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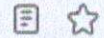
- UG CBCS II & IV-SEMESTER INTERNAL AND PRACTICAL COLLEGE WISE BLANKS JANUARY-2022 
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- 1) The question paper of the scheduled examination will be available to download one hour before the commencement of examination on the given date and session.
- 2) Go to Examination Tab -> Click Online question paper download.




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https://mis.tsrtcpass.in/home.do



Telangana State Road Transport Corporation

PASS AUTOMATION & ACCOUNTAL SYSTEM

Home TO FORWARD STUDENT APPLICATION FORM Security Logout

Dr J Anitha (12800, institute / College)
26-Aug-2022, 11:44:28



Anitha
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Details		Edit Profile Details
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	Dr.J.Anitha	
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	Opp;-head post office	
n	ADILABAD	
	504001	
: No	xxxxxxxx5775	
le	SBIN0020122	

Contact Details		Add Alternate No
E-Mail	gdcwomens.adilabad.jkc@gmail.com	
Primary Phone No	xxxxxx6098	Edit

Alternate phone numbers		
S.No	Phone Number	
1	xxxxxx9572	Remove

Employee Details		Edit Employee Details
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A DIGITAL WORK PLACE SOLUTION

File Management

USER MANUAL

eFile

June 2012



Prepared by
National Informatics Centre

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Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using in more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU's, Autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement of files as well as receipts.

Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

Need of eFile

Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology became the need of the society.

Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization.

So any organization looking for a solution that will allow them to capture the documents in digital form, archiving them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender can go for this product.

What began with the development and implementation of the “File Tracking System” which was a major step towards Less Paper Office, NIC (National Informatics centre) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government.

Manual techniques for diarising, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System.

An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

eFile Modules:

Different sections that constitute eFile application are receipts, files, dispatch, reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

First of all, let's learn about how to use the receipts section of eFile.

Receipts

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

There are various links available under Receipts section which is mentioned below:

1. Browse & Diarise
 - a. Physical
 - b. Electronic
2. Inbox
3. Email Diarisation
4. Created
5. Sent
6. Closed
7. Acknowledgement
8. Recycle bin

Let's have an introduction about these Links one by one:

Browse & Diarise:

The Browse and Diarise link under receipts section includes two sub modules:

1. Physical
2. Electronic

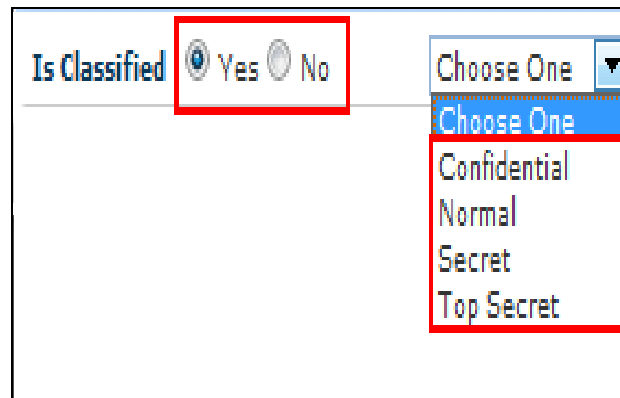
Let's have an introduction about these sub modules one by one:

1. **Electronic:** In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.
2. **Physical:** In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.

In case of DAK that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are shown below in Fig.eFile.1:

- Normal
- Confidential
- Secret
- Top Secret



The screenshot shows a web form with two main components. On the left, there is a label 'Is Classified' followed by two radio buttons: 'Yes' (which is selected) and 'No'. A red box highlights these radio buttons. On the right, there is a dropdown menu with a blue header 'Choose One' and a downward arrow. The dropdown is open, showing a list of classification levels: 'Choose One', 'Confidential', 'Normal', 'Secret', and 'Top Secret'. A red box highlights the entire dropdown menu.

Fig.eFile. 1

To browse and diarise the electronic receipts user has to perform the following steps:

- Click the electronic module under **Browse and Diarise** ([Browse & Diarise](#)) link of **Receipts** section, as shown in Fig.eFile.2

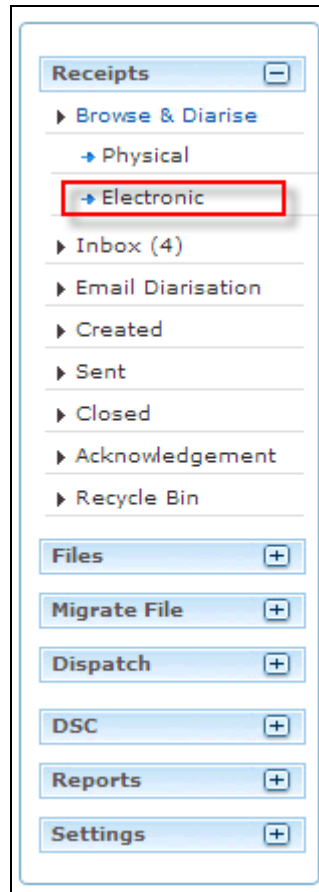


Fig.eFile. 2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:

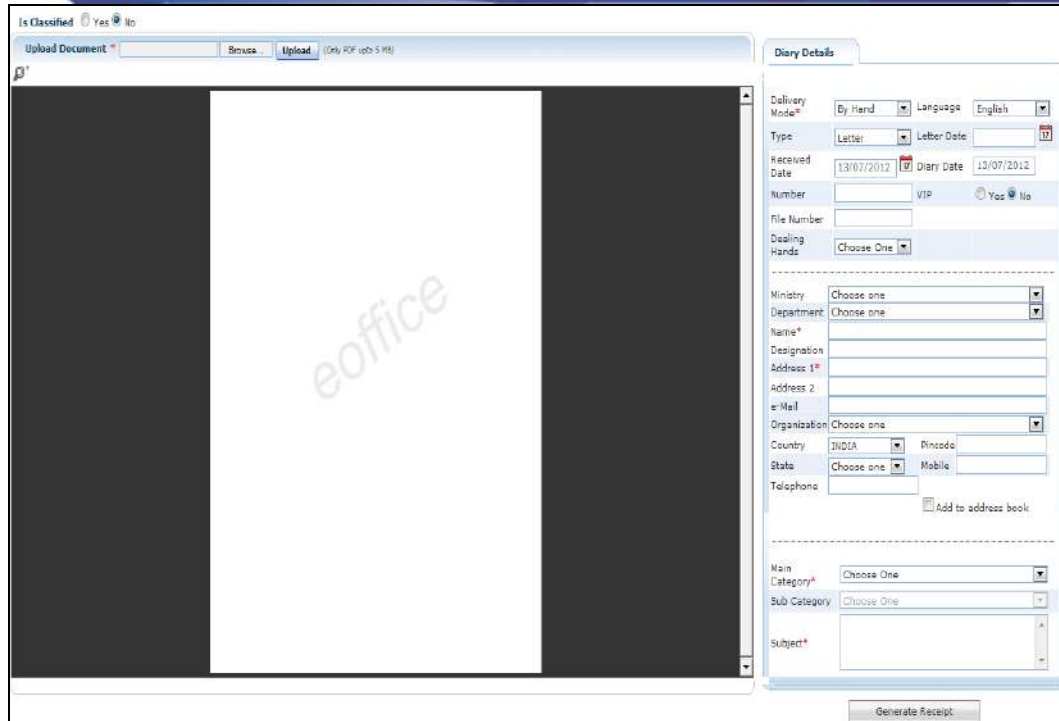


Fig.eFile. 3

In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields are mandatory.

- Click the Browse () button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4 :

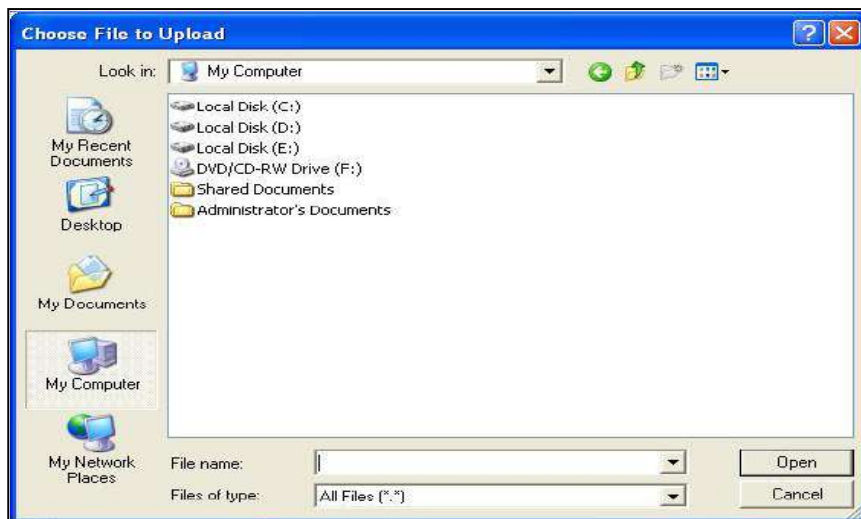


Fig.eFile. 4

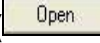


- After entering the name of the receipt, Click the **Open** () button (Fig.eFile.4), as a result the path of the scanned receipt gets displayed in the textbox.
- Click the **Upload** () button from the **Browse and Diarise** screen to upload the scanned receipt.
- Enter the essential details in all the mandatory fields in **Browse and Diarise** Page, as shown in Fig.eFile.5:

Fig.eFile. 5

- Click the **Generate Receipt** () button (Fig.eFile.5) on **Browse and Diarise** page to generate a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

There are **10** options provided those are associated with an Electronic receipt:

- Send to Draft:** User can use this option to send the generated receipt to the draft section to work later on.
- Movements:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.6:

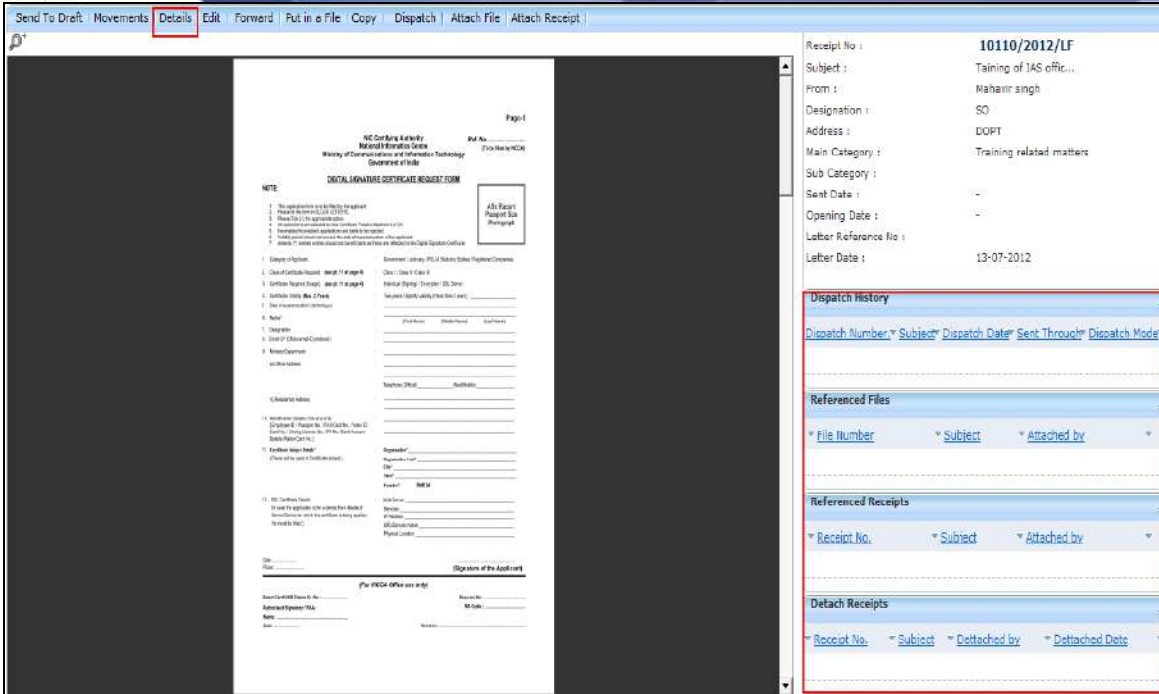


Fig.eFile. 6

d) **Edit:** User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.

To edit the generated receipt, user has to perform following steps:

- Click the **Edit** link (Edit), as a result the Metadata fields get active.
- After making required changes in Metadata fields, click the **Save** (Save) button to save Metadata.

e) **Forward:** User can use this option to forward the receipt to the intended recipient.

To forward the generated receipt, user has to perform the following steps:

- Click the '**Forward**' link, as a result **Send** page appears as shown in Fig.eFile.7:

Send

Receipt Number : **8130/2012/CC**

Subject : **Training of IAS**

[To](#)

[Cc](#)

(Use semicolon(;) to separate recipients.)

Set Due Date 17

Action

Priority

Total 1000 character left

Remarks

Fig.eFile. 7

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.8:

Send

Receipt Number : **10400/2012/LF**

Subject : **sdasd**

[To](#)

[Cc](#)

(Use semicolon(;) to separate recipients.)

Set Due Date 17

Action

Priority

Total 1000 character left

Remarks

Send as sticky note

Fig.eFile. 8

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.


In case of forwarding receipt, multiple recipients can be sent by using semi colon as separators.

- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.9:

The screenshot shows the 'Send' form in the eoffice application. The form is titled 'Send' and has a menu bar with options: Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt. The form contains the following fields and controls:

- Receipt Number:** 10400/2012/LF
- Subject:** sdasd
- To:** Text input field
- Cc:** Text input field with a note: (Use semicolon(;) to separate recipients.)
- Set Due Date:** Text input field with a calendar icon showing the date 17.
- Action:** Dropdown menu with options: Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, Response. The 'Forward' option is selected.
- Priority:** Text input field with a note: al 1000 character left
- Remarks:** Text input field
- Send as sticky note:** Checkbox
- Send:** Button

Fig.eFile. 9

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **Remarks** (if required) in the Remarks text box, and click the Send () button, as shown in Fig.eFile.10:

The screenshot shows a web application interface for sending receipts. On the left is a navigation menu with categories like Receipts, Files, and Settings. The main area is titled 'Send' and contains the following fields and options:

- Receipt Number: 10400/2012/LF
- Subject: sdasd
- To: [Empty text box]
- Cc: [Empty text box]
- Set Due Date: [Date picker showing 17]
- Action: Forward (dropdown)
- Priority: Immediate (dropdown)
- Remarks: [Empty text box with 'Total 1000 character left' indicator]
- Send as sticky note:
- Send button


Fig.eFile. 10

As a result, the scanned and created receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.11:

Receiver No.	Attachments	Subject	Sender	Sent By	Sent On	Due On	Quick Action
P 10492/2012/LF		adad	xyz	ALKA A KULJARNI	18/09/12 02:19	14/09/12 12:00	[Icons]
E 10083/2012/CC	[Attachment]	h	MEH-LIS WA-HICRAH	ALKA A KULJARNI	18/09/12 11:51	-	[Icons]
E 10030/2012/CC	[Attachment]	selfad	selfad	ALKA A KULJARNI	18/09/12 08:51	-	[Icons]
P 10044/2012/LF		dfpdy	fyjd	ALKA A KULJARNI	12/09/12 09:17	-	[Icons]
E 10024/2012/LF	[Attachment]	GS Sharma -00011	Ram Parkash	ALKA A KULJARNI	16/09/12 00:25	-	[Icons]
P 10038/2012/LF		adad	asd	GEETA SHARMA	03/09/12 09:45	-	[Icons]
P 10051/2012/LF	[Attachment]	qpt	stuf	GEETA SHARMA	03/09/12 09:42	-	[Icons]

LEGEND: [Blue] Out Today, [Red] Most Immediate, [Green] Immediate, [Yellow] Ordinary

Fig.eFile. 11

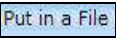
User can also Pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

User could also see the remarks on the receipt through remarks blue icon along .Reply or forward action can be done from here.

- f) **Put in a File:** User can use this option to attach the generated receipt to a concerned file.

If any File is referenced/attached with the receipt then 'Put in a File' option will not work. For that, First user needs to detach the referenced File.

To put up a receipt under a file, user has to perform the following steps:

- Click the **Put in a File** () link, as a result list of files will appear, as shown in Fig.eFile.12:

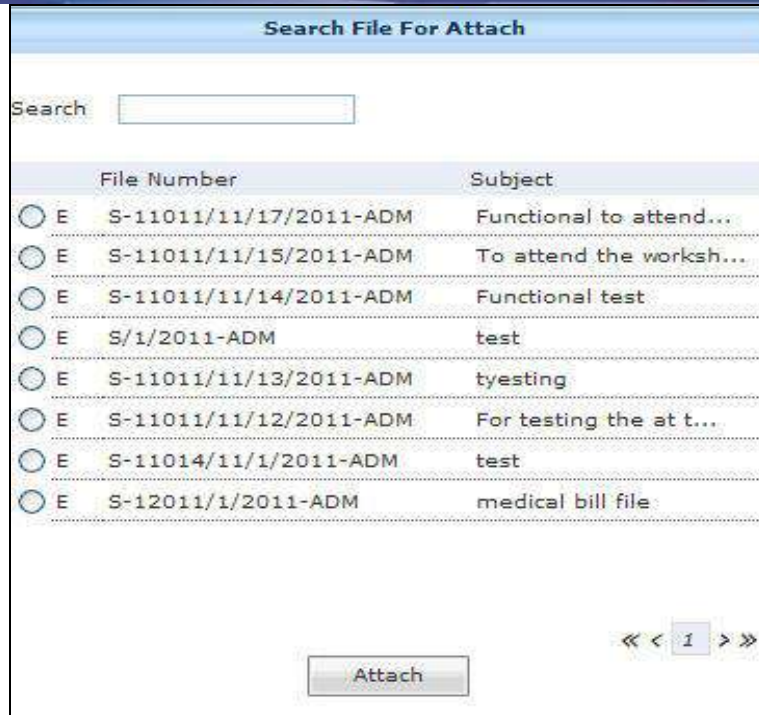


Fig.eFile. 12

The list contains files which are present in 'Created (Completed)' or 'Inbox' section of File.

- Select a file in which the receipt needs to be attached and click the **Attach** () button (Fig.eFile.12), as a result the receipt gets attached under the selected file, as shown in Fig.eFile.13:

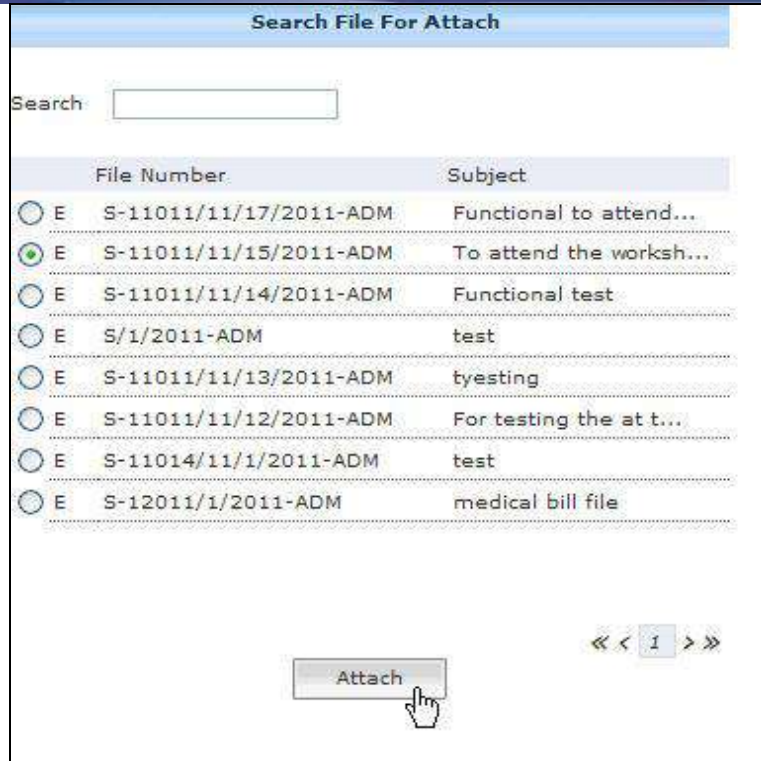


Fig.eFile. 13

g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' () button a new Receipt number will be allocated to the copied receipt.

h) **Dispatch:** User can use this option to Dispatch the electronic receipt.

To Dispatch the generated receipt, user has to perform the following steps:

- o Click the **Dispatch** () link, as a result the confirm message will appear, to move the generated receipt to the inbox for dispatching, as shown in Fig.eFile.14:

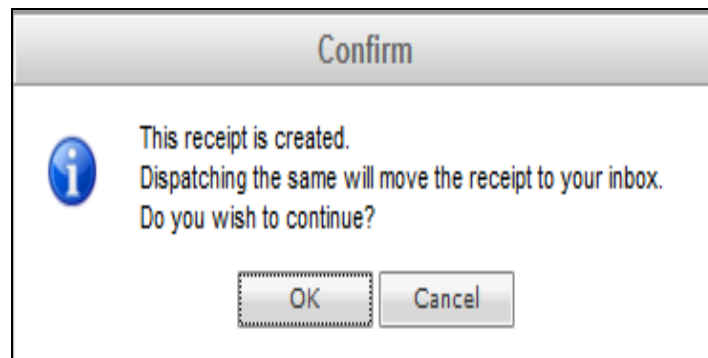


Fig.eFile. 14

- After confirming, while dispatching from inbox section, choose the 'Reply Type', 'Nature of Reply' and other required fields and click the 'Save' () button to send for further approval process.

No file should be attached to the receipt while dispatching of same receipt.

- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

- Click the **Attach File** () link, as a result list of files will appear, as shown in Fig.eFile.15:

The list contains files which are present in 'Created' or 'Inbox' section of File.

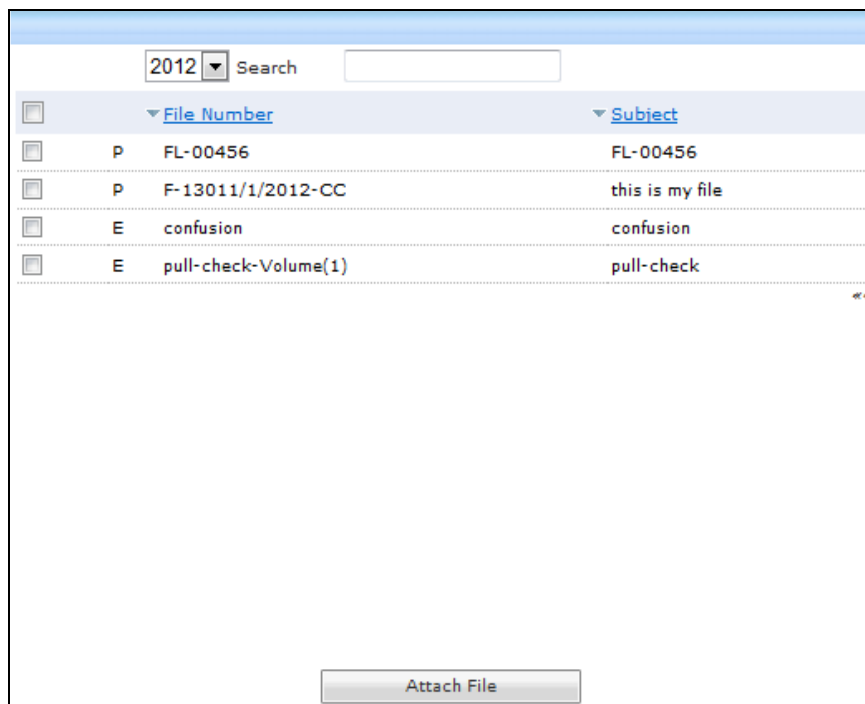


Fig.eFile. 15

- Select a file in which the receipt needs to be attached and click the **Attach File** () button, as shown in Fig.eFile.16:

2012 Search

<input type="checkbox"/>	File Number	Subject
<input type="checkbox"/>	P FL-00456	FL-00456
<input type="checkbox"/>	P F-13011/1/2012-CC	this is my file
<input type="checkbox"/>	E confusion	confusion
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check

Fig.eFile. 16

As a result the attached file reflects under 'Referenced Files' section of that Receipt, as shown in Fig.eFile.17:

Receipt Number	:	8131/2012/CC		
File No.	:			
Subject	:	dsfd		
From	:	dsfd		
Sent Date	:	2012-02-17 17:09:36.385		
Sent By	Sent On	Sent To	Action	Remarks
ALOK PANDEY	17/02/12	ALOK PANDEY		-
Dispatch History				
<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>
Referenced Files				
<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>		
P FL-00456	FL-00456	ALOK PANDEY		✗
E D-25014/3/2012-CC	PMO001	ALOK PANDEY		✗
P F-13011/1/2012-CC	this is my file	ALOK PANDEY		✗

Fig.eFile. 17

View of physical file if opened from (Fig.eFile.17):

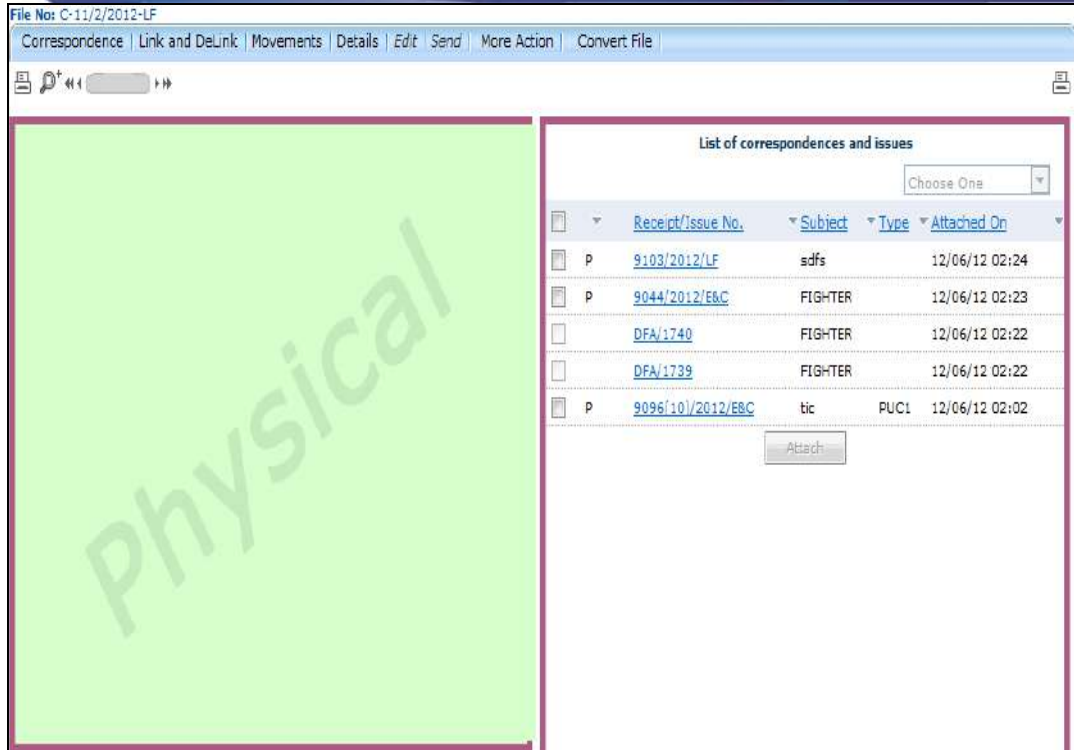


Fig.eFile. 18

View of Electronic file if opened from (Fig.eFile.17):

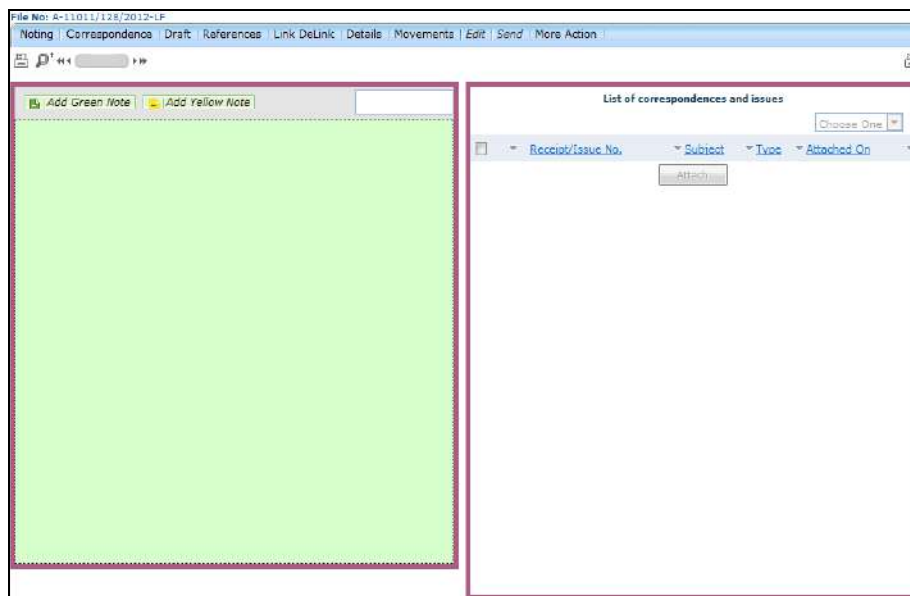


Fig.eFile. 19

Irrespective of the nature of file opened from (Fig.eFile.17), whether it is Physical or Electronic, user

cannot take any actions on the attached files.

- j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the '**Attach Receipt**' [Attach Receipt](#) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.20:

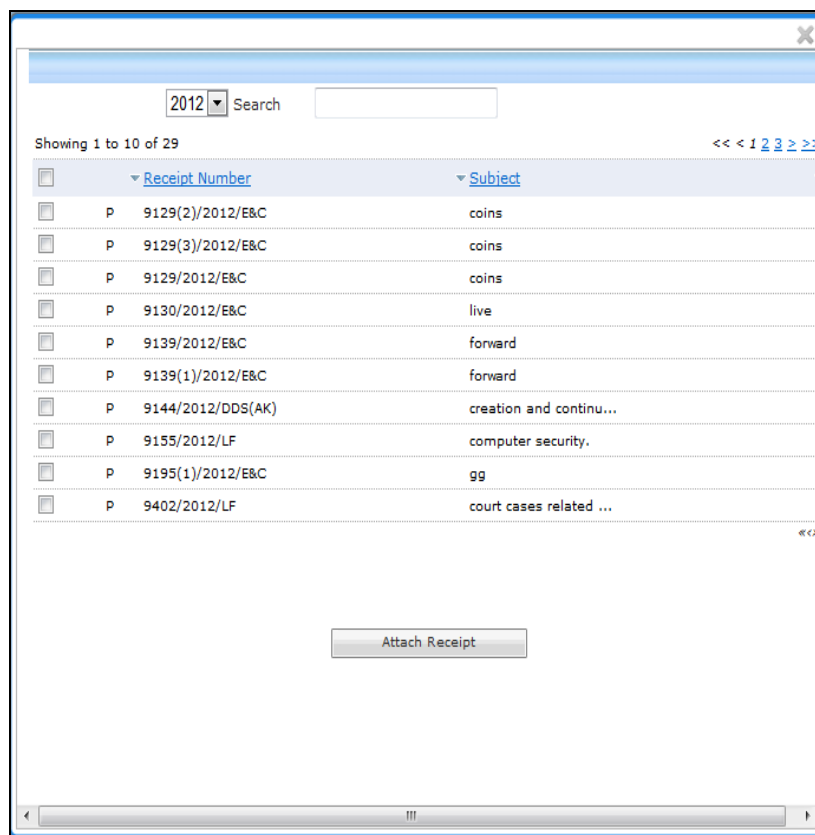


Fig.eFile. 20

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.21:

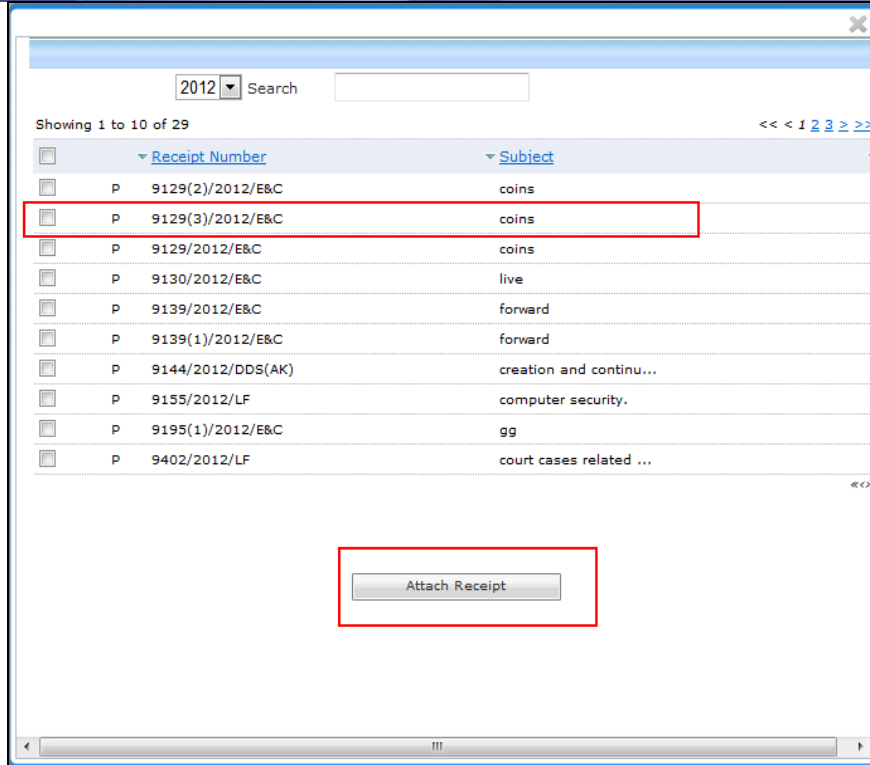


Fig.eFile. 21

As a result, 'Attach Receipt Remarks' window appears, as shown in Fig.eFile.22:

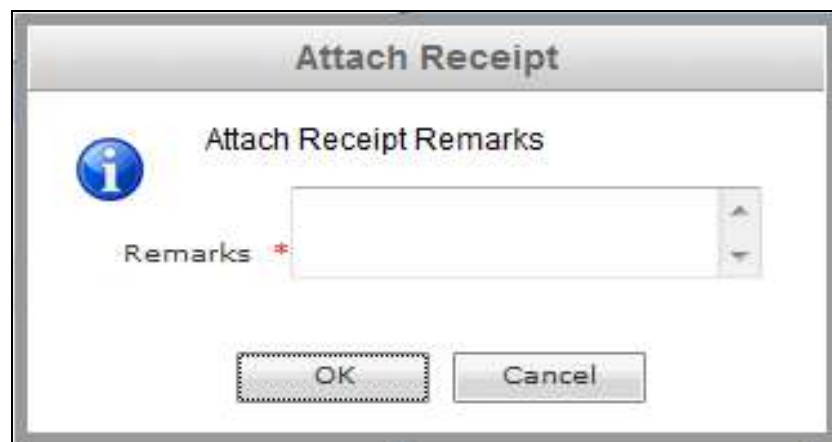


Fig.eFile. 22

- Enter the remarks and click the 'OK' button (Fig.eFile.28), as shown in Fig.eFile.23:

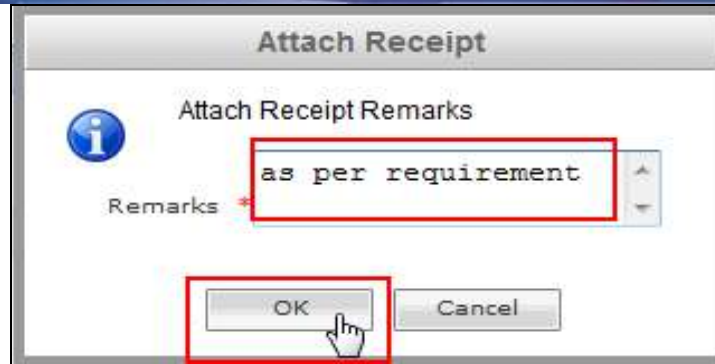


Fig.eFile. 23

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, as shown in Fig.eFile.24:

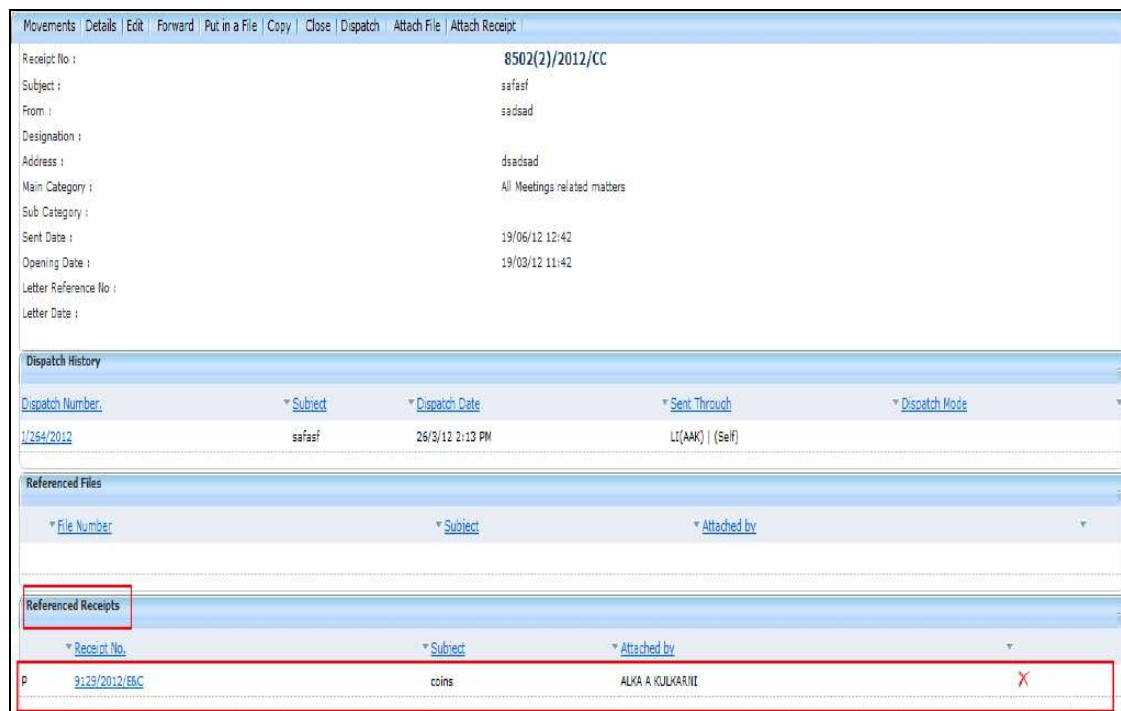


Fig.eFile. 24

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Browse and Diarise Process of Physical File:

Refer to Browse and Diarise process of Electronic Receipt, In Physical Receipt just the Browsing and Uploading of Correspondence is Non- Mandatory, rest of the process is same.

Inbox:

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK.

User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character 'E' and 'P' which is written before the receipt number.

Character 'E' symbolizes Electronic Receipt whereas character 'P' symbolizes Physical Receipt.

There are 10 Links provided under receipt Inbox:

Receive:

Helps the user to receive the **Physical** Receipt. Without receiving the physical receipt user cannot make any action on that particular receipt as shown in the Fig.eFile.25:

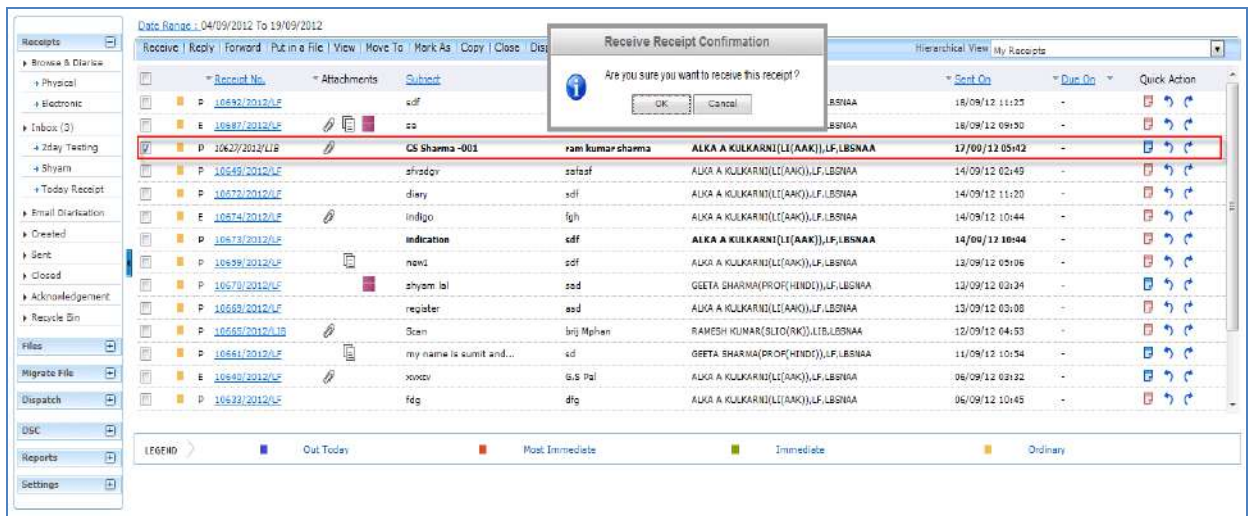


Fig.eFile. 25

Reply:

Helps the user to reply to the sender of the Receipt.

To send a reply on the receipt user has to perform the following steps:

- Select a receipt from the **Receipt** Inbox for which reply has to be send and click the '**Reply**' link, as shown in Fig.eFile.26:

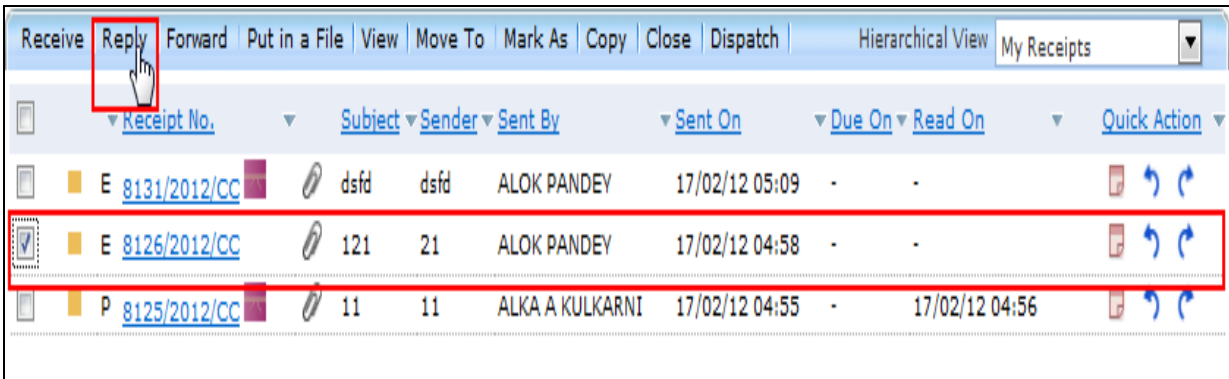


Fig.eFile. 26

- Click the '**Reply**' link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.27:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To: Rathindra Nath Mukherjee--PA (DM)

Cc:

Set Due Date: [] [17]

Action: Choose One

Priority: Choose One

Total 1000 character left

Remarks: []

Send

Fig.eFile. 27

- Enter the '**CC**' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.28:

The screenshot shows a 'Send' dialog box with the following fields and values:

- Receipt Number : 1886/2011/ADMCON
- Subject : test
- To : Rathindra Nath Mukherjee--PA (DM)
- Cc : Rathindra Nath Mukherjee--PA (DM)
- Set Due Date : 30/08/2011
- Action : A dropdown menu is open, showing options: Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response. 'Forward' is selected.
- Priority : (empty)
- Remarks : (empty)

A 'Send' button is located at the bottom right of the dialog box.

Fig.eFile. 28

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, and click the **Send** () button as shown in Fig.eFile.29:

Send

Receipt Number : **1886/2011/ADMCON**

Subject : **test**

To : Rathindra Nath Mukherjee--PA (DM)-

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date : 17

Action : Choose One ▼

Priority : Choose One ▼

Total 1000 character left

Remarks :

Fig.eFile. 29

As a result, the receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.30.

Forward Mark As View Copy							
	Receipt No.		Subject	Sender	Sent to	Sent On	Due On
<input type="checkbox"/>	E 8126/2012/CC		121	21	ALOK PANDEY	17/02/12 05:24	-
<input type="checkbox"/>	E 8128/2012/CC		Hi	21	ALOK PANDEY	17/02/12 05:01	-
<input type="checkbox"/>	E 8126/2012/CC		121	21	ALOK PANDEY	17/02/12 04:58	-
<input type="checkbox"/>	P 8125/2012/CC		11	11	ALKA A KULKARNI	17/02/12 04:53	-
<input type="checkbox"/>	E 8123(1)/2012/CC		acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
<input type="checkbox"/>	E 8123/2012/CC		acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
<input type="checkbox"/>	E 8122(1)/2012/CC		acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	E 8122(1)/2012/CC		acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	E 8122/2012/CC		acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	E 8117/2012/CC		sda	dsdd	GARIMA YADAV	17/02/12 12:54	-
<input type="checkbox"/>	P 8118/2012/CC		sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
<input type="checkbox"/>	P 8119/2012/CC		training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

Fig.eFile. 30

Forward:

Helps the user to forward a particular receipt/s to one or more recipients at a time.

User cannot forward multiple nature receipts. i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

To Forward a Receipt/s, user has to perform following steps:

Select receipt/s from the Receipt Inbox which needs to be forwarded and click the **'Forward'** link, as shown in Fig.eFile.31:

Receive	Reply	Forward	Put in a File	View	Move To	Mark As	Copy	Close	Dispatch	Hierarchical View	My Receipts
Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action				
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	[Print] [Refresh] [Refresh]				
E 8131/2012/CC	dsfd	dsfd	ALOK PANDEY	17/02/12 05:09	-	-	[Print] [Refresh] [Refresh]				
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Print] [Refresh] [Refresh]				

Fig.eFile. 31

- Click the **Forward** link, as a result the **'Send'** page will appear, as shown in Fig.eFile.32:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To:

Cc:

Set Due Date: 17

Action: Choose One

Priority: Choose One

Total 1000 character left

Remarks:

Send

Fig.eFile. 32

- Either directly enter the name in the **'To'** option or click the **'To'** link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.33:

Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | View Draft | Attach File | Attach Receipt

Send

Receipt Number : 10270/2012/CC

Subject : sdfadf

To : []

ALKA A KULKARNI	L(AAK)	LANGUAGE FACULTY
ARJUN RAM TAMTA	CMO(ART)	MEDICAL CENTRE
ARVIND GOVAL	UDC(AG)	ADMINISTRATION
BALAM SINGH RAWAT	SUPDT(TRGZ)	TRAINING II
BALSIR SINGH RAWAT	DA(BSR)	ACCOUNTS
BHAWANA ABHAY POEWALHI(BAP)		LANGUAGE FACULTY
SHEEMA NAND DABRAL	DA(BND)	ESTATES

Set Due Date

Action

Priority

Remarks

Total 1000 character left

Send as sticky note

Send

Fig.eFile. 33

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.34:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To : Rathindra Nath Mukherjee--PA (DM)-

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date

Action : Choose One

- Choose One
- Forward
- Approve
- Pl. Discuss
- Give Time
- Pl. Call
- Fix a meeting
- Response

Priority


Remarks

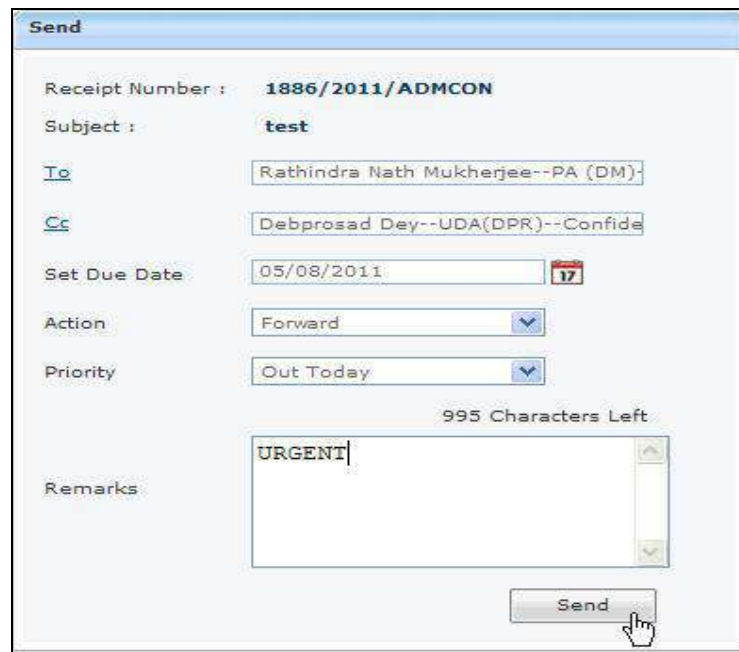
Total 1000 character left

Send

Fig.eFile. 34

- Select the **Priority** (if required) of the receipt from the dropdown menu.

- Type the **remarks** (if required) in the Remarks text box and click the **Send** () button, as shown in Fig.eFile.35:




Send


Receipt Number : **1886/2011/ADMCON**


Subject : **test**

To : Rathindra Nath Mukherjee--PA (DM)

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date : 05/08/2011 

Action : Forward 

Priority : Out Today 

995 Characters Left

Remarks : URGENT


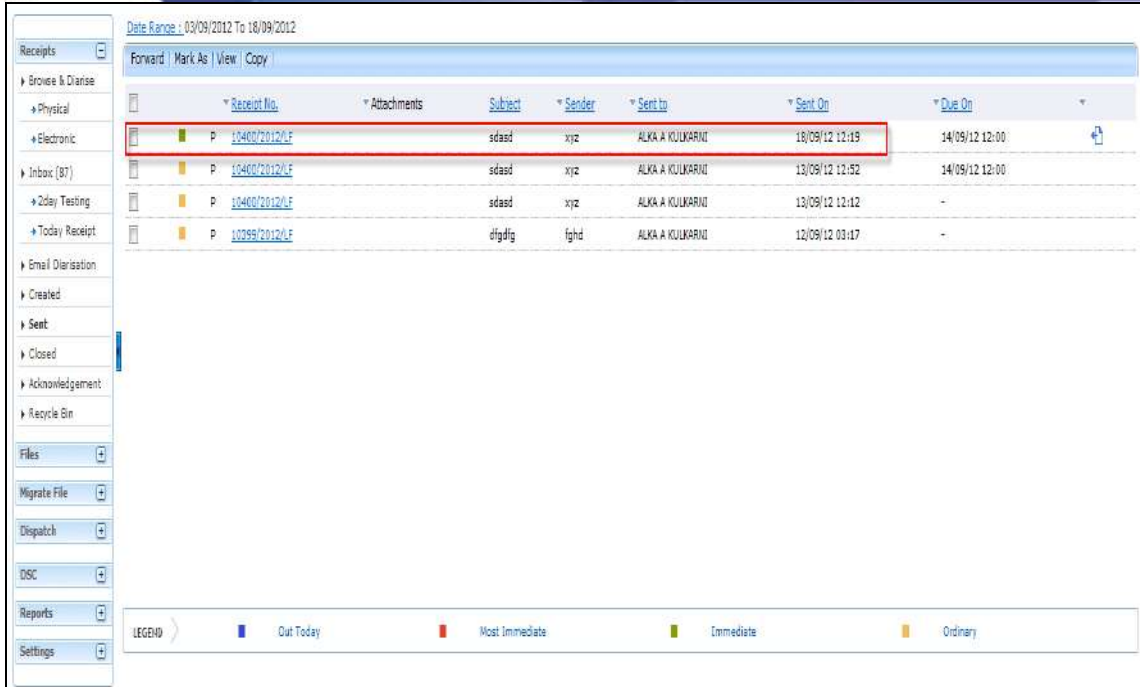
Send 

Fig.eFile. 35

As a result, the scanned and created receipt is sent to the intended recipient.

Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.36:



Date Range : 03/09/2012 To 18/09/2012

Forward | Mark As | View | Copy

Receipt No.	Attachments	Subject	Sender	Sent to	Sent On	Due On
P 10400/2012/AF		sdasd	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00
P 10400/2012/AF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:52	14/09/12 12:00
P 10400/2012/AF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:12	-
P 10399/2012/AF		djfdjg	fghd	ALKA A KULKARNI	12/09/12 03:17	-

LEGEND

- Out Today
- Most Immediate
- Immediate
- Ordinary

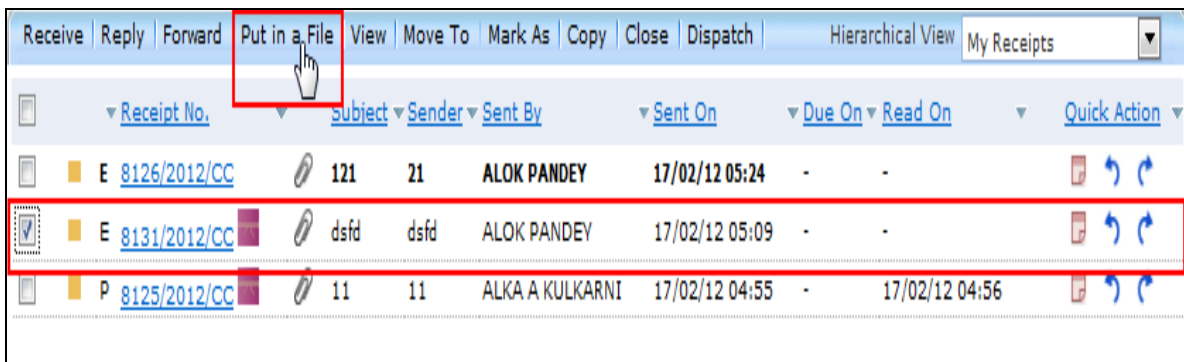
Fig.eFile. 36

Put in a File:

Helps the user to attach a receipt/s to a concerned file.

To attach a Receipt/s under the file, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be Put in a File, as shown in Fig.eFile.37:



Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts

Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	
E 8131/2012/CC	dsfd	dsfd	ALOK PANDEY	17/02/12 05:09	-	-	
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	

Fig.eFile. 37

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.38:

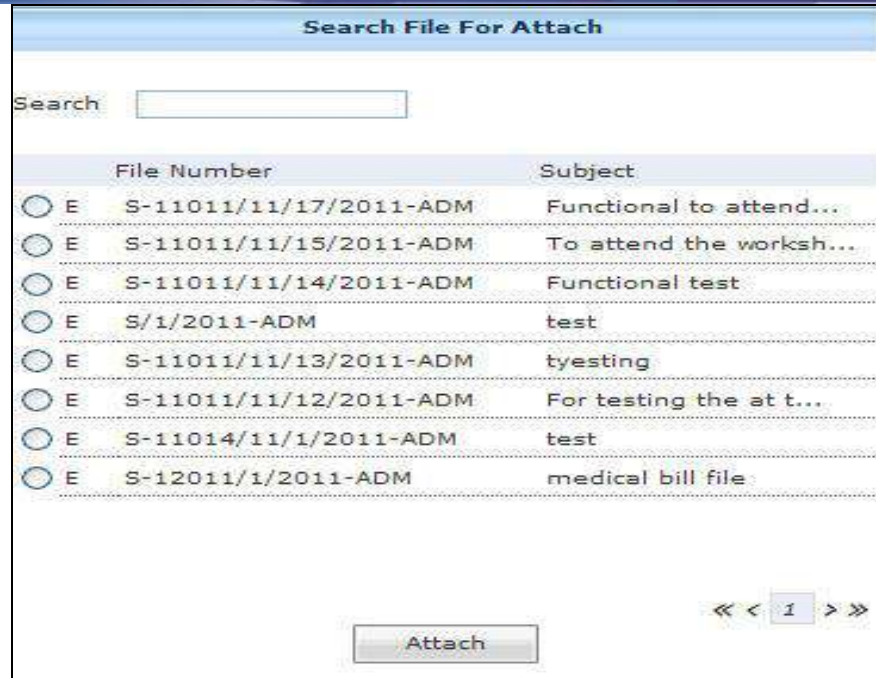


Fig.eFile. 38

The list contains files which are present in 'Created' or 'Inbox' section of File.

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.39:

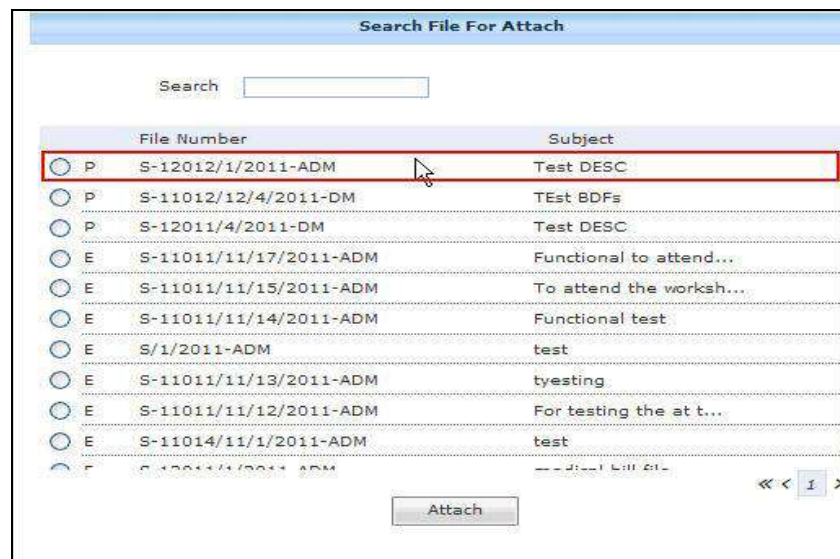


Fig.eFile. 39

- Click the **Attach** () button (Fig.eFile.44), as a result the receipt gets attached under the selected file.

View:

Helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Followed Up, Physical, Electronic, All)

To use this option, user has to perform following steps:

Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.40:

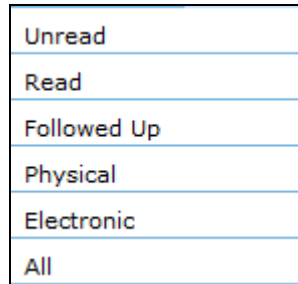


Fig.eFile. 40

- i. **Unread-** Click the **Unread** from the dropdown menu to view **unread receipts** as shown in Fig.eFile.41:

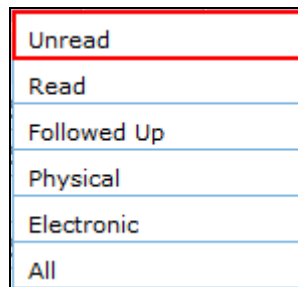


Fig.eFile. 41

- ii. **Read-** Click the **Read** from the dropdown menu to view **read receipts** as shown in Fig.eFile.42:

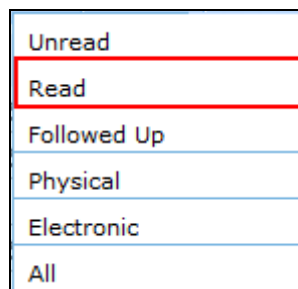


Fig.eFile. 42

- iii. **Followed Up-** Click the **Followed Up** from the dropdown menu to view the receipts on which the user has marked a follow up, as shown in Fig.eFile.43:

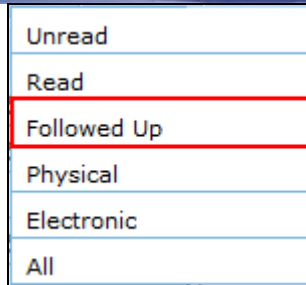


Fig.eFile. 43

- iv. **Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts, as shown in Fig.eFile.44:

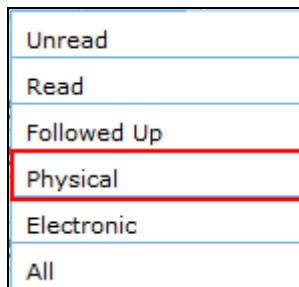


Fig.eFile. 44

- v. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.45:

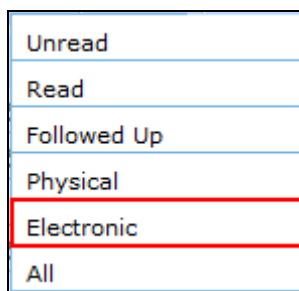


Fig.eFile. 45

- vi. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.46:

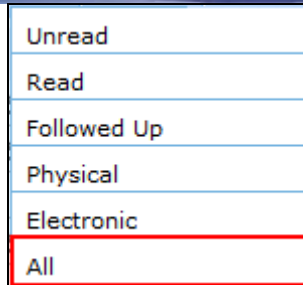


Fig.eFile. 46

Move To:

Helps the user to create **New Folders** and manage **Existing Folders**.

To create **New Folder** or to manage existing ones, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be moved to new Folder.
- Move the cursor on **Move To**, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.47:



Fig.eFile. 47

- My Folders**-Click the **My Folders** link from the dropdown menu to view the Receipt inbox and its subfolders.
- Manage Folders**-Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under Receipt Inbox.
- Create New Folder**- Click the **Create New Folder** link from the dropdown menu to create a new folder under Receipt inbox

To create a new Folder user has to perform following steps:

- Click the **Create New Folder** option, as shown in Fig.eFile.48:

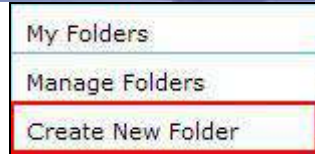


Fig.eFile. 48

As a result following screen appears, as shown in Fig.eFile.49:

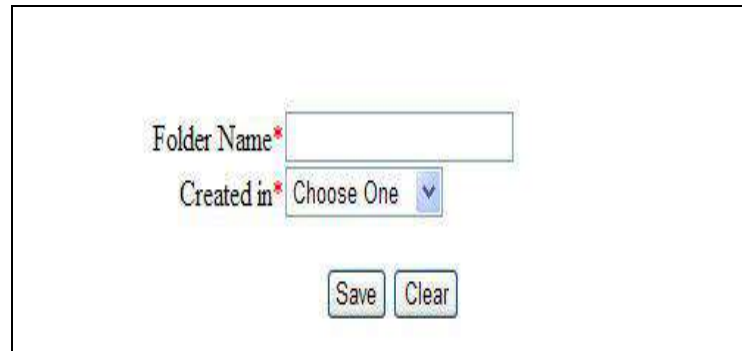


Fig.eFile. 49


- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile.50:



Fig.eFile. 50

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt and also 'Mark As' option helps to **remove** the existing follow up.

To create a new follow up on a receipt user has to perform the following steps:

- Select the receipt on which follow up need to be created and click the **New Follow Up** option under 'Mark As' Link, as shown in Fig.eFile.51:

Date Range : 28/06/2012 To 13/07/2012

Receive | Reply | Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View | My Receipts

Receipt No.	Attachments	New Followup	Sender	Sent By	Sent On	Due On	Quick Action
P 10100/2012/E&C		Remove Followup departmental securit...	Ram Kumar Gupta	ALKA A KULKARNI	13/07/12 10:59	-	📄 ↺ ↻
P 10103/2012/E&C		food and tech1	dsf	ALKA A KULKARNI	13/07/12 10:55	-	📄 ↺ ↻
E 10107/2012/CC		gfxg	asd	ALOK PANDEY	13/07/12 10:27	-	📄 ↺ ↻
P 9864/2012/E&C		release1	sadf	ALKA A KULKARNI	12/07/12 05:10	-	📄 ↺ ↻
P 10096(1)/2012/PRT		22	asd	DINESH CHANDRA LOHANI	12/07/12 05:07	-	📄 ↺ ↻
P 10097(1)/2012/LF		Conduct Rules Intima...	ram manohar	DINESH CHANDRA LOHANI	12/07/12 05:07	-	📄 ↺ ↻
P 9117/2012/CC		asd	asd	ALKA A KULKARNI	12/07/12 05:06	-	📄 ↺ ↻
P 9825/2012/E&C		new2	fgh	ALKA A KULKARNI	12/07/12 05:06	-	📄 ↺ ↻
P 9240(2)/2012/PRT		rrr	rrr	ALKA A KULKARNI	12/07/12 03:02	-	📄 ↺ ↻
P 9963/2012/LF		test	ram manohar	ALKA A KULKARNI	12/07/12 03:02	-	📄 ↺ ↻
P 10047/2012/LF		Appointments....	G G Kapoor	ALKA A KULKARNI	12/07/12 03:02	-	📄 ↺ ↻
P 10066/2012/LF		bug	asd	ALKA A KULKARNI	12/07/12 03:02	-	📄 ↺ ↻
P 10037/2012/LF		assd	AS	ALKA A KULKARNI	12/07/12 03:02	-	📄 ↺ ↻
P 10071/2012/LF		system1	asd	ALKA A KULKARNI	12/07/12 03:02	-	📄 ↺ ↻

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 51

As a result **Follow up** screen will appear as shown in Fig.eFile.52:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode


Email

SMS

Both

None

When to Follow Up

16/02/2012 5 : 57 PM 

Save Cancel

Fig.eFile. 52

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.53:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Forward the Receipt

Alert Mode


Email

SMS

Both

None

When to Follow Up

29/04/2012 5 : 57 PM 

Save Cancel

Fig.eFile. 53

- Click the **Save** () button (Fig.eFile.53) as a result **Follow up** will be created.

Copy:

Helps the user to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

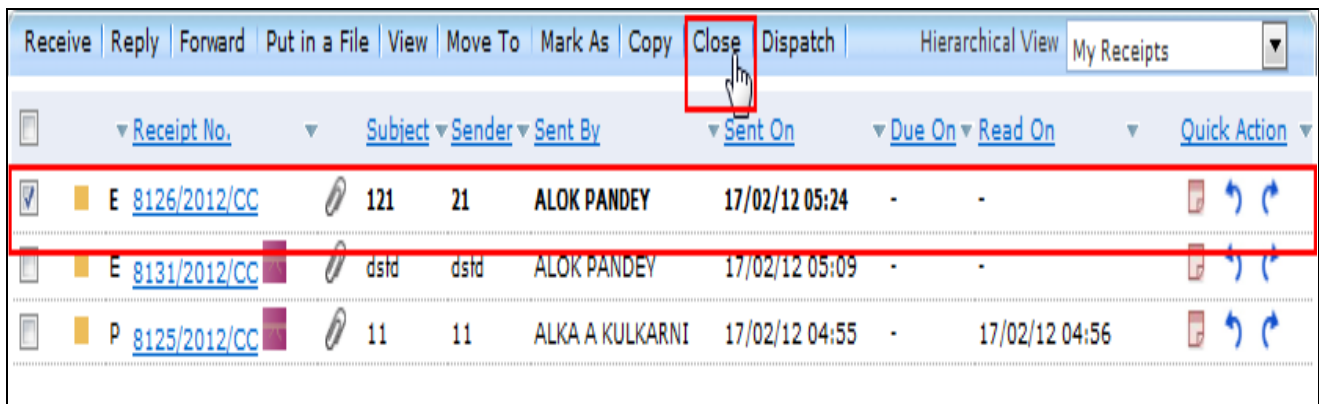
Close:

Helps the user to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.54:












Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	  
E 8131/2012/CC	dstd	dstd	ALOK PANDEY	17/02/12 05:09	-	-	  
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	  

Fig.eFile. 54

As a result the '**Closing Confirmation**' message appears, as shown in Fig.eFile.55:

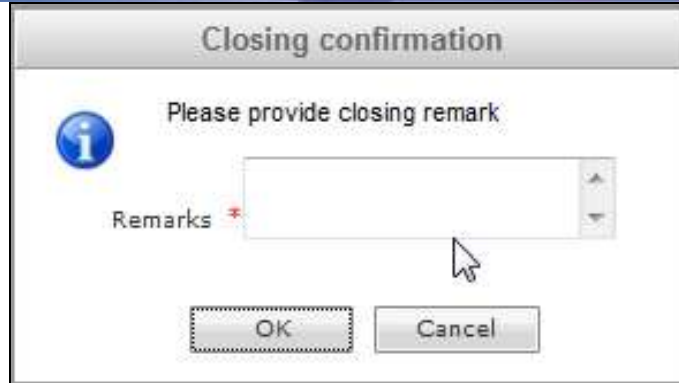


Fig.eFile. 55

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.56:

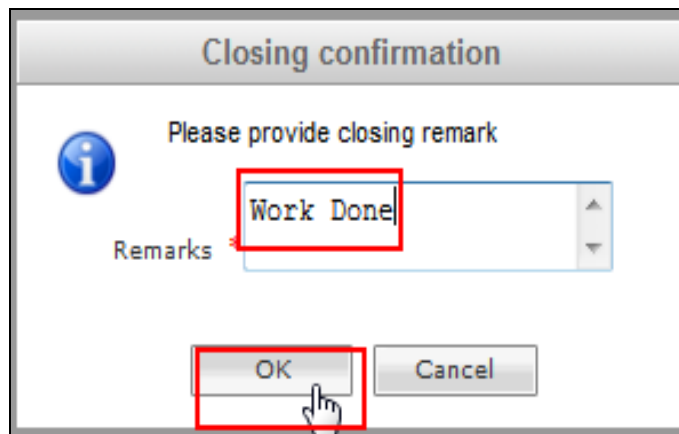


Fig.eFile. 56

As a result the receipt moves to the 'Closed' section of receipts.

Dispatch:

Helps the user to **Dispatch** a receipt.

The dispatch process for Physical and Electronic Receipt is explained below:

To dispatch Physical Receipt, user has to perform following steps:

- Select the physical receipt which needs to be dispatched and click the 'Dispatch' link, as shown in Fig.eFile.57:



Fig.eFile. 57

As a result the **Dispatch** page appears, as shown in Fig.eFile.58 & 59:

Dispatch			
Postal Details			
Postal Mode	Choose One ▾	Postal Charge	0
Medium	Choose One ▾	Weight	0
Out Register Details			
Peon Book No		Out Date	
Peon Name	Choose One ▾	Out Time	
Peon Code	Choose One ▾	Delivery Status	No ▾
		Delivery Date	
		Delivery Time	
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(1)/2012/L ▾	Nature of Reply	Choose One ▾
Reply Type	Choose One ▾	GO Prefix	Choose One ▾
Reminder Date			
Subject* (Maximum of 250 Characters)	(CC)-Conduct Rules Intimation. update		
Communication Details			
Ministry	CABINET SECRETARIAT ▾		
Department	Choose One ▾		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL ▾		
Country	INDIA ▾		
State	Delhi ▾		
Pincode	121212		
Telephone	121212121212		
Fax			
<input type="button" value="Clear Fields"/>			

Fig.eFile. 58

Created

Sent

Closed

Acknowledgement

Recycle Bin

Files

Migrate File

Dispatch

DISC

Reports

Settings

Delivery Date

Delivery Time

Receipt Details

Reply (New/Print)

Receipt Number: 18395/2012/LF

Reply Type: Choose One

Nature of Reply: Choose One

Reminder Date

SO Prefix: Choose One

Subject* (Maximum of 250 Characters): dfgdfg

Communication Details

Ministry: Choose One

Department: Choose One

Name*: fgld

Designation

Address 1*: fgld/fgld

Address 2

Email

Organization: Choose One

Country: INDIA

State: Choose One

Pincode

Telephone

Fax

Clear Fields

Add More Recipients

Language of draft: Choose One

Attachment: Browse... Upload

Dispatch By Self

Dispatch By CRU

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Site is best viewed in 1024x768 pixels resolution

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Fig.eFile. 59

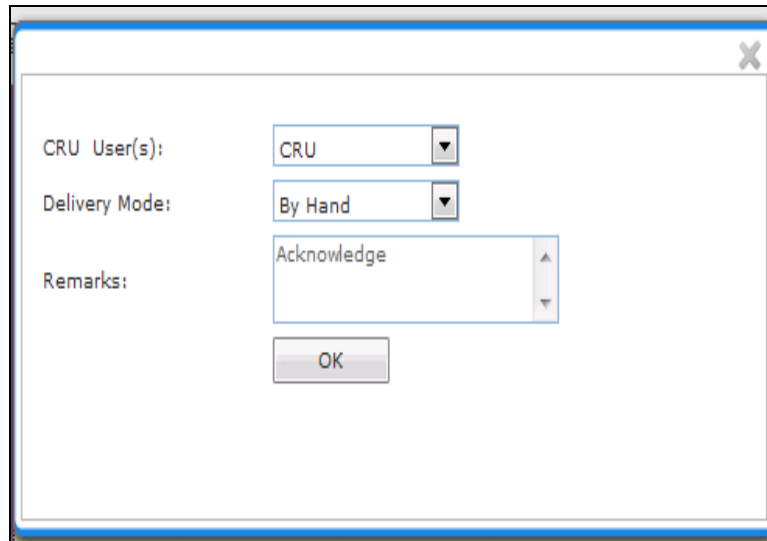
- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.60:

Dispatch			
Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No		Out Date	
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	
		Delivery Time	
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(1)/2012/L	Nature of Reply	DO Letter
Reply Type	Final	GO Prefix	Choose One
Reminder Date			
Subject* (Maximum of 250 Characters) (CC)-Conduct Rules Intimation. update			
Communication Details			
Ministry	CABINET SECRETARIAT		
Department	Choose One		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL		
Country	INDIA		
State	Delhi		
Pincode	121212		
Telephone	99881561162		
Fax			
Clear Fields			

Fig.eFile. 60

Now the user has 2 options after filling the required metadata fields which are 'Dispatch By Self' and 'Dispatch By CRU'.

- If user selects 'Dispatch By Self' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to 'Closed' section of receipt.
- If user selects 'Dispatch By CRU' option, a popup appears. Popup contains the list of all the users mapped with CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.61:



The image shows a software dialog box with a blue border and a close button (X) in the top right corner. It contains three input fields and an OK button. The first field is labeled 'CRU User(s):' and has a dropdown menu with 'CRU' selected. The second field is labeled 'Delivery Mode:' and has a dropdown menu with 'By Hand' selected. The third field is labeled 'Remarks:' and contains the text 'Acknowledge'. Below the fields is a single 'OK' button.

Fig.eFile. 61

In this case no user is mapped with CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of '**Copy Dispatch Data**' option available and send to other concerned Organization (if required), as shown in Fig.eFile.62:

Dispatch			
Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No		Out Date	17
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	17
		Delivery Time	
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(1)/2012/L	Nature of Reply	DO Letter
Reply Type	Final	GO Prefix	Choose One
Reminder Date			
Subject* (Maximum of 250 Characters)	(CC)-Conduct Rules Intimation. update		
Communication Details			
Ministry	CABINET SECRETARIAT		
Department	Choose One		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL		
Country	INDIA		
State	Delhi		
Pincode	121212		
Telephone	99881561162		
Fax			
<input type="button" value="Clear Fields"/>			
Language of draft	Choose One		
Attachment	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	
<input type="button" value="Copy Dispatch Data"/>			

Fig.eFile. 62

In case no user is mapped the dispatch is directly sent to the CRU.

As a result the receipt is dispatched to the selected CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU Dispatch).

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Latest Remarks** (📄) - Shows latest remark given on any particular receipt.
- ❖ **Reply** (↩) - It facilitates the user to reply to the sender of the receipt.
- ❖ **Forward** (➡) - Forward a particular receipt to one or more recipient at a time.

There are 11 links provided when opening up a receipt (Electronic):

- a) **Movement:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.63:

Receipt No :	9482(1)/2012/LF
Subject :	dsadasda
From :	dsadsad
Designation :	dsadsadas
Address :	dsadsad
Main Category :	All tendering process
Sub Category :	
Sent Date :	12/06/12 02:57
Opening Date :	12/06/12 02:56
Letter Reference No :	
Letter Date :	

Dispatch History				
Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode

Referenced Files				
File Number	Subject	Attached by		
P C-11/2/2012-LF	123	ALKA A KULKARNI		X
E A-11011/128/2012-LF	fdsafsd	ALKA A KULKARNI		X

Referenced Receipts		
Receipt No.	Subject	Attached by

Fig.eFile. 63

- c) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

To edit a Receipt, user has to perform following steps:

- Click the **Edit** link ([Edit](#)), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- d) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- e) **Put in a File:**User can use this option to attach the receipt to a concerned file.

To attach a Receipt/s in a file, user has to perform following steps:

- Click the **Put in a File** link, as a result list of files will appear on the right side of receipt, as shown in Fig.eFile.64:

The list contains files which are present in ‘Created’ or ‘Inbox’ section of File.

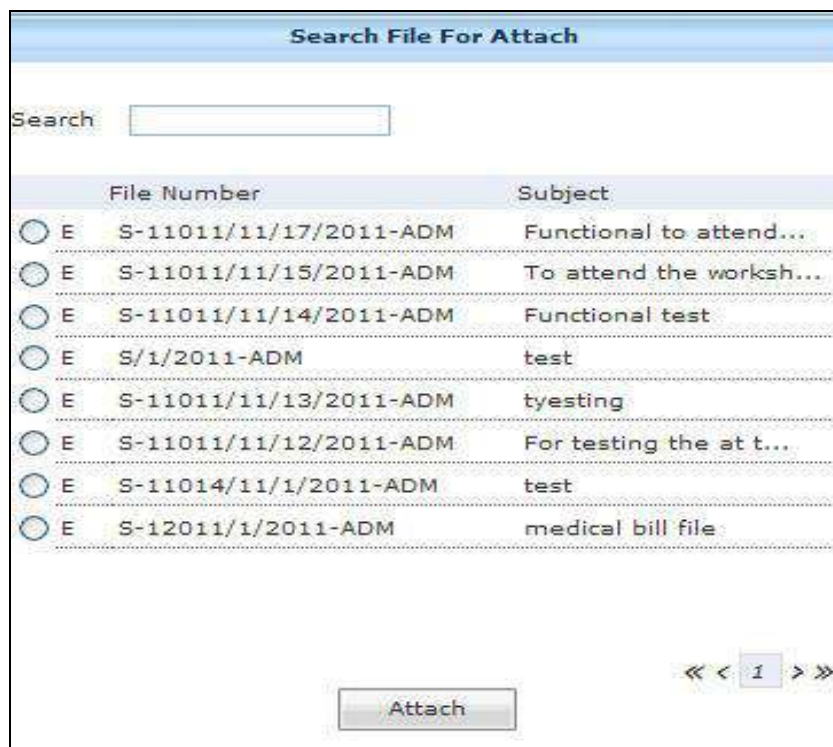


Fig.eFile. 64

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.65:

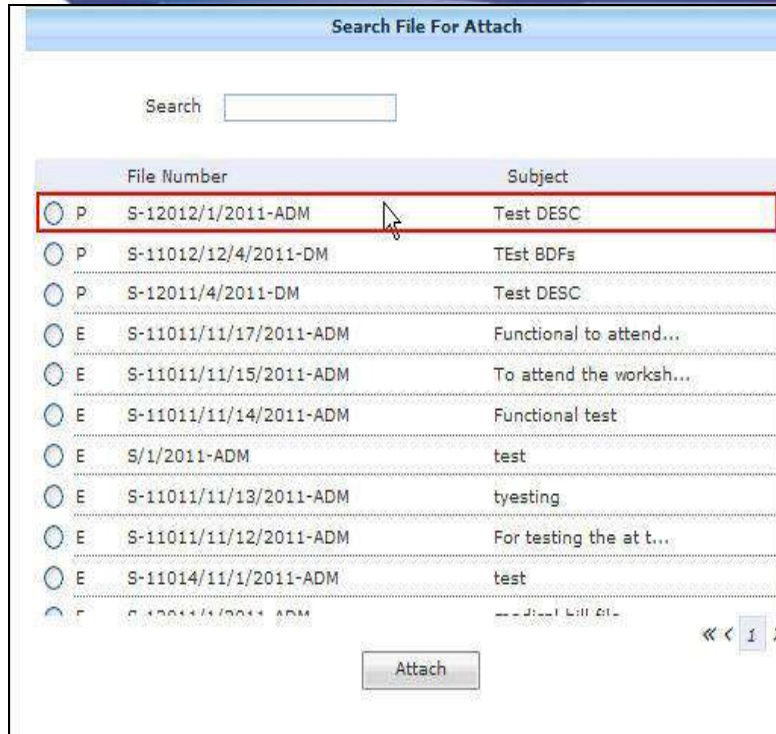


Fig.eFile. 65

Click the **Attach** () button (Fig.eFile.65), as a result the receipt gets attached to the selected file.

- f) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.
- g) **Close:** User can use this option to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.66:

Receive	Reply	Forward	Put in a File	View	Move To	Mark As	Copy	Close	Dispatch	Hierarchical View	My Receipts
Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action				
<input checked="" type="checkbox"/> E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-					
<input type="checkbox"/> E 8131/2012/CC	dstd	dstd	ALOK PANDEY	17/02/12 05:09	-	-					
<input type="checkbox"/> P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56					

Fig.eFile. 66

As a result the 'Closing Confirmation' message appears, as shown in Fig.eFile.67:

Closing confirmation

Please provide closing remark

Remarks

Fig.eFile. 67

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.68:

Closing confirmation

Please provide closing remark

Remarks

Fig.eFile. 68

As a result the receipt moves to the '**Closed**' section of receipts.

- h) **Dispatch:** Refer to the Dispatch option under **Receipt Inbox**.
- i) **View Draft:** User can use this option to view the drafts that are already created.

View Draft option is available in Electronic Receipts only, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

- j) **Attach File:** Refer to the Attach File option under **Receipt inbox**.
- k) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the '**Attach Receipt**' ([Attach Receipt](#)) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.69:

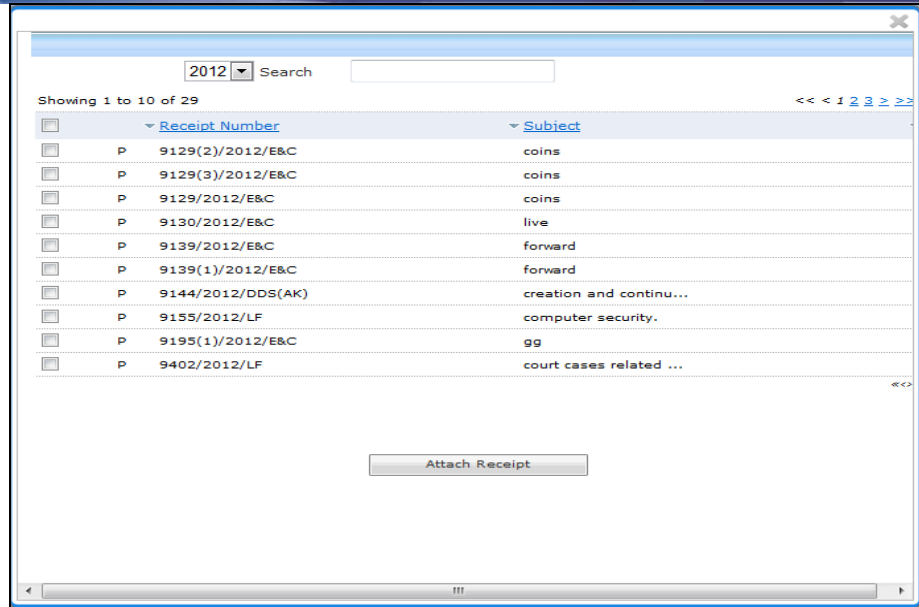


Fig.eFile. 69

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.70:

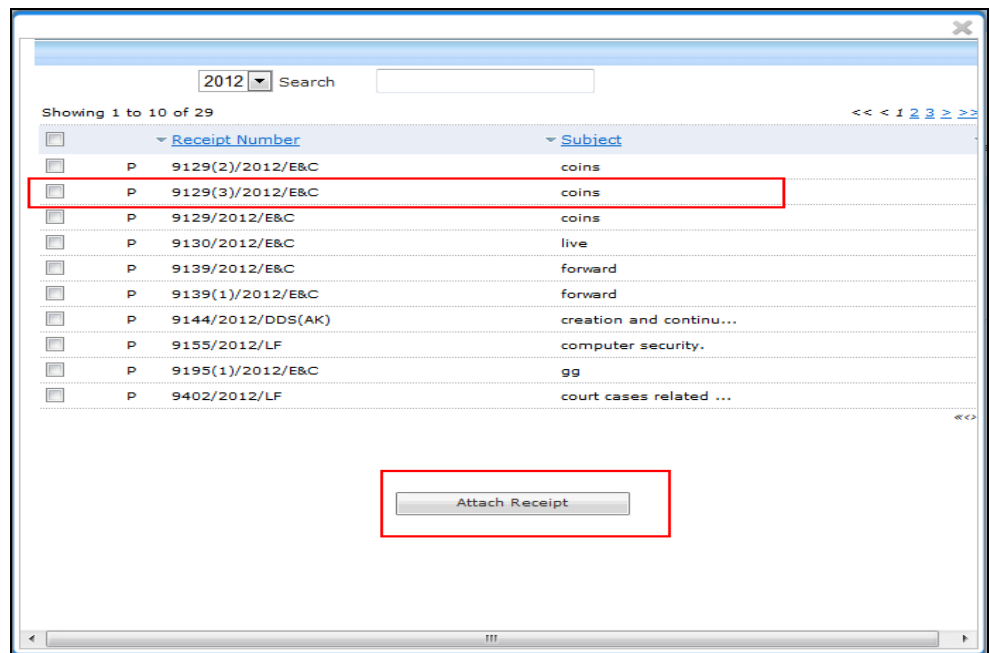


Fig.eFile. 70

As a result, '**Attach Receipt Remarks**' window appears, as shown in Fig.eFile.71:

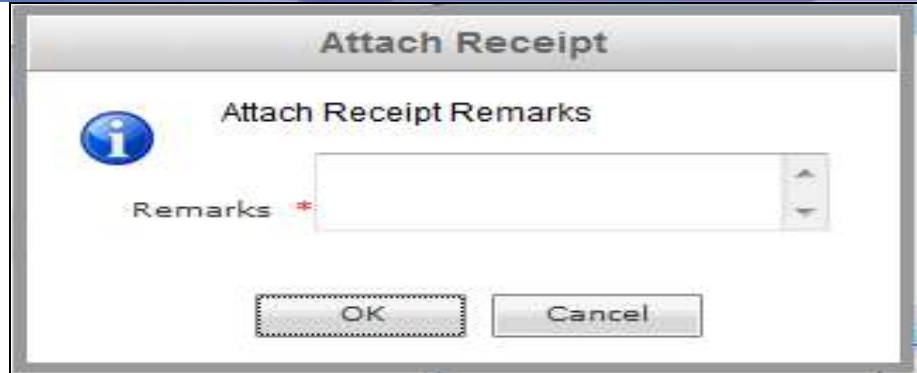


Fig.eFile. 71

- Enter the remarks and click the 'OK' button (Fig.eFile.71), as shown in Fig.eFile.72:

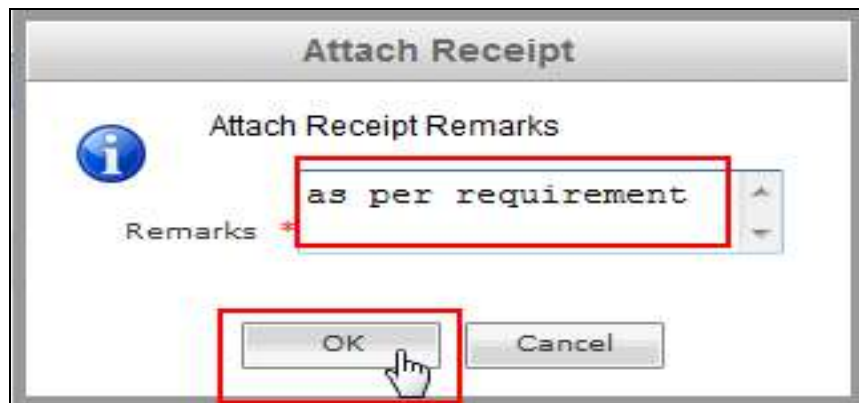


Fig.eFile. 72

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.73:

Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt

Receipt No : 8502(2)/2012/CC
 Subject : safasf
 From : sadsad
 Designation :
 Address : dsadsad
 Main Category : All Meetings related matters
 Sub Category :
 Sent Date : 19/06/12 12:42
 Opening Date : 19/03/12 11:42
 Letter Reference No :
 Letter Date :

Dispatch History

Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode
1/264/2012	safasf	26/3/12 2:13 PM	Lt(AAK) (Self)	

Referenced Files

File Number	Subject	Attached by

Referenced Receipts

Receipt No.	Subject	Attached by	
P 9:29/2012/ERC	coins	ALKA A KULKARNI	X

Fig.eFile. 73

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Email Diarisation

During Email Diarisation, email should have been sent to the efile from NIC Email. User should select the email from NIC Email inbox and Select option Move To eFile button. Below are the steps required to perform email diarisation to efile process:

- Click the **NIC email** link, as shown in Fig.eFile.74:

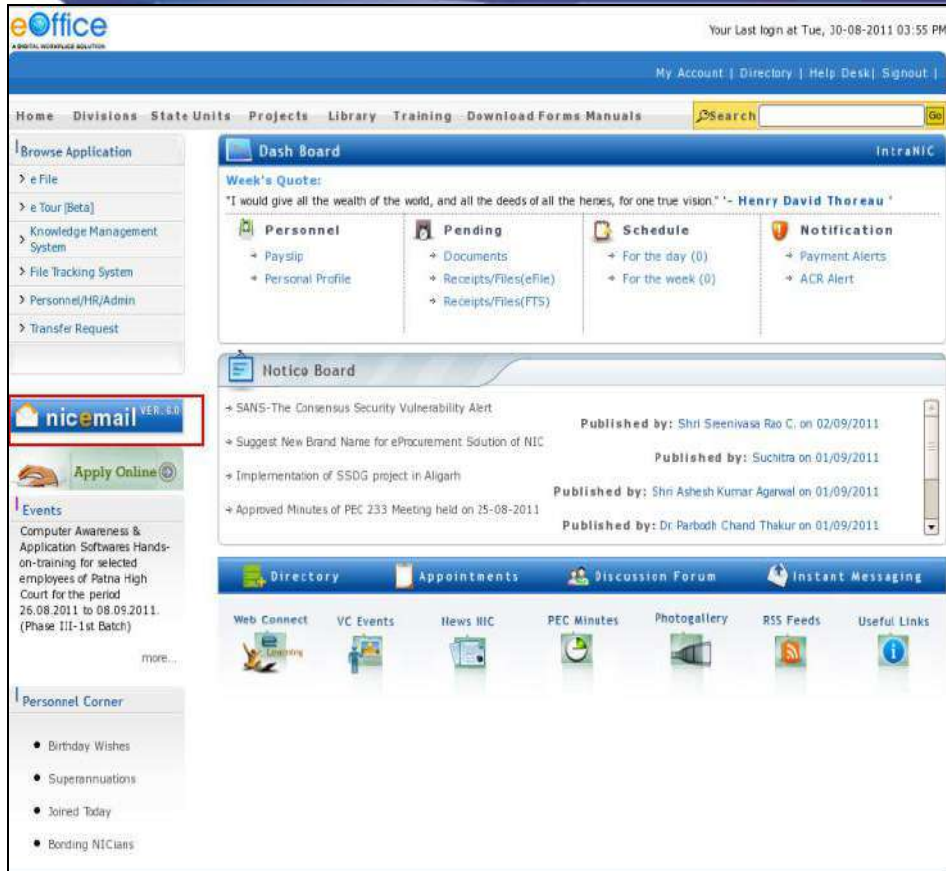


Fig.eFile. 74

As a result, **NIC email** gets open, as shown in Fig.eFile.75.

- Select the Receipt which needs to be moved to eFile Application, as shown in Fig.eFile.75:

The screenshot shows the eoffice webmail interface. At the top, there is a header with the eoffice logo and user information: "p.khetwal | Your Last login at Tue, 30-08-2011 03:55 PM". Below the header is a navigation bar with links: "My Account | Directory | Help Desk | Signout |". A search bar is located on the right side of the navigation bar.

The main content area is divided into two sections. On the left is a sidebar with a "Compose Mail" button and a list of folders: "INBOX (4089)", "SentMail (1292)", "TrashCan (17)", "Drafts (0)", "Login Notifications (644)", "ProbablySpam (0)", "Sent (0)", "Trash (0)", and "webservicess.nic.in (40)". Below the folders is a "Manage Folders" button.

The right section displays an email list. At the top of this section are action buttons: "Fetch Unreads", "Sync Folder", "Delete", a dropdown menu showing "undo", and "Move To" and "Move To eFile" buttons. Below these buttons is the "INBOX" title and a table of email items. The first row is highlighted with a red border, indicating it is selected. The table has the following columns: "Subject", "From", "Date", and "eFile Status".

<input type="checkbox"/>	Subject	From	Date	eFile Status
<input checked="" type="checkbox"/>	Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Not Sent
<input type="checkbox"/>	Details of eoffice machines	shobhit rawat	14:09	Not Sent
<input type="checkbox"/>	Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
<input type="checkbox"/>	RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
<input type="checkbox"/>	Re: Re: Regd. Eoffice application for north24 par...	sandeep jand	10:40	Not Sent
<input type="checkbox"/>	Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
<input type="checkbox"/>	eLeave Script	Jankit tomar	10:18	Not Sent
<input type="checkbox"/>	Guidelines New	sandeep jand	04:10	Not Sent
<input type="checkbox"/>	Dummy instance for Punjab	sandeep jand	02:24	Not Sent
<input type="checkbox"/>	Request for URL Mapping	Saroj Kumar Patil	Sep 01, 2011 04:07 PM	Not Sent

At the bottom of the email list section, there are more action buttons: "Fetch Unreads", "Sync Folder", "Delete", a dropdown menu showing "undo", and "Move To" and "Move To eFile" buttons. Below these buttons is a pagination bar with "[1]" and "Next 10 items >".

The footer of the page contains the text: "Copyright © 2010, NIC" on the left and "Powered by National Informatics Centre" on the right.

Fig.eFile. 75

- Click the **Move To eFile** button to move the selected receipt to eFile application, as shown in Fig.eFile.76

The screenshot shows the eOffice portal interface. At the top right, the user 'p.khetwal' is logged in, with the last login time 'Tue, 30-08-2011 03:55 PM'. The navigation bar includes 'My Account | Directory | Help Desk | Signout |'. Below this is a search bar and a menu with 'Home', 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. On the left, there is a 'Compose Mail' section and a list of folders: 'INBOX (4089)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and 'webservice.nic.in (40)'. The main content area shows an email list with a red box around the header '1 messages eFile-d'. Below this, there are buttons for 'Fetch Unreads', 'Sync Folder', 'Delete', 'INBOX', 'Move To', and 'Move To eFile'. The email list table has columns for 'Subject', 'From', 'Date', and 'eFile Status'. The first email is 'Re: Systems to be moved to the new location/S/W st...' from 'Kapil' at '14:25', with a status of 'Sent'. Other emails have a status of 'Not Sent'. At the bottom, there is a pagination bar showing '1' and 'Next 10 items >'. The footer contains 'Copyright © 2010, NIC' and 'Powered by National Informatics Centre'.

Fig.eFile. 76

As a result, sent message appears at top (Fig.eFile.76).

- Click the **Home** Button to move to the **Home Page** of eOffice Portal, as shown in Fig.eFile.77

The screenshot shows the eOffice Portal interface. At the top left is the eOffice logo. The top right corner displays the user's name 'p.khetwal' and the last login time 'Tue, 30-08-2011 03:55 PM'. Below this is a navigation bar with links for 'My Account', 'Directory', 'Help Desk', and 'Signout'. A secondary navigation bar contains 'Home' (highlighted with a red box), 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. A search bar is located on the right side of this bar.

The main content area is divided into two sections. On the left is a 'Compose Mail' sidebar with a list of folders: INBOX (4089), SentMail (3292), TrashCan (17), Drafts (0), Login Notifications (544), ProbablySpam (0), Sent (0), Trash (0), and webservice.nic.in (40). Below the folders is a 'Manage Folders' button.

The right section is titled '1 messages eFile-d'. It features a toolbar with buttons for 'Fetch Unreads', 'Sync Folder', 'Delete', a dropdown menu set to 'INBOX', 'Move To', and 'Move To eFile'. Below the toolbar is an 'INBOX' table with the following data:

<input type="checkbox"/>	Subject	From	Date	eFile Status
<input type="checkbox"/>	Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Sent
<input type="checkbox"/>	Details of eoffice machines	Ishobhit rawat	14:09	Not Sent
<input type="checkbox"/>	Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
<input type="checkbox"/>	RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
<input type="checkbox"/>	Re: Re: Regd: Eoffice application for north24 par...	sandeep jand	10:40	Not Sent
<input type="checkbox"/>	Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
<input type="checkbox"/>	eLeave Script	jankit tomar	10:18	Not Sent
<input type="checkbox"/>	Guidelines New	sandeep jand	04:10	Not Sent
<input type="checkbox"/>	Dummy instance for Punjab	sandeep jand	02:24	Not Sent
<input type="checkbox"/>	Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent

At the bottom of the page, there is a footer with 'Copyright © 2010, NIC' on the left and 'Powered by National Informatics Centre' on the right.

Fig.eFile. 77

As a result, Home Page of eOffice Portal appears as shown in Fig.eFile.78

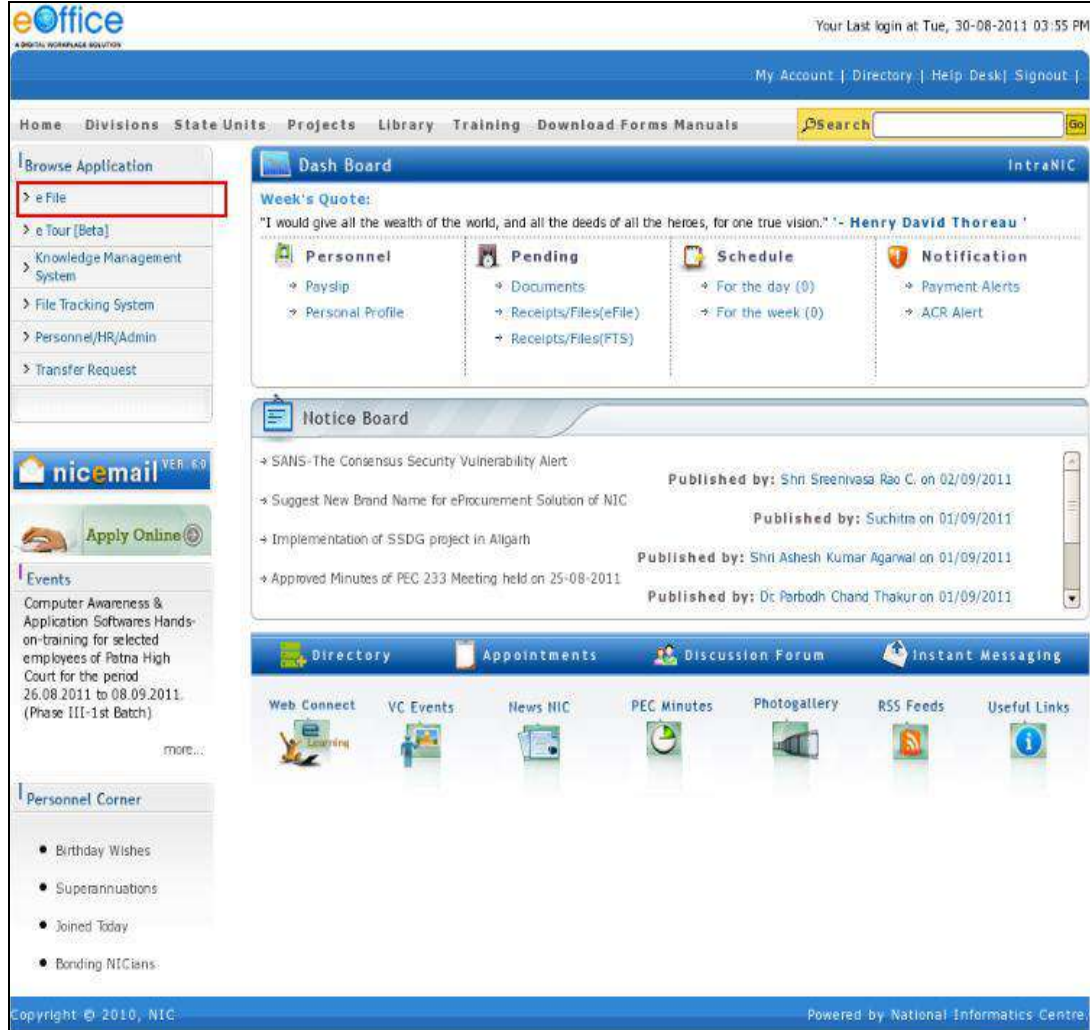


Fig.eFile. 78

- Click the **eFile** Link to move into eFile Application (Fig.eFile.78), as a result, eFile application opens as shown in Fig.eFile.79

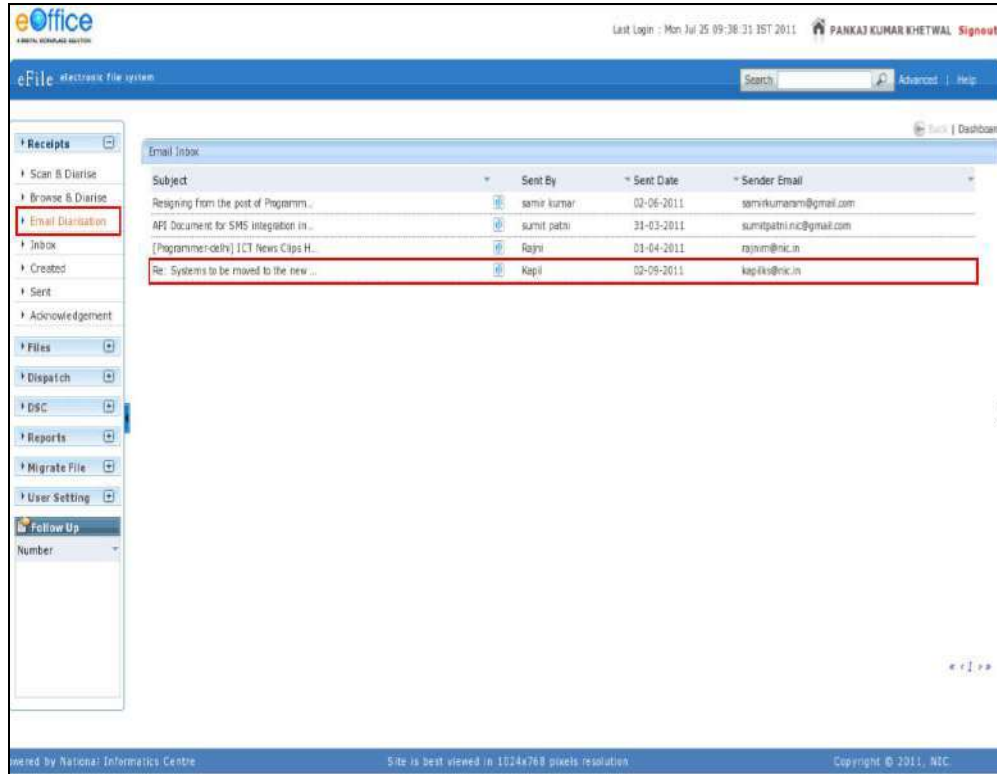


Fig.eFile. 79

- Click the **Email Diarisation** link and then click the moved receipt from the **NIC eMail** Section to diarise it (Fig.eFile.79).

As a result, **Diarisation** page appears, as shown in Fig.eFile.80

The screenshot displays the eFile system interface. On the left is a navigation menu with options like Receipts, Scan & Diarise, Browse & Diarise, Email Diarisation, Inbox, Created, Sent, Acknowledgement, Files, Dispatch, DSC, Reports, Migrate File, User Setting, Follow Up, and Number. The main area shows a scanned document with the following text:

No. G-12020/7793-A(2)
 Government of India/Union Minister
 Ministry of Home Affairs/O-G. Mantralaya
 Department of Personnel & Administrative Reforms
 (Karyak aur Prashasnik Sadhak Vinn.)

Shri. Patel Shivan, Gaudan Marg,
 New Delhi-110001, dated 02/09/2011

OFFICE ORDER

On a transfer from the Ministry of Law, Justice & Company Affairs (Department of Company Affairs) Shri. Sunil Kumar, a quasi-permanent Statistical Assistant, is appointed as Investigator in the Department of Personnel & Administrative Reforms (Administrative Services wing) in the scale of 1,485-15-900-R1-15-950-20-700 with effect from the forenoon of 1.7.1990 on deputation basis. He will be on deputation for a period of 3 years terminable earlier at the discretion of this Department. Other terms and conditions of his appointment will be governed under the provisions of the Ministry of Finance (Department of Expenditure) G.O. No. 10(24)-M.II/60 dated 4.5.1991 as amended from time to time.

2. The pay of Shri. Sunil Kumar as Investigator on deputation basis is fixed as under:-

Grade pay in the scale of 1,485-700	Rs. 615/-
Deputation duty allowance with effect from 1.7.90	10% of grade pay.
Date of next increase	1.6.1991.

(S.K. Sarin)
 Under Secretary to the Govt. of India
 Tel: 310655

DISTRIBUTION

1. Pay & Accounts Officer, D.P.A.R., New Delhi.
2. Cash Section with spare copy.
3. Department of Company Affairs with reference to their O.M. No. PPA/255/240/79, dated 14.7.89.
4. Shri. Patel Shivan, Investigator.
5. Personal file of the individual.
6. Hindi Cell.
7. Information.
8. Office order file.

On the right, there is a 'Create Receipt' form with the following fields:

- Inward Correspondence**
- Delivery Mode: Email, Language: English
- Type: Letter, Letter Date: 02/09/2011
- Received Date: 02/09/2011, Diary Date: 02/09/2011
- Number: [blank], VIP: Yes/No
- File Number: [blank]
- Sender Details**
- Name: CAPT. KUMAR SHARMA, e-Mail: kapkks@nic.in
- Address 1: D-122 PNH, Address 2: Lathi Road
- Country: INDIA, Pincode: 110003
- State: DELHI, Mobile: 9818124315
- Ministry: Choose One, Telephone: 24315676
- Department: Choose One
- Subject Matter**
- Main Category: Choose One
- Sub Category: Choose One
- Subject: Re: Systems to be moved to the new boxon/S/W stack

A 'Generate Receipt' button is located at the bottom right of the form.

Fig.eFile. 80

- Diarise moved Receipt and click the **Generate Receipt** () button (Fig.eFile.80).

As a result, **Sent to Page** appears as shown in Fig.eFile.81.

