



A DIGITAL WORK PLACE SOLUTION

File Management

USER MANUAL

eFile

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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

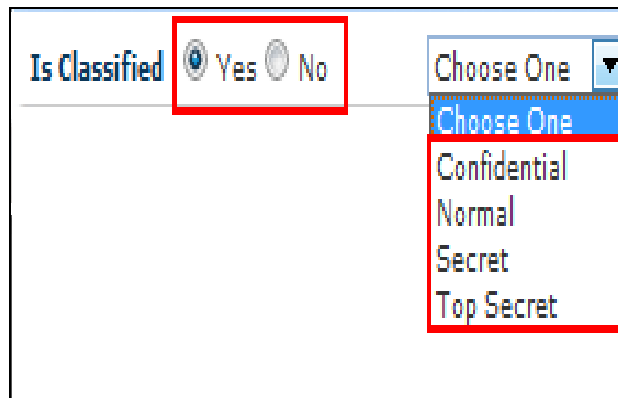
Let's have an introduction about these sub modules one by one:

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** ([Browse & Diarise](#)) link of **Receipts** section, as shown in Fig.eFile.2

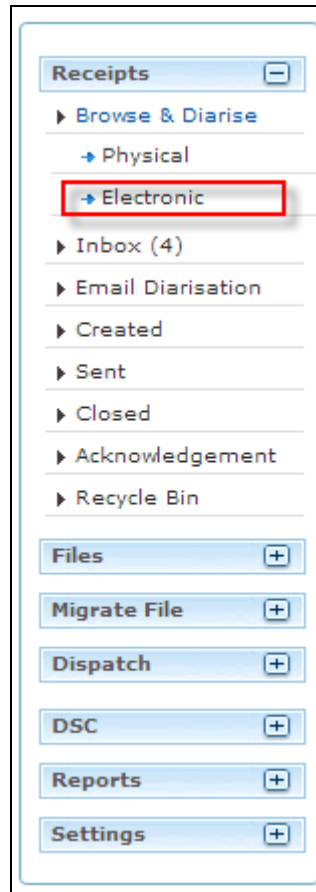


Fig.eFile. 2

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

The screenshot shows a web application interface. On the left, there is an 'Upload Document' section with a 'Browse...' button and an 'Upload' button (with a note '(Only PDF upto 5 MB)'). Below this is a large empty area for document preview. On the right, there is a 'Diary Details' form with various fields:

- Delivery Mode: By Hand (dropdown), Language: English (dropdown)
- Type: Letter (dropdown), Letter Date: [calendar icon]
- Received Date: 13/07/2012 (calendar icon), Diary Date: 13/07/2012 (calendar icon)
- Number: [input], VIP: Yes/No (radio buttons)
- File Number: [input]
- Dealing Hands: Choose One (dropdown)
- Ministry: Choose one (dropdown), Department: Choose one (dropdown)
- Name*: [input]
- Designation: [input]
- Address 1*: [input]
- Address 2: [input]
- e-Mail: [input]
- Organization: Choose one (dropdown)
- Country: INDIA (dropdown), Pincode: [input]
- State: Choose one (dropdown), Mobile: [input]
- Telephone: [input]
- [checkbox] Add to address book
- Main Category*: Choose One (dropdown)
- Sub Category: Choose One (dropdown)
- Subject*: [input]

 At the bottom right of the form is a 'Generate Receipt' button.

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

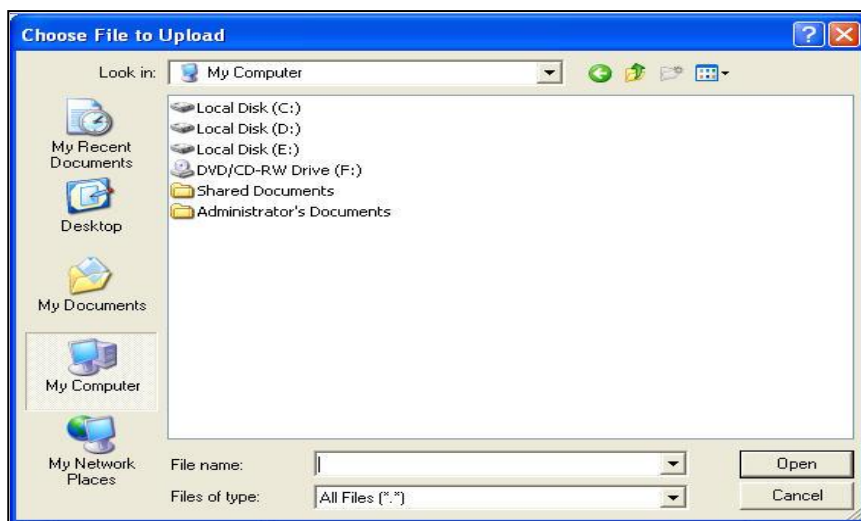


Fig.eFile. 4




- 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:

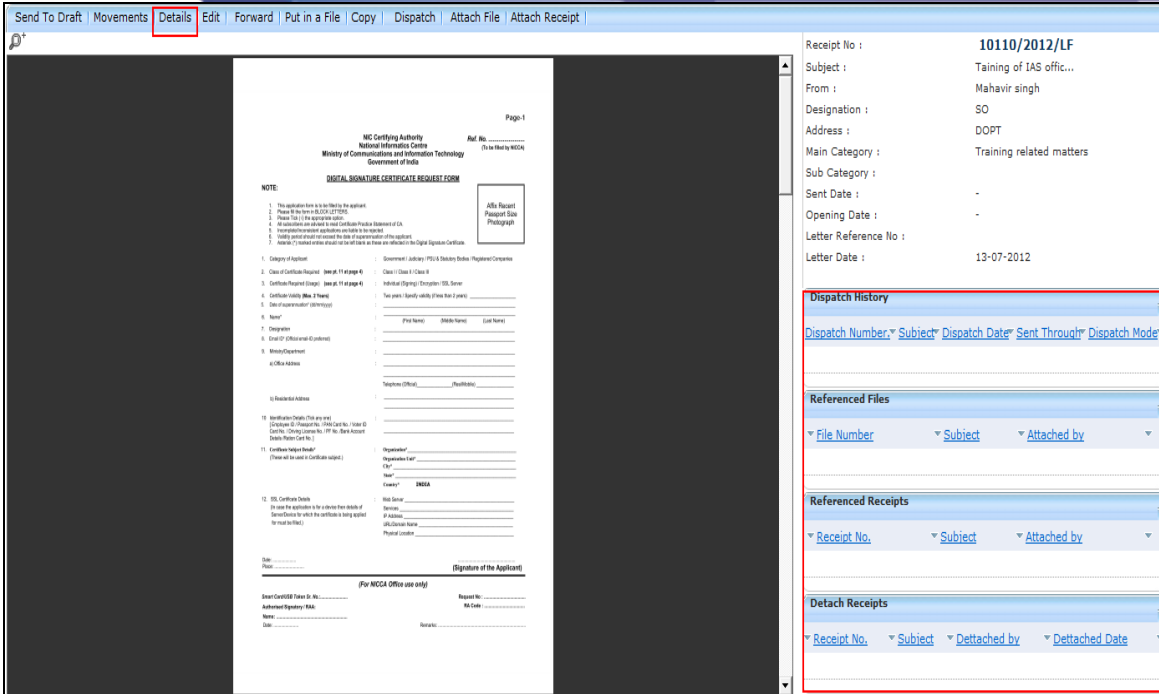




Fig.eFile. 6

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 (), as a result the Metadata fields get active.
- After making required changes in Metadata fields, click the **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 

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 

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, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, Response. The 'Forward' option is selected.
- Priority:** Text input field with a note: (Maximum 1000 character left)
- Remarks:** Text input field
- Send as sticky note:** Checkable option
- 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 (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 icon), Browse & Diarise (with a plus icon), and Files (with a plus icon). Under Receipts, there are sub-items: Physical, Electronic, and Inbox (87) with sub-items 2day Testing and Today Receipt. Under Browse & Diarise, there are: Email Diarisation, Created, Sent, Closed, Acknowledgement, and Recycle Bin. Under Files, there are: Migrate File, Dispatch, DSC, Reports, and Settings, each with a plus icon. The main area is titled 'Send' and has a menu bar with: Movements, Details, Edit, Forward, Put in a File, Copy, Close, Dispatch, Attach File, and Attach Receipt. The form fields are: Receipt Number (10400/2012/LF), Subject (sdasd), To (empty text box), Cc (empty text box with a note '(Use semicolon(;) to seperate recipients.)'), Set Due Date (calendar icon showing 17), Action (Forward dropdown), Priority (Immediate dropdown), Remarks (empty text box 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:

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

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

Receipt No.	Attachments	Subject	Sender	Sent By	Sent On	Due On	Quick Action
P 10490/2012/LF		sdesd	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00	  
E 10080/2012/CC		h	KESHUB MAHINDRAH	ALKA A KULKARNI	18/09/12 11:51	-	  
E 10220/2012/CC		sdfsdff	sdfsdff	ALKA A KULKARNI	18/09/12 11:51	-	  
P 10389/2012/LF		dfydfg	fyhd	ALKA A KULKARNI	12/09/12 09:17	-	  
E 10224/31/2012/LF		GS Sharma -00011	Ram Parkash	ALKA A KULKARNI	06/09/12 02:25	-	  
P 10338/2012/LF		closed	asd	GEETA SHARMA	03/09/12 03:45	-	  
P 10381/2012/LF		dgd	sfsf	GEETA SHARMA	03/09/12 03:42	-	  






LEGEND  Out Today  Most Immediate  Immediate  Ordinary

Fig.eFile. 11

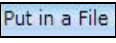
User can also Pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

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:

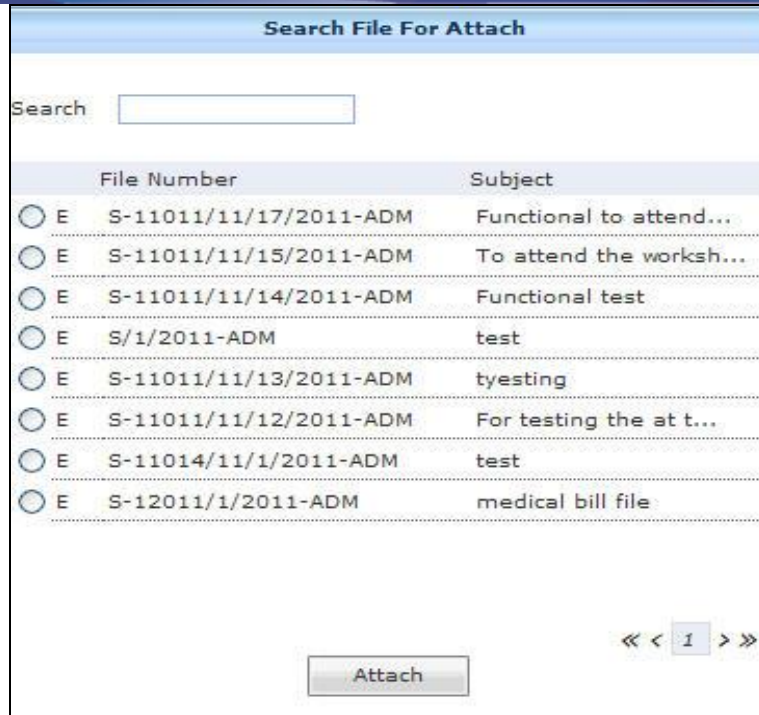


Fig.eFile. 12

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:

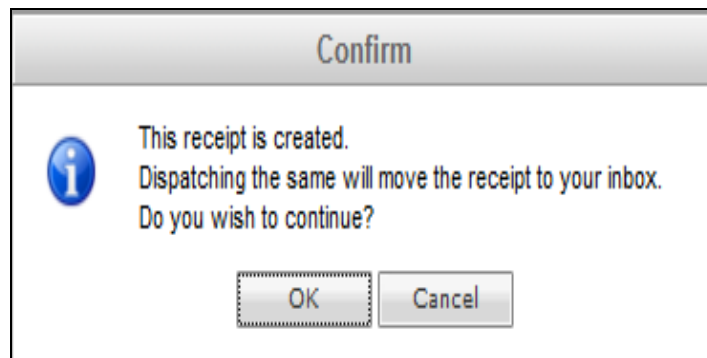


Fig.eFile. 14

- 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.

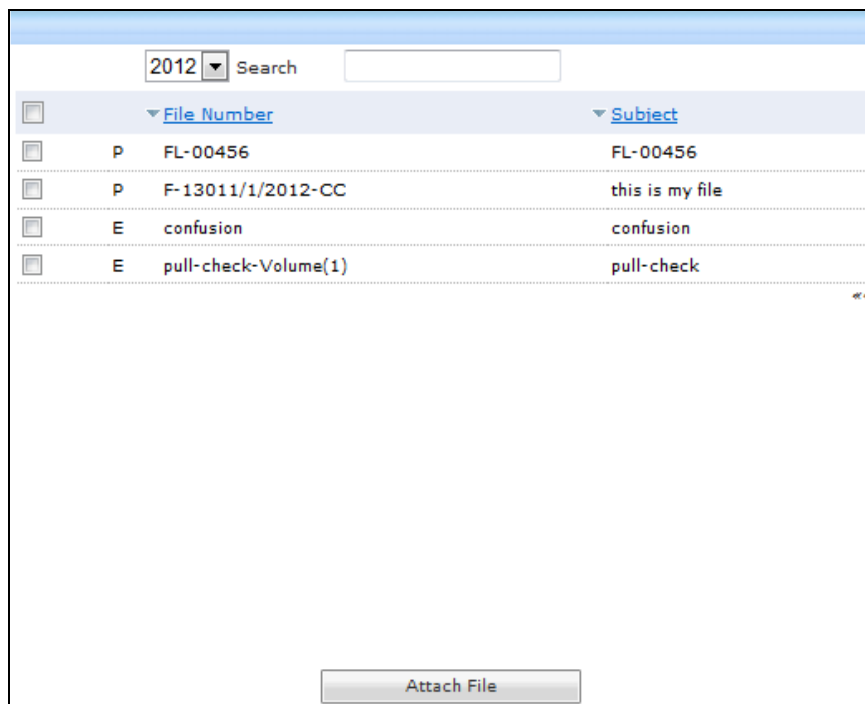


Fig.eFile. 15

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

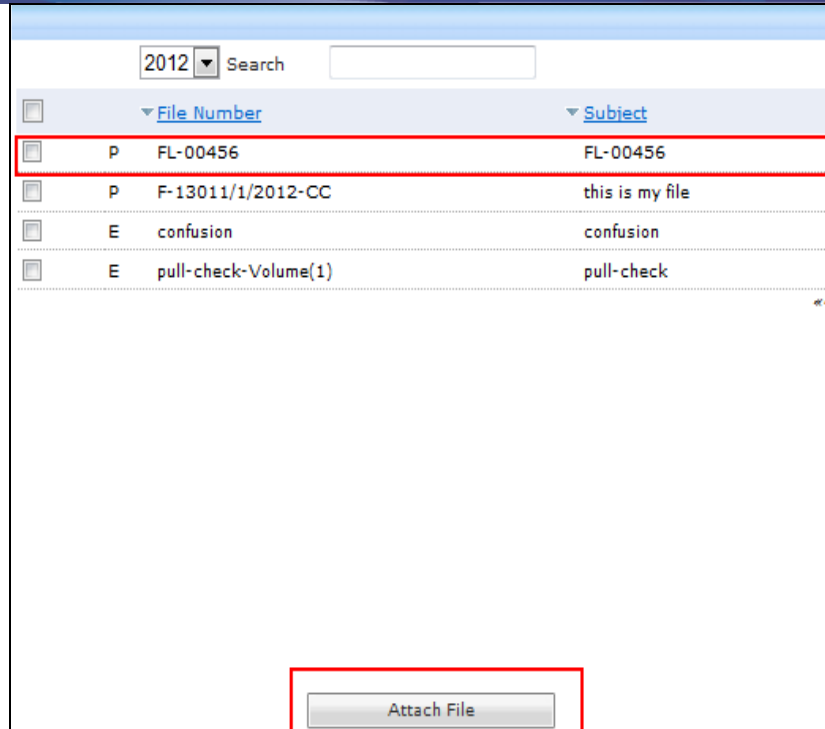


Fig.eFile. 16

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	Action	Remarks
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. 17

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

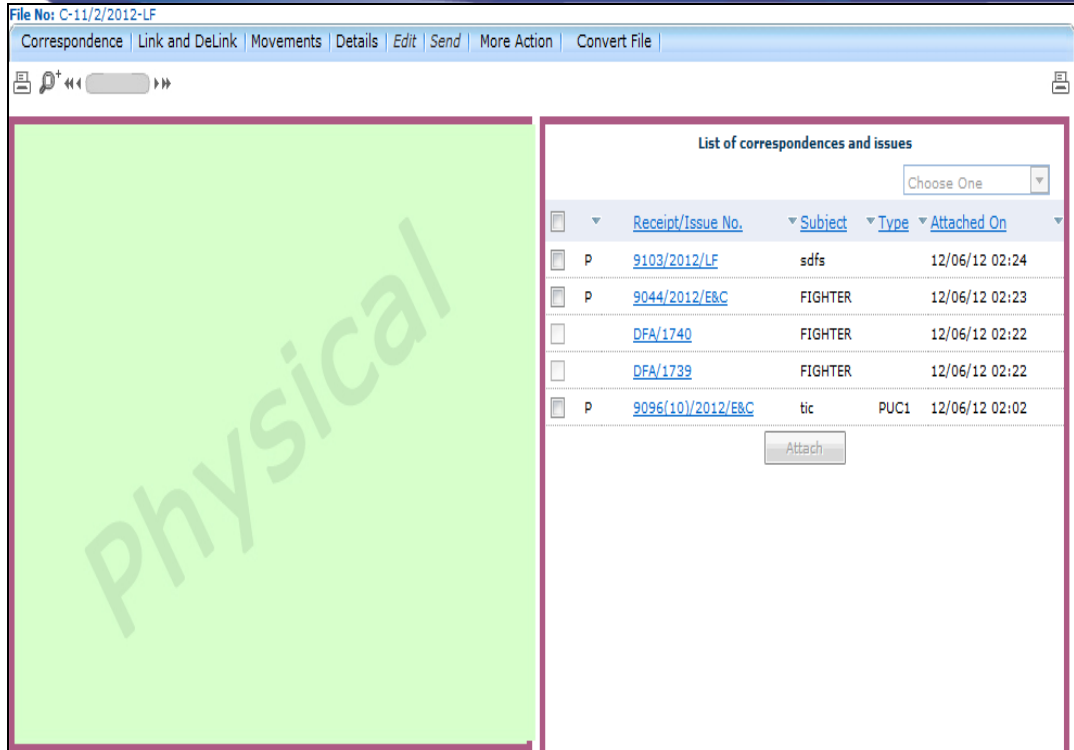


Fig.eFile. 18

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

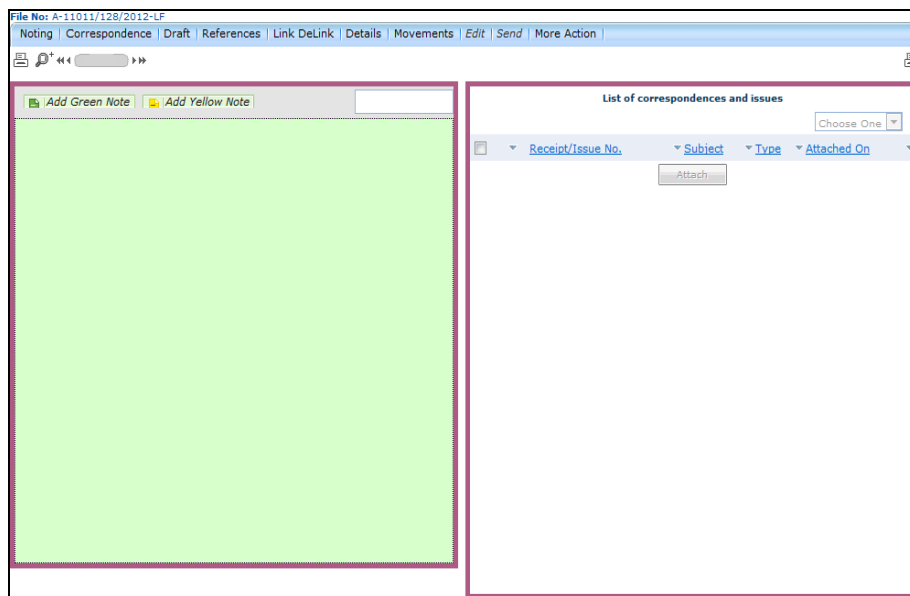


Fig.eFile. 19

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:

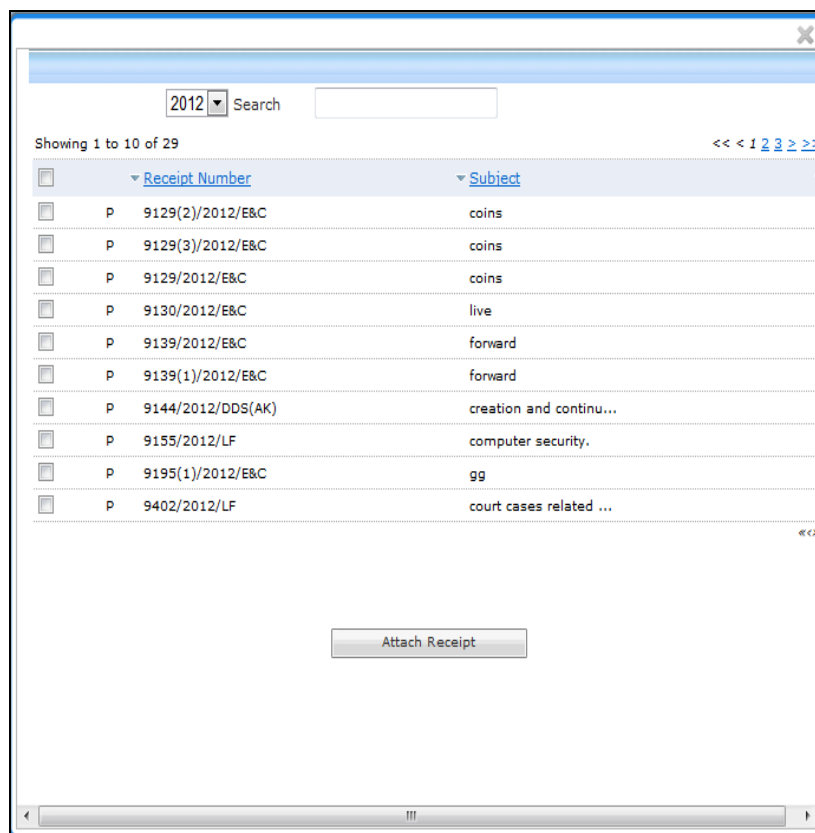


Fig.eFile. 20

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

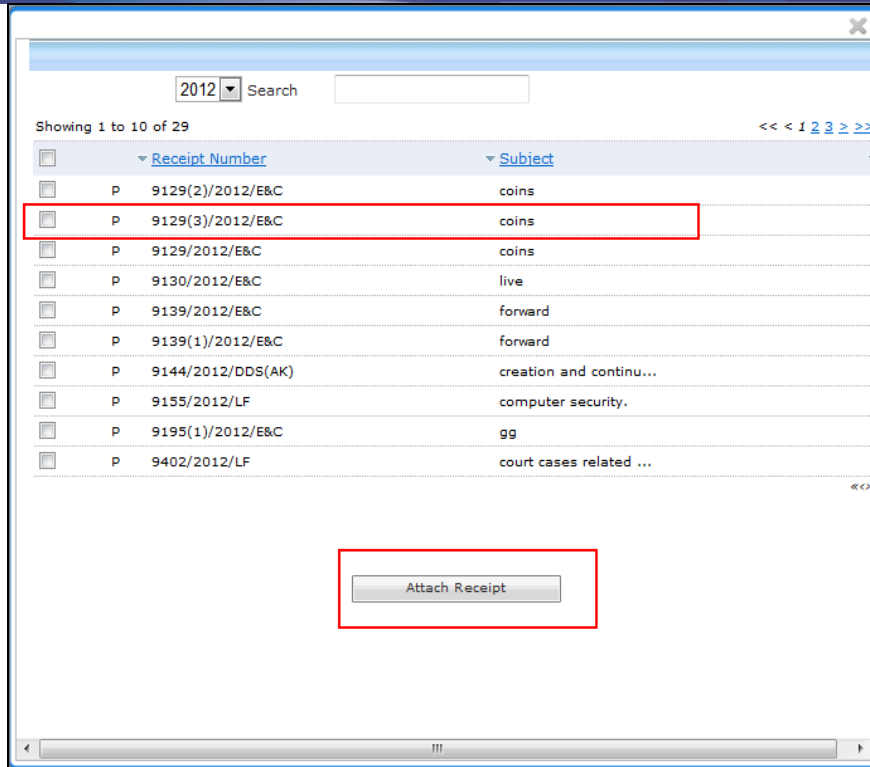


Fig.eFile. 21

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

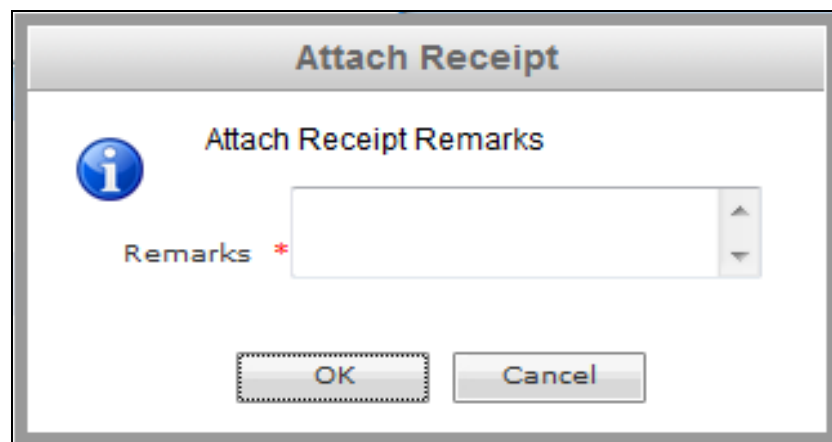


Fig.eFile. 22

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

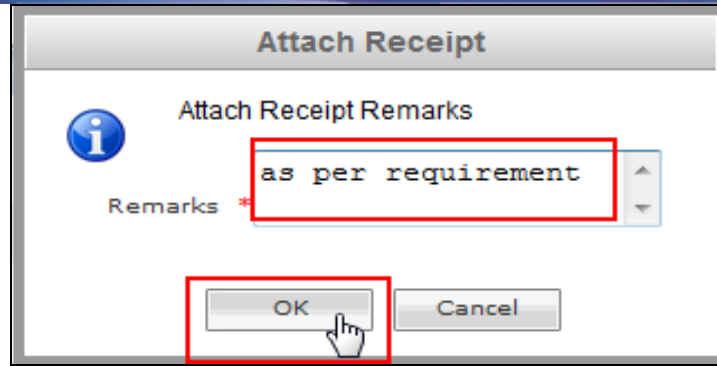


Fig.eFile. 23

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

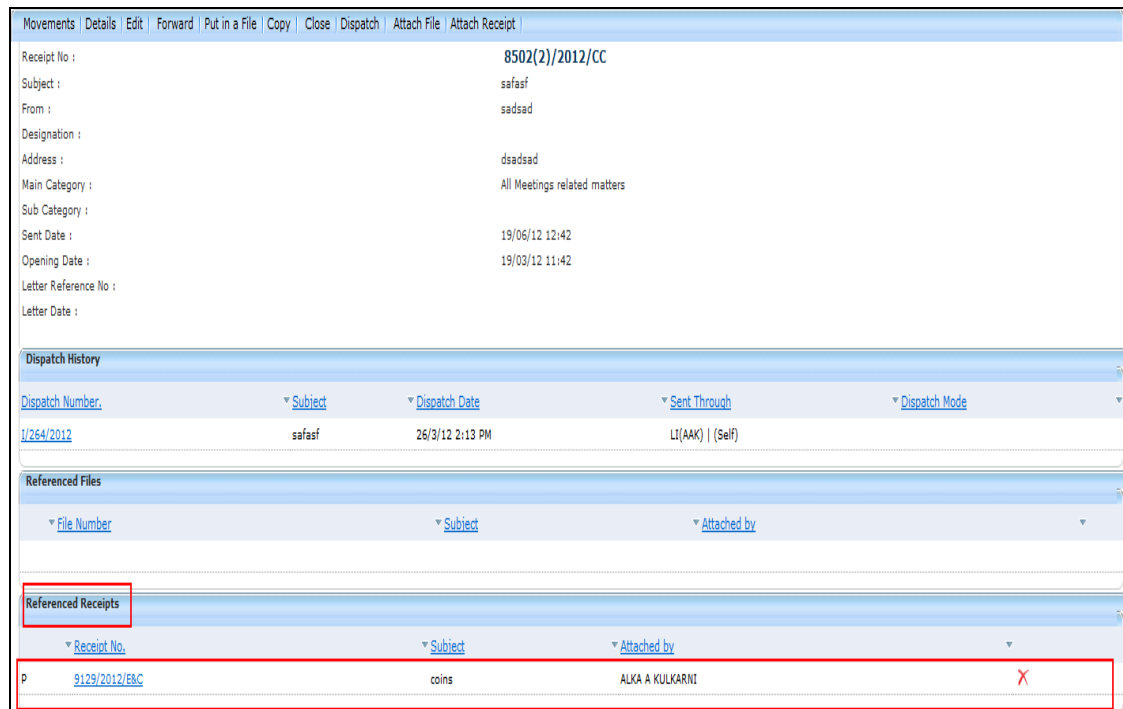


Fig.eFile. 24

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:

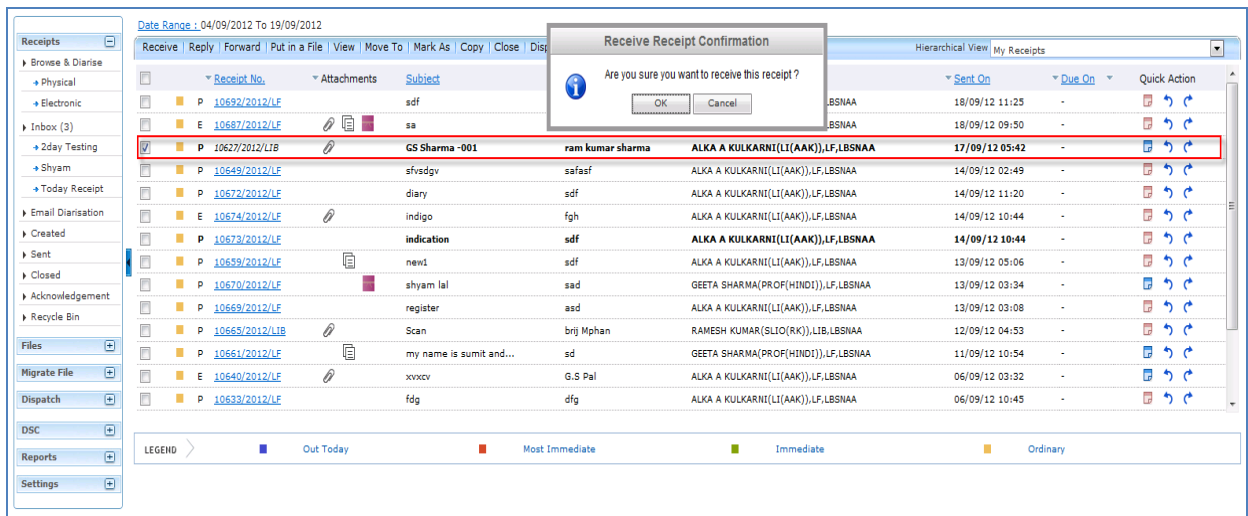


Fig.eFile. 25

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:

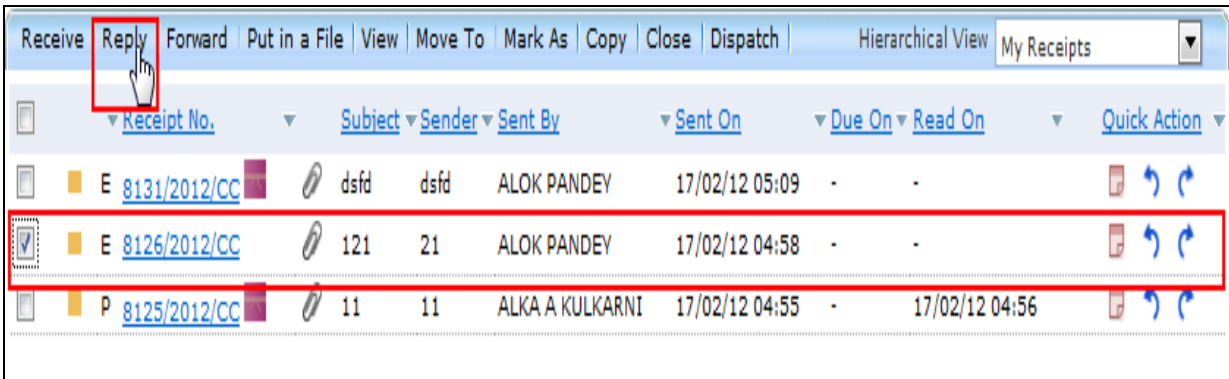


Fig.eFile. 26

- 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: [Empty]

Set Due Date: [Empty] 

Action: Choose One [v]


Priority: Choose One [v]

Total 1000 character left

Remarks: [Empty text area]

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** () 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. The 'Forward' option 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	
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	-	-	[Print] [Refresh] [Refresh]					
E 8131/2012/CC	dsfd	dsfd	ALOK PANDEY	17/02/12 05:09	-	-	[Print] [Refresh] [Refresh]					
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Print] [Refresh] [Refresh]					

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:

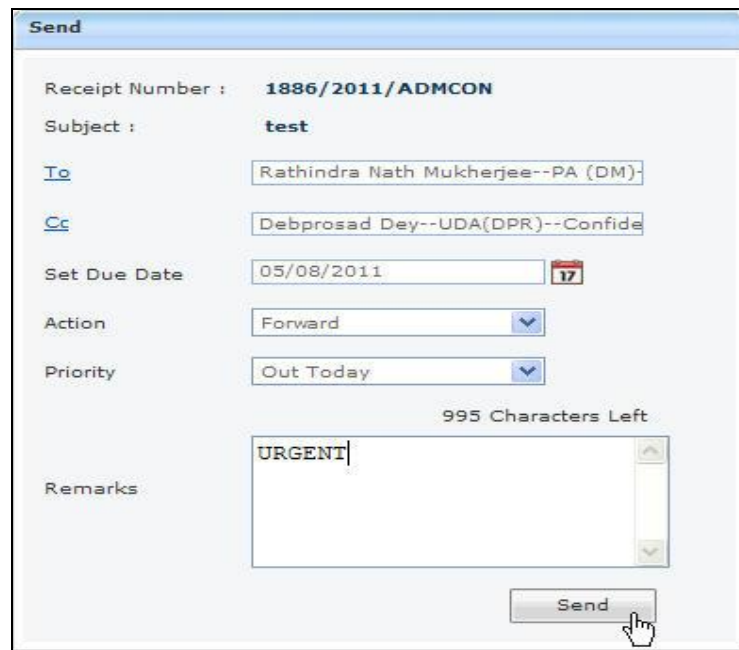
Fig.eFile. 33

- 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:

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/LF		sdasd	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00
P 10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:52	14/09/12 12:00
P 10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:12	-
P 10399/2012/LF		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	-	-	[Print] [Reply] [Reply All]
E 8131/2012/CC	dsfd	dsfd	ALOK PANDEY	17/02/12 05:09	-	-	[Print] [Reply] [Reply All]
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Print] [Reply] [Reply All]

Fig.eFile. 37

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

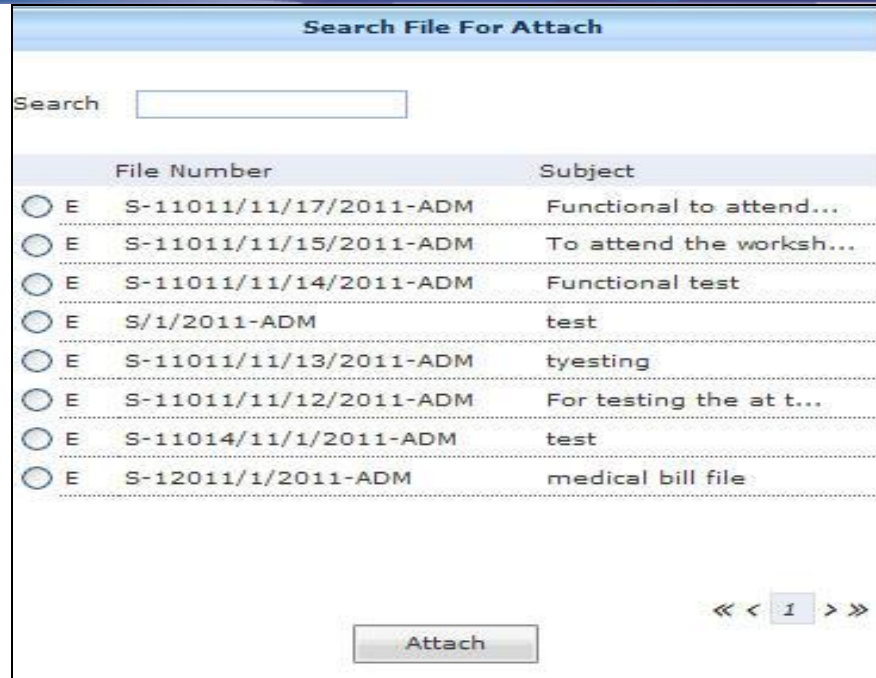


Fig.eFile. 38

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:

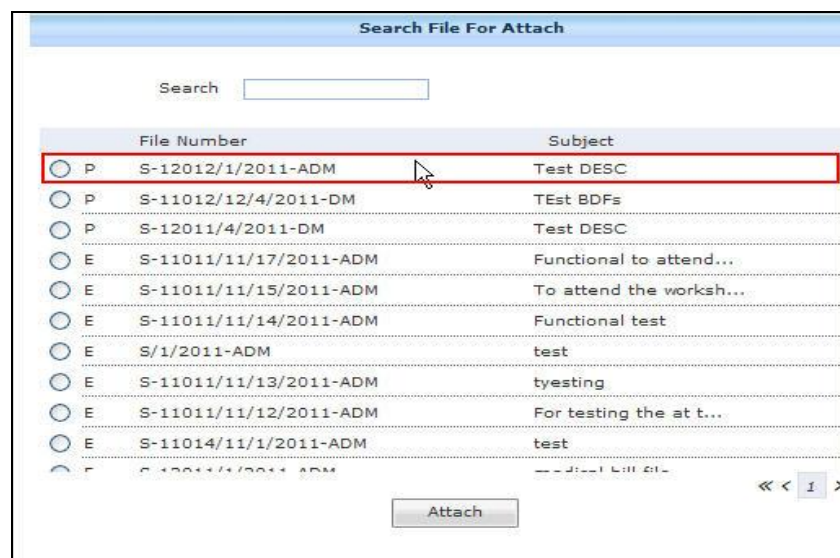


Fig.eFile. 39

- 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:

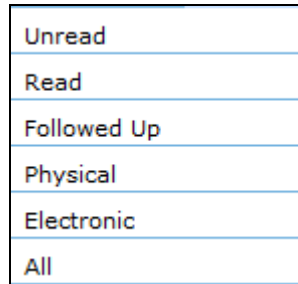


Fig.eFile. 40

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

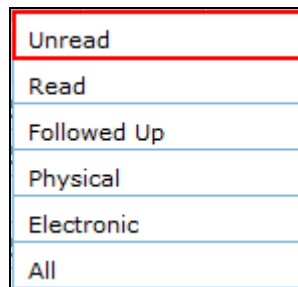


Fig.eFile. 41

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

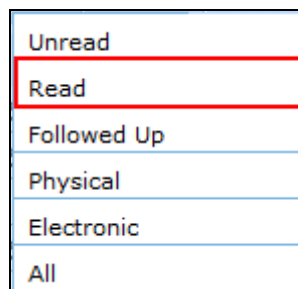


Fig.eFile. 42

- 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:

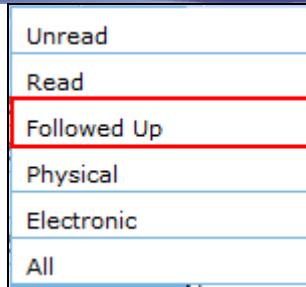


Fig.eFile. 43

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

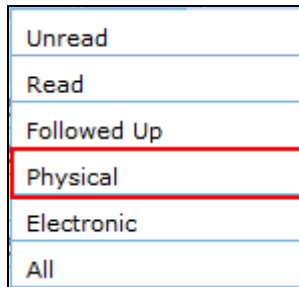


Fig.eFile. 44

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

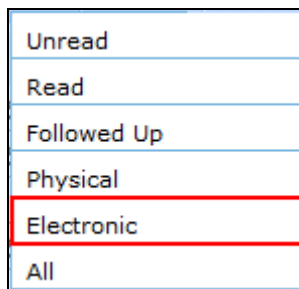


Fig.eFile. 45

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

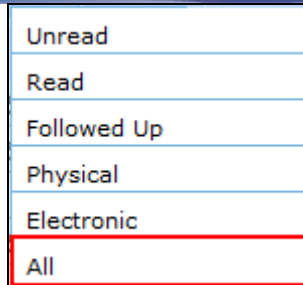


Fig.eFile. 46

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:

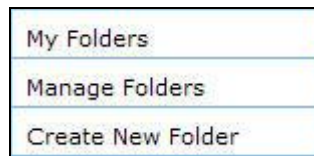


Fig.eFile. 47

- 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:

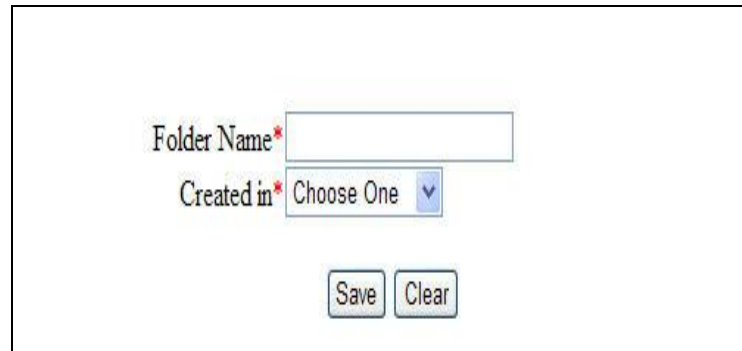


Fig.eFile. 49


- 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	-	Print Refresh Refresh
P 10103/2012/E&C		food and tech1	dsf	ALKA A KULKARNI	13/07/12 10:55	-	Print Refresh Refresh
E 10107/2012/CC		gfxg	asd	ALOK PANDEY	13/07/12 10:27	-	Print Refresh Refresh
P 9864/2012/E&C		release1	sadf	ALKA A KULKARNI	12/07/12 05:10	-	Print Refresh Refresh
P 10096(1)/2012/PRT		22	asd	DINESH CHANDRA LOHANI	12/07/12 05:07	-	Print Refresh Refresh
P 10097(1)/2012/LF		Conduct Rules Intima...	ram manohar	DINESH CHANDRA LOHANI	12/07/12 05:07	-	Print Refresh Refresh
P 9117/2012/CC		asd	asd	ALKA A KULKARNI	12/07/12 05:06	-	Print Refresh Refresh
P 9825/2012/E&C		new2	fgh	ALKA A KULKARNI	12/07/12 05:06	-	Print Refresh Refresh
P 9240(2)/2012/PRT		rrr	rrr	ALKA A KULKARNI	12/07/12 03:02	-	Print Refresh Refresh
P 9963/2012/LF		test	ram manohar	ALKA A KULKARNI	12/07/12 03:02	-	Print Refresh Refresh
P 10047/2012/LF		Appointments....	G G Kapoor	ALKA A KULKARNI	12/07/12 03:02	-	Print Refresh Refresh
P 10066/2012/LF		bug	asd	ALKA A KULKARNI	12/07/12 03:02	-	Print Refresh Refresh
P 10037/2012/LF		assd	AS	ALKA A KULKARNI	12/07/12 03:02	-	Print Refresh Refresh
P 10071/2012/LF		system1	asd	ALKA A KULKARNI	12/07/12 03:02	-	Print Refresh Refresh

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.

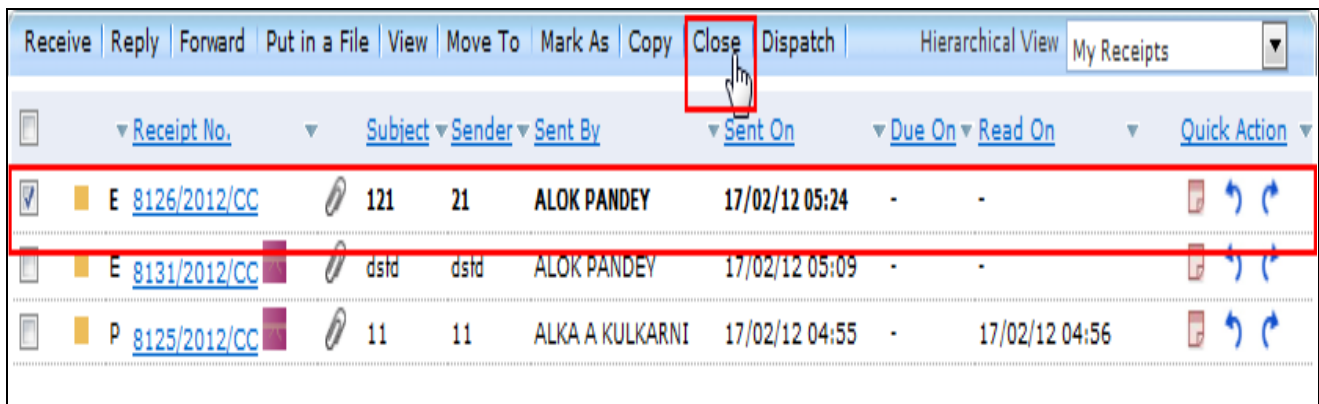
Close:

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				
<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. 54

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

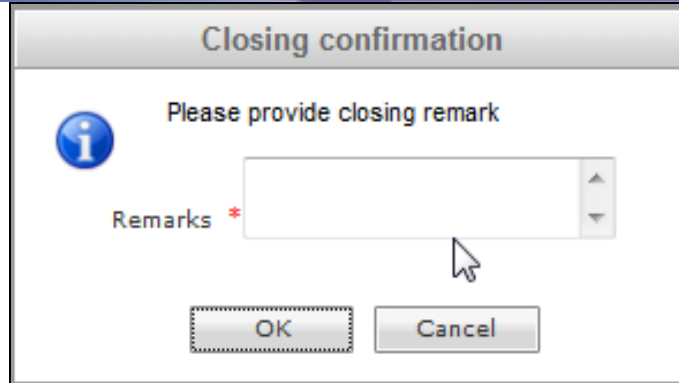


Fig.eFile. 55

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

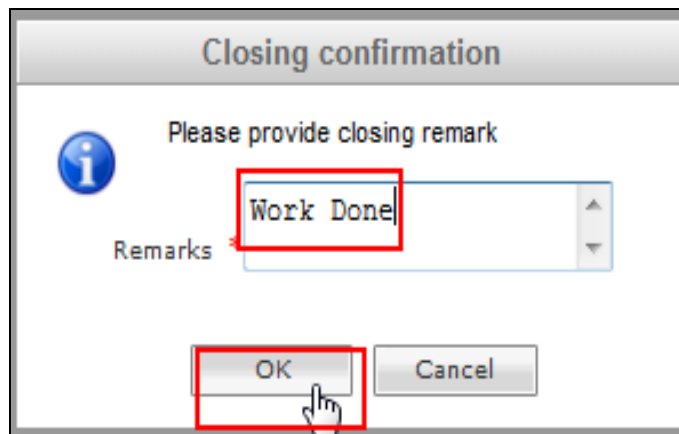


Fig.eFile. 56

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)-Condustr 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

The screenshot displays the 'Receipt Details' form in the eoffice application. The form is organized into several sections:

- Receipt Details:** Includes fields for Receipt Number (10399/2012/LF), Reply Type (Choose One), Nature of Reply (Choose One), Reminder Date, and GO Prefix (Choose One).
- Subject:** A text field containing 'dfgdFg'.
- Communication Details:** A series of fields for contact information, including Ministry (Choose One), Department (Choose One), Name* (fghd), Designation, Address 1* (dfgdFg), Address 2, Email, Organization (Choose One), Country (INDIA), State (Choose One), Pincode, Telephone, and Fax.
- Language of draft:** A dropdown menu set to 'Choose One'.
- Attachment:** A 'Browse...' button and an 'Upload' button.
- Dispatch Options:** 'Dispatch By Self' and 'Dispatch By CRU' buttons.

At the bottom of the form, there are links for 'Clear Fields' and 'Add More Recipients'. The footer of the application indicates it is powered by the National Informatics Centre, with a resolution of 1024x768 pixels and a copyright notice for NIC, 2012.

Fig.eFile. 59

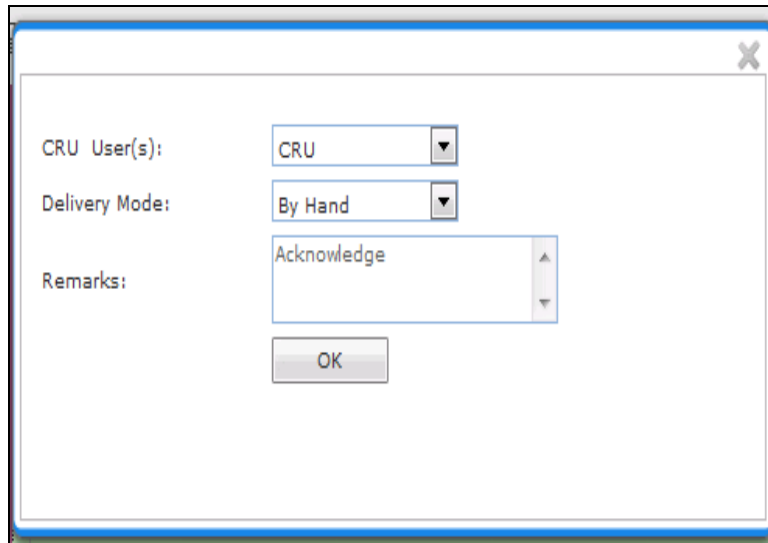
- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.60:

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	17
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	17
		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** (LP) - 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):

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

- c) **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 () , 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.

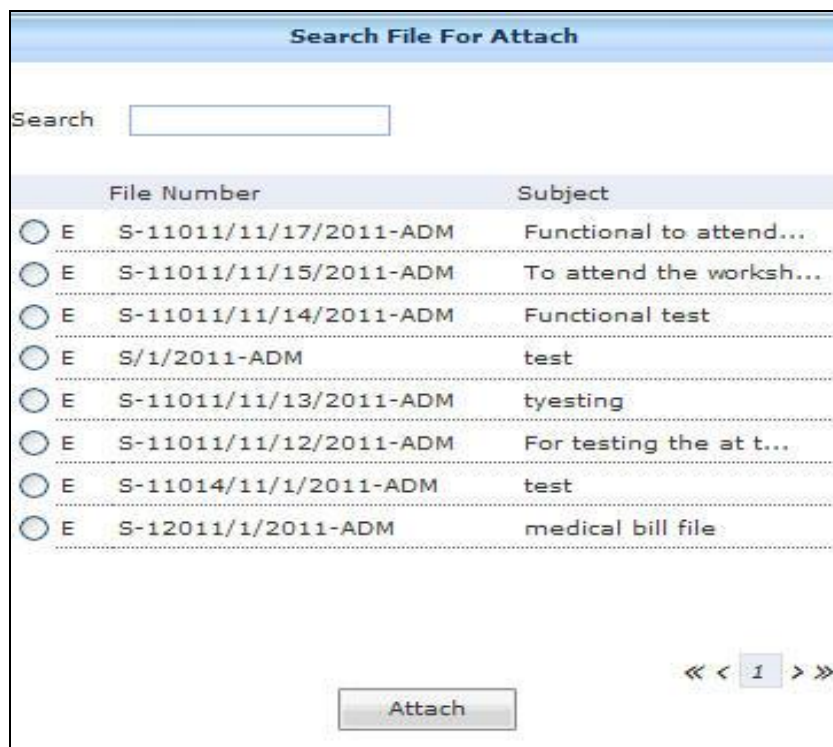


Fig.eFile. 64

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

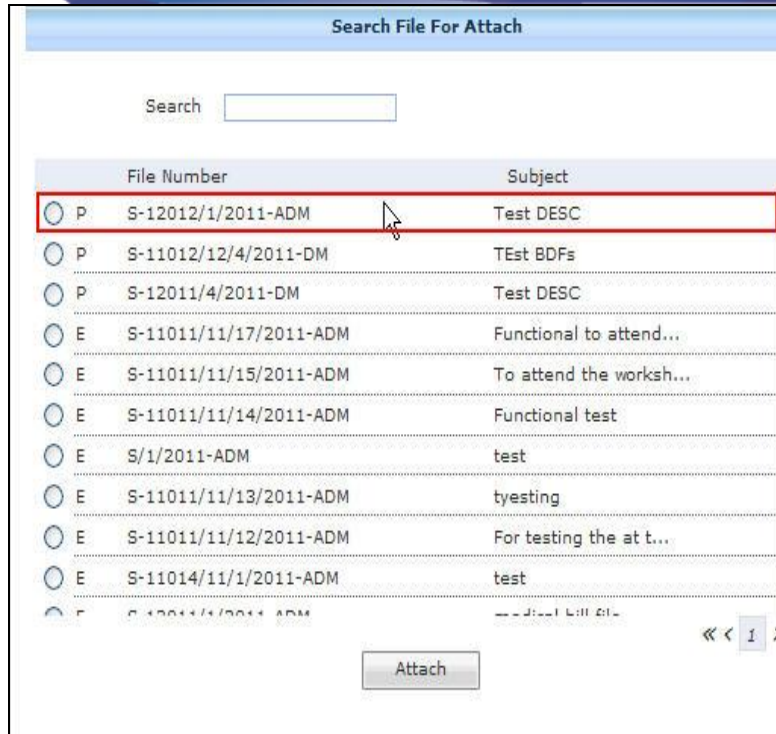


Fig.eFile. 65

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				
✓ E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	[Print] [Reply] [Forward]				
E 8131/2012/CC	dstd	dstd	ALOK PANDEY	17/02/12 05:09	-	-	[Print] [Reply] [Forward]				
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Print] [Reply] [Forward]				

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:

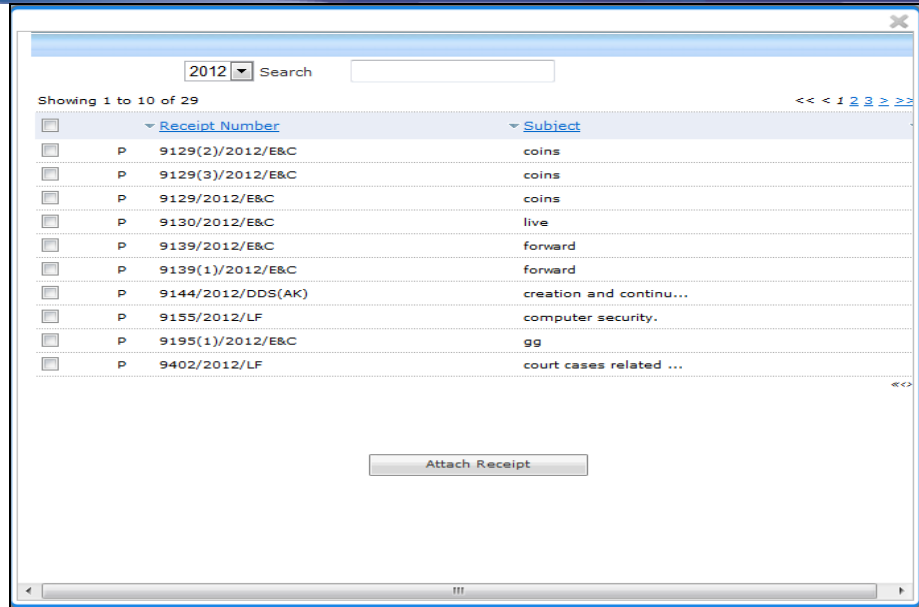


Fig.eFile. 69

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

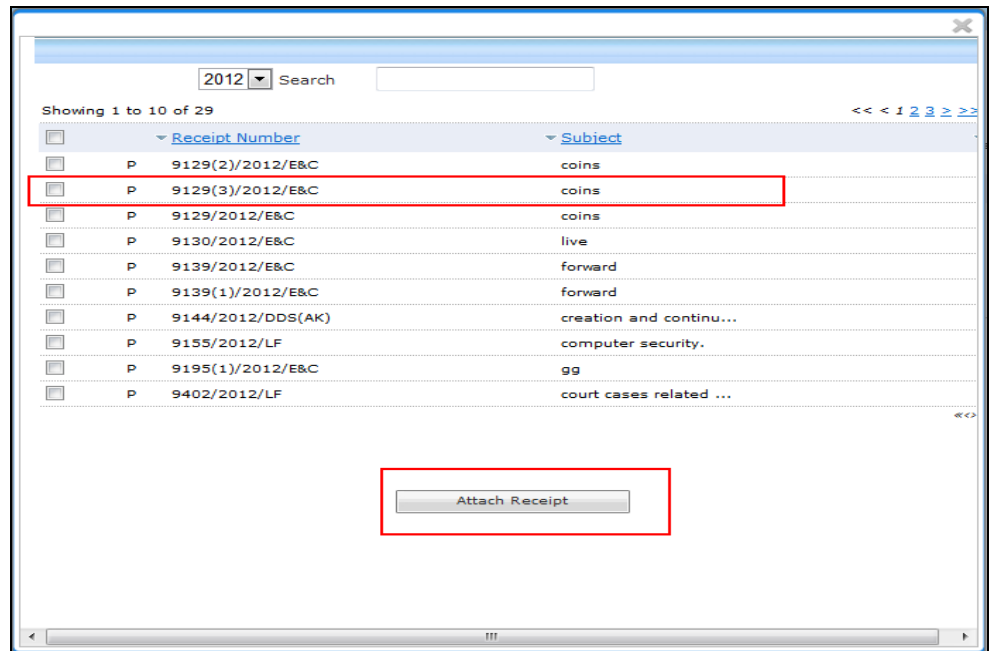


Fig.eFile. 70

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

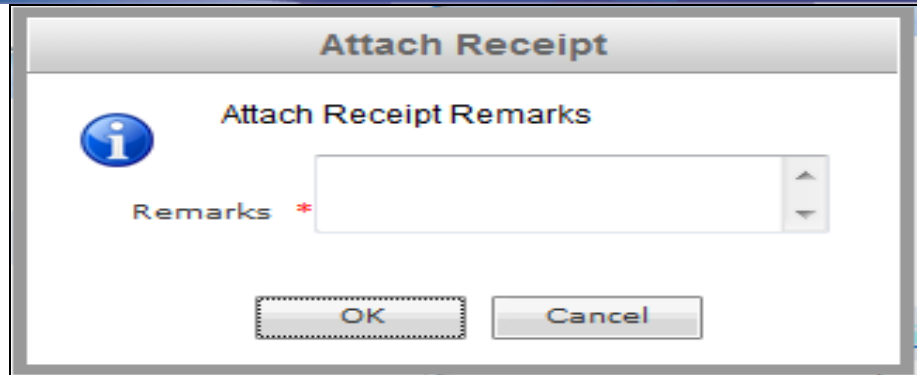


Fig.eFile. 71

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

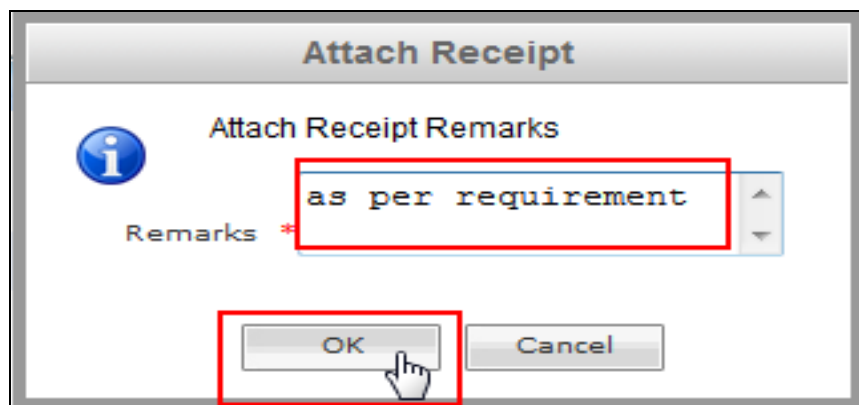


Fig.eFile. 72

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	LI(AAK) (Self)	

Referenced Files

File Number	Subject	Attached by

Referenced Receipts

Receipt No.	Subject	Attached by	
P 9129/2012/E&C	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:

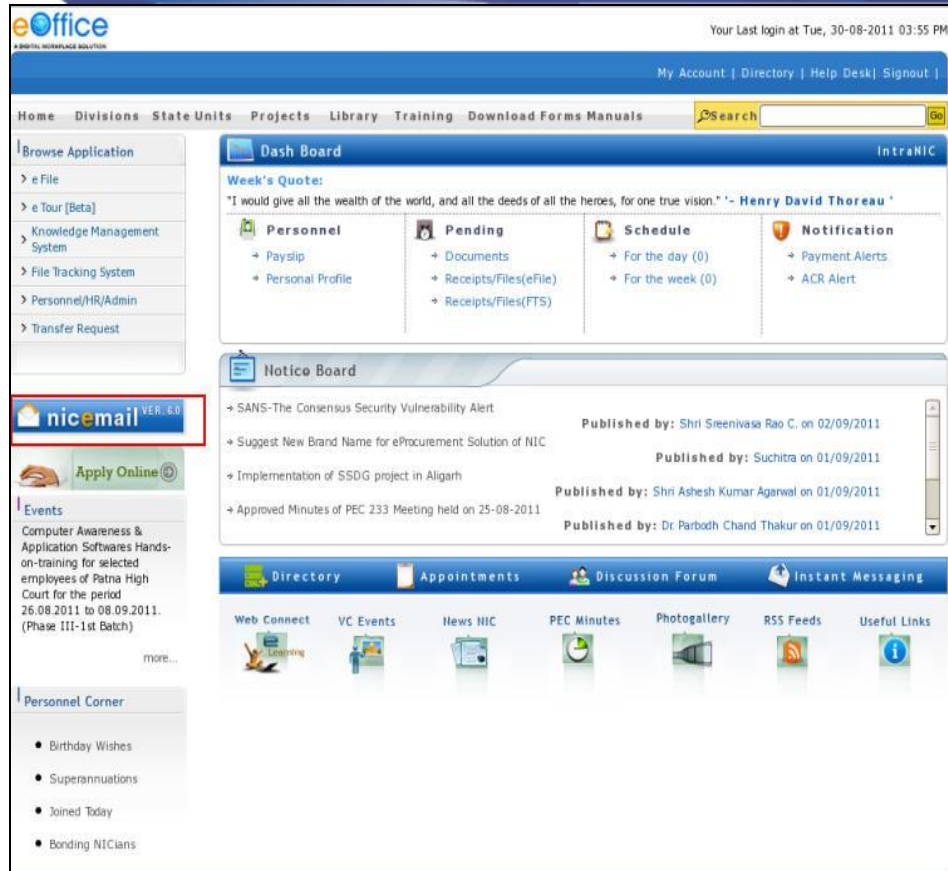


Fig.eFile. 74

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 displays the eoffice webmail interface. At the top, the user is logged in as 'p.khetwal' on 'Tue, 30-08-2011 03:55 PM'. The interface includes a navigation menu with options like 'Home', 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. A search bar is present on the right. On the left, there is a 'Compose Mail' button and a folder list including 'INBOX (4089)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and 'webservice.nic.in (40)'. The main area shows an 'INBOX' table with columns for 'Subject', 'From', 'Date', and 'eFile Status'. The first row is selected, and the 'Move To eFile' button is highlighted. Below the table, there are additional action buttons and a 'Next 10 items' link.

	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 pag...	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, 30-08-2011 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 text '1 messages eFile-d' above the list. Another red box highlights the 'Move To eFile' button in the action bar above the list. The bottom of the page shows 'Copyright © 2010, NIC' and 'Powered by National Informatics Centre'.

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 (1292), TrashCan (17), Drafts (0), Login Notifications (644), ProbablySpam (0), Sent (0), Test (0), and webservices.nic.in (40). Below the folders is a 'Manage Folders' button.

The right section is titled '1 messages eFile-d' and contains an email list. Above the list are buttons for 'Fetch Unreads', 'Sync Folder', 'Delete', a dropdown menu set to 'INBOX', 'Move To', and 'Move To eFile'. The email list has the following columns: Subject, From, Date, and eFile Status.

<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	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

Below the email list are the same control buttons as above. At the bottom of the email list area, there is a pagination bar showing '[1] ... 100' and a 'Next 10 items >' link.

The footer of the page contains '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

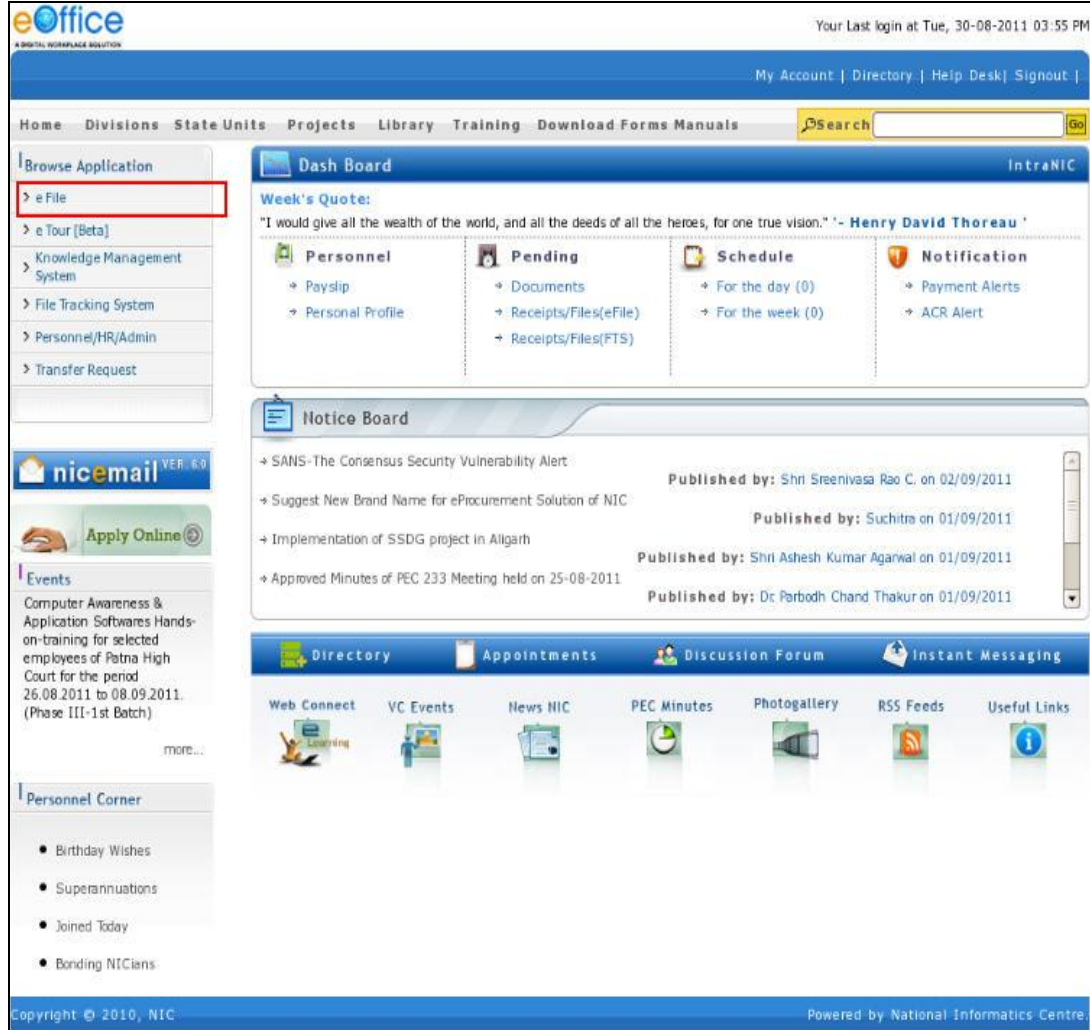


Fig.eFile. 78

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

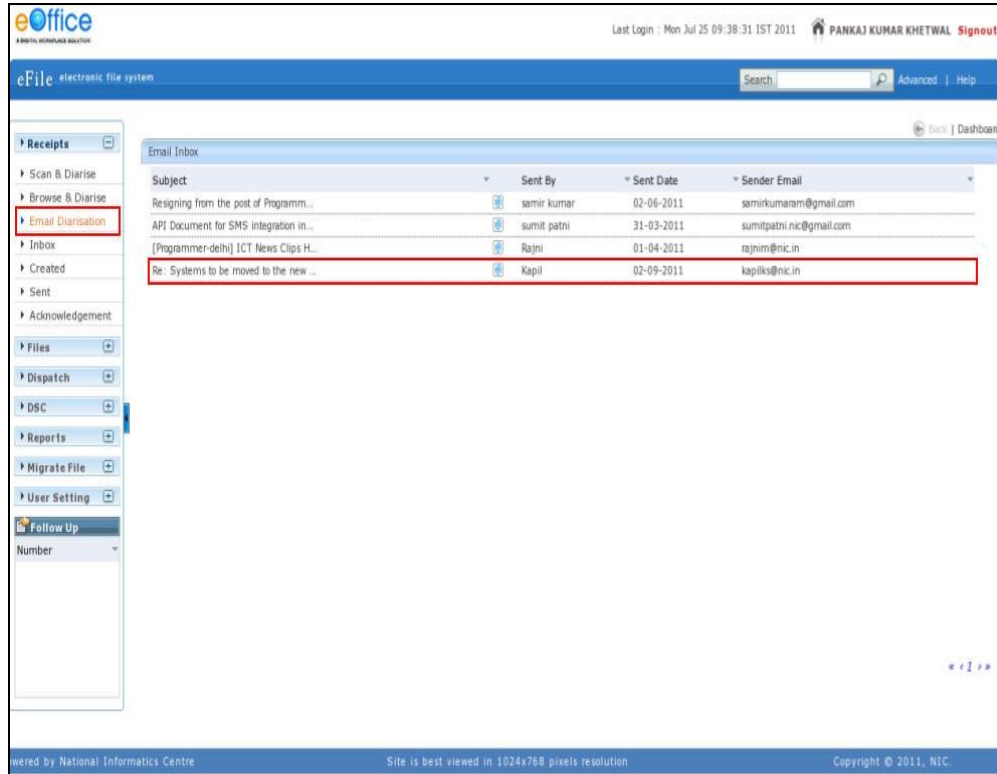


Fig.eFile. 79

- 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

The screenshot displays the eFile system interface. On the left is a navigation menu with options like Receipts, Scan & Diarise, Browse & Diarise, Email Diarisation, Inbox, Created, Sent, Acknowledgement, Files, Dispatch, DSC, Reports, Migrate File, User Setting, Follow Up, and Number. The main area shows a scanned document with the following text:

No. K-12023/7723-43(4)
Government of India/ Shri. Sankar Sarker
Ministry of Home Affairs/O-0, Mantralaya
Department of Personnel & Administrative Reforms
(Karnik aur Prachalanik Sudhar Vibh.)

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001, dated 02/09/2011

OFFICE ORDER

On transfer from the Ministry of Law, Justice & Company Affairs (Department of Company Affairs) Shri. Sankar Sarker, a quasi-regular (Statistical Assistant), is appointed as Investigator in the Department of Personnel & Administrative Reforms (Administrative Reforms Wing) in the scale of Rs. 485-15-500-R1-15-550-20-700 with effect from the forenoon of 1.7.1980 on deputation basis. He will be on deputation for a period of 3 years terminable earlier at the discretion of this Department. Other terms and conditions of his appointment will be governed under the provisions of the Ministry of Finance (Department of Expenditure) O.S. No. 10(24)-R.III/60 dated 4.6.1981 as amended from time to time.

2. The pay of Shri. Sankar Sarker as Investigator on deputation basis is fixed as under:-

Grade pay in the scale of Rs. 485-700	Rs. 615/-
Deputation/allowance with effect from 1.7.80	10% of grade pay.

Date of next increment: 1.6.1981.


(S. K. Tanna)
Under Secretary to the Govt. of India
Telex 310695

Distribution

1. Pay & Accounts Officer, D.P.A.-I, New Delhi.
2. Cash Section with spare copy.
3. Department of Company Affairs with reference to their O.K. No. PPA/288/CLV/74, dated 14.7.80.
4. Shri. Sankar Sarker, Investigator.
5. Personal file of the individual.
6. Mini Cell.
7. Diverging.
8. Office order file.

On the right side, there is a 'Create Receipt' form. The 'Inward Correspondence' section includes fields for Delivery Mode (Email), Language (English), Type (Letter), Letter Date (02/09/2011), Received Date (02/09/2011), and Diary Date (02/09/2011). The 'Sender Details' section includes Name (KAPIL KUMAR SHARM), e-Mail (kapilks@nic.in), Address 1 (D-122 PVH), Address 2 (Lodhi Road), Country (INDIA), Pincode (110003), State (DELHI), Mobile (9818026015), Ministry (Choose One), and Telephone (24305676). The 'Subject Matter' section includes Main Category (Choose One), Sub Category (Choose One), and Subject (Re: Systems to be moved to the new location/S/W stack). A 'Generate Receipt' button is located at the bottom of the form.

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:

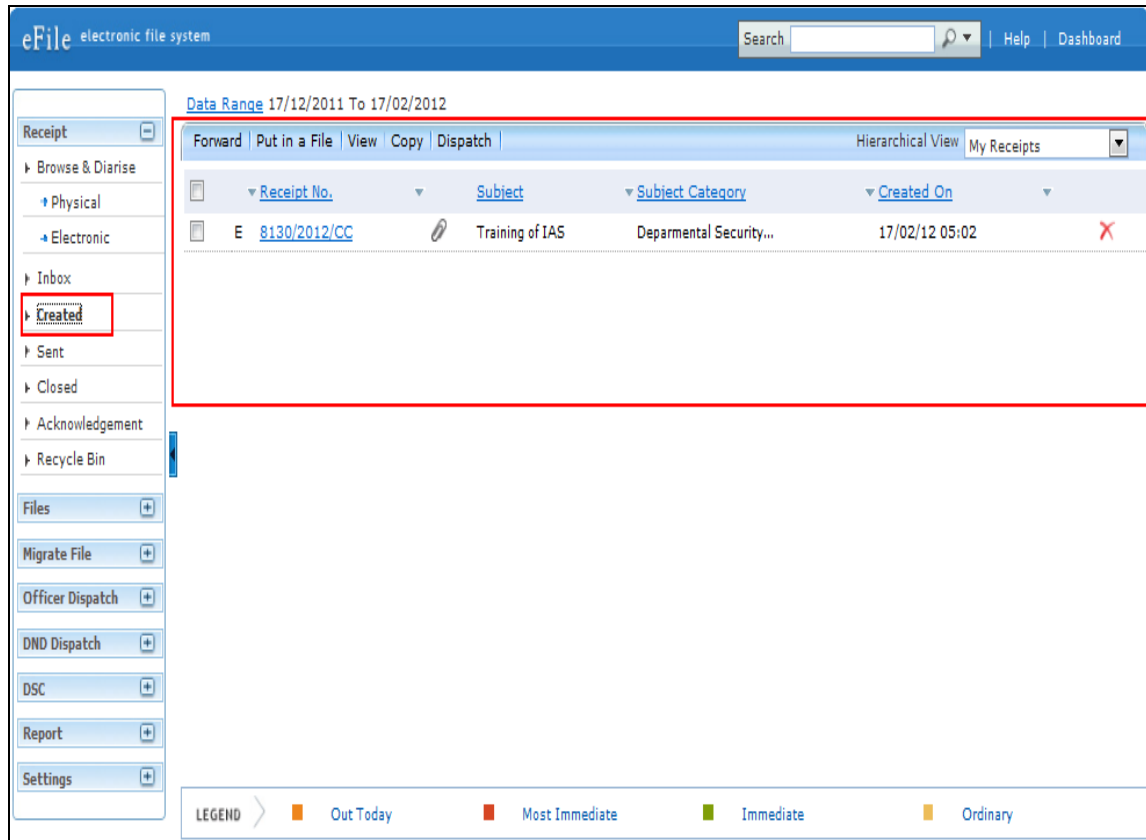


Fig.eFile. 82

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:

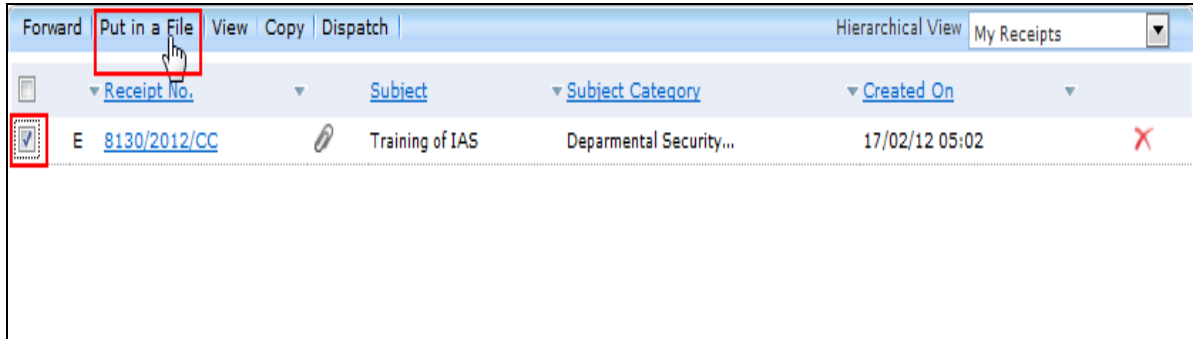


Fig.eFile. 83

- 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.

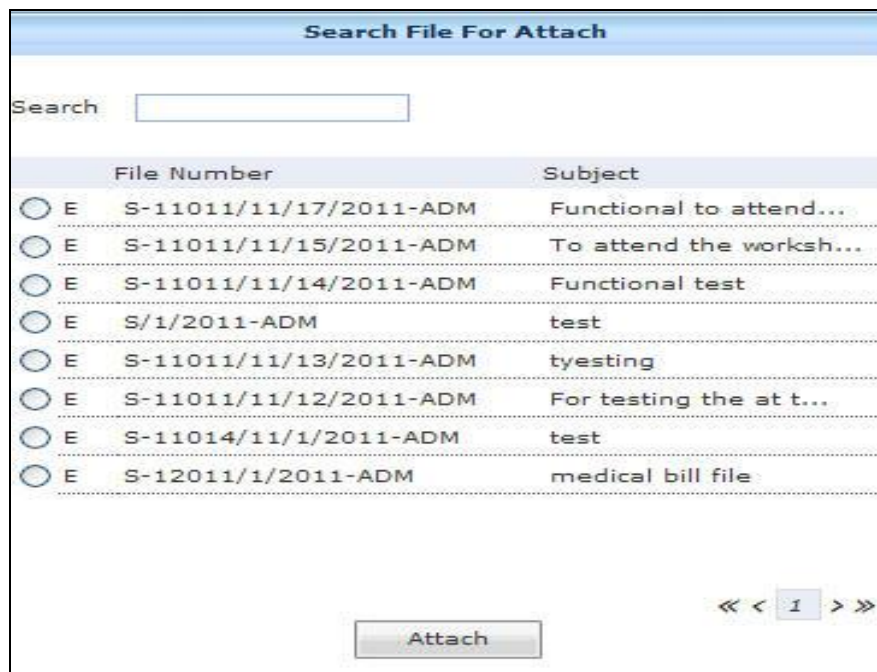


Fig.eFile. 84

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

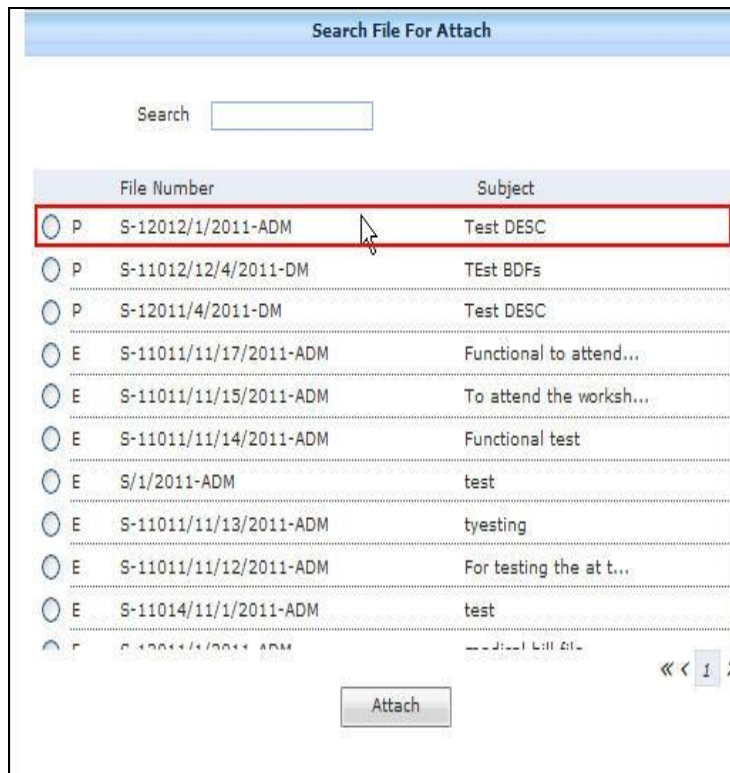



Fig.eFile. 85

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:

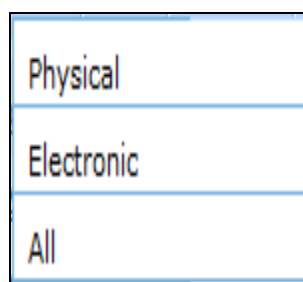


Fig.eFile. 86

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

as shown in Fig.eFile.87:

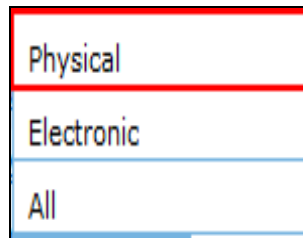


Fig.eFile. 87

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

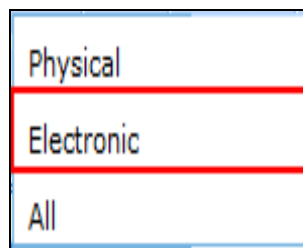


Fig.eFile. 88

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

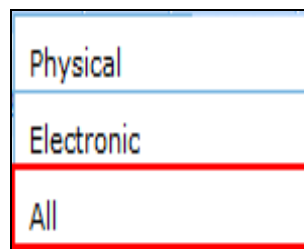


Fig.eFile. 89

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:

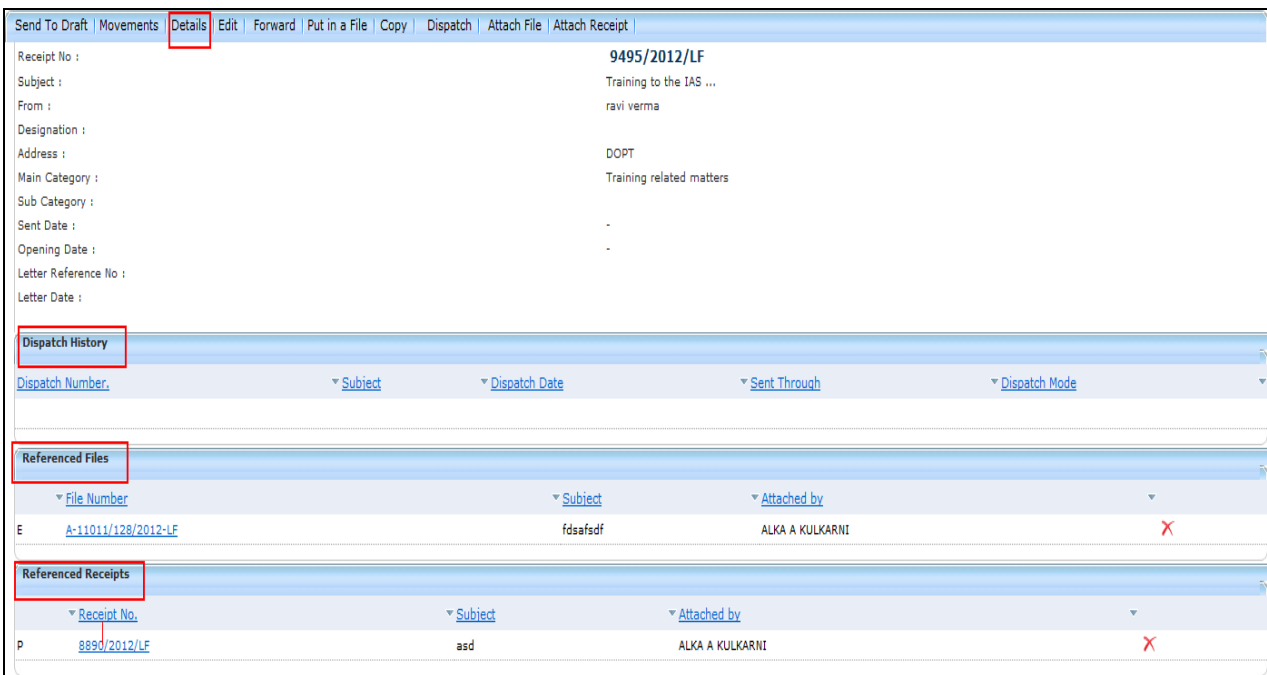


Fig.eFile. 90

- 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:** User 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.

