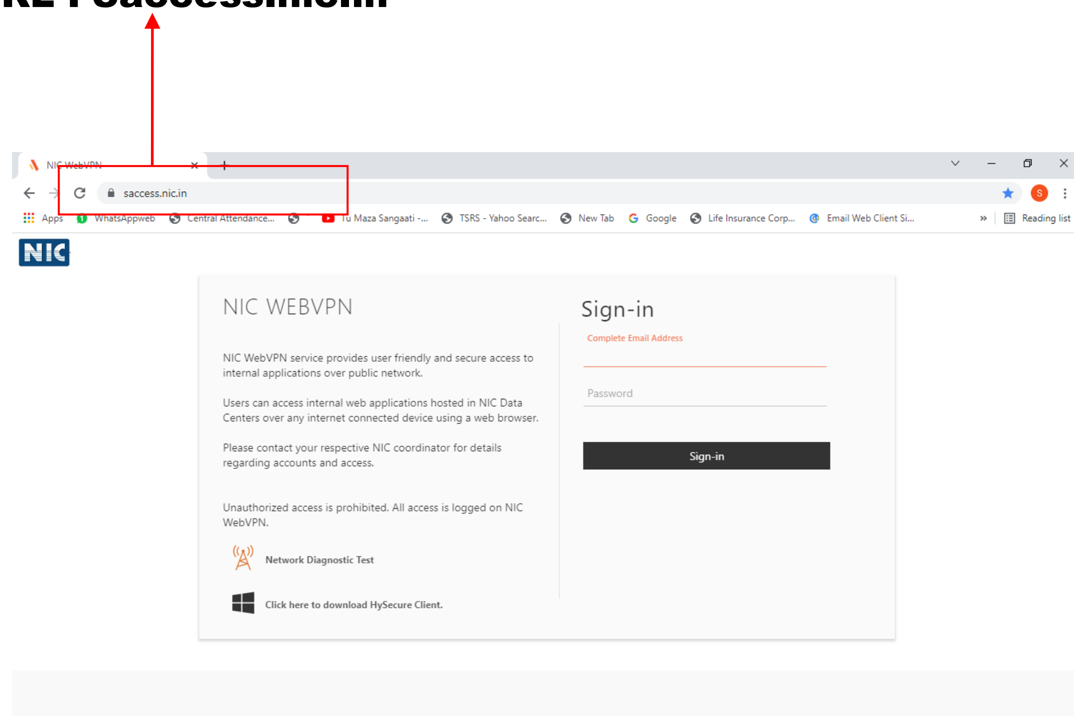
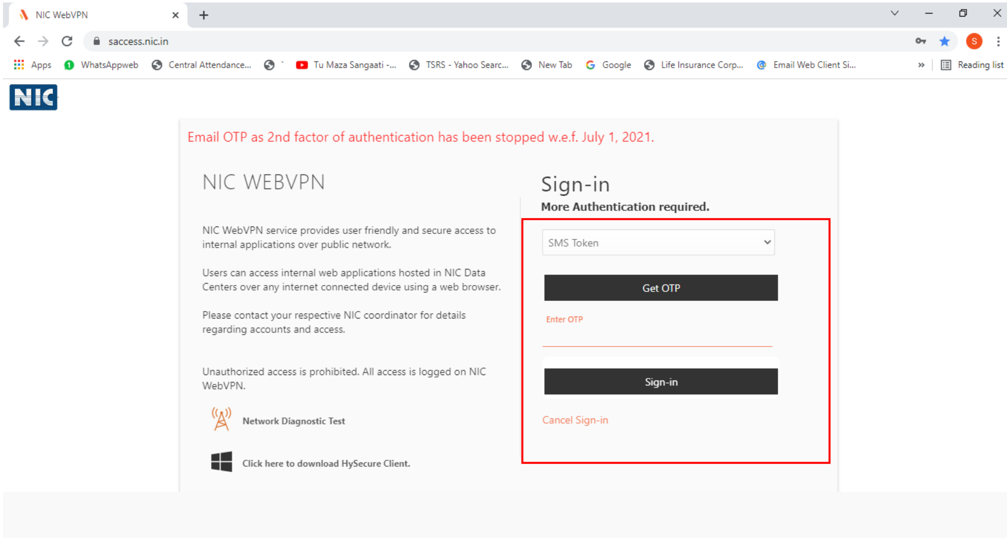
NIC's e-Office User Guide

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

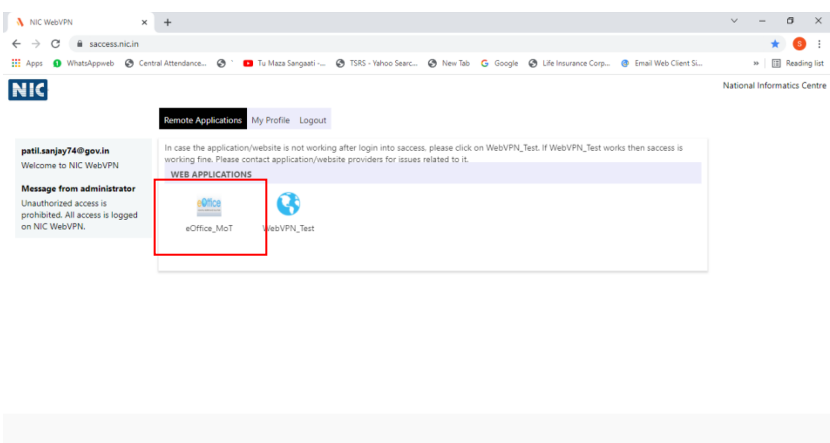
URL : Saccess.nic.in



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

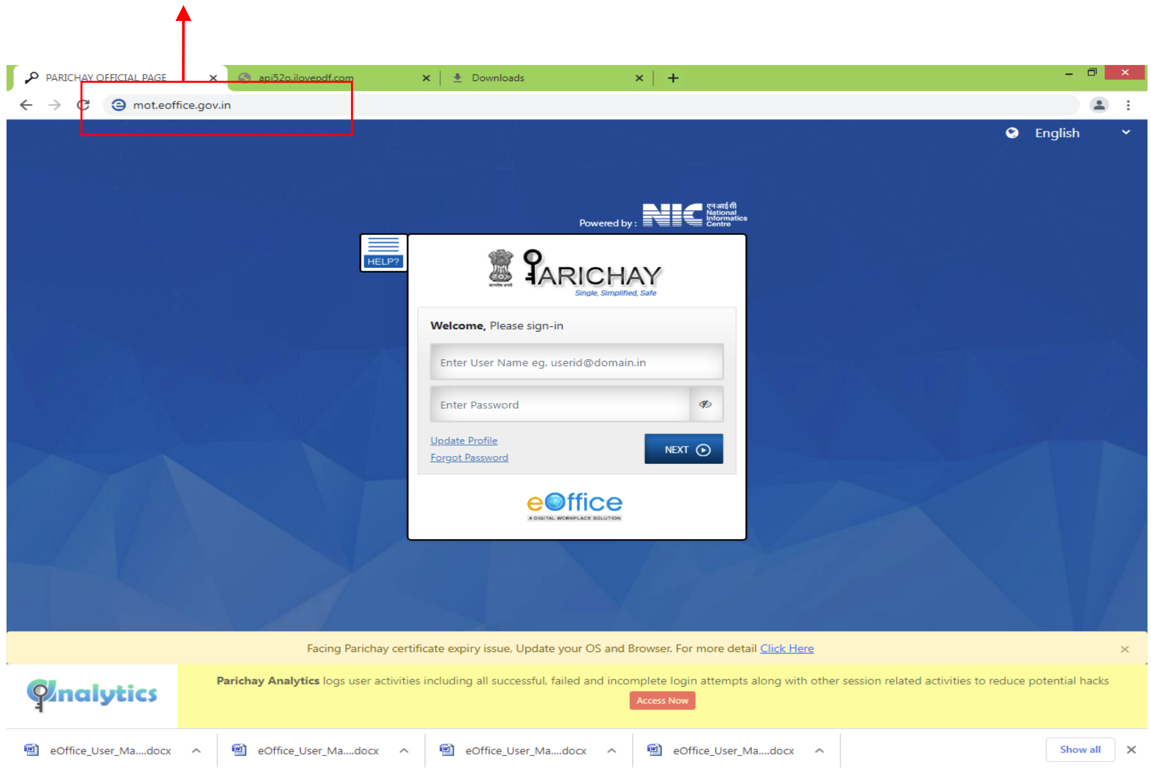


Now Click on Eoffice_MoT



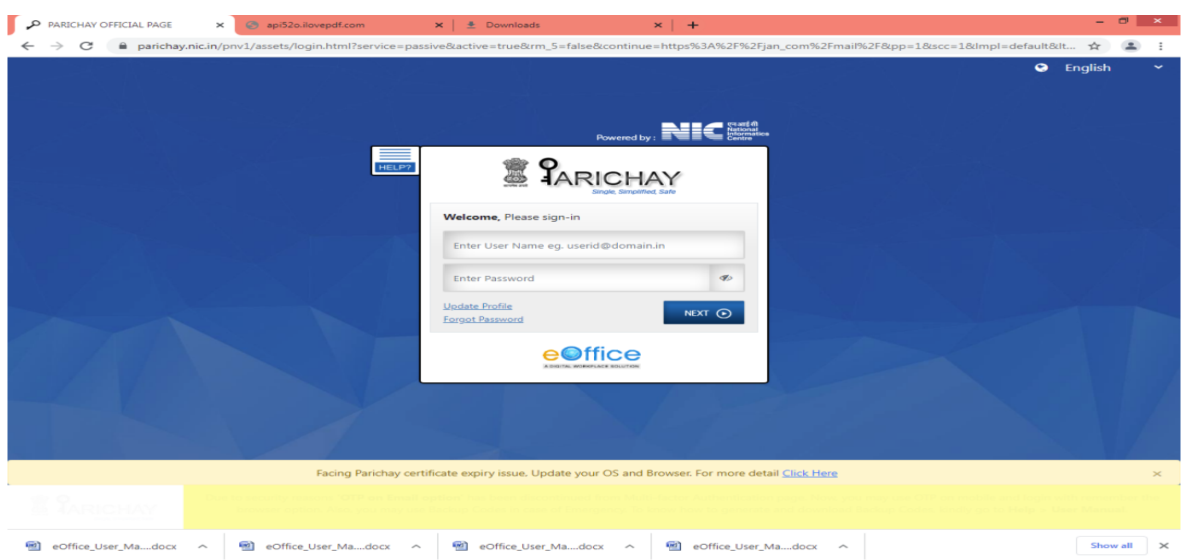
How to open the eOffice Application?

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



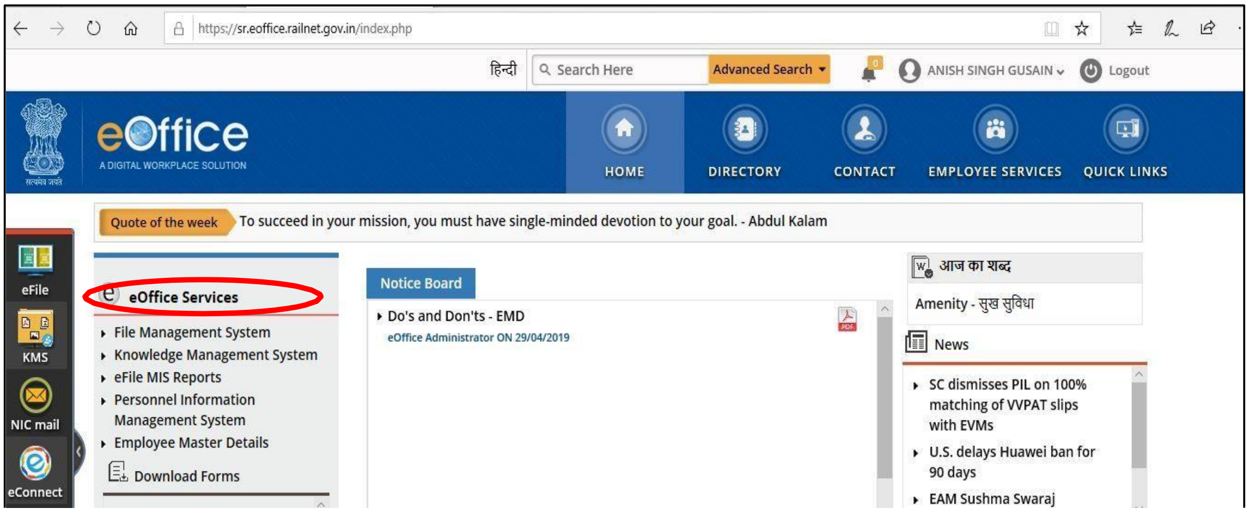
Enter your credentials :

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:

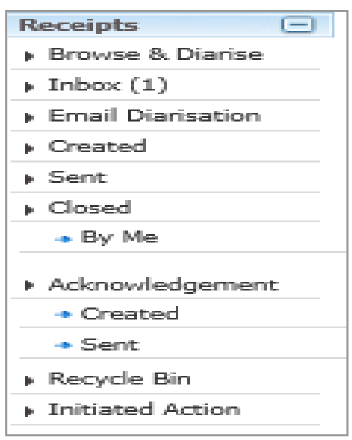
Receipts means the DAK or any Letter received from others or self-generated. These receipts are the folios we attach at the right side of the eFile (Correspondence) or use as the independent correspondence.

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.

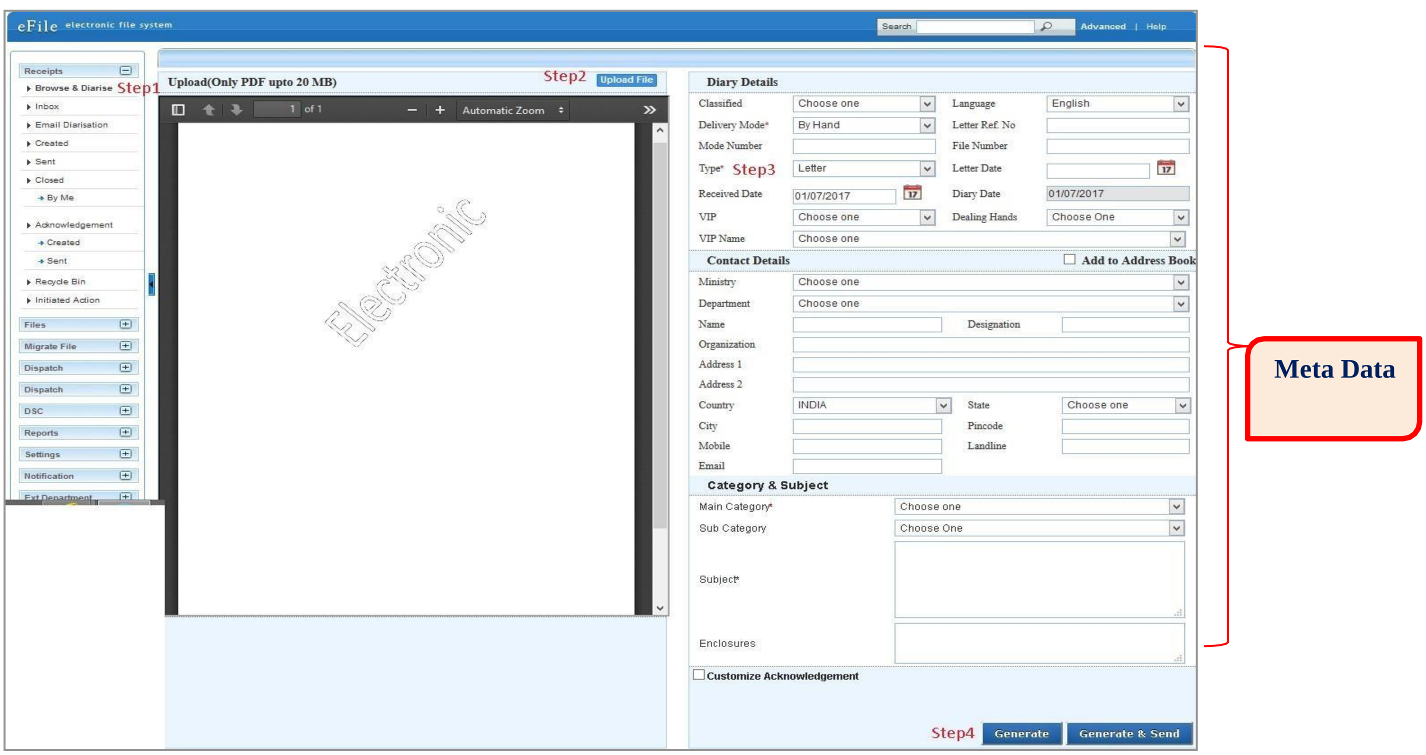
Closed (By me) contains the closed receipts.

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.

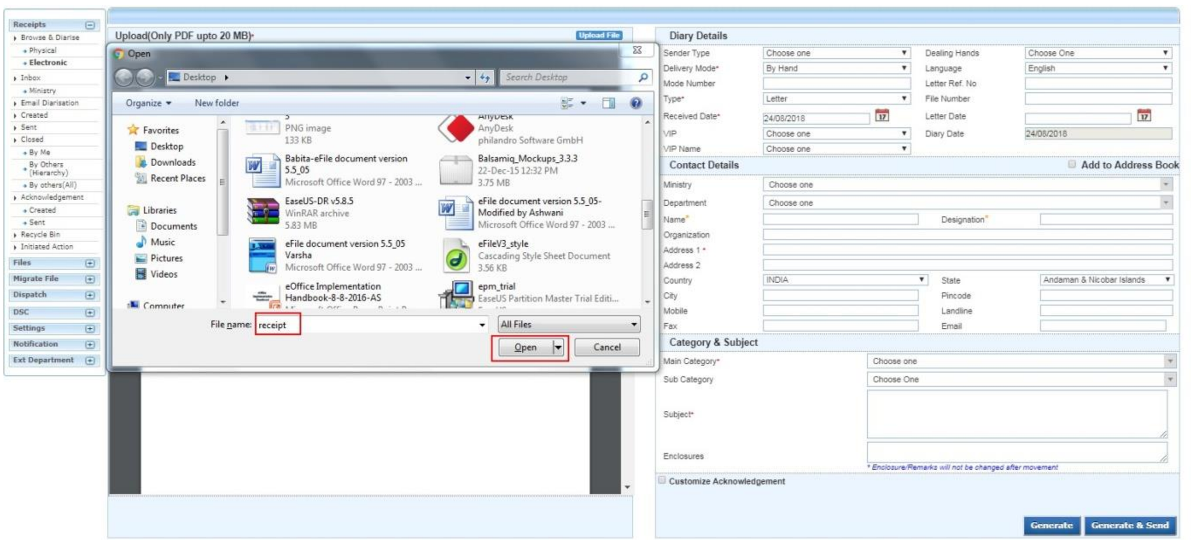


The above page showing the “Electronic" water mark reflects the option of generating eReceipt and “Physical” Watermark depicts the pReceipt (physical).

