Internal File: Internal Files > Attach

One can link any internal eFile (in Inbox/Created) and can delink it in future.

eOffice User Guide

More				Quick View
ToC	Recent			D j
		Link/Delink		Choose One 🔻
	▼ <u>File Number</u>		▼ <u>Subject</u>	Choose One Delink
		Attach		Delink

Referred In File: This will show the details of the eFile into which this eFile has been linked to.

<u>Reference Tab</u> is used for uploading any document (Word, PDF, Excel, PPTs etc) from your system into the eFile for reference purpose. Once file is moved, local references cannot be deleted from the file.

Noting Correspondence Draft References Un Details Movements Edit Send Attachment More	Quick View
Q ⁺	ToC Recent All P ⁺ III P
Add Green Note	References Choose One Y
	<u>References Attached</u> <u>* Attached By</u> <u>* Attached Date</u>
	Upload File

References > Local References > Upload File The entire Uploaded document will be visible in References Only.

14. How to Sign digitally and Send the eFile?

By sending the Green Note and send dialog box will be opened which contains the "**DSC Sign & Send**" option and which is shown below.

Computer No: 96 Fil	e No: <u>RCILCO-COOPROJ(EOFF)/3/2019-0/o</u> ASST.GM/IT/CO/RCIL-Part((1) Subject: Testing1	
Noting Correspon	dence Draft References Link Details Movements Edit	Send Attachment	More
● All ○ Report	ing Officer 🔘 Sub-ordinates 🔘 In Channel 🔘 Preferred List		
Note: Name of the	creator is highlighted in yellow colour.		
To		Notify : D Email	SMS
Set Due Date	17		
Action	Forward v		
Priority	Choose one		
Remarks	Total 1000 1000 characters left.		
Send DS	C Sign and Send		

Click on the DSC Sign and Send.

Enter the Login Pin of the DSC Token and click on the "**Login**". The Green Note will be sent. The Digital Signature will be seen in the "**Sent**" tab by clicking on the sent file. The Digital Sign is shown below.



The file is forwarded to the next higher/respective Officer. Now Officer can give their noting by click on "**Add Green Note**". Then send to the next higher/respective officer by clicking on "**send**"

Note: Ensure to Click on Notify via SMS/Email, so that Recipient is notified when receives any File.

15. How to create Part eFile?

Part File is created when main file is under any submissions.

<u>STEP 1</u>: Click on **Create part** and then **Browse File** for which Part File need to be created as shown below.

Select the main eFile, provide proper Description & Remarks, and click on Create Part.



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

STEP 2: after the Part File is created, it will appear in **Created>Completed tab**.



16. How to Park and Unpark a File?

We can park the files, which are present in our inbox.

It contains the list of Files that are temporarily closed and work will be done late on. Pendency of File will be removed if any File is parked. Select the File by checking on the Check box in the Inbox files, Click on the "**More**" tab and select "**Park File Option**". It will ask for the **Parking Due Date** (Until What time the work is expected to be done on the File), Parking remarks are to be filled up and Click on the Ok button.

Noting Correspo	ondence Draft References Link D	etails Movements Edit	Send Back Send Atta	achment More	>
Parking Confirm	nation			×	
Do you want to pa	ark the following file(s)?				
Computer No	File No.	Subject			
154	RCILCO-CO0DNM(MISC)/6/2019- O/o ASST.GM/IT/CO/RCIL-Part(1)	Demo			
Parking Due Parking Rer	e Date*	17		M/IT/CO/RCIL	<u> ▼ Action</u> ▼
				OK M/IT/CO/RCIL	
				GER/IT/CO/RCIL	Forward
				M/IT/CO/RCIL	
				GER/IT/CO/RCIL	Forward
				M/IT/CO/RCIL	Forward
NTOLL OTNOLL OLION	NO/- ACCT CH/IT/CO/DOU	37/05/10 13.33	ANIZITA CUAUDUADY O/- DY		

The Parked files will be available under the "**Parked**" option in the "**Files**" Menu. Parked files can be made active at any point of the time.

	Parked Files			
Receipts +	Status All	٣		
▶ Inbox			Se	arch
Submitted Files for Closing Approval	<u>Unpark</u>			
▶ Created	Computer No	▼ ▼ <u>File Number</u>	▼ <u>Subject</u>	▼ <u>Parkin</u>
- Drafts				
 Completed 				
▶ Parked				
Approval Resuests				
Pulle Classing				

Select the Check box on the file to "**Unpark**" and Click on the "Unpark" option and write the unpark remarks in the unpark confirmation box and will be sent to Files inbox.

