



**National
Informatics
Centre**

eFILE

File Management System



सत्यमेव जयते

eoffice

A DIGITAL WORK PLACE SOLUTION

Objective of eFile

- The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using more effective and transparent inter and intra-government processes.
- eFile, an application of eOffice is a system designed for the Government to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals, movement and tracking of files as well as receipts and finally the archival of records.
- Simplify decision making, as all the required information is available at a single point.
- Creates a paperless office, with increased transparency, efficiency and accountability of the organization.
- To keep track of receipt and dispatch of all the official documents and letters with transparency.

**Based on Central
Secretariat Manual of
eOffice Procedure
(CSMeOP), DARPG, GoI**

**Built on Open Source
Software Stack**

**Enhances Efficiency,
Transparency, &
Accountability**

eOffice

**Generic Design :
Single Product for
Government at all levels**

**Promotes less paper
office with greater
collaboration and
knowledge sharing**

**Fast Tracking
Government Decision Making**

Outcomes

Quick Decision Making and Faster Delivery of Services

- Access of Files Any Where Any Time
- Movement of files in real time irrespective of geographical locations
- Set due dates and reminders. The sender of a document can request the receiver to respond by a certain date and also trigger reminders before and after the due date.

Security and Integrity

- Once converted to electronic form, the system ensures that receipts are 'sent' and 'delivered' securely.
- Digital signatures are used to authenticate users.
- Files are maintained electronically in a secure central repository (Cloud).
- Deleting/replacing the notings or tearing of files etc can not be even thought of

Accountability and Transparency

- eFile provides users the facility to search files based on recipient, subject, and other keywords.
- Citizens can track the papers they have submitted to an office.
- Pendency Monitoring .

Environment Friendly and Go Green Initiative

- Tonnes of papers are saved which in turn saves trees
- Infrastructure like Printers, Cartridges, Cupboards, Office Spaces are also saved
- Saving on Account of travel for transporting of files from one location to other
- Unicode Compliant – Support for Local Language

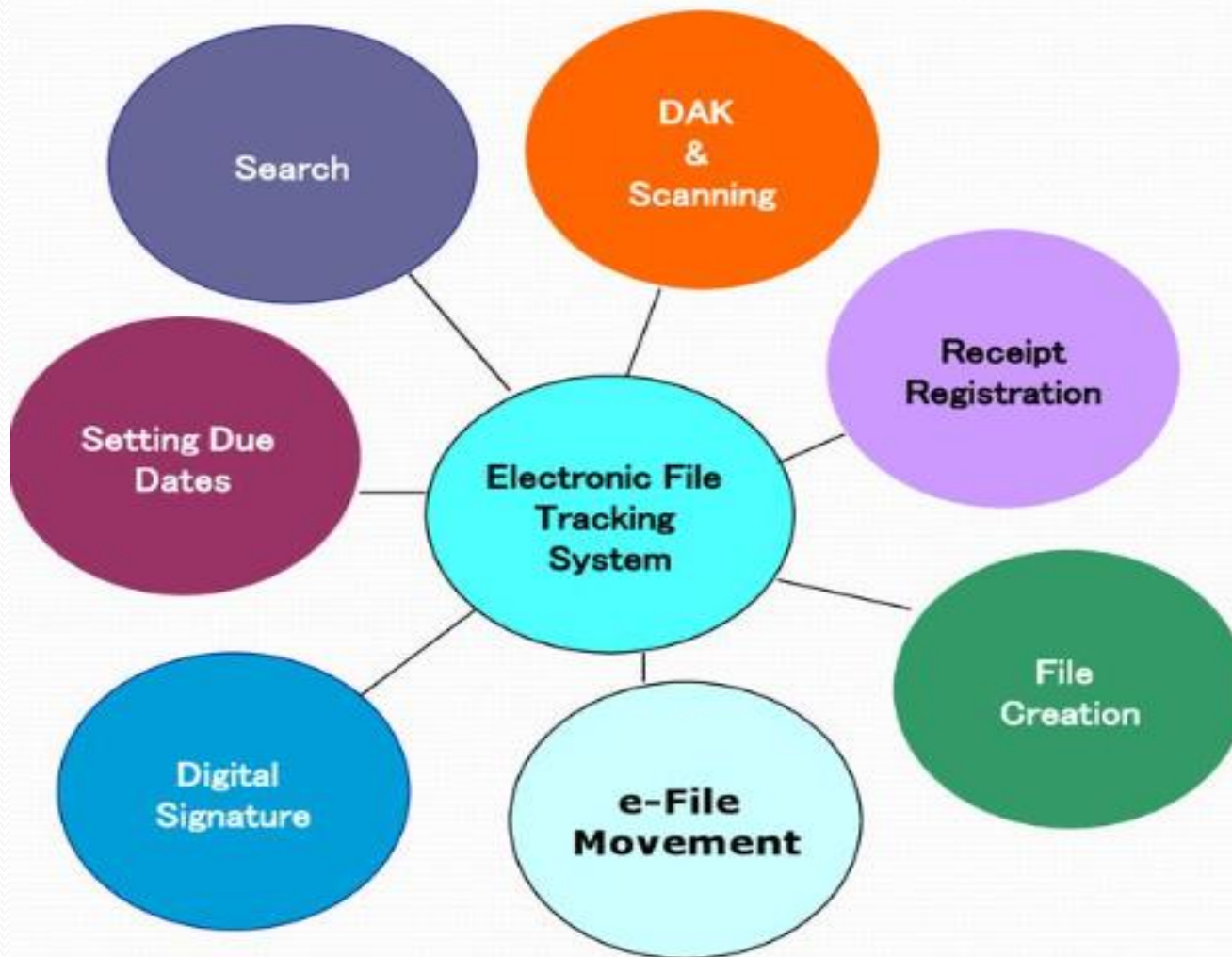
Always available Files never be lost and stored for perpetuity

- Natural Storms, Corona, floods but Government functioning is not at all impacted
- Officials could work on their files seamlessly, in secured & safe manner from offices/homes
- Transform the government work culture and ethics

eFile

eOffice | eFile – Main modules

eFile-Key features



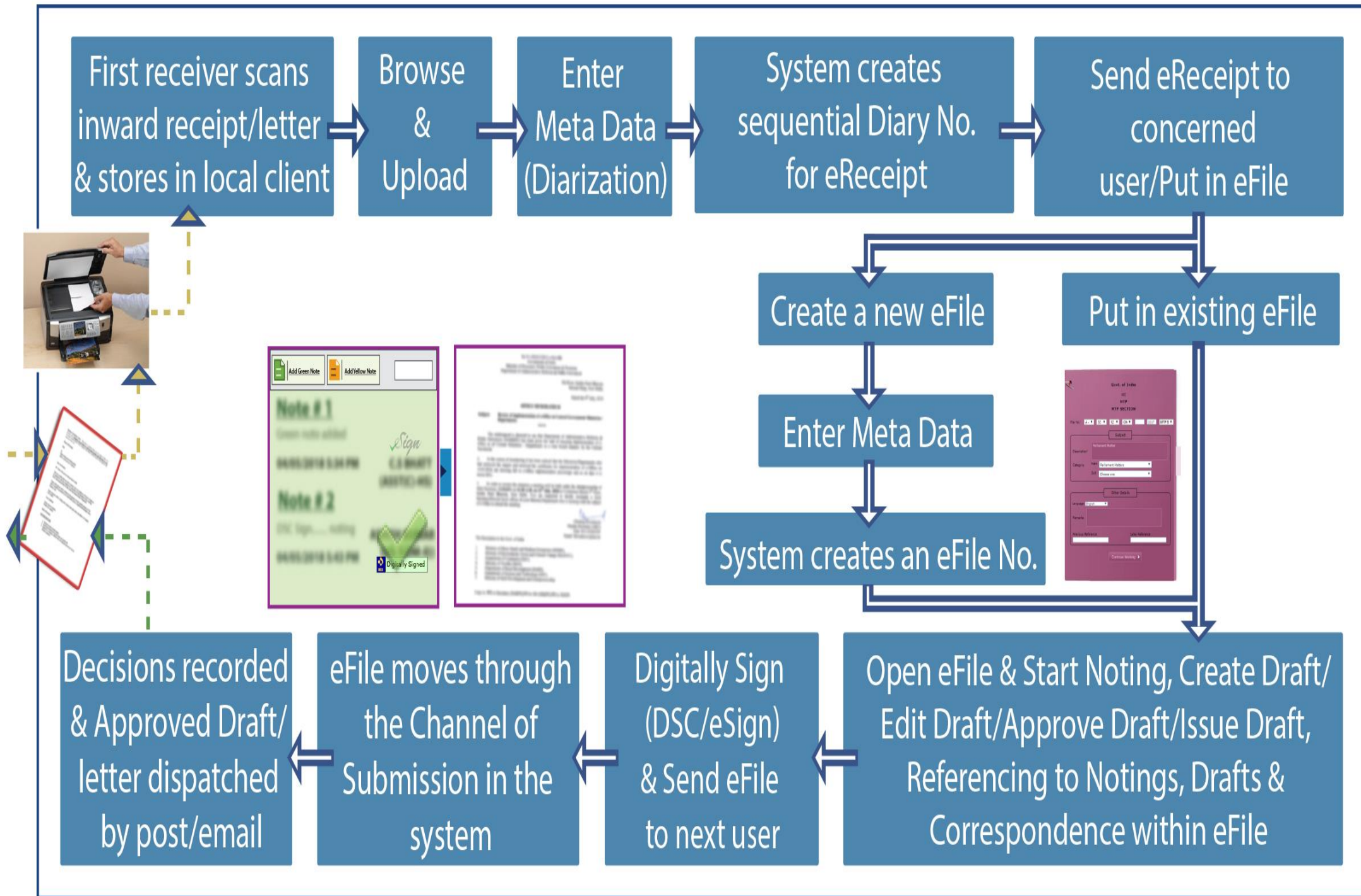
- Electronic diarization of inward letters and files.
- Electronic Movement of receipts and files with Digital Signature
- Creation of Drafts for approval and final issue
- Dispatch of letters
- Setting Due Dates and Reminders
- Queries and Reports
- Migration Module

Pre-Requisites eFile

- eFile can be used only in secured network like SWAN, NICNET.
- User department may kindly note that GOV/NIC Email IDs through Parichay (Single Sign-on) can also be used for login and authenticate into eFile instance.
- User department can apply for the same by filling the Single/ Bulk Subscription Form available online at <https://eforms.nic.in/> with online approval from their departmental Nodal Officer and further submitting it to their NIC eMail Coordinator.
- It is recommended that name based email IDs may be prepared for all eOffice users rather than designation based.
- Digital Signature Certificates (DSC) Class-2 or above with Signing Certificate will be required for signing of noting and drafts in electronic files.
- For procurement of DSC, user department may kindly refer to <http://www.cca.gov.in/faq.html> .