View Mark As Create Part					
	▼ Number	▼ Subject	▼ Sent To	▼ Sent on	▼ Due On
	P C/243/2012-LF	trimming	JAGMOHAN SINGH	13/07/12 03:38	-
	E B/240/2012-PRT	Gs Sharma -15	GEETA SHARMA	13/07/12 03:29	-
	P A-11011/236/2012-LIB	File 7878	GEETA SHARMA	13/07/12 03:15	-
	E A-11011/239/2012-LIB	Haryana Roadways	GEETA SHARMA	13/07/12 03:15	-
	E A/146/2012-LF	file0555	DINESH CHANDRA LOHANI	13/07/12 03:08	-
	E B/237/2012-ENC	test	DINESH CHANDRA LOHANI	13/07/12 03:08	-
	P C/207/2012-LF	test	RAMESH KUMAR	13/07/12 10:53	-
	P D/129/2012-PRT	11	RAMESH KUMAR	13/07/12 10:53	-
	P C/234/2012-LF	pull back	RAMESH KUMAR	13/07/12 10:53	-
	E A/23/2012-LF	Sandy Test 21	JAGMOHAN SINGH	12/07/12 05:11	-
	E C/232/2012-LF	asdf	JAGMOHAN SINGH	12/07/12 05:11	-
	P C/234/2012-LF	pull back	DINESH CHANDRA LOHANI	12/07/12 05:02	-
	E PANDITJI	Pandit ji	DINESH CHANDRA LOHANI	12/07/12 02:57	-
	P C/207/2012-LF	test	DINESH CHANDRA LOHANI	12/07/12 02:45	13/07/12 12:00

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 81

Created:

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on **‘Created’** link under the Receipts section. As a result the, **Create Receipts** screen appears, as shown in Fig.eFile.82:

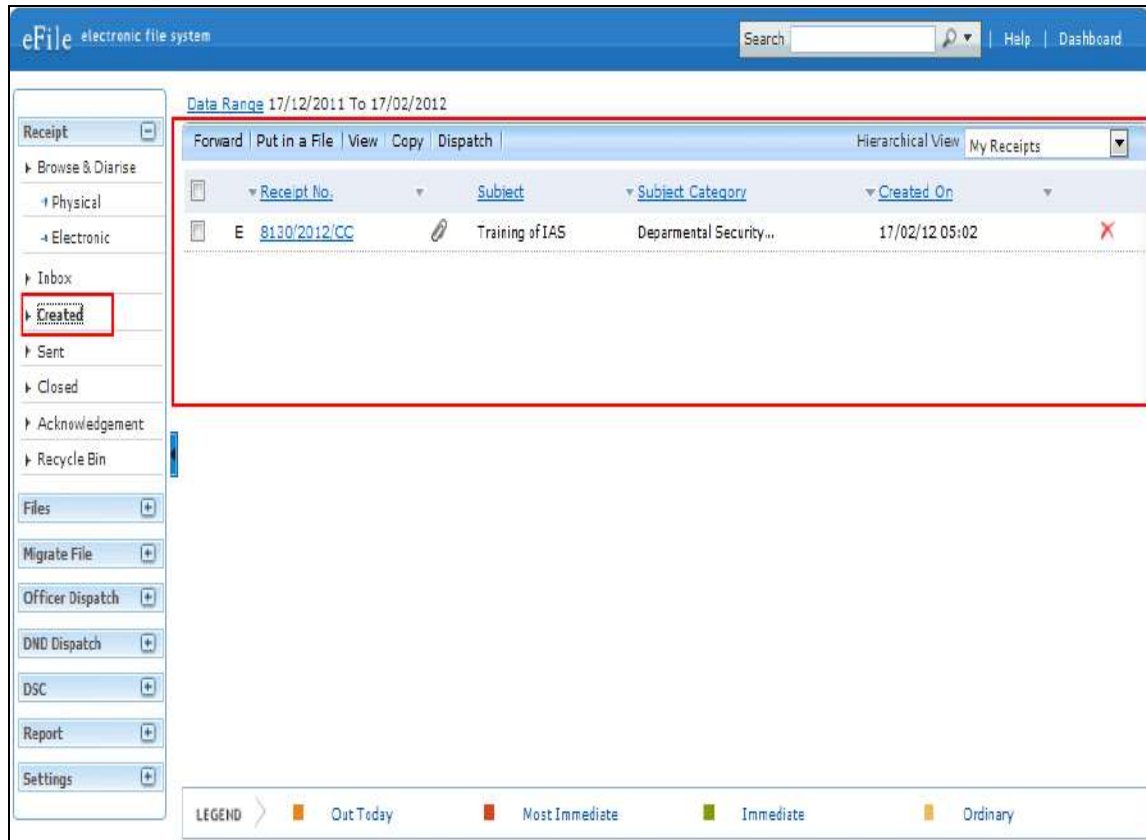


Fig.eFile. 82

There are **5** links provided under Created Section of receipt:

- a) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- b) **Put in a File:** User can use this option to attach the generated receipt under the concerned file.

To attach a Receipt/s under a file, user has to perform following steps:

- Select receipt/s from the **Created** section which needs to be merge under a file, and click the '**Put in a File**' link, as shown in Fig.eFile.83:

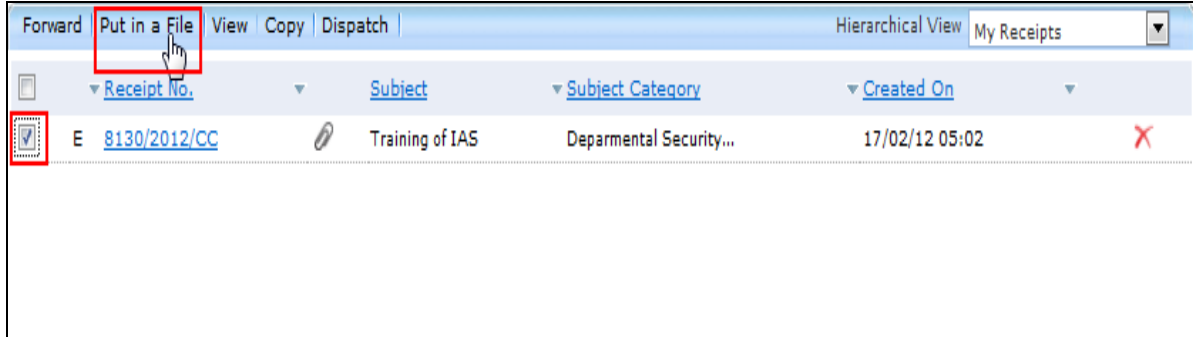


Fig.eFile. 83

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.84:

The list contains files which are present in 'Created' or 'Inbox' section of File.

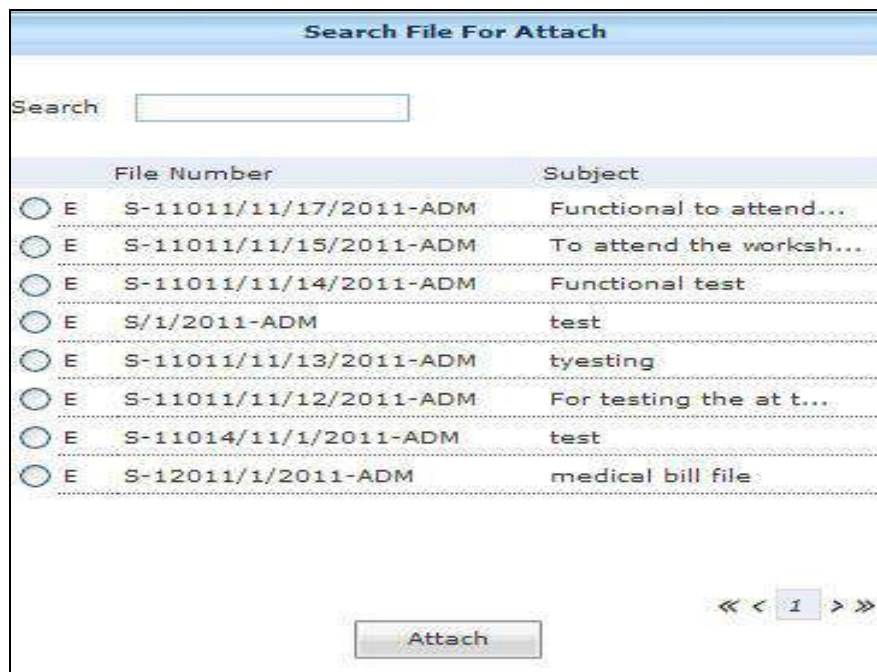


Fig.eFile. 84

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.85:

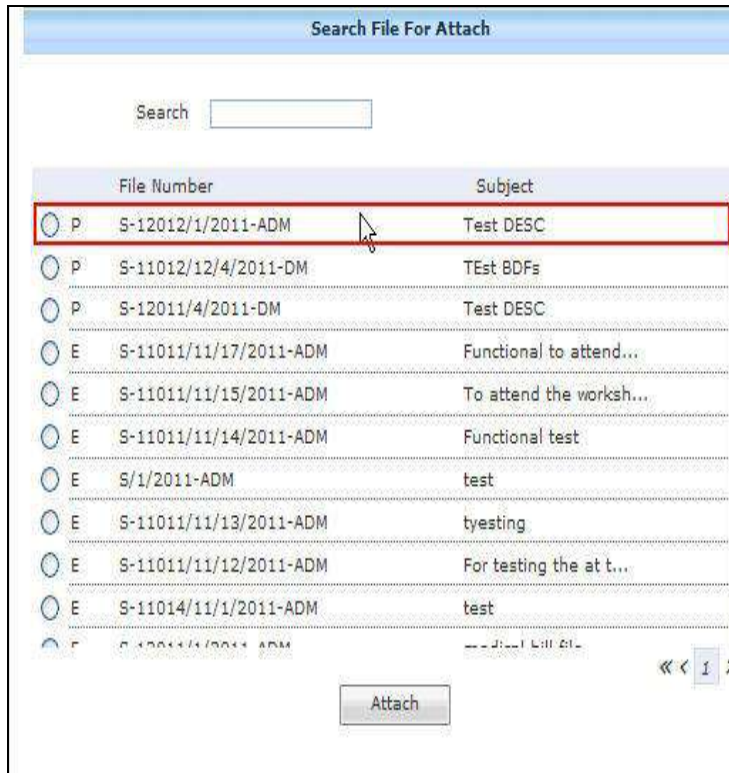


Fig.eFile. 85

Click the **Attach** () button (Fig.eFile.85), as a result the receipt gets attached to the selected file.

c) View: User can use this option to list the receipts depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.86:

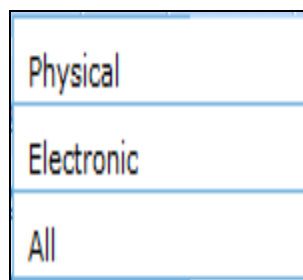


Fig.eFile. 86

- Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts,

as shown in Fig.eFile.87:

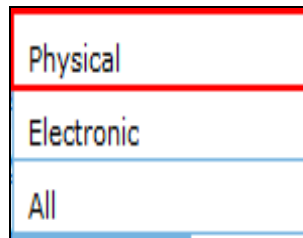


Fig.eFile. 87

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.88:

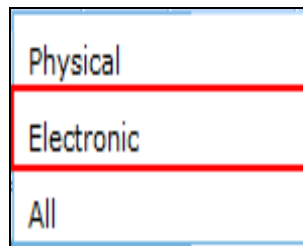


Fig.eFile. 88

- iii. **ALL**-Click the **ALL** from the dropdown menu to view the all the receipts altogether, as shown in Fig.eFile.89:

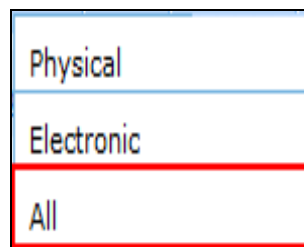


Fig.eFile. 89

d) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

e) Dispatch: User can use this option to **Dispatch** a receipt.

If user wants to dispatch a receipt from the Created section then the receipt will first move to inbox of that user and then from there it can be dispatched.

For Dispatch Process refer to the Receipt Inbox.

There are 10 links provided when opening up a Created receipt: (Physical and Electronic)

- a) **Send To Draft:** User can use this option if wants to work on the created receipt later on.
- b) **Movement:** User can use this option to track the **Movements**' of the receipt which automatically gets updated as Receipt moves further.
- c) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.90:

The screenshot shows the 'Details' view of a receipt in the eOffice system. The receipt details are as follows:

- Receipt No : 9495/2012/LF
- Subject : Training to the IAS ...
- From : ravi verma
- Designation :
- Address : DOPT
- Main Category : Training related matters
- Sub Category :
- Sent Date : -
- Opening Date : -
- Letter Reference No :
- Letter Date :

Below the details are three tables:

Dispatch History				
Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode

Referenced Files				
File Number	Subject	Attached by		
E	A-11011/128/2012-LF	fdsfsdf	ALKA A KULKARNI	X

Referenced Receipts				
Receipt No.	Subject	Attached by		
P	8895/2012/LF	asd	ALKA A KULKARNI	X

Fig.eFile. 90

- d) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

Click the **Edit** link ([Edit](#)), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- e) **Forward:** Users can use this option to **forward** the created receipt to the intended recipient.

f) **Put in a File:** User can use this option to attach the created receipt under the concerned file.

To attach or put a Receipt/s in a file, user has to perform following steps:

Click the Put in a File link, as a result list of files will appear, as shown in Fig.eFile.91:

The list contains files which are present in 'Created' or 'Inbox' section of File.

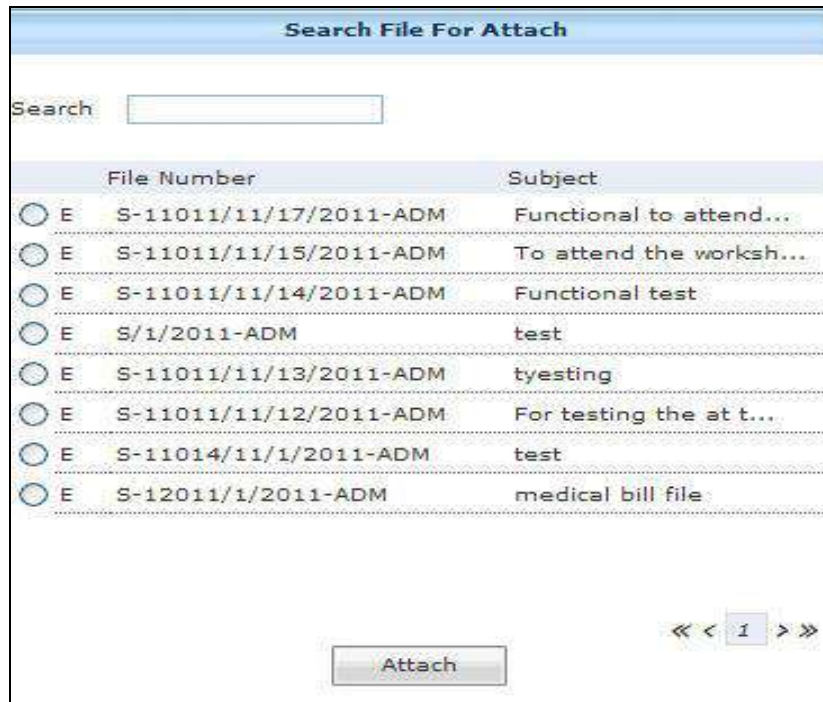


Fig.eFile. 91

- Select a file in which the created receipt needs to be attached, as shown in Fig.eFile.92:

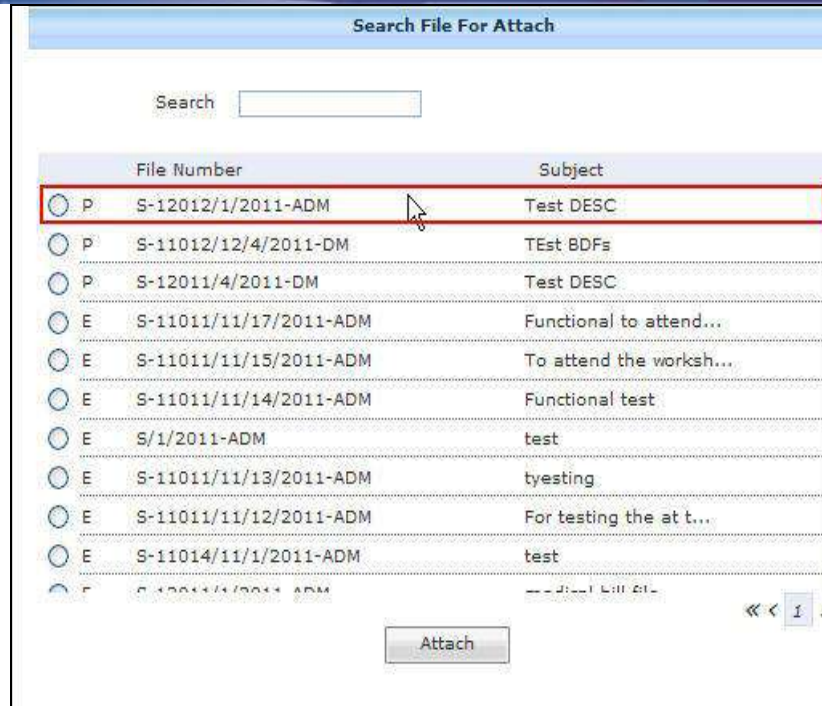


Fig.eFile. 92

Click the **Attach** () button (Fig.eFile.88), as a result the created receipt gets attached to the selected file.

- g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.
- h) **Dispatch:** Refer to Dispatch option in Receipt Inbox.
- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

Click the **Attach File** () link, as a result list of files will appear, as shown in Fig.eFile.93:

The list contains files which are present in 'Created' or 'Inbox' section of File.

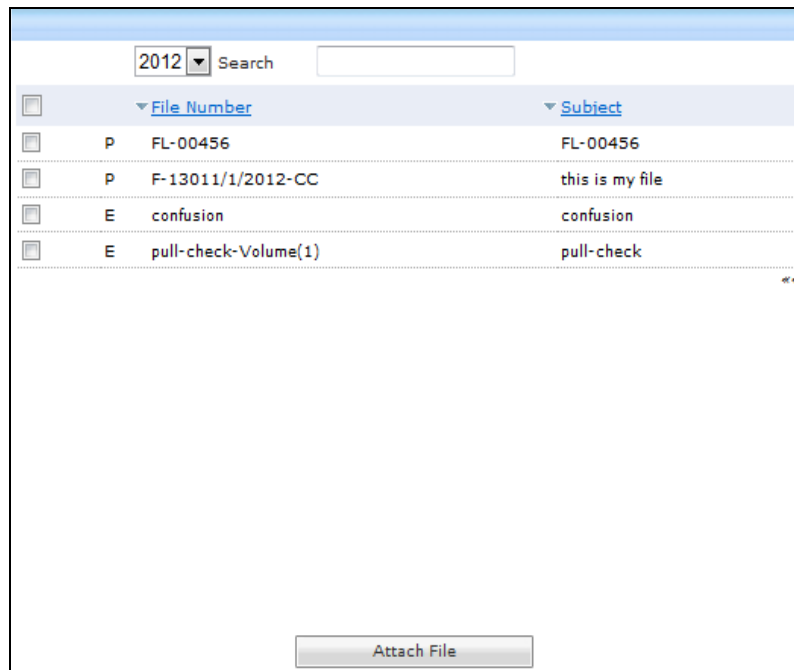


Fig.eFile. 93

- Select a file in which the receipt needs to be attached and click the **Attach File** () button (Fig.eFile.93), as shown in Fig.eFile.94:

<input type="checkbox"/>	File Number	Subject
<input type="checkbox"/>	P FL-00456	FL-00456
<input type="checkbox"/>	P F-13011/1/2012-CC	this is my file
<input type="checkbox"/>	E confusion	confusion
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check

Attach File

Fig.eFile. 94

As a result the attached file reflects under 'Referenced Files' section of that Receipt, as shown in Fig.eFile.95:

Receipt Number	:	8131/2012/CC
File No.	:	
Subject	:	dsfd
From	:	dsfd
Sent Date	:	2012-02-17 17:09:36.385
Sent By	Sent On	Sent To
ALOK PANDEY	17/02/12	ALOK PANDEY
Dispatch History		
<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>
Referenced Files		
<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>
P FL-00456	FL-00456	ALOK PANDEY
E D-25014/3/2012-CC	PMO001	ALOK PANDEY
P F-13011/1/2012-CC	this is my file	ALOK PANDEY

Fig.eFile. 95


j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

For process of Attaching Receipts refer to “*Attach Receipts option under Receipt Inbox*”.

Quick Actions: - There are one useful link given under **Created** Section of receipt:

- ❖ **Delete** ()- Deletes the selected receipts, as a result deleted receipt moves to **Recycle Bin** section of Receipts.

Sent:

Sent option contains a list of all the receipts that are sent as an **outward correspondence**. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears as shown in Fig.eFile.96:

eFile electronic file system

Search [] | Help | Dashboard

Data Range 17/12/2011 To 17/02/2012

Forward | Mark As | View | Copy

Receipt No.	Subject	Sender	Sent to	Sent On	Due On
E 8134/2012/CC	sdf	dsf	ALOK PANDEY	17/02/12 05:33	-
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-
E 8128/2012/CC	Hi	21	ALOK PANDEY	17/02/12 05:01	-
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 04:58	-
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:53	-
E 8123(1)/2012/CC	acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
E 8123/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
E 8122/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
E 8117/2012/CC	sda	dssd	GARINA YADAV	17/02/12 12:54	-
P 8118/2012/CC	sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
P 8119/2012/CC	training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile. 96

There are 4 links provided under Sent Section of receipt:

- Forward:** User can use this option to **forward** the receipt to the intended recipient.
- Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt.

To create a new follow up on a receipt user has to perform the following steps:

Select the receipt on which follow up need to be created and click the **New Follow Up** option under '**Mark As**' Link, as shown in Fig.eFile.97:

Forward		Mark As	View	Copy		Subject	Sender	Sent to	Sent On	Due On
<input type="checkbox"/>		New Followup								
<input type="checkbox"/>		Remove Followup								
<input type="checkbox"/>	<input type="checkbox"/>	E 8134/2012/CC				sdf	dsf	ALOK PANDEY	17/02/12 05:33	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8126/2012/CC				121	21	ALOK PANDEY	17/02/12 05:24	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8128/2012/CC				Hi	21	ALOK PANDEY	17/02/12 05:01	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8126/2012/CC				121	21	ALOK PANDEY	17/02/12 04:58	-
<input type="checkbox"/>	<input type="checkbox"/>	P 8125/2012/CC				11	11	ALKA A KULKARNI	17/02/12 04:53	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8123(1)/2012/CC				acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8123/2012/CC				acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E 8122(1)/2012/CC				acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8122(1)/2012/CC				acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8122/2012/CC				acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8117/2012/CC				sda	dssd	GARIMA YADAV	17/02/12 12:54	-
<input type="checkbox"/>	<input type="checkbox"/>	P 8118/2012/CC				sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
<input type="checkbox"/>	<input type="checkbox"/>	P 8119/2012/CC				training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

LEGEND ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 97

As a result **Follow up** screen will appear as shown in Fig.eFile.98:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None

When to Follow Up

:

Fig.eFile. 98

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.99:

Fig.eFile. 99

Click the **Save** () button (Fig.eFile.99) as a result **follow up** will be created.

- c) **View:** User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, Followed Up, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.100:

Physical
Electronic
Followed Up
All

Fig.eFile. 100

- Physical-** Click the **Physical** from the dropdown menu to view **Physical Receipts** as shown in Fig.eFile.101:

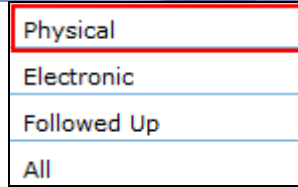


Fig.eFile. 101

Electronic-Click the **Electronic** from the dropdown menu to view **read Receipts** as shown in Fig.eFile.102:

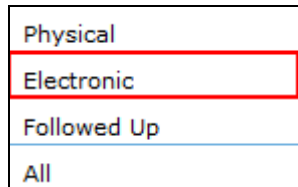


Fig.eFile. 102

- ii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Receipts on which the user has marked a follow up, as shown in Fig.eFile.103:

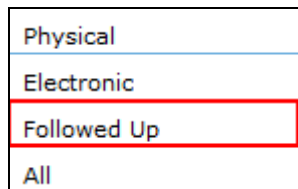


Fig.eFile. 103

- iii. **ALL**-Click the **ALL** from the dropdown menu to view all the Receipts altogether, as shown in Fig.eFile.104:

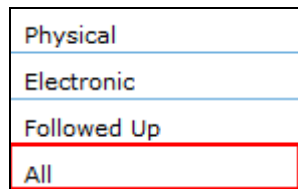


Fig.eFile. 104

- d) **Copy**: User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: (**Physical-without attachment**)

- a) **Movement**: User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.

- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.105:

Movements **Details** Copy

Receipt No : 9521/2012/LIB
 Subject : Ramesh 012
 From : Ramesh 012
 Designation :
 Address : Ramesh 012
 Main Category : All RTI matters
 Sub Category :
 Sent Date : 13/06/12 03:16
 Opening Date : 13/06/12 01:54
 Letter Reference No :
 Letter Date :

Dispatch History

Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode
11649/2012	Ramesh 012	13/06/12 1:59 PM	PROF(HINDI) (Self)	

Referenced Files

File Number	Subject	Attached by

Referenced Receipts

Receipt No.	Subject	Attached by

Fig.eFile. 105

- e) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: **(Physical-with attachment)**

- a) **Movement:** User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.106:

The screenshot displays the 'Details' tab of a receipt in the eOffice system. The interface includes a navigation bar with 'Movements', 'Details', and 'Copy' options. The main content area is divided into several sections:

- Metadata Fields:** A list of fields including Receipt No (9521/2012/LIB), Subject (Ramesh 012), From (Ramesh 012), Designation, Address (Ramesh 012), Main Category (All RTI matters), Sub Category, Sent Date (13/06/12 03:16), Opening Date (13/06/12 01:54), Letter Reference No, and Letter Date.
- Dispatch History:** A table with columns for Dispatch Number, Subject, Dispatch Date, Sent Through, and Dispatch Mode. One entry is visible: I/648/2012, Ramesh 012, 13/6/12 1:59 PM, PROF(HINDI) | (Self).
- Referenced Files:** A table with columns for File Number, Subject, and Attached by.
- Referenced Receipts:** A table with columns for Receipt No, Subject, and Attached by.

Fig.eFile. 106

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are 3 links provided when opening up a Sent receipt: **(Electronic)**

- Movements:** User can use this option to track the '**Movement**' of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.107:

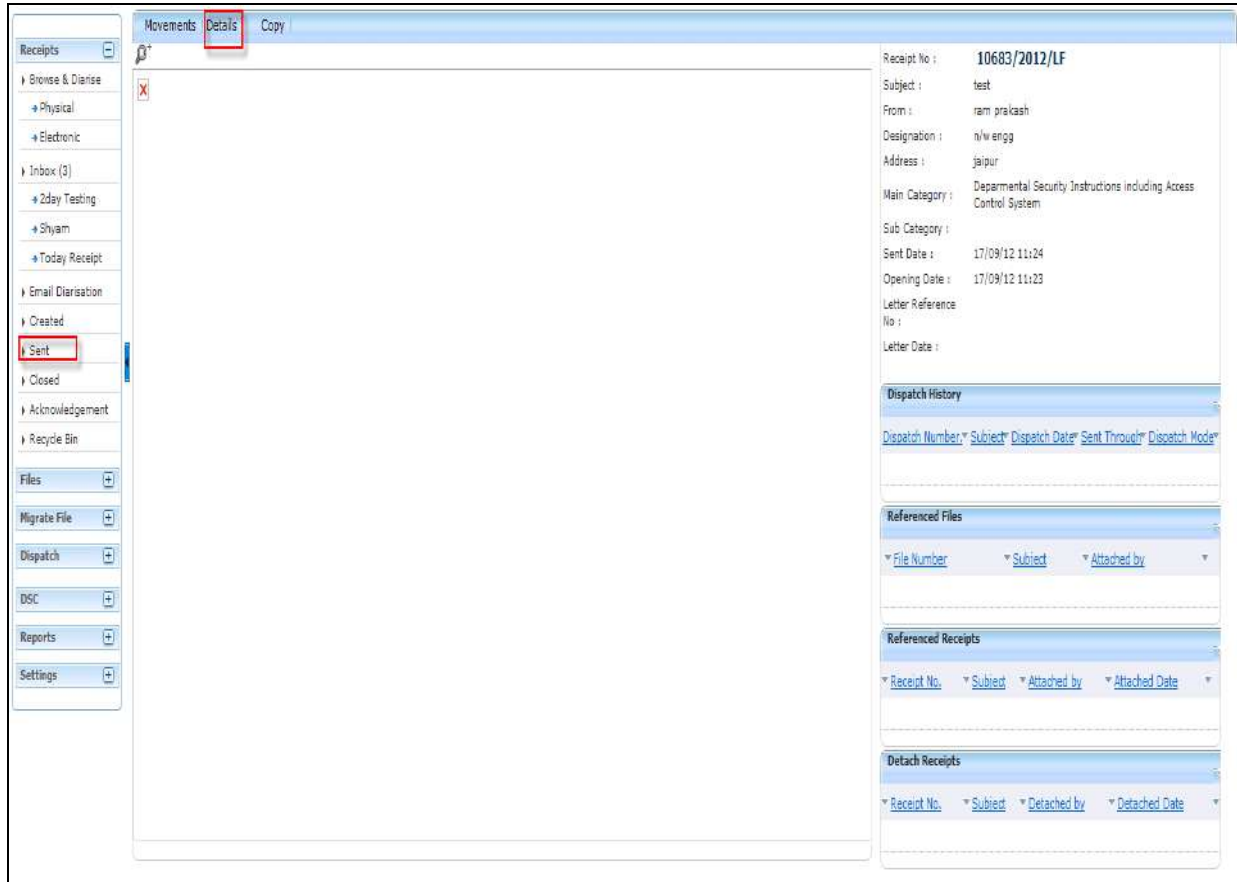


Fig.eFile. 107

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.108:

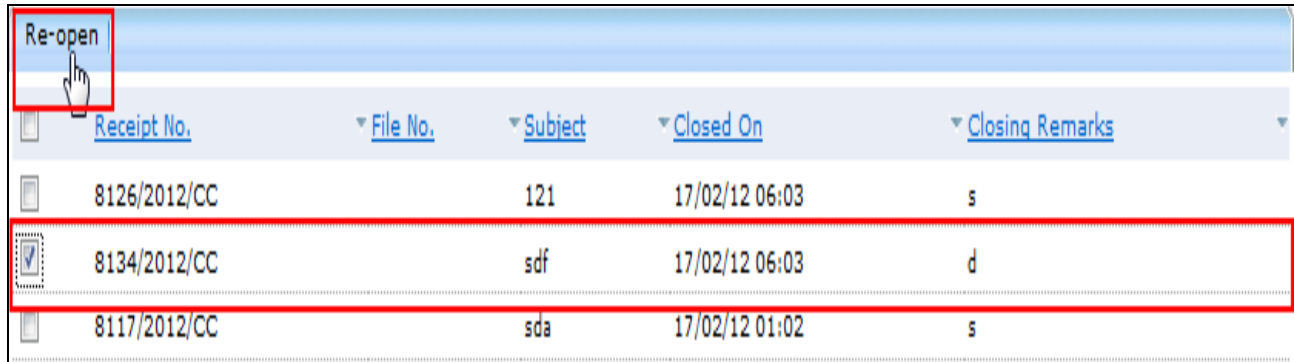
Re-open					
<input type="checkbox"/>	Receipt No.	File No.	Subject	Closed On	Closing Remarks
<input type="checkbox"/>	8117/2012/CC		sda	17/02/12 01:02	s

Fig.eFile. 108

User can re-open the closed receipt anytime by clicking the Re-Open option.

To Re-open any Receipt (Physical or Electronic), user has to perform following steps:

- Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.109:



<input type="checkbox"/>	Receipt No.	File No.	Subject	Closed On	Closing Remarks
<input type="checkbox"/>	8126/2012/CC		121	17/02/12 06:03	s
<input checked="" type="checkbox"/>	8134/2012/CC		sdf	17/02/12 06:03	d
<input type="checkbox"/>	8117/2012/CC		sda	17/02/12 01:02	s

Fig.eFile. 109

As a result, confirm message to re-open the receipt will appear, as shown in Fig.eFile.110:



Alert

Are you sure you want to re-open this receipt?

Remarks *

OK Cancel

Fig.eFile. 110

- Enter the remarks and click the 'OK' button (Fig.eFile.110) to finally Re-open the closed receipt and so the receipt moves to the Receipt Inbox of the user.

Acknowledgement:

Acknowledgement option contains all the receipts that are diarized by the user for which an acknowledgement can be generated, as shown in Fig.eFile.111:

ByPost			
<input type="checkbox"/>	Receipt No.	Subject	Subject Category
<input type="checkbox"/>	8135/2012/CC	dsf	Creation and Continu...
<input type="checkbox"/>	8134/2012/CC	sdf	Deparmental Security...
<input type="checkbox"/>	8131/2012/CC	dsfd	ACP and other relate...
<input type="checkbox"/>	8128/2012/CC	Hi	Computer Security
<input type="checkbox"/>	8126/2012/CC	121	Computer Security
<input type="checkbox"/>	8125/2012/CC	11	Conduct Rules, Intim...
<input type="checkbox"/>	8123/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8122/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8119/2012/CC	training of the Empl...	Conduct Rules, Intim...
<input type="checkbox"/>	8118/2012/CC	sdds	Court Cases
<input type="checkbox"/>	8117/2012/CC	sda	AMC & Demand

Fig.eFile. 111

There is 1 link provided under Acknowledgement Section of receipt:

a) **ByPost**: This link helps the user to generate an acknowledgment for the selected receipt

To generate an acknowledgement user has to perform the following steps:

- Select the receipt for which the acknowledgement is to be generated and click the **ByPost** ([ByPost](#)) link, as shown in Fig.eFile.112:

By Post			
<input type="checkbox"/>	Receipt No.	Subject	Subject Category
<input type="checkbox"/>	8135/2012/CC	dsf	Creation and Continu...
<input type="checkbox"/>	8134/2012/CC	sdf	Departmental Security...
<input type="checkbox"/>	8131/2012/CC	dsfd	ACP and other relate...
<input checked="" type="checkbox"/>	8128/2012/CC	Hi	Computer Security
<input type="checkbox"/>	8126/2012/CC	121	Computer Security
<input type="checkbox"/>	8125/2012/CC	11	Conduct Rules, Intim...
<input type="checkbox"/>	8123/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8122/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8119/2012/CC	training of the Empl...	Conduct Rules, Intim...
<input type="checkbox"/>	8118/2012/CC	sdds	Court Cases
<input type="checkbox"/>	8117/2012/CC	sda	AMC & Demand

Fig.eFile. 112

As a result, File Download dialog box appears, as shown in Fig.eFile.113:



Fig.eFile. 113

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report.


To save the acknowledgement click the **Save** () button (Fig.eFile.113).

As a result, the **Acknowledgement** is saved at the specified location in Pdf format. Now, Now user can open it and make necessary amendment and can revert back as acknowledgement.

Recycle Bin:

Recycle Bin option contains list of all the receipts which are deleted from the “Created” section of receipts.

There are 2 links provided under Recycle Bin Section of receipt:

a) **Delete** (): Permanently deletes the selected Receipt.

b) **Restore** (🗑️): The receipts which are deleted from the **Created** section are restored back.

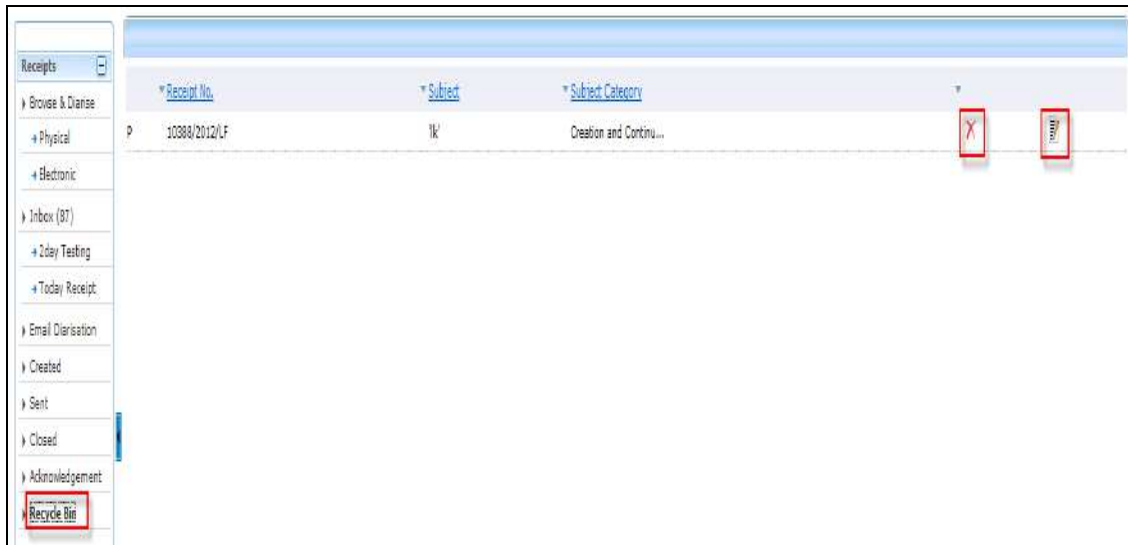


Fig.eFile. 114

Files

A File is a collection of related records which comprises of Receipts, Notings, Drafts, References, and Linked Files

There are various links available under Files section which is mentioned below:

1. Inbox
2. Created
3. Parked
4. Closed
5. Sent
6. Physical File
7. Electronic File
8. Create Part
9. Create Volume
10. Recycle Bin

Let's have an introduction about these Links one by one:

Inbox:

Inbox link contains the list of all the eFiles that are received/ marked by any other eOffice user, as shown in Fig.eFile.115:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/272/2012-CC	sadasd	JAGMOHAN SINGH	03/09/12 04:16	-	04/09/12 09:02	[Icons]
E A-11011/273/2012-CC	dafdsf	JAGMOHAN SINGH	03/09/12 04:10	-	14/09/12 11:38	[Icons]
E A-11011/274/2012-CC	dgsdfg	ALOK PANDEY	03/09/12 04:10	-	14/09/12 11:31	[Icons]
P B/255/2012-LF	Gs Sharma Created	GEETA SHARMA	03/09/12 03:45	-	03/09/12 03:45	[Icons]
E B/255/2012-LF	asd	GEETA SHARMA	03/09/12 03:45	-	-	[Icons]
E A-14011/3/2012-LF	wrdwerwr	GEETA SHARMA	03/09/12 03:45	-	-	[Icons]

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 115

User has to click the File number to view the File. As a result, the user can view the content of File along with the details. The convention E and P is used to discriminate between Electronic and physical File respectively.

There are 8 links provided under Inbox Section of Files:

Receive:

Helps the user to receive the Physical file.

To receive a Physical file user has to perform following steps:

- Select a file from the Inbox which has to be received, as shown in Fig.eFile.116:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge								Hierarchical View	My Files
	Number	Subject	Sender	Sent on	Due On	Read On	Quick Action		
	E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51			
	P B-13011/5/2012-DDS(AK)	phydytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02			
	E A-11011/140/2012-LF	fdafdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00			
	P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P B/143/2012-EBC-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 116

Click the **Receive** link, as a result the alert message comes to confirm the receiving action of file, as shown in Fig.eFile.117:

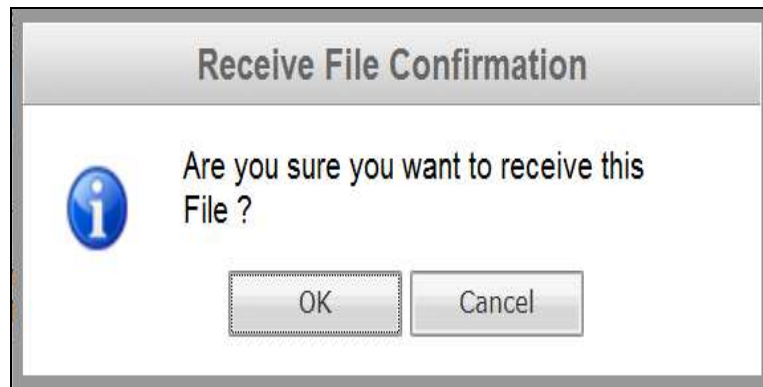


Fig.eFile. 117

- Click the **OK** button (Fig.eFile.117), as a result the file gets received and then it can be opened as the file link gets activated, as shown in Fig.eFile.118:

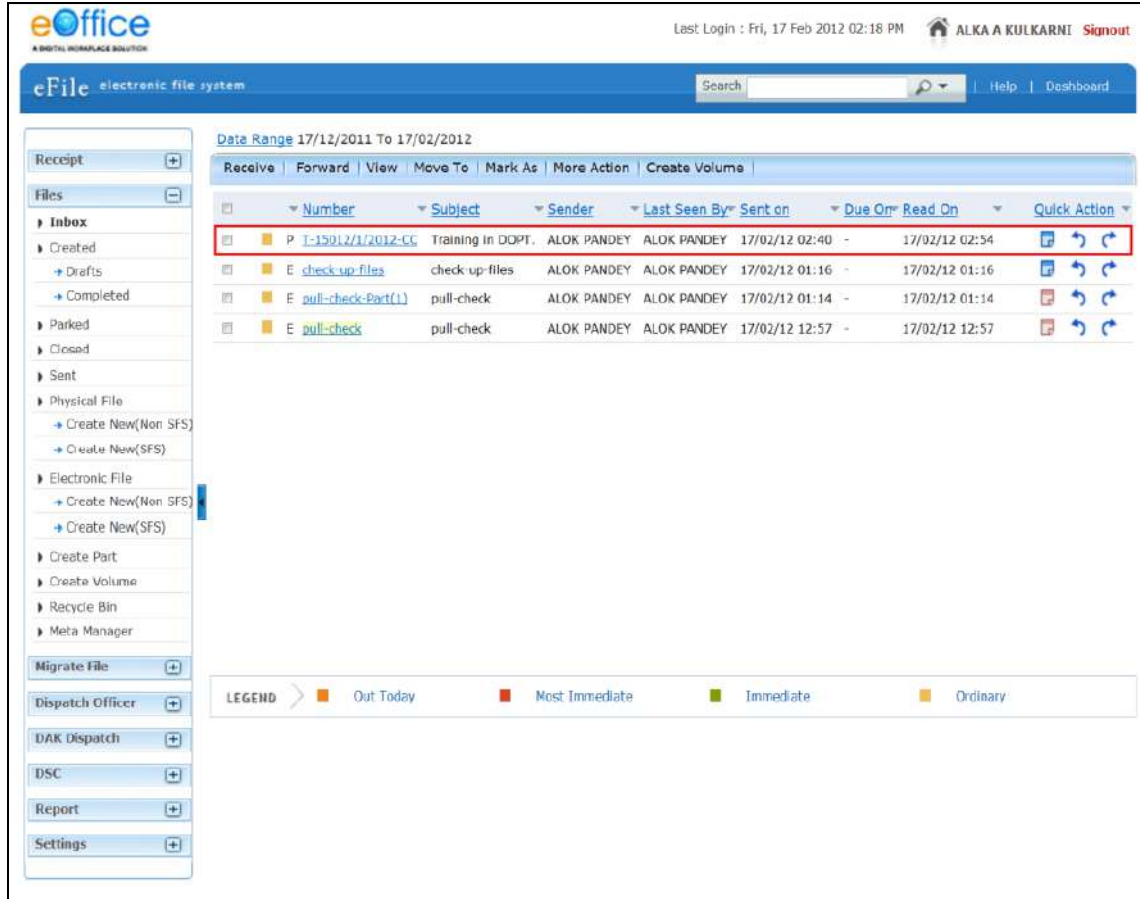


Fig.eFile. 118

Reply:

Helps the user to reply to the sender of the file.

- To send a reply on file user has to perform the following steps:
-
- Select a file from the Inbox for which reply has to be send, as shown in Fig.eFile.119:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	[Icons]
P B-13011/5/2012-DDS(AK)	phydytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Icons]
E A-11011/140/2012-LF	fdsfdsf dsfdfs	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Icons]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B/143/2012-ERC-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 119

- Click the **Reply** link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.120:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To :

Set Due Date :

Action :

Priority :

Total 1000 | 1000 character left

Remarks :

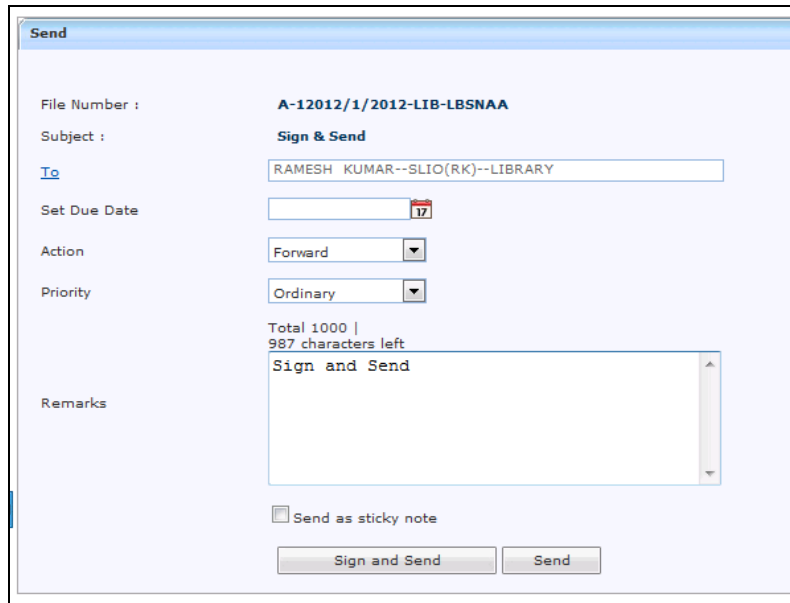
Fig.eFile. 120

Sign and Send

Sign and Send process is having slight differentiation from normal sending of the Files. In this case, user will digitally sign the file and then send it.

Let us discuss in detail how to implement Sign and Send process.

- Enter the input required details to which file to be sent on as shown in Fig.eFile.121:



The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : A-12012/1/2012-LIB-LBSNAA
- Subject : Sign & Send
- To : RAMESH KUMAR--SLIO(RK)--LIBRARY
- Set Due Date : 17
- Action : Forward
- Priority : Ordinary
- Remarks : Sign and Send

At the bottom of the dialog box, there is a checkbox labeled 'Send as sticky note' which is unchecked. Below the checkbox are two buttons: 'Sign and Send' and 'Send'.

Fig.eFile. 121

DSC should have been Plugged in and in Dedected mode then will display Sign and Send button for the file else only Send button is visible.

- Click on Sign and Send button as shown in Fig.eFile.122:

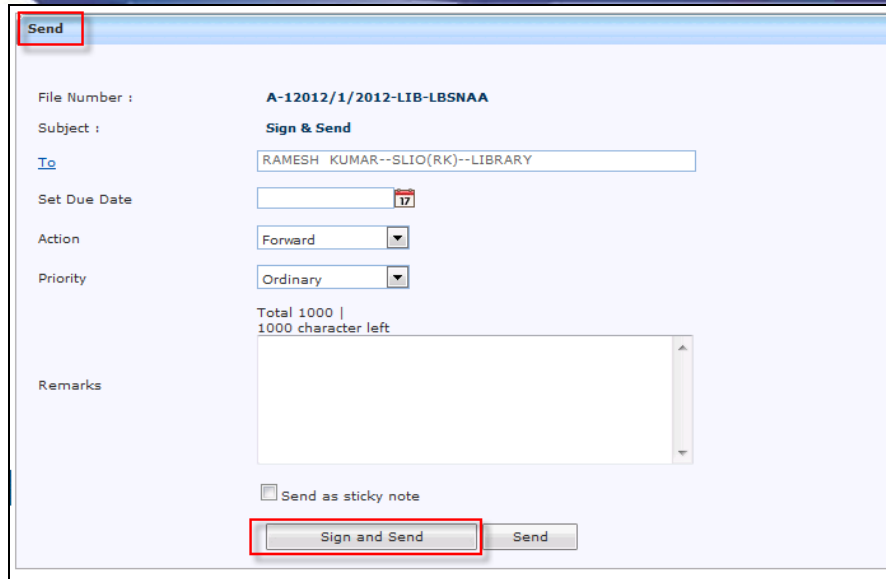


Fig.eFile. 122

- Pop windows appears for signing the document and click on Run button as shown in Fig.eFile.123:

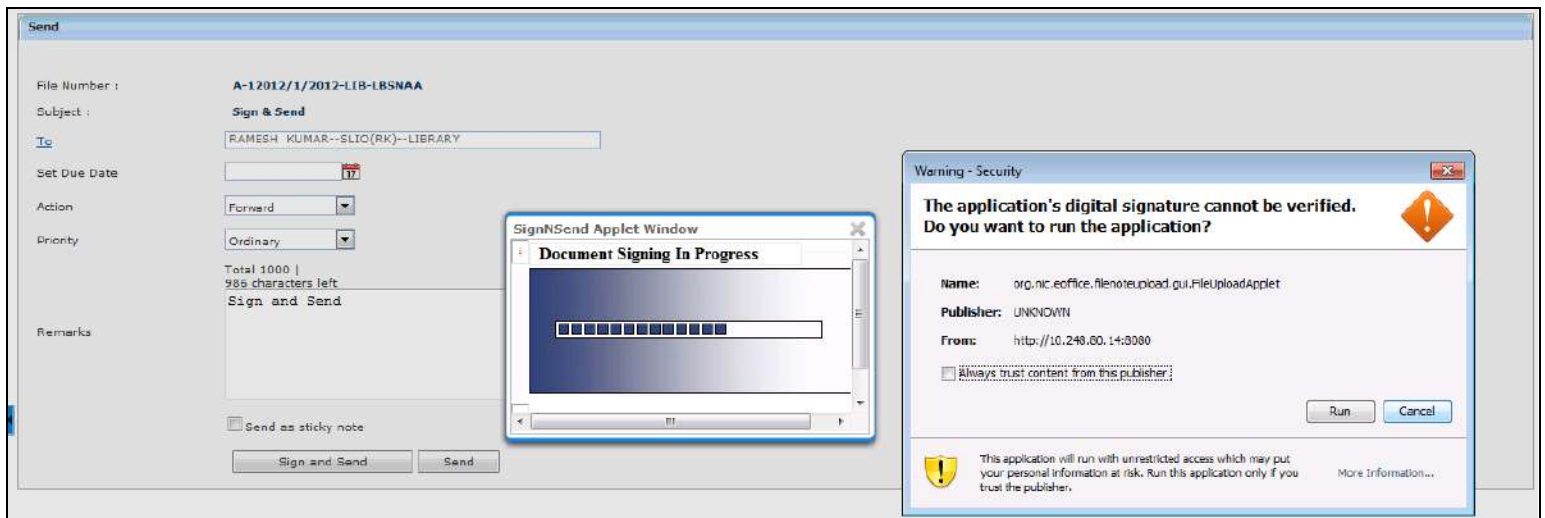


Fig.eFile. 123

- A pop window appears displaying File is signed as shown in Fig.eFile.124:



Fig.eFile. 124

- When received user opens the Inbox and click on the received file is displayed as shown in Fig.eFile.125:

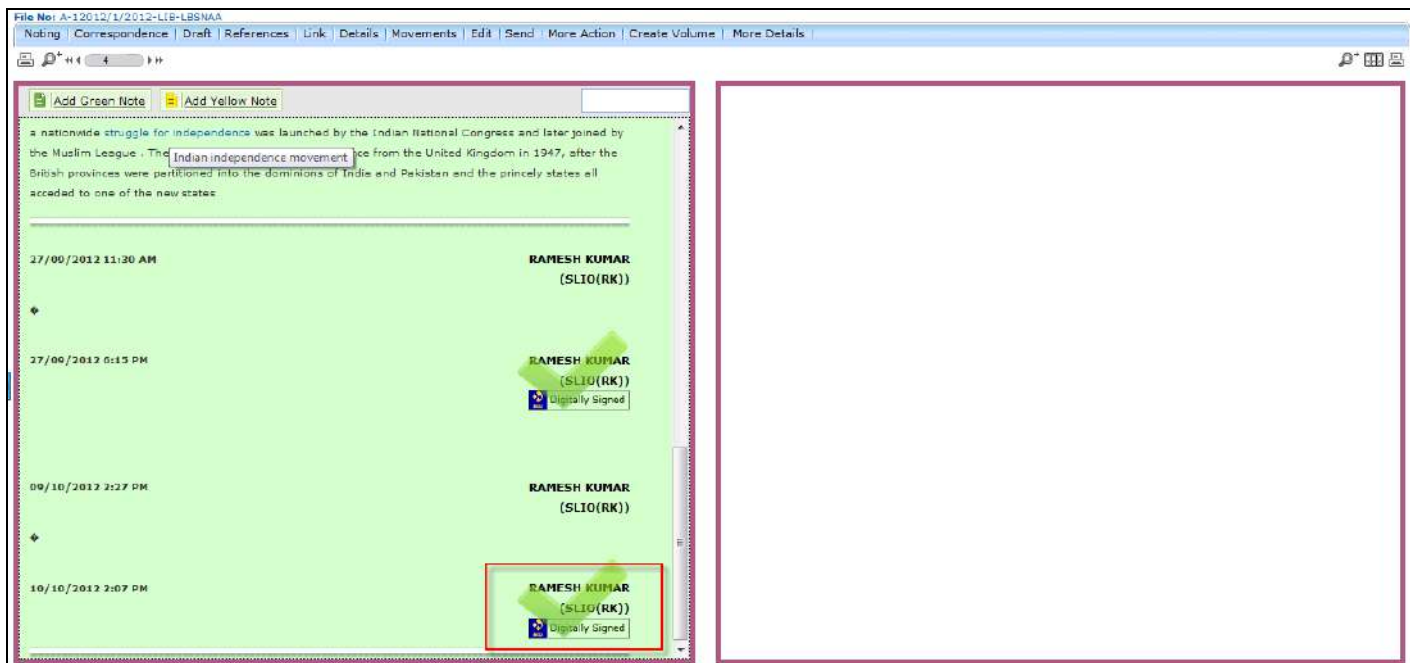


Fig.eFile. 125

Red colored box indicates the newly added signature of authority.

- Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.126:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To : Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date : 17

Action : Forward

Priority : Ordinary

Total 1000 |
1000 character left

Remarks :

Send

Fig.eFile. 126

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.127:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To : Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date : 29/02/2012

Action : Forward


Priority : Most Immediate





Total 1000 |
994 characters left

Remarks : URGENT

Send


Fig.eFile. 127

Click the Send () button (Fig.eFile.117). As a result, the File is sent to the intended recipient. Then, the user will be redirected to the Sent Files page, displaying the list of all the sent Files along with the newly sent File, as shown in Fig.eFile.128:

View	Mark As	Create Part					
	Number	Subject	Sent To	Sent on	Due On		
P	C/243/2012-LF	trimming	JAGMOHAN SINGH	13/07/12 03:38	-		
E	B/240/2012-PRT	Gs Sharma -15	GEETA SHARMA	13/07/12 03:29	-		
P	A-11011/236/2012-LIB	File 7878	GEETA SHARMA	13/07/12 03:15	-		
E	A-11011/239/2012-LIB	Haryana Roadways	GEETA SHARMA	13/07/12 03:15	-		
E	A/146/2012-LF	file0555	DINESH CHANDRA LOHANI	13/07/12 03:08	-		
E	B/237/2012-EBC	test	DINESH CHANDRA LOHANI	13/07/12 03:08	-		
P	C/207/2012-LF	test	RAMESH KUMAR	13/07/12 10:53	-		
P	D/129/2012-PRT	11	RAMESH KUMAR	13/07/12 10:53	-		
P	C/234/2012-LF	pull back	RAMESH KUMAR	13/07/12 10:53	-		
E	A/23/2012-LF	Sandy Test 21	JAGMOHAN SINGH	12/07/12 05:11	-		
E	C/232/2012-LF	asdf	JAGMOHAN SINGH	12/07/12 05:11	-		
P	C/234/2012-LF	pull back	DINESH CHANDRA LOHANI	12/07/12 05:02	-		
E	PANDITJI	Pandit ji	DINESH CHANDRA LOHANI	12/07/12 02:57	-		
P	C/207/2012-LF	test	DINESH CHANDRA LOHANI	12/07/12 02:45	13/07/12 12:00		

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile.128

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

Forward:

Helps the user to forward a particular File/s to the recipient.

To Forward a File/s, user has to perform following steps:

- Select File/s from the File Inbox which needs to be forwarded, as shown in Fig.eFile.129:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge								Hierarchical View	My Files
	Number	Subject	Sender	Sent on	Due On	Read On	Quick Action		
	E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51			
	P B-13011/5/2012-ODS(AK)	phydytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02			
	E A-11011/140/2012-LF	fdsfsdfs dsfsfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00			
	P E-12/3/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P B/143/2012-EBC-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 12729

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile. 130:

Send

File Number : **check-up-files**

Subject : **check-up-files**

To :

Set Due Date : 12

Action :

Priority :

Total 1000 | 1000 character left

Remarks :

Fig.eFile. 1280

- Either directly enter the name in the '**To**' option or Click the '**To**' link to select the marking abbreviation of the recipient (Fig.eFile.130).
- Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box (Fig.eFile.130).
- Select the **Action** which has been taken on the File from the dropdown menu as shown in (Fig.eFile.130).
- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.130).
- Type the **remarks** (if required) in the Remarks text box (Fig.eFile.130).

After entering all the Meta data the page appears as shown in Fig.eFile.131:

Send

File Number : **check-up-files**

Subject : **check-up-files**

To ALKA A KULKARNI--LI(AAK)--LANGUAGE FACULTY

Set Due Date 22/02/2012 17

Action Forward

Priority Most Immediate

Total 1000 |
994 characters left

Remarks URGENT

Send

Fig.eFile. 1291

- Click the **Send** (Send) button (Fig.eFile.121). As a result, created File is sent to the intended recipient. Then, the user will be redirected to the **Sent Files** page, displaying the list of all the sent Files along with the newly sent File.

View:

Helps the user to list the Files depending upon its current state. i.e. (Unread, Read, Followed Up,

Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.132:

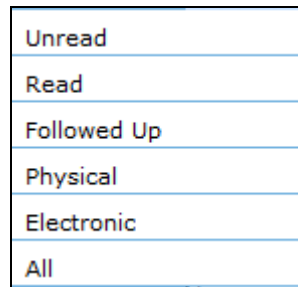


Fig.eFile. 1302

- i. **Unread**- Click the **Unread** from the dropdown menu to view **unread Files** as shown in Fig.eFile.133:

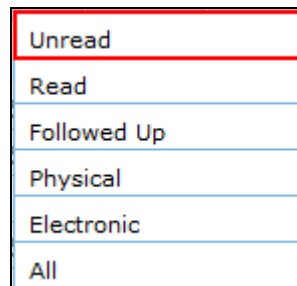


Fig.eFile. 1313

Read-Click the **Read** from the dropdown menu to view read Files as shown in Fig.eFile.134:

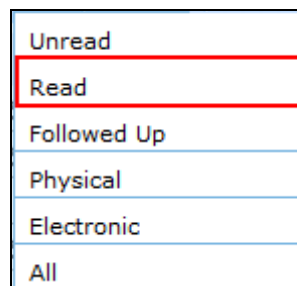


Fig.eFile. 1324

- ii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.135:

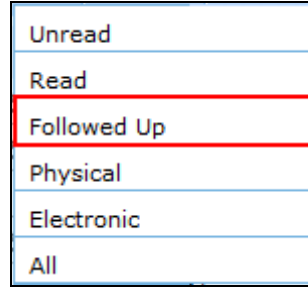


Fig.eFile. 1335

- iii. **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.136:

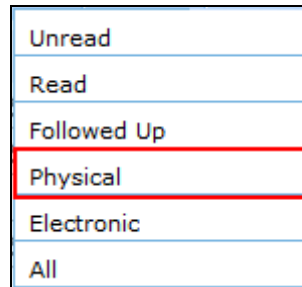


Fig.eFile. 1346

- iv. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.137:

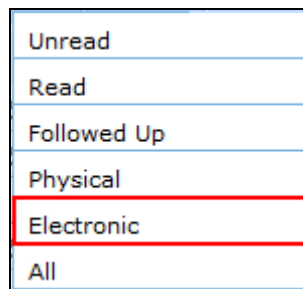


Fig.eFile. 13537

- v. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.138:

Unread
Read
Followed Up
Physical
Electronic
All

Fig.eFile. 13638

Move To:

Helps the user to create New Folders and manage Existing Folders.

To create New Folder or to manage existing ones, user has to perform following steps:

- Select a File from the File Inbox which needs to be moved to new Folder, as shown in Fig.eFile.139:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsdgrdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	[Print] [Refresh] [Reply]
P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Print] [Refresh] [Reply]
E A-11011/140/2012-LF	fdsfdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Print] [Refresh] [Reply]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Refresh] [Reply]
P B/143/2012-E8C-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Print] [Refresh] [Reply]

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 13739

- Move the cursor on **Move To** link, a drop down menu will appear with the following options i.e. (**My Folders, Manage folders** and **Create New folder**) as shown in Fig.eFile.140:



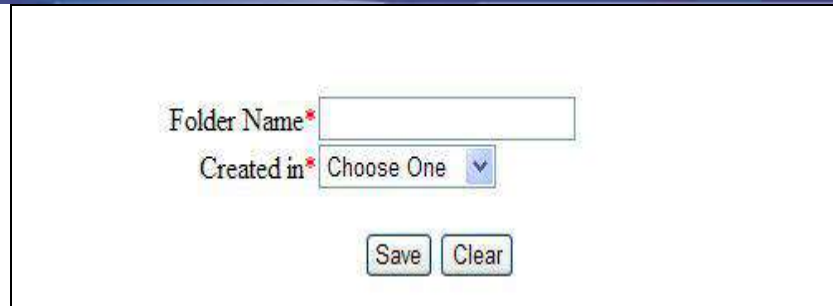
Fig.eFile. 1380

- My Folders-** Click the **My Folders** link from the dropdown menu to view the File inbox and its subfolders.
 - Manage Folders-** Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under File Inbox.
 - Create New Folder-** Click the **Create New Folder** link from the dropdown menu to create a new folder under File inbox.
- Click the **Create New Folder** option, as shown in Fig.eFile.141:



Fig.eFile. 1391

As a result following screen appears, as shown in Fig.eFile.142:




Folder Name*

Created in* Choose One ▼

Save Clear

Fig.eFile. 1402

- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile.143:



Folder Name* Training

Created in* File Inbox ▼

Save Clear

Fig.eFile. 1413

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.144:

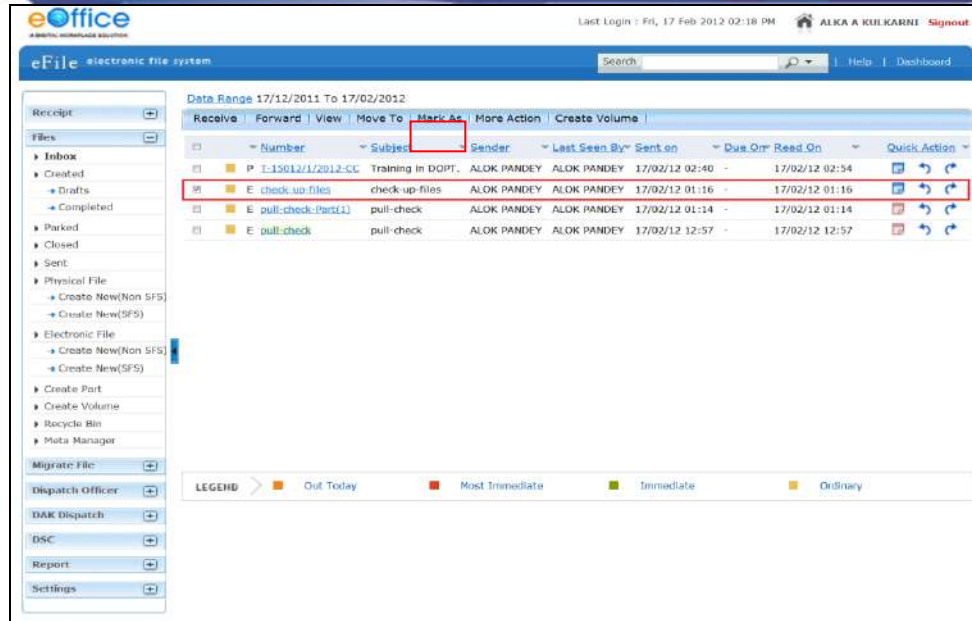


Fig.eFile. 1424

As a result **Follow up** screen will appear as shown in Fig.eFile.145:

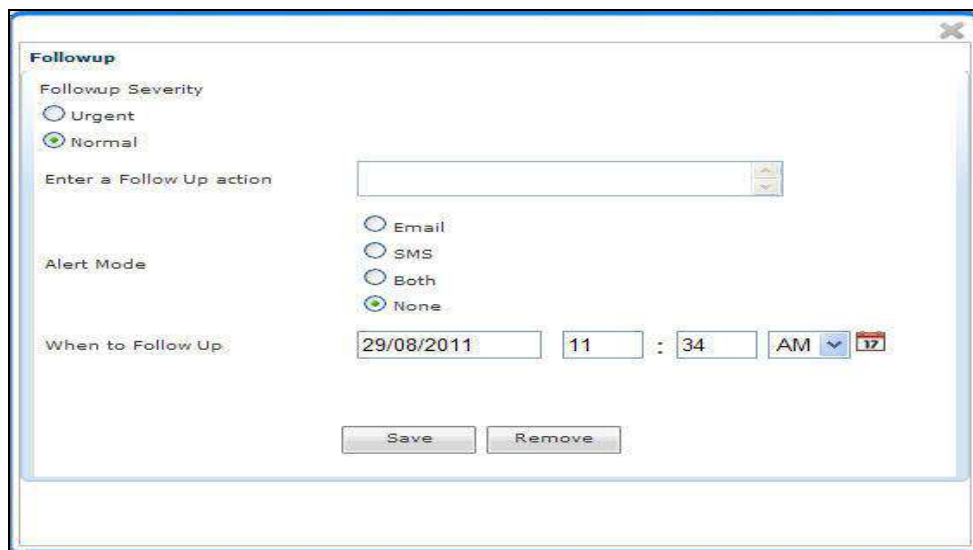


Fig.eFile. 1435

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.146:

Followup

Followup Severity

Urgent
 Normal


Enter a Follow Up action

Forward the File

Alert Mode

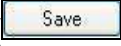
Email
 SMS
 Both
 None

When to Follow Up

30/08/2011 10 : 36 AM 

Save Remove

Fig.eFile. 1446

- Click the **Save** () button (Fig.eFile.140), as a result **follow up** for the selected will be created.

More Action:

Helps the user to **close** or **park** the active file.

To Park a particular File user has to perform the following steps:

- After selecting the File which needs to be parked, move the cursor over **More Action** Link and click the **Park File** option, as shown in Fig.eFile.147:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge						Hierarchical View My Files	
Number	Sender	Sent on	Due On	Read On	Quick Action		
E A-11011/141/2012-LF	gnsagrag	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51		
P B-13011/5/2012-DOS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02		
E A-11011/140/2012-LF	fdsfdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00		
P E-12/1/2012-PRT	ppppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13		
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		
P B/143/2012-E&C-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13		

Fig.eFile. 14547

As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.148:

Parking confirmation

Do you want to move the file to the parking folder?

Remarks:

Reminder Date:

Fig.eFile. 14648

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in

Fig.eFile.149:



Fig.eFile. 14749

As a result the selected file will be sent to Parked section of Files.

To close a particular File user has to perform the following steps:

- After selecting the File which needs to be closed, move the cursor over **More Action** Link and click the **Close File** option, as shown in Fig.eFile.150:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge										Hierarchical View My Files	
	Number	Subject	Sender	Sent on	Due On	Read On	Quick Action				
	E	A-11011/141/2012-LF		DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51				
	P	B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02				
	E	A-11011/140/2012-LF	fdsfsdfs dsfsfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00				
	P	E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13				
	P	B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13				
	P	B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13				
	P	C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13				
	P	B/143/2012-EB&C-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13				

Fig.eFile. 1480

As a result, Cover page of File will appear, as shown in Fig.eFile.151:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No.* T - Trai 15 - Ph 12 - Ph Choose 1 2012 LF

Subject

Description* Training in DOPT.

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Previous Reference

Later Reference

Closing Remarks

Close >

Fig.eFile. 1491

- Enter the **Closing Remarks** as per requirement, as shown in Fig.eFile.152:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. T - Trail 15 - Ph 12 - Ph Choose 1 2012 LF

Subject

Description Training in DOPT.

Category Main Choose One
Sub Choose One

Other Details


Classified Choose One

Previous Reference
Later Reference

Closing Remarks Work Completed

Close

Fig.eFile. 1502

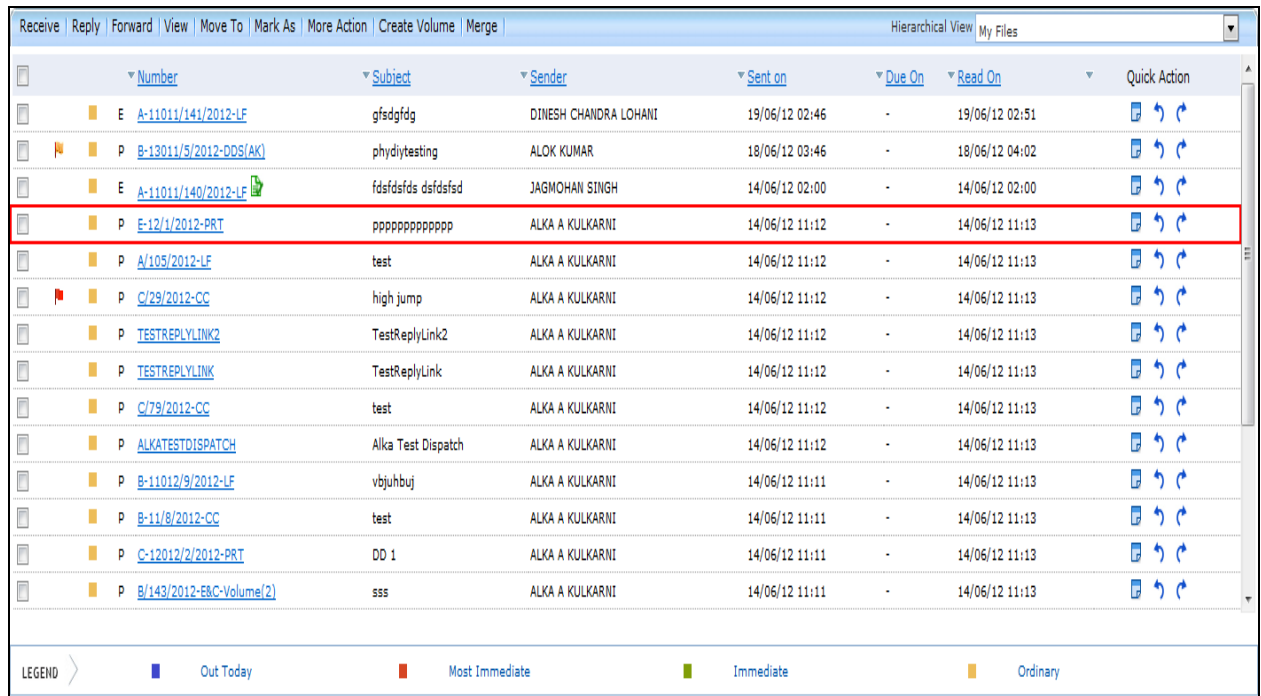
- Click the **Close** () button (Fig.eFile.147) to finally close the file, as a result the selected file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
- After selecting the File for which new Volume has to be created, click the **Create Volume** Link, as shown in Fig.eFile.153:



	Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
	E A-11011/141/2012-LF	gfsdgdgd	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	
	P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	
	E A-11011/140/2012-LF	fsdfsdfs dsfsfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	
	P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
	P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
	P B/143/2012-ERC-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1513

As a result, the following page will appear, as shown in Fig.eFile.154:

**भारत सरकार
GOVERNMENT OF INDIA**

NIC

File Number: T-15012/1/2012-CC

Subject

Description*: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

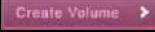
Classified: Choose One

Remarks:

Previous Reference: _____ Later Reference: _____

Create Volume >

Fig.eFile. 1524

- Click the **Create Volume** () button (Fig.eFile.149) to create volume, as a result the following page appears, as shown in Fig.eFile.155:

File No: E-12/1/2012-PRT-VOLUME(2)

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : E-12/1/2012-PRT-VOLUME(2) Subject : Training matter

Opening Date : 19/06/12 03:42 Remarks : Training of IAS offi...

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks

Fig.eFile. 1535

Here volume file is created with the Volume number suffixed adjacent to the file number.

Note: You will learn the about different options under the volume file in detail in **Section 9**.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Remarks** (📄) - Shows latest Noting that has been done on that particular File.
- ❖ **Reply** (↩) - It facilitates the user to reply to the sender of the File.
- ❖ **Forward** (➡) - Forward a particular File to the recipient.

Created:

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose numbers are not generated. User can view all the created Files, by clicking on '**Created**' link under the Files section.

Created Link Contains 2 options:

- i. **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work Later on.

The Files in the Draft option can be deleted and sent to Recycle Bin using Delete (✖) link.

- ii. **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

There are 3 sub links provided under Completed link of Created File Section:

a) **Forward:** Helps the user to forward a particular File/s to the recipient.

- To forward a file user has to perform the following steps:
- Select the File/s from the **Completed** option of **Created File** Link which needs to be forwarded, as shown in Fig.eFile.156:

Number	Subject	Subject Category	Created On	Remarks	Quick Action
P B/175/2012-LF	test	AMC & Demand	14/06/12 12:36	test	↻
P C/139/2012-LF	testing description	-	14/06/12 10:54	testing description	↻
P A/135/2012-LF	testing description	-	14/06/12 10:52	testing description	↻
P C/138/2012-LF	testing description	-	14/06/12 10:51	testing description	↻
P C/137/2012-LF	testing description	-	14/06/12 10:50	testing description	↻
E A-11011/135/2012-LF	dfdsfdfsdf	-	14/06/12 10:14	-	↻
P C-12/5/2012-LF	new physical file	ACR related matters	14/06/12 10:07	testing remark	↻
P E/19/2012-LF	sumit's file	-	13/06/12 02:39	sumit's file	↻
E GOLP234	dsfdf	-	12/06/12 03:26	-	↻
E A-11011/126/2012-LF	saddasdad	-	12/06/12 03:18	-	↻
E LPK0907	dsfdf	-	12/06/12 02:02	-	↻
E A-11011/121/2012-LF	ewqewqewqe	-	12/06/12 12:13	-	↻
E A-11011/120/2012-LF	dsfdfsafaf	-	12/06/12 12:08	-	↻
E A-11011/119/2012-LF	sadsadsa	-	12/06/12 11:53	-	↻

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1546

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile.157:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To:

Set Due Date: 17

Action: ▼

Priority: ▼

Total 1000 |
1000 character left

Remarks:


Fig.eFile. 1557

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.158:

The screenshot shows a 'Send' dialog box with the following details:

- File Number :** A-11011/1/2011-ADM
- Subject :** cell one INFO
- To :** A dropdown menu with a search box containing 's'. The first option is highlighted with a red box: Rathindra Nath Mukherjee, PA (DM), Confidential, Section of DM. A mouse cursor is pointing at this option.
- Set Due Date :** A text box with a calendar icon.
- Action :** A dropdown menu with the first option selected: Debprosad Dey, UDA(DPR), Confidential, Section of DM.
- Priority :** A dropdown menu with the first option selected: Swapan Kumar, UDA(SKN), Confidential.
- Remarks :** A large text area.
- Character Count :** Total 1000 | 1000 character left.
- Buttons :** A 'Send' button at the bottom.

Fig.eFile. 15658

- Provide the Due date (if required) for the File using the calendar () link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.159:

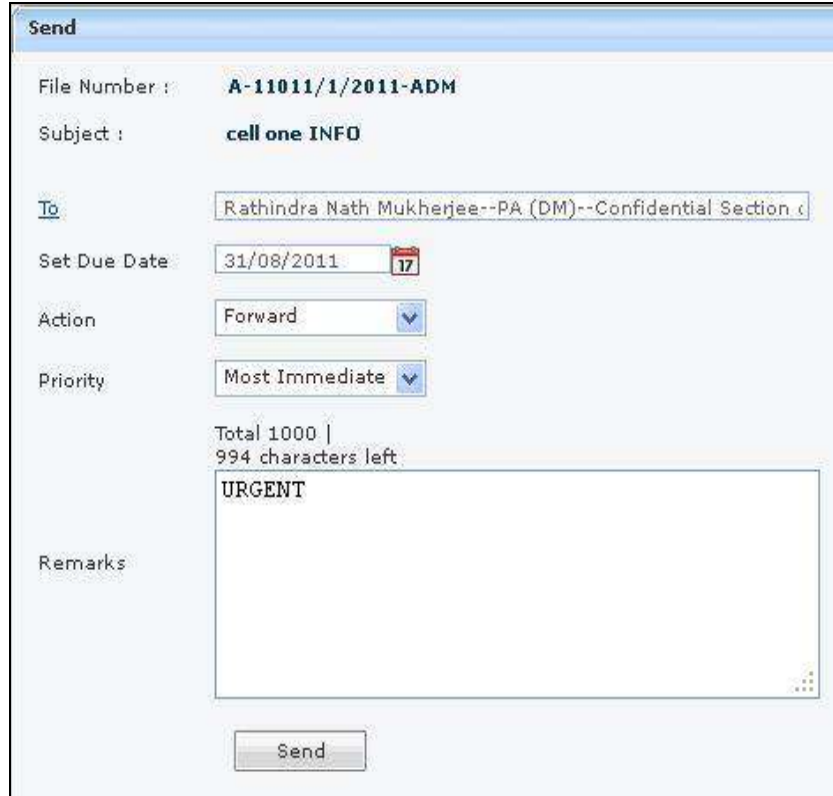
The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : **A-11011/1/2011-ADM**
- Subject : **cell one INFO**
- To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section.c
- Set Due Date : 31/08/2011
- Action : Forward
- Priority : A dropdown menu is open, showing options: Forward, Approved, For Approval, For Information, Seen, Put Up again, Please Discuss, and For Payment.
- Remarks : An empty text box.

A 'Send' button is located at the bottom of the dialog.

Fig.eFile. 15759

- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.159).
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.160:



Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011

Action : Forward


Priority : Most Immediate


Total 1000 |
994 characters left.

Remarks : URGENT

Send

Fig.eFile. 15860

- Click the **Send** () button (Fig.eFile.160). As a result, the created File is sent to the intended recipient.

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- b) View:** Helps the user to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Physical-**Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.161:

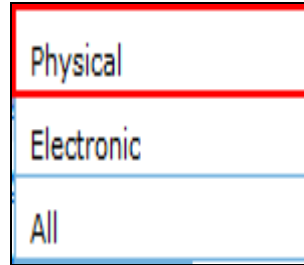


Fig.eFile. 1591

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.162:

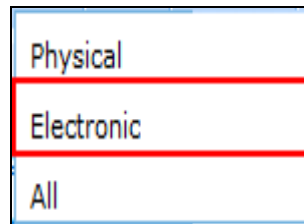


Fig.eFile. 1602

- i. **ALL**-Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.163:

Fig.eFile. 1613

c) Create Volume:

Helps the user to create a new Volume of an existing file.

To create a Volume user has to perform following steps:

After selecting the File for which new Volume has to be created, move the cursor over **Create Volume** Link and click it, as shown in Fig.eFile.164:

Forward View Create Volume		Hierarchical View My Files				
<input type="checkbox"/>	Number	Subject	Subject Category	Created On	Remarks	Quick Action
<input type="checkbox"/>	P B/175/2012-LF	test	AMC & Demand	14/06/12 12:36	test	
<input type="checkbox"/>	P C/139/2012-LF	testing description	-	14/06/12 10:54	testing description	
<input type="checkbox"/>	P A/135/2012-LF	testing description	-	14/06/12 10:52	testing description	
<input type="checkbox"/>	P C/138/2012-LF	testing description	-	14/06/12 10:51	testing description	
<input type="checkbox"/>	P C/137/2012-LF	testing description	-	14/06/12 10:50	testing description	
<input type="checkbox"/>	E A-11011/135/2012-LF	dfdsfdfsdf	-	14/06/12 10:14	-	
<input type="checkbox"/>	P C-12/5/2012-LF	new physical file	ACR related matters	14/06/12 10:07	testing remark	
<input type="checkbox"/>	P E/19/2012-LF	sumit's file	-	13/06/12 02:39	sumit's file	
<input type="checkbox"/>	E GOLP234	dsfdf	-	12/06/12 03:26	-	
<input type="checkbox"/>	E A-11011/126/2012-LF	saddasdad	-	12/06/12 03:18	-	
<input type="checkbox"/>	E LPK0907	dsfdfs	-	12/06/12 02:02	-	
<input type="checkbox"/>	E A-11011/121/2012-LF	ewqewqewqe	-	12/06/12 12:13	-	
<input type="checkbox"/>	E A-11011/120/2012-LF	dsfdfsdf safaf	-	12/06/12 12:08	-	
<input type="checkbox"/>	E A-11011/119/2012-LF	sadsadsa	-	12/06/12 11:53	-	

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1624

As a result, the following page will appear, as shown in Fig.eFile.165:

भारत सरकार
GOVERNMENT OF INDIA

NIC:

File Number: T-15012/1/2012-CC

Subject

Description*: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One

Remarks

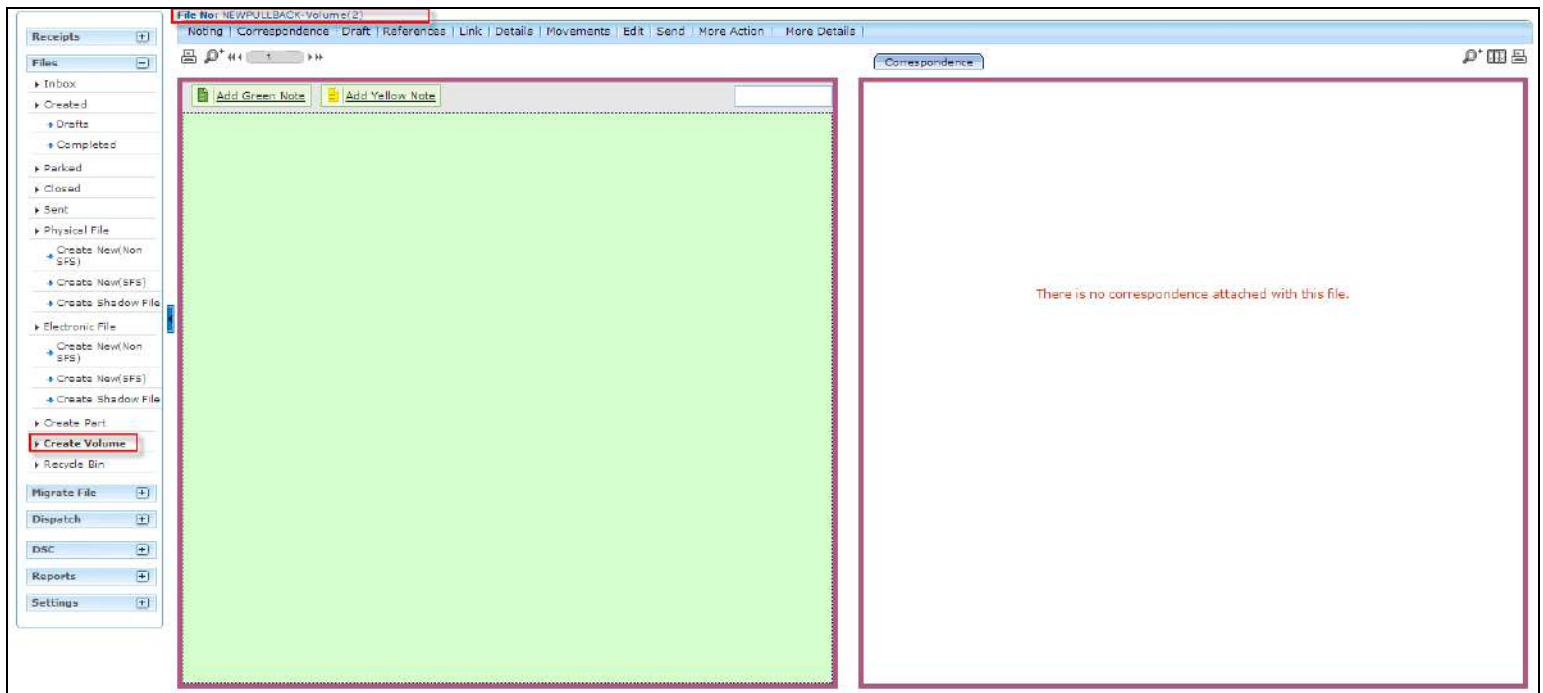
Previous Reference:

Later Reference:

Create Volume

Fig.eFile. 16366

- Click the **Create Volume** () button (Fig.eFile.166) to create volume, as a result the following page appears, as shown in Fig.eFile.167:



The screenshot shows the eFile application interface. On the left, a sidebar contains a list of actions, with 'Create Volume' highlighted in red. The main area is divided into two sections: a large green area on the left and a white area on the right labeled 'Correspondence'. The 'Correspondence' section contains the text: 'There is no correspondence attached with this file.'

Fig.eFile. 1647

Note: You will learn the process of volume creation in detail in Section 9.-where is section 9

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Forward** (🔄) - Forward a particular File to the recipient.

Parked:

Parked link contains a list of all the Files that are temporary closed and work will be done later on. Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

To make Parked File an Active File, user has to perform the following steps:

- Select the File/s from the **Parked link** of Files which needs to be Parked, as shown in Fig.eFile.168:

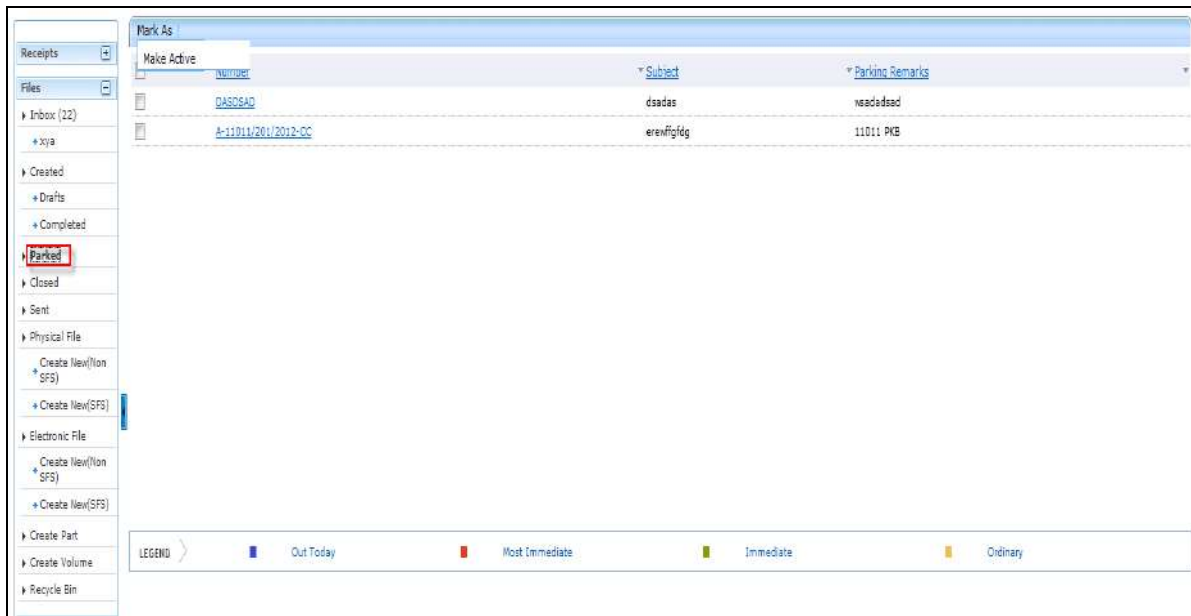


Fig.eFile. 16568

- Scroll mouse over '**Mark As**' Link and click the Make Active option under it, as shown in Fig.eFile.169:



Fig.eFile. 16669

As a result, the Files become active and move to the File Inbox.

Closed:

Closed link contains a list of Files that are closed as complete work has been done on it already. Closed Files can be made active at any point of time.

To make Closed File an Active File, user has to perform the following steps:

- Select the File/s from the **Closed link** of Files which needs to be Closed, as shown in Fig.eFile.170:

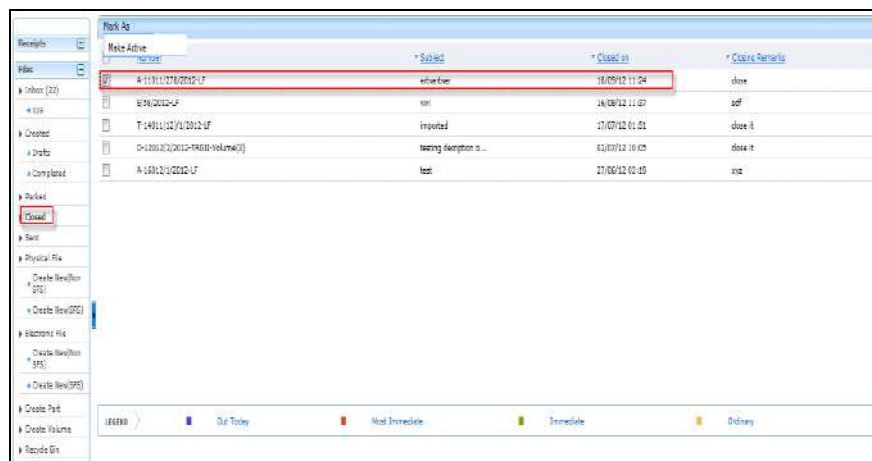


Fig.eFile. 16770

Only creator of the File can close the file, no other person has access to close files.

- Scroll mouse over **Mark As** Link and click the **Make Active** option under it, as shown in Fig.eFile.171:

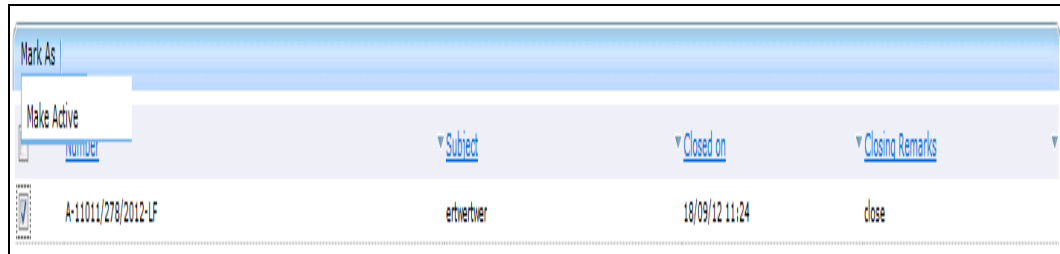


Fig.eFile. 1681

As a result, the Files become active and move to the File Inbox.

Sent:

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.172:

View	Mark As	Create Part	Number	Subject	Sent To	Sent on	Due On
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E D-13013/1/2012-PRT	Tendulkar Phy File 1	DINESH CHANDRA LOHANI	14/06/12 12:37	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/139/2012-LF	sdsadfafdsf	ALOK KUMAR	14/06/12 12:24	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/139/2012-LF	sdsadfafdsf	JAGMOHAN SINGH	14/06/12 12:17	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/138/2012-LF	safsafaf	JAGMOHAN SINGH	14/06/12 12:13	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P E-12/1/2012-PRT	pppppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P A-12012/2/2012-LF	Daily aaj Tak	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1692

There are 3 links provided under Sent Section of File:

a) **View:** Helps the user to list the Files depending upon its current state (Physical, Electronic, Follow Up, All).

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.173.

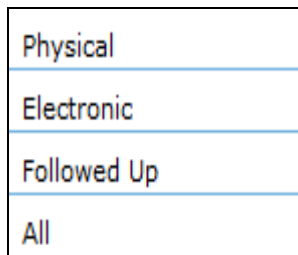


Fig.eFile. 1703

i) **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.174:

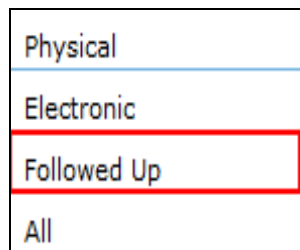


Fig.eFile. 1714

ii) **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.175:

Physical
Electronic
Followed Up
All

Fig.eFile. 1725

iii) **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.176:

Physical
Electronic
Followed Up
All

Fig.eFile. 1736

iv) **ALL** - Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.177:

Physical
Electronic
Followed Up
All

Fig.eFile. 1747

b) **Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.178:

View	Mark As	Create Part	Number	Subject	Sent To	Sent on	Due On
			P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-
			E D-13013/1/2012-PRT	Tendulkar Phy File 1	DINESH CHANDRA LOHANI	14/06/12 12:37	-
			E A-11011/139/2012-LF	sdsadfafdsf	ALOK KUMAR	14/06/12 12:24	-
			E A-11011/139/2012-LF	sdsadfafdsf	JAGMOHAN SINGH	14/06/12 12:17	-
			E A-11011/138/2012-LF	safsafaf	JAGMOHAN SINGH	14/06/12 12:13	-
			P E-12/1/2012-PRT	ppppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-
			P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-
			P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-
			P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-
			P A-12012/2/2012-LF	Daily aaj Tak	ALKA A KULKARNI	14/06/12 11:12	-
			P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-
			P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-
			P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-
			P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 17578

As a result **follow up** screen will appear as shown in Fig.eFile.179:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None

When to Follow Up: :

Fig.eFile. 17679

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.180:

Followup

Followup Severity

Urgent
 Normal

Enter a Follow Up action

Forward the File

Alert Mode

Email
 SMS
 Both
 None


When to Follow Up

30/08/2011 10 : 36 AM 17

Save Remove

Fig.eFile. 1770

- Click the **Save** () button (Fig.eFile.180), as a result **Follow up** will be created.

User can also Pull back the File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- c) **Create Part:** User can use this option to create a **Part file** of the existing file which is under submission.

Part Files cannot be created if the file is already in File inbox.

To create a **Part file** of the existing file, user has to perform the following steps:

- Select the File for which part file needs to be created and click the '**Create Part**' option, as shown in Fig.eFile.181:

View	Mark As	Create Part	Number	Subject	Sent To	Sent on	Due On
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/141/2012-LF	gfsdghfg	DINESH CHANDRA LOHANI	19/06/12 02:46	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/139/2012-LF	Training matter	DINESH CHANDRA LOHANI	19/06/12 02:46	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E D/53/2012-E&C	sds	BIKRAM SINGH	19/06/12 12:22	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P D/58/2012-LF	nvar	JAGMOHAN SINGH	18/06/12 02:47	19/06/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/137/2012-LF	testing description	RAMESH KUMAR	15/06/12 11:34	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/141/2012-LF-Volume(2)	Training schedule	BIKRAM SINGH	15/06/12 11:29	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-12012/6/2012-CC	saas	BIKRAM SINGH	15/06/12 11:17	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P A-12012/2/2012-LF	Daily aaj Takssaa	ALOK PANDEY	14/06/12 04:38	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A/136/2012-LF	test	JAGMOHAN SINGH	14/06/12 03:52	22/06/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C-11/2/2012-LF	123	A NALLASAMY	14/06/12 03:47	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/128/2012-LF	fdsafsd	A NALLASAMY	14/06/12 03:47	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/141/2012-LF	gfsdghfg	ALKA A KULKARNI	14/06/12 02:11	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/140/2012-LF	fdsafds dafdsfd	JAGMOHAN SINGH	14/06/12 01:58	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile. 1781

As a result, Cover page of file appears asking to create a Part file, as shown in Fig.eFile.182:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number:

Subject

Description:

Category: Main
Sub

Other Details

Classified:

Remarks:

Previous Reference: Later Reference:

Fig.eFile. 1792

User can change Subject/Description and Remarks (if required) on the file cover except the File no.

- Enter the Description and other fields (if required) and click the **'Create Part'** button, as shown in Fig.eFile.183:

The screenshot shows the 'Create Part' form in the eFile system. At the top, it displays 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC'. The 'File Number' field is pre-filled with 'A-11011/139/2012-LF'. Below this, there are two main sections: 'Subject' and 'Other Details'. The 'Subject' section includes a 'Description' field with the text 'Training matter - new part matter', and two 'Category' dropdown menus labeled 'Main' and 'Sub', both set to 'Choose One'. The 'Other Details' section includes a 'Classified' dropdown set to 'Choose One', a 'Remarks' field with the text 'In reference to the previous part of this File', and two empty text boxes for 'Previous Reference' and 'Later Reference'. At the bottom of the form, there is a 'Create Part' button with a right-pointing arrow, which is highlighted by a red box and a mouse cursor.

Fig.eFile. 1803

As a result, new part file is created with the File no at the top of File as shown in Fig.eFile.184:

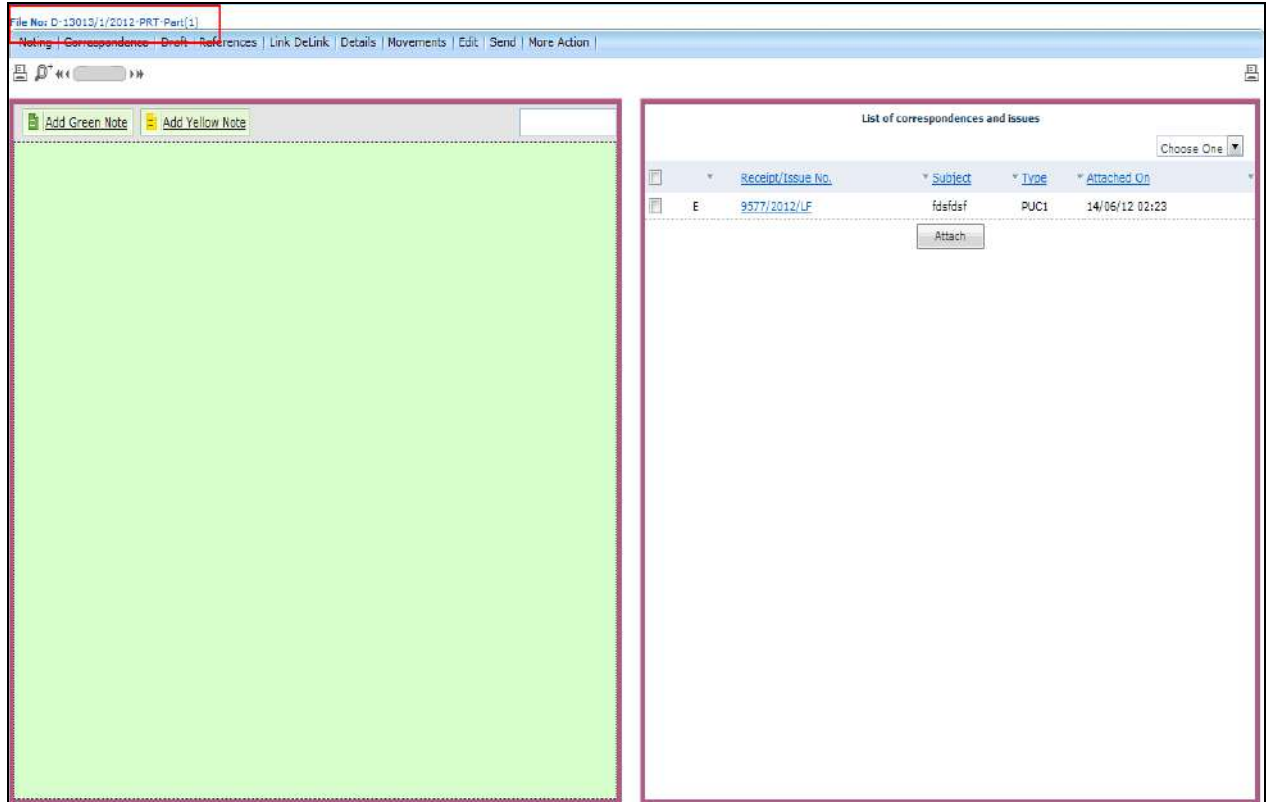


Fig.eFile. 1814

Physical File:

Physical File option under the Files section helps the user to create a new **Physical File**.

Physical File Link Contains 2 options:

- i. **Create New (Non-SFS):** This option creates a physical file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.
- Click on the **Create New(Non-SFS)** option under Physical File, as shown in Fig.eFile.185:

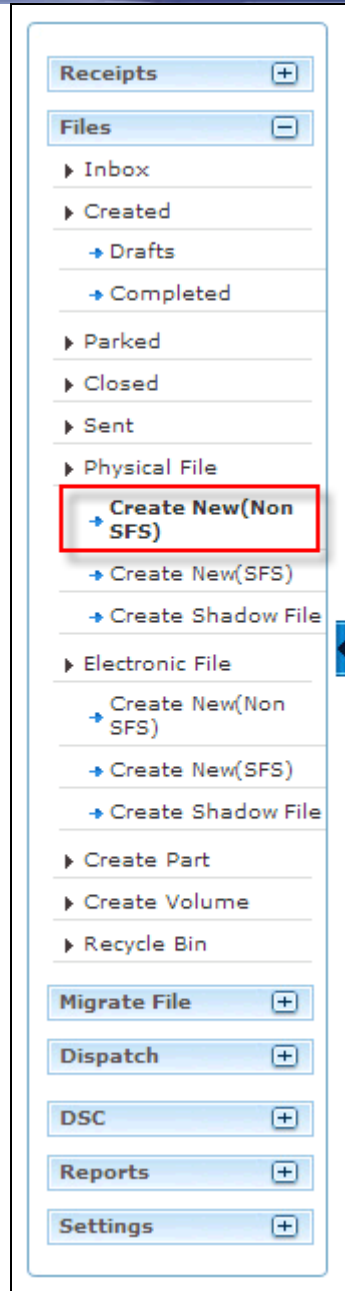


Fig.eFile. 1825

As a result, File Cover Page screen appears as shown in Fig.eFile.186:

The screenshot shows the 'eFile' interface for the Government of India. At the top, it displays 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, it identifies the user as 'NIC ADM'. The 'File No.' field is populated with four 'Choose' dropdowns, the year '2011', and a department dropdown set to 'ADM'. A 'Subject' section contains a 'Description*' text area. The 'Category' section has 'Main' and 'Sub' dropdowns, both set to 'Choose One'. An 'Other Details' section includes a 'Classified' checkbox (unchecked) and a 'Choose One' dropdown. Below this is a 'Remarks' text area. At the bottom of the form, there are two input fields for 'Previous Reference' and 'Later Reference'. Two buttons, 'Work On File Later' and 'Continue Working', are located at the very bottom of the form area.