	Unparking Confirmation
Computer No T	Remarks *
✓ 299441 E	OK Cancel

17. How to close and reopen an eFile?

STEP 1: Go to File inbox and open the file by clicking on the File no. On the top of the window we can see the "**More**" tab.

STEP 2: Click on the more tab and place the cursor on the "**Close**" option and Click on the "**Close File**". It will ask for the Closing remarks to enter and Click on the "Close". It will ask the confirmation to close then press "ok".

The Closed files are available under the "**Closed (By me)**" Option in the File menu. Click on the Closed (By Me) Option, all the closed files will be displayed.

Department RCIL • Section O/o ASST.GM/IT/CO/RCIL • Computer No File No • File No • • Subject Closing Date D D • • • File Heads Select Basic Head • Select Primary Head • Select Secondary Head • Select Tertiary Head • Select No • • Select Secondary Head • Select Tertiary Head • • Computer No • • • Select Secondary Head • Select Tertiary Head • Computer No • • • Select Secondary Head • Select Tertiary Head • • Computer No • • • Select Secondary Head • • • • • Select Basic Head • Select Primary Head • Select Secondary Head • • • • • • • • • • • • • • • • • • •	Search for Closed	Files (By Me)									
Computer No File No Subject Closing Date File Heads Select Basic Head Select Basic Head Select Primary Head Select Basic Head Select Basic Head		Department	RCIL			٣		Section O/o ASST	.GM/IT/CO/RCIL	۲	
Subject Closing Date Im	Computer No	0			File No						
File Heads Select Basic Head Select Primary Head Select Secondary Head Select Tertiary Head Select Tertiary Head Select No Select Secondary Head Select Secondary Head Select Tertiary Head Image: Select Tertiary Tertiter Tertiter Image: Select Tertiary Tert	Subjec	ct			Closing Date	7		17			
Search Computer No File Number Subject Closed on Closing Remarks Closed on Closing Remarks Computer No E RCILCO-COOPROJ(EOFF)/2/2019-0/o ASST.GM/IT/CO/RCIL Testing 25/06/19 03:48 PM part file need to be created Re-open Re-open E RCILCO-COOPROJ(EOFF)/14/2019-0/o ASST.GM/IT/CO/RCIL Demo for eOffice 19/06/19 04:22 PM by mistake Separation <l< td=""><td>File Head</td><td>Is Select Bas</td><td>ic Head</td><td>Y</td><td>Select Primary Head</td><td>٣</td><td>Select</td><td>Secondary Head</td><td>Select Tertiary Head</td><td></td><td>·</td></l<>	File Head	Is Select Bas	ic Head	Y	Select Primary Head	٣	Select	Secondary Head	Select Tertiary Head		·
Computer No File Number Subject Closed on Closing Remarks Closing Remarks Closed on Closing Remarks Closed on Closed on /ul>						Search					
E RCILCO-COOPROJ(EOFF)/2/2019-O/o ASST.GM/IT/CO/RCIL Testing 25/06/19 03:48 PM part file need to be created Re-open 127 E RCILCO-COOPROJ(EOFF)/14/2019-O/o ASST.GM/IT/CO/RCIL Demo for eOffice 19/06/19 04:22 PM by mistake Es seen	Computer No 🔹 💌	▼ <u>File Numb</u>	<u>er</u>			▼ <u>Subjec</u>	t	▼ <u>Closed on</u>	▼ <u>Closing Remarks</u>	Ŧ	••
127 E <u>RCILCO-COOPROJ(EOFF)/14/2019-0/o ASST.GM/IT/CO/RCIL</u> Demo for eOffice 19/06/19 04:22 PM by mistake	54	E RCILCO-CO	0PROJ(EOFF)/2/2019-0/c	ASST.GM	I/IT/CO/RCIL	Testing		25/06/19 03:48 PM	part file need to be created	Re-open	
	127	E RCILCO-CO	0PROJ(EOFF)/14/2019-0/	/o ASST.G	GM/IT/CO/RCIL	Demo f	or eOffice	19/06/19 04:22 PM	by mistake	Re open	

STEP 3: We can reopen the File by clicking on the "**Reopen**" hyperlink available to the every row of the file. If we click on the Reopen hyperlink, it will ask to enter the Reopen Remarks and press "ok". It will be moved from Closed Files to **File Inbox**.