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.

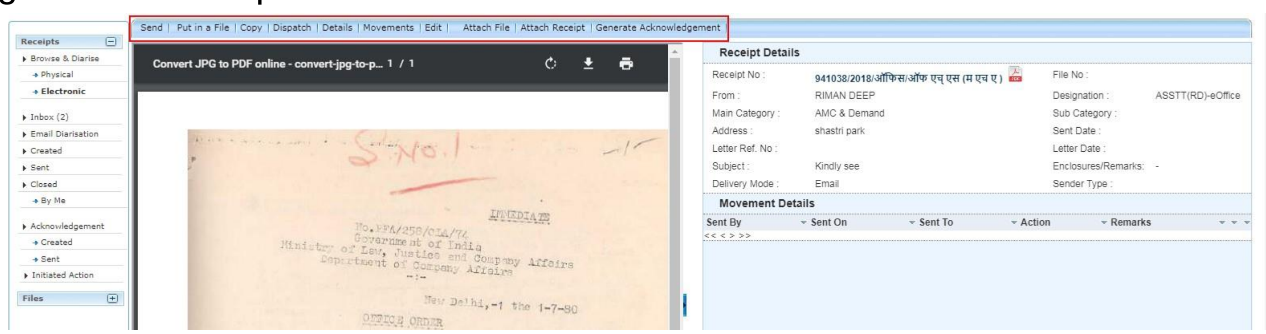
Movements – To see the history of the movement of the receipt.

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

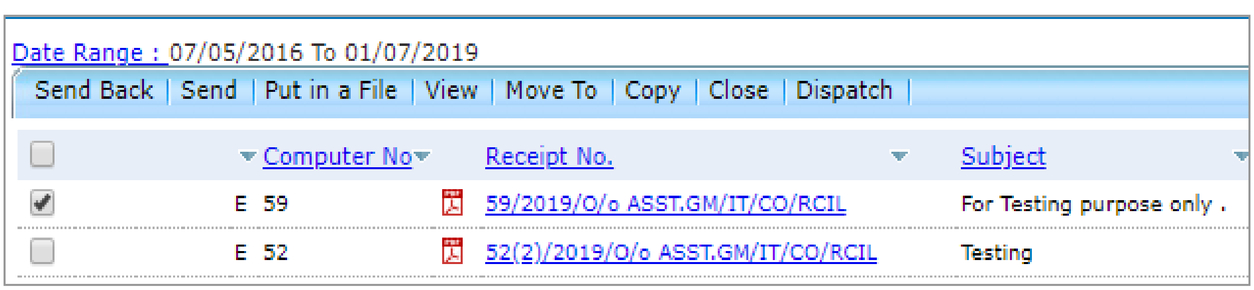
Attach File – To attach an eFile with the generated receipt.

Attach Receipt – To attach another receipt with the receipt.

Generate Acknowledgment – To generate and send an acknowledgment of the generated receipt.



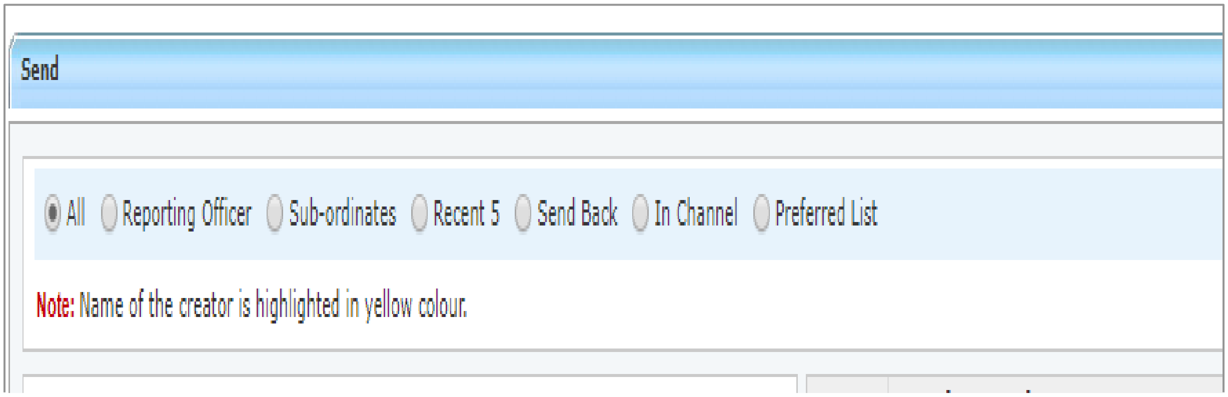
Generated Receipts can be located in Created folder of Receipt Section and system will generate automated receipt number, which is as shown below.



3. How to send a Receipt?

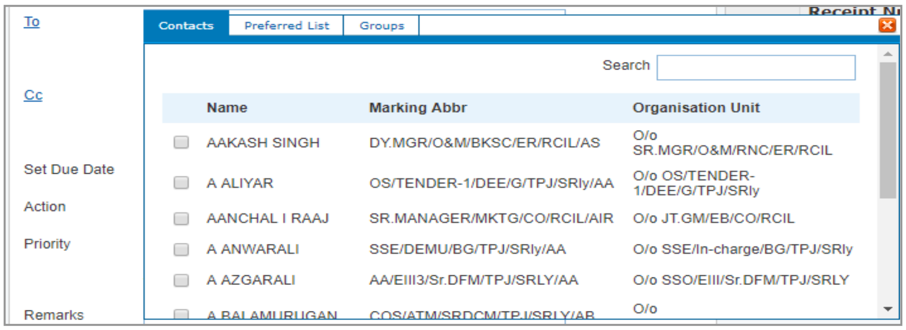
By clicking on the created tab in the Receipts menu, it will show the created receipts. Check (select) the check box of the sending receipt and click on the "**send**" button.

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

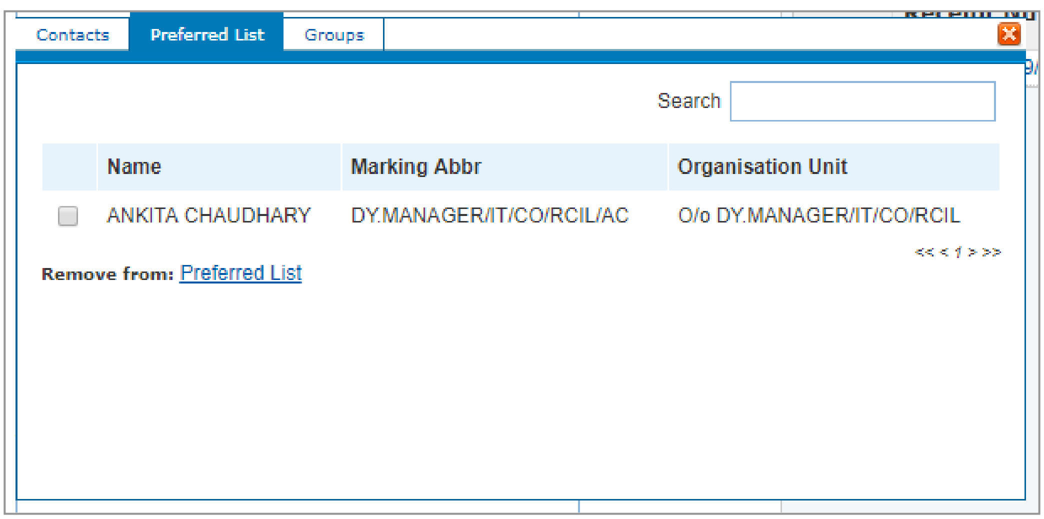


To: In the To field, search the user either by name or marking abbreviation/postor section OU name of the recipient.

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.



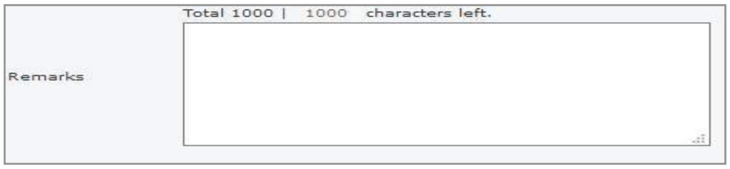
By searching the Name/Designation/Department which will be filtered and select the Officer/Supervisor/Staff and add to the preferred list by clicking on the “Add to: Preferred list” option below of the contacts. The selected contact will be added to the preferred list as shown below.



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.



Click on the Send button to send.

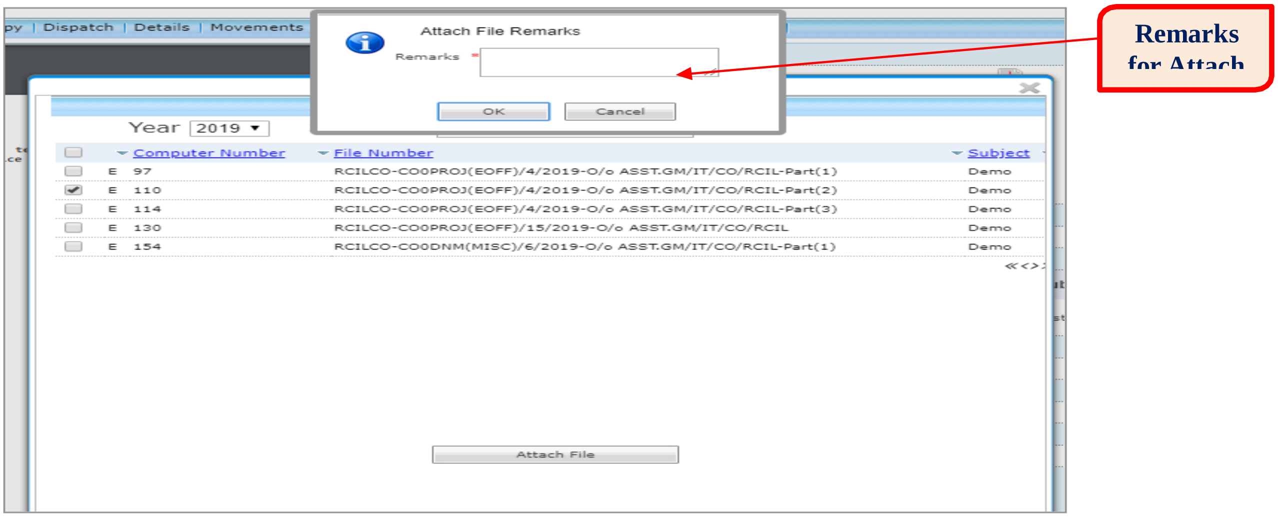
Note: Send back is used to reply.
If we sent the receipt wrongly to any Officer/Supervisor/Staff, we can pull back the receipt until receiver reads it.

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

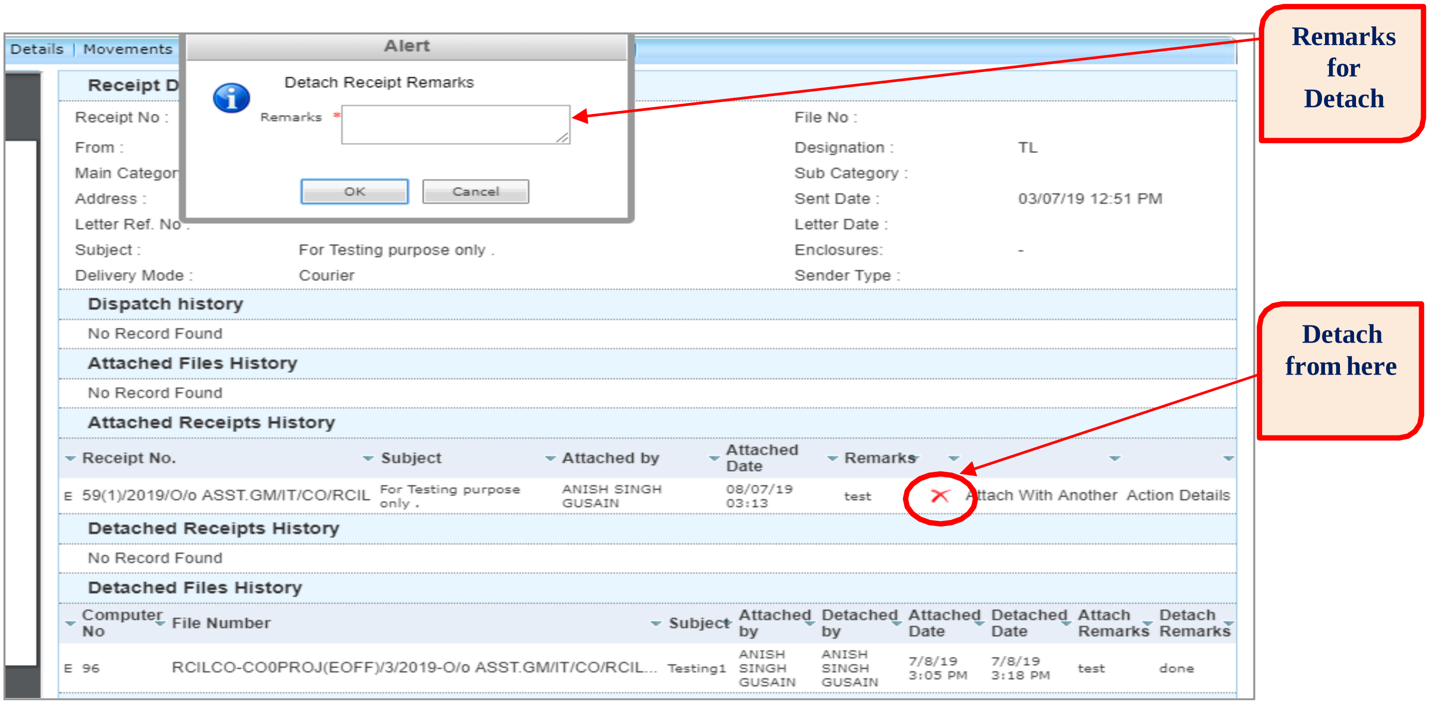
One can attach any eFile as well as Receipt in Receipt.

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

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

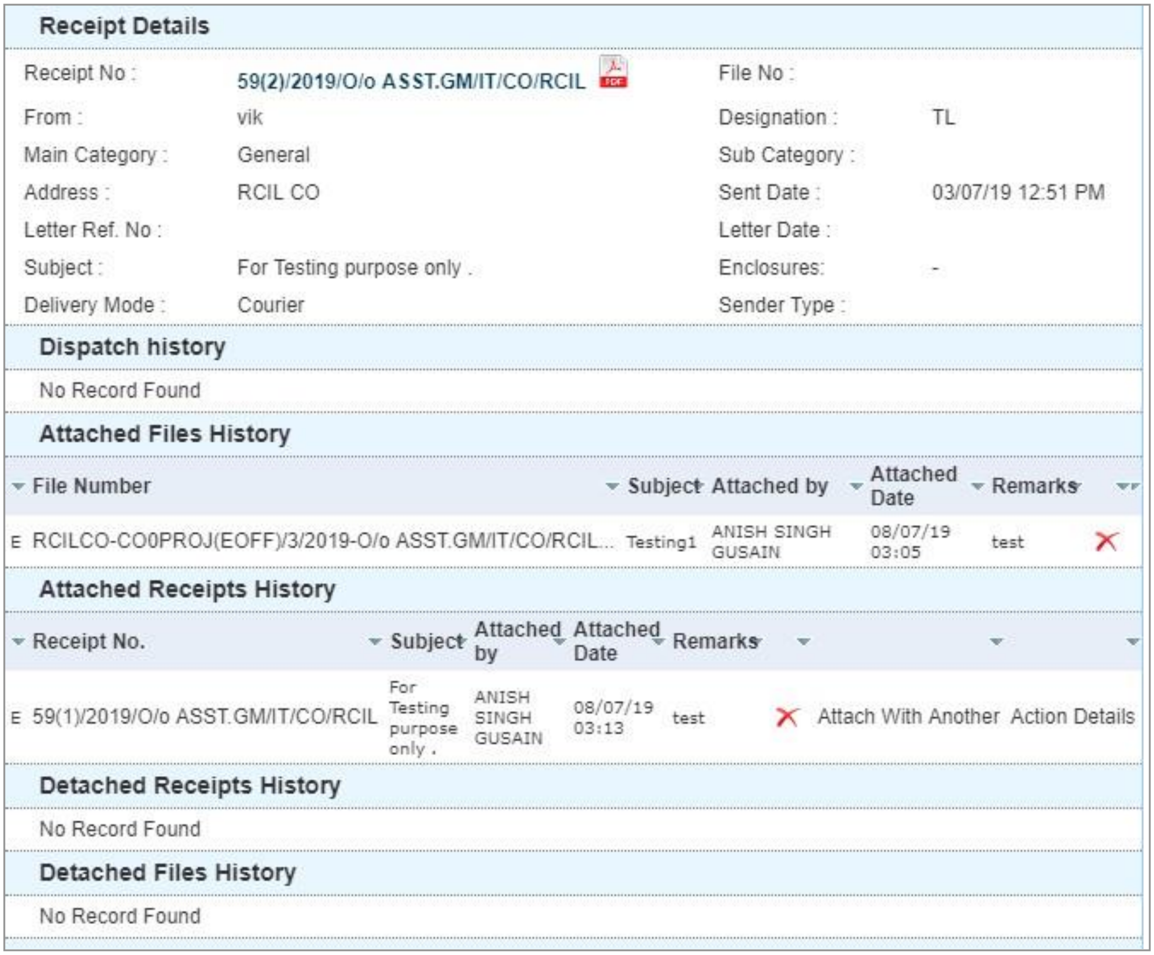


One can detach the eFile/Receipt in Receipt Details, Clicking on mark ( ) and adding reasons for detaching it.



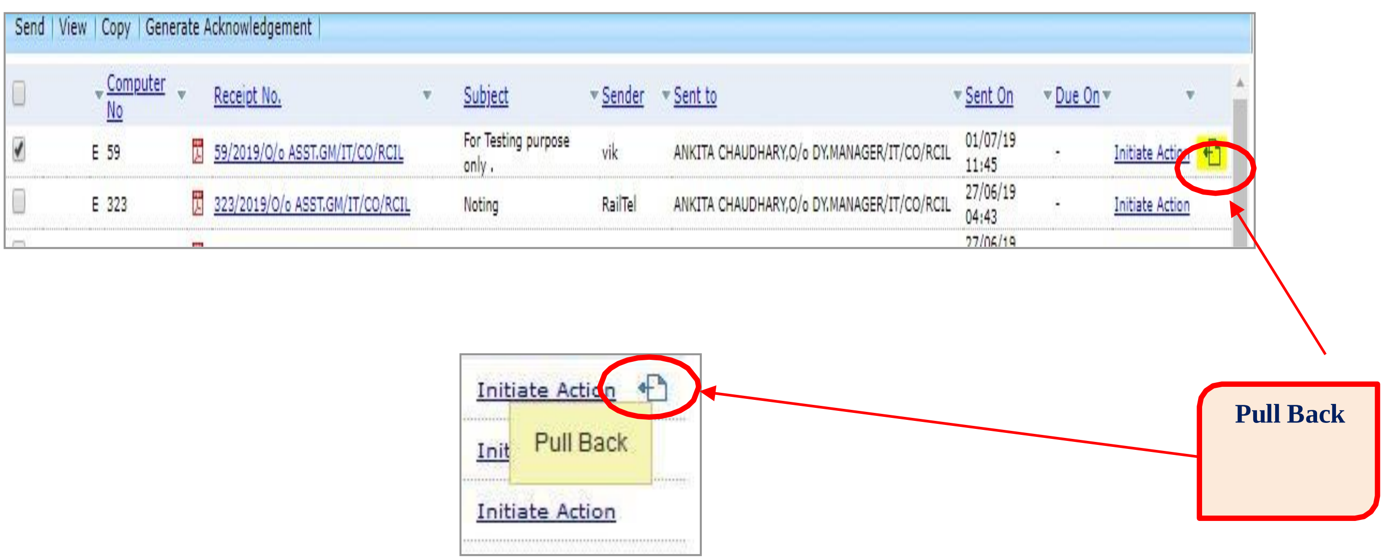
Note: Location of the attached eFile/Receipt will be inside the Receipt only.