Fig.eFile. 1836

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.187:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. A - Estd 14 - Sc 11 - Re Choose 2012 LF

Subject

Description Judiciary Matter

Category Main Appointments Sub Choose One

Other Details


Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later Continue Working

Fig.eFile. 1847

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.180) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.188:

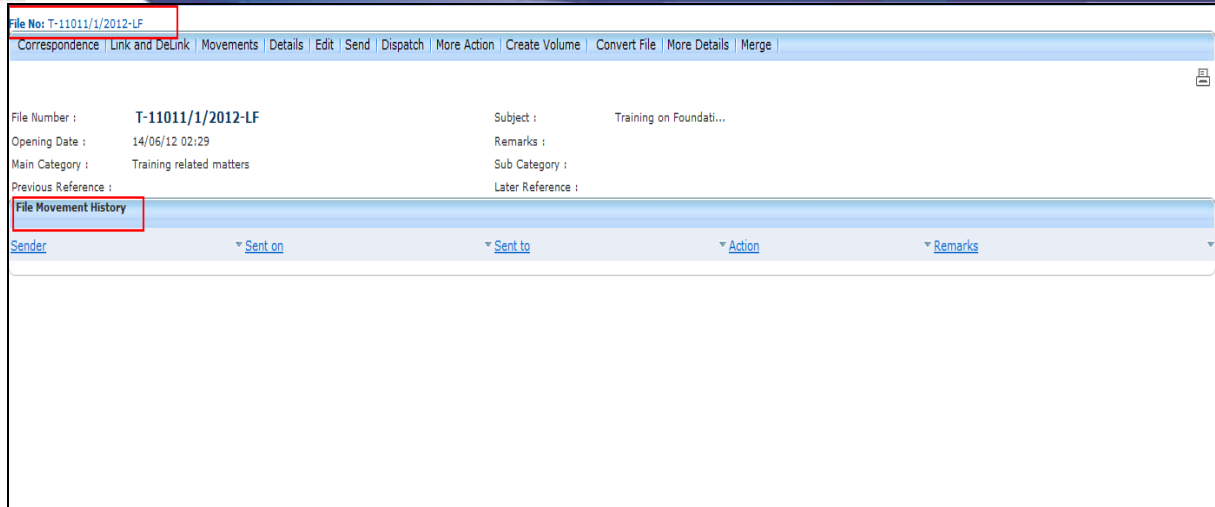


Fig.eFile. 18588

User can also click the Work on File Later ([Work On File Later](#)) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform 11 different operations on a file, For instance:

a) Correspondence:

With the help of this feature user can attach physical correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Click the **Correspondence** ([Correspondence](#)) Link (Fig.eFile.188), as a result **List of Correspondences and Issues** page appears on right side of Notings page, as shown in Fig.eFile.189:

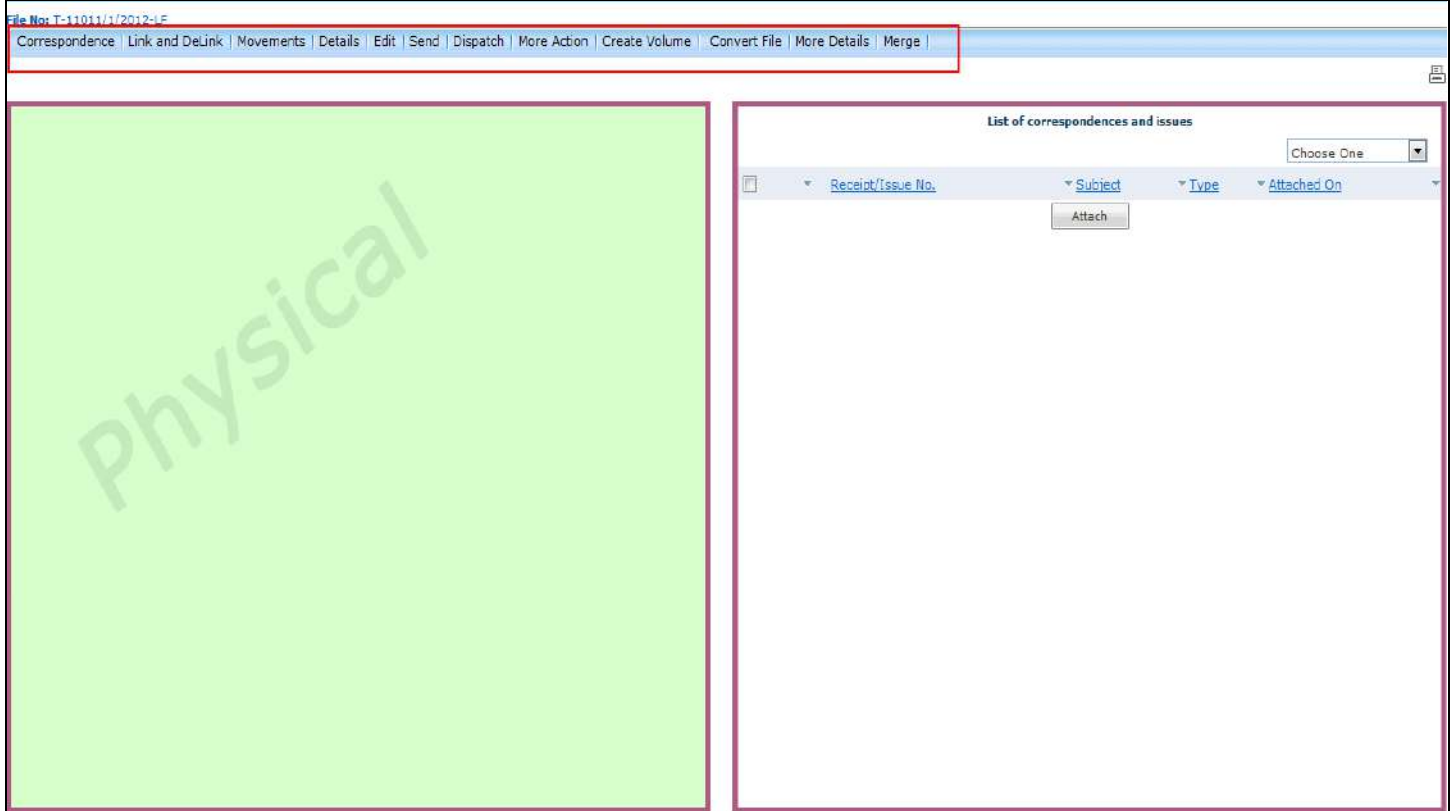


Fig.eFile. 18689

- Click the **Attach** () Button (Fig.eFile.189), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.190:

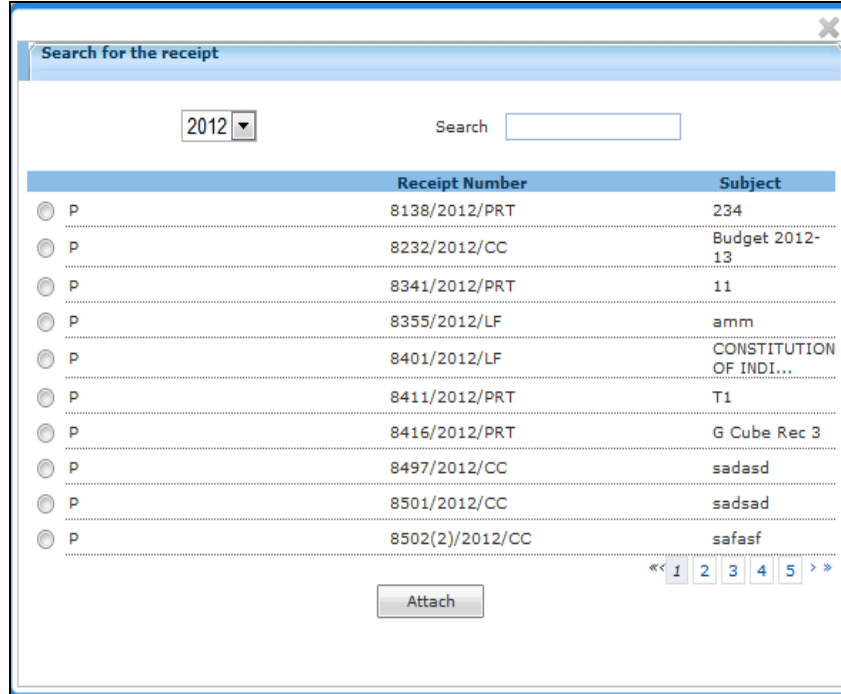


Fig.eFile. 1870

- Select the receipt from the **Receipt Search window** to attach with the file (Fig.eFile.190).
- After selecting the receipt, click the Attach () button (Fig.eFile.190). As a result, the receipt gets attached to the file, as shown in Fig.eFile.191:

Receipt should not have referencing, it should be dereferenced.

	Receipt Number	Subject
<input type="radio"/> P	8138/2012/PRT	234
<input type="radio"/> P	8232/2012/CC	Budget 2012-13
<input type="radio"/> P	8341/2012/PRT	11
<input type="radio"/> P	8355/2012/LF	amm
<input type="radio"/> P	8401/2012/LF	CONSTITUTION OF INDI...
<input type="radio"/> P	8411/2012/PRT	T1
<input type="radio"/> P	8416/2012/PRT	G Cube Rec 3
<input type="radio"/> P	8497/2012/CC	sadasd
<input type="radio"/> P	8501/2012/CC	sadsad
<input type="radio"/> P	8502(2)/2012/CC	safasf

Fig.eFile. 1881

Type of the receipt can be changed from the dropdown menu available at the top of **List of Correspondences and Issues** page:

i. Mark As PUC:

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as PUC, as shown in Fig.eFile.192:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

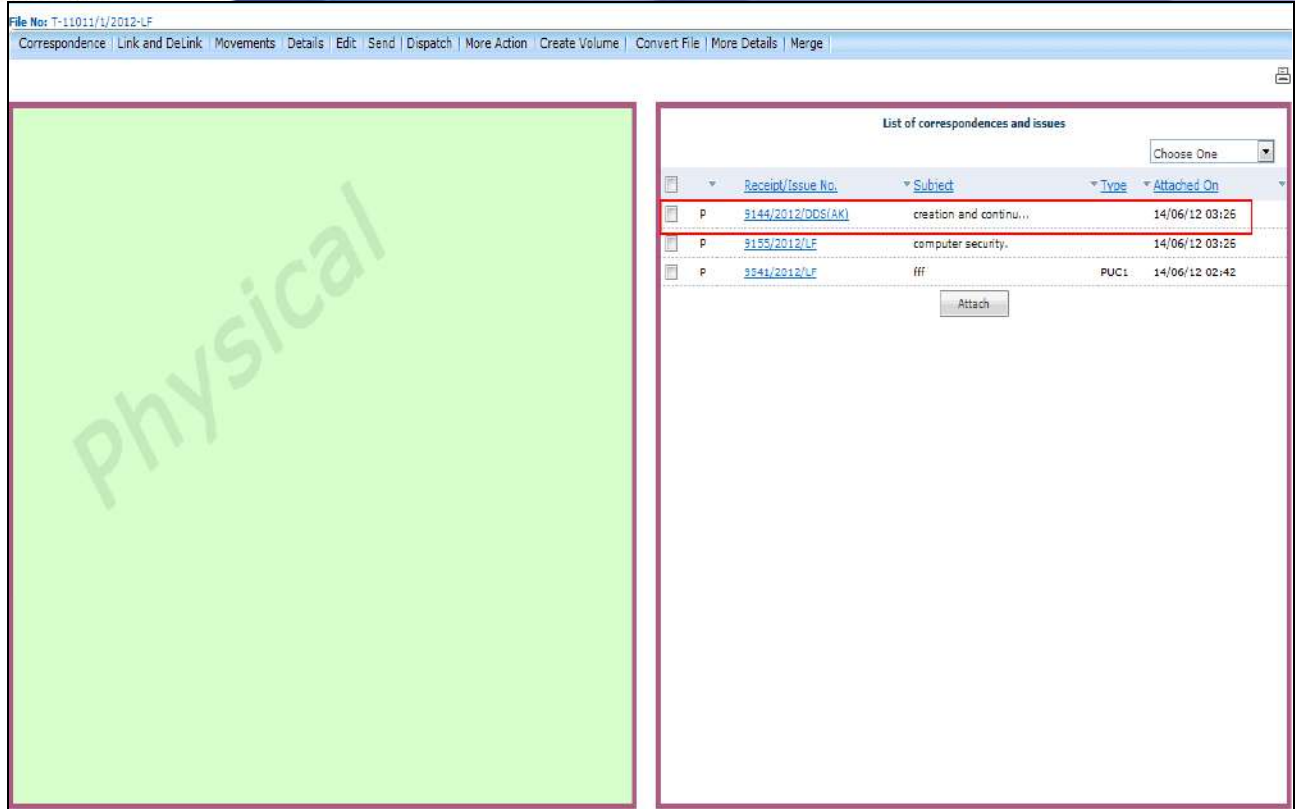


Fig.eFile. 1892

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.193:

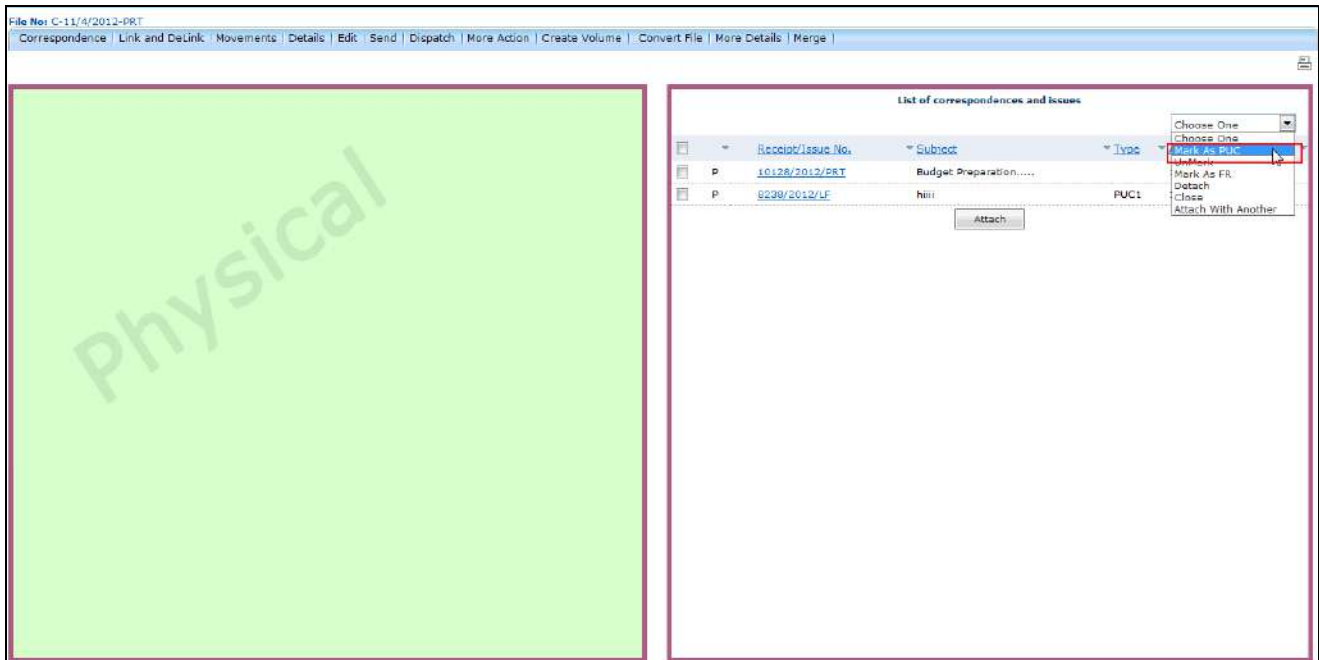


Fig.eFile. 1903

ii. **Unmark:**

Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

Select the receipt from the **List of Correspondences and Issues** which needs to be Unmarked.
Select the type as **Unmark** from the dropdown menu.

iii. **Mark As FR:**

Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as FR, as shown in Fig.eFile.194:

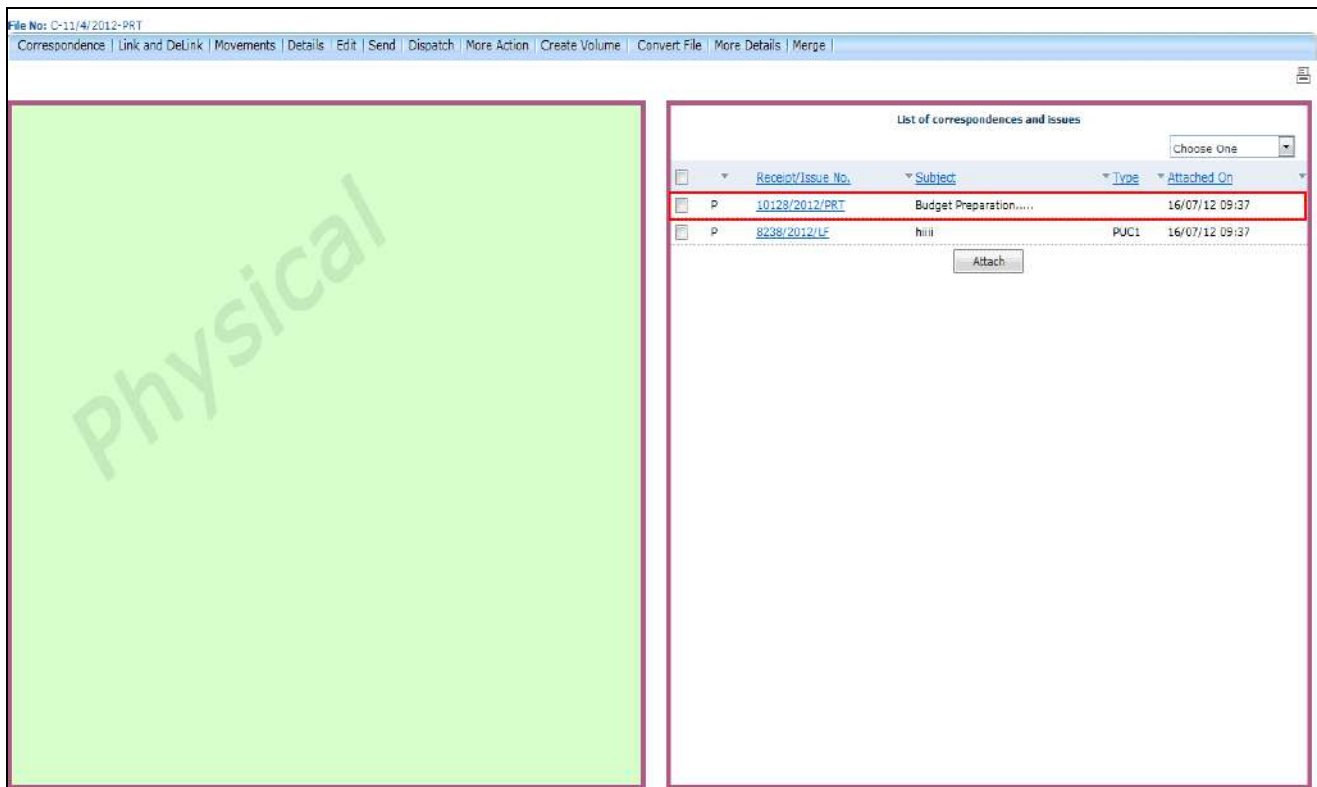


Fig.eFile. 1914

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.195:

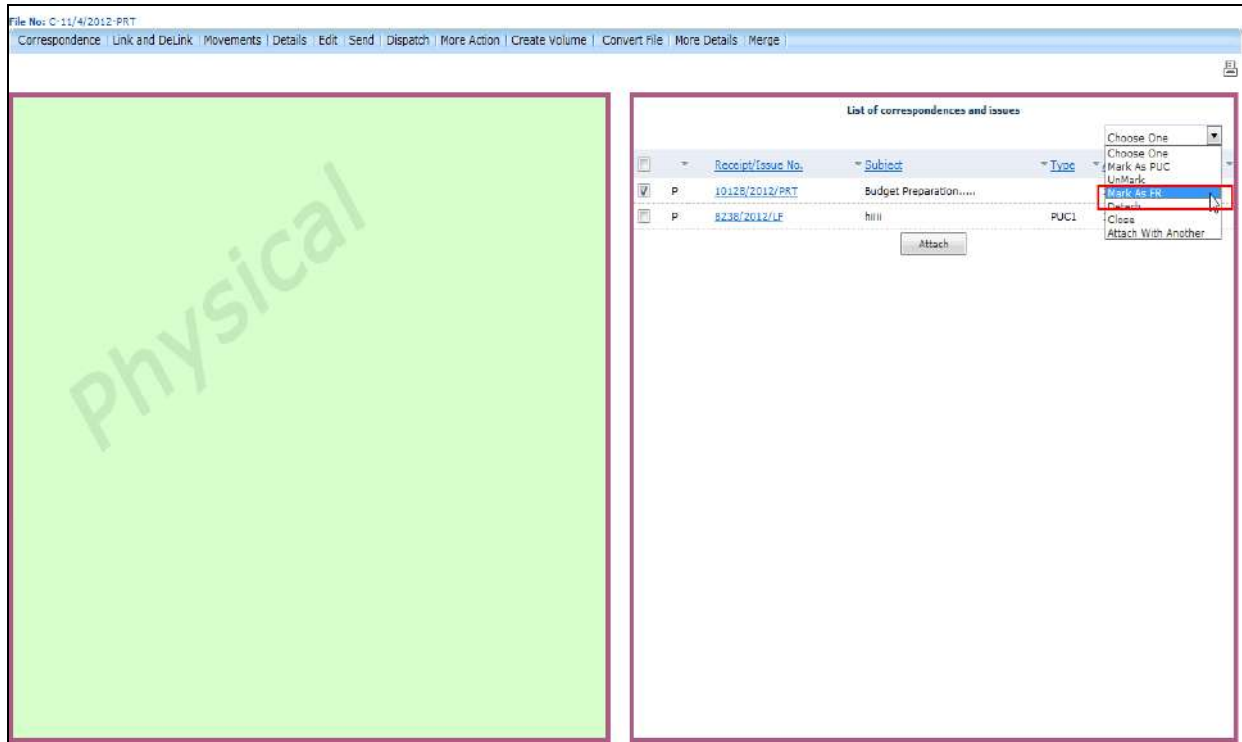


Fig.eFile. 1925

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.196:

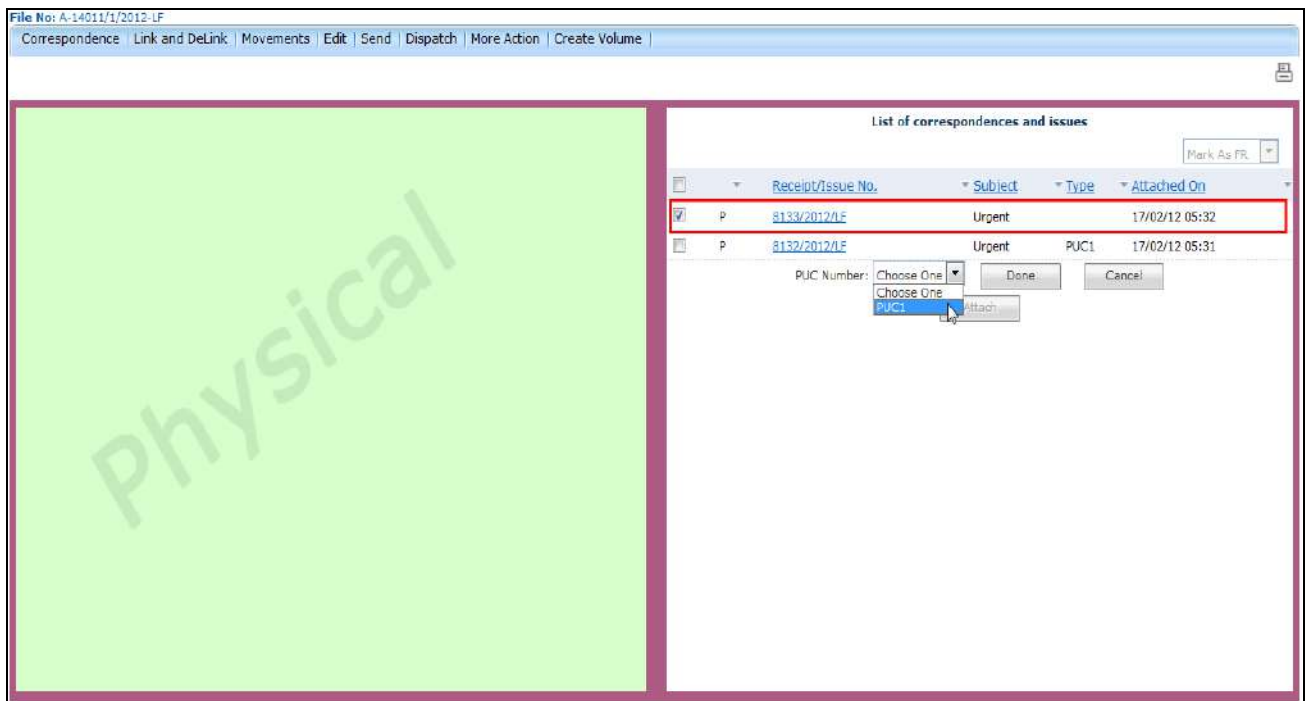



Fig.eFile. 1936

- Click the 'Done' () button (Fig.eFile.196), as a result the receipt gets marked as FR, as shown in Fig.eFile.197:

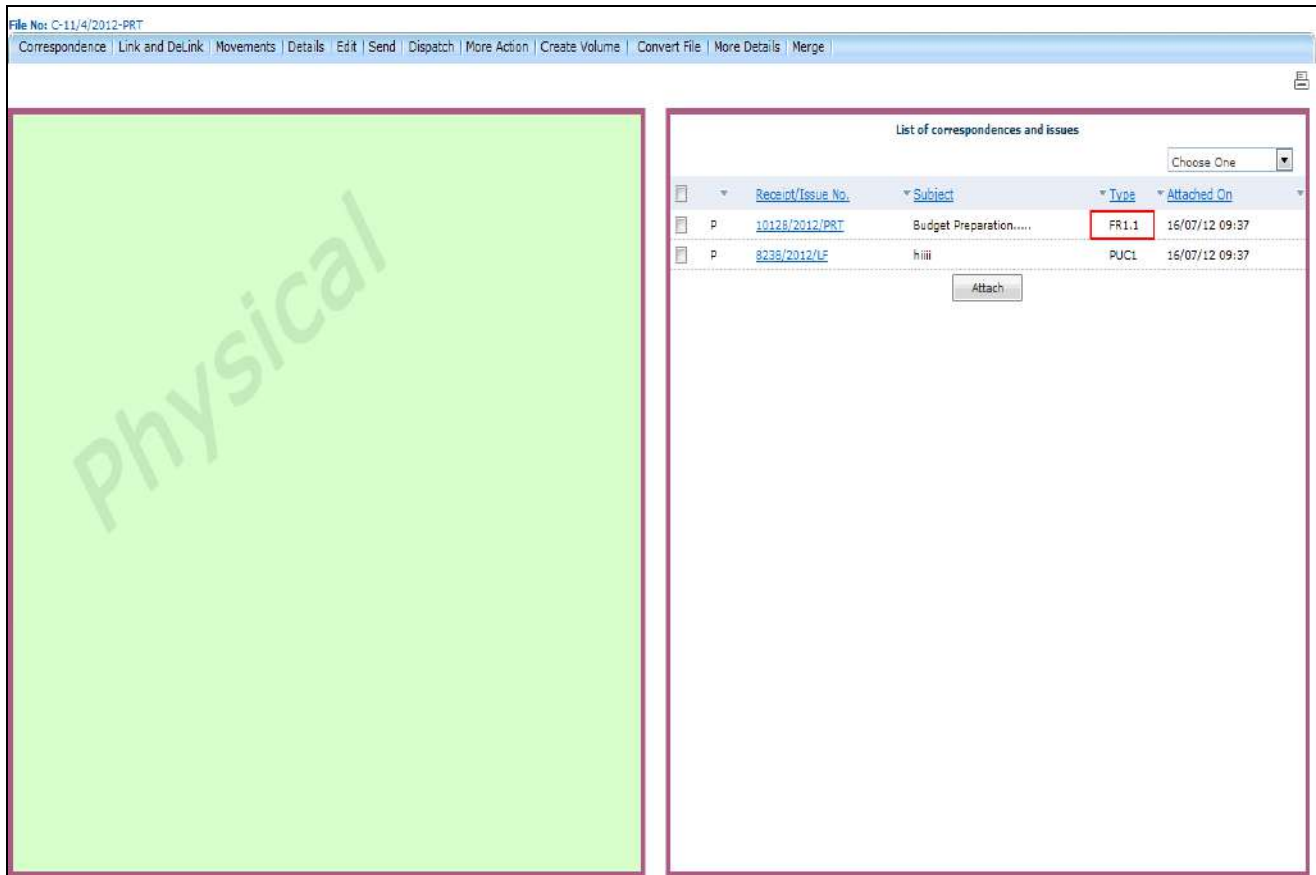


Fig.eFile. 1947

iv. **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **List of Correspondences and issues**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

Select the receipt from the **TOC of Correspondences** which needs to be detached.
Select the type as **Detach** from the dropdown menu.

v. **Close:**

Helps the user to **Close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.198:

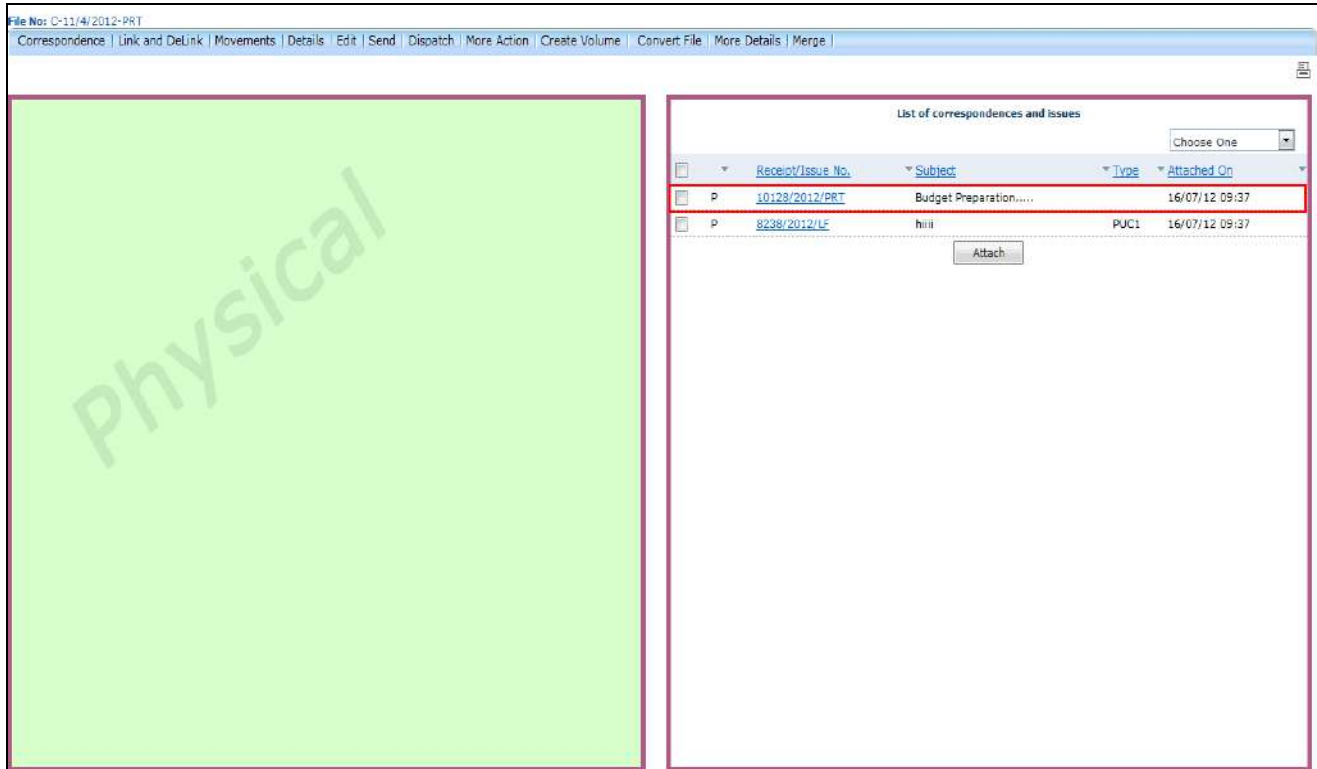


Fig.eFile. 198

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.199:

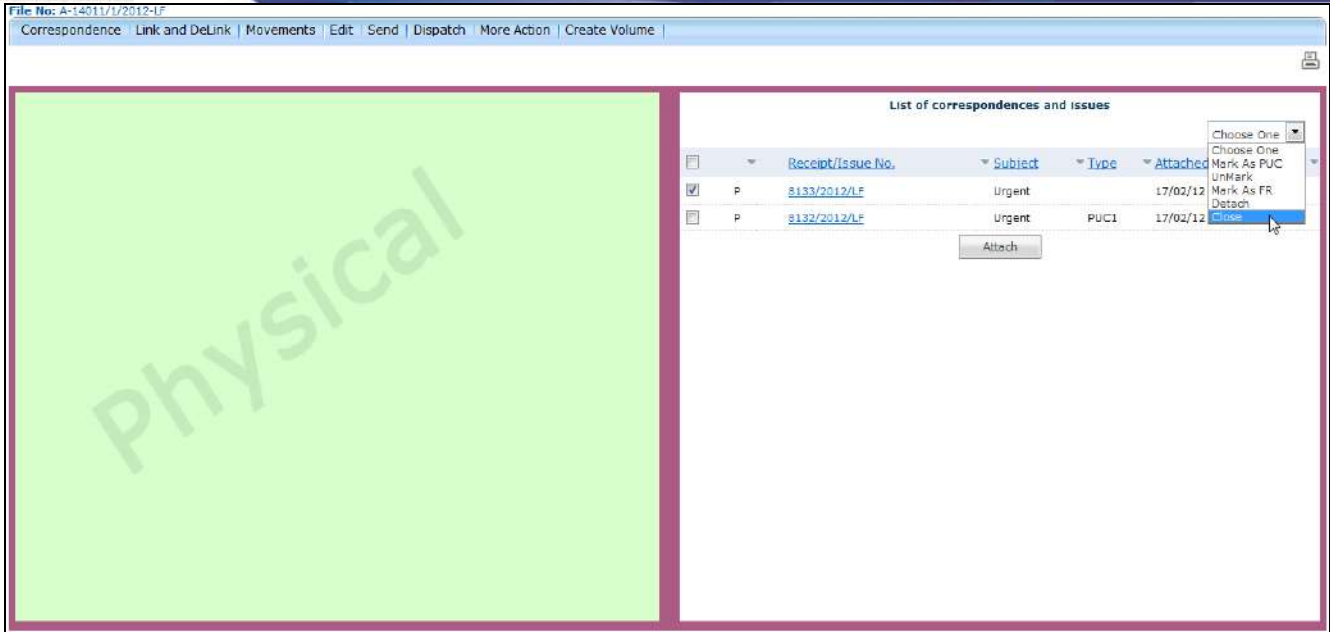


Fig.eFile. 199

As a result, **Close confirmation Box** appears as shown in Fig.eFile.200:



Fig.eFile. 200

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.201:



Fig.eFile. 1951

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

vi. Attach with another:

Helps the user to attach the already merged receipt to another File.

To attach the receipt with another File, user has to perform following steps:

- Select the receipt which needs to be put in another File and select the '**Attach With Another**' option from the dropdown as shown in Fig.eFile.202:

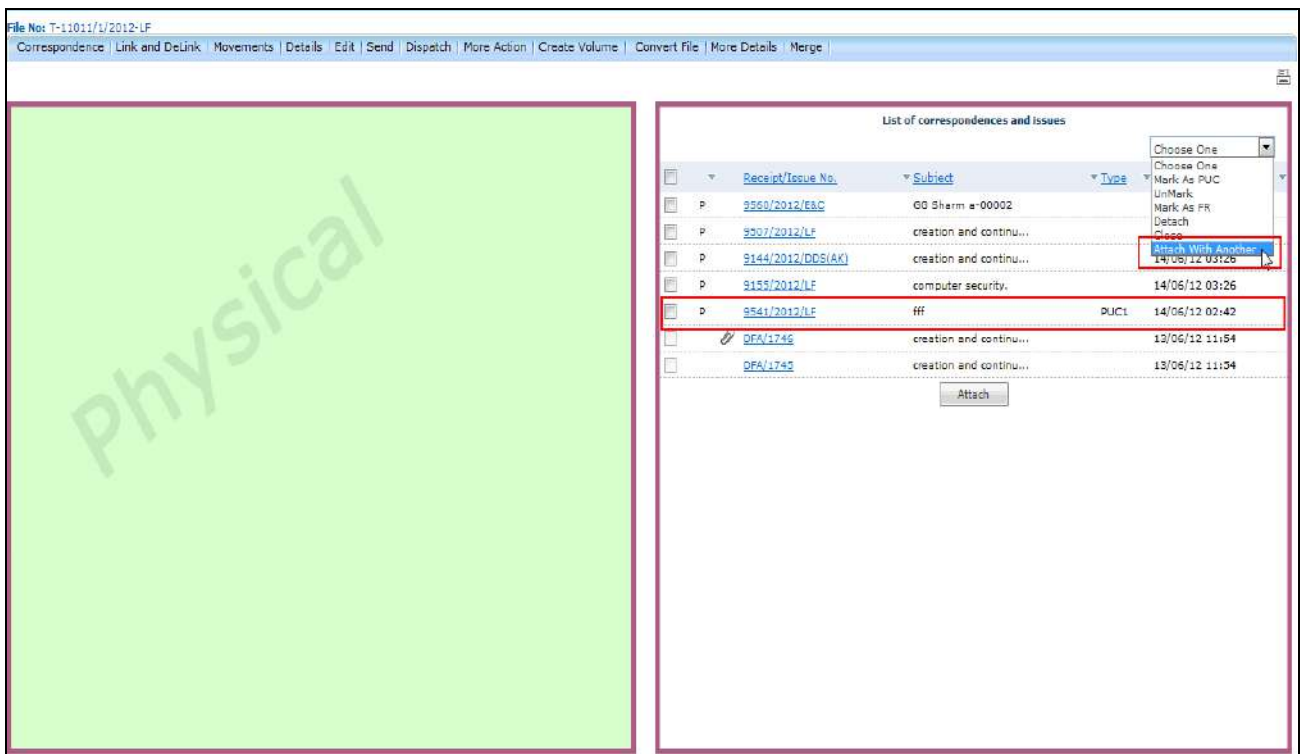


Fig.eFile. 1962

As a result list of Files will appears, as shown in Fig.eFile.203:

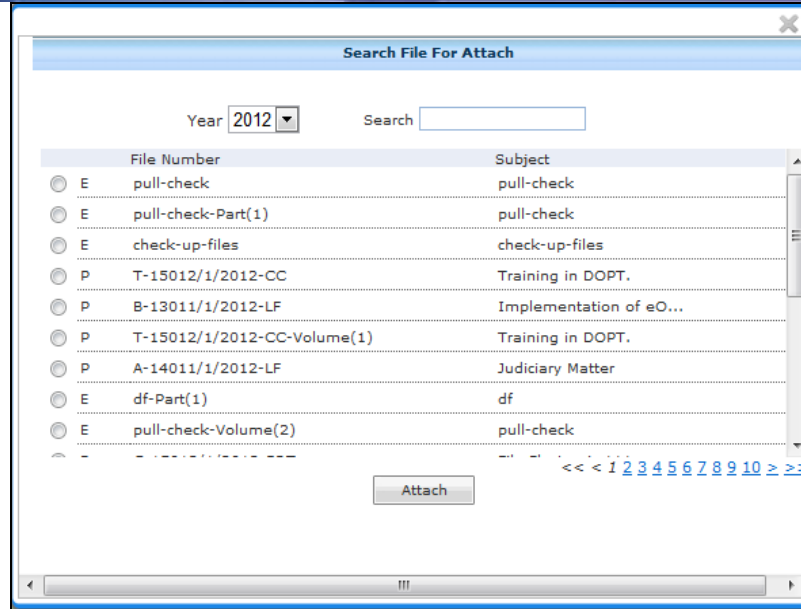


Fig.eFile. 1973

- Select the file in which receipt needs to get attached and click the '**Attach**' button, as shown in Fig.eFile.204:

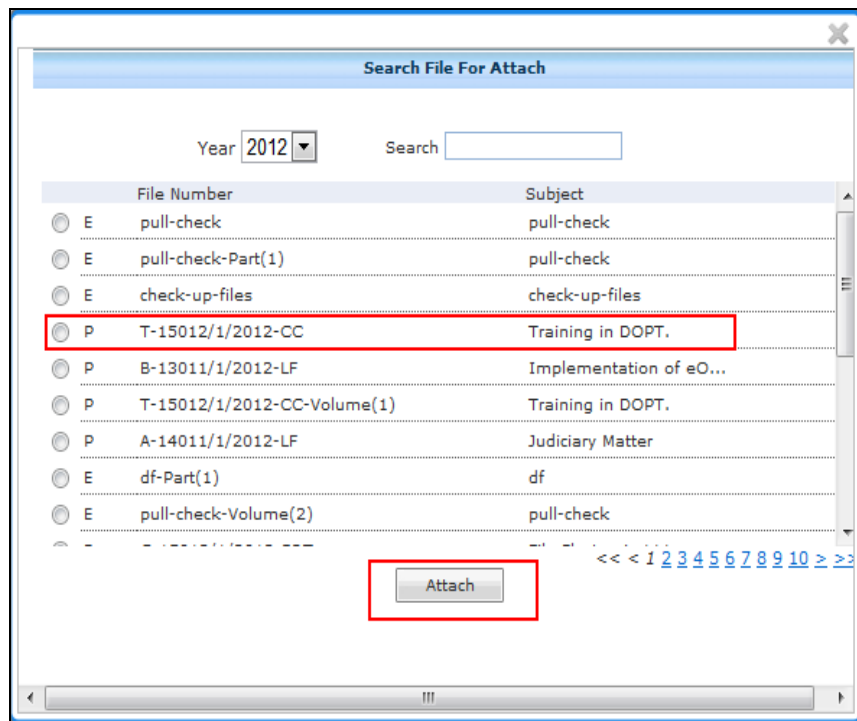


Fig.eFile. 1984

As a result the receipt will get detached from the current file and get attached to the selected File.

b) Link and De-Link:

With the help of this feature user can Link or De-Link a File to the new created or existing file.

To Link and De-Link user has to perform following steps:

- Click the **Link and De-Link** (**Link and DeLink**) Link, as a result **Link/Delink** page appears on right side of Notings page, as shown in Fig.eFile.205:

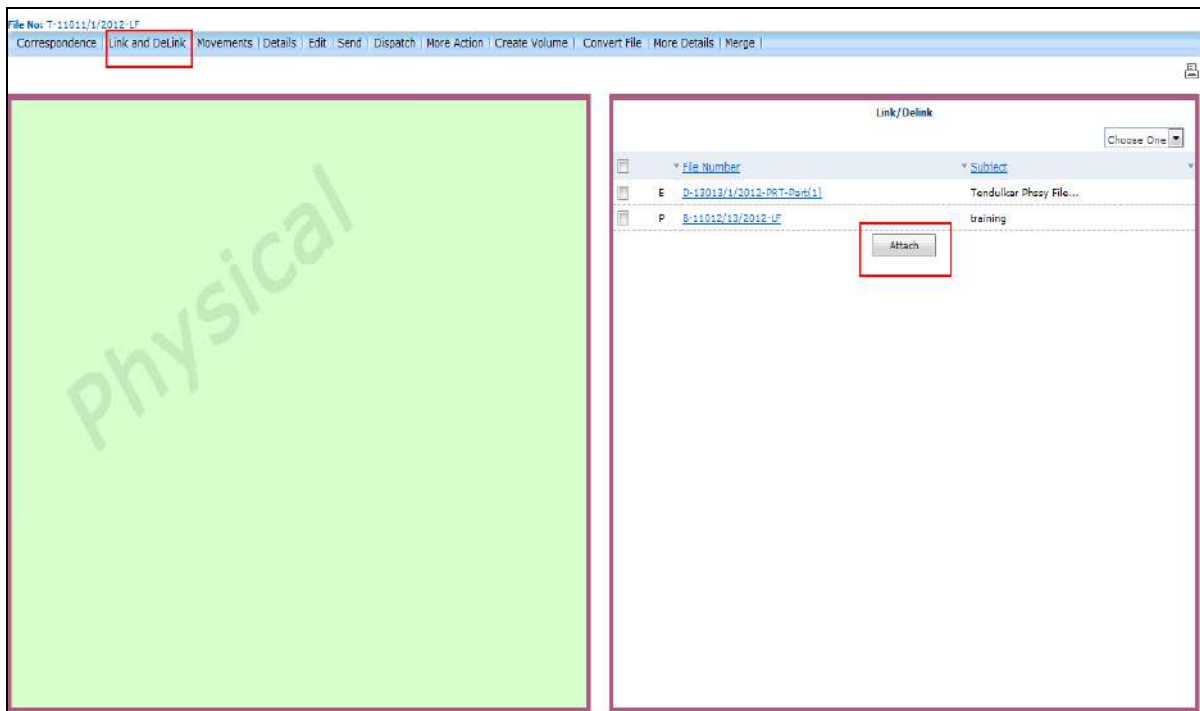


Fig.eFile. 1995

- Click the **Attach** (**Attach**) Button (Fig.eFile.199), as a result, the **File Search Window** appears, as shown in Fig.eFile.206:

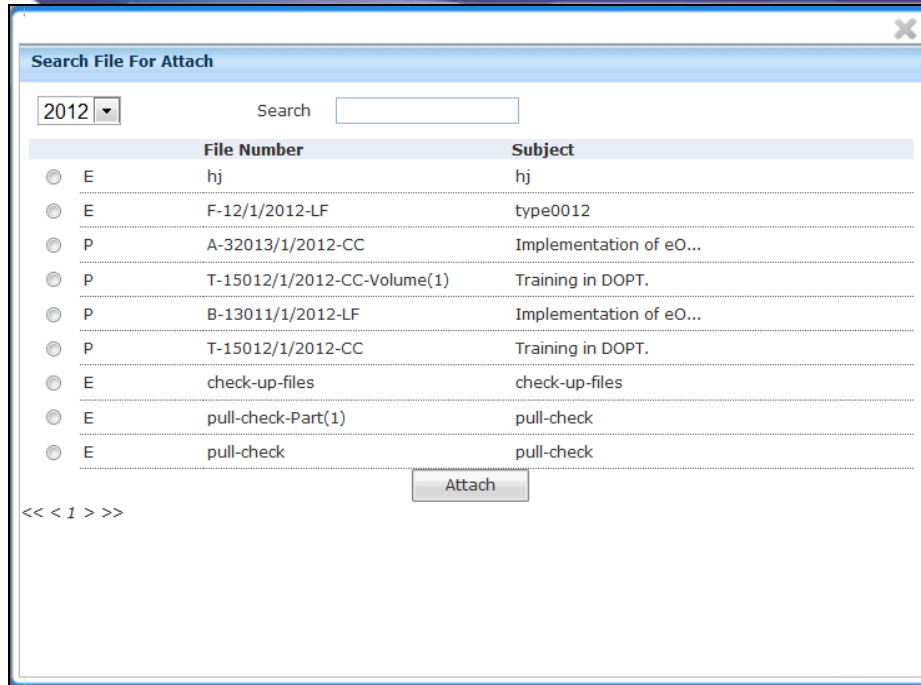


Fig.eFile. 2006

- Select the file from the **File Search window** to attach with the file.
- After selecting the file, click the **Attach** () button (Fig.eFile.206). As a result, the file gets attached to the file, as shown in Fig.eFile.207:

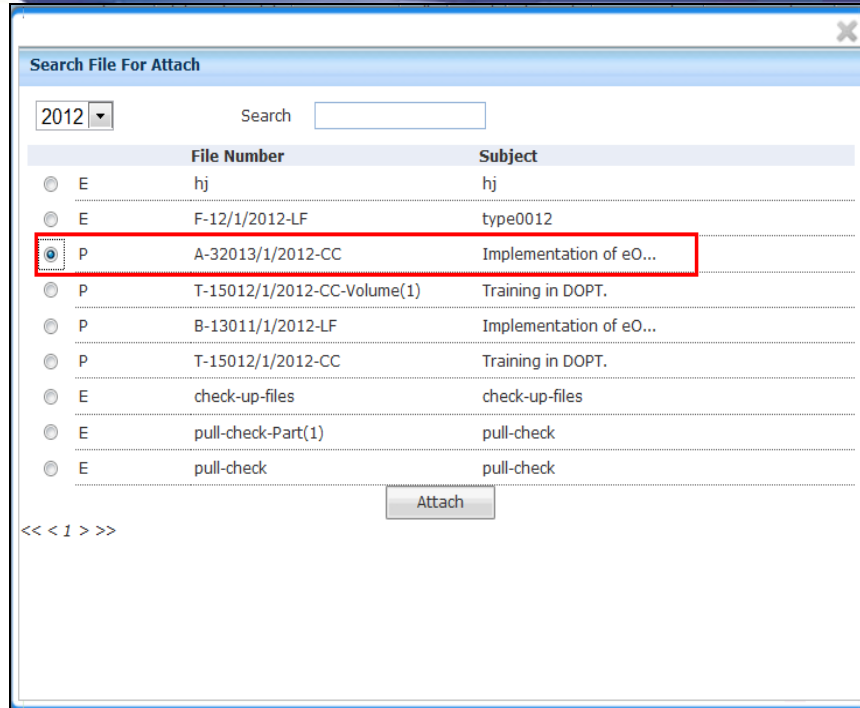


Fig.eFile. 2017

The File can be Delink from the dropdown menu available at the top of **Link/Delink** page.

i. Delink:

Helps the user to Delink the File from the attached file.

To Delink a File, user has to perform following steps:

- Select the File from the **Link/Delink** which needs to be delinked, as shown in Fig.eFile.208:

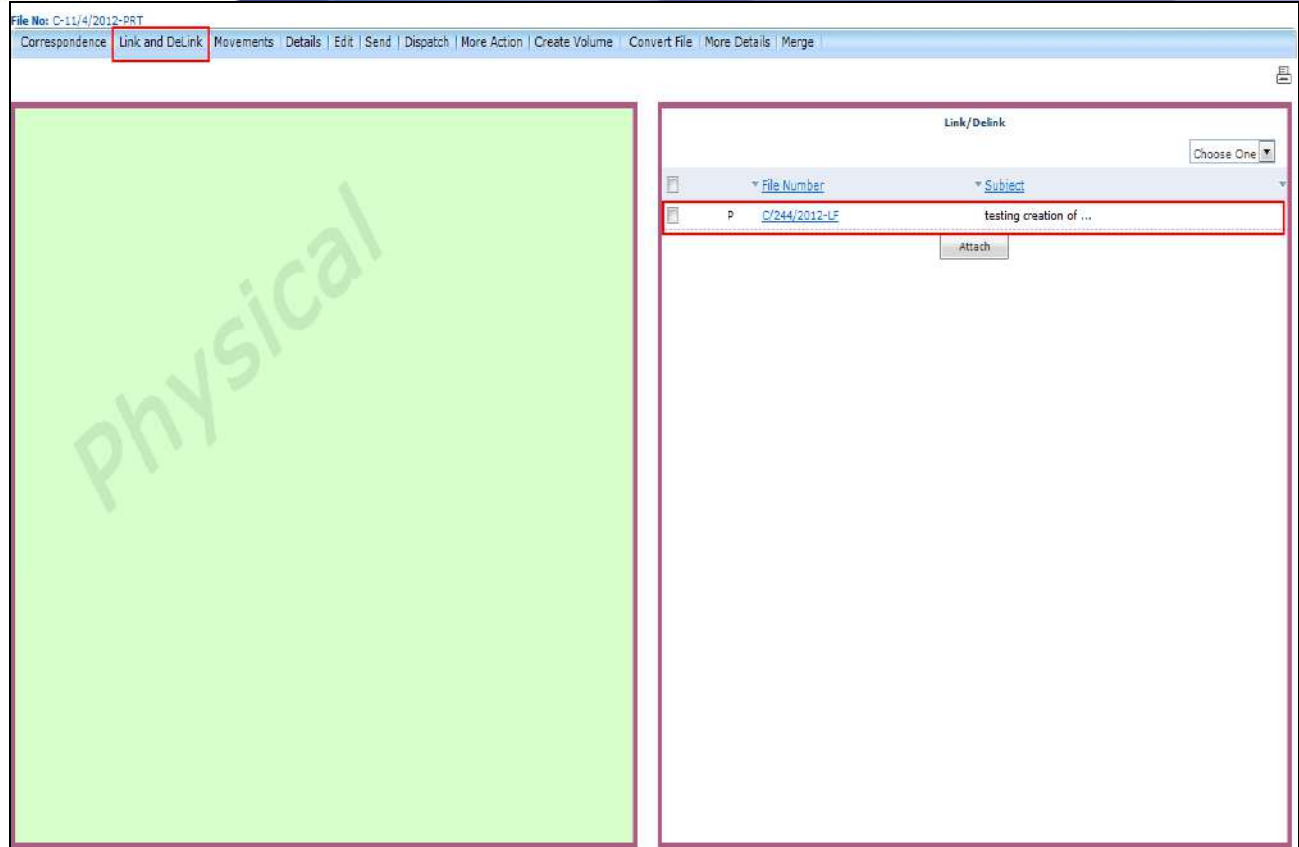


Fig.eFile. 2028

- Select the DeLink from the dropdown menu, as shown in Fig.eFile.209:

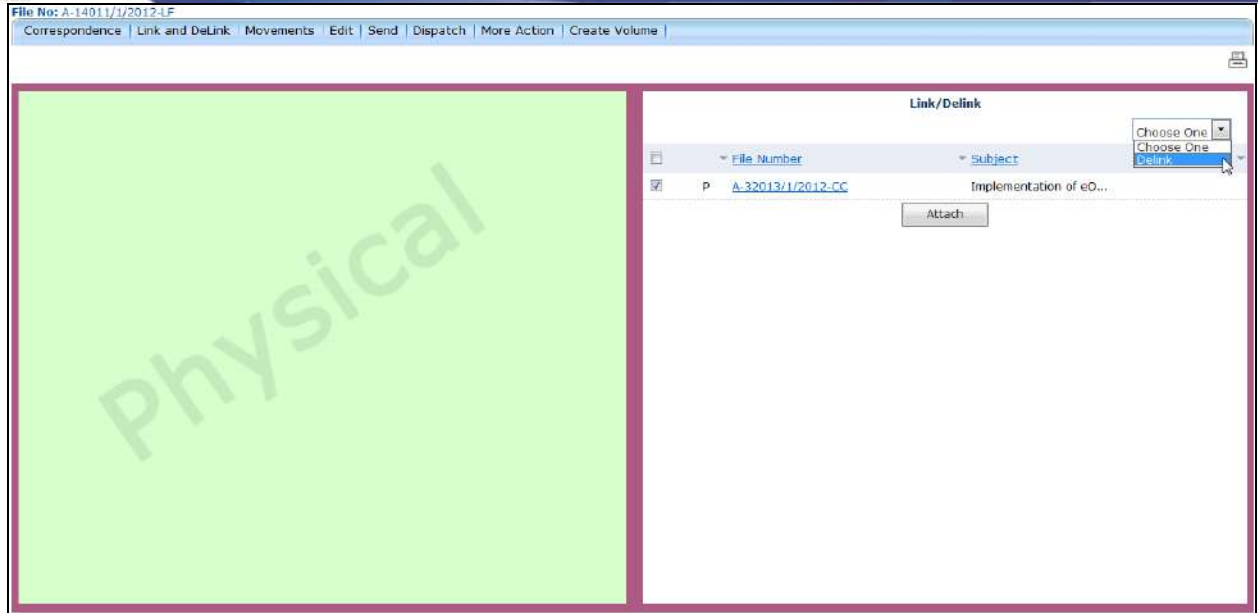


Fig.eFile. 2039

As a Result the file is delinked.

- c) **Movements:** With the help of this feature user can see the movement of a File. i.e. the details of all the users who has worked on it.

To see the movement of a file user has to perform following steps:

- Click the **Movements** (Movements) Link, as a result **Movement** page appears, as shown in Fig.eFile.210:

File No: A-12012/2/2012-LF

Correspondence | Link and DeLink | **Movements** | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : **A-12012/2/2012-LF** Subject : Daily aaj Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily aaj Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks
ALKA A KULKARNI	14/06/12 11:12	ALKA A KULKARNI	Forward	Merge Testing again....
Zulfe	27/04/12 04:25	ALKA A KULKARNI	Forward	
ALKA A KULKARNI	27/04/12 04:25	Zulfe	Forward	

Fig.eFile. 20410

The page shows all the details of File Movement History.

- d) Details:** With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files, a shown in Fig.eFile.211:

File No: A-12012/2/2012-LF

Correspondence | Link and Delink | Movements | **Details** | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : **A-12012/2/2012-LF** Subject : Daily aaj Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily aaj Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Part Files Created

Part No	Created On	Remarks

TOC Receipt

Receipt/Issac No.	Subject	Type	Timestamp	
DFA/1421	fgfg		27/4/12 5:34 PM	
9147/2012/CC	ad	PUC1	11/5/12 4:53 PM	DISPATCH
9546/2012/PRT	SIX CAR		13/6/12 9:57 PM	DISPATCH
9561/2012/S&C	GG Sharma -003		14/6/12 10:22 AM	DISPATCH

Dispatch Movement History

Dispatch Number.	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

Linked Files

	File Number	Subject
<input type="checkbox"/>	C-13013/1/2012-PRT-Part(1)	Tendulkar Phasy File...
<input type="checkbox"/>	T-11011/1/2012-LF	Training on Foundati...
<input type="checkbox"/>	B/175/2012-LF	test

Fig.eFile. 2051

e) **Edit:** With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

To edit the cover page of eFile user has to perform following steps:

- Click the **Edit** (**Edit**) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.212:

Fig.eFile. 2062

- Make Necessary changes and click the 'Done' () button (Fig.eFile.212), as a result, changes on cover page of file get saved.

f) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

- Click the **Send** () link, as a result **Send File** page appears, as shown in Fig.eFile.213:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To

Set Due Date 17

Action ▼

Priority ▼

Total 1000 |
1000 character left

Remarks

Fig.eFile. 2073

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.214:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To: [Text Box]

Set Due Date: [Calendar Icon]

Action: [Dropdown Menu]

Priority: [Text Box]

Remarks: [Text Area]

Total 1000 | 1000 character left

Send

Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Debprosad Dey	UDA(DPR)	Confidential Section of DM
Swapan Kumar	UDA(SKN)	Confidential

Fig.eFile. 2084

- Provide the **Due date** (if required) for the File using the **Calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.215:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section

Set Due Date : 31/08/2011

Action : Forward

Priority : Approved

Remarks

Send

Fig.eFile. 2095

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.216:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011

Action : Approved


Priority : Most Immediate

Total 1000 |
994 characters left

Remarks : URGENT

Send

Fig.eFile. 2106

- Click the **Send** () button (Fig.eFile.216). As a result, the File is sent to the intended recipient.

g) Dispatch:

With the help of this feature user can Dispatch the receipt to the Recipient of different Ministries or Office.

To Dispatch user has to perform following steps:

- Click the **Dispatch** () link, as a result **Dispatch** page appears, as shown in Fig.eFile.217:

Dispatch			
Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No		Out Date	
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	
		Delivery Time	
Receipt Details			
<input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh			
Subject* (Maximum of 250 Characters)			
Communication Details			
Ministry	Choose One		
Department	Choose One		
Name*			
Designation			
Address 1 *			
Address 2			
Email			
Organization	Choose One		
Country	Choose One		
State	Choose One		
Pincode			
Telephone			
Fax			
Clear Fields			
Language of draft	Choose One		
Attachment	Browse...	Upload	
		Dispatch By Self	Dispatch By CRU

Fig.eFile. 2117

- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.218:

Dispatch	
Postal Details	
Postal Mode	Choose One
Medium	Choose One
Postal Charge	0
Weight	0
Out Register Details	
Peon Book No	
Peon Name	Choose One
Peon Code	Choose One
Out Date	
Out Time	
Delivery Status	No
Delivery Date	
Delivery Time	
Receipt Details	
<input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh	
Subject* (Maximum of 250 Characters)	dhfj
Communication Details	
Ministry	Choose One
Department	Choose One
Name*	
Designation	
Address 1 *	
Address 2	
Email	
Organization	Choose One
Country	Choose One
State	Choose One
Pincode	
Telephone	
Fax	
<input type="button" value="Clear Fields"/> + Add More Recipients	
Language of draft	Choose One

Fig.eFile. 2128

- Now the user has 2 options after filling the required metadata fields which are '**Dispatch By Self**' and '**Dispatch By CRU**'.
 - If user selects '**Dispatch By Self**' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to '**Closed**' section of receipt.
 - If user selects '**Dispatch By CRUCRU**' option, a popup appears. Popup contains the list of all the users mapped with CRU CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.219:

CRU User(s): CRU

Delivery Mode: Choose One

Remarks:

OK

Fig.eFile. 2139

In this case no user is mapped with CRU CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of 'Copy Dispatch Data' option available and send to other concerned Organization (if required), as shown in Fig.eFile.220:

Peon Book No: [] Out Date: []

Peon Name: Choose One Out Time: []

Peon Code: Choose One Delivery Status: No

Delivery Date: []

Delivery Time: []

Receipt Details

Reply New/Print

Subject* (Maximum of 250 Characters): dh.fy

Communication Details

Ministry: Choose One

Department: Choose One

Name: dh.fy

Designation: []

Address 1: bhyl

Address 2: []

Email: []

Organization: Choose One

Country: Choose One

State: Choose One

Pincode: []

Telephone: []

Fax: []

Clear Fields

Language of draft: Choose One

Attachment: Browse... Upload

Dispatched successfully with no. : I/935/2012

Copy Dispatch Data

Fig.eFile. 21420

In case no user is mapped the dispatch is directly sent to the SO (CRU).

As a result the receipt is dispatched to the selected CRU/CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU/CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer **CRU/CRU Dispatch**).

h) More Action:

With the help of this feature user can Park or Close the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** (**More Action**) Link and click the **Park File** option, as shown in Fig.eFile.221:

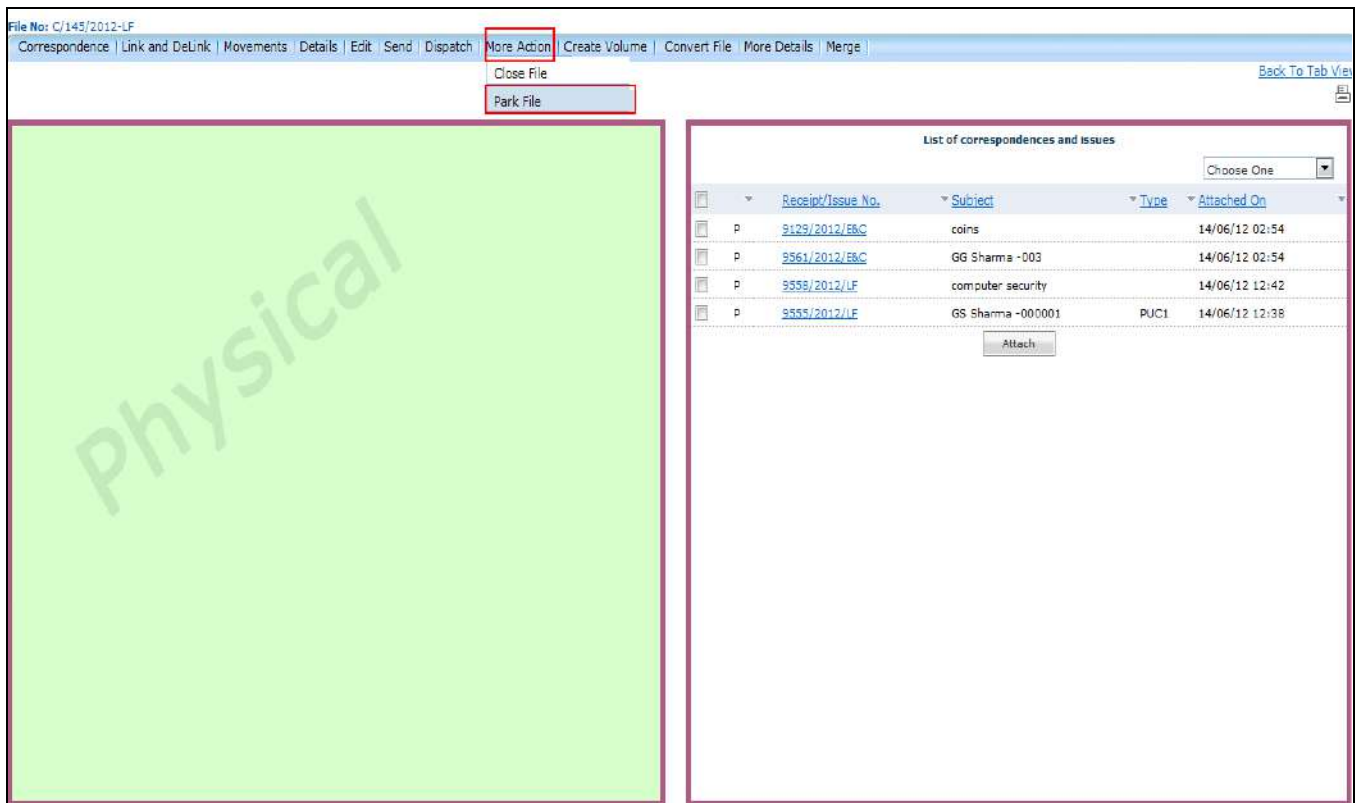


Fig.eFile. 2151

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.222:



Fig.eFile. 2162

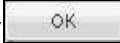
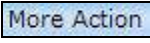
- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.223:



Fig.eFile. 2173

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** () Link and click the **Close File** option, as shown in Fig.eFile.224:

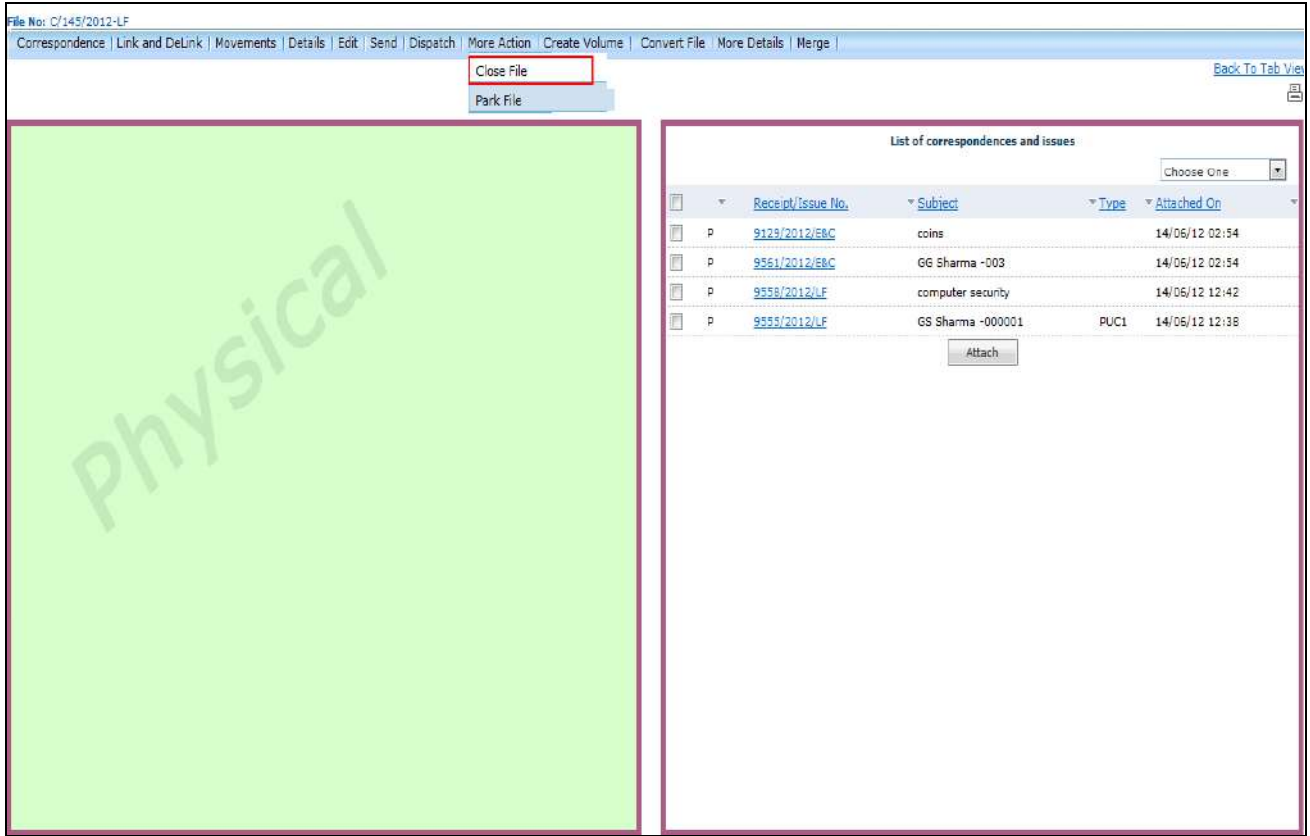



Fig.eFile. 2184

As a result, Cover page of File will appear, as shown in Fig.eFile.225:



Fig.eFile. 2195

- Enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.226:

The screenshot shows a web-based interface for file management. At the top, it displays 'NIC ADM'. Below this, there is a 'File No.' field with a dropdown menu showing 'S-SSI', '11-Pri', '34-Ce', '11-Hs', '1', '2011', and 'ADM'. The main content is divided into two sections: 'Subject' and 'Other Details'. The 'Subject' section has a 'Description*' field with 'Training Budget' and a 'Category' section with 'Main' set to 'Training related matters' and 'Sub' set to 'Choose One'. The 'Other Details' section has a 'Classified' checkbox and a 'Choose One' dropdown. Below this are 'Previous Reference' and 'Later Reference' text boxes. The 'Closing Remarks*' field contains 'Work Done'. A 'Close >' button is at the bottom right, with a mouse cursor pointing to it.

Fig.eFile. 2206

As a result the closed file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

i) **Create Volume:**

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.227:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number

Subject

Description

Category Main
Sub

Other Details

Classified

Remarks

Previous Reference Later Reference

Create Volume >

Fig.eFile. 2217

- Click the **Create Volume** () button (Fig.eFile.227) to create volume, as a result the following page appears, as shown in Fig.eFile.228:

File No: A-11011/141/2012-LF-Volume(2)

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

List of correspondences and issues

Receipt/Issue No.	Subject	Type	Attached On

Fig.eFile. 2228

Note: You will learn the process of volume creation in detail in **Section 9**.

j) **Convert File:**

Helps the user to convert the Physical File to Electronic File only irrespective of the File location, weather it is attached with a receipt or from the File inbox/Created Section.

To convert a physical file to electronic file from within the file, user has to perform following steps:

- Click the '**Convert File**' (Convert File) option, as a result, following screen appears, as shown in Fig.eFile.229:

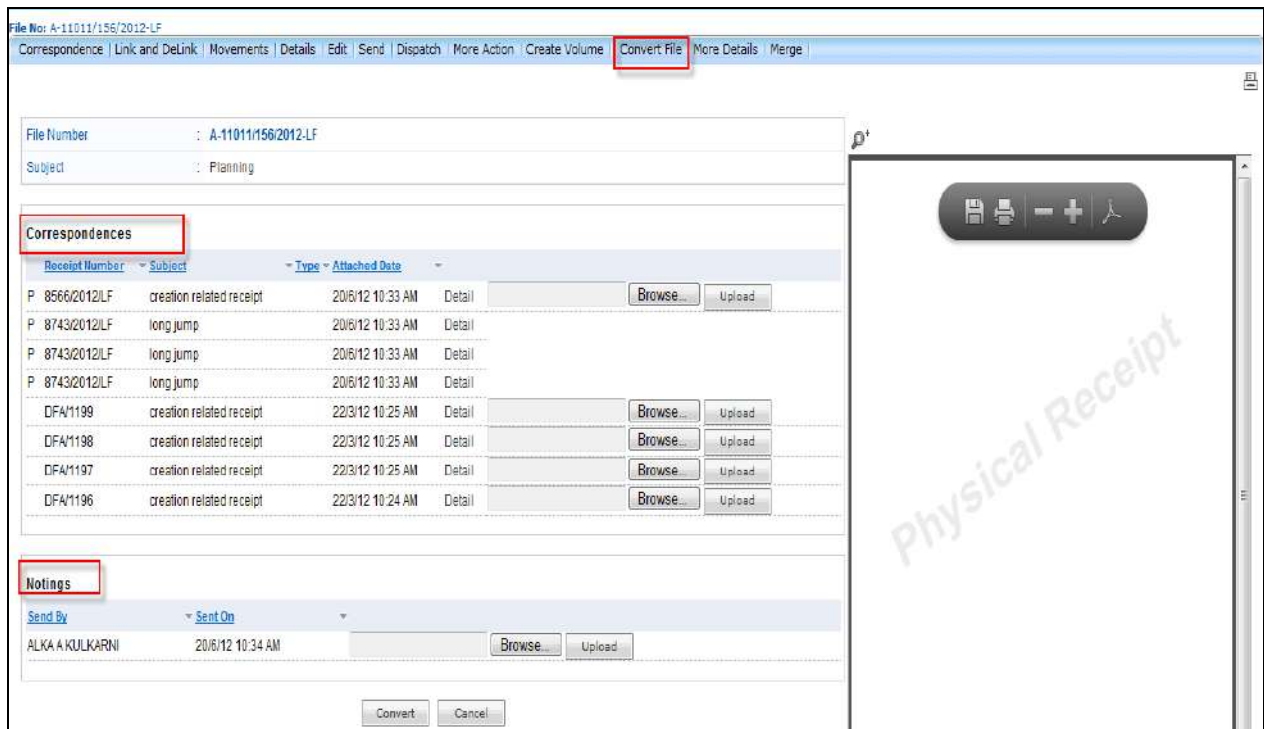


Fig.eFile. 2239

- Upload the scanned PDF's of Correspondence(s), DFA's and Noting(s) (if any), as shown in Fig.eFile.230:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF
Subject : Planning

Correspondences

Receipt Number	Subject	Type	Attached Date			
P 8566/2012/LF	creation related receipt		20/6/12 10:33 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail		
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail		
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail		
DFA/1199	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
DFA/1198	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
DFA/1197	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
DFA/1196	creation related receipt		22/3/12 10:24 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload

Notings

Send By	Sent On		
ALKA A KULKARNI	20/6/12 10:34 AM	C:\Users\HCL\Desktop\Hil	Browse... Upload

Convert Cancel

Fig.eFile. 22430

- After uploading the scanned PDF's, click the 'Convert' (Convert) button (Fig.eFile.230), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

k) **More Details:**

Helps the user to view the details of all the merged File(s).

In 'Merged Files' option 'More Details' user can view all merged files (if any), as shown in Fig.eFile.231:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF Subject : Planning
 Opening Date : 19/06/12 02:42 Remarks : Planning
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Merged Files

S.No	Number	Subject
1	C/29/2012-CC	high jump
2	D/72/2012-LF	test
3	E-12/1/2012-PRT-VOLUME(2)	Training matter
4	SFSPPFILEG-001	SFS P File G-001

Fig.eFile. 22531

Merged Files can be open by clicking the File number and that is in read Only mode.

1) Merge:

Helps the user to merge some other File with the working file.

Files having Physical nature only can be merged with one another. Electronic files cannot be merged.

To merge another File with the working File, user has to perform following steps:

- Click the 'Merge' ([Merge](#)) link from within the working file, as a result, **Merge Files** screen appears as shown in Fig.eFile.232:

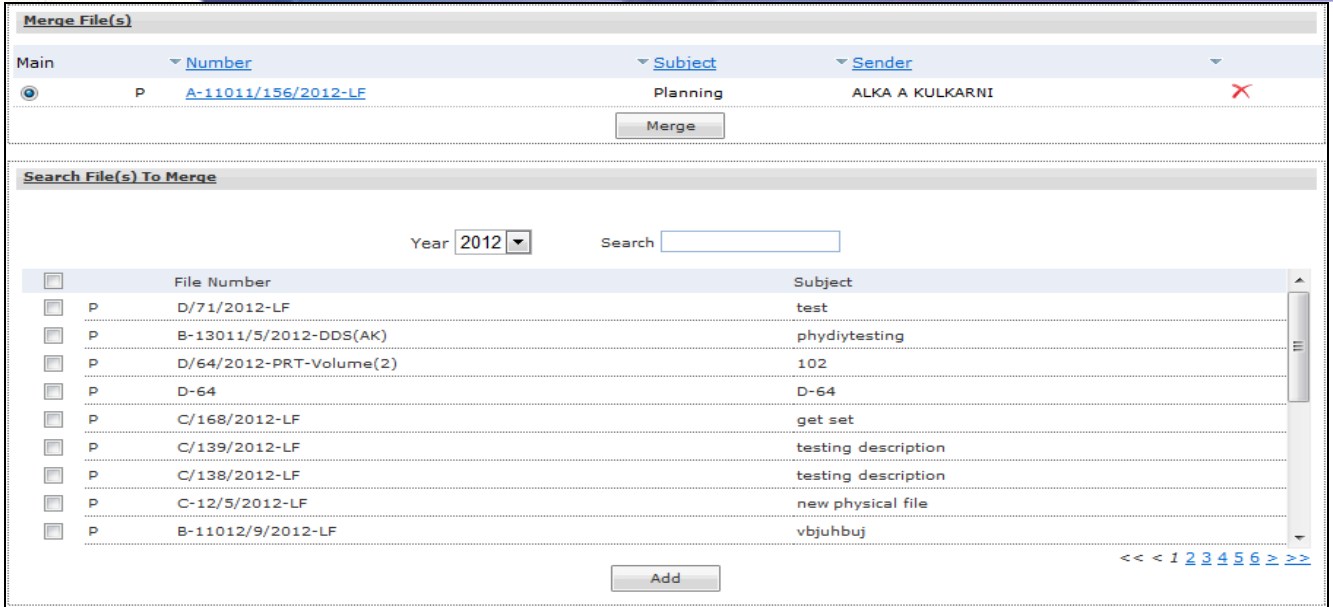


Fig.eFile. 22632

- Select the Files from 'Search File(s) to merge' window and click the 'Add' button, as shown in Fig.eFile.233:

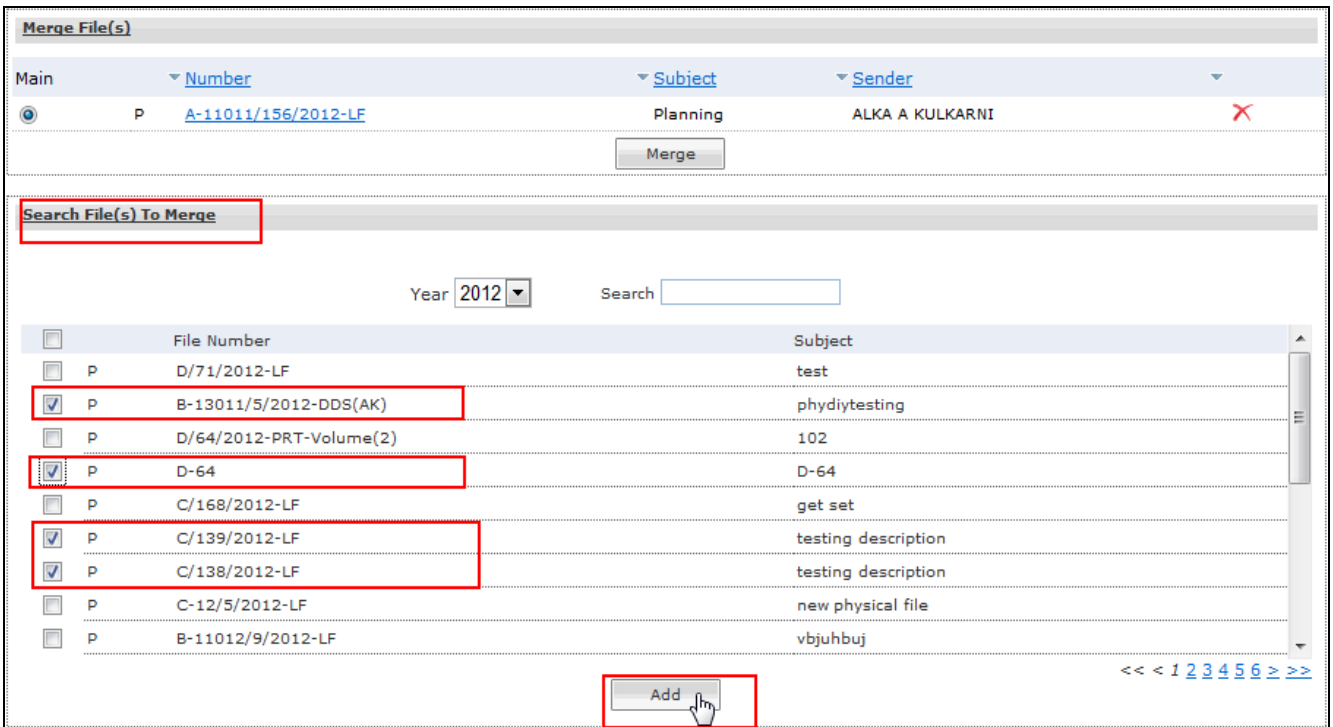


Fig.eFile. 22733

As a result, the selected file(s) appears in the Merge File(s) window, as shown in Fig.eFile.234:

Main	Number	Subject	Sender
<input checked="" type="radio"/>	P A-11011/156/2012-LF	Planning	ALKA A KULKARNI
<input type="radio"/>	P B-13011/5/2012-DDS(AK)	phydiytesting	
<input type="radio"/>	P D-64	D-64	
<input type="radio"/>	P C/139/2012-LF	testing description	
<input type="radio"/>	P C/138/2012-LF	testing description	

File Number	Subject
<input type="checkbox"/> P D/71/2012-LF	test
<input type="checkbox"/> P B-13011/5/2012-DDS(AK)	phydiytesting
<input type="checkbox"/> P D/64/2012-PRT-Volume(2)	102
<input type="checkbox"/> P D-64	D-64
<input type="checkbox"/> P C/168/2012-LF	get set
<input type="checkbox"/> P C/139/2012-LF	testing description
<input type="checkbox"/> P C/138/2012-LF	testing description
<input type="checkbox"/> P C-12/5/2012-LF	new physical file
<input type="checkbox"/> P B-11012/9/2012-LF	vbjuhbj

Fig.eFile. 22834

- Click the 'Merge' () button (Fig.eFile.234), as a result the files will get merged with the main working file, as shown in Fig.eFile.235:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF Subject : Planning
 Opening Date : 19/06/12 02:42 Remarks : Planning
 Main Category : Sub Category :
 Previous Reference : Later Reference :

S.No	Number	Subject
1	C/29/2012-CC	high jump
2	C/138/2012-LF	testing description
3	C/139/2012-LF	testing description
4	D-64	D-64
5	B-13011/5/2012-DDS(AK)	phydiytesting
6	D/72/2012-LF	test
7	E-12/1/2012-PRT-VOLUME(2)	Training matter
8	SFSFILEG-001	SFS P File G-001

Fig.eFile. 2295

Physical

Create New (SFS): This option creates a physical file with SFS standard i.e. the user can enter File No. without any restriction or standards.

- Click on the **Create New (SFS)** option under **Physical File** under the left navigation.

As a result, File Cover Page screen appears as shown in Fig.eFile.236:

The screenshot shows a web form for creating a physical file. At the top, it says 'भारत सरकार GOVERNMENT OF INDIA'. Below that are labels for 'NIC' and 'LF'. The 'File No.' field is a text input. The 'Subject' field is a text input. The 'Description' field is a text area. The 'Category' section has two dropdown menus: 'Main' and 'Sub', both currently showing 'Choose One'. The 'Other Details' section has a 'Classified' checkbox and a dropdown menu showing 'Choose One'. Below that is a 'Remarks' text area. At the bottom of the 'Other Details' section are two text input fields for 'Previous Reference' and 'Later Reference'. A 'Continue Working' button with a right-pointing arrow is at the very bottom.

Fig.eFile. 2306

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.237:

भारत सरकार
GOVERNMENT OF INDIA

NIC
LF

File No. eFile/11011/2012-imp

Subject

Description eFile Implementation

Category Main Appointments
Sub Choose One

Other Details


Classified Choose One

Remarks

Previous Reference Later Reference

Continue Working >

Fig.eFile. 2317

After filling the necessary details, click the **Continue Working** () button (Fig.eFile.237) to create a new physical file. As a result, file gets created, as shown in Fig.eFile.238:

File No: EFILE/110112/2012-IMP

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : EFILE/110112/2012-IMP Subject : eFile Training sched...

Opening Date : 14/06/12 04:50 Remarks :

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks
--------	---------	---------	--------	---------

Fig.eFile. 2328

- User can perform same operations on a file as explained in **Create Non-SFS** file.

Electronic File:

Electronic File option under the Files section helps the user to create an Electronic File.

Electronic File Link Contains 2 options:

- i) **Create New (Non-SFS):** This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New File user has to perform the following steps:

- Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section.

As a result, File Cover Page screen appears as shown in Fig.eFile.239:

The screenshot shows a web form titled "भारत सरकार GOVERNMENT OF INDIA" with "NIC" and "LF" below it. The form includes a "File No." field with four "Choose" dropdowns, a year field set to "2012", and a "LF" dropdown. Below this is a "Subject" section with a "Description" text area and "Category" dropdowns for "Main" and "Sub", both set to "Choose One". The "Other Details" section contains a "Classified" dropdown set to "Choose One", a "Remarks" text area, and "Previous Reference" and "Later Reference" text fields. At the bottom are two buttons: "Work On File Later" and "Continue Working".

Fig.eFile. 2339

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.240:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No.* J - JM 11 - Hu 11 - NH 11 - Cu 2011 ADM

Subject

Description* Judiciary Matter

Category Main Appointments
Sub Choose One

Other Details


Classified Choose One

Remarks Urgent Matter

Previous Reference Later Reference

Work On File Later Continue Working

Fig.eFile. 234

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.240) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.241:

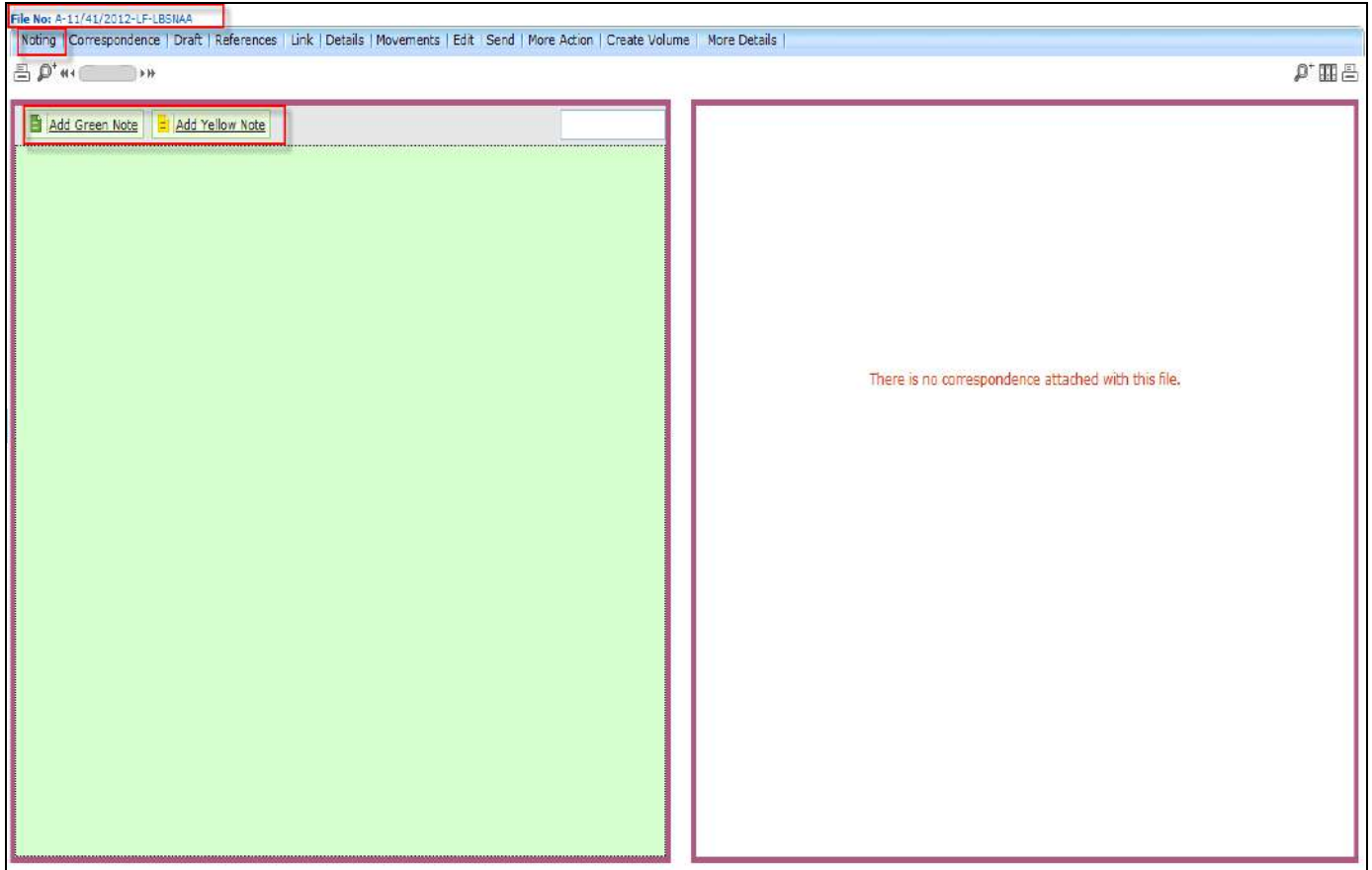


Fig.eFile. 23541

User can also click the Work on File Later ([Work On File Later >](#)) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform different operations on a file, For instance:

- a) **Add note:** With the help of this feature user can add a **green note** or a **yellow note** onto the newly created file or existing File.

To add a Green Note user has to perform following steps:

- Click the **Add Green Note** link, as shown in Fig.eFile.242:

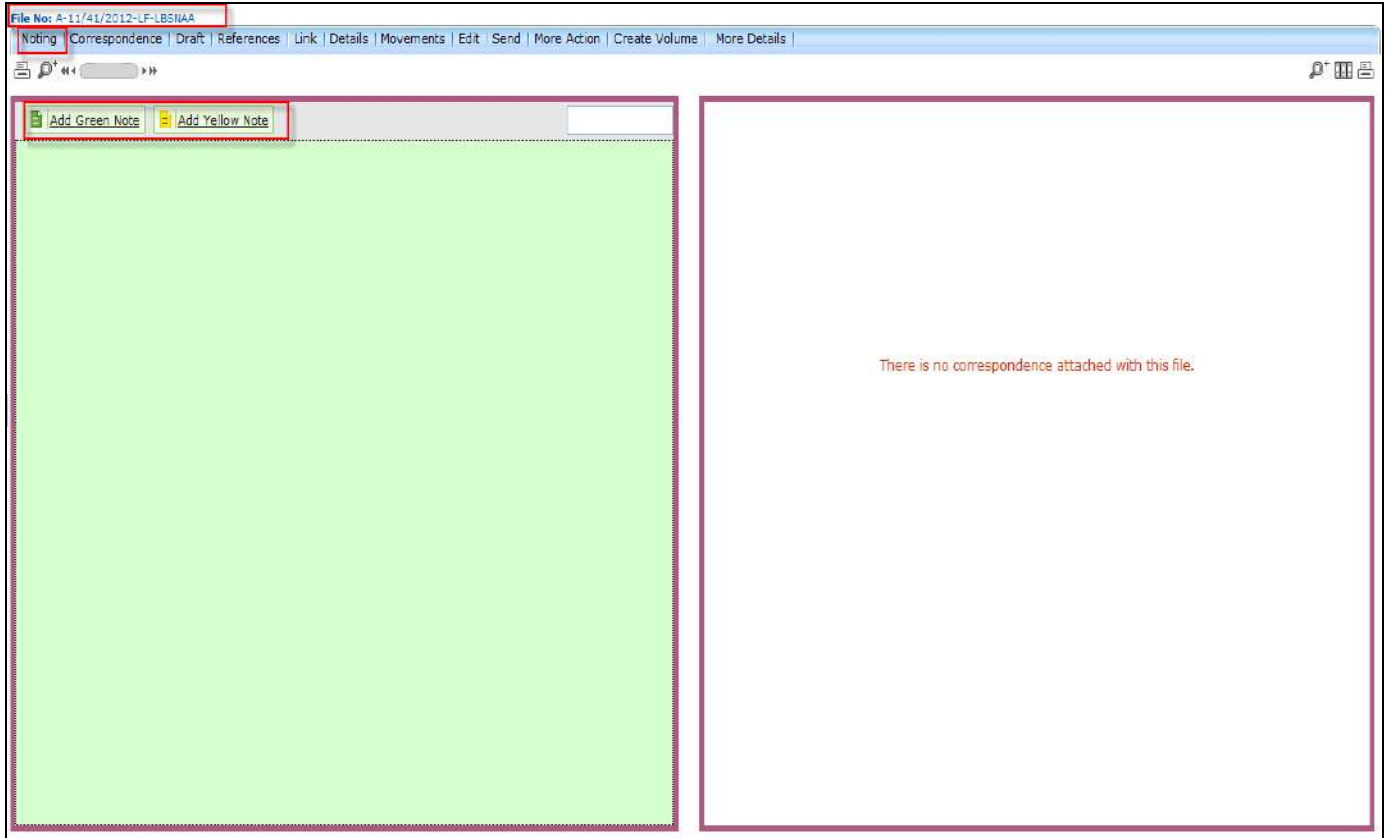


Fig.eFile. 23642

As a result, noting becomes active and user can add note.

- After making a note, user has to click the **Save** (📁) Button to save the noting, as a result noting is prepared and saved.
- The User can also attach a document (**Pdf Format** only) by clicking the **Attach File** (Attach File) button at the bottom of the noting portion.

To add a Yellow Note user has to perform following steps:

- Click the **Add Yellow Note**, as shown in Fig.eFile.243:

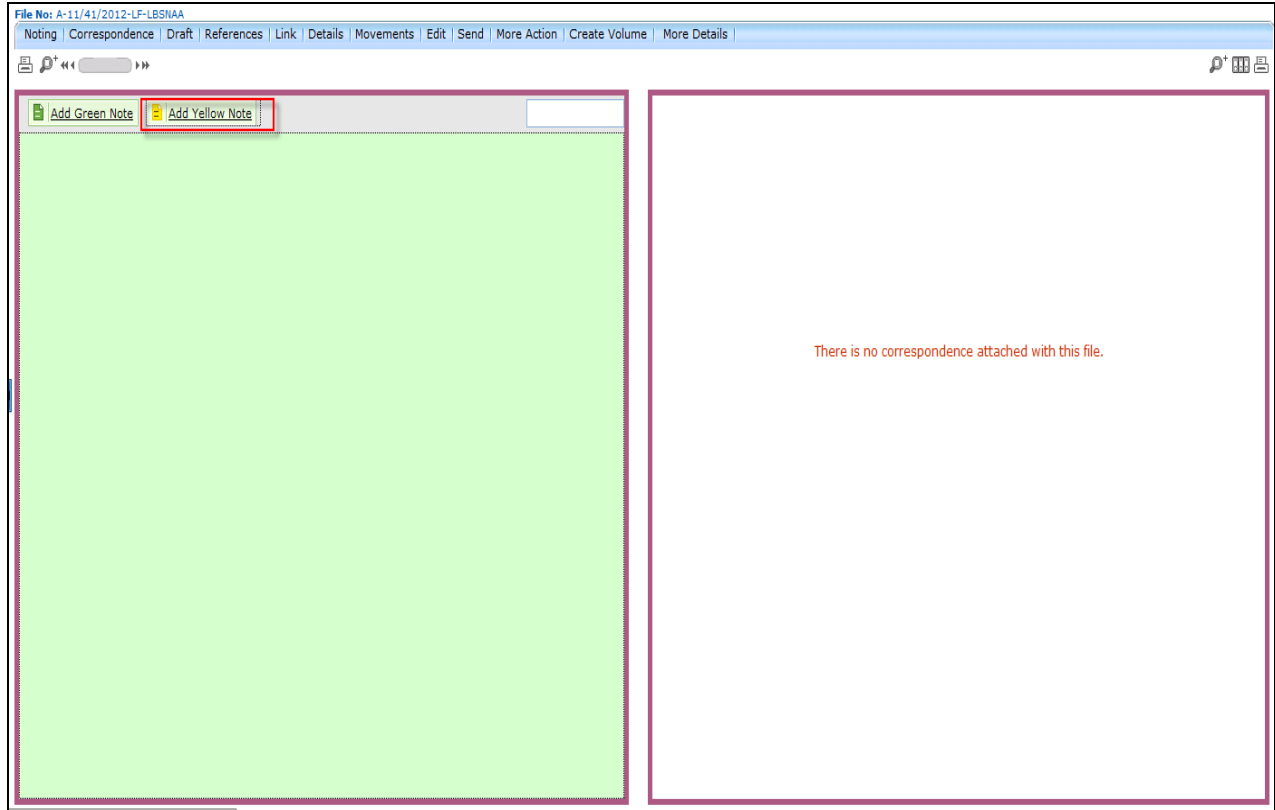


Fig.eFile. 23743

As a result **Yellow Note sheet page appears** on Notings portion, as shown in Fig.eFile.244:

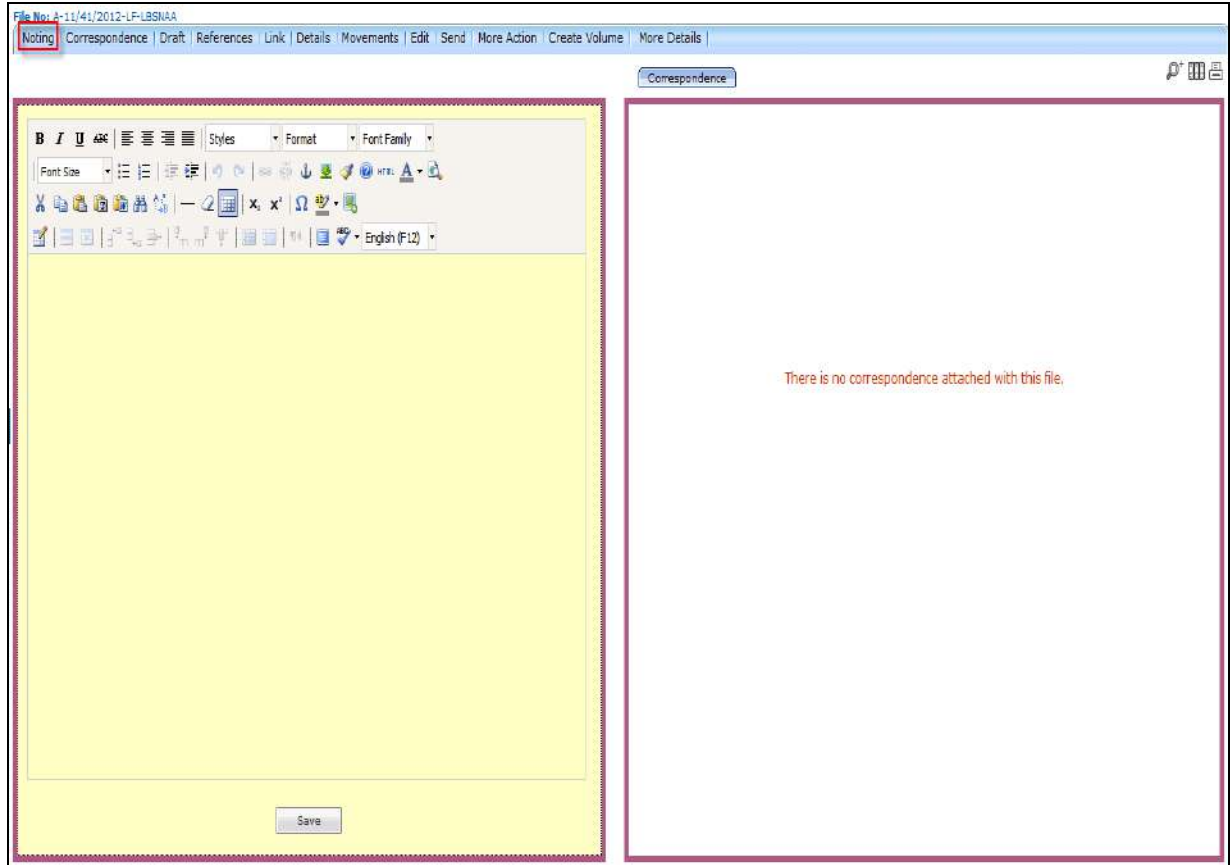


Fig.eFile. 23844

- After making a note on yellow sheet, click the **Save** () Button, shown in Fig.eFile.245:

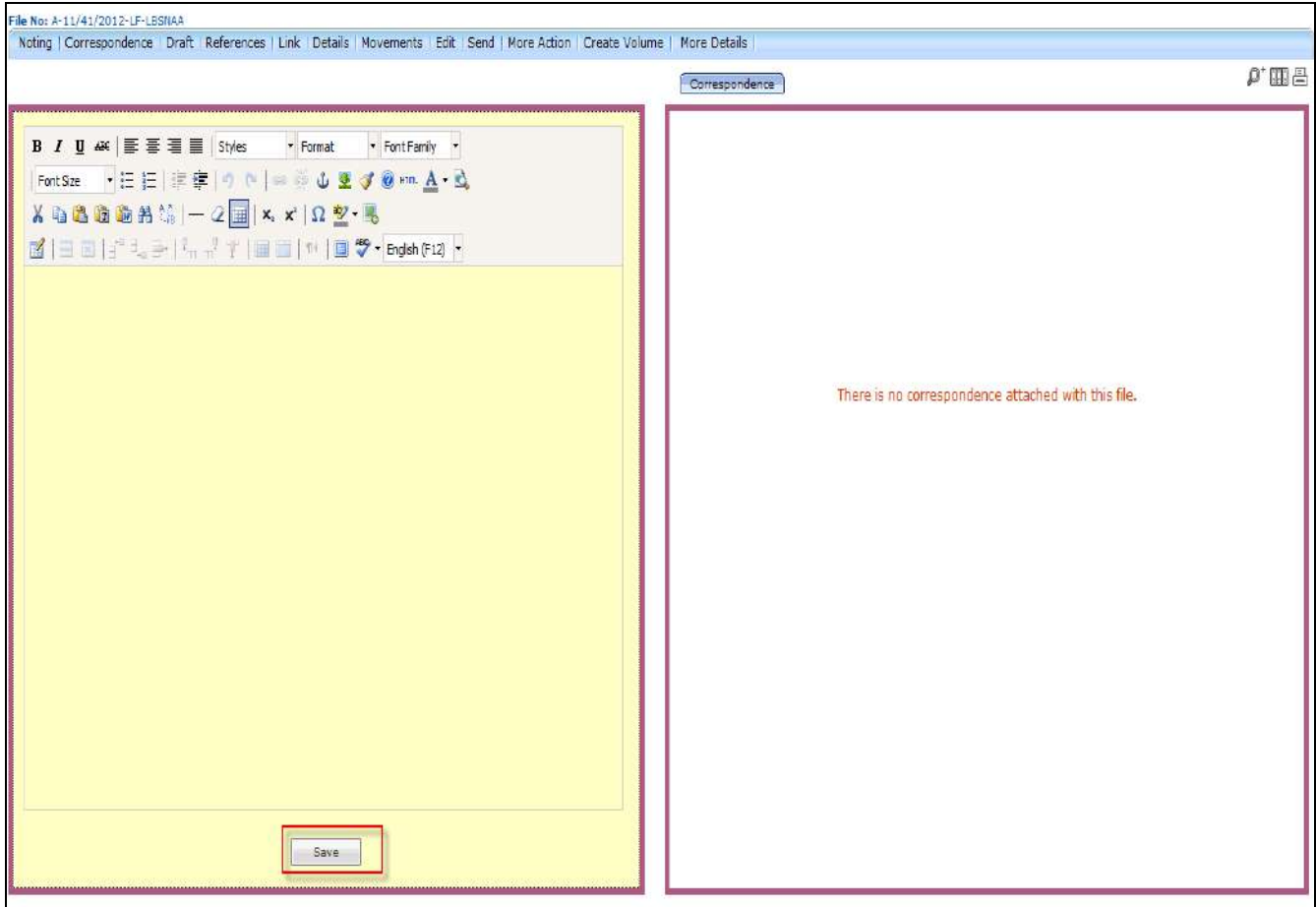


Fig.eFile. 2395

As a result, yellow note get saved.

- After clicking the **save** () button, user has 3 options:
 - **Edit** (): Refers to **edit** the Yellow Note
 - **Discard** (): Refers to **Discard** the Yellow Note
 - **Confirm** (): Refers to **Confirm** the Yellow note.

User can perform any options as per authorization.

Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet Noting of File. At a time only one noting is active, either yellow note or Main Green sheet note.

b) Correspondence:

With the help of this feature user can attach correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Perform All Steps of creating a new file.
- Click the **Correspondence** (**Correspondence**) Link (Fig.eFile.245), as a result **List of Correspondences and issues** page appears on right side of Noting page, as shown in Fig.eFile.246:

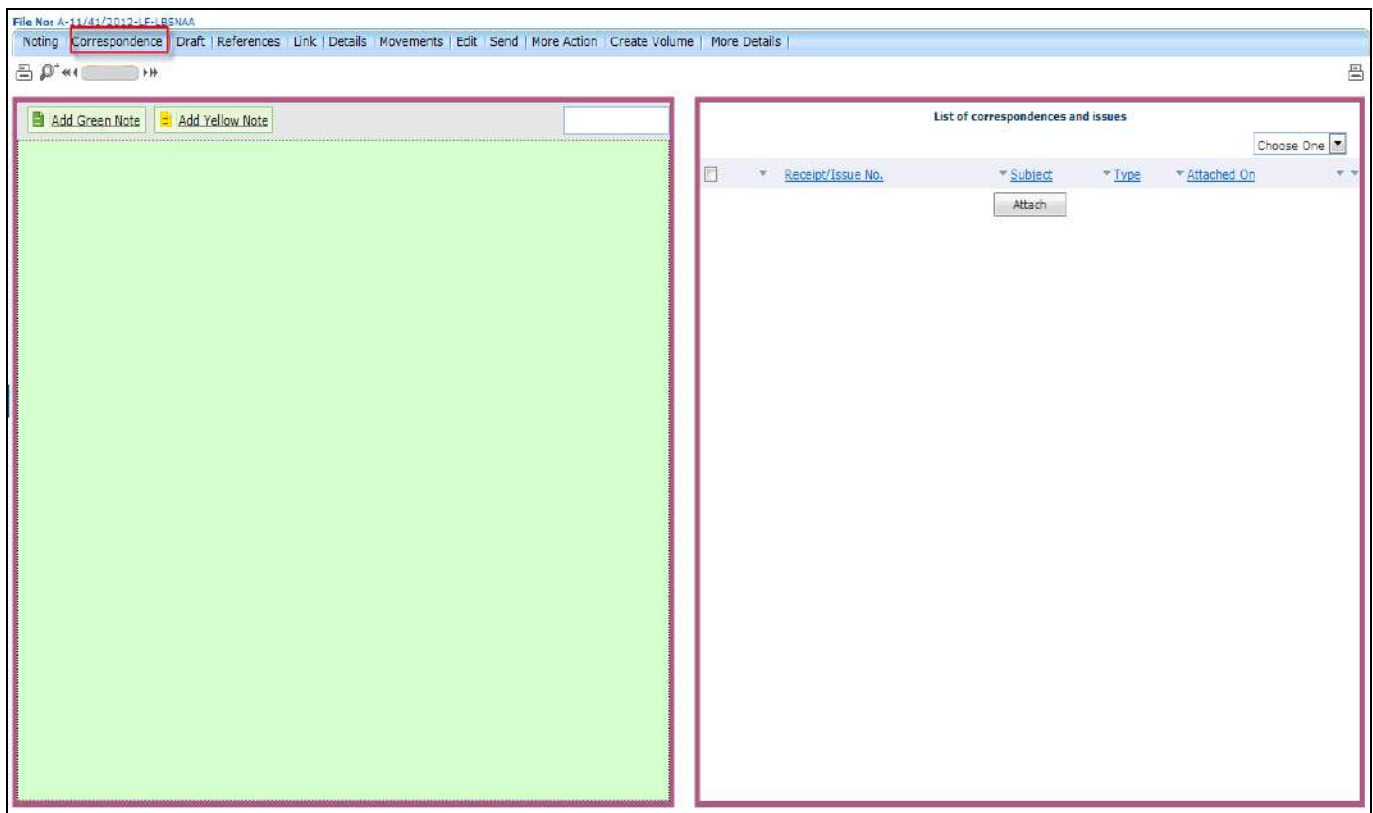


Fig.eFile. 2406

- Click the **Attach** (**Attach**) Button (Fig.eFile.246), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.247:

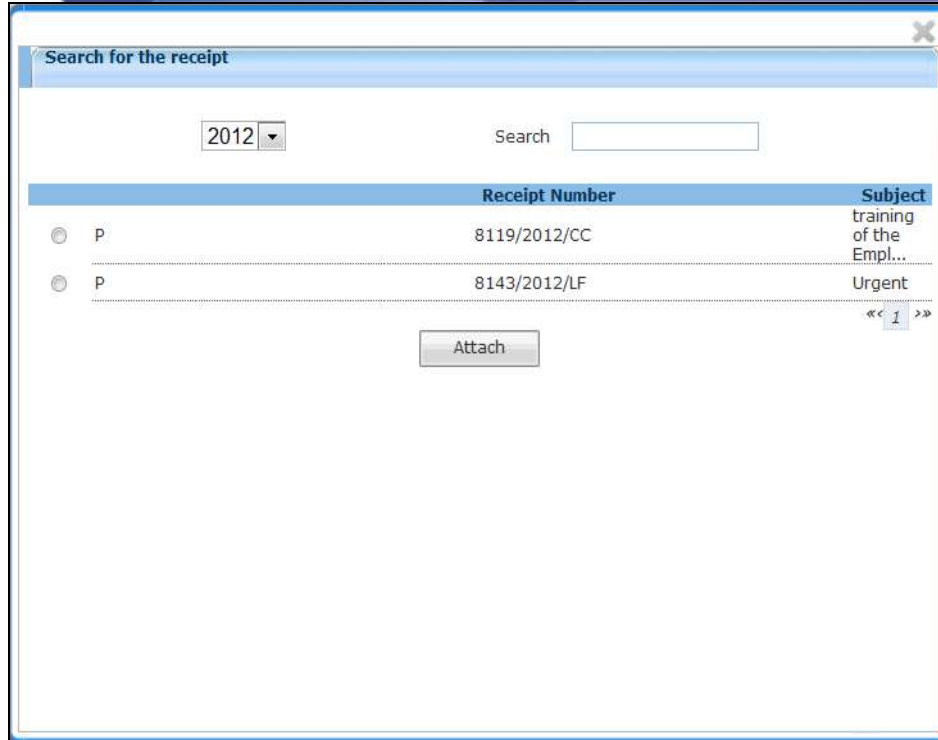


Fig.eFile. 2417

- Select the receipt from the **Receipt Search window** to attach with the file.
- After selecting the receipt, click the **Attach** () button (Fig.eFile.247). As a result, the receipt gets attached to the file, as shown in Fig.eFile.248:

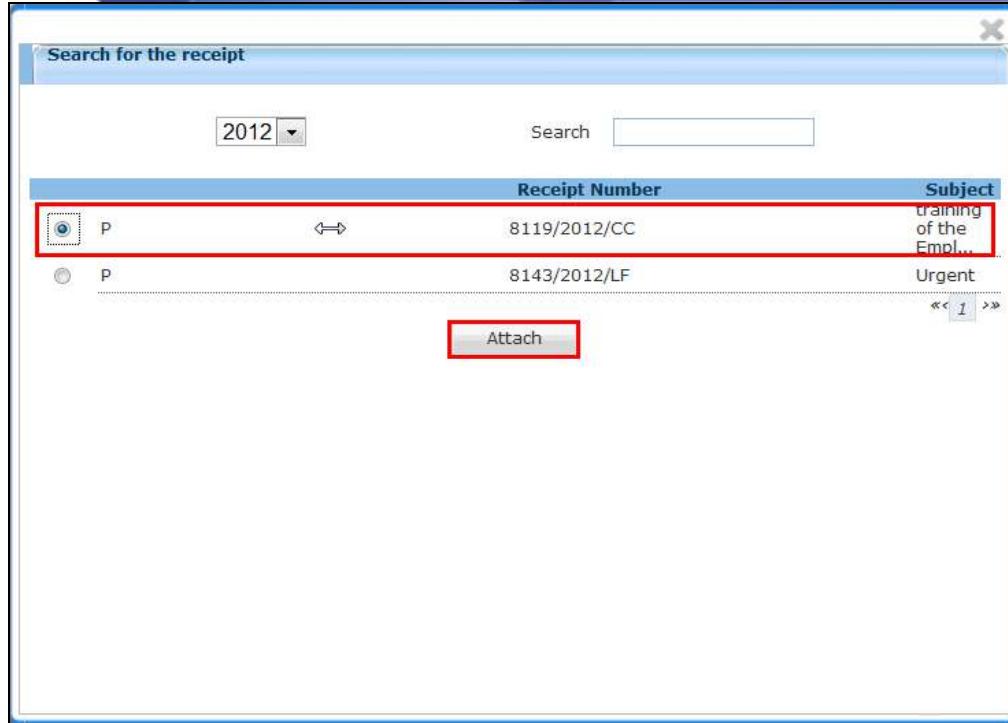


Fig.eFile. 2428

Type of the receipt can be changed from the dropdown menu available at the top of **TOC of correspondences** page:

i) **Mark As PUC:**

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as PUC, as shown in Fig.eFile.249:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

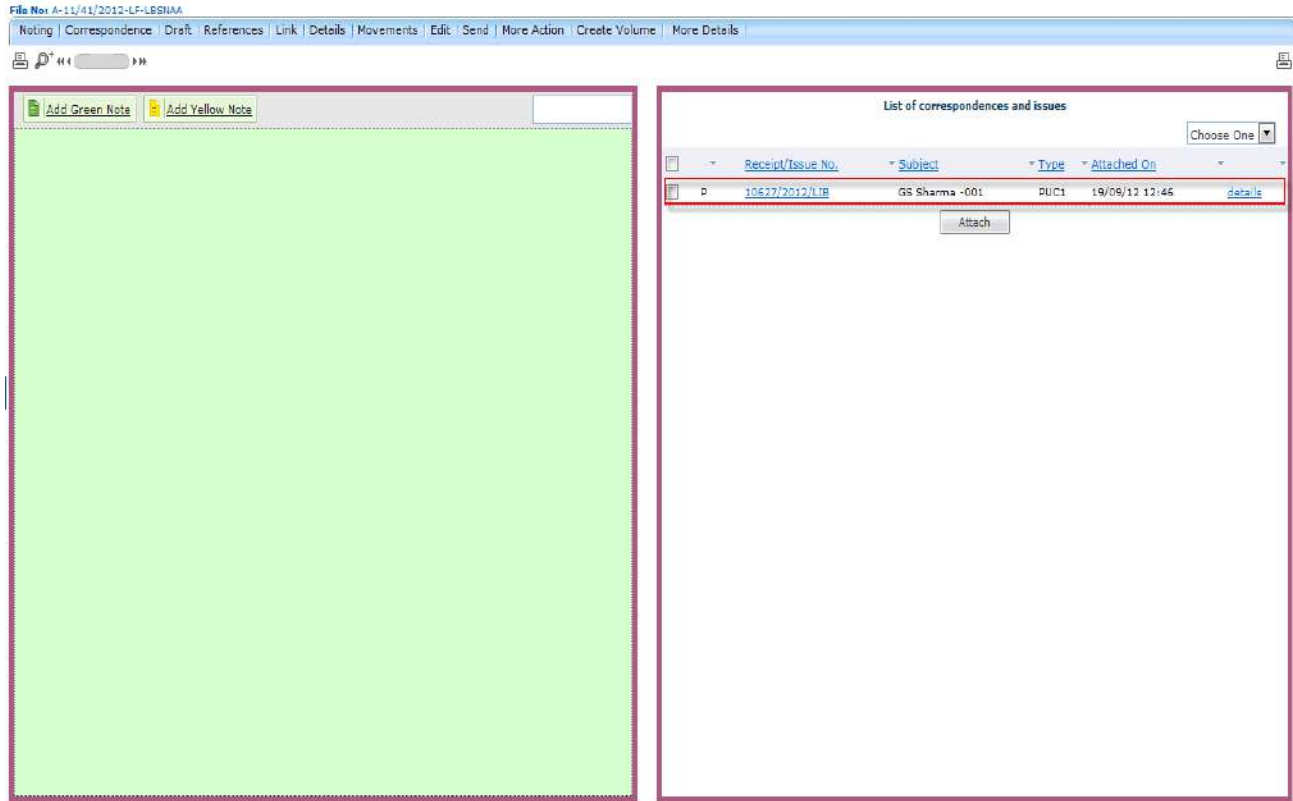


Fig.eFile. 2439

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.250:

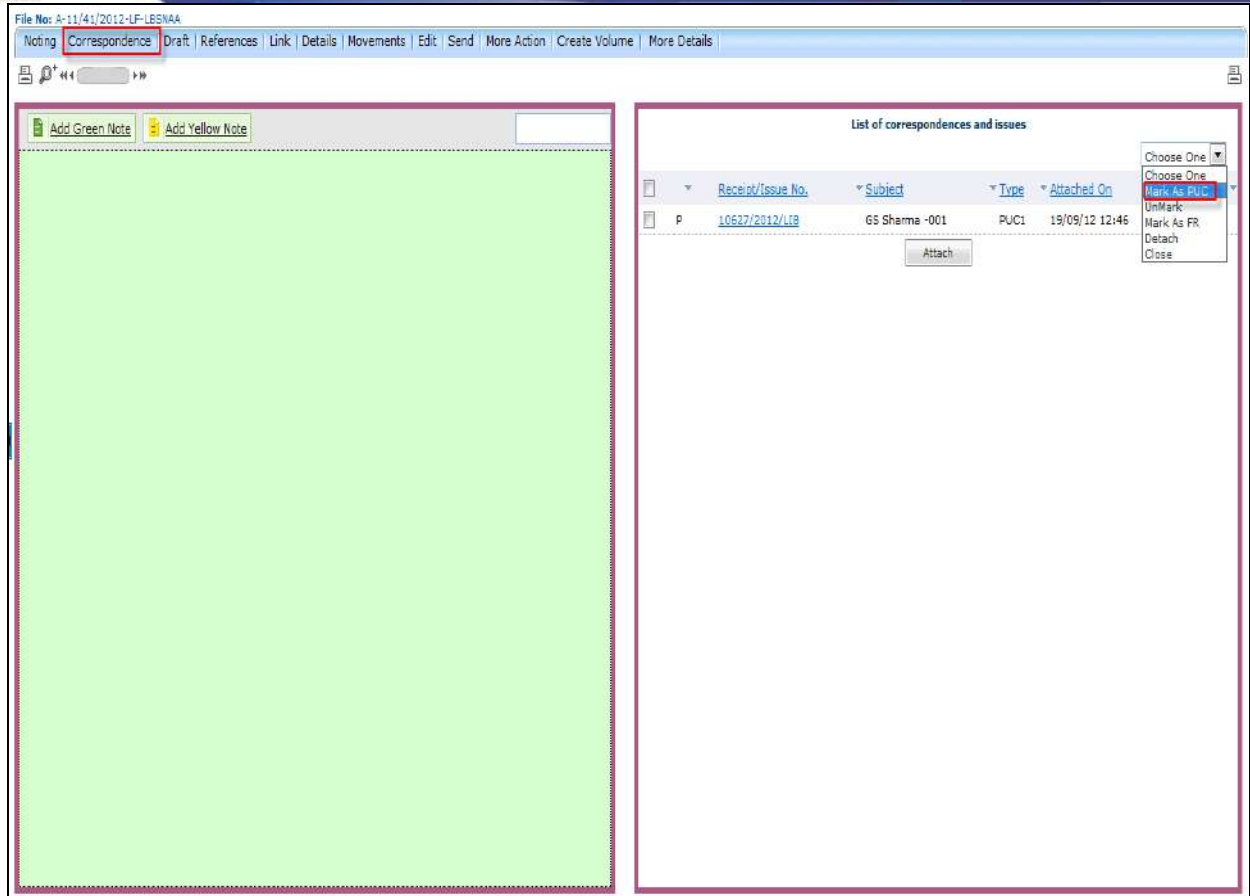


Fig.eFile. 24450

ii) **Unmark:** Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be Unmarked.
- Select the type as **Unmark** from the dropdown menu.

iii) **Mark As FR:** Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as FR, as shown in Fig.eFile.251.

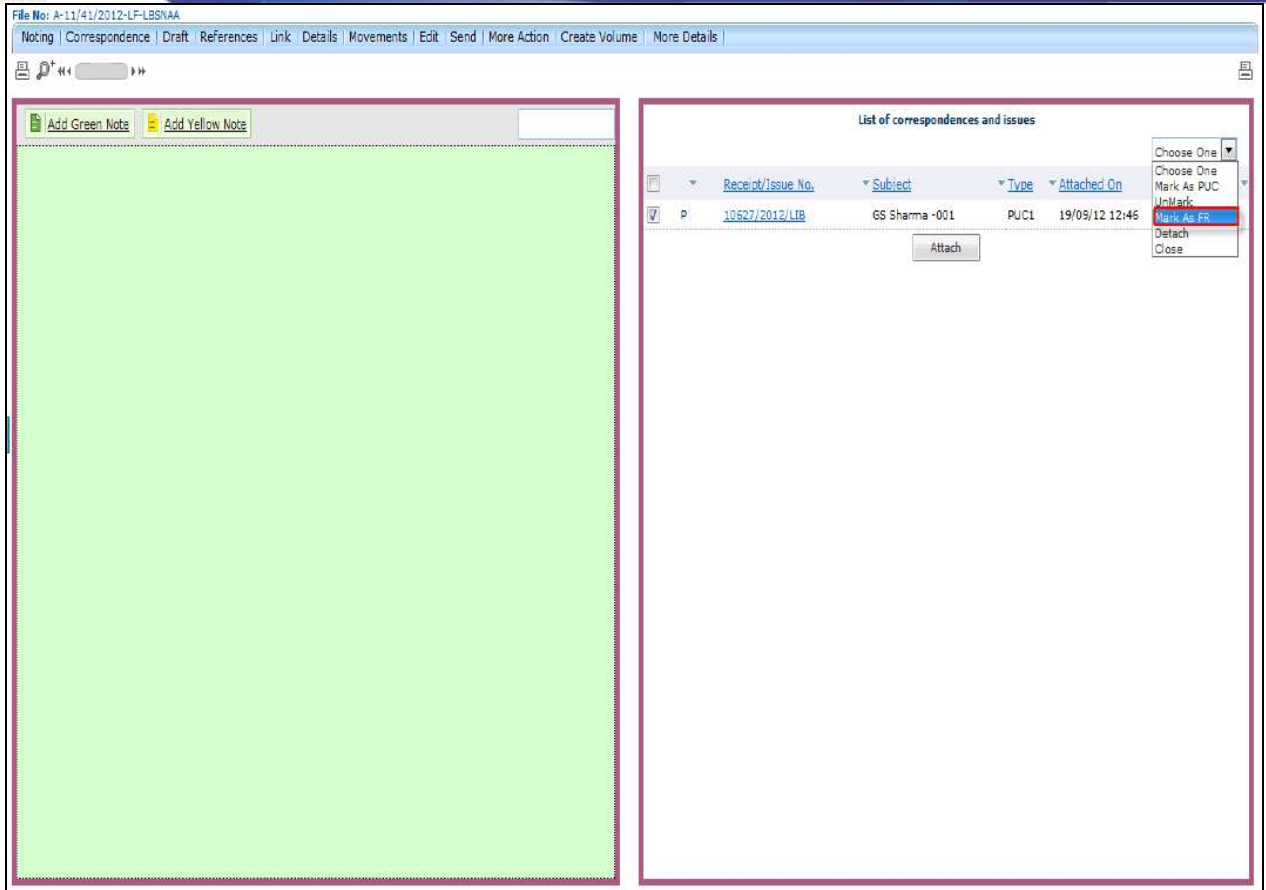


Fig.eFile. 24551

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.252:

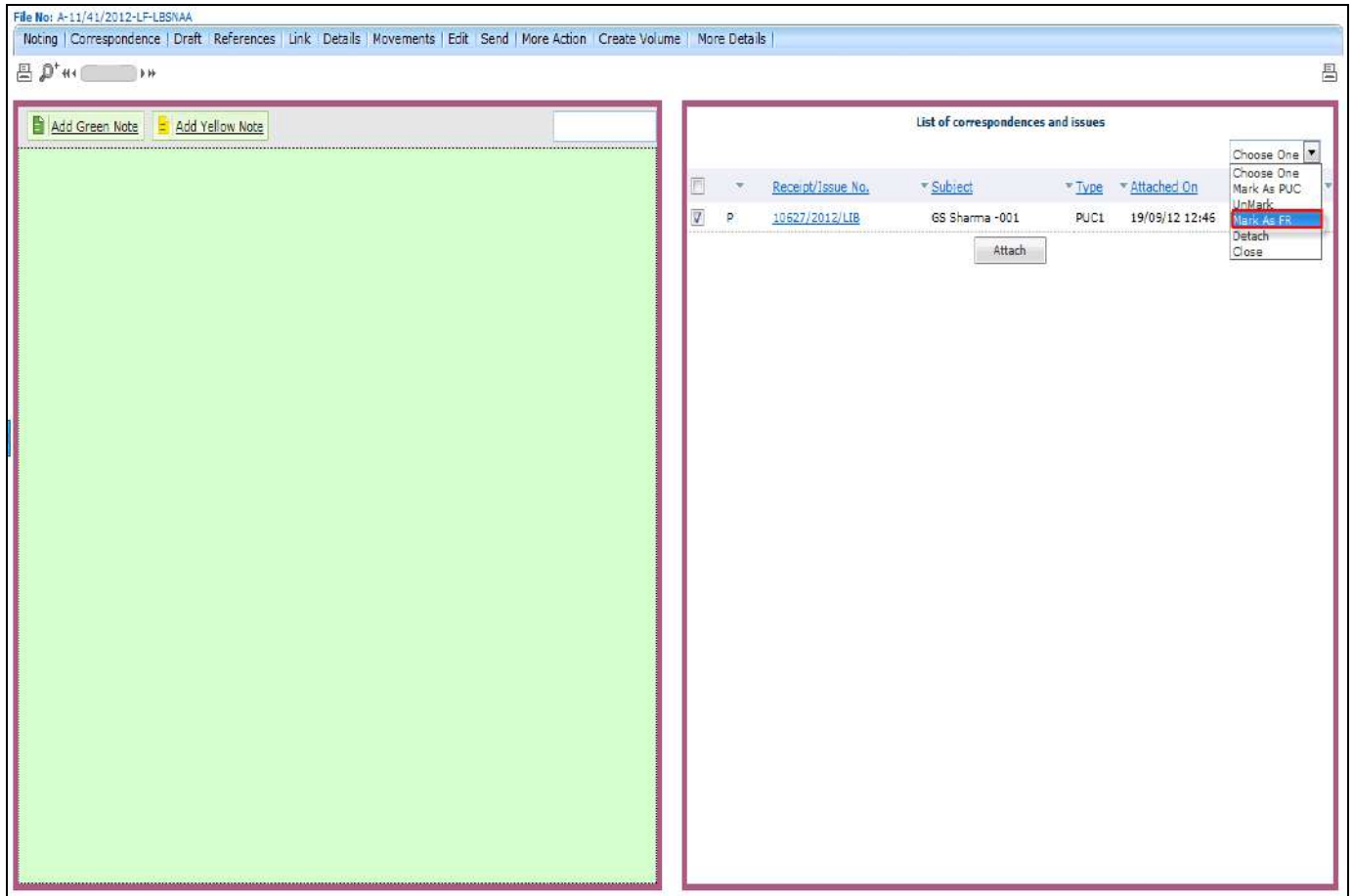


Fig.eFile. 24652

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.253:

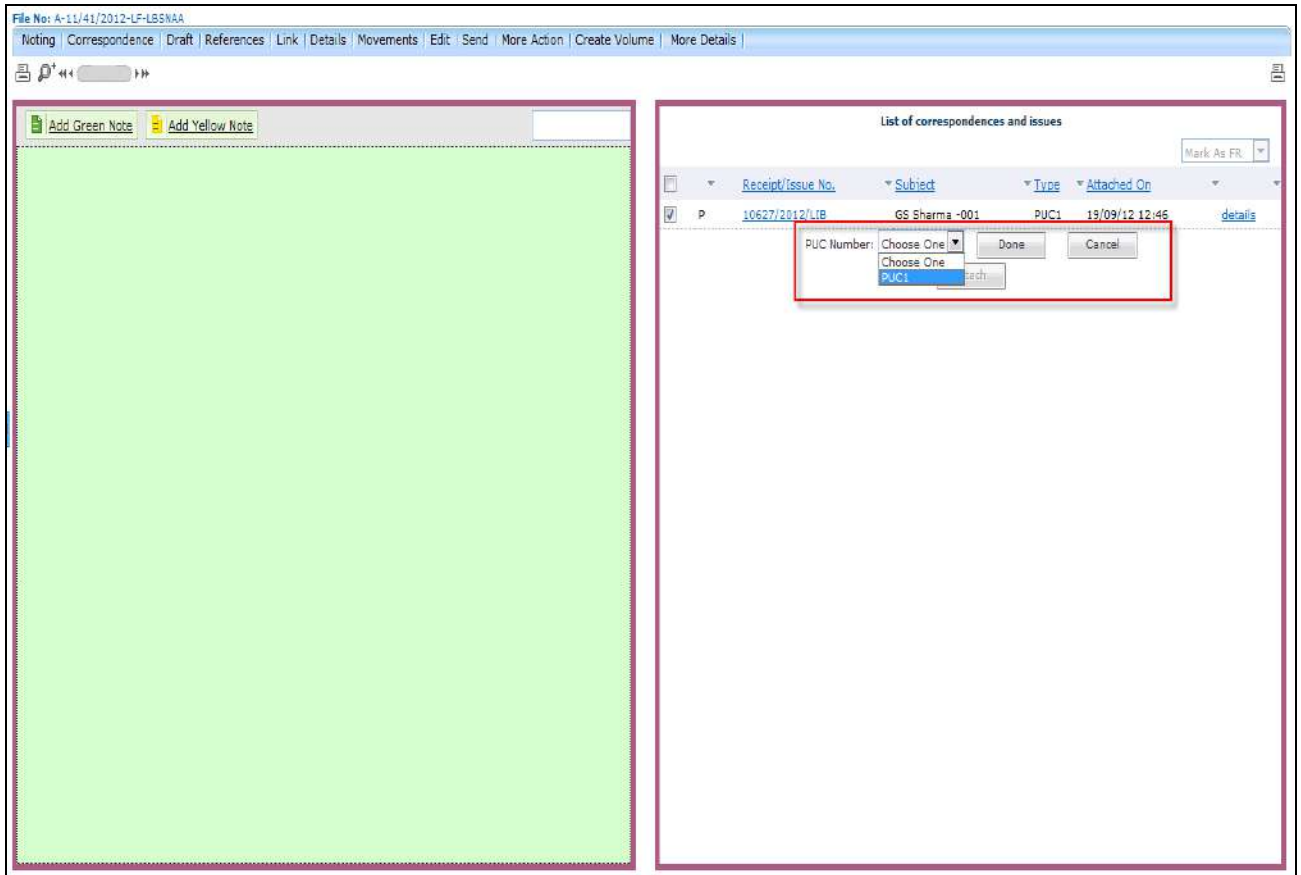


Fig.eFile. 24753

- Click the '**Done**' () button (Fig.eFile.248), as a result the receipt gets marked as FR.

iv) **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **TOC of Correspondences**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be detached:
- Select the type as **Detach** from the dropdown menu, as shown in Fig.eFile.254:

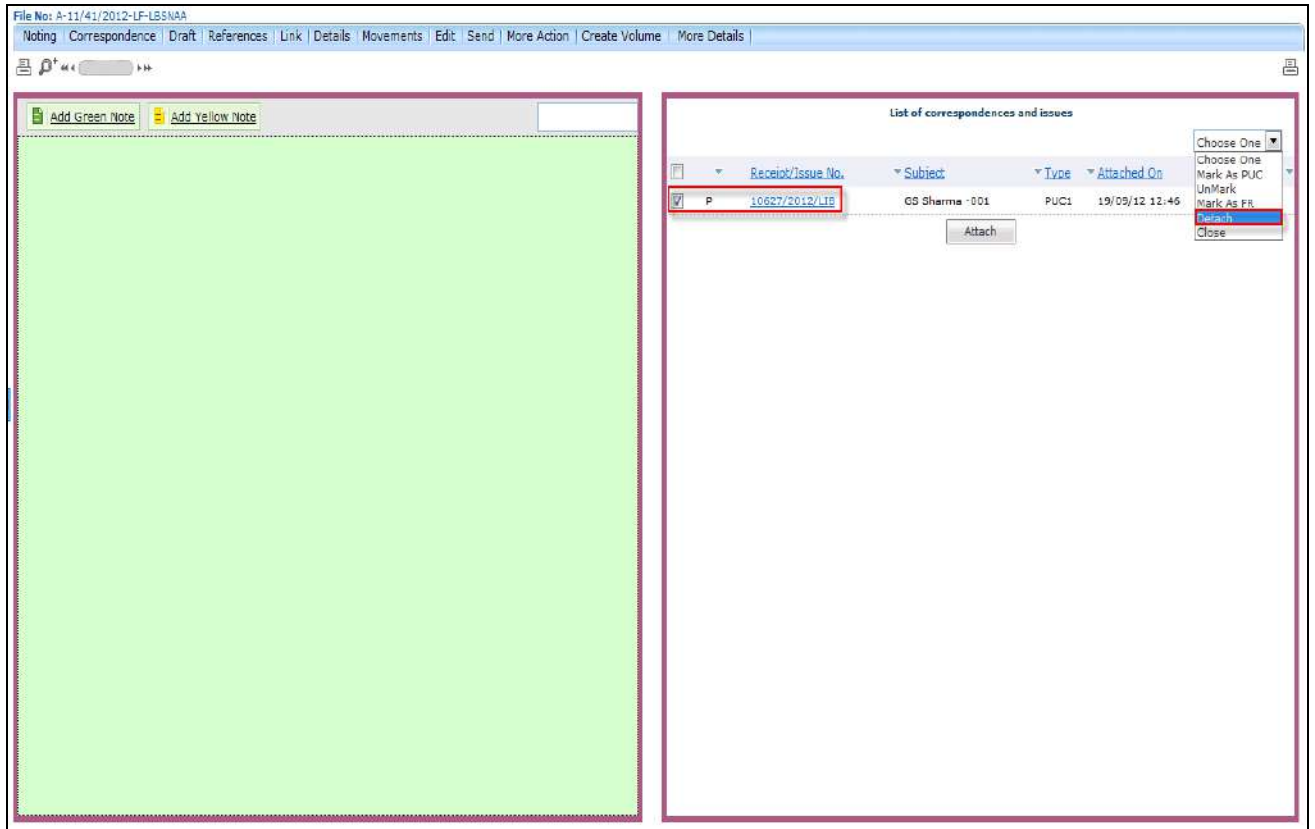


Fig.eFile. 24854

v) **Close:**

Helps the user to **close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.255:

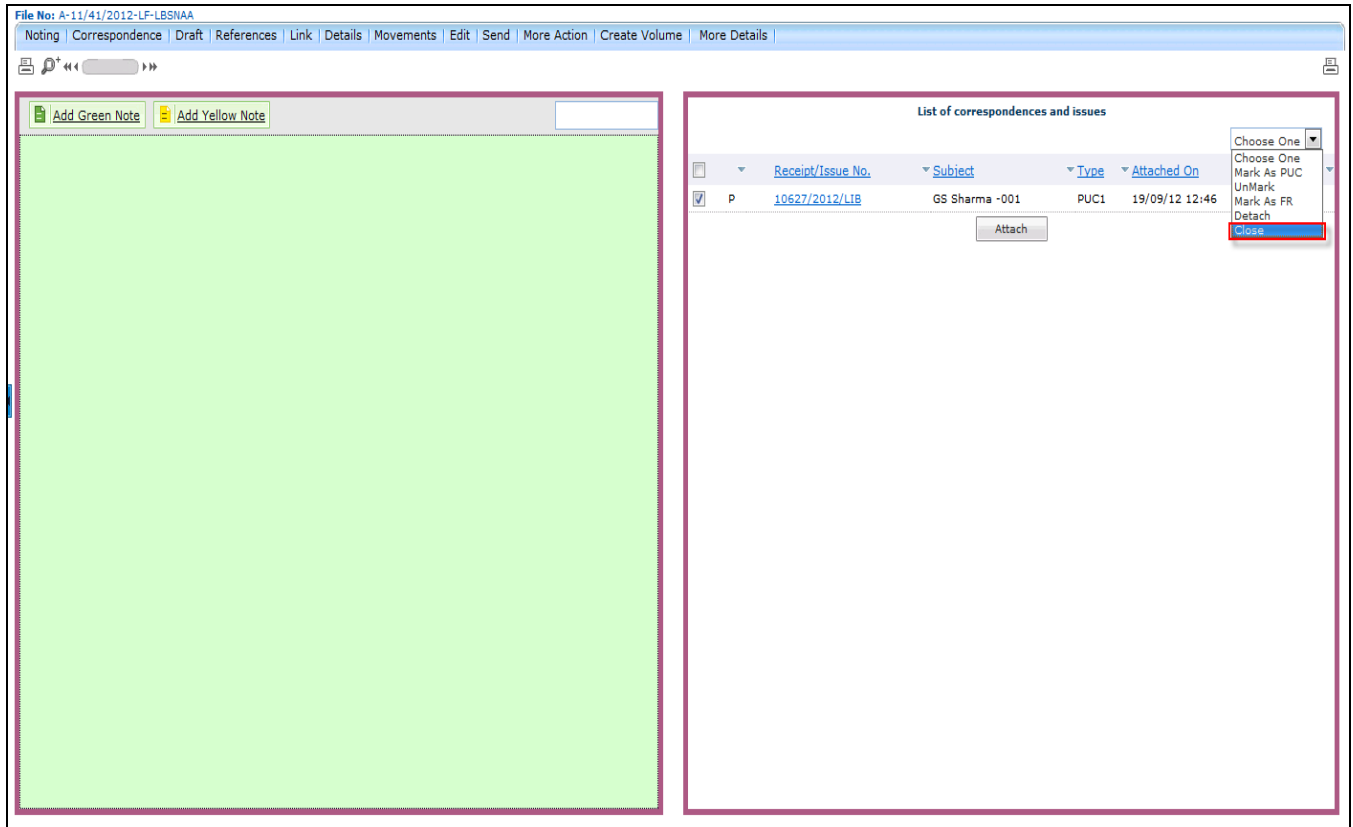


Fig.eFile. 2495

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.256.

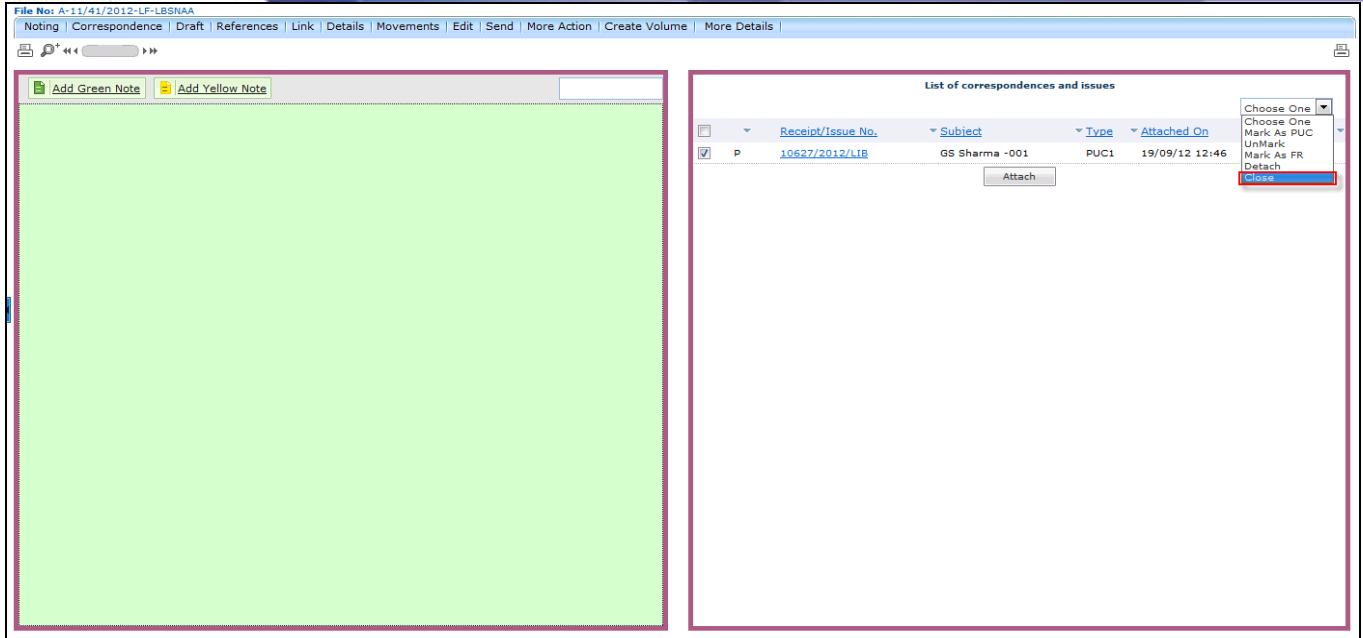


Fig.eFile. 2506

As a result, **Close confirmation Box** appears as shown in Fig.eFile.257:



Fig.eFile. 2517

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.258:

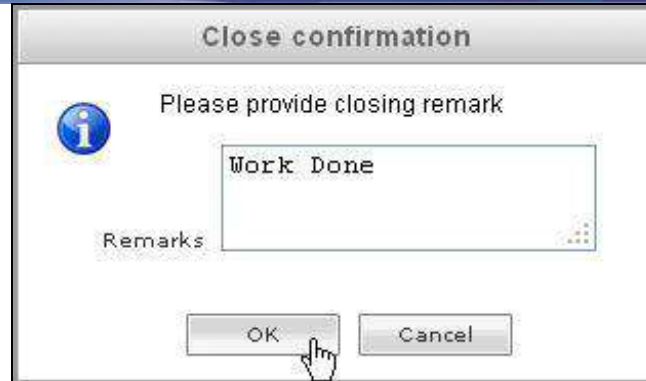


Fig.eFile. 2528

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

c) **Draft:** With the help of this feature user can **create New Draft** and **View existing Drafts** in the File.

To create New Draft user has to perform following steps:

- Perform All Steps of creating a new file.
- Scroll mouse over **Draft** (**Draft**) link and click the **Create New Draft** option under it, as shown in Fig.eFile.259:

File No: A-11/41/2012-LF-LBSMAA

Noting | Correspondence | **Draft** | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details

Create New Draft

View Draft

Receipt Details

Reply New/Fresh Financial Sanction

Is Classified Yes No Language of draft: Choose One

Subject* (Maximum of 250 Characters)

Communication Details

Ministry: Choose One

Department: Choose One

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country: Choose One

State: Choose One

City

Pincode

Telephone

Fax

[+ Add More Recipients](#)

Clear Fields

Attachment:

Document Preview:

Printed Document

Department of Public Health
Office of the District Registrar
Bhubaneswar, Odisha
India

Date: 03-08-2012

ADMS1

ADMS LETTER HEAD

Fig.eFile. 2539

As a result **Create New Draft** page appears, as shown in Fig.eFile.260:

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | **Draft** | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details

Create New Draft

View Draft

Receipt Details

Reply New/Fresh Financial Sanction

Is Classified Yes No Language of draft: Choose One

Subject* (Maximum of 250 Characters)

Communication Details

Ministry: Choose One

Department: Choose One

Name*

Designation

Organization

Address 1 *

Address 2

Email

Country: Choose One

State: Choose One

City

Pincode

Telephone

Fax

[Add More Recipients](#)

Clear Fields

Attachment:

Basic View

Selected Document: Statement of Asset Declaration, Office of the District Magistrate, Raichur, Karnataka, India. Date: 08/08/2012

Name: _____

Date: _____

ADMG1

ADMG LETTER HEAD

Fig.eFile. 25460

- Enter the mandatory fields like **Subject**, **Name** and **Address** and other necessary details (Fig.eFile.260).
- Either directly type the draft manually or choose the **predefined template** and click the **View** () Button, as shown in Fig.eFile.261:

Fig.eFile. 25561

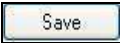
- Select the Template (if required) and click Ok to modify the word document and then **Save** () button as shown in Fig.eFile.262:

Fig.eFile. 25662

- As a result the Word document appears. User can make the changes in the content of the word document and after making the necessary changes user can save the documents as shown in Fig.eFile.263:

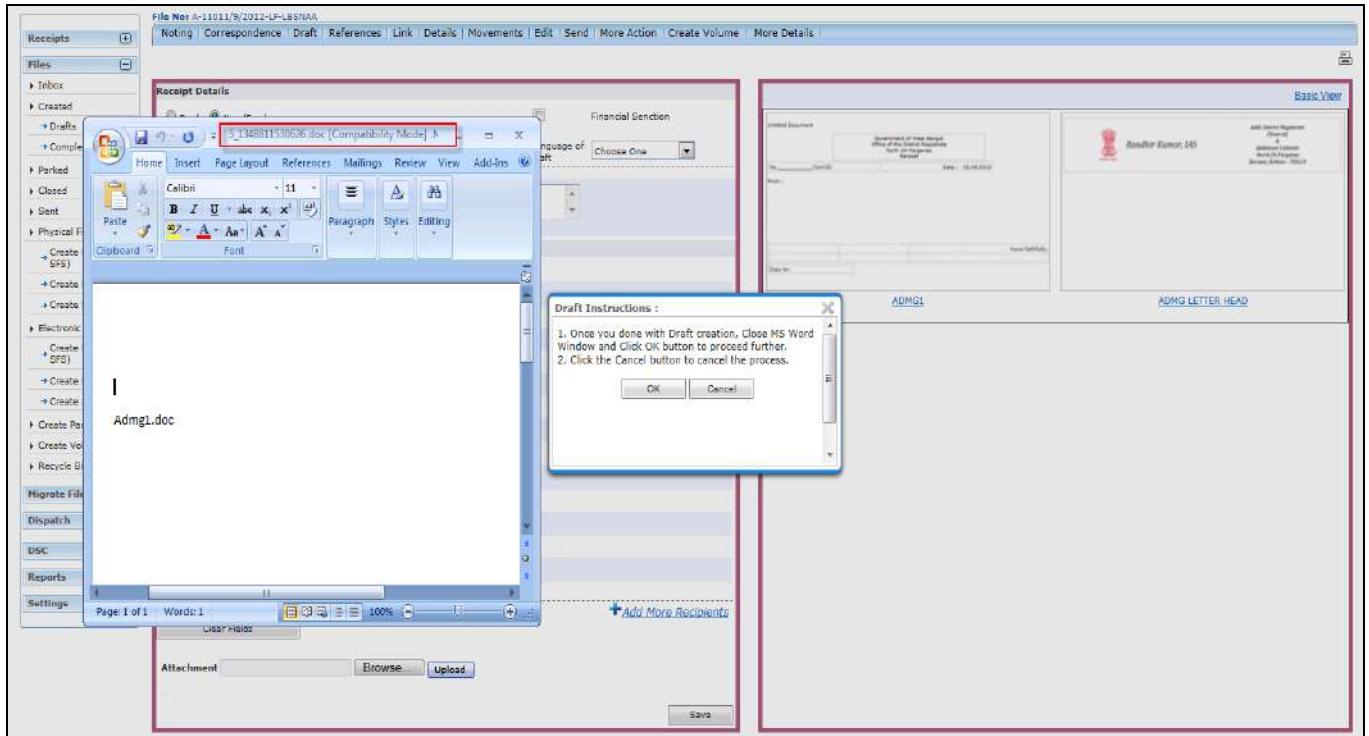


Fig.eFile. 25763

Now user can click the OK button in the Draft Instructions Pop Up to complete the Draft creation process

To avoid the word document User can click on **Cancel** button to move to next step.

As a result new Draft is created.

- To Edit Created DFA, Click on Edit button as shown in Fig.eFile.264:

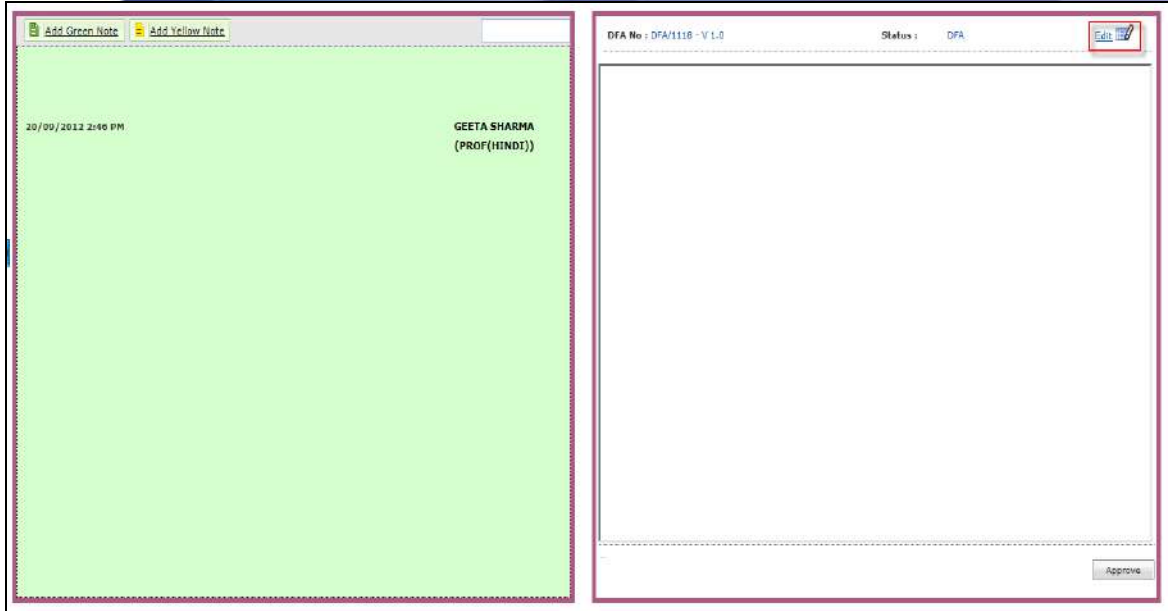


Fig.eFile. 25864

Digital Signing on DFA:

Create the DFA and Approve the DFA as per the Process.

Let us discuss in detail about the process of implementing the digital Signature on DFA.

- Sign and Approve button appears after DFA is created as shown in Fig.eFile.265:

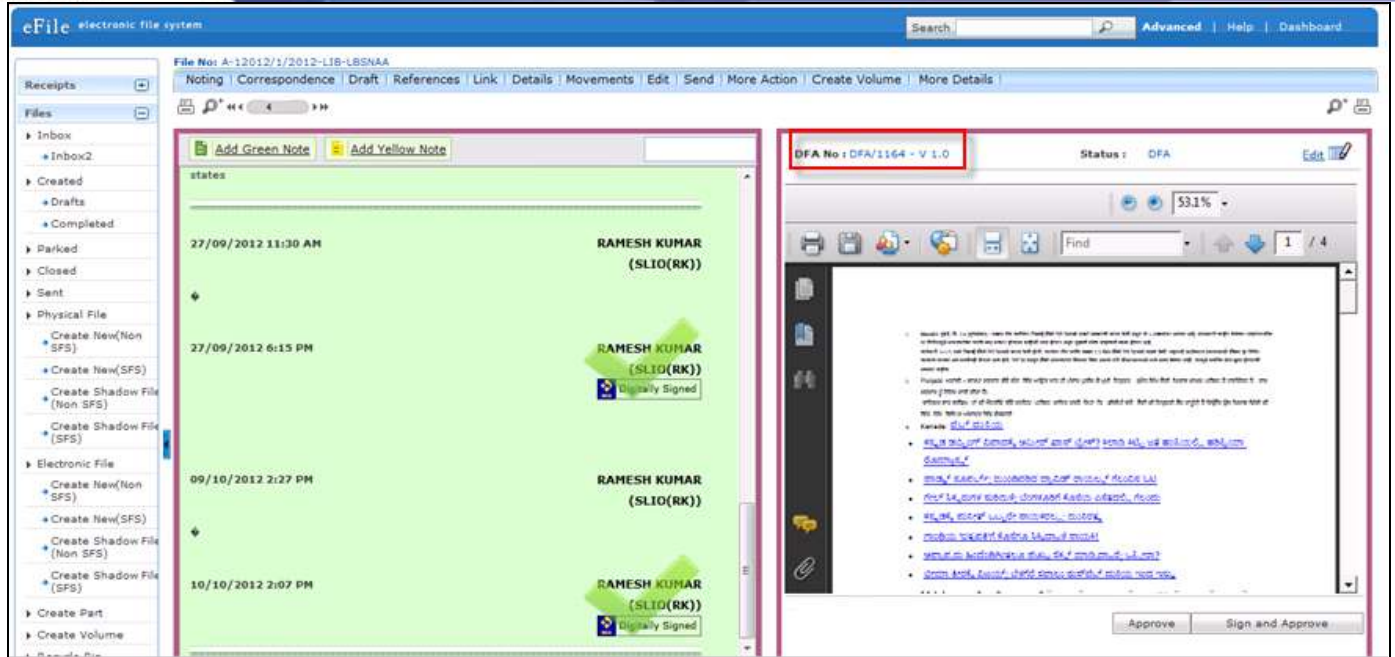


Fig.eFile. 25965

DSC Should be plugged in and in detected mode then it will display Sign and Approve button for DFA. For approve click on Approve else Sign and Approve.

- Click on Signed and approved DFA and enter the PIN for signature click Ok button a shown in Fig.eFile.266:

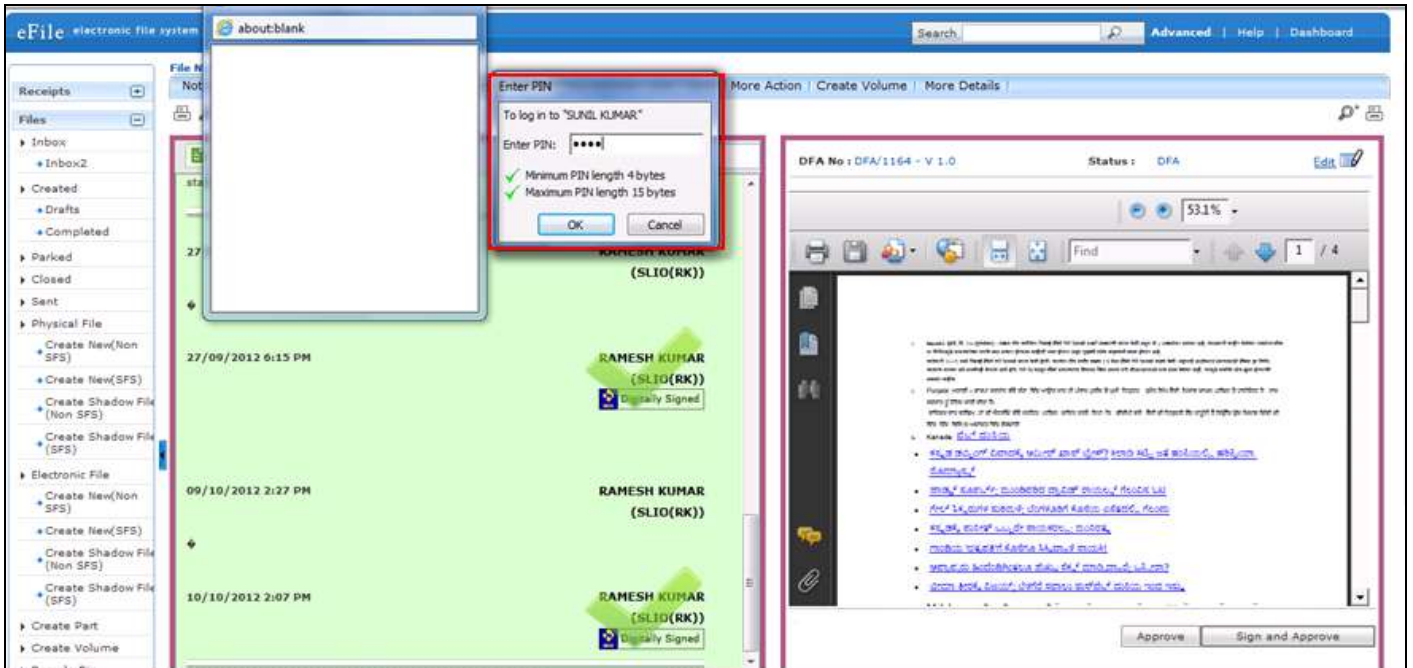


Fig.eFile. 2606

- As a result DFA with Signature is displayed as shown in Fig.eFile.267:

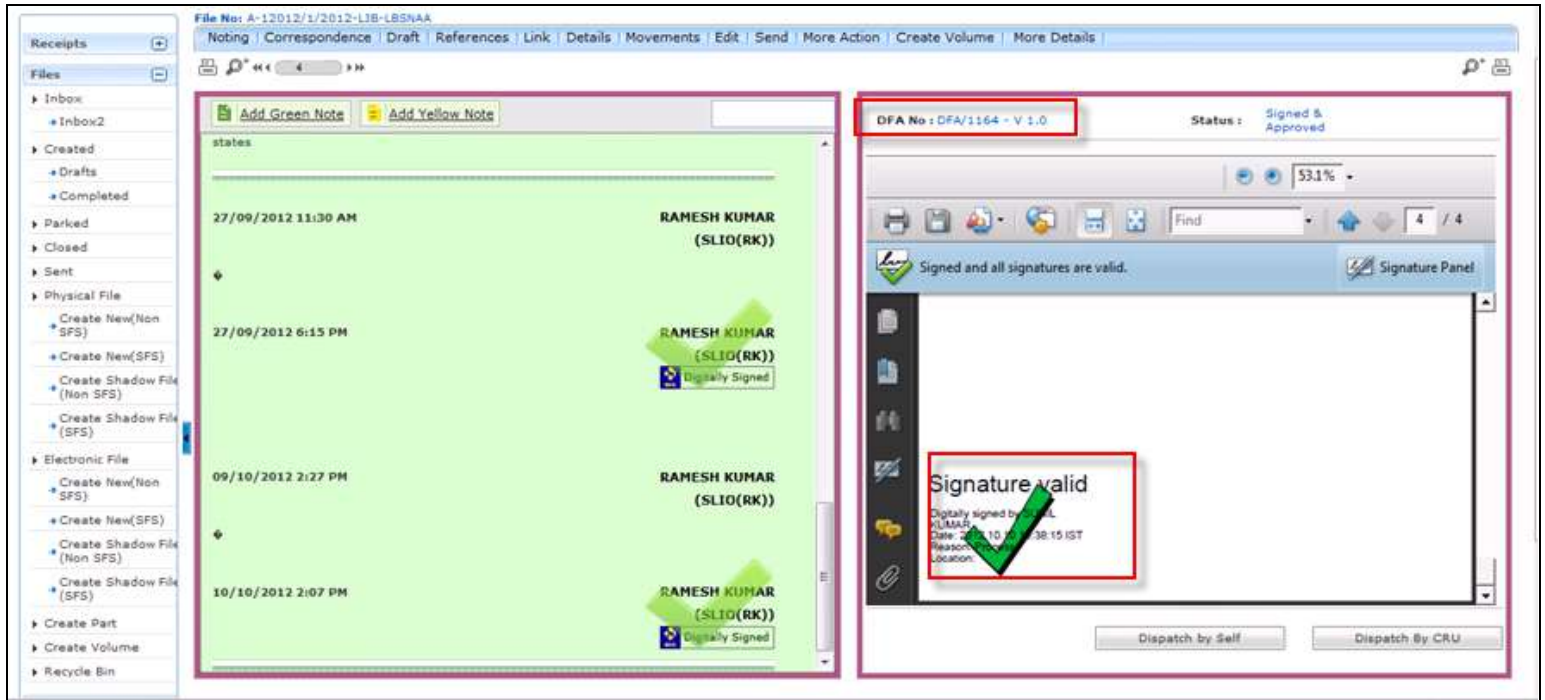


Fig.eFile. 2617

Dispatch By Self and Dispatch by CRU remains similar for signed and approved DFA .

Signature Verification in Noting

To verify the signature is valid in the document, proceed for further process as discussed below.

Let us discuss in detail the verification process of Signature in Notings of a file.

- Click on the Signature of signed noting as shown in Fig.eFile.268:



Fig.eFile. 2628

DSC should have been in detected mode and active in system.

- A pop up window appears DSC Certificate Details as shown in Fig.eFile.269:

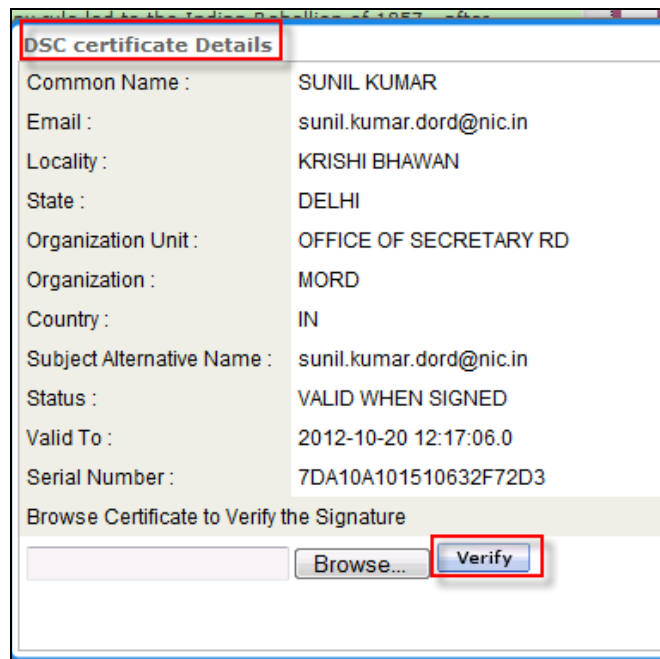


Fig.eFile. 2639

To browse the certificate for DSC follow the steps mentioned below:

- Open the link nicca.nic.in go to repository link as shown in Fig.eFile.270:

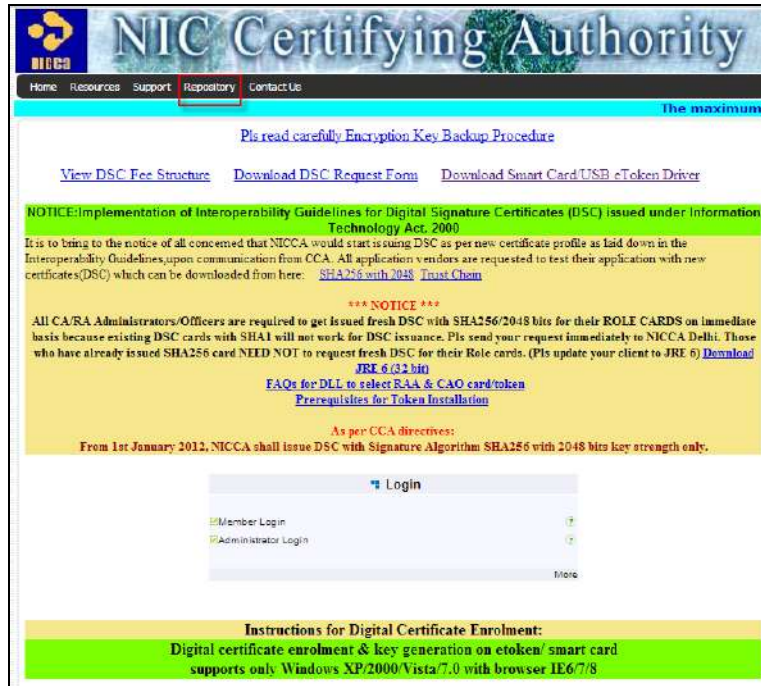


Fig.eFile. 26470

- Click on Certificate Search Through Repository search of DSC could be done as shown in Fig.eFile.271:

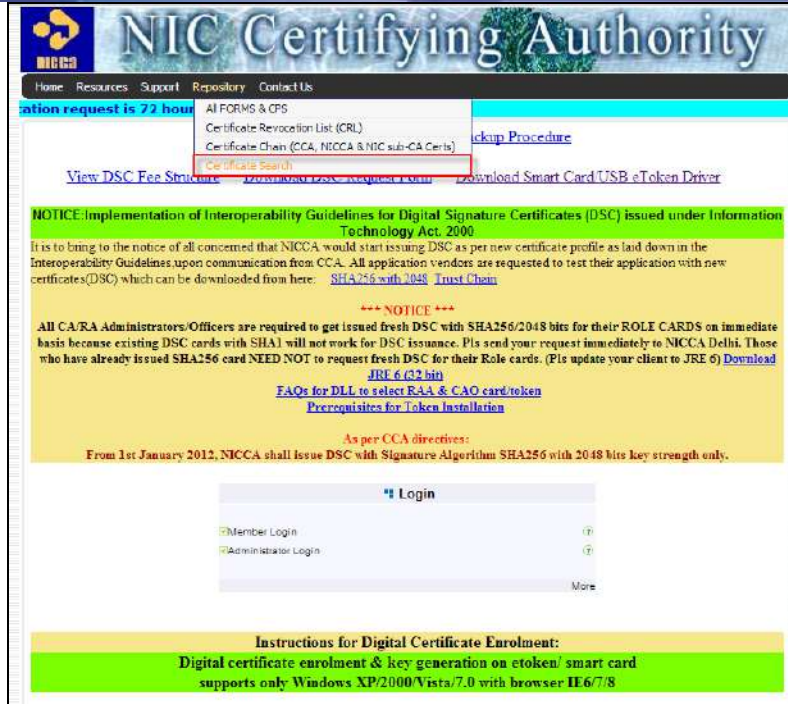


Fig.eFile. 26571

- Certificate Search window appears as shown in Fig.eFile.272:

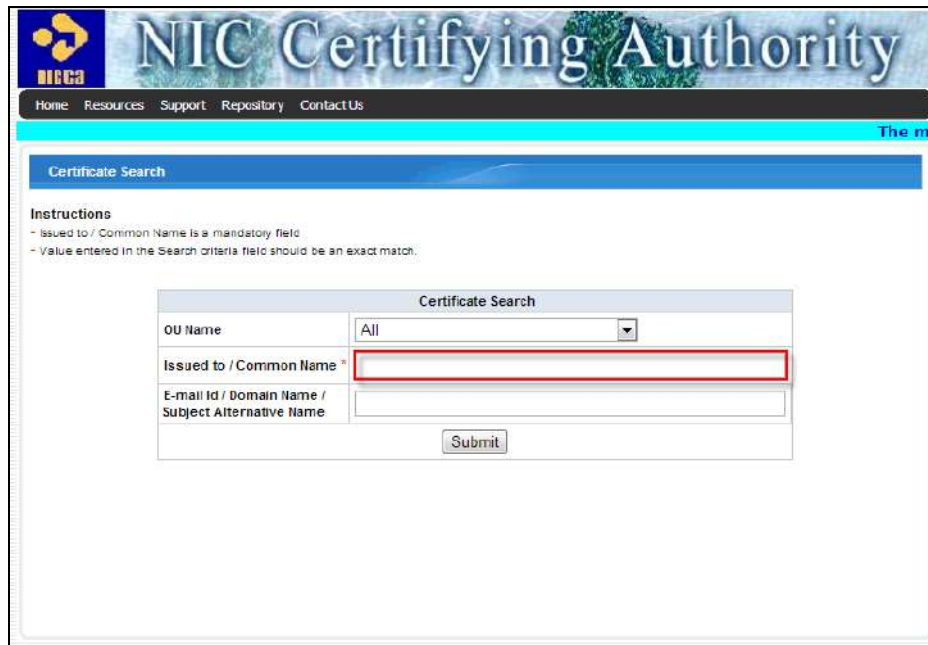


Fig.eFile. 26672

- Input the required details and click on submit button as shown in Fig.eFile.273:

NIC Certifying Authority

Home Resources Support Repository Contact Us

The ma

INSTRUCTIONS
 - Issued to / Common Name is a mandatory field
 - Value entered in the Search criteria field should be an exact match.

Certificate Search	
OU Name	All
Issued to / Common Name *	sunil kumar
E-mail Id / Domain Name / Subject Alternative Name	sunil kumar.dord@nic.in
Submit	

Fig.eFile. 26773

- Click on the found link which is searched as shown in Fig.eFile.274:

Certificate Search Results

Common Name	EMail ID	Domain Name/Subject Alternative Name
SUNIL KUMAR	sunil.kumar.dord@nic.in	

[Search Again](#) Page - 1/1 << First < Previous Next > Last >>

Fig.eFile. 26874

- Certificate Details window opens up with searched certificates and select and download certificate as shown in Fig.eFile.275:

Certificate Details

Common Name	SUNIL KUMAR
Email	sunil.kumar.dord@nic.in
Locality	KRISHI BHAWAN
State	DELHI
Organization Unit	SECRETARY RD
Organization	MORD
Country	IN
Subject Alternative Name	sunil.kumar.dord@nic.in
Status	VALID CERTIFICATE
Valid From	Tue Oct 12 14:44:35 IST 2010
Valid To	Thu Oct 11 14:44:35 IST 2012
Serial Number	7DA10A10C1093E24331

[Search Again](#) [DOWNLOAD](#)

Common Name	SUNIL KUMAR
Email	sunil.kumar.dord@nic.in
Locality	KRISHI BHAWAN
State	DELHI
Organization Unit	OFFICE OF SECRETARY RD
Organization	MORD
Country	IN
Subject Alternative Name	sunil.kumar.dord@nic.in
Status	VALID CERTIFICATE
Valid From	Thu Oct 21 12:17:06 IST 2010
Valid To	Sat Oct 20 12:17:06 IST 2012
Serial Number	7DA10A101510632F72D3

[Search Again](#) [DOWNLOAD](#)

Fig.eFile. 2695

- On download of DSC Certificate a window appears as shown in Fig.eFile.276:

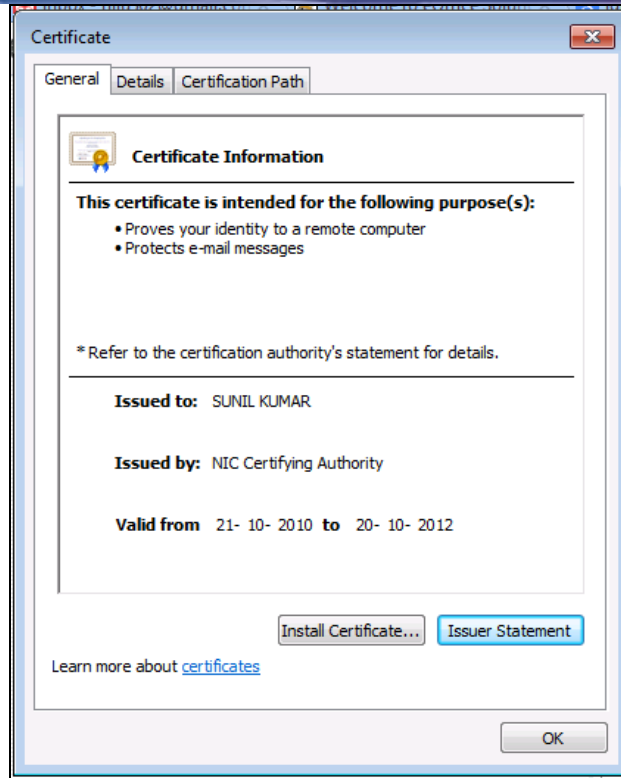


Fig.eFile. 2706

- Verify the Serial Number of downloaded certificate through Browse Button as shown in Fig.eFile.277:

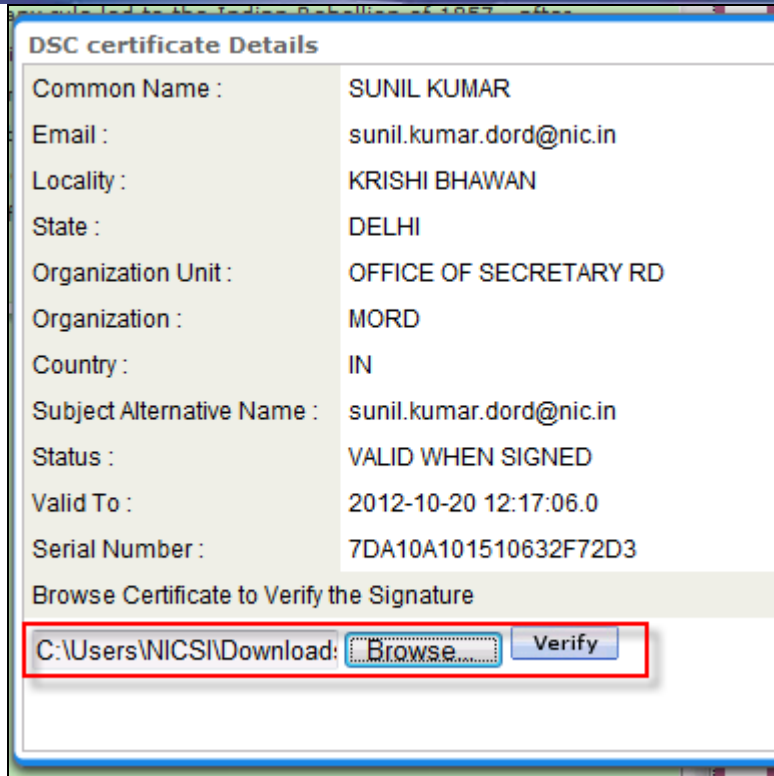


Fig.eFile. 2717

- Click on Verify Button to have Signature Verification as shown in Fig.eFile.278:

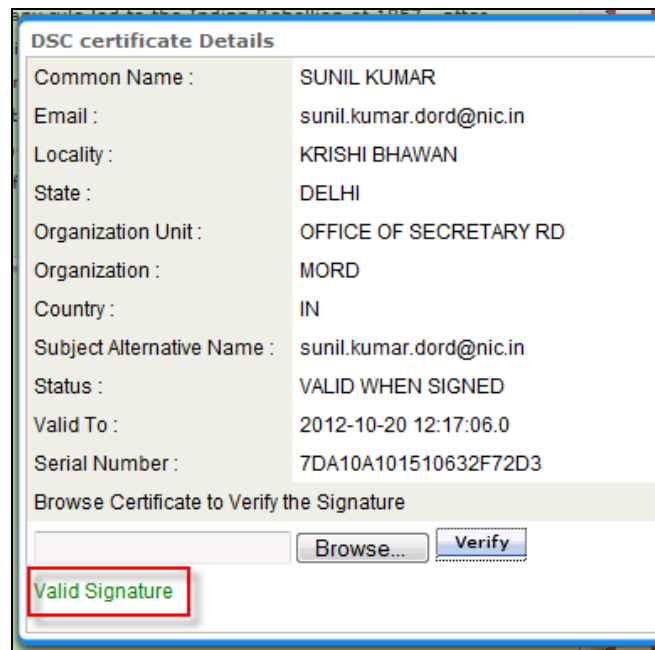


Fig.eFile. 2728

For verified signature a message will display as Valid Signature else Signature does not match with the given certificate.

- To Approve New DFA click on Approve button and Dispatch as shown in Fig.eFile.279:

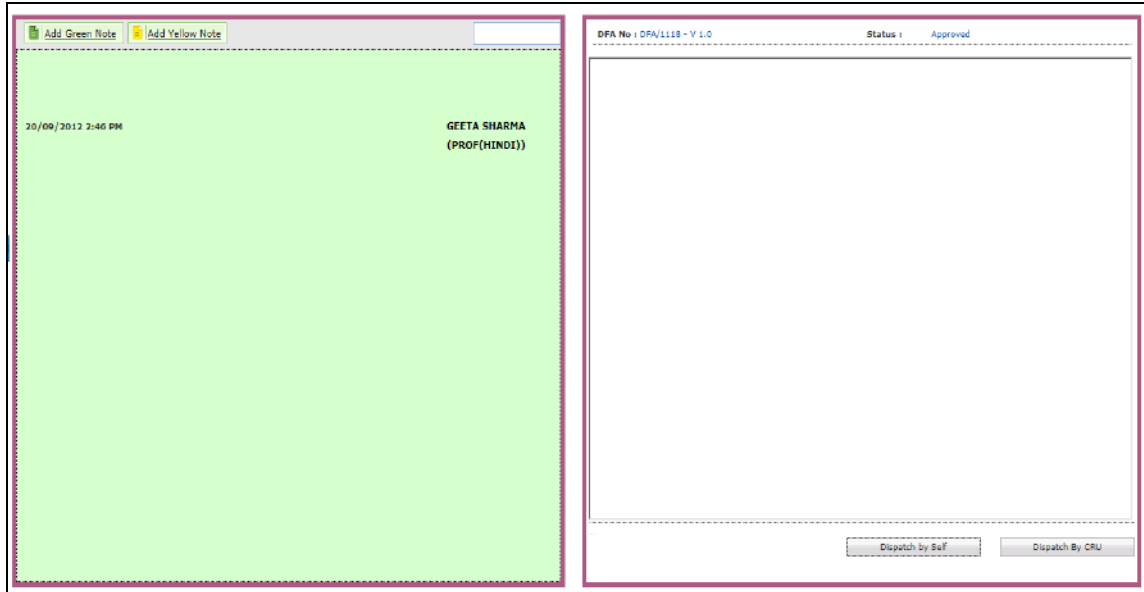


Fig.eFile. 2739

User cannot attach any document with DFA (draft for approval), which may be sent when the letter is to be issued.

For that:

To Understand Dispatch by Self and Dispatch By CRU refer

Dispatch By Self

Dispatch By CRU

To view already created/existing Draft, user has to perform following steps:

- Open any existing File by clicking the File number.
- Scroll mouse over **Draft** ([Draft](#)) link and click the **View Draft** option under it, as shown in Fig.eFile.280:

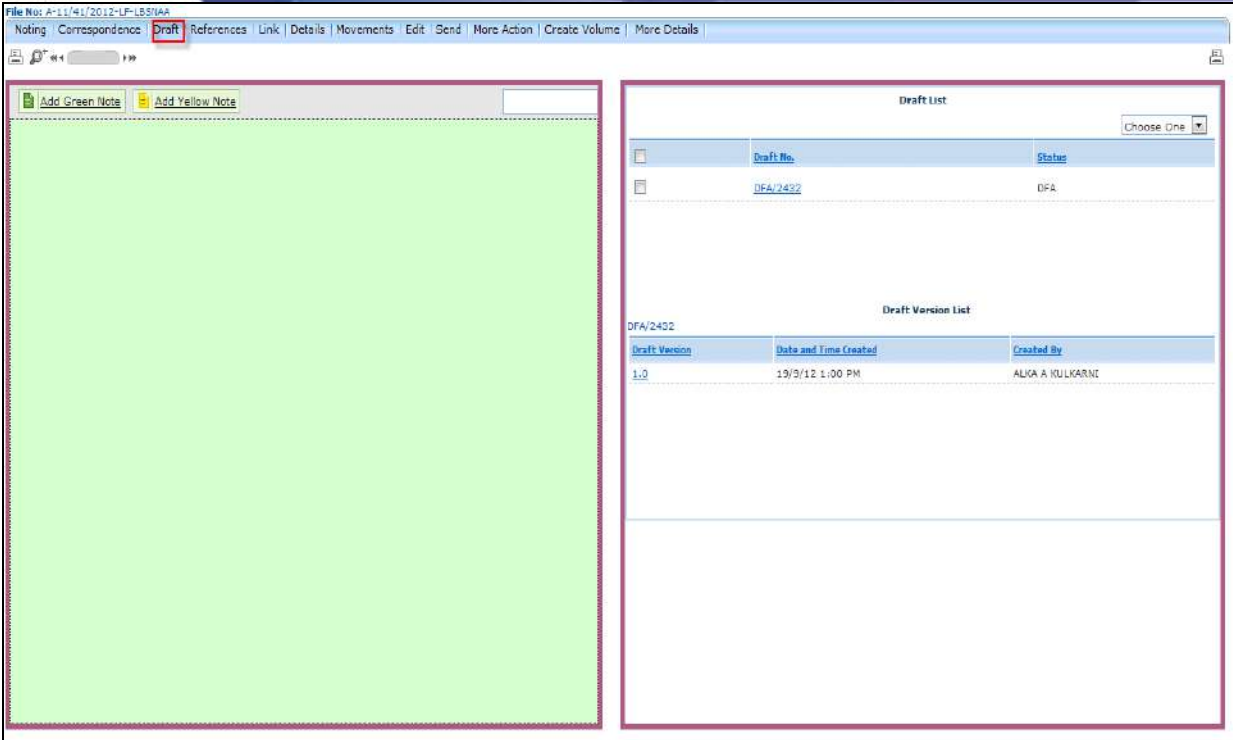


Fig.eFile. 27480

As a result **TOC of Drafts** page appears, as shown in Fig.eFile.280:

Now, after the Draft is created and saved, the Dealing Assistant sent it to the section officer for review.

To do so, he performs the following steps:

Perform All Steps of creating a new file.

Perform All Steps of creating a new Draft.

- Click the **Send** (**Send**) button from the toolbar, as shown in Fig.eFile.281:

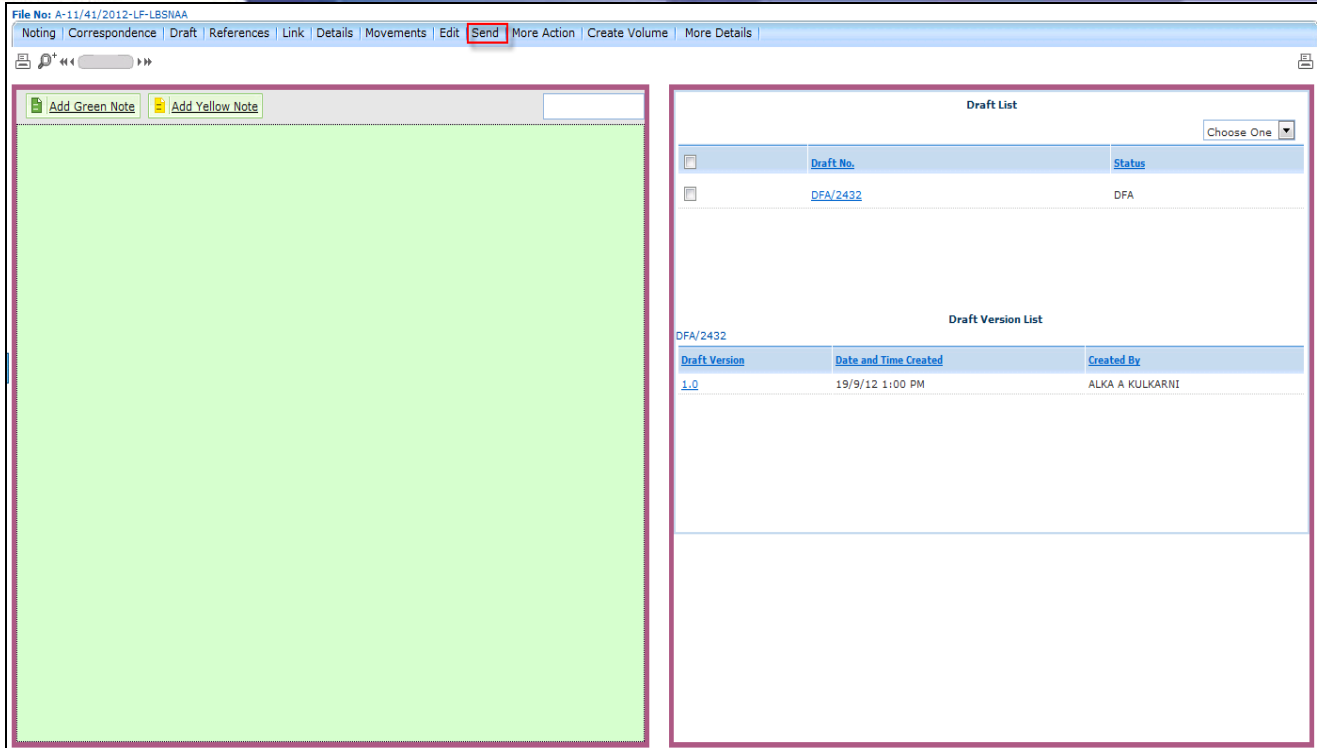


Fig.eFile. 27581

- As a result, **Send** File Page appears, as shown in Fig.eFile.282:

The 'Send' dialog box contains the following fields and options:

- File Number : df
- Subject : df
- To : [Empty text box]
- Set Due Date : [Calendar icon] 17
- Action : Forward (dropdown)
- Priority : Ordinary (dropdown)
- Remarks : Total 1000 | 1000 character left [Text area]
- Send button

Fig.eFile. 27682

Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the

recipient from the list box.

Provide the **Due date** (if required) for the File using the **calendar** (📅) link adjacent to the Due Date text box.

Select the **Action** which has been taken on the File from the dropdown menu.

Select the **Priority** (if required) of the File from the dropdown menu.

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.283:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : df
- Subject : df
- To : ALOK KUMAR--DDS(AK)--O/o DEPUTY DIRECTOR Sr (AK)
- Set Due Date : [] 📅
- Action : Forward
- Priority : Ordinary
- Remarks : On Urgent basis.

The 'Send' button at the bottom is highlighted with a red box and a mouse cursor is pointing at it.

Fig.eFile. 27783

- Click the **Send** (Send) button (Fig.eFile.283). As a result, the File is sent to the intended recipient. In our case the recipient is Alok Kumar.


Alok Kumar logs into its account, the file is available in its **File Inbox**, as shown in Fig.eFile.284:

Receive Forward View Move To Mark As More Action Create Volume										Hierarchical View		My Files
<input type="checkbox"/>	Number	Subject	Sender	Last Seen By	Sent on	Due On	Read On	Quick Action				
<input type="checkbox"/>	E df	df	ALOK PANDEY	ALOK PANDEY	17/02/12 08:06	-	17/02/12 08:06					
<input type="checkbox"/>	P B-12013/1/2012-CC	Training	A NALLASAMY	A NALLASAMY	17/02/12 07:51	-	17/02/12 07:51					
<input type="checkbox"/>	E hum	hum	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 07:35	-	17/02/12 07:35					
<input type="checkbox"/>	E ramlila	ramlila	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 07:04	-	17/02/12 07:04					
<input type="checkbox"/>	E confusion	confusion	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 01:12	-	17/02/12 01:12					
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 01:08	-	17/02/12 01:08					
<input type="checkbox"/>	E file-latest	file-latest	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 12:44	-	17/02/12 12:44					

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 2784

Role of Approving Authority in DFA:

- Officer opens the File and reviews the DFA.
- Office can edit the draft (**if required**) by clicking the **Edit** () button.
- If the draft is edited, it results in **version creation of the draft as shown in the figure Fig.eFile.285.**

File No: A-11/41/2012-LF-LBSNAA

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details

Ready New/Fresh Financial Section

Is Classified Yes No Language of draft Choose One

Subject* (Maximum of 250 Characters) gfbEg

Communication Details

Ministry Choose One

Department Choose One

Name* fghfgh

Designation

Organization

Address 1 * fghfgh

Address 2

Email

Country Choose One

State Choose One

City

Pincode

Telephone

Fax

+ Add More Recipients

Clear Fields

Attachment Browse... Upload

Save

Fig.eFile. 285

- After reviewing the DFA, approving authority clicks the **Approve** (Approve) button, as shown in Fig.eFile.286:
- After approving the DFA, approving authority sends the approved DFA to concerned dealing assistant for issue.

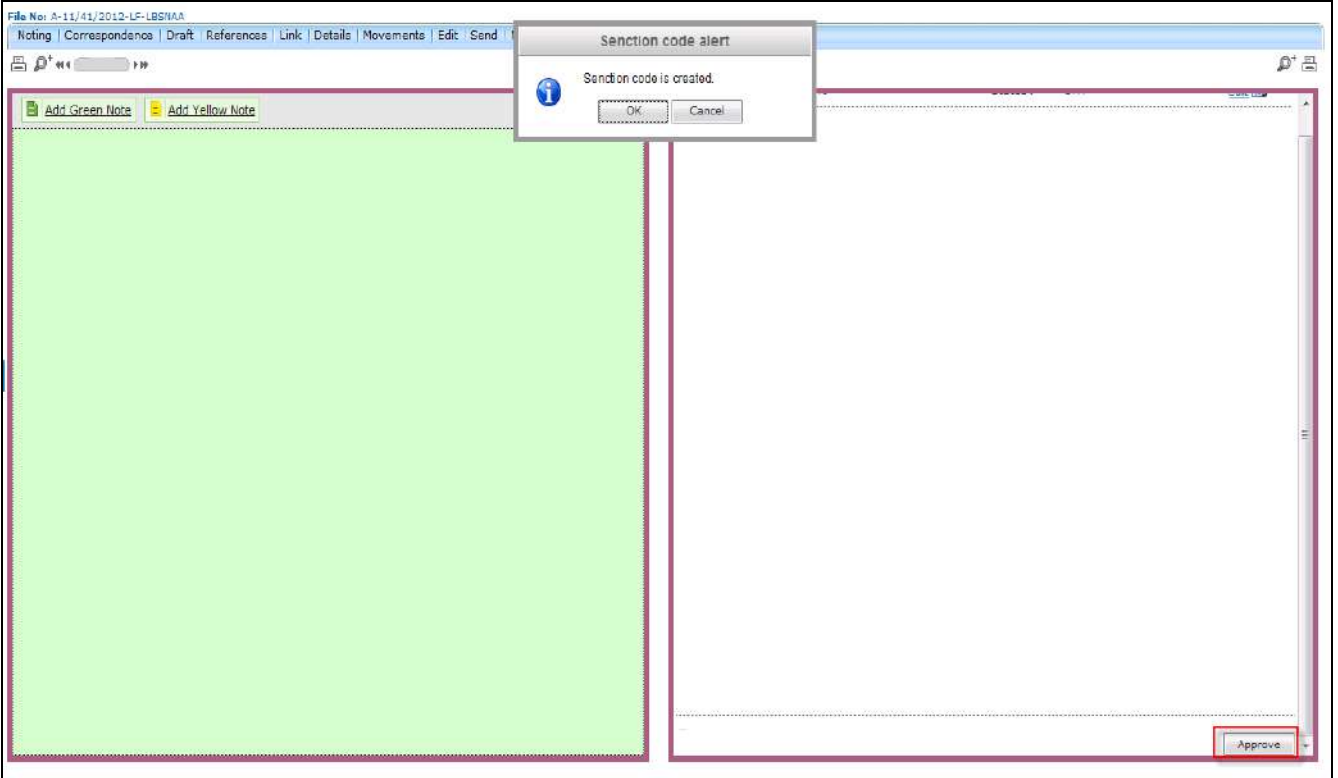


Fig.eFile. 2796

Now, Sention code is created for the Issue.

when the **Dealing assistant** logs into his account, the file is available in its **File Inbox**.

Role of Dealing Assistant in Issuing the DFA:

- Opens the File and reviews the DFA by clicking the **DFA number**.
- User now has 2 options, as shown in Fig.eFile.286 :
 - **Dispatch by Self:** Refers to issue the approved DFA by self (Dealing Assistant)
 - **Dispatch by CRU:** Refers to send the approved DFA to CRU to finally dispatch by them.

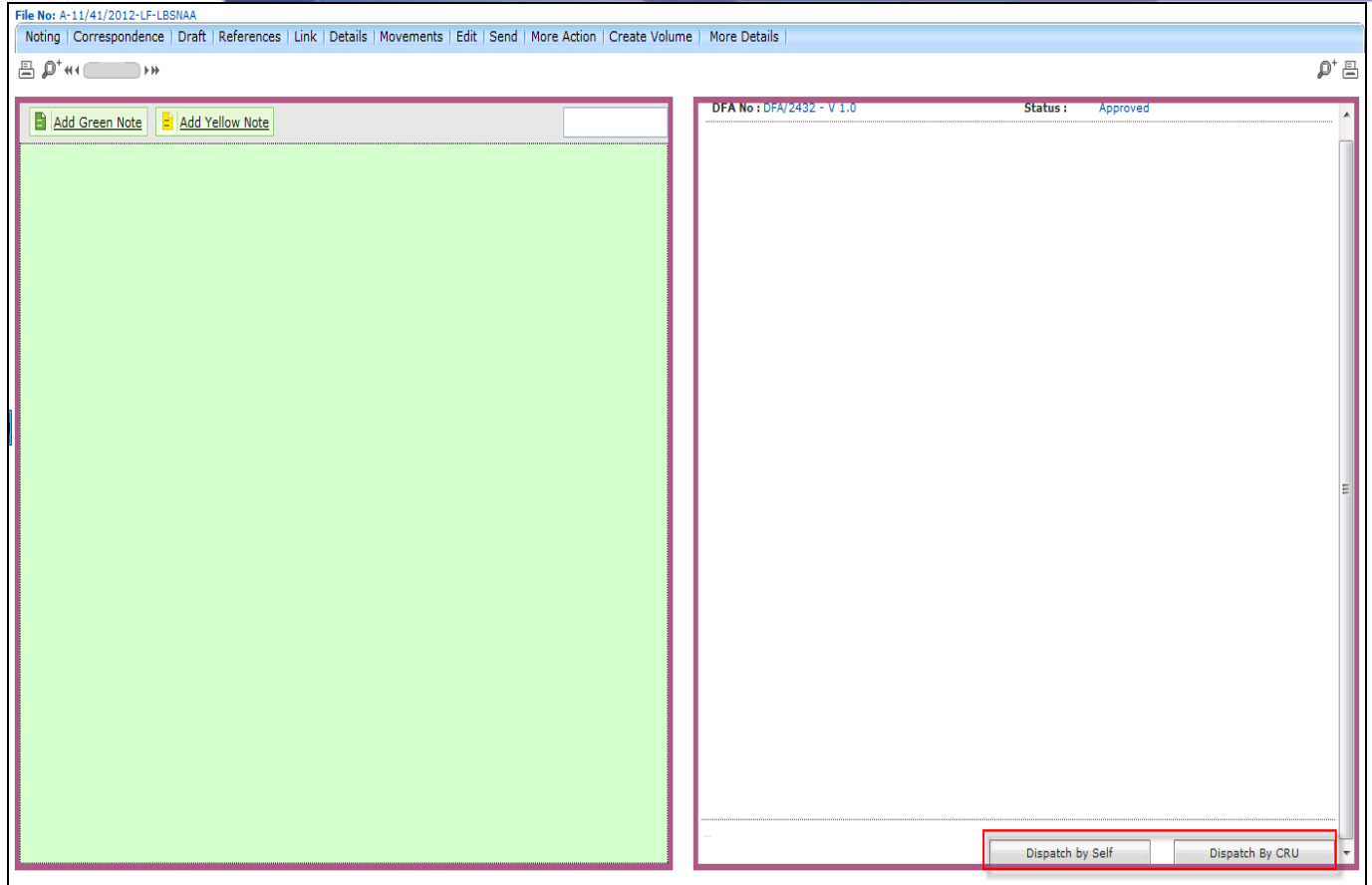


Fig.eFile. 2806

Dispatch by Self:

- Click the **Dispatch by Self** () button (Fig.eFile.286), as a result, **Dispatch Screen** appears, as shown in Fig.eFile.287:

<p>Dispatch</p> <p><input type="checkbox"/> By Mail <input checked="" type="checkbox"/> By Post</p> <p>Postal Details</p> <p>Postal Mode: Choose One Postal Charge: 0 Medium: Choose One Weight: 0</p> <p>Out Register Details</p> <p>Peon Book No: Out Date: <input type="text"/> Peon Name: Choose One Out Time: <input type="text"/> Peon Code: Choose One Delivery Status: No Delivery Date: <input type="text"/> Delivery Time: <input type="text"/></p> <p>Receipt Details</p> <p><input type="radio"/> Reply <input checked="" type="radio"/> New/Trash</p> <p>Subject* (Maximum of 250 Characters): hello</p> <p>Communication Details</p> <p>Ministry: Choose One Department: Choose One Name: Sachin Designation: <input type="text"/> Address 1: Delhi Address 2: <input type="text"/> Email: <input type="text"/> Organization: Choose One Country: Choose One State: Choose One Pincode: <input type="text"/> Telephone: <input type="text"/> Fax: <input type="text"/> Language of draft: English</p>	<p>DFA No : DFA/2113 - V 1.0 Status : Approved</p> <p>Untitled Document</p> <p>Not to be published or broadcast before a.m./p.m. on day, the 2002</p> <p>PRESS COMMUNIQUE/NOTE</p> <p>In response to public demand, the Government of India have appointed a commission to go into the problem of and make suitable recommendations to the Government.</p> <p>2. The Commission will consist of Shri as Chairman and the following members:</p> <p>(a) (b) (c)</p> <p>3. In making its recommendations, the Commission is expected to give consideration to the following matters:</p> <p>(a) (b) (c)</p> <p>4. The Commission is expected to submit its report to the Government by</p> <p>Department of (..... Vibhag)</p> <p>New Delhi, 18.09.2012</p> <p>No. Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communique and giving it wide publicity.</p> <p>Tel. No.</p> <p style="text-align: right;">Send</p>
---	--

Fig.eFile. 2817

- Provide the necessary information for dispatching the approved draft, and click the **Send** () button, as shown in Fig.eFile.288:


Fig.eFile. 2828

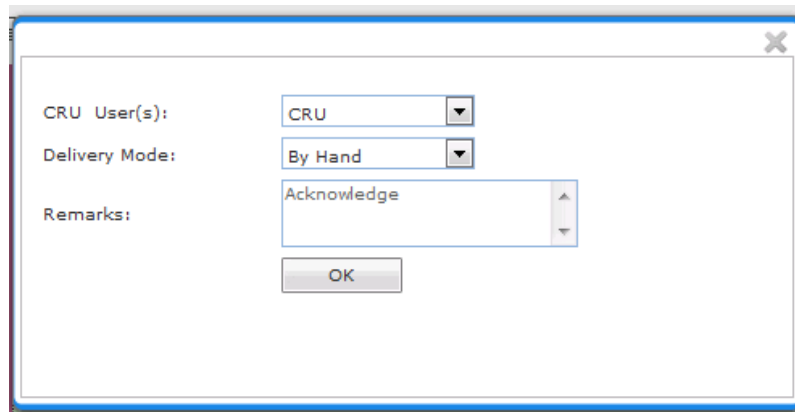
As a result, the draft gets dispatched to the intended recipient and **dispatched DFA** reflects into the **Sent** Section of **Officer's Dispatch** Link.

Dispatch by CRU/CRU:

- Click the **Dispatch by CRU/CRU** () button (Fig.eFile.288), as a result, **Dispatch by CRU** screen appears, as shown in Fig.eFile.289:

Fig.eFile. 289

- Provide the necessary details like Delivery mode and fill the remarks (if required), and click the **OK** () button, as shown in Fig.eFile.290:



The screenshot shows a dialog box with the following fields and controls:

- CRU User(s):** A dropdown menu with "CRU" selected.
- Delivery Mode:** A dropdown menu with "By Hand" selected.
- Remarks:** A text area containing the word "Acknowledge".
- OK:** A button at the bottom center of the dialog.

Fig.eFile. 28390

As a result, DFA sent to CRU for further dispatch.

d) Attaching Reference: With the help of this feature user can attach references corresponding to the working File.

To attach Reference user has to perform following steps:

- Perform all **steps of creating a new file**.
- Scroll mouse over **References** link and click the **Local Reference** option under it, as shown in Fig.eFile.291:

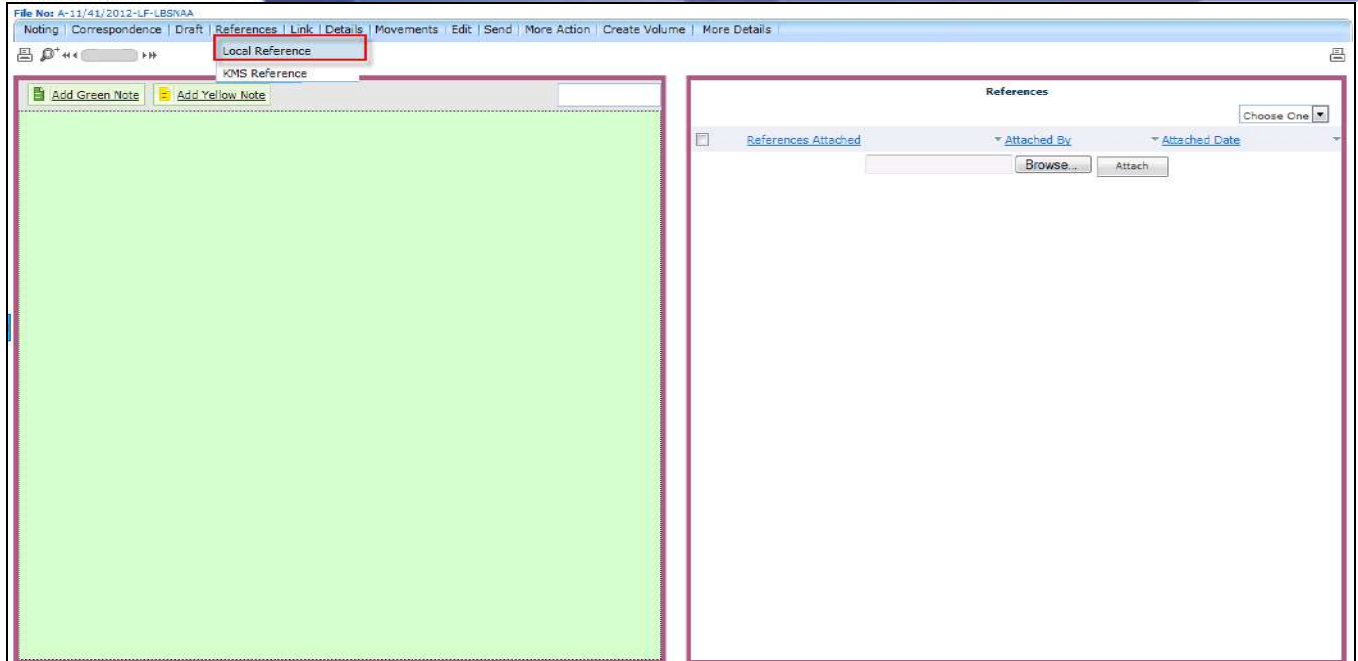


Fig.eFile. 28491

As a result **References** page appears on right side of Noting page, as shown in Fig.eFile.292:

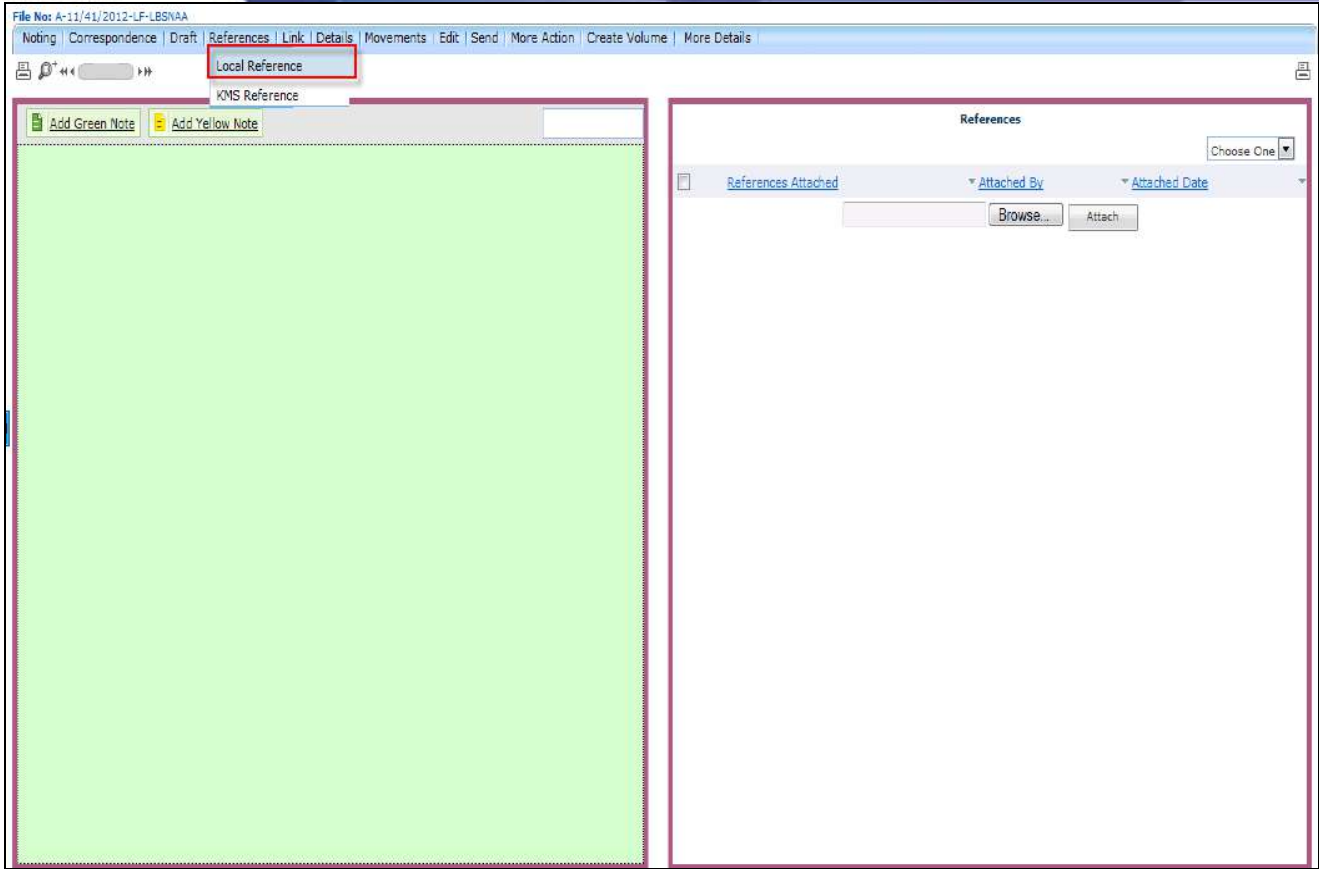


Fig.eFile. 28592

- Browse the reference document from the Local system and click the **Attach** () button, as shown in Fig.eFile.293:

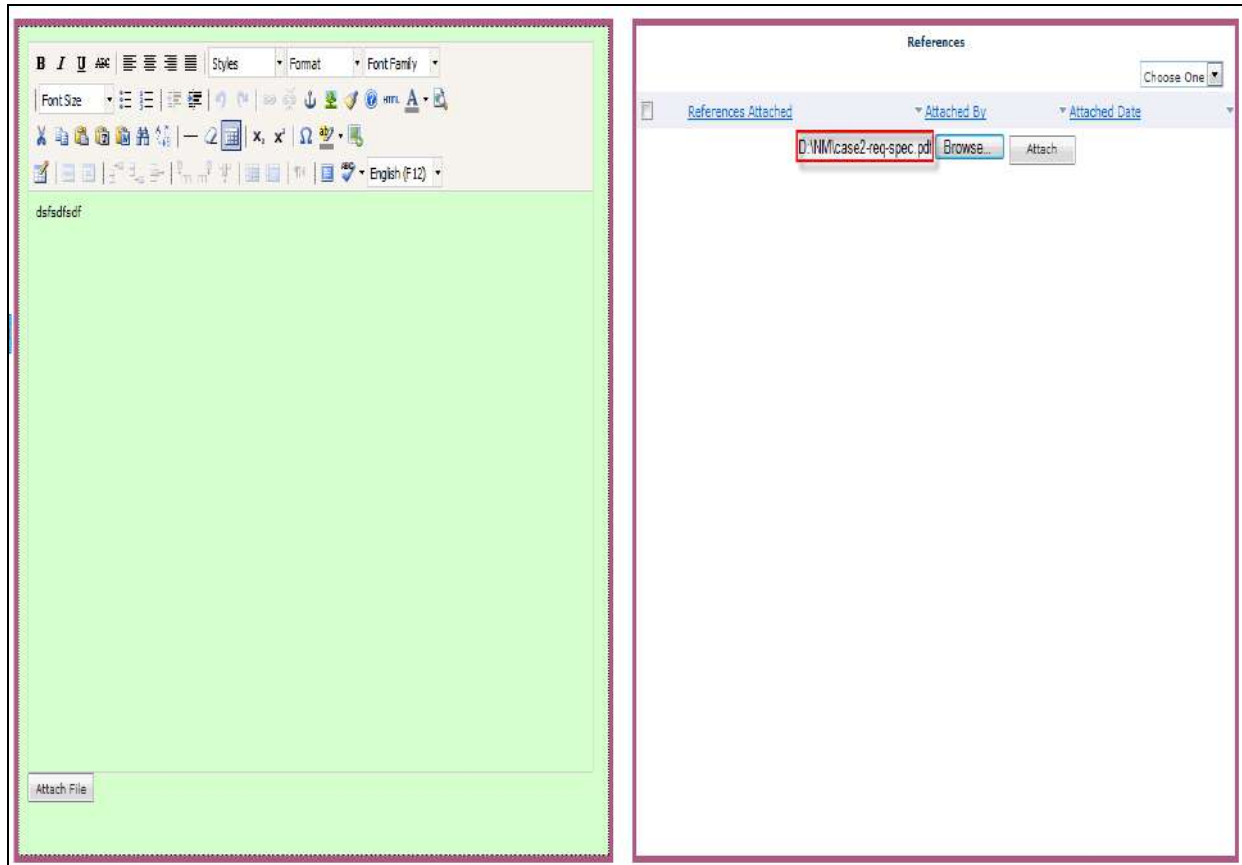


Fig.eFile. 28693

As a result the attached reference document gets attached to the working File, as shown in Fig.eFile.294:

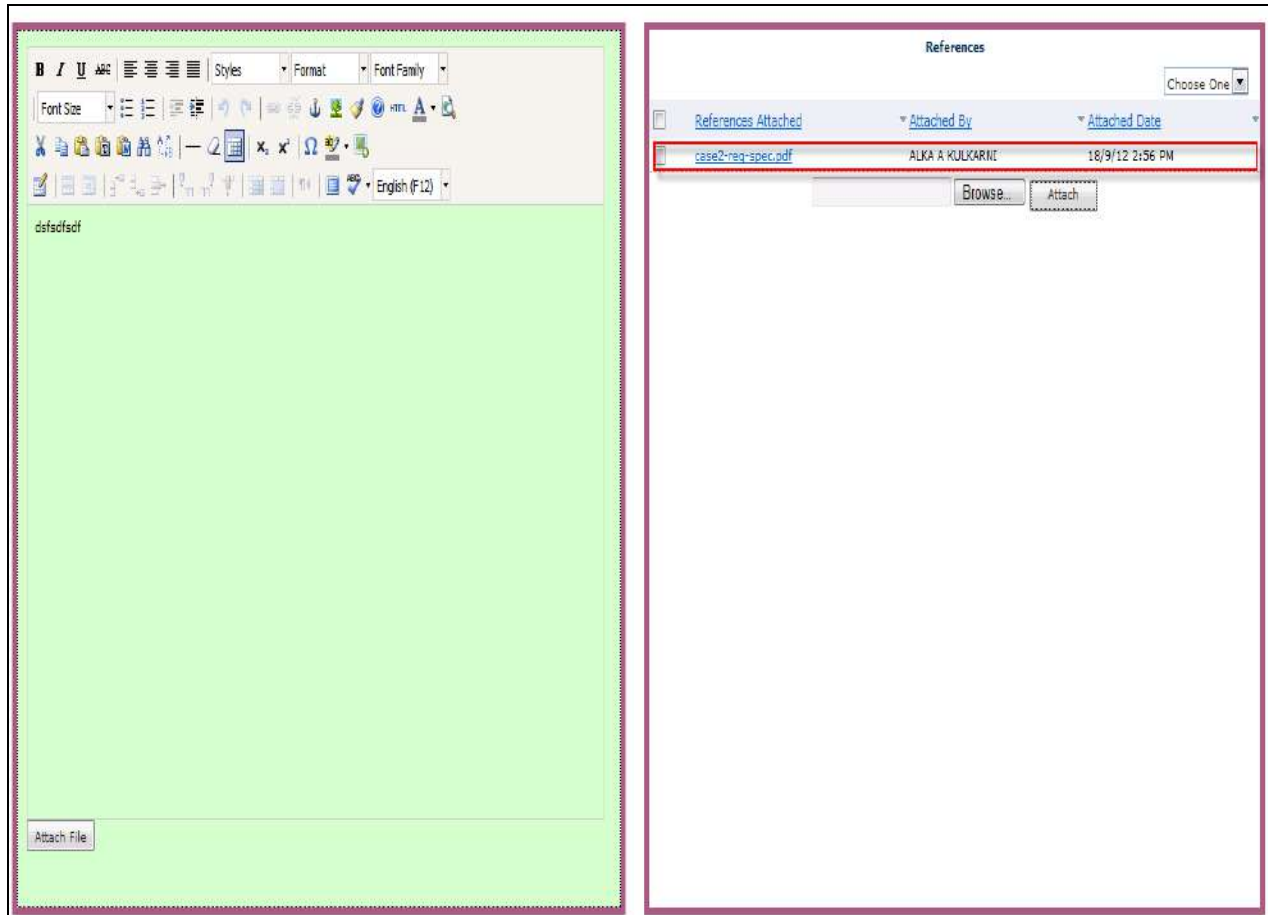


Fig.eFile. 2874

e) **Attaching KMS Reference:** With the help of this feature user can attach KMS references corresponding to the working File.

To attach KMS Reference user has to perform following steps:

- Perform all steps of creating a new file.
- Scroll mouse over **References** link and click the **KMS Reference** option under it, as shown in Fig.eFile.295:

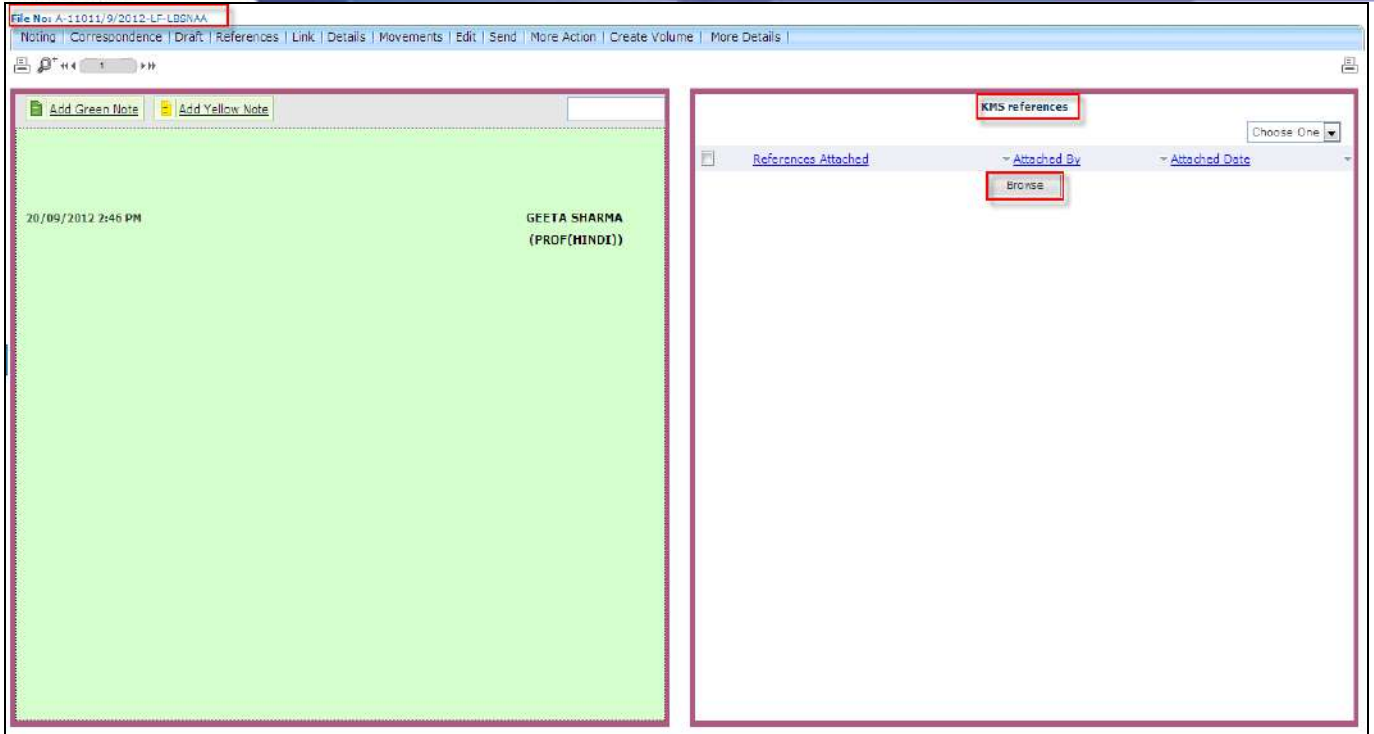


Fig.eFile. 2885

- As a result **KMS References** page appears on Noting page, as shown in Fig.eFile.296.

