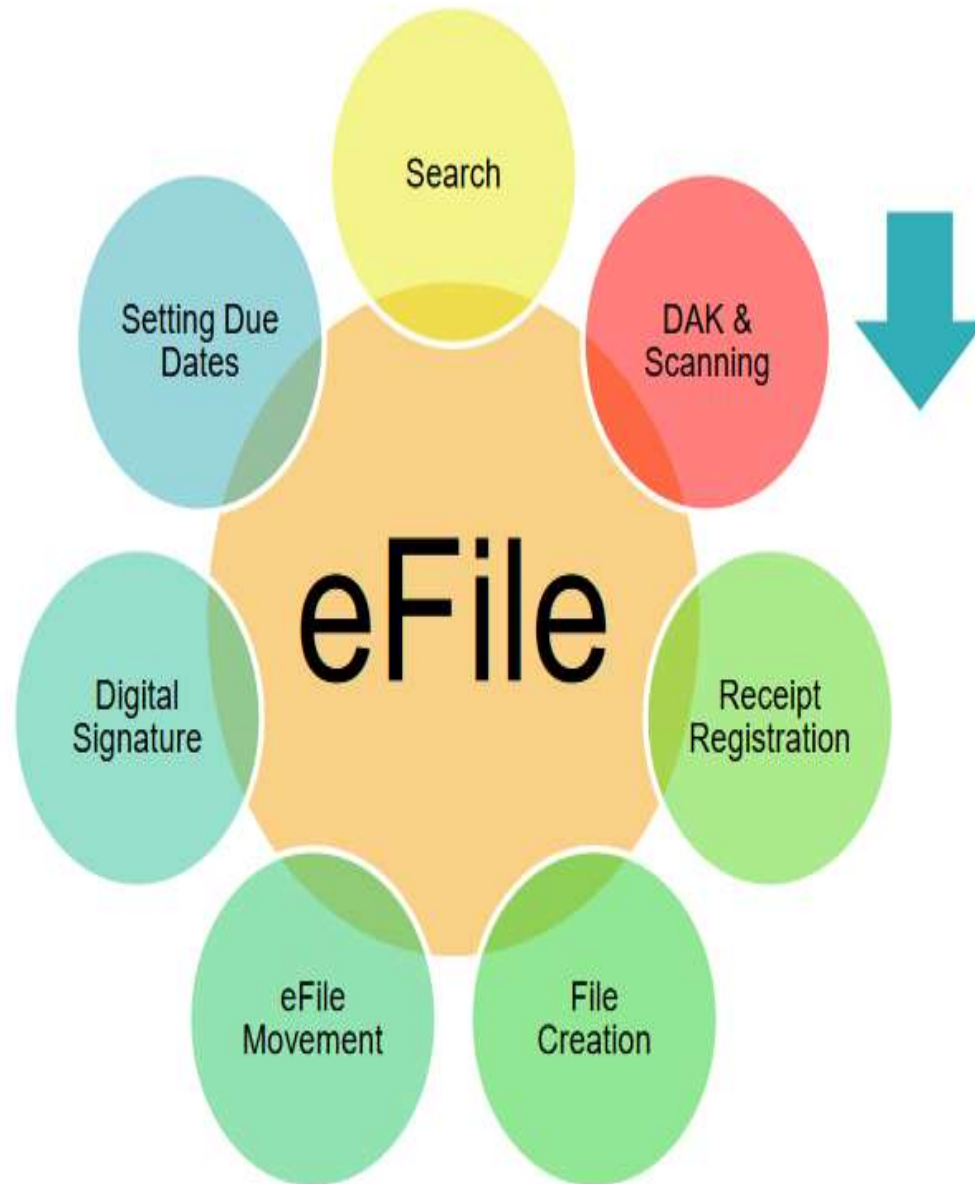
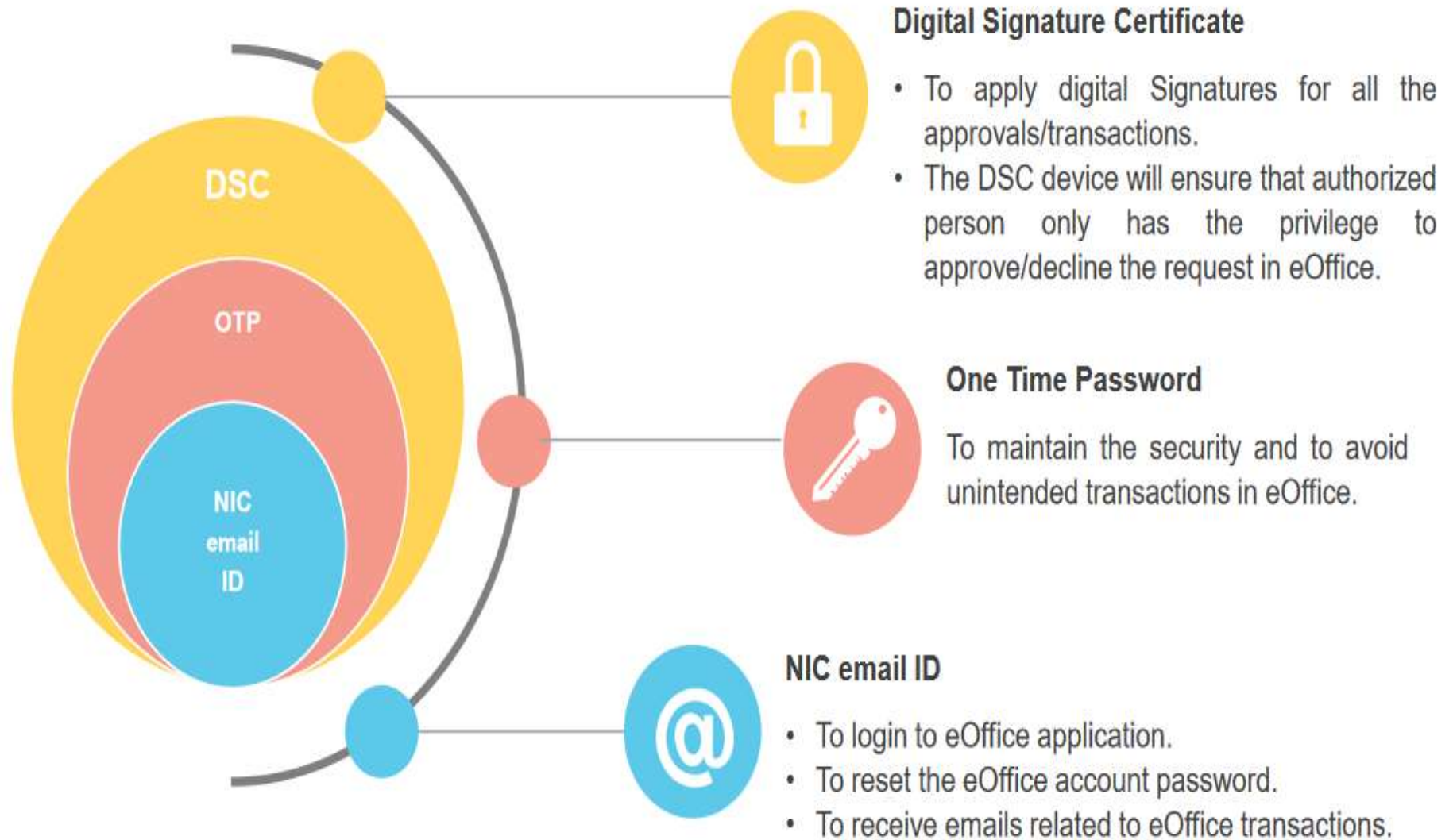


eFile



Authenticity @eOffice



Hard Ware @ Each User

For eOffice Implementation

01 – Skill Set

All eOffice users need to have basic knowledge of computer and Internet Browsing.

02 – Workstation

Independent Workstation/Desktop/Client.
Recommended requirements are as follows:

- Processor: 2GHz & above
- RAM: 2GB & above.

03 - Network

- Provide LAN connectivity to each user.
- Ensure multiple network links in the department for fail over.

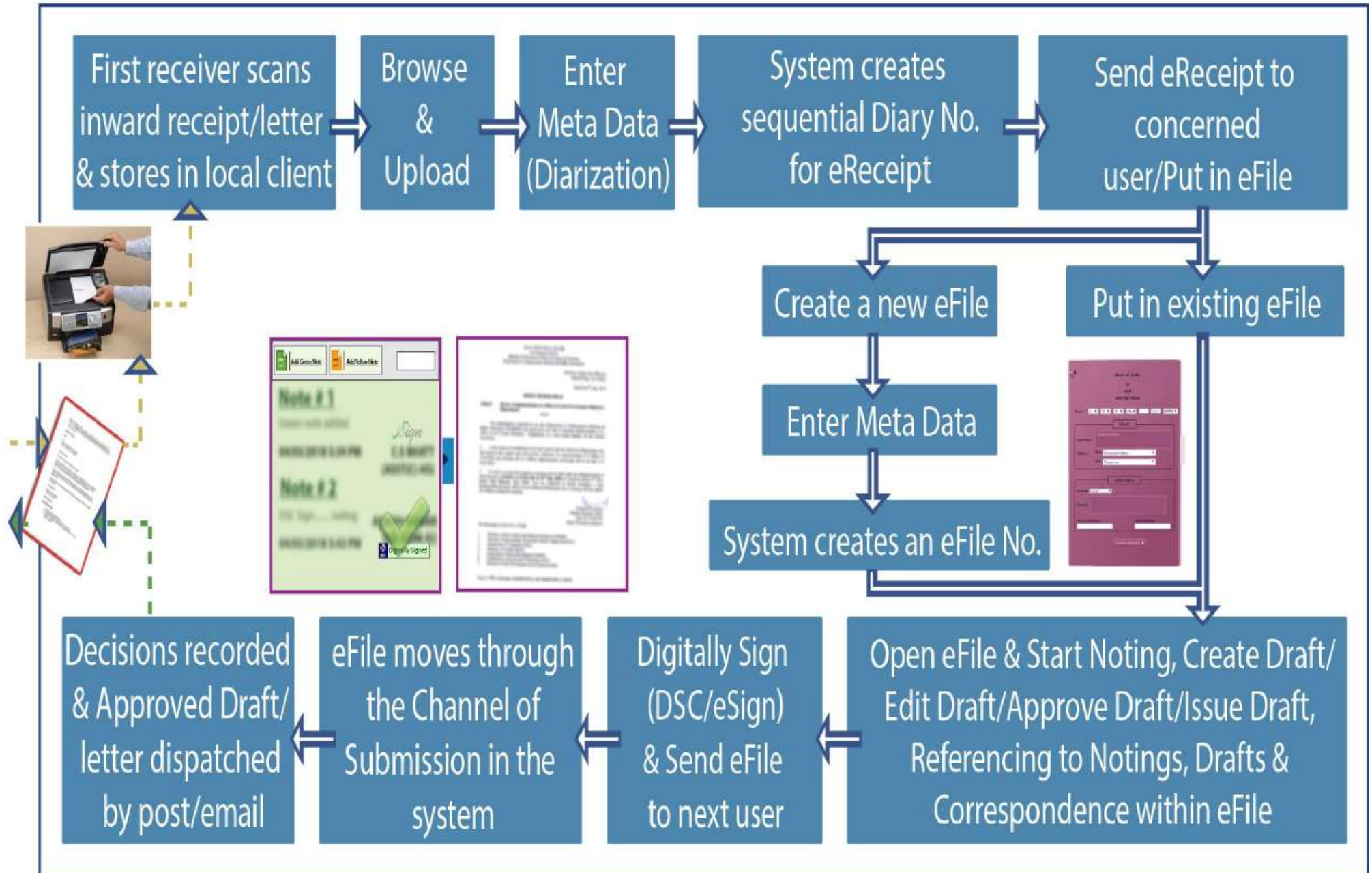
04 - Scanners

- The user must scan incoming receipts.

