

The background of the slide is a blurred photograph of a person's hands typing on a laptop keyboard. The text is overlaid on this image.

## **Workshop on E-Office (File Management System)**

**e-office**  
digital workspace

# CONTENTS

1. About e-Office
2. e-Office Package
3. Basic pre-requisite for e-Office
4. File Management System (e-File)
5. Expectations from the Districts
6. Q & A

# About e-Office



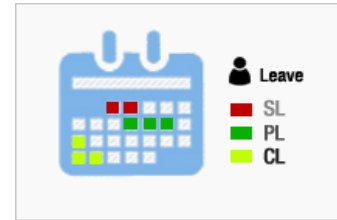
# Modules in e-office package



Knowledge  
Management



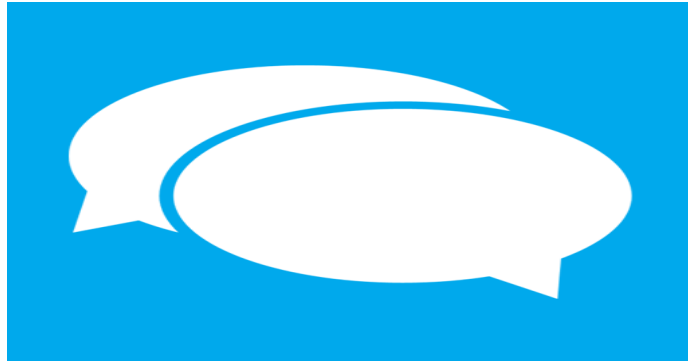
File Management  
System



Leave Management  
System



Tour Management  
System



Chat and Collaborative  
Messaging



Personal Information  
Management System

# Basic pre-requisite

1

NIC NET /SWAN

5

Core 2 Duo Processors and above

2

NIC/GOI Email ids

6

2 GB RAM and above

3

Scanners

7

Windows 7 and above

4

Digital Signatures

8

IE 9 and above or Mozilla (ESR version)

