

Mon May 18 12:43:01 IST 2020



Mission Mode Project (eOffice MMP)

STEP - 1

Login ID
Password  Login

login with your details



All complaints/queries related to eOffice should be registered through our 24x7 NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free: 1800-111-555

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STEP -2



HOME



DIRECTORY



CONTACT



EMPLOYEE SERVICES



QUICK LINKS

Quote of the week To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

- eFile
- KMS
- Leave
- Tour
- NIC mail
- Calendar
- Gallery
- eConnect

eOffice Services

- File Management System
- eFile MIS Reports
- Knowledge Management System
- Employee Master Detail
- Master Data Management
- Leave Management System
- Leave MIS Reports
- Tour Management System
- Record Management System

Other Services

- Finance Services
- Download Forms
- Training

Notice Board Latest SECTION 1 Notice Board

- testing
- Formal Communication
- Eoffice
- Local Admin Manual
- KMS Usermanual
- corona virus update

Click on this Menu

आज का शब्द

Amended Draft - संशोधित मसौदा, संशोधित प्रारूप

News

- 169 passengers being evacuated from Dhaka to Kolkata
- Two flights will be operated to bring back 300 stranded Indian nationals from Male, Maldives

EVENTS

No Event Available

1. Click on Browse & Diarise

1 / 2

A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2 ...

Upload File

2. Upload Docs e.g. PUC, Annexure or any other

STEP - 3

3. Fill Up These Details

Diary Details

Sender Type	Choose one	Delivery Mode*	Email
Mode Number		Language	English
Letter Ref. No		Correspondence Type*	Letter
File Number		Received Date*	18/05/2020 17
Diary Date	18/05/2020	Letter Date	17
VIP	Choose one	VIP Name	Choose one

Contact Details Add to Address Book

Ministry	Choose one		
Department	Choose one		
Name*	Sample Name	Designation*	Sample Designaion
Organization			
Address 1 *	Sample Address		
Address 2			
Country	INDIA	State	Andaman & Nicobar Is
City		Pincode	
Mobile		Landline	
Fax		Email	

Category & Subject

Main Category*	Choose one
Sub Category	Choose One
Subject*	
Enclosures	

* Enclosure/Remarks will not be changed after movement

Customize Acknowledgement

4. And Generate

Generate Generate & Send



STEP - 4

Send Put in a File Copy Dispatch Details Movements Edit Attach File Attach Receipt Generate Acknowledgement

- Receipts
 - Browse & Diarise
 - Physical
 - Electronic
 - Inbox (16)
 - teat
 - Test Diary Folder
 - Email Diarisation
 - Created
 - Sent
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By others(All)
 - Acknowledgement
 - Created
 - Sent
 - Recycle Bin
 - Initiated Action
- Files
- Migrate File
- Dispatch

Click on this Menu

A Simple PDF File

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just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2 ...

Receipt Details

Receipt No :	46722/2020/SEC 2	File No :	
From :	Sample Name	Designation :	Sample Designaion
Main Category :	ACR related matters	Sub Category :	
Address :	Sample Address	Sent Date :	
Letter Ref. No :		Letter Date :	
Subject :	Sample	Enclosures :	-
Delivery Mode :	Email	Sender Type :	

Movement Details

Sent By	Sent On	Sent To	Action	Remarks
<<<	<	>	>>>	

STEP - 5

Send | Put in a File | Copy | Dispatch | Details | Movements | Edit | Attach File | Attach Receipt | Generate Acknowledgement

- Receipts
 - Browse & Diarise
 - Physical
 - Electronic
 - Inbox (16)
 - teat
 - Test Diary Folder
 - Email Diarisation
 - Created
 - Sent
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By others(All)
 - Acknowledgement
 - Created
 - Sent
 - Recycle Bin
 - Initiated Action
- Files
- Migrate File

A Simple PDF File

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And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2 ...

