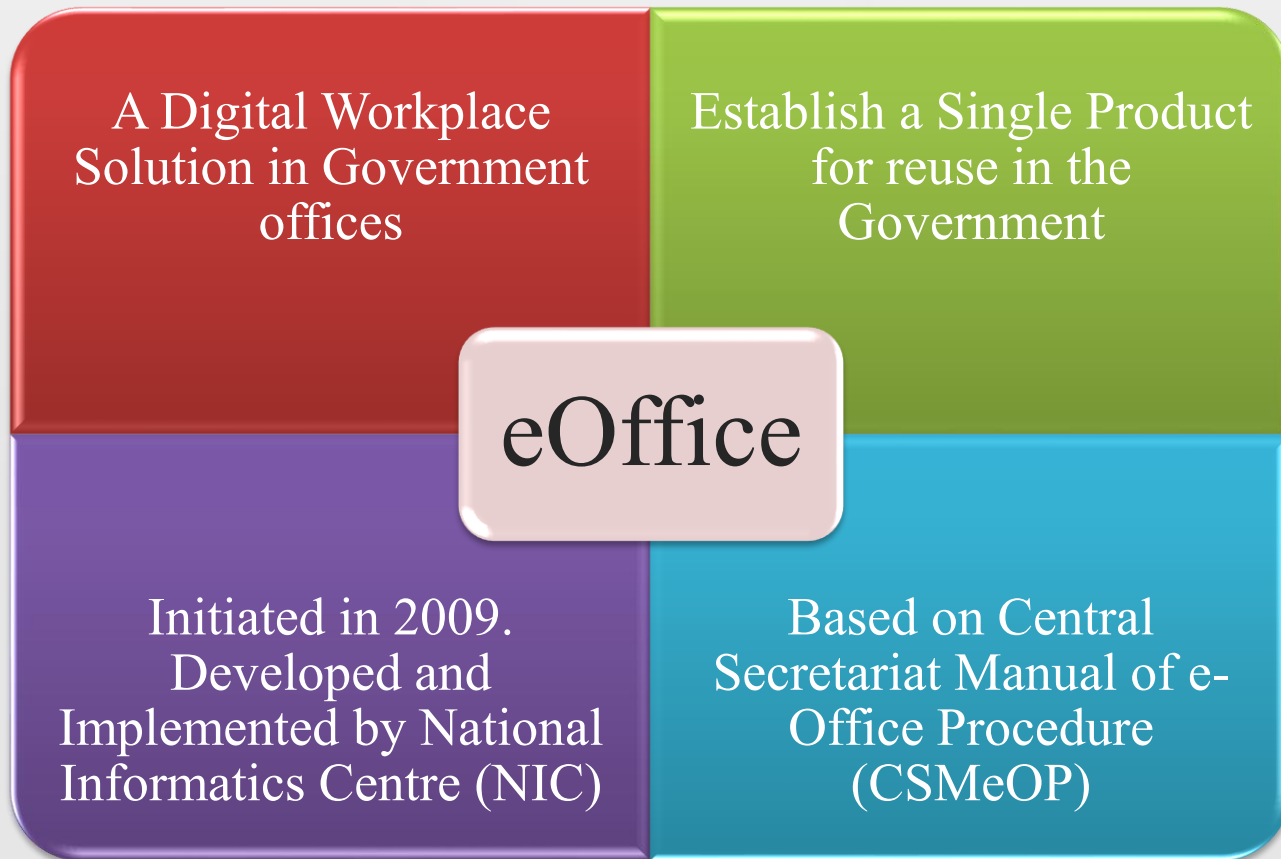


Presentation **on** **eOffice**

Introduction to eOffice



Why eOffice?

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

Source: Green IT Initiative, A paper by Shri. Virendra Singh (IAS – Maharashtra) on eOffice Implementation in Sindhudurg District of Maharashtra.