# File Management System

Workflow based system

Efficient, transparent, accountable

Components like receipt, noting, draft, dispatch

Keeping record and tracking movement

It saves time, effort and money

Diarize once use always

Tampered proof noting

Draft versions gets maintained

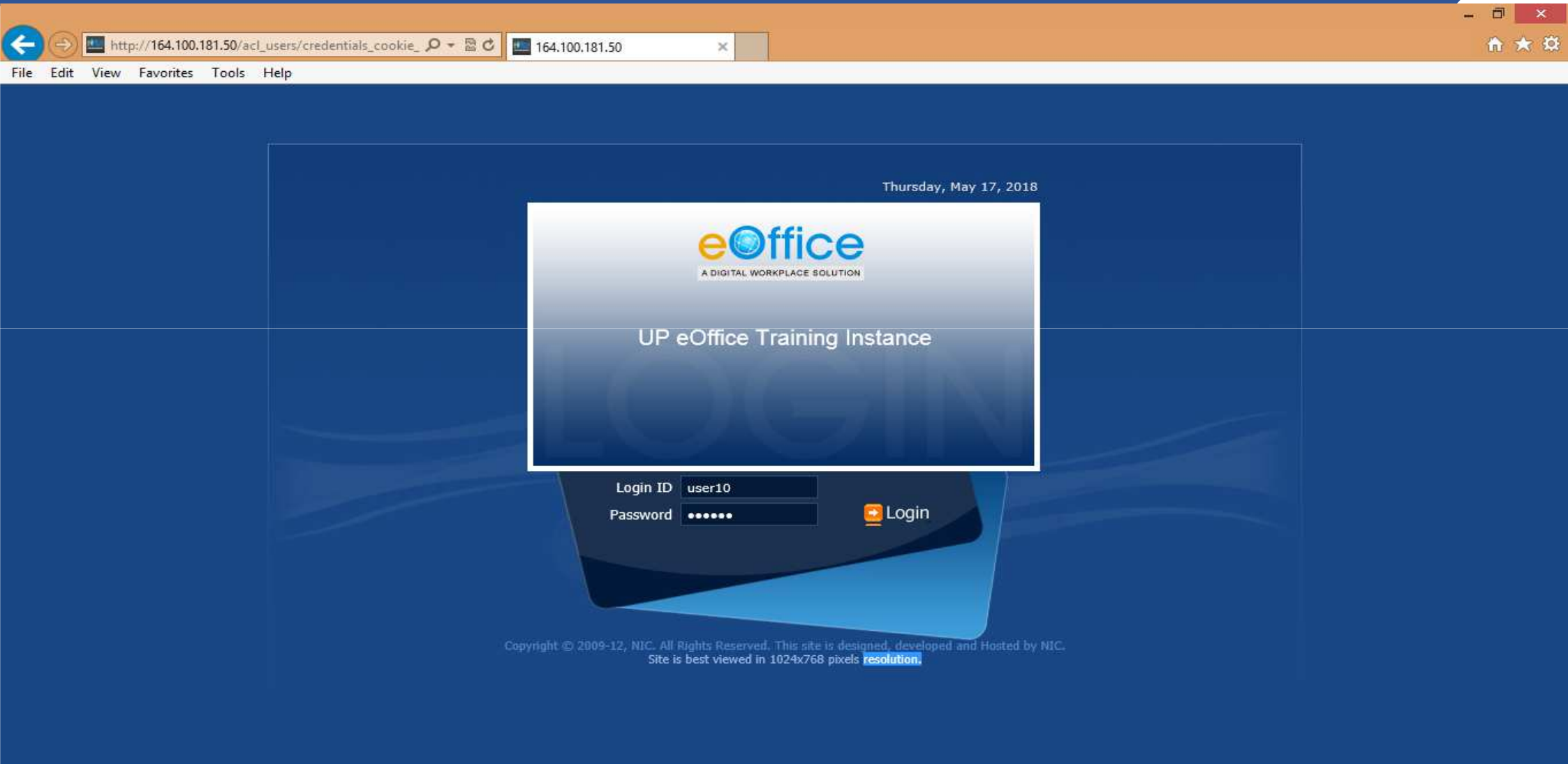
Facility to dispatch via post/mail

Reference tagging and attachment allowed

File/ Receipt can be attached with another File/ receipt

A file can also be linked with another file

# Login Screen



# E-Office Dashboard



Search... (Minimum three characters are required)