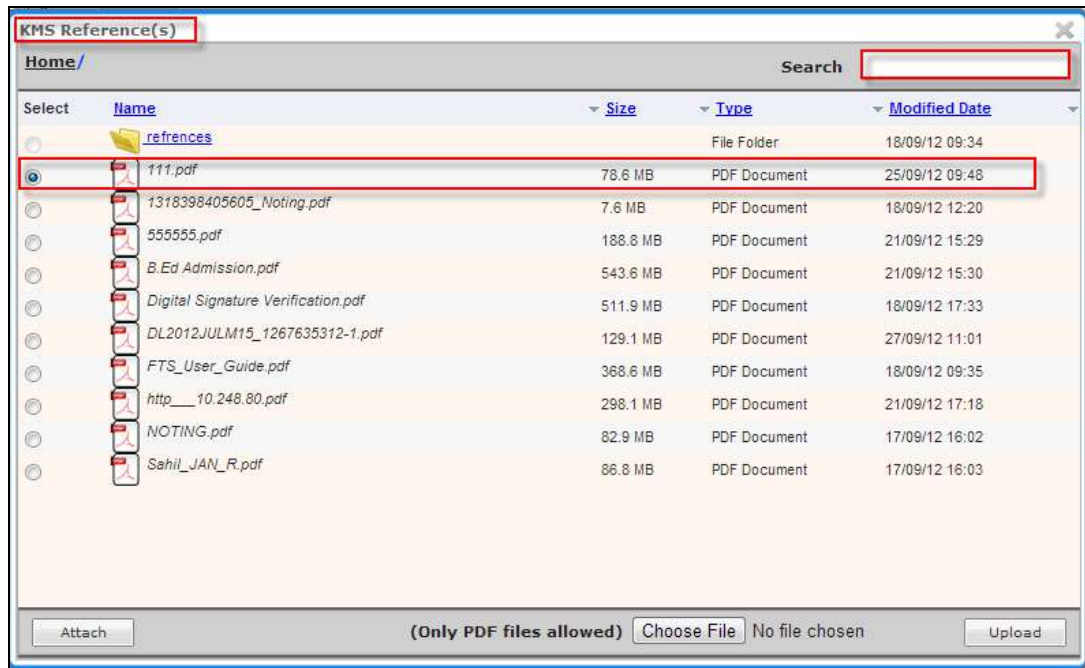


Fig.eFile. 2896

User cannot browse Folder ,only PDF files are accessible.

- To select any PDF files **Browse** a file and **Upload** to attach as shown in Fig.eFile.297:

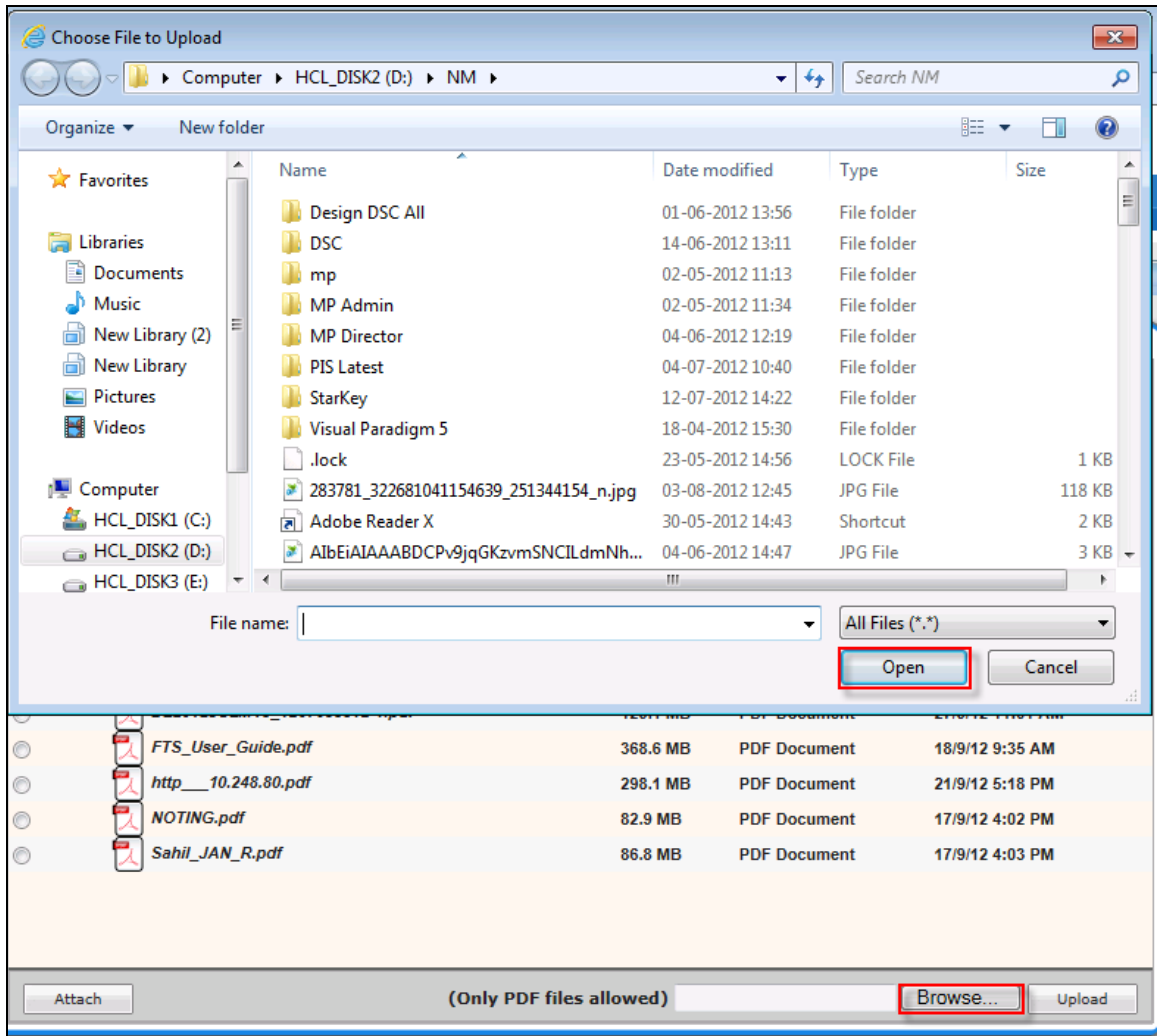


Fig.eFile. 2907

- When browsed file is attached a message is displayed as successfully uploaded as shown in Fig.eFile.298:

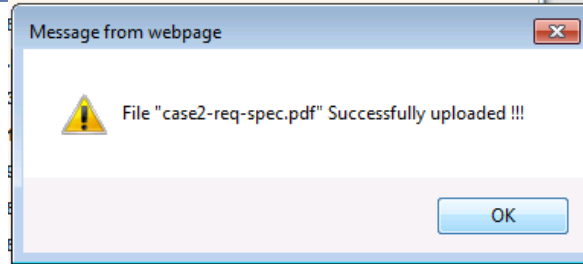


Fig.eFile. 2918

- As a result KMS reference is attached and can also be deleted by selecting Delete from dropdown as shown in Fig.eFile.299:

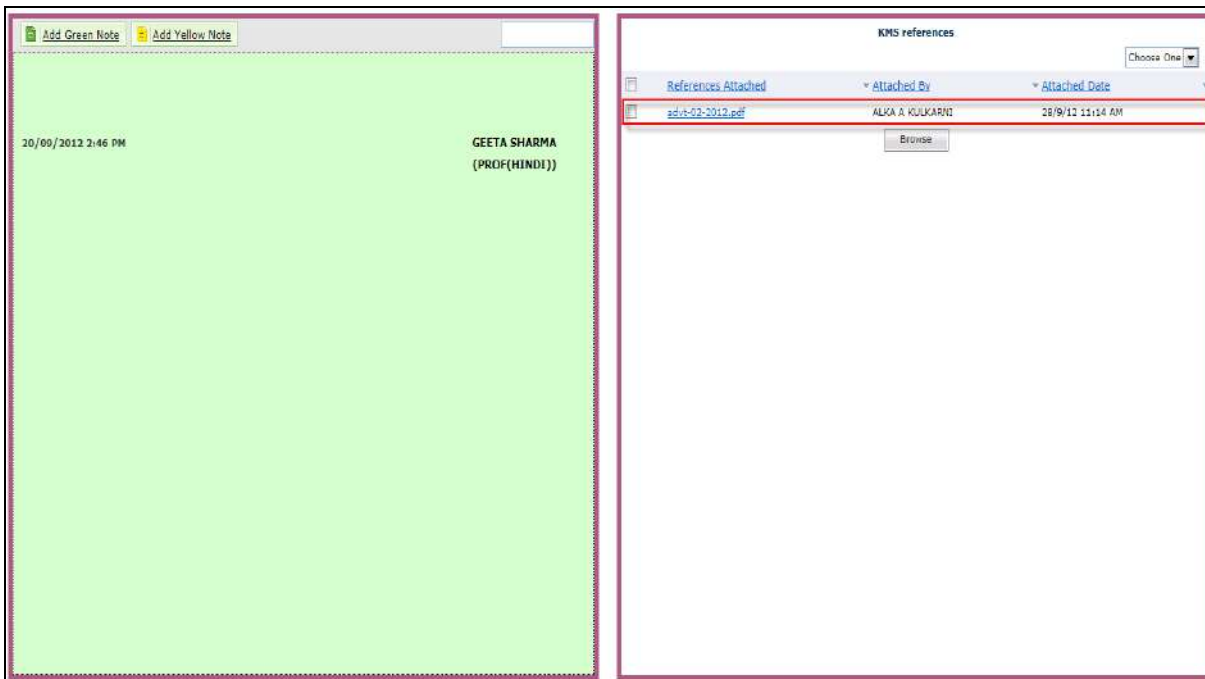
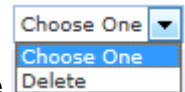


Fig.eFile. 2929

f) Link Delink Files:

With the help of this feature user can Link and delink other eFile(s) to the working file.

It has 3 links To Link any other eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Link Delink** ([Link DeLink](#)) link, as a result **Link/delink** page appears on right side of Noting page, as shown in Fig.eFile.300:

- Internal Files are displayed as shown in Fig.eFile.280

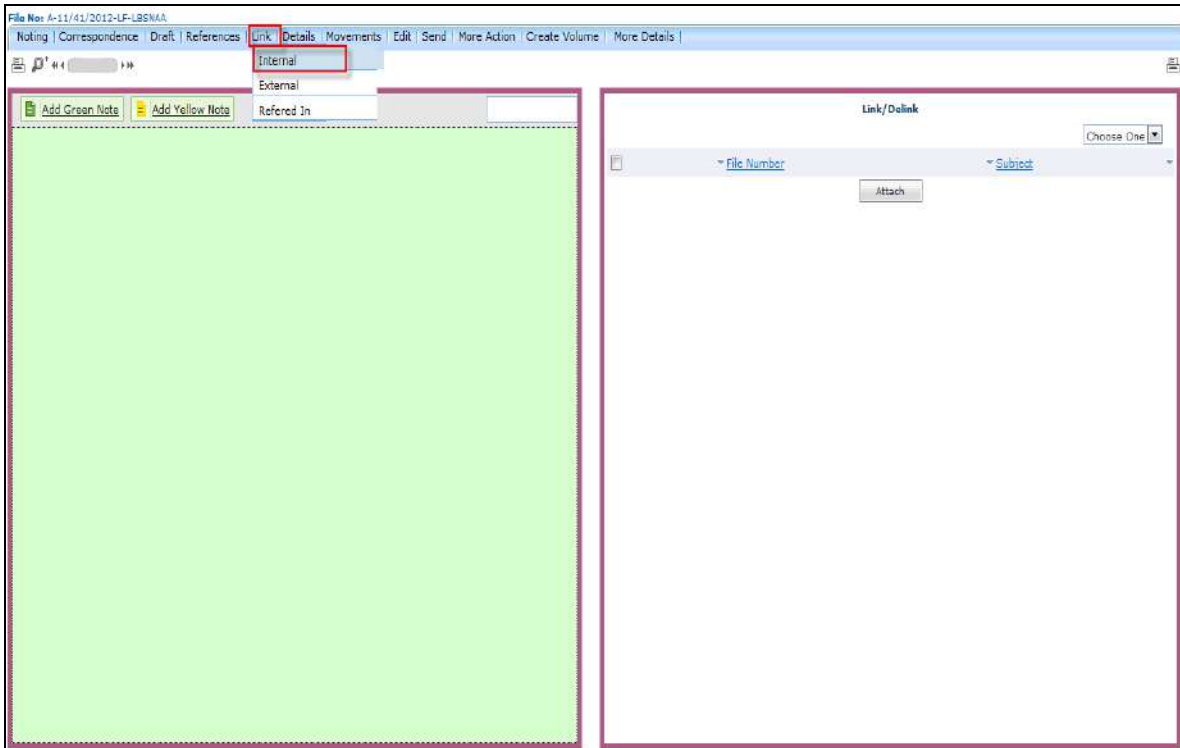


Fig.eFile. 300

- Click the **Attach** () link, as a result list of other files will appear, as shown in Fig.eFile.301:

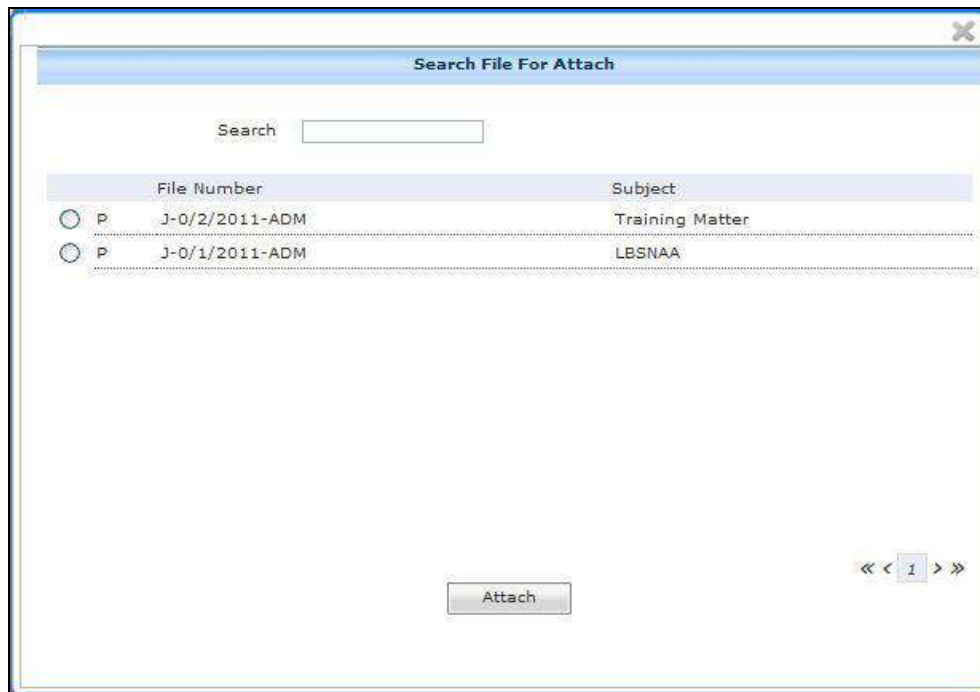



Fig.eFile. 301

- Select a file which needs to be linked with the working file and click the **Attach** () button as shown in Fig.eFile.302:

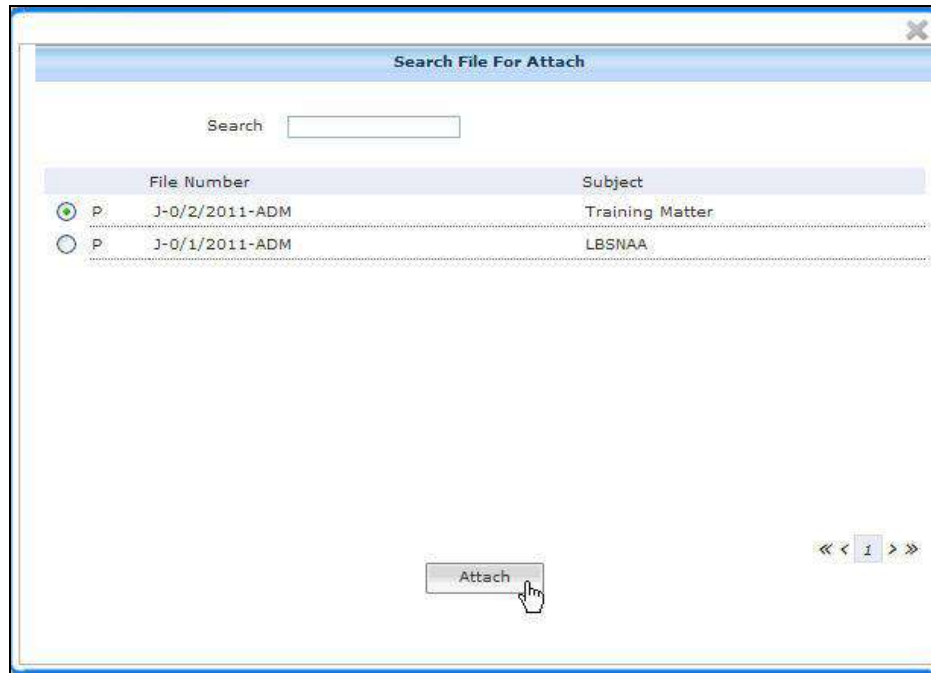


Fig.eFile. 302

As a result the selected file gets attached to the working file.

- External files are displayed in the window as shown in the figure Fig.eFile.303:

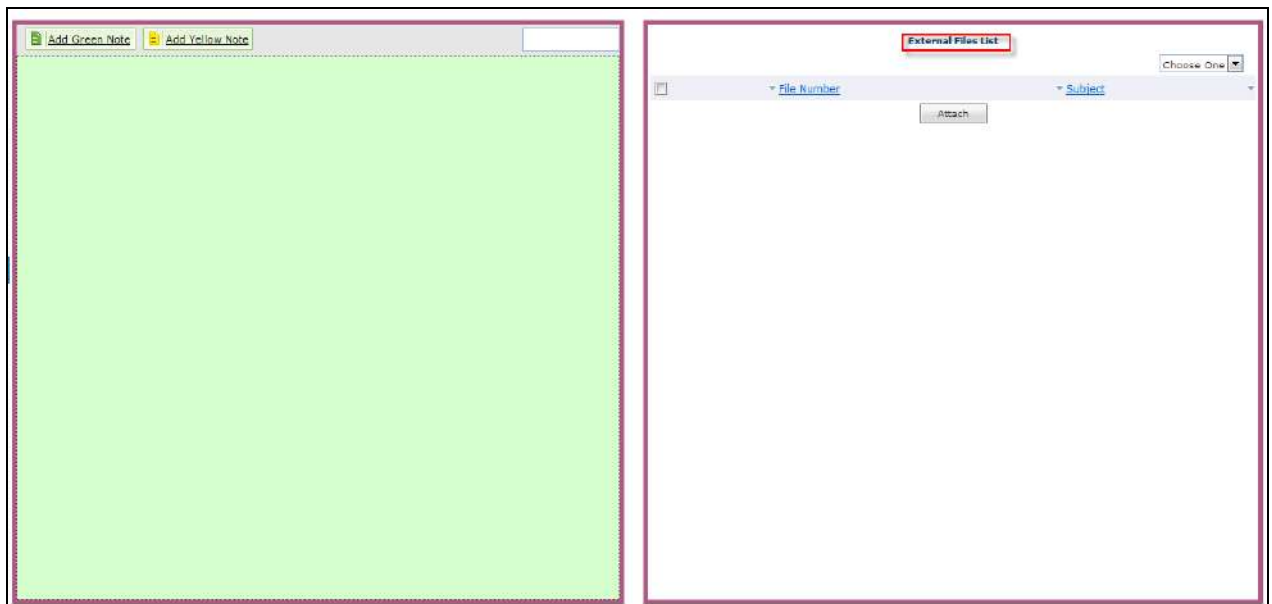


Fig.eFile. 303

- Referred In files are displayed as shown in figure Fig.eFile.304 :



Fig.eFile. 304

g) Details:

With the help of this feature user can view the total no. of part files created.

To view the Details of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Details** ([Details](#)) link, as a result **Details page** of that working file appears, as shown in Fig.eFile.305:

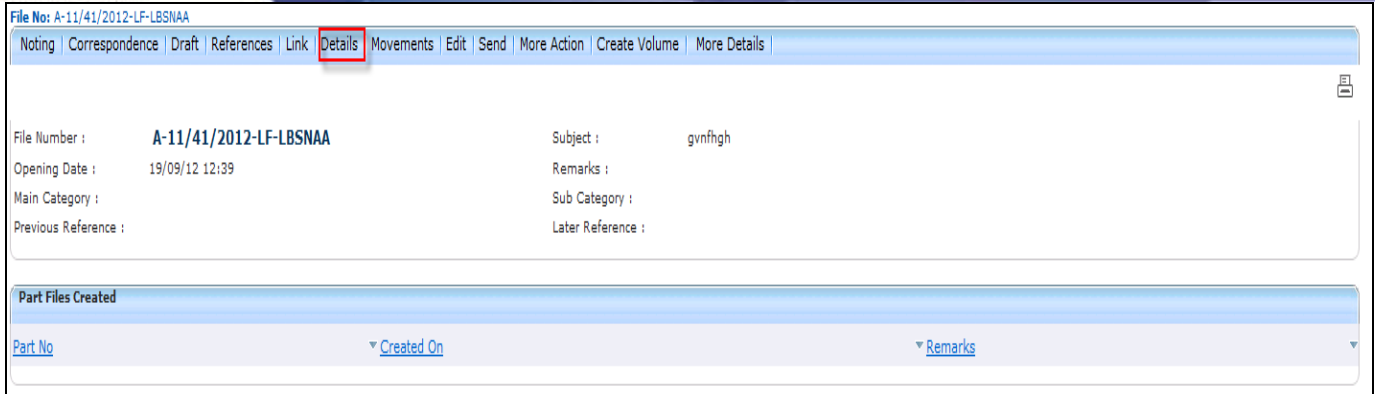


Fig.eFile. 305

h) Movements:

With the help of this feature user can have a track on the Running File and can view all the movements.

To view the Movements of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Movements** (Movements) link, as a result **File Movement History** page of that working file appears, as shown in Fig.eFile.306:

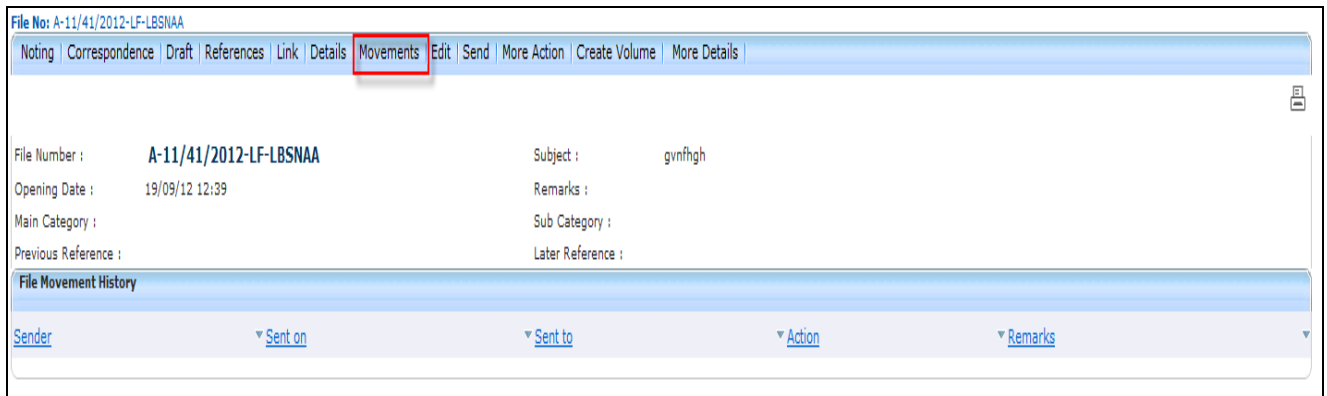


Fig.eFile. 306

i) Edit:

With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

Only the creator of the file has access to 'Edit' the Cover page of file. No other eOffice user has access to it.

To edit the cover page of eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Edit** ([Edit](#)) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.307:

Fig.eFile. 307

- Make Necessary changes and click the **Done** ([Done >](#)) button (Fig.eFile.307), as a result, changes on cover page of file get saved.

j) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Send** ([Send](#)) link, as a result **Send File** page appears, as shown in Fig.eFile.308:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date :

Action : **Forward** ▼

Priority : **Out Today** ▼

Total 1000 |
1000 character left

Remarks :

Send

Fig.eFile. 308

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.309:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To : [To](#)

Set Due Date :

Action :

Priority :

Total 1000 |
1000 character left

Remarks :

Send

Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Debprosad Dey	UDA(DPR)	Confidential Section of DM
Swapn Kumar	UDA(SKN)	Confidential

Fig.eFile. 2939

- Provide the **Due date** (if required) for the File using the **Calendar** () link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.310:

The screenshot shows a 'Send' form with the following details:

- File Number :** A-11011/1/2011-ADM
- Subject :** cell one INFO
- To :** Rathindra Nath Mukherjee--PA (DM)--Confidential Section c
- Set Due Date :** 31/08/2011
- Action :** A dropdown menu is open, showing options: Forward, **Approved** (highlighted), For Approval, For Information, Seen, Put Up again, Please Discuss, and For Payment.
- Priority :** (empty)
- Remarks :** (empty text box)
- Send :** A button at the bottom of the form.

Fig.eFile. 2940

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.311:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011 17

Action : Approved


Priority : Most Immediate

Total 1000 |
994 characters left

Remarks : URGENT

Send

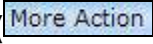
Fig.eFile. 29511

- Click the **Send** () button (Fig.eFile.311). As a result, the File is sent to the intended recipient.

k) More Action:

With the help of this feature user can **Park** or **Close** the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** () Link and click the **Park File** option, as shown in Fig.eFile.312:

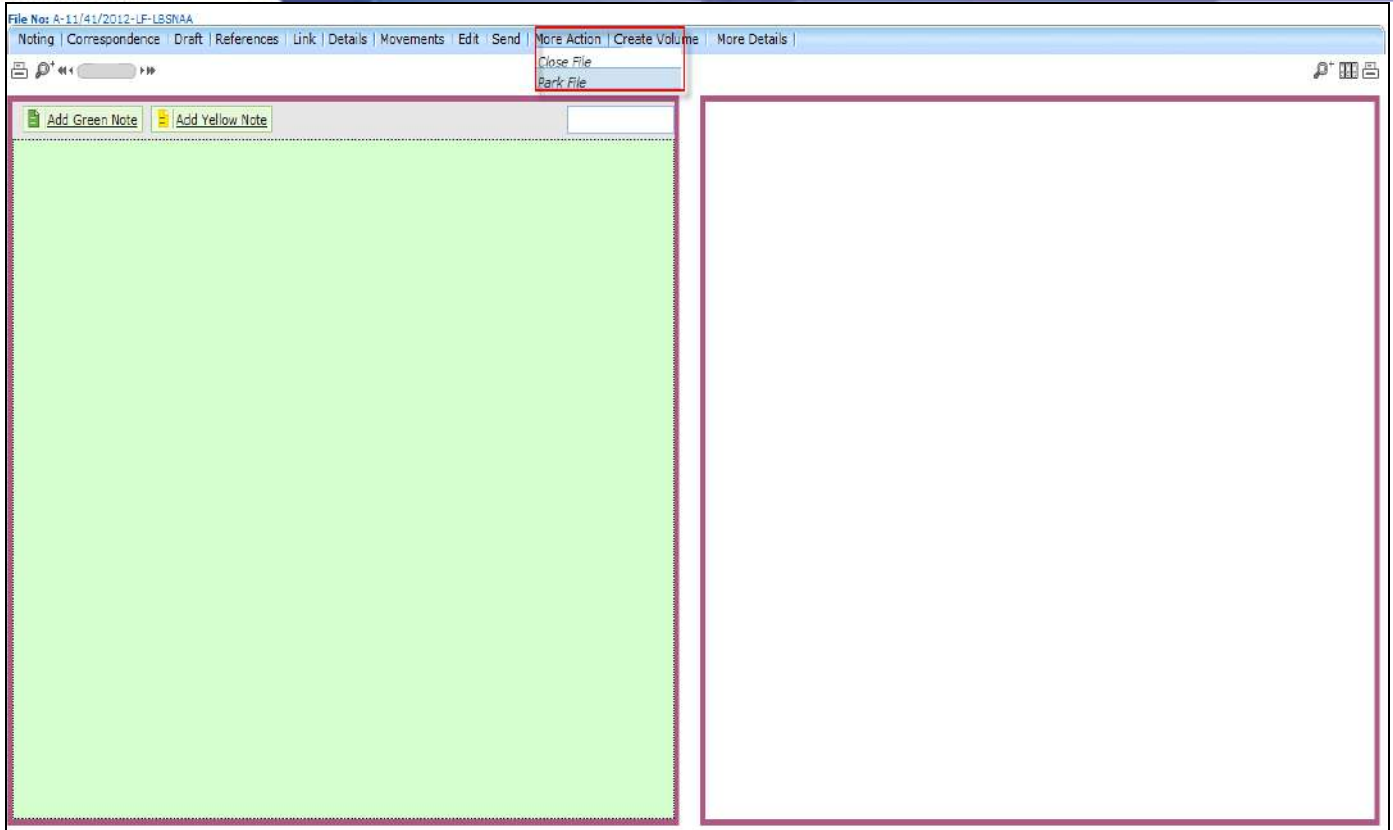


Fig.eFile. 29612

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.313:



Fig.eFile. 29713

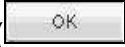
Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.314:



Fig.eFile. 29814

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** ([More Action](#)) Link and click the **Close File** option, as shown in Fig.eFile.315:

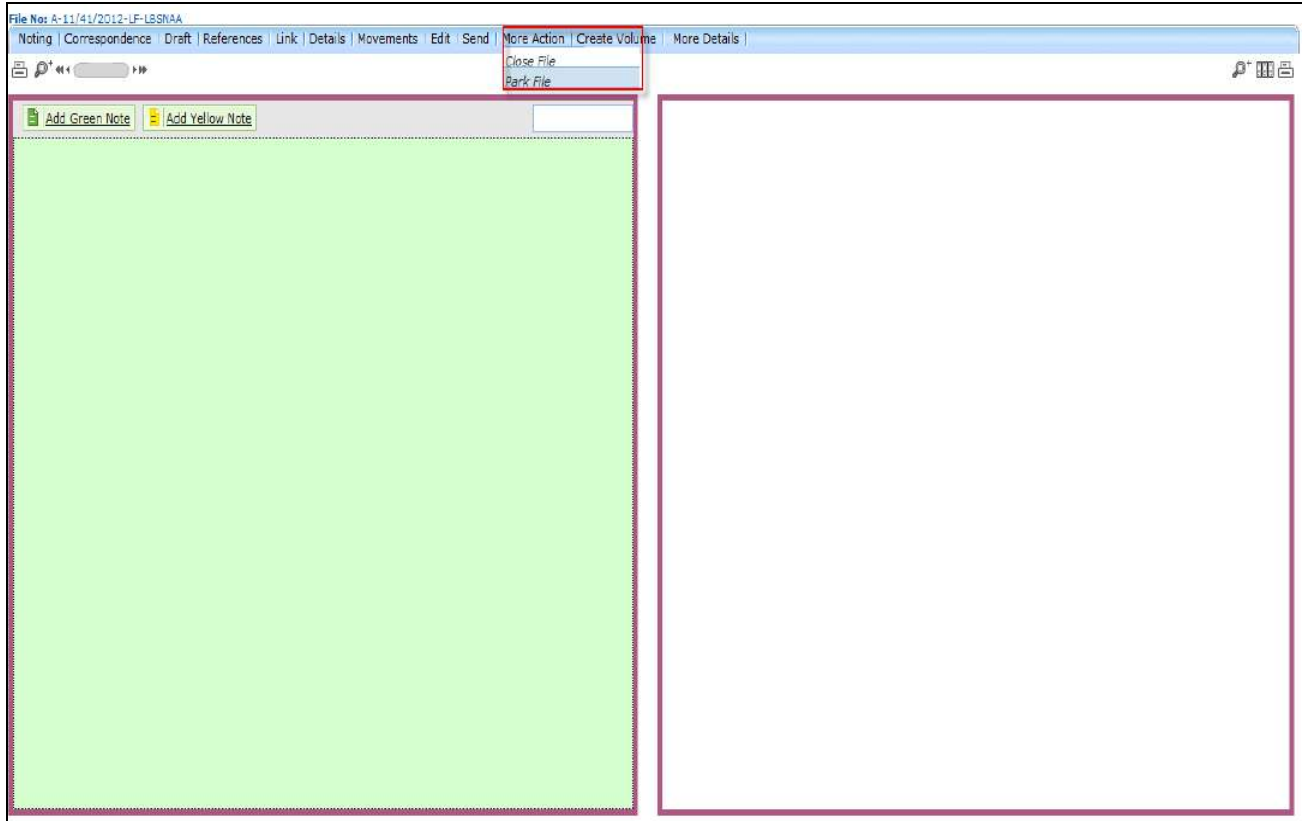



Fig.eFile. 29915

- As a result, Cover page of File will appear, enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.316:

NIC
ADM

File No.* S-SSI 11 - Pri 34 - Ce 11 - Hs 1 2011 ADM

Subject

Description* Training Budget

Category Main Training related matters

Sub Choose One

Other Details

Classified Choose One

Previous Reference

Later Reference

Closing Remarks* Work Done

Close >

Fig.eFile. 30016

As a result the working file will be sent to closed section of Files.

1) Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.317:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: A-11011/2/2012-LF

Subject

Description* Implementation of eTour

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference

Later Reference

Create Volume >

Fig.eFile. 30117

- Click the **Create Volume** () button (Fig.eFile.317) to create volume, as a result the Volume of the existing file gets generated as a new file. As a result following page appears, as shown in Fig.eFile.318:

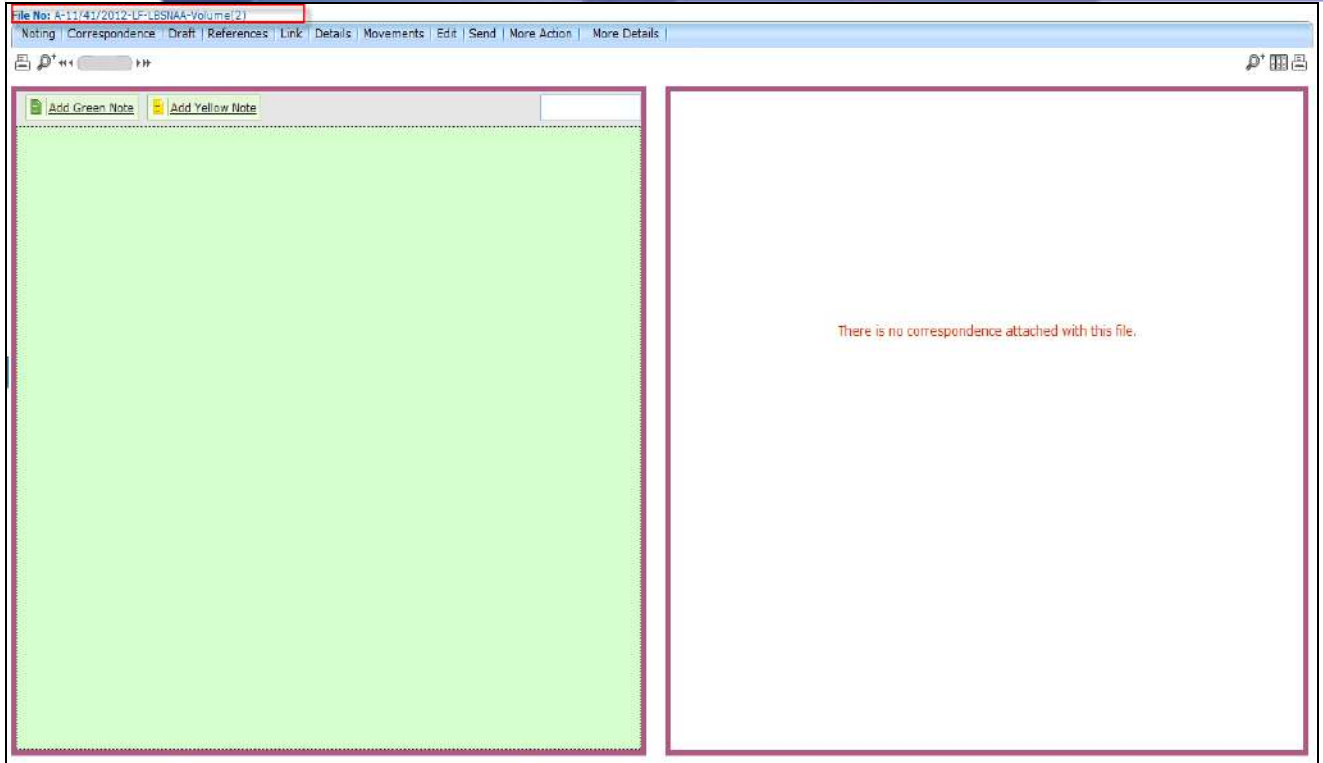


Fig.eFile. 30218

- **More Details:** Merged Files are shown in the More Details tab as shown in Fig.eFile.319:

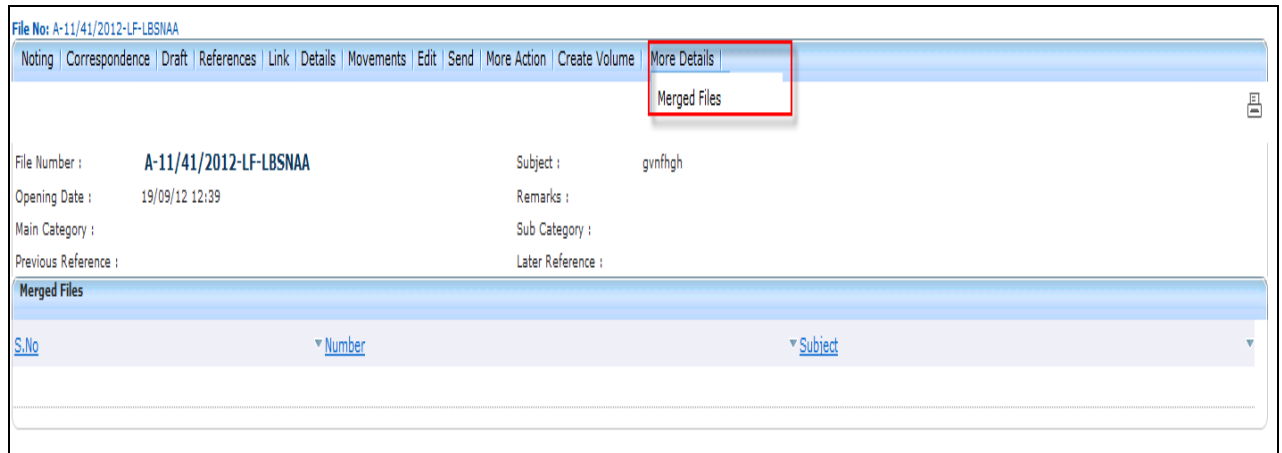


Fig.eFile. 3039

Note: You will learn the process of volume creation in detail in **Section 9**.

- ii) **Create New (SFS):** This option creates an Electronic file with SFS standard i.e. the user can enter File No. without any restriction or standards.

Click the Create New (SFS) option under Electronic File. As a result, File Cover Page screen appears as shown in Fig.eFile.320:


The screenshot shows a web form for creating a new file. At the top, it displays 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC LF'. Below this is a 'File No.*' field. A section titled 'Subject' contains a 'Description*' text area, a 'Main' dropdown menu with 'Choose One' selected, and a 'Sub' dropdown menu with 'Choose One' selected. Another section titled 'Other Details' includes a 'Classified' checkbox with a 'Choose One' dropdown, a 'Remarks' text area, and two text input fields for 'Previous Reference' and 'Later Reference'. A 'Continue Working' button with a right-pointing arrow is located at the bottom center of the form.

Fig.eFile. 30420

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.321:

The screenshot shows a web form for creating a new file. At the top, it displays the Government of India logo and the text 'भारत सरकार GOVERNMENT OF INDIA', 'NIC', and 'LF'. Below this, there is a 'File No.*' field containing '11011/eFile/Nic-imp'. The form is divided into two main sections: 'Subject' and 'Other Details'. The 'Subject' section includes a 'Description*' field with 'eFile Implementation', and 'Category' fields for 'Main' and 'Sub', both set to 'Choose One'. The 'Other Details' section includes a 'Classified' checkbox (unchecked) and a 'Choose One' dropdown, a 'Remarks' text area, and two empty 'Previous Reference' and 'Later Reference' fields. A 'Continue Working >' button is located at the bottom of the form.

Fig.eFile. 3051

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.321) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.322:

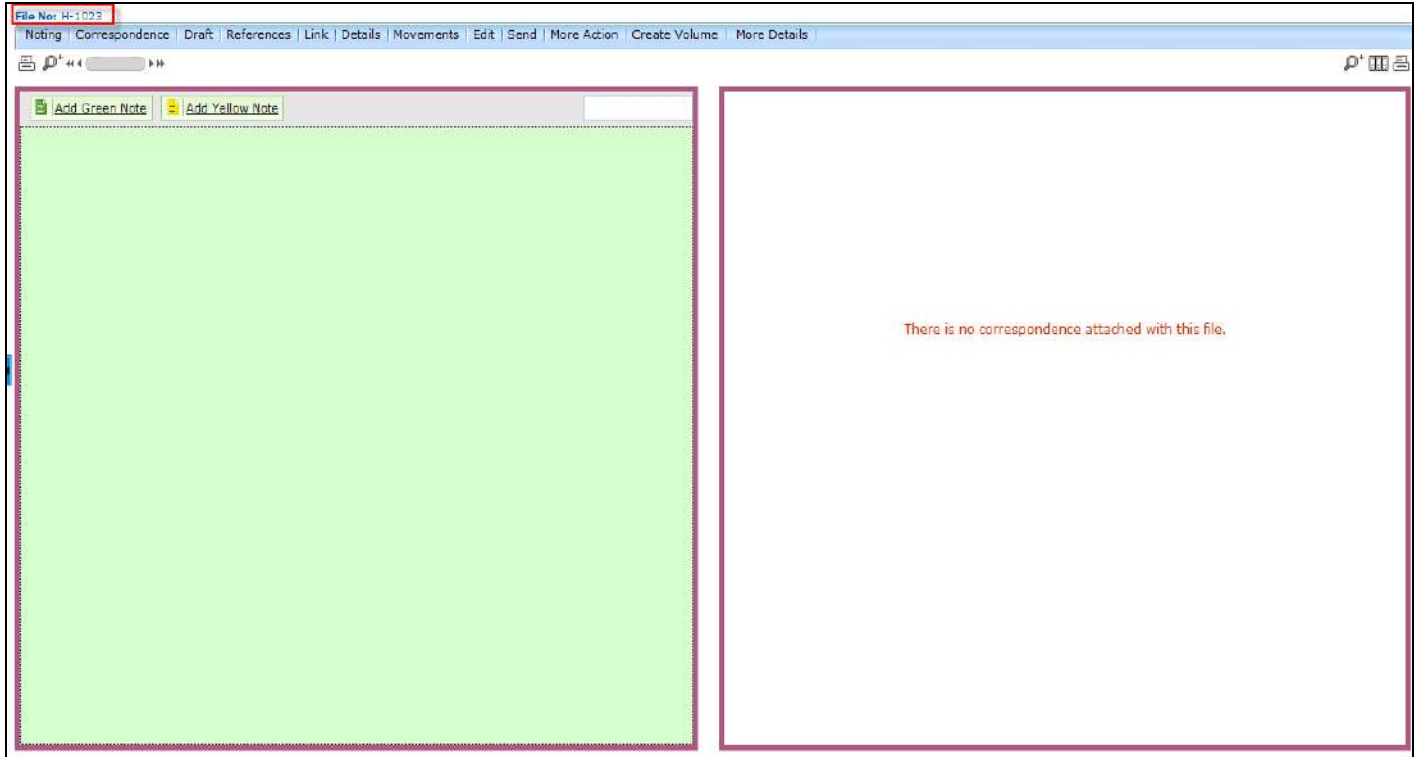


Fig.eFile. 30622

Note: User can perform same operations on a file as explained in **Create Non-SFS** file of the Electronic File Section.

Create Part:

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

To create a part file the user has to perform the following steps:

- Click the **Create Part** under the File Section, as shown in Fig.eFile.323:

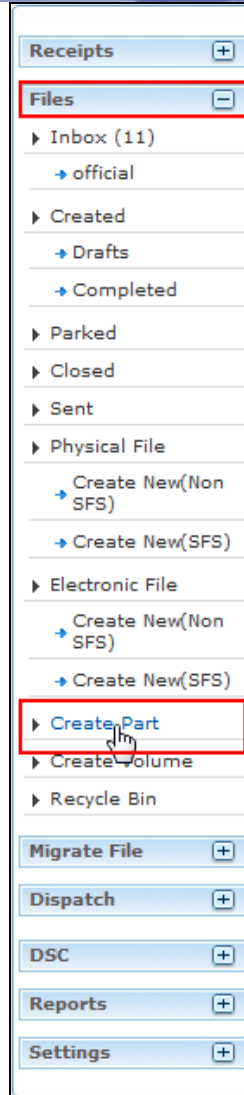


Fig.eFile. 30723

As a result the following page appears as shown in Fig.eFile.324:

The screenshot shows a web form for the Government of India. At the top, it says 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below that is 'NIC'. The form has several sections: 'File Number' with a text input field and a 'Browse File' button; a 'Subject' section with a text input field; a 'Description*' section with a large text area; a 'Category' section with 'Main' and 'Sub' dropdown menus, both currently set to 'Choose One'; an 'Other Details' section with a 'Classified' dropdown menu set to 'Choose One', a 'Remarks' text area, and two text input fields for 'Previous Reference' and 'Later Reference'. At the bottom of the form is a 'Create Part' button with a right-pointing arrow.

Fig.eFile. 30824

- To create a File no., click the **Browse File** () Link, which shows all the files sent by you , as shown in Fig.eFile.325:

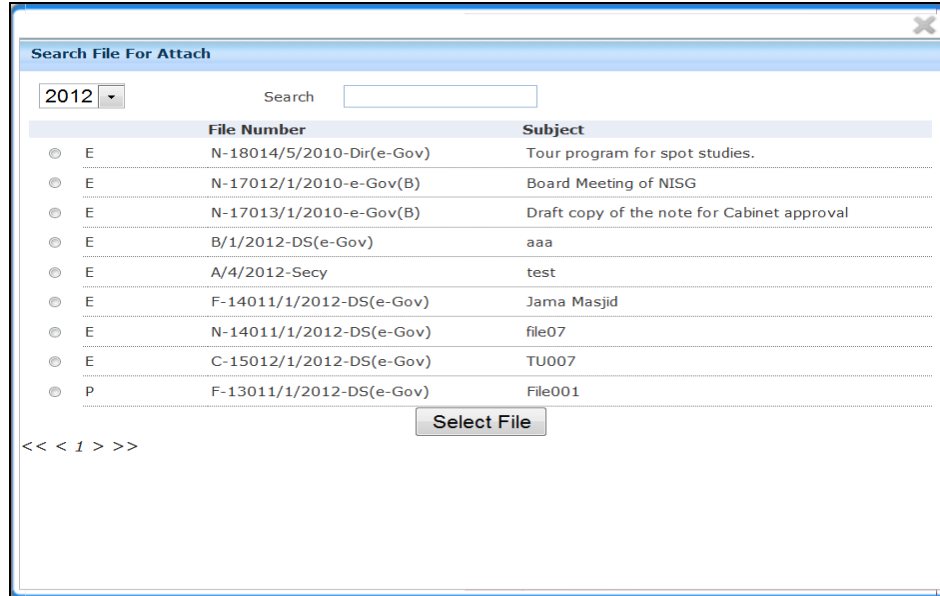


Fig.eFile. 30925

- Click on the radio button to select a particular file for which a part file has to be created and click on button Select File () as shown in Fig.326:

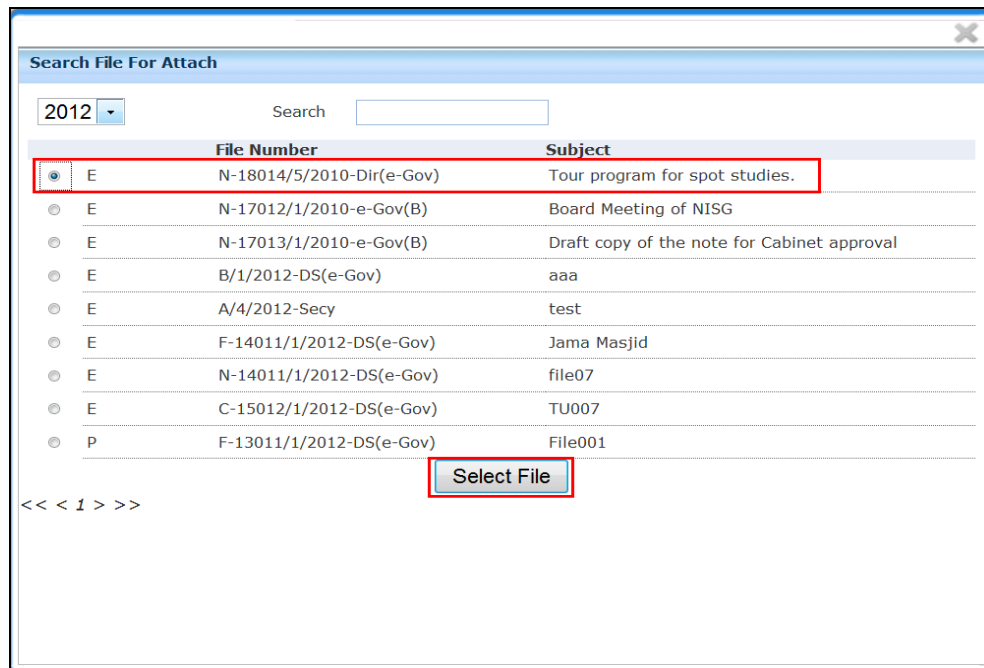


Fig.eFile. 31026

As a result the following page appears after selecting the file, as shown in Fig.eFile.327:

भारत सरकार
GOVERNMENT OF INDIA
NIC

File Number: N-18014/5/2010-Dir(e-Gov)

Subject: Tour program for spot studies.

Description: [Text Area]

Category: Main: e-Gov, Sub: Studies

Other Details


Classified: Choose One

Remarks: [Text Area]

Previous Reference: [Text Field] Later Reference: [Text Field]

Create Part

Fig.eFile. 31127

- Click on the **Create Part** () Link to create a part file, as a result the part file has been created as shown in Fig.eFile.328:

File No: F/32/2012-LF-LBSNAA-Part(1)

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | More Details | Merge

File Number : F/32/2012-LF-LBSNAA-Part(1) Subject : physical file

Opening Date : 19/09/12 01:57 Remarks : physical file

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks

Fig.eFile. 31228

- As a result part file is created the part file can be created for both physical and electronic file.

Create Volume:

The Create Volume option allows the user to create a new volume of an existing file which is residing with him/her in the Draft or Inbox.

To create a Volume of a file the user has to perform the following steps:

- Click the **Create Volume** under the File Section, as shown in Fig.eFile.329:

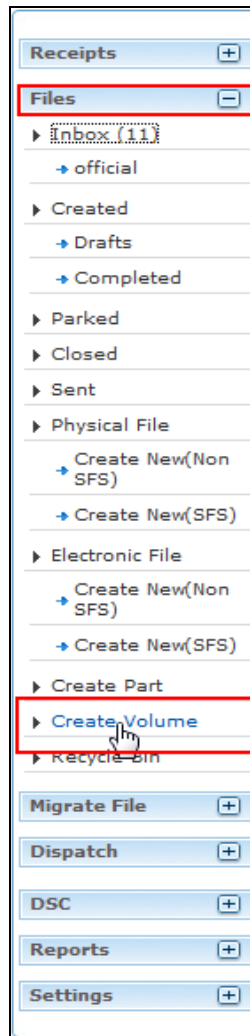


Fig.eFile. 3139

As a result the following page appears as shown in Fig.eFile.330:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number [Browse File](#)

Subject

Description*

Category Main

Sub

Other Details

Classified

Remarks

Previous Reference

Later Reference

[Create Volume](#) >

Fig.eFile. 31430

- To create a File no. Click on the **Browse File** ([Browse File](#)) Link, which shows all the files residing in your inbox and drafts , as shown in Fig.eFile.331:

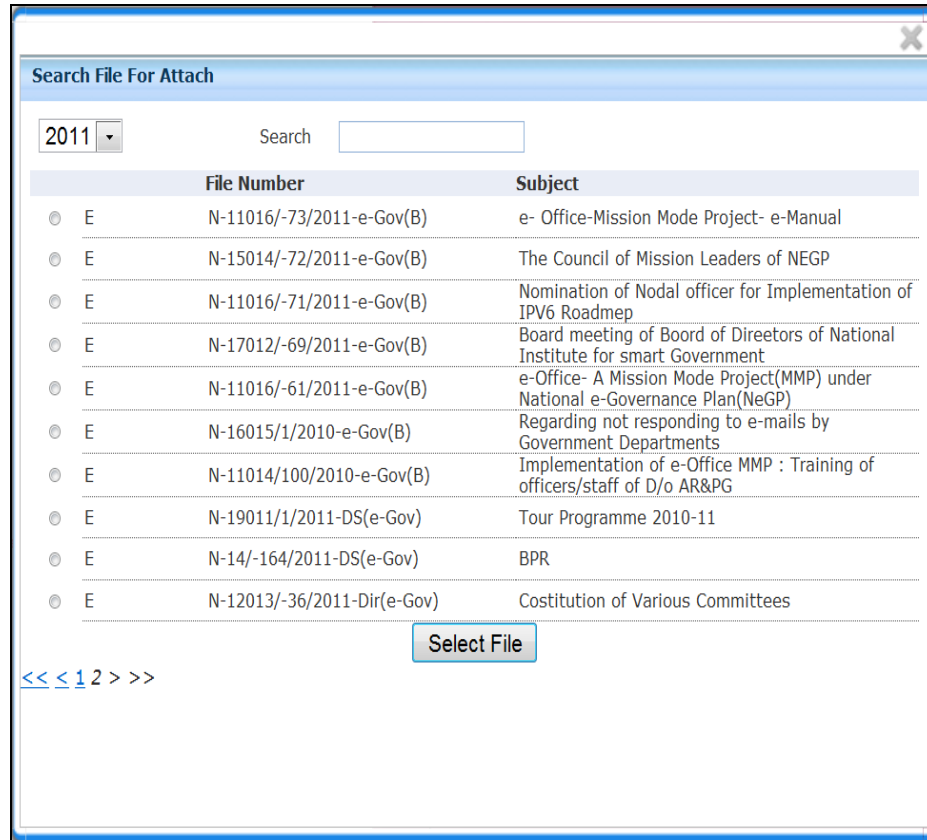


Fig.eFile. 31531

- Click on the radio button to select a particular file for which a new volume has to be created and click on button Select File () as shown in Fig.332:

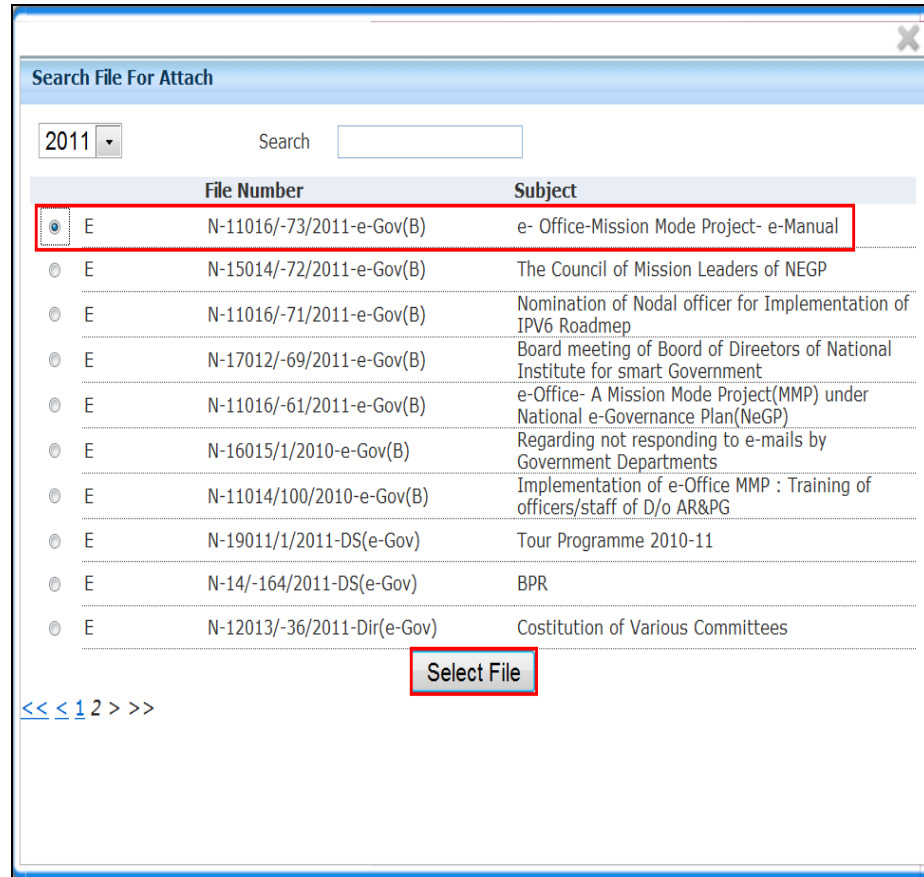


Fig.eFile. 3162


- Click on the **Create Volume** () Link to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.333:



Fig.eFile. 31733

- As a result volume of a file is created (the volume of a file can be created for both physical and electronic file).

Recycle Bin:

Recycle Bin option contains list of all the Files which are deleted from the “Created” section of Files. There are 2 links provided under Recycle Bin Section of File:

- Delete** (✖): Permanently deletes the selected File.
- Restore** (📄): The File which are deleted from the Created section are restored back.

Migrate File

Create New

With the help of Migrate file user can migrate files to any folder.

- Migrate file is created as shown in the figure Fig.eFile.334:

Fig.eFile. 31834

- Fill all the mandatory fields on the current page of Create Migrate File as shown in the figure Fig.eFile.335:
To select a file click Browse and Import the selected file from the folder as shown in the figure Fig.eFile.335:

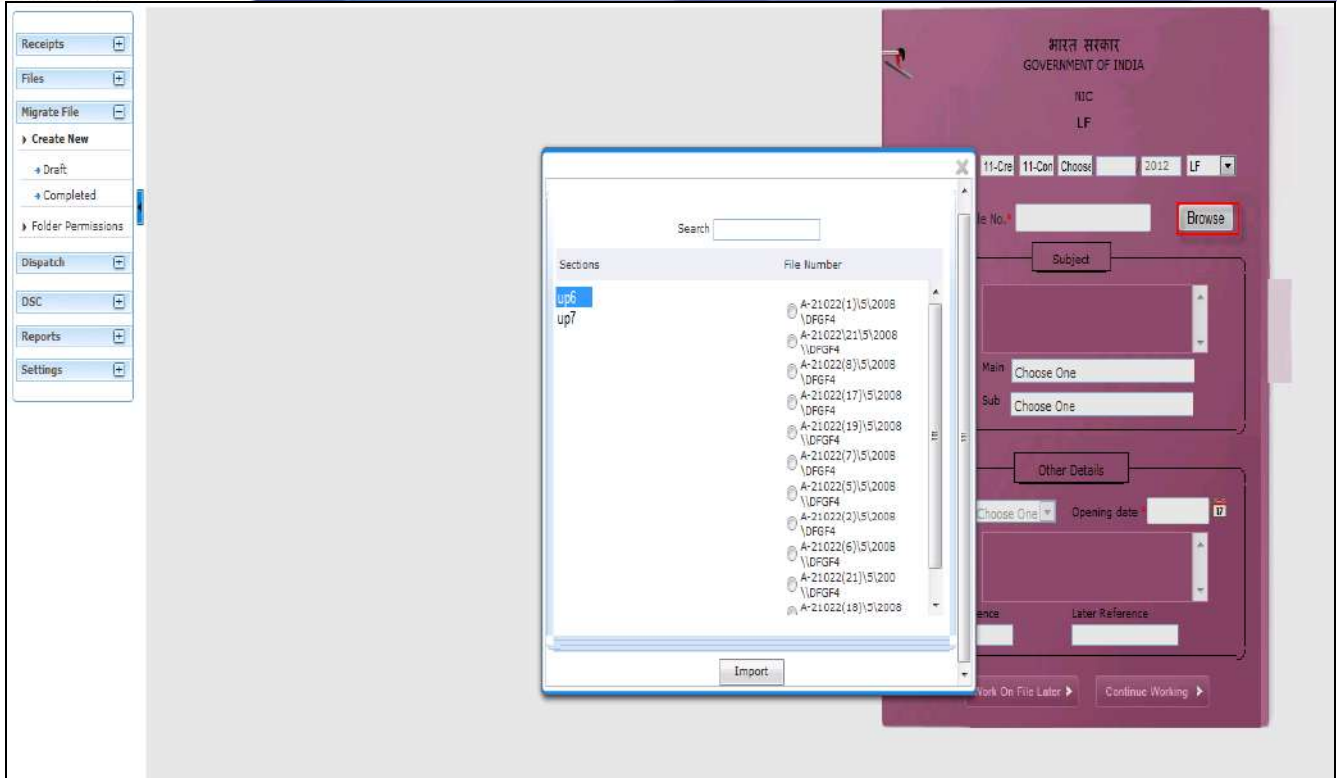


Fig.eFile. 31935

- Select a file, a window appears wherein user need to select the Source and destination files as shown in the Fig.eFile.336:

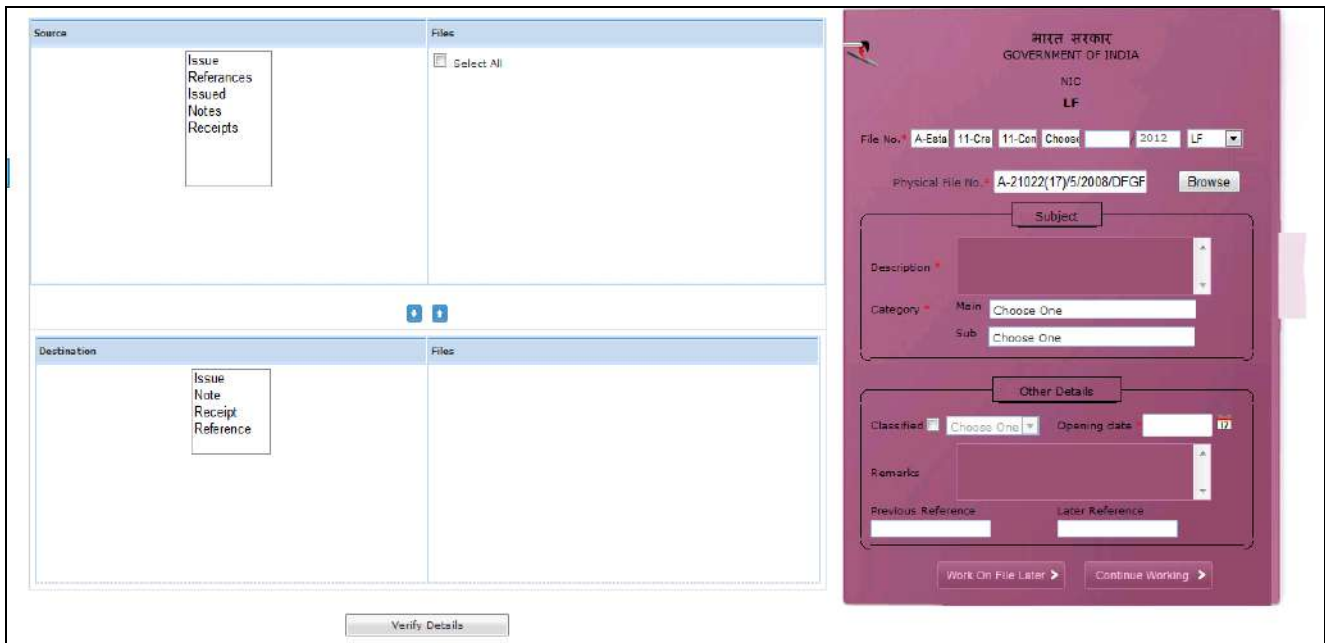


Fig.eFile. 32036

Now verify details as shown in the figure Fig.eFile.337:

The screenshot displays the eoffice interface for file management and details verification. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel shows a list of files with 'Issue' selected, and a dropdown menu with options: 'References', 'Issued', 'Notes', and 'Receipts'. The 'Destination' panel shows a list of files with 'Issue' selected, and a dropdown menu with options: 'Note', 'Receipt', and 'Reference'. Below these panels is a 'Verify Details' button. On the right, there is a form for file details. The form is titled 'भारत सरकार GOVERNMENT OF INDIA' and includes fields for 'File No.' (A-Esta, 11-Cre, 11-Con, Choosi, 2012, LF), 'Physical File No.' (A-21022(17)/5/2008/DF-GF), 'Subject' (hello), 'Description' (hello), 'Category' (Main, Sub), 'Other Details' (Classified, Opening date: 18/09/2012), 'Remarks' (dsfdfs), 'Previous Reference', and 'Labor Reference'. There are two buttons at the bottom: 'Work On File Later' and 'Continue Working'.

Fig.eFile. 32137

- Go to the button Continue Working (Continue Working >) to generate new file no as shown in the Fig.eFile.338:

The screenshot displays the eoffice interface for file migration. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel shows a list of files: 'localhost - 1 (3).pdf', 'localhost - 1 (2).pdf', and 'localhost - 1 (1).pdf'. The 'Destination' panel shows a list of files: 'localhost.pdf'. Below these panels is a 'Verify Details' button. On the right, there is a form for file details. The form includes fields for 'File No.' (A-Esta 11-Cre 11-Con Choose 2012 LF), 'Physical File No.' (A-21022(17)5/2008/DFGF), 'Subject' (hello), 'Description' (hello), 'Category' (Main AMC & Demand), 'Sub' (Choose One), 'Classified' (Choose One), 'Opening date' (18/09/2012), 'Remarks' (dsfsdfs), 'Previous Reference', and 'Later Reference'. At the bottom of the form, there are two buttons: 'Work On File Later' and 'Continue Working'.

Fig.eFile. 32238

- New file number is generated along with Old file no as shown in the Fig.eFile.339:

The screenshot displays the eoffice interface showing a 'Migrated Table of Content'. The table has the following columns: 'Sl No', 'Correspondence No', 'Subject', 'Type', 'Sent By', and 'Actions'. The table contains one row with the following data: '1', 'localhost.pdf', 'N/A', 'Issue', 'N/A'. Below the table, there is a 'Save Sequence' button. The interface also shows a navigation bar with tabs: 'Notings', 'Correspondences', 'References', 'Edit', and 'Finalize Migration'. The top of the interface shows the 'New File No.' (A-11011/19/2012-LF) and 'Old File No.' (A-21022(17)5/2008/DFGF).

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	localhost.pdf	N/A	Issue	N/A	✖ 📄 ➕ ➖

Fig.eFile. 3239

Create New of Migrate has 2 links to perform operation on it:

Draft:

Number is not generated as shown in the figure Fig.eFile.340:

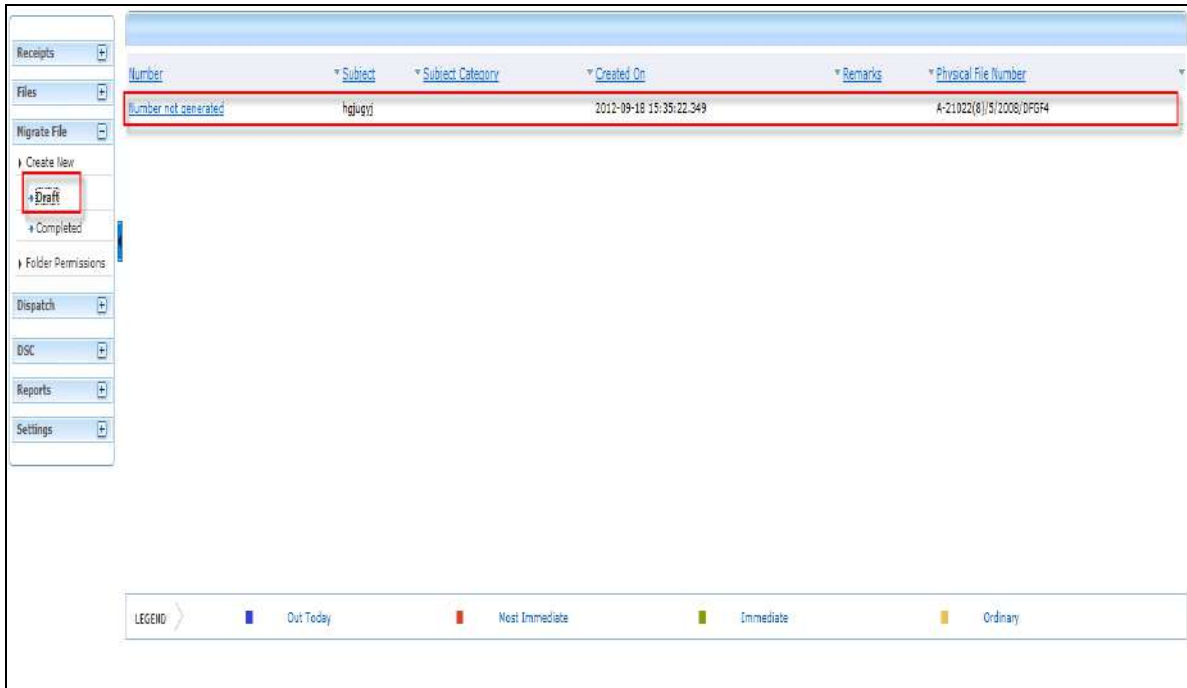


Fig.eFile. 324

Completed:

To generate a number click on [Continue Working >](#) to generate number

We have 5 links under completed tab to perform operations.

- Migrated file page shows the table of contents as shown in the figure Fig.eFile.341:

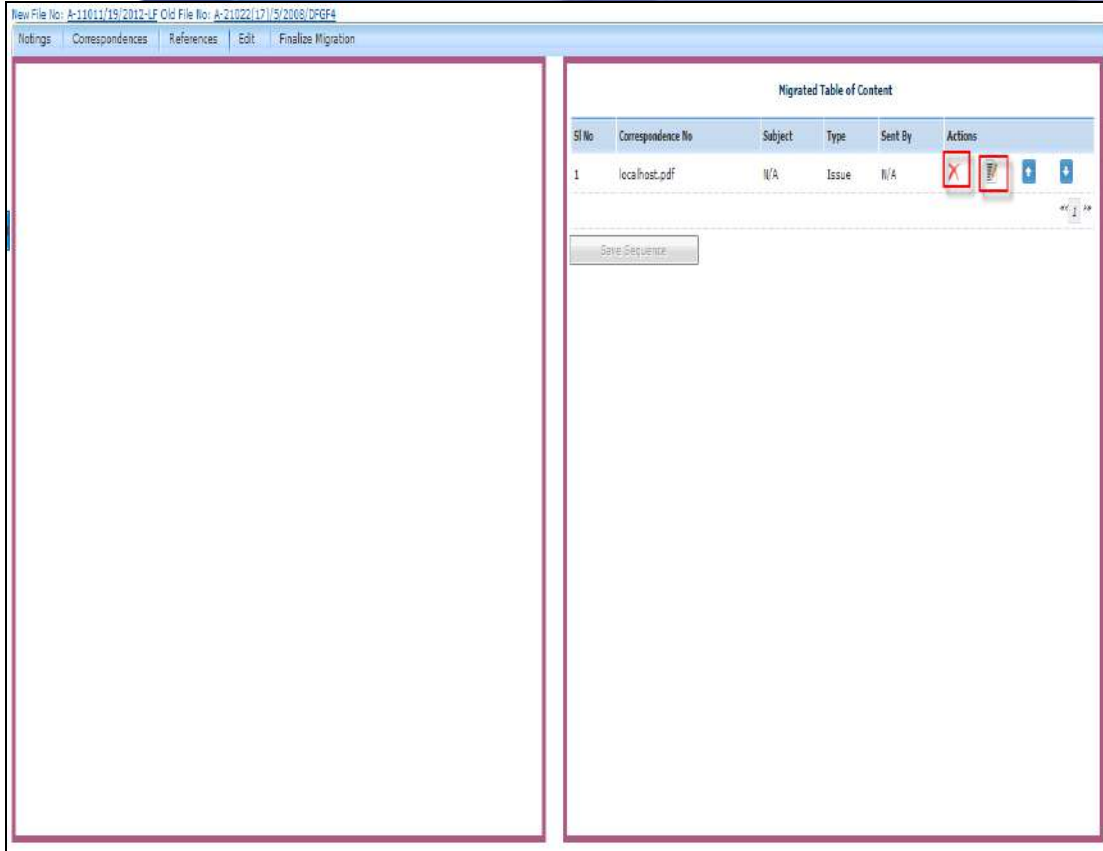


Fig.eFile. 32541

Notings: It is used to see the notings of the migrated file as shown in the figure Fig.eFile.342:

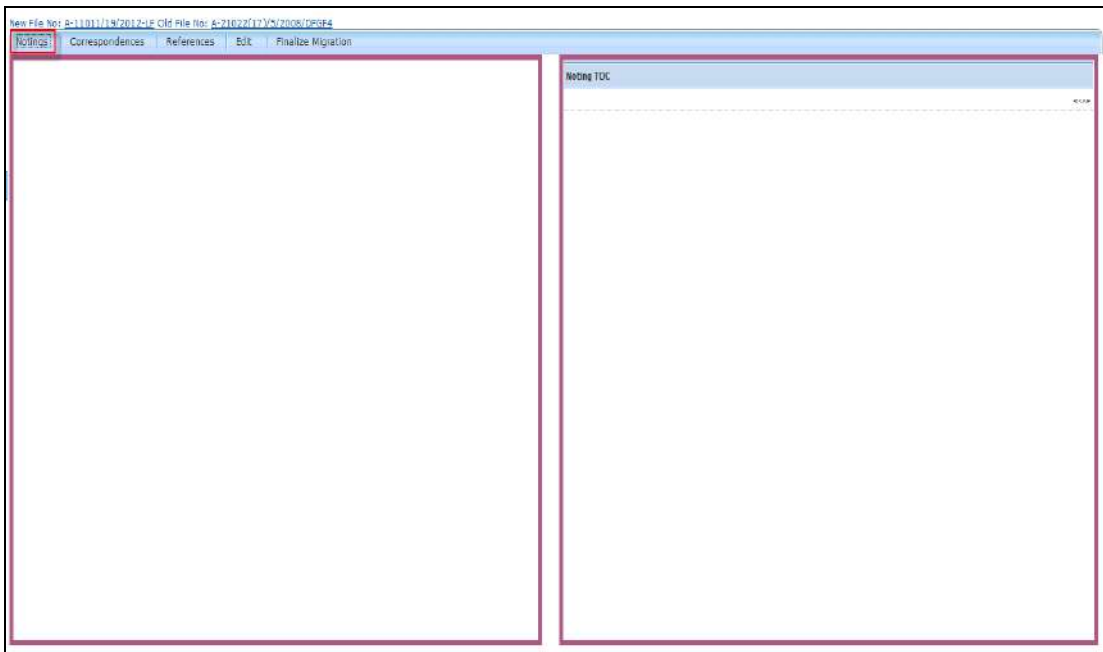


Fig.eFile. 32642

Note: Notings, Correspondence and References depend on the destination file which displays in the table of content.

Correspondence:

- Correspondence is as shown in the figure Fig.eFile.343:

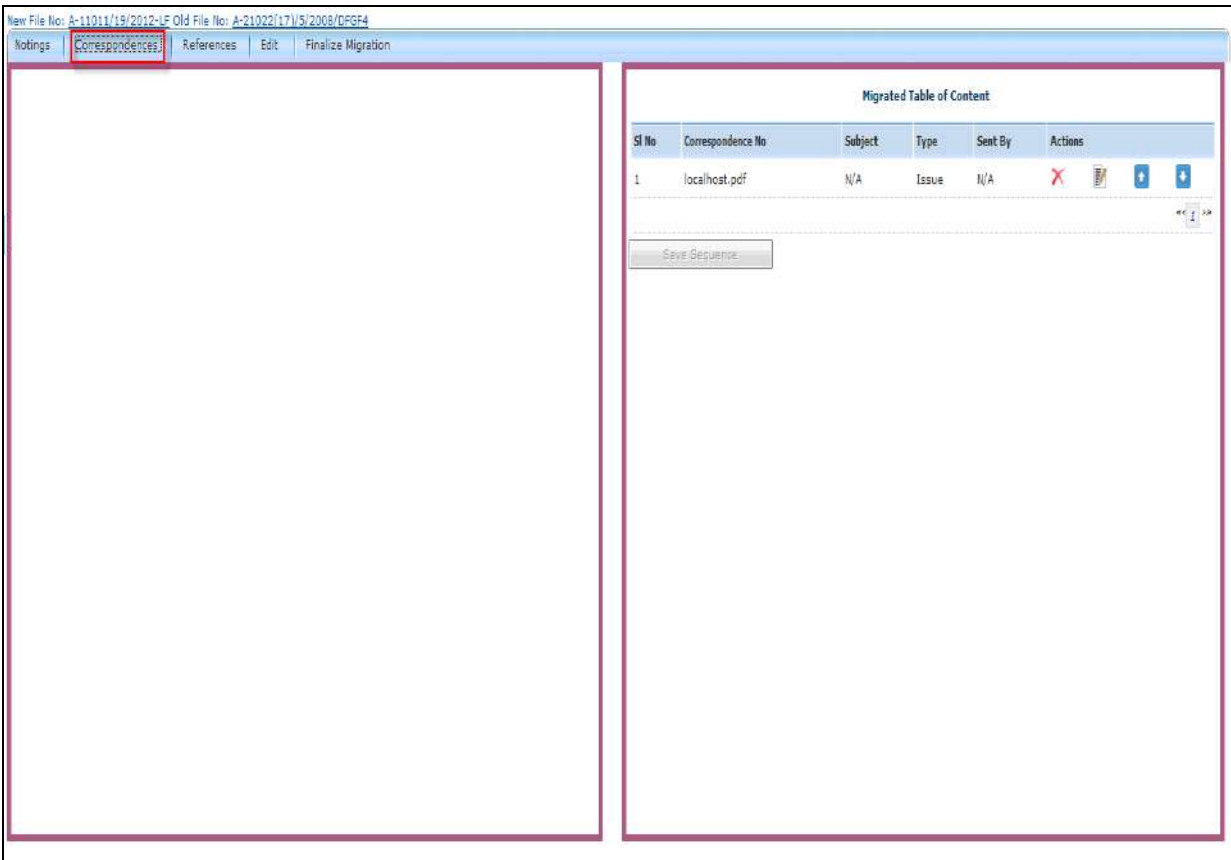


Fig.eFile. 32743

References:

References is shown in the figure Fig.eFile.344:

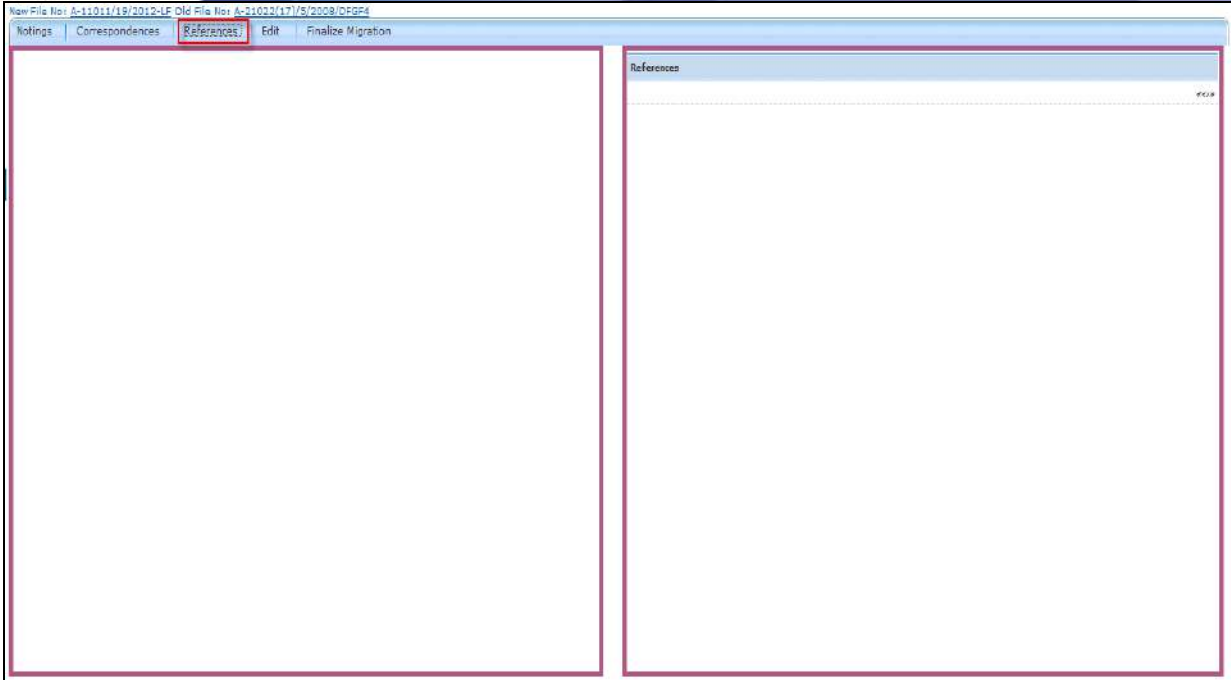


Fig.eFile. 32844

Edit:

- All the fields can be modified and saved as shown in the Fig.eFile.345 & Fig.eFile.346:

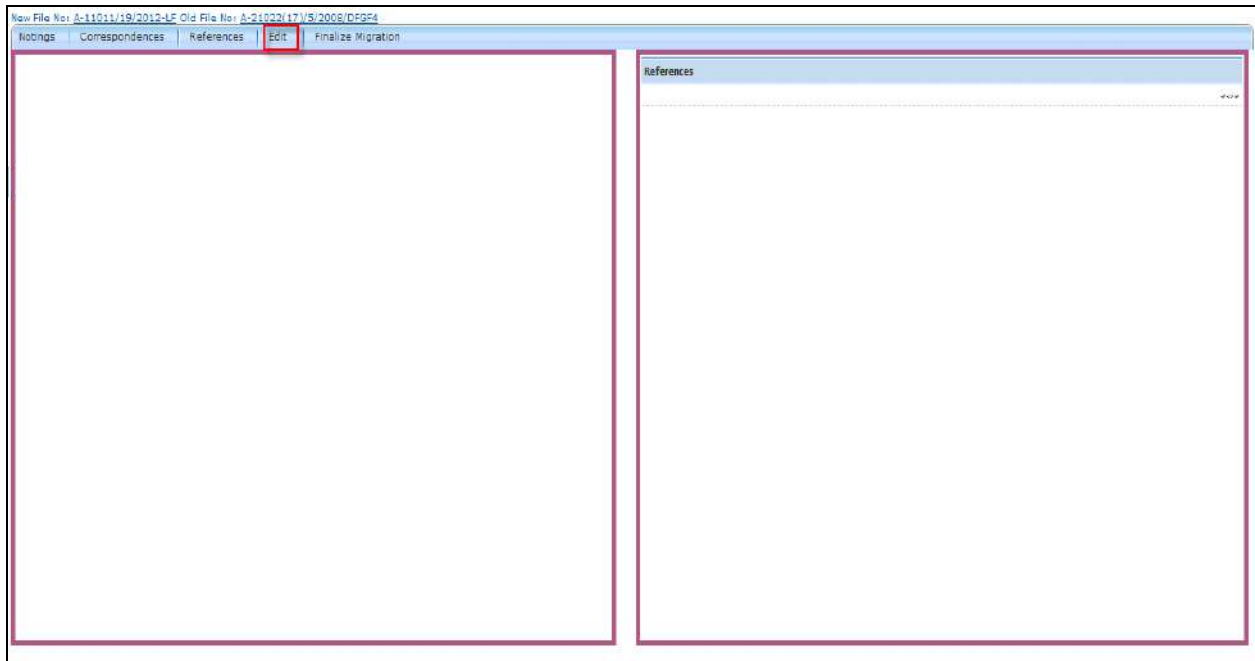


Fig.eFile. 329

The screenshot displays the eoffice interface for file migration. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel contains a list of file types: 'Issue', 'References', 'Issued', 'Notes', and 'Receipts'. The 'Destination' panel contains: 'Issue', 'Note', 'Receipt', and 'Reference'. Below these panels is a 'Verify Details' button. On the right, a detailed form is shown for a file with the following information:

- Header: भारत सरकार (GOVERNMENT OF INDIA)
- File No.: A-Estt/11-Del/11-Car/Chooce/19/2012/LF
- Physical File No.: A-21022(17)G/2008/DFGF
- Subject: Hello
- Description: Hello
- Category: Main AMC & Demand
- Sub: Choose One
- Other Details:
 - Classified: Choose One
 - Opening date: 18/09/2012
 - Remarks: dsfdfsdf
 - Previous Reference:
 - Later Reference:
- Button: Continue Working

Fig.eFile. 33046

Finalize Migration:

- It requires all the metadata should be completed before finalizing as shown in the figure Fig.eFile.347:

The screenshot shows the 'Finalize Migration' form in the eoffice application. The top navigation bar includes 'Notings', 'Correspondences', 'References', 'Edit', and 'Finalize Migration' (which is highlighted). The form is divided into several sections:

- Dispatch:**
 - Postal Mode: Choose One
 - Postal Charge: 0
 - Medium: Choose One
 - Weight: 0
- Out Register Details:**
 - Peon Book No:
 - Out Date:
 - Peon Name: Choose One
 - Out Time:
 - Peon Code: Choose One
 - Delivery Status: No
 - Delivery Date:
 - Delivery Time:
- Receipt Details:**
 - Reply (selected) / New/Fresh
- Subject* (Maximum of 250 Characters):**
- Communication Details:**
 - Ministry: Choose One
 - Department: Choose One
 - Name*:
 - Designation:
 - Address 1*:
 - Address 2:

Fig.eFile. 331

Folder Permission:

With the help of folder permissions user can provide an access to other user

To provide folder permission as shown in the figure Fig.eFile.350:

Permission for section to the user for migration

To

3 items selected	<u>Remove all</u>	<input type="text"/>	<u>Add all</u>
↕ up6	-	up1	+
↕ up7	-	up3	+
↕ up	-	up2	+

Fig.eFile. 33450

- Permission should be provided to section officer for migration as shown in the figure Fig.eFile.351:

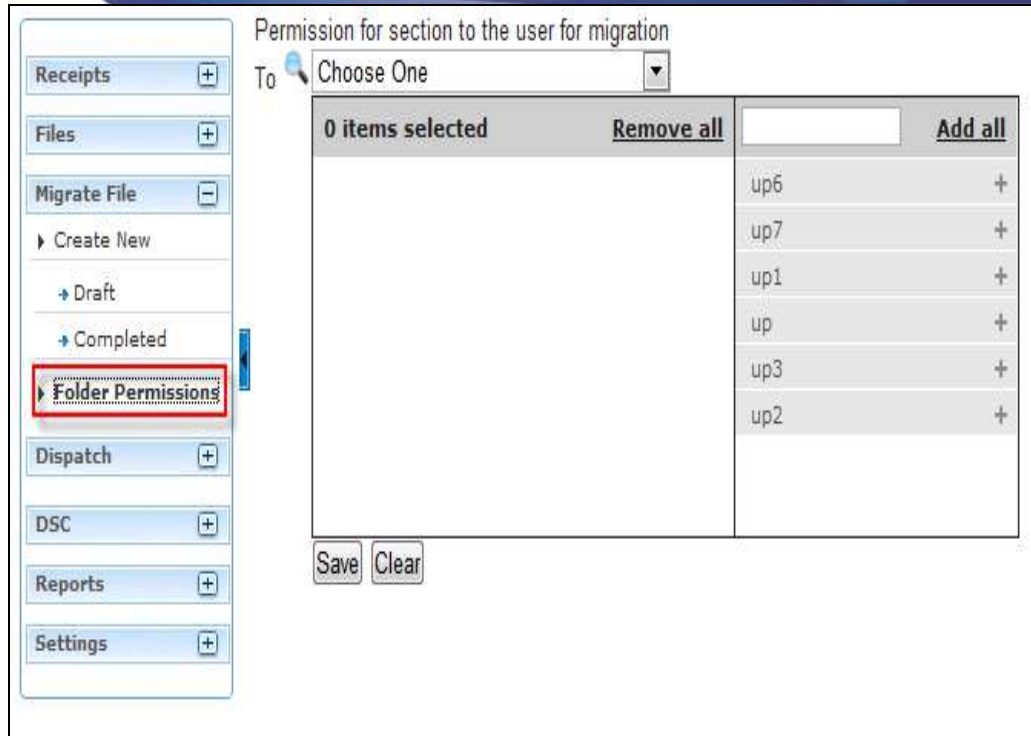


Fig.eFile. 33551

Dispatch

Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient.

There are two links available under Dispatch Section which is mentioned below:

- 1) Sent
- 2) Returned

Let's have an introduction about these Links:

1. **Sent:** This module helps the CRU user to view the Sent Issues/Drafts.

If the status of the Issue or sent draft is:

Issued and Sent: Refers to when the DFA has been sent by the CRU section but not dispatched finally by the CRU section

Issued and Dispatched: Refers to when the DFA that has been sent to CRU section has been finally dispatched.

Issued and Returned: Refers to when the sent DFA has been returned back to the CRU section.

Final Dispatch can be done only after receiving the Draft/Letter.

There is 1 link provided under sent of Dispatch:

- a) **Print Envelope:** Helps the user to Print the envelope required for final Physical dispatch.

b) Returned: Contains the list of correspondence(s)/issues that are returned by the CRU/CRU section.

There are 2 links provided under Returned section of Dispatch:

- a) Receive
- b) Resend

Let's have an introduction about this Link:

- a) Receive:** Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.
- b) Resend:** Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/CRU Section.

Quick Actions: - There is one useful link given under Dispatch as:

- ❖ **Action Detail** (🔍) – It facilitates the user to view the actions done at that moment on the Letter/Correspondence received.

- Select the Sent Issue needs to be printed/dispatched physically.

Click the '**Print Envelope**' link, as shown in Fig.eFile.352:

Dispatch Number	Subject	Address	Sent By	Sent On
1/650/2012	G G Sharma	SECRETARY, ANUSHAKTI...	CRU	15/6/12 4:55 PM
E 1/633/2012	111111	SECRETARY, NIRMAN BH...	CRU	8/6/12 4:11 PM
E 1/617/2012	rrr	rrr edddddddddddddd,...	CRU	8/6/12 10:29 AM
E 1/555/2012	Bill Payment	Banwari Lal, Delhi	CRU	25/5/12 3:36 PM
P 1/476/2012	(CC)-movies	asd, asd.asd	CRU	11/5/12 4:48 PM
E 1/475/2012	Elec Nano 2	Elec Nano 2, asd	CRU	11/5/12 3:08 PM
P 1/417/2012	88	SECRETARY, SARDAR PA...	CRU	11/5/12 12:23 PM
P 1/415/2012	Prithviraj Chauhan	SECRETARY, KRISHI BH...	CRU	7/5/12 4:06 PM
P 1/352/2012	sdsd	sd, sd	CRU	27/4/12 2:46 PM
E 1/328/2012	Histry of Delhi	A.P J Kalam, Delhi	CRU	23/4/12 11:33 AM
P 1/281/2012	The nearby Iron Pill...	Mohan, GGN	CRU	27/3/12 3:20 PM

Fig.eFile. 33652

As a result new window appears asking for Print Size, as shown in Fig.eFile.353:

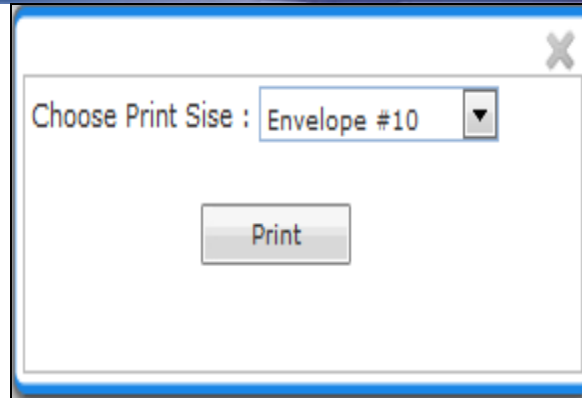



Fig.eFile. 33753

- Select the Print Size and click the 'Print' () button (Fig.eFile.353), as a result the issue gets printed.

Return Link in Quick Actions gets active only when the CRU user receives the Letter.

DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

- 1) DSC Registration

Let's have an introduction about this Link:

DSC Registration:

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre (NIC), IDRBT Certifying Authority, SafeScript CA Services, Sify Communications, (n) Code

eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

DSC registration can be done either using a DSC card or e-token. User can visit the website <http://nicca.nic.in>, for basic information of how to obtain the DSC certificate or e-token, how to obtain the software for DSC certificate or e-token, how to install them, and finally how to initialize the DSC certificate or e-token.

User has to properly installed drivers for the DSC Smart card and USB Token in the system before

using the DSC authentication or e-token authentication.

Fee structure for the different certificates and the hardware devices involved can be easily obtained by accessing, <http://nicca.nic.in>. Under this site, user can easily obtain the detailed information regarding the Certificate's Fee Structures, under the Support Link.

Token involves only a single pen drive device.

After the user has properly enrolled for the DSC certificate or e-token, user has two level of authentication for accessing the eOffice application. User has to perform series of steps to log into the eOffice application, using e-Token or DSC card.

For e-Token Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press **Enter** from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.354:

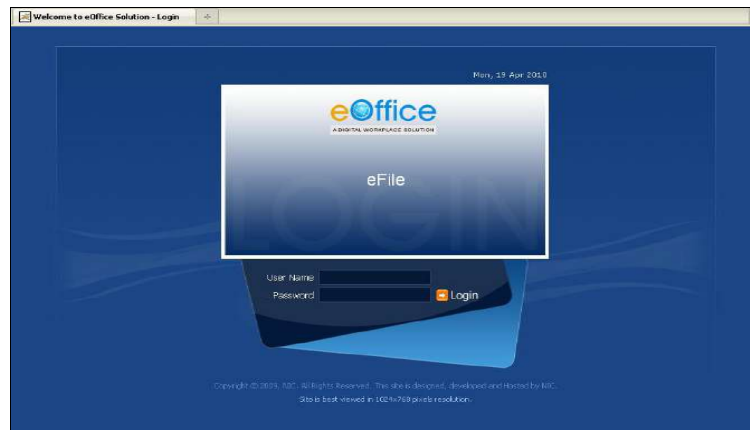


Fig.eFile. 33854

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.355:



Fig.eFile. 341

- Click the **Signing Certificate** link in the DSC Enrollment Screen (Fig.eFile.357) As a result, the DSC Enrollment screen appears, a shown in Fig.eFile.358:

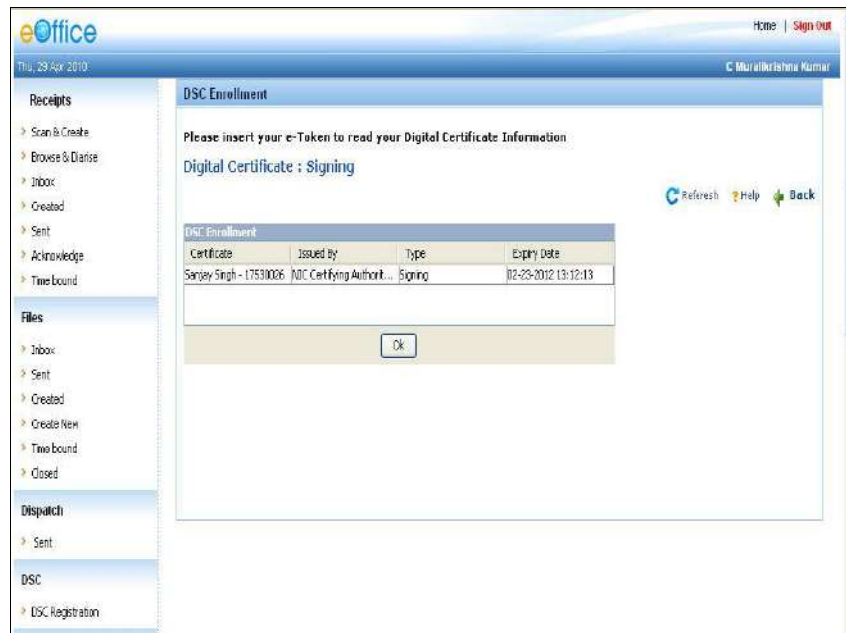


Fig.eFile. 34258

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.359:

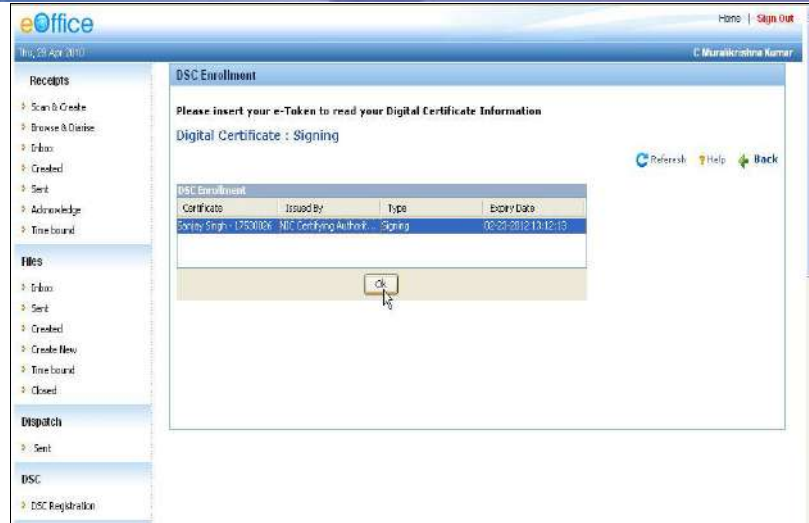


Fig.eFile. 3439

The Message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.360:



Fig.eFile. 34460

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.361:

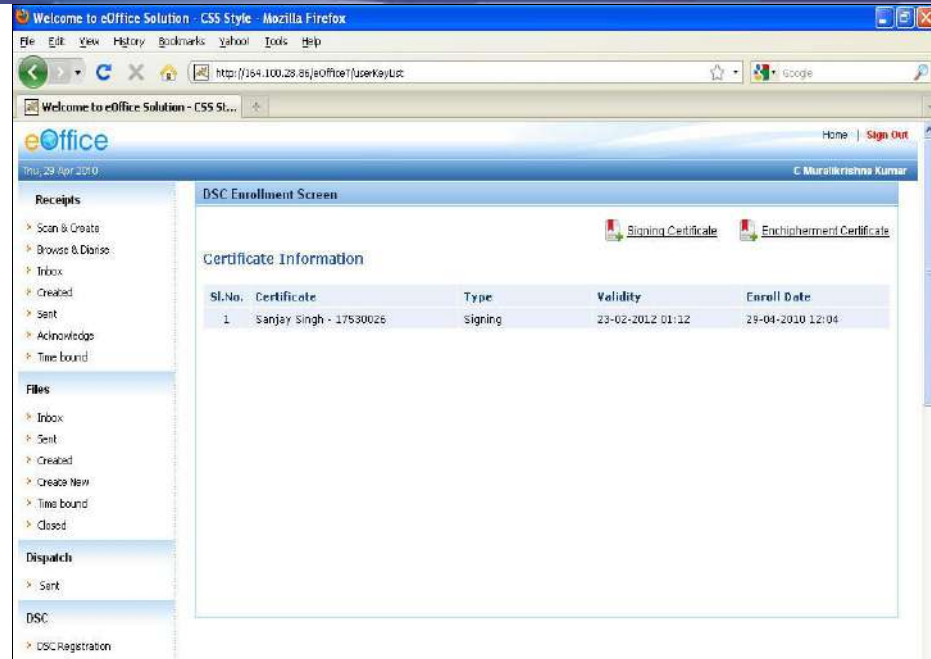


Fig.eFile. 34561

For e-Token Authentication:

- Plug in the e-token device in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.362:

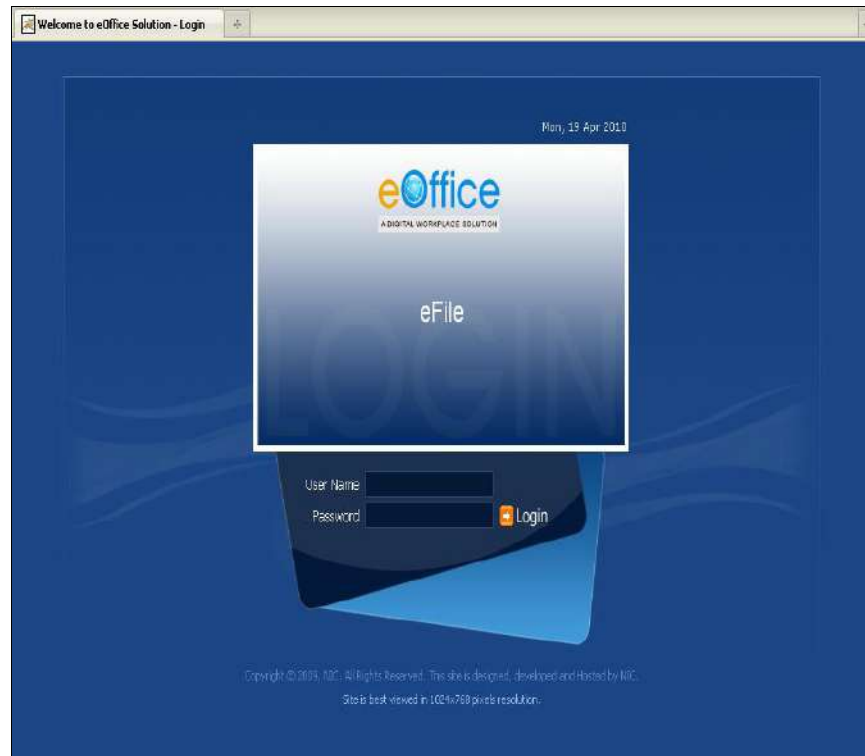


Fig.eFile. 34662

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.363:



Fig.eFile. 34763

As a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in Fig.eFile.364:

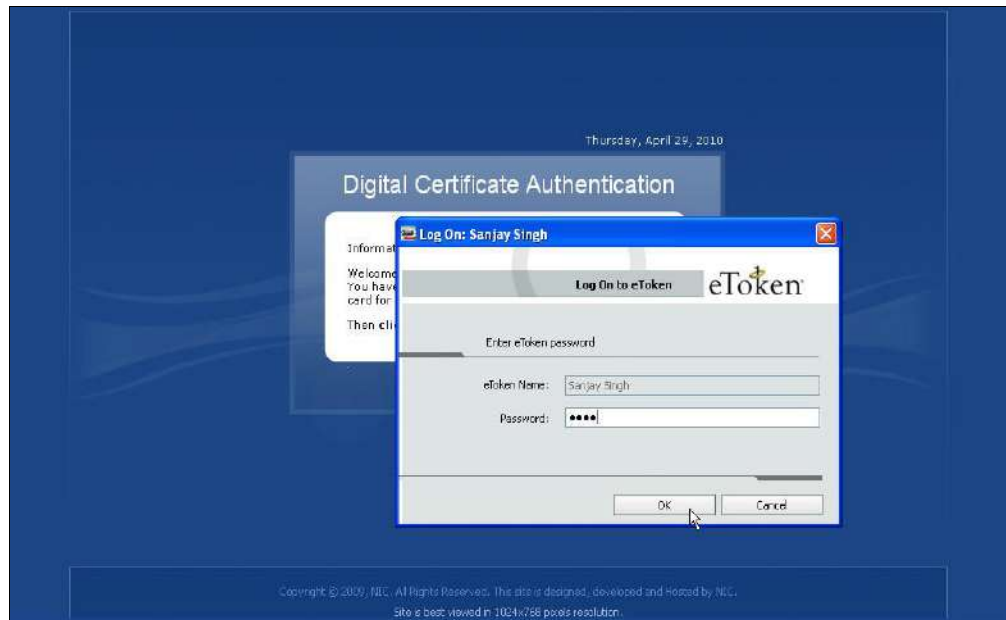


Fig.eFile. 34864

- Type the password in the Password field in the Log On screen. (Fig.eFile.364)

User can enter the wrong password only 10 times. Thereafter if the wrong password is entered, the user gets blocked.

