

**E-Office-Benefits and Features**

**A. Benefits of e-office are as under :-**

- i. Paperless File and Document Management System with single and standard file movement and tracking across the Government
- ii. Creates a searchable enterprise repository of documents
- iii. Easily manages security and access rights to documents
- iv. Retrieves documents through advanced search
- v. Brings transparency in the system
- vi. Improves efficiency in work procedures
- vii. Viewing of files based on roles
- viii. Facilitates Search and view file at any point in time (Based on hierarchy)
- ix. File can be retrieved anytime
- x. Prioritization of urgent files where action is required

**B. Key functionalities of e-office are:**

- i. Unified View of Data: Each application of e-Office accesses the same data, so it reduces duplication of efforts and data remain common across the instance.
- ii. Single Standards based Directory Service: NIC email ID which LDAP(Lightweight Directory Access Protocol) 3.0 service compliant is used for user authentication
- iii. Security and Access Management Role: Each application in eOffice is a role based , certain roles which can be assigned with individual user Login.  
Access of e-office is through NIC LDAP, Optionally user may log in through his/her DSCs for using eFile.
- iv. Archival of e-Records: Data remain stored in the server and made available as and when required. Retrieval is possible on the basis of metadata.
- v. Content & Document Management: In Knowledge Management System, Department can store all the legacy documents such as acts, rules, policies, other documents and archived Files/Receipts which may be useful for Employees/users of the Department.
- vi. Electronic file processing based on Central secretariat manual for e-Office procedure.
- vii. Single point diarization .
- viii. Setting due dates and reminder
- ix. Dispatch of letters

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Using e-File, user can create electronic files, add notings in the files, electronic diarization of inward letters and files create draft for approvals and attach correspondences in an easy and user-friendly way.

**C. E-Office has been implemented in following Ministries in Government of India:**

- i. Ministry of Railways
- ii. Ministry of Civil Aviation
- iii. Ministry of Panchati Raj
- iv. Ministry of Drinking Water and Sanitation
- v. Cabinet Secretariat
- vi. Department of Personnel & Training (Training Division)
- vii. Department of Information Technology (e-Governance Division)

E-office has been implemented in following department of the States.

- (i) Department of Health and IT, UT of Chandigarh
- (ii) Mantralaya , Mumbai, Maharashtra
- (iii) Spice Board, Kelala
- (iv) Kerala Secretariate
- (v) Sinddurg, Maharastra

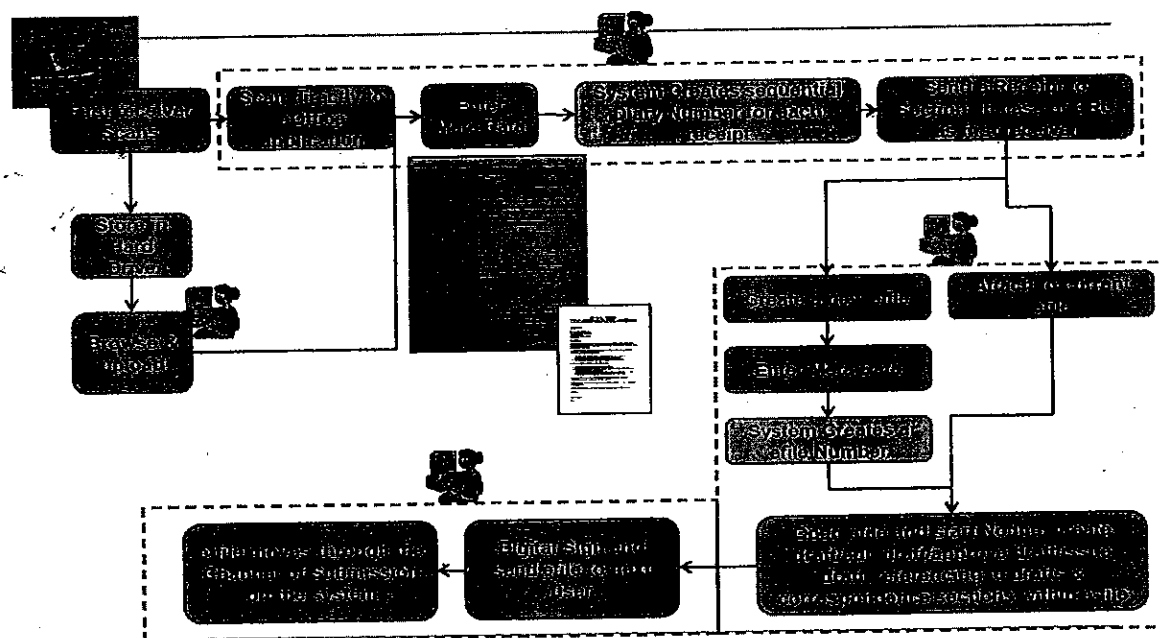
In GNCTD, Department of Information Technology, DUSIB and Delhi State Health mission have implemented e-office system of NIC in their office.

