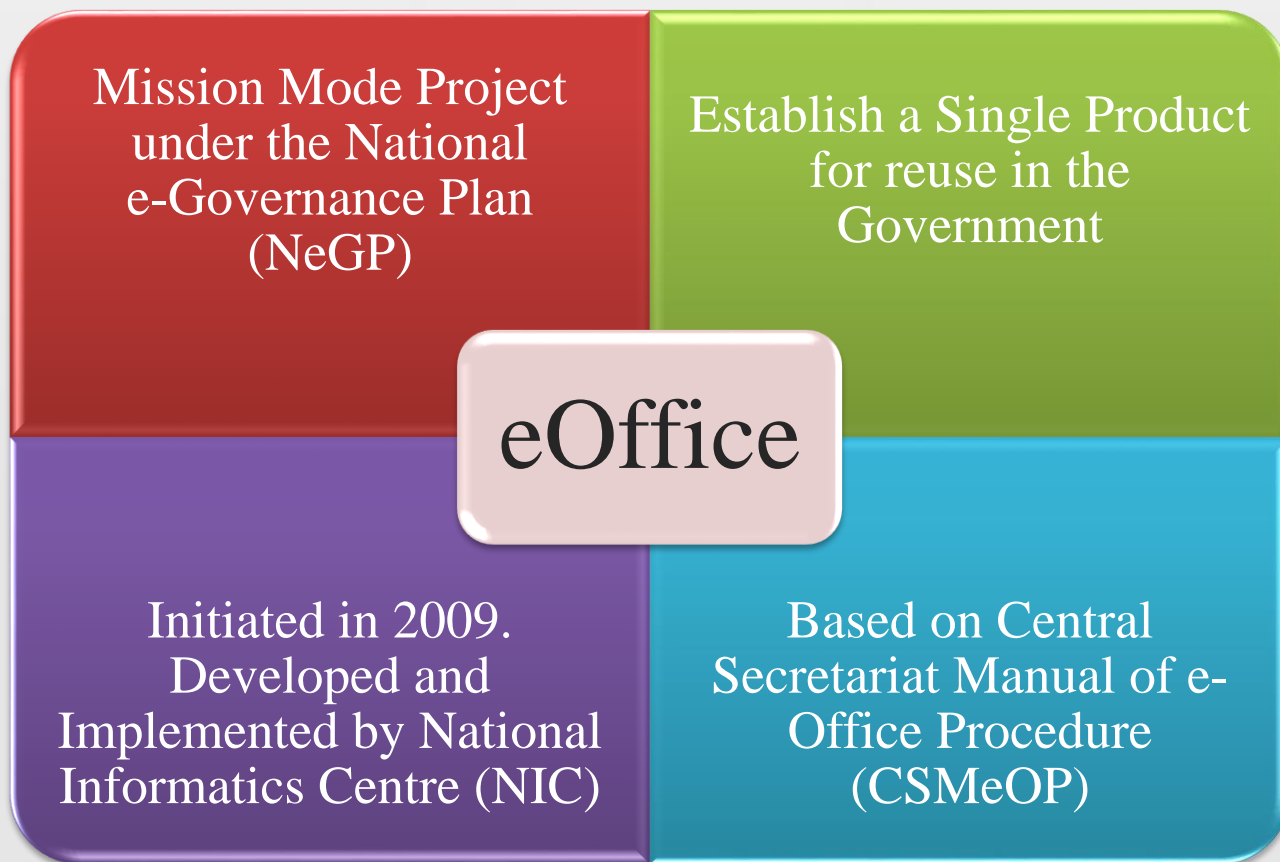


Annexure 1

About eOffice

eOffice – A Digital Workplace Solution



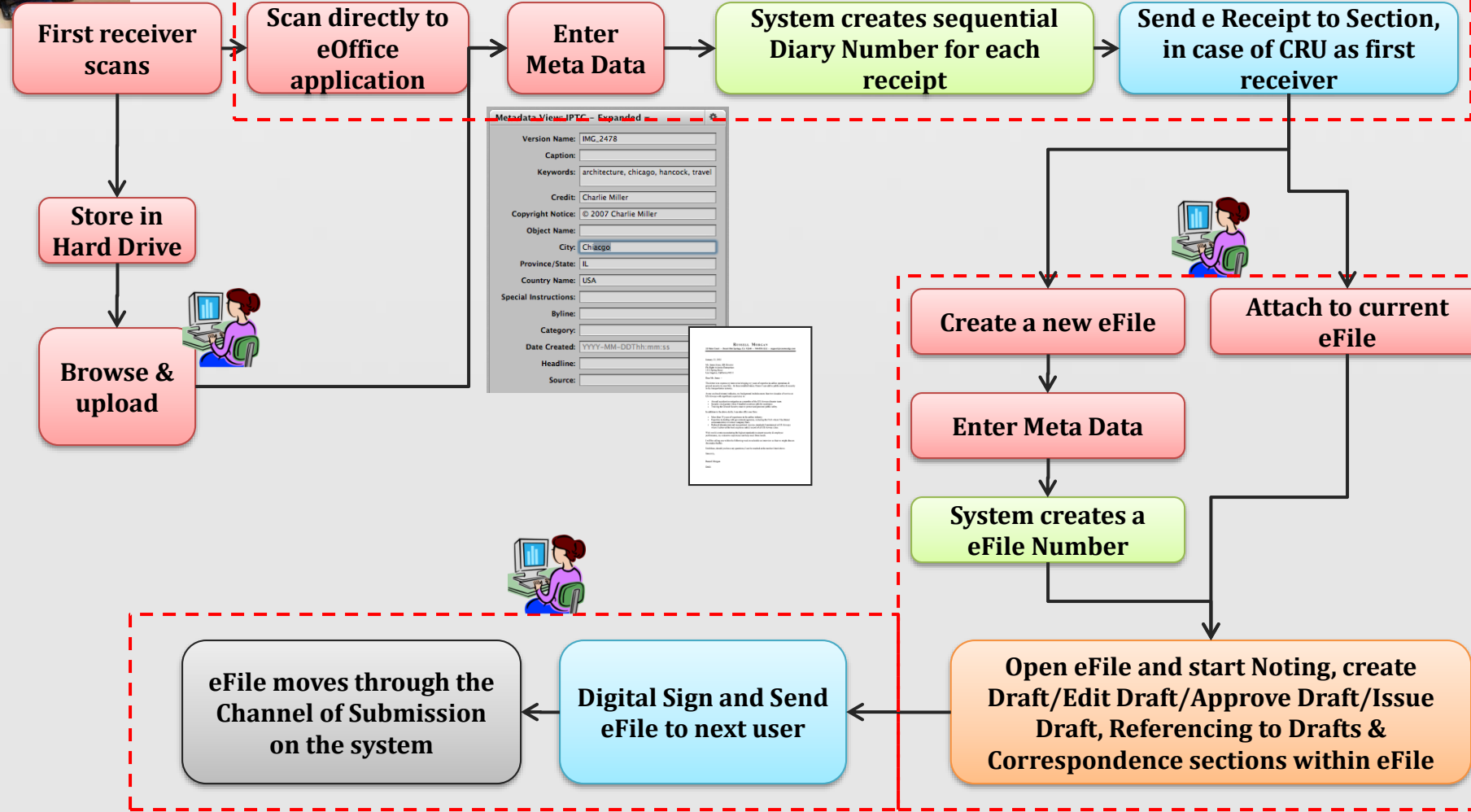
File Management System (eFile)