Advanced Search ▾



Directory

Whom to Contact

Employee Services

Division

Quick Links

AMIT TRIPATHI ▾ Logout

## MY SPACE

Dashboard

Messages

Shared Documents

Alerts

## FILE & DOCUMENT SERVICES

File Management System

MIS Report

Knowledge Management System

## HR SERVICES

Employee Master Details

Payslip

## EOFFICE SERVICES

## Notice Board



## आज का शब्द

Amend-संशोधित करना, संशोधन करना

## HELP ME TO

» Download Manuals

» Apply for MHA ID Card

## DOWNLOAD FORMS

## EMPLOYEE CORNER

» Birthday Wishes

## Quote of the Week:

The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn,



NIC Mail



Calendar



Gallery



# File Management System-Inbox

eFile

Version 5.5

Search

Advanced

Date Range : 24/03/2015 To 17/05/2018

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

Hierarchical View

My Files

		Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
<input type="checkbox"/>		E 5259	<a href="#">F/2/2017-agriculture education-AE</a>	add	AMIT TRIPATHI,AE	28/12/17 04:15	-	17/01/18 02:47	
<input type="checkbox"/>		E 5178	<a href="#">B-11011/74/2017-agriculture education-AE</a>	mr sunil bhartiya mama	AMIT TRIPATHI,AE	22/12/17 04:12	22/12/17	22/12/17 04:13	
<input type="checkbox"/>		E 5106	<a href="#">G-12011/3/2017-agriculture education-AE</a>	income tax	AMIT TRIPATHI,AE	12/12/17 04:40	-	12/12/17 04:40	
<input type="checkbox"/>		E 4752	<a href="#">D-11012/1/2017-agriculture education-AE</a>	neha appointment	PAWAN,AE	07/11/17 04:27	-	09/05/18 09:06	
<input type="checkbox"/>		E 4751	<a href="#">E-11011/1/2017-agriculture education-AE</a>	appointments of staff	AMIT TRIPATHI,AE	07/11/17 04:22	-	07/11/17 04:22	
<input type="checkbox"/>		E 4671	<a href="#">C-13012/7/2017-agriculture education-AE</a>	staff welfare	AMIT TRIPATHI,AE	03/11/17 06:00	-	03/11/17 06:00	
<input type="checkbox"/>		E 4698	<a href="#">aaaa</a>	gfdgfdgfdgfg	NAFISUL HASAN,AE	03/11/17 05:50	-	11/05/18 05:08	
<input type="checkbox"/>		E 4691	<a href="#">abce</a>	vbvbvbfbcxb	NAFISUL HASAN,AE	03/11/17 05:43	-	14/05/18 06:47	
<input type="checkbox"/>		E 4627	<a href="#">E/3/2017-agriculture education-AE</a>	history	ARUN SONI,AE	02/11/17 06:20	03/11/17	17/01/18 02:49	
<input type="checkbox"/>		E 3871	<a href="#">H-11013/3/2017-agriculture education-AE</a>	employee problem regarding pension	AMIT TRIPATHI,AE	26/10/17 05:52	-	26/10/17 05:53	
<input type="checkbox"/>		E 2782	<a href="#">D-15013/1/2017-agriculture education-AE</a>	Decision regarding O level for Computer Assistant	NAFISUL HASAN,AE	11/10/17 05:53	11/10/17	23/10/17 05:32	
<input type="checkbox"/>		E 3205	<a href="#">B-11011/51/2017-agriculture education-AE</a>	AAKKK	AMIT TRIPATHI,AE	11/10/17 05:21	12/10/17	11/10/17 05:24	
<input type="checkbox"/>		E 3225	<a href="#">C-18011/3/2017-agriculture education-AE</a>	LEAVE	NAFISUL HASAN,AE	11/10/17 05:19	11/10/17	12/10/17 05:26	
<input type="checkbox"/>		E 3093	<a href="#">C-15012/2/2017-agriculture education-AE</a>	ppppp	AMIT TRIPATHI,AE	10/10/17 05:32	10/10/17	-	

LEGEND

Priority

Out Today

Most Immediate

Immediate

Action Initiated

Other Department

Files with Draft

Draft Note

Yellow Note

External Files

Receipts

Files

Inbox (11)

Submitted Files for Closing Approval

Created

Drafts

Completed

Parked

Closed

By Me

Submitted Files for Reopening Approval

RMS Inbox

Sent

Conversions

Drafts

Completed

Physical File

Create New (Non SFS)

Create New (SFS)

Electronic File


Create New (Non SFS)

Create New (SFS)

Create Part

Create Volume

# Receipt inbox



A DIGITAL WORKPLACE SOLUTION

Welcome to eOffice Solution

AMIT TRIPATHI Exe(AT)

