Working with E-OFFICE

OCTOBER 2023

Table of Content -

1. Process for login

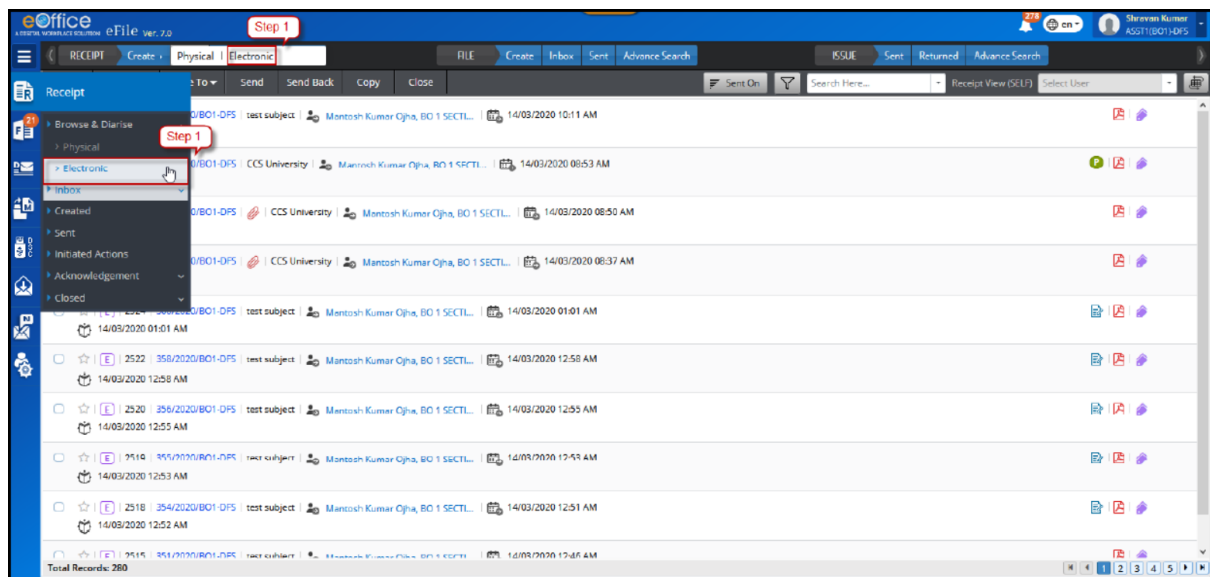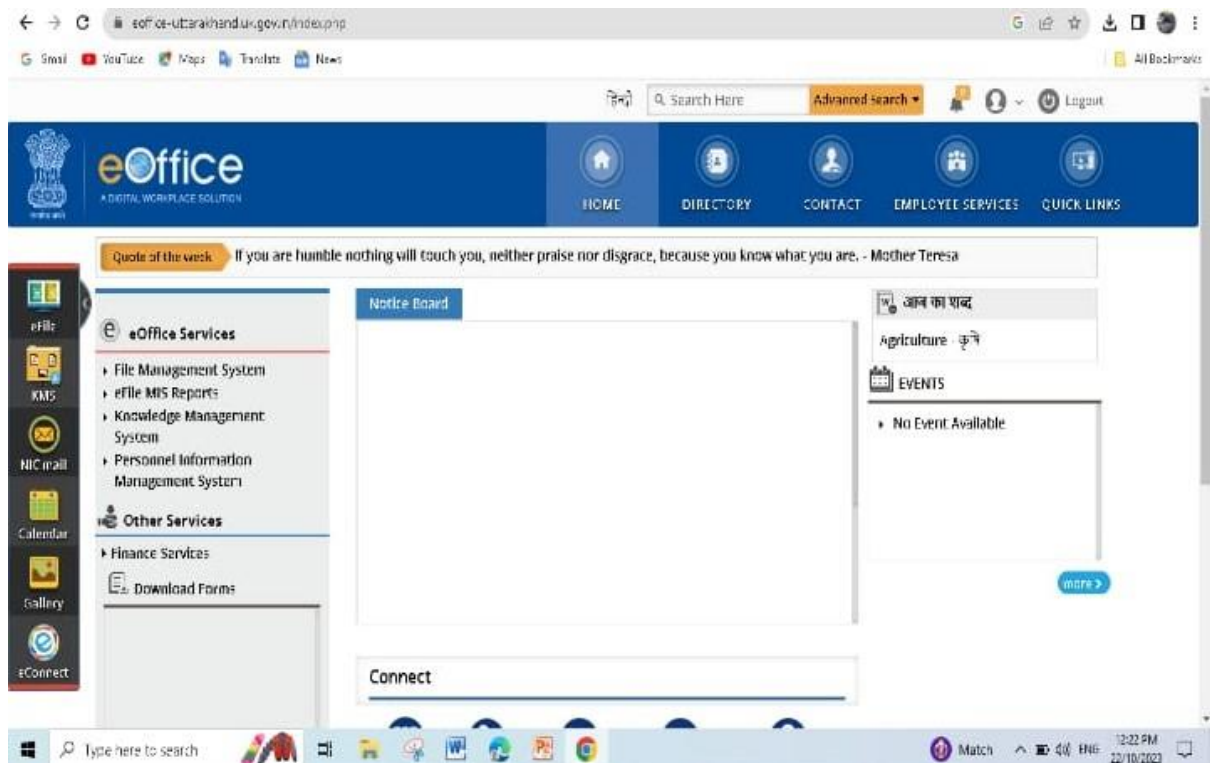(Go to URL: **https://eoffice-uttarakhand.uk.gov.in** → Enter Mail-id and Password → Enter the OTP received on mobile → click the check box don't ask again on this device)
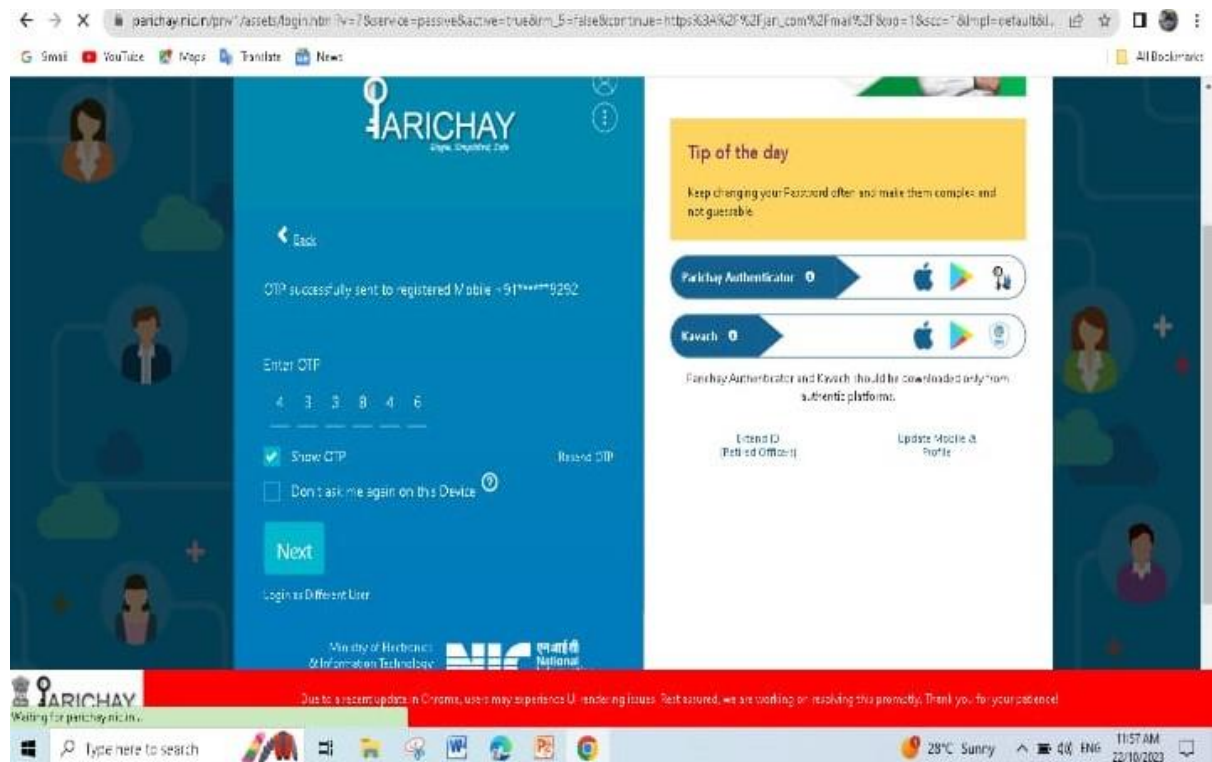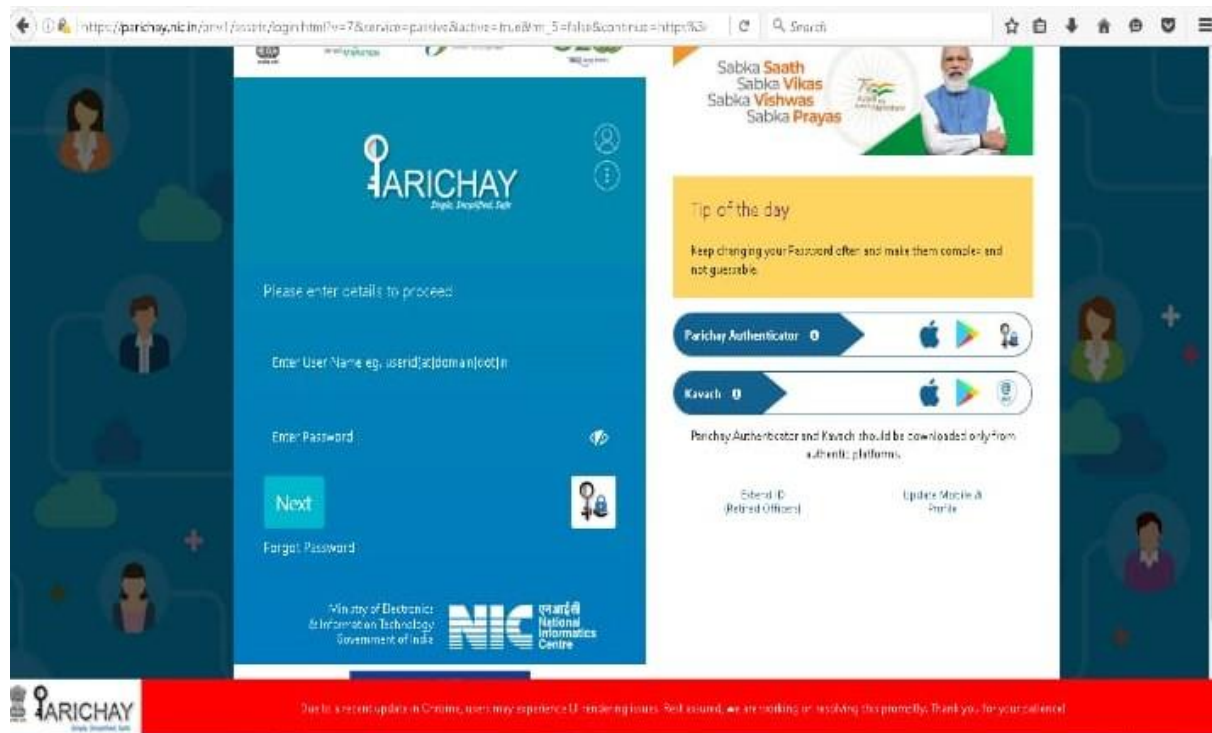
2. Process for Diarization

