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Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using in more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU’s, Autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement of files as well as receipts.
Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.
Need of eFile

Information technology has changed the lifestyle of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology became the need of the society.

Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization.

So any organization looking for a solution that will allow them to capture the documents in digital form, archiving them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender can go for this product.

What began with the development and implementation of the “File Tracking System” which was a major step towards Less Paper Office, NIC (National Informatics centre) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government.

Manual techniques for diarising, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System.

An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.
eFile Modules:

Different sections that constitute eFile application are receipts, files, dispatch, reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

First of all, let's learn about how to use the receipts section of eFile.

Receipts

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

There are various links available under Receipts section which is mentioned below:

1. Browse & Diarise
   a. Physical
   b. Electronic
2. Inbox
3. Email Diarisation
4. Created
5. Sent
6. Closed
7. Acknowledgement
8. Recycle bin

Let's have an introduction about these Links one by one:
Browse & Diarise:

The Browse and Diarise link under receipts section includes two sub modules:

1. Physical
2. Electronic

Let’s have an introduction about these sub modules one by one:

1. **Electronic**: In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.

2. **Physical**: In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.

**In case of DAK** that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are shown below in Fig.eFile.1:

- Normal
- Confidential
- Secret
- Top Secret

![Fig.eFile. 1](image)

To browse and diarise the electronic receipts user has to perform the following steps:
Click the electronic module under **Browse and Diarise** link of **Receipts** section, as shown in Fig.eFile.2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:
In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields are mandatory.

- Click the Browse (Browse...) button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4:

![Choose File to Upload](image1)

**Fig.eFile. 4**
- After entering the name of the receipt, Click the Open button (Fig.eFile.4), as a result the path of the scanned receipt gets displayed in the textbox.

- Click the Upload button from the Browse and Diarise screen to upload the scanned receipt.

- Enter the essential details in all the mandatory fields in Browse and Diarise Page, as shown in Fig.eFile.5:

![Fig.eFile. 5](image)

- Click the Generate Receipt button (Fig.eFile.5) on Browse and Diarise page to generate a unique Diary number. As a result, the receipt gets generated along with the specified metadata.

There are 10 options provided those are associated with an Electronic receipt:

a) **Send to Draft**: User can use this option to send the generated receipt to the draft section to work later on.

b) **Movements**: User can use this option to track the Movements of the receipt which automatically gets updated as Receipt moves further.

c) **Details**: User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.6:
d) **Edit:** User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.

**To edit the generated receipt, user has to perform following steps:**

- Click the **Edit** link (Edit), as a result the Metadata fields get active.

- After making required changes in Metadata fields, click the **Save** (Save) button to save Metadata.

e) **Forward:** User can use this option to forward the receipt to the intended recipient.

**To forward the generated receipt, user has to perform the following steps:**

- Click the ‘**Forward**’ link, as a result **Send** page appears as shown in Fig.eFile.7:
Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.8:
- Enter the ‘CC’ option if user wants to mark a copy of receipt to other users also.

In case of forwarding receipt, multiple recipients can be sent by using semi colon as separators.

- Provide the **Due date** (if required) for the receipt using the **calendar** link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.9:

![Fig.eFile. 9](image)

- Select the **Priority** (if required) of the receipt from the dropdown menu.

- Type the **Remarks** (if required) in the Remarks text box, and click the Send button, as shown in Fig.eFile.10:
As a result, the scanned and created receipt is sent to the intended recipient. Then, the user will be redirected to the Sent Receipts page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.11:
User can also pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back \(\text{Pull Back}\) link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

User could also see the remarks on the receipt through remarks blue icon along with Reply or forward action can be done from here.

f) **Put in a File**: User can use this option to attach the generated receipt to a concerned file.

If any File is referenced/attached with the receipt then ‘Put in a File’ option will not work. For that, First user needs to detach the referenced File.

To put up a receipt under a file, user has to perform the following steps:

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.12:
The list contains files which are present in ‘Created (Completed)’ or ‘Inbox’ section of File.

- Select a file in which the receipt needs to be attached and click the Attach button (Fig.eFile.12), as a result the receipt gets attached under the selected file, as shown in Fig.eFile.13:
g) **Copy**: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the ‘**Generate Receipt**’ button a new Receipt number will be allocated to the copied receipt.

h) **Dispatch**: User can use this option to Dispatch the electronic receipt.

**To Dispatch the generated receipt, user has to perform the following steps:**

- Click the **Dispatch** link, as a result the confirm message will appear, to move the generated receipt to the inbox for dispatching, as shown in Fig.eFile.14:
After confirming, while dispatching from inbox section, choose the ‘Reply Type’, ‘Nature of Reply’ and other required fields and click the ‘Save’ button to send for further approval process.

No file should be attached to the receipt while dispatching of same receipt.

i) **Attach File**: User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

- Click the **Attach File** link, as a result list of files will appear, as shown in Fig.eFile.15:

  The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

![Fig.eFile. 15](image)

- Select a file in which the receipt needs to be attached and click the **Attach File** button, as shown in Fig.eFile.16:
As a result the attached file reflects under ‘Referenced Files’ section of that Receipt, as shown in Fig.eFile.17:
Fig.eFile. 17

View of physical file if opened from (Fig.eFile.17):
Irrespective of the nature of file opened from (Fig.eFile.17), whether it is Physical or Electronic, user
cannot take any actions on the attached files.

j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with an Electronic Receipt and Vice-Versa.
Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the ‘**Attach Receipt**’ link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.20:

![Fig.eFile. 20](image)

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the ‘**Attach Receipt**’ button, as shown in Fig.eFile.21:
As a result, ‘Attach Receipt Remarks’ window appears, as shown in Fig.eFile.22:

- Enter the remarks and click the ‘OK’ button (Fig.eFile.28), as shown in Fig.eFile.23:
As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, as shown in Fig.eFile.24:

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.
Browse and Diarise Process of Physical File:

Refer to Browse and Diarise process of Electronic Receipt, In Physical Receipt just the Browsing and Uploading of Correspondence is Non-Mandatory, rest of the process is same.

Inbox:

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK.

User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character ‘E’ and ‘P’ which is written before the receipt number.

Character ‘E’ symbolizes Electronic Receipt whereas character ‘P’ symbolizes Physical Receipt.

There are 10 Links provided under receipt Inbox:

Receive:

Helps the user to receive the Physical Receipt. Without receiving the physical receipt user cannot make any action on that particular receipt as shown in the Fig.eFile.25:

![Fig.eFile. 25](image)

Reply:

Helps the user to reply to the sender of the Receipt.
To send a reply on the receipt user has to perform the following steps:

- Select a receipt from the Receipt Inbox for which reply has to be send and click the ‘Reply’ link, as shown in Fig.eFile.26:

![Fig.eFile. 26](image)

- Click the ‘Reply’ link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.27:

![Fig.eFile. 27](image)

- Enter the ‘CC’ option if user wants to mark a copy of receipt to other users also.
- Provide the Due date (if required) for the receipt using the calendar link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.28:

![Fig.eFile. 28](image)

- Select the **Priority** (if required) of the receipt from the dropdown menu.

- Type the **remarks** (if required) in the Remarks text box, and click the **Send** button as shown in Fig.eFile.29:
As a result, the receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.30.
Forward:

Helps the user to forward a particular receipt/s to one or more recipients at a time.

User cannot forward multiple nature receipts. i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

To Forward a Receipt/s, user has to perform following steps:

Select receipt/s from the Receipt Inbox which needs to be forwarded and click the ‘Forward’ link, as shown in Fig.eFile.31:

Fig.eFile. 31

- Click the Forward link, as a result the ‘Send’ page will appear, as shown in Fig.eFile.32:

Fig.eFile. 32

- Either directly enter the name in the ‘To’ option or click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.33:
- Enter the ‘CC’ option if user wants to mark a copy of receipt to other users also.

- Provide the Due date (if required) for the receipt using the calendar link adjacent to the Due Date text box.

- Select the Action which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.34:

- Select the Priority (if required) of the receipt from the dropdown menu.
Type the **remarks** (if required) in the Remarks text box and click the Send button, as shown in Fig.eFile.35:

As a result, the scanned and created receipt is sent to the intended recipient.

Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.36:
Put in a File:

Helps the user to attach a receipt/s to a concerned file.

To attach a Receipt/s under the file, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be Put in a File, as shown in Fig.eFile.37:

- Click the Put in a File link, as a result list of files will appear, as shown in Fig.eFile.38:
The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.39:

- Click the Attach button (Fig.eFile.44), as a result the receipt gets attached under the selected file.

View:
Helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Followed Up, Physical, Electronic, All)

To use this option, user has to perform following steps:

Move the cursor on View link, a drop down menu will appear with the following options as shown in Fig.eFile.40:

| Unread   | Read | Followed Up | Physical | Electronic | All |

Fig.eFile. 40

i. **Unread**: Click the **Unread** from the dropdown menu to view **unread receipts** as shown in Fig.eFile.41:

| Unread   | Read | Followed Up | Physical | Electronic | All |

Fig.eFile. 41

ii. **Read**: Click the **Read** from the dropdown menu to view **read receipts** as shown in Fig.eFile.42:

| Unread   | Read | Followed Up | Physical | Electronic | All |

Fig.eFile. 42

iii. **Followed Up**: Click the **Followed Up** from the dropdown menu to view the receipts on which the user has marked a follow up, as shown in Fig.eFile.43:
iv. **Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts, as shown in Fig.eFile.44:

![Fig.eFile. 44](image)

v. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.45:

![Fig.eFile. 45](image)

vi. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.46:
Move To:

Helps the user to create **New Folders** and manage **Existing Folders**.

To create **New Folder** or to manage existing ones, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be moved to new Folder.
- Move the cursor on **Move To**, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.47:

  ![](image)

  **Fig.eFile. 47**

  *i.* **My Folders**-Click the **My Folders** link from the dropdown menu to view the Receipt inbox and its subfolders.

  *ii.* **Manage Folders**-Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under Receipt Inbox.

  *iii.* **Create New Folder**- Click the **Create New Folder** link from the dropdown menu to create a new folder under Receipt inbox

To create a new Folder user has to perform following steps:

- Click the **Create New Folder** option, as shown in Fig.eFile.48:
As a result following screen appears, as shown in Fig.eFile.49:

![Image of folder creation interface]

**Fig.eFile. 49**

- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** button, as shown in Fig.eFile.50:

![Image of folder creation with specific details]

**Fig.eFile. 50**

As a result new Folder is created in specified Folder.

**Mark As:**

Helps the user to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt and also ‘Mark As’ option helps to remove the existing follow up.

To create a new follow up on a receipt user has to perform the following steps:
Select the receipt on which follow up need to be created and click the **New Follow Up** option under ‘Mark As’ Link, as shown in Fig.eFile.51:

As a result **Follow up** screen will appear as shown in Fig.eFile.52:
- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.53:
• Click the **Save** button (Fig.eFile.53) as a result **Follow up** will be created.

**Copy:**

Helps the user to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the ‘**Generate Receipt**’ button a new Receipt no. will be allocated to the copied receipt.

**Close:**

Helps the user to close a receipt.

---

**The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.**

**To close a receipt, user has to perform the following steps:**

• Select the receipt which needs to be close and click the ‘**Close**’ link, as shown in Fig.eFile.54:

![Fig.eFile.54](image)

As a result the ‘**Closing Confirmation**’ message appears, as shown in Fig.eFile.55:
Enter the remarks and click the ‘OK’ (OK) button, as shown in Fig.eFile.56:

As a result the receipt moves to the ‘Closed’ section of receipts.

Dispatch:

Helps the user to Dispatch a receipt.

The dispatch process for Physical and Electronic Receipt is explained below:

To dispatch Physical Receipt, user has to perform following steps:

• Select the physical receipt which needs to be dispatched and click the ‘Dispatch’ link, as shown in Fig.eFile.57:
As a result the **Dispatch** page appears, as shown in Fig.eFile.58 & 59:
### Dispatch

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Mode</td>
<td>Choose One</td>
</tr>
<tr>
<td>Medium</td>
<td>Choose One</td>
</tr>
<tr>
<td>Postal Charge</td>
<td>0</td>
</tr>
<tr>
<td>Weight</td>
<td>0</td>
</tr>
</tbody>
</table>

### Out Register Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Book No</td>
<td></td>
</tr>
<tr>
<td>Post Name</td>
<td>Choose One</td>
</tr>
<tr>
<td>Post Code</td>
<td>Choose One</td>
</tr>
<tr>
<td>Out Date</td>
<td></td>
</tr>
<tr>
<td>Out Time</td>
<td></td>
</tr>
<tr>
<td>Delivery Status</td>
<td>No</td>
</tr>
<tr>
<td>Delivery Data</td>
<td></td>
</tr>
<tr>
<td>Delivery Time</td>
<td></td>
</tr>
</tbody>
</table>

### Receipt Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Number</td>
<td>123456</td>
</tr>
<tr>
<td>Reply Type</td>
<td>Choose One</td>
</tr>
<tr>
<td>Nature of Reply</td>
<td>Choose One</td>
</tr>
<tr>
<td>Reminder Data</td>
<td>60 Days</td>
</tr>
</tbody>
</table>

### Subject

(01) Conduct Rules intimation, update

### Communication Details

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<th>Value</th>
</tr>
</thead>
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<td>Ministry</td>
<td>CABINET SECRETARIAT</td>
</tr>
<tr>
<td>Department</td>
<td>Choose One</td>
</tr>
<tr>
<td>Name</td>
<td>ram manchar</td>
</tr>
<tr>
<td>Designation</td>
<td>identy</td>
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<tr>
<td>Address 1</td>
<td>delhi</td>
</tr>
<tr>
<td>Address 2</td>
<td>mnr delhi</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ram@gmail.com">ram@gmail.com</a></td>
</tr>
<tr>
<td>Organization</td>
<td>SAM</td>
</tr>
<tr>
<td>Country</td>
<td>INDIAN</td>
</tr>
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<td>State</td>
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</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

---

Fig.eFile. 58
- Select the ‘Reply Type’, ‘Nature of Reply’ and other required fields, as shown in Fig.eFile.60:
Now the user has 2 options after filling the required metadata fields which are ‘Dispatch By Self’ and ‘Dispatch By CRU’.