- Click the **OK** button (Fig.eFile.364). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.365:

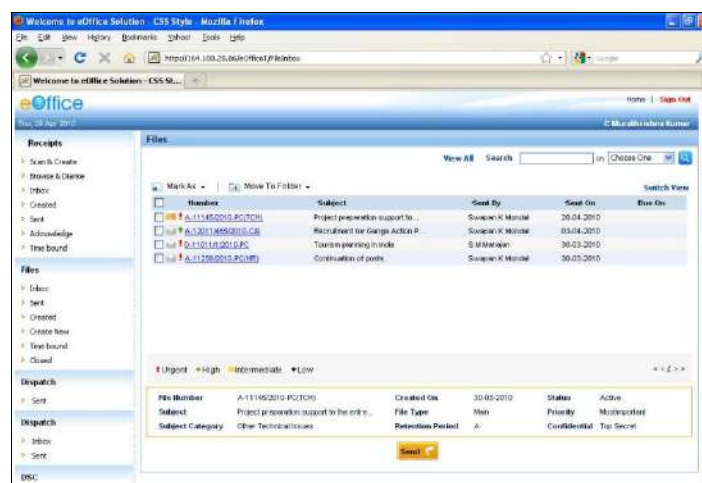


Fig.eFile. 34965

For DSC Card Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.366:



Fig.eFile. 35066

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.367:



Fig.eFile. 35167

- Plug-In the e-token in your machine/system.

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.368:

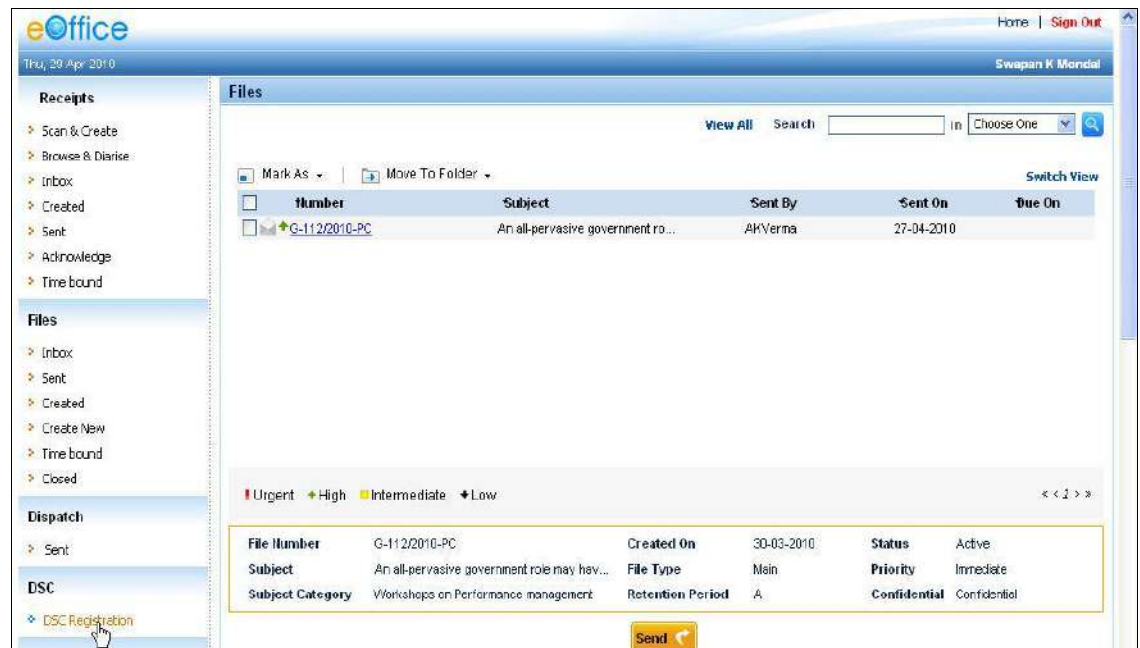


Fig.eFile. 352

- Click the DSC Registration link under the DSC section (Fig.eFile.368). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.369:



Fig.eFile. 3539

- Click the Signing Certificate link in the DSC Enrollment Screen (Fig.eFile.369). As a result, Enter Pin dialog box appears, as shown in Fig.eFile.370:



Fig.eFile. 35470

- Enter the pin in the Enter Pin text box in the Enter PIN dialog box (Fig.eFile.370).
- Click the **OK** button. The DSC Enrollment screen appears, as shown in Fig.eFile.371:

The screenshot shows the eoffice web application interface. The top navigation bar includes the eoffice logo, the date 'Thu, 29 Apr 2010', and user information 'Home | Sign Out' and 'Swapan K Mondal'. The left sidebar contains a navigation menu with sections: Receipts (Scan & Create, Browse & Disperse, Inbox, Created, Sent, Acknowledge, Time bound), Files (Inbox, Sent, Created, Create New, Time bound, Closed), Dispatch (Sent), and DSC (DSC Registration). The main content area is titled 'DSC Enrollment' and displays the message: 'Please insert your e-Token to read your Digital Certificate Information'. Below this, it says 'Digital Certificate : Signing'. There are three buttons: 'Refresh', 'Help', and 'Back'. A table titled 'DSC Enrollment' is shown with the following data:

Certificate	Issued By	Type	Expiry Date
Suchitra Pyarela's NIC ...	NIC Certifying Author...	Signing	10-12-2011 14:46:47

An 'OK' button is located below the table.

Fig.eFile. 35571

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.372:

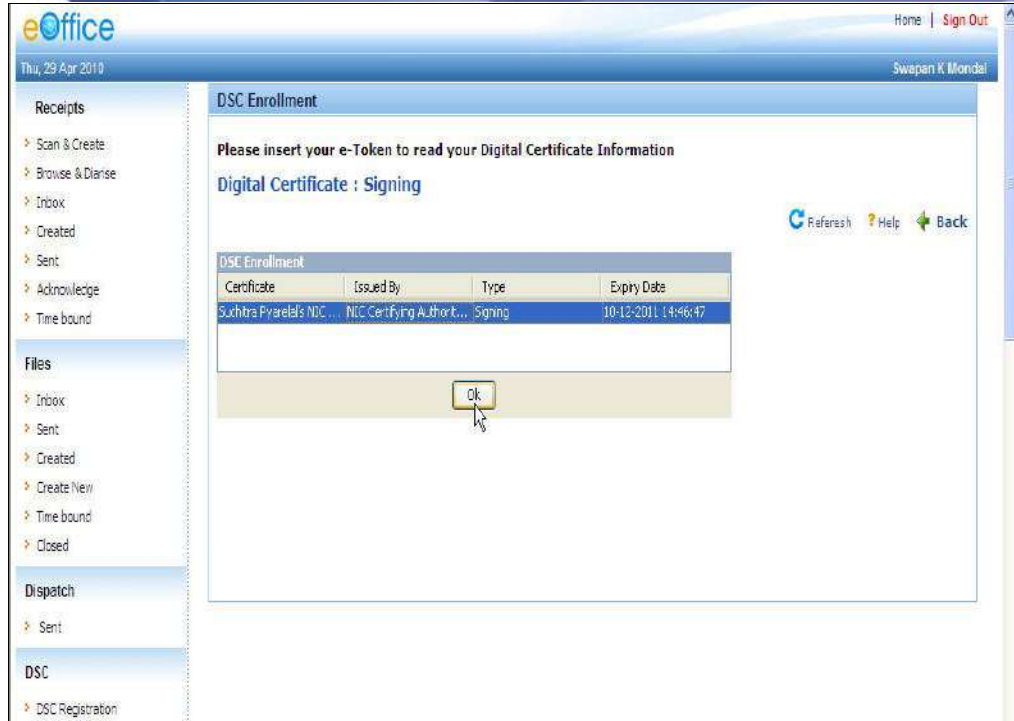


Fig.eFile. 35672

The message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.373:



Fig.eFile. 35773

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.374
:



Fig.eFile. 35874

For DSC Card Authentication:

- Plug in the DSC card in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.375:



Fig.eFile. 359

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.376:



Fig.eFile. 36076

As a result, the Enter PIN dialog box appears, as shown in Fig.eFile.377:

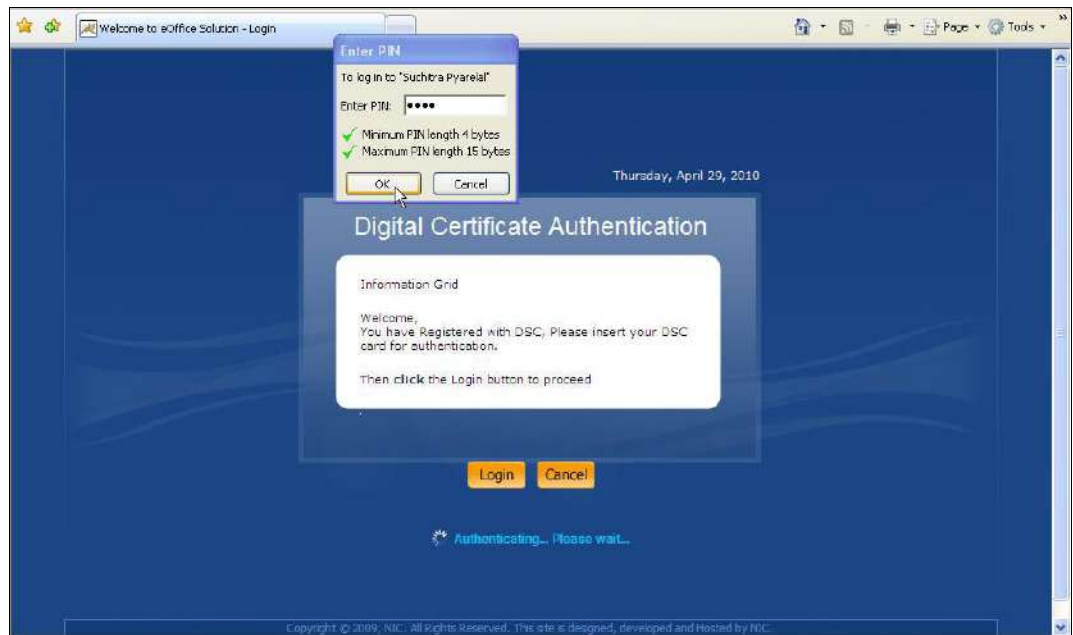


Fig.eFile. 36177

- Type the **password** in the Enter **PIN** dialog box (Fig.eFile.377).
- Click the **OK** button (Fig.eFile.377). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.378:

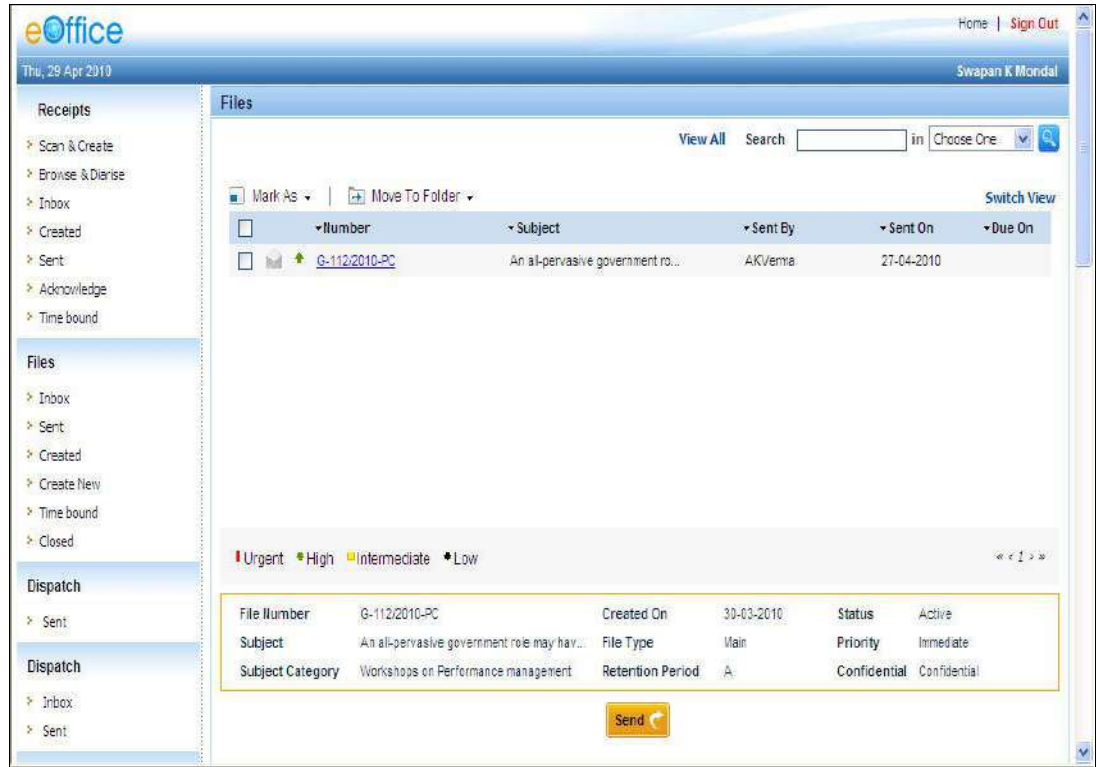


Fig.eFile. 36278

Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

It has following 18 options:

- 1) File Register
- 2) File Register (Section wise)
- 3) Diary Register
- 4) Diary Register(Section wise)
- 5) File movement
- 6) Receipt movement
- 7) Dispatch
- 8) Received Files
- 9) Received Receipts
- 10) Parked Files
- 11) Closed Files
- 12) Closed Receipts
- 13) Files forwarded by time duration
- 14) Receipts forwarded by duration
- 15) Files attended for more than 24 Hrs.
- 16) File(s) not attended by recipient for 24 Hrs
- 17) Revenue Report
- 18) VIP Details

Let's learn about these options one by one.

File Register

This selection generates a **PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register report, user has to perform the following steps:

Click the **File Register** link under the **Report** section, as shown in Fig.eFile.379:

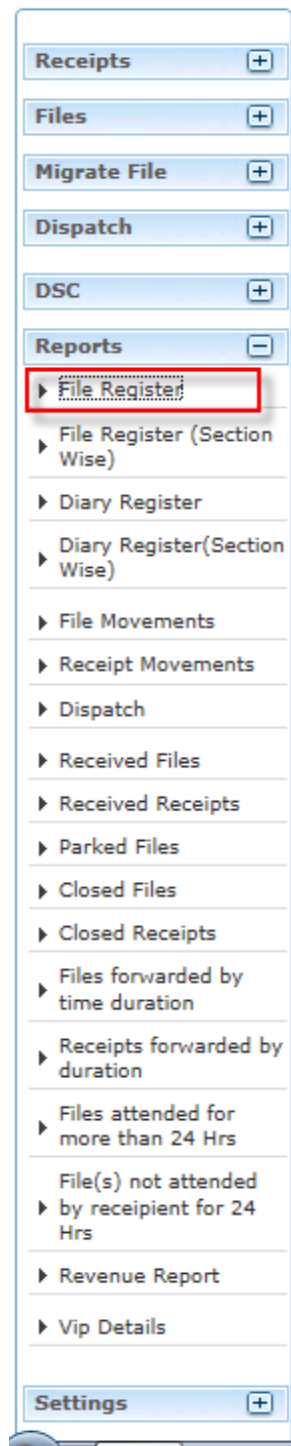


Fig.eFile. 3639

As a result, **File Register Report** Screen appears, as shown in Fig.eFile.380:

Fig.eFile. 36480

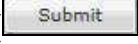
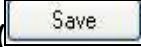
Provide the information for the necessary filter and fields like 'From, To, Basic/Functional Head, Activity/Primary Head and so on', and click the **Submit** () button, as shown in Fig.eFile.381:

Fig.eFile. 36581

As a result, the **File Download** dialog box appears, as shown in Fig.eFile.382:

Fig.eFile. 36682

- This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.382).

As a result, the **File Register** report is saved at the specified location in Pdf format. Now, when the user opens the report, a detail of all the files that are generated between the two specified dates and specified parameters as shown in Fig.eFile.383:

ELECTRONIC & COMMUNICATION					
FILE REGISTER REPORT (02-02-2011 to 20-09-2011)					
S.No	File Number	Subject	Opening	Closing Date	Remarks
1	A-11011/7/2011-E&C	Functional	19-09-2011		Remark
2	A-11011/6/2011-E&C	the	19-09-2011		
3	A-11011/4/2011-E&C	functional	19-09-2011		The functional
4	A-11011/1/2011-E&C	this ia also functional	15-09-2011		
5	Number not generated	This is crateing migrated file	15-09-2011		
6	A-11011/1/2011-E&C	To attend the workshop	15-09-2011		
7	Number not generated	To check the functionality	14-09-2011		To test

Fig.eFile. 36783

File Register (Section Wise)

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register Section Wise report, user has to perform the following steps:

Click the **File Register Section Wise** link under the **Report** section, as shown in Fig.eFile.384:

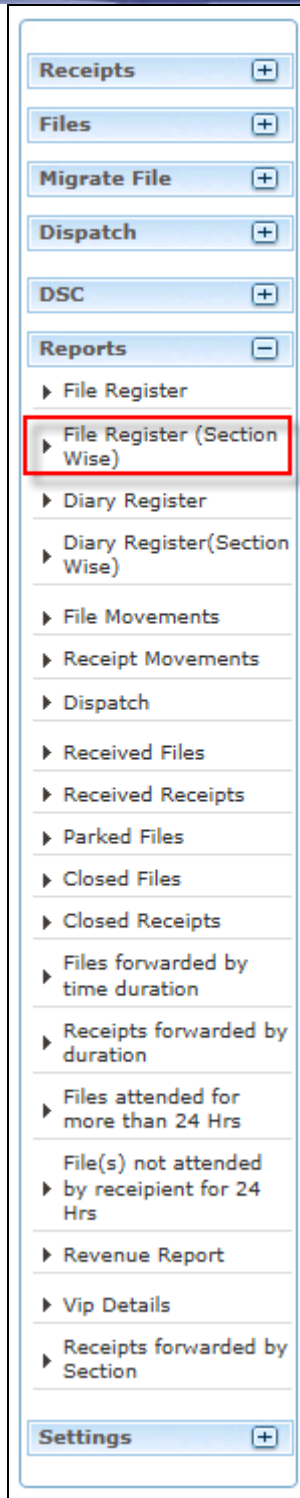


Fig.eFile. 36884

See the operational level of file register .

Diary Register:

This selection generates a **PDF** Report filtered on the basis of certain parameters that contains a list of all the Receipts that are created between two specified dates on the basis of Delivery mode, type of correspondence, language etc.

To generate the Diary Register report, perform the following steps:

- Click the Diary Register link under the Report section, as shown in Fig.eFile.385:

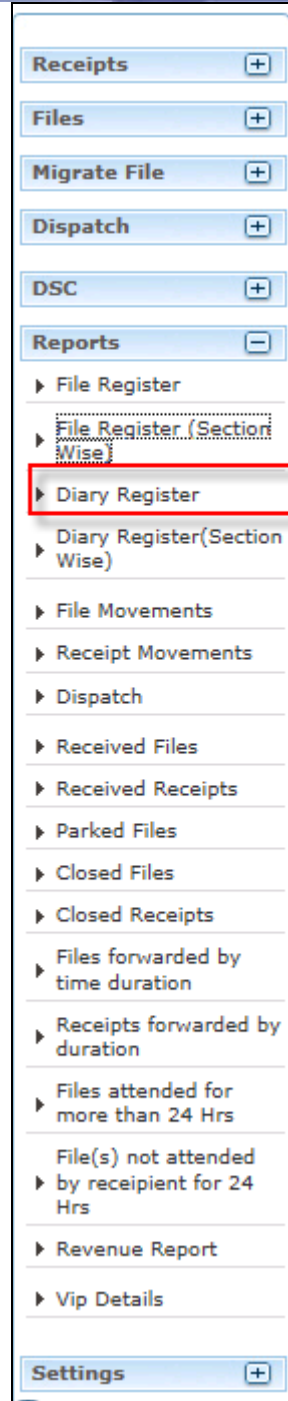


Fig.eFile. 36985

As a Result, the **Diary Register** Report screen appears, as shown in Fig.eFile.386:

Diary Register Report

DiaryRegister Report Comparative Report of Organization Unit

From* 17 To* 17

Delivery Mode* Choose One Language: Choose One

CorrespondenceType: Choose One VIP: Yes No Both

Country Choose One State Choose One

Ministry Choose One Department Choose One

MainCategory Choose One Classified Yes No

Section MGNREGA

Submit

Fig.eFile. 37086

Provide the information for the necessary filter and fields like **'From, To, Delivery Type** and other necessary

Details, and click the Submit () button, as shown in Fig.eFile.387:

Diary Register Report

DiaryRegister Report Comparative Report of Organization Unit

From* 03/02/2011 To* 02/09/2011

Delivery Mode* By Hand Language: Choose One

CorrespondenceType: Choose One VIP: Yes No Both

Country Choose One State Choose One

Ministry Choose One Department Choose One

MainCategory Choose One Classified Yes No

Section MGNREGA

Submit

Fig.eFile. 371

As a result, File Download dialog box appears, as shown in Fig.eFile.388:

Do you want to open or save Diary Register Monthly Report-20-09-2012.pdf from 10.248.80.14?

Open Save Cancel x

Fig.eFile. 37288

- This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** (Save) button (Fig.eFile.388).

As a result, the **Diary Register** report is saved at the specified location in Pdf format, now, when the user opens the report, detail of all the Receipts that are generated between the two specified dates and specified parameters as shown in Fig.eFile.389:

ELECTRONIC & COMMUNICATION				
Diary Register Report				
(01-01-2011 to 22-09-2011)				
S.No	File Number	Subject	Sender Name	Letter Date
1	2804/2011/E&C	Reg. telephone cables for malakoff	KB MUSSOORIE	2011-05-12 00:00:00.0
2	4078/2011/E&C	bUDGET FILE	EandC Section	2011-07-01 00:00:00.0
3	4338/2011/E&C	BSNL TELEPHONE BILL	acctnt section	2011-07-11 00:00:00.0
4	806/2011/E&C	BSNL TELEPHONE BILLS	EANDC SECTION	2011-04-21 00:00:00.0
5	5638/2011/E&C	EPABX TELEPHONE BILLS	eandc section	2011-08-10 00:00:00.0
6	6638/2011/E&C	Proposal Letter for the AMC of Sharp AR-160 photocopiers	Dignet Corporation	2011-08-10 00:00:00.0
7	4225/2011/E&C	franking Machine Ink cartiadge demand	Dispatch Section	2011-07-07 00:00:00.0
8	140/2011	Purchase of Multimedia Projectors	E&C	2010-06-16 00:00:00.0
9	262/2011/E&C	List of BSNL landline phones	E and c Section	2011-04-05 00:00:00.0

Fig.eFile. 3739

Diary Register Section Wise:

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the Diary Register Section Wise report, user has to perform the following steps:

Click the **Diary Register Section Wise** link under the **Report** section

See the operational level of Diary Register.

File Movements:

This selection generates a PDF report that contains a list of all the files in movement between two specified dates.

To generate the File Movement report, user has to perform the following steps:

Click the File movement link under the Reports section, as shown in fig: The File movement Report screen appears, as shown in Fig.eFile.390:

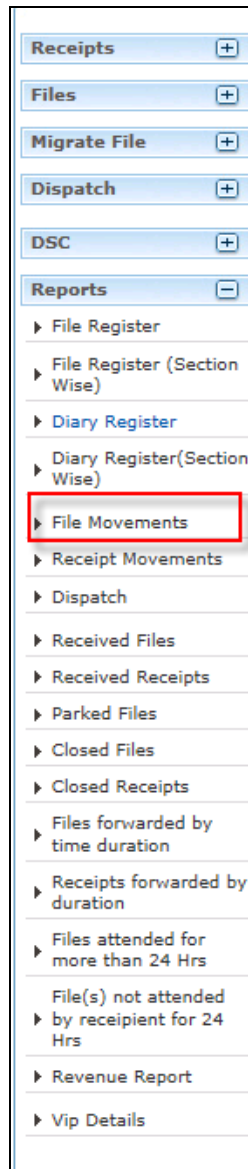


Fig.eFile. 37490

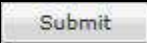
Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.391:

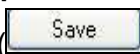


Fig.eFile. 37591

As a result, Download File dialog box appears, as shown in Fig.eFile.392:



Fig.eFile. 37692

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.392).

As a result, the **File Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Files in movement are generated between the two specified dates and parameters as shown in Fig.eFile.393:

ELECTRONIC & COMMUNICATION									
File Movement Report									
(01-01-2011 to 20-09-2011)									
S.No	File Number	Subject	Sender	Receiver	Sent Date	Receiving			
1	D-21011/1/2011-E&C		JAGMOHAN SINGH	SATYABIR SINGH	17-08-2011	17-08-2011			
			JAGMOHAN SINGH	SATYABIR SINGH	17-08-2011	17-08-2011			
			PRAVEEN KUMARJAGMOHAN GUPTA	SINGH	17-08-2011	17-08-2011			
			PRAVEEN KUMARJAGMOHAN GUPTA	SINGH	17-08-2011	17-08-2011			
			JAGMOHAN SINGH	PRAVEEN KUMAR GUPTA	07-04-2011	07-04-2011			
			JAGMOHAN SINGH	PRAVEEN KUMAR GUPTA	07-04-2011	07-04-2011			
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011			
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011			
			2	D-21013/1/2011-E&C	Purchase of Multimedia Projectors For Lecture Halls	JAGMOHAN SINGH	SATYABIR SINGH	01-09-2011	01-09-2011
						JAGMOHAN SINGH	SATYABIR SINGH	01-09-2011	01-09-2011
JAGMOHAN SINGH	ALOK PANDEY	02-08-2011				02-08-2011			
JAGMOHAN SINGH	ALOK PANDEY	02-08-2011				02-08-2011			
JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011				18-03-2011			
JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011				18-03-2011			

Fig.eFile. 37793

Receipts Movement:

This selection generates a PDF report that contains a list of all the receipts in movement between two specified dates.

To generate the Receipt Movement report, user has to perform the following steps:

Click the Receipt Movement link under the Reports section. The Receipt Movement Report screen appears, as shown in Fig.eFile.394:

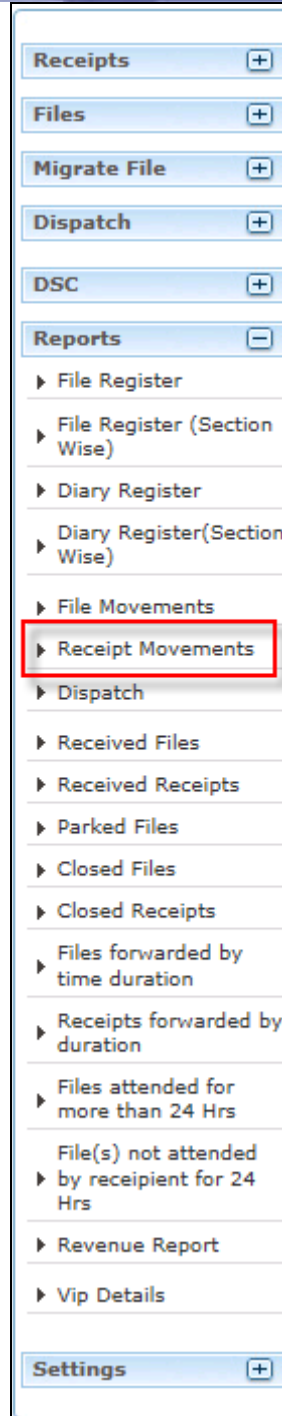


Fig.eFile. 37894

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.395:

Receipt Movement Report

ReceiptMovement Report Comparative Report of Organization Unit

From: 01/01/2011 To: 30/09/2011

Section: ELECTRONIC & COMMUNICATION

Submit

Fig.eFile. 37995

As a result, Download File dialog box appears, as shown in Fig.eFile.396:

Do you want to open or save Receipt Movements pdf from 10.248.80.14?

Open Save Cancel X

Fig.eFile. 38096

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.396).

As a result, the **Receipt Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Receipts in movement are generated between the two specified dates and parameters as shown in Fig.eFile.397:

ELECTRONIC & COMMUNICATION						
Receipt Movement Report						
(01-01-2011 to 20-09-2011)						
S.No	File Number	Subject	Sender	Receiver	Sent Date	Receiver Date
1	6762/2011/CC	test12	JAGMOHAN SINGH	ALOK PANDEY	19-09-2011	
2	6759/2011/E&C	This			19-09-2011	
3	6758/2011/E&C	To attend the workshop			19-09-2011	
4	6757/2011/CC	test	JAGMOHAN SINGH	ALOK PANDEY	19-09-2011	
5	6756/2011/E&C	workshop[19-09-2011	
6	6752/2011/E&C	this is functional			19-09-2011	
7	6753/2011/E&C	Functional			19-09-2011	
8	6754/2011/E&C	Functional			19-09-2011	
9	6748/2011/E&C	To hire manpower			15-09-2011	
10	6739/2011/E&C	vipin kumar gupta			14-09-2011	
11	3746/2011/E&C	Regarding the E and C Section in Gyanshila building	JAGMOHAN SINGH	ALOK PANDEY	14-09-2011	
12	6592/2011/CRU	Nonpayment of telephone bills	JAGMOHAN SINGH	ALOK PANDEY	14-09-2011	

Fig.eFile. 38197

Dispatch:

This selection generates a PDF report that contains a list of all the Letters which has been dispatched by the user between two specified dates.

To generate the Dispatch report, user has to perform the following steps:

Click the Dispatch link under the Reports section. The Dispatch Report screen appears, as shown in Fig.eFile.398:

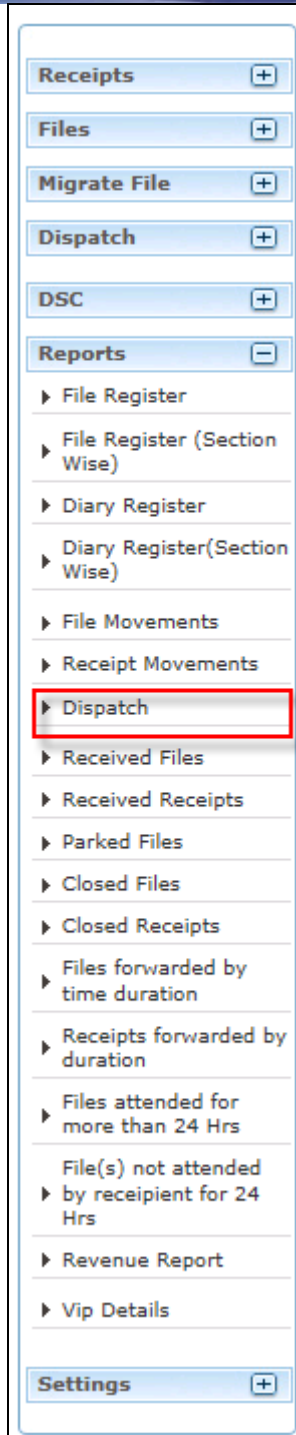


Fig.eFile. 38298

Provide the information for the necessary filter and fields like 'From, To and Category' and click the Submit () button, as shown in Fig.eFile.399:

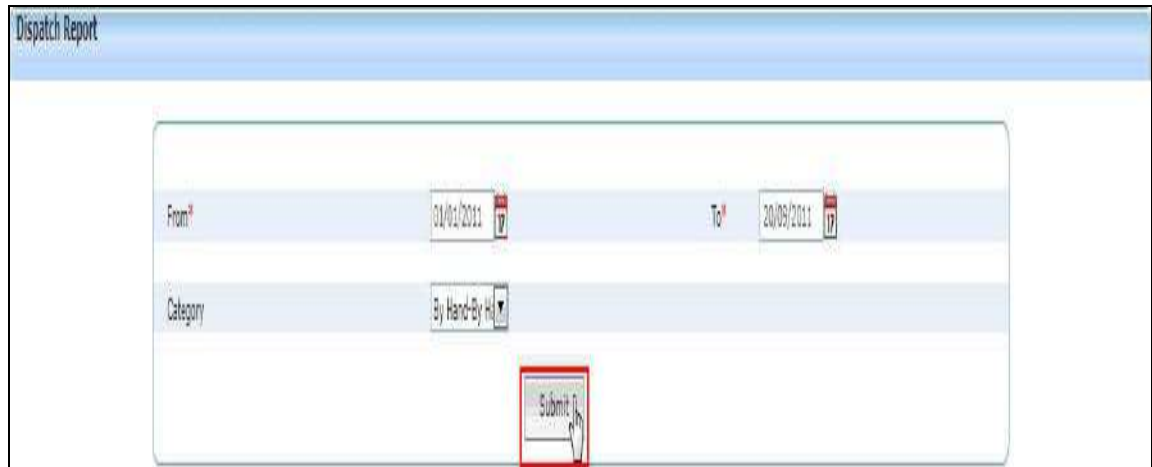


Fig.eFile. 3839

As a result, Download File dialog box appears, as shown in Fig.eFile.400:

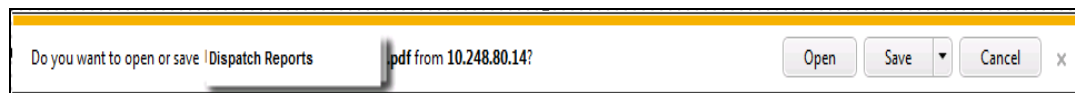


Fig.eFile. 400

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.400).

As a result, the **Dispatch report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the letters dispatched are generated between the two specified dates and parameters as shown in Fig.eFile.401:



Despatch Report
(01-01-2011 to 20-09-2011)

S.No	Dispatch	File Number	Remarks	Address	Sender	Sent Date
1	I/16/2011	A-41011/1/2011-CC			JAGMOHAN SINGH	19-09-2011

Fig.eFile. 401

Received Files:

This selection generates a PDF report that contains a list of all the Files which has been received by the user between two specified dates.

To generate the received Files report, user has to perform the following steps:

Click the Received Files link under the Reports section. The File Received report screen appears, as shown in Fig.eFile.402:

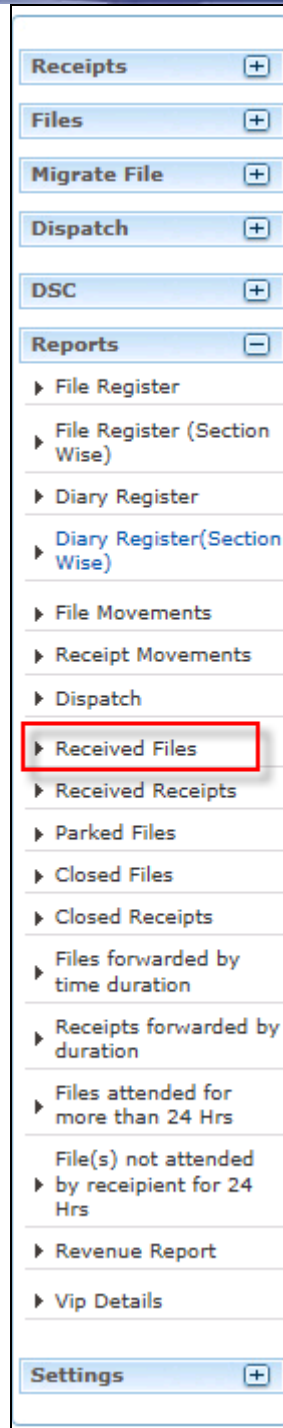



Fig.eFile. 402

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.403:

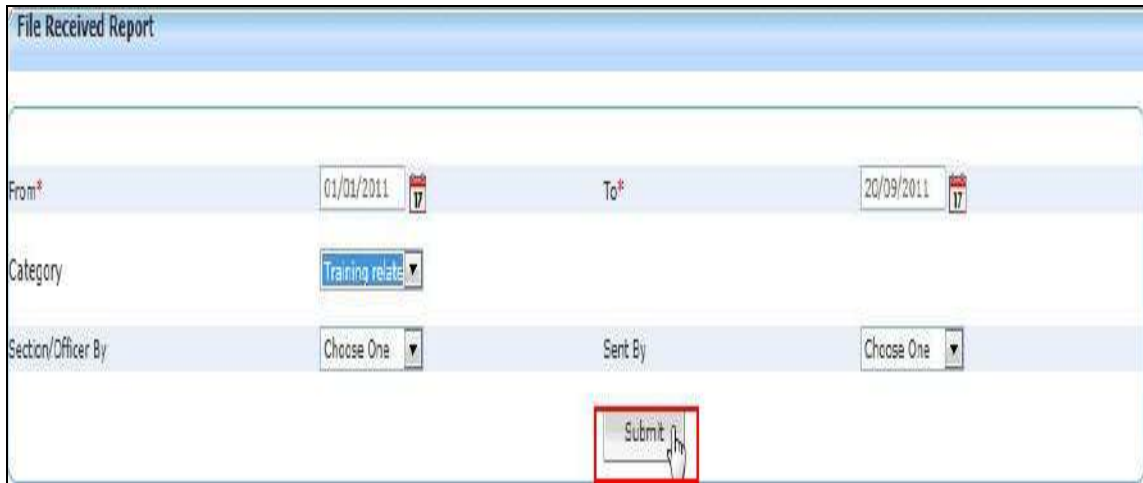


Fig.eFile. 403

As a result, Download File box appears, as shown in Fig.eFile.404:

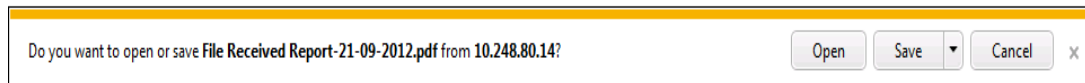
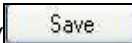


Fig.eFile. 404

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.404).

As a result, the **Received Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Files are generated between the two specified dates and parameters as shown in Fig.eFile.405:

S No.	File No	Subject	Sender Name	Receive Date
1	B/11/2011-LF	test	ALKA A KULKARNI	9/19/11 5:23 PM
2	A-41011/1/2011-CC	rrrrrr	ALKA A KULKARNI	9/19/11 4:15 PM

Fig.eFile. 405

Received Receipts:

This selection generates a PDF report that contains a list of all the Receipts which has been received by the user between two specified dates.

To generate the received Receipts report, user has to perform the following steps:

Click the Received Receipts link under the Reports section. The Received Receipt report screen appears, as shown in Fig.eFile.406:

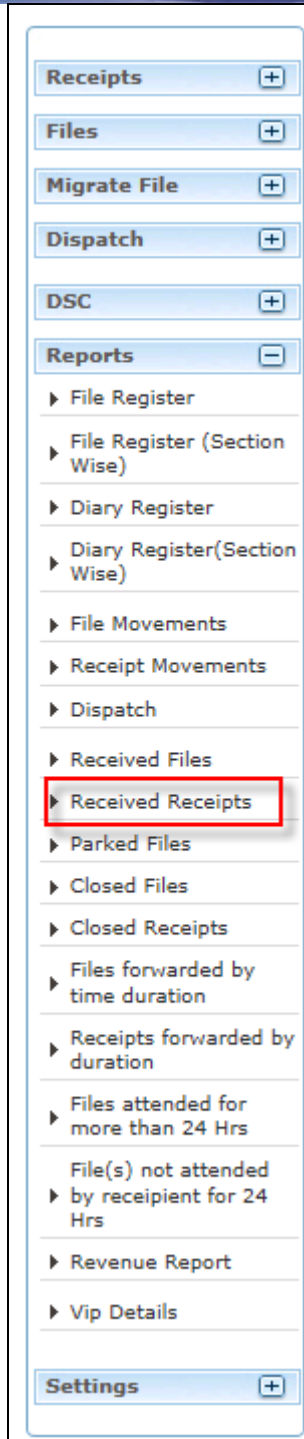



Fig.eFile. 406

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.407:

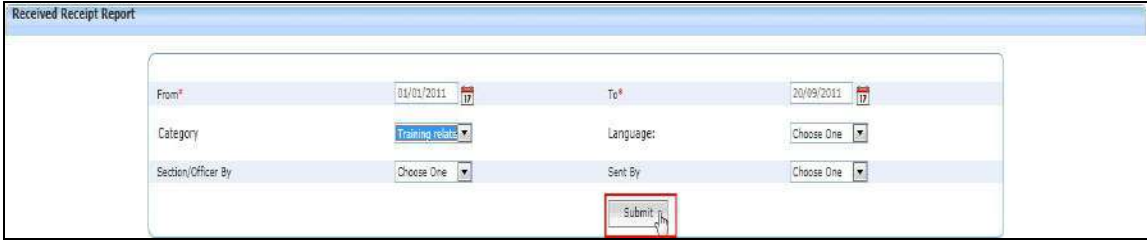


Fig.eFile. 407

As a result, **Download File** box appears, as shown in Fig.eFile.408:

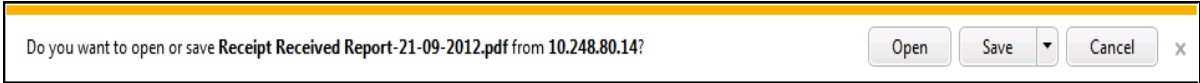



Fig.eFile. 408

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.408).

As a result, the **Receipt Received report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Receipts are generated between the two specified dates and parameters as shown in Fig.eFile.409:

ELECTRONIC & COMMUNICATION

Receipt Received Report
(01-01-2011 to 20-09-2011)



S No.	Receipt No.	Subject	Senders Name	Received Date
1	6762/2011/CC	test12	ALOK PANDEY	9/19/11 12:00 AM
2	6757/2011/CC	test	ALOK PANDEY	9/19/11 12:00 AM
3	6592/2011/CRU	Nonpayment of telephone bills	SURENDRA KUMAR THAPLIYAL	9/7/11 12:00 AM

Fig.eFile. 3849

Parked Files:

This selection generates a PDF report that contains a list of all the Files that has been Parked by the user.

To generate the Parked Files report, user has to perform the following steps:

Click the Parked Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.410:

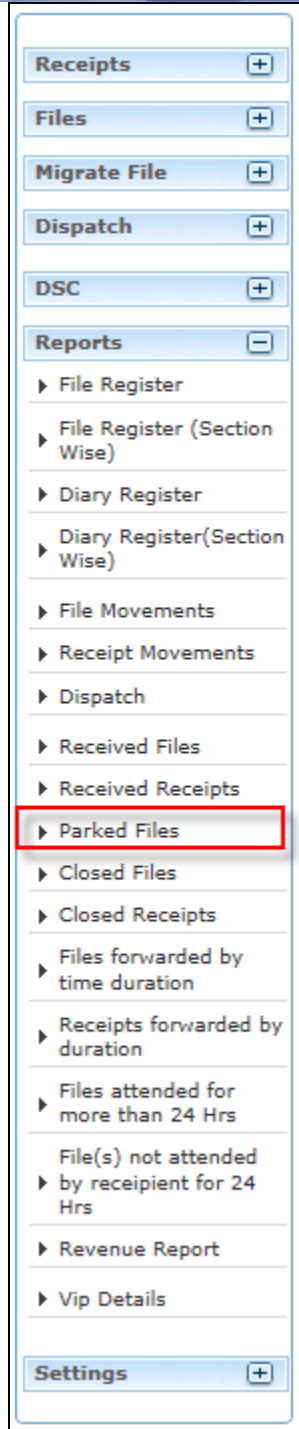


Fig.eFile. 38510

As a result, Files Parked Reports Page appears, as shown in Fig.eFile.411:

Files Parked Report Page		
File Number	Subject	Remarks
B/107/2012-DDS(AK)	test	park this file for sometime
H-11012/3/2012-CC	मुळां व विद्याविहार...	दिने सांगितले. मी हेकरीची पत्नी असल्याचे माहीत झाल्यास माझे जगणे अवघड होईल. यासाठी मी तोंड उघडून नसल्याचे औदार्याने सांगितले. हिंदुस्थानने
C/65/2012-JD (SC)	s	
PHYSICALFILE-2012	Physical File -2012	
SWTRETY1323424	nljzjpo	park this file
C-14012/6/2012-LF-VOLUME(2)	test the code	park this file

Fig.eFile. 38611

To generate the Pdf Report, click the **PDF** icon at the top left corner of report, as shown in Fig.eFile.412:

Files Parked Report Page		
File Number	Subject	Remarks
B/107/2012-DDS(AK)	test	park this file for sometime
H-11012/3/2012-CC	मुळां व विद्याविहार...	दिने सांगितले. मी हेकरीची पत्नी असल्याचे माहीत झाल्यास माझे जगणे अवघड होईल. यासाठी मी तोंड उघडून नसल्याचे औदार्याने सांगितले. हिंदुस्थानने
C/65/2012-JD (SC)	s	
PHYSICALFILE-2012	Physical File -2012	
SWTRETY1323424	nljzjpo	park this file
C-14012/6/2012-LF-VOLUME(2)	test the code	park this file

Fig.eFile. 38712

Closed Files:

This selection generates a PDF report that contains a list of all the Files that has been Closed by the user between two specified dates.

To generate the Closed Files report, user has to perform the following steps:

Click the Closed Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.413:

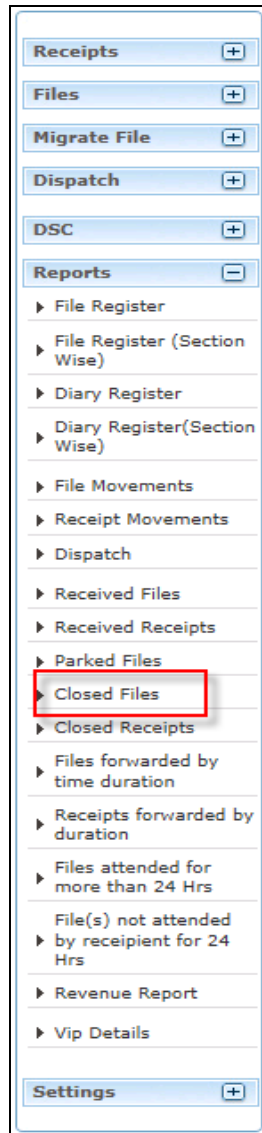


Fig.eFile. 38813

Provide the information for the necessary filter and fields like 'From and To and click the Submit () button, as shown in Fig.eFile.414:

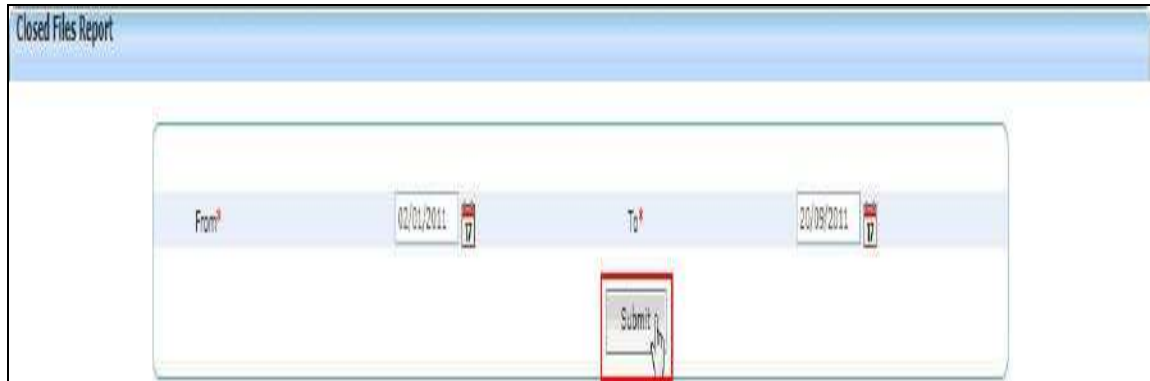


Fig.eFile. 38914

As a result, Download File box appears, as shown in Fig.eFile.415:

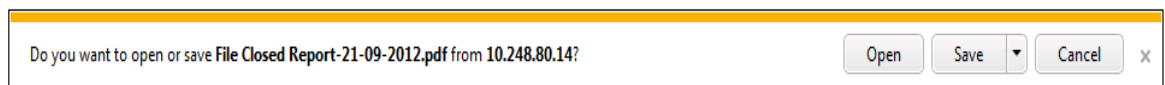


Fig.eFile. 39015

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.415).

As a result, the **Closed Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Closed Files are generated between the two specified dates as shown in Fig.eFile.416:

S No.	File No.	Subject	Closed On
1	A-11011/4/2011-E&C	functional	9/20/11 12:48 PM
2	A-11011/4/2011-E&C	unctional	9/20/11 12:48 PM
3	A-11011/1/2011-E&C	To attend the workshop	9/20/11 12:49 PM

Fig.eFile. 39116

Closed Receipts:

This selection generates a PDF report that contains a list of all the Receipts that has been Closed from the File by the user between two specified dates.

To generate the Closed Receipts report, user has to perform the following steps:

Click the Closed Receipts link under the Reports section. The Closed Receipt report screen appears, as shown in Fig.eFile.417:

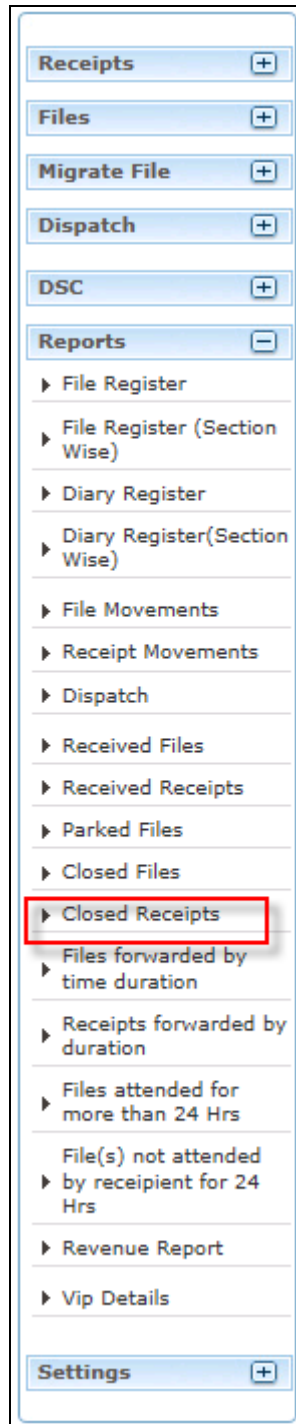


Fig.eFile. 39217

Provide the information for the necessary filter and fields like 'From and To and click the **Submit**

() button, as shown in Fig.eFile.418:

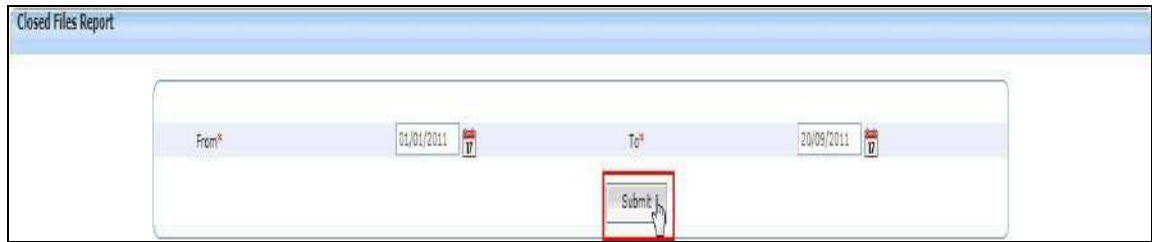


Fig.eFile. 39318

As a result, Download File box appears, as shown in Fig.eFile.419:

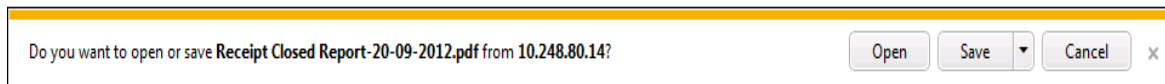


Fig.eFile. 3949

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.419).

As a result, the **Closed Receipt report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the closed receipts are generated between the two specified dates as shown in Fig.eFile.420:

ELECTRONIC & COMMUNICATION			
Receipt Closed Report			
(01-09-2011 to 20-09-2011)			
S No	Receipt No.	Subject	Closed On
1	6753/2011/E&C	Functional	9/20/11 12:48 PM
2	6752/2011/E&C	this is functional	9/20/11 12:48 PM
3	6763/2011/CC	test	9/20/11 12:54 PM
4	6754/2011/E&C	Functional	9/20/11 12:48 PM
5	6751/2011/CC	test 15 sept	9/20/11 12:49 PM
6	2795/2011/E&C	dISTRIBUTION OF WORKS	9/20/11 12:54 PM
7	2787/2011	Allocation of Work amongst employees from 27.03.1998 to 29.04.2011	9/20/11 12:55 PM

Fig.eFile. 39520

Files forwarded by time duration:

This selection generates a PDF report that contains a list of all the Files that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Files Forwarded by Time Duration link under the Reports section. The Files Forwarded by Time Duration report screen appears, as shown in Fig.eFile.421:

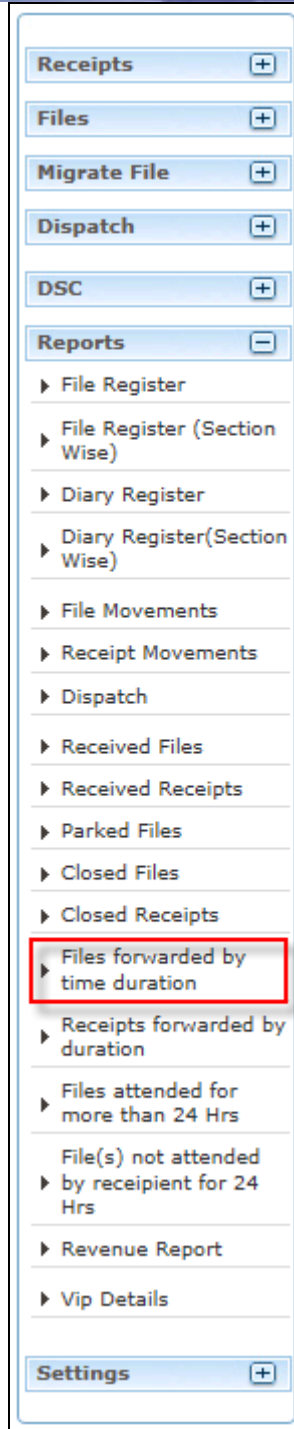



Fig.eFile. 39621

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report () button, as shown in Fig.eFile.422:

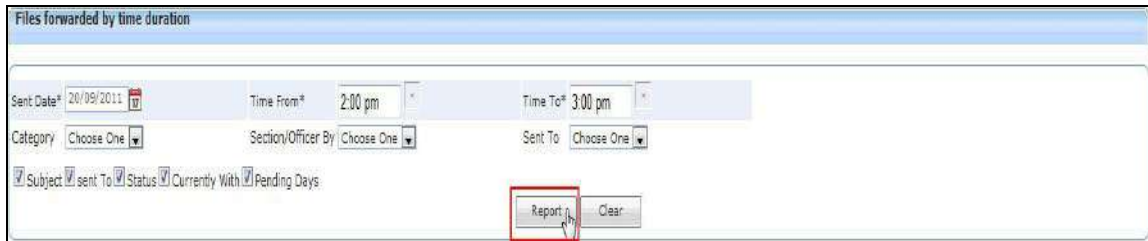


Fig.eFile. 39722

As a result, Download File box appears, as shown in Fig.eFile.423:

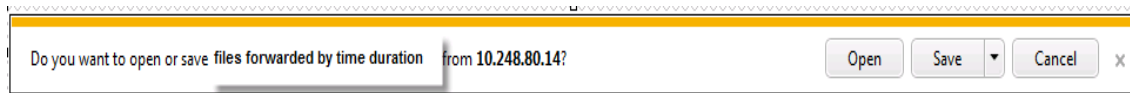



Fig.eFile. 39823

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.423).

As a result, the **Files Forwarded by Time Duration report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the forwarded files within particular time duration are generated, as shown in Fig.eFile.424:



ELECTRONIC & COMMUNICATION

FILE_STATUS_REPORT

eOffice

S.No	File Number	Subject	Sent Date
1	A/18/2011-E&C	Parliament issues	20-09-2011
2	A-11011/7/2011-E&C	Functional	20-09-2011
3	B-12012/2/2011-E&C	Functional	20-09-2011

Fig.eFile. 39924

Receipts forwarded by duration:

This selection generates a PDF report that contains a list of all the Receipts that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Receipts Forwarded by Time Duration link under the Reports section. The Receipts Forwarded by Time Duration report screen appears, as shown in Fig.eFile.425:

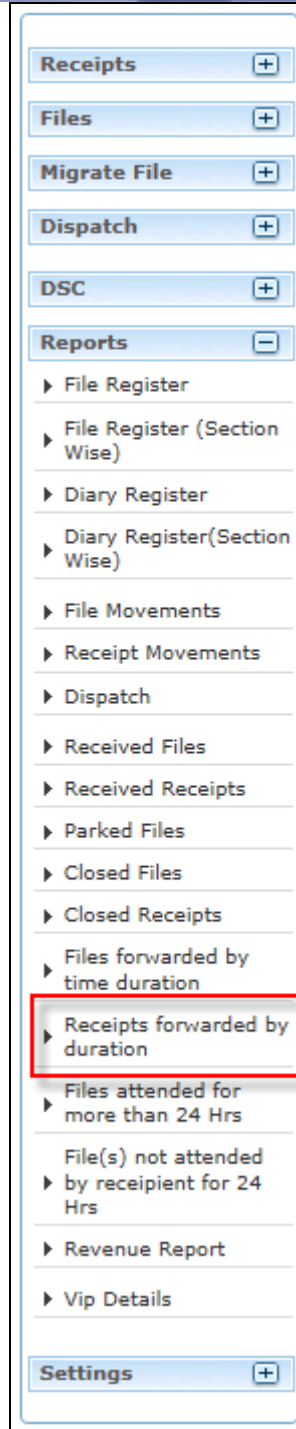


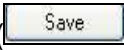
Fig.eFile. 40025

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report button, as shown in Fig.eFile.426:

Fig.eFile. 40126

As a result, Download File box appears, as shown in Fig.eFile.427:

Fig.eFile. 427

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.427).

As a result, the **Receipt Forwarded by Time Duration report** is saved at the specified location in PDF format. Now, when the user opens the report, details of all the forwarded Receipts within particular time duration are generated, as shown in Fig.eFile.428:

S No.	Correspondence Number	Subject	Sent Date
1	1562/2011/ADMCON	Related to planning commission	20-09-2011

Fig.eFile. 40228

Files attended for more than 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the Files attended for more than 24 Hrs. link under the Reports section, as shown in Fig.eFile.429:

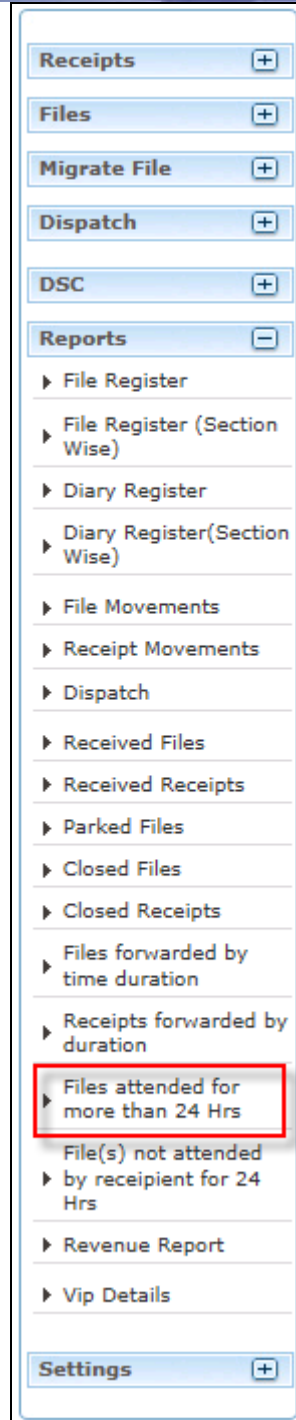


Fig.eFile. 4039

As a result, the **Files attended for more than 24 Hrs** .report opens in Pdf format, as shown in Fig.eFile.430:

File Number	Subject	Sent By	Sent Date	Day(s) Pending
I-3/2/2011-PURCHASE	o	ADM(G)	01-05-2011	3.0
R-0/9/2011-ADM(G)	shodydscpt	PM(WP)	05-09-2011	3.4
S-1/04/2011-ADM(G)	test 5th	ADM(G)	01-05-2011	3.4
R-1/04/2011-ADM(G)	test electronic 2nd	ADM(G)	12-05-2011	2
S-0/3/2011-ADM(G)	for axj ki test	ADM(G)	11-06-2011	6
R-0/3/2011-ADM(G)	fr	ADM(G)	14-05-2011	5
R-0/4/2011-ADM(G)	fr	ADM(G)	08-05-2011	3.2
R-0/7/2011-ADM(G)	for creat	ADM(G)	14-06-2011	3
R-146/1/2011-ADM(G)	oil	ADM(G)	04-05-2011	3

Fig.eFile. 40430

File(s) not attended by recipient for 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has not been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the File(s) not attended by recipient for 24 Hrs link under the Reports section, as shown in Fig.eFile.431:

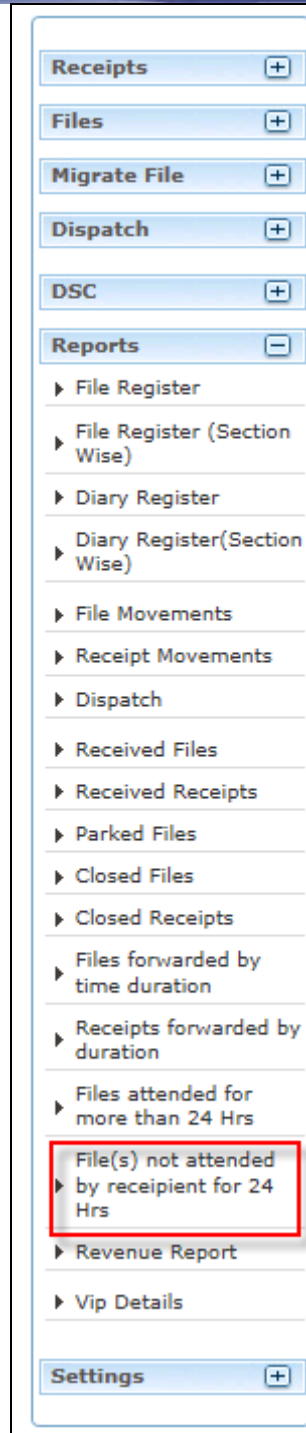


Fig.eFile. 40531

As a result, the **File(s) not attended by recipient for 24 Hrs** report screen appears, as shown in Fig.eFile.432:

Fig.eFile. 40632

Provide the information for the necessary filter and fields like 'From, To, Category, sent to etc. and click the Report () button, as shown in Fig.eFile.433:

Fig.eFile. 40733

As a result, Download File box appears, as shown in Fig.eFile.434:

Fig.eFile. 40834

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.434).

As a result, the **File(s) not attended by recipient for 24 Hrs report** is saved at the specified location

in Pdf format. Now, when the user opens the report, details of all the File(s) which are not attended by recipient for more than 24 Hrs within particular time duration are generated, as shown in Fig.eFile.435:

S.No	File Number	Subject	Sent Date	Pending Days	Sent By
1	A-50/24/2011-E&C	Allocation and Distribution of Work amongst officials - E&C related	21-06-2011	91	
2	D-25015/2/2011-E&C	REIMBUREMENT OF MOBILE BILLS	11-04-2011	161	
3	D-25016/1/2011-E&C	EPABX TELEPHONE BILLS	17-08-2011	34	
4	D-30025/1/2011-CC	SMS Gateway and services for Training	01-06-2011	111	
5	D-25015/1/2011-E&C	REIMBURESHMENT OF MOBILE BILLS	21-07-2011	60	

Fig.eFile. 40935

Revenue Report:

This selection generates a PDF report that contains a list of the revenue that has been spent in the section(s) for dispatch.

To generate this report, user has to perform the following steps:

Click the Revenue Report under the Reports section, as shown in Fig.eFile.436:

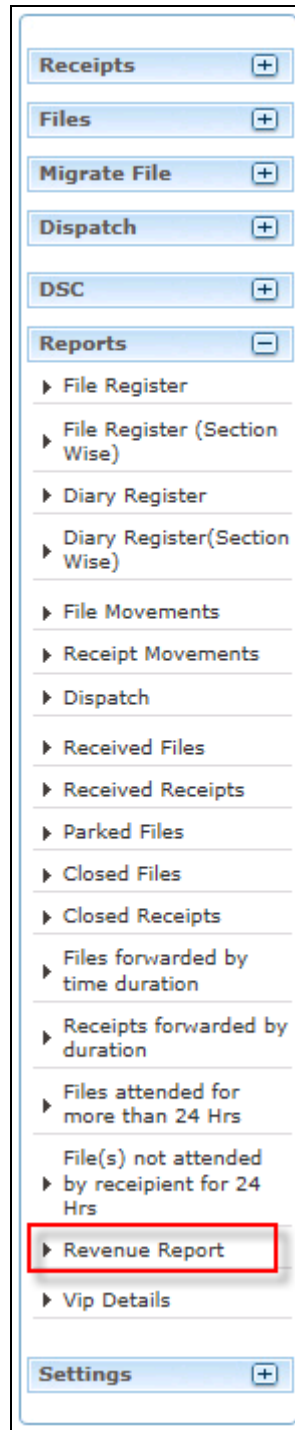


Fig.eFile. 41036

As a result, the Revenue Report screen appears, as shown in Fig.eFile.437:



Fig.eFile. 41137

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.437). As a result, Download File box appears, as shown in Fig.eFile.438:




Fig.eFile. 412

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.429).

As a result, the **Revenue report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all section(s) revenue spent for dispatch are displayed, as shown in Fig.eFile.430:

Revenue Report
(01-07-2011 to 07-02-2012)

Sl No.	Organization Name	Total Expenditure
1	LBSNAA	0.0
2	LANGUAGE FACULTY	0.0
3	TRDC	0.0
4	SOCIETY CELL	0.0
5	OFFICER'S MESS	0.0
6	O/o DEPUTY DIRECTOR Sr (JS)	0.0
7	O/o DEPUTY DIRECTOR Sr (RS)	0.0
8	STORES & SUPPLY	0.0

Fig.eFile. 413

VIP Details

This selection generates a PDF report that contains a list of the VIP Details.

To generate this report, user has to perform the following steps:

Click the VIP Details under the Reports section, as shown in Fig.eFile.431:

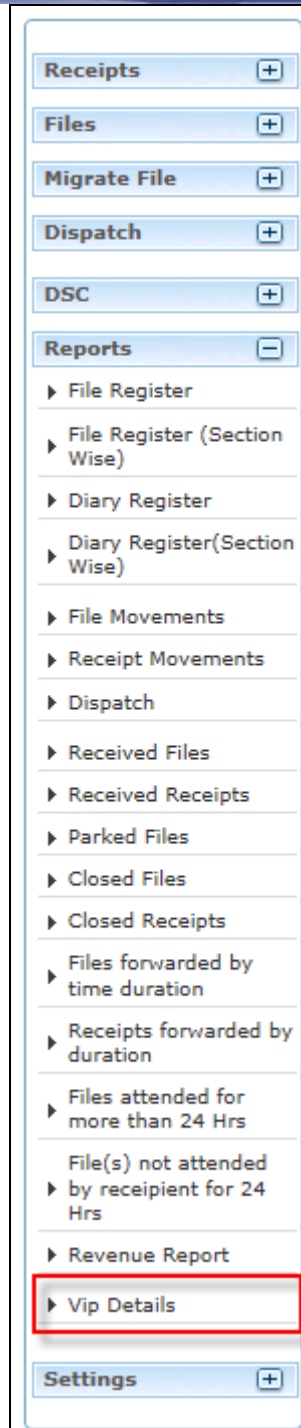


Fig.eFile. 414

As a result, the VIP Details Report screen appears, as shown in Fig.eFile.432:

Fig.eFile. 415

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.422). As a result, Download File box appears, as shown in Fig.eFile.433:

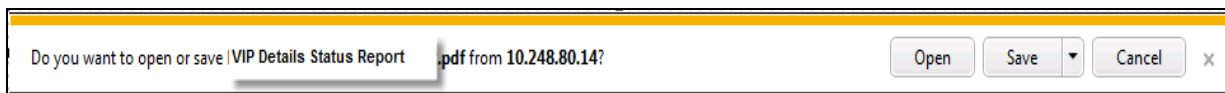


Fig.eFile. 416

Settings:

This section helps the user to change the preferences/settings in eFile. The Setting section incorporates 3 modules:

- a) Preferences
- b) Address Book
- c) User Groups
- d) Deactivate DSC

Let's have an introduction about these modules one by one:

a) Preferences: This module facilitates the user to change the user requirement general preferences and customize as per requirement. Preferences module is partitioned among different sections like:

i. **General Settings** : It helps the user to modify the General Settings like:

- **Max # of records/page:** Refers to numbers of records that listed in a page

- **Template:** Refers to color theme of eFile Application.
 - **Auto Save Duration:** Refers to set mode into Auto save while making any note in eFile Application
 - **Flash Animations:** Refers to if users prefers Flash animation in eFile application or not.
- ii. **Alert Settings:** It helps the user to set alerts on Mobile, Email or both.
- iii. **Dashboard Settings:** It helps the user to set alert for any particular Sender, Category, Priority or multiple Categories.
- iv. **List View Settings:** It helps the user to change the default view mode of Files/Receipts. User can set it to Electronic view, physical view or Default view which comprises of both.
- v. **DSC Settings:** It helps the user to view the current status of DSC installed to his/her account (if any).
- vi. **Customise your settings:** It helps the user to customize the DSC setting as per requirement. User can set it to Authentication mode, signing mode or both which comprises of Authentication and signing of DSC.

To change the settings, user has to perform the following steps:

- Click the **Preferences** Link under **Settings** section, as shown in Fig.eFile.434:

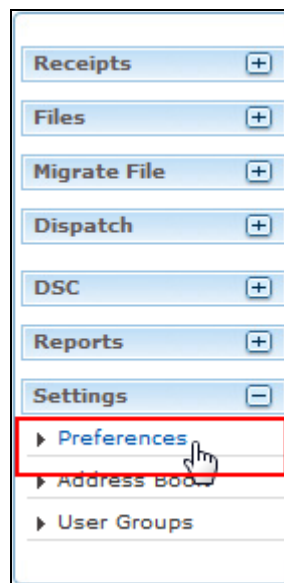


Fig.eFile. 417

As a result, **Preferences page** appear, as shown in Fig.eFile.435:

General Settings

Max # of records/page: 20
Auto Save Duration(In Sec): 2
Template: Blue
Flash Animation: No

Alert Settings

Enter Email: nilu302@qm Enter Phone Number: 9177601753
 Email SMS Both None
 Out of Office Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART)
Get alert for Category: All matters re
 Get alert for Priority: Out Today
 Choose categories (maximum five):
 None
 ACP and other related matters
 ACR related matters
 AMC & Demand
 All AMC/FSMA cases
 All Accounts related matters
 All Estates related matters
 All GDP related

List View Settings

Mode: Default
Scope: Default

DSC Settings

Current Status:

Customise your Settings

Authentication Signing Both

Save Clear

Fig.eFile. 418

- User can change the General Settings, Alert settings or Dashboard settings as per requirement, as shown in Fig.eFile.436:

General Settings

Max # of records/page: 100
Auto Save Duration(In Sec): 2
Template: Blue
Flash Animation: No

Alert Settings

Enter Email: nilu302@qm Enter Phone Number: 9177601753
 Email SMS Both None
 Out of Office Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART)
Get alert for Category: All matters re
 Get alert for Priority: Out Today
 Choose categories (maximum five):
 None
 ACP and other related matters
 ACR related matters
 AMC & Demand
 All AMC/FSMA cases
 All Accounts related matters
 All Estates related matters
 All GDP related

List View Settings

Mode: Electronics
Scope: Default

DSC Settings

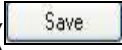
Current Status:

Customise your Settings

Authentication Signing Both

Save Clear

Fig.eFile. 419

- After required changes, Click the Save () Button (Fig.eFile.436) to save the altered changes.

b) Address Book: This module facilitates the user to create the group and add new contact/user into that group which helps the user while diarizing of a correspondence.

To create Group and add users to the group, user has to perform the following steps:

- Click the **Address Book** Link under **Settings** section, as shown in Fig.eFile.437:

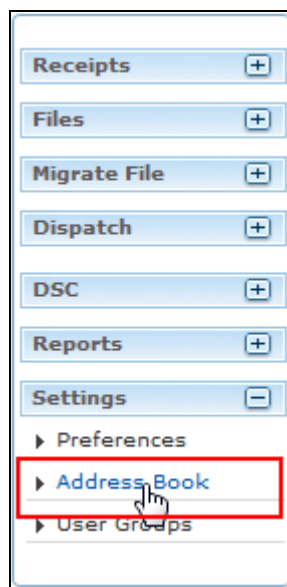


Fig.eFile. 420

- As a result, new window appears as shown in Fig.eFile.438:

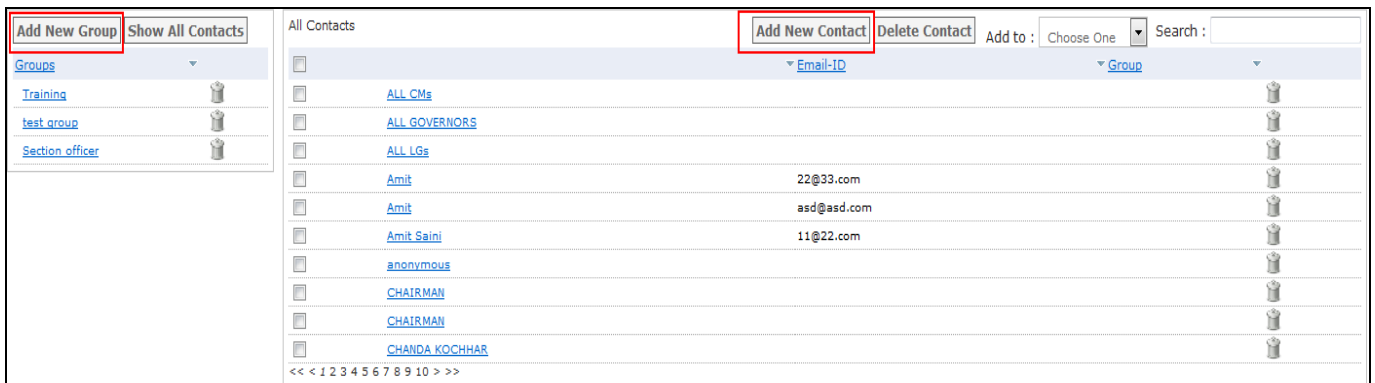


Fig.eFile. 421

- Click the **Add New Group** (**Add New Group**) button, as a result new window appears, as shown in Fig.eFile.439:

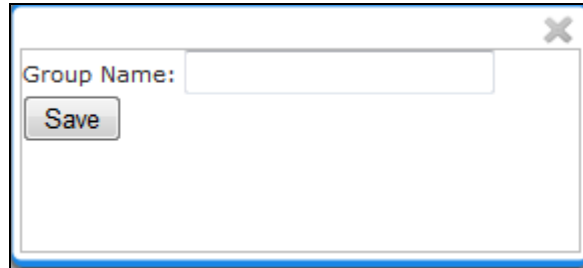


Fig.eFile. 422

- Enter the **Group name** and click the **Save** button, as shown in Fig.eFile.440:

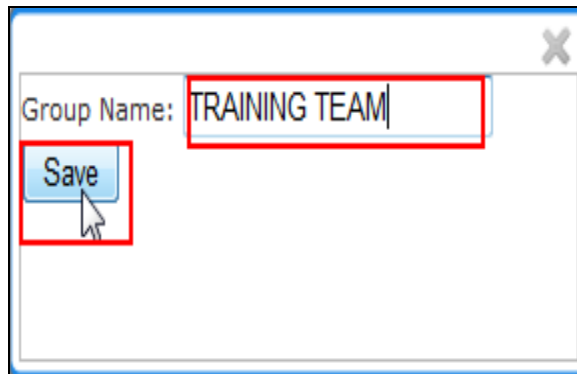


Fig.eFile. 423

As a result, a new group is created

Now to add users to the created group:

- Click the Group in which user is required to be added up, as shown in Fig.eFile.441:



Fig.eFile. 424

- Click the **Add New Contact** (**Add New Contact**) button, as a result, user info page appears, shown in Fig.eFile.442:

Name *	<input type="text"/>
Designation	<input type="text"/>
Email	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Country	INDIA <input type="text"/>
State	Choose one <input type="text"/>
Pin Code	<input type="text"/>
Mobile	<input type="text"/>
Ministry	Choose one <input type="text"/>
Department	Choose one <input type="text"/>
Organization	Choose one <input type="text"/>
Telephone	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fig.eFile. 425

- Fill the required metadata and Click the **Save** button, as shown in Fig.eFile.443:

Name *	Rakesh Yadav
Designation	Section Officer
Email	rakesh@nic.in
Address 1	Nirmaan bhawan
Address 2	Delhi
Country	INDIA
State	Delhi
Pin Code	
Mobile	9911112211
Ministry	M/O FINANCE
Department	Choose one
Organization	GPL
Telephone	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fig.eFile. 426

As a result, the user gets added up in the selected group.

c) User Groups: This module facilitates the user to create a group and add user list to that created group which helps the user while sending a Receipt/File to list of selected users or to a group which comprises of contained user list.

To create User Group and add users to the group, user has to perform the following steps:

- Click the **User Groups** Link under **Settings** section, as shown in Fig.eFile.444:

Group Name	Description
QA GG	QA Gc Group
TRAINING TEAM	for eOffice modules
z	z
SS	
test group - user group	testtttttt
Tds	

Fig.eFile. 427

As a result, Create Group page appears, as shown in Fig.eFile.445:

Group Name	Description
test	s
test_group - user_group	testttttttt

Fig.eFile. 428

- Click the **Create Group** button (Fig.eFile.426), as a result new window appears, as shown in Fig.eFile.446:

Group Name:

Description:

(Select Users from the list to create user group)

Search:

Name	Marking Abbr	Org Unit
<input type="checkbox"/> SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
<input type="checkbox"/> JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CAHTEEN
<input type="checkbox"/> MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
<input type="checkbox"/> POONAM SINHA	DPA(PS)	COMPUTER CENTRE
<input type="checkbox"/> BHAWANA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
<input type="checkbox"/> BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
<input type="checkbox"/> SAVITRI JHILDYAL	DA(SJ)	CONTROLLER OF EXAM
<input type="checkbox"/> SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> MALKIT SINGH	ALIO(MS)	LIBRARY

« 1 2 3 4 5 »

Fig.eFile. 429

- Enter the **Group name** and description(if any), click the **Create** button, as shown in Fig.eFile.447:

Group Name: TRAINING TEAM
Description: for eOffice modules
Create

(Select Users from the list to create user group)

Name	Marking Abbr	Org Unit
<input type="checkbox"/> SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
<input type="checkbox"/> JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
<input type="checkbox"/> MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
<input type="checkbox"/> POONAM SINHA	DPA(PS)	COMPUTER CENTRE
<input type="checkbox"/> BHAWANA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
<input type="checkbox"/> BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
<input type="checkbox"/> SAVITRI JHILDYAL	DA(SJ)	CONTROLLER OF EXAM
<input type="checkbox"/> SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> MALKIT SINGH	ALTO(MS)	LIBRARY

Fig.eFile. 430

As a result, a new group is created

Now to add users to the created group:

Click the Group in which user is required to be added up, as shown in Fig.eFile.448:

Group Name	Description
TRAINING_TEAM	for eOffice modules
test_group - user group	testttttttt

Fig.eFile. 431

- Select the users from the list which needs to be added up in the selected group and click the **Save** button, shown in Fig.eFile.449:

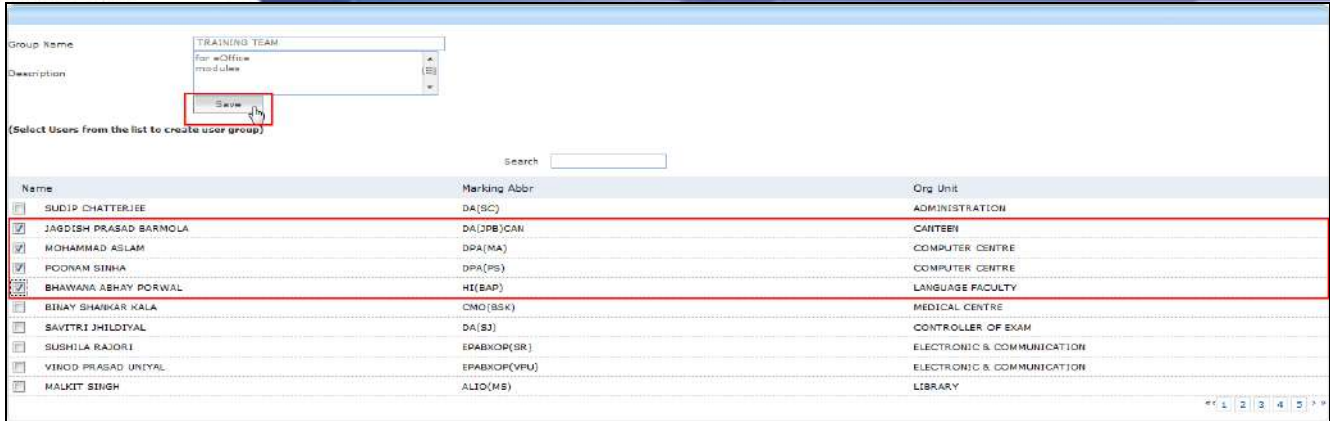


Fig.eFile. 432

As a result, the user gets added up in the selected group.

Deactivate DSC: User can delete the DSC enrollment through Delete link and for Activation link Activate can be used as shown in the Fig.eFile.450:

Signing Certificate

SLNo.	Certificate	Type	Validity	Enroll Date	User Name	DeActivation Date	Activate	Delete
1	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	20-07-2012 10:57	RAMESH KUMAR	20-07-2012 12:36	Activate	Delete
2	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	23-07-2012 03:09	RAMESH KUMAR	23-07-2012 03:09	Activate	Delete
3	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	23-07-2012 03:11	RAMESH KUMAR	24-07-2012 02:27	Activate	Delete
4	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 02:27	RAMESH KUMAR	24-07-2012 02:41	Activate	Delete
5	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 02:31	RAMESH KUMAR	24-07-2012 04:24	Activate	Delete
6	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 04:24	RAMESH KUMAR	30-07-2012 01:57	Activate	Delete
7	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 01:58	RAMESH KUMAR	30-07-2012 02:01	Activate	Delete
8	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:01	RAMESH KUMAR	30-07-2012 02:02	Activate	Delete
9	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:03	RAMESH KUMAR	30-07-2012 02:37	Activate	Delete
10	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:37	RAMESH KUMAR	30-07-2012 02:38	Activate	Delete
11	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:38	RAMESH KUMAR	30-07-2012 02:49	Activate	Delete
12	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 03:11	RAMESH KUMAR	01-08-2012 09:36	Activate	Delete
13	SUNIL KUMAR's NIC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	22-08-2012 12:08	RAMESH KUMAR		Deactivate	Delete

Fig.eFile. 433

Search:

It has 2 links to perform search operations with respect to active tabs

- Search
- Advanced

Multiple Actions can be performed on selection of multiple receipts/files/dispatches respectively.

Search:

In Search user can perform the findings of the records with respect to active folders

has to be searched receipt number should be mentioned in the search field and search is done with

respect to receipts only in such ways it is with other tabs also as shown in the figures.

Search is performed with respect to active user's modules only not section wise.

- Type the file number to search from File Inbox and the resultant file can also be opened as shown in the figure Fig.eFile.451:

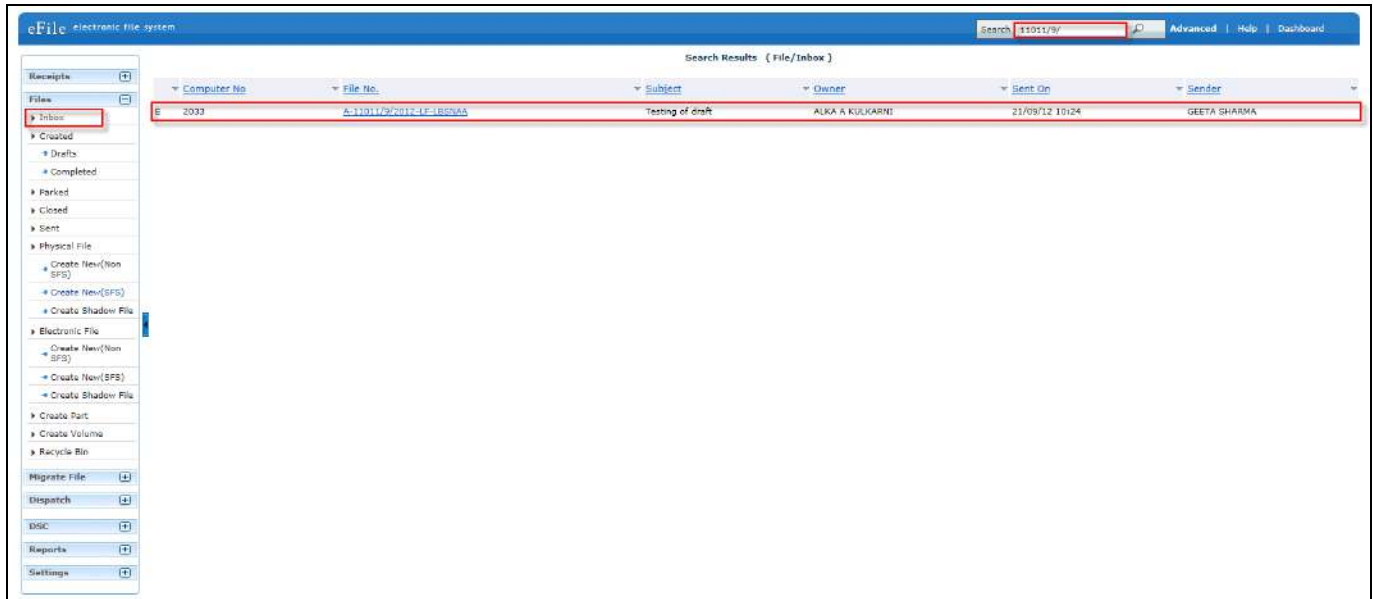


Fig.eFile. 434

- As a result page is opened through View action as shown in Fig.eFile.452:

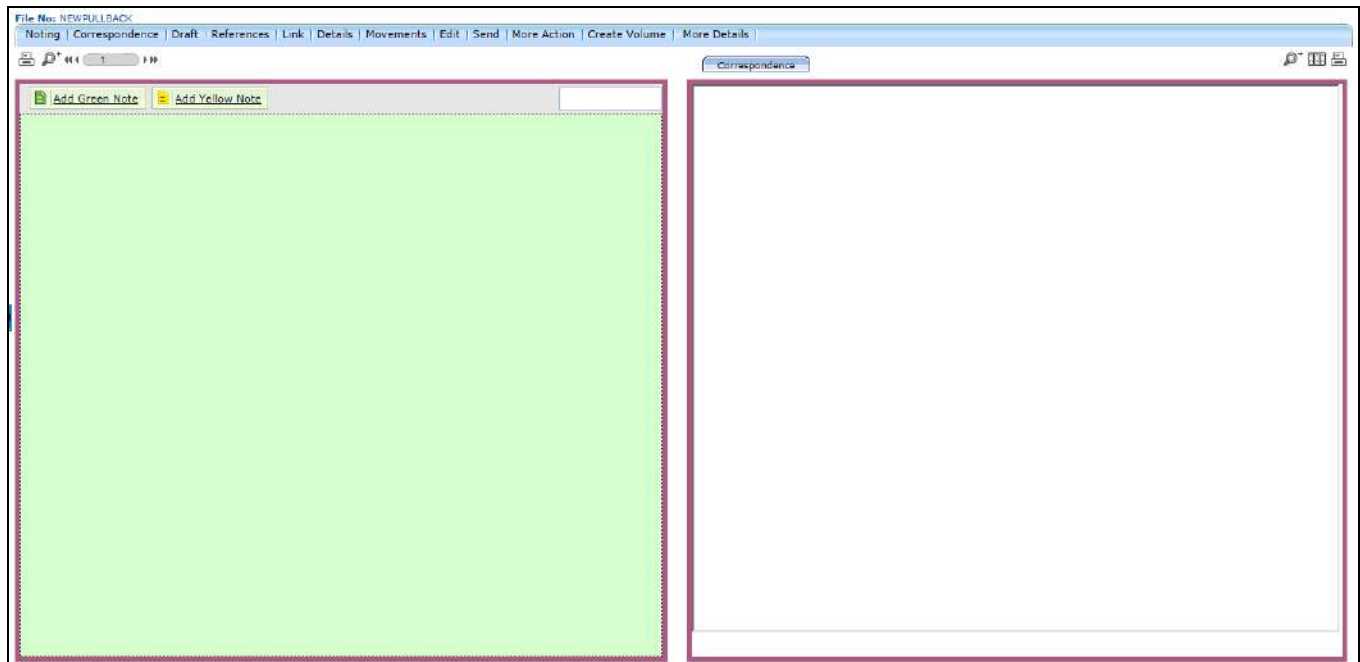


Fig.eFile. 435

Advanced:

Search is categorized into individually and it has 3 links to perform operations for Advanced:

Advanced Search is performed Globally, Section wise and Hierarchy wise. By default, search scope is global. In the configuration settings, scope of the Search can changes as and when required.

Let us see in detail Receipts, Files and Dispatch.

- **Receipt:** Search a receipt depending on any factors as shown in the figure Fig.eFile.453:

Fig.eFile. 436

- As a result the receipt which can be under actions of Send, Receive, Pull Up and Reopen as shown in the Fig.eFile.454:

Computer No.	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section
P 8409	8409/2012/LF	vsrverve	Receipt\Inbox	kulriya, nvrw, wrrelr, Department of Personnel and Training, LBSNAA, WRW	28/09/12 12:18	-	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile. 437

- On right click of record ,it displays the actions which can be performed instantly for record as shown in Fig.eFile.455:

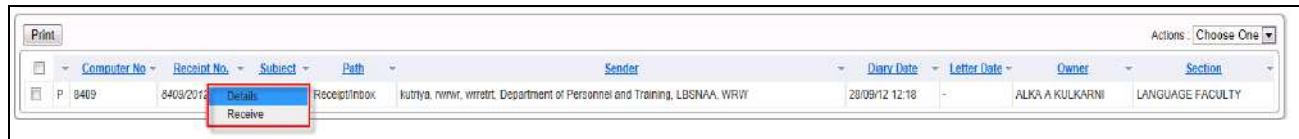


Fig.eFile. 438

- Click on Details link to display Details as shown in Fig.eFile.456:

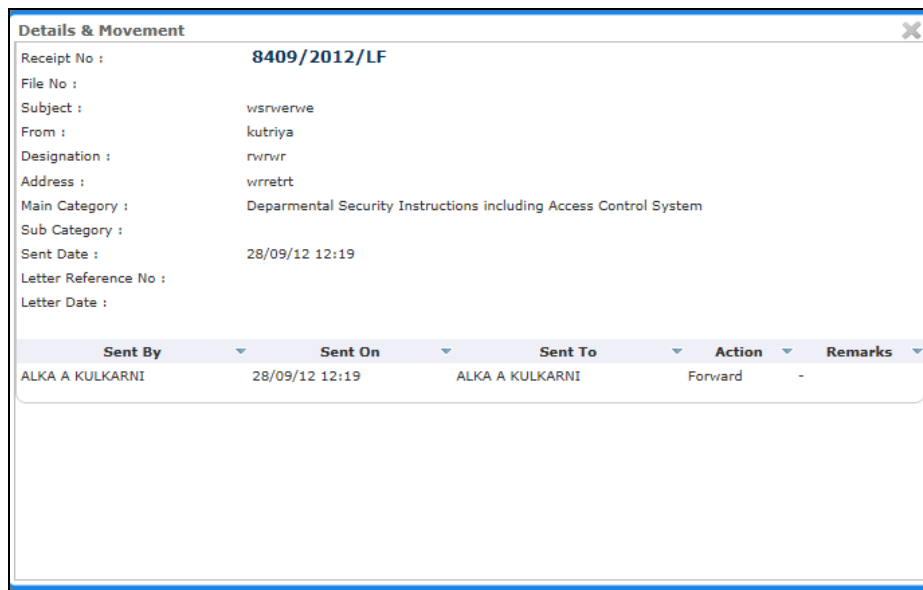


Fig.eFile. 439

To perform any action Receipt should be in Received Mode.

- Send: To perform Send operation receipt should have been in Received mode as shown in the Fig.eFile.457:

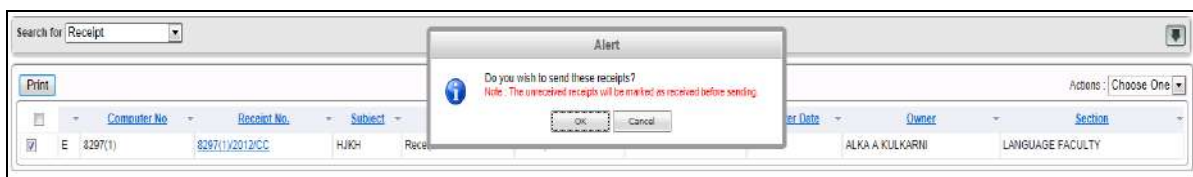


Fig.eFile. 440

Refer Send process in Receipt Send/File Send (as shown in Fig.eFile.457):

- For the respective receipt Send window appears as shown in Fig.eFile.458:

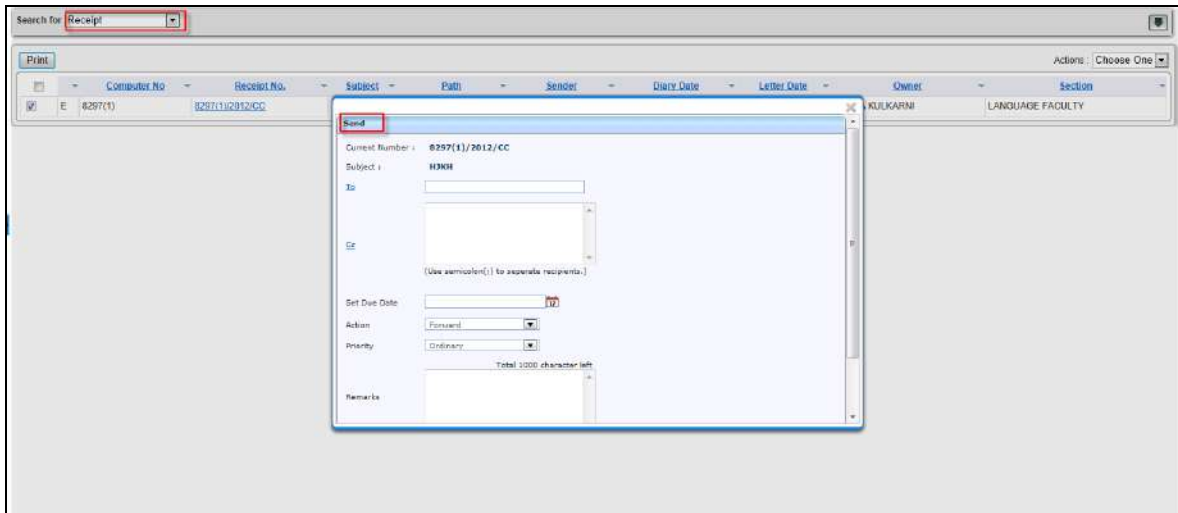


Fig.eFile. 441

- Receive: If searched receipt is unreceived it can be received from receive action as shown in the Fig.eFile.459:

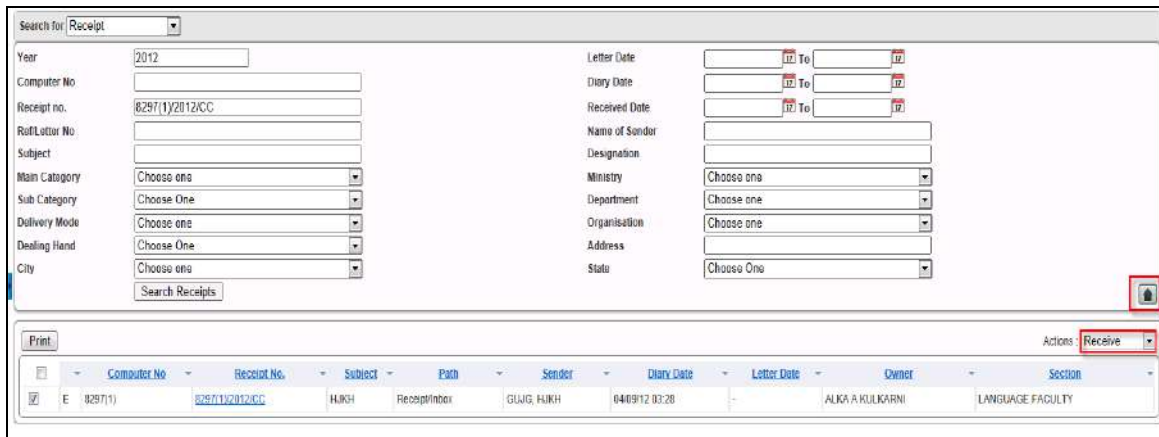


Fig.eFile. 442

- Pull Up: The receipt will be pull up and redirected to Receipt Inbox as shown in the Fig.eFile.460:

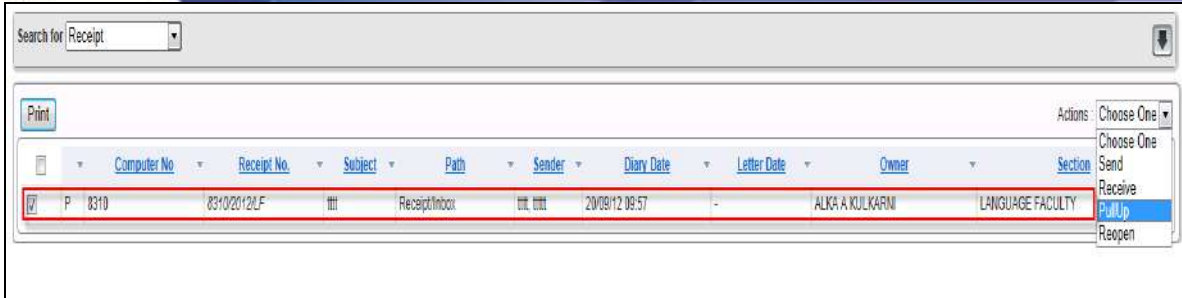


Fig.eFile. 443

- Reopen: Reopen action is performed on closed receipt with remarks as shown in the Fig.eFile.461:

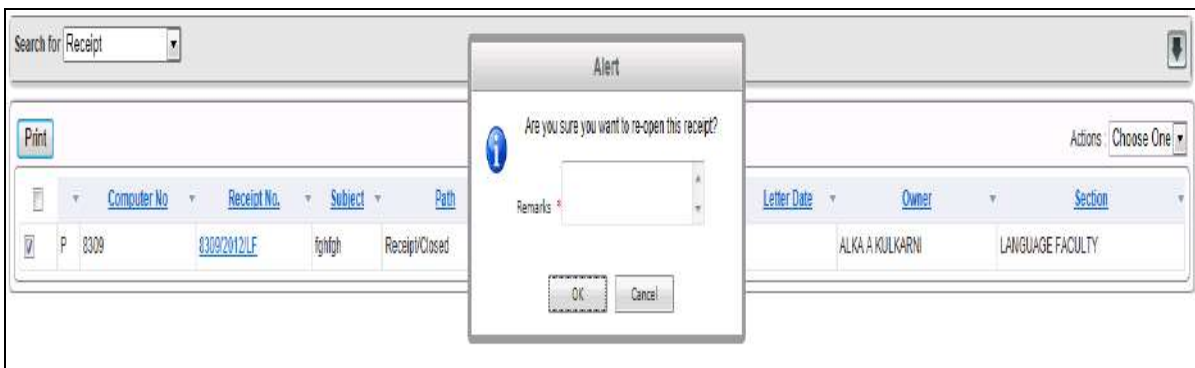


Fig.eFile. 444

- Reopened receipt is redirected to the Receipt Inbox as hown in the Fig.eFile.462:

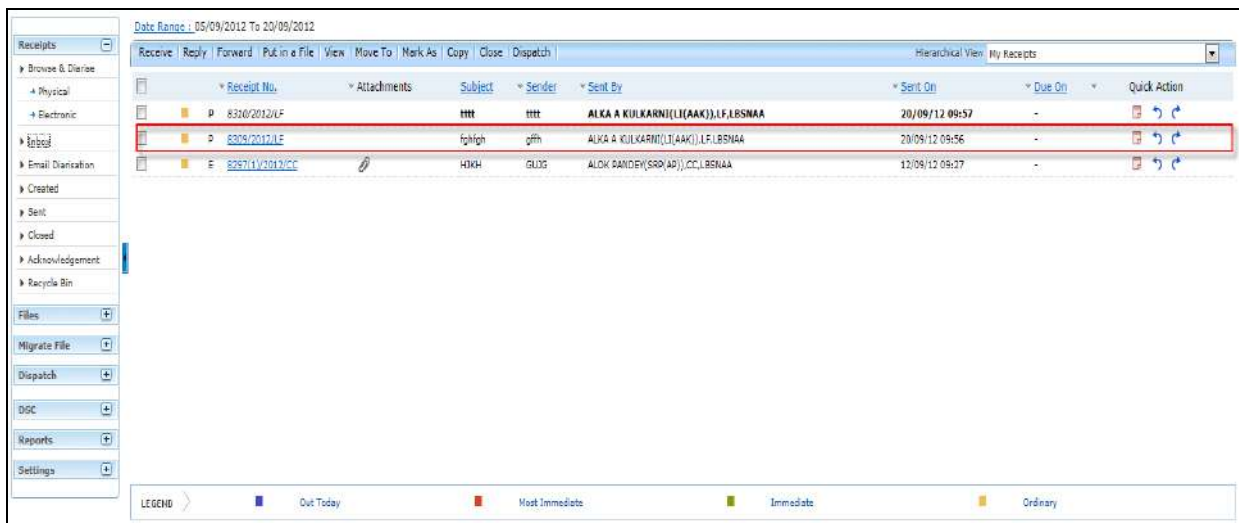


Fig.eFile. 445

Send : Send is performed for received receipts

Receive: Receipt should be in receive mode.

Pull Up: This action is performed from Inbox of person in respective section.

Reopen: Closed receipt can be opened with Reopen action

All the above mentioned actions can be performed,if any of these actions are required to respective receipt.

File:

- File can be searched with any referenced categories as shown in the Fig.eFile.463:

The screenshot shows a search interface with the following fields:

- Search for: File (dropdown)
- Year: 2012
- File no.: A-11011/10/2012-LF-LB (highlighted)
- Computer No: []
- Subject: []
- Previous Reference: []
- Later Reference: []
- Category: Choose one (dropdown)
- Barcode No: []
- Sub Category: Choose one (dropdown)
- Opening Date: [] To []
- Search Files button

Below the search filters is a table with the following data:

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2036	A-11011/10/2012-LF-LBSNAA	scfsada	File/Inbox	20/09/12 09:37	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile. 446

- To perform instant actions on searched file User can View ,Details and Send as shown in Fig.eFile.464:

The screenshot shows the same search interface as Fig.eFile.446, but with a context menu open over the first row of the results table. The menu options are:

- View
- Details
- Send

Fig.eFile. 447

- To view the file click on View action as shown in Fig.eFile.465:

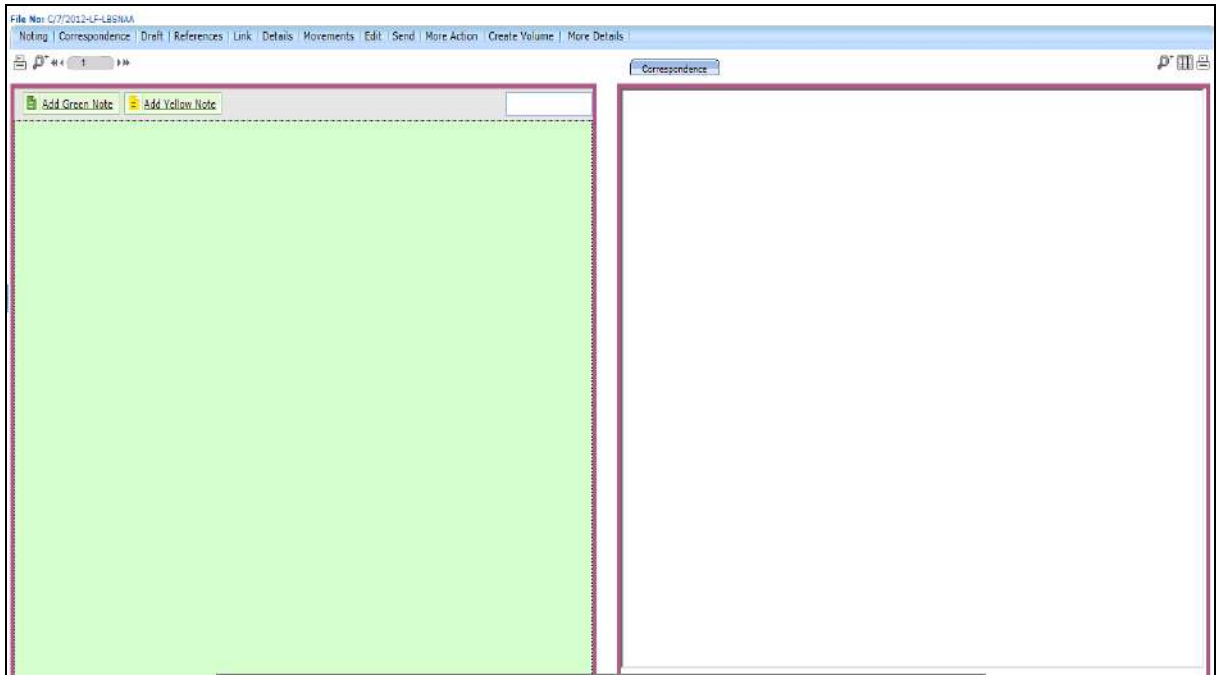


Fig.eFile. 448

- Click on Details action as shown in Fig.eFile.466:

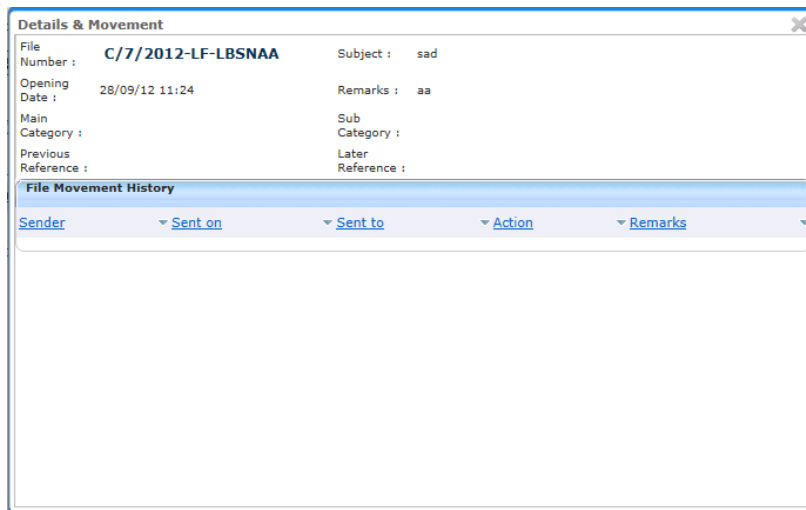


Fig.eFile. 449

Send: Send action is performed to send file.

