

Working with E-OFFICE

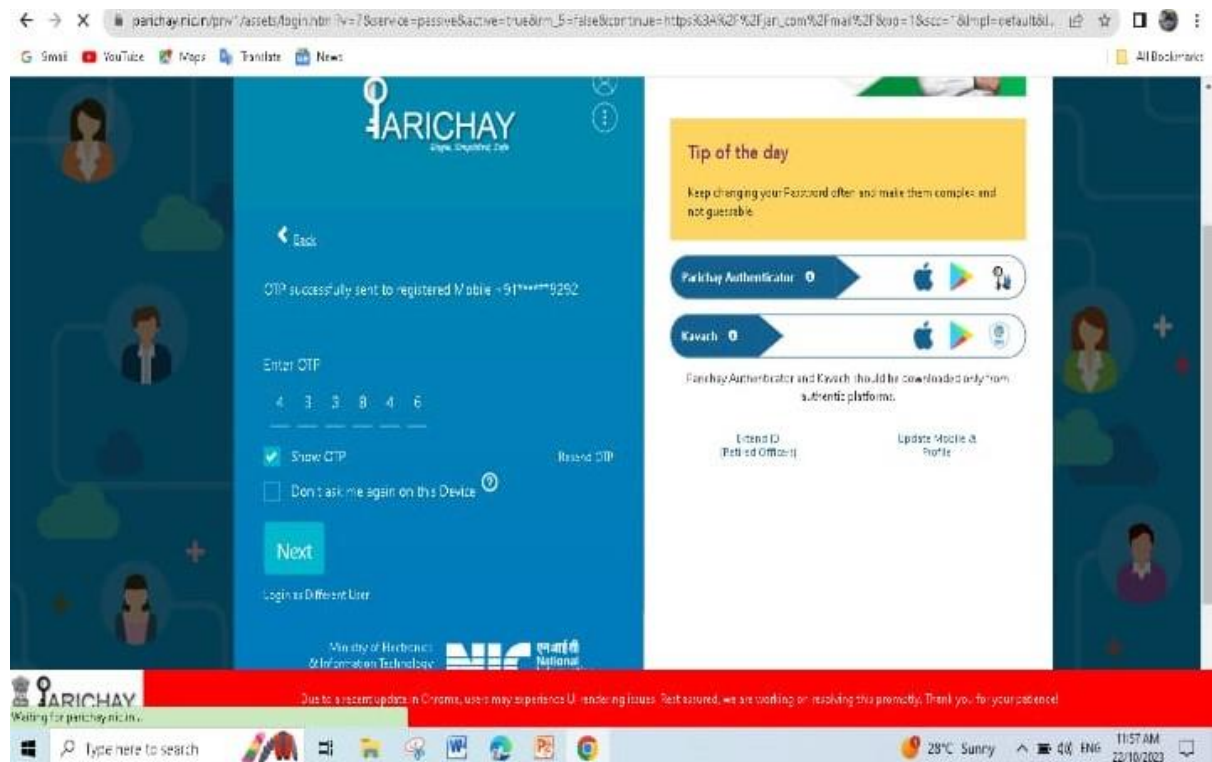
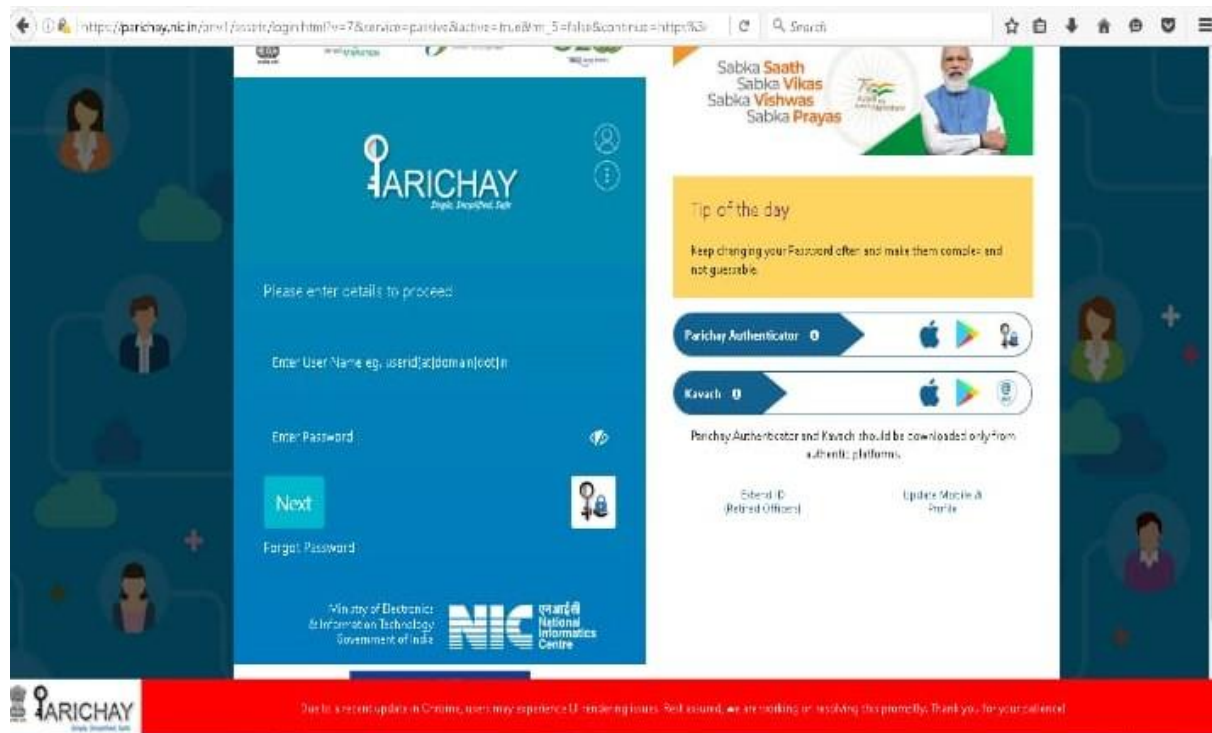
OCTOBER 2023

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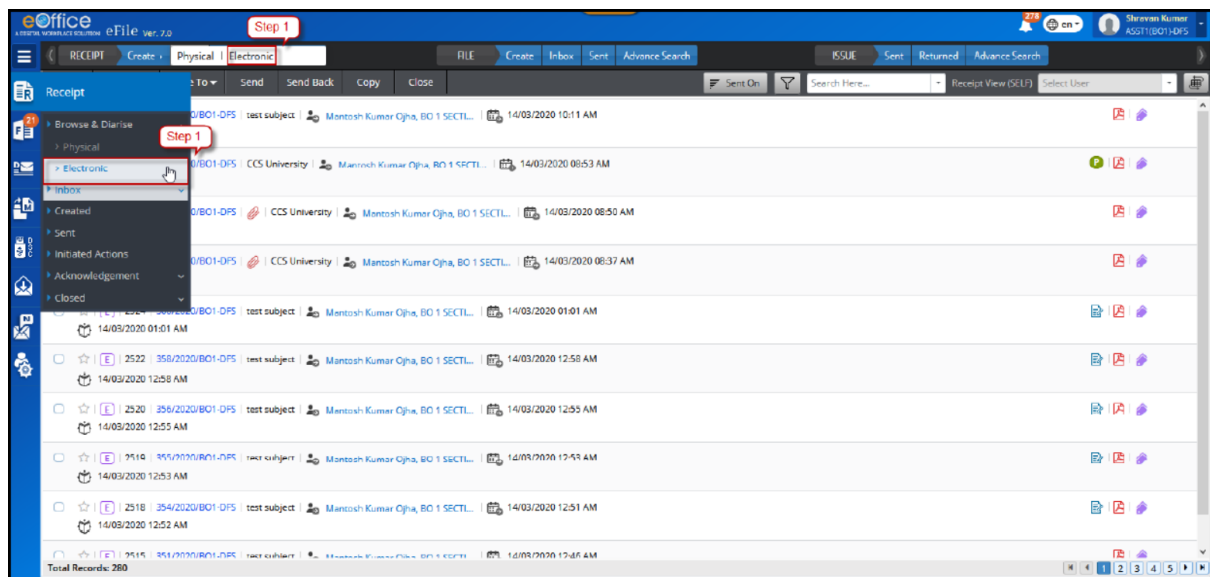
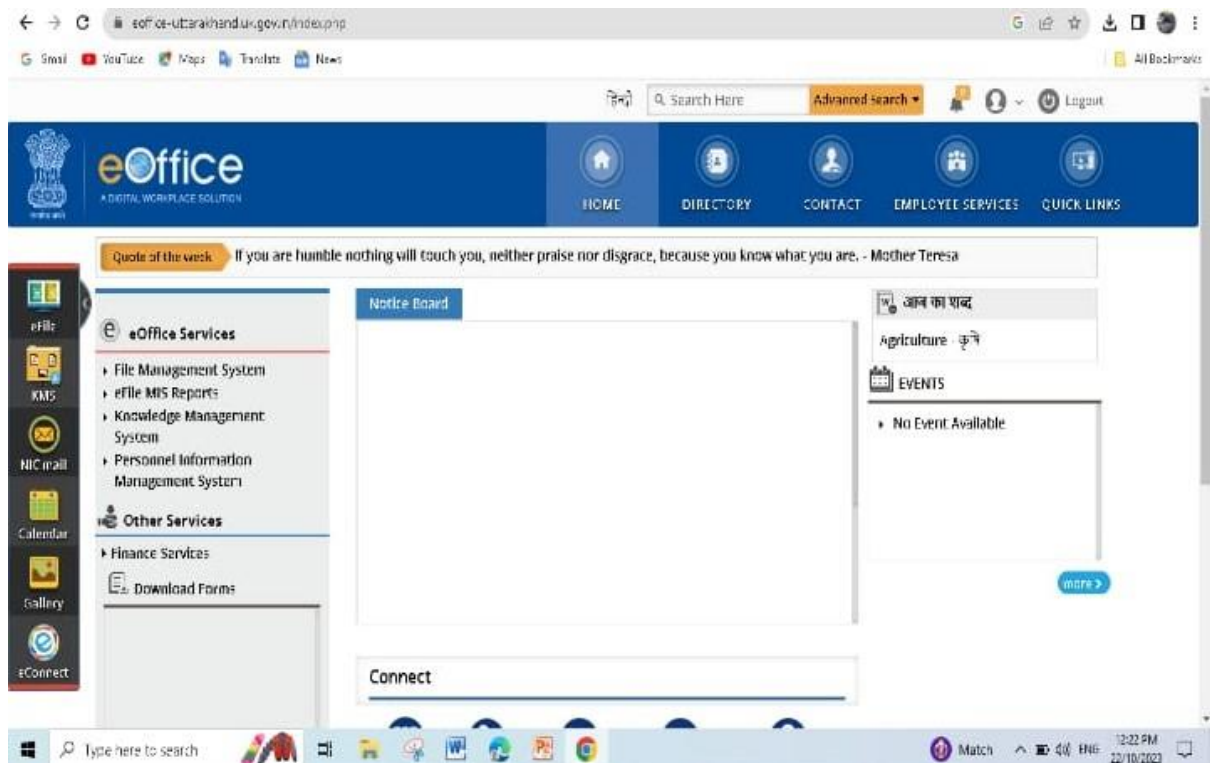
1. Process for login

(Go to URL: <https://eoffice-uttarakhand.uk.gov.in> → Enter Mail-id and Password → Enter the OTP received on mobile → click the check box don't ask again on this device)



2. Process for Diarization

(Go to FMS→Receipt→Browse and Diarise→Select 'Electronic'→Browse and Upload pdf (mandatory)→Enter Letter Details→ Click 'Generate Receipt')



office-utarakhand.usg.gov.in/eFile/Receipt/createElectronic

Google Gmail YouTube Maps Translate News All Rockers

eOffice eFile 7.0

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

Upload Restore Full Only (20 MB)

Diary Details

Diary Date: 22/10/2023
 Received Date: 22/10/2023
 Delivery Mode: By hand
 POP: Choose One

Forms Of Communications: Letter
 Letter Code: doimwyy
 Mail Number:
 Language: English
 Letter Ref. No.:
 Sender Type: Choose One

Contact Details Add to Address Book

Min/Dept/Others:
 Name:
 Designation:
 Organization:
 Mobile:
 Email:
 Address:
 Personal Acknowledgement:
 Generate Generate & Send Generate & Copy

