

Introduction to eOffice



Why eOffice?

- An average document is photocopied 19 times
- Paper files get doubled every 3.5 years
- Paper usage in an average office grows 22 percent a year and doubles every 3.3 years
- Every 12 filing cabinets require an additional employee to maintain them
- The average search time for any document is 18 minutes and some are never found
- At any given time, 3-5 percent of an organization's files are lost or misplaced
- Large organizations lose/misplace a document every 12 seconds
- 92 percent of information is in manila folders
- Almost half of an office's time is spent handling paper/data entry
- 80 percent of today's information is paper based
- The average time to retrieve and file a paper document is 10 minutes
- E-mail causes an average 40 percent increase in paper consumption
- 12,500 sheets of paper can be made from one tree
- A letter has to pass through 41 steps and entered in dozens of the registers before it is answered

eOffice – Benefits



Enhance transparency



Increase accountability



Assure data security and data integrity



Transform the government work culture and ethics



Promote innovation by releasing staff energy and time from unproductive procedures

File Management System (eFile)

eFile is a workflow based system that replaces the existing manual handling of files with a more efficient electronic system.

This system involves all stages, including the electronic diarization of inward correspondence, creation of files, movement of correspondences and files, electronic signing of noting & drafts using Digital Signature Certificates (DSC), eSign, and finally, the archival of records.

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

eFile Process

First receiver scans inward receipt/letter & stores in local client

Browse & Upload

Enter Meta Data (Diarization)

System creates sequential Diary No. for eReceipt

Send eReceipt to concerned user/Put in eFile

Create a new eFile

Put in existing eFile

Enter Meta Data

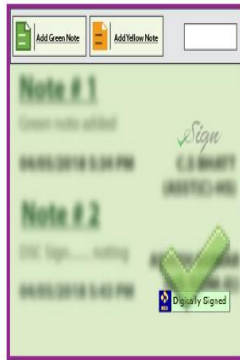
System creates an eFile No.

Decisions recorded & Approved Draft/letter dispatched by post/email

eFile moves through the Channel of Submission in the system

Digitally Sign (DSC/eSign) & Send eFile to next user

Open eFile & Start Noting, Create Draft/ Edit Draft/Approve Draft/Issue Draft, Referencing to Notings, Drafts & Correspondence within eFile



Receipt Inner Look

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर
CHHATRAPATI SHAHUJI MAHARAJ UNIVERSITY, KANPUR(पूर्ववर्ती कानपुर विश्वविद्यालय, कानपुर)
(Formerly Known as Kanpur University-208024)

पत्रांक-सी.एस.जे.एम.वि.वि./R-Camp/01/2023

दिनांक: 02/02/2023

कार्यालय-आदेश

विश्वविद्यालय में ई0 ऑफिस प्रणाली लागू किए जाने के क्रम में आदेश संख्या सी.एस.जे.एम.वि.वि./सा.पशा./782/2022 दिनांक 24.11.2022 के अनुसार दिनांक 30.11.2022 को एन0आई0सी0 लखनऊ द्वारा ई-ऑफिस यूजर्स लेवल का प्रशिक्षण समस्त अधिकारीगण/शिक्षकगण/कर्मचारीगण को प्रदान किया जा चुका है। ई-ऑफिस परीक्षण हेतु विश्वविद्यालय के आदेश संख्या सी.एस.जे.एम.वि.वि./आर0 केंद्र0/1708/2022 दिनांक-08/12/2022 से लागू कर दिया गया है तथा ई-ऑफिस यूजर्स को अपने कार्यालय में ई-ऑफिस लॉगिन कर अभ्यास हेतु पत्राचार/पत्रावलियों का संचालन, दिए गए प्रशिक्षण के अनुसार करने के निर्देश दिये जा चुके हैं। उक्त के क्रम में आदेशानुसार दिनांक-28/01/2023 को पुनः प्रशिक्षण सेंटर फॉर एकेडेमिक में दिया जा चुका है। ई-ऑफिस का मूर्त रूप में क्रियान्वयन दिनांक-10/02/2023 से किया जाना सुनिश्चित है।

अतः आपको निर्देशित किया जाता है कि दिनांक-10/02/2023 के उपरान्त पत्राचार/पत्रावलियों का संचालन ई-ऑफिस के माध्यम से करना सुनिश्चित करें।

किसी भी प्रकार की तकनीकी समस्या के समाधान हेतु निम्नलिखित कर्मचारियों से सम्पर्क किया जा सकता है-

1. श्री राजीव जैन (प्रोग्रामर, ई-ऑफिस)
2. श्री शैलेश कुमार मिश्र (डी0ई0ओ0, कुलपति कार्यालय)
3. श्री जितेन्द्र प्रकाश दीक्षित (डी0ई0ओ0, एस0एस0सी0)
4. श्री ललित कुमार (डी0ई0ओ0, वित्त अधिकारी कार्यालय)

डा0(अनिल कुमार यादव)

कुल सचिव

Diary Details

Diary Date

10/02/2023

Forms Of Communications *

Letter

Language

English

Received Date

10/02/2023

Letter Date

dd/mm/yyyy

Letter Ref. No.

Delivery Mode *

By Hand

Mode Number

Sender Type

Choose One

VIP

Choose One

Contact Details

Add to Address Book

Min./Dept./Others

Select Level

Name *



OR

Designation *

Organization

Mobile

Email

Address *

Total 1000 | 1000 Character left

Country

State

Personalize Acknowledgement

Generate

Generate & Send

Generate & Copy

eFile – Electronic File Cover Page

- 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)

Electronic File

Govt. of India

NIC

MTP

MTP SECTION

File No.* A - ▾ 32 ▾ 12 ▾ Ch ▾ 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

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



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)
Digitally Signed

Note # 2

कृपया इनके उपरान्त से सम्बंधित सामग्री पर उचित करवाई करें।

09/01/2017 4:07 PM

Sign
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)
Digitally Signed

PDFProvider

3 / 12



(Downloaded By Nidhi Choudhary)

TEL : 011-26165593
FAX : 011-26104183

MOST IMMEDIATE
भारत सरकार
GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबंध विभाग
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(कार्यिक और प्रशिक्षण विभाग)
(Dept. of Personnel and Training)
कार्यिक, लोक शिकायत तथा पेंशन संजालय
Ministry of Personnel, Public Grievances and Pensions
प्रशासनिक ब्लॉक, जे.एन.यू. कैंपस (पुराना)
Administrative Block, J.N.U. Campus (Old)
नई दिल्ली-110067/New Delhi-110067

NO. A.33022/22/2012-ISTM

Dated : 24th December 2012

To

Ms. Suchitra Pyarelal
Head of Division
Eoffice Project Division
NIC, New Delhi.
Fax: 24305808/24384873
(Email ID : suchitra@nic.in)

Sub. 6th 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 6th 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:

Knowledge Management System (KMS)

Enables users to create and manage electronic documents that can be viewed, searched and shared.

Contains a dynamic workflow to keep document in various stages

Central Repository

- Organization wide access to documents
- Multilingual Support
- Version Control
- Security and access control

My Repository

- Personal Document Repository
- Document Sharing
- Collaborative work

Document Sharing

- Document Sharing
- Folder Subscription
- Alerts and Notification

Search

- Quick and easy retrieval of documents
- Content Based Easy Search
- Advanced Level Search