- Department will Nominate a Nodal Officer for eFile and will identify and prepare expected no. of users along with the organization chart.
- Nodal officer will prepare the Employee Master Details (EMD) on the available template.
- Nodal Officer will prepare in available File head template for all offices and sections within the department .
- Nodal Officer will nominate one employee as a Local Admin for eFile .
- The Local Admin will be responsible for all master entry related to Employee and File, User Role mapping, Employee Transfer , Employee Retirement etc.

eFile Process



How to access eFile


- Open any Browser (Mozilla Firefox/ Microsoft Edge/ Google Chrome).
- Enter URL for e.g.

<https://eoffice-uttarakhand.gov.in>

- For those users who are not accessing through secure network can apply for VPN (Virtual Private Network) through <https://eforms.nic.in>

Login to eFile

PARICHAY OFFICIAL PAGE - eoffice-uttarakhand.uk.gov.in



PARICHAY
Single, Simplified, Safe

Please enter details to proceed

[Next](#)

[Forgot Password](#)

Sabka Prayas

Tip of the day

Keep changing your Password often and make them complex and not guessable.

[Parichay Authenticator](#)

[Kavach](#)

Parichay Authenticator and Kavach should be downloaded only from authentic platforms.

[Extend ID \(Retired Officers\)](#)

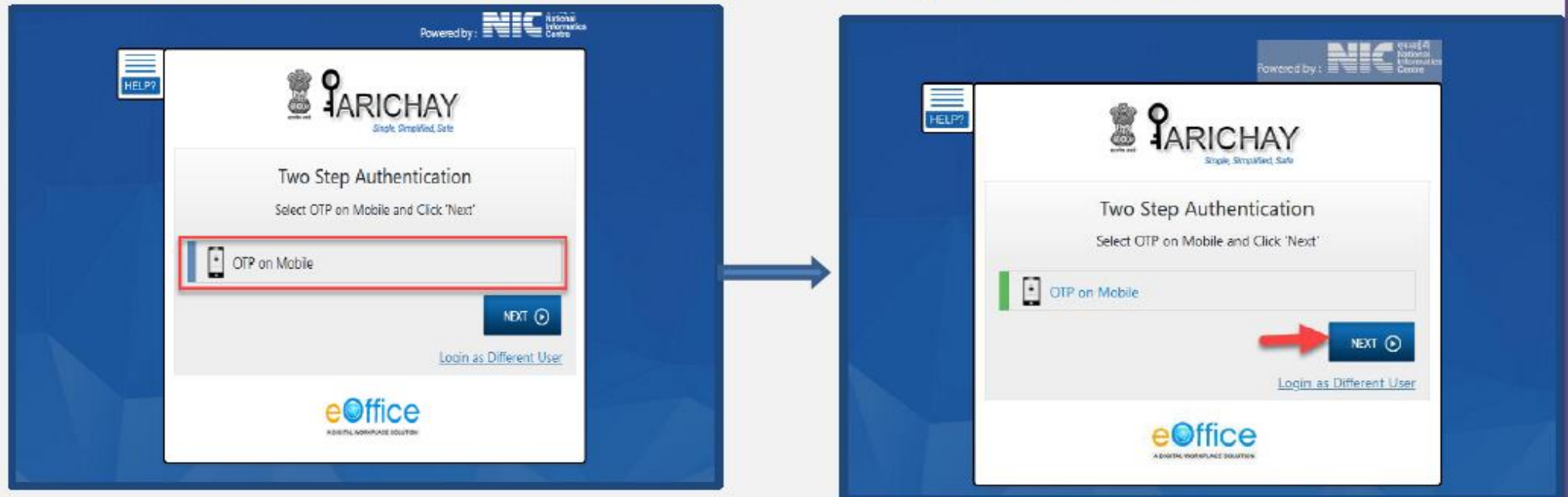
[Update Mobile & Profile](#)

Sabka Prayas

Tip of the day

Keep changing your Password often and make them complex and not guessable.

- Login with the same credentials used for login to NIC mail. Press the next button
- In the next screen select OTP on Mobile as 2nd Step Authentication.



- An OTP will be sent on your registered Mobile Number. Enter the OTP received.



eFile Home Page

- After successful login it will be directed to the e-Office Home page.

The screenshot displays the eOffice Services home page. The header includes the eOffice logo and the text "A DIGITAL WORKPLACE SOLUTION". Below the header is a quote of the week: "Quote of the week To succeed in your mission". The main content area is titled "eOffice Services" and lists various services: File Management System, Knowledge Management System, eFile MIS Reports, Employee Master Details, Finance Services, and Download Forms. A red box highlights the "File Management System" link, and a red arrow points to it from the "eFile" icon in the left sidebar.

- Click on e-file/File Management System. This will open your Files inbox module.

Navigation tabs: DASHBOARD View, RECEIPT Create, Inbox Sent Advance Search, FILE Create, Inbox Sent Advance Search, ISSUE Sent Returned Advance Search

Buttons: Receive Send Send Back Move To Create Volume Create Part

Search: Search Here... File View (SELF) Select User

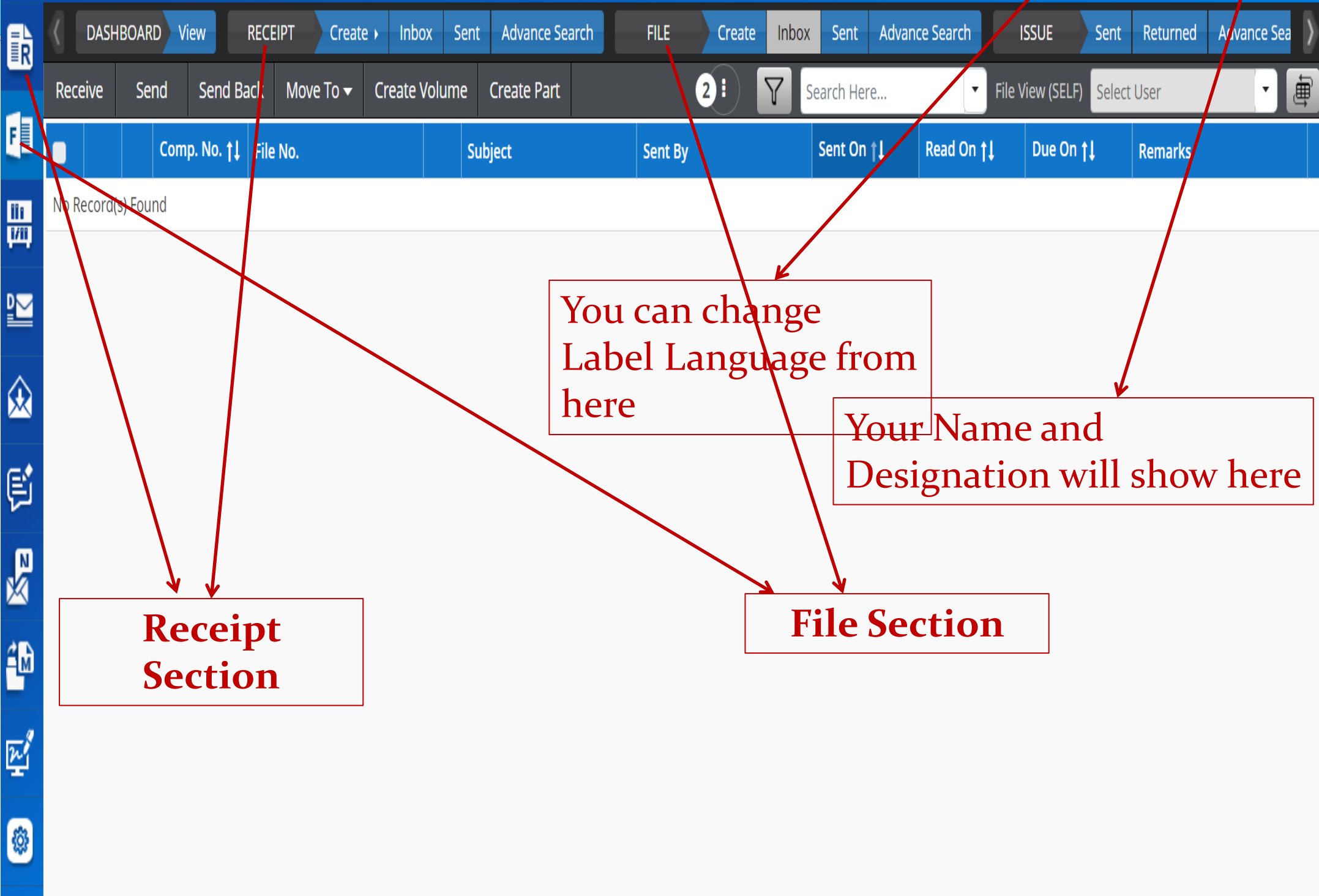
Comp. No. ↑↓	File No.	Subject	Sent By	Sent On ↑↓	Read On ↑↓	Due On ↑↓	Remarks
No Record(s) Found							

You can change Label Language from here

Your Name and Designation will show here

Receipt Section

File Section



Receipt Section

The screenshot displays the eOffice eFile 7.3.6 interface. The top navigation bar includes the logo and version information. A vertical sidebar on the left contains various icons, with the 'Receipt' icon highlighted. A dropdown menu is open from the 'Receipt' icon, listing several options: 'Browse & Diarise', 'Inbox', 'Created', 'Sent', 'Initiated Actions', 'Acknowledgement', and 'Closed'. The main content area features a ribbon with buttons for 'RECEIPT', 'Create', 'Inbox', 'Sent', and 'Advance Search'. Below the ribbon is a table with two columns: 'File No.' and 'Subject'. Two red arrows originate from the 'Receipt' menu and the 'Receipt Section' text below, pointing towards the 'Sent' button in the ribbon.

