



A DIGITAL WORK PLACE SOLUTION

File Management

USER MANUAL

eFile

June 2012



Prepared by
National Informatics Centre

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Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using in more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU's, Autonomous bodies 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 and finally movement of files as well as receipts.

Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

Need of eFile

Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology became the need of the society.

Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization.

So any organization looking for a solution that will allow them to capture the documents in digital form, archiving them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender can go for this product.

What began with the development and implementation of the “File Tracking System” which was a major step towards Less Paper Office, NIC (National Informatics centre) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government.

Manual techniques for diarising, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System.

An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

eFile Modules:

Different sections that constitute eFile application are receipts, files, dispatch, reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

First of all, let's learn about how to use the receipts section of eFile.

Receipts

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

There are various links available under Receipts section which is mentioned below:

1. Browse & Diarise
 - a. Physical
 - b. Electronic
2. Inbox
3. Email Diarisation
4. Created
5. Sent
6. Closed
7. Acknowledgement
8. Recycle bin

Let's have an introduction about these Links one by one:

Browse & Diarise:

The Browse and Diarise link under receipts section includes two sub modules:

1. Physical
2. Electronic

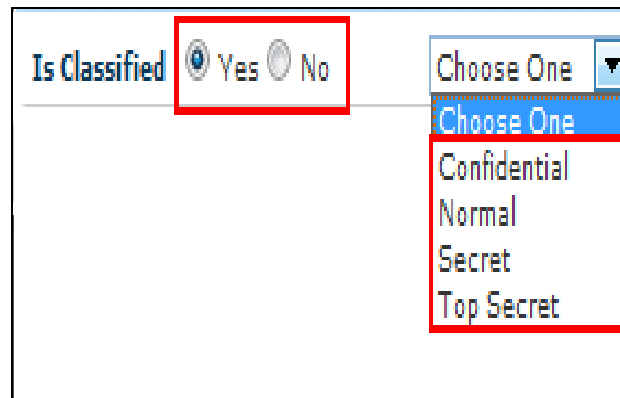
Let's have an introduction about these sub modules one by one:

1. **Electronic:** In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.
2. **Physical:** In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.

In case of DAK that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are shown below in Fig.eFile.1:

- Normal
- Confidential
- Secret
- Top Secret



The screenshot shows a form with the label "Is Classified" and two radio buttons, "Yes" and "No". The "Yes" radio button is selected. To the right of the radio buttons is a dropdown menu with the text "Choose One" and a downward arrow. The dropdown menu is open, showing the following options: "Choose One", "Confidential", "Normal", "Secret", and "Top Secret".

Fig.eFile. 1

To browse and diarise the electronic receipts user has to perform the following steps:

- Click the electronic module under **Browse and Diarise** () link of **Receipts** section, as shown in Fig.eFile.2

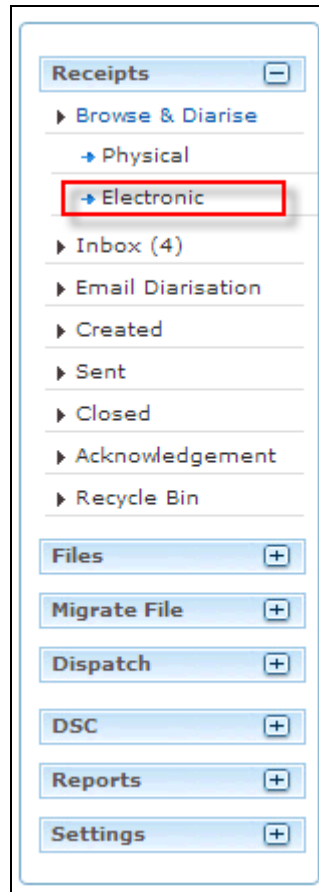


Fig.eFile. 2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:

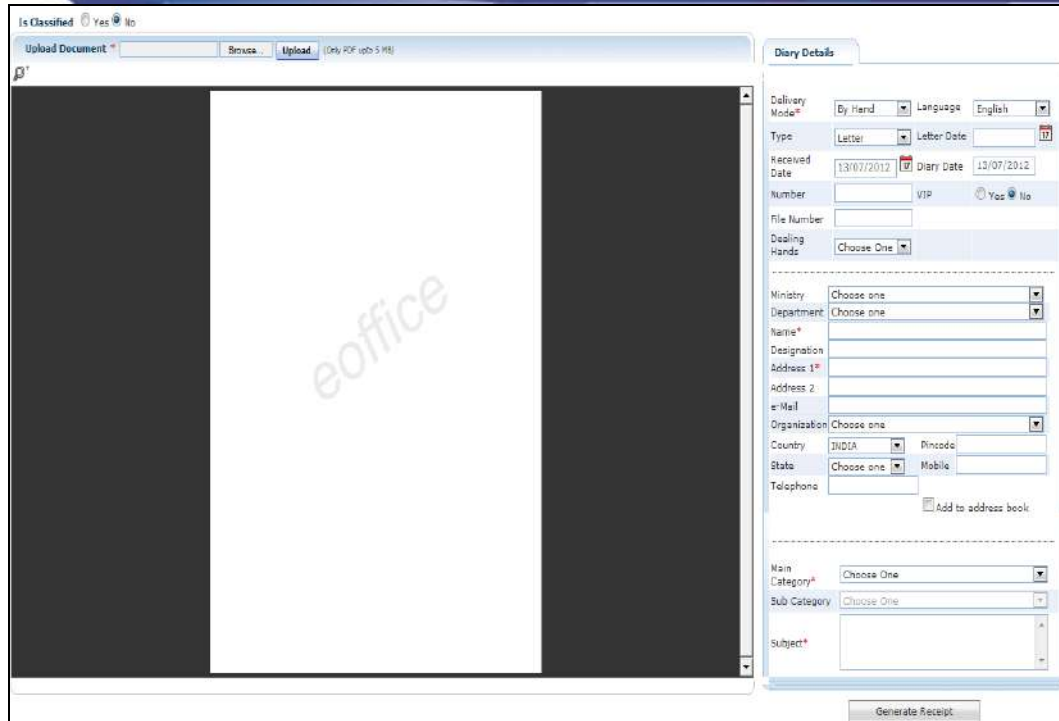


Fig.eFile. 3

In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields are mandatory.

- Click the Browse () button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4 :

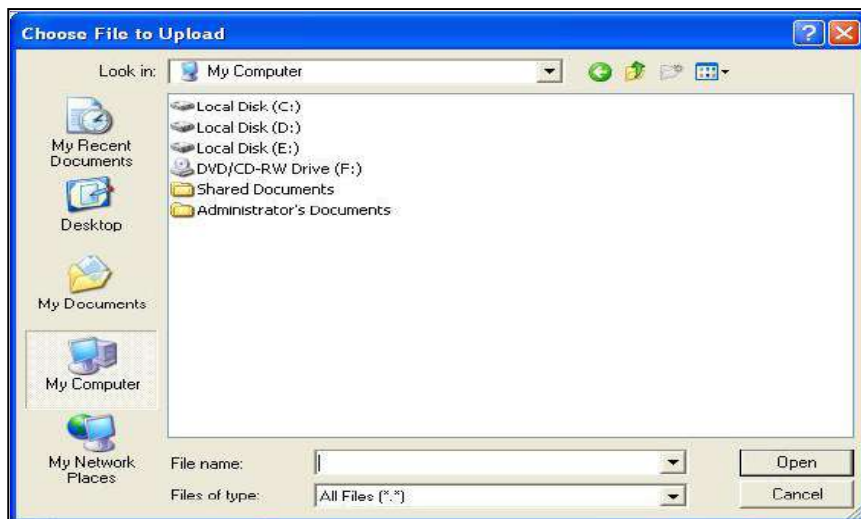


Fig.eFile. 4

- After entering the name of the receipt, Click the **Open** () button (Fig.eFile.4), as a result the path of the scanned receipt gets displayed in the textbox.
- Click the **Upload** () button from the **Browse and Diarise** screen to upload the scanned receipt.
- Enter the essential details in all the mandatory fields in **Browse and Diarise** Page, as shown in Fig.eFile.5:

Fig.eFile. 5

- Click the **Generate Receipt** () button (Fig.eFile.5) on **Browse and Diarise** page to generate a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

There are **10** options provided those are associated with an Electronic receipt:

- Send to Draft:** User can use this option to send the generated receipt to the draft section to work later on.
- Movements:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.6:

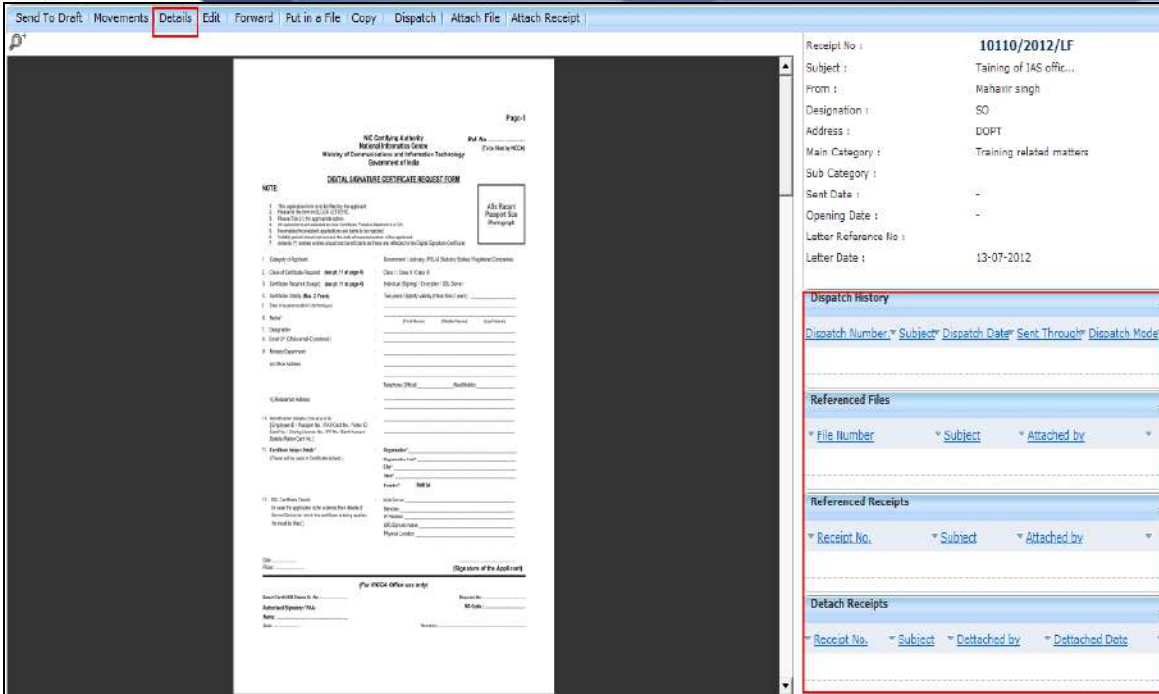


Fig.eFile. 6

d) **Edit:** User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.

To edit the generated receipt, user has to perform following steps:

- Click the **Edit** link (Edit), as a result the Metadata fields get active.
- After making required changes in Metadata fields, click the **Save** (Save) button to save Metadata.

e) **Forward:** User can use this option to forward the receipt to the intended recipient.

To forward the generated receipt, user has to perform the following steps:

- Click the '**Forward**' link, as a result **Send** page appears as shown in Fig.eFile.7:

Send

Receipt Number : **8130/2012/CC**

Subject : **Training of IAS**

[To](#)

[Cc](#)

(Use semicolon(;) to separate recipients.)

Set Due Date 17

Action

Priority

Total 1000 character left

Remarks

Fig.eFile. 7

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.8:

Send

Receipt Number : **10400/2012/LF**

Subject : **sdasd**

[To](#)

[Cc](#)

(Use semicolon(;) to separate recipients.)

Set Due Date 17

Action

Priority

Total 1000 character left

Remarks

Send as sticky note

Fig.eFile. 8

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.


In case of forwarding receipt, multiple recipients can be sent by using semi colon as separators.

- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.9:

The screenshot shows the 'Send' form in the eoffice application. The form is titled 'Send' and has a menu bar with options: Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt. The form contains the following fields and controls:

- Receipt Number:** 10400/2012/LF
- Subject:** sdasd
- To:** Text input field
- Cc:** Text input field with a note: (Use semicolon(;) to separate recipients.)
- Set Due Date:** Text input field with a calendar icon showing the date 17.
- Action:** Dropdown menu with options: Forward, Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, Response. A note indicates 'al 1000 character left'.
- Priority:** Text input field
- Remarks:** Text input field
- Send as sticky note:** Checkbox
- Send:** Button

Fig.eFile. 9

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **Remarks** (if required) in the Remarks text box, and click the Send () button, as shown in Fig.eFile.10:

The screenshot shows a web application interface for sending receipts. On the left is a navigation menu with categories: Receipts (with a minus sign), Browse & Diarise (with a plus sign), and sub-items: Physical, Electronic, and Inbox (87) with sub-items 2day Testing and Today Receipt. Below these are Email Diarisation, Created, Sent, Closed, Acknowledgement, and Recycle Bin. A second section contains Files (with a plus sign), Migrate File (with a plus sign), Dispatch (with a plus sign), DSC (with a plus sign), Reports (with a plus sign), and Settings (with a plus sign). The main area is titled 'Send' and has a menu bar: Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt. The form fields are: Receipt Number: 10400/2012/LF; Subject: sdasd; To: an empty text box; Cc: an empty text box with a note '(Use semicolon(;) to separate recipients.)'; Set Due Date: a date picker showing 17; Action: a dropdown menu set to 'Forward'; Priority: a dropdown menu set to 'Immediate'; Remarks: a large text area with a note 'Total 1000 character left.'; and a checkbox for 'Send as sticky note'. A 'Send' button is at the bottom right.


Fig.eFile. 10

As a result, the scanned and created receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.11:

| Receiver No. | Attachments | Subject | Sender | Sent By | Sent On | Due On | Quick Action |
|---------------|--------------|------------------|-------------------|-----------------|----------------|----------------|--------------|
| P 104922012LF | | adad | xyz | ALKA A KULJARNI | 18/09/12 02:19 | 14/09/12 12:00 | [Icons] |
| E 100812012CC | [Attachment] | h | MEH-LIS WAHIDURAH | ALKA A KULJARNI | 18/09/12 11:51 | - | [Icons] |
| E 100302012CC | [Attachment] | selfad | selfad | ALKA A KULJARNI | 18/09/12 08:51 | - | [Icons] |
| P 100442012LF | | dfpdy | fyjd | ALKA A KULJARNI | 12/09/12 09:17 | - | [Icons] |
| E 100242012LF | [Attachment] | GS Sharma -00011 | Ram Parkash | ALKA A KULJARNI | 16/09/12 00:25 | - | [Icons] |
| P 100382012LF | | adad | asd | GEETA SHARMA | 03/09/12 09:45 | - | [Icons] |
| P 100512012LF | [Attachment] | qpt | stut | GEETA SHARMA | 03/09/12 09:42 | - | [Icons] |

LEGEND: [Blue] Out Today, [Red] Most Immediate, [Green] Immediate, [Yellow] Ordinary

Fig.eFile. 11

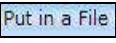
User can also Pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

User could also see the remarks on the receipt through remarks blue icon along .Reply or forward action can be done from here.

- f) **Put in a File:** User can use this option to attach the generated receipt to a concerned file.

If any File is referenced/attached with the receipt then 'Put in a File' option will not work. For that, First user needs to detach the referenced File.

To put up a receipt under a file, user has to perform the following steps:

- Click the **Put in a File** () link, as a result list of files will appear, as shown in Fig.eFile.12:

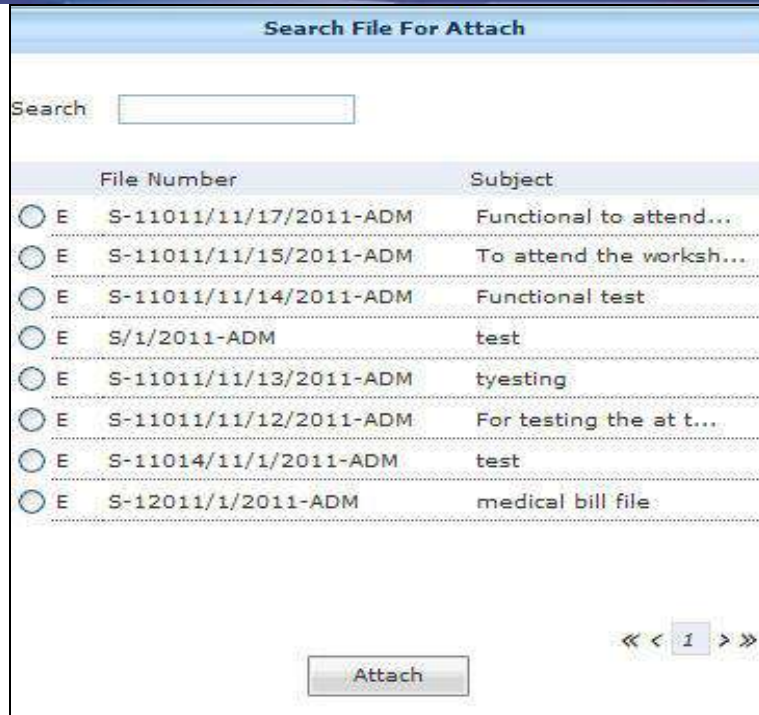


Fig.eFile. 12

The list contains files which are present in 'Created (Completed)' or 'Inbox' section of File.

- Select a file in which the receipt needs to be attached and click the **Attach** () button (Fig.eFile.12), as a result the receipt gets attached under the selected file, as shown in Fig.eFile.13:

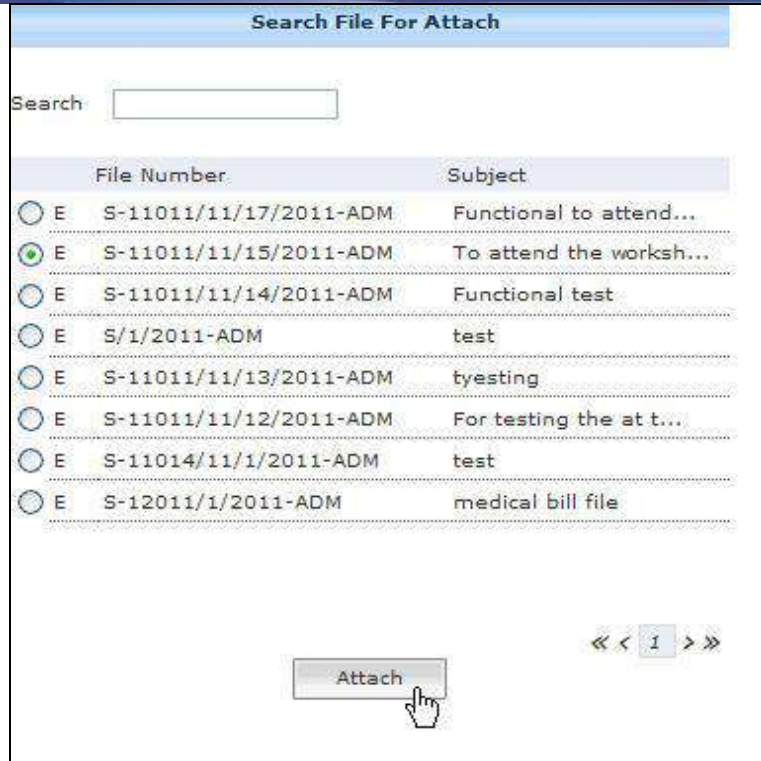


Fig.eFile. 13

g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' () button a new Receipt number will be allocated to the copied receipt.

h) **Dispatch:** User can use this option to Dispatch the electronic receipt.

To Dispatch the generated receipt, user has to perform the following steps:

- o Click the **Dispatch** () link, as a result the confirm message will appear, to move the generated receipt to the inbox for dispatching, as shown in Fig.eFile.14:

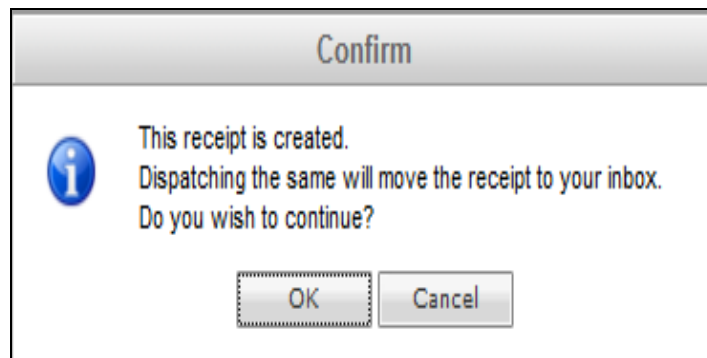


Fig.eFile. 14

- After confirming, while dispatching from inbox section, choose the 'Reply Type', 'Nature of Reply' and other required fields and click the 'Save' () button to send for further approval process.

No file should be attached to the receipt while dispatching of same receipt.

- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

- Click the **Attach File** () link, as a result list of files will appear, as shown in Fig.eFile.15:

The list contains files which are present in 'Created' or 'Inbox' section of File.

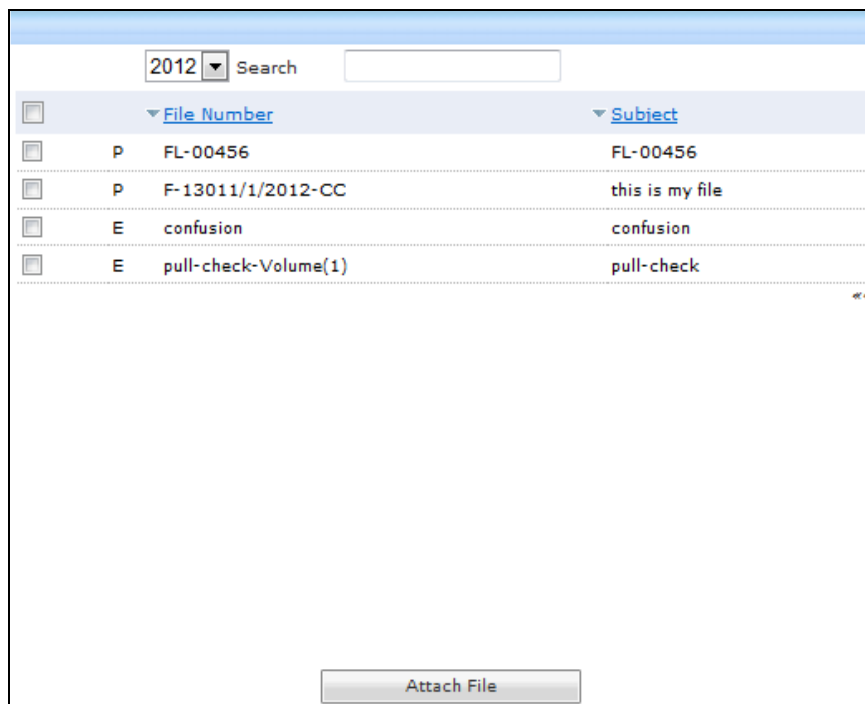


Fig.eFile. 15

- Select a file in which the receipt needs to be attached and click the **Attach File** () button, as shown in Fig.eFile.16:

2012 Search

| <input type="checkbox"/> | File Number | Subject |
|--------------------------|------------------------|-----------------|
| <input type="checkbox"/> | P FL-00456 | FL-00456 |
| <input type="checkbox"/> | P F-13011/1/2012-CC | this is my file |
| <input type="checkbox"/> | E confusion | confusion |
| <input type="checkbox"/> | E pull-check-Volume(1) | pull-check |

Fig.eFile. 16

As a result the attached file reflects under 'Referenced Files' section of that Receipt, as shown in Fig.eFile.17:

| | | |
|-------------------------------------|-----------------|-------------------------|
| Receipt Number | : | 8131/2012/CC |
| File No. | : | |
| Subject | : | dsfd |
| From | : | dsfd |
| Sent Date | : | 2012-02-17 17:09:36.385 |
| Sent By | Sent On | Sent To |
| ALOK PANDEY | 17/02/12 | ALOK PANDEY |
| Action | Remarks | |
| | | - |
| Dispatch History | | |
| <u>Dispatch Number.</u> | <u>Subject</u> | <u>Dispatch Date</u> |
| | | <u>Sent Through</u> |
| | | <u>Dispatch Mode</u> |
| Referenced Files | | |
| <u>File Number</u> | <u>Subject</u> | <u>Attached by</u> |
| P FL-00456 | FL-00456 | ALOK PANDEY |
| E D-25014/3/2012-CC | PMO001 | ALOK PANDEY |
| P F-13011/1/2012-CC | this is my file | ALOK PANDEY |

Fig.eFile. 17

View of physical file if opened from (Fig.eFile.17):

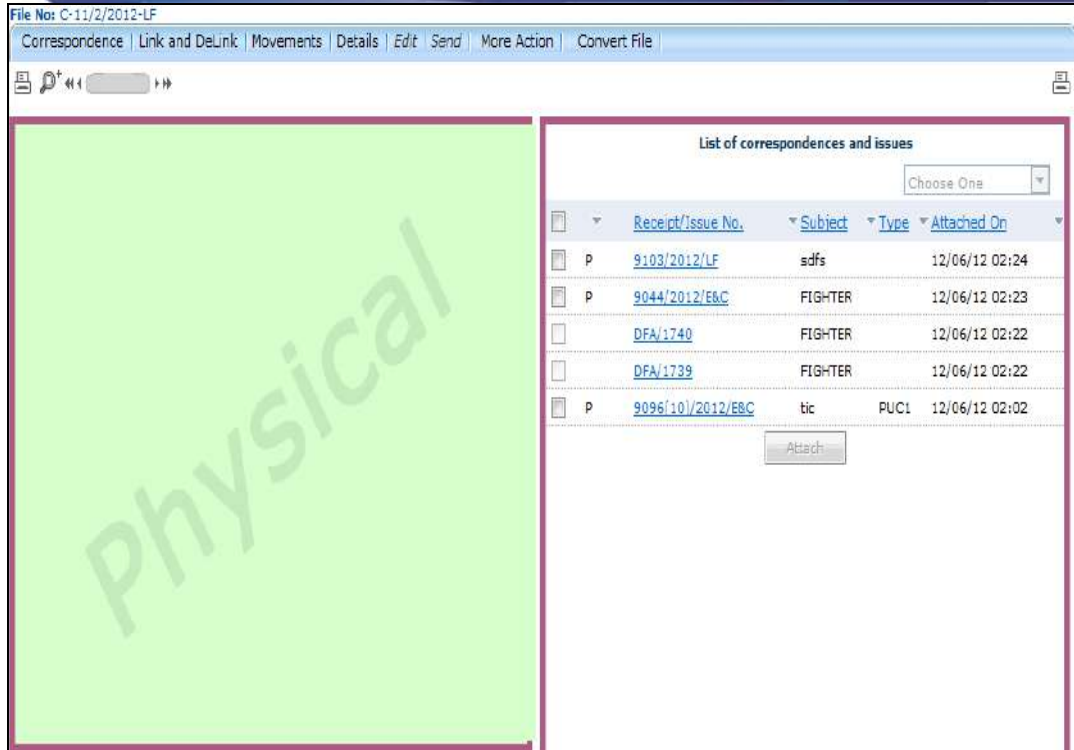


Fig.eFile. 18

View of Electronic file if opened from (Fig.eFile.17):

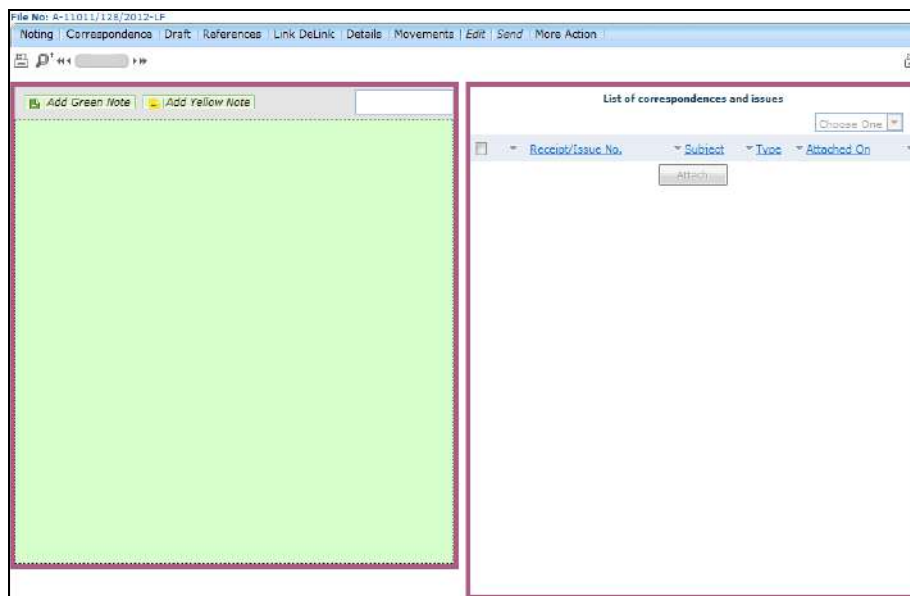


Fig.eFile. 19

Irrespective of the nature of file opened from (Fig.eFile.17), whether it is Physical or Electronic, user

cannot take any actions on the attached files.

- j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the '**Attach Receipt**' [Attach Receipt](#) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.20:

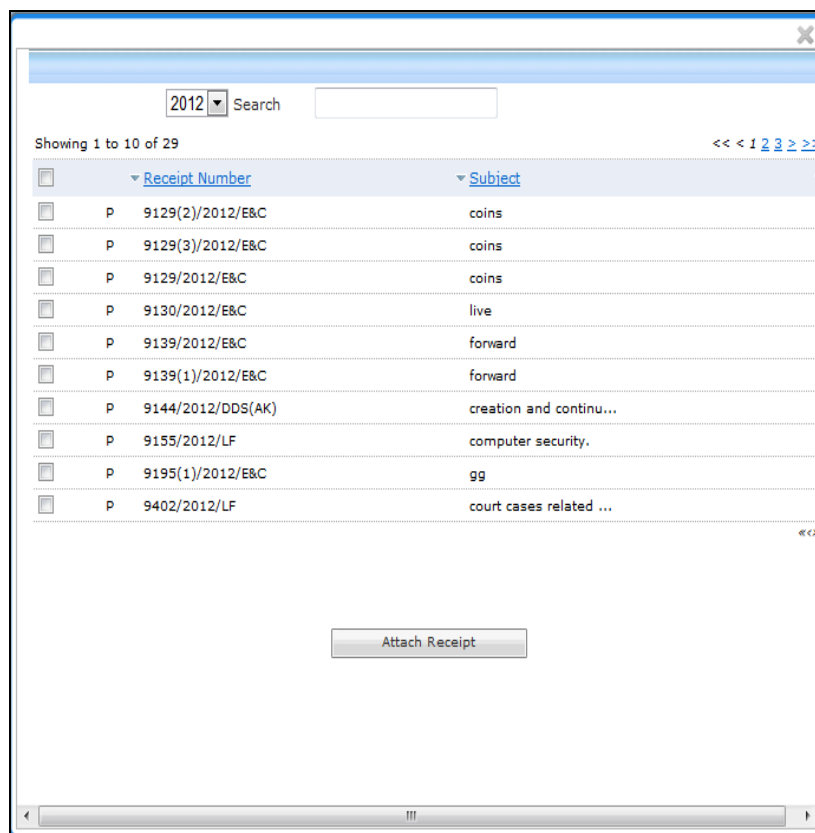


Fig.eFile. 20

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.21:

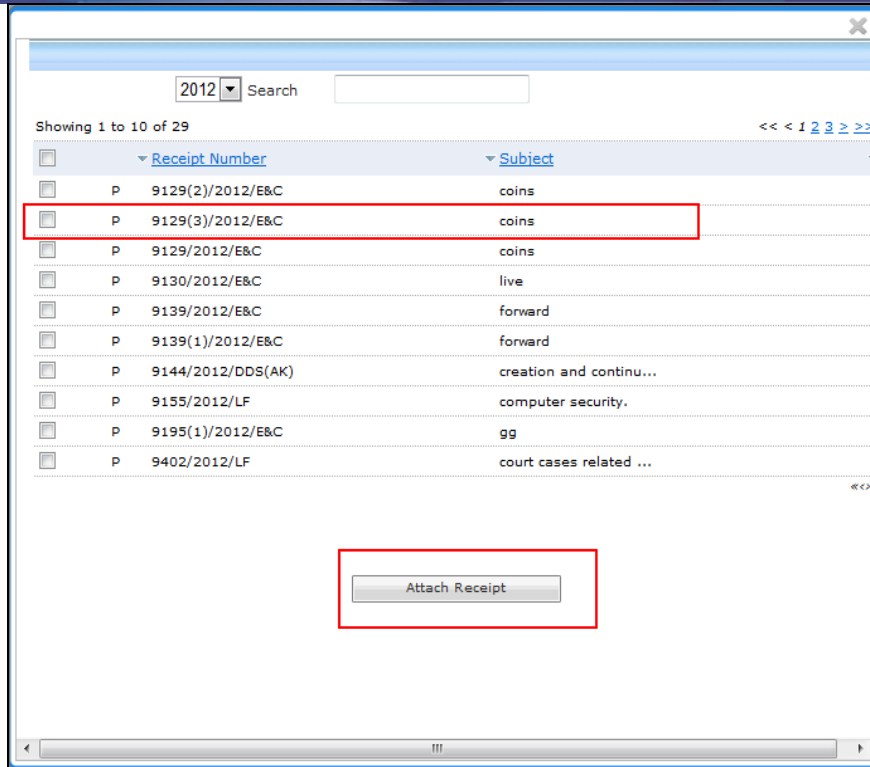


Fig.eFile. 21

As a result, 'Attach Receipt Remarks' window appears, as shown in Fig.eFile.22:

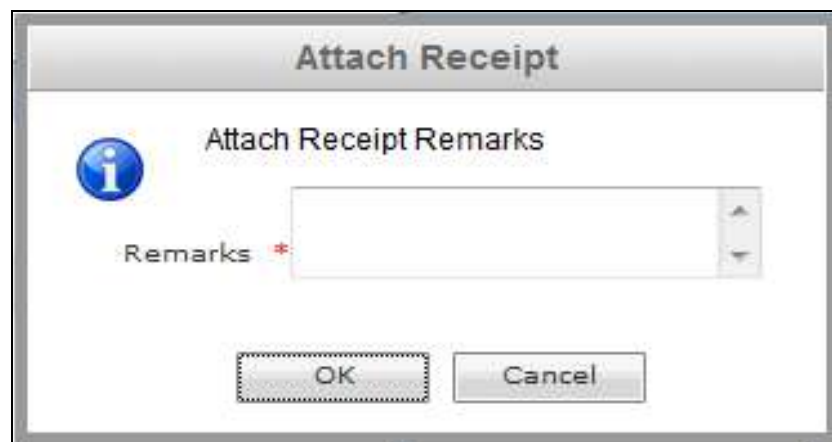


Fig.eFile. 22

- Enter the remarks and click the 'OK' button (Fig.eFile.28), as shown in Fig.eFile.23:

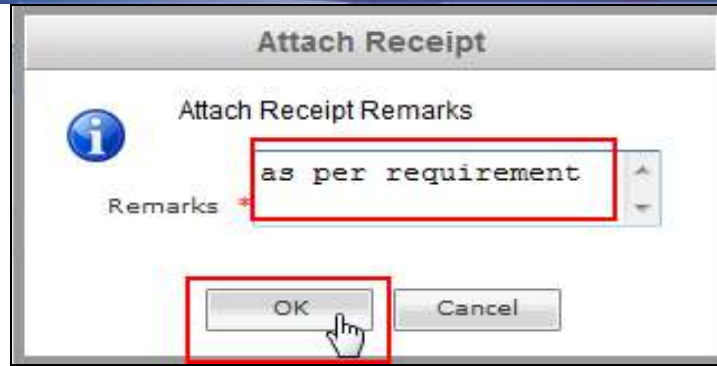


Fig.eFile. 23

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, as shown in Fig.eFile.24:



Fig.eFile. 24

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Browse and Diarise Process of Physical File:

Refer to Browse and Diarise process of Electronic Receipt, In Physical Receipt just the Browsing and Uploading of Correspondence is Non- Mandatory, rest of the process is same.

Inbox:

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK.

User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character 'E' and 'P' which is written before the receipt number.

Character 'E' symbolizes Electronic Receipt whereas character 'P' symbolizes Physical Receipt.

There are 10 Links provided under receipt Inbox:

Receive:

Helps the user to receive the **Physical** Receipt. Without receiving the physical receipt user cannot make any action on that particular receipt as shown in the Fig.eFile.25:

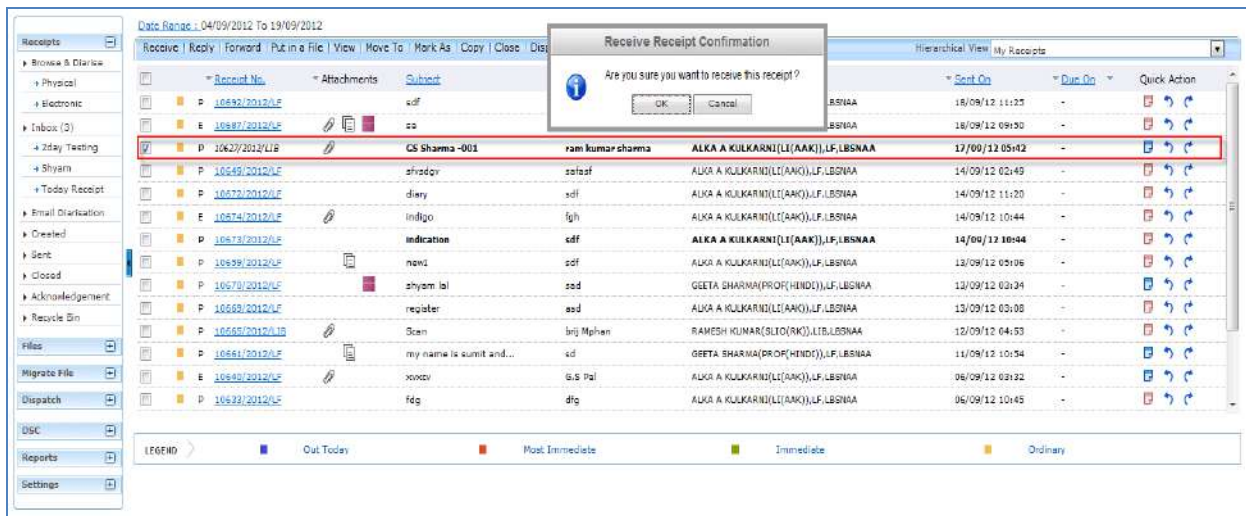


Fig.eFile. 25

Reply:

Helps the user to reply to the sender of the Receipt.

To send a reply on the receipt user has to perform the following steps:

- Select a receipt from the **Receipt** Inbox for which reply has to be send and click the '**Reply**' link, as shown in Fig.eFile.26:

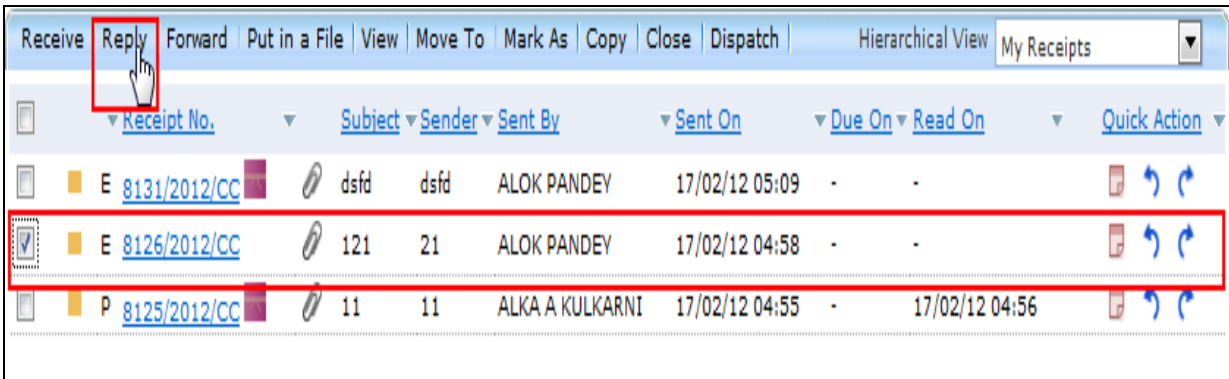


Fig.eFile. 26

- Click the '**Reply**' link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.27:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To: Rathindra Nath Mukherjee--PA (DM)

Cc:

Set Due Date: [] [17]

Action: Choose One

Priority: Choose One

Total 1000 character left

Remarks: []

Send

Fig.eFile. 27

- Enter the '**CC**' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.28:

The screenshot shows a 'Send' dialog box with the following fields and values:

- Receipt Number : 1886/2011/ADMCON
- Subject : test
- To : Rathindra Nath Mukherjee--PA (DM)
- Cc : Rathindra Nath Mukherjee--PA (DM)
- Set Due Date : 30/08/2011
- Action : A dropdown menu is open, showing options: Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. 'Forward' is selected.
- Priority : (empty)
- Remarks : (empty)

A 'Send' button is located at the bottom right of the dialog.

Fig.eFile. 28

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, and click the **Send** () button as shown in Fig.eFile.29:

Send

Receipt Number : **1886/2011/ADMCON**

Subject : **test**

To : Rathindra Nath Mukherjee--PA (DM)-

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date : 17

Action : Choose One

Priority : Choose One

Total 1000 character left

Remarks :

Fig.eFile. 29

As a result, the receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.30.

| Forward Mark As View Copy | | | | | | | |
|---------------------------------|-----------------------------------|--|-------------------------|------------|-------------------|----------------|----------------|
| | Receipt No. | | Subject | Sender | Sent to | Sent On | Due On |
| <input type="checkbox"/> | E 8126/2012/CC | | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - |
| <input type="checkbox"/> | E 8128/2012/CC | | Hi | 21 | ALOK PANDEY | 17/02/12 05:01 | - |
| <input type="checkbox"/> | E 8126/2012/CC | | 121 | 21 | ALOK PANDEY | 17/02/12 04:58 | - |
| <input type="checkbox"/> | P 8125/2012/CC | | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:53 | - |
| <input type="checkbox"/> | E 8123(1)/2012/CC | | acr related | ram mohan | AJAY KUMAR | 17/02/12 01:16 | 17/02/12 12:00 |
| <input type="checkbox"/> | E 8123/2012/CC | | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:16 | 17/02/12 12:00 |
| <input type="checkbox"/> | E 8122(1)/2012/CC | | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:09 | 17/02/12 12:00 |
| <input type="checkbox"/> | E 8122(1)/2012/CC | | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:09 | 17/02/12 12:00 |
| <input type="checkbox"/> | E 8122/2012/CC | | acr related | ram mohan | ALKA A KULKARNI | 17/02/12 01:09 | 17/02/12 12:00 |
| <input type="checkbox"/> | E 8117/2012/CC | | sda | dsdd | GARIMA YADAV | 17/02/12 12:54 | - |
| <input type="checkbox"/> | P 8118/2012/CC | | sdds | sds | AJAY KUMAR DHIMAN | 17/02/12 12:54 | - |
| <input type="checkbox"/> | P 8119/2012/CC | | training of the Empl... | Raj Kanwar | ALKA A KULKARNI | 17/02/12 12:51 | 24/02/12 12:00 |

Fig.eFile. 30

Forward:

Helps the user to forward a particular receipt/s to one or more recipients at a time.

User cannot forward multiple nature receipts. i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

To Forward a Receipt/s, user has to perform following steps:

Select receipt/s from the Receipt Inbox which needs to be forwarded and click the **'Forward'** link, as shown in Fig.eFile.31:

| Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts |
|-------------------------------------|-------|--------------|---------------|------|-----------------|----------------|------|----------------|----------|-------------------|-------------|
| <input type="checkbox"/> | | | | | | | | | | | |
| <input type="checkbox"/> | E | 8126/2012/CC | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - | - | | | |
| <input checked="" type="checkbox"/> | E | 8131/2012/CC | dsfd | dsfd | ALOK PANDEY | 17/02/12 05:09 | - | - | | | |
| <input type="checkbox"/> | P | 8125/2012/CC | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:55 | - | 17/02/12 04:56 | | | |

Fig.eFile. 31

- Click the **Forward** link, as a result the **'Send'** page will appear, as shown in Fig.eFile.32:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To:

Cc:

Set Due Date: 17

Action: Choose One

Priority: Choose One

Total 1000 character left

Remarks:

Send

Fig.eFile. 32

- Either directly enter the name in the **'To'** option or click the **'To'** link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.33:

Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | View Draft | Attach File | Attach Receipt

Send

Receipt Number : 10270/2012/CC

Subject : sdfadf

To : []

| | | |
|-----------------------------|-------------|------------------|
| ALKA A KULKARNI | L(AAK) | LANGUAGE FACULTY |
| ARJUN RAM TAMTA | CMO(ART) | MEDICAL CENTRE |
| ARVIND GOVAL | UDC(AG) | ADMINISTRATION |
| BALAM SINGH RAWAT | SUPDT(TRGZ) | TRAINING II |
| BALSIR SINGH RAWAT | DA(BSR) | ACCOUNTS |
| BHAWANA ABHAY POEWALHI(BAP) | | LANGUAGE FACULTY |
| SHEEMA NAND DABRAL | DA(BND) | ESTATES |

Set Due Date

Action

Priority

Remarks

Total 1000 character left

Send as sticky note

Send

Fig.eFile. 33

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.34:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To : Rathindra Nath Mukherjee--PA (DM)-

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date

Action : Choose One

- Choose One
- Forward
- Approve
- Pl. Discuss
- Give Time
- Pl. Call
- Fix a meeting
- Response

Priority


Remarks

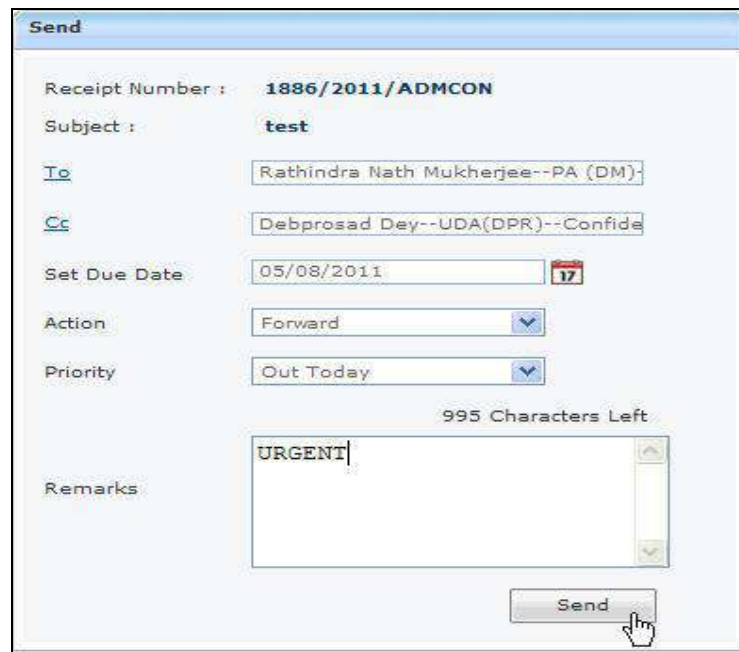
Total 1000 character left

Send

Fig.eFile. 34

- Select the **Priority** (if required) of the receipt from the dropdown menu.

- Type the **remarks** (if required) in the Remarks text box and click the **Send** () button, as shown in Fig.eFile.35:




Send


Receipt Number : **1886/2011/ADMCON**


Subject : **test**

To : Rathindra Nath Mukherjee--PA (DM)

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date : 05/08/2011 

Action : Forward 

Priority : Out Today 

995 Characters Left

Remarks : URGENT


Send 

Fig.eFile. 35

As a result, the scanned and created receipt is sent to the intended recipient.

Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.36:

Date Range : 03/09/2012 To 18/09/2012

Forward | Mark As | View | Copy

| Receipt No. | Attachments | Subject | Sender | Sent to | Sent On | Due On |
|-----------------|-------------|---------|--------|-----------------|----------------|----------------|
| P 10400/2012/AF | | sdasd | xyz | ALKA A KULKARNI | 18/09/12 12:19 | 14/09/12 12:00 |
| P 10400/2012/AF | | sdasd | xyz | ALKA A KULKARNI | 13/09/12 12:52 | 14/09/12 12:00 |
| P 10400/2012/AF | | sdasd | xyz | ALKA A KULKARNI | 13/09/12 12:12 | - |
| P 10359/2012/AF | | dfgdfg | fghd | ALKA A KULKARNI | 12/09/12 03:17 | - |

LEGEND: Out Today, Most Immediate, Immediate, Ordinary

Fig.eFile. 36

Put in a File:

Helps the user to attach a receipt/s to a concerned file.

To attach a Receipt/s under the file, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be Put in a File, as shown in Fig.eFile.37:

Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts

| Receipt No. | Subject | Sender | Sent By | Sent On | Due On | Read On | Quick Action |
|----------------|---------|--------|-----------------|----------------|--------|----------------|--------------|
| E 8126/2012/CC | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - | - | |
| E 8131/2012/CC | dsfd | dsfd | ALOK PANDEY | 17/02/12 05:09 | - | - | |
| P 8125/2012/CC | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:55 | - | 17/02/12 04:56 | |

Fig.eFile. 37

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.38:

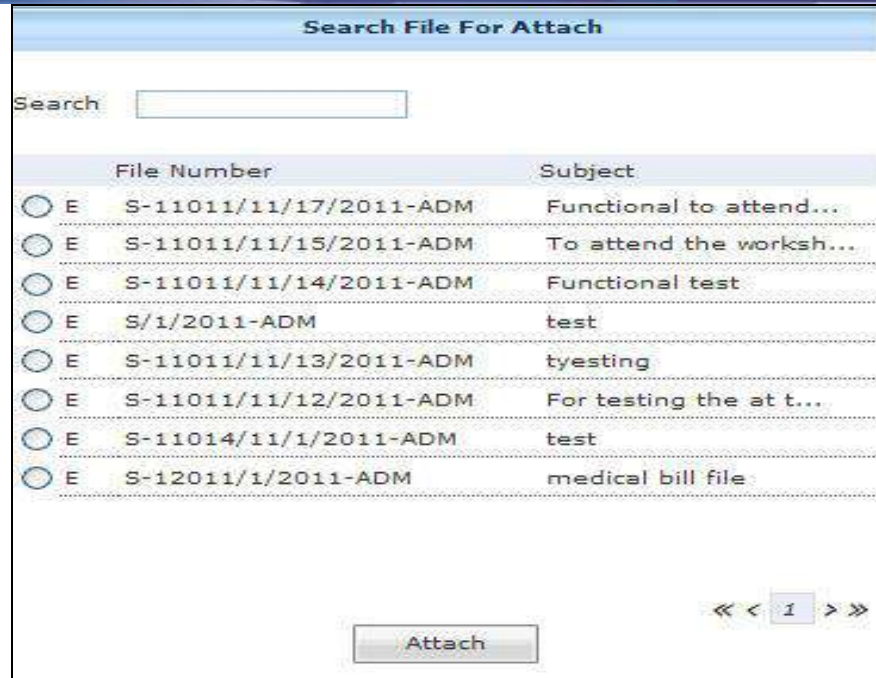


Fig.eFile. 38

The list contains files which are present in 'Created' or 'Inbox' section of File.

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.39:

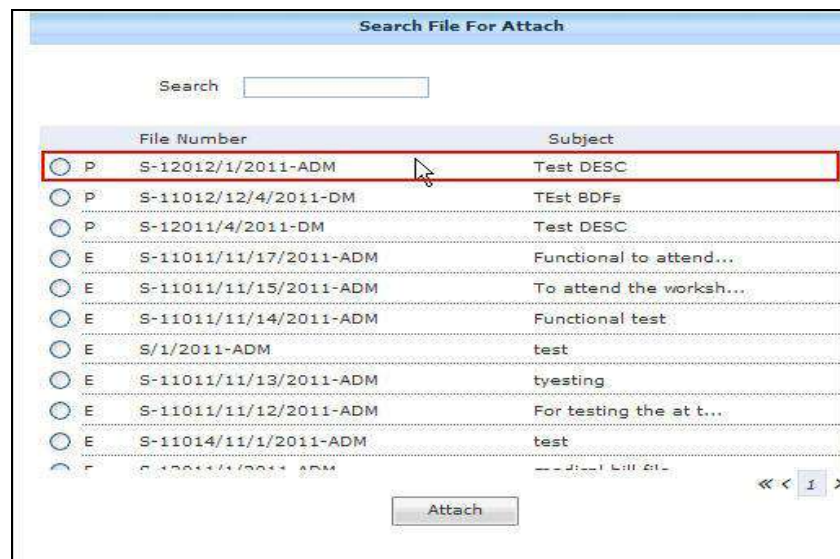


Fig.eFile. 39

- Click the **Attach** () button (Fig.eFile.44), as a result the receipt gets attached under the selected file.

View:

Helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Followed Up, Physical, Electronic, All)

To use this option, user has to perform following steps:

Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.40:

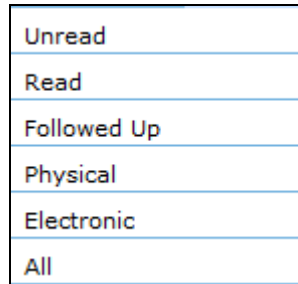


Fig.eFile. 40

- i. **Unread-** Click the **Unread** from the dropdown menu to view **unread receipts** as shown in Fig.eFile.41:

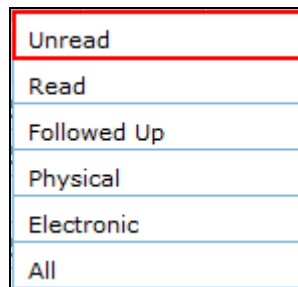


Fig.eFile. 41

- ii. **Read-** Click the **Read** from the dropdown menu to view **read receipts** as shown in Fig.eFile.42:

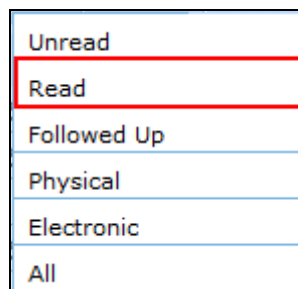


Fig.eFile. 42

- iii. **Followed Up-** Click the **Followed Up** from the dropdown menu to view the receipts on which the user has marked a follow up, as shown in Fig.eFile.43:

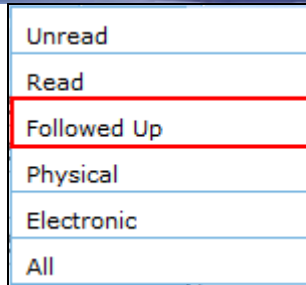


Fig.eFile. 43

- iv. **Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts, as shown in Fig.eFile.44:

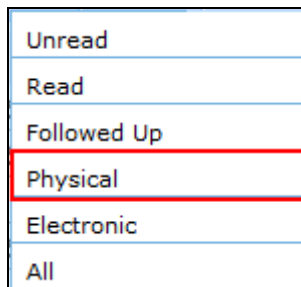


Fig.eFile. 44

- v. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.45:

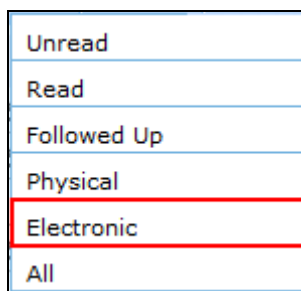


Fig.eFile. 45

- vi. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.46:

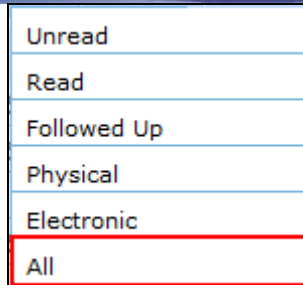


Fig.eFile. 46

Move To:

Helps the user to create **New Folders** and manage **Existing Folders**.

To create **New Folder** or to manage existing ones, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be moved to new Folder.
- Move the cursor on **Move To**, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.47:

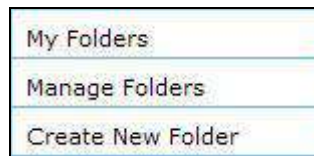


Fig.eFile. 47

- My Folders**-Click the **My Folders** link from the dropdown menu to view the Receipt inbox and its subfolders.
- Manage Folders**-Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under Receipt Inbox.
- Create New Folder**- Click the **Create New Folder** link from the dropdown menu to create a new folder under Receipt inbox

To create a new Folder user has to perform following steps:

- Click the **Create New Folder** option, as shown in Fig.eFile.48:

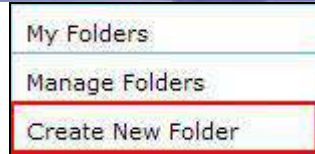


Fig.eFile. 48

As a result following screen appears, as shown in Fig.eFile.49:

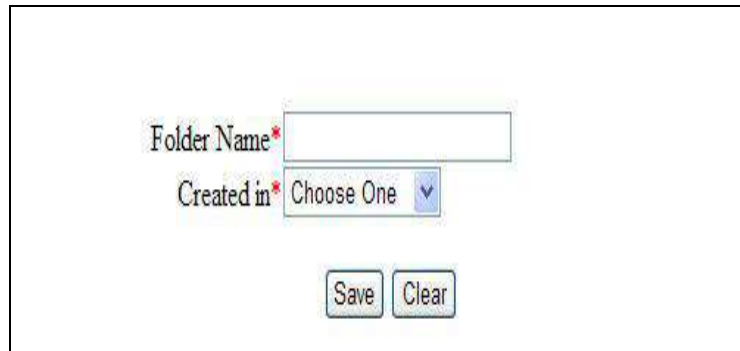


Fig.eFile. 49


- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile.50:



Fig.eFile. 50

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt and also 'Mark As' option helps to **remove** the existing follow up.

To create a new follow up on a receipt user has to perform the following steps:

- Select the receipt on which follow up need to be created and click the **New Follow Up** option under ‘Mark As’ Link, as shown in Fig.eFile.51:

Date Range : 28/06/2012 To 13/07/2012

Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts

| Receipt No. | Attachments | New Followup | Sender | Sent By | Sent On | Due On | Quick Action |
|---------------------|-------------|--|-----------------|-----------------------|----------------|--------|--------------|
| P 10100/2012/E&C | | Remove Followup departmental securit... | Ram Kumar Gupta | ALKA A KULKARNI | 13/07/12 10:59 | - | 📄 ↻ ↺ |
| P 10103/2012/E&C | | food and tech1 | dsf | ALKA A KULKARNI | 13/07/12 10:55 | - | 📄 ↻ ↺ |
| E 10107/2012/CC | | gfxg | asd | ALOK PANDEY | 13/07/12 10:27 | - | 📄 ↻ ↺ |
| P 9864/2012/E&C | | release1 | sadf | ALKA A KULKARNI | 12/07/12 05:10 | - | 📄 ↻ ↺ |
| P 10096(1)/2012/PRT | | 22 | asd | DINESH CHANDRA LOHANI | 12/07/12 05:07 | - | 📄 ↻ ↺ |
| P 10097(1)/2012/LF | | Conduct Rules Intima... | ram manohar | DINESH CHANDRA LOHANI | 12/07/12 05:07 | - | 📄 ↻ ↺ |
| P 9117/2012/CC | | asd | asd | ALKA A KULKARNI | 12/07/12 05:06 | - | 📄 ↻ ↺ |
| P 9825/2012/E&C | | new2 | fgh | ALKA A KULKARNI | 12/07/12 05:06 | - | 📄 ↻ ↺ |
| P 9240(2)/2012/PRT | | rrr | rrr | ALKA A KULKARNI | 12/07/12 03:02 | - | 📄 ↻ ↺ |
| P 9963/2012/LF | | test | ram manohar | ALKA A KULKARNI | 12/07/12 03:02 | - | 📄 ↻ ↺ |
| P 10047/2012/LF | | Appointments.... | G G Kapoor | ALKA A KULKARNI | 12/07/12 03:02 | - | 📄 ↻ ↺ |
| P 10066/2012/LF | | bug | asd | ALKA A KULKARNI | 12/07/12 03:02 | - | 📄 ↻ ↺ |
| P 10037/2012/LF | | assd | AS | ALKA A KULKARNI | 12/07/12 03:02 | - | 📄 ↻ ↺ |
| P 10071/2012/LF | | system1 | asd | ALKA A KULKARNI | 12/07/12 03:02 | - | 📄 ↻ ↺ |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 51

As a result **Follow up** screen will appear as shown in Fig.eFile.52:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None

When to Follow Up

16/02/2012 5 : 57 PM

Save Cancel

Fig.eFile. 52

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.53:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Forward the Receipt

Alert Mode

Email

SMS

Both

None

When to Follow Up

29/04/2012 5 : 57 PM

Save Cancel

Fig.eFile. 53

- Click the **Save** () button (Fig.eFile.53) as a result **Follow up** will be created.

Copy:

Helps the user to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

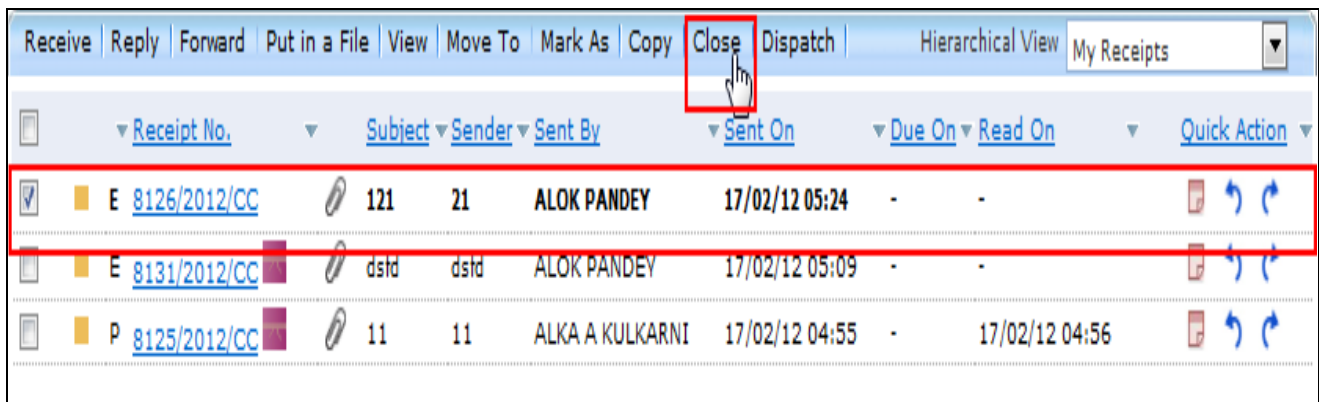
Close:

Helps the user to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.54:












| Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts |
|----------------|---------|---------|-----------------|----------------|---------|----------------|---|-------|----------|-------------------|-------------|
| Receipt No. | Subject | Sender | Sent By | Sent On | Due On | Read On | Quick Action | | | | |
| E 8126/2012/CC | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - | - |    | | | | |
| E 8131/2012/CC | dstd | dstd | ALOK PANDEY | 17/02/12 05:09 | - | - |    | | | | |
| P 8125/2012/CC | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:55 | - | 17/02/12 04:56 |    | | | | |

Fig.eFile. 54

As a result the '**Closing Confirmation**' message appears, as shown in Fig.eFile.55:

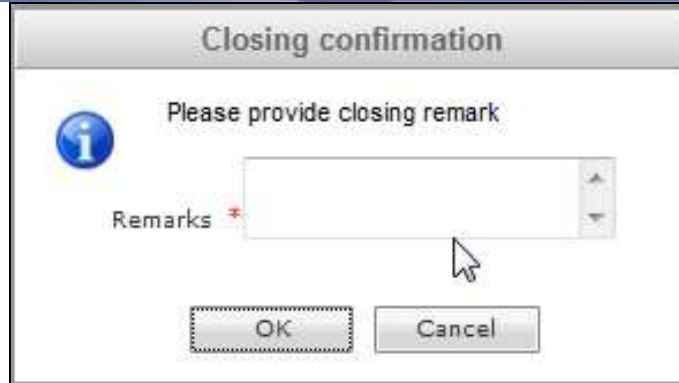


Fig.eFile. 55

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.56:

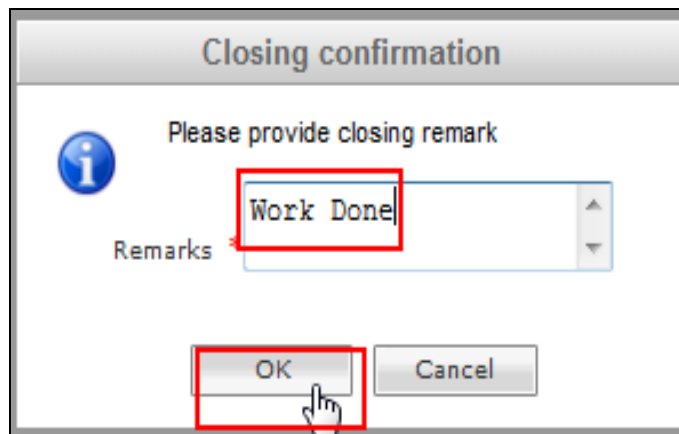


Fig.eFile. 56

As a result the receipt moves to the 'Closed' section of receipts.

Dispatch:

Helps the user to **Dispatch** a receipt.

The dispatch process for Physical and Electronic Receipt is explained below:

To dispatch Physical Receipt, user has to perform following steps:

- Select the physical receipt which needs to be dispatched and click the 'Dispatch' link, as shown in Fig.eFile.57:

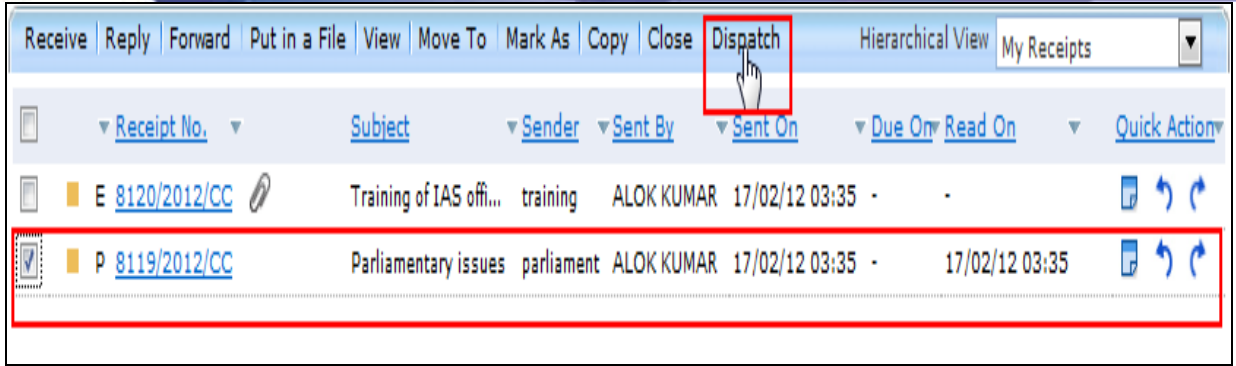


Fig.eFile. 57

As a result the **Dispatch** page appears, as shown in Fig.eFile.58 & 59:

| Dispatch | | | |
|--|---------------------------------------|-----------------|-------------------------|
| Postal Details | | | |
| Postal Mode | Choose One ▾ | Postal Charge | 0 |
| Medium | Choose One ▾ | Weight | 0 |
| Out Register Details | | | |
| Peon Book No | | Out Date | <input type="text"/> 17 |
| Peon Name | Choose One ▾ | Out Time | <input type="text"/> |
| Peon Code | Choose One ▾ | Delivery Status | No ▾ |
| | | Delivery Date | <input type="text"/> 17 |
| | | Delivery Time | <input type="text"/> |
| Receipt Details | | | |
| <input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh | | | |
| Receipt Number | 10097(1)/2012/L ▾ | Nature of Reply | Choose One ▾ |
| Reply Type | Choose One ▾ | GO Prefix | Choose One ▾ |
| Reminder Date | <input type="text"/> | | |
| Subject* (Maximum of 250 Characters) | (CC)-Conduct Rules Intimation. update | | |
| Communication Details | | | |
| Ministry | CABINET SECRETARIAT ▾ | | |
| Department | Choose One ▾ | | |
| Name* | ram manohar | | |
| Designation | tester | | |
| Address 1 * | delhi | | |
| Address 2 | new delhi | | |
| Email | ram@gmail.com | | |
| Organization | GPL ▾ | | |
| Country | INDIA ▾ | | |
| State | Delhi ▾ | | |
| Pincode | 121212 | | |
| Telephone | 121212121212 | | |
| Fax | <input type="text"/> | | |
| <input type="button" value="Clear Fields"/> | | | |

Fig.eFile. 58

Created
Sent
Closed
Acknowledgement
Recycle Bin

Files
Migrate File
Dispatch
DSC
Reports
Settings

Delivery Date
Delivery Time

Receipt Details

Reply (New/Print)

Receipt Number: 18395/2012/LF
Reply Type: Choose One
Nature of Reply: Choose One
Reminder Date
SO Prefix: Choose One

Subject* (Maximum of 250 Characters): dfgdfg

Communication Details

Ministry: Choose One
Department: Choose One
Name*: fgld
Designation
Address 1*: fgld/fgld
Address 2
Email
Organization: Choose One
Country: INDIA
State: Choose One
Pincode
Telephone
Fax

Clear Fields [Add More Recipients](#)

Language of draft: Choose One
Attachment: Browse... Upload

Dispatch By Self Dispatch By CRU

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Fig.eFile. 59

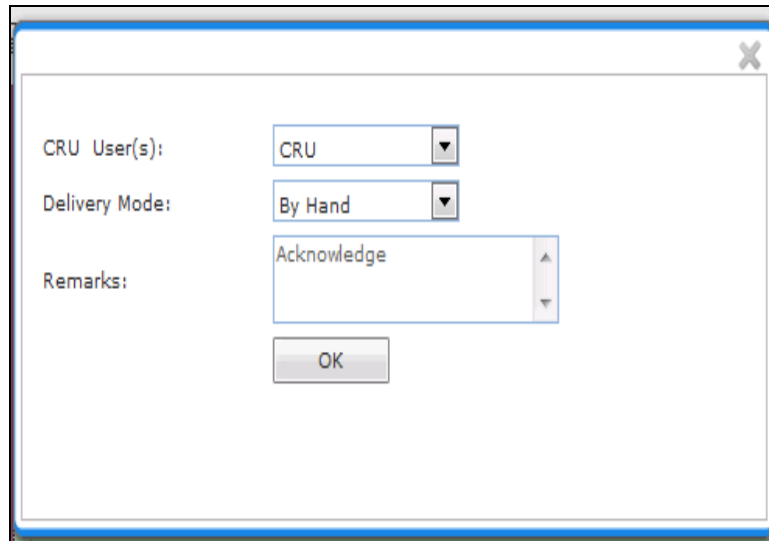
- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.60:

| Dispatch | | | |
|--|---------------------|-----------------|------------|
| Postal Details | | | |
| Postal Mode | Choose One | Postal Charge | 0 |
| Medium | Choose One | Weight | 0 |
| Out Register Details | | | |
| Peon Book No | | Out Date | |
| Peon Name | Choose One | Out Time | |
| Peon Code | Choose One | Delivery Status | No |
| | | Delivery Date | |
| | | Delivery Time | |
| Receipt Details | | | |
| <input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh | | | |
| Receipt Number | 10097(1)/2012/L | Nature of Reply | DO Letter |
| Reply Type | Final | GO Prefix | Choose One |
| Reminder Date | | | |
| Subject* (Maximum of 250 Characters) (CC)-Conduct Rules Intimation. update | | | |
| Communication Details | | | |
| Ministry | CABINET SECRETARIAT | | |
| Department | Choose One | | |
| Name* | ram manohar | | |
| Designation | tester | | |
| Address 1 * | delhi | | |
| Address 2 | new delhi | | |
| Email | ram@gmail.com | | |
| Organization | GPL | | |
| Country | INDIA | | |
| State | Delhi | | |
| Pincode | 121212 | | |
| Telephone | 99881561162 | | |
| Fax | | | |
| <input type="button" value="Clear Fields"/> | | | |

Fig.eFile. 60

Now the user has 2 options after filling the required metadata fields which are 'Dispatch By Self' and 'Dispatch By CRU'.

- If user selects 'Dispatch By Self' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to 'Closed' section of receipt.
- If user selects 'Dispatch By CRU' option, a popup appears. Popup contains the list of all the users mapped with CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.61:



CRU User(s): CRU

Delivery Mode: By Hand

Remarks: Acknowledge

OK

Fig.eFile. 61

In this case no user is mapped with CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of '**Copy Dispatch Data**' option available and send to other concerned Organization (if required), as shown in Fig.eFile.62:

| Dispatch | | | |
|--|---------------------------------------|-----------------|------------|
| Postal Details | | | |
| Postal Mode | Choose One | Postal Charge | 0 |
| Medium | Choose One | Weight | 0 |
| Out Register Details | | | |
| Peon Book No | | Out Date | |
| Peon Name | Choose One | Out Time | |
| Peon Code | Choose One | Delivery Status | No |
| | | Delivery Date | |
| | | Delivery Time | |
| Receipt Details | | | |
| <input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh | | | |
| Receipt Number | 10097(1)/2012/L | Nature of Reply | DO Letter |
| Reply Type | Final | GO Prefix | Choose One |
| Reminder Date | | | |
| Subject* (Maximum of 250 Characters) | (CC)-Conduct Rules Intimation. update | | |
| Communication Details | | | |
| Ministry | CABINET SECRETARIAT | | |
| Department | Choose One | | |
| Name* | ram manohar | | |
| Designation | tester | | |
| Address 1 * | delhi | | |
| Address 2 | new delhi | | |
| Email | ram@gmail.com | | |
| Organization | GPL | | |
| Country | INDIA | | |
| State | Delhi | | |
| Pincode | 121212 | | |
| Telephone | 99881561162 | | |
| Fax | | | |
| Clear Fields | | | |
| Language of draft | Choose One | | |
| Attachment | Browse... | Upload | |
| Copy Dispatch Data | | | |

Fig.eFile. 62

In case no user is mapped the dispatch is directly sent to the CRU.

As a result the receipt is dispatched to the selected CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU Dispatch).

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Latest Remarks** (📄) - Shows latest remark given on any particular receipt.
- ❖ **Reply** (↩) - It facilitates the user to reply to the sender of the receipt.
- ❖ **Forward** (➡) - Forward a particular receipt to one or more recipient at a time.

There are 11 links provided when opening up a receipt (Electronic):

- Movement:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.63:

| | |
|-----------------------|------------------------|
| Receipt No : | 9482(1)/2012/LF |
| Subject : | dsadasda |
| From : | dsadsad |
| Designation : | dsadsadas |
| Address : | dsadsad |
| Main Category : | All tendering process |
| Sub Category : | |
| Sent Date : | 12/06/12 02:57 |
| Opening Date : | 12/06/12 02:56 |
| Letter Reference No : | |
| Letter Date : | |

| Dispatch History | | | | |
|------------------|---------|---------------|--------------|---------------|
| Dispatch Number | Subject | Dispatch Date | Sent Through | Dispatch Mode |
| | | | | |

| Referenced Files | | | | |
|-----------------------|---------|-----------------|---|--|
| File Number | Subject | Attached by | | |
| P C-11/2/2012-LF | 123 | ALKA A KULKARNI | ✗ | |
| E A-11011/128/2012-LF | fdsafsd | ALKA A KULKARNI | ✗ | |

| Referenced Receipts | | |
|---------------------|---------|-------------|
| Receipt No. | Subject | Attached by |
| | | |

Fig.eFile. 63

- Edit:** User can use this option to edit the Metadata fields of the Receipt.

To edit a Receipt, user has to perform following steps:

- Click the **Edit** link ([Edit](#)), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- d) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- e) **Put in a File:**User can use this option to attach the receipt to a concerned file.

To attach a Receipt/s in a file, user has to perform following steps:

- Click the **Put in a File** link, as a result list of files will appear on the right side of receipt, as shown in Fig.eFile.64:

The list contains files which are present in 'Created' or 'Inbox' section of File.

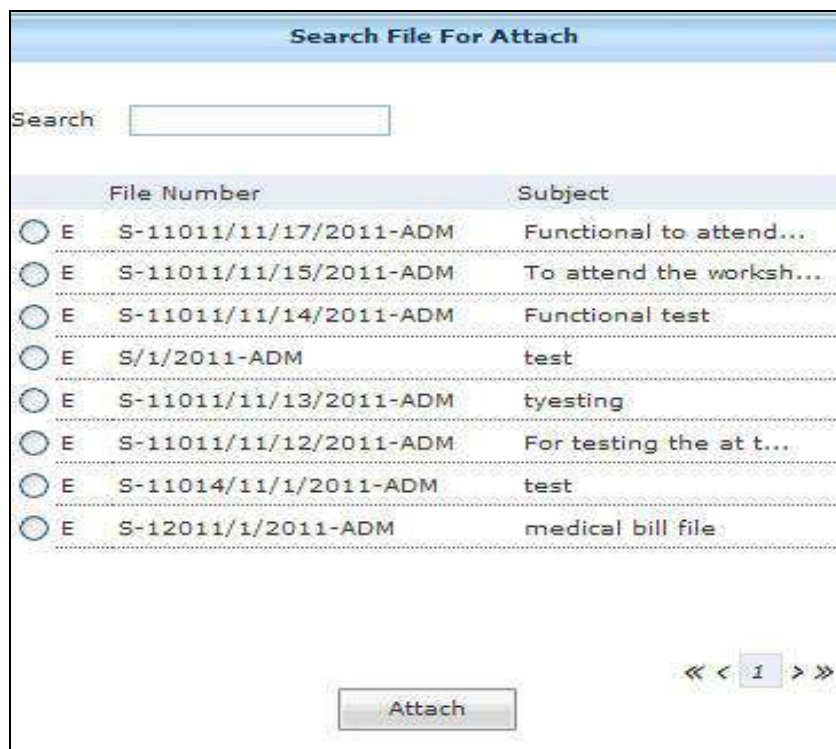


Fig.eFile. 64

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.65:

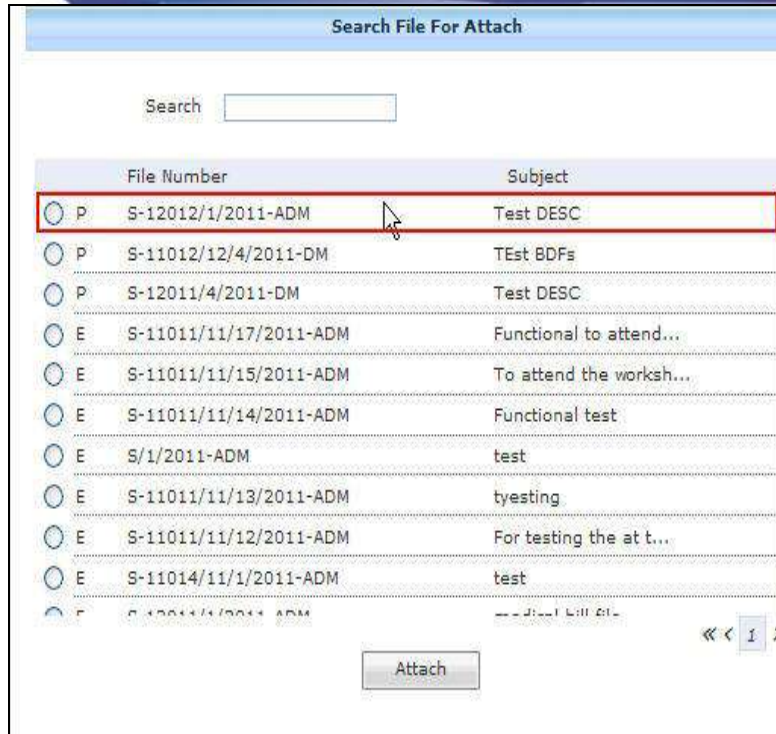


Fig.eFile. 65

Click the **Attach** () button (Fig.eFile.65), as a result the receipt gets attached to the selected file.

- f) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.
- g) **Close:** User can use this option to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.66:

| Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts |
|--|---------|---------|-----------------|----------------|---------|----------------|--------------|-------|----------|-------------------|-------------|
| Receipt No. | Subject | Sender | Sent By | Sent On | Due On | Read On | Quick Action | | | | |
| <input checked="" type="checkbox"/> E 8126/2012/CC | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - | - | | | | | |
| <input type="checkbox"/> E 8131/2012/CC | dstd | dstd | ALOK PANDEY | 17/02/12 05:09 | - | - | | | | | |
| <input type="checkbox"/> P 8125/2012/CC | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:55 | - | 17/02/12 04:56 | | | | | |

Fig.eFile. 66

As a result the 'Closing Confirmation' message appears, as shown in Fig.eFile.67:

Closing confirmation

Please provide closing remark

Remarks

Fig.eFile. 67

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.68:

Closing confirmation

Please provide closing remark

Remarks

Fig.eFile. 68

As a result the receipt moves to the '**Closed**' section of receipts.

- h) **Dispatch:** Refer to the Dispatch option under **Receipt Inbox**.
- i) **View Draft:** User can use this option to view the drafts that are already created.