The screenshot shows a web interface titled "Search File For Attach". It features a search input field with the placeholder text "Search". Below the search bar is a table with two columns: "File Number" and "Subject". Each row in the table starts with a radio button. The table contains the following data:

	File Number	Subject
<input type="radio"/>	E S-11011/11/17/2011-ADM	Functional to attend...
<input type="radio"/>	E S-11011/11/15/2011-ADM	To attend the worksh...
<input type="radio"/>	E S-11011/11/14/2011-ADM	Functional test
<input type="radio"/>	E S/1/2011-ADM	test
<input type="radio"/>	E S-11011/11/13/2011-ADM	tyesting
<input type="radio"/>	E S-11011/11/12/2011-ADM	For testing the at t...
<input type="radio"/>	E S-11014/11/1/2011-ADM	test
<input type="radio"/>	E S-12011/1/2011-ADM	medical bill file

At the bottom right of the table area, there are navigation symbols: "<< < 1 > >>". Below the table is an "Attach" button.

Fig.eFile. 91

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

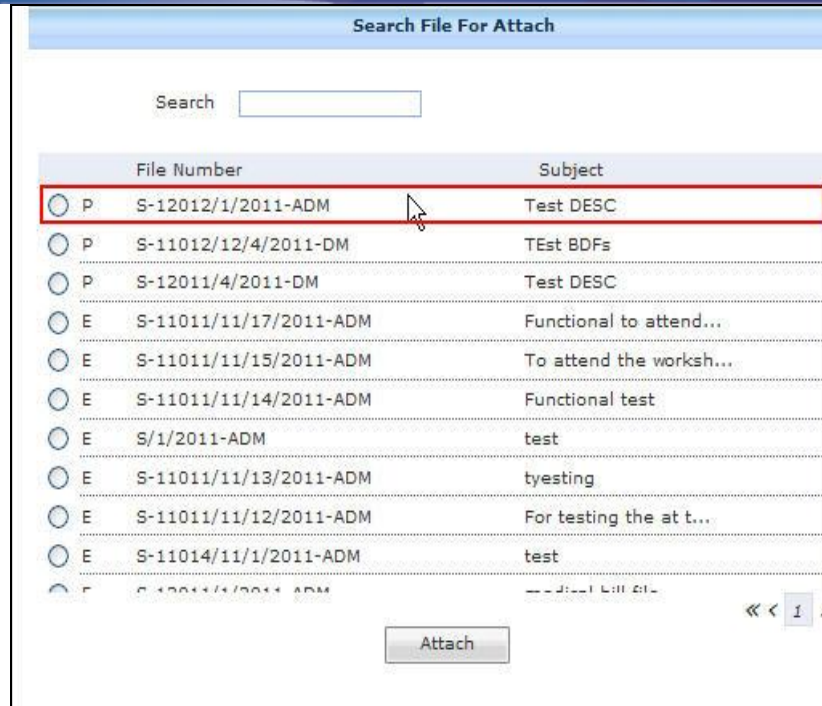


Fig.eFile. 92

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.

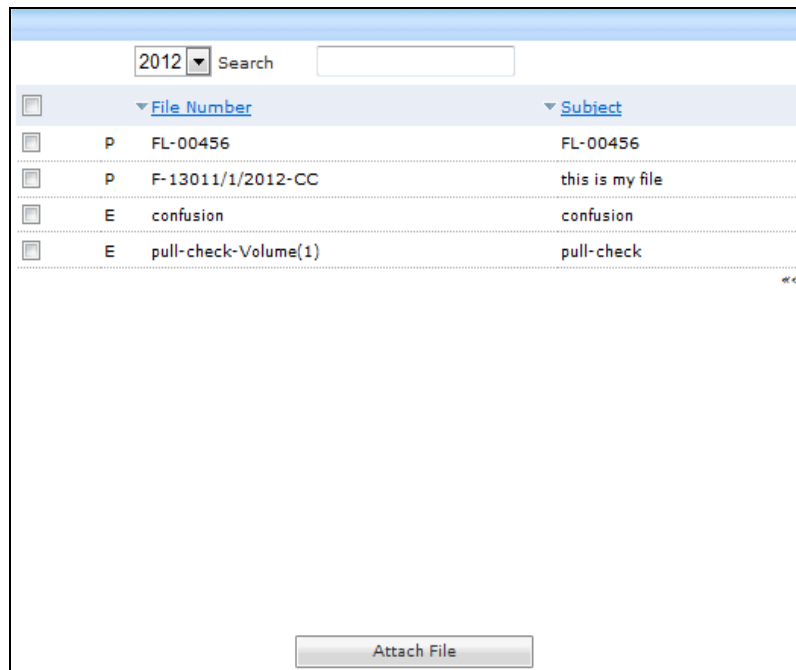


Fig.eFile. 93

- 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:

	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>
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 8122/2012/CC	acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
E 8117/2012/CC	sda	dssd	GARIMA 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				sdf	dsf	ALOK PANDEY	17/02/12 05:33	-
<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 checked="" 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	dssd	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

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:

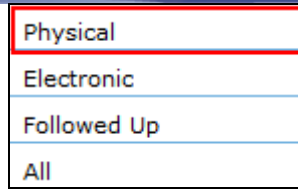


Fig.eFile. 101

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

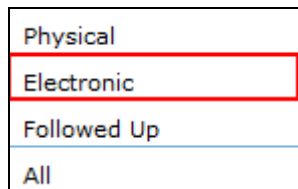


Fig.eFile. 102

- 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:

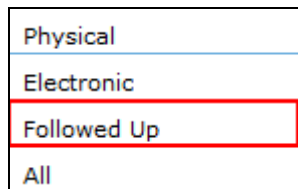


Fig.eFile. 103

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

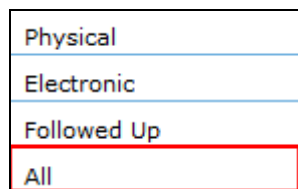


Fig.eFile. 104

- 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
1/648/2012	Ramesh 012	13/6/12 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:

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
I/648/2012	Ramesh 012	13/6/12 1:59 PM	PROF(HINDI) (Self)	

Referred Files

File Number	Subject	Attached by

Referred Receipts

Receipt No.	Subject	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)**

- a) **Movements:** User can use this option to track the '**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, Referred files and Referred Receipts, as shown in Fig.eFile.107:

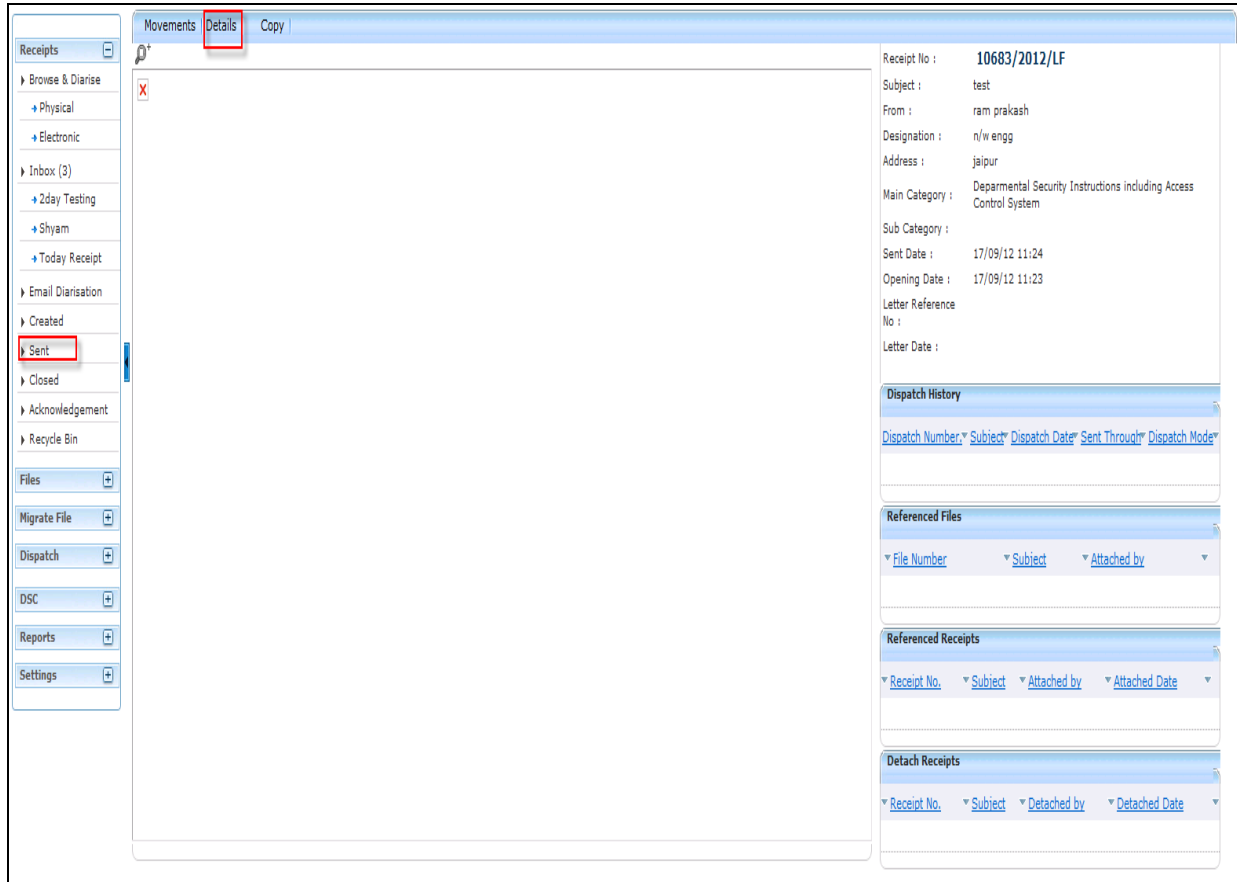


Fig.eFile. 107

- 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:

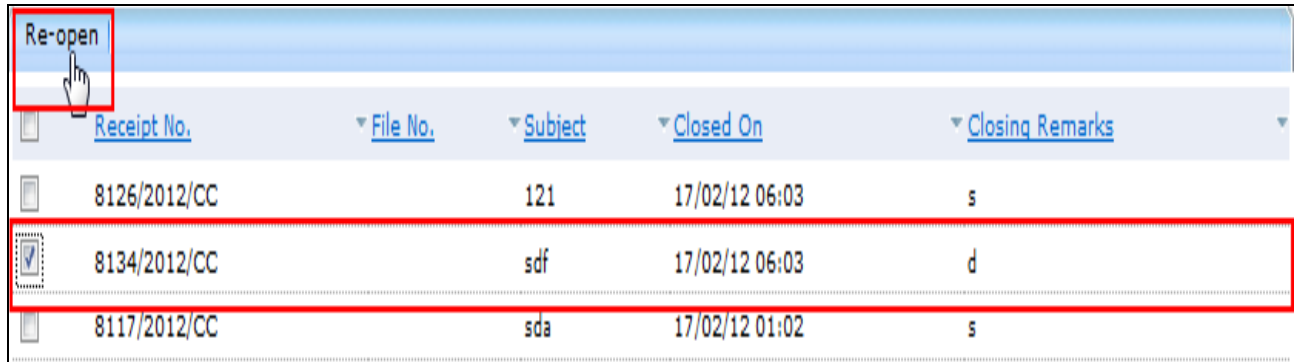
Re-open					
<input type="checkbox"/>	Receipt No.	File No.	Subject	Closed On	Closing Remarks
<input type="checkbox"/>	8117/2012/CC		sda	17/02/12 01:02	s

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:

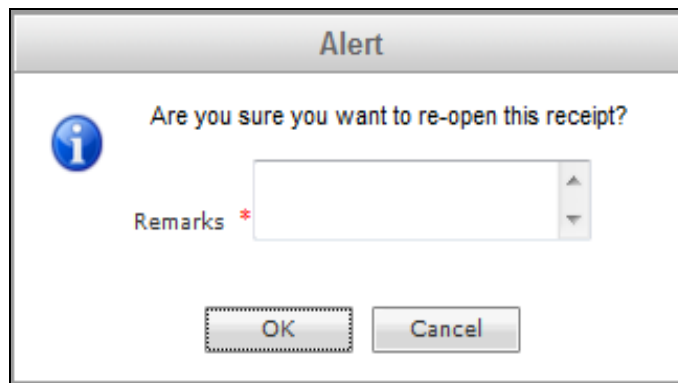
- Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.109:



Receipt No.	File No.	Subject	Closed On	Closing Remarks
8126/2012/CC		121	17/02/12 06:03	s
8134/2012/CC		sdf	17/02/12 06:03	d
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:

<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.

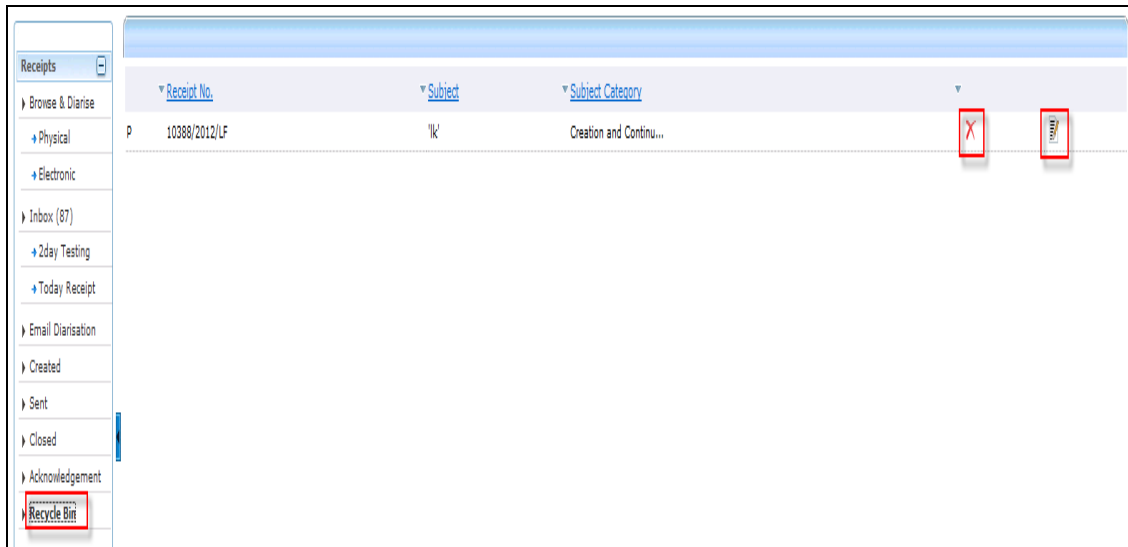


Fig.eFile. 114

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:

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

Receive | Reply | Forward | View | Move To | Mark As | More Action | Create Volume

Hierarchical View | My Files

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/258/2012-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	fdfdsfds 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:

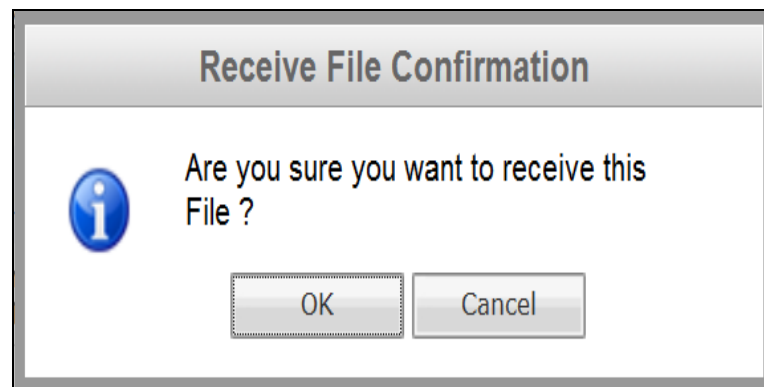


Fig.eFile. 117

- 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:

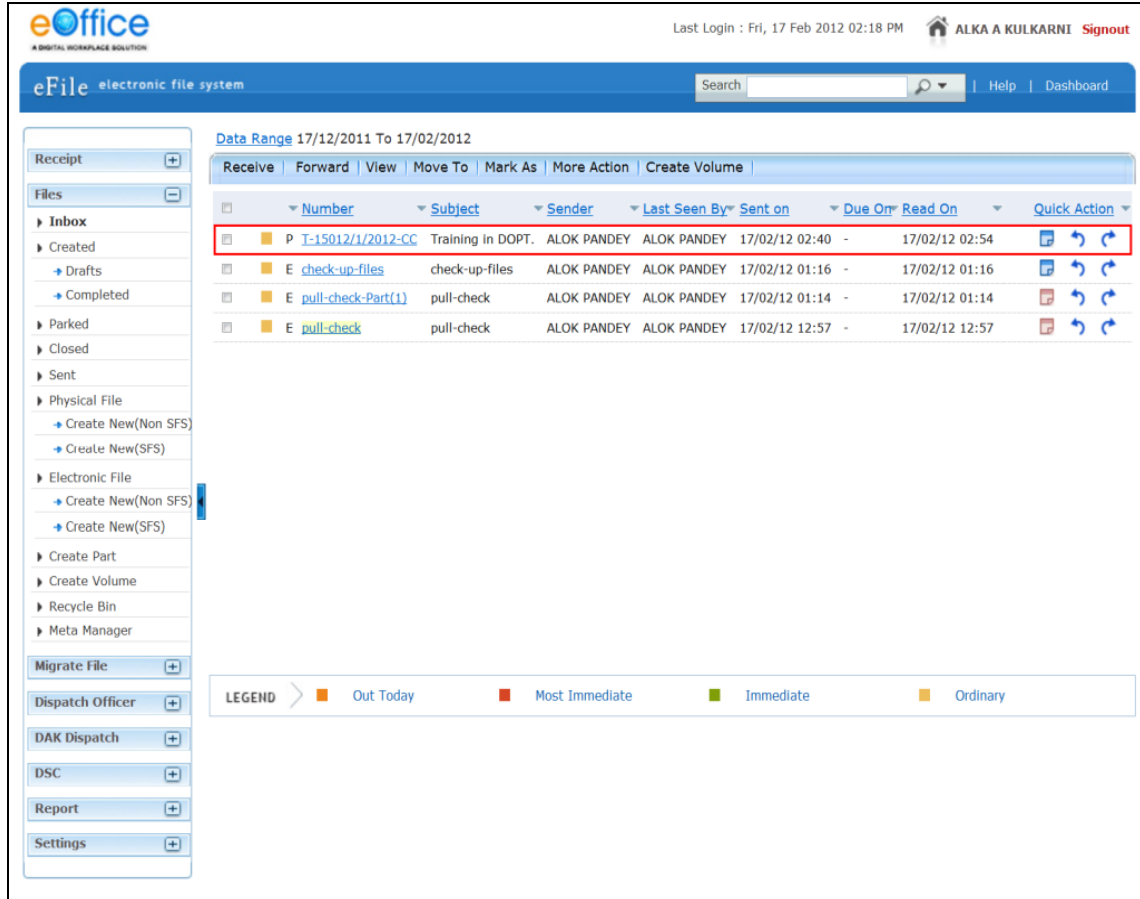


Fig.eFile. 118

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	[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	fdsfdsf dsfdfs	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. 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 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:

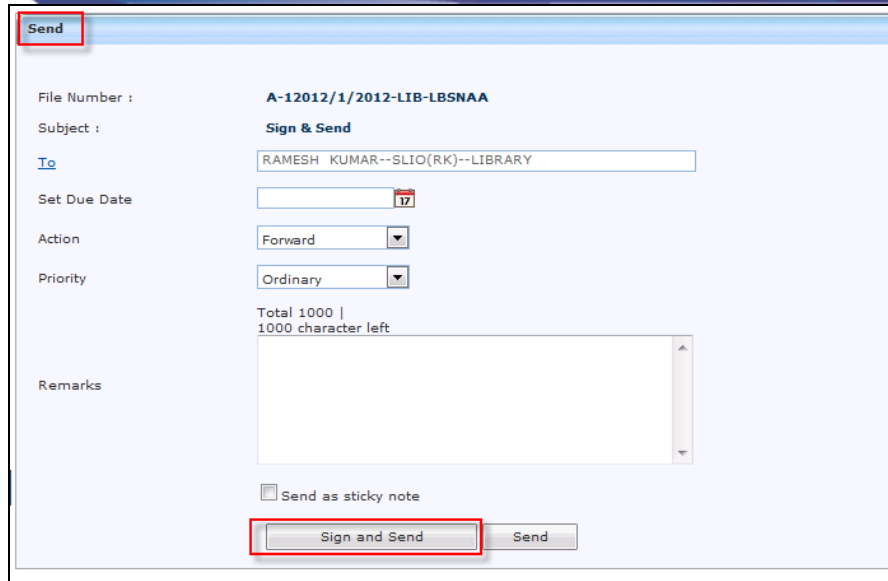


Fig.eFile. 122

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

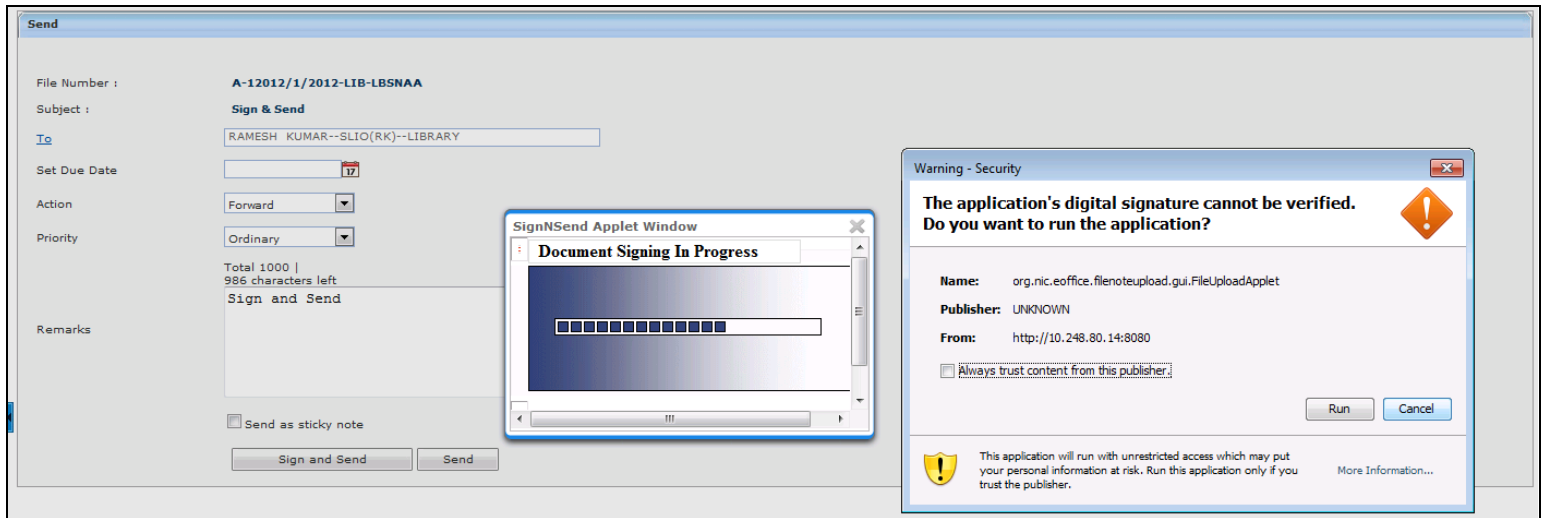


Fig.eFile. 123

- 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:

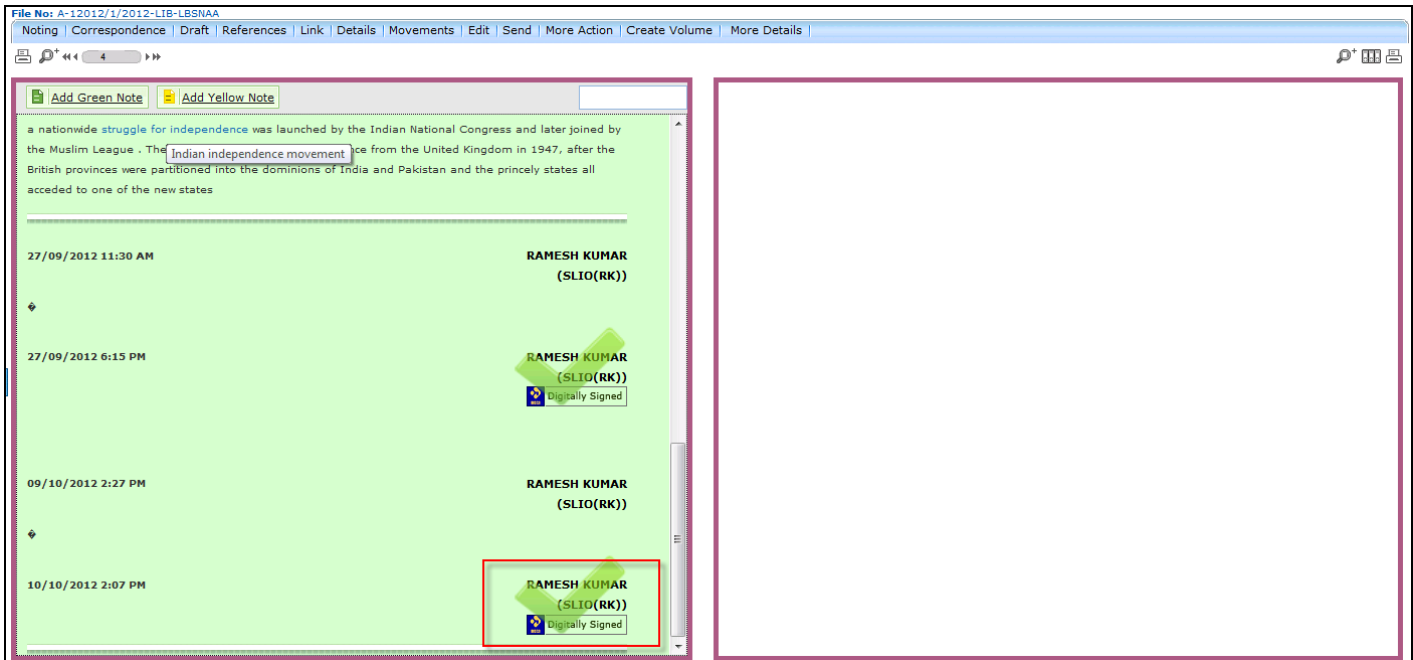


Fig.eFile. 125

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 :

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:

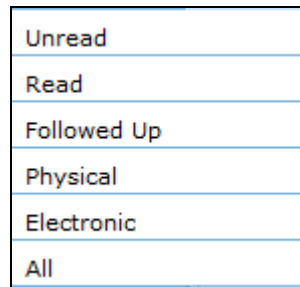


Fig.eFile. 1302

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

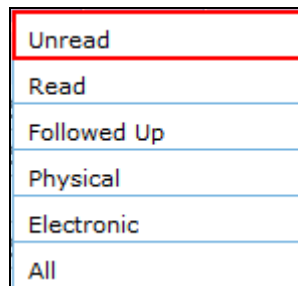


Fig.eFile. 1313

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

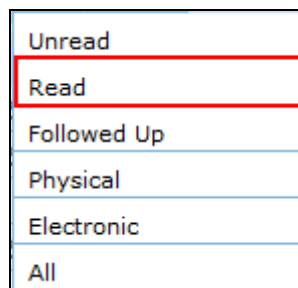


Fig.eFile. 1324

- 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:

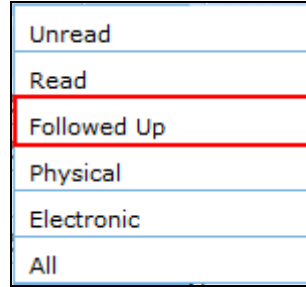


Fig.eFile. 1335

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

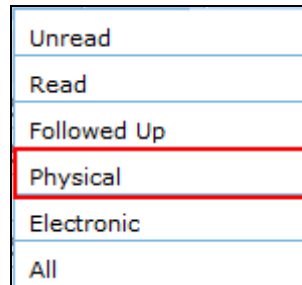


Fig.eFile. 1346

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

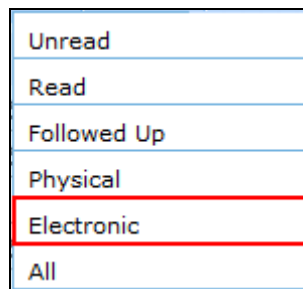


Fig.eFile. 13537

- 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] [Reply] [Forward]
P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Print] [Reply] [Forward]
E A-11011/140/2012-LF	fdsfdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Print] [Reply] [Forward]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Reply] [Forward]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Reply] [Forward]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Reply] [Forward]
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Reply] [Forward]
P B/143/2012-E8C-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Reply] [Forward]

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:

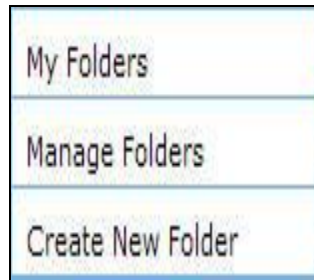


Fig.eFile. 1380

- 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:

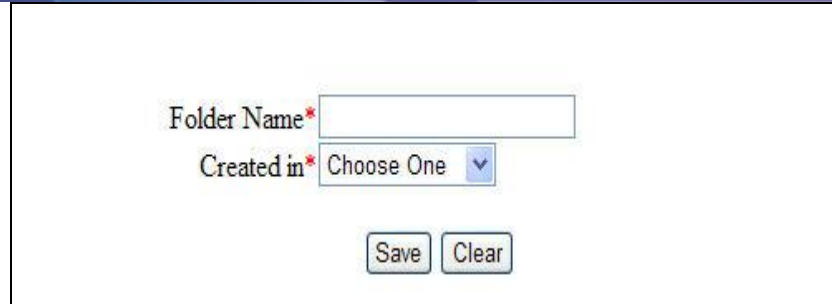
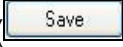


Fig.eFile. 1402

- 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:

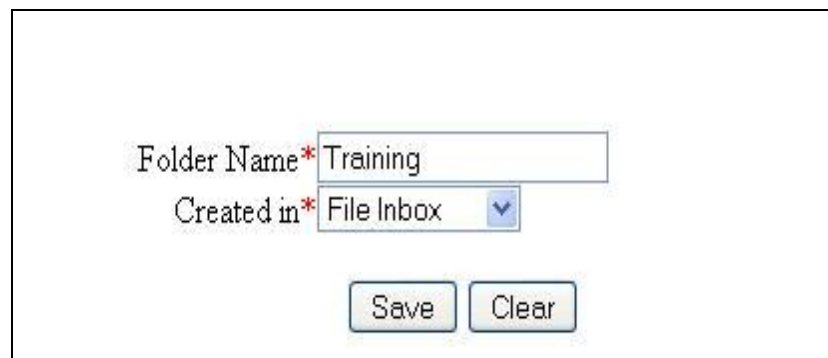


Fig.eFile. 1413

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:

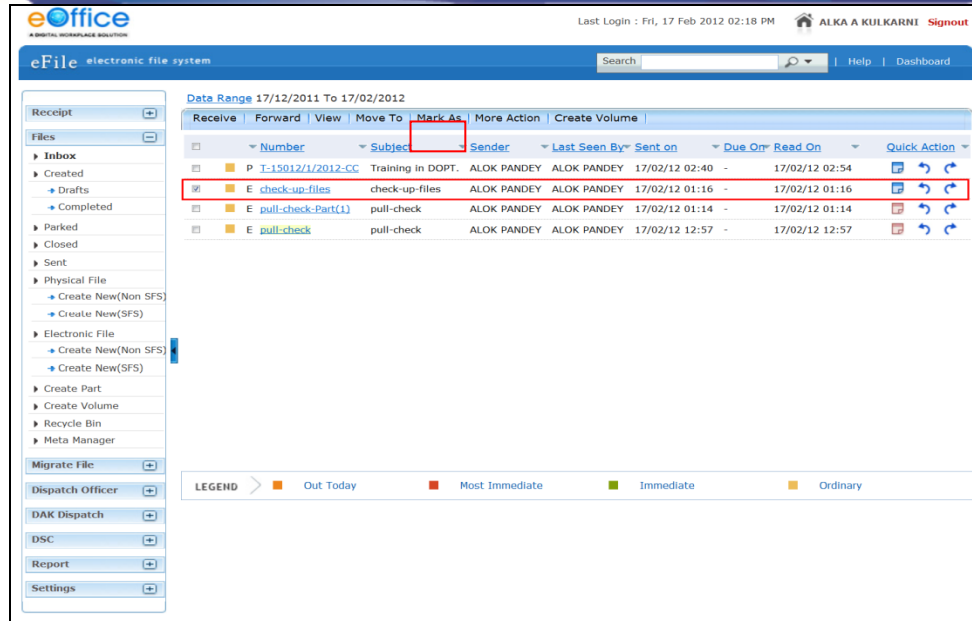


Fig.eFile. 1424

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

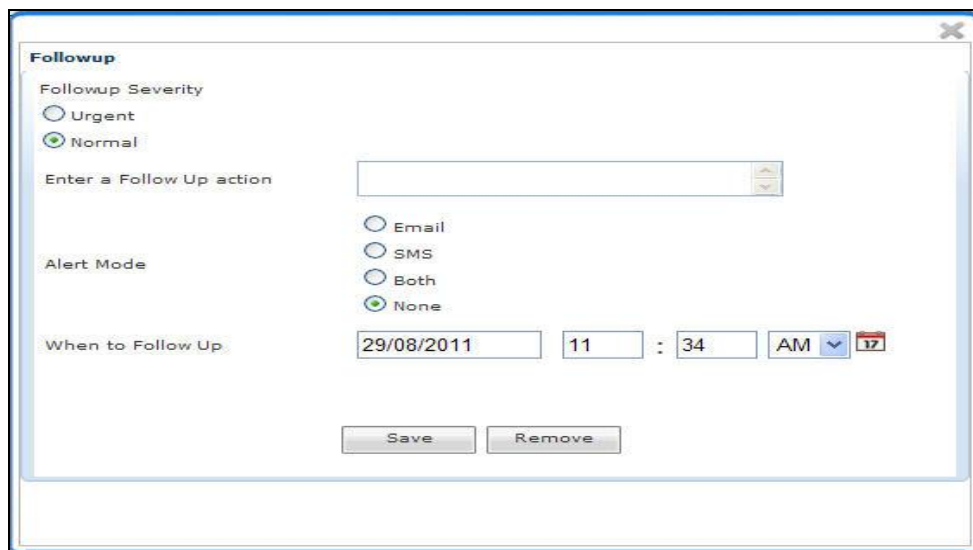


Fig.eFile. 1435

- 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

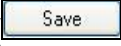
None

When to Follow Up

30/08/2011 10 : 36 AM 17

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:

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	[Icons]
P B-13011/5/2012-DOS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Icons]
E A-11011/140/2012-LF	fdsfdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Icons]
P E-12/1/2012-PRT	pppppppppppppp	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-E&C-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]

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?

i

Remarks

Reminder Date

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

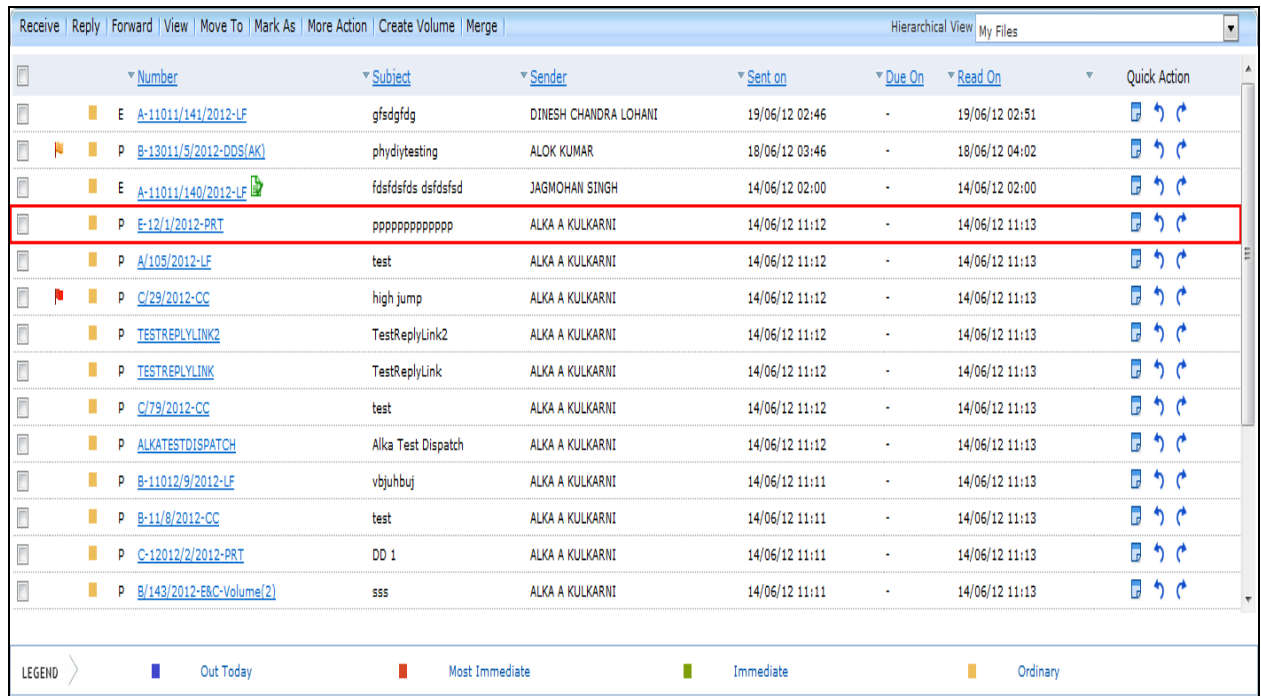
- Click the **Close** () button (Fig.eFile.147) to finally close the file, as a result the selected file will be sent to closed section of Files.

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	gfdgfdg	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

Subject

Description*

Category
Main
Sub

Other Details

Classified

Remarks

Previous Reference

Later Reference

[Create Volume](#) >

Fig.eFile. 1524

- Click the **Create Volume** ([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	ewqewqewqe	-	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 the 'Send' form 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 entry, 'Rathindra Nath Mukherjee', is highlighted with a red box and a mouse cursor. Other entries include 'Debprosad Dey' and 'Swapan Kumar'.
- Set Due Date:** A text box with a calendar icon (17) next to it.
- Action:** A dropdown menu with 'Confidential Section of DM' selected.
- Priority:** A dropdown menu with 'Confidential' selected.
- Remarks:** A large text area for entering remarks.
- Send:** A button at the bottom of the form.

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

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:

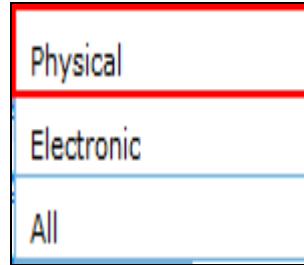


Fig.eFile. 1591

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

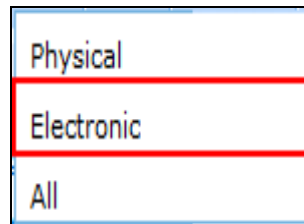


Fig.eFile. 1602

- 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:

File No: NEWPULLBACK-Volume(2)

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

Receipts

Files

- Inbox
- Created
- Drafts
- Completed
- Parked
- Closed
- Sent
- Physical File
 - Create Nev(Non SFS)
 - Create Nev(SFS)
 - Create Shadow File
- Electronic File
 - Create Nev(Non SFS)
 - Create Nev(SFS)
 - Create Shadow File
- Create Part
- Create Volume**
- Recycle Bin

Migrate File

Dispatch

DSC

Reports

Settings

Add Green Note Add Yellow Note

Correspondence

There is no correspondence attached with this file.

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:

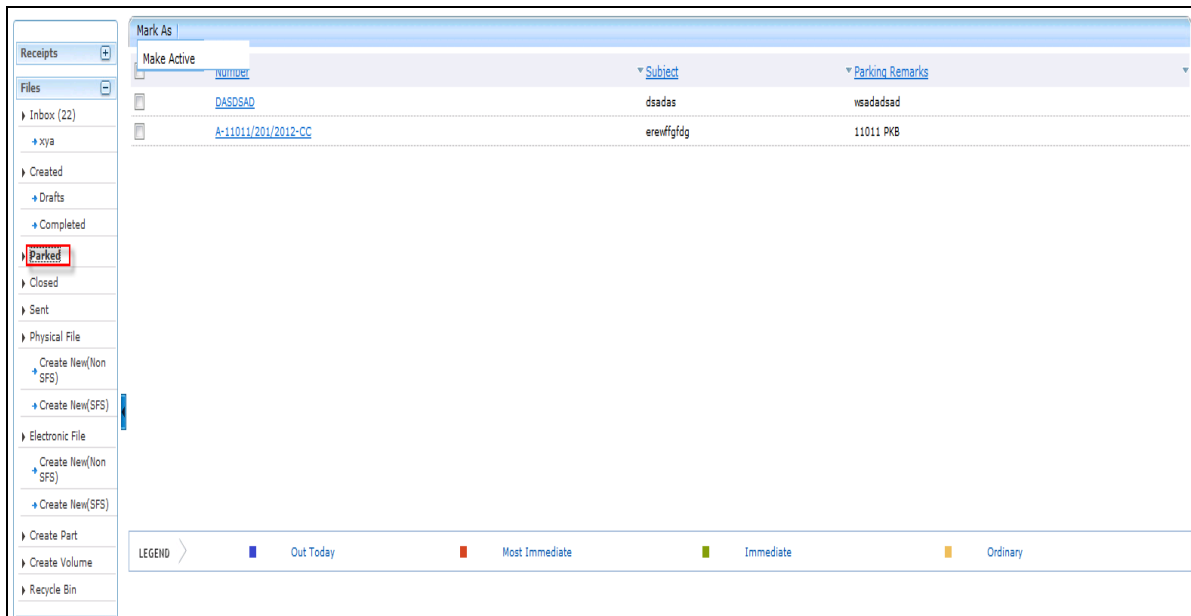


Fig.eFile. 16568

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

Mark As	Make Active	NUMBER	Subject	Remarks
		DASDSAD	dsadas	wsadasdsad
		A-11011/201/2012-CC	erefffjtdg	11011 PKB

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:

Mark As	Make Active	Subject	Closed on	Closing Remarks
A-11011/278/2012-LF		ertrwter	18/09/12 11:04	close
8/98/2012-LF		vvi	16/08/12 11:07	pdf
T-14011(12)/1/2012-LF		imported	17/07/12 04:51	close it
D-12012/2/2012-TR011-Volume(3)		testing description o...	02/07/12 10:05	close it
A-16012/1/2012-LF		test	27/06/12 02:19	xyz

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:

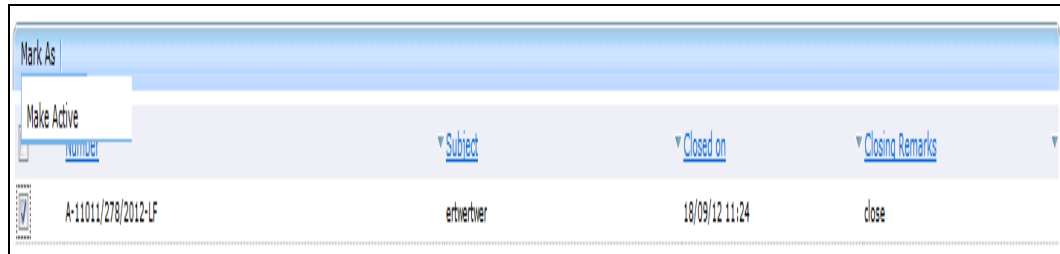


Fig.eFile. 1681

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.

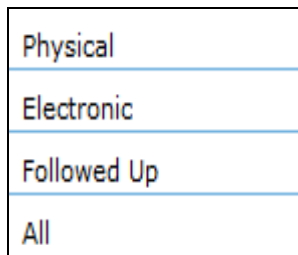


Fig.eFile. 1703

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:

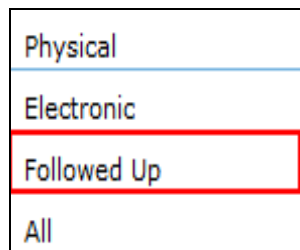


Fig.eFile. 1714

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

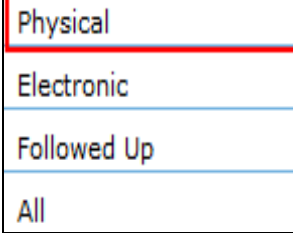


Fig.eFile. 1725

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

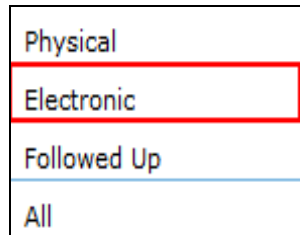


Fig.eFile. 1736

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

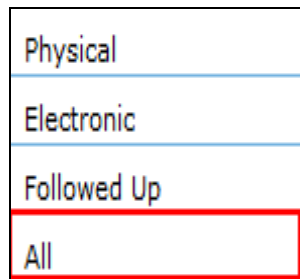


Fig.eFile. 1747

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
			E A-11011/141/2012-LF	gfsdghfg	DINESH CHANDRA LOHANI	19/06/12 02:46	-
			E A-11011/139/2012-LF	Training matter	DINESH CHANDRA LOHANI	19/06/12 02:46	-
			E D/53/2012-E&C	sds	BIKRAM SINGH	19/06/12 12:22	-
			P D/58/2012-LF	rwar	JAGMOHAN SINGH	18/06/12 02:47	19/06/12 12:00
			P C/137/2012-LF	testing description	RAMESH KUMAR	15/06/12 11:34	-
			E A-11011/141/2012-LF-Volume(2)	Training schedule	BIKRAM SINGH	15/06/12 11:29	-
			E A-12012/6/2012-CC	saaas	BIKRAM SINGH	15/06/12 11:17	-
			P A-12012/2/2012-LF	Daily aaj Takssaa	ALOK PANDEY	14/06/12 04:38	-
			E A/136/2012-LF	test	JAGMOHAN SINGH	14/06/12 03:52	22/06/12 12:00
			P C-11/2/2012-LF	123	A NALLASAMY	14/06/12 03:47	-
			E A-11011/128/2012-LF	fdsafsd	A NALLASAMY	14/06/12 03:47	-
			E A-11011/141/2012-LF	gfsdghfg	ALKA A KULKARNI	14/06/12 02:11	-
			E A-11011/140/2012-LF	fdsafds dafdsfd	JAGMOHAN SINGH	14/06/12 01:58	-
			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 'Create Part' form in the eFile system. At the top, it displays 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC'. The 'File Number' field is populated with 'A-11011/139/2012-LF'. Below this, there are two main sections: 'Subject' and 'Other Details'. The 'Subject' section includes a 'Description*' field with the text 'Training matter - new part matter', a 'Main' category dropdown set to 'Choose One', and a 'Sub' category dropdown set to 'Choose One'. The 'Other Details' section includes a 'Classified' dropdown set to 'Choose One', a 'Remarks' field with the text 'In reference to the previous part of this File', and two empty text boxes for 'Previous Reference' and 'Later Reference'. At the bottom of the form, 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:

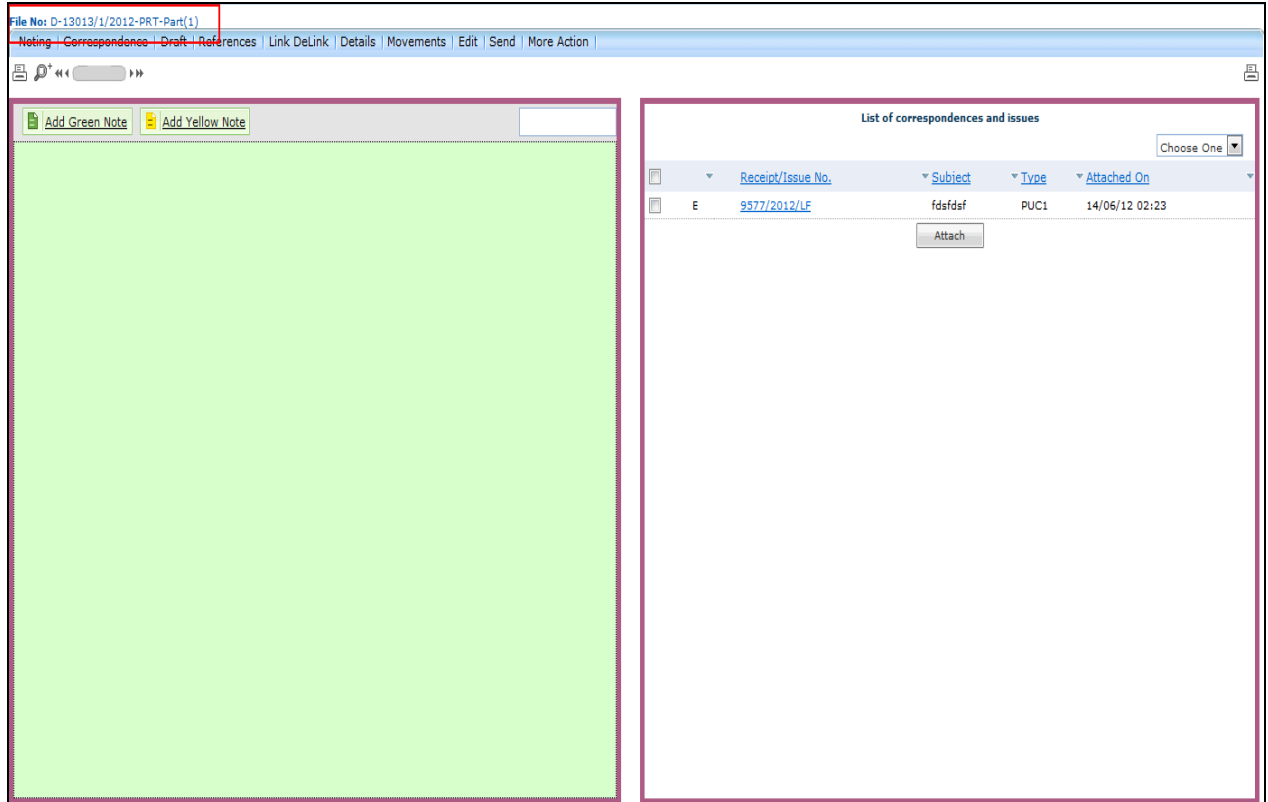


Fig.eFile. 1814

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:

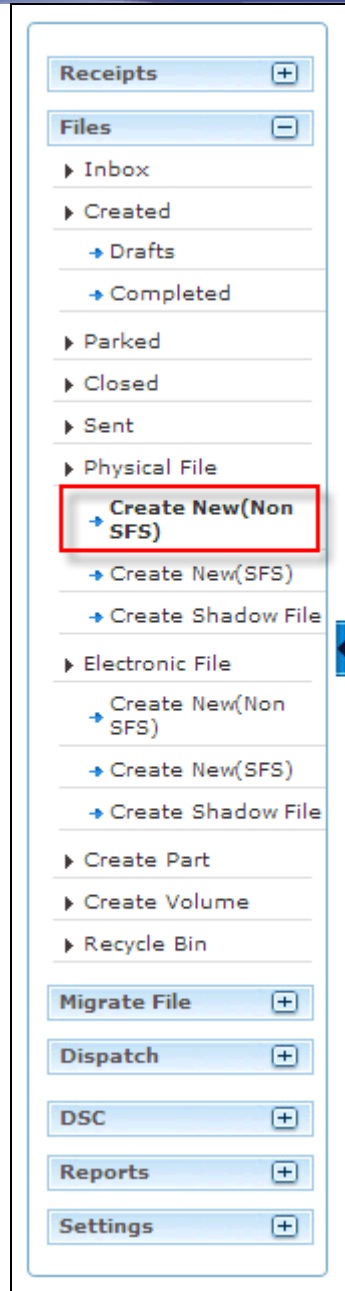


Fig.eFile. 1825

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 - Esta 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:

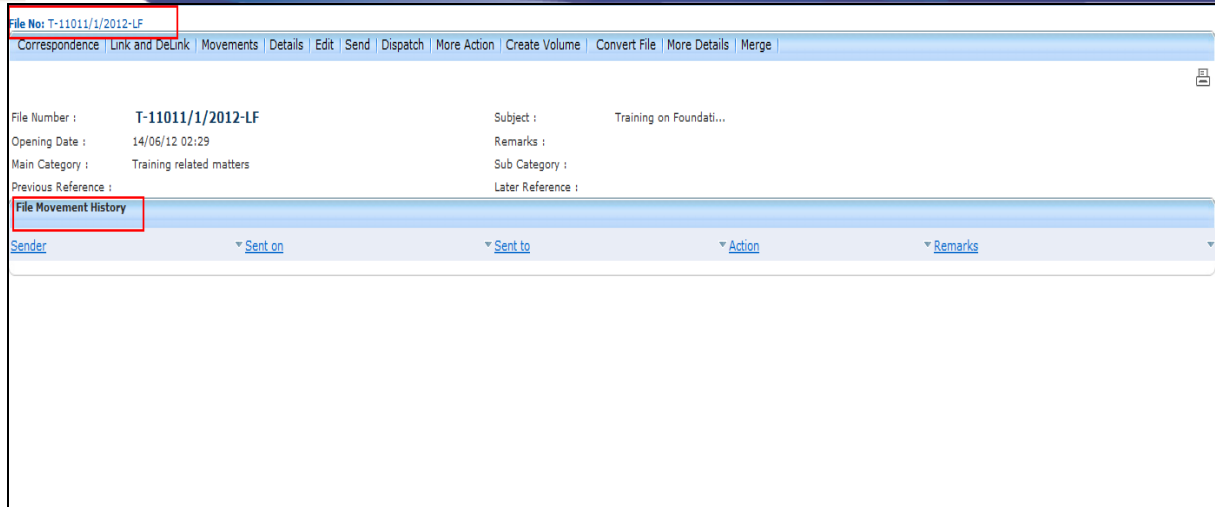


Fig.eFile. 18588

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:

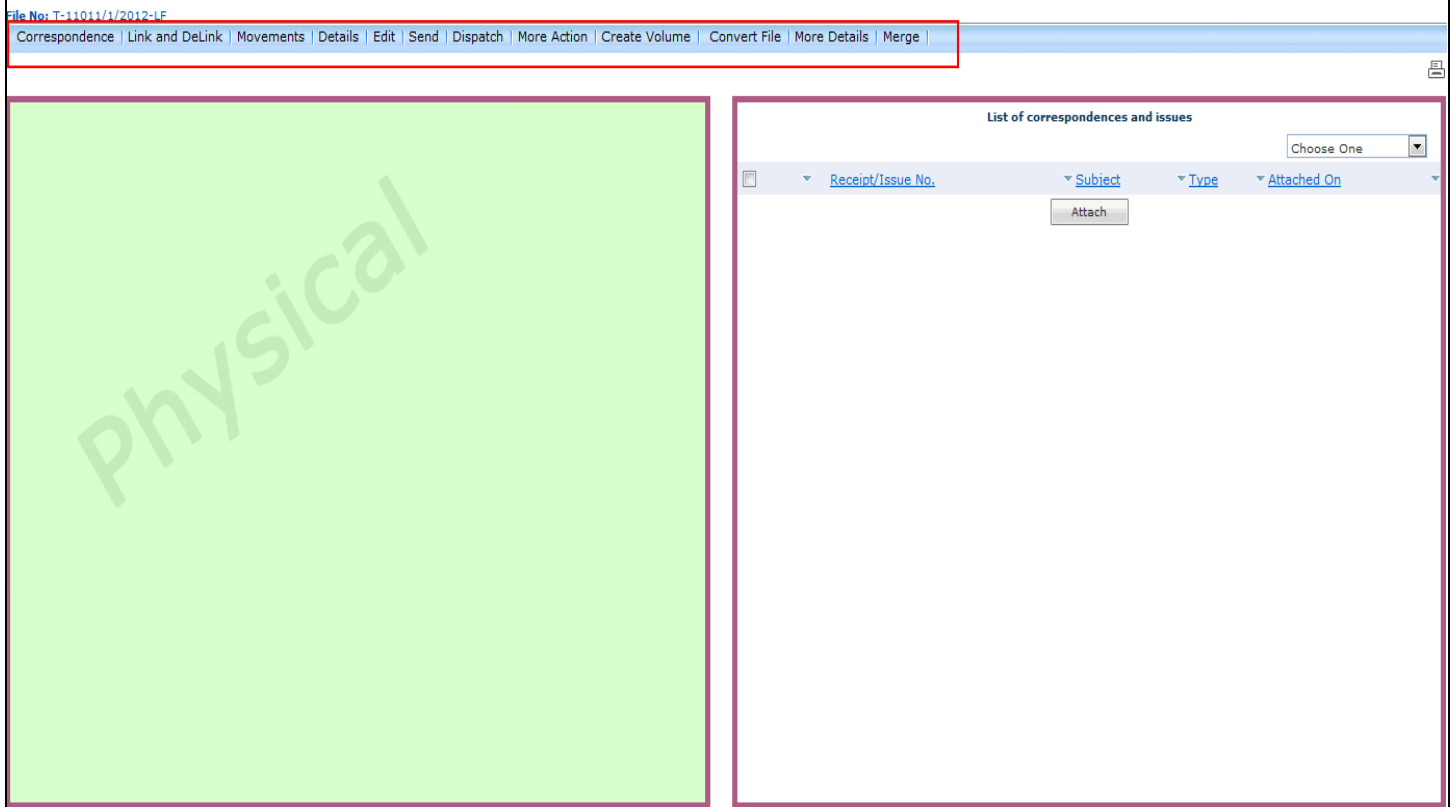


Fig.eFile. 18689

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

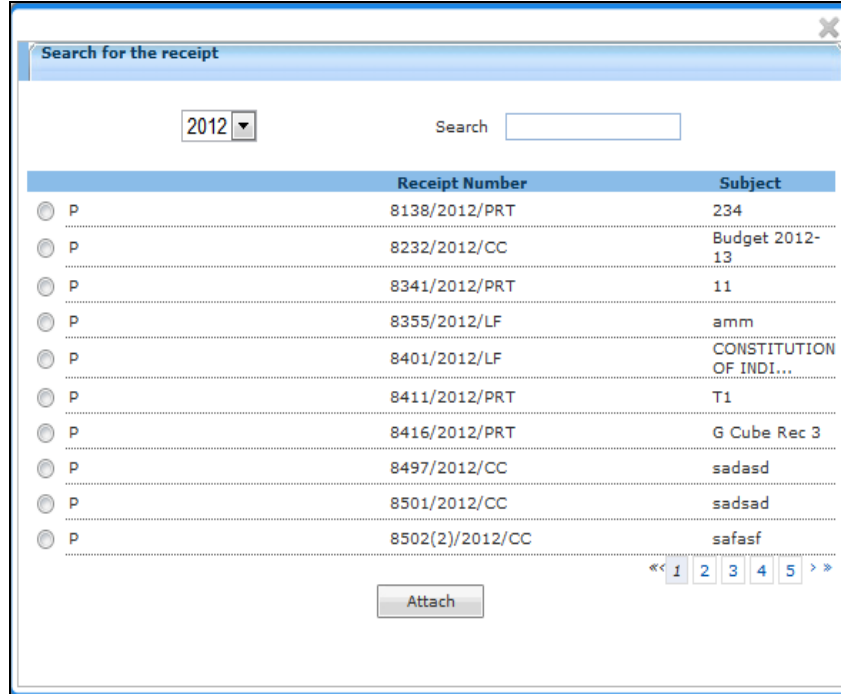


Fig.eFile. 1870

- 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.

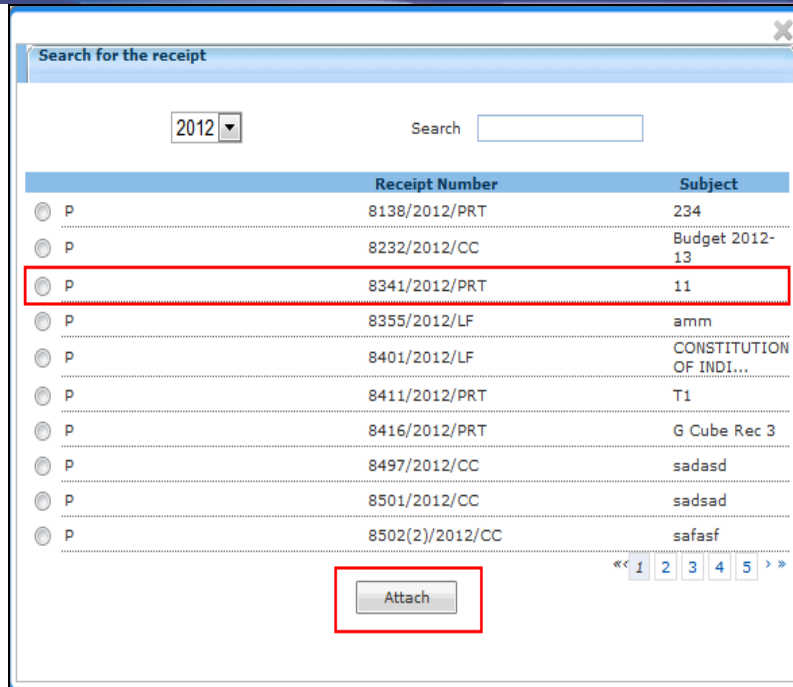


Fig.eFile. 1881

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).

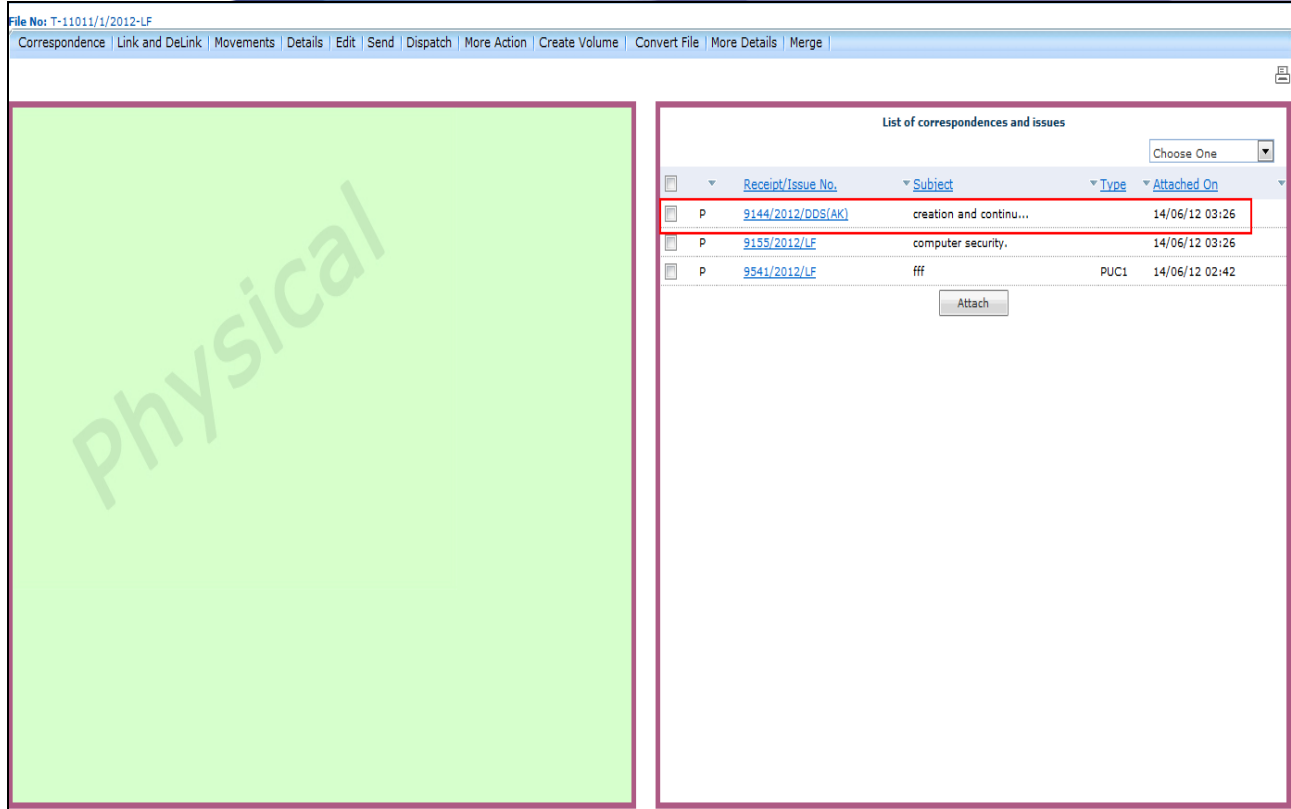


Fig.eFile. 1892

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

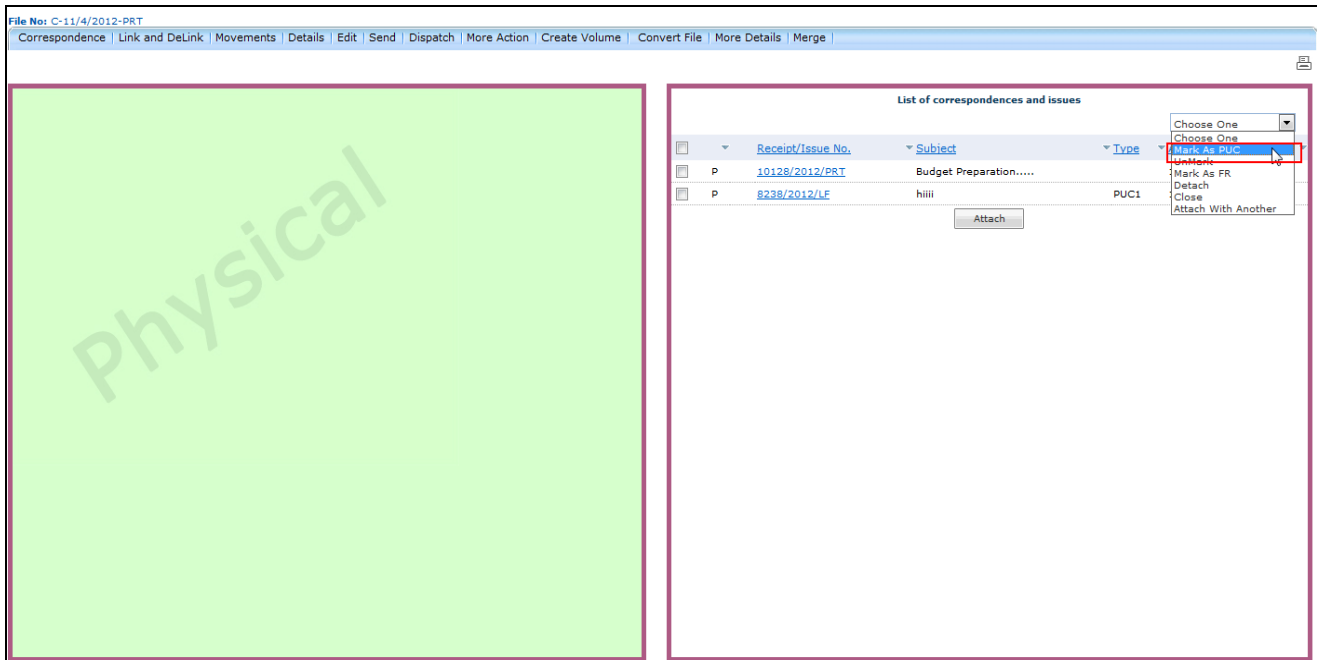


Fig.eFile. 1903

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:

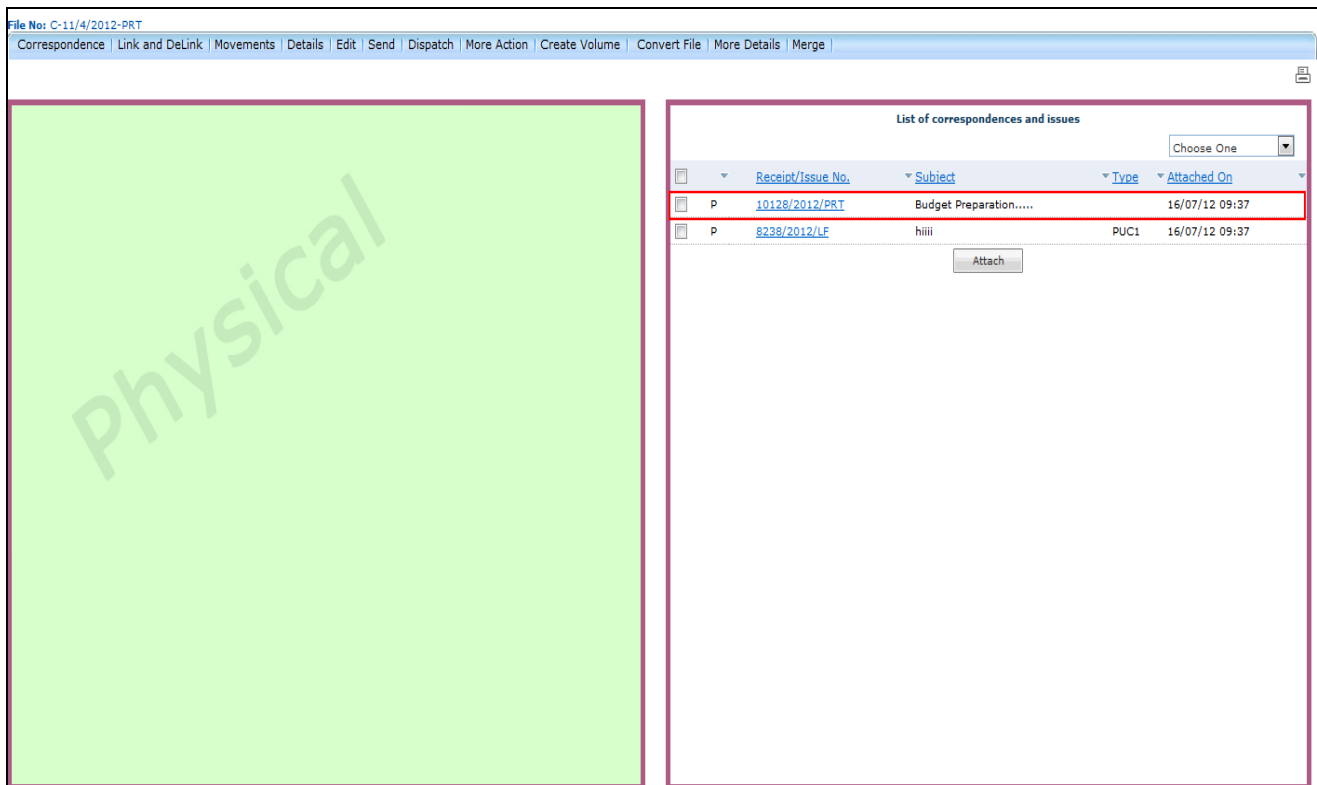


Fig.eFile. 1914

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

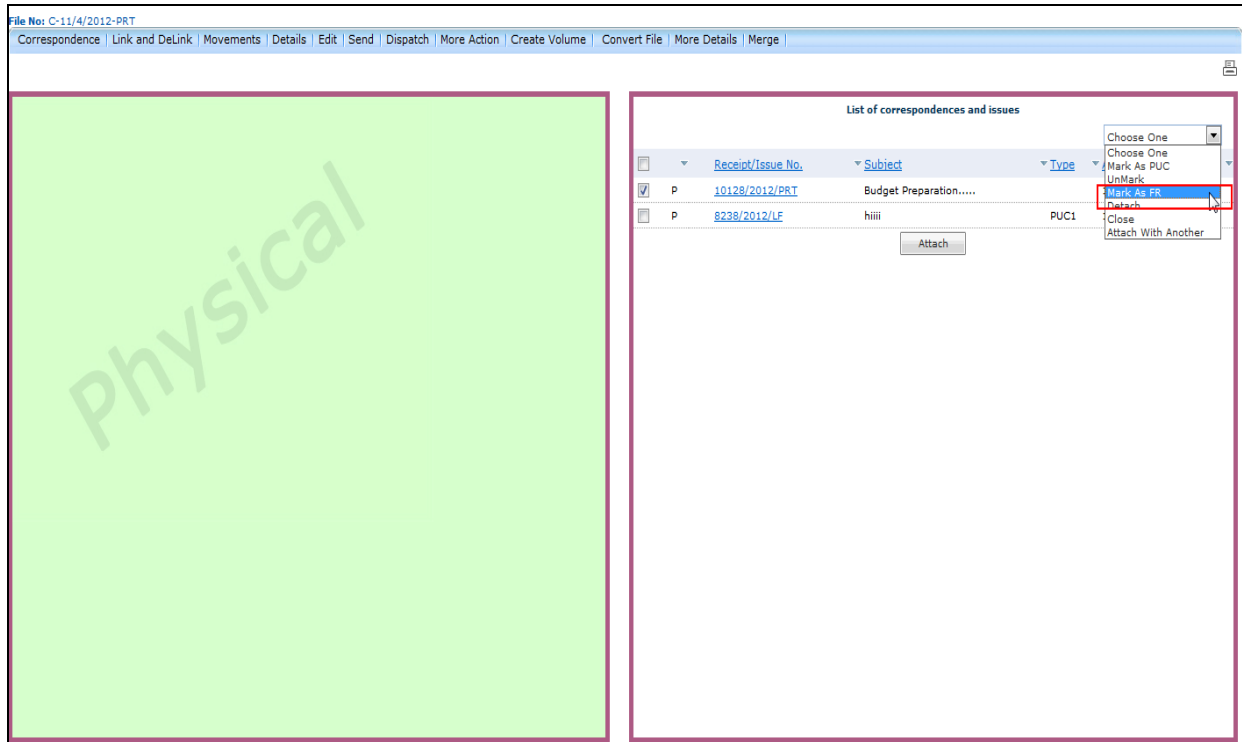


Fig.eFile. 1925

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

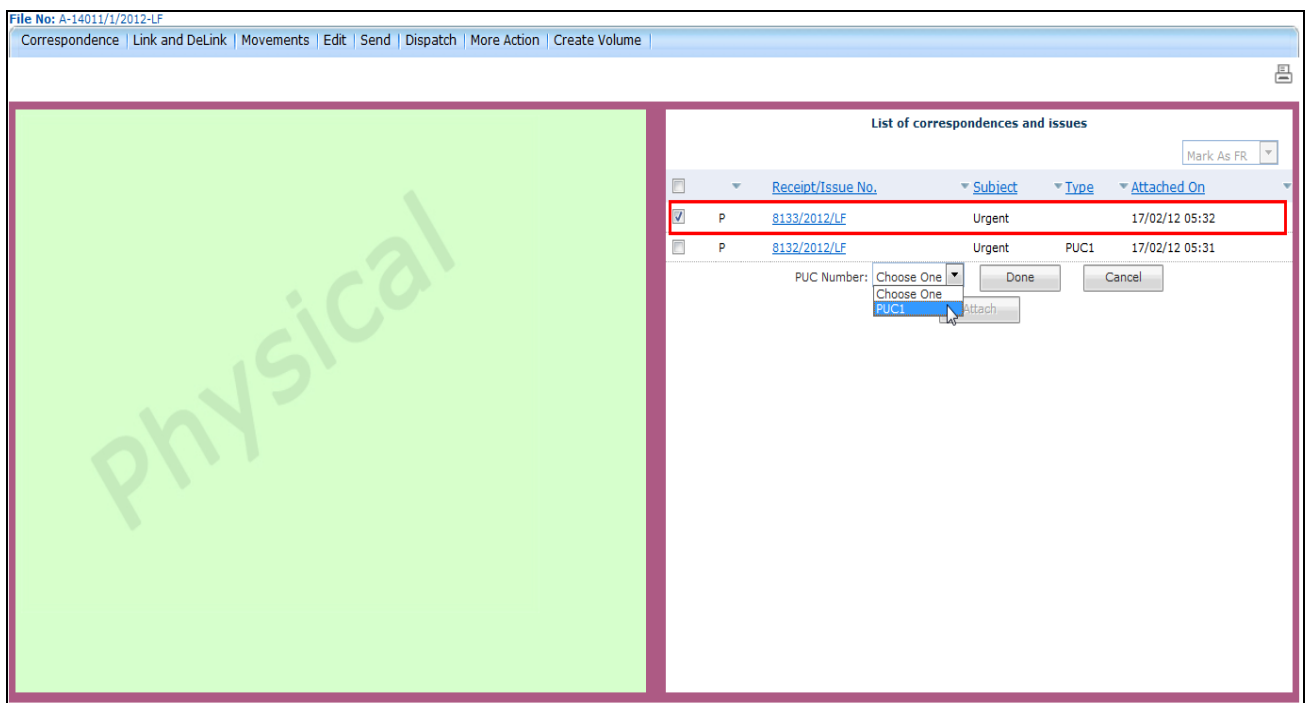
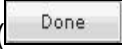


Fig.eFile. 1936

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

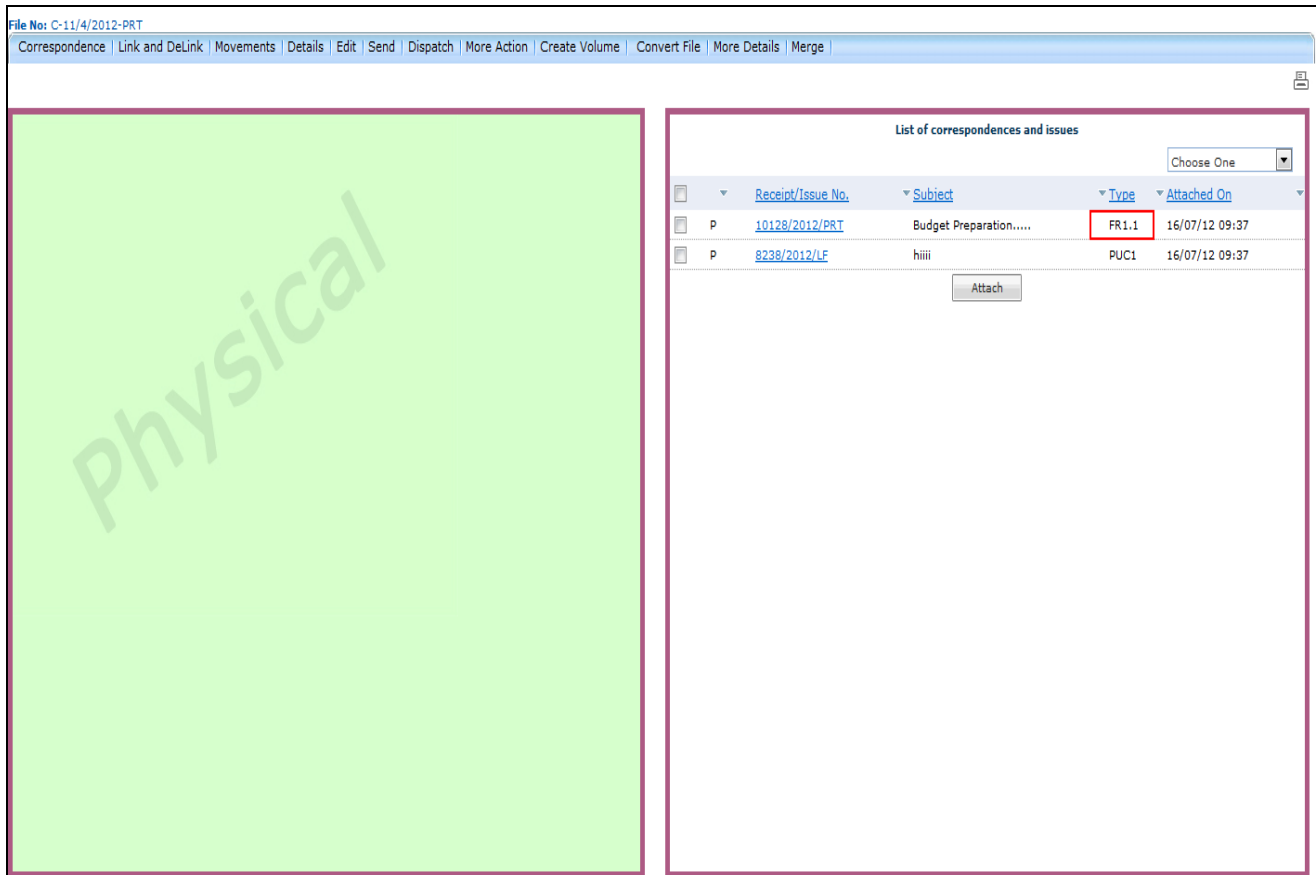


Fig.eFile. 1947

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:

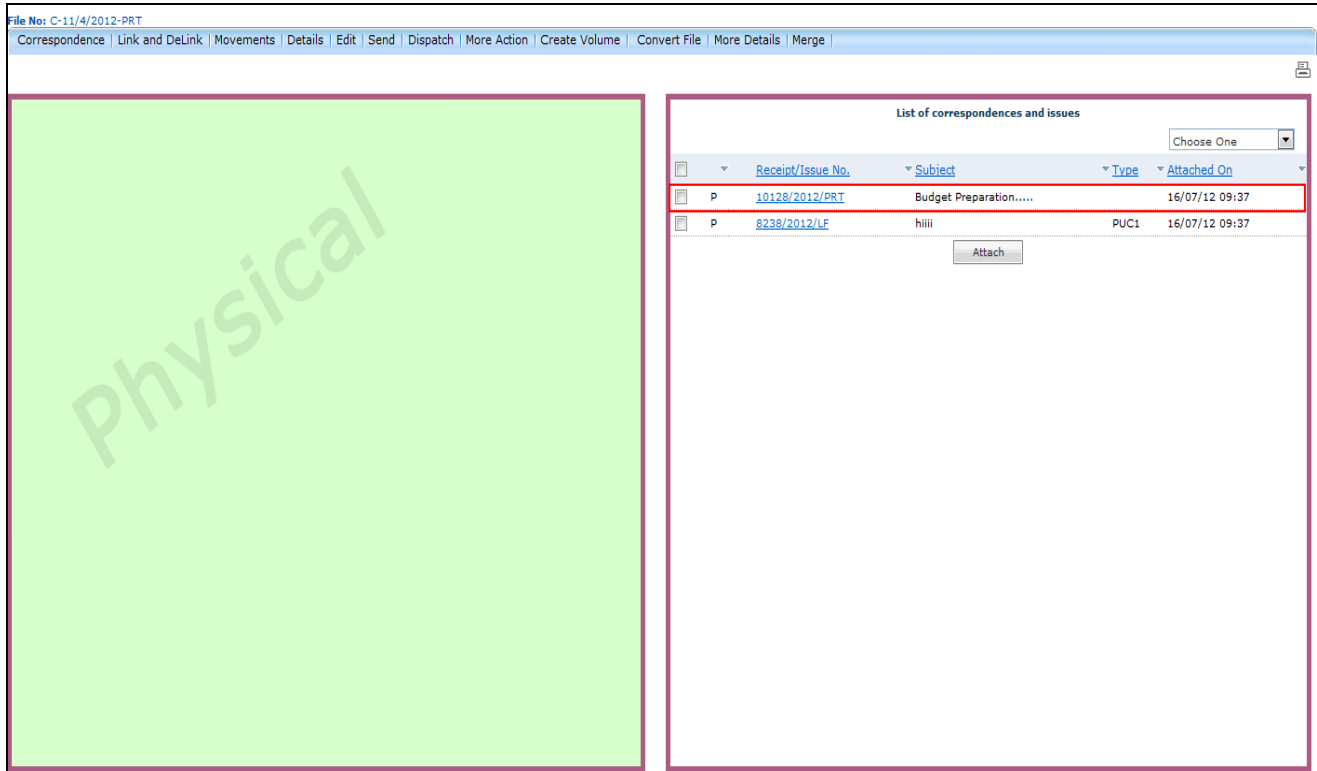


Fig.eFile. 198

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

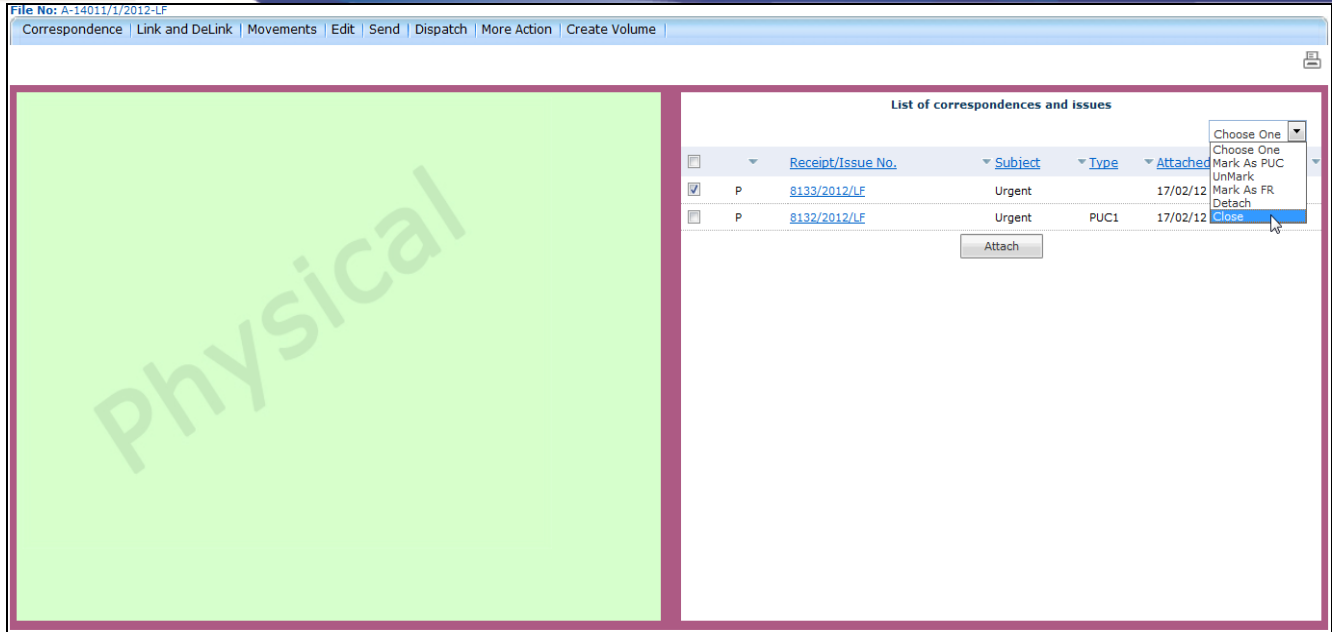


Fig.eFile. 199

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:

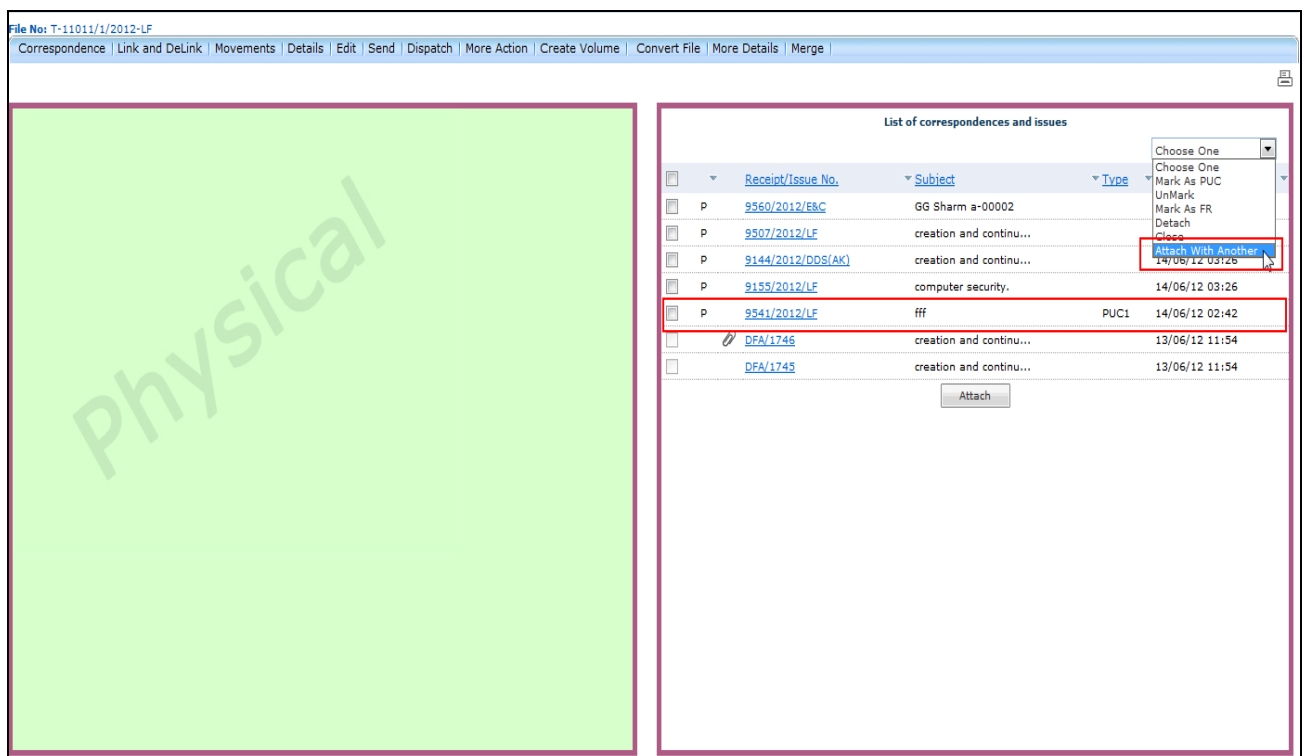


Fig.eFile. 1962

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

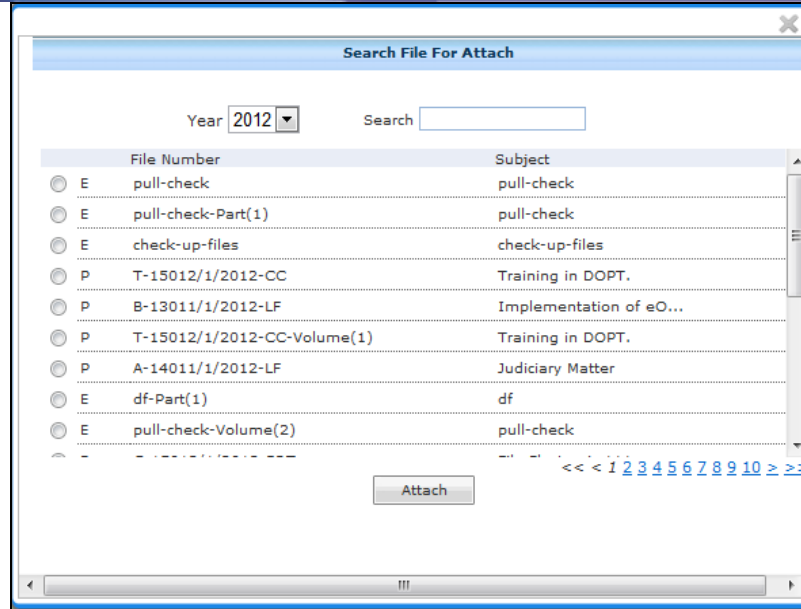


Fig.eFile. 1973

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

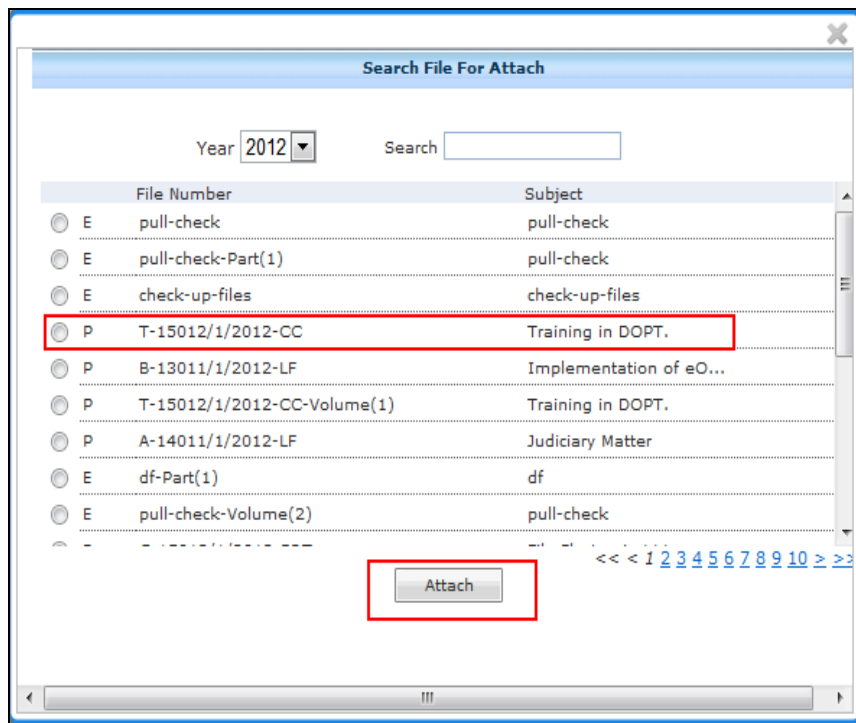


Fig.eFile. 1984

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:

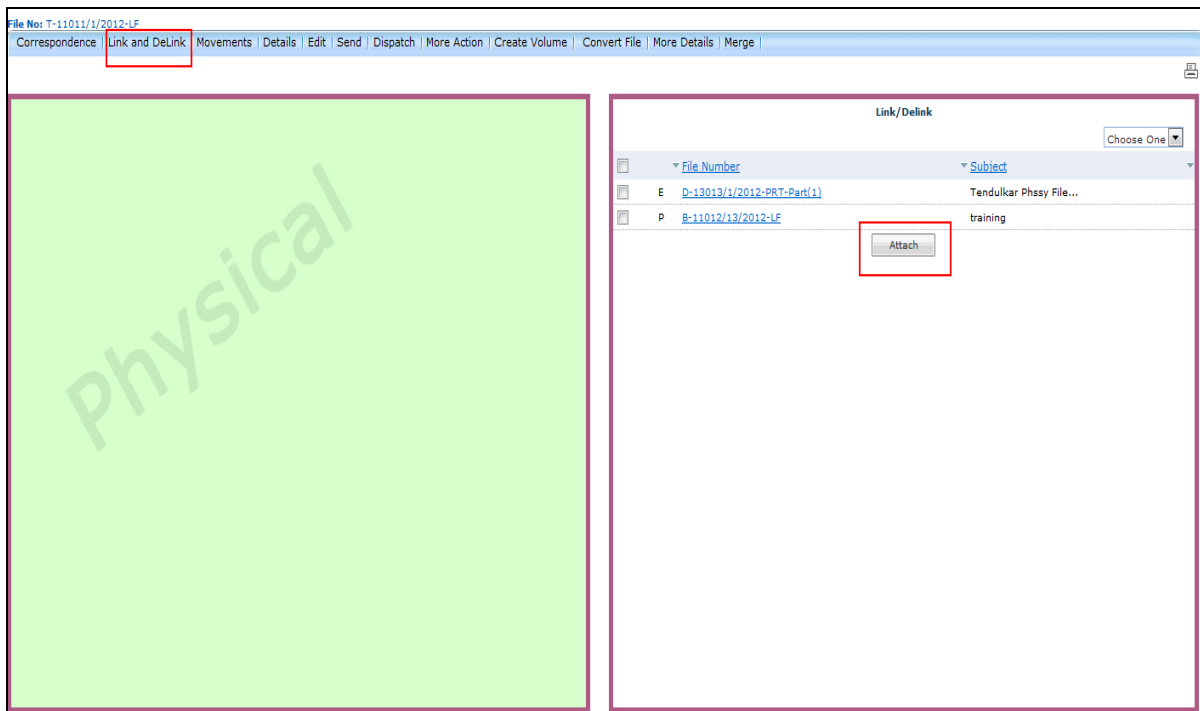


Fig.eFile. 1995

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

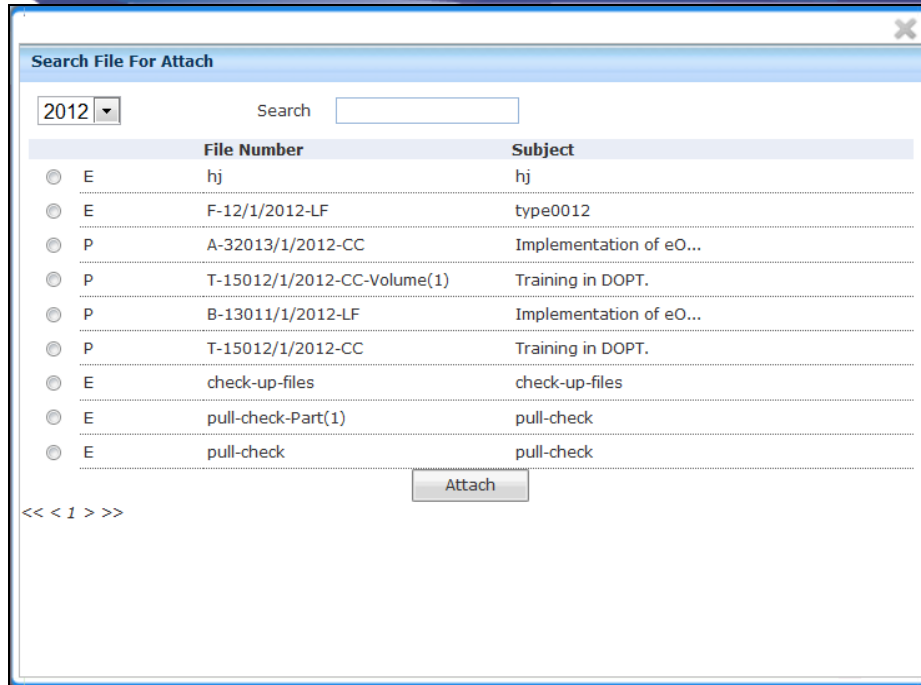


Fig.eFile. 2006

- 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:

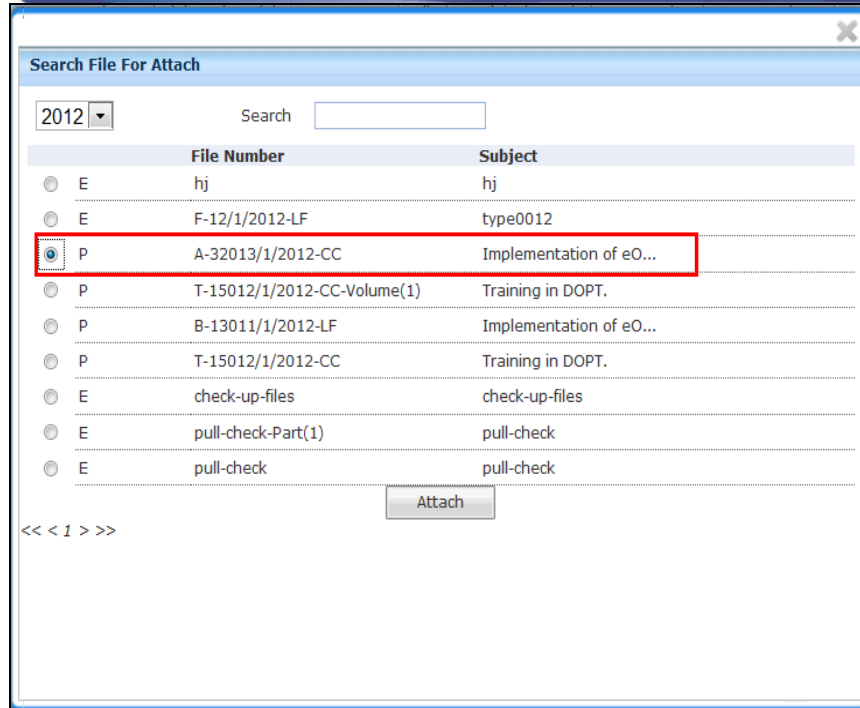


Fig.eFile. 2017

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:

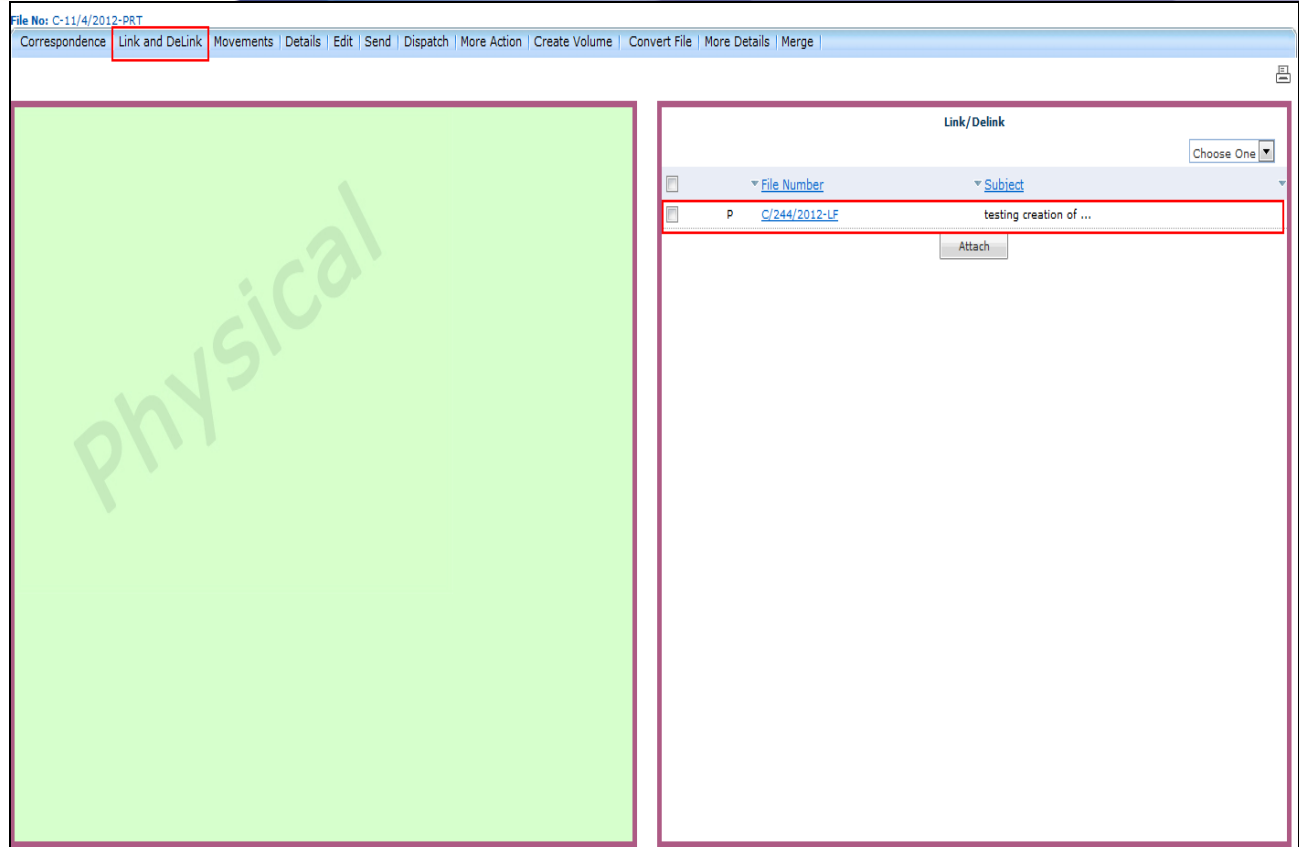


Fig.eFile. 2028

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

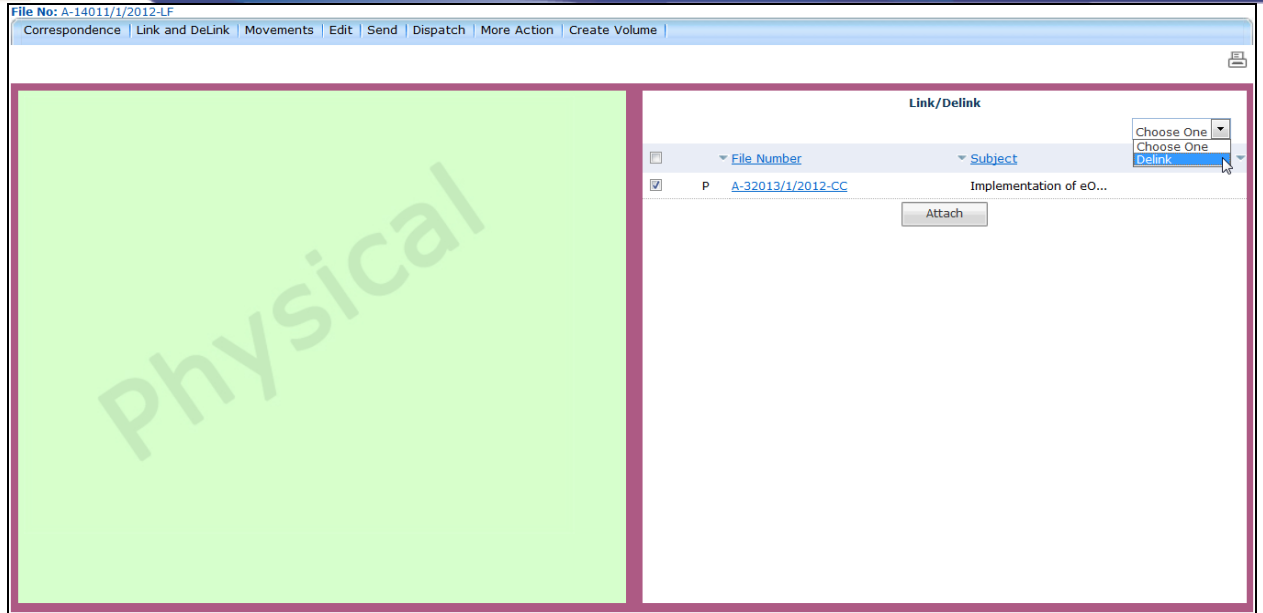


Fig.eFile. 2039

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/Issue 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
9548/2012/PRT	SX4 CAR		13/6/12 3:57 PM	DISPATCH
9561/2012/E&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"/>	D-13013/1/2012-PRT-Part(1)	Tendulkar Phsy 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' field with 'Training Matter' and two 'Category' dropdowns labeled 'Main' and 'Sub', both set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox (unchecked) with a 'Choose One' dropdown, a 'Remarks' field with 'URGENT', and two empty text boxes for 'Previous Reference' and 'Later Reference'. A 'Done >' button is located at the bottom center 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:

Send

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

Subject : **Description**

[To](#)

Set Due Date 17

Action ▼

Priority ▼

Total 1000 |
1000 character left

Remarks

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: d

Set Due Date

Action

Priority

Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Debprosad Dey	UDA(DPR)	Confidential Section of DM
Swapan Kumar	UDA(SKN)	Confidential

Total 1000 |
1000 character left

Remarks

Send

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	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)		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			
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:

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:

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:

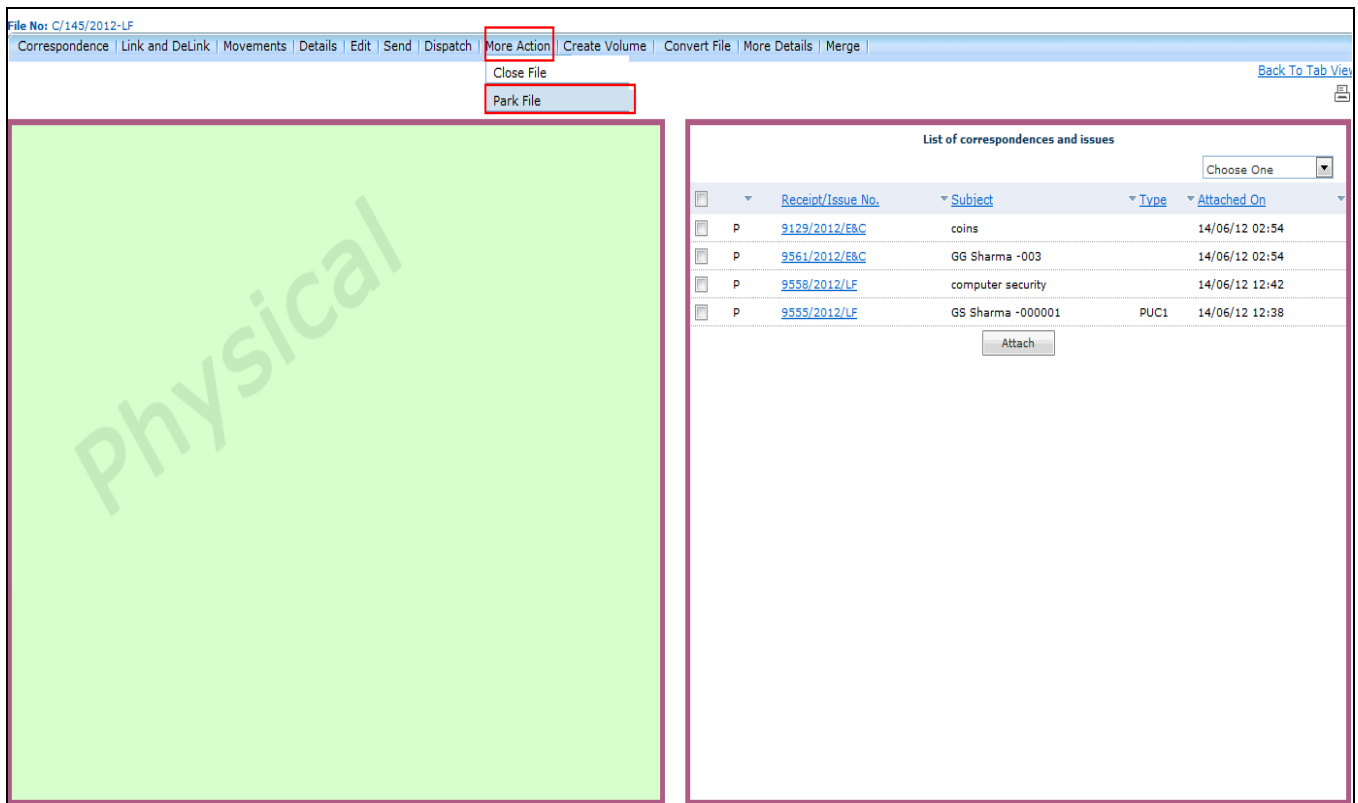


Fig.eFile. 2151

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:

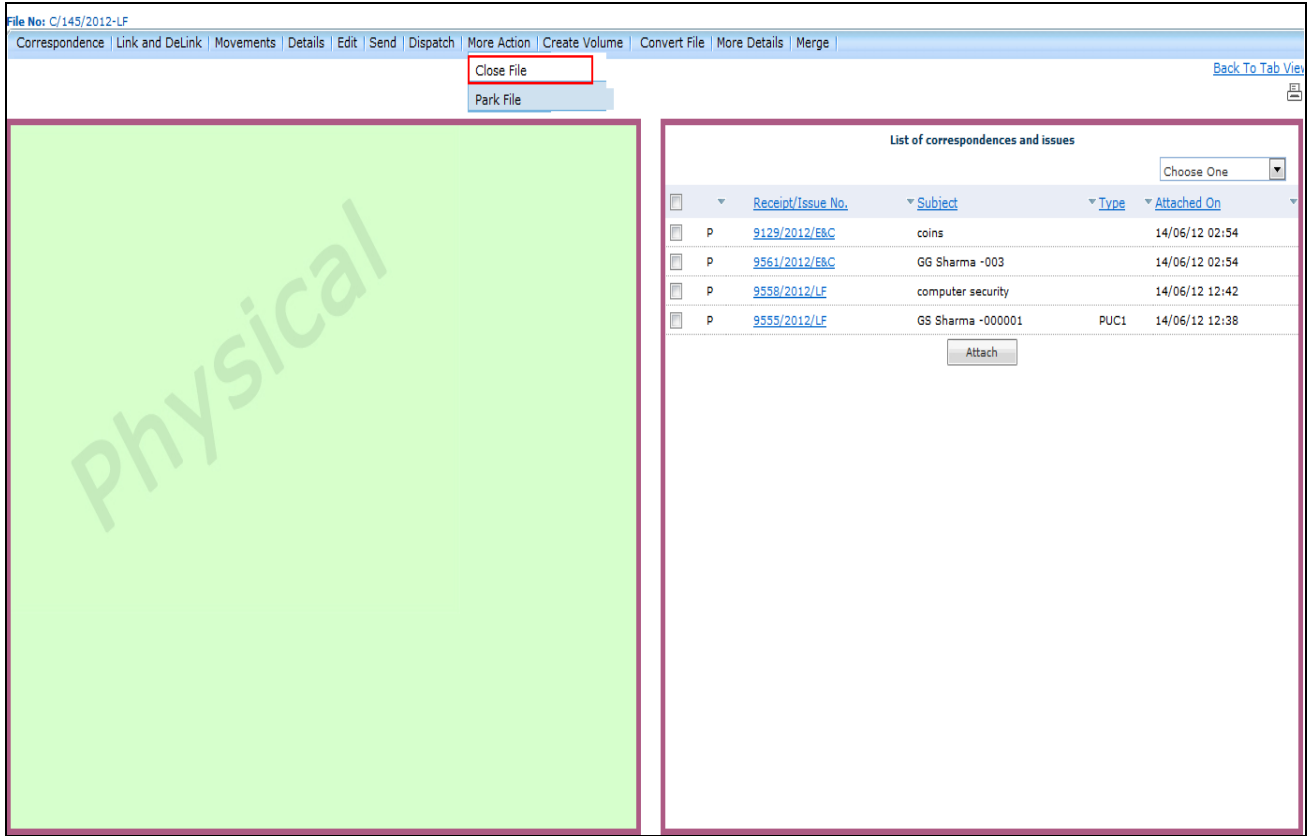



Fig.eFile. 2184

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:

The screenshot shows a web-based form for closing a file. At the top, it says 'NIC ADM'. Below that is a 'File No.' field with a dropdown menu showing 'S - SSI', '11 - Pri', '34 - Ce', '11 - He', '1', '2011', and 'ADM'. The 'Subject' section has a 'Description' field with 'Training Budget' and a 'Category' section with 'Main' set to 'Training related matters' and 'Sub' set to 'Choose One'. The 'Other Details' section has a 'Classified' checkbox and a dropdown menu set to 'Choose One'. There are two text input fields for 'Previous Reference' and 'Later Reference'. The 'Closing Remarks' field contains 'Work Done'. A 'Close' button with a right-pointing arrow is at the bottom, with a mouse cursor hovering over it.

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

Subject

Description

Category Main
Sub

Other Details

Classified

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

List of correspondences and issues

Receipt/Issue No.	Subject	Type	Attached On

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:

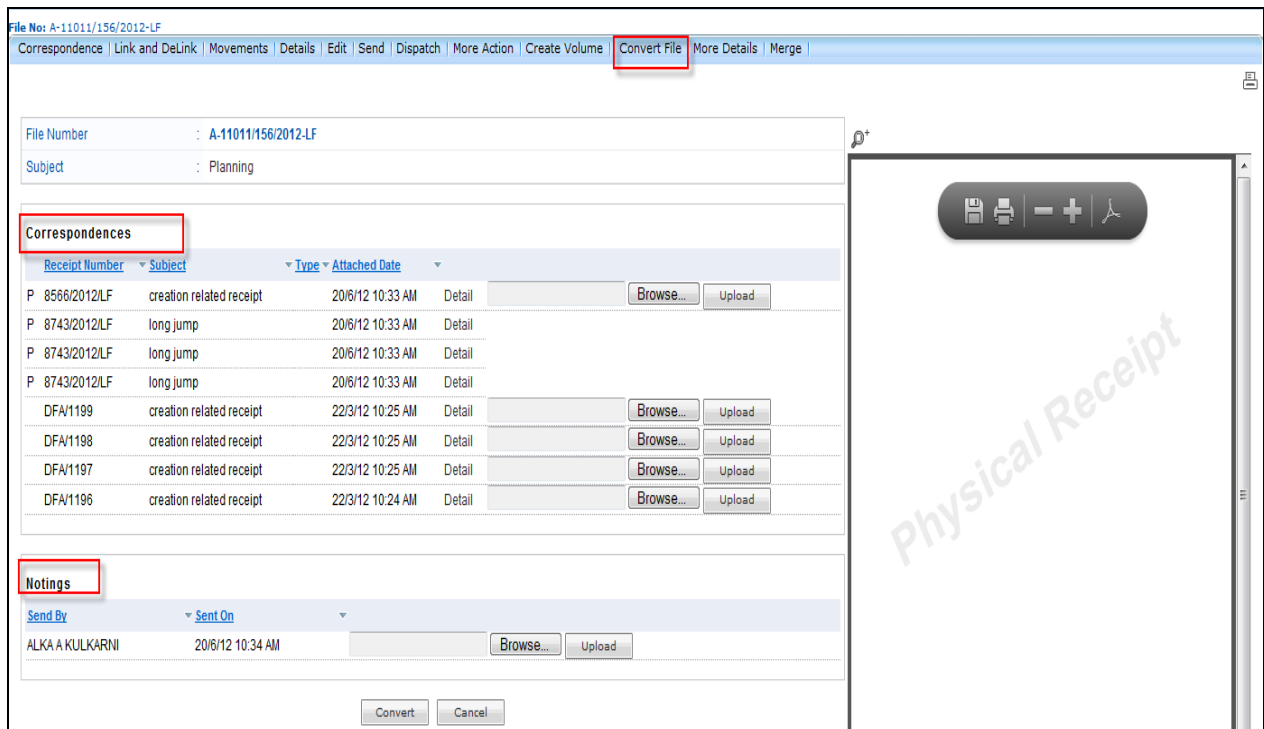


Fig.eFile. 2239

- 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.

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

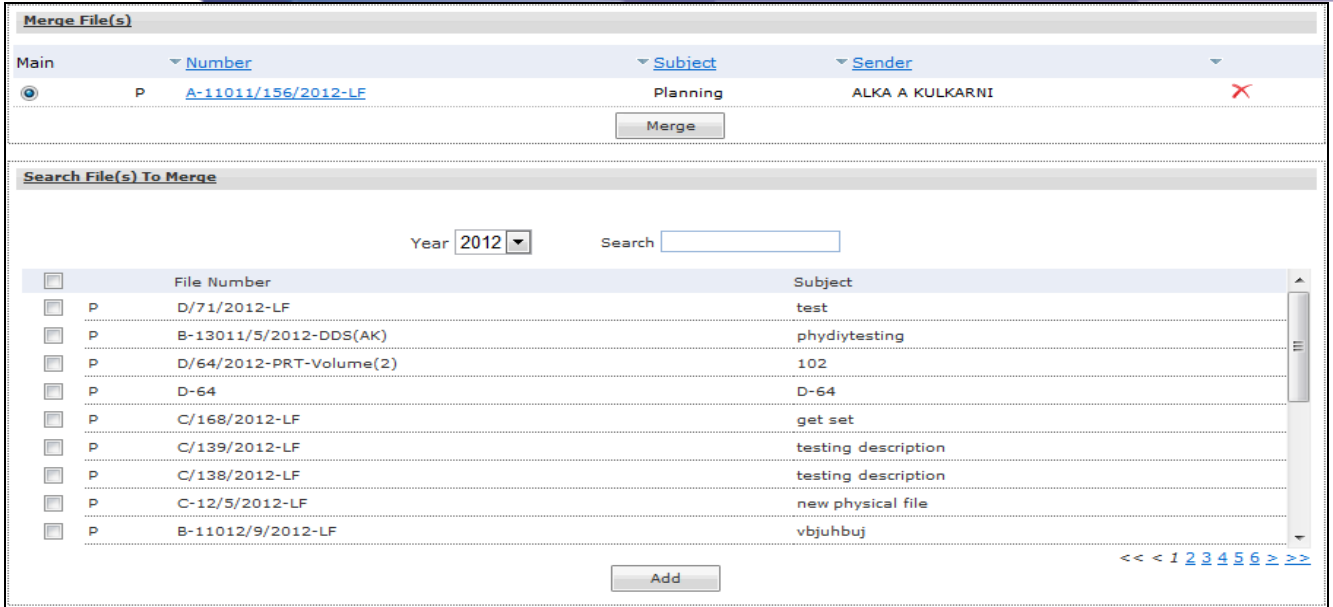


Fig.eFile. 22632

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

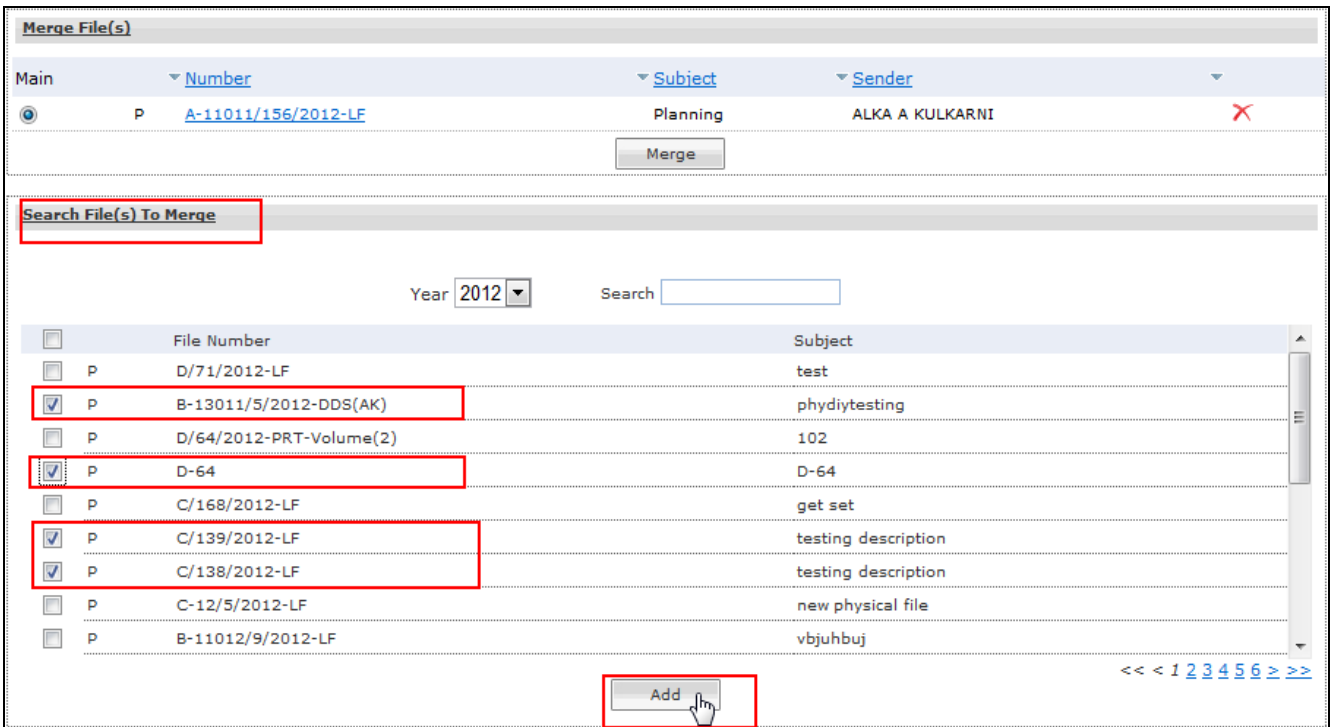


Fig.eFile. 22733

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 LF'. Below this is a 'File No.' field. A 'Subject' section contains a 'Description' field and a 'Category' section with 'Main' and 'Sub' dropdowns, both set to 'Choose One'. An 'Other Details' section includes a 'Classified' checkbox with a 'Choose One' dropdown, a 'Remarks' field, and two reference fields: '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:

भारत सरकार
GOVERNMENT OF INDIA
NIC
LF

File No.* Choose Choose Choose Choose 2012 LF

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. 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:

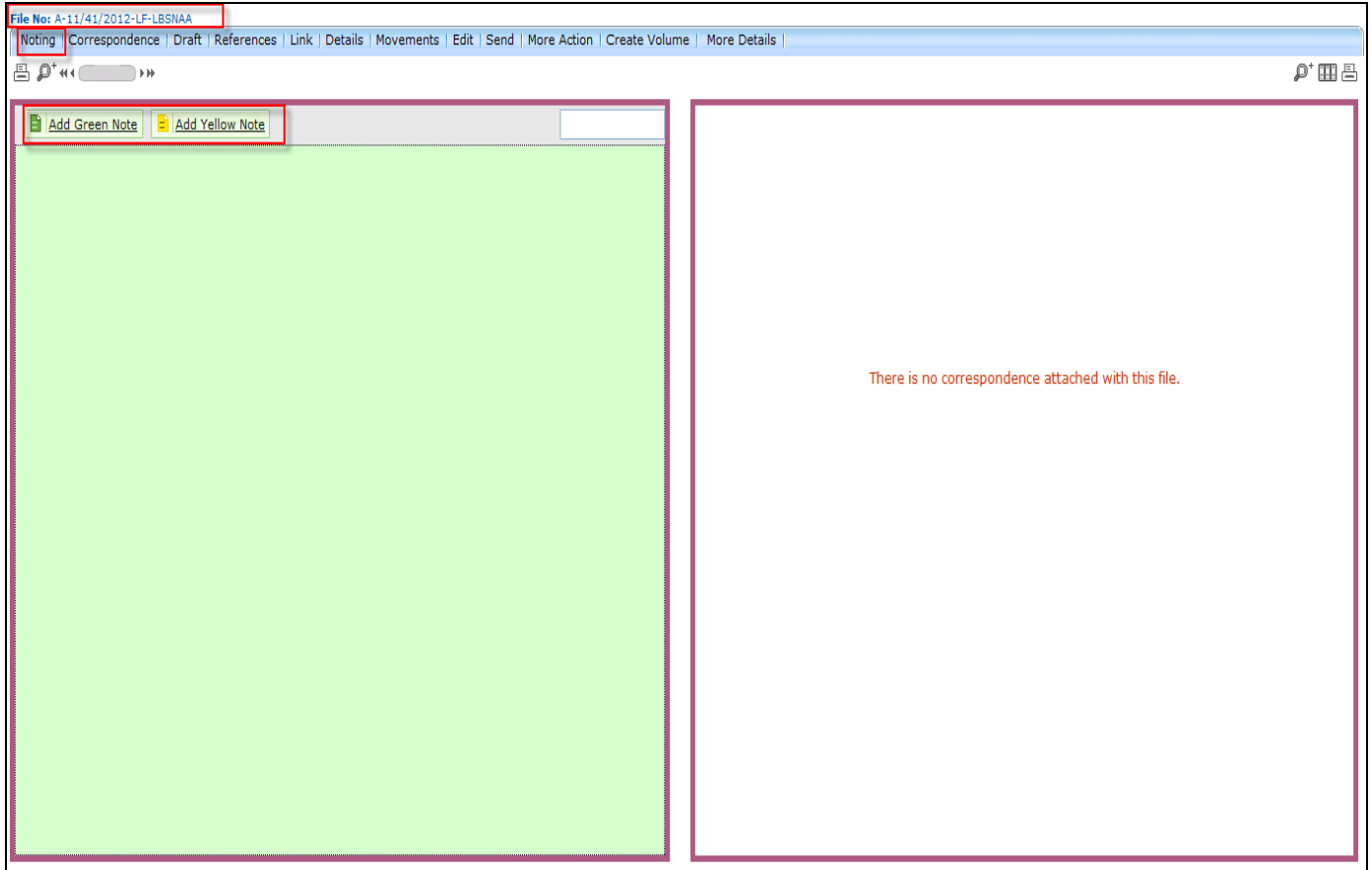


Fig.eFile. 23541

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:

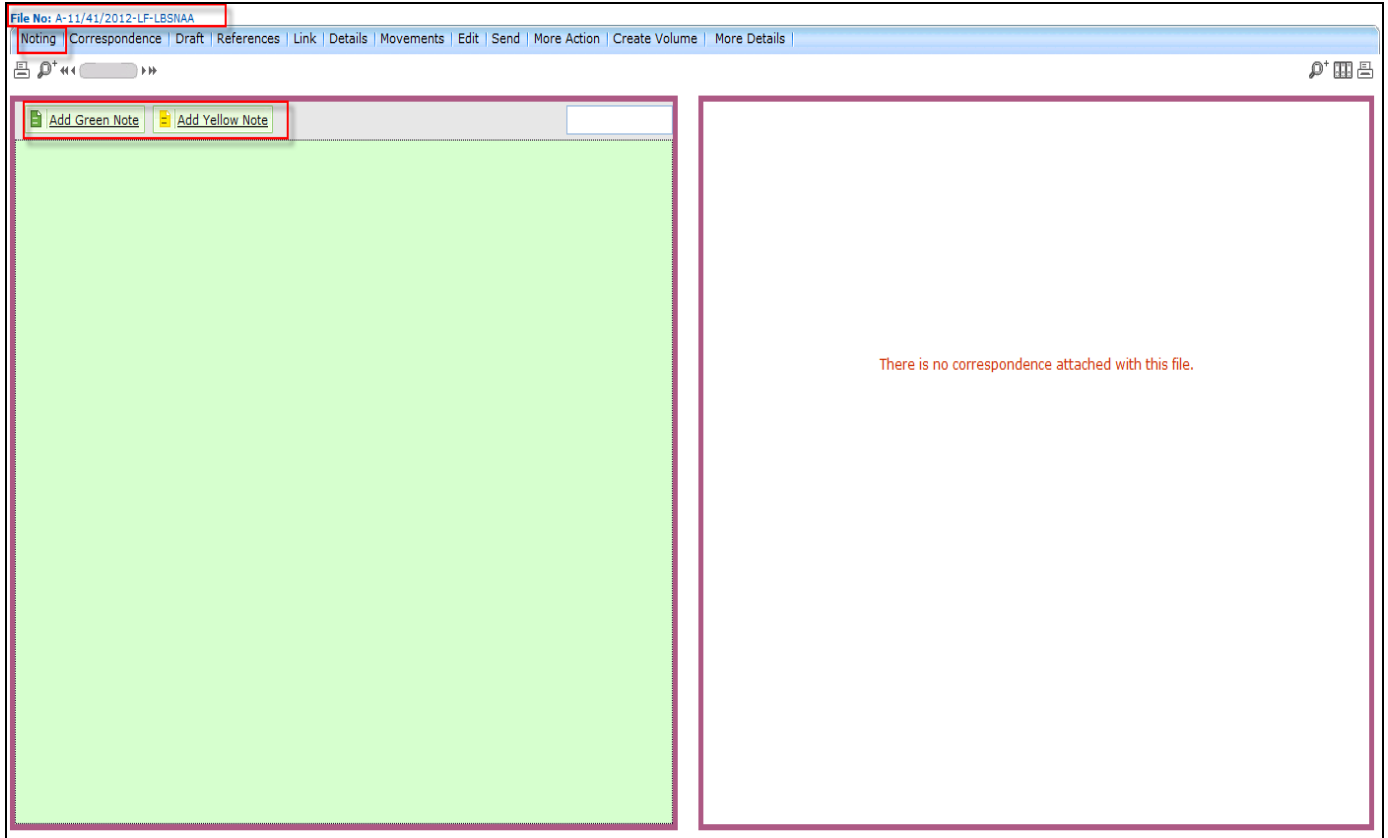

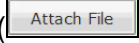


Fig.eFile. 23642

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:

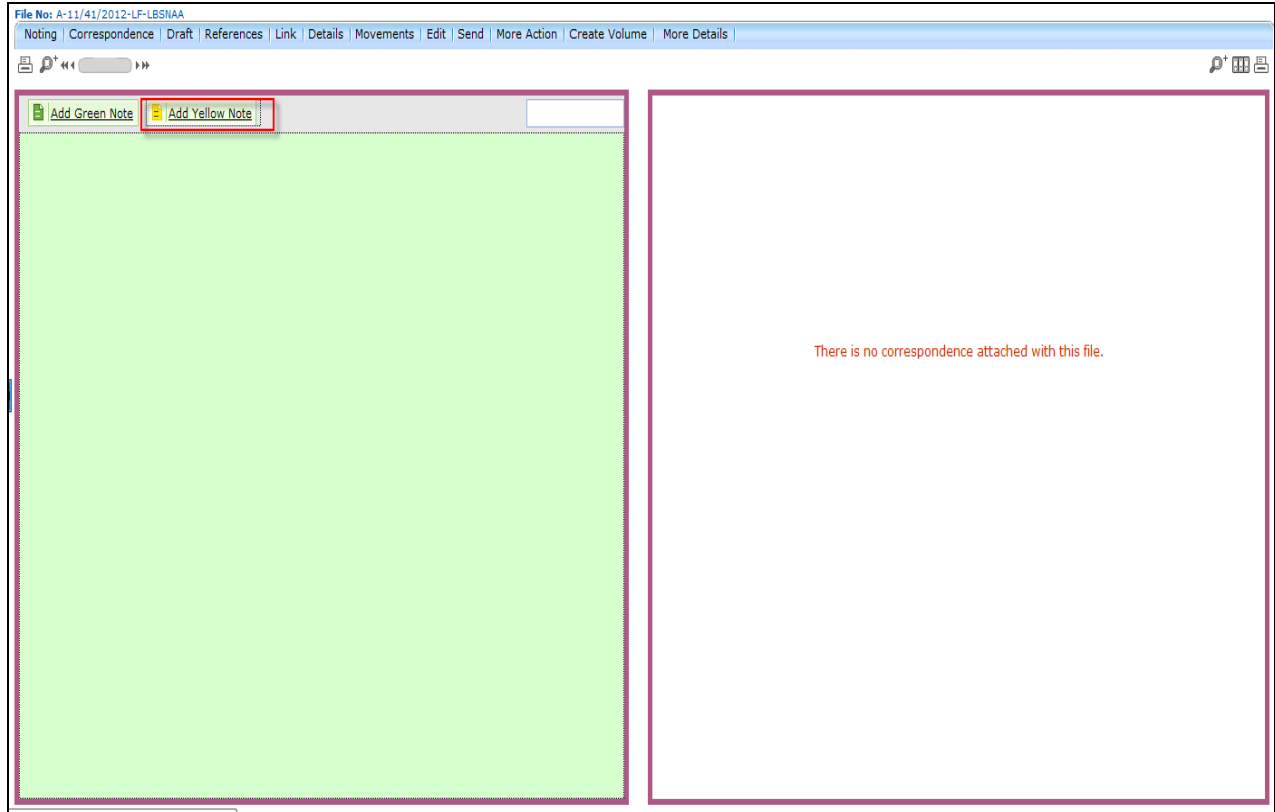


Fig.eFile. 23743

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

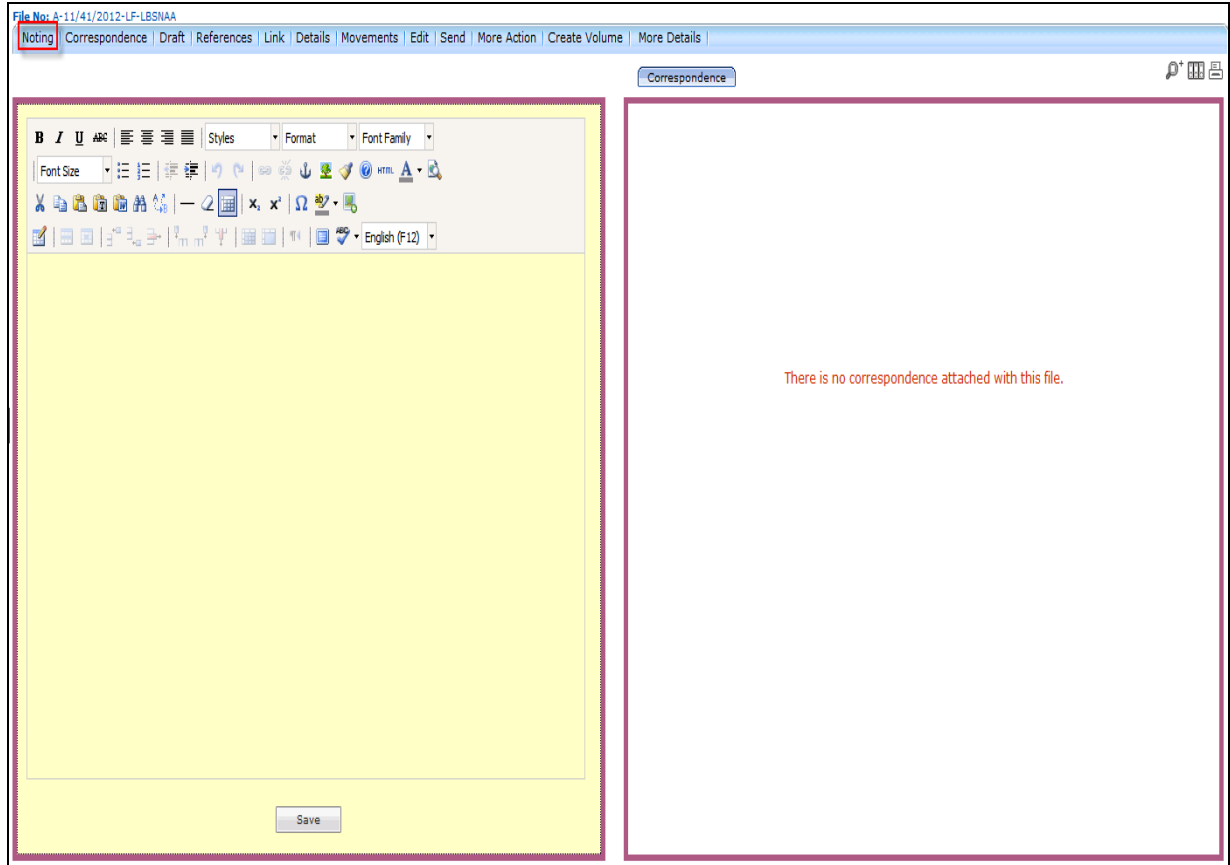


Fig.eFile. 23844

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

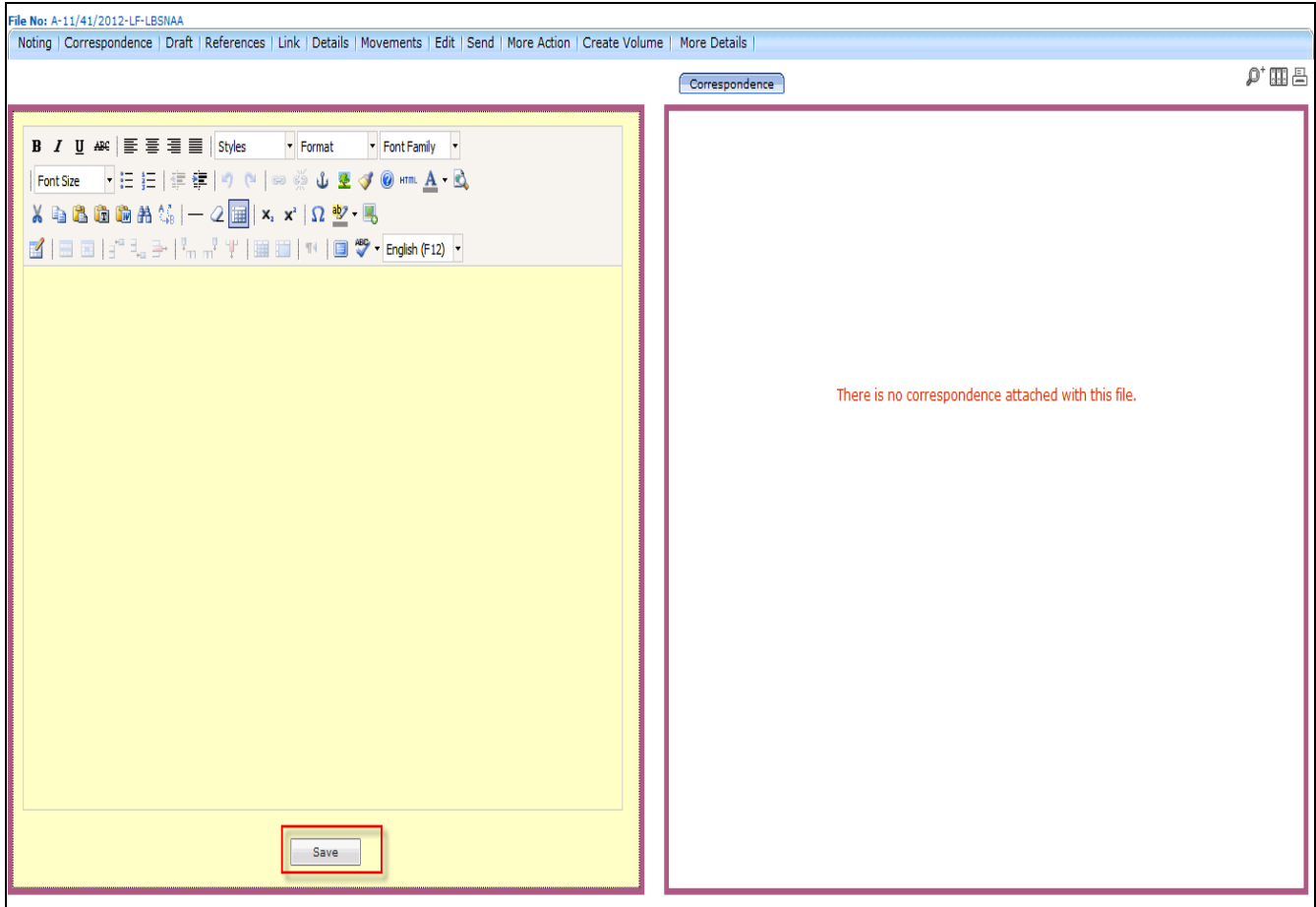


Fig.eFile. 2395

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:

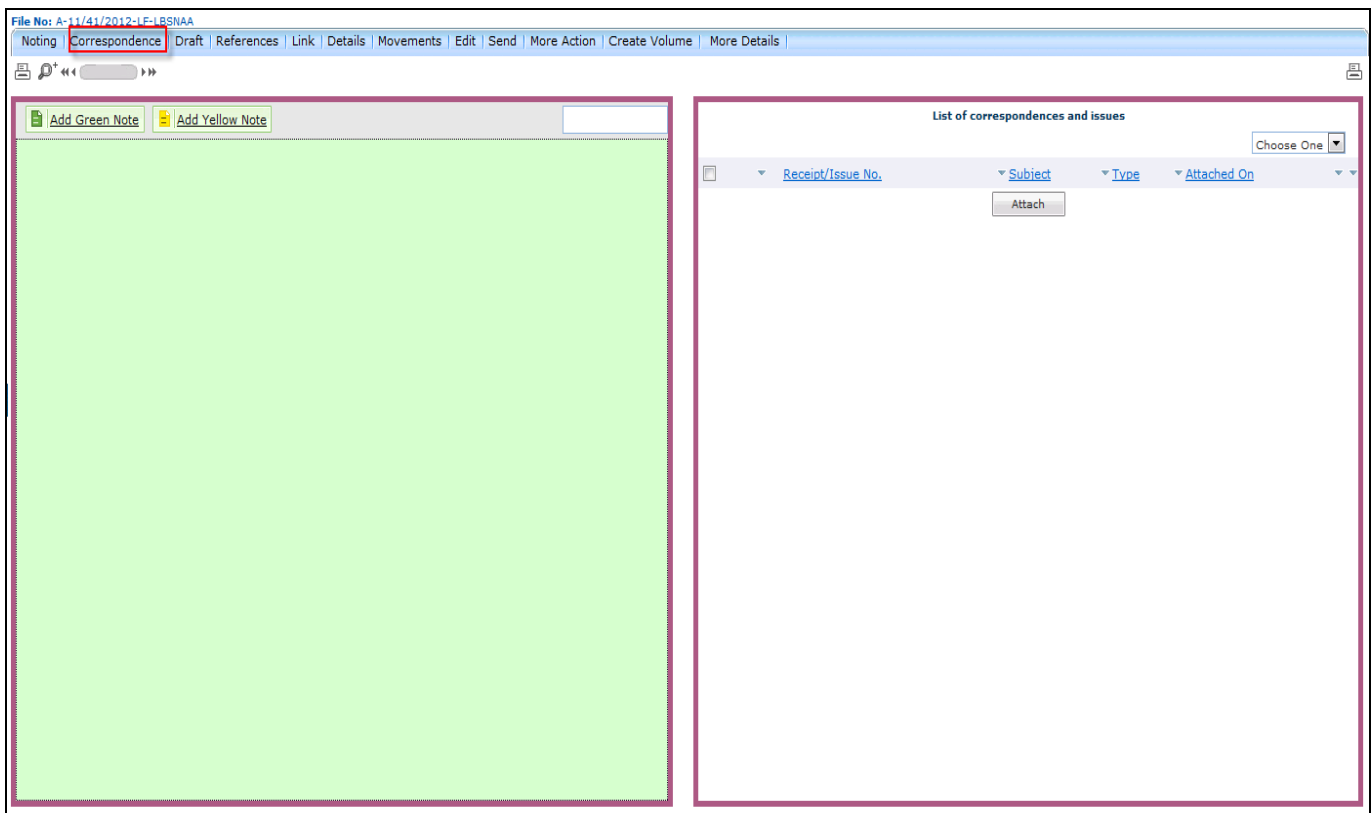


Fig.eFile. 2406

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

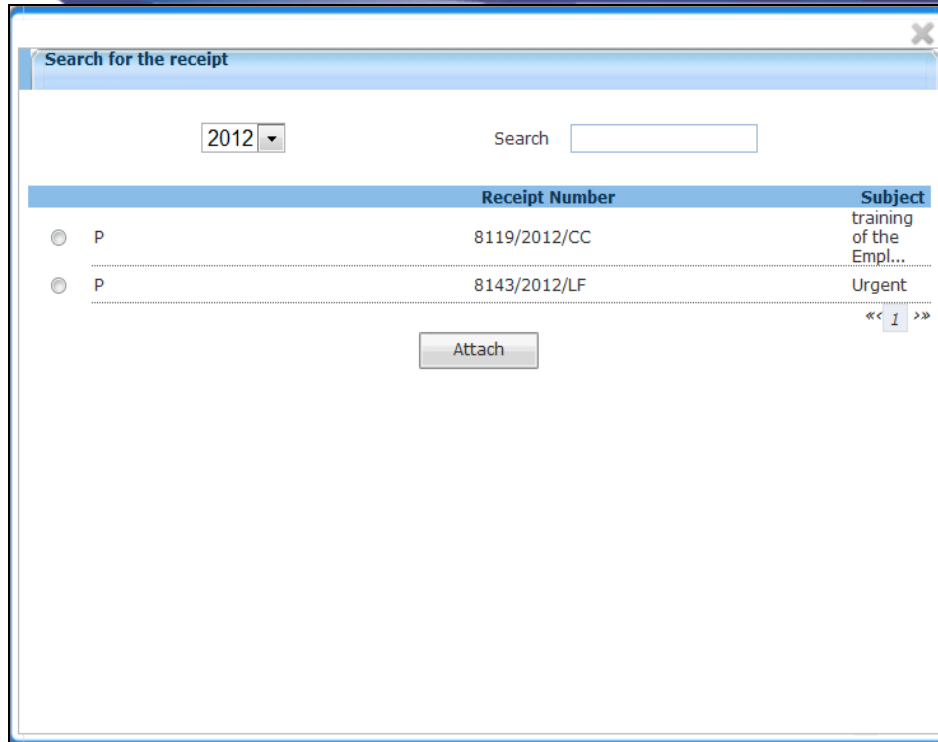


Fig.eFile. 2417

- 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:

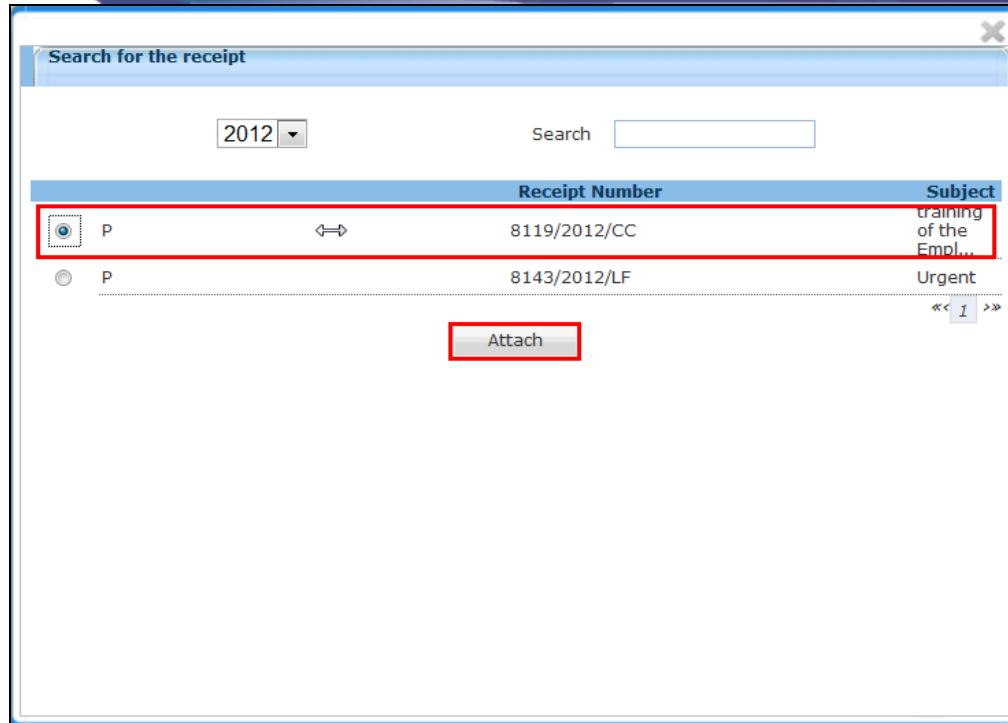


Fig.eFile. 2428

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).

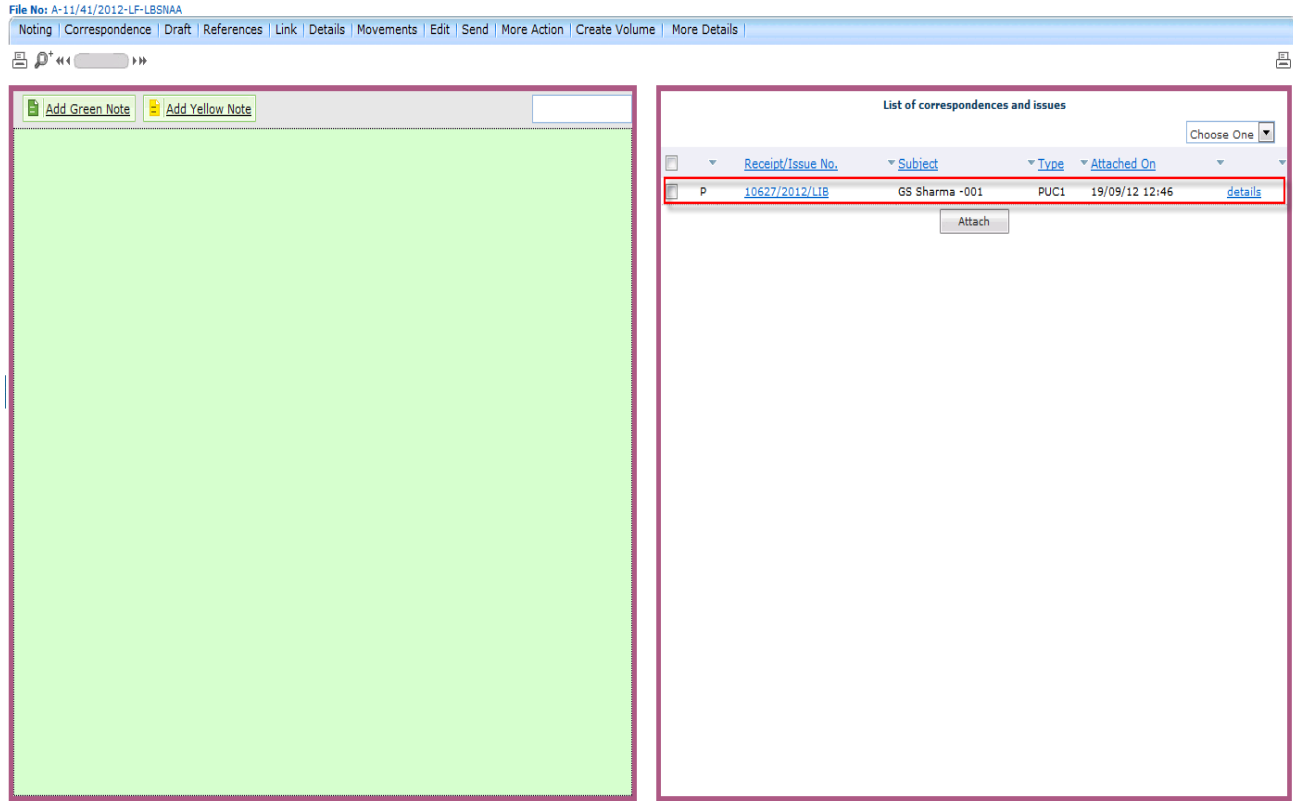


Fig.eFile. 2439

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

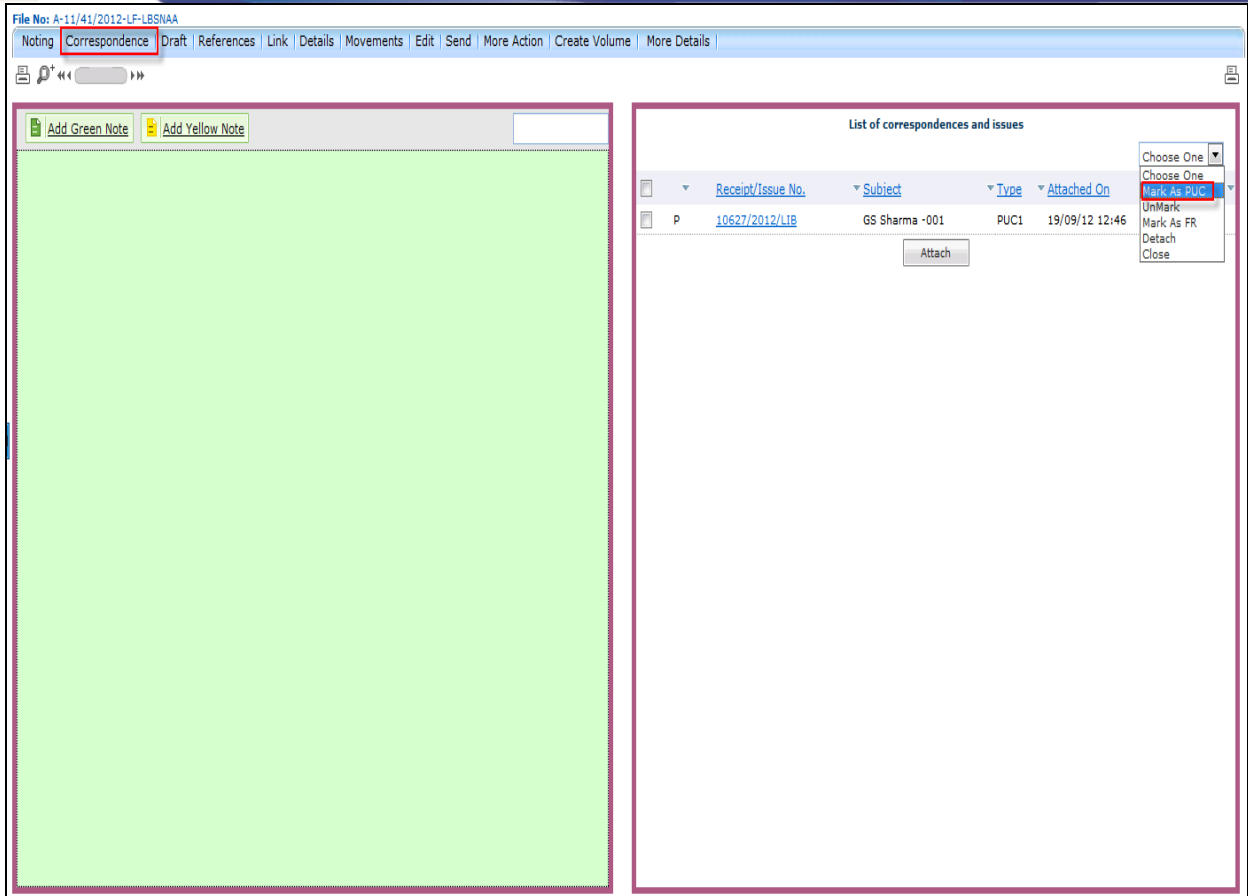


Fig.eFile. 24450

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.

