



# RailTel



## “Presentation on eOffice”

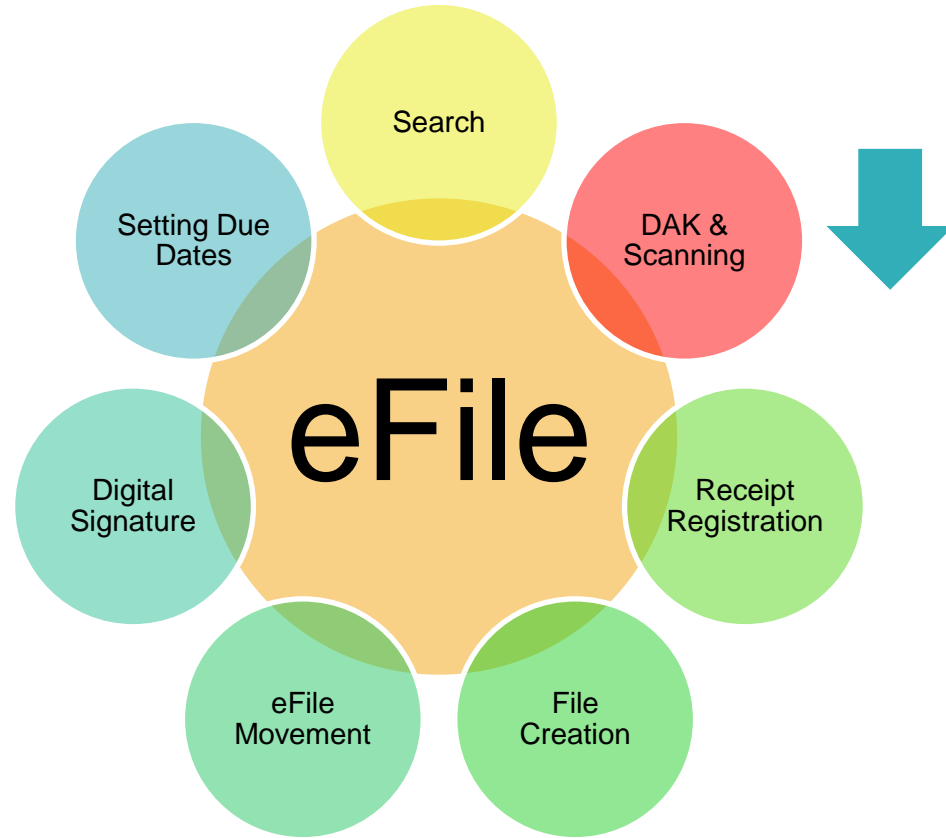


# eOffice Versions

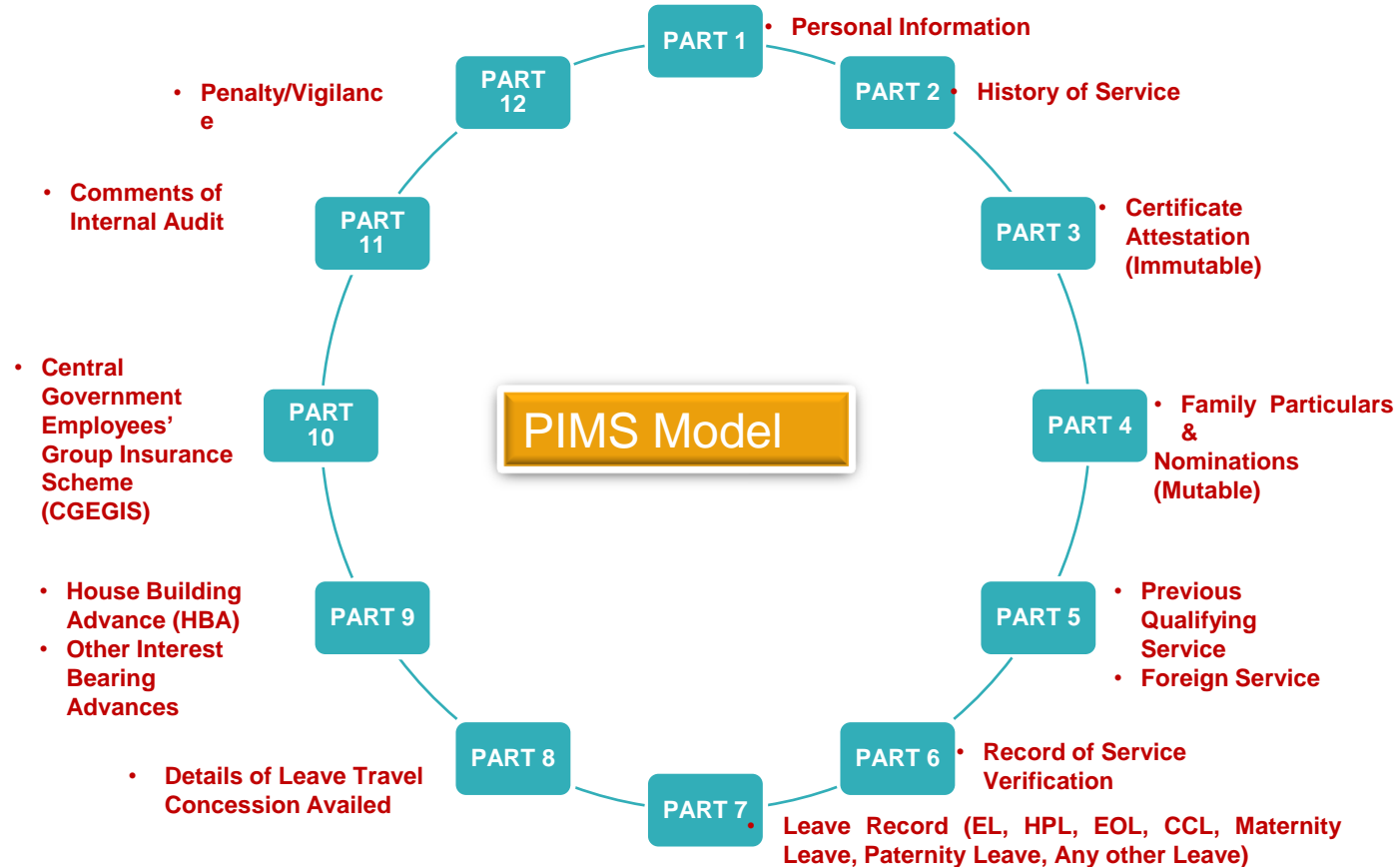
**As per Railway Board directives, currently only eOffice Lite version is to be implemented and subsequently eOffice Premium.**

eOffice Product Suite	eOffice Lite (eFile)	eOffice Lite (SPARROW)	eOffice Lite (eLeave – eTour)	eOffice Premium
File Management System (eFile)	✓	-	-	✓
Knowledge Management System (KMS)	✓	-	✓	✓
Collaboration and Messaging Services (CAMS)	✓	-	✓	✓
Leave Management System (eLeave)	-	-	✓	✓
Tour Management System (eTour)	-	-	✓	✓
Personnel Information Management System (PIMS)	✓	✓	✓	✓
Property Return Information System Management (PRISM)	-	✓	-	✓
Smart Performance Appraisal Report Recording Online Window (SPARROW)	-	✓	-	-

