

Create a Receipt in E-office

1- Click e-file or File Management System as shown below.

The screenshot displays the eOffice portal interface. The browser address bar shows 'eoffice-itda.uk.gov.in'. The header includes the eOffice logo, a search bar, and navigation links: HOME, DIRECTORY, CONTACT, EMPLOYEE SERVICES, and QUICK LINKS. A quote of the week by Mother Teresa is featured. The left sidebar contains a vertical menu with icons for eFile, KMS, NIC mail, Calendar, Gallery, and eConnect. The 'eFile' icon is circled in red. Below it, the 'File Management System' link is also circled in red. Other links in the sidebar include File MIS Reports, Knowledge Management System, Personnel Information Management System, Master Data Management, Finance Services, and Download Forms. The main content area has a 'Notice Board' section. On the right, there are sections for 'आज का शब्द' (Today's Word) with the word 'Aeronautical - वैमानिक' and an 'EVENTS' section stating 'No Event Available'. At the bottom, a 'Connect' section lists links: eoffice.gov.in, Report Issue, Submit Feedback, eOffice Training, and Learning Resources. The URL at the bottom of the page is 'https://eoffice-itda.uk.gov.in/PortalRedirect/eFileRedirect.php'.

2- Click Create / Electronic as shown below.

The screenshot displays the eOffice 7.2.0 web application interface. The top navigation bar includes a 'RECEIPT' tab with a 'Create' dropdown menu, where 'Electronic' is selected and highlighted with a red circle. Other tabs include 'FILE', 'Inbox', 'Sent', and 'Advance Search'. Below the navigation bar, there is a table with two records. The first record is for a 'Requirement of Solid State Drive (SSD) for desktop' and the second is for 'Procurement of External Hard Disk Drive'. Both records are sent by 'VISHAL SINGH RANA, O/o Superin ...' on 30/08/2023. The interface also features a sidebar with various icons and a footer with the text 'Total Records: 2' and 'Copyright © 2020, designed and developed by NIC.'

	Comp. No. ↑↓	File No.	Subject	Sent By	Sent On ↑↓	Read On ↑↓	Due On ↑↓	Remarks
<input type="checkbox"/>	E 12517	UPCLIT-PROC/HW/5/2023-UPCLIT-U ...	Requirement of Solid State Drive (SSD) for desktop ...	VISHAL SINGH RANA, O/o Superin ...	30/08/2023 02:36 PM	30/08/2023 04:03 PM		
<input type="checkbox"/>	E 12332	UPCLIT-PROC/HW/3/2023-UPCLIT-U ...	Procurement of External Hard Disk Drive	VISHAL SINGH RANA, O/o Superin ...	30/08/2023 02:32 PM	30/08/2023 04:03 PM		Initiate further action

Total Records: 2

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3- Click Upload_ as shown below.

The screenshot displays the eOffice eFile 7.2.0 web application interface. The browser's address bar shows the URL `eooffice-itda.uk.gov.in/efile/#/receipt/createElectronic`. The application header includes the eOffice logo, version 7.2.0, and a user profile for RAJEEV KHARKWAL (AE-IT-RK). The main navigation bar features tabs for RECEIPT, FILE, and ISSUE, each with sub-tabs for Create, Inbox, Sent, and Advance Search. On the left side, a vertical toolbar contains various icons, including a red circle highlighting the 'Upload' button. The central area is a large white space with a faint 'Electronic' watermark. On the right, a 'Diary Details' form is visible, containing fields for Diary Date (02/09/2023), Received Date (02/09/2023), Delivery Mode (By Hand), VIP (Choose One), Forms Of Communications (Letter), Letter Date (dd/mm/yyyy), Language (English), Letter Ref. No., Mode Number, Sender Type (Choose One), and Contact Details (Min./Dept./Others, Name, Designation, Organization, Mobile, Email, Address, Country, State, City/District, Pin Code, Landline, Fax). At the bottom right, there are buttons for 'Generate', 'Generate & Send', and 'Generate & Copy'. A copyright notice at the bottom right states 'Copyright © 2020, designed and developed by NIC.'