Receive: Receive the physical file to perform other actions

Pull Up: User can Pull Up the file either from active user or section wise.

Make Active: Closed files can be made active by Make Active action.

All the above mentioned actions could be performed for the respective selected records based on permissions available to user.

Make as Active:

- Closed file can be made active with Make as Active action as shown in the Fig.eFile.467:

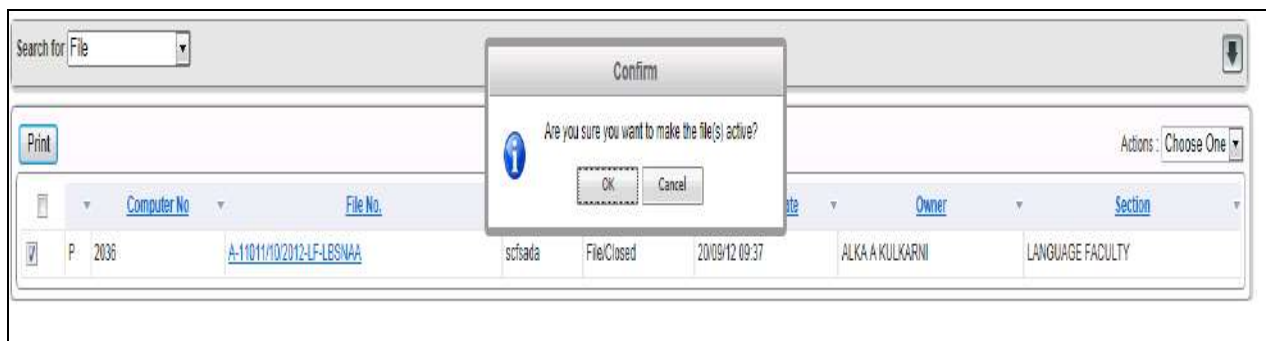


Fig.eFile. 450

- Activated file is redirected to the File Inbox as shown in the Fig.eFile.468.

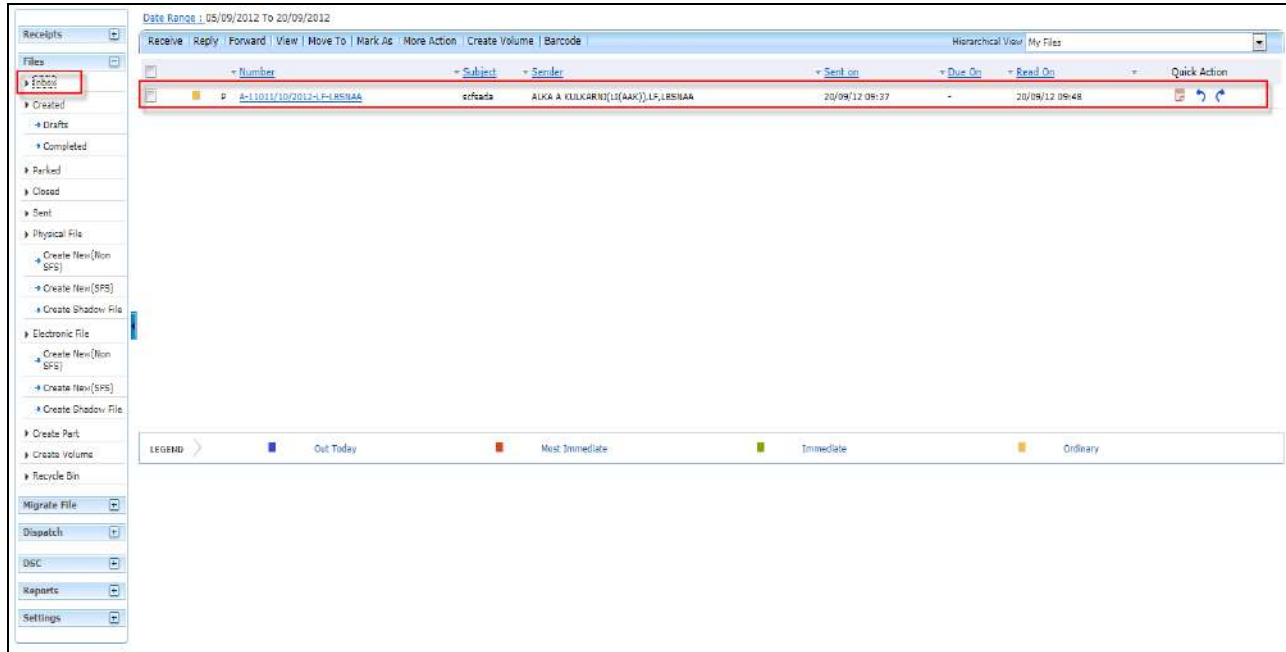


Fig.eFile. 451

Dispatch:

- Receive :**This action is performed by CRU or permission available to user
- Resend:**This action is performed by CRU or User if required.

- Dispatch can be searched through dispatch number as shown in the Fig.eFile.469:

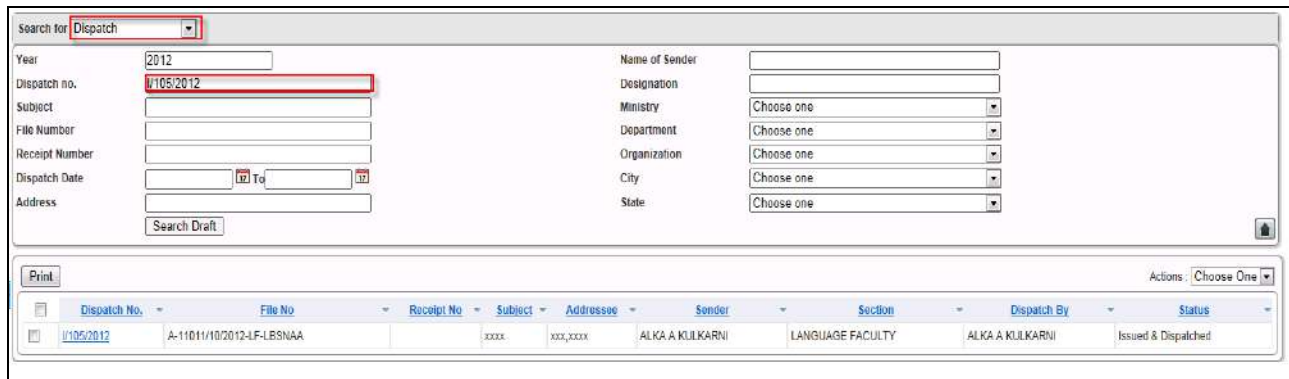


Fig.eFile. 452

- Dispatch has 2 actions Receive and Resend as shown in the Fig.eFile.470:

On the right click of the Draft user can perform Details and View action only.

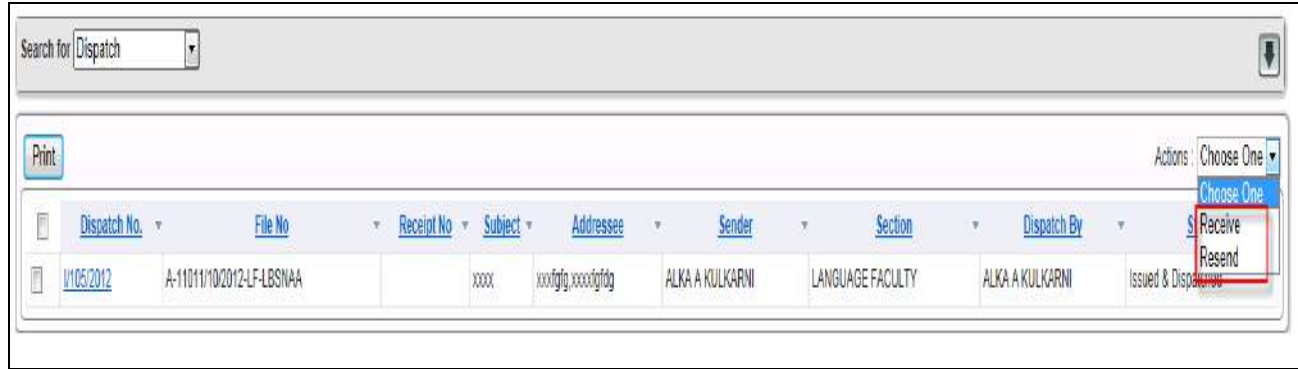


Fig.eFile. 453

Hierarchy Search

Hierarchy search is basically reporting level Search(File(s)/Receipt(s)/Dispatch(s) as follows:

Level	Top Level	Middle Level	Lower Level
Top	Can View All	Can View All	Can View All
Middle	No privileges	Only when sent /received with each other	Can View All
Lower	No privileges	No privileges	Only when sent /received with each other

Let us see in detail the process of Searching on Hierarchy-wise.

Top level authority can view and perform all sorts of operations for the File/Receipt/Dispatches created by Next level reporting.

Example Padamvir singh is the Top Level Management authorised to view and operate the created File/Receipts/Dispatches of Alokp who is reporting to Padamvirsingh as shown in Fig.eFile.471:

The screenshot shows the eFile search interface. At the top right, the user name 'PADAMVIR SINGH DIR' is displayed. The search criteria are as follows:

- Search for: Receipt
- Year: 2012
- Computer No: [Empty]
- Receipt no: 8499/2012/DIR
- Ref/Letter No: [Empty]
- Subject: [Empty]
- Main Category: Choose one
- Sub Category: Choose One
- Delivery Mode: Choose one
- Dealing Hand: Choose One
- State: Choose One
- Letter Date: [Empty] To [Empty]
- Diary Date: [Empty] To [Empty]
- Received Date: [Empty] To [Empty]
- Name of Sender: [Empty]
- Designation: [Empty]
- Ministry: Choose one
- Department: Choose one
- Organisation: [Empty]
- Address: [Empty]
- City: [Empty]

A 'Search Receipts' button is located at the bottom of the search criteria section.

Fig.eFile.471

- Enter the Receipt to Search(Created by Alokp) and select Pull Up action as shown in Fig.eFile.472:

The screenshot shows the search results table. The search criteria are the same as in Fig. eFile.471. The results table is as follows:

Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section	Actions
P 8499	8499/2012/DIR	www 1	ReceiptInbox	w, w, w	11/10/12 10:48	-	ALOK PANDEY	COMPUTER CENTRE	Choose One Choose One Send Receive Pull Up Reopen

The 'Pull Up' action is highlighted in blue in the original image.

Fig.eFile.472

- A pop window appears as Pull Up Alert and Click Ok button as shown in Fig.eFile.473:

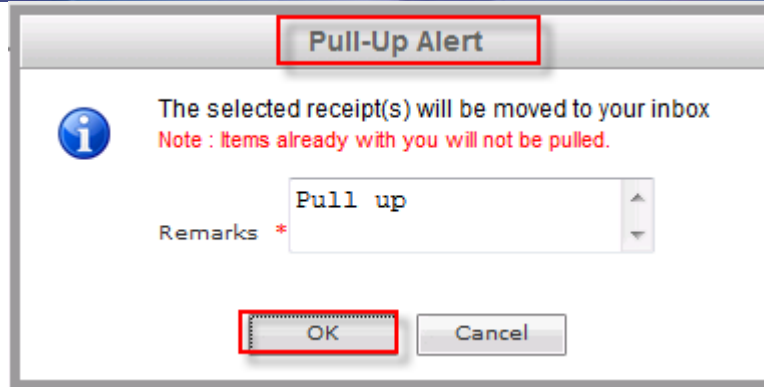


Fig.eFile.473

- Pulled Up receipt is shown in Normal font (earlier Italic font) and click on receipt as shown in Fig.eFile.474:

Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section
P 8499	8499/2012/DIR	www 1	Receipt\Inbox	w, w, w, w	11/10/12 10:48	-	PADAMVIR SINGH	O/o of DIRECTOR

Fig.eFile.474

- As a result Receipt(Searched) is opened to perform any operations on it by Top Level as shown in Fig.eFile.475:

Fig.eFile.475

Middle Level Management

- Middle Level has searched a File of Lower Level and Pull Up the file to perform operations as shown in Fig.eFile.476:

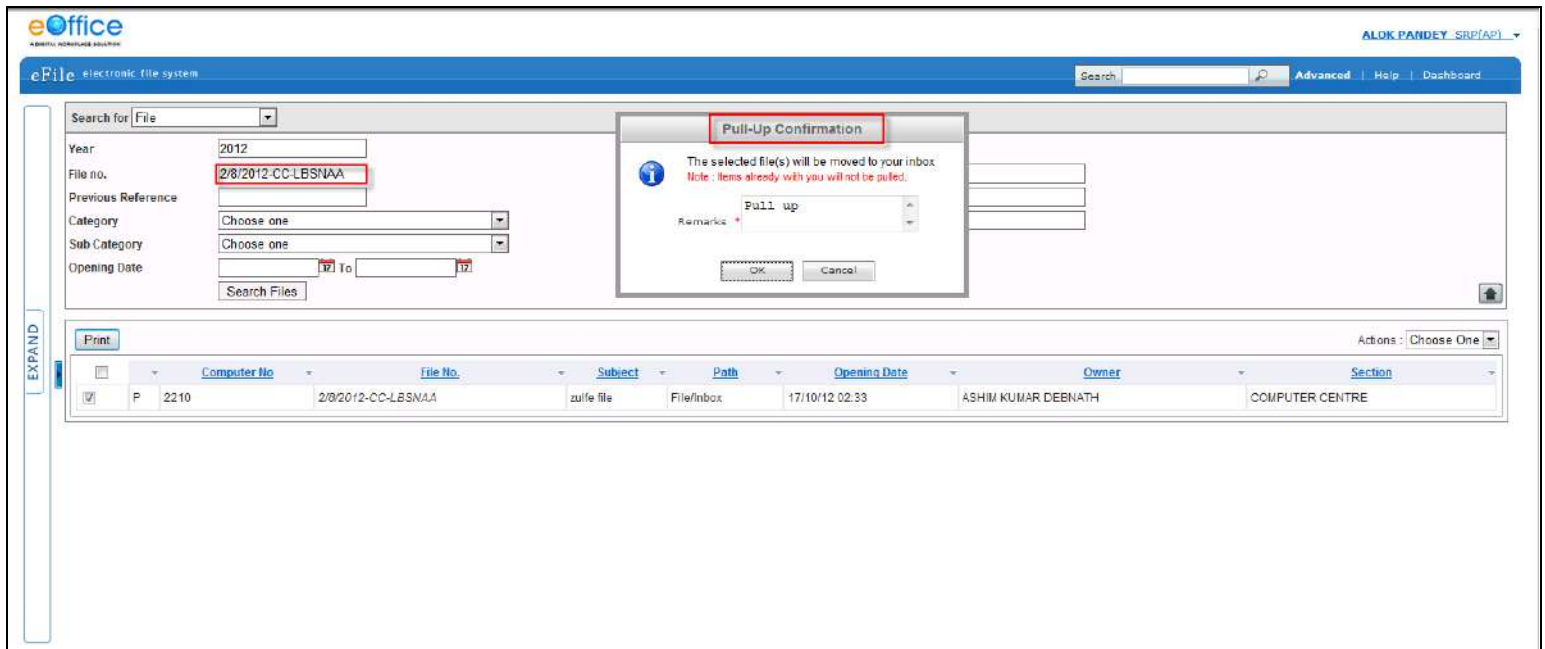


Fig.eFile.476

- Searched File is Pulled Up in the Inbox of Middle Level and click on File No as shown in Fig.eFile.477:

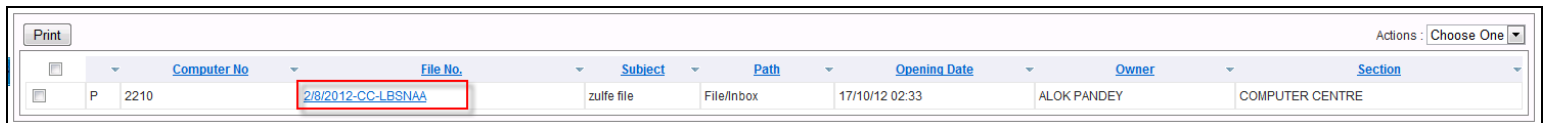


Fig.eFile.477

- As a result File opens up to perform any operations as shown in Fig.eFile.478:

File No: 2/8/2012-CC-LBSNAA

File Number : 2/8/2012-CC-LBSNAA
 Opening Date : 17/10/12 02:33
 Main Category :
 Previous Reference :

Subject : zulfa file
 Remark : zulfa file
 Sub Category :
 Later Reference :

Part No.	Created On	Remarks

Receipt/Issue No.	Subject	Type	Timestamp

Dispatch Number	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

File Number	Subject

Fig.eFile.478

- Lower Level Can View the Searched File(Middle Level but not Top Level) whereas cannot Pull Up the File as hown in Fig.eFile.479:

Its only Top Level having authority to perform operations on File/Receipt/Dispatch created by Middle Level and Lower Level.

Search for: File

Year: 2012
 File no.: 2/8/2012-CC-LBSNAA
 Previous Reference:
 Category: Choose one
 Sub Category: Choose one
 Opening Date: 17 To 17
 Search Files

Alert
 Action not allowed for selected item(s)
 OK

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2151	2/8/2012-CC-LBSNAA	std	File/Sent	09/10/12 10:28	ASHIM KUMAR DEBNATH	COMPUTER CENTRE

Actions: Pull Up

Fig.eFile.479

Middle Level an immediate reporting to Top Level can view but cannot perform any operations on created File(s)/Receipt(s)/Dispatche(s).

Lower Level Management

Example Alokp(Middle) is reporting to Padamvirsingh(Top) and Ashim(Lower) is reporting to Alokp.

- Alokp is authorised to view the work of Ashim whereas Ashim can view but cannot perform any operations on any of the work of Alokp as shown in Fig.eFile.480:.

The screenshot displays the eFile web application interface. At the top left is the eoffice logo. The top right shows the user name 'ASHIM KUMAR DEBNATH DEB(AKD)'. Below the header is a search bar with the text 'eFile electronic file system' and a search button. The main content area contains search filters: 'Search for File' (dropdown), 'Year' (2012), 'File no.' (2/6/2012-CC-LBSNAA), 'Previous Reference' (input), 'Category' (Choose one dropdown), 'Sub Category' (Choose one dropdown), 'Opening Date' (date range), 'Computer No' (input), 'Later Reference' (input), and 'Subject' (input). A 'Search Files' button is at the bottom left of the filter area. A vertical 'EXPAND' button is on the far left.

Fig.eFile.480

- Searched File is found hence cannot Pull up in Inbox of Lower Level User as shown in Fig.eFile.481:

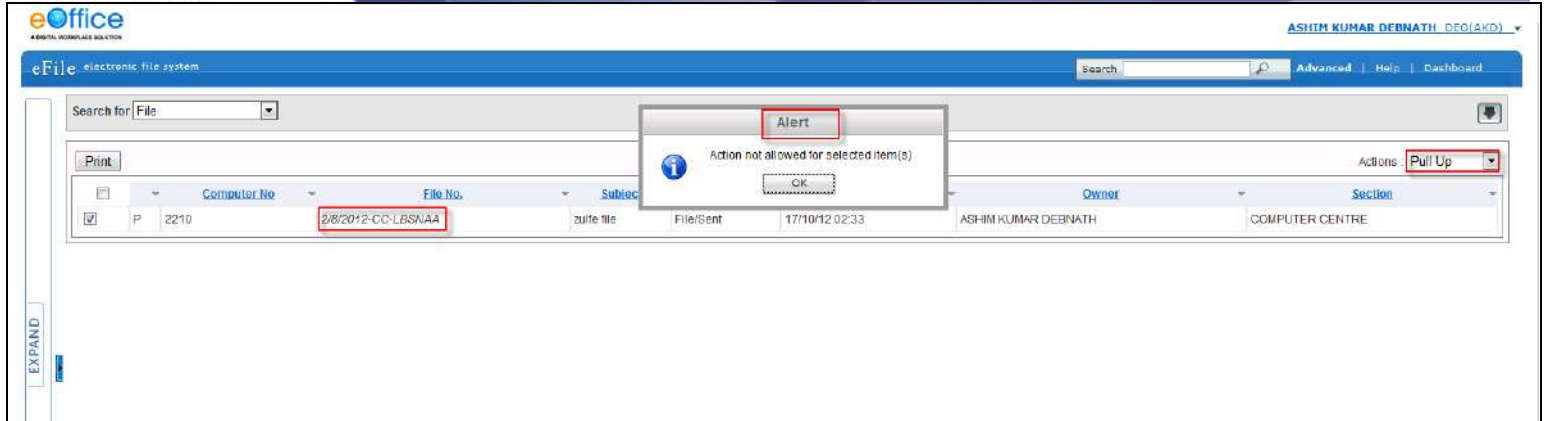


Fig.eFile.481

Same Level Hierarchy

Same Level User can view the File(s)/Rceipt(s)/Dispatche(s) only when sent and received to each other.

Example Alka and Alokp are reporting to Padamvirsing so Alka is at same level with Alokp .

- Alka cannot view any item searched as shown in Fig.eFile.482:

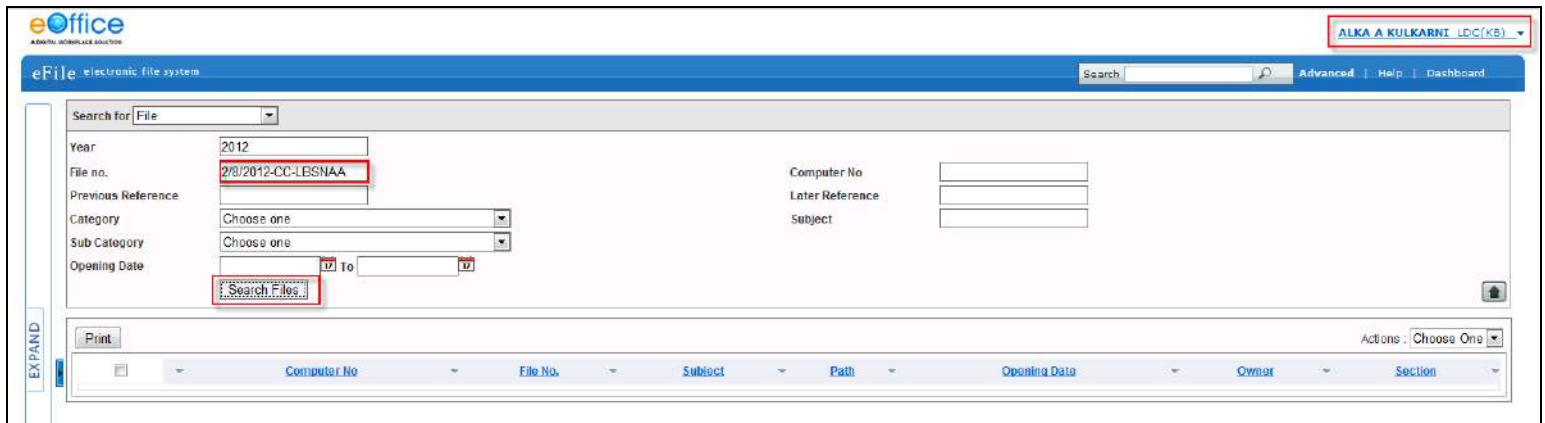


Fig.eFile.482

- Alka can view the searched file when it is received in Inbox from Alokp as shown in Fig.eFile.483:

The screenshot displays the eFile system interface. At the top left is the eoffice logo. The main header shows 'eFile - electronic file system' with a search bar and navigation links for 'Advanced', 'Help', and 'Dashboard'. The user 'ALKA A. KULKARNI' is logged in. A search for 'File' is performed, resulting in a table with the following data:

	Computer No	File No.	Subject	Path	Opening Date	Owner	Section
<input type="checkbox"/>	P 2210	2012-CC-LB314A	zulfie file	File/nbox	17/10/12 02:33	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile.483

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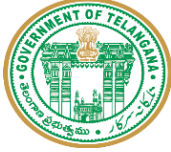
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Commissionerate of College Education



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COLLEGE INFORMATION MANAGEMENT SYSTEM (AUTOMATION) ECCA FACULTY DIGITAL DIARY (ECCAA)

**For any Technical Support Contact:
Extreme Informatics Private Limited**

Address: Sree Lalitha Sai Sadan, 3-2-375/1,
Kachiguda, Hyderabad, 500027

Customer Support Mobile Number: +919705557049

WhatsApp Number: +919705557049

EMAIL ID:nagender@extremeinfo.in

Timings: 10:00Am to 5:00Pm

- Open ECCA Website with the URL of <http://caims.ccets.telangana.gov.in/>
- After this You can find the page as shown in bellow.

Student Information Management

Certificate Management

Marks Management System


Account Management

Academic Audit Management

Faculty Digital Diary


Note:1.Please Do Edit Promotions By Logging in to Student Information Management
Note:2.Please follow this Manual for issuing Original and Duplicate TC if Already issued TC once
Please Feel Free to Contact Us For Technical Support:9705557049,9948197049, 4035857664, 9848897049, 9533344344
Mail Id: caimstechnicalteam@gmail.com
Office Timings 10:00 AM - 6:00 PM | Lunch Time 1:00 PM to 2:00 PM
[Anydesk Remote Software Download](#)


- Here Click on Faculty Digital Diary Logo.
- After this you will get the window as shown in below.

 **Login Form**

Employee Id

Password

 Login

 **Please Click here For new Registration for Faculty**

Note : 1) Created Lecturers Can View There User Names in Principal Login Reports User Login Details

- Click on Please click here for new Registration for faculty.
- After this you will get the window like this.

← → ↻ Not secure | caims.ccets.telangana.gov.in/Digital_Dairy/indexPages/Employee_Registration.aspx

Commissionerate of College Automation
Government of Telangana
College Administration and Information Management System
Faculty Digital Diary

Home Login

Registration

Please Enter Lecturer Id as your Employee Id(Up to 8 digits)

University: -Select-
College: -Select-
College Code Lecture ID:

Lecture Name:
Date of Birth: DD/MM/YYYY
DOJ Service: DD/MM/YYYY

DOJ In Present College: DD/MM/YYYY
Date of Retirement:
Email:

Phone No:
Designation: Select
Subject: Select

Lecture Type: Select

+ ADD CLEAR

- Fill the form and click the Add button.
- After Adding Details You Get the UserId and Password but it will not work.
- It will work after the principle accept your credentials.
- Click the Login button and then your screen will display like this.

← → ↻ Not secure | caims.ccets.telangana.gov.in/Digital_Dairy/indexPages/Academic_Year.aspx

Commissionerate of College Automation
Government of Telangana
College Administration and Information Management System
Faculty Digital Diary

Home Login

Select Academic Year

Academic Year: Year

SUBMIT CLEAR

- Select Academic Year and Click on Submit Button.

- Then your screen will display like this.

The screenshot shows a web browser window with the URL `caims.ccets.telangana.gov.in/Digital_Dairy/Masters/Indexpage.aspx`. The page header is dark blue and contains the following information:

- Logo of the Government of Telangana on the left.
- Text: **Commissionerate of College Automation**, Government of Telangana, College Administration and Information Management System, Faculty Digital Diary.
- User information on the right: **User Name: 110703698**, **Academic Year: [2018-2019]**, and a **Log out** link.
- A welcome message: **Welcome to Babu Jagjeevan Ram Govt. Degree College, Narayanaguda**.
- Navigation links: [Home](#), [Transactions](#), [Reports](#), [Utilities](#).

The main content area features the text **Welcome to Faculty Digital Dairy System** in blue, followed by an illustration of a black graduation cap with a gold tassel and a rolled-up diploma tied with a red ribbon.

The footer is dark blue and contains the text **Commissionerate of Collegiate Education** on the left and **Extreme informatics pvt ltd.** on the right.


- In the Transactions it will show Teaching Diary Entry.
- After Clicking the Teaching Diary Entry, You'll get a screen like this.

Teaching Diary

Course :	Combination :	Course Year :
<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>
Semester :	Date:	Day:
<input type="text"/>	<input type="text" value="24/3/2021"/>	<input type="text" value="Wednesday"/>
Medium:	Period:	Time:
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="0"/> : <input type="text" value="00"/>
Theory/Practical :	Topic Covered:	Methodology Adopted:
<input type="text" value="Select"/>	<input type="text" value="Topic Covered"/>	<input type="text" value="Enter Methodology Adopted"/>
No. of Students Attended:	Teaching Aids Used:	Student Activity Conducted :
<input type="text" value="No. of Students Attended"/>	<input type="text" value="Teaching Aids Used"/>	<input type="text" value="Enter Student Activity Conducted"/>
Remarks:		
<input type="text" value="Enter Remarks"/>		

- Enter Details and click on Submit Button.
- In Report Section, Select Teaching Diary You'll Get a screen Like this.

← → ↻ ⚠ Not secure | caims.ccets.telangana.gov.in/Digital_Dairy/ReportsForms/FrmLecturer_Dairy.aspx

 **Commissionerate of College Automation**
Government of Telangana
College Administration and Information Management System
Faculty Digital Diary

User Name: 110703698
Academic Year: 2019-2020
[Log out](#)

Welcome to Babu Jagjeevan Ram Govt. Degree College, Narayanaguda

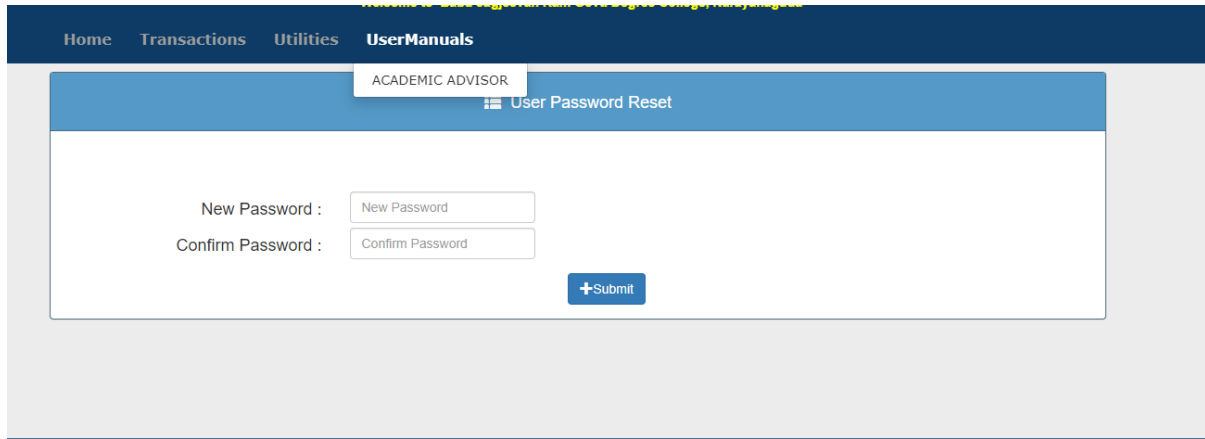
Home Transactions Reports Utilities

Teaching Diary Report

Period From : Period To:

- Enter Dates and click on Report Button.

- In Utilities you can find Reset Password option and here you can reset your password as shown in below image.



The screenshot shows a web application interface for password reset. At the top, there is a dark blue navigation bar with the following menu items: Home, Transactions, Utilities, and UserManuals. Below this, a light blue header bar contains the text 'ACADEMIC ADVISOR' and a hamburger menu icon followed by 'User Password Reset'. The main content area is a white box with a thin border. It contains two input fields: 'New Password :' followed by a text box labeled 'New Password', and 'Confirm Password :' followed by a text box labeled 'Confirm Password'. Below these fields is a blue button with a white plus sign and the text '+Submit'.

- Click on Logout .



Commissionerate of College Education



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COLLEGE INFORMATION MANAGEMENT SYSTEM (AUTOMATION)

ECCA PRINCIPAL DIGITAL DAIRY

**For any Technical Support Contact:
Extreme Informatics Private Limited**

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Kachiguda, Hyderabad, 500027

Customer Support Mobile Number: +919705557049

WhatsApp Number: +919705557049

EMAIL ID: nagender@extremeinfo.in

Timings: 10:00Am to 5:00Pm

- Open ECCA Website with the URL of <http://caims.ccets.telangana.gov/in/>
- After this You can find the page as shown in bellow

The screenshot shows a web browser window displaying the homepage of the Commissionerate of Collegiate Education, T.S. The page features a dark blue header with the organization's logo and name. Below the header, there are six teal-colored buttons arranged in a 2x3 grid, each with an icon and text: 'Student Information Management' (person icon), 'Certificate Management' (graduation cap icon), 'Marks Management System' (clipboard icon), 'Account Management' (cash book icon), 'Academic Audit Management' (book icon), and 'Faculty Digital Diary' (digital clock icon). Below the buttons, there are two red notes: 'Note:1. Please Do Edit Promotions By Logging in to Student Information Management' and 'Note:2. Please follow this Manual for issuing Original and Duplicate TC if Already issued TC once'. The footer contains copyright information, the number of hits (765), and the website designer's name (Extreme informatics pvt ltd.). The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the date 26-03-2021 and time 16:22.

- Here you can select Faculty Digital Diary.
- After selecting You'll get this screen.

The screenshot shows a login form with a blue background. At the top, there is a white person icon followed by the text 'Login Form'. Below this, there are three white rounded rectangular input fields: the first is labeled 'Employee Id', the second is labeled 'Password', and the third is an orange rounded rectangular button labeled 'Login' with a white arrow icon. At the bottom left, there is a red star icon with the word 'New' in white, followed by the text 'Please Click here For new Registration for Faculty'.

- After Logging You can find the page as shown in bellow

Not secure | caims.ccets.telangana.gov.in/Digital_Dairy/Masters/Indexpage.aspx

Commissionerate of College Automation
Government of Telangana
College Administration and Information Management System
Faculty Digital Diary

User Name: 11070
Academic Year : [2020-2021]
Log out

Welcome to Babu Jagjeevan Ram Govt. Degree College, Narayanaguda

Home Transactions Reports Utilities

Welcome to Faculty Digital Dairy System

Activate Windows
Go to Settings to activate Windows.

Copyright © 2017. Commissionerate of Collegiate Education
Extreme Informatics Pvt Ltd.

- In Transactions, Select Faculty Teaching Diary.
- Then Your screen design Will Appear like this .

☰ Teaching Diary

Course : <input type="text" value="-Select-"/>	Combination : <input type="text"/>	Course Year : <input type="text"/>
Semester : <input type="text"/>	Date: <input type="text" value="26/3/2021"/>	Day: <input type="text" value="Friday"/>
Medium: <input type="text" value="Select"/>	Period: <input type="text" value="Select"/>	Time: <input type="text" value="8"/> : <input type="text" value="00"/>
Thoery/Practical : <input type="text" value="Select"/>	Topic Covered: <input type="text" value="Topic Covered"/>	Methodology Adopted: <input type="text" value="Enter Methodology Adopted"/>
No. of Students Attended: <input type="text" value="No. of Students Attended"/>	Teaching Aids Used: <input type="text" value="Teaching Aids Used"/>	Student Activity Conducted : <input type="text" value="Enter Student Activity Conducted"/>
Remarks: <input type="text" value="Enter Remarks"/>		

NOTE : If principal will teach any subject then only fill the details otherwise just ignore it.

- In Reports, we have three types
 - ✓ All Faculty Teaching Dairy
 - ✓ Employee Login Details
 - ✓ Delete Employee Details
- By clicking on all faculty teaching Dairy, You get the screen like this.

The screenshot shows a web browser window with the URL `caims.ccets.telangana.gov.in/Digital_Dairy/ReportsForms/Lecturer_rpt.aspx`. The page header includes the logo of the Government of Telangana, the text "Commissionerate of College Automation", "Government of Telangana", "College Administration and Information Management System", and "Faculty Digital Diary". A welcome message reads "Welcome to Babu Jagjeevan Ram Govt. Degree College, Narayanaguda". The user is logged in as "User Name: 11070" for the "Academic Year : [2020-2021]", with a "Log out" link. The main navigation menu contains "Home", "Transactions", "Reports", and "Utilities". The central form, titled "Teaching Diary Report", contains the following fields and controls:

- Period From :** A text input field.
- Period To:** A text input field.
- Lecturer ID:** A dropdown menu with "Select" as the current selection.
- Report:** A blue button with a refresh icon and the text "Report".

The footer of the page includes "Copyright © 2019 Commissionerate of Collegiate Education" on the left and "Activate Windows" and "Go to Settings to activate Windows" on the right, along with the logo for "Extreme Informatics pvt ltd.".

- By clicking Employee Login Details You'll get the log in details of the Faculty.

Browser tabs: :ECCA DIGITAL DIARY: | PDF to Word Converter - 100% F | :ECCA DIGITAL DIARY: | +

Address bar: Not secure | caims.ccets.telangana.gov.in/Digital_Dairy/Masters/Indexpage.aspx

Header: Commissionerate of College Automation
Government of Telangana
College Administration and Information Management System
Faculty Digital Diary

User Name: 11070
Academic Year: [2020-2021]
Log out

Welcome to Babu Jagjeevan Ram Govt. Degree College, Narayanaguda

Home Transactions Reports Utilities

- All Faculty Teaching Diary
- Employee Login Details
- Delete Employee Details

Faculty Digital Dairy System



Commissionerate of Collegiate Education
caims.ccets.telangana.gov.in/Digital_Dairy/ReportsForms/Frm_EmpLogin.aspx

Windows taskbar: Type here to search | [Icons: File Explorer, Mail, Chrome, Word, etc.] | 17:40 26-03-2021

Activate Windows watermark: Go to Settings to activate Windows. Extreme informatics pvt ltd.

- In Delete Employee Details You can delete the Faculty.

Browser tabs: :ECCA DIGITAL DIARY: | PDF to Word Converter - 100% F | :ECCA DIGITAL DIARY: | +

Address bar: Not secure | caims.ccets.telangana.gov.in/Digital_Dairy/Masters/Indexpage.aspx

Header: Commissionerate of College Automation
Government of Telangana
College Administration and Information Management System
Faculty Digital Diary

User Name: 11070
Academic Year: [2020-2021]
Log out

Welcome to Babu Jagjeevan Ram Govt. Degree College, Narayanaguda

Home Transactions Reports Utilities

- All Faculty Teaching Diary
- Employee Login Details
- Delete Employee Details

Faculty Digital Dairy System

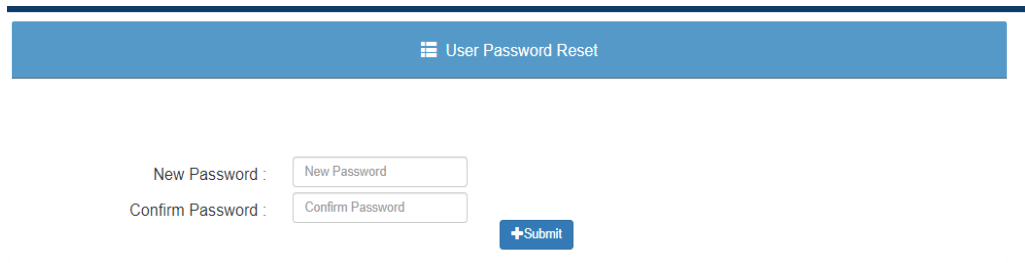


Commissionerate of Collegiate Education
caims.ccets.telangana.gov.in/Digital_Dairy/ReportsForms/Frm_EmpLogin.aspx

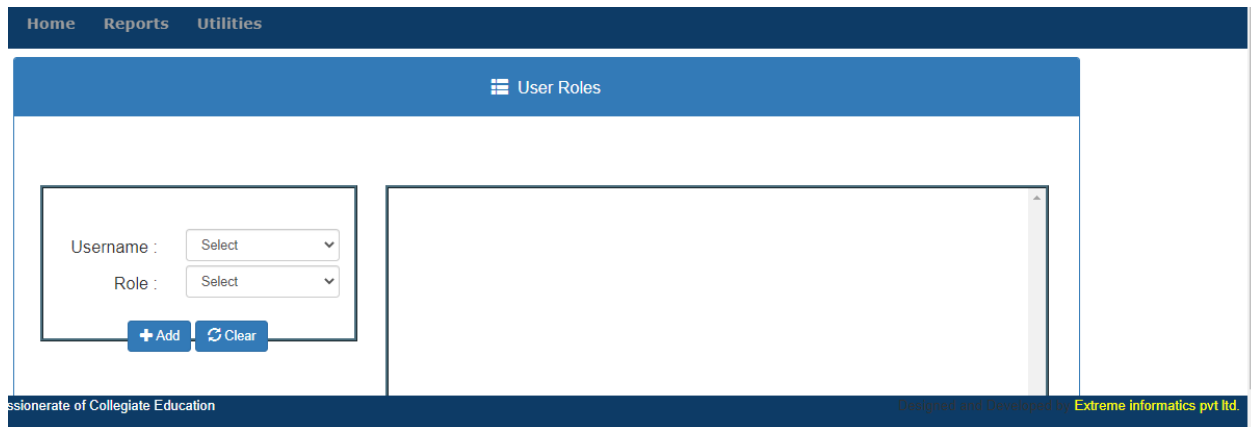
Windows taskbar: Type here to search | [Icons: File Explorer, Mail, Chrome, Word, etc.] | 17:40 26-03-2021

Activate Windows watermark: Go to Settings to activate Windows. Extreme informatics pvt ltd.

- In Utilities, By Clicking on Reset Password you can find the bellow page



- Here you can Reset Your password
- By clicking on user roles you can find the bellow page



- When the Faculty Registration is Completed, The Faculty Name and Role will be appeared here.
- Here, The Principal Should give the Faculty user roles.
- Then Click on Log out

PRE-REQUISITES FOR CDDO MODULE

CDDOs are required to carry out the following Pre-requisites before onboarding PFMS for performing payment related functionalities:-

- a. Open an e-Payment Account with their e-focal point bank branch of accredited bank.
(Note: E-Receipt account for NTRP and IAAA Account for more than 100 Crores may also be opened as per requirement).
- b. Intimate their newly opened e-Payment account details to their respective PAO so that PAO can enter this account number in PFMS.
- c. Procure two digital key of Class II type for two officers (1CDDO and 1 any officer authorized by DDO (Admin), to act as ***Signatory I to sign all the payments irrespective of amount*** and ***Signatory II to sign the payment amounting to Rupees 10 lakhs and above***, from any of the Certifying Authorities licenced by Controller of Certifying Authorities (available on website www.cca.gov.in under the link "**Licensed CAs**").
- d. Create and approve login ids for users "DDO CHECKER" and "DDO MAKER" on PFMS.

REGISTRATION & APPROVAL OF USERS IN CDDO

Following are the users in CDDOs who will be registered for performing Payment functionality including e-payment on PFMS portal:

- a. CDDO (ADMIN)
- b. DDO CHECKER
- c. DDO MAKER

-DDO (Admin), if not already registered on PFMS, will be registered from Home page of PFMS. On the right hand side, one hyperlink "**Register Sanction ID Generation Users**" is

available. A form for Registration will appear on clicking this link. DDO user will fill in the relevant information in all the fields and press **“SUBMIT”** button. The system will display a message for successful registration.

-Registration of DDO user will be approved by PAO user in concerned Pay & Accounts office.

-DDO user will log in PFMS portal with his credentials and register the users **“DDO CHECKER”** and **“DDO MAKER USER”** through the option:

“USER MASTER” > “MINISTRY USER REGISTRATION”

-Registration of **“DDO CHECKER”** and **“DDO MAKER”** will be approved by DDO user through the option:

“USER MASTER” > “MANAGE USERS”

PRE-REQUISITES TO ENROL AND USE DSC (DIGITAL SIGNATURE CERTIFICATES)

Following are the Pre-requisite activities to enrol and use DSC (Digital Signature Certificate):-

- a. -Confirm that updated JAVA is installed on to your machine.
- b. -Confirm that Driver of DSC is installed on to your machine. Check the brand name of DSC and go to site of concerned company to download driver.
- c. -Go to Java Control panel > Security Tab > Edit Site List. Enter **https://pfms.nic.in.**
- d. -Go to Java Control Panel > Advance Tab > Java Console option Enable **“Show - Console”**.
- Go to Java Control Panel > Advance Tab > In Miscellaneous > enable **“Place java icon in System tray”** option
- e. Go to Update Tab of Java and confirm Check for **“Update Automatically”** is enabled.

- f. Close the Java and browser (Internet Explorer).
- g. Open Internet Explorer and login again PFMS to enroll DSC.
- h. Always use Digital Signature On Internet Explorer

PROCESS FOR ENROLMENT OF DSCs

Users (Signatory 1 & Signatory 2) in CDDOs, who need to use Digital Signatures for signing e-payments, are first required to log in PFMS portal with their login Id and password and enrol their digital signatures through DSC (Digital Signature Certificate) Enrolments module.

“MASTERS” > DSC MANAGEMENT > ENROLL DSC”.

Details can be updated by the user who enrolled the digital signatures. The updated details also need to be approved by PAO.

After enrolment has been done successfully, by CDDO users, their DSC enrolment will be approved by PAO user.

“MASTER”>”DSC MANAGEMENT”>”APPROVE DSC”

PROCESS FOR SIGNATORY CONFIGURATION OF DSCs

The process of **“Signatory Configuration”** at PFMS is required to authenticate payments by configured signatories to ensure timely payments.

DDO user has to specify the users who will act as Signatory 1 and Signatory 2.

The payment amounting to Rupees below 10 lakhs will be signed by Signatory 1 only. The Payment amounting to Rupees 10 lakhs and above will require signatures of both Signatory 1 and Signatory 2.

This option is available at DDO level user only. He will log in PFMS portal with his login id and password and go to:

“BANK”>”SIGNATORY CONFIGURATION”.

-Signatory level, 1 and 2, as specified by DDO user also need to be approved by PAO user.

LETTER OF CREDIT (LOC)

- LOC is generally being issued on quarterly basis. However, it can be issued any number of times in a financial year.
- Period of validity is also prescribed in the LOC.
- First LOC (provisional) is generally being issued in the month of March.
- LOC is simultaneously being issued to both CDDO and its accredited bank branch.
- The ceiling prescribed in the LOC is to be monitored both by CDDO and bank.
- The ceiling prescribed in LOC is applicable on all types of payments (cheques as well as e-payments) being made by the CDDO.
- Bank monitors the payments (cheque and e-payment taken together) on the basis of overall ceiling prescribed in the LOC.
- LOC is to be validated against the net amount of bill.
- Fresh LOC issued after the expiry of the period prescribed in the earlier LOC shall be treated as an additional to the unspent balance of the earlier LOC.
- The unspent LOC of the last quarter of the financial year is not to be carried forward to next year.
- The cheques/e-payments issued during the last quarter but presented for payment during the next quarter in the subsequent financial year will be considered by the banks etc. against the assignment of the year in which they were drawn and not in the year in which they are paid.

- Negative LOC is also being issued so to adhere to the ceilings/cut imposed.
- Negative LOC can be initiated by PAO or CDDO.
- How much amount is to be given in the LOC is at the discretion of PAO/LOC Cell.
- LOC cannot be issued against LOA. However, the same is allowed an exception in M/O Urban Development where it is in practice that payments are being made by CPWD Divisions on the basis of LOA issued by other Ministries/Departments.
- There could be multiple heads in a single LOC.
- LOC request is to be initiated from CDDO.

➤ **Effect of Transfer Entry on LOC at CDDO level:**

There would be effect of transfer entry on LOC at CDDO level as the LOC is issued and monitored head-wise.

➤ **Effect of 're-issue' of 'Failed Transaction' on LOC at CDDO level:**

There won't be any effect of re-issue of transaction on LOC at CDDO level because the LOC was reduced at the time of issue of original transaction.

➤ **Effect of 'Permanent Cancellation' of 'Failed Transaction' on LOC at CDDO level:**

There will be effect of permanent cancellation of transaction on LOC at CDDO level if the original transaction pertains to the same financial year in which the permanent cancellation is being done. In other words the LOC amount will be increased in all such cases. The same is suggested since the bank has not reduced the LOC amount at their end as the transaction was not successful. However, if the permanent cancellation of failed transaction is being done in the next financial year then the LOC of the previous financial year (last quarter) may only be increased.

➤ **Effect of 'Failure-after-Success' cases on LOC at banks level:**

At present in case of 'failure-after-success' transactions the bank is providing refund of already claimed amount and it is being shown as receipt in scrolls/DMS.

The bank should increase the amount of LOC in all the 'failure-after-success' cases if it pertains to the same financial year. If the 'failure-after-success' is reported in the next financial year then the LOC of the previous financial year (last quarter) may only be increased by banks.

On the CDDO side, the impact of 'Failure-after-Success' transactions will on the basis of action initiated by them as indicated hereunder:-

a. **Effect of 're-issue' of 'failure-after-success' transaction' on LOC at CDDO level:**

There won't be any effect of re-issue of transaction on LOC at CDDO level because the LOC was reduced at the time of issue of original transaction.

b. **Effect of 'Permanent Cancellation' of 'failure-after-success' transaction' on LOC at CDDO level:**

There will be effect of permanent cancellation of transaction on LOC at CDDO level if the original transaction pertains to the same financial year in which the permanent cancellation is being done. In other words the LOC amount will be increased in all such cases. The same is required since the bank has not reduced the LOC amount at their end as the transaction was not successful ultimately. (The LOC amount which was reduced by bank at the first instance when the transactions was reported as 'successful' was subsequently increased when the same transaction was reported as 'failure-after-success'.)

However, if the permanent cancellation of failed transaction is being done in the next financial year then the LOC of the previous financial year (last quarter) may only be increased.

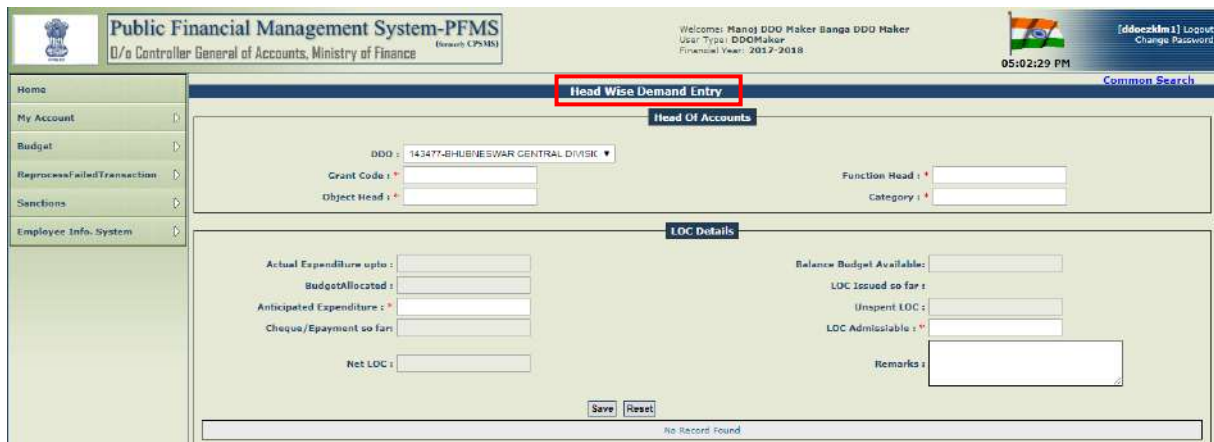
PROCESSING OF LOC ON PFMS AT DDO MAKER LEVEL

First of all, DDO Maker will make Head wise Demand entry for LOC through the option:

“BUDGET” > “LOC” > “CREATE LOC”



A screen for **“Head wise Demand Entry”** will appear. DDO code will be displayed automatically. All the fields under the header **“LOC Details”** will be blank.



DDO Maker will enter Accounting Head details viz. Grant, Function Head, Object Head and Category in respect of head for which demand of LOC is to be created. On pressing the key “Enter”, after keying in Accounting Head details, Information will be displayed in the fields “Actual Expenditure upto”, “Budget Allocated”, “Balance Budget Available”, “LOC Issued so far”, “Cheque/E-payment so far”, “Unspent LOC” automatically.

The hyperlink of “LOC issued so far” can be clicked to view the details

S.NO	LOC No	Loc Date	Quarter	LOC Admissible	LOC Approved Amount
1	20171814347762	17/8/2017	Q2	1,000	1,000

DDO Maker has to enter amount in the fields “Anticipated Expenditure” and “LOC Admissible”. The system has a validation for not allowing LOC Admissible amount greater than the Anticipated Expenditure.

DDO maker will enter the admissible amount for LOC and enter relevant ‘Remarks’. The system will automatically display amount of “NET LOC” after taking into consideration the amount of Unspent LOC. User will press the button “Save”.

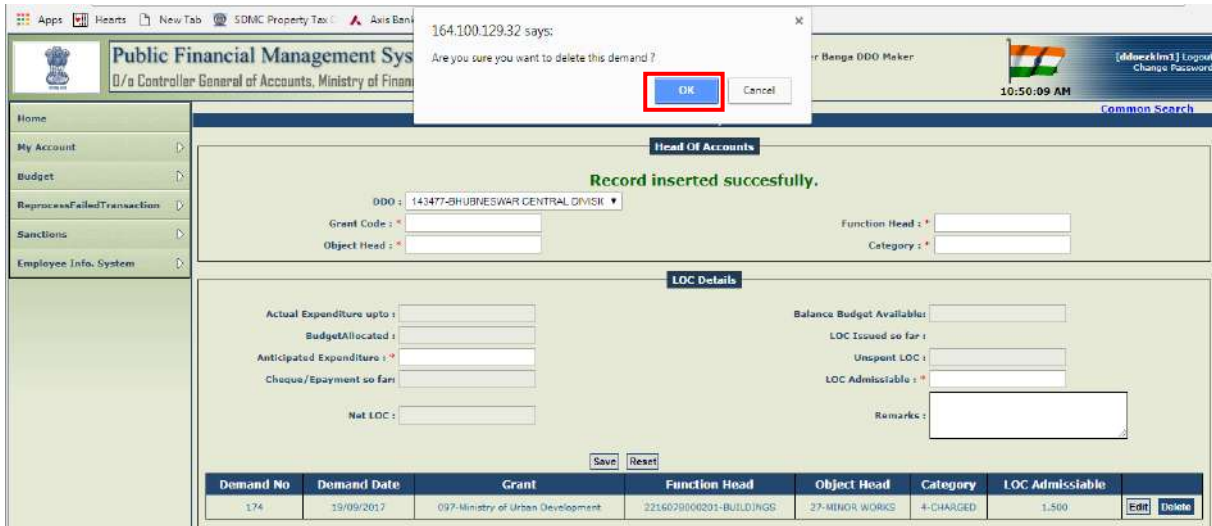
The system will display a message:

“Record inserted successfully”.

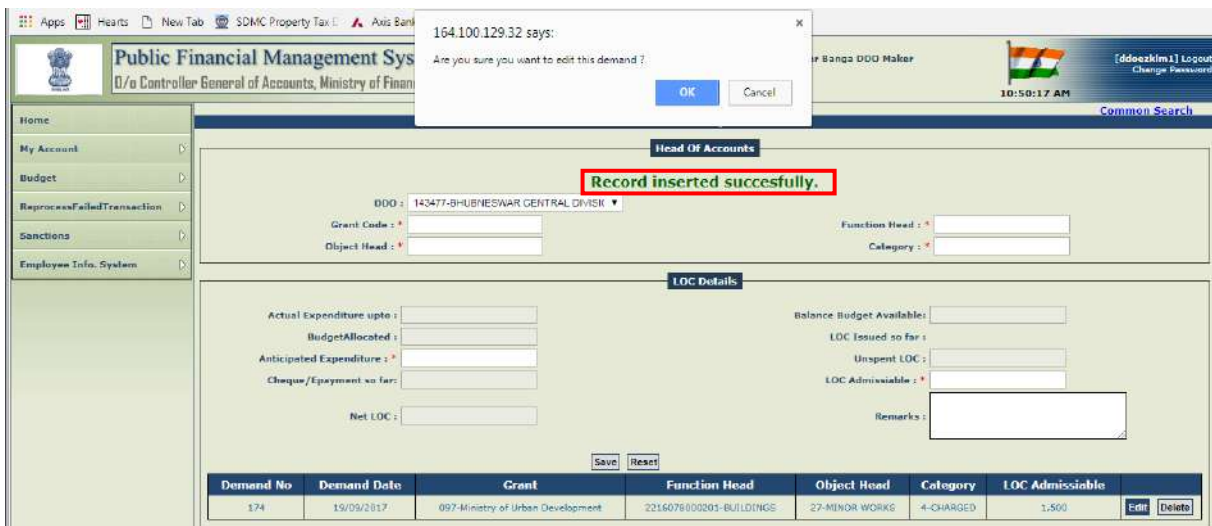
A grid showing Demand No. (System generated), Demand date, Accounting Head Details and LOC Admissible, will appear below. Two buttons **“Edit”** and **“Delete”** will also be available for deleting or editing this demand, if required.

Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	[Edit] [Delete]

In case, the record needs to get deleted, user will press the button **“Delete”**. The system will ask for the confirmation of action. On pressing **“OK”** record will get deleted.



In case, editing is required to be carried out in record, user will press the button “Edit”. The system will display warning message for confirmation of action. User will press “OK” button.



The Fields “Anticipated Expenditure” and “LOC Admissible” will again be available for editing. User will enter new amount and press the button “Update”.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDOMaker
Financial Year: 2017-2018

10:50:41 AM

Home | My Account | Budget | ReprocessFailedTransaction | Sanctions | Employee Info. System

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISK
Demand No : 174
Grant Code : 097
Object Head : 27

Demand Date : 19/09/2017
Function Head : 2216078000201
Category : 4

LOC Details

Actual Expenditure upto : 0
Budget Allocated : 1000000
Anticipated Expenditure : 1500
Cheque/Epayment so far : 0
Net LOC : 500

Balance Budget Available : 1000000
LOC Issued so far : 1000
Unspent LOC : 1000
LOC Admissible : 1500
Remarks : TEST

Update Reset

Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	Edit Delete

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDOMaker
Financial Year: 2017-2018

10:54:51 AM

Home | My Account | Budget | ReprocessFailedTransaction | Sanctions | Employee Info. System

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISK
Demand No : 174
Grant Code : 097
Object Head : 27

Demand Date : 19/09/2017
Function Head : 2216078000201
Category : 4

LOC Details

Actual Expenditure upto : 0
Budget Allocated : 1000000
Anticipated Expenditure : 2000
Cheque/Epayment so far : 0
Net LOC : 1000

Balance Budget Available : 1000000
LOC Issued so far : 1000
Unspent LOC : 1000
LOC Admissible : 2000
Remarks : TEST

Update Reset

Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	Edit Delete

On pressing the button “Update”, the system will display a message:

“Record Updated successfully”.

The grid appearing below will show the edited amount.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDOMaker
Financial Year: 2017-2018

10:56:52 AM

Home | My Account | Budget | ReprocessFailedTransaction | Sanctions | Employee Info. System

Head Wise Demand Entry

Head Of Accounts

Record updated successfully.

DDO : 143477-BHUBNESWAR CENTRAL DIVISK
Grant Code :
Object Head :
Function Head :
Category :

LOC Details

Actual Expenditure upto :
Budget Allocated :
Anticipated Expenditure :
Cheque/Epayment so far :
Net LOC :

Balance Budget Available :
LOC Issued so far :
Unspent LOC :
LOC Admissible :
Remarks :

Save Reset

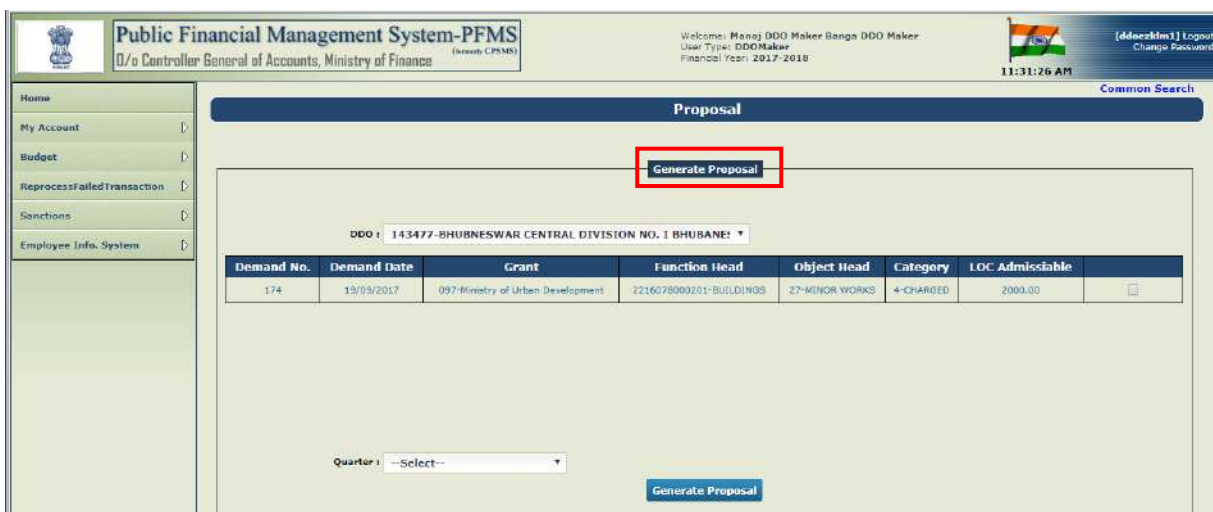
Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	2,000	Edit Delete

After the 'Head Wise Demand' has been entered by DDO Maker, he will go to generate proposal through the option:

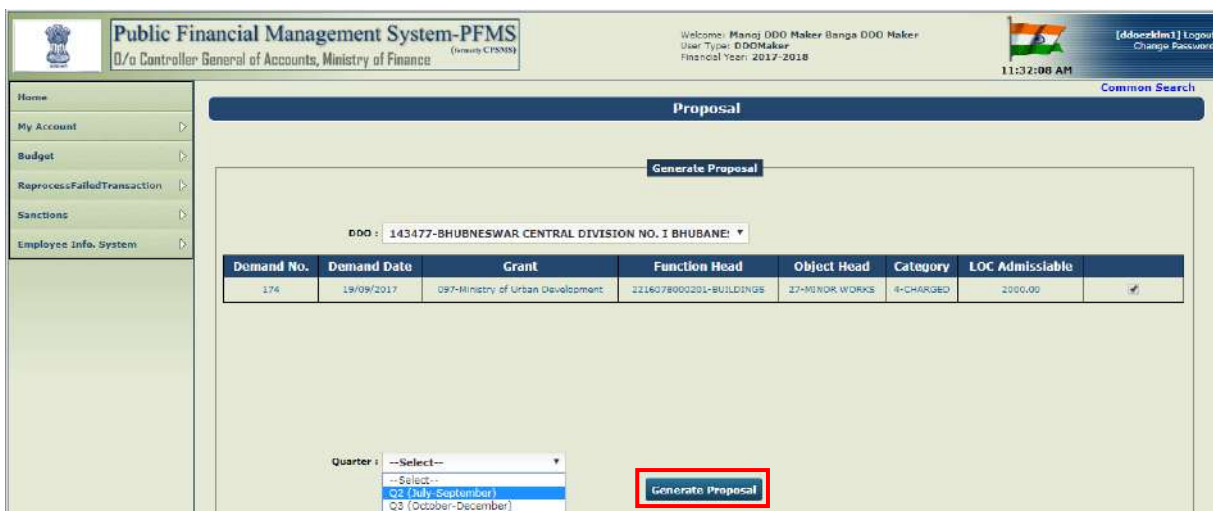
"BUDGET" > "LOC" > "GENERATE PROPOSAL"



A screen for "Generate Proposal", showing the details of Demand entered, will appear.



The user has to check the box given against Demand, select the quarter from drop down menu and press the button "Generate Proposal".



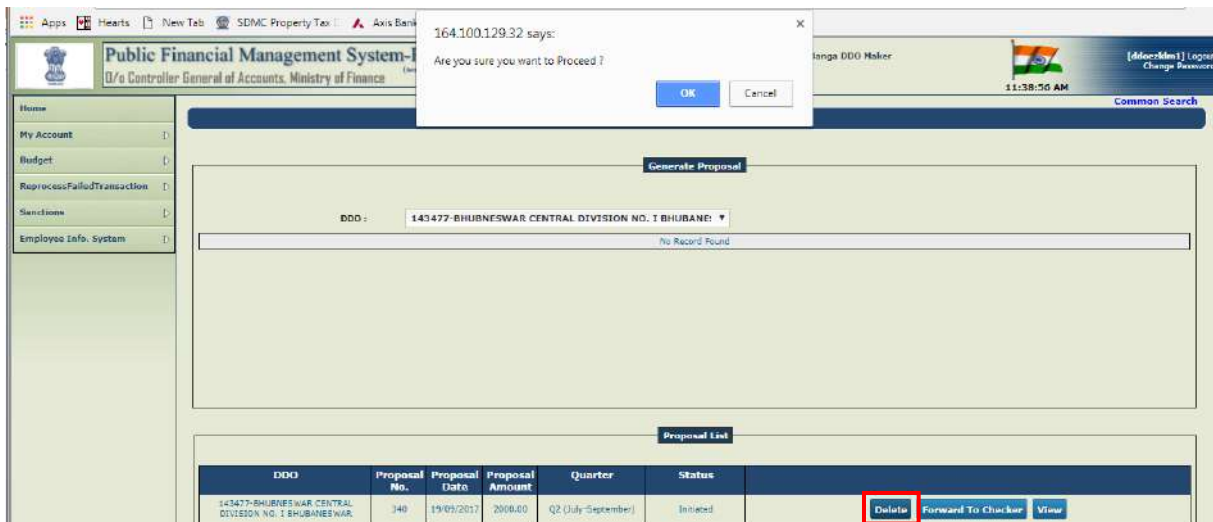
The system will display a message:

“Record inserted successfully”.

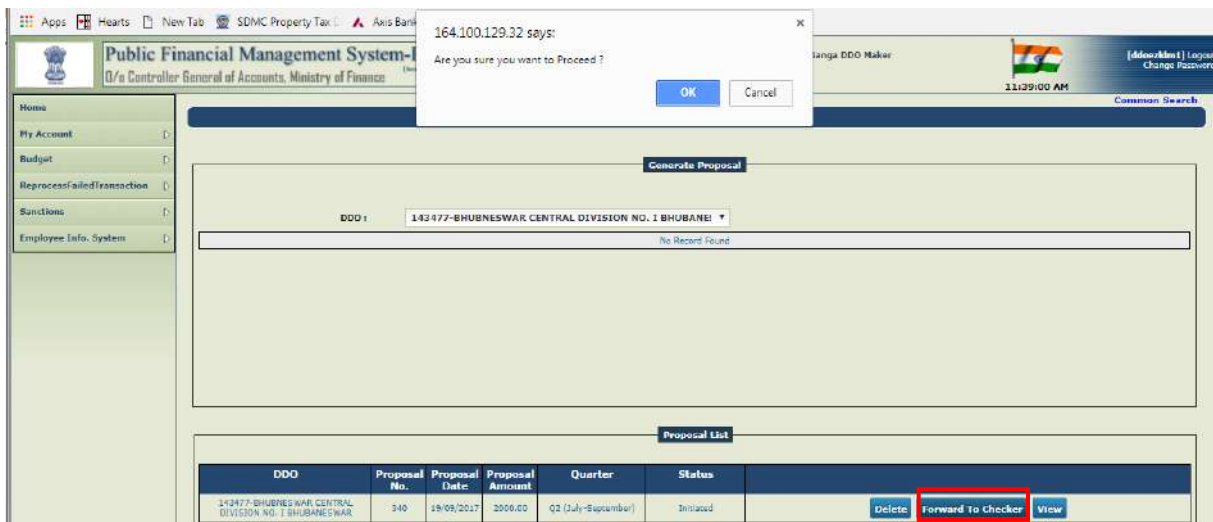
The status of record will be shown as “Initiated”. Three additional buttons “Delete”, “Forward to Checker” and “View” will become available in the grid against the Demand. One additional box for “Redirect to Maker with Remarks” will also appear at the bottom where user can write relevant remarks for return the record, in case required.

The user can view the details of Demand by pressing the button “View”.

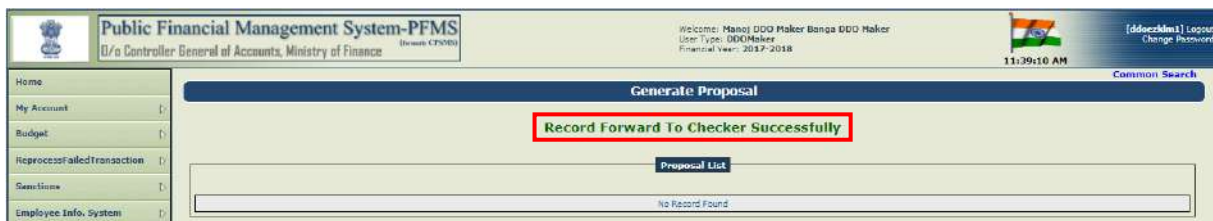
In case the record needs to get deleted, user will press the button “Delete”.



In case of correct record, user will press the button **“Forward to Checker”**, the system will display a warning message **“Are you sure want to proceed?”**



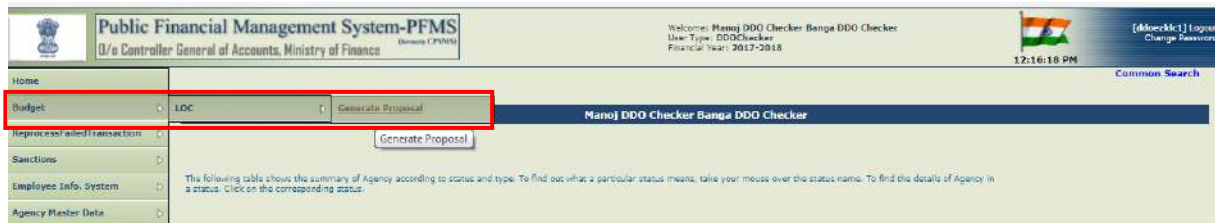
On pressing **“OK”** button on warning message, the system will display a message: **“Record Forward to Checker Successfully”**.



PROCESSING OF LOC ON PFMS AT DDO CHECKER LEVEL

After the proposal for LOC has been generated by DDO Maker and thereafter forwarded to DDO Checker, it will be processed by DDO Checker. He will go to the option:

“BUDGET” > “LOC” > “GENERATE PROPOSAL”



A list of proposals with the status **“Forward to DDO Checker”** will be displayed. Three options will be available against each Proposal viz. **“Forward to DDO Admin”**, **“Redirect to Maker with Remarks”** and **“view”**.

The screenshot shows a list of proposals. The third proposal is highlighted with a red box, and its 'Forward to DDO Admin', 'Redirect to Maker with Remarks', and 'View' buttons are also highlighted.

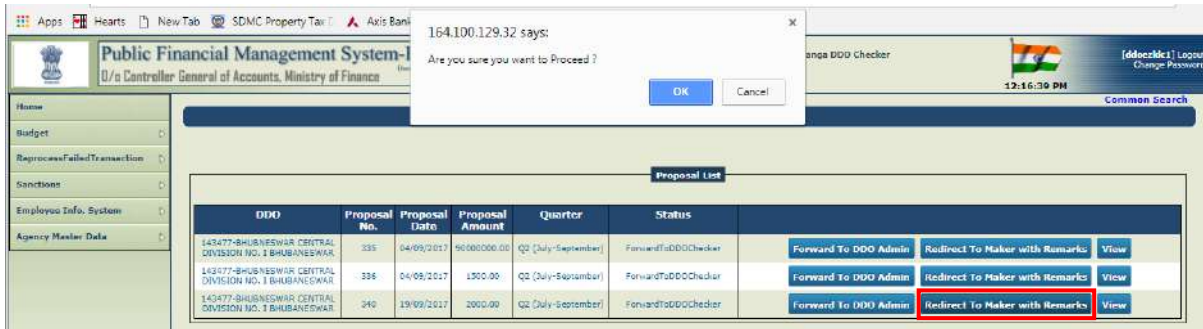
DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Forward to DDO Admin	Redirect to Maker with Remarks	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	323	04/09/2017	9000000.00	Q2 (July-September)	Forward to DDO Checker	Forward to DDO Admin	Redirect to Maker with Remarks	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	326	04/09/2017	1500.00	Q2 (July-September)	Forward to DDO Checker	Forward to DDO Admin	Redirect to Maker with Remarks	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	Forward to DDO Checker	Forward to DDO Admin	Redirect to Maker with Remarks	View

The details of proposal for LOC can be viewed by clicking the button **“View”** given against the desired proposal.

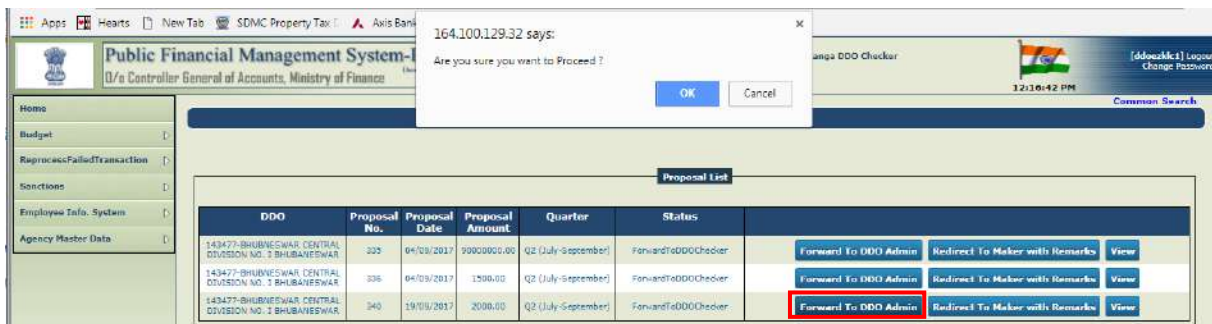
The screenshot shows the 'Proposal View Format' for proposal number 340. The 'View' button is highlighted with a red box.

Grant No	Head	Budget	Expenditure	Balance	Anticipated Bud Exp	LOC Issued So far	Cheques Issued So far	Unspent LOC	LOC Admissible	NETLOC
Grand Total:		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
2216 Housing Revenue (Non-Plan)		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
D97 2216078000201274		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00

In case of incorrect record, it can be redirected to maker by pressing the button **“Redirect to Maker with Remarks”**.



In case of correct record, DDO Checker will press the button **“Forward to DDO Admin”**. The system will display a message for confirmation of action **“Are you sure you want to Proceed?”**



On pressing **“OK”** on confirmation message, the record will disappear from the displayed list and the system will display a message: **“Record forwarded to DDO Admin successfully”**.



PROCESSING OF LOC ON PFMS AT DDO ADMIN LEVEL

DDO Admin will go to the option:

“BUDGET” > “LOC” > “GENERATE PROPOSALS”



A list of all LOC proposals with the status “Forward to DDO” will be displayed.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Actions
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	339	02/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks Forward To PAO/PRAO View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	15/09/2017	2000.00	Q2 (July-September)	ForwardToDDO	Redirect To Checker with Remarks Forward To PAO/PRAO View

By pressing the button “View” given against the desired proposal, details of proposals can be viewed.

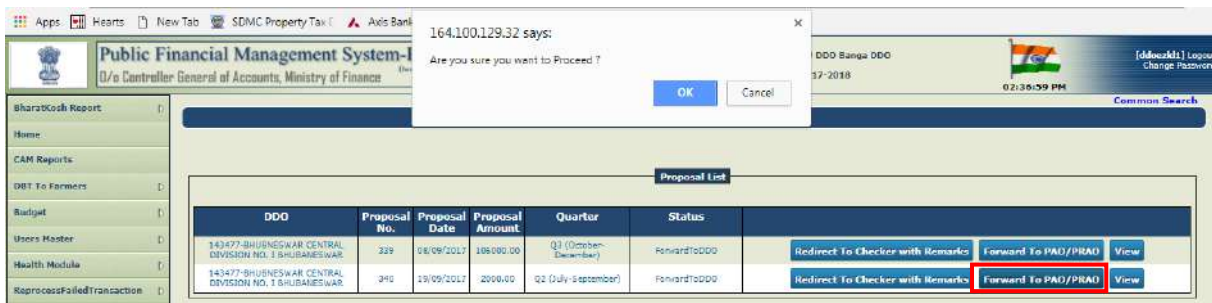
Grant No	Head	Budget	Expenditure	Balance	Anticipated Bud Exp	LOC Issued So far	Cheques Issued So far	Unspent LOC	LOC Admissible	NET LOC
Grand Total:		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
2216	Housing Revenue (Non-Plan)	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
097	22160780002011274	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00

The incorrect record can be redirected by DDO Admin by pressing the button “Redirect to Checker with Remarks”.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Actions
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	339	02/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks Forward To PAO/PRAO View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	15/09/2017	2000.00	Q2 (July-September)	ForwardToDDO	Redirect To Checker with Remarks Forward To PAO/PRAO View

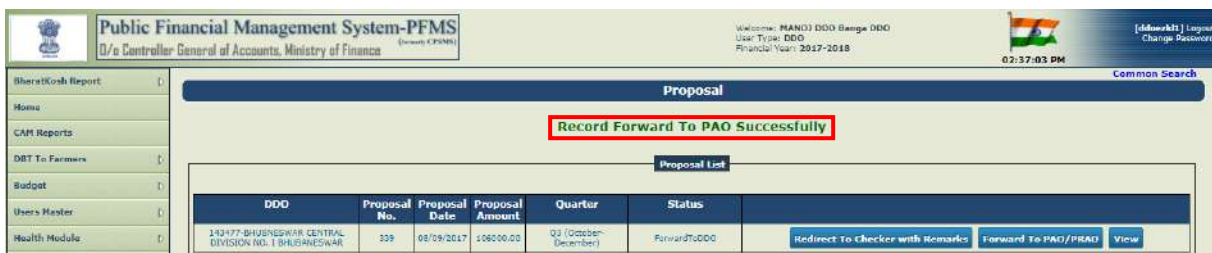
In case the record is correct, DDO Admin will press the button “Forward to PAO/PRAO” given against the desired Proposal. A message for confirmation of action will be displayed by the system:

“Are you sure you want to Proceed?”



On pressing “OK” on confirmation message, the desired proposal will disappear from the list displayed on screen and a message will be displayed by the system:

“Record forwarded to PAO successfully”.



Now this record for LOC proposal will be available in PAO or PrAO depending on the nature of working of Ministry/department.

PROCESSING OF LOC PROPOSAL AT DH USER LEVEL IN PAY & ACCOUNTS OFFICE

Depending upon the working nature of Ministry/Department, the proposal of LOC as forwarded by DDO Admin, will be available either at DH user level in Pay & Accounts office or DH user level in Principal Accounts Office.

DH user in PAO/PrAO will go to the option:

“BUDGET” > “LOC” “APPROVE PROPOSAL”



A screen for “Proposal Approval” will appear.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

02:20:47 PM

Proposal Approval

PAO: --Select-- DDO: --Select--
Proposal Date: --Select-- Proposal Number: --
Status: ForwardToPAODH

Search Reset

No details found

DH user can trace a particular LOC Proposal by using the search criteria given above. The hyperlink of desired record is to be clicked to open its details.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:38:12 PM

Proposal Approval

PAO: 043490-PAO(East Zone) CPWO,Kolkata DDO: 143477-BHUBNESWAR CENTRAL DIVISION N
Proposal Date: 19/09/2017 Proposal Number: --
Status: ForwardToPAODH

Search Reset

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	330	18/9/2017	2000.00	143477	ForwardToPAODH	
2	338	08/9/2017	2000.00	143477	ForwardToPAODH	
3	337	08/9/2017	20000.00	143477	ForwardToPAODH	
4	321	28/8/2017	1000.00	143477	ForwardToPAODH	
5	327	18/8/2017	12200.00	143477	ForwardToPAODH	
6	325	18/8/2017	2500.00	143477	ForwardToPAODH	
7	324	18/8/2017	3500.00	143477	ForwardToPAODH	
8	314	14/8/2017	3000.00	143477	ForwardToPAODH	
9	313	14/8/2017	8000.00	143477	ForwardToPAODH	
10	309	14/8/2017	5000.00	143477	ForwardToPAODH	

2 3 4 5 6

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:38:46 PM

Proposal Approval

PAO: 043450-PAO(East Zone) CPWD,Kolkata DDO: 143477-BHUBNESWAR CENTRAL DIVISION N
Proposal Date: 19/09/2017 Proposal Number: --
Status: ForwardToPAODH

Search Reset

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2050.00	143477	ForwardToPAODH	

The details of LOC Proposal will be displayed. The status of Proposal will be shown as **“Forward to PAODH”**. User can view the full record by scrolling the bar to left and right.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:40:02 PM

Proposal Approval

PAO: 043490-PAO(East Zone) CPWD,Kolkata DDO: 143477-BHUBNESWAR CENTRAL DIVISION N
Proposal Date: 19/09/2017 Proposal Number: --
Status: ForwardToPAODH

Search Reset

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

Proposal Number 1340

S.No	Demand No	Demand Date	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LO Appr. Amo
1	174	19/9/2017	097	2216076000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	2000.00
Total: 2000																

Proposal forwarded without any demand approved

Forward To AAD

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:40:17 PM

Proposal Approval

PAO: 043460-PAO(East Zone) CPWD,Kolkata DDO: 143477-BHUBNESWAR CENTRAL DIVISION

Proposal Date: 19/09/2017 Proposal Number: 340

Status: ForwardToPAODH

Search Reset

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

Proposal Number : 340

Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Up to Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks
097	221607800201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	2000	TEST
Total:													2000	

Proposal forwarded without any demand approved

Forward To AAD

Two options will be available here:

1. DH can approve the Demand Proposal for LOC Approval and then forward it to AAO.
2. DH can forward the LOC Proposal with approving it.

In case LOC Proposal is to be approved, DH will check the box given in the grid against the desired record and then press the button **“Forward to AAO”**.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:48:30 PM

Proposal Approval

PAO: 043460-PAO(East Zone) CPWD,Kolkata DDO: 143477-BHUBNESWAR CENTRAL DIVISION

Proposal Date: 19/09/2017 Proposal Number: 340

Status: ForwardToPAODH

Search Reset

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

Proposal Number : 340

Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Up to Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks
097	221607800201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	1000	TEST <input checked="" type="checkbox"/>
Total:													1000	

Proposal forwarded without any demand approved

Forward To AAD

The system will display a message for confirmation of action:

“Are you sure you want to save?”

164.100.129.32 says:
Are you sure you want to Save ...?

OK Cancel

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:48:43 PM

Proposal Approval

PAO: 043460-PAO(East Zone) CPWD,Kolkata DDO: 143477-BHUBNESWAR CENTRAL DIVISION

Proposal Date: 19/09/2017 Proposal Number: 340

Status: ForwardToPAODH

Search Reset

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

Proposal Number : 340

Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Up to Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks
097	221607800201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	1000	TEST <input checked="" type="checkbox"/>
Total:													1000	

Proposal forwarded without any demand approved

Forward To AAD

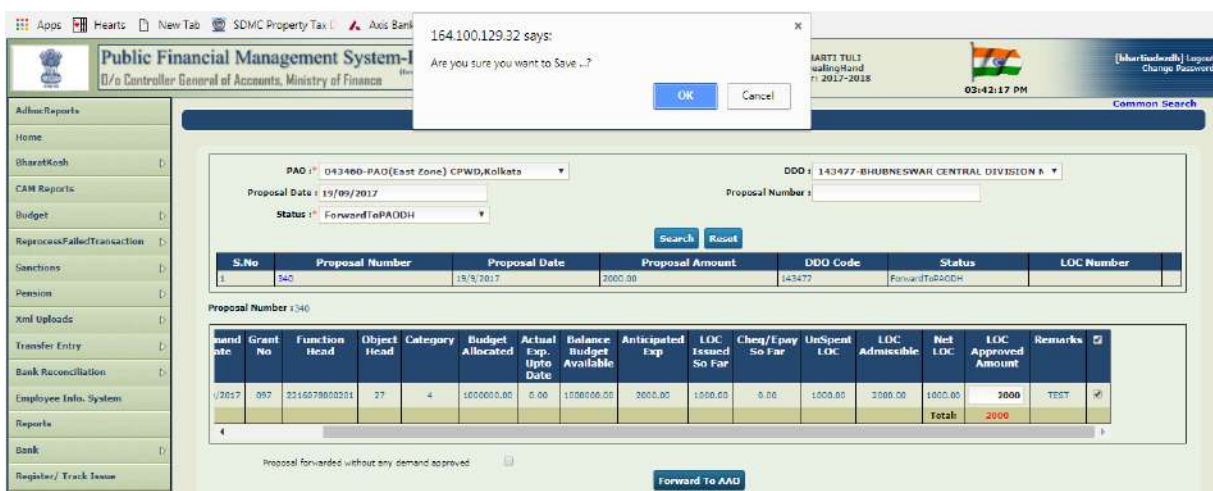
On pressing “OK” on confirmation message, the record will disappear from the screen and a message will be displayed by the system:

“LOC forwarded Successfully”



It may be noted that “LOC Approved Amount” cannot be greater than “Net LOC”. The system will not allow to save such a record and display a message:

“LOC Approved Amount should be less than Net LOC Amount”.



Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

03:42:53 PM

Proposal Approval

LOC Approved Amount Should be less than Net LOC Amount

PAO: 043400-PAO(East Zone) CPWD,Kolkata
DDO: 143477-BHUBNESWAR CENTRAL DIVISION

Proposal Date: 19/09/2017
Proposal Number:
Status: ForwardToPAODH

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

Proposal Number: 340

Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks	
097	221607800201	27	4	1000000.00	0.00	1000000.00	3000.00	1000.00	0.00	1000.00	2000.00	1000.00	2000	TEST	<input type="checkbox"/>
Total:													2000		

Proposal forwarded without any demand approved

Forward To AAO

In case record is not to be approved, DH user will click the check box given against the field “Proposal forwarded without any demand approved” and then press the button “Forward to AAO”. The system will display a message: “Are you sure you want to Save ...? Unselected S.No. So LOC Approved amount of these unselected S.No. would be 0.”

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

05:05:14 PM

Are you sure you want to Save ...? Unselected S.No. 1 . So loc approved amount of these unselected S.No. would be 0

OK **Cancel**

Proposal Approval

PAO: 043400-PAO(East Zone) CPWD,Kolkata
DDO: 143477-BHUBNESWAR CENTRAL DIVISION

Proposal Date:
Proposal Number: 338
Status: ForwardToPAODH

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	338	09/9/2017	2000.00	143477	ForwardToPAODH	

Proposal Number: 338

Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks	
097	2021000902803	11	5	10000000.00	10.00	9999990.00	2000.00	3600.00	10.00	55990.00	2000.00	-5390.00	2000		<input type="checkbox"/>
Total:													2000		

Proposal forwarded without any demand approved

Forward To AAO

On pressing “OK” button on confirmation message, the record will be saved and forwarded to AA and the system will display a message: “LOC forwarded Successfully”.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DealingHand
Financial Year: 2017-2018

05:05:18 PM

LOC forwarded Successfully

PAO: --Select--
DDO:
Proposal Date:
Proposal Number:
Status: ForwardToPAODH

Search **Reset**

PROCESSING OF LOC PROPOSAL AT AAO USER LEVEL IN PAY & ACCOUNTS OFFICE

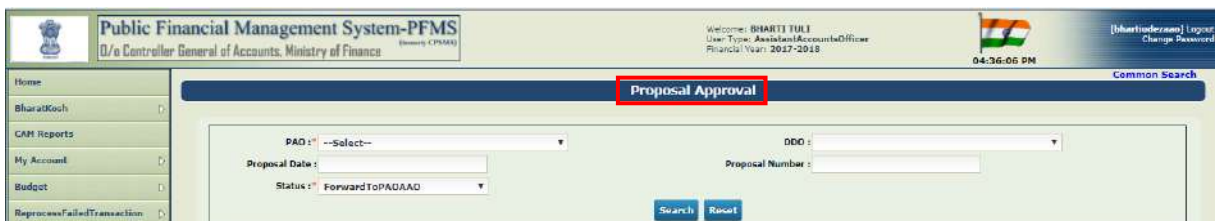
All Proposal for Demand of LOC with the status **“Forward to PAOAAA”**, will be available at AAO user in PAO/PrAO for further processing.

AAO user will go to the option:

“BUDGET” > “LOC” > APPROVE PROPOSAL”



A screen for “Proposal Approval” will appear.



AAO user can make use of search criteria to trace a particular record.



The hyperlink of desired record is to be clicked to open its details.

To see the full record in the grid, use has to scroll the bar to left and right.

The action, as taken by DH user will be displayed. AAO user will just press the button **“Forward to PAO”**, in case he wants to take same action.

A confirmation message will be displayed on screen:

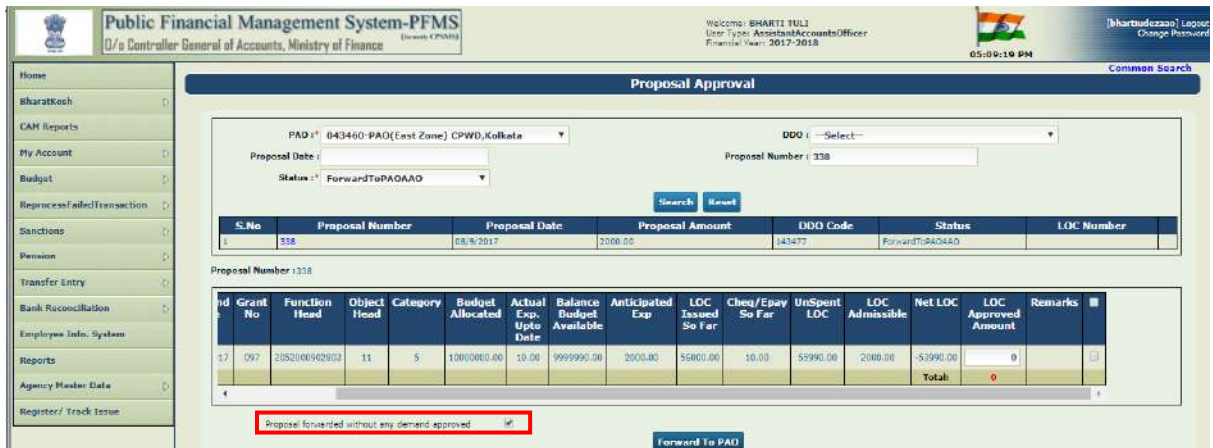
“Are you sure you want to Save..?”

On pressing “OK” button, the record will be saved and forwarded to PAO. A message will be displayed by the system:

“LOC forwarded Successfully”

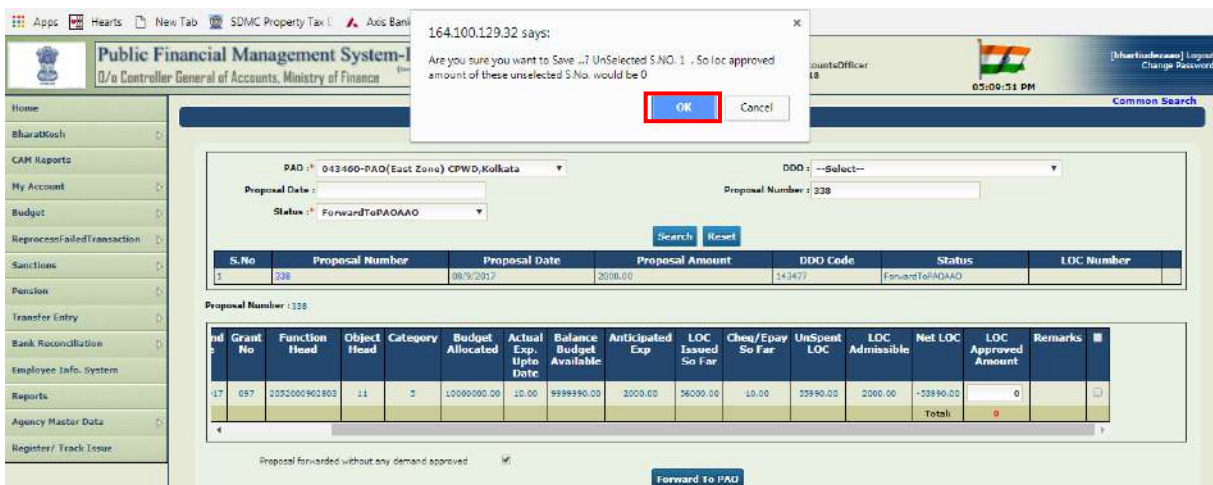


In case the Proposal for demand of LOC is not to be approved, the check box given against the field “Proposal forwarded without any Demand approved” is to be clicked. AAO user will press the button “Forward to PAO”.



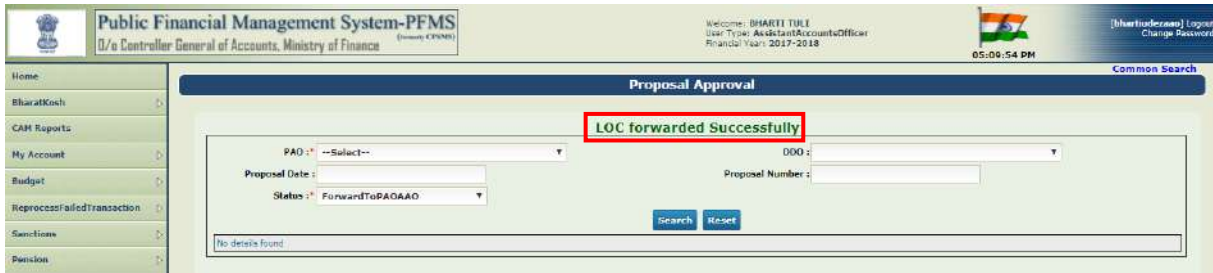
A message will be displayed on screen:

“Are you sure you want to Save ...? Unselected S.No. So LOC Approved amount of these unselected S.No. would be 0.”



On pressing “OK” on confirmation message, record without approving any demand of LOC will be saved and forwarded to PAO. The system will display a message:

“LOC forwarded Successfully”.



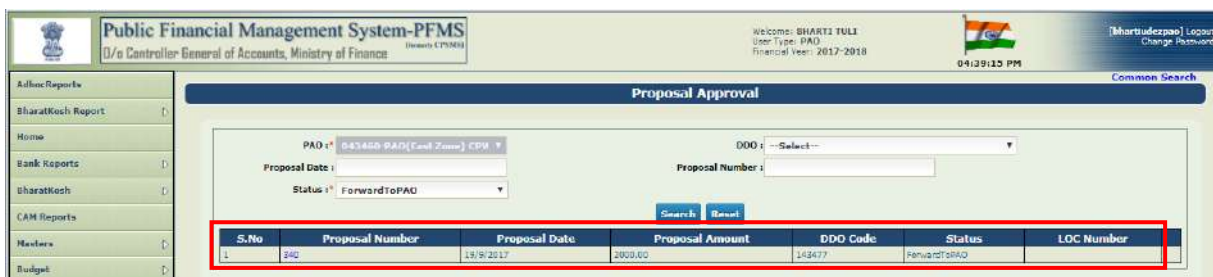
PROCESSING OF LOC PROPOSAL AT PAO USER LEVEL IN PAY & ACCOUNTS OFFICE

All the Proposals for LOC Demand, as forwarded by AAO in PAO/PrAO will be available at PAO user level. He will go to the option:

“BUDGET” > “LOC” > “APPROVE PROPOSAL”



A screen for **“Proposal Approval”** will appear. PAO user can make use of search criteria given above to trace a particular sanction. The hyperlink of desired Proposal needs to be clicked to open its details.



To see all the fields in grid, user needs to scroll the bar from left to right direction.

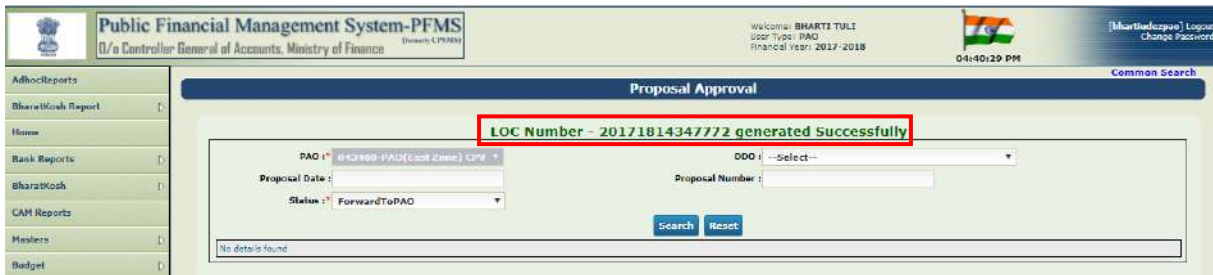
In case the proposal for Demand of LOC is to be approved, the box given against the record should remain clicked. PAO user will generate the LOC proposal by pressing the button “SUBMIT”.

A message for confirmation of action will appear:

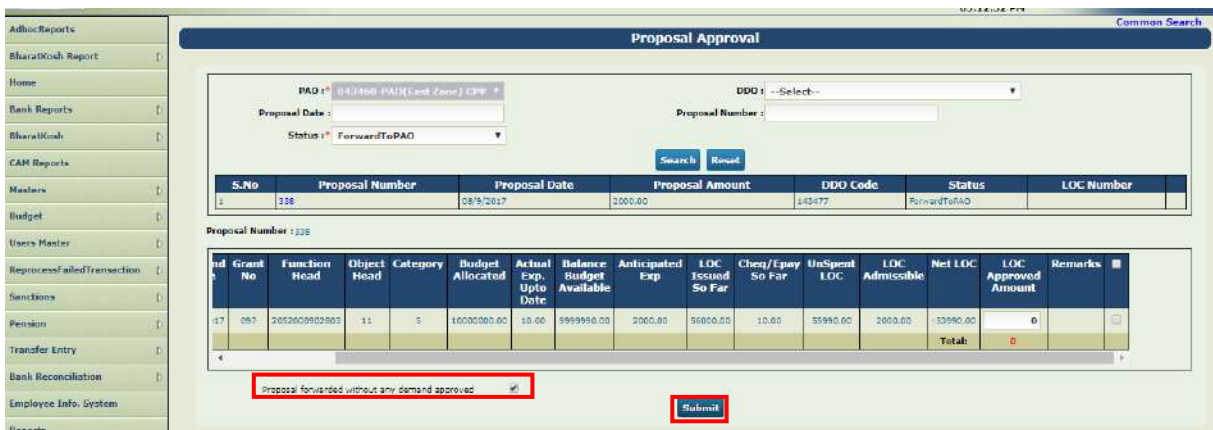
“Are you sure you want to Save...?”

On pressing “OK” on confirmation message, the system will display a message:

“LOC Number - _____ generated successfully”.

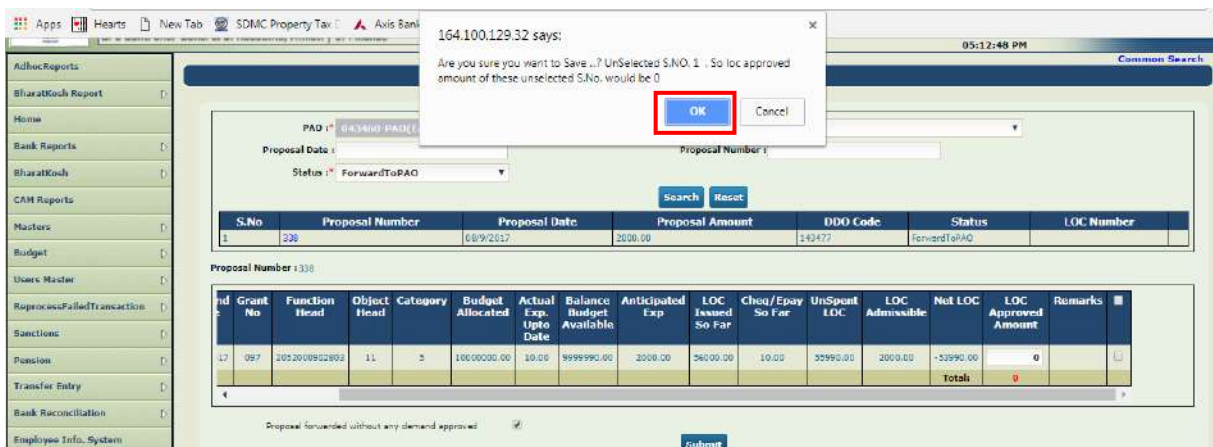


In case, the proposal for Demand of LOC is not to be approved, the box given against the field “Proposal forwarded without any demand approved” needs to be checked. PAO user will press the button “SUBMIT”.



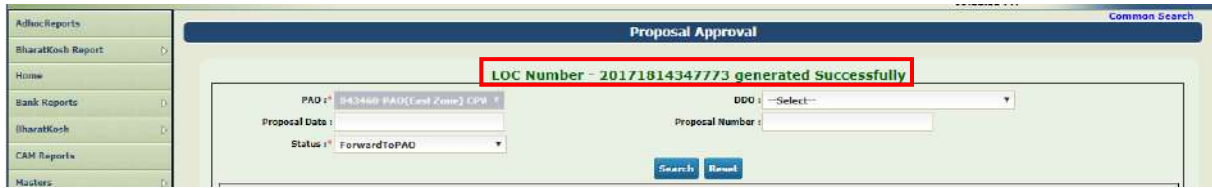
A message for confirmation of action will be displayed:

“Are you sure you want to Save ...? Unselected S.No. So LOC Approved amount of these unselected S.No. would be 0.”



On pressing “OK” on confirmation message, the system will display a message:

“LOC Number - _____ generated Successfully”



STATUS OF LOC AT DDO MAKER USER

After the Demand for LOC has been approved by PAO, the effect will be displayed on LOC at DDO Maker level.



STEPS TO BE FOLLOWED FOR PROCESSING E-PAYMENT ON PFMS BY CDDO:

1. CREATION OF SANCTION BY PD
2. APPROVAL OF SANCTION BY PD
3. RECEIVE SANCTION BY DDO MAKER
4. BILL GENERATION (WITH OR WITHOUT DEDUCTION) BY DDO MAKER
5. PASS/RETURN BILL TO DDO CHECKER BY DDO MAKER
6. PASS/RETURN BILL TO CDDO BY DDO CHECKER
7. PASS/RETURN BILL BY CDDO
8. DIGITALLY SIGN PAY FILE
9. DIGITAL SIGN BATCH
10. DIGITAL SIGNATURES – SIGNATORY 1 (PAYMENT AMOUNTING TO LESS THAN RUPEES TEN LAKHS)
11. DIGITAL SIGNATURES – BOTH SIGNATORY 1 & 2 (PAYMENT AMOUNTING TO RUPEES TEN LAKHS AND ABOVE)
12. RETURN BILL TO PD BY CDDO

DETAILED PROCESS FLOW FOR PROCESSING E- PAYMENT ON PFMS BY CDDO:

1. CREATION OF SANCTION BY PD

First of all, PD (Program Division) will create a sanction in respect of vendor/vendors who have been registered on PFMS as e-payment vendors. For the detailed process flow of creation and approval of sanction, chapter on “**Registration Of Program Division (PD) and its Functions**” of “**User Manual of Payment and Accounting through PFMS – Vol. II –Toolkit for Program Division & DDO**” available at website cga.nic.in may kindly be referred to.

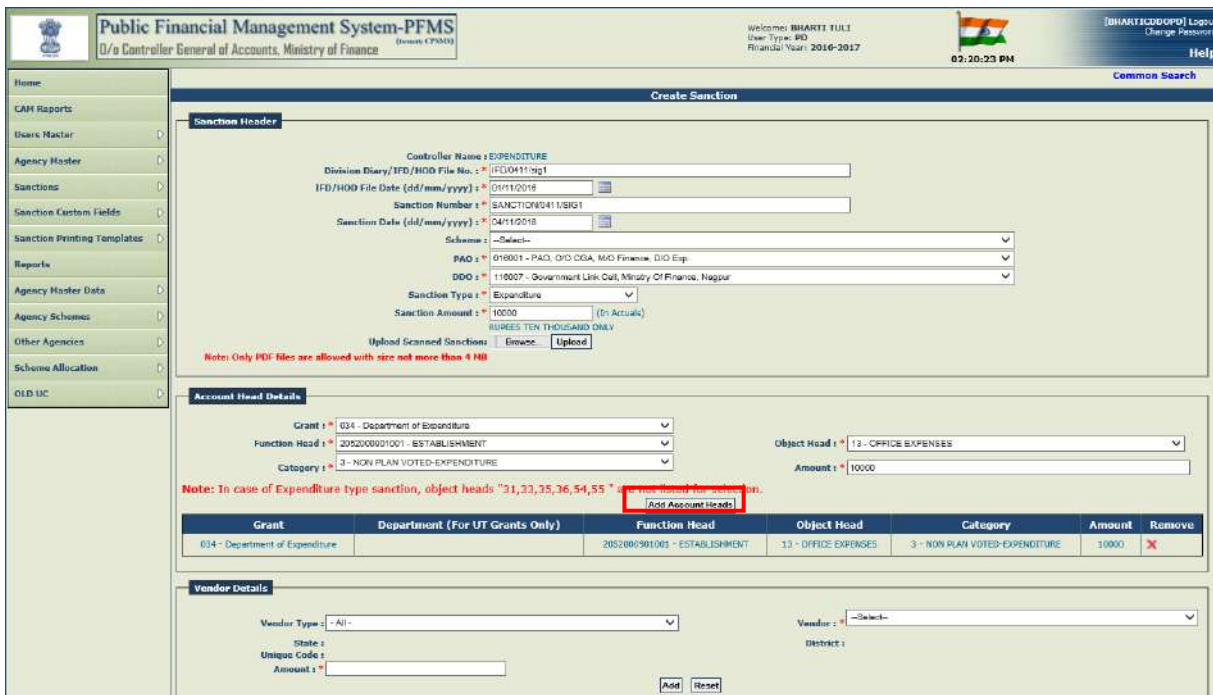
[SANCTION 1 for Payment Amounting to less than Rupees 10 lakhs requiring Digital Signatures of Signatory 1 only \(No. SANCTION/0411/SIG1 for Rs.10,000/=\).](#)

For creating a Sanction, PD user will go to:

“SANCTIONS”>“CREATE SANCTION”



Form for **“CREATE SANCTION”** will appear. The user will enter the relevant information under **“Sanction Header”**. Then, he will select the appropriate data under **“Account Head Details”**



PD user will select and add the vendor(s) in respect of whom payment is to be made.