# eFile



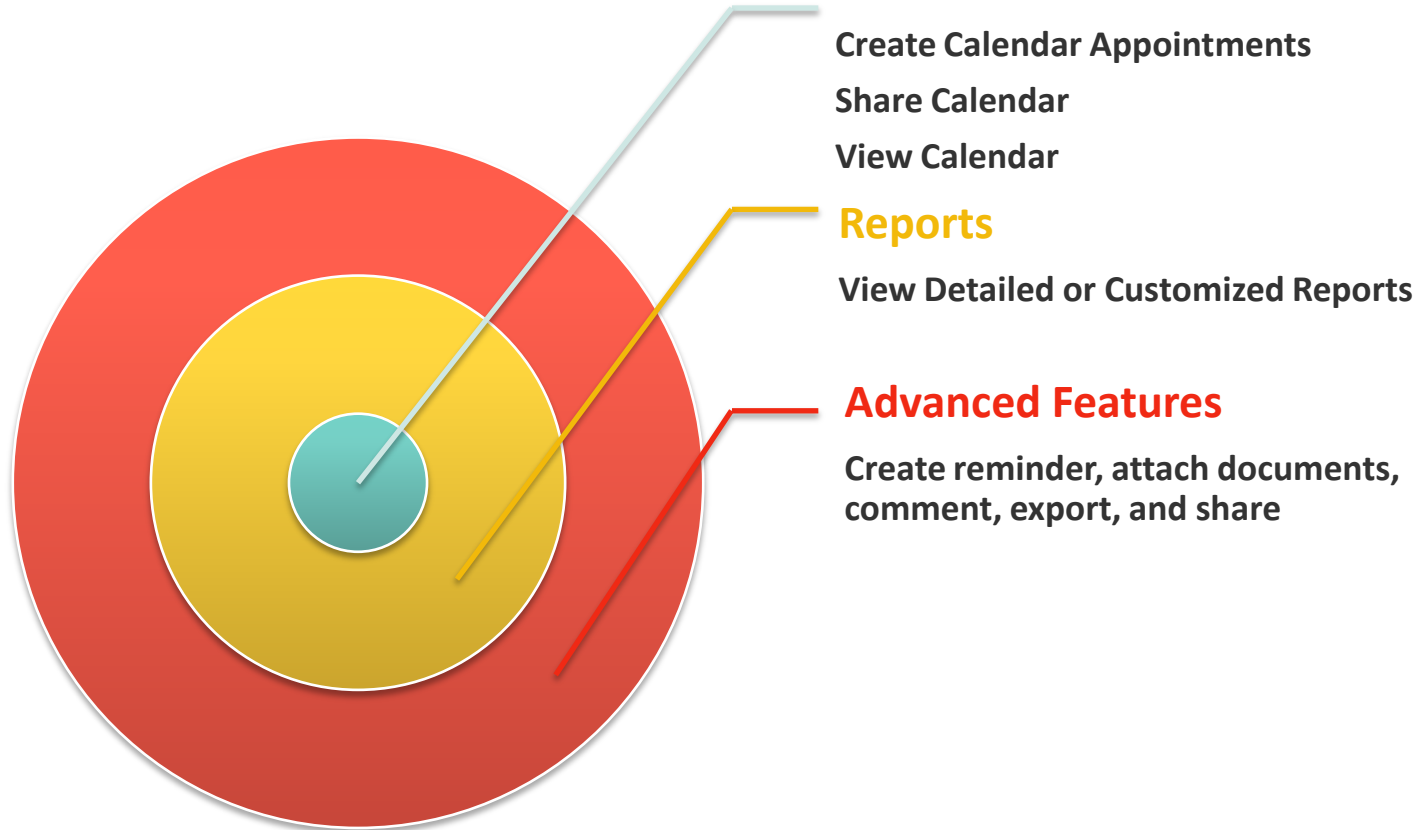
# Personnel Information Management System–PIMS



# Knowledge Management System - KMS



# Collaboration and Messaging Services - CAMS





# Unique Features **@eOffice**

# Security @eOffice



01

## Availability

High Availability on account of DC, DR, and near DR Sites. Tier III DC at Secunderabad with failover DR at Delhi and near DR sites in pipeline for minor outages



02

## Redundancy

Storage, Network, and Application Level Redundancy is ensured through redundant hardware, robust network, and resilient servers.

03

## Security



eOffice Servers at RailTel are protected via 4 layers of Physical Security. Private & secure network with application level security as per NIC recommendations.

04

## Monitoring



24\*7\*365 Monitoring by RailTel to foster availability, redundancy, and security through automated NMS and EMS Tools.





# Accessibility @eOffice

## In Office

Access eOffice via Railnet connection.

## On the Go!

Access eOffice anywhere, anytime via VPN Client.

## How Railnet Works?

Secure private connection by RailTel to Railways.  
eOffice Application is customized to work on it.

## How VPN Works?

VPN licenses are available on chargeable basis.

**Rs.2000/licence/year.**

No additional hardware is required, just install a client software and access eoffice via VPN credentials.



# Mobile @eOffice

## Mobile Platform

- eOffice is primarily a browser based application.
- NIC is working to tailor eOffice to work on Mobile as a Platform.

## Current Version

- Current Version of eOffice is v5.2.2.
- Digital Signature Certificate (DSC) is a mandatory part of this version.