- If user selects ‘Dispatch By Self’ option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to ‘Closed’ section of receipt.

- If user selects ‘Dispatch By CRU’ option, a popup appears. Popup contains the list of all the users mapped with CRU section (if any), Delivery Mode and Remarks, as shown in Fig.eFile.61:
In this case no user is mapped with CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of ‘Copy Dispatch Data’ option available and send to other concerned Organization (if required), as shown in Fig.eFile.62:
In case no user is mapped the dispatch is directly sent to the CRU.

As a result the receipt is dispatched to the selected CRU user (if any) and status of the dispatch record can be viewed from Sent sub module under the Dispatch module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU Dispatch).

**Quick Actions:** - There are some useful links given in inbox for Quick Actions such as:

- **Latest Remarks ( الاقتصادي)** - Shows latest remark given on any particular receipt.
- **Reply (عند السؤال)** - It facilitates the user to reply to the sender of the receipt.
- **Forward (إرسال الملف)** - Forward a particular receipt to one or more recipient at a time.
There are 11 links provided when opening up a receipt (Electronic):

a) **Movement**: User can use this option to track the Movements of the receipt which automatically gets updated as Receipt moves further.

b) **Details**: User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.63:

![Receipt Details](image)

**Fig.eFile. 63**

c) **Edit**: User can use this option to edit the Metadata fields of the Receipt.

**To edit a Receipt, user has to perform following steps:**

- Click the **Edit** link, as a result the Metadata fields get active.

**Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.**

After making required changes in Metadata fields, click the **Save** button to save Metadata.
d) **Forward:** User can use this option to **forward** the receipt to the intended recipient.

e) **Put in a File:** User can use this option to attach the receipt to a concerned file.

**To attach a Receipt/s in a file, user has to perform following steps:**

- Click the **Put in a File** link, as a result list of files will appear on the right side of receipt, as shown in Fig.eFile.64:

  The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

![Search File For Attach](image)

**Fig.eFile. 64**

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.65:
Click the Attach button (Fig.eFile.65), as a result the receipt gets attached to the selected file.

f) **Copy**: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the ‘Generate Receipt’ button a new Receipt number will be allocated to the copied receipt.

g) **Close**: User can use this option to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the ‘Close’ link, as shown in Fig.eFile.66:
As a result the ‘Closing Confirmation’ message appears, as shown in Fig.eFile.67:

- Enter the remarks and click the ‘OK’ (OK) button, as shown in Fig.eFile.68:
As a result the receipt moves to the ‘Closed’ section of receipts.

h) **Dispatch:** Refer to the Dispatch option under Receipt Inbox.

i) **View Draft:** User can use this option to view the drafts that are already created.

View Draft option is available in Electronic Receipts only, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

j) **Attach File:** Refer to the Attach File option under Receipt inbox.

k) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.
Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

o Click the ‘Attach Receipt’ link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.69:
Select the Receipt(s)/Document(s) whichever are required to get attached and click the ‘Attach Receipt’ button, as shown in Fig.eFile.70:

As a result, ‘Attach Receipt Remarks’ window appears, as shown in Fig.eFile.71:
Enter the remarks and click the 'OK' button (Fig.eFile.71), as shown in Fig.eFile.72:

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.73:
Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Email Diarisation

During Email Diarisation, email should have been sent to the efile from NIC Email. User should select the email from NIC Email inbox and Select option Move To eFile button. Below are the steps required to perform email diarisation to efile process:

- Click the NIC email link, as shown in Fig.eFile. 74:
As a result, NIC email gets open, as shown in Fig.eFile.75.

- Select the Receipt which needs to be moved to eFile Application, as shown in Fig.eFile.75:
Click the **Move To eFile** button to move the selected receipt to eFile application, as shown in Fig.eFile.76
As a result, sent message appears at top (Fig.eFile.76).

- Click the **Home** Button to move to the **Home Page** of eOffice Portal, as shown in Fig.eFile.77
As a result, Home Page of eOffice Portal appears as shown in Fig.eFile.78
Click the eFile Link to move into eFile Application (Fig.eFile.78), as a result, eFile application opens as shown in Fig.eFile.79
Click the Email Diarisation link and then click the moved receipt from the NIC eMail Section to diarise it (Fig.eFile.79).

As a result, Diarisation page appears, as shown in Fig.eFile.80

Fig.eFile. 79
Diarise moved Receipt and click the **Generate Receipt** button (Fig.eFile.80).

As a result, **Sent to** Page appears as shown in Fig.eFile.81.
Created:

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on ‘Created’ link under the Receipts section. As a result the, Create Receipts screen appears, as shown in Fig.eFile.82:
There are 5 links provided under Created Section of receipt:

a) **Forward:** User can use this option to forward the receipt to the intended recipient.

b) **Put in a File:** User can use this option to attach the generated receipt under the concerned file.

To attach a Receipt/s under a file, user has to perform following steps:

- Select receipt/s from the **Created** section which needs to be merge under a file, and click the ‘**Put in a File**’ link, as shown in Fig.eFile.83:
Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.84:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

Select a file in which the receipt needs to be attached, as shown in Fig.eFile.85:
Click the **Attach** button (Fig.eFile.85), as a result the receipt gets attached to the selected file.

c) **View:** User can use this option to list the receipts depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.86:

  ![Fig.eFile. 86](image)

  i. **Physical**—Click the **Physical** from the dropdown menu to view the Physical nature receipts,
as shown in Fig.eFile.87:

![Fig.eFile. 87](image)

ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.88:

![Fig.eFile. 88](image)

iii. **ALL**-Click the **ALL** from the dropdown menu to view the all the receipts altogether, as shown in Fig.eFile.89:

![Fig.eFile. 89](image)

d) **Copy**: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the *Generate Receipt* button a new Receipt no. will be allocated to the copied receipt.

e) **Dispatch**: User can use this option to Dispatch a receipt.

If user wants to dispatch a receipt from the Created section then the receipt will first move to inbox of that user and then from there it can be dispatched.
For Dispatch Process refer to the Receipt Inbox.

There are 10 links provided when opening up a Created receipt: (Physical and Electronic)

a) **Send To Draft:** User can use this option if wants to work on the created receipt later on.

b) **Movement:** User can use this option to track the Movements’ of the receipt which automatically gets updated as Receipt moves further.

c) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.90:

```
<table>
<thead>
<tr>
<th>Send To Draft</th>
<th>Movements</th>
<th>Details</th>
<th>Edit</th>
<th>Forward</th>
<th>Put in a file</th>
<th>Copy</th>
<th>Dispatch</th>
<th>Attach File</th>
<th>Attach Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

![Fig.eFile. 90](image)

d) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

Click the **Edit** link (Edit), as a result the Metadata fields get active.

**Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.**

After making required changes in Metadata fields, click the **Save** button to save Metadata.

e) **Forward:** User can use this option to **forward** the created receipt to the intended recipient.
f) **Put in a File**: User can use this option to attach the created receipt under the concerned file.

To attach or put a Receipt/s in a file, user has to perform following steps:
Click the Put in a File link, as a result list of files will appear, as shown in Fig.eFile.91:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

<table>
<thead>
<tr>
<th>File Number</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>E S-11011/11/17/2011-ADM</td>
<td>Functional to attend...</td>
</tr>
<tr>
<td>E S-11011/11/15/2011-ADM</td>
<td>To attend the workshop...</td>
</tr>
<tr>
<td>E S-11011/11/14/2011-ADM</td>
<td>Functional test</td>
</tr>
<tr>
<td>E S/1/2011-ADM</td>
<td>test</td>
</tr>
<tr>
<td>E S-11011/11/13/2011-ADM</td>
<td>testing</td>
</tr>
<tr>
<td>E S-11011/11/12/2011-ADM</td>
<td>For testing the st...</td>
</tr>
<tr>
<td>E S-11014/11/1/2011-ADM</td>
<td>test</td>
</tr>
<tr>
<td>E S-12011/1/2011-ADM</td>
<td>medical bill file</td>
</tr>
</tbody>
</table>

---

- Select a file in which the created receipt needs to be attached, as shown in Fig.eFile.92:
Click the Attach button (Fig.eFile.88), as a result the created receipt gets attached to the selected file.

g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the 'Generate Receipt' button a new Receipt no. will be allocated to the copied receipt.

h) **Dispatch:** Refer to Dispatch option in Receipt Inbox.

i) **Attach File:** User can use this option to attach the receipt with the File.

**To attach a receipt with a file, user has to perform the following steps:**

Click the Attach link, as a result list of files will appear, as shown in Fig.eFile.93:
The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

Fig.eFile. 93

- Select a file in which the receipt needs to be attached and click the Attach File button (Fig.eFile.93), as shown in Fig.eFile.94:
As a result the attached file reflects under ‘**Referenced Files**’ section of that Receipt, as shown in Fig.eFile.95:
j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.
Also, the receipt attached with other receipts can be send to only one user at a time.

*For process of Attaching Receipts refer to “Attach Receipts option under Receipt Inbox”.*

**Quick Actions:** - There are one useful link given under **Created** Section of receipt:

- **Delete** (X)- Deletes the selected receipts, as a result deleted receipt moves to **Recycle Bin** section of Receipts.

**Sent:**

Sent option contains a list of all the receipts that are sent as an outward correspondence. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears as shown in Fig.eFile.96:
There are 4 links provided under Sent Section of receipt:

a) **Forward:** User can use this option to forward the receipt to the intended recipient.

b) **Mark As:** User can use this option to create a New Follow Up which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt.

To create a new follow up on a receipt user has to perform the following steps:

Select the receipt on which follow up need to be created and click the New Follow Up option under ‘Mark As’ Link, as shown in Fig.eFile.97:
As a result **Follow up** screen will appear as shown in Fig.eFile.98:

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.99:
Click the **Save** button (Fig.eFile.99) as a result **follow up** will be created.

c) **View**: User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, Followed Up, All)

**To use this option, user has to perform following steps:**

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.100:

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Electronic</td>
</tr>
<tr>
<td>Followed Up</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>

**Fig.eFile. 100**

i. **Physical**- Click the **Physical** from the dropdown menu to view **Physical Receipts** as shown in Fig.eFile.101:
Electronic-Click the **Electronic** from the dropdown menu to view **read Receipts** as shown in Fig.eFile.102:

<table>
<thead>
<tr>
<th>Physical</th>
<th>Electronic</th>
<th>Followed Up</th>
<th>All</th>
</tr>
</thead>
</table>

**Fig.eFile. 102**

ii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Receipts on which the user has marked a follow up, as shown in Fig.eFile.103:

<table>
<thead>
<tr>
<th>Physical</th>
<th>Electronic</th>
<th>Followed Up</th>
<th>All</th>
</tr>
</thead>
</table>

**Fig.eFile. 103**

iii. **ALL**-Click the **ALL** from the dropdown menu to view all the Receipts altogether, as shown in Fig.eFile.104:

<table>
<thead>
<tr>
<th>Physical</th>
<th>Electronic</th>
<th>Followed Up</th>
<th>All</th>
</tr>
</thead>
</table>

**Fig.eFile. 104**

d) **Copy**: User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the ‘**Generate Receipt**’ button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: *(Physical-without attachment)*

a) **Movement**: User can use this option to track the ‘**Details & Movement**’ of the receipt which automatically gets updated as Receipt moves further.
b) **Details**: User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.105:

![Fig.eFile. 105](image)

- **Copy**: User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the **Generate Receipt** button a new Receipt number will be allocated to the copied receipt.

There are 3 links provided when opening up a Sent receipt: *(Physical-with attachment)*

a) **Movement**: User can use this option to track the **Details & Movement** of the receipt which automatically gets updated as Receipt moves further.

b) **Details**: User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.106:
c) **Copy**: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the ‘Generate Receipt’ button a new Receipt number will be allocated to the copied receipt.

There are 3 links provided when opening up a Sent receipt: (Electronic)

a) **Movements**: User can use this option to track the ‘Movement’ of the receipt which automatically gets updated as Receipt moves further.

b) **Details**: User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.107:
c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the ‘Generate Receipt’ button a new Receipt number will be allocated to the copied receipt.

Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.108:
User can re-open the closed receipt anytime by clicking the Re-Open option.

To Re-open any Receipt (Physical or Electronic), user has to perform following steps:

- Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.109:

<table>
<thead>
<tr>
<th>Receipt No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Closed On</th>
<th>Closing Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>8126/2012/CC</td>
<td>121</td>
<td></td>
<td>17/02/12 06:03</td>
<td></td>
</tr>
<tr>
<td>8134/2012/CC</td>
<td>sdf</td>
<td></td>
<td>17/02/12 06:03</td>
<td></td>
</tr>
<tr>
<td>8117/2012/CC</td>
<td>sda</td>
<td></td>
<td>17/02/12 01:02</td>
<td></td>
</tr>
</tbody>
</table>

Fig.eFile. 109

As a result, confirm message to re-open the receipt will appear, as shown in Fig.eFile.110:

Fig.eFile. 110

- Enter the remarks and click the ‘OK’ button (Fig.eFile.110) to finally Re-open the closed receipt and so the receipt moves to the Receipt Inbox of the user.
Acknowledgement:

Acknowledgement option contains all the receipts that are diarized by the user for which an acknowledgement can be generated, as shown in Fig.eFile.111:

<table>
<thead>
<tr>
<th>Receipt No.</th>
<th>Subject</th>
<th>Subject Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>8135/2012/CC</td>
<td>dsf</td>
<td>Creation and Contin...</td>
</tr>
<tr>
<td>8134/2012/CC</td>
<td>sdf</td>
<td>Deparmental Security...</td>
</tr>
<tr>
<td>8131/2012/CC</td>
<td>dsfd</td>
<td>ACP and other relate...</td>
</tr>
<tr>
<td>8128/2012/CC</td>
<td>Hi</td>
<td>Computer Security</td>
</tr>
<tr>
<td>8126/2012/CC</td>
<td>121</td>
<td>Computer Security</td>
</tr>
<tr>
<td>8125/2012/CC</td>
<td>11</td>
<td>Conduct Rules, Intim...</td>
</tr>
<tr>
<td>8123/2012/CC</td>
<td>acr related</td>
<td>ACR related matters</td>
</tr>
<tr>
<td>8122/2012/CC</td>
<td>acr related</td>
<td>ACR related matters</td>
</tr>
<tr>
<td>8119/2012/CC</td>
<td>training of the Empi...</td>
<td>Conduct Rules, Intim...</td>
</tr>
<tr>
<td>8118/2012/CC</td>
<td>sdds</td>
<td>Court Cases</td>
</tr>
<tr>
<td>8117/2012/CC</td>
<td>sda</td>
<td>AMCS &amp; Demand</td>
</tr>
</tbody>
</table>

Fig.eFile. 111

There is 1 link provided under Acknowledgement Section of receipt:

a) **ByPost**: This link helps the user to generate an acknowledgment for the selected receipt

**To generate an acknowledgement user has to perform the following steps:**

- Select the receipt for which the acknowledgement is to be generated and click the **ByPost** link, as shown in Fig.eFile.112:
As a result, File Download dialog box appears, as shown in Fig.eFile.112:

**Fig.eFile. 112**

This dialog box contains three buttons, Open, Save and Cancel. User can use any option to view the report. To save the acknowledgement click the Save button (Fig.eFile.113).

**Fig.eFile. 113**

As a result, the Acknowledgement is saved at the specified location in Pdf format. Now, user can open it and make necessary amendment and can revert back as acknowledgement.

Recycle Bin:

Recycle Bin option contains list of all the receipts which are deleted from the “Created” section of receipts.

There are 2 links provided under Recycle Bin Section of receipt:

a) Delete (Delete): Permanently deletes the selected Receipt.
b) **Restore** ( ): The receipts which are deleted from the **Created** section are restored back.

![Image of eFile interface](image)

**Fig.eFile. 114**

**Files**

A File is a collection of related records which comprises of Receipts, Notings, Drafts, References, and Linked Files.

There are various links available under Files section which is mentioned below:

1. Inbox
2. Created
3. Parked
4. Closed
5. Sent
6. Physical File
7. Electronic File
8. Create Part
9. Create Volume
10. Recycle Bin

Let’s have an introduction about these Links one by one:
Inbox link contains the list of all the eFiles that are received/ marked by any other eOffice user, as shown in Fig.eFile.115:

![Inbox Section of Files]

**Fig.eFile. 115**

User has to click the File number to view the File. As a result, the user can view the content of File along with the details. The convention E and P is used to discriminate between Electronic and physical File respectively.

There are 8 links provided under Inbox Section of Files:

**Receive:**

Helps the user to receive the Physical file.

To receive a **Physical file user has to perform following steps:**

- Select a file from the Inbox which has to be received, as shown in Fig.eFile.116:
Click the **Receive** link, as a result the alert message comes to confirm the receiving action of file, as shown in Fig.eFile.117:

![Receive File Confirmation](image)

**Fig.eFile. 117**

- Click the **OK** button (Fig.eFile.117), as a result the file gets received and then it can be opened as the file link gets activated, as shown in Fig.eFile.118:
Reply:

Helps the user to reply to the sender of the file.

- To send a reply on file user has to perform the following steps:
  - Select a file from the Inbox for which reply has to be send, as shown in Fig.eFile.119:
Click the **Reply** link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.120:
Sign and Send process is having slight differentiation from normal sending of the Files. In this case, user will digitally sign the file and then send it.

Let us discuss in detail how to implement Sign and Send process.

- Enter the input required details to which file to be sent on as shown in Fig.eFile.121:

![Fig.eFile. 121](image)

DSC should have been Plugged in and in Dedected mode then will display Sign and Send button for the file else only Send button is visible.

- Click on Sign and Send button as shown in Fig.eFile.122:
Pop windows appears for signing the document and click on Run button as shown in Fig.eFile.123:

A pop window appears displaying File is signed as shown in Fig.eFile.124:
When received user opens the Inbox and click on the received file is displayed as shown in Fig.eFile.125:

- Red colored box indicates the newly added signature of authority.
- Provide the **Due date** (if required) for the File using the **calendar** link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.126:
Select the **Priority** (if required) of the File from the dropdown menu.

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.127:
Click the Send button (Fig.eFile.117). As a result, the File is sent to the intended recipient. Then, the user will be redirected to the Sent Files page, displaying the list of all the sent Files along with the newly sent File, as shown in Fig.eFile.128:
User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back (⿱) link. In case, the recipient has opened the File, then it is not possible to pull back the File.

**Forward:**

Helps the user to forward a particular File/s to the recipient.

**To Forward a File/s, user has to perform following steps:**

- Select File/s from the File Inbox which needs to be forwarded, as shown in Fig.eFile.129:
Click the **Forward** link, as a result the ‘Send to’ Page will appear, as shown in Fig.eFile.130:
Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient (Fig.eFile.130).

Provide the Due date (if required) for the File using the calendar link adjacent to the Due Date text box (Fig.eFile.130).

Select the Action which has been taken on the File from the dropdown menu as shown in (Fig.eFile.130).

Select the Priority (if required) of the File from the dropdown menu (Fig.eFile.130).

Type the remarks (if required) in the Remarks text box (Fig.eFile.130).

After entering all the Meta data the page appears as shown in Fig.eFile.131:

![Send File Screen](image)

**Fig.eFile. 1291**

Click the Send button (Fig.eFile.121). As a result, created File is sent to the intended recipient. Then, the user will be redirected to the Sent Files page, displaying the list of all the sent Files along with the newly sent File.

**View:**

Helps the user to list the Files depending upon its current state. i.e. (Unread, Read, Followed Up,
To use this option, user has to perform following steps:

- Move the cursor on View link, a drop down menu will appear with the following options as shown in Fig.eFile.132:

```
<table>
<thead>
<tr>
<th>Unread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
</tr>
<tr>
<td>Followed Up</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Electronic</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>
```

**Fig.eFile. 1302**

i. **Unread** - Click the **Unread** from the dropdown menu to view **unread Files** as shown in Fig.eFile.133:

```
<table>
<thead>
<tr>
<th>Unread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
</tr>
<tr>
<td>Followed Up</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Electronic</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>
```

**Fig.eFile. 1313**

Read - Click the **Read** from the dropdown menu to view **read Files** as shown in Fig.eFile.134:

```
<table>
<thead>
<tr>
<th>Unread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
</tr>
<tr>
<td>Followed Up</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Electronic</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>
```

**Fig.eFile. 1324**

ii. **Followed Up** - Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.135:
iii. **Physical**—Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.136:

![Fig.eFile. 1335](image)

iv. **Electronic**—Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.137:

![Fig.eFile. 1346](image)

v. **ALL**—Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.138:
Move To:

Helps the user to create New Folders and manage Existing Folders.

To create New Folder or to manage existing ones, user has to perform following steps:

- Select a File from the File Inbox which needs to be moved to new Folder, as shown in Fig.eFile.139:
• Move the cursor on Move To link, a drop down menu will appear with the following options i.e. (My Folders, Manage folders and Create New folder) as shown in Fig.eFile.140:

![Menu Options]

Fig.eFile. 1380

i. **My Folders**- Click the My Folders link from the dropdown menu to view the File inbox and its subfolders.

ii. **Manage Folders**- Click the Manage Folders link from the dropdown menu to Delete or Edit the folders created under File Inbox.

iii. **Create New Folder**- Click the Create New Folder link from the dropdown menu to create a new folder under File inbox.

• Click the Create New Folder option, as shown in Fig.eFile.141:

![Create New Folder Option]

Fig.eFile. 1391

As a result following screen appears, as shown in Fig.eFile.142:
Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** button, as shown in Fig.eFile.143:

As a result new Folder is created in specified Folder.

**Mark As:**

Helps the user to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under ‘**Mark As**’ Link, as shown in Fig.eFile.144:
As a result **Follow up** screen will appear as shown in Fig.eFile.145:

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.146:
Click the Save button (Fig.eFile.140), as a result follow up for the selected will be created.

More Action:

Helps the user to close or park the active file.

To Park a particular File user has to perform the following steps:

- After selecting the File which needs to parked, move the cursor over More Action Link and click the Park File option, as shown in Fig.eFile.147:
As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.148:

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** button, as shown in
As a result the selected file will be sent to Parked section of Files.

**To close a particular File user has to perform the following steps:**

- After selecting the File which needs to be closed, move the cursor over **More Action Link** and click the **Close File** option, as shown in Fig.eFile.150:
As a result, Cover page of File will appear, as shown in Fig.eFile.151:
Fig.eFile. 1491

- Enter the **Closing Remarks** as per requirement, as shown in Fig.eFile.152:
Fig.eFile. 1502

- Click the **Close** button (Fig.eFile.147) to finally close the file, as a result the selected file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.
Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:

- After selecting the File for which new Volume has to be created, click the Create Volume Link, as shown in Fig.eFile.153:

![Fig.eFile. 1513](image)

As a result, the following page will appear, as shown in Fig.eFile.154:
Click the Create Volume button (Fig.eFile.149) to create volume, as a result the following page appears, as shown in Fig.eFile.155:
Here volume file is created with the Volume number suffixed adjacent to the file number.

**Note:** You will learn about different options under the volume file in detail in Section 9.

**Quick Actions:** - There are some useful links given in inbox for Quick Actions such as:

- **Remarks ()** - Shows latest Noting that has been done on that particular File.
- **Reply ()** - It facilitates the user to reply to the sender of the File.
- **Forward ()** - Forward a particular File to the recipient.

**Created:**

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose numbers are not generated. User can view all the created Files, by clicking on ‘Created’ link under the Files section.

**Created Link Contains 2 options:**

i. **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work Later on.

The Files in the Draft option can be deleted and sent to Recycle Bin using Delete () link.

ii. **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

There are 3 sub links provided under Completed link of Created File Section:

a) **Forward:** Helps the user to forward a particular File/s to the recipient.

- To forward a file user has to perform the following steps:
  - Select the File/s from the Completed option of Created File Link which needs to be forwarded, as shown in Fig.eFile.156:
- Click the **Forward** link, as a result the ‘Send to’ Page will appear, as shown in Fig.eFile.157:
Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.158:

![Fig.eFile. 15658](image)

- Provide the Due date (if required) for the File using the calendar ( ) link adjacent to the Due Date text box.
- Select the Action which has been taken on the File from the dropdown menu as shown in Fig.eFile.159:
Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.159).

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.160:
Click the **Send** button (Fig.eFile.160). As a result, the created File is sent to the intended recipient.

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the **Pull Back** link. In case, the recipient has opened the File, then it is not possible to pull back the File.

**b) View:** Helps the user to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

i. **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.161:
ii. **Electronic** - Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.162:

![Fig.eFile. 1591](image)

![Fig.eFile. 1602](image)

i. **ALL** - Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.163:

![Fig.eFile. 1613](image)

c) **Create Volume:**

Helps the user to create a new Volume of an existing file.

To create a Volume user has to perform following steps:
After selecting the File for which new Volume has to be created, move the cursor over **Create Volume** Link and click it, as shown in Fig.eFile.164:
Fig.eFile. 1624

As a result, the following page will appear, as shown in Fig.eFile.165:
Click the **Create Volume** button (Fig.eFile.166) to create volume, as a result the following page appears, as shown in Fig.eFile.167:
Note: You will learn the process of volume creation in detail in Section 9.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- **Forward** - Forward a particular File to the recipient.

Parked:

Parked link contains a list of all the Files that are temporary closed and work will be done later on. Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

To make Parked File an Active File, user has to perform the following steps:

- Select the File/s from the **Parked link** of Files which needs to be Parked, as shown in Fig.eFile.168:

![Parked File Link](image)

**Fig.eFile. 16568**

- Scroll mouse over ‘**Mark As**’ Link and click the Make Active option under it, as shown in Fig.eFile.169:
As a result, the Files become active and move to the File Inbox.

Closed:

Closed link contains a list of Files that are closed as complete work has been done on it already. Closed Files can be made active at any point of time.

To make Closed File an Active File, user has to perform the following steps:

- Select the File/s from the Closed link of Files which needs to be Closed, as shown in Fig.eFile.170:
Only creator of the File can close the file, no other person has access to close files.

- Scroll mouse over **Mark As** Link and click the **Make Active** option under it, as shown in Fig.eFile.171:

![Fig.eFile. 1681](image)

As a result, the Files become active and move to the File Inbox.

### Sent:

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.172:
There are 3 links provided under Sent Section of File:

a) **View**: Helps the user to list the Files depending upon its current state (Physical, Electronic, Follow Up, All).

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.173.

