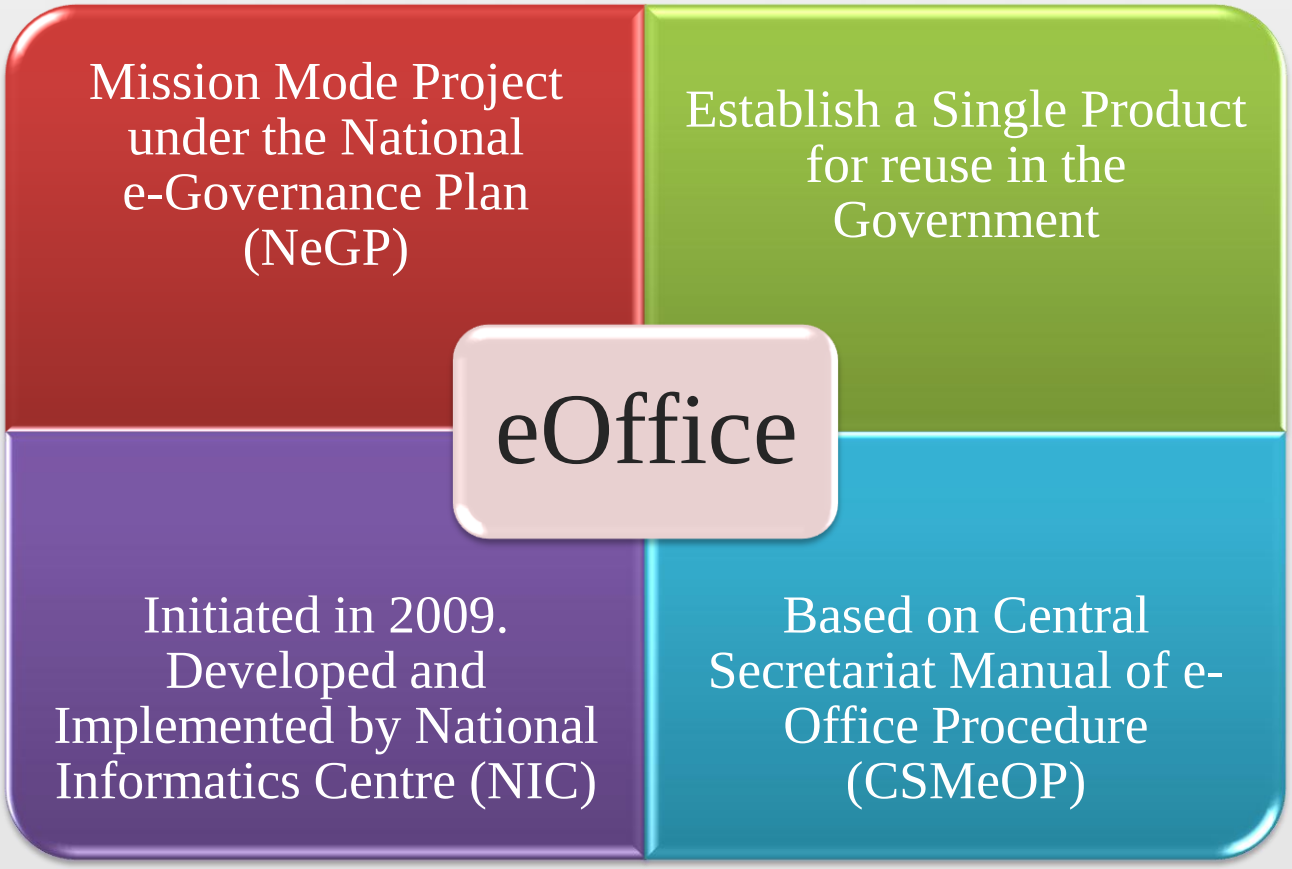
Welcome to eOffice Presentation

eOffice – A Digital Workplace Solution



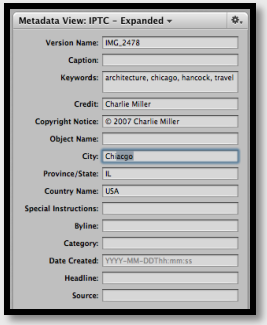
File Management System (eFile)

First receiver Scans

Store in Hard Drive

Browse & upload

Scanned Tapal (pdf)



Enter Meta Data

System Creates sequential Diary Number for each receipt

Send e Receipt to concern officer

Create a new efile

Attach to existing efile

Enter Meta Data

System Creates a efile Number

Inside eFile:-
Open efile and start Noting, create draft/edit draft/approve draft/issue draft, referencing to drafts & correspondence sections within e-file

Digital Sign and send efile to next user

e-file moves through the Channel of Submission on the system

Close File

eOffice –Expected Benefits

Transparency

- Accessibility & availability of information- file movement trail
- Set procedures/norms followed
- Reduce Corruption- no tampering with data

Efficiency

- Speed in decision making
- Error free output
- Optimum utilization of resources/space
- Scalability

Effectiveness

- Result oriented
- Quality of output
- Cost-effectiveness
- Culture of discipline

Accountability

- Traceability of decisions
- Adherence to service levels

Employee Convenience

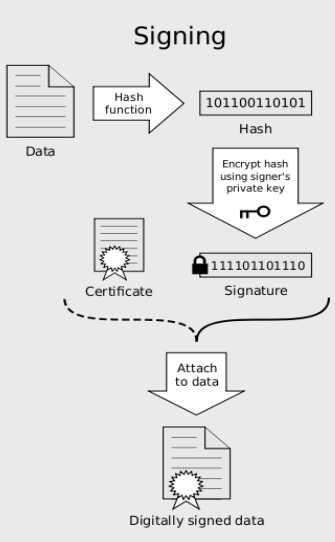
- Ease of use
- Ease of retrieval of files- advanced search
- Remote functioning
- Skilled workforce

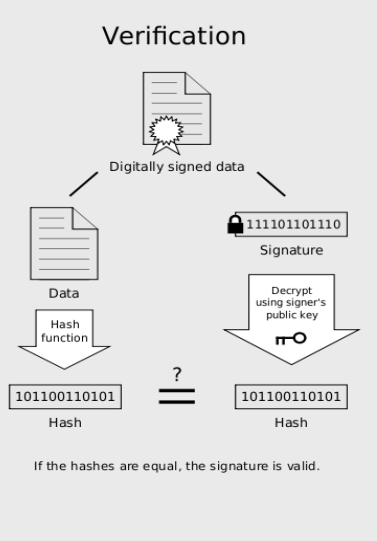
Security : DSC

•eOffice ensures that any file should not be altered in transit with DSC.