eOffice – Benefits



Enhance transparency



Increase accountability



Assure data security and data integrity

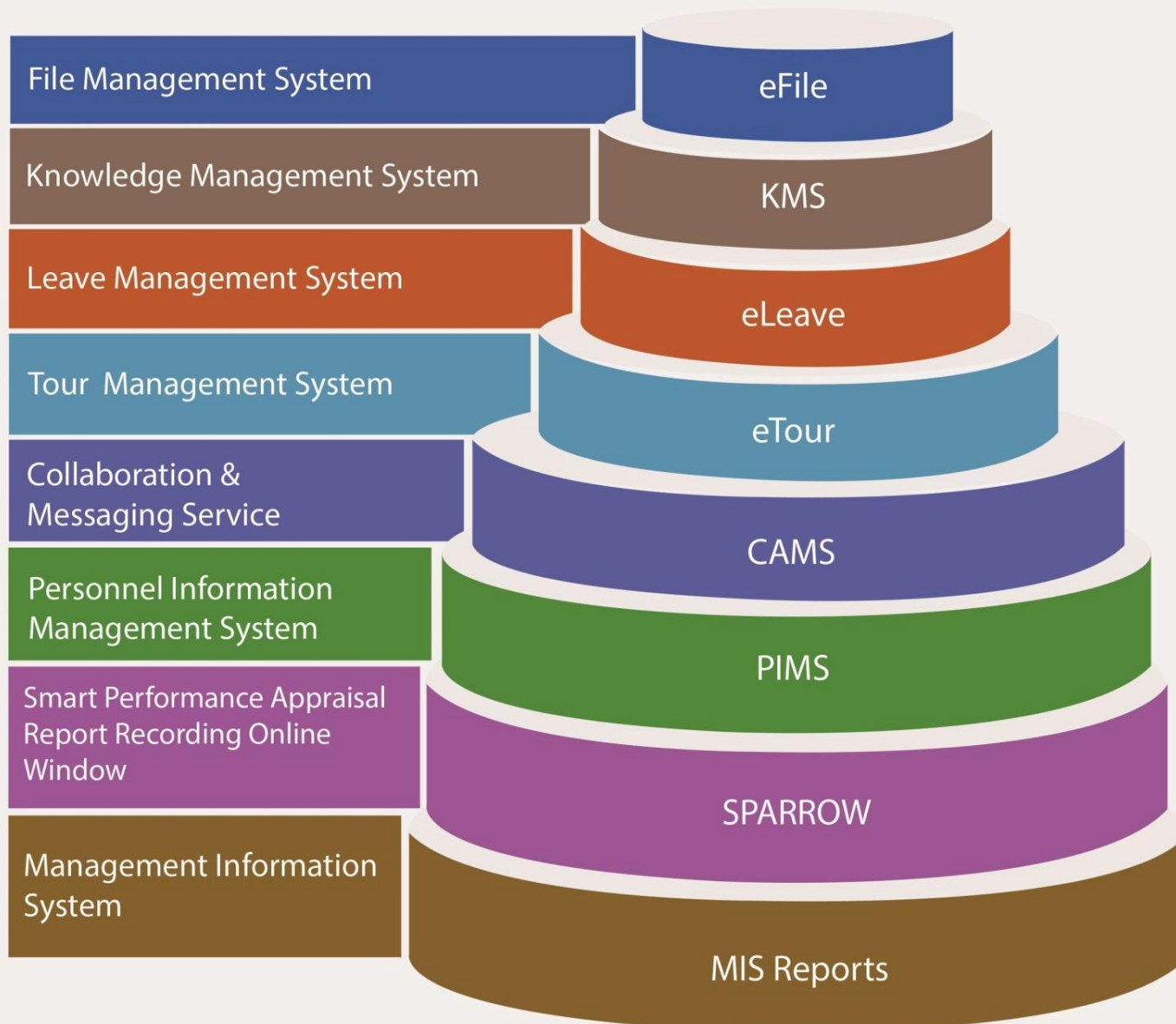


Transform the government work culture and ethics



Promote innovation by releasing staff energy and time from unproductive procedures

eOffice Product Suite



File Management System (eFile)

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

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

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

eFile Process

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

Browse & Upload

Enter Meta Data (Diarization)

System creates sequential Diary No. for eReceipt

Send eReceipt to concerned user/Put in eFile

Create a new eFile

Put in existing eFile

Enter Meta Data

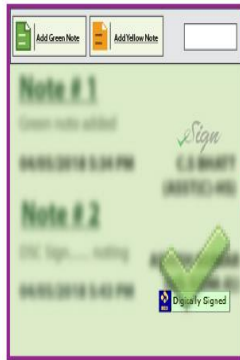
System creates an eFile No.