eFile Version 5.5

Search

Advanced

Date Range : 24/03/2015 To 17/05/2018

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

Hierarchical View | My Receipts

		Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
<input type="checkbox"/>		E 5901	<a href="#">5901/2018/AE</a>	regarding promotion	arun srivastav	NAFISUL HASAN,AE	14/05/18 03:44	15/05/18	
<input type="checkbox"/>		E 5631	<a href="#">5631/2018/AE</a>	MP and MLA	-	AMIT TRIPATHI,AE	13/05/18 07:38	-	
<input type="checkbox"/>		E 6101	<a href="#">6101/2018/AE</a>		ask	AMIT TRIPATHI,AE	07/05/18 01:07	-	
<input type="checkbox"/>		E 5541	<a href="#">5541(2)/2017/AE</a>	appointment	ramesh shran	ARUN SONI,AE	08/03/18 03:43	09/03/18	
<input type="checkbox"/>		E 5779	<a href="#">5779(1)/2018/AE</a>	<b>makhan</b>	<b>makhanlal</b>	<b>GHANSHYAM,AE</b>	<b>27/02/18 04:06</b>	<b>27/02/18</b>	
<input type="checkbox"/>	<b>VIP</b>	E 5776	<a href="#">5776/2018/AE</a>	<b>general matter</b>	<b>R.k.singh</b>	<b>PIYUSH,AE</b>	<b>27/02/18 03:59</b>	<b>28/02/18</b>	
<input type="checkbox"/>		E 5705	<a href="#">5705/2018/AE</a>	<b>appoiment</b>	<b>apsingh</b>	<b>GHANSHYAM,AE</b>	<b>12/02/18 05:20</b>	<b>14/02/18</b>	
<input type="checkbox"/>		E 5683	<a href="#">5683/2018/AE</a>	Audit2018	Director	NAFISUL HASAN,AE	12/02/18 04:38	-	
<input type="checkbox"/>		E 5531	<a href="#">5531/2017/AE</a>	confidential	gyanprakash	VISHAL,AE	27/12/17 04:59	30/12/17	
<input type="checkbox"/>		E 5501	<a href="#">5501(3)/2017/AE</a>	<b>Lalitbisht ko bhej de.unki id biock hai.</b>	<b>gyan prakash</b>	<b>VISHAL,AE</b>	<b>27/12/17 04:39</b>	<b>30/12/17</b>	
<input type="checkbox"/>		E 5496	<a href="#">5496/2017/AE</a>	ghjgh	R.K.Agrawal	AMIT TRIPATHI,AE	27/12/17 04:29	-	
<input type="checkbox"/>		E 5436	<a href="#">5436/2017/AE</a>	<b>dfgtr</b>	<b>mnbv</b>	<b>GHANSHYAM,AE</b>	<b>21/12/17 04:50</b>	<b>28/12/17</b>	
<input type="checkbox"/>		E 5428	<a href="#">5428/2017/AE</a>	<b>raja</b>	<b>rajan</b>	<b>AMIT TRIPATHI,AE</b>	<b>21/12/17 04:39</b>	<b>21/12/17</b>	
<input type="checkbox"/>		E 5425	<a href="#">5425/2017/AE</a>	<b>mnbv</b>	<b>mnbv</b>	<b>PIYUSH,AE</b>	<b>21/12/17 04:38</b>	<b>28/12/17</b>	

LEGEND

Priority

Out Today

Most Immediate

Immediate

Action Initiated

VIP VIP References

# Browse & Diarize (Pdf up to 20 MB,

≡ eFile Version 5.5

Search   Advanced |

Receipts 

- ▶ Browse and Diarize
- ▶ Inbox (29)
- ▶ Email Diarisation
- ▶ Created
- ▶ Sent
- ▶ Closed
- ▶ By Me
- ▶ Acknowledgement
  - ▶ Created
  - ▶ Sent
- ▶ Recycle Bin
- ▶ Initiated Action

Files 

- ▶ Migrate File
- ▶ Dispatch
- ▶ DSC
- ▶ Settings
- ▶ Notification
- ▶ Ext Department

Upload(Only PDF upto 20 MB)

Electronic

Diary Details

Classified	<input type="text" value="Choose one"/>	Sender Type	<input type="text" value="Choose one"/>
Delivery Mode*	<input type="text" value="By Hand"/>	Language	<input type="text" value="English"/>
Mode Number	<input type="text"/>	Letter Ref. No	<input type="text"/>
Type*	<input type="text" value="Letter"/>	File Number	<input type="text"/>
Received Date	<input type="text" value="17/05/2018"/> <input type="button" value="📅"/>	Letter Date	<input type="text"/> <input type="button" value="📅"/>
VIP	<input type="text" value="Choose one"/>	Diary Date	<input type="text" value="17/05/2018"/>
VIP Name	<input type="text" value="Choose one"/>	Dealing Hands	<input type="text" value="Choose One"/>