(Go to FMS→Receipt→Browse and Diarise→Select 'Electronic'→Browse and Upload pdf (mandatory)→Enter Letter Details→ Click 'Generate Receipt')

Actions that can be Performed-

A. Save the receipt generated without sending it further.

B. Forwarding the receipt to others (Enter 'To'/'Cc')
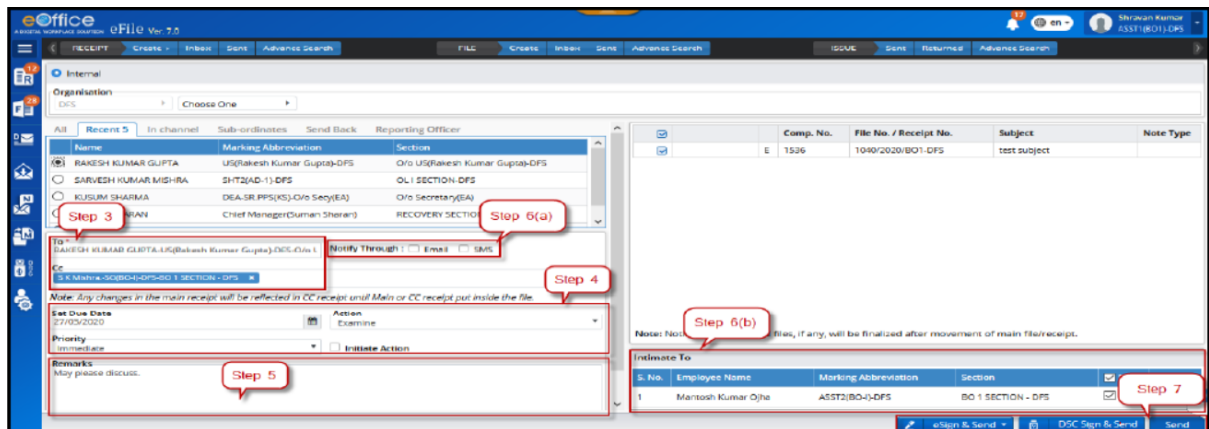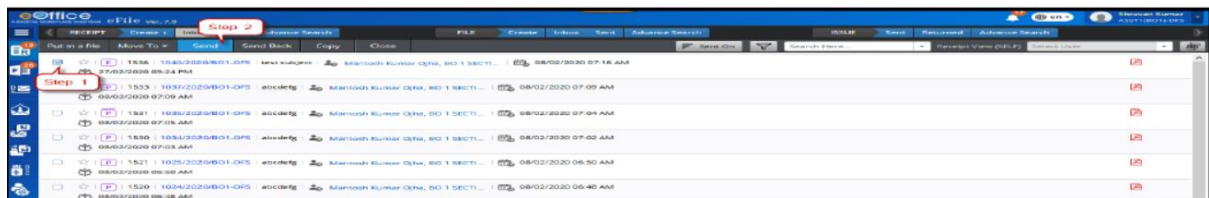
C. Copying the details of the generated receipt to create a new receipt

(click 'Copy'→Upload pdf→Edit details (if necessary)→ generate receipt)

3. Process after receiving the Receipt/Files in Inbox

(For Receipts only)
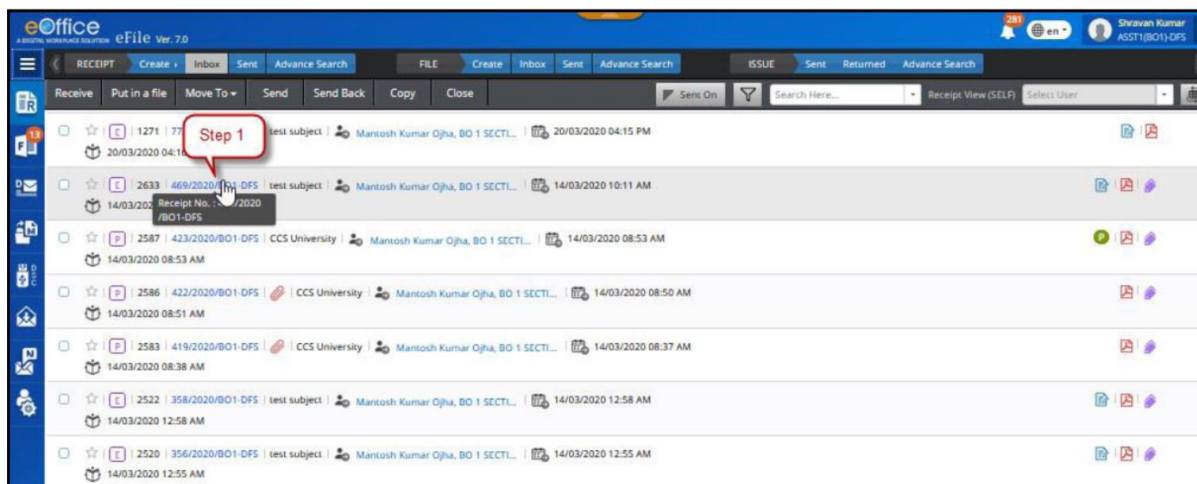
a. Attachment of file to receipt for reference

(Go to 'Receipts'→ Click 'Inbox'→Select a receipt→ Click 'Attach file'→ Select the respective file→ Click 'Attach')

b. Dispatching a reply against a receipt

(Go to 'Receipts'→Click 'Inbox'→Select a receipt→ Click 'Dispatch'→ Enter the details→ Click 'Dispatch By Self/CRU')

c. Display details of Dispatch History and Referenced Files
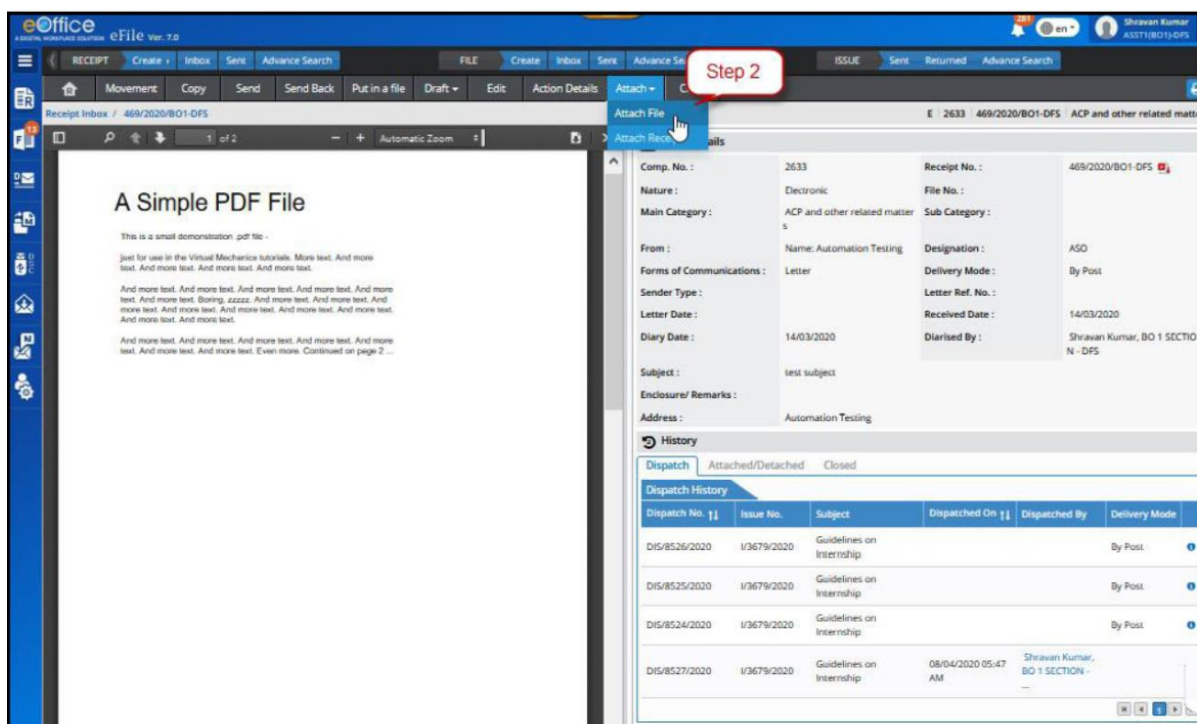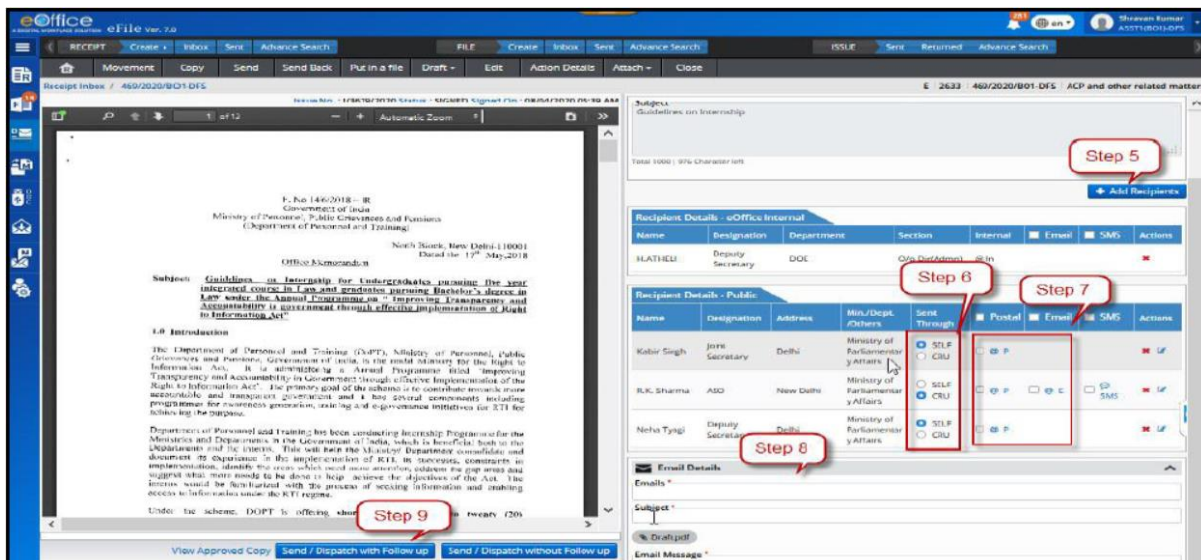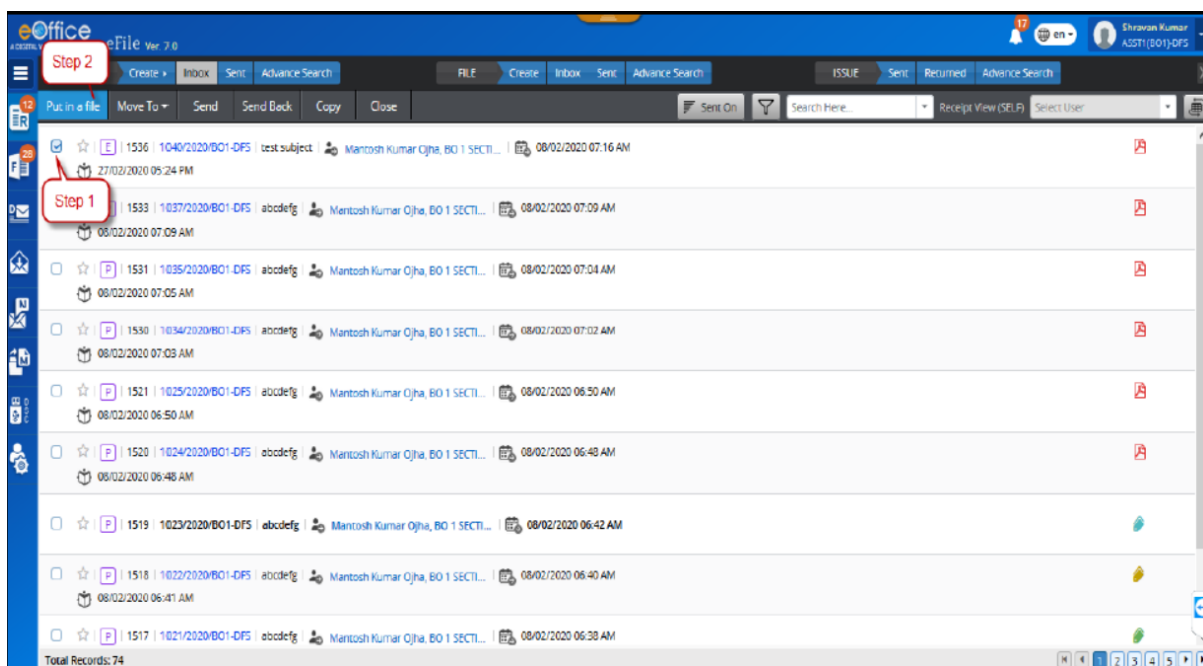
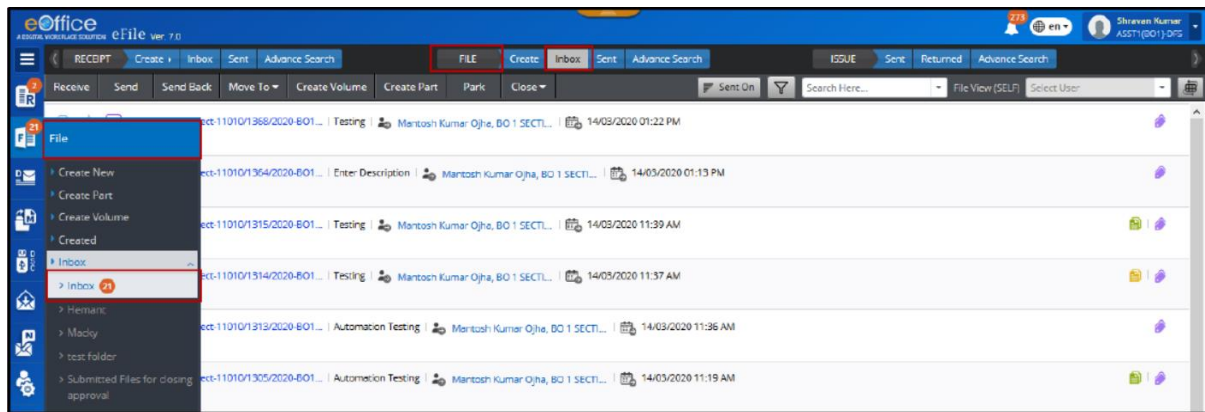(Go to 'Receipts'→Click 'Inbox'→Select a receipt→Click 'Details')