05 – Software

- Operating System - Windows 7 or above, Linux 6 or above,
- Internet Explorer (10.0 & above), Firefox (ESR v32 bit)
- Adobe Reader 10 and above

eFile Process



Procedure

Login With eOffice



File Management System



Diarization And Receipts



Filing of DAK/Letter received



Noting And Flagging



Drafting and Dispatch

Login With EOffice

Friday, August 25, 2017



Mission Mode Project (eOffice MMP)

Login ID

Password



Trouble in logging Contact at -
23388991 Ext - 228

File Management System

The screenshot shows the eOffice website interface. At the top, there is a blue navigation bar with the eOffice logo and a digital workplace solution tagline. Navigation links include HOME, DIRECTORY, CONTACT, EMPLOYEE SERVICES, and QUICK LINKS. A quote of the week by Abdul Kalam is displayed. The main content area features a sidebar with eOffice Services, Employee Corner, and Help Me To sections. The File Management System link is highlighted in the eOffice Services menu. A callout box with the text "1- Click here on file management" points to this link. The main content area also includes a Notice Board, Knowledge Forum, Library This Week, and a section for Today's Word (Amenity - सुख सुविधा). At the bottom, there are links for eoffice.gov.in, Report Issue, Submit Feedback, eOffice Training, and Learning Resources. News and Events sections are also present.

Quote of the week To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

eOffice Services

- File Management System
- Knowledge Management System
- eFile MIS Reports
- Employee Master Details
- Leave Management System
- Leave MIS Reports
- Tour Management System
- Personnel Information Management System

Download Forms

Employee Corner

- Birthday Wishes
- Superannuation
- Join Today

Help Me To

- Register Hardware Complaints
- Book Room in NICHQ
- Book Video Conference

Notice Board Knowledge Forum Library This Week राजभाषा गतिविधियाँ

- Eoffice Catalog for users ^{PDF}
eOffice Administrator ON 21/05/2018
- UGC ^{PDF}
- Test2 ^{PDF}
eOffice Administrator ON 14/05/2018
- Issue-11 May 18 ^{PDF}
KARTIK MISHRA ON 11/05/2018

NIC Connect

office.gov.in Report Issue Submit Feedback eOffice Training Learning Resources

News

- WT20: India beat Pakistan; maintains WC all-win record
- IOC chief invites Ramachandran for discussion on Indian sports
- Four IM terrorists arrested in Rajasthan

EVENTS

- No Event Available

More > More >

Diarization and Sending the Letter for Further Necessary Action

The screenshot shows a software interface for managing receipts. On the left is a sidebar with a tree view under 'Receipts'. The main area displays a table of receipts with columns for Computer No., Receipt No., Subject, Sender, and Sent By. Two orange callout boxes provide instructions: '1- Click on Receipts' points to the 'Receipts' header in the sidebar, and '2- Click on Browse And Diarise' points to the 'Browse & Diarise' sub-item in the sidebar. A legend at the bottom explains various icons and colors used in the interface.

Date Range : 01/10/1986 To 27/03/2018

Receive | Send Back | Send | Put in a File | View | Move To | Copy | Close | Dispatch

Computer No.	Receipt No.	Subject	Sender	Sent By
E 940970	940970/2018/ऑफिस/ऑफ एच एस (म एच ए)	SSSSS123	gghfgfgfg	bikram,ऑफिस/ऑफ एच एस (म एच ए)
E 940870	940870(2)/2018/सोसल 04	asdas	sd	sanjeev,ऑफिस/ऑफ एच एस (म एच ए)
VIP E 940443	940443/2017/ऑफिस/ऑफ एच एस (म एच ए)	acr related	सुल्तान सिंह	bipin,ऑफिस/ऑफ एच एस (म एच ए)
	17/ऑफिस/ऑफ एच एस (म एच ए)	asdsad	asdasd	bikram,ऑफिस/ऑफ एच एस (म एच ए)

1- Click on Receipts

2- Click on Browse And Diarise

LEGEND

Priority ■ Out Today ■ Most Immediate ■ Immediate

Action Initiated 📌 **VIP** VIP References

Subject Category ■ Service Matters ■ Budget preparation ■ ACR related matters ■ Appointment and other related matters of Planning Commission

Uploading DAK/Letter and Its Diarization

1- Click On Electronic

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

3- Fill Details about DAK / Letter and its sender

4- click here on Generate or Generate & Send

Upload(Only PDF upto 20 MB)

Upload File

Diary Details

Sender Type	Choose one	Dealing Hands	Choose One
Delivery Mode*	By Hand	Language	English
Mode Number		Letter Ref. No	
Type*	Letter	File Number	
Received Date*	24/08/2018	Letter Date	
VIP	Choose one	Diary Date	24/08/2018
VIP Name	Choose one		

Contact Details

Ministry	Choose one		
Department	Choose one		
Name*		Designation*	
Organization			
Address 1*			
Address 2			
Country	INDIA	State	Andaman & Nicobar Islands
City		Pincode	
Mobile		Landline	
Fax		Email	

Category & Subject

Main Category*	Choose one
Sub Category	Choose One
Subject*	
Enclosures	

* Enclosure/Remarks will not be changed after movement

Generate **Generate & Send**

Click Upload button. The File Upload dialog box appears. Select the desired scanned PDF document (up to 20 MB) and click Open button

The screenshot displays the eoffice eFile Ver. 7.0 interface. The top navigation bar includes tabs for 'RECEIPT' and 'FILE', each with sub-options like 'Create', 'Inbox', 'Sent', and 'Advance Search'. The 'Upload' button is highlighted with a red box. Below it, a file explorer window is open, showing the path 'Downloads > WFH 2021 > eFile SOP Data'. A file named 'SAMPLE RECEIPT.pdf' is selected, and the 'Open' button is also highlighted with a red box. The background shows the 'Diary Details' form with various fields like 'Forms Of Communications', 'Letter Date', 'Mode Number', 'Language', 'Letter Ref. No.', 'Sender Type', 'Designation', 'Email', 'Country', 'State', 'City/District', 'Pin Code', 'Landline', and 'Fax'. The 'Generate', 'Generate & Send', and 'Generate & Copy' buttons are visible at the bottom right.

➤ **Send :- इस पत्र को संबंधित व्यक्ति या विभाग को भेजने के लिये Send Button पर Click करें।**

The screenshot displays the eOffice eFile Ver. 7.0 interface. The main content area shows a receipt upload form with the text "SAMPLE EFILE RECEIPT UPLOAD". The "Send" button is highlighted with a red oval and an arrow pointing to it. A success message is displayed in a green box: "SUCCESS Receipt:558/2021/SPG successfully created". The receipt details are visible on the right side of the screen.

Basic Details

Comp. No. :	558	Receipt No. :	558/2021/SPG
Nature :	Electronic	File No. :	
Main Category :	Common Office Services	Sub Category :	Accommodation
From :	Neha	Designation :	Developer
Forms of Communications :	U.O. Note	Delivery Mode :	File
Sender Type :		Letter Ref. No. :	
Letter Date :		Received Date :	04/07/2021
Diary Date :	04/07/2021	Diarised By :	Pankaj Sharma, SPG Section
Subject :	DAK diarisation		
Enclosure/ Remarks :			
Address :	Delhi:35		

History

Dispatch Attached/Detached Closed

Dispatch History

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

Send

Send | Put in a File | Copy | Dispatch | Details | Movements | Edit | Attach File | Attach Receipt | Generate Acknowledgement

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

Organization : GAD

To

SECTION OFFICER-SO(SO 17)-GAD-1

Cc

SECTION OFFICER-SO(SO 15)-GAD-1; ASSISTANT-AG(AG-15)-GAD-1

(Use semicolon ; to separate recipients)

Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file

Set Due Date

26/02/2018



Action

Forward



Priority

Choose one



Total 1000 | 1000 characters left.

Remarks

Receipt Number

Subject



1669/2018/GAD-1

ई ऑफिस की ट्रेनिंग के लिये।

जिसे पत्र भेजना है उसके नाम के कुछ अक्षर टाइप करे .

यदी अन्य User's को भी पत्र की प्रतियां भेजी जानी है तो Cc में उन User's का ई मेल ऐड्रेस या नाम के कुछ अक्षर टाइप करेंगे

Send

DSC Sign and Send

eSign and Send

DSC Sign And Send

DSC Sign must be registered with EOffice

Send

Organization : MHA

All Reporting Officer Sub-ordinates In Channel Preferred List

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

To: Deepika Saini--Steno-1(DM-II)--OFFICE OF DM-II

Cc: (Use semicolon(;) to separate recipients.)

Note : Cc copies are non-editable. Any change in the Main receipt will be reflected in the Cc copies, till the

Set Due Date: 17

Action: Forward

Priority: Choose one

Initiate Action:

Total 1000 | 990 characters left.

Remarks: kindly see

Verify User PIN

Now verify your User PIN:

User PIN:

Enable soft keyboard

Change User PIN Login Cancel

Pop up Window like this and enter here DSC Token Pin


Send DSC Sign and Send eSign and Send

eSign And Send

If click on eSign and Send , this will pop up a window like this

Click Here on I Agree

Confirmation

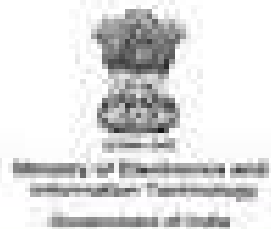
 **Consent for Authentication**
National Informatics Centre

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSign Gateway from National Informatics Centre. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

- Common Name (name as obtained from e-KYC)
- Unique Identifier (hash of Aadhaar number)
- Pseudonym (unique code sent by UIDAI in e-KYC response)
- State or Province (state as obtained from e-KYC)
- Postal Code (postal code as obtained from e-KYC)
- Telephone Number (hash of phone as obtained from e-KYC)

I understand that National Informatics Centre shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

If click on adhaar No then this will pop up window like below



You are currently using e-DAC eSign Service and have been redirected from

1- Enter 12 digit Aadhaar No

3- Enter OTP

The screenshot shows a web form titled "Aadhaar Based e-Authentication". It contains the following elements:

- A header with the e-DAC logo and "e-DAC e-Sign Service".
- A main heading "Aadhaar Based e-Authentication".
- A text input field labeled "Enter Your Aadhaar Number" with a red box around it and an arrow pointing to it from the instruction "1- Enter 12 digit Aadhaar No".
- A button labeled "GET OTP" with a red box around it and an arrow pointing to it from the instruction "2- Click on GET OTP".
- A text input field labeled "Enter your Aadhaar OTP" with a red box around it and an arrow pointing to it from the instruction "3- Enter OTP".
- A "Cancel" button next to the "GET OTP" button.
- Links for "View Document Information" and "All previous OTPs (Issued OTP)".

2- Click on GET OTP

Once DAK/Letter is sent ,sender can check these sent file

The screenshot shows a software interface for sending a DAK/Letter. On the left is a sidebar with a tree view under 'Receipts' containing 'Browse & Diarise' (Physical, Electronic), 'Inbox (2)', 'Email Diarisation', 'Created', 'Sent', 'Closed', 'By Me', 'Acknowledgement' (Created, Sent), 'Initiated Action', 'Files', 'Migrate File', 'Dispatch', 'DSC', 'Settings', 'Notification', and 'Ext Department'. The main area has a menu bar with 'Send', 'Put in a File', 'Copy', 'Dispatch', 'Details', 'Movements', 'Edit', 'Attach File', 'Attach Receipt', and 'Generate Acknowledgement'. Below the menu bar are radio buttons for 'All', 'Reporting Officer', 'Sub-ordinates', 'Recent 5', 'Send Back', 'In Channel', and 'Preferred List'. A note states: 'Name of the creator is highlighted in yellow colour.' The form includes 'To' and 'Cc' fields, a 'Set Due Date' field with a calendar icon, an 'Action' dropdown set to 'Forward', and a 'Priority' dropdown set to 'Choose one'. There are two text areas, each with a '1000 characters left' indicator. At the bottom are three buttons: 'Send' (highlighted with a red box), 'DSC Sign and Send', and 'eSign and Send'. Two orange callout boxes with arrows point to the 'Sent' folder in the sidebar and the 'Send' button, containing the text: 'Generated Receipts will save here' and 'Send DAK/Letter will be saved here' respectively.

Send | Put in a File | Copy | Dispatch | Details | Movements | Edit | Attach File | Attach Receipt | Generate Acknowledgement

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

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

To

Cc

Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file

Set Due Date

Action: Forward

Priority: Choose one

1000 characters left.