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
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Templates Selection • Digital Signatures • Advanced Search on metadata • Reminders and Follow-ups • Dispatch sent through email and post 	<ul style="list-style-type: none"> • MIS Reports <ul style="list-style-type: none"> ➤ File/Diary Register Report ➤ File/Diary Movement Report ➤ File/Diary Pendency Reports <li style="text-align: right;">..... many more

eFile Process



Metadata View: PTC - 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

Computer No: 16070 File No: C-15013/2/2016-IT-MOIA Subject: work complete

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

Quick View

ToC Recent All Previous Notings

Add Green Note Add Yellow Note

1-2 of 2 Note(s)

Note # 1

hello shiva
refer to [page 6](#)

20/09/2016 10:17 AM

USER3
(DIR-IT)

Note # 2

work done

20/09/2016 10:19 AM

USER2
(SO)

13632(1)/2016/IT SECTION

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LIST OF THE AUTHORISED MEDICAL ATTENDANT (AMA) FOR THE PERIOD ENDING 31-12-2016

1	Dr. PRITHVI RAJ ARYAN ARYAN HOSPITAL PVT. LTD, OLD RAILWAY ROAD, GURGAON, HARYANA	11	Dr. CHAKRAPANI BHARDWAJ 3/140, VASUNDHRA, GHAZIABAD-201012
2	Dr. MANJU TIKIA 1199, SECTOR-4, URBAN ESTATE, GURGAON, HARYANA	12	Dr. SANDHYA BHARDWAJ 3/1140, VASUNDHRA, GHAZIABAD-201012
3	Dr. VEJAY KUMAR TIKIA 1199, SECTOR-4, URBAN ESTATE, GURGAON, HARYANA	13	Dr. SHYAM KHANDELWAL NCS, GIDA SHOPPING COMPLEX MAIN ROAD, BEH VEHAR, GHAZIABAD-201011
4	Dr. CHARANJIT SINGH PASRICHA PASRICHA HOSPITAL & MATERNITY HOME BASAI ROAD, GURGAON, HARYANA	14	Dr. MUKESH DWIVEDI 13C-4, MAHAVIR PLAZA VASUNDHARA, GHAZIABAD,
5	Dr. SANJEEV NAGPAL NAGPAL NURSING HOME, 729 -730, SECTOR -14 GURGAON, HARYANA	15	Dr. PRATIBHA GUPTA NH-2, SECTOR-15, VASUNDHARA, NEAR ATAL CHOWK, GHAZIABAD-201012
6	DR. RAVINDER PAL SINGH JYOTI HOSPITAL, 28, HOUSING BOARD COLONY, BHARSA ROAD, GURGAON-122001	16	Dr. MANOJ BHATIA JMD POLYCLINIC 9-B,SURYA NAGAR MARKET, GHAZIABAD-201011
7	Dr. RAM GOPAL RATHEE HOUSE NO.1293, SECTOR-6, BAHADURGARH	17	Dr. RAKESH TANEJA J-70, PATEL NAGAR -1, GHAZIABAD
8	Dr. (Ms.) USHA MEKHI AMBALA ROAD, SONEPAT-131001	18	Dr. NARENDRA KUMAR TYAGI 1-110, SECTOR -22, NOIDA-201011
9	Dr. (Ms.) YAGYA BHAGAT BHAGAT HOSPITAL, OLD D.C.ROAD,SONEPAT.	19	Dr. (Ms.) SAROJI GULATI SHOP NO.5,7-79, WEST PATEL NAGAR, NEW DELHI-110008
10	Dr. DEEP CHAND GARG GARG CLINIC, RAILWAY ROAD, GANOUR MANDI, SONEPAT.	20	Dr. J.M. GULATI COTTAGE NO. 29, WEST PATEL NAGAR, NEW DELHI -110008
		21	Dr. PUNJINDER KHURANA 49, SOUTH PATEL NAGAR MARKET NEAR METRO STATION, NEW DELHI-110008

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