Annexure 1
About eOffice

eOffice – A Digital Workplace Solution

Mission Mode Project under the National e-Governance Plan (NeGP)

Establish a Single Product for reuse in the Government

eOffice

Initiated in 2009. Developed and Implemented by National Informatics Centre (NIC)

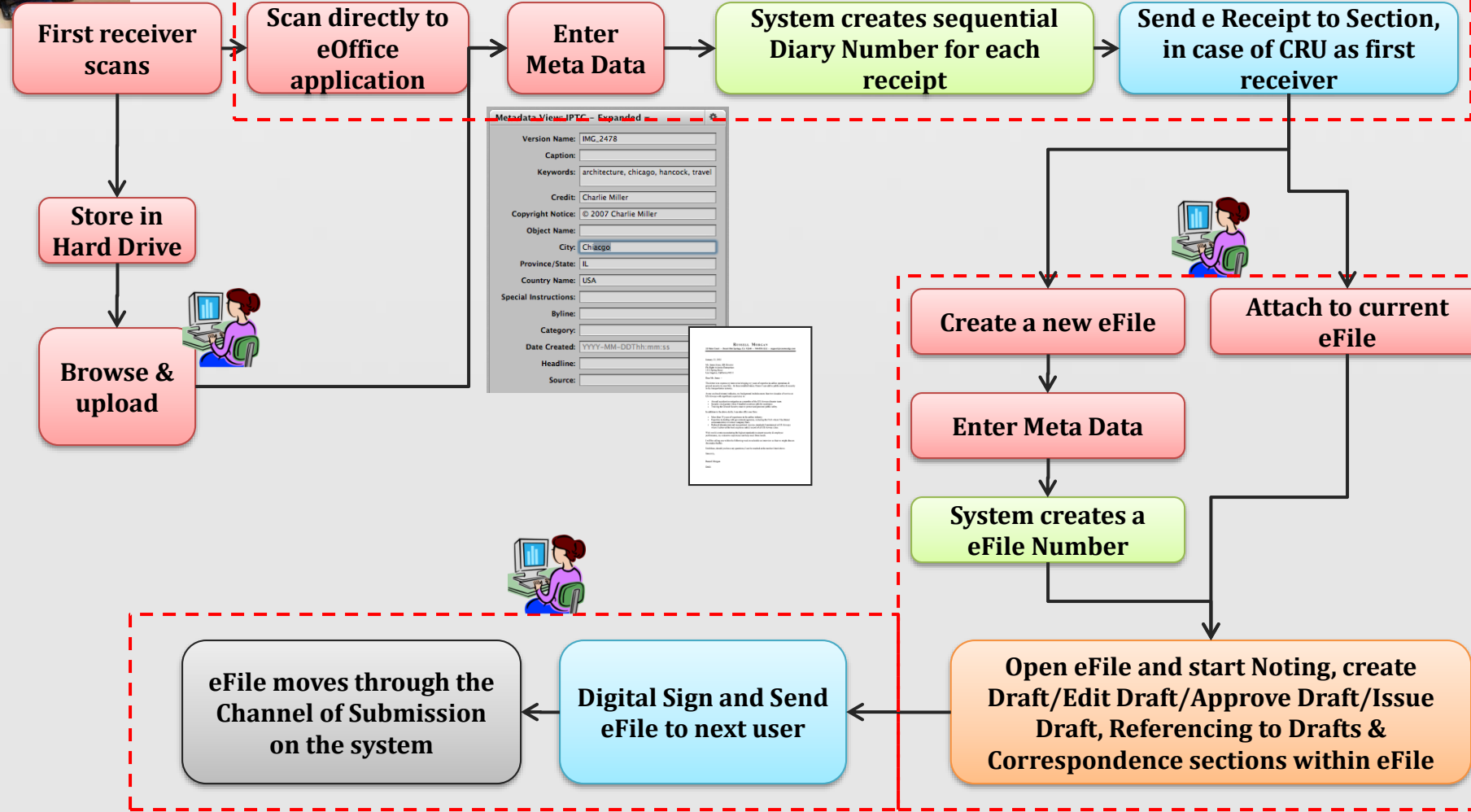**Based on Central Secretariat Manual of e-Office Procedure (CSMeOP)**
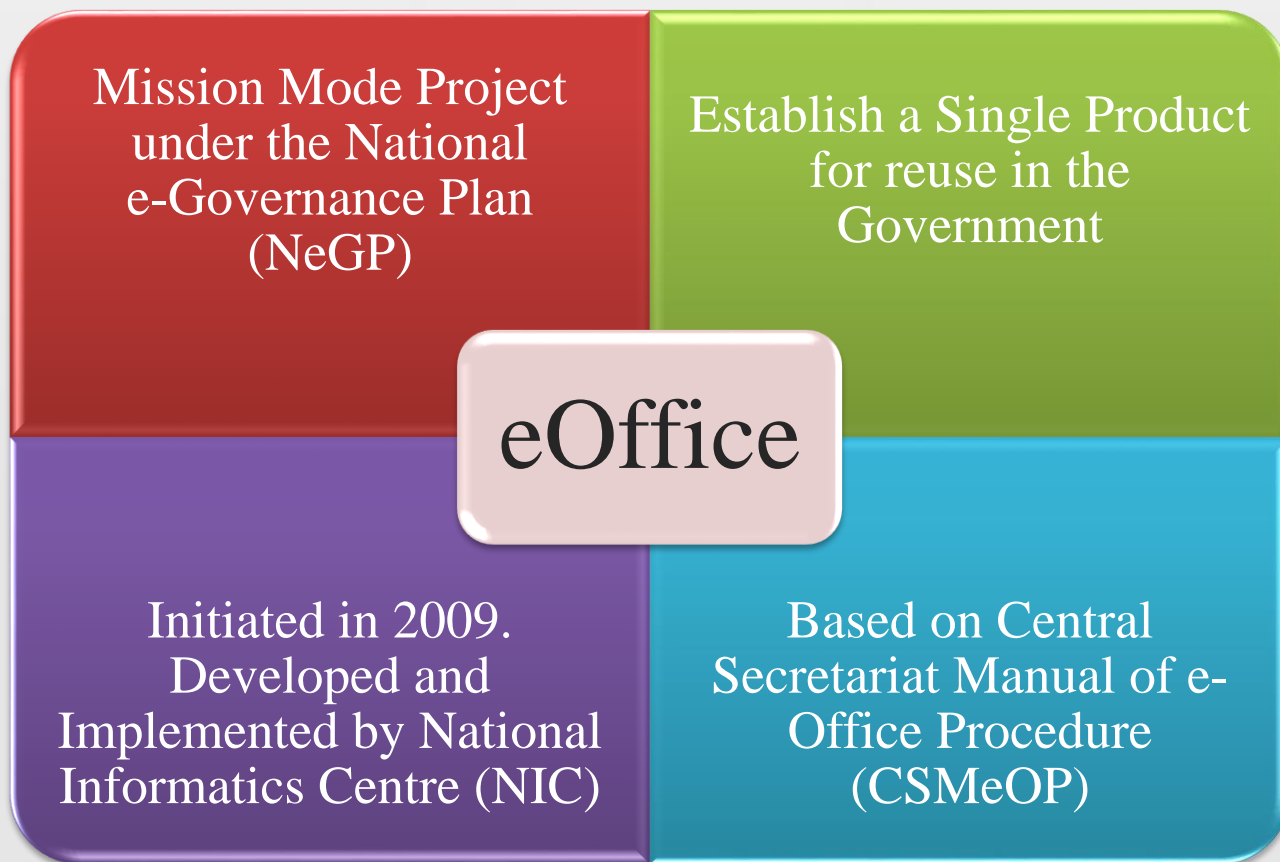
File Management System (eFile)