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

eFile moves through the Channel of Submission in the system

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

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



eFile – File Inbox

eFile Version 5.5_08

Search

Advanced



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

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

Hierarchical View

My Files

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

LEGEND

Priority ■ Out Today ■ Most Immediate ■ Immediate

Action Initiated

Other Department

Files with Draft

Draft Note

■ Yellow Note

■ External Files

Subject Category

■ ACR

■ Right To Information

■ Court Cases

■ Parliament Matters

eFile – Electronic File Cover Page

- Receipts ⊕
- Files ⊖
- Inbox (2)
 - RTI
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Bulk Closing
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By Others (All)
 - Submitted Files for Reopening Approval
 - RMS Inbox
 - Sent
 - Conversions
 - Drafts
 - Completed
 - Physical File
 - Create New (Non SFS)
 - Create New (SFS)
 - Electronic File
 - Create New (Non SFS)
 - Create New (SFS)

Electronic File

Govt. of India

NIC

MTP

MTP SECTION

File No.* A - ▾ 32 ▾ 12 ▾ Ch ▾ 2017 MTP S ▾

Subject

Description*

Parliament Matter

Category

Main

Parliament Matters ▾

Sub

Choose one ▾

Other Details

Language

English ▾

Remarks

Previous Reference

Later Reference

Continue Working >

eFile – Inner Look

eFile Version 5.5_08

Search

Advanced



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



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

Quick View



Add Green Note Add Yellow Note 1-3 of 8 Note(s)

Note # 1

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

09/01/2017 3:59 PM

KARTIK MISHRA
(SO)
Digitally Signed

Note # 2

कृपया इनके उपरान्त से सम्बंधित मामले पर उचित करवाई करें।

09/01/2017 4:07 PM

Sign
AKSHARA TRIVEDI
(ASST)

Note # 3

Please refer to [page 2](#) of correspondence
please refer to [previous notesheet](#).
Please refer to [note 2](#).

Please refer from [page 2 to 3](#)

Please refer to [previous note sheet](#)

Please refer to the annexure attached titled as 'eFile Handholding'

Please refer to annexure attached below.

[eFile Handholding.pdf](#)

[Sample Letter.pdf](#)

09/01/2017 4:20 PM

KARTIK MISHRA
(SO)
Digitally Signed

PDFProvider

3 / 12



(Downloaded By User: Cid)

TEL : 011-26165593
FAX : 011-26104183

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

NO. A.33022/22/2012-ISTM

Dated : 24th December 2012

To

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

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

Madam,

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

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

3. A line in confirmation may please be sent to undersigned at E-mail ID:

eFile – File Send Page

eFile Version 5.5_08

Search

Advanced



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



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

Quick View

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

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

To

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

Notify : ☐ Email ☐ SMS

Set Due Date

17

Action

Forward

Priority

Immediate

Total 1000 | 1000 characters left.

Remarks

Send

DSC Sign and Send

eSign and Send

File Number

Subject

Note(Chars)



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

Parliament Matters L...

0

Note : Bulk signing maximum allowed characters- 1000000

Total(Formatting included) :0

Intimate To

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

eFile – Search Page



eFile Version 5.5_08

Search



Advanced



File

Receipt

Dispatch

Creation Year

2018

Origin

Internal



Nature

All



Physical Scope

Section



Electronic
Scope

Section



Basic Parameters

Advance Parameters

Computer No

20213

File No

Subject

Output Fields:

☐ All
Day(s)

☒ Computer No
☐ Status

☒ File No
☐ Closing Remarks

☒ Subject
☐ Creation Remarks

☒ Location

☐ Opening Date

☒ Currently With

☒ Section

☐ Department

☒ Forwarding Remarks

☒ Pending

Search Files

Search Output

Total Record(s) : [1]

Action: [Pull Up](#) [Receive](#) [Send](#)



<input type="checkbox"/> Actions	Computer No	File No	Subject	Location	Currently With	Section	Forwarding Remarks	Pending Day(s)
<input type="checkbox"/> Send Details	E	20213	H-11016/25/2017-MTP SECTION-MTP	Parliament Matters Lok Sabha	File/Inbox	NATASHA SHARMA,JS(NS)-MTP	OFFICE OF JOINT SECRETARY	336

Knowledge Management System (KMS)

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

Contains a dynamic workflow to keep document in various stages

Central Repository

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

My Repository

- Personal Document Repository
- Document Sharing
- Collaborative work

Document Sharing

- Document Sharing
- Folder Subscription
- Alerts and Notification

Search

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

KMS - Dashboard



CREATE

Search (Mimumum 3 Char...)