Click on Non SFS if you want to create new file or select from previous files

File No :
 Designation : Sample Designaion
 Sub Category :
 Sent Date : -
 Letter Date :
 Enclosures : -
 Sender Type :

Search Files for Attach

Year 2020 Search []

Create File

	Computer Number	File Number	Subject
<input type="radio"/>	E 47645	222-02006/1/2020-SECTION 2-TRG	abcbbb
<input type="radio"/>	E 47648	10-12013(14)/2/2020-SECTION 2-TRG	gfgfgdgd
<input type="radio"/>	E 47653	10-12013(14)/3/2020-SECTION 2-TRG	Deputing CRPs to Punjab and Haryana states to form...
<input type="radio"/>	E 47773	01-11020(13)/5/2020-SECTION 2-TRG	test again
<input type="radio"/>	E 47841	01-11020/9/2020-SECTION 2-TRG	billing

Non SFS

Attach

<< < 1 2 3 4 5 > >>

STEP - 6

- ▶ Email Diarisation
- ▶ Created
- ▶ Sent
- ▶ Closed
- By Me
- By Others (Hierarchy)
- By others(All)
- ▶ Acknowledgement
- Created
- Sent
- ▶ Recycle Bin
- ▶ Initiated Action
- Files (+)
- Migrate File (+)
- Dispatch (+)
- DSC (+)
- Settings (+)
- Notification (+)
- Ext Department (+)
- Audit (+)

This is a small demonstration .pdf file -
 just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text.
 And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page...

Electronic File(Non SFS)

Govt. of India
NIC
TRG II
SECTION 2

File No.* 21: 21: 22 Ch: 2020 SECTION 2

Subject

Description* Sample File

Category Main Choose one
Sub Choose One

Other Details

Language English

Remarks

Previous Reference Later Reference

Continue Working >

File Up these details & Click on Continue Working

Enclosures: -
Sender Type :

er	Subject
/2020-TRG	abcbbb
)/2/2020-TRG	gfgfgfdgfd
)/3/2020-TRG	Deputing CRPs to Punjab and Haryana states to form...
)/5/2020-TRG	test again
2020-TRG	billing

<< < 1 2 3 4 5 > >>

Attach

STEP - 7



- Receipts
 - Browse & Diarise
 - Physical
 - Electronic
 - Inbox (16)
 - teat
 - Test Diary Folder
 - Email Diarisation
 - Created
 - Sent
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By others(All)
 - Acknowledgement
 - Created
 - Sent
 - Recycle Bin
 - Initiated Action
- Files
- Migrate File
- Dispatch

Send | Put in a File | Copy | Dispatch | Details | Move | Edit | Attach File | Attach Receipt | Generate Acknowledgement

A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2.

Alert

Receipt is inserted in the newly created file -2127-2129022/20/2020-SECTION 2-TRG II

OK



Now Click on 'ok'

Electronic File(Non SF)

Govt. of India

NIC

TRG II

SECTION 2

File No.* 21: 21: 22 Ch: 2020 SECTION 2

Subject

Description* Sample File

Category Main Choose one

Sub Choose One

Other Details

File No :
 Designation : Sample Designaion
 Sub Category :
 Sent Date : -
 Letter Date :
 Enclosures: -
 Sender Type :

Create File

er	Subject
/2020-TRG	abcbbb
4)/2/2020-TRG	gfgfgfdgfd
4)/3/2020-TRG	Deputing CRPs to Punjab and Haryana states to form...
4)/5/2020-TRG	test again
2020-TRG	billing

Attach

STEP - 8



- Receipts
- Files
 - Inbox (55)
 - 678
 - ankur
 - ghgh
 - NHPC
 - Test Folder
 - Submitted Files for Closing Approval
 - Created
 - Completed
 - Parked
 - Bulk Closing
 - Closed
 - By Me
 - By Others (Hierarchy)
 - By Others (All)
 - Submitted Files for Reopening Approval
 - RMS Inbox
 - Sent
 - Conversions