Contact Details ☐ Add to Address Book

Ministry	<input type="text" value="Choose one"/>		
Department	<input type="text" value="Choose one"/>		
Name*	<input type="text"/>	Designation*	<input type="text"/>
Organization	<input type="text"/>		
Address 1 *	<input type="text"/>		
Address 2	<input type="text"/>		
Country	<input type="text" value="INDIA"/>	State	<input type="text" value="Choose one"/>
City	<input type="text"/>	Pincode	<input type="text"/>
Mobile	<input type="text"/>	Landline	<input type="text"/>
Fax	<input type="text"/>	Email	<input type="text"/>

Category & Subject

Main Category*	<input type="text" value="Choose one"/>
Sub Category	<input type="text" value="Choose One"/>
Subject*	<input type="text"/>
Enclosures	<input type="text"/>

☐ Customize Acknowledgement



**Created (similar to draft in any mail system)**

**eFile Version 5.5**

Date Range : 24/03/2015 To 17/05/2018

Search [ ] Advanced | ? [ ] [ ] [ ]

Send Put in a File Copy Dispatch View Generate Acknowledgement Hierarchical View My Receipts [v]

	Computer No	Receipt No.	Subject	Subject Category	Created On
[ ]	E 5143	<a href="#">5143/2017/AE</a>	kdfotkmdjff	ACR	27/11/17 04:52
[ ]	E 5123	<a href="#">5123/2017/AE</a>	GPF aur charitr panjika k sambandh m	ACR	27/11/17 04:28
[ ] VIP	E 2180	<a href="#">2180/2017/AE</a>	fghj	Appointments	26/09/17 06:13
[ ] VIP	E 2132	<a href="#">2132/2017/AE</a>	kl;;	ACR	26/09/17 05:33
[ ] VIP	E 2104	<a href="#">2104/2017/AE</a>	meeting	Miscellaneous Files	26/09/17 05:23
[ ] VIP	E 1600	<a href="#">1600/2017/AE</a>	acr	ACR	20/09/17 05:35
[ ]	E 1303	<a href="#">1303/2017/AE</a>	gjghj	ACR	17/09/17 07:11
[ ] VIP	E 1119	<a href="#">1119/2017/AE</a>	development	ACR	15/09/17 05:57
[ ] VIP	E 1100	<a href="#">1100/2017/AE</a>	deveiopment	ACR	15/09/17 05:35
[ ]	E 846	<a href="#">846/2017/AE</a>	bch	ACR related matters	12/09/17 01:16

LEGEND > Priority Out Today Most Immediate Immediate Action Initiated VIP References

# Send Page

In 'To' option we can select the receiver of the letter (typing not allowed)

We can mark a copy to more than one officer

An officer can put 'Due Date' to Subordinate Officer




'Action' and 'Priority' can be also set while sending


Remark can also be written

≡

eFile Version 5.5

Search

Advanced |   

Receipts 

► Browse and Diarise

► Inbox (29)

► Email Diarisation

► Created

► Sent

► Closed

► By Me


► Acknowledgement


→ Created


→ Sent


► Recycle Bin


► Initiated Action


Files 


Migrate File 

Dispatch 

DSC 

Settings 

Notification 

Ext Department 


Send


Organization : AE


To

Cc

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

Set Due Date  


Action  

Priority  

Total 1000 | 1000 characters left.

Remarks

Send

	Receipt Number	Subject
<input checked="" type="checkbox"/>	 5143/2017/AE	kdfootkmdjjf

# Put in a File

A letter can be put up in a file through receipt module(put in a file)



A letter can be put up in a file through file option(correspondence and ToC tab)

Search File To Attach

Create File

Year 2018

Search

	Computer Number	File Number	Subject
<input type="radio"/>	P 5898	11	New Work Order
<input type="radio"/>	E 5933	D-20013/1/2018-agriculture education-AE	issue license