1000 characters left.

Remarks

Send | DSC Sign and Send | eSign and Send

Generated Receipts will save here


Send DAK/Letter will be saved here

➤ **Created:-** जो पत्र आप खुद डायरी करते हैं वो सारे पत्र आपको यहाँ Created में दिखते हैं।

eFile Version 5.5_02 Search

Date Range : 19/04/2015 To 12/06/2018

Send Back | Send | Put in a File | View | Move To | Copy | Close | Dispatch |

<input type="checkbox"/>	<u>Computer No</u>	<u>Receipt No.</u>	<u>Subject</u>	<u>Sender</u>	<u>Sent By</u>
<input type="checkbox"/>	E 73	 73(2)/2018/GAD-1	Electronic file	Piyush goyal	ASSISTAN

Receipts


- ▶ Browse & Diarise
- ▶ **Inbox (1)**
- ▶ Email Diarisation
- ▶ **Created**
- ▶ Sent
- ▶ Closed
- ▶ By Me
- ▶ Acknowledgement
 - ▶ Created
 - ▶ Sent
- ▶ Recycle Bin
- ▶ Initiated Action

- **Sent:-** जो पत्र आप किसी को भेज देते हैं या **Mark** करते हैं वो सारे पत्र आपको **Sent** ऑप्शन में मिलेंगे

☰ eFile Version 5.5_02 Search

Date Range : 19/04/2015 To 12/06/2018

Send Back | Send | Put in a File | View | Move To | Copy | Close | Dispatch |

<input type="checkbox"/>	<u>Computer No.</u>	<u>Receipt No.</u>	<u>Subject</u>	<u>Sender</u>	<u>Sent</u>
<input type="checkbox"/>	E 73	 73(2)/2018/GAD-1	Electronic file	Piyush goyal	ASSIS

Receipts [-]

- ▶ Browse & Diarise
- ▶ **Inbox** (1)
- ▶ Email Diarisation
- ▶ Created
- ▶ **Sent**
- ▶ Closed
- ▶ By Me
- ▶ Acknowledgement
 - ▶ Created
 - ▶ Sent
- ▶ Recycle Bin
- ▶ Initiated Action

➤ Inbox :- जो पत्र आपको Mark होंगे वो आपको Receipts के Inbox मे दिखेगे

Date Range : 24/10/1986 To 19/04/2018

Receive Send Back Send Put in a File View Move To Copy Close Dispatch Hierarchical

	Computer No	Receipt No.	Subject	Sender	Sent By
<input type="checkbox"/>	E 941038	941038/2018/ऑफिस/ऑफ एच् एस (म एच ए)	Kindly see	RIMAN DEEP	bikram,ऑफिस/ऑफ एच् एस (म एच ए)
<input type="checkbox"/>	E 940870	940870(2)/2018/सोसल 04	asdas	sd	sanjeev,ऑफिस/ऑफ एच् एस (म एच ए)
<input type="checkbox"/>	VIP E 940			सुल्तान सिंह	bipin,ऑफिस/ऑफ एच् एस (म एच ए)
<input type="checkbox"/>	P 940			asdasd	bikram,ऑफिस/ऑफ एच् एस (म एच ए)

1- Receiver can check new DAK/Letter Receipts in Receipts Module

2- Receipt Inbox sub module displays all the **incoming** receipts

Files +

Migrate File +

Dispatch +

LEGEND >

Priority ■ Out Today ■ Most Immediate ■ Immediate 👤 Action Initiated 👤 VIP VIP References

Subject Category ■ Service Matters ■ Budget preparation ■ ACR related matters ■ Appointment and other related matters of Planning Comission ■ Annual F

Receiver can open Receipts

Date Range : 24/10/1986 To 19/04/2018

Receive	Send Back	Send	Put in a File	View	Move To	Copy	Close	Dispatch	Hierarchical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer No	Receipt No.	Subject	Sender	Sent By					
E 941038	941038/2018/ऑफिस/ऑफ एच् एस (म एच ए)	Kindly see	RIMAN DEEP	bikram,ऑफिस/ऑफ एच् एस (म एच ए)					
E 940870	940870(2)/2018/सोचल ०५	asd	sd	sanjeev,ऑफिस/ऑफ एच् एस (म एच ए)					
VIP E 940443	940443/2017/ऑफिस/ऑफ एच् एस (म एच ए)	acr related	सुल्तान सिंह	bipin,ऑफिस/ऑफ एच् एस (म एच ए)					
P 940108	940108/2017/ऑफिस/ऑफ एच् एस (म एच ए)	asdsad	asdsad	bikram,ऑफिस/ऑफ एच् एस (म एच ए)					

First click on Receipts → Inbox → Receipts No

LEGEND >

Priority

■ Out Today

■ Most Immediate

■ Immediate



Action Initiated

VIP VIP References

Subject Category

■ Service Matters

■ Budget preparation

■ ACR related matters

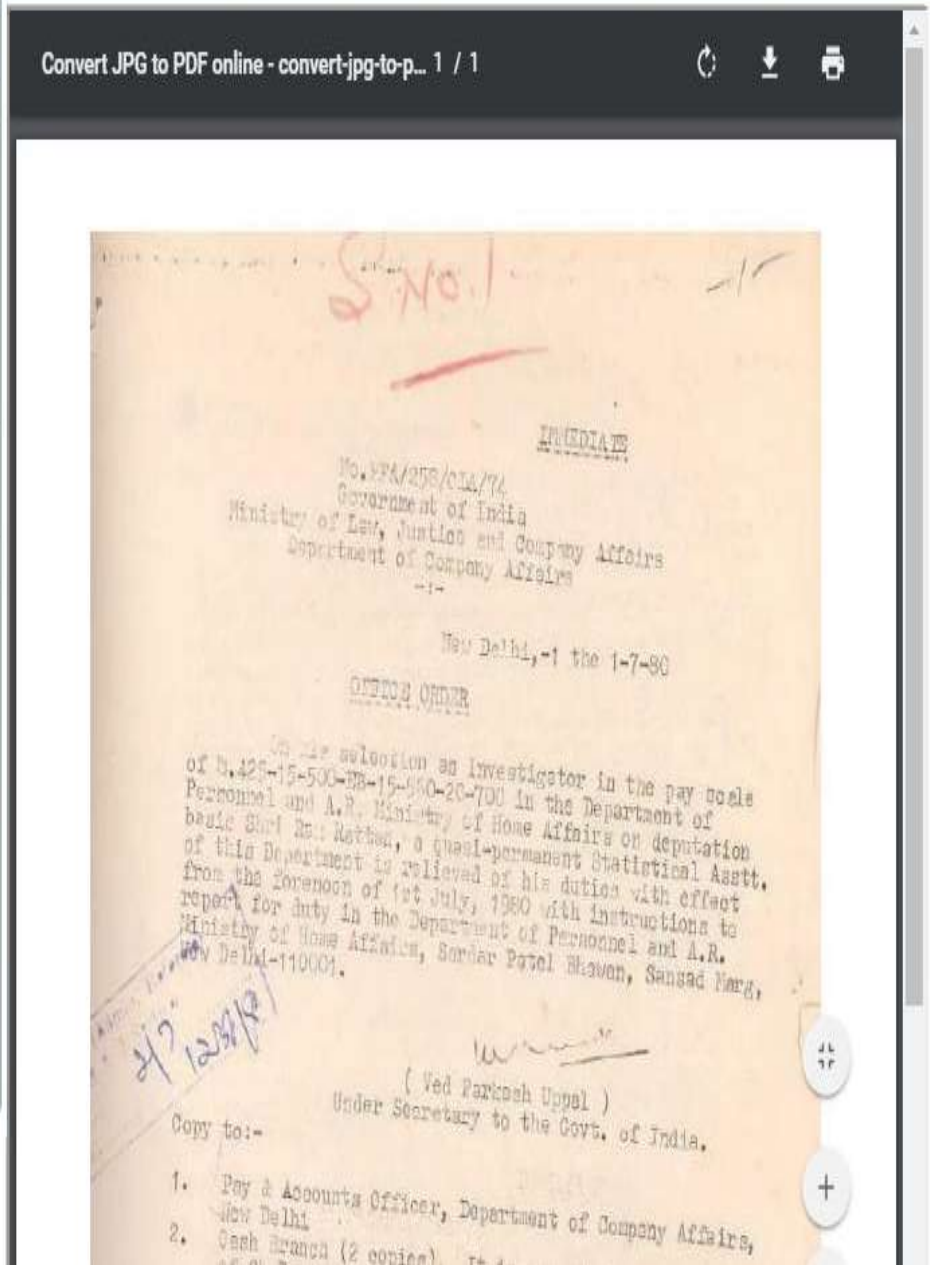
■ Appointment and other related matters of Planning Commission

■ Annual P

screen

- Receipts -
- ▶ Browse & Diarise
 - Physical
 - Electronic
- ▶ Inbox (2)
- ▶ Email Diarisation
- ▶ Created
- ▶ Sent
- ▶ Closed
- By Me
- ▶ Acknowledgement
 - Created
 - Sent
- ▶ Initiated Action
- Files +
- Migrate File +
- Dispatch +
- DSC +
- Settings +
- Notification +
- Ext Department +

Send Put in a File Copy Dispatch Details Movements Edit Attach File Attach Receipt Generate Acknowledgement



Receipt Details

Receipt No: 941038/2018/ऑफिस/ऑफ एच एस (म एच ए) File No :

From: RIMAN DEEP Designation : ASSTT(RD)-eOffice

Main Category : AMC & Demand Sub Category :

Address : shastri park Sent Date : -

Letter Ref. No : Letter Date :

Subject : Kindly see Enclosures/Remarks : -

Delivery Mode : Email Sender Type :

Search Files for Attach

Year 2018 Search Create File

	Computer Number	File Number	Subject
<input type="radio"/>	E 3383773	D/0002/2018-O/o of HS(MHA)	Test
<input checked="" type="radio"/>	E 3383784	file-1-Part(1)	kavita1987@eci.gov.in
<input type="radio"/>	E 3383980	B/0011/2018-O/o of HS(MHA)	Test A

Attach

<<< 1 >>>

किसी Receipt पर निर्णय नोट शीट में दर्ज करने के लिए, यह आवश्यक है कि Receipt को पत्राचार के रूप में एक फाइल के अंदर रखा जाए ।

Receipts

- Inbox (2)
- Email Dismissal
- Created
- Sent
- Closed
- By Me
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Initiated Action
- Files
- Migrate File
- Dispatch
- DSC
- Settings
- Notification
- Ext Department

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

1- Click on Put In File

↑

Receipt Details

Receipt No : 274(1)/2019/GAD-1 File No :

From : Prashed das Designation : US

Main Category : General Sub Category :

Address : Bhopal Sent Date : 02/03/19 04:10 PM

Letter Ref. No : Letter Date : 01-01-2019

Subject : e-office training letter Enclosures: DVD,CD

Delivery Mode : By Hand Sender Type :

Search Files for Attach

Select Year
→
Year 2019
Search
Create File

Computer Number	File Number	Subject
E 329	A-28/1/2019-GAD-1-GAD	अंतर्राज्यीय जल समझौता इकाई से संबंधित
E 612	A-27014/25/2019-GAD-1-GAD	math information

2. यहां आपके File के Inbox और File के Created के Completed में जो भी फाइल्स है वह दिखने लगेंगी। अब आप पत्र को जिस भी फाइल में लगाना चाहते हैं उस फाइल को Select करेंगे।

Attach

3. File Select करने के बाद Attach पर Click करेंगे। जैसे ही Attach Button पर Click करेंगे आपका पत्र उस फाइल में लग जाएगा। जिसे आप फाइल ऑप्शन में जाकर संबंधित फाइल में देख सकते है।

Creation Of New File

Click करने के बाद इस तरह से एक File का कवर पेज Open होगा।

The screenshot shows the 'Electronic File(Non SFS)' creation form. The form is titled 'भारत सरकार Government Of India Ministry of Home Affairs (MHA) MHA O/o of HS(MHA)'. It includes fields for 'File No.', 'Subject', 'Description', 'Category' (Main and Sub), 'Other Details', 'Classified', 'Remarks', 'Previous Reference', and 'Later Reference'. A 'Continue Working' button is at the bottom. The form is overlaid on a receipt details window and a file list table.