4- Select the PDF & click Open as shown below.

The screenshot shows a Windows 'Open' dialog box with the 'Downloads' folder selected. The file list contains several PDF documents, with 'b99ee0fc-7d74-405a-b619-29db4d082b15' highlighted. The 'Open' button is circled in red. The background web application is for 'Diary Details' and 'Contact Details'.

Diary Details

Diary Date	Forms Of Communications *	Language
02/09/2023	Letter	English

Contact Details

Min./Dept./Others
Select Level

Name * OR Designation *

Organization

Mobile Email

Address *

Total 1000 | 1000 Character left

Country INDIA State Choose One City/District

Pin Code Landline Fax

Category & Subject
☐ Personalize Acknowledgement

Generate Generate & Send Generate & Copy

NIC Copyright © 2020, designed and developed by NIC.

5- Fill the relevant **Dairy details** as shown below.

5- Fill the relevant Dairy details as shown below.


eoffice eFile 7.2.0

RAJEEV KHARKWAL
AE-IT-RK

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Upload Remove Pdf Only <= 20 MB *

1 of 1 Automatic Zoom



उत्तराखण्ड पावर कारपोरेशन लि०
(उत्तराखण्ड सरकार का उपक्रम)
Uttarakhand Power Corporation Ltd.
(A Govt. of Uttarakhand Undertaking)
CIN : U40109UR2001SGO025867
Email ID: it@upcl.org, Website: www.upcl.org

No. 327/UPCL/IT-26 Date: 19/08/2023

Dy. CPO (HR)
Uttarakhand Power Corporation Ltd.
V.C.V. Gabar Singh Urja Bhawan
Dehradun

Sub: Completion of Practical Training for B. Tech. students.

Kindly take reference to the Corporation OM No. 2409-DIR.(HR)/UPCL/VT dated 14/07/2023. The following students have completed practical training successfully under this office:

SN	Name	Course	Duration	Institute/ college
1	Mr. Neeraj Pandey	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GRD Institute of Management and Technology, Dehradun
2	Mr. Ansh Mishra	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GB Pant University of Agriculture & Technology, Pantnagar
3	Ms. Niharika Bisht	B.Tech/ IT	15/07/2023 to 14/08/2023	

This is for kind information and further necessary action.

Diary Details

Diary Date: 02/09/2023
Received Date: 02/09/2023
Delivery Mode: By Hand
VIP: Choose One

Forms Of Communications: Letter
Letter Date: dd/mm/yyyy
Mode Number:
Sender Type: Choose One

Language: English
Letter Ref. No.: 123

Contact Details

Min./Dept./Others: Select Level

Name: Vishal Rana OR Designation: EE

Vishal Rana EE VCV Gabar Singh Urja Bhawan

Mobile: Email: it@upcl.org

Address: VCV Gabar Singh Urja Bhawan

Total 1000 | 973 Character left

Country: INDIA State: Uttarakhand City/District: dehradun

Pin Code: 248001 Landline: Fax:

Category & Subject: Personalize Acknowledgement

Generate Generate & Send Generate & Copy

Copyright © 2020, designed and developed by NIC.

6- Click Generate _ as shown below.

eOffice - New Receipt(E) x training - itoperationengineer@ x +

eoffice-itda.uk.gov.in/eFile/#/receipt/createElectronic


eoffice eFile 7.2.0
A DIGITAL WORKPLACE SOLUTION

RAJEEV KHARKWAL
AE-IT-RK

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Upload Remove Pdf Only <= 20 MB

1 of 1 Automatic Zoom

 **उत्तराखण्ड पावर कारपोरेशन लि०**
(उत्तराखण्ड सरकार का उपक्रम)
Uttarakhand Power Corporation Ltd.
(A. Govt. of Uttarakhand Undertaking)
CIN : U40109UR2001SGC025887
Email ID: it@upcl.org, Website: www.upcl.org

No. 327/UPCL/IT-26 Date: 19/08/2023

Dy. CPO (HR)
Uttarakhand Power Corporation Ltd.
V.C.V. Gabar Singh Urja Bhawan
Dehradun

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2	Mr. Ansh Mishra	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GB Pant University of Agriculture & Technology, Pantnagar
3	Ms. Niharika Bisht	B.Tech/ IT	15/07/2023 to 14/08/2023	

This is for kind information and further necessary action.