Receipt

- ▶ Browse & Diarise
- ▶ Inbox
- ▶ Created
- ▶ Sent
- ▶ Initiated Actions
- ▶ Acknowledgement
- ▶ Closed

RECEIPT Create ▶ Inbox Sent Advance Search

ck Move To ▶ Create Volume Create Part Park

File No.	Subject
----------	---------

Receipt Section

Register a Receipt

1- Click On Electronic

2- Click on upload and upload scan copy in PDF form with size <= 20 MB

File name: D:\HighCourt\National Code\PS-details.pdf

Open

Adobe Acrobat Document

Cancel

Generate Generate & Send Generate & Copy

Receipt

Browse & Diarise

Physical

Electronic

Inbox

Inbox

Created

Sent

Initiated Actions

Acknowledgement

Created

Closed

With Me

File

Dispatch

Received Letters

Notification

Migrate File

Register for Signing

Setting

Audit

Upload Remove Pdf Only <= 20 MB

1 of 2 Automatic Zoom

7/2021

संख्या: /

प्रेषक,

राधा रतूड़ी,
अपर मुख्य सचिव,
उत्तराखण्ड शासन।

सेवा में,

- समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव/सचिव प्रभारी उत्तराखण्ड शासन।
- समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष, उत्तराखण्ड।
- पुलिस महानिदेशक, उत्तराखण्ड।
- आयुक्त कुमायूँ एवं गढ़वाल मण्डल।
- समस्त जिलाधिकारी, उत्तराखण्ड।

सचिवालय प्रशासन विविध अनुभाग -3 देहरादून: दिनांक जनवरी, 2021

विषय :- उत्तराखण्ड के समस्त राजकीय कार्यालयों में ई-ऑफिस प्रणाली लागू किये जाने के संबंध में।

महोदय,

उपर्युक्त विषयक अवगत कराना है कि सचिवालय एवं विविध कार्यालयों में मा0 मुख्यमंत्री जी के निर्देशों के क्रम में दिनांक 01/01/2021 से ई-ऑफिस प्रणाली लागू करने का निर्णय लिया गया है। सचिवालय परिसर के समस्त विभागों/कार्यालयों में भी ई-ऑफिस प्रणाली प्रारम्भ की जानी है। राजकीय कार्यालयों द्वारा ई-ऑफिस सॉफ्टवेयर, हार्डवेयर एवं अन्य आवश्यकताओं को पूरा करने एवं ई-ऑफिस सॉफ्टवेयर में अपने विभाग से एक नोडल

5/1/21
1 & 3

Fill Details about DAK / Letter and its sender

Nature Details

Electronic Physical

Diary Details

Diary Date: 21/09/2023
Received Date: 21/09/2023
Delivery Mode: By Hand
VIP: Choose One

Forms Of Communications: Letter
Letter Date: dd/mm/yyyy
Mode Number

Language: English
Letter Ref. No.
Sender Type: Choose One

Contact Details

Min./Dept./Others: Select Level

Name: OR Designation

Organization

Mobile: Email:

Address

City/District: Fax:

Total 1000 | 1000 Character left

Generate Generate & Send Generate & Cop

1. Generate- Receipt will be generate and later we can send to concern
2. Generate & Send- Receipt will generate and immediately send to concern

Forwarding or Marking a receipt to another user

eoffice eFile Ver. 7.0

Pankaj Sharma ASO(PS)-SPG

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Movement Copy **Send** Put in a file Edit Attach Draft Close Generate Acknowledgement

Receipt

Browse & Diarise

Physical

Electronic

Inbox

Created

Sent

Initiated Actions

Acknowledgement

Closed

File

Dispatch

Received Letters

Notification

Migrate File

DSC

1 of 1 Automatic Zoom

File No. MISC-E/O 7/2020-XXXI-7-SAD

संख्या: /

प्रेषक:
राधा रतूड़ी,
अपर मुख्य सचिव,
उत्तराखण्ड शासन।

सेवा में,
1. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव/सचिव प्रभारी उत्तराखण्ड शासन।
2. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष, उत्तराखण्ड।
3. पुलिस महानिदेशक, उत्तराखण्ड।
4. आयुक्त कुमायूँ एवं गढ़वाल मण्डल।
5. समस्त जिलाधिकारी, उत्तराखण्ड।

सचिवालय प्रशासन विविध अनुभाग -3 देहरादून: दिनांक जनवरी, 2021

विषय :- उत्तराखण्ड के समस्त राजकीय कार्यालयों में ई-ऑफिस प्रणाली लागू किये जाने के संबंध में। महोदय,

उपर्युक्त विषयक अवगत कराना है कि सचिवालय एवं विधानसभा परिसर में मा10 मुख्यमंत्री जी के निर्देशों के क्रम में दिनांक 25 दिसम्बर, 2020 से अनिवार्य रूप से ई-ऑफिस लागू किये जाने का निर्णय लिया गया था, जिसके अनुक्रम में सचिवालय परिसर के समस्त विभागों/अनुभागों में ई-ऑफिस प्रणाली लागू हो गयी है। सचिवालय परिसर के अलावा उत्तराखण्ड के समस्त राजकीय कार्यालयों में भी ई-ऑफिस प्रणाली प्रारम्भ की जानी है, जिसके लिए समस्त राजकीय कार्यालयों द्वारा ई-ऑफिस सॉफ्टवेयर, हार्डवेयर एवं अन्य सामग्री का क्रय स्वयं करेंगे एवं ई-ऑफिस सॉफ्टवेयर में अपने विभाग से एक नोडल अधिकारी (कम्प्यूटर में दक्ष हो) नामित करेंगे, जो अपने डाटा की सुरक्षा, वर्चुअल मशीन (VM), विभागीय उपयोगकर्ताओं हेतु जिम्मेदार रहेंगे साथ ही सचिवालय प्रशासन विभाग, एन0आई0सी0 एवं आई0टी0डी0ए0 से समन्वय स्थापित कर यथाशीघ्र ई-ऑफिस प्रणाली अपने राजकीय कार्यालयों में प्रारम्भ करेंगे।

Click on Send

ADD R I
S.I./21
20.1.2 & 3
h
11-01-21
श्री ए. वि. शर्मा
11-1-21

Basic Details

Comp. No. : 558
Nature : Electronic
Main Category : Common Office Services
From : Neha
Forms of Communications : U.O. Note
Sender Type :
Letter Date :
Diary Date : 04/07/2021
Subject : DAK diarisation
Enclosure/ Remarks :
Address : Delhi:35

Receipt No. : 558/2021/SPG
File No. :
Sub Category : Accommodation
Designation : Developer
Delivery Mode : File
Letter Ref. No. :
Received Date : 04/07/2021
Diarised By : Pankaj Sharma, SPG Section

History

Dispatch Attached/Detached Closed

Dispatch History

Dispatch No. ↑↓	Issue No.	Subject	Dispatched On ↑↓	Dispatched By	Delivery Mode
No records found					

1

SUCCESS
Receipt:558/2021/SPG successfully created

Copyright © 2020, designed and developed by NIC.

Forwarding or Marking Receipt

eOffice eFile 7.3.6
A DIGITAL WORKPLACE SOLUTION

Ravindra Chandra Joshi
SSA(UKSC)(RCJ)

DASHBOARD View RECEIPT Create > Inbox Sent Advance Search

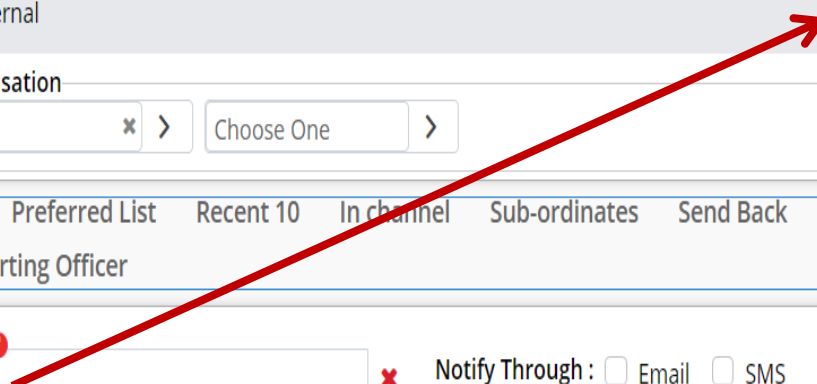
ISSUE Sent Returned Advance Sea

Internal

Organisation
NIC x > Choose One >

All Preferred List Recent 10 In channel Sub-ordinates Send Back

Reporting Officer

To *  x Notify Through : Email SMS


Note : Email/SMS will be sent based on checkbox selection (Notify Through), irrespective of User Preferences and Instance Configuration..

Cc



Note : Any changes in the main receipt will be reflected in CC receipt until Main or CC receipt put inside the file

Remarks

Total 1000 | 1000 Character left

Set Due Date dd/mm/yyyy  Action Choose One

Priority Choose One

eSign(OTP) & Send  DSC Sign & Send  Send


Enter the user details in 'To' field. In case you wish to forward its copies to multiple users, enter user(s) details in „CC“.

<input checked="" type="checkbox"/>	File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject
<input checked="" type="checkbox"/>		E 5441638	5441638/2023/UKSC	MEITY

Note : Noting in the attached files, if any, will be finalized after movement of main file/receipt.

Intimate To

S. No.	Employee Name	Marking Abbreviation	Section	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
No Record(s) Found					

 If necessary, you may assign Due date, Action, Priority to the receipt.

Receipt Folders

The screenshot shows the eOffice eFile Ver. 7.0 interface. The top navigation bar includes 'RECEIPT' and 'FILE' tabs, each with sub-menus for 'Create', 'Inbox', 'Sent', and 'Advance Search'. A left sidebar contains a 'Receipt' menu with 12 items, and a 'Browse & Diarise' menu with 28 items. The 'Created' folder is highlighted in the 'Browse & Diarise' menu. The main area displays a list of receipts with columns for 'Subject', 'Created On', and 'Remarks'. A large black oval with white text 'INBOX CREATED SENT' is overlaid on the receipt list.

**INBOX
CREATED
SENT**

	Comp. No. ↑↓	Receipt No.	Subject	Subject Category	Created On ↑↓	Remarks	
<input type="checkbox"/>	E 2546	382/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 05:37 AM		 
<input type="checkbox"/>	P 2545	381/2020/BO1-DFS	CCS University	ACP and other related matters	14/03/2020 05:36 AM		 
<input type="checkbox"/>	E 2544	380/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 05:35 AM		 
<input type="checkbox"/>	E 2541	377/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:58 AM		 
<input type="checkbox"/>	E 2538	374/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:52 AM		  
<input type="checkbox"/>	E 2536	372/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:49 AM		  
<input type="checkbox"/>	E 2535	371/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:48 AM		  
<input type="checkbox"/>	E 2533	369/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:45 AM		  
<input type="checkbox"/>	E 2531	367/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:42 AM		  
<input type="checkbox"/>	E 2526	362/2020/BO1-DFS	test subject	ACP and other related matters	14/03/2020 01:05 AM		 

- The Created Folder displays the list of all generated Receipts that are not yet Marked/Send.
- The Receipt Inbox Folder displays list of all the incoming receipts that have been marked to the logged in user for further necessary action.
- The receipts in Inbox are in active state pending for necessary disposal.
- The Sent Folder displays the list of receipts sent/forwarded by the user to other users in the system.
- Only main Receipts available in Inbox/Created list can be edited to update some details/fields with additional or correct information.

Put a Receipt inside a File

- To record decisions on the note sheet against a receipt, it is necessary that the receipts may be put inside a file as correspondence.
- Select and Click open receipt, from receipt Inbox or Created folder.