1- Department (Points to the Department dropdown menu)

2- Wings (Points to the Wing dropdown menu)

3- Subject (Points to the Subject dropdown menu)

4- Title Of the DAK /Letter (Points to the Description field)

5- After clicking on Continue Working ,Receipts will add auto in this created file . (Points to the Continue Working button)

Receipt Details

Receipt No :	941038/2018/ऑफिस/ऑफ एच एस (म एच ए)	File No :	
From :	RIMAN DEEP	Designation :	ASSTT(RD)-eOffice
Main Category :	AMC & Demand	Sub Category :	
Address :	shastri park	Sent Date :	-
Letter Ref. No :		Letter Date :	
	Kindly see Email	Enclosures/Remarks :	-
		Sender Type :	

Attach

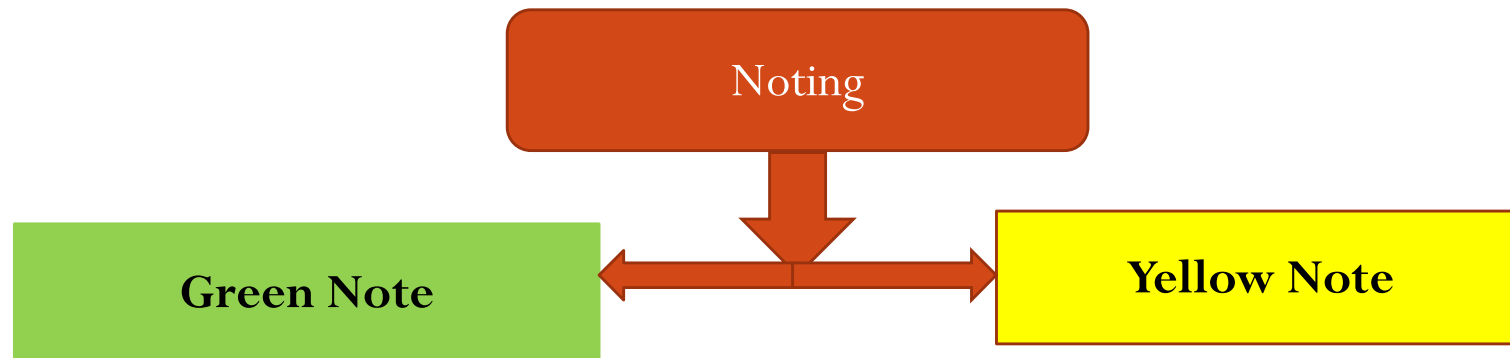
File Number	File Number	Subject
	D/0002/2018-O/o of HS(MHA)	Test
	file-1-Part(1)	kavita1987@eci.gov.in
	B/0011/2018-O/o of HS(MHA)	Test A

- ❖ Ok पर Click करने के बाद इस तरह से आपके सामने खाली Notesheet और Correspondence Show होगा।
- ❖ Electronic File Create करने के बाद फाइल को Unique Computer No., File No. मिलता है

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: <https://demo.mpeoffice.gov.in/eFile/Tx=InRqP0Gy00R1-Tj-Wjwuf49hDnICG7iO4IDAF6Gh7E3iKvVjssUjDAd3lgru26hFehMGpMfne-back-button>. The application header includes the eOffice logo and the text "eFile Version 5.5.09". Below the header, a metadata bar displays "Computer No: 007", "File No: 6.23033/2020/3-SAC-1-SAC", and "Subject: for testing file -3". A red box highlights the "File No" field, with a red arrow pointing to a label "Unique File No." positioned above it. Below the metadata bar, there are two document windows. The left window has a light green background and contains a red box with the text "Unique Computer No." and a red oval labeled "Notesheet". The right window is white and contains a red oval labeled "Correspondence / Receipt". A large, faint "eoffice" watermark is visible in the bottom right corner of the right window.

Noting And Its Type

यहाँ पर Notesheet के लिए दो Option होते हैं, पहला Add Green Note और दूसरा Add Yellow Note



- Green note means this note is approved .
- Can't be edit.

- Yellow note is meant for getting approval of the draft note.
- Can edit any time.
- After approval , Yellow note becomes Green Note
- It is advised to create yellow note first.

Adding Note

Computer No: 39624 File No: [BSPHCL-11012/1/2018-Demo](#) Subject: docs

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More



 Add Green Note

 Add Yellow Note

Click on Add Green Note

Click on Add Yellow Note

After clicking on Submit button

Computer No: 39624 File No: BSPHCL-11012/17/2018-DEMO Subject: docs

ing | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | M

Version : 1.0

Java Syntax:

Can edit any thing in this Yellow Note

Can delete this Yellow Note

Once approved, this Yellow Note will become Green Note and no one can change content

3. Method Name: All method names should start from lowercase. If a method name is made using several words the inner word's first letter should be uppercase, e.g. public void myMethodName.
4. Program File Name: Exactly same as the class name.
5. public static void main (String args []): Mandatory part of every java program.

Java Identifiers:

Names used for class, methods and variables.

Java Modifiers:

<input type="button" value="Edit"/>	<input type="button" value="Discard"/>	<input type="button" value="Confirm"/>
-------------------------------------	--	--

Version	Created On	CreatedBy
1.0	13/08/18 12:30 PM	RIMAN DEEP

After clicking on Approve Button ,Yellow Note will appear as following

The screenshot shows a software interface with a top navigation bar containing two buttons: 'Add Green Note' (highlighted with a red box) and 'Add Yellow Note'. Below the buttons is a status bar showing '1-1 of 1 Note(s)'. The main content area has a light green background and contains the following text:

Note # 1
The Ministry of Women and Child development has taken several initiatives on the programmatic front too.

SWADHAR: A Scheme for Women in Difficult Circumstances

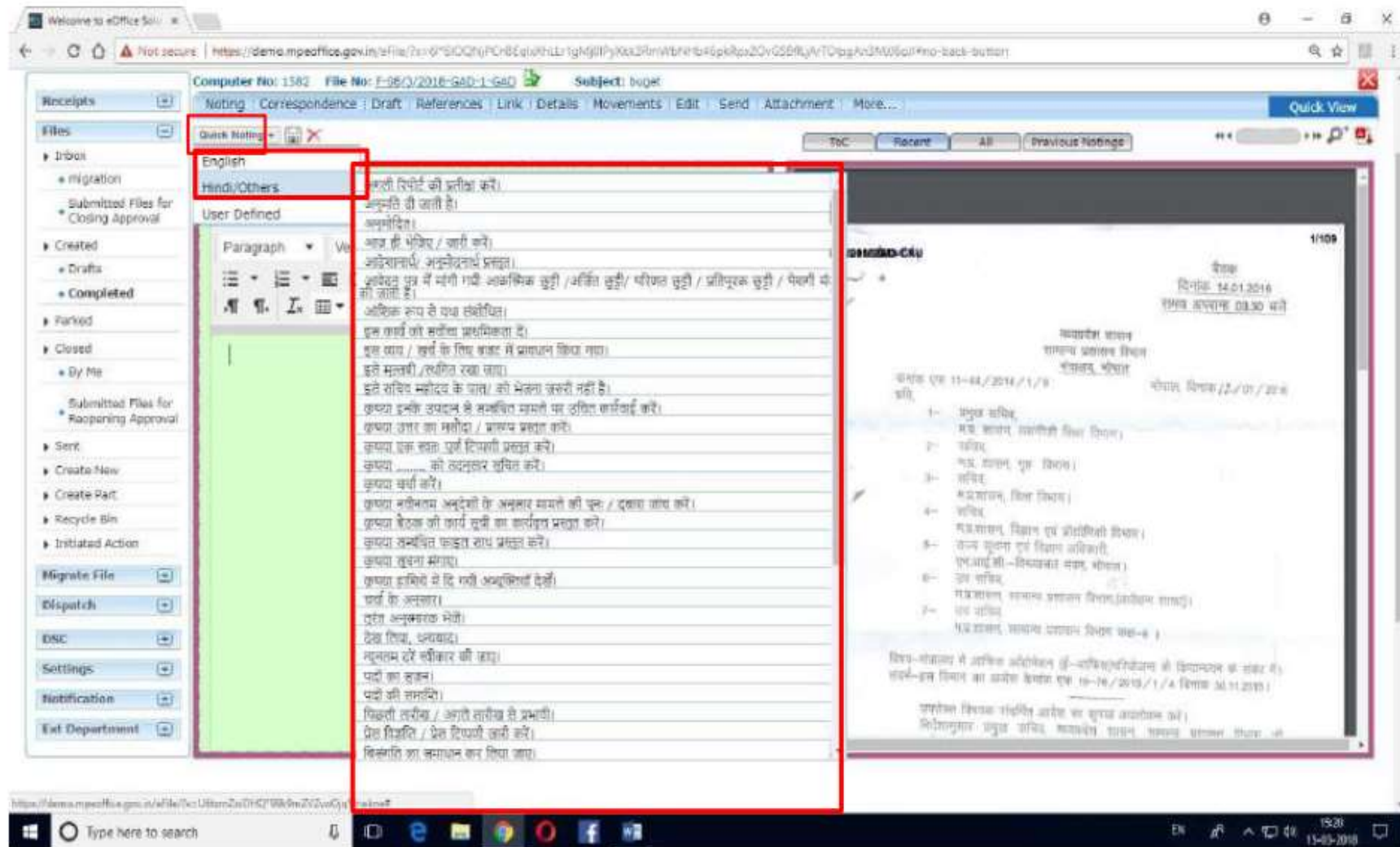
The Ministry of Women and Child Development launched 'Swadhar' in 2001-02 to address the specific vulnerability of women in difficult circumstances through a home-based holistic and integrated approach. The scheme through the provision of shelter, food, clothing, counselling, training, clinical and legal aid aims to rehabilitate the women in difficult circumstances. Widows deserted by their families and relatives and left uncared near religious places are also target group beneficiaries of this scheme. Funds under the scheme are released to implementing agencies which include non-governmental organizations and State Government bodies.

May kindly see article proposed by Ministry of Women and Child Development.

At the bottom left, there is a timestamp: 09/08/2017 4:05 PM.

An orange callout box with the text 'Approver Sign will display with Designation' has an arrow pointing to a blue-bordered box containing the signature: 'PRIYANKA KUMARI (ASSISTANT)'.

❖ दिये गये Image के अनुसार आप Quick Noting पर Click करके हिंदी, इंग्लिश के मैटर को Notesheet में प्रयोग कर सकते हैं।



❖ इन दोनों Quick Noting के अलावा आप अपनी आवश्यकता अनुसार Quick Noting में प्रयोग आने वाले मैटर को भी Add कर सकते हैं।

REFERENCE बनाने के लिए STEPS

- Step 4 में Reference option पर Click करने के पर Refer noting की Window open होगी, User को दो option दिखेंगे। (i) By Page No. और (ii) By Note No.
- Notesheet की Referencing के लिए Right Hand Side में Reference option पर click करे।

The screenshot shows the eOffice application interface. The browser window at the top displays the URL: <https://demo.mpeoffice.gov.in/Files/~/CgH/News/065HKY3BC4-gs1mZ3lmlTwq105redyF8z9Ujy10TmJ8E6P8FipwP2no-back-button>. The application title is 'SECTION OFFICER_20/20/21'. The menu bar includes 'Referencing', 'Link', 'Details', 'Movements', 'Edit', 'Send Back', 'Send', 'Attachment', and 'More'. The main content area shows a list of notes with the following details:

Date and Time	Author
24/01/2019 12:20 PM	SECTION OFFICER (SECTION OFFICER)
24/01/2019 1:04 PM	ASSTANT GRADE (ASSTANT GRADE-1)
24/01/2019 1:08 PM	SECTION OFFICER (SECTION OFFICER)
24/01/2019 1:20 PM	ASSTANT GRADE (ASSTANT GRADE-1)
24/01/2019 1:27 PM	SECTION OFFICER (SECTION OFFICER)
24/01/2019 1:30 PM	ASSTANT GRADE (ASSTANT GRADE-1)

A 'Referencing' dialog box is open, showing 'By Page No.' and 'By Note No.' options. A red box highlights the 'Referencing' button in the top right corner, and a blue arrow points to it. A text box on the left explains that the note number from the notesheet should be used for referencing.