d. Attachment of receipt to file(optional)

(Go to 'Receipts'→Click 'Inbox'→Select the receipt→Click 'Put in a file'→Select the respective file→Click 'Attach)
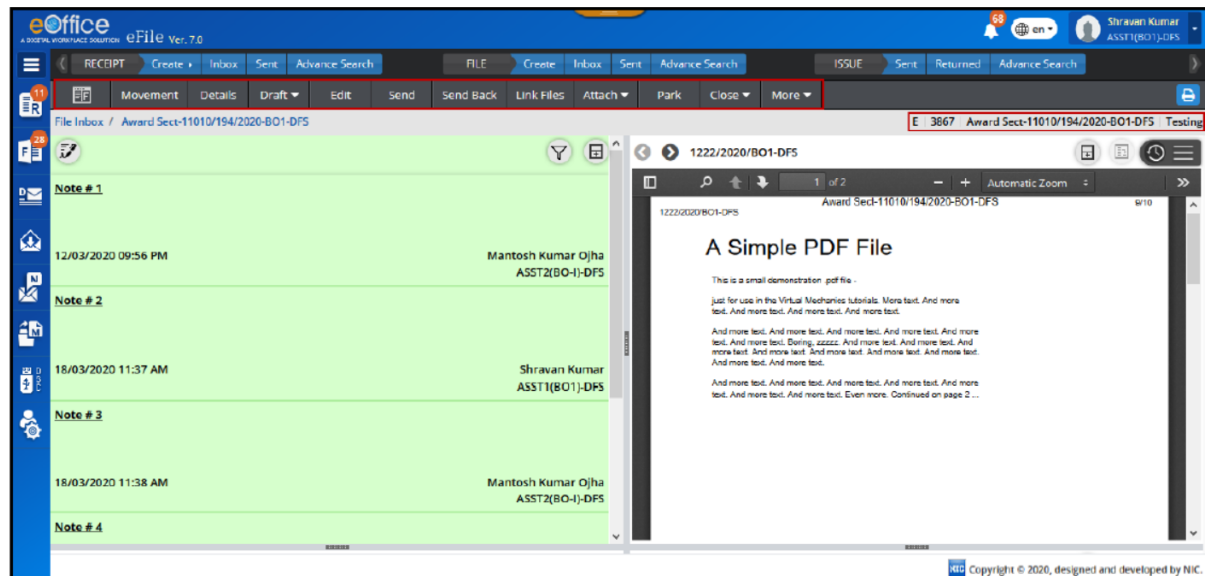
(For Files only)

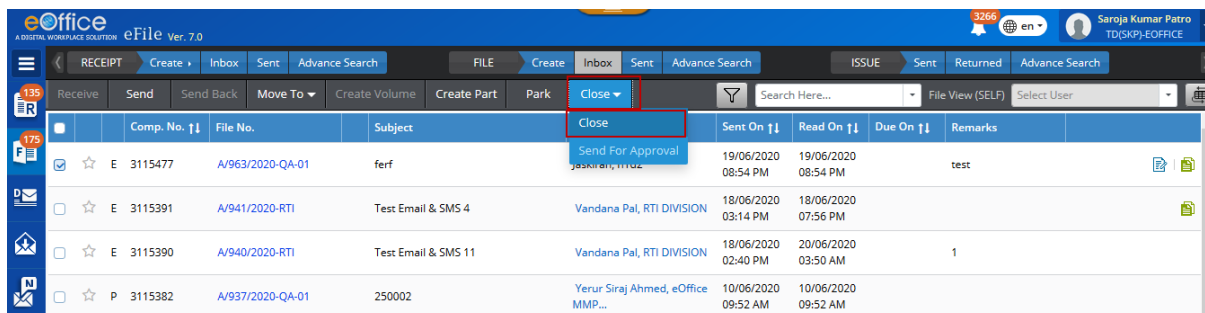## a. Details of the File/receipt movement

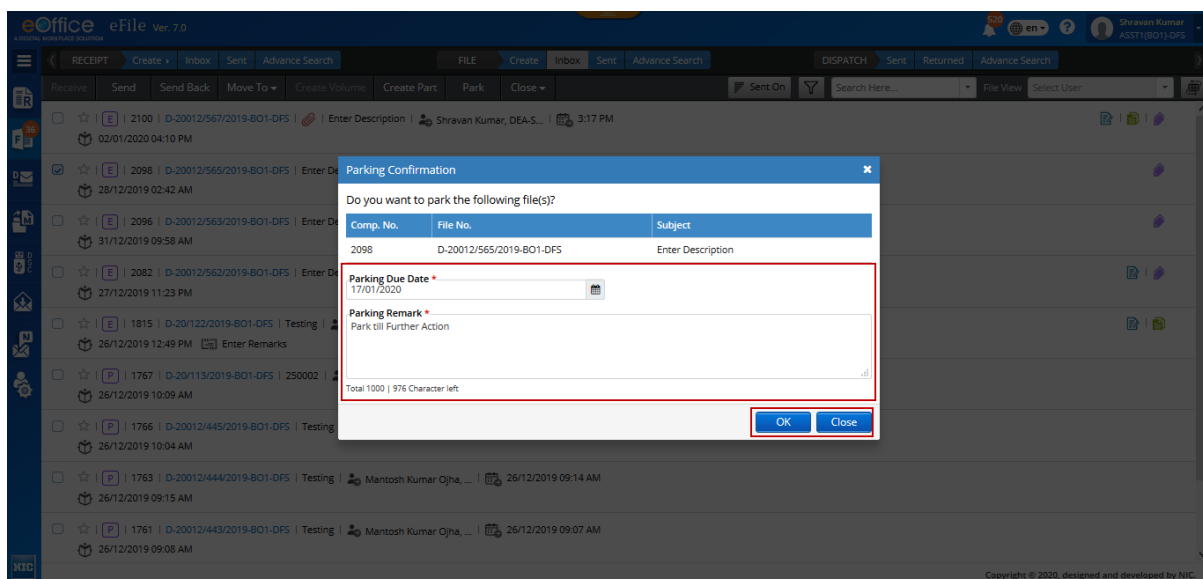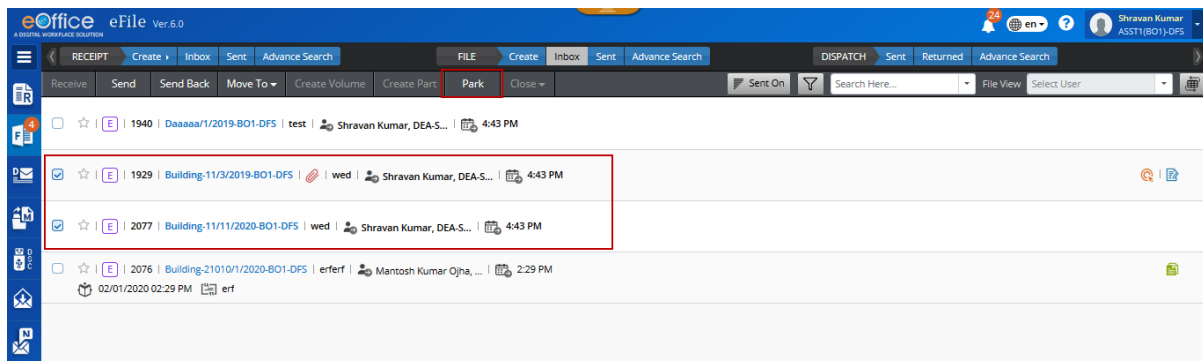(Go to 'Files'→Click 'Inbox'→Open a file/receipt→Click 'Movements')

b. Close File

(Go to 'Files'→Click 'Inbox'→Open a file→Click 'More Action' →Select 'Close File' (Only by the creator of the file)→Enter Closing Remarks→Click 'Close')

c. Park File

(Go to 'Files'→Click 'Inbox'→Open a file→Click 'More Action'→Select 'Park File'→Enter Remarks and Reminder Date→Click 'OK')

d. Details of part files and volumes if created

(Go to 'Files'→Click 'Inbox'→Open a file→Click 'Details')