Click

RECEIPT Create | Inbox | Sent | Advance Search | FILE Create | Inbox | Sent | Advance Search | ISSUE Sent | Returned | Advance Search

Movement | Copy | Send | Send Back | Put in a file | Draft | Edit | Action Details | Attach | Close

Receipt Inbox / 1040/2020/BO1-DFS

E | 1536 | 1040/2020/BO1-DFS | ACR related matters

1 of 2 Automatic Zoom

2021 File No.MISC-E/OT/2/2020-XXXI-7-SAD 17

संख्या: /

प्रेषक, राधा रतूडी,
अपर मुख्य सचिव,
उत्तराखण्ड शासन।

सेवा में,

1. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव/सचिव प्रभारी उत्तराखण्ड शासन।
2. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष, उत्तराखण्ड।
3. पुलिस महानिदेशक, उत्तराखण्ड।
4. आयुक्त कुमायूँ एवं गढ़वाल मण्डल।
5. समस्त जिलाधिकारी, उत्तराखण्ड।

सचिवालय प्रशासन विविध अनुभाग -3 देहरादून: दिनांक जनवरी, 2021

विषय :- उत्तराखण्ड के समस्त राजकीय कार्यालयों में ई-ऑफिस प्रणाली लागू किये जाने के संबंध में।

महोदय,

उपर्युक्त विषयक अवगत कराना है कि सचिवालय एवं विधानसभा परिसर में मा0 मुख्यमंत्री जी के निर्देशों के क्रम में दिनांक 25 दिसम्बर, 2020 से अनिवार्य रूप से ई-ऑफिस लागू किये जाने का निर्णय लिया गया था, जिसके अनुक्रम में सचिवालय परिसर के समस्त विभागों/अनुभागों में ई-ऑफिस प्रणाली लागू हो गयी है। सचिवालय परिसर के अलावा उत्तराखण्ड के समस्त राजकीय कार्यालयों में भी ई-ऑफिस प्रणाली प्रारम्भ की जानी है, जिसके लिए समस्त राजकीय कार्यालयों द्वारा ई-ऑफिस सॉफ्टवेयर, हार्डवेयर एवं अन्य सामग्री का क्रय स्वयं करेंगे एवं ई-ऑफिस सॉफ्टवेयर में अपने विभाग से एक नोडल अधिकारी (कम्प्यूटर में दक्ष हो) नामित करेंगे, जो अपने डाटा की सुरक्षा, वर्चुवल मशीन(VM), विभागीय उपयोगकर्ताओं हेतु जिम्मेदार रहेंगे साथ ही सचिवालय प्रशासन विभाग, एन0आई0सी0 एवं आई0टी0डी0ए0 से समन्वय स्थापित कर यथाशीघ्र ई-ऑफिस प्रणाली अपने राजकीय कार्यालयों में प्रारम्भ करेंगे।

Add. CR I
श्री/21
20.1, 2 & 3
h
11-01-21
श्री हत्वेला
11-1-21

Basic Details

Comp. No. :	1536	Receipt No. :	1040/2020/BO1-DFS
Nature :	Electronic	File No. :	
Main Category :	ACR related matters	Sub Category :	
From :	Automation Testing	Designation :	
Forms of Communications :	Acknowledgement	Delivery Mode :	By Post
Sender Type :		Letter Ref. No. :	
Letter Date :		Received Date :	08/02/2020
Diary Date :	08/02/2020	Diarised By :	Shravan Kumar, BO1 SECT1 ON - DFS
Subject :	test subject		
Enclosure/ Remarks :			
Address :	Automation Testing		

To put the receipt in an existing file already available with you, In the pop-up window, select (3) or search the file from list displayed. Provide mandatory Remarks (4). Click Attach (5).

Put In File(s)

+ Create File

Year 2020

Search Here...

	Nature	Comp. No. ↑↓	File No.	Subject
<input type="radio"/>	P	3212	D-20/6/2020-BO1-DFS	Enter Description
<input type="radio"/>	P	2755	D-20012/283/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>		2185	Building/1/2020-BO1-DFS	Test by @, Please do not touch
<input type="radio"/>		2756	D-20012/284/2020-BO1-DFS	Enter Description
<input checked="" type="radio"/>	E	2190	D-20012/2/2020-BO1-DFS	Enter Description
<input type="radio"/>	E	2191	D-20012/3/2020-BO1-DFS	Enter Description
<input type="radio"/>	E	2192	D-20012/4/2020-BO1-DFS	Enter Description
<input type="radio"/>	E	2196	Building/3/2020-BO1-DFS	Test by @, Please do not touch
<input type="radio"/>	E	2195	BC CELL/4/2020-BO1-DFS	edwwed
<input type="radio"/>		2201	CSO/2/2020-BO1-DFS	wefw

Step 3

Step 4

Remarks *

To be examined and for report preparation.

Step 5

Attach

To Put the receipt in a new file, Click Create File (3) in Put in File pop-up window and fill up all the necessary fields.

Step 3

+ Create File

Year 2020 Search Here...

	Nature	Comp. No. ↑↓	File No.	Subject
<input type="radio"/>	P	2738	D-20012/266/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>	P	2757	D-20012/285/2020-BO1-DFS	Enter Description
<input type="radio"/>	P	2759	D-20012/287/2020-BO1-DFS	Enter Description
<input type="radio"/>	P	2739	D-20012/267/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>	P	2741	D-20012/269/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>	P	2745	D-20012/273/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>	E	3211	Building/40/2020-BO1-DFS	dsff
<input type="radio"/>	P	2740	D-20012/268/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>	P	2743	D-20012/271/2020-BO1-DFS	Enter DescriptionNICNICNIC
<input type="radio"/>	P	2742	D-20012/270/2020-BO1-DFS	Enter DescriptionNICNICNIC

Remarks * ⓘ

Attach

No records found

Step 1

Step 2

Nature: Electronic Physical Type: NON SFS SFS



भारत सरकार
 GOVERNMENT OF INDIA
 Ministry of Home Affairs (MHA)
 DFS
 BO 1 SECTION - DFS

Step 3

Electronic

Type - NON SFS

File No. *

E-Hindi 12-Hindi Teac 12-Training p Choose One 2020 BO1-DFS

Subject

Step 4

Description *

Organization of Hindi Training programme for stenographers

Main Category Sub Category

Training related matters *

Choose One

Other Details

Step 5

Remarks

Remarks

scoll down

Step 6

Create File To Put In ▶

Confirmation [X]

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

Proceed **Cancel**

After Click a Confirmation Message Box will Pop up. If Head, File Subject and Category is ok than Click on Proceed.

DEPT DIRECTORATE OF AGRICULTURE
O/o Chief Agriculture Pithoragarh

Nature - Electronic Type - NON SFS

Choose One Choose One

Other Details

Remarks
Regarding crop cutting 2023-24

Previous References Later References

Language
English

Create File To Put In ▶

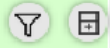


RECEIPT Create ▾ Inbox Sent Advance Search FILE Create Inbox Sent Advance Search DISPATCH Sent Returned Advance Search

Movement Details Draft ▾ Edit Send Send Back Link Files Attach ▾ Park Close ▾ More ▾

E | 2189 | D-20012/1/2020-BO1-DFS | Enter Description

Create a Green Note



03/01/2020 11:08 AM

Shrvan Kumar
ASST1(BO1)-DFS

Note # 2

Create one more Green Note

03/01/2020 11:08 AM

Mantosh Kumar Ojha
ASST2(BO-I)-DFS

Note # 3

Create a Green Note

03/01/2020 11:09 AM

Shrvan Kumar
ASST1(BO1)-DFS

Note # 4

Create one more Green Note

03/01/2020 11:09 AM

Mantosh Kumar Ojha
ASST2(BO-I)-DFS

References

<input type="checkbox"/>	Reference Attached	Attached By	Attached Date
<input type="checkbox"/>	Sample RTI Letter.pdf	Shrvan Kumar, ASST1(BO1)-DFS	03/01/2020 12:18 PM



Attach Reference

FILE

CREATED File List

The Created List of Files displays Files that are Created and not yet forwarded. User can Click Created link under file module to view Created File listing.

The screenshot displays the eOffice eFile Ver. 7.0 interface. The top navigation bar shows three main sections: RECEIPT, FILE, and ISSUE. The FILE section is active, showing sub-tabs for Create, Inbox, and Sent. The left sidebar contains a 'File' menu with options like Create New, Create Part, Create Volume, and Created (highlighted). The main table lists files with the following columns: Comp. No., File No., Subject, Subject Category, Created On, and Remarks.

Comp. No.	File No.	Subject	Subject Category	Created On	Remarks
	2020-BO1-DFS	wedwedwed		18/03/2020 12:17 PM	
	2020-BO1-DFS	wedwedwed		18/03/2020 12:16 PM	
	1/2020-BO1-DFS	common		18/03/2020 11:23 AM	
	2020-BO1-DFS	wqed		18/03/2020 10:46 AM	
	0-BO1-DFS	wwed		18/03/2020 10:37 AM	
	2020-BO1-DFS	tyh		18/03/2020 10:18 AM	
	-BO1-DFS	tyh		18/03/2020 10:17 AM	
	0-BO1-DFS	rthg		17/03/2020 06:27 PM	
	14012/1/2020-BO1-DFS	gfgff		17/03/2020 04:55 PM	
	0/2/2020-BO1-DFS	mmmmmm		17/03/2020 04:24 PM	

INBOX File List

- The File Inbox is the list of Files submitted/marked to a user. The Files in Inbox are in active state pending for the user's necessary action for its disposal. User can click on Inbox sub module under File module or Inbox.
- Inbox list displays record of Files that have been marked to the logged in user.
- File inner page can be viewed by clicking on File Number.

The screenshot shows the eOffice eFile Ver. 7.0 interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'ISSUE' sections. The 'FILE' section is active, and the 'Inbox' sub-menu item is highlighted. The main content area displays a list of file records. The left sidebar shows a navigation menu with 'File' and 'Inbox' highlighted.

File Number	Description	User	Date
ect-11010/1368/2020-BO1...	Testing	Mantosh Kumar Ojha, BO 1 SECTI...	14/03/2020 01:22 PM
ect-11010/1364/2020-BO1...	Enter Description	Mantosh Kumar Ojha, BO 1 SECTI...	14/03/2020 01:13 PM
ect-11010/1315/2020-BO1...	Testing	Mantosh Kumar Ojha, BO 1 SECTI...	14/03/2020 11:39 AM
ect-11010/1314/2020-BO1...	Testing	Mantosh Kumar Ojha, BO 1 SECTI...	14/03/2020 11:37 AM
ect-11010/1313/2020-BO1...	Automation Testing	Mantosh Kumar Ojha, BO 1 SECTI...	14/03/2020 11:36 AM
ect-11010/1305/2020-BO1...	Automation Testing	Mantosh Kumar Ojha, BO 1 SECTI...	14/03/2020 11:19 AM

FILE Inner Page

File Inner pages displays Nature of File, Computer No., File No., Subject, Noting Panel, Correspondence panel and various menus to work on file.