**D. Following reports can be generated through e-office:**

- i. MIS reports (Status, Pendency)
- ii. VIP References
- iii. Pending files and receipts
- iv. Time bound files and receipts
- v. Diary and File Register
- vi. Pending Cases based on time periods
- vii. Consolidated Report
- viii. Summary
- ix. Top Movements

**E. Main features of e-office are as under:**

## efile Process



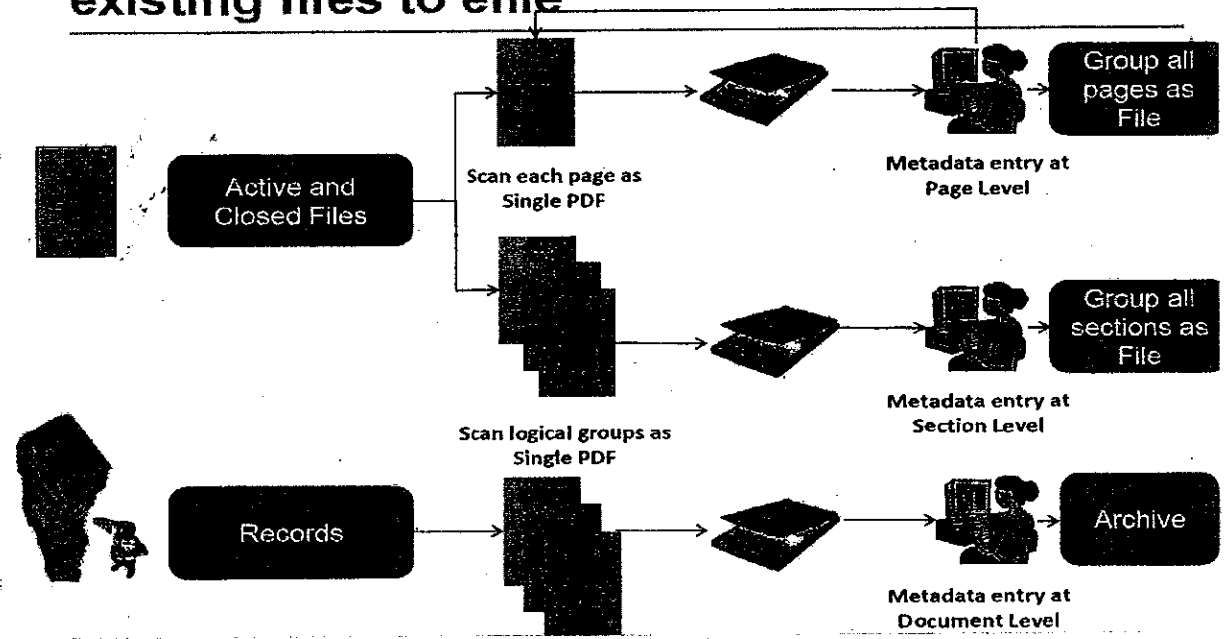
**Steps involved in the work flow of eFile are as under.**

- **Diarisation of receipt**

- Receipt received at the entry points gets scanned and diarized. Sequential diary number is created in the system.
  - Receipt is sent to the section (in case CRU diarises the receipt)
- **Attaching of receipt into a file**
- Receipt can be attached into an existing file or into a new file ( new file needs to be created in the system)
- **Creation of new file**
- New file can be created in the system by entering relevant Meta data.
  - Sequential file number is created in the system.
- **Sending of File**
- Officer can complete the noting, referencing, create / edit / approve draft, issue draft
  - Noting and Draft can be digitally signed through DSC and then send to recipient.

G. Method of scanning of file and receipt is as under:

## Methods of Scanning for conversion of existing files to efile



The above method illustrates the methodology of scanning and converting existing physical files into electronic file.

- eFiling of Active / Closed Files.

- **eFiling of Records.**

**H. Following is the process for physical Receipts and issues**

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Guard file details are quoted in the physical receipt and put up in the Guard file and stored in the relevant bin in the rack for easy retrieval.