4. Process for Forwarding and Replying a Receipt/File to other users

a. Forward

(Go to 'Files/Receipts'→Click 'Inbox'→Select a file/receipt→Click 'Forward'→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

or

(Go to 'Files/Receipts'→Click 'Inbox'→Select quick→action for forward→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

or

(Go to 'Files/Receipts'→Click 'Inbox'→Open a file/receipt→Click 'Send'→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

b. Reply

(Go to 'Files/Receipts'→Click 'Inbox'→Select a file/receipt→Click 'Reply'→Enter 'To/Cc'→Enter 'Action/Priority'(optional)-->Click 'Send'
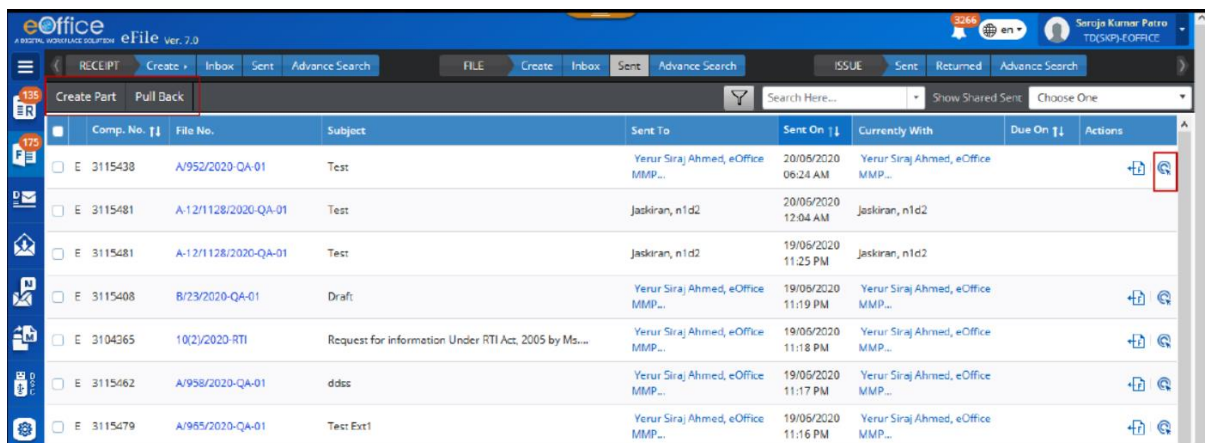
or

Go to 'Files/Receipts'→Click 'Inbox'→Select a quick action for reply→Enter 'To/Cc'→Enter 'Action/Priority'(optional)→Click 'Send')

Action that can be performed after-

I. Pull back the file/receipt

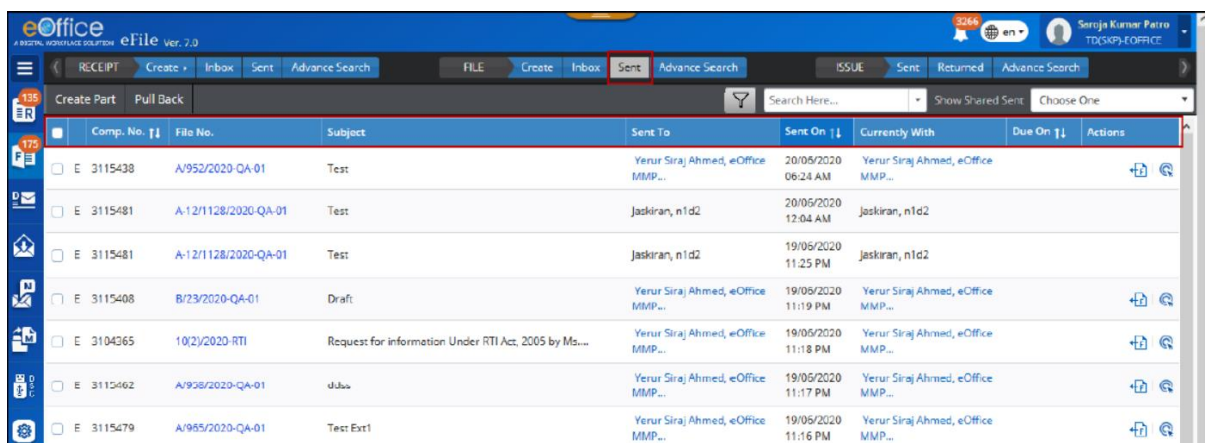(File/Receipts→Sent→Click the icon for Pullback against the file/receipt to be pulled back(if unread))

II. Follow up

(File/Receipts→Inbox/Sent→Select the file→Click 'Mark As'→Select 'New Follow Up'→Select the severity→Enter the Follow Up action→Select the Alert Mode→Select the date and time→Click 'Save')

III. View of the sent file/receipt

(File/Receipts→Sent→Click the file/receipt number to view the sent file/receipt)

IV. Part file (only for files)

(Files→Sent→Select the particular file against which a part file

is created→Click Create Part)

5. Process for Opening/Creating a new File

(Go to FMS → Files → Create New File (SFS/Non SFS) → Enter File Heads→Enter Subject and other details→ Click 'Continue Working')
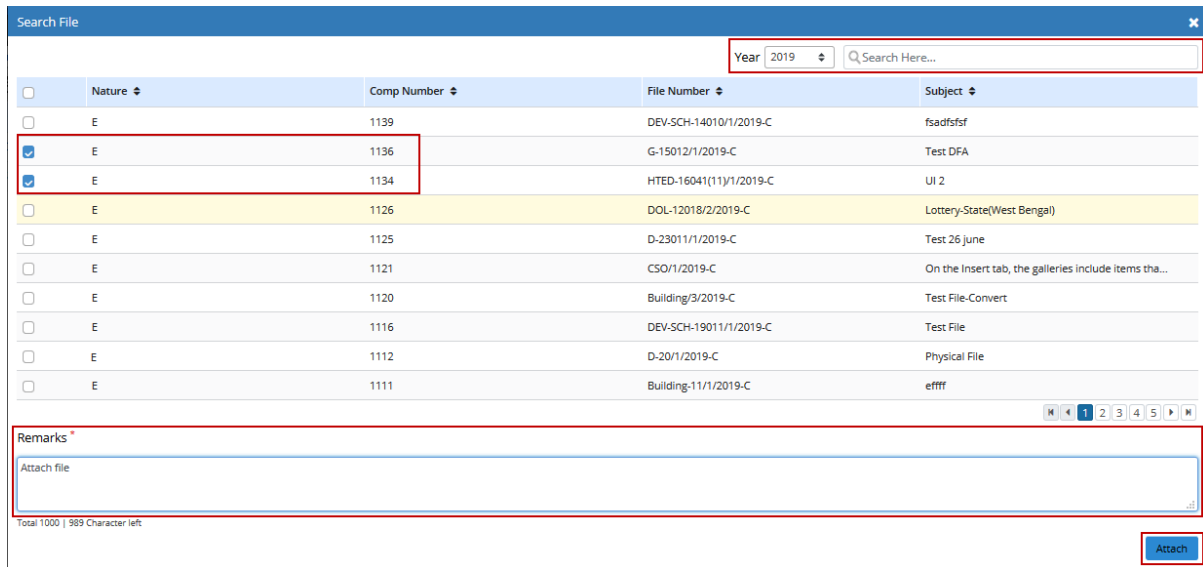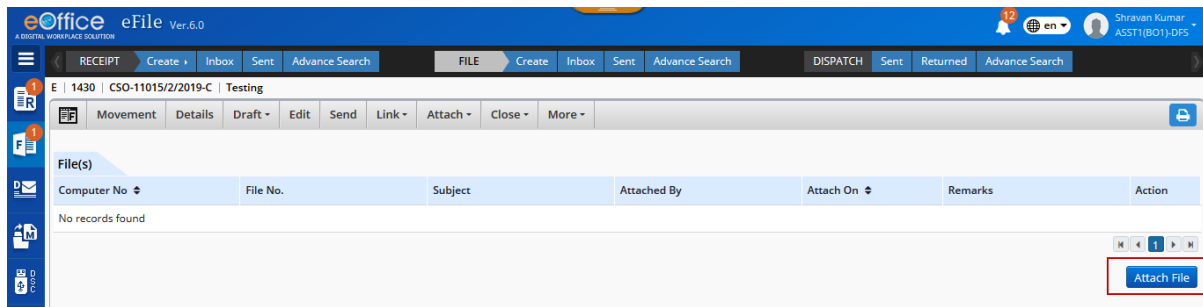

Actions that cab be performed –

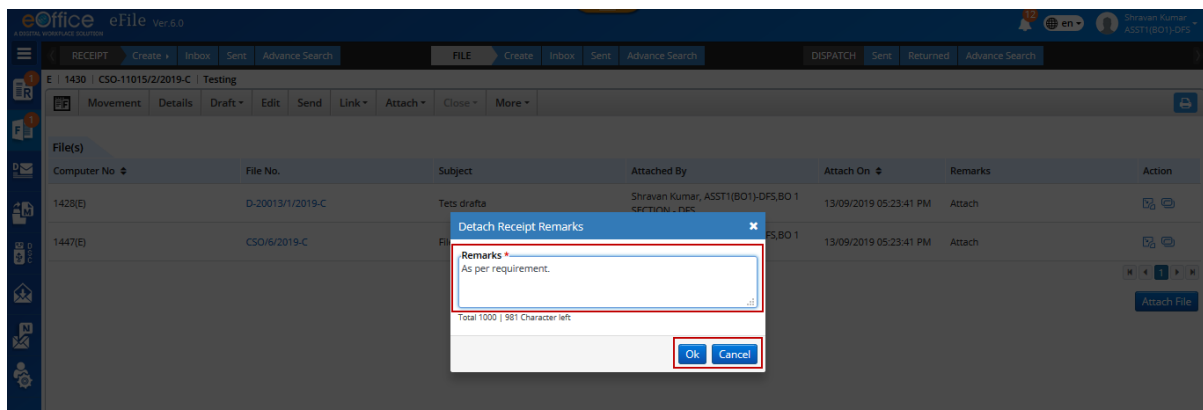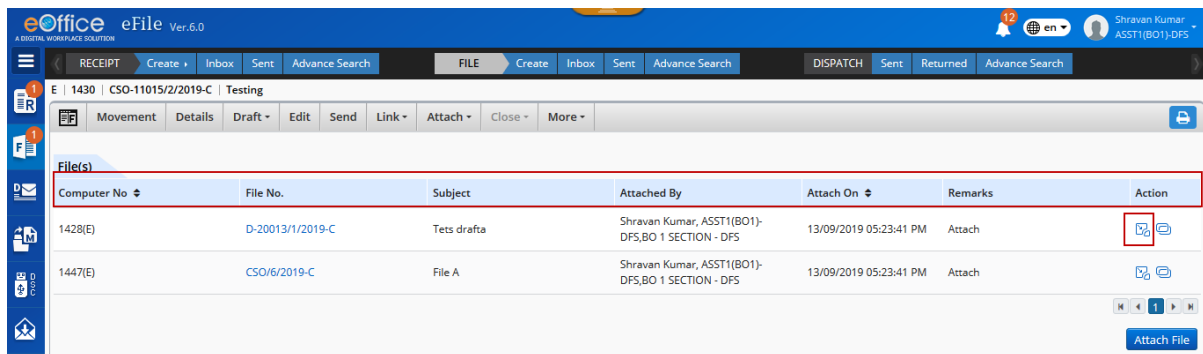### a. Attach or Detach Files/Receipt