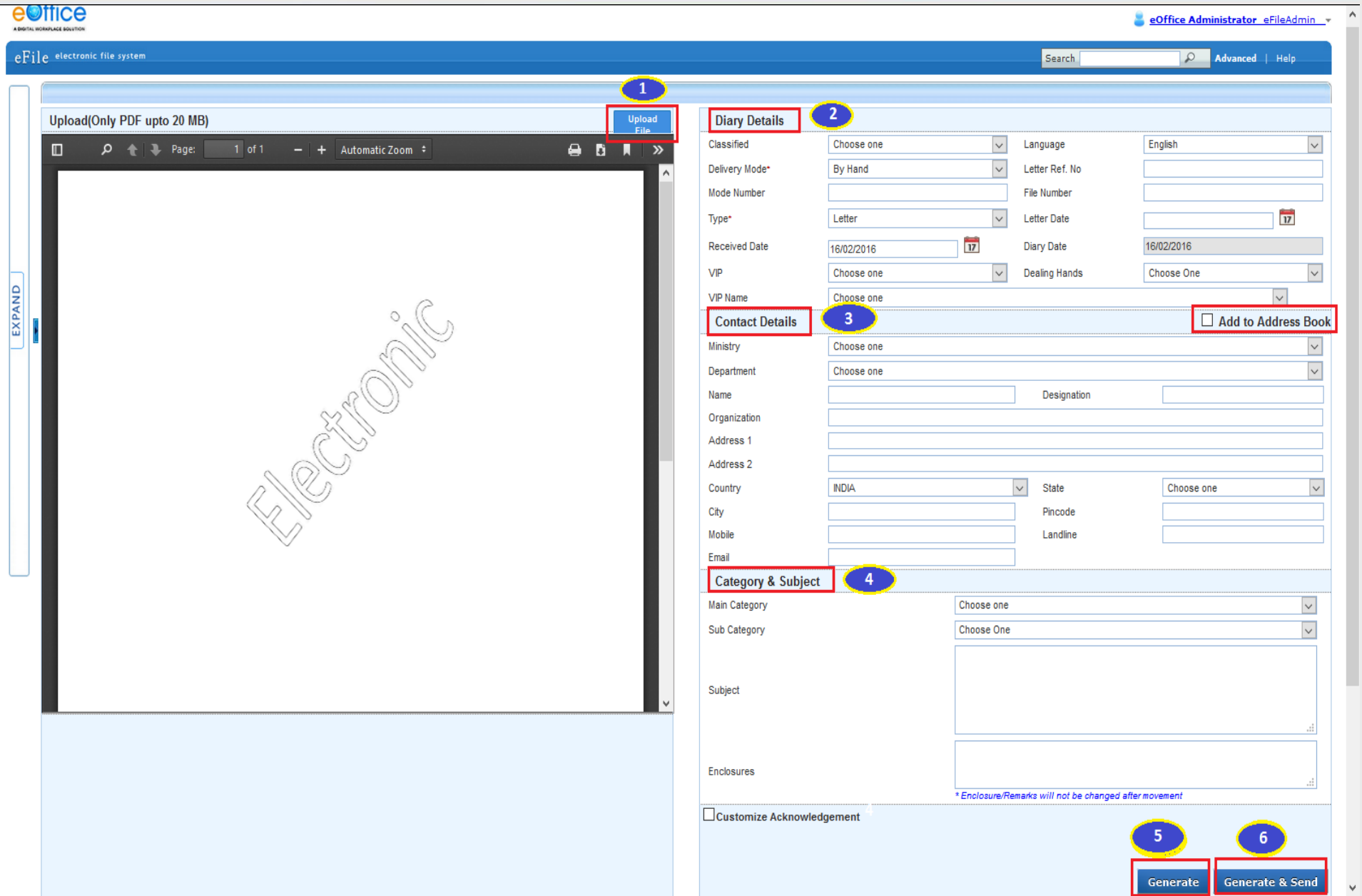
• In eOffice applications documents are encrypted at client side and then transmitted to server in encrypted form only.

• DSC Functioning:

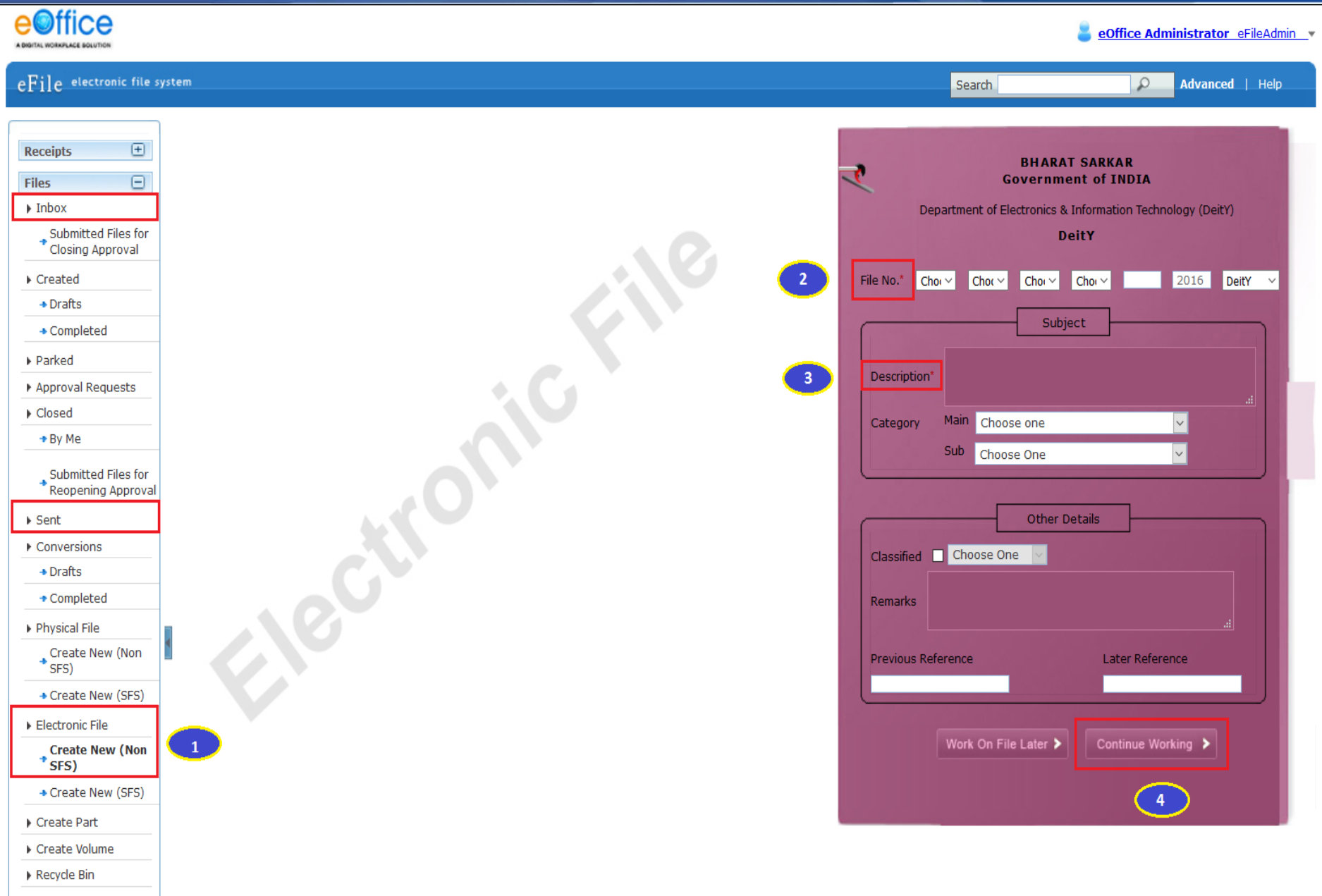




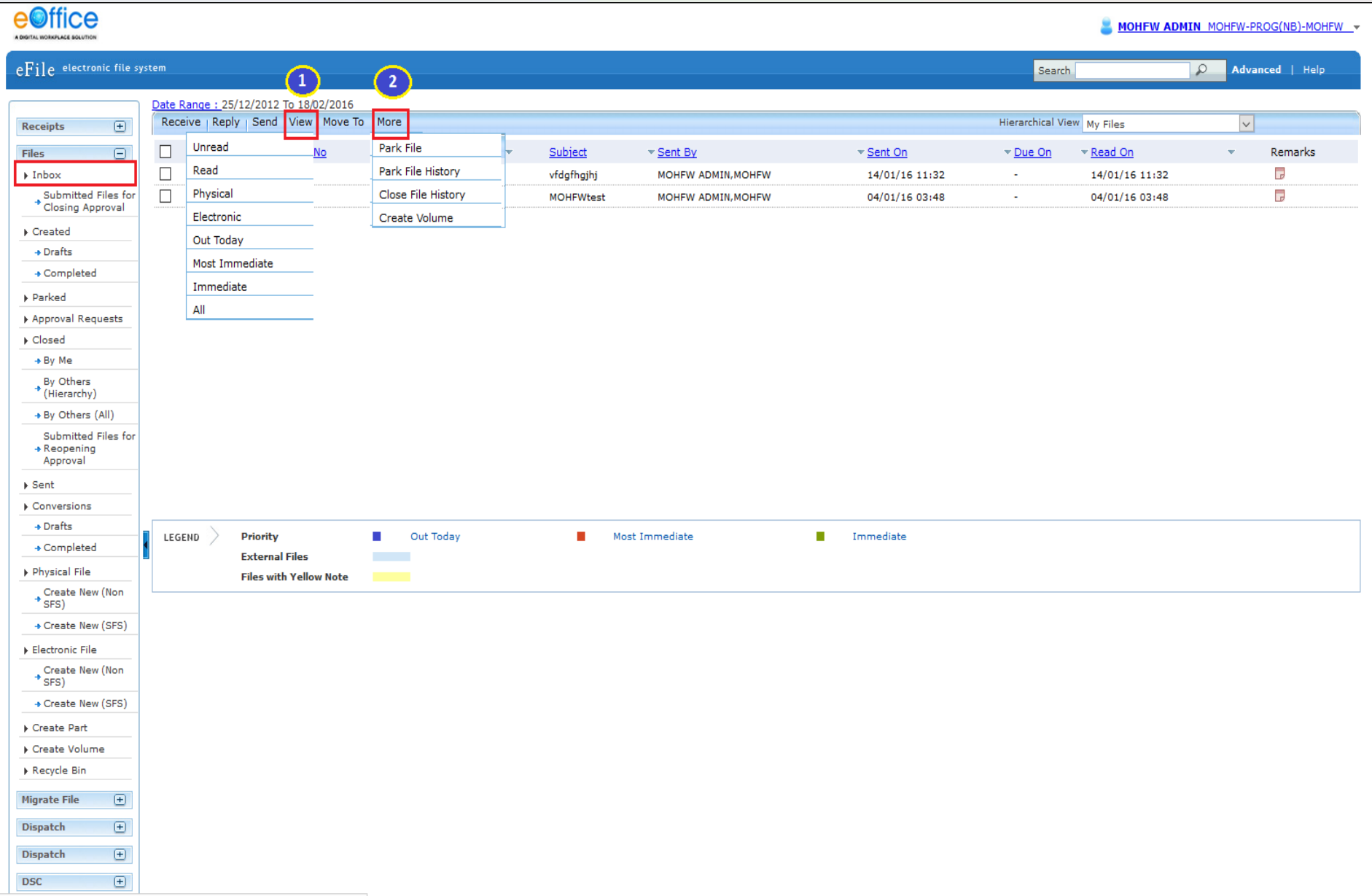
eFile – Diarization Screen



eFile - Navigation

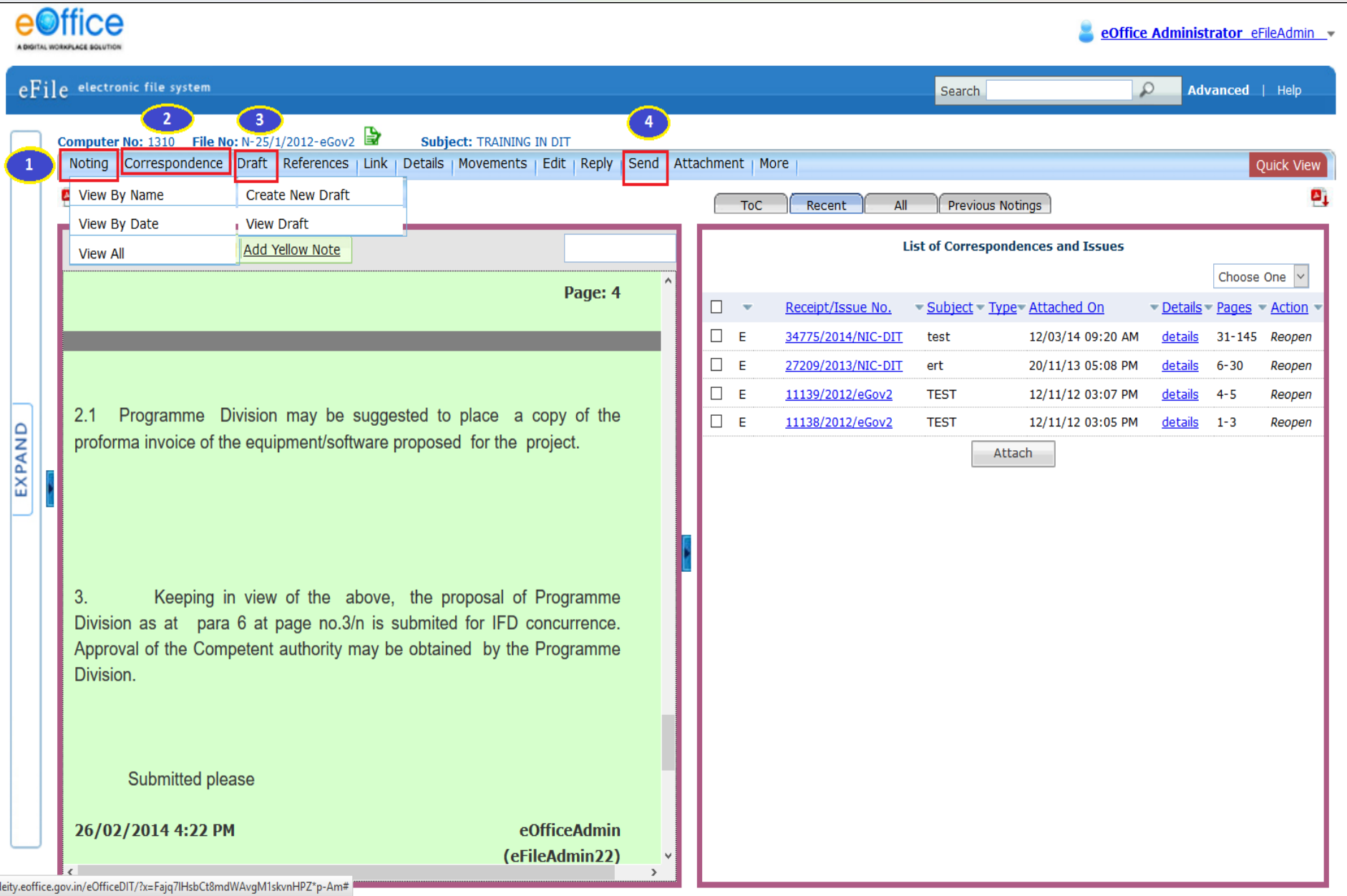


