# eOffice
# Implementation Guide

hartron

## Step 1: Initial Letter from Department / Boards / Corp. / DC Offices

**Sample Letter:**

Law & Legislative Department

To

The Assistant General Manager,
Haryana State Electronics Development Corporation (HARTRON),
Bays No. 73-76, Sector-2,
Panchkula-134109,

Memo No. 18
Dated Chandigarh, the 1/01/2020

Subject :     **Regarding implementation of e-Office.**
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Reference letter No. IT cell/CS office/ 2019, dated 23.10.2019 of the Chief

Secretary to Government, Haryana (General Administration Department), on the subject noted

above.

It is intimated   that in compliance of the directions issued vide letter under
reference, S/Sh. Pawan Kumar, Superintendent (Establishment), Arjun Kumar, Assistant and Sh.
Ravi Mehra, Clerk, Law and Legislative Department, Haryana, have been nominated as Nodal
Officer, EMD Manager and Master Trainer respectively,  for implementation of e-office project in
this department. The particulars of the officer/ officials are as under:-

| Name & Designation | Nominated as | Official Address & Telephone Number |
|---|---|---|
| Sh.Pawan Kumar, Superintendent (Establishment) Law and Legislative Department, Haryana | Nodal Officer | Room No.18, 9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh Phone No.0172-2740126, RAX No.7766 Mob. No. 9463743110. |
| Sh. Arjun Kumar, Assistant, Law and Legislative Department, Haryana | EMD Manager/ Local Admin | Room No.18, 9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh Phone No.0172-2740126, RAX No. 7763 Mob. No. 9501626424. |
| Sh. Ravi Mehra, Clerk, Law and Legislative Department, Haryana | Master Trainer | Room No.18, 9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh Phone No.0172-2740126, RAX No.7766 Mob. No. 8059950531. |

Prepared by HARTRON eOffice TEAM

**Step 2: Email ID Creation (by Name only) for all the employees dealing files.**

**Please contact these officers from NIC for email ID creation for eOffice:**

| S. No. | Contact Person from NIC | Mobile Number |
|--------|------------------------|---------------|
| 1 | **Sh. Gurpreet Lehal** | **95011-84499 94172-48589** |
| 2 | **Smt. Jaganpreet** | **97960-04697** |

**Step 3: Filling up EMD, File Heads and DSC Performa**

**EMD Template Link:** https://drive.google.com/file/d/1DKVhXO2_FzE-8bbpB-AvZZ7uWq7kxXn9/view?usp=sharing

**FILE Heads template Link:**

https://drive.google.com/file/d/1Y8QzKS9VZRUN1alxVu5NDh252K2NVND5/view?usp=sharing

**DSC Form Link:**

https://drive.google.com/file/d/19M0s6gdizzCfVRNoCupMHmfLcGK9AisU/view?usp=sharing

**Authority Letter Link:**

https://drive.google.com/file/d/1L1HZ0AqHJQfx_KaK3D7KvTb_IRfFTB0-/view?usp=sharing

**Step 4:** After Filling EMD & File Heads Performa mail it to HARTRON eOffice Team

**info.eoffice-hry@gov.in**

**Step 5:** HARTRON will schedule EMD Training for your Local Admin / EMD Supervisor

**Step 6:** After EMD Training, Your Local Admin will enroll all the employees of your Department into eOffice Application

**Step 7:** After Step 6, HARTRON will schedule an User Level Training for all the employees of the department including Master Trainers of your department.

**Step 8:** HARTRON will configure File Heads of your department in eOffice

**Step 9:** DSC Integration Training of Master Trainers

**Step 10: Go Live**

Prepared by HARTRON eOffice TEAM

# *FAQs*

**1. What is DPMU?**

Ans: Departmental Project Management Unit

| DPMU consists of: |
| --- |
| One Nodal Officer (Joint Secretary Rank or above) |
| One Local Admin/EMD Manager per 100 Users |
| One Master Trainer per 10 Employees or 1 Branch |

**2. What is DPOC?**

Ans: Divisional Point of Contact (From HARTRON Team)

He/She is responsible for the backend support of particular Division.

**3. Can we create email IDs by Designation?**

Ans: No. Only by Name, because email IDs are mapped with the mobile number of the employee. Also, DSCs are mapped with these by name email IDs.

**4. Is there any cost of email ID creation?**

Ans: Free for all the Departments of Haryana Government. But, Boards/Corps need to pay to NIC for email IDs.

**5. Can we schedule EMD Training before email ID Creation?**

Ans: No. EMD training for local admin can only be scheduled after filling up EMD Performa.

**6. Who can attend EMD Training?**

Ans: Local Admin / EMD Supervisor

**7. What are File Heads?**

Ans: File Heads describes that which section of your Department is dealing which type of file. (Reference Data is also attached in sheet).

**8. Cost of DSC?**

Ans: Free for first 2 years.