<< < 1 > >>

Attach

# Draft-Create New Draft

A draft is a reply to a letter or any fresh communication by the department

A draft can always be created in a File/Receipt

A version gets maintains after every editing and marking

Officers with approver role, only can approve the DFA

A unique computer no. gets generated for each DFA

New Draft	
<div style="float: right; text-align: right;"> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Choose from Template(s)</a> or            <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Upload File</a> </div> <div style="clear: both;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>B I U</b> [Icons]    <b>Formats</b> ▾    <b>Paragraph</b> ▾    <b>Verdana</b> ▾    <b>14px</b> ▾</p> <p>[Icons]</p> <p>English ▾    [Icons]</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%; margin-top: 5px;"></div> </div> <div style="margin-top: 10px;"> <span>p » span</span> <span style="float: right;">Words: 0</span> </div>	

Draft Details	
Draft Type*	Reply ▾
Draft Nature	Choose One ▾
Language*	English ▾
Subject *	GPF aur charitr panjika k sambandh m
<small>Total 1000   964 characters left.</small>	
Receipt Number	5123/2017/AE ▾
Classified	Choose one ▾
Prefix	Choose One ▾
Reply Type	Choose one ▾

Communication Details	
Ministry	Choose one ▾
Department	सचिवालय ▾
Name *	Pratigya chauhan
Designation *	Anubhag Adhikari
Organization	
Address 1 *	UP sachivalay' Lucknow
Address 2	
Country	INDIA ▾
State	Choose one ▾
City	
Pincode	
Mobile	
Landline	
Fax	
Email	
<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Add More Recipient(s)</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Clear</a>	

Attachments	
<div style="float: right; text-align: right;"> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; text-decoration: none;">Attach File</a> </div> <div style="clear: both;"></div> <p><b>Note :</b></p> <p>Use #ApprovedBy# For Approver Info.            Use #ApprovedByName# For Approver Name            Use #ApprovedByDesignation# For Approver Designation.            Use #ApprovedBySectionName# For Approver Section Name.            Use #ApprovedDate# For Date of Approval.</p>	

# Draft

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

Draft No. : DFA/1401 - V 1.0 Draft Status : DFA

Draft for approval

draft reply

Preview Approve Edit

## Draft Details

Draft Type*	Reply	Classified	Choose one
Draft Nature	Choose One	Prefix	Choose One
Language*	English		
Subject*	kl;;		
Total 1000   996 characters left.			
Receipt Number	2132/2017/AE	Reply Type	Choose one

## Communication Details

## Attachments

Attach File

### Note :

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



# Dispatch Screen

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

Draft No. : DFW/1401 - V 1.0 Draft Status : Approved

draft reply

Draft Details

Draft Type\*

Reply

Draft Nature

Choose One

Language\*

English

Subject \*

kt;

Receipt Number

2132/2017/AE

Classified

Choose one

Prefix

Choose One

Reply Type

Choose one

Total 1000 | 996 characters left.

Communication Details

Ministry

Cabinet secretariat

Department

Choose one

Name\*

rr

Designation\*

dm

Organization

Address 1 \*

dfg

Address 2

Country

ARMENIA

State

Choose one

City

Pincode

Mobile

Landline

Fax

Email

Add More Recipient(s)

Clear

Attachments

Attach File

Note :

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

Dispatch By Self

Dispatch By CRU

Edit

# Dispatch- By mail/Post

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

Draft No. : DFA/1401 - V 1.0 Draft Status : Approved

draft reply

Dispatch can be  
send through e mail  
or by post

Attachment

Attach File

Dispatch Options

Email Details

☒ Postal & Out Register Details

Postal Mode	Choose One	Postal Charge	
Medium	Choose One	Weight	
Mode Number			
Peon Book No		Peon Name	Choose One
Out Date		Out Time	
Delivery Date		Delivery Time	
Delivery Status	Choose one		