Date Range : 25/03/2017 To 18/05/2020

Send View Create Volume Hierarchical View My Files

Computer No	File Number	Subject	Subject Category	Created On	Remarks
E 49745	2127-2129022/20/2020-SECTION 2-TRG II	Sample File	-	18/05/20 01:44 PM	-
E 49669	HSTES235	Regarding admission	File	13/05/20 10:29 AM	submitted for approval please.
P 49667	HSTES	Regarding admisison	File	13/05/20 10:16 AM	submitted for approval please.
E 49581	tsg-12011/7/2020-SECTION 2-TRG II	Training on 9th May	General	09/05/20 12:02 PM	-
P 49555	Acrrrelated	ACR File	-	07/05/20 03:04 PM	-
E 49553	222-06003/21/2020-SECTION 2-TRG II	ACR File	Finance	07/05/20 03:01 PM	urgent
E 49545	01-11020/97/2020-SECTION 2-TRG II	This is a small demo file	-	07/05/20 11:06 AM	-
P 49533	01-11020(13)/125/2020-SECTION 2-TRG II	certificates	Finance	06/05/20 02:31 PM	for necessary action
E 49472					
P 49291					
E 49176					
E 49175					
P 48963	10-12013/40/2020-SECTION 2-TRG II	For demo	-	05/03/20 04:16 PM	-
E 48923	10-12013(14)/64/2020-SECTION 2-TRG II	test file	Port Development	05/03/20 11:16 AM	-

2. Now click here

1.

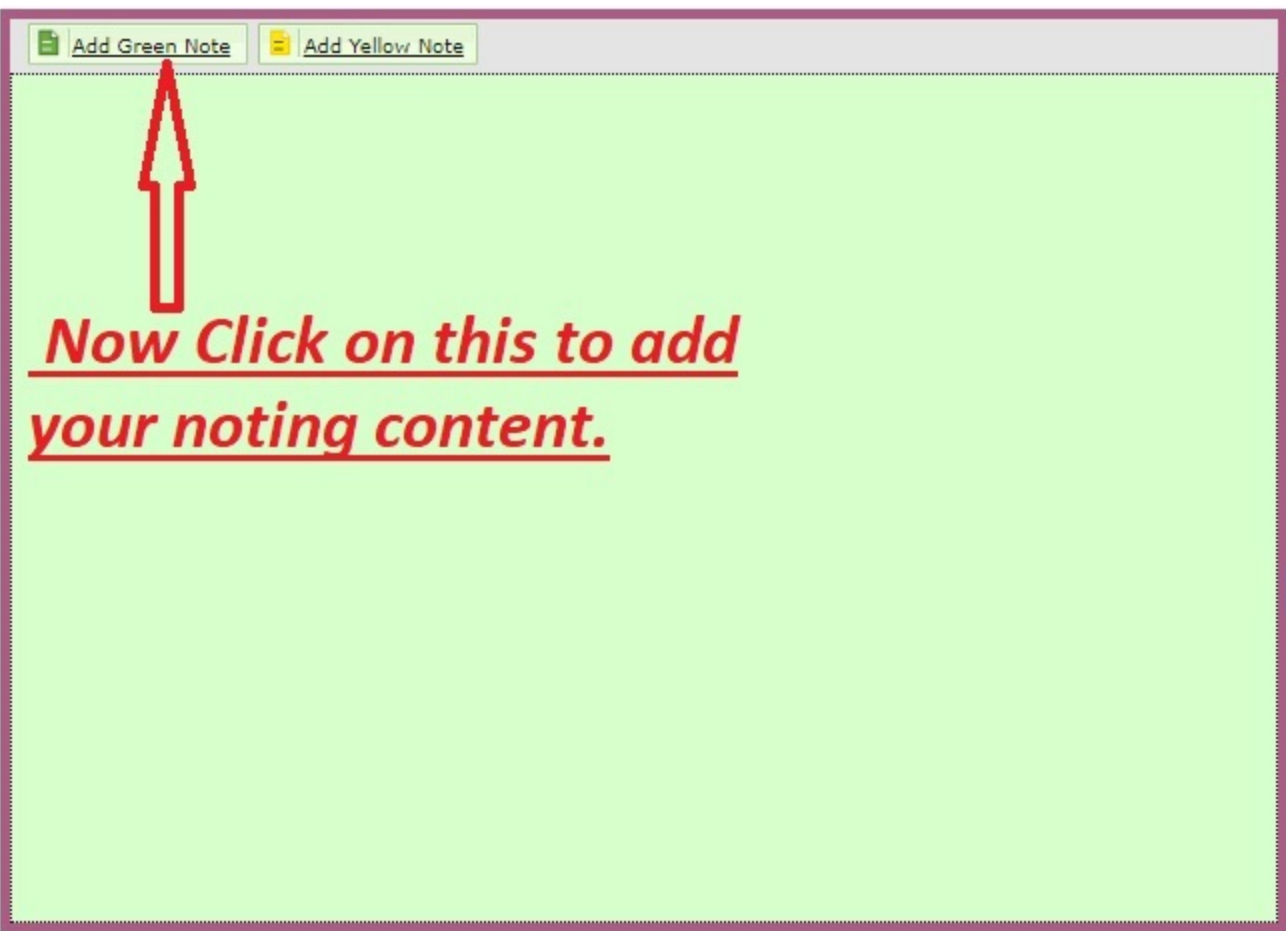
Now click on this menu & you will find your newly created file here.