The screenshot displays the eoffice eFile Ver. 7.0 interface. At the top, the user is logged in as Shrvan Kumar ASST1(BO1)-DFS. The main navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, Sent, and Advance Search. A secondary toolbar contains actions such as Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The interface is divided into three main sections:

- Left Panel (Notes):** A list of four notes under the heading "Award Sect-11010/194/2020-BO1-DFS".

Note ID	Date	Time	Author
Note # 1	12/03/2020	09:56 PM	Mantosh Kumar Ojha ASST2(BO-I)-DFS
Note # 2	18/03/2020	11:37 AM	Shrvan Kumar ASST1(BO1)-DFS
Note # 3	18/03/2020	11:38 AM	Mantosh Kumar Ojha ASST2(BO-I)-DFS
Note # 4			
- Right Panel (PDF Viewer):** Displays a PDF document titled "1222/2020/BO1-DFS" with the subject "Award Sect-11010/194/2020-BO1-DFS". The document content includes:

A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2...
- Bottom Panel:** A footer containing the NIC logo and the text "Copyright © 2020, designed and developed by NIC."

Actions on Noting (Left) Panel

The screenshot displays the eoffice eFile Ver. 7.0 interface. The top navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-tabs for Create, Inbox, Sent, and Advance Search. A user profile for Shrvan Kumar ASST1(BO1)-DFS is visible in the top right corner.

The main interface is divided into three panels:

- Left Panel (Noting Panel):** A green background area containing a list of documents. A callout labeled "Add Noting" points to a document icon. A vertical toolbar with icons for Sort/Filter, Switch Window, and other actions is also highlighted with a callout.
- Right Panel (Document Viewer):** Displays a PDF document titled "Award Sect-11010/197/2020-BO1-DFS". The document content includes the heading "A Simple PDF File" and several paragraphs of placeholder text.

Callouts in the image identify the following actions:

- Add Noting:** Points to the document icon in the left panel.
- Sort/Filter:** Points to the funnel icon in the vertical toolbar.
- Switch Window:** Points to the window icon in the vertical toolbar.
- Left Panel:** Points to the entire green area of the interface.

At the bottom right, the text reads: "Copyright © 2020, designed and developed by NIC."

Actions on Correspondence (Right) Panel

The screenshot displays the eOffice eFile Ver. 7.0 interface. At the top, the user is identified as Shrvan Kumar ASST1(BO1)-DFS. The main navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, and Sent. Below this, a secondary bar contains actions such as Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The left sidebar features icons for various functions, including a hamburger menu icon. The main content area is divided into a left pane for correspondence details and a right pane for document viewing. The correspondence details on the left show a note from Mantosh Kumar Ojha, ASST2(BO-I)-DFS, dated 12/03/2020 at 10:04 PM. The right pane displays a PDF document titled 'A Simple PDF File' with a TOC sidebar on the right. Red callout boxes highlight the Hamburger Menu Icon, Switch Window, Referencing, and Right Panel.

Hamburger Menu Icon

Switch Window

Referencing

Right Panel

TOC

Recent

All

Previous Notes

Migrated Notes

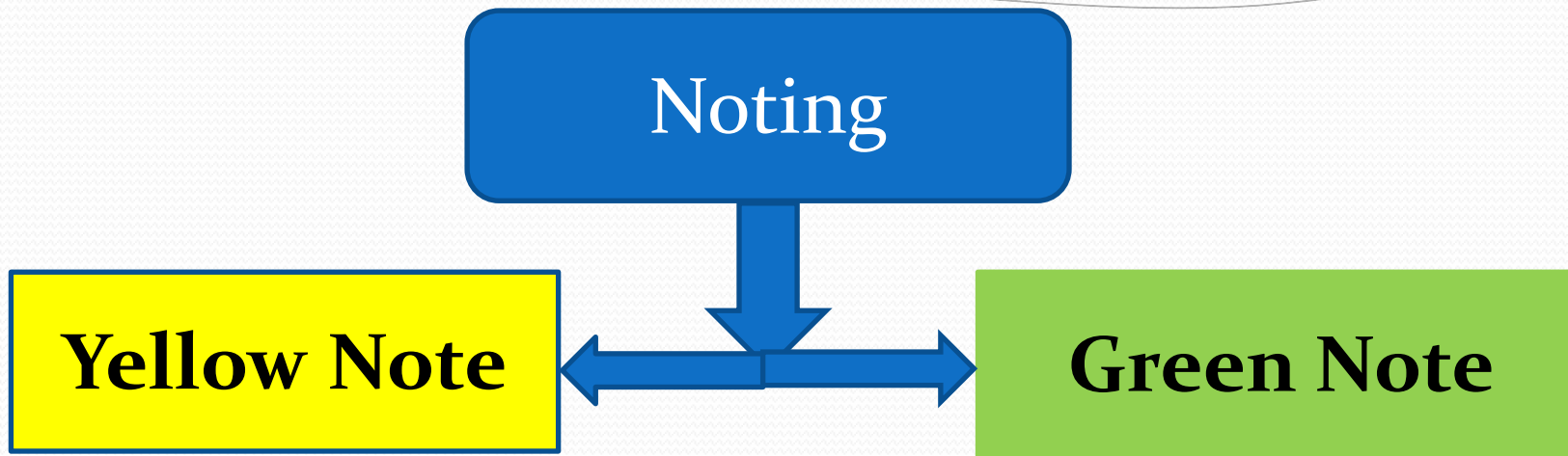
Draft List

Draft Document

References

NIC Copyright © 2020, designed and developed by NIC.

Noting And Its Type



- It is advised to create yellow note first.
- It is a draft noting, which is not published Until confirmed.
- After Writing the Yellow Note we have three options available:-
 - Edit: - Edit the Yellow Note.
 - Discard: - Discard the Yellow Note.
 - Confirm - Confirm the Yellow Note.
- Once the yellow note gets confirmed, noting is finalized and saved to main Green Noting.
- Need to save, before sending.
- Yellow notes cannot be digitally signed.

- 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 Auto Saved.
- If Pulled Back by Sender, Green Note is then editable (only if not digitally signed).
- Green note means note is approved

Refer a Previous Note or Paragraph

Scenario 1

- Selects content in Green Noting/Yellow Noting in text editor.
- Right click Previous Noting which is to be referred (previous noting in noting panel or previous notings accessed in right ToC panel) and selects either 'Refer this Note' or 'Refer this Paragraph'.

The screenshot displays the eOffice eFile Ver. 7.0 interface. At the top, there are navigation tabs for 'RECEIPT', 'FILE', and 'ISSUE', each with sub-tabs for 'Create', 'Inbox', 'Sent', and 'Advance Search'. Below these are action buttons like 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Send Back', 'Link Files', 'Attach', 'Park', 'Close', and 'More'. The main area is divided into two panes. The left pane is a 'Quick Noting' window with a rich text editor toolbar and a text area containing 'Refer to following previous note'. The right pane shows a list of notes. The first note, 'Note #1', is highlighted, and a context menu is open over it, showing options: 'Refer This Note', 'Refer This Paragraph', and 'Download This Note'. The second note, 'Note #2', is visible below it.

Quick Noting Window:

- Toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Print, Table.
- Font: Verdana, 13px, Line Height.
- Text: Refer to following previous note

Notes List:

Note ID	Content	Date/Time	Author
Note #1	Create a Green Note	10/06/2020 09:38 AM	Saroja Kumar Patro INDIVIDUAL
Note #2	Create one more Green Note	10/06/2020 09:39 AM	Yerur Siraj Ahmed INDIVIDUAL

Scenario 2

- Select content in Green Noting/Yellow Noting in text editor.
- Click the Referencing icon
- Select Note No. and subsequent Paragraph using Drop down list.
- Clicks OK to refer to specific Note or Paragraph of previous noting.

The screenshot displays the eOffice eFile Ver. 7.0 interface. A 'Note Reference' dialog box is open, allowing the user to select a note and paragraph for referencing. The dialog includes a 'Noting' radio button, a 'Note Number*' dropdown menu (currently showing 'Note # 1'), and a 'Paragraphs' dropdown menu (currently showing 'Para# 1:- Create a Green Note'). The 'OK' button is highlighted with a red box. The background shows a document editor with a 'Quick Noting' toolbar and a list of notes.

File Inbox / A-12/1122/2020-QA-01

Quick Noting - Last Saved : 20/06/2020 04:05:2

Refer to following previous note

10/06/2020 09:38 AM Saroja Kumar Patro INDIVIDUAL

Note # 2
Create one more Green Note

10/06/2020 09:39 AM Yerur Siraj Ahmed INDIVIDUAL

Refer a Correspondence

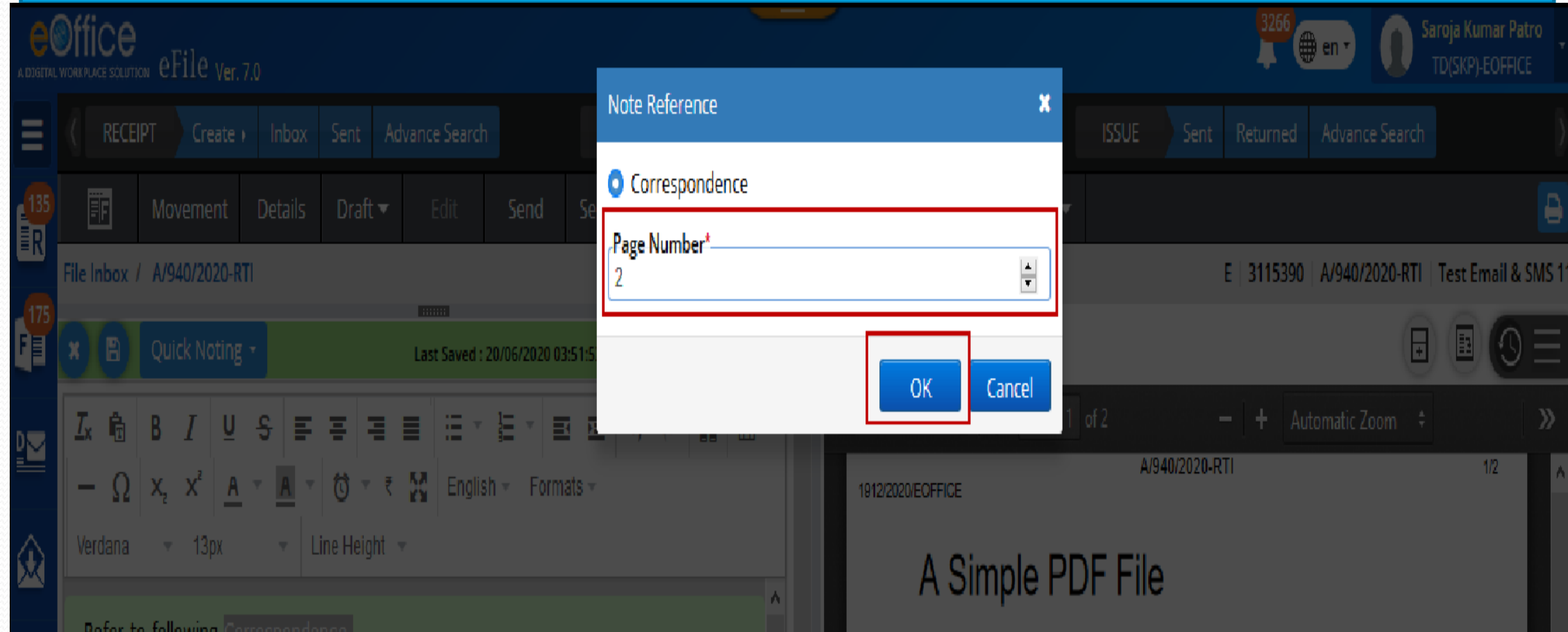
Scenario 1

- Selects content in Green Noting/Yellow Noting in text editor.
- Open Recent or All correspondence in Right Panel of File inner page.
- Right click correspondence page (to be referenced) and selects „Refer this Page“ option from context menu.