(Files→Create New→Click 'Attach'→Click 'Attach'→Choose file/receipt→Click 'Attach')

To detach…

To attach another file…

b. Edit the details on the cover-page of the file

(Files→Create New→Click 'Edit'→Modify the details except the File number→Click 'Save')

c. Send

(Files→Create New→Click 'Send'→Enter 'To'→Click 'Send')

d. Add Green Note

(Files→Create New→Click 'Add Green Note'→Type the Noting→Click 'Save'(For Details Refer Process 6))

e. Add Yellow Note

(Files→Create New→Click 'Add Yellow Note'→Type the Noting→Click 'Save'(For Details Refer Process 6))

f. Attach Correspondences

(Files→Create New→Click 'Correspondences'→Click 'Attach'→Choose a receipt→Click 'Attach')

g. Drafting a fresh letter/Reply

(Files→Create New→Click 'Draft'→Select 'Create new Draft'→Click 'New/Fresh' or 'Reply'→Enter details→Type a letter→Click 'Save'(For Details Refer Process 7))
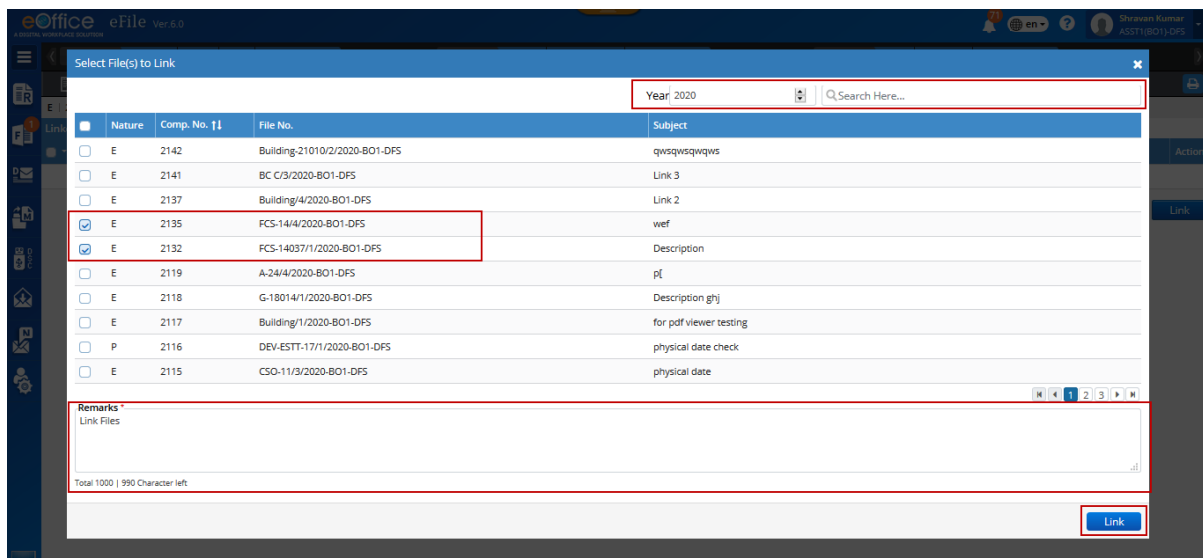
h. References

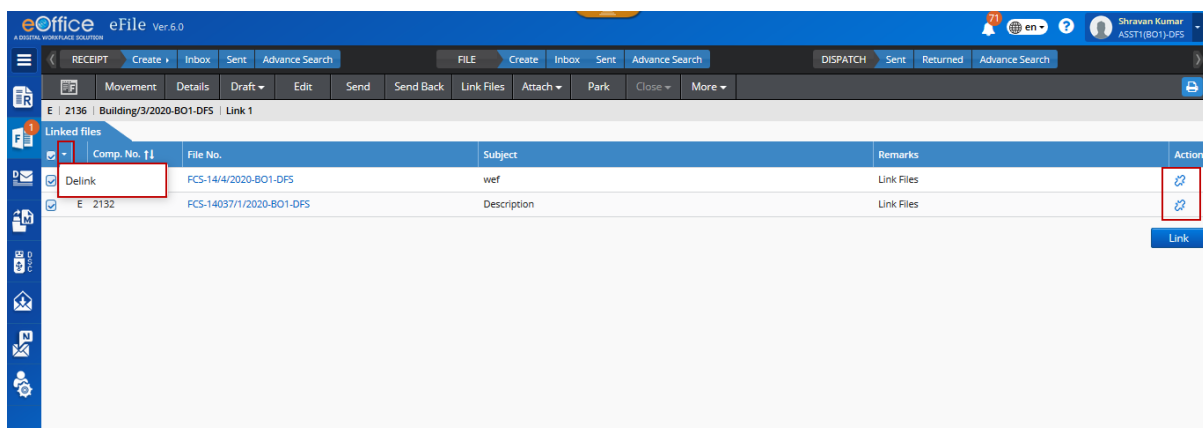(Files→Create New→Click 'References'→Local references→Click 'Browse'→Choose a document→Click 'Attach')
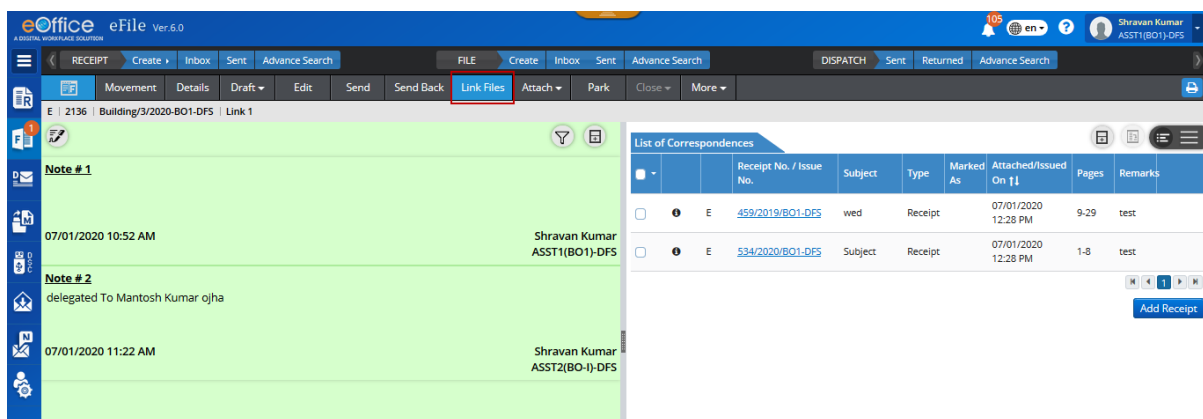
i. Link or Delink files/receipt

(Files→Create New→Click 'Link File'→Click 'Attach'→Choose file/receipt→Click 'Attach')
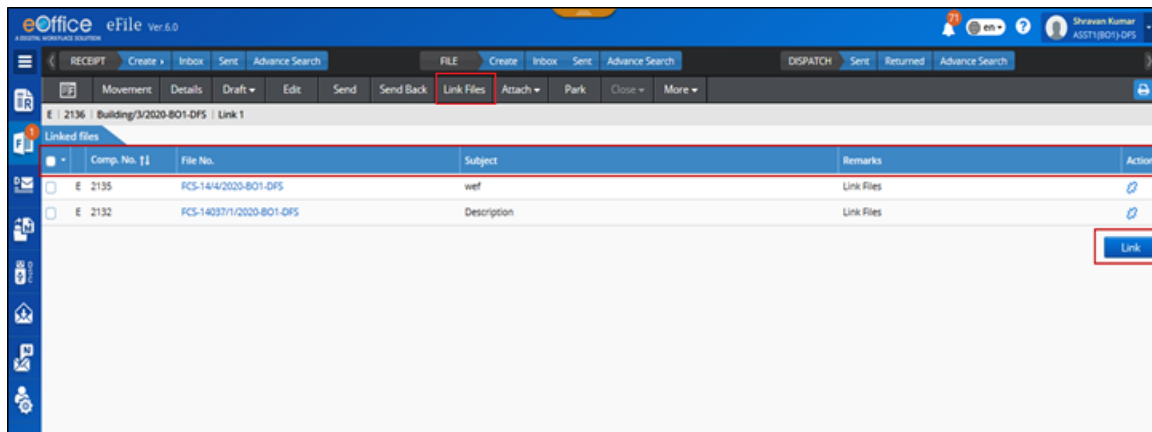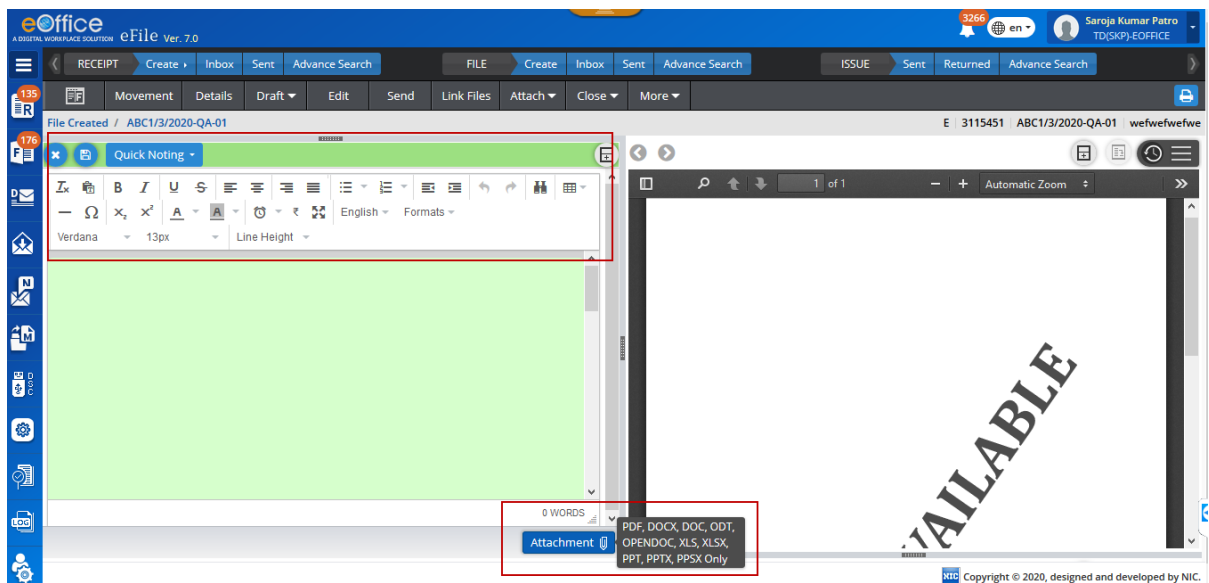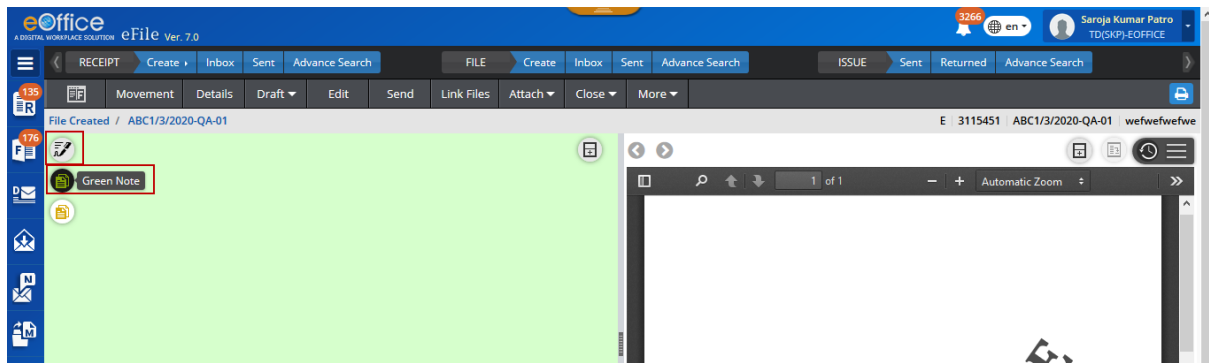
To delink…