eFile – File Inbox View

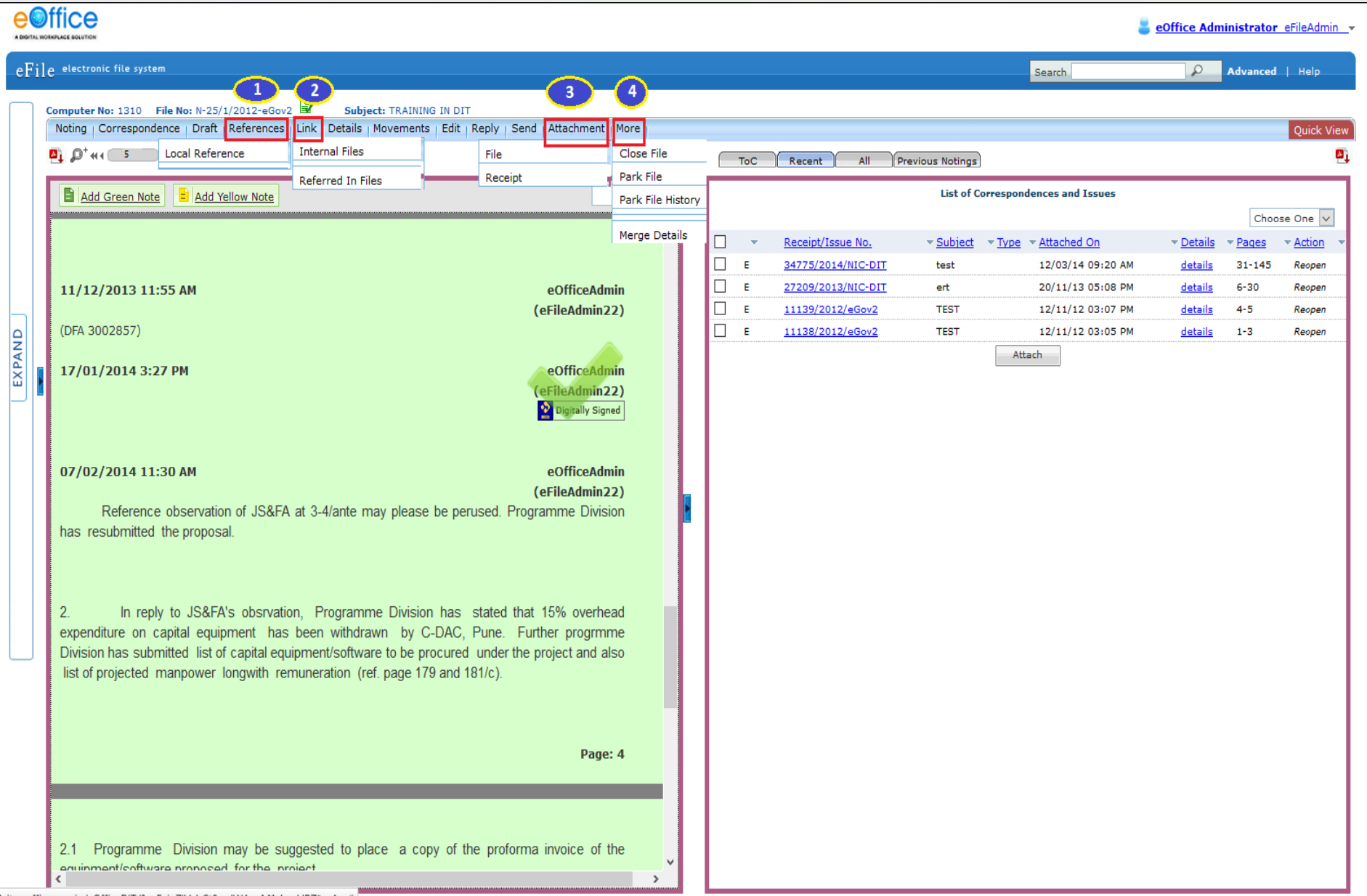


https://mohfw.eoffice.gov.in/eFile/?x=tdfoFHUYxN3F5n5jdWhjBOSzZ7F-awWJ#

