

eOffice User Manual



Part-2

How to Create File

- 1.