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Type here to search

Actions that can be Performed-

A. Save the receipt generated without sending it further.

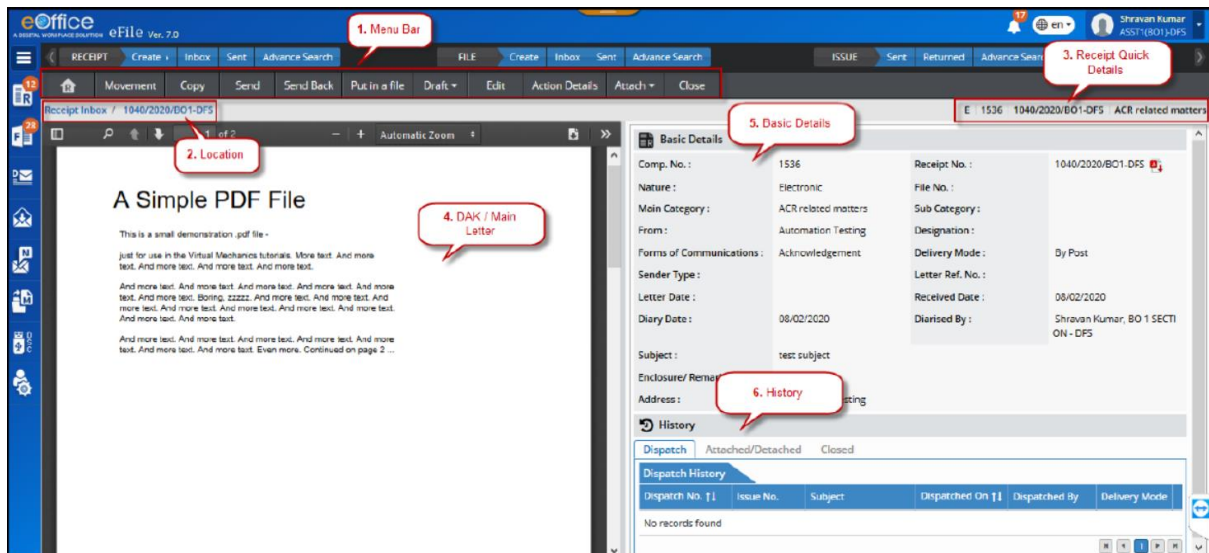
eOffice eFile Ver. 7.0

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

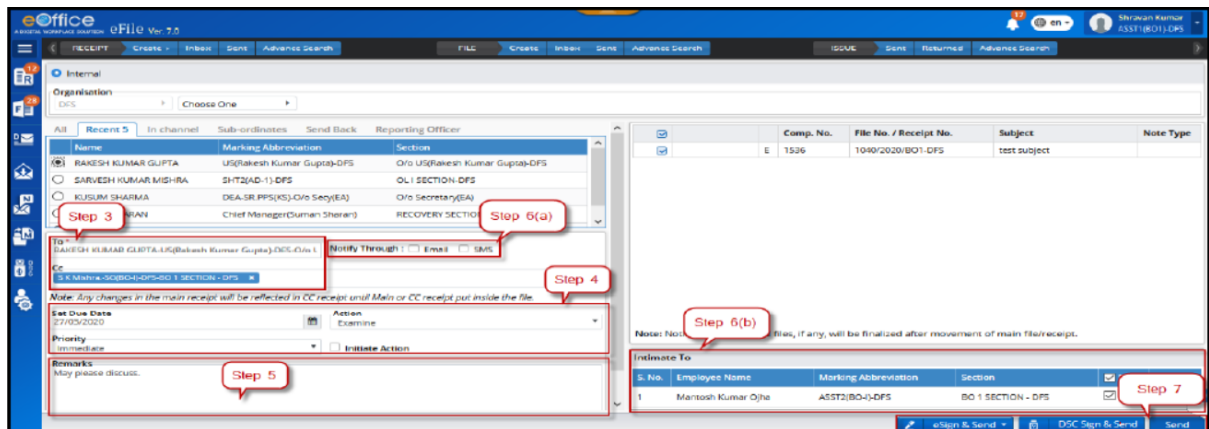
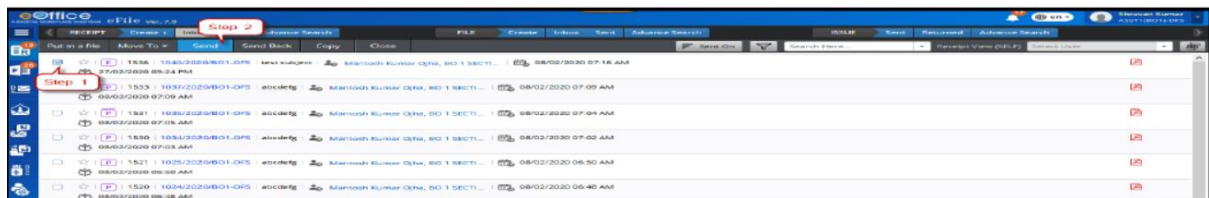
Move To Create Volume Create Part Park Close Sent On Search Here File View (SEL) Select User

Receipt	Browser & Dismiss	Inbox	Created	Sent	Initiated Actions	Acknowledgement	Closed
3654	Award Sect-11010/23/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 03:05 PM			
3655	Award Sect-11010/26/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 02:58 PM			
3656	Award Sect-11010/25/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 02:55 PM			
3657	Award Sect-11010/24/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 02:50 PM			
3658	Award Sect-11010/23/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 02:45 PM			
3659	Award Sect-11010/22/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 02:34 PM			
3660	Award Sect-11010/21/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 02:28 PM			
3661	Award Sect-11010/19/2020-B01-D...	Enter Description	Mantosh Kumar Ojha, BO 1 SECT...	03/03/2020 11:26 AM			
3662	A/7/2020-B01-DFS	dfgdf	Mantosh Kumar Ojha, BO 1 SECT...	02/03/2020 12:12 PM			

Total Records: 204



B. Forwarding the receipt to others (Enter 'To'/'Cc')

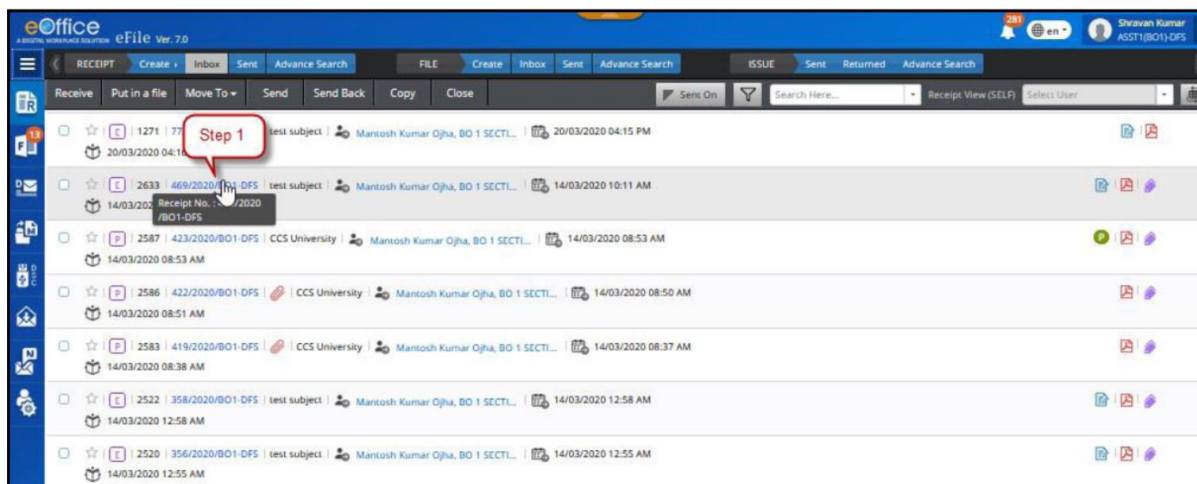


C. Copying the details of the generated receipt to create a new receipt

(click 'Copy'→Upload pdf→Edit details (if necessary)→ generate receipt)

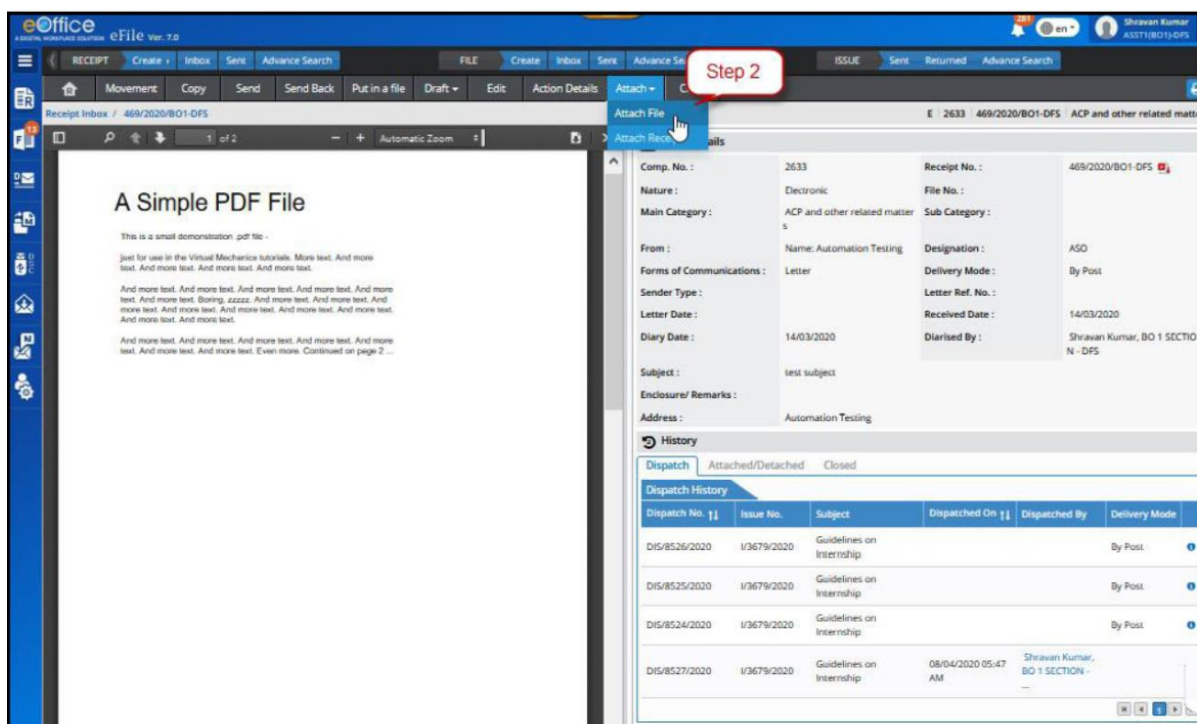
3. Process after receiving the Receipt/Files in Inbox

(For Receipts only)



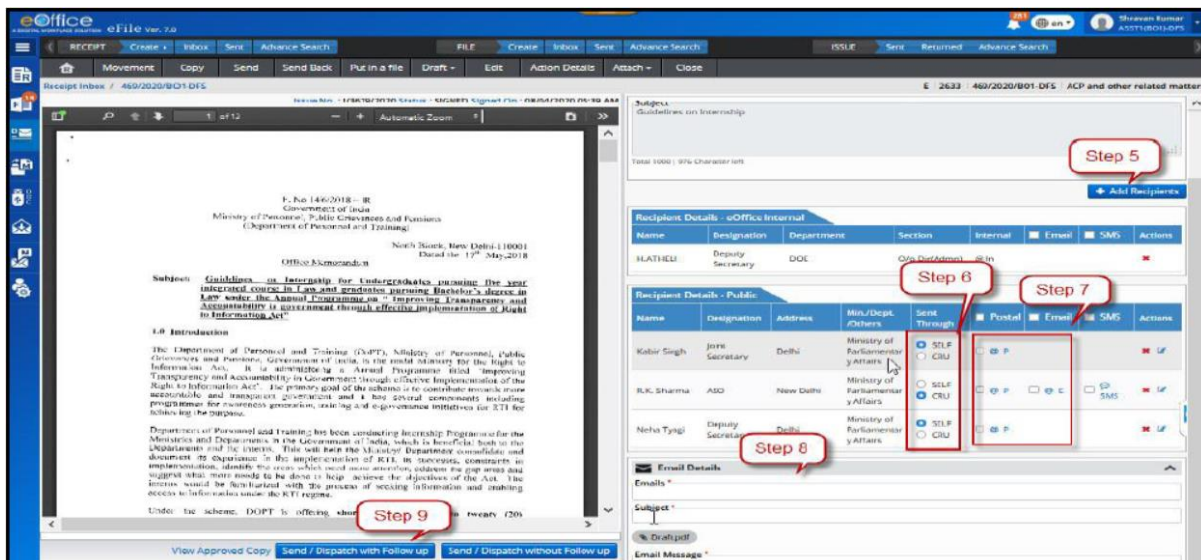
a. Attachment of file to receipt for reference

(Go to 'Receipts' → Click 'Inbox' → Select a receipt → Click 'Attach file' → Select the respective file → Click 'Attach')



b. Dispatching a reply against a receipt

(Go to 'Receipts' → Click 'Inbox' → Select a receipt → Click 'Dispatch' → Enter the details → Click 'Dispatch By Self/CRU')