जिस भी note की Reference देना है उसका Note No. Notesheet पर लिखे

Step 1 में हमें Noting के किसी विशेष पृष्ठ की Referencing करने के लिए By Page No. विकल्प का चयन करे, दिए गए Image अनुसार।

Create a New Draft

The screenshot displays a software interface with a menu bar at the top containing options: Noting, Correspondence, Draft, References, Link, Details, Movements, Edit, Send Back, Send, Attachment, and Action Details. The 'Draft' menu is open, showing 'Create New Draft' (highlighted with a red box) and 'View Draft'. Below the menu bar, there are buttons for 'Add Green Note' and 'Add Yellow Note', along with navigation arrows and the text '1-1 of 1 Note(s)'. The main content area has a light green background and contains the following text:

Note # 1
The Ministry of Women and Child development has taken several initiatives on the programmatic front too.

SWADHAR: A Scheme for the specific vulnerability of women in difficult circumstances through the provision of shelter, food, clothing, counselling, training, clinical and legal aid aims to rehabilitate the women in difficult circumstances. Widows deserted by their families and relatives and left uncared near religious places are also target group beneficiaries of this scheme. Funds under the scheme are released to implementing agencies which include non-governmental organizations and State Government bodies.

May kindly see article proposed by Ministry of Women and Child Development.

09/08/2017 4:05 PM

PRIYANKA KUMARI
(ASSISTANT)

Click on Draft => Create New Draft

After clicking on Create New Draft

Computer No: 28378 File No: C-13011/3/2017-Demo Subject: LAW ENHANCEMENT SECTION 90A

Noting Correspondence Draft References Link Details Movements Edit Send Back Send Attachment Action Details More Quick View

New Draft

Page Size: A4 Choose from Template(s) or Upload File

Formats Paragraph Verdana 14px

Nature of draft will be mentioned

Communication details contain information about Receiver

This # tag can be used in Draft at below to draft content

Draft Details

Draft Type* New/Fresh Classified Choose one

Draft Nature Choose One Prefix Choose One

Language* English Is Sanction

Subject* LAW ENHANCEMENT SECTION 90A

Total 1000 | 973 characters left.

Communication Details

Ministry Choose one

Department Choose one

Name Designation

Organization

Address 1*

Address 2

Country INDIA State Andaman & Nicobar Islands

City Pincode

Mobile Landline

Fax Email

Add More Recipient(s) Clear

Attachments

Attach File

Note :
Use #ApprovedBy# For Approver Info.
Use #ApprovedByName# For Approver's Name.
Use #ApprovedByDesignation# For Approver's Designation.
Use #ApprovedBySectionName# For Approver Section Name.
Use #ApprovedDate# For Date of Approval.

Words: 0

Save

New Draft Page Size A4 Choose from Template(s) or Upload File

Rich text editor toolbar with options: Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Paragraph, Font Face (Verdana), Font Size (13px), Text Color, Background Color, Link, Unlink, Text Direction, Language (English), and other formatting tools.

A scheme known as 'Swadhar' has been designed with a more flexible and innovative approach to cater to the requirements of various types of women in distress in diverse situations under different conditions. The Swadhar Scheme purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.

#ApprovedBy#
#ApprovedDate#

After filling all the details about Draft , click on Save Button



Draft Details

Draft Type* New/Fresh Classified Choose one

Draft Nature Choose One Prefix Choose One

Language* English Is Sanction

Subject* LAW ENHANCEMENT SECTION 90A

Total 1000 | 973 characters left

Communication Details

Ministry Choose one

Department Choose one

Name Designation

Organization

Address 1*

Address 2

Country INDIA State Andaman & Nicobar Islands

City Pincode

Mobile Landline

Fax Email

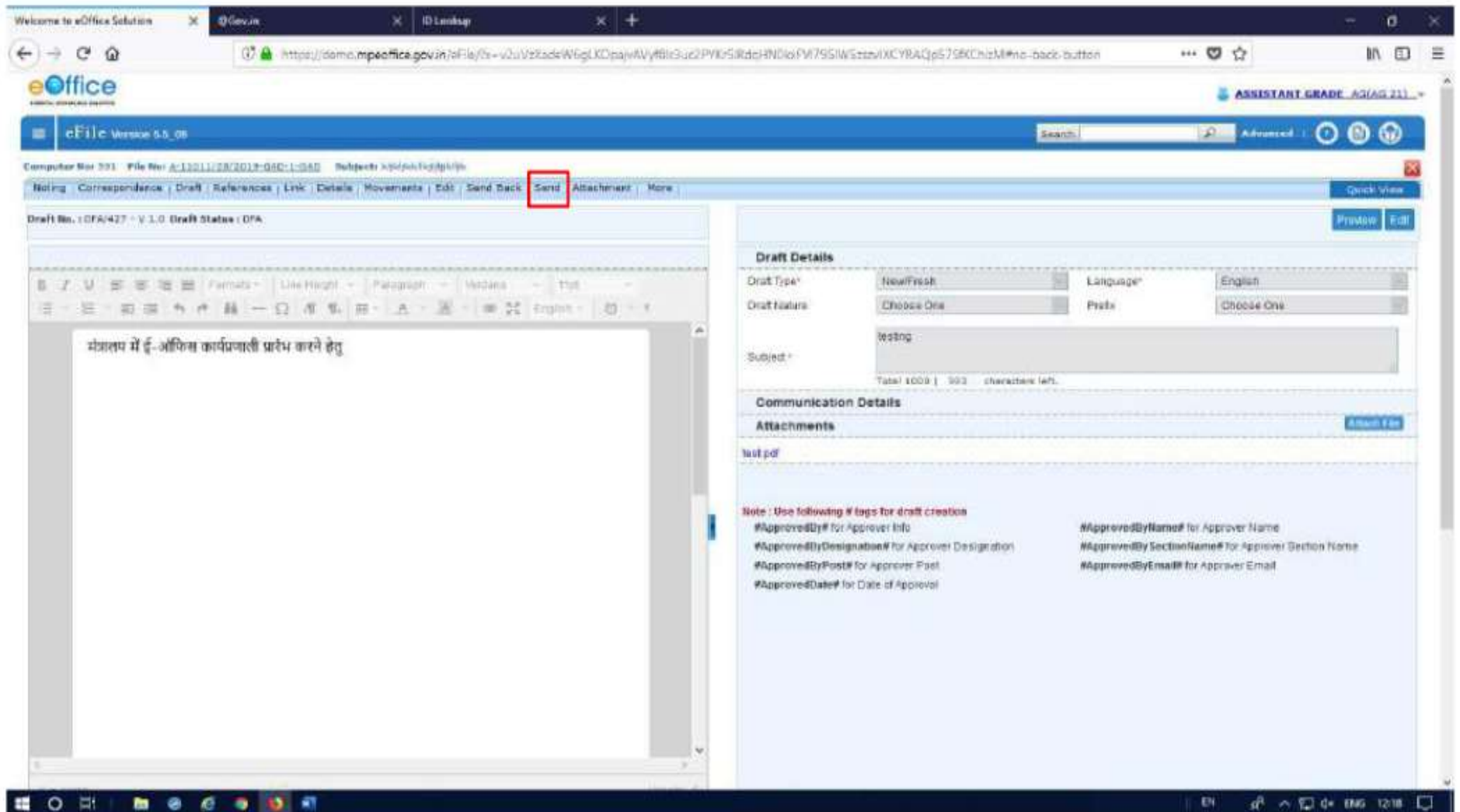
Add More Recipient(s) Clear

Attachments Attach File

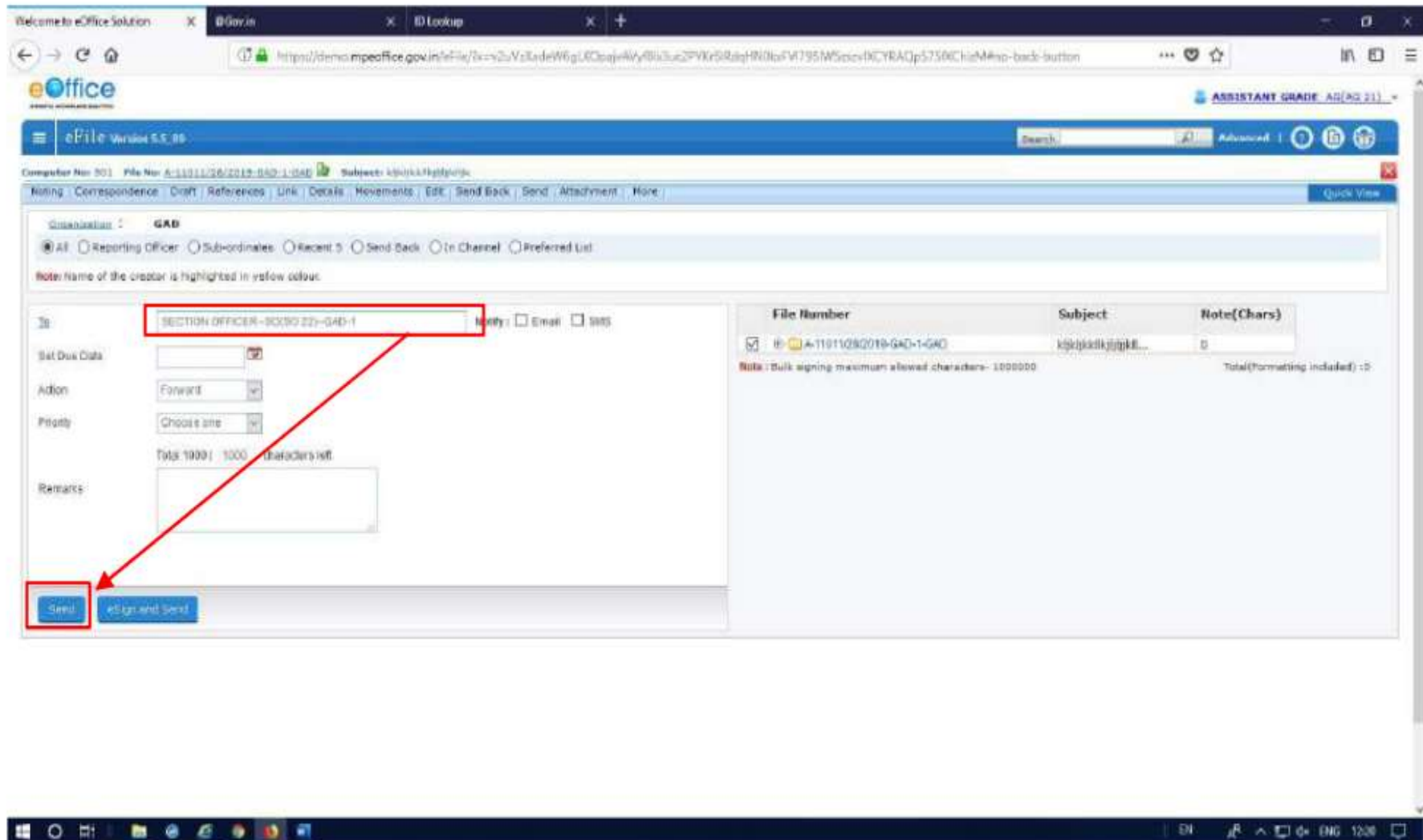
Note :
 Use #ApprovedBy# For Approver Info.
 Use #ApprovedByName# For Approver's Name
 Use #ApprovedByDesignation# For Approver's Designation.
 Use #ApprovedBySectionName# For Approver Section Name.
 Use #ApprovedDate# For Date of Approval.