**Note :**

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

Either send it  
with follow up or  
without follow up

Send With Followup

Send Without Followup

# File- Create New- (Non-SFS)

eFile Version 5.5

Date Range : 24/03/2015 To 17/05/2018

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

Hierarchical View My Files

	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
<input type="checkbox"/>	E 5259	<a href="#">F/2/2017-agriculture education-AE</a>	add	AMIT TRIPATHI,AE	28/12/17 04:15	-	17/01/18 02:47	
<input type="checkbox"/>	E 5178	<a href="#">B-11011/74/2017-agriculture education-AE</a>	mr sunil bhartiya mama	AMIT TRIPATHI,AE	22/12/17 04:12	22/12/17	22/12/17 04:13	
<input type="checkbox"/>	E 5106	<a href="#">G-12011/3/2017-agriculture education-AE</a>	income tax	AMIT TRIPATHI,AE	12/12/17 04:40	-	12/12/17 04:40	
<input type="checkbox"/>	E 4752	<a href="#">D-11012/1/2017-agriculture education-AE</a>	neha appointment	PAWAN,AE	07/11/17 04:27	-	09/05/18 09:06	
<input type="checkbox"/>	E 4751	<a href="#">E-11011/1/2017-agriculture education-AE</a>	appointments of staff	AMIT TRIPATHI,AE	07/11/17 04:22	-	07/11/17 04:22	
<input type="checkbox"/>	E 4671	<a href="#">C-13012/7/2017-agriculture education-AE</a>	staff welfare	AMIT TRIPATHI,AE	03/11/17 06:00	-	03/11/17 06:00	
<input type="checkbox"/>	E 4698	<a href="#">aaaa</a>	gfdgfdgfdg	NAFISUL HASAN,AE	03/11/17 05:50	-	11/05/18 05:08	
<input type="checkbox"/>	E 4691	<a href="#">abce</a>	vbvbvbfbcb	NAFISUL HASAN,AE	03/11/17 05:43	-	14/05/18 06:47	
<input type="checkbox"/>	E 4627	<a href="#">E/3/2017-agriculture education-AE</a>	history	ARUN SONI,AE	02/11/17 06:20	03/11/17	17/01/18 02:49	
<input type="checkbox"/>	E 3871	<a href="#">H-11013/3/2017-agriculture education-AE</a>	employee problem regarding pension	AMIT TRIPATHI,AE	26/10/17 05:52	-	26/10/17 05:53	
<input type="checkbox"/>	E 2782	<a href="#">D-15013/1/2017-agriculture education-AE</a>	Decision regarding O level for Computer Assistant	NAFISUL HASAN,AE	11/10/17 05:53	11/10/17	23/10/17 05:32	
<input type="checkbox"/>	E 3205	<a href="#">B-11011/51/2017-agriculture education-AE</a>	AAKKK	AMIT TRIPATHI,AE	11/10/17 05:21	12/10/17	11/10/17 05:24	
<input type="checkbox"/>	E 3225	<a href="#">C-18011/3/2017-agriculture education-AE</a>	LEAVE	NAFISUL HASAN,AE	11/10/17 05:19	11/10/17	12/10/17 05:26	
<input type="checkbox"/>	E 3203	<a href="#">C-15012/2/2017-agriculture education-AE</a>	ppppp	AMIT TRIPATHI,AE	10/10/17 05:32	10/10/17	-	

LEG: Most Immediate Immediate Action Initiated Other Department Files with Draft Draft Note Yellow Note External Files

To create a new file

Receipts

Files

- Inbox (11)
  - Submitted Files for Closing Approval
- Created
  - Drafts
  - Completed
- Parked
- Closed
  - By Me
- Submitted Files for Reopening Approval
- RMS Inbox
- Sent
- Conversions
  - Drafts
  - Completed
- Physical File
  - Create New (Non SFS)
  - Create New (SFS)
- Electronic File
  - Create New (Non SFS)
  - Create New (SFS)
- Create Part
- Create Volume

# File creation- File cover

Once file No.  
generated. it  
cannot be  
changed

File Heads

The screenshot shows a web-based form for creating a file cover. The header includes the Government Of Uttar Pradesh logo and the text "Government Of Uttar Pradesh" and "AE agriculture education". The form is divided into several sections: "File No." with four dropdown menus labeled "Ch" and a year field set to "2018"; a "Subject" section with a "Description" field and a "Category" section with "Main" and "Sub" dropdowns; an "Other Details" section with a "Classified" dropdown, a "Remarks" field, and "Previous Reference" and "Later Reference" fields. A "Continue Working" button is at the bottom.