Name * Vishal Rana OR Designation * EE

Organization UPCL

Mobile Email it@upcl.org

Address * VCV Gabar Singh Urja Bhawan

Total 1000 | 973 Character left

Country * INDIA State * Uttarakhand City/District * dehradun

Pin Code * 248001 Landline Fax

Category & Subject

Main Category * General Sub Category * Choose One

Subject * test letter

No Record(s) Found

Enclosure/ Remarks

Total 250 | 250 Character left

☐ Personalize Acknowledgement

Generate **Generate & Send** **Generate & Copy**

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7- Click Draft & Create New Draft as shown below.

The screenshot shows the eOffice web application interface. The top navigation bar includes tabs for RECEIPT, Create, Inbox, Sent, and Advance Search. The main toolbar contains buttons for Movement, Copy, Send, Put in a file, Edit, Attach, Draft, Close, and Generate Acknowledgement. The 'Draft' button is highlighted with a red circle, and a dropdown menu is visible with options 'Create New Draft' and 'View Draft'.

The document preview on the left shows the logo of Uttarakhand Power Corporation Ltd. and the following details:

उत्तराखण्ड पावर कारपोरेशन लि०
(Uttarakhand Power Corporation Ltd.)
(A Govt. of Uttarakhand Undertaking)
CIN : U40109UR2001SGC025887
Email ID: it@upcl.org, Website: www.upcl.org

No. 327/UPCL/IT-26 Date: 19/08/2023

Dy. CPO (HR)
Uttarakhand Power Corporation Ltd.
V.C.V. Gabar Singh Urja Bhawan
Dehradun

Sub: Completion of Practical Training for B. Tech. students.

Kindly take reference to the Corporation OM No. 2409-Dir(HR)/UPCL/VT dated 14/07/2023. The following students have completed practical training successfully under this office:

SN	Name	Course	Duration	Institute/ college
1	Mr. Neeraj Pandey	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GRD Institute of Management and Technology, Dehradun
2	Mr. Ansh Mishra	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GB Pant University of Agriculture & Technology, Pantnagar
3	Ms. Niharika Bisht	B.Tech/ IT	15/07/2023 to 14/08/2023	

This is for kind information and further necessary action.

The right sidebar shows the 'Basic Details' section with the following information:

Basic Details

Comp. No. :	33245	Receipt No. :	33245/2023/O/o Superintending Engineer- (IT and SCADA)
Nature :	Electronic	File No. :	
Main Category :	General	Sub Category :	
From :	Vishal Rana	Designation :	EE
Forms of Communications :	Letter	Delivery Mode :	By Hand
Sender Type :		Letter Ref. No. :	123
Letter Date :		Received Date :	02/09/2023
Diary Date :	02/09/2023	Diarised By :	RAJEEV KHARKWAL, O/o Superintending Engineer - (IT and SCADA)
Subject :	test letter		
Enclosure/ Remarks :			
Address :	VCV Gabar Singh Urja Bhawan		

The 'History' section shows a table with columns: Dispatch No., Issue No., Subject, Dispatched On, Dispatched By, and Delivery Mode. The table is currently empty, showing 'No Record(s) Found'.

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8- Click Upload as shown below .