View Draft option is available in Electronic Receipts only, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

- j) **Attach File:** Refer to the Attach File option under **Receipt inbox**.
- k) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

**Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.
Also, the receipt attached with other receipts can be send to only one user at a time.**

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the '**Attach Receipt**' ([Attach Receipt](#)) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.69:

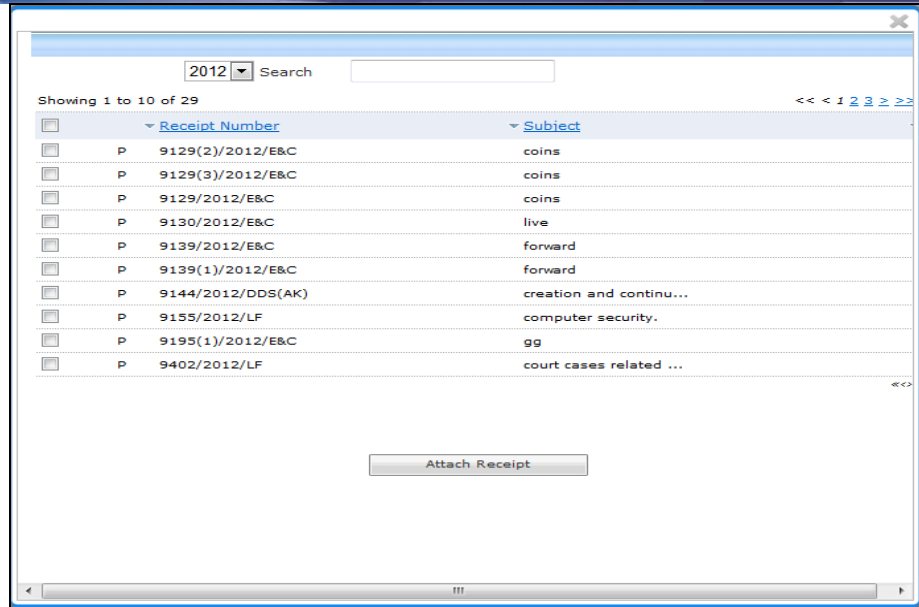


Fig.eFile. 69

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the 'Attach Receipt' button, as shown in Fig.eFile.70:

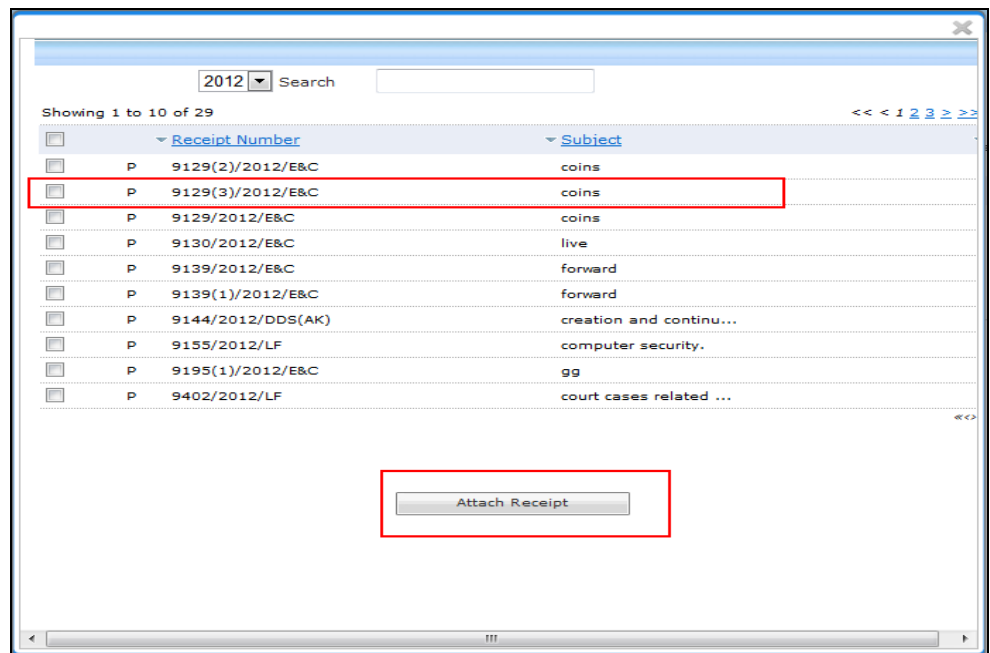


Fig.eFile. 70

As a result, 'Attach Receipt Remarks' window appears, as shown in Fig.eFile.71:

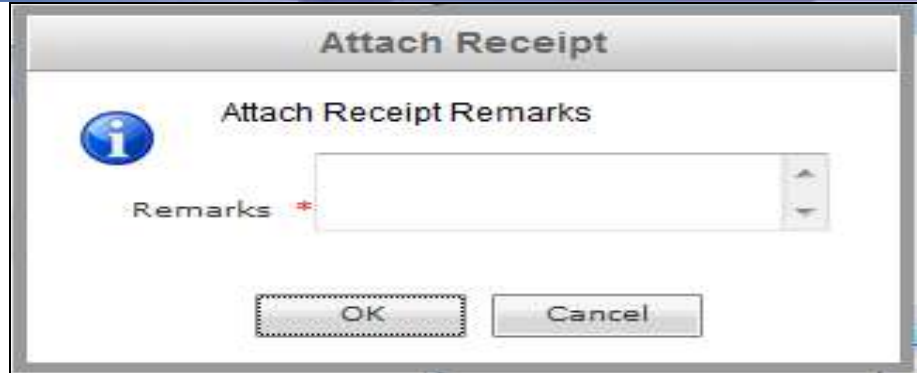


Fig.eFile. 71

- o Enter the remarks and click the 'OK' button (Fig.eFile.71), as shown in Fig.eFile.72:

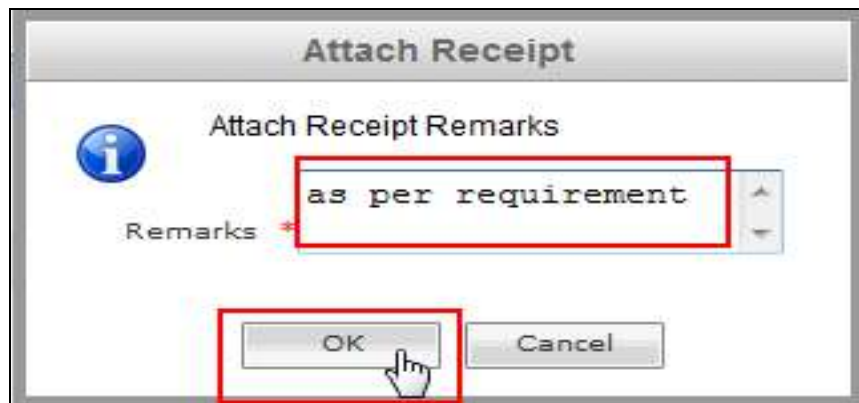


Fig.eFile. 72

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.73:

Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt

Receipt No : 8502(2)/2012/CC
 Subject : safasf
 From : sadsad
 Designation :
 Address : dsadsad
 Main Category : All Meetings related matters
 Sub Category :
 Sent Date : 19/06/12 12:42
 Opening Date : 19/03/12 11:42
 Letter Reference No :
 Letter Date :

Dispatch History

| Dispatch Number | Subject | Dispatch Date | Sent Through | Dispatch Mode |
|-----------------|---------|-----------------|------------------|---------------|
| 1/264/2012 | safasf | 26/3/12 2:13 PM | Lt(AAK) (Self) | |

Referenced Files

| File Number | Subject | Attached by |
|-------------|---------|-------------|
| | | |

Referenced Receipts

| Receipt No. | Subject | Attached by | |
|-----------------|---------|-----------------|---|
| P 9:29/2012/ERC | coins | ALKA A KULKARNI | X |

Fig.eFile. 73

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Email Diarisation

During Email Diarisation, email should have been sent to the efile from NIC Email. User should select the email from NIC Email inbox and Select option Move To eFile button. Below are the steps required to perform email diarisation to efile process:

- Click the **NIC email** link, as shown in Fig.eFile.74:

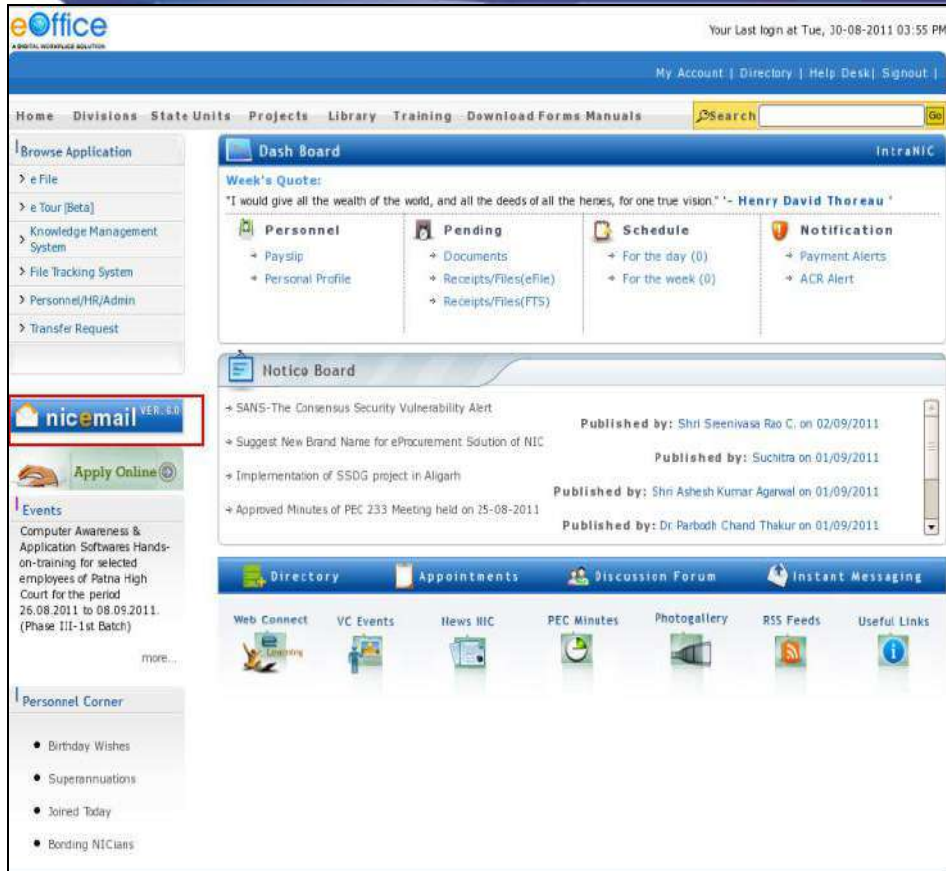


Fig.eFile. 74

As a result, **NIC email** gets open, as shown in Fig.eFile.75.

- Select the Receipt which needs to be moved to eFile Application, as shown in Fig.eFile.75:

The screenshot shows the eoffice webmail interface. At the top, there is a navigation bar with links for 'My Account', 'Directory', 'Help Desk', and 'Signout'. Below this is a search bar and a menu with options like 'Home', 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. On the left side, there is a 'Compose Mail' section and a list of folders including 'INBOX (4089)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and 'webservicess.nic.in (40)'. The main area displays an 'INBOX' table with columns for 'Subject', 'From', 'Date', and 'eFile Status'. One email is selected and highlighted with a red border. Below the table, there are buttons for 'Fetch Unreads', 'Sync Folder', 'Delete', and 'Move To eFile'. The footer contains 'Copyright © 2010, NIC' and 'Powered by National Informatics Centre'.

| | Subject | From | Date | eFile Status |
|-------------------------------------|---|-------------------|-----------------------|--------------|
| <input checked="" type="checkbox"/> | Re: Systems to be moved to the new location/S/W st... | Kapil | 14:25 | Not Sent |
| <input type="checkbox"/> | Details of eoffice machines | shobhit rawat | 14:09 | Not Sent |
| <input type="checkbox"/> | Fwd: Systems to be moved to the new location/S/W s... | Kapil | 11:24 | Not Sent |
| <input type="checkbox"/> | RE: [Dns-request] Request for URL Mapping | divya | 10:46 | Not Sent |
| <input type="checkbox"/> | Re: Re: Regd. Eoffice application for north24 par... | sandeep jand | 10:40 | Not Sent |
| <input type="checkbox"/> | Re: Regarding Two Servers in IDC | Kapil | 10:37 | Not Sent |
| <input type="checkbox"/> | eLeave Script | Jankit tomar | 10:18 | Not Sent |
| <input type="checkbox"/> | Guidelines New | sandeep jand | 04:10 | Not Sent |
| <input type="checkbox"/> | Dummy instance for Punjab | sandeep jand | 02:24 | Not Sent |
| <input type="checkbox"/> | Request for URL Mapping | Saroj Kumar Patro | Sep 01, 2011 04:07 PM | Not Sent |

Fig.eFile. 75

- Click the **Move To eFile** button to move the selected receipt to eFile application, as shown in Fig.eFile.76

The screenshot shows the eOffice portal interface. At the top right, it displays the user's name 'p.khetwal' and the last login time 'Tue, 30-09-2011 03:55 PM'. Below this is a navigation bar with links for 'My Account', 'Directory', 'Help Desk', and 'Signout'. A main navigation menu includes 'Home', 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals', along with a search bar. On the left, there is a 'Compose Mail' section and a list of folders: 'INBOX (4089)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and 'webservice.nic.in (40)'. The main content area shows an email list with columns for 'Subject', 'From', 'Date', and 'eFile Status'. The top message is 'Re: Systems to be moved to the new location/S/W st...' from 'Kapil' at '14:25', with a status of 'Sent'. A red box highlights the '1 messages eFile-d' notification and the 'Move To eFile' button. Below the email list is a pagination bar showing 'Next 10 items'.

| | Subject | From | Date | eFile Status |
|--------------------------|---|-------------------|-----------------------|--------------|
| <input type="checkbox"/> | Re: Systems to be moved to the new location/S/W st... | Kapil | 14:25 | Sent |
| <input type="checkbox"/> | Details of eoffice machines | shubhit rawat | 14:09 | Not Sent |
| <input type="checkbox"/> | Fwd: Systems to be moved to the new location/S/W s... | Kapil | 11:24 | Not Sent |
| <input type="checkbox"/> | RE: [Dns-request] Request for URL Mapping | divya | 10:46 | Not Sent |
| <input type="checkbox"/> | Re: Re: Regd: Eoffice application for north24 par... | sandeep jand | 10:40 | Not Sent |
| <input type="checkbox"/> | Re: Regarding Two Servers in IDC | Kapil | 10:37 | Not Sent |
| <input type="checkbox"/> | eLeave Script | jankit tomar | 10:18 | Not Sent |
| <input type="checkbox"/> | Guidelines New | sandeep jand | 04:10 | Not Sent |
| <input type="checkbox"/> | Dummy instance for Punjab | sandeep jand | 02:24 | Not Sent |
| <input type="checkbox"/> | Request for URL Mapping | Saroj Kumar Patro | Sep 01, 2011 04:07 PM | Not Sent |

Fig.eFile. 76

As a result, sent message appears at top (Fig.eFile.76).

- Click the **Home** Button to move to the **Home Page** of eOffice Portal, as shown in Fig.eFile.77

The screenshot displays the eOffice Portal interface. At the top left is the eOffice logo. The top right shows the user's name 'p.khetwal' and the last login time 'Tue, 30-08-2011 03:55 PM'. Below this is a navigation bar with links for 'My Account', 'Directory', 'Help Desk', and 'Signout'. A secondary navigation bar contains 'Home' (highlighted with a red box), 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. A search bar is located on the right of this bar.

The main content area is divided into two sections. On the left is a 'Compose Mail' sidebar with a list of folders: INBOX (4089), SentMail (3292), TrashCan (17), Drafts (0), Login Notifications (544), ProbablySpam (0), Sent (0), Trash (0), and webservice.nic.in (40). Below the folders is a 'Manage Folders' button.

The right section is titled '1 messages eFile-d'. It features a toolbar with 'Fetch Unreads', 'Sync Folder', 'Delete', a dropdown menu set to 'INBOX', 'Move To', and 'Move To eFile'. Below this is an 'INBOX' table with the following data:

| <input type="checkbox"/> | Subject | From | Date | eFile Status |
|--------------------------|---|-------------------|-----------------------|--------------|
| <input type="checkbox"/> | Re: Systems to be moved to the new location/S/W st... | Kapil | 14:25 | Sent |
| <input type="checkbox"/> | Details of eoffice machines | Ishobhit rawat | 14:09 | Not Sent |
| <input type="checkbox"/> | Fwd: Systems to be moved to the new location/S/W s... | Kapil | 11:24 | Not Sent |
| <input type="checkbox"/> | RE: [Dns-request] Request for URL Mapping | divya | 10:46 | Not Sent |
| <input type="checkbox"/> | Re: Re: Regd: Eoffice application for north24 par... | sandeep jand | 10:40 | Not Sent |
| <input type="checkbox"/> | Re: Regarding Two Servers in IDC | Kapil | 10:37 | Not Sent |
| <input type="checkbox"/> | eLeave Script | jankit tomar | 10:18 | Not Sent |
| <input type="checkbox"/> | Guidelines New | sandeep jand | 04:10 | Not Sent |
| <input type="checkbox"/> | Dummy instance for Punjab | sandeep jand | 02:24 | Not Sent |
| <input type="checkbox"/> | Request for URL Mapping | Saroj Kumar Patro | Sep 01, 2011 04:07 PM | Not Sent |

At the bottom of the page, there is a footer with 'Copyright © 2010, NIC' on the left and 'Powered by National Informatics Centre' on the right.

Fig.eFile. 77

As a result, Home Page of eOffice Portal appears as shown in Fig.eFile.78

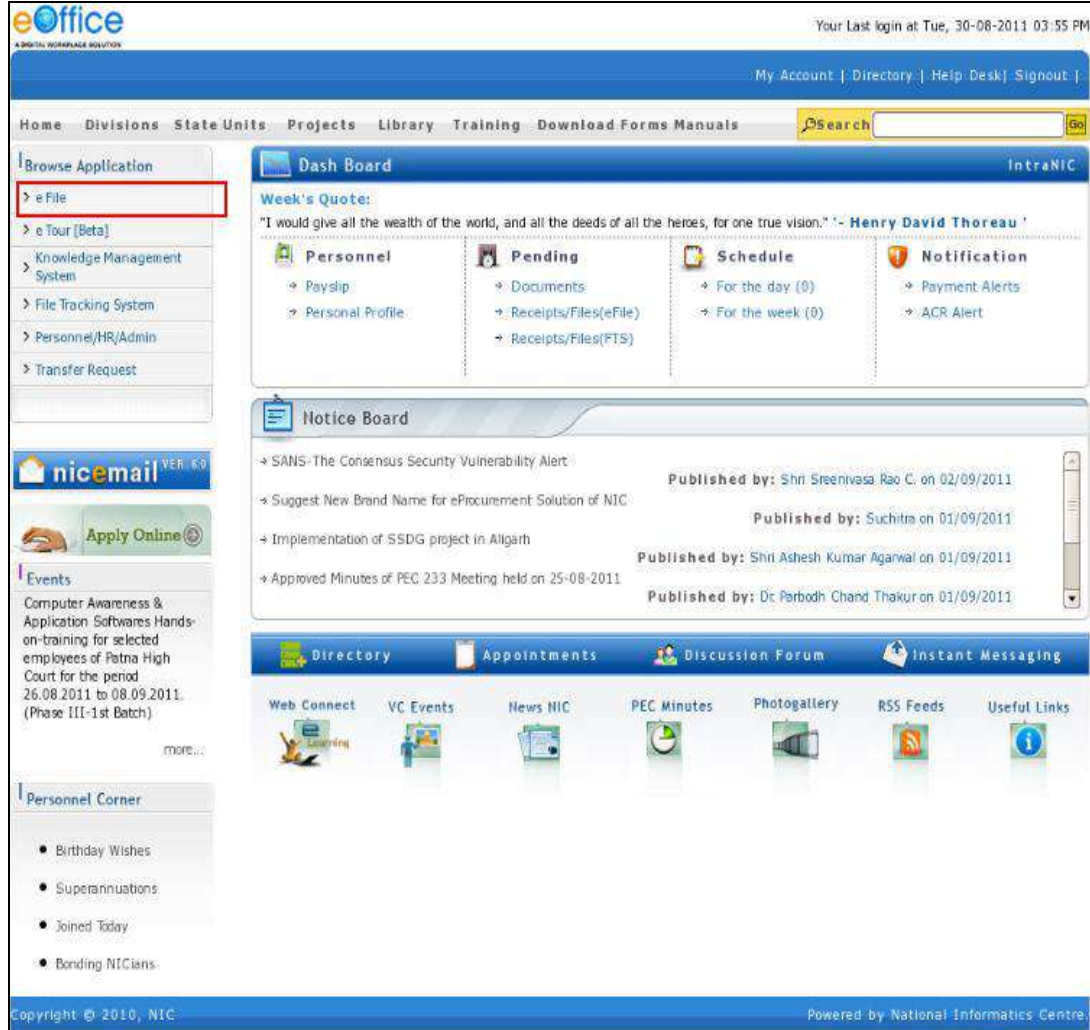


Fig.eFile. 78

- Click the **eFile** Link to move into eFile Application (Fig.eFile.78), as a result, eFile application opens as shown in Fig.eFile.79

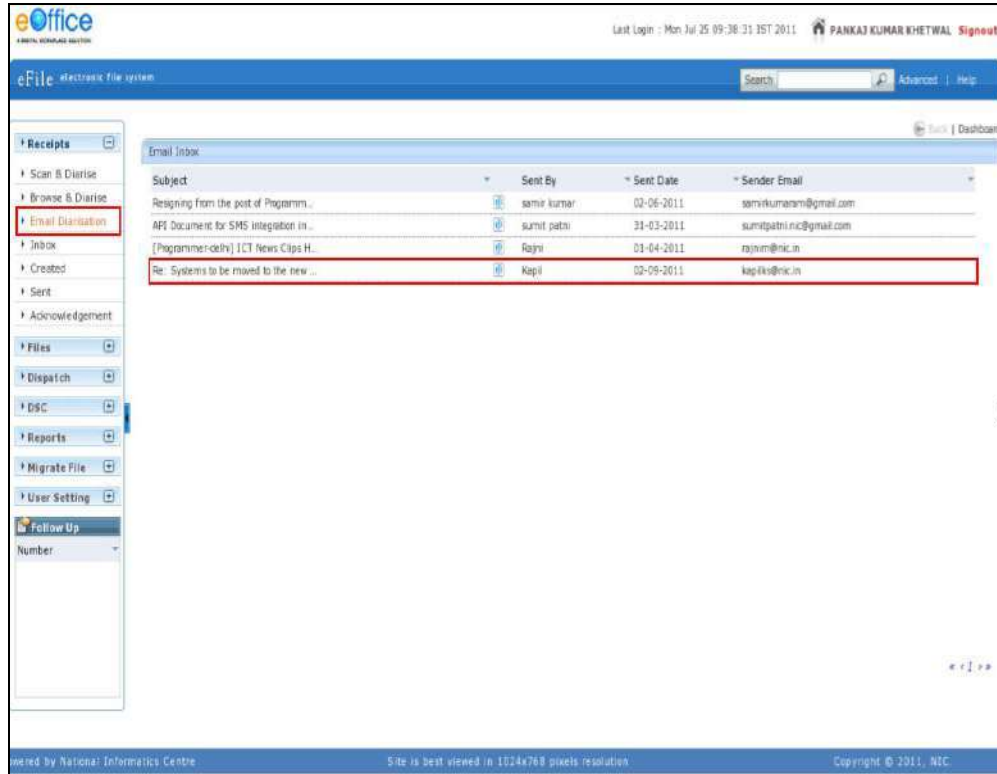


Fig.eFile. 79

- Click the **Email Diarisation** link and then click the moved receipt from the **NIC eMail** Section to diarise it (Fig.eFile.79).

As a result, **Diarisation** page appears, as shown in Fig.eFile.80

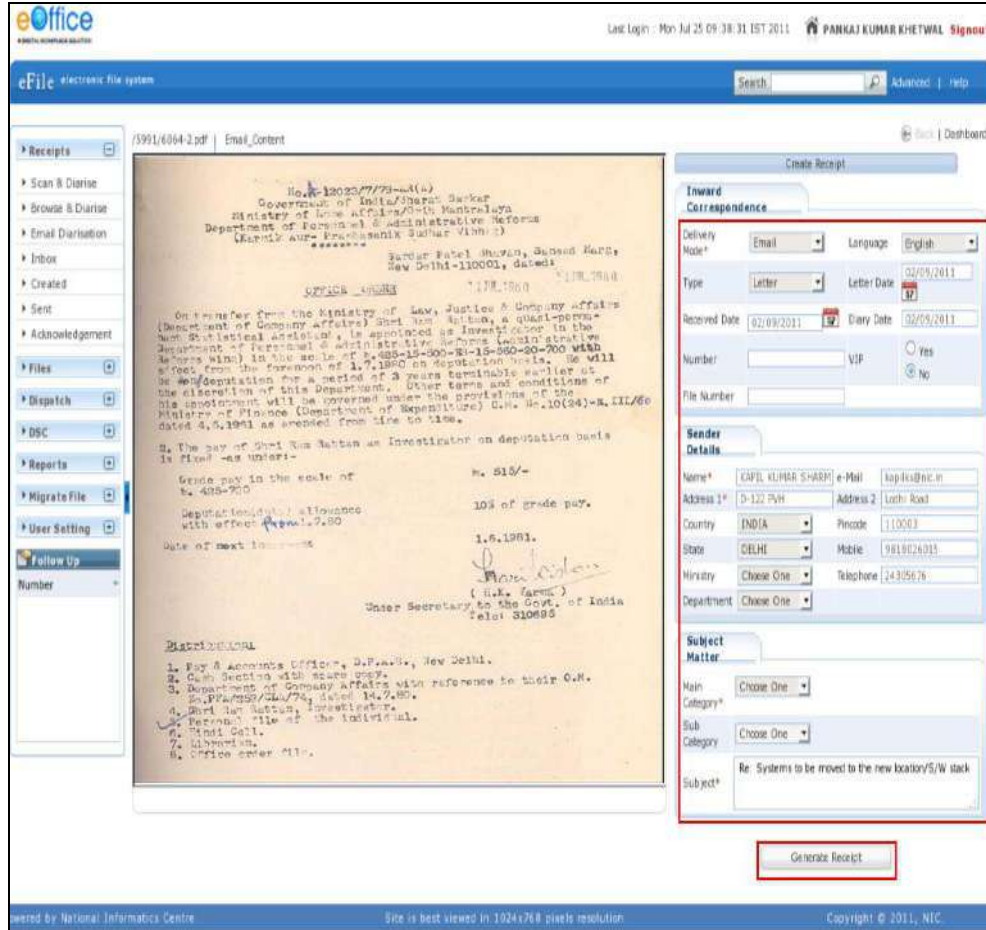


Fig.eFile. 80

- Diarise moved Receipt and click the **Generate Receipt** () button (Fig.eFile.80).

As a result, **Sent to Page** appears as shown in Fig.eFile.81.

| View Mark As Create Part | | | | | |
|------------------------------|--|------------------|-----------------------|----------------|----------------|
| | ▼ Number | ▼ Subject | ▼ Sent To | ▼ Sent on | ▼ Due On |
| | P C/243/2012-LF | trimming | JAGMOHAN SINGH | 13/07/12 03:38 | - |
| | E B/240/2012-PRT | Gs Sharma -15 | GEETA SHARMA | 13/07/12 03:29 | - |
| | P A-11011/236/2012-LIB | File 7878 | GEETA SHARMA | 13/07/12 03:15 | - |
| | E A-11011/239/2012-LIB | Haryana Roadways | GEETA SHARMA | 13/07/12 03:15 | - |
| | E A/146/2012-LF | file0555 | DINESH CHANDRA LOHANI | 13/07/12 03:08 | - |
| | E B/237/2012-ENC | test | DINESH CHANDRA LOHANI | 13/07/12 03:08 | - |
| | P C/207/2012-LF | test | RAMESH KUMAR | 13/07/12 10:53 | - |
| | P D/129/2012-PRT | 11 | RAMESH KUMAR | 13/07/12 10:53 | - |
| | P C/234/2012-LF | pull back | RAMESH KUMAR | 13/07/12 10:53 | - |
| | E A/23/2012-LF | Sandy Test 21 | JAGMOHAN SINGH | 12/07/12 05:11 | - |
| | E C/232/2012-LF | asdf | JAGMOHAN SINGH | 12/07/12 05:11 | - |
| | P C/234/2012-LF | pull back | DINESH CHANDRA LOHANI | 12/07/12 05:02 | - |
| | E PANDITJI | Pandit ji | DINESH CHANDRA LOHANI | 12/07/12 02:57 | - |
| | P C/207/2012-LF | test | DINESH CHANDRA LOHANI | 12/07/12 02:45 | 13/07/12 12:00 |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 81

Created:

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on **'Created'** link under the Receipts section. As a result the, **Create Receipts** screen appears, as shown in Fig.eFile.82:

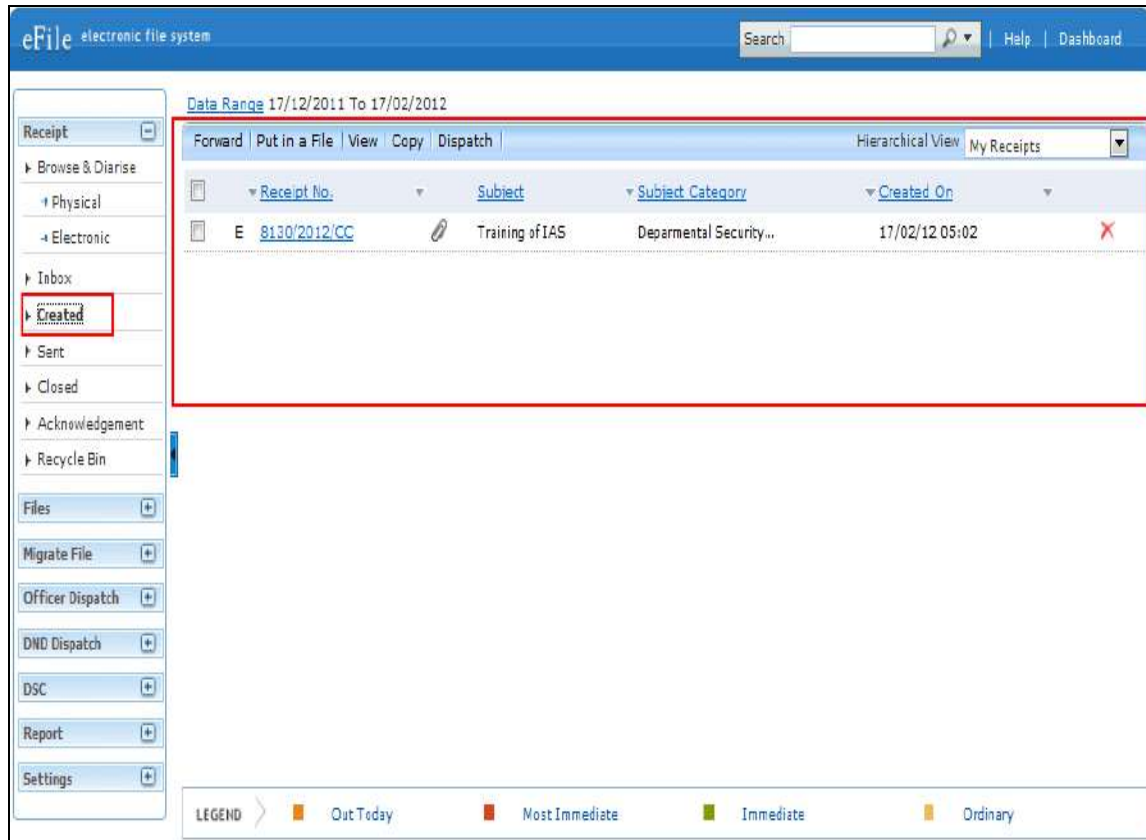


Fig.eFile. 82

There are **5** links provided under Created Section of receipt:

- Forward:** User can use this option to **forward** the receipt to the intended recipient.
- Put in a File:** User can use this option to attach the generated receipt under the concerned file.

To attach a Receipt/s under a file, user has to perform following steps:

- Select receipt/s from the **Created** section which needs to be merge under a file, and click the '**Put in a File**' link, as shown in Fig.eFile.83:

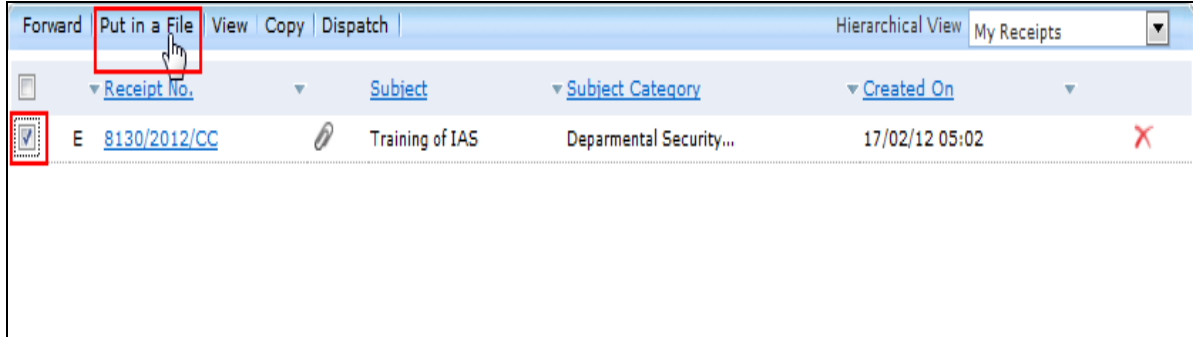


Fig.eFile. 83

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.84:

The list contains files which are present in 'Created' or 'Inbox' section of File.

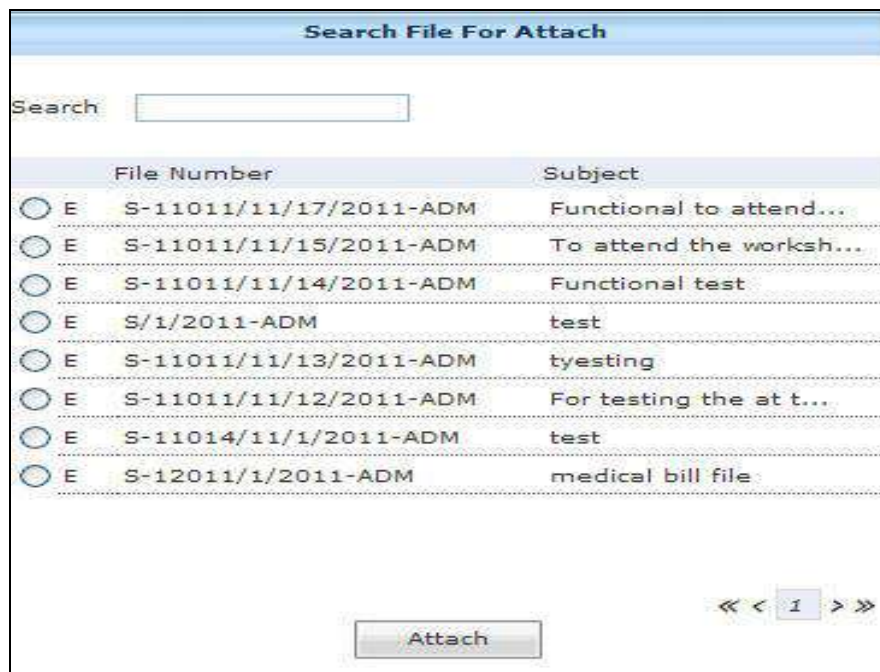


Fig.eFile. 84

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.85:

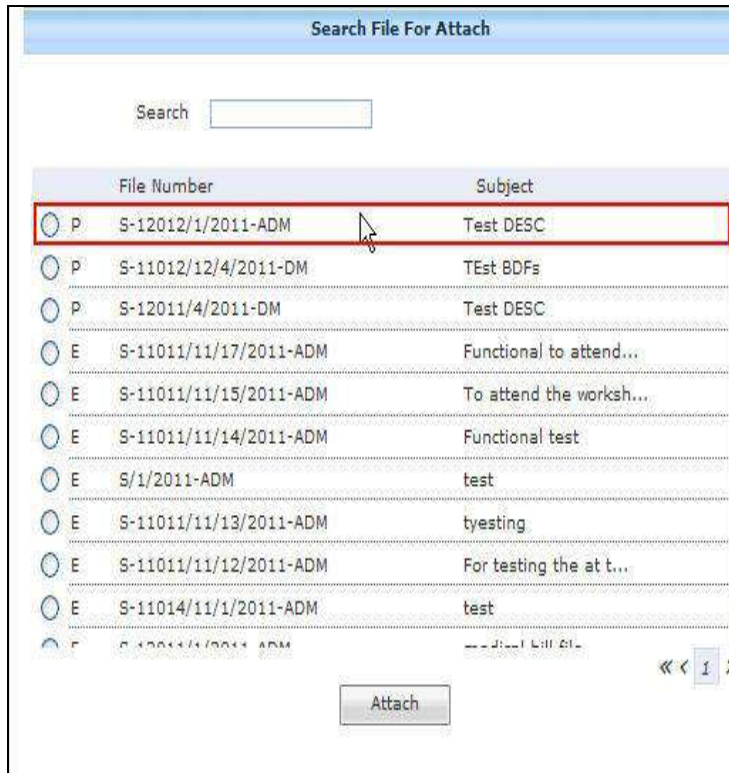


Fig.eFile. 85

Click the **Attach** () button (Fig.eFile.85), as a result the receipt gets attached to the selected file.

c) View: User can use this option to list the receipts depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.86:

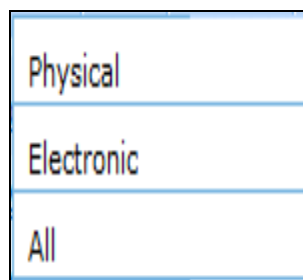


Fig.eFile. 86

- Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts,

as shown in Fig.eFile.87:

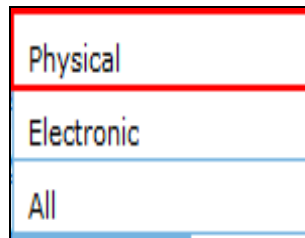


Fig.eFile. 87

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.88:

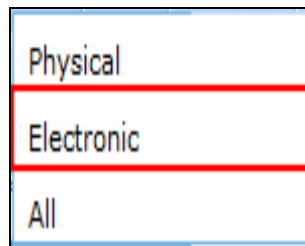


Fig.eFile. 88

- iii. **ALL**-Click the **ALL** from the dropdown menu to view the all the receipts altogether, as shown in Fig.eFile.89:

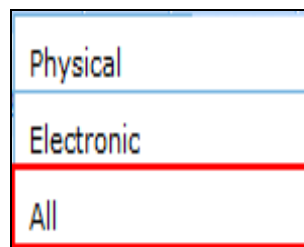


Fig.eFile. 89

d) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

e) Dispatch: User can use this option to **Dispatch** a receipt.

If user wants to dispatch a receipt from the Created section then the receipt will first move to inbox of that user and then from there it can be dispatched.

For Dispatch Process refer to the Receipt Inbox.

There are 10 links provided when opening up a Created receipt: (Physical and Electronic)

- a) **Send To Draft:** User can use this option if wants to work on the created receipt later on.
- b) **Movement:** User can use this option to track the **Movements**' of the receipt which automatically gets updated as Receipt moves further.
- c) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.90:

The screenshot shows the 'Details' view of a receipt in the eOffice system. The receipt details are as follows:

- Receipt No : 9495/2012/LF
- Subject : Training to the IAS ...
- From : ravi verma
- Designation :
- Address : DOPT
- Main Category : Training related matters
- Sub Category :
- Sent Date : -
- Opening Date : -
- Letter Reference No :
- Letter Date :

Below the details are three tables:

| Dispatch History | | | | |
|------------------|---------|---------------|--------------|---------------|
| Dispatch Number | Subject | Dispatch Date | Sent Through | Dispatch Mode |
| | | | | |

| Referenced Files | | | | |
|------------------|---------------------|-------------|-----------------|---|
| File Number | Subject | Attached by | | |
| E | A-11011/128/2012-LF | fdsfsdf | ALKA A KULKARNI | X |

| Referenced Receipts | | | | |
|---------------------|--------------|-------------|-----------------|---|
| Receipt No. | Subject | Attached by | | |
| P | 8895/2012/LF | asd | ALKA A KULKARNI | X |

Fig.eFile. 90

- d) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

Click the **Edit** link ([Edit](#)), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- e) **Forward:** Users can use this option to **forward** the created receipt to the intended recipient.

f) **Put in a File:** User can use this option to attach the created receipt under the concerned file.

To attach or put a Receipt/s in a file, user has to perform following steps:

Click the Put in a File link, as a result list of files will appear, as shown in Fig.eFile.91:

The list contains files which are present in 'Created' or 'Inbox' section of File.

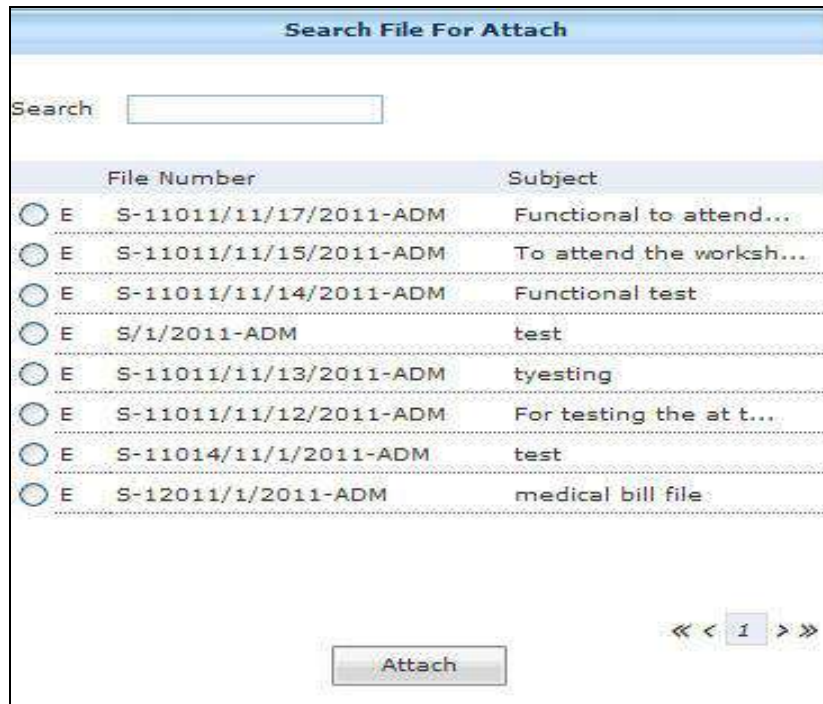


Fig.eFile. 91

- Select a file in which the created receipt needs to be attached, as shown in Fig.eFile.92:

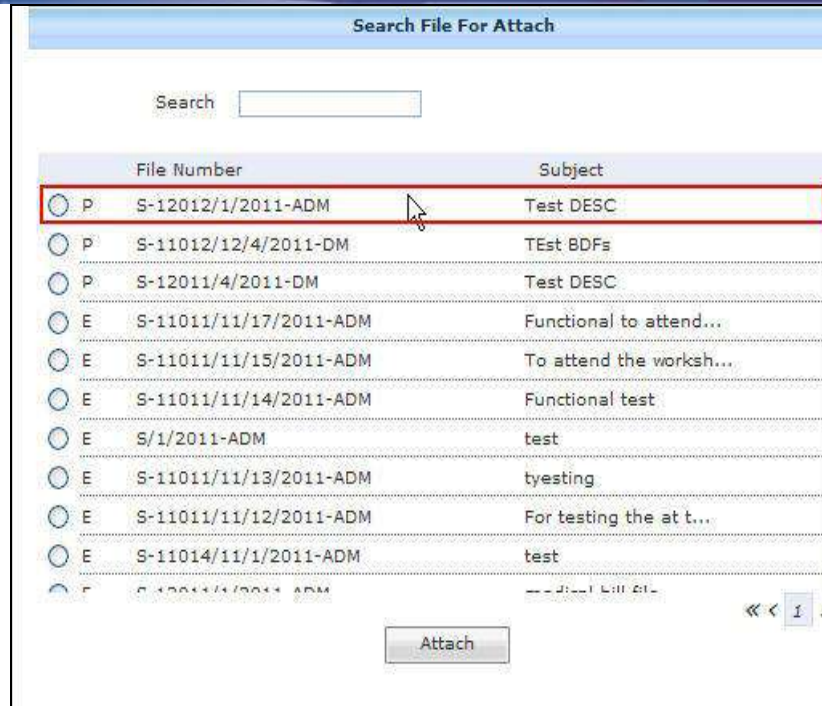


Fig.eFile. 92

Click the **Attach** () button (Fig.eFile.88), as a result the created receipt gets attached to the selected file.

- g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.
- h) **Dispatch:** Refer to Dispatch option in Receipt Inbox.
- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

Click the **Attach File** () link, as a result list of files will appear, as shown in Fig.eFile.93:

The list contains files which are present in 'Created' or 'Inbox' section of File.

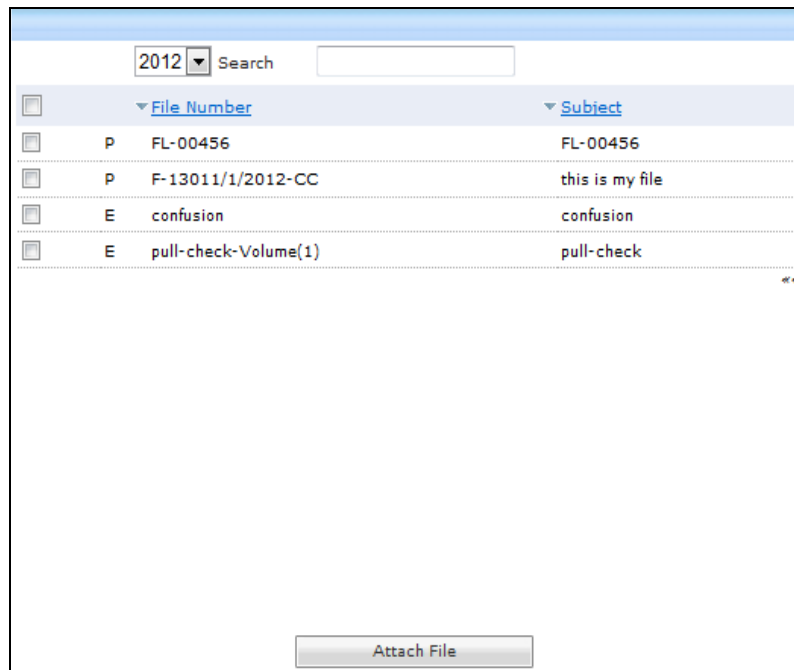


Fig.eFile. 93

- Select a file in which the receipt needs to be attached and click the **Attach File** () button (Fig.eFile.93), as shown in Fig.eFile.94:

The screenshot shows a web interface with a search bar at the top containing '2012' and a 'Search' button. Below the search bar is a table with two columns: 'File Number' and 'Subject'. The first row is highlighted with a red border and contains the text 'P FL-00456' under 'File Number' and 'FL-00456' under 'Subject'. The second row contains 'P F-13011/1/2012-CC' and 'this is my file'. The third row contains 'E confusion' and 'confusion'. The fourth row contains 'E pull-check-Volume(1)' and 'pull-check'. At the bottom of the interface, there is a button labeled 'Attach File' which is also highlighted with a red border.

| | File Number | Subject |
|--------------------------|------------------------|-----------------|
| <input type="checkbox"/> | P FL-00456 | FL-00456 |
| <input type="checkbox"/> | P F-13011/1/2012-CC | this is my file |
| <input type="checkbox"/> | E confusion | confusion |
| <input type="checkbox"/> | E pull-check-Volume(1) | pull-check |

Attach File

Fig.eFile. 94

As a result the attached file reflects under 'Referenced Files' section of that Receipt, as shown in Fig.eFile.95:

| | | |
|-------------------------------------|-----------------|-------------------------|
| Receipt Number | : | 8131/2012/CC |
| File No. | : | |
| Subject | : | dsfd |
| From | : | dsfd |
| Sent Date | : | 2012-02-17 17:09:36.385 |
| Sent By | Sent On | Sent To |
| ALOK PANDEY | 17/02/12 | ALOK PANDEY |
| Dispatch History | | |
| <u>Dispatch Number.</u> | <u>Subject</u> | <u>Dispatch Date</u> |
| | | <u>Sent Through</u> |
| | | <u>Dispatch Mode</u> |
| Referenced Files | | |
| <u>File Number</u> | <u>Subject</u> | <u>Attached by</u> |
| P FL-00456 | FL-00456 | ALOK PANDEY |
| E D-25014/3/2012-CC | PMO001 | ALOK PANDEY |
| P F-13011/1/2012-CC | this is my file | ALOK PANDEY |

Fig.eFile. 95


j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

For process of Attaching Receipts refer to “Attach Receipts option under Receipt Inbox”.

Quick Actions: - There are one useful link given under **Created** Section of receipt:

- ❖ **Delete** ()- Deletes the selected receipts, as a result deleted receipt moves to **Recycle Bin** section of Receipts.

Sent:

Sent option contains a list of all the receipts that are sent as an **outward correspondence**. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears as shown in Fig.eFile.96:

eFile electronic file system

Search [] | Help | Dashboard

Data Range 17/12/2011 To 17/02/2012

Forward | Mark As | View | Copy

| Receipt No. | Subject | Sender | Sent to | Sent On | Due On |
|-------------------|-------------------------|------------|-------------------|----------------|----------------|
| E 8134/2012/CC | sdf | dsf | ALOK PANDEY | 17/02/12 05:33 | - |
| E 8126/2012/CC | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - |
| E 8128/2012/CC | Hi | 21 | ALOK PANDEY | 17/02/12 05:01 | - |
| E 8126/2012/CC | 121 | 21 | ALOK PANDEY | 17/02/12 04:58 | - |
| P 8125/2012/CC | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:53 | - |
| E 8123(1)/2012/CC | acr related | ram mohan | AJAY KUMAR | 17/02/12 01:16 | 17/02/12 12:00 |
| E 8123/2012/CC | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:16 | 17/02/12 12:00 |
| E 8122(1)/2012/CC | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:09 | 17/02/12 12:00 |
| E 8122/2012/CC | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:09 | 17/02/12 12:00 |
| E 8117/2012/CC | sda | dssd | GARINA YADAV | 17/02/12 12:54 | - |
| P 8118/2012/CC | sdds | sds | AJAY KUMAR DHIMAN | 17/02/12 12:54 | - |
| P 8119/2012/CC | training of the Empl... | Raj Kanwar | ALKA A KULKARNI | 17/02/12 12:51 | 24/02/12 12:00 |

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile. 96

There are 4 links provided under Sent Section of receipt:

- Forward:** User can use this option to **forward** the receipt to the intended recipient.
- Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt.

To create a new follow up on a receipt user has to perform the following steps:

Select the receipt on which follow up need to be created and click the **New Follow Up** option under '**Mark As**' Link, as shown in Fig.eFile.97:

| Forward | | Mark As | View | Copy | | Subject | Sender | Sent to | Sent On | Due On |
|-------------------------------------|--------------------------|------------------------|---------------------------------|------|--|-------------------------|------------|-------------------|----------------|----------------|
| <input type="checkbox"/> | | New Followup | | | | | | | | |
| <input type="checkbox"/> | | Remove Followup | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8134/2012/CC | | | sdf | dsf | ALOK PANDEY | 17/02/12 05:33 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8126/2012/CC | | | 121 | 21 | ALOK PANDEY | 17/02/12 05:24 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8128/2012/CC | | | Hi | 21 | ALOK PANDEY | 17/02/12 05:01 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8126/2012/CC | | | 121 | 21 | ALOK PANDEY | 17/02/12 04:58 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | P | 8125/2012/CC | | | 11 | 11 | ALKA A KULKARNI | 17/02/12 04:53 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8123(1)/2012/CC | | | acr related | ram mohan | AJAY KUMAR | 17/02/12 01:16 | 17/02/12 12:00 |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8123/2012/CC | | | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:16 | 17/02/12 12:00 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | E | 8122(1)/2012/CC | | | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:09 | 17/02/12 12:00 |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8122(1)/2012/CC | | | acr related | ram mohan | BIKRAM SINGH | 17/02/12 01:09 | 17/02/12 12:00 |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8122/2012/CC | | | acr related | ram mohan | ALKA A KULKARNI | 17/02/12 01:09 | 17/02/12 12:00 |
| <input type="checkbox"/> | <input type="checkbox"/> | E | 8117/2012/CC | | | sda | dssd | GARIMA YADAV | 17/02/12 12:54 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | P | 8118/2012/CC | | | sdds | sds | AJAY KUMAR DHIMAN | 17/02/12 12:54 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | P | 8119/2012/CC | | | training of the Empl... | Raj Kanwar | ALKA A KULKARNI | 17/02/12 12:51 | 24/02/12 12:00 |

LEGEND Out Today Most Immediate Immediate Ordinary

Fig.eFile. 97

As a result **Follow up** screen will appear as shown in Fig.eFile.98:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None

When to Follow Up

:

Fig.eFile. 98

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.99:

Fig.eFile. 99

Click the **Save** () button (Fig.eFile.99) as a result **follow up** will be created.

- c) **View:** User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, Followed Up, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.100:

| |
|-------------|
| Physical |
| Electronic |
| Followed Up |
| All |

Fig.eFile. 100

- Physical-** Click the **Physical** from the dropdown menu to view **Physical Receipts** as shown in Fig.eFile.101:

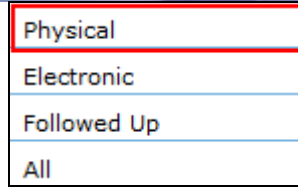


Fig.eFile. 101

Electronic-Click the **Electronic** from the dropdown menu to view **read Receipts** as shown in Fig.eFile.102:

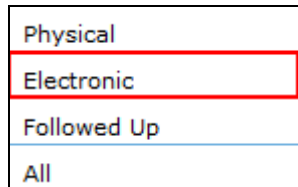


Fig.eFile. 102

- ii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Receipts on which the user has marked a follow up, as shown in Fig.eFile.103:

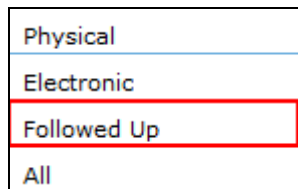


Fig.eFile. 103

- iii. **ALL**-Click the **ALL** from the dropdown menu to view all the Receipts altogether, as shown in Fig.eFile.104:

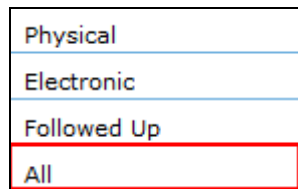


Fig.eFile. 104

- d) **Copy**: User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: (**Physical-without attachment**)

- a) **Movement**: User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.

- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.105:

Movements **Details** Copy

Receipt No : 9521/2012/LIB
 Subject : Ramesh 012
 From : Ramesh 012
 Designation :
 Address : Ramesh 012
 Main Category : All RTI matters
 Sub Category :
 Sent Date : 13/06/12 03:16
 Opening Date : 13/06/12 01:54
 Letter Reference No :
 Letter Date :

Dispatch History

| Dispatch Number | Subject | Dispatch Date | Sent Through | Dispatch Mode |
|-----------------|------------|------------------|----------------------|---------------|
| 11649/2012 | Ramesh 012 | 13/06/12 1:59 PM | PROF(HINDI) (Self) | |

Referenced Files

| File Number | Subject | Attached by |
|-------------|---------|-------------|
| | | |

Referenced Receipts

| Receipt No. | Subject | Attached by |
|-------------|---------|-------------|
| | | |

Fig.eFile. 105

- e) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: **(Physical-with attachment)**

- a) **Movement:** User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.106:

The screenshot displays the 'Details' tab of a receipt in the eOffice system. The interface includes a navigation bar with 'Movements', 'Details', and 'Copy' options. The main content area is divided into several sections:

- Metadata Fields:** A list of fields including Receipt No (9521/2012/LIB), Subject (Ramesh 012), From (Ramesh 012), Designation, Address (Ramesh 012), Main Category (All RTI matters), Sub Category, Sent Date (13/06/12 03:16), Opening Date (13/06/12 01:54), Letter Reference No, and Letter Date.
- Dispatch History:** A table with columns for Dispatch Number, Subject, Dispatch Date, Sent Through, and Dispatch Mode. One entry is visible: I/648/2012, Ramesh 012, 13/6/12 1:59 PM, PROF(HINDI) | (Self).
- Referenced Files:** A table with columns for File Number, Subject, and Attached by.
- Referenced Receipts:** A table with columns for Receipt No, Subject, and Attached by.

Fig.eFile. 106

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are 3 links provided when opening up a Sent receipt: **(Electronic)**

- Movements:** User can use this option to track the '**Movement**' of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.107:

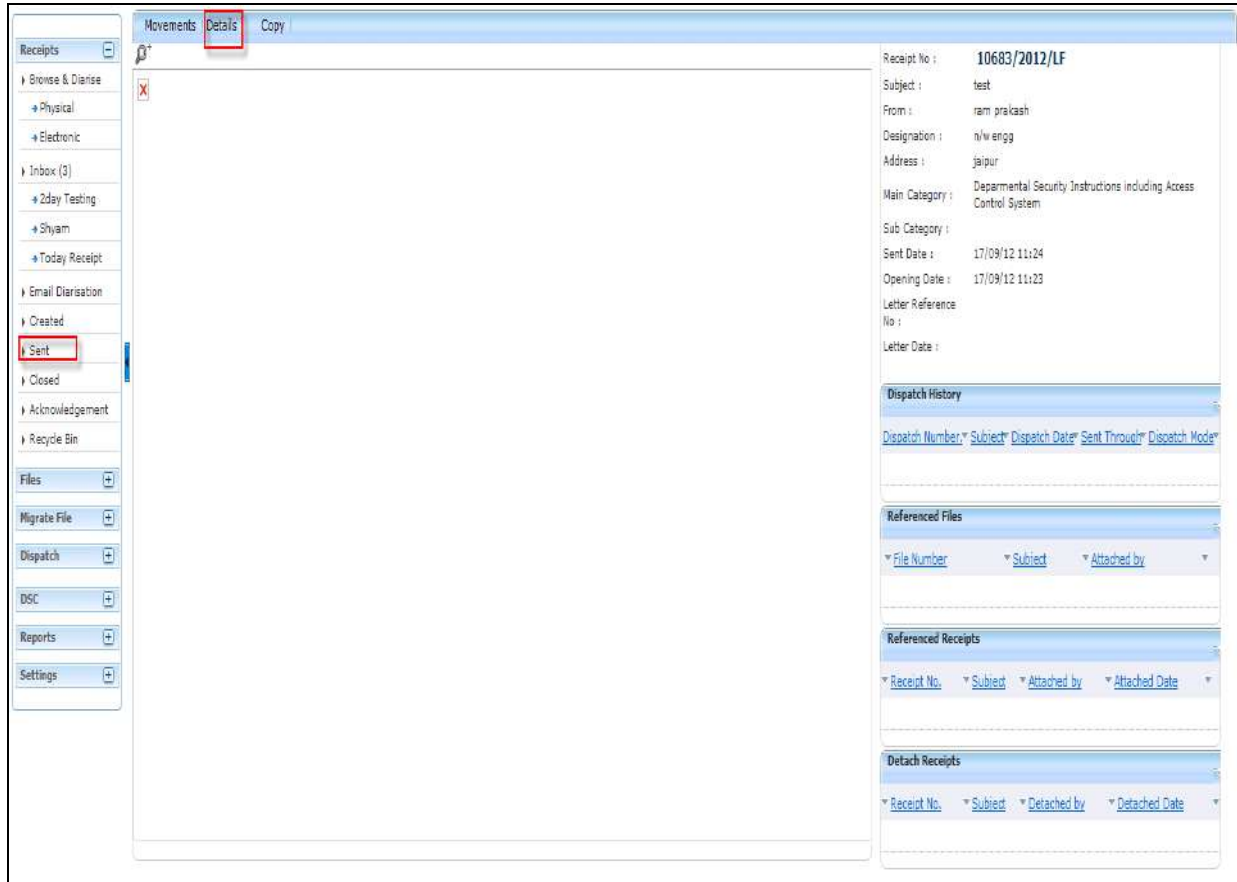


Fig.eFile. 107

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.108:

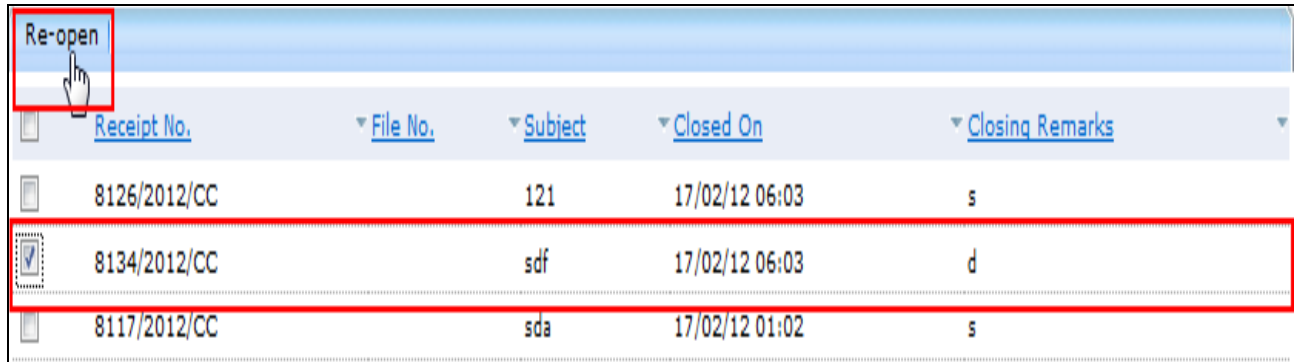
| Re-open | | | | | |
|--------------------------|--------------|----------|---------|----------------|-----------------|
| <input type="checkbox"/> | Receipt No. | File No. | Subject | Closed On | Closing Remarks |
| <input type="checkbox"/> | 8117/2012/CC | | sda | 17/02/12 01:02 | s |

Fig.eFile. 108

User can re-open the closed receipt anytime by clicking the Re-Open option.

To Re-open any Receipt (Physical or Electronic), user has to perform following steps:

- Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.109:



| <input type="checkbox"/> | <u>Receipt No.</u> | <u>File No.</u> | <u>Subject</u> | <u>Closed On</u> | <u>Closing Remarks</u> |
|-------------------------------------|--------------------|-----------------|----------------|------------------|------------------------|
| <input type="checkbox"/> | 8126/2012/CC | | 121 | 17/02/12 06:03 | s |
| <input checked="" type="checkbox"/> | 8134/2012/CC | | sdf | 17/02/12 06:03 | d |
| <input type="checkbox"/> | 8117/2012/CC | | sda | 17/02/12 01:02 | s |

Fig.eFile. 109

As a result, confirm message to re-open the receipt will appear, as shown in Fig.eFile.110:



Alert

Are you sure you want to re-open this receipt?

Remarks *

OK Cancel

Fig.eFile. 110

- Enter the remarks and click the 'OK' button (Fig.eFile.110) to finally Re-open the closed receipt and so the receipt moves to the Receipt Inbox of the user.

Acknowledgement:

Acknowledgement option contains all the receipts that are diarized by the user for which an acknowledgement can be generated, as shown in Fig.eFile.111:

| ByPost | | | |
|--------------------------|-----------------------------|-------------------------|----------------------------------|
| <input type="checkbox"/> | Receipt No. | Subject | Subject Category |
| <input type="checkbox"/> | 8135/2012/CC | dsf | Creation and Continu... |
| <input type="checkbox"/> | 8134/2012/CC | sdf | Deparmental Security... |
| <input type="checkbox"/> | 8131/2012/CC | dsfd | ACP and other relate... |
| <input type="checkbox"/> | 8128/2012/CC | Hi | Computer Security |
| <input type="checkbox"/> | 8126/2012/CC | 121 | Computer Security |
| <input type="checkbox"/> | 8125/2012/CC | 11 | Conduct Rules, Intim... |
| <input type="checkbox"/> | 8123/2012/CC | acr related | ACR related matters |
| <input type="checkbox"/> | 8122/2012/CC | acr related | ACR related matters |
| <input type="checkbox"/> | 8119/2012/CC | training of the Empl... | Conduct Rules, Intim... |
| <input type="checkbox"/> | 8118/2012/CC | sdds | Court Cases |
| <input type="checkbox"/> | 8117/2012/CC | sda | AMC & Demand |

Fig.eFile. 111

There is 1 link provided under Acknowledgement Section of receipt:

a) **ByPost**: This link helps the user to generate an acknowledgment for the selected receipt

To generate an acknowledgement user has to perform the following steps:

- Select the receipt for which the acknowledgement is to be generated and click the **ByPost** ([ByPost](#)) link, as shown in Fig.eFile.112:

| By Post | | | |
|-------------------------------------|--------------|-------------------------|--------------------------|
| <input type="checkbox"/> | Receipt No. | Subject | Subject Category |
| <input type="checkbox"/> | 8135/2012/CC | dsf | Creation and Continu... |
| <input type="checkbox"/> | 8134/2012/CC | sdf | Departmental Security... |
| <input type="checkbox"/> | 8131/2012/CC | dsfd | ACP and other relate... |
| <input checked="" type="checkbox"/> | 8128/2012/CC | Hi | Computer Security |
| <input type="checkbox"/> | 8126/2012/CC | 121 | Computer Security |
| <input type="checkbox"/> | 8125/2012/CC | 11 | Conduct Rules, Intim... |
| <input type="checkbox"/> | 8123/2012/CC | acr related | ACR related matters |
| <input type="checkbox"/> | 8122/2012/CC | acr related | ACR related matters |
| <input type="checkbox"/> | 8119/2012/CC | training of the Empl... | Conduct Rules, Intim... |
| <input type="checkbox"/> | 8118/2012/CC | sdds | Court Cases |
| <input type="checkbox"/> | 8117/2012/CC | sda | AMC & Demand |

Fig.eFile. 112

As a result, File Download dialog box appears, as shown in Fig.eFile.113:



Fig.eFile. 113

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report.


To save the acknowledgement click the **Save** () button (Fig.eFile.113).

As a result, the **Acknowledgement** is saved at the specified location in Pdf format. Now, Now user can open it and make necessary amendment and can revert back as acknowledgement.

Recycle Bin:

Recycle Bin option contains list of all the receipts which are deleted from the “Created” section of receipts.

There are 2 links provided under Recycle Bin Section of receipt:

a) **Delete** (): Permanently deletes the selected Receipt.

b) **Restore** (🗑️): The receipts which are deleted from the **Created** section are restored back.

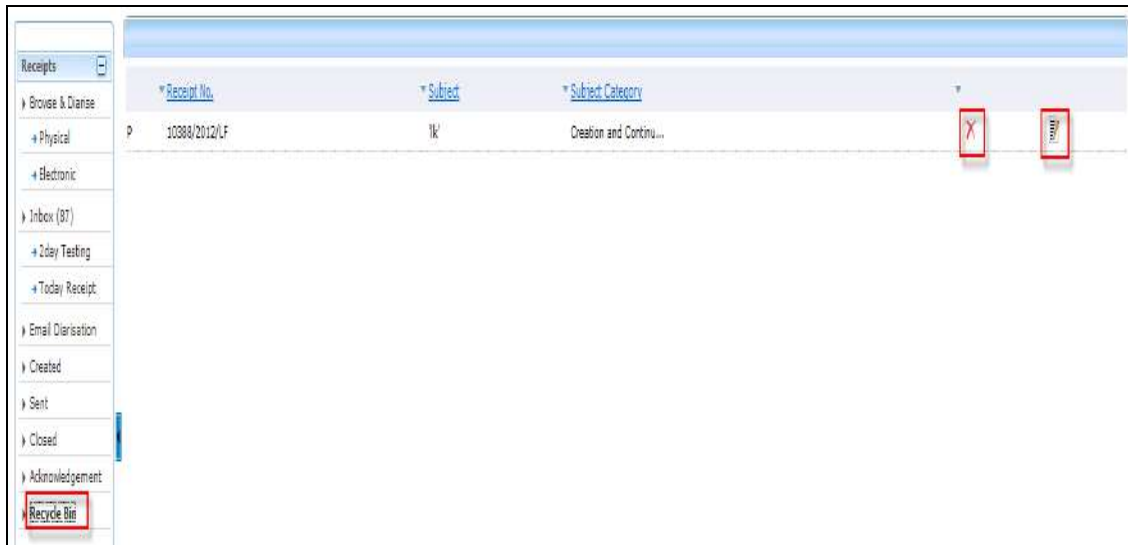


Fig.eFile. 114

Files

A File is a collection of related records which comprises of Receipts, Notings, Drafts, References, and Linked Files

There are various links available under Files section which is mentioned below:

1. Inbox
2. Created
3. Parked
4. Closed
5. Sent
6. Physical File
7. Electronic File
8. Create Part
9. Create Volume
10. Recycle Bin

Let's have an introduction about these Links one by one:

Inbox:

Inbox link contains the list of all the eFiles that are received/ marked by any other eOffice user, as shown in Fig.eFile.115:

| Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|-----------------------|-------------------|----------------|----------------|--------|----------------|--------------|
| E A-11011/272/2012-CC | sadasd | JAGMOHAN SINGH | 03/09/12 04:16 | - | 04/09/12 09:02 | [Icons] |
| E A-11011/273/2012-CC | dafdsf | JAGMOHAN SINGH | 03/09/12 04:10 | - | 14/09/12 11:38 | [Icons] |
| E A-11011/274/2012-CC | dgsdfg | ALOK PANDEY | 03/09/12 04:10 | - | 14/09/12 11:31 | [Icons] |
| P B/255/2012-LF | Gs Sharma Created | GEETA SHARMA | 03/09/12 03:45 | - | 03/09/12 03:45 | [Icons] |
| E B/255/2012-LF | asd | GEETA SHARMA | 03/09/12 03:45 | - | - | [Icons] |
| E A-14011/3/2012-LF | wrdwerwr | GEETA SHARMA | 03/09/12 03:45 | - | - | [Icons] |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 115

User has to click the File number to view the File. As a result, the user can view the content of File along with the details. The convention E and P is used to discriminate between Electronic and physical File respectively.

There are 8 links provided under Inbox Section of Files:

Receive:

Helps the user to receive the Physical file.

To receive a Physical file user has to perform following steps:

- Select a file from the Inbox which has to be received, as shown in Fig.eFile.116:

| Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|----------------------------|--------------------|-----------------------|----------------|--------|----------------|--------------|
| E A-11011/141/2012-LF | gfsdgdg | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | [Icons] |
| P B-13011/5/2012-DDS(AK) | phydytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | [Icons] |
| E A-11011/140/2012-LF | fdafdsfds dsfdsfd | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | [Icons] |
| P E-12/1/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |
| P B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |
| P C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |
| P B/143/2012-EBC-Volume[2] | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 116

Click the **Receive** link, as a result the alert message comes to confirm the receiving action of file, as shown in Fig.eFile.117:

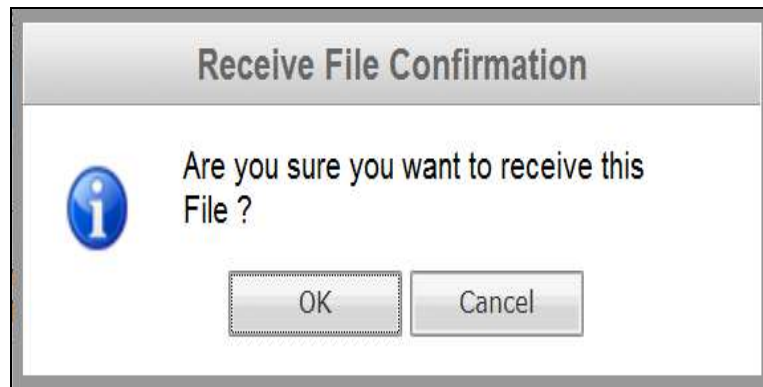


Fig.eFile. 117

- Click the **OK** button (Fig.eFile.117), as a result the file gets received and then it can be opened as the file link gets activated, as shown in Fig.eFile.118:

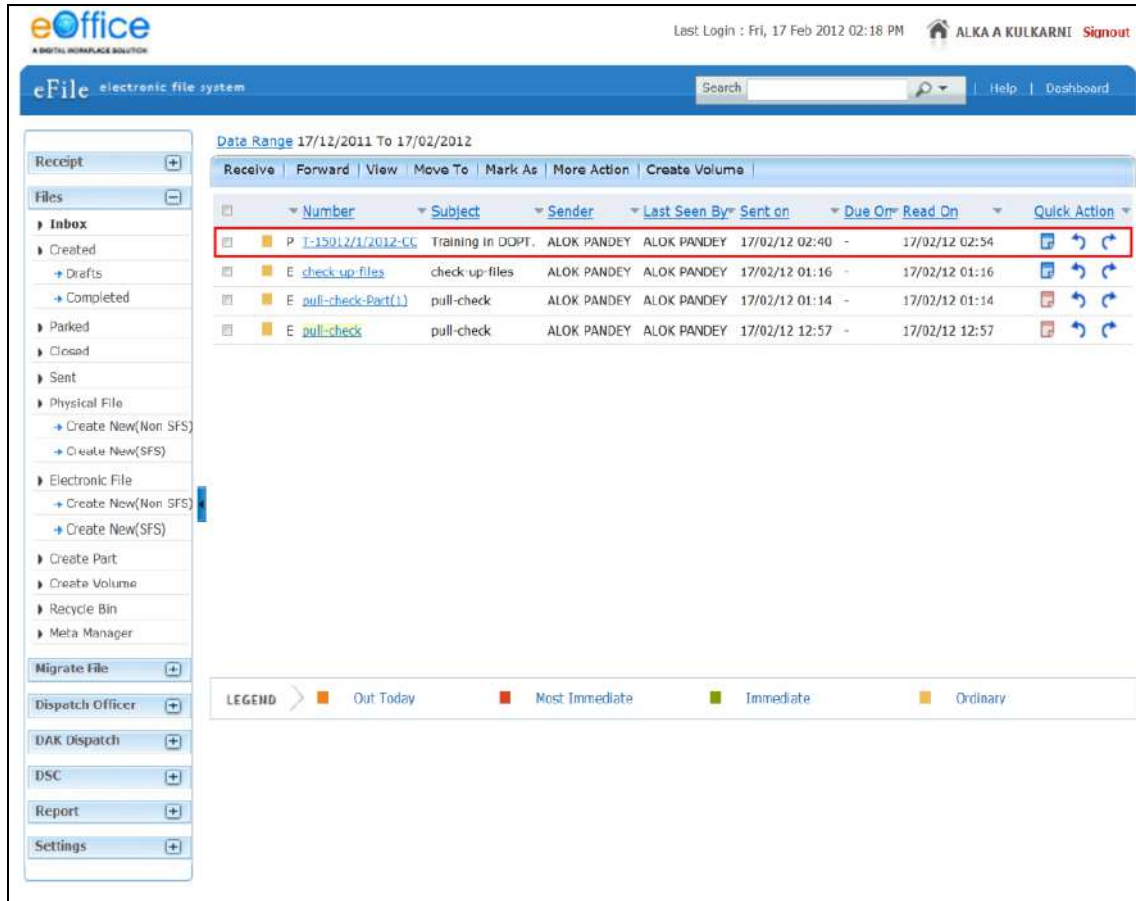


Fig.eFile. 118

Reply:

Helps the user to reply to the sender of the file.

- To send a reply on file user has to perform the following steps:
-
- Select a file from the Inbox for which reply has to be send, as shown in Fig.eFile.119:

| Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|----------------------------|--------------------|-----------------------|----------------|--------|----------------|---------------------------|
| E A-11011/141/2012-LF | gfsdgdg | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | [Reply] [Forward] [Print] |
| P B-13011/5/2012-DDS(AK) | phydytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | [Reply] [Forward] [Print] |
| E A-11011/140/2012-LF | fdsfdsf dsfdsf | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | [Reply] [Forward] [Print] |
| P E-12/1/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |
| P B/143/2012-ERC-Volume(2) | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Reply] [Forward] [Print] |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 119

- Click the **Reply** link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.120:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To :

Set Due Date :

Action :

Priority :

Total 1000 | 1000 character left

Remarks :

Fig.eFile. 120

Sign and Send

Sign and Send process is having slight differentiation from normal sending of the Files. In this case, user will digitally sign the file and then send it.

Let us discuss in detail how to implement Sign and Send process.

- Enter the input required details to which file to be sent on as shown in Fig.eFile.121:

The screenshot shows a 'Send' dialog box with the following fields and options:

- File Number : A-12012/1/2012-LIB-LBSNAA
- Subject : Sign & Send
- To : RAMESH KUMAR--SLIO(RK)--LIBRARY
- Set Due Date : [Calendar icon]
- Action : Forward
- Priority : Ordinary
- Remarks : Sign and Send
- Total 1000 | 987 characters left
- Send as sticky note
- Buttons: Sign and Send, Send

Fig.eFile. 121

DSC should have been Plugged in and in Dedected mode then will display Sign and Send button for the file else only Send button is visible.

- Click on Sign and Send button as shown in Fig.eFile.122:

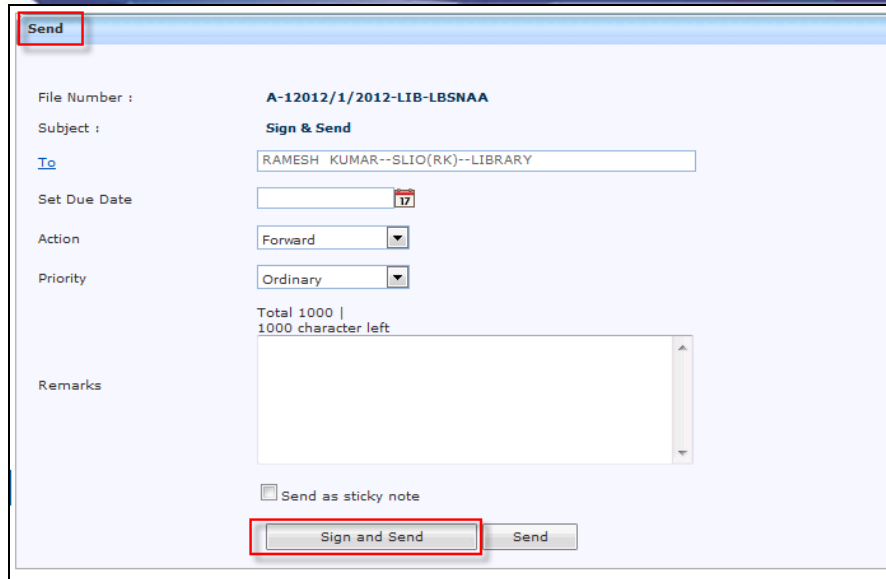


Fig.eFile. 122

- Pop windows appears for signing the document and click on Run button as shown in Fig.eFile.123:

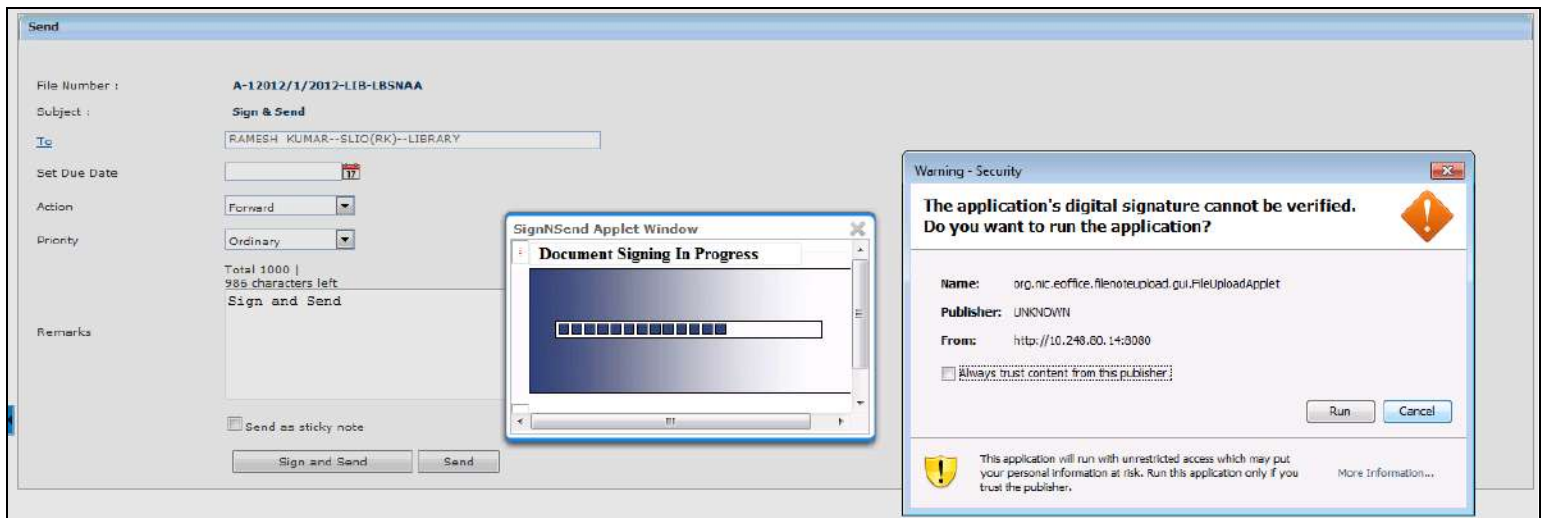


Fig.eFile. 123

- A pop window appears displaying File is signed as shown in Fig.eFile.124:



Fig.eFile. 124

- When received user opens the Inbox and click on the received file is displayed as shown in Fig.eFile.125:

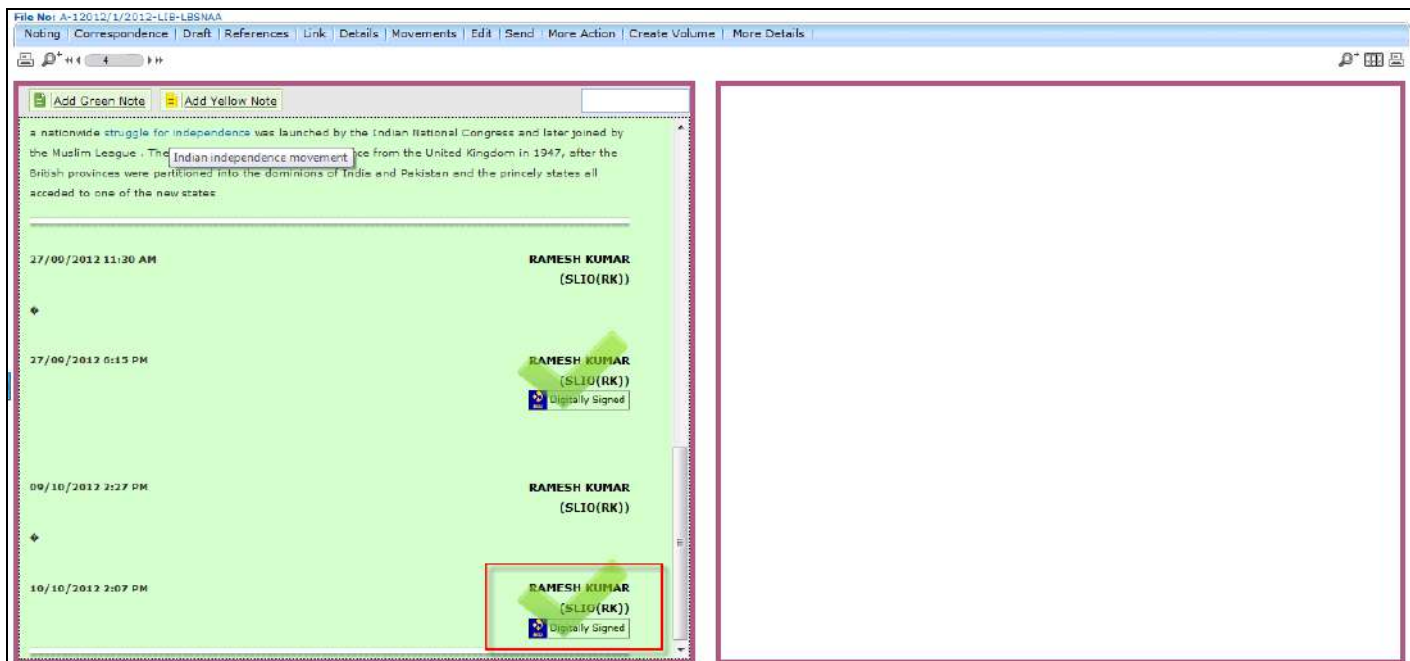


Fig.eFile. 125

Red colored box indicates the newly added signature of authority.

- Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.126:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To : Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date : 17

Action : Forward

Priority : Ordinary

Total 1000 |
1000 character left

Remarks :

Send

Fig.eFile. 126

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.127:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To : Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date : 29/02/2012

Action : Forward


Priority : Most Immediate





Total 1000 |
994 characters left

Remarks : URGENT

Send


Fig.eFile. 127

Click the Send () button (Fig.eFile.117). As a result, the File is sent to the intended recipient. Then, the user will be redirected to the Sent Files page, displaying the list of all the sent Files along with the newly sent File, as shown in Fig.eFile.128:

| View | Mark As | Create Part | | | | | |
|------|--------------------------------------|------------------|-----------------------|----------------|----------------|--|---|
| | Number | Subject | Sent To | Sent on | Due On | | |
| P | C/243/2012-LF | trimming | JAGMOHAN SINGH | 13/07/12 03:38 | - | | |
| E | B/240/2012-PRT | Gs Sharma -15 | GEETA SHARMA | 13/07/12 03:29 | - | | |
| P | A-11011/236/2012-LIB | File 7878 | GEETA SHARMA | 13/07/12 03:15 | - | |  |
| E | A-11011/239/2012-LIB | Haryana Roadways | GEETA SHARMA | 13/07/12 03:15 | - | |  |
| E | A/146/2012-LF | file0555 | DINESH CHANDRA LOHANI | 13/07/12 03:08 | - | | |
| E | B/237/2012-EBC | test | DINESH CHANDRA LOHANI | 13/07/12 03:08 | - | | |
| P | C/207/2012-LF | test | RAMESH KUMAR | 13/07/12 10:53 | - | | |
| P | D/129/2012-PRT | 11 | RAMESH KUMAR | 13/07/12 10:53 | - | | |
| P | C/234/2012-LF | pull back | RAMESH KUMAR | 13/07/12 10:53 | - | | |
| E | A/23/2012-LF | Sandy Test 21 | JAGMOHAN SINGH | 12/07/12 05:11 | - | |  |
| E | C/232/2012-LF | asdf | JAGMOHAN SINGH | 12/07/12 05:11 | - | |  |
| P | C/234/2012-LF | pull back | DINESH CHANDRA LOHANI | 12/07/12 05:02 | - | | |
| E | PANDITJI | Pandit ji | DINESH CHANDRA LOHANI | 12/07/12 02:57 | - | | |
| P | C/207/2012-LF | test | DINESH CHANDRA LOHANI | 12/07/12 02:45 | 13/07/12 12:00 | | |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile.128

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

Forward:

Helps the user to forward a particular File/s to the recipient.

To Forward a File/s, user has to perform following steps:

- Select File/s from the File Inbox which needs to be forwarded, as shown in Fig.eFile.129:

| Receive Reply Forward View Move To Mark As More Action Create Volume Merge | | | | | | | | Hierarchical View | My Files |
|--|----------------------------|--------------------|-----------------------|----------------|--------|----------------|--------------|-------------------|----------|
| | Number | Subject | Sender | Sent on | Due On | Read On | Quick Action | | |
| | E A-11011/141/2012-LF | gfsdgdg | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | | | |
| | P B-13011/5/2012-ODS(AK) | phydytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | | | |
| | E A-11011/140/2012-LF | fdsfsdfs dsfsfsd | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | | | |
| | P E-12/3/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| | P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |
| | P B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |
| | P C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |
| | P B/143/2012-EBC-Volume[2] | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 12729

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile. 130:

Send

File Number : **check-up-files**

Subject : **check-up-files**

To :

Set Due Date : 12

Action :

Priority :

Total 1000 | 1000 character left

Remarks :

Fig.eFile. 1280

- Either directly enter the name in the '**To**' option or Click the '**To**' link to select the marking abbreviation of the recipient (Fig.eFile.130).
- Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box (Fig.eFile.130).
- Select the **Action** which has been taken on the File from the dropdown menu as shown in (Fig.eFile.130).
- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.130).
- Type the **remarks** (if required) in the Remarks text box (Fig.eFile.130).

After entering all the Meta data the page appears as shown in Fig.eFile.131:

Send

File Number : **check-up-files**

Subject : **check-up-files**

To ALKA A KULKARNI--LI(AAK)--LANGUAGE FACULTY

Set Due Date 22/02/2012 17

Action Forward

Priority Most Immediate

Total 1000 |
994 characters left

Remarks URGENT

Send

Fig.eFile. 1291

- Click the **Send** (Send) button (Fig.eFile.121). As a result, created File is sent to the intended recipient. Then, the user will be redirected to the **Sent Files** page, displaying the list of all the sent Files along with the newly sent File.

View:

Helps the user to list the Files depending upon its current state. i.e. (Unread, Read, Followed Up,

Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.132:

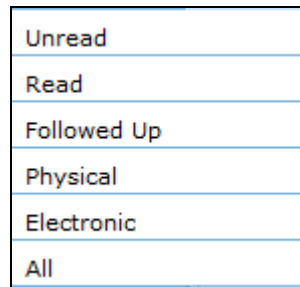


Fig.eFile. 1302

- Unread-** Click the **Unread** from the dropdown menu to view **unread Files** as shown in Fig.eFile.133:

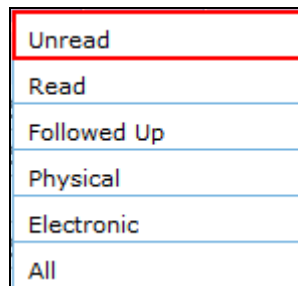


Fig.eFile. 1313

Read-Click the **Read** from the dropdown menu to view read Files as shown in Fig.eFile.134:

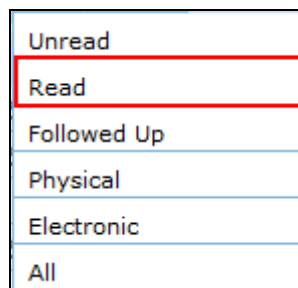


Fig.eFile. 1324

- Followed Up-**Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.135:

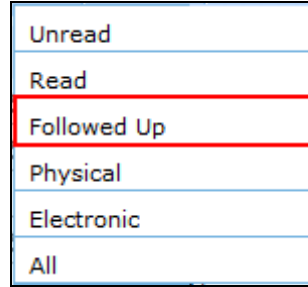


Fig.eFile. 1335

- iii. **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.136:

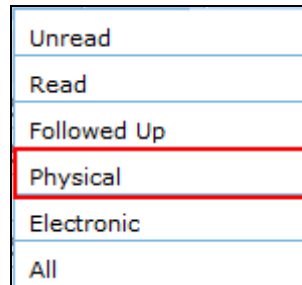


Fig.eFile. 1346

- iv. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.137:

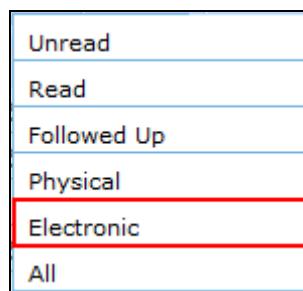


Fig.eFile. 13537

- v. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.138:

| |
|-------------|
| Unread |
| Read |
| Followed Up |
| Physical |
| Electronic |
| All |

Fig.eFile. 13638

Move To:

Helps the user to create New Folders and manage Existing Folders.