## Compatibility

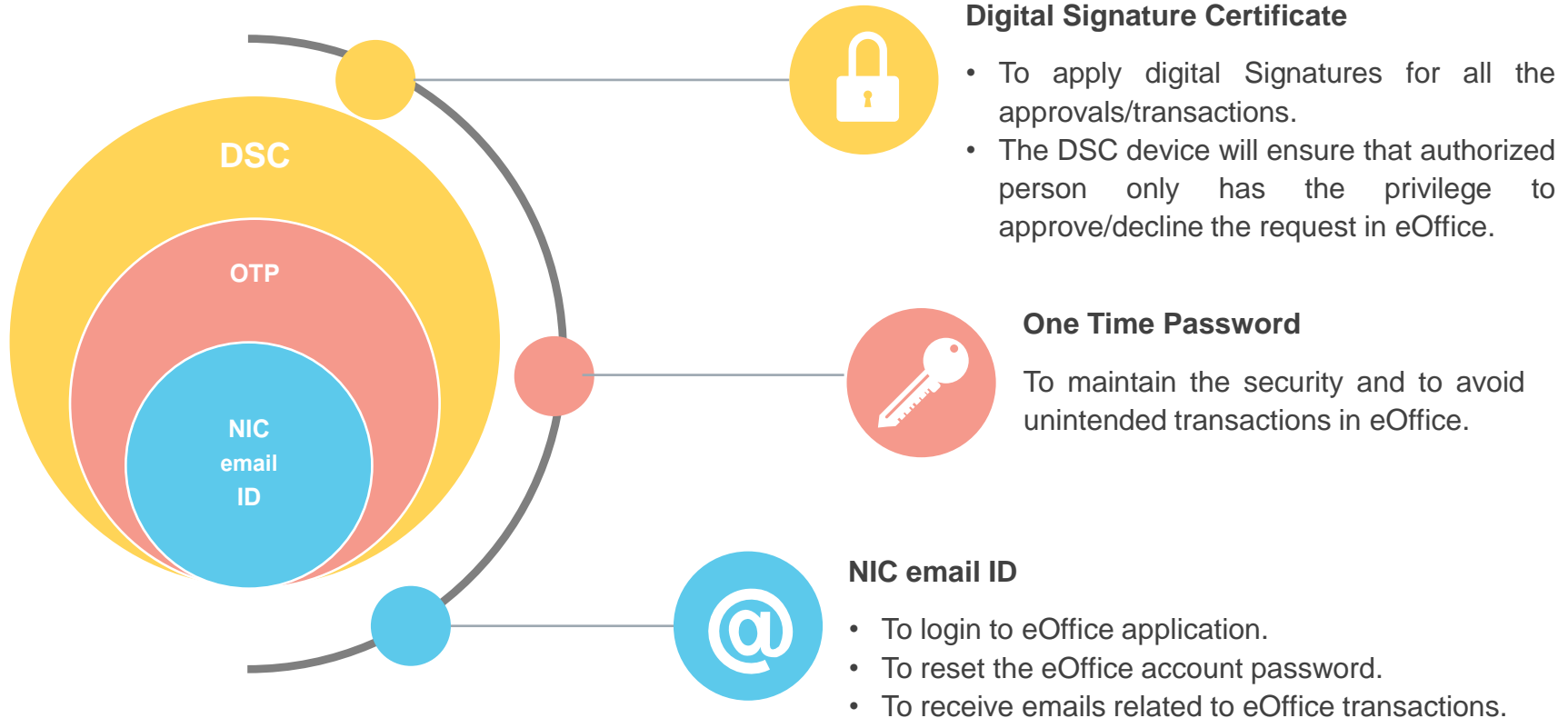
- eOffice is compatible to work on any of the following platforms: -
  - Desktop
  - Android
  - MAC
  - iPhone

## Prospective Version

- NIC is working on a Trial Version of eOffice@eSign.
- eSign is an advanced functionality of this version that eliminates the need of a DSC.

## Mobile Platform, Compatibility, and eOffice Versions

# Authenticity @eOffice



# Presence over GOI @eOffice

## Central Government - 186

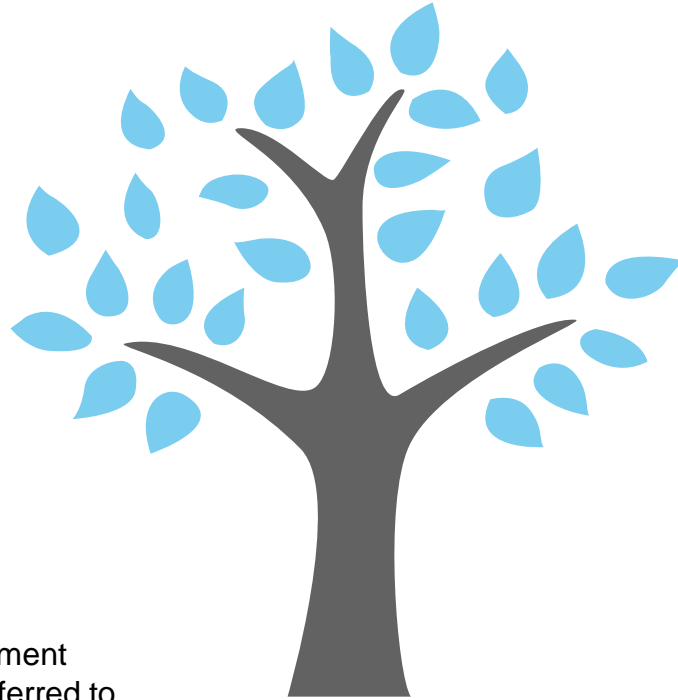
- Ministries & Departments.  
Attached / Subordinate Offices / PSUs etc.

## State Government - 154

- Secretariats
- District Administrations
- Other Departments / PSUs

## Kerala

- Entire State Government Administration transferred to eOffice Platform since 2012.



## Andhra Pradesh

- Government of Andhra Pradesh - Secretariat
- District Administrations of all 13 districts.
- Eastern Power Distribution Company of Andhra Pradesh Limited (APEPDCL)
- Southern Power Distribution Company of Andhra Pradesh Limited (APSPDCL)

## Telangana

- Government of Telangana – Secretariat.
- Greater Hyderabad Municipal Corporation (GHMC) Other Department
- Hyderabad Metropolitan Water Supply and Sewerage Board (HMWSSB)

## “ Requirements to be fulfilled by Railways ”





# Basic User Data Form

## **(BUD) – 1<sup>st</sup> Step**

Initial Assessment

## Why is this Template required?

- To assess total number of eOffice users dealing with files.
- To know where the employee is working and in which unit.
- RailTel to perform initial assessment of hard ware requirements and number of NIC licenses to be procured .
- To gather information like availability of NIC email ID, if available the same may be furnished, If not preferred ID may be indicated by the employee in the form of **ABCD123@gov.in**.
- To tag each employee to his personal mobile number associated with his existing or proposed NIC Email ID.
- To assess additional DSC requirements- so that new DSC's can be processed.  
**(Railways to arrange duly filled in DSC forms to arrange DSC's by RailTel)**

## Basic User Data (BUD) Form

# Basic User Data (BUD)Form Template

[illegible]



# Guidelines to fill Basic User Data Form

- **Name of the Employee:** As it may be (**Surname followed by Given Name – In full form**)
- **Designation:** Complete with all extensions i.e. SSE/Elc/RE/LKO or ASTE/1/Con/ALD etc
- **Place of working:** As it may be.
- Name of the Primary Unit: Zonal HQ/Division/PU/Workshop/ Training School etc.
- **Department:** Electrical/Operating/S&T etc
- **Designation of reporting officer:** GM/DRM/Sr.DOM(o)/Sr.DCM/Sr.DEE(TRD)/Sr.DEE(G) etc
- **Email ID:** Furnish existing NIC Email or indicate your preferred one. **It must be name based**. If existing NIC mail is designation based, then please indicate your preferred name based ID, so that NIC will create a new one. **Please note that this name based Email ID will remain with the employee till he retires from Indian Railways, even upon his transfer/ promotion to any where over Indian Railways.**
- **Whether DSC already available:** (Yes/No)
- **Mobile Number:** 10 digit mobile number with out any prefix (prefer personal number similar to what you are doing with your bank account or Adhar linking)
- **Date of Birth:** In DD/MM/YYYY format.