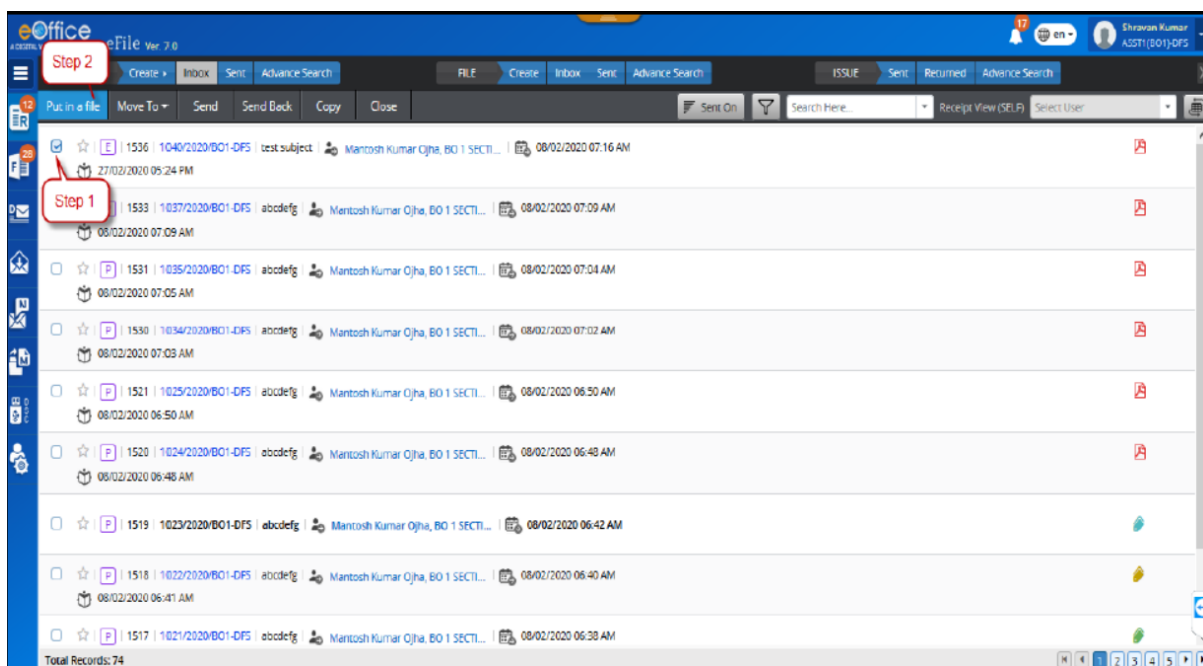


c. Display details of Dispatch History and Referenced Files

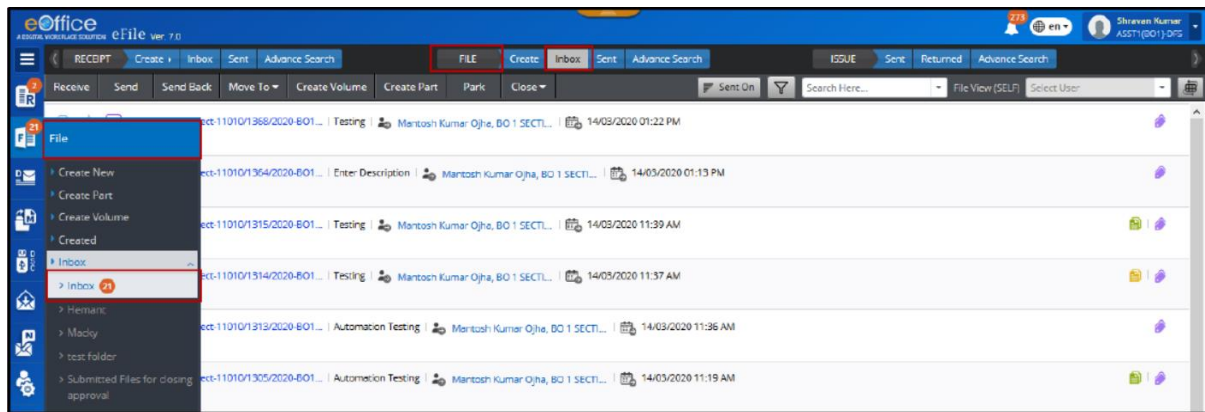
(Go to 'Receipts' → Click 'Inbox' → Select a receipt → Click 'Details')

d. Attachment of receipt to file(optional)

(Go to 'Receipts' → Click 'Inbox' → Select the receipt → Click 'Put in a file' → Select the respective file → Click 'Attach')

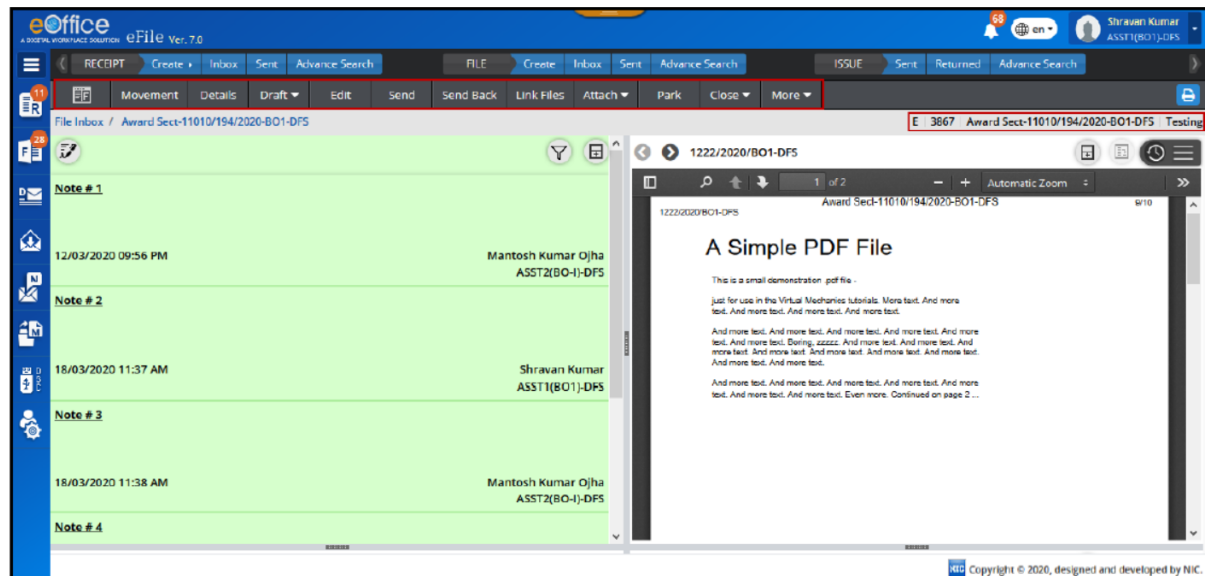


(For Files only)



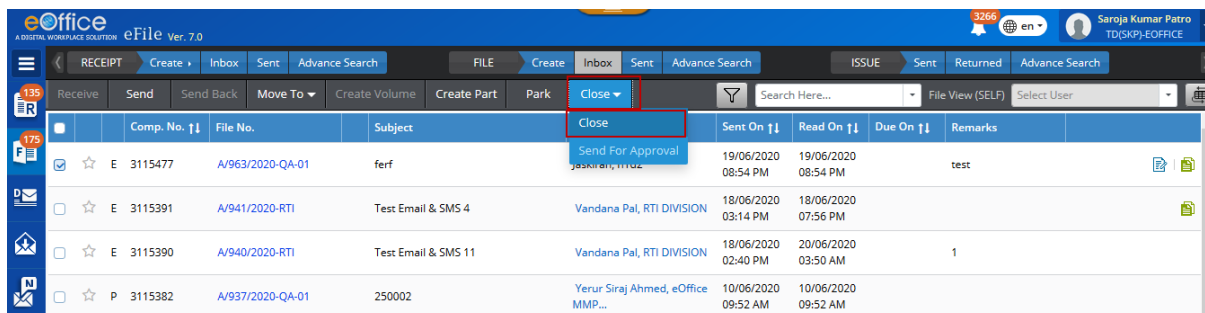
a. Details of the File/receipt movement

(Go to 'Files' → Click 'Inbox' → Open a file/receipt → Click 'Movements')



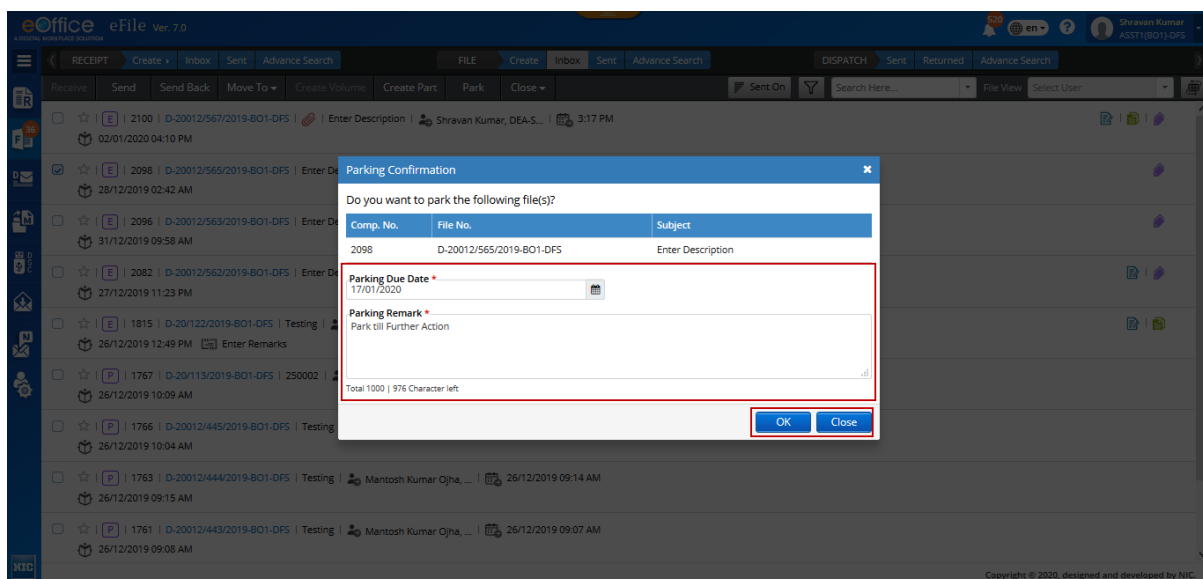
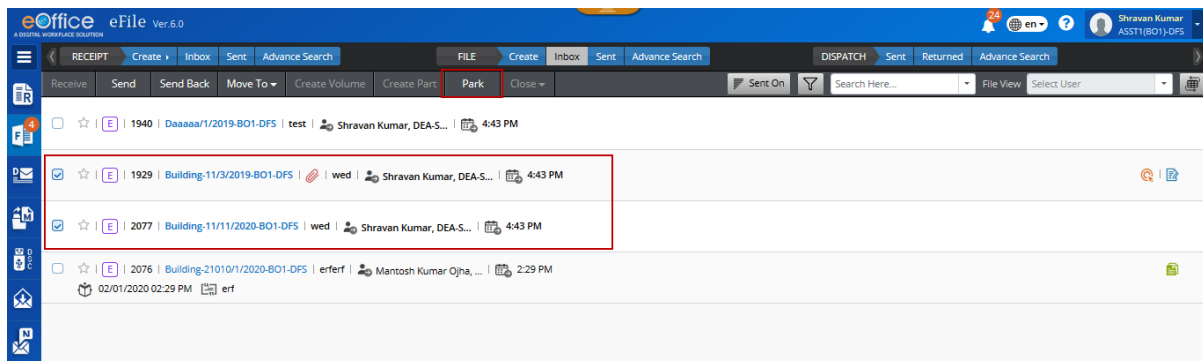
b. Close File

(Go to 'Files' → Click 'Inbox' → Open a file → Click 'More Action' → Select 'Close File' (Only by the creator of the file) → Enter Closing Remarks → Click 'Close')



c. Park File

(Go to 'Files'→Click 'Inbox'→Open a file→Click 'More Action'→Select 'Park File'→Enter Remarks and Reminder Date→Click 'OK')



d. Details of part files and volumes if created

(Go to 'Files'→Click 'Inbox'→Open a file→Click 'Details')

4. Process for Forwarding and Replying a Receipt/File to other users

a. Forward

(Go to 'Files/Receipts'→Click 'Inbox'→Select a file/receipt→Click 'Forward'→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

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

or

(Go to 'Files/Receipts'→Click 'Inbox'→Select quick→action for forward→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

or

(Go to 'Files/Receipts'→Click 'Inbox'→Open a file/receipt→Click 'Send'→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

Note #1

18/06/2020 03:14 PM

Vandana Pal
DEALING HAND

Quick Noting - Last Saved : 20/06/2020 06:50:05 AM

Please put up a self contained note.