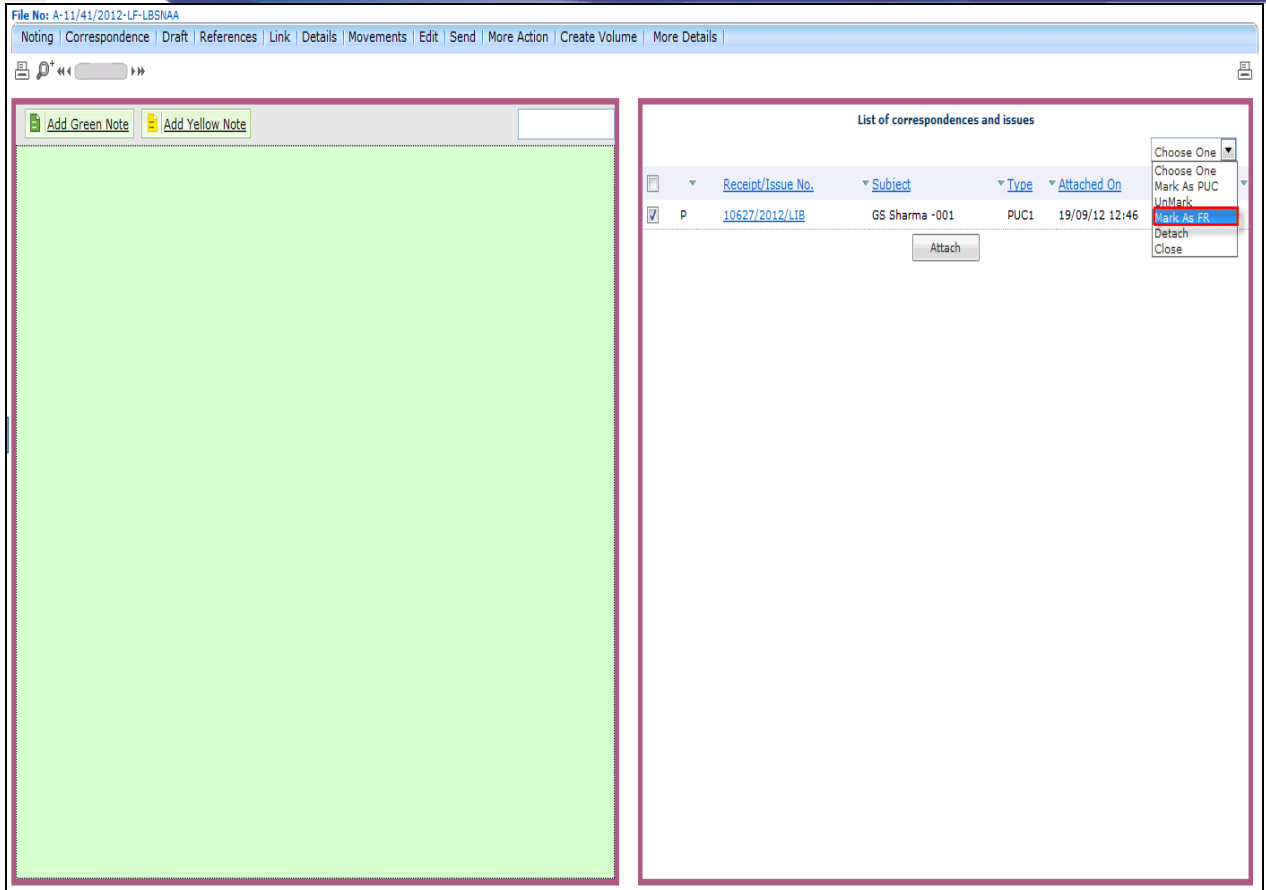


Fig.eFile. 24551

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

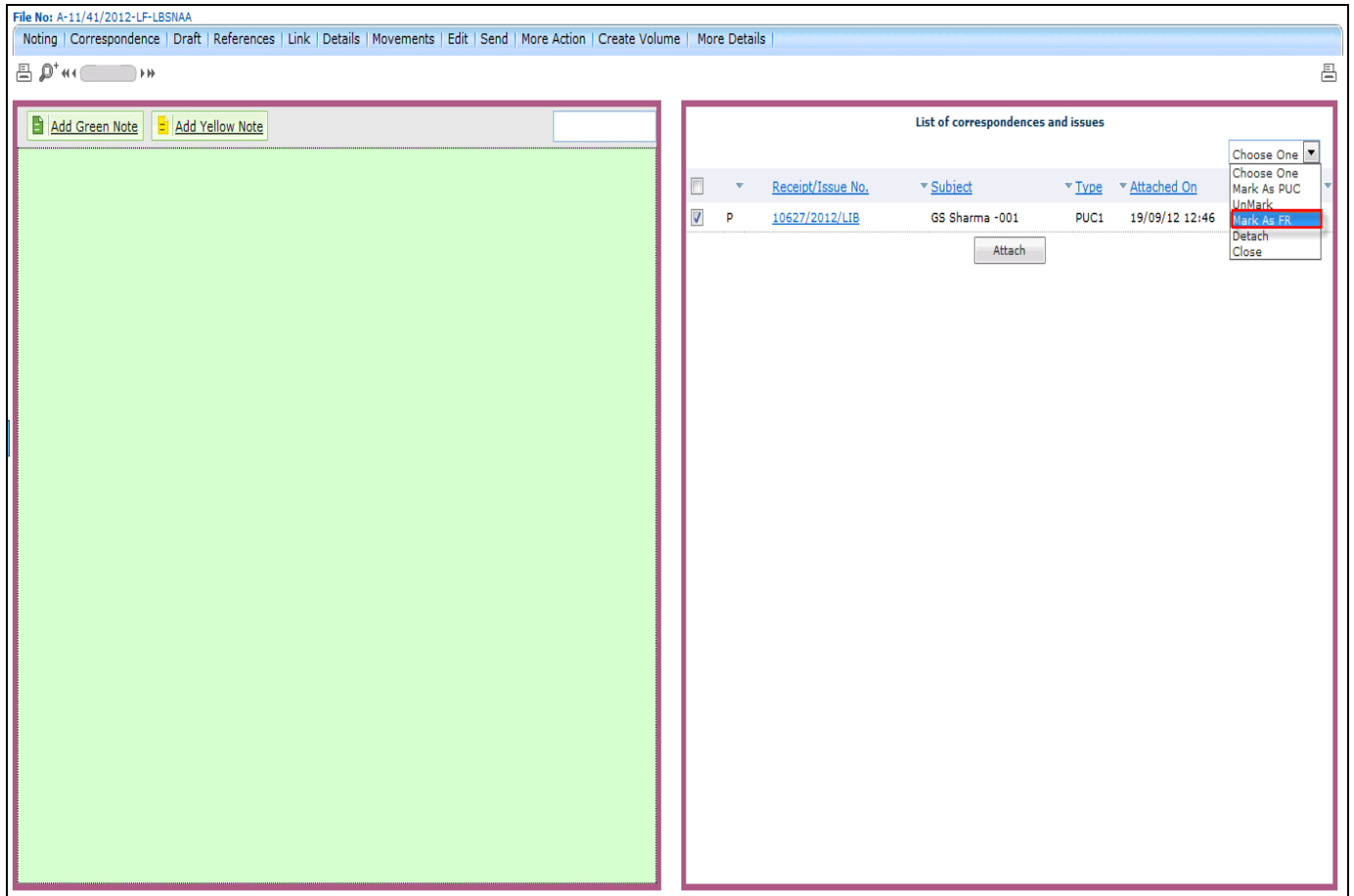


Fig.eFile. 24652

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

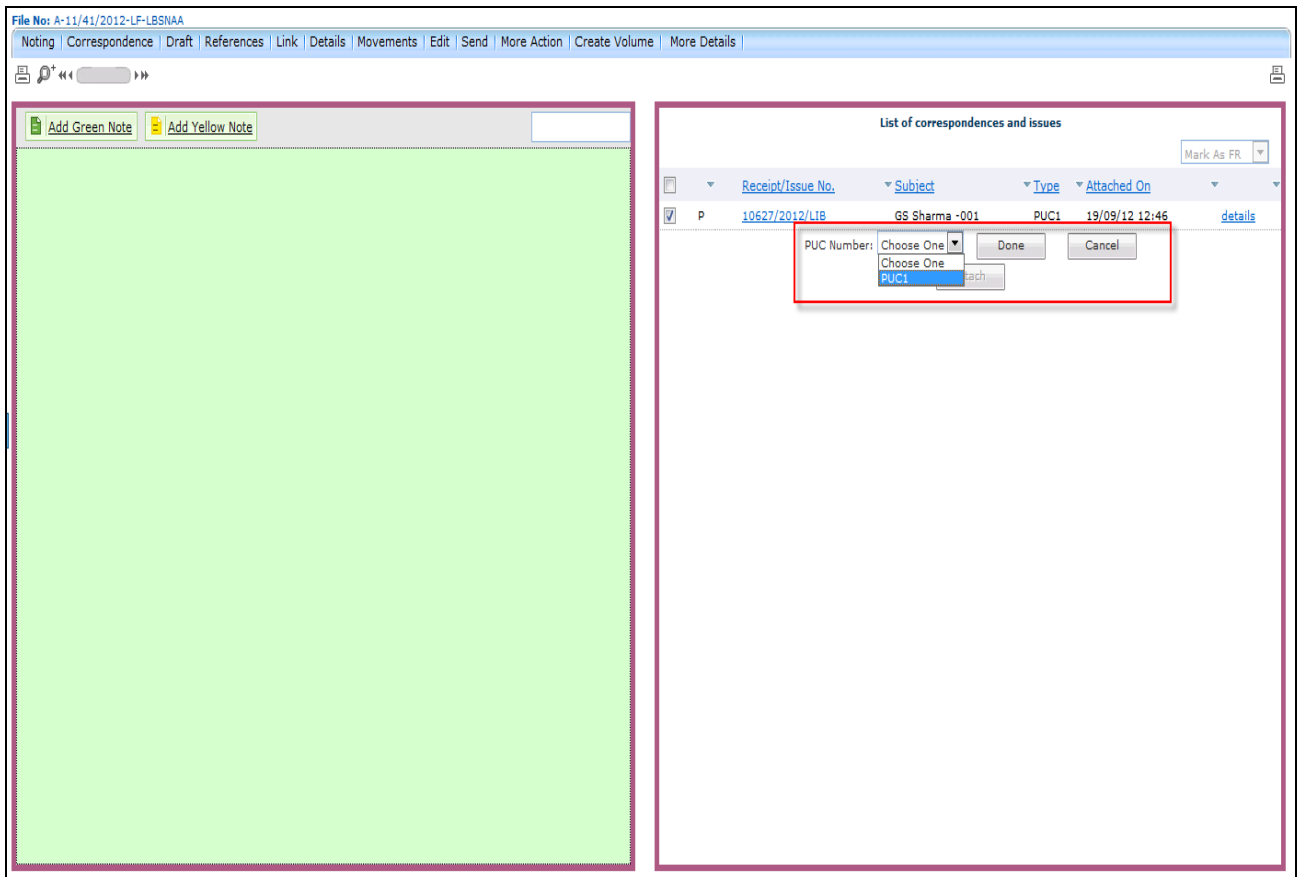



Fig.eFile. 24753

- 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:

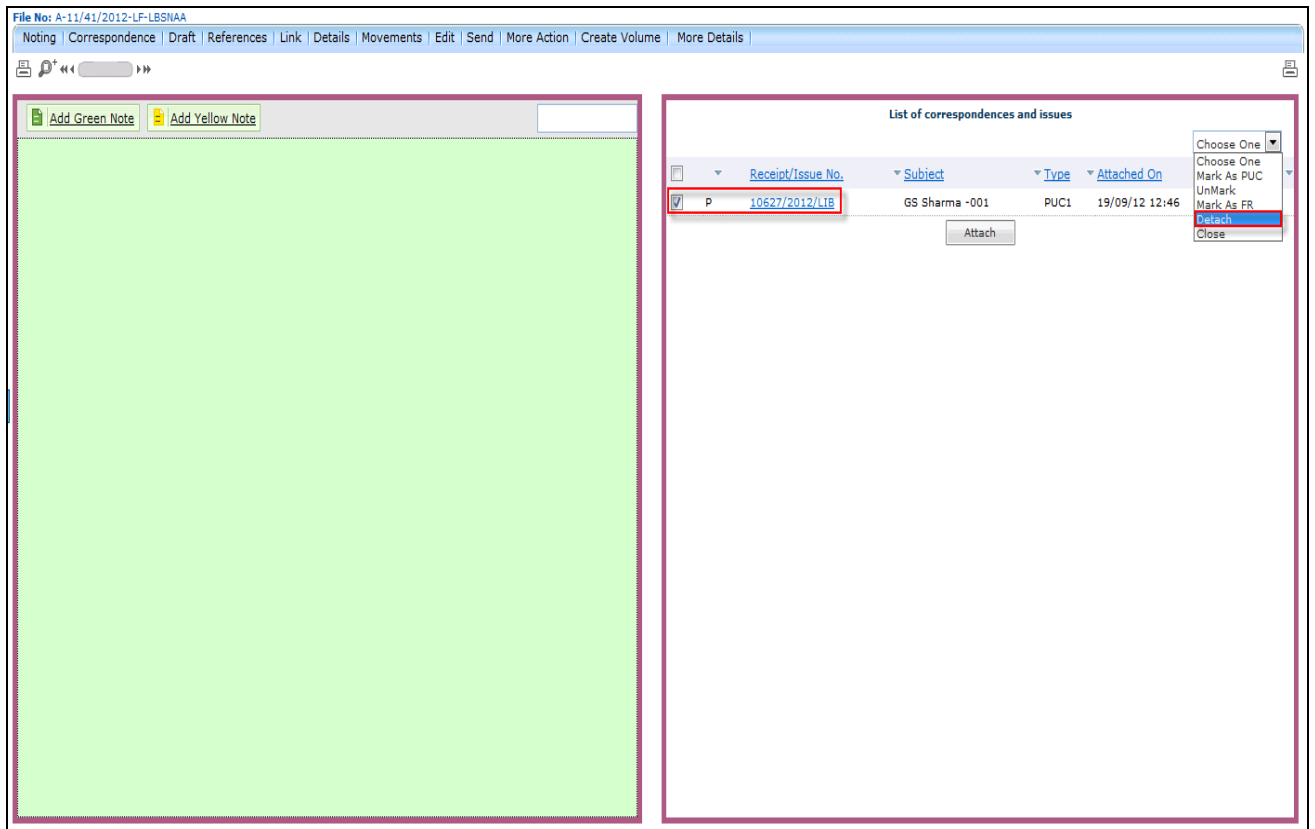


Fig.eFile. 24854

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:

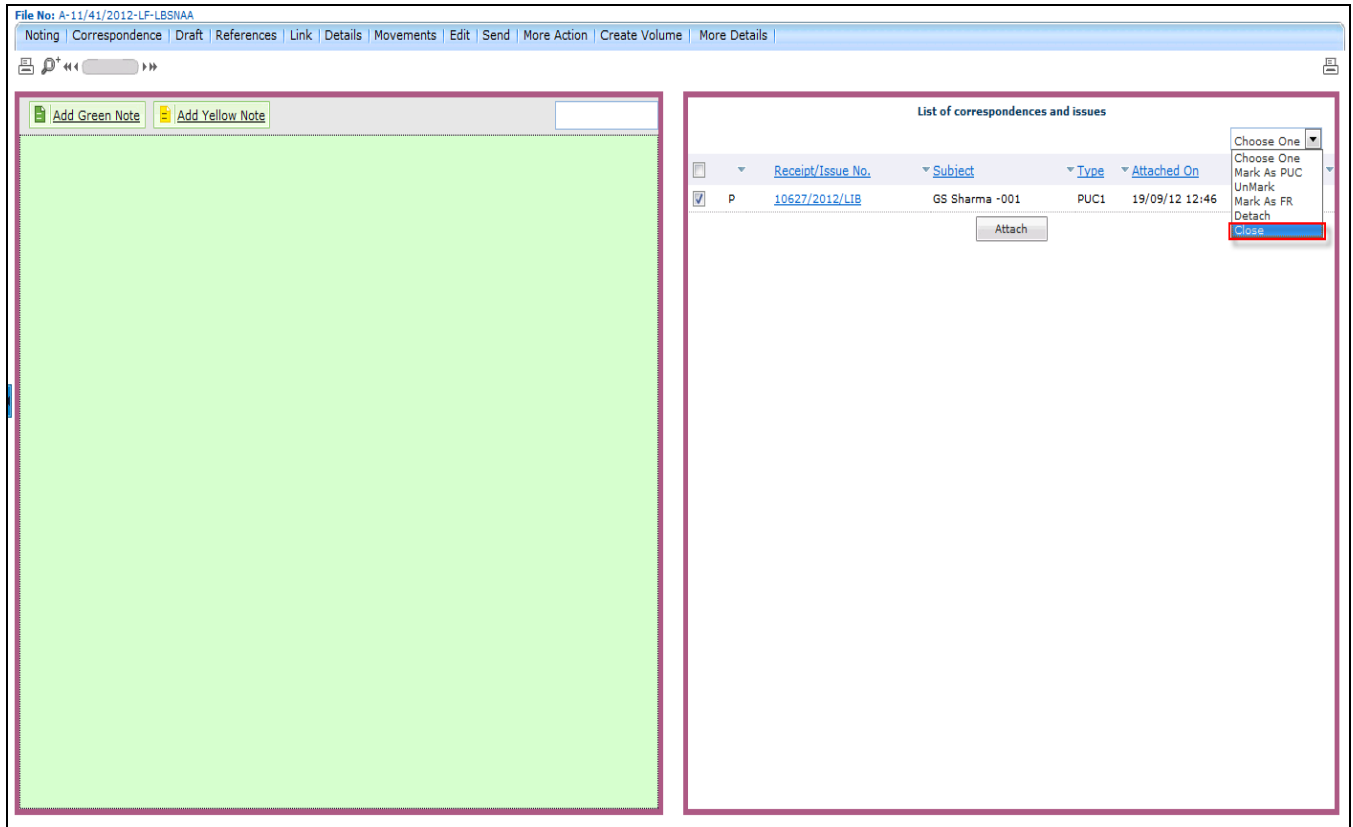


Fig.eFile. 2495

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

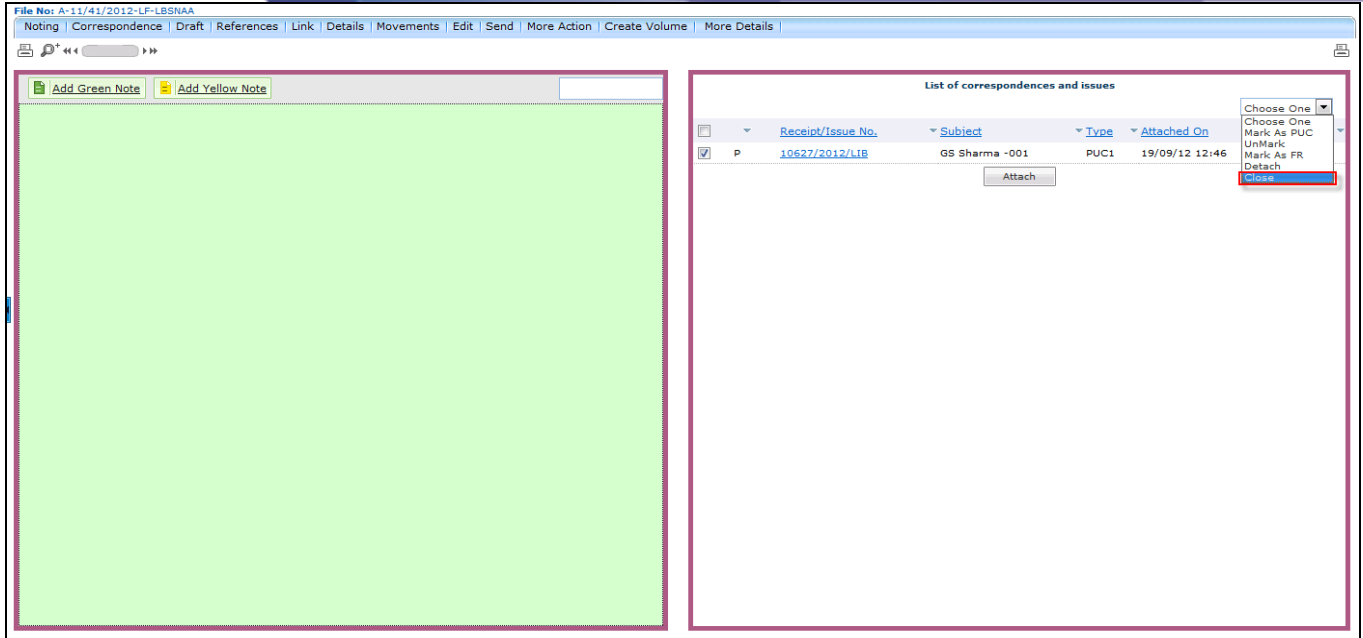


Fig.eFile. 2506

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-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 Section

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 Browse... Upload

Basic View

Printed Document

Department of West Bengal
Office of the District Magistrate
North 24 Parganas
Bardhaman

Date: 03-08-2012

From:

Your Signature

Copy No:

[ADMG1](#)

[ADMG LETTER HEAD](#)

AMG State Register
General
Additional Collector
North 24 Parganas
Bardhaman, Kolkata - 741014

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 Senction

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

Verified Document

Government of West Bengal
Office of the District Registrar
North 24 Parganas
Barrack

Date: 03.08.2012

Place:

City No:

ADMG1

ADMG LETTER HEAD

Ranbir Kumar, IAS
ADM District Registrar
(General)
&
Additional Collector
North 24 Parganas
Barrack, Kolkata - 700014

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

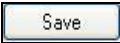
- Select the Template (if required) and click Ok to modify the word document and then **Save** () button as shown in Fig.eFile.262:

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:

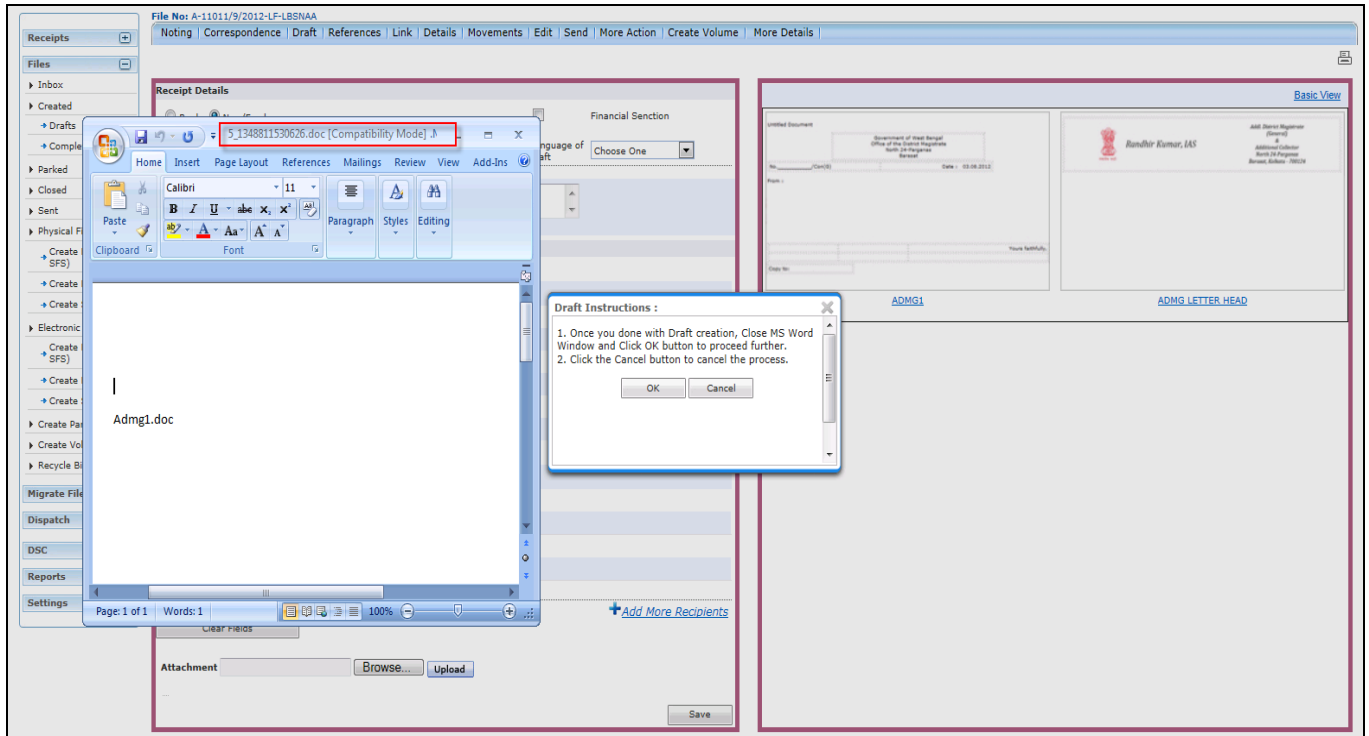


Fig.eFile. 25763

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 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:

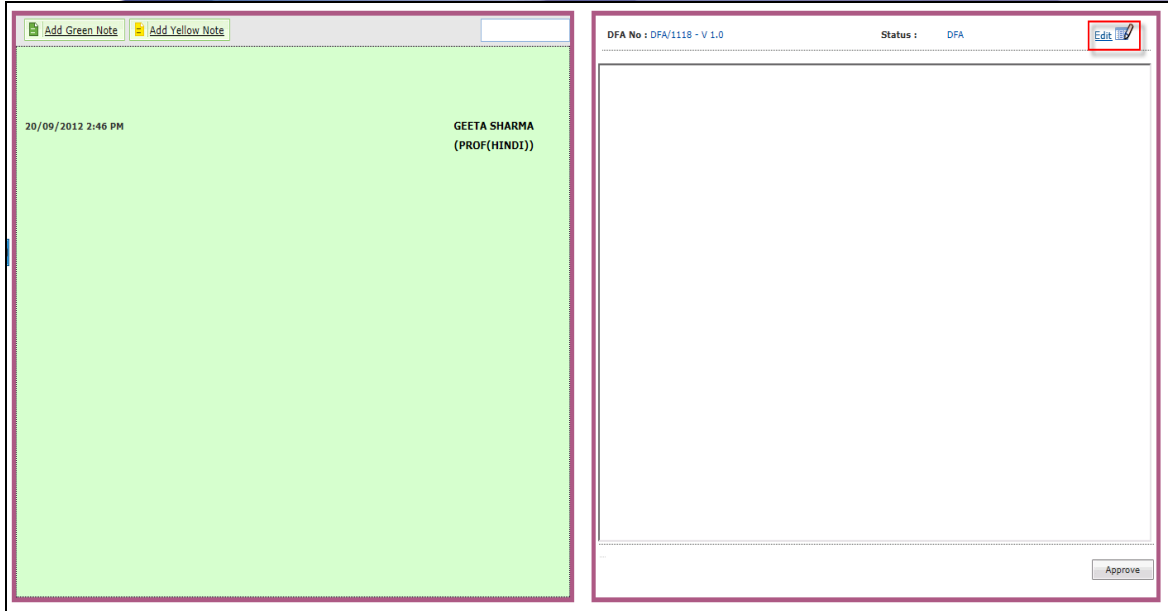


Fig.eFile. 25864

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:

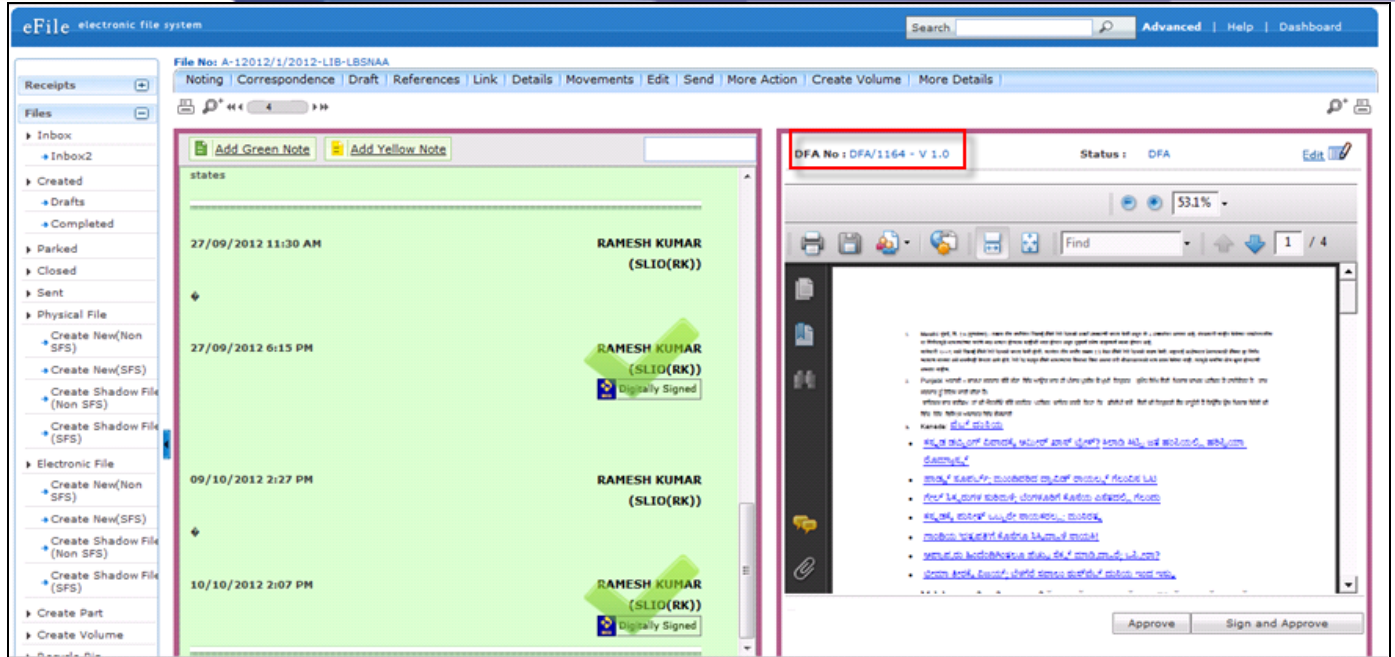


Fig.eFile. 25965

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:

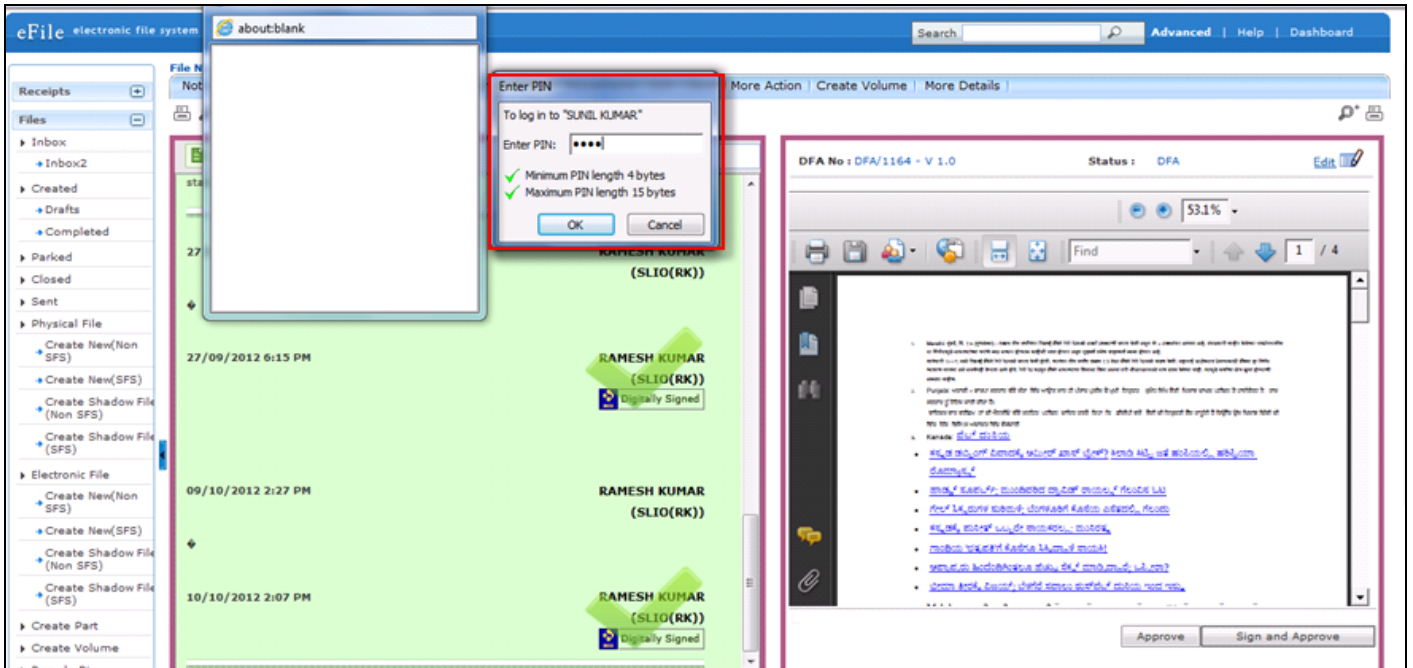


Fig.eFile. 2606

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

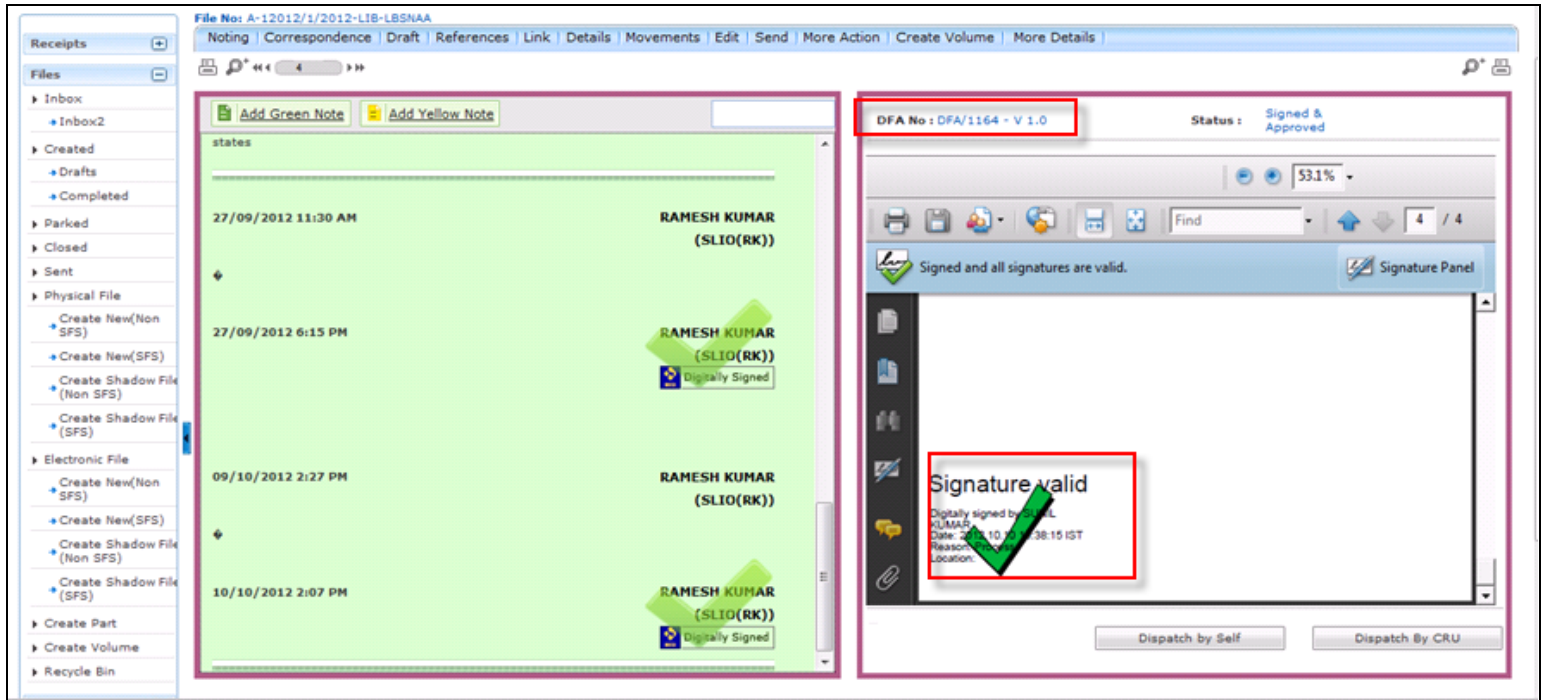


Fig.eFile. 2617

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:

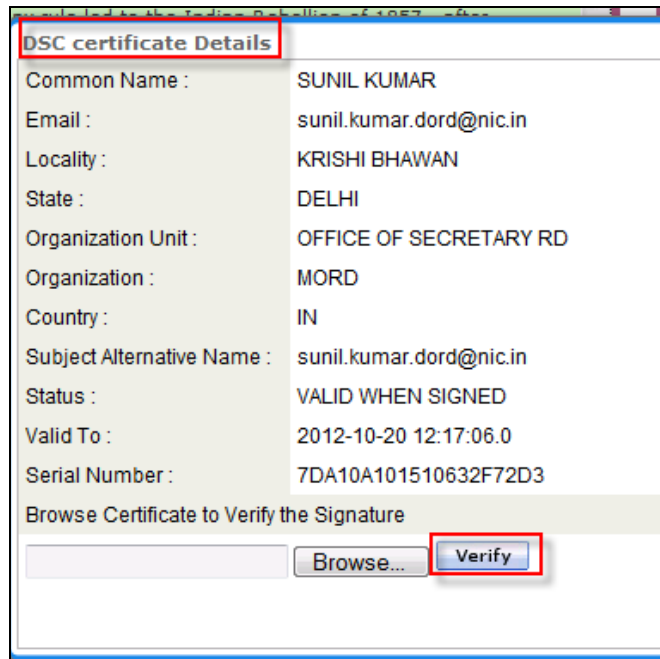


Fig.eFile. 2639

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:



The screenshot shows the NIC Certifying Authority website. The navigation menu at the top includes Home, Resources, Support, **Repository** (highlighted with a red box), and Contact Us. Below the menu, there are links for "View DSC Fee Structure", "Download DSC Request Form", and "Download Smart Card/USB eToken Driver". A prominent yellow notice area contains the following text: "NOTICE: Implementation of Interoperability Guidelines for Digital Signature Certificates (DSC) issued under Information Technology Act, 2000. It is to bring to the notice of all concerned that NICCA would start issuing DSC as per new certificate profile as laid down in the Interoperability Guidelines, upon communication from CCA. All application vendors are requested to test their application with new certificates (DSC) which can be downloaded from here: [SHA256 with 2048](#) [Trust Chain](#)". Below this, another notice states: "All CA/RA Administrators/Officers are required to get issued fresh DSC with SHA256/2048 bits for their ROLE CARDS on immediate basis because existing DSC cards with SHA1 will not work for DSC issuance. Pls send your request immediately to NICCA Delhi. Those who have already issued SHA256 card NEED NOT to request fresh DSC for their Role cards. (Pls update your client to JRE 6) [Download JRE 6 \(32 bit\)](#)". Further down, there are links for "FAQs for DLL to select RAA & CAO card/token" and "Prerequisites for Token Installation". A "Login" section offers "Member Login" and "Administrator Login" options. At the bottom, a green banner reads: "Instructions for Digital Certificate Enrolment: Digital certificate enrolment & key generation on etoken/ smart card supports only Windows XP/2000/Vista/7.0 with browser IE6/7/8".

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:

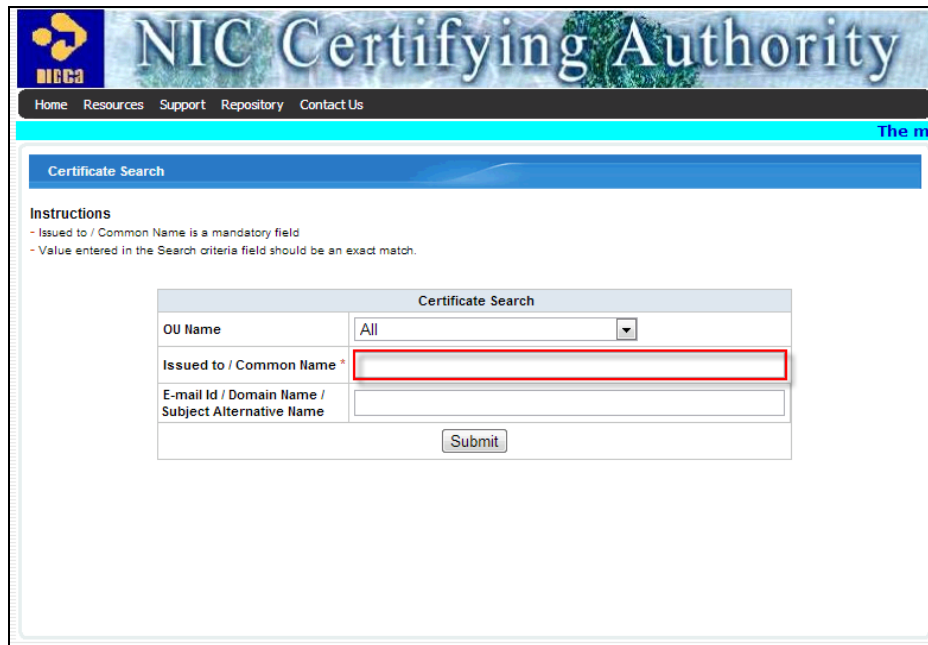


Fig.eFile. 26672

- 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 mi

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

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:

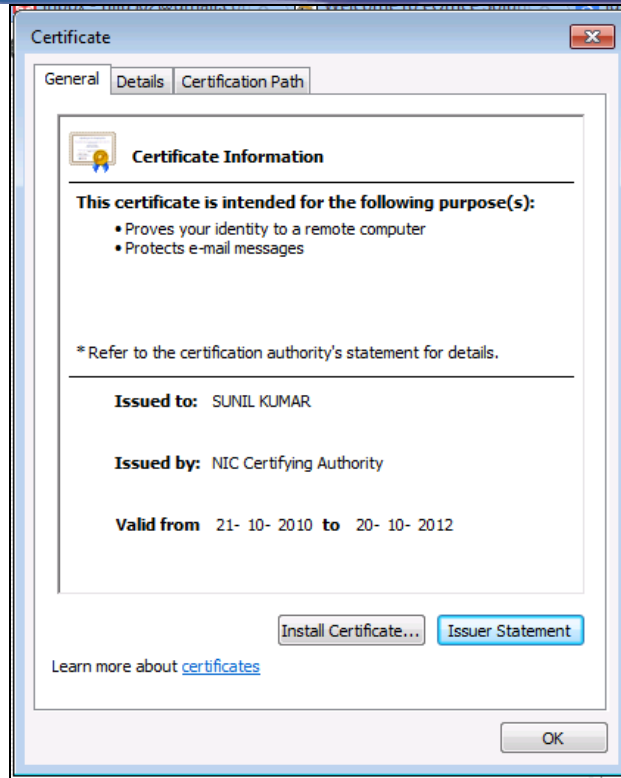


Fig.eFile. 2706

- Verify the Serial Number of downloaded certificate through Browse Button as shown in Fig.eFile.277:

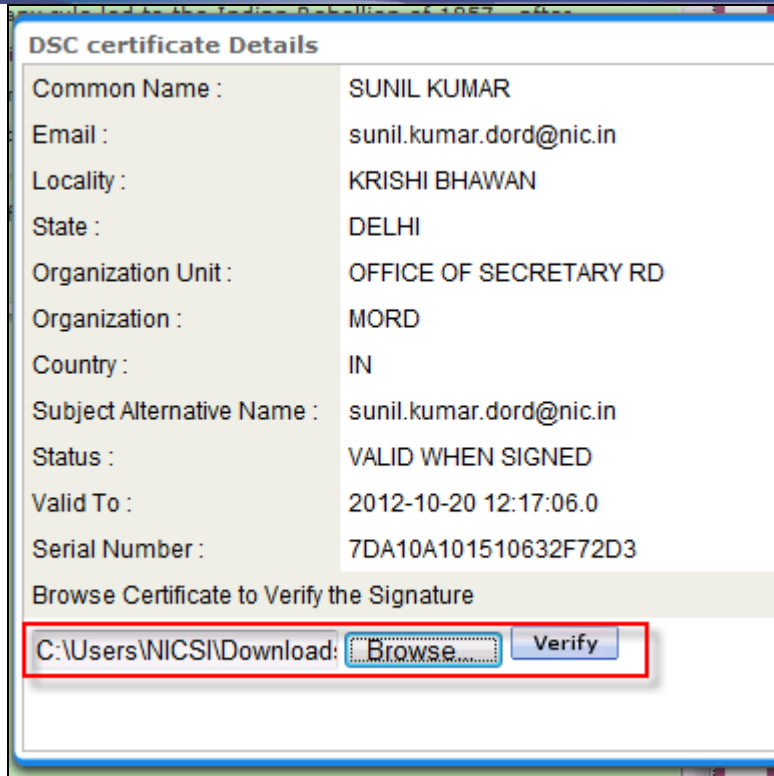


Fig.eFile. 2717

- Click on Verify Button to have Signature Verification as shown in Fig.eFile.278:

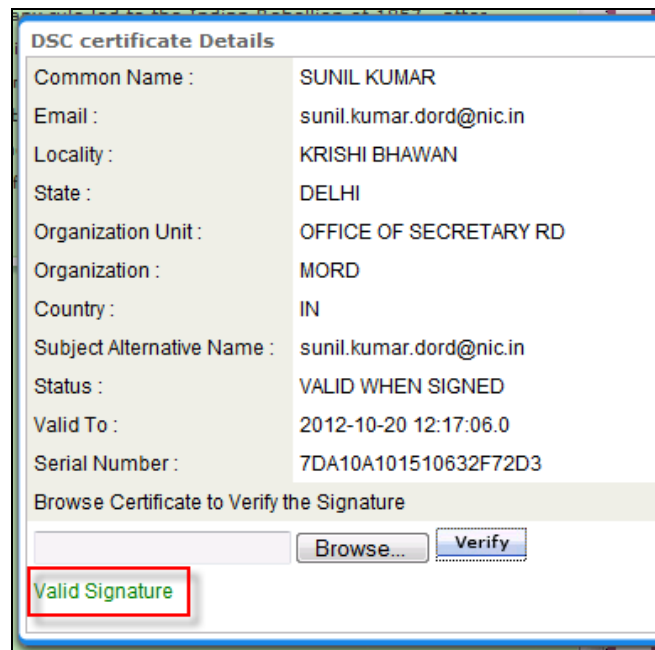


Fig.eFile. 2728

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:

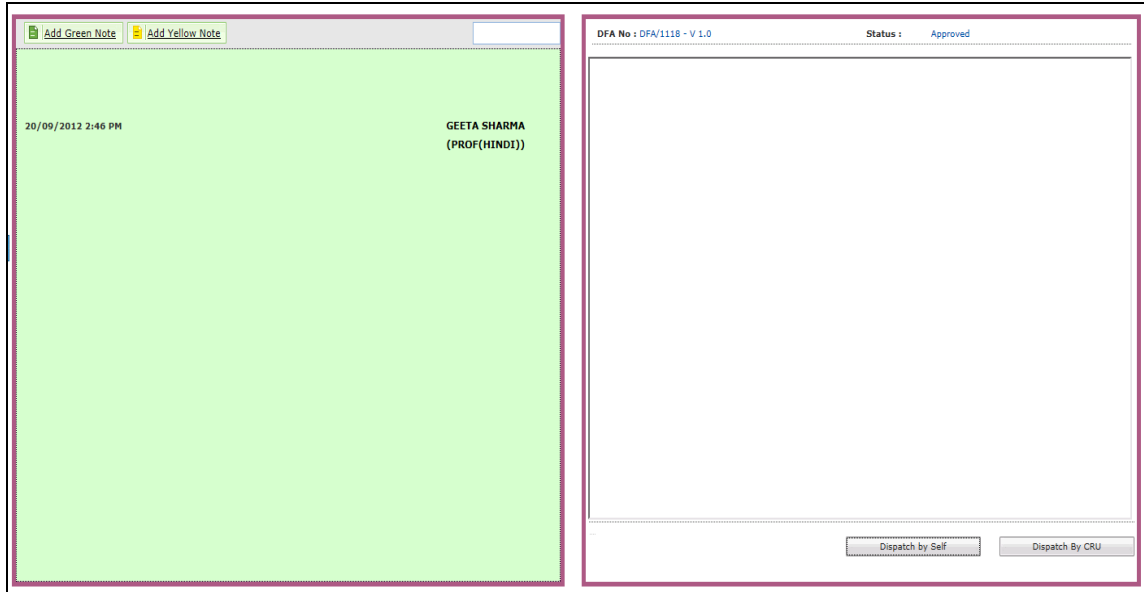


Fig.eFile. 2739

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:

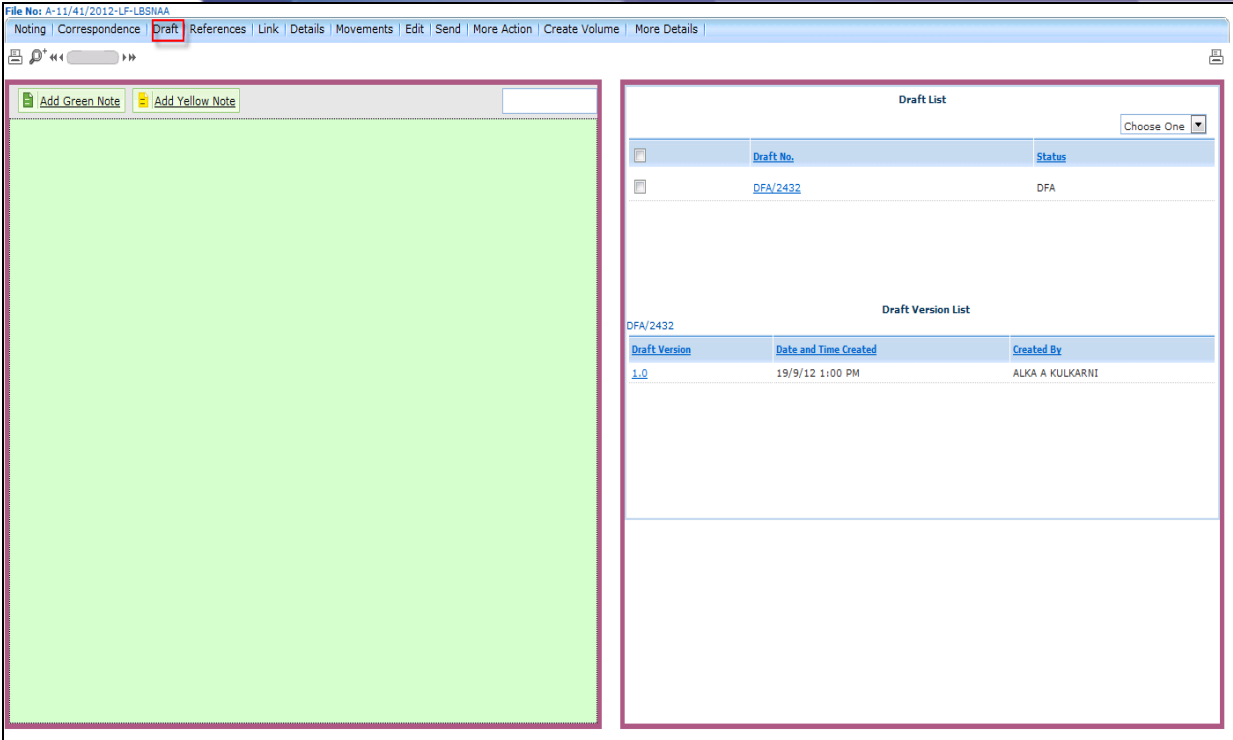


Fig.eFile. 27480

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:

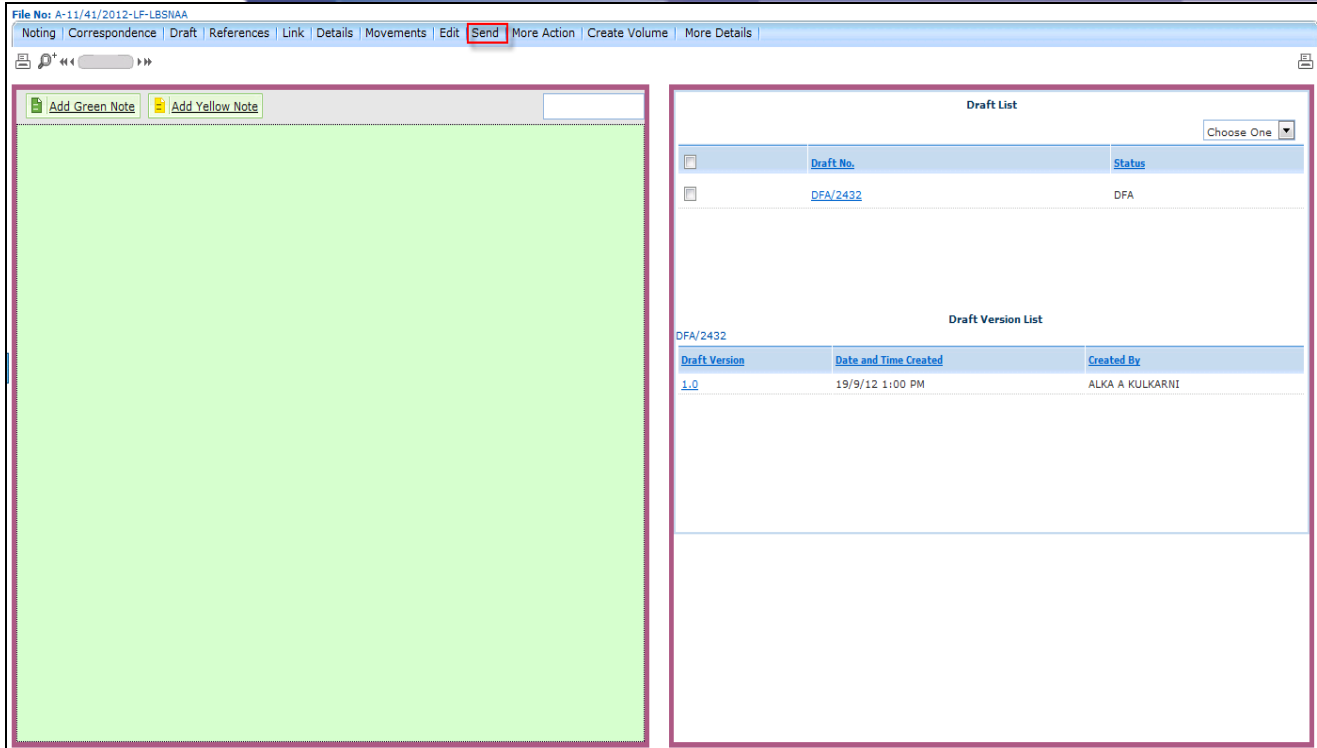


Fig.eFile. 27581

- As a result, **Send** File Page appears, as shown in Fig.eFile.282:

The 'Send' form contains the following fields and values:

- File Number : df
- Subject : df
- To : [Empty text box]
- Set Due Date : [Calendar icon]
- Action : Forward
- Priority : Ordinary
- Remarks : Total 1000 | 1000 character left

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

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 : [] (with a calendar icon showing 17)
- Action : Forward
- Priority : Ordinary
- Remarks : On Urgent basis.

A 'Send' button is located at the bottom of the dialog box, with a mouse cursor pointing to 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.**

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

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

Reply New/Fresh Financial Section

Is Classified Yes No Language of draft

Subject* (Maximum of 250 Characters)

Communication Details

Ministry

Department

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country

State

City

Pincode

Telephone

Fax

[+Add More Recipients](#)

Attachment:

Fig.eFile. 285

- After reviewing the DFA, approving authority clicks the **Approve** () button, as shown in Fig.eFile.286:
- After approving the DFA, approving authority sends the approved DFA to concerned dealing assistant for issue.

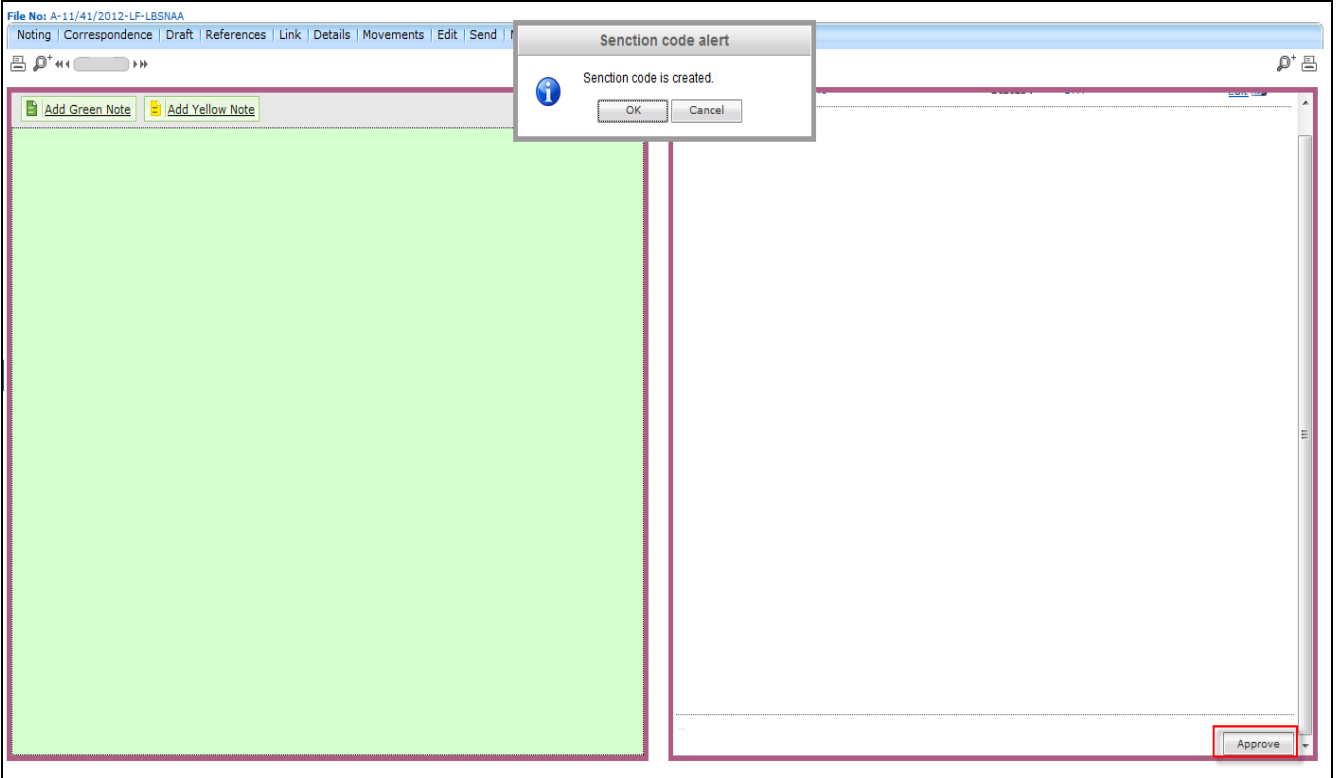


Fig.eFile. 2796

Now, Sention 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.

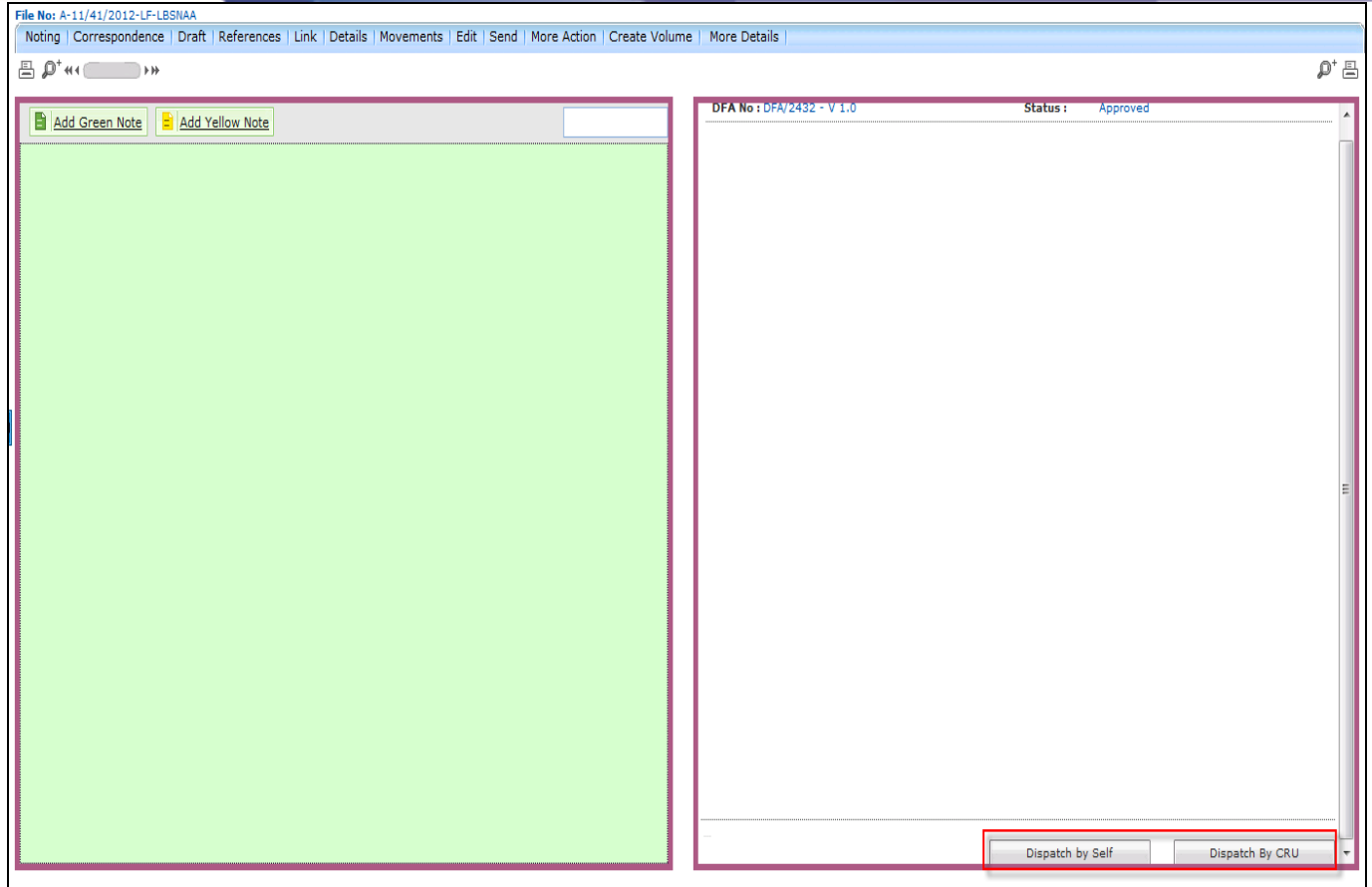


Fig.eFile. 2806

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		
Postal Details		
Postal Mode	Choose One	Postal Charge
Medium	Choose One	Weight
Out Register Details		
Peon Book No		Out Date
Peon Name	Choose One	Out Time
Peon Code	Choose One	Delivery Status
		Delivery Date
		Delivery Time
Receipt Details		
<input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh		
Subject* (Maximum of 250 Characters) <input type="text" value="hello"/>		
Communication Details		
Ministry	Choose One	
Department	Choose One	
Name*	<input type="text" value="Sushil"/>	
Designation	<input type="text"/>	
Address 1 *	<input type="text" value="Delhi"/>	
Address 2	<input type="text"/>	
Email	<input type="text"/>	
Organization	Choose One	
Country	Choose One	
State	Choose One	
Pincode	<input type="text"/>	
Telephone	<input type="text"/>	
Fax	<input type="text"/>	
Language of draft	English	
Untitled Document Not to be published or broadcast before a.m./p.m. onday, the2002 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 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. <input type="button" value="Send"/>		

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

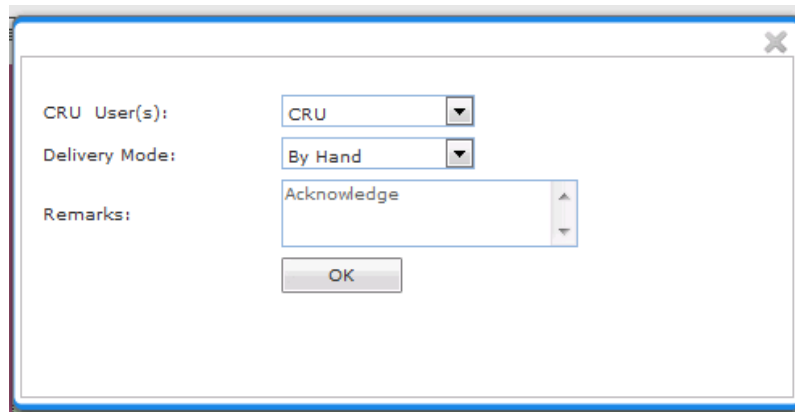
As a result, the draft gets dispatched to the intended recipient and **dispatched DFA** reflects into the **Sent** Section of **Officer's Dispatch** Link.

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** button at the bottom center.

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:

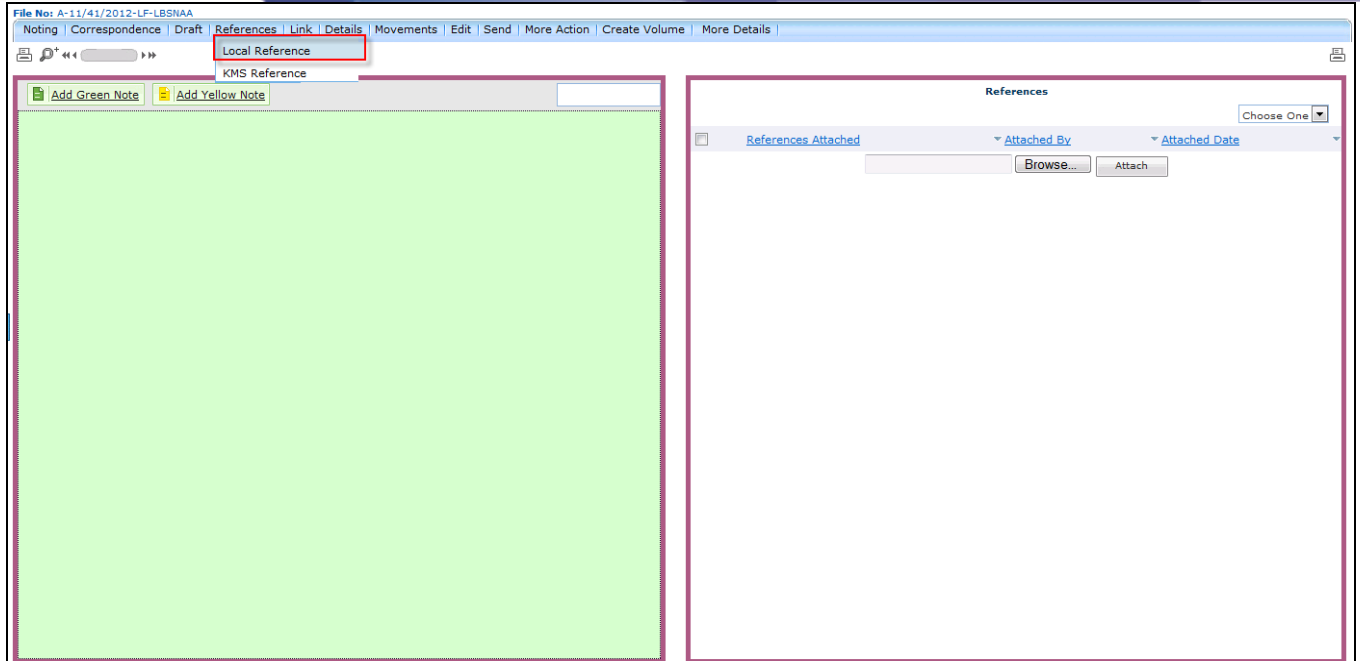


Fig.eFile. 28491

As a result **References** page appears on right side of Noting page, as shown in Fig.eFile.292:

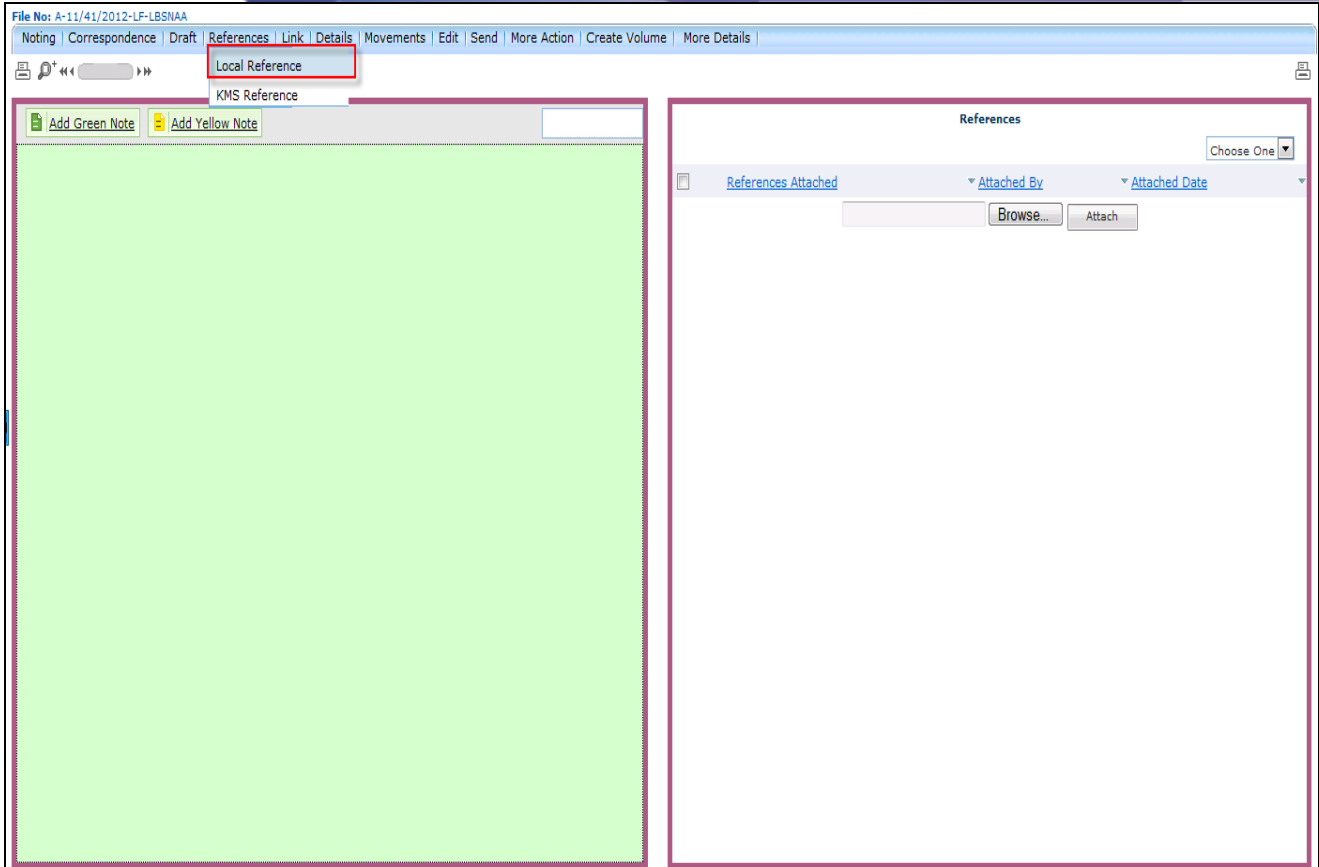


Fig.eFile. 28592

- Browse the reference document from the Local system and click the **Attach** () button, as shown in Fig.eFile.293:

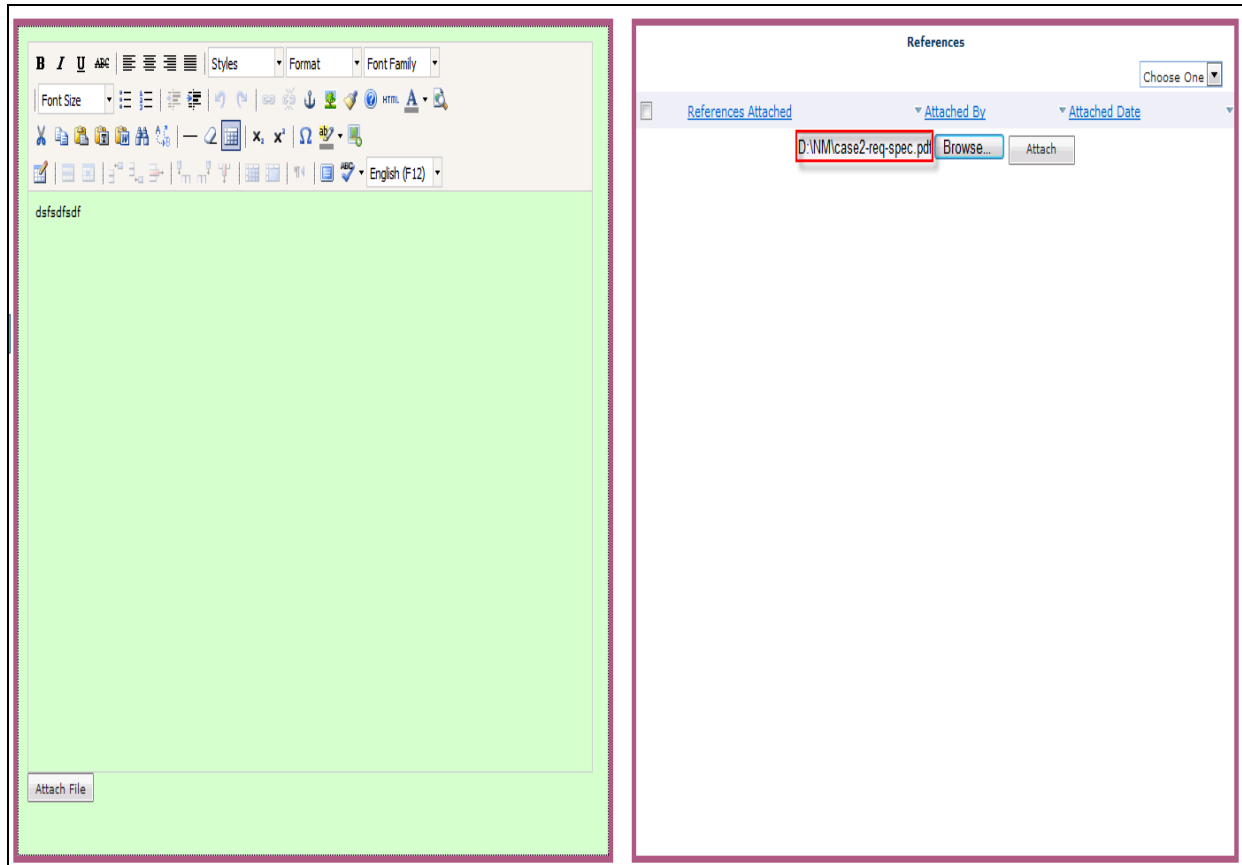


Fig.eFile. 28693

As a result the attached reference document gets attached to the working File, as shown in Fig.eFile.294:

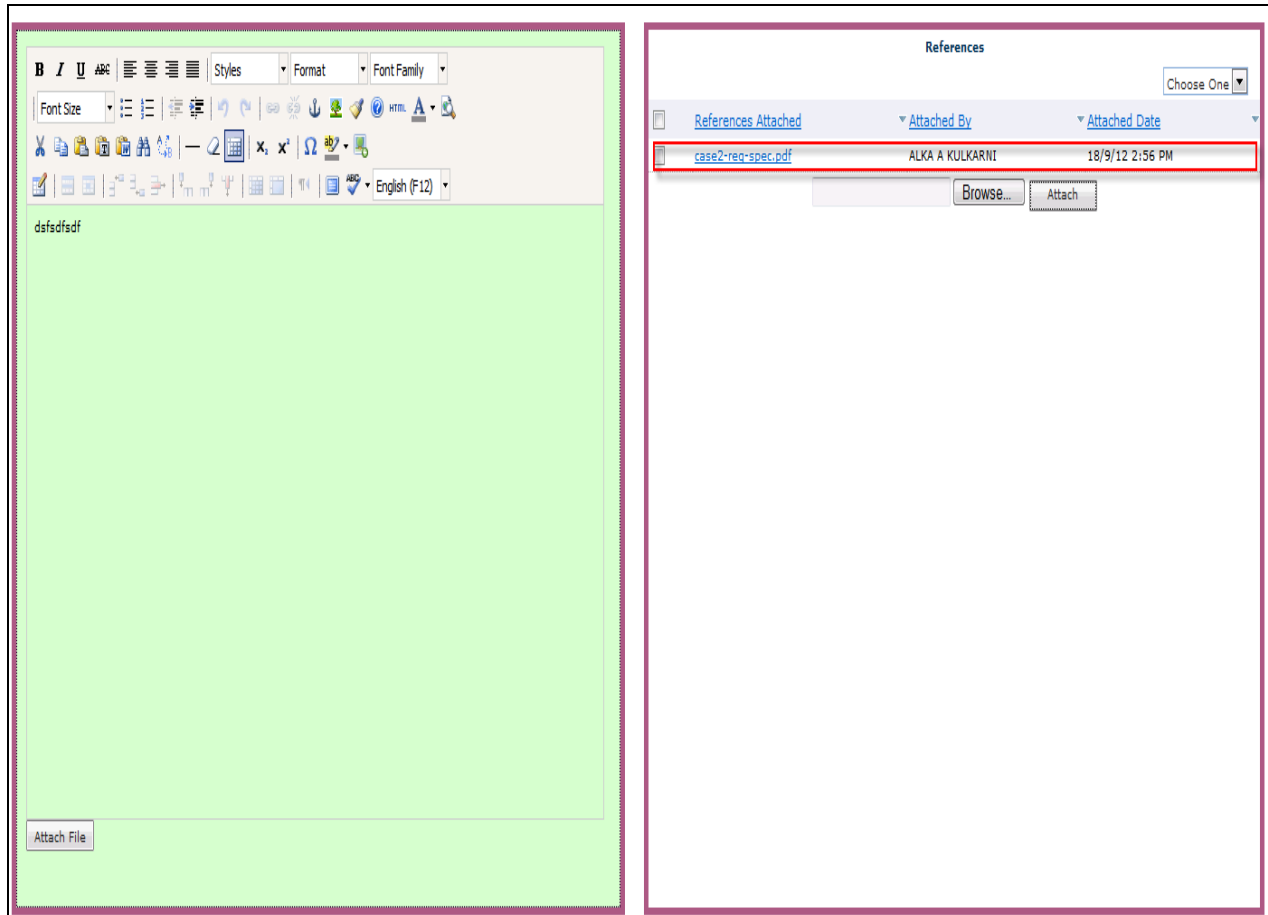


Fig.eFile. 2874

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:

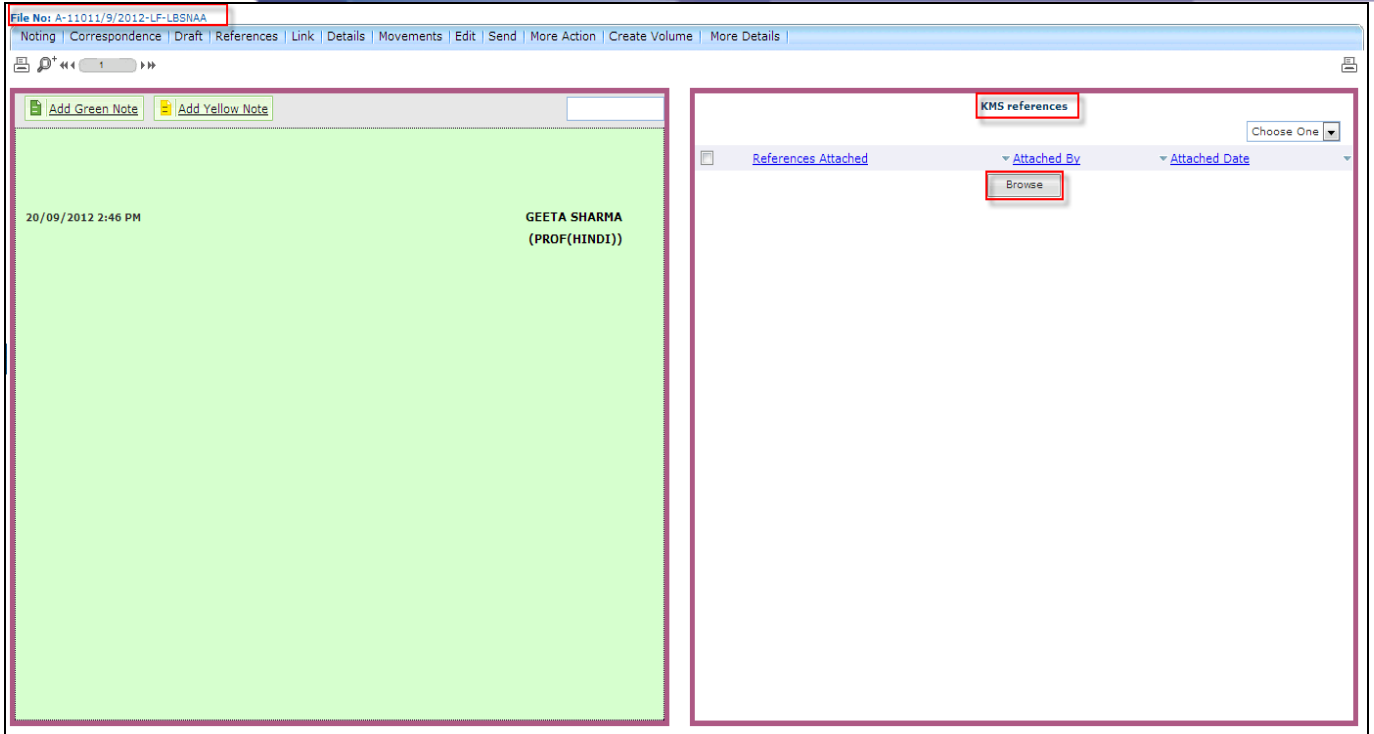


Fig.eFile. 2885

- As a result **KMS References** page appears on Noting page, as shown in Fig.eFile.296.