Sanctions

Sanction Custom Fields

Sanction Printing Templates

Reports

Agency Master Data

Agency Schemes

Other Agencies

Scheme Allocation

OLD UC

IFD/HOD File Date (dd/mm/yyyy) : 01/12/18

Sanction Number : SANCTION04115161

Sanction Date (dd/mm/yyyy) : 04/12/18

Scheme : --Select--

PAO : 019001 - PAO, C/O CGA, M/O Finance, D/O Exp.

DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actuals)

Upload Scanned Sanction: Browse... Upload

Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : 034 - Department of Expenditure

Function Head : 200200001001 - ESTABLISHMENT

Category : 3 - NON PLAN VOTED EXPENDITURE

Object Head : 13 - OFFICE EXPENSES

Amount : 10000

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Add Account Heads

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure		200200001001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED EXPENDITURE	10000	X

Vendor Details

Vendor Type : Personal

State : DELHI

Unique Code : VCD0000157

Amount : 10000

Vendor : VCD0000157-PANJALI KODCHHAR

District : SOUTH WEST

Add Reset

Create Sanction Clear

User will proceed to **"CREATE SANCTION"**.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

WELCOME: SHARATI TULSI
User Type: PD
Printed Year: 2016-2017

02/12/18 PM

Common Search

Create Sanction

Sanction Header

Sanction Number : SANCTION04115161

Sanction Date (dd/mm/yyyy) : 04/12/18

Scheme : --Select--

PAO : 019001 - PAO, C/O CGA, M/O Finance, D/O Exp.

DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actuals)

Upload Scanned Sanction: Browse... Upload

Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : 034 - Department of Expenditure

Function Head : 200200001001 - ESTABLISHMENT

Category : 3 - NON PLAN VOTED EXPENDITURE

Object Head : 13 - OFFICE EXPENSES

Amount : 10000

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Add Account Heads

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure		200200001001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED EXPENDITURE	10000	X

Vendor Details

Vendor Type : --All--

State : --Select--

Unique Code : --Select--

Amount : --Select--

Vendor : --Select--

District : --Select--

Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> VCD0000157-PANJALI KODCHHAR	SOUTH WEST	DELHI		10000

Remove

Create Sanction Clear

After the sanction has been saved successfully, PD will proceed with payee details.

Sanction Header

Controller Name : 033-EXPENDITURE
 Division Office (DDO/DCO/PAO) : 033-11007
 Sanction Number : SANCTION0115101
 Sanction Date (M/Y/YYYY) : 04/11/2016
 Scheme : -Select-
 PBO : 03001 - PAO, D/O CGA, W/O Finance, D/O Exp.
 DDO : 11007 - Government Link Cell, Ministry Of Finance, Nagpur
 Sanction Type : EXPENDITURE
 Sanction Amount : 10000 (In Actuals)
 UPRD : 10000 THOUSANDS ONLY
 Upload Scanned Sanction : SIGNATURE :

Account Head Details

Head : 031 - Department of Expenditure
 Function Head : 20020000100 - ESTABLISHMENT
 Object Head : 03 - OFFICE EXPENSES
 Category : 3 - NON PLAN VOTED EXPENDITURE
 Amount : 10000

Vendor Details

Vendor Type : AI
 Vendor : -Select-
 State :
 Unique Code :
 Amount :

Vendor Name	District	State	Country	Amount
VCD0000107 - PANKAJ KOOCHHAR	SOUTH WEST	DELHI		10,000

**Sanction has been saved successfully...!!
Do you want to proceed with payee details?**

After verifying the payee details, PD user will press “NEXT” button.

Payee Details

Sanction Number : SANCTION0115101
 Sanction Type : Expenditure (DDO/DCO)
 IFO Number : IFO0115101
 Plan Scheme :
 DDO : 11007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status : Created
 Sanction Date : 04/11/2016
 Sanction Amount : 10000
 IFO Date : 04/11/2016
 PBO : 03001-PAO, D/O CGA, W/O Finance, D/O Exp.
 Remarks :

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PBO	Available Budget
031 - Department of Expenditure		20020000100 - ESTABLISHMENT	03 - OFFICE EXPENSES	3 - NON PLAN VOTED EXPENDITURE	10000		75000

Vendor	Bank Account No	Amount	Instrument Type
PANKAJ KOOCHHAR	2204922100 - PANKAJ KOOCHHAR	10,000.00	* RTGS

IFSC code will appear automatically for the validated bank account. Otherwise, user will enter correct IFSC code. Then he will enter some meaningful “Payee Remark” and press the button “CONFIRM”.

Payment Details

Accrued Bank : STATE BANK OF INDIA
 Amount : 10000
 Net Payable Before :

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
PANKAJ KOOCHHAR	SBI0000000	2204922100	10000		<input type="button" value="X"/>

The system will display a message:

“Payee Details has been submitted successfully”.

SANCTION 2 (For payment amounting to Rupees 10 lakhs and above requiring Digital Signatures of both signatory 1 and 2)

No. SANCTION/0411/SIG2 for Rs.12,00,000/=

In the similar manner, second section will also be created by PD.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2018-2017

02:29:13 PM

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OLD IIC

Create Sanction

Sanction Header

Controller Name: EXPENDITURE
Division Diary (DD/HHDD PIS No.): DD041/19/02
ZFO/HHDD PIS Date (dd/mm/yyyy): 01/11/2018
Sanction Number: SANCTION/18/11/002
Sanction Date (dd/mm/yyyy): 04/11/2018
Scheme: -Select-
PAO: 01501 - PAO, C/O CGA, M/O Finance, D/O Exp.
DDO: 115007 - Government Liaison Cell, Ministry of Finance, Nagpur
Sanction Type: Expenditure
Sanction Amount: 120000 (In Amount)
Upload Scanned Sanction: [Upload] [Upload]

Account Head Details

Grant: 034 - Department of Expenditure
Function Head: 2002000001 - ESTABLISHMENT
Object Head: 01 - SALARIES
Category: 3 - NON PLAN VOTES-EXPENDITURE
Amount: 120000

Notes: In case of Expenditure type sanction, object heads "31,33,35,36,34,35" are not listed for selection.

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure		2002000001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTES-EXPENDITURE	120000	X

Vendor Details

Vendor Type: -All-
Rate: -
Unique Code: -
Amount: -
Vendor: -Select-
District: -
State: -
Country: -

Vendor Name	District	State	Country	Amount
V0900990-BHARTI TULI				1,20,000

<http://164.100.129.32/UAT/Sanctions/CreateEditSanctionDetails.aspx>

Click here to link from the sanction details page.
Please select to proceed with payee details.
Yes No

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2018-2017

02:31:19 PM

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Payee Details

Controller: 034-EXPENDITURE
Sanction Number: SANCTION/18/11/002
Sanction Type: Expenditure (DDO BR)
ZFO Number: ZFO/041/19/02
Plan Scheme: -
DDO: 115007-Government Liaison Cell, Ministry of Finance, Nagpur

Sanction Status: Created
Sanction Date: 04/11/2018
Sanction Amount: 120000
ZFO Date: 03/11/2018
PAO: 01501-PAO, C/O CGA, M/O Finance, D/O Exp.
Remarks:

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2002000001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTES-EXPENDITURE	120000		400000

Vendor	Bank Account No	Amount	Instrument Type
BHARTI TULI	123478901 - BHARTI TULI	1,20,000.00	RTGS

Next
Cancel Save Back

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2018-2017

02:32:10 PM

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OLD IIC

Payee Details

Controller: 034-EXPENDITURE
Sanction Number: SANCTION/18/11/002
Sanction Type: Expenditure (DDO BR)
ZFO Number: ZFO/041/19/02
Plan Scheme: -
DDO: 115007-Government Liaison Cell, Ministry of Finance, Nagpur

Sanction Status: Created
Sanction Date: 04/11/2018
Sanction Amount: 120000
ZFO Date: 03/11/2018
PAO: 01501-PAO, C/O CGA, M/O Finance, D/O Exp.
Remarks:

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2002000001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTES-EXPENDITURE	120000		400000

Vendor	Bank Account No	Amount	Instrument Type
BHARTI TULI	123478901 - BHARTI TULI	1,20,000.00	RTGS

Next

Payment Details

Account Name: STATE BANK OF INDIA
Amount: 120000
Not Payable Balances: -

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
BHARTI TULI	0004000000	123478901	120000		X

Notes: If the IFSC Code is not automatically shown it means bank A/C is not validated. Please ensure the IFSC Code and process payment. Please ensure IFSC Code is correct.

Confirm Save Back

After above two sanctions have been submitted successfully, these will be available for approval.

2. APPROVAL OF SANCTION BY PD

All the sanctions submitted by PD will be available for approval. For this, PD will go to:

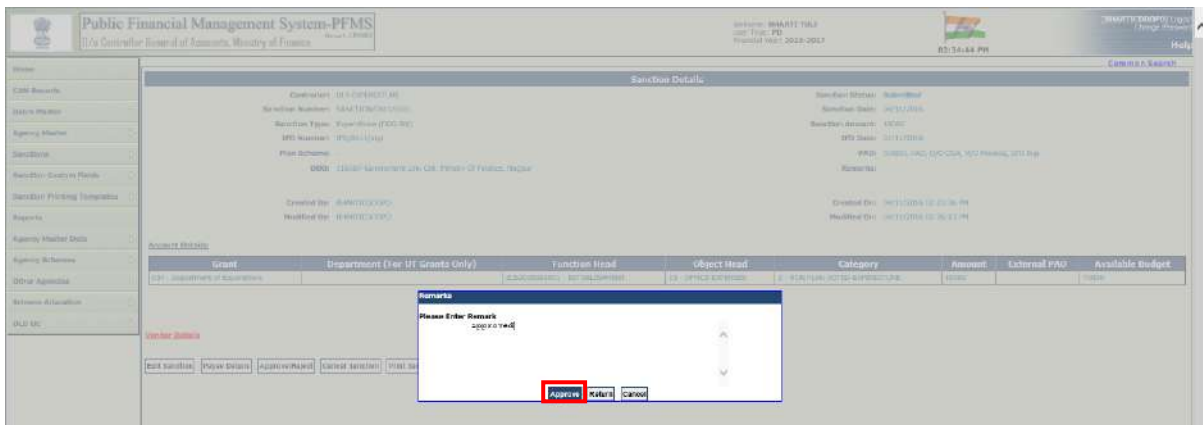
“SANCTIONS”>“APPROVE SANCTION”

A screen for **“Search Sanctions”**, showing all the created sanctions, will appear. If the desired sanction is not displayed on the screen, same can be traced by PD using the search criteria given above.

PD will open the desired sanction (here Sanction No. SANCTION/0411/SIG1) by clicking the hyperlink of sanction number. Sanction details will be displayed to user. After viewing the **“Payee Details”** and confirming the correctness of sanction, PD user will take the appropriate action. He will press the button **“APPROVE/REJECT”**



PD will enter the appropriate remark and press the button **“APPROVE”**



A message will be displayed by the system:

“Sanction approved successfully”



In the similar manner, PD will approve the second sanction (here Sanction No. SANCTION/0411/SIG2).

A screen for “**RECEIVE SANCTIONS**”, showing all the approved sanctions, will appear. DDO Maker will have the option to receive desired sanctions one by one, or all/multiple selected sanctions in one go. He can receive sanctions in following three ways:

- a) For receiving a single sanction, DDO Maker will check the box given against the desired sanction number and then press the button “**RECEIVE SANCTION**”.
- b) For receiving selected multiple sanctions, the user will check the box given against the selected sanctions and then press the button “**RECEIVE SANCTION**”.
- c) For receiving all sanctions in one go, the user will check the box “**ALL**” and then press the button “**RECEIVE SANCTION**”.

Before receiving a sanction, DDO Maker can view the details of sanction by clicking the hyperlink of sanction number. The details of sanction will be displayed to user.

DDO Maker will also have the option to “**RETURN SANCTION TO PD**”, in case the sanction is not found in order.



On pressing the button “**Receive Sanction**”, sanctions will be received by DDO Maker and a message will be displayed by the system:

“Sanction has been received by DDO Successfully”



4. BILL GENERATION (WITH OR WITHOUT DEDUCTION) BY DDO MAKER

All the sanctions received by DDO Maker will be available with him for Bill Generation. For this, DDO Maker will go to:

“SANCTIONS” > “GENERATE BILLS”



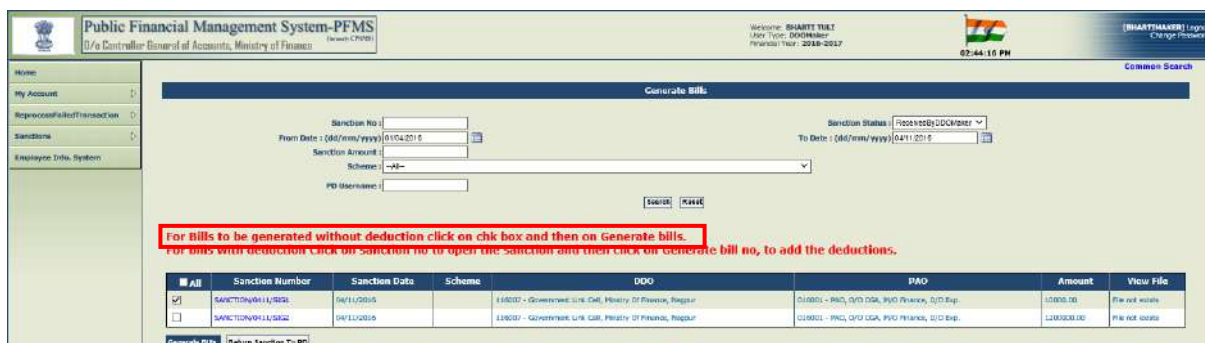
A screen for **“Generate Bills”** will appear. All the sanctions received, but pending for bill generation, will be made available by the system. If not available on displayed screen, user can put information in search field and trace the desired sanction received by him and against which bill is to be generated.

(a) Generation of Bill without Deduction

(b) Generation of Bill with Deduction

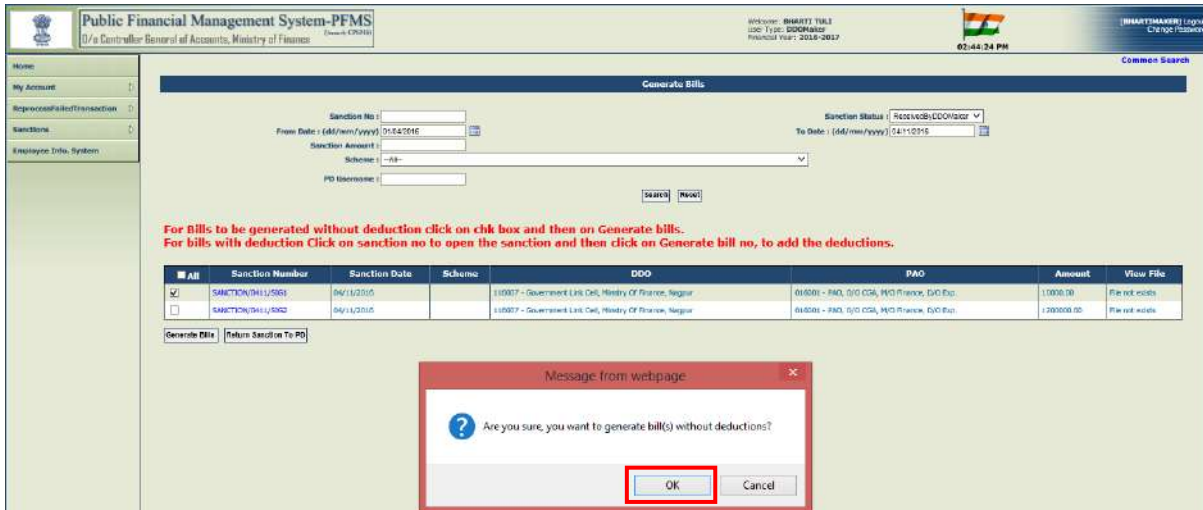
(a) GENERATION OF BILL WITHOUT DEDUCTION

For bills to be generated without deduction click on check box given against the desired sanction number and then on **“GENERATE BILLS”**.

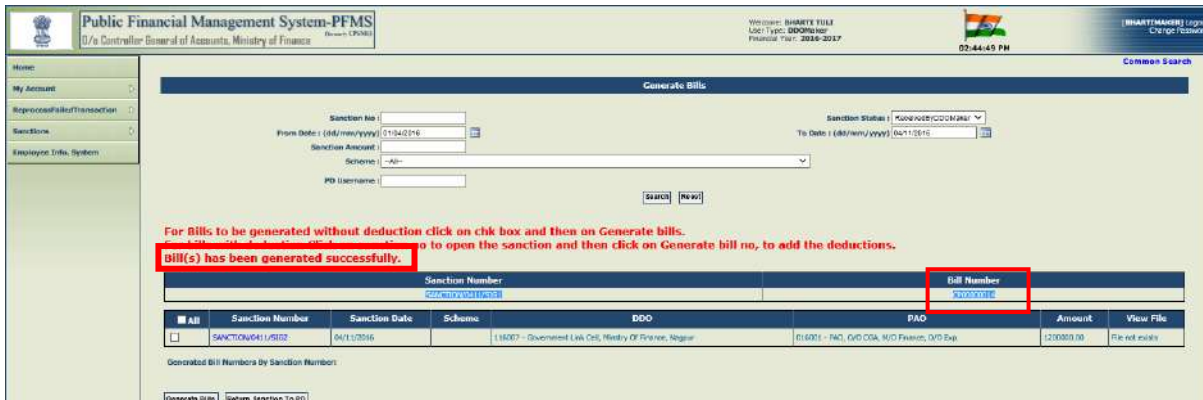


The system will ask for the confirmation whether the bill is to be generated without deductions.

The user will press **“OK”** button.

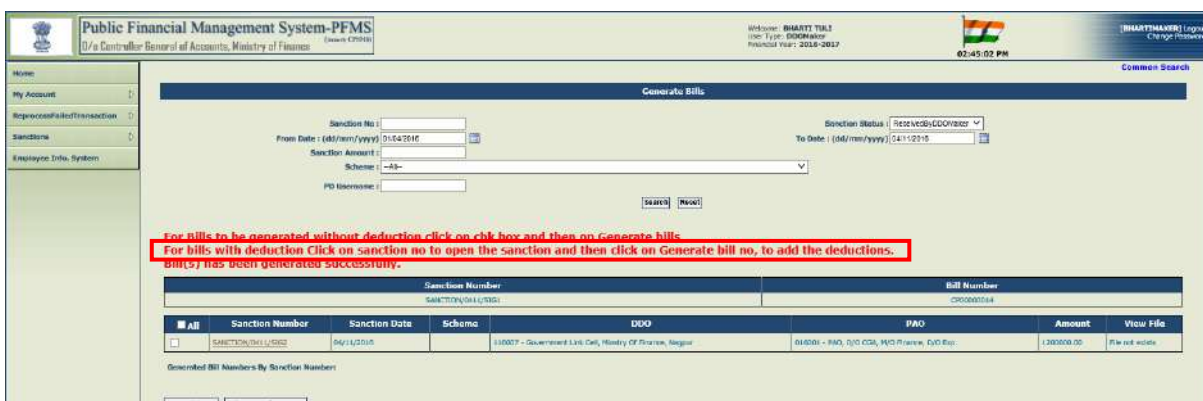


A message **“bill(s) has been generated successfully”** will appear above the grid. A bill number will be allotted by the system automatically in arithmetic series.



(a) GENERATION OF BILL WITH DEDUCTIONS:

For bills to be generated with deduction click the hyperlink of sanction number to open the sanction. The details of sanction will be displayed. Thereafter, user has to press the button **“Generate Bill”** number to add deductions.



On pressing “GENERATE BILL” button, the fields for adding deduction will appear under the heading “Deduction Details” in Sanction form. In the field “Favouring” name of vendor is to be selected in respect of whom deduction is to be made.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Contractor: ILS INFRASTRUCTURE
Sanction Number: SANCTIN/041/5382
Sanction Type: EXPENDITURE (DDO BR)
JFD Number: JFD/041/5382
Plan Scheme: -
DDO: 119001-GOVERNMENT LABS, Dept. of Finance, Nagpur

Sanction Status: ReceivedByDDO/Master
Sanction Date: 04/21/2016
Sanction Amount: 100000
JFD Date: 04/11/2016
PAO: 019901-IND. D/O CGA, P/O FINANCIAL D/O BR.
Remarks:

Grant	Department (For MT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - DEPARTMENT OF ENGINEERING		203,00000001 - ESTABLISHMENT	03 - SALARIES	3 - NON PLAN VOTED EXPENDITURE	100000		4022500

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	BHARTI TUJI	1222795990	1,200,000	0	1,200,000	SALARY

Deduction Details

Favouring:

Select Deduction Type:

Sanction Amount:
Deduction:
Balance Amount:

Generate Bill Number Cancel Back

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Contractor: ILS INFRASTRUCTURE
Sanction Number: SANCTIN/041/5382
Sanction Type: EXPENDITURE (DDO BR)
JFD Number: JFD/041/5382
Plan Scheme: -
DDO: 119001-GOVERNMENT LABS, Dept. of Finance, Nagpur

Sanction Status: ReceivedByDDO/Master
Sanction Date: 04/21/2016
Sanction Amount: 100000
JFD Date: 04/11/2016
PAO: 019901-IND. D/O CGA, P/O FINANCIAL D/O BR.
Remarks:

Grant	Department (For MT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - DEPARTMENT OF ENGINEERING		203,00000001 - ESTABLISHMENT	03 - SALARIES	3 - NON PLAN VOTED EXPENDITURE	100000		4022500

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	BHARTI TUJI	1222795990	1,200,000	0	1,200,000	SALARY

Deduction Details

Favouring:

Select Deduction Type:

Sanction Amount:
Deduction:
Balance Amount:

Generate Bill Number Cancel Back

Some of the standard deduction codes have been provided in the drop down list. The user may select the desired deduction from there; other details viz. grant number, function head, object head and category will automatically appear in the respective box. Enter the amount to be deducted from the bill in amount column and click “ADD DEDUCTION”.

(NOTE: In case, the required deduction is not available in the list of standard deduction codes provided, DDO will select “OTHERS” from the drop down list. In such case, accounting head details of that particular type of deduction will not be

displayed by the system and hence user has to provide Grant Number, Function Head, Object Head, Category and Amount in the respective column and follow the steps explained above in order to add deduction).

The screenshot shows the 'Generate Bill' interface in the PFMS. At the top, it displays the system name and user information. Below this, there are sections for 'Sanction Details' and 'Account Details'. The 'Account Details' section contains a table with columns: Grant, Department (For RT Grants Only), Function Head, Object Head, Category, Amount, External PAO, and Available Budget. Below this is a table for vendors with columns: Sr.No, Vendor Name, Account Number, Gross Amount, Deduction Amount, Net Amount, and Payee Remarks. At the bottom, there is a 'Deduction Details' section with a red box around it. This section includes a 'Favouring' dropdown menu, a 'Grants' dropdown menu, a 'Function Head' dropdown menu, an 'Object Head' dropdown menu, a 'Category' dropdown menu, and an 'Amount' input field. There is also a 'Select Deduction Type' dropdown menu and an 'Add Deduction' button. At the very bottom, there are buttons for 'GENERATE BILL', 'CANCEL', and 'BACK'.

In this way, single/multiple deduction(s) can be added in respect of single/multiple vendor(s). The net effect of deductions will be shown below the grid. In case of any error in deductions, tick the box given against the record and press **“REMOVE”** button. The added deduction will be removed. If there is more than one payee in sanction id generated by PD, the DDO Maker can add deduction for each payee. In such case select favouring one by one and add deduction(s) as explained above.

The details of deduction(s) added will appear in a grid below with a message **“DEDUCTION ADDED SUCCESSFULLY”**. Similar steps may be repeated for more deductions.

After adding all deductions click on **“GENERATE BILLS”** button given at bottom.

Generate Bill

Contractor: SLS ENTERPRISES
Sanction Number: SANCTIN/BL/15/302
Sanction Type: EXPENDITURE (DDO BR)
JFD Number: JFD/541/15/302
Plan Scheme: -
DDO: 119007-Government Law Cell, Ministry of Finance, Jaipur

Sanction Status: Passively/DDO Maker
Sanction Date: 07/11/2016
Sanction Amount: 1,200,000
BFD Date: 01/11/2016
IPAD: 019901-PAO, O/o CGA, P/O FINANCIAL, D/O Exp.
Remarks:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
004 - Department of Expenditure		205203030000 - ESTABLISHMENT	00 - SALARIES	9 - NON PLAN VOTED EMPLOYEE SAL	1,200,000		4025500

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
4	BHARTI TULI	1225700000	1,200,000	0	1,200,000	SALARY

Deductions Added Successfully

Deduction Type	Favoring	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount
STAN- Employee	BHARTI TULI	902(00000)		00 (0000000)	00 (0000000)	REGULARITY	1,200,000

Buttons: [Generate Bill Number](#), [Cancel](#), [Back](#)

The Bill Number will be automatically generated by the system and a message will be displayed:

“Bill number _____ has been generated”.

The user can print the bill from the link **“TO PRINT CLICK HERE”**.

The generated bill will be available with DDO Maker for Pass/Return to DDO Checker.

Bill number CP00000015 has been generated.
To print bill, click here.

5. PASS/RETURN BILL TO DDO CHECKER BY DDO MAKER

All the sanctions with the status **“Bill generated by CDDO”** will be available at DDO Maker user for pass or return the same. In both cases, it will be forwarded to DDO Checker for further action. For this, user will go to:

“SANCTIONS” > “PASS BILL”

Sanctions > **Pass Bills**

All the sanction with the status **“Bill generated by CDDO”** will appear. If not available on displayed screen, user can find out the desired sanction by using the search criteria given above.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/5101	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10000.00	BillGeneratedByCDDO		File not exists
SANCTION/0411/5102	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	200000.00	BillGeneratedByCDDO		File not exists
SANCTION/2710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	BillGeneratedByCDDO		File not exists
SANCTION/2710/2016	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1100000.00	BillGeneratedByCDDO		File not exists

DDO Maker will click the hyperlink of sanction number to open it.

The details of sanction will be displayed to the user.

The following three options will be available:

- “Pass to DDO Checker”** (in case the bill is found correct and is to be forwarded to DDO Checker)
- “Return to DDO Checker”** (in case the bill is not found correct, the bill will be forwarded to DDO Checker but with the objection)
- “Pass to PAO for Payment Flow”** (in respect of those kinds of bills for which CDDO is not authorized to make payments, and hence the bills for such kind of payments are presented to Pay & Accounts Office for Pre-Check and Payment).

In case, the correctness of bill has been verified by DDO Maker, he will press the button **“PASS TO DDO CHECKER”**

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance (Inwards CPMS)

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017

02:57:23 PM

[BHARTIMAKER] Logout
Change Password
Help

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG1
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/sig1
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: BillGeneratedByDDO
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Created On: 04/11/2016 02:23:36 PM
Modified By: BHARTIMAKER
Modified On: 04/11/2016 02:44:49 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		99000

Bill Details:
Bill Number: CP0000014
Bill Date: 04/11/2016

Vendor Details

Pass to DDOChecker Return to DDOChecker Back Pass to PAO for payment flow

The system will ask for the confirmation of action.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance (Inwards CPMS)

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017

02:57:32 PM

[BHARTIMAKER] Logout
Change Password
Help

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG1
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/sig1
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: BillGeneratedByDDO
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Created On: 04/11/2016 02:23:36 PM
Modified By: BHARTIMAKER
Modified On: 04/11/2016 02:44:49 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		99000

Bill Details:
Bill Number: CP0000014
Bill Date: 04/11/2016

Vendor Details

Pass to DDOChecker Return to DDOChecker Back Pass to PAO for payment flow

Message from webpage
Are you sure you want to pass this Sanction/Bill further?
OK Cancel

On pressing "OK" button, the system will display a message:

"Sanction has been passed successfully to DDO Checker".

User can view the status of sanction through the option

"SANCTIONS" > "MANAGE SANCTIONS"

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017

03:06:07 PM

Common Search

Name: BHARTI TULI

Sanctions

- Receive Sanctions
- Manage Sanctions

Status of the sanction will be displayed as “Passed by DDO Maker”

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017

03:00:37 PM

Common Search

Search Sanctions

Sanction No: [] Sanction Status: --All--

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount: []

Scheme: --All--

IFD No: []

[Search] [Reset]

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
688c_rstbm_02	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	5,000	27/10/2016	PAOReturned	File not exists	
CUMMNO/SANCTION/2749	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	5,000	27/10/2016	Closed	File not exists	
SANCTION/2710/EPAY	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	20,000	27/10/2016	BillGeneratedByCCDO	File not exists	
SANCTION/27100016	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1,100,000	27/10/2016	BillGeneratedByCCDO	File not exists	
688c_rstbm_01	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists	
exp_cddo_01	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists	
SANCTION/0411/1162	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1,200,000	04/11/2016	BillGeneratedByCCDO	File not exists	
SANCTION/0411/1161	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	10,000	04/11/2016	PassedByDDOMaker	File not exists	

In a similar manner, DDO Maker can also pass the second sanction for e-payment.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017

03:04:19 PM

Common Search

Sanction Details

Controller: 013-EXPENDITURE

Sanction Number: SANCTION/0411/SG2

Sanction Type: Expense (DDO B4)

IFD Number: IFD/0411/SG2

Plan Schemes: -

DDO: 116007-Government Link Cell, Ministry of Finance, Nagpur

Sanction Status: BillGeneratedByCCDO

Sanction Date: 04/11/2016

Sanction Amount: 1200000

IFD Date: 01/11/2016

PAO: 016001-PAO, O/O CGA, M/O Finance, O/O Exp.

Remarks:

Created By: BHARTI/CCDO90

Created On: 04/11/2016 02:30:57 AM

Modified By: BHARTI/MAKER

Modified On: 04/11/2016 02:54:20 AM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4923500

Bill Details:

Bill Number: CP00000015

Bill Date: 04/11/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
TAX- Employee	300 (Receipt)		2031001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1-RECEIPT	120000	

Vendor Details:

Edit Bill Number: []

Pass to DDO Checker

Return to DDO Checker

Back

Pass to PAO for payment flow

164.100.129.32 says:
Are you sure you want to pass this Sanction/Bill further?

OK Cancel

Sanction Status: BillGeneratedByCDDO
Sanction Date: 04/11/2016
Sanction Amount: 1200000
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 02:54:20 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
636 - Department of expenditure		2032050901001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	1200000		4923303

Sanction has been passed to DDOChecker successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/2710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	BillGeneratedByCDDO		File not exists
SANCTION/2710/2016	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1100000.00	BillGeneratedByCDDO		File not exists

The status of these two sanction can be viewed as **“Passed by DDO Maker”**, through the option **“Sanction” > “Manage Sanctions”**

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
DDO_return_03	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	3,000	27/10/2016	DDOReturned	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	3,000	27/10/2016	Closed	File not exists
SANCTION/2710/2016	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,100,000	27/10/2016	BillGeneratedByDDO	File not exists
SANCTION/2710/EPAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PassedByDDOMaker	File not exists
DDO_return_04	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DDOReturned	File not exists
SANCTION/2710/2016	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	04/11/2016	DDOReturned	File not exists
SANCTION/2710/2016	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	04/11/2016	DDOReturned	File not exists
SANCTION/2710/2016	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000,000	04/11/2016	DDOReturned	File not exists

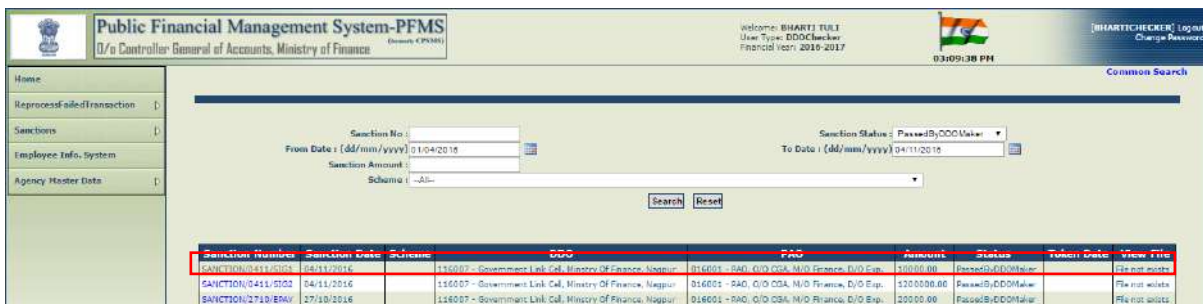
6. PASS/RETURN BILL TO DDO BY DDO CHECKER

After the bills have been Passed/Returned by DDO Maker, these will be available at DDO Checker for further action. He will login PFMS with his login id and password and go to:

“SANCTIONS” > “PASS BILL”



All the sanctions with the status **“Passed by DDO Maker”** will be displayed. DDO Checker can make use of search criteria to trace a particular sanction. User will open the sanction by clicking its hyperlink.



The details of sanction will be displayed to the user. Two options will be available for selection. He can choose either to **“RETURN TO DDO”** if sanction not found correct, or to **“PASS TO DDO”** if sanction is found correct.

In case, correctness of sanction has been verified by DDO Checker, he will press the button **“PASS TO DDO”**



The system will ask for the confirmation of sanction.

164,100,129.32 says:
Are you sure you want to pass this Sanction/Bill further?

OK Cancel

Sanction Number: SANCTION/0411/5301
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/5301
Plan Schemes: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Created By: BHARTICDDOPO
Modified By: BHARTIMAKER

Sanction Status: PassedByDDOMaker
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created On: 04/11/2016 02:23:16 PM
Modified On: 04/11/2016 02:57:37 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200001001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		59000

Bill Number: CP0000014 Bill Date: 04/11/2016

Vendor Details

Pass to DDO Return to DDO Back

On pressing “YES”, the system will display a message:

“Sanction has been passed to DDO successfully”

Sanction has been passed to DDO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/5301	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	100000.00	PassedByDDOMaker		File not exists
SANCTION/2710/ENAV	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	200000.00	PassedByDDOMaker		File not exists

In a similar manner, second sanction will also be passed by DDO Checker.

Sanction Details

Controller: 013-EXPNATURE
Sanction Number: SANCTION/0411/5302
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/5302
Plan Schemes: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Created By: BHARTICDDOPO
Modified By: BHARTIMAKER

Sanction Status: PassedByDDOMaker
Sanction Date: 04/11/2016
Sanction Amount: 1200000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:05:17 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200090101 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4923500

Bill Number: CP0000015 Bill Date: 04/11/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
1191- Employee	S90(Receipt)		002100010200-COLLECTIONS INCLUDING DEDUCTIONS	00(RESULTS)	1191CEBPT	120000	

Vendor Details

Pass to DDO Return to DDO Back

164.100.129.32 says:
Are you sure you want to pass this Sanction/Bill further?

Sanction Number: SANCTION/0411/2016
Sanction Type: Expenditure (DDO BR)
IFD Number: IFD/0411/5002
Plan Scheme: -
DDO: 116007-Government Unit Cell, Ministry Of Finance, Nagpur

Created By: BHARTI/DOBDFO
Modified By: BHARTI/MAKER

Sanction Status: PassedByDDOMaker
Sanction Date: 04/11/2016
Sanction Amount: 1200000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.

Created On: 04/11/2016 02:36:57 PM
Modified On: 04/11/2016 03:05:17 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
024 - Department of Expenditure		2052000801002 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4922500

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
TAX- Employee	900/Receipt		0621001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1-RECEIPT	120000	

Sanction has been passed to DDO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/2710/EPAY	22/10/2016		116007 - Government Unit Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOMaker		File not exists

The status of both these sanction can be viewed as “Passed by DDO Checker” through the option “Sanctions” > “Manage Sanction” option.

Sanctions

Manage Sanctions

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000.00	26/10/2016	PassedByDDOChecker	File not exists
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000.00	27/10/2016	Closed	File not exists
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000.00	27/10/2016	PassedByDDOChecker	File not exists
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000.00	27/10/2016	DSCBatchGenerated	File not exists
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	3,000.00	01/11/2016	DSCBatchGenerated	File not exists
116007-116007	IntraGovernmentalAuthorization	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000.00	01/11/2016	Closed	File not exists
116007-116007	IntraGovernmentalAuthorization	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000.00	01/11/2016	Closed	File not exists
116007-116007	IntraGovernmentalAuthorization	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	4,000.00	01/11/2016	Closed	File not exists
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000.00	04/11/2016	PassedByDDOChecker	File not exists
116007-116007	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	8,000.000	04/11/2016	PassedByDDOChecker	File not exists

All the sanctions as passed by DDO Checker will be available at DDO user.

7. PASS/RETURN BILL BY CDDO

All the sanction with the status “Passed by DDO Checker” will be available at DDO user for further action. DDO user will login PFMS through his user id and password and go to:

“SANCTIONS” > “PASS BILL”

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
ReturnedByDDO	All	0
PassedByDDOChecker	Expenditure	4
ReturnedByDDOChecker	All	0
DSCBatchGenerated	Expenditure	2
DSCBatchGenerated	Expenditure	1

All the sanctions, as passed or returned by DDO checker, will be displayed to DDO. He will click the hyperlink of desired sanction to view the details and take appropriate action thereon.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
116007-116007	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10000.00	PassedByDDOChecker		File not exists
116007-116007	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	120000.00	PassedByDDOChecker		File not exists
116007-116007	27/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker		File not exists
116007-116007	26/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11000.00	PassedByDDOChecker		File not exists

The details of sanction will be displayed to user. Two options are available for selection. User can either choose to **“PASS BILL (CDDO)”** to pass the bill for payment or opt to press the button **“RETURN SANCTION TO PD”** in case incorrect sanction. In such case, bill as returned by DDO will be available at PD user under the option **“Sanctions”** >**“Manage Sanction”** for taking further action.

In case a bill is found correct, DDO will press the button **“PASS BILL (CDDO)”** to pass the bill for payment.

The screenshot shows the PFMS interface with the following details:

- Sanction Details:**
 - Controller: 013-EXPENDITURE
 - Sanction Number: SANCTION/0411/2016
 - Sanction Type: Expenditure (DDO Bill)
 - IFD Number: IFD/0411/2016
 - Plan Scheme: -
 - DDO: 116007-Government Link C&I, Ministry Of Finance, Nagpur
 - Sanction Status: PassedByDDOChecker
 - Sanction Date: 04/11/2016
 - Sanction Amount: 10000
 - IFD Date: 01/11/2016
 - PAO: 016001-PAO, O/O CGA, M/O Finance, O/D Exp.
 - Remarks:
 - Created On: 04/11/2016 02:23:35 PM
 - Modified On: 04/11/2016 03:10:16 PM
- Account Details:**

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		203200992001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		99000
- Bill Details:**
 - Bill Number: CP00000014
 - Bill Date: 04/11/2016
- Vendor Details:**
 - Buttons: Return Sanction To PD, **Pass Bill (CDDO)**, Back

The system will ask for the confirmation of action. User will press **“OK”** button.

The screenshot shows the same PFMS interface as above, but with a confirmation dialog box overlaid. The dialog box contains the text: "164.100.129.32 says: Are you sure you want to pass this Sanction/Bill further?". The "OK" button is highlighted with a red box.

The system will display a message:

“Bill has been passed to PAO successfully”

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTE TULI
User Type: DDO
Financial Year: 2016-2017

03:15:40 PM

Receive Sanctions

Sanction No.: []
From Date: (dd/mm/yyyy) 01/04/2016
Sanction Amount: []
Scheme: []
PD Username: []

Sanction Status: PassedByDDOChecker
To Date: (dd/mm/yyyy) 04/11/2016

[Search] [Reset]

Bill has been passed to PAO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SACTION/0411/5102	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	120000.00	PassedByDDOChecker		File not exists
SACTION/2710/ERAF	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker		File not exists
IFD/28300342	26/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	15000.00	PassedByDDOChecker		File not exists

In a similar manner, second bill will be passed by DDO.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTE TULI
User Type: DDO
Financial Year: 2016-2017

03:15:50 PM

Sanction Details

Controller: 013-E/BE/ID/TURE
Sanction Number: SACTION/0411/5102
Sanction Type: Expenditure (DDO Bill)
JFD Number: JFD/0411/5102
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOChecker
Sanction Date: 04/11/2016
Sanction Amount: 1200000
JFD Date: 04/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.

Created By: BHARTICDDOOPD
Modified By: BHARTICHECKER

Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:11:12 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
024 - Department of Expenditure		202200001002 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	1200000		4936500

Bill Details:

Bill Number: CP0900015
Bill Date: 04/11/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200-COLLECTIONS INCLUDING DEDUCTIONS	00(CERULT)	1(RECEIPT)	120000	

Vendor Details:

[Return Sanction To PD] **Pass Bill(DDO)** [Back]

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTE TULI
User Type: DDO
Financial Year: 2016-2017

03:16:04 PM

164,100,129.32 says:
Are you sure you want to pass this Sanction/Bill further?

[OK] [Cancel]

Sanction Details

Controller: 013-E/BE/ID/TURE
Sanction Number: SACTION/0411/5102
Sanction Type: Expenditure (DDO Bill)
JFD Number: JFD/0411/5102
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOChecker
Sanction Date: 04/11/2016
Sanction Amount: 1200000
JFD Date: 04/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.

Created By: BHARTICDDOOPD
Modified By: BHARTICHECKER

Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:11:12 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
024 - Department of Expenditure		202200001002 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4936500

Bill Details:

Bill Number: CP0900015
Bill Date: 04/11/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200-COLLECTIONS INCLUDING DEDUCTIONS	00(CERULT)	1(RECEIPT)	120000	

Vendor Details:

[Return Sanction To PD] **Pass Bill(DDO)** [Back]

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome! BHARTI TULI
User Type: DDO
Financial Year: 2016-2017

03:16:14 PM

Receive Sanctions

Sanction No: []
From Date: (dd/mm/yyyy) 21/04/2016
Sanction Amount: []
Scheme: --All--
PD Username: []

Sanction Status: PassedByDDOChecker
To Date: (dd/mm/yyyy) 04/11/2016

Bill has been passed to PAO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SACTION002710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	25000.00	PassedByDDOChecker		File not exists
TRD26402016C	26/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11000.00	PassedByDDOChecker		File not exists

After the bill has been passed by DDO user, status of bill will be seen as **“Passed by DDO”** under the option **“Sanction” > “Manage Sanction”**.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome! BHARTI TULI
User Type: DDO
Financial Year: 2016-2017

03:19:20 PM

Search Sanctions

Sanction No: []
From Date: (dd/mm/yyyy) 01/04/2016
Sanction Amount: []
Scheme: --All--
PD Username: []
DDO No: []

Sanction Status: --All--
To Date: (dd/mm/yyyy) 04/11/2016

SanctionNumber **Type** **Scheme** **DDO Name** **PAO Name** **Amount** **Date** **Current Status** **Bill Number** **View File**

EPAY26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000602	File not exists
CP00000602	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	CP00000611	File not exists
SACTION002710/EPAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PassedByDDO	CP00000605	File not exists
sanction_bill	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	0	27/10/2016	PassedByDDO	CP00000608	File not exists
cp00000611	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DISCBatchGenerated	CP00000609	File not exists
exp_0000_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DISCBatchGenerated	CP00000612	File not exists
transfer_cp00_01	Transfer		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	3,000	02/11/2016	PassedByDDO	CP00000613	File not exists
SACTION000411/0302	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	04/11/2016	PassedByDDO	CP00000614	File not exists
SACTION000411/0302	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	6,200.000	04/11/2016	PassedByDDO	CP00000615	File not exists

8. DIGITALLY SIGN PAY FILE

All e-payments bills after passing by DDO, will be available for digital signing by Signatory

1. For this, DDO will go to:

“SANCTIONS” > “DIGITALLY SIGN PAY FILE”

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome! BHARTI TULI
User Type: DDO
Financial Year: 2016-2017

03:19:09 PM

BHARTI TULI

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	4
DigitallySignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DISCBatchGenerated	Expenditure	2
Receive Sanctions	Expenditure	1

Digitally Sign Pay File

All e-payment bills available for digital signing will be displayed. User can make the use of search criteria to trace a particular bill.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:

From Date: (dd/mm/yyyy) 01/04/2018 To Date: (dd/mm/yyyy) 04/11/2018

Sanction Amount:

Scheme: --All--

PD Username:

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	SANCTION/2710/EPH	27/10/2016		20000.00	0061511008368	18000.00	016001 - PAO, O/G CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	0061511008366	10000.00	016001 - PAO, O/G CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		120000.00	0061511008369	108000.00	016001 - PAO, O/G CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

Here two options are available with DDO for selection. In case the sanction is not found correct, user can opt to **“RETURN TO PD”** even after the bill has been passed by all three levels.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:

From Date: (dd/mm/yyyy) 01/04/2018 To Date: (dd/mm/yyyy) 04/11/2018

Sanction Amount:

Scheme: --All--

PD Username:

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/2710/EPH	27/10/2016		20000.00	0061511008368	18000.00	016001 - PAO, O/G CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	0061511008366	10000.00	016001 - PAO, O/G CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		120000.00	0061511008369	108000.00	016001 - PAO, O/G CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

In case the sanction is correct, user can proceed for making the payment using his digital signatures. For this, first of all, a batch for digital signatures needs to be prepared. Bills can be digitally signed individually or in a batch of multiple bills in one go. User will select the desired sanction or multiple sanctions and press the button **“GENERATE PAYMENT BATCH FILE”**.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Section No.:
 From Date: (dd/mm/yyyy) 01/04/2016
 To Date: (dd/mm/yyyy) 04/11/2016
 Sanction Status: PaymentFileCreatedForCDDO
 Scheme: -All-
 PD Username:

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/2710/EPAV	27/10/2016		29000.00	CGE1311008368	18000.00	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/STG	04/11/2016		10000.00	CGE1311008368	10000.00	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/STG	04/11/2016		120000.00	CGE1311008369	102000.00	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1		<input type="button" value="Return To PD"/>	

The system will display a message:

“Payment batch file for selected Bill(s) has been generated successfully”.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Section No.:
 From Date: (dd/mm/yyyy) 01/04/2016
 To Date: (dd/mm/yyyy) 04/11/2016
 Sanction Status: PaymentFileCreatedForCDDO
 Scheme: -All-
 PD Username:

Payment batch file for selected Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/STG	04/11/2016		120000.00	CGE1311008369	102000.00	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1		<input type="button" value="Return To PD"/>	

NOTE: Separate batches should be prepared for payment requiring signatures of only signatory 1 (i. e. less than Rupees 10 lakhs) and the payment requiring signatures of both Signatory 1 and Signatory 2 (i.e. Rupees 10 lakhs and above).

9. DIGITAL SIGN BATCH

After a batch has been generated successfully, user will proceed to digitally sign the payment. For this, he will go to:

“SANCTIONS” > “DIGITAL SIGN BATCH”

The screenshot shows the PFMS interface with the 'Sanctions' menu item highlighted in red in the left-hand navigation pane. The main content area displays a table of sanctions with columns for Sanction Status, Type, and No. of Sanctions.

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
PassedByDDO	(All)	0
PassedByDDO	Expenditure	1
PassedByDDO	(All)	0
PassedByDDO	Expenditure	4
PassedByDDO	Expenditure	1

A screen will be displayed showing all the batches prepared. Here, two options are available with signatory 1. He can choose either the option **“DIGITAL SIGN”** or the option **“DELETE BATCH FOR RECREATION”**. Before taking any action, user can click the hyperlink **“Batch Number”** to open it and view the sanction(s) it contains.

The screenshot shows the 'Receive Sanctions' screen in the PFMS interface. It includes search filters for Sanction No., Batch ID, From Date, To Date, Sanction Amount, Scheme, and PD Username. Below the filters is a table of batches with columns for Batch Number, Batch Date, Signatory Level, Digital Sign, Return Batch, and Return Remarks By Signatory 2.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For Recreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For Recreation	N/A
C4	04/11/2016	1	Digital Sign	Delete Batch For Recreation	N/A

Sanction(s) contained in that particular batch, will be displayed to user.

The screenshot shows the 'Search Sanctions' screen in the PFMS interface. It includes search filters for Sanction No., From Date, To Date, Sanction Amount, Scheme, PD Username, and ID No. Below the filters is a table of search results with columns for SanctionNumber, Type, Scheme, DDO Name, PAO Name, Amount, Date, Current Status, Bill Number, and View File.

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
SANCT03_0210_FMLV	Expenditure		116087 - Government Link Cell, Ministry Of Finance, Nagpur	016081 - RAQ, O/D CGA, M/O Finance, D/O Exp.	20.000	27/10/2016	DSCBatchGenerated	CP0000005	File not exist
SANCT03_0414_SFS1	Expenditure		116087 - Government Link Cell, Ministry Of Finance, Nagpur	016081 - RAQ, O/D CGA, M/O Finance, D/O Exp.	10.000	04/11/2016	DSCBatchGenerated	CP0000014	File not exist

User can further view the details of particular sanction by clicking the hyperlink of **“Sanction Number”**

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:27:16 PM

[BHARTICGACDDO] Logout
Change Password

Common Search

Search Sanctions

Sanction No:
Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount:
Scheme:
PD Username:
IFD No:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	A	Current Status	Bill Number	View File
Sanction/2710/ERW	Expenditure		116007 - Government Link Cell, Ministry Of Finance,	016001 - PPO, O/O CGA, M/O Finance, O/O	20,000	27/10/2016		DSCBatchGenerated	CP00000005	File not exists
Sanction/09/0411/001	Expenditure		116007 - Government Link Cell, Ministry Of Finance,	016001 - PPO, O/O CGA, M/O Finance, O/O	18,000	04/11/2016		DSCBatchGenerated	CP00000014	File not exists

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:27:30 PM

[BHARTICGACDDO] Logout
Change Password
Help

Common Search

Sanction Details

Controller: 032-EXPENDITURE
Sanction Number: SANCTION/2710/ERW
Sanction Type: Expenditure (DDO Bill)
IFD Number: IPO/2710/ERW
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: DSCBatchGenerated
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PPO, O/O CGA, M/O Finance, O/O Exp.
Remarks:

Created By: BHARTICGACDDO
Modified By: BHARTICGACDDO
Created On: 27/10/2016 11:16:23 AM
Modified On: 04/11/2016 03:24:43 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000501001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000		49000

Bill Details:

Bill Number: CP00000005
Bill Date: 27/10/2016

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
TAX-Contractor	900(Receipt)		0021051021100(DEDUCTIONS FROM PAYMENTS TO CONTRACTORS AND SUB CONTRACTORS UNDER SECTION 194-C OF THE INCOME TAX ACT 1961)	80(DEFAULT)	1(RECEIPT)	2000	

Vendor Details

After viewing the details of Batch and Sanction(s), user can further decide whether the batch is to digitally signed or deleted. In case, details of Sanction(s) contained in a batch found correct, Signatory 1 can proceed to digitally sign the batch by clicking the button “DIGITAL SIGN”.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:27:57 PM

[BHARTICGACDDO] Logout
Change Password

Common Search

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
Batch ID:
Sanction Status: DSCBatchGenerated

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount:
Scheme:
PD Username:

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
02	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
03	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
04	04/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A

In case the batch is to be recreated due to certain reasons or a sanction is to be returned to PD, user has the option to “DELETE BATCH FOR RECREATION”.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No.:
Batch ID:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

Sanction Status: DSCBatchGenerated

Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C1	04/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A

The system will ask for the confirmation of action. User will press “OK” button.

164.100.129.32 says:

Are you sure you want to return this Batch?

OK Cancel

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No.:
Batch ID:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

Sanction Status: DSCBatchGenerated

Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C1	04/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A

The system will ask for the reason to delete batch. User will provide the reason for return and press “SUBMIT” button.

Remarks For Return

ONE SANCTION IN BATCH NEEDS TO BE RETURNED

Remarks:

Submit Cancel

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No.:
Batch ID:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

Sanction Status: DSCBatchGenerated

Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C1	04/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A

The system will display the message “Successfully Returned”.

Successfully Returned

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No.:
Batch ID:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

Sanction Status: DSCBatchGenerated

Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitlSign	Delete Batch For ReCreation	N/A

Now since the batch has been deleted, all the sanctions contained in this batch, will again be available for creation of batch in “Digitally Sign Pay File” under the option “Sanctions”.



Now user again proceeds to digitally sign a bill. For this, first he will have to create a batch.

He will select the desired single/multiple sanctions, as the case may be, and press the button “GENERATE PAYMENT BATCH FILE”.



Payment batch file for selected bill(s) will be generated successfully.



Signatory 1 will proceed to digitally sign pay file through the option “Sanctions” > “Digital Sign Batch”.

Before signing, user can view the details of sanction(s) by clicking the hyperlink of “Batch Number” and then on particular “Sanction Number”, as already explained above.

10. DIGITAL SIGNATURES - SIGNATORY 1 (Payment amounting to less than Rupees Ten Lakhs)

After the batch has been prepared, user will proceed to digitally sign batch (containing single or multiple sanctions) by attaching his DSC into the system and pressing “DIGITAL SIGN”.

(NOTE:

1. Before proceeding for signing the payment digitally, it may be ensured that all the pre-requisites steps for enrolment of DSC and Signatory configuration in respect of both the signatories have been undertaken properly. For detailed process of same, Chapter on “USER MANUAL ON DIGITAL SIGNATURE CERTIFICATE (DSC) ENROLMENT & SIGNATORY CONFIGURATION IN R/O USERS of CDDOs” may kindly be referred to.

2. User has to open PFMS website in Internet Explorer for successful digital signatures.)

The screenshot shows the PFMS interface with a search form at the top and a table of sanctions below. The search form includes fields for Sanction No., Batch ID, From Date (01/04/2016), To Date (04/11/2016), Sanction Amount, Scheme, and PD Username. The table below has columns for Batch Number, Batch Date, Signatory Level, Digital Sign, Return Batch, and Return Remarks By Signatory 2. The 'Digital Sign' column contains buttons labeled 'Digital Sign', and the 'Return Batch' column contains buttons labeled 'Delete Batch For ReCreation'.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C2	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A

Three pop up screens of “Java Console”, “Security Warning” and” Java Symbol” will appear.

The screenshot shows the PFMS interface with three pop-up windows. The 'Java Console' window is in the foreground, displaying a list of commands such as 'clear console window', 'finalize objects on finalization queue', 'garbage collect', etc. The 'Security Warning' window is also visible, asking 'Do you want to run this application?' and providing details about the publisher (UNKNOWN) and location (http://164.100.129.32). The 'Java Symbol' window is partially visible in the background.

User will check the box “I accept the risk and want to run the application” and click “RUN” button.

The screenshot shows the PFMS interface with the 'Security Warning' dialog box checked. The checkbox 'I accept the risk and want to run this application' is selected, and the 'Run' button is highlighted with a red box. The background shows the same search form and table of sanctions as in the previous screenshot.

User will press “DON’T BLOCK” on next screen.

The screenshot shows the PFMS system interface. On the left, a Java Console window is open, displaying various system commands and their outputs. The main interface features a navigation menu on the left with options like 'Reports', 'Agency Master Data', 'Bank', and 'Register/Track Issue'. The central area displays a 'Receive Sanctions' form with fields for 'Sanction No.', 'Batch ID', 'From Date', 'Sanction Amount', 'Scheme', and 'PD Username'. Below the form is a table with columns: 'Batch Number', 'Batch Date', 'Signatory Level', 'Digital Sign', 'Return Batch', and 'Return Remarks By Signatory 2'. A 'Security Warning' dialog box is overlaid on the right, with the 'Don't Block' button highlighted in a red box.

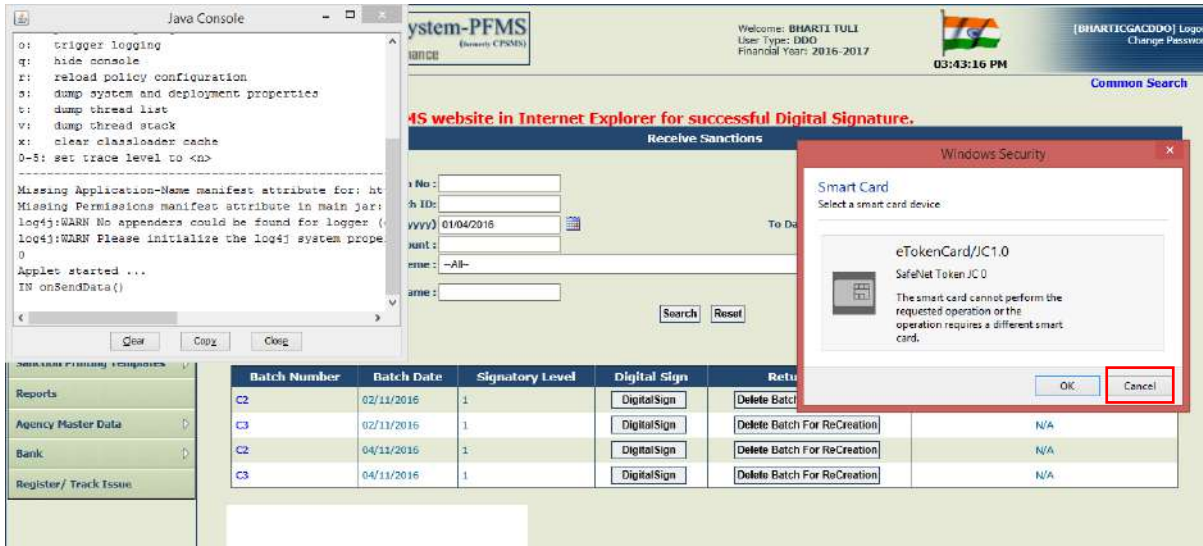
Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C2	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A

User will press “RUN” on next screen.

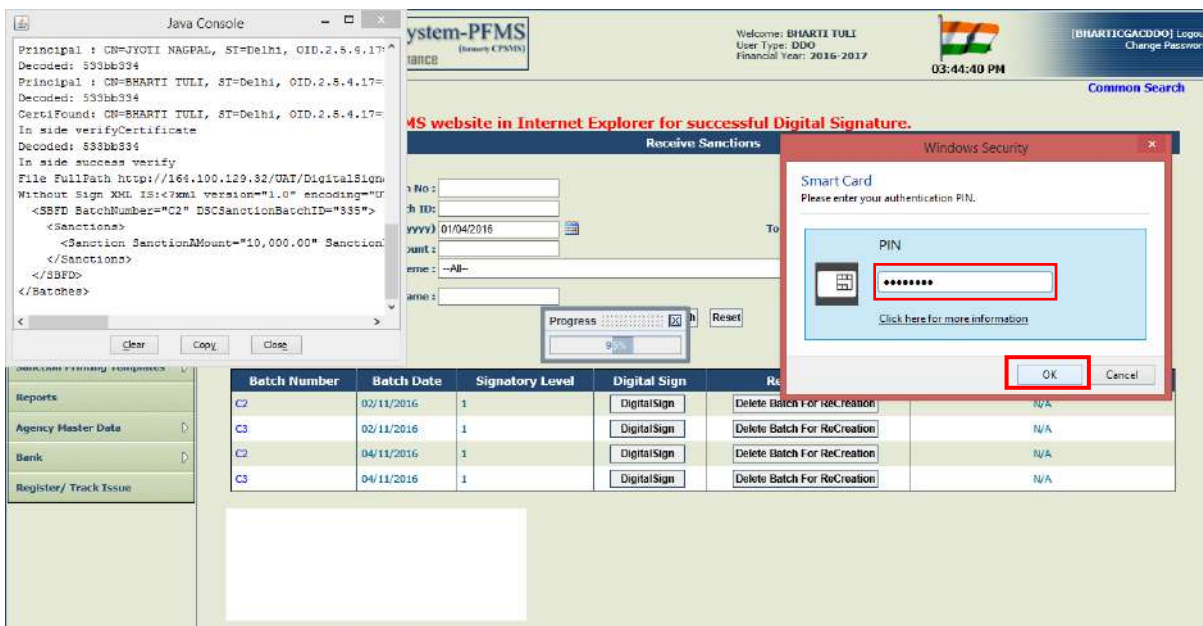
The screenshot shows the PFMS system interface. The navigation menu on the left includes 'BharatKosh Report', 'Home', 'CAM Reports', 'DBT To Farmers', 'Budget', 'Users Master', 'Health Module', 'ReprocessFailedTransaction', 'Sanctions', and 'Sanction Printing Templates'. The central area displays the 'Receive Sanctions' form with fields for 'Sanction No.', 'Batch ID', 'From Date', 'Sanction Amount', 'Scheme', and 'PD Username'. Below the form is a table with columns: 'Batch Number', 'Batch Date', 'Signatory Level', 'Digital Sign', 'Return Batch', and 'Return Remarks By Signatory 2'. A 'Security Warning' dialog box is overlaid on the right, with the 'Run' button highlighted in a red box.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C2	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A

Following screen, showing the pop up of “Windows Security”, will appear. User has to press the button “CANCEL” on pop up screen as many times as it appears.



The system shall ask user to enter Authentication pin. User shall enter valid pin and press “OK”.



‘Digitally signed successfully’ message will be displayed for successful PIN validation.

The screenshot shows the PFMS system interface. A Java Console window is open on the left, displaying XML data for a digital signature. A message box in the center states "Digitally signed successfully". Below this, a table lists batches with their numbers, dates, and digital signatures.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C2	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A

After the batch has been digitally signed successfully, it will disappear from the list of batches displayed on the screen.

The screenshot shows the PFMS system interface with the "Receive Sanctions" form. The form includes fields for Sanction No., Batch ID, From Date, To Date, Sanction Amount, Scheme, and PD Username. Below the form, a table lists batches with their numbers, dates, and digital signatures.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C2	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A

11. DIGITAL SIGNATURES - SIGNATORY 1 & 2 (Payment amounting to Rupees Ten Lakhs and above)

In case of sanction for payment amounting to Rupees 10 lakhs and above, digital signatures of signatory 2 are also required after the payment has been digitally signed successfully by signatory 1. First, the batch, as already explained, will be prepared.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
 From Date: (dd/mm/yyyy) 01/04/2016
 Sanction Amount:
 Scheme: --All--
 PD Username:

Sanction Status: PaymentFileCreatedForCDDO
 To Date: (dd/mm/yyyy) 04/11/2016

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/0102	04/11/2016		1200000.00	0361511008309	1000000.00	036081 - PAO, O/O CGA, H/O Pimpri, O/O Bnd.	1		<input type="button" value="Return To PD"/>	

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
 From Date: (dd/mm/yyyy) 01/04/2016
 Sanction Amount:
 Scheme: --All--
 PD Username:

Sanction Status: PaymentFileCreatedForCDDO
 To Date: (dd/mm/yyyy) 04/11/2016

Payment batch file for selected Bill(s) has been generated successfully.

Then, the sanction will be available at Signatory 1 for digitally signing the batch.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
 Batch ID:
 From Date: (dd/mm/yyyy) 01/04/2016
 Sanction Amount:
 Scheme: --All--
 PD Username:

Sanction Status: ESCBatchGenerated
 To Date: (dd/mm/yyyy) 04/11/2016

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks: By Signatory 2
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C3	04/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance (Bharat CPMS)

Welcome! BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:52:02 PM

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
Batch ID:
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount:
Scheme: --All--
PD Username:

Batch Number	Batch Date	Signatory Level	Digital Sign
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	04/11/2016	1	<input type="button" value="Digital Sign"/>

Security Warning

Do you want to run this application?

Publisher: UNKNOWN
Location: http://164.100.129.32

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source.

Select the box below, then click Run to start the application

I accept the risk and want to run this application

Java Console

```

User home directory = C:\Users\Administrator
c: clear console window
f: finalize objects on finalization queue
g: garbage collect
h: display this help message
l: dump classloader list
m: print memory usage
o: trigger logging
e: hide console
r: reload policy configuration
s: dump system and deployment properties
t: dump thread list
v: dump thread stack
x: clear classloader cache
O-S: set trace level to <n>
    
```

Missing Application-Name manifest attribute for: http://164.100.129.32/JAT/DigitalSign
Missing Permissions manifest attribute in main jar: http://164.100.129.32/JAT/DigitalSign
log4j:WARN No appenders could be found for logger (org.apache.xml.security.Init).
log4j:WARN Please initialize the log4j system properly.

tem-PFMS
Welcome! BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:52:47 PM

website in Internet Explorer for successful Digital Signature

Receive Sanctions

No:
ID:
From Date : (dd/mm/yyyy) 01/04/2016
Scheme: --All--
PD Username:

Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C3	02/11/2016	1	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C3	04/11/2016	1	<input type="button" value="Delete Batch For ReCreation"/>	N/A

Security Warning

Block potentially unsafe components from being run?

Application: AppleABC

Java has discovered application components that could indicate a security concern. Contact the application vendor to ensure that it has not been tampered with.

The application contains both signed and unsigned code.
[More information](#)

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance (Bharat CPMS)

Welcome! BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:53:00 PM

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
Batch ID:
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount:
Scheme: --All--
PD Username:

Batch Number	Batch Date	Signatory Level	Digital Sign
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	04/11/2016	1	<input type="button" value="Digital Sign"/>

Security Warning

Do you want to run this application?

Your version of Java is out of date and an unsigned application from the location below is requesting permission to run.
Location: http://164.100.129.32

We recommend that you **Update** Java using the button below. Click **Cancel** to stop this app or **Run** to allow it to continue.

Status of sanction can be viewed as “DSC Batch Generated” under the option “Sanction” > “Manage Sanction”

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
ISD/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000002	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	5,000	27/10/2016	Closed	CP00000011	File not exists
sanction_bill	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	0	27/10/2016	PassedByDDO	CP00000008	File not exists
o.d.b. return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	10,000	27/10/2016	DSCBatchGenerated	CP00000009	File not exists
exp_o.d.b. 01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1,000	01/11/2016	DSCBatchGenerated	CP00000012	File not exists
transfer_o.d.b. 01	Transfer		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	2,000	02/11/2016	PassedByDDO	CP00000013	File not exists
SANCTION/2641910102	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	CP00000015	File not exists

Now this bill will be available at Signatory 2 for his digital signatures.

Signatory 2 will have two options for selection. If sanction is correct, he will proceed to digitally sign the payment by pressing the button “DIGITAL SIGN”. On the other hand, in case the sanction is not correct, he will press the button “RETURN BATCH TO SIGNATORY 1”.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch
102	04/11/2016	2	Digital Sign	Return Batch To Signatory 1

Before taking any decision, he can confirm the correctness of sanction by viewing its details on pressing its hyperlink.

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDOChecker
Financial Year: 2016-2017

03:59:19 PM

[BHARTICHECKER] Logout
Change Password

Common Search

Search Sanctions

Sanction No:
Sanction Status:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme:
IFD No:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SACTION/0411/5132	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	015021 - PAO, Q/O CGA, W/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	File not exists

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDOChecker
Financial Year: 2016-2017

03:59:33 PM

[BHARTICHECKER] Logout
Change Password

Help

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Numbers: SACTION/0411/5132
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/5132
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry of Finance, Nagpur

Sanction Status: DSCBatchGenerated
Sanction Date: 04/11/2016
Sanction Amount: 1200000
IFD Date: 04/11/2016
PAO: 015001-PAO, Q/O CGA, W/O Finance- D/O Exp.
Remarks:

Created By: BHARTICDDOOPD
Modified By: BHARTICDADDDO
Created On: 04/11/2016 02:30:37 PM
Modified On: 04/11/2016 03:35:10 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2032000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		2723500

Bill Details:

Bill Number: CP00000015
Bill Date: 04/11/2016

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	930(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	120000	

Vendor Details

In case, the sanction is not correct, Signatory 2 will return the batch to Signatory 1.

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDOChecker
Financial Year: 2016-2017

03:59:56 PM

[BHARTICHECKER] Logout
Change Password

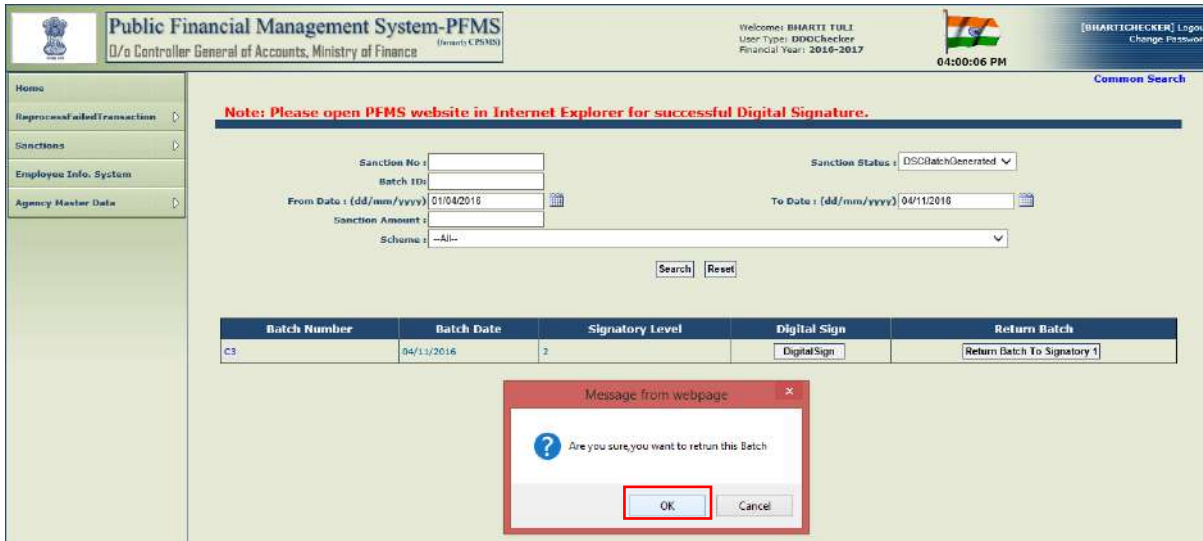
Common Search

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

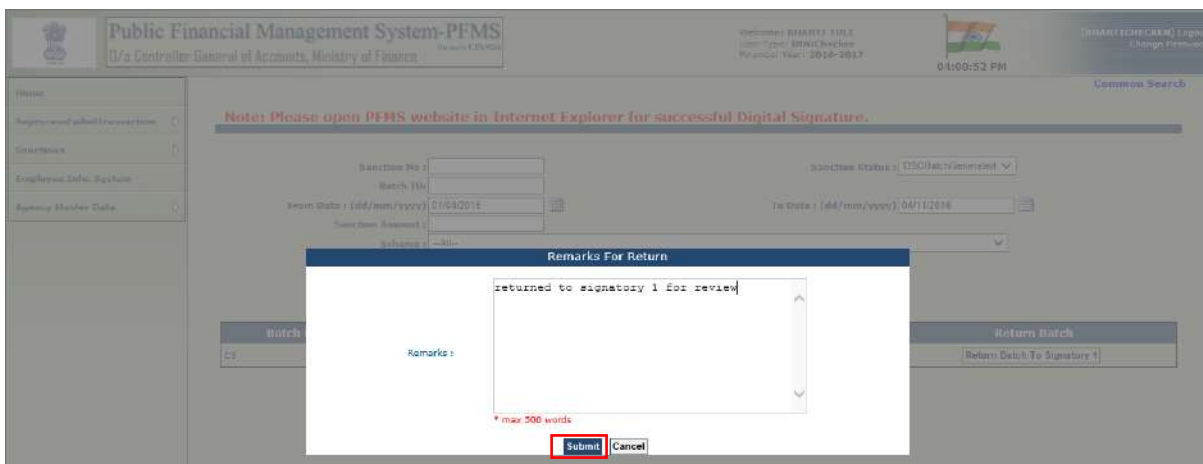
Sanction No:
Batch ID:
Sanction Status:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme:

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch
CS	04/11/2016	2	<input type="button" value="DigitalSign"/>	<input type="button" value="Return Batch To Signatory 1"/>

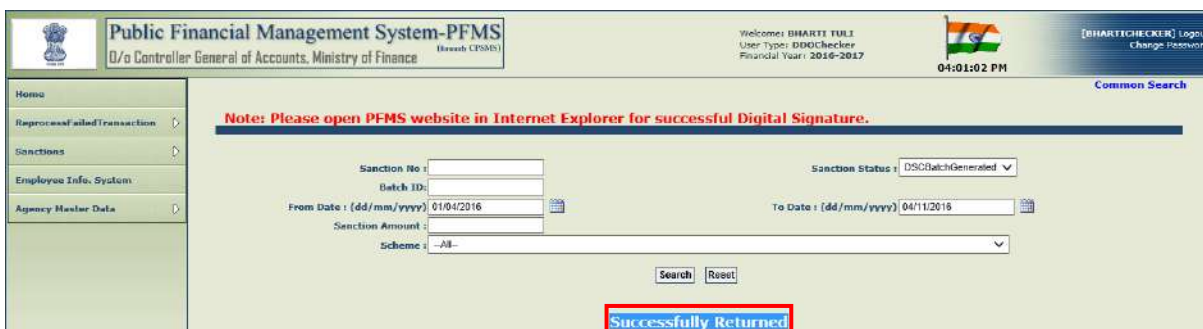
The system will ask for the confirmation of action.



User has to provide **“Remark for Return”** and press the button **“SUBMIT”**.



The system will display a message **“Successfully Returned”**



Signatory 2 can view the status as **“DSC Batch Generated”** through **“Manage Sanction”** under the option **“Sanction”**.

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
EPD/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	File not exists
DUMMY/SANCTION/2716	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists
eddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists
exp_eddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists
IGA_San_01	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	01/11/2016	Closed	File not exists
IGA_San_02	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	01/11/2016	Closed	File not exists
IGA_San_03	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	4,000	01/11/2016	Closed	File not exists
SANCTION/04112016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000,000	04/11/2016	DSCBatchGenerated	File not exists

Now the sanction, as returned by Signatory 2, will be again available at Signatory 1 level under the option “Sanction” > “Digital Sign Batch” for further action.

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
DigitallySignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DSCBatchGenerated	Expenditure	2
Closed	Expenditure	1

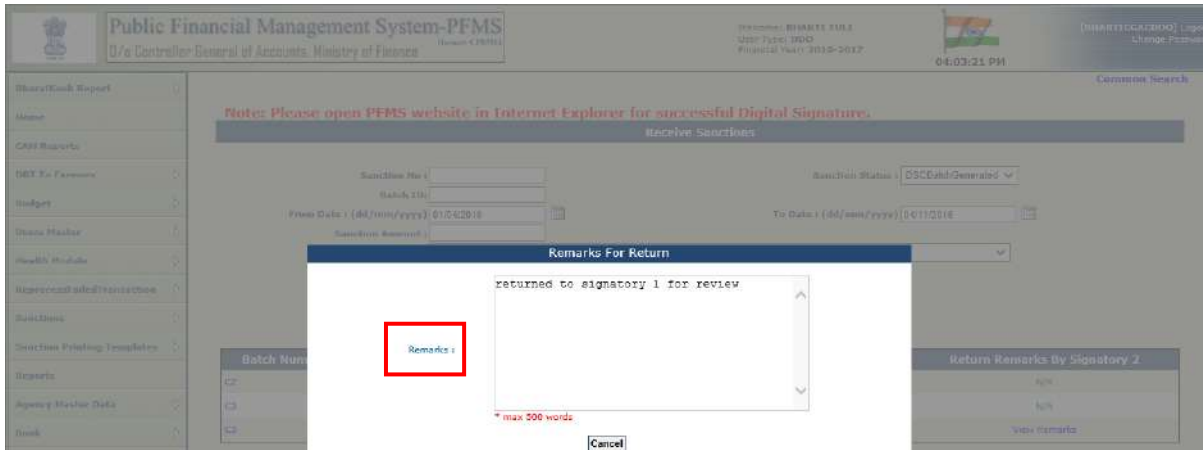
Agency Bank Account Validation Status

- Receive Sanctions
- Pass Bills
- Digitally Sign Pay File
- Challan Ent
- Digital Sign Batch**

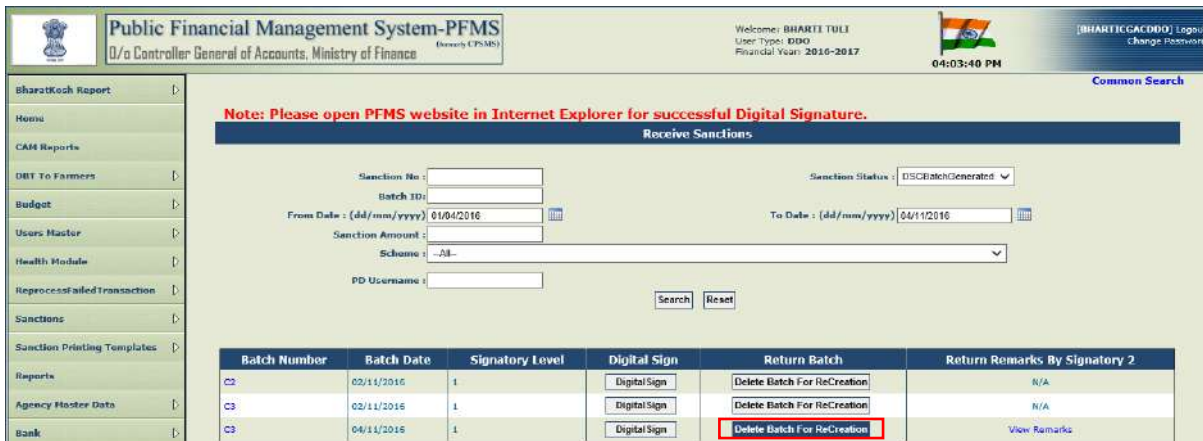
Signatory 1 can view the objection as raised by Signatory 2 by clicking “View Remarks”

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

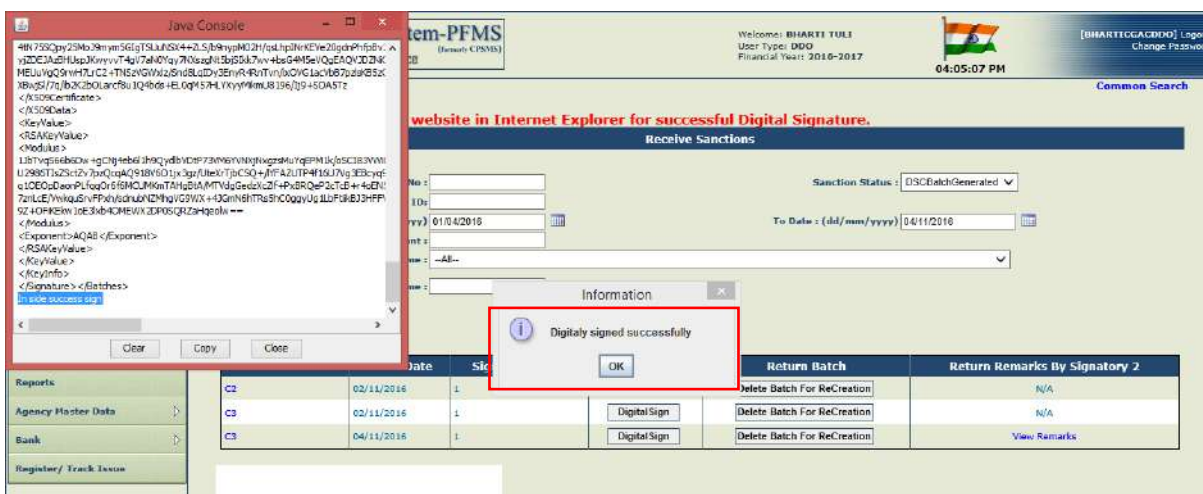
Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks: By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	View Remarks



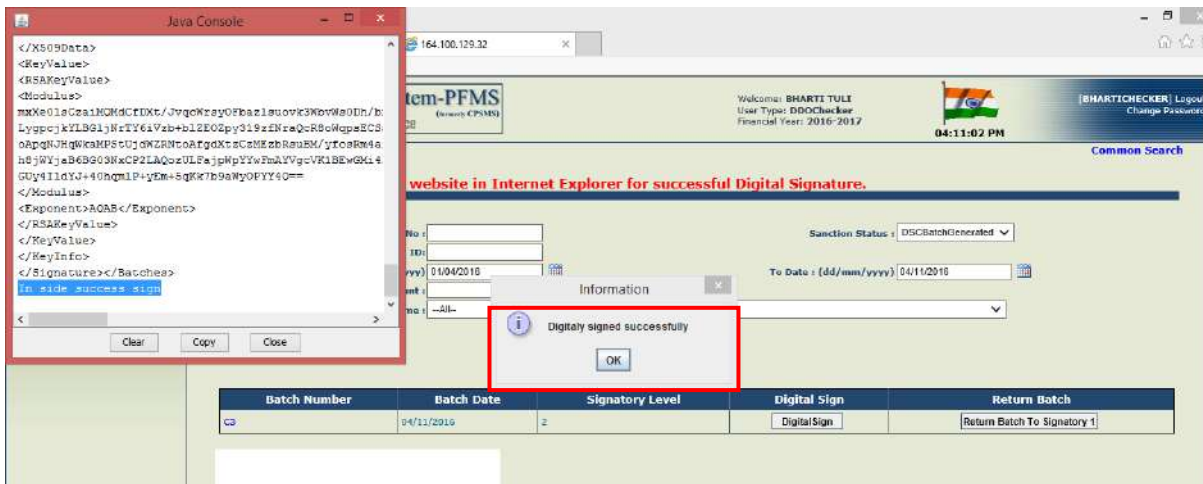
Now, Signatory 1 will have again two options available. He can either to opt **“Digital Sign”** if sanction is correct or choose **“Return Batch for Creation”** if sanction is not correct or batch is required to be prepared again, as already explained.



In case, Signatory 1 opts to choose **“Digital Sign”**, after his digital signatures, sanction will again be available with Signatory 2 for his digital signatures.



Signatory 2 will also sign the payment with his digital signatures.



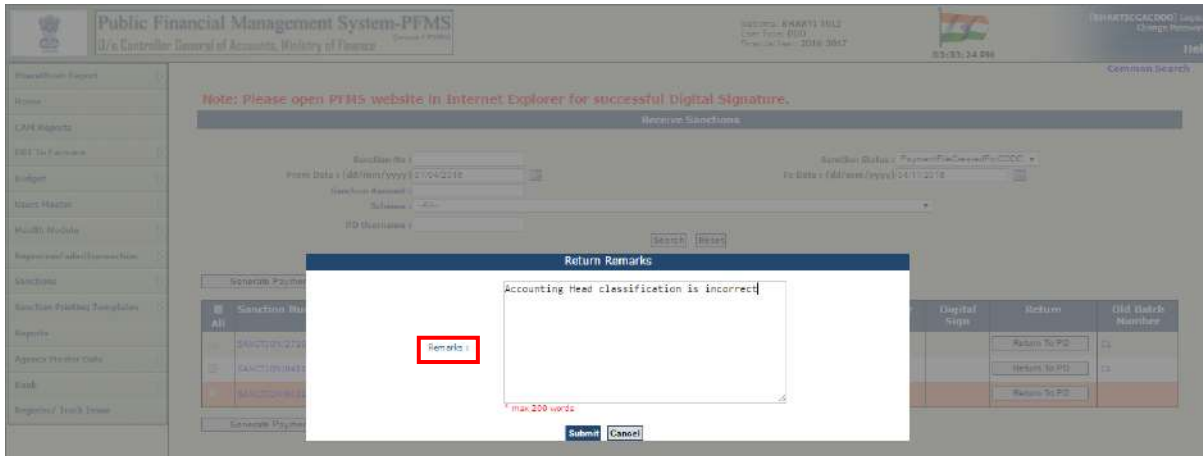
12. RETURN BILL TO PD BY CDDO

In case a sanction is not in order in accordance to the rules and prescribed procedures, it can be returned to PD by DDO Maker at the time of receiving or generating the bill. DDO can also return the sanction at the time of passing a bill, generation of batch, digitally signing a batch or even after the bill has been returned by Signatory 2.

User will select a sanction to be returned by clicking the box given against it, and then press the button “RETURN TO PD”.



User has to provide remark for return and press “SUBMIT” button.



The system will display a message:

“SUCCESSFULLY RETURNED”



This returned sanction will be available at PD user under the option **“SANCTION”** >**“MANAGE USER”** for further action.



Status of returned sanction can be viewed as **“PrAO_DDO-Returned”**

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

05:18:48 PM

Search Sanctions

Sanction No:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016
Sanction Amount:
Scheme: --All--
PAO: --All--
DDO: --All--
IFD No:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/2710/EPAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PrAO_DDO_Returned	File not exists
SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	27/10/2016	PrAO_DDO_Returned	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists

PD user will click the hyperlink of sanction number to open the sanction.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

05:19:13 PM

Search Sanctions

Sanction No:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016
Sanction Amount:
Scheme: --All--
PAO: --All--
DDO: --All--
IFD No:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/2710/EPAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PrAO_DDO_Returned	File not exists
SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	27/10/2016	PrAO_DDO_Returned	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists

The details of sanction will be displayed to user.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

05:19:27 PM

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: JFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PrAO_DDO_Returned
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPO
Modified By: BHARTICSDCOO
Created On: 27/10/2016 12:16:25 AM
Modified On: 04/11/2016 03:33:31 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200501001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000		54000

Bill Details:
Bill Number: CP00000005
Bill Date: 27/10/2016

Vendor Details:

PD user will have the following options available:

(a) **EDIT SANCTION:** PD user can rectify the details of sanction.

- (b) **PAYEE DETAILS:** PD user will click this button to view the payee details in respect of vendor(s) contained in that particular sanction.
- (c) **APPROVE/REJECT:** After verifying the details of sanction, PD user will take appropriate action, either to “**APPROVE**” or “**REJECT**”, as the case may be.
- (d) **CANCEL SANCTION:** In case the sanction is not to be processed for payment, PD user will cancel the sanction. **Approval of cancellation is also required to be done by PD.**

In case, a sanction needs to be rectified, PD user will press the button “**EDIT SANCTION**”.

The screenshot displays the 'Sanction Details' page in the PFMS. The header includes the system name 'Public Financial Management System-PFMS' and the user 'BHARTI TULI'. The main content area shows the following details:

- Controller: 013-EXPENDITURE
- Sanction Number: SANCTION/2710/EPAY
- Sanction Type: Expenditure (DDO Bill)
- Sanction Amount: 20000
- Sanction Date: 27/10/2016
- Sanction Status: PrAO_DDO_Returned
- IFD Number: IFD/2710/EPAY
- IFD Date: 27/10/2016
- Plan Scheme: -
- DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur
- PAO: 016005-PAO, D/O CGA, M/O Finance, D/O Exp.
- Remarks: -
- Created By: BHARTICDDOPO
- Created On: 27/10/2016 12:16:25 AM
- Modified By: BHARTICGACDDO
- Modified On: 04/11/2016 03:33:31 PM

The 'Account Details' table is as follows:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
024 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000		04000

The 'Bill Details' section shows:

- Bill Number: CP00000005
- Bill Date: 27/10/2016

At the bottom of the page, there are several buttons: 'Edit Sanction' (highlighted with a red box), 'Payee Details', 'Approve/Reject', 'Cancel Sanction', and 'Back'.

Details of sanction will be displayed to user for further modifications.

For modifying the correct accounting head, PD will first delete the wrong entry by clicking “**X**” given against the record in grid. Then he can select the correct Accounting Head details and add them again.

Similarly, if the modification is required in vendor(s) details, PD user will first remove the wrong vendor(s) by clicking the checkbox given against the record and pressing the button “**REMOVE**”. Thereafter, he can select the correct vendor(s) and add them again.

Agency Master | Sanctions | Sanction Custom Fields | Sanction Printing Templates | Reports | Agency Master Data | Agency Schemes | Other Agencies | Scheme Allocation | OLD UC

Controller Name : EXPENDITURE
 Division Diary/HOD File No. : IFD/2710EPAY
 IPD/HOD File Date (dd/mm/yyyy) : 27/10/2016
 Sanction Number : SANCTION/2710/EPAY
 Sanction Date (dd/mm/yyyy) : 27/10/2016
 Scheme : --Select--
 PAO : 016001 - PAO, O/O CGA, M/O Finance, D/O Exp.
 DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur
 Sanction Type : Expenditure
 Sanction Amount : 20000 (In Actuals)
 RUPEES TWENTY THOUSAND ONLY
 Upload Scanned Sanction: Browse... Upload
 Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : --Select--
 Function Head : --Select--
 Category : --Select--
 Object Head : --Select--
 Amount : #

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Add Account Heads

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Delete
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000	X

Vendor Details

Vendor Type : --All--
 State :
 Unique Code :
 Amount : #
 Vendor : --Select--
 District :

Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000
<input type="checkbox"/>			INDIA	5,000

http://754.100.129.32/UA7/Sanction/CreateEditSanctionDetails.aspx?id=QCNeqGGUlp%3d

Sanction Custom Fields | Sanction Printing Templates | Reports | Agency Master Data | Agency Schemes | Other Agencies | Scheme Allocation | OLD UC

Sanction Number : SANCTION/2710/EPAY
 Sanction Date (dd/mm/yyyy) : 27/10/2016
 Scheme : --Select--
 PAO : 016001 - PAO, O/O CGA, M/O Finance, D/O Exp.
 DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur
 Sanction Type : Expenditure
 Sanction Amount : 20000 (In Actuals)
 RUPEES TWENTY THOUSAND ONLY
 Upload Scanned Sanction: Browse... Upload
 Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : 034 - Department of Expenditure
 Function Head : 2052000901001 - ESTABLISHMENT
 Category : 3 - NON PLAN VOTED-EXPENDITURE
 Object Head : 01 - SALARIES
 Amount : 20000

Note: In case of Expenditure type sanction, object heads "31,33,35,36" are not listed for selection.

Add Account Heads

No Record(s) found.....!!

Vendor Details

Vendor Type : --All--
 State :
 Unique Code :
 Amount : #
 Vendor : --Select--
 District :

Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000
<input type="checkbox"/> BHARTI TULI			INDIA	5,000

Remove

Sanction Header

Contractor Name : EXPENDITURE
 Division (DDO/HD P/W No.) : PD2712/PAY
 DDO/HD P/W Date (dd/mm/yyyy) : 27/10/2018
 Sanction Number : SANCTION2712/PAY
 Sanction Date (dd/mm/yyyy) : 27/10/2018
 Scheme : -S202-
 PWD : PWD01 - PWD, OGD, CGA, MFD Finance, DDO Exp
 DDO : 119507 - Government Line Cell, Ministry Of Finance, Nagpur
 Sanction Type : Expenditure
 Sanction Amount : 20000 (In Amount)
 SUPERS THIRTY THOUSAND ONLY
 Upload Scanned Sanction : Browse... Upload

Account Head Details

Grant : 031 - Department of Expenditure
 Function Head : 20200001001 - ESTABLISHMENT
 Category : 2 - NON PLAN VOTED-EXPENDITURE
 Object Head : 01 - SALARIES
 Amount : 20000

Vendor Details

Vendor Type : -All-
 Vendor : -Select-
 District :
 State :
 Country :
 Amount :

Vendor Name	District	State	Country	Amount
PANKAJ KACHHAR	SOUTH WEST	GUJARAT	INDIA	13,000
SHANTI TILJI			INDIA	5,000

Save Sanction

After making the required correction, PD will save the sanction by pressing the button **“SAVE SANCTION”** button.

Save Sanction

The system will display a message:

“Sanction has been submitted successfully”.

“Do you want to proceed with Payee Details”? YES or NO

PD will press **“YES”**.

Sanction Header

Controller Name: D/CONTROLLER
Division/Office/Section File No.: FD/01/DEPAY
I/O/HOD File Date (dd/mm/yyyy): 27/02/16
Sanction Number: SANCTION2702EMV
Sanction Date (dd/mm/yyyy): 27/02/16
Scheme: -Select-
PAO: 00001 - PAO, CAG, CGA, MFD PRAISE, DDO-BAP
DDO: 110001 - GOVERNMENT LINK C&I, Ministry of Finance, Nagpur
Sanction Type: EXPENDITURE
Sanction Amount: 20000 (IN Actuals)
Upload Sanction: BPAAL, UPI000
Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant: 034 - Department of Expenditure
Function Head: 220200001001 - ESTABLISHMENT
Category: 1 - NON PLAN VOTED EXPENDITURE
Object Head: 01 - SALARIES
Amount: 20000

Vendor Details

Vendor Type: AI
Vendor: -Select-
District: -Select-
Vendor Name: RANJAN KODHAR, BHARTI TULI
District: SOUTH WEST, DELHI
State: DELHI, NCT OF DELHI
Country: INDIA, INDIA
Amount: 15,000, 5,000

Sanction has been saved successfully...!!
Do you want to proceed with payee details?
Yes No

Payee Details of vendor(s) will be displayed to user.

After confirming the payee details, PD will press the button “CONFIRM”.

Payee Details

Sanction Number: SANCTION2702EMV
Sanction Type: Expenditure (EXP. B/E)
I/O Number: FD/01/DEPAY
Plan Scheme: -
DDO: 110001 - Government Link C&I, Ministry of Finance, Nagpur
Sanction Status: Created
Sanction Date: 27/02/16
Sanction Amount: 20000
I/O Date: 27/02/16
PAO: 00001 - PAO, CAG, CGA, MFD PRAISE, DDO-BAP
Remarks:

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		220200001001 - ESTABLISHMENT	01 - SALARIES	1 - NON PLAN VOTED EXPENDITURE	20000		20000.00

Bill Details

Bill Number: 020000003
Bill Date: 27/02/16

Vendor	Bank Account No	Amount	Instrument Type
RANJAN KODHAR	1000102103 - RANJAN KODHAR	15,000.00	RTGS
BHARTI TULI	1021702100 - BHARTI TULI	5,000.00	RTGS

Payment Details

Accredited Bank: STATE BANK OF INDIA
Amount: 20000
Not Payable Before: [] Required

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
RANJAN KODHAR	SAB0003090	0001021103	15000	STATE BANK OF INDIA	X
BHARTI TULI	SBI0000001	1021702100	5000	Computer A/M	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not verified. Please do urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Confirm Next Back

The system will display a message;

“Payee Details has been submitted successfully”

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

05:27:11 PM

Payee Details

Sanction Status: Created
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 115007-Government Link Cell, Ministry Of Finance, Nagpur

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
004 - Department of Expenditure		2052000961001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	20000		2699110

Bill Details:

Bill Number: CP00000008
Bill Date: 27/10/2016

Vendor	Bank Account No	Amount	Instrument Type
PANKU KOCHHAR	30001025103 - PANKU KOCHHAR	15,000.00	RTGS
BHARTI TULI	12321705260 - BHARTI TULI	5,000.00	RTGS

ePayment Details

Accredited Bank: STATE BANK OF INDIA
Amount: 20000
Not Payable Before: *
Required

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
PANKU KOCHHAR	BARB001BHWA	30001025103	15000	Purchase of machinery	X
BHARTI TULI	SBI00000001	12321705260	5000	Computer AMC	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not found. Please verify the IFSC Code and process payment. Please ensure IFSC Code is correct.

Payee details has been submitted successfully...!!

Confirm | Reset | Back

After the sanction has been modified by PD, it will be approved by him.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

02:29:14 PM

Sanction Details

Sanction Status: Approved
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: APPROVED

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Created By: BHARTICDDDDP
Created On: 27/10/2016 12:16:25 AM
Modified By: BHARTICDDDDP
Modified On: 07/11/2016 05:39:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
004 - Department of expenditure		2052000961001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	20000		2699110

Bill Details:

Bill Number: CP00000001
Bill Date: 27/10/2016

Vendor Details:

Sanction Approved Successfully.

Payee Details | Print Sanction Order | Back

As already explained, this modified approved sanction will be available at DDO Maker who will first receive it.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO/Maker
Financial Year: 2016-2017

05:12:30 PM

[BHARTI TULI] Login
Change Password
Help

Home
My Account
Reprocess/Failed Transaction
Sanctions
Employee Info. System

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/BRAY
Sanction Type: Expenditure (DOO Bill)
IFD Number: IFD/2710/BRAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Approved
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: APPROVED

Created By: BHARTICDDOPO
Modified By: BHARTICDDOPO
Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:29:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200990101 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

Bill Number: CY00000015
Bill Date: 27/10/2016

Vendor Details:

Receive Sanction(MDO) Return Sanction To PD Back

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO/Maker
Financial Year: 2016-2017

05:12:35 PM

[BHARTI TULI] Login
Change Password
Help

Home
My Account
Reprocess/Failed Transaction
Sanctions
Employee Info. System

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/BRAY
Sanction Type: Expenditure (DOO Bill)
IFD Number: IFD/2710/BRAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Approved
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: APPROVED

Created By: BHARTICDDOPO
Modified By: BHARTICDDOPO
Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:29:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200990101 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

Bill Number: CY00000015
Bill Date: 27/10/2016

Vendor Details:

Processing

Message from webpage

Sanction has been received successfully

OK

Receive Sanction(MDO) Return Sanction To PD Back

After receiving the sanction, DDO Maker will proceed to generate bill (with or without deductions), as the case may be.

Sanction Details

Sanction Status: ReceivedByDDOMaker
Sanction Date: 27/10/2016
Sanction Amount: 20000
Sanction Date: 27/10/2016
PAO: 015001-PAO, O/O CGA, M/O Finance, O/O Exp.
Remarks:

Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:32:55 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
004 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

Bill Number: CP00000005
Bill Date: 27/10/2016

Vendor Details:

Generate Bill Number

Note: Same Bill Number will be generated in case the returned sanction is again presented by PD to DDO for payment.

Bill number CP00000005 has been generated.

After the bill has been generated, it will be passed by DDO Maker, DDO Checker and finally by DDO and payment will be digitally signed.

Sanction Details

Sanction Status: BillGeneratedByDDO
Sanction Date: 27/10/2016
Sanction Amount: 20000
Sanction Date: 27/10/2016
PAO: 015001-PAO, O/O CGA, M/O Finance, O/O Exp.
Remarks:

Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:40:16 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
004 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

Bill Number: CP00000005
Bill Date: 27/10/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAM- Employee	900/Account		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details:

Pass to DDOChecker | Return to DDOChecker | Back | Pass to PAO for payment flow

Message from webpage: Are you sure you want to pass this Sanction/Bill further?

OK | Cancel

DDO Checker will pass the bill.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARATI TULLI
User Type: DDOChecker
Financial Year: 2016-2017

05:43:58 PM

Sanction Details

Controllers: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPWY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPWY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOChecker
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARATI DDO
Modified By: BHARATI DDO

Created On: 27/10/2016 12:14:25 AM
Modified On: 07/11/2016 05:41:30 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2022000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:
Bill Number: CP00000005
Bill Date: 27/10/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAC- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details

Pass to DDO | Return to DDO | Back

Message from webpage

Are you sure you want to pass this Sanction/Bill further?

OK | Cancel

DDO will pass the bill.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARATI TULLI
User Type: DDO
Financial Year: 2016-2017

05:46:59 PM

Sanction Details

Controllers: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPWY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPWY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOChecker
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARATI DDO
Modified By: BHARATI DDO

Created On: 27/10/2016 12:16:23 AM
Modified On: 07/11/2016 05:44:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2022000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3725610

Bill Details:
Bill Number: CP00000005
Bill Date: 27/10/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAC- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details

Return Sanction To PD | Pass Bill(DDO) | Back

Message from webpage

Are you sure you want to pass this Sanction/Bill further?

OK | Cancel

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: BHARATI TULLI
User Type: DDO
Financial Year: 2016-2017

05:48:12 PM

Search Sanctions

Sanction No:
Sanction Status:
From Date: (dd/mm/yyyy) 01/04/2016
To Date: (dd/mm/yyyy) 07/11/2016
Scheme:
PD Username:
IFD No:

Search | Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
116007-0001452	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000002	File not exists	
116007-0001453	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	27/10/2016	Closed	CP00000011	File not exists	
116007-0001454	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	07/10/2016	PassedByDDO	CP00000005	File not exists	
116007-0001455	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	0	27/10/2016	PassedByDDO	CP00000008	File not exists	
116007-0001456	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DBCreatedGenerated	CP00000009	File not exists	
116007-0001457	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DBCreatedGenerated	CP00000012	File not exists	
116007-0001458	Transfer	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	02/11/2016	PassedByDDO	CP00000013	File not exists	

Payment batch file for selected bills will be generated by Signatory 1.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

Sanction Status: PaymentFileCreatedForCDDO

Search Reset

Generate Payment Batch File

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SACTION/2710/ERAY	27/10/2016		20000.00	CO61511008368	18000.00	016001 - PAO, O/D CGA, W/D Finance, D/D Exp.	1		Return To PD	C1
<input type="checkbox"/>	transfer_cddo_02	07/11/2016		1300.00	CO61511008375	1200.00	016001 - PAO, O/D CGA, W/D Finance, D/D Exp.	1		Return To PD	
<input type="checkbox"/>	TanCDDO	07/11/2016		890.00	CO61511008385	890.00	016001 - PAO, O/D CGA, W/D Finance, D/D Exp.	1		Return To PD	

Generate Payment Batch File

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

Sanction Status: PaymentFileCreatedForCDDO

Search Reset

Payment batch file for selected Bill(s) has been generated successfully.

Generate Payment Batch File

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	transfer_cddo_02	07/11/2016		1300.00	CO61511008375	1200.00	016001 - PAO, O/D CGA, W/D Finance, D/D Exp.	1		Return To PD	
<input type="checkbox"/>	TanCDDO	07/11/2016		890.00	CO61511008385	890.00	016001 - PAO, O/D CGA, W/D Finance, D/D Exp.	1		Return To PD	

Generate Payment Batch File

Signatory 1 will digitally sign the payment file.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

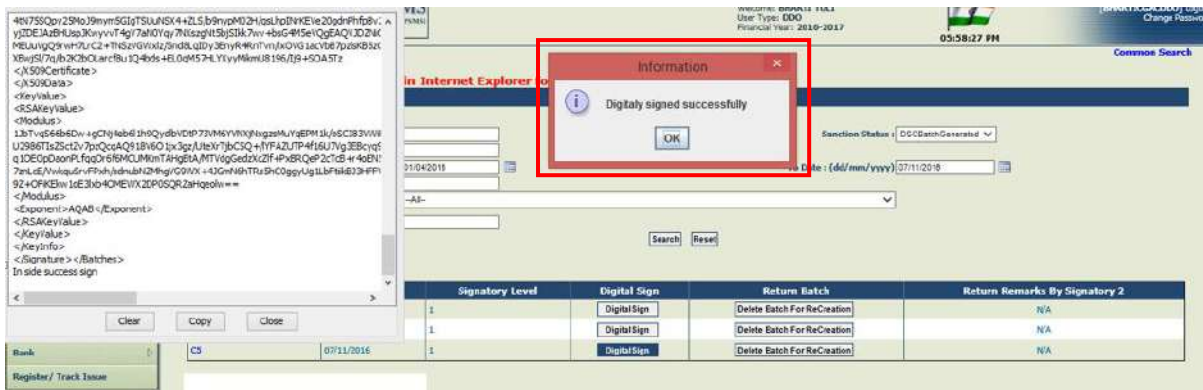
Receive Sanctions

Sanction No:
Batch ID:
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016
Sanction Amount:
Scheme: --All--
PD Username:

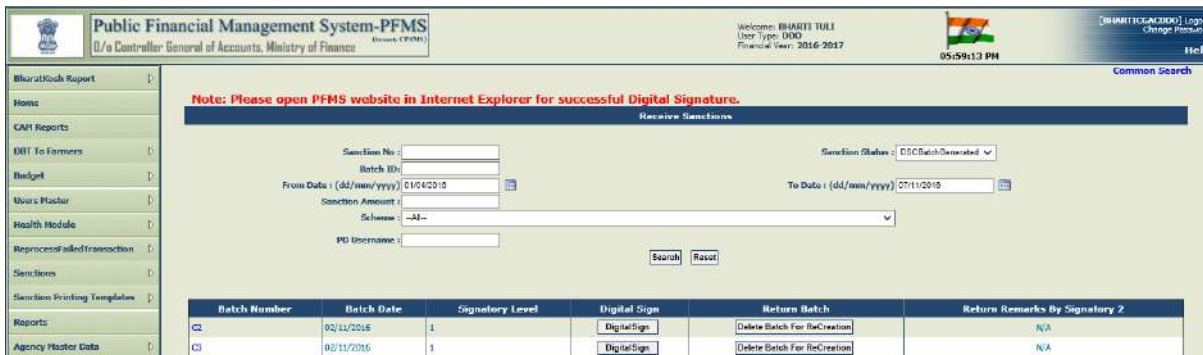
Sanction Status: CSC Batch Generated

Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	07/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A







After the payment batch file has been signed by Signatory 1, it will disappear from the list of displayed batches.







This completes the flow of processing of e-payment sanctions on PFMS by CDDOs.

Qfix User Guide



Online Fee Payment

- Login to <https://user.eduqfix.com/#/login>
- Now enter your **login details** and click on **Submit**.
- Click on Pay Now button available on the dashboard. Select the dues & click on **Submit**. 
- Confirm the details on Payment summary page and then click on **proceed**. 
- Select your **payment options** such as **Debit card / Credit card / Net Banking**.
- You will redirect to the **payment gateway**. 
- You will receive a **payment confirmation** on your registered mobile no and email id after **successful payment**. 

Know your Username

- Go to <https://user.eduqfix.com/#/login>.
- Click on **Know your Username**. 
- Select the **institute** and **branch**.
- Select the Type of Login - **Student/Parent**. 
- Provide the answers to the security questions and click on **Submit**. 
- The system will show the username on the screen. 

Forgot Password

- Go to <https://user.eduqfix.com/#/login>.
- Enter the username and then Click on **Forgot Password** to get a **verification code** on your **registered mobile number**. 
- Now enter the **verification code** & set a **new password** of your choice. 

By logging in, you agree to the our [Privacy policy](#) and [Terms & conditions](#)