The screenshot displays the eOffice 7.2.0 web application interface. The top navigation bar includes tabs for 'RECEIPT', 'FILE', and 'ISSUE', each with sub-options like 'Create', 'Inbox', 'Sent', and 'Advance Search'. A secondary toolbar contains actions such as 'Movement', 'Copy', 'Send', 'Put in a file', 'Edit', 'Attach', 'Draft', 'Close', and 'Generate Acknowledgement'. The main workspace is divided into two panels. The left panel features a red circle highlighting the 'Upload' button, with a 'Remove' button and a file icon next to it. Below this is a rich text editor with various formatting tools (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, decrease indent, increase indent, line height, hash tag, choose one) and a status bar showing '0 WORDS'. The right panel contains a 'Draft Details' form with fields for 'Draft Nature' (Replied), 'Receipt No.' (33245/2023/O/o Superintending Eng), 'Reply Type' (Choose One), 'Forms Of Communications' (Choose One), 'Prefix' (Choose One), 'Language' (English), 'Main Category' (General), 'Sub Category' (Choose One), and 'Subject' (test letter). Below the form is a table for 'Recipient Details - Public' with columns for Name, Designation, Address, Min./Dept./Others, and Actions. The table lists one recipient: Vishal Rana, EE, VCV Gabar Singh Urja ... The bottom of the interface includes a footer with the NIC logo and the text 'Copyright © 2020, designed and developed by NIC.'

eOffice - New Draft

training - itoperationengineer@... | +

eoffice-itda.uk.gov.in/efile/#/draft?source=RECEIPT&documentId=R00ITDA0000033239&viewType=CREATE&viewParam=eyJkb2N1bWVudElkjoUjAwSVREQTAwMDAwMzMzMzY3b3JraW5nU...

eoffice eFile 7.2.0

RAJEEV KHARKWAL AE-IT-RK

RECEIPT Create Inbox Sent Advance Search

FILE Create Inbox Sent Advance Search

ISSUE Sent Returned Advance Search

Movement Copy Send Put in a file Edit Attach Draft Close Generate Acknowledgement

E | 33245 | 33245/2023/O/o Superintending Engineer- (IT and SC ... | General

Upload Remove PDF DOC Only <= 20 MB Last Auto backed up: 02/09/2023 11:48:52 AM

Template Zx B U S E F L I N T A A English Formats Verdana 13px

Line Height Hash Tag Choose One

0 WORDS

Attachment

Enable Multi Sign Clear Save

Draft Details

Draft Nature * Reply

Receipt No. * 33245/2023/O/o Superintending Eng

Reply Type Choose One

Forms Of Communications Choose One

Prefix Choose One

Language * English

Main Category General

Sub Category Choose One

Subject * test letter

Total 2000 | 1988 Character left

+ Add/ Edit Recipients

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others	Actions
Vishal Rana	EE	VCV Gabar Singh Urja ...		✕

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9-Select the PDF & click Open as shown below.

The screenshot shows the eOffice web application interface. A file selection dialog is open, displaying the contents of the Desktop folder. The file 'login' is selected, and the 'Open' button is highlighted with a red circle. The background shows the eOffice interface with various tabs and a sidebar.

eOffice 7.2.0
A DIGITAL WORKPLACE SOLUTION

Open

Desktop

Search Desktop

Organize New folder

Name	Date modified	Type	Size
desktop data - Shortcut	07-02-2023 13:08	Shortcut	
eOffice Progress-31-JULY-2023 (2) (1)	05-08-2023 12:00	Microsoft Word 9...	
File Head	29-06-2022 15:51	Microsoft Word D...	
login	13-04-2023 10:31	Microsoft Edge P...	
New folder - Shortcut	07-02-2023 13:08	Shortcut	

File name: sample Custom Files

Open Cancel

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others	Actions
Vishal Rana	EE	VCV Gabar Singh Urja ...		