To create New Folder or to manage existing ones, user has to perform following steps:

- Select a File from the File Inbox which needs to be moved to new Folder, as shown in Fig.eFile.139:

| Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|--|--------------------|-----------------------|----------------|--------|----------------|---------------------------|
| E A-11011/141/2012-LF | gfsdgrdg | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | [Print] [Refresh] [Reply] |
| P B-13011/5/2012-DDS(AK) | phydiytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | [Print] [Refresh] [Reply] |
| E A-11011/140/2012-LF | fdsfdsfds dsfdsfd | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | [Print] [Refresh] [Reply] |
| P E-12/1/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |
| P B/143/2012-E8C-Volume[2] | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Print] [Refresh] [Reply] |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 13739

- Move the cursor on **Move To** link, a drop down menu will appear with the following options i.e. (**My Folders, Manage folders** and **Create New folder**) as shown in Fig.eFile.140:



Fig.eFile. 1380

- My Folders-** Click the **My Folders** link from the dropdown menu to view the File inbox and its subfolders.
 - Manage Folders-** Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under File Inbox.
 - Create New Folder-** Click the **Create New Folder** link from the dropdown menu to create a new folder under File inbox.
- Click the **Create New Folder** option, as shown in Fig.eFile.141:



Fig.eFile. 1391

As a result following screen appears, as shown in Fig.eFile.142:

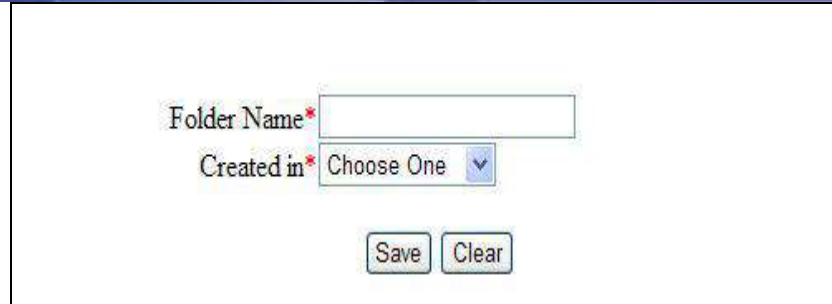


Fig.eFile. 1402

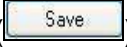
- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile.143:



Fig.eFile. 1413

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.144:

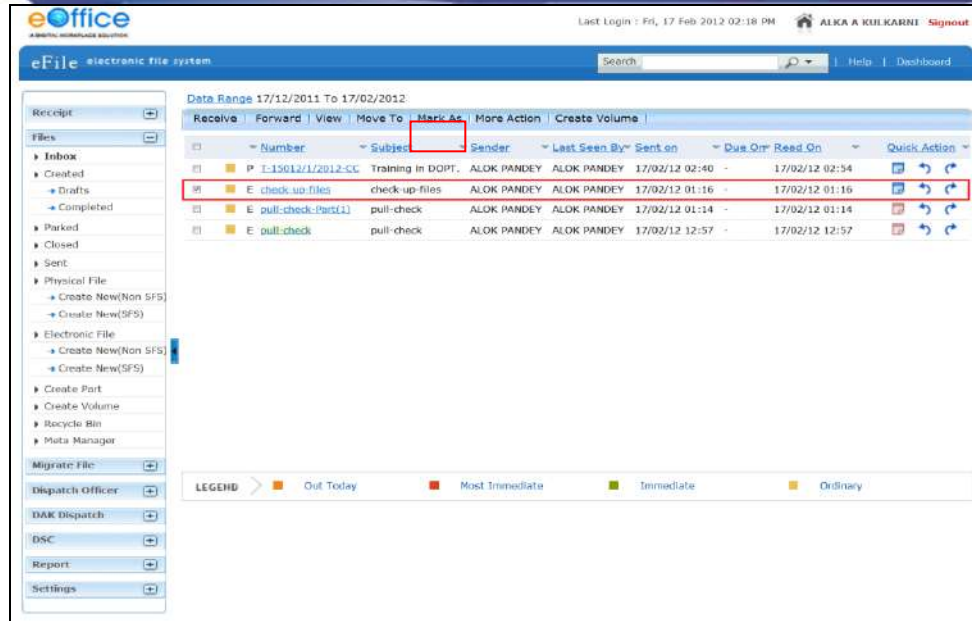


Fig.eFile. 1424

As a result **Follow up** screen will appear as shown in Fig.eFile.145:



Fig.eFile. 1435

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.146:

Followup

Followup Severity

Urgent
 Normal


Enter a Follow Up action

Forward the File

Alert Mode

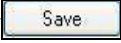
Email
 SMS
 Both
 None

When to Follow Up

30/08/2011 10 : 36 AM 

Save Remove

Fig.eFile. 1446

- Click the **Save** () button (Fig.eFile.140), as a result **follow up** for the selected will be created.

More Action:

Helps the user to **close** or **park** the active file.

To Park a particular File user has to perform the following steps:

- After selecting the File which needs to be parked, move the cursor over **More Action** Link and click the **Park File** option, as shown in Fig.eFile.147:

| Receive Reply Forward View Move To Mark As | | More Action | Create Volume | Merge | Hierarchical View | | | My Files |
|--|--------------------|-----------------------|----------------|---------|-------------------|--|--|----------|
| Number | Sender | Sent on | Due On | Read On | Quick Action | | | |
| E A-11011/141/2012-LF | gnsagrag | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | | | |
| P B-13011/5/2012-DOS(AK) | phydiytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | | | |
| E A-11011/140/2012-LF | fdsfdsfds dsfdsfd | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | | | |
| P E-12/1/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | |
| P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |
| P B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |
| P C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |
| P B/143/2012-ERC-Volume(2) | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | |

Fig.eFile. 14547

As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.148:

Parking confirmation

Do you want to move the file to the parking folder?

 Remarks:

Reminder Date: 17

Fig.eFile. 14648

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in

Fig.eFile.149:



Fig.eFile. 14749

As a result the selected file will be sent to Parked section of Files.

To close a particular File user has to perform the following steps:

- After selecting the File which needs to be closed, move the cursor over **More Action** Link and click the **Close File** option, as shown in Fig.eFile.150:

| Receive Reply Forward View Move To Mark As More Action Create Volume Merge | | | | | | | | | | Hierarchical View My Files | |
|--|--------|---|--------------------|-----------------------|----------------|---------|----------------|--|--|------------------------------|--|
| | Number | Subject | Sender | Sent on | Due On | Read On | Quick Action | | | | |
| | E | A-11011/141/2012-LF | | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | | | | |
| | P | B-13011/5/2012-DDS(AK) | phydiytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | | | | |
| | E | A-11011/140/2012-LF | fdsfsdfs dsfsdfs | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | | | | |
| | P | E-12/1/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | | | | |
| | P | B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | | |
| | P | B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | | |
| | P | C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | | |
| | P | B/143/2012-EB&C-Volume(2) | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | | | | |

Fig.eFile. 1480

As a result, Cover page of File will appear, as shown in Fig.eFile.151:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No.* T - Trai 15 - Ph 12 - Ph Choose 1 2012 LF

Subject

Description* Training in DOPT.

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Previous Reference

Later Reference

Closing Remarks

Close >

Fig.eFile. 1491

- Enter the **Closing Remarks** as per requirement, as shown in Fig.eFile.152:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. T - Trail 15 - Ph 12 - Ph Choose 1 2012 LF

Subject

Description Training in DOPT.

Category Main Choose One
Sub Choose One

Other Details


Classified Choose One

Previous Reference
Later Reference

Closing Remarks Work Completed

Close

Fig.eFile. 1502

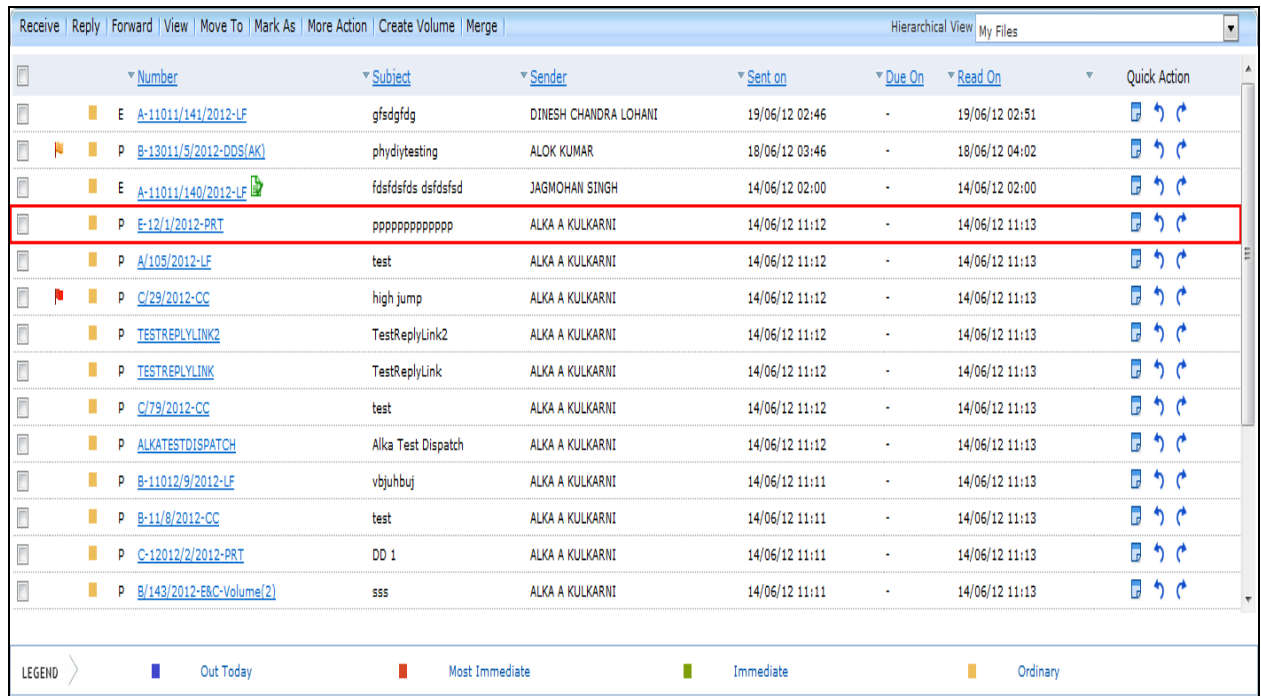
- Click the **Close** () button (Fig.eFile.147) to finally close the file, as a result the selected file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
- After selecting the File for which new Volume has to be created, click the **Create Volume** Link, as shown in Fig.eFile.153:



| | Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|--|----------------------------|--------------------|-----------------------|----------------|--------|----------------|--------------|
| | E A-11011/141/2012-LF | gfsdgdgd | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - | 19/06/12 02:51 | [Icons] |
| | P B-13011/5/2012-DDS(AK) | phydiytesting | ALOK KUMAR | 18/06/12 03:46 | - | 18/06/12 04:02 | [Icons] |
| | E A-11011/140/2012-LF | fsdfsdfs dsfsfsd | JAGMOHAN SINGH | 14/06/12 02:00 | - | 14/06/12 02:00 | [Icons] |
| | P E-12/1/2012-PRT | pppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - | 14/06/12 11:13 | [Icons] |
| | P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |
| | P B-11/8/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |
| | P C-12012/2/2012-PRT | DD 1 | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |
| | P B/143/2012-ERC-Volume[2] | sss | ALKA A KULKARNI | 14/06/12 11:11 | - | 14/06/12 11:13 | [Icons] |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1513

As a result, the following page will appear, as shown in Fig.eFile.154:

**भारत सरकार
GOVERNMENT OF INDIA**

NIC

File Number: T-15012/1/2012-CC

Subject

Description: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One


Remarks:

Previous Reference:

Later Reference:

Create Volume >

Fig.eFile. 1524

- Click the **Create Volume** () button (Fig.eFile.149) to create volume, as a result the following page appears, as shown in Fig.eFile.155:

File No: E-12/1/2012-PRT-VOLUME(2)

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : E-12/1/2012-PRT-VOLUME(2) Subject : Training matter

Opening Date : 19/06/12 03:42 Remarks : Training of IAS offi...

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

| Sender | Sent on | Sent to | Action | Remarks |
|--------|---------|---------|--------|---------|
| | | | | |

Fig.eFile. 1535

Here volume file is created with the Volume number suffixed adjacent to the file number.

Note: You will learn the about different options under the volume file in detail in **Section 9**.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Remarks** (📄) - Shows latest Noting that has been done on that particular File.
- ❖ **Reply** (↩) - It facilitates the user to reply to the sender of the File.
- ❖ **Forward** (➡) - Forward a particular File to the recipient.

Created:

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose numbers are not generated. User can view all the created Files, by clicking on '**Created**' link under the Files section.

Created Link Contains 2 options:

- i. **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work Later on.

The Files in the Draft option can be deleted and sent to Recycle Bin using Delete (✖) link.

- ii. **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

There are 3 sub links provided under Completed link of Created File Section:

a) **Forward:** Helps the user to forward a particular File/s to the recipient.

- To forward a file user has to perform the following steps:
- Select the File/s from the **Completed** option of **Created File** Link which needs to be forwarded, as shown in Fig.eFile.156:

| Number | Subject | Subject Category | Created On | Remarks | Quick Action |
|---------------------------------------|---------------------|---------------------|----------------|---------------------|-------------------|
| P B/175/2012-LF | test | AMC & Demand | 14/06/12 12:36 | test | ↻ |
| P C/139/2012-LF | testing description | - | 14/06/12 10:54 | testing description | ↻ |
| P A/135/2012-LF | testing description | - | 14/06/12 10:52 | testing description | ↻ |
| P C/138/2012-LF | testing description | - | 14/06/12 10:51 | testing description | ↻ |
| P C/137/2012-LF | testing description | - | 14/06/12 10:50 | testing description | ↻ |
| E A-11011/135/2012-LF | dfdsfdfsdf | - | 14/06/12 10:14 | - | ↻ |
| P C-12/5/2012-LF | new physical file | ACR related matters | 14/06/12 10:07 | testing remark | ↻ |
| P E/19/2012-LF | sumit's file | - | 13/06/12 02:39 | sumit's file | ↻ |
| E GOLP234 | dsfdf | - | 12/06/12 03:26 | - | ↻ |
| E A-11011/126/2012-LF | saddasdad | - | 12/06/12 03:18 | - | ↻ |
| E LPK0907 | dsfdf | - | 12/06/12 02:02 | - | ↻ |
| E A-11011/121/2012-LF | ewqewqewq | - | 12/06/12 12:13 | - | ↻ |
| E A-11011/120/2012-LF | dsfdfsafaf | - | 12/06/12 12:08 | - | ↻ |
| E A-11011/119/2012-LF | sadsadsa | - | 12/06/12 11:53 | - | ↻ |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1546

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile.157:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To:

Set Due Date: 17

Action: ▼

Priority: ▼

Total 1000 |
1000 character left

Remarks:

Fig.eFile. 1557


- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.158:

The screenshot shows a 'Send' dialog box with the following details:

- File Number :** A-11011/1/2011-ADM
- Subject :** cell one INFO
- To :** A dropdown menu is open, showing a list of recipients. The first recipient, Rathindra Nath Mukherjee, is highlighted with a red box. The list includes:

| | | | |
|--------------------------|----------|--------------|---------------|
| Rathindra Nath Mukherjee | PA (DM) | Confidential | Section of DM |
| Debprosad Dey | UDA(DPR) | Confidential | Section of DM |
| Swapn Kumar | UDA(SKN) | Confidential | |
- Set Due Date :** A text box with a calendar icon (17) to its right.
- Action :** A dropdown menu.
- Priority :** A dropdown menu.
- Remarks :** A large text area.
- Character Count :** Total 1000 | 1000 character left
- Buttons :** A 'Send' button at the bottom.

Fig.eFile. 15658


- Provide the Due date (if required) for the File using the calendar () link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.159:


Send


File Number : **A-11011/1/2011-ADM**

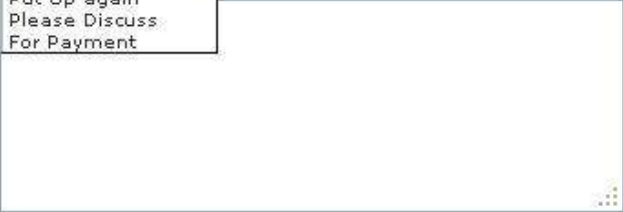
Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section.c

Set Due Date : 31/08/2011 

Action : Forward 

Priority : 

Remarks : 




Fig.eFile. 15759

- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.159).
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.160:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011 17

Action : Forward


Priority : Most Immediate


Total 1000 |
994 characters left.

Remarks : URGENT

Send

Fig.eFile. 15860

- Click the **Send** () button (Fig.eFile.160). As a result, the created File is sent to the intended recipient.

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- b) View:** Helps the user to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Physical-**Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.161:

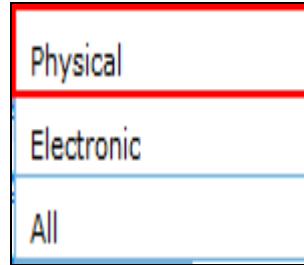


Fig.eFile. 1591

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.162:

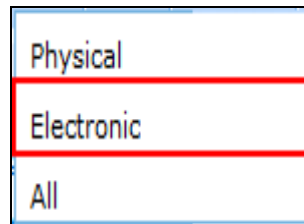


Fig.eFile. 1602

- i. **ALL**-Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.163:

Fig.eFile. 1613

c) Create Volume:

Helps the user to create a new Volume of an existing file.

To create a Volume user has to perform following steps:

After selecting the File for which new Volume has to be created, move the cursor over **Create Volume** Link and click it, as shown in Fig.eFile.164:

| Forward View Create Volume | | Hierarchical View My Files | | | | |
|-------------------------------------|---------------------------------------|----------------------------|---------------------|----------------|---------------------|--------------|
| <input type="checkbox"/> | Number | Subject | Subject Category | Created On | Remarks | Quick Action |
| <input type="checkbox"/> | P B/175/2012-LF | test | AMC & Demand | 14/06/12 12:36 | test | |
| <input type="checkbox"/> | P C/139/2012-LF | testing description | - | 14/06/12 10:54 | testing description | |
| <input type="checkbox"/> | P A/135/2012-LF | testing description | - | 14/06/12 10:52 | testing description | |
| <input type="checkbox"/> | P C/138/2012-LF | testing description | - | 14/06/12 10:51 | testing description | |
| <input type="checkbox"/> | P C/137/2012-LF | testing description | - | 14/06/12 10:50 | testing description | |
| <input type="checkbox"/> | E A-11011/135/2012-LF | dfdsfdfsdf | - | 14/06/12 10:14 | - | |
| <input type="checkbox"/> | P C-12/5/2012-LF | new physical file | ACR related matters | 14/06/12 10:07 | testing remark | |
| <input type="checkbox"/> | P E/19/2012-LF | sumit's file | - | 13/06/12 02:39 | sumit's file | |
| <input type="checkbox"/> | E GOLP234 | dsfdf | - | 12/06/12 03:26 | - | |
| <input type="checkbox"/> | E A-11011/126/2012-LF | saddasdad | - | 12/06/12 03:18 | - | |
| <input type="checkbox"/> | E LPK0907 | dsfdfs | - | 12/06/12 02:02 | - | |
| <input type="checkbox"/> | E A-11011/121/2012-LF | ewqewqewqe | - | 12/06/12 12:13 | - | |
| <input type="checkbox"/> | E A-11011/120/2012-LF | dsfdfsdf safaf | - | 12/06/12 12:08 | - | |
| <input type="checkbox"/> | E A-11011/119/2012-LF | sadsadsa | - | 12/06/12 11:53 | - | |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1624

As a result, the following page will appear, as shown in Fig.eFile.165:

भारत सरकार
GOVERNMENT OF INDIA

NIC:

File Number: T-15012/1/2012-CC

Subject

Description*: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One

Remarks

Previous Reference: _____ Later Reference: _____

Create Volume

Fig.eFile. 16366

- Click the **Create Volume** () button (Fig.eFile.166) to create volume, as a result the following page appears, as shown in Fig.eFile.167:

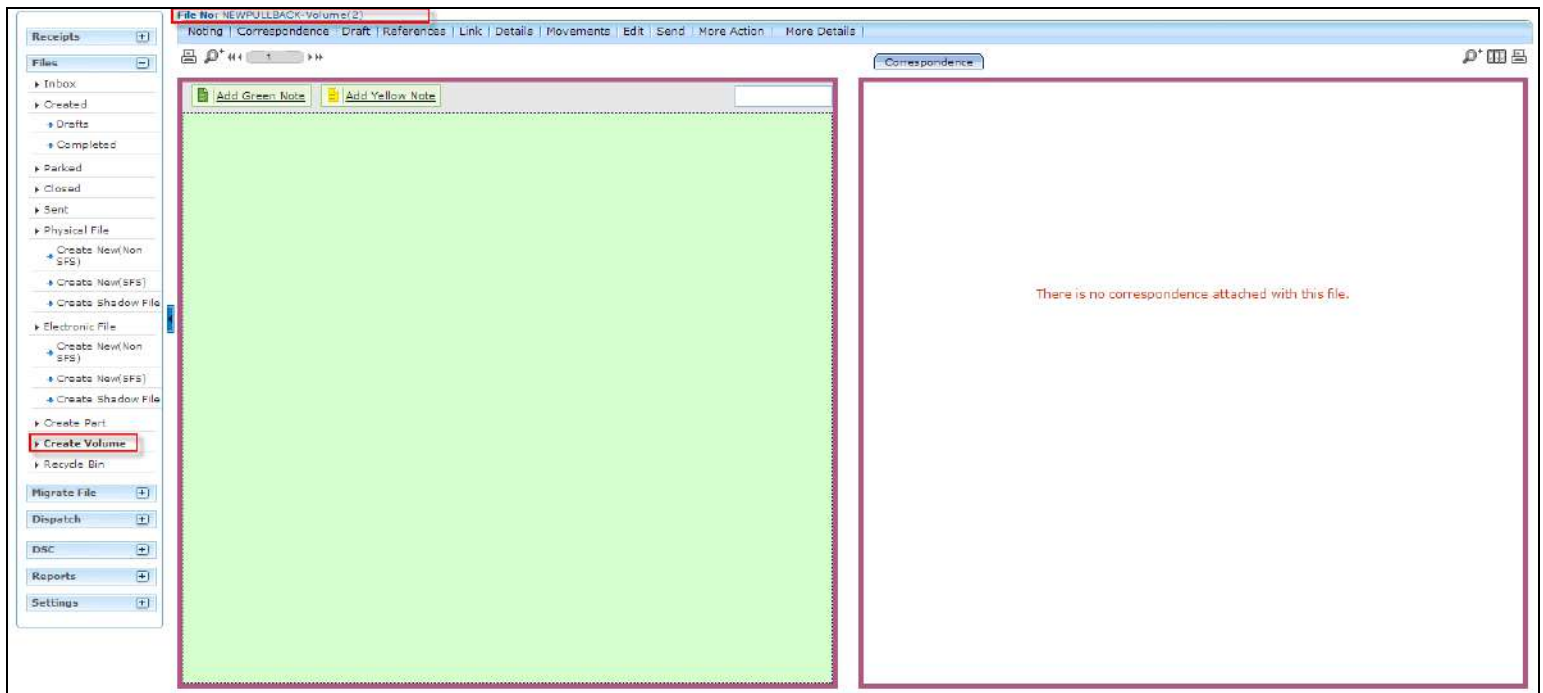


Fig.eFile. 1647

Note: You will learn the process of volume creation in detail in Section 9.-where is section 9

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Forward** (🔄) - Forward a particular File to the recipient.

Parked:

Parked link contains a list of all the Files that are temporary closed and work will be done later on. Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

To make Parked File an Active File, user has to perform the following steps:

- Select the File/s from the **Parked link** of Files which needs to be Parked, as shown in Fig.eFile.168:

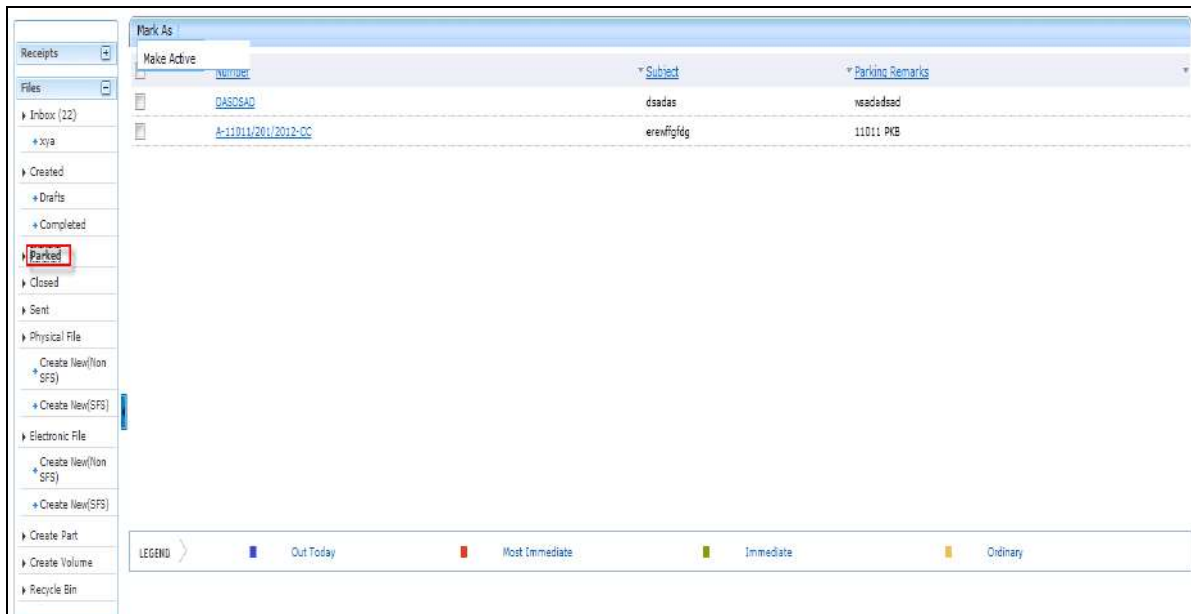


Fig.eFile. 16568

- Scroll mouse over '**Mark As**' Link and click the Make Active option under it, as shown in Fig.eFile.169:



Fig.eFile. 16669

As a result, the Files become active and move to the File Inbox.

Closed:

Closed link contains a list of Files that are closed as complete work has been done on it already. Closed Files can be made active at any point of time.

To make Closed File an Active File, user has to perform the following steps:

- Select the File/s from the **Closed link** of Files which needs to be Closed, as shown in Fig.eFile.170:

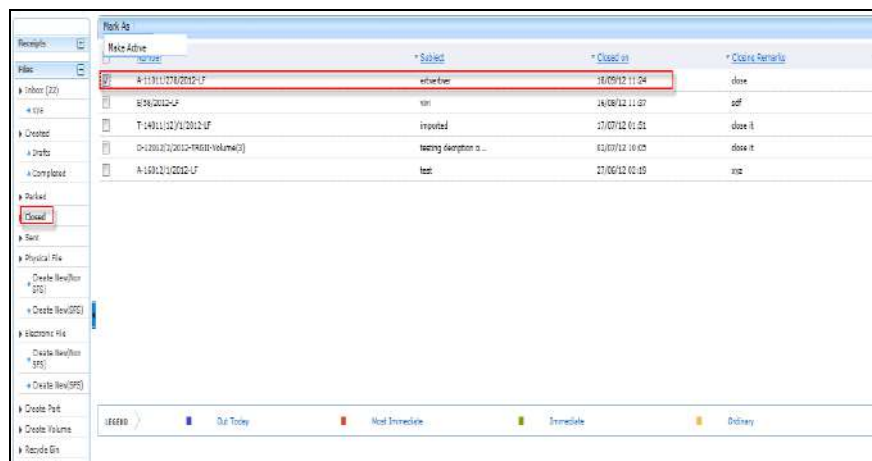


Fig.eFile. 16770

Only creator of the File can close the file, no other person has access to close files.

- Scroll mouse over **Mark As** Link and click the **Make Active** option under it, as shown in Fig.eFile.171:

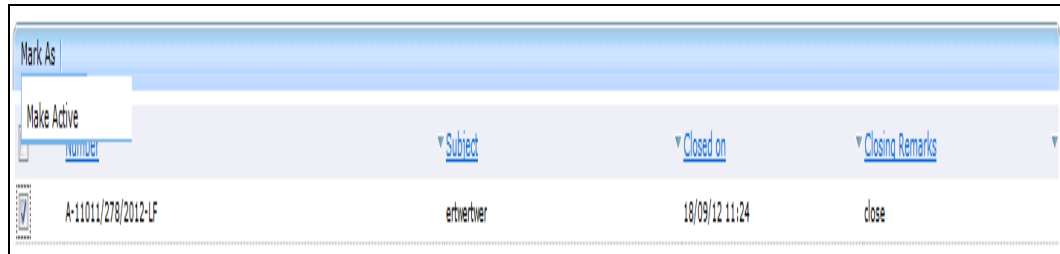


Fig.eFile. 1681

As a result, the Files become active and move to the File Inbox.

Sent:

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.172:

| View | Mark As | Create Part | Number | Subject | Sent To | Sent on | Due On |
|--------------------------|--------------------------|--------------------------|-----------------------|----------------------|-----------------------|----------------|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P C/145/2012-LF | test | DINESH CHANDRA LOHANI | 14/06/12 12:42 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E D-13013/1/2012-PRT | Tendulkar Phy File 1 | DINESH CHANDRA LOHANI | 14/06/12 12:37 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/139/2012-LF | sdsadfafdsf | ALOK KUMAR | 14/06/12 12:24 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/139/2012-LF | sdsadfafdsf | JAGMOHAN SINGH | 14/06/12 12:17 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/138/2012-LF | safsafaf | JAGMOHAN SINGH | 14/06/12 12:13 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P E-12/1/2012-PRT | ppppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P A-12012/2/2012-LF | Daily aaj Tak | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1692

There are 3 links provided under Sent Section of File:

a) **View:** Helps the user to list the Files depending upon its current state (Physical, Electronic, Follow Up, All).

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.173.

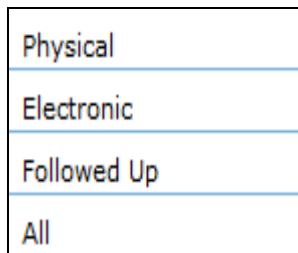


Fig.eFile. 1703

i) **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.174:

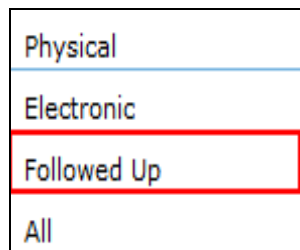


Fig.eFile. 1714

ii) **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.175:

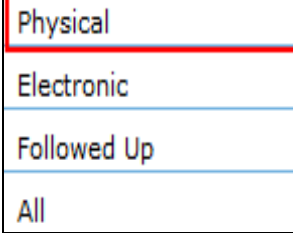


Fig.eFile. 1725

iii) **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.176:

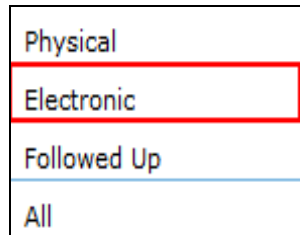


Fig.eFile. 1736

iv) **ALL** - Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.177:

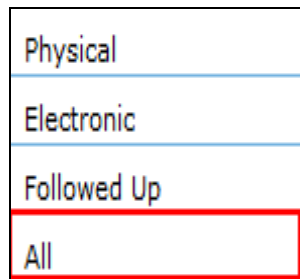


Fig.eFile. 1747

b) **Mark As**: User can use this option to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.178:

| View | Mark As | Create Part | Number | Subject | Sent To | Sent on | Due On |
|------|---------|-------------|-----------------------|----------------------|-----------------------|----------------|--------|
| | | | P C/145/2012-LF | test | DINESH CHANDRA LOHANI | 14/06/12 12:42 | - |
| | | | E D-13013/1/2012-PRT | Tendulkar Phy File 1 | DINESH CHANDRA LOHANI | 14/06/12 12:37 | - |
| | | | E A-11011/139/2012-LF | sdsadfafdsf | ALOK KUMAR | 14/06/12 12:24 | - |
| | | | E A-11011/139/2012-LF | sdsadfafdsf | JAGMOHAN SINGH | 14/06/12 12:17 | - |
| | | | E A-11011/138/2012-LF | safsafaf | JAGMOHAN SINGH | 14/06/12 12:13 | - |
| | | | P E-12/1/2012-PRT | ppppppppppppp | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P A/105/2012-LF | test | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P C/29/2012-CC | high jump | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P TESTREPLYLINK2 | TestReplyLink2 | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P A-12012/2/2012-LF | Daily aaj Tak | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P TESTREPLYLINK | TestReplyLink | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P C/79/2012-CC | test | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P ALKATESTDISPATCH | Alka Test Dispatch | ALKA A KULKARNI | 14/06/12 11:12 | - |
| | | | P B-11012/9/2012-LF | vbjuhuj | ALKA A KULKARNI | 14/06/12 11:11 | - |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 17578

As a result **follow up** screen will appear as shown in Fig.eFile.179:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None

When to Follow Up: :

Fig.eFile. 17679

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.180:

Followup

Followup Severity

Urgent
 Normal

Enter a Follow Up action

Forward the File

Alert Mode

Email
 SMS
 Both
 None


When to Follow Up

30/08/2011 10 : 36 AM 17

Save Remove

Fig.eFile. 1770

- Click the **Save** () button (Fig.eFile.180), as a result **Follow up** will be created.

User can also Pull back the File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- c) **Create Part:** User can use this option to create a **Part file** of the existing file which is under submission.

Part Files cannot be created if the file is already in File inbox.

To create a **Part file** of the existing file, user has to perform the following steps:

- Select the File for which part file needs to be created and click the '**Create Part**' option, as shown in Fig.eFile.181:

| View | Mark As | Create Part | Number | Subject | Sent To | Sent on | Due On |
|--------------------------|--------------------------|--------------------------|---|---------------------|-----------------------|----------------|----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/141/2012-LF | gfsdghd | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/139/2012-LF | Training matter | DINESH CHANDRA LOHANI | 19/06/12 02:46 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E D/53/2012-E&C | sds | BIKRAM SINGH | 19/06/12 12:22 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P D/58/2012-LF | rvar | JAGMOHAN SINGH | 18/06/12 02:47 | 19/06/12 12:00 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P C/137/2012-LF | testing description | RAMESH KUMAR | 15/06/12 11:34 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/141/2012-LF-Volume(2) | Training schedule | BIKRAM SINGH | 15/06/12 11:29 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-12012/6/2012-CC | saas | BIKRAM SINGH | 15/06/12 11:17 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P A-12012/2/2012-LF | Daily aaj Takssaa | ALOK PANDEY | 14/06/12 04:38 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A/136/2012-LF | test | JAGMOHAN SINGH | 14/06/12 03:52 | 22/06/12 12:00 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P C-11/2/2012-LF | 123 | A NALLASAMY | 14/06/12 03:47 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/128/2012-LF | fdsafsd | A NALLASAMY | 14/06/12 03:47 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/141/2012-LF | gfsdghd | ALKA A KULKARNI | 14/06/12 02:11 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E A-11011/140/2012-LF | fdsafds dafdsfd | JAGMOHAN SINGH | 14/06/12 01:58 | - |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | P C/145/2012-LF | test | DINESH CHANDRA LOHANI | 14/06/12 12:42 | - |

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile. 1781

As a result, Cover page of file appears asking to create a Part file, as shown in Fig.eFile.182:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number:

Subject

Description:

Category: Main
Sub

Other Details

Classified:

Remarks:

Previous Reference: Later Reference:

Fig.eFile. 1792

User can change Subject/Description and Remarks (if required) on the file cover except the File no.

- Enter the Description and other fields (if required) and click the **'Create Part'** button, as shown in Fig.eFile.183:

The screenshot shows the 'eFile' interface for the Government of India. At the top, it displays 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, the 'NIC' logo is visible. The 'File Number' field contains 'A-11011/139/2012-LF'. The 'Subject' field is empty. The 'Description' field contains 'Training matter - new part matter'. The 'Category' section has 'Main' and 'Sub' dropdown menus, both set to 'Choose One'. The 'Other Details' section has a 'Classified' dropdown menu set to 'Choose One'. The 'Remarks' field contains 'In reference to the previous part of this File'. Below the 'Remarks' field are 'Previous Reference' and 'Later Reference' input fields. At the bottom, there is a 'Create Part' button with a right-pointing arrow, which is highlighted by a red box and a mouse cursor.

Fig.eFile. 1803

As a result, new part file is created with the File no at the top of File as shown in Fig.eFile.184:

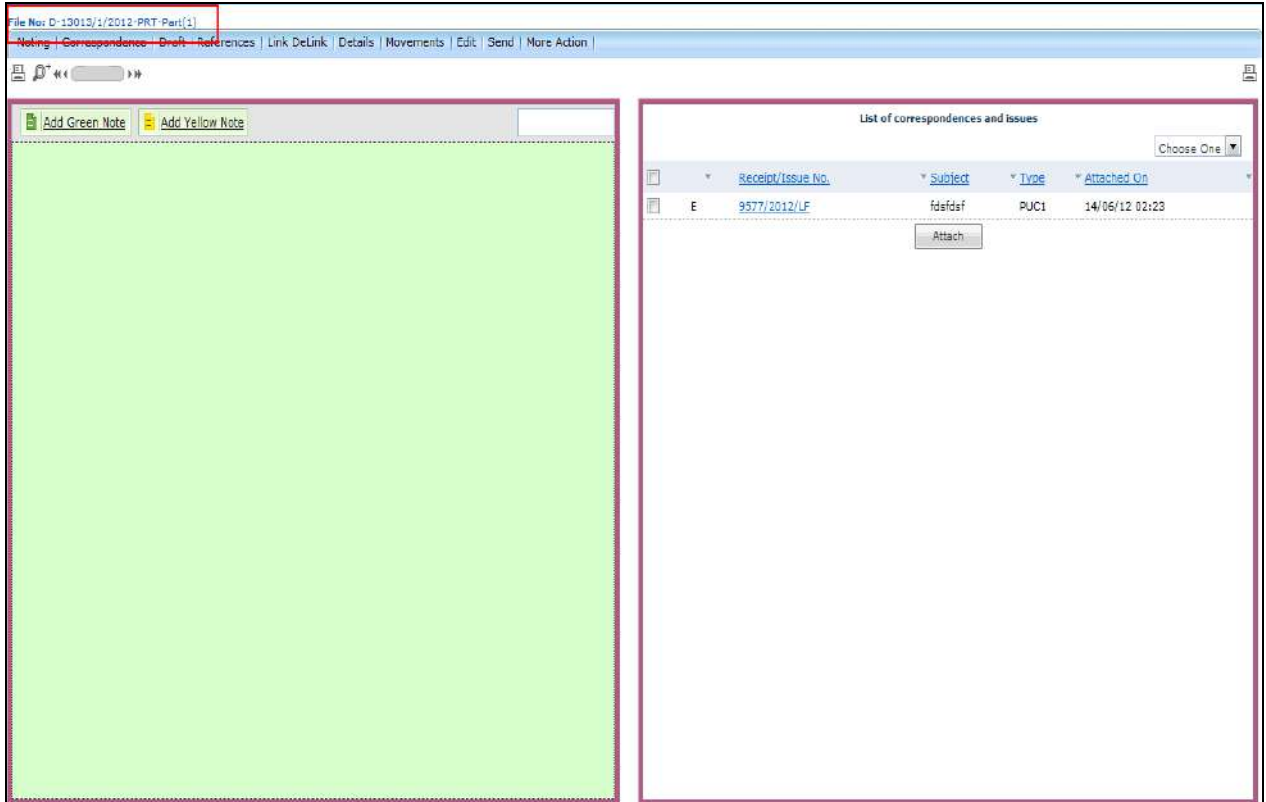


Fig.eFile. 1814

Physical File:

Physical File option under the Files section helps the user to create a new **Physical File**.

Physical File Link Contains 2 options:

- i. **Create New (Non-SFS):** This option creates a physical file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.
- Click on the **Create New(Non-SFS)** option under Physical File, as shown in Fig.eFile.185:

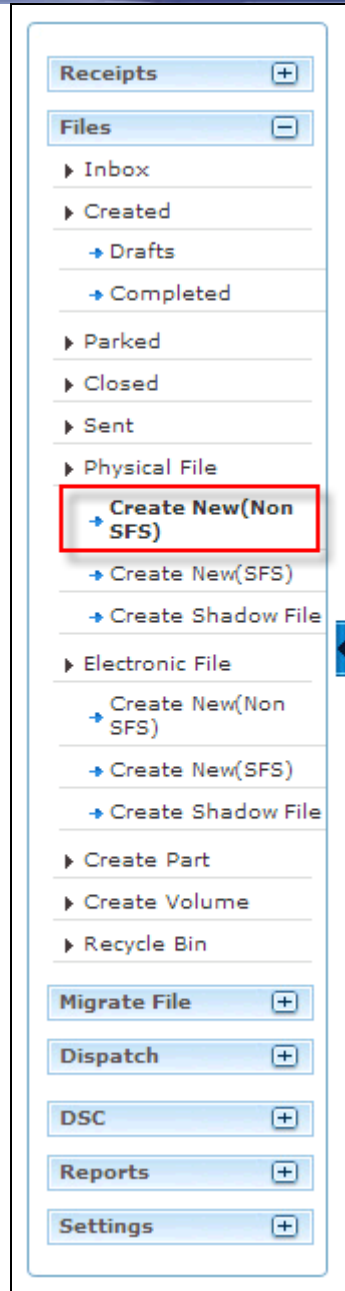


Fig.eFile. 1825

As a result, File Cover Page screen appears as shown in Fig.eFile.186:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No.* Choose Choose Choose Choose 2011 ADM

Subject

Description*

Category Main Choose One
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile. 1836

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.187:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. A - Estd 14 - Sc 11 - Re Choose 2012 LF

Subject

Description Judiciary Matter

Category Main Appointments Sub Choose One

Other Details


Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile. 1847

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.180) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.188:

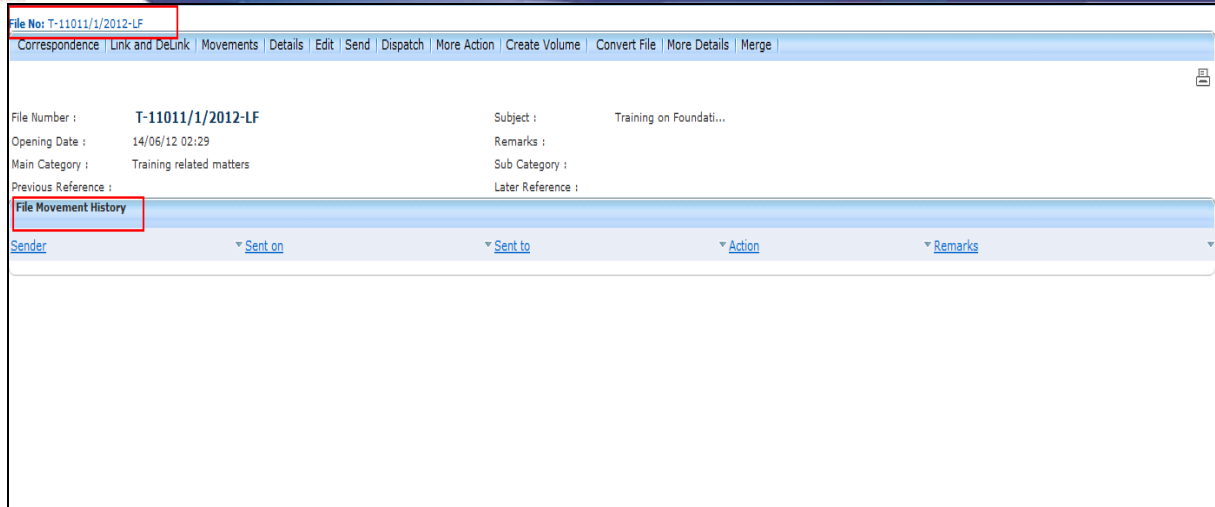


Fig.eFile. 18588

User can also click the Work on File Later ([Work On File Later](#)) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform 11 different operations on a file, For instance:

a) Correspondence:

With the help of this feature user can attach physical correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Click the Correspondence ([Correspondence](#)) Link (Fig.eFile.188), as a result List of Correspondences and Issues page appears on right side of Notings page, as shown in Fig.eFile.189:

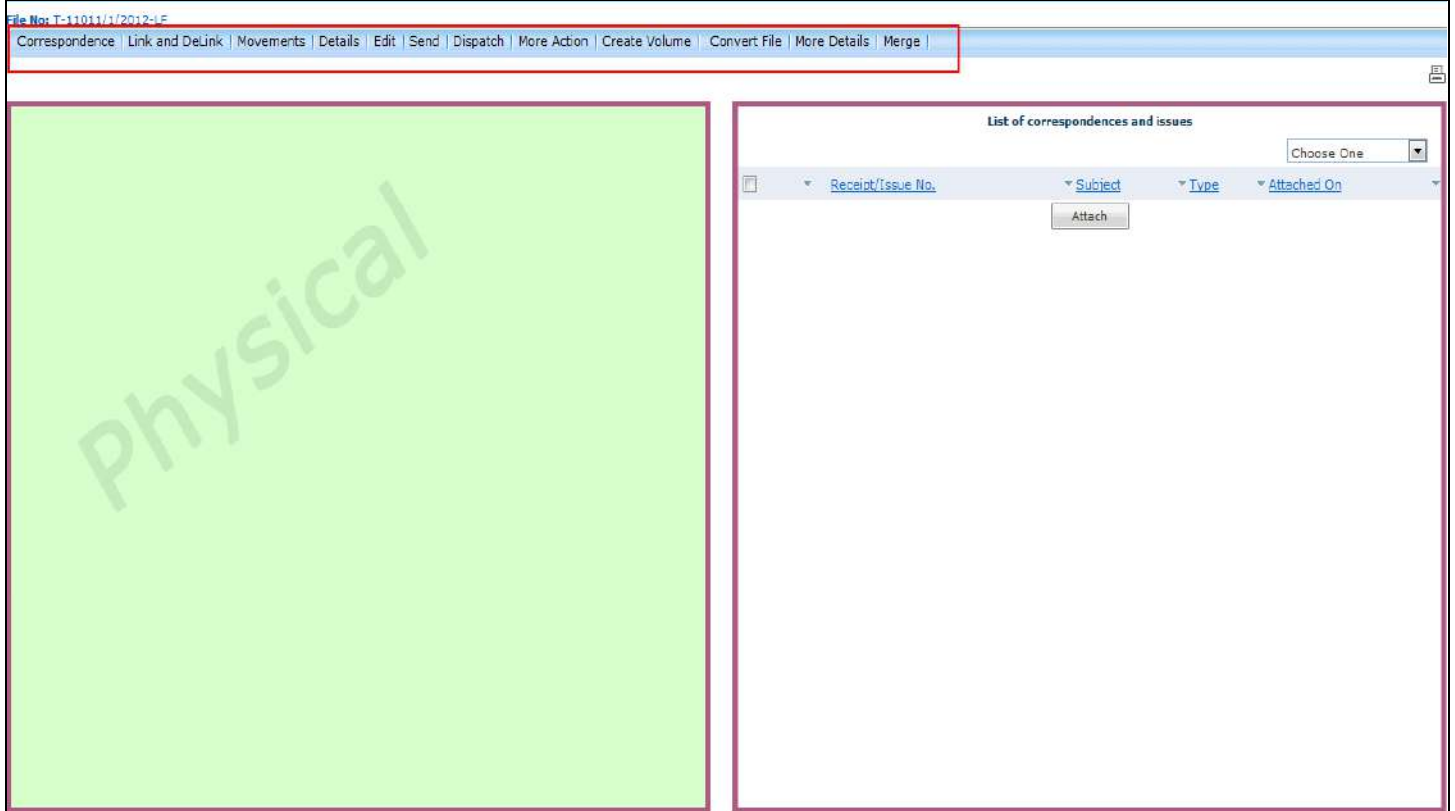


Fig.eFile. 18689

- Click the **Attach** () Button (Fig.eFile.189), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.190:

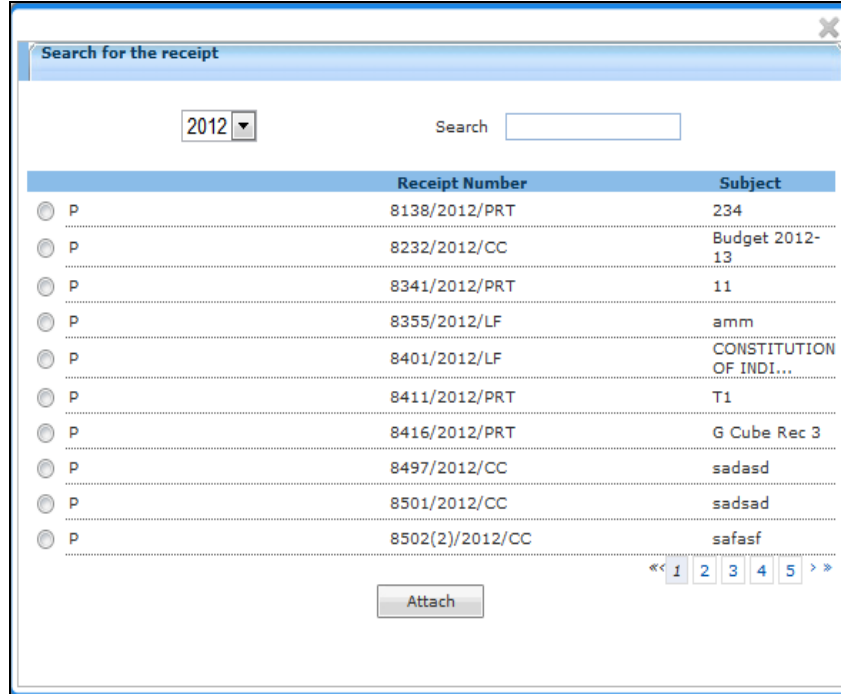


Fig.eFile. 1870

- Select the receipt from the **Receipt Search window** to attach with the file (Fig.eFile.190).
- After selecting the receipt, click the Attach () button (Fig.eFile.190). As a result, the receipt gets attached to the file, as shown in Fig.eFile.191:

Receipt should not have referencing, it should be dereferenced.

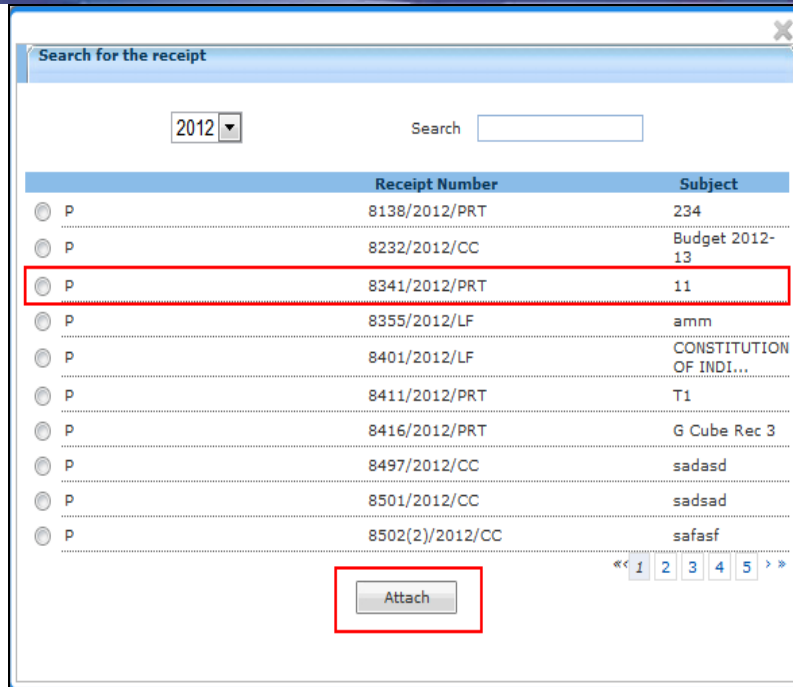


Fig.eFile. 1881

Type of the receipt can be changed from the dropdown menu available at the top of **List of Correspondences and Issues** page:

i. **Mark As PUC:**

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as PUC, as shown in Fig.eFile.192:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

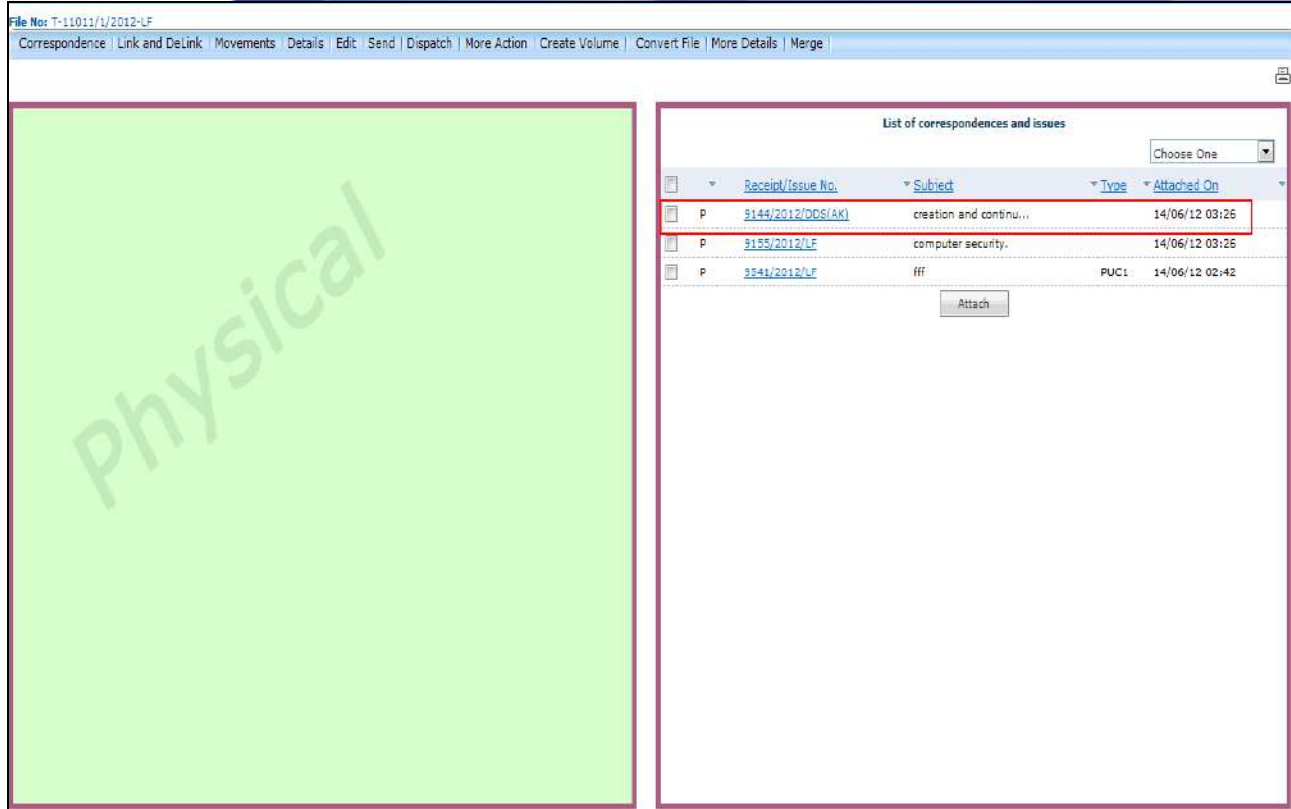


Fig.eFile. 1892

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.193:

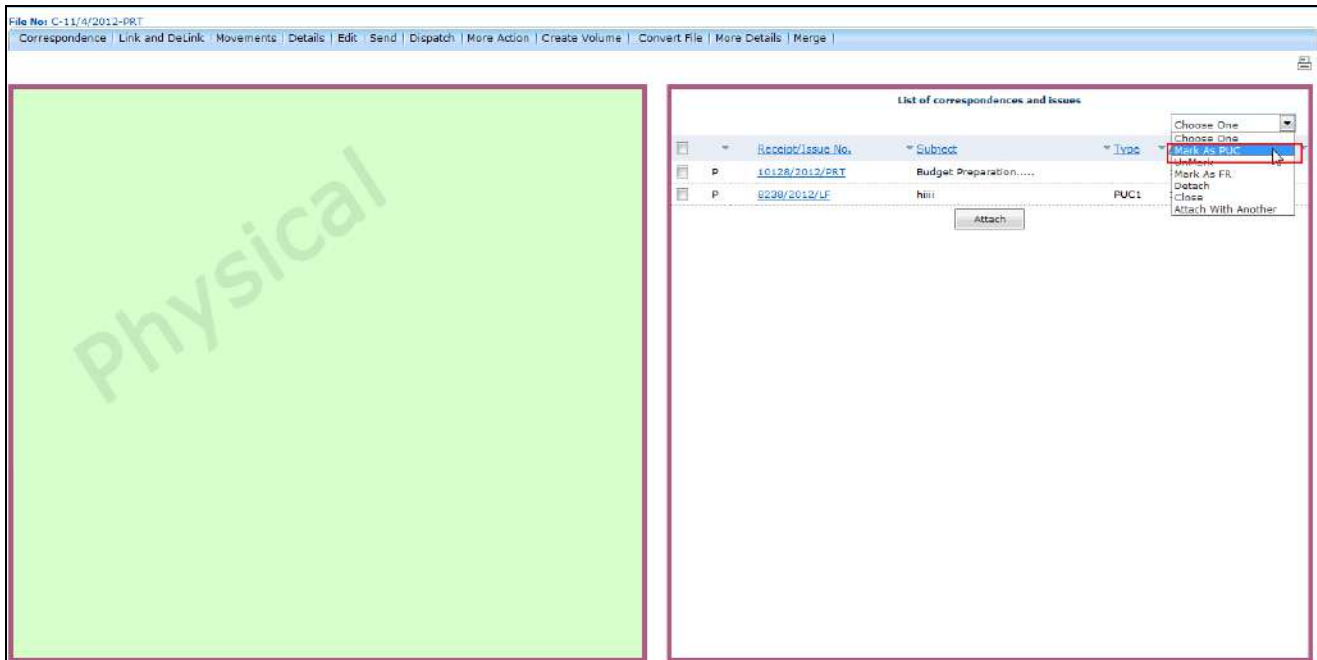


Fig.eFile. 1903

ii. **Unmark:**

Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

Select the receipt from the **List of Correspondences and Issues** which needs to be Unmarked.
Select the type as **Unmark** from the dropdown menu.

iii. **Mark As FR:**

Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as FR, as shown in Fig.eFile.194:

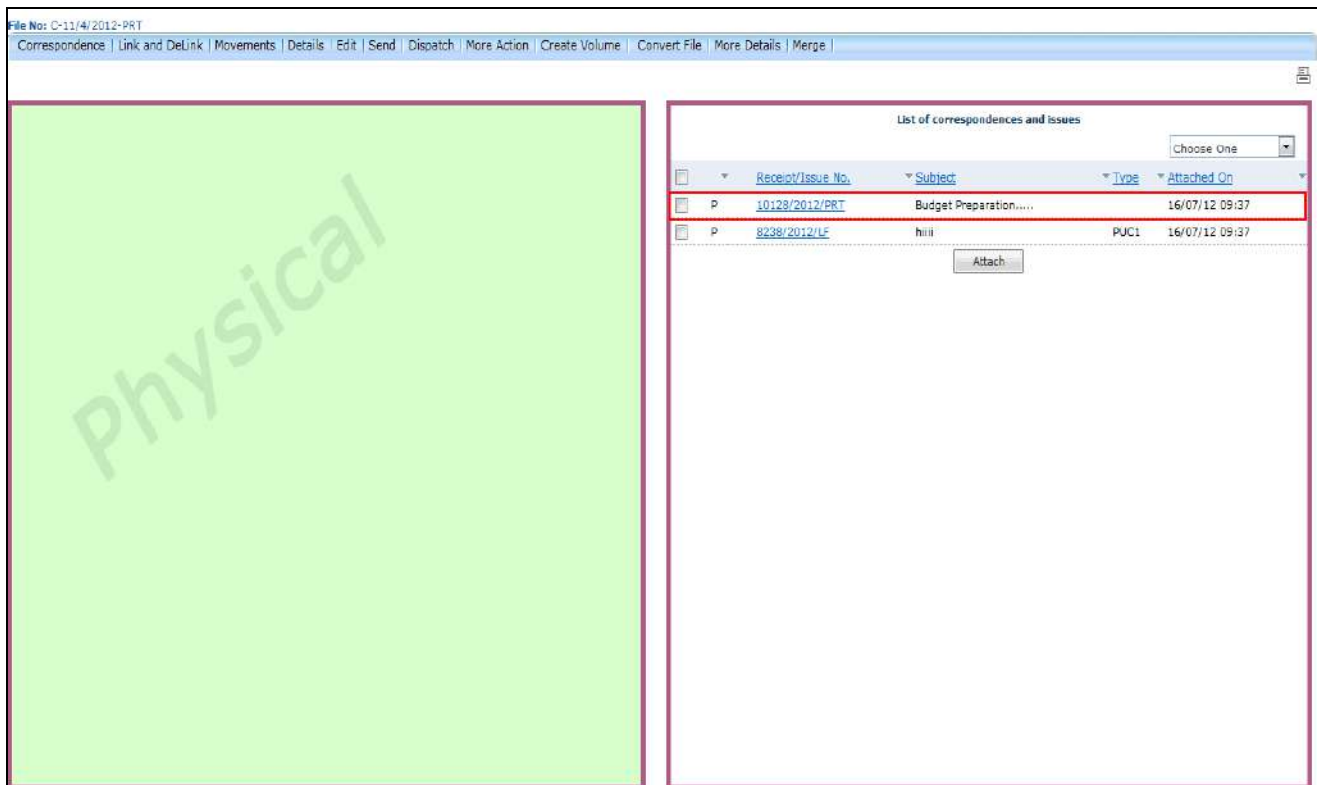


Fig.eFile. 1914

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.195:

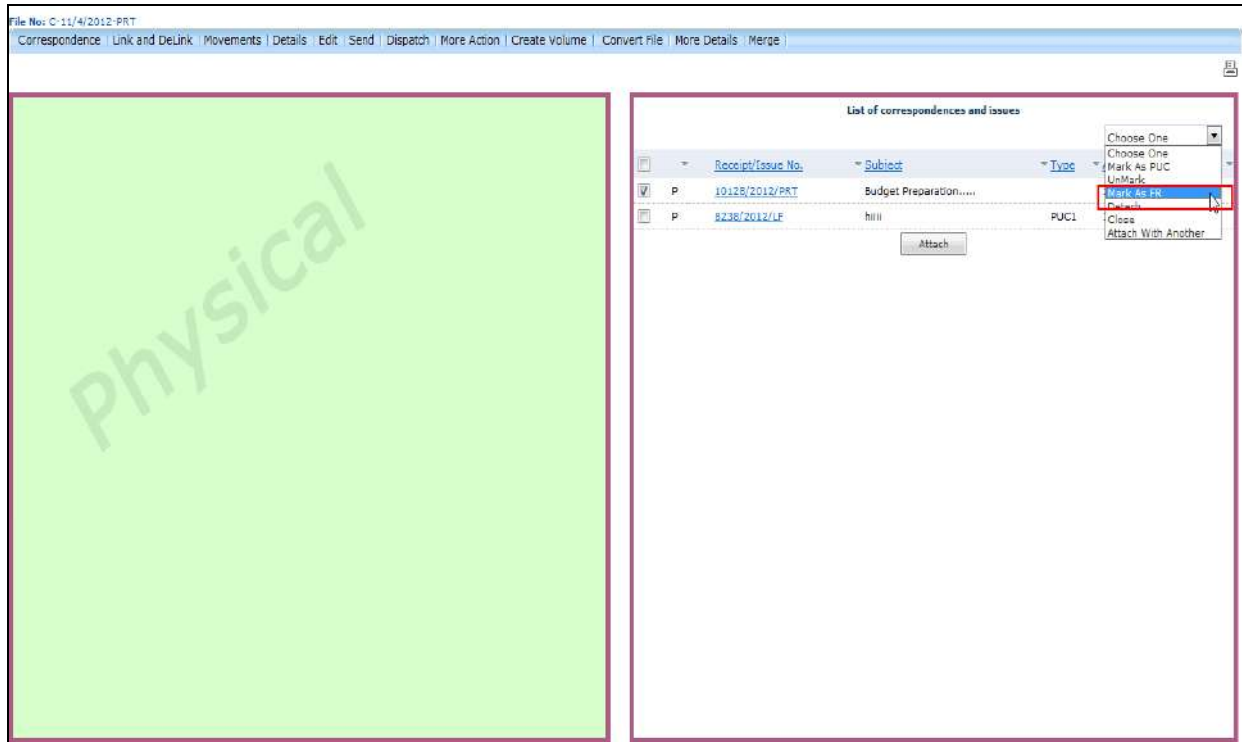


Fig.eFile. 1925

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.196:

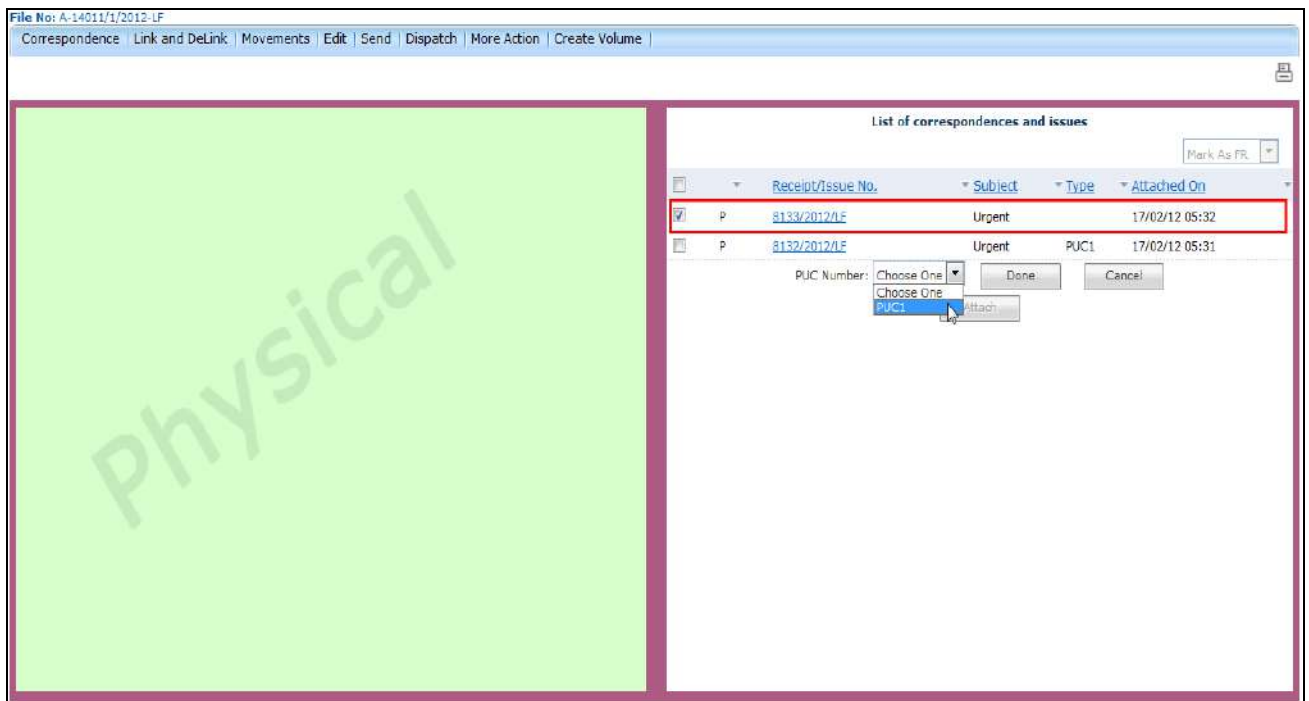



Fig.eFile. 1936

- Click the 'Done' () button (Fig.eFile.196), as a result the receipt gets marked as FR, as shown in Fig.eFile.197:

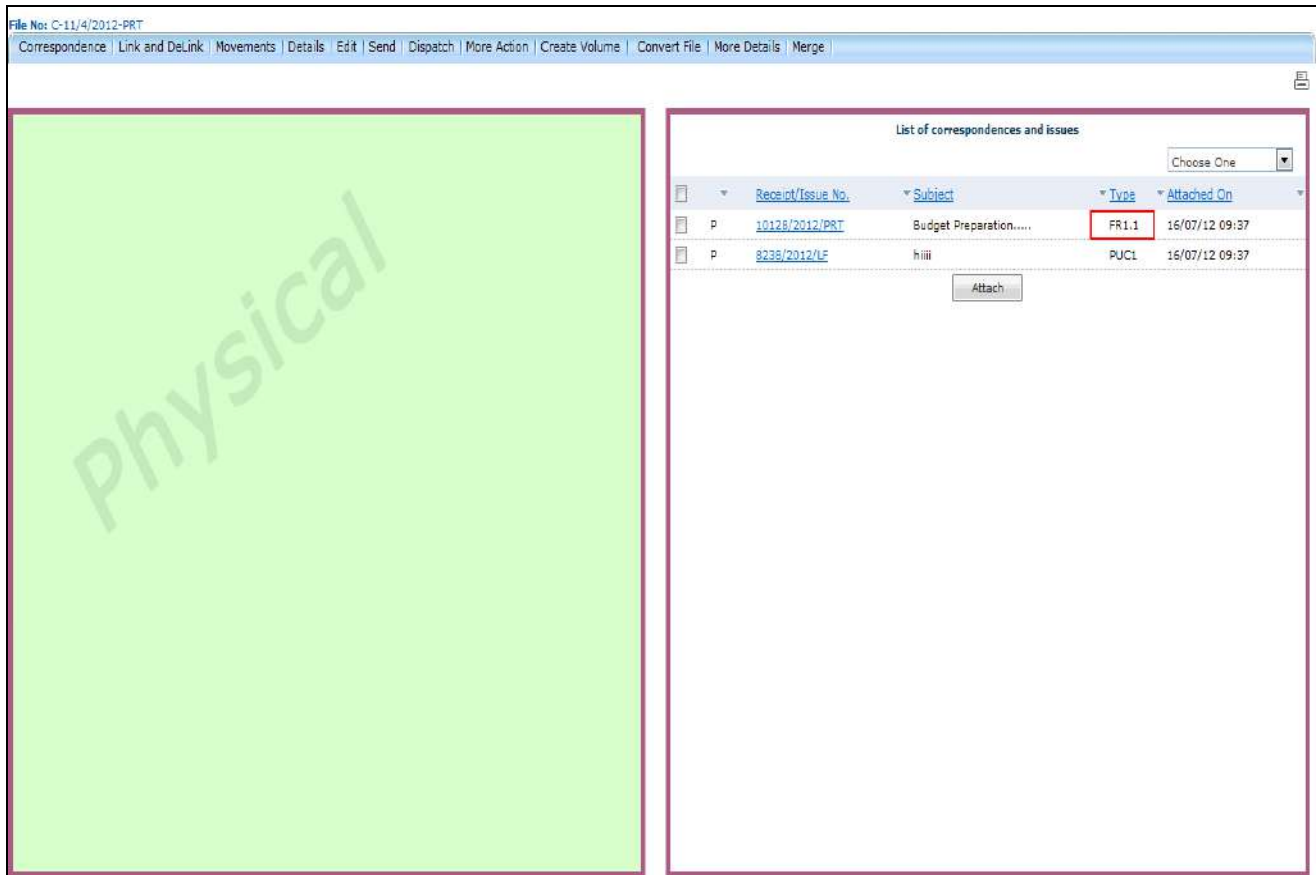


Fig.eFile. 1947

iv. **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **List of Correspondences and issues**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

Select the receipt from the **TOC of Correspondences** which needs to be detached.
Select the type as **Detach** from the dropdown menu.

v. **Close:**

Helps the user to **Close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.198:

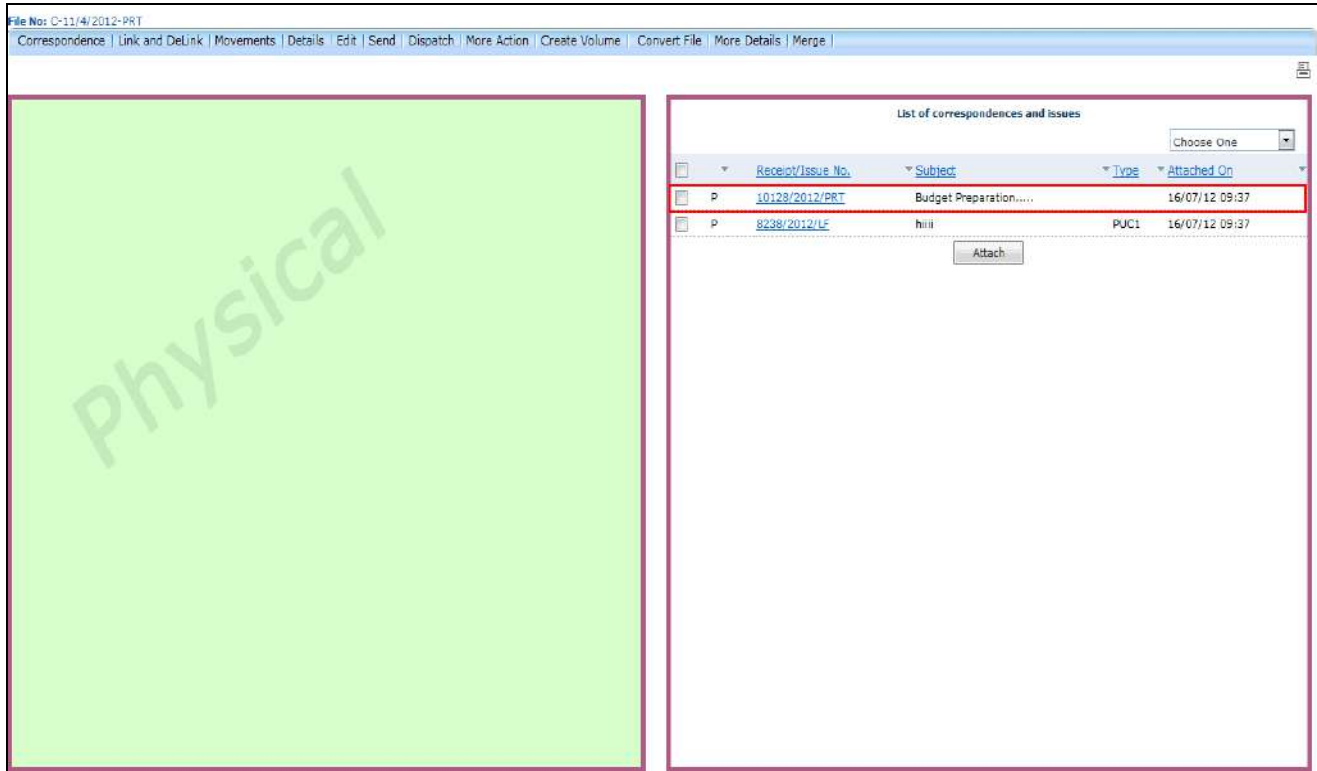


Fig.eFile. 198

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.199:

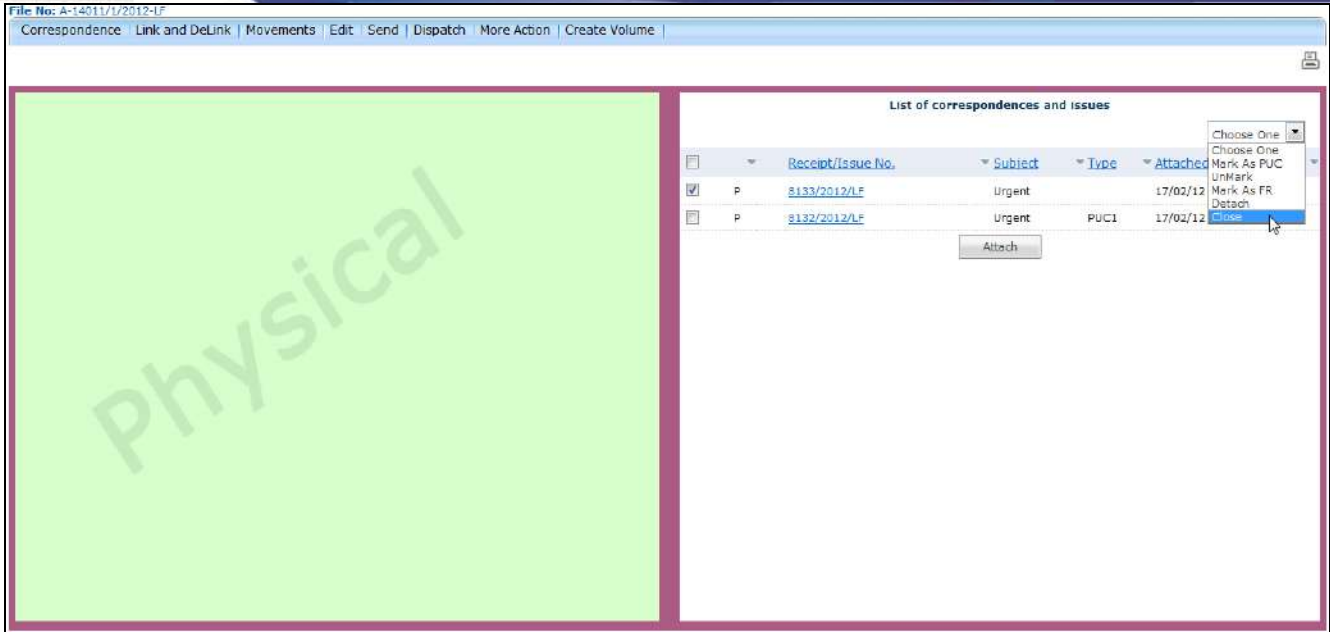


Fig.eFile. 199

As a result, **Close confirmation Box** appears as shown in Fig.eFile.200:



Fig.eFile. 200

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.201:

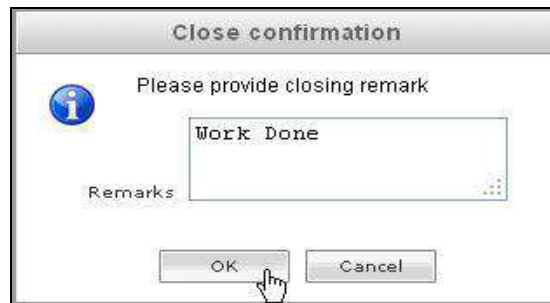


Fig.eFile. 1951

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

vi. **Attach with another:**

Helps the user to attach the already merged receipt to another File.

To attach the receipt with another File, user has to perform following steps:

- Select the receipt which needs to be put in another File and select the '**Attach With Another**' option from the dropdown as shown in Fig.eFile.202:

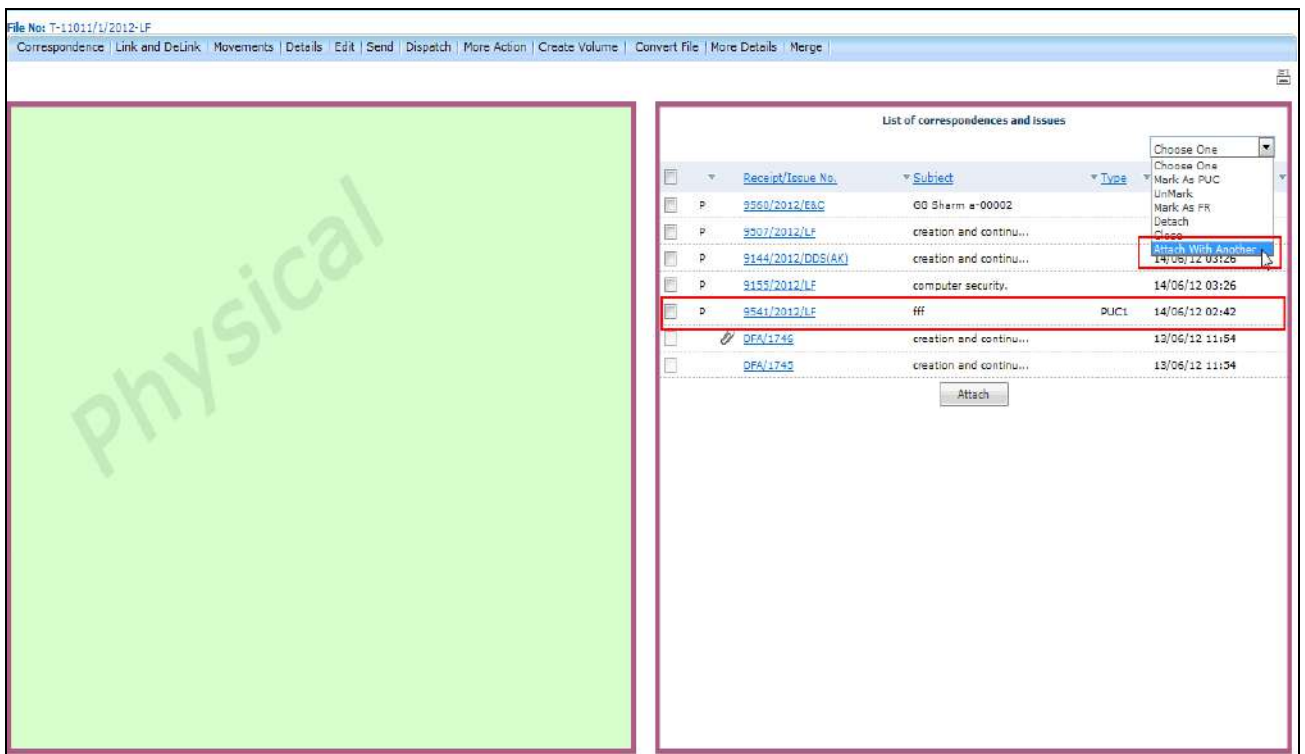


Fig.eFile. 1962

As a result list of Files will appears, as shown in Fig.eFile.203:

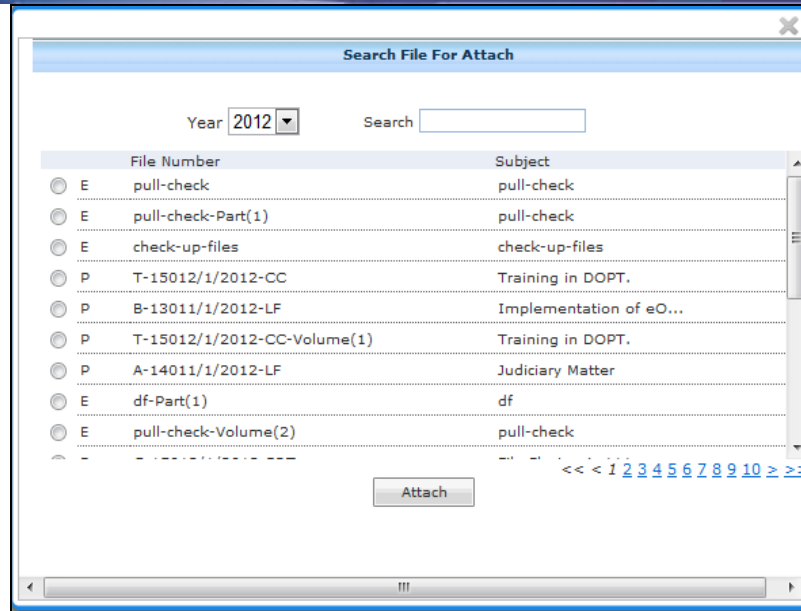


Fig.eFile. 1973

- Select the file in which receipt needs to get attached and click the '**Attach**' button, as shown in Fig.eFile.204:

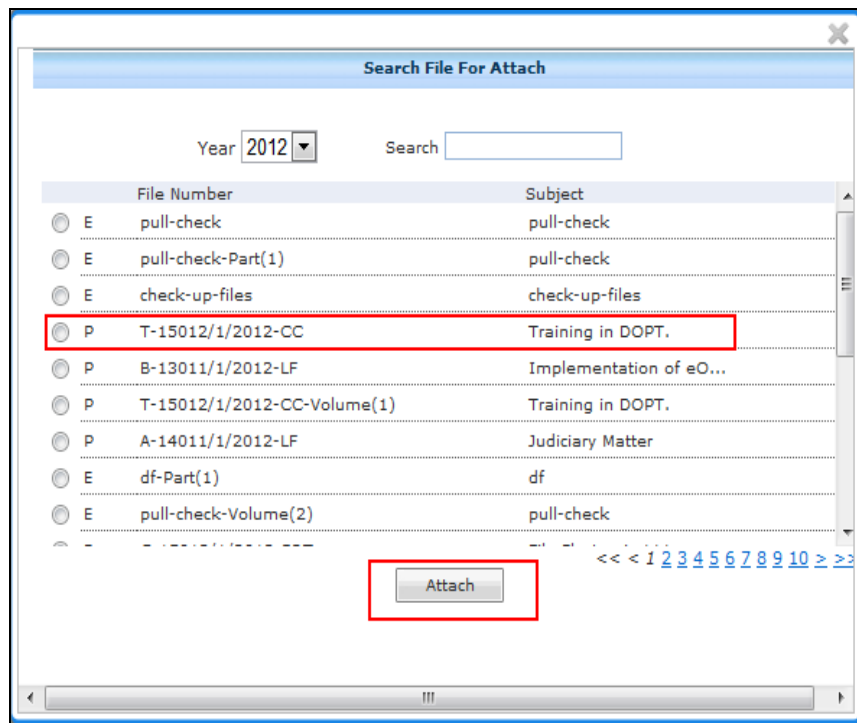


Fig.eFile. 1984

As a result the receipt will get detached from the current file and get attached to the selected File.

b) Link and De-Link:

With the help of this feature user can Link or De-Link a File to the new created or existing file.