6. Process for Noting

(Go to Files→Create New/ Completed/Inbox→Click File number)

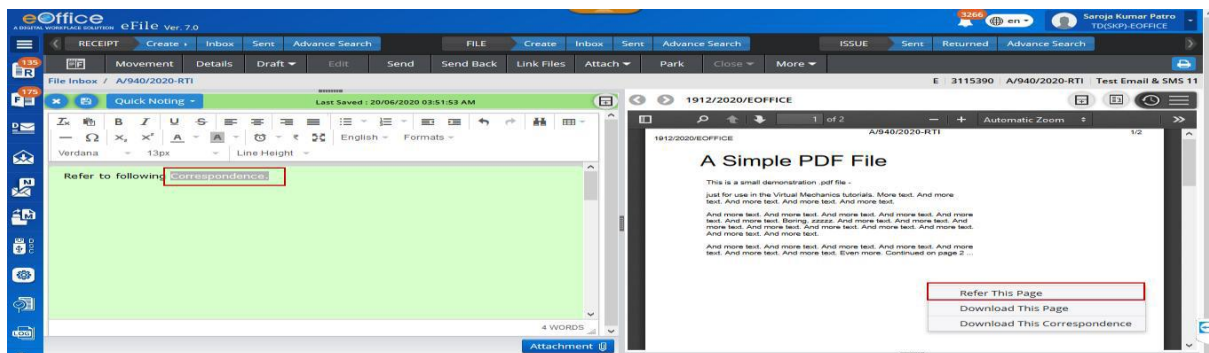---To Add a Green Note (Not editable)---

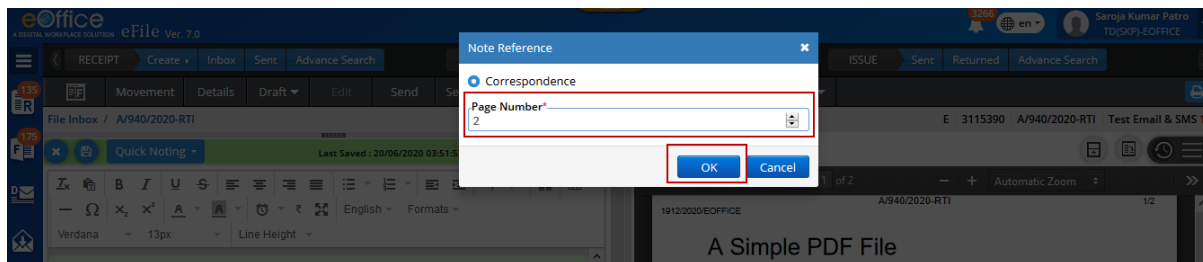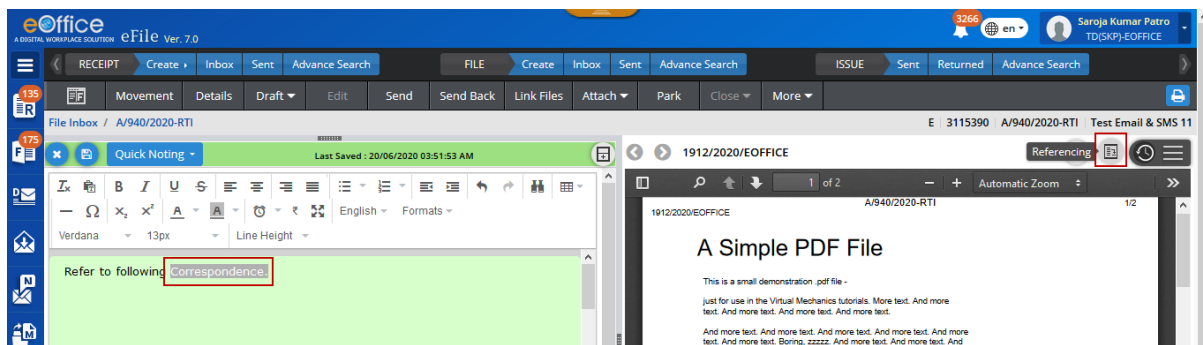(Click 'Add Green note'→Type in the green sheet→Click 'Save')

Actions that can be performed in Green Sheet-

a. Reference to Correspondence
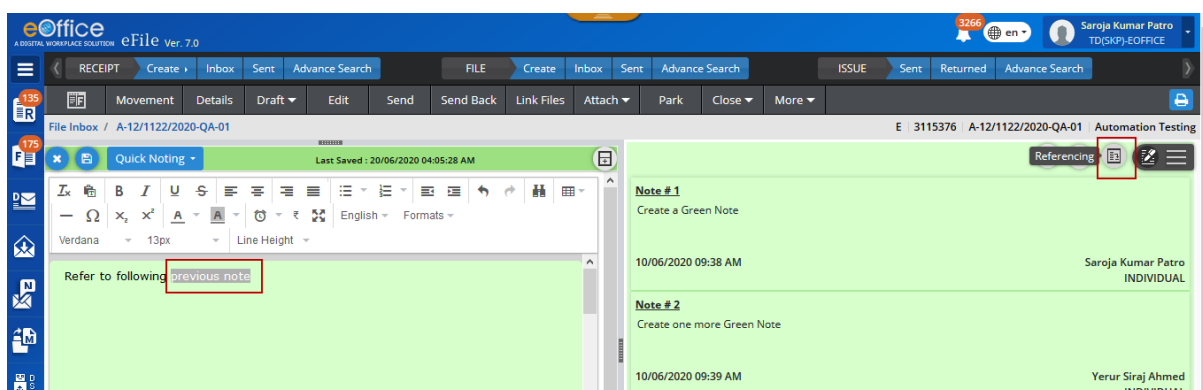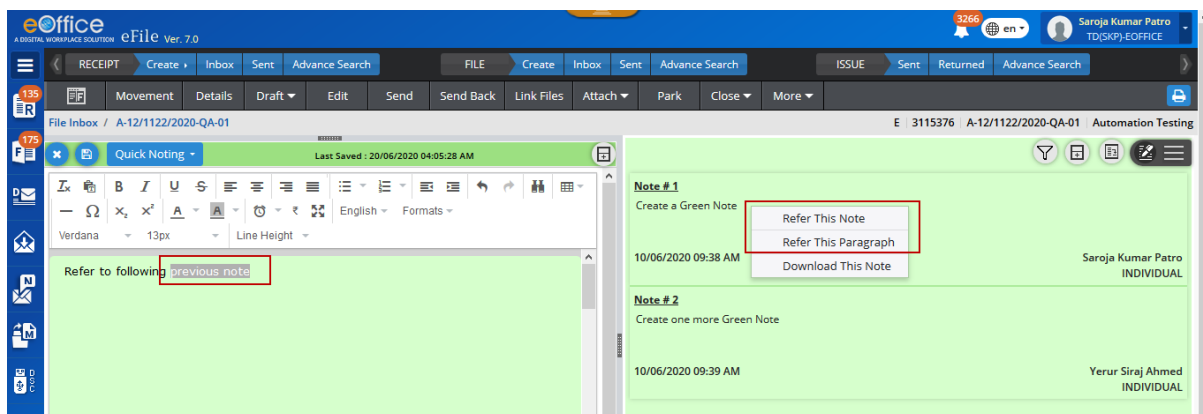
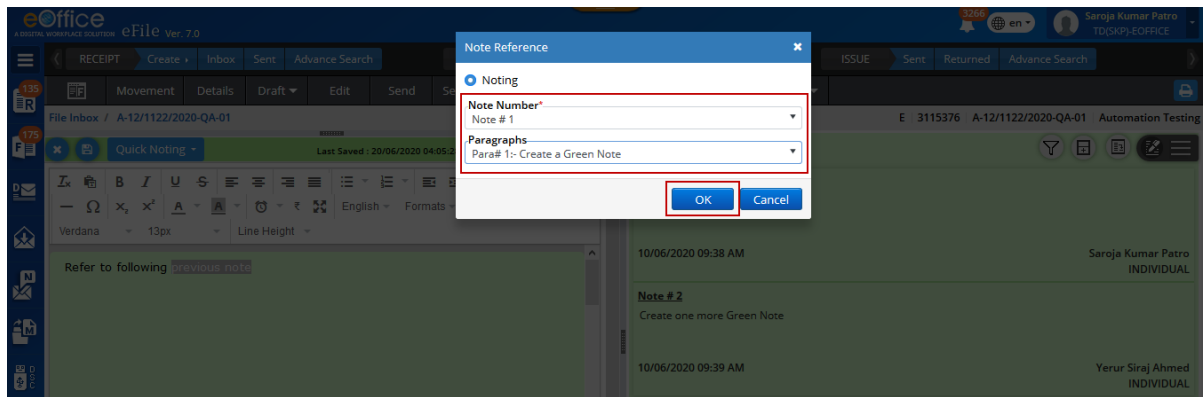(Click 'Add Green Note'→Type in the green sheet→Select text to be referred→Click the reference button→Click 'Save')
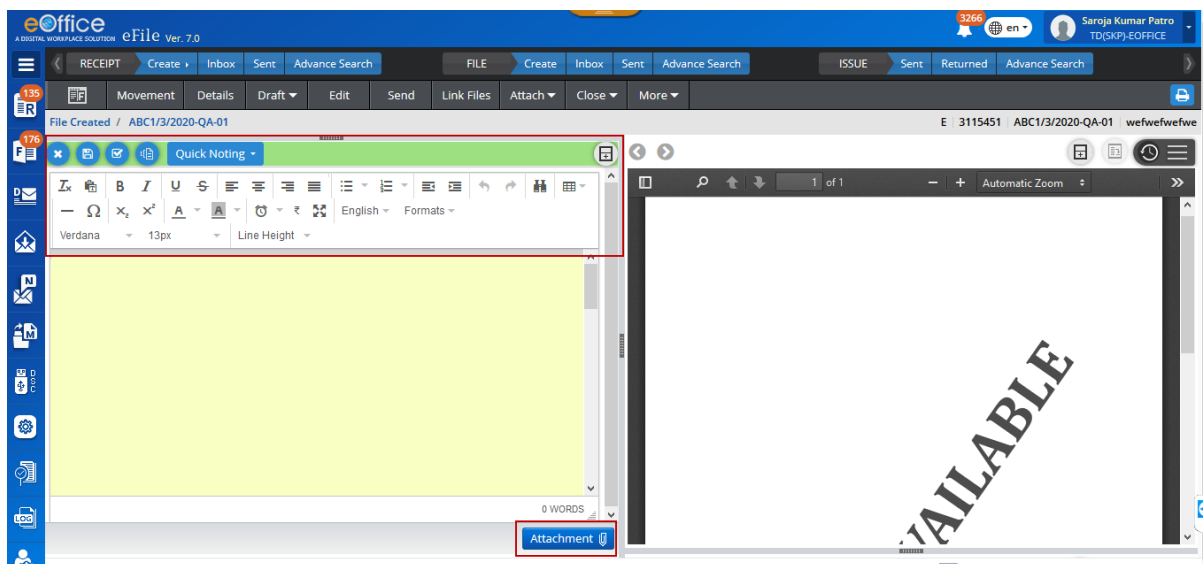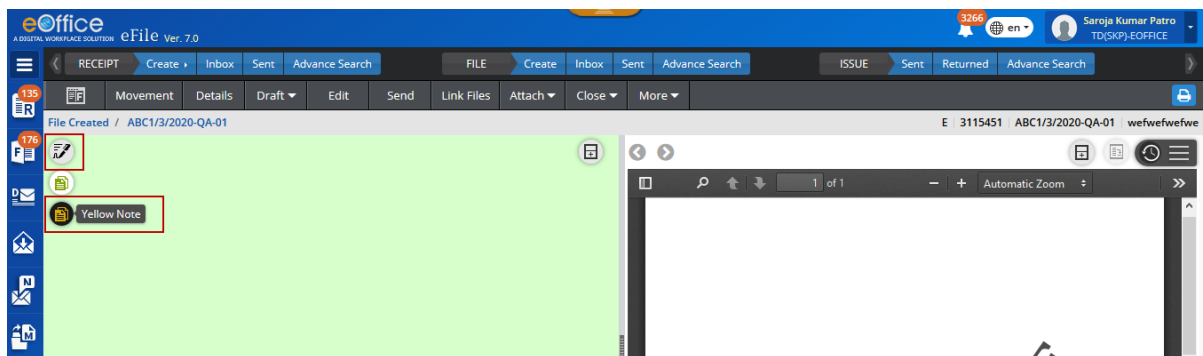
b. Reference to previous noting