The screenshot displays the eOffice eFile Ver. 7.0 interface. The top navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-tabs for Create, Inbox, Sent, and Advance Search. A secondary bar contains actions like Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The left sidebar shows notification counts (135, 175) and icons for various functions. The main workspace is split into two panes. The left pane is a 'Quick Noting' editor with a green background, showing the text 'Refer to following Correspondence.' where 'Correspondence.' is highlighted in a red box. The right pane is a PDF viewer for '1912/2020/EOFFICE', displaying a document titled 'A Simple PDF File' with placeholder text. A context menu is open over the PDF, with 'Refer This Page' highlighted in a red box. Other menu options are 'Download This Page' and 'Download This Correspondence'. The bottom of the interface shows a status bar with '4 WORDS' and an 'Attachment' button.

Scenario 2

- Select content in Green Noting/Yellow Noting in text editor.
- Click the Referencing icon.
- Enters page number of correspondences that is to be referred.
- Clicks OK to refer to specific page of Correspondence



- Referencing Icon will be Active only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.
- Refer this Page context Menu will be available only on selection of text in Green/Yellow Note Editor and only if Correspondence or Previous Noting is available in File.

Add Correspondence to a FILE

- User can attach eReceipt diarized in eOffice to an eFile opened from Inbox/ Inbox Folder/ Created/ Parked through following process.
- Click ToC menu (1) from Action Menu Dropdown list in the right panel of file inner page.
- Click Add Receipt (2) action button.

The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'ISSUE' tabs. The 'FILE' tab is active, showing a sub-menu with 'Create', 'Inbox', and 'Sent'. The main content area displays a 'List of Correspondences' table with columns: Receipt No. / Issue No., Subject, Type, Marked As, Attached On ↑↓, and Issued On. Below the table, it states 'No records found'. A dropdown menu is open on the right side of the table, with 'TOC' highlighted. A red callout box labeled 'Step 1' points to the 'TOC' option.

The screenshot shows the same eOffice eFile interface. The 'List of Correspondences' table is still visible. A red callout box labeled 'Step 2' points to the 'Add Receipt' button located at the bottom right of the interface.

- Select receipt (3) from year wise sorted list of Electronic Receipt.
- Provide mandatory Remark (4).
- Click Attach (5) to attach selected receipt in File.
- List of all the attached correspondences (Issues and eReceipt) will be displayed in ToC.

The screenshot displays the 'Put In Receipt(s)' window in the eOffice eFile application. The window title is 'Put In Receipt(s)'. At the top right, there is a search bar with 'Year 2020' selected and a search icon. Below the search bar is a table with the following columns: Nature, Comp. No. ↑↓, Receipt No., and Subject. The table contains 11 rows of data. The row with Receipt No. 990/2020/BO1-DFS is selected, indicated by a blue radio button and a red box. A red callout labeled 'Step 3' points to this row. Below the table is a 'Remarks *' field with the text 'Add Receipt.' and a red box around it, with a red callout labeled 'Step 4' pointing to it. At the bottom right, there is an 'Attach' button with a red box around it and a red callout labeled 'Step 5' pointing to it. The interface also shows a sidebar on the left with various icons and a top bar with the eOffice logo and user information.

	Nature	Comp. No. ↑↓	Receipt No.	Subject
<input type="radio"/>	E	1454	958/2020/BO1-DFS	test subject
<input type="radio"/>	E	1481	985/2020/BO1-DFS	test subject
<input type="radio"/>	E	1482	986/2020/BO1-DFS	test subject
<input type="radio"/>	E	1484	988/2020/BO1-DFS	Automation Testing
<input checked="" type="radio"/>	E	1486	990/2020/BO1-DFS	Automation Testing
<input type="radio"/>	E	1495	999/2020/BO1-DFS	Automation Testing
<input type="radio"/>	E	1496	1000/2020/BO1-DFS	Automation Testing
<input type="radio"/>	E	1497	1001/2020/BO1-DFS	Automation Testing
<input type="radio"/>	E	1498	1002/2020/BO1-DFS	Automation Testing
<input type="radio"/>	E	1499	1003/2020/BO1-DFS	Automation Testing

Remarks *
Add Receipt.

Attach

Create Draft (DFA)

There can be three different nature of Draft that can be created.

- New Fresh Draft
- Reply Draft
- Reminder Draft

The screenshot displays the eOffice eFile Ver. 7.0 interface. The top navigation bar includes sections for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, Sent, and Advance Search. A user profile for Saroja Kumar Patro is visible in the top right. The main toolbar contains icons for Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The 'Draft' menu is highlighted with a red box, showing two options: 'Create New Draft' and 'View Draft'. The interface also shows a sidebar with notification counts (135, 175) and a main content area displaying a document titled 'A Simple PDF File' with a zoom level of 1 of 2.

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Movement Details Draft Edit Send Send Back Link Files Attach Park Close More

File Inbox / A-12/1122/2020-QA-01

E | 3115376 | A-12/1122/2020-QA-01 | Automation Testing

Upload Remove PDF & DOC Only <= 25 MB

Template B I U S Bold Italic Underline Strikethrough

Verdana 13px Line Height Hash Tag Choose One

Select from pre-defined draft template or Upload a file (PDF or Word Document Only upto 25 MB)

Matter Type, Copy and Paste

Draft Details

Draft Nature *
New/Fresh
Choose One
New/Fresh
Reply
Reminder

Receipt No.
Choose Receipt

Reply Type
Choose One

Prefix
Choose One

Language *
Bengali

Sub Category
Choose One

Subject
Automation Testing

Total 1000 | 982 Character left

+ Add/ Edit Recipients

Attachment

Clear Save

Enable Multi Sign

The screenshot displays the eOffice software interface. At the top, the header includes the eOffice logo, version information (eFile Ver. 7.0), and user details (Saroja Kumar Patro, TD(SKP)-EOFFICE). The main navigation bar features tabs for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, Sent, and Advance Search. Below this, a secondary bar contains action buttons such as Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The central workspace is divided into two main sections: a rich text editor on the left and a 'Draft Details' panel on the right. The rich text editor contains a draft document with a header for the Government of India, Department of... (Vibhag), and a body of text regarding a sanction under rule 10 of the Delegation of Financial Powers Rules. The 'Draft Details' panel includes fields for Draft Nature (New/Fresh), Receipt No., Reply Type, Forms Of Communications, Prefix, Language (Bengali), Main Category, Sub Category, and Subject. A 'Draft Details' tab is highlighted in red. At the bottom of the interface, there are buttons for 'Attachment', 'Clear', and 'Save', and a checkbox for 'Enable Multi Sign' which is also highlighted in red. A 'Total 1000 | 1000 Character left' indicator is visible near the subject field. A '+ Add/ Edit Recipients' button is located at the bottom right of the draft details panel.

- 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.
- 'Enable Multi Sign' allows multiple users to digitally sign on the same approved draft

Approve Draft

The screenshot shows the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'ISSUE' sections. The current draft is titled 'Draft No.: DFA/5496' and is in 'Draft State: DFA'. The document content is a letter from the Government of India, Department of... (Vibhag), New Delhi, regarding the sanction of the president under rule 10 of the Delegation of Financial Powers Rules. The draft is 57 words long. A red box highlights the 'Approve' button at the bottom of the document editor. A callout bubble labeled 'Step 2' points to the 'Approve' button. The right sidebar contains 'Draft Details' and 'Recipient Details - Public'.

Draft Details

Draft Nature *	Receipt No. *	Reply Type
Reply	5232/2020/EOFFICE	Choose One
Forms Of Communications	Prefix	Language *
Choose One	Choose One	Bengali
Main Category	Sub Category	
Common Office Services	Choose One	
Subject *	test subject	

Total 1000 | 988 Character left

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others
N...	ASO	Automation Testing	MINISTRY OF AGRICULTURE

57 WORDS

Enable Multi Sign

NIC Copyright © 2020, designed and developed by NIC.

The screenshot shows the eOffice eFile interface with an 'Approval Confirmation' dialog box open. The dialog box contains the text: 'Once draft gets approved no further changes can be made. Would you like to proceed further?'. There are 'Yes' and 'Cancel' buttons at the bottom of the dialog box. A red box highlights the 'Yes' button, and a callout bubble labeled 'Click' points to it. The background shows the same draft document as the previous screenshot, but it is dimmed.

Approval Confirmation

Once draft gets approved no further changes can be made. Would you like to proceed further?

Signing Draft

- Only Approved drafts in the Drafts List can be digitally signed.
- Multi Sign – A draft can be signed multiple times if 'Enable Multi Sign' is checked.
- A draft enabled with Multi Sign feature cannot be Ink signed.

The screenshot displays the eOffice eFile interface. At the top, the user is logged in as Saroja Kumar Patro (TD(SKP)-EOFFICE). The interface shows a draft document titled 'I/3023442/2020' with a draft state of 'APPROVED' and version 1. The document content is an acknowledgment letter from P. K. Mathur to the Secretary of the Ministry of Home Affairs, dated 04-December-2012. The document is ready for signing, with the 'DSC Sign' button highlighted by a red box and a 'Click' callout. The 'Enable Multi Sign' checkbox is unchecked. The 'Draft Details' panel on the right shows fields for Draft Nature (Reply), Receipt No. (5232/2020/EOFFICE), Reply Type (Choose One), Forms Of Communications (Choose One), Prefix (Choose One), Language (Bengali), Main Category (Common Office Services), Sub Category (Choose One), and Subject (test subject). The recipient details table shows a recipient named Automation Testing, ASO, with an address of Automation Testing and a department of MINISTRY OF AGRICULTURE.

Receipt Inbox / 5232/2020/EOFFICE E | 5055903 | 5232/2020/EOFFICE | Common Office Services

Issue No.: I/3023442/2020 Draft State: APPROVED Version: 1

1 of 1 Automatic Zoom

I/3023442/2020 Date: 04-December-2012

To ,
Secretary
Ministry of Home Affairs
Sub: Acknowledgement of your letter no - dated 30-11-2012

Dear Secretary,
Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG) .