Internal External

Organisation: NIC Choose One

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

To: Vandana Devi SA(VD)-HIP-SHIMLA (STATE UNIT)

Set Due Date: dd/mm/yyyy

Priority: Choose One

Remarks:

Notify Through: ☐ Email ☐ SMS

Action: Choose One

☐ Initiate Action

Total 1000 | 1000 Character left

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

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

Intimate To

eSign & Send DSC Sign & Send Send

b. Reply

(Go to 'Files/Receipts' → Click 'Inbox' → Select a file/receipt → Click 'Reply' → Enter 'To/Cc' → Enter 'Action/Priority' (optional) → Click 'Send')

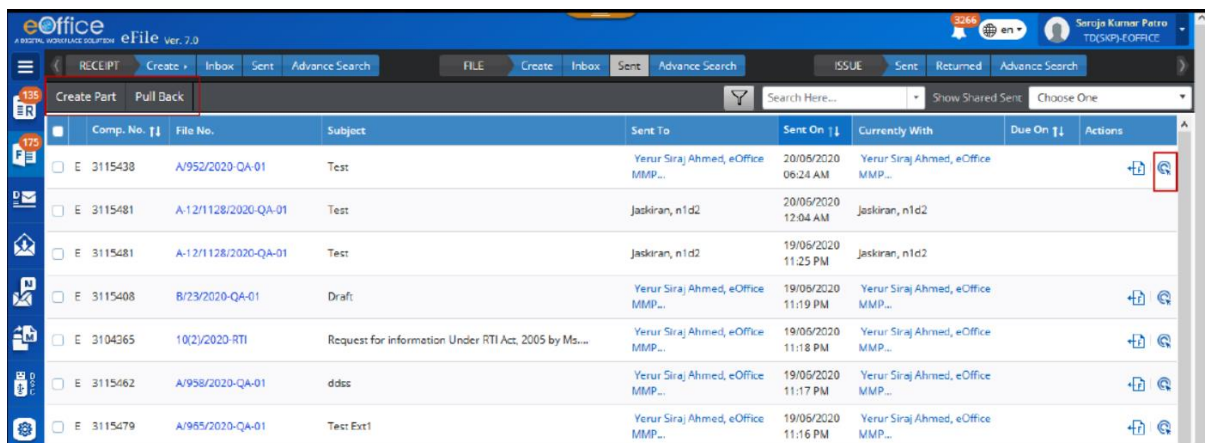
or


Go to 'Files/Receipts' → Click 'Inbox' → Select a quick action for reply → Enter 'To/Cc' → Enter 'Action/Priority' (optional) → Click 'Send')

Action that can be performed after-

I. Pull back the file/receipt

(File/Receipts → Sent → Click the icon for Pullback against the file/receipt to be pulled back (if unread))



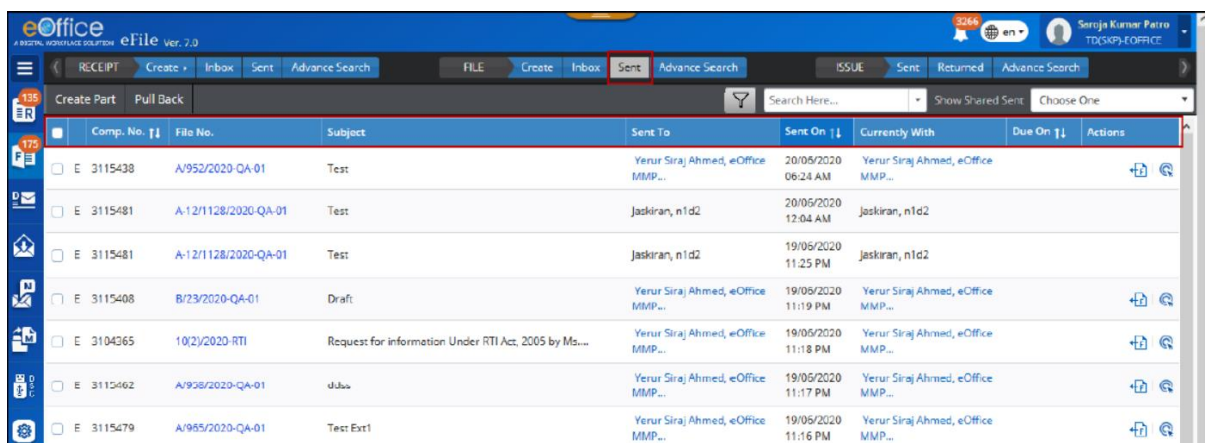
Comp. No.	File No.	Subject	Sent To	Sent On	Currently With	Due On	Actions
E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/05/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/05/2020 12:04 AM	Jaskiran, n1d2		
E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/05/2020 11:25 PM	Jaskiran, n1d2		
E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ma...	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115462	A/958/2020-QA-01	ddds	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		

II. Follow up

(File/Receipts → Inbox/Sent → Select the file → Click 'Mark As' → Select 'New Follow Up' → Select the severity → Enter the Follow Up action → Select the Alert Mode → Select the date and time → Click 'Save')

III. View of the sent file/receipt

(File/Receipts → Sent → Click the file/receipt number to view the sent file/receipt)



Comp. No.	File No.	Subject	Sent To	Sent On	Currently With	Due On	Actions
E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/05/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/05/2020 12:04 AM	Jaskiran, n1d2		
E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/05/2020 11:25 PM	Jaskiran, n1d2		
E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ma...	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115462	A/958/2020-QA-01	ddds	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...		
E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/05/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...		

IV. Part file (only for files)

(Files→Sent→Select the particular file against which a part file is created→Click Create Part)

5. Process for Opening/Creating a new File

(Go to FMS → Files → Create New File (SFS/Non SFS) → Enter File Heads→Enter Subject and other details→ Click 'Continue Working')

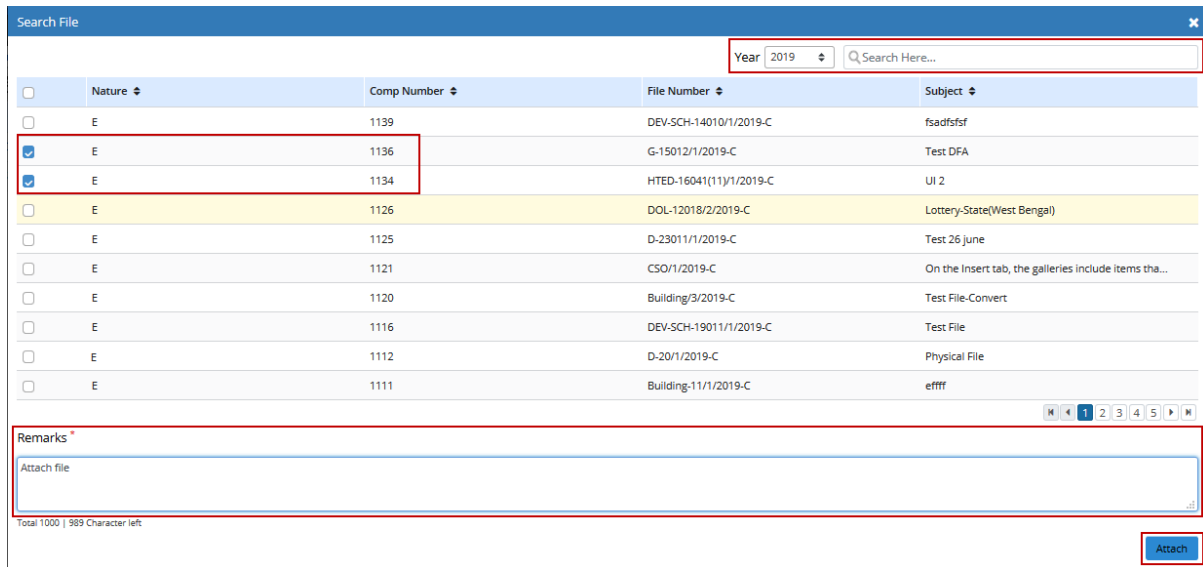
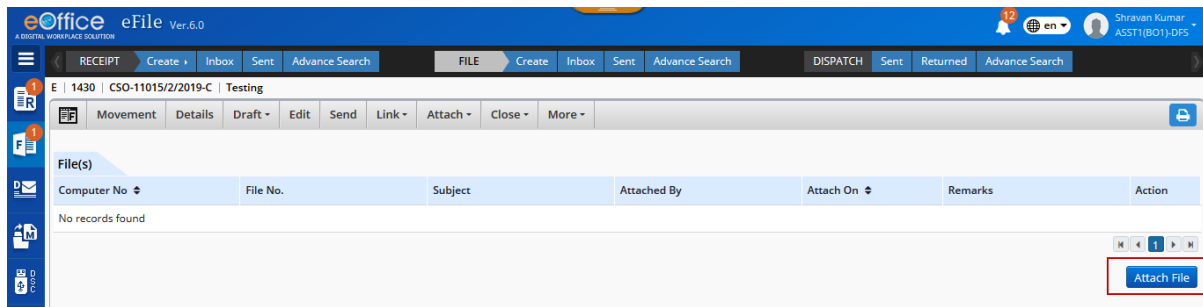
The screenshot shows the eOffice eFile 7.0 interface. The 'FILE' menu is open, and the 'Create New' option is highlighted. The 'Create New' form is displayed with the following fields: 'Nature' (Electronic/Physical), 'Type' (NON SFS/SFS), 'File No.' (with a dropdown for 'Choose One' and a year field set to 2020), 'Subject' (with a dropdown for 'Choose One'), 'Description' (with a dropdown for 'Choose One'), 'Main Category' (with a dropdown for 'Choose One'), 'Sub Category' (with a dropdown for 'Choose One'), 'Remarks' (with a dropdown for 'Choose One'), and 'Other Details' (with a dropdown for 'Choose One'). The 'Continue Working' button is at the bottom. The interface is in Hindi and English. The 'Continue Working' button is labeled 'Step 5'. The 'FILE' menu is labeled 'Step 1'. The 'File No.' field is labeled 'Step 3'. The 'Subject' field is labeled 'Step 4'.

Actions that can be performed –

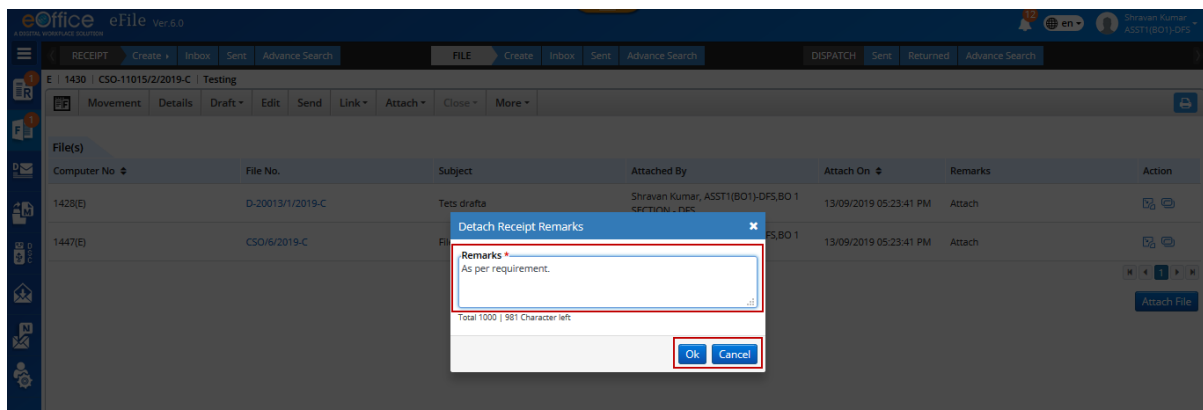
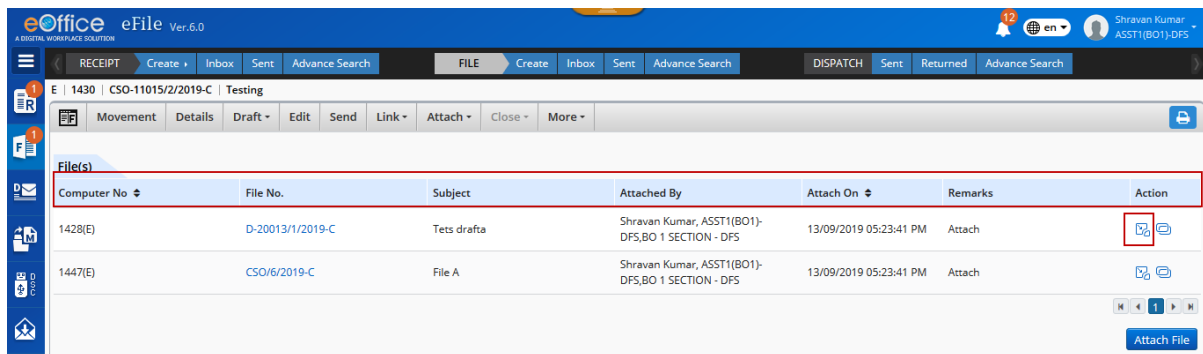
a. Attach or Detach Files/Receipt

(Files→Create New→Click 'Attach'→Click 'Attach'→Choose file/receipt→Click 'Attach')

The screenshot shows the eOffice eFile 6.0 interface. The 'FILE' menu is open, and the 'Attach' option is highlighted. The 'Attach' form is displayed with the following fields: 'Attach File' (with a dropdown for 'Choose One') and 'Attach Receipt' (with a dropdown for 'Choose One'). The 'Attach' button is at the bottom. The interface is in Hindi and English. The 'Attach' button is labeled 'Attach'.



To detach...



To attach another file...

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

Nature - Electronic Type - NON SFS

File No. *
Award Sect-11010/1313/2020-BO1-DFS

Subject

Description *
Automation Testing

Main Category *
ACP and other related matters

Sub Category
Choose One

Other Details

Remarks
Automation Testing RemarksEnter RemarksNICNIC

Previous References
Automation Testing- Previous Ref.

Later References
Automation Testing- Later Ref.