# Employee Master Database Template

**(EMD) - 2<sup>nd</sup> Step**

Step-by-Step Guide to Fill Data

# Employee Master Database (EMD) Template

## Why is this Template required?

- This template is at the heart of eOffice platform \_ defining entire organizational flow of work from lowest field unit to RB.
- Designations/OU names should be made as unique and distinguishable as possible over Indian Railways for flawless flow of work.
- Each officer/employee must be belonging to one or other Organizational Units ( OU ) in eOffice space. To know where the employee is working and in which unit.
- Work flow is strictly as per the Administrative control hierarchy.
- In eOffice platform each officer and sectional in-charges will have his own OU's.
- In eOffice platform one can send files to anyone else over Indian Railways duly furnishing reasons when sending outside his defined hierarchy.

**Date of Birth and Mobile number columns got duplicated same as BUD form to maintain correlation between the forms as they are submitted at different times by the user department.**

# Complete EMD Template

## EMD-MASTER

Department Name: <Department/Division name> for e.g., Operating/HYD

### Employee Master Detail

Field No.	1	2	3	4	5	6	7	8	9	10	11	12
S.No	Title *	Employee Full Name *	Gender	Employee Code* (PF NO)	Designation of employee *	Post Name of the employee *	Marking Abbreviation (This will reflect in the notings marked from/to)	Post Name of Reporting Officer	Name of Organization unit* (Name of the Office / Section employee belongs to)- Mention hierarchy wise starting with Top OU.	Parent OU	Mobile Number (10 digit no without any prefix)	Date of Birth*
1	Mr	Ankur Mittal	M	107102	Sr DOM	Sr DOM(O)/HYD/SCR	Sr DOM(O)/HYD/SCR/AKM	DRM/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	O/o DRM/HYD/SCR	9848012345	dd/mm/yyyy
2	Mr	M Nagesh	M	107100	Sr PA	Sr PA/Sr DOM(O)/HYD/SCR	Sr PA/Sr DOM(O)/HYD/SCR/MNH	Sr DOM(O)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	O/o DRM/HYD/SCR	9848012345	dd/mm/yyyy
3	Mr	A Pradeep	M	100210	TI	TI/HQRS/HYD/SCR	TI/HQRS/HYD/SCR/APP	Sr DOM(O)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	O/o DRM/HYD/SCR	9848012345	dd/mm/yyyy
4	Mr	S Sukumaran	M	1012542	DOM	DOM (G)/HYD/SCR	DOM (G)/HYD/SCR/SSK	Sr DOM(O)/HYD/SCR	O/o DOM (G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
2	Mr	M Nagesh	M	107100	Sr PA	Sr PA/DOM(G)/HYD/SCR	Sr PA/DOM(G)/HYD/SCR/MNH	DOM(G)/HYD/SCR	O/o DOM(G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
5	Mr	Rajesh P	M	421147	PA	PA/DOM(G)/HYD/SCR	PA/DOM(G)/HYD/SCR/RJP	DOM(G)/HYD/SCR	O/o DOM(G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
6	Mr	Ramana Rao	M	6254123	TI Coal	TI Coal/HYD/SCR	TI Coal/HYD/SCR/RMR	DOM(G)/HYD/SCR	O/o DOM(G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
7	Mr	Ramlingam	M	5214412	SSE	SSE/Signal/VKB/SCR	SSE/Signal/VKB/SCR/RLM	DSTE(1)/HYD/SCR	O/o SSE/Signal/VKB/SCR	O/o DSTE(1)/HYD/SCR	9848012345	dd/mm/yyyy
8	Mr	prakash C	M	2112241	JE	JE/Signal/VKB/SCR	JE/Signal/VKB/SCR/PKC	SSE/Signal/VKB/SCR	O/o SSE/Signal/VKB/SCR	O/o DSTE(1)/HYD/SCR	9848012345	dd/mm/yyyy
9	Mr	Shivaji K	M	3365241	SE	SE/Signal/VKB/SCR	SE/Signal/VKB/SCR/SHK	SSE/Signal/VKB/SCR	O/o SSE/Signal/VKB/SCR	O/o DSTE(1)/HYD/SCR	9848012345	dd/mm/yyyy
10	Mr	Srinivas CH	M	107123	CHC	CHC/HYD/SCR	CHC/HYD/SCR/CHS	Sr DOM(O)/HYD/SCR	O/o CHC/HYD/SCR	O/o Sr DOM(O)/HYD	9848012345	dd/mm/yyyy
11	Mr	Lokesh M	M	107100	Dy CHC	Dy CHC(CHG)/SCR	Dy CHC(CHG)/SCR/LKM	CHC/HYD/SCR	O/o CHC/HYD/SCR	O/o Sr DOM(O)/HYD	9848012345	dd/mm/yyyy
12	Mr	ASanjeew Kumar	M	1010101	Dy CHC	Dy CHC(G)/SCR	Dy CHC(G)/SCR/ASK	CHC/HYD/SCR	O/o CHC/HYD/SCR	O/o Sr DOM(O)/HYD	9848012345	dd/mm/yyyy

# Column No 1-4

Fill following details as applicable

- **Title:** Mr./Mrs./Ms./Dr.
- **Employee Full Name:** Surname followed by Given Name (As per Service Record)
- **Gender:** M/F
- **Employee Code:** Fill PF No.

# Column No 5

- **Designation of Employee:** Write primary post  
*e.g. Sr.DOM or DCM or ASTE or SSE*

Field No.	1	2	3	4	5
S.No	Title *	Employee Full Name *	Gender	Employee Code* (PF NO)	Designation of employee *
1	Mr	Ankur Mittal	M	107102	Sr DOM
2	Mr	M Nagesh	M	107100	Sr PA
3	Mr	A Pradeep	M	100210	TI
4	Mr	S Sukumaran	M	1012542	DOM
2	Mr	M Nagesh	M	107100	Sr PA
5	Mr	Rajesh P	M	421147	PA
6	Mr	Ramana Rao	M	6254123	TI Coal
7	Mr	Ramlingam	M	5214412	SSE
8	Mr	prakash C	M	2112241	JE
9	Mr	Shivaji K	M	3365241	SE
10	Mr	Srinivas CH	M	107123	CHC
11	Mr	Lokesh M	M	107100	Dy CHC
12	Mr	A Sanjeev Kumar	M	1010101	Dy CHC

# Column No 6

- **Post Name:** Exact designation of the working post to be given as marked in the files either routed from/to him.

*e.g. Sr.DOM(O/Hyd) or DCM(1/HQ) or ASTE(Const/1/SC) or SSE(Electrical/RE/GNT)*

In this column, clearly provide the entire designation of the officer/employee including Post Name along with other attributes such as HQ or Div or Place or Unit or Section or 1/2/3/etc. or any combinations of these.