Regards,
P. K. Mathur

Enable Multi Sign eSign **DSC Sign** Ink Sign

Draft Details

Draft Nature * Reply No. * Reply Type
Reply 5232/2020/EOFFICE Choose One

Forms Of Communications Prefix Language *
Choose One Choose One Bengali

Main Category Sub Category
Common Office Services Choose One

Subject *
test subject

Total 1000 | 988 Character left

Edit + Add/ Edit Recipients

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others
Name: Automation Testing	ASO	Automation Testing	MINISTRY OF AGRICULTURE

DSC Signing Options

1. To Sign at default location

The screenshot displays the eOffice application interface. At the top, there are navigation tabs for RECEIPT, FILE, and ISSUE. The main content area shows a draft document with the following details:

- Issue No.: I/3023442/2020
- Draft State: APPROVED
- Version: 1
- Date: 04-December-2012
- To: Secretary, Ministry of Home Affairs
- Sub: Acknowledgement of your letter no - dated 30-11-2012
- Dear Secretary, Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG).
- Regards, P. K. Mathur

On the right side, there is a 'Draft Details' form with the following fields:

- Draft Nature: Reply
- Receipt No.: 5232/2020/EOFFICE
- Reply Type: Choose One
- Forms Of Communications: Choose One
- Prefix: Choose One
- Language: Bengali
- Main Category: Common Office Services
- Sub Category: Choose One
- Subject: test subject

At the bottom, there is a 'Recipient Details - Public' table:

Name	Designation	Address	Min./Dept./Others
Name: Automation Testing	ASO	Automation Testing	MINISTRY OF AGRICULTURE

At the bottom of the interface, there are three signing options: eSign, DSC Sign, and Ink Sign. A red box highlights the 'DSC Sign' button, and a red callout bubble with the word 'Click' points to it.

- User must have valid DSC certificates installed in the computer.
- User must be registered with DSC and DSC should be plugged in the client system.
- JRE Version 1.8 or above appropriate as per OS must be installed in the client machine.
- DSC Signer Service must be installed in the client machine.

Enter the PIN for DSC.
Click 'OK' to DSC sign the approved draft.

2. To Sign at the location of your choice

The screenshot shows the eOffice eFile Ver. 7.0 interface. The main window displays a draft document with the following content:

Issue No.: I/3023442/2020 Draft State: APPROVED Version: 1

Date: 04-December-2012

To ,
Secretary
Ministry of Home Affairs
Sub: Acknowledgement of your letter no - dated 30-11-2012

Dear Secretary,
Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG) .

Regards,
P. K. Mathur

The interface includes a top navigation bar with tabs for RECEIPT, ISSUE, and various actions like Create, Inbox, Sent, and Advance Search. A right-hand panel shows 'Draft Details' with fields for Draft Nature (Reply), Receipt No. (5232/2020/EOFFICE), Reply Type (Choose One), Forms Of Communications (Choose One), Prefix (Choose One), Language (Bengali), Main Category (Common Office Services), Sub Category (Choose One), and Subject (test subject). Below this is a 'Recipient Details - Public' table:

Name	Designation	Address	Min./Dept./Others
Name: Automation Testing	ASO	Automation Testing	MINISTRY OF AGRICULTURE

At the bottom, there are buttons for 'Enable Multi Sign', 'eSign', 'DSC Sign', and 'Ink Sign'. A red box highlights the 'DSC Sign' button, with a red arrow pointing to it and the word 'Click' in a red speech bubble.

The screenshot shows a 'Custom Sign' pop-up window. The window title is 'Custom Sign' and it displays the same document content as the previous screenshot. A red box highlights the 'Sign' button in the top right corner, with a red arrow pointing to it and the text 'Step 5'. Another red box highlights a blank area at the bottom left of the document content, with a red arrow pointing to it and the text 'Step 4'.

- In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.
- Click 'Sign' in Custom Sign pop-up window.
- Enter PIN for DSC.
- Click 'OK' to DSC sign the approved draft.
- DSC details (User's name, DSC token name, Date and Time stamp of signing) will be embossed on the Approved DFA content at the bottom left of the document or at desired location in case of custom sign.

Ink Sign

- It is the process of maintaining a copy of physically signed draft letter and confirming it with its originally approved copy in the system.
- Click 'Ink Sign' button and upload the physically signed copy (PDF format) of approved draft.

The screenshot displays the eOffice eFile Ver. 7.0 interface. The top navigation bar includes 'RECEIPT', 'ISSUE', and 'Draft' tabs. The main content area shows a draft letter with the following details:

Issue No.: I/3023442/2020 Draft State: APPROVED Version: 1
Date: 04-December-2012

To,
Secretary
Ministry of Home Affairs
Sub: Acknowledgement of your letter no - dated 30-11-2012

Dear Secretary,
Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG).

Regards,
P. K. Mathur

The 'Draft Details' section on the right includes fields for Draft Nature (Reply), Receipt No. (5232/2020/EOFFICE), Reply Type (Choose One), Forms Of Communications (Choose One), Prefix (Choose One), Language (Bengali), Main Category (Common Office Services), Sub Category (Choose One), and Subject (test subject). The 'Recipient Details - Public' table below shows:

Name	Designation	Address	Min./Dept./Others
Name: Automation Testing	ASO	Automation Testing	MINISTRY OF AGRICULTURE

At the bottom of the interface, the 'Ink Sign' button is highlighted with a red box and a callout labeled 'Step 2'. Other buttons include 'eSign', 'DSC Sign', and 'Upload Ink Signed Copy (PDF Only)'.

File Upload

« Desk... » Signed Issue ...

Search

Organize New folder

Name	Date modified	Type
Signed Issue Letter	4/8/2020 1:56 AM	WPS

File name: Signed Issue Letter

WPS PDF Document

Open Cancel

Upload scanned PDF signed copy of the approved Issue letter

Issue No.: I/3679/2020 Draft State: APPROVED Version: 1

Receipt Inbox / 5232/2020/EOFFICE

Issue No.: I/3023442/2020 Draft State: PENDING_INK_SIGN_CONFIRMATION Version: 1

1 of 1 Automatic Zoom

I/3023442/2020

Date: 04-December-2012

To,
Secretary
Ministry of Home Affairs
Sub: Acknowledgement of your letter no - dated 30-11-2012

Dear Secretary,
Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG).

Regards,
P. K. Mathur

Step 3

Enable Multi Sign Signed Copy Discard Confirm/Discard Ink Sign

Click 'Confirm/Discard Ink Sign' option. The Approved Copy and uploaded Signed Copy will be displayed side by side in a popup window for comparison, with option to 'Confirm', 'Discard' and 'Close'.

Click 'Confirm' in the Pop-up window to complete the physical signing of the draft (or discard to re-upload the correct signed document and then "Confirm".)

The screenshot displays the eOffice interface with two document windows side-by-side. The left window is titled "Approved Copy" and the right window is titled "Signed Copy". Both windows show a document with the following text:

I/3023442/2020
Date: 04-December-2012

To,
Secretary
Ministry of Home Affairs
Sub: Acknowledgement of your letter no - dated 30-11-2012

Dear Secretary,
Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG) .

Regards,
P. K. Mathur

At the bottom of the "Signed Copy" window, there are three buttons: "Confirm", "Discard", and "Close". The "Confirm" button is highlighted with a red box, and a red callout bubble labeled "Step 4" points to it.

View Draft List

- File containing the drafts must be in Created/Inbox/ Parked/Closed folders.
- File must have drafts in DFA/Approved/Sign Pending/Signed State.
- Click View Draft submenu of Draft menu from file inner page menu bar or Draft List Dropdown menu on Right panel of File Inner Page to view List of all created Drafts.

The screenshot displays the eOffice eFile interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'ISSUE' sections. The 'FILE' section is active, showing 'Draft' as the selected menu item. The main content area is divided into two panels. The left panel shows a list of notes, including 'Note # 1' and 'Note # 2'. The right panel displays the 'List of Drafts' table, which is highlighted with a red box. A dropdown menu is open over the table, with the 'Draft List' option selected and highlighted with a red box.

Draft No.	Subject	Status	Approved By	Last U
DFA/5497	test subject	DFA		20/06/AM
DFA/5392	Automation Testing	SIGNED	Saroja Kumar Patro, eOffice MM...	10/06/AM

Version ↑↓	Created On ↑↓	Created By	St
1	20/06/2020 06:05 AM	Saroja Kumar Patro, eOffice MM...	DFA

Send Files

- This feature allows user to forward Files to other users from Inbox/Created List.
- Select files or Click open a file from Inbox/Inbox Folder or Created list. Click Send menu

The screenshot displays the eOffice interface with the following components:

- Header:** eOffice Ver. 7.0, A DIGITAL WORKPLACE SOLUTION, and user profile TD(SKP)-EOFFICE.
- Navigation:** RECEIPT, FILE, and ISSUE tabs, each with sub-menus for Create, Inbox, and Sent.
- Action Bar:** Receive, Send (highlighted with a red box), Send Back, Move To, Create Volume, Create Part, Park, Close, Search Here..., File View (SELF), and Select User.
- Table:** A table with columns: Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks. The second row is highlighted with a red box.

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 3115477	A/963/2020-QA-01	ferf	Jaskiran, n1d2	19/06/2020 08:54 PM	19/06/2020 08:54 PM		test
E 3115391	A/941/2020-RTI	Test Email & SMS 4	Vandana Pal, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM		
E 3115390	A/940/2020-RTI	Test Email & SMS 11	Vandana Pal, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM		1
P 3115382	A/937/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:52 AM	10/06/2020 09:52 AM		

- Select user in To field (Select the user from segregated employee List using any of “All”, “Recent5”, “In Channel”, “Sub-ordinates”, “Send Back” and “Reporting Officer”).
- Click Send to forward file.

eFile Ver. 7.0

RECEIPT Create ▾ Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Movement Details Draft ▾ Edit Send Send Back Link Files Attach ▾ Park Close ▾ More ▾

File Inbox / A/941/2020-RTI E | 3115391 | A/941/2020-RTI | Test Email & SMS 4

Internal External

Organisation
NIC Choose One

All Recent 5 In channel Sub-ordinates Send Back Reporting Officer

To +
Vandana Devi-SA(VD)-HP-SHIMLA (STATE UNIT) Notify Through : Email SMS

Set Due Date
dd/mm/yyyy

Priority
Choose One

Remarks

Total 1000 | 1000 Character left

Action
Choose One

Initiate Action

	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>	E	3115391	A/941/2020-RTI	Test Email & SMS 4
<input checked="" type="checkbox"/>				GREEN

Note: Noting in the attached files, if any, will be finalized after movement of main file/receipt.