To Link and De-Link user has to perform following steps:

- Click the **Link and De-Link** (**Link and DeLink**) Link, as a result **Link/Delink** page appears on right side of Notings page, as shown in Fig.eFile.205:

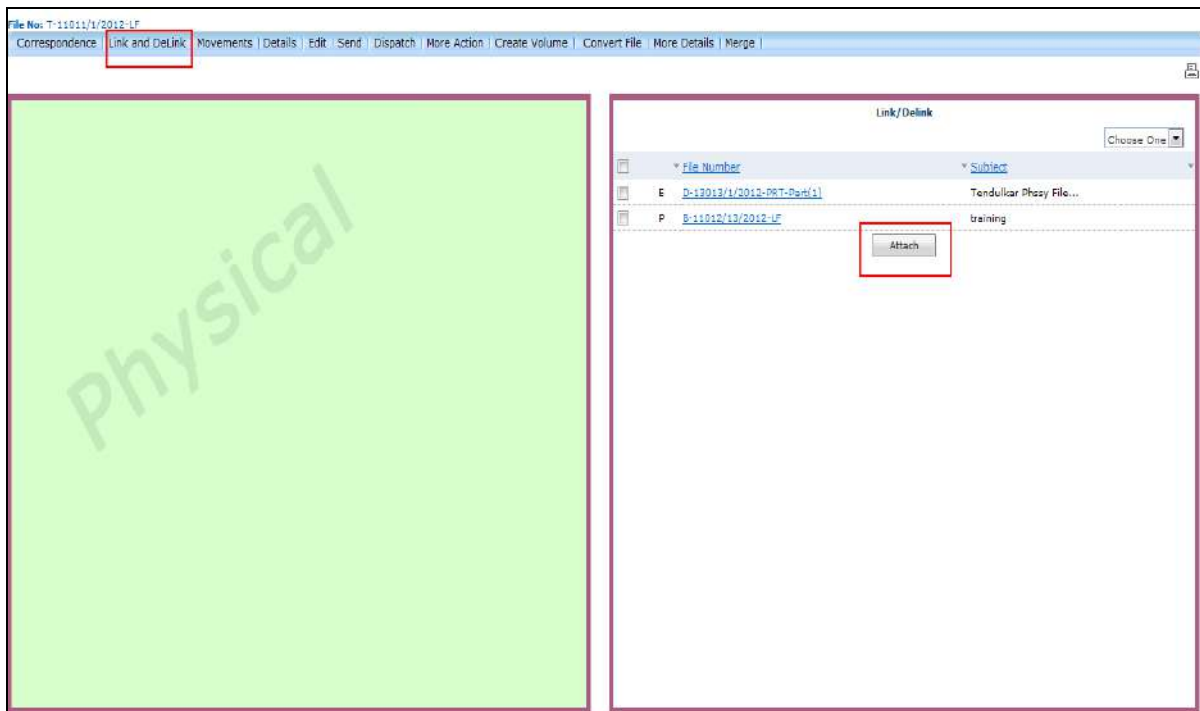


Fig.eFile. 1995

- Click the **Attach** (**Attach**) Button (Fig.eFile.199), as a result, the **File Search Window** appears, as shown in Fig.eFile.206:

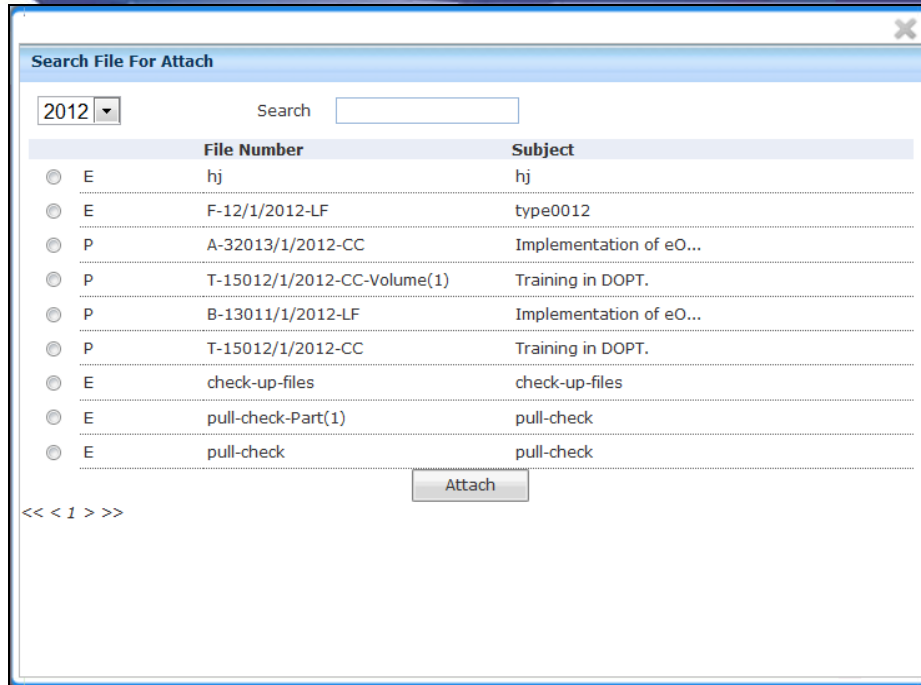


Fig.eFile. 2006

- Select the file from the **File Search window** to attach with the file.
- After selecting the file, click the **Attach** () button (Fig.eFile.206). As a result, the file gets attached to the file, as shown in Fig.eFile.207:

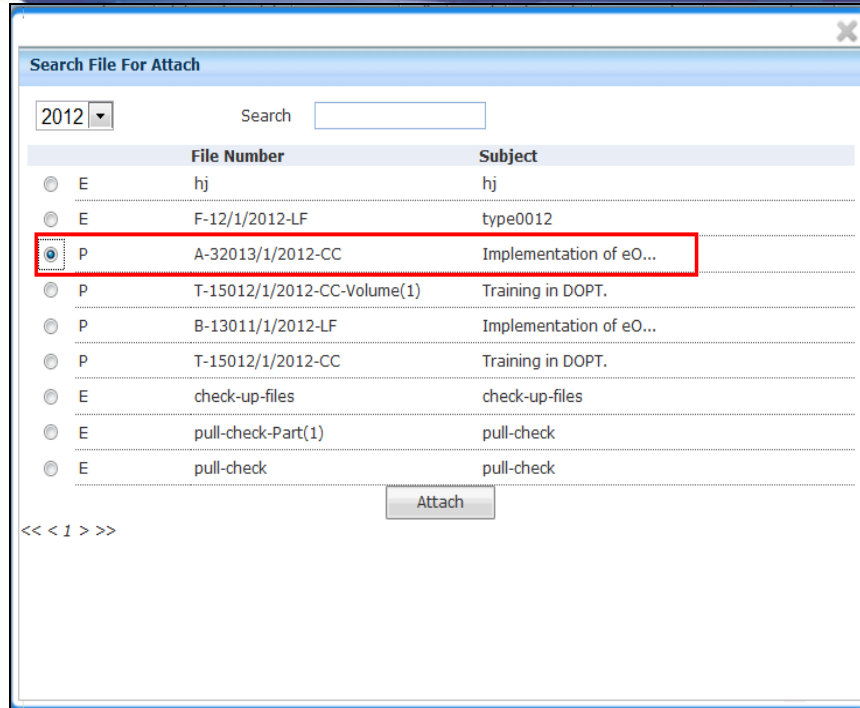


Fig.eFile. 2017

The File can be Delink from the dropdown menu available at the top of **Link/Delink** page.

i. Delink:

Helps the user to Delink the File from the attached file.

To Delink a File, user has to perform following steps:

- Select the File from the **Link/Delink** which needs to be delinked, as shown in Fig.eFile.208:

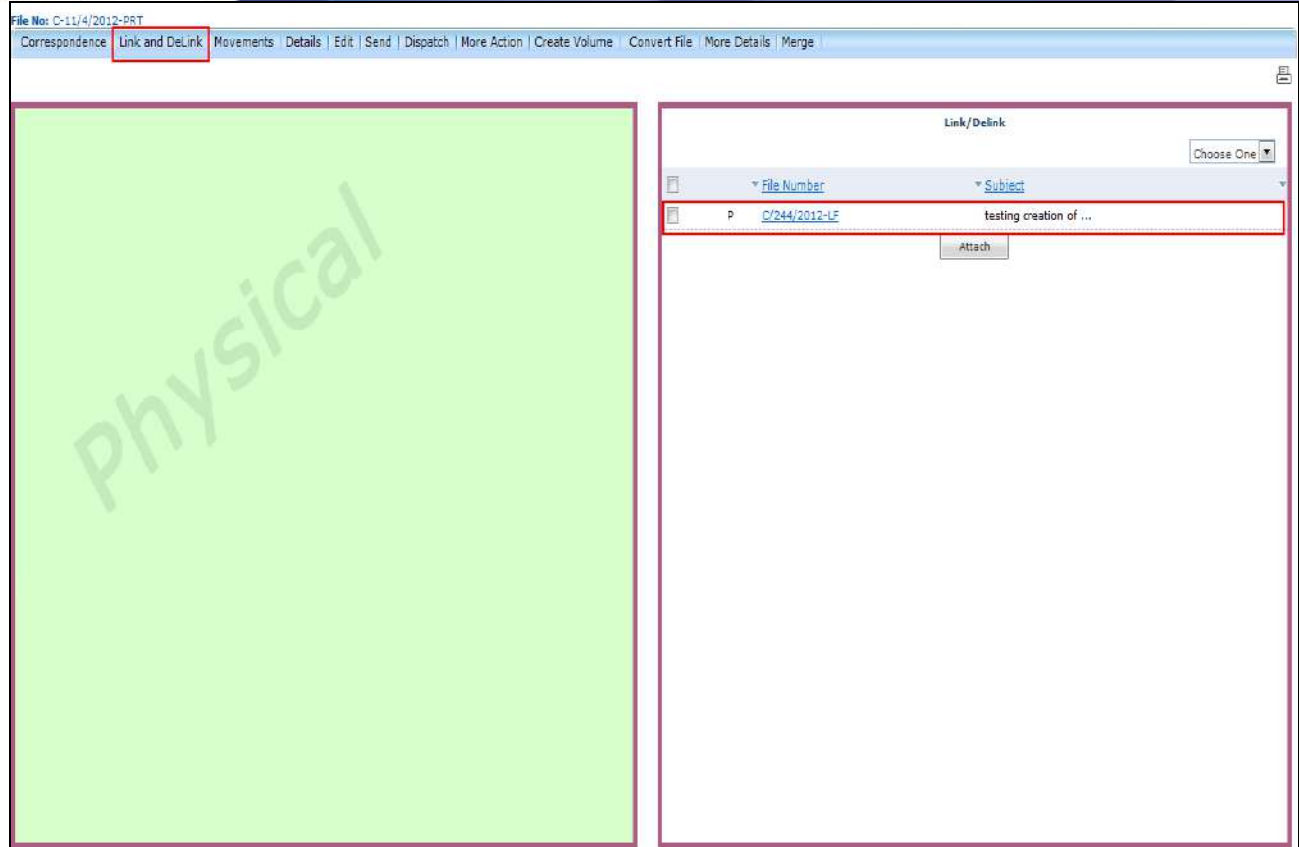


Fig.eFile. 2028

- Select the DeLink from the dropdown menu, as shown in Fig.eFile.209:

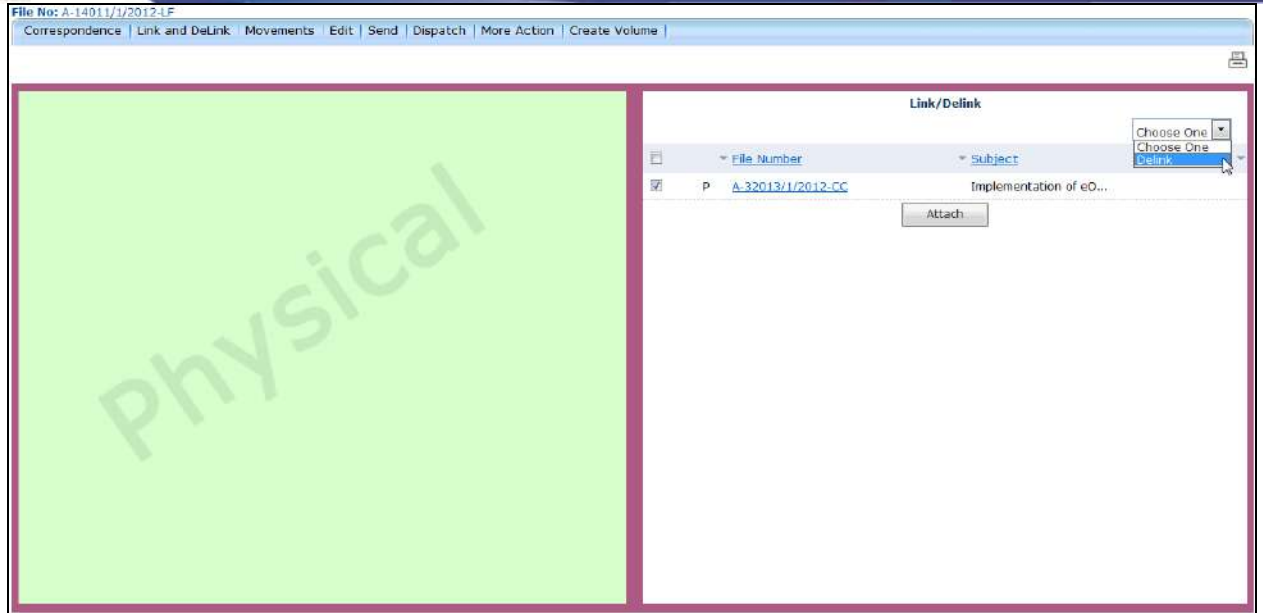


Fig.eFile. 2039

As a Result the file is delinked.

- c) **Movements:** With the help of this feature user can see the movement of a File. i.e. the details of all the users who has worked on it.

To see the movement of a file user has to perform following steps:

- Click the **Movements** (Movements) Link, as a result **Movement** page appears, as shown in Fig.eFile.210:

File No: A-12012/2/2012-LF

Correspondence | Link and DeLink | **Movements** | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-12012/2/2012-LF Subject : Daily aaj Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily aaj Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

File Movement History

| Sender | Sent on | Sent to | Action | Remarks |
|-----------------|----------------|-----------------|---------|-------------------------|
| ALKA A KULKARNI | 14/06/12 11:12 | ALKA A KULKARNI | Forward | Merge Testing again.... |
| Zulfe | 27/04/12 04:25 | ALKA A KULKARNI | Forward | |
| ALKA A KULKARNI | 27/04/12 04:25 | Zulfe | Forward | |

Fig.eFile. 20410

The page shows all the details of File Movement History.

- d) Details:** With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files, a shown in Fig.eFile.211:

File No: A-12012/2/2012-LF

Correspondence | Link and Delink | Movements | **Details** | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : **A-12012/2/2012-LF** Subject : Daily aaj Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily aaj Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Part Files Created

| Part No | Created On | Remarks |
|---------|------------|---------|
| | | |

TOC Receipt

| Receipt/Issac No. | Subject | Type | Timestamp | |
|-------------------|----------------|------|------------------|--------------------------|
| DFA/1421 | fgfg | | 27/4/12 5:34 PM | |
| 9147/2012/CC | ad | PUC1 | 11/5/12 4:53 PM | DISPATCH |
| 9546/2012/PRT | SIX CAR | | 13/6/12 9:57 PM | DISPATCH |
| 9561/2012/S&C | GG Sharma -003 | | 14/6/12 10:22 AM | DISPATCH |

Dispatch Movement History

| Dispatch Number. | Subject | Sent to | Dispatch Date | Sent By | Dispatch Mode | Remarks |
|------------------|---------|---------|---------------|---------|---------------|---------|
| | | | | | | |

Linked Files

| | File Number | Subject |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> | C-13013/1/2012-PRT-Part(1) | Tendulkar Phasy File... |
| <input type="checkbox"/> | T-11011/1/2012-LF | Training on Foundati... |
| <input type="checkbox"/> | B/175/2012-LF | test |

Fig.eFile. 2051

e) **Edit:** With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

To edit the cover page of eFile user has to perform following steps:

- Click the **Edit** (**Edit**) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.212:

The screenshot shows the 'eFile' interface for the Government of India. At the top, it displays 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, the user's role is identified as 'NIC ADM'. The 'File No.*' field is populated with 'J - JM', 'Choose', 'Choose', 'Choose', '2', '2011', and 'ADM'. The 'Subject' section contains a 'Description*' dropdown menu with 'Training Matter' selected, and two 'Category' dropdowns for 'Main' and 'Sub', both set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox (checked) and a 'Choose One' dropdown, a 'Remarks' dropdown menu with 'URGENT' selected, and two empty text boxes for 'Previous Reference' and 'Later Reference'. A 'Done >' button is located at the bottom of the form.

Fig.eFile. 2062

- Make Necessary changes and click the 'Done' () button (Fig.eFile.212), as a result, changes on cover page of file get saved.

f) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

- Click the **Send** () link, as a result **Send File** page appears, as shown in Fig.eFile.213:

The screenshot shows a 'Send' dialog box with the following fields and options:

- File Number :** S-11011/2/2011-ADM
- Subject :** Description
- To :** [Empty text box]
- Set Due Date :** [Calendar icon showing 17]
- Action :** Forward (dropdown menu)
- Priority :** Out Today (dropdown menu)
- Remarks :** [Text area with 'Total 1000 | 1000 character left' indicator]
- Send** button

Fig.eFile. 2073

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.214:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date :

Action :

| | | |
|--------------------------|----------|----------------------------|
| Rathindra Nath Mukherjee | PA (DM) | Confidential Section of DM |
| Debpasad Dey | UDA(DPR) | Confidential Section of DM |
| Swapn Kumar | UDA(SKN) | Confidential |

Priority :

Remarks :

Total 1000 | 1000 character left

Fig.eFile. 2084

- Provide the **Due date** (if required) for the File using the **Calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.215:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : A-11011/1/2011-ADM
- Subject : cell one INFO
- To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section
- Set Due Date : 31/08/2011
- Action : Forward
- Priority : Approved
- Remarks : (Empty text box)

A 'Send' button is located at the bottom of the dialog.

Fig.eFile. 2095

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.216:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011

Action : Approved


Priority : Most Immediate

Total 1000 |
994 characters left

Remarks : URGENT

Send

Fig.eFile. 2106

- Click the **Send** () button (Fig.eFile.216). As a result, the File is sent to the intended recipient.

g) Dispatch:

With the help of this feature user can Dispatch the receipt to the Recipient of different Ministries or Office.

To Dispatch user has to perform following steps:

- Click the **Dispatch** () link, as a result **Dispatch** page appears, as shown in Fig.eFile.217:

| Dispatch | | | |
|--|------------|------------------|-----------------|
| Postal Details | | | |
| Postal Mode | Choose One | Postal Charge | 0 |
| Medium | Choose One | Weight | 0 |
| Out Register Details | | | |
| Peon Book No | | Out Date | |
| Peon Name | Choose One | Out Time | |
| Peon Code | Choose One | Delivery Status | No |
| | | Delivery Date | |
| | | Delivery Time | |
| Receipt Details | | | |
| <input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh | | | |
| Subject* (Maximum of 250 Characters) | | | |
| Communication Details | | | |
| Ministry | Choose One | | |
| Department | Choose One | | |
| Name* | | | |
| Designation | | | |
| Address 1 * | | | |
| Address 2 | | | |
| Email | | | |
| Organization | Choose One | | |
| Country | Choose One | | |
| State | Choose One | | |
| Pincode | | | |
| Telephone | | | |
| Fax | | | |
| Clear Fields | | | |
| Language of draft | Choose One | | |
| Attachment | Browse... | Upload | |
| | | Dispatch By Self | Dispatch By CRU |

Fig.eFile. 2117

- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.218:

| Dispatch | |
|--|------------|
| Postal Details | |
| Postal Mode | Choose One |
| Medium | Choose One |
| Postal Charge | 0 |
| Weight | 0 |
| Out Register Details | |
| Peon Book No | |
| Peon Name | Choose One |
| Peon Code | Choose One |
| Out Date | |
| Out Time | |
| Delivery Status | No |
| Delivery Date | |
| Delivery Time | |
| Receipt Details | |
| <input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh | |
| Subject* (Maximum of 250 Characters) | dhfj |
| Communication Details | |
| Ministry | Choose One |
| Department | Choose One |
| Name* | |
| Designation | |
| Address 1 * | |
| Address 2 | |
| Email | |
| Organization | Choose One |
| Country | Choose One |
| State | Choose One |
| Pincode | |
| Telephone | |
| Fax | |
| <input type="button" value="Clear Fields"/> + Add More Recipients | |
| Language of draft | Choose One |

Fig.eFile. 2128

- Now the user has 2 options after filling the required metadata fields which are '**Dispatch By Self**' and '**Dispatch By CRU**'.
 - If user selects '**Dispatch By Self**' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to '**Closed**' section of receipt.
 - If user selects '**Dispatch By CRUCRU**' option, a popup appears. Popup contains the list of all the users mapped with CRU CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.219:

CRU User(s): CRU

Delivery Mode: Choose One

Remarks:

OK

Fig.eFile. 2139

In this case no user is mapped with CRU CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of 'Copy Dispatch Data' option available and send to other concerned Organization (if required), as shown in Fig.eFile.220:

Peon Book No: [text box]

Peon Name: Choose One

Peon Code: Choose One

Out Date: [calendar icon]

Out Time: [text box]

Delivery Status: No

Delivery Date: [calendar icon]

Delivery Time: [text box]

Receipt Details

Reply New/Print

Subject* (Maximum of 250 Characters): dh.fy

Communication Details

Ministry: Choose One

Department: Choose One

Name: dh.fy

Designation: [text box]

Address 1: bhyl

Address 2: [text box]

Email: [text box]

Organization: Choose One

Country: Choose One

State: Choose One

Pincode: [text box]

Telephone: [text box]

Fax: [text box]

Clear Fields

Language of draft: Choose One

Attachment: Browse... Upload

Dispatched successfully with no. : I/935/2012

Copy Dispatch Data

Add More Recipients

Fig.eFile. 21420

In case no user is mapped the dispatch is directly sent to the SO (CRU).

As a result the receipt is dispatched to the selected CRU/CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU/CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer **CRU/CRU Dispatch**).

h) More Action:

With the help of this feature user can Park or Close the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** (**More Action**) Link and click the **Park File** option, as shown in Fig.eFile.221:

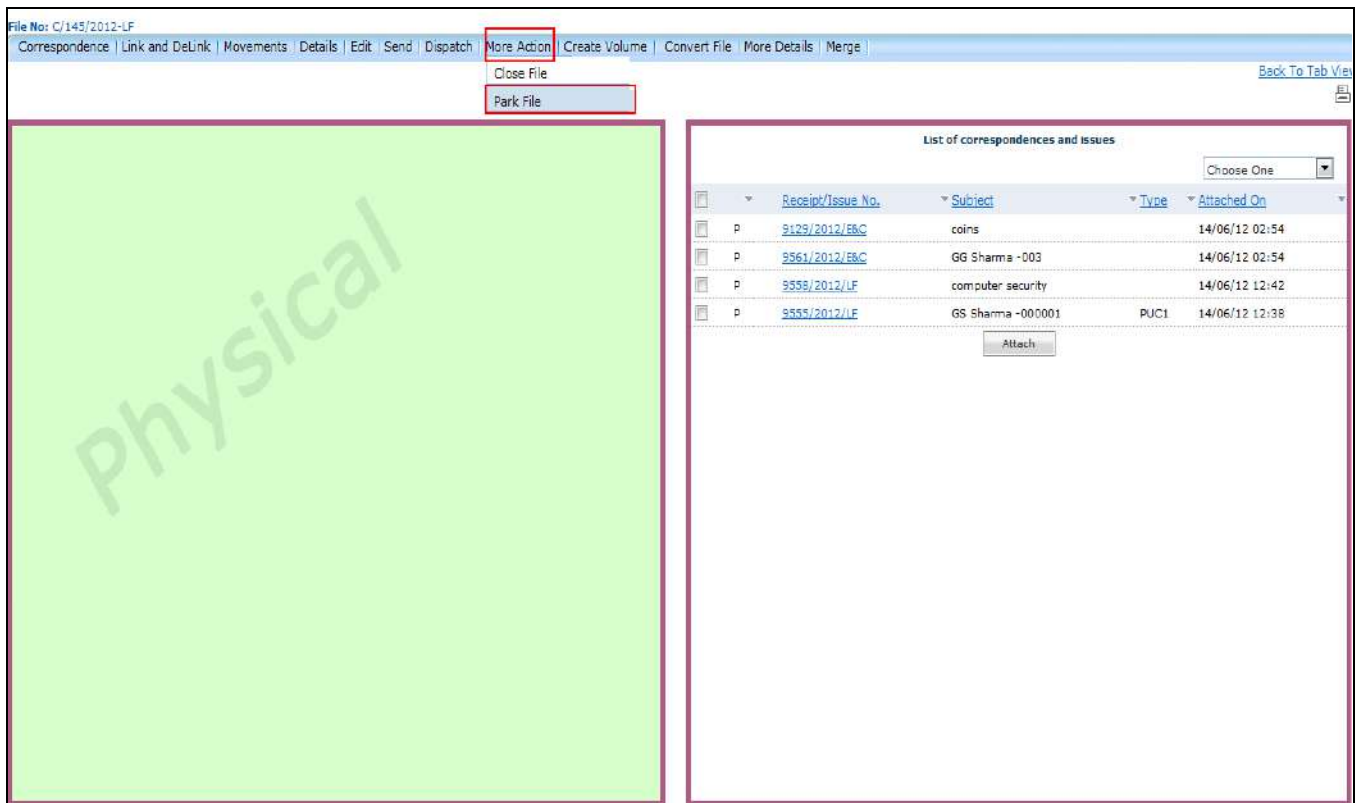


Fig.eFile. 2151

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.222:



Fig.eFile. 2162



- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.223:



Fig.eFile. 2173

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** () Link and click the **Close File** option, as shown in Fig.eFile.224:

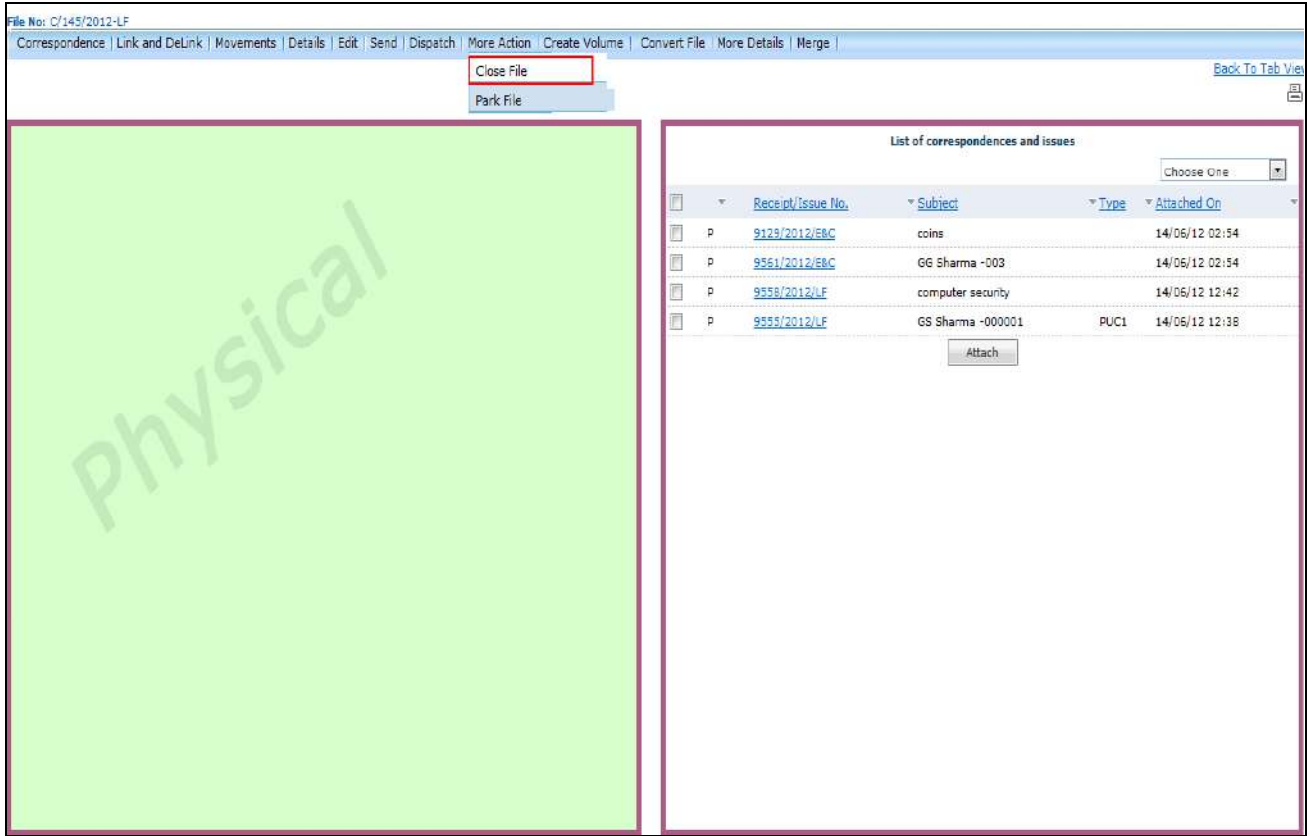
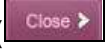


Fig.eFile. 2184

As a result, Cover page of File will appear, as shown in Fig.eFile.225:



Fig.eFile. 2195

- Enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.226:

NIC
ADM

File No.* S-SSI 11-Pri 34-Ce 11-Hs 1 2011 ADM

Subject

Description* Training Budget

Category Main Training related matters
Sub Choose One

Other Details

Classified Choose One

Previous Reference Later Reference

Closing Remarks* Work Done

Close >

Fig.eFile. 2206

As a result the closed file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

i) **Create Volume:**

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.227:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: T-15012/1/2012-CC

Subject

Description: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One

Remarks:

Previous Reference: _____ Later Reference: _____

Create Volume >

Fig.eFile. 2217

- Click the **Create Volume** () button (Fig.eFile.227) to create volume, as a result the following page appears, as shown in Fig.eFile.228:

File No: A-11011/141/2012-LF-Volume(2)

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

« « « « » » » »

Add Green Note Add Yellow Note

List of correspondences and issues

| Receipt/Issue No. | Subject | Type | Attached On |
|-------------------|---------|------|-------------|
| | | | |

Attach

Fig.eFile. 2228

Note: You will learn the process of volume creation in detail in **Section 9**.

j) **Convert File:**

Helps the user to convert the Physical File to Electronic File only irrespective of the File location, weather it is attached with a receipt or from the File inbox/Created Section.

To convert a physical file to electronic file from within the file, user has to perform following steps:

- Click the '**Convert File**' (Convert File) option, as a result, following screen appears, as shown in Fig.eFile.229:

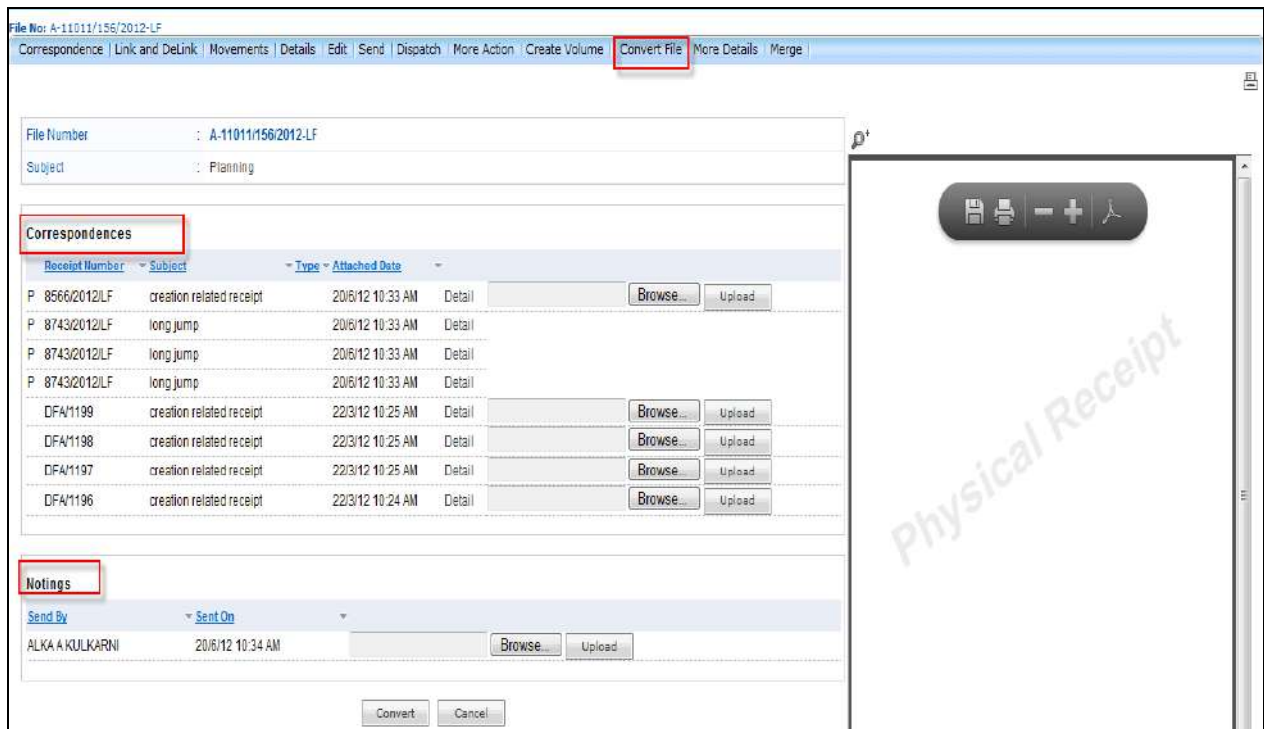


Fig.eFile. 2239

- Upload the scanned PDF's of Correspondence(s), DFA's and Noting(s) (if any), as shown in Fig.eFile.230:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF
Subject : Planning

Correspondences

| Receipt Number | Subject | Type | Attached Date | | | |
|----------------|--------------------------|------|------------------|--------|--------------------------|------------------|
| P 8566/2012/LF | creation related receipt | | 20/6/12 10:33 AM | Detail | C:\Users\HCL\Desktop\Hil | Browse... Upload |
| P 8743/2012/LF | long jump | | 20/6/12 10:33 AM | Detail | | |
| P 8743/2012/LF | long jump | | 20/6/12 10:33 AM | Detail | | |
| P 8743/2012/LF | long jump | | 20/6/12 10:33 AM | Detail | | |
| DFA/1199 | creation related receipt | | 22/3/12 10:25 AM | Detail | C:\Users\HCL\Desktop\Hil | Browse... Upload |
| DFA/1198 | creation related receipt | | 22/3/12 10:25 AM | Detail | C:\Users\HCL\Desktop\Hil | Browse... Upload |
| DFA/1197 | creation related receipt | | 22/3/12 10:25 AM | Detail | C:\Users\HCL\Desktop\Hil | Browse... Upload |
| DFA/1196 | creation related receipt | | 22/3/12 10:24 AM | Detail | C:\Users\HCL\Desktop\Hil | Browse... Upload |

Notings

| Send By | Sent On | | |
|-----------------|------------------|--------------------------|------------------|
| ALKA A KULKARNI | 20/6/12 10:34 AM | C:\Users\HCL\Desktop\Hil | Browse... Upload |

Convert Cancel

Fig.eFile. 22430

- After uploading the scanned PDF's, click the 'Convert' (Convert) button (Fig.eFile.230), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

k) **More Details:**

Helps the user to view the details of all the merged File(s).

In 'Merged Files' option 'More Details' user can view all merged files (if any), as shown in Fig.eFile.231:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF Subject : Planning
 Opening Date : 19/06/12 02:42 Remarks : Planning
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Merged Files

| S.No | Number | Subject |
|------|---|------------------|
| 1 | C/29/2012-CC | high jump |
| 2 | D/72/2012-LF | test |
| 3 | E-12/1/2012-PRT-VOLUME(2) | Training matter |
| 4 | SFSPPFILEG-001 | SFS P File G-001 |

Fig.eFile. 22531

Merged Files can be open by clicking the File number and that is in read Only mode.

1) Merge:

Helps the user to merge some other File with the working file.

Files having Physical nature only can be merged with one another. Electronic files cannot be merged.

To merge another File with the working File, user has to perform following steps:

- Click the 'Merge' ([Merge](#)) link from within the working file, as a result, **Merge Files** screen appears as shown in Fig.eFile.232:

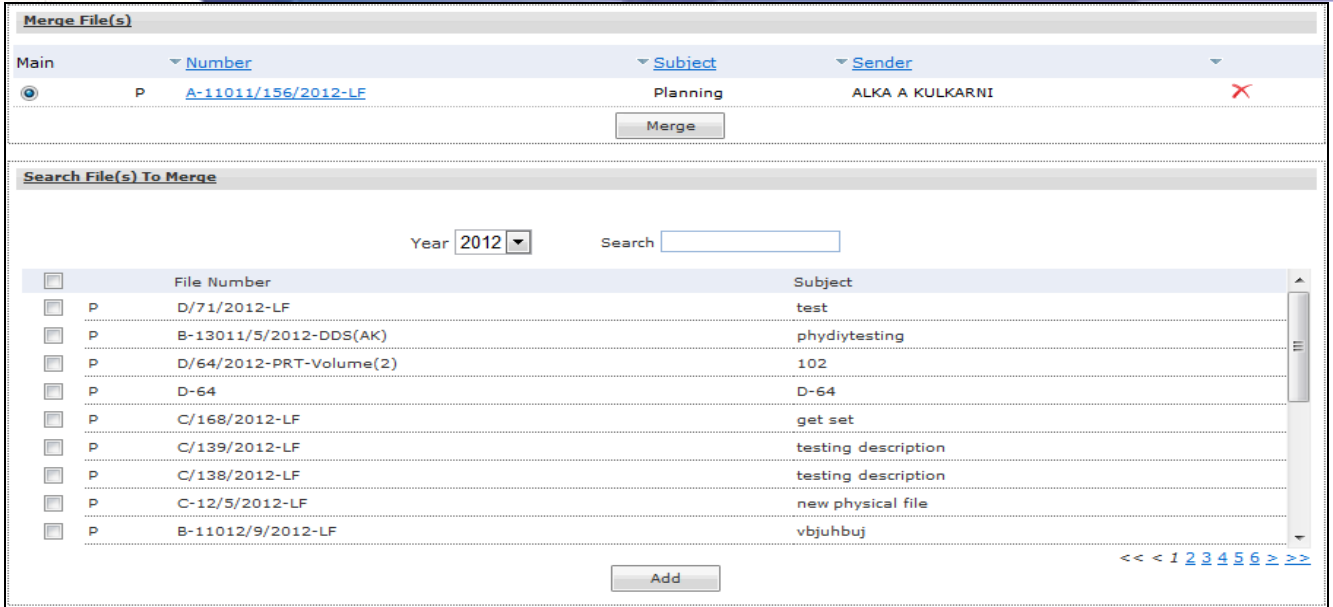


Fig.eFile. 22632

- Select the Files from 'Search File(s) to merge' window and click the 'Add' button, as shown in Fig.eFile.233:

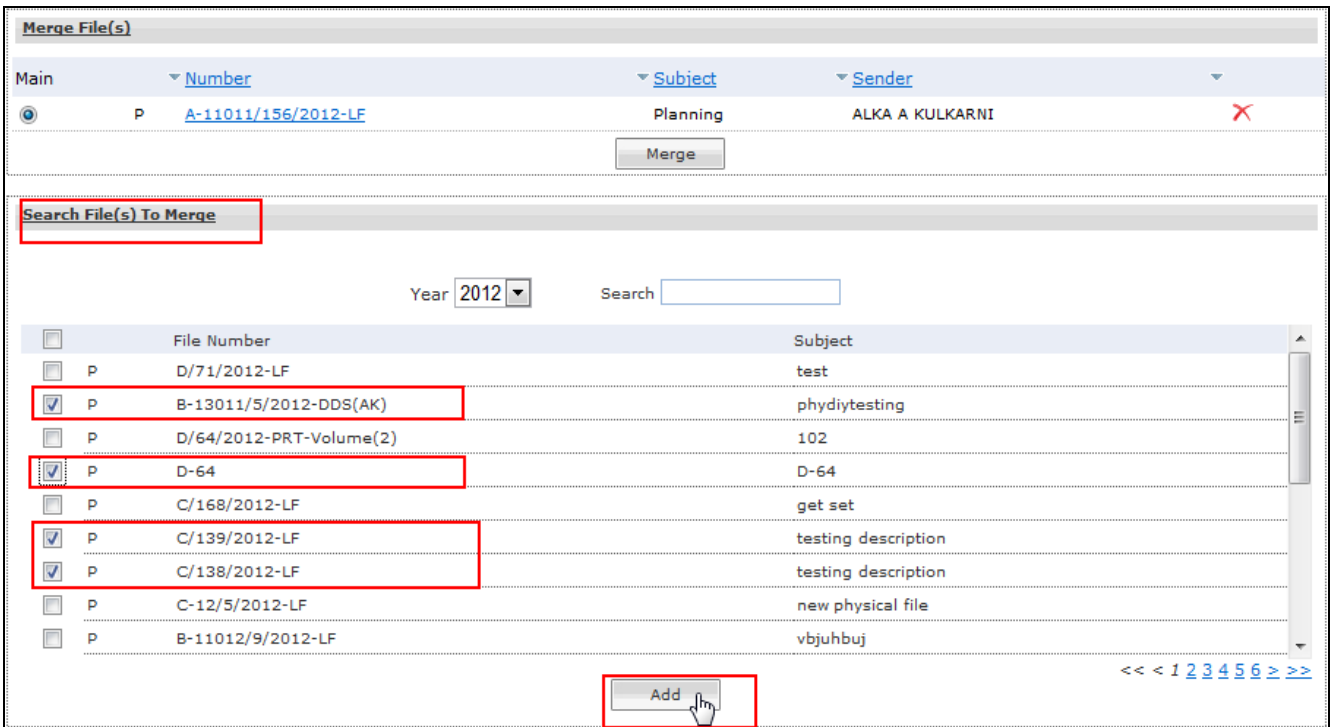


Fig.eFile. 22733

As a result, the selected file(s) appears in the Merge File(s) window, as shown in Fig.eFile.234:

| Main | Number | Subject | Sender |
|----------------------------------|--------------------------|---------------------|-----------------|
| <input checked="" type="radio"/> | P A-11011/156/2012-LF | Planning | ALKA A KULKARNI |
| <input type="radio"/> | P B-13011/5/2012-DDS(AK) | phydiytesting | |
| <input type="radio"/> | P D-64 | D-64 | |
| <input type="radio"/> | P C/139/2012-LF | testing description | |
| <input type="radio"/> | P C/138/2012-LF | testing description | |

| File Number | Subject |
|--|---------------------|
| <input type="checkbox"/> P D/71/2012-LF | test |
| <input type="checkbox"/> P B-13011/5/2012-DDS(AK) | phydiytesting |
| <input type="checkbox"/> P D/64/2012-PRT-Volume(2) | 102 |
| <input type="checkbox"/> P D-64 | D-64 |
| <input type="checkbox"/> P C/168/2012-LF | get set |
| <input type="checkbox"/> P C/139/2012-LF | testing description |
| <input type="checkbox"/> P C/138/2012-LF | testing description |
| <input type="checkbox"/> P C-12/5/2012-LF | new physical file |
| <input type="checkbox"/> P B-11012/9/2012-LF | vbjuhbj |

Fig.eFile. 22834

- Click the 'Merge' () button (Fig.eFile.234), as a result the files will get merged with the main working file, as shown in Fig.eFile.235:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF Subject : Planning
 Opening Date : 19/06/12 02:42 Remarks : Planning
 Main Category : Sub Category :
 Previous Reference : Later Reference :

| S.No | Number | Subject |
|------|---------------------------|---------------------|
| 1 | C/29/2012-CC | high jump |
| 2 | C/138/2012-LF | testing description |
| 3 | C/139/2012-LF | testing description |
| 4 | D-64 | D-64 |
| 5 | B-13011/5/2012-DDS(AK) | phydiytesting |
| 6 | D/72/2012-LF | test |
| 7 | E-12/1/2012-PRT-VOLUME(2) | Training matter |
| 8 | SFSFILEG-001 | SFS P File G-001 |

Fig.eFile. 2295

Physical

Create New (SFS): This option creates a physical file with SFS standard i.e. the user can enter File No. without any restriction or standards.

- Click on the **Create New (SFS)** option under **Physical File** under the left navigation.

As a result, File Cover Page screen appears as shown in Fig.eFile.236:

The screenshot shows a web form for creating a physical file. At the top, it displays 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC'. Below this, there is a field for 'LF' and a 'File No.' field with an asterisk indicating it is mandatory. The form is divided into two main sections: 'Subject' and 'Other Details'. The 'Subject' section contains a 'Description' field with an asterisk, and a 'Category' section with 'Main' and 'Sub' dropdown menus, both currently set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox with a 'Choose One' dropdown, a 'Remarks' field, and two input fields for 'Previous Reference' and 'Later Reference'. A 'Continue Working' button with a right-pointing arrow is located at the bottom of the form.

Fig.eFile. 2306

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.237:

भारत सरकार
GOVERNMENT OF INDIA

NIC
LF

File No. eFile/11011/2012-imp

Subject

Description eFile Implementation

Category Main Appointments
Sub Choose One

Other Details


Classified Choose One

Remarks

Previous Reference Later Reference

Continue Working >

Fig.eFile. 2317

After filling the necessary details, click the **Continue Working** () button (Fig.eFile.237) to create a new physical file. As a result, file gets created, as shown in Fig.eFile.238:

File No: EFILE/110112/2012-IMP

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : EFILE/110112/2012-IMP Subject : eFile Training sched...

Opening Date : 14/06/12 04:50 Remarks :

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

| Sender | Sent on | Sent to | Action | Remarks |
|--------|---------|---------|--------|---------|
|--------|---------|---------|--------|---------|

Fig.eFile. 2328

- User can perform same operations on a file as explained in **Create Non-SFS** file.

Electronic File:

Electronic File option under the Files section helps the user to create an Electronic File.

Electronic File Link Contains 2 options:

- i) **Create New (Non-SFS):** This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New File user has to perform the following steps:

- Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section.

As a result, File Cover Page screen appears as shown in Fig.eFile.239:

The screenshot shows a web form titled "भारत सरकार GOVERNMENT OF INDIA" with "NIC" and "LF" below it. The form includes a "File No." field with four "Choose" dropdowns, a year field set to "2012", and a "LF" dropdown. Below this is a "Subject" section with a "Description" text area and "Category" dropdowns for "Main" and "Sub", both set to "Choose One". An "Other Details" section contains a "Classified" dropdown (set to "Choose One"), a "Remarks" text area, and "Previous Reference" and "Later Reference" text fields. At the bottom are two buttons: "Work On File Later" and "Continue Working".

Fig.eFile. 2339

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.240:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No.* J - JM 11 - Hu 11 - NH 11 - Cu 2011 ADM

Subject

Description* Judiciary Matter

Category Main Appointments
Sub Choose One

Other Details


Classified Choose One

Remarks Urgent Matter

Previous Reference Later Reference

Work On File Later Continue Working

Fig.eFile. 234

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.240) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.241:

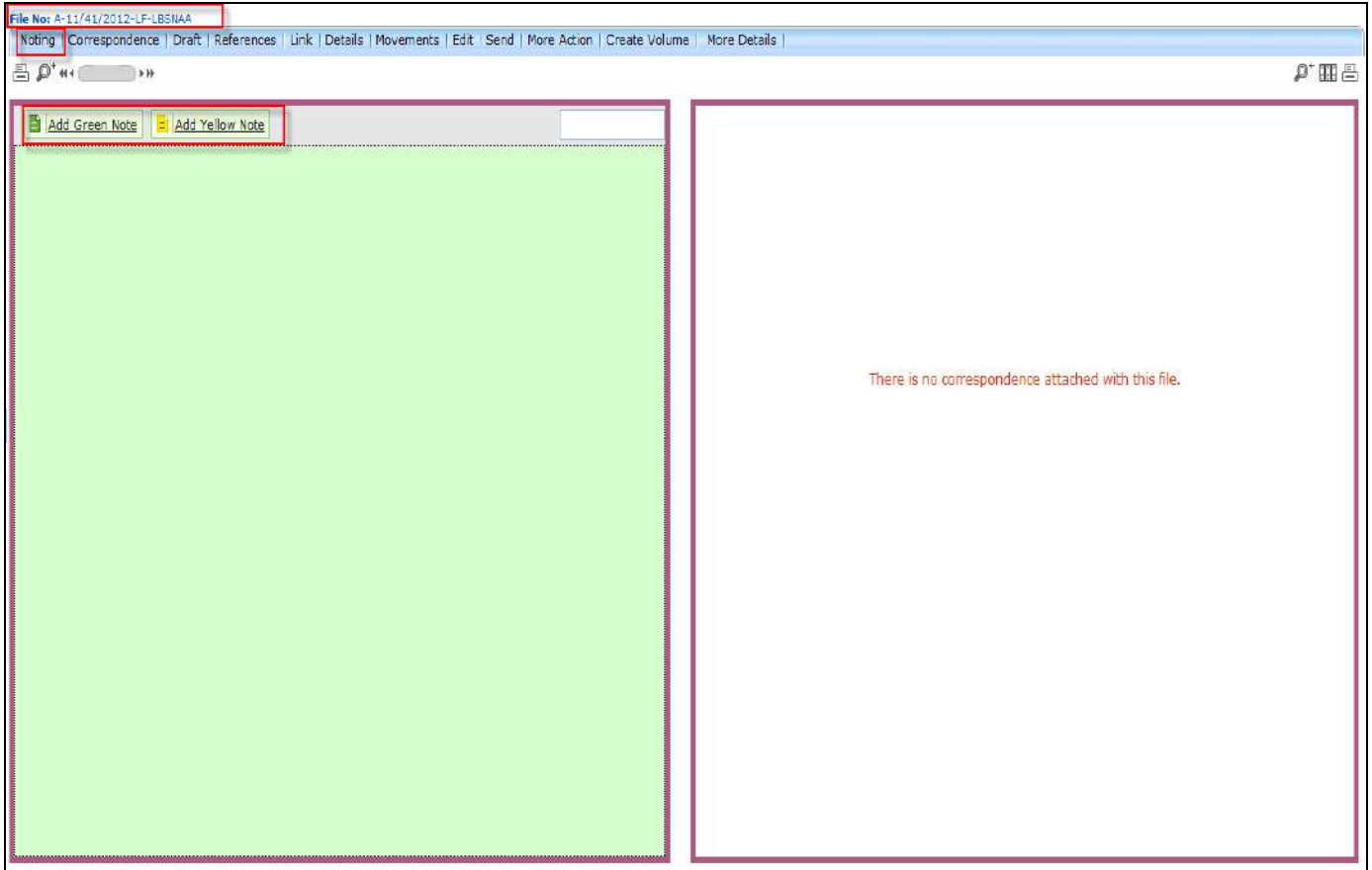


Fig.eFile. 23541

User can also click the Work on File Later ([Work On File Later](#)) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform different operations on a file, For instance:

- a) **Add note:** With the help of this feature user can add a **green note** or a **yellow note** onto the newly created file or existing File.

To add a Green Note user has to perform following steps:

- Click the **Add Green Note** link, as shown in Fig.eFile.242:

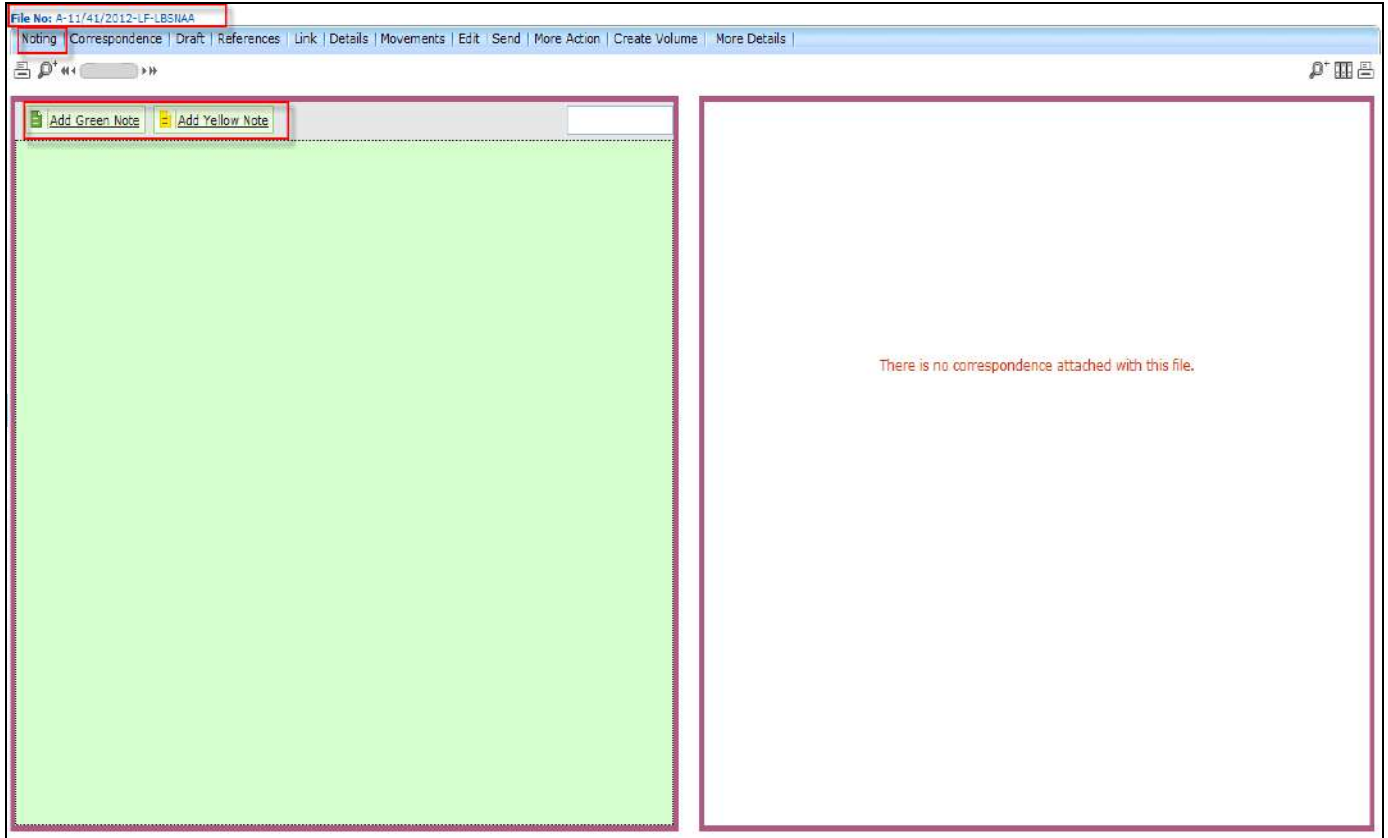

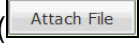


Fig.eFile. 23642

As a result, noting becomes active and user can add note.

- After making a note, user has to click the **Save** () Button to save the noting, as a result noting is prepared and saved.
- The User can also attach a document (**Pdf Format** only) by clicking the **Attach File** () button at the bottom of the noting portion.

To add a Yellow Note user has to perform following steps:

- Click the **Add Yellow Note**, as shown in Fig.eFile.243:

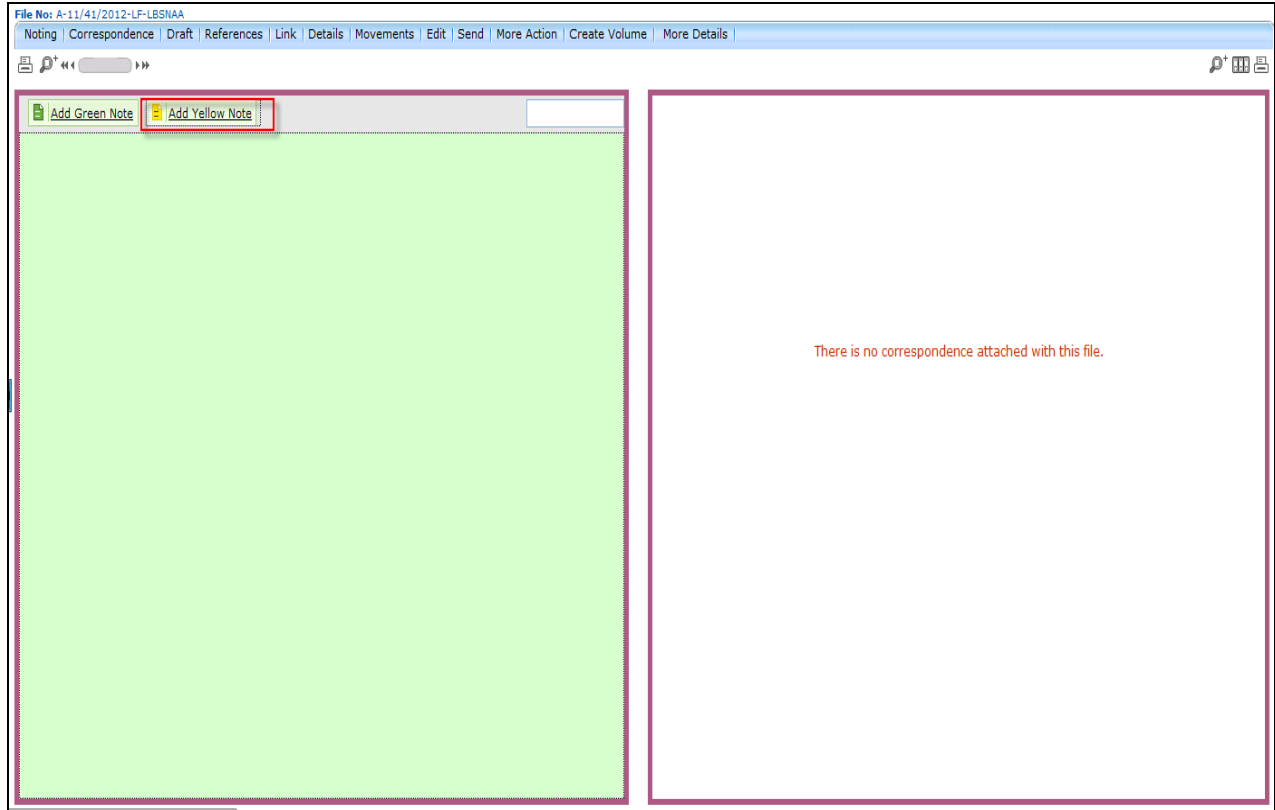


Fig.eFile. 23743

As a result **Yellow Note sheet page appears** on Notings portion, as shown in Fig.eFile.244:

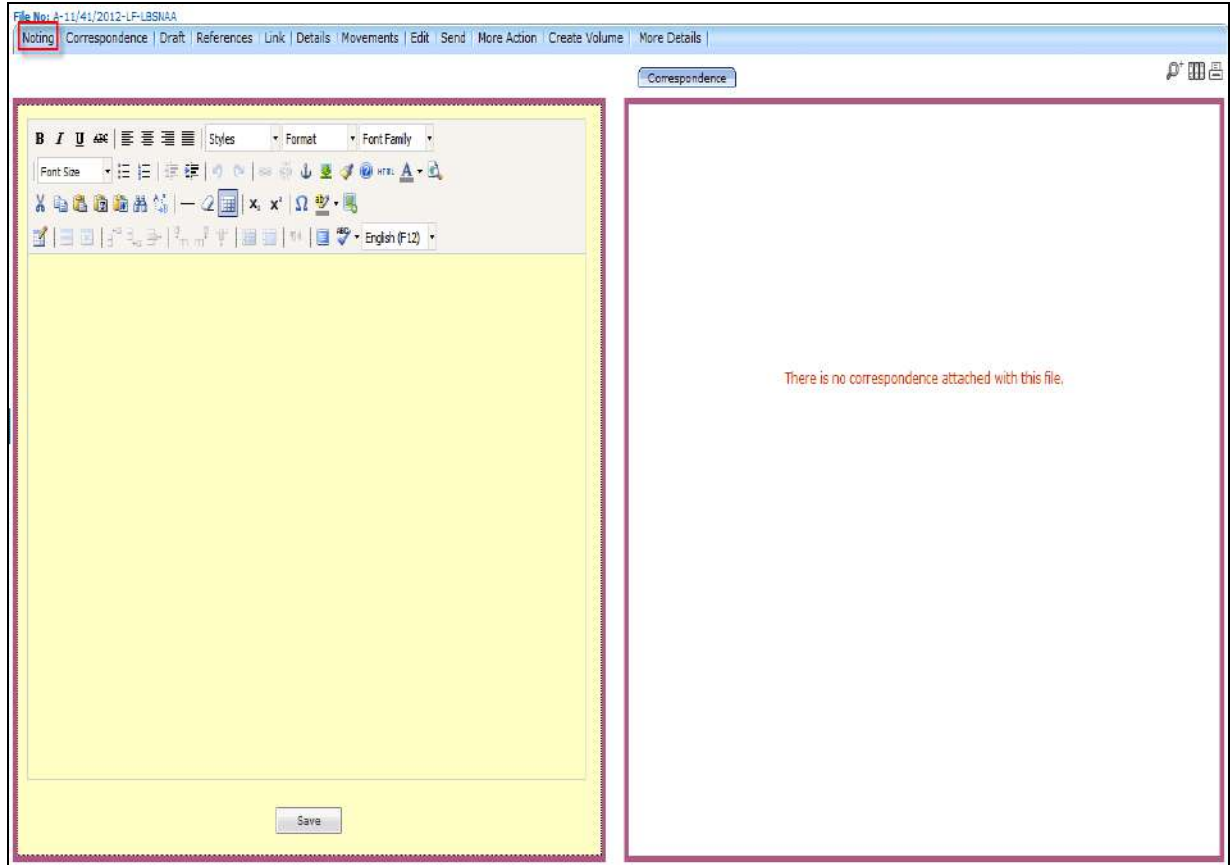


Fig.eFile. 23844

- After making a note on yellow sheet, click the **Save** () Button, shown in Fig.eFile.245:

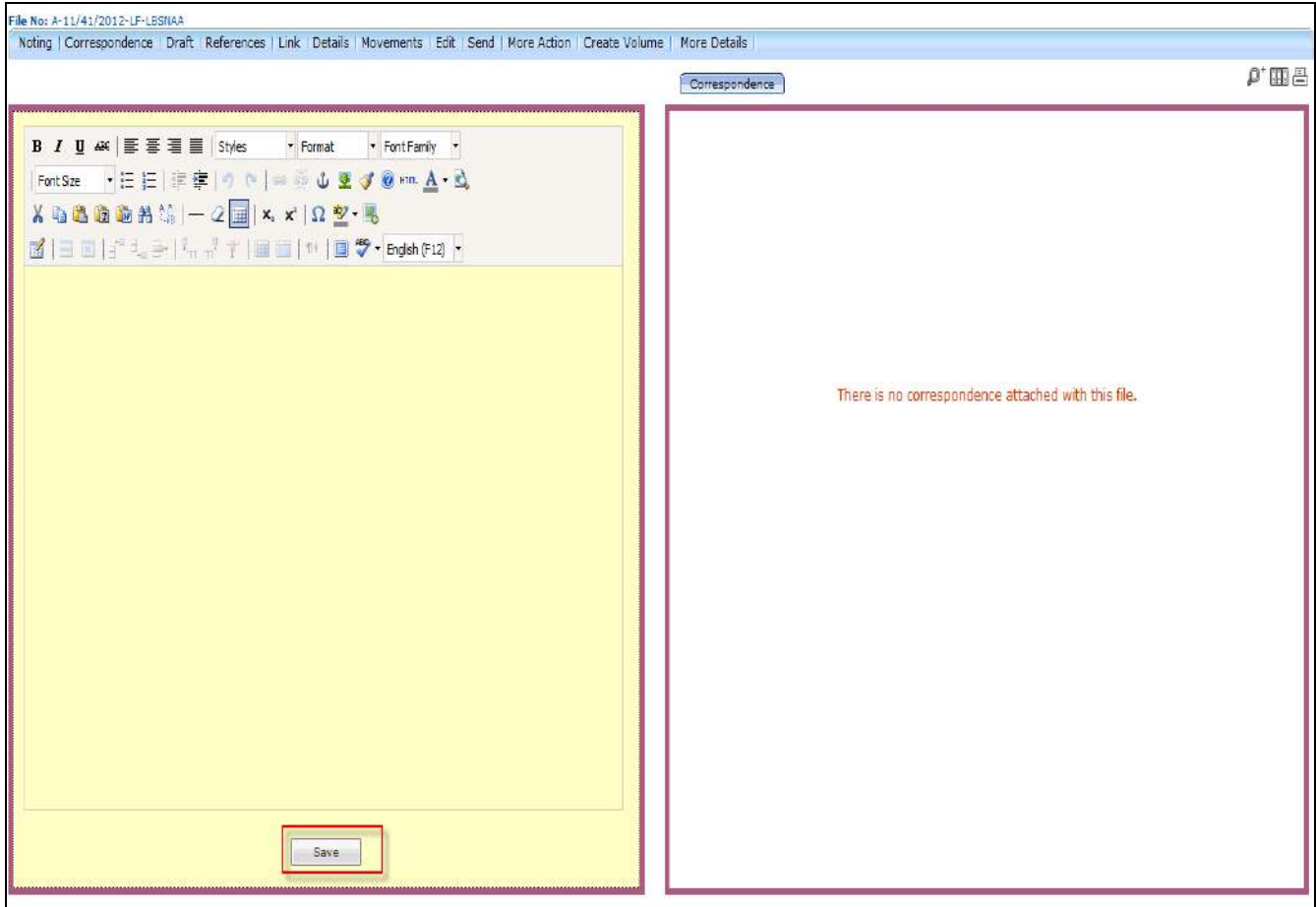


Fig.eFile. 2395

As a result, yellow note get saved.

- After clicking the **save** () button, user has 3 options:
 - **Edit** (): Refers to **edit** the Yellow Note
 - **Discard** (): Refers to **Discard** the Yellow Note
 - **Confirm** (): Refers to **Confirm** the Yellow note.

User can perform any options as per authorization.

Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet Noting of File. At a time only one noting is active, either yellow note or Main Green sheet note.

b) Correspondence:

With the help of this feature user can attach correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Perform All Steps of creating a new file.
- Click the **Correspondence** (Correspondence) Link (Fig.eFile.245), as a result **List of Correspondences and issues** page appears on right side of Noting page, as shown in Fig.eFile.246:

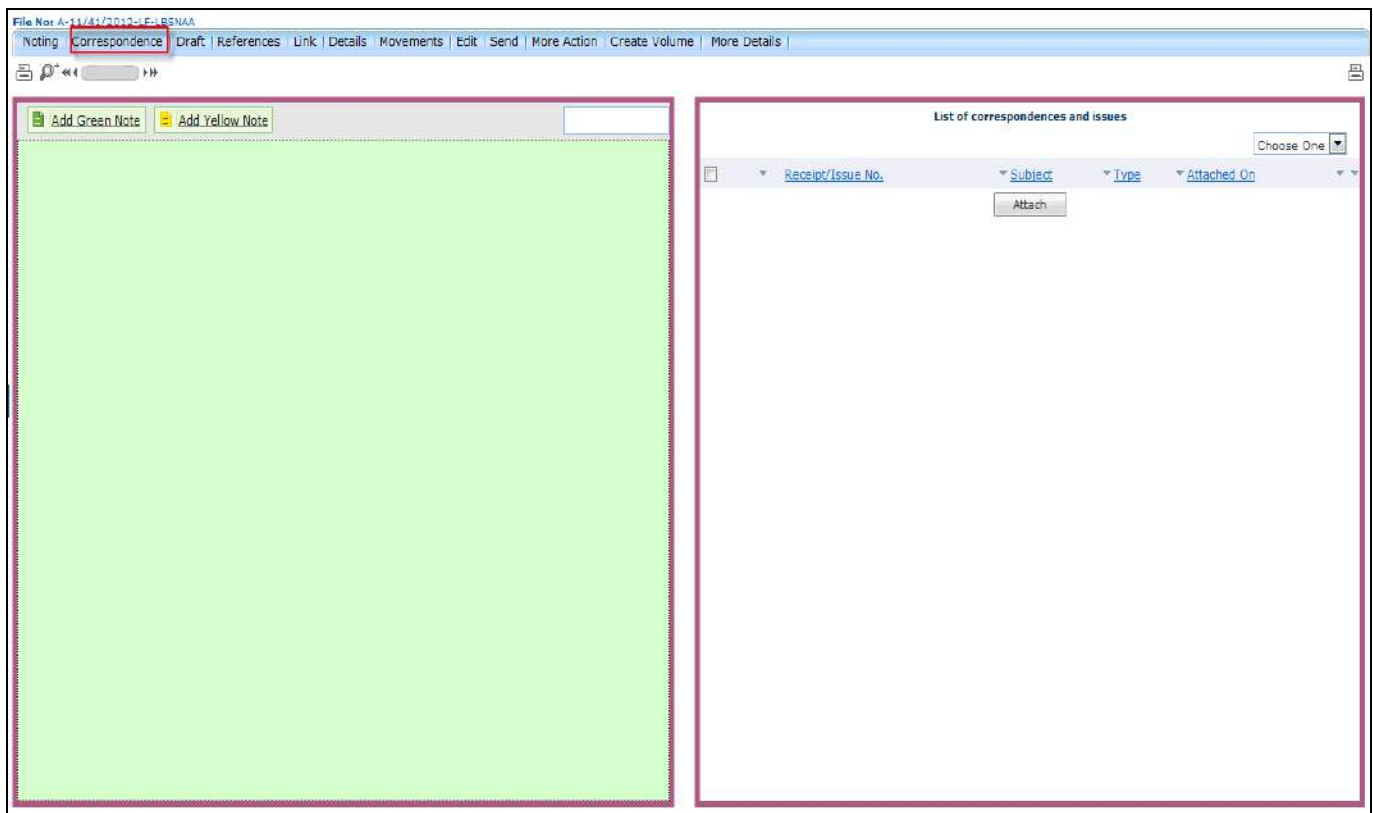


Fig.eFile. 2406

- Click the **Attach** (Attach) Button (Fig.eFile.246), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.247:

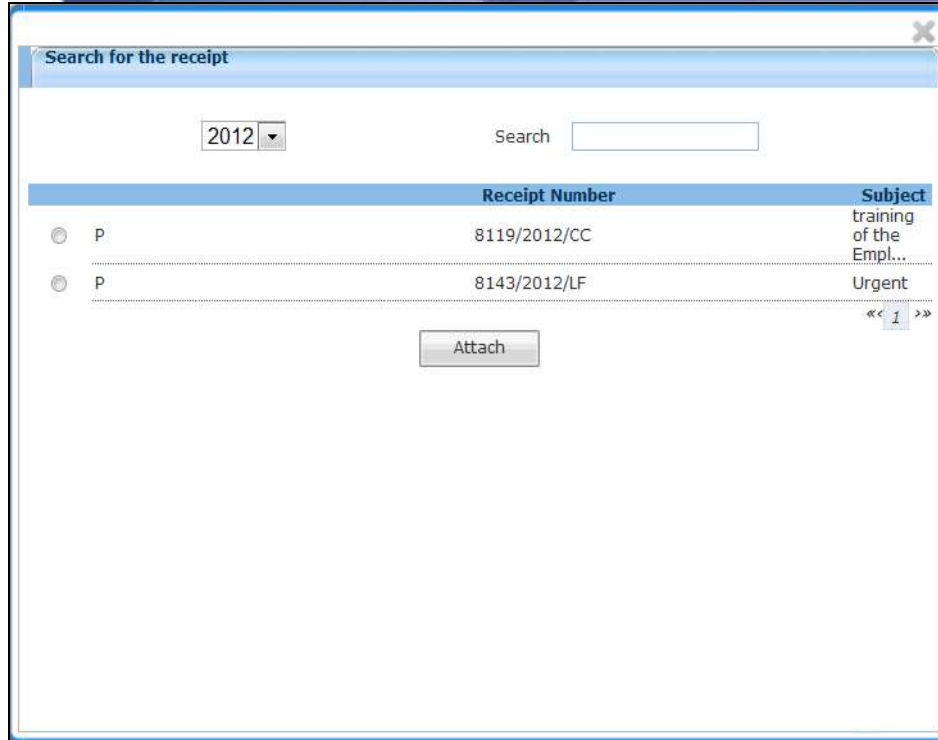


Fig.eFile. 2417

- Select the receipt from the **Receipt Search window** to attach with the file.
- After selecting the receipt, click the **Attach** () button (Fig.eFile.247). As a result, the receipt gets attached to the file, as shown in Fig.eFile.248:

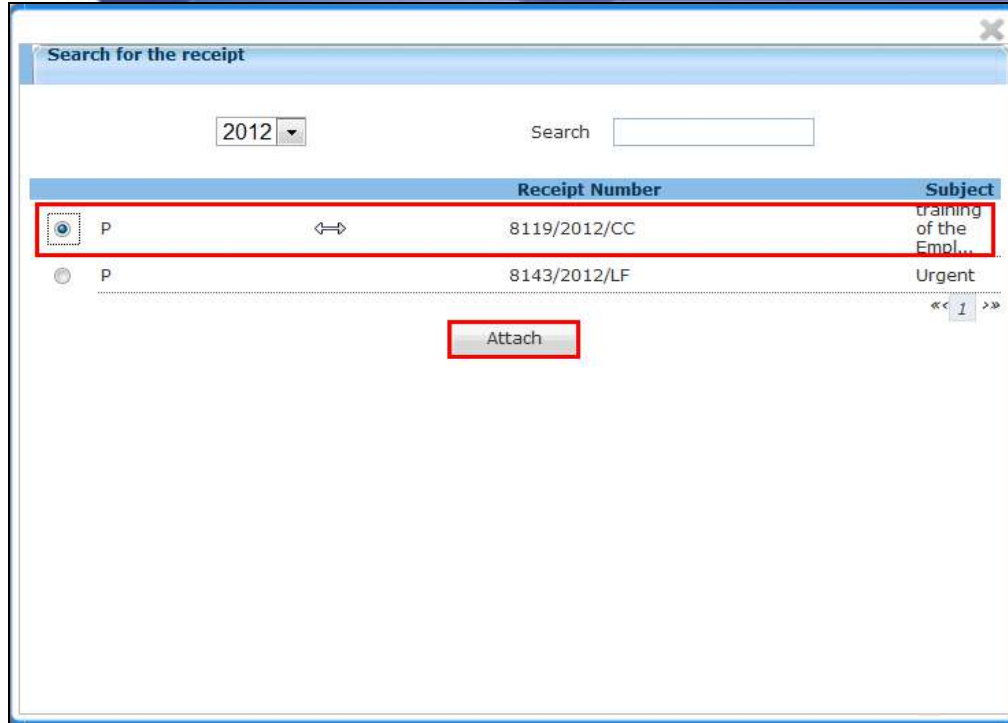


Fig.eFile. 2428

Type of the receipt can be changed from the dropdown menu available at the top of **TOC of correspondences** page:

i) **Mark As PUC:**

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as PUC, as shown in Fig.eFile.249:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

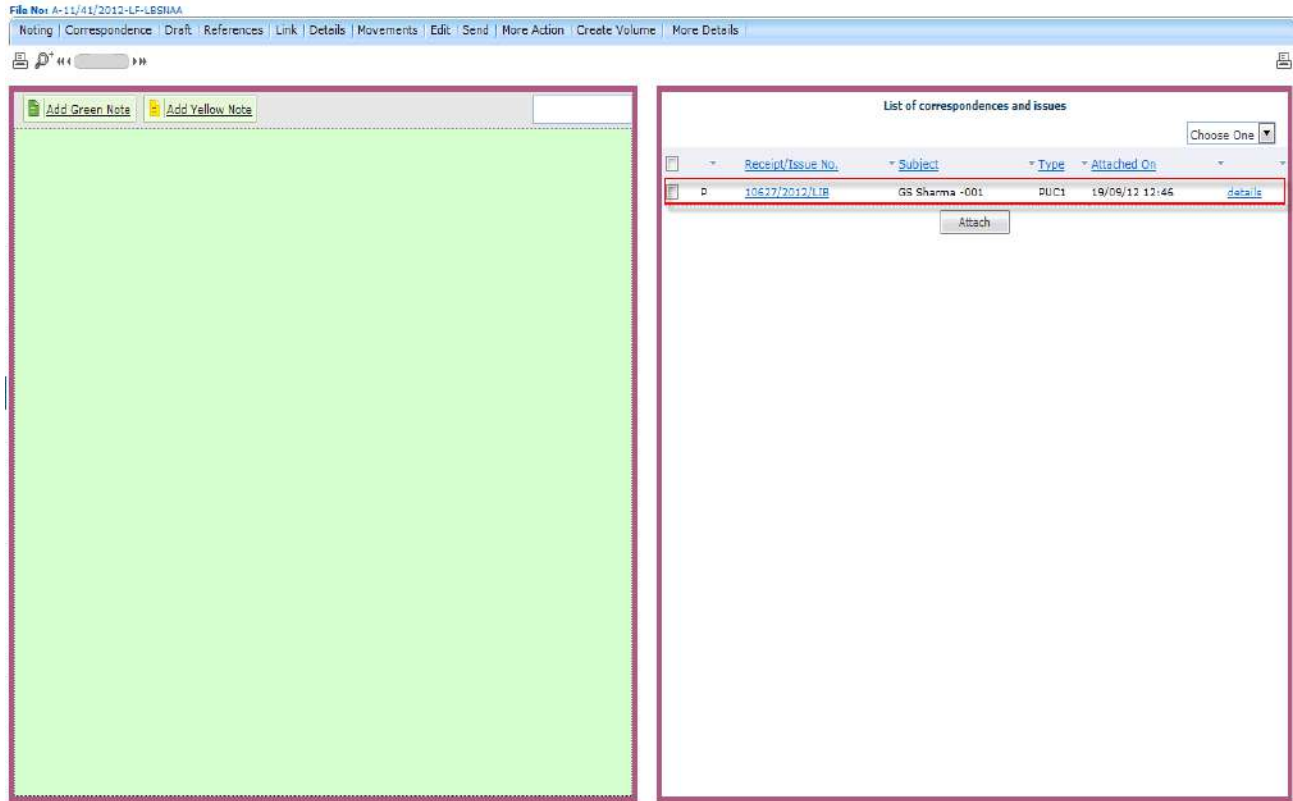


Fig.eFile. 2439

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.250:

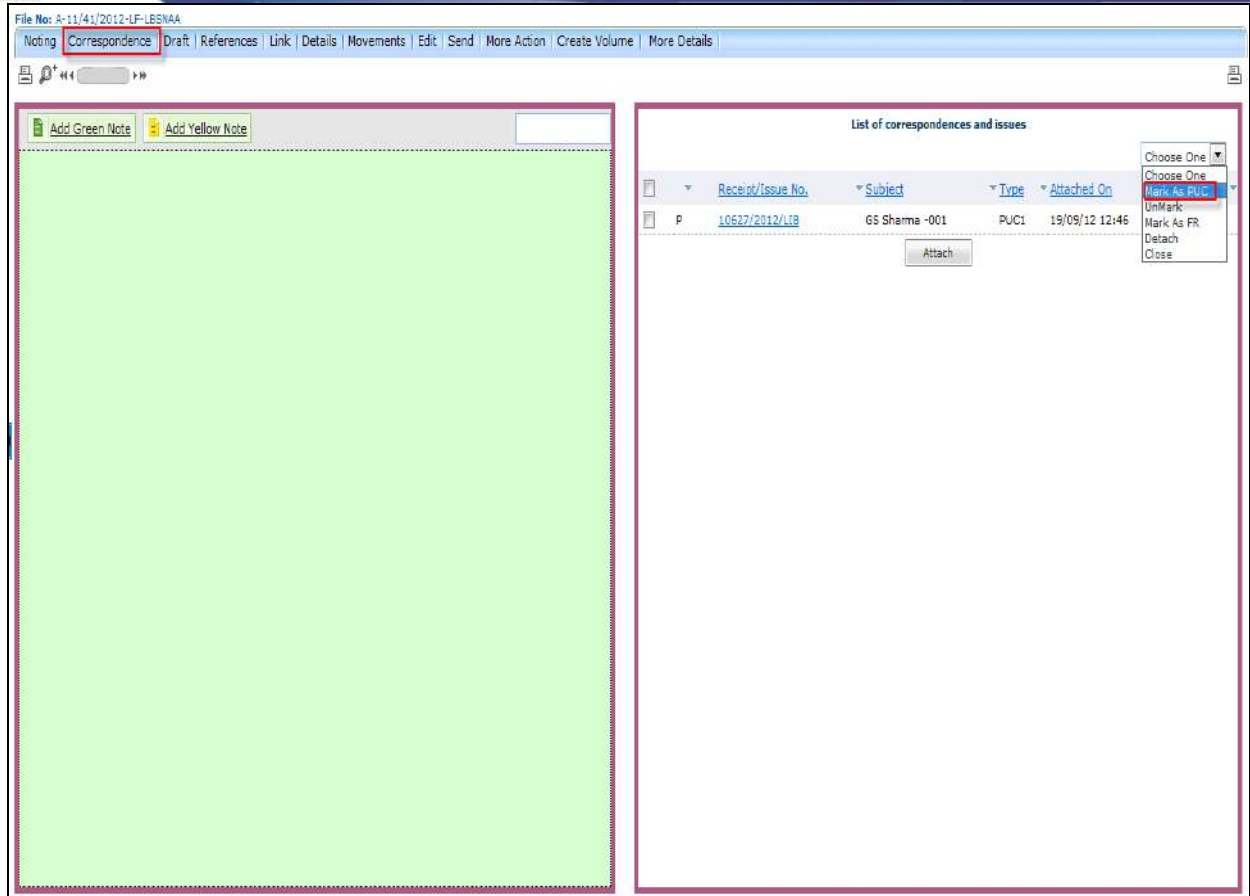


Fig.eFile. 24450

ii) **Unmark:** Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be Unmarked.
- Select the type as **Unmark** from the dropdown menu.

iii) **Mark As FR:** Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as FR, as shown in Fig.eFile.251.