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

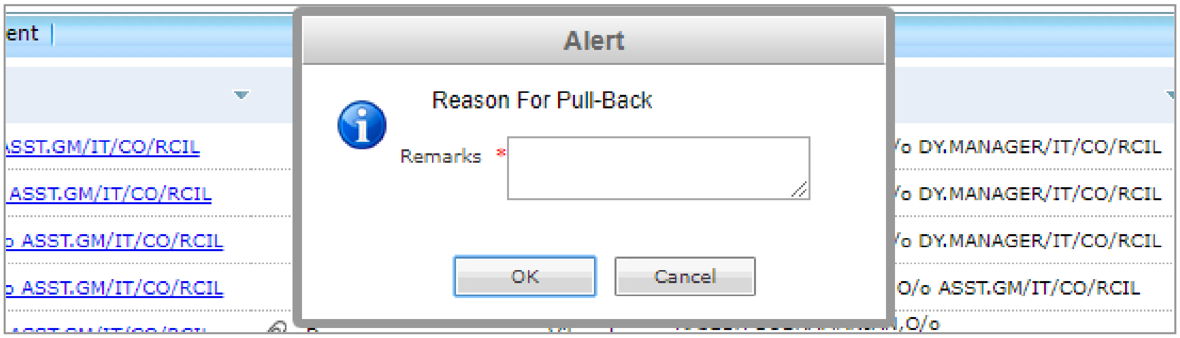


5. How can we Pull Back Receipt/eFile?

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.



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.



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

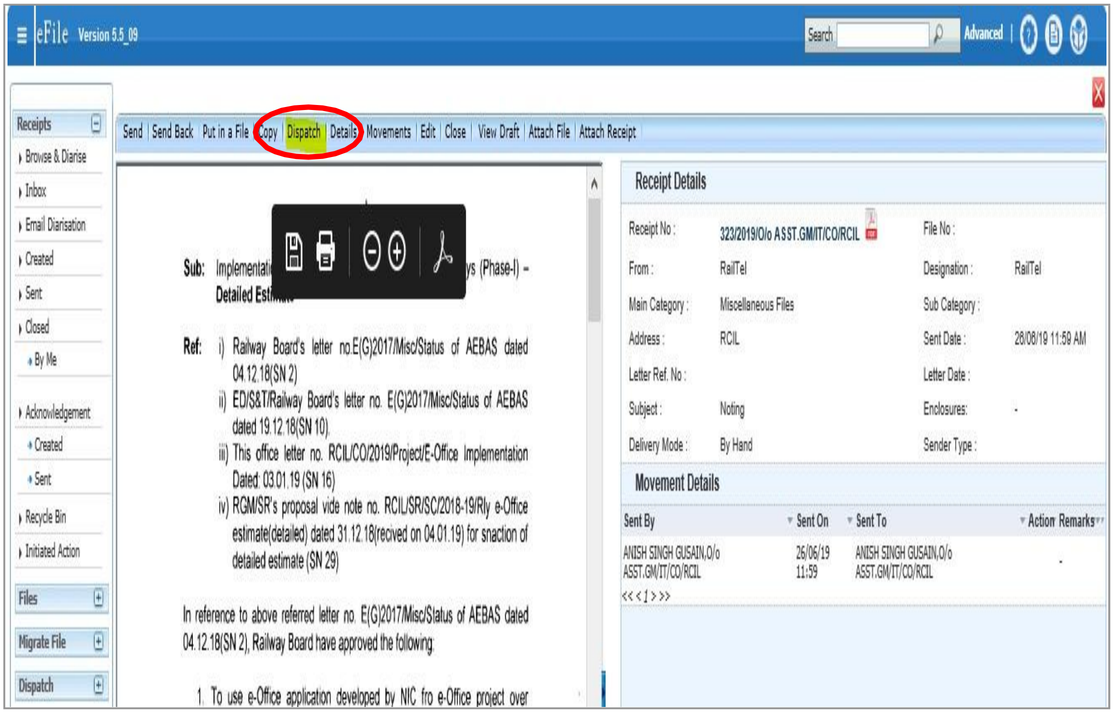
6. <u>How to Work/Reply to received/created Receipt?</u>

Open the Receipt received in your Receipt inbox.

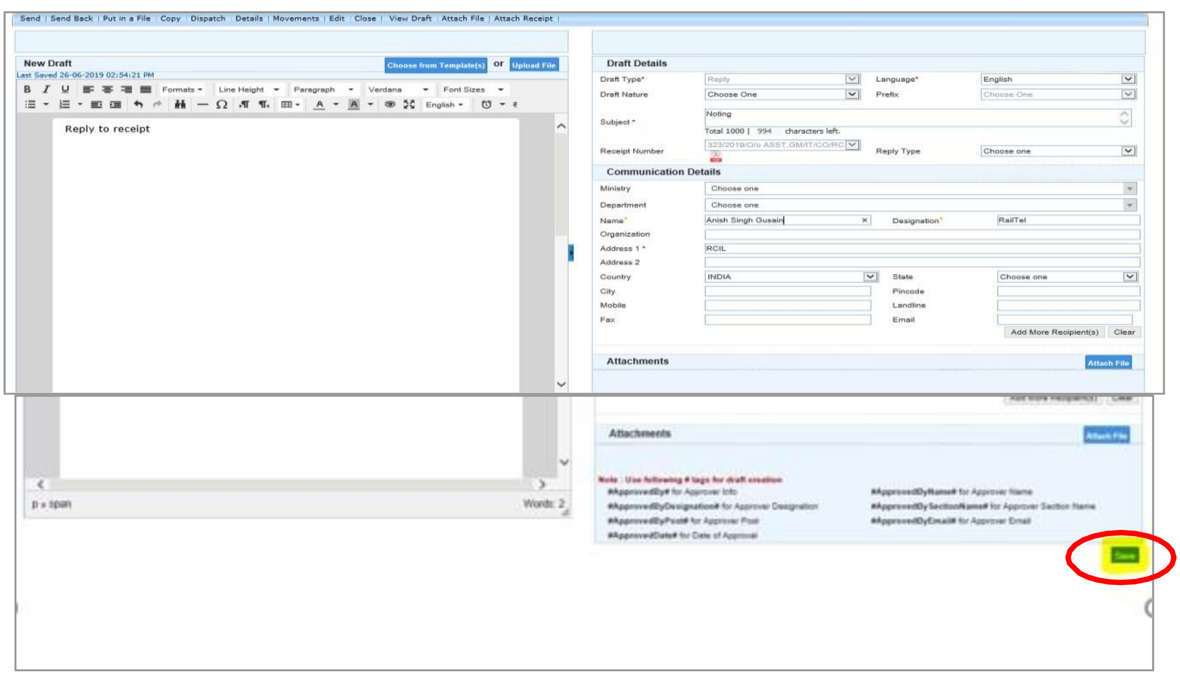
One can put the received/Created receipt in eFile (eFile in Inbox/created tab) by using <u>"Put in a File"</u> link.

To Put Receipt In File goto (Page no 22)

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

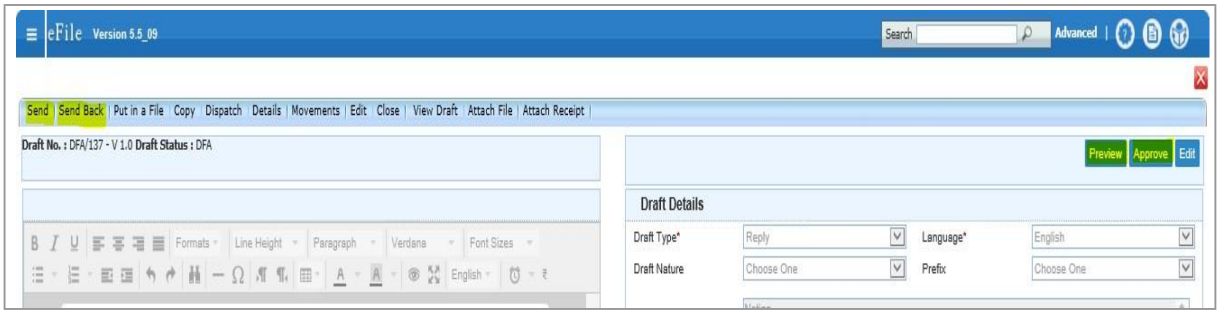


STEP 2: On clicking Dispatch, below tab will open where you can **upload** or **Type** Reply. Fill the required details (Draft details the /Communication details to which letter needed to be sent).If required you can attach reference documents also and finally save the data.

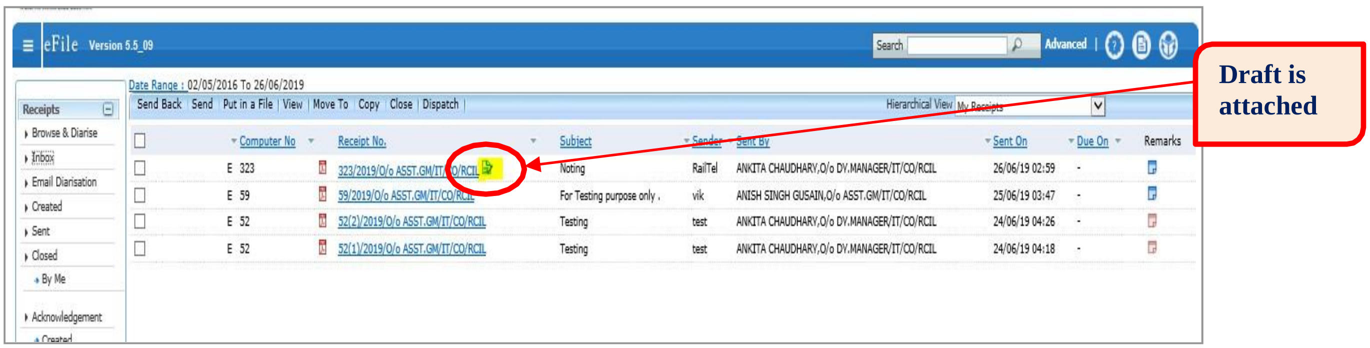


STEP 3: After saving, you can **send back for Approval** if you do not have the right for Approval.

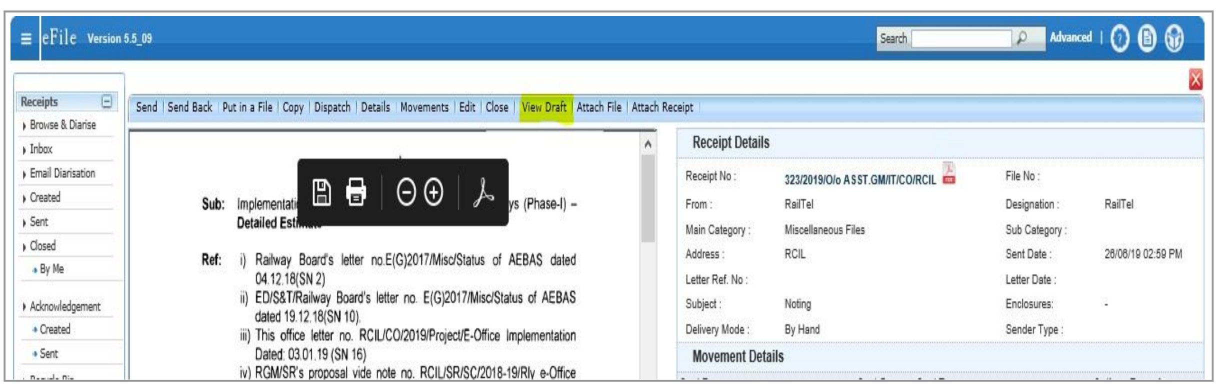
Note: Approve link will be available to only those Officials having Approving right.

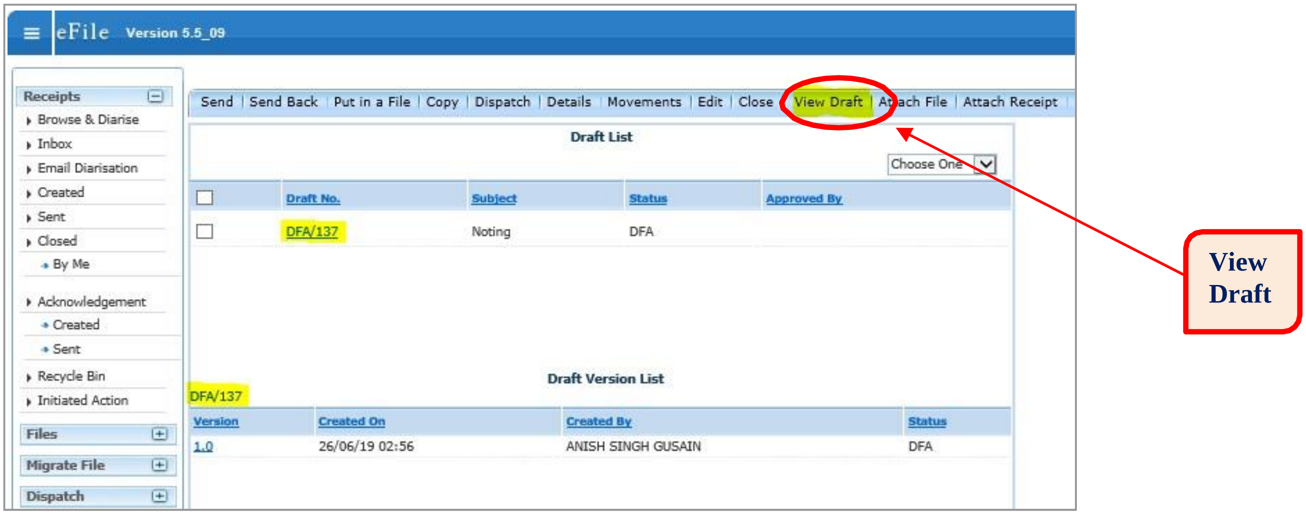


The One who will receive the receipt in the inbox with Draft have the draft sign along with the Receipt No. as shown

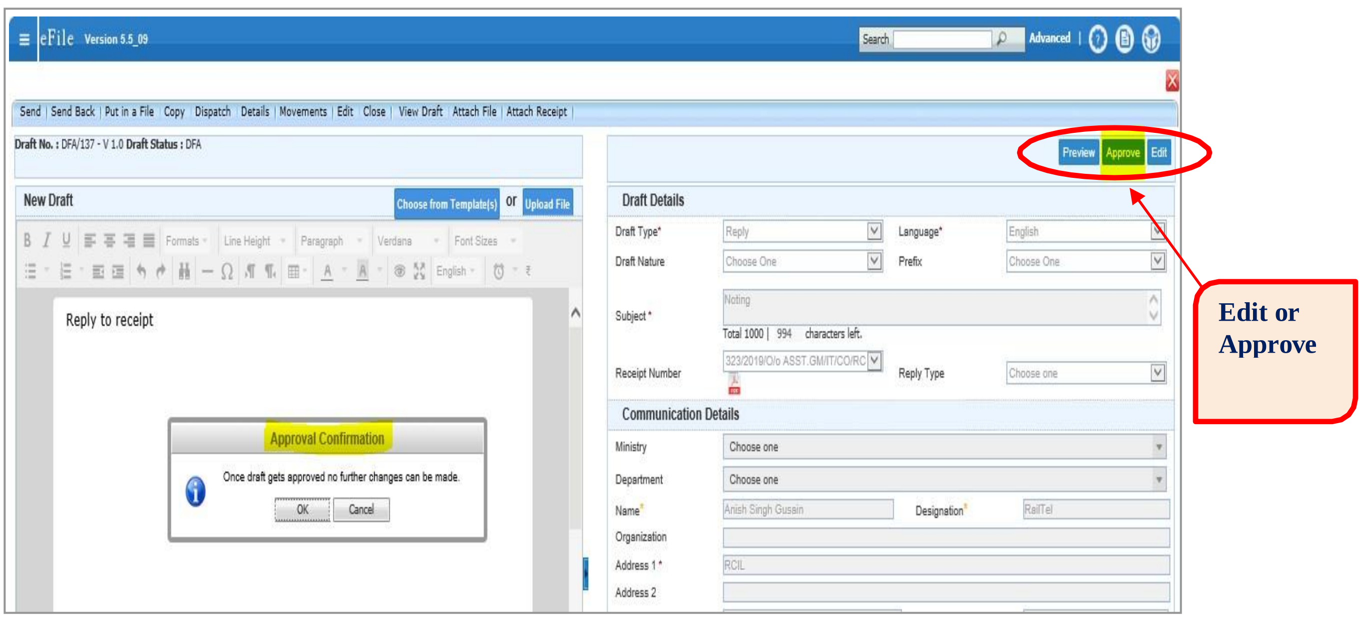


One can see draft in “View Draft” tab until it is dispatched.





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.