LEGEND >

- Priority: Out Today, Most Immediate, Immediate
- Yellow Note, External Files
- Subject Category: ACR, Right To Information, Court Cases, Parliament Matters
- Action Initiated, Other Department, Files with Draft, Draft Note

STEP - 9

Add Green Note Add Yellow Note



Now Click on this to add your noting content.

ToC Recent All

List of Correspondences and Issues

Choose One

	Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
<input type="checkbox"/>	46722/2020/SEC 2	Sample	PUC1	18/05/20 01:44 PM	1-2	Reopen

Attach

STEP - 10



eFile Version 5.6

Search [] Advanced [?] [] []

Computer No: 49745 File No: 2127-2129022/20/2020-SECTION 2-TRG II Subject: Sample File

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

Quick View

Quick Noting [] []
Create New Draft
View Draft

2. If you want to add a draft then click here

Last Saved 18-05-2020 01:56:00 PM

Font Sizes []
English [] ₹ []

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s , when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum .



1. Type your content here.

List of Correspondences and Issues

Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
46722/2020/SEC 2	Sample	PUC1	18/05/20 01:44 PM	1-2	Reopen

Attach

STEP - 11

New Draft Page Size **A4** Choose from Template(s) or Upload File (max 20 mb)

Last Saved 18-05-2020 02:00:26 PM

Formats Line Height Paragraph Verdana 11pt

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.

1. Add draft content here.

2. Fill up draft details & Click on 'save'.

Draft Details

Draft Type* Language*

Draft Nature* Prefix

Subject*
Total 1000 | 989 characters left.

Communication Details

Ministry

Department

Name* Designation*

Organization

Address 1*

Address 2

Country State

City Pincode

Mobile Landline

Fax Email

Attachments

Note : Use following # tags for draft creation

#ApprovedBy# for Approver Info #ApprovedByName# for Approver Name
 #ApprovedByDesignation# for Approver Designation #ApprovedBySectionName# for Approver Section Name
 #ApprovedByPost# for Approver Post #ApprovedByEmail# for Approver Email
 #ApprovedDate# for Date of Approval #DocumentNumber# for Document Number

STEP - 12



Draft No. : DFA/25308 - V 1.0 Draft Status : DFA

Preview Approve Edit

2. Now click on send.

<p style="line-height: normal; margin: 1px;">There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.</p>

Draft Details

Draft Type* Language*

Draft Nature* Prefix

Subject*

Total 1000 | 989 characters left.