5	6
Designation of employee *	Post Name of the employee *
Sr DOM	Sr DOM(O)/HYD/SCR
Sr PA	Sr PA/Sr DOM(O)/HYD/SCR
TI	TI/HQRS/HYD/SCR
DOM	DOM (G)/HYD/SCR
Sr PA	Sr PA/DOM(G)/HYD/SCR
PA	PA/DOM(G)/HYD/SCR
TI Coal	TI Coal/HYD/SCR
SSE	SSE/Signal/VKB/SCR
JE	JE/Signal/VKB/SCR
SE	SE/Signal/VKB/SCR
CHC	CHC/HYD/SCR
Dy CHC	Dy CHC(CHG)/SCR
Dy CHC	Dy CHC(G)/SCR



# Column No 7

- **Marking Abbreviation:** Entries made in Column 6 + 3 characters from the officer/employees name.

This is what appears wherever the officer/employee is electronically signing.

# Column No 8

- **Post Name of Reporting Officer:** The rules followed for Column No 6 needs to be followed here too for the reporting officer.

7	8
Marking Abbreviation (This will reflect in the notings marked from/to)	Post Name of Reporting Officer
Sr DOM(O)/HYD/SCR/AKM	DRM/HYD/SCR
Sr PA/Sr DOM(O)/HYD/SCR/MNH	Sr DOM(O)/HYD/SCR
TI/HQRS/HYD/SCR/APP	Sr DOM(O)/HYD/SCR
DOM (G)/HYD/SCR/SSK	Sr DOM(O)/HYD/SCR
Sr PA/DOM(G)/HYD/SCR/MNH	DOM(G)/HYD/SCR
PA/DOM(G)/HYD/SCR/RJP	DOM(G)/HYD/SCR
TI Coal/HYD/SCR/RMR	DOM(G)/HYD/SCR
SSE/Signal/VKB/SCR/RLM	DSTE(1)/HYD/SCR
JE/Signal/VKB/SCR/PKC	SSE/Signal/VKB/SCR
SE/Signal/VKB/SCR/SHK	SSE/Signal/VKB/SCR
CHC/HYD/SCR/CHS	Sr DOM(O)/HYD/SCR
Dy CHC(CHG)/SCR/LKM	CHC/HYD/SCR
Dy CHC(G)/SCR/ASK	CHC/HYD/SCR

# Column No 9 (Detailed template in next slide)

**Name of Organization Unit:** Provide Office Name to which the employee belongs to. If the office name is same as the designation of the officer, the same may be given.

*e.g. 1:* There is one office – Office of the Sr. DOM (O), then in-charge of this office Sr. DOM (O) will fill this column same as his designation **i.e Office Of the Sr.DOM(O) as his OU**. PA working with Sr. DOM (O) will fill this column as belongs to the Organizational Unit (OU) of Sr. DOM (O) i.e **Office Of the Sr.DOM(O)**. Similarly, all the employees working in the Sr. DOM (O) office, identify themselves as belongs to OU of Sr. DOM (O).

*e.g. 2:* One DOM (G) working with Sr. DOM (O) of e.g. 1 may identify himself as an independent office and to fill this column as Office of DOM (G) and all other employees working with DOM (G) will identify themselves with the OU of DOM (G).

*e.g. 3:* SSE/Signal/VKB being a sectional in-charge must identify himself with a separate OU i.e **Office Of the SSE/Signal/VKB as his OU** and all employees working under him to identify themselves with this unit.

**Note:** In the eOffice platform, there is no limitation to create any number of offices and hence, each officer and section in-charges to identify themselves as separate organizational units and all employees working under them will identify themselves with that OU.



# Column No 9 Template

Field No.	1	2	3	4	5	6	7	8	9
S.No	Title *	Employee Full Name *	Gender	Employee Code* (PF NO)	Designation of employee *	Post Name of the employee *	Marking Abbreviation (This will reflect in the notings marked from/to)	Post Name of Reporting Officer	Name of Organization unit* (Name of the Office / Section employee belongs to)- Mention hierarchy wise starting with Top OU.
1	Mr	Ankur Mittal	M	107102	Sr DOM	Sr DOM(O)/HYD/SCR	Sr DOM(O)/HYD/SCR/AKM	DRM/HYD/SCR	O/o Sr DOM(O)/HYD/SCR
2	Mr	M Nagesh	M	107100	Sr PA	Sr PA/Sr DOM(O)/HYD/SCR	Sr PA/Sr DOM(O)/HYD/SCR/MNH	Sr DOM(O)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR
3	Mr	A Pradeep	M	100210	TI	TI/HQRS/HYD/SCR	TI/HQRS/HYD/SCR/APP	Sr DOM(O)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR
4	Mr	S Sukumaran	M	1012542	DOM	DOM (G)/HYD/SCR	DOM (G)/HYD/SCR/SSK	Sr DOM(O)/HYD/SCR	O/o DOM (G)/HYD/SCR
2	Mr	M Nagesh	M	107100	Sr PA	Sr PA/DOM(G)/HYD/SCR	Sr PA/DOM(G)/HYD/SCR/MNH	DOM(G)/HYD/SCR	O/o DOM(G)/HYD/SCR
5	Mr	Rajesh P	M	421147	PA	PA/DOM(G)/HYD/SCR	PA/DOM(G)/HYD/SCR/RJP	DOM(G)/HYD/SCR	O/o DOM(G)/HYD/SCR
6	Mr	Ramana Rao	M	6254123	TI Coal	TI Coal/HYD/SCR	TI Coal/HYD/SCR/RMR	DOM(G)/HYD/SCR	O/o DOM(G)/HYD/SCR
7	Mr	Ramlingam	M	5214412	SSE	SSE/Signal/VKB/SCR	SSE/Signal/VKB/SCR/RLM	DSTE(1)/HYD/SCR	O/o SSE/Signal/VKB/SCR
8	Mr	prakash C	M	2112241	JE	JE/Signal/VKB/SCR	JE/Signal/VKB/SCR/PKC	SSE/Signal/VKB/SCR	O/o SSE/Signal/VKB/SCR
9	Mr	Shivaji K	M	3365241	SE	SE/Signal/VKB/SCR	SE/Signal/VKB/SCR/SHK	SSE/Signal/VKB/SCR	O/o SSE/Signal/VKB/SCR
10	Mr	Srinivas CH	M	107123	CHC	CHC/HYD/SCR	CHC/HYD/SCR/CHS	Sr DOM(O)/HYD/SCR	O/o CHC/HYD/SCR
11	Mr	Lokesh M	M	107100	Dy CHC	Dy CHC(CHG)/SCR	Dy CHC(CHG)/SCR/LKM	CHC/HYD/SCR	O/o CHC/HYD/SCR
12	Mr	A Sanjeev Kumar	M	1010101	Dy CHC	Dy CHC(G)/SCR	Dy CHC(G)/SCR/ASK	CHC/HYD/SCR	O/o CHC/HYD/SCR

# Column No 10

- **Parent OU:** Organizational Unit to which the employee reports to for all administrative purposes.