All ▾

Advanced Search ▾

Home

Inbox ▾


Central Docs

My Docs

Contact Group


Dashboard


Recent Document's

Title	Created By	Created On
 eHospital System inaugurated in District Tikamgarh of Madhya Pradesh	Sucheeta Kak	Aug 02, 2018
 Office Order reg. posting of Shri Deepak Shirahatti, Scientist-F in NIC Cell, Ministry of Parliamentary Affairs as HOD	Raj Singh	Aug 02, 2018
 CIRCULAR: ILLUMINATION OF GOVERNMENT BUILDING ON THE OCCASION OF INDEPENDENCE DAY, 2018- REGARDING	Manoj Kumar Sharma	Aug 02, 2018
 Office order in respect of Smt. Geetasree Thakur, Scientist-E.	Raj Singh	Aug 02, 2018
 Office order in respect of Shri Ajay Sharma, Scientist-B	Raj Singh	Aug 02, 2018
 Workshop on e-Sanad for All Chambers of Commerce of Tamil Nadu Region	Suresh V	Aug 02, 2018
 Transfer order of Shri Mohan Shyam, Section Officer.	Raj Singh	Aug 02, 2018
 Transfer order of Shri Ashok Dimri, Scientist-D & Shri V. Raj Kumar, Scientist-D.	Raj Singh	Aug 02, 2018
 Additional responsibilities to Dr. Kishore Kumar, Scientist-G as Staff Grievance Officer for National Informatics Centre.	Raj Singh	Aug 02, 2018
 j and K: SIO J&K reviews functioning of District Centres through VC	Saleem Khan	Aug 02, 2018

Document's since last login

Title	Created On
-------	------------

 0
My Contact

 0
My Group

KMS – Document Creation



CREATE

Search (Mimumum 3 Char...)

All ▾

Advanced Search ▾

Home

Inbox ▾

Central Docs

My Docs

Contact Group

Home / Add Document

BACK

Add Document Details

You are in: My Documents

Title *

Enter Title

Description *

Enter Description

Upload File *

Choose File No file chosen

Note:- Only .txt, .docx, .doc, .pdf, .jpeg, .gif, .xls, .xlsx, .ppt and zip files are allowed to upload.

Type

Select ▾

Audience

Select ▾

Language

Select ▾

Keywords

Keywords Document

Author

Author of Document

Reference No

Reference No doc

Save

Reset

MIS-Reports

Management Information System (MIS-Reports) is a system that provides real-time monitoring of an organization's productivity & efficiency through various transactional data made available for the organization

MIS-Reports - Dashboard



MIS-Reports – File Register

[File](#) [Receipt](#) [Dispatch](#) [VIP](#) [Miscellaneous](#) [Record Management](#) [Dashboard](#) [Productivity](#) [Report Permission](#) [My Reports](#)

FILE REGISTER(SUMMARY)

From Date* To Date*
[All](#) [Hierarchy](#) [Department](#) [Section](#)

7 all selected!

[Advance Parameters](#)
[View](#)
[PDF](#)
[Excel](#)
[Back](#)  

FILE REGISTER (SUMMARY)

Period : 04/09/2018 To 04/10/2018

Nature : E

Department : MTP

Section : MTP SECTION

S. No.	Nature	Computer No.	File No.	Old/Physical File no.	Subject	Created By	Created On	Currently With
1	E	40401	C-21011/1/2018-MTP SECTION	A-12011/2016	General Matter	AKSHARA TRIVEDI	18-09-2018 01:04 PM	AKSHARA TRIVEDI MTP SECTION ASST(AT)-MTP
2	E	40133	A-12014/1/2018-MTP SECTION		Establishment recruitment Sep 2018	AKSHARA TRIVEDI	05-09-2018 11:56 AM	KAJAL CHOUDHARY OFFICE OF UNDER SECRETARY US(KC)-O/oUS
3	E	40137	A-12014/1/2018-MTP SECTION-Part(1)		Establishment recruitment Sep 2018	AKSHARA TRIVEDI	05-09-2018 04:05 PM	AKSHARA TRIVEDI MTP SECTION ASST(AT)-MTP
4	E	40178	A-11011/25/2018-Establishment		Establishment File 2018	AKSHARA TRIVEDI	06-09-2018 10:17 AM	KARTIK MISHRA MTP SECTION SO(KM)-MTP
								AKSHARA TRIVEDI

MIS-Reports – Diary Register

[File](#) [Receipt](#) [Dispatch](#) [VIP](#) [Miscellaneous](#) [Record Management](#) [Dashboard](#) [Productivity](#) [Report Permission](#) [My Reports](#)

DIARY REGISTER(SUMMARY)

From Date* To Date*
[Hierarchy](#) [Department](#) [Section](#)

[Advance Parameters](#)
[View](#)
[PDF](#)
[Excel](#)
[Back](#)

DIARY REGISTER(SUMMARY)