Save

- ❖ Draft को Save करने के बाद File को संबंधित को भेजने के लिए Send Option पर Click करेंगे।



- ❖ उसके बाद नीचे दिये गये Image के अनुसार सम्बंधित अधिकारी की Government e-mail ID या सम्बंधित का नाम को "To" में type करें और सम्बंधित को भेजने के लिए Send Button पर Click करें।



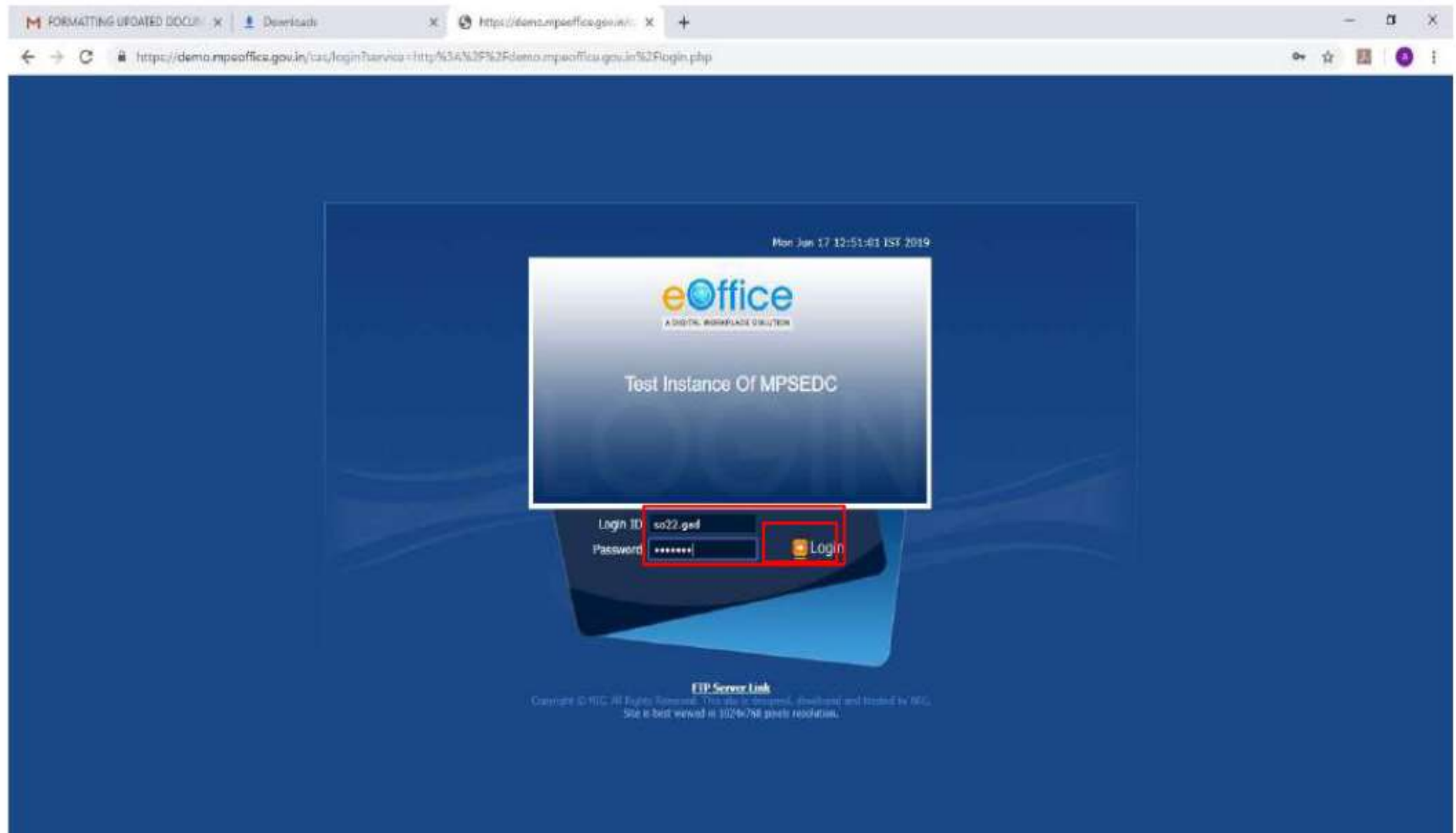
- ❖ आपके द्वारा भेजी गयी File की एक Copy आपके File के "Sent Box" में ऑटोमेटिक Save हो जाएगी, जिसको आप Sent के Option पर जाकर देख सकते है।

The screenshot shows the eOffice web application interface. The left sidebar contains a navigation menu with the 'Sent' option highlighted in a red box. A red arrow points from this 'Sent' option to a table of files in the main content area. The table is titled 'Date Range: 1/23/04/2018 To 17/05/2018' and has columns for Computer No, File Number, Subject, Sent To, Sent on, Currently With, and Due On. The table contains several rows of file records, with one row highlighted in green.

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On
E 303	A-110117/19/GAD-1-GAD	किसीको भेजो	SECTION OFFICER,GAD-1	17/05/19 12:15	SECTION OFFICER,GAD-1	Instate Action
E 456	A-11012/19/2019-GAD-1-GAD	प्रमाण के साथ में	SECTION OFFICER,GAD-1	24/01/19 01:30	SECTION OFFICER,GAD-1	Instate Action
E 456	A-11013/19/2019-GAD-1-GAD	प्रमाण के साथ में	SECTION OFFICER,GAD-1	24/01/19 01:00	SECTION OFFICER,GAD-1	Instate Action
E 456	A-11013/19/2019-GAD-1-GAD	प्रमाण के साथ में	SECTION OFFICER,GAD-1	24/01/19 01:04	SECTION OFFICER,GAD-1	Instate Action
E 433	A-11011/19/2019-GAD-1-GAD	pharmacy	SECTION OFFICER,GAD-1	11/01/19 11:40	ASSISTANT GRADE,GAD-1	Instate Action
E 409	A-28011/8/2019-GAD-1-GAD	e office training	SECTION OFFICER,GAD-1	10/01/19 09:21	SECTION OFFICER,GAD-1	Instate Action
E 373	A-28014/4/2019-GAD-1-GAD	abcd	SECTION OFFICER,GAD-1	09/01/19 02:50	SECTION OFFICER,GAD-1	Instate Action
E 340	A-27014/8/2019-GAD-1-GAD	hrc	SECTION OFFICER,GAD-1	08/01/19 04:14	SECTION OFFICER,GAD-1	Instate Action

At the bottom of the interface, there is a 'LEGEND' section with various status indicators and filters, including Priority, Out Today, Not Immediate, Immediate, Active Initiated, Other Department, File with Draft, Draft Note, Yellow Note, External Files, and Subject Category (Appointments, Court Cases, ACR related matters, Miscellaneous File, RTI).

- ❖ Send की गयी File को सम्बंधित अधिकारी Login Page पर जाकर अपने “EOFFICE NIC” द्वारा दिए गये User ID और Password से login करेंगे।



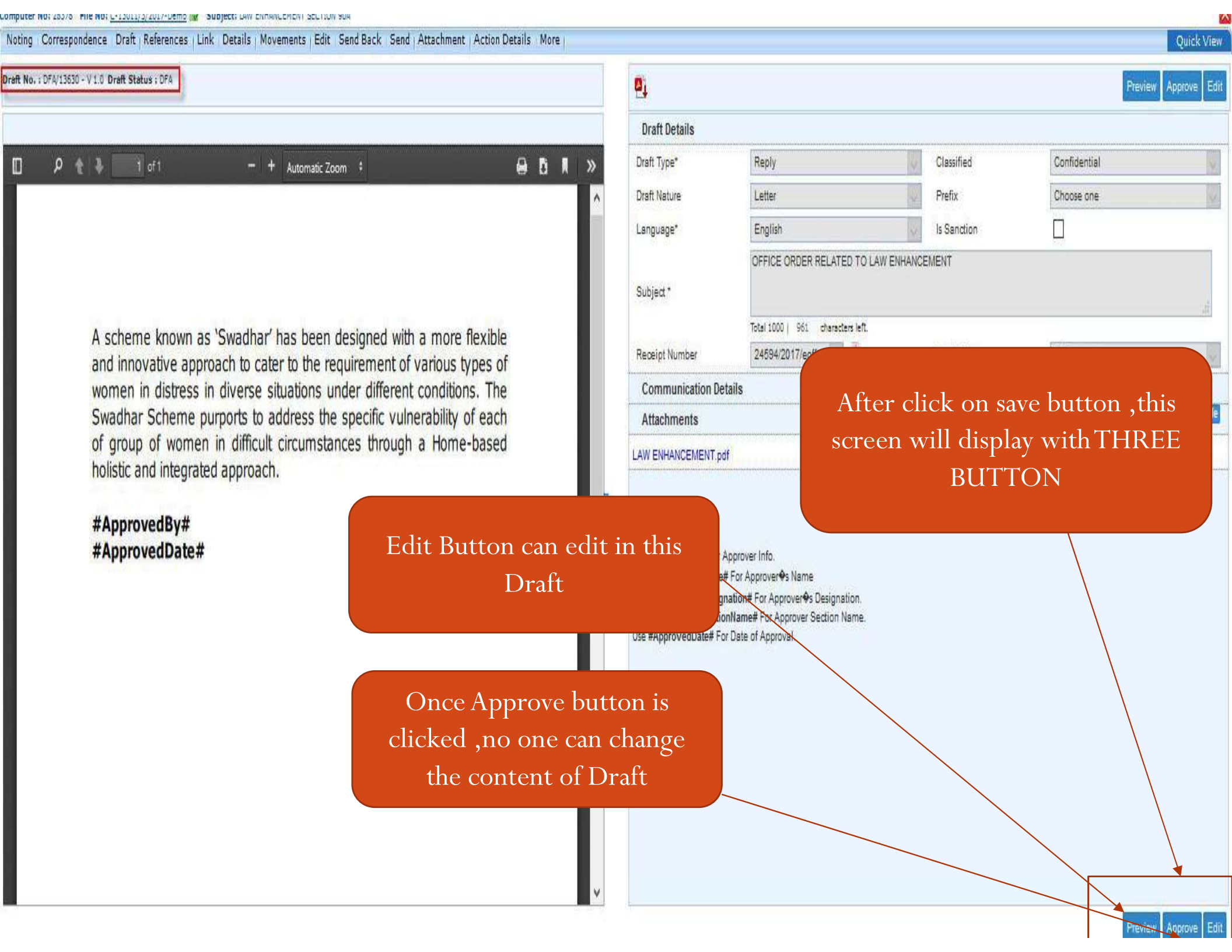
- ❖ Login करने के बाद आप File Management System पर click करके File के Inbox में प्राप्त हुई File को देख सकते हैं।

The screenshot shows the eFile system interface. The left sidebar has a 'File' menu with 'Inbox (7)' highlighted. The main area displays a table of files with the following columns: Computer No., File Number, Subject, Sent By, Sent On, Due On, Read On, and Remarks. Below the table is a legend for file statuses and categories.

Computer No.	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
501	A-14014/28/2018-GAD-1-GAD	व्यक्तिगत/व्यक्तिगत	ASSISTANT GRADE,GAD-1	17/06/18 12:16	-	17/06/18 12:17	
439	A-27018/18/2018-GAD-1-GAD	advance	ASSISTANT GRADE,GAD-1	31/01/19 13:18	31/01/19	-	
436	A-14018/18/2018-GAD-1-GAD	विभाग के कार्य में	ASSISTANT GRADE,GAD-1	24/01/19 01:00	-	17/06/18 12:45	
445	A-27014/16/2018-GAD-1-GAD	WRD	SECTION OFFICER,GAD-1	14/01/19 12:08	-	14/01/19 12:08	
435	S-11013/15/2018-GAD-1-GAD	संदर्भ प्रेषण	ASSISTANT GRADE,GAD-1	14/01/19 11:40	-	11/02/19 01:09	
347	A-14014/40/2018-GAD-1-GAD	SMI	SECTION OFFICER,GAD-1	15/01/19 05:11	-	10/01/19 05:11	
346	A-25030/9/2019-GAD-1-GAD	testing file	ASSISTANT GRADE,GAD-1	09/01/19 03:50	-	09/01/19 03:57	
272	333-2-333-bhuwdr-2018	संगठन परिचय का अंतिम वर्ग प्रमाण पत्र...	SECTION OFFICER,GAD-1	03/01/19 02:30	-	-	
253	A/16/2018-GAD-1-GAD	TEST LETTER	SECTION OFFICER,GAD-1	27/12/18 13:08	-	-	
238	A-11/2/2018-GAD-1-GAD	archa	SECTION OFFICER,GAD-1	10/12/18 01:06	-	-	
207	A-11014/26/2018-GAD-1-GAD	E-office	SECTION OFFICER,GAD-1	24/11/18 02:41	-	24/11/18 02:43	
201	A-13018/23/2018-GAD-1-GAD	Hakodi Umarsigi Taluk	SECTION OFFICER,GAD-1	22/11/18 13:43	-	-	
194	A-27016/4/2018-GAD-1-GAD	RTI file	SECTION OFFICER,GAD-1	20/11/18 04:18	-	-	
187	A-11014/12/2018-GAD-1-GAD	रा.स. की विधि	SECTION OFFICER,GAD-1	19/11/18 10:19	-	-	
164	A-14014/16/2018-GAD-1-GAD	रा.स. की विधि प्रमाण पत्र 403/2017 की प्रमाण...	SECTION OFFICER,GAD-1	19/11/18 09:04	-	19/11/18 09:05	

LEGEND: Priority (Out Today, Most Immediate, Immediate), Action Initiated, Other Department, Files with Draft, Draft Note, Yellow Note, External Files. Subject Category: Appointment, Court Cases, ACR related matters, Miscellaneous File, RTI.