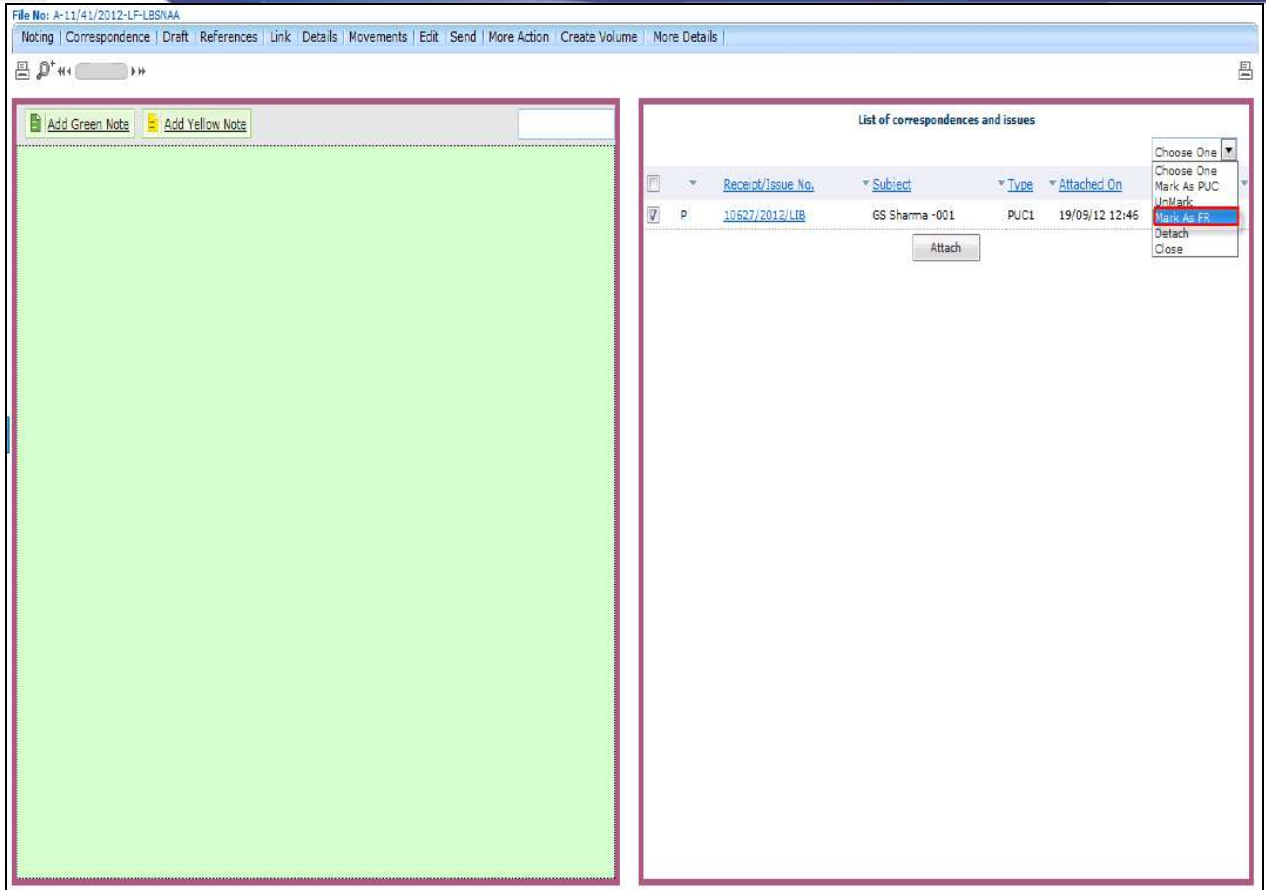


Fig.eFile. 24551

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.252:

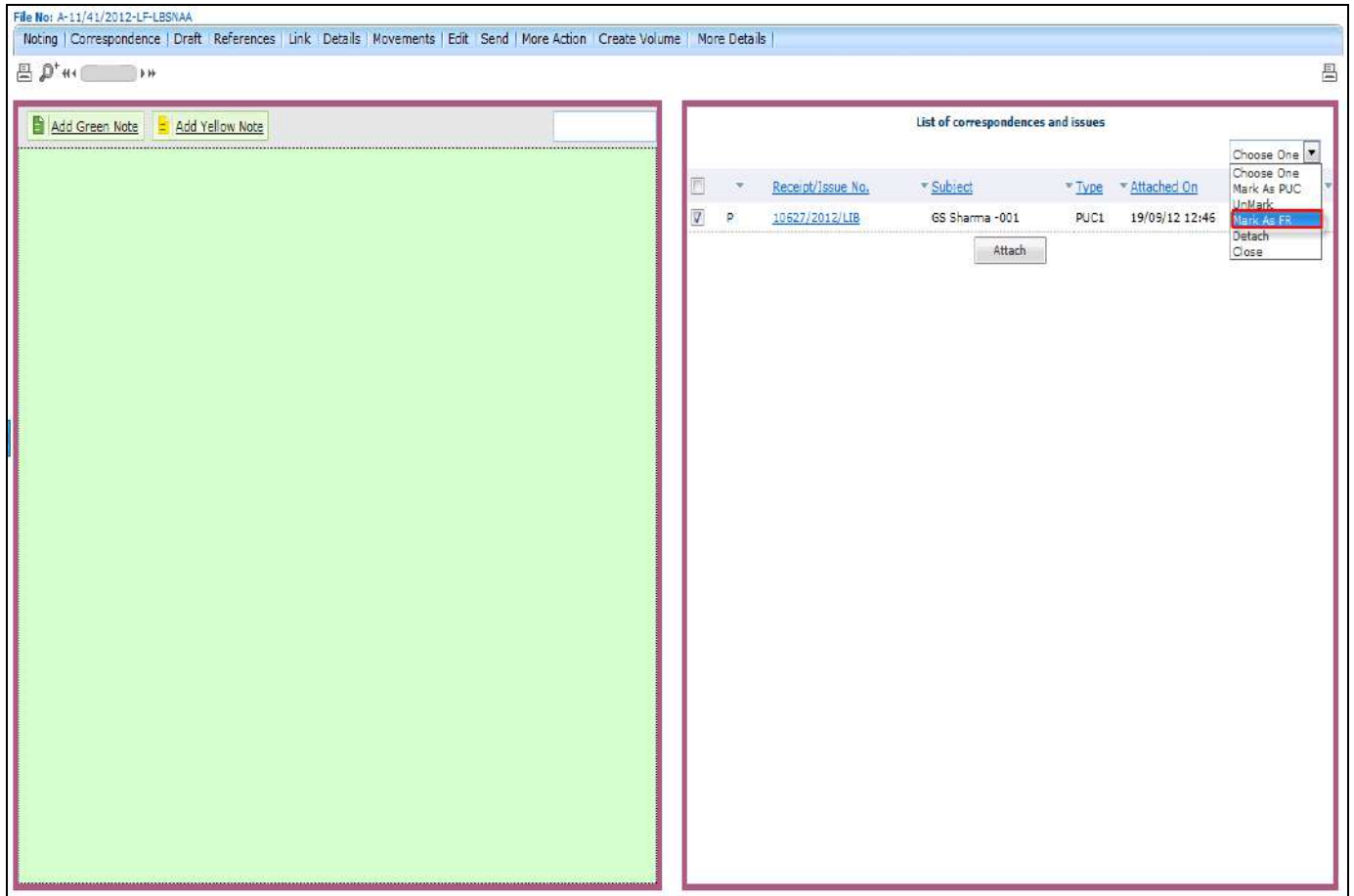


Fig.eFile. 24652

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.253:

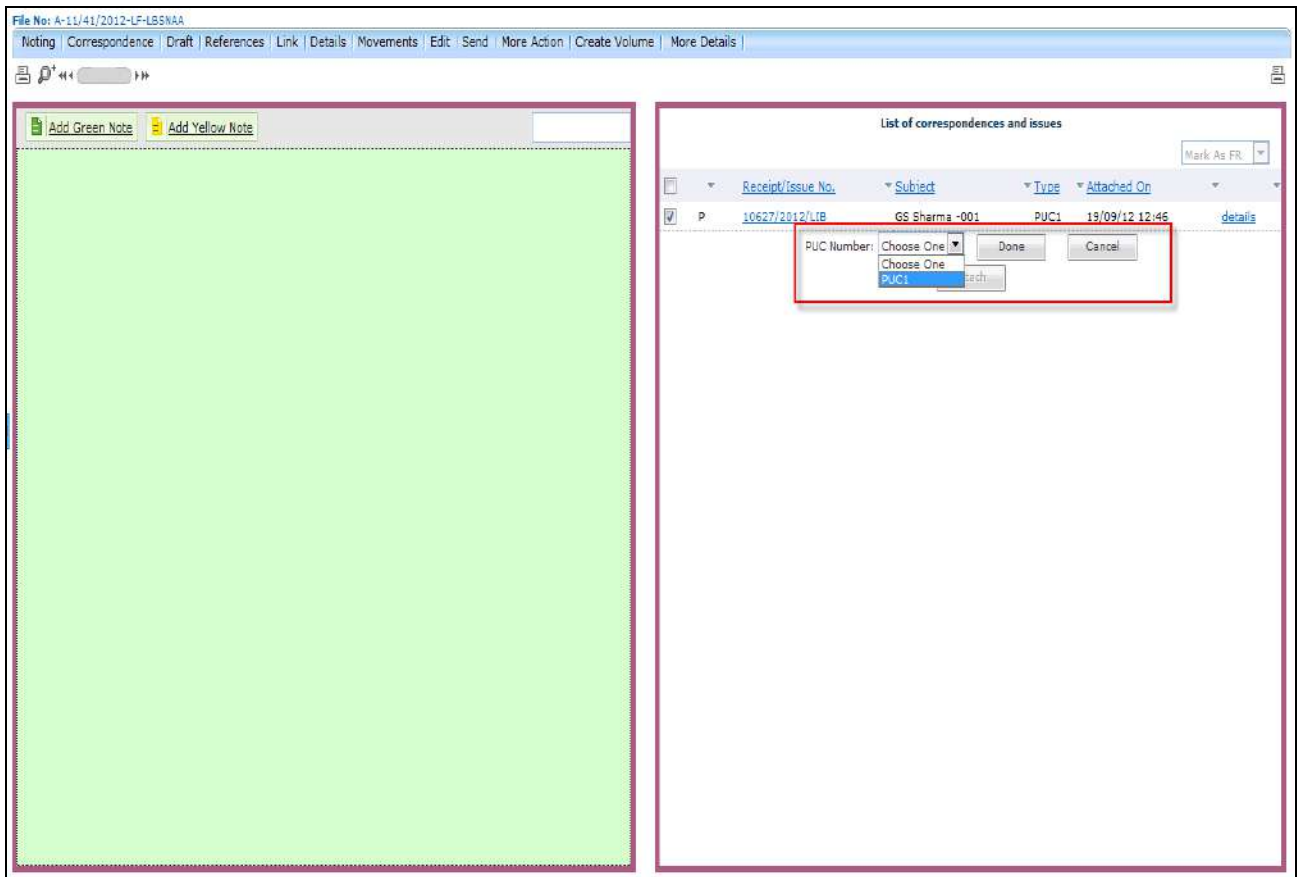


Fig.eFile. 24753

- Click the 'Done' () button (Fig.eFile.248), as a result the receipt gets marked as FR.

iv) **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **TOC of Correspondences**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be detached:
- Select the type as **Detach** from the dropdown menu, as shown in Fig.eFile.254:

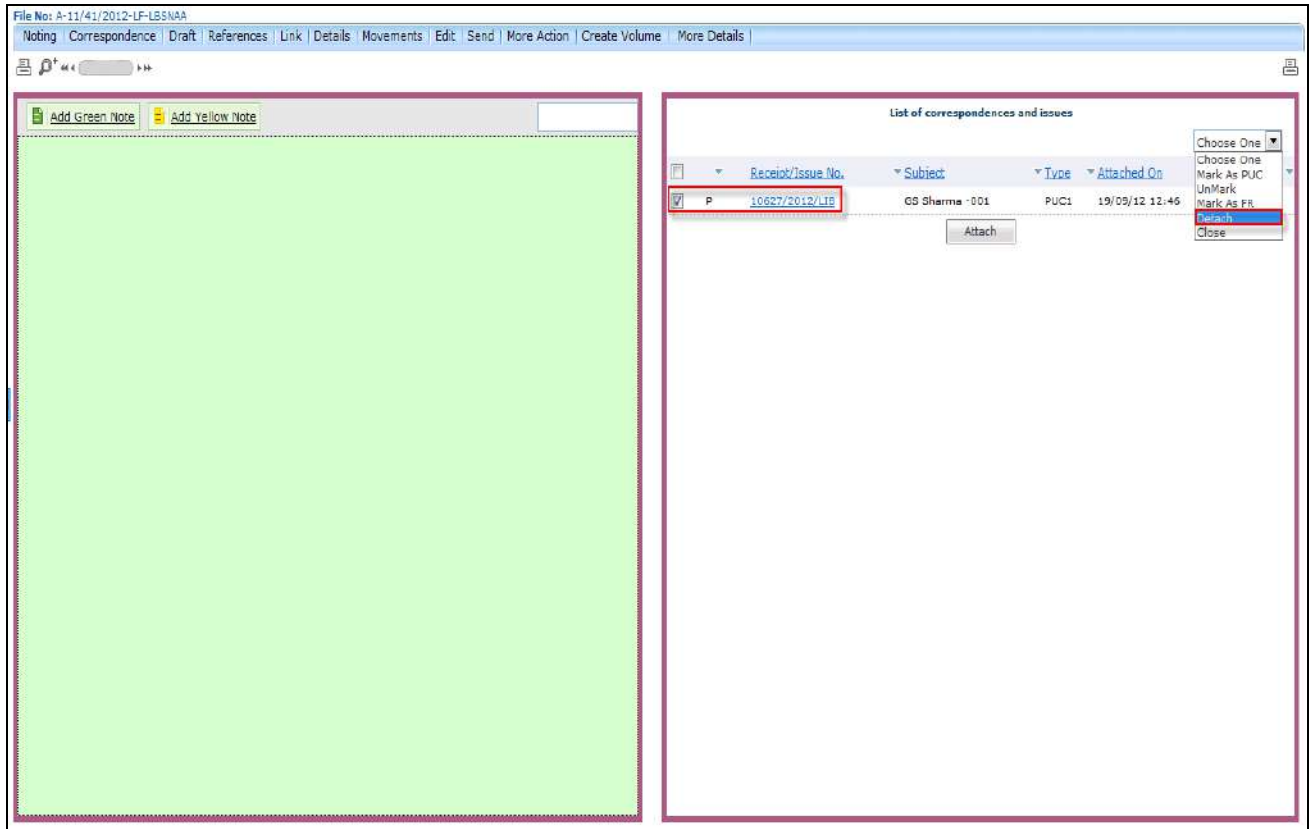


Fig.eFile. 24854

v) **Close:**

Helps the user to **close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.255:

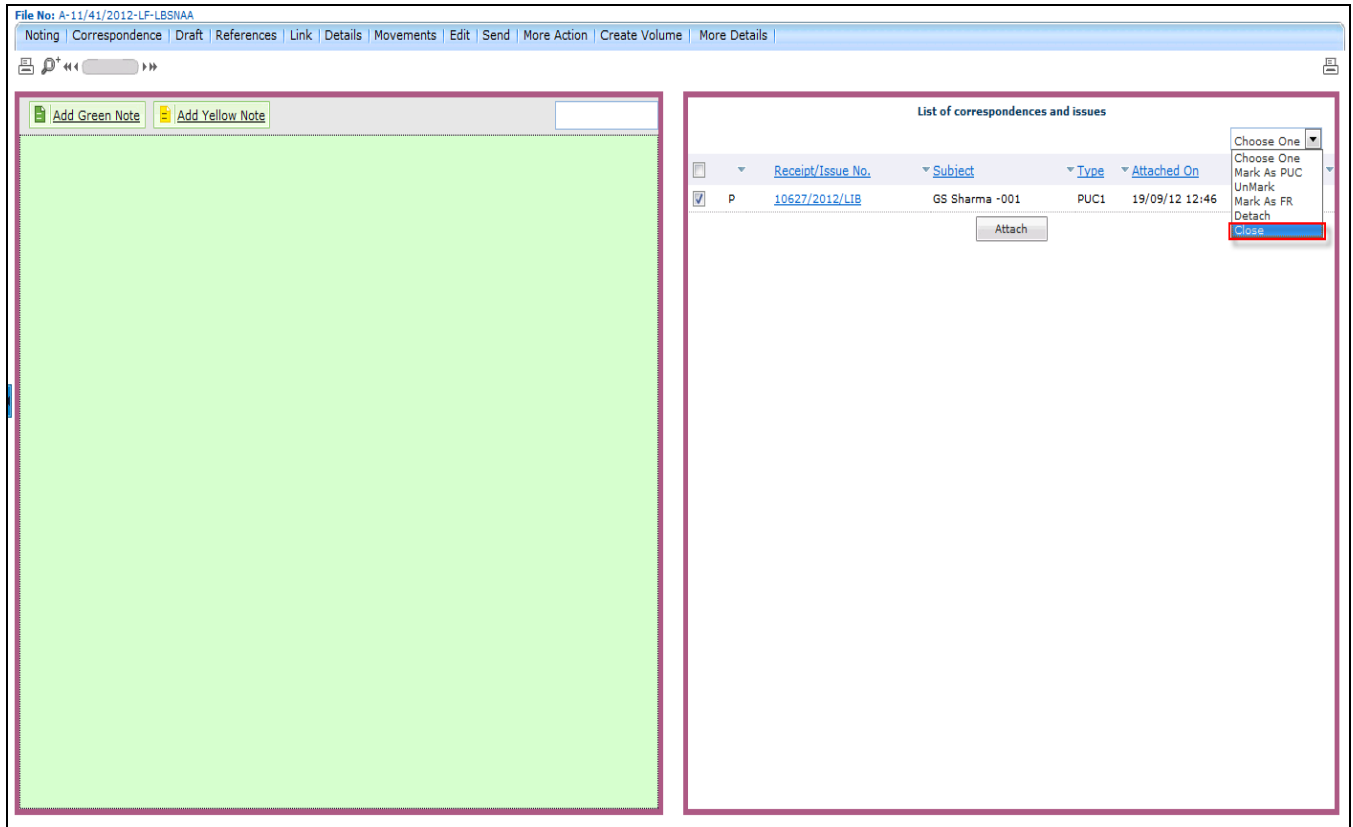


Fig.eFile. 2495

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.256.

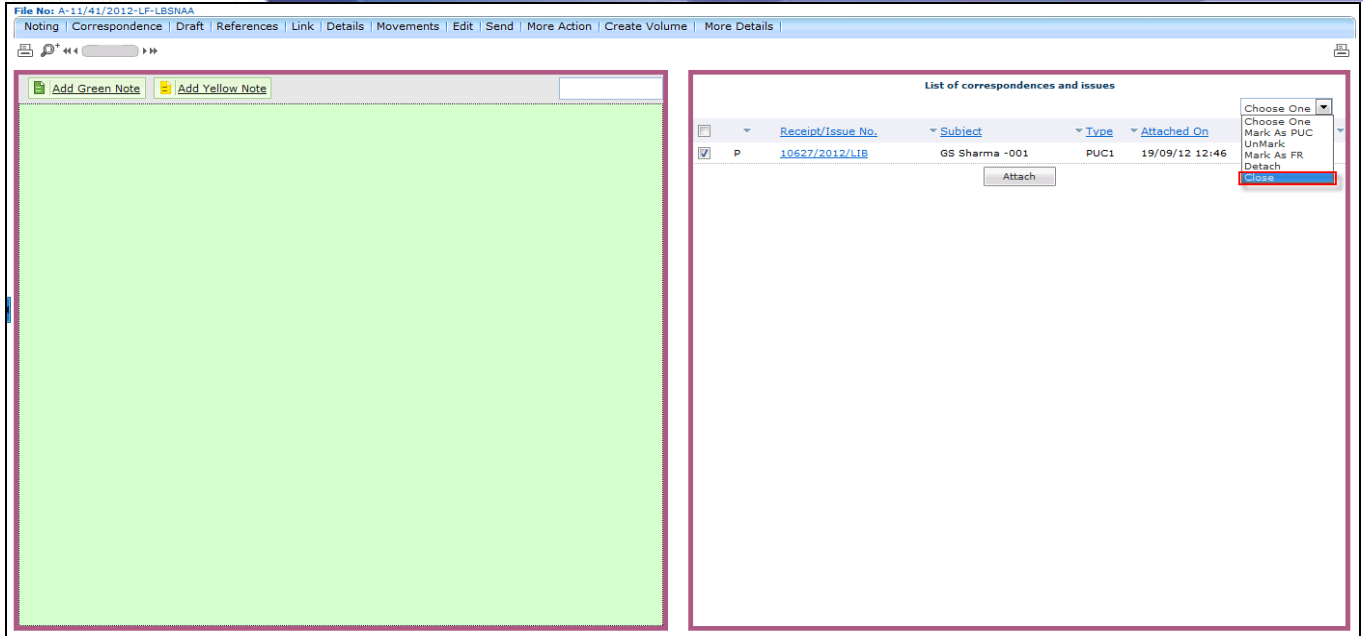


Fig.eFile. 2506

As a result, **Close confirmation Box** appears as shown in Fig.eFile.257:



Fig.eFile. 2517

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.258:

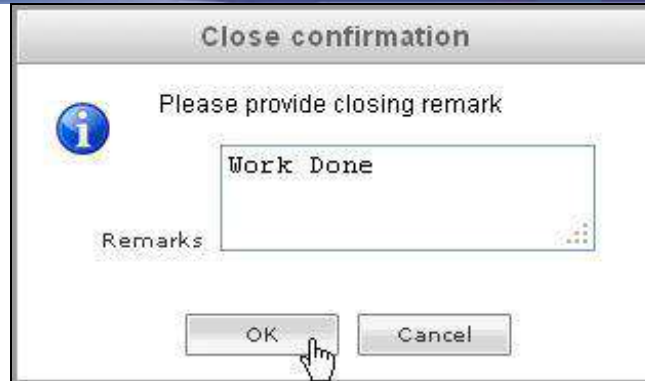


Fig.eFile. 2528

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

c) **Draft:** With the help of this feature user can **create New Draft** and **View existing Drafts** in the File.

To create New Draft user has to perform following steps:

- Perform All Steps of creating a new file.
- Scroll mouse over **Draft** (**Draft**) link and click the **Create New Draft** option under it, as shown in Fig.eFile.259:

File No: A-11/41/2012-LF-LBSMAA

Noting | Correspondence | **Create New Draft** | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details

View Draft

Reply New/Fresh Financial Sanction

Is Classified Yes No Language of draft: Choose One

Subject* (Maximum of 250 Characters)

Communication Details

Ministry: Choose One

Department: Choose One

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country: Choose One

State: Choose One

City

Pincode

Telephone

Fax

Clear Fields

Attachment:

Basic View

Created Document

Government of India (Logo)
Office of the District Registrar
Bachchan, Patna

To: _____ Date: 03-08-2012

From: _____

ADMS1

ADMS LETTER HEAD

Fig.eFile. 2539

As a result **Create New Draft** page appears, as shown in Fig.eFile.260:

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | **Draft** | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details

Create New Draft

View Draft

Receipt Details

Reply New/Fresh Financial Sanction

Is Classified Yes No Language of draft Choose One

Subject* (Maximum of 250 Characters)

Communication Details

Ministry Choose One

Department Choose One

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country Choose One

State Choose One

City

Pincode

Telephone

Fax

[Add More Recipients](#)

Clear Fields

Attachment

Basic View

Selected Document

Statement of Asset Liabilities
Office of the District Magistrate
Bathinda District
Bathinda

Date: 08/08/2012

Name: _____

Phone No: _____

ADMG1

ADMG LETTER HEAD

Fig.eFile. 25460

- Enter the mandatory fields like **Subject**, **Name** and **Address** and other necessary details (Fig.eFile.260).
- Either directly type the draft manually or choose the **predefined template** and click the **View** () Button, as shown in Fig.eFile.261:

Fig.eFile. 25561

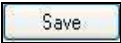
- Select the Template (if required) and click Ok to modify the word document and then **Save** () button as shown in Fig.eFile.262:

Fig.eFile. 25662

As a result the Word document appears. User can make the changes in the content of the word document and after making the necessary changes user can save the documents as shown in Fig.eFile.263:

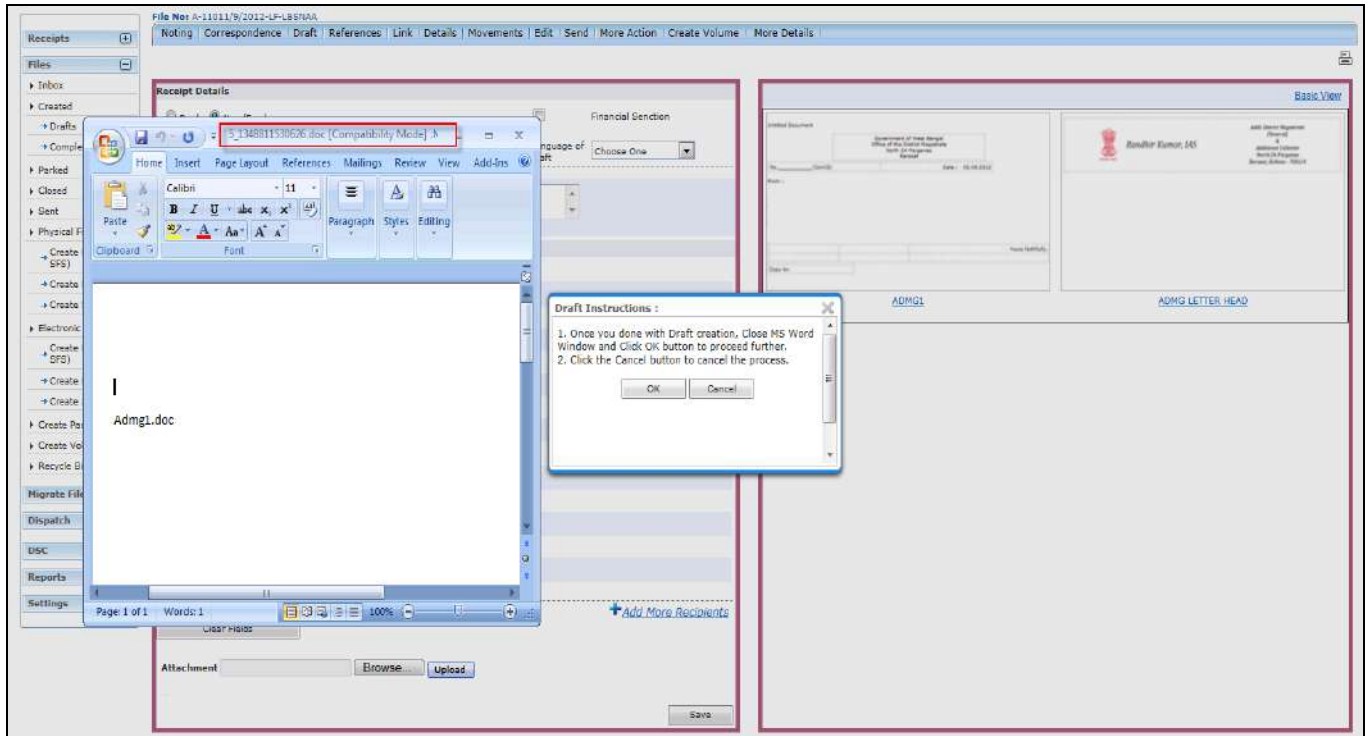


Fig.eFile. 25763

Now user can click the OK button in the Draft Instructions Pop Up to complete the Draft creation process

To avoid the word document User can click on Cancel button to move to next step.

As a result new Draft is created.

- To Edit Created DFA, Click on Edit button as shown in Fig.eFile.264:

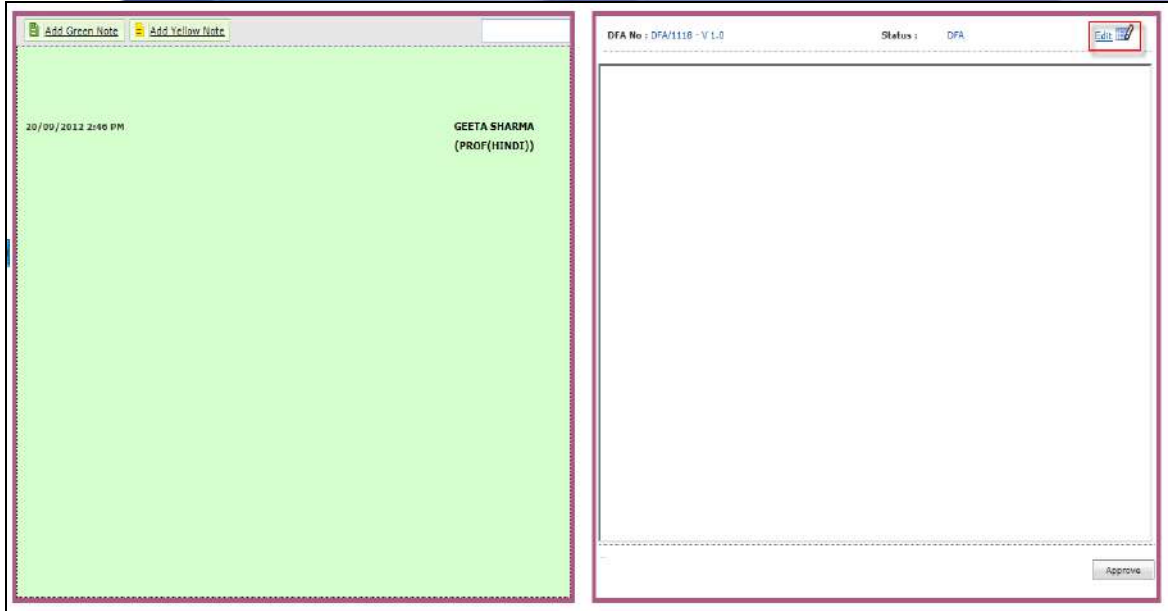


Fig.eFile. 25864

Digital Signing on DFA:

Create the DFA and Approve the DFA as per the Process.

Let us discuss in detail about the process of implementing the digital Signature on DFA.

- Sign and Approve button appears after DFA is created as shown in Fig.eFile.265:

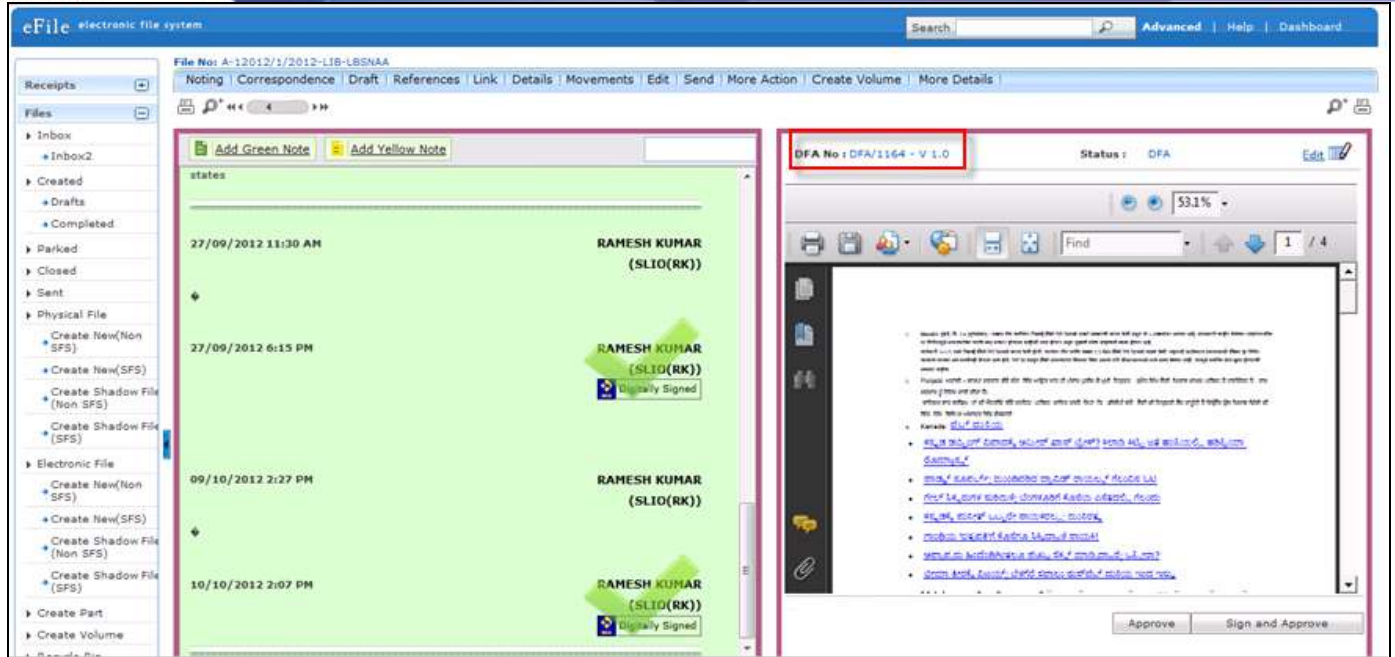


Fig.eFile. 25965

DSC Should be plugged in and in detected mode then it will display Sign and Approve button for DFA. For approve click on Approve else Sign and Approve.

- Click on Signed and approved DFA and enter the PIN for signature click Ok button a shown in Fig.eFile.266:

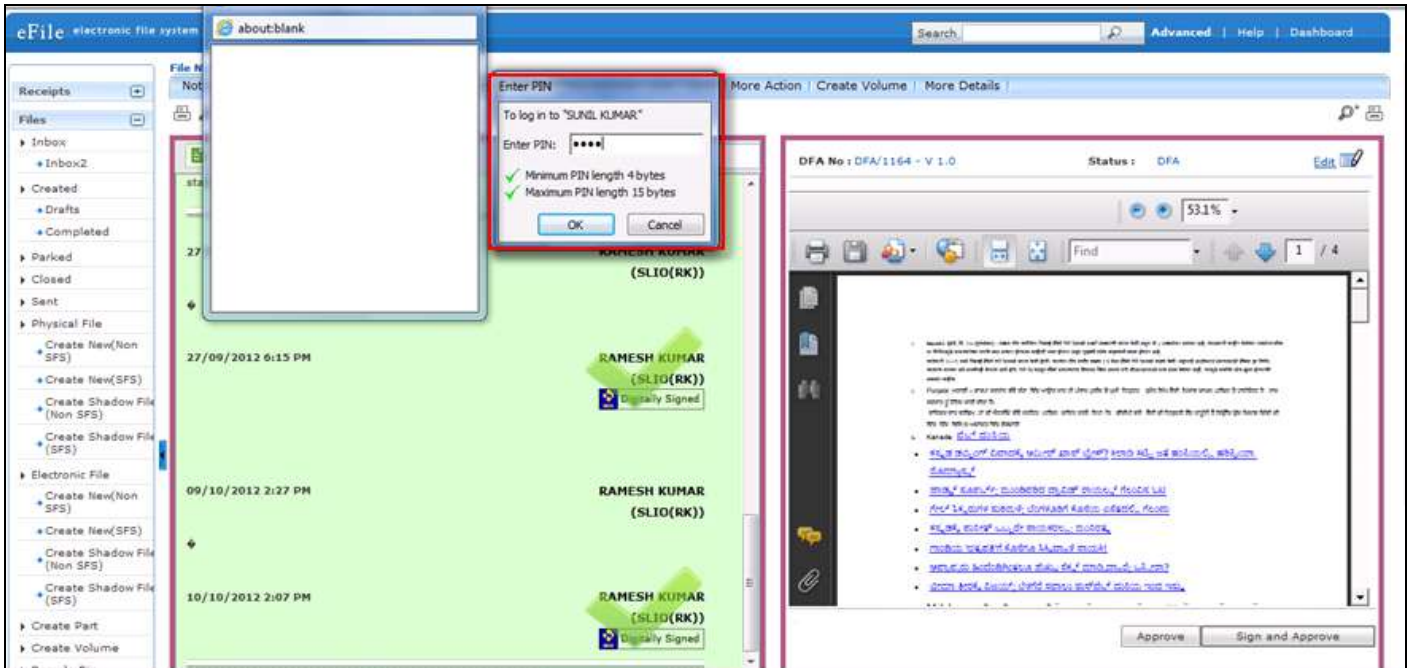


Fig.eFile. 2606

- As a result DFA with Signature is displayed as shown in Fig.eFile.267:

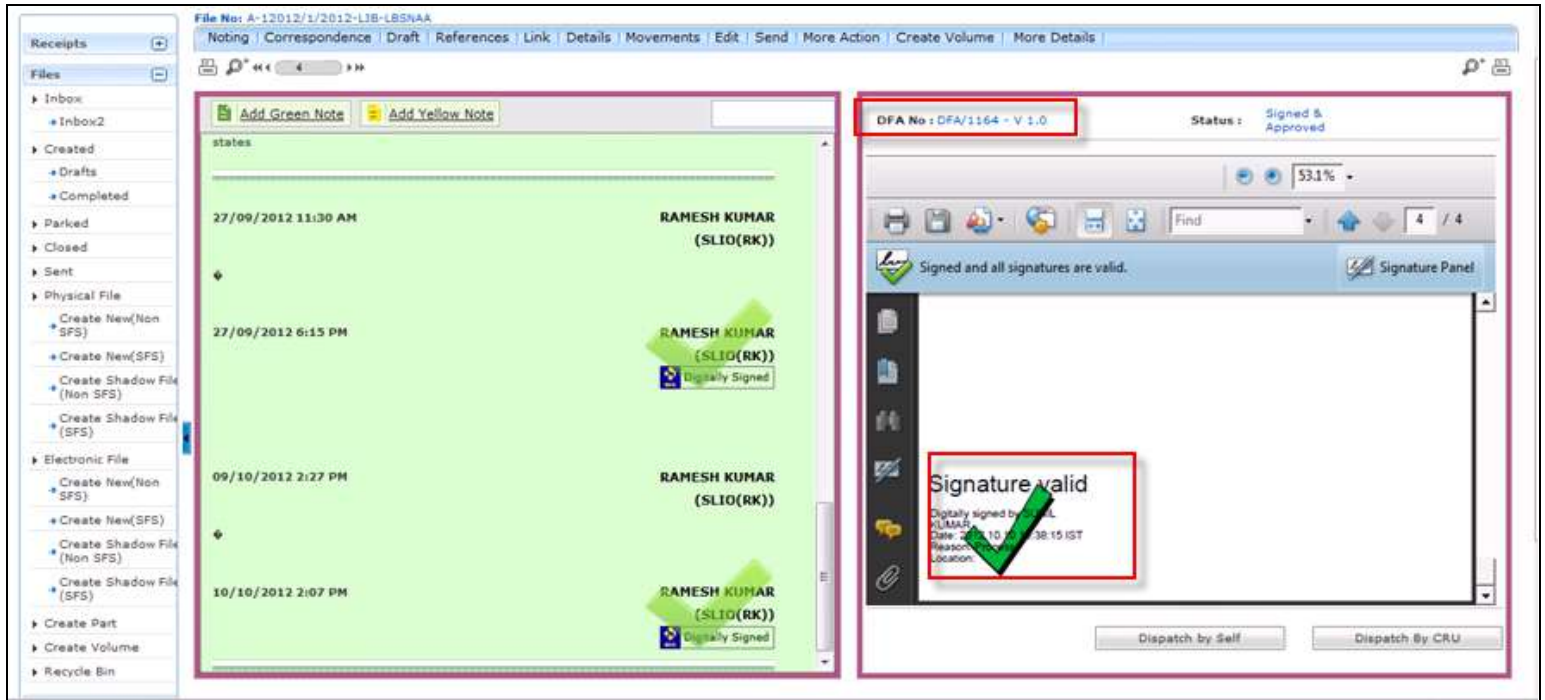


Fig.eFile. 2617

Dispatch By Self and Dispatch by CRU remains similar for signed and approved DFA .

Signature Verification in Noting

To verify the signature is valid in the document, proceed for further process as discussed below.

Let us discuss in detail the verification process of Signature in Notings of a file.

- Click on the Signature of signed noting as shown in Fig.eFile.268:



Fig.eFile. 2628

DSC should have been in detected mode and active in system.

- A pop up window appears DSC Certificate Details as shown in Fig.eFile.269:

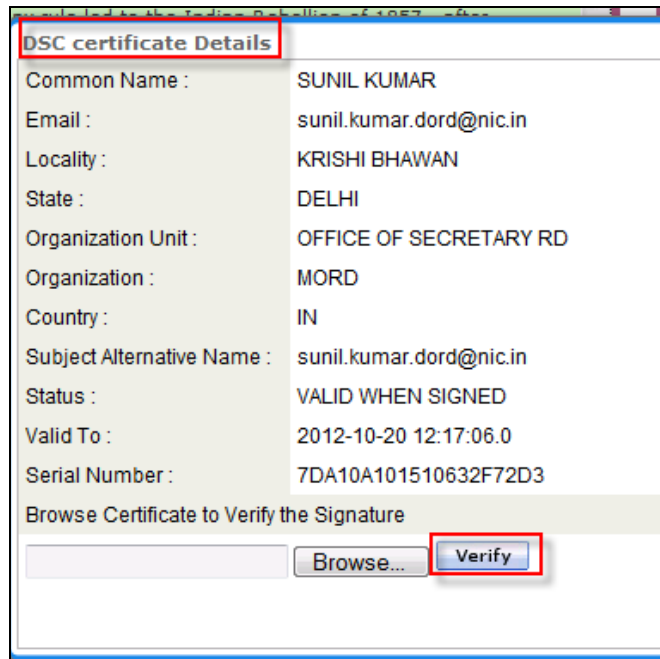


Fig.eFile. 2639

To browse the certificate for DSC follow the steps mentioned below:

- Open the link nicca.nic.in go to repository link as shown in Fig.eFile.270:

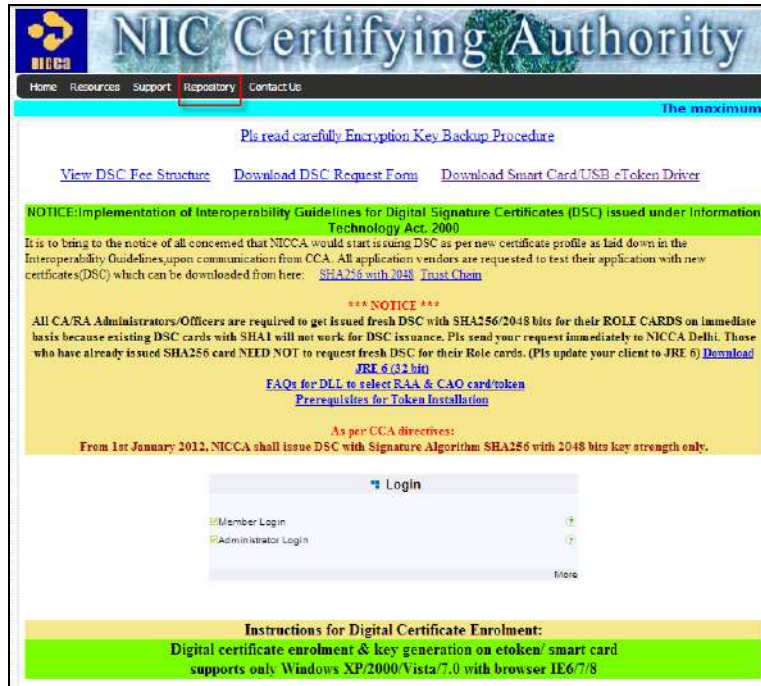


Fig.eFile. 26470

- Click on Certificate Search Through Repository search of DSC could be done as shown in Fig.eFile.271:

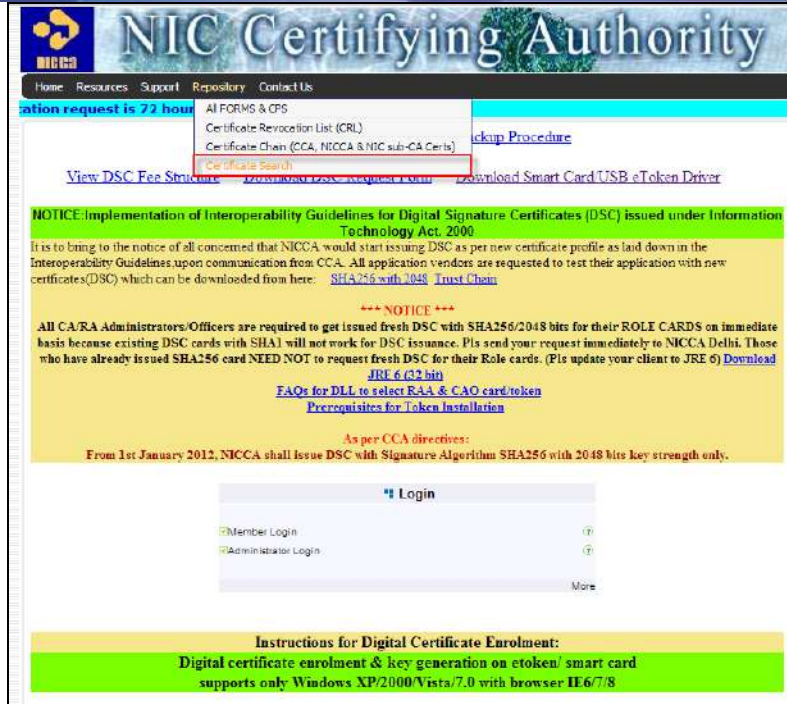


Fig.eFile. 26571

- Certificate Search window appears as shown in Fig.eFile.272:

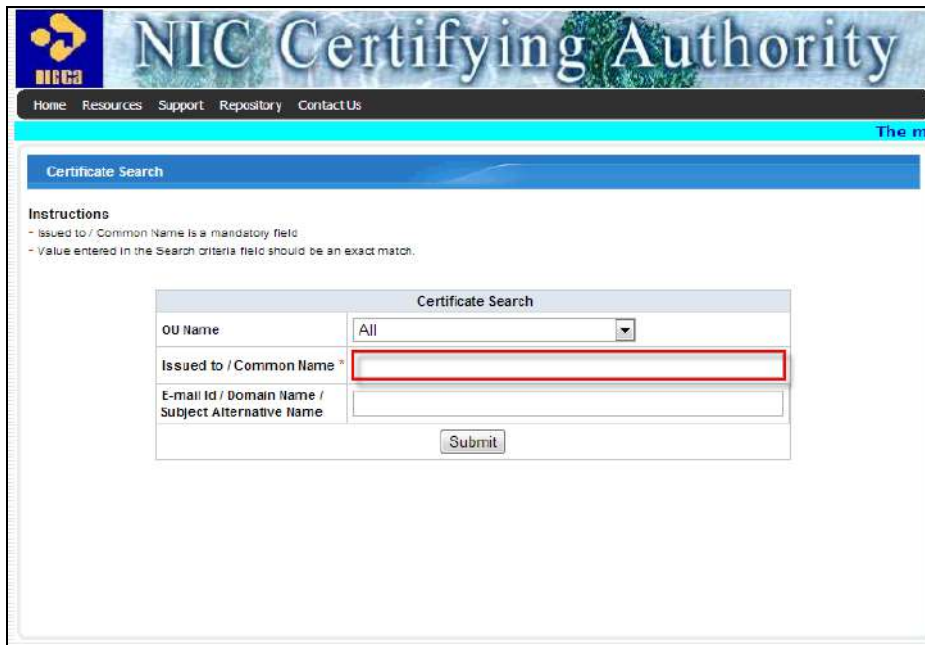


Fig.eFile. 26672

- Input the required details and click on submit button as shown in Fig.eFile.273:

NIC Certifying Authority

Home Resources Support Repository Contact Us

The ma

INSTRUCTIONS
- Issued to / Common Name is a mandatory field
- Value entered in the Search criteria field should be an exact match.

| Certificate Search | |
|--|-------------------------|
| OU Name | All |
| Issued to / Common Name * | sunil kumar |
| E-mail Id / Domain Name / Subject Alternative Name | sunil kumar.dord@nic.in |
| <input type="button" value="Submit"/> | |

Fig.eFile. 26773

- Click on the found link which is searched as shown in Fig.eFile.274:

Certificate Search Results

| Common Name | EMail ID | Domain Name/Subject Alternative Name |
|-----------------------------|-------------------------|--------------------------------------|
| SUNIL KUMAR | sunil.kumar.dord@nic.in | |

[Search Again](#) Page - 1/1 << First < Previous Next > Last >>

Fig.eFile. 26874

- Certificate Details window opens up with searched certificates and select and download certificate as shown in Fig.eFile.275:

Certificate Details

| | |
|--------------------------|------------------------------|
| Common Name | SUNIL KUMAR |
| Email | sunil.kumar.dord@nic.in |
| Locality | KRISHI BHAWAN |
| State | DELHI |
| Organization Unit | SECRETARY RD |
| Organization | MORD |
| Country | IN |
| Subject Alternative Name | sunil.kumar.dord@nic.in |
| Status | VALID CERTIFICATE |
| Valid From | Tue Oct 12 14:44:35 IST 2010 |
| Valid To | Thu Oct 11 14:44:35 IST 2012 |
| Serial Number | 7DA10A10C1093E24331 |

[Search Again](#) [DOWNLOAD](#)

| | |
|--------------------------|------------------------------|
| Common Name | SUNIL KUMAR |
| Email | sunil.kumar.dord@nic.in |
| Locality | KRISHI BHAWAN |
| State | DELHI |
| Organization Unit | OFFICE OF SECRETARY RD |
| Organization | MORD |
| Country | IN |
| Subject Alternative Name | sunil.kumar.dord@nic.in |
| Status | VALID CERTIFICATE |
| Valid From | Thu Oct 21 12:17:06 IST 2010 |
| Valid To | Sat Oct 20 12:17:06 IST 2012 |
| Serial Number | 7DA10A101510632F72D3 |

[Search Again](#) [DOWNLOAD](#)

Fig.eFile. 2695

- On download of DSC Certificate a window appears as shown in Fig.eFile.276:

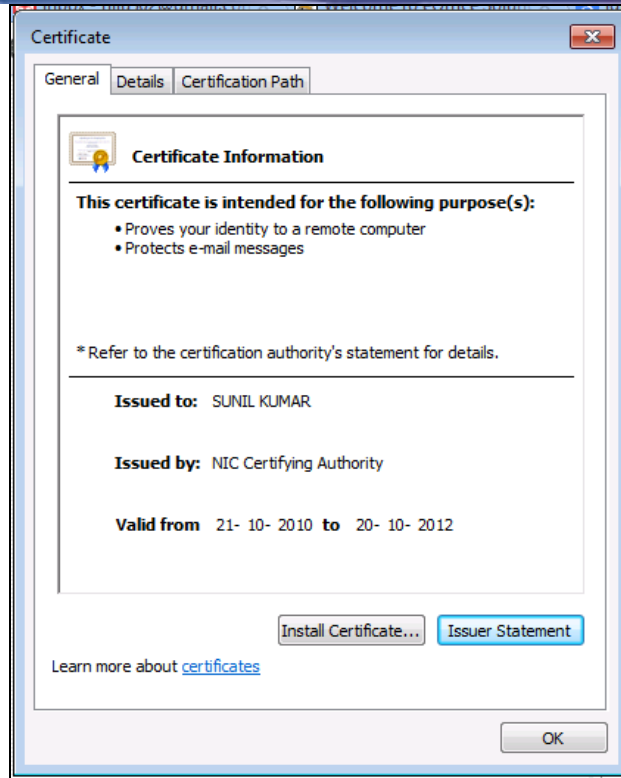


Fig.eFile. 2706

- Verify the Serial Number of downloaded certificate through Browse Button as shown in Fig.eFile.277:

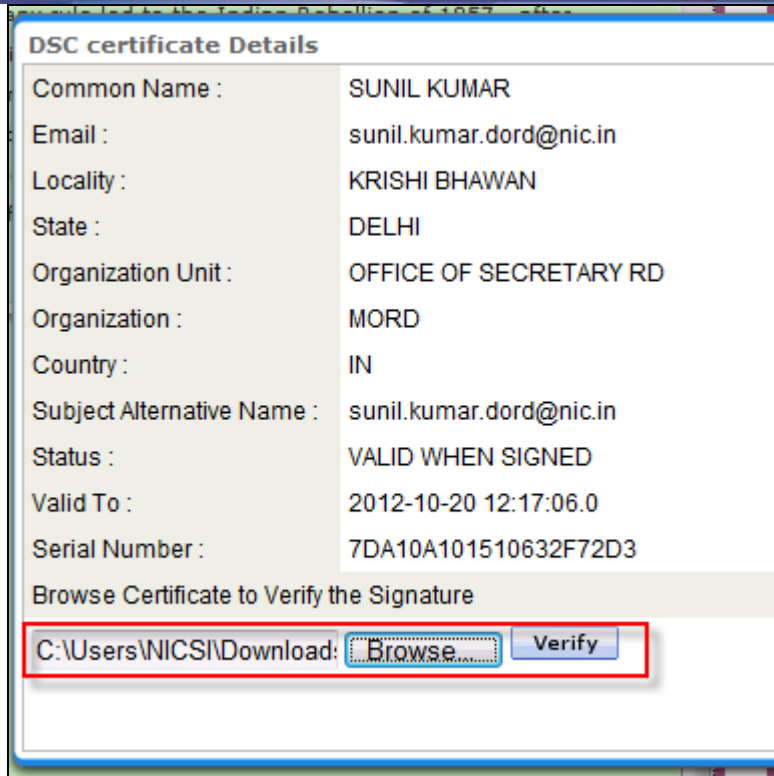


Fig.eFile. 2717

- Click on Verify Button to have Signature Verification as shown in Fig.eFile.278:

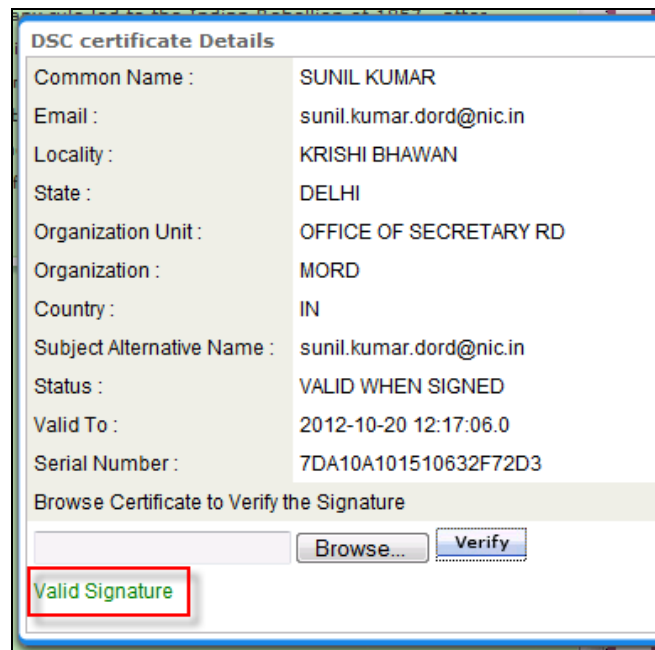


Fig.eFile. 2728

For verified signature a message will display as Valid Signature else Signature does not match with the given certificate.

- To Approve New DFA click on Approve button and Dispatch as shown in Fig.eFile.279:

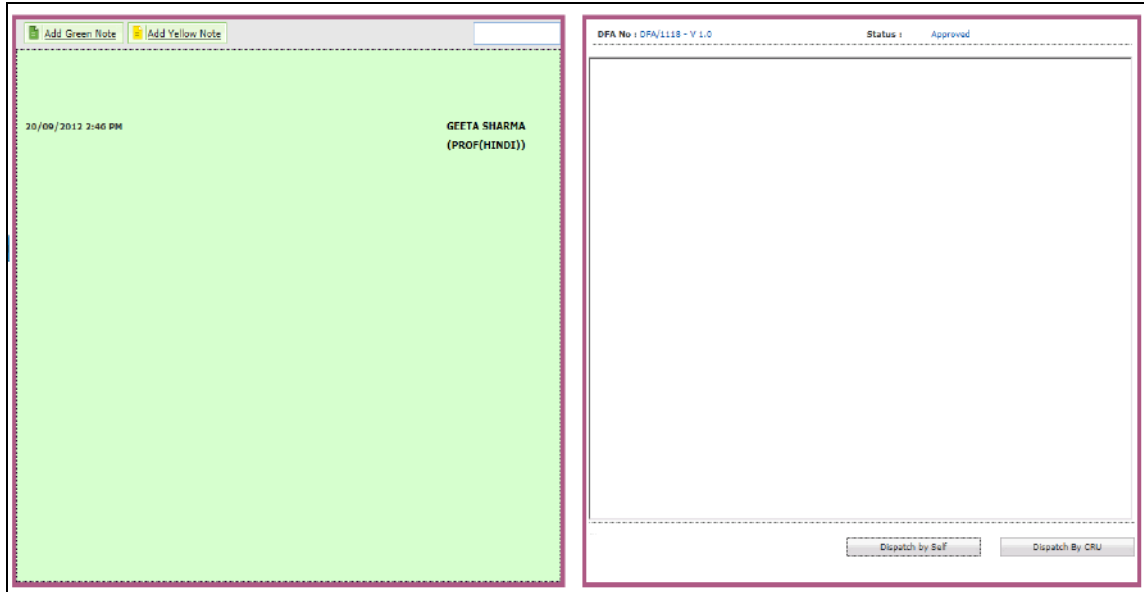


Fig.eFile. 2739

User cannot attach any document with DFA (draft for approval), which may be sent when the letter is to be issued.

For that:

To Understand Dispatch by Self and Dispatch By CRU refer

Dispatch By Self

Dispatch By CRU

To view already created/existing Draft, user has to perform following steps:

- Open any existing File by clicking the File number.
- Scroll mouse over **Draft** ([Draft](#)) link and click the **View Draft** option under it, as shown in Fig.eFile.280:

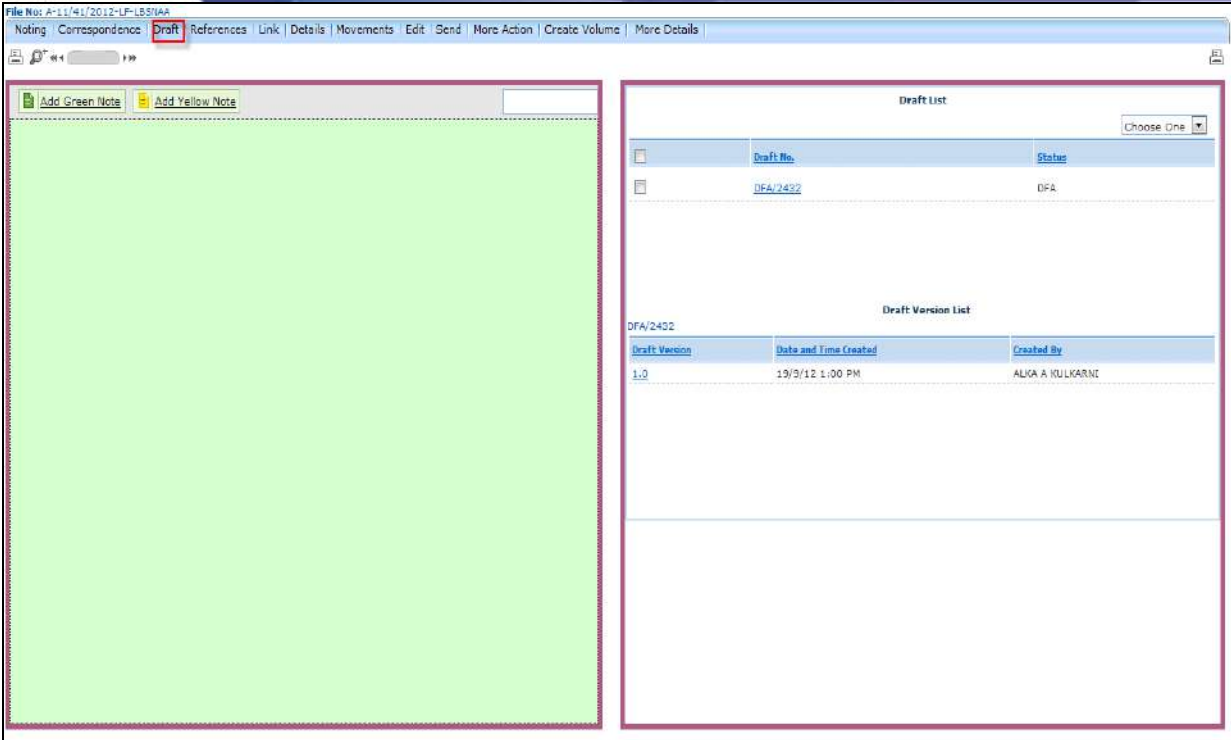


Fig.eFile. 27480

As a result **TOC of Drafts** page appears, as shown in Fig.eFile.280:

Now, after the Draft is created and saved, the Dealing Assistant sent it to the section officer for review.

To do so, he performs the following steps:

Perform All Steps of creating a new file.

Perform All Steps of creating a new Draft.

- Click the **Send** (**Send**) button from the toolbar, as shown in Fig.eFile.281:

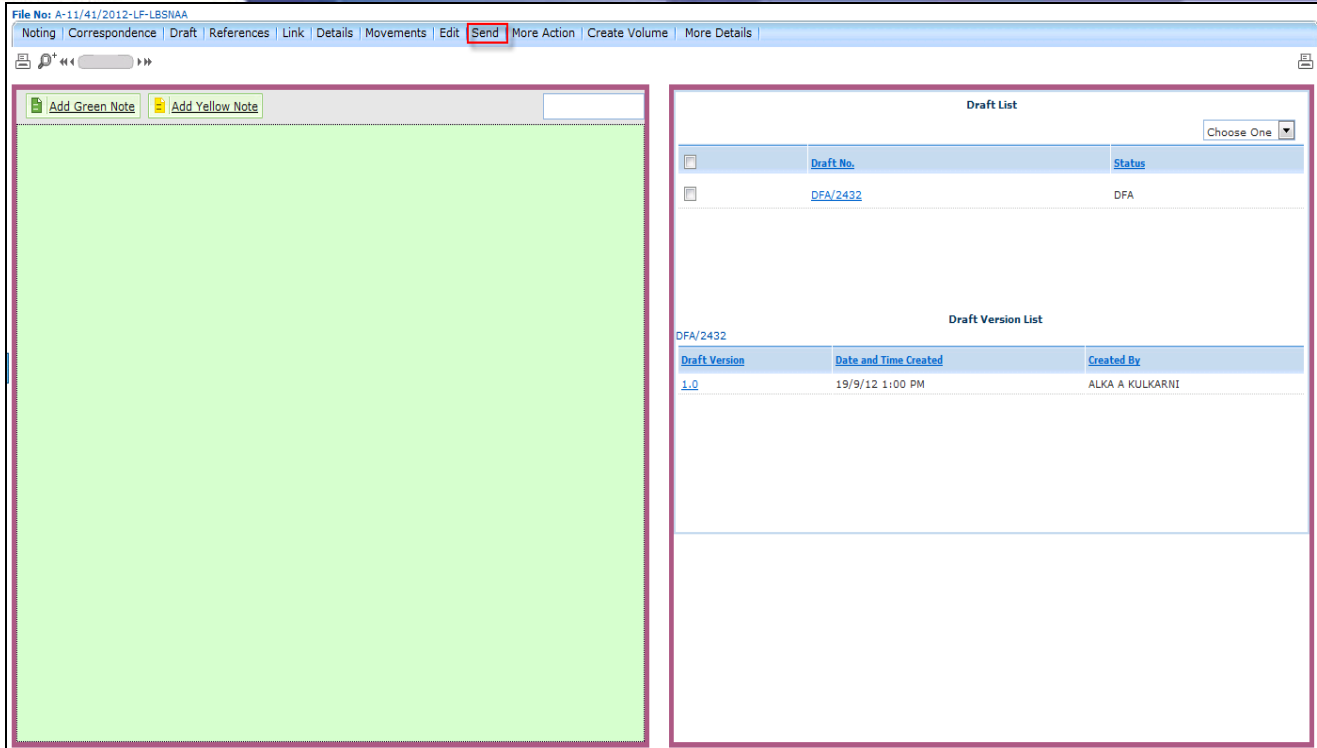


Fig.eFile. 27581

- As a result, **Send** File Page appears, as shown in Fig.eFile.282:

The 'Send' dialog box contains the following fields and options:

- File Number : df
- Subject : df
- To : [Empty text box]
- Set Due Date : [Calendar icon]
- Action : Forward [Dropdown arrow]
- Priority : Ordinary [Dropdown arrow]
- Total 1000 | 1000 character left
- Remarks : [Large text area]
- Send [Button]

Fig.eFile. 27682

Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the

recipient from the list box.

Provide the **Due date** (if required) for the File using the **calendar** (📅) link adjacent to the Due Date text box.

Select the **Action** which has been taken on the File from the dropdown menu.

Select the **Priority** (if required) of the File from the dropdown menu.

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.283:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : df
- Subject : df
- To : ALOK KUMAR--DDS(AK)--O/o DEPUTY DIRECTOR Sr (AK)
- Set Due Date : [] 📅
- Action : Forward
- Priority : Ordinary
- Remarks : On Urgent basis.

The 'Send' button at the bottom is highlighted with a red box and a mouse cursor is pointing at it.

Fig.eFile. 27783

- Click the **Send** (Send) button (Fig.eFile.283). As a result, the File is sent to the intended recipient. In our case the recipient is Alok Kumar.


Alok Kumar logs into its account, the file is available in its **File Inbox**, as shown in Fig.eFile.284:

| Receive Forward View Move To Mark As More Action Create Volume | | | | | | | | | | Hierarchical View | | My Files |
|--|------------------------|-------------|-----------------|-----------------|----------------|--------|----------------|--------------|--|-------------------|--|----------|
| <input type="checkbox"/> | Number | Subject | Sender | Last Seen By | Sent on | Due On | Read On | Quick Action | | | | |
| <input type="checkbox"/> | E df | df | ALOK PANDEY | ALOK PANDEY | 17/02/12 08:06 | - | 17/02/12 08:06 | | | | | |
| <input type="checkbox"/> | P B-12013/1/2012-CC | Training | A NALLASAMY | A NALLASAMY | 17/02/12 07:51 | - | 17/02/12 07:51 | | | | | |
| <input type="checkbox"/> | E hum | hum | ALKA A KULKARNI | ALKA A KULKARNI | 17/02/12 07:35 | - | 17/02/12 07:35 | | | | | |
| <input type="checkbox"/> | E ramlila | ramlila | ALKA A KULKARNI | ALKA A KULKARNI | 17/02/12 07:04 | - | 17/02/12 07:04 | | | | | |
| <input type="checkbox"/> | E confusion | confusion | ALKA A KULKARNI | ALKA A KULKARNI | 17/02/12 01:12 | - | 17/02/12 01:12 | | | | | |
| <input type="checkbox"/> | E pull-check-Volume(1) | pull-check | ALKA A KULKARNI | ALKA A KULKARNI | 17/02/12 01:08 | - | 17/02/12 01:08 | | | | | |
| <input type="checkbox"/> | E file-latest | file-latest | ALKA A KULKARNI | ALKA A KULKARNI | 17/02/12 12:44 | - | 17/02/12 12:44 | | | | | |

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 2784

Role of Approving Authority in DFA:

- Officer opens the File and reviews the DFA.
- Office can edit the draft (**if required**) by clicking the **Edit** () button.
- If the draft is edited, it results in **version creation of the draft as shown in the figure Fig.eFile.285.**

The screenshot displays a web application interface for document management. At the top, there is a navigation menu with options: Noting, Correspondence, Draft, References, Link, Details, Movements, Edit, Send, More Action, Create Volume, and More Details. The main content area is divided into two sections. The left section, titled 'Receipt Details', contains several form fields: 'Ready' (radio button), 'New/Fresh' (radio button), 'Financial Section' (checkbox), 'Is Classified' (radio buttons for Yes/No), and 'Language of draft' (dropdown menu). Below this is a 'Subject*' field with a placeholder 'gfbEg'. The right section, titled 'Communication Details', contains a series of form fields for 'Ministry', 'Department', 'Name*', 'Designation', 'Organization', 'Address 1', 'Address 2', 'Email', 'Country', 'State', 'City', 'Pincode', 'Telephone', and 'Fax'. At the bottom of the left section, there are buttons for 'Clear Fields', '+Add More Recipients', and an 'Attachment' field with 'Browse...' and 'Upload' buttons. A 'Save' button is located at the bottom right of the left section, highlighted with a red box. An 'Edit' button with a checkmark icon is located at the top right of the right section, also highlighted with a red box.

Fig.eFile. 285

- After reviewing the DFA, approving authority clicks the **Approve** (Approve) button, as shown in Fig.eFile.286:
- After approving the DFA, approving authority sends the approved DFA to concerned dealing assistant for issue.

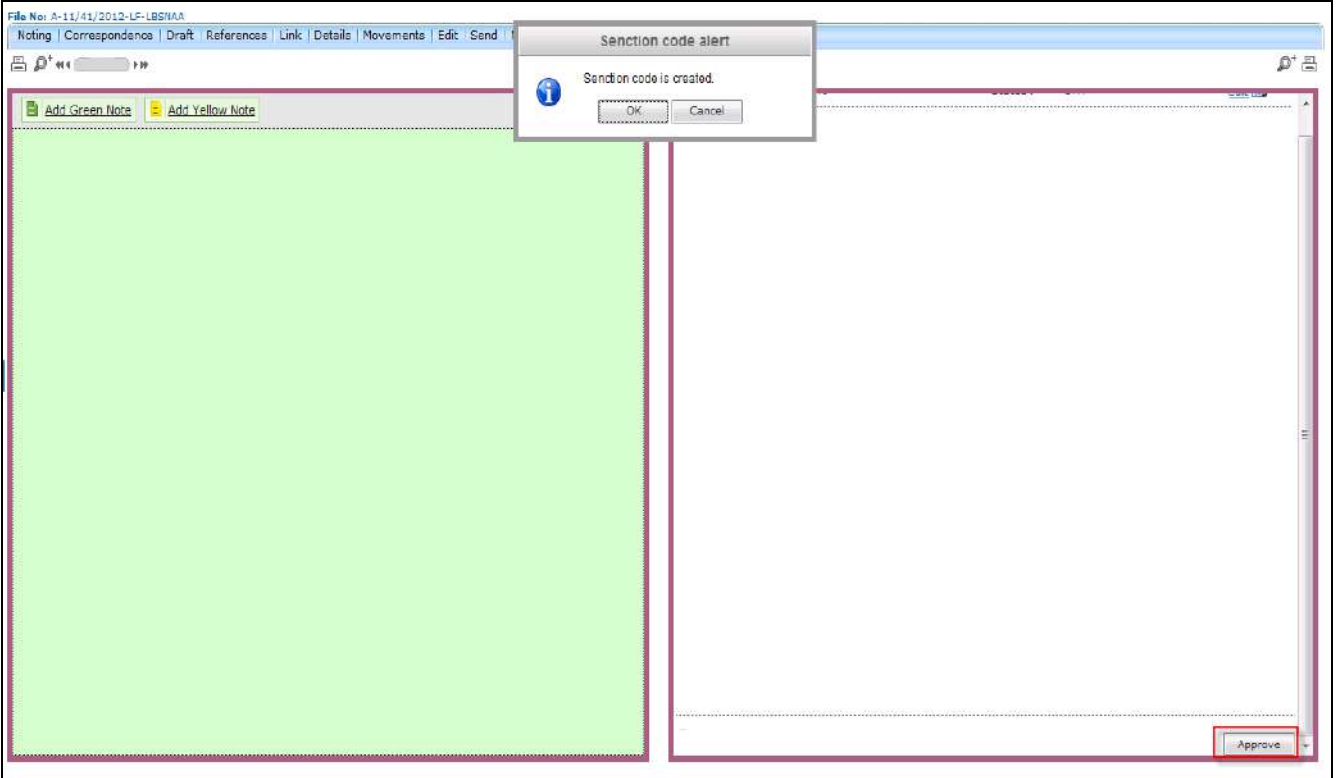


Fig.eFile. 2796

Now, Senction code is created for the Issue.

when the **Dealing assistant** logs into his account, the file is available in its **File Inbox**.

Role of Dealing Assistant in Issuing the DFA:

- Opens the File and reviews the DFA by clicking the **DFA number**.
- User now has 2 options, as shown in Fig.eFile.286 :
 - **Dispatch by Self:** Refers to issue the approved DFA by self (Dealing Assistant)
 - **Dispatch by CRU:** Refers to send the approved DFA to CRU to finally dispatch by them.

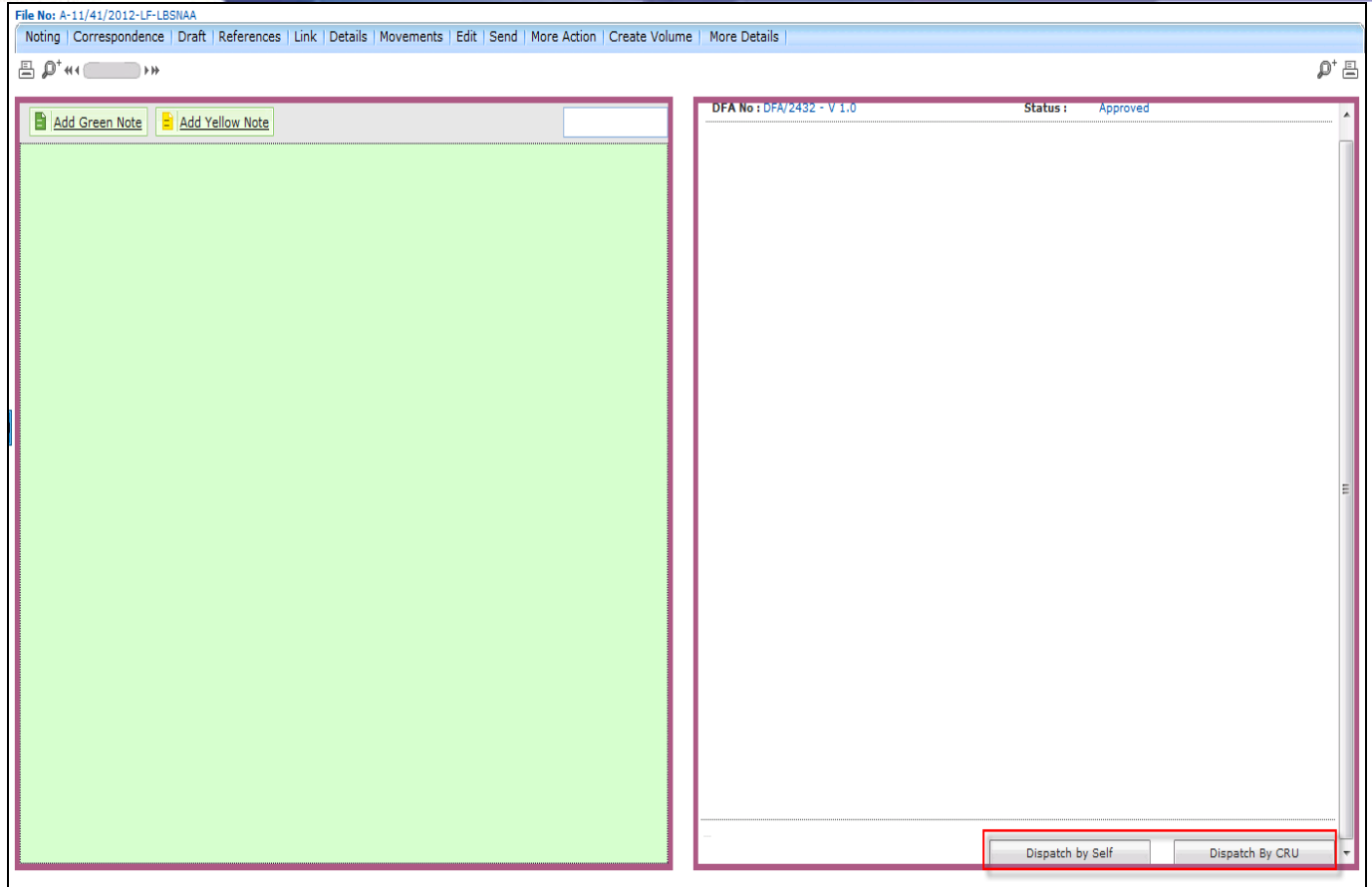


Fig.eFile. 2806

Dispatch by Self:

- Click the **Dispatch by Self** () button (Fig.eFile.286), as a result, **Dispatch Screen** appears, as shown in Fig.eFile.287:

| Dispatch | | DFA No : DFA/2113 - V 1.0 | | Status : Approved | |
|--|--|--|--|-------------------|--|
| <input type="checkbox"/> By Mail <input checked="" type="checkbox"/> By Post | | Untitled Document Not to be published or broadcast before a.m./p.m. on day, the 2002 PRESS COMMUNIQUE/NOTE In response to public demand, the Government of India have appointed a commission to go into the problem of and make suitable recommendations to the Government. 2. The Commission will consist of Shri as Chairman and the following members: (a) (b) (c) 3. In making its recommendations, the Commission is expected to give consideration to the following matters: (a) (b) (c) 4. The Commission is expected to submit its report to the Government by | | | |
| Postal Details Postal Mode: Choose One Postal Charge: 0 Medium: Choose One Weight: 0 | | | | | |
| Out Register Details Peon Book No: Peon Name: Choose One Peon Code: Choose One Out Date: Out Time: Delivery Status: No Delivery Date: Delivery Time: | | | | | |
| Receipt Details <input type="radio"/> Reply <input checked="" type="radio"/> New/Trash Subject* (Maximum of 250 Characters): hello | | Department of (..... Vibhag) New Delhi, 18.09.2012 No. Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communique and giving it wide publicity. Tele. No. | | | |
| Communication Details Ministry: Choose One Department: Choose One Name*: Sachin Designation: Address 1*: Delhi Address 2: Email: Organization: Choose One Country: Choose One State: Choose One Pincode: Telephone: Fax: Language of draft: English | | <div style="text-align: right;"> <input type="button" value="Send"/> </div> | | | |

Fig.eFile. 2817

- Provide the necessary information for dispatching the approved draft, and click the **Send** () button, as shown in Fig.eFile.288:


Fig.eFile. 2828

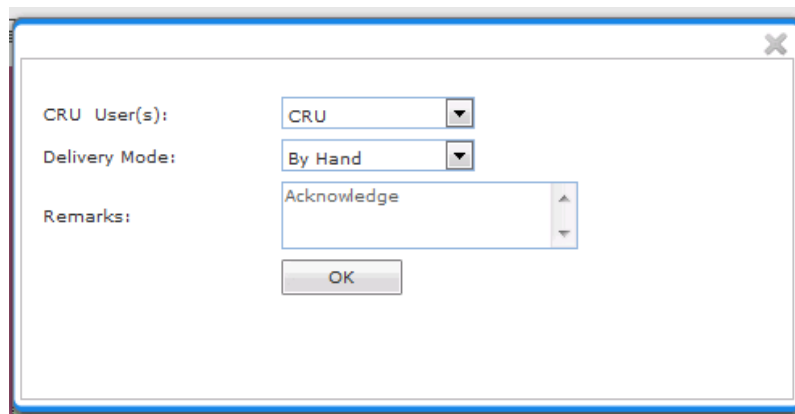
As a result, the draft gets dispatched to the intended recipient and **dispatched DFA** reflects into the **Sent** Section of **Officer's Dispatch** Link.

Dispatch by CRU/CRU:

- Click the **Dispatch by CRU/CRU** () button (Fig.eFile.288), as a result, **Dispatch by CRU** screen appears, as shown in Fig.eFile.289:

Fig.eFile. 289

- Provide the necessary details like Delivery mode and fill the remarks (if required), and click the **OK** () button, as shown in Fig.eFile.290:



The screenshot shows a dialog box with the following fields and controls:

- CRU User(s):** A dropdown menu with "CRU" selected.
- Delivery Mode:** A dropdown menu with "By Hand" selected.
- Remarks:** A text area containing the word "Acknowledge".
- OK:** A button at the bottom of the dialog.

Fig.eFile. 28390

As a result, DFA sent to CRU for further dispatch.

d) Attaching Reference: With the help of this feature user can attach references corresponding to the working File.

To attach Reference user has to perform following steps:

- Perform all **steps of creating a new file**.
- Scroll mouse over **References** link and click the **Local Reference** option under it, as shown in Fig.eFile.291:

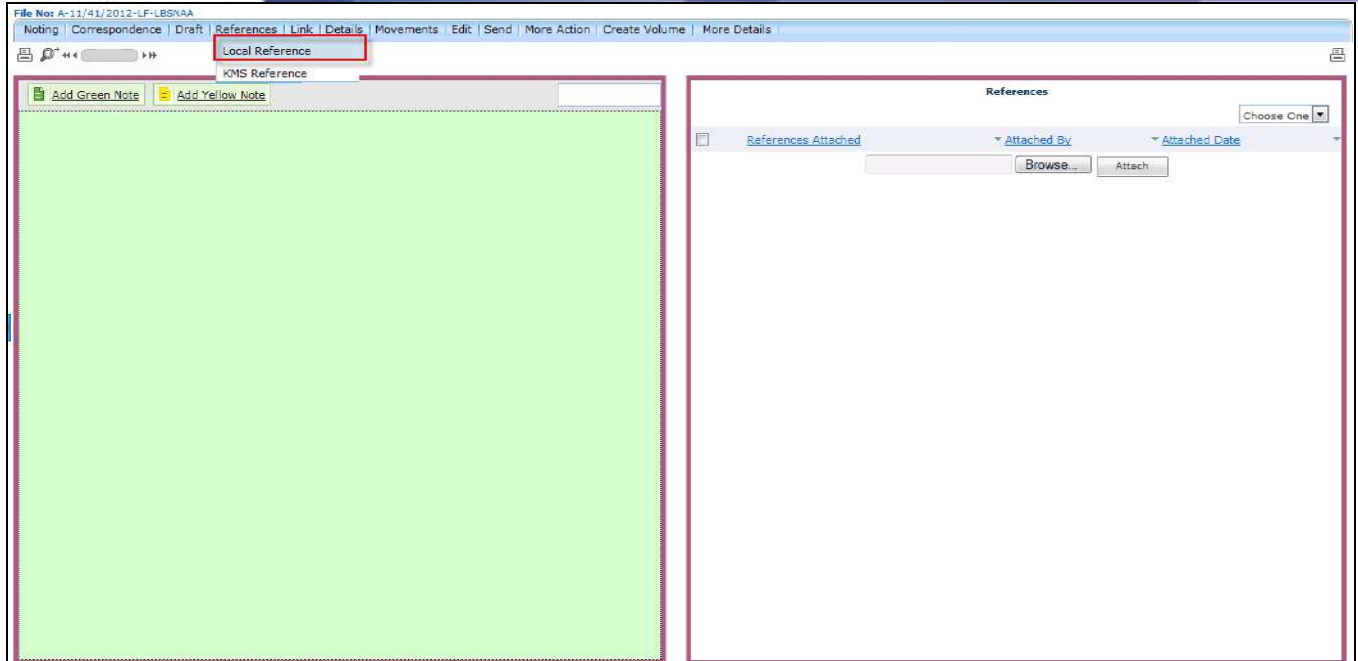


Fig.eFile. 28491

As a result **References** page appears on right side of Noting page, as shown in Fig.eFile.292:

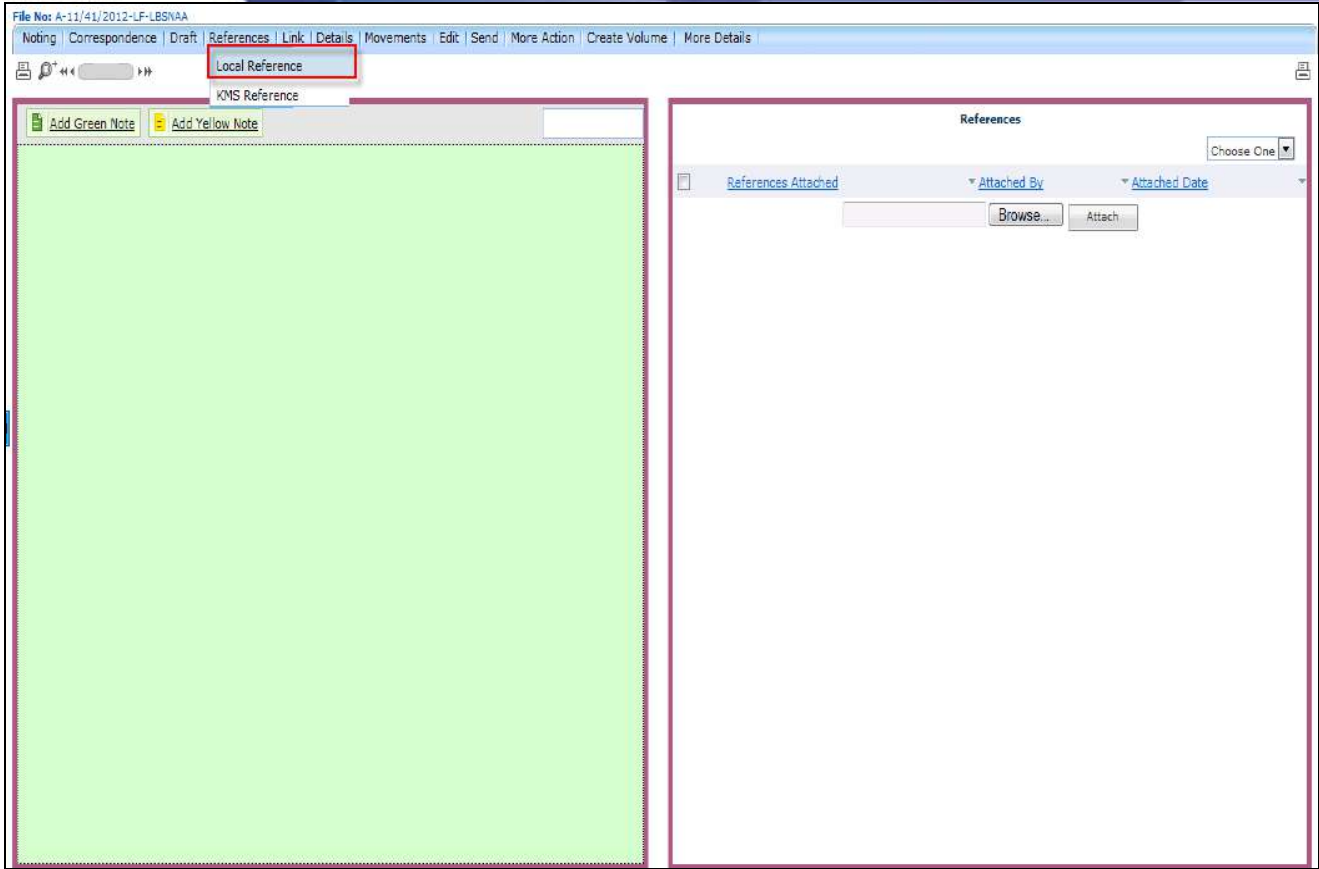


Fig.eFile. 28592

- Browse the reference document from the Local system and click the **Attach** () button, as shown in Fig.eFile.293:

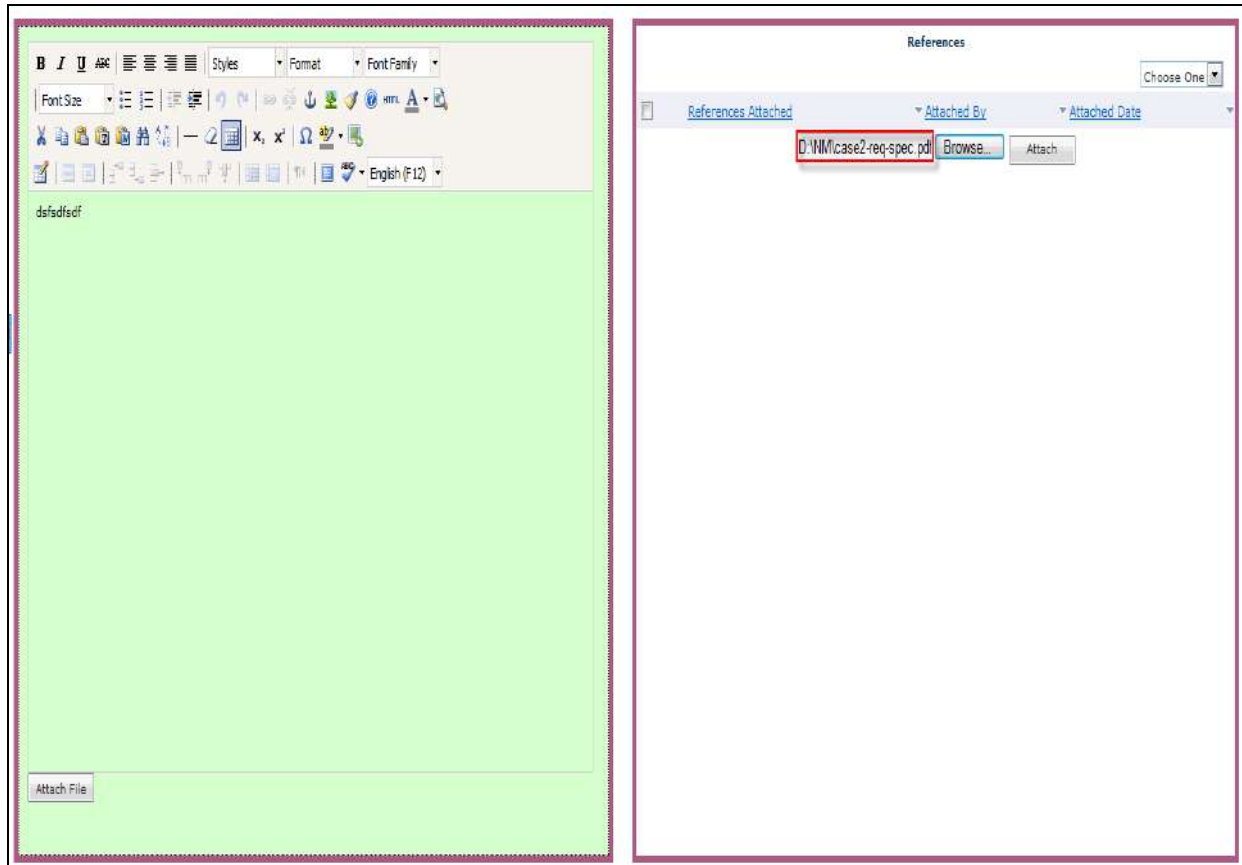


Fig.eFile. 28693

As a result the attached reference document gets attached to the working File, as shown in Fig.eFile.294:

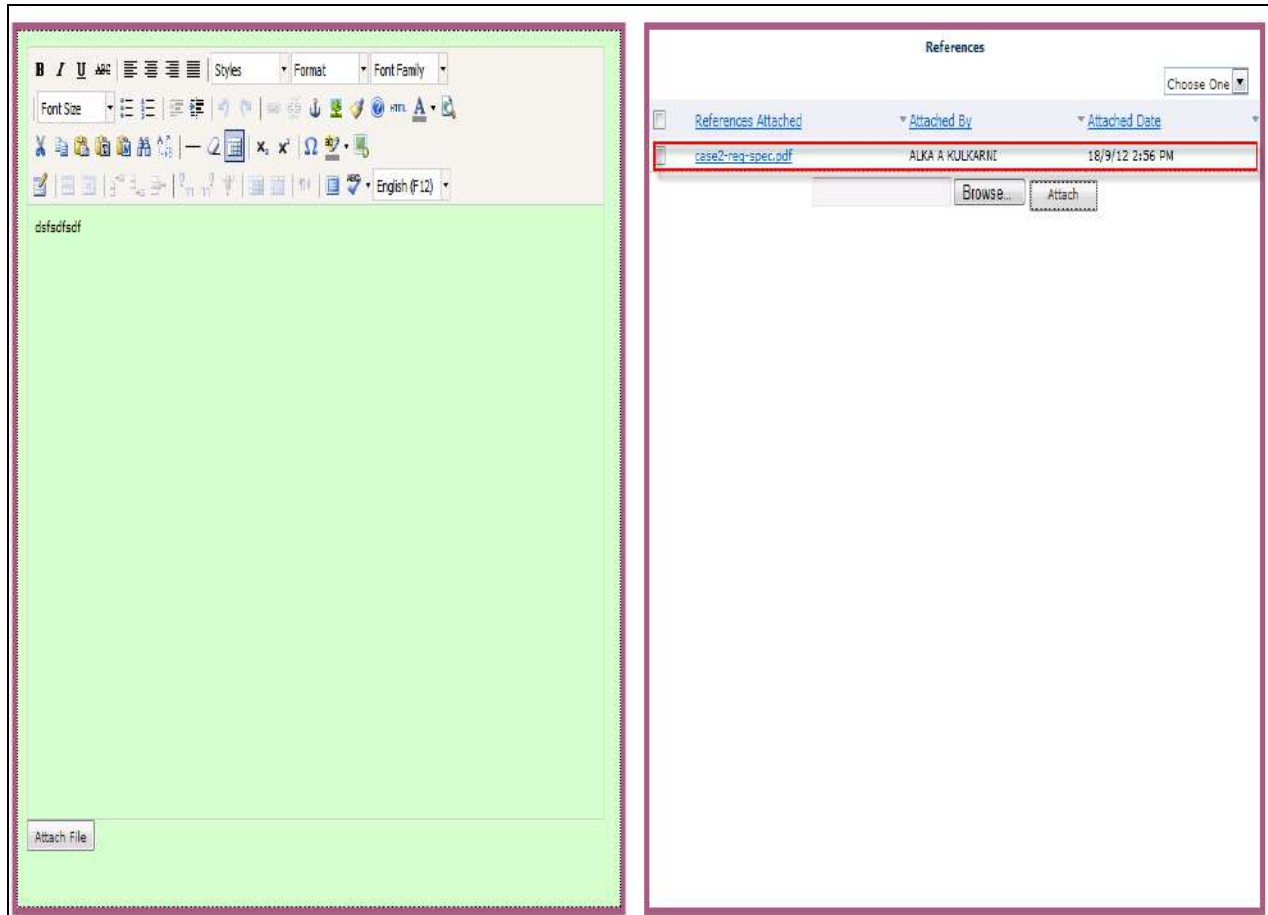


Fig.eFile. 2874

e) **Attaching KMS Reference:** With the help of this feature user can attach KMS references corresponding to the working File.