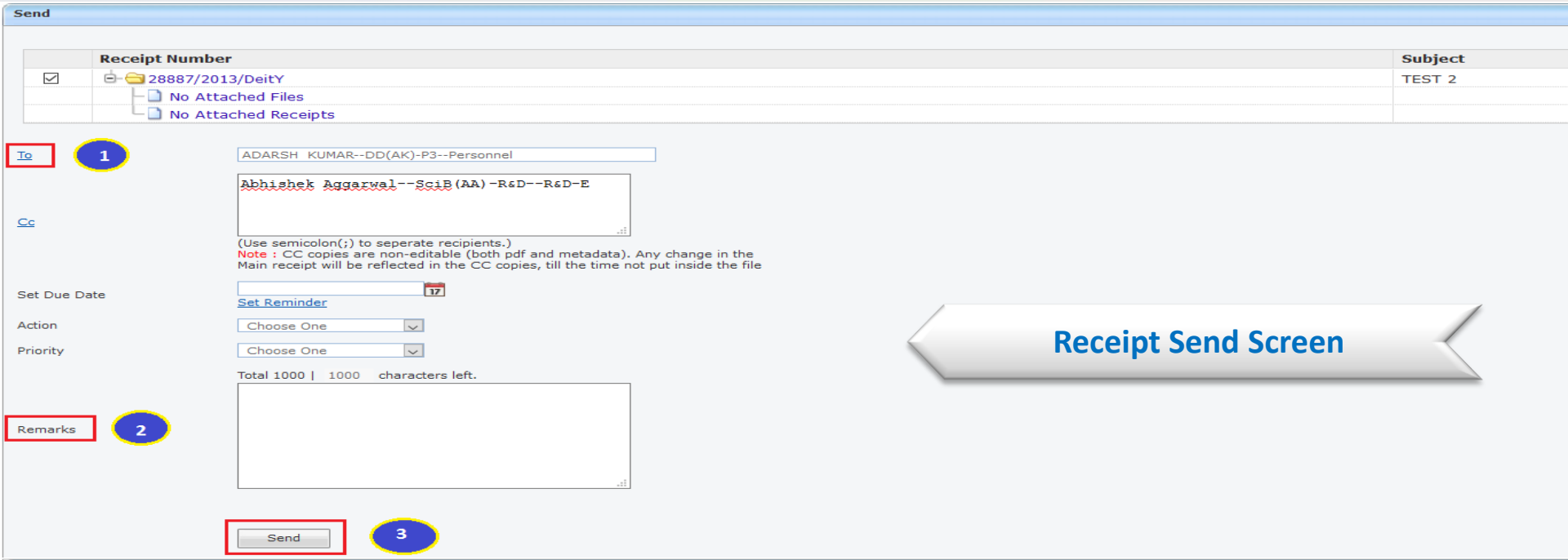
eFile – Basic Features



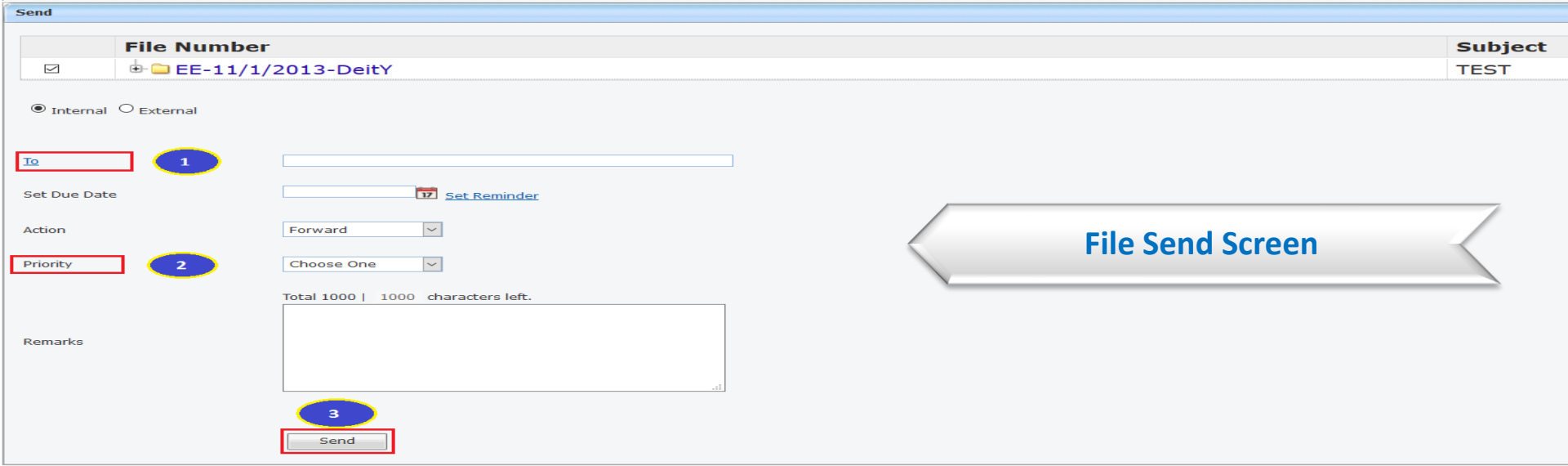
eFile – Advanced Functionalities



eFile– Send Screen(s)