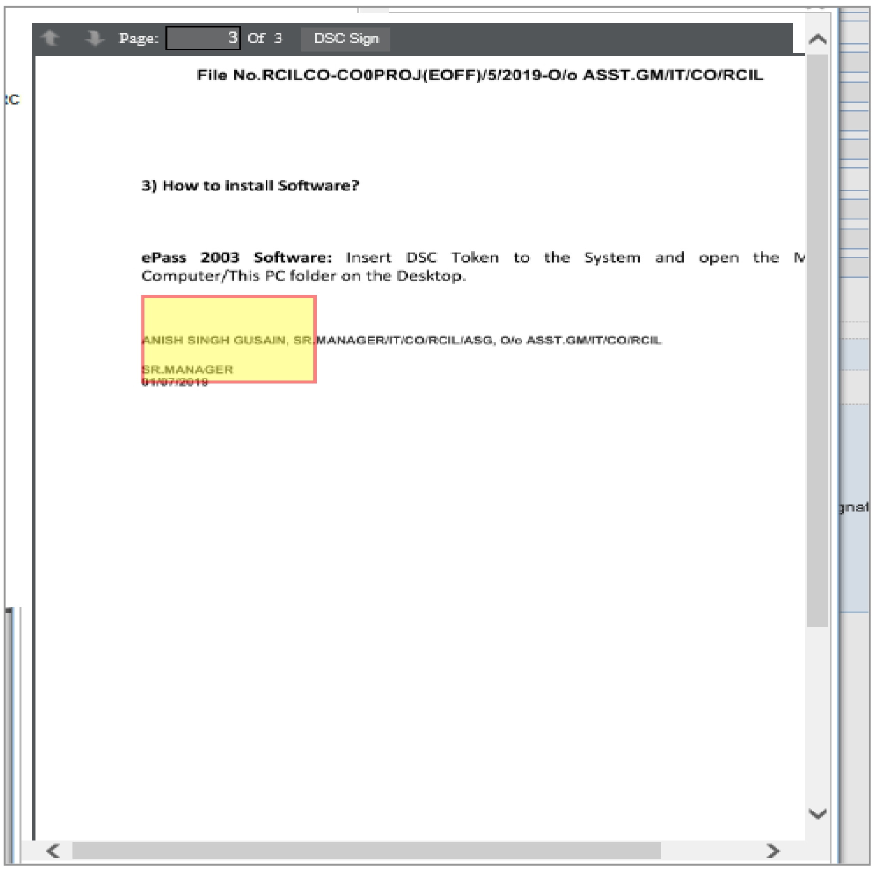


STEP 5: Once the Draft is approved, you get five Options

- **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

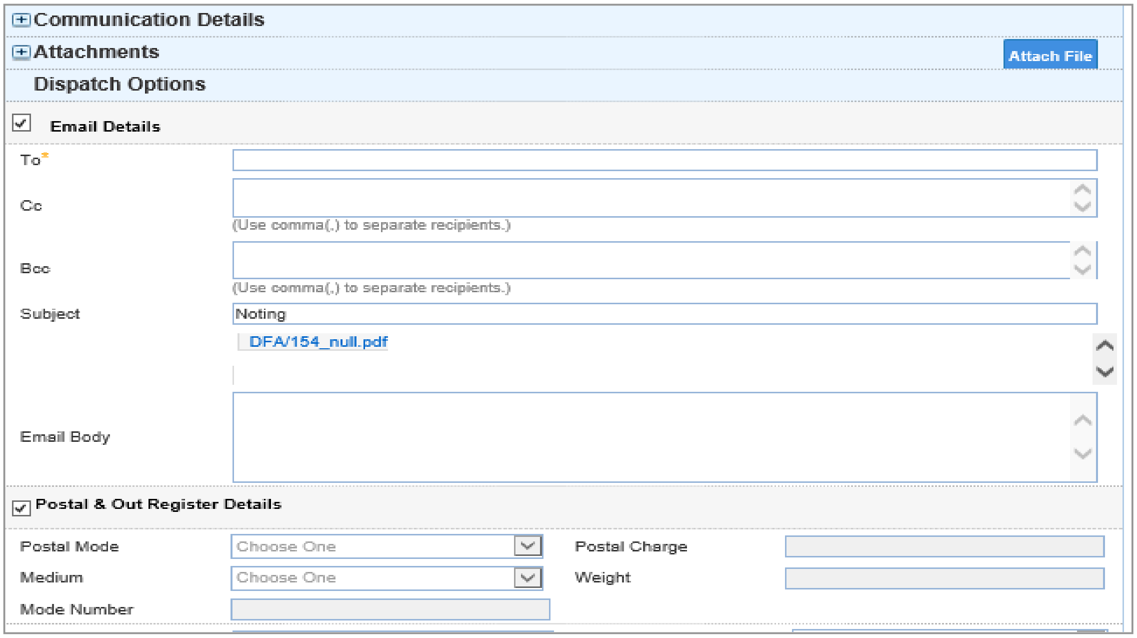
- **Custom Sign** : You can DSC sign at desired location of the page

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**.

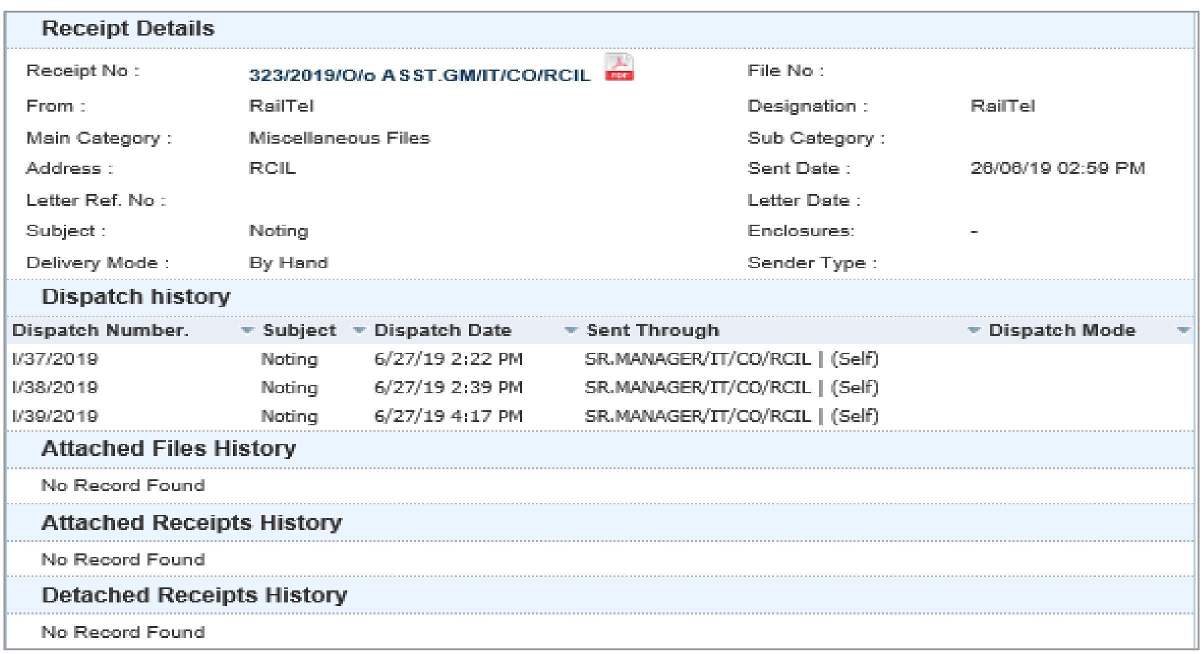
Before dispatching, ensure that Communication details are correct. Select the Dispatch Option (Email/Post) by clicking on check box (one can select both).



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.



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 ToC of eFile.

If the Receipt with Draft Letter is put in eFile, Draft Letter (DFA) can be viewed in View Draft 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.

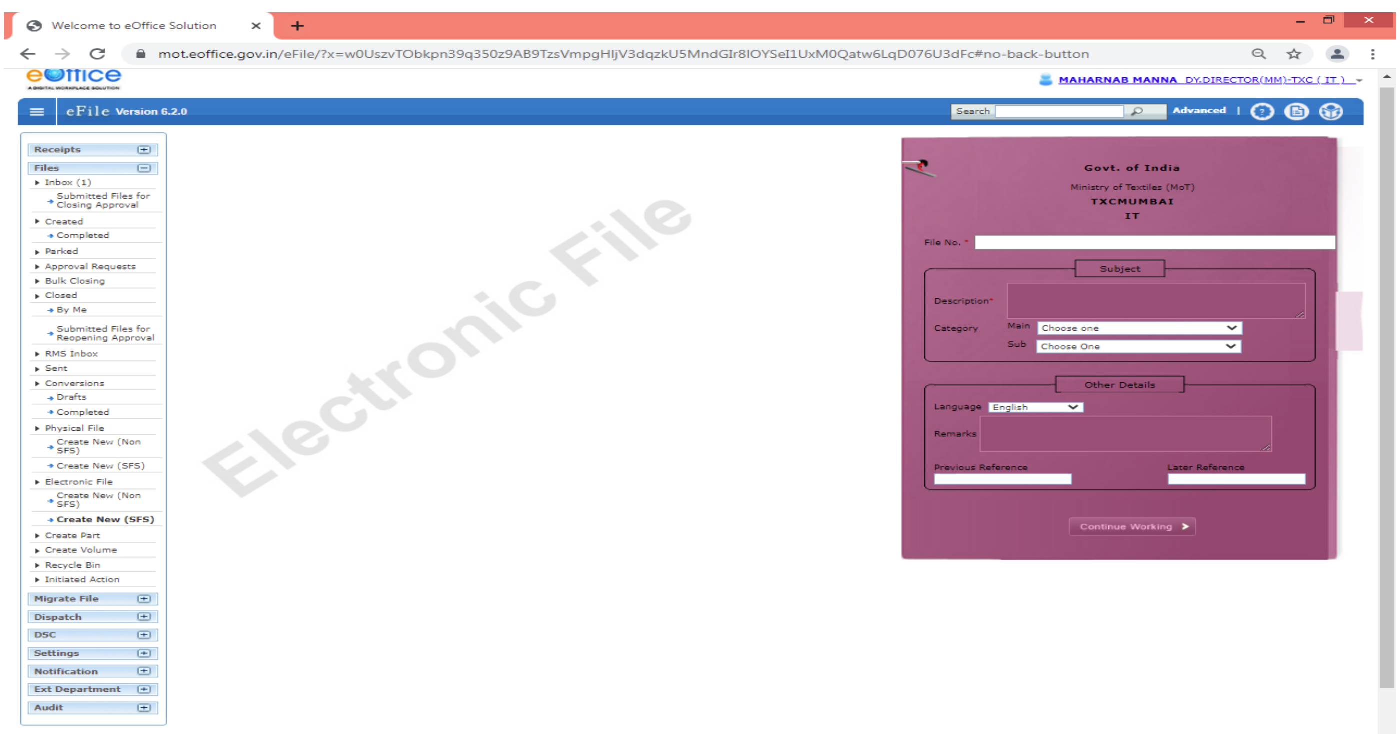
Sent contains files sent by us.

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.

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

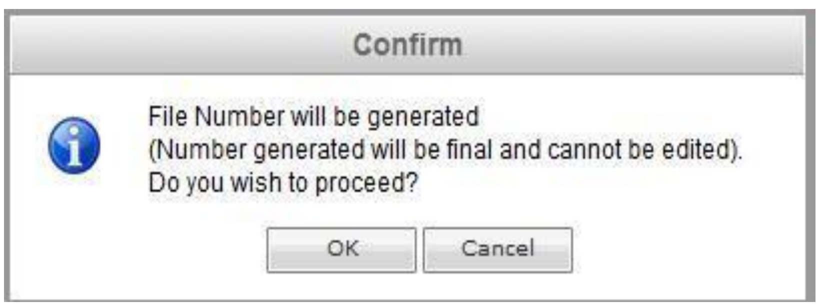
STEP 1: Go to **Create New (Non SFS)** option in the Files menu to create the file. It will open a window, which asks to select the file heads and Subject. On the left side of the window, we can see the watermark as "Electronic", which means it is an "Electronic File". The window is shown below.



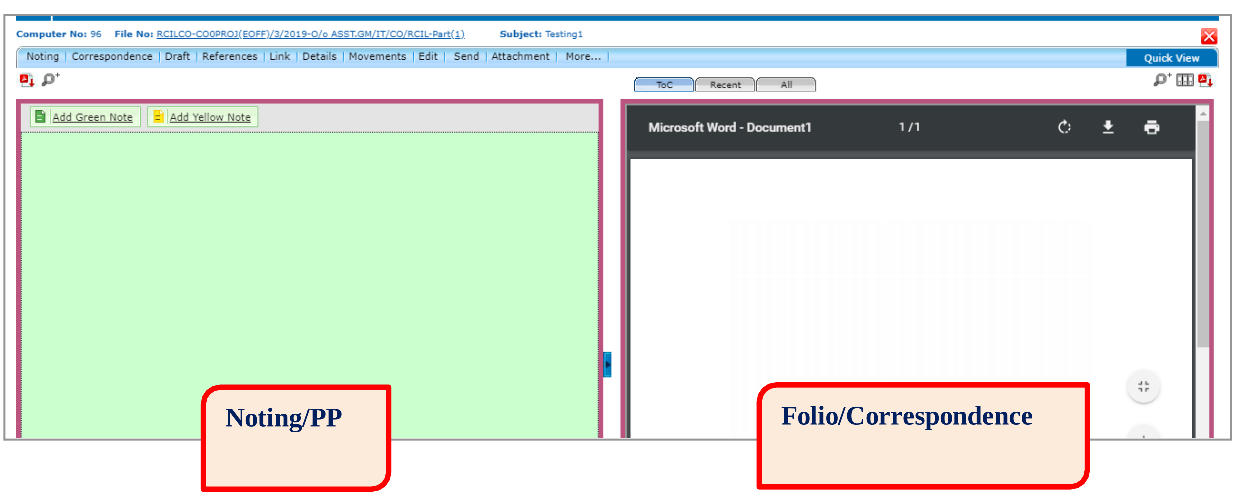
STEP 2: In the File number, we select the options that are available as the file heads. eOffice application will generate the file number automatically. Other options are automatically filled by the eOffice Application itself.

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.

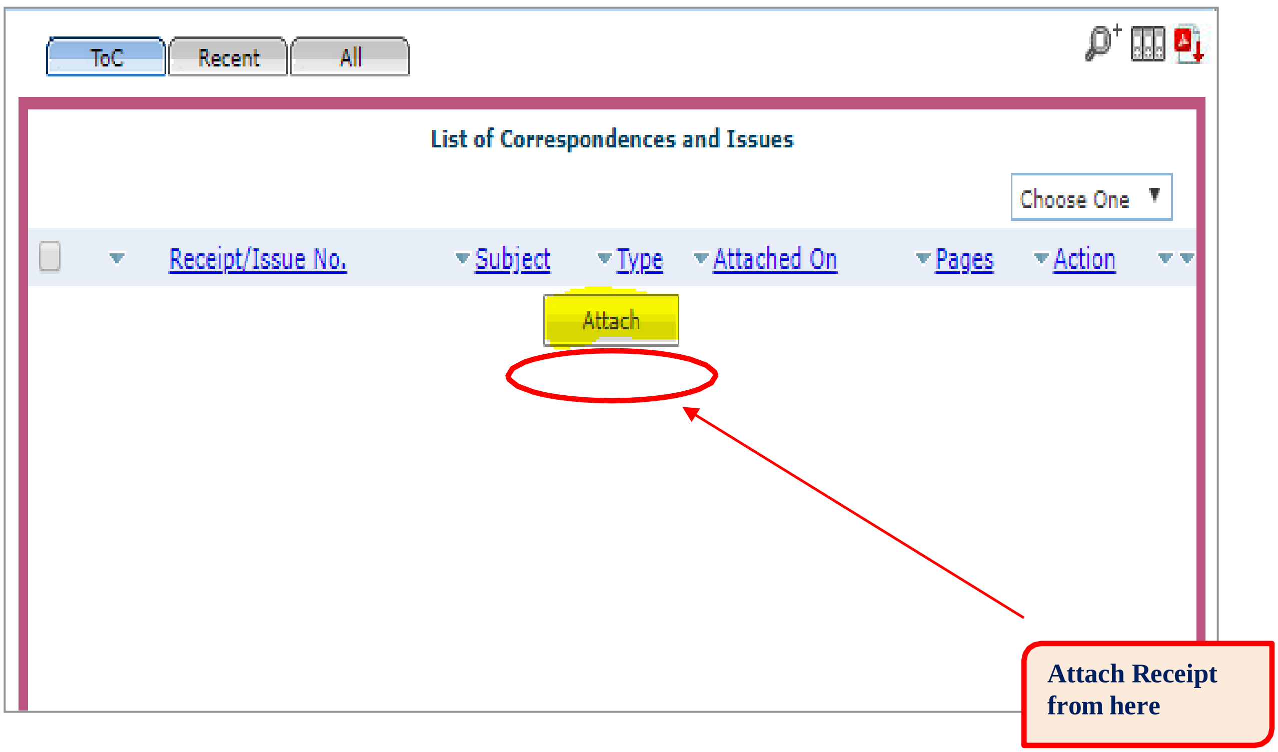


After confirming, this will open the file by giving the file no automatically as shown below.

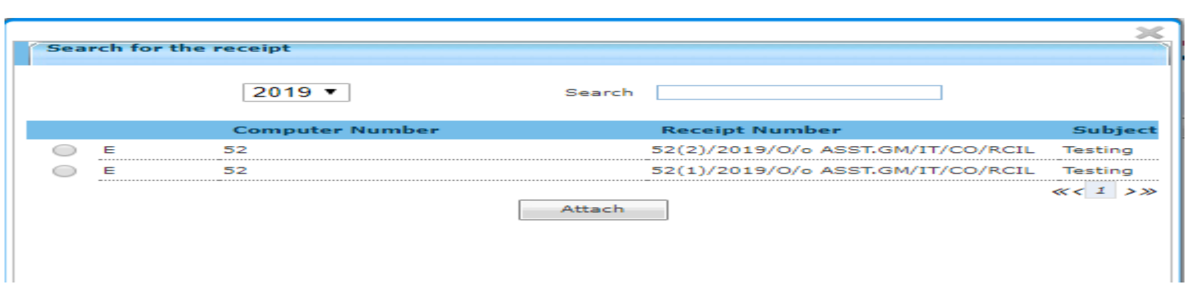


STEP 4: On the right side of the window, we will attach the receipts created by us or available in the receipts inbox, like the folios/correspondence in the physical file. On the left side we can create eFile. Now we will attach the receipt, which is present in our receipt inbox.

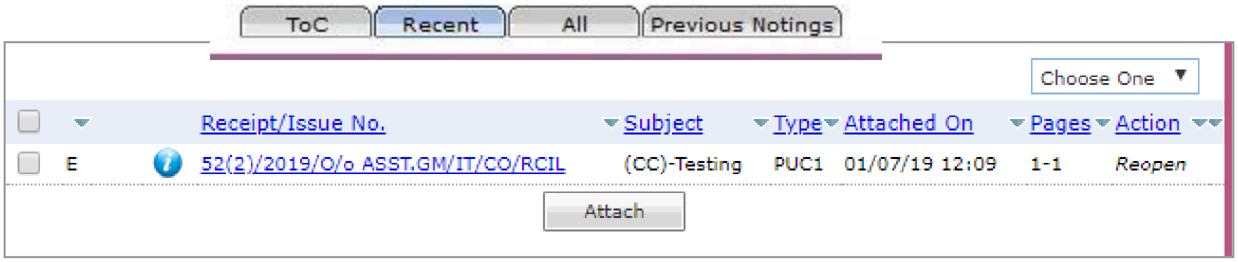
On Clicking on the **ToC tab** attach dialog box will be popped up.



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.