Communication Details

Attachments [Attach File](#)

Note : Use following # tags for draft creation

#ApprovedBy# for Approver Info	#ApprovedByName# for Approver Name
#ApprovedByDesignation# for Approver Designation	#ApprovedBySectionName# for Approver Section Name
#ApprovedByPost# for Approver Post	#ApprovedByEmail# for Approver Email
#ApprovedDate# for Date of Approval	#DocumentNumber# for Document Number

Preview Approve Edit

1. Now you will get this screen.

Organization : TRG II

All Reporting Officer Sub-ordinates In Channel Preferred List

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

1. Now type here the name to whom you want to send the file.

To: SO7

SO7--SO(SO7)- SECTION 2--SECTION 2

Set Due Date

Action

Priority

Remarks

	Subject	Note(Chars)
20/2020-SECTION 2...	Sample File	1326

allowed characters- 1000000 Total(Formatting included) :1326

2. Click on 'Send'.

eSign and Send Send

STEP - 14

- Receipts
- Files
 - Inbox (55)
 - 678
 - ankur
 - ghgh
 - NHPC
 - Test Folder
 - Submitted Files for Closing Approval
 - Created
 - Completed
 - Parked
 - 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)
 - Create Part

Date Range : 25/03/2017 To 18/05/2020

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On	
E 49745	2127-2129022/20/2020-SECTION 2-TRG II	Sample File	SO7,SEC 2	18/05/20 02:14 PM	SO7,SECTION 2	-	Initiate Action
E 49737	10-12013(14V116/2020-SECTION 2-TRG II	Regarding E.L.	SO5,SEC 1	18/05/20 11:48 AM	SO6,SECTION 2	-	Initiate Action
E 49730	01-11020/129/2020-SECTION 2-TRG II		SEC 2	17/05/20 11:50 AM	SO6,SECTION 2	-	Initiate Action
E 49730	01-11020/129/2020-SECTION 2-TRG II		SEC 2	17/05/20 11:44 AM	SO6,SECTION 2	-	Initiate Action
E 49730	01-11020/129/2020-SECTION 2-TRG II		SEC 2	17/05/20 11:38 AM	SO6,SECTION 2	-	Initiate Action
E 49724	01-11020/128/2020-SECTION 2-TRG II		SEC 2	16/05/20 12:16 PM	SO6,SECTION 2	-	Initiate Action
E 49724	01-11020/128/2020-SECTION 2-TRG II		SEC 2	16/05/20 12:11 PM	SO6,SECTION 2	-	Initiate Action
E 49724	01-11020/128/2020-SECTION 2-TRG II	Regarding Demo Receipts for Taining Purposes	SO7,SEC 2	16/05/20 11:56 AM	SO6,SECTION 2	-	Initiate Action
E 49723	01-11020/127/2020-SECTION 2-TRG II	Regarding ACR for Year 2017-2018	SO7,SEC 2	16/05/20 11:38 AM	SO6,SECTION 2	-	Initiate Action
E 49723	01-11020/127/2020-SECTION 2-TRG II	Regarding ACR for Year 2017-2018	SO7,SEC 2	16/05/20 11:32 AM	SO6,SECTION 2	-	Initiate Action
E 49723	01-11020/127/2020-SECTION 2-TRG II	Regarding ACR for Year 2017-2018	SO7,SEC 2	16/05/20 11:25 AM	SO6,SECTION 2	-	Initiate Action
E 49691	01-11020/125/2020-SECTION 2-TRG II	Regarding ACR for year 2017-2018	SO7,SEC 2	14/05/20 12:38 PM	SO6,SECTION 2	-	Initiate Action
E 49691	01-11020/125/2020-SECTION 2-TRG II	Regarding ACR for year 2017-2018	SO7,SEC 2	14/05/20 12:21 PM	SO6,SECTION 2	-	Initiate Action
E 49686	01-11020/123/2020-SECTION 2-TRG II	Regarding ACR for 2018-2019	SO7,SEC 2	14/05/20 11:40 AM	SO6,SECTION 2	-	Initiate Action
F 49686	01-11020/123/2020-SECTION 2-TRG II	Regarding ACR for 2018-2019	SO7,SEC 2	14/05/20 11:26 AM	SO6,SECTION 2	-	Initiate Action