0 WORDS

Attachment

Enable Multi Sign

Clear Save

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10- Click Save as shown below .


eOffice - New Draft x training - itoperationengineer@... +

eooffice eFile 7.2.0

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Upload Remove PDF & DOC Only <= 20 MB Last Auto backed up: 02/09/2023 11:50:23 AM

1 of 1 Automatic Zoom

 **उत्तराखण्ड पावर कारपोरेशन लि०**
(उत्तराखण्ड सरकार का उपक्रम)
Uttarakhand Power Corporation Ltd.
(A. Govt. of Uttarakhand Undertaking)
CIN : U40109UR2001SGO025867
Email ID: it@upcl.org, Website: www.upcl.org

No. 327/UPCL/IT-26 Date: 19/08/2023

Dy. CPO (HR)
Uttarakhand Power Corporation Ltd.
V.C.V. Gabar Singh Urja Bhawan
Dehradun

Sub: Completion of Practical Training for B. Tech. students.

Kindly take reference to the Corporation OM No. 2409-Dir.(HR)/UPCL/VT dated 14/07/2023. The following students have completed practical training successfully under this office:

SN	Name	Course	Duration	Institute/ college
1	Mr. Neeraj Pandey	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GRD Institute of Management and Technology, Dehradun
2	Mr. Ansh Mishra	B.Tech/ Computer Engg.	15/07/2023 to 31/07/2023	GB Pant University of Agriculture & Technology,

Attachment

☐ Enable Multi Sign

Clear Save

Draft Details

Draft Nature *
Reply

Receipt No. *
33245/2023/O/o Superintending Eng

Reply Type
Choose One

Forms Of Communications
Choose One

Prefix
Choose One

Language *
English

Main Category
General

Sub Category
Choose One

Subject *
test letter

Total 2000 | 1988 Character left

+ Add/ Edit Recipients

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others	Actions
Vishal Rana	EE	VCV Gabar Singh Urja ...		✕

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11- Click Approve as shown below .

eOffice - Welcome to eOffice Sol X training - itoperationengineer@ X +

eoffice-itda.uk.gov.in/efile/#/draft/I00ITDA0000019894/view?source=RECEIPT&documentId=R00ITDA0000033239&viewType=CREATE&viewParam=eyJkb2N1bWVudElkjoUjAwSVREQTAwMDAwM...

eoffice eFile 7.2.0


RAJEEV KHARKWAL AE-IT-RK

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Movement Copy Send Put in a file Edit Attach Draft Close Generate Acknowledgement

Draft No.: DFA/19894 Draft State: DFA Version: 1

1 of 1 Automatic Zoom

 **उत्तराखण्ड पावर कारपोरेशन लि०**
(उत्तराखण्ड सरकार का उपक्रम)
Uttarakhand Power Corporation Ltd.
(A Govt. of Uttarakhand Undertaking)
CIN : U40108UR20015GC025887
Email ID: it@upcl.org, Website: www.upcl.org

No. 327/UPCL/IT-26 Date: 19/08/2023

Dy. CPO (HR)
Uttarakhand Power Corporation Ltd.
V.C.V. Gabar Singh Urja Bhawan
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3	Ms. Niharika Bisht	B.Tech/ IT	15/07/2023 to 14/08/2023	

☐ Enable Multi Sign

Edit Preview **Approve**

Draft Details

Draft Nature * Reply Receipt No. * 33245/2023/O/o Superintending Engt Reply Type Choose One

Forms Of Communications Choose One Prefix Choose One Language * English

Main Category General Sub Category Choose One

Subject * test letter

Total 2000 | 1988 Character left

+ Add/ Edit Recipients

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others
Vishal Rana	EE	VCV Gabar Singh Urja ...	

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12-Approved Confirmation dialogue box appears, click the Yes button as shown below.

Approval Confirmation

Once draft gets approved no further changes can be made. Would you like to proceed further?

Yes Cancel

Uttarakhand Power Corporation Ltd.
(A Govt. of Uttarakhand Undertaking)
CIN : U40109UR2001SGC025867
Email ID: it@upcl.org, Website: www.upcl.org

No. 327/UPCL/IT-26 Date: 19/08/2023

Dy. CPO (HR)
Uttarakhand Power Corporation Ltd.
V.C.V. Gabar Singh Urja Bhawan
Dehradun

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3	Ms. Niharika Bisht	B.Tech/ IT	15/07/2023 to 14/08/2023	

☐ Enable Multi Sign

Edit Preview Approve

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others
Vishal Rana	EE	VCV Gabar Singh Urja ...	