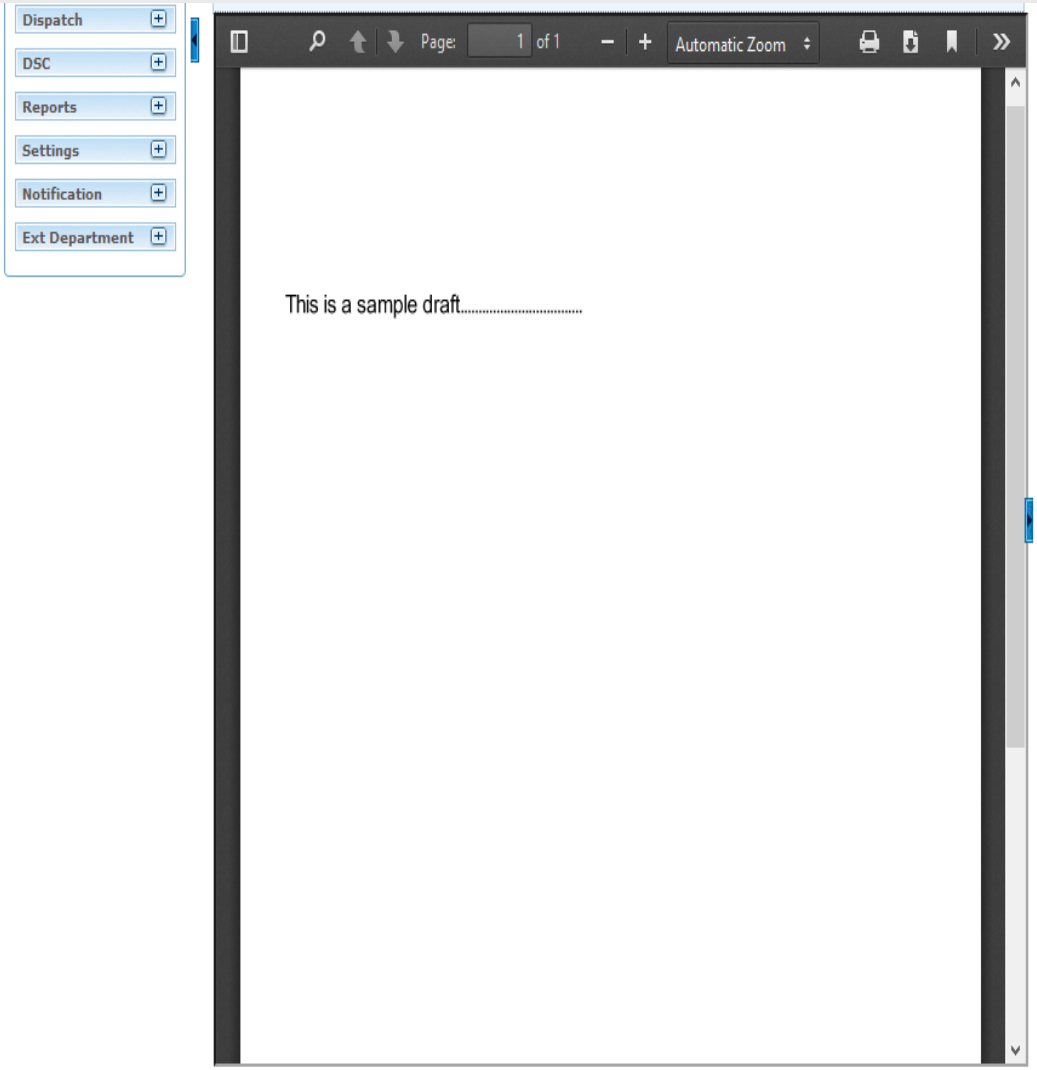


Receipt Send Screen

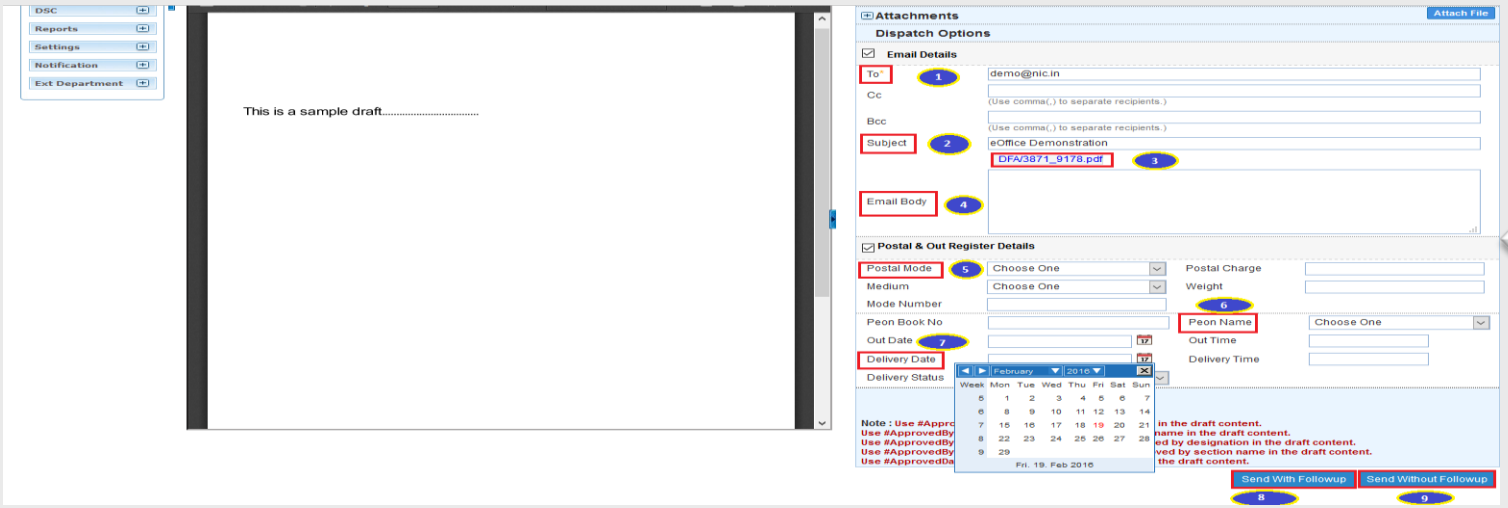


File Send Screen

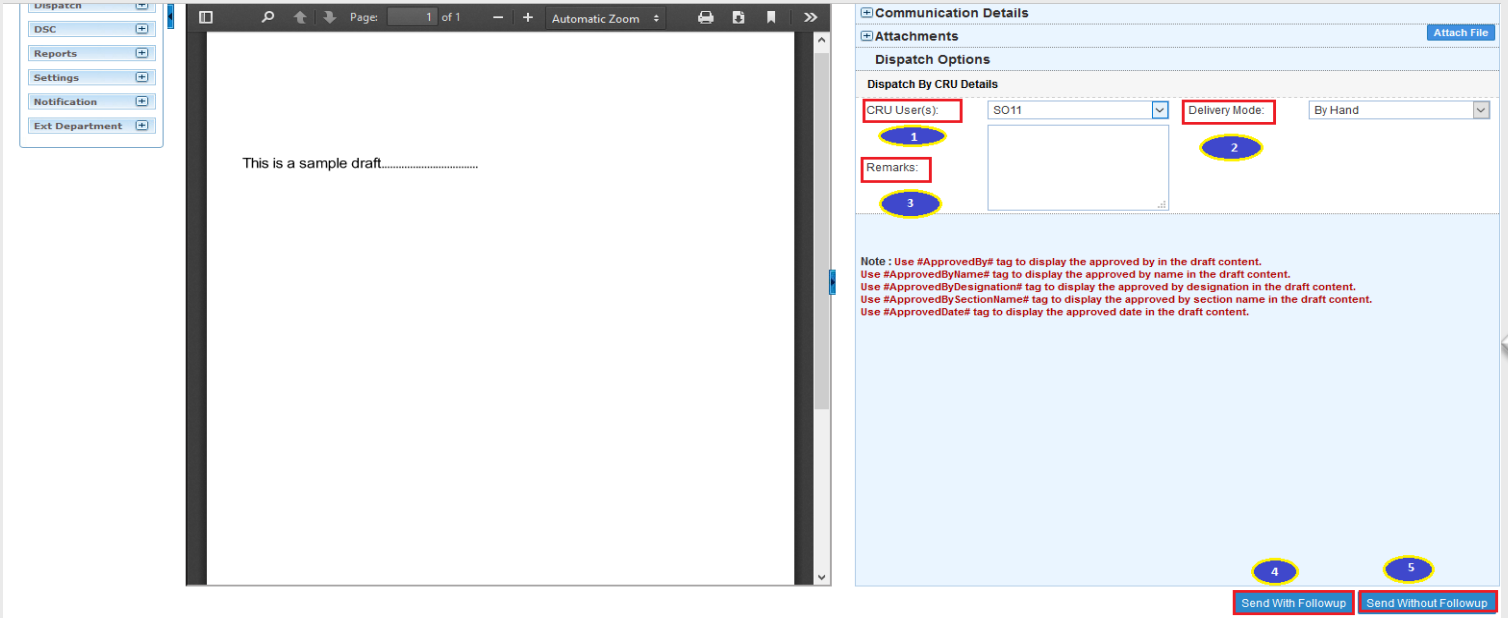
eFile – Draft Dispatch



eFile – Draft Dispatch Screen(s)



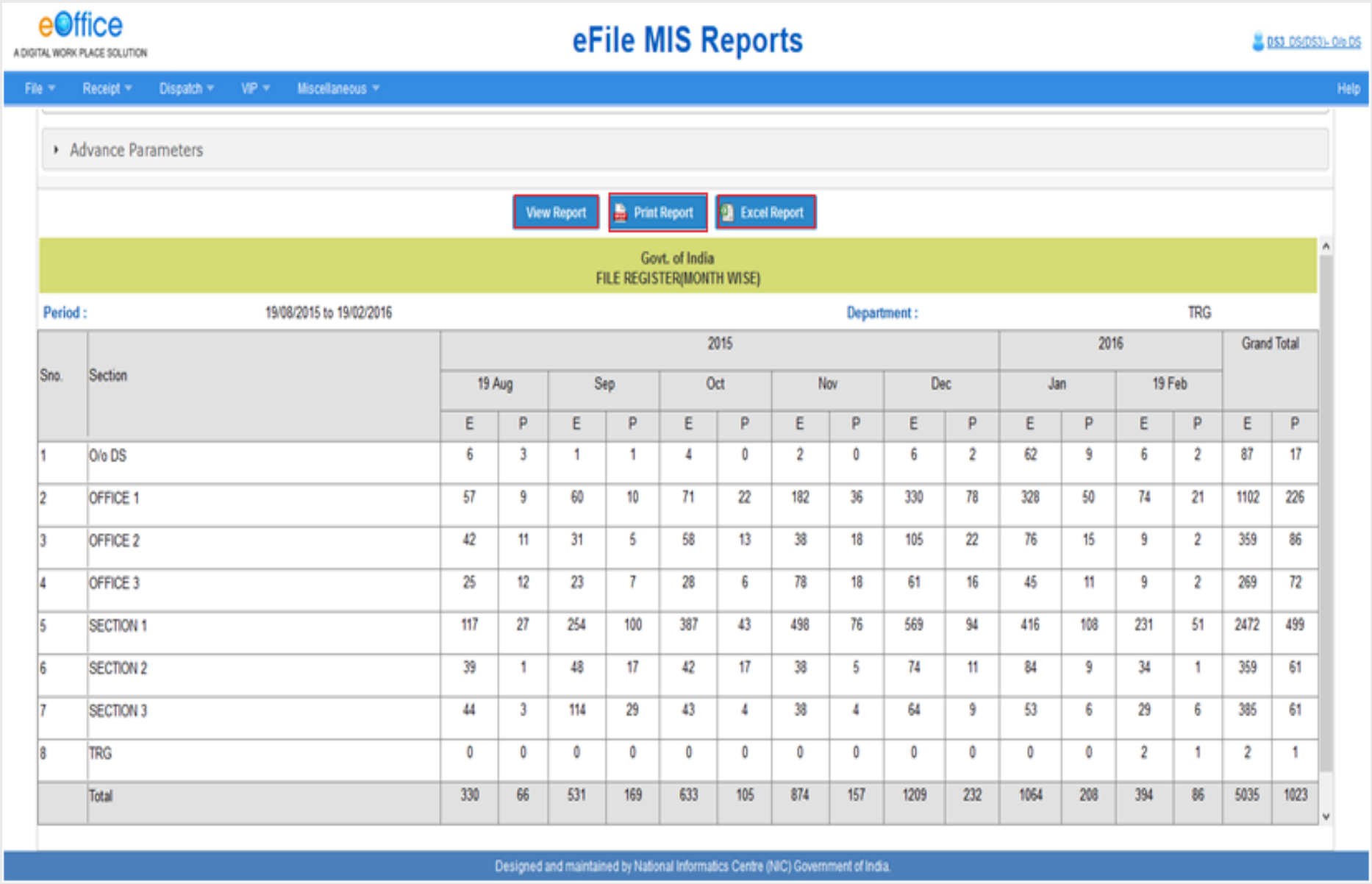
Dispatch By Self



Dispatch By CRU

eFile – MIS Reports(Reports Permission)

eFile – MIS Reports Output



eOffice
A DIGITAL WORK PLACE SOLUTION

eFile MIS Reports

DS1 DS(DS1)- O/o DS

File | Receipt | Dispatch | VIP | Miscellaneous | Help

▸ Advance Parameters

View Report | Print Report | Excel Report

Govt. of India
FILE REGISTER(MONTH WISE)