To attach KMS Reference user has to perform following steps:

- Perform all steps of creating a new file.
- Scroll mouse over **References** link and click the **KMS Reference** option under it, as shown in Fig.eFile.295:

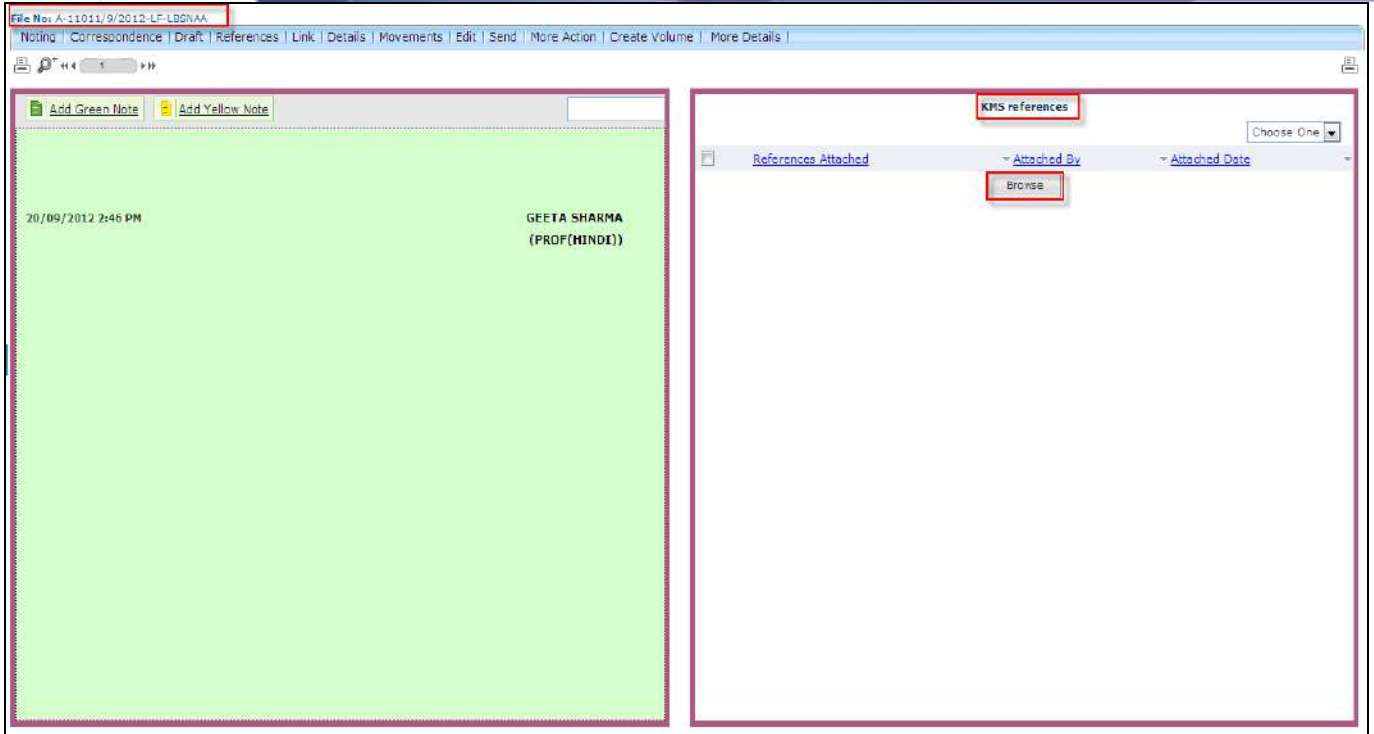


Fig.eFile. 2885

- As a result **KMS References** page appears on Noting page, as shown in Fig.eFile.296.

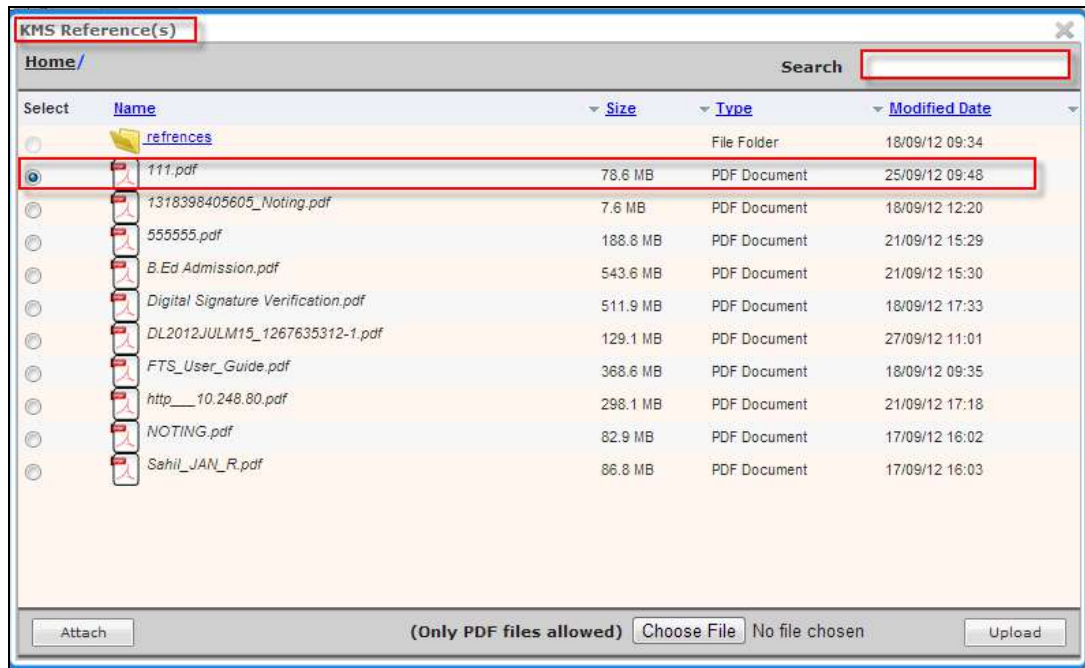


Fig.eFile. 2896

User cannot browse Folder ,only PDF files are accessible.

- To select any PDF files **Browse** a file and **Upload** to attach as shown in Fig.eFile.297:

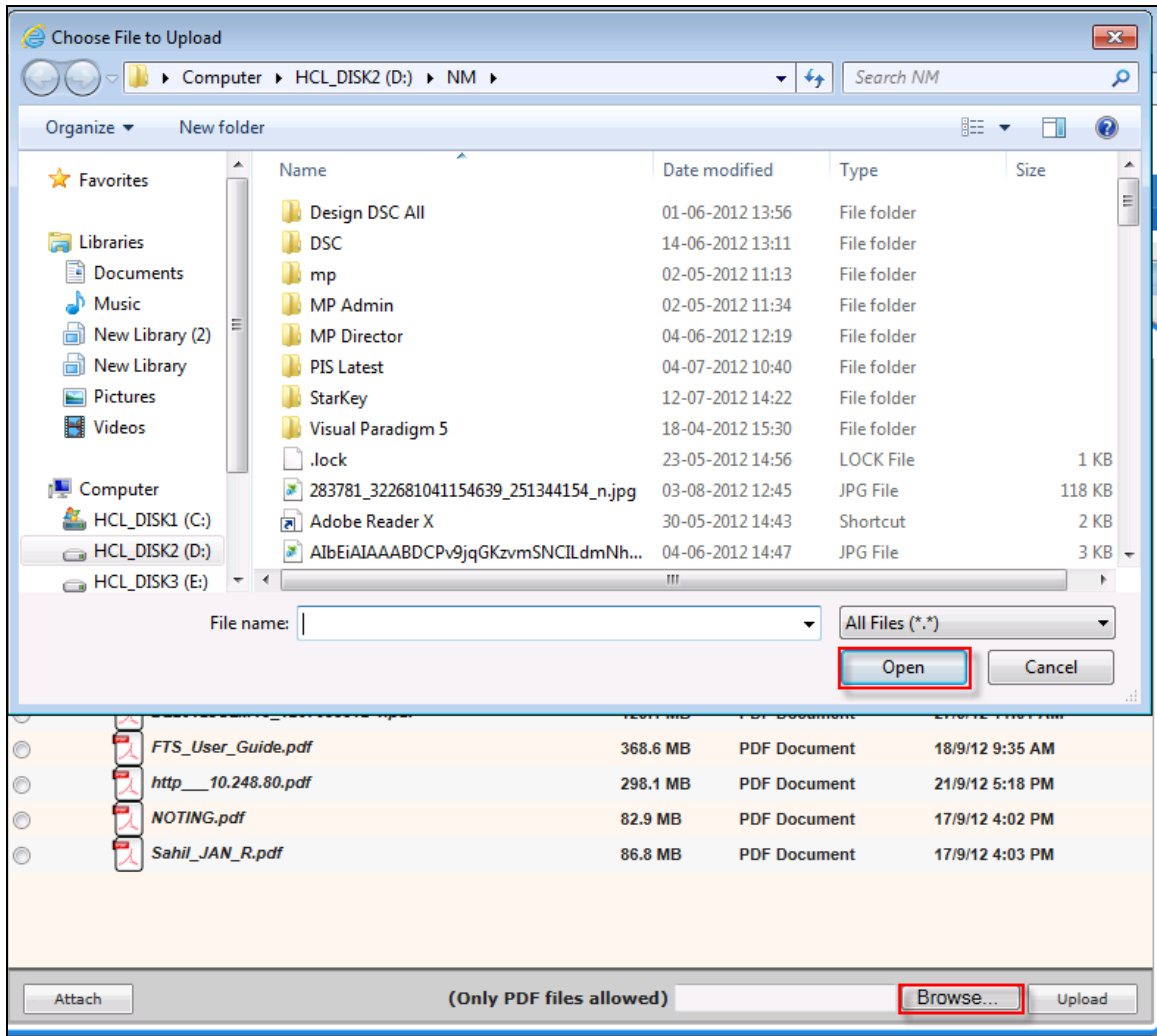


Fig.eFile. 2907

- When browsed file is attached a message is displayed as successfully uploaded as shown in Fig.eFile.298:

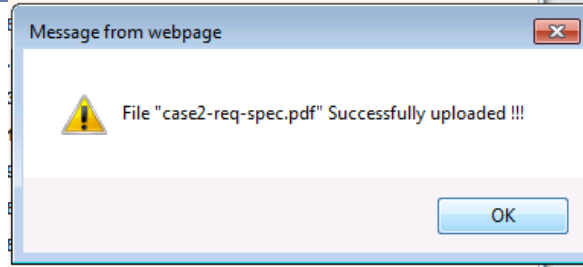
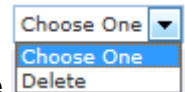


Fig.eFile. 2918

- As a result KMS reference is attached and can also be deleted by selecting Delete from dropdown as shown in Fig.eFile.299:



from

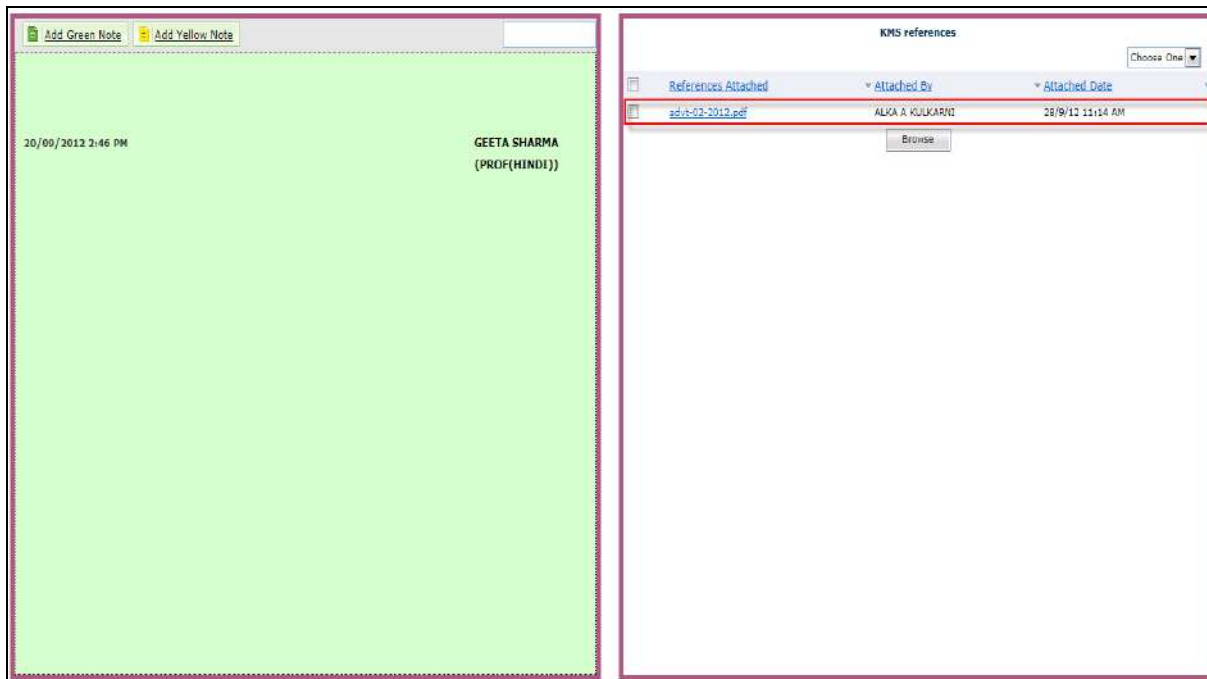


Fig.eFile. 2929

f) Link Delink Files:

With the help of this feature user can Link and delink other eFile(s) to the working file.

It has 3 links To Link any other eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Link Delink** ([Link DeLink](#)) link, as a result **Link/delink** page appears on right side of Noting page, as shown in Fig.eFile.300:

- Internal Files are displayed as shown in Fig.eFile.280

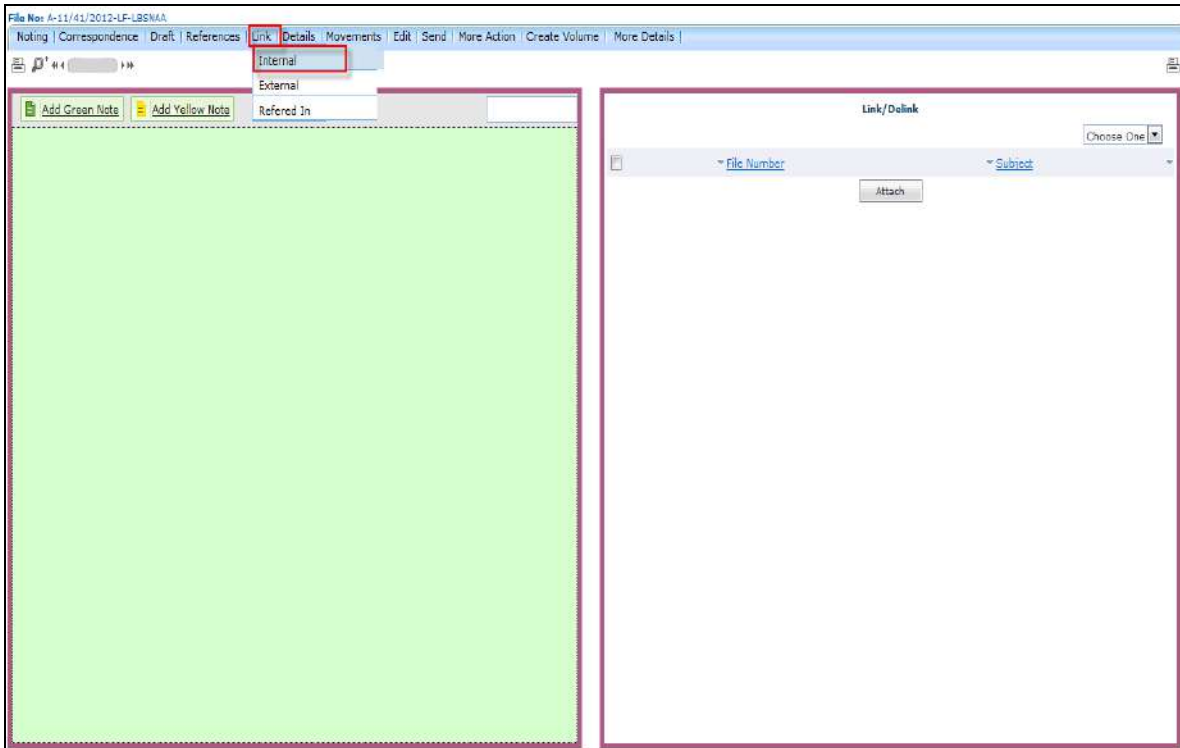


Fig.eFile. 300

- Click the **Attach** () link, as a result list of other files will appear, as shown in Fig.eFile.301:

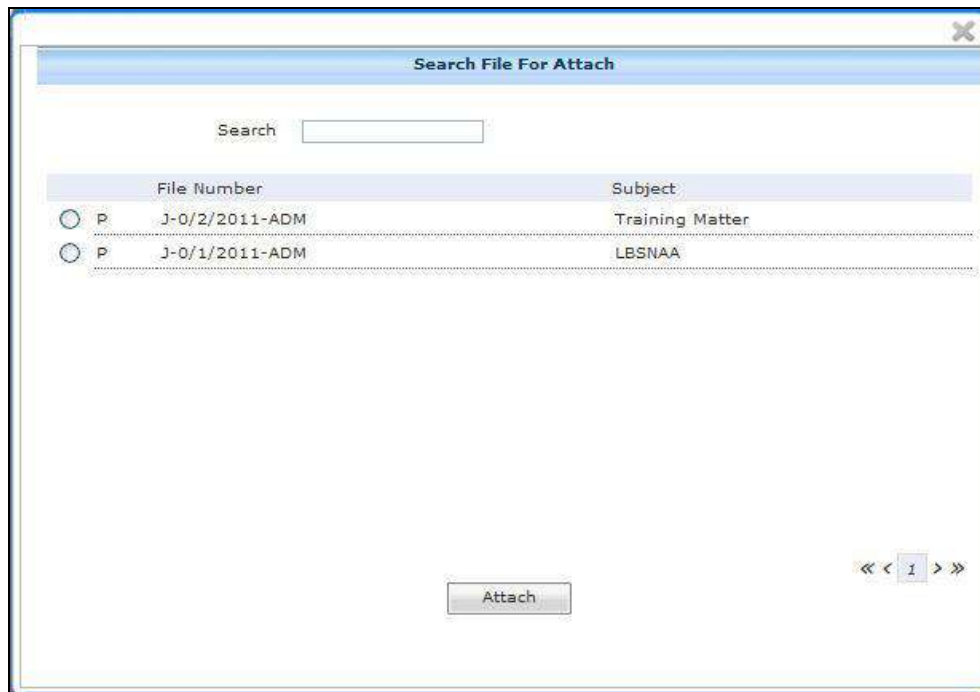



Fig.eFile. 301

- Select a file which needs to be linked with the working file and click the **Attach** () button as shown in Fig.eFile.302:

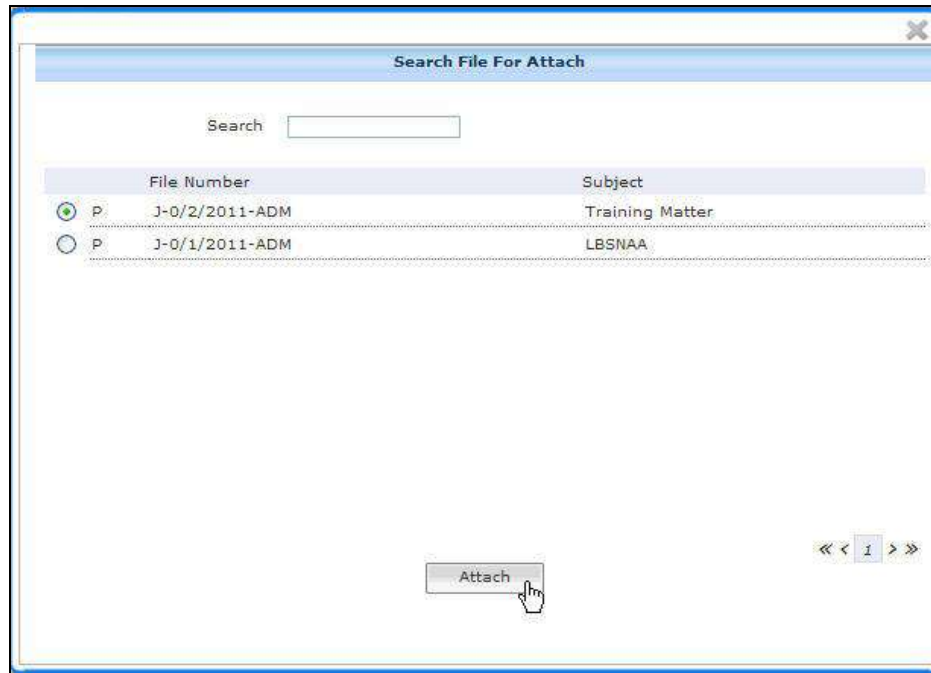


Fig.eFile. 302

As a result the selected file gets attached to the working file.

- External files are displayed in the window as shown in the figure Fig.eFile.303:

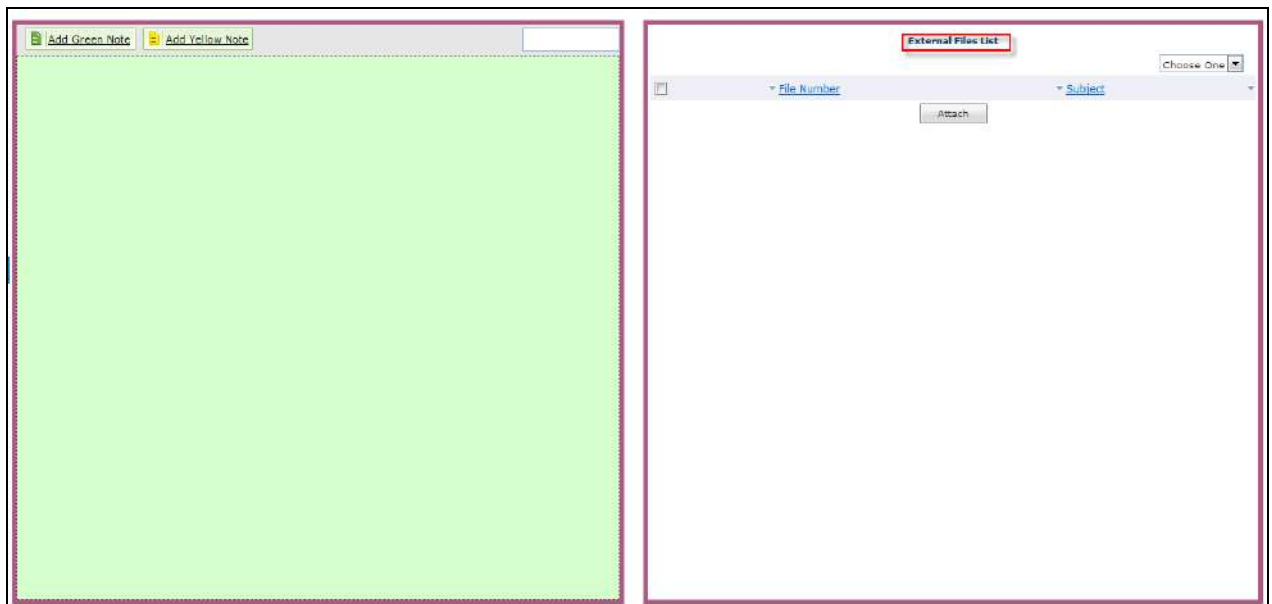


Fig.eFile. 303

- Referred In files are displayed as shown in figure Fig.eFile.304 :

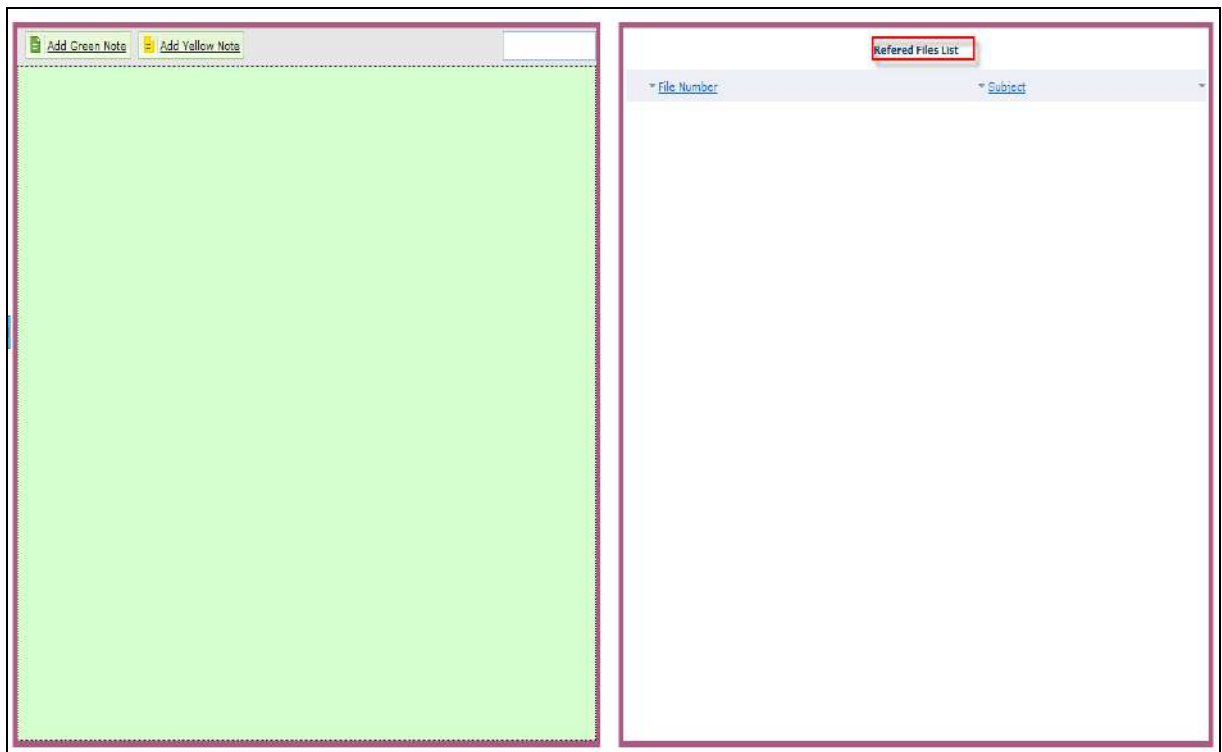


Fig.eFile. 304

g) Details:

With the help of this feature user can view the total no. of part files created.

To view the Details of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Details** ([Details](#)) link, as a result **Details page** of that working file appears, as shown in Fig.eFile.305:

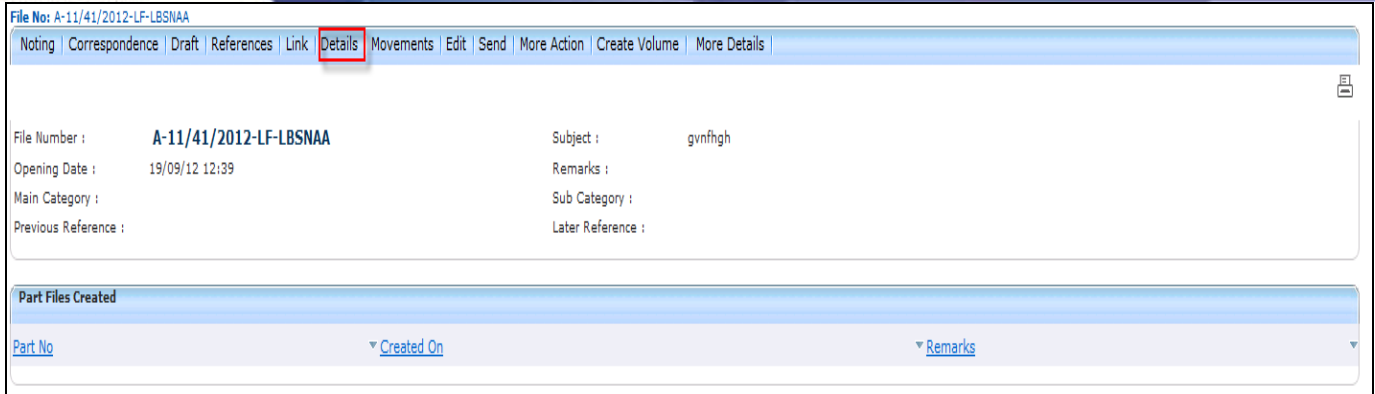


Fig.eFile. 305

h) Movements:

With the help of this feature user can have a track on the Running File and can view all the movements.

To view the Movements of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Movements** ([Movements](#)) link, as a result **File Movement History** page of that working file appears, as shown in Fig.eFile.306:

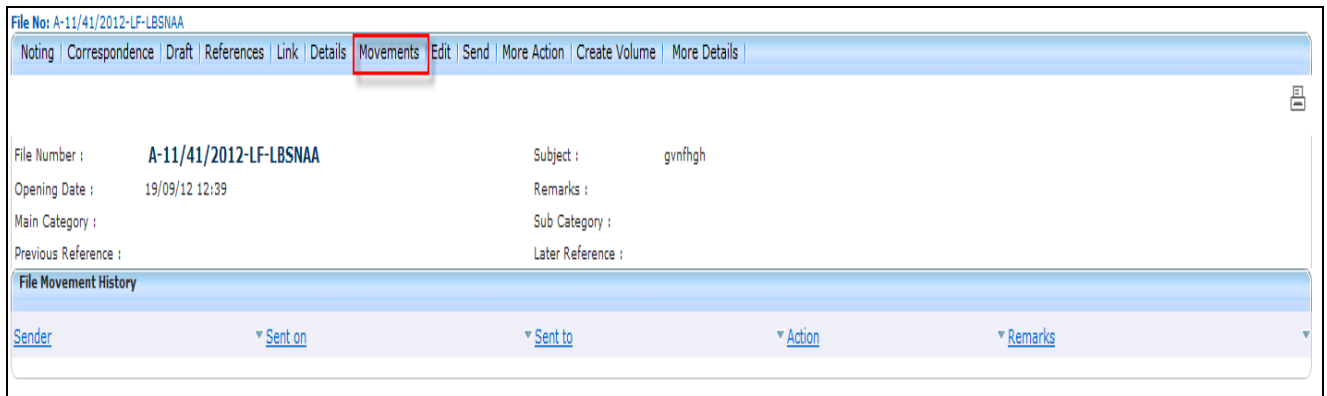


Fig.eFile. 306

i) Edit:

With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

Only the creator of the file has access to 'Edit' the Cover page of file. No other eOffice user has access to it.

To edit the cover page of eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Edit** ([Edit](#)) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.307:

Fig.eFile. 307

- Make Necessary changes and click the **Done** ([Done >](#)) button (Fig.eFile.307), as a result, changes on cover page of file get saved.

j) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

Perform All Steps of creating a new file.


- Click the **Send** ([Send](#)) link, as a result **Send File** page appears, as shown in Fig.eFile.308:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date : 

Action : **Forward** ▼

Priority : **Out Today** ▼

Total 1000 |
1000 character left

Remarks :

Send

Fig.eFile. 308


- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.309:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date : 

Action : **Forward** ▼

Priority : **Out Today** ▼


Total 1000 |
1000 character left

Remarks :

Send

| | | |
|--------------------------|----------|----------------------------|
| Rathindra Nath Mukherjee | PA (DM) | Confidential SeCtion of DM |
| Debprosad Dey | UDA(DPR) | Confidential SeCtion of DM |
| Swapan Kumar | UDA(SKN) | Confidential |

Fig.eFile. 2939

- Provide the **Due date** (if required) for the File using the **Calendar** () link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.310:

The screenshot shows a 'Send' form with the following details:

- File Number : **A-11011/1/2011-ADM**
- Subject : **cell one INFO**
- To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c
- Set Due Date : 31/08/2011
- Action : Forward (dropdown menu is open, showing options: Forward, **Approved**, For Approval, For Information, Seen, Put Up again, Please Discuss, For Payment)
- Priority : (empty)
- Remarks : (empty text box)

A 'Send' button is located at the bottom of the form.

Fig.eFile. 2940

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.311:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011 17

Action : Approved


Priority : Most Immediate

Total 1000 |
994 characters left

Remarks : URGENT

Send


Fig.eFile. 29511

- Click the **Send** () button (Fig.eFile.311). As a result, the File is sent to the intended recipient.

k) More Action:

With the help of this feature user can **Park** or **Close** the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** () Link and click the **Park File** option, as shown in Fig.eFile.312:

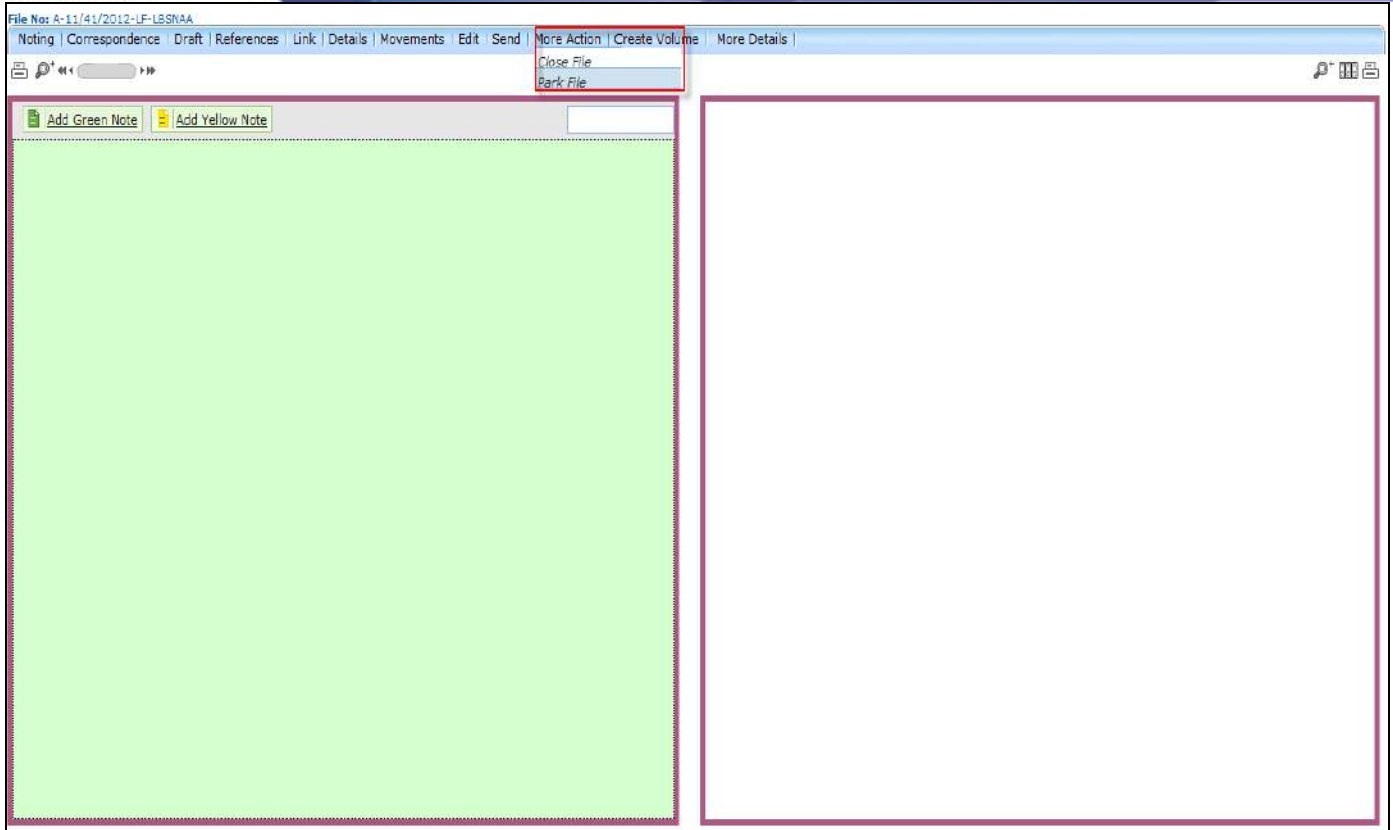


Fig.eFile. 29612

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.313:



Fig.eFile. 29713

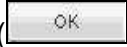
Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.314:



Fig.eFile. 29814

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** ([More Action](#)) Link and click the **Close File** option, as shown in Fig.eFile.315:

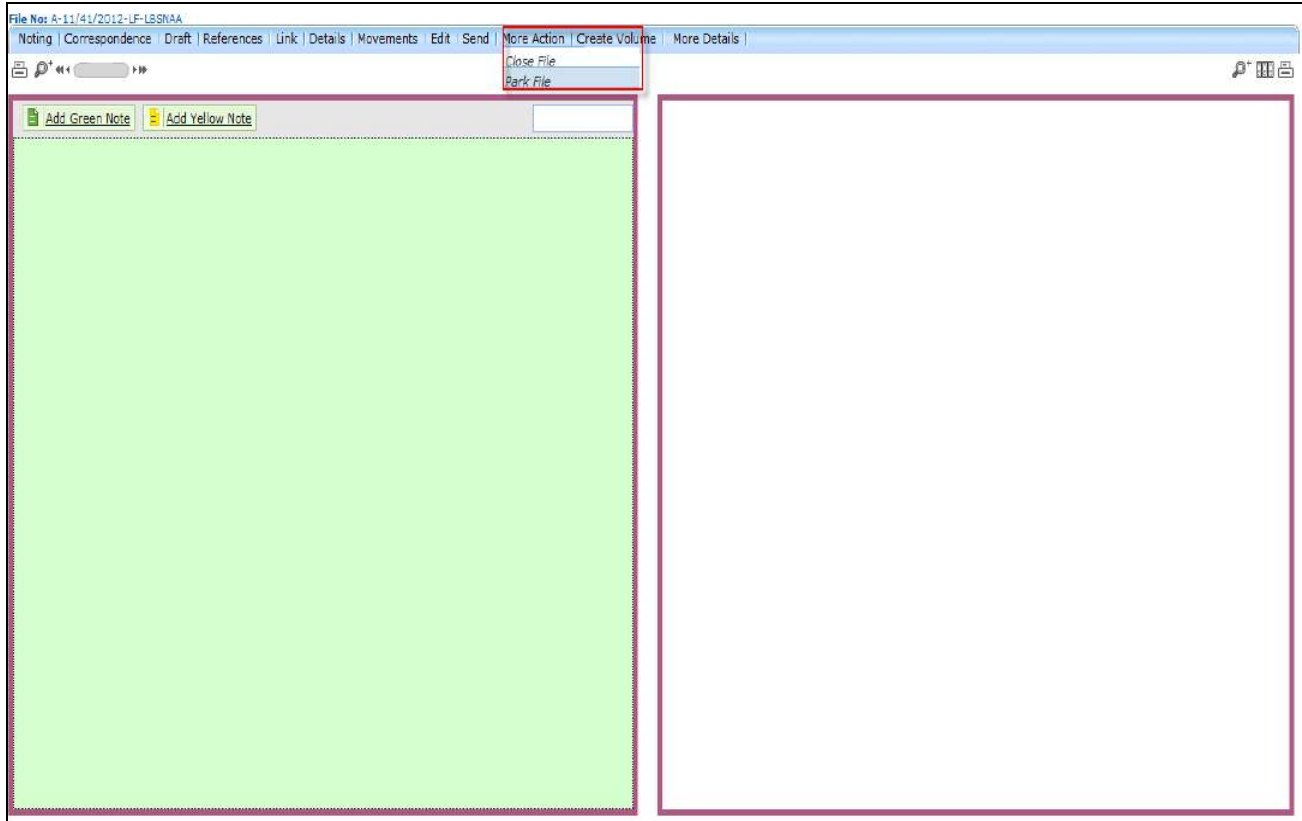



Fig.eFile. 29915

- As a result, Cover page of File will appear, enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.316:

NIC
ADM

File No.* S-SSI 11-Pri 34-Ce 11-Hs 1 2011 ADM

Subject

Description* Training Budget

Category Main Training related matters

Sub Choose One

Other Details

Classified Choose One

Previous Reference

Later Reference

Closing Remarks* Work Done

Close >

Fig.eFile. 30016

As a result the working file will be sent to closed section of Files.

1) Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.317:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: A-11011/2/2012-LF

Subject

Description* Implementation of eTour

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference

Later Reference

Create Volume >

Fig.eFile. 30117

- Click the **Create Volume** (Create Volume >) button (Fig.eFile.317) to create volume, as a result the Volume of the existing file gets generated as a new file. As a result following page appears, as shown in Fig.eFile.318:

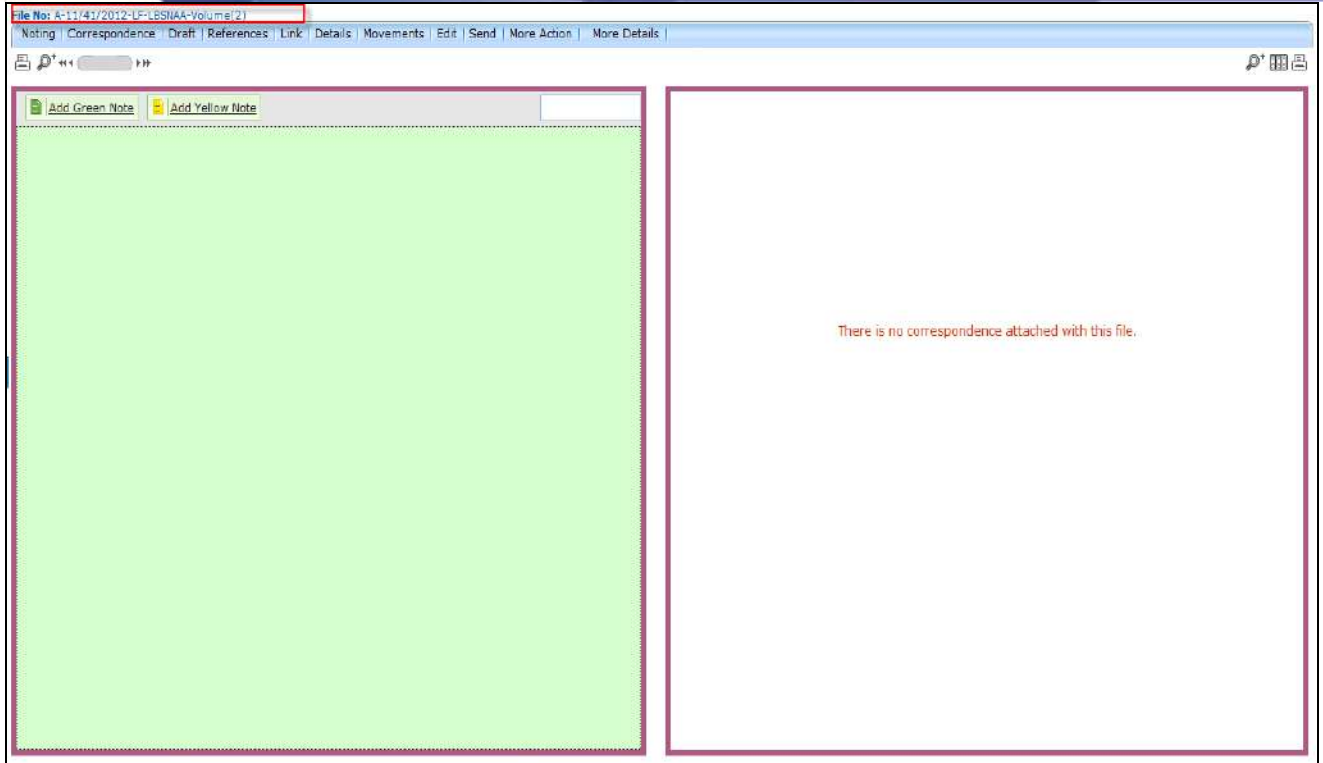


Fig.eFile. 30218

- **More Details:** Merged Files are shown in the More Details tab as shown in Fig.eFile.319:

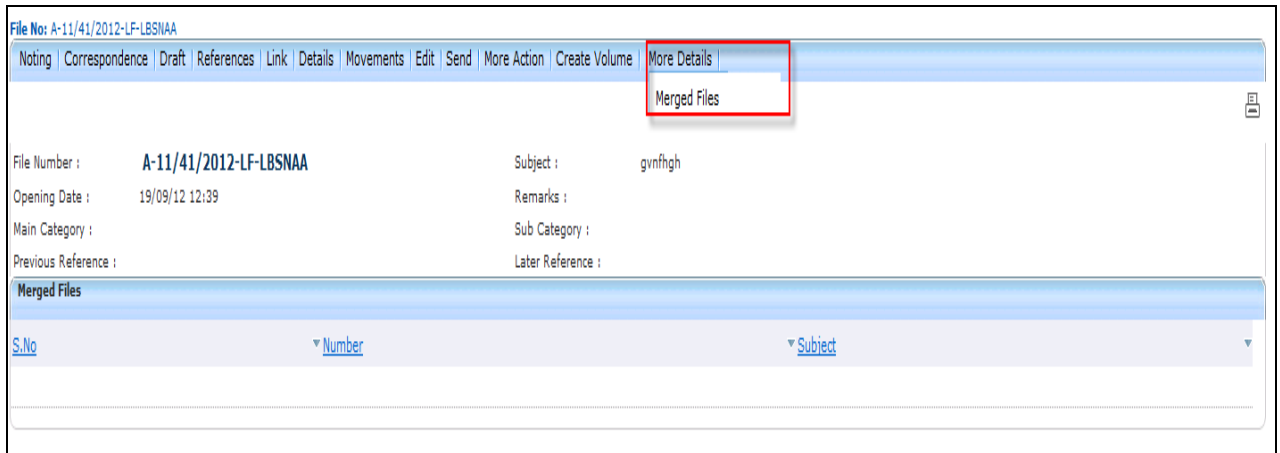


Fig.eFile. 3039

Note: You will learn the process of volume creation in detail in **Section 9**.

- ii) **Create New (SFS):** This option creates an Electronic file with SFS standard i.e. the user can enter File No. without any restriction or standards.

Click the Create New (SFS) option under Electronic File. As a result, File Cover Page screen appears as shown in Fig.eFile.320:


The screenshot shows a web form for creating a new file. At the top, it says 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC LF'. Below this is a 'File No.*' field. A section titled 'Subject' contains a 'Description*' text area, a 'Main' dropdown menu with 'Choose One' selected, and a 'Sub' dropdown menu with 'Choose One' selected. Another section titled 'Other Details' contains a 'Classified' dropdown menu with 'Choose One' selected, a 'Remarks' text area, and two 'Reference' fields: 'Previous Reference' and 'Later Reference'. At the bottom of the form is a 'Continue Working' button with a right-pointing arrow.

Fig.eFile. 30420

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.321:

The screenshot displays the eFile interface for the Government of India. At the top, it shows the text 'भारत सरकार' and 'GOVERNMENT OF INDIA', followed by 'NIC' and 'LF'. A 'File No.*' field contains the text '11011/eFile/Nic-imp'. Below this is a 'Subject' section with a 'Description*' dropdown menu set to 'eFile Implementation'. The 'Category' section has 'Main' and 'Sub' dropdown menus, both set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox (unchecked) and a 'Choose One' dropdown. Below this is a 'Remarks' text area. At the bottom of the 'Other Details' section are 'Previous Reference' and 'Later Reference' text boxes. A 'Continue Working >' button is located at the bottom center of the form.

Fig.eFile. 3051

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.321) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.322:

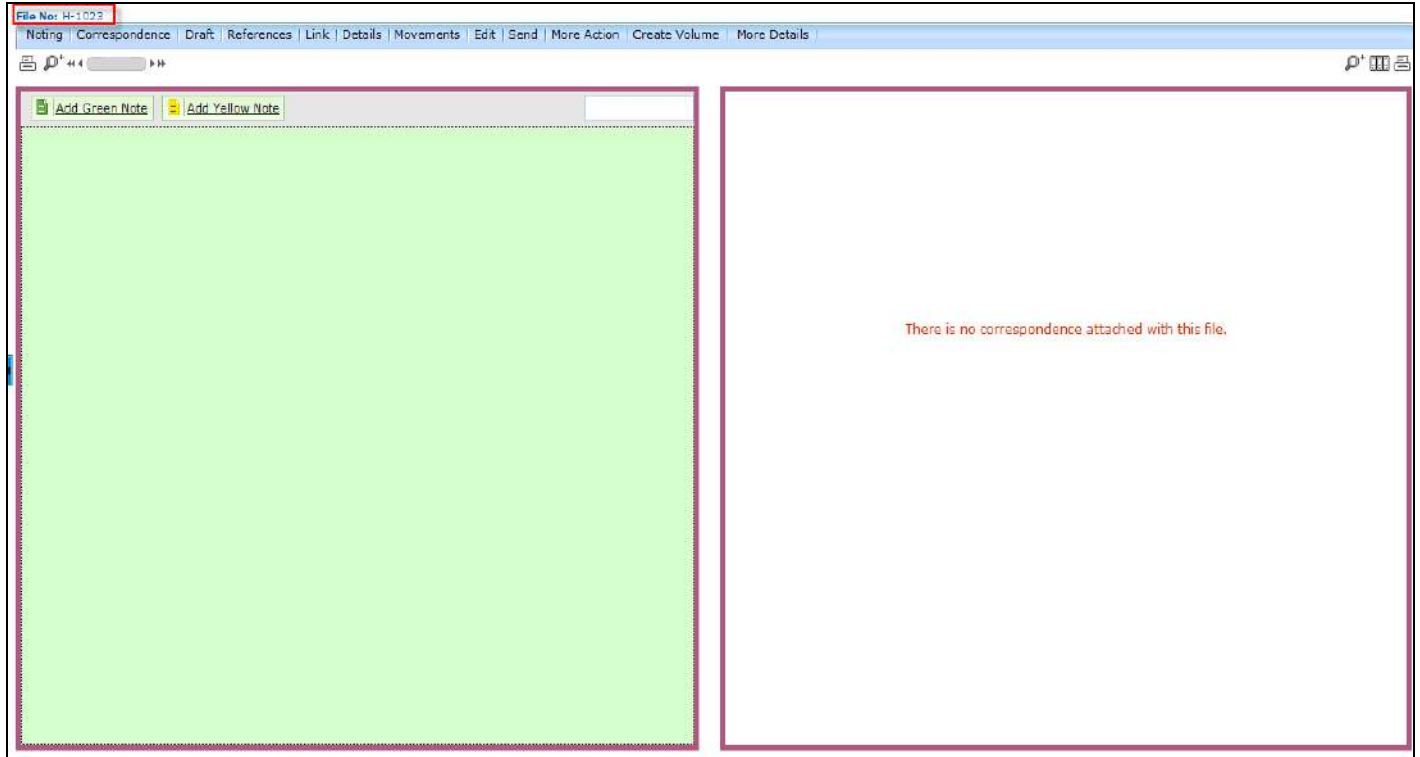


Fig.eFile. 30622

Note: User can perform same operations on a file as explained in **Create Non-SFS** file of the Electronic File Section.

Create Part:

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

To create a part file the user has to perform the following steps:

- Click the **Create Part** under the File Section, as shown in Fig.eFile.323:

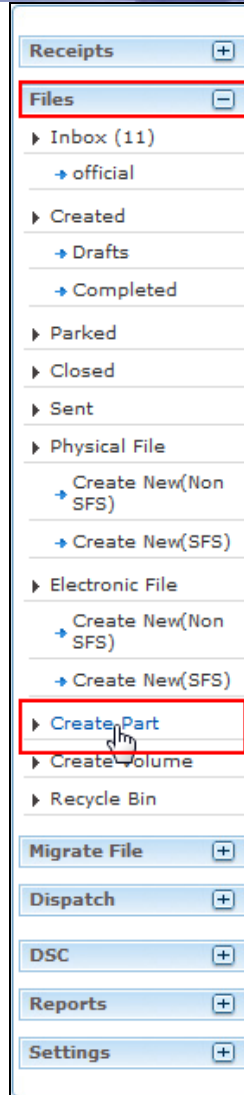


Fig.eFile. 30723

As a result the following page appears as shown in Fig.eFile.324:

The screenshot shows a web form titled "भारत सरकार GOVERNMENT OF INDIA" with the sub-header "NIC". The form is divided into several sections:

- File Number:** A text input field followed by a "Browse File" button.
- Subject:** A text input field.
- Description:** A large text area with a red asterisk indicating it is required.
- Category:** Two dropdown menus labeled "Main" and "Sub", both currently set to "Choose One".
- Other Details:** A section containing:
 - Classified:** A dropdown menu set to "Choose One".
 - Remarks:** A large text area.
 - Previous Reference:** A text input field.
 - Later Reference:** A text input field.

At the bottom of the form is a "Create Part" button with a right-pointing arrow.

Fig.eFile. 30824

- To create a File no., click the **Browse File** () Link, which shows all the files sent by you , as shown in Fig.eFile.325:

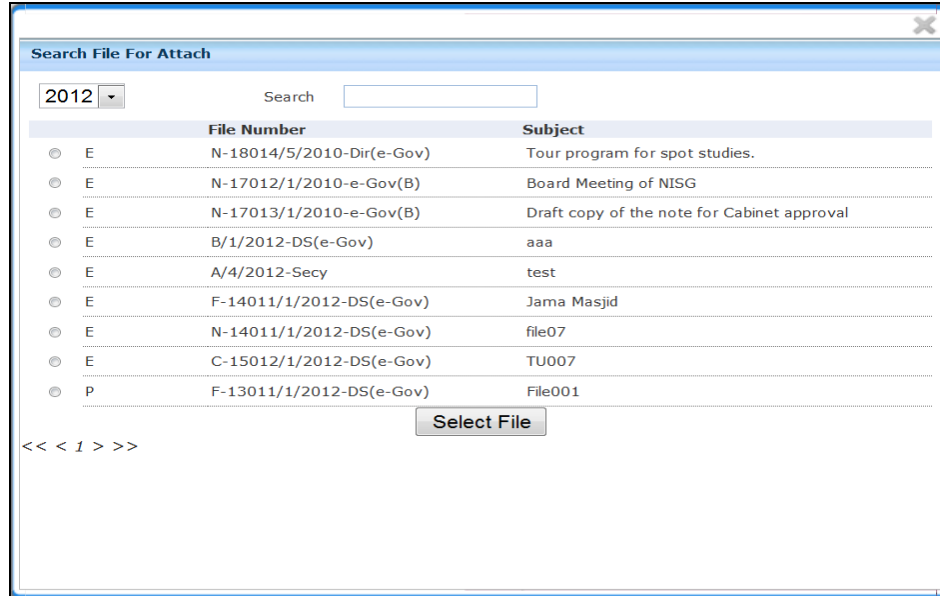


Fig.eFile. 30925

- Click on the radio button to select a particular file for which a part file has to be created and click on button Select File () as shown in Fig.326:

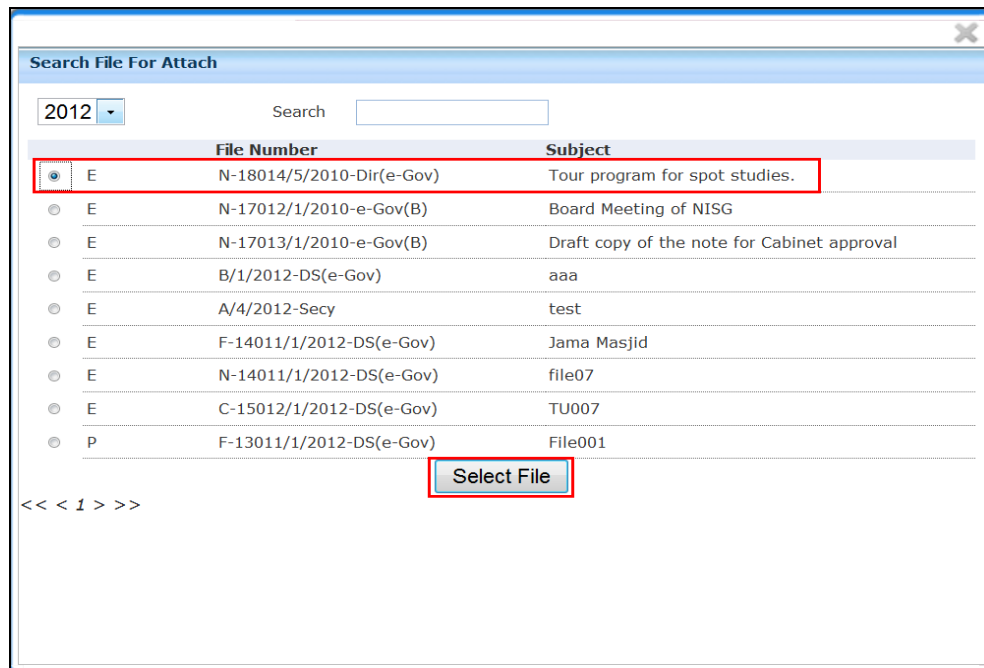


Fig.eFile. 31026

As a result the following page appears after selecting the file, as shown in Fig.eFile.327:

भारत सरकार
GOVERNMENT OF INDIA
NIC

File Number: N-18014/5/2010-Dir(e-Gov)

Subject: Tour program for spot studies.

Description: Tour program for spot studies.

Category: Main: e-Gov, Sub: Studies

Other Details


Classified: Choose One

Remarks:

Previous Reference: , Later Reference:

Create Part

Fig.eFile. 31127

- Click on the **Create Part** () Link to create a part file, as a result the part file has been created as shown in Fig.eFile.328:

File No: F/32/2012-LF-LBSNAA-Part(1)

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | More Details | Merge

File Number : F/32/2012-LF-LBSNAA-Part(1) Subject : physical file

Opening Date : 19/09/12 01:57 Remarks : physical file

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

| Sender | Sent on | Sent to | Action | Remarks |
|--------|---------|---------|--------|---------|
| | | | | |

Fig.eFile. 31228

- As a result part file is created the part file can be created for both physical and electronic file.

Create Volume:

The Create Volume option allows the user to create a new volume of an existing file which is residing with him/her in the Draft or Inbox.

To create a Volume of a file the user has to perform the following steps:

- Click the **Create Volume** under the File Section, as shown in Fig.eFile.329:

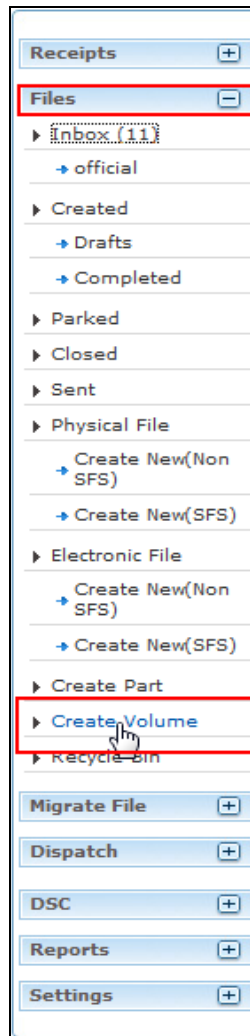


Fig.eFile. 3139

As a result the following page appears as shown in Fig.eFile.330:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number [Browse File](#)

Subject

Description*

Category Main

Sub

Other Details

Classified

Remarks

Previous Reference

Later Reference

[Create Volume](#) >

Fig.eFile. 31430

- To create a File no. Click on the **Browse File** ([Browse File](#)) Link, which shows all the files residing in your inbox and drafts , as shown in Fig.eFile.331:

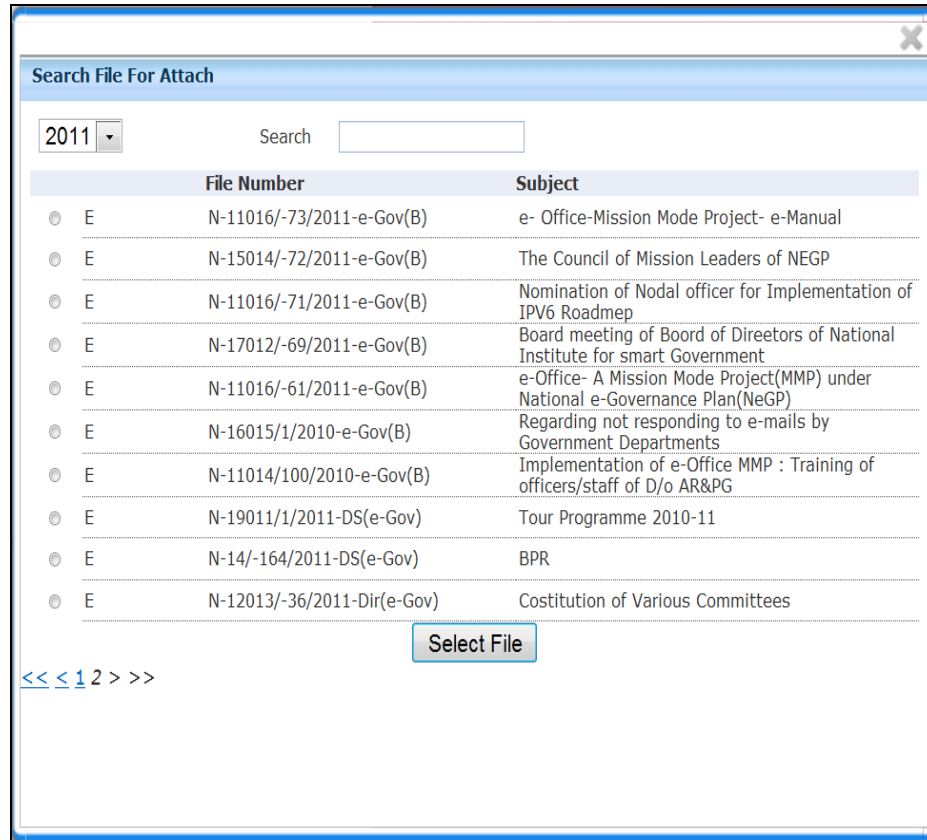


Fig.eFile. 31531

- Click on the radio button to select a particular file for which a new volume has to be created and click on button Select File () as shown in Fig.332:

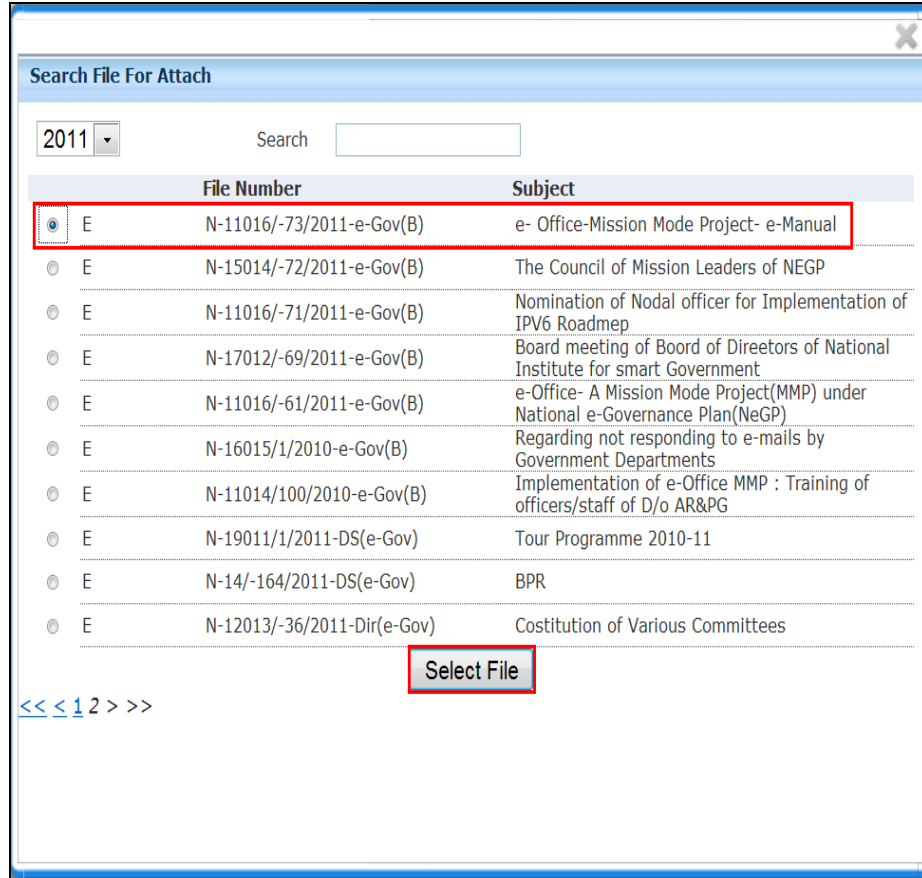


Fig.eFile. 3162

- Click on the **Create Volume** ([Create Volume >](#)) Link to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.333:



Fig.eFile. 31733

- As a result volume of a file is created (the volume of a file can be created for both physical and electronic file).

Recycle Bin:

Recycle Bin option contains list of all the Files which are deleted from the “**Created**” section of Files. There are 2 links provided under Recycle Bin Section of File:

- Delete** (✖): Permanently deletes the selected File.
- Restore** (📄): The File which are deleted from the Created section are restored back.

Migrate File

Create New

With the help of Migrate file user can migrate files to any folder.

- Migrate file is created as shown in the figure Fig.eFile.334:

The screenshot shows the 'Create New' form for migrating a file. The left sidebar contains a navigation menu with 'Create New' highlighted. The main form area is titled 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC LF'. It contains several input fields: 'File No.' with four 'Choose' dropdowns, '2012 LF' dropdown, 'Physical File No.' with a 'Browse' button, 'Subject' dropdown, 'Description' dropdown, 'Category' with 'Main' dropdown and 'Choose One' input, 'Sub' with 'Choose One' input, 'Classified' with 'Choose One' dropdown and 'Opening date' with a calendar icon, 'Remarks' dropdown, 'Previous Reference' and 'Later Reference' text boxes, and 'Work On File Later' and 'Continue Working' buttons at the bottom.

Fig.eFile. 31834

- Fill all the mandatory fields on the current page of Create Migrate File as shown in the figure Fig.eFile.335:
To select a file click Browse and Import the selected file from the folder as shown in the figure Fig.eFile.335:

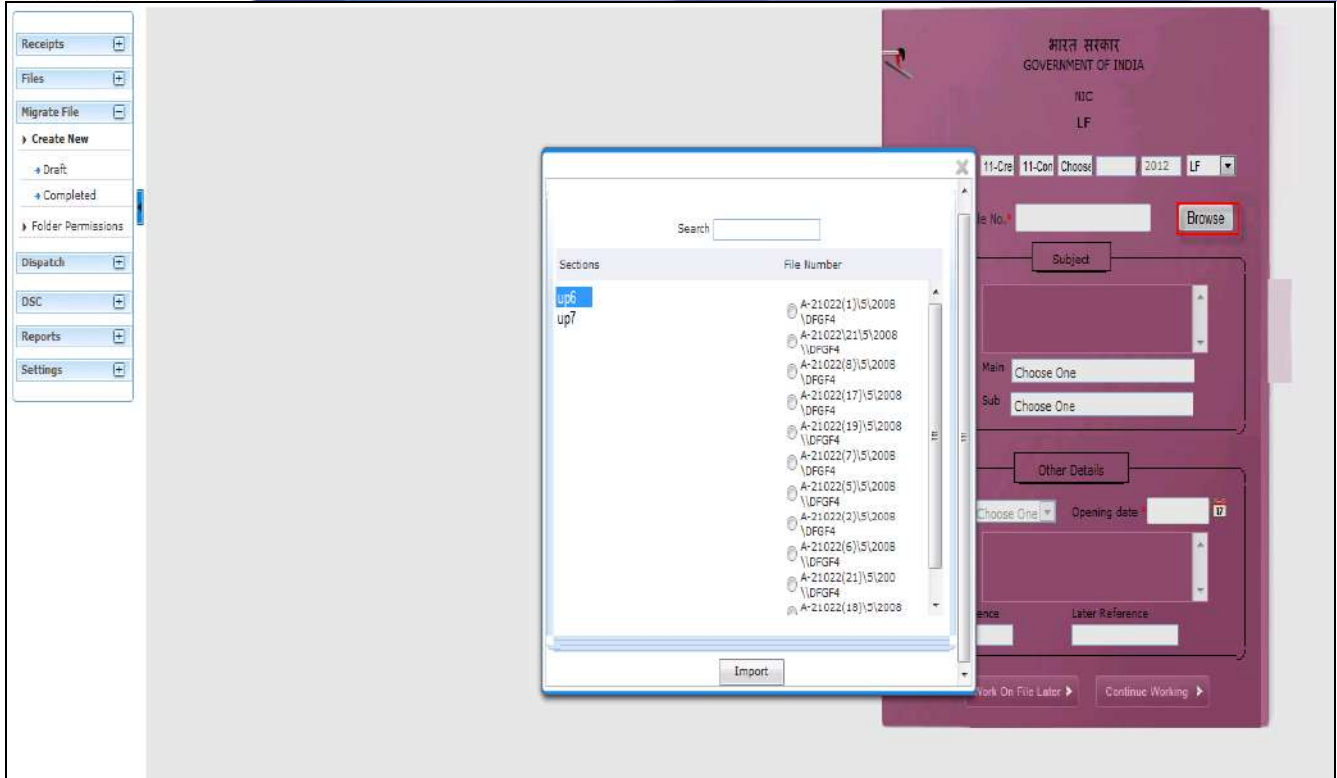


Fig.eFile. 31935

- Select a file, a window appears wherein user need to select the Source and destination files as shown in the Fig.eFile.336:

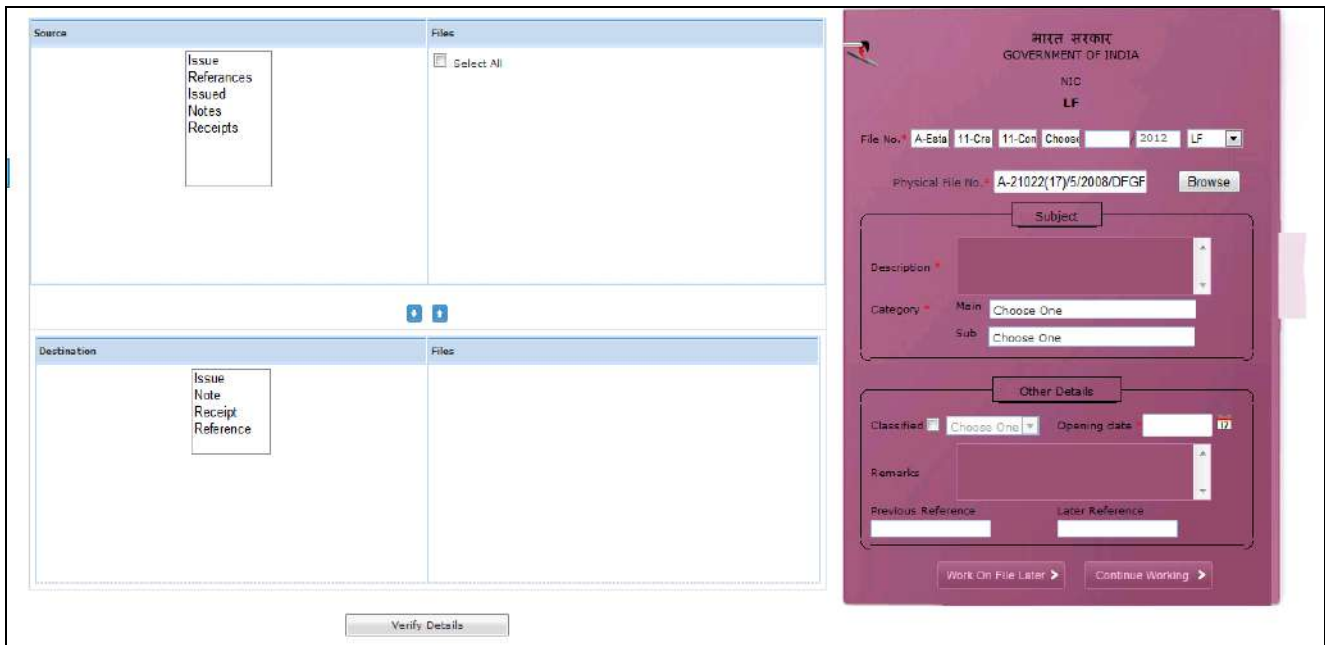


Fig.eFile. 32036

Now verify details as shown in the figure Fig.eFile.337:

The screenshot displays the eoffice interface for file management and details verification. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel shows a list of files with 'Issue' selected, and a dropdown menu with options: 'References', 'Issued', 'Notes', and 'Receipts'. The 'Destination' panel shows a list of files with 'Issue' selected, and a dropdown menu with options: 'Note', 'Receipt', and 'Reference'. Below these panels is a 'Verify Details' button. On the right, there is a form for file details. The form is titled 'भारत सरकार GOVERNMENT OF INDIA' and includes fields for 'File No.' (A-Esta, 11-Cre, 11-Con, Choosi, 2012, LF), 'Physical File No.' (A-21022(17)/5/2008/DF-GF), and 'Subject' (hello). The 'Description' field is also highlighted. Below the subject field, there are 'Main' and 'Sub' category dropdowns. The 'Other Details' section includes 'Classified' (Choose One), 'Opening date' (18/09/2012), 'Remarks' (dsfdfs), 'Previous Reference', and 'Labor Reference'. At the bottom of the form, there are two buttons: 'Work On File Later' and 'Continue Working'.

Fig.eFile. 32137

- Go to the button Continue Working (Continue Working >) to generate new file no as shown in the Fig.eFile.338:

The screenshot displays the eoffice interface for file migration. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel shows a list of files: 'Issue', 'References', 'Issued', 'Notes', and 'Receipts'. The 'Destination' panel shows a list of files: 'Issue', 'Note', 'Receipt', and 'Reference'. Below these panels are buttons for '+', '-', and 'Verify Details'. On the right, there is a form for file details. At the top, it says 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC LF'. The 'File No.' field contains 'A-Esta 11-Cre 11-Con Choose 2012 LF'. The 'Physical File No.' field contains 'A-21022(17)5/2008/DFGF'. Below this is a 'Subject' field with the value 'hello'. The 'Description' field is empty. The 'Category' field has 'Main' set to 'AMC & Demand' and 'Sub' set to 'Choose One'. The 'Other Details' section includes a 'Classified' dropdown set to 'Choose One', an 'Opening date' of '18/09/2012', and a 'Remarks' field with the value 'dsfsdfs'. There are also fields for 'Previous Reference' and 'Later Reference'. At the bottom right, there are two buttons: 'Work On File Later' and 'Continue Working'.

Fig.eFile. 32238

- New file number is generated along with Old file no as shown in the Fig.eFile.339:

The screenshot shows the eoffice interface with a 'Migrated Table of Content' table. The table has columns: 'Sl No', 'Correspondence No', 'Subject', 'Type', 'Sent By', and 'Actions'. The table contains one row with the following data: '1', 'localhost.pdf', 'N/A', 'Issue', 'N/A'. Below the table is a 'Save Sequence' button. The top of the window shows the 'New File No.' as 'A-11011/19/2012-LF' and the 'Old File No.' as 'A-21022(17)5/2008/DFGF4'. The top navigation bar includes 'Notings', 'Correspondences', 'References', 'Edit', and 'Finalize Migration'.

| Sl No | Correspondence No | Subject | Type | Sent By | Actions |
|-------|-------------------|---------|-------|---------|---------|
| 1 | localhost.pdf | N/A | Issue | N/A | ✖ 📄 + - |

Fig.eFile. 3239

Create New of Migrate has 2 links to perform operation on it:

Draft:

Number is not generated as shown in the figure Fig.eFile.340:

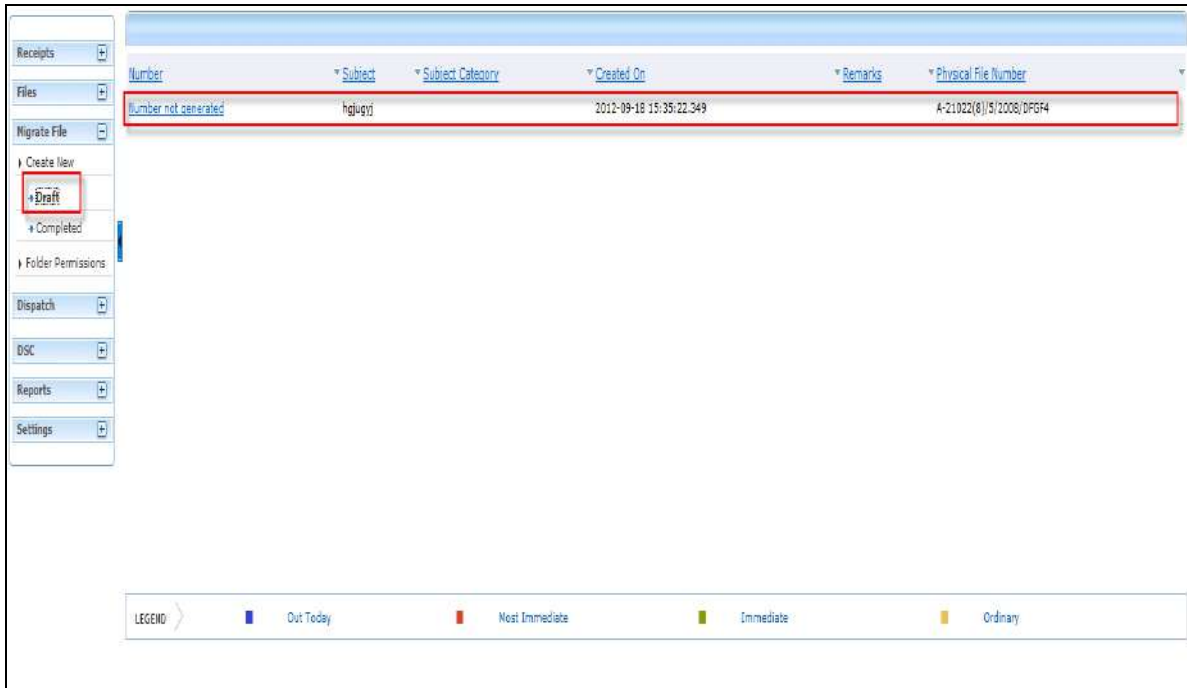


Fig.eFile. 324

Completed:

To generate a number click on [Continue Working >](#) to generate number

We have 5 links under completed tab to perform operations.

- Migrated file page shows the table of contents as shown in the figure Fig.eFile.341:

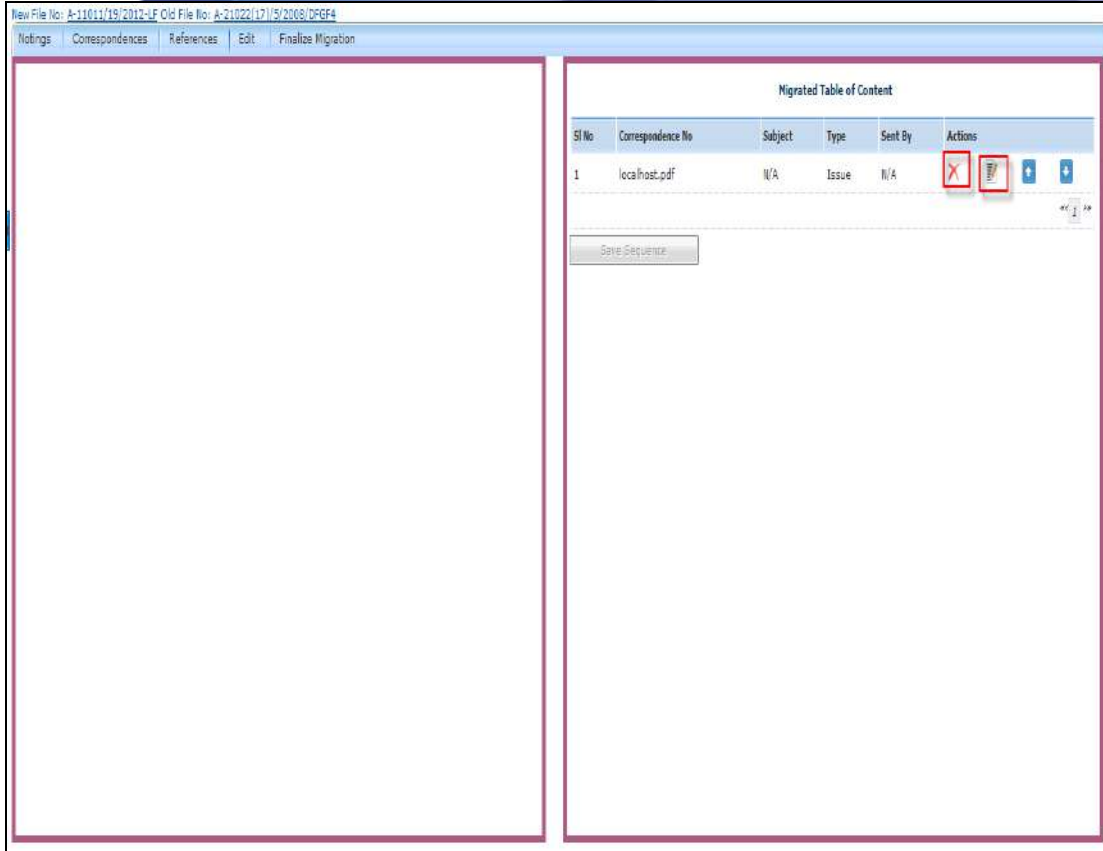


Fig.eFile. 32541

Notings: It is used to see the notings of the migrated file as shown in the figure Fig.eFile.342:

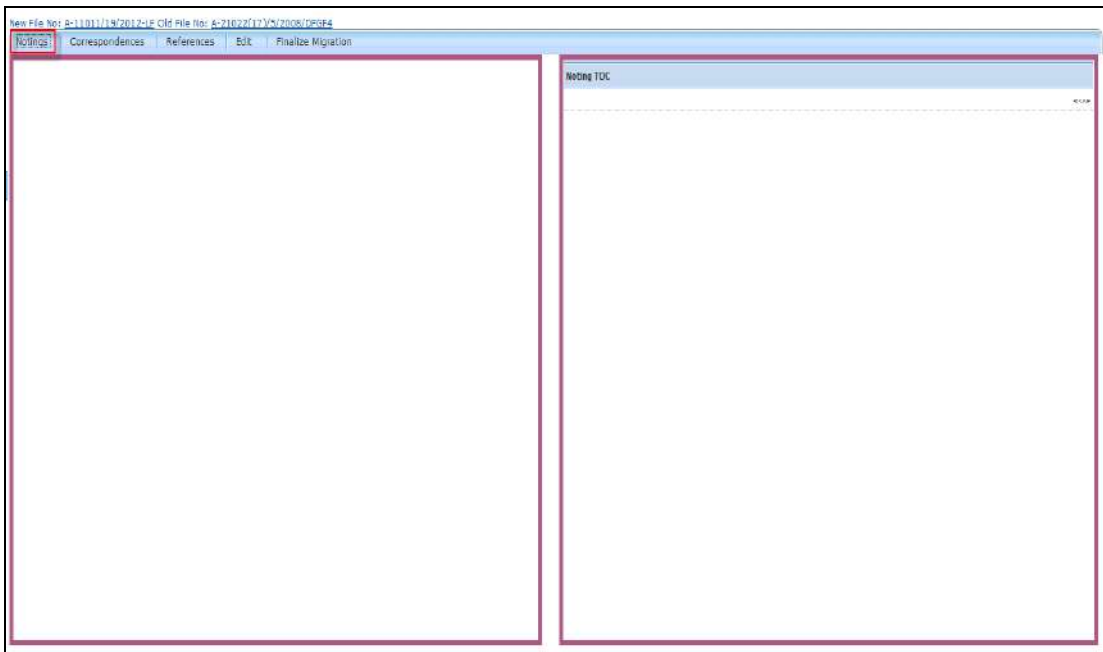


Fig.eFile. 32642

Note: Notings, Correspondence and References depend on the destination file which displays in the table of content.