Save

Step 2

Step 3

Copyright © 2020, designed and developed by NIC.

c. Send

(Files→Create New→Click 'Send'→Enter 'To'→Click 'Send')

d. Add Green Note

(Files→Create New→Click 'Add Green Note'→Type the Noting→Click 'Save'(For Details Refer Process 6))

e. Add Yellow Note

(Files→Create New→Click 'Add Yellow Note'→Type the Noting→Click 'Save'(For Details Refer Process 6))

f. Attach Correspondences

(Files→Create New→Click 'Correspondences'→Click 'Attach'→Choose a receipt→Click 'Attach')

List of Correspondences

Receipt No. / Issue No.	Subject	Type	Marked As	Attached On	Issued On	Pages
No records found						

Step 1

TOC

Recent

All

Previous Notes

Migrated Notes

Draft List

Draft Document

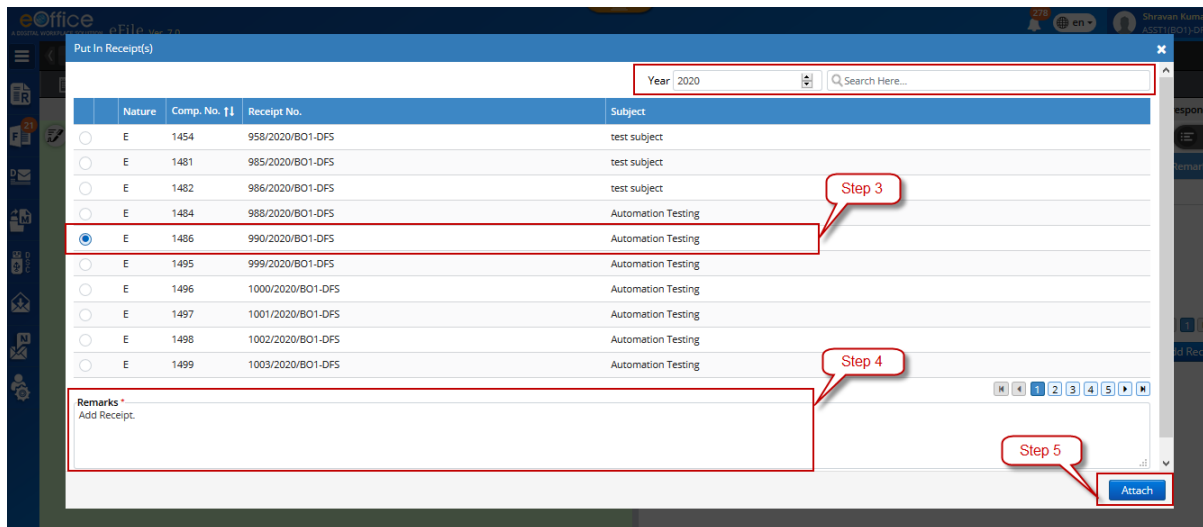
References

List of Correspondences

Receipt No. / Issue No.	Subject	Type	Marked As	Attached On	Issued On	Pages
No records found						

Step 2

Add Receipts



g. Drafting a fresh letter/Reply

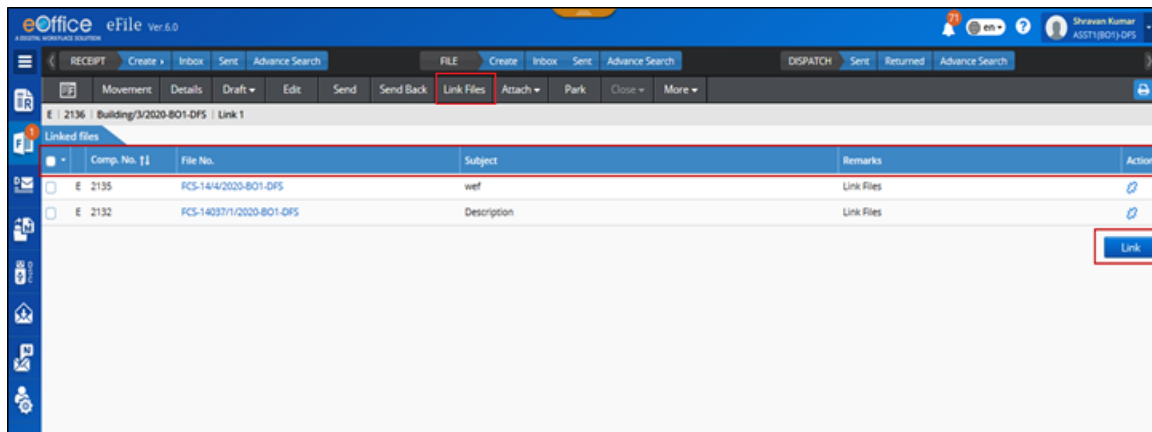
(Files→Create New→Click 'Draft'→Select 'Create new Draft'→Click 'New/Fresh' or 'Reply'→Enter details→Type a letter→Click 'Save'(For Details Refer Process 7))

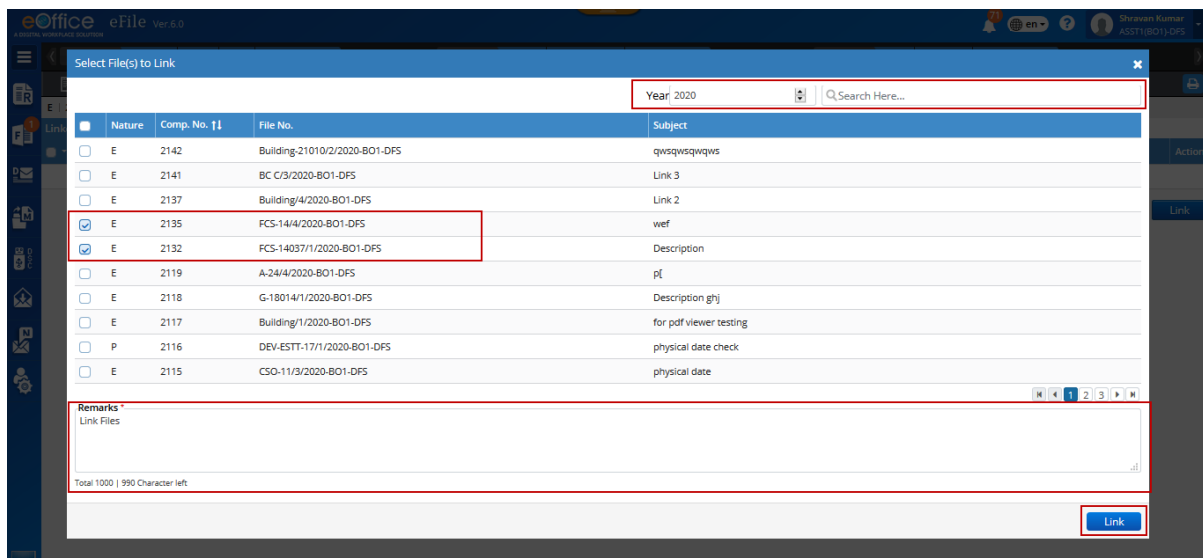
h. References

(Files→Create New→Click 'References'→Local references→Click 'Browse'→Choose a document→Click 'Attach')

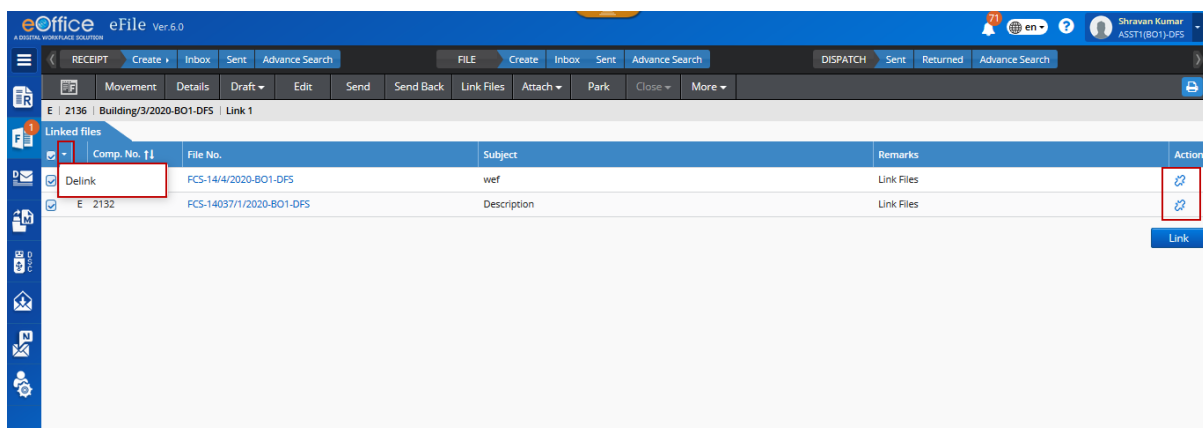
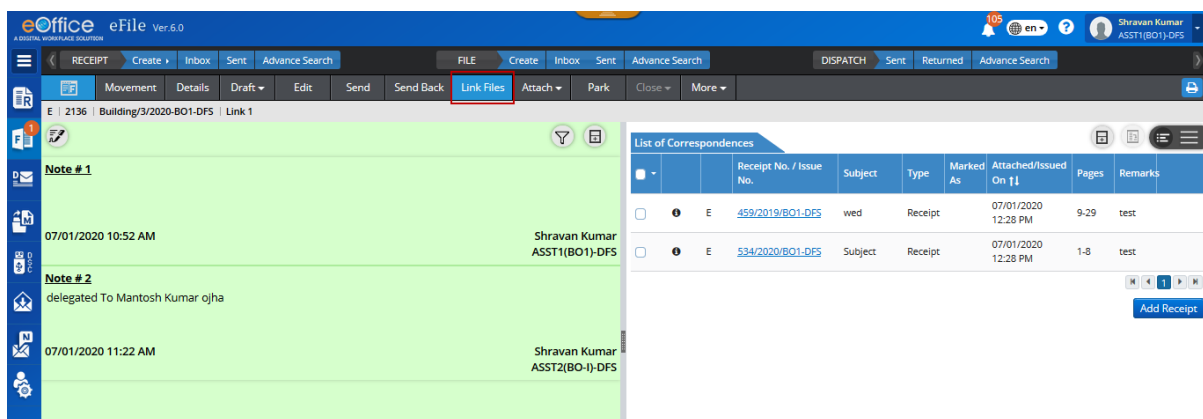
i. Link or Delink files/receipt

(Files→Create New→Click 'Link File'→Click 'Attach'→Choose file/receipt→Click 'Attach')





To delink...

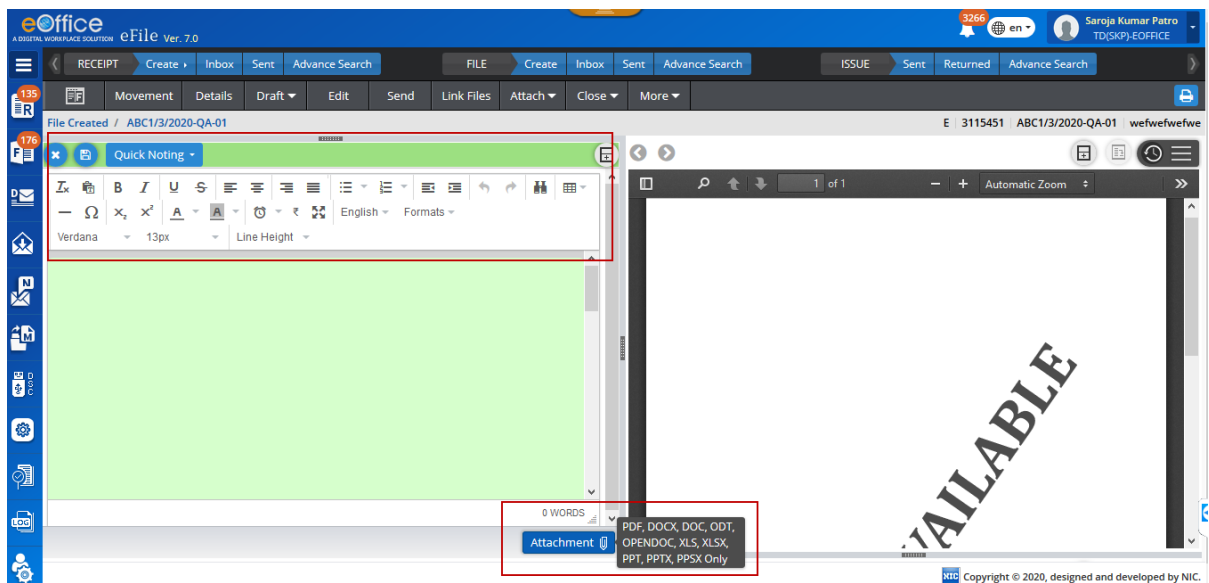
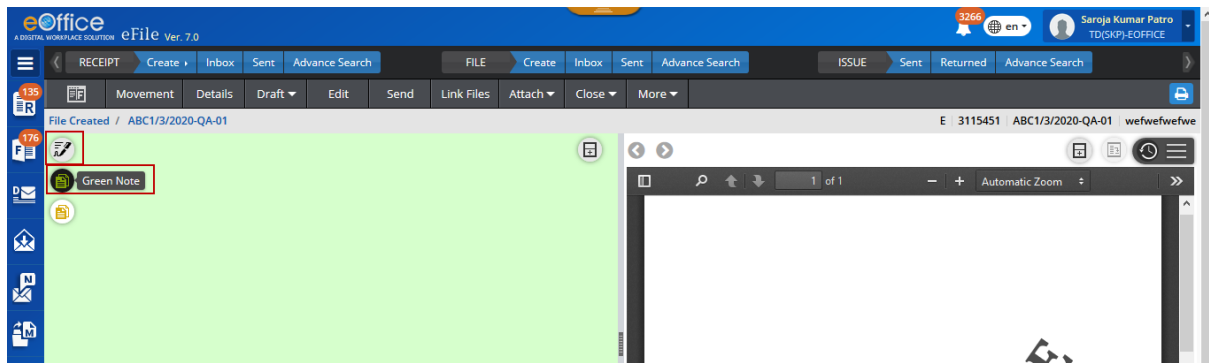


6. Process for Noting

(Go to Files→Create New/ Completed/Inbox→Click File number)