Period : 19/08/2015 to 19/02/2016 Department : TRG

Sno.	Section	2015										2016				Grand Total	
		19 Aug		Sep		Oct		Nov		Dec		Jan		19 Feb			
		E	P	E	P	E	P	E	P	E	P	E	P	E	P	E	P
1	O/o DS	6	3	1	1	4	0	2	0	6	2	62	9	6	2	87	17
2	OFFICE 1	57	9	60	10	71	22	182	36	330	78	328	50	74	21	1102	226
3	OFFICE 2	42	11	31	5	58	13	38	18	105	22	76	15	9	2	359	86
4	OFFICE 3	25	12	23	7	28	6	78	18	61	16	45	11	9	2	269	72
5	SECTION 1	117	27	254	100	387	43	498	76	569	94	416	108	231	51	2472	499
6	SECTION 2	39	1	48	17	42	17	38	5	74	11	84	9	34	1	359	61
7	SECTION 3	44	3	114	29	43	4	38	4	64	9	53	6	29	6	385	61
8	TRG	0	0	0	0	0	0	0	0	0	0	0	0	2	1	2	1
	Total	330	66	531	169	633	105	874	157	1209	232	1064	208	394	86	5035	1023

Designed and maintained by National Informatics Centre (NIC) Government of India.

eFile – Search and Retrieve

File | Receipt | Dispatch

Creation Year: 2018 | Origin: Internal | Nature: All | Physical Scope: Section | Electronic Scope: Section

Basic Parameters | Advance Parameters

Computer No | File No | Subject: court

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

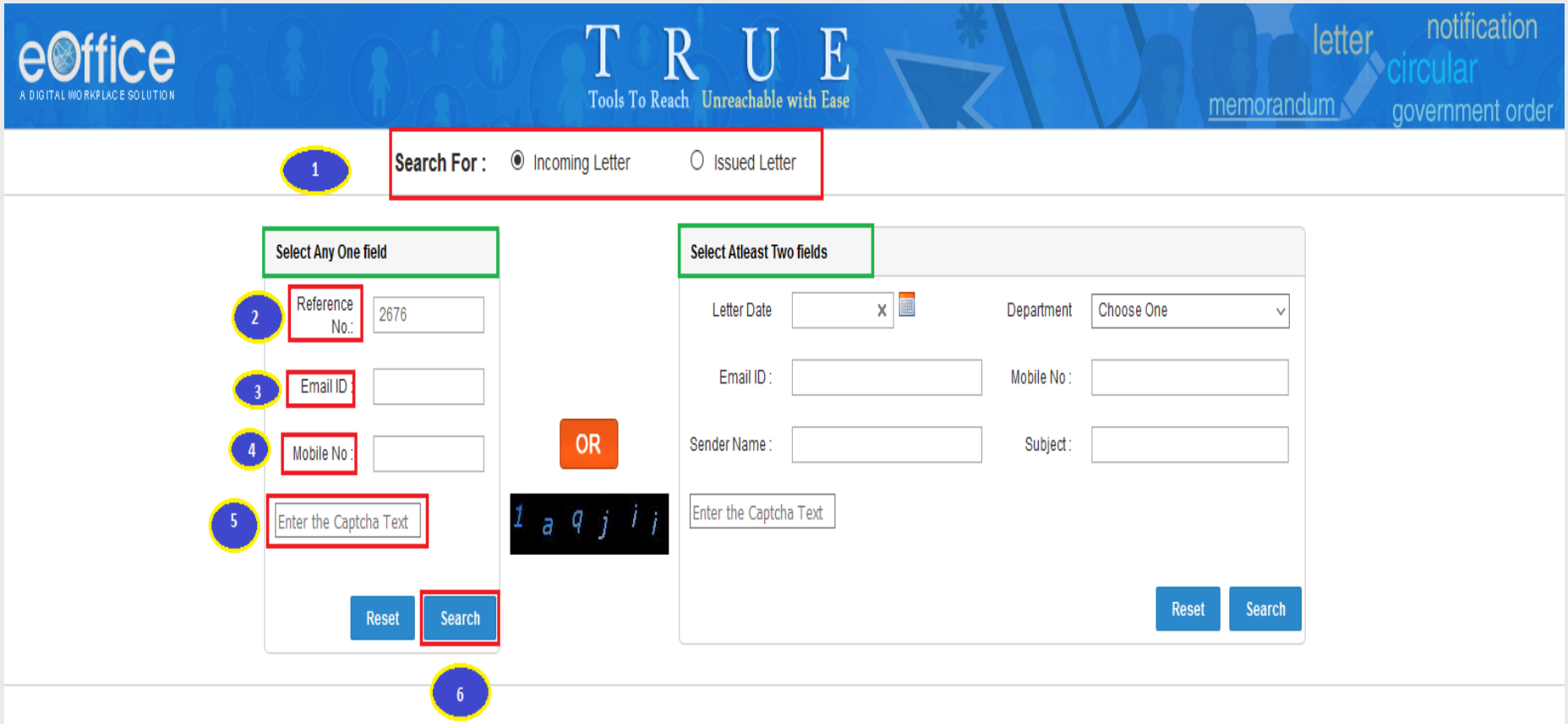
Search Files

Search Output — **Total Record(s) : [5]**

Action: Pull Up | Receive | Send

Actions	Computer No		File No	Subject	Location	Currently With	Section	Forwarding Remarks	Pending Day(s)
Send Details	E	1811	C-18011/1/2018-DGP	Court Case 333	File/Inbox	TEST USER A,JA[TU41]	DGP Office		0
	E	1583	*A-12/10/2018-DGP*	Court Case - 201-Hyd Coll	File/Inbox	TEST USER B,AO[TU43]	DGP Office		54
Send Details	E	1016	B-13011/6/2018-D SECTION	court case	File/Inbox	TEST USER A,JA[TU41]	DGP Office		57
Pull up Details	E	736	*D-28011/1/2018-DGP*	The court cases review	File/Inbox	D USER,SHO[DU]	DGP Office	Pulled Back:Due to absent	93

eFile – Citizen Interface



S.No	Reference No.:	Copy No.	Subject :	Department	Sender Details :	Letter Date	Received Date	Currently With	Current Status :
1	2676	-	time bond	EOFFICE DEMO - KARNATAKA	praksh	04/01/2016	06/01/2016	eOffice Administrator,Government of Karnataka,Government of Karnataka	Under Process

THANK YOU