Correspondence:

- Correspondence is as shown in the figure Fig.eFile.343:

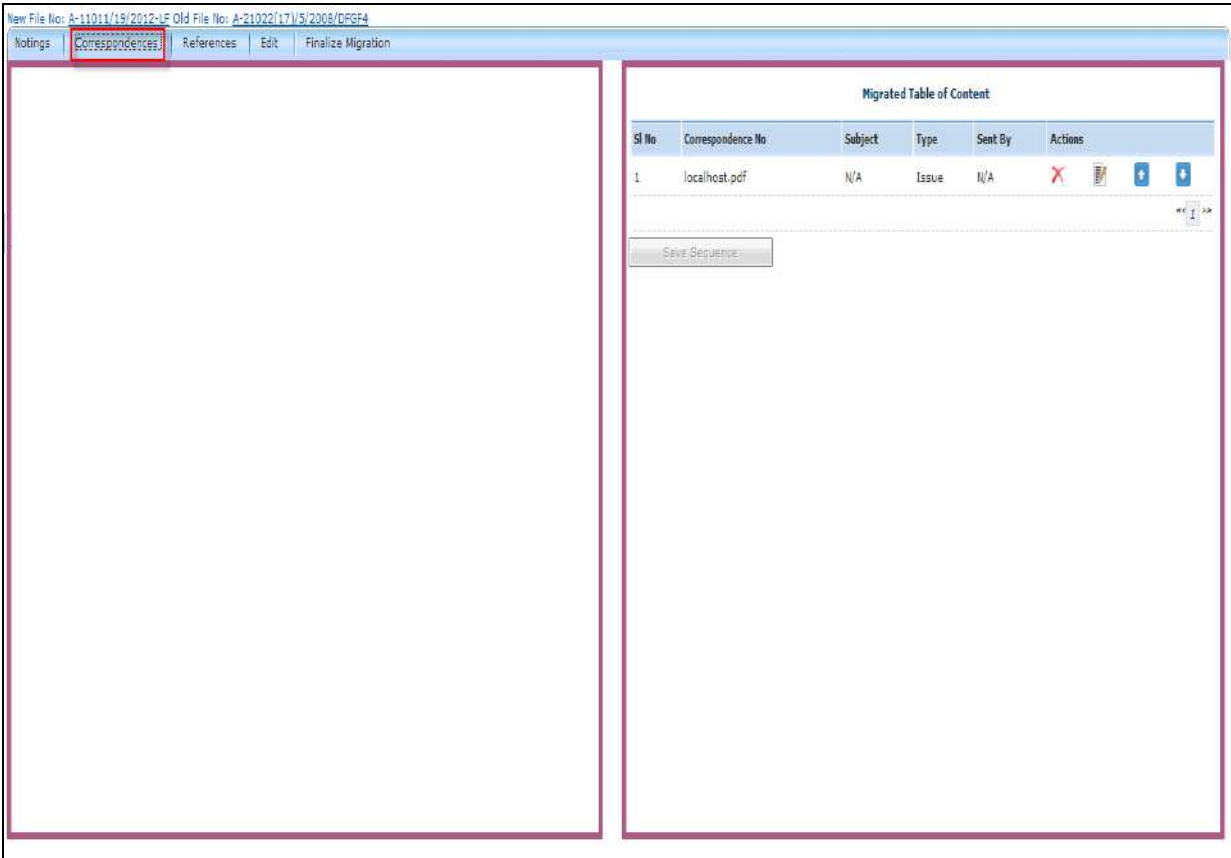


Fig.eFile. 32743

References:

References is shown in the figure Fig.eFile.344:

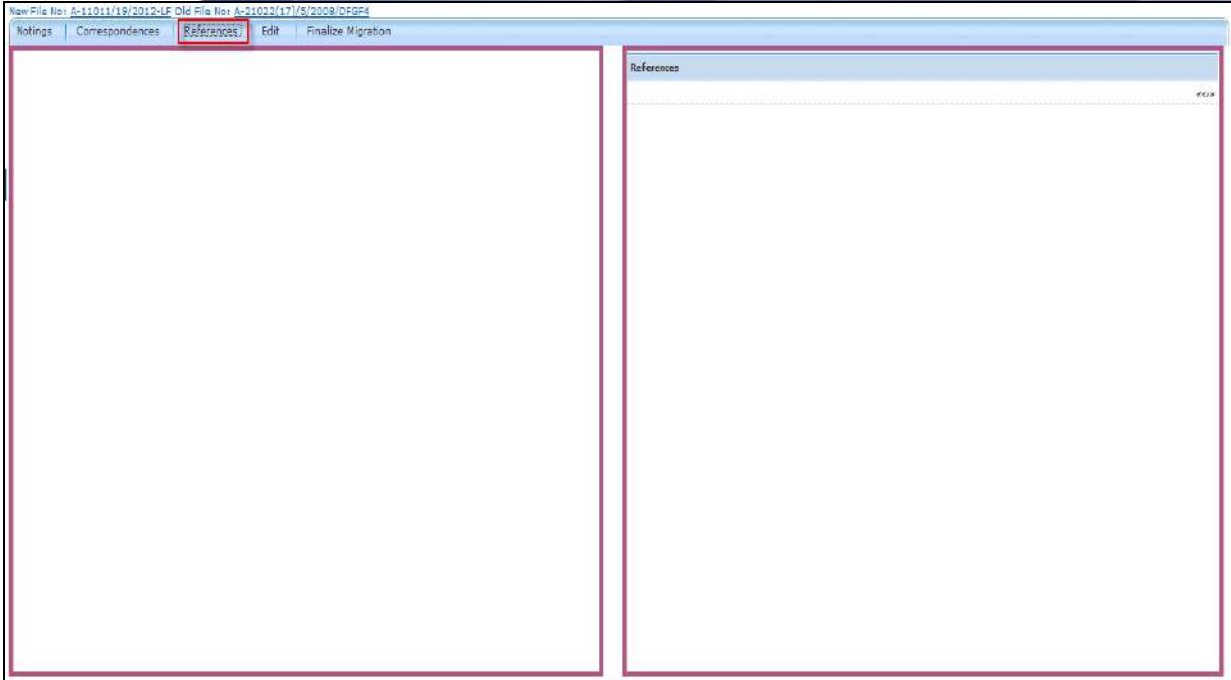


Fig.eFile. 32844

Edit:

- All the fields can be modified and saved as shown in the Fig.eFile.345 & Fig.eFile.346:

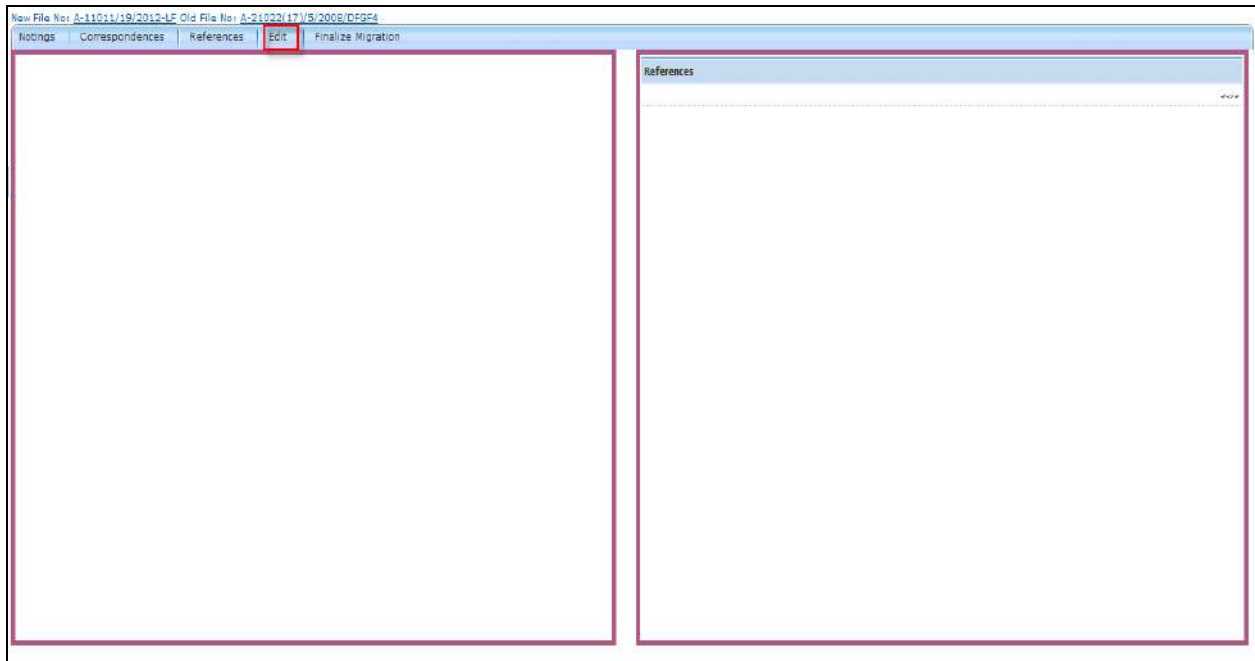


Fig.eFile. 329

The screenshot displays the eoffice interface for file migration. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel contains a list of file types: 'Issue', 'References', 'Issued', 'Notes', and 'Receipts'. The 'Destination' panel contains a list: 'Issue', 'Note', 'Receipt', and 'Reference'. Below these panels is a 'Verify Details' button. On the right, a detailed form is shown for file migration. The form is titled 'भारत सरकार GOVERNMENT OF INDIA' and includes fields for 'NIC' and 'LF'. It also has a 'File No.' field with a dropdown menu and a 'Physical File No.' field with a 'Browse' button. The 'Subject' field contains 'Hello'. The 'Description' field contains 'Hello'. The 'Category' field is set to 'Main' and 'AMC & Demand'. The 'Sub' field is set to 'Choose One'. The 'Other Details' section includes a 'Classified' dropdown set to 'Choose One' and an 'Opening date' field set to '18/09/2012'. The 'Remarks' field contains 'dsfdfsd'. There are also 'Previous Reference' and 'Later Reference' fields. A 'Continue Working' button is at the bottom right.

Fig.eFile. 33046

Finalize Migration:

- It requires all the metadata should be completed before finalizing as shown in the figure Fig.eFile.347:

The screenshot shows the 'Finalize Migration' tab in the eoffice interface. The top navigation bar includes 'Notings', 'Correspondences', 'References', 'Edit', and 'Finalize Migration' (highlighted with a red box). The main content area is divided into several sections: 'Dispatch', 'Postal Details', 'Out Register Details', 'Receipt Details', and 'Communication Details'. The 'Postal Details' section includes 'Postal Mode' (Choose One), 'Postal Charge' (0), 'Medium' (Choose One), and 'Weight' (0). The 'Out Register Details' section includes 'Peon Book No.', 'Peon Name' (Choose One), 'Peon Code' (Choose One), 'Out Date' (calendar icon), 'Out Time', 'Delivery Status' (No), 'Delivery Date' (calendar icon), and 'Delivery Time'. The 'Receipt Details' section includes 'Reply' and 'New/Fresh' radio buttons. The 'Communication Details' section includes 'Ministry' (Choose One), 'Department' (Choose One), 'Name*', 'Designation', 'Address 1*', and 'Address 2'. A 'Subject*' field (Maximum of 250 Characters) is also present.

Fig.eFile. 331

- Fill all the required data to make it as DFA as shown in the Fig.eFile.348:

The screenshot shows a web-based form for creating a Digital File (DFA). The form is titled "New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFG64". The form is divided into two main sections: "Receipt Details" and "Communication Details".

Receipt Details:

- Delivery Date: [] (12)
- Delivery Time: []
- Buttons: Reply, New/Fresh
- Subject* (Maximum of 250 Characters): hello

Communication Details:

- Ministry: Choose One
- Department: Choose One
- Name*: sdsds
- Designation: []
- Address 1*: sdsdsas
- Address 2: []
- Email: []
- Organization: Choose One
- Country: Choose One
- State: Choose One
- Pincode: []
- Telephone: []
- Fax: []
- Language of draft: English
- Save button

Fig.eFile. 33248

Now as a result a new DFA is created as shown in the figure Fig.eFile.349:

The screenshot shows a "Migrated Table of Content" in the eOffice application. The table has the following columns: Si No, Correspondence No, Subject, Type, Sent By, and Actions. There is one entry in the table.

| Si No | Correspondence No | Subject | Type | Sent By | Actions |
|-------|-------------------|---------|-------|---------|-----------------|
| 1 | DFA/2114 | hello | ISSUE | I/A | [X] [] [] [] |

Below the table is a "Save Sequence" button.

Fig.eFile. 3339

Folder Permission:

With the help of folder permissions user can provide an access to other user

To provide folder permission as shown in the figure Fig.eFile.350:

Permission for section to the user for migration

To

| 3 items selected | <u>Remove all</u> | <input type="text"/> | <u>Add all</u> |
|------------------|-------------------|----------------------|----------------|
| ↕ up6 | - | up1 | + |
| ↕ up7 | - | up3 | + |
| ↕ up | - | up2 | + |
| | | | |

Fig.eFile. 33450

- Permission should be provided to section officer for migration as shown in the figure Fig.eFile.351:

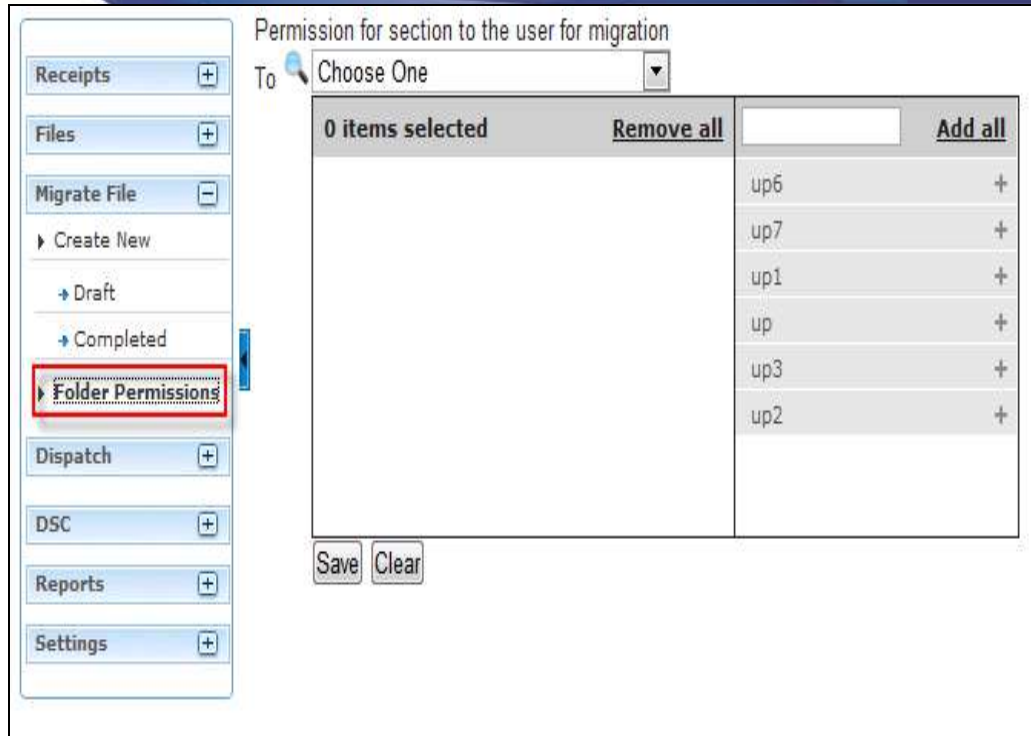


Fig.eFile. 33551

Dispatch

Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient.

There are two links available under Dispatch Section which is mentioned below:

- 1) Sent
- 2) Returned

Let's have an introduction about these Links:

1. **Sent:** This module helps the CRU user to view the Sent Issues/Drafts.

If the status of the Issue or sent draft is:

Issued and Sent: Refers to when the DFA has been sent by the CRU section but not dispatched finally by the CRU section

Issued and Dispatched: Refers to when the DFA that has been sent to CRU section has been finally dispatched.

Issued and Returned: Refers to when the sent DFA has been returned back to the CRU section.

Final Dispatch can be done only after receiving the Draft/Letter.

There is 1 link provided under sent of Dispatch:

- a) **Print Envelope:** Helps the user to Print the envelope required for final Physical dispatch.

b) Returned: Contains the list of correspondence(s)/issues that are returned by the CRU/CRU section.

There are 2 links provided under Returned section of Dispatch:

- a) Receive
- b) Resend

Let's have an introduction about this Link:

- a) Receive:** Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.
- b) Resend:** Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/CRU Section.

Quick Actions: - There is one useful link given under Dispatch as:

- ❖ **Action Detail** (🔍) – It facilitates the user to view the actions done at that moment on the Letter/Correspondence received.

- Select the Sent Issue needs to be printed/dispatched physically.

Click the '**Print Envelope**' link, as shown in Fig.eFile.352:

| Dispatch Number | Subject | Address | Sent By | Sent On |
|------------------------------|-------------------------|-------------------------|---------|------------------|
| 1/650/2012 | G G Sharma | SECRETARY, ANUSHAKTI... | CRU | 15/6/12 4:55 PM |
| E 1/633/2012 | 111111 | SECRETARY, NIRMAN BH... | CRU | 8/6/12 4:11 PM |
| E 1/617/2012 | rrr | rrr edddddddddddddd,... | CRU | 8/6/12 10:29 AM |
| E 1/555/2012 | Bill Payment | Banwari Lal, Delhi | CRU | 25/5/12 3:36 PM |
| P 1/476/2012 | (CC)-movies | asd, asd.asd | CRU | 11/5/12 4:48 PM |
| E 1/475/2012 | Elec Nano 2 | Elec Nano 2, asd | CRU | 11/5/12 3:08 PM |
| P 1/417/2012 | 88 | SECRETARY, SARDAR PA... | CRU | 11/5/12 12:23 PM |
| P 1/415/2012 | Prithviraj Chauhan | SECRETARY, KRISHI BH... | CRU | 7/5/12 4:06 PM |
| P 1/352/2012 | sdsd | sd, sd | CRU | 27/4/12 2:46 PM |
| E 1/328/2012 | Histry of Delhi | A.P J Kalam, Delhi | CRU | 23/4/12 11:33 AM |
| P 1/281/2012 | The nearby Iron Pill... | Mohan, GGN | CRU | 27/3/12 3:20 PM |

Fig.eFile. 33652

As a result new window appears asking for Print Size, as shown in Fig.eFile.353:

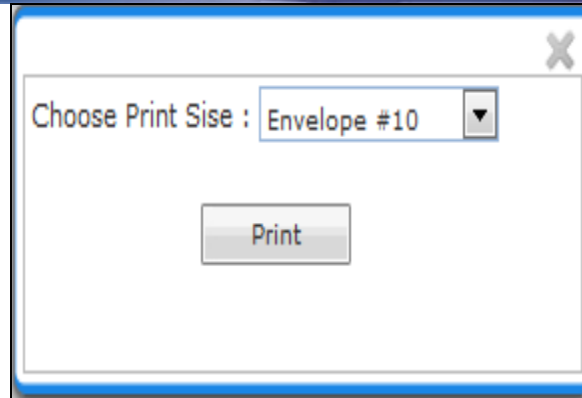



Fig.eFile. 33753

- Select the Print Size and click the 'Print' () button (Fig.eFile.353), as a result the issue gets printed.

Return Link in Quick Actions gets active only when the CRU user receives the Letter.

DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

- 1) DSC Registration

Let's have an introduction about this Link:

DSC Registration:

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre (NIC), IDRBT Certifying Authority, SafeScript CA Services, Sify Communications, (n) Code

eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

DSC registration can be done either using a DSC card or e-token. User can visit the website <http://nicca.nic.in>, for basic information of how to obtain the DSC certificate or e-token, how to obtain the software for DSC certificate or e-token, how to install them, and finally how to initialize the DSC certificate or e-token.

User has to properly installed drivers for the DSC Smart card and USB Token in the system before

using the DSC authentication or e-token authentication.

Fee structure for the different certificates and the hardware devices involved can be easily obtained by accessing, <http://nicca.nic.in>. Under this site, user can easily obtain the detailed information regarding the Certificate's Fee Structures, under the Support Link.

Token involves only a single pen drive device.

After the user has properly enrolled for the DSC certificate or e-token, user has two level of authentication for accessing the eOffice application. User has to perform series of steps to log into the eOffice application, using e-Token or DSC card.

For e-Token Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press **Enter** from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.354:

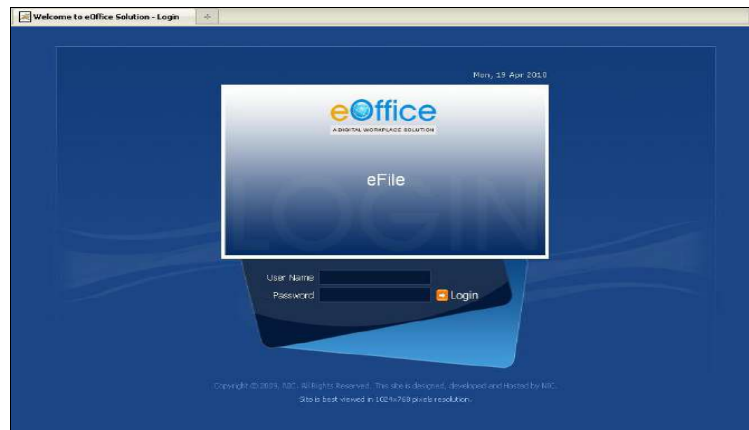


Fig.eFile. 33854

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.355:



Fig.eFile. 33955

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.356:



Fig.eFile. 34056

Plug-In the e-token in your machine/system.

- Click the **DSC Registration** link under the DSC section (Fig.eFile.356). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.357:



Fig.eFile. 341

- Click the **Signing Certificate** link in the DSC Enrollment Screen (Fig.eFile.357) As a result, the DSC Enrollment screen appears, as shown in Fig.eFile.358:

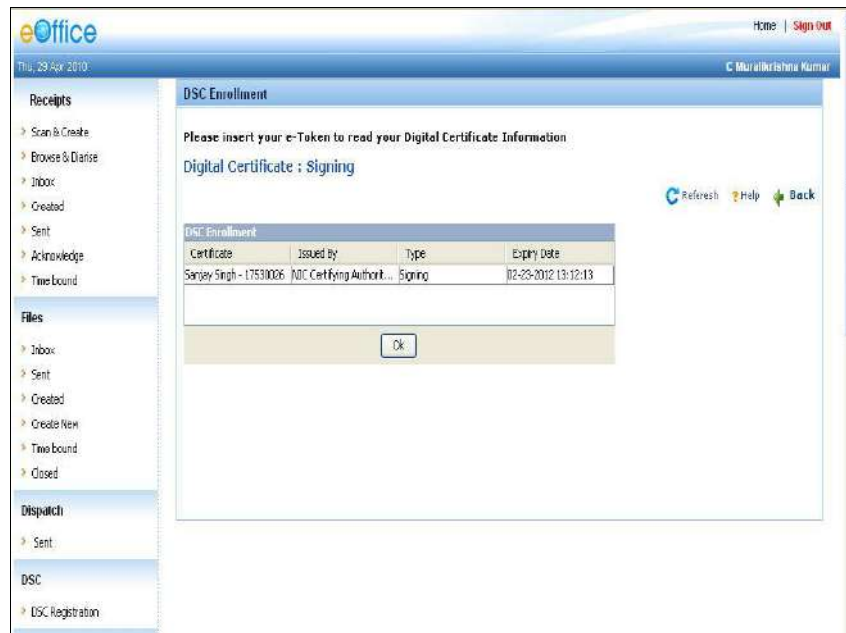


Fig.eFile. 34258

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.359:

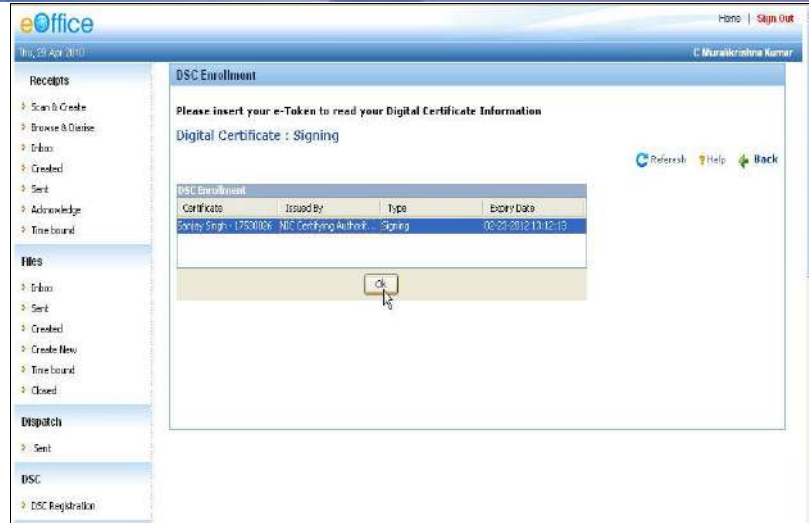


Fig.eFile. 3439

The Message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.360:



Fig.eFile. 34460

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.361:

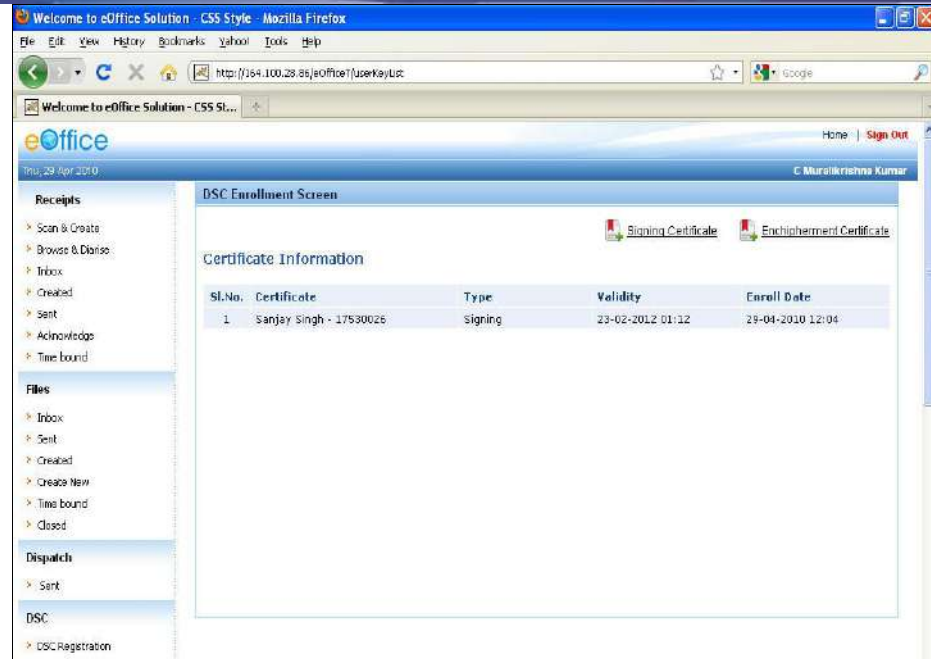


Fig.eFile. 34561

For e-Token Authentication:

- Plug in the e-token device in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.362:

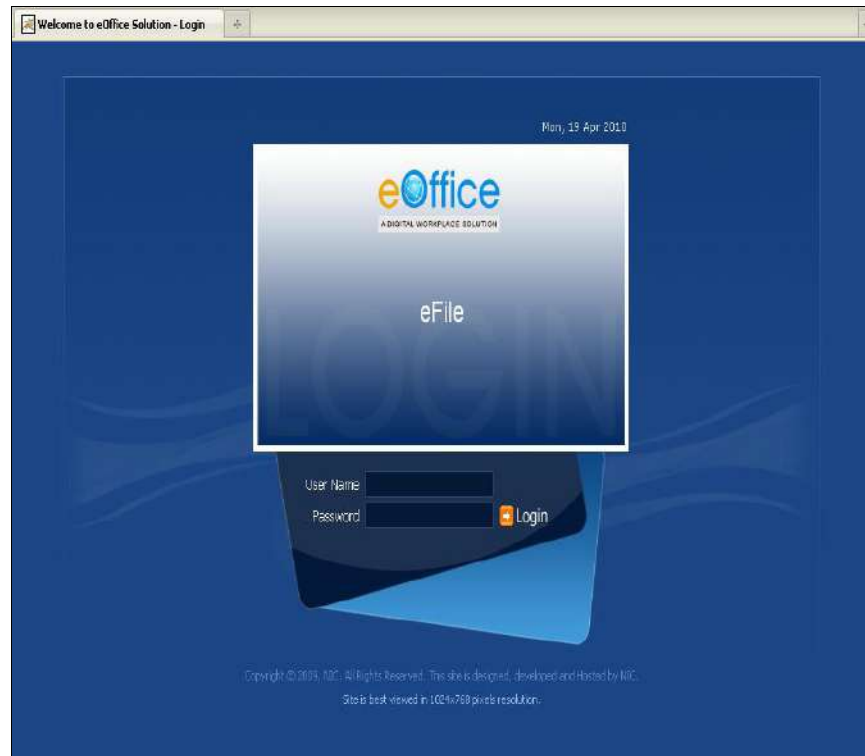


Fig.eFile. 34662

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.363:



Fig.eFile. 34763

As a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in Fig.eFile.364:

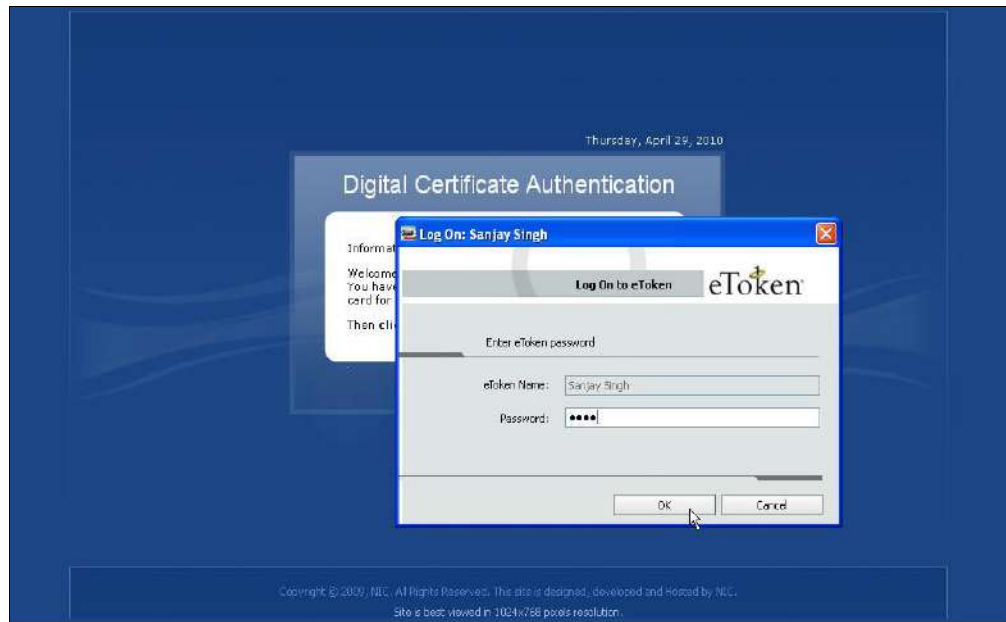


Fig.eFile. 34864

- Type the password in the Password field in the Log On screen. (Fig.eFile.364)

User can enter the wrong password only 10 times. Thereafter if the wrong password is entered, the user gets blocked.

- Click the **OK** button (Fig.eFile.364). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.365:

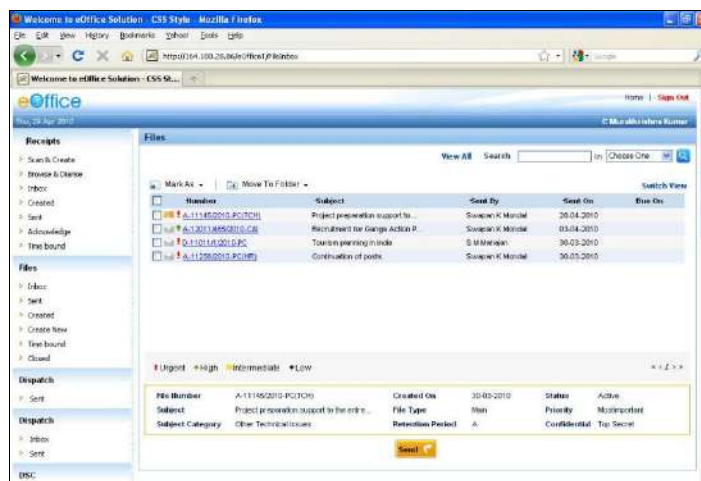


Fig.eFile. 34965

For DSC Card Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.366:



Fig.eFile. 35066

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.367:



Fig.eFile. 35167

- Plug-In the e-token in your machine/system.

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.368:

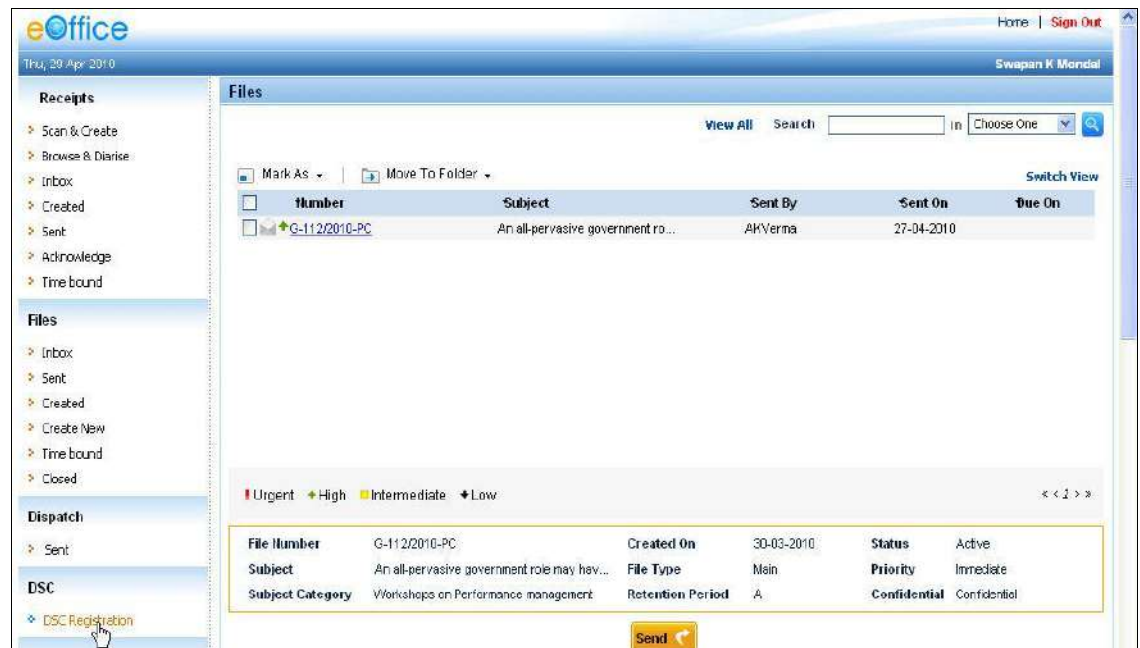


Fig.eFile. 352

- Click the DSC Registration link under the DSC section (Fig.eFile.368). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.369:



Fig.eFile. 3539

- Click the Signing Certificate link in the DSC Enrollment Screen (Fig.eFile.369). As a result, Enter Pin dialog box appears, as shown in Fig.eFile.370:



Fig.eFile. 35470

- Enter the pin in the Enter Pin text box in the Enter PIN dialog box (Fig.eFile.370).
- Click the **OK** button. The DSC Enrollment screen appears, as shown in Fig.eFile.371:

The screenshot shows the eoffice web application interface. The top navigation bar includes the eoffice logo, the date 'Thu, 29 Apr 2010', and user information 'Home | Sign Out' and 'Swapan K Mondal'. The left sidebar contains a menu with sections: Receipts, Files, Dispatch, and DSC. The main content area is titled 'DSC Enrollment' and displays the message: 'Please insert your e-Token to read your Digital Certificate Information'. Below this, it says 'Digital Certificate : Signing'. There are three buttons: 'Refresh', 'Help', and 'Back'. A table titled 'DSC Enrollment' shows the following data:

| Certificate | Issued By | Type | Expiry Date |
|----------------------------|---------------------------|---------|---------------------|
| Suchitra Pyarela's NIC ... | NIC Certifying Authork... | Signing | 10-12-2011 14:46:47 |

An 'OK' button is located below the table.

Fig.eFile. 35571

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.372:

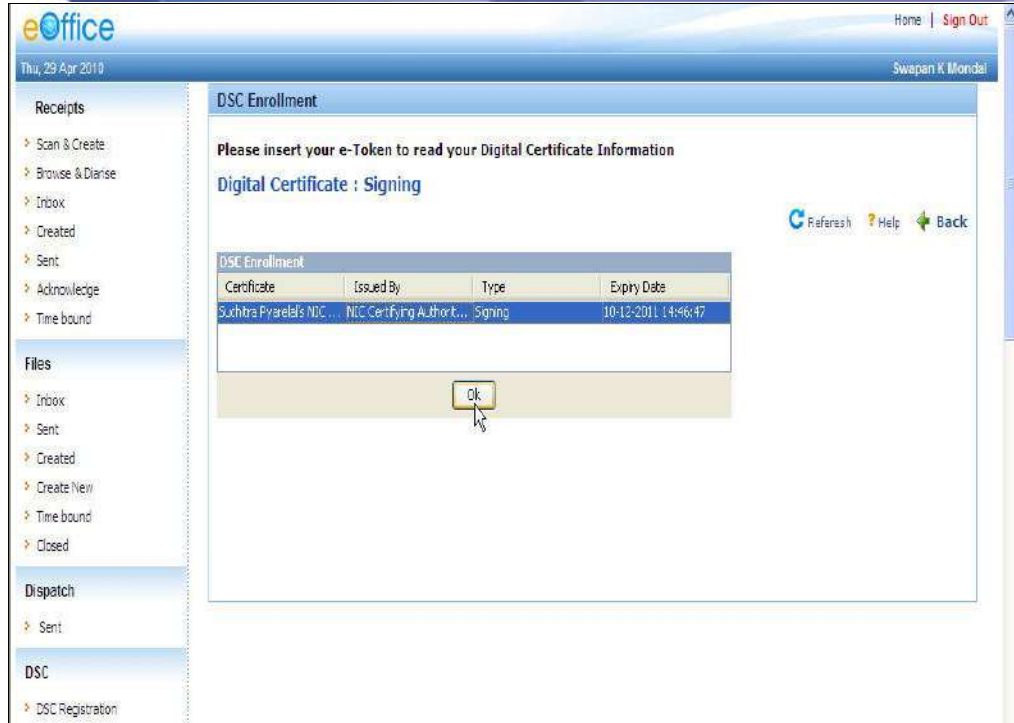


Fig.eFile. 35672

The message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.373:



Fig.eFile. 35773

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.374
:



Fig.eFile. 35874

For DSC Card Authentication:

- Plug in the DSC card in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.375:



Fig.eFile. 359

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.376:



Fig.eFile. 36076

As a result, the Enter PIN dialog box appears, as shown in Fig.eFile.377:

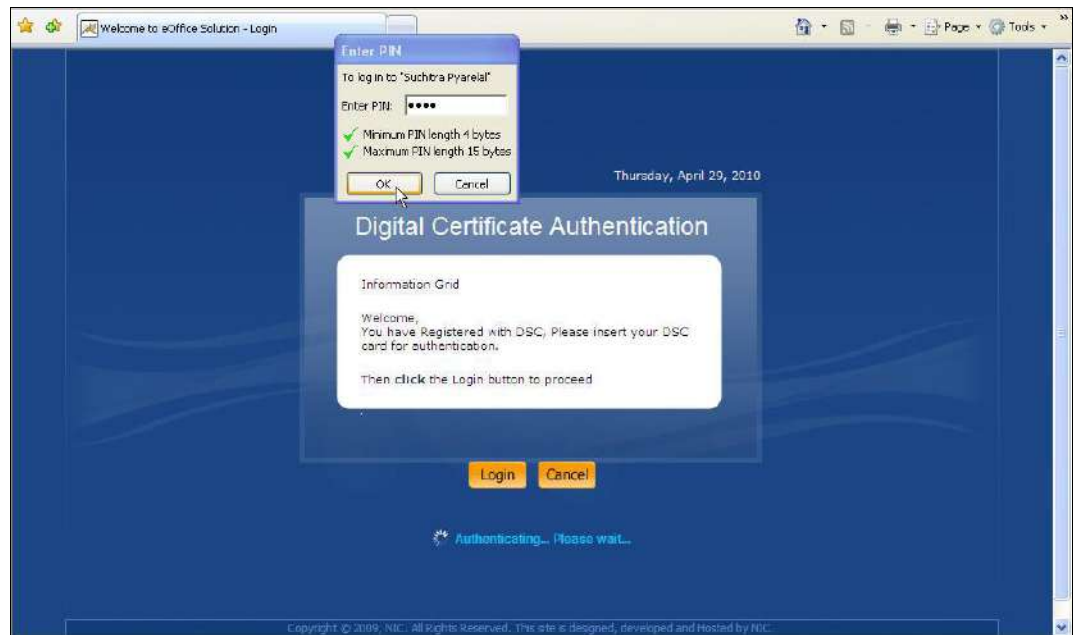


Fig.eFile. 36177

- Type the **password** in the Enter **PIN** dialog box (Fig.eFile.377).
- Click the **OK** button (Fig.eFile.377). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.378:

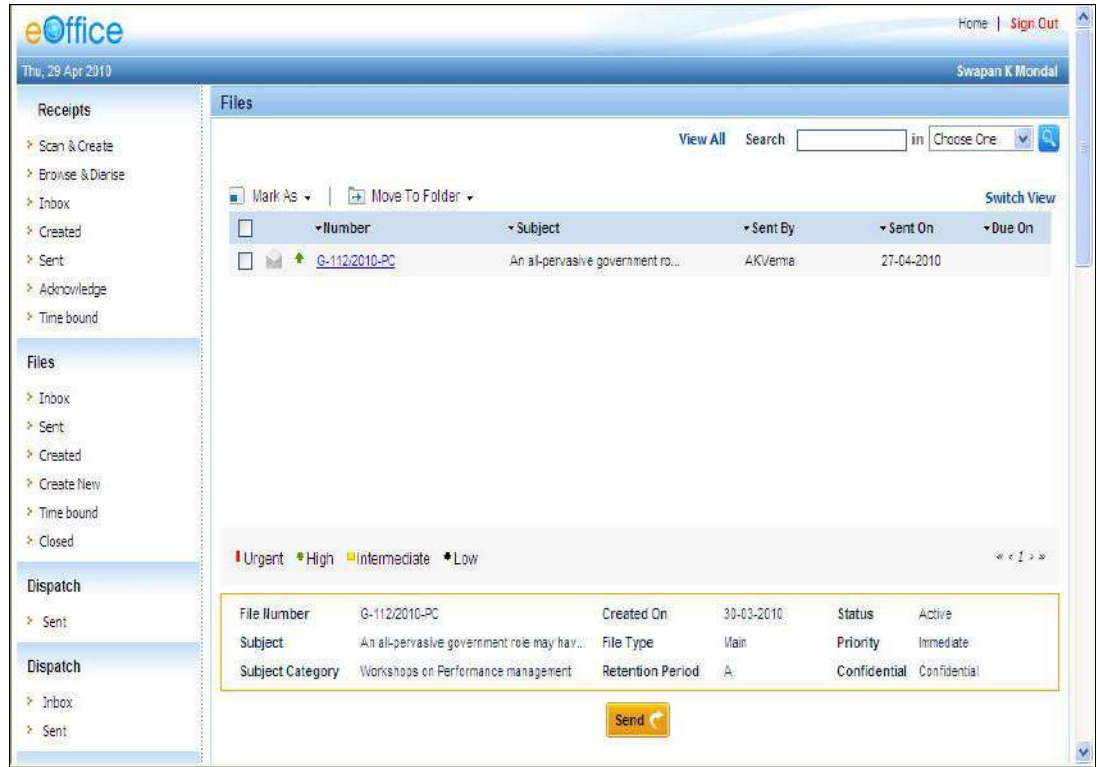


Fig.eFile. 36278

Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

It has following 18 options:

- 1) File Register
- 2) File Register (Section wise)
- 3) Diary Register
- 4) Diary Register(Section wise)
- 5) File movement
- 6) Receipt movement
- 7) Dispatch
- 8) Received Files
- 9) Received Receipts
- 10) Parked Files
- 11) Closed Files
- 12) Closed Receipts
- 13) Files forwarded by time duration
- 14) Receipts forwarded by duration
- 15) Files attended for more than 24 Hrs.
- 16) File(s) not attended by recipient for 24 Hrs
- 17) Revenue Report
- 18) VIP Details

Let's learn about these options one by one.

File Register

This selection generates a **PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register report, user has to perform the following steps:

Click the **File Register** link under the **Report** section, as shown in Fig.eFile.379:

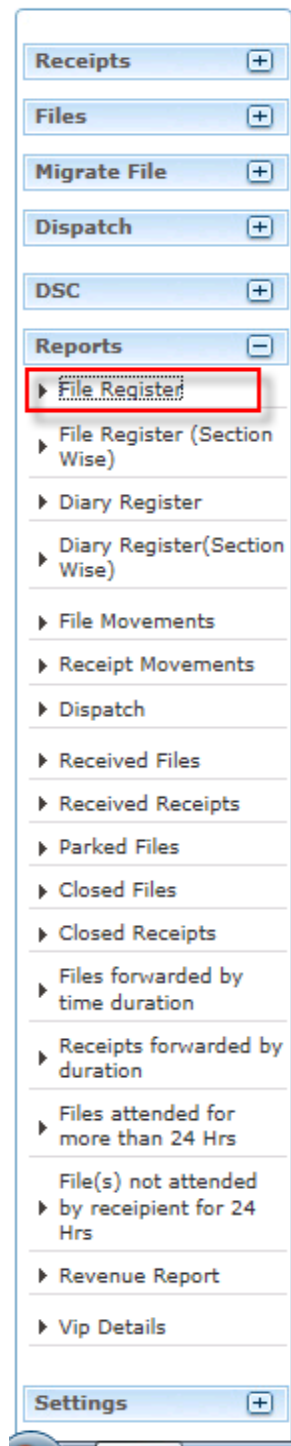


Fig.eFile. 3639

As a result, **File Register Report** Screen appears, as shown in Fig.eFile.380:

File Register Report

FileRegister Report Comparative Report of Organization Unit

From* To*

Basic Head Primary Head

Secondary Head Tertiary Head

Submit

Fig.eFile. 36480

Provide the information for the necessary filter and fields like 'From, To, Basic/Functional Head, Activity/Primary Head and so on', and click the **Submit** () button, as shown in Fig.eFile.381:

File Register Report

FileRegister Report Comparative Report of Organization Unit

From* To*

Basic Head Primary Head

Secondary Head Tertiary Head

Submit

Fig.eFile. 36581

As a result, the **File Download** dialog box appears, as shown in Fig.eFile.382:

Do you want to open or save File Register (Section wise) Report-20-09-2012.pdf from 10.248.80.14?

Open Save Cancel x

Fig.eFile. 36682

- This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.382).

As a result, the **File Register** report is saved at the specified location in Pdf format. Now, when the user opens the report, a detail of all the files that are generated between the two specified dates and specified parameters as shown in Fig.eFile.383:

| ELECTRONIC & COMMUNICATION | | | | | |
|---|----------------------|--------------------------------|------------|--------------|----------------|
| FILE REGISTER REPORT (02-02-2011 to 20-09-2011) | | | | | |
| S.No | File Number | Subject | Opening | Closing Date | Remarks |
| 1 | A-11011/7/2011-E&C | Functional | 19-09-2011 | | Remark |
| 2 | A-11011/6/2011-E&C | the | 19-09-2011 | | |
| 3 | A-11011/4/2011-E&C | functional | 19-09-2011 | | The functional |
| 4 | A-11011/1/2011-E&C | this ia also functional | 15-09-2011 | | |
| 5 | Number not generated | This is crateing migrated file | 15-09-2011 | | |
| 6 | A-11011/1/2011-E&C | To attend the workshop | 15-09-2011 | | |
| 7 | Number not generated | To check the functionality | 14-09-2011 | | To test |

Fig.eFile. 36783

File Register (Section Wise)

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register Section Wise report, user has to perform the following steps:

Click the **File Register Section Wise** link under the **Report** section, as shown in Fig.eFile.384:

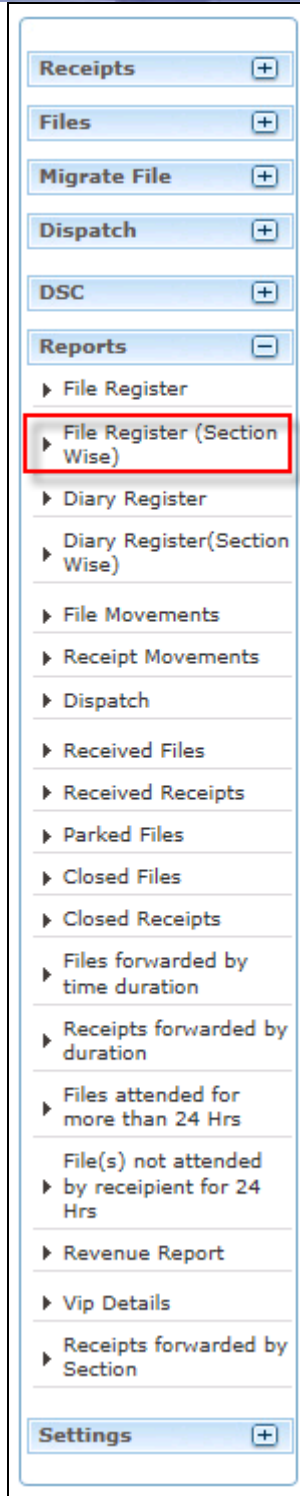


Fig.eFile. 36884

See the operational level of file register .

Diary Register:

This selection generates a **PDF** Report filtered on the basis of certain parameters that contains a list of all the Receipts that are created between two specified dates on the basis of Delivery mode, type of correspondence, language etc.

To generate the Diary Register report, perform the following steps:

- Click the Diary Register link under the Report section, as shown in Fig.eFile.385:

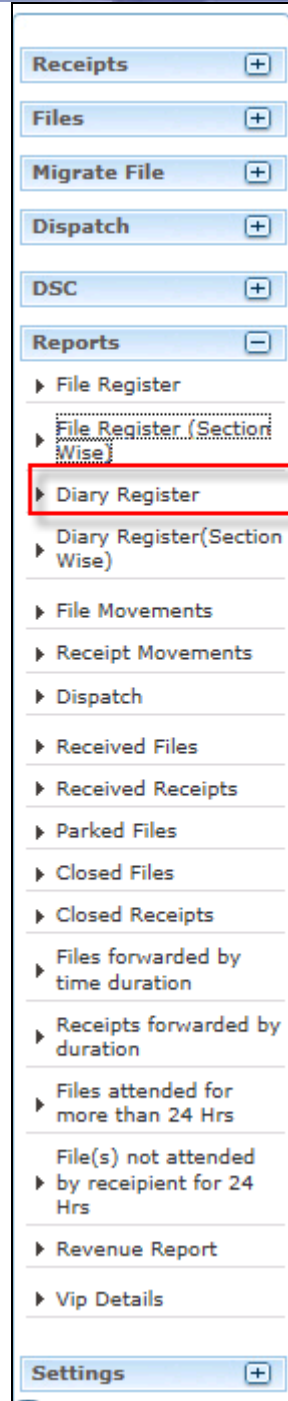


Fig.eFile. 36985

As a Result, the **Diary Register** Report screen appears, as shown in Fig.eFile.386:

Diary Register Report

DiaryRegister Report Comparative Report of Organization Unit

From* To*

Delivery Mode* Choose One Language: Choose One

CorrespondenceType: Choose One VIP: Yes No Both

Country Choose One State Choose One

Ministry Choose One Department Choose One

MainCategory Choose One Classified Yes No

Section MGNREGA

Submit

Fig.eFile. 37086

Provide the information for the necessary filter and fields like **'From, To, Delivery Type** and other necessary

Details, and click the Submit () button, as shown in Fig.eFile.387:

Diary Register Report

DiaryRegister Report Comparative Report of Organization Unit

From* 03/02/2011 To* 02/09/2011

Delivery Mode* By Hand Language: Choose One

CorrespondenceType: Choose One VIP: Yes No Both

Country Choose One State Choose One

Ministry Choose One Department Choose One

MainCategory Choose One Classified Yes No

Section MGNREGA

Submit


Fig.eFile. 371

As a result, File Download dialog box appears, as shown in Fig.eFile.388:

Do you want to open or save Diary Register Monthly Report-20-09-2012.pdf from 10.248.80.14?

Open Save Cancel x

Fig.eFile. 37288

- This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.388).

As a result, the **Diary Register** report is saved at the specified location in Pdf format, now, when the user opens the report, detail of all the Receipts that are generated between the two specified dates and specified parameters as shown in Fig.eFile.389:

| ELECTRONIC & COMMUNICATION | | | | |
|----------------------------|---------------|--|---------------------|--------------------------|
| Diary Register Report | | | | |
| (01-01-2011 to 22-09-2011) | | | | |
| S.No | File Number | Subject | Sender Name | Letter Date |
| 1 | 2804/2011/E&C | Reg. telephone cables for malakoff | KB MUSSOORIE | 2011-05-12 00:00:00.0 |
| 2 | 4078/2011/E&C | bUDGET FILE | EandC Section | 2011-07-01 00:00:00.0 |
| 3 | 4338/2011/E&C | BSNL TELEPHONE BILL | acctnt section | 2011-07-11 00:00:00.0 |
| 4 | 806/2011/E&C | BSNL TELEPHONE BILLS | EANDC SECTION | 2011-04-21 00:00:00.0 |
| 5 | 5638/2011/E&C | EPABX TELEPHONE BILLS | eandc section | 2011-08-10 00:00:00.0 |
| 6 | 6638/2011/E&C | Proposal Letter for the AMC of Sharp AR-160 photocopiers | Diginet Corporation | 2011-08-10 00:00:00.0 |
| 7 | 4225/2011/E&C | franking Machine Ink cartiadge demand | Dispatch Section | 2011-07-07 00:00:00.0 |
| 8 | 140/2011 | Purchase of Multimedia Projectors | E&C | 2010-06-16 00:00:00.0 |
| 9 | 262/2011/E&C | List of BSNL landline phones | E and c Section | 2011-04-05 00:00:00.0 |

Fig.eFile. 3739

Diary Register Section Wise:

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the Diary Register Section Wise report, user has to perform the following steps:

Click the **Diary Register Section Wise** link under the **Report** section

See the operational level of Diary Register.

File Movements:

This selection generates a PDF report that contains a list of all the files in movement between two specified dates.

To generate the File Movement report, user has to perform the following steps:

Click the File movement link under the Reports section, as shown in fig: The File movement Report screen appears, as shown in Fig.eFile.390:

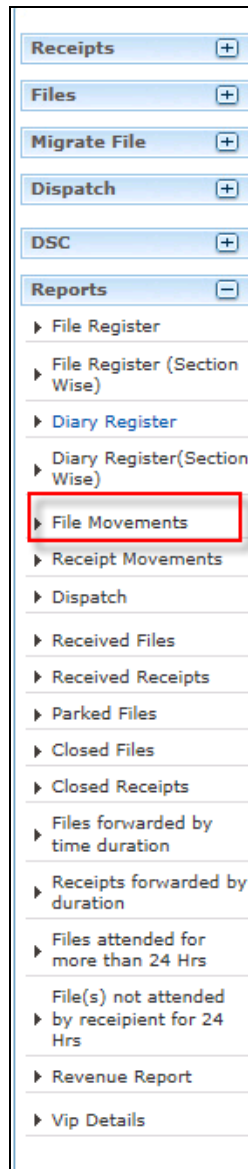


Fig.eFile. 37490


Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.391:

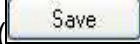


Fig.eFile. 37591

As a result, Download File dialog box appears, as shown in Fig.eFile.392:



Fig.eFile. 37692

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.392).

As a result, the **File Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Files in movement are generated between the two specified dates and parameters as shown in Fig.eFile.393:

| ELECTRONIC & COMMUNICATION | | | | | | | | | |
|--|--------------------|------------|-----------------------------|---------------------|---|----------------|----------------|------------|------------|
| File Movement Report (01-01-2011 to 20-09-2011) | | | | | | | | | |
| S.No | File Number | Subject | Sender | Receiver | Sent Date | Receiving | | | |
| 1 | D-21011/1/2011-E&C | | JAGMOHAN SINGH | SATYABIR SINGH | 17-08-2011 | 17-08-2011 | | | |
| | | | JAGMOHAN SINGH | SATYABIR SINGH | 17-08-2011 | 17-08-2011 | | | |
| | | | PRAVEEN KUMARJAGMOHAN GUPTA | SINGH | 17-08-2011 | 17-08-2011 | | | |
| | | | PRAVEEN KUMARJAGMOHAN GUPTA | SINGH | 17-08-2011 | 17-08-2011 | | | |
| | | | JAGMOHAN SINGH | PRAVEEN KUMAR GUPTA | 07-04-2011 | 07-04-2011 | | | |
| | | | JAGMOHAN SINGH | PRAVEEN KUMAR GUPTA | 07-04-2011 | 07-04-2011 | | | |
| | | | JAGMOHAN SINGH | SATYABIR SINGH | 18-03-2011 | 18-03-2011 | | | |
| | | | JAGMOHAN SINGH | SATYABIR SINGH | 18-03-2011 | 18-03-2011 | | | |
| | | | 2 | D-21013/1/2011-E&C | Purchase of Multimedia Projectors For Lecture Halls | JAGMOHAN SINGH | SATYABIR SINGH | 01-09-2011 | 01-09-2011 |
| | | | | | | JAGMOHAN SINGH | SATYABIR SINGH | 01-09-2011 | 01-09-2011 |
| JAGMOHAN SINGH | ALOK PANDEY | 02-08-2011 | | | | 02-08-2011 | | | |
| JAGMOHAN SINGH | ALOK PANDEY | 02-08-2011 | | | | 02-08-2011 | | | |
| JAGMOHAN SINGH | SATYABIR SINGH | 18-03-2011 | | | | 18-03-2011 | | | |
| JAGMOHAN SINGH | SATYABIR SINGH | 18-03-2011 | | | | 18-03-2011 | | | |

Fig.eFile. 37793

Receipts Movement:

This selection generates a PDF report that contains a list of all the receipts in movement between two specified dates.

To generate the Receipt Movement report, user has to perform the following steps:

Click the Receipt Movement link under the Reports section. The Receipt Movement Report screen appears, as shown in Fig.eFile.394:

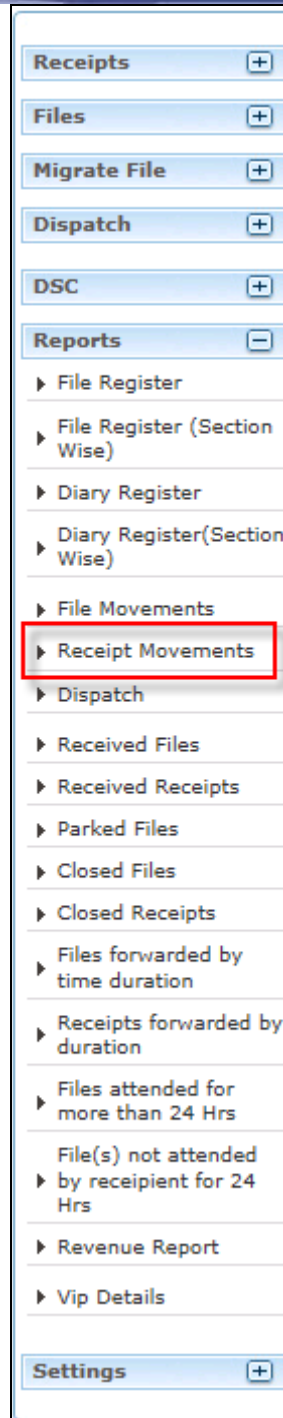


Fig.eFile. 37894

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.395:

The screenshot shows a web application window titled "Receipt Movement Report". At the top, there are two radio buttons: "ReceiptMovement Report" (which is selected) and "Comparative Report of Organization Unit". Below this, there are two date pickers: "From" with the date "01/01/2011" and "To" with the date "30/09/2011". A text input field labeled "Section" contains the text "ELECTRONIC & COMMUNICATION". A "Submit" button is located at the bottom right of the form area.

Fig.eFile. 37995

As a result, Download File dialog box appears, as shown in Fig.eFile.396:



Fig.eFile. 38096

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.396).

As a result, the **Receipt Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Receipts in movement are generated between the two specified dates and parameters as shown in Fig.eFile.397:

| ELECTRONIC & COMMUNICATION | | | | | | |
|----------------------------|---------------|---|----------------|-------------|------------|---------------|
| Receipt Movement Report | | | | | | |
| (01-01-2011 to 20-09-2011) | | | | | | |
| S.No | File Number | Subject | Sender | Receiver | Sent Date | Receiver Date |
| 1 | 6762/2011/CC | test12 | JAGMOHAN SINGH | ALOK PANDEY | 19-09-2011 | |
| 2 | 6759/2011/E&C | This | | | 19-09-2011 | |
| 3 | 6758/2011/E&C | To attend the workshop | | | 19-09-2011 | |
| 4 | 6757/2011/CC | test | JAGMOHAN SINGH | ALOK PANDEY | 19-09-2011 | |
| 5 | 6756/2011/E&C | workshop[| | | 19-09-2011 | |
| 6 | 6752/2011/E&C | this is functional | | | 19-09-2011 | |
| 7 | 6753/2011/E&C | Functional | | | 19-09-2011 | |
| 8 | 6754/2011/E&C | Functional | | | 19-09-2011 | |
| 9 | 6748/2011/E&C | To hire manpower | | | 15-09-2011 | |
| 10 | 6739/2011/E&C | vipin kumar gupta | | | 14-09-2011 | |
| 11 | 3746/2011/E&C | Regarding the E and C Section in Gyanshila building | JAGMOHAN SINGH | ALOK PANDEY | 14-09-2011 | |
| 12 | 6592/2011/CRU | Nonpayment of telephone bills | JAGMOHAN SINGH | ALOK PANDEY | 14-09-2011 | |

Fig.eFile. 38197

Dispatch:

This selection generates a PDF report that contains a list of all the Letters which has been dispatched by the user between two specified dates.

To generate the Dispatch report, user has to perform the following steps:

Click the Dispatch link under the Reports section. The Dispatch Report screen appears, as shown in Fig.eFile.398:

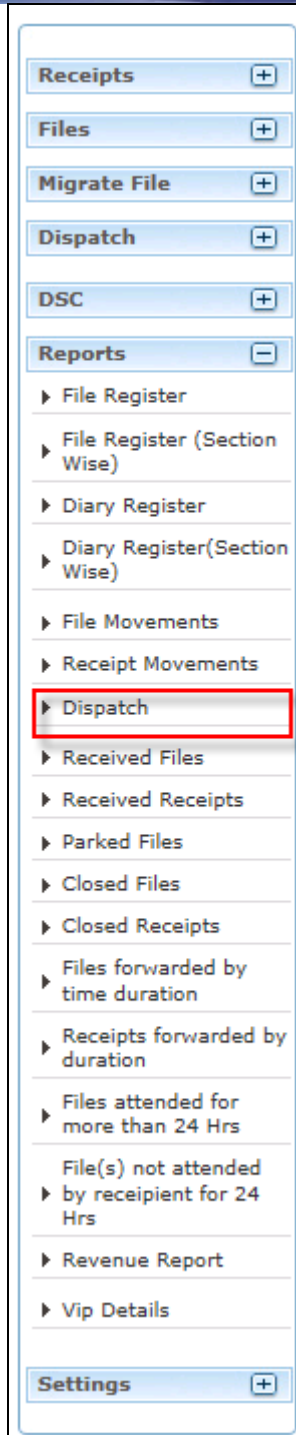


Fig.eFile. 38298

Provide the information for the necessary filter and fields like 'From, To and Category' and click the Submit () button, as shown in Fig.eFile.399:

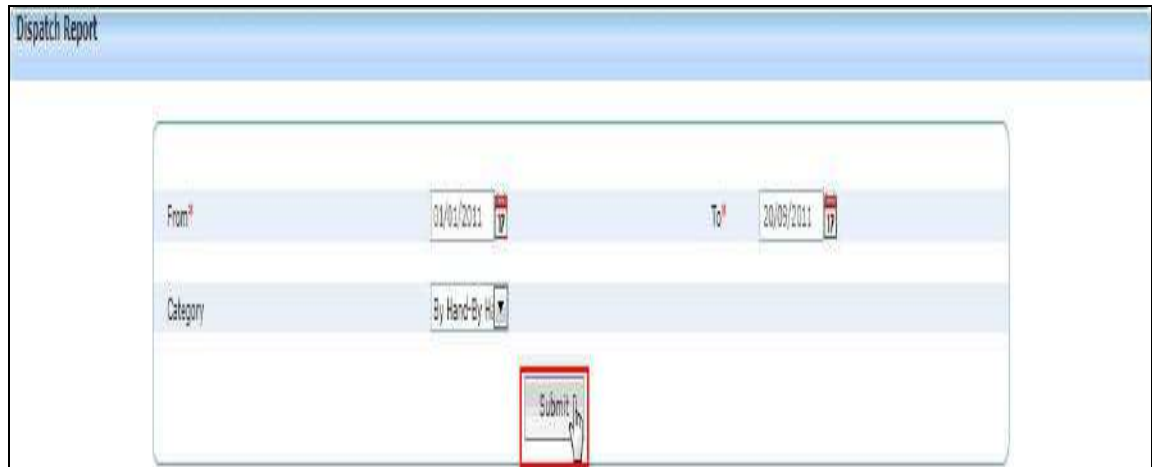


Fig.eFile. 3839

As a result, Download File dialog box appears, as shown in Fig.eFile.400:

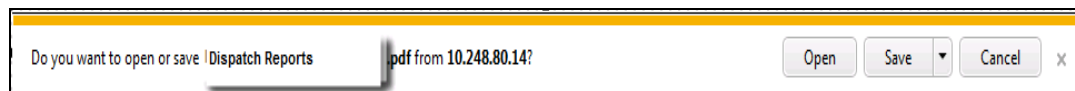


Fig.eFile. 400

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.400).

As a result, the **Dispatch report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the letters dispatched are generated between the two specified dates and parameters as shown in Fig.eFile.401:



Despatch Report
(01-01-2011 to 20-09-2011)

| S.No | Dispatch | File Number | Remarks | Address | Sender | Sent Date |
|------|-----------|-------------------|---------|---------|-------------------|------------|
| 1 | I/16/2011 | A-41011/1/2011-CC | | | JAGMOHAN SINGH | 19-09-2011 |

Fig.eFile. 401

Received Files:

This selection generates a PDF report that contains a list of all the Files which has been received by the user between two specified dates.

To generate the received Files report, user has to perform the following steps:

Click the Received Files link under the Reports section. The File Received report screen appears, as shown in Fig.eFile.402:

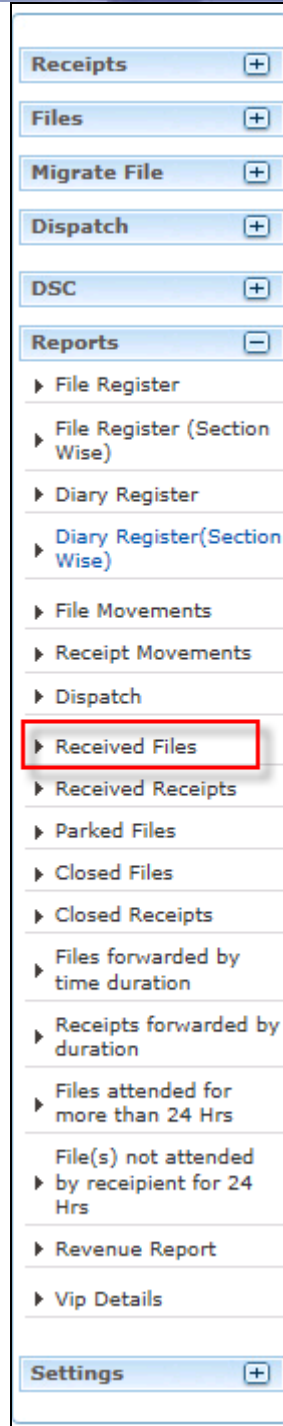



Fig.eFile. 402

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.403:

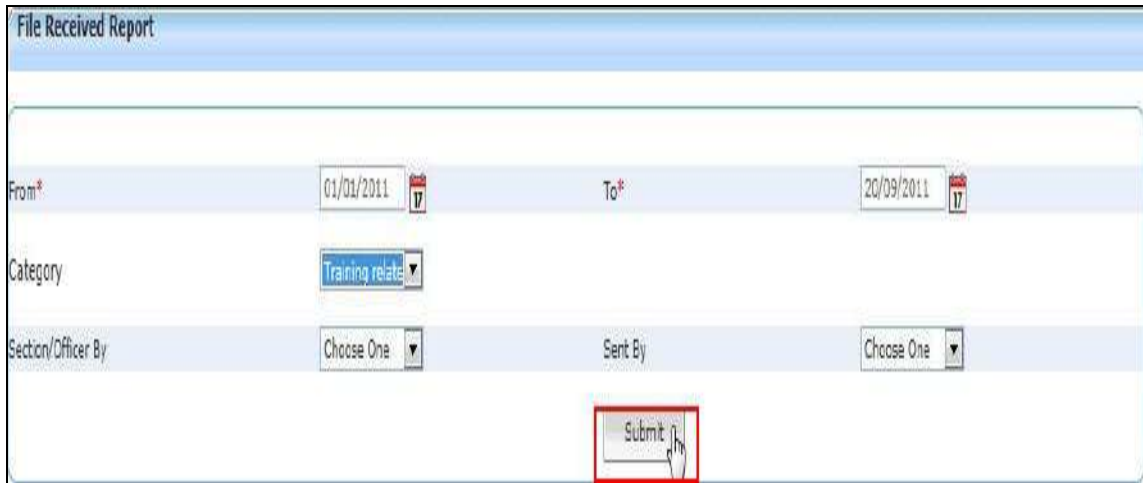


Fig.eFile. 403

As a result, Download File box appears, as shown in Fig.eFile.404:

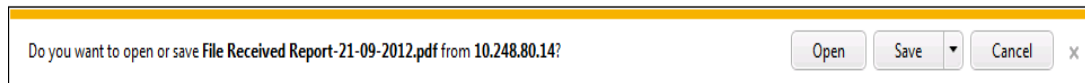


Fig.eFile. 404

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.404).

As a result, the **Received Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Files are generated between the two specified dates and parameters as shown in Fig.eFile.405:

| S No. | File No | Subject | Sender Name | Receive Date |
|-------|-------------------|---------|-----------------|-----------------|
| 1 | B/11/2011-LF | test | ALKA A KULKARNI | 9/19/11 5:23 PM |
| 2 | A-41011/1/2011-CC | rrrrrr | ALKA A KULKARNI | 9/19/11 4:15 PM |

Fig.eFile. 405

Received Receipts:

This selection generates a PDF report that contains a list of all the Receipts which has been received by the user between two specified dates.

To generate the received Receipts report, user has to perform the following steps:

Click the Received Receipts link under the Reports section. The Received Receipt report screen appears, as shown in Fig.eFile.406:

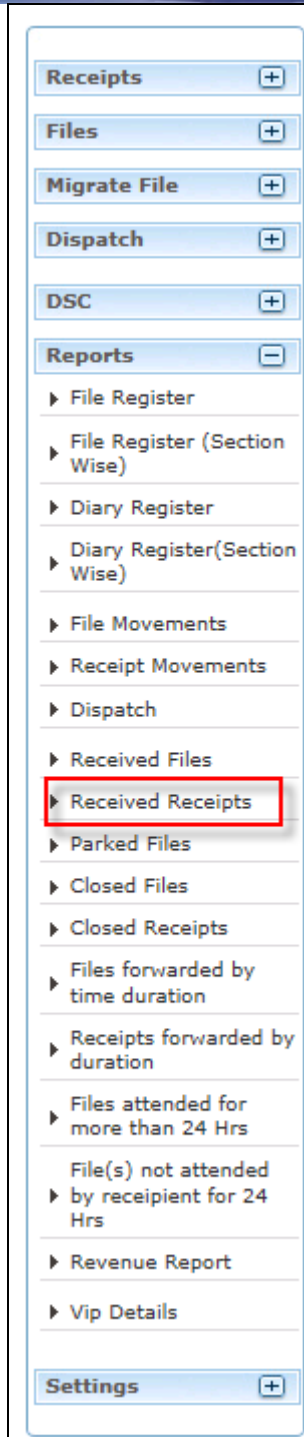



Fig.eFile. 406

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.407:

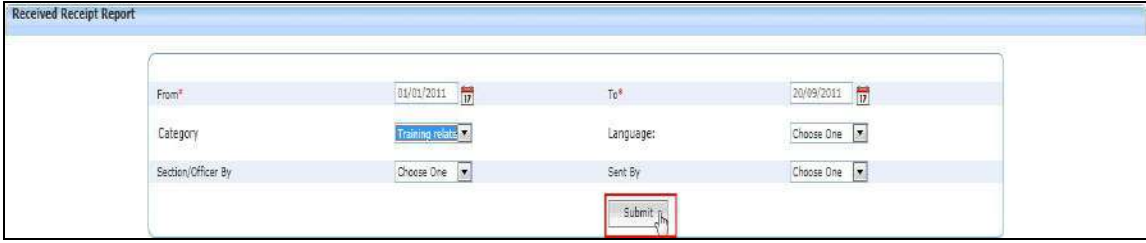


Fig.eFile. 407

As a result, **Download File** box appears, as shown in Fig.eFile.408:

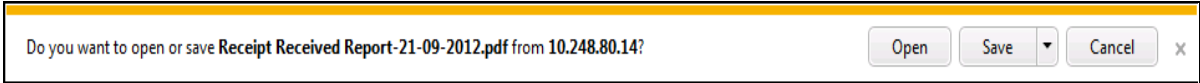



Fig.eFile. 408

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.408).

As a result, the **Receipt Received report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Receipts are generated between the two specified dates and parameters as shown in Fig.eFile.409:

ELECTRONIC & COMMUNICATION

Receipt Received Report
(01-01-2011 to 20-09-2011)



| S No. | Receipt No. | Subject | Senders Name | Received Date |
|-------|---------------|-------------------------------|-----------------------------|------------------|
| 1 | 6762/2011/CC | test12 | ALOK PANDEY | 9/19/11 12:00 AM |
| 2 | 6757/2011/CC | test | ALOK PANDEY | 9/19/11 12:00 AM |
| 3 | 6592/2011/CRU | Nonpayment of telephone bills | SURENDRA KUMAR THAPLIYAL | 9/7/11 12:00 AM |

Fig.eFile. 3849

Parked Files:

This selection generates a PDF report that contains a list of all the Files that has been Parked by the user.

To generate the Parked Files report, user has to perform the following steps:

Click the Parked Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.410:

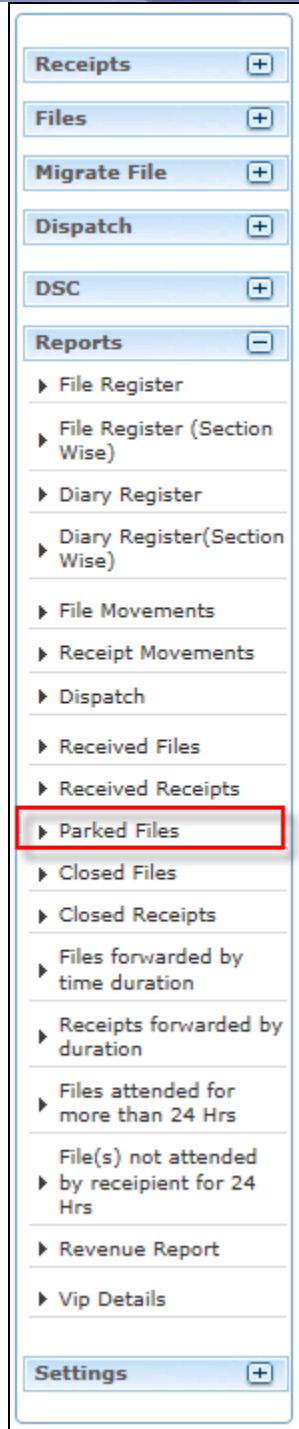


Fig.eFile. 38510

As a result, Files Parked Reports Page appears, as shown in Fig.eFile.411:

| Files Parked Report Page | | |
|-----------------------------|------------------------|--|
| File Number | Subject | Remarks |
| B/107/2012-DDS(AK) | test | park this file for sometime |
| H-11012/3/2012-CC | मुळां व विद्याविहार... | दिने सांगितले. मी हेकरीची पत्नी असल्याचे माहीत झाल्यास माझे जगणे अवघड होईल. यासाठी मी तोंड उघडून नसल्याचे औदार्याने सांगितले. हिंदुस्थानने |
| C/65/2012-JD (SC) | s | |
| PHYSICALFILE-2012 | Physical File -2012 | |
| SWTRETY1323424 | nljzjpo | park this file |
| C-14012/6/2012-LF-VOLUME(2) | test the code | park this file |

Fig.eFile. 38611

To generate the Pdf Report, click the **PDF** icon at the top left corner of report, as shown in Fig.eFile.412:

| Files Parked Report Page | | |
|-----------------------------|------------------------|--|
| File Number | Subject | Remarks |
| B/107/2012-DDS(AK) | test | park this file for sometime |
| H-11012/3/2012-CC | मुळां व विद्याविहार... | दिने सांगितले. मी हेकरीची पत्नी असल्याचे माहीत झाल्यास माझे जगणे अवघड होईल. यासाठी मी तोंड उघडून नसल्याचे औदार्याने सांगितले. हिंदुस्थानने |
| C/65/2012-JD (SC) | s | |
| PHYSICALFILE-2012 | Physical File -2012 | |
| SWTRETY1323424 | nljzjpo | park this file |
| C-14012/6/2012-LF-VOLUME(2) | test the code | park this file |

Fig.eFile. 38712

Closed Files:

This selection generates a PDF report that contains a list of all the Files that has been Closed by the user between two specified dates.

To generate the Closed Files report, user has to perform the following steps:

Click the Closed Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.413:

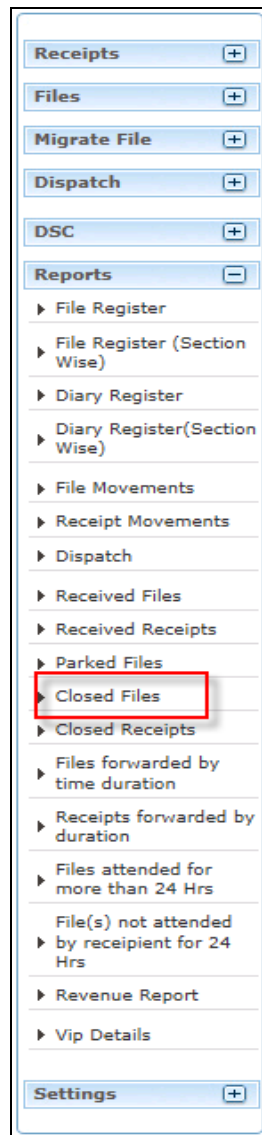


Fig.eFile. 38813

Provide the information for the necessary filter and fields like 'From and To and click the Submit () button, as shown in Fig.eFile.414:



Fig.eFile. 38914

As a result, Download File box appears, as shown in Fig.eFile.415:



Fig.eFile. 39015

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.415).

As a result, the **Closed Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Closed Files are generated between the two specified dates as shown in Fig.eFile.416:

| S No. | File No. | Subject | Closed On |
|-------|--------------------|------------------------|------------------|
| 1 | A-11011/4/2011-E&C | functional | 9/20/11 12:48 PM |
| 2 | A-11011/4/2011-E&C | unctional | 9/20/11 12:48 PM |
| 3 | A-11011/1/2011-E&C | To attend the workshop | 9/20/11 12:49 PM |

Fig.eFile. 39116

Closed Receipts:

This selection generates a PDF report that contains a list of all the Receipts that has been Closed from the File by the user between two specified dates.

To generate the Closed Receipts report, user has to perform the following steps:

Click the Closed Receipts link under the Reports section. The Closed Receipt report screen appears, as shown in Fig.eFile.417:

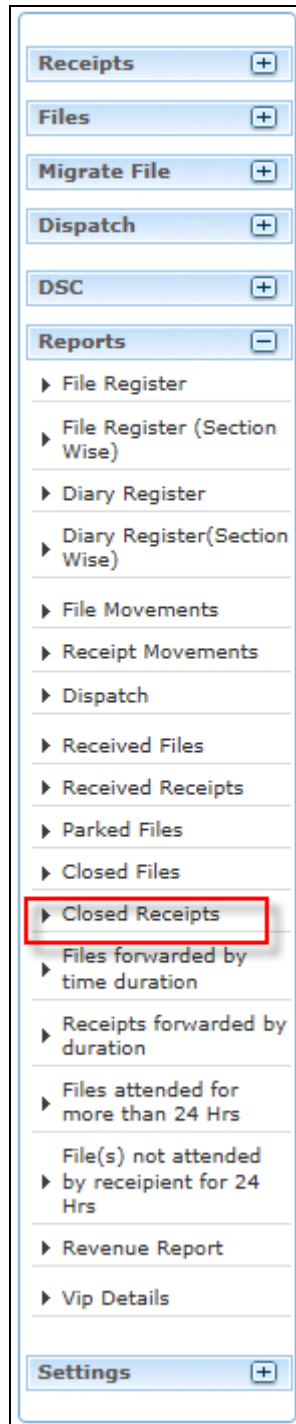


Fig.eFile. 39217

Provide the information for the necessary filter and fields like **'From and To** and click the **Submit**

() button, as shown in Fig.eFile.418:

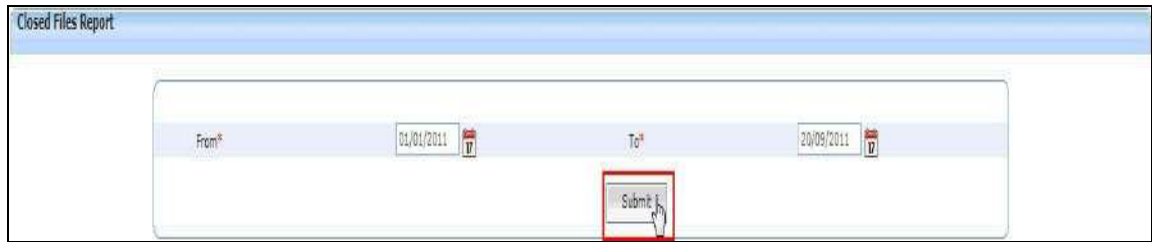


Fig.eFile. 39318

As a result, Download File box appears, as shown in Fig.eFile.419:

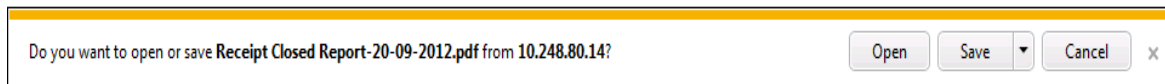


Fig.eFile. 3949

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.419).