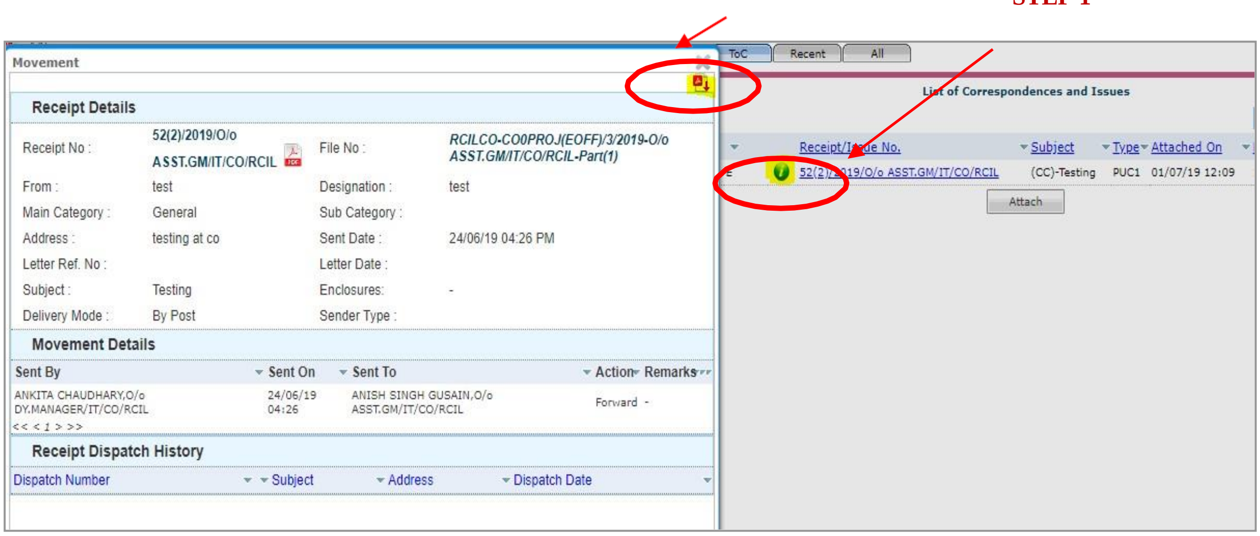
If not correct, we can detach the receipt by clicking on the ToC (Table of Contents) tab, check (select) on the check box and select the Choose One Drop down list box, Select the Detach. The selected Receipt will be detached.

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.

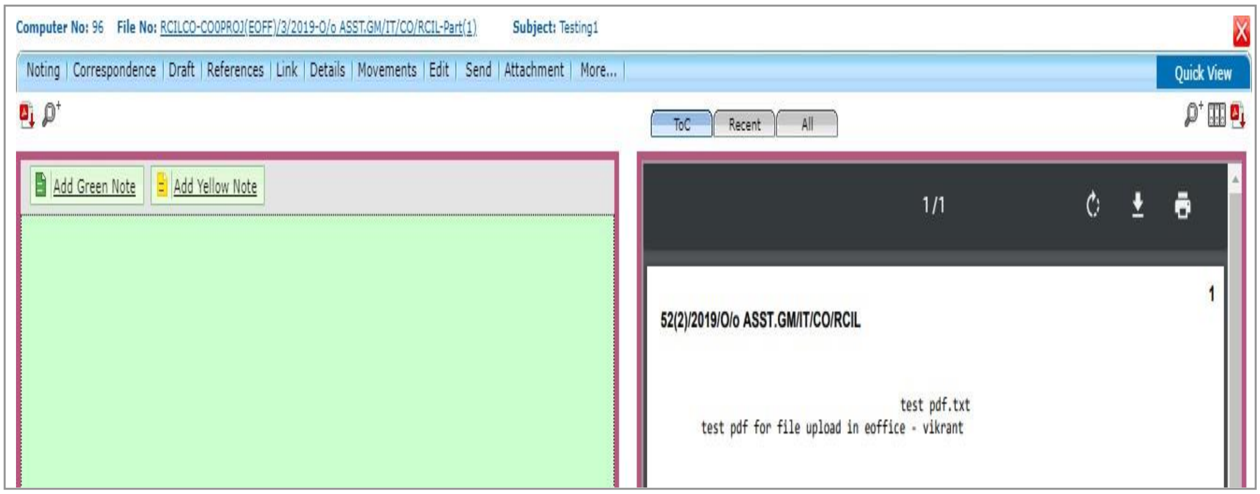
STEP 2 **STEP 1**



7. How to Create a Noting on eFile?

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

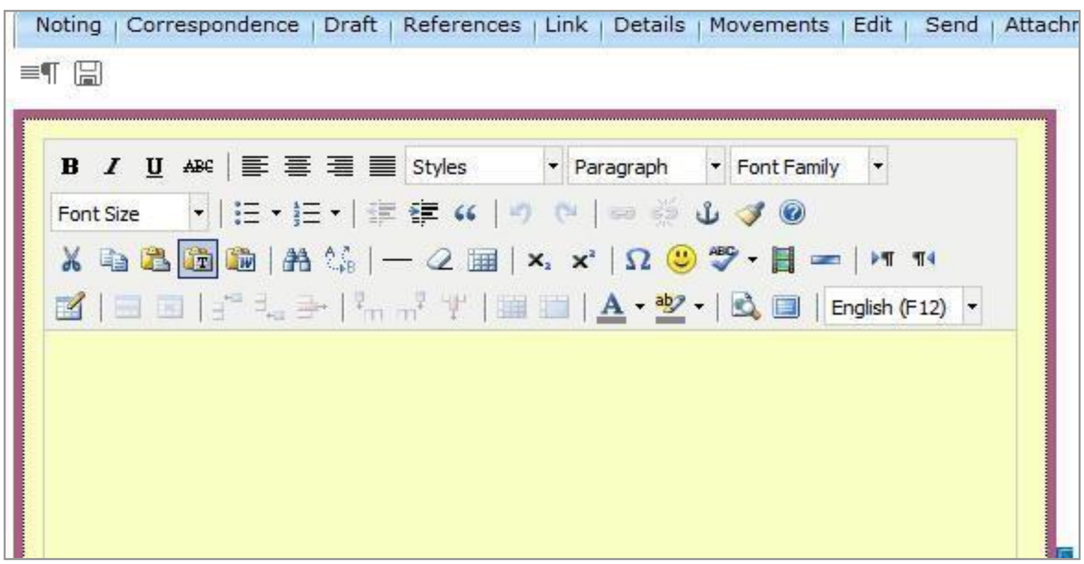
There are two options which are available in the left window are "Add Green Note" and "Add Yellow Note".



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.

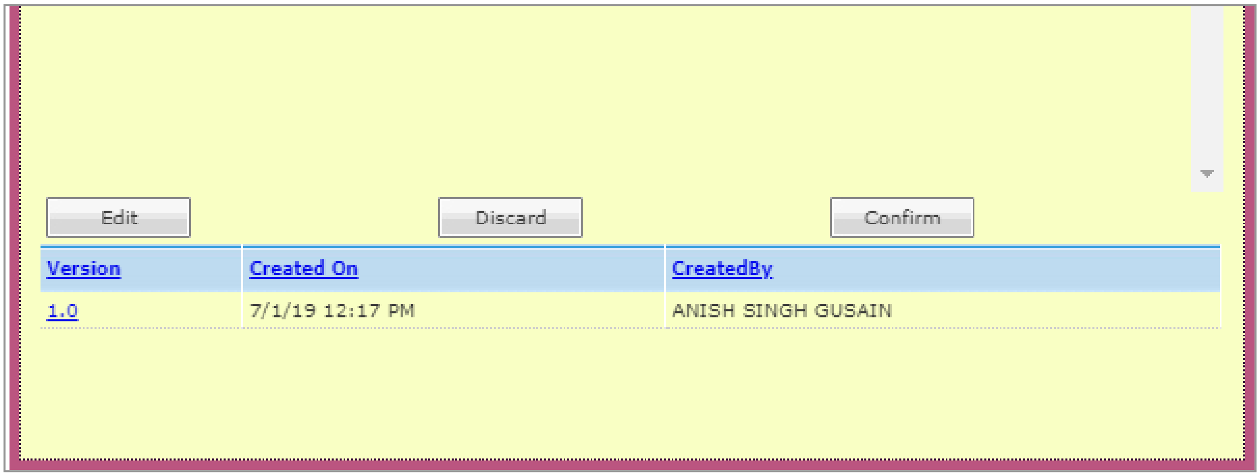
Yellow Note means a note akin to a yellow slip that is generally used by Private Secretaries or OSDs to assist an Officer in understanding summary of a file. This can be edited, deleted or confirmed by the next officer. Now we will proceed with a comparison -

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



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.

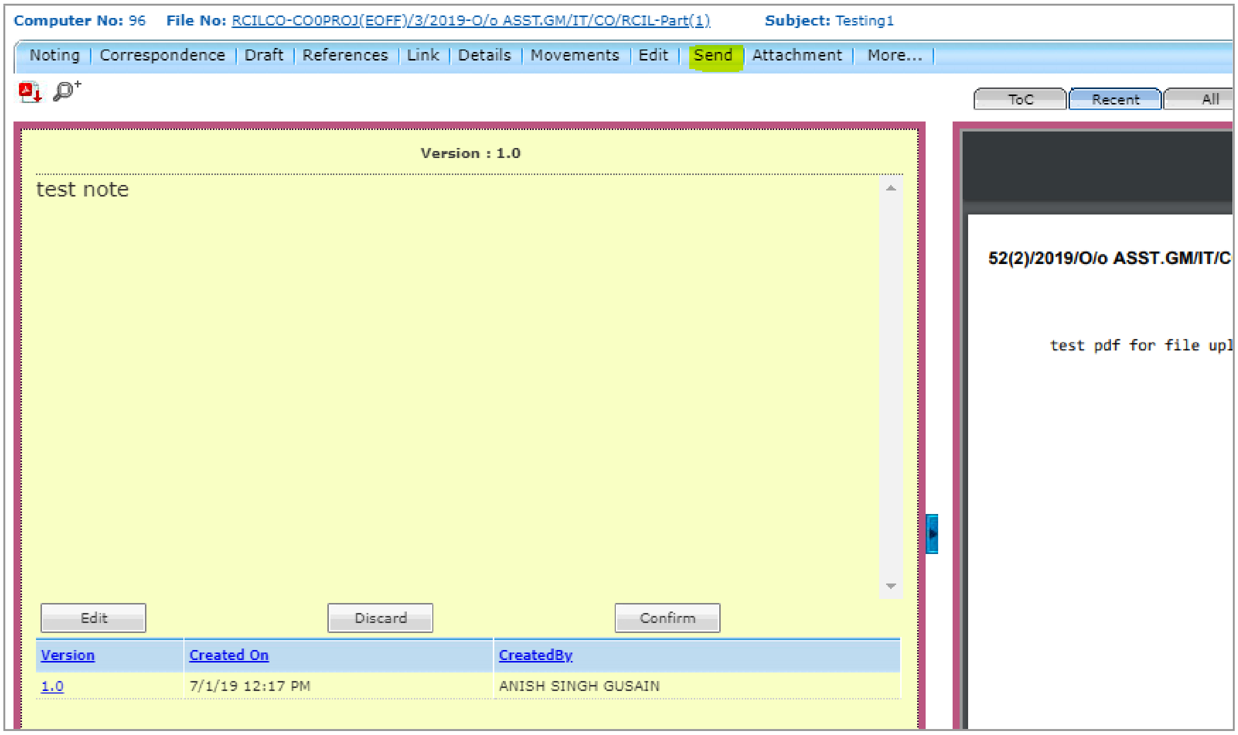
In addition, at a time only one noting is active, either yellow note or Main Green sheet note.

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.



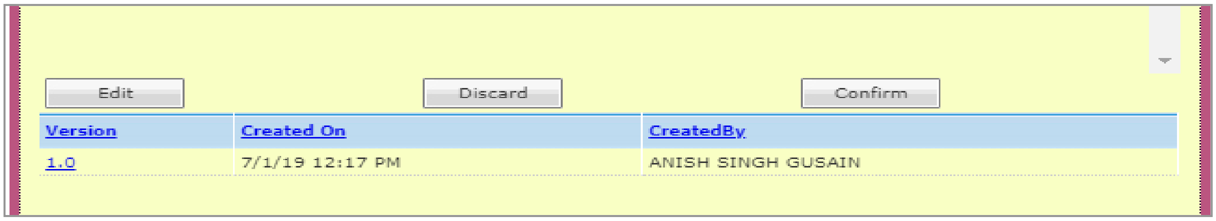
Yellow notes cannot be digitally signed.

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.

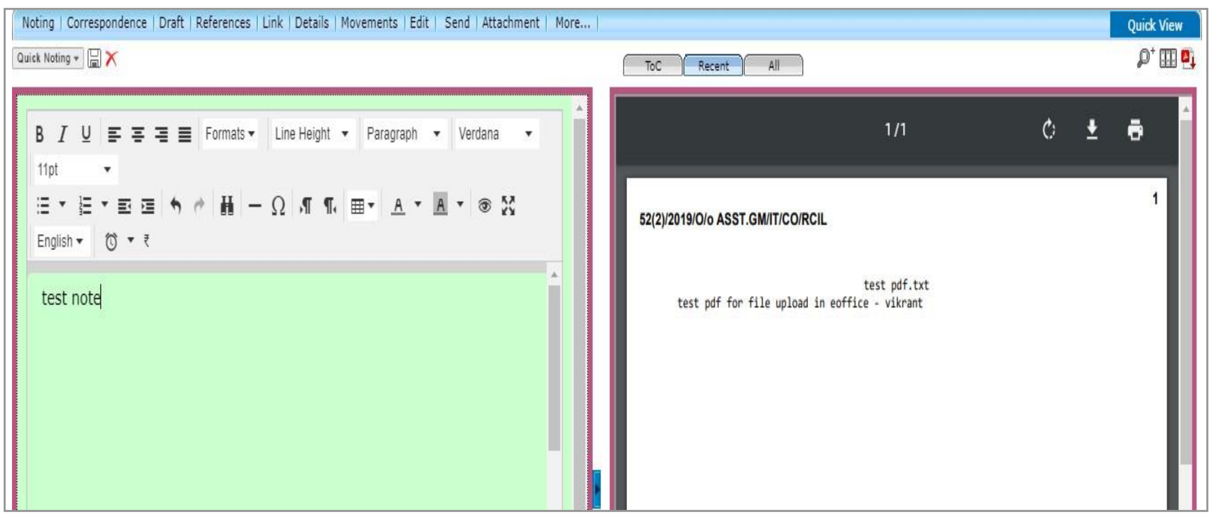
9. How to Convert a Yellow Note to Green Note?

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.



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

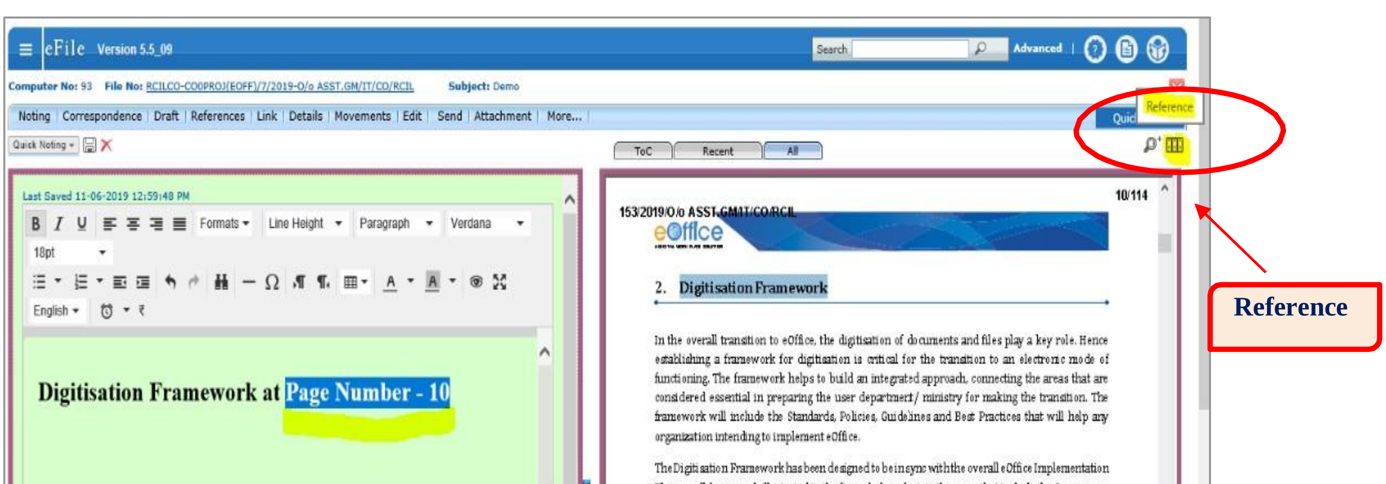
Note: At a time only one noting is active, either yellow note or Main Green sheet note.



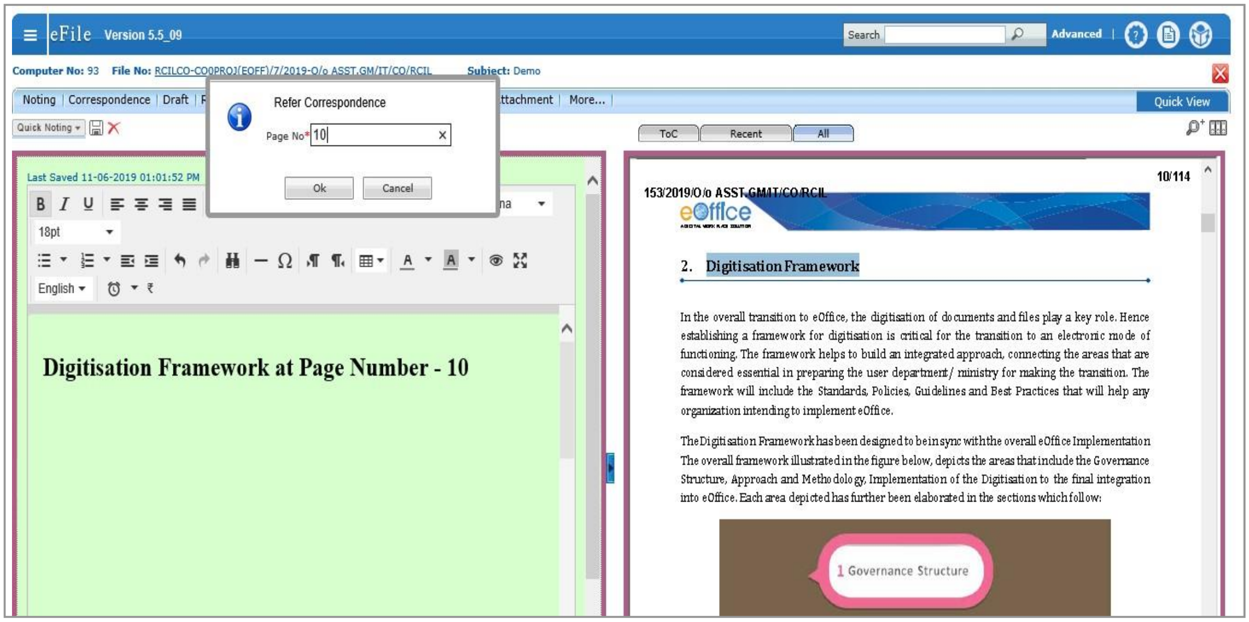
10. How to keep flags in an eFile for referencing?