---To Add a Green Note (Not editable)---

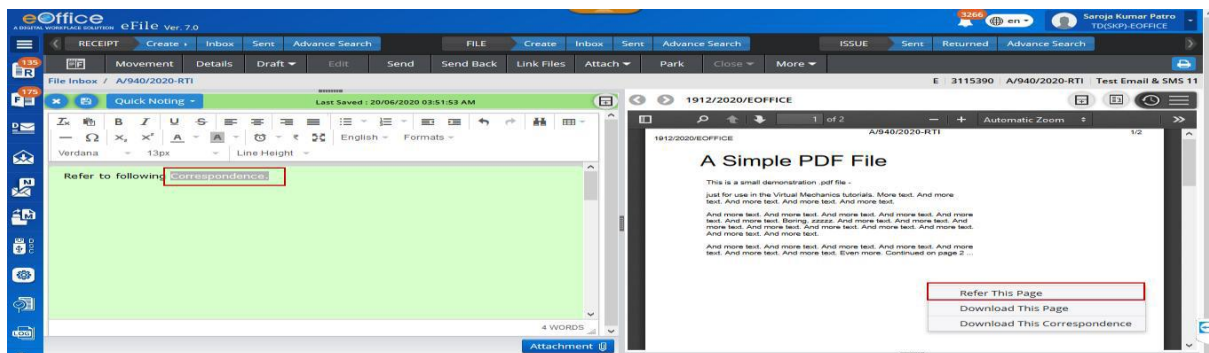
(Click 'Add Green note'→Type in the green sheet→Click 'Save')

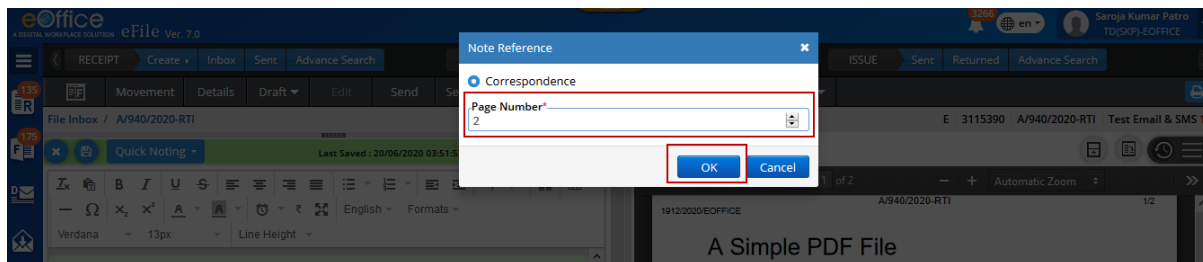
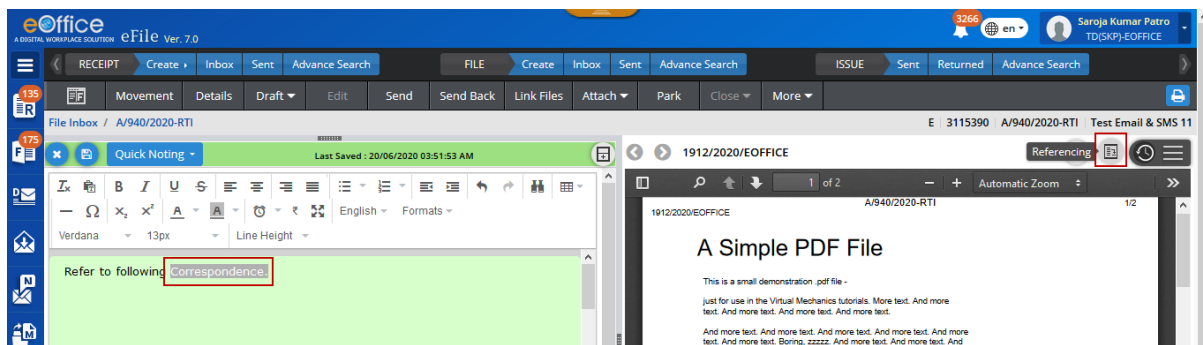


Actions that can be performed in Green Sheet-

a. Reference to Correspondence

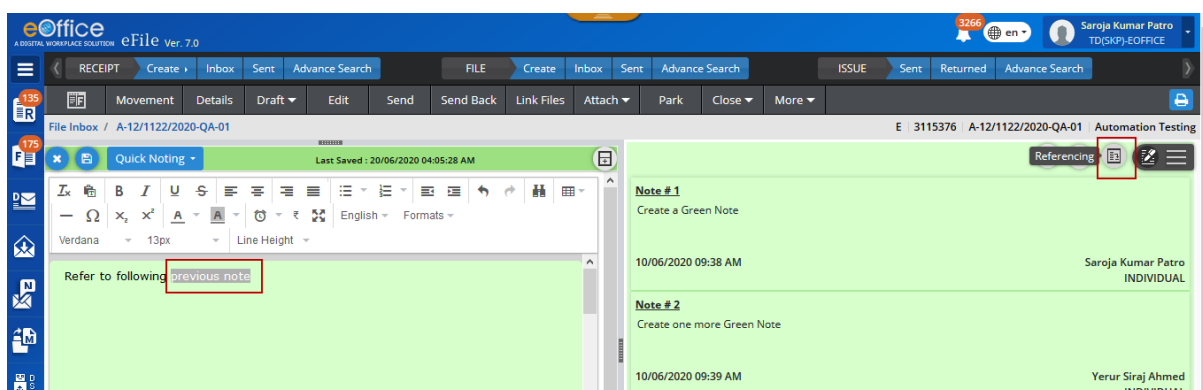
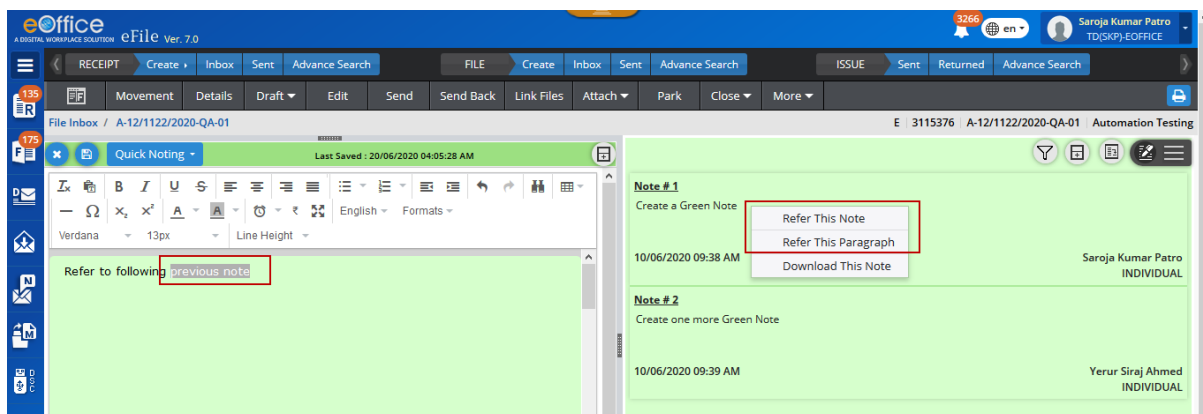
(Click 'Add Green Note' → Type in the green sheet → Select text to be referred → Click the reference button → Click 'Save')

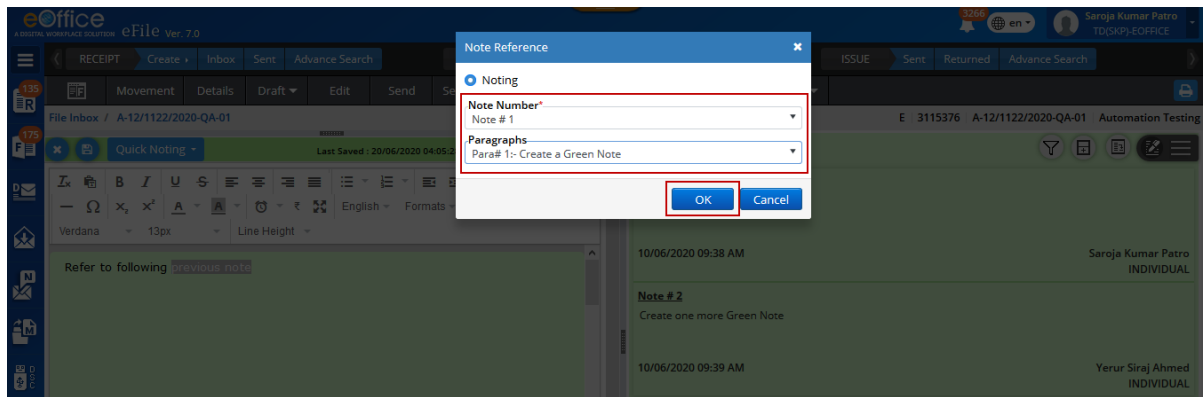




b. Reference to previous noting

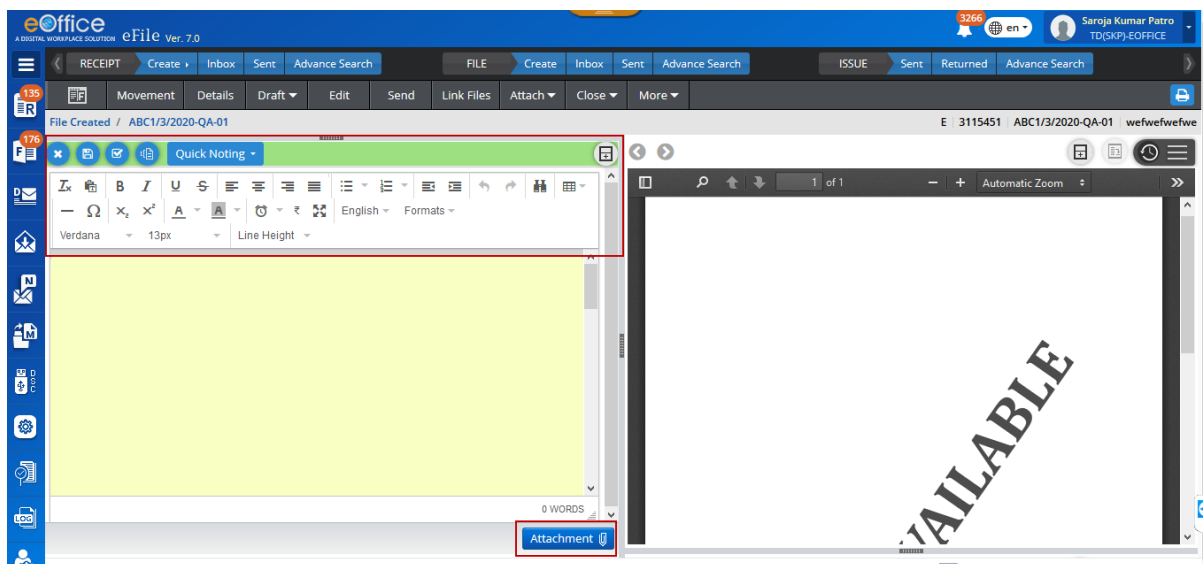
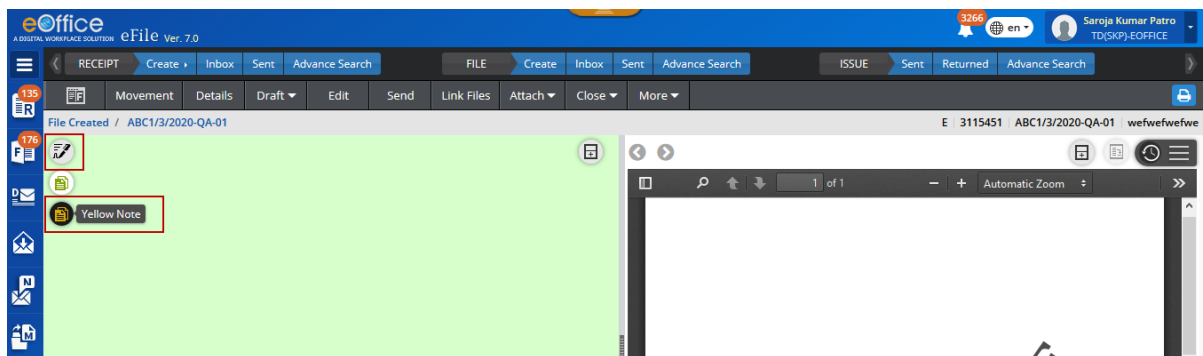
(Click the file number → Click 'Previous noting' → Click paragraph button → Click 'Add Green Note' → Type in the green sheet → Select text to be referred → Click the paragraph number from the previous noting → Click 'Save')





---To Add a Yellow Note(editable)---

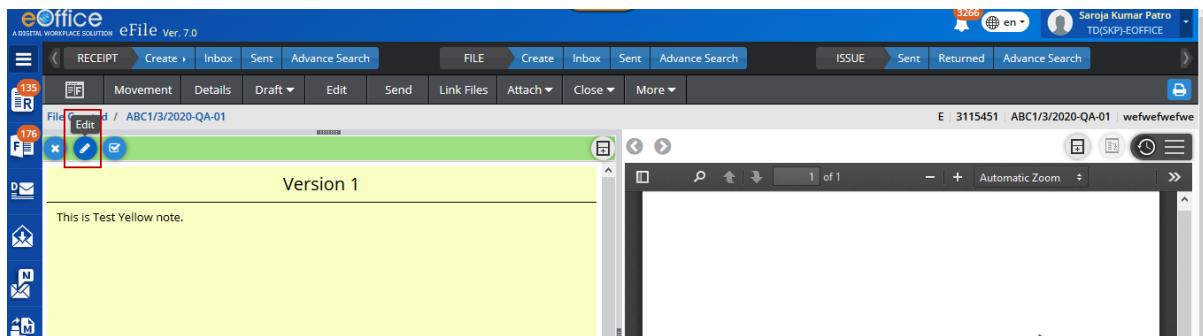
(Click 'Add Yellow note'→Type in the yellow sheet→Click 'Save')