- ❖ File को Open करे एवं उसमे Attach Notesheet, Correspondence और Draft को देख सकते हैं एवं अपनी ओर से Note sheet, Draft पर Matter type या Add कर सकते हैं।



Draft No. : DFA/13630 - V 1.0 Draft Status : DFA

Preview Approve Edit

Draft Details

Draft Type*	Reply	Classified	Confidential
Draft Nature	Letter	Prefix	Choose one
Language*	English	Is Sanction	<input type="checkbox"/>
Subject *	OFFICE ORDER RELATED TO LAW ENHANCEMENT		
Receipt Number	24594/2017/ea		

After click on save button ,this screen will display with THREE BUTTON

Edit Button can edit in this Draft

Once Approve button is clicked ,no one can change the content of Draft

#ApprovedBy#
#ApprovedDate#

Preview Approve Edit

Approved Draft

Draft No. : DFA/13630 - V 1.0 Draft Status : Approved

1- Approved Draft No

2- Status Of Draft

7-Demo

A scheme known as 'Swadhar' has been designed to provide a simple and innovative approach to cater to the requirements of women in distress in diverse situations under different conditions. The Swadhar Scheme purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.

Approver details

NIKITA NEGI, ASSTT(NG)-eOffice, eOffice
14/08/2017

Signing Draft

To Sign at default location Click 'Default' as shown
To Sign at the location of your choice Click 'Custom' as shown

The screenshot displays the eoffice eFile interface. At the top, the user is identified as Saroja Kumar Patro, TD(SKP)-EOFFICE. The interface includes navigation tabs for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, Sent, and Advance Search. A toolbar below offers actions such as Movement, Copy, Send, Send Back, Put in a file, Draft, Edit, Action Details, Attach, and Close. 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, the 'Draft Details' section contains several dropdown menus: 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), and Sub Category (Choose One). The Subject field contains 'test subject' with a character count of 988.

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

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

In the bottom right corner, a dropdown menu for signing options is shown, with 'Default' and 'Custom' options. A red box highlights the 'Custom' option, and a red callout bubble labeled 'Step 3' points to it. Other signing options include 'eSign', 'DSC Sign', and 'Ink Sign'.

In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

The screenshot displays the eOffice interface with a 'Custom Sign' pop-up window. The window title is 'Custom Sign' and it shows 'Page: 1 of 1'. The document content includes:

I/3023442/2020 Date: 04-December-20

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 117/2012/Secretary(TRG) .

Regards,
P. K. Mathur

Step 4 points to a red rectangular box intended for selecting the signing area. Step 5 points to a blue 'Sign' button in the top right corner of the pop-up window.

The background interface shows a 'Receipt Inbox' for issue number I/3023442/2020, with fields for 'Reply Type' (Choose One), 'Language' (Bengali), and 'Sub Category' (Choose One). A table at the bottom lists 'Automation Testing' under 'Address' and 'MINISTRY OF AGRICULTURE' under 'Min./Dept./Others'.

DISPATCH

Computer No: 26376 File No: C-13011/3/2017-Demo Subject: LAW ENHANCEMENT SECTION 90A

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More

Draft No. : DFA/13630 - V 1.0 Draft Status : Approved

File No.C-13011/3/2017-Demo

A scheme known as 'Swadhar' has been designed as a simple and innovative approach to cater to the requirements of women in distress in diverse situations under different circumstances. Swadhar Scheme purports to address the specific vulnerability of each of group of women in difficult circumstances through a Home-based holistic and integrated approach.

**NIKITA NEGI, ASSTT(NG)-eOffice, eOffice
14/08/2017**

If you want to dispatch by Post then click on DISPATCH BY CRU

Edit button allows you to change only Draft Details And Communication Detail

Now you can dispatch by clicking on DISPATCH BY SELF

Draft Details

Draft Type*	Reply	Classified	Confidential
Draft Nature	Letter	Prefix	Choose one
Language*	English		
Ministry	MINISTRY OF LAW,JUSTICE& COMPANY		
Department	Choose one.		
Name*	PARKOSH UPPAL	Designation*	TECHNICAL DIRECTOR
Organization			
Address 1 *	DELHI		
Address 2			
Country	INDIA	State	Delhi
City	DELHI	Pincode	
Mobile		Landline	
Fax		Email	

Attachments

LAW ENHANCEMENT.pdf

Note :

Use #ApprovedBy# For Approver Info.
Use #ApprovedByName# For Approver's Name
Use #ApprovedByDesignation# For Approver's Designation.
Use #ApprovedBySectionName# For Approver Section Name.
Use #ApprovedDate# For Date of Approval.

Dispatch By Self Dispatch By CRU Edit

- ❖ **Approve** के option पर Click करके Draft को सम्बंधित अधिकारी द्वारा **Approved** कर सकते है, Approve करने के बाद Draft Letter, **Word** से **PDF** में बदल जायेगा।

The screenshot displays the eOffice Solution interface. On the left, a draft letter is visible with the following content:

क्रमांक 211/पीए प्रमुख अभियंता, जल संसाधन विभाग, भोपाल

भोपाल, दिनांक 24.01.2019

प्रति,
निदेशक,
वाल्मी भोपाल.

विषय- चयनित अभ्यर्थियों को प्रशिक्षण प्रदान करने कावत .

विषयवर्तित जल संसाधन विभाग में लोक सेवा आयोग से चयनित अभ्यर्थियों को दिनांक 04.02.2019 से एक माह के लिये प्रशिक्षण प्रदान किया जाने का निर्णय लिया गया है. कृपया, वाल्मी संस्था में उक्त प्रशिक्षण हेतु तिथि निर्धारित कर अकात कराने का कष्ट करें. सतपन्- एक

(अभिषाथ मिश्रा)
अधीक्षक पवी

पूडांकन क्रमांक 211/पीए
रमिजिसि

भोपाल, दिनांक.....

On the right, the communication details form is filled out:

Subject: [Redacted]
Total: 1000 | 669 characters left.

Receipt Number: 4880019/GAD-1 | Reply Type: Final

Communication Details

Ministry: Gen Public
Department: Choose one
Name: अभियंता मिश्रा | Designation: अधीक्षक पवी
Organization: WRD AE Training
Address 1*: ENCW RD BHOPAL
Address 2: [Empty]
Country: INDIA | State: Choose one
City: [Empty] | Pincode: [Empty]
Mobile: [Empty] | Landline: [Empty]
Fax: [Empty] | Email: [Empty]

Buttons: Add More Recipients | Clear

Attachments [Attach file]

Note : Use following # tags for draft creation

#ApprovedBy# for Approver Info
#ApprovedByDesignation# for Approver Designation
#ApprovedByPost# for Approver Post
#ApprovedDate# for Date of Approval

#ApprovedByName# for Approver Name
#ApprovedBySectionName# for Approver Section Name
#ApprovedByEmail# for Approver Email

Buttons: Preview | **Approve** | Exit

❖ PDF में बदलने के बाद Draft Letter को Computer File Number मिल जायेगा।

The screenshot displays the eOffice web interface. At the top, the browser address bar shows the URL: <https://dms.mpeoffice.gov.in/office/tx--e-UFcfWZ3dDKgBQUm9C59fT8taufpVpaH6waQ5bnj44EhHfquK8E55vDqgU4DR8EdjFDwoFno-back-button>. The page header includes the eOffice logo and the user's role: SECTION OFFICER_90190_221_.

The main content area is divided into two sections:

- Left Section (Draft Letter):** Displays a draft letter in Hindi. The header includes the subject: "अनुसूचित जाति, अनुसूचित जनजाति, आरक्षण विभाग, पोपल" and the date: "पोपल, दिनांक 24.01.2019". The body of the letter discusses the reservation of posts for SC and ST candidates. A red box highlights the file number: "File No.A-11013/18/2019-GAD-1-GAD".
- Right Section (Draft Details):** A form containing the following information:
 - Draft Details:**
 - Draft Type: Reply
 - Draft Nature: Letter
 - Language: Hindi
 - Subject: आरक्षण उपसूचकों का प्रशिक्षण
 - Receipt Number: 4892018GAD-1
 - Recr Type: Final
 - Communication Details:**
 - Ministry: Gen Public
 - Department: Choose one
 - Name: अर्जुन शर्मा
 - Designation: आरक्षण एई
 - Organization: WRD AE Training
 - Address 1: ENCW RD BHOPAL
 - Country: INDIA
 - State: Choose one
 - City: [Empty]
 - Pincode: [Empty]
 - Mobile: [Empty]
 - Landline: [Empty]
 - Fax: [Empty]
 - Email: [Empty]

At the bottom of the page, there is a note: "Note: Use following # tags for draft creation".

How to create Part eFile?

- Part File is created when main file is under any submissions.
- 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”**

The screenshot displays the eFile creation interface. On the left, a sidebar menu has 'Create Part' highlighted with a red circle. The main area shows a 'Search File' dialog with a table of files. The second row is selected, and a 'Browse File' button is visible. On the right, the 'Create Part' form is shown with a 'Browse' button highlighted by a red box and arrow.

File Number	Subject
<input type="radio"/> E RCILCO-CO0PROJ (EOFF)5/2019-D/o ASST.GM/IT/CO/RCIL	Demo2
<input checked="" type="radio"/> E RCILCO-CO0PROJ (EOFF)4/2019-D/o ASST.GM/IT/CO/RCIL	Demo
<input type="radio"/> E RCILCO-CO0PROJ (EOFF)3/2019-D/o ASST.GM/IT/CO/RCIL	Testing

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

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 screenshot shows a software interface with a menu bar at the top containing: Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | **More...** (circled in red).

A dialog box titled "Parking Confirmation" is open, asking "Do you want to park the following file(s)?". It contains the following table:

Computer No	File No.	Subject
154	RCILCO-CO0DNM(MISC)/6/2019-O/o ASST.GM/IT/CO/RCIL-Part(1)	Demo

Below the table, there are two input fields:

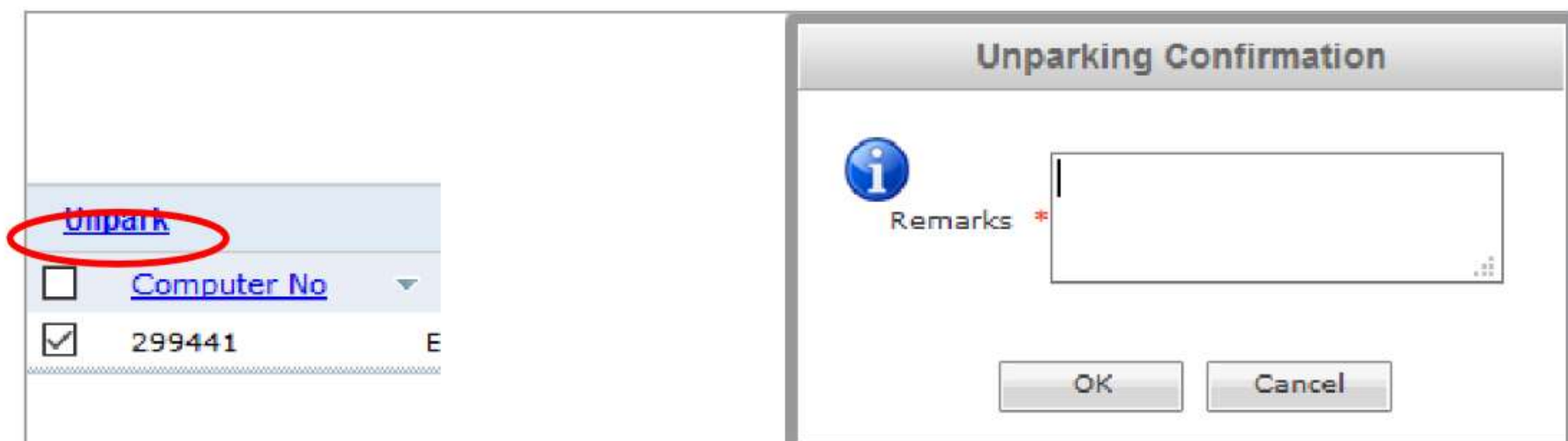
- Parking Due Date***: A text input field followed by a calendar icon showing the date 17.
- Parking Remarks***: A large text area for entering remarks.