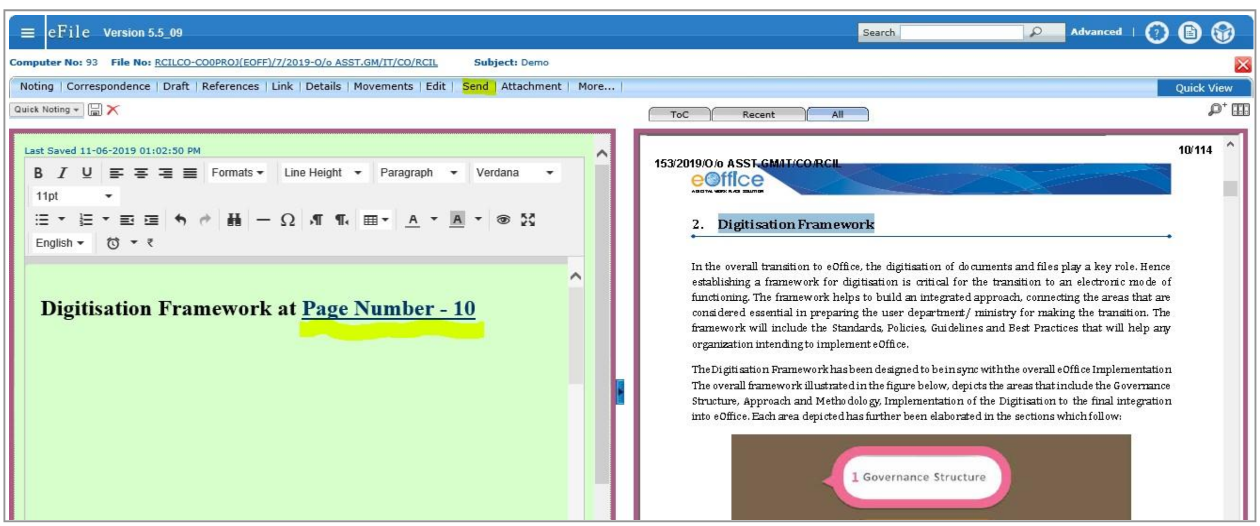
➢ Flags for Correspondence Side

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.



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.

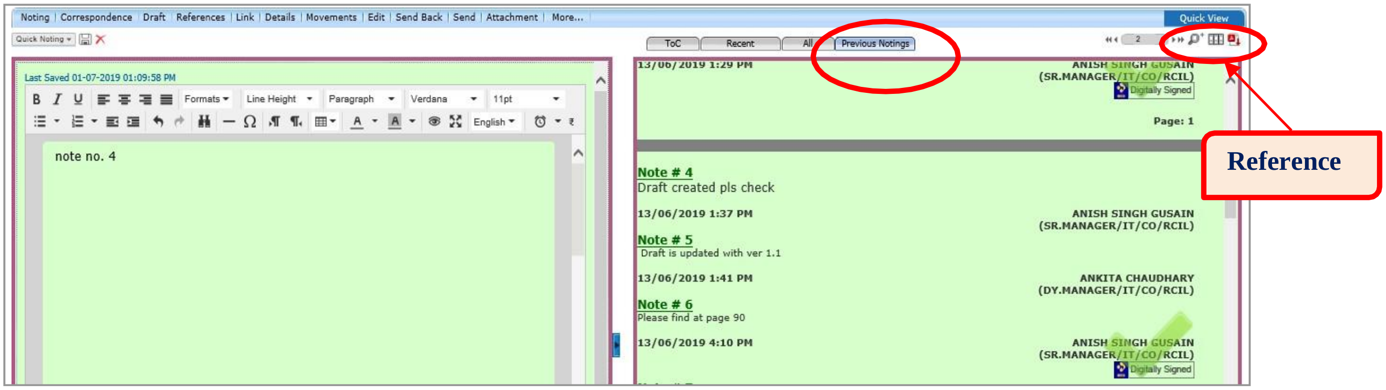




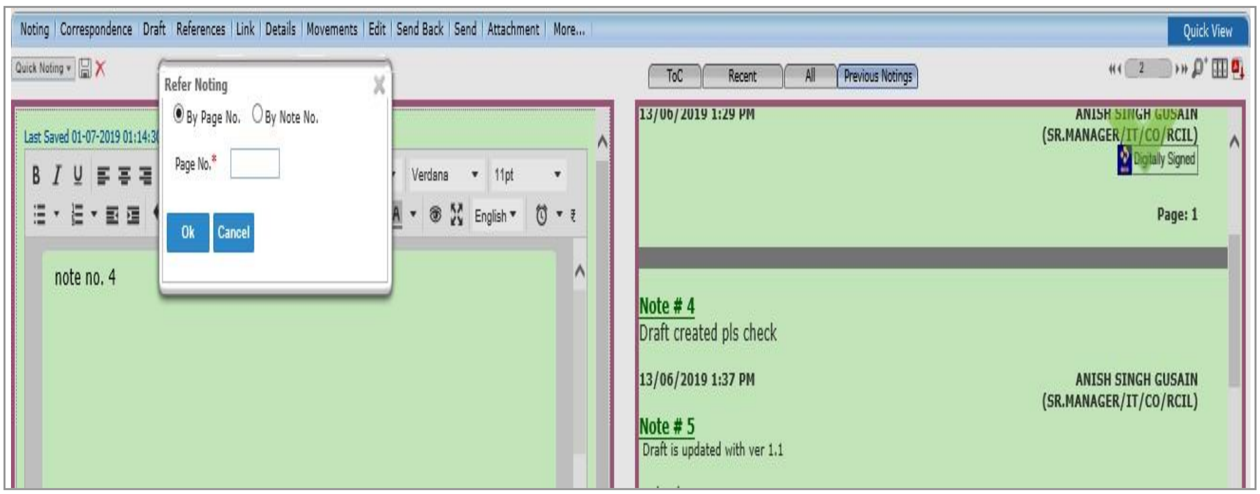
➢ Flags for Noting Side

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

Previous Noting



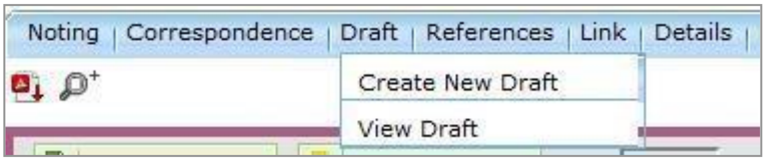
Now select the written note on left and then **Reference,** a pop-up for “**Refer Noting**” will appear in which one can refer noting via Page No. or via Note No.



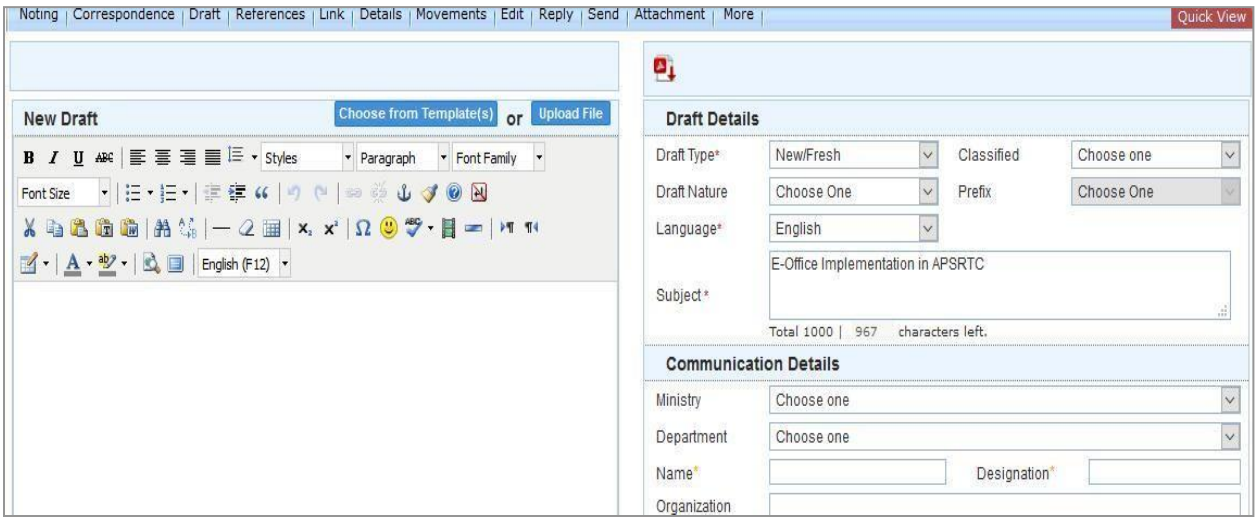
Hyperlink/Reference will only be activated once the eFile is moved.

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.

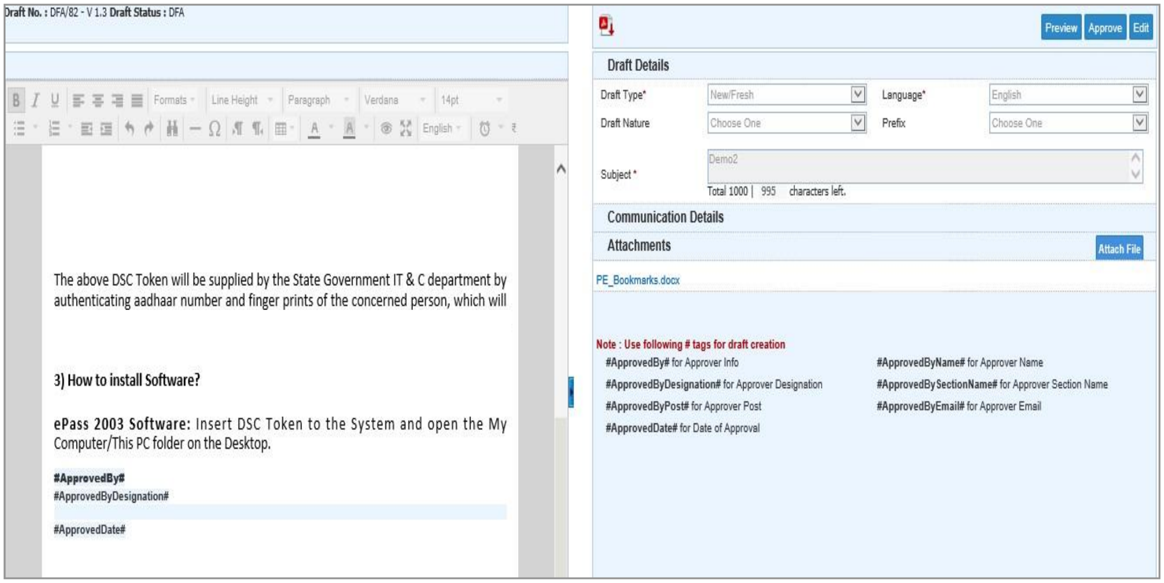


It will open the Draft creation window.



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.

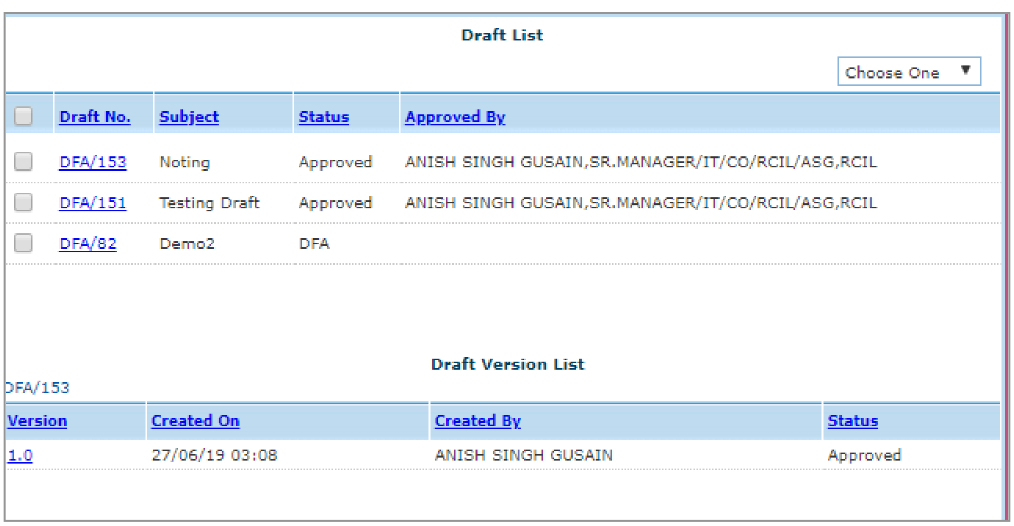


STEP 2: after Uploading, typing, or pasting the letter, one can attach any other document with Draft, need to fill the Draft details and communication Details as shown in the above right-side window. Save the Draft.

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	Status	Approved By
	DFA/153	Noting	Approved	ANISH SINGH GUSAIN,SR.MANAGER/IT/CO/RCIL/ASG,RCIL
	DFA/151	Testing Draft	Approved	ANISH SINGH GUSAIN,SR.MANAGER/IT/CO/RCIL/ASG,RCIL
	DFA/82	Demo2	DFA	

Draft Version List

DFA/153

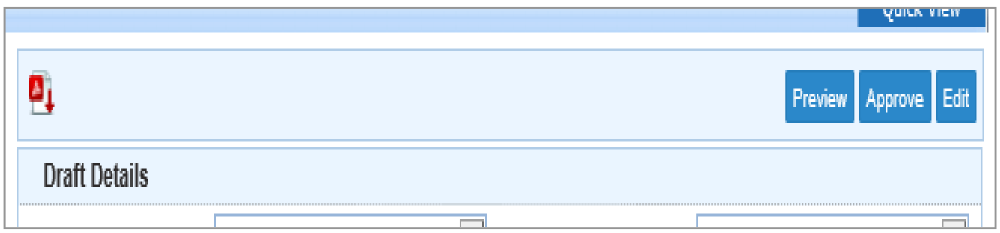
Version	Created On	Created By	Status
1.0	27/06/19 03:08	ANISH SINGH GUSAIN	Approved

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.

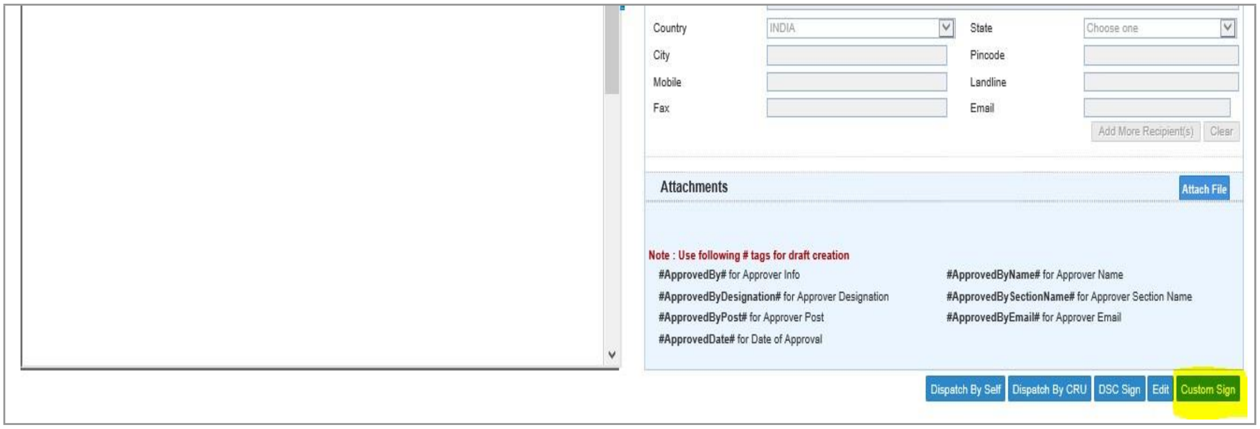
Note: Approve link will be available to only those Officials having Approving right.

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.

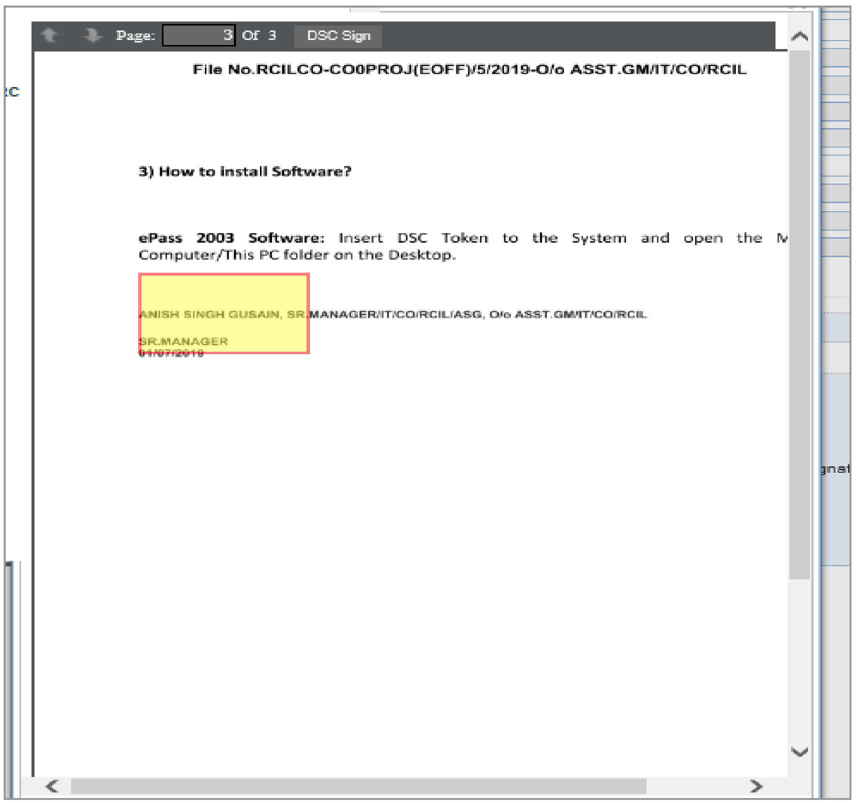


Once the Draft is approved, you get five Options

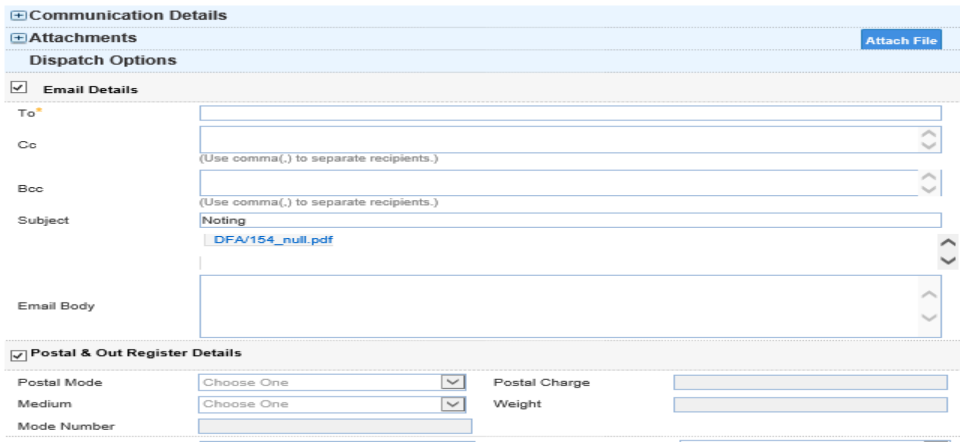
- **Dispatch by Self** : You can yourself send either via mail or via Post without DSC
- **Dispatch by CRU** : You can send to your Central Repository Unit for dispatching without DSC
- **DSC Sign** : DSC sign will appear at the end pf the page
- **Edit** : You can Edit the details
- **Custom Sign**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



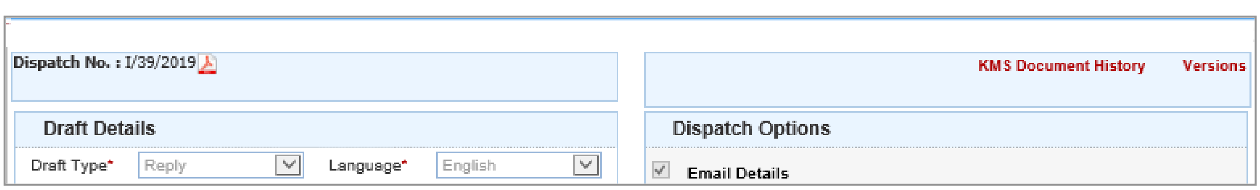
After Signing is done you can Dispatch by Self/CRU.
Before dispatching, ensure that Communication details are correct.
Select the Dispatch Option (Email/Post) by clicking on check box (one can select both).