(Click the file number→Click 'Previous noting'→Click paragraph button→Click 'Add Green Note'→Type in the green sheet→Select text to be referred→Click the paragraph number from the previous noting→Click 'Save')
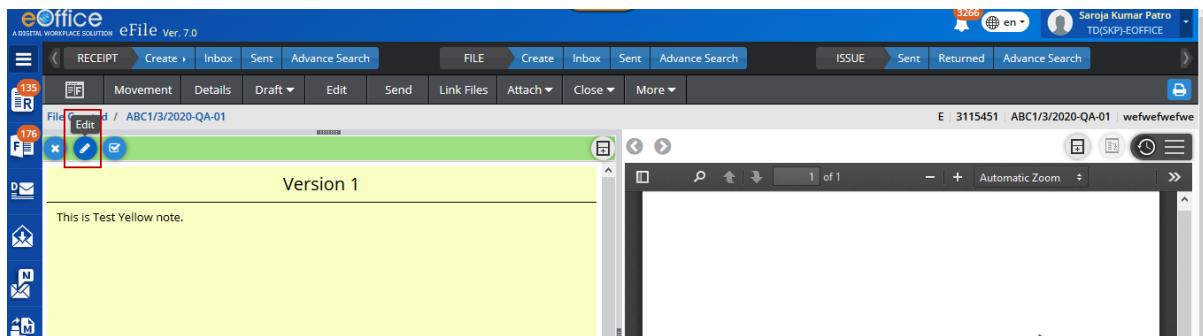
---To Add a Yellow Note(editable)---

(Click 'Add Yellow note'→Type in the yellow sheet→Click 'Save')

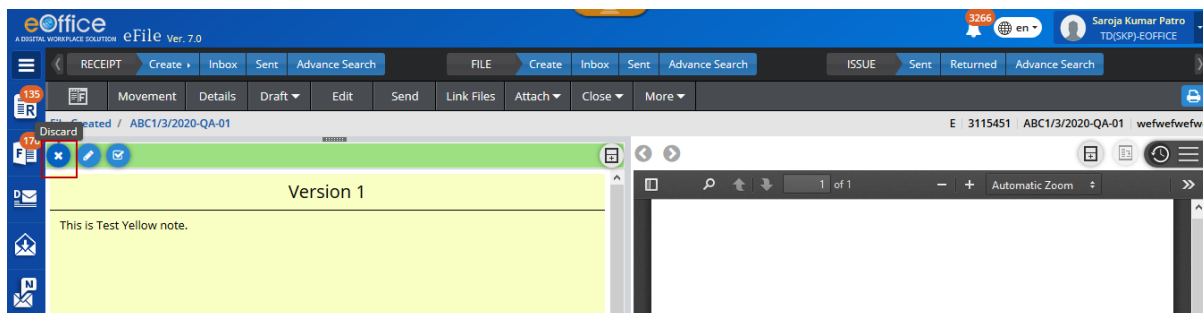Actions that can be performed in Yellow Sheet-

a. Editing text in yellow note

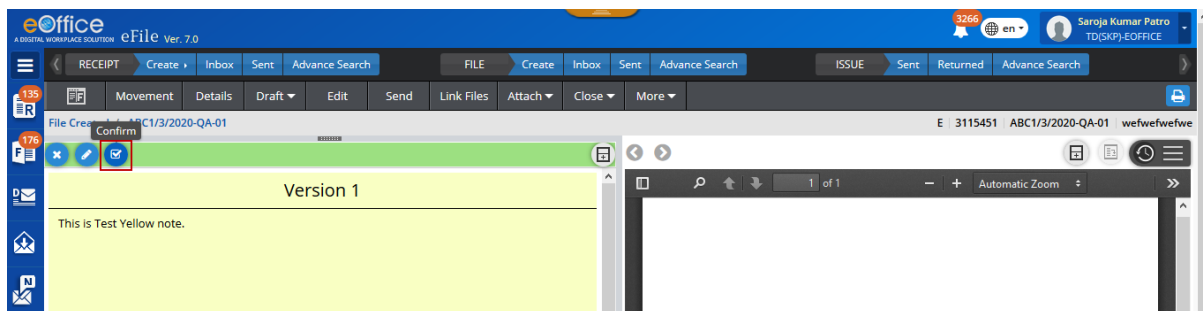(Click file number→Click 'Edit'→Click 'Save')

b. Discarding Yellow Note
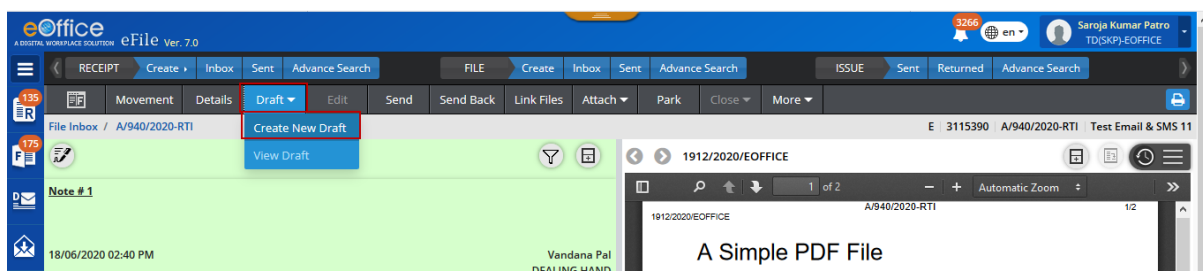
(Click the file number→Click 'Discard')

c. Confirming Yellow Note

(Click the file number→Click 'Confirm'(converted to green sheet))

7. Process for Creation, Approval and Dispatch of DFA in Files

(Go to Files→Inbox→Open selected file→Click 'Draft'→Select 'Create New Draft'→Select 'New / Fresh' or 'Reply'→Type the letter on the right side→Enter details on the left side→Upload the document (if required) →Click 'Save')

Actions that can be performed-

a. Drafting fresh letter

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'Create New Draft'→Click 'New/Fresh'→Enter details→Type a letter→Click 'Save')

b. Drafting reply

(Files→Go to 'Inbox'→Click on a file number to open the inner page

of the file→Click 'Draft'→Select 'Create New Draft'→Click 'Reply'→Browse the receipt against which the reply is to be created →Enter 'Reply' →Type a letter→Click 'Save')

c. Approval of DFA

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'View draft'→Click 'DFA number' or the 'Version of DFA'→Click 'Approve'→Click 'Send')

d. Dispatch of DFA (by Self)

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'View draft'→Click 'DFA number' with status 'Approved'→Click 'Dispatch by Self'→Select 'By Post/Mail'→Enter the necessary details→Click 'Send')

e. Dispatch of DFA (By DND/CRU)

(Files→Go to 'Inbox'→Click on a file number to open the inner page of the file→Click 'Draft'→Select 'View draft'→Click 'DFA number' with status 'Approved'→Click 'Dispatch by DND'→Select 'DND user' and 'Delivery Mode'→Enter 'Remarks'→Click 'OK')

8. Process for Sending of Issual against a standalone Receipt

(Go to FMS→Receipt→Dispatch)

---Dispatching a DFA against a Receipt---

(Receipts→Go to 'Inbox'→Select the receipt→Click 'Dispatch'→Select 'Reply' or 'New/Fresh' →Enter type and nature of reply→Enter the mandatory details (Name and Address) →Attach any document (if required) →Click 'Dispatch by Self')

Actions that can be performed-

I. Print envelope

(Files→Go to 'Dispatch'→Click 'Sent'→Select a dispatched letter→Click 'Print Envelope'→Save and take a printout)

b. Returned--

I. Receive

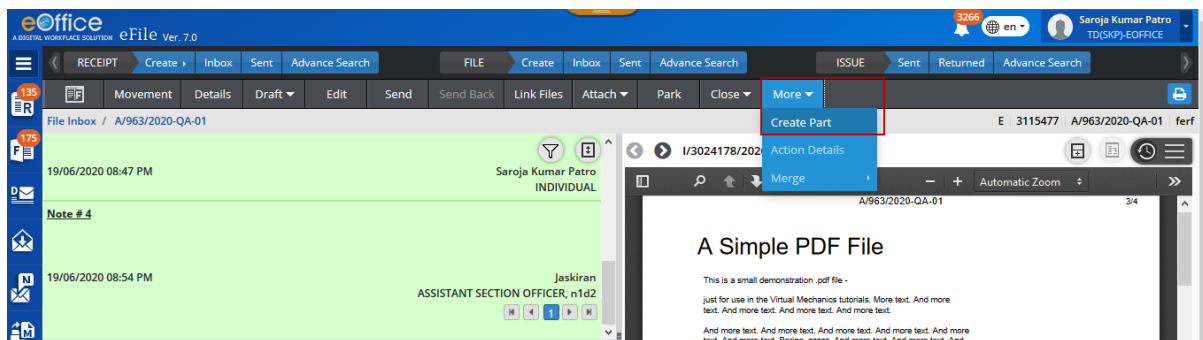(Select a particular Receipt→Click 'Receive')