Intimate To

S. No.	Employee Name	Marking Abbreviation	Section	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
1	Vandana Pal	DH(RTI)(VP)	RTI DIVISION	<input type="checkbox"/>	<input type="checkbox"/>

eSign & Send ▾ DSC Sign & Send Send

File Folders

The File Inbox is the list of Files submitted/marked to a user. The Files in Inbox are in active state pending for user's necessary action for its disposal.

The screenshot displays the eOffice eFile 7.3.6 interface. The top navigation bar includes the eOffice logo, version number, and user profile. The main navigation area features tabs for DASHBOARD, FILE, and ISSUE. The FILE tab is active, and the 'Inbox' sub-tab is selected. A dropdown menu is open under the 'File' icon, listing various actions such as 'Create New', 'Create Part', 'Create Volume', 'Created', 'Inbox', 'Sent', 'Parked', 'Bulk Closing', 'Initiated Actions', 'Review', and 'Conversions'. The 'Inbox' option is highlighted. Below the navigation, a table with the following columns is visible: File No., Subject, Sent By, Sent On (with up/down arrows), and Read On (with up/down arrows). The table body is currently empty.

File Sent List

The Sent box displays the list of Files (Electronic) sent/forwarded by the user to other users in the system.

The following actions that can be performed on the list of Sent Files –

- Create Part
- Pull Back
- Initiate Action

eOffice eFile Ver. 7.0

3266 en Saroja Kumar Patro TD(SKP)-EOFFICE

RECEIPT Create > Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Create Part Pull Back Search Here... Show Shared Sent Choose One

	Comp. No. ↑↓	File No.	Subject	Sent To	Sent On ↑↓	Currently With	Due On ↑↓	Actions
<input type="checkbox"/>	E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2		
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2		
<input type="checkbox"/>	E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		
<input type="checkbox"/>	E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms...	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		
<input type="checkbox"/>	E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		
<input type="checkbox"/>	E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		

Create Part File

- This feature allows user to create Part File of Main file whenever required.
- Only users of Dealing Section can create the part file of the main file.

The screenshot displays the eOffice eFile Ver. 7.0 interface. The top navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-tabs for Create, Inbox, and Sent. Below this is a toolbar with buttons for Receive, Send, Send Back, Move To, Create Volume, Create Part, Park, and Close. A search bar and a 'File View (SELF)' dropdown are also present. The main area shows a table of files with columns for File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks. The left sidebar menu is open, and the 'Create Part' option is highlighted with a red box. The user's name, Saroja Kumar Patro, and the organization, TD(SKP)-EOFFICE, are visible in the top right corner.

File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
963/2020-QA-01	ferf	Jaskiran, n1d2	19/06/2020 08:54 PM	19/06/2020 08:54 PM		test
941/2020-RTI	Test Email & SMS 4	Vandana Pal, RTI DIVISION	18/06/2020 03:14 PM	18/06/2020 07:56 PM		
940/2020-RTI	Test Email & SMS 11	Vandana Pal, RTI DIVISION	18/06/2020 02:40 PM	20/06/2020 03:50 AM		1
937/2020-QA-N	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:52 AM	10/06/2020 09:52 AM		
936/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:52 AM	10/06/2020 09:52 AM		
935/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:49 AM	10/06/2020 09:49 AM		
933/2020-QA-01	250002	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:46 AM	10/06/2020 09:47 AM		
12/1122/2020-QA-01	Automation Testing	Yerur Siraj Ahmed, eOffice MMP...	10/06/2020 09:39 AM	10/06/2020 09:39 AM		

- Select File and click Submit button.
- click Create Part button to create part file.

Part File

Year * 2020

	Comp. No. ↑↓	File No.	Subject
<input type="radio"/>	E 3115438	A/952/2020-QA-01	Test
<input type="radio"/>	E 3115477	A/963/2020-QA-01	ferf
<input type="radio"/>	E 3115408	B/23/2020-QA-01	Draft
<input checked="" type="radio"/>	E 3115442	A/953/2020-QA-01	external isnatnce
<input type="radio"/>	E 3115462	A/958/2020-QA-01	ddss
<input type="radio"/>	E 3115479	A/965/2020-QA-01	Test Ext1
<input type="radio"/>	E 3115469	A/960/2020-QA-01	hyytg
<input type="radio"/>	E 3115475	A/962/2020-QA-01	hgt
<input type="radio"/>	E 3115471	ABC1/6/2020-QA-01	kjkk
<input type="radio"/>	E 3115463	ABC1/4/2020-QA-01	hghh

Submit Cancel

eoffice eFile Ver. 7.0

Saroja Kumar Patro TD(SKIP)-EOFFICE

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

भारत सरकार
GOVERNMENT OF INDIA
Ministry of Home Affairs (MHA)
NIC
eOffice MMP Division

Nature – Electronic Type – NON SFS

File No. * A/953/2020-QA-01 Choose File

Subject

Description * external isnatnce

Main Category Choose One Sub Category Choose One

Other Details

Remarks Remarks

Create Part

File Pull Back

- This feature allows user to create Part File of Main file whenever required.
- Only users of Dealing Section can create the part file of the main file.

Closing of File

- This feature is Role Based. User with Role Closing and Role Approver can directly Close the File from Inbox/Created List.
- User having only Role Closing can send File for Closing Approval. Once approval is granted user can close the File from Submitted File for closing approval list.

The screenshot shows the eFile application interface with the 'Inbox' view selected. The top toolbar includes buttons for 'Close', 'Send For Approval', and 'Send For Approval'. A dropdown menu is open under the 'Close' button, showing 'Close' and 'Send For Approval' options. The main area displays a list of files with columns for 'Comp. No.', 'File No.', 'Subject', 'Sent On', 'Read On', 'Due On', and 'Remarks'.

Comp. No.	File No.	Subject	Sent On	Read On	Due On	Remarks
E 3115477	A/963/2020-QA-01	ferf	19/06/2020 08:54 PM	19/06/2020 08:54 PM		test
E 3115391	A/941/2020-RTI	Test Email & SMS 4	18/06/2020 03:14 PM	18/06/2020 07:56 PM		
E 3115390	A/940/2020-RTI	Test Email & SMS 11	18/06/2020 02:40 PM	20/06/2020 03:50 AM		1
P 3115382	A/937/2020-QA-01	250002	10/06/2020 09:52 AM	10/06/2020 09:52 AM		

The screenshot shows the eFile application interface with a 'Closing Remarks' dialog box open. The dialog box has a text input field containing 'Work Done.' and 'OK' and 'Cancel' buttons. The background shows the same file list as the previous screenshot.

Closing Remarks

Remarks *

Work Done.

Total 1000 | 990 Character left

OK Cancel

Park Files

- ❑ यह सुविधा फ़ाइल इनबॉक्स की उन फ़ाइलों को पार्क करने के लिए आवश्यक है जिन पर उपयोगकर्ता को एक निश्चित अवधि के बाद कार्रवाई करने की आवश्यकता होती है।
- ❑ फ़ाइल इनबॉक्स/इनबॉक्स फ़ोल्डर सूची में चेकबॉक्स का उपयोग करके फ़ाइलें चुनें या इनबॉक्स से फ़ाइल खोलें पर क्लिक करें।

The screenshot shows the eOffice eFile Ver.6.0 interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'DISPATCH' tabs. The 'FILE' tab is active, and the 'Park' button is highlighted with a red box. The main content area displays a 'List of Correspondences' table with the following data:

		Receipt No. / Issue No.	Subject	Type	Marked As	Attached/Issued On ↓	Pages	Remarks
<input type="checkbox"/>	ⓘ	E 353/2019/BO1-DFS	wef	Receipt		27/12/2019 07:48 PM	2-2	sdfsdf
<input type="checkbox"/>	ⓘ	E 366/2019/BO1-DFS	sdfsdf	Receipt		27/12/2019 07:47 PM	1-1	fjff

The interface also shows a sidebar with navigation icons and a main content area with notes and attachments. The 'Park' button is highlighted in a red box.

eoffice eFile Ver. 7.0

Shravan Kumar ASST1(BO1)-DFS

RECEIPT Create > Inbox Sent Advance Search FILE Create Inbox Sent Advance Search DISPATCH Sent Returned Advance Search

Receive Send Send Back Move To > Create Volume Create Part Park Close > Sent On Search Here... File View Select User

02/01/2020 04:10 PM

28/12/2019 02:42 AM

31/12/2019 09:58 AM

27/12/2019 11:23 PM

26/12/2019 12:49 PM Enter Remarks

26/12/2019 10:09 AM

26/12/2019 10:04 AM

26/12/2019 09:14 AM

Parking Confirmation

Do you want to park the following file(s)?

Comp. No.	File No.	Subject
2098	D-20012/565/2019-BO1-DFS	Enter Description

Parking Due Date *
17/01/2020

Parking Remark *
Park till Further Action

Total 1000 | 976 Character left

OK Close

- ❑ पार्क की गई फ़ाइलों को अनपार्क किया जा सकता है, फ़ाइलों का चयन करने के बाद अनपार्क मेनू पर क्लिक करें।
- ❑ मुख्य फ़ाइल इनबॉक्स में मौजूद होनी चाहिए।

Print/Download File

- ❑ User must have assigned Role_DOWNLOADER.
- ❑ Selected Content of eFile will get downloaded to Systems in PDF format.
- ❑ File No. (Computer No.) will be embossed on every page of downloaded File.
- ❑ Draft no., Issue no., Receipt no. will be embossed on respective documents.
- ❑ Correspondence Page no. will be embossed on all correspondence.

The screenshot displays the eOffice eFile Ver. 7.0 interface. The top navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, Sent, and Advance Search. A secondary toolbar contains icons for Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The main content area shows a document viewer for 'Automation Testing' with a red arrow pointing to a download icon in the top right corner. The document content includes two notes: 'Note # 1' dated 23/06/2020 05:08 PM from Saroja Kumar Patro (INDIVIDUAL) and 'Note # 2' dated 23/06/2020 05:08 PM from Yerur Siraj Ahmed (INDIVIDUAL). The interface also shows a user profile for Saroja Kumar Patro (TD(SKP)-EOFFICE) and a notification count of 3618.

Navigation tabs: RECEIPT (Create, Inbox, Sent, Advance Search), FILE (Create, Inbox, Sent, Advance Search), ISSUE (Sent, Returned, Advance Search)

Action buttons: Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, More

File Inbox / A-11011/4745/2020-QA-01

E | 3116386 | A-11011/4745/2020-QA-01 | Automation Testing

Complete File

Customize

Details

Customize

Noting

Customize

Correspondences

Customize

Draft

Customize

Local References

Customize

Movement History

Customize

Action Details

Remarks *

Total 1000 | 1000 Character left

Preview

Download

List of Correspondences

Receipt No. / Issue No.	Subject	Type	Marked As	Attached On ↑↓	Issued On ↑↓	Pages	Remarks
-------------------------	---------	------	-----------	----------------	--------------	-------	---------

No records found



Thanks

Ravindra Joshi

OIC NIC

High Court of Uttarakhand