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."

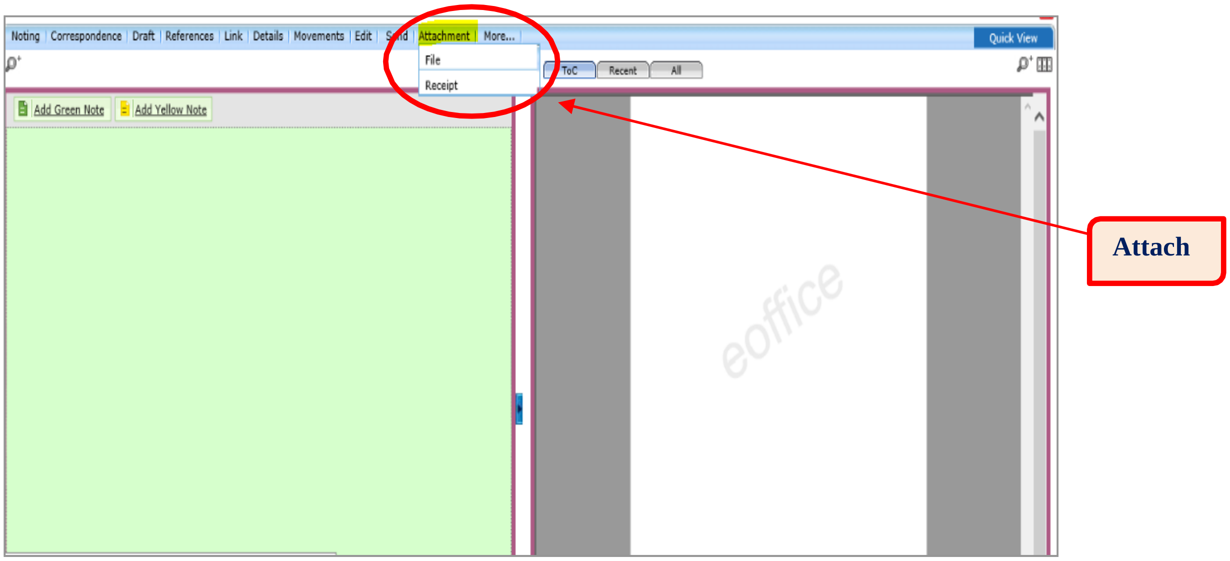
After Letter is dispatched, the final Approved/Signed letter becomes part of ToC and one can check the versions of the Draft by clicking on . (**Details**) and then show versions.



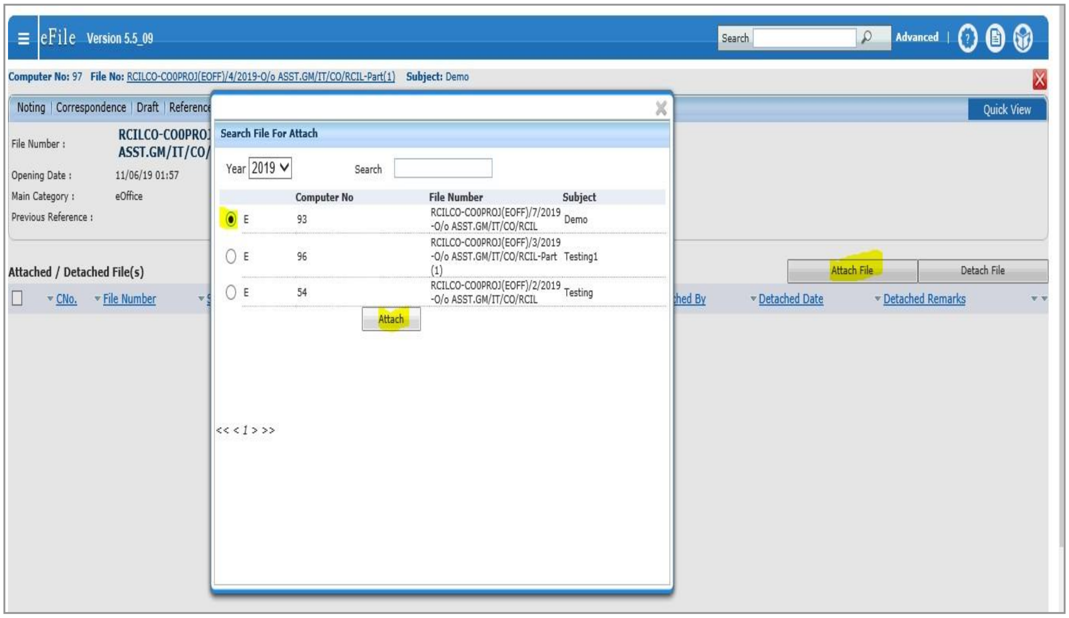
12. How to attach any eFile/Receipt within another eFile?

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

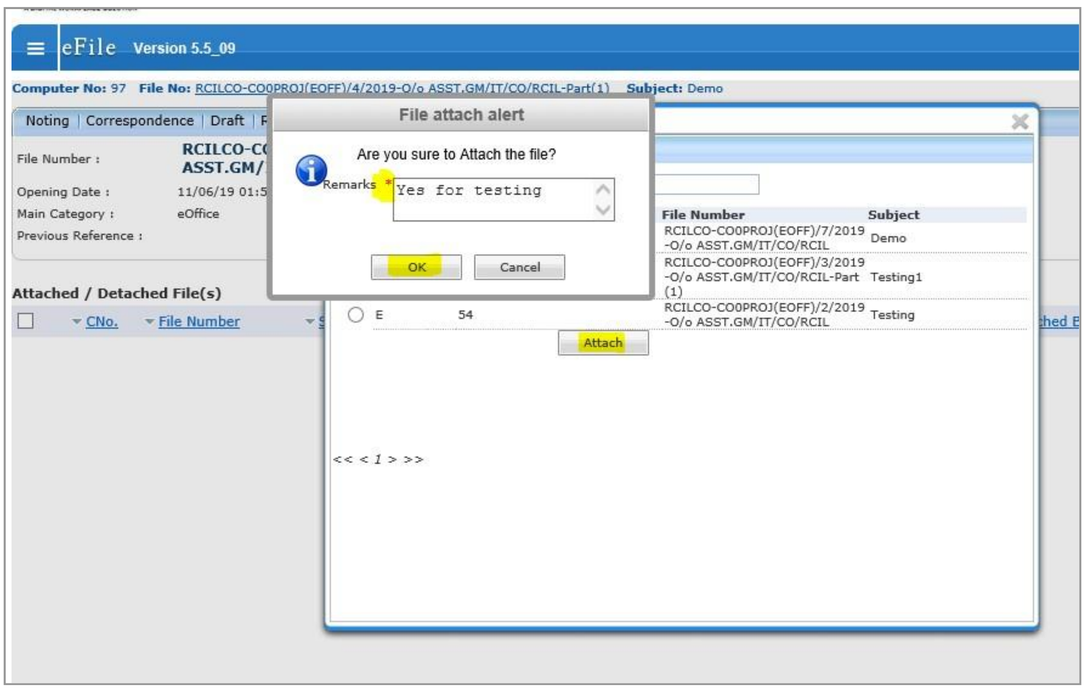
STEP 1: Open the File and go to **attachments>File/Receipt** and attach the required eFile/Receipt.



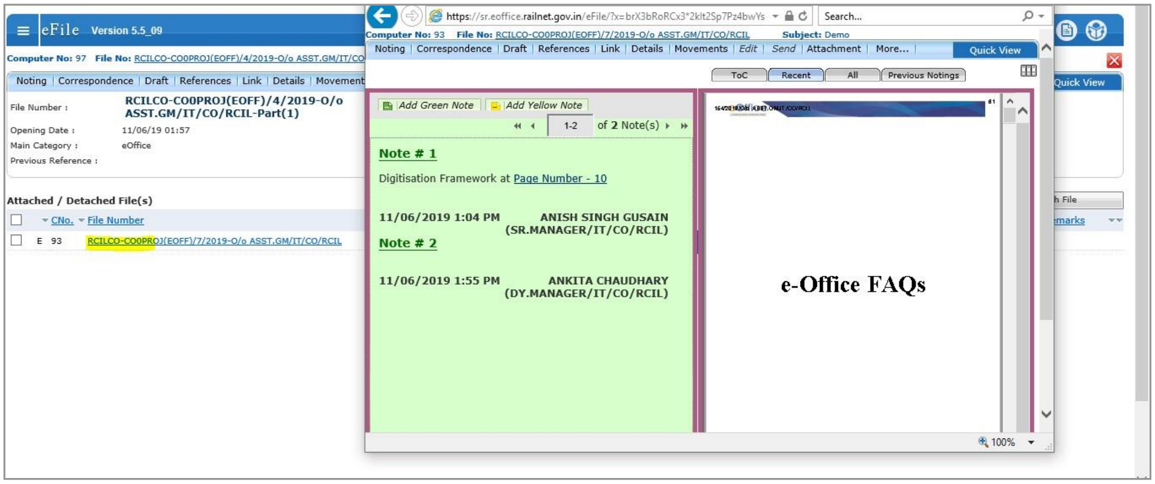
One can find the required eFile/Receipt with File Number/Receipt Number or Subject (Description provided during eFile/Receipt creation).



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



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



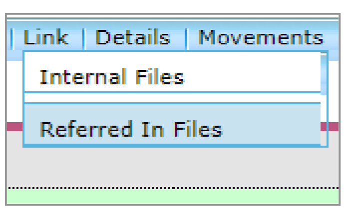
One can detach the eFile/Receipt as well by selecting the eFile/Receipt, Clicking on Detach File/Receipt and adding reasons for detaching it.
After Detaching, the eFile/Receipt will be available in respective Inbox.

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.

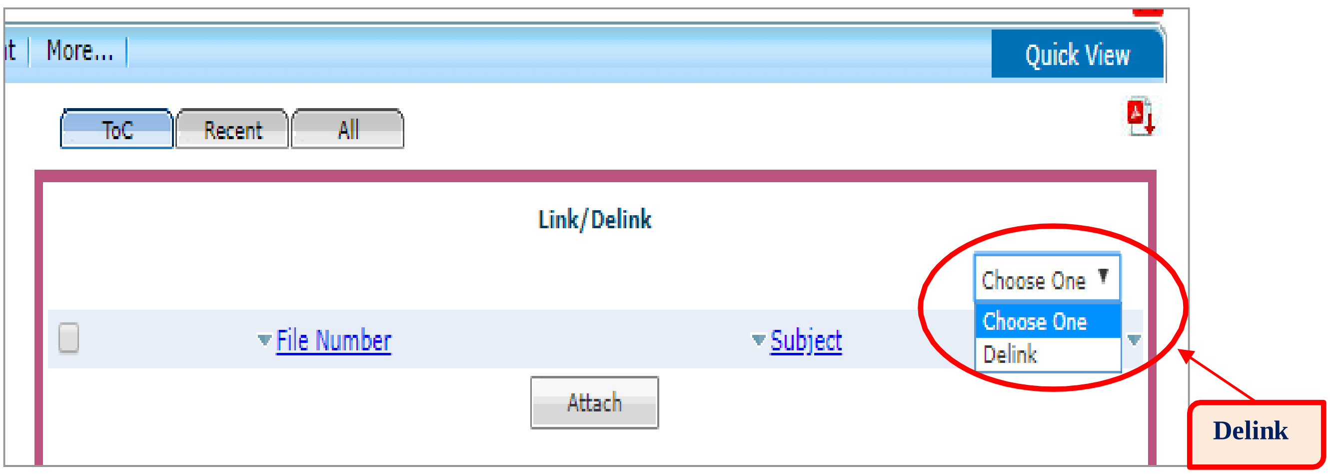
13. What is the use of Link Tab and Reference Tab?

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.



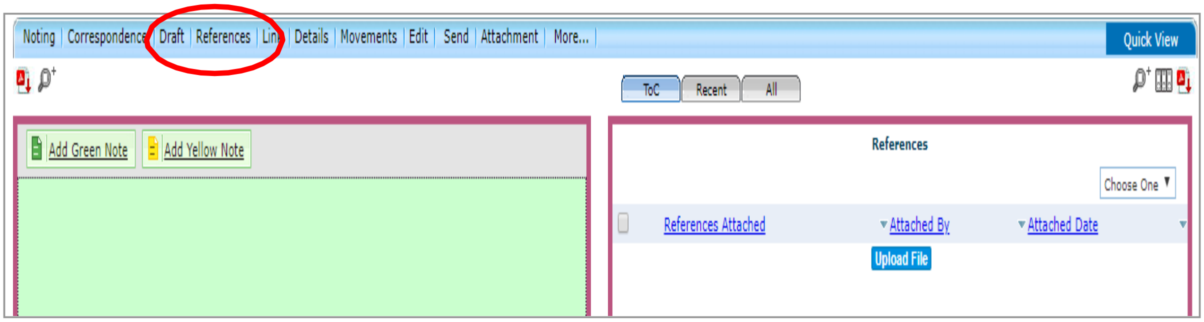
Internal File: *Internal Files > Attach*

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



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

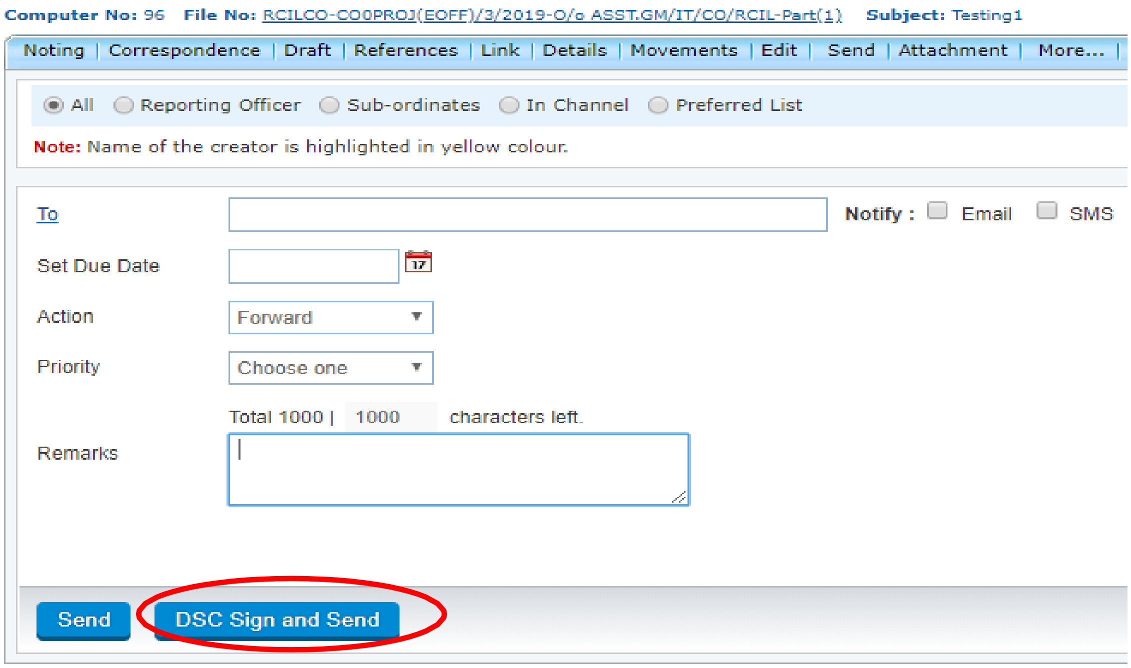
Reference Tab is used for uploading any document (Word, PDF, Excel, PPTs etc) from your system into the eFile for reference purpose. Once file is moved, local references cannot be deleted from the file.



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

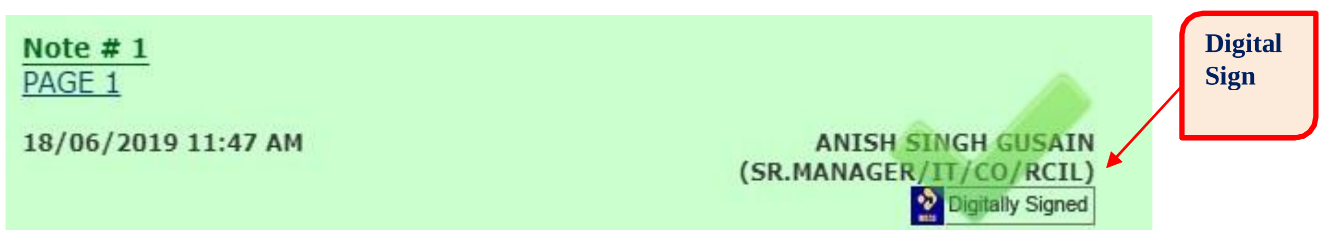
14. How to Sign digitally and Send the eFile?

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



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.