Period : 04/09/2018 To 04/10/2018

Nature : E

Department : MTP

Section : MTP SECTION

VIP : All VIP/Non VIP

S. No.	Nature	Computer NO.	Receipt No.	Subject	Letter No./Date	Sender Details	Diarised By	Diary Date	Remarks	Sent To	Currently with
1	E	37156	37156/2018/MTP SEc	acr for the yr 2018-19		Dinesh Ojha 29 SCG NSG, 8777202558	KARTIK MISHRA	03-10-2018 04:07 PM	Physical fitness certificate		AKSHARA TRIVEDI MTP MTP SECTION
2	E	37153	37153/2018/MTP SEc	fwd acr for the yr 2018		Dinesh Ojha 29 SCG NSG, 8777202558	AKSHARA TRIVEDI	03-10-2018 12:49 PM	Physical fitness certificate	KARTIK MISHRA MTP MTP SECTION	AKSHARA TRIVEDI MTP MTP SECTION
3	E	37151	37151/2018/MTP SEc	DSFGGH		GHJKJ FGHHJ	AKSHARA TRIVEDI	03-10-2018 12:04 PM			AKSHARA TRIVEDI MTP MTP SECTION
											AKSHARA

MIS-Reports – Departmental File Pendency

File

Receipt

Dispatch

VIP

Miscellaneous

Record Management

Dashboard

Productivity

Report Permission

My Reports

DEPARTMENTAL FILE(S) PENDENCY REPORT

Department : MTP

Nature : Both

Pending Range :

1 2 3
15 30 60

Advance Parameters

View

PDF

Excel

Back



DEPARTMENTAL FILE(S) PENDENCY REPORT

Department : MTP

Nature : P/E

S.No.	Section(s)	0 - 15 Days	16 - 30 Days	31 - 60 Days	> 60 Days	Total Pendency
1	MTP	0	0	0	18	18
2	MTP SECTION	4	6	6	526	542
3	OFFICE OF ADDL SECRETARY	0	0	0	13	13
4	OFFICE OF DY SECRETARY	0	0	3	63	66
5	OFFICE OF JOINT SECRETARY	0	0	0	181	181
6	OFFICE OF SECRETARY	0	0	0	21	21
7	OFFICE OF UNDER SECRETARY	1	2	1	132	136
Total		5	8	10	954	977

Generated from eOffice by KARTIK MISHRA, Date - Oct 4, 2018 10:34 AM

eOffice Implementation Phases

Initiate

Prepare

Configure

Deliver

Support

Phase 0

Phase 1

Phase 2

Phase 3

- Infrastructure Assessment and Gap Analysis
- Procurement / Up-gradation of Infrastructure
- Roll Out Requirement

- Governance Structure
- Orientation Workshop
- Change Management
- Transition Management
- Knowledge Repository
- Creation of Bulk emails
- DSC Issuance

- eOffice Data Capture & Vetting
- DSC Enrollment & Verification
 - Training
 - Onsite Roll Out Team
- eOffice Environment Setup
- Domain Name Registration
- Setting up of Training Instance
 - Trial Run
- eOffice Ready for Go Live

- Product Implementation
- Digitization of Files / Records
- Knowledge Sources
- Handholding Support
- Report Issues / Bugs
- Transfer of technical know how

eOffice Implementation Checklist

Initiate

Phase 0

- ✓ Filled Assessment Form received from department
- ✓ Gap Analysis Report Prepared

Prepare

Phase 1

- ✓ Orientation Workshop for the department
- ✓ Formal notification received on formed Governance Structure
- ✓ Procurement and Establishment of pre-requisites
 - ✓ Strategy document for transition
- ✓ DSC ready for Issuance
- ✓ Knowledge repository established

Configure

Phase 2

- ✓ Data Collected & Vetted
- ✓ eOffice Environment Ready
- ✓ Training Plan Prepared
- ✓ Training & Handholding
 - ✓ Trial Run
 - ✓ Go Live

Deliver

Support

Phase 3

- ✓ Transfer of technical know how
- ✓ Call Centre Support Established

Current Status of eOffice Implementation

S.No.	Enterprises	Category	No. of Units where eOffice is implemented	Total
1.	Central Government	Ministries and Departments	79	191
		Attached/Subordinate Offices/PSUs etc.	112	
2.	State Government	Secretariats	22	151
		District Administrations	53	
		Other Departments/PSUs etc.	76	
		TOTAL	342	342

Note: The above counts are as on 07th JANUARY 2019

Thank You