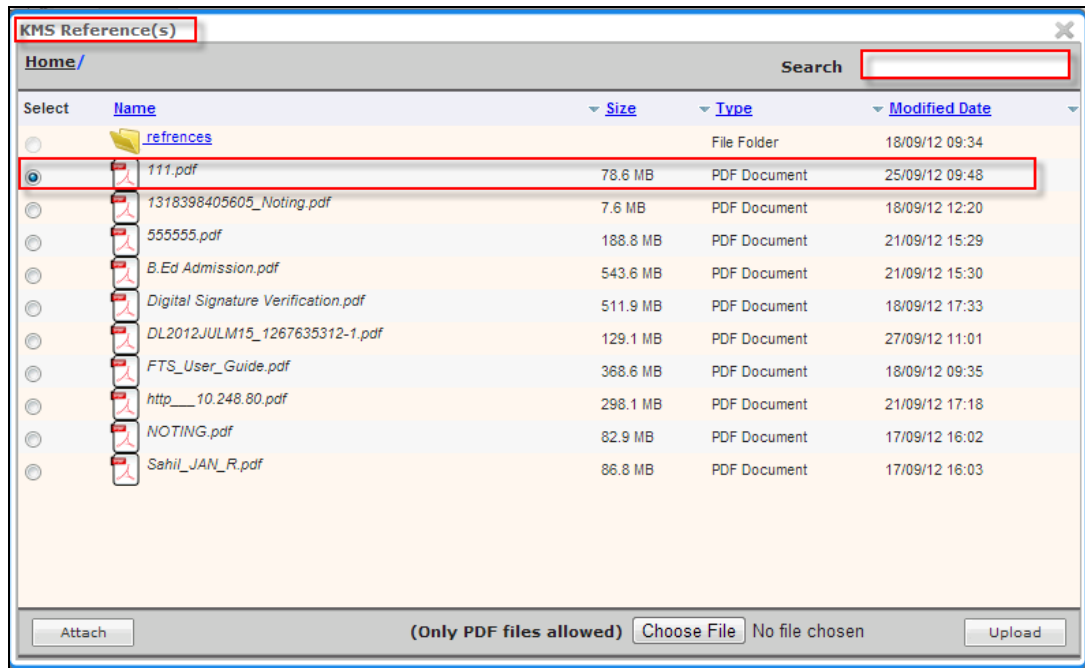


Fig.eFile. 2896

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:

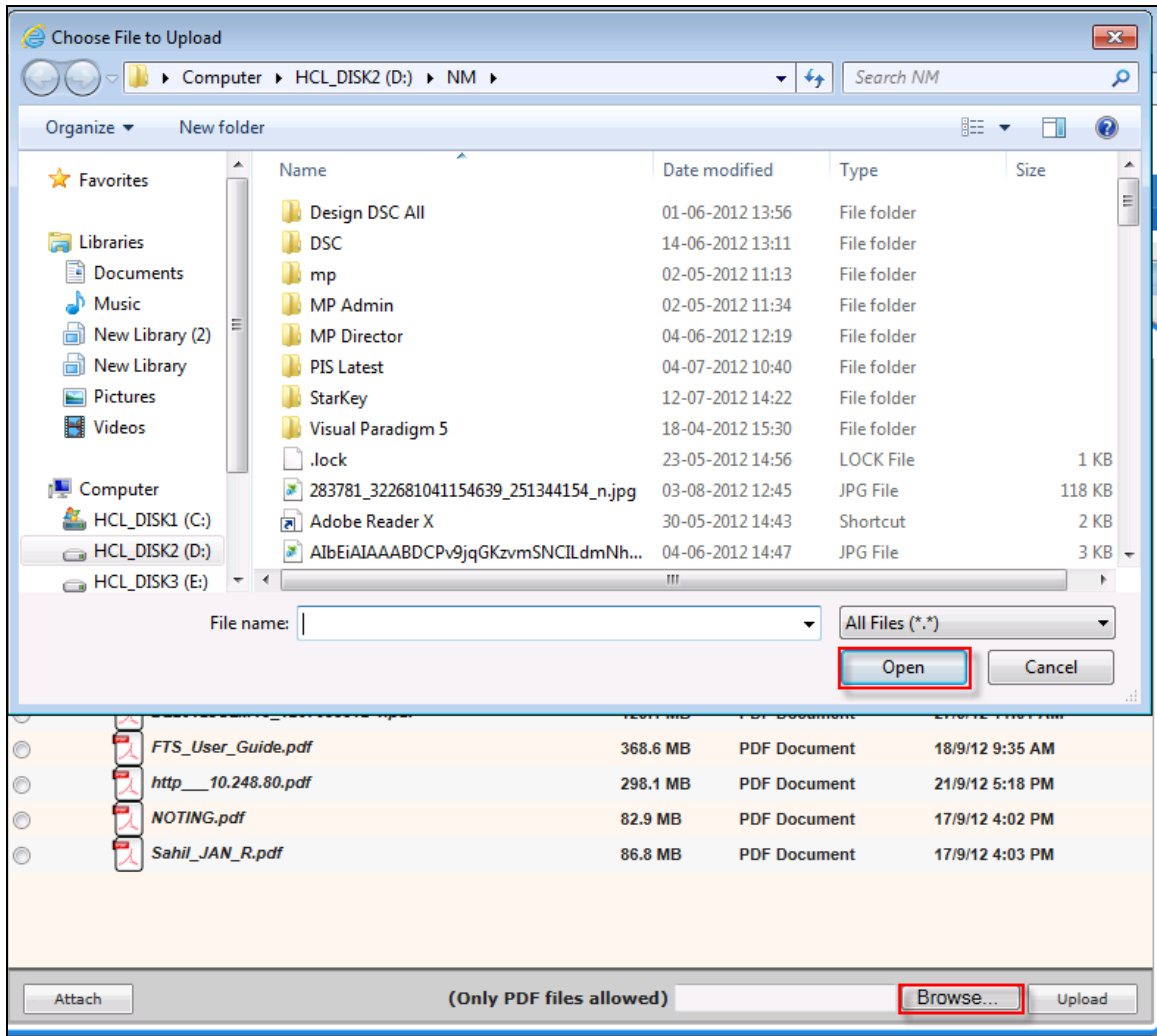


Fig.eFile. 2907

- When browsed file is attached a message is displayed as successfully uploaded as shown in Fig.eFile.298:

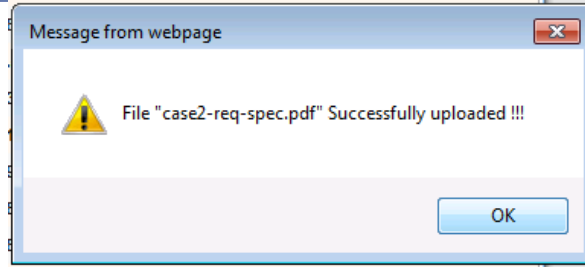
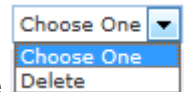


Fig.eFile. 2918

- As a result KMS reference is attached and can also be deleted by selecting Delete from dropdown as shown in Fig.eFile.299:



from

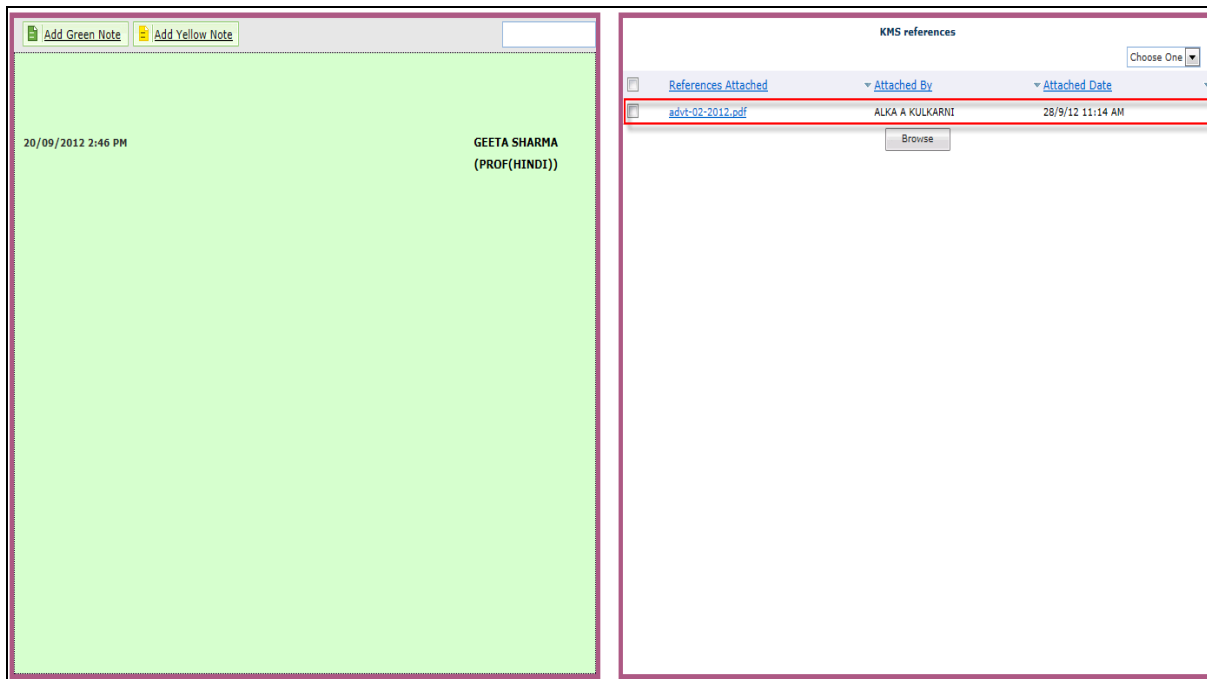


Fig.eFile. 2929

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

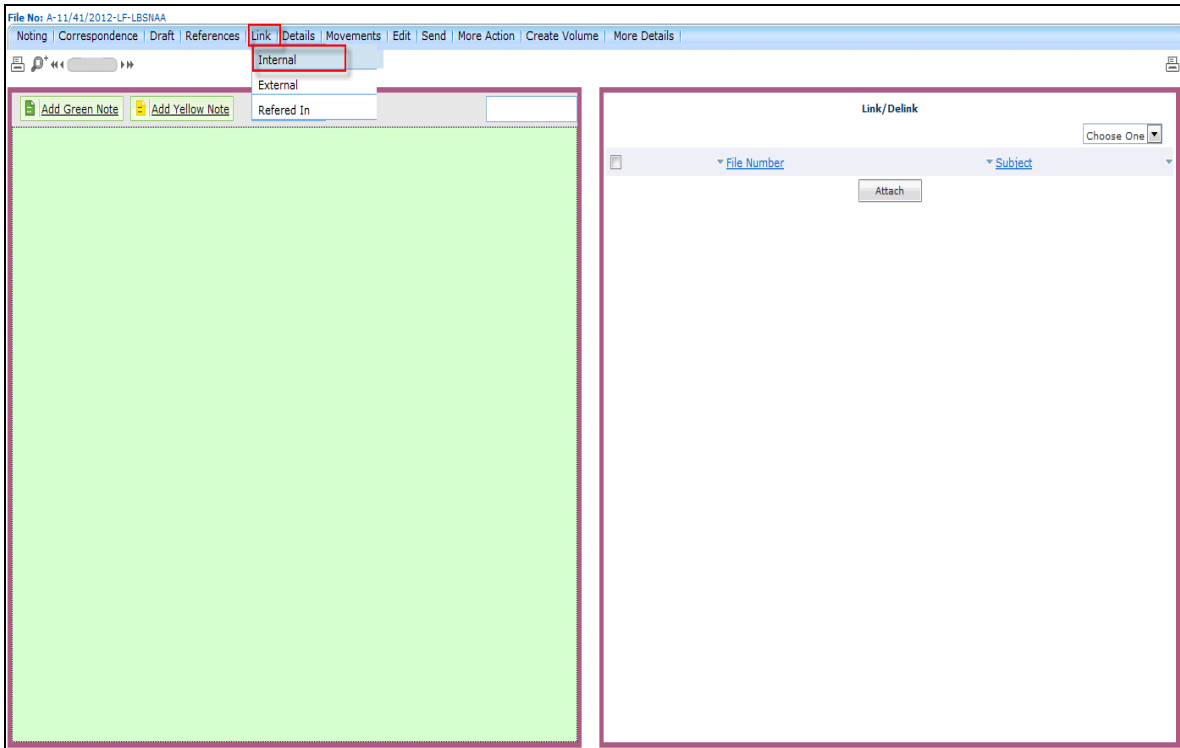


Fig.eFile. 300

- Click the **Attach** () link, as a result list of other files will appear, as shown in Fig.eFile.301:

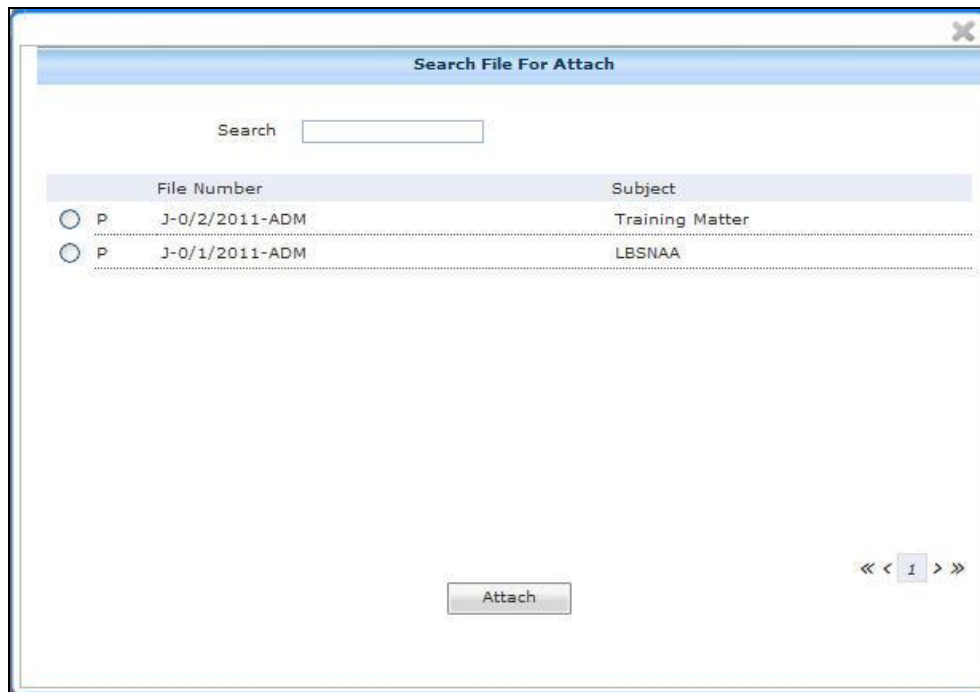



Fig.eFile. 301

- Select a file which needs to be linked with the working file and click the **Attach** () button as shown in Fig.eFile.302:

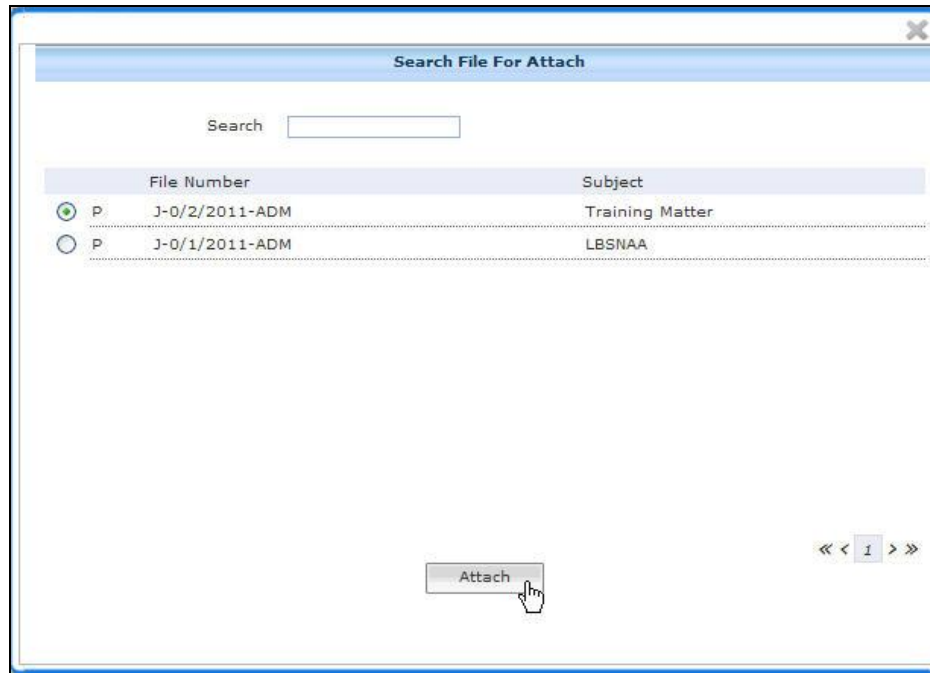


Fig.eFile. 302

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:

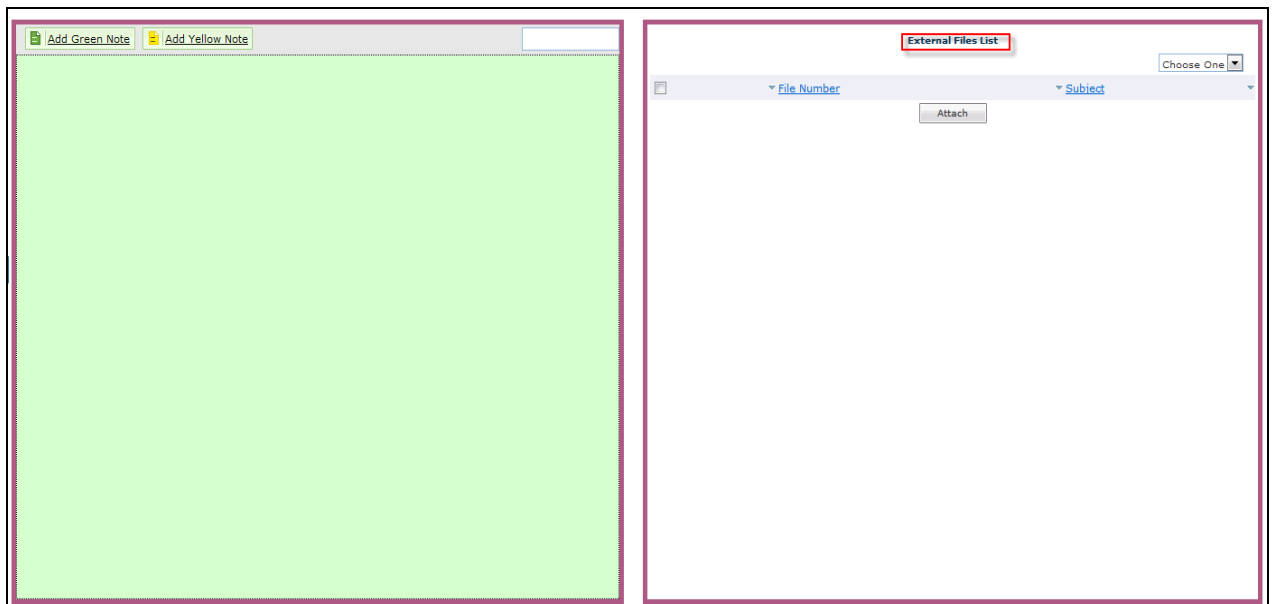


Fig.eFile. 303

- Referred In files are displayed as shown in figure Fig.eFile.304 :

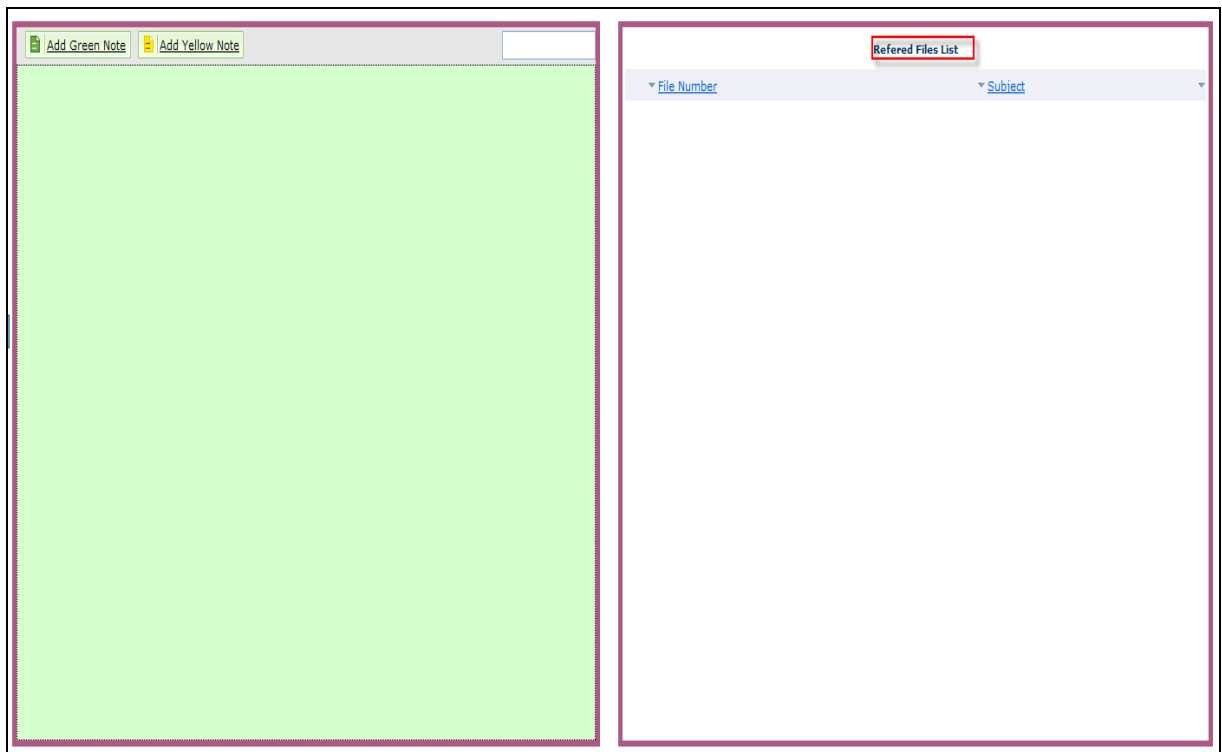


Fig.eFile. 304

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:

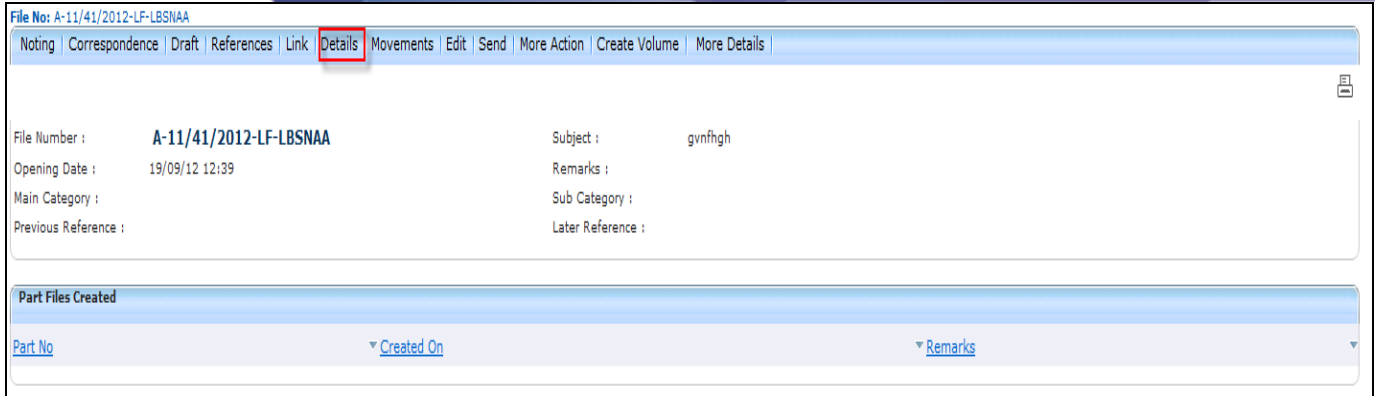


Fig.eFile. 305

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:

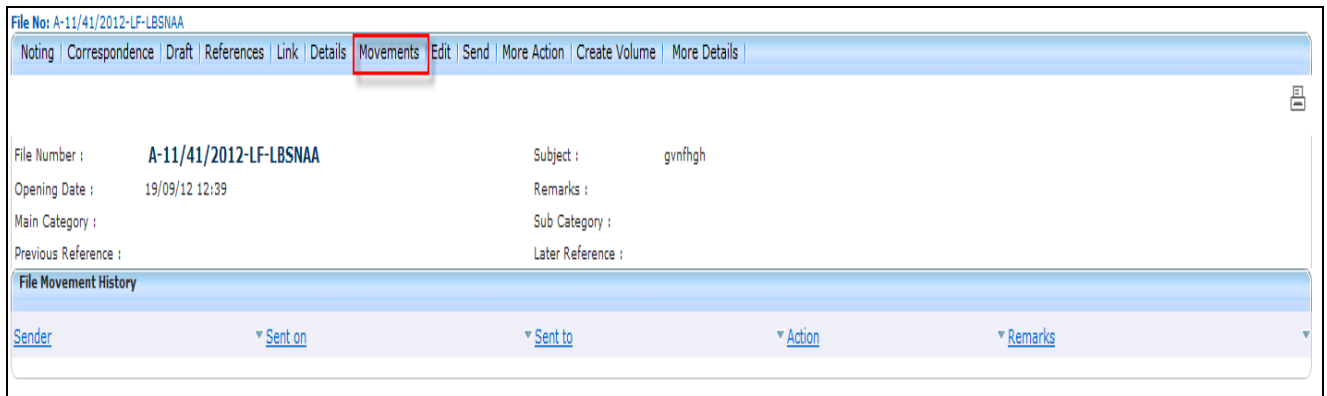


Fig.eFile. 306

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:

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:

Fig.eFile. 2939

- 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.310:

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 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 dialog box.

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:

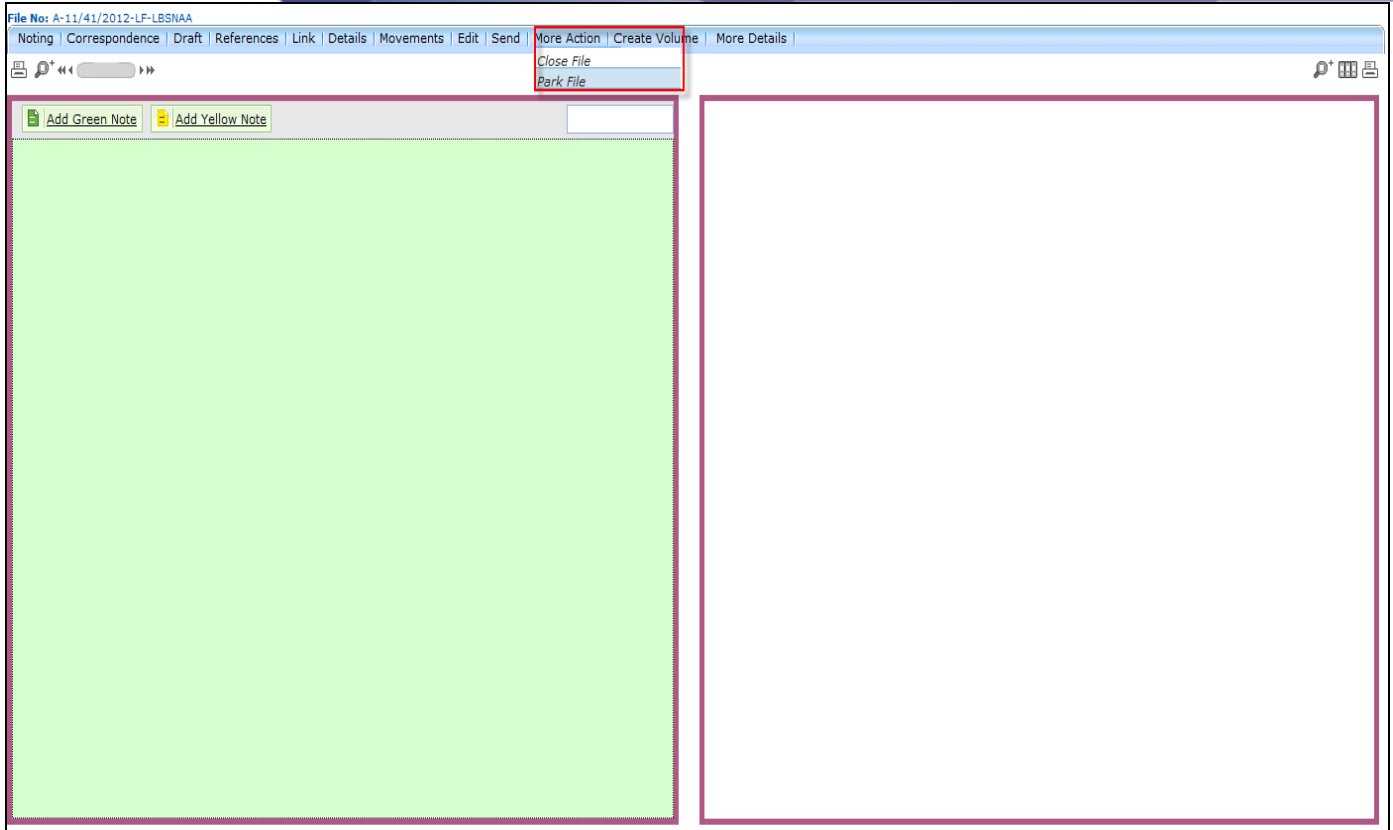


Fig.eFile. 29612

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.313:



Fig.eFile. 29713

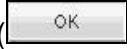
Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.314:



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:

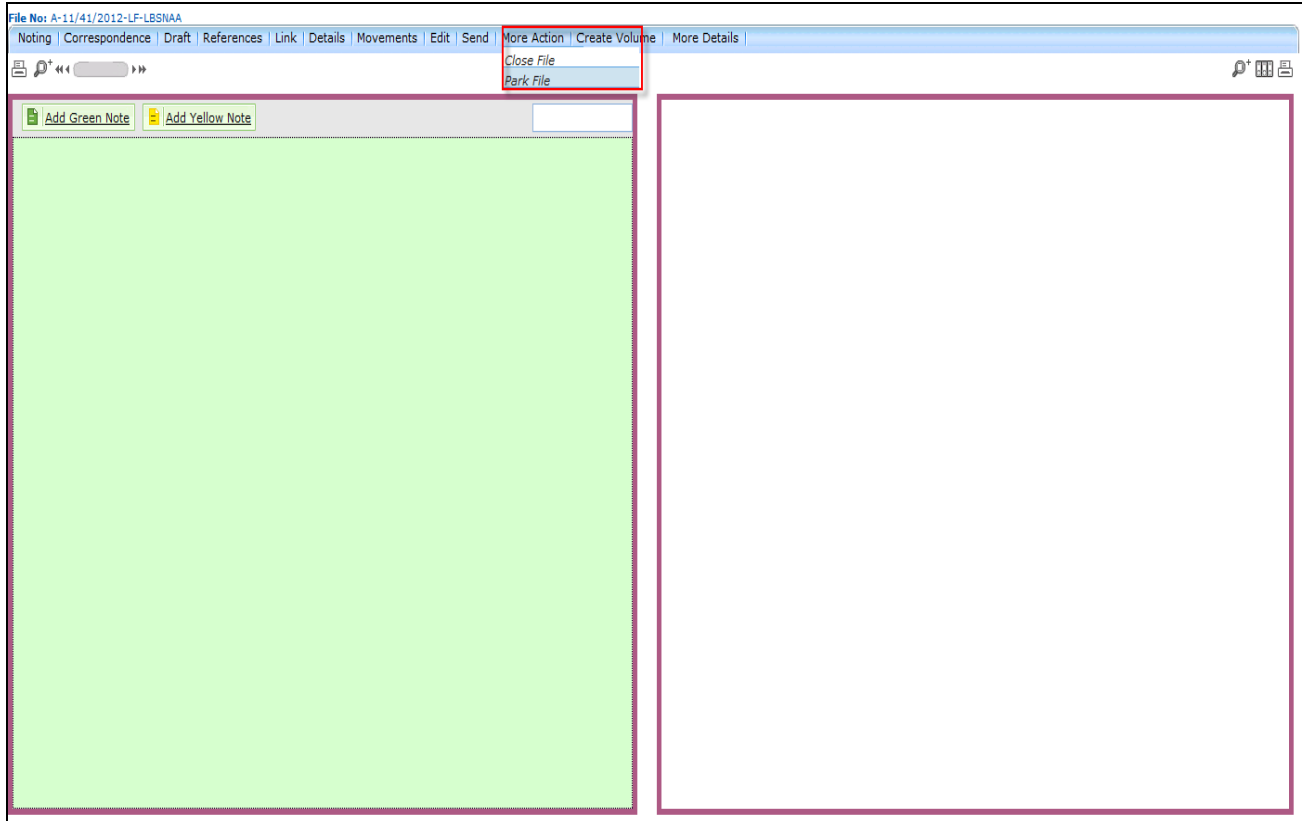
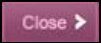


Fig.eFile. 29915

- 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 - He 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.

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.317:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: A-11011/2/2012-LF

Subject: Implementation of eTour

Description: Implementation of eTour

Category: Main: Choose One, Sub: Choose One

Other Details


Classified: Choose One

Remarks:

Previous Reference: [Empty Field] Later Reference: [Empty Field]

Create Volume >

Fig.eFile. 30117

- Click the **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:

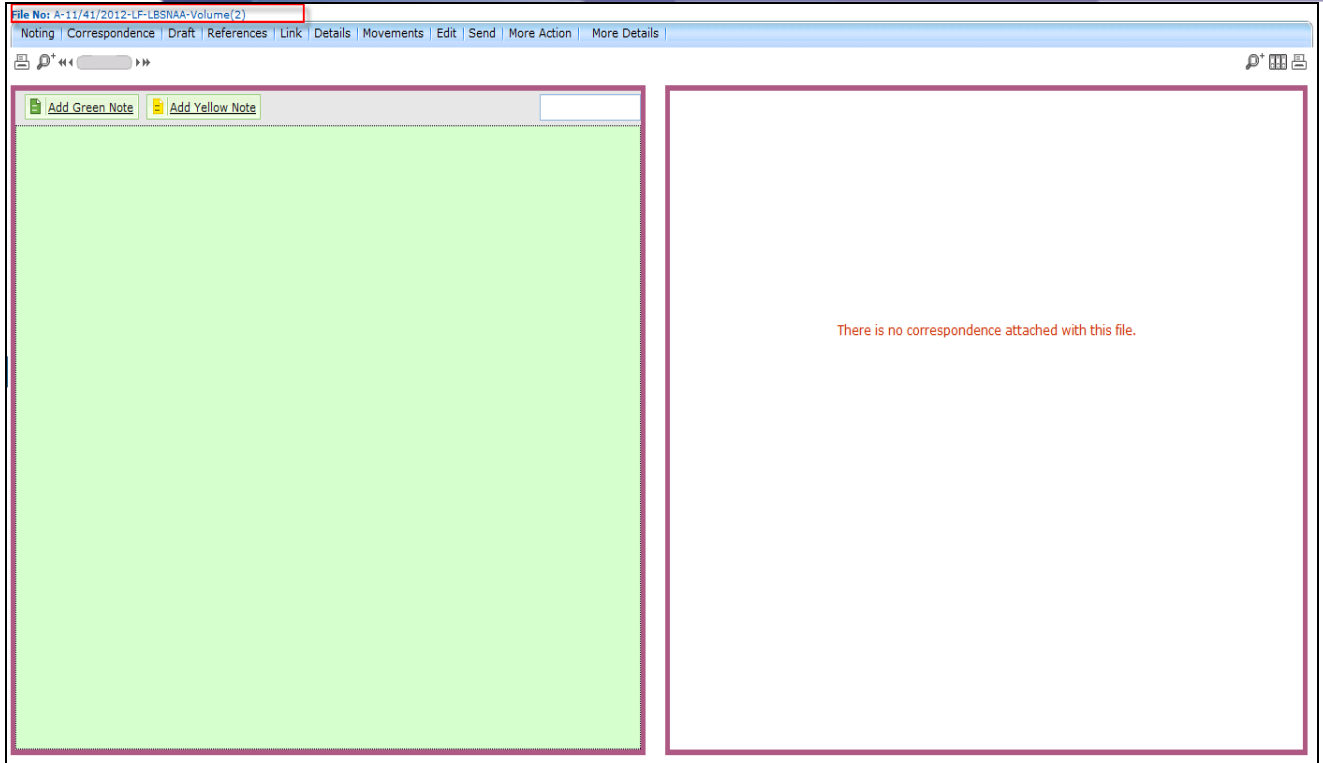


Fig.eFile. 30218

- **More Details:** Merged Files are shown in the More Details tab as shown in Fig.eFile.319:

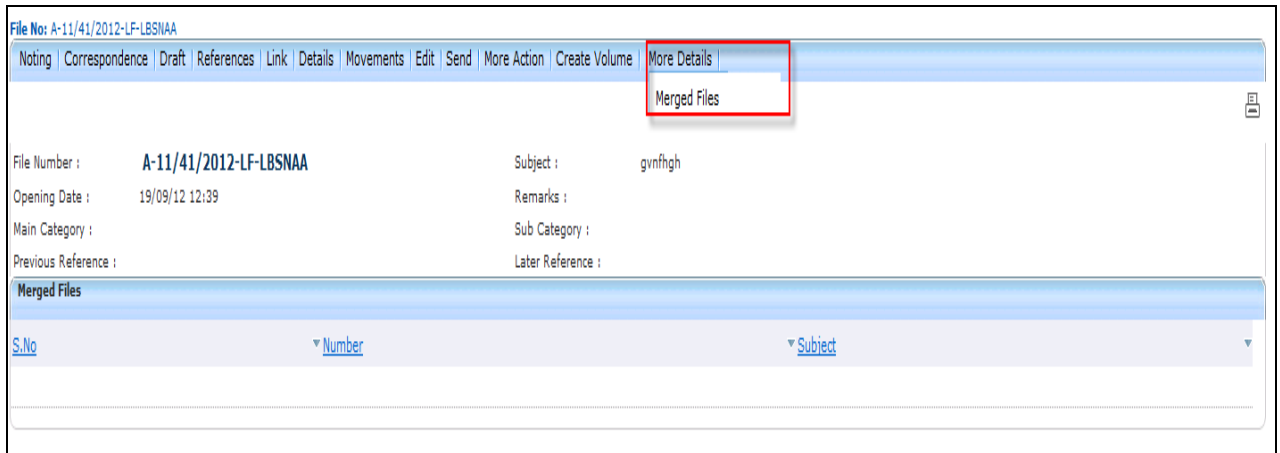


Fig.eFile. 3039

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 titled "भारत सरकार GOVERNMENT OF INDIA" with "NIC" and "LF" below it. The form includes a "File No.*" field, a "Subject" section with a "Description*" text area and "Main" and "Sub" category dropdowns, and an "Other Details" section with a "Classified" checkbox, a "Remarks" text area, and "Previous Reference" and "Later Reference" fields. A "Continue Working >" button is at the bottom.

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 shows a web form titled "भारत सरकार GOVERNMENT OF INDIA NIC LF". The form is set against a dark purple background. At the top, it displays the government name in Hindi and English, followed by "NIC" and "LF". A text field for "File No.*" contains the value "11011/eFile/Nic-imp". Below this is a section titled "Subject" containing a "Description*" dropdown menu with "eFile Implementation" selected, and two "Category" dropdowns labeled "Main" and "Sub", both set to "Choose One". A second section titled "Other Details" includes a "Classified" checkbox (unchecked) with a "Choose One" dropdown, a "Remarks" text area, and two empty text fields for "Previous Reference" and "Later Reference". At the bottom of the form is a "Continue Working" button with a right-pointing arrow.

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:

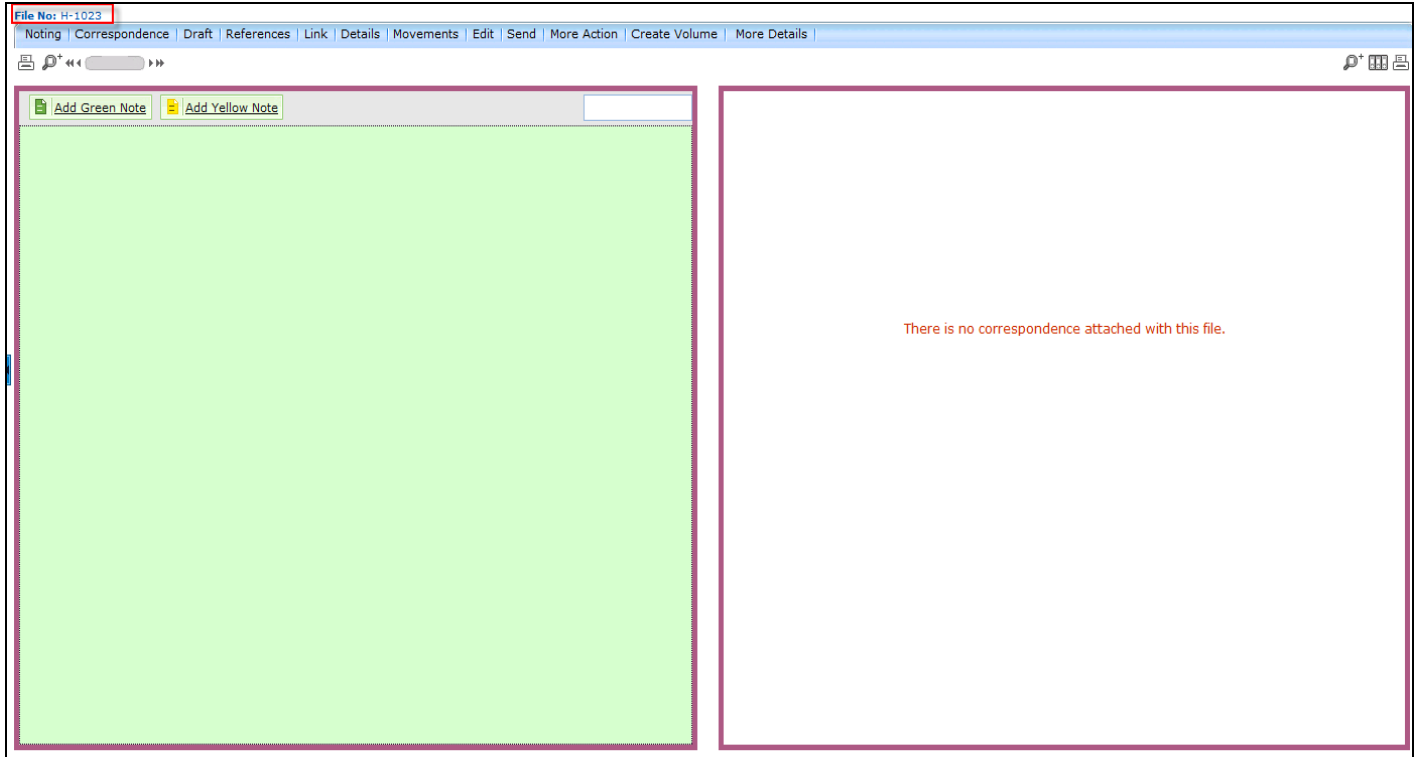


Fig.eFile. 30622

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:

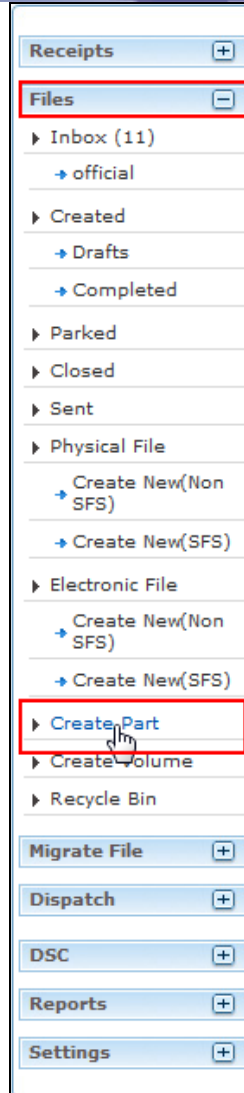


Fig.eFile. 30723

As a result the following page appears as shown in Fig.eFile.324:

The screenshot shows a web form for creating a new file part. At the top, it displays the Government of India logo and the text 'भारत सरकार GOVERNMENT OF INDIA'. Below this, the form is titled 'NIC'. The form contains several fields: 'File Number' with a text input and a 'Browse File' button; a 'Subject' section with a text input; a 'Description*' section with a text area; a 'Category' section with 'Main' and 'Sub' dropdown menus, both currently set to 'Choose One'; an 'Other Details' section with a 'Classified' dropdown menu set to 'Choose One', a 'Remarks' text area, and two text input fields for 'Previous Reference' and 'Later Reference'. 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:

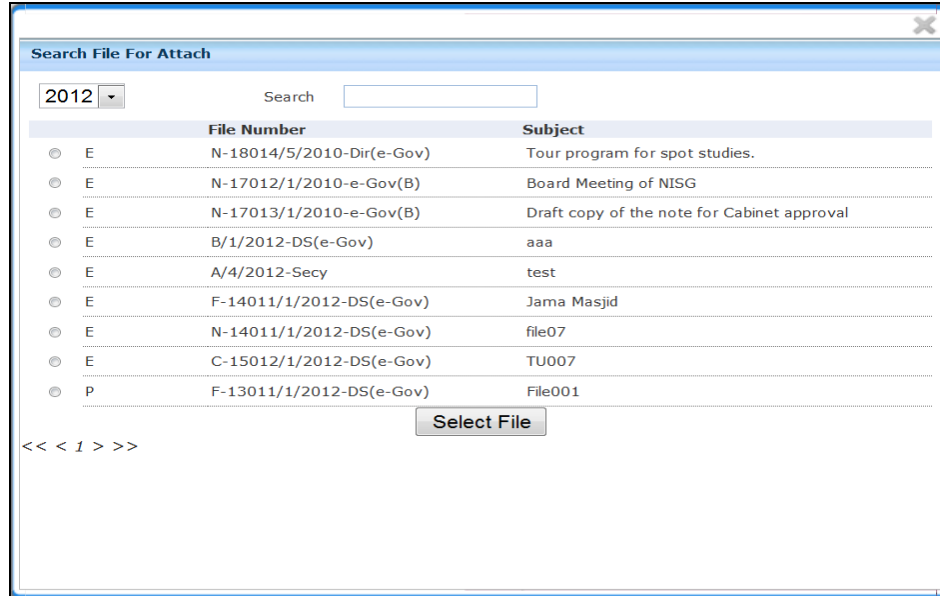


Fig.eFile. 30925

- 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:

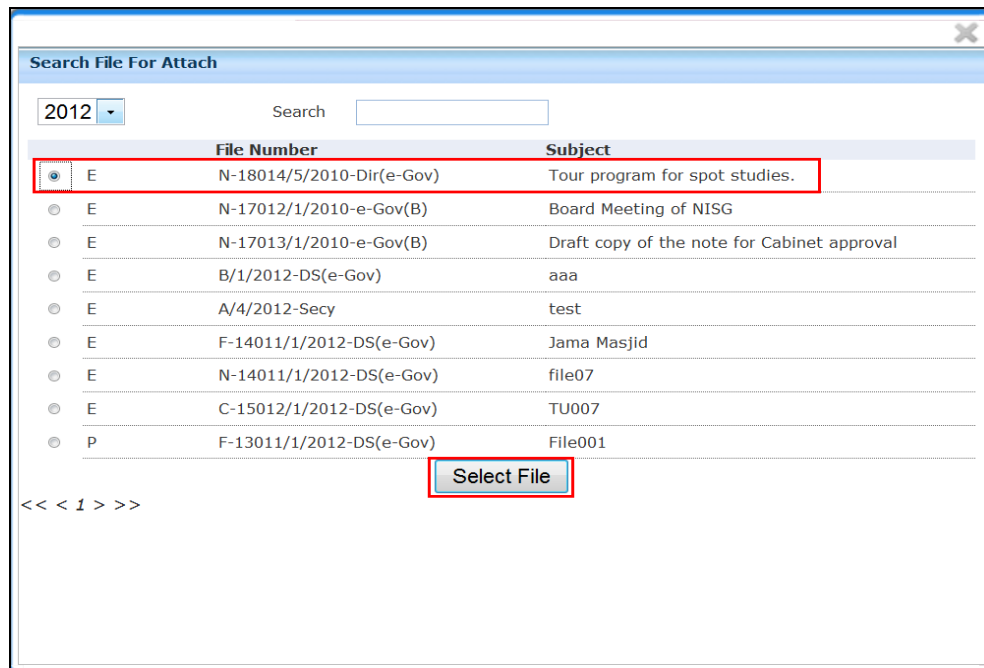


Fig.eFile. 31026

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

Subject

Description

Category
Main
Sub

Other Details

Classified

Remarks

Previous Reference Later Reference

[Create Part](#) >

Fig.eFile. 31127

- Click on the **Create Part** ([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:

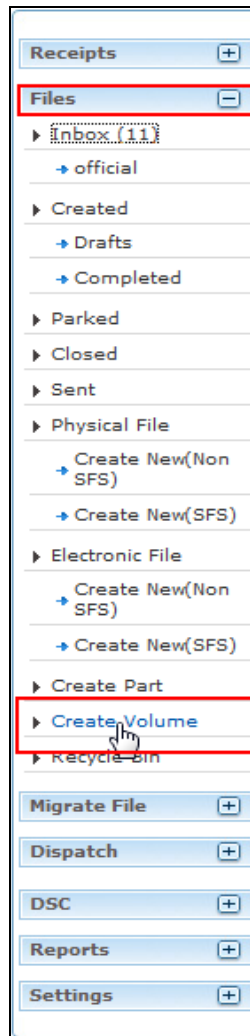


Fig.eFile. 3139

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:

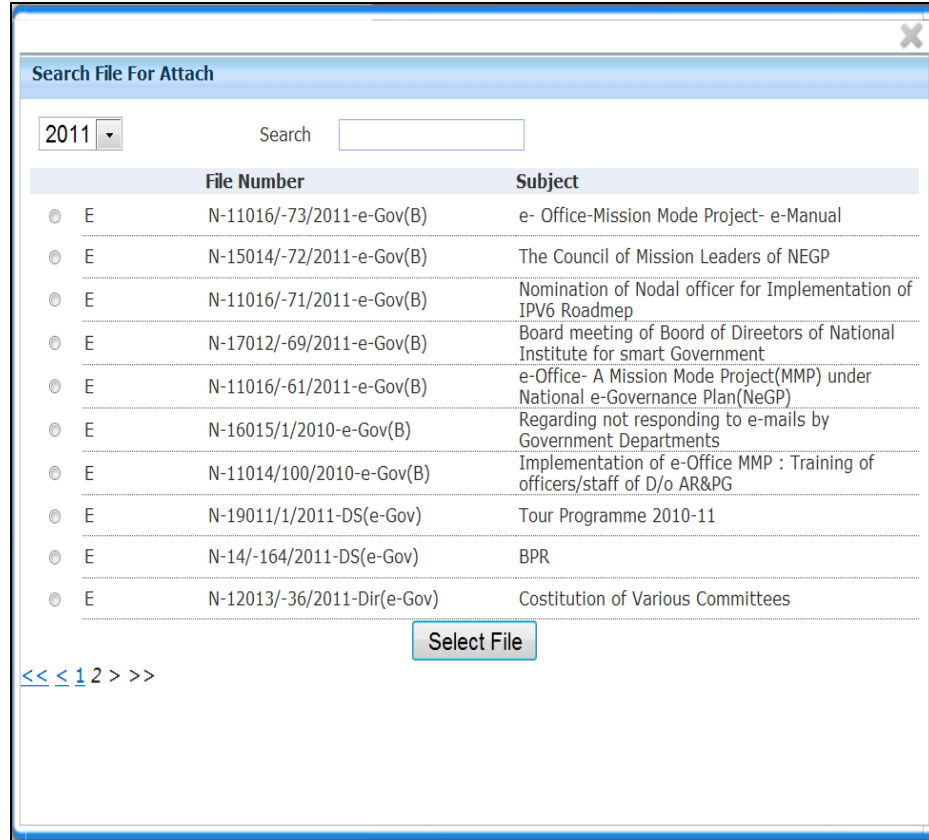


Fig.eFile. 31531

- 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:

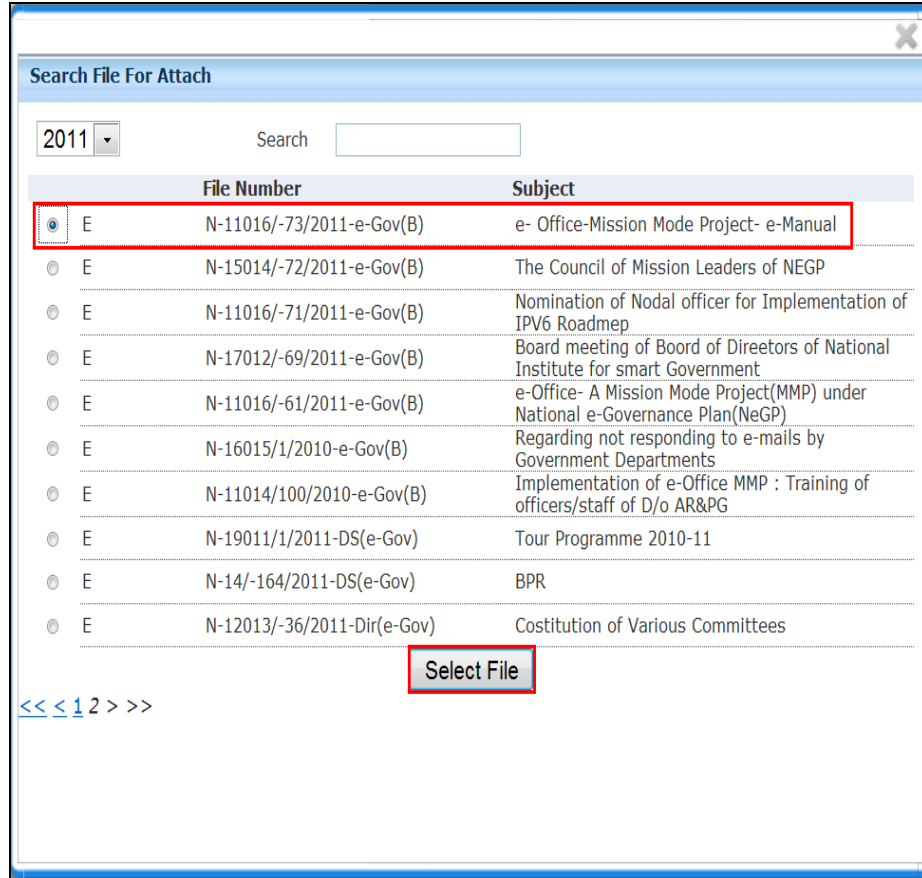



Fig.eFile. 3162

- Click on the **Create Volume** () Link to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.333:

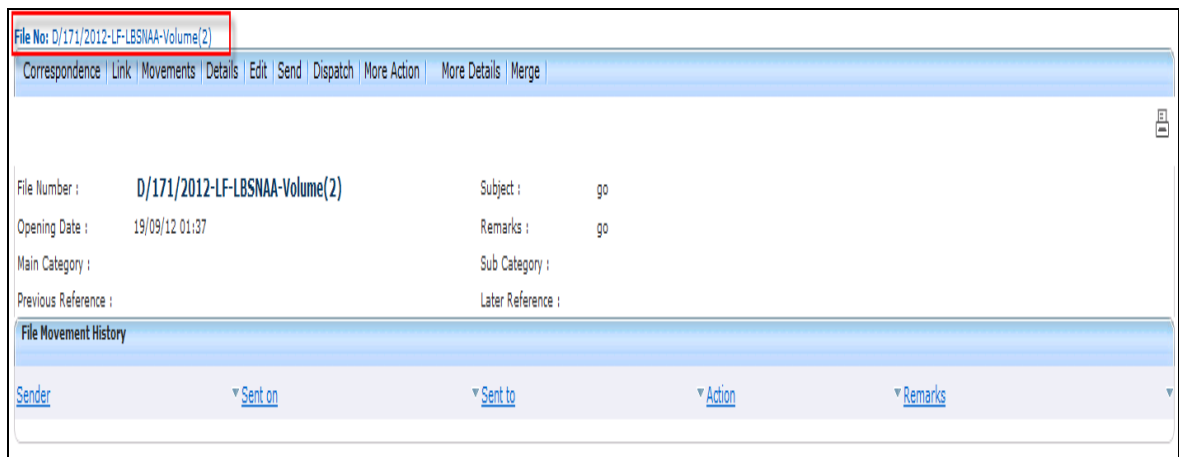


Fig.eFile. 31733

- 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 in the eOffice application. The left sidebar contains a navigation menu with the following items: Receipts, Files, Migrate File, Create New (highlighted), Draft, Completed, Folder Permissions, Dispatch, DSC, Reports, and Settings. The main form area is titled 'भारत सरकार GOVERNMENT OF INDIA' and includes the following fields and sections:

- File No.: Choose | Choose | Choose | Choose | 2012 | LF
- Physical File No.: [Text Field] [Browse]
- Subject: [Text Field]
- Description: [Text Field]
- Category: Main [Choose One], Sub [Choose One]
- Other Details: Classified [Choose One], Opening date [Text Field]
- Remarks: [Text Field]
- Previous Reference: [Text Field]
- Later Reference: [Text Field]
- Buttons: Work On File Later, Continue Working

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:

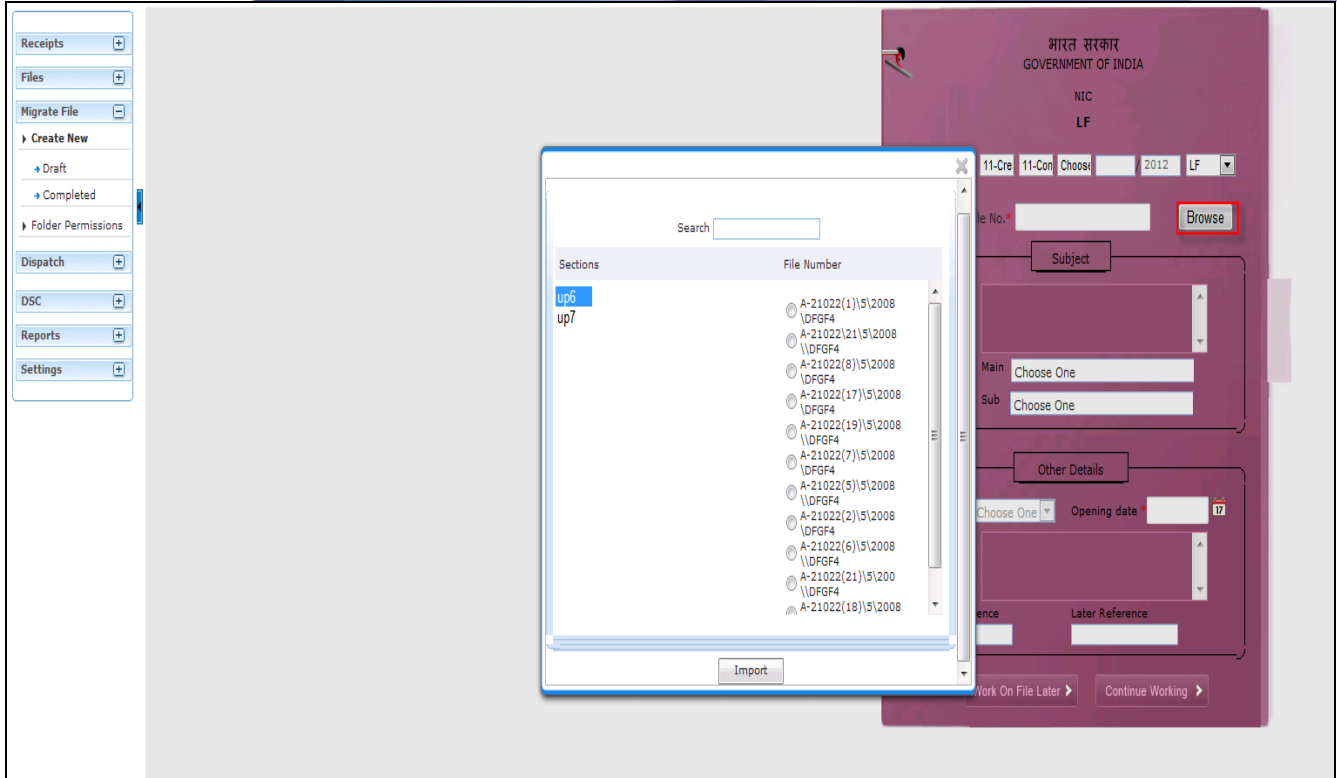


Fig.eFile. 31935

- Select a file, a window appears wherein user need to select the Source and destination files as shown in the Fig.eFile.336:

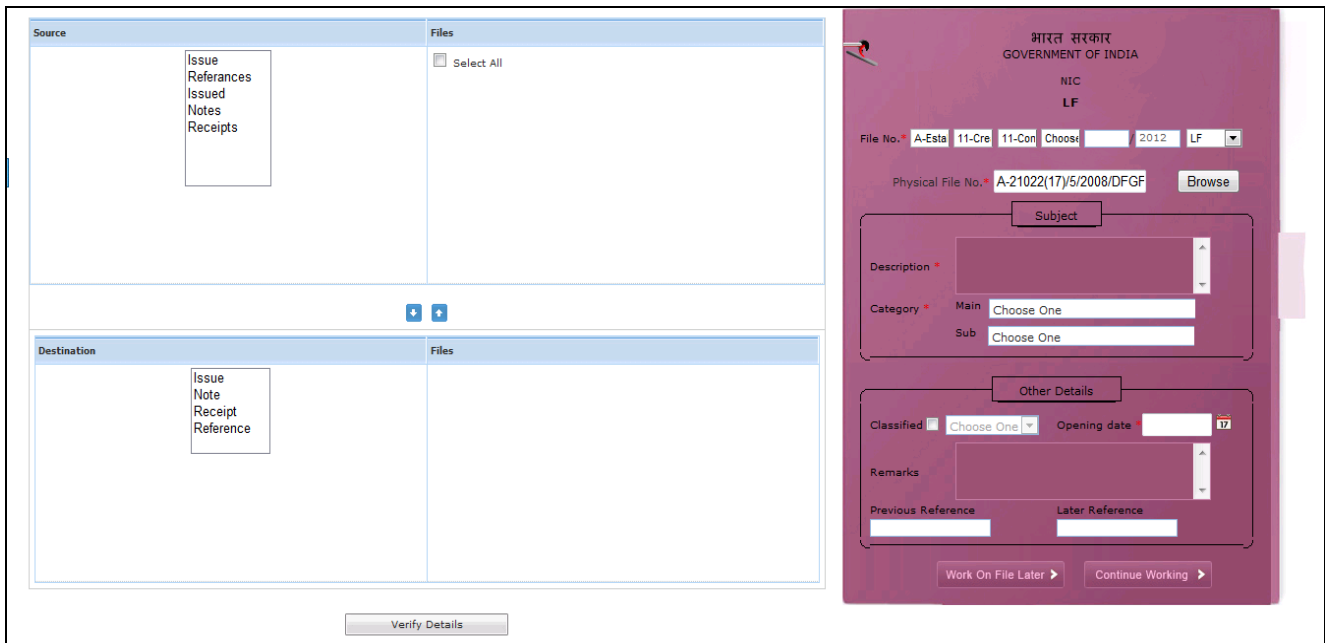


Fig.eFile. 32036

Now verify details as shown in the figure Fig.eFile.337:

The screenshot displays the eFile application interface. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel shows a list of files including 'localhost - 1 (3).pdf', 'localhost - 1 (2).pdf', and 'localhost - 1 (1).pdf'. The 'Destination' panel shows a list of files including 'localhost.pdf'. A 'Verify Details' button is located at the bottom center. On the right, there is a detailed form for file information. The form includes fields for 'File No.' (A-Esta, 11-Cre, 11-Con, Choose, 2012, LF), 'Physical File No.' (A-21022(17)/5/2008/DFGF), 'Subject' (hello), 'Description' (hello), 'Category' (Main, Choose One, Sub, Choose One), 'Classified' (Choose One), 'Opening date' (18/09/2012), 'Remarks' (dsfsfddd), 'Previous Reference', and 'Later Reference'. There are also buttons for '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 shows the eoffice interface for file migration. It is divided into three main sections:

- Source:** A list of files to be migrated, including 'Issue', 'Referances', 'Issued', 'Notes', and 'Receipts'. The 'Files' column shows three PDF files: 'localhost - 1 (3).pdf', 'localhost - 1 (2).pdf', and 'localhost - 1 (1).pdf'.
- Destination:** A list of folders in the destination, including 'Issue', 'Note', 'Receipt', and 'Reference'. The 'Files' column shows one PDF file: 'localhost.pdf'.
- Form:** A form for entering file details. It includes:
 - File No.: A-Esta 11-Cre 11-Con Choost 2012 LF
 - Physical File No.: A-21022(17)/5/2008/DFGF
 - Subject: hello
 - Description: hello
 - Category: Main AMC & Demand
 - Sub: Choose One
 - Other Details: Classified (Choose One), Opening date (18/09/2012), Remarks (dsfsfdsd)
 - Buttons: 'Work On File Later' and 'Continue Working' (highlighted with a red box).

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 for a migrated table of content. The table is titled 'Migrated Table of Content' and has the following columns: Sl No, Correspondence No, Subject, Type, Sent By, and Actions. The table contains one row with the following data:

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	localhost.pdf	N/A	Issue	N/A	✖ 📄 + +

Below the table is a 'Save Sequence' button.

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:

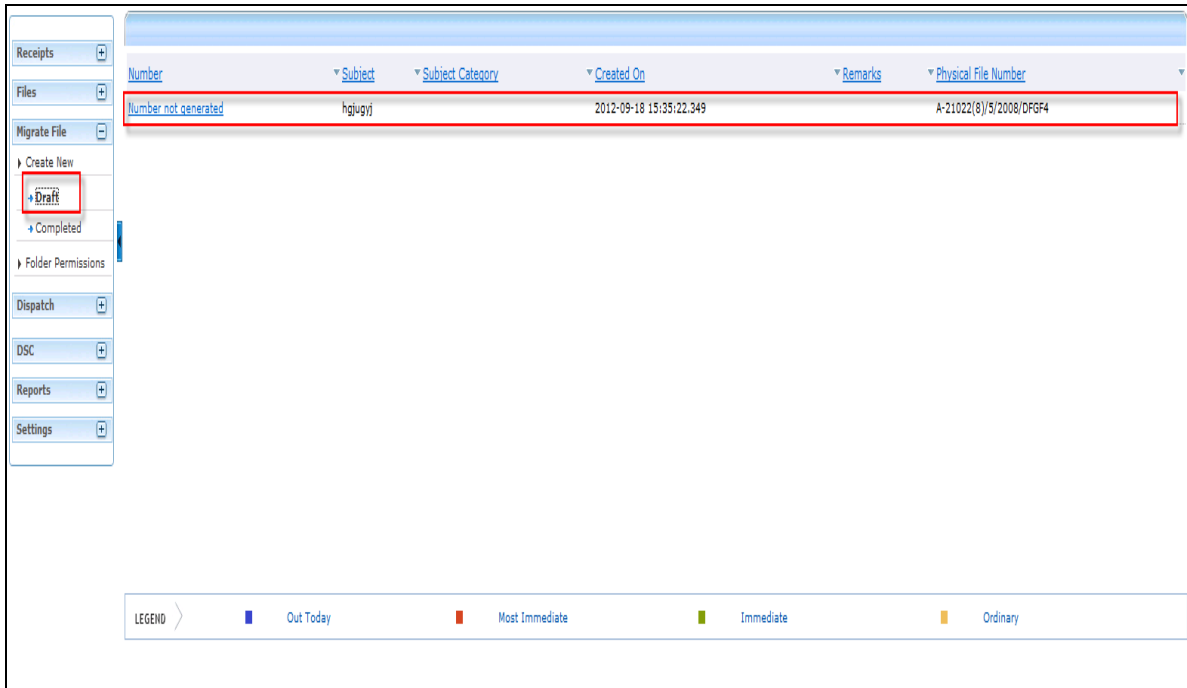


Fig.eFile. 324

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:

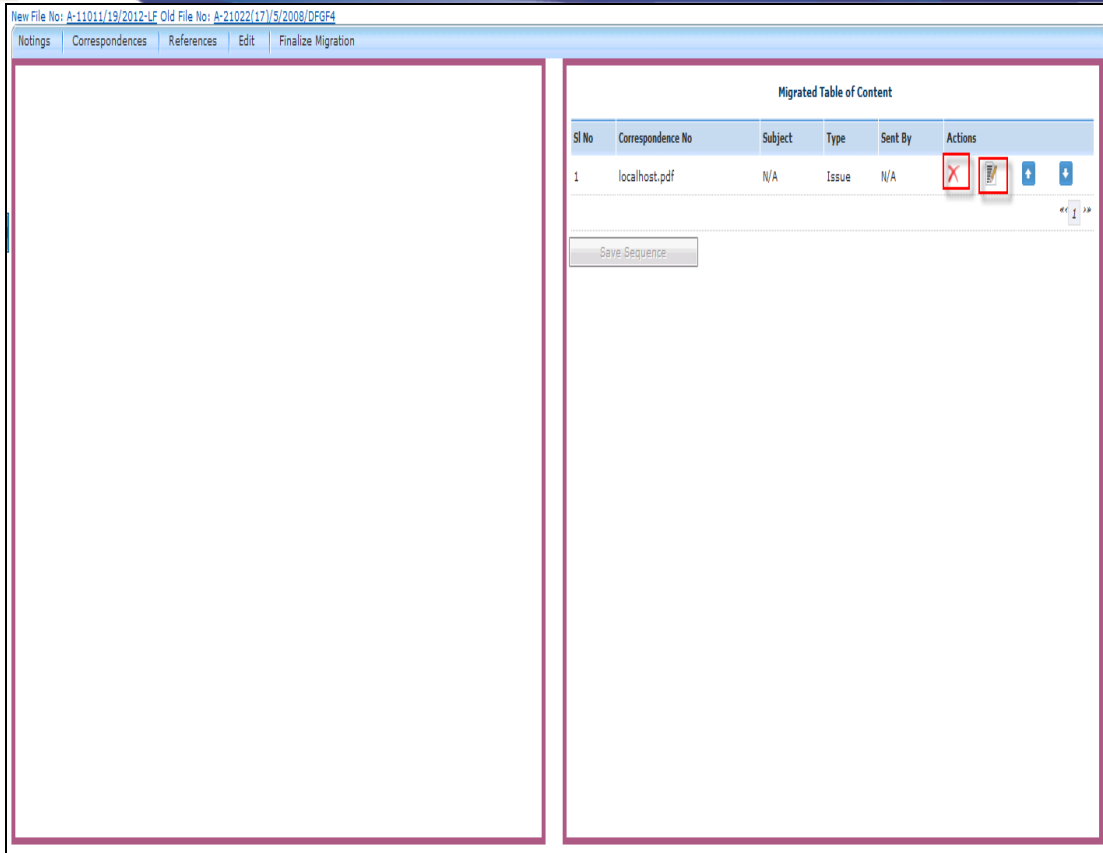


Fig.eFile. 32541

Notings: It is used to see the notings of the migrated file as shown in the figure Fig.eFile.342:

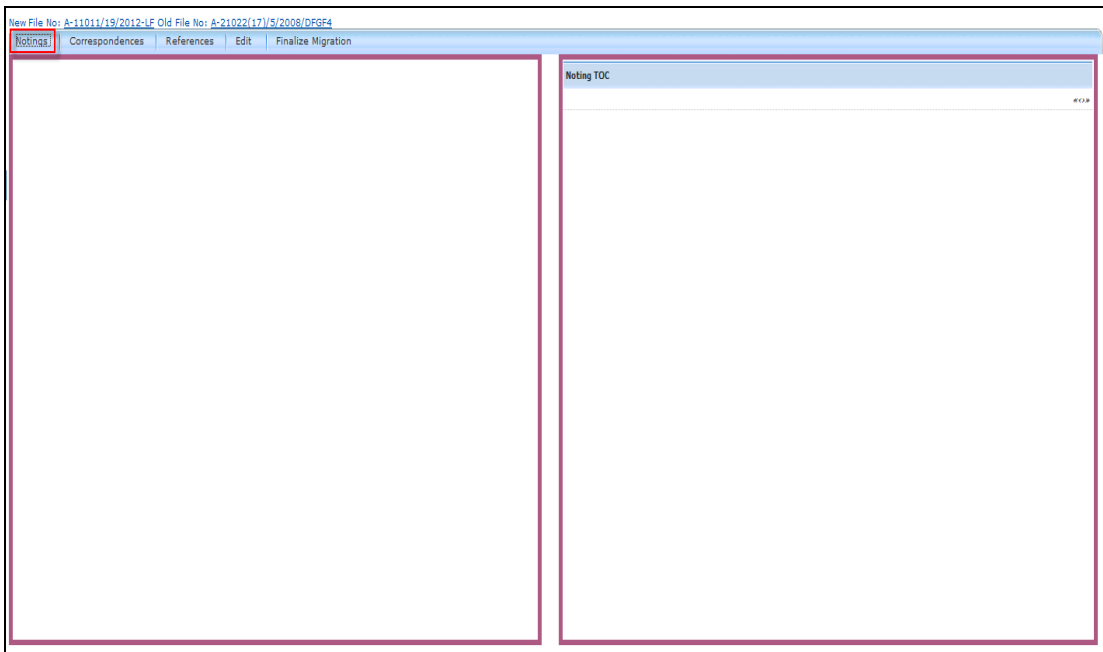


Fig.eFile. 32642

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:

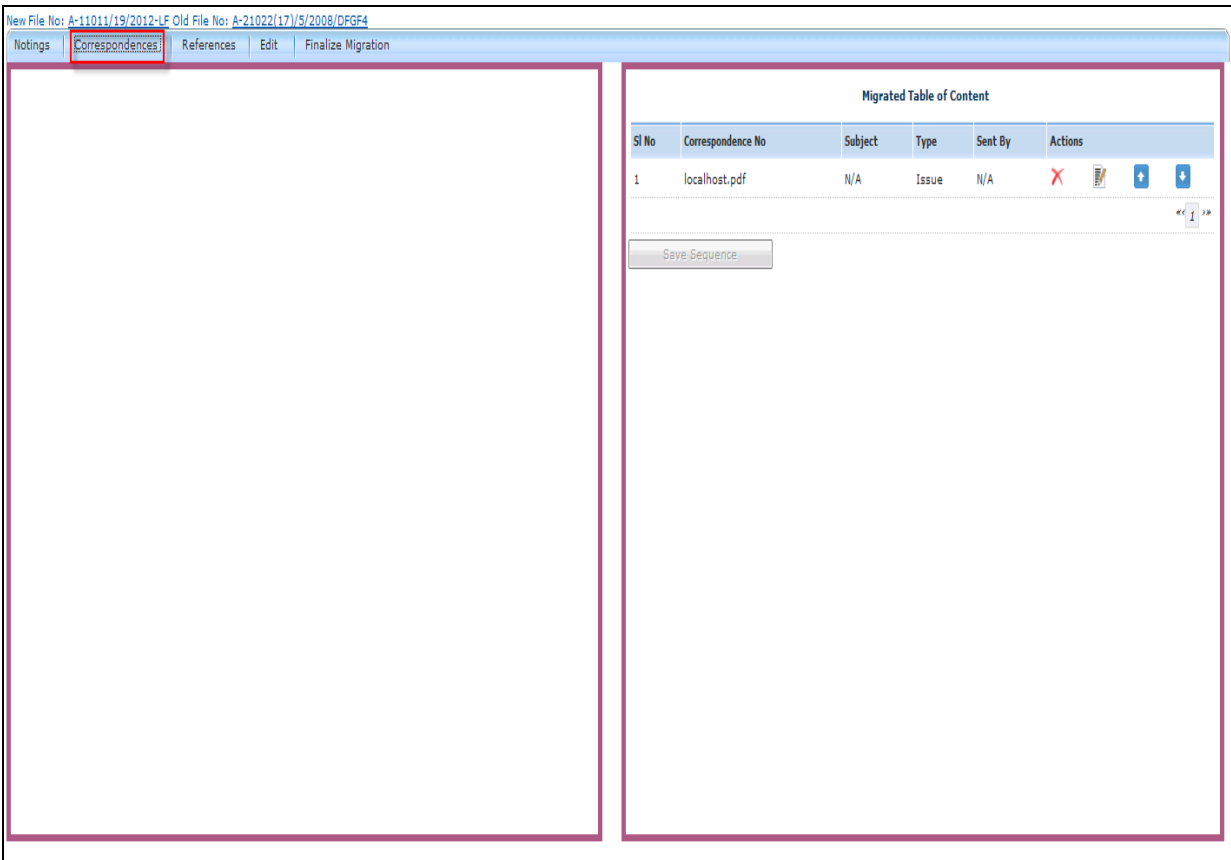


Fig.eFile. 32743

References:

References is shown in the figure Fig.eFile.344:

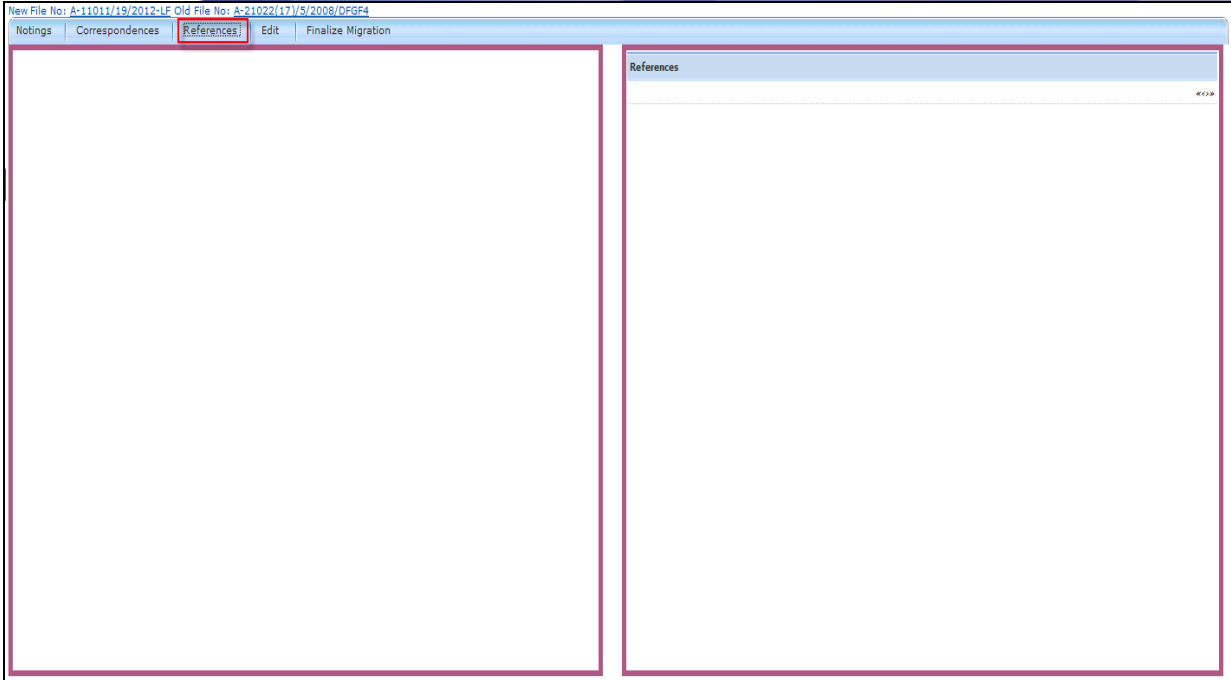


Fig.eFile. 32844

Edit:

- All the fields can be modified and saved as shown in the Fig.eFile.345 & Fig.eFile.346:

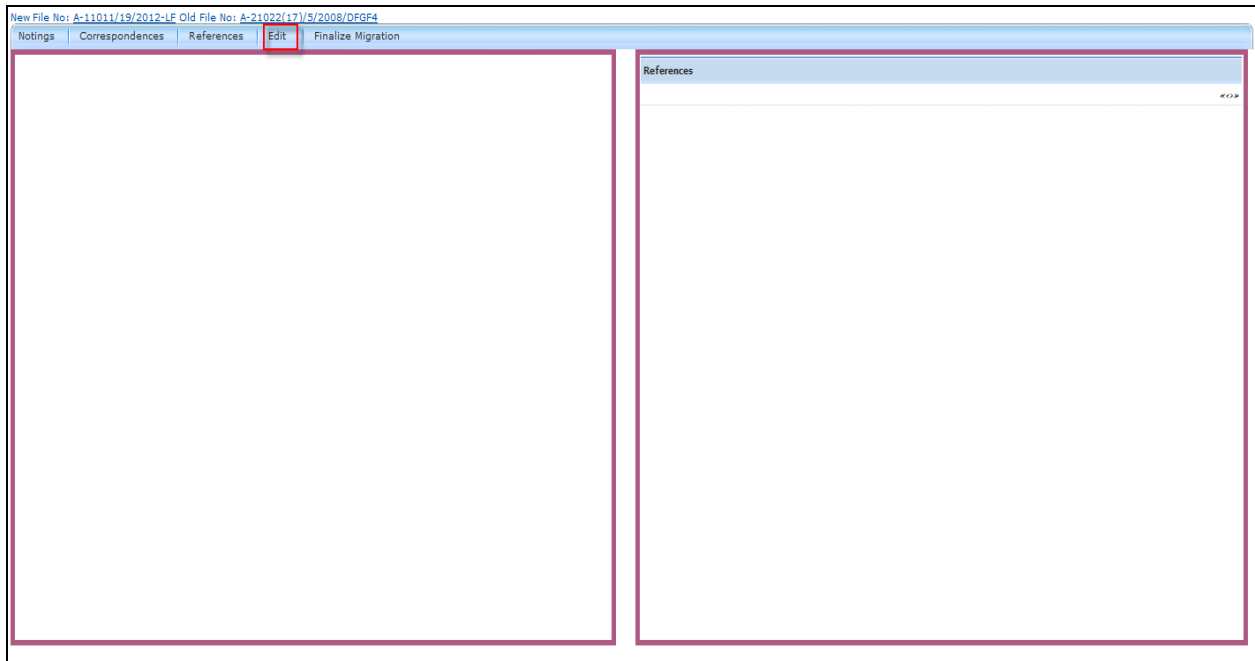


Fig.eFile. 329

The screenshot displays the eOffice interface for file migration. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel lists 'Issue References', 'Issued Notes', and 'Receipts'. The 'Destination' panel lists 'Issue Note', 'Receipt', and 'Reference'. A 'Verify Details' button is located at the bottom of these panels. On the right, a detailed form is shown with the following fields:

- Header: भारत सरकार (Government of India), NIC, LF
- File No.: A-Esta, 11-Cre, 11-Con, Choose, 19, 2012, LF
- Physical File No.: A-21022(17)/5/2008/DFGF
- Subject: hello
- Description: hello
- Category: Main, AMC & Demand
- Sub: Choose One
- Other Details:
 - Classified: Choose One
 - Opening date: 18/09/2012
 - Remarks: dsfsfbsd
 - Previous Reference: [Empty]
 - Later Reference: [Empty]
- Continue Working button

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). The main content area is divided into several sections:

- Dispatch:**
 - Postal Mode: Choose One
 - Postal Charge: 0
 - Medium: Choose One
 - Weight: 0
- Out Register Details:**
 - Peon Book No: [Empty]
 - Out Date: [Empty]
 - Peon Name: Choose One
 - Out Time: [Empty]
 - Peon Code: Choose One
 - Delivery Status: No
 - Delivery Date: [Empty]
 - Delivery Time: [Empty]
- Receipt Details:**
 - Reply (selected) / New/Fresh
 - Subject* (Maximum of 250 Characters): [Empty]
- Communication Details:**
 - Ministry: Choose One
 - Department: Choose One
 - Name*: [Empty]
 - Designation: [Empty]
 - Address 1*: [Empty]
 - Address 2: [Empty]

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 application interface with a menu bar (Notings, Correspondences, References, Edit, Finalize Migration) and a main content area. On the right side, there is a form titled "Receipt Details" and "Communication Details". The "Subject*" field is filled with "hello". The "Name*" field is filled with "sdsdsa". The "Address 1*" field is filled with "sadsadas". A "Save" button is visible at the bottom right of the form. The "Language of draft" is set to "English".