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13- Click DSC sign & Custom as shown below

Office eFile 7.2.0 DIGITAL WORKPLACE SOLUTION

37 en ? VISHAL SINGH RANA EE-VSR

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

14 R Movement Copy Send Send Back Put in a file Draft Edit Action Details Attach Close

Receipt Inbox / 33286/2023/O/o Superintending ... E 33286 33286/2023/O/o Superintending Engineer- (IT and SC ... Genera

Issue No.: I/15996/2023 Draft State: APPROVED Version: 1

1 of 1 Automatic Zoom

उत्तराखण्ड पावर कार्पोरेशन लि।
वि०क्र०वि० गबर सिंह ऊर्जा भवन
देहरादून।

विषय: सूचना प्रौद्योगिकी कार्यालय में मेन्टीनेंस का कार्य करवाने के सम्बन्ध में।

कृपया उपरोक्त विषयक अवगत कराना है कि सूचना प्रौद्योगिकी कार्यालय में निम्न कार्यों को ठीक करवाये जाने की आवश्यकता है। जिसका विवरण इस प्रकार है:

- कार्यालय की दीवारों पर जगह-जगह सीलन आगयी है जिसे ठीक करवाकर सफेदी करवाये जाने की आवश्यकता है।
- स्पिल्ट एसी० से निरन्तर पानी कार्यालय के अंदर आ रहा है।
- 01 ऑफिस टेबल की दराज एवं उसका लॉक कार्य नहीं कर रहा है।

अतः आपसे अनुरोध है कि उक्त कार्यों को यथा शीघ्र करवाने हेतु उचित कार्यवाही करने का कष्ट करें।

Draft Details

Draft Nature * Reply
Receipt No. * 33286/2023/O/o Superintend
Reply Type Choose One
Forms Of Communications Choose One
Prefix Choose One
Language * English
Main Category General
Sub Category Choose One
Subject * Regarding maintenance work at IT Section
Total 2000 | 1960 Character left

Edit + Add/ Edit Recipients

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others
V.S.Rana	EE	Uttarakhand Power Co ...	

Enable Multi Sign Preview DSC Sign Ink Sign

Custom
Default

Copyright © 2020, designed and developed by NIT

14- Click & Customize the box then click on sign icon for digital as shown below.

Office eFile 7.2.0

RECEIPT Create Inbox Sent Advance Search

14 Movement Copy Send Send Back

Receipt Inbox / 33286/2023/O/o Superintending ...

Issue No.: I/15/...

1 of 1

उत्तराखण्ड पावर कारपोरेशन लि०
वि०क्रा०वि० गबर सिंह ऊर्जा भवन
देहरादून।

विषय: सूचना प्रायोगिकी कार्यालय मे मेन्टीनेस का

कृपया उपरोक्त विषयक अवगत कराना है कि सूचना प्रायोगिकी कार्यालय में निम्न कार्यों को ठीक करवाये जाने की आवश्यकता है। जिसका विवरण इस प्रकार है:

1. कार्यालय की दीवारों पर जगह-जगह सीलन आगयी है जिसे ठीक करवाकर सफेदी करवाये जाने की आवश्यकता है।
2. स्प्लट एसी० से निरन्तर पानी कार्यालय के अंदर आरहा है।
3. 01 ऑफिस टेबल की दराज एवं उसका लॉक कार्य नहीं कर रहा है।

अतः आपसे अनुरोध है कि उक्त कार्यों को यथा शीघ्र करवाने हेतु उचित कार्यवाही करने का कष्ट करें।

अधिसासी अभियन्ता (सू०प्रा०)

Page: 1 of 1

Email ID: R@upcl.org, Website: www.upcl.org

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