```
Physical
Electronic
Followed Up
All
```

i) **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.174:

```
Physical
Electronic
Followed Up
All
```

ii) **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.175:
iii) **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.176:

```plaintext
Physical
Electronic
Followed Up
All
```

**Fig.eFile. 1725**

iv) **ALL** - Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.177:

```plaintext
Physical
Electronic
Followed Up
All
```

**Fig.eFile. 1736**

b) **Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

**To create a follow up on a File user has to perform the following steps:**

- Select the File on which follow up need to be created and click the **New Follow up** option under ‘**Mark As**’ Link, as shown in Fig.eFile.178:
As a result follow up screen will appear as shown in Fig.eFile.179:

![Follow up screen](image)

Fig.eFile. 17578

Fig.eFile. 17679
• Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.180:

![Followup](image)

**Fig.eFile. 1770**

• Click the **Save** button (Fig.eFile.180), as a result **Follow up** will be created.

User can also **Pull back the File** from the intended recipient even when the File is in the **Inbox** of the recipient, using the **Pull Back** link. In case, the recipient has opened the File, then it is not possible to pull back the File.

c) **Create Part**: User can use this option to create a **Part file** of the existing file which is under submission.

**Part Files cannot be created if the file is already in File inbox.**

To create a Part file of the existing file, user has to perform the following steps:

• Select the File for which part file needs to be created and click the ‘**Create Part**’ option, as shown in Fig.eFile.181:
As a result, Cover page of file appears asking to create a Part file, as shown in Fig.eFile.182:
User can change Subject/Description and Remarks (if required) on the file cover except the File no.

- Enter the Description and other fields (if required) and click the 'Create Part' button, as shown in Fig.eFile.183:

![Diagram of file cover with 'Create Part' button highlighted]

Fig.eFile. 1803

As a result, new part file is created with the File no at the top of File as shown in Fig.eFile.184:
Physical File option under the Files section helps the user to create a new **Physical File**.

**Physical File Link Contains 2 options:**

i. **Create New (Non-SFS):** This option creates a physical file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

   - Click on the **Create New(Non-SFS)** option under Physical File, as shown in Fig.eFile.185:
As a result, File Cover Page screen appears as shown in Fig.eFile.186:
Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.187:
After filling the necessary details, click the **Continue Working** (Fig.eFile.180) button to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.188:
User can also click the Work on File Later (button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform 11 different operations on a file, For instance:

a) Correspondence:

With the help of this feature user can attach physical correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Click the Correspondence Link (Fig.eFile.188), as a result List of Correspondences and Issues page appears on right side of Notings page, as shown in Fig.eFile.189:
Click the Attach button (Fig.eFile.189), as a result, the Receipt Search window appears, as shown in Fig.eFile.190:
Select the receipt from the Receipt Search window to attach with the file (Fig.eFile.190).

After selecting the receipt, click the Attach button (Fig.eFile.190). As a result, the receipt gets attached to the file, as shown in Fig.eFile.191:

Receipt should not have referencing, it should be dereferenced.
Type of the receipt can be changed from the dropdown menu available at the top of List of Correspondences and Issues page:

i. **Mark As PUC:**

   Helps the user to **mark** the receipt as **Paper Under Consideration** (PUC).

   To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

   - Select the receipt from the List of Correspondences and issues which needs to be marked as PUC, as shown in Fig.eFile.192:

     By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).
Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.193:
ii. **Unmark:**

Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

**To unmark an already marked receipt user has to perform following steps:**
Select the receipt from the **List of Correspondences and Issues** which needs to be Unmarked.
Select the type as **Unmark** from the dropdown menu.

iii. **Mark As FR:**

Helps the user to mark the receipt as **Fresh Receipt** (FR).

**To mark a receipt as Fresh Receipt (FR) user has to perform following steps:**

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as FR, as shown in Fig.eFile.194:

  ![Fig.eFile. 194](image)

  **Fig.eFile. 194**

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.195:
Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.196:
• Click the ‘Done’ button (Fig.eFile.196), as a result the receipt gets marked as FR, as shown in Fig.eFile.197:

Fig.eFile. 1947

iv. Detach:

Helps the user to Delete/Detach the attached receipt from List of Correspondences and issues.

If the user detaches a receipt which is marked as PUC then its related FR’s will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

Select the receipt from the TOC of Correspondences which needs to be detached.
Select the type as Detach from the dropdown menu.

v. Close:

Helps the user to Close the attached receipt from TOC of Correspondences.
To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.198:

![Fig.eFile. 198](image)

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.199:
As a result, **Close confirmation Box** appears as shown in Fig.eFile.200:

- Enter the Remarks and click the **OK** (OK) button, as shown in Fig.eFile.201:
As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

vi. **Attach with another:**

Helps the user to attach the already merged receipt to another File.

**To attach the receipt with another File, user has to perform following steps:**

- Select the receipt which needs to be put in another File and select the ‘**Attach With Another**’ option from the dropdown as shown in Fig.eFile.202:

![Fig.eFile. 1962](image)

As a result list of Files will appears, as shown in Fig.eFile.203:
Select the file in which receipt needs to get attached and click the ‘Attach’ button, as shown in Fig.eFile.204:

As a result the receipt will get detached from the current file and get attached to the selected File.
b) Link and De-Link:

With the help of this feature user can Link or De-Link a File to the new created or existing file.

To Link and De-Link user has to perform following steps:

- Click the Link and De-Link (Link and DeLink) Link, as a result Link/Delink page appears on right side of Notings page, as shown in Fig.eFile.205:

![Link and De-Link Link](image)

- Click the Attach (Attach) Button (Fig.eFile.199), as a result, the File Search Window appears, as shown in Fig.eFile.206:
Select the file from the **File Search window** to attach with the file.

After selecting the file, click the **Attach** button (Fig.eFile.206). As a result, the file gets attached to the file, as shown in Fig.eFile.207:
The File can be Delink from the dropdown menu available at the top of Link/Delink page.

i. Delink:
   
   Helps the user to Delink the File from the attached file.
   
   To Delink a File, user has to perform following steps:
   
   - Select the File from the Link/Delink which needs to be delinked, as shown in Fig.eFile.208:
Select the Delink from the dropdown menu, as shown in Fig.eFile.209:
As a Result the file is delinked.

c) **Movements**: With the help of this feature user can see the movement of a File, i.e. the details of all the users who has worked on it.

**To see the movement of a file user has to perform following steps:**

- Click the **Movements** Link, as a result **Movement** page appears, as shown in Fig.eFile.210:
The page shows all the details of File Movement History.

d) **Details:** With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files, as shown in Fig.eFile.211:
To edit the cover page of eFile user has to perform following steps:

- Click the **Edit** link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.212:
• Make Necessary changes and click the ‘Done’ (Done) button (Fig.eFile.212), as a result, changes on cover page of file get saved.

f) **Send:**

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

• Click the **Send** (Send) link, as a result **Send File** page appears, as shown in Fig.eFile.213:
Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.214:
• Provide the Due date (if required) for the File using the Calendar (📅) link adjacent to the Due Date text box.

• Select the Action which has been taken on the File from the dropdown menu as shown in Fig.eFile.215:
- Select the **Priority** (if required) of the File from the dropdown menu.

- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.216:
Click the **Send** button (Fig.eFile.216). As a result, the File is sent to the intended recipient.

**g) Dispatch:**

With the help of this feature user can Dispatch the receipt to the Recipient of different Ministries or Office.

**To Dispatch user has to perform following steps:**

- Click the **Dispatch** link, as a result **Dispatch** page appears, as shown in Fig.eFile.217:
- Select the ‘Reply Type’, ‘Nature of Reply’ and other required fields, as shown in Fig.eFile.218:
Now the user has 2 options after filling the required metadata fields which are 'Dispatch By Self' and 'Dispatch By CRU'.

- If user selects 'Dispatch By Self' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to 'Closed' section of receipt.

- If user selects 'Dispatch By CRU' option, a popup appears. Popup contains the list of all the users mapped with CRU CRU section (if any), Delivery Mode and Remarks, as shown in Fig.eFile.219:
In this case no user is mapped with CRU CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of 'Copy Dispatch Data' option available and send to other concerned Organization (if required), as shown in Fig.eFile.220:
In case no user is mapped the dispatch is directly sent to the SO (CRU).

As a result the receipt is dispatched to the selected CRU/CRU user (if any) and status of the dispatch record can be viewed from Sent sub module under the Dispatch module. The dispatched record is seen in the inbox of the CRU/CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU/CRU Dispatch).

h) More Action:

With the help of this feature user can Park or Close the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over More Action Link and click the Park File option, as shown in Fig.eFile.221:

![Fig.eFile. 2151](image)
As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.222:

![Parking Confirmation Dialogue Box](image1)

**Fig.eFile. 2162**

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** button, as shown in Fig.eFile.223:

![Parking Confirmation Dialogue Box](image2)

**Fig.eFile. 2173**

As a result the working file will be sent to Parked section of Files.

**To Close a particular File user has to perform the following steps:**

- Move the cursor over **More Action** Link and click the **Close File** option, as shown in Fig.eFile.224:
As a result, Cover page of File will appear, as shown in Fig.eFile.225:
Enter the **Closing Remarks** as per requirement, and click the **Close** button, as shown in Fig.eFile.226:
As a result the closed file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

i) **Create Volume:**

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
  - Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.227:
Click the **Create Volume** button (Fig.eFile.227) to create volume, as a result the following page appears, as shown in Fig.eFile.228:
Note: You will learn the process of volume creation in detail in Section 9.

j) Convert File:

Helps the user to convert the Physical File to Electronic File only irrespective of the File location, weather it is attached with a receipt or from the File inbox/Created Section.

To convert a physical file to electronic file from within the file, user has to perform following steps:

- Click the ‘Convert File’ option, as a result, following screen appears, as shown in Fig.eFile.229:

![Fig.eFile. 2239](image)

- Upload the scanned PDF’s of Correspondence(s), DFA’s and Noting(s) (if any), as shown in Fig.eFile.230:
After uploading the scanned PDF’s, click the 'Convert' button (Fig.eFile.230), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

**k) More Details:**

Helps the user to view the details of all the merged File(s).

In 'Merged Files' option 'More Details' user can view all merged files (if any), as shown in Fig.eFile.231:
Merged Files can be open by clicking the File number and that is in read Only mode.

I) **Merge:**

Helps the user to merge some other File with the working file.

Files having Physical nature only can be merged with one another. Electronic files cannot be merged.

To merge another File with the working File, user has to perform following steps:

- Click the ‘Merge’ link from within the working file, as a result, **Merge Files** screen appears as shown in Fig.eFile.232:
Select the Files from ‘Search File(s) to merge’ window and click the ‘Add’ button, as shown in Fig.eFile.233:
As a result, the selected file(s) appears in the Merge File(s) window, as shown in Fig.eFile.234:

![Merge File(s) window](image1)

For more information, please refer to Fig.eFile.22834.

- Click the 'Merge' button (Fig.eFile.234), as a result the files will get merged with the main working file, as shown in Fig.eFile.235:

![Merged Files](image2)

For more information, please refer to Fig.eFile.2295.
Physical

Create New (SFS): This option creates a physical file with SFS standard i.e. the user can enter File No. without any restriction or standards.

- Click on the Create New (SFS) option under Physical File under the left navigation.

As a result, File Cover Page screen appears as shown in Fig.eFile.236:

![File Cover Page Screen](image)

**Fig.eFile. 2306**

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.237:
After filling the necessary details, click the **Continue Working** button (Fig.eFile.237) to create a new physical file. As a result, file gets created, as shown in Fig.eFile.238:

- User can perform same operations on a file as explained in **Create Non-SFS** file.
Electronic File:

Electronic File option under the Files section helps the user to create an Electronic File.

Electronic File Link Contains 2 options:

i) **Create New (Non-SFS)**: This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New File user has to perform the following steps:

- Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section.

As a result, File Cover Page screen appears as shown in Fig.eFile.239:

![File Cover Page Screen](image)

**Fig.eFile. 2339**

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.240:

![File Cover Page Screen](image)

**Fig.eFile. 240**
After filling the necessary details, click the Continue Working button (Fig.eFile.240) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.241:
User can also click the Work on File Later (Work On File Later) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform different operations on a file, For instance:

a) **Add note**: With the help of this feature user can add a green note or a yellow note onto the newly created file or existing File.

   **To add a Green Note user has to perform following steps:**
   - Click the **Add Green Note** link, as shown in Fig.eFile.242:
As a result, noting becomes active and user can add note.

- After making a note, user has to click the **Save** button to save the noting, as a result noting is prepared and saved.

- The User can also attach a document (**Pdf Format** only) by clicking the **Attach File** button at the bottom of the noting portion.

**To add a Yellow Note user has to perform following steps:**

- Click the **Add Yellow Note**, as shown in Fig.eFile.243:
As a result Yellow Note sheet page appears on Notings portion, as shown in Fig.eFile.244:
After making a note on yellow sheet, click the Save Button, shown in Fig.eFile.245:
As a result, yellow note get saved.

- After clicking the save button, user has 3 options:
  - Edit: Refers to edit the Yellow Note
  - Discard: Refers to Discard the Yellow Note
  - Confirm: Refers to Confirm the Yellow note.

User can perform any options as per authorization.

Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet Noting of File. At a time only one noting is active, either yellow note or Main Green sheet note.
b) Correspondence:

With the help of this feature user can attach correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Perform All Steps of creating a new file.

- Click the Correspondence Link (Fig.eFile.245), as a result List of Correspondences and issues page appears on right side of Noting page, as shown in Fig.eFile.246:

- Click the Attach Button (Fig.eFile.246), as a result, the Receipt Search window appears, as shown in Fig.eFile.247:
Select the receipt from the **Receipt Search window** to attach with the file.

After selecting the receipt, click the `Attach` button (Fig.eFile.247). As a result, the receipt gets attached to the file, as shown in Fig.eFile.248:
Type of the receipt can be changed from the dropdown menu available at the top of TOC of correspondences page:

i) **Mark As PUC:**

   Helps the user to mark the receipt as Paper Under Consideration (PUC).

   **To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:**

   - Select the receipt from the TOC of Correspondences which needs to be marked as PUC, as shown in Fig.eFile.249:

   **By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).**
Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.250:
ii) **Unmark**: Helps the user to unmark the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

- Select the receipt from the TOC of Correspondences which needs to be Unmarked.
- Select the type as **Unmark** from the dropdown menu.

iii) **Mark As FR**: Helps the user to mark the receipt as Fresh Receipt (FR).

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the TOC of Correspondences which needs to be marked as FR, as shown in Fig.eFile.251.
• Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.252:
Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.253:
Click the ‘Done’ button (Fig.eFile.248), as a result the receipt gets marked as FR.

iv) Detach:

Helps the user to Delete/Detach the attached receipt from TOC of Correspondences.

If the user detaches a receipt which is marked as PUC then its related FR’s will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

- Select the receipt from the TOC of Correspondences which needs to be detached:

- Select the type as Detach from the dropdown menu, as shown in Fig.eFile.254:
v) **Close:**

Helps the user to **close** the attached receipt from **TOC of Correspondences**.

**To close a receipt, user has to perform following steps:**

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.255:
- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.256.
As a result, **Close confirmation Box** appears as shown in Fig.eFile.257:

- Enter the Remarks and click the **OK** button, as shown in Fig.eFile.258:
As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

c) **Draft:** With the help of this feature user can **create New Draft** and **View existing Drafts** in the File.

To create **New Draft** user has to perform following steps:

- Perform All Steps of creating a new file.

- Scroll mouse over **Draft** link and click the **Create New Draft** option under it, as shown in Fig.eFile.259:
As a result **Create New Draft** page appears, as shown in Fig.eFile.260:
Enter the mandatory fields like **Subject**, **Name** and **Address** and other necessary details (Fig.eFile.25460).

Either directly type the draft manually or choose the **predefined template** and click the **View** Button, as shown in Fig.eFile.260:
Select the Template (if required) and click Ok to modify the word document and then **Save** button as shown in Fig.eFile.262:
As a result the Word document appears. User can make the changes in the content of the word document and after making the necessary changes user can save the documents as shown in Fig.eFile.263:

Now user can click the OK button in the Draft Instructions Pop Up to complete the Draft creation process.

To avoid the word document User can click on Cancel button to move to next step.

As a result new Draft is created.

- To Edit Created DFA, Click on Edit button as shown in Fig.eFile.264:
Digital Signing on DFA:

Create the DFA and Approve the DFA as per the Process.

Let us discuss in detail about the process of implementing the digital Signature on DFA.

- Sign and Approve button appears after DFA is created as shown in Fig.eFile.265:
DSC should be plugged in and in detected mode then it will display Sign and Approve button for DFA. For approve click on Approve else Sign and Approve.

- Click on Signed and approved DFA and enter the PIN for signature click Ok button a shown in Fig.eFile.266:
As a result DFA with Signature is displayed as shown in Fig.eFile.267:

![Diagram of DFA with Signature]

**Fig.eFile. 2617**

Dispatch By Self and Dispatch by CRU remains similar for signed and approved DFA.

Signature Verification in Noting

To verify the signature is valid in the document, proceed for further process as discussed below.

Let us discuss in detail the verification process of Signature in Notings of a file.

- Click on the Signature of signed noting as shown in Fig.eFile.268:
DSC should have been in detected mode and active in system.

- A pop up window appears DSC Certificate Details as shown in Fig.eFile.269:
To browse the certificate for DSC follow the steps mentioned below:

- Open the link nicca.nic.in go to repository link as shown in Fig.eFile.270:

![NIC Certifying Authority](image)

**Fig.eFile. 26470**

- Click on Certificate Search Through Repository search of DSC could be done as shown in Fig.eFile.271:
• Certificate Search window appears as shown in Fig.eFile.272:

![Certificate Search Window](image)

**Fig.eFile. 26571**

• Input the required details and click on submit button as shown in Fig.eFile.273:

![Certificate Search Details](image)

**Fig.eFile. 26672**
Click on the found link which is searched as shown in Fig.eFile.274:

Certificate Details window opens up with searched certificates and select and download certificate as shown in Fig.eFile.275:
On download of DSC Certificate a window appears as shown in Fig.eFile.276:
Verify the Serial Number of downloaded certificate through Browse Button as shown in Fig.eFile.277:
Click on Verify Button to have Signature Verification as shown in Fig.eFile.278:
For verified signature a message will display as Valid Signature else Signature does not match with the given certificate.

- To Approve New DFA click on Approve button and Dispatch as shown in Fig.eFile.279:

![Fig.eFile. 2739](image)

User cannot attach any document with DFA (draft for approval), which may be sent when the letter is to be issued.

For that:

To Understand Dispatch by Self and Dispatch By CRU refer

- Dispatch By Self
- Dispatch By CRU

To view already created/existing Draft, user has to perform following steps:

- Open any existing File by clicking the File number.
- Scroll mouse over **Draft** link and click the **View Draft** option under it, as shown in Fig.eFile.280:
As a result TOC of Drafts page appears, as shown in Fig.eFile.280:

Now, after the Draft is created and saved, the Dealing Assistant sent it to the section officer for review.

To do so, he performs the following steps:
Perform All Steps of creating a new file.
Perform All Steps of creating a new Draft.

• Click the Send button from the toolbar, as shown in Fig.eFile.281:
As a result, **Send File Page** appears, as shown in **Fig.eFile.282**:

- Either directly enter the name in the ‘**To**’ option or Click the ‘**To**’ link to select the marking abbreviation of the
recipient from the list box.

Provide the **Due date** (if required) for the File using the **calendar** ([ ] ) link adjacent to the Due Date text box.

Select the **Action** which has been taken on the File from the dropdown menu.

Select the **Priority** (if required) of the File from the dropdown menu.

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.283:

![Send Form](image)

**Fig.eFile. 27783**

- Click the **Send** ([ ] ) button (Fig.eFile.283). As a result, the File is sent to the intended recipient. In our case the recipient is Alok Kumar.

Alok Kumar logs into its account, the file is available in its **File Inbox**, as shown in Fig.eFile.284:
### Role of Approving Authority in DFA:

- Officer opens the File and reviews the DFA.
- Office can edit the draft *(if required)* by clicking the **Edit** button.
- If the draft is edited, it results in version creation of the draft as shown in the figure **Fig.eFile.285**.
After reviewing the DFA, approving authority clicks the **Approve** button, as shown in Fig.eFile.286:

After approving the DFA, approving authority sends the approved DFA to concerned dealing assistant for issue.
Now, Section code is created for the Issue.

when the Dealing assistant logs into his account, the file is available in its File Inbox.

Role of Dealing Assistant in Issuing the DFA:

- Opens the File and reviews the DFA by clicking the DFA number.

- User now has 2 options, as shown in Fig.eFile.286:
  - Dispatch by Self: Refers to issue the approved DFA by self (Dealing Assistant)
  - Dispatch by CRU: Refers to send the approved DFA to CRU to finally dispatch by them.
Dispatch by Self:

- Click the **Dispatch by Self** button (Fig.eFile.286), as a result, **Dispatch Screen** appears, as shown in Fig.eFile.287:
Fig.eFile. 2817

- Provide the necessary information for dispatching the approved draft, and click the Send button, as shown in Fig.eFile.288:
As a result, the draft gets dispatched to the intended recipient and **dispatched DFA** reflects into the **Sent** Section of **Officer’s Dispatch** Link.

**Dispatch by CRU/CRU:**

- Click the **Dispatch by CRU/CRU** button (Fig.eFile.288), as a result, **Dispatch by CRU screen** appears, as shown in Fig.eFile.289:
• Provide the necessary details like Delivery mode and fill the remarks (if required), and click the OK button, as shown in Fig.eFile.290:

![Fig.eFile. 28390](image)

As a result, DFA sent to CRU for further dispatch.

d) **Attaching Reference:** With the help of this feature user can attach references corresponding to the working File.

   **To attach Reference user has to perform following steps:**

   • Perform all steps of creating a new file.

   • Scroll mouse over **References** link and click the **Local Reference** option under it, as shown in Fig.eFile.291:
As a result **References** page appears on right side of Noting page, as shown in Fig.eFile.292:
Browse the reference document from the Local system and click the **Attach** button, as shown in Fig.eFile.293:
As a result the attached reference document gets attached to the working File, as shown in Fig.eFile.294:
e) Attaching KMS Reference: With the help of this feature user can attach KMS references corresponding to the working File.

To attach KMS Reference user has to perform following steps:

- Perform all steps of creating a new file.
- Scroll mouse over References link and click the KMS Reference option under it, as shown in Fig.eFile.295:
As a result KMS References page appears on Noting page, as shown in Fig.eFile.296.
User cannot browse Folder, only PDF files are accessible.

- To select any PDF files **Browse** a file and **Upload** to attach as shown in Fig.eFile.297:

![Choose File to Upload](image)

**Fig.eFile. 2907**

- When browsed file is attached a message is displayed as successfully uploaded as shown in Fig.eFile.298:
As a result KMS reference is attached and can also be deleted by selecting Delete from dropdown as shown in Fig.eFile.299:

f) **Link Delink Files:**

With the help of this feature user can Link and delink other eFile(s) to the working file.

**It has 3 links To Link any other eFile user has to perform following steps:**

Perform All Steps of creating a new file.

- Click the **Link Delink** link, as a result **Link/delink** page appears on right side of Noting page, as shown in Fig.eFile.300:
- Internal Files are displayed as shown in Fig.eFile.280

- Click the Attach link, as a result list of other files will appear, as shown in Fig.eFile.301:
Select a file which needs to be linked with the working file and click the Attach button as shown in Fig.eFile.302:

As a result the selected file gets attached to the working file.

External files are displayed in the window as shown in the figure Fig.eFile.303:
• Referred In files are displayed as shown in figure Fig.eFile.304:

![Fig.eFile. 304](image)

**g) Details:**

With the help of this feature user can view the total no. of part files created.

**To view the Details of File user has to perform following steps:**

Perform All Steps of creating a new file.

- Click the Details link, as a result Details page of that working file appears, as shown in Fig.eFile.305:
h) **Movements:**

With the help of this feature user can have a track on the Running File and can view all the movements.

**To view the Movements of File user has to perform following steps:**

1. Perform All Steps of creating a new file.
2. Click the **Movements** link, as a result File Movement History page of that working file appears, as shown in Fig.eFile.306:

![Fig.eFile. 306](image)

i) **Edit:**

With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

*Only the creator of the file has access to ‘Edit’ the Cover page of file. No other eOffice user has access to it.*

**To edit the cover page of eFile user has to perform following steps:**
Perform All Steps of creating a new file.

- Click the **Edit** link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.307:

![Fig.eFile. 307](image)

- Make Necessary changes and click the ‘**Done**’ button (Fig.eFile.307), as a result, changes on cover page of file get saved.

**j) Send:**

With the help of this feature user can send the File to the Recipient.

**To send the eFile user has to perform following steps:**

Perform All Steps of creating a new file.

- Click the **Send** link, as a result **Send File** page appears, as shown in Fig.eFile.308:
Either directly enter the name in the ‘To’ option or Click the ‘To’ link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.309:

- Provide the Due date (if required) for the File using the Calendar link adjacent to the Due Date text box.
• Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.310:

![Send page](image)

**Fig.eFile. 2940**

• Select the **Priority** (if required) of the File from the dropdown menu.

• Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.311:
Click the Send button (Fig.eFile.311). As a result, the File is sent to the intended recipient.

k) More Action:

With the help of this feature user can Park or Close the working file.

To Park a particular File user has to perform the following steps:

• Move the cursor over More Action Link and click the Park File option, as shown in Fig.eFile.312:
As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.313:

Enter the Remarks and Reminder Date as per requirement and click the OK button, as shown in Fig.eFile.314:
As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over More Action (More Action) Link and click the Close File option, as shown in Fig.eFile.315:
As a result, Cover page of File will appear, enter the **Closing Remarks** as per requirement, and click the Close button, as shown in Fig.eFile.316:
As a result the working file will be sent to closed section of Files.

I) **Create Volume:**

   Helps the user to create a new Volume of an existing file.
   
   - To create a Volume user has to perform following steps:
   
   - Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.317:
Click the Create Volume button (Fig.eFile.3017) to create volume, as a result the Volume of the existing file gets generated as a new file. As a result following page appears, as shown in Fig.eFile.318:
More Details: Merged Files are shown in the More Details tab as shown in Fig.eFile.319:

Note: You will learn the process of volume creation in detail in Section 9.

ii) Create New (SFS): This option creates an Electronic file with SFS standard i.e. the user can enter File No. without any restriction or standards.
Click the Create New (SFS) option under Electronic File. As a result, File Cover Page screen appears as shown in Fig.eFile.320:

![File Cover Page Screen](image)

**Fig.eFile. 30420**

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.321:
After filling the necessary details, click the Continue Working button (Fig.eFile.321) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.322:
Note: User can perform same operations on a file as explained in Create Non-SFS file of the Electronic File Section.

Create Part:

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

To create a part file the user has to perform the following steps:

- Click the Create Part under the File Section, as shown in Fig.eFile.323:
As a result the following page appears as shown in Fig.eFile.324:
To create a File no., click the Browse File Link, which shows all the files sent by you, as shown in Fig.eFile.325:

Fig.eFile. 30824
Click on the radio button to select a particular file for which a part file has to be created and click on button Select File (Select File) as shown in Fig.326:

As a result the following page appears after selecting the file, as shown in Fig.eFile.327:
Click on the Create Part (Create Part) Link to create a part file, as a result the part file has been created as shown in Fig.eFile.328:

As a result part file is created the part file can be created for both physical and electronic file.
Create Volume:
The Create Volume option allows the user to create a new volume of an existing file which is residing with him/her in the Draft or Inbox.

To create a Volume of a file the user has to perform the following steps:

- Click the **Create Volume** under the File Section, as shown in Fig.eFile.329:

![Create Volume](image)

As a result the following page appears as shown in Fig.eFile.330:
To create a File no. Click on the **Browse File** Link, which shows all the files residing in your inbox and drafts, as shown in Fig.eFile.331:
Click on the radio button to select a particular file for which a new volume has to be created and click on button Select File (Select File) as shown in Fig.332:
• Click on the **Create Volume** link to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.333:
As a result volume of a file is created (the volume of a file can be created for both physical and electronic file).

Recycle Bin:

Recycle Bin option contains list of all the Files which are deleted from the “Created” section of Files. There are 2 links provided under Recycle Bin Section of File:

a) **Delete** ( ): Permanently deletes the selected File.

b) **Restore** ( ): The File which are deleted from the Created section are restored back.

Migrate File

Create New

With the help of Migrate file user can migrate files to any folder.

- Migrate file is created as shown in the figure Fig.eFile.31834:

![Fig.eFile. 31834](image)

- Fill all the mandatory fields on the current page of Create Migrate File as shown in the figure Fig.eFile.335:

To select a file click Browse and Import the selected file from the folder as shown in the figure Fig.eFile.335:
Select a file, a window appears wherein user need to select the Source and destination files as shown in the Fig.eFile.336:
Now verify details as shown in the figure Fig.eFile.337:

- Go to the button Continue Working to generate new file no as shown in the Fig.eFile.338:
New file number is generated along with Old file no as shown in the Fig.eFile.339:
Create New of Migrate has 2 links to perform operation on it:

Draft:

Number is not generated as shown in the figure Fig.eFile.340:

![Table with headers: Number, Subject, Subject Category, Created On, Status, Sharing File Number. A row with Number not generated highlighted.]

Completed:

To generate a number click on to generate number.

We have 5 links under completed tab to perform operations.

- Migrated file page shows the table of contents as shown in the figure Fig.eFile.341:
Notings: It is used to see the notings of the migrated file as shown in the figure Fig.eFile.342:
Note: Notings, Correspondence and References depend on the destination file which displays in the table of content.

Correspondence:

- Correspondence is as shown in the figure Fig.eFile.343:

![Fig.eFile. 32743](image_url)

References:

References is shown in the figure Fig.eFile.344:
Edit:

- All the fields can be modified and saved as shown in the Fig.eFile.345 & Fig.eFile.346:
Finalize Migration:

- It requires all the metadata should be completed before finalizing as shown in the figure Fig.eFile.347:
• Fill all the required data to make it as DFA as shown in the Fig.eFile.348:

![Fig.eFile. 33248](image)

Now as a result a new DFA is created as shown in the figure Fig.eFile.349:

![Fig.eFile. 3339](image)
Folder Permission:

With the help of folder permissions user can provide an access to other user.

To provide folder permission as shown in the figure Fig.eFile.350:

- Permission should be provided to section officer for migration as shown in the figure Fig.eFile.351:
Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient.

There are two links available under Dispatch Section which is mentioned below:

1) Sent
2) Returned

Let’s have an introduction about these Links:

1. **Sent:** This module helps the CRU user to view the Sent Issues/Drafts.

   If the status of the Issue or sent draft is:

   Issued and Sent: Refers to when the DFA has been sent by the CRU section but not dispatched finally by the CRU section

   Issued and Dispatched: Refers to when the DFA that has been sent to CRU section has been finally dispatched.

   Issued and Returned: Refers to when the sent DFA has been returned back to the CRU section.

   Final Dispatch can be done only after receiving the Draft/Letter.

   There is 1 link provided under sent of Dispatch:

   a) **Print Envelope:** Helps the user to Print the envelope required for final Physical dispatch.
b) **Returned**: Contains the list of correspondence(s)/issues that are returned by the CRU/CRU section.

**There are 2 links provided under Returned section of Dispatch:**

a) Receive  

b) Resend  

Let’s have an introduction about this Link: 

a) **Receive**: Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.  

b) **Resend**: Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/CRU Section.  

**Quick Actions**: - There is one useful link given under Dispatch as:

- **Action Detail** – It facilitates the user to view the actions done at that moment on the Letter/Correspondence received.

- Select the Sent Issue needs to be printed/dispatched physically.  

Click the ‘**Print Envelope**’ link, as shown in Fig.eFile.352:

![Print Envelope](image)

**Fig.eFile. 33652**  
As a result new window appears asking for Print Size, as shown in Fig.eFile.353:
Select the Print Size and click the ‘Print’ button (Fig.eFile.353), as a result the issue gets printed.

Return Link in Quick Actions gets active only when the CRU user receives the Letter.

DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

1) DSC Registration

Let’s have an introduction about this Link:

DSC Registration:

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre (NIC), IDRBT Certifying Authority, SafeScrypt CA Services, Sify Communications, (n) Code

eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

DSC registration can be done either using a DSC card or e-token. User can visit the website http://nicca.nic.in, for basic information of how to obtain the DSC certificate or e-token, how to obtain the software for DSC certificate or e-token, how to install them, and finally how to how to initialize the DSC certificate or e-token.

User has to properly installed drivers for the DSC Smart card and USB Token in the system before
using the DSC authentication or e-token authentication.

Fee structure for the different certificates and the hardware devices involved can be easily obtained by accessing, [http://nicca.nic.in](http://nicca.nic.in). Under this site, user can easily obtain the detailed information regarding the Certificate’s Fee Structures, under the Support Link.

**Token involves only a single pen drive device.**

After the user has properly enrolled for the DSC certificate or e-token, user has two level of authentication for accessing the eOffice application. User has to perform series of steps to log into the eOffice application, using e-Token or DSC card.

**For e-Token Enrollment:**

- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.354:

![Login Page](image)

**Fig.eFile. 33854**

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the Login button, as shown in Fig.eFile.355:
As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.356:

Plug-In the e-token in your machine/system.
- Click the **DSC Registration** link under the DSC section (Fig.eFile.356). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.357:
Click the **Signing Certificate** link in the DSC Enrollment Screen (Fig.eFile.357) As a result, the DSC Enrollment screen appears, as shown in Fig.eFile.358:

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.359:
The Message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.360:

![Message](image)

**Fig.eFile. 34460**

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.361:
For e-Token Authentication:
- Plug in the e-token device in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.362:
- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.363:
As a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in Fig.eFile.364:

![Log On dialog box](image)

**Fig.eFile. 34864**

- Type the password in the Password field in the Log On screen. (Fig.eFile.364)

  **User can enter the wrong password only 10 times. Thereafter if the wrong password is entered, the user gets blocked.**

- Click the **OK** button (Fig.eFile.364). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.365:

![Log into eOffice application](image)

**Fig.eFile. 34965**
For DSC Card Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.366:

```
Fig.eFile. 35066
```

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the Login button, as shown in Fig.eFile.367:
Plug-In the e-token in your machine/system.

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.368:

Click the DSC Registration link under the DSC section (Fig.eFile.368). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.369:
Click the Signing Certificate link in the DSC Enrollment Screen (Fig.eFile.369). As a result, Enter Pin dialog box appears, a shown in Fig.eFile.370:

![Enter PIN dialog box](image)

**Fig.eFile. 35470**

- Enter the pin in the Enter Pin text box in the Enter PIN dialog box (Fig.eFile.370).
- Click the OK button. The DSC Enrollment screen appears, a shown in Fig.eFile.371:
Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.372:
The message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.373:

- Click the OK button to complete the process of DSC enrollment, as shown in Fig.eFile.374:
For DSC Card Authentication:

- Plug in the DSC card in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.375:

![eOffice Login Screen](image)

**Fig.eFile. 359**

**Fig.eFile. 35874**
- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.376:

![Fig.eFile. 36076](image1)

As a result, the Enter PIN dialog box appears, as shown in Fig.eFile.377:

![Fig.eFile. 36177](image2)
- Type the **password** in the Enter PIN dialog box (Fig.eFile.377).
- Click the **OK** button (Fig.eFile.377). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.378:
Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

It has following 18 options:

1) File Register
2) File Register (Section wise)
3) Diary Register
4) Diary Register(Section wise)
5) File movement
6) Receipt movement
7) Dispatch
8) Received Files
9) Received Receipts
10) Parked Files
11) Closed Files
12) Closed Receipts
13) Files forwarded by time duration
14) Receipts forwarded by duration
15) Files attended for more than 24 Hrs.
16) File(s) not attended by recipient for 24 Hrs
17) Revenue Report
18) VIP Details

Let’s learn about these options one by one.

File Register

This selection generates a PDF Report filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register report, user has to perform the following steps:

Click the File Register link under the Report section, as shown in Fig.eFile.379:
As a result, **File Register Report** Screen appears, as shown in Fig.eFile.380:
Provide the information for the necessary filter and fields like ‘From, To, Basic/Functional Head, Activity/Primary Head and so on’, and click the Submit button, as shown in Fig.eFile.381:

As a result, the File Download dialog box appears, as shown in Fig.eFile.382:

- This dialog box contains three buttons, Open, Save and Cancel. User can use any option to view the report. To save the report click the Save button (Fig.eFile.382).
As a result, the **File Register** report is saved at the specified location in Pdf format. Now, when the user opens the report, a detail of all the files that are generated between the two specified dates and specified parameters as shown in Fig.eFile.383:

![File Register Report](image)

**Fig.eFile. 36783**

**File Register (Section Wise)**

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register Section Wise report, user has to perform the following steps:

**Click the File Register Section Wise link under the Report section, as shown in Fig.eFile.384:**
Fig.eFile. 36884
See the operational level of file register.

Diary Register:

This selection generates a PDF Report filtered on the basis of certain parameters that contains a list of all the Receipts that are created between two specified dates on the basis of Delivery mode, type of correspondence, language etc.

To generate the Diary Register report, perform the following steps:

- Click the Diary Register link under the Report section, as shown in Fig.eFile.385:
As a Result, the **Diary Register** Report screen appears, as shown in Fig.eFile.36985:
Provide the information for the necessary filter and fields like `From, To, Delivery Type` and other necessary details, and click the Submit (Submit) button, as shown in Fig.eFile.387:
As a result, File Download dialog box appears, as shown in Fig.eFile.388:

- This dialog box contains three buttons, Open, Save and Cancel. User can use any option to view the report. To save the report click the Save button (Fig.eFile.388).

As a result, the Diary Register report is saved at the specified location in Pdf format, now, when the user opens the report, detail of all the Receipts that are generated between the two specified dates and specified parameters as shown in Fig.eFile.389:
Diary Register Section Wise:

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the Diary Register Section Wise report, user has to perform the following steps:

Click the **Diary Register Section Wise** link under the **Report** section

---

See the operational level of Diary Register.

---

File Movements:
This selection generates a PDF report that contains a list of all the files in movement between two specified dates.

To generate the File Movement report, user has to perform the following steps:

Click the File movement link under the Reports section, as shown in fig: The File movement Report screen appears, as shown in Fig.eFile.390:
Provide the information for the necessary filter and fields like ‘From and To’ and click the Submit button, as shown in Fig.eFile.391:

![Fig.eFile. 37591](image)

As a result, Download File dialog box appears, as shown in Fig.eFile.392:

![Fig.eFile. 37692](image)

This dialog box contains three buttons, Open, Save and Cancel. User can use any option to view the report. To save the report click the Save button (Fig.eFile.392).

As a result, the File Movement report is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Files in movement are generated between the two specified dates and parameters as shown in Fig.eFile.393:
Receipts Movement:

This selection generates a PDF report that contains a list of all the receipts in movement between two specified dates.

To generate the Receipt Movement report, user has to perform the following steps:

Click the Receipt Movement link under the Reports section. The Receipt Movement Report screen appears, as shown in Fig.eFile.394:
Provide the information for the necessary filter and fields like ‘From and To’ and click the Submit button, as shown in Fig.eFile.395:
As a result, Download File dialog box appears, as shown in Fig.eFile.396:

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.396).

As a result, the **Receipt Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Receipts in movement are generated between the two specified dates and parameters as shown in Fig.eFile.397:
Dispatch:

This selection generates a PDF report that contains a list of all the Letters which has been dispatched by the user between two specified dates.

To generate the Dispatch report, user has to perform the following steps:

Click the Dispatch link under the Reports section. The Dispatch Report screen appears, as shown in Fig.eFile.398:

<table>
<thead>
<tr>
<th>S.No</th>
<th>File Number</th>
<th>Subject</th>
<th>Sender</th>
<th>Receiver</th>
<th>Sent Date</th>
<th>Receiver Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6762/2011/CC</td>
<td>test2</td>
<td>JAGMOHAN SINGH</td>
<td>ALOK PANDEY</td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6759/2011/E&amp;C</td>
<td>This</td>
<td></td>
<td></td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>6759/2011/E&amp;C</td>
<td>To attend the workshop</td>
<td></td>
<td></td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6757/2011/CC</td>
<td>test</td>
<td>JAGMOHAN SINGH</td>
<td>ALOK PANDEY</td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6756/2011/E&amp;C</td>
<td>workshop[</td>
<td></td>
<td></td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6752/2011/E&amp;C</td>
<td>this is functional</td>
<td></td>
<td></td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>6753/2011/E&amp;C</td>
<td>Functional</td>
<td></td>
<td></td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>6754/2011/E&amp;C</td>
<td>Functional</td>
<td></td>
<td></td>
<td>19-09-2011</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>6748/2011/E&amp;C</td>
<td>To hire manpower</td>
<td></td>
<td></td>
<td>15-09-2011</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>6736/2011/E&amp;C</td>
<td>vipin kumar gupta</td>
<td></td>
<td></td>
<td>14-09-2011</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>3746/2011/E&amp;C</td>
<td>Regarding the E and O Section in Gyanashila building</td>
<td>JAGMOHAN SINGH</td>
<td>ALOK PANDEY</td>
<td>14-09-2011</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>6592/2011/CRU</td>
<td>Nonpayment of telephone bills</td>
<td>JAGMOHAN SINGH</td>
<td>ALOK PANDEY</td>
<td>14-09-2011</td>
<td></td>
</tr>
</tbody>
</table>
Fig.eFile. 38298

Provide the information for the necessary filter and fields like ‘From, To and Category’ and click the Submit button, as shown in Fig.eFile.399:
As a result, Download File dialog box appears, as shown in Fig.eFile.400:

![Download File dialog box](image)

**Fig.eFile. 400**

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.400).

As a result, the **Dispatch report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the letters dispatched are generated between the two specified dates and parameters as shown in Fig.eFile.401:
Received Files:

This selection generates a PDF report that contains a list of all the Files which has been received by the user between two specified dates.

To generate the received Files report, user has to perform the following steps:

Click the Received Files link under the Reports section. The File Received report screen appears, as shown in Fig.eFile.402:
Fig.eFile. 402
Provide the information for the necessary filter and fields like ‘From, To, Category etc. and click the Submit button, as shown in Fig.eFile.403:

![File Received Report](image)

**Fig.eFile. 403**

As a result, Download File box appears, as shown in Fig.eFile.404:

![Dialog box with Open, Save and Cancel buttons](image)

**Fig.eFile. 404**

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.404).

As a result, the **Received Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Files are generated between the two specified dates and parameters as shown in Fig.eFile.405:
Received Receipts:

This selection generates a PDF report that contains a list of all the Receipts which has been received by the user between two specified dates.

To generate the received Receipts report, user has to perform the following steps:

Click the Received Receipts link under the Reports section. The Received Receipt report screen appears, as shown in Fig.eFile.406:
Fig.eFile. 406
Provide the information for the necessary filter and fields like ‘From, To, Category etc. and click the Submit button, as shown in Fig.eFile.407:

![Received Receipt Report](image)

**Fig.eFile. 407**

As a result, **Download File** box appears, as shown in Fig.eFile.408:

![Download File](image)

**Fig.eFile. 408**

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.408).

As a result, the **Receipt Received report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Receipts are generated between the two specified dates and parameters as shown in Fig.eFile.409:
Parked Files:

This selection generates a PDF report that contains a list of all the Files that has been Parked by the user.

To generate the Parked Files report, user has to perform the following steps:

Click the Parked Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.410:

```
<table>
<thead>
<tr>
<th>S No.</th>
<th>Receipt No.</th>
<th>Subject</th>
<th>Senders Name</th>
<th>Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6782/2011/CC</td>
<td>test12</td>
<td>ALOK PANDEY</td>
<td>9/19/11 12:00 AM</td>
</tr>
<tr>
<td>2</td>
<td>6757/2011/CC</td>
<td>test</td>
<td>ALOK PANDEY</td>
<td>9/19/11 12:00 AM</td>
</tr>
<tr>
<td>3</td>
<td>6592/2011/CRU</td>
<td>Nonpayment of telephone bills</td>
<td>SURENDRA KUMAR THAPLIYAL</td>
<td>9/7/11 12:00 AM</td>
</tr>
</tbody>
</table>
```
Fig.eFile. 38510
As a result, Files Parked Reports Page appears, as shown in Fig.eFile.411:

<table>
<thead>
<tr>
<th>File Number</th>
<th>Subject</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/107/2012-005(MK)</td>
<td>Test</td>
<td>Park this file for sometime</td>
</tr>
<tr>
<td>H-11512/2/2012-CC</td>
<td>ऐपेक्स व फिल्डिंग</td>
<td>ऐपेक्स व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग</td>
</tr>
<tr>
<td>C/42/2012-020 (SC)</td>
<td>०</td>
<td></td>
</tr>
<tr>
<td>PHYSICAL FILE 2012</td>
<td>Physical File 2012</td>
<td></td>
</tr>
<tr>
<td>SWIFTY/335324</td>
<td>n1gg1po</td>
<td>Park this file</td>
</tr>
<tr>
<td>C-141126/2012-U-F-VOLUME2</td>
<td>Test the code</td>
<td>Park this file</td>
</tr>
</tbody>
</table>

Fig.eFile. 38611

To generate the Pdf Report, click the PDF icon at the top left corner of report, as shown in Fig.eFile.412:

<table>
<thead>
<tr>
<th>File Number</th>
<th>Subject</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/107/2012-005(MK)</td>
<td>Test</td>
<td>Park this file for sometime</td>
</tr>
<tr>
<td>H-11512/2/2012-CC</td>
<td>ऐपेक्स व फिल्डिंग</td>
<td>ऐपेक्स व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग व फिल्डिंग</td>
</tr>
<tr>
<td>C/42/2012-020 (SC)</td>
<td>०</td>
<td></td>
</tr>
<tr>
<td>PHYSICAL FILE 2012</td>
<td>Physical File 2012</td>
<td></td>
</tr>
<tr>
<td>SWIFTY/335324</td>
<td>n1gg1po</td>
<td>Park this file</td>
</tr>
<tr>
<td>C-141126/2012-U-F-VOLUME2</td>
<td>Test the code</td>
<td>Park this file</td>
</tr>
</tbody>
</table>

Fig.eFile. 38712
Closed Files:

This selection generates a PDF report that contains a list of all the Files that has been Closed by the user between two specified dates.

To generate the Closed Files report, user has to perform the following steps:

Click the Closed Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.413:

![Fig.eFile. 38813](image-url)
Provide the information for the necessary filter and fields like ‘From and To and click the Submit button, as shown in Fig.eFile.414:

![Closed files report](image)

**Fig.eFile. 38914**

As a result, Download File box appears, as shown in Fig.eFile.415:

![Download file dialog box](image)

**Fig.eFile. 39015**

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.415).

As a result, the **Closed Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Closed Files are generated between the two specified dates as shown in Fig.eFile.416:
Closed Receipts:

This selection generates a PDF report that contains a list of all the Receipts that has been Closed from the File by the user between two specified dates.

To generate the Closed Receipts report, user has to perform the following steps:

Click the Closed Receipts link under the Reports section. The Closed Receipt report screen appears, as shown in Fig.eFile.417:

<table>
<thead>
<tr>
<th>S No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Closed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A-11011/1/2011-E&amp;C</td>
<td>To attend the workshop</td>
<td>9/20/11 12:46 PM</td>
</tr>
</tbody>
</table>
Provide the information for the necessary filter and fields like ‘From and To’ and click the Submit.
As a result, Download File box appears, as shown in Fig.eFile.419:

![Download File box](image)

**Fig.eFile. 39318**

As a result, Download File box appears, as shown in Fig.eFile.419:

![Download File box](image)

**Fig.eFile. 3949**

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.419).

As a result, the **Closed Receipt report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the closed receipts are generated between the two specified dates as shown in Fig.eFile.420:
Files forwarded by time duration:

This selection generates a PDF report that contains a list of all the Files that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Files Forwarded by Time Duration link under the Reports section. The Files Forwarded by Time Duration report screen appears, as shown in Fig.eFile.421:
Provide the information for the necessary filter and fields like ‘Sent Date, Time ‘From and To’, Category, etc. and click the Report button, as shown in Fig.eFile.422:

![Fig.eFile. 39722](image)

As a result, Download File box appears, as shown in Fig.eFile.423:

![Fig.eFile. 39823](image)

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.423).

As a result, the **Files Forwarded by Time Duration report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the forwarded files within particular time duration are generated, as shown in Fig.eFile.424:
Receipts forwarded by duration:

This selection generates a PDF report that contains a list of all the Receipts that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Receipts Forwarded by Time Duration link under the Reports section. The Receipts Forwarded by Time Duration report screen appears, as shown in Fig.eFile.425:
Provide the information for the necessary filter and fields like ‘Sent Date, Time ‘From and To’, Category, etc. and click the Report button, as shown in Fig.eFile.426:
As a result, Download File box appears, as shown in Fig.eFile.427:

This dialog box contains three buttons, Open, Save and Cancel. User can use any option to view the report. To save the report click the Save button (Fig.eFile.427).

As a result, the Receipt Forwarded by Time Duration report is saved at the specified location in PDF format. Now, when the user opens the report, details of all the forwarded Receipts within particular time duration are generated, as shown in Fig.eFile.428:
Files attended for more than 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the Files attended for more than 24 Hrs. link under the Reports section, as shown in Fig.eFile.429:
As a result, the Files attended for more than 24 Hrs report opens in Pdf format, as shown in Fig.eFile.430:
File(s) not attended by recipient for 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has not been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the File(s) not attended by recipient for 24 Hrs link under the Reports section, as shown in Fig.eFile.431:
Fig.eFile. 40531
As a result, the **File(s) not attended by recipient for 24 Hrs** report screen appears, as shown in Fig.eFile.432:

![Fig.eFile. 40632](image)

Provide the information for the necessary filter and fields like ‘From, To, Category, sent to etc. and click the Report button, as shown in Fig.eFile.433:

![Fig.eFile. 40733](image)

As a result, Download File box appears, as shown in Fig.eFile.434:

![Fig.eFile. 40834](image)

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** button (Fig.eFile.434).

As a result, the **File(s) not attended by recipient for 24 Hrs report** is saved at the specified location.
in Pdf format. Now, when the user opens the report, details of all the File(s) which are not attended by recipient for more than 24 Hrs within particular time duration are generated, as shown in Fig.eFile.435:

![Recipient File Pendency Report](image)

<table>
<thead>
<tr>
<th>S.No</th>
<th>File Number</th>
<th>Subject</th>
<th>Sent Date</th>
<th>Pending Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A-50/24/2011-E&amp;C</td>
<td>Allocation and Distribution of Work amongst officials - E&amp;C related</td>
<td>21-06-2011</td>
<td>91</td>
</tr>
<tr>
<td>3</td>
<td>D-250/15/1/2011-E&amp;C</td>
<td>EPABX TELEPHONE BILLS</td>
<td>17-09-2011</td>
<td>34</td>
</tr>
<tr>
<td>4</td>
<td>D-30005/1/2011-CC</td>
<td>SMS Gateway and services for Training</td>
<td>01-06-2011</td>
<td>111</td>
</tr>
<tr>
<td>5</td>
<td>D-250/15/1/2011-E&amp;C</td>
<td>REIMBURSEMENT OF MOBILE BILLS</td>
<td>21-07-2011</td>
<td>60</td>
</tr>
</tbody>
</table>

**Fig.eFile. 40935**

**Revenue Report:**

This selection generates a PDF report that contains a list of the revenue that has been spent in the section(s) for dispatch.

To generate this report, user has to perform the following steps:

Click the Revenue Report under the Reports section, as shown in Fig.eFile.436:
As a result, the Revenue Report screen appears, as shown in Fig.eFile.437:

![Revenue Report Screen](image)

**Fig.eFile. 41137**

Provide the information for the necessary filter and fields like ‘From, To, Section(s) and click the Submit button (Fig.eFile.437). As a result, Download File box appears, as shown in Fig.eFile.438:

![Download File Box](image)

**Fig.eFile. 412**

This dialog box contains three buttons, Open, Save and Cancel. User can use any option to view the report. To save the report click the Save button (Fig.eFile.429).

As a result, the Revenue report is saved at the specified location in Pdf format. Now, when the user opens the report, details of all section(s) revenue spent for dispatch are displayed, as shown in Fig.eFile.430:
VIP Details

This selection generates a PDF report that contains a list of the VIP Details.

To generate this report, user has to perform the following steps:

Click the VIP Details under the Reports section, as shown in Fig.eFile.431:

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Organization Name</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LSNAA</td>
<td>0.0</td>
</tr>
<tr>
<td>2</td>
<td>LANGUAGE FACULTY</td>
<td>0.0</td>
</tr>
<tr>
<td>3</td>
<td>TRDC</td>
<td>0.0</td>
</tr>
<tr>
<td>4</td>
<td>SOCIETY CELL</td>
<td>0.0</td>
</tr>
<tr>
<td>5</td>
<td>OFFICER'S MESS</td>
<td>0.0</td>
</tr>
<tr>
<td>6</td>
<td>O/o DEPUTY DIRECTOR Sr (JS)</td>
<td>0.0</td>
</tr>
<tr>
<td>7</td>
<td>O/o DEPUTY DIRECTOR Sr (RS)</td>
<td>0.0</td>
</tr>
<tr>
<td>8</td>
<td>STORES &amp; SUPPLY</td>
<td>0.0</td>
</tr>
</tbody>
</table>
As a result, the VIP Details Report screen appears, as shown in Fig.eFile.432:
Provide the information for the necessary filter and fields like ‘From, To, Section(s) and click the Submit button (Fig.eFile.422). As a result, Download File box appears, as shown in Fig.eFile.433:

**Settings:**

This section helps the user to change the preferences/settings in eFile. The Setting section incorporates 3 modules:

a) **Preferences**

b) **Address Book**

c) **User Groups**

d) **Deactivate DSC**

Let’s have an introduction about these modules one by one:

a) **Preferences**: This module facilitates the user to change the user requirement general preferences and customize as per requirement. Preferences module is partitioned among different sections like:

i. **General Settings**: It helps the user to modify the General Settings like:

* **Max # of records/page**: Refers to numbers of records that listed in a page
• **Template:** Refers to color theme of eFile Application.

• **Auto Save Duration:** Refers to set mode into Auto save while making any note in eFile Application

• **Flash Animations:** Refers to if users prefers Flash animation in eFile application or not.

ii. **Alert Settings:** It helps the user to set alerts on Mobile, Email or both.

iii. **Dashboard Settings:** It helps the user to set alert for any particular Sender, Category, Priority or multiple Categories.

iv. **List View Settings:** It helps the user to change the default view mode of Files/Receipts. User can set it to Electronic view, physical view or Default view which comprises of both.