For all practical purposes this column is same as the immediate O/o administrative control reporting officer.

# Column No 11-12

- **Mobile Number:** 10 digit mobile number with out any prefix (prefer personal number)
- **Date of Birth:** dd/mm/yyyy

9	10	11	12
Name of Organization unit* (Name of the Office / Section employee belongs to)- Mention hierarchy wise starting with Top OU.	Parent OU	Mobile Number (10 digit no without any prefix)	Date of Birth*
O/o Sr DOM(O)/HYD/SCR	O/o DRM/HYD/SCR	9848012345	dd/mm/yyyy
O/o Sr DOM(O)/HYD/SCR	O/o DRM/HYD/SCR	9848012345	dd/mm/yyyy
O/o Sr DOM(O)/HYD/SCR	O/o DRM/HYD/SCR	9848012345	dd/mm/yyyy
O/o DOM (G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
O/o DOM(G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
O/o DOM(G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
O/o DOM(G)/HYD/SCR	O/o Sr DOM(O)/HYD/SCR	9848012345	dd/mm/yyyy
O/o SSE/Signal/VKB/SCR	O/o DSTE(1)/HYD/SCR	9848012345	dd/mm/yyyy
O/o SSE/Signal/VKB/SCR	O/o DSTE(1)/HYD/SCR	9848012345	dd/mm/yyyy
O/o SSE/Signal/VKB/SCR	O/o DSTE(1)/HYD/SCR	9848012345	dd/mm/yyyy
O/o CHC/HYD/SCR	O/o Sr DOM(O)/HYD	9848012345	dd/mm/yyyy
O/o CHC/HYD/SCR	O/o Sr DOM(O)/HYD	9848012345	dd/mm/yyyy
O/o CHC/HYD/SCR	O/o Sr DOM(O)/HYD	9848012345	dd/mm/yyyy



# File Naming System Template

**(FNS) – 3<sup>rd</sup> Step**

# File Naming System (FNS)

## Why is this Template required?

- To make each file as uniquely identified as possible over Indian Railways eOffice platform.
- One can send file to any other one over Indian Railways, duly furnishing reasons- If it is sent outside his defined hierarchy.
- Anyone can create a file and that file can be closed only by the creator of that file and no one else.
- File can be closed, but can never be deleted by anyone anytime.

# File Naming System (FNS)

File Naming System is a process to categorize the files for easy identification.

Files may be categorized based on departments, sections performed by each department, subsection of each department and activities.



Any addition/modification can be performed during production.

- Additional column is available for any additional data required.
- Each new file created will be given a number.
- Department wise file naming.
- **Initial classification to be shared by Railways.**

# File Naming System Template

File Naming System (FNS) for Indian Railways									
S.No	Department		Category		Zone/PU/CTI/RDSO/RB		Division/Workshop/Training Institute etc		Additional Column for further categorization
	Title (6 Characters)	Description	Title (4 Characters)	Description	Title (4 Characters)	Description	Title (4 Characters)	Description	(This column is user editable and can be used for further classification with any information as per requirement)
1	2	3	4	5	6	7	8	9	10
1	GENADM	General Administration	PG	Public Greivences	SCR	South Central Railways	SC	Secunderabad	<div>E.g : Passenger Amenities complaint on food quality from Tirupathy -----</div> <div>-----, etc.,</div> <div>Note: This column is not part of the FNS form, but user editable and to be filled with any appropriate name as per file content at the time of creation of any particular file - To make file search more specific to last detail</div>
2	GENADM	General Administration	PG	Public Greivences	SCR	South Central Railways	HYB	Hyderabad	
3	GENADM	General Administration	PG	Public Greivences	SCR	South Central Railways	BZA	Vijayawada	
4	GENADM	General Administration	PG	Public Greivences	SCR	South Central Railways	GTL	Guntakal	
5	GENADM	General Administration	PG	Public Greivences	SCR	South Central Railways	GNT	Guntur	
6	GENADM	General Administration	PG	Public Greivences	SCR	South Central Railways	NED	Nanded	
7	GENADM	General Administration	PR	Pubic Relation	SCR	South Central Railways	SC	Secunderabad	
8	GENADM	General Administration	PR	Pubic Relation	SCR	South Central Railways	HYB	Hyderabad	
9	GENADM	General Administration	PR	Pubic Relation	SCR	South Central Railways	BZA	Vijayawada	
10	GENADM	General Administration	PR	Pubic Relation	SCR	South Central Railways	GTL	Guntakal	
11	GENADM	General Administration	PR	Pubic Relation	SCR	South Central Railways	GNT	Guntur	
12	GENADM	General Administration	PR	Pubic Relation	SCR	South Central Railways	NED	Nanded	
File name given as per the above examples :					1) GENADM/PG/SCR/SC/ + User entry made in Column 10 above				
					2) GENADM/PG/SCR/NED/+ User entry made in Column 10 above				
					3) GENADM/PR/SCR/GNT/+ User entry made in Column 10 above				

# Hard Ware @ Each User

For eOffice Implementation

## 01 – Skill Set

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

**Anti-Virus will be provided to all eOffice users by RailTel.**

## 02 – Workstation

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

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

## 03 - Network

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

## 04 - Scanners

- The user must scan incoming receipts.
- **For Digitization of existing files, Digitization Agency may be hired or enter into a separate work contract with RailTel.**