As a result, the **Closed Receipt report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the closed receipts are generated between the two specified dates as shown in Fig.eFile.420:

| ELECTRONIC & COMMUNICATION | | | |
|---|---------------|---|------------------|
| Receipt Closed Report (01-09-2011 to 20-09-2011) | | | |
| S No | Receipt No. | Subject | Closed On |
| 1 | 6753/2011/E&C | Functional | 9/20/11 12:48 PM |
| 2 | 6752/2011/E&C | this is functional | 9/20/11 12:48 PM |
| 3 | 6763/2011/CC | test | 9/20/11 12:54 PM |
| 4 | 6754/2011/E&C | Functional | 9/20/11 12:48 PM |
| 5 | 6751/2011/CC | test 15 sept | 9/20/11 12:49 PM |
| 6 | 2795/2011/E&C | dISTRIBUTION OF WORKS | 9/20/11 12:54 PM |
| 7 | 2787/2011 | Allocation of Work amongst employees from 27.03.1998 to 29.04.2011 | 9/20/11 12:55 PM |

Fig.eFile. 39520

Files forwarded by time duration:

This selection generates a PDF report that contains a list of all the Files that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Files Forwarded by Time Duration link under the Reports section. The Files Forwarded by Time Duration report screen appears, as shown in Fig.eFile.421:

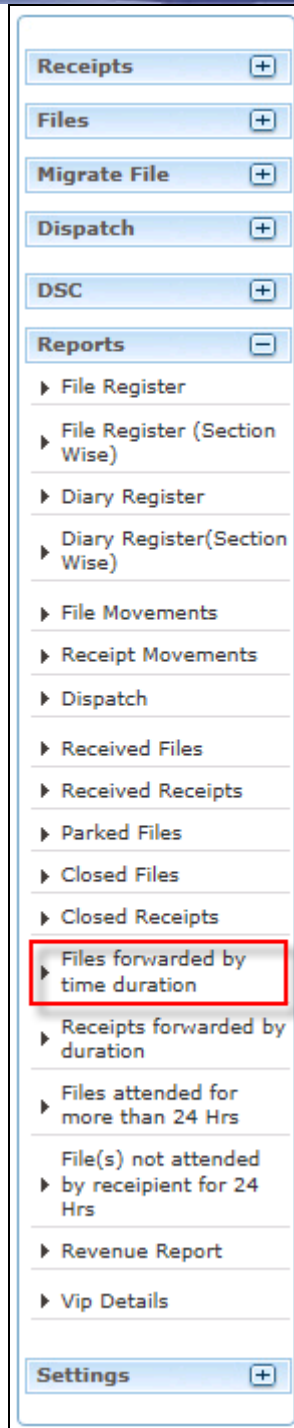



Fig.eFile. 39621

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report () button, as shown in Fig.eFile.422:

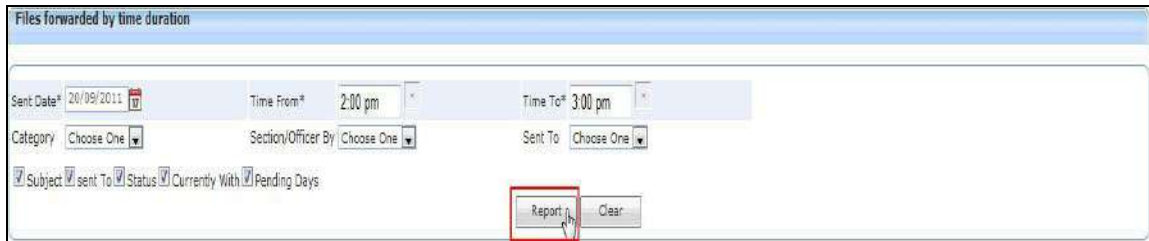


Fig.eFile. 39722

As a result, Download File box appears, as shown in Fig.eFile.423:

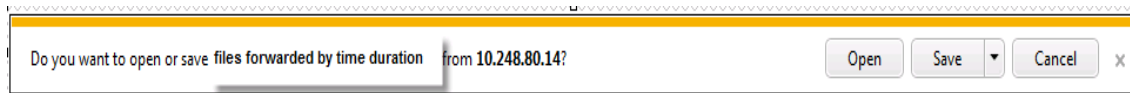

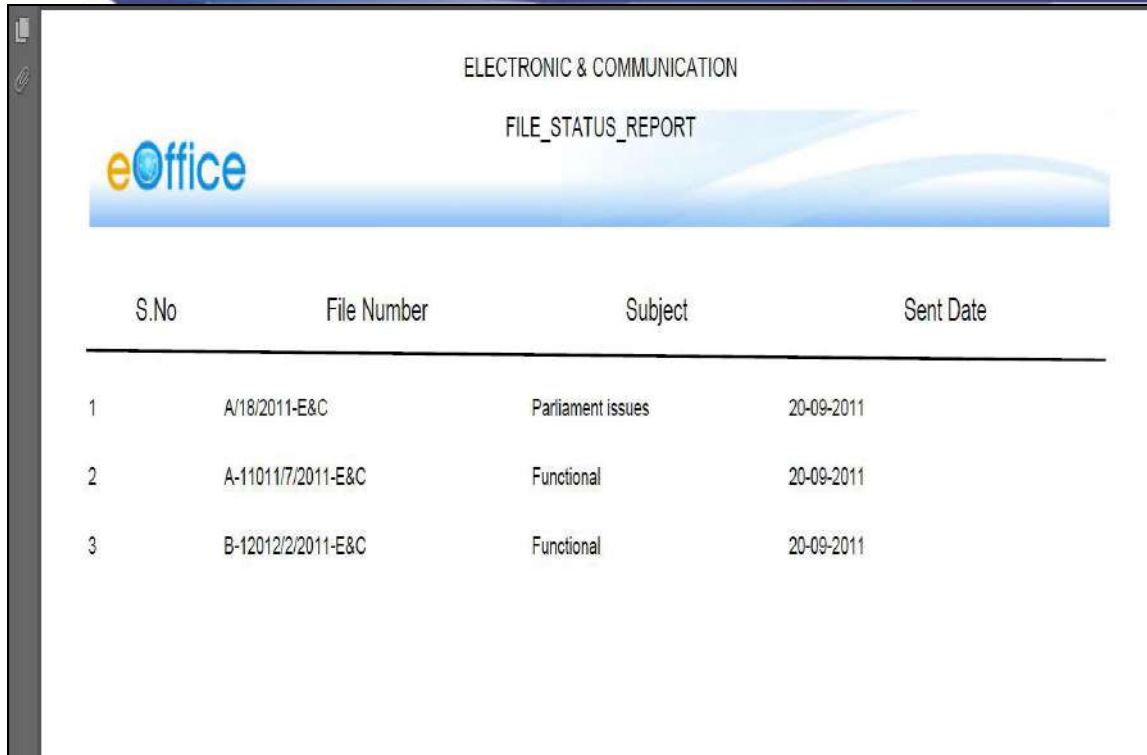


Fig.eFile. 39823

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.423).

As a result, the **Files Forwarded by Time Duration report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the forwarded files within particular time duration are generated, as shown in Fig.eFile.424:



ELECTRONIC & COMMUNICATION

FILE_STATUS_REPORT

eOffice

| S.No | File Number | Subject | Sent Date |
|------|--------------------|-------------------|------------|
| 1 | A/18/2011-E&C | Parliament issues | 20-09-2011 |
| 2 | A-11011/7/2011-E&C | Functional | 20-09-2011 |
| 3 | B-12012/2/2011-E&C | Functional | 20-09-2011 |

Fig.eFile. 39924

Receipts forwarded by duration:

This selection generates a PDF report that contains a list of all the Receipts that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Receipts Forwarded by Time Duration link under the Reports section. The Receipts Forwarded by Time Duration report screen appears, as shown in Fig.eFile.425:

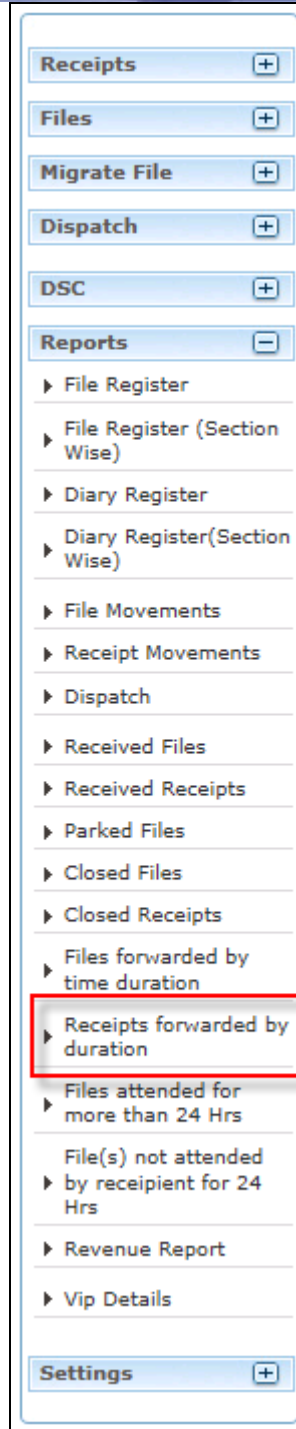


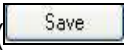
Fig.eFile. 40025

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report button, as shown in Fig.eFile.426:

Fig.eFile. 40126

As a result, Download File box appears, as shown in Fig.eFile.427:

Fig.eFile. 427

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.427).

As a result, the **Receipt Forwarded by Time Duration report** is saved at the specified location in PDF format. Now, when the user opens the report, details of all the forwarded Receipts within particular time duration are generated, as shown in Fig.eFile.428:

| S No. | Correspondence Number | Subject | Sent Date |
|-------|-----------------------|--------------------------------|------------|
| 1 | 1562/2011/ADMCON | Related to planning commission | 20-09-2011 |

Fig.eFile. 40228

Files attended for more than 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the Files attended for more than 24 Hrs. link under the Reports section, as shown in Fig.eFile.429:

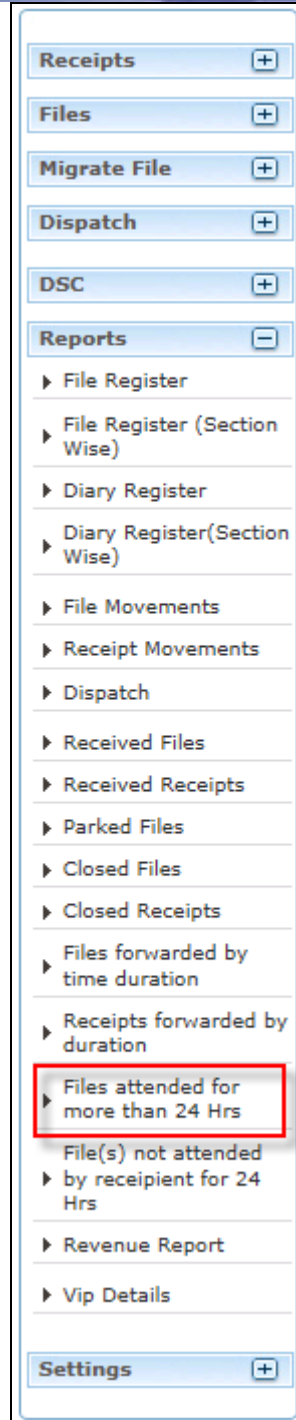


Fig.eFile. 4039

As a result, the **Files attended for more than 24 Hrs** .report opens in Pdf format, as shown in Fig.eFile.430:

| File Number | Subject | Sent By | Sent Date | Day(s) Pending |
|---------------------|---------------------|---------|------------|----------------|
| I-3/2/2011-PURCHASE | o | ADM(G) | 01-05-2011 | 3.0 |
| R-0/9/2011-ADM(G) | shodydscpt | PM(WP) | 05-05-2011 | 3.4 |
| S-1/04/2011-ADM(G) | test 5th | ADM(G) | 01-05-2011 | 3.4 |
| R-1/04/2011-ADM(G) | test electronic 2nd | ADM(G) | 12-05-2011 | 2 |
| S-0/3/2011-ADM(G) | for axj ki test | ADM(G) | 11-05-2011 | 6 |
| R-0/3/2011-ADM(G) | fr | ADM(G) | 14-05-2011 | 5 |
| R-0/4/2011-ADM(G) | fr | ADM(G) | 08-05-2011 | 3.2 |
| R-0/7/2011-ADM(G) | for creat | ADM(G) | 14-05-2011 | 3 |
| R-14/1/2011-ADM(G) | oil | ADM(G) | 04-05-2011 | 3 |

Fig.eFile. 40430

File(s) not attended by recipient for 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has not been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the File(s) not attended by recipient for 24 Hrs link under the Reports section, as shown in Fig.eFile.431:

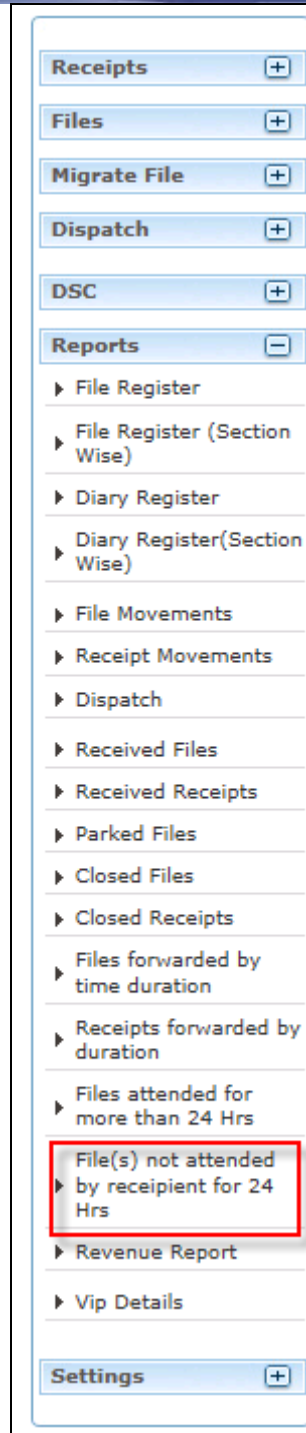


Fig.eFile. 40531

As a result, the **File(s) not attended by recipient for 24 Hrs** report screen appears, as shown in Fig.eFile.432:

Fig.eFile. 40632

Provide the information for the necessary filter and fields like 'From, To, Category, sent to etc. and click the Report () button, as shown in Fig.eFile.433:

Fig.eFile. 40733

As a result, Download File box appears, as shown in Fig.eFile.434:

Fig.eFile. 40834

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.434).

As a result, the **File(s) not attended by recipient for 24 Hrs report** is saved at the specified location

in Pdf format. Now, when the user opens the report, details of all the File(s) which are not attended by recipient for more than 24 Hrs within particular time duration are generated, as shown in Fig.eFile.435:

Receipt File Pendency Report
(01-01-2011 to 20-09-2011)

| S.No | File Number | Subject | Sent Date | Pending Days | Sent By |
|------|--------------------|---|------------|--------------|---------|
| 1 | A-50/24/2011-E&C | Allocation and Distribution of Work amongst officials - E&C related | 21-06-2011 | 91 | |
| 2 | D-25015/2/2011-E&C | REIMBUREMENT OF MOBILE BILLS | 11-04-2011 | 161 | |
| 3 | D-25016/1/2011-E&C | EPABX TELEPHONE BILLS | 17-08-2011 | 34 | |
| 4 | D-30025/1/2011-CC | SMS Gateway and services for Training | 01-06-2011 | 111 | |
| 5 | D-25015/1/2011-E&C | REIMBURESHMENT OF MOBILE BILLS | 21-07-2011 | 60 | |

Fig.eFile. 40935

Revenue Report:

This selection generates a PDF report that contains a list of the revenue that has been spent in the section(s) for dispatch.

To generate this report, user has to perform the following steps:

Click the Revenue Report under the Reports section, as shown in Fig.eFile.436:

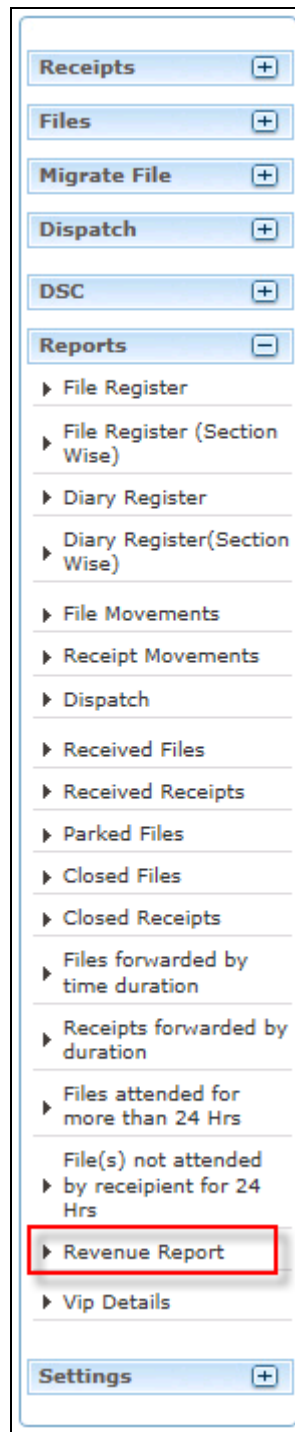


Fig.eFile. 41036

As a result, the Revenue Report screen appears, as shown in Fig.eFile.437:

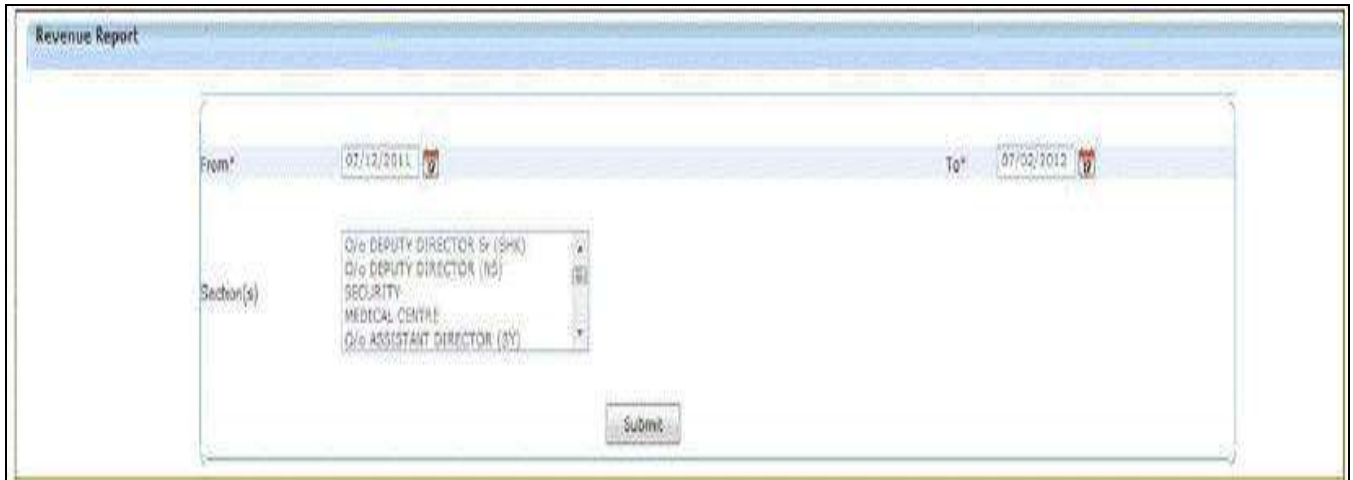


Fig.eFile. 41137

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.437). As a result, Download File box appears, as shown in Fig.eFile.438:




Fig.eFile. 412

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.429).

As a result, the **Revenue report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all section(s) revenue spent for dispatch are displayed, as shown in Fig.eFile.430:

Revenue Report
(01-07-2011 to 07-02-2012)

| Sl No. | Organization Name | Total Expenditure |
|--------|-----------------------------|-------------------|
| 1 | LBSNAA | 0.0 |
| 2 | LANGUAGE FACULTY | 0.0 |
| 3 | TRDC | 0.0 |
| 4 | SOCIETY CELL | 0.0 |
| 5 | OFFICER'S MESS | 0.0 |
| 6 | O/o DEPUTY DIRECTOR Sr (JS) | 0.0 |
| 7 | O/o DEPUTY DIRECTOR Sr (RS) | 0.0 |
| 8 | STORES & SUPPLY | 0.0 |

Fig.eFile. 413

VIP Details

This selection generates a PDF report that contains a list of the VIP Details.

To generate this report, user has to perform the following steps:

Click the VIP Details under the Reports section, as shown in Fig.eFile.431:

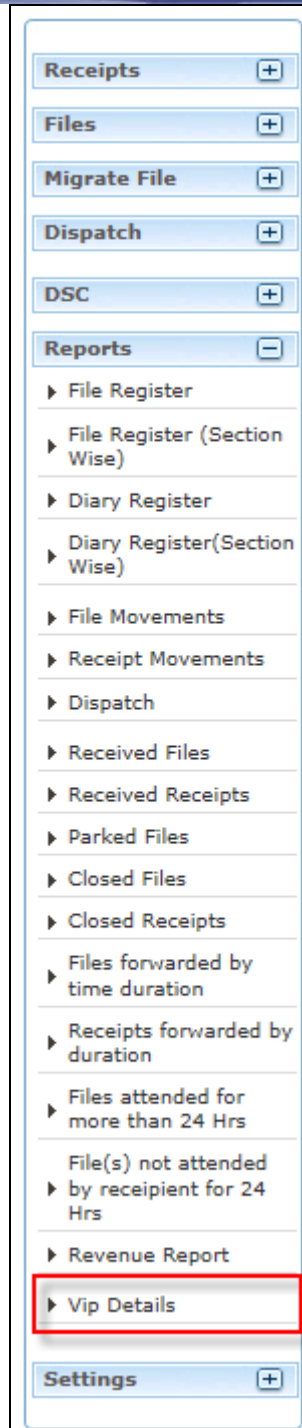


Fig.eFile. 414

As a result, the VIP Details Report screen appears, as shown in Fig.eFile.432:

Fig.eFile. 415

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.422). As a result, Download File box appears, as shown in Fig.eFile.433:

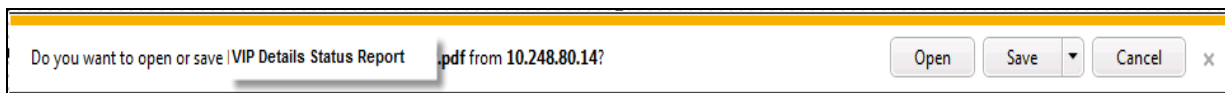


Fig.eFile. 416

Settings:

This section helps the user to change the preferences/settings in eFile. The Setting section incorporates 3 modules:

- a) Preferences
- b) Address Book
- c) User Groups
- d) Deactivate DSC

Let's have an introduction about these modules one by one:

a) Preferences: This module facilitates the user to change the user requirement general preferences and customize as per requirement. Preferences module is partitioned among different sections like:

i. **General Settings** : It helps the user to modify the General Settings like:

- **Max # of records/page:** Refers to numbers of records that listed in a page

- **Template:** Refers to color theme of eFile Application.
 - **Auto Save Duration:** Refers to set mode into Auto save while making any note in eFile Application
 - **Flash Animations:** Refers to if users prefers Flash animation in eFile application or not.
- ii. **Alert Settings:** It helps the user to set alerts on Mobile, Email or both.
- iii. **Dashboard Settings:** It helps the user to set alert for any particular Sender, Category, Priority or multiple Categories.
- iv. **List View Settings:** It helps the user to change the default view mode of Files/Receipts. User can set it to Electronic view, physical view or Default view which comprises of both.
- v. **DSC Settings:** It helps the user to view the current status of DSC installed to his/her account (if any).
- vi. **Customise your settings:** It helps the user to customize the DSC setting as per requirement. User can set it to Authentication mode, signing mode or both which comprises of Authentication and signing of DSC.

To change the settings, user has to perform the following steps:

- Click the **Preferences** Link under **Settings** section, as shown in Fig.eFile.434:

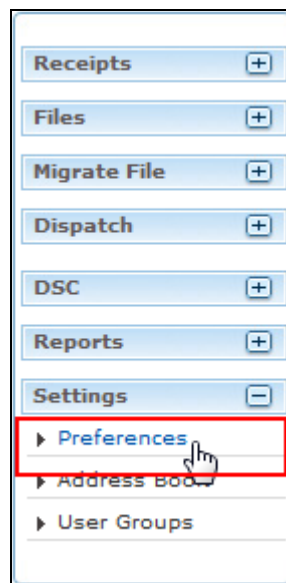


Fig.eFile. 417

As a result, **Preferences page** appear, as shown in Fig.eFile.435:

General Settings

Max # of records/page: 20 | Template: Blue

Auto Save Duration(In Sec): 2 | Flash Animation: No

Alert Settings

Email SMS Both None

Enter Email: nilu302@qm | Enter Phone Number: 9177601753

Out of Office | Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART) | Get alert for Category: All matters re

Get alert for Priority: Out Today | Choose categories (maximum five):

- None
- ACP and other related matters
- ACR related matters
- AMC & Demand
- All AMC/FSMA cases
- All Accounts related matters
- All Estates related matters
- All GDP related

List View Settings

Mode: Default | Scope: Default

DSC Settings

Current Status:

Customise your Settings

Authentication Signing Both

Buttons: Save, Clear

Fig.eFile. 418

- User can change the General Settings, Alert settings or Dashboard settings as per requirement, as shown in Fig.eFile.436:

General Settings

Max # of records/page: 100 | Template: Blue

Auto Save Duration(In Sec): 2 | Flash Animation: No

Alert Settings

Email SMS Both None

Enter Email: nilu302@qm | Enter Phone Number: 9177601753

Out of Office | Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART) | Get alert for Category: All matters re

Get alert for Priority: Out Today | Choose categories (maximum five):

- None
- ACP and other related matters
- ACR related matters
- AMC & Demand
- All AMC/FSMA cases
- All Accounts related matters
- All Estates related matters
- All GDP related

List View Settings

Mode: Electronics | Scope: Default

DSC Settings

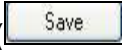
Current Status:

Customise your Settings

Authentication Signing Both

Buttons: Save, Clear

Fig.eFile. 419

- After required changes, Click the Save () Button (Fig.eFile.436) to save the altered changes.

b) Address Book: This module facilitates the user to create the group and add new contact/user into that group which helps the user while diarizing of a correspondence.

To create Group and add users to the group, user has to perform the following steps:

- Click the **Address Book** Link under **Settings** section, as shown in Fig.eFile.437:

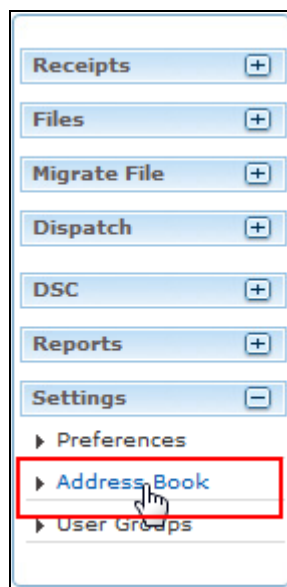


Fig.eFile. 420

- As a result, new window appears as shown in Fig.eFile.438:

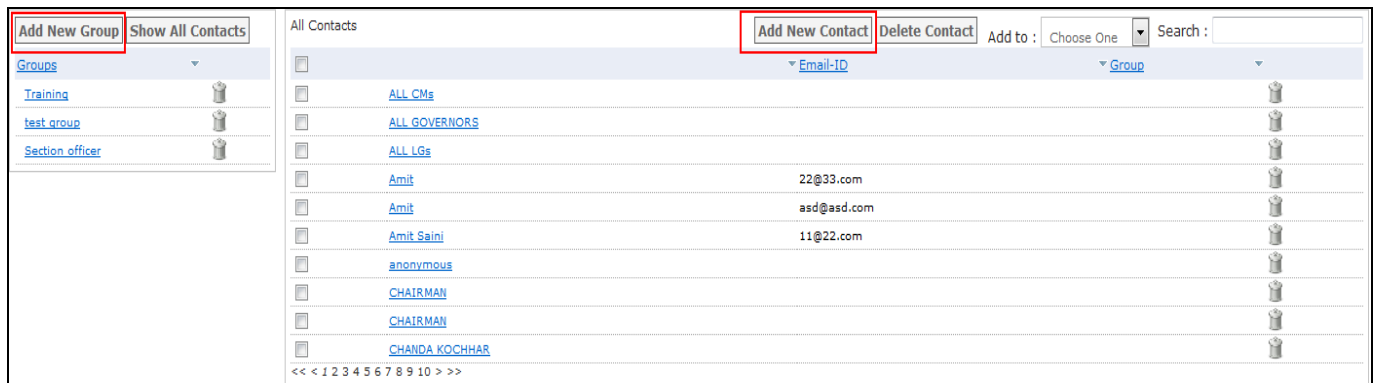


Fig.eFile. 421

- Click the **Add New Group** (**Add New Group**) button, as a result new window appears, as shown in Fig.eFile.439:

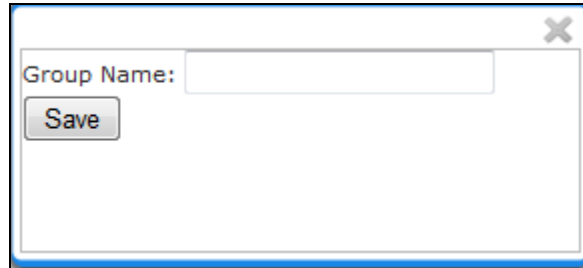


Fig.eFile. 422

- Enter the **Group name** and click the **Save** button, as shown in Fig.eFile.440:

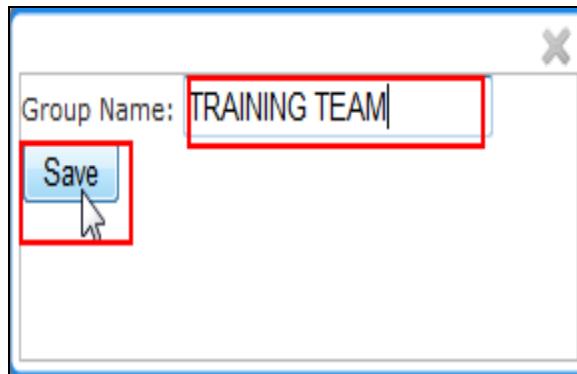


Fig.eFile. 423

As a result, a new group is created

Now to add users to the created group:

- Click the Group in which user is required to be added up, as shown in Fig.eFile.441:



Fig.eFile. 424

- Click the **Add New Contact** (**Add New Contact**) button, as a result, user info page appears, shown in Fig.eFile.442:

| | |
|-------------------------------------|---------------------------------------|
| Name * | <input type="text"/> |
| Designation | <input type="text"/> |
| Email | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| Country | INDIA <input type="text"/> |
| State | Choose one <input type="text"/> |
| Pin Code | <input type="text"/> |
| Mobile | <input type="text"/> |
| Ministry | Choose one <input type="text"/> |
| Department | Choose one <input type="text"/> |
| Organization | Choose one <input type="text"/> |
| Telephone | <input type="text"/> |
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> |

Fig.eFile. 425

- Fill the required metadata and Click the **Save** button, as shown in Fig.eFile.443:

| | |
|---|-----------------|
| Name * | Rakesh Yadav |
| Designation | Section Officer |
| Email | rakesh@nic.in |
| Address 1 | Nirmaan bhawan |
| Address 2 | Delki |
| Country | INDIA |
| State | Delhi |
| Pin Code | |
| Mobile | 9911112211 |
| Ministry | M/O FINANCE |
| Department | Choose one |
| Organization | GPL |
| Telephone | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

Fig.eFile. 426

As a result, the user gets added up in the selected group.

c) User Groups: This module facilitates the user to create a group and add user list to that created group which helps the user while sending a Receipt/File to list of selected users or to a group which comprises of contained user list.

To create User Group and add users to the group, user has to perform the following steps:

- Click the **User Groups** Link under **Settings** section, as shown in Fig.eFile.444:

| Group Name | Description |
|-------------------------|---------------------|
| QA.GG | QA Gc Group |
| TRAINING TEAM | for eOffice modules |
| z | z |
| SS | SS |
| test group - user group | testtttttt |
| TDS | |

Fig.eFile. 427

As a result, Create Group page appears, as shown in Fig.eFile.445:

| Group Name | Description |
|-------------------------|-------------|
| test | s |
| test_group - user_group | testttttttt |

Fig.eFile. 428

- Click the **Create Group** button (Fig.eFile.426), as a result new window appears, as shown in Fig.eFile.446:

Group Name:

Description:

(Select Users from the list to create user group)

Search:

| Name | Marking Abbr | Org Unit |
|---|--------------|----------------------------|
| <input type="checkbox"/> SUDIP CHATTERJEE | DA(SC) | ADMINISTRATION |
| <input type="checkbox"/> JAGDISH PRASAD BARMOLA | DA(JPB)CAN | CAHTEEN |
| <input type="checkbox"/> MOHAMMAD ASLAM | DPA(MA) | COMPUTER CENTRE |
| <input type="checkbox"/> POONAM SINHA | DPA(PS) | COMPUTER CENTRE |
| <input type="checkbox"/> BHAWANA ABHAY PORWAL | HI(BAP) | LANGUAGE FACULTY |
| <input type="checkbox"/> BINAY SHANKAR KALA | CMO(BSK) | MEDICAL CENTRE |
| <input type="checkbox"/> SAVITRI JHILDYAL | DA(SJ) | CONTROLLER OF EXAM |
| <input type="checkbox"/> SUSHILA RAJORI | EPABXOP(SR) | ELECTRONIC & COMMUNICATION |
| <input type="checkbox"/> VINOD PRASAD UNIYAL | EPABXOP(VPU) | ELECTRONIC & COMMUNICATION |
| <input type="checkbox"/> MALKIT SINGH | ALIO(MS) | LIBRARY |

« 1 2 3 4 5 »

Fig.eFile. 429

- Enter the **Group name** and description(if any), click the **Create** button, as shown in Fig.eFile.447:

Group Name: TRAINING TEAM
Description: for eOffice modules
Create

(Select Users from the list to create user group)

| Name | Marking Abbr | Org Unit |
|---|--------------|----------------------------|
| <input type="checkbox"/> SUDIP CHATTERJEE | DA(SC) | ADMINISTRATION |
| <input type="checkbox"/> JAGDISH PRASAD BARMOLA | DA(JPB)CAN | CANTEEN |
| <input type="checkbox"/> MOHAMMAD ASLAM | DPA(MA) | COMPUTER CENTRE |
| <input type="checkbox"/> POONAM SINHA | DPA(PS) | COMPUTER CENTRE |
| <input type="checkbox"/> BHAWANA ABHAY PORWAL | HI(BAP) | LANGUAGE FACULTY |
| <input type="checkbox"/> BINAY SHANKAR KALA | CMO(BSK) | MEDICAL CENTRE |
| <input type="checkbox"/> SAVITRI JHILDYAL | DA(SJ) | CONTROLLER OF EXAM |
| <input type="checkbox"/> SUSHILA RAJORI | EPABXOP(SR) | ELECTRONIC & COMMUNICATION |
| <input type="checkbox"/> VINOD PRASAD UNIYAL | EPABXOP(VPU) | ELECTRONIC & COMMUNICATION |
| <input type="checkbox"/> MALKIT SINGH | ALTO(MS) | LIBRARY |

Fig.eFile. 430

As a result, a new group is created

Now to add users to the created group:

Click the Group in which user is required to be added up, as shown in Fig.eFile.448:

| Group Name | Description |
|-------------------------|---------------------|
| TRAINING_TEAM | for eOffice modules |
| test_group - user group | testttttttt |

Fig.eFile. 431

- Select the users from the list which needs to be added up in the selected group and click the **Save** button, shown in Fig.eFile.449:

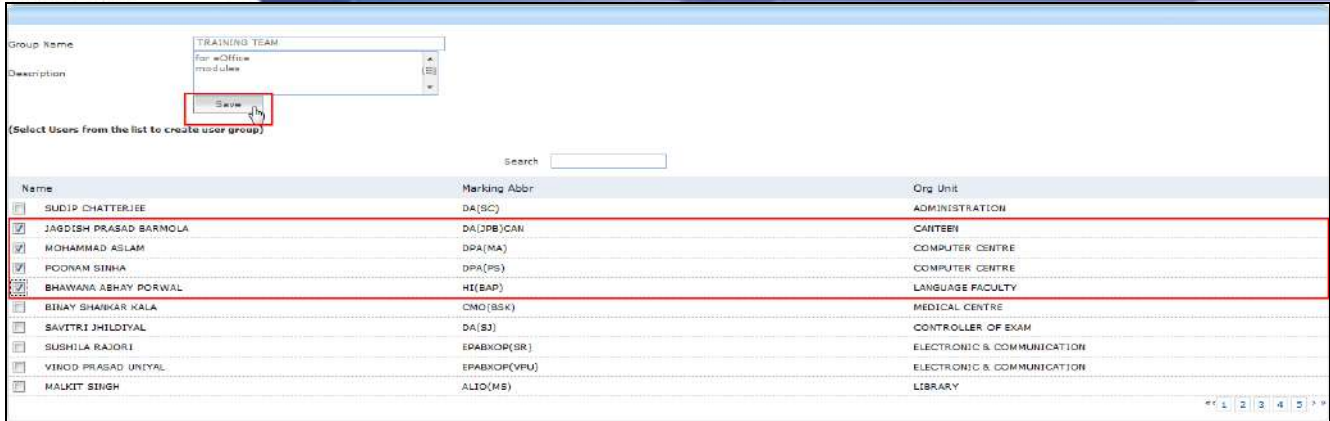


Fig.eFile. 432

As a result, the user gets added up in the selected group.

Deactivate DSC: User can delete the DSC enrollment through Delete link and for Activation link Activate can be used as shown in the Fig.eFile.450:

Signing Certificate

| SL.No. | Certificate | Type | Validity | Enroll Date | User Name | DeActivation Date | Activate | Delete |
|--------|--|---------|------------------|------------------|--------------|-------------------|------------|--------|
| 1 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 20-07-2012 10:57 | RAMESH KUMAR | 20-07-2012 12:36 | Activate | Delete |
| 2 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 23-07-2012 03:09 | RAMESH KUMAR | 23-07-2012 03:09 | Activate | Delete |
| 3 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 23-07-2012 03:11 | RAMESH KUMAR | 24-07-2012 02:27 | Activate | Delete |
| 4 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 24-07-2012 02:27 | RAMESH KUMAR | 24-07-2012 02:41 | Activate | Delete |
| 5 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 24-07-2012 02:31 | RAMESH KUMAR | 24-07-2012 04:24 | Activate | Delete |
| 6 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 24-07-2012 04:24 | RAMESH KUMAR | 30-07-2012 01:57 | Activate | Delete |
| 7 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 30-07-2012 01:58 | RAMESH KUMAR | 30-07-2012 02:01 | Activate | Delete |
| 8 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 30-07-2012 02:01 | RAMESH KUMAR | 30-07-2012 02:02 | Activate | Delete |
| 9 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 30-07-2012 02:03 | RAMESH KUMAR | 30-07-2012 02:37 | Activate | Delete |
| 10 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 30-07-2012 02:37 | RAMESH KUMAR | 30-07-2012 02:38 | Activate | Delete |
| 11 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 30-07-2012 02:38 | RAMESH KUMAR | 30-07-2012 02:49 | Activate | Delete |
| 12 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 30-07-2012 03:11 | RAMESH KUMAR | 01-08-2012 09:36 | Activate | Delete |
| 13 | SUNIL KUMAR's NIC Certifying Authority ID - 19509636 | Signing | 20-10-2012 12:17 | 22-08-2012 12:08 | RAMESH KUMAR | | Deactivate | Delete |

Fig.eFile. 433

Search:

It has 2 links to perform search operations with respect to active tabs

- Search
- Advanced

Multiple Actions can be performed on selection of multiple receipts/files/dispatches respectively.

Search:

In Search user can perform the findings of the records with respect to active folders

has to be searched receipt number should be mentioned in the search field and search is done with

respect to receipts only in such ways it is with other tabs also as shown in the figures.

Search is performed with respect to active user's modules only not section wise.

- Type the file number to search from File Inbox and the resultant file can also be opened as shown in the figure Fig.eFile.451:

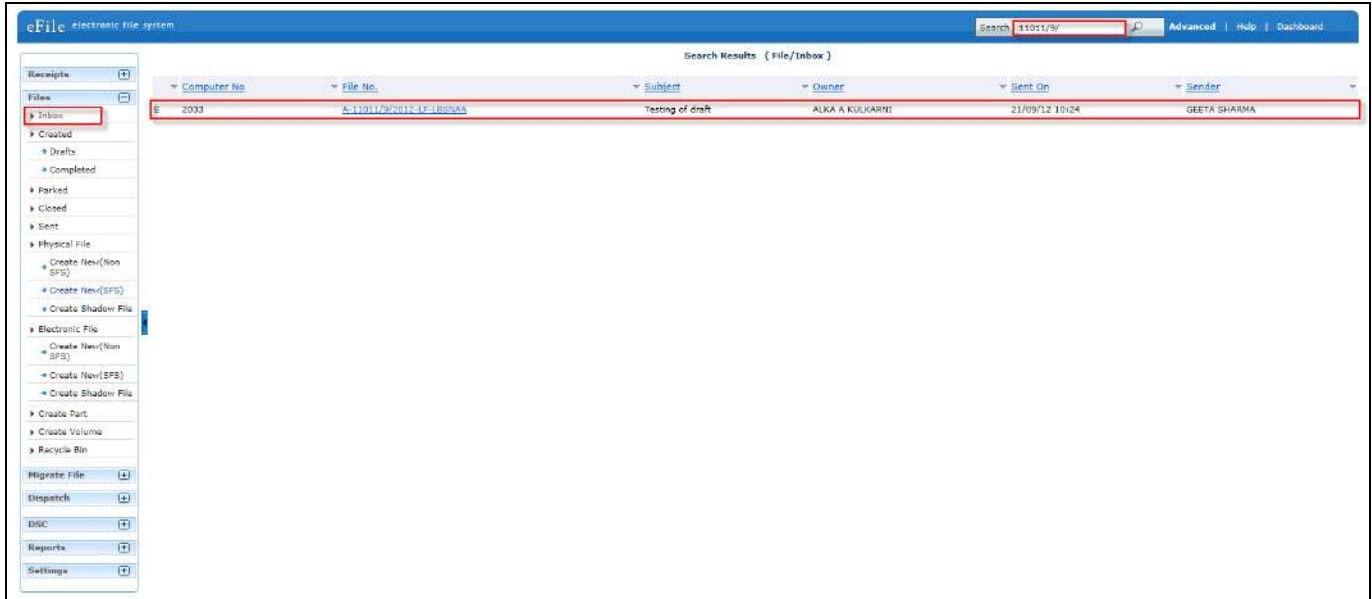


Fig.eFile. 434

- As a result page is opened through View action as shown in Fig.eFile.452:

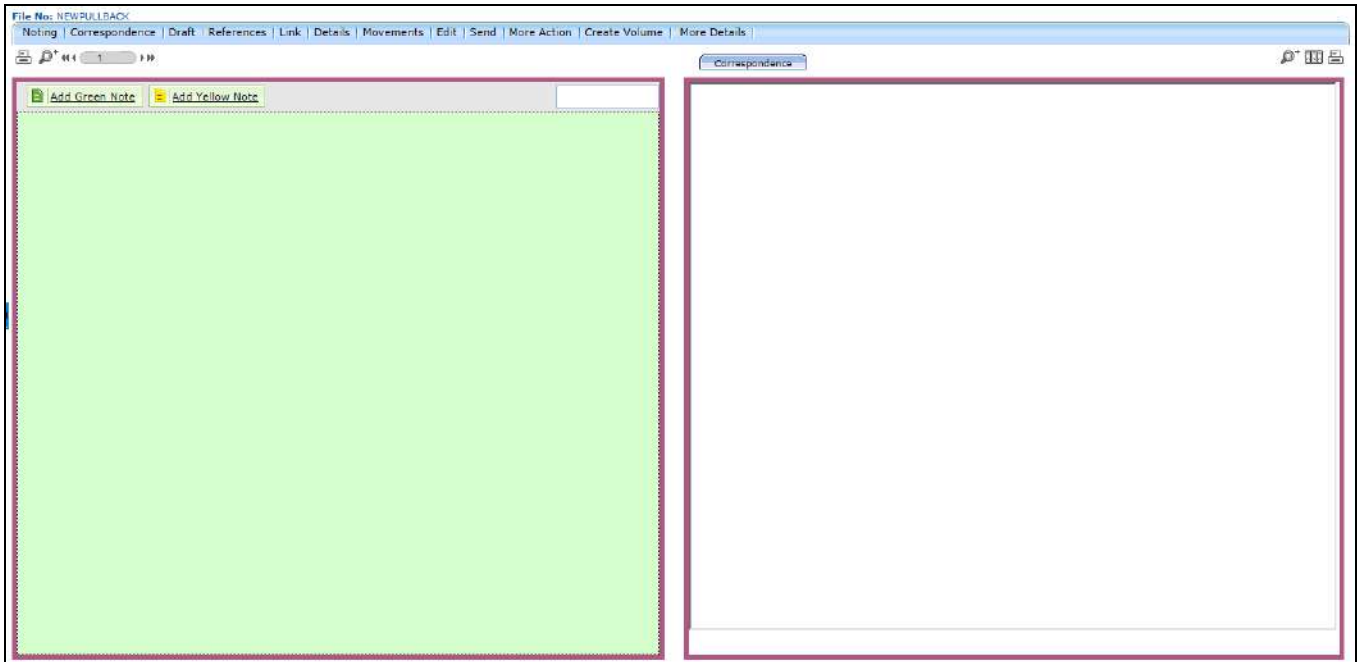


Fig.eFile. 435

Advanced:

Search is categorized into individually and it has 3 links to perform operations for Advanced:

Advanced Search is performed Globally, Section wise and Hierarchy wise. By default, search scope is global. In the configuration settings, scope of the Search can changes as and when required.

Let us see in detail Receipts, Files and Dispatch.

- **Receipt:** Search a receipt depending on any factors as shown in the figure Fig.eFile.453:

Fig.eFile. 436

- As a result the receipt which can be under actions of Send, Receive, Pull Up and Reopen as shown in the Fig.eFile.454:

| Computer No. | Receipt No. | Subject | Path | Sender | Diary Date | Letter Date | Owner | Section |
|--------------|--------------|----------|---------------|--|----------------|-------------|-----------------|------------------|
| P 8409 | 8409/2012/LF | vsrverve | Receipt\Inbox | kulriya, nvrw, wrrelr, Department of Personnel and Training, LBSNAA, WRW | 28/09/12 12:18 | - | ALKA A KULKARNI | LANGUAGE FACULTY |

Fig.eFile. 437

- On right click of record ,it displays the actions which can be performed instantly for record as shown in Fig.eFile.455:

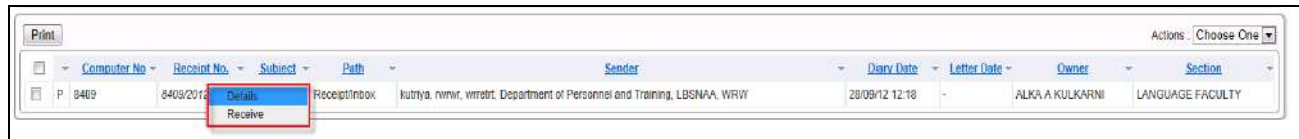


Fig.eFile. 438

- Click on Details link to display Details as shown in Fig.eFile.456:

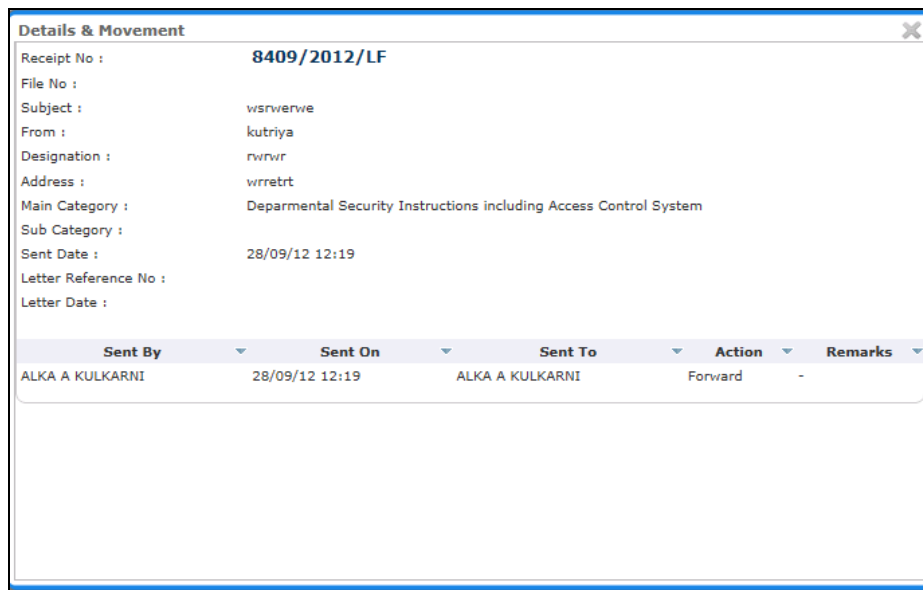


Fig.eFile. 439

To perform any action Receipt should be in Received Mode.

- Send: To perform Send operation receipt should have been in Received mode as shown in the Fig.eFile.457:



Fig.eFile. 440

Refer Send process in Receipt Send/File Send (as shown in Fig.eFile.457):

- For the respective receipt Send window appears as shown in Fig.eFile.458:

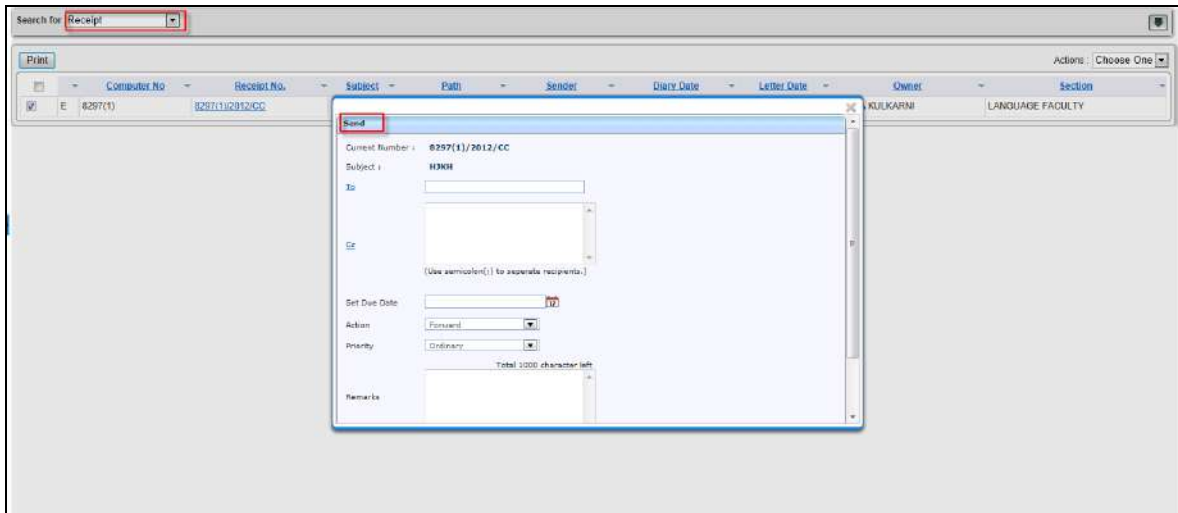


Fig.eFile. 441

- Receive: If searched receipt is unreceived it can be received from receive action as shown in the Fig.eFile.459:

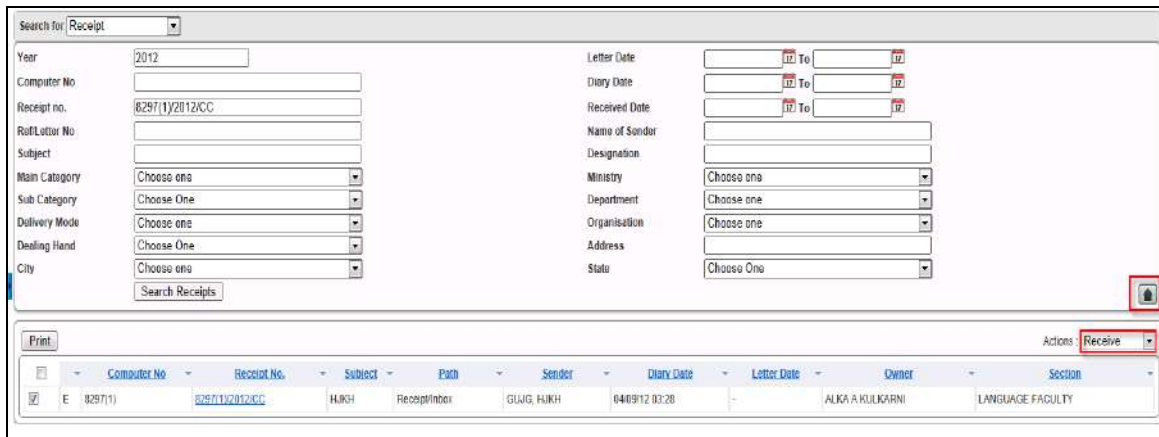


Fig.eFile. 442

- Pull Up: The receipt will be pull up and redirected to Receipt Inbox as shown in the Fig.eFile.460:

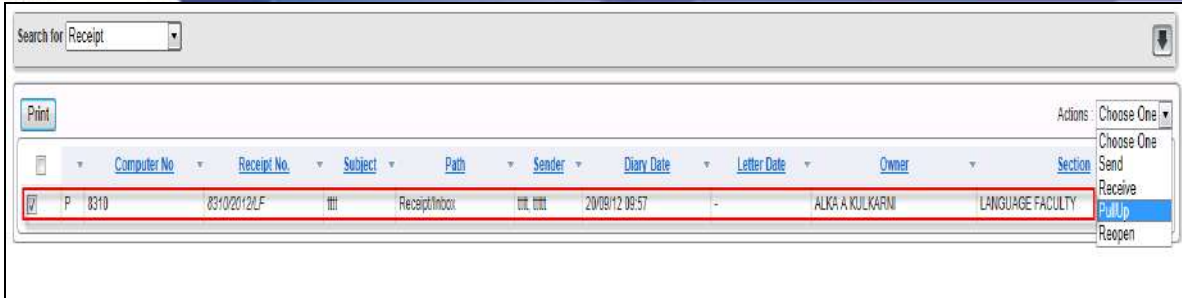


Fig.eFile. 443

- Reopen: Reopen action is performed on closed receipt with remarks as shown in the Fig.eFile.461:

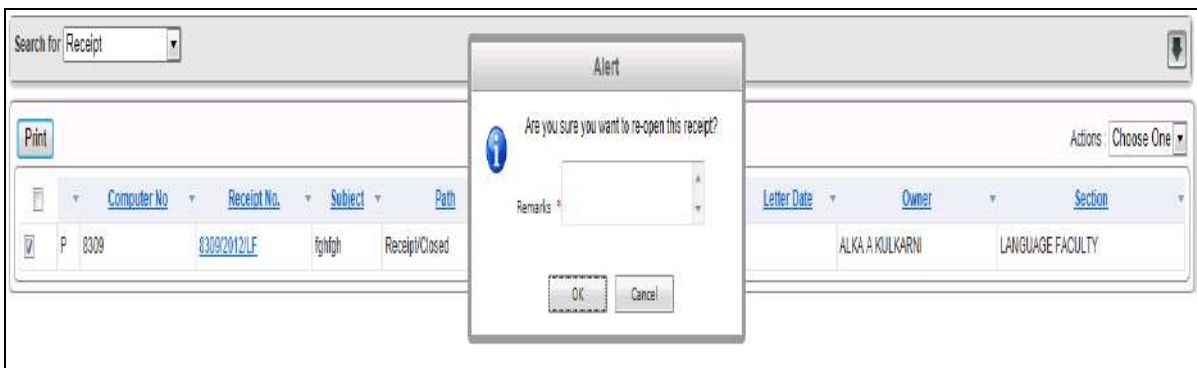


Fig.eFile. 444

- Reopened receipt is redirected to the Receipt Inbox as hown in the Fig.eFile.462:

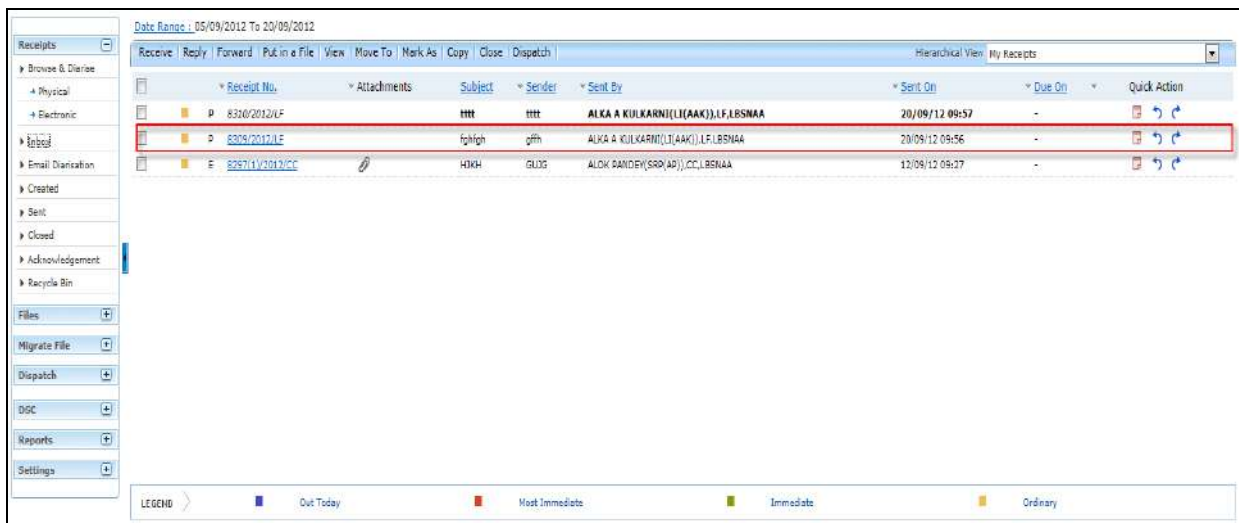


Fig.eFile. 445

Send : Send is performed for received receipts

Receive: Receipt should be in receive mode.

Pull Up: This action is performed from Inbox of person in respective section.

Reopen: Closed receipt can be opened with Reopen action

All the above mentioned actions can be performed,if any of these actions are required to respective receipt.

File:

- File can be searched with any referenced categories as shown in the Fig.eFile.463:

Search for: File

Year: 2012

File no.: A-11011/10/2012-LF-LB

Computer No.:

Subject:

Previous Reference:

Later Reference:

Category: Choose one

Sub Category: Choose one

Barcode No.:

Opening Date: To

Search Files

| Computer No. | File No. | Subject | Path | Opening Date | Owner | Section |
|--------------|---|---------|------------|----------------|-----------------|------------------|
| P 2036 | A-11011/10/2012-LF-LBSNAA | scfsada | File/Inbox | 20/09/12 09:37 | ALKA A KULKARNI | LANGUAGE FACULTY |

Fig.eFile. 446

- To perform instant actions on searched file User can View ,Details and Send as shown in Fig.eFile.464:

Search for: File

Year: 2012

File no.: A-11011/10/2012-LF-LB

Computer No.: 2104

Subject: sad

Path: File/Created

Opening Date: 28/09/12 11:24

Owner: ALKA A KULKARNI

Section: LANGUAGE FACULTY

View
Details
Send

Fig.eFile. 447

- To view the file click on View action as shown in Fig.eFile.465:

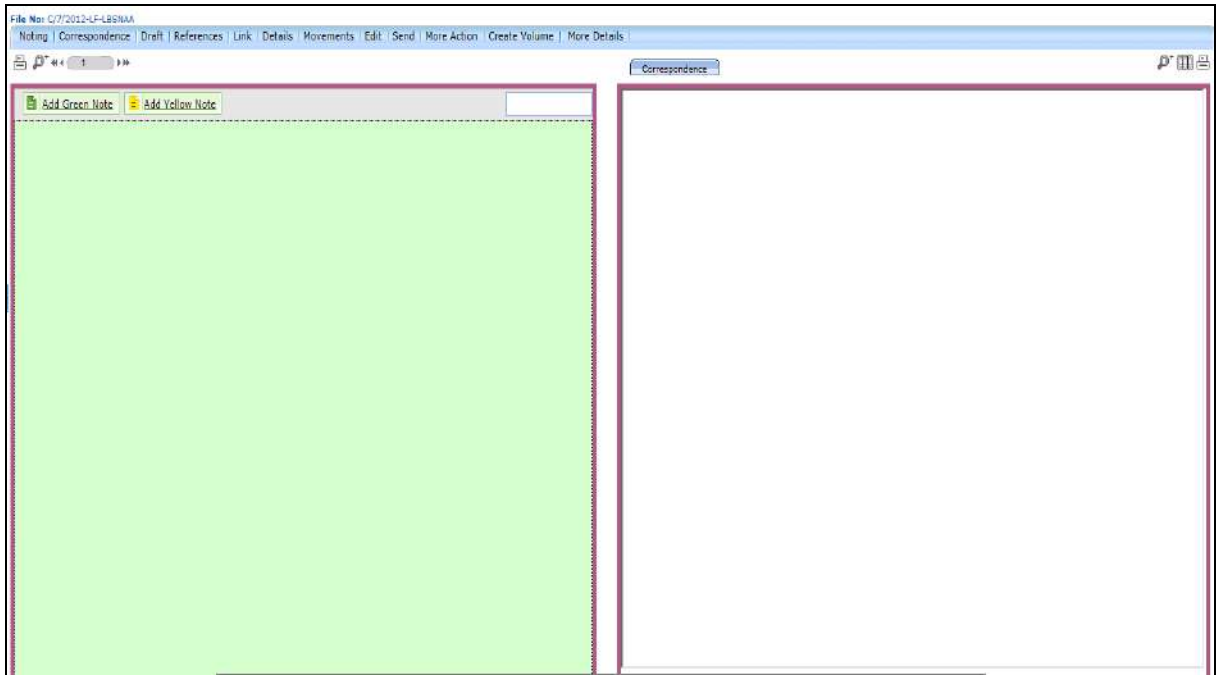


Fig.eFile. 448

- Click on Details action as shown in Fig.eFile.466:

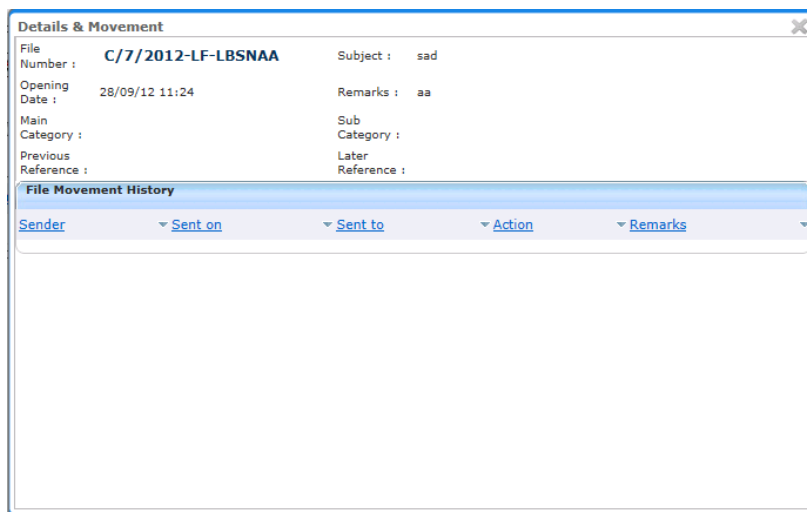


Fig.eFile. 449

Send: Send action is performed to send file.

Receive:Receive the physical file to perform other actions

Pull Up:User can Pull Up the file either from active user or section wise.

Make Active:Closed files can be made active by Make Active action.

All the above mentioned actions could be performed for the respective selected records based on permissions available to user.

Make as Active:

- Closed file can be made active with Make as Active action as shown in the Fig.eFile.467:

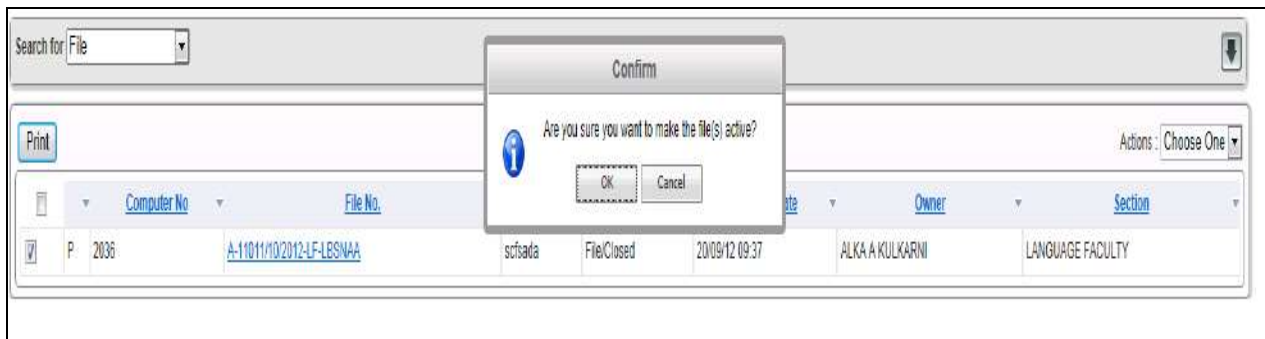


Fig.eFile. 450

- Activated file is redirected to the File Inbox as shown in the Fig.eFile.468.

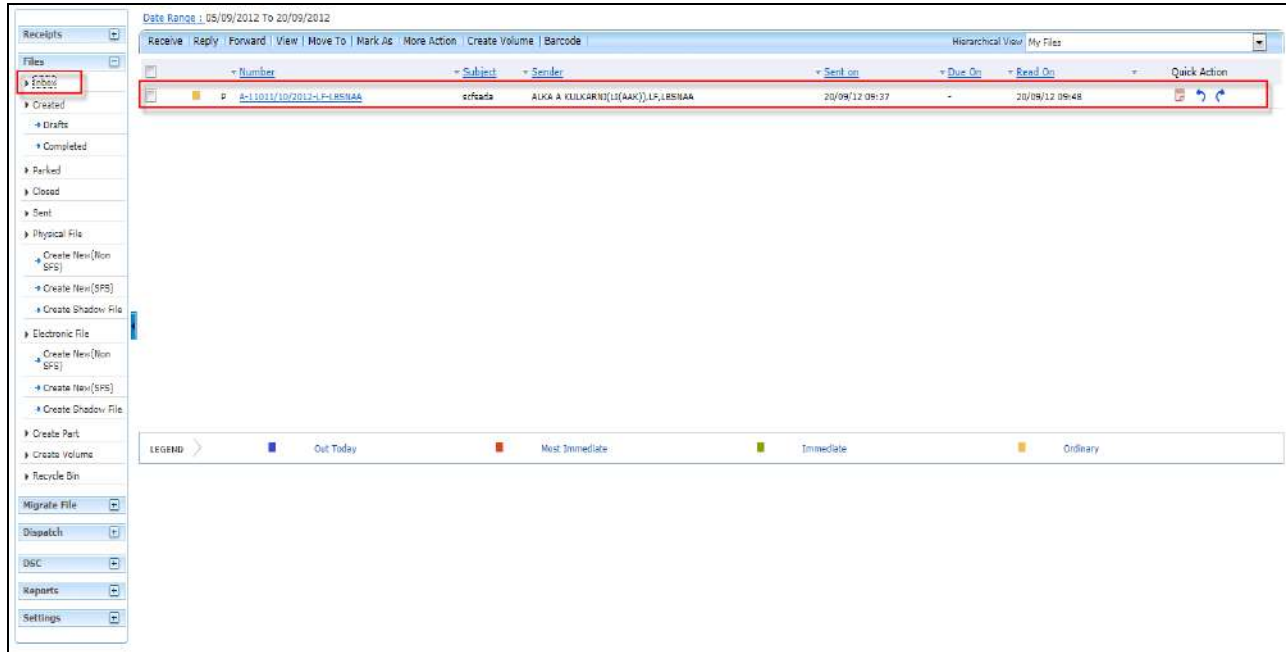


Fig.eFile. 451

Dispatch:

Receive :This action is performed by CRU or permission available to user

Resend:This action is performed by CRU or User if required.

- Dispatch can be searched through dispatch number as shown in the Fig.eFile.469:

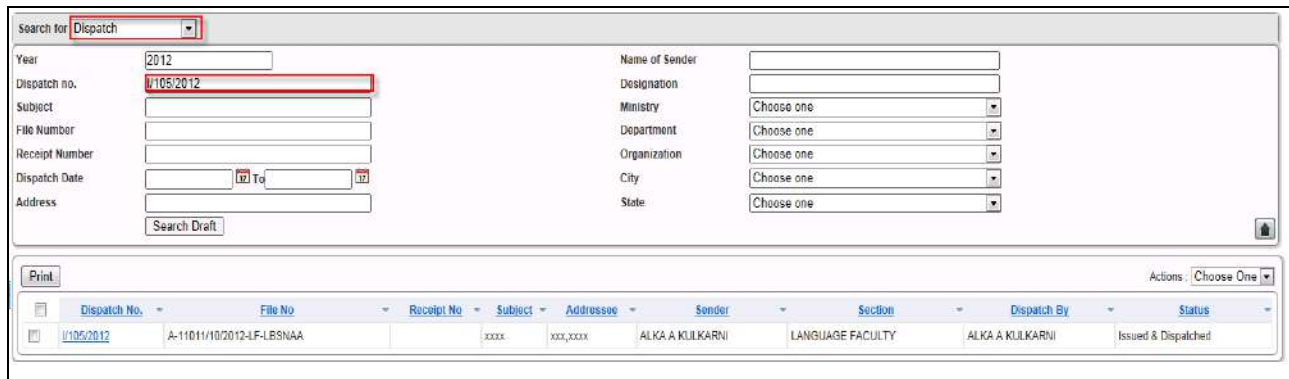


Fig.eFile. 452

- Dispatch has 2 actions Receive and Resend as shown in the Fig.eFile.470:

On the right click of the Draft user can perform Details and View action only.



Fig.eFile. 453

Hierarchy Search

Hierarchy search is basically reporting level Search(File(s)/Receipt(s)/Dispatch(s) as follows:

| Level | Top Level | Middle Level | Lower Level |
|--------|---------------|--|--|
| Top | Can View All | Can View All | Can View All |
| Middle | No privileges | Only when sent /received with each other | Can View All |
| Lower | No privileges | No privileges | Only when sent /received with each other |

Let us see in detail the process of Searching on Hierarchy-wise.

Top level authority can view and perform all sorts of operations for the File/Receipt/Dispatches created by Next level reporting.

Example Padamvir singh is the Top Level Management authorised to view and operate the created File/Receipts/Dispatches of Alokp who is reporting to Padamvirsingh as shown in Fig.eFile.471:

The screenshot shows the eFile search interface. At the top right, the user name 'PADAMVIR SINGH DIR' is displayed. The search criteria are as follows:

- Search for: Receipt
- Year: 2012
- Computer No: [Empty]
- Receipt no: 8499/2012/DIR
- Ref/Letter No: [Empty]
- Subject: [Empty]
- Main Category: Choose one
- Sub Category: Choose One
- Delivery Mode: Choose one
- Dealing Hand: Choose One
- State: Choose One
- Letter Date: [From] To [To]
- Diary Date: [From] To [To]
- Received Date: [From] To [To]
- Name of Sender: [Empty]
- Designation: [Empty]
- Ministry: Choose one
- Department: Choose one
- Organisation: [Empty]
- Address: [Empty]
- City: [Empty]

A 'Search Receipts' button is located at the bottom of the search criteria section.

Fig.eFile.471

- Enter the Receipt to Search(Created by Alokp) and select Pull Up action as shown in Fig.eFile.472:

The screenshot shows the search results table. The search criteria are the same as in Fig. eFile.471. The results table is as follows:

| Print | Computer No | Receipt No. | Subject | Path | Sender | Diary Date | Letter Date | Owner | Section | Actions |
|--------------------------|-------------|---------------|---------|--------------|---------|----------------|-------------|-------------|-----------------|---|
| <input type="checkbox"/> | P 8499 | 8499/2012/DIR | www 1 | ReceiptInbox | w, w, w | 11/10/12 10:48 | - | ALOK PANDEY | COMPUTER CENTRE | Choose One Choose One Send Receive Pull Up Reopen |

Fig.eFile.472

- A pop window appears as Pull Up Alert and Click Ok button as shown in Fig.eFile.473:

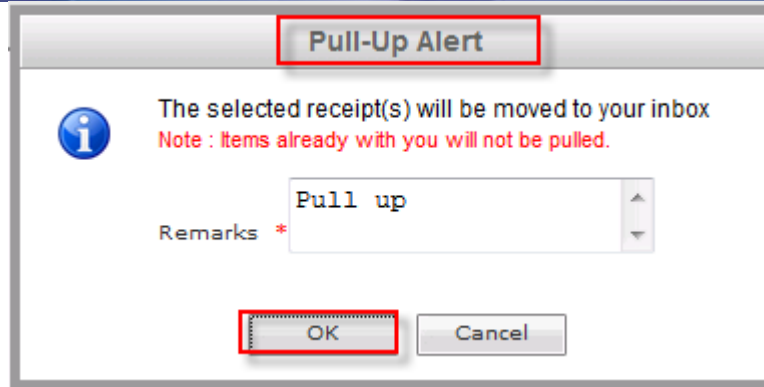


Fig.eFile.473

- Pulled Up receipt is shown in Normal font (earlier Italic font) and click on receipt as shown in Fig.eFile.474:

| Computer No | Receipt No. | Subject | Path | Sender | Diary Date | Letter Date | Owner | Section |
|-------------|---------------|---------|--------------|------------|----------------|-------------|----------------|-----------------|
| P 8499 | 8499/2012/DIR | www 1 | ReceiptInbox | w, w, w, w | 11/10/12 10:48 | - | PADAMVIR SINGH | O/o of DIRECTOR |

Fig.eFile.474

- As a result Receipt(Searched) is opened to perform any operations on it by Top Level as shown in Fig.eFile.475:

Fig.eFile.475

Middle Level Management

- Middle Level has searched a File of Lower Level and Pull Up the file to perform operations as shown in Fig.eFile.476:

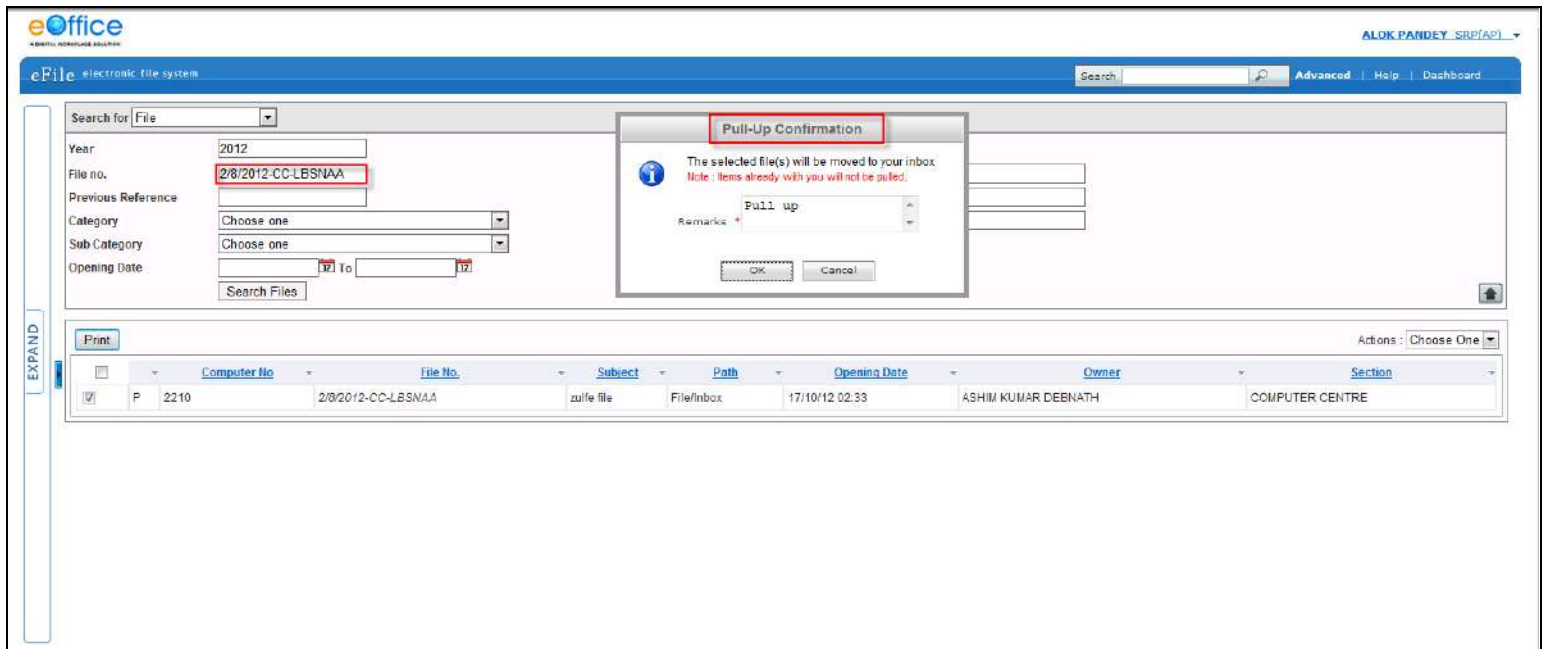


Fig.eFile.476

- Searched File is Pulled Up in the Inbox of Middle Level and click on File No as shown in Fig.eFile.477:

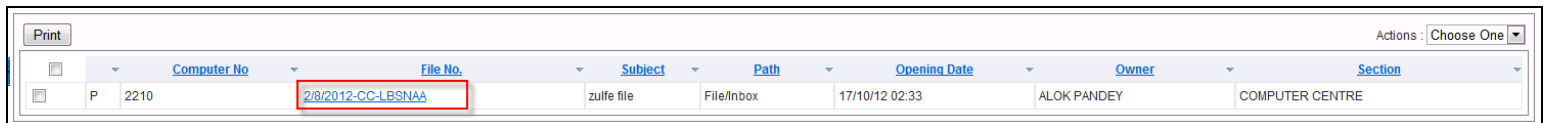


Fig.eFile.477

- As a result File opens up to perform any operations as shown in Fig.eFile.478:

File No: 2/8/2012-CC-LBSNAA

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File

File Number : 2/8/2012-CC-LBSNAA
 Opening Date : 17/10/12 02:33
 Main Category :
 Previous Reference :
 Subject : zulfa file
 Remark : zulfa file
 Sub Category :
 Later Reference :

Part Files Created

| Part No. | Created On | Remarks |
|----------|------------|---------|
| | | |

TOC Receipt

| Receipt/Issue No. | Subject | Type | Timestamp |
|-------------------|---------|------|-----------|
| | | | |

Dispatch Movement History

| Dispatch Number | Subject | Sent to | Dispatch Date | Sent By | Dispatch Mode | Remarks |
|-----------------|---------|---------|---------------|---------|---------------|---------|
| | | | | | | |

Linked Files

| File Number | Subject |
|-------------|---------|
| | |

Fig.eFile.478

- Lower Level Can View the Searched File(Middle Level but not Top Level) whereas cannot Pull Up the File as hown in Fig.eFile.479:

Its only Top Level having authority to perform operations on File/Receipt/Dispatch created by Middle Level and Lower Level.

Search for: File

Year: 2012
 File no.: 2/8/2012-CC-LBSNAA
 Previous Reference:
 Category: Choose one
 Sub Category: Choose one
 Opening Date: 17 To 17
 Search Files

Alert
 Action not allowed for selected item(s)
 OK

Print

| | Computer No | File No. | Subject | Path | Opening Date | Owner | Section |
|-------------------------------------|-------------|--------------------|---------|-----------|----------------|---------------------|-----------------|
| <input checked="" type="checkbox"/> | P 2151 | 2/8/2012-CC-LBSNAA | std | File/Sent | 09/10/12 10:28 | ASHIM KUMAR DEBNATH | COMPUTER CENTRE |

Actions: Pull Up

Fig.eFile.479

Middle Level an immediate reporting to Top Level can view but cannot perform any operations on created File(s)/Receipt(s)/Dispatche(s).

Lower Level Management

Example Alokp(Middle) is reporting to Padamvirsingh(Top) and Ashim(Lower) is reporting to Alokp.

- Alokp is authorised to view the work of Ashim whereas Ashim can view but cannot perform any operations on any of the work of Alokp as shown in Fig.eFile.480:.

The screenshot displays the eFile application interface. At the top right, the user is identified as ASHIM KUMAR DEBNATH DEB(AKD). The main search area includes a dropdown menu for 'Search for' set to 'File'. Below this, there are several input fields: 'Year' (2012), 'File no.' (2/6/2012-CC-LBSNAA), 'Previous Reference', 'Category' (Choose one), 'Sub Category' (Choose one), and 'Opening Date' (with 'To' and 'From' date pickers). On the right side, there are fields for 'Computer No', 'Later Reference', and 'Subject'. A 'Search Files' button is located at the bottom left of the search area. An 'EXPAND' button is visible on the left sidebar.

Fig.eFile.480

- Searched File is found hence cannot Pull up in Inbox of Lower Level User as shown in Fig.eFile.481:

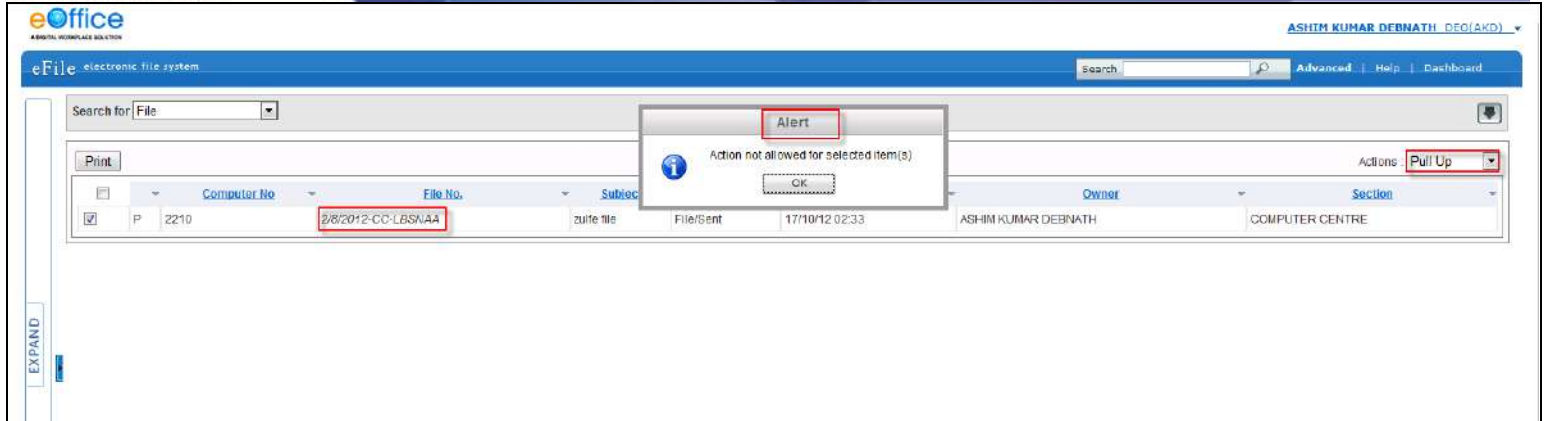


Fig.eFile.481

Same Level Hierarchy

Same Level User can view the File(s)/Rceipt(s)/Dispatche(s) only when sent and received to each other.

Example Alka and Alokp are reporting to Padamvirsing so Alka is at same level with Alokp .

- Alka cannot view any item searched as shown in Fig.eFile.482:

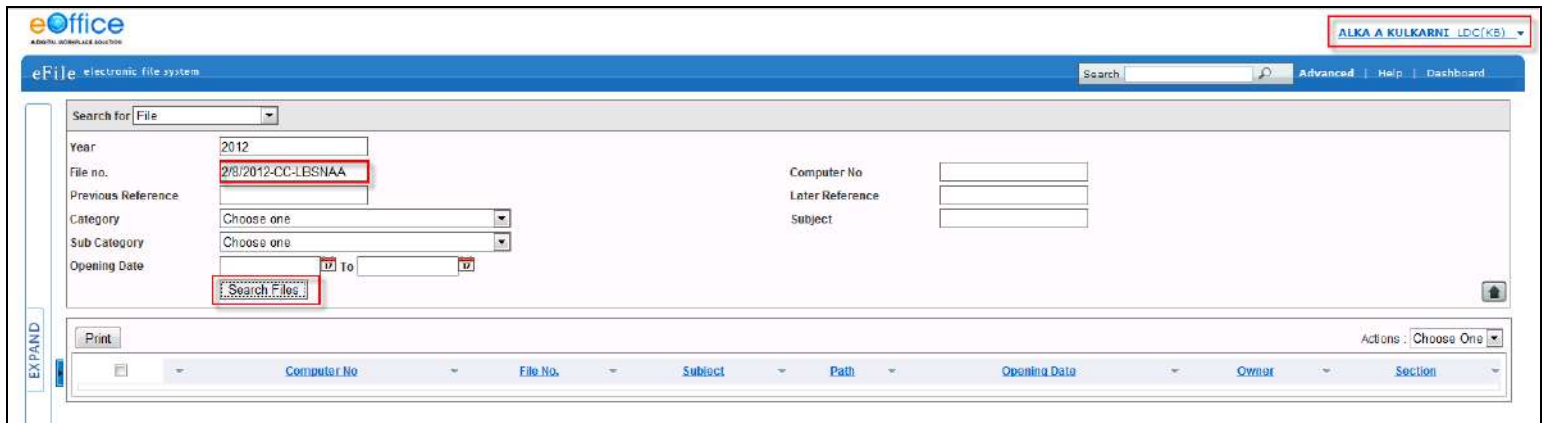


Fig.eFile.482

- Alka can view the searched file when it is received in Inbox from Alokp as shown in Fig.eFile.483:

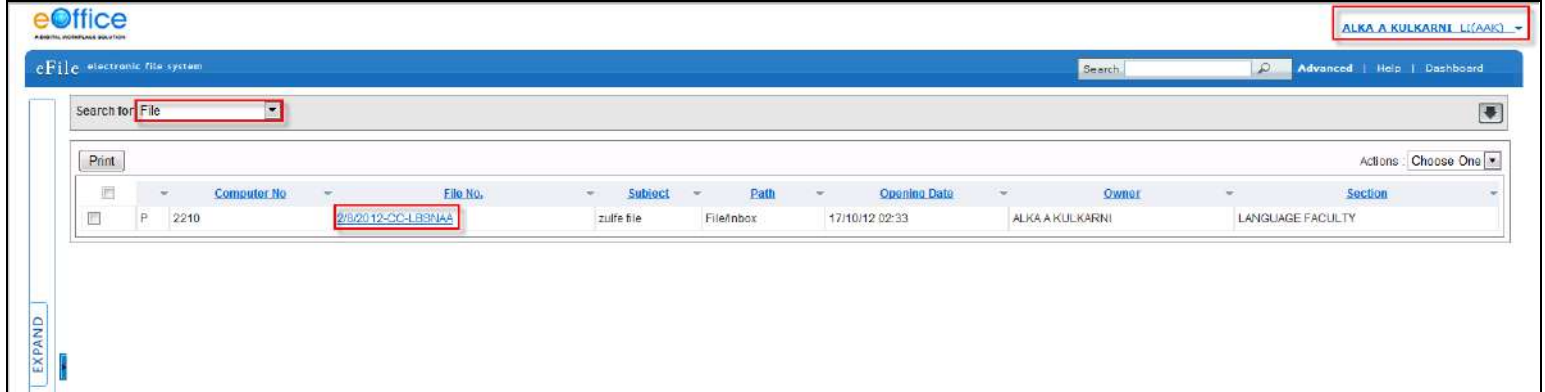


Fig.eFile.483

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