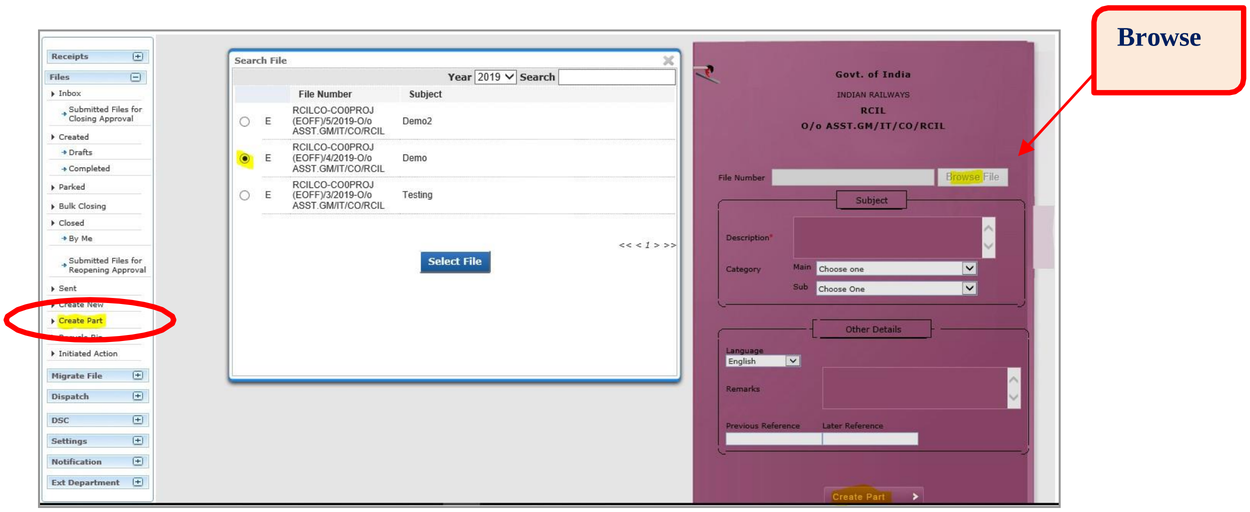
15. How to create Part eFile?

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

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

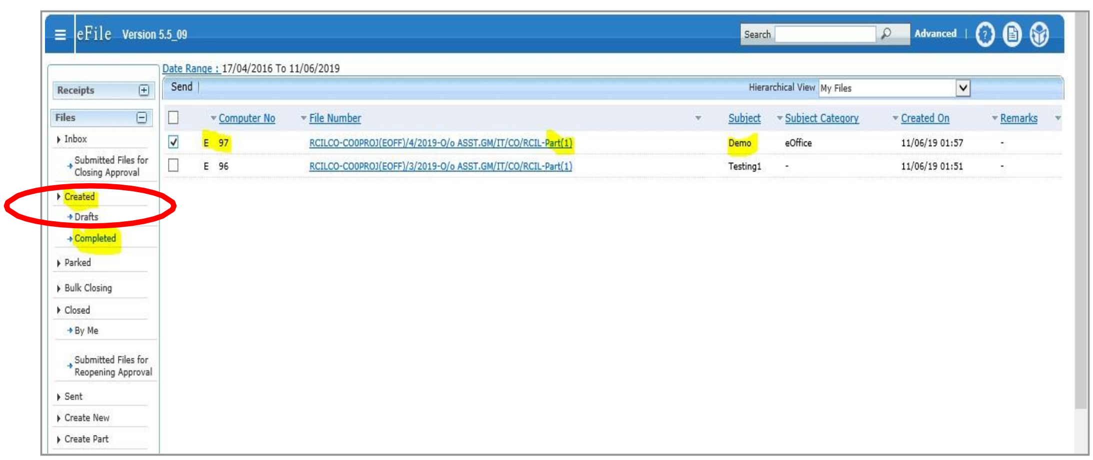
Select the main eFile, provide proper Description & Remarks, and click on Create Part.

For reference: Description "File Subject"
Remarks "eFile of Existing Physical File No. X"



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

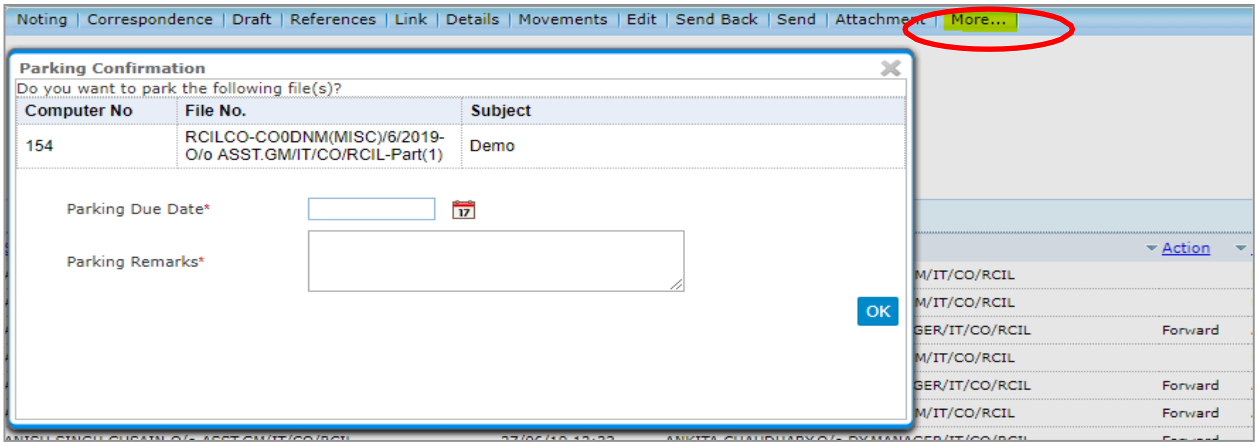
STEP 2: after the Part File is created, it will appear in **Created>Completed tab**.



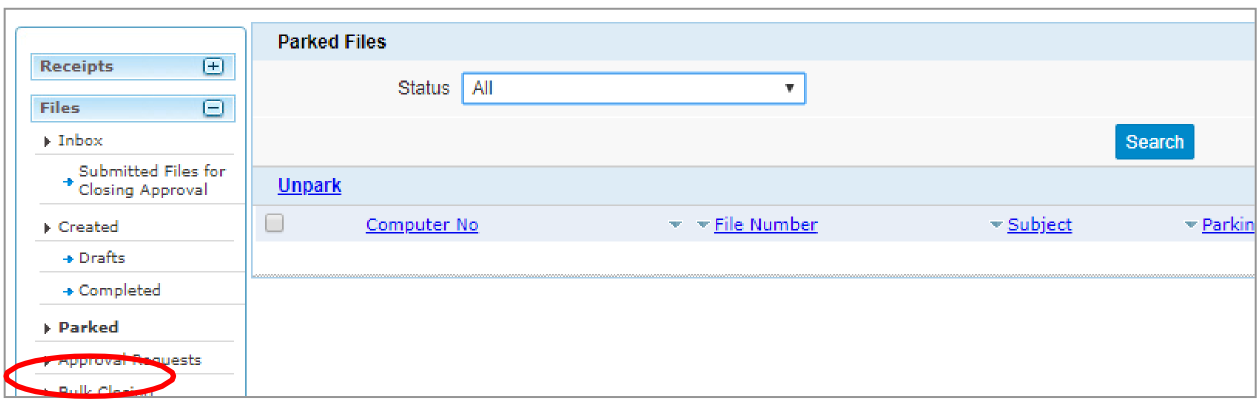
16. How to Park and Unpark a File?

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

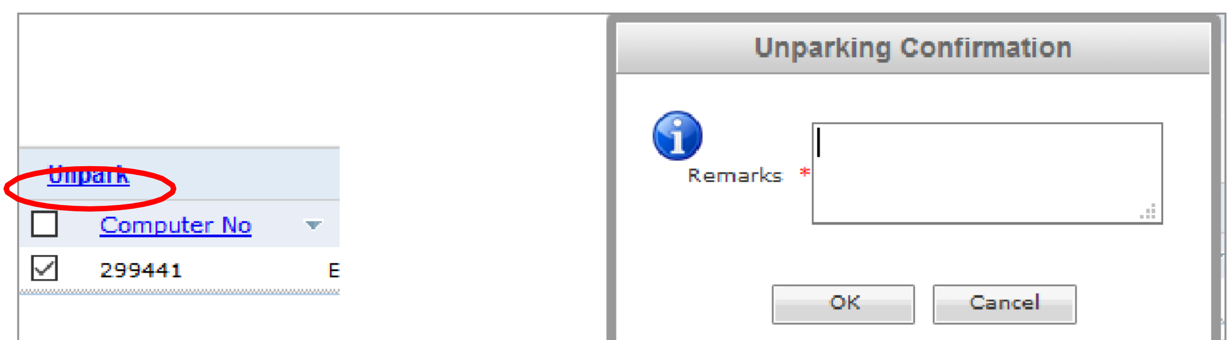
It contains the list of Files that are temporarily closed and work will be done late on. Pendency of File will be removed if any File is parked. Select the File by checking on the Check box in the Inbox files, Click on the "**More**" tab and select "**Park File Option**". It will ask for the **Parking 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.



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.



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.

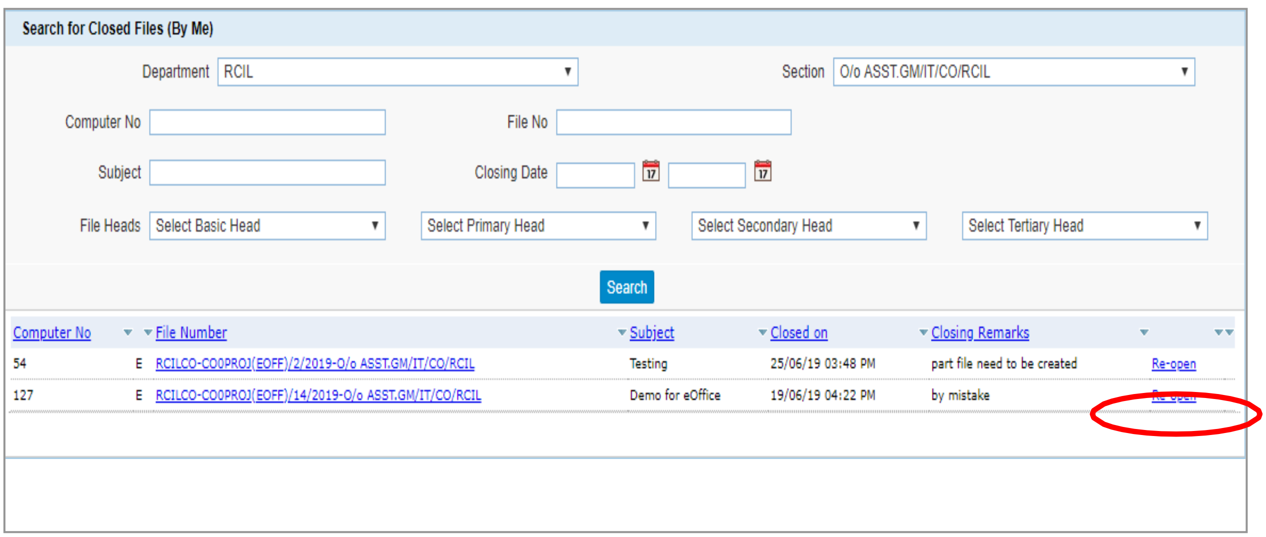


17. How to close and reopen an eFile?

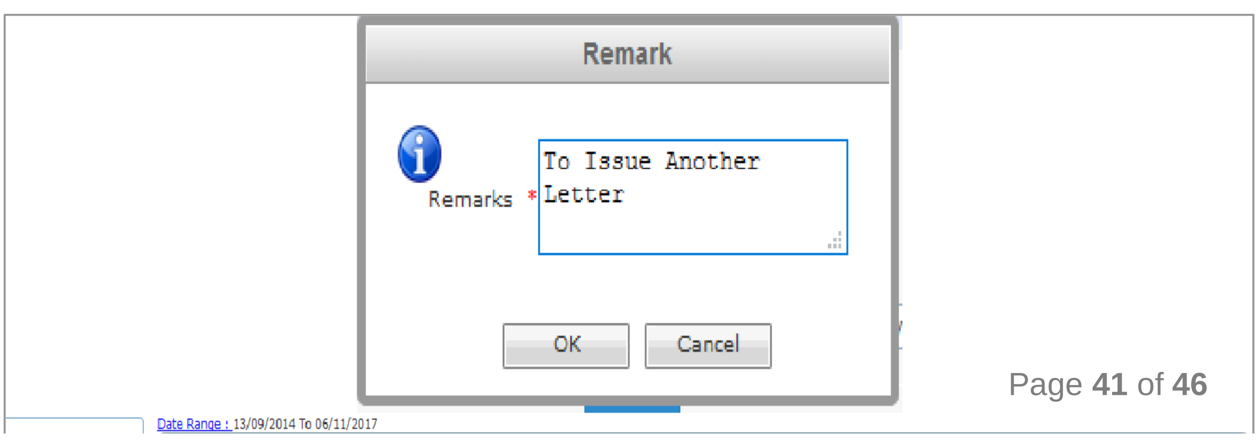
STEP 1: Go to File inbox and open the file by clicking on the File no. On the top of the window we can see the “**More**” tab.

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.

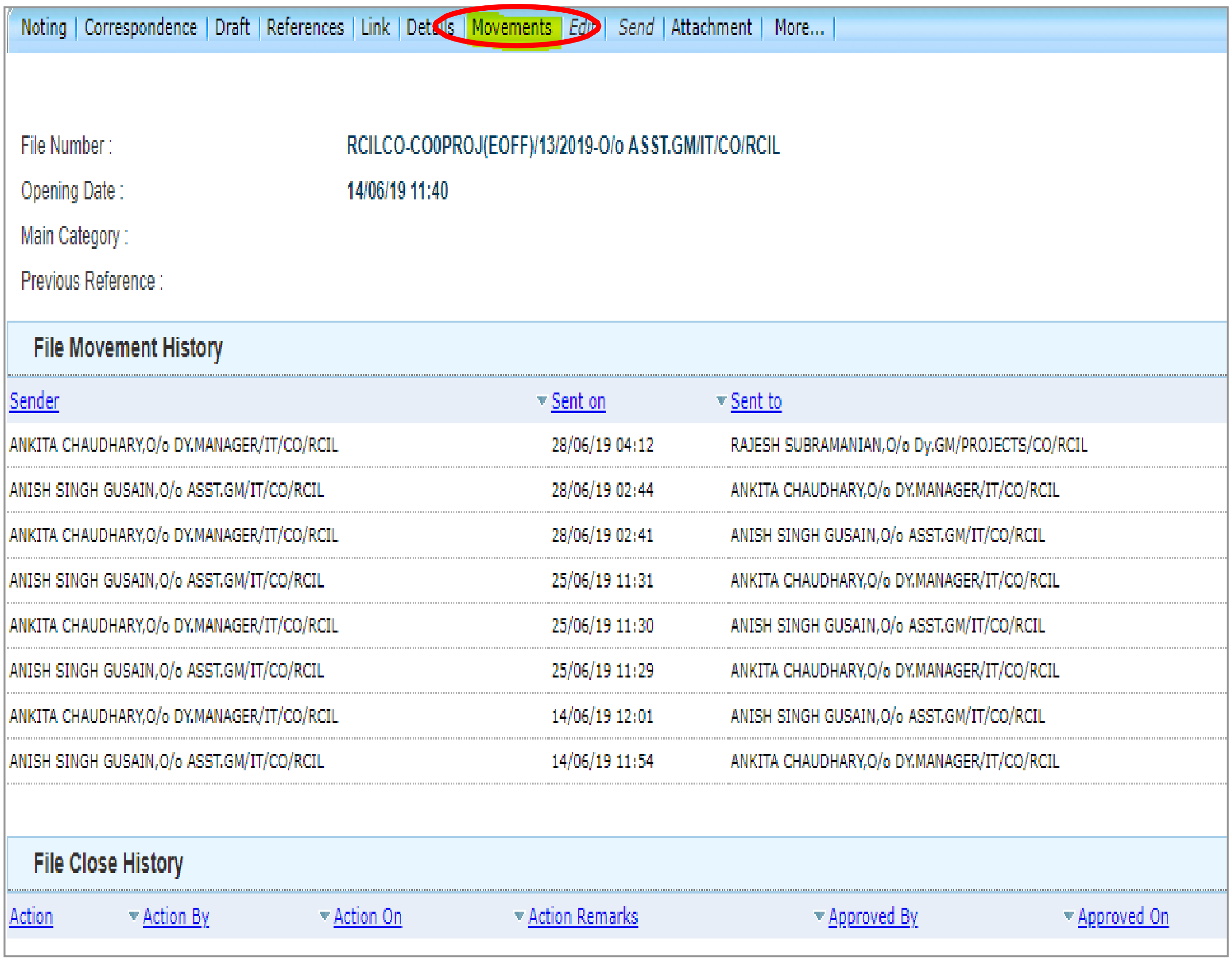


STEP 3: We can reopen the File by clicking on the “**Reopen**” hyperlink available to the every row of the file. If we click on the Reopen hyperlink, it will ask to enter the Reopen Remarks and press “ok”. It will be moved from Closed Files to **File Inbox**.



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



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).

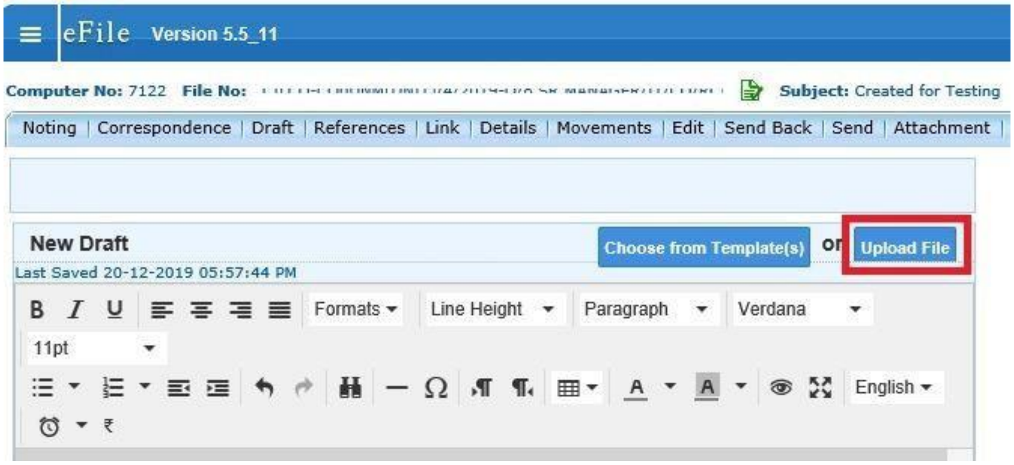
6) Draft is used to send a reply against a file/receipt for external communication or interdepartmental communication.
   There are two ways to compose a draft-

   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.

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