## 05 – Software

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



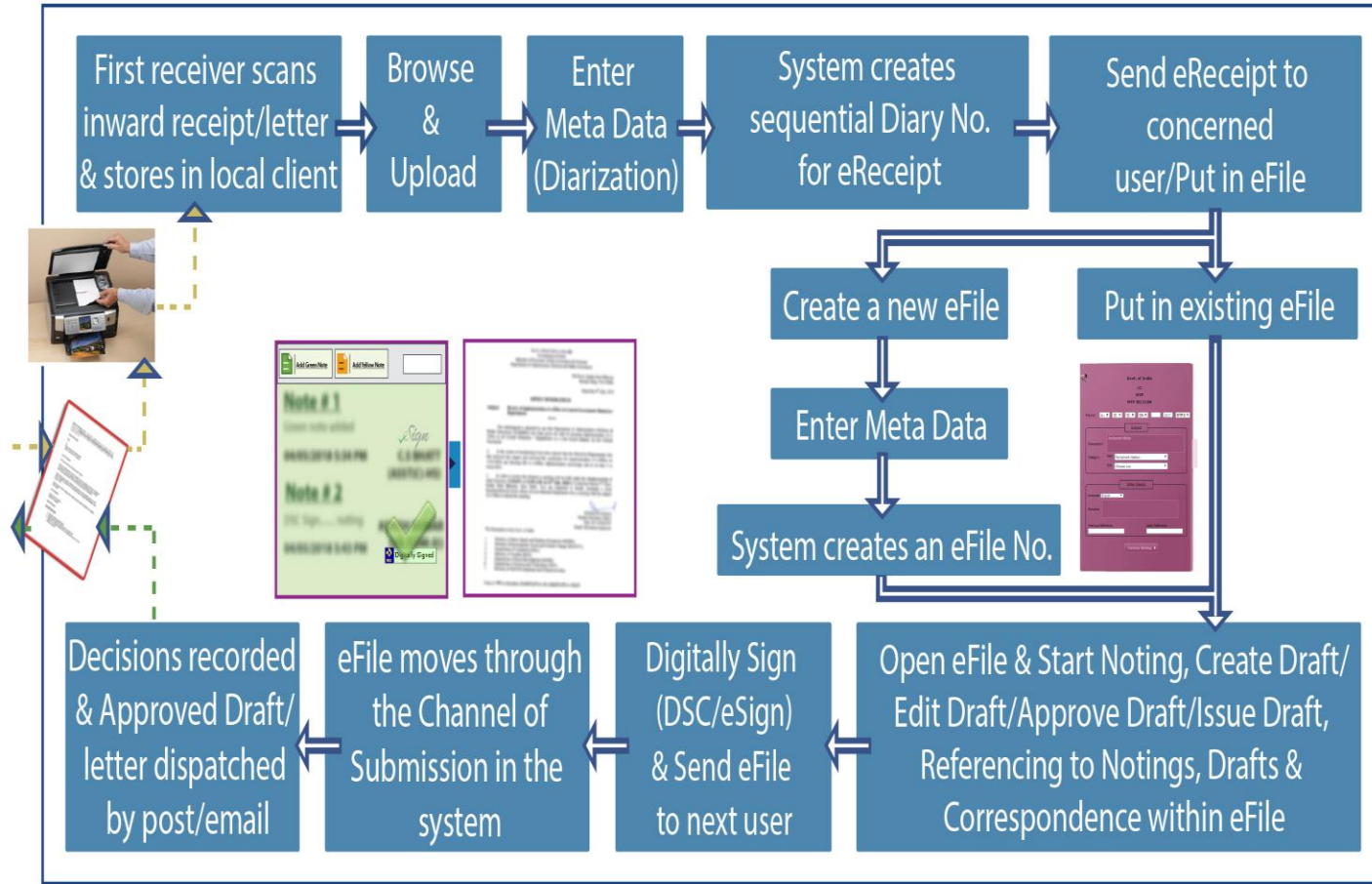
# User Interface (eFile)



# eFile Workflow

Receipts	Files
<ul style="list-style-type: none"><li>• <b>Diarization – Electronic / Email / Physical</b></li><li>• <b>Acknowledgement Generation</b></li><li>• <b>Receipt to Receipt and File Attachment</b></li><li>• <b>VIP Letter Tracking</b></li><li>• <b>Address Book</b></li><li>• <b>Signing on remarks</b></li><li>• <b>Legends on priority</b></li><li>• <b>Advanced Search on metadata</b></li><li>• <b>Receipt Status Monitoring System</b></li><li>• <b>Closing of Receipts</b></li></ul>	<ul style="list-style-type: none"><li>• <b>File Creation – Electronic and Physical</b></li><li>• <b>Notings (Green and Yellow Note)</b></li><li>• <b>Correspondence</b></li><li>• <b>Draft for Approval (DFA)</b></li><li>• <b>Referencing</b></li><li>• <b>Digital Signatures on Noting and DFA</b></li><li>• <b>File to File and Receipt Attachment</b></li><li>• <b>Linking of File</b></li><li>• <b>Closing of File</b></li><li>• <b>Advanced Search on metadata</b></li></ul>
Dispatch	Reports
<ul style="list-style-type: none"><li>• <b>Templates Selection</b></li><li>• <b>Digital Signatures</b></li><li>• <b>Advanced Search on metadata</b></li><li>• <b>Reminders and Follow-ups</b></li><li>• <b>Dispatch sent through email and post</b></li></ul>	<ul style="list-style-type: none"><li>• <b>MIS Reports</b><ul style="list-style-type: none"><li>➤ <b>File/Diary Register Report</b></li><li>➤ <b>File/Diary Movement Report</b></li><li>➤ <b>File/Diary Pendency Reports</b></li></ul></li></ul> <p>..... many more</p>

# eFile Process



# eFile - File Inbox

☰

eFile Version 5.5\_08

Search

Advanced

?

📄

📁

Receipts

Files

Inbox (2)

RTI

Submitted Files for Closing Approval

Created

Drafts

Completed

Parked

Approval Requests

Bulk Closing

Closed

By Me

By Others (Hierarchy)

By Others (All)

Submitted Files for Reopening Approval

RMS Inbox

Sent

Conversions

Drafts

Completed

Physical File

Create New (Non SFS)

Create New (SFS)

Electronic File

Create New (Non SFS)

Create New (SFS)