II. Resend

(Select a particular Receipt (with complete details and attachments) →Click 'Resend')

9. Process for Creation of Part files

(Go to Files→Click 'Create Part'→Browse the existing file number and the details related to the original file gets auto-populated→Click 'Create Part'→Work on Part File(Refer Processes 5, 6 and 7))
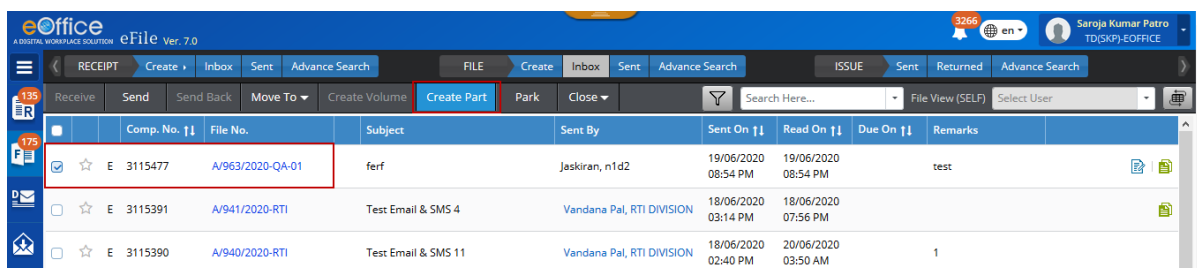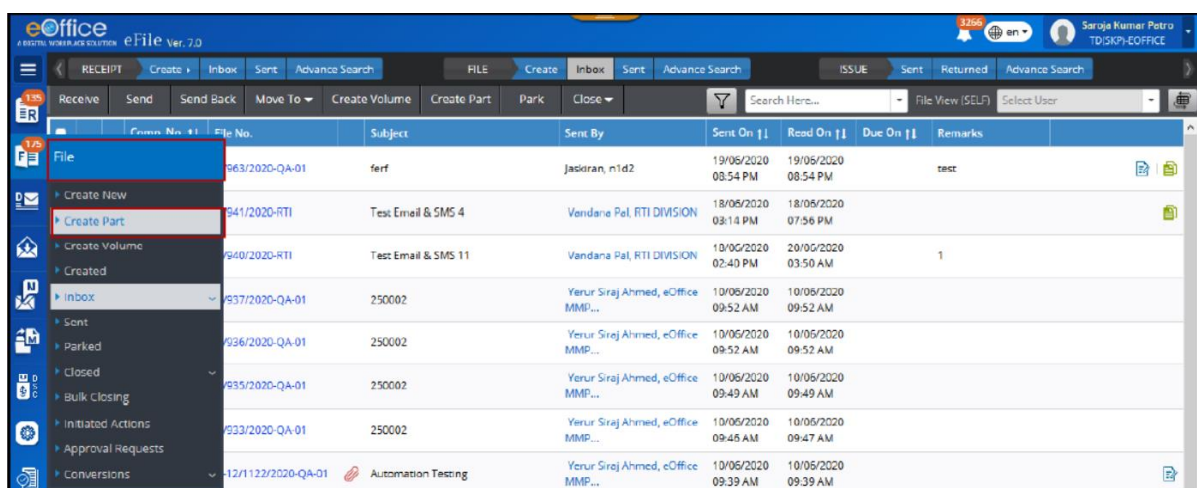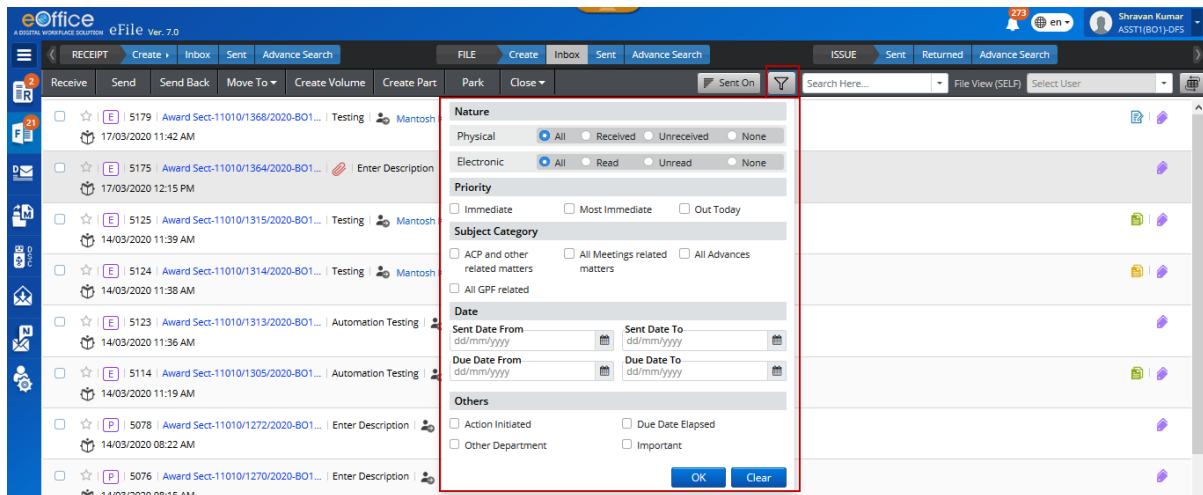
10. Process for Pull Up

(Files/Receipts→Go to 'Inbox'→Select the name of the user from the 'Hierarchical View'→Files present in the Inbox of the user is displayed→Select the file/receipt→Click 'Pull Up')
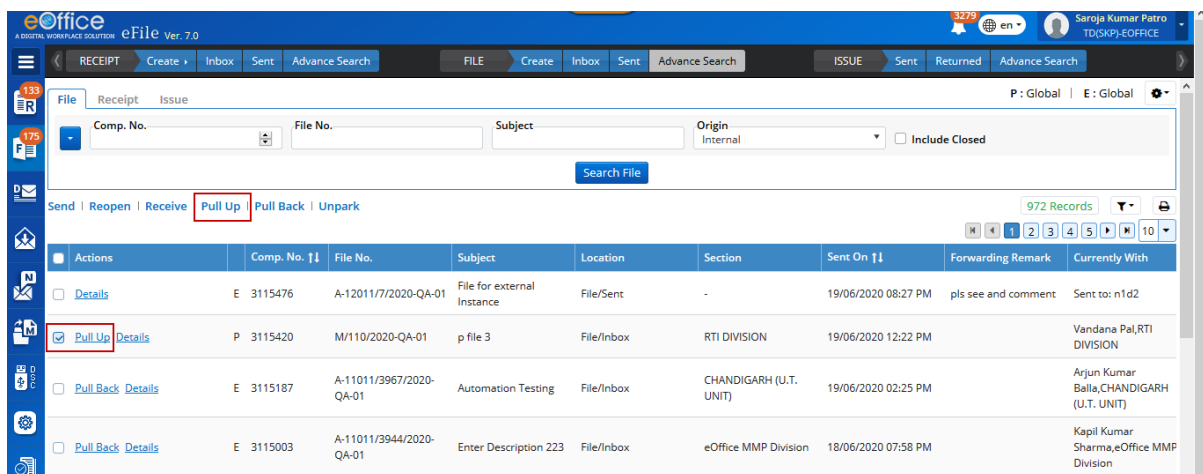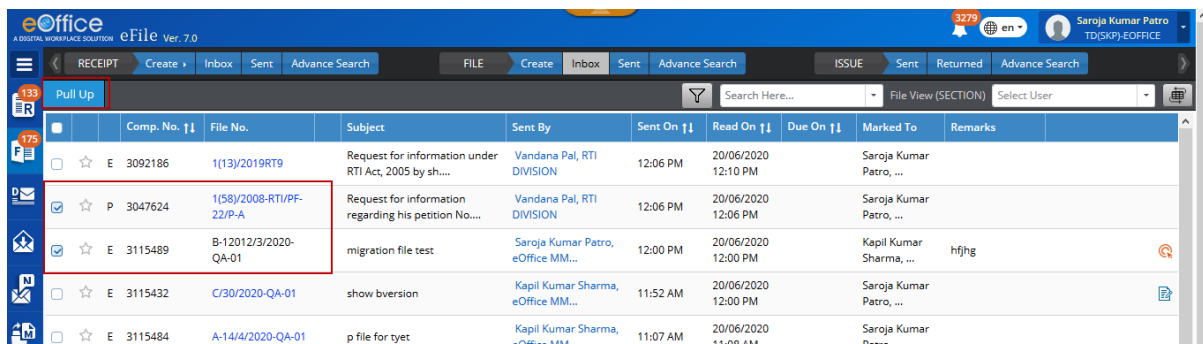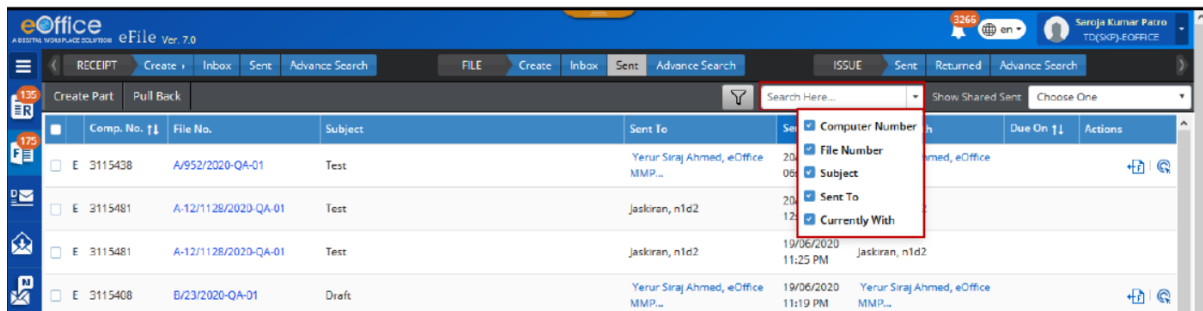

11. Process for Search

---Apply filter if searching directly(optional)---

I. Normal Search

(Files→Go to 'Inbox/sent/all'→Click a file number to open it→Enter the text to be searched in the space provided at the right top of the noting page)

II. Advance search

(Go to FMS→Click the down arrow of the 'Search' textbox→Select the location of the text to be searched→Click the 'Search' symbol

or

Go to FMS→Enter the text/keyword (to be searched) in the 'Search' textbox→Click the 'Search' symbol)

12. Process for Reopening of a Receipt/File

(Search the file using advanced search option/Go to closed file→select the file→Reopen)

13. Process for using DSC in e-Office

  1. install latest version of java in the system

  2. visit eoffice.gov.in→go to downloads→choose Digital service signer from the menu→download 7.2.0 windows/mac software→install it→plug the dsc→verify the certificate→Ready to use it)