Fig.eFile. 33248

Now as a result a new DFA is created as shown in the figure Fig.eFile.349:

The screenshot shows the same web application interface, but now displaying a "Migrated Table of Content". The table has the following data:

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	DFA/2114	hello	ISSUE	N/A	[X] [Print] [Add] [Refresh]

Below the table, there 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:

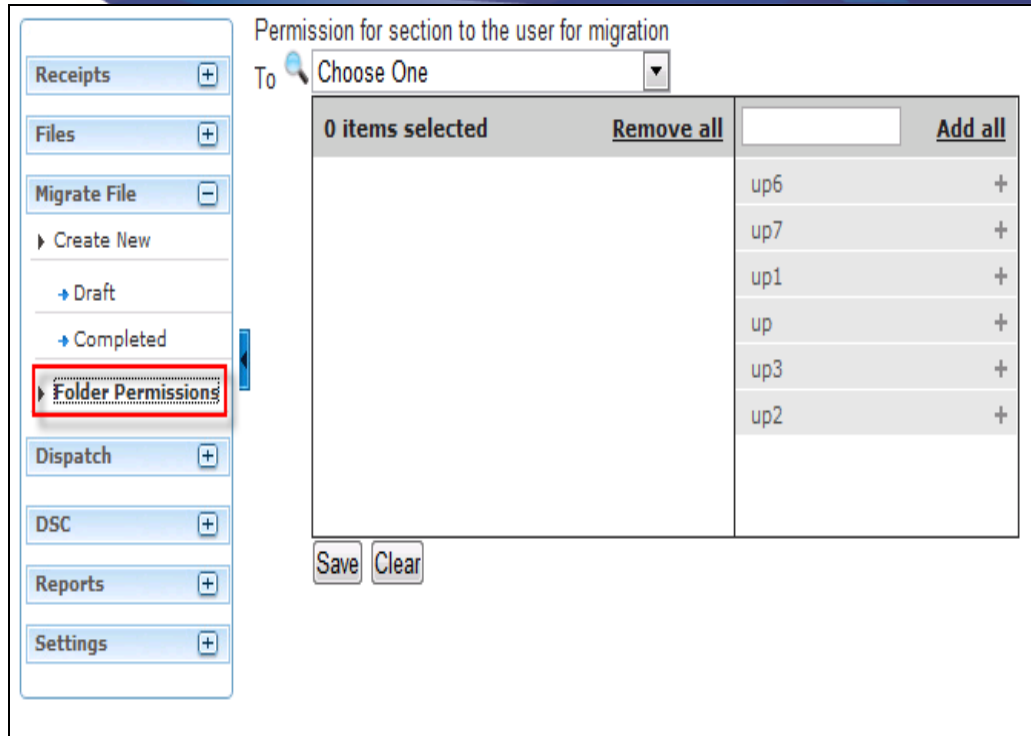


Fig.eFile. 33551

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:

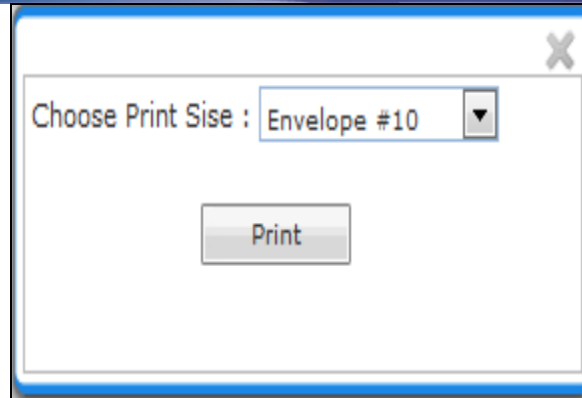



Fig.eFile. 33753

- 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:

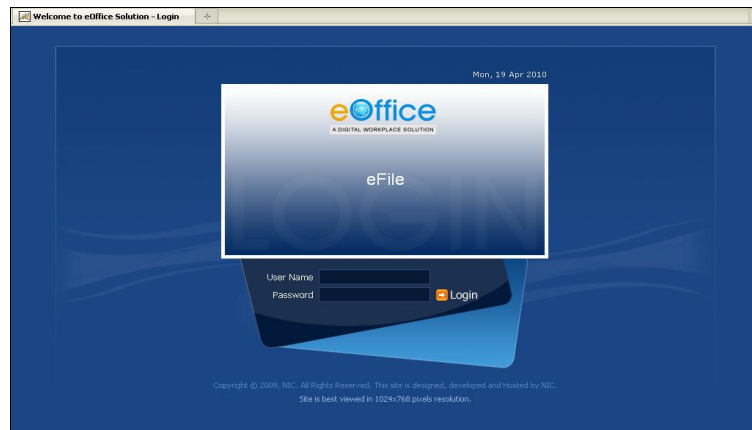


Fig.eFile. 33854

- 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:

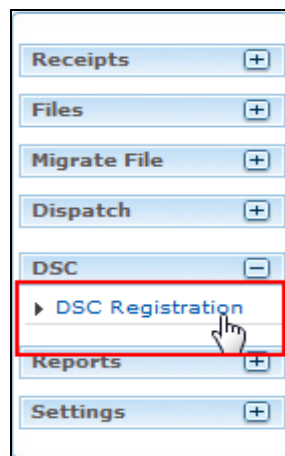


Fig.eFile. 34056

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:

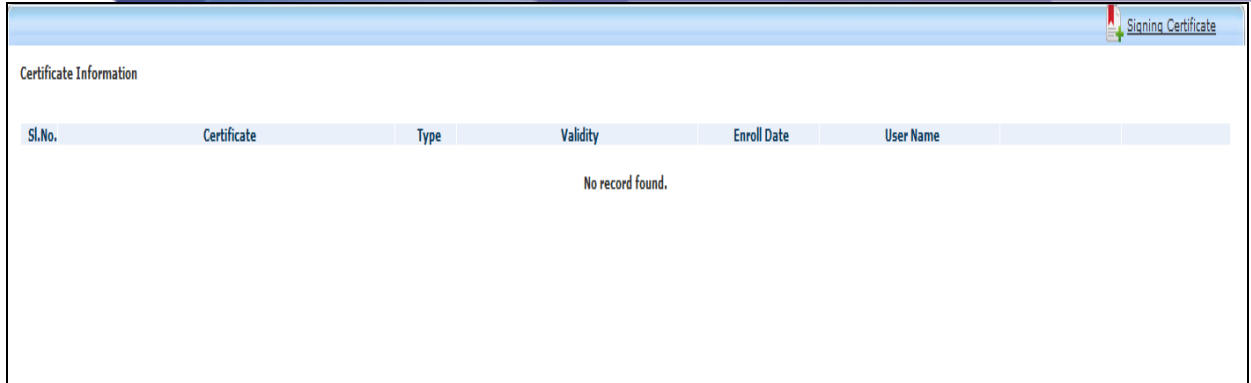


Fig.eFile. 341

- 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:

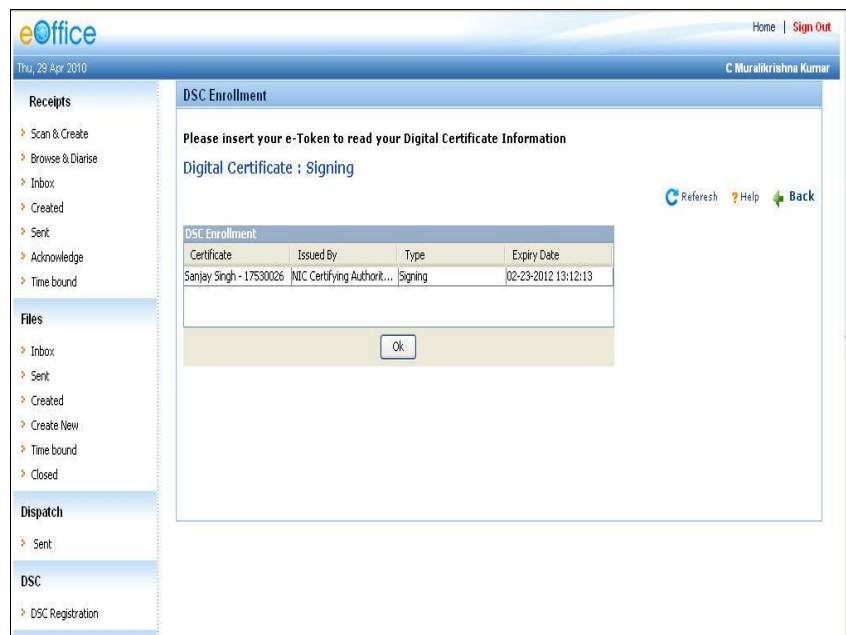


Fig.eFile. 34258

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.359:

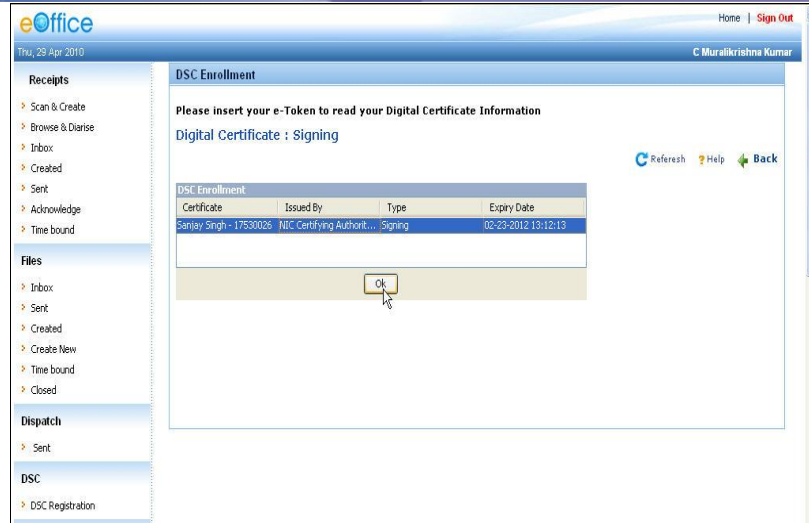


Fig.eFile. 3439

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:

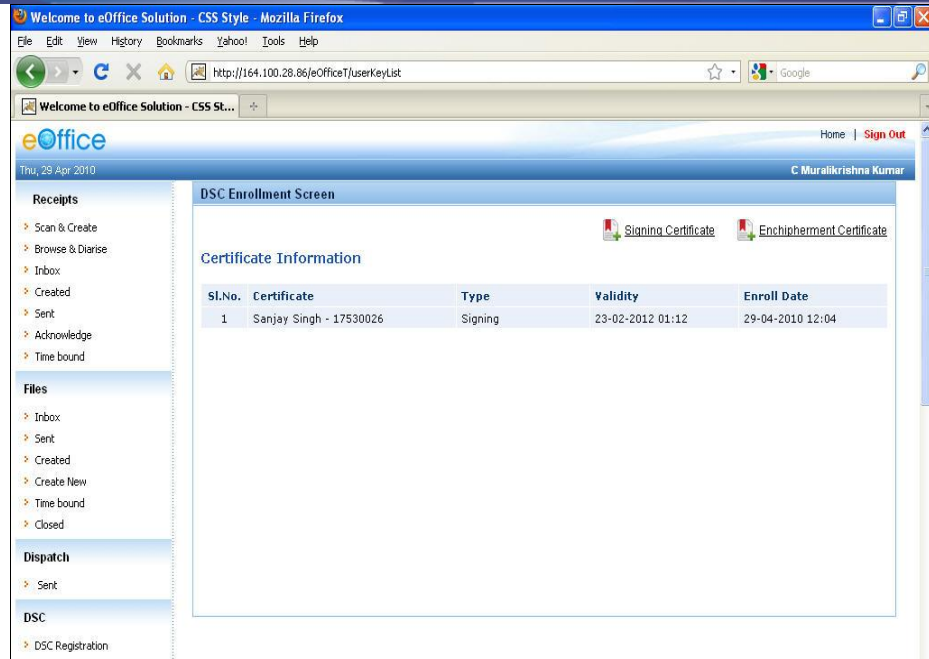


Fig.eFile. 34561

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:

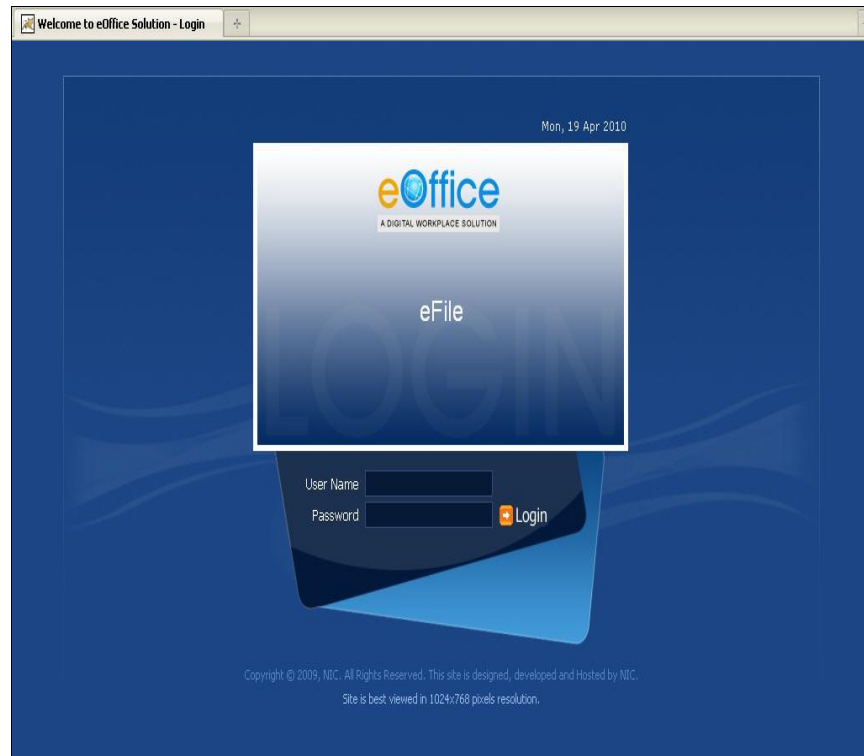


Fig.eFile. 34662

- 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:

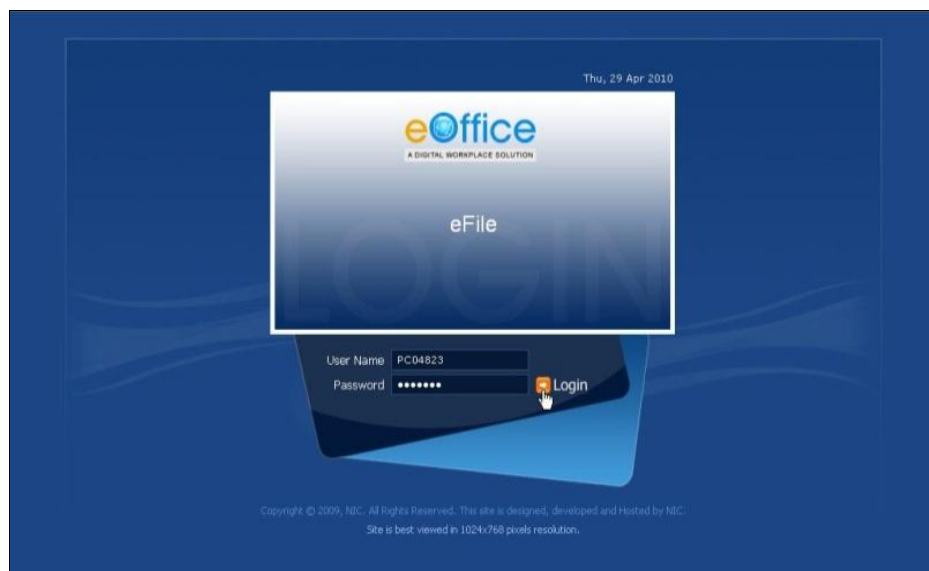


Fig.eFile. 34763

As a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in Fig.eFile.364:

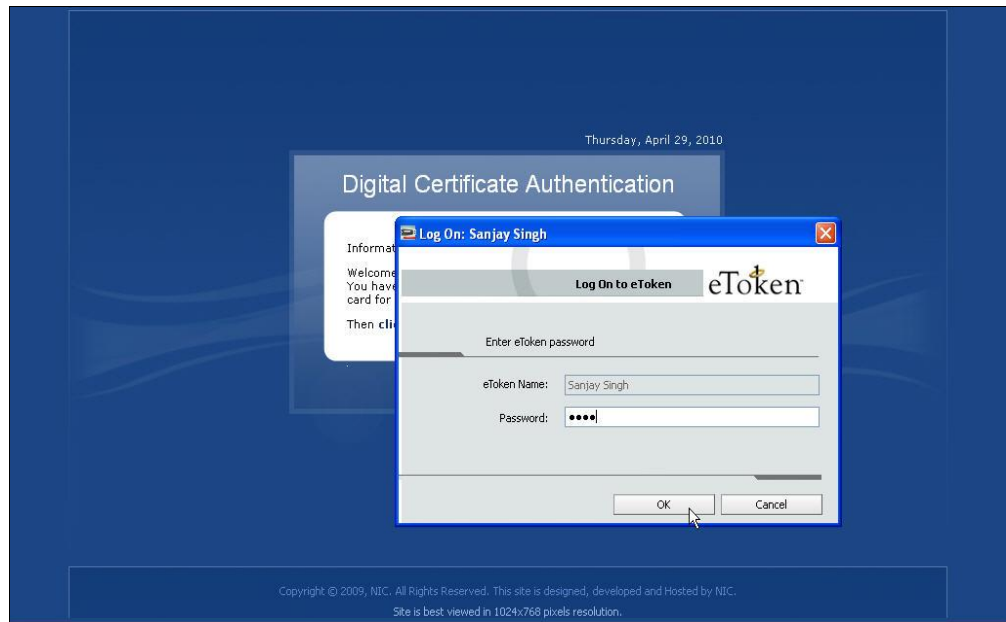


Fig.eFile. 34864

- 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:

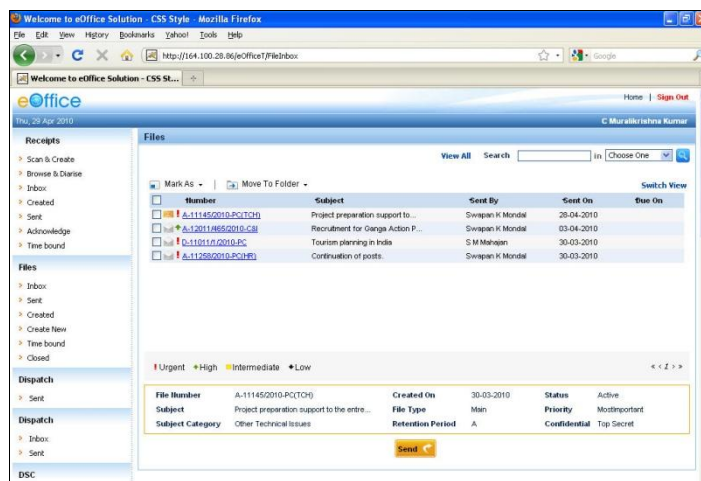


Fig.eFile. 34965

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:

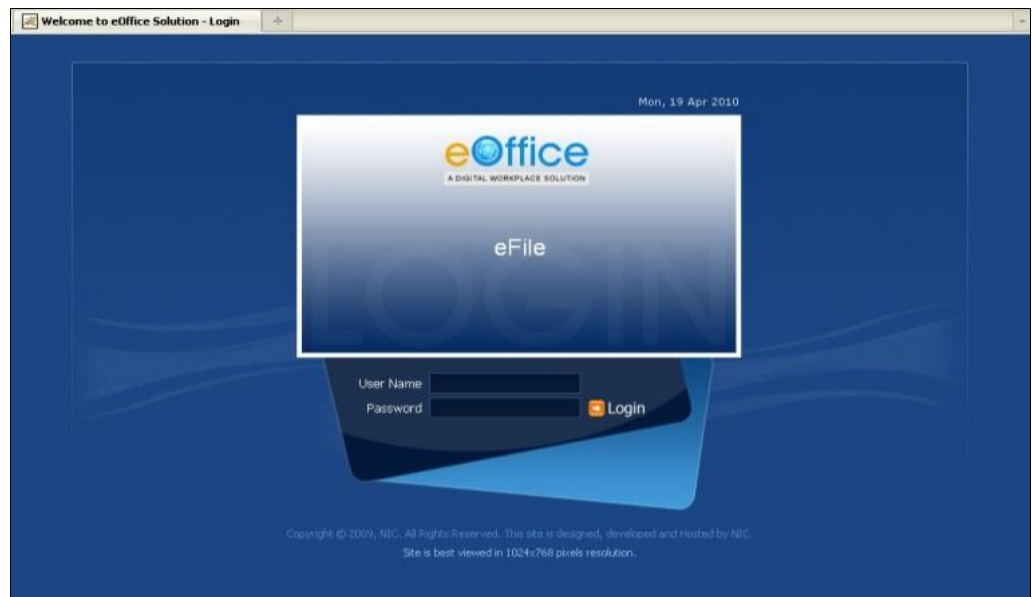


Fig.eFile. 35066

- 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:

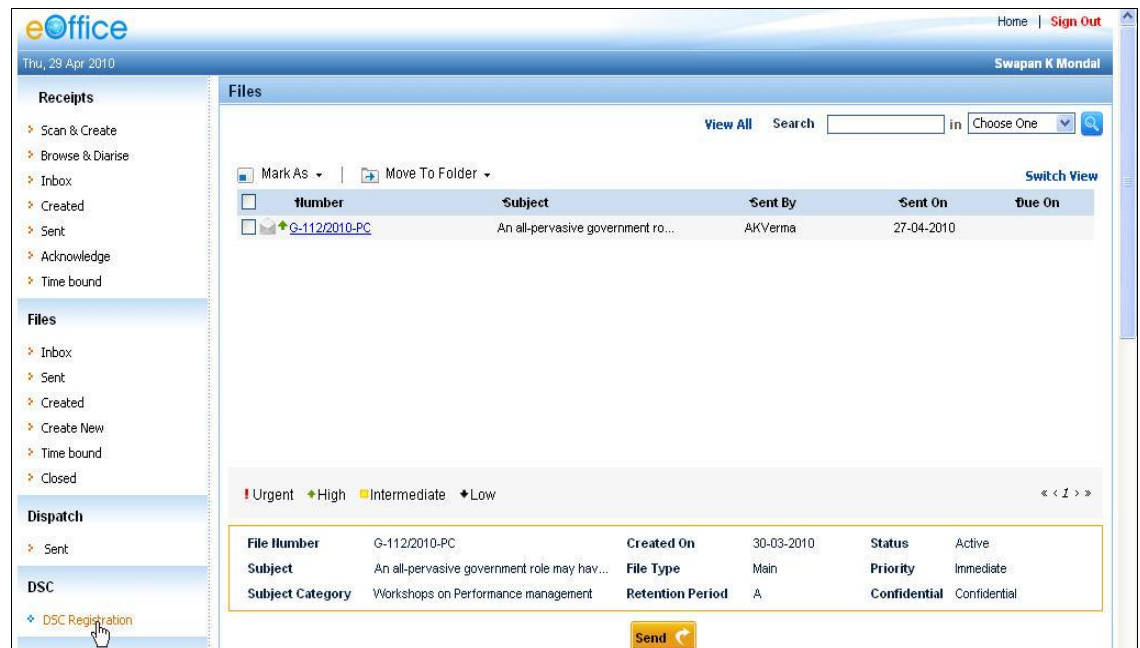


Fig.eFile. 352

- 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:

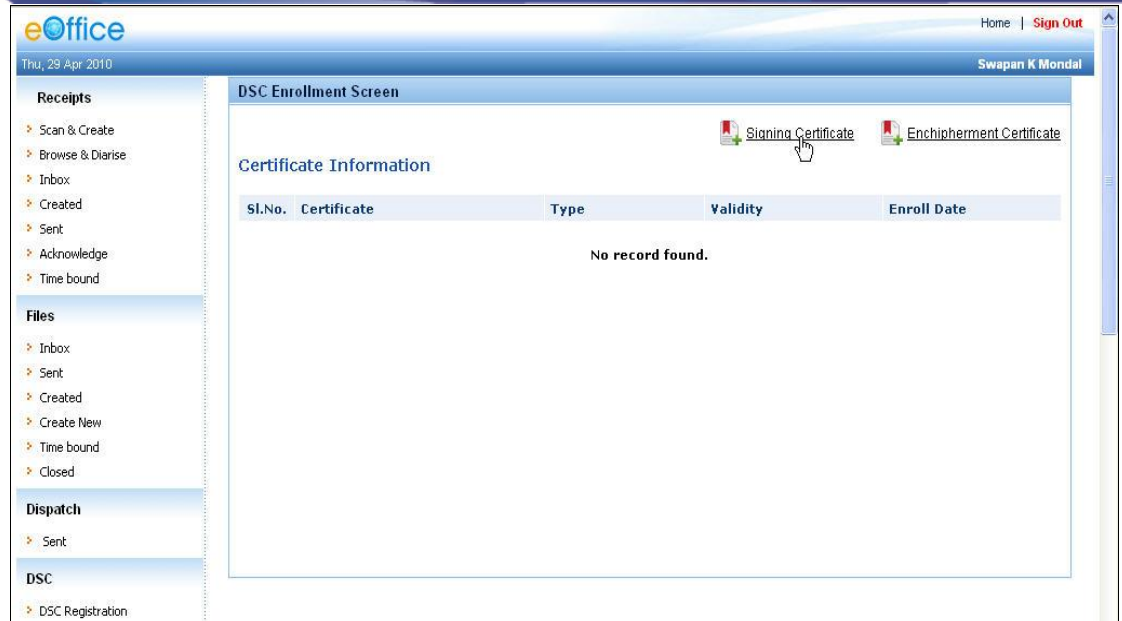


Fig.eFile. 3539

- 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:

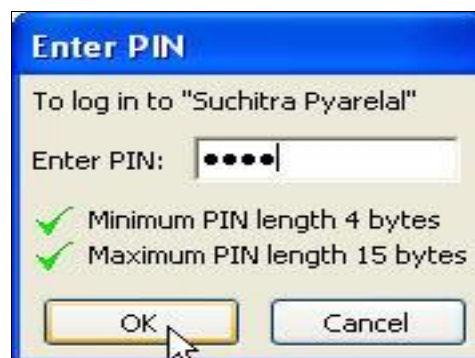


Fig.eFile. 35470

- 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:

Thu, 29 Apr 2010

Home | Sign Out

Swapan K Mondal

Receipts

- Scan & Create
- Browse & Diarise
- Inbox
- Created
- Sent
- Acknowledge
- Time bound

Files

- Inbox
- Sent
- Created
- Create New
- Time bound
- Closed

Dispatch

- Sent

DSC

- DSC Registration

DSC Enrollment

Please insert your e-Token to read your Digital Certificate Information

Digital Certificate : Signing

Refresh Help Back

Certificate	Issued By	Type	Expiry Date
Suchitra Pyarelal's NIC ...	NIC Certifying Authorit...	Signing	10-12-2011 14:46:47

Ok

Fig.eFile. 35571

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.372:

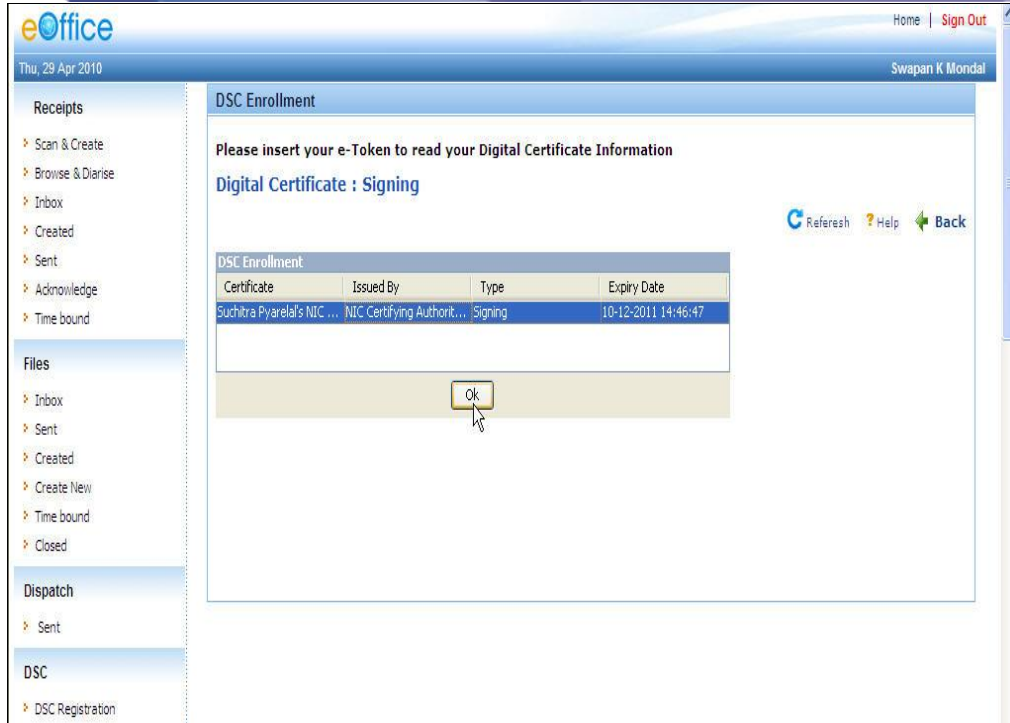


Fig.eFile. 35672

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:

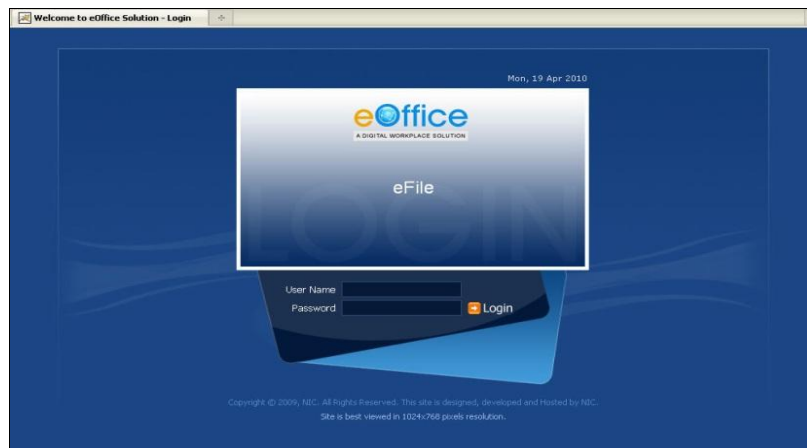


Fig.eFile. 359

- 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:

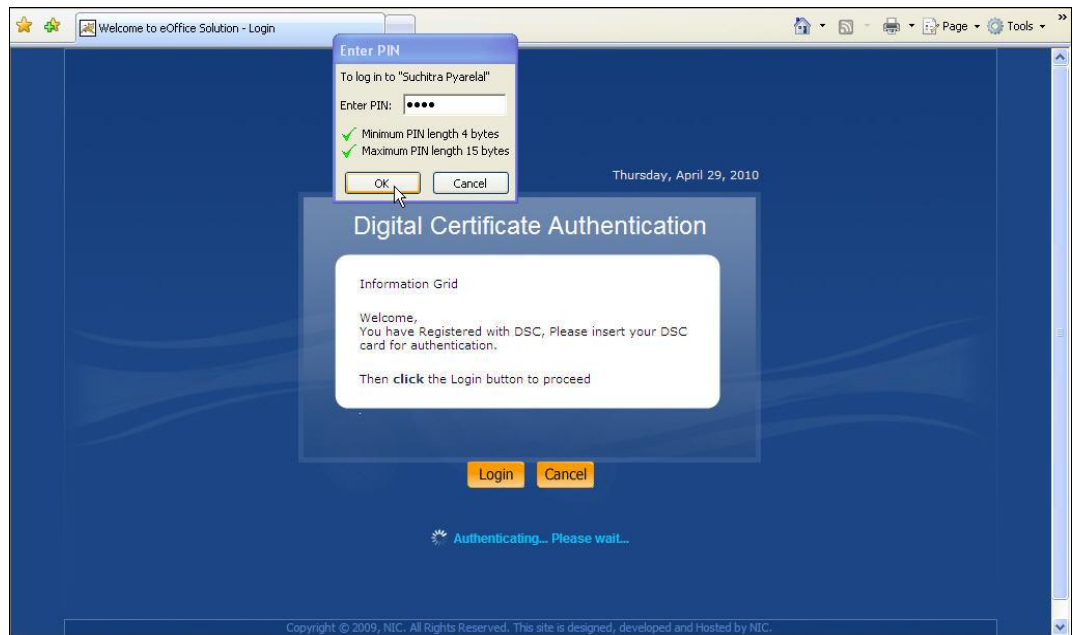


Fig.eFile. 36177

- 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:

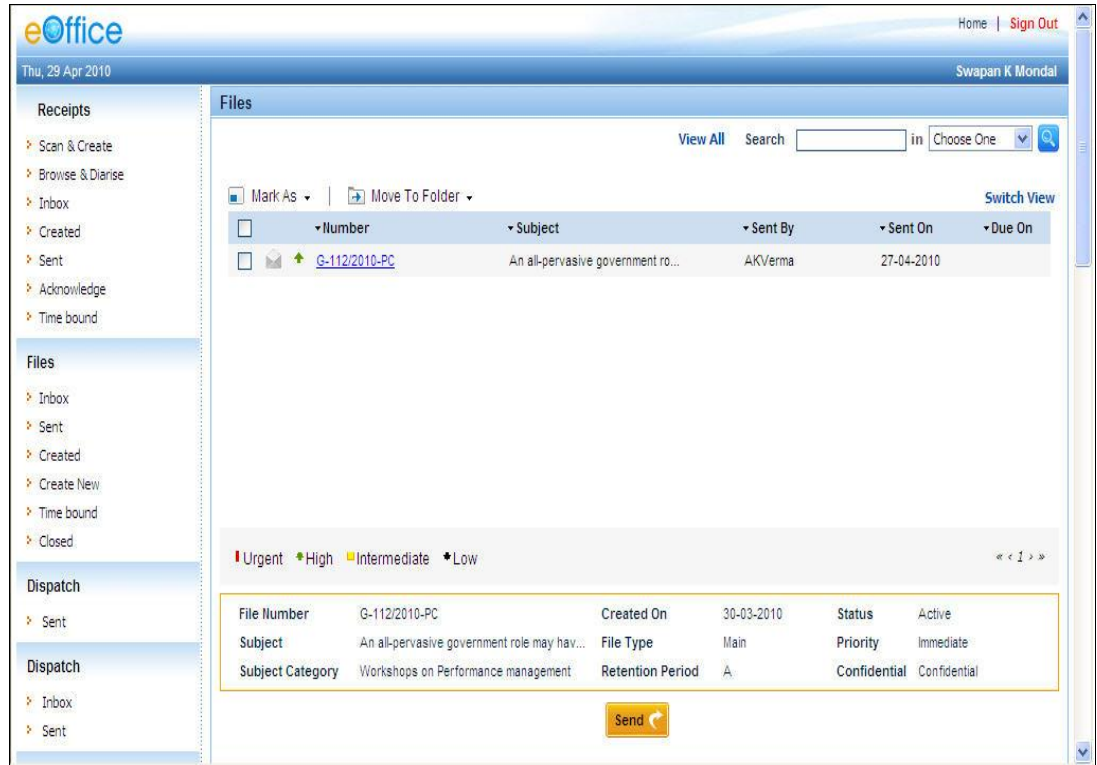


Fig.eFile. 36278

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:

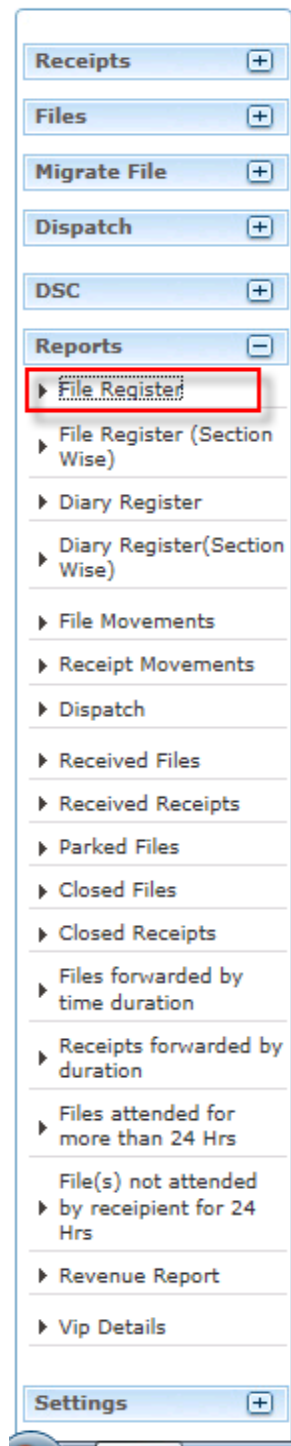
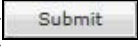


Fig.eFile. 3639

As a result, **File Register Report** Screen appears, as shown in Fig.eFile.380:

The screenshot shows a web form titled "File Register Report". At the top, there are two radio buttons: "FileRegister Report" (selected) and "Comparative Report of Organization Unit". Below this, there are two date input fields labeled "From*" and "To*", both with a calendar icon and the number "17". Underneath, there are four dropdown menus: "Basic Head" (Choose One), "Primary Head" (Choose One), "Secondary Head" (Choose One), and "Tertiary Head" (Choose One). At the bottom center, there is a "Submit" button.

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:

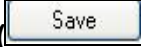
This screenshot shows the same form as Fig.eFile. 36480, but with data entered. The "From*" field contains "02/02/2011" and the "To*" field contains "20/09/2011". The "Basic Head" dropdown is set to "A-Establishme", "Primary Head" is set to "Recruitment", and both "Secondary Head" and "Tertiary Head" are set to "Choose One". The "Submit" button is highlighted with a red box, and a mouse cursor is pointing at it.

Fig.eFile. 36581

As a result, the **File Download** dialog box appears, as shown in Fig.eFile.382:

The screenshot shows a dialog box with a yellow header bar. The text inside reads: "Do you want to open or save File Register (Section wise) Report-20-09-2012.pdf from 10.248.80.14?". At the bottom right, there are three buttons: "Open", "Save" (with a dropdown arrow), and "Cancel" (with a close icon '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:

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:

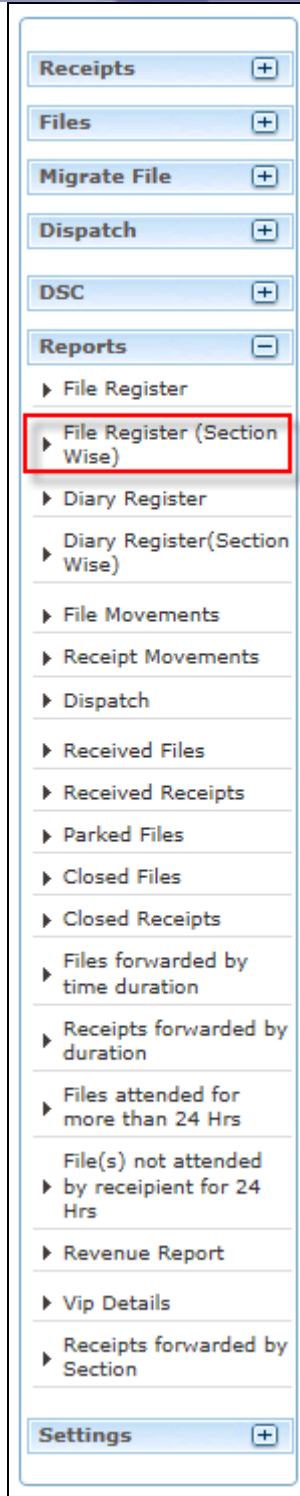


Fig.eFile. 36884

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:

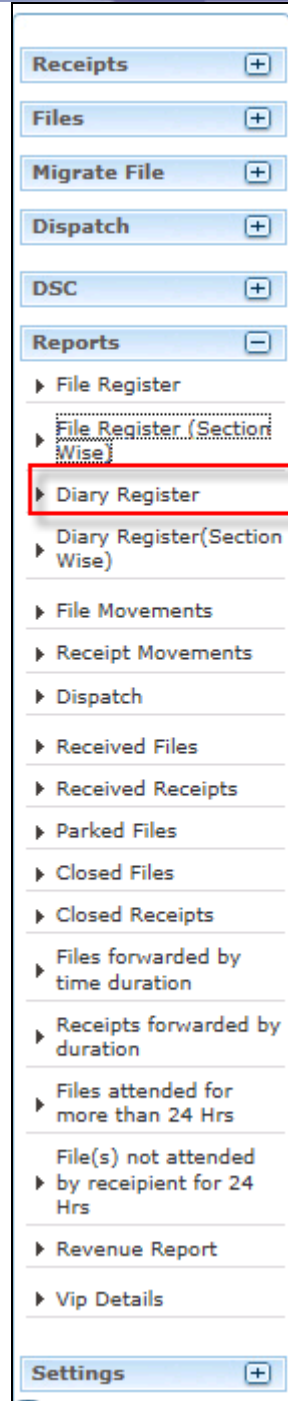


Fig.eFile. 36985

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* 17 To* 17

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

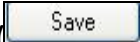
Provide the information for the necessary filter and fields like **'From, To, Delivery Type** and other necessary

Details, and click the Submit () button, as shown in Fig.eFile.387:

Fig.eFile. 371

As a result, File Download dialog box appears, as shown in Fig.eFile.388:

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	accont 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	Dignet 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:

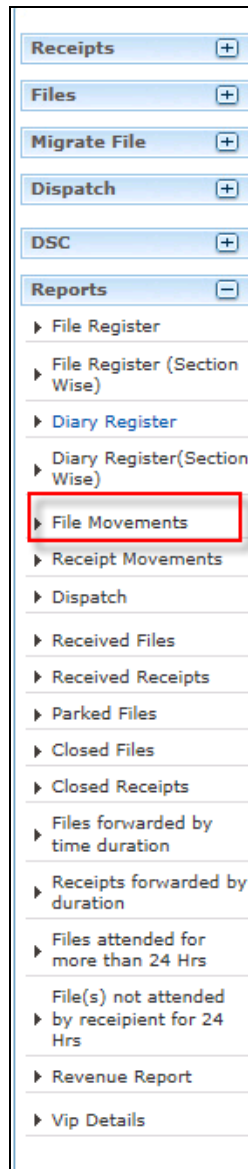
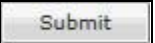


Fig.eFile. 37490

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.391:

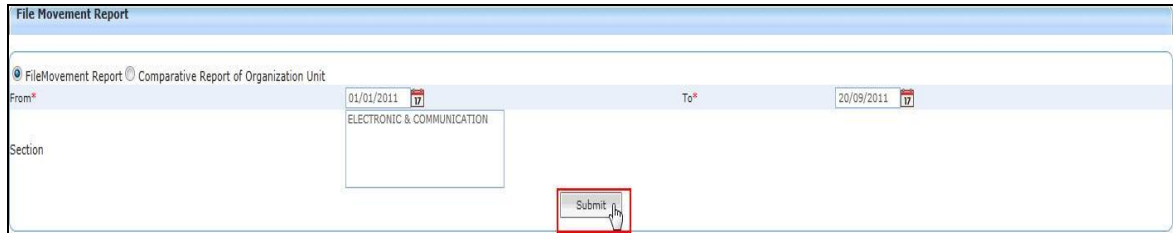
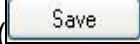


Fig.eFile. 37591

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:

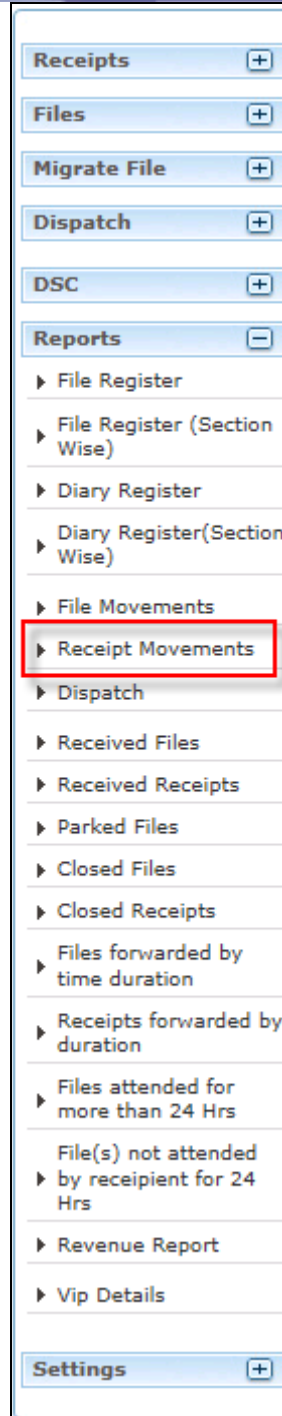


Fig.eFile. 37894

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 form titled "Receipt Movement Report". At the top, there are two radio buttons: "ReceiptMovement Report" (selected) and "Comparative Report of Organization Unit". Below this, there are two date pickers: "From*" with the value "01/01/2011" and "To*" with the value "20/09/2011". A dropdown menu for "Section" is open, showing "ELECTRONIC & COMMUNICATION". A "Submit" button is highlighted with a red box at the bottom right of the form.

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						
eoffice						
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:

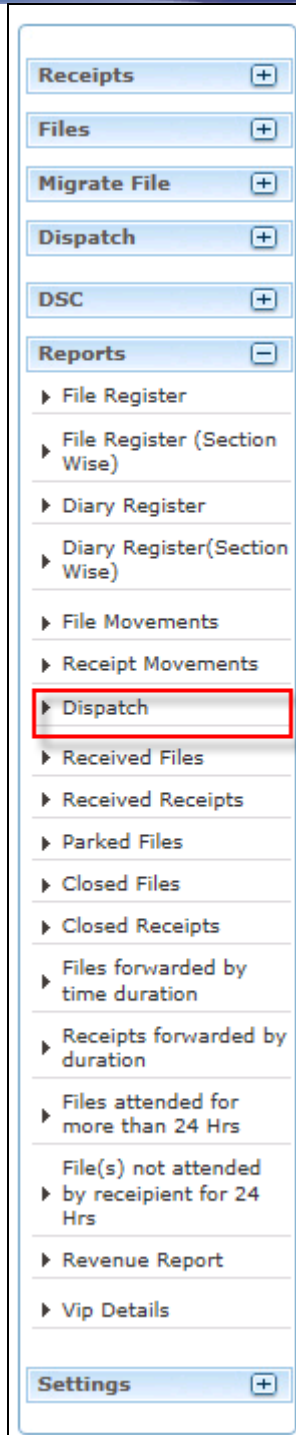


Fig.eFile. 38298

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:

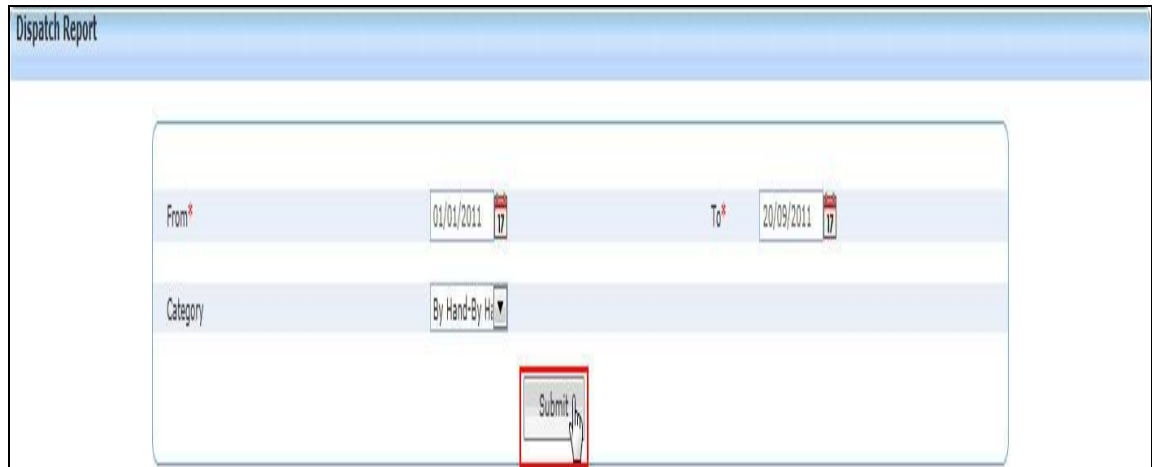


Fig.eFile. 3839

As a result, Download File dialog box appears, as shown in Fig.eFile.400:

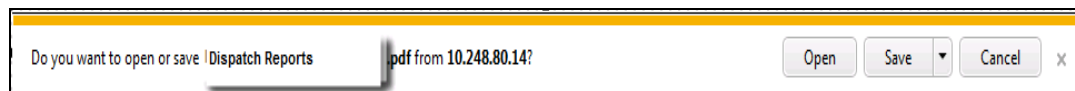
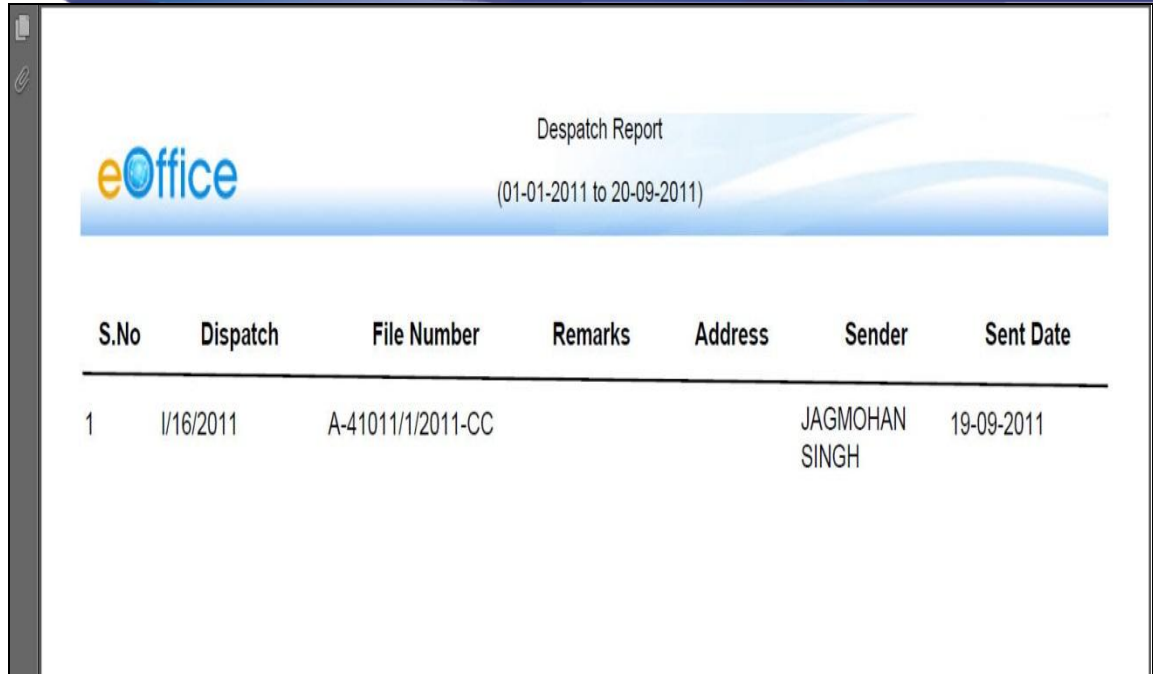


Fig.eFile. 400

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:

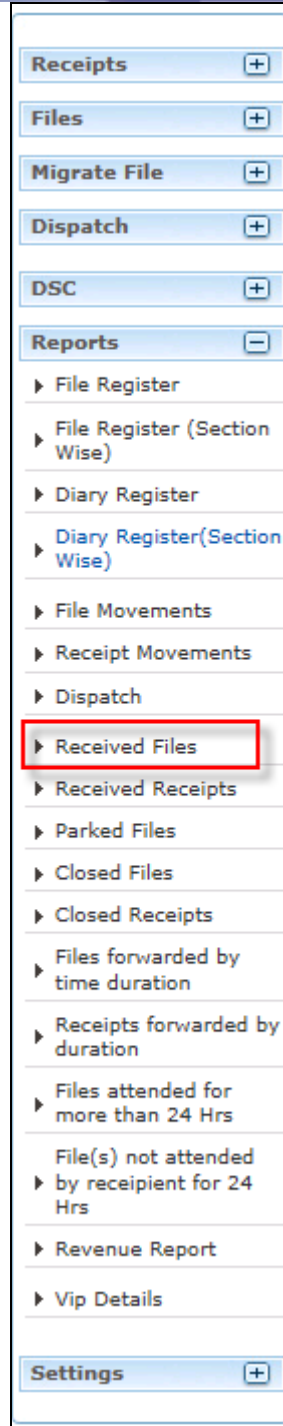
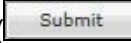


Fig.eFile. 402

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:

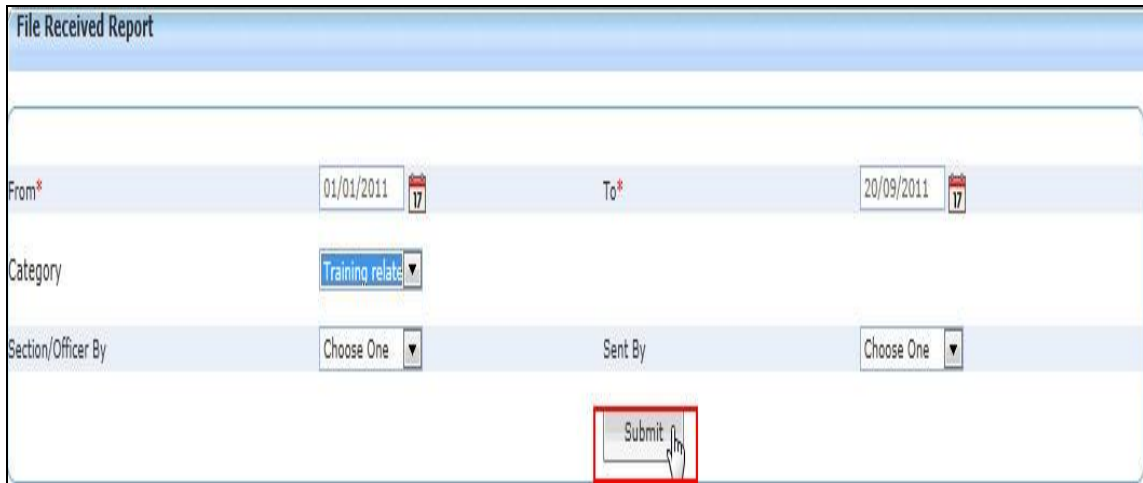


Fig.eFile. 403

As a result, Download File box appears, as shown in Fig.eFile.404:

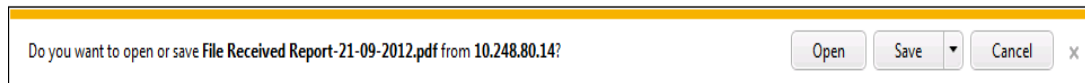


Fig.eFile. 404

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:

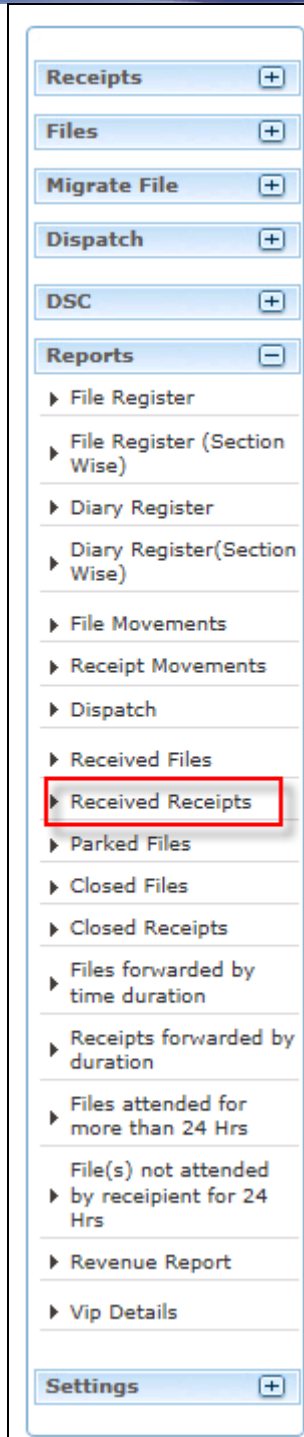


Fig.eFile. 406

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:

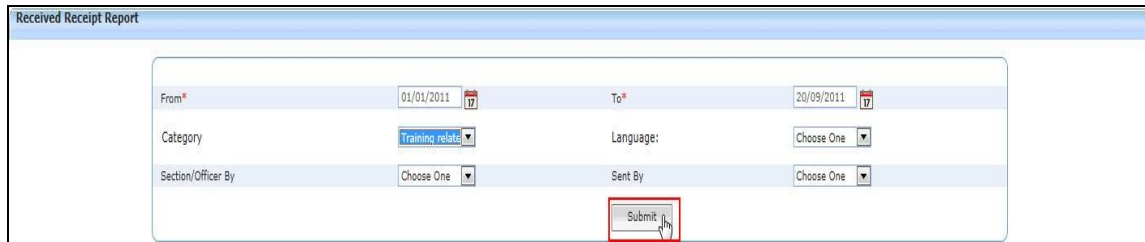


Fig.eFile. 407

As a result, **Download File** box appears, as shown in Fig.eFile.408:

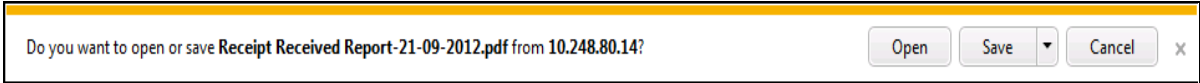



Fig.eFile. 408

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:

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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:

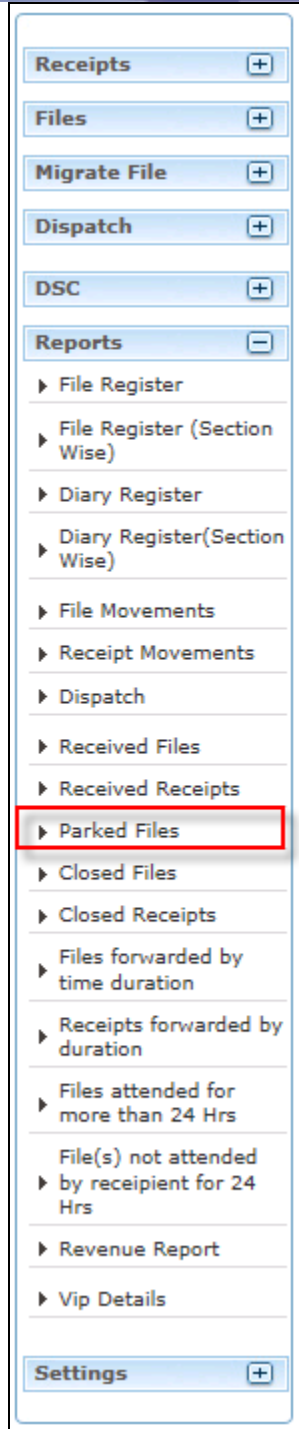


Fig.eFile. 38510

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	
SWTRETU1323424	nljijj:po	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	
SWTRETU1323424	nljijj:po	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:

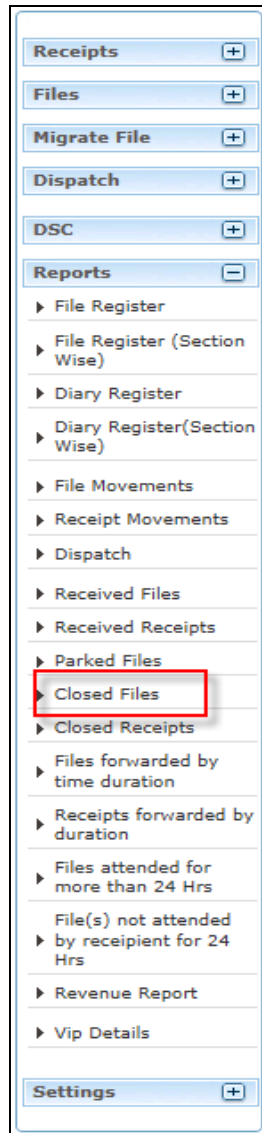


Fig.eFile. 38813

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:

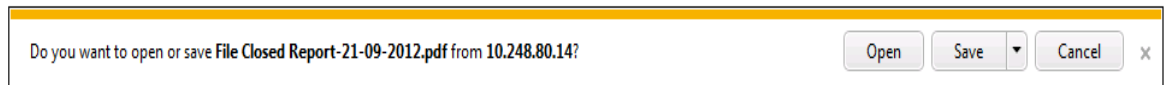


Fig.eFile. 39015

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:

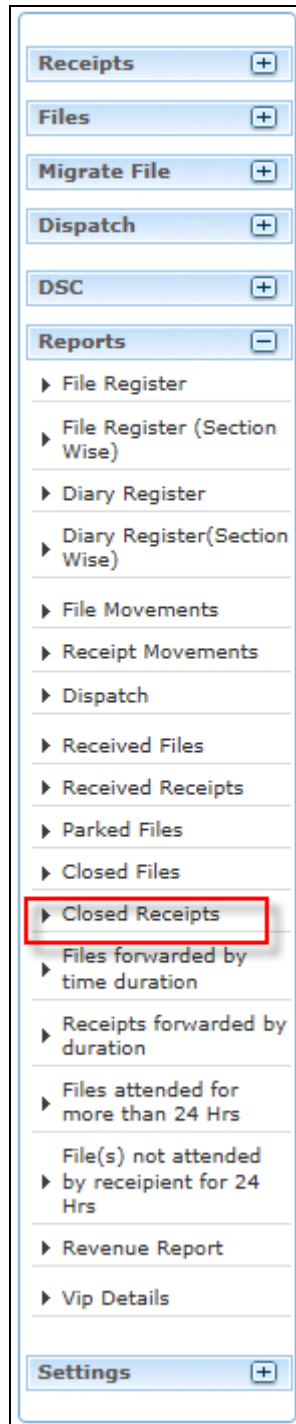


Fig.eFile. 39217

Provide the information for the necessary filter and fields like **'From and To** and click the **Submit**

() button, as shown in Fig.eFile.418:

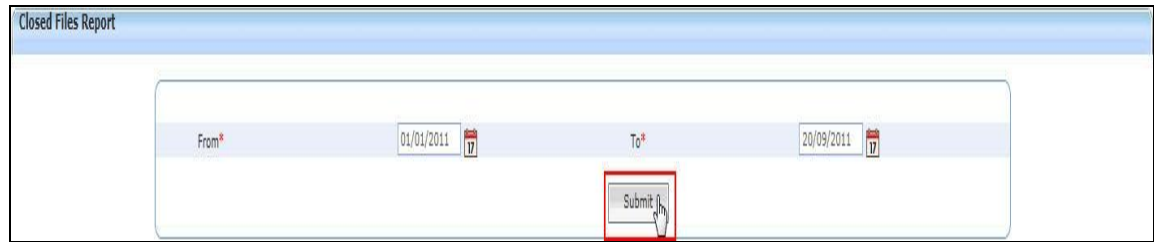


Fig.eFile. 39318

As a result, Download File box appears, as shown in Fig.eFile.419:

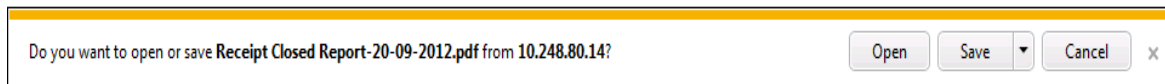


Fig.eFile. 3949

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:

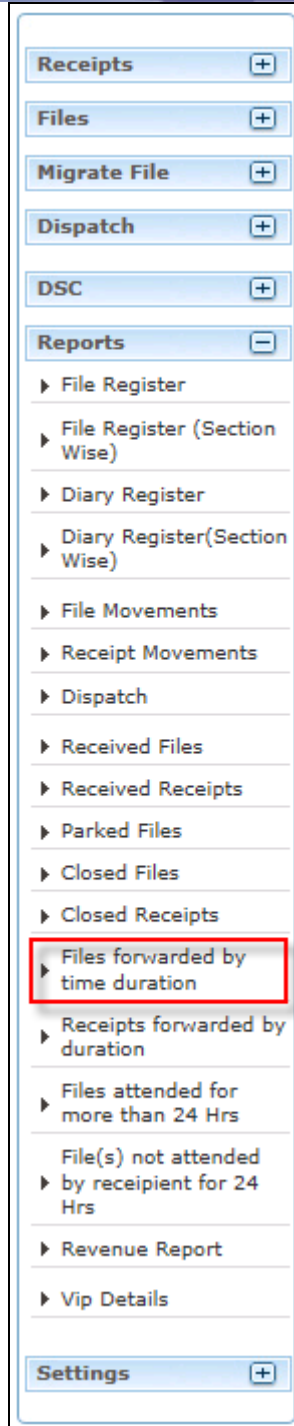
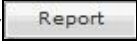


Fig.eFile. 39621

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:

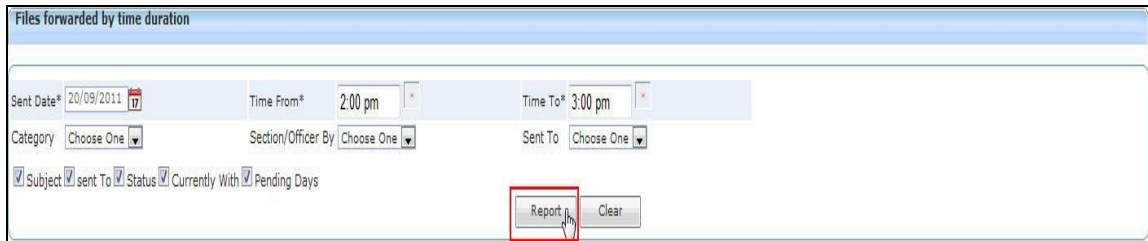


Fig.eFile. 39722

As a result, Download File box appears, as shown in Fig.eFile.423:

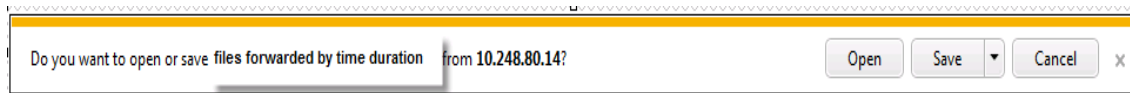
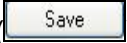
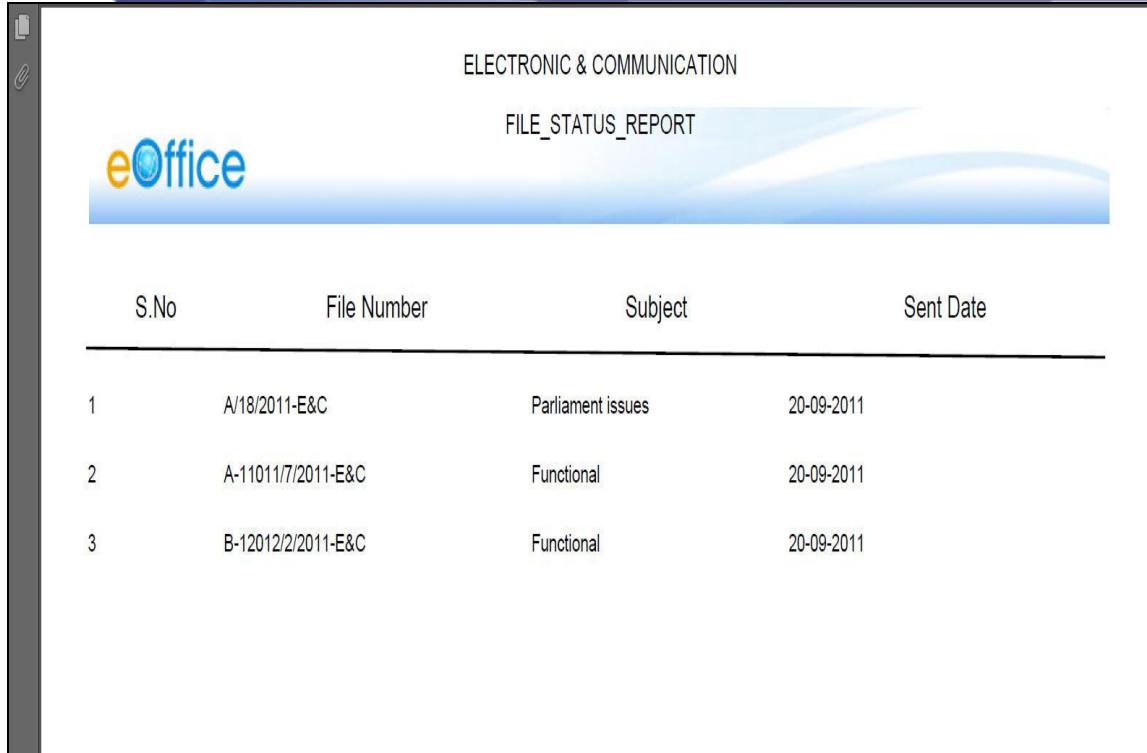


Fig.eFile. 39823

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:

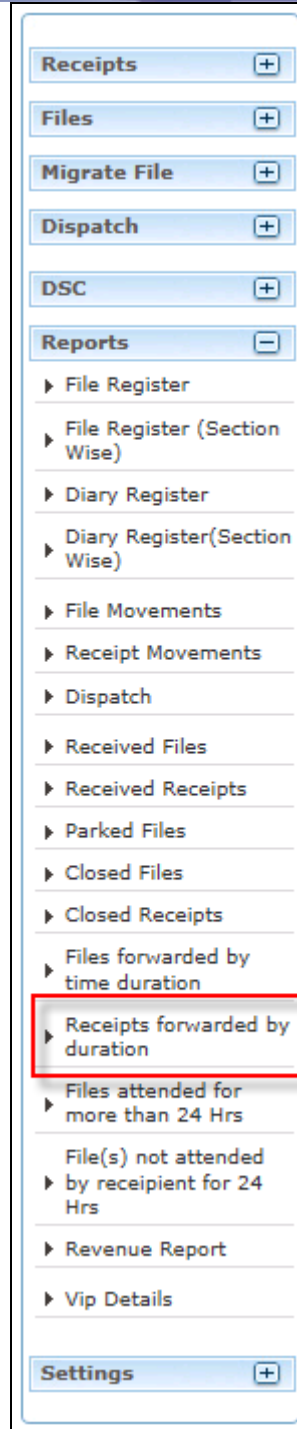


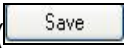
Fig.eFile. 40025

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:

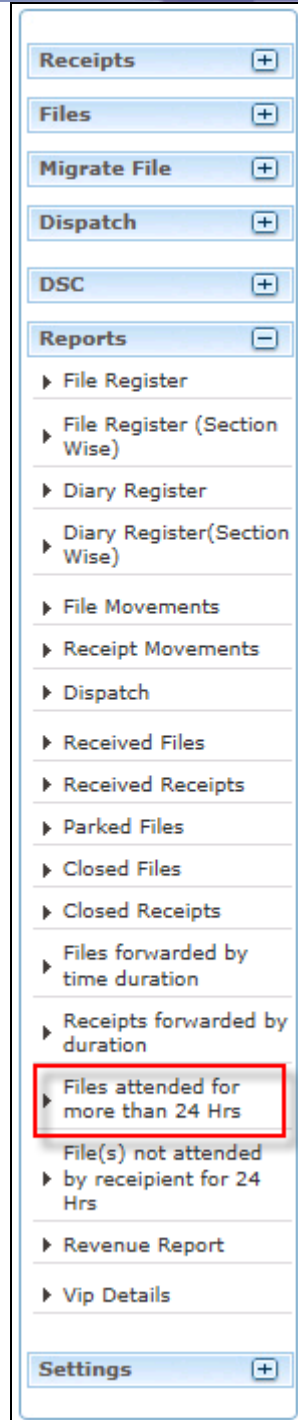


Fig.eFile. 4039

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	Send Date	Day(s) Pending
I-0/2/2011-PURCHASE	a	ADM(G)	02-09-2011	18
R-0/6/2011-ADM(G)	yhsdydsdf	PM(MP)	05-09-2011	14
S-11034/1/2011-ADM(G)	test 6th	ADM(G)	06-09-2011	14
A-1101/1/2011-ADM(G)	test electronic 2nd	ADM(G)	19-09-2011	0
S-0/3/2011-ADM(G)	for saaj ki test	ADM(G)	13-09-2011	6
R-0/5/2011-ADM(G)	frfr	ADM(G)	14-09-2011	6
R-0/4/2011-ADM(G)	fr	ADM(G)	06-09-2011	13
R-0/7/2011-ADM(G)	for creat	ADM(G)	16-09-2011	3
R-140/1/2011-ADM(G)	dd	ADM(G)	16-09-2011	0

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:

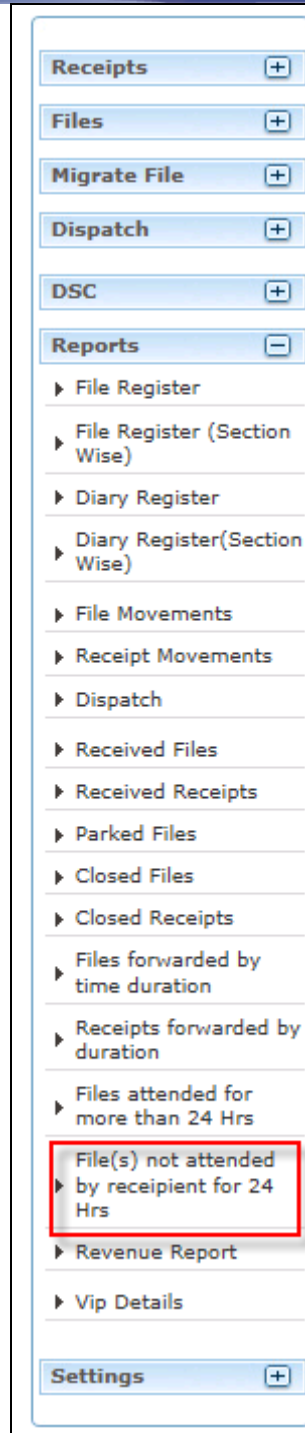


Fig.eFile. 40531

As a result, the **File(s) not attended by recipient for 24 Hrs** report screen appears, as shown in Fig.eFile.432:

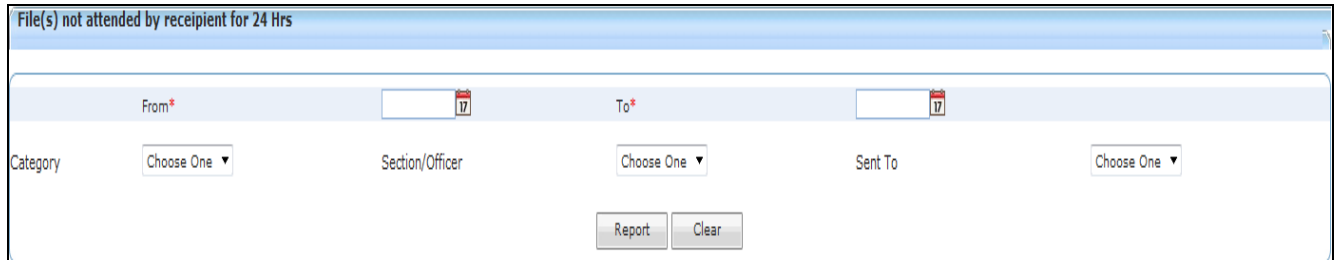



Fig.eFile. 40632

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:

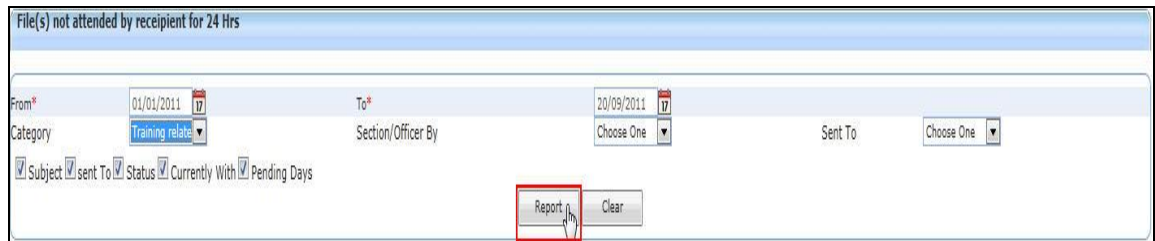


Fig.eFile. 40733

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:

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:

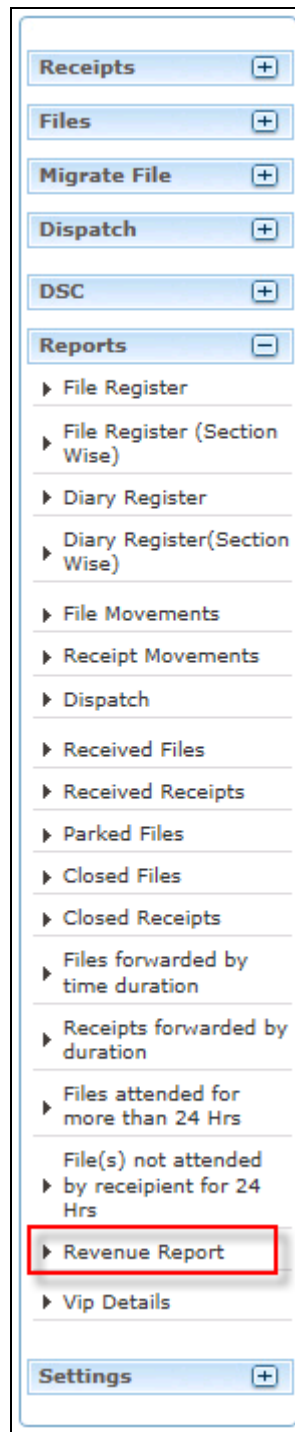


Fig.eFile. 41036

As a result, the Revenue Report screen appears, as shown in Fig.eFile.437:

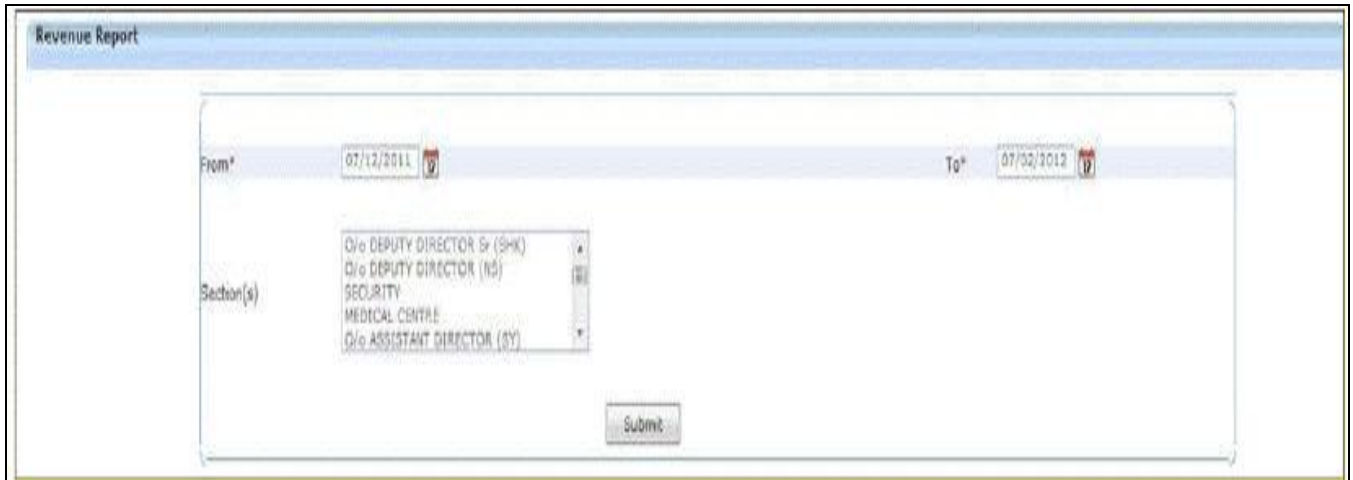


Fig.eFile. 41137

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:

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:

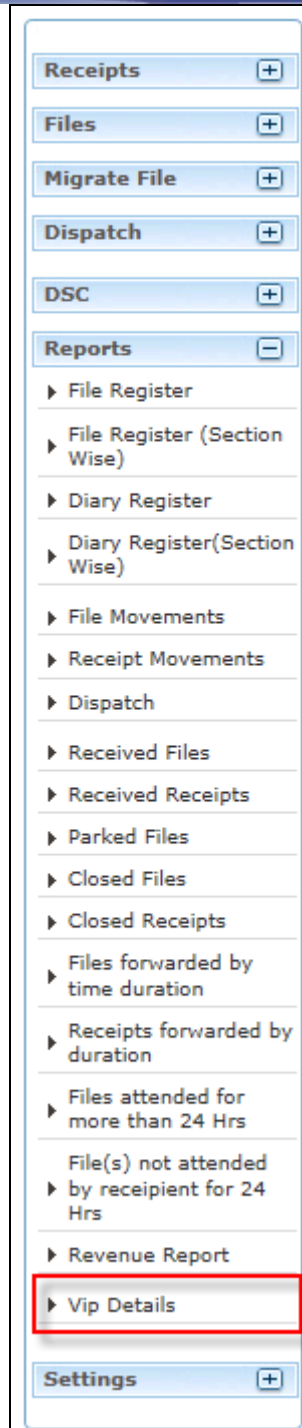


Fig.eFile. 414

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:

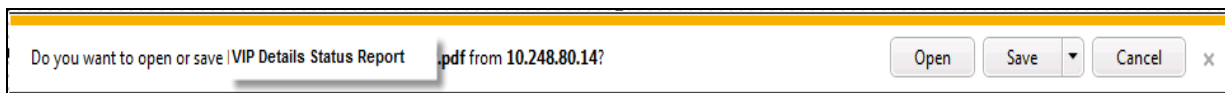


Fig.eFile. 416

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:

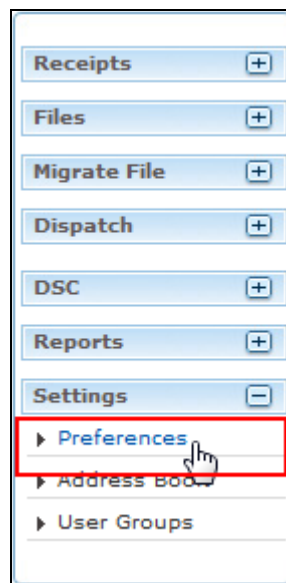


Fig.eFile. 417

As a result, **Preferences page** appear, as shown in Fig.eFile.435:

General Settings

Max # of records/page: 20
Auto Save Duration(In Sec): 2
Template: Blue
Flash Animation: No

Alert Settings

Enter Email: nilu302@gm Enter Phone Number: 9177601751
 Email SMS Both None
 Out of Office
 Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART) -
 Get alert for Priority: Out Today
 Get alert for Category: All matters re
 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 GFP related

List View Settings

Mode: Default
 Scope: Default

DSC Settings

Current Status:

Customise your Settings

Authentication Signing Both

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
Auto Save Duration(In Sec): 2
Template: Blue
Flash Animation: No

Alert Settings

Enter Email: nilu302@gm Enter Phone Number: 9177601751
 Email SMS Both None
 Out of Office
 Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART) -
 Get alert for Priority: Out Today
 Get alert for Category: All matters re
 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 GFP related

List View Settings

Mode: Electronics
 Scope: Default

DSC Settings

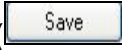
Current Status:

Customise your Settings

Authentication Signing Both

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:

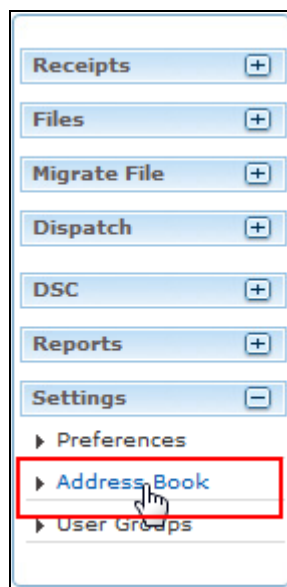


Fig.eFile. 420

- As a result, new window appears as shown in Fig.eFile.438:

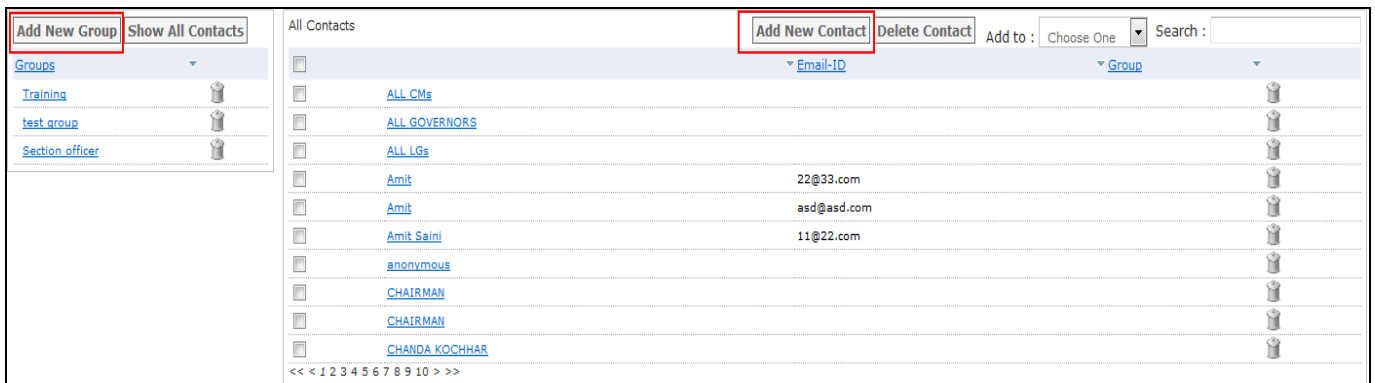


Fig.eFile. 421

- Click the **Add New Group** (**Add New Group**) button, as a result new window appears, as shown in Fig.eFile.439:

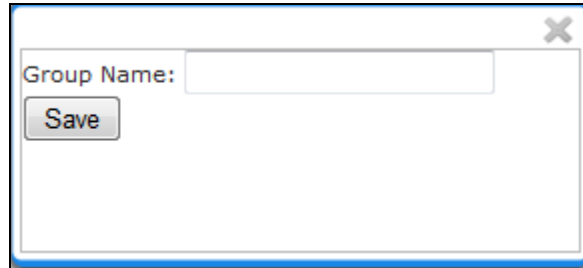


Fig.eFile. 422

- Enter the **Group name** and click the **Save** button, as shown in Fig.eFile.440:

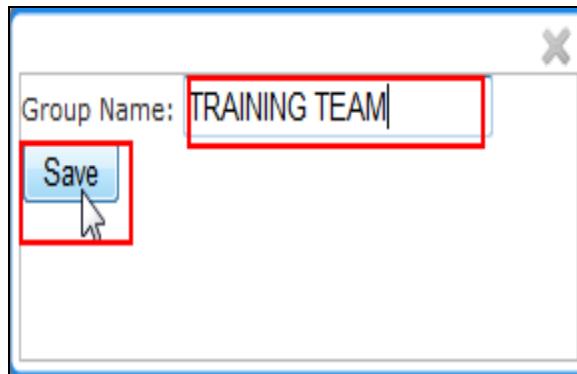


Fig.eFile. 423

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="button" value="v"/>
State	Choose one <input type="button" value="v"/>
Pin Code	<input type="text"/>
Mobile	<input type="text"/>
Ministry	Choose one <input type="button" value="v"/>
Department	Choose one <input type="button" value="v"/>
Organization	Choose one <input type="button" value="v"/>
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 GS	QA Gs Group
TRAINING TEAM	for eOffice modules
test_group - user group	testttttttt

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:

Group Name: TRAINING TEAM
Description: for eOffice modules
Save

(Select Users from the list to create user group)

Name	Marking Abbr	Org Unit
<input type="checkbox"/> SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
<input checked="" type="checkbox"/> JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
<input checked="" type="checkbox"/> MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
<input checked="" type="checkbox"/> POONAM SINHA	DPA(PS)	COMPUTER CENTRE
<input checked="" 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

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:

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:

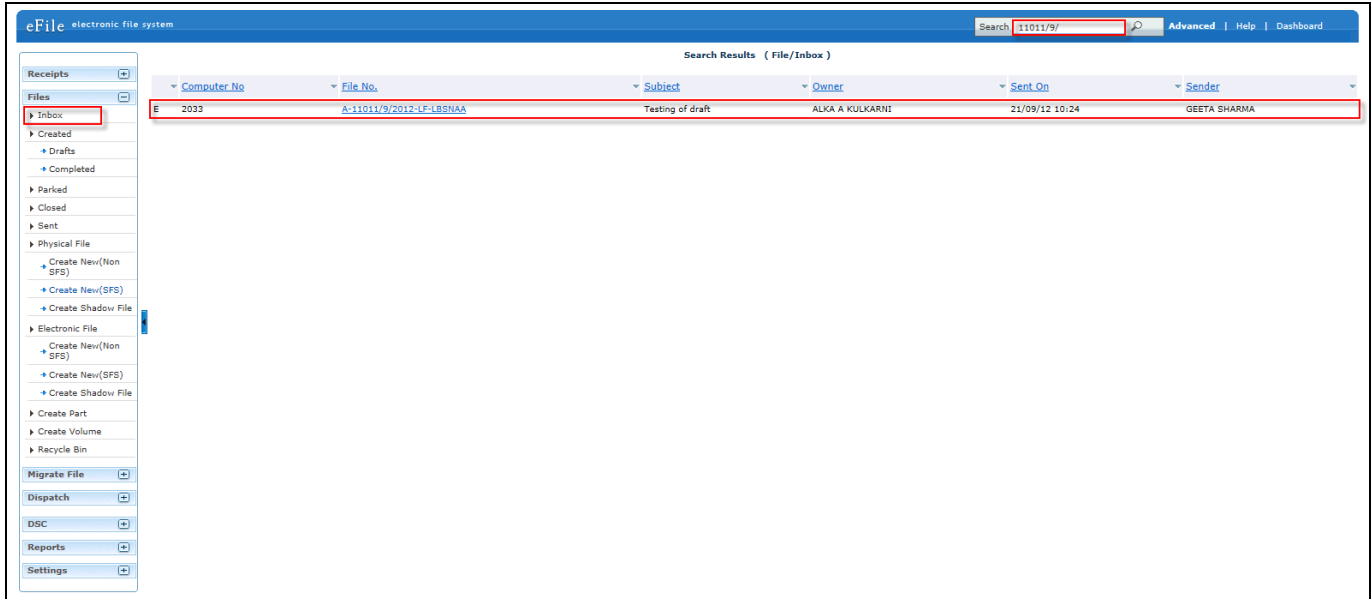


Fig.eFile. 434

- As a result page is opened through View action as shown in Fig.eFile.452:

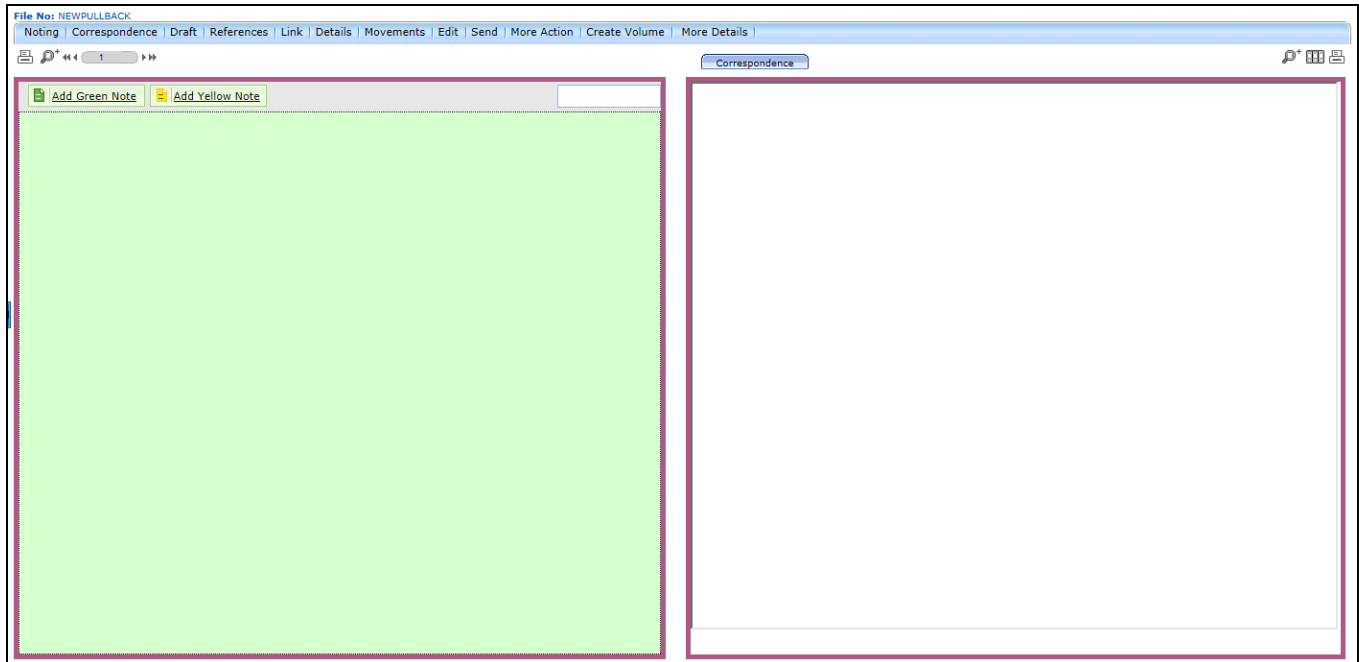


Fig.eFile. 435

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	wsrvnwve	Receipt/Inbox	kutriya, nrvr, wrrttr, 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:

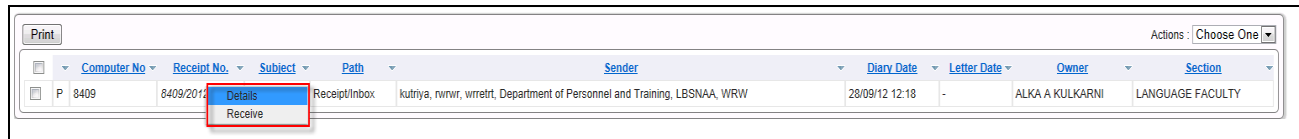


Fig.eFile. 438

- Click on Details link to display Details as shown in Fig.eFile.456:

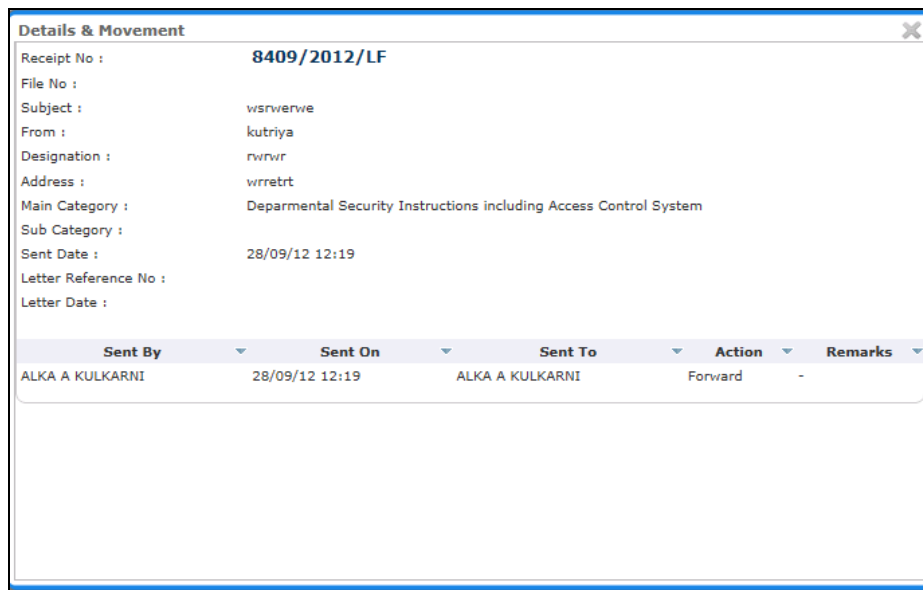


Fig.eFile. 439

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:

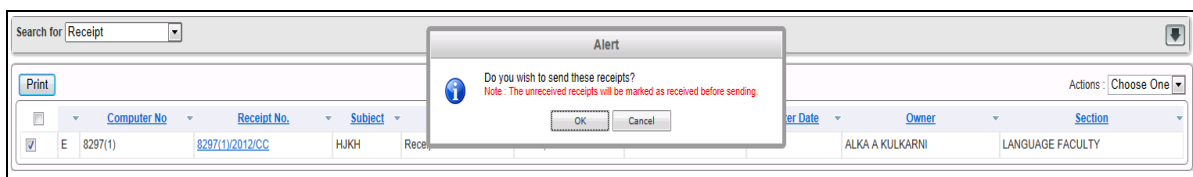


Fig.eFile. 440

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:

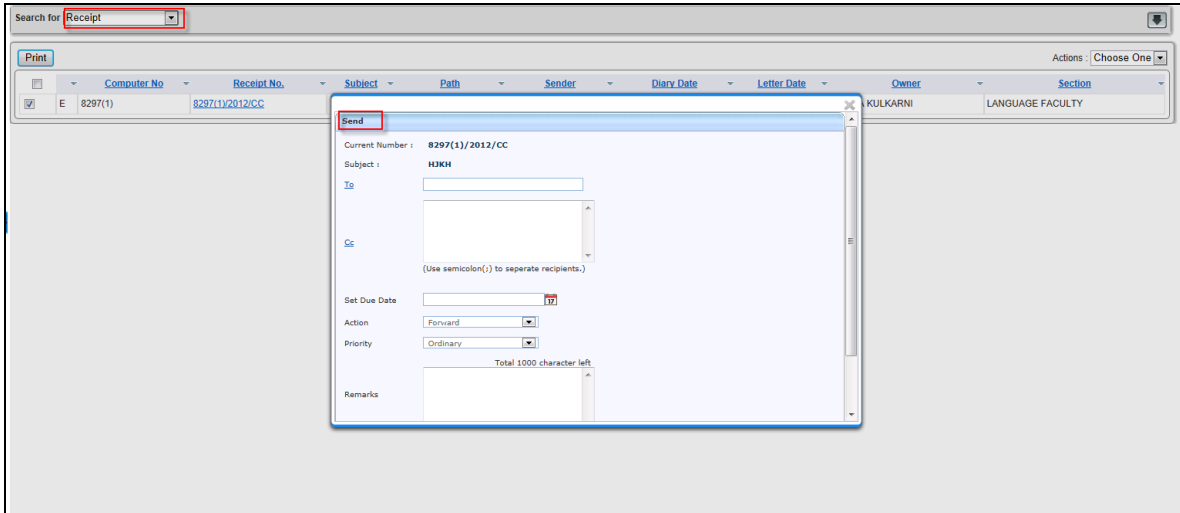


Fig.eFile. 441

- Receive: If searched receipt is unreceived it can be received from receive action as shown in the Fig.eFile.459:

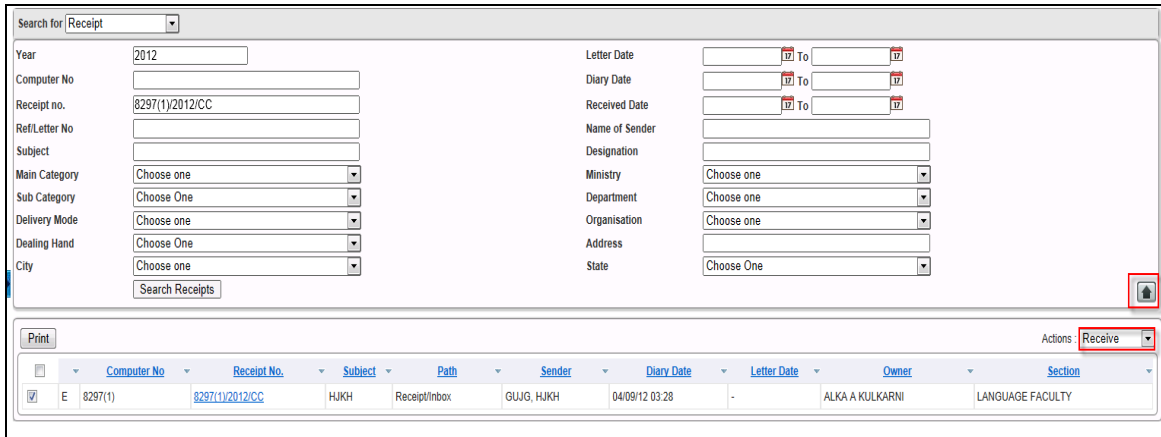


Fig.eFile. 442

- Pull Up: The receipt will be pull up and redirected to Receipt Inbox as shown in the Fig.eFile.460:

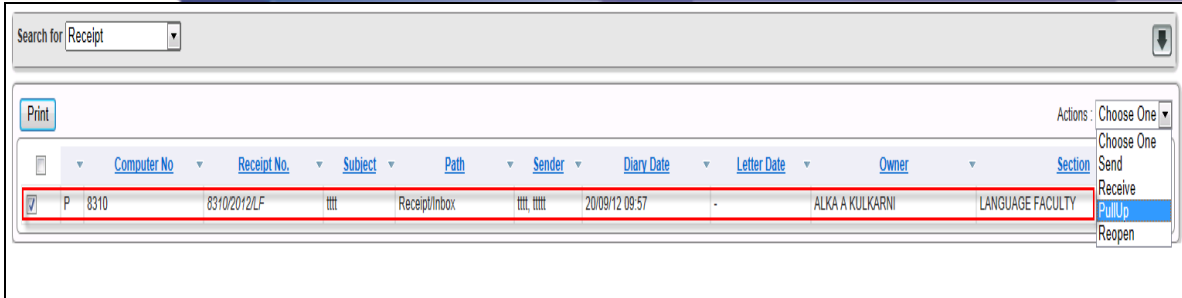


Fig.eFile. 443

- Reopen: Reopen action is performed on closed receipt with remarks as shown in the Fig.eFile.461:

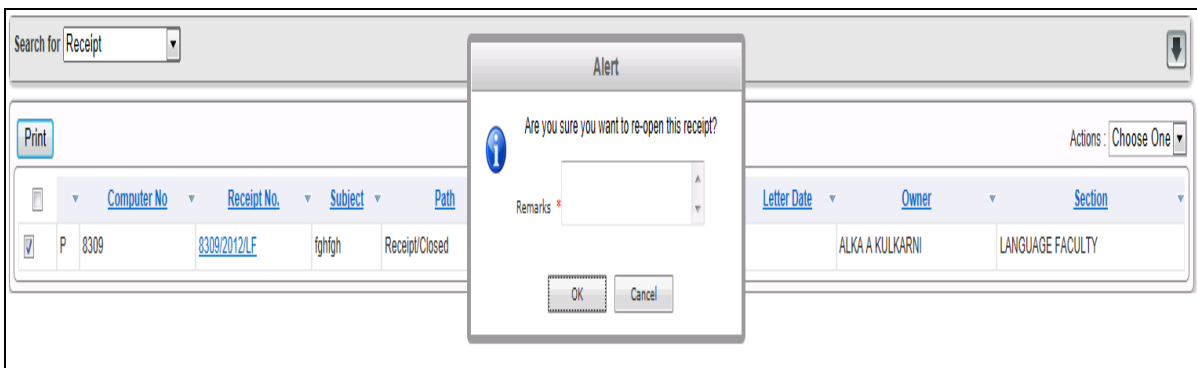


Fig.eFile. 444

- Reopened receipt is redirected to the Receipt Inbox as hown in the Fig.eFile.462:

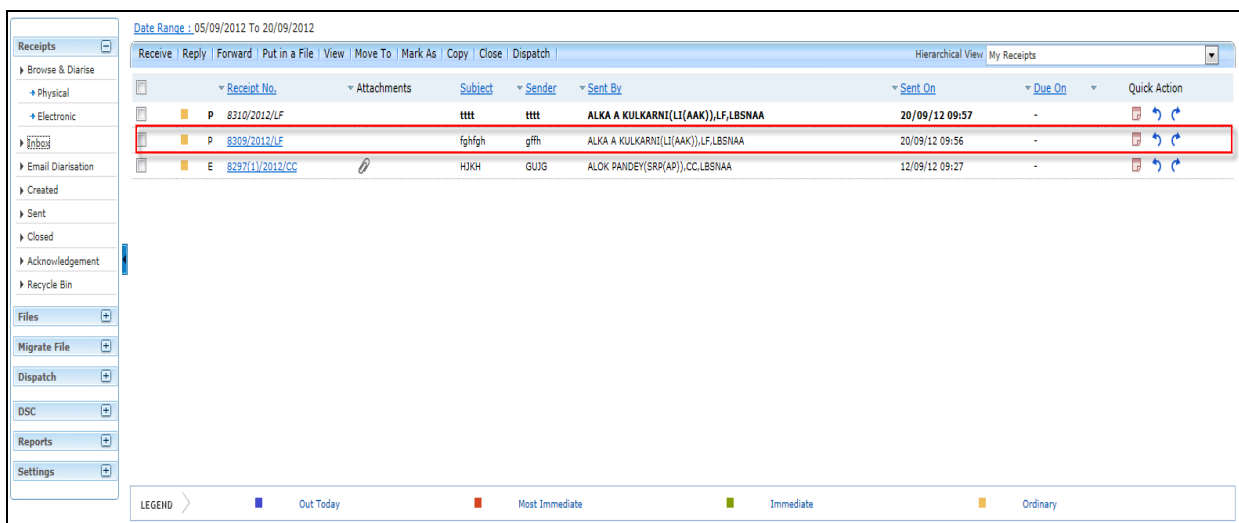


Fig.eFile. 445

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:

The screenshot shows a search interface with the following fields:

- Search for: File (dropdown)
- Year: 2012
- File no.: A-11011/10/2012-LF-LB3 (highlighted)
- Computer No: [Empty]
- Subject: [Empty]
- Previous Reference: [Empty]
- Later Reference: [Empty]
- Category: Choose one (dropdown)
- Sub Category: Choose one (dropdown)
- Barcode No: [Empty]
- Opening Date: [Empty] To [Empty]
- Search Files button

Below the search fields is a table with the following data:

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:

The screenshot shows the same search interface as Fig.eFile.446, but with a context menu open over the first row of the table. The menu options are:

- View
- Details
- Send

Fig.eFile. 447

- To view the file click on View action as shown in Fig.eFile.465:

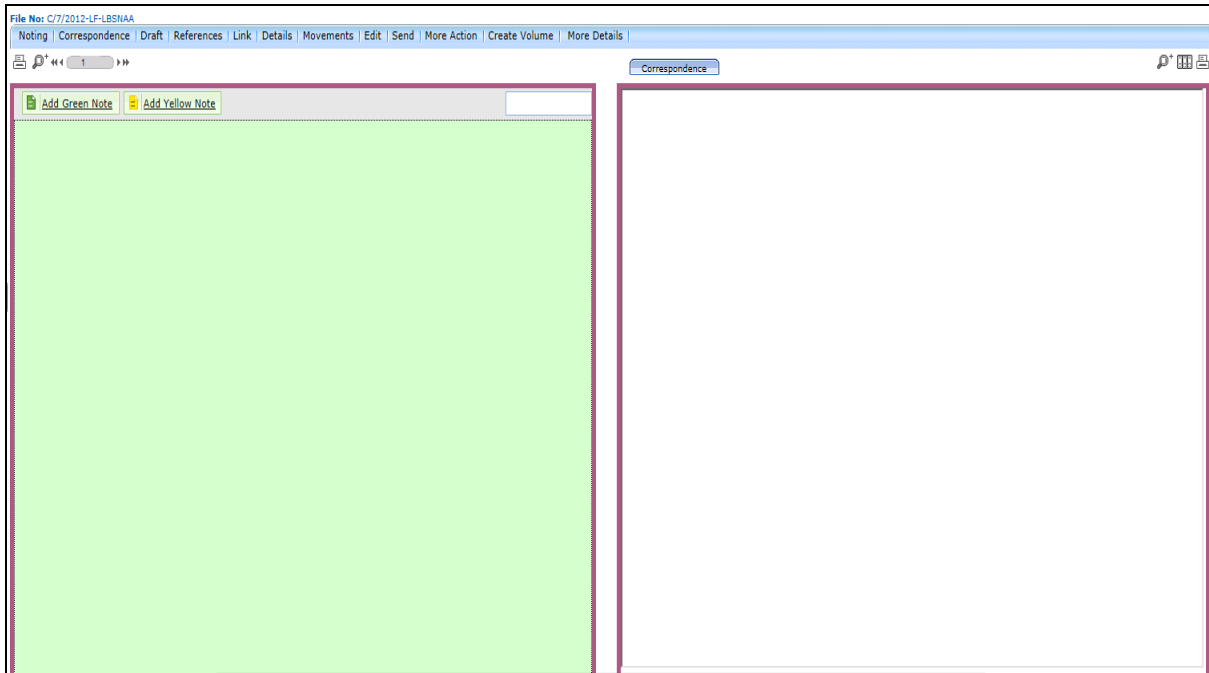


Fig.eFile. 448

- Click on Details action as shown in Fig.eFile.466:

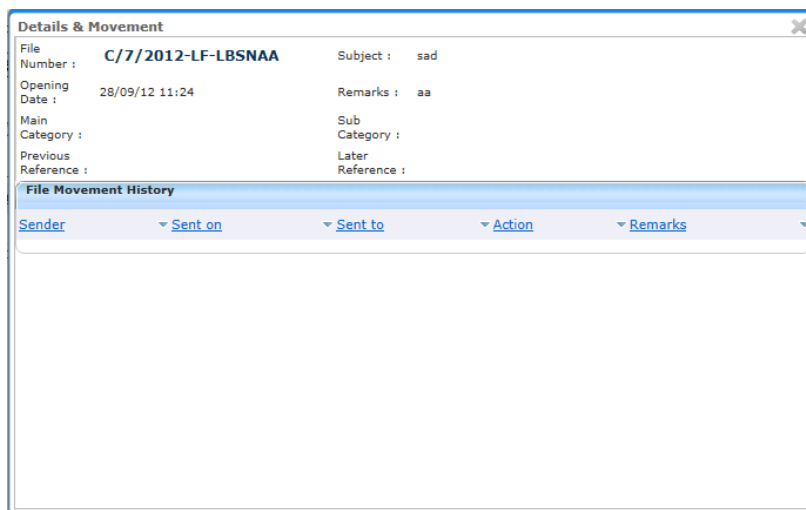


Fig.eFile. 449

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:

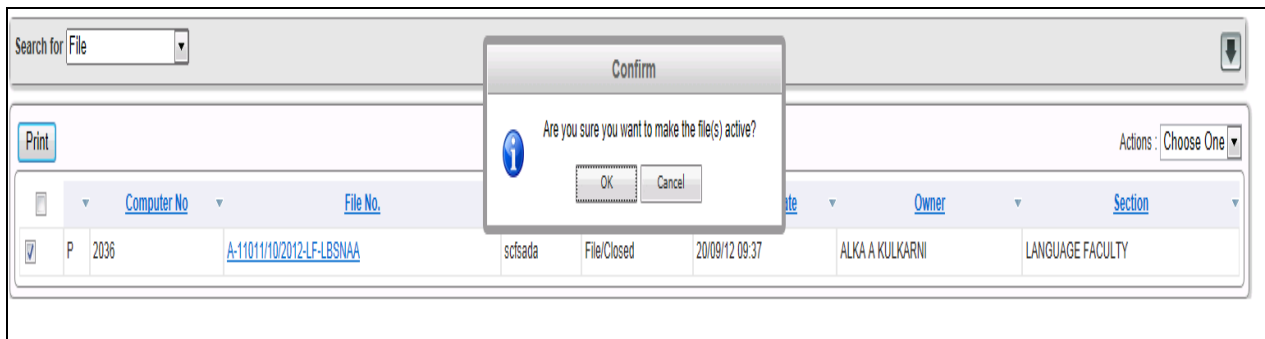


Fig.eFile. 450

- Activated file is redirected to the File Inbox as shown in the Fig.eFile.468.

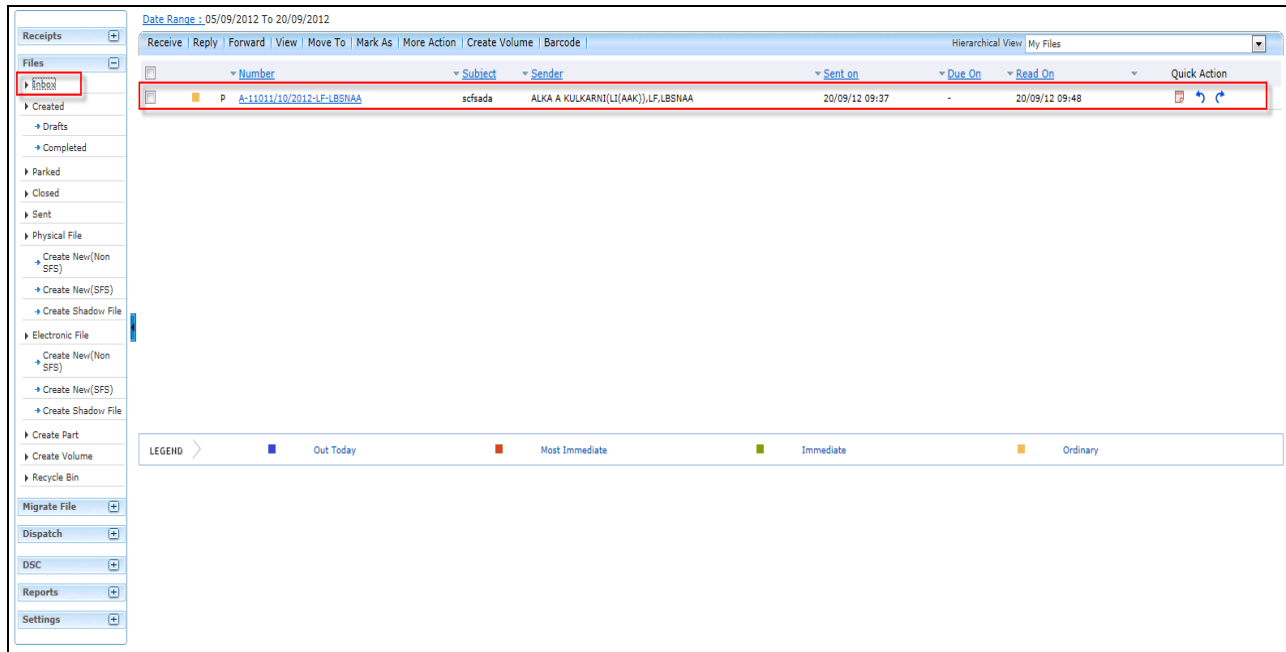


Fig.eFile. 451

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:

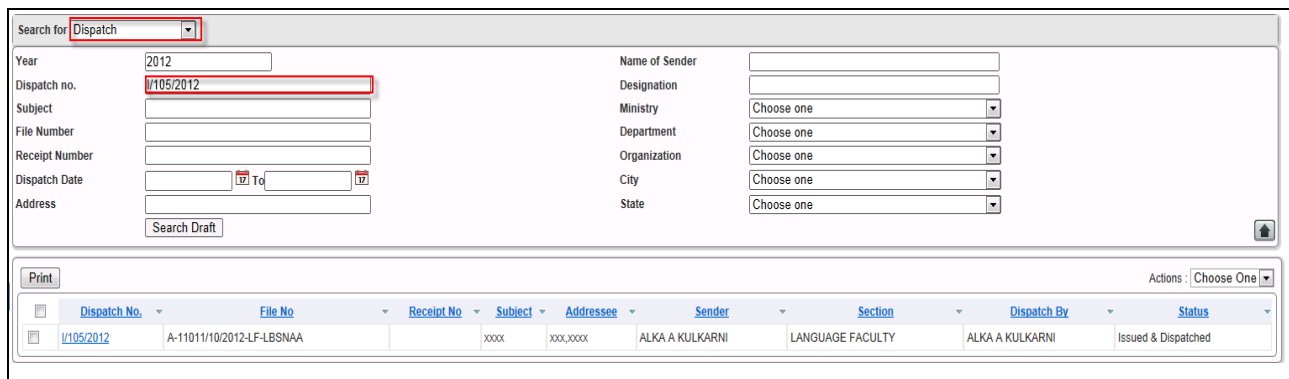


Fig.eFile. 452

- 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.

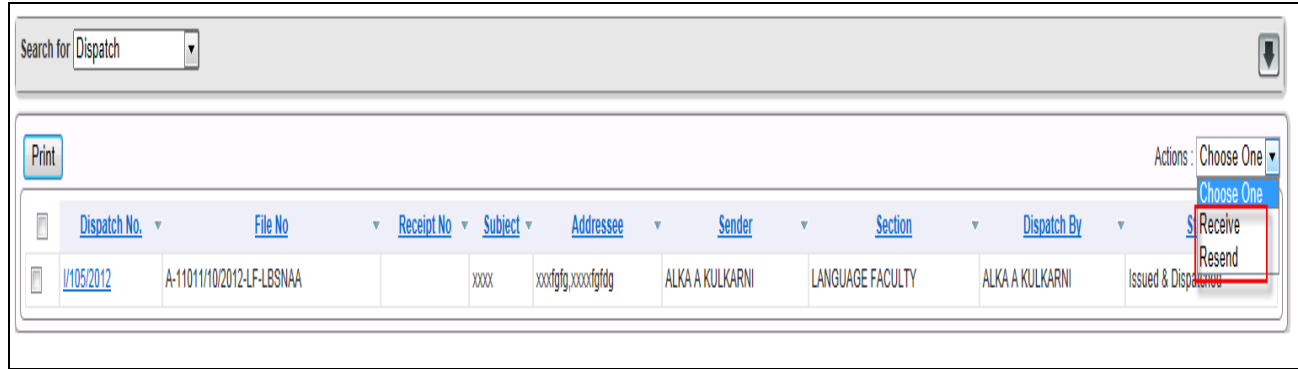


Fig.eFile. 453

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, there is a search bar and navigation links for 'Advanced', 'Help', and 'Dashboard'. The user's name 'PADAMVIR SINGH DIR' is visible in the top right corner. The search criteria are set to 'Receipt'. The filters include:

- 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: [Empty] To [Empty]
- Diary Date: [Empty] To [Empty]
- Received Date: [Empty] To [Empty]
- 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 filter 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. 471. The results table has the following columns: Computer No, Receipt No., Subject, Path, Sender, Diary Date, Letter Date, Owner, and Section. A single result is shown for receipt number 8499/2012/DIR, created by ALOK PANDEY at the COMPUTER CENTRE. The 'Section' column for this entry has a context menu open with the 'Pull Up' option selected.

Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section
P 8499	8499/2012/DIR	www 1	Receipt\Inbox	w, w, w, w	11/10/12 10:48	-	ALOK PANDEY	COMPUTER CENTRE

Fig.eFile.472

- A pop window appears as Pull Up Alert and Click Ok button as shown in Fig.eFile.473:

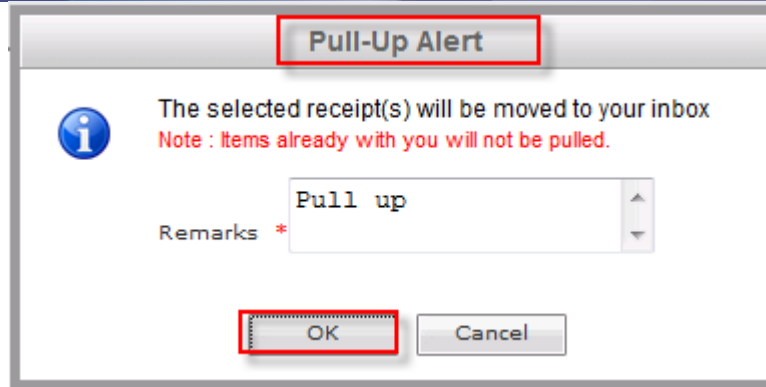


Fig.eFile.473

- 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	Receipt\Inbox	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:

The screenshot shows the eFile application interface. At the top, there is a search bar and navigation links. Below the search bar, there are search filters for Year (2012), File no. (2/8/2012-CC-LBSNAA), Previous Reference, Category, Sub Category, and Opening Date. A 'Search Files' button is present. A 'Pull-Up Confirmation' dialog box is open in the center, displaying a message and a 'Remarks' field containing 'Pull up'. Below the dialog, a table lists search results with columns: Computer No, File No., Subject, Path, Opening Date, Owner, and Section. The selected file is 2/8/2012-CC-LBSNAA.

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2210	2/8/2012-CC-LBSNAA	zulfe file	File/Inbox	17/10/12 02:33	ASHIM KUMAR DEBNATH	COMPUTER CENTRE

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:

The screenshot shows a close-up of the search results table. The file number 2/8/2012-CC-LBSNAA is highlighted in red. The table columns are: Computer No, File No., Subject, Path, Opening Date, Owner, and Section. The selected file is 2/8/2012-CC-LBSNAA.

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2210	2/8/2012-CC-LBSNAA	zulfe file	File/Inbox	17/10/12 02:33	ALOK PANDEY	COMPUTER CENTRE

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

File Number : 2/8/2012-CC-LBSNAA
Opening Date : 17/10/12 02:33
Main Category :
Previous Reference :
Subject : zulfe file
Remarks : zulfe file
Sub Category :
Later Reference :

Part No	Created On	Remarks

Receipt/Issue No.	Subject	Type	Timestamp

Dispatch Number	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

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.: 2/6/2012-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)

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2151	2/6/2012-CC-LBSNAA	sfd	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 left is the eoffice logo. The main header shows 'eFile electronic file system' and a search bar. The user's name 'ASHIM KUMAR DEBNATH_DEO(AKD)' is visible in the top right. The search filters include: 'Search for File' (dropdown), 'Year' (text input with '2012'), 'File no.' (text input with '2/6/2012-CC-LBSNAA'), 'Previous Reference' (text input), 'Category' (dropdown with 'Choose one'), 'Sub Category' (dropdown with 'Choose one'), 'Opening Date' (date range input), 'Computer No' (text input), 'Later Reference' (text input), and 'Subject' (text input). A 'Search Files' button is located at the bottom of the filter section. An 'EXPAND' button is visible on the left side of the interface.

Fig.eFile.480

- Searched File is found hence cannot Pull up in Inbox of Lower Level User as shown in Fig.eFile.481:

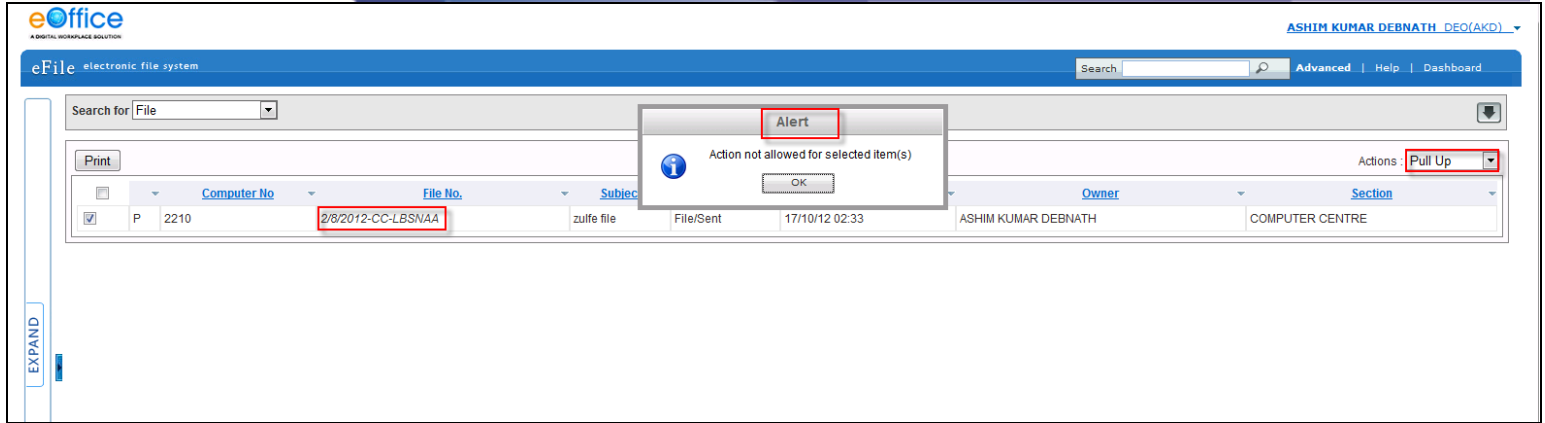


Fig.eFile.481

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:

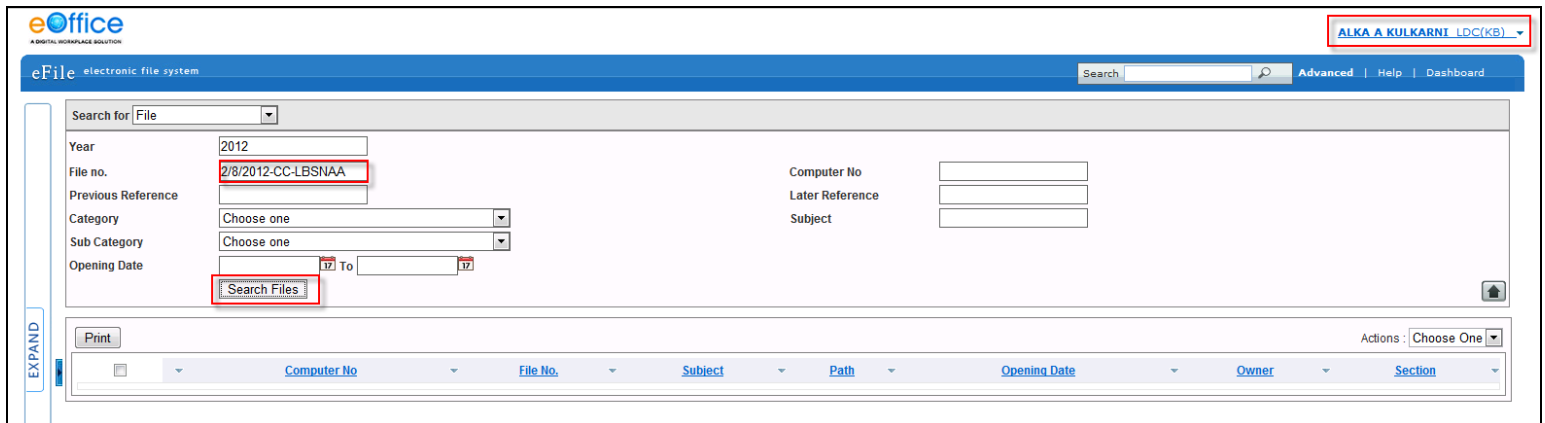


Fig.eFile.482

- Alka can view the searched file when it is received in Inbox from Alokp as shown in Fig.eFile.483:

The screenshot shows the eFile system interface. At the top left is the eoffice logo. The main header is 'eFile electronic file system'. On the right, there is a search bar and navigation links for 'Advanced', 'Help', and 'Dashboard'. Below the header, there is a search bar with 'File' entered. A table of results is displayed with the following columns: Computer No, File No., Subject, Path, Opening Date, Owner, and Section. The first row of data is highlighted with a red box around the File No. cell.

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2210	2/8/2012-CC-LBSNAA	zulfe file	File/Inbox	17/10/12 02:33	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile.483

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UNIFIED UNIVERSITY AND COLLEGE MANAGEMENT SYSTEM

Student -User Manual

Version-1.0

Date: 17-01-2022

Prepared by:

Centre for Smart Governance (CSG)

No. 2A, Hayes Road

Bengaluru - 560025

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Exam Application Submission by Student	6

1.Course registration

Course registration for normal term by student

- Login as ‘Student’ using registration no provided during admission

Regular
KSOU

UUCMS
UNIFIED UNIVERSITY & COLLEGE MANAGEMENT SYSTEM
Department of Higher Education

• State Admin • University • College • **Student**

[New Users? Register here](#)

U0: [REDACTED]001

.....

67989

67989

Submit Reset

- Click on ‘Course Registration’ from Academics menu.

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Home Academics Admissions Exam

Course Registration
Attendance

Welcome to UUCMS

View My Admission Details Upload My Photo and Signature Enter My Bank Details

- Provide the Preference of your choice (in case of multiple electives), Select the Radio Button.

Home Academics Exam

Course Registration By Student

Academic Year: 2021-22 Program Level: UG Program Name: Bachelor of Arts Discipline: AD FILM MAKING, FINE ARTS

Student Reg No: U [REDACTED] 001 Student Name: Abhi Current Term/Semester: I Credits: 10

Show 10 entries Search:

Sl. No	Course/Paper No	Course Type	Mandatory/Elective	Course Code	Course Name	Course Credit	Preference
1	COURSE (PAPER) - 1	Discipline Core (DSC)	Mandatory	B1	Biology1	3	
2	COURSE (PAPER) - 2	Open Elective	Elective	E1	Eco1	2	<input checked="" type="radio"/>
3	COURSE (PAPER) - 2	Open Elective	Elective	E2	Eco2	2	<input type="radio"/>
4	COURSE (PAPER) - 3	Discipline Core (DSC)	Mandatory	B2	Biology2	3	
5	COURSE (PAPER) - 4	Open Elective	Elective	b3	bio3	2	<input type="radio"/>
6	COURSE (PAPER) - 4	Open Elective	Elective	b4	Biology	2	<input type="radio"/>
7	COURSE (PAPER) - 4	Open Elective	Elective	b5	bio5	2	<input checked="" type="radio"/>
Total Credits: 10							

Showing 1 to 7 of 7 entries Previous 1 Next

Activate Windows Go to Settings to activate Windows

Back Submit

Note- Total selected papers credits count should be equal to semester credits count.

- Click on **Submit**.

Home Academics Exam

Course Registration By Student

Academic Year: 2021-22 Program Level: UG Program Name: Bachelor of Arts Discipline: AD FILM MAKING, FINE ARTS

Student Reg No: U [REDACTED] 001 Student Name: Abhi Current Term/Semester: I Credits: 10

Show 10 entries Search:

Sl. No	Course/Paper No	Course Type	Mandatory/Elective	Course Code	Course Name	Course Credit	Preference
1	COURSE (PAPER) - 1	Discipline Core (DSC)	Mandatory	B1	Biology1	3	
2	COURSE (PAPER) - 2	Open Elective	Elective	E1	Eco1	2	<input checked="" type="radio"/>
3	COURSE (PAPER) - 2	Open Elective	Elective	E2	Eco2	2	<input type="radio"/>
4	COURSE (PAPER) - 3	Discipline Core (DSC)	Mandatory	B2	Biology2	3	
5	COURSE (PAPER) - 4	Open Elective	Elective	b3	bio3	2	<input type="radio"/>
6	COURSE (PAPER) - 4	Open Elective	Elective	b4	Biology	2	<input type="radio"/>
7	COURSE (PAPER) - 4	Open Elective	Elective	b5	bio5	2	<input checked="" type="radio"/>
Total Credits: 10							

Showing 1 to 7 of 7 entries Previous 1 Next

Activate Windows Go to Settings to activate Windows

Back Submit

- Pop Up Message will be displayed, Click on 'OK'. Course registration will be sent to respective college principal login for approval

Course Registration By Student

Academic Year: Program Level: Discipline:

Student Reg No: Student Name: Current Term/Semester:

Data saved successfully. X

Sl. No	Course/Paper No	Course Type	Mandatory/Elective	Course Code	Course Name	Course Credit	Preference
1	COURSE (PAPER) - 2	Discipline Core (DSC)	Mandatory	ES02	Earth Science2	2	<input style="width: 100px; height: 40px;" type="text" value="1"/>
2	COURSE (PAPER) - 1	Discipline Core (DSC)	Mandatory	CS02	Basic CS2	2	
3	COURSE (PAPER) - 4	Open Elective	Elective	CS01	Basics of CS1	1	
4	COURSE (PAPER) - 3	Discipline Core (DSC)	Mandatory	MB02	Molecular Bio2	2	
5	COURSE (PAPER) - 1	Discipline Core (DSC)	Mandatory	CS02	Basic CS2	2	
6	COURSE (PAPER) - 3	Discipline Core (DSC)	Mandatory	MB02	Molecular Bio2	2	
7	COURSE (PAPER) - 2	Discipline Core (DSC)	Mandatory	ES02	Earth Science2	2	

2.Exam Application

Exam Application Submission by Student

- Open the portal using URL- : <https://uucms.karnataka.gov.in/>
- Recommended to use Desktop google chrome browser.
- Click on Login-Registration.



- Student should select the Student radio button, enter the Login Credentials and Captcha code to Login to the Portal.
- Steps highlighted are mandatory and should be executed in the sequence provided to proceed further.



- Student Login Home page will be displayed.

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Home Academics Exam

Dashboard / View Activities

Welcome to UUCMS

View My Admission Details Upload My Photo and Signature Enter My Bank Details

- Go to Exam-> Exam Applications.

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Home Academics Exam

Exam Applications

Dashboard / View Activities

Welcome to UUCMS

View My Admission Details Upload My Photo and Signature Enter My Bank Details

- Click On Apply for Exam Notification.

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Home Academics Admissions Exam

Home / Fee Details

Exam Applications

Apply for Exam Notification


Show 10 entries Search:


Sl. No.	Exam Month	Exam Type	Program Level	Program Name	Term	Status	Action
---------	------------	-----------	---------------	--------------	------	--------	--------


- Here, Student can view their information regarding Personal Details, Courses/Papers Appearing Details (*Will come from academics' module "Course Registration" function*) and the Fee Details (*Fees will be auto calculated based on category, gender and income limit set by the university*).
- Click on **Pay Fees** button.

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Home Academics Exam

Exam Application

Tumkur University

Reg No : U1 [REDACTED] 85				
Academic Year : 2021-22	Month of Exam : Test 123			
College Code : G18GGT0003	College Name : Government First Grade College, Tumkur			
Student Name : SH [REDACTED] mar RM	Father/Guardian Name : Ma [REDACTED]			
Program Level : UG	Program Name : Bachelor of Computer Applications			
Date of Birth :	Age : 0	Sex : Male		
Category : [REDACTED]	Mobile No : [REDACTED]	Email : [REDACTED]		
Address : [REDACTED]		Pin Code : 57 [REDACTED]		

Courses/Papers appearing

Sl. No.	Scheme	Term/Semester	Course Code	Course/Paper Title
1	UGNEP2021	I	CADSC01	Fundamentals of Computers
2	UGNEP2021	I	CADSC02	Programming in C
3	UGNEP2021	I	CADSC03(a)	Mathematical Foundation
4	UGNEP2021	I	CADSC03(b)	Accountancy
5	UGNEP2021	I	CADSC01P	Information Technology Lab
6	UGNEP2021	I	CADSC02P	C Programming Lab
7	UGNEP2021	I	CSOEC01	Tally and GST
8	UGNEP2021	I	CSOEC02	Office Automation
9	UGNEP2021	I	CSDSC01	Computer Fundamentals and Programming in C

Fee Details :	Amount
Current Term/Semester Exam Fee :	2400.00
Marks Card Fee :	0
Exam Application Processing Fee :	0
Late Fee/Penalty :	0
Total Fee (Rs.) :	2400.00

* Exam application form will be auto filled as per exam notification dates specified by respective university

Pay Fees
Print
Back

Disclaimer:
Address:
Contact Us:

- Click on **Yes**, to confirm to pay Exam Application Fee.

Category: [Redacted] Mobile No: [Redacted] Email: [Redacted]
 Address: [Redacted] Pin Code: [Redacted]

Confirm
 Are You Sure you want to Pay Exam Application Fee?

Courses/Papers appearing

Sl. No.	Scheme	Term/Semester		
1	UGNEP2021	I		
2	UGNEP2021	I		
3	UGNEP2021	I	GADSC02	Programming in C
4	UGNEP2021	I	GADSC03(a)	Mathematical Foundation
5	UGNEP2021	I	GADSC03(b)	Accountancy
6	UGNEP2021	I	GADSC01P	Information Technology Lab
7	UGNEP2021	I	GADSC02P	C Programming Lab
8	UGNEP2021	I	CSOEC01	Tally and GST
9	UGNEP2021	I	CSOEC02	Office Automation
9	UGNEP2021	I	CSDSC01	Computer Fundamentals and Programming in C

Fee Details :	Amount
Current Term/Semester Exam Fee :	2400.00
Marks Card Fee :	0
Exam Application Processing Fee :	0
Late Fee/Penalty :	0
Total Fee (Rs.) :	2400.00

* Exam application form will be auto filled as per exam notification dates specified by respective university

Disclaimer: Address: Contact Us:

- Click on **Pay button**.

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Home Academics Exam

Payment

Payable Amount * 2400.0

- Select Mode of Payment and click on Pay now button.

The screenshot displays the NSDL SurePay payment interface. On the left, a sidebar lists payment methods: Net Banking, Debit Card, Credit Card, Wallet, and UPI, each with a note that transaction charges may apply. The main area is titled "Payment Mode - Net Banking" and features five bank logos: HDFC BANK, ICICI Bank, KOTAK, AXIS BANK, and IndusInd Bank. Below the logos are "Pay Now" and "Cancel" buttons. On the right, a "Transaction Details" panel shows the merchant name "State Project Monitoring Unit Unified University and College Management System UUCMS Higher Education Department GoK", service description "Test 2", transaction ID "4E0A4F23-C6C9-4E", bill amount of ₹2400, and transaction fees of ₹11.8. A white box at the bottom of the details panel shows the "Total Amount Payable" as ₹2411.8. The footer contains logos for Visa, MasterCard, RuPay, American Express, SafeKey, Diners Club, and BHIM UPI.

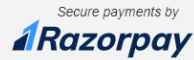
- Click on Continue button.

Fees Breakup

Amount	₹2400
Gateway Fees	₹9
GST on Gateway Fees	₹1.62

Total	₹2410.62

Continue



- Application Fee is Paid successfully by student.
- Paid exam fee will be approved by the Principal.
- Here, Student can view the Status of Application and the exam application.
- Click on View in Action colour.

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Home Academics Exam

Home / Fee Details

Exam Applications

Apply for Exam Notification

* Exam application form will be auto filled as per exam notification dates specified by respective university

Show 10 entries Search:

Sl. No.	Exam Month	Exam Type	Program Level	Program Name	Term	Status	Action
1	Test 123	Regular Exam	0			Application Fee Paid	View

Showing 1 to 1 of 1 entries Previous 1 Next

- Student can view the exam application.

Gulbarga University

Reg No : U04BP21S0004			
Academic Year : 2021-22		Month of Exam : Jan GU Exam	
College Code : G05GBP0042		College Name : Govt. First Grade College Chitguppa	
Student Name : ALFIYA BEGUM		Father/Guardian Name : MD ESA MIYAN	
Program Level : UG		Program Name : Bachelor of Science	
Date of Birth : 11/5/2003 12:00:00 AM		Age : 19	Sex : Female
Category : Category I I (B)		Mobile No : 9341917873	Email : gfgcchitguppa2007@gmail.com
Address : MOMIN PURA CHITAGUPPA Pin Code : 585412			



Courses/Papers appearing

Sl. No.	Scheme	Term/Semester	Course Code	Course/Paper Title
1	Gulbarga University	I	Zoology -1	Zoology -12
2	Gulbarga University	I	Zoology -3	Zoology -14
3	Gulbarga University	I	Zoology-PRCT1	Zoology-PRCT12
4	Gulbarga University	I	Zoology-PRCT2	Zoology-PRCT13
5	Gulbarga University	I	Zoology-PRCT3	Zoology-PRCT13

Fee Details:	Amount
Current Term/Semester Exam Fee :	500.00
Total Fee (Rs.) :	500.00

[Print](#)[Back](#)

6.2.3- ERP Admission

UUCMS Student Portal Login:

The UUCMS Student Login page contains the regular and KSOU Options. In the Regular section, State admin, University, College/ PG Center, and Student Logins are available. Similarly, in the KSOU Section, State admin, University, Student, and Regional Center logins are available. In order to log in to the UUCMS Student login, Users can go to the Student Option. The complete login Process is given below.

1st Step: First, Students should visit the UUCMS Login Portal
i.e. <https://uucms.karnataka.gov.in/Login/Index>.

2nd Step: Go to the Regular section and tap on the Student Option.

Regular KSOU

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UNIFIED UNIVERSITY & COLLEGE MANAGEMENT SYSTEM
Department of Higher Education

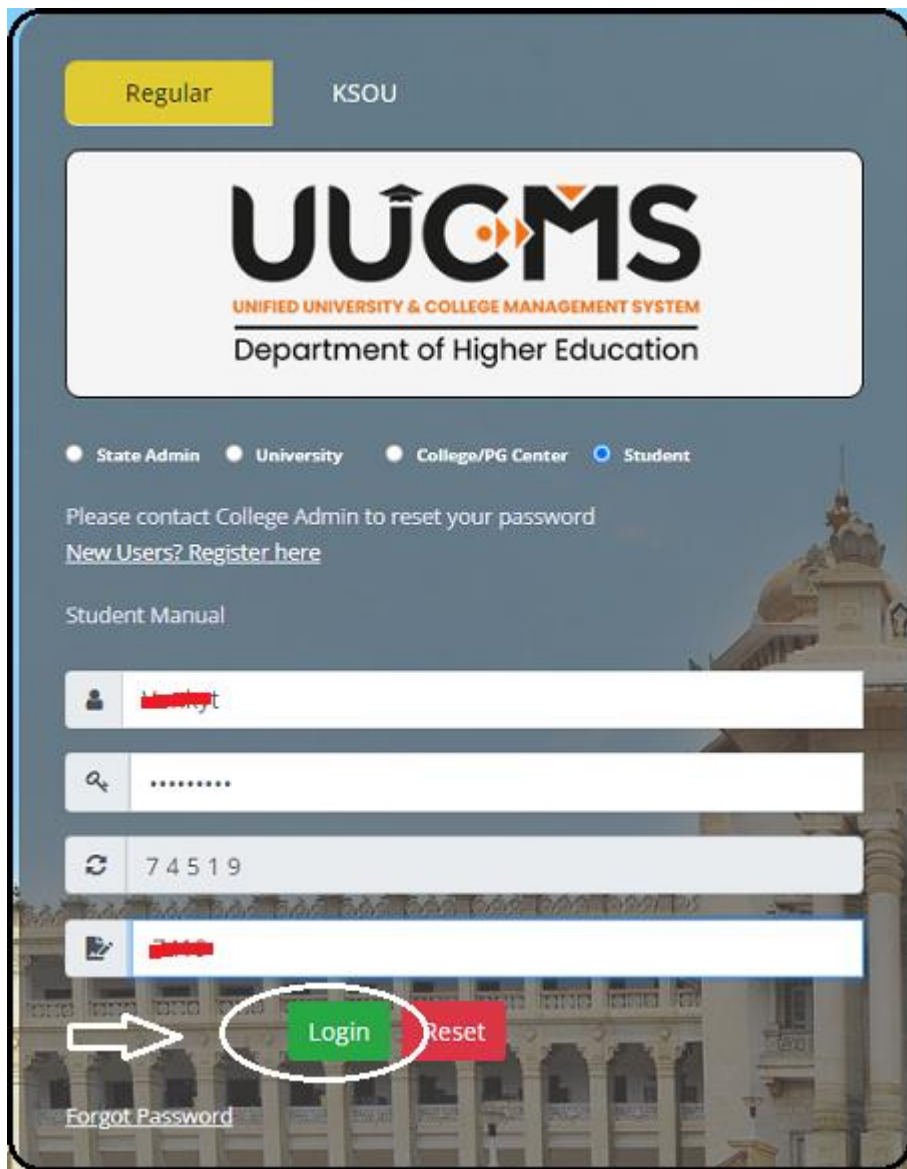
State Admin University College/PG Center Student

Please contact College Admin to reset your password
[New Users? Register here](#)

[Student Manual](#)

[Forgot Password](#)

3rd Step: After getting the student manual page, You need to enter the User Name, Password, Captcha verification code, and log in to the page.

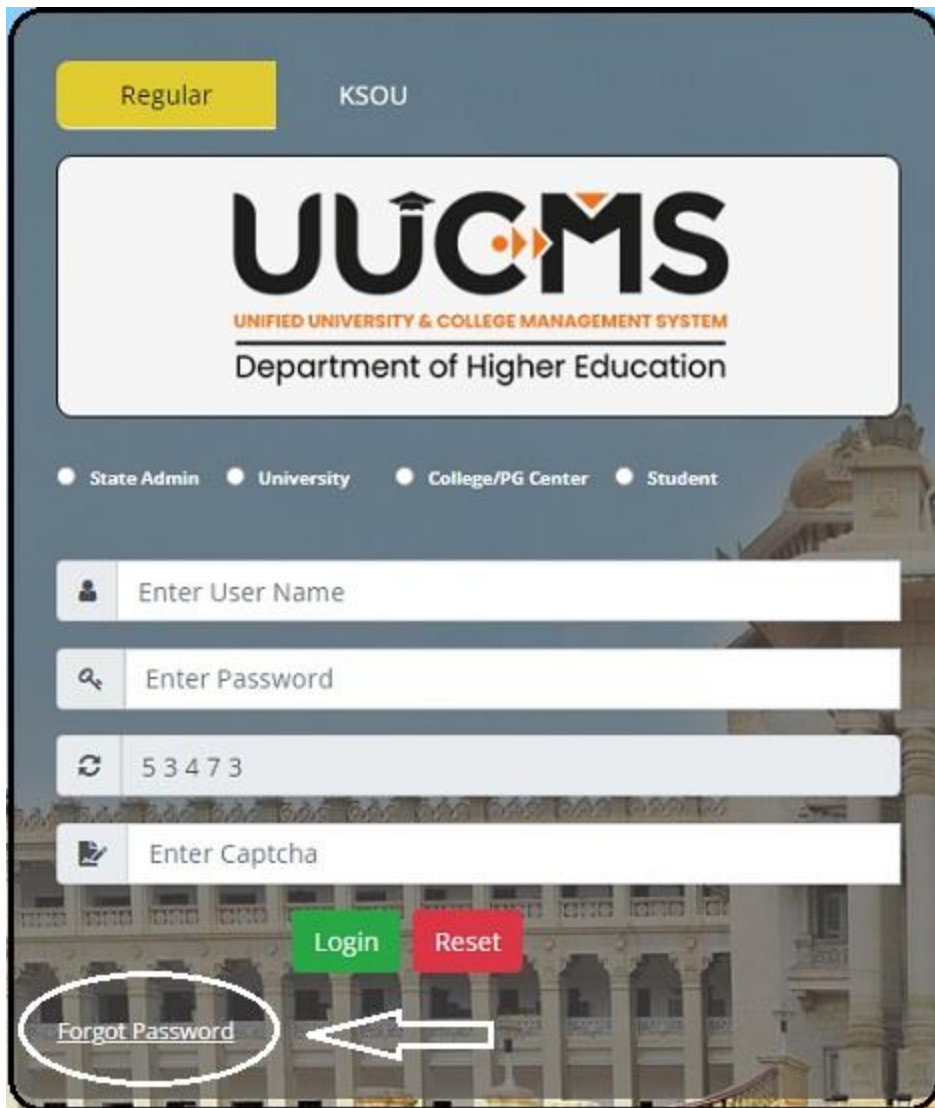


Student Login Here

Also Read: [TAF COP Portal Login](#)

Recover Password:

1. The Student or Employee who forgets the password should visit the **login page**.
2. Tap on the Forgot password option under the Login section.



3. If you are the student can make a hit on the student or click on the employee. Once you tap on the student you will get the “Are you Indian” Option. Students can select the yes or no Option and enter the Moblie number, and captcha code. Then, the student can hit on the generate Otp and change the password.

Login

User Type*:

Student Employee

Are you Indian*:

Yes No

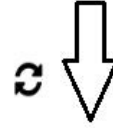
Enter Mobile number: *

Enter Mobile Number



Captcha *

Enter Captcha



Generate OTP

[Forgot password Here](#)

UUCMS New Candidate Registration:

The New candidate's registration will be done via the UUCMS Login page.

1st Step: First, Candidates should meet the **UUCMS official portal**.

2nd Step: On the Dept of Higher Education UUCMS page, Candidates need to click on the Student Option and select the **New User? Register Here** link.

Regular KSOU

UUCMS

UNIFIED UNIVERSITY & COLLEGE MANAGEMENT SYSTEM
Department of Higher Education

State Admin University College/PG Center Student

Please contact College Admin to reset your password

[New Users? Register here](#)

Student Manual

Enter User Name

Enter Password

55317

Enter Captcha

Login Reset

[Forgot Password](#)

3rd Step: Users will get the New Candidates Registration page on the home screen. Candidates need to fulfill the mandatory details like Enter full Name, Select the Country, email ID, Mobile number, Verification code and click on the Generate OTP option.

New Candidate Registration

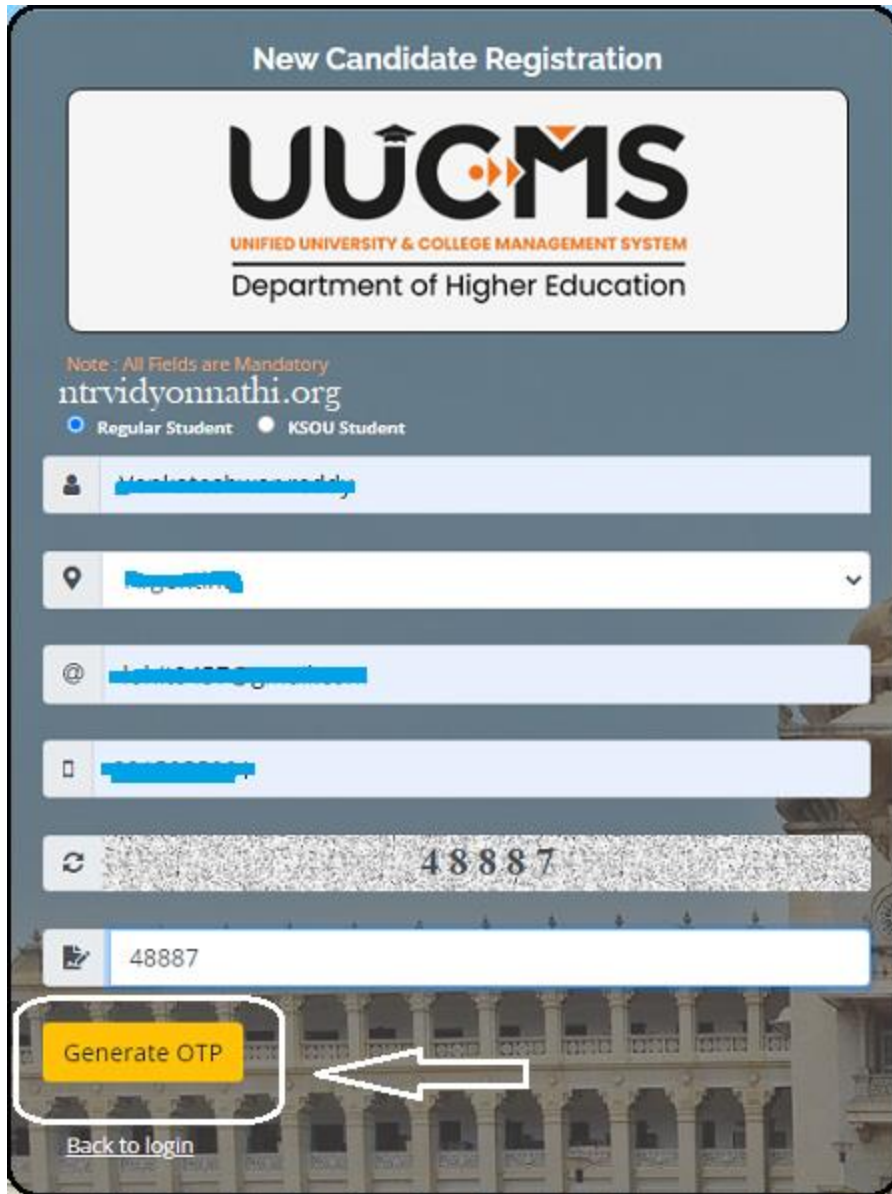
UUCMS
UNIFIED UNIVERSITY & COLLEGE MANAGEMENT SYSTEM
Department of Higher Education

Note : All Fields are Mandatory
ntrvidyonnathi.org

Regular Student KSOU Student

Generate OTP

[Back to login](#)



4th Step: The OTP will deliver to the candidate's registered phone number. Candidates need to enter the OTP and complete the registration process by tapping the submit button.

[New Candidates Registration Here](#)

Student Admin/ University/ College PG Center Logins:

1. The Student Admin/ University/ College PG Center logins will be done on the same login page. Users can visit the UUCMS login page.
2. Select any of the Options like Student Admin/ University/ College PG Center and make login the page using the User Name, password credentials.

Regular KSOU

UUCMS

UNIFIED UNIVERSITY & COLLEGE MANAGEMENT SYSTEM
Department of Higher Education

State Admin University College/PG Center Student

[University Manual](#)
[Academics Manual](#)

[Forgot Password](#)

[Student Admin/ University/ College PG Center login Here](#)

User Reference Guide

For

All India Survey of Higher Education

(AISHE)

Application

Prepared by

NIC

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1. Introduction

AISHE application is a web application used to conduct survey on Higher Education all over India. The AISHE application interface shall permit the user at different level to fill the registration form in order to receive username and password which will be used to login into the system. They can fill the survey forms meant for Universities, Colleges and Institutes respectively.

This document is created to provide a quick reference to use MHRD online application enabling users to upload survey data collected by various MHRD bodies.

2. Audience

The audience of this document is all end-users, stakeholders, business users, NIC officials and developers. This document gives a brief description as in how to use MHRD survey application.

3. Modules

There are five modules/sections in total in this application listed as below:

1. User Registration Process.
 - 1.1 User Registration Process.
 - 1.2 User Login Process
 - 1.3 Change Password Process
 - 1.4 Edit Registration Process
 - 1.5 Forgot Password Process
2. User Management Process
3. Download Forms Process
4. Form Management Process
5. Reports Module

4. User Registration Process

4.1 User Registration Process

User registration functionality is used to create new user. Anyone can register himself through this functionality to create user and password, which then approved by authorized officials. Once user is approved then he/she can login into application.

Following are the steps to registering into the application.

Step one: Click link Register new user given at left down corner of Application home page. User must select the role he has been assigned.

User Login

User ID:

Password:

7ccec

[New User](#) | [Forgot Login Details?](#)

Important Instructions


- User Name is required
- Password is required
- Captcha Code is required

Please fill in your details.

User Registration

Please fill in your details.

Role Profile		* Mandatory
Role *	-----SELECT ROLE----- ▾	
Login Details		
User ID*	<input type="text"/>	
Password *	<input type="password"/>	
	The password must contain 8 -16 characters . It should also have one upper case letter, one number and one special character. Valid characters are letters (a-z, A-Z), numbers (0-9) and #, @, &, \$, =, ~, %, * . Spaces are not permitted. The password is case sensitive.	
Confirm Password *	<input type="password"/>	
Personal Details		
First Name *	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	
Office Address		
Address Line1 *	<input type="text"/>	
Address Line2	<input type="text"/>	
City	<input type="text"/>	
State *	--SELECT STATE-- ▾	
District	--SELECT DISTRICT-- ▾	

Contact Details (Please provide either of Mobile No. or Phone No.) *	
Phone Landline	<input type="text"/> <input type="text"/> Allowed only numbers with STD Code(e.g. 011 21221222).
Mobile phone	<input type="text"/>
Email *	<input type="text"/> (e.g. userid@123.com)
Alternative Email	<input type="text"/>
Security Question	WHAT IS YOUR FIRST SCHOOL NAME? ▾
My Answer*	<input type="text"/>
Verification Code *	 Please enter the code shown in the image above
	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Step two: User should fill up all entries of form to register.
Below is details description of each field:

1. Role: Role for which user is entitled for.
2. User Id: Login Name
3. Password: Password (Please read password creating hints carefully.)
4. Personal Details: User should fill up personal details in this section.
5. Office Address: User should fill up office address details in this section.
6. Contact details: User should fill up contacts details here.
7. Security question: Security question is registration to recover password.
8. An email will be sent to user upon successful completion of registration.

On successfully completion of registration a successful page as below will appear.

User Registration Success

Thanks for registering on AISHE Portal.

You will get approval intimation in your e-mail once approved by the competent authority.

You may also contact the concerned approving authority for approval.

Following is your Approving Authority Contact Information whom you may contact:

MHRD Officers	
Name	Mr. B.N.Tiwari
Contact No.	011-23381484(L)/0981855432(M)
Email Id	bn.tiwari@nic.in
Name	Mr. Sanjay
Contact No.	09312079165(M)
Email Id	sanjay.digi@nic.in
Name	Ms. Bindu Sreedathan
Contact No.	011-26162932(L)/9213834733(M)
Email Id	bindusree.edu@nic.in

4.2 User login Process

An approved user can login the application by entering valid user name, password and captcha. User and password can be created through user registration process whereas captcha is dynamically generated by the application on runtime. Following are the steps to login into the application.

Step one: Open URL <http://aishe.nic.in> in web browser e.g. IE or Firefox. Below screen shall be visible on your desktop.

Step two: Login section is on the left hand side of the page. Enter your user id, password and captcha and press submit button. Below screen shall be appearing up if your credentials are valid. This screen is called Form Management. User is now on form management screen. Authorized user can upload a form and download Data form through this screen.

Form Management

[Upload DCF](#) | [Dashboard](#) | [Delete DCF](#) | [Inconsistent DCF](#) | [DCF-I Addendum](#)

Filter Form Dashboard

Survey Year: Form Type: State:

Approval Status: Approved Approval Pending

2 items found, displaying all items.


S. No.	University/Body	College/Institute	State	Form	Uploaded By	Upload Date	Approve
1	T.M. Bhagalpur University, Bhagalpur	Bhagalpur Engineering College, Bhagalpur	Bihar	DCF-II	deoMhrd	2013-04-18 15:31:44.464	<input checked="" type="checkbox"/>
2	Acharya Nagarjuna University, Guntur		Andhra Pradesh	DCF-I	deoMhrd	2013-04-18 14:26:38.341	<input checked="" type="checkbox"/>

4.3 Change Password

This functionality allow user to change his password. User shall require providing his/her old password to change the password.

Change Password

You are here : [Home](#)> [My Account](#)> [Change Password](#)

Change Password	
Enter Old Password *	<input type="text"/>
Enter New Password *	<input type="text"/>
	The password must contain 8 -16 characters. It should also have one upper case letter, one number and one special character. Valid characters are letters (a-z, A-Z), numbers (0-9) and #, @, &, \$, %, ~, %, *. Spaces are not permitted. The password is case sensitive.
Enter Confirm Password *	<input type="text"/>
Verification Code *	
	Please enter the code shown in the image above
	<input type="text"/>

4.4 Edit Registration

This functionality allow user to modify his registration details. User can modify his address, contacts and other registration details here.

Edit Registration

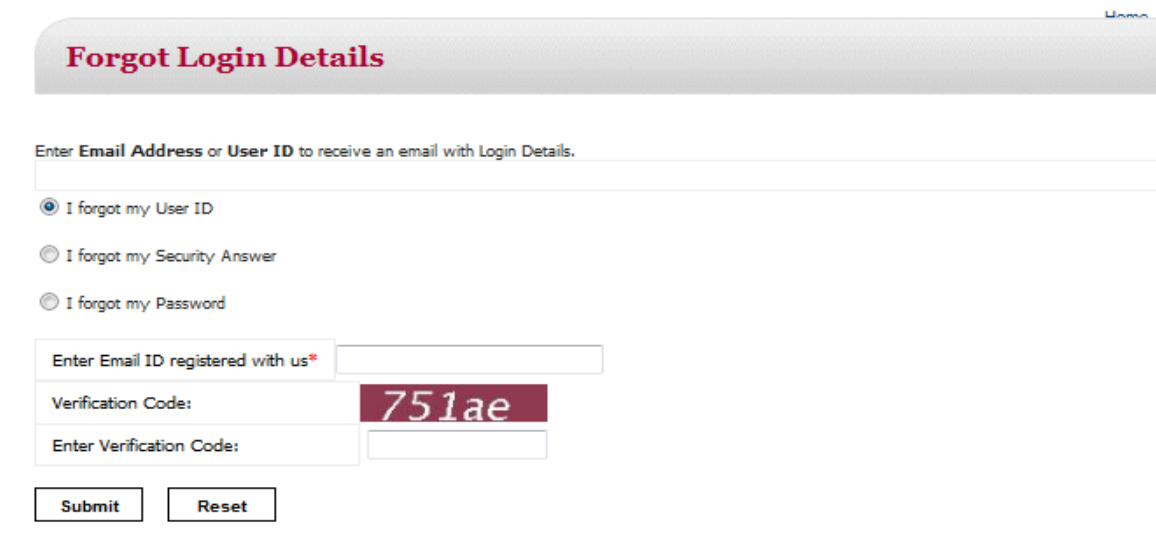
You are here : Home> My Account> Edit Registration

Personal Details	
First Name *	<input type="text" value="Anshul"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Aggarwal"/>
Father's First Name	<input type="text" value="R L Aggarwal"/>
Father's 'Middle Name	<input type="text"/>
Father's 'Last Name	<input type="text"/>
Office Address	
Address Line1 *	<input type="text" value="NIC"/>
Address Line2	<input type="text" value="CGO Complex"/>
City	<input type="text" value="New Delhi"/>
State *	<input type="text" value="07 - DELHI"/>
District	<input type="text" value="---SELECT DISTRICT---"/>
Contact Details (Please provide either of Mobile No. or Phone No.) *	
Phone Landline	<input type="text" value="011"/> <input type="text" value="24360425"/> Allowed only numbers with STD Code(e.g. 011 21221222).
Mobile phone	<input type="text" value="9868885734"/>
Email *	<input type="text" value="sify.jitendra1@gmail.com"/> (e.g. userid@123.com)
Security Question	<input type="text" value="WHAT IS YOUR FIRST SCHOOL NAME?"/>
My Answer*	<input type="text" value="da v"/>

4.5 Forgot Password

This functionality enables user to recover her UserId, Security Answer and password. User should provide her registered email id to get emailed UserId or Security answer. User should provide User Id, Security question and its answer to recover her password. Password shall be sent to her registered email id. Forgot password link is given on User login section on home page. Below are the different options available to user.

Case I (User forgot her UserId): User should provide her registered email id to retrieve her UserId.



The screenshot shows a web form titled "Forgot Login Details" with a "Home" link in the top right. Below the title is a text input field with the placeholder "Enter Email Address or User ID to receive an email with Login Details." Underneath are three radio button options: "I forgot my User ID" (which is selected), "I forgot my Security Answer", and "I forgot my Password". Below these are three input fields: "Enter Email ID registered with us*" (empty), "Verification Code:" (displaying "751ae" in a red box), and "Enter Verification Code:" (empty). At the bottom are "Submit" and "Reset" buttons.

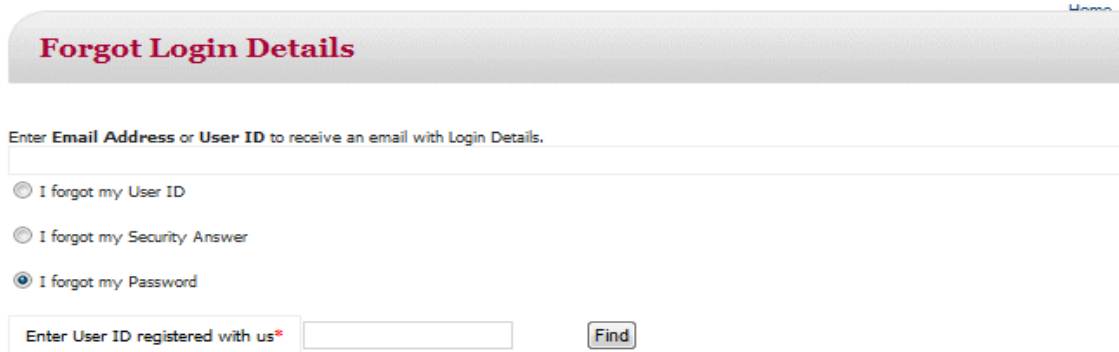
Case II (User Forgot her security answer): User should provide her registered email id to retrieve her Security answer.



The screenshot shows the same "Forgot Login Details" form, but with the "I forgot my Security Answer" radio button selected. The "Enter User ID registered with us*" field is now filled with a value. The "Verification Code:" field still displays "751ae" in a red box, and the "Enter Verification Code:" field remains empty. The "Submit" and "Reset" buttons are still present at the bottom.

Case III (User forgot her password): User should provide User Id, Security question and its answer to recover her password.

Step one: User should enter her UserId and press find button, Application will populate her security question in response.



[Home](#)

Forgot Login Details

Enter **Email Address** or **User ID** to receive an email with Login Details.

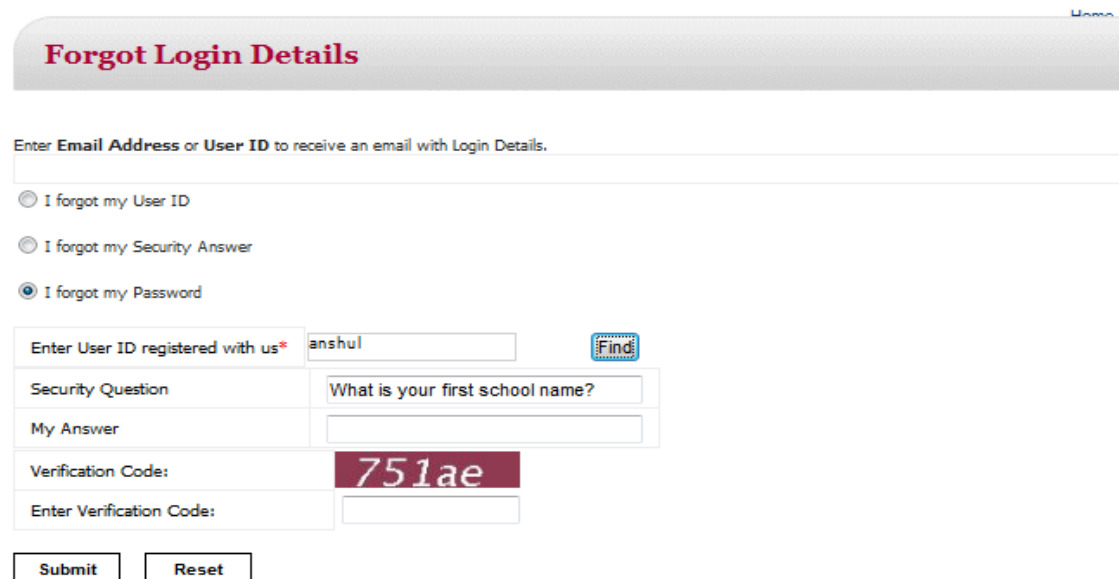
I forgot my User ID

I forgot my Security Answer

I forgot my Password

Enter User ID registered with us*

Step two: User should now enter her security answer to recover the password. The password will be sent to her registered email Id.



[Home](#)

Forgot Login Details

Enter **Email Address** or **User ID** to receive an email with Login Details.

I forgot my User ID

I forgot my Security Answer

I forgot my Password

Enter User ID registered with us*

Security Question

My Answer

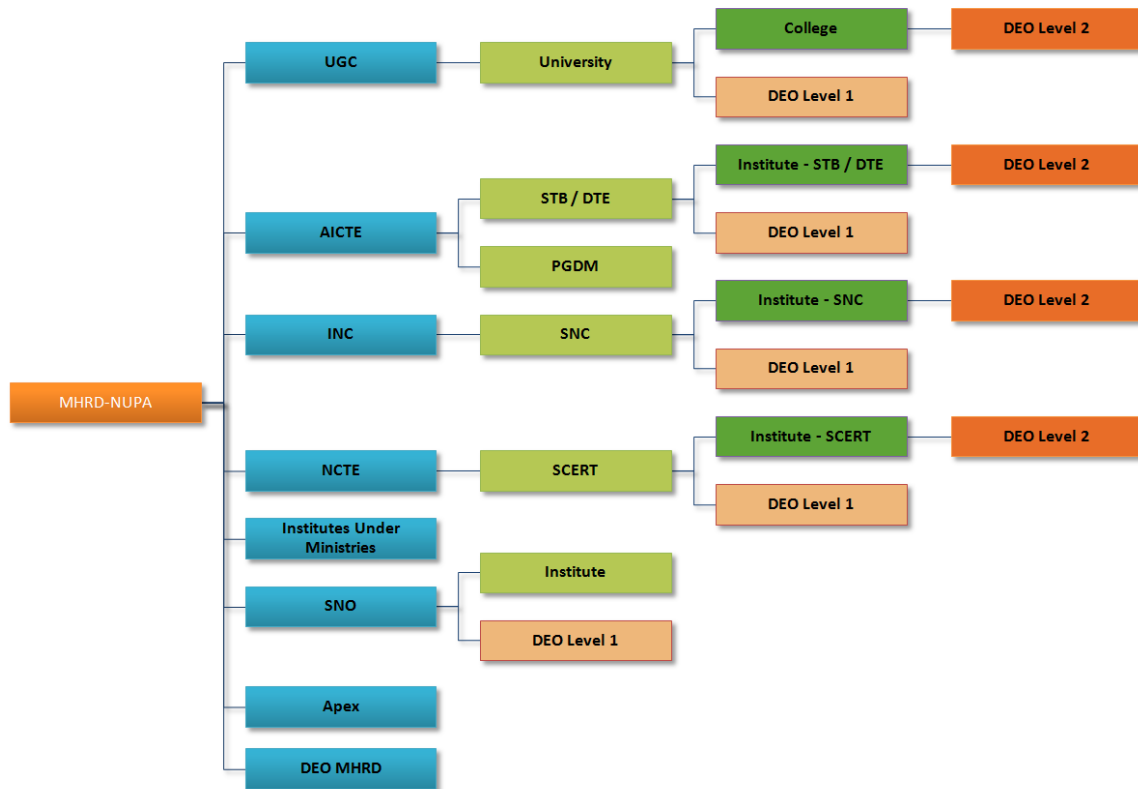
Verification Code: **751ae**

Enter Verification Code:

5. User Management Process

This functionality is enabling authorized user to view the list of user level down to it e.g. MHRD is the super User in User hierarchy who can view UGC, AICTE, INC, NCTE and SNO users for all level. User can filter out list by providing various parameters. User Management is also responsible for enabling/disabling users.