Government Of Uttar Pradesh

AE  
agriculture education

File No.\* Ch Ch Ch Ch 2018 agricul

Subject

Description\*

Category Main Choose one Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Continue Working

# Correspondence (to attach a letter into File)

Computer No. 8031 File No. B-12013/1/2018-agriculture ediy /don-AE Subject: cover

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

Search for the receipt

2018 Search

	Computer Number	Receipt Number	Subject
<input type="radio"/>	E 2180	2180/2017/AE	fghj
<input type="radio"/>	E 5123	5123/2017/AE	GPF aur charitr panjika k sambandh m
<input type="radio"/>	E 5143	5143/2017/AE	kdfotkmdjff
<input type="radio"/>	E 5901	5901/2018/AE	regarding promotion
<input type="radio"/>	E 5631	5631/2018/AE	MP and MLA
<input type="radio"/>	E 6101	6101/2018/AE	
<input type="radio"/>	E 5541	5541(2)/2017/AE	appointment
<input type="radio"/>	E 5779	5779(1)/2018/AE	makhan
<input type="radio"/>	E 5776	5776/2018/AE	general matter
<input type="radio"/>	E 5705	5705/2018/AE	appoliment

Attach

List of Correspondences and Issues

Choose One

	Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
<input type="checkbox"/>			Attach			

# File Created

The screenshot displays the eFile Version 5.5 interface. The top navigation bar includes a menu icon, the text "eFile Version 5.5", a search bar, and an "Advanced" button. Below this, a status bar shows "Computer No: 6031", "File No: B-12013/1/2018-agriculture education-AE", and "Subject: cover". A secondary navigation bar contains tabs for "Noting", "Correspondence", "Draft", "References", "Link", "Details", "Movements", "Edit", "Send", "Attachment", and "More".

The main workspace is divided into two panels. The left panel, titled "Noting section:", has a light green background and contains two buttons at the top: "Add Green Note" and "Add Yellow Note". Two red arrows point upwards towards these buttons. A red callout box in the bottom right of this panel lists: "1. Green Note" and "2. Yellow Note".

The right panel, titled "Letter section", has a white background and contains a large red rounded rectangle. A red callout box at the top of this panel points to the "ToC: Table of Content" tab, which is selected in the panel's tab bar (along with "Recent" and "All").

A large, faint "eoffice" watermark is visible diagonally across the right panel.



# Yellow Note

**eFile Version 5.5** Search Advanced

Computer No: 5259 File No: F/2/2017-agriculture education-AE Subject: add

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

**Version : 1.0**

yellow note

maintains Versions unless confirmed

Changes to green note

Edit Discard Confirm

Version	Created On	Created By
1.0	17/05/18 07:03	AMIT TRIPATHI

**5531(3)/2017/AE**

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8.50 x 11.00 in

1 of 108

Activate Windows Go to PC settings to activate Windows

# Draft Creation

Select create new draft after clicking draft

Rest of the steps are same as in case draft in receipt section

[illegible]



# Expectations from the Districts

Infra GAP  
analysis (H/W,  
S/W, DSC,  
Scanners)

Preparation of  
GAP analysis  
report

DSC/E-mail id  
preparation

File heads/EMD  
Data  
preparation

To ensure  
training/worksh  
op for district  
officials

To ensure  
handholding on  
e-Office to  
officials

Archival policy  
on physical  
papers

Decision on files  
to start with e-  
Office

Strategy for  
transition of  
legacy files (2<sup>nd</sup>  
phase)

Ensure Transfer/  
retirement case  
management  
(EMD)

Decision on  
CRU /individual  
level diarization

To work from  
remote  
location, VPN is  
required

# Question and Answers

# Helpline

- Helpline Number: 0522-2286808/809
- Email ID: [praveenuplc@gmail.com](mailto:praveenuplc@gmail.com)



Thank you...