eFile is a workflow based system that replaces the existing manual handling of files with a more efficient electronic system.

This system involves all stages, including the electronic diarization of inward correspondence, creation of files, movement of correspondences and files, electronic signing of noting & drafts using Digital Signature Certificates (DSC), eSign, and finally, the archival of records.

Receipts	Files
• Diarization – Electronic / Email / Physical • Acknowledgement Generation • Receipt to Receipt and File Attachment • VIP Letter Tracking • Address Book • Signing on remarks • Legends on priority • Advanced Search on metadata • Receipt Status Monitoring System • Closing of Receipts	• File Creation – Electronic and Physical • Notings (Green and Yellow Note) • Correspondence • Draft for Approval (DFA) • Referencing • Digital Signatures on Noting and DFA • File to File and Receipt Attachment • Linking of File • Closing of File • Advanced Search on metadata
Dispatch	**Reports**

• Templates Selection
• Digital Signatures
• Advanced Search on metadata
• Reminders and Follow-ups
• Dispatch sent through email and post
	• MIS Reports
	  ➢ File/Diary Register Report
	  ➢ File/Diary Movement Report
	  ➢ File/Diary Pendency Reports
	  ….. many more

eFile Process

First receiver scans → **Scan directly to eOffice application** → **Enter Meta Data** → **System creates sequential Diary Number for each receipt** → **Send e Receipt to Section, in case of CRU as first receiver**

First receiver scans → **Store in Hard Drive** → **Browse & upload**

Create a new eFile → **Enter Meta Data** → **System creates a eFile Number**

Attach to current eFile

Open eFile and start Noting, create Draft/Edit Draft/Approve Draft/Issue Draft, Referencing to Drafts & Correspondence sections within eFile

Digital Sign and Send eFile to next user

eFile moves through the Channel of Submission on the system

Metadata View: IPTC – Expanded

Version Name: IMG_2478
Caption:
Keywords: architecture, chicago, hancock, travel
Credit: Charlie Miller
Copyright Notice: © 2007 Charlie Miller
Object Name:
City: Chicago
Province/State: IL
Country Name: USA
Special Instructions:
Byline:
Category:
Date Created: YYYY-MM-DDThh:mm:ss
Headline:
Source:

eFile – Inner Look

Knowledge Management System (KMS)

Enables users to create and manage electronic documents that can be viewed, searched and shared.

Contains a dynamic workflow to keep document in various stages

Central Repository

- Organization wide access to documents
- Multilingual Support
- Version Control
- Security and access control

My Repository

- Personal Document Repository
- Document Sharing
- Collaborative work

Document Sharing

- Document Sharing
- Folder Subscription
- Alerts and Notification

Search

- Quick and easy retrieval of documents
- Content Based Easy Search
- Advanced Level Search