2. Click on File Number to view the file.

1. You can check your sent file in this section.

LEGEND

- Priority: Out day, Most Immediate, Immediate
- Action Initiated
- Other Department
- Files with Draft
- Draft Note
- Yellow Note
- External Files

Subject Category

STEP - 15

Date Range : 25/03/2017 To 18/05/2020

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On	Action
E 49745	2127-2129022/20/2020-SECTION 2-TRG II	Sample P	SO7,SEC 2	18/05/20 02:14 PM	SO7,SECTION 2	-	Initiate Action
E 49737	10-12013(14V116/2020-SECTION 2-TRG II	Regarding	SO5,SEC 1	18/05/20 11:48 AM	SO6,SECTION 2	-	Initiate Action
E 49730	01-11020/129/2020-SECTION 2-TRG II	Regarding	SO7,SEC 2	17/05/20 11:50 AM	SO6,SECTION 2	-	Initiate Action
E 49730	01-11020/129/2020-SECTION 2-TRG II	Regarding	SO7,SEC 2	17/05/20 11:44 AM	SO6,SECTION 2	-	Initiate Action
E 49730	01-11020/129/2020-SECTION 2-TRG II	Regarding	SO7,SEC 2	17/05/20 11:38 AM	SO6,SECTION 2	-	Initiate Action
E 49724	01-11020/128/2020-SECTION 2-TRG II	Regarding Demo Receipts for Tair... Purposes	SO7,SEC 2	16/05/20 12:16 PM	SO6,SECTION 2	-	Initiate Action
E 49724	01-11020/128/2020-SECTION 2-TRG II	Regarding Demo Receipts for Tair... Purposes	SO7,SEC 2	16/05/20 12:11 PM	SO6,SECTION 2	-	Initiate Action
E 49724	01-11020/128/2020-SECTION 2-TRG II	Regarding Demo Receipts f...	-	-	-	-	-
E 49723	01-11020/127/2020-SECTION 2-TRG II	Regarding ACR for Year 20...	-	-	-	-	-
E 49723	01-11020/127/2020-SECTION 2-TRG II	Regarding ACR for Year 20...	-	-	-	-	-
E 49723	01-11020/127/2020-SECTION 2-TRG II	Regarding ACR for Year 20...	-	-	-	-	-
E 49691	01-11020/125/2020-SECTION 2-TRG II	Regarding ACR for year 20...	-	-	-	-	-
E 49691	01-11020/125/2020-SECTION 2-TRG II	Regarding ACR for year 20...	-	-	-	-	-
E 49686	01-11020/123/2020-SECTION 2-TRG II	Regarding ACR for 2018-2019	SO7,SEC 2	14/05/20 11:40 AM	SO6,SECTION 2	-	Initiate Action
F 49686	01-11020/123/2020-SECTION 2-TRG II	Regarding ACR for 2018-2019	SO7,SEC 2	14/05/20 11:36 AM	SO6,SECTION 2	-	Initiate Action

Alert

Reason For Pull-Back

Remarks: TEST

OK Cancel

1. You can pull back this file if receiver has not seen yet this file.

Now enter the reason & click on 'ok'.

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

STEP - 16

Computer No: 49745 File No: 2127-2129022/20/2020-SECTION 2-TRG II Subject: Sample File

Noting Correspondence Draft References Link Details Movements Edit Send Back Send Attachment



Refer Correspondence

Page No:

Ok Cancel

Enter the page no that you want to show on click Page 2 from noting.

Quick View

2. Now click on this icon.

Last Saved 18-05-2020 02:32:11 PM

Formats Line Height Paragraph Open Sans

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum. Page 2.

1. Select the text for refernce.

p » span » span Words: 93

Attach

46722/2020/SEC 2

A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. Boring, zzzzz. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more text. And more text. And more text. Even more. Continued on page 2 ...