Actions that can be performed in Yellow Sheet-

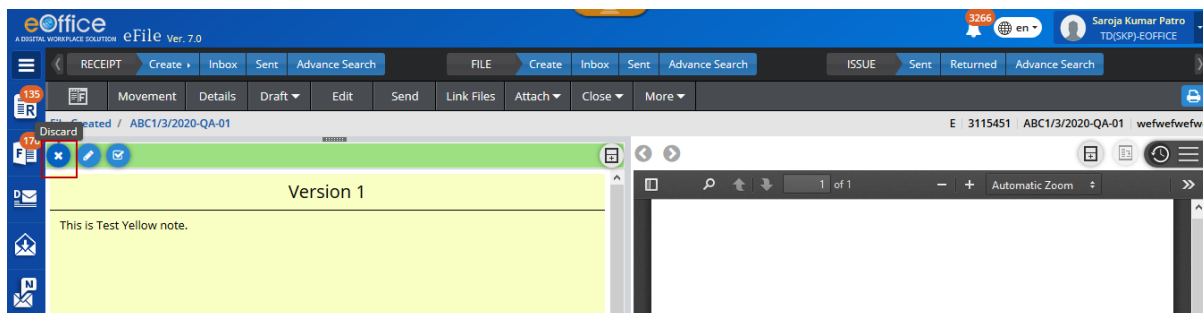
a. Editing text in yellow note

(Click file number→Click 'Edit'→Click 'Save')



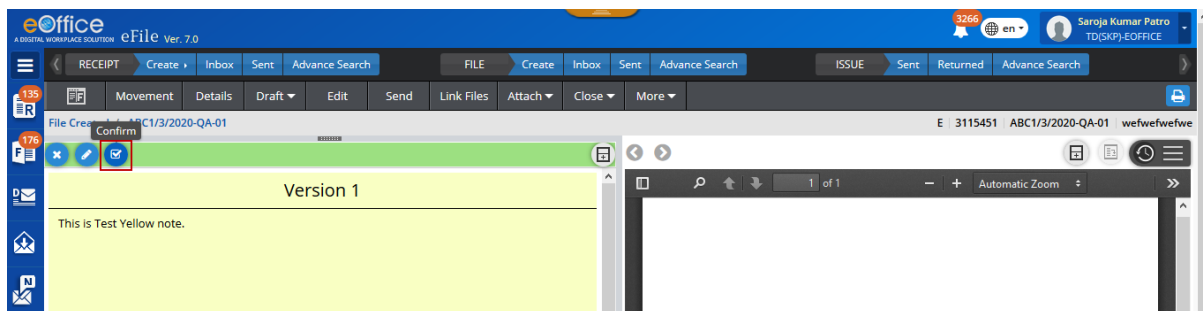
b. Discarding Yellow Note

(Click the file number → Click 'Discard')



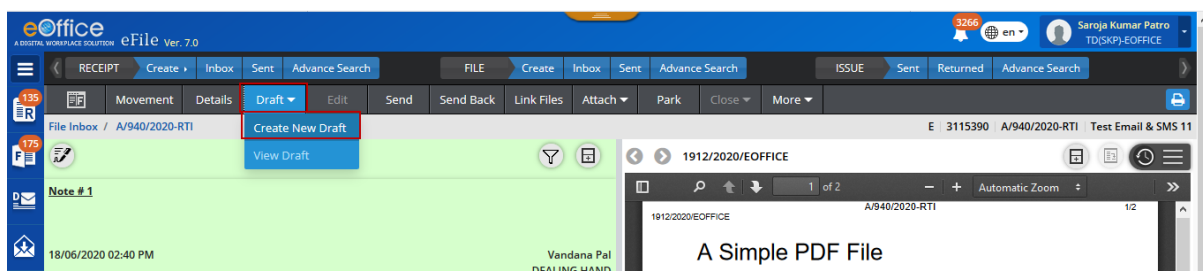
c. Confirming Yellow Note

(Click the file number → Click 'Confirm' (converted to green sheet))



7. Process for Creation, Approval and Dispatch of DFA in Files

(Go to Files → Inbox → Open selected file → Click 'Draft' → Select 'Create New Draft' → Select 'New / Fresh' or 'Reply' → Type the letter on the right side → Enter details on the left side → Upload the document (if required) → Click 'Save')



Actions that can be performed-

- Drafting fresh letter**
 (Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'Create New Draft'→Click 'New/Fresh'→Enter details→Type a letter→Click 'Save')
- Drafting reply**
 (Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'Create New Draft'→Click 'Reply'→Browse the receipt against which the reply is to be created →Enter 'Reply' →Type a letter→Click 'Save')

File Inbox / A/940/2020-RTI

Upload Remove PDF & DOC Only <= 25 MB Last Auto backed up: 20/06/2020 05:42:09 AM

Draft Details

Draft Nature * Reply Receipt No. * 1912/2020/EOFFICE Reply Type Choose One

Forms Of Communications Choose One Choose Receipt Language * Bengali

Main Category Establishment Sub-Category Choose One

Subject * test subject

Total 1000 | 988 Character left

Recipient Details - Public

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

Attachment

Enable Multi Sign Clear Save

c. Approval of DFA

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'View draft'→Click 'DFA number' or the 'Version of DFA'→Click 'Approve'→Click 'Send')

Receipt Inbox / 5232/2020/EOFFICE

Draft No.: DFA/4804 Draft State: DFA Version: 1

Draft Details

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

Forms Of Communications Choose One Prefix Choose One Language * Bengali

Main Category Common Office Services Sub-Category Choose One

Subject * test subject

Total 1000 | 988 Character left

Recipient Details - Public

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

Edit Approve

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Approval Confirmation

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

Yes Cancel

eOffice eFile Ver. 7.0

2450 en Saroja Kumar Patro TD(SKP)-EOFFICE

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

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

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

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

Automatic Zoom

1 of 1

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

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

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

Regards,
P. K. Mathur

Enable Multi Sign eSign DSC Sign Ink Sign

Step 2

Draft Details

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

Forms Of Communications Choose One Prefix Choose One Language * Bengali

Main Category Common Office Services Sub Category Choose One

Subject * test subject

Total 1000 | 988 Character left

Edit Add/ Edit Recipients

Recipient Details - Public

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

d. Dispatch of DFA (by Self)

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'View draft'→Click 'DFA number' with status 'Approved'→Click 'Dispatch by Self'→Select 'By Post/Mail'→Enter the necessary details→Click 'Send')

eOffice eFile Ver. 7.0

Shravan Kumar ASST1(BOI)-DFS

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

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

Receipt Inbox / 469/2020/BOI-DFS E 2633 469/2020/BOI-DFS

Issue No.: I/3679/2020 Draft State: SIGNED Version: 1 Signed On: 08/04/2020 05:39 AM

Automatic Zoom

1 of 13

F. No 1446/2018
Government of India,
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001
Dated: 17th May, 2018

Office Memorandum

Subject: Guidelines on Internship for Undergraduates pursuing the year integrated course in Law and graduates pursuing Bachelor's degree in Law under the Annual Programme on "Improving Transparency and Accountability in Government through effective implementation of Right to Information Act"

1.0 Introduction

The Department of Personnel and Training (DoPT), Ministry of Personnel, Public Grievances and Pensions, Government of India, is the nodal Ministry for the Right to Information Act. It is administering a Annual Programme titled "Improving Transparency and Accountability in Government through effective implementation of the Right to Information Act". The primary goal of the scheme is to contribute towards more accountable and transparent government and it has several components including programmes for awareness generation, training and e-governance initiatives for RTI for achieving the purpose.

Department of Personnel and Training has been conducting Internship Programme for Undergraduates and graduates in the Government of India and its Ministries and Departments in the Government of India. This will help it document its experience in the implementation of the scheme, identify the areas where need to suggest what more needs to be done to help achieve the objectives of the Act. The interns would be familiarised with the process of seeking information and enabling access to information under the RTI regime.

Under the scheme, DoPT is offering short-term internships to twenty (20) Undergraduates who are in the year...

Approved Copy Initiate Dispatch

Success message for Ink Sign Confirmation

success
Ink sign has been confirmed.

Status Changed to SIGNED and Signed Date recorded

Click here to check approved copy

Ink Signed copy

Draft Details

Draft Nature * Reply Receipt No. * 469/2020/BOI-DFS Reply Type Choose One

Forms Of Communications Office Order Prefix Choose One Language * English

Main Category ACP and other related matters Sub Category Choose One

Subject * Guidelines on Internship

Total 2000 | 1976 Character left

Edit Add/ Edit Recipients

Recipient Details - eOffice Internal

Name	Designation	Department	Section
HATHALI	Deputy Secretary	DOE	Oro Dir(Admin)

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others
Kabir Singh		Delhi	Ministry of Parliamentary Affairs
R.K. Sharma		New Delhi	Ministry of Parliamentary Affairs
Neha Tyagi	Deputy Secretary	Delhi	Ministry of Parliamentary Affairs

e. Dispatch of DFA (By DND/CRU)

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'View draft'→Click 'DFA number' with status 'Approved'→Click 'Dispatch by DND'→Select 'DND user' and 'Delivery Mode'→Enter 'Remarks'→Click 'OK')

8. Process for Sending of Issual against a standalone Receipt

(Go to FMS→Receipt→Dispatch)

---Dispatching a DFA against a Receipt---

(Receipts→Go to 'Inbox'→Select the receipt→Click 'Dispatch'→Select 'Reply' or 'New/Fresh'→Enter type and nature of reply→Enter the mandatory details (Name and Address)→Attach any document (if required)→Click 'Dispatch by Self')

Actions that can be performed-

a. Sent--

I. Print envelope

(Files→Go to 'Dispatch'→Click 'Sent'→Select a dispatched letter→Click 'Print Envelope'→Save and take a printout)

b. Returned--

I. Receive

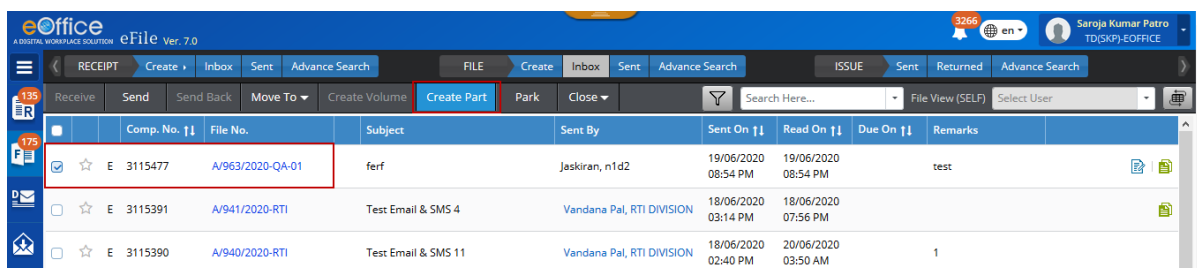
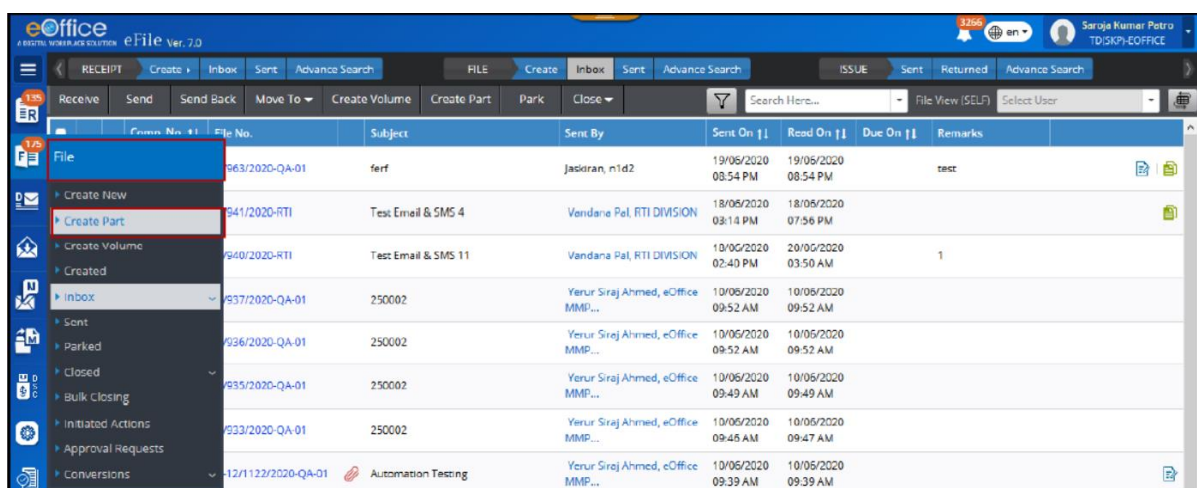
(Select a particular Receipt→Click 'Receive')