Date Range : 09/06/2015 To 02/08/2018

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

Hierarchical View | My Files

<input type="checkbox"/>	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
<input type="checkbox"/>	E 33325	<a href="#">A-13012/1/2018-MTP SECTION-MTP</a>	Demo in LSS	NATASHA SHARMA,OFFICE OF JS	26/07/18 02:31 PM	-	-	
<input type="checkbox"/>	E 34079	<a href="#">A-32013/1/2018-MTP SECTION-MTP</a>	IIT Promotion of Assistants	KAJAL CHOUDHARY,O/o UNDER SECY	26/07/18 02:31 PM	-	26/07/18 02:31 PM	
<input type="checkbox"/>	E 34513	<a href="#">A-22012/2/2018-MTP SECTION-MTP</a>	Leave record 2018	NATASHA SHARMA,OFFICE OF JS	25/07/18 05:46 PM	-	25/07/18 05:46 PM	
<input type="checkbox"/>	E 24024	<a href="#">A-21015/1/2017-O/o US-MTP</a>	Establishment - service records	NATASHA SHARMA,OFFICE OF JS	25/07/18 03:34 PM	-	25/07/18 03:34 PM	
<input type="checkbox"/>	E 20051	<a href="#">A-15013/1/2017-MTP SECTION-MTP-Part(1)</a>	establishment recruitment matters Class -I	KARTIK MISHRA,MTP Sec	25/07/18 03:08 PM	-	25/07/18 03:16 PM	
<input type="checkbox"/>	E 22902	<a href="#">G-15014/1/2017-O/o US-MTP</a>	finance-Increment	KARTIK MISHRA,MTP Sec	13/06/18 01:25 PM	-	13/06/18 01:47 PM	
<input type="checkbox"/>	E 20213	<a href="#">H-11016/25/2017-MTP SECTION-MTP</a>	Parliament Matters Lok Sabha	TANMAY BHATT,O/o SECY(MTP)	31/08/17 01:32 PM	-	21/03/18 05:12 PM	
<input type="checkbox"/>	E 20384	<a href="#">B-12011/1/2017-O/o Jt.Secy.-MTP</a>	Welfare-General aspects	KAJAL CHOUDHARY,O/o UNDER SECY	21/06/17 11:54 AM	-	21/06/17 11:56 AM	
<input type="checkbox"/>	E 25032	<a href="#">A-12014/40/2017-MTP SECTION-MTP</a>	Recruitment of Non Indians	KARTIK MISHRA,MTP Sec	13/06/17 02:47 PM	-	13/06/17 02:58 PM	
<input type="checkbox"/>	P 23420	<a href="#">G-21013/2/2017-O/o DY.SECY-MTP</a>	Finance - expenditure statements - 2017-18	AKSHAY SHARMA,OFFICE OF DY SECRETARY	09/03/17 03:39 PM	-	-	
<input type="checkbox"/>	P 23388	<a href="#">B-13011/2/2017-O/o Jt.Secy.-MTP</a>	welfare - general aspects	NATASHA SHARMA,OFFICE OF JS	09/03/17 12:27 PM	-	09/03/17 12:36 PM	
<input type="checkbox"/>	P 23028	<a href="#">G-21017/1/2017-O/o DY.SECY-MTP</a>	Miscellaneous Expenditure Statements	AKSHAY SHARMA,OFFICE OF DY SECRETARY	03/03/17 03:46 PM	-	03/03/17 03:57 PM	
<input type="checkbox"/>	E 22876	<a href="#">A-11015/2/2017-O/o Jt.Secy.-MTP</a>	Idc recruitment	ADITYA JOSHI,OFFICE OF ADDL SECRETARY	01/03/17 04:50 PM	-	01/03/17 04:50 PM	
<input type="checkbox"/>	E 18408	<a href="#">H-11016/22/2016-O/o US-MTP</a>	Lok Sabha Questions	AKSHAY SHARMA,OFFICE OF DY SECRETARY	06/12/16 12:18 PM	-	06/12/16 12:24 PM	
<input type="checkbox"/>	E 15254	<a href="#">A-13012/3/2016-O/o AS(ADMIN-DAR&amp;PG)</a>	sdfsdf	AKSHAY SHARMA,OFFICE OF DY SECRETARY	03/11/16 03:33 PM	-	03/11/16 03:39 PM	

LEGEND

Priority

Out Today

Most Immediate

Immediate

Action Initiated

Other Department

Files with Draft

Draft Note

Yellow Note

External Files

Subject Category

ACR

Right To Information

Court Cases

Parliament Matters

# eFile - Electronic File Cover Page

≡

eFile Version 5.5\_08

Search 20213

Advanced

?

Receipts

Files

Inbox (2)

- RTI
- Submitted Files for Closing Approval

Created

- Drafts
- Completed

Parked

Approval Requests

Bulk Closing

Closed

- By Me
- By Others (Hierarchy)
- By Others (All)
- Submitted Files for Reopening Approval

RMS Inbox

Sent

Conversions

- Drafts
- Completed

Physical File

- Create New (Non SFS)
- Create New (SFS)

Electronic File

- Create New (Non SFS)
- Create New (SFS)

Govt. of India

NIC

MTP

MTP SECTION

File No.\* A - 32 12 Chr 2017 MTP S

Subject

Description\* Parliament Matter

Category Main Parliament Matters

Sub Choose one

Other Details

Language English

Remarks

Previous Reference

Later Reference

Continue Working

# eFile - Inner Look

≡

eFile Version 5.5\_08

Search

20213

Advanced

Computer No: 20213

File No: H-11016/25/2017-MTP SECTION-MTP

Subject: Parliament Matters Lok Sabha

Noting

Correspondence

Draft

References

Link

Details

Movements

Edit

Send Back

Send

Attachment

Action Details

More

Add Green Note

Add Yellow Note

1-3

of 8 Note(s)

**Note # 1**

Received a request from ISTM, Delhi, for conducting a training session on eOffice and asking for schedule, agenda trainer details.

09/01/2017 3:59 PM

KARTIK MISHRA  
(SO)

**Note # 2**

कृपया इनके उपराल से सम्बंधित मामले पर उचित करवाई करें।

09/01/2017 4:07 PM

AKSHARA TRIVEDI  
(ASST)

**Note # 3**

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

eFile Handholding.pdf

Sample Letter.pdf

09/01/2017 4:20 PM

KARTIK MISHRA  
(SO)

PDFProvider

3 / 12

**MOST IMMEDIATE**  
गणराज्य भारत  
GOVERNMENT OF INDIA  
सचिवालय प्रशिक्षण तथा प्रबंधन संस्थान  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(कार्यिक और प्रशिक्षण विभाग)  
(Dept. of Personnel and Training)  
कार्यिक, लोक शिक्षा तथा पेंशन सचालय  
Ministry of Personnel, Public Grievances and Pensions  
प्रशासनिक ब्लॉक, जे.एन.यू. कैम्पस (ओल्ड)  
Administrative Block, J.N.U. Campus (Old)  
नई दिल्ली-110067/New Delhi-110067

NO. A.33022/22/2012-ISTM

Dated : 24<sup>th</sup> December 2012

To

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

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

Madam,

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

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

3. A line in confirmation may please be sent to undersigned at E-mail ID: [suchitra@nic.in](mailto:suchitra@nic.in)

# eFile - File Send Page



eFile Version 5.5\_08

Search



Advanced



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



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

Quick View

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

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

To

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

Notify : ☐ Email ☐ SMS

Set Due Date

17

Action

Forward

Priority

Immediate

Total 1000 | 1000 characters left.

Remarks

Send

DSC Sign and Send

eSign and Send

File Number

Subject

Note(Chars)



H-11016/25/2017-MTP SECTION-MT...

Parliament Matters L...

0

**Note :** Bulk signing maximum allowed characters- 1000000

Total(Formatting included) :0

Intimate To

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

# eFile - Search Page

eFile Version 5.5\_08

Search

Advanced

File

Receipt

Dispatch

Creation Year

Origin

Nature

Physical Scope

Electronic Scope

Basic Parameters

Advance Parameters

Computer No

File No

Subject

Output Fields:

☐ All

☒ Computer No

☒ File No

☒ Subject

☒ Location

☐ Opening Date

☒ Currently With

☒ Section

☐ Department

☒ Forwarding Remarks

☒ Pending

Day(s)

☐ Status

☐ Closing Remarks

☐ Creation Remarks

Search Files

Search Output

Total Record(s) : [1]

Action:

Pull Up

Receive

Send

☐

Actions

Computer No

File No

Subject

Location

Currently With

Section

Forwarding Remarks

Pending Day(s)

☐

[Send Details](#)

E

20213

[H-11016/25/2017-MTP SECTION-MTP](#)

Parliament Matters Lok Sabha

File/Inbox

NATASHA SHARMA,JS(NS)-MTP

OFFICE OF JOINT SECRETARY

336



Thank you