v. **DSC Settings:** It helps the user to view the current status of DSC installed to his/her account (if any).

vi. **Customise your settings:** It helps the user to customize the DSC setting as per requirement. User can set it to Authentication mode, signing mode or both which comprises of Authentication and signing of DSC.

To change the settings, user has to perform the following steps:

- Click the **Preferences** Link under **Settings** section, as shown in Fig.eFile.434:

![Fig.eFile. 417](image)

As a result, **Preferences page** appear, as shown in Fig.eFile.435:
User can change the General Settings, Alert settings or Dashboard settings as per requirement, as shown in Fig.eFile.436:

![Fig.eFile. 418](image)

![Fig.eFile. 419](image)
After required changes, Click the Save Button (Fig.eFile.436) to save the altered changes.

b) **Address Book**: This module facilitates the user to create the group and add new contact/user into that group which helps the user while diarizing of a correspondence.

To create Group and add users to the group, user has to perform the following steps:

- Click the **Address Book** Link under **Settings** section, as shown in Fig.eFile.437:

![Fig.eFile. 420](image)

- As a result, new window appears as shown in Fig.eFile.438:

![Fig.eFile. 421](image)
Click the Add New Group button, as a result a new window appears, as shown in Fig.eFile.439:

![Fig.eFile. 422](image)

Enter the Group name and click the Save button, as shown in Fig.eFile.440:

![Fig.eFile. 423](image)

As a result, a new group is created.

Now to add users to the created group:

Click the Group in which user is required to be added up, as shown in Fig.eFile.441:

![Fig.eFile. 424](image)
Click the **Add New Contact** button, as a result, user info page appears, shown in Fig.eFile.442:

<table>
<thead>
<tr>
<th>Name *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>INDIA</td>
</tr>
<tr>
<td>State</td>
<td>Choose one</td>
</tr>
<tr>
<td>Pin Code</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Ministry</td>
<td>Choose one</td>
</tr>
<tr>
<td>Department</td>
<td>Choose one</td>
</tr>
<tr>
<td>Organization</td>
<td>Choose one</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

**Fig.eFile. 425**

Fill the required metadata and Click the **Save** button, as shown in Fig.eFile.443:
As a result, the user gets added up in the selected group.

c) **User Groups**: This module facilitates the user to create a group and add user list to that created group which helps the user while sending a Receipt/File to list of selected users or to a group which comprises of contained user list.

To create User Group and add users to the group, user has to perform the following steps:

- Click the **User Groups** Link under **Settings** section, as shown in Fig.eFile.444:
As a result, Create Group page appears, as shown in Fig.eFile.445:

![Create Group Page](image)

**Fig.eFile. 428**

- Click the **Create Group** button (Fig.eFile.426), as a result new window appears, as shown in Fig.eFile.446:

![Create Group Window](image)

**Fig.eFile. 429**

- Enter the **Group name** and description(if any), click the **Create** button, as shown in Fig.eFile.447:
As a result, a new group is created.

Now to add users to the created group:

Click the Group in which user is required to be added up, as shown in Fig.eFile.448:

Select the users from the list which needs to be added up in the selected group and click the Save button, shown in Fig.eFile.449:
As a result, the user gets added up in the selected group.

Deactivate DSC: User can delete the DSC enrollment through Delete link and for Activation link Activate can be used as shown in the Fig.eFile.450:

**Fig.eFile. 432**

Search:

It has 2 links to perform search operations with respect to active tabs

- Search
- Advanced

**Multiple Actions can be performed on selection of multiple receipts/files/dispatches respectively.**

Search:

In Search user can perform the findings of the records with respect to active folders has to be searched receipt number should be mentioned in the search field and search is done with
Search is performed with respect to active user's modules only not section wise.

- Type the file number to search from File Inbox and the resultant file can also be opened as shown in the figure Fig.eFile.451:

![Fig.eFile.434](image)

- As a result page is opened through View action as shown in Fig.eFile.452:

![Fig.eFile.435](image)
Advanced:

Search is categorized into individually and it has 3 links to perform operations for Advanced:

**Advanced Search is performed Globally, Section wise and Hierarchy wise.** By default, search scope is global. In the configuration settings, scope of the Search can changes as and when required.

Let us see in detail Receipts, Files and Dispatch.

- **Receipt**: Search a receipt depending on any factors as shown in the figure Fig.eFile.453:

![Fig.eFile. 436](image)

- As a result the receipt which can be under actions of Send, Receive, Pull Up and Reopen as shown in the Fig.eFile.454:

![Fig.eFile. 437](image)
Ron right click of record, it displays the actions which can be performed instantly for record as shown in Fig.eFile.455:

![Fig.eFile. 438](image)

Click on Details link to display Details as shown in Fig.eFile.456:

![Fig.eFile. 439](image)

To perform any action Receipt should be in Received Mode.

Send: To perform Send operation receipt should have been in Received mode as shown in the Fig.eFile.457:

![Fig.eFile. 440](image)
Refer Send process in Receipt Send/File Send (as shown in Fig.eFile.457):

- For the respective receipt Send window appears as shown in Fig.eFile.458:

![Fig.eFile. 441](image1)

- Receive: If searched receipt is unreceived it can be received from receive action as shown in the Fig.eFile.459:

![Fig.eFile. 442](image2)

- Pull Up: The receipt will be pull up and redirected to Receipt Inbox as shown in the Fig.eFile.460:
- Reopen: Reopen action is performed on closed receipt with remarks as shown in the Fig.eFile.461:

![Fig.eFile. 443](image1)

- Reopened receipt is redirected to the Receipt Inbox as shown in the Fig.eFile.462:

![Fig.eFile. 444](image2)

- Reopened receipt is redirected to the Receipt Inbox as shown in the Fig.eFile.462:

![Fig.eFile. 445](image3)
Send: Send is performed for received receipts
Receive: Receipt should be in receive mode.
Pull Up: This action is performed from Inbox of person in respective section.
Reopen: Closed receipt can be opened with Reopen action

All the above mentioned actions can be performed if any of these actions are required to respective receipt.

File:

- File can be searched with any referenced categories as shown in the Fig.eFile.463:

![Fig.eFile. 446](image)

- To perform instant actions on searched file User can View, Details and Send as shown in Fig.eFile.464:

![Fig.eFile. 447](image)
- To view the file click on View action as shown in Fig.eFile.465:

![Fig.eFile. 448](image)

- Click on Details action as shown in Fig.eFile.466:

![Fig.eFile. 449](image)
Send: Send action is performed to send file.
Receive: Receive the physical file to perform other actions
Pull Up: User can Pull Up the file either from active user or section wise.
Make Active: Closed files can be made active by Make Active action.
All the above mentioned actions could be performed for the respective selected records based on permissions available to user.

Make as Active:

- Closed file can be made active with Make as Active action as shown in the Fig.eFile.467:

![Fig.eFile. 450]
• Activated file is redirected to the File Inbox as shown in the Fig.eFile.468.

![Fig.eFile. 451](image1)

**Dispatch:**

**Receive:** This action is performed by CRU or permission available to user

**Resend:** This action is performed by CRU or User if required.

• Dispatch can be searched through dispatch number as shown in the Fig.eFile.469:

![Fig.eFile. 452](image2)
Dispatch has 2 actions Receive and Resend as shown in the Fig.eFile.470:

On the right click of the Draft user can perform Details and View action only.

![Dispatch options]

**Fig.eFile. 453**

Hierarchy Search

Hierarchy search is basically reporting level Search(File(s)/Receipt(s)/Dispatch(s) as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Top Level</th>
<th>Middle Level</th>
<th>Lower Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>Can View All</td>
<td>Can View All</td>
<td>Can View All</td>
</tr>
<tr>
<td>Middle</td>
<td>No privileges</td>
<td>Only when sent /received with each other</td>
<td>Can View All</td>
</tr>
<tr>
<td>Lower</td>
<td>No privileges</td>
<td>No privileges</td>
<td>Only when sent /received with each other</td>
</tr>
</tbody>
</table>

Let us see in detail the process of Searching on Hierarchy-wise.

Top level authority can view and perform all sorts of operations for the File/Receipt/Dispatches created by Next level reporting.

Example Padamvir singh is the Top Level Management authorised to view and operate the created File/Receipts/Dispatches of Alok who is reporting to Padamvir singh as shown in Fig.eFile.471:
Enter the Receipt to Search (Created by Alokp) and select Pull Up action as shown in Fig.eFile.472:

A pop window appears as Pull Up Alert and Click Ok button as shown in Fig.eFile.473:
- Pulled Up receipt is shown in Normal font (earlier Italic font) and click on receipt as shown in Fig.eFile.474:

![Fig.eFile.474](image)

- As a result Receipt(Searched) is opened to perform any operations on it by Top Level as shown in Fig.eFile.475:

![Fig.eFile.475](image)
Middle Level Management

- Middle Level has searched a File of Lower Level and Pull Up the file to perform operations as shown in Fig.eFile.476:

![Fig.eFile.476](image)

- Searched File is Pulled Up in the Inbox of Middle Level and click on File No as shown in Fig.eFile.477:

![Fig.eFile.477](image)

- As a result File opens up to perform any operations as shown in Fig.eFile.478:
Lower Level can view the searched file (Middle Level but not Top Level) whereas cannot pull up the file as shown in Fig.eFile.479:

Its only Top Level having authority to perform operations on File/Receipt/Dispatch created by Middle Level and Lower Level.
Middle Level an immediate reporting to Top Level can view but cannot perform any operations on created File(s)/Receipt(s)/Dispatche(s).

Lower Level Management

Example Alokp(Middle) is reporting to Padamvirsingh(Top) and Ashim(Lower) is reporting to Alokp.

- Alokp is authorised to view the work of Ashim whereas Ashim can view but cannot perform any operations on any of the work of Alokp as shown in Fig.eFile.480:

- Searched File is found hence cannot Pull up in Inbox of Lower Level User as shown in Fig.eFile.481:
Same Level Hierarchy

Same Level User can view the File(s)/Receipt(s)/Dispatch(s) only when sent and received to each other.

Example Alka and Alok are reporting to Padamvirsing so Alka is at same level with Alok.

- Alka cannot view any item searched as shown in Fig.eFile.482:

- Alka can view the searched file when it is received in Inbox from Alok as shown in Fig.eFile.483:
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   Reports, 280
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Closed
   Receipts, 72
Closed Files
   Reports, 261
Closed Receipts
   Reports, 264
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   Reports, 245

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   Reports, 236
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   Reports, 259

Pendency Report
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Physical