	Remark	
	To Issue Another Remarks * Letter	
Date Range : 13/09/2014 To 06/11/2	OK Cancel	Page 41 of 46

18. How to view the Movements of the eFile?

Open the file and on the top of the row will see the "Movements". Click on the

Noting Correspondence Draft Referenc	es Link Det 🔩 Movements Edv S	Send Attachment More	
File Number :	RCILCO-CO0PROJ(EOFF)/13/2019-O/o	ASST.GM/IT/CO/RCIL	
Opening Date :	14/06/19 11:40		
Main Category :			
Previous Reference :			
File Movement History			
Sender	▼ <u>Sent on</u>	▼ <u>Sent to</u>	
ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCI	L 28/06/19 0	4:12 RAJESH SUBRAMANIAN,O/o Dy.GM/P	ROJECTS/CO/RCIL
ANISH SINGH GUSAIN,0/o ASST.GM/IT/CO/RCIL	28/06/19 0	2:44 ANKITA CHAUDHARY,O/o DY.MANAGE	R/IT/CO/RCIL
ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCI	L 28/06/19 0	2:41 ANISH SINGH GUSAIN,O/o ASST.GM/	IT/CO/RCIL
ANISH SINGH GUSAIN,0/o ASST.GM/IT/CO/RCIL	25/06/19 1	1:31 ANKITA CHAUDHARY,O/o DY.MANAGE	R/IT/CO/RCIL
ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCI	L 25/06/19 1	1:30 ANISH SINGH GUSAIN,O/o ASST.GM/	IT/CO/RCIL
ANISH SINGH GUSAIN,O/o ASST.GM/IT/CO/RCIL	25/06/19 1	1:29 ANKITA CHAUDHARY,O/o DY.MANAGE	R/IT/CO/RCIL
ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCI	L 14/06/19 1	2:01 ANISH SINGH GUSAIN,O/o ASST.GM/	IT/CO/RCIL
ANISH SINGH GUSAIN,O/o ASST.GM/IT/CO/RCIL	14/06/19 1	1:54 ANKITA CHAUDHARY,O/o DY.MANAGE	R/IT/CO/RCIL
File Close History			
Action • Action By •	Action On	k <u>s</u> ▼ <u>Approved By</u>	▼ <u>Approved On</u>

Movements, it will show the file movement history, file closing history and file dispatch history with date and time and remarks also. By viewing the movements, we can know the exact location of the File.

Tips and Tricks for smooth working in eOffice.

- 1) Kindly use updated version of **Mozilla Firefox** or **Internet Explorer** for eFile application as some features of eFile are not supported in other browsers (Chrome, Safari and Microsoft Edge etc.)
- 2) It is recommended to compose and write content in eOffice itself (For Noting and Draft). But if you want to copy and paste the content, kindly use the source as WordPad or Notepad (for Windows) and Text Edit (iOS) to retain formatting.
- 3) If a file is uploaded in draft instead of composing, it will be uploaded in a non-editable format and to edit/update the draft later you will have to download it first, make changes and upload a new (updated file) which replaces the old draft.
- 4) For sending a reply in your Organization letterhead template in drafts (for external communication), keep a template word file handy with Letterhead background as header and footer.
 - a) Copy and paste the content in word file and upload (word and pdf can be uploaded) in draft section.
 - b) For further editing (word file), this draft maybe downloaded and reuploaded after making required changes.
- 5) For dispatching a draft via email, instead of adding multiple recipients in the communication details, enter the email IDs after clicking on "Dispatch by Self" to avoid multiple copies (one for each recipient) of draft getting attached at correspondence side (after the dispatch).
- 6) Draft is used to send a reply against a file/receipt for external communication or interdepartmental communication. There are two ways to compose a draft-
 - a) By typing a draft in composer of eOffice draft section. You may copy and paste from Window's WordPad/Notepad and Apple's Text Edit into draft composer. To edit the draft, just click on 'edit' and make the required changes and save the draft.

Or

b) By uploading an already composed word file. To edit this draft later, the recipient must download the draft and reupload the draft after making required changes. This will replace the first version of draft with latest version.

For vetting purpose, user may upload the word file in track mode.



And to make changes, click on edit button and download the draft and make necessary changes and reupload the file.



This will replace the old draft with latest version.