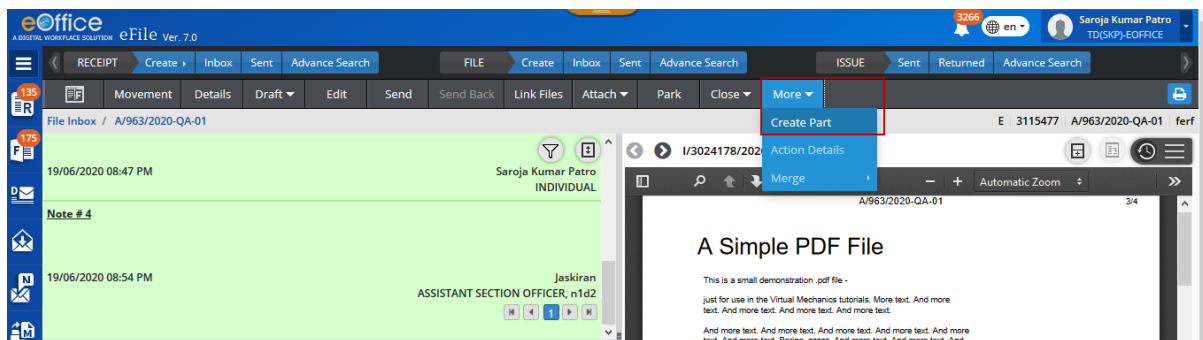
II. Resend

(Select a particular Receipt (with complete details and attachments) →Click 'Resend')

9. Process for Creation of Part files

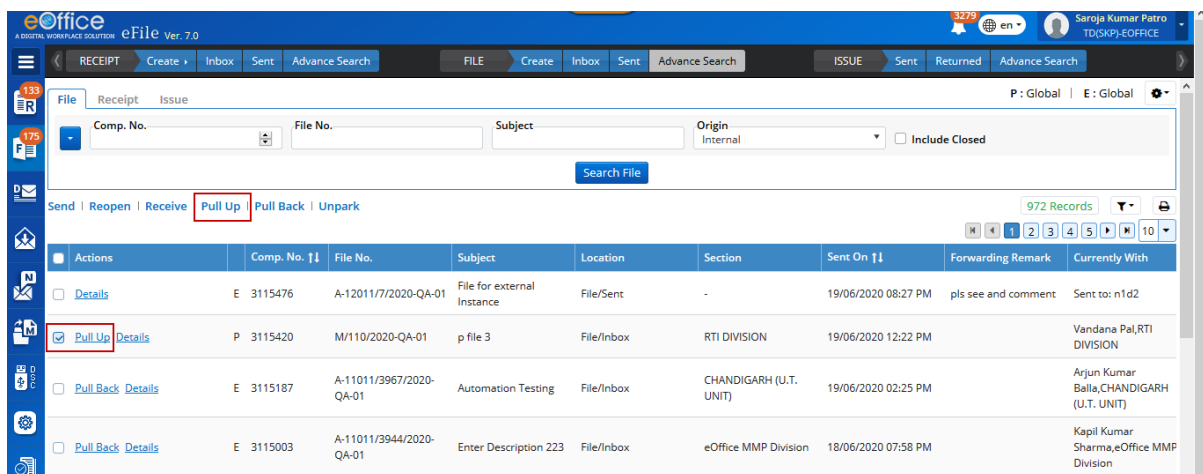
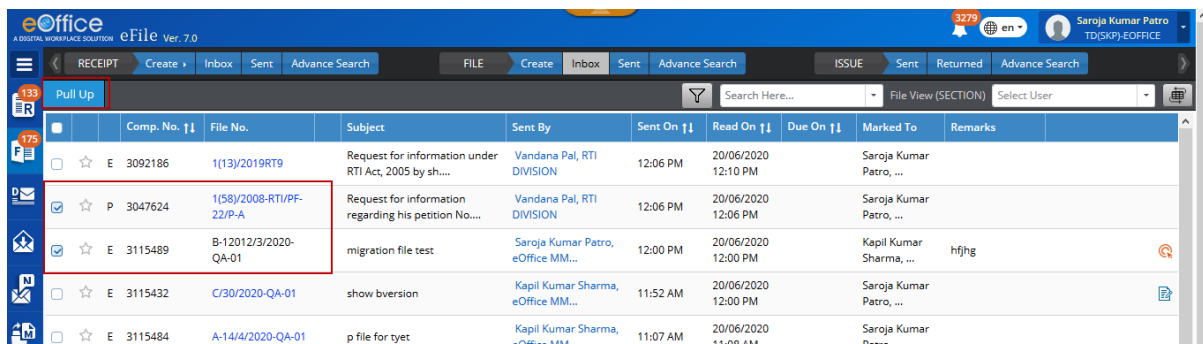
(Go to Files→Click 'Create Part'→Browse the existing file number and the details related to the original file gets auto-populated→Click 'Create Part'→Work on Part File(Refer Processes 5, 6 and 7))





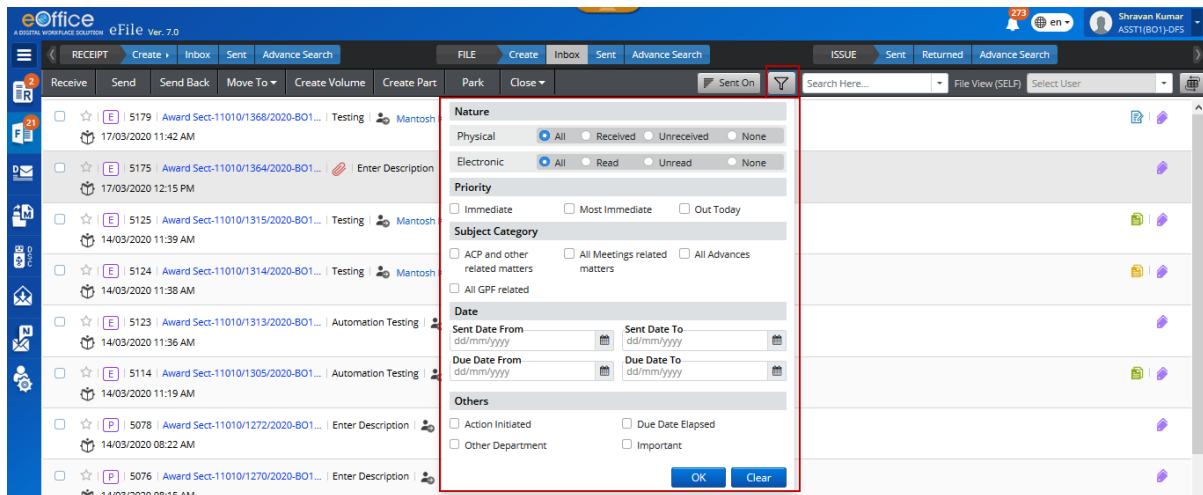
10. Process for Pull Up

(Files/Receipts→Go to 'Inbox'→Select the name of the user from the 'Hierarchical View'→Files present in the Inbox of the user is displayed→Select the file/receipt→Click 'Pull Up')



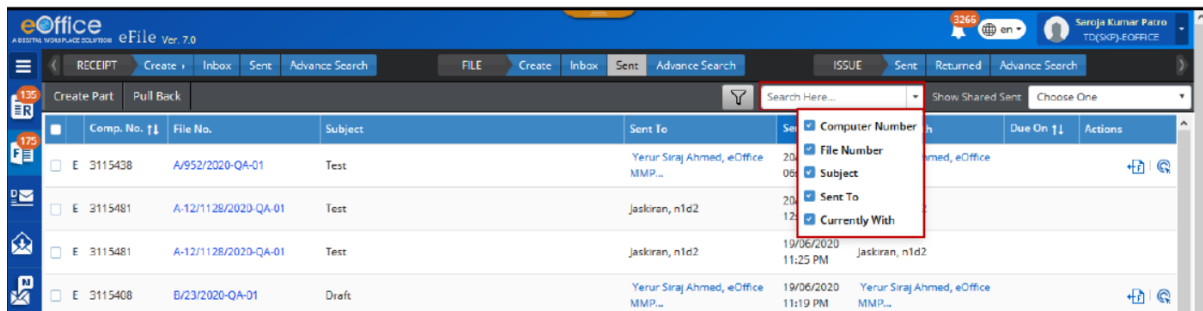
11. Process for Search

---Apply filter if searching directly(optional)---



I. Normal Search

(Files→Go to 'Inbox/sent/all'→Click a file number to open it→Enter the text to be searched in the space provided at the right top of the noting page)



II. Advance search

(Go to FMS→Click the down arrow of the 'Search' textbox→Select the location of the text to be searched→Click the 'Search' symbol

or

Go to FMS→Enter the text/keyword (to be searched) in the 'Search' textbox→Click the 'Search' symbol)

eOffice eFile Ver.6.0

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

P: Global | E: Global

File Receipt Issue

Comp. No. Receipt No. Subject Include Closed

Received/ Sent
Diary Details
Sender Details

Department Select Section Select User Remarks

To Date From Date Forwarding Action Choose One Initiation Action Remarks Initiation Action Type Choose One

Diary Details

Letter Ref. No. Forms Of Communications Language Main Category Sub Category

Letter Date From Date To Date Diary Date From Date To Date Received Date From Date To Date

Sender Details

Ministry/Department/Others Organisation

VIP Select Name Designation Email/Mobile

Address State Select City/District Select

Search Receipt

Send Reopen Receive Pull Up Pull Back

Actions Comp. No. ↑↓ Receipt No. ↑↓ Subject ↑↓ Location Section Forwarding Remark Sent On ↑↓ Currently With Sender

No records found

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12. Process for Reopening of a Receipt/File

(Search the file using advanced search option/Go to closed file→select the file→Reopen)

eOffice eFile Ver.6.0

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

Mantosh Kumar Ojha ASST2(BO-I)-DFS

Search For Closed Files (byMe)

Department DFS Section BO 1 SECTION - DFS Closing Date From To

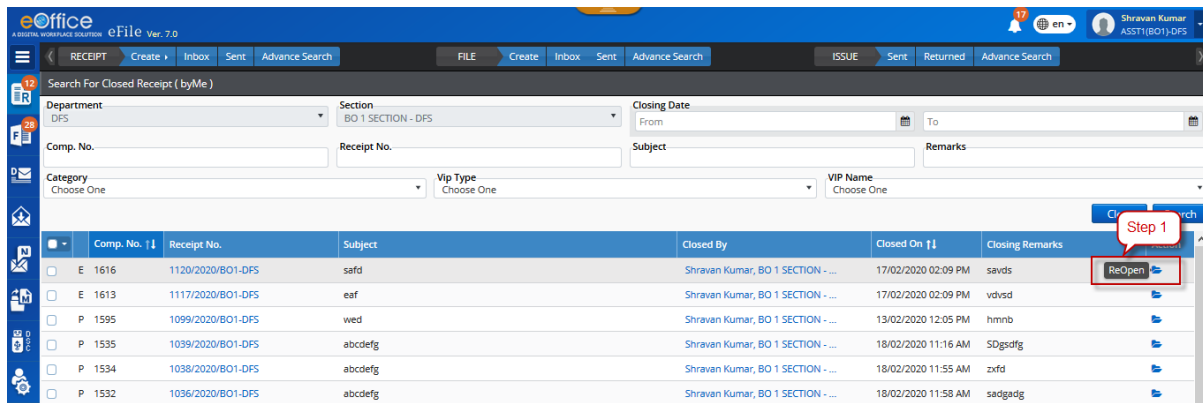
Computer Number File Number Subject Remarks

File Heads

File Basic Head File Primary Head File Secondary Head File Tertiary Head

Clear Search

	Computer Number	File Number	Subject	Closed By	Closed On	Closing Remarks	Action
<input type="checkbox"/>	Reopen	MEM-5012/1/2019-C	Sai Close File 01	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	19/09/2019 03:12 PM	ghghgh	
<input type="checkbox"/>	Send For Reopening Approval						
<input type="checkbox"/>	E 1473	Building-21010/3/2019-C	close test	Mantosh Kumar Ojha, ASST2(BO-I)-DFS	16/09/2019 03:46 PM	sfdcvcz	
<input type="checkbox"/>	E 1299	BC CELL-10012/1/2019-C	test close	Mantosh Kumar Ojha, BO 1 SECTION - DFS	07/08/2019 12:37 PM	close without approval	
<input type="checkbox"/>	E 1298	Building-11010/3/2019-C	sfasfc	Mantosh Kumar Ojha, BO 1 SECTION - DFS	07/08/2019 04:40 PM	asdasd	
<input checked="" type="checkbox"/>	E 1296	CSO-11/3/2019-C	asfasf	Mantosh Kumar Ojha, BO 1 SECTION - DFS	07/08/2019 04:07 PM	sfsdf	
<input checked="" type="checkbox"/>	E 1276	BC CELL-11011/2/2019-C	description	Mantosh Kumar Ojha, BO 1 SECTION - DFS	07/08/2019 05:37 PM	sfsf	
<input type="checkbox"/>	E 1267	Building/5/2019-C	dfsdf	Mantosh Kumar Ojha, BO 1 SECTION - DFS	08/08/2019 10:46 AM	test	



13. Process for using DSC in e-Office

1. install latest version of java in the system
2. visit eoffice.gov.in → go to downloads → choose Digital service signer from the menu → download 7.2.0 windows/mac software → install it → plug the dsc → verify the certificate → Ready to use it)