Below is Users hierarchy which demonstrate who can see and approve whom.



Note: There can be one or two sno’s in each state.

5.1 User List

On click on User Management link given at the left hand panel, List of users is being displayed on this page for each level down to it. User toggle through different level user list down to it by clicking Level 1, Level 2, etc. User also enabled to filter out list of user based Officers, State, User Status and Body.

Level 1 Users: MHRD, UGC, NUPA, AICTE, INC, NCTE, State Nodal Officer (SNO)

Level 2 Users: University Officer, PGDM Officers, State Board of Technical Education, State Nursing Council, State Council of Education Research & Training, PGDM etc.

Level 3 Users: College Officers, Institute-STB/DTE-Officer, Institute-SNB-Officer, Institute-SCERT-Officer & DEO II

Level 4 Users: DEO II

DEO Under MHRD: DEO Under MHRD.

Below are the user list screens:

- a. If User logged in as MHRD then level one screen layout is as below, user can use drop downs to filter out users list.

User Management

You are here : [Home](#)> [User Directory](#)> [User Management](#)

Level 1
Level 2
Level 3
Level 4
DEO Under MHRD

Select Officers:

Select Status:

One item found.
1

Select check box to send emails

Sr. No.	<input type="checkbox"/>	User ID	User Name	Role Name	User Status	Approve/Dis-Approve	Delete
1	<input type="checkbox"/>	ugc1956	Mohinder Yadav	UGC-Officer	Approved		---

One item found.
1

- a. If user logged in as MHRD and at Level three then he should be able to select Body, State and user status to filter out user list. A Welcome note will display user name and its role.

- User Management
- Form Management
- Survey Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail
- New User Registration

User Management

You are here : Home>User Directory> User Management

Level 1
Level 2
Level 3
Level 4
DEO Under MHRD

Select Body*

Select Status

State*

University

71 items found, displaying 1 to 20.
[\[First/Prev\]](#) [1](#) [2](#) [3](#) [4](#) [\[Next/Last\]](#)

Select check box to send emails



Sr. No.	<input type="checkbox"/>	User ID	User Name	Role Name	University Name	College Name	User Status	Approve/Dis-Approve	Delete
1	<input type="checkbox"/>	andc	Velagaleti Rao	College-Officer	University of Delhi	Acharya Narendra Dev College	Approved		---
2	<input type="checkbox"/>	aditi.pooja	pooja khanna	College-Officer	University of Delhi	Aditi Mahavidyalaya	Approved		---
3	<input type="checkbox"/>	ajiptdelhi	HEMANT JUNEJA	College-Officer	University of Delhi	Amar Jyoti Institute of Physiotherapy	Approved		---
4	<input type="checkbox"/>	nutanmishra	Nutan Mishra	College-Officer	University of Delhi	Atma Ram Sanatan Dharam College	Approved		---
5	<input type="checkbox"/>	autcdelhi	dr yusuf jamal	College-Officer	University of Delhi	Ayurvedic & Unani Tibbia College	Approved		---

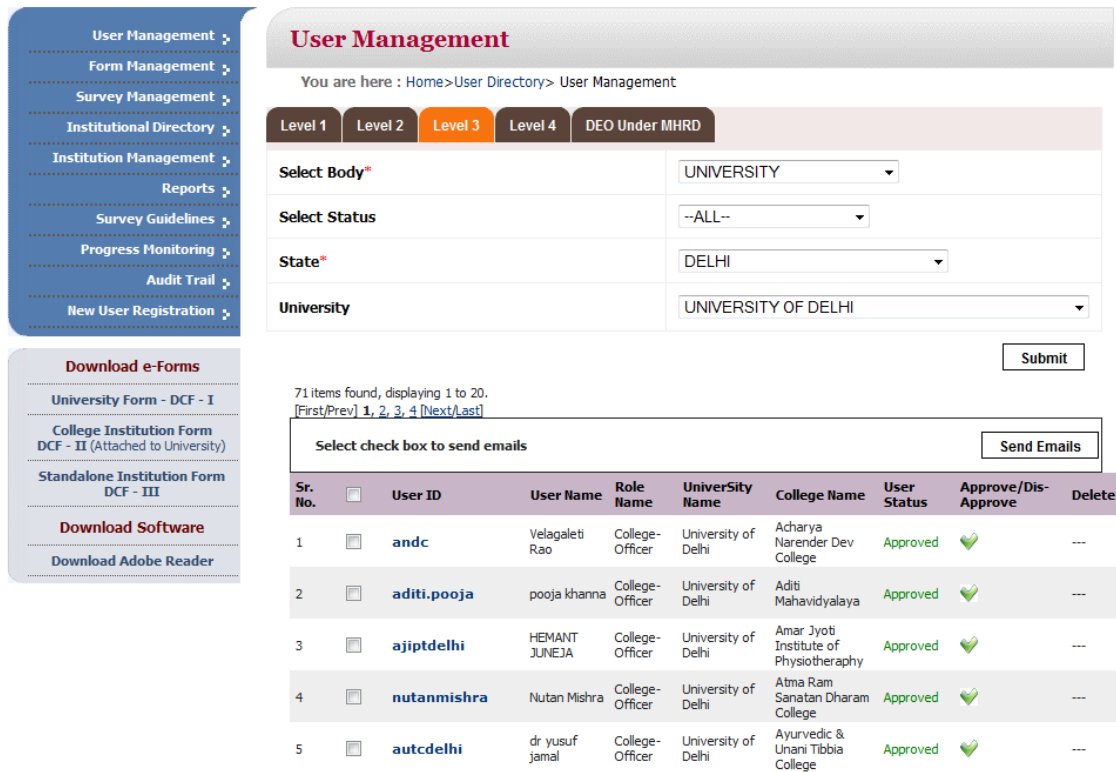
Note: Accordingly at each level down the MHRD, any authorized body can filter out user list for its sub levels.

List of users can vary from one level to other level. A user can only see list of user of below his/her level and its lower level bodies. There are four levels in the application as above diagram "User Management flow for AISHE".






Upon login user shall be taken to a role specific dashboard where he/she can list only respective users and forms i.e. if STEB shall be taken to STEB dashboard home page and he can only see DEO 2, DEO 1 and institute users list.

5.2 Approve/Disapprove users.

User can be approved and disapproved by authorized officials by clicking  (approve) and  (dis-approve) button on the screen. A warning message shall be displayed when a user is being approved.



The screenshot shows the 'User Management' interface. On the left is a navigation menu with options like 'User Management', 'Form Management', 'Survey Management', etc. The main content area has a breadcrumb 'Home>User Directory> User Management' and filter tabs for 'Level 1', 'Level 2', 'Level 3', 'Level 4', and 'DEO Under MHRD'. Below these are filter fields for 'Select Body*' (UNIVERSITY), 'Select Status' (--ALL--), 'State*' (DELHI), and 'University' (UNIVERSITY OF DELHI). A 'Submit' button is present. Below the filters, it says '71 items found, displaying 1 to 20.' and provides pagination links. A table with the following columns is shown: 'Sr. No.', 'User ID', 'User Name', 'Role Name', 'University Name', 'College Name', 'User Status', 'Approve/Dis-Approve', and 'Delete'. The table contains 5 rows of user data, all with 'Approved' status and a green heart icon.

Sr. No.	User ID	User Name	Role Name	University Name	College Name	User Status	Approve/Dis-Approve	Delete
1	andc	Velagaleti Rao	College-Officer	University of Delhi	Acharya Narendra Dev College	Approved		---
2	aditi.pooja	pooja khanna	College-Officer	University of Delhi	Aditi Mahavidyalaya	Approved		---
3	ajiptdelhi	HEMANT JUNEJA	College-Officer	University of Delhi	Amar Jyoti Institute of Physiotherapy	Approved		---
4	nutanmishra	Nutan Mishra	College-Officer	University of Delhi	Atma Ram Sanatan Dharam College	Approved		---
5	autcdelhi	dr yusuf jamal	College-Officer	University of Delhi	Ayurvedic & Unani Tibbia College	Approved		---

Business rule to Approve and disapprove user are as below:

1. MHRD can approve all UGC, AICTE, INC, NCTE and SNO users.
2. UGC can approve University; DEO level 1 user whereas Colleges under University can approve DEO Level 2 users.
3. AICTE can approve STEB users and DEO Level 1 users.
4. INC can approve SCERT users and DEO Level 1 users.
5. SNO can approve all DEO level 1 and all state level users.
6. Institute can approve all DEO level 1 users.

6. Download Forms Process

MHRD provides three different kinds of forms to accomplish survey. Each level has its own form. The forms are empty data template for survey which has to be filled up and uploaded to complete the process of submission of data.

User can download forms from “Download Forms” section at the left hand side panel. Kindly ensure that the Adobe latest version i.e. (Adobe 10.0) is installed on the computer as the form will not work properly in the absence of latest version of Adobe. Latest version of Adobe can be downloaded from the following link on the AISHE portal

Form Management

You are requested to download the latest DCF (I, II and III) forms before filling. Earlier downloaded forms ma

Upload DCF **Dashboard** Delete DCF Inconsistent DCF DCF-I Addendum

Filter Form Dashboard

Survey Year: 2011 - 2012 Form Type: -- All -- State: -- All -- Submit

Approval Status: Approved Approval Pending

User should have logged into the application to view download forms link.

Download e-Forms

University Form - DCF - I

College Institution Form
DCF - II (Attached to University)

Standalone Institution Form
DCF - III

Download Software

Download Adobe Reader

6.1 University Form - DCF-I

A University level form can be downloaded by clicking on [University Form - DCF - I](#) link as blow:

Download e-Forms

University Form - DCF - I

On clicking this link a dialogue box will be displayed which gives user option to save form on the disk. User shall be asked to choose survey year, state and University name to download form for a specific university.

User is provided with an option to prefill data into from either of previous survey year or Get a fresh copy of it.

Welcome Anshul Aggrawal , You are logged in as MHRD Officer Home --MY ACCOUNT--

User Management

Form Management

Survey Management

Institutional Directory

Institution Management

Reports

Survey Guidelines

Progress Monitoring

Audit Trail

New User Registration

Download DCF - I

[Click here to Download Help Manual](#)

*Survey Year: 2011 - 2012

*State: Andhra Pradesh

*University: Acharya NG Ranga Agricultural University, Hyderabad

Prefill basic information from previous survey data

Opening Acharya NG Ranga Agricultural University, Hyderabad.pdf

You have chosen to open:

Acharya NG Ranga Agricultural University, Hyderabad.pdf
 which is a: Adobe Acrobat Document
 from: http://10.248.82.21

What should Firefox do with this file?

Open with Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

6.2 College/ Institution Form - DCF - II

A College Institution Basic Information form can be downloaded from link [College Institution Form - DCF - II](#).

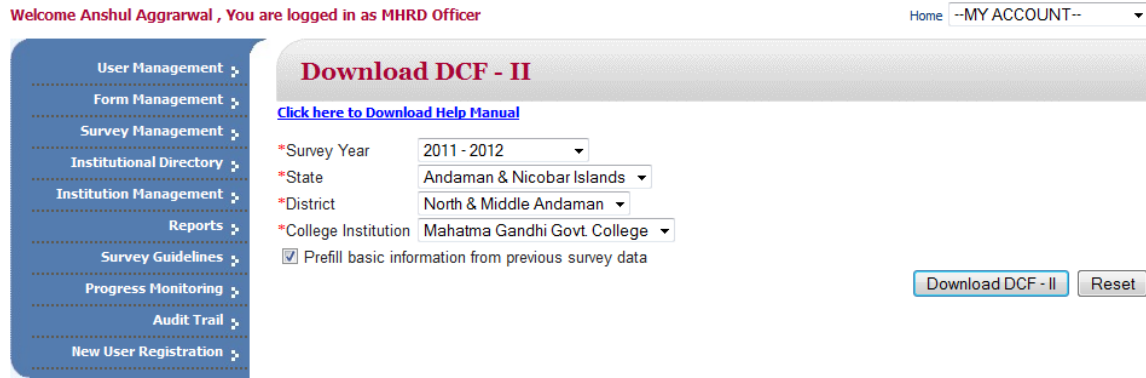
Download e-Forms

University Form - DCF - I

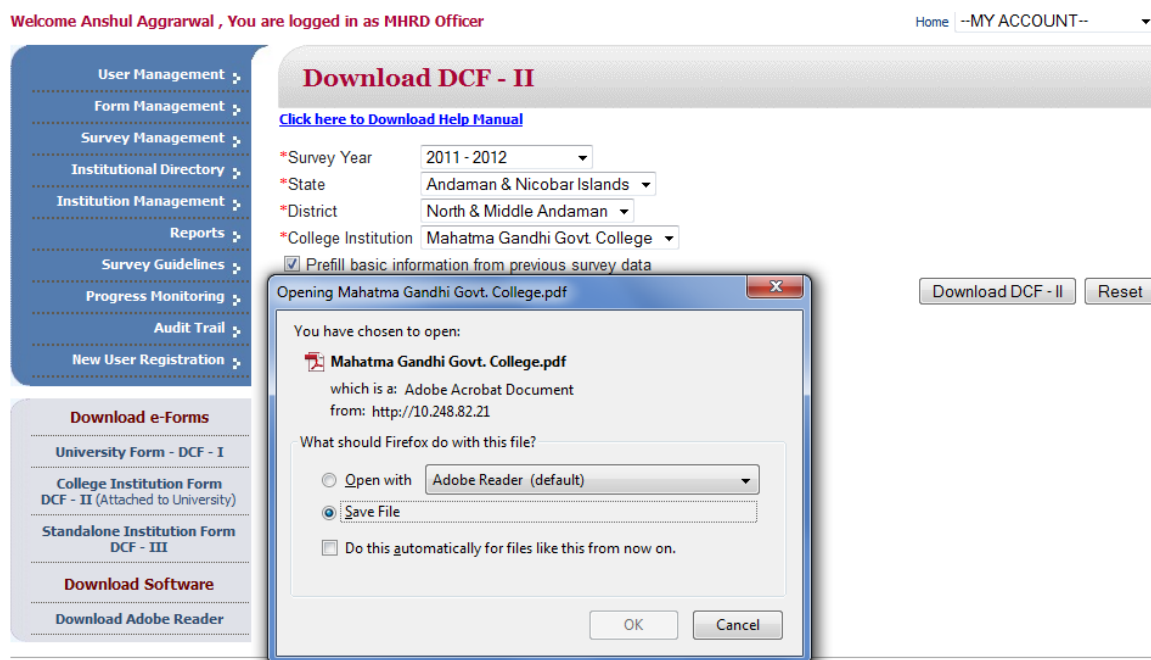
**College Institution Form
DCF - II (Attached to University)**

**Standalone Institution Form
DCF - III**

On clicking this link a new page shall open where in user has to select Survey year, State and name of the college/institute.

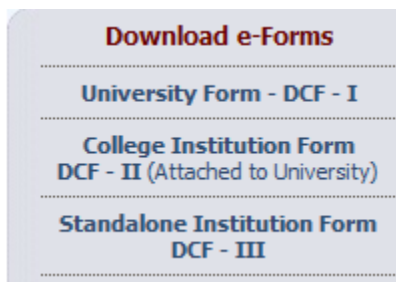


On clicking Download DCF -II button user shall be taken to dialogque box to save the form.



6.3 Standalone Institution Form - Basic Information

A Standalone Institution Basic Information form can be downloaded from link [Standalone Institution Form - DCF - III](#)



On clicking this link a new page shall open where in user has to select Survey year, State where Institute is located and name of the institute. Just like DCF – I & II User can download the form after filling up mandatory inputs.

Welcome Anshul Aggarwal , You are logged in as MHRD Officer Home --MY ACCOUNT--

- User Management
- Form Management
- Survey Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail
- New User Registration

Download e-Forms

- University Form - DCF - I
- College Institution Form
DCF - II (Attached to University)
- Standalone Institution Form
DCF - III

Download Software

- Download Adobe Reader

Download DCF - III

[Click here to Download Help Manual](#)

*Survey Year

*Institute type

*State

*Standalone

Prefill basic information from previous survey data

Opening A.P.GOVERNMENT INSTITUTE OF LEATHER TECHNOLOGY.pdf

You have chosen to open:

A.P.GOVERNMENT INSTITUTE OF LEATHER TECHNOLOGY.pdf
which is a: Adobe Acrobat Document
from: http://10.248.82.21

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

On clicking submit button user shall be taken to dialogue box to save the form.

7. Survey Management

Survey Management is enabled MHRD user to manage survey for a year. MHRD can start, stop, Edit & freeze survey for particular year. Multiple surveys can also be open/run at a time. With survey Management survey can be Created, Edited, & Freeze, Logs can be generated for each survey management activity.

7.1 New survey

MHRD can create a survey by providing start and end date.



मानव संसाधन विकास मंत्रालय
भारत सरकार
Ministry of Human Resource Development
Government of India

अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer Home --MY ACCOUNT--

Survey Management

New survey Edit survey Freeze survey Survey Log

Survey Year: 2013-2014 Start Date: 2014-09-30 End Date:

Create

October 2014

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Download e-Forms

7.2 Edit Survey

MHRD can edit a survey for a particular year by selecting that year in dropdown.



The screenshot displays the MHRD Survey Management interface. At the top, the header includes the Ministry of Human Resource Development logo and the text 'अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण All India Survey on Higher Education'. Below the header, a navigation bar shows 'Welcome Anshul Aggarwal , You are logged in as MHRD Officer' and a 'Home --MY ACCOUNT--' dropdown menu. The main content area is titled 'Survey Management' and features four buttons: 'New survey', 'Edit survey' (highlighted in orange), 'Freeze survey', and 'Survey Logs'. Below these buttons, there is a 'Survey Year' dropdown menu set to '2011-2012' and a 'Get Status' button. The status for the survey year 2011-12 is displayed as 'Status for survey year: 2011-12'. At the bottom, there are input fields for 'StartDate: 2013-03-05' and 'EndDate: 2013-10-02', along with an 'Update' button. A left-hand navigation menu lists various system functions such as User Management, Form Management, Survey Management, Institutional Directory, Institution Management, Reports, Survey Guidelines, Progress Monitoring, Audit Trail, and New User Registration.

7.3 Freeze Survey

A survey can be frozen for a particular DCF and state for a particular year by MHRD. MHRD needs to select check boxes of state and DCFs for the survey that need to be frozen temporarily.

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भारत सरकार
Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer
Home --MY ACCOUNT--

[User Management](#)
[Form Management](#)
[Survey Management](#)
[Institutional Directory](#)
[Institution Management](#)
[Reports](#)
[Survey Guidelines](#)
[Progress Monitoring](#)
[Audit Trail](#)
[New User Registration](#)

Survey Management

New survey
Edit survey
Freeze survey
Survey Logs

Survey Year: 2010-2011
Get Status

Logs for survey year: 2010-11			
State	DCF - I	DCF - II	DCF - III
<input checked="" type="checkbox"/> Andaman & Nicobar Islands	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Andhra Pradesh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arunachal Pradesh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bihar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Chandigarh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chhatisgarh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dadra & Nagar Haveli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Daman & Diu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Delhi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Goa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gujarat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Download e-Forms](#)
[University Form - DCF - I](#)
[College Institution Form
DCF - II \(Attached to University\)](#)
[Standalone Institution Form
DCF - III](#)

[Download Software](#)
[Download Adobe Reader](#)

7.4 Survey Logs

MHRD can see the logs of survey management of Create/Edit/Restart and Close survey activity. User is enabled to select a particular log activity to show the logs. The logs can also be exported into excel file.

The screenshot shows the MHRD Survey Management interface. At the top, there is a header with the Ministry of Human Resource Development logo and the text 'अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण' and 'All India Survey on Higher Education'. Below the header, a navigation bar contains 'New survey', 'Edit survey', 'Freeze survey', and 'Survey Logs' (highlighted in orange). The 'Survey Logs' section is active, showing a table of logs for the survey year 2011-12. The table has columns for User, Date, Action, New Start Date, and New End Date. A single log entry is visible for user 'rachna.sri' with a 'Create' action. Below the table is an 'Export to Excel' button.

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Ministry of Human Resource Development
Government of India

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All India Survey on Higher Education

Welcome Anshul Aggrawal , You are logged in as MHRD Officer Home --MY ACCOUNT--

Survey Management

New survey Edit survey Freeze survey **Survey Logs**

Survey Year: 2011-2012 Action: Create / Edit / Restart Get Logs

Logs for survey year: 2011-12				
User	Date	Action	New Start Date	New End Date
rachna.sri	2013-03-06 12:21:28.151571	Create	2013-03-14 00:00:00.0	2013-10-01 00:00:00.0

Export to Excel

8. Form Management Process

Form Fill Up Process

Downloaded forms now should be filled up with valid data to make it available to upload. Care should be taken to fill up the form and follow validation messages to fill up correct data. All fields marked by * are mandatory.

8.1 University Form


ALL INDIA SURVEY ON HIGHER EDUCATION

DATA CAPTURE FORMAT - I
University Form

UNIVERSITY / UNIVERSITY LEVEL INSTITUTIONS

YEAR : 2011 - 2012

As on 30th September 2011



Ministry of Human Resource Development
Department of Higher Education
New Delhi

BLOCK 1A: BASIC INFORMATION [Help](#)

1. State:

2. *Name of the University/University Level Institution

3. (i) *Postal Address Line 1:

(ii) Postal Address Line 2:

(iii) City:

(iv) *District:

(v) Web site:

(vi) Total Area [In acre]:

(vii) Total Constructed area [In sq m]:

4. (i) Year of Establishment (ii) Year when declared University

5. University Contact Details:

A. (i) *Name of Vice Chancellor / Director / Head:

(ii) *Contact No:

(iii) E-mail id:

B. (i) *Name of University Nodal Officer for AISHE:

(ii) *Designation:

(iii) *Telephone No: (with STD code) (iv) Mobile:

(v) *E-mail id:

6. *Location of the University / University Level Institution Rural Urban

7. Geographical referencing: Latitude (in degree) [Range: 0 - 38] Longitude (in degree) [Range: 68 - 98]

8. *Type of University / University Level Institution: In case of Others, please specify

9. (i) *Is it a Specialized University Yes No

(ii) If Yes, then select any one: In case of Others, please specify

10. *Whether the University / University Level Institution is exclusively meant for girls Yes No

11. (i) *Staff Quarter Available Yes No

ii) If Yes,

Category	Number
Teaching Staff	<input type="text"/>
Non Teaching Staff	<input type="text"/>
Total	<input type="text"/>

12. (i) *Does the University / University Level Institute has Student Hostel Yes No

(ii) If Yes, Number of Hostel

Sl.NO.	Name of Hostel	Hostel Type	Intake Capacity	No. of Students Residing
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BLOCK 1B: DETAILS OF THE REGIONAL CENTERS ATTACHED WITH THE OPEN UNIVERSITY / DUAL - MODE UNIVERSITY [Help](#)

1. (i) Whether the University offers Programme through Distance Education Mode: Yes No

(ii) If Yes, Number of Regional centers of the University

Sl.NO.	Name of the Regional Center	No. of Study Centers	State	District
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1

BLOCK 1C: DETAILS OF FACULTY / DEPARTMENT WISE COURSES OFFERED BY THE UNIVERSITY / UNIVERSITY LEVEL INSTITUTIONS [Help](#)

A. *Whether the University is constituted from colleges or is only an affiliating University
(All its Faculties & Departments are located in colleges only & No program runs in University Teaching Departments) Yes No

B : List of Faculty & Departments

1 Faculty / School Name

Sl.no.	Name of the Departments / Centres
1	<input type="text"/>

2. Regular Programme Details [All courses in which students are enrolled in the University are to be listed]

Programmes run directly through Faculty/ School (If applicable, Please tick in the adjacent box & list courses in following Table)

	Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
										Year	Month		
<input type="button" value="+"/> <input type="button" value="-"/>													

Programmes run through Departments/ Centres (If applicable, Please tick in the adjacent box & list courses in following Table)

	Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
										Year	Month		
<input type="button" value="+"/> <input type="button" value="-"/>													

Other Programmes, if any (If applicable, Please tick in the adjacent box & list courses in following Table)

	Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
										Year	Month		
<input type="button" value="+"/> <input type="button" value="-"/>													

3. Distance Programme Details

	Faculty / School	Department / Centre	Level	Name of the Programme	Discipline/ Subject	Broad Discipline Group Category	Broad Discipline Group Name	Intake	Number of Applicants	Course Duration		Type	Examination System
										Year	Month		
<input type="button" value="+"/> <input type="button" value="-"/>													

BLOCK 1D: STAFF INFORMATION [Help](#)

Note:
 PWD = Persons with Disability
 Other Minority = Christians, Sikhs, Buddhists and Zorastrians (Parsis)

1. TEACHING STAFF

Faculty Department

Designation	Grade Pay	Selection Mode	Type	Number of Teachers in Position										Remarks	
				General Category		Scheduled Cast(SC)		Scheduled Tribe(ST)		Other Backward Classes(OBC)		Total			
				Total	Female	Total	Female	Total	Female	Total	Female	Total	Female		
<input type="button" value="+"/> <input type="button" value="-"/>		Direct	Total												
			PWD (out of Total)												
			Muslim Minority (out of Total)												
			Other Minority (out of Total)												

Vacancy position of Teaching Staff [Please enter Sanctioned Strength against each Designation / ALL]

Designation	Sanctioned Strength	In Position	Vacancy
ALL			

2. NON TEACHING STAFF

Staff Type	Group	Sanctioned Strength	Number of post reserved for PWD	Type	Number in Position								Remarks		
					General Category		Scheduled Cast(SC)		Scheduled Tribe(ST)		Other Backward Classes(OBC)			Total	
					Total	Female	Total	Female	Total	Female	Total	Female		Total	Female
				Total											
				PWD (out of Total)											
				Muslim Minority (out of Total)											
				Other Minority (out of Total)											

BLOCK 1E: NUMBER OF STUDENTS ENROLLED IN THE UNIVERSITY / INSTITUTION [Help](#)

Note:
 PWD = Persons with Disability
 Other Minority = Christians, Sikhs, Buddhists and Zorastrians (Parsis)

Regular Course

Faculty Department

Level	Programme	Broad Discipline Group Name	Discipline / Subject	Type	Year	Category	Number of Total Students Enrolled								Remarks		
							General		SC		ST		OBC			Total	
							Total	Girls	Total	Girls	Total	Girls	Total	Girls		Total	Girls

Distance Course

Regional Center State District

Level	Programme	Broad Discipline Group Name	Discipline / Subject	Type	Year	Category	Number of Total Students Enrolled								Remarks		
							General		SC		ST		OBC			Total	
							Total	Girls	Total	Girls	Total	Girls	Total	Girls		Total	Girls

Foreign Students Enrollment

Whether Foreign Students are enrolled in the University Yes No

Out of the total student enrollment, number of foreign students in regular education mode

Country	Level	Programme	Broad Discipline Group Name	Discipline / Subject	Number of Students Enrolled	
					Total	Girls

Out of the total student enrollment, number of foreign students in distance education mode

	Country	Level	Programme	Broad Discipline Group Name	Discipline / Subject	Number of Students Enrolled					
						Total	Girls				
+ -											
BLOCK 1F: EXAMINATION RESULTS Help											
(Number of Students passed / awarded degree in the year 2011)											
Regular Mode											
	Level	Programme	Broad Discipline Group Name	Discipline / Subject	Total Number of Students Appeared		Total Number of Students Passed / Awarded Degree		Out of Total, Number of Students Passed with 60% or above		
					Total	Girls	Total	Girls	Total	Girls	
Distance Mode											
	Level	Programme	Broad Discipline Group Name	Discipline / Subject	Total Number of Students Appeared		Total Number of Students Passed / Awarded Degree		Out of Total, Number of Students Passed with 60% or above		
					Total	Girls	Total	Girls	Total	Girls	
Private / External Students' Result											
	Level	Programme	Broad Discipline Group Category	Broad Discipline Group Name	Discipline / Subject	Total Number of Students Appeared		Total Number of Students Passed / Awarded Degree		Out of Total, Number of Students Passed with 60% or above	
						Total	Girls	Total	Girls	Total	Girls
+ -											
BLOCK 1G: FINANCIAL INFORMATION Help											
(During Financial year 2011-2012)											

INCOME				EXPENDITURE			
S. No	Items	Amount in thousands	Amount converted in absolute Rs	S. No.	Items	Amount in thousands	Amount converted in absolute Rs
1	Grants Received from			1	Salary, Allowances & Retirement Benefits		
(i)	University Grants Commission			2	Buildings (Construction & Maintenance)		
(ii)	Distance Education Council			3	Library & Laboratory		
(iii)	Other Central Government Departments			4	Research Activities		
2	Grants Received from State Government			5	Scholarships		
3	Grants Received from Local Bodies			6	Grants to Colleges		
4	Donations			7	Other Expenses		
5	Tuition Fee			8	Total	0	0
6	Other Fees						
7	Interests						
8	Sale of Application Form						
9	Other Income						
10	Total	0	0				

BLOCK 1H: INFRASTRUCTURE RELATED DATA [Help](#)

Please tick mark in the box(es) against the infrastructure and enter the number wherever applicable, which is (are) available in the University / Institution.

Note:
 NKN = National Knowledge Network
 NMEICT = National Mission on Education through Information & Communication Technology

1.	Playground		
2.	Auditorium		
3.	Theatre		
4.	Library		
5.	Laboratory		
6.	Conference Hall		

7.	Health Center		
8.	Gymnasium/ Fitness Center		
9.	Indoor Stadium		
10.	Common Room		
11.	Computer Center		
12.	Cafeteria		
13.	Guest House		
14.	Separate Common Room exclusively for Girls		
15.	Solar Power Generation		
16.	Connectivity NKN		
17.	Connectivity NMEICT		

BLOCK 11: SCHOLARSHIPS, LOANS & ACCREDITATION

[Help](#)

1. SCHOLARSHIPS

Whether University / Institution maintains scholarships data: Yes No

Category	Number of Students Receiving Scholarships										Remarks	
	General Category		Scheduled Cast(SC)		Scheduled Tribe(ST)		Other Backward Classes(OBC)		Total			
	Total	Female	Total	Female	Total	Female	Total	Female	Total	Female		
Total												
PWD (out of Total)												
Muslim Minority (out of Total)												
Other Minority (out of Total)												

2. EDUCATION LOANS

Whether University / Institution maintains education loans data: Yes No

Category	Number of Students Availing Education Loans										Remarks	
	General Category		Scheduled Cast(SC)		Scheduled Tribe(ST)		Other Backward Classes(OBC)		Total			
	Total	Female	Total	Female	Total	Female	Total	Female	Total	Female		
Total												
PWD (out of Total)												
Muslim Minority (out of Total)												
Other Minority (out of Total)												

3. ACCREDITATION

Whether University / Institution accredited: Yes No

If Yes,

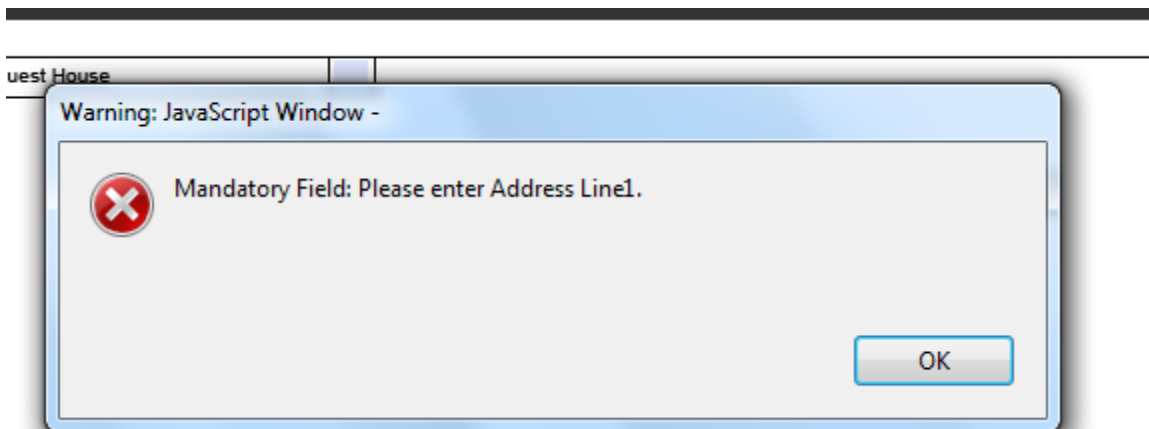
Accreditation Body	Score	Grading

Others, Please specify

Accreditation Body	Score	Grading

BLOCK 1J: REMARKS

After filling up all mandatory fields user can press Check Form button. A warning message shall be displayed detailing validation errors which has to be corrected to save the form. e.g. if a address line 1 is left empty then following warning message would pop up while checking the form.



Once form is save then can be uploaded. User can modify any incorrect entry through Modify button.

8.2 Upload Form Process

This functionality enables a user to upload forms. Each level of user is authorized specific role to upload various kinds of forms. System shall be allowing uploading only those forms which are entitled to that user or it shall give a warning i.e. you are not authorized to upload this type of form.


Below are steps to upload a form.

Step one: Click on brows button on the page as given below



It will take user on a window dialog box to choose a file. User can select the file which was downloaded from the form download section & complete data is filled up & saved. Only .pdf file is allowed to be uploaded.

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Ministry of Human Resource Development
Government of India



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All India Survey of Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD/NUEPA-Officer Home --My Account--

User Management

Form Management

Download e-Forms

- University Form - DCF - I
- College/Institution Form - DCF - II (Attached to University)
- Standalone Institution Form - DCF - III

My Dashboard

Choose File to Upload

Upload PDF File:

Form Type: -- All -- State: -- All --

Forms to be Approved

1 to 20.

6, 7, 8 [Next/Last]

Sl. No.	College/Institute	state	Form Type	Uploaded By	Upload Date	Approved By	Approved Date
1	Ahmedabad University	Gujarat	DCF-I	AHDUNI2009	2011-08-10 18:14:48.684	AHDUNI2009	2011-08-10 18:14:48.684
2	Nirma University of Science & Technology, Gandhinagar	Gujarat	DCF-I	nirmauni	2011-08-18 16:42:19.629	nirmauni	2011-08-18 16:42:19.629
3	Gujarat National Law University, Gandhinagar	Gujarat	DCF-I	pateldharm	2011-08-26 11:30:36.928	pateldharm	2011-08-26 11:30:36.928
4	Guru Angad Dev Veterinary & Animal Sciences University, Ludhiana	Punjab	DCF-I	ruchika.gupta	2011-08-26 15:56:43.374	ruchika.gupta	2011-08-26 15:56:43.374
5	Nirma University of Science & Technology, Gandhinagar	Institute of Technology, Nirma University	DCF-II	nirmauni	2011-09-02 11:46:43.679	nirmauni	2011-09-02 11:46:43.679

Adobe Reader

Step two: Click on submit button after selecting a valid form.

8.3 Approve Form Process

This functionality enables a user to approve forms uploaded by its subordinate's body's users. User can download forms from here and verify if form is filled up correctly with valid data. User can then approve the form by clicking on approve link on the page. **Form filled and uploaded by the DEO level officer requires mandatory approval by the officer above the DEO.**

There are two tabs on this page named as Approved Forms and Forms to be approved which lists approved and pending forms respectively.

User can filter out uploaded forms by Body, Officers, States and University wise.

Below is the Form Management screen.

Form Management

You are requested to download the latest DCF (I, II and III) forms before filling. Earlier downloaded forms may

Upload DCF
Dashboard
Delete DCF
Inconsistent DCF
DCF-I Addendum

Filter Form Dashboard

Survey Year: 2010 - 2011 Form Type: DCF - I State: Bihar Submit

Approval Status: Approved Approval Pending

20 items found, displaying all items.

S. No.	University/Body	College/Institute	State	Form	Uploaded By	Upload Date	Approved By	Approved Date
1	Chankaya National Law University, Patna		Bihar	DCF-I	cnlupatna	2011-09-22 12:16:35.048	cnlupatna	2011-09-22 12:16:35.048
2	Indian Institute of Technology, Patna		Bihar	DCF-I	iitpnodal	2011-09-28 16:53:50.388	iitpnodal	2011-09-28 16:53:50.388

9. Institutional Directory

This functional is a general purpose directory where a User can search for a particular University, College or a Standalone Institution as per the various filters provided under separate categories such as State etc.

It falls under following categories:

9.1 Universities

Here, the user can search for a University by selecting a particular State.

The screenshot shows the MHRD portal header with the Ministry of Human Resource Development logo and the All India Survey on Higher Education banner. The user is logged in as Anshul Aggarwal. The left sidebar contains navigation options like User Management, Form Management, Survey Management, Institutional Directory, Institution Management, Reports, Survey Guidelines, Progress Monitoring, Audit Trail, and New User Registration. The main content area is titled 'Institutional Directory' and shows the search path: Home > Institutional Directory > Universities. The search filters are set to State: GUJARAT and University: GUJARAT AYURVEDA UNIVERSITY, JAMNAGAR. The search results show one item found, listed in a table with columns: University Name, State/District, Website, and Nodal Officer.

University Name	State/District	Website	Nodal Officer
Gujarat Ayurveda University, Jamnagar	Gujarat/ Jamnagar	www.ayurveduniversity.edu.in	Dr. A. P. Chavda Contact No:- 0 Email:- pro@ayurveduniversity.com

9.2 Colleges

Here, The User can search for a College by using the 3 filters as shown below.

The screenshot shows the same MHRD portal interface. The search path is now: Home > Institutional Directory > Colleges. The search filters are set to State: GUJARAT, University: AHMEDABAD UNIVERSITY, and College: AES INSTITUTE OF COMPUTER STUDIES. The search results show one item found, listed in a table with columns: College Name, Address, Website, and Nodal Officers.

College Name	Address	Website	Nodal Officers
AES INSTITUTE OF COMPUTER STUDIES	POST BOX NO. 4206H.L. COLLEGE CAMPUS Ahmadabad	www.aesics.ac.in	Shri Bipin V. Mehta Contact No:- 0 Email:- info@aesics.ac.in

9.3 Standalone Institution

The Same functionality can be used to search for an Institution under a particular State.

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Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer Home --MY ACCOUNT--

- User Management >
- Form Management >
- Survey Management >
- Institutional Directory >**
- Institution Management >
- Reports >
- Survey Guidelines >
- Progress Monitoring >
- Audit Trail >
- New User Registration >

Institutional Directory

You are here : Home > Institutional Directory > Standalone Institution

State *

Institute

One item found.

Institute Name	Address	Website	Nodal Officer
BUDDHA INSTITUTE OF TECHNOLOGY GAYA	Behind Triraj Cold Storage, Industrial Area, On Gaya-Dobhi RoadOn Gaya-Dobhi Road, Gaya Gaya	www.bodhgayabit.org	Awadhesh Kumar Contact No:- 09431224777 Email:- awadheshkr77@gmail.com

9.4 INC Institutions

The functionality is provided to search for Nursing Institute in a particular State.

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भारत सरकार
Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer Home --MY ACCOUNT--

- User Management >
- Form Management >
- Survey Management >
- Institutional Directory >**
- Institution Management >
- Reports >
- Survey Guidelines >
- Progress Monitoring >
- Audit Trail >
- New User Registration >

Universities & Colleges

You are here : Home > Universities & Colleges > INC Institutes

State *

Institute

Nothing found to display

10. Institution Management:

This functionality enables user to Add, Edit, View or Delete a particular University. The following 4 snapshots depict the 4 features of the same.

10.1 Universities:

10.1.1 Add:

10.1.2 View:

University Name	Edit	Delete
National Institute of Technology Arunachal Pradesh		
North Eastern Regional Institute of Science & Technology, Papum Pare, Itanagar		
Rajiv Gandhi University, Itanagar		

10.1.3 Edit:

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भारत सरकार
Ministry of Human Resource Development
Government of India

अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal, You are logged in as MHRD Officer Home --MY ACCOUNT--

Institution Management - University

You are here : Home > Institutional Management > Universities

State * BIHAR

University Name * abc 1

Shift To State * ARUNACHAL PRADESH

Update

Eg:- Delhi Technical University, Delhi

21 items found, displaying 1 to 10.
[First/Prev] 1, 2, 3 [Next/Last]

University Name	Edit	Delete
abc 1		
Aryabhata Knowledge University, Patna		
Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur		
Bhupendra Narayan Mandal University, Madhepura		
Bihar Agriculture University, Sabour		
Central University of Bihar, Patna		
Chankaya National Law University, Patna		
Indian Institute of Technology, Patna		

10.1.4 Delete:

The User here can delete a particular University & its corresponding data by clicking on the “Delete” Icon.

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भारत सरकार
Ministry of Human Resource Development
Government of India

अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal, You are logged in as MHRD Officer Home --MY ACCOUNT--

Institution Management - University

You are here : Home > Institutional Management > Universities

State * ARUNACHAL PRADESH

Eg:- Delhi Technical University, Delhi

3 items found, displaying all items.
1

University Name	Edit	Delete
National Institute of Technology Arunachal Pradesh		
North Eastern Regional Institute of Science & Technology, Papum Pare, Itanagar		
Rajiv Gandhi University, Itanagar		

10.2 Colleges:

This functionality enables users to Add, View, and Edit, Affiliate, De-affiliate, Delete and View Log for colleges. The following snapshots depict these features of the same.

10.2.1 Add:

The users here can add a particular college & its corresponding data by clicking on "Add" button.

The screenshot displays the MHRD portal interface for adding a new college. The header includes the Ministry of Human Resource Development logo and the text 'अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण All India Survey on Higher Education'. The user is logged in as 'Anshul Aggarwal, MHRD Officer'. The main content area is titled 'Institution Management - College' and shows the breadcrumb 'Home > Institutional Management > College Management - Add New College (for Survey Year : 2011-2012)'. The form contains the following fields:

- *University State: ---SELECT STATE OF UNIVERSITY---
- *University Name: ---SELECT UNIVERSITY---
- *College Type: ---SELECT COLLEGE TYPE---
- *College State: ---SELECT STATE OF COLLEGE---
- *College District: ---SELECT DISTRICT OF COLLEGE---
- *College Name: Write College Name here...

Buttons for 'Add' and 'Reset' are located at the bottom right of the form. A sidebar on the left contains navigation links such as 'User Management', 'Form Management', 'Survey Management', 'Institutional Directory', 'Institution Management', 'Reports', 'Survey Guidelines', 'Progress Monitoring', 'Audit Trail', and 'New User Registration'. Below the sidebar, there are links for 'Download e-Forms' (University Form - DCF - I, College Institution Form DCF - II, Standalone Institution Form DCF - III) and 'Download Software'.

10.2.2 View:

The users here can View particular of a college under any University, States and College.

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Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer Home --MY ACCOUNT--

- User Management
- Form Management
- Survey Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail
- New User Registration

Institution Management - College

You are here : Home > Institutional Management > College Management - View College (for Survey Year : 2011-2012)

*University State :

*Select College Location:
 Same State Other States

*University Name :

College Type:

[All](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)
 50 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Serial No	College Name	College Type	State	District	University Name
1	Indraprastha College for Women	Affiliated Col	Delhi	EAST	University of Delhi
2	Institute of Home Economics	Affiliated Col	Delhi	SOUTH	University of Delhi
3	Janki Devi Memorial College	Affiliated Col	Delhi	CENTRAL	University of Delhi
4	Jesus & Mary College	Affiliated Col	Delhi	NEW DELHI	University of Delhi
5	Kamala Nehru College	Affiliated Col	Delhi	SOUTH	University of Delhi
6	Keshav Mahavidyalaya	Affiliated Col	Delhi	NORTH WEST	University of Delhi
7	Lady Hardinge Medical College	Affiliated Col	Delhi	NEW DELHI	University of Delhi
8	Lady Sri Ram College for Women	Affiliated Col	Delhi	SOUTH	University of Delhi
9	Maharaja Agrasen College	Affiliated Col	Delhi	EAST	University of Delhi
10	Maharishi Valmiki College of Education	Affiliated Col	Delhi	EAST	University of Delhi

50 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Export to Excel

10.2.3 Edit:

The users here can edit particular of a college by through this functionality.

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Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer
Home --MY ACCOUNT--

Institution Management - College

You are here : Home > Institutional Management > Edit College (for Survey Year : 2011-2012)

*University State :
DELHI

*Select College Location:

 Same State
 Other States

*University Name :
UNIVERSITY OF DELHI

College Type:
AFFILIATED COLLEGE - 1

Submit
Reset

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)
50 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Serial No	College Name	College Type	State	District	Edit College
1	Indraprastha College for Women	AFFILIATED COL	Delhi	EAST	
2	Institute of Home Economics	AFFILIATED COL	Delhi	SOUTH	
3	Janki Devi Memorial College	AFFILIATED COL	Delhi	CENTRAL	
4	Jesus & Mary College	AFFILIATED COL	Delhi	NEW DELHI	
5	Kamala Nehru College	AFFILIATED COL	Delhi	SOUTH	
6	Keshav Mahavidyalaya	AFFILIATED COL	Delhi	NORTH WEST	
7	Lady Hardinge Medical College	AFFILIATED COL	Delhi	NEW DELHI	
8	Lady Shri Ram College for Women	AFFILIATED COL	Delhi	SOUTH	
9	Maharaja Agrasen College	AFFILIATED COL	Delhi	EAST	

Download e-Forms

- University Form - DCF - I
- College Institution Form DCF - II (Attached to University)
- Standalone Institution Form DCF - III
- Download Software
- Download Adobe Reader

On clicking **Edit** link user shall be able to edit Name, State, District and College Type.

- User Management >
- Form Management >
- Survey Management >
- Institutional Directory >
- Institution Management >
- Reports >
- Survey Guidelines >
- Progress Monitoring >
- Audit Trail >
- New User Registration >

Download e-Forms

University Form - DCF - I

College Institution Form DCF - II (Attached to University)

Standalone Institution Form DCF - III

Download Software

Download Adobe Reader

Institution Management - College

You are here : Home > Institutional Management > Edit College (for Survey Year : 2011-2012)

*University State :

*Select College Location:

Same State Other States

*University Name :

College Type:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

50 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Serial No	College Name	College Type	State	District	Edit College
1	Indraprastha College for Women	AFFILIATED COL	Delhi	EAST	
2	Institute of Home Economics	AFFILIATED COL	Delhi	SOUTH	
3	Janki Devi Memorial College	AFFILIATED COL	Delhi	CENTRAL	
4	Jesus & Mary College	AFFILIATED COL	Delhi	NEW DELHI	
5	Kamala Nehru College	AFFILIATED COL	Delhi	SOUTH	
6	Keshav Mahavidyalaya	AFFILIATED COL	Delhi	NORTH WEST	
7	Lady Hardinge Medical College	AFFILIATED COL	Delhi	NEW DELHI	
8	Lady Shri Ram College for Women	AFFILIATED COL	Delhi	SOUTH	
9	Maharaja Agrasen College	AFFILIATED COL	Delhi	EAST	
10	Maharishi Valmiki College of Education	AFFILIATED COL	Delhi	EAST	

Edit College Details

Edit College Name:

Current College State: *New College State:

Current College District: *New College District:

Current College Type: *New College Type:

10.2.4 Affiliate:

The users here can Affiliate a college to a university by selecting Affiliating University, States

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Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer
Home --MY ACCOUNT--

- User Management
- Form Management
- Survey Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail
- New User Registration

Institution Management - College

You are here : Home > Institutional Management > College Management - Affiliate College (for Survey Year : 2011-2012)

*State of Affiliating University:

*Name of Affiliating University:

*State of De-affiliating University:

*Name of De-affiliating University:

7 items found, displaying all items. 1

De-affiliated College Name	De-affiliating Univ. Name	College State	College Type	College District
<input type="checkbox"/> Delhi College of Arts & Commerce	University of Delhi	Delhi	Affiliated Col	SOUTH WEST
<input type="checkbox"/> Delhi Institute of Pharmaceutical Sciences & Research	University of Delhi	Delhi	Affiliated Col	SOUTH
<input type="checkbox"/> Deshbandhu College	University of Delhi	Delhi	Affiliated Col	SOUTH
<input type="checkbox"/> Durgabai Deshmukh College of Special Education	University of Delhi	Delhi	Recognized Ce	SOUTH
<input type="checkbox"/> Dyal Singh College (Evening)	University of Delhi	Delhi	Affiliated Col	SOUTH
<input type="checkbox"/> Hans Raj College	University of Delhi	Delhi	Affiliated Col	NORTH
<input type="checkbox"/> Lakshmi Bai College	University of Delhi	Delhi	Affiliated Col	NORTH WEST

7 items found, displaying all items. 1

10.2.5 De-affiliate:

The users here can De-Affiliate a college to the corresponding University by clicking on “Deaffiliate” button.

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Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer Home --MY ACCOUNT--

- User Management
- Form Management
- Survey Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail
- New User Registration

Institution Management - College

You are here : Home > Institutional Management > College Management - College Deaffiliation (for Survey Year : 2011-2012)

*State of University:

*Name of De-affiliating University:

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

53 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

College Name	College District	College State	College Type
<input type="checkbox"/> Indraprastha College for Women	EAST	Delhi	Affiliated Col
<input type="checkbox"/> Institute of Home Economics	SOUTH	Delhi	Affiliated Col
<input type="checkbox"/> Janki Devi Memorial College	CENTRAL	Delhi	Affiliated Col
<input type="checkbox"/> Jesus & Mary College	NEW DELHI	Delhi	Affiliated Col
<input type="checkbox"/> Kamala Nehru College	SOUTH	Delhi	Affiliated Col
<input type="checkbox"/> Keshav Mahavidyalaya	NORTH WEST	Delhi	Affiliated Col
<input type="checkbox"/> Lady Hardinge Medical College	NEW DELHI	Delhi	Affiliated Col
<input type="checkbox"/> Lady Shri Ram College for Women	SOUTH	Delhi	Affiliated Col
<input type="checkbox"/> Maharaja Agrasen College	EAST	Delhi	Affiliated Col
<input type="checkbox"/> Maharishi Valmiki College of Education	EAST	Delhi	Affiliated Col

53 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

10.2.6 Delete:

The users here can delete a particular college & its corresponding data by clicking on “Delete” icon.

The screenshot displays the 'Institution Management - College' interface. At the top, it shows the Ministry of Human Resource Development logo and the text 'अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण All India Survey on Higher Education'. Below the header, a user notification reads 'Welcome Anshul Aggarwal, You are logged in as MHRD Officer' and a 'Home --MY ACCOUNT--' dropdown menu. The left sidebar contains a navigation menu with options like 'User Management', 'Form Management', 'Survey Management', 'Institutional Directory', 'Institution Management', 'Reports', 'Survey Guidelines', 'Progress Monitoring', 'Audit Trail', and 'New User Registration'. The main content area is titled 'Institution Management - College' and shows the breadcrumb 'You are here : Home > Institutional Management > College Management - College Deletion (for Survey Year : 2011-2012)'. Below this, there are two dropdown menus: '*State of University:' set to 'DELHI' and '*Name of De-affiliating University:' set to 'UNIVERSITY OF DELHI'. There are 'Submit' and 'Reset' buttons. A table lists 7 colleges with columns for 'College Name', 'College District', 'College State', and 'College Type'. The table includes entries like 'Delhi College of Arts & Commerce', 'Delhi Institute of Pharmaceutical Sciences & Research', 'Deshbandhu College', 'Durgabai Deshmukh College of Special Education', 'Dyal Singh College (Evening)', 'Hans Raj College', and 'Lakshmi Bai College'. At the bottom of the table, there are 'Delete', 'UpgradeToUniversity', and 'Reset' buttons.

10.2.7 View Log

The users can View Log for particular Log Type by clicking on “Submit” button.

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Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD Officer
Home --MY ACCOUNT--

- User Management >
- Form Management >
- Survey Management >
- Institutional Directory >
- Institution Management >
- Reports >
- Survey Guidelines >
- Progress Monitoring >
- Audit Trail >
- New User Registration >

Institution Management - University

You are here : Home > Institutional Management > College Management - View Log (for Survey Year : 2011-2012)

Log Type:

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

College Name	Affiliating University	Deleted Date Time	Deleted By	Survey Year
Dyal Singh College	Dyal Singh College	3/1/13 12:15:16 PM, 161	anshul	2011-2012
Gargi College	Gargi College	3/1/13 11:28:08 AM, 665	anshul	2011-2012
Hindu College	Hindu College	3/1/13 4:22:54 PM, 649	anshul	2011-2012
Indira Gandhi Institute of Physical Education & Sports Sciences	Indira Gandhi Institute of Physical Education & Sports Sciences	3/1/13 12:39:35 PM, 641	anshul	2011-2012
Kirori Mal College	Kirori Mal College	3/1/13 12:20:42 PM, 105	anshul	2011-2012
Lady Irwin College	Lady Irwin College	3/1/13 2:41:59 PM, 773	anshul	2011-2012

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

Download e-Forms

- University Form - DCF - I
- College Institution Form DCF - II (Attached to University)
- Standalone Institution Form DCF - III

Download Software

- Download Adobe Reader



10.3 Standalone Institution:

This functionality enables user to Add, Edit, View or Delete a particular Standalone Institution. The following 4 snapshots depict the 4 features of the same.

10.3.1 Add

The screenshot displays the MHRD portal interface. At the top, the header includes the Ministry of Human Resource Development logo and the text 'अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण' (All India Survey on Higher Education). The user is logged in as 'Anshul Aggarwal, MHRD-Officer'. The main content area is titled 'Institution Management - Standalone Institution'. A breadcrumb trail shows 'Home > Institution Management > Standalone Institution'. The form contains the following fields:

- State *: GUJARAT
- Institute Type *: STATE TECHNICAL BODY
- Institute Name *: [Empty text box]

An example text 'Eg:- Government Polytechnic, Delhi' is provided below the name field. A 'Submit' button is located at the bottom right of the form. On the left sidebar, there is a 'Download e-Forms' section with links for 'University Form - DCF - I', 'College/Institution Form - DCF - II (Attached to University)', and 'Standalone Institution Form - DCF - III'.

10.3.2 View

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All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD-Officer
Home --MY ACCOUNT--

- User Management
- Form Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail

Institution Management - Standalone Institution

You are here : Home > Institution Management > Standalone Institution

Current State *

Institute Type *

Eg:- Government Polytechnic, Delhi

62 items found, displaying 1 to 20.
[First/Prev] 1, 2, 3, 4 [Next/Last]

Institute Name	Edit	Delete
ADITYA INSTITUTE OF TECHNOLOGY, DELHI		
AMBEDKAR POLYTECHNIC SHAKARPUR (OPP MADHUBAN)		
APEEJAY SCHOOL OF MANAGEMENT		
ARYABHAT POLYTECHNIC G.T.KARNAL ROAD		
ASIA-PACIFIC INSTITUTE OF MANAGEMENT		
BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES SHAKARPUR (OPP MADHUBAN)		
BHARATIYA VIDYA BHAVAN'S USHA AND LAKSHMI MITTAL INSTITUTE OF MANAGEMENT		

10.3.3 Edit

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भारत सरकार
Ministry of Human Resource Development
Government of India
अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण
All India Survey on Higher Education

Welcome Anshul Aggarwal , You are logged in as MHRD-Officer
Home --MY ACCOUNT--

- User Management
- Form Management
- Institutional Directory
- Institution Management
- Reports
- Survey Guidelines
- Progress Monitoring
- Audit Trail

Institution Management - Standalone Institution

You are here : Home > Institution Management > Standalone Institution

Current State *

Institute Type *

Institute Name

Shift to State

Eg:- Government Polytechnic, Delhi

62 items found, displaying 1 to 20.
[First/Prev] 1, 2, 3, 4 [Next/Last]

Institute Name	Edit	Delete
ADITYA INSTITUTE OF TECHNOLOGY, DELHI		
AMBEDKAR POLYTECHNIC SHAKARPUR (OPP MADHUBAN)		
APEEJAY SCHOOL OF MANAGEMENT		

10.3.4 Delete:

The User here can delete a particular Standalone Institution & its corresponding data by clicking on the “Delete” Icon.

The screenshot shows the MHRD portal interface. The header includes the Ministry of Human Resource Development logo and the text 'अखिल भारतीय उच्चतर शिक्षा सर्वेक्षण All India Survey on Higher Education'. The user is logged in as 'MHRD-Officer'. The main content area is titled 'Institution Management - Standalone Institution' and shows a list of institutions with 'Current State' set to 'DELHI' and 'Institute Type' set to 'STATE TECHNICAL BODY'. The table lists 62 items, with the first few visible:

Institute Name	Edit	Delete
ADITYA INSTITUTE OF TECHNOLOGY, DELHI		
AMBEDKAR POLYTECHNIC SHAKARPUR (OPP MADHUBAN)		
APEEJAY SCHOOL OF MANAGEMENT		
ARYABHAT POLYTECHNIC G.T.KARNAL ROAD		
ASIA-PACIFIC INSTITUTE OF MANAGEMENT		
BHAI PARMANAND INSTITUTE OF BUSINESS STUDIES SHAKARPUR (OPP MADHUBAN)		
BHARATIYA VIDYA BHAVAN'S USHA AND LAKSHMI MITTAL INSTITUTE OF MANAGEMENT		

11. Know your Approving Authority

A user can know it's approving authority information by selecting his role in Select Your Role dropdown

Steps to search you're approving authority Information.

- Click on Know Your Approving Authority Officer at the right panel of Home Page.
- Select your role in the dropdown
- Select the state where your Institute is located or your University is located.
- Select the University in the drop down if you are a College Officers.
- Click on the Search button

Know Your Approving Authority

Role Profile		* Mandatory
Select Your Role *	COLLEGE-OFFICER	
State *	04 - CHANDIGARH	
University*	PANJAB UNIVERSITY,CHANDIGARH	

Sr. No.	Approving Authority	Role Name	Contact Number	E-Mail Id
1	Ravi K Mahajan	University-Officer	Mobile: Landline: 01722534316	rkmahajan@pu.ac.in
2	NANDITA SHUKLA SINGH	SNO-Officer	Mobile: 9815913327 Landline:	drnandita@rediffmail.com
3	Vijay P. Goel	MHRD/NUEPA-Officer	Mobile: 098684379 Landline: 01123381484	vjayp54@gmail.com
4	Sanjay	MHRD/NUEPA-Officer	Mobile: 9312079165 Landline: 01123381877	sanjay.digi@nic.in
5	Ruchika	MHRD/NUEPA-Officer	Mobile: 9968392052 Landline: 011-23385935	ruchika.gupta@nic.in

12. Reports

User can generate various reports in this module, reports can be generated by with and without applying filters of States Name, Institution Name, Institution type etc.

Reports are divided into following category.

- Level wise report
- State Wise report
- Institution wise report
- Category wise report

Report Category then further is divided into combination of two categories such as State wise Level wise or Institution wise Category wise etc. Report can be generated in PDF and in EXCEL format.

Below is attached list of report list.



Adobe Acrobat
Document

12.1 Screen layout

Below is screen layout of Report home page, Reports are divided into sections. Basic Reports section is marked as red.

Welcome Anshul Aggrawal , You are logged in as MHRD Officer Home --MY ACCOUNT--

- User Management >
- Form Management >
- Survey Management >
- Institutional Directory >
- Institution Management >
- Reports >**
- Survey Guidelines >
- Progress Monitoring >
- Audit Trail >
- New User Registration >

Download e-Forms

University Form - DCF - I

College Institution Form
DCF - II (Attached to University)

Standalone Institution Form
DCF - III

Download Software

Download Adobe Reader

Reports

You are here : Home > Reports

Survey Year: 2011 - 2012

Business Intelligence Reports			
Basic Reports			
1. University Report (DCF - I)	Report 1	Generate PDF	-
2. College Report (DCF - II)	Report 2	Generate PDF	-
3. Standalone Institution Report (DCF - III)	Report 3	Generate PDF	-

- List Of Institutions
- Number Of Institutions
- Teaching Staff
- Non Teaching Staff
- Student Enrolment
- Gender Ratio
- Out Turn
- Infrastructure
- Progress Monitoring
- Finance
- Pupil Teacher Ratio
- Programmes & Discipline
- List of All Colleges

12.2 Report Generation without filter.

Click on Generate PDF link against report “State-wise List of Stand-Alone Institutions”

The screenshot shows the 'Reports' section of the MHRD portal. The breadcrumb trail is 'You are here : Home > Reports'. The 'Survey Year' is set to '2010-2011'. A list of reports is displayed, including 'Business Intelligence Reports', 'Basic Reports', and 'List Of Institutions'. Two reports are listed:

Report Name	Report ID	Generate PDF	Generate Excel
1. State-wise List of Universities & Attached Institutions	Report 4	Generate PDF	Generate Excel
2. State-wise List of Stand-Alone Institutions	Report 5	Generate PDF	Generate Excel

A dialog box titled 'Opening Report 5 12102012122752463PM.pdf' is overlaid on the page. It contains the following text:

You have chosen to open
Report 5 12102012122752463PM.pdf
which is a: Adobe Acrobat Document
from: http://aishe.nic.in

What should Firefox do with this file?

Open with: Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

Buttons: OK, Cancel

12.3 Report Generation with filter.

Click on “Category-Wise Number Of Male & Female Non-Teaching Staff In University & Its Colleges” report, it will take you to new screen where Non Teaching Staff Type dropdown allows user to select a filter value to generate report.

Report

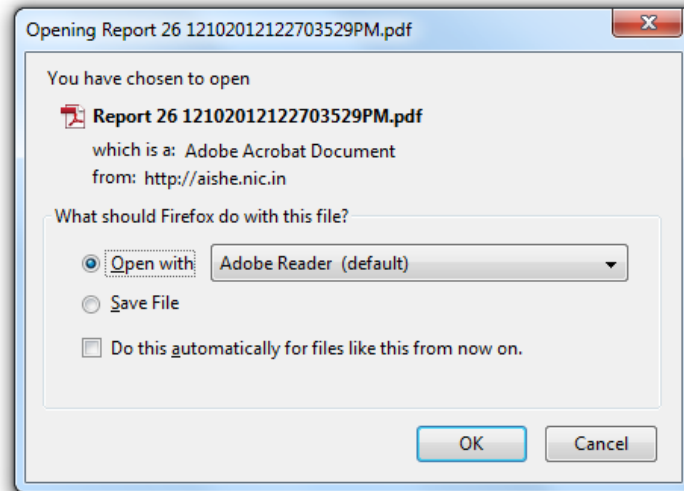
You are here : [Home](#) > [Reports](#) > Non-Teaching Staff > Category-Wise Number Of Male & Female Non-Teaching Staff In University & Its Colleges

Non-Teaching Staff Type:

NON TEACHING STAFF EXCLUDING LIB & PHY EDUCATION - 1 ▾

Generate Report

Reset



12.4 Static Contains

Information about AISHE Survey is available on application home page which can be access through various links.

Below is the list of the link.

- ABOUT MHRD: Details about MHRD.
- ABOUT SURVEY: Details about Survey.
- TASK FORCE & COMMITTEES: Details about Task Force & other Committees constituted for AISHE
- RELATED LINKS: Link for other related organizations such as AICTE, MCI etc
- CONTACT US: Contact information of AISHE officials.
- Directory of Institutions: This contains Directory of Universities and its colleges and stand-alone institutions.
- Survey Guidelines: Instruction Manual, User Manual, Guidelines for Universities, Colleges and stand-alone Institutions and State Nodal Officers
- Data Capture Formats: Word Files of the 3 Data capture formats; DCF-I, DCF-II & DCF-III of survey can be downloaded through this link. **These forms can only be used to fill the data in hard copy. These cannot be uploaded on the survey Portal. Formats which could be uploaded can be accessed only after login through login id and password on the portal.**

- Reports: Pilot Report can be downloaded through this link. Other reports, compiled from the survey data will be available as and when prepared.

12.5 Business Intelligence Reports

BI Reports can be generated through a BI User Interface , User may need to login the Interface to generate the reports.

Annexure:

Role Access Matrix: Each User is assigned with specific role that shall enable her to access a particular functionality in the application. Attached is the annexure that specifies report level access to a particular user of a level.



Reports-Access-Matr
ix.xlsx

ಕರ್ನಾಟಕ ಸಂಸ್ಕೃತ ವಿಶ್ವವಿದ್ಯಾಲಯ

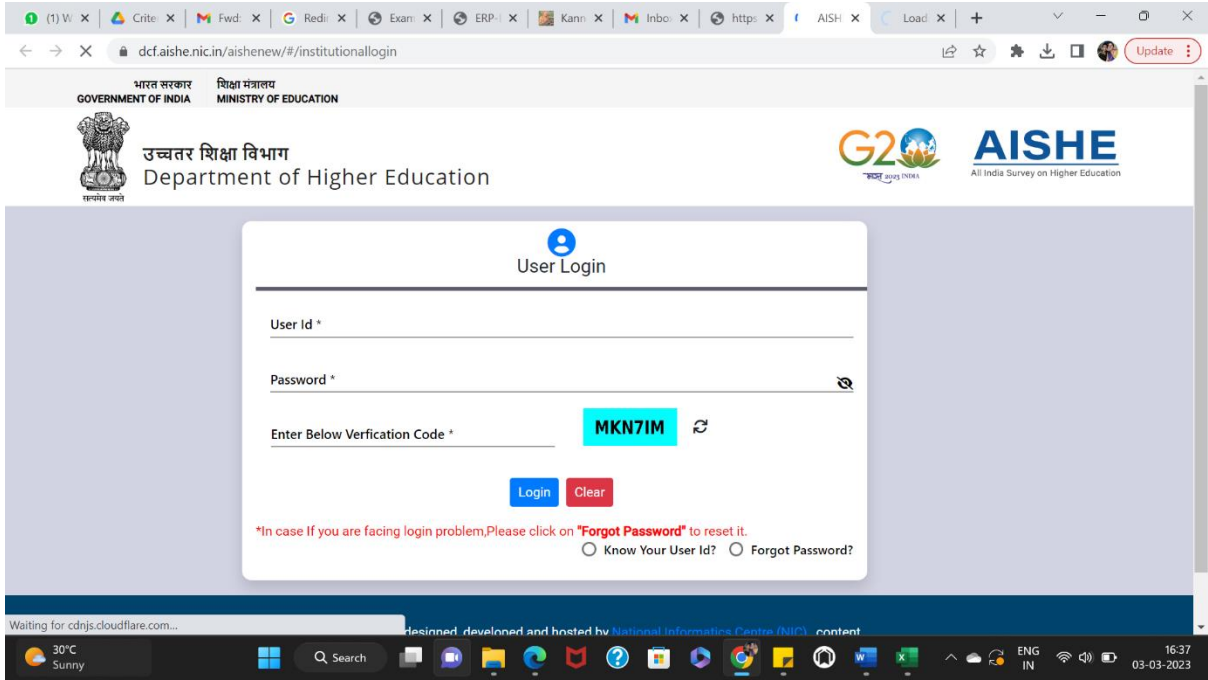
ಶ್ರೀ ಚಾಮರಾಜೇಂದ್ರ ಸಂಸ್ಕೃತ ಮಹಾವಿದ್ಯಾಲಯ ಆವರಣ
ಪಂಪಮಹಾಕವಿ ರಸ್ತೆ, ಚಾಮರಾಜಪೇಟೆ, ಬೆಂಗಳೂರು - 560018.



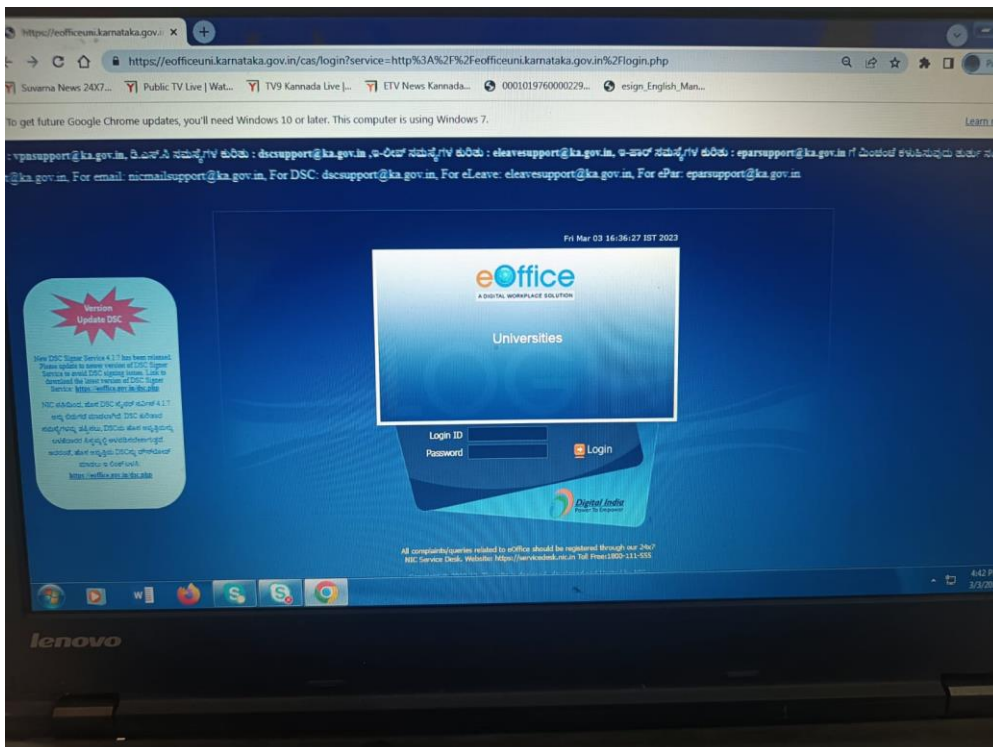
ಕರ್ನಾಟಕ-ಸಂಸ್ಕೃತ-ವಿಶ್ವವಿದ್ಯಾಲಯ:

ಶ್ರೀ ಚಾಮರಾಜೇಂದ್ರ ಸಂಸ್ಕೃತ ಮಹಾವಿದ್ಯಾಲಯಸ್ಯ ಪರಿಸರ:
ಪಂಪಮಹಾಕವಿಮಾರ್ಗ:, ಚಾಮರಾಜಪೆಟೆ, ಬೆಂಗಳೂರು - 560018.

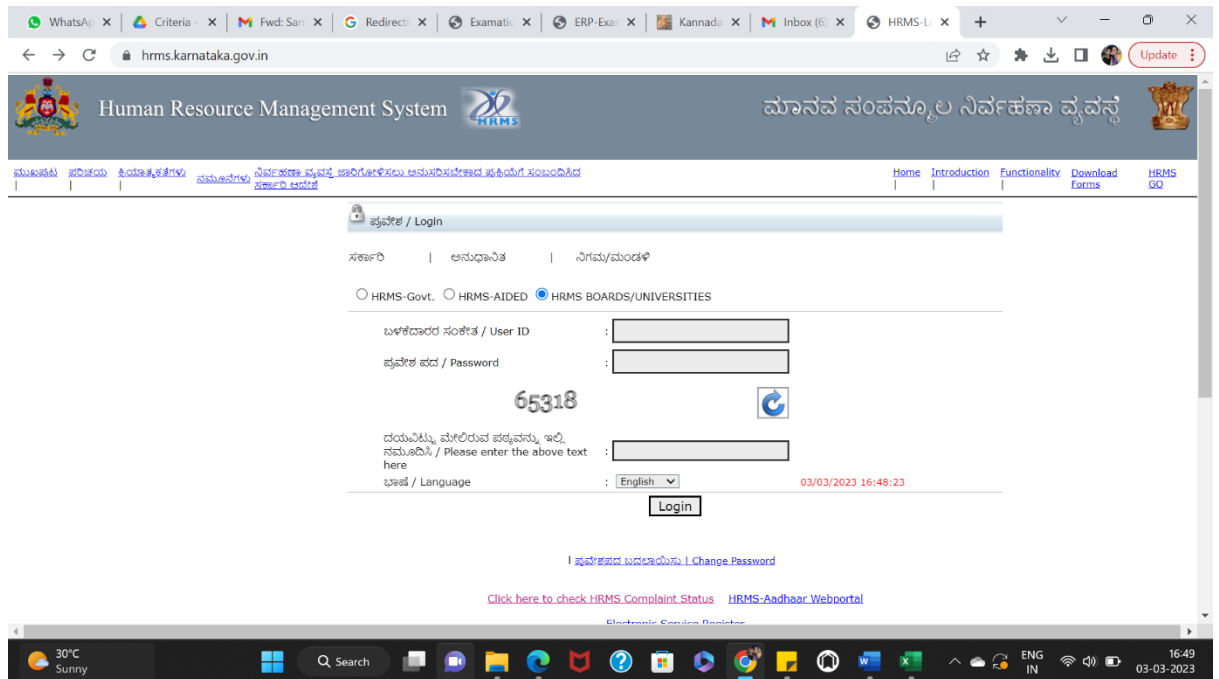
1. Aishe portal of university



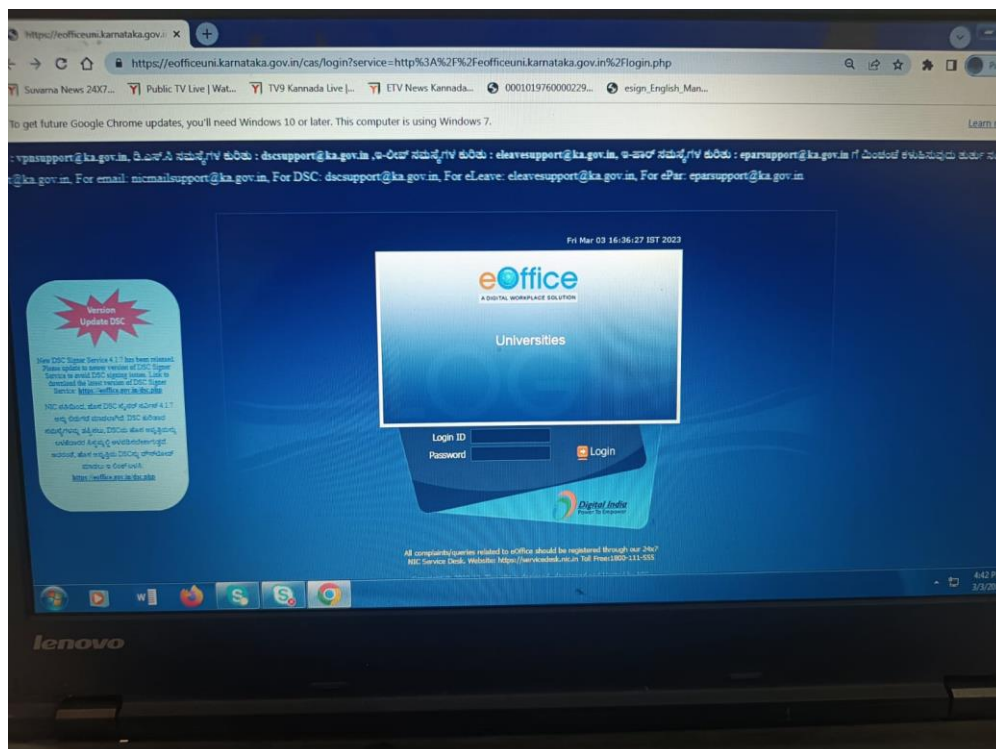
2. e-office user interface



3.HRMS



4. e-office



5. GeM

6. E-procurement

7. Online admission

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8.sakala

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Note: Supported browser versions are Internet explorer 9+, Mozilla 50+ and Chrome 52+ and Best Screen Resolutions is 1600X900px.

KARNATAKA SAKALA SERVICES ACT, 2011 AND (AMENDMENT) ACT, 2014

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8. iPGRS

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9. State Scholarship Portal

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10. National Scholarship Portal

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State of Domicile/अधियासित राज्य * ? Scholarship Category/छात्रवृत्ति श्रेणी * ?
 Choose your option Choose your option

Name of Student/अभ्यर्थी का नाम * ? Scheme Type/योजना का प्रकार * ?
 Choose your option Choose your option

Date of Birth (DD/MM/YYYY)/जन्म तिथि * Gender/लिंग *

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11. Online examination Process

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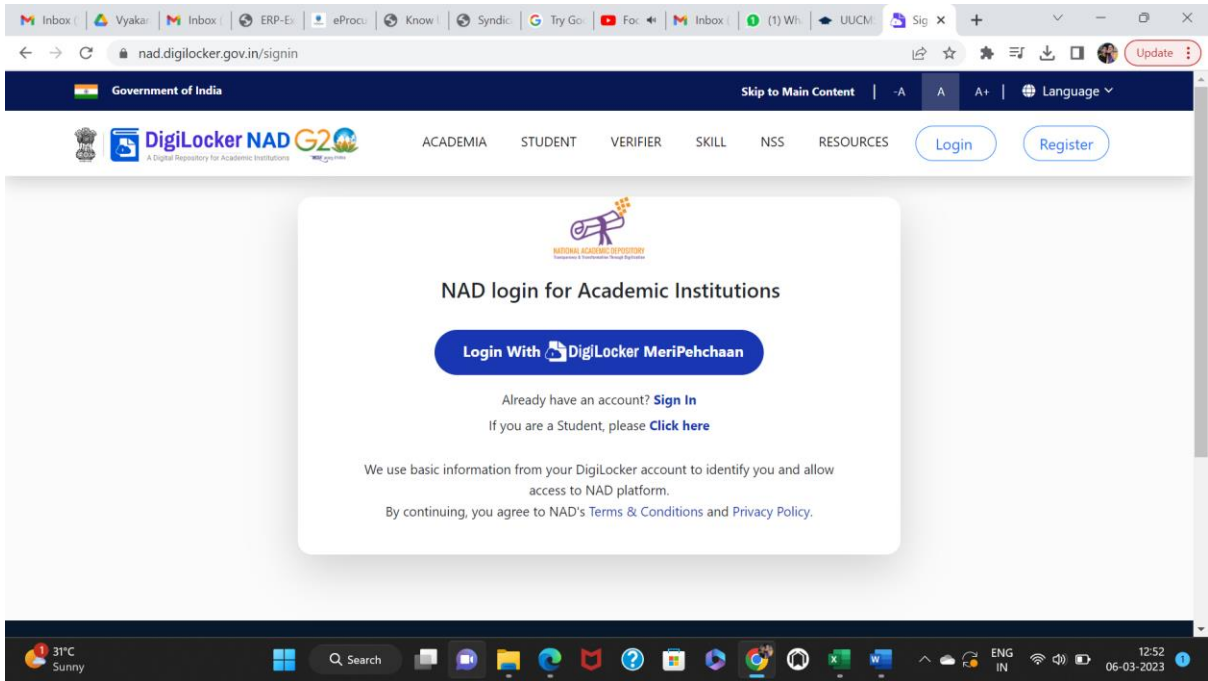
Password
Enter Password

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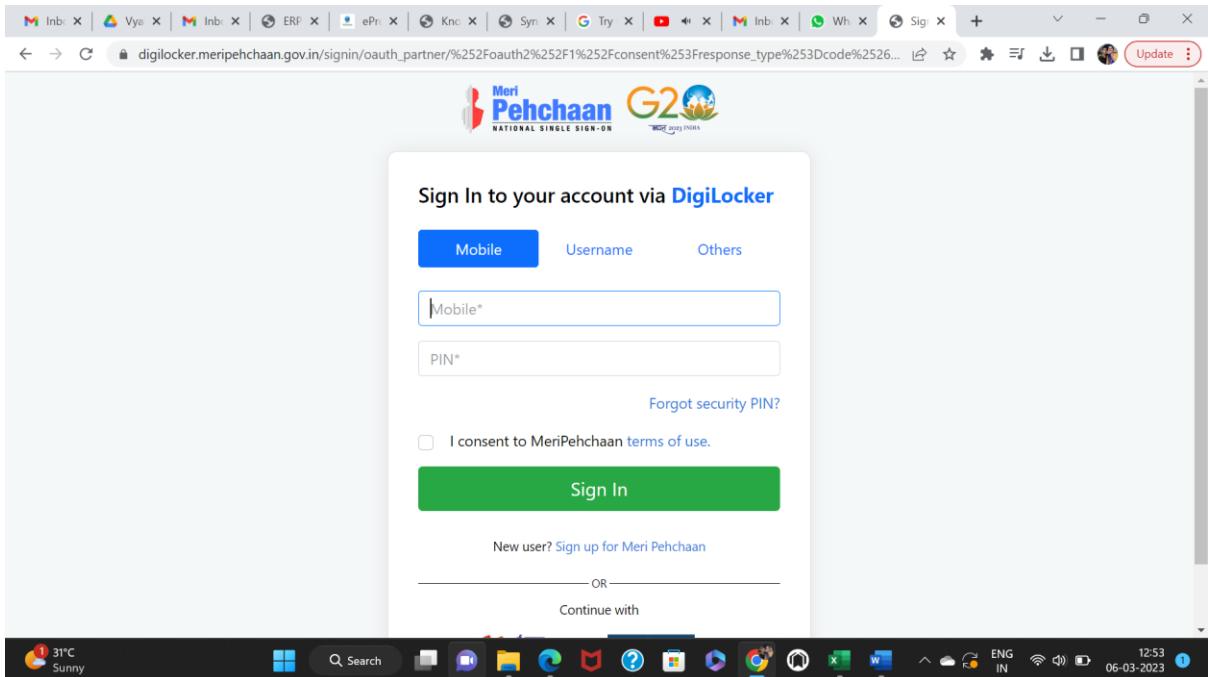
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6 2 8 6 5 Enter Captcha

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12. NAD



13.ABC



14.Tally