An **OK** button is located at the bottom right of the dialog box.

In the background, a list of files is visible with an **Action** dropdown menu. The list includes entries from M/IT/CO/RCIL and GER/IT/CO/RCIL, with "Forward" actions.

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.



eFile - Electronic File Cover Page

- Receipts
- Files
- ▶ Inbox (2)
 - RTI
 - Submitted Files for Closing Approval
- ▶ Created
 - Drafts
 - Completed
- ▶ Parked
- ▶ Approval Requests
- ▶ Bulk Closing
- ▶ Closed
 - By Me
 - By Others (Hierarchy)
 - By Others (All)
 - Submitted Files for Reopening Approval
- ▶ RMS Inbox
- ▶ Sent
- ▶ Conversions
 - Drafts
 - Completed
- ▶ Physical File
 - Create New (Non SFS)
 - Create New (SFS)
- ▶ Electronic File

Electronic File

Govt. of India
NIC
MTP
MTP SECTION

File No.* A- 32 12 Chi 2017 MTP S

Subject

Description* Parliament Matter

Category Main Parliament Matters

Sub Choose one

Other Details

Language English

Remarks

Previous Reference

Later Reference

[Continue Working >](#)

eFile - File Inbox

eFile Version 5.5_08

Search

Advanced



Date Range : 09/06/2015 To 02/06/2018

Receive | Send Back | Send | View | Move To | More

Hierarchical View My Files

- Receipts +
- Files -
- Inbox (2)
 - RTI
 - Submitted Files for Closing Approval
- Created
 - Drafts
 - Completed
- Parked
- Approval Requests
- Bulk Closing
- Closed
 - By Me
 - By Others (Hierarchy)
 - By Others (All)
 - Submitted Files for Reopening Approval
- RMS Inbox
- Sent
 - Convers ons
 - Drafts
 - Completed
- Physical File
 - Create New (Non SFS)
 - Create New (SFS)

<input type="checkbox"/>	Computer No	File Number	Subject	Sent By	Sert On	Due On	Read On	Remarks
<input type="checkbox"/>	E 33325	A-13012/1/2018-MTP SECTION-MTP	Demo in LSS	NATASHA SHARMA,OFFICE OF JS	26/07/18 02:31 PM	-	-	
<input type="checkbox"/>	E 34079	A-32013/1/2018-MTP SECTION-MTP	IIT Promotion of Assistants	KAJAL CHOUDHARY,O/o UNDER SECY	26/07/18 02:31 PM	-	26/07/18 02:31 PM	
<input type="checkbox"/>	E 34513	A-22012/2/2018-MTP SECTION-MTP	Leave record 2018	NATASHA SHARMA,OFFICE OF JS	25/07/18 05:46 PM	-	25/07/18 05:46 PM	
<input type="checkbox"/>	E 24024	A-21015/1/2017-O/o US-MTP	Establishment - service records	NATASHA SHARMA,OFFICE OF JS	25/07/18 03:34 PM	-	25/07/18 03:34 PM	
<input type="checkbox"/>	E 20051	A-15013/1/2017-MTP SECTION-MTP-Part(1)	establishment recruitment matters Class -1	KARTIK MISHRA,MTP Sec	25/07/18 03:08 PM	-	25/07/18 03:16 PM	
<input type="checkbox"/>	E 22902	G-15014/1/2017-O/o US-MTP	finance-Increment	KARTIK MISHRA,MTP Sec	13/06/18 01:25 PM	-	13/06/18 01:47 PM	
<input type="checkbox"/>	E 20213	H-11015/25/2017-MTP SECTION-MTP	Parliament Matters Lok Sabha	TANWAY BHATT,O/o SECY(MTP)	31/08/17 01:32 PM	-	21/03/18 05:12 PM	
<input type="checkbox"/>	E 20384	B-12011/1/2017-O/o Jt.Secy.-MTP	Welfare-General aspects	KAJAL CHOUDHARY,O/o UNDER SECY	21/06/17 11:54 AM	-	21/06/17 11:56 AM	
<input type="checkbox"/>	E 25032	A-12014/40/2017-MTP SECTION-MTP	Recruitment of Non Indians	KARTIK MISHRA,MTP Sec	13/06/17 02:47 PM	-	13/06/17 02:58 PM	
<input type="checkbox"/>	P 23420	G-21013/2/2017-O/o DY.SECY-MTP	Finance - expenditure statements - 2017-18	AKSHAY SHARMA,OFFICE OF DY SECRETARY	09/03/17 03:39 PM	-	-	
<input type="checkbox"/>	P 23388	B-13011/2/2017-O/o Jt.Secy.-MTP	welfare - general aspects	NATASHA SHARMA,OFFICE OF JS	09/03/17 12:27 PM	-	09/03/17 12:36 PM	
<input type="checkbox"/>	P 23028	G-21017/1/2017-O/o DY.SECY-MTP	Miscellaneous Expenditure Statements	AKSHAY SHARMA,OFFICE OF DY SECRETARY	03/03/17 03:46 PM	-	03/03/17 03:57 PM	
<input type="checkbox"/>	E 22876	A-11015/2/2017-O/o Jt.Secy.-MTP	Idc recruitment	ADITYA JOSHI,OFFICE OF ADDL SECRETARY	01/03/17 04:50 PM	-	01/03/17 04:50 PM	
<input type="checkbox"/>	E 18408	H-11015/22/2016-O/o US-MTP	Lok Sabha Questions	AKSHAY SHARMA,OFFICE OF DY SECRETARY	06/12/16 12:18 PM	-	06/12/16 12:24 PM	
<input type="checkbox"/>	E 15254	A-13012/3/2016-O/o AS(ADMIN-DAR&PG)	sdfsdf	AKSHAY SHARMA,OFFICE OF DY SECRETARY	03/11/16 03:33 PM	-	03/11/16 03:39 PM	

LEGEND

- Priority: ■ Out Today, ■ Most Immediate, ■ Immediate
- Action Initiated: 📌
- Other Department: 🏠
- Files with Draft: 📄
- Draft Note: 📄
- Yellow Note:
- External Files:

Subject Category: ■ ACR, ■ Right To Information, ■ Court Cases, ■ Parliament Matters

eFile - Inner Look

eFile Version 5.5_08 Search 20213

Computer No: 20213 File No: H-11016/25/2017-MTP SECTION-MTP Subject: Parliament Matters Lok Sabha

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More Quick View

1-3 of 8 Note(s)

Note # 1
Received a request from ISTM, Delhi, for conducting a training session on eOffice and asking for schedule, agenda trainer details.
09/01/2017 3:59 PM
KARTIK MISHRA (SO)
Digitally Signed

Note # 2
कृपया इनके उपरान्त से सम्बंधित मामले पर उचित करवाई करें।
09/01/2017 4:07 PM
AKSHARA TRIVEDI (ASST)
Sign

Note # 3
Please refer to [page 2](#) of correspondence
please refer to [previous notesheet](#).
Please refer to [note 2](#).
Please refer from [page 2 to 3](#)
Please refer to [previous note sheet](#)
Please refer to the annexure attached titled as 'eFile Handholding'
Please refer to annexure attached below.

[eFile Handholding.pdf](#)
[Sample Letter.pdf](#)

09/01/2017 4:20 PM
KARTIK MISHRA (SO)
Digitally Signed

ToC Recent All Previous Notings Quick View

PDFProvider 3 / 12

MOST IMMEDIATE

भारत सरकार
GOVERNMENT OF INDIA
व्यक्तिगत प्रशिक्षण तथा प्रशासन विभाग
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(व्यक्ति और प्रशिक्षण विभाग)
(Dept. of Personnel and Training)
व्यक्ति, लोक शिकायत तथा पेंशन विभाग
Ministry of Personnel, Public Grievances and Pensions
प्रशासनिक ब्लॉक, जे.एन.यू. कैंपस (पुराना)
Administrative Block, J.N.U. Campus (Old)
नई दिल्ली-110067/New Delhi-110067

Tel. : 011-26165593
Fax : 011-26104163

Dated : 24th December 2012

NO. A.33022/22/2012-ISTM

To
Ms. Suchitra Pyarelal
Head of Division
Eoffice Project Division
NIC, New Delhi.
Fax: 24305808/24304873
(Email ID : suchitra@nic.in)

Sub. 6th Level II Training Programme for PAs with three years Approved Service from 31-12-2012 to 11-01-2013 - Reg.

Madam,

First of all let me thank you for continued extension of help to ISTM whenever requested. Once again we seek your help 6th Level II Training Programme for PAs, formulated by Department of Personnel and Training, Government of India, being run from 31-12-2012 to 11-01-2013.

2. As part of the training curriculum, the participants of these Training Programmes are trained on NIC packages you are, therefore, requested to kindly depute One of your officers/faculties for demonstration including practice on E-Office in two sessions, from 2.30 AM to 4.45 PM, on 8-01-2013, at ISTM, JNU (Old) Campus, New Delhi.

3. A line in confirmation may please be sent to undersigned at E-mail ID:

eFile - File Send Page

eFile Version 5.5_08

Search

Advanced



Computer No: 20213 File No: H-11016/25/2017-MTP SECTION-MTP Subject: Parliament Matters Lok Sabha



Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More

Quick View

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

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

To

KARTIK MISHRA-SQ(KM)-MTP--MTP SECTION

Notify: Email SMS

Set Due Date

Action

Forward

Priority

Immediate

Total 1000 | 1000 characters left.

Remarks

File Number

Subject

Note(Chars)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H-11016/25/2017-MTP SECTION-MT..	Parliament Matters L...	0
-------------------------------------	--------------------------	--------------------------	----------------------------------	-------------------------	---

Note: Bulk signing maximum allowed characters- 1000000

Total(Formatting included) :0

Intimate To

S. No.	Employee Name	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
1	AKSHARA TRIVEDI(MTP SECTION)	<input type="checkbox"/>	<input type="checkbox"/>
2	KARTIK MISHRA(MTP SECTION)	<input type="checkbox"/>	<input type="checkbox"/>
3	TANMAY BHATT(OFFICE OF SECRETARY)	<input type="checkbox"/>	<input type="checkbox"/>

Send

DSC Sign and Send

eSign and Send

eFile - Search Page

eFile Version 5.5_08 Search [Advanced](#)

File | Receipt | Dispatch

Creation Year: Origin:

Nature: Physical Scope: Electronic Scope:

Basic Parameters | Advance Parameters

Computer No: File No: Subject:

Output Fields: All Computer No File No Subject Location Opening Date Currently With Section Department Forwarding Remarks Pending Day(s) Status Closing Remarks Creation Remarks

[Search Files](#)

Search Output Total Record(s) : [1]

Action: [Full Up](#) [Receive](#) [Send](#)

<input type="checkbox"/>	Actions	Computer No	File No	Subject	Location	Currently With	Section	Forwarding Remarks	Pending Day(s)
<input type="checkbox"/>	Send Details	E 20213	H-11015/25/2017-MTP SECTION-MTP	Parliament Matters Lok Sabha	File/Inbox	NATASHA SHARMA,JS(NS)-MTP	OFFICE OF JOINT SECRETARY		336

Thank You

Ravindra Joshi
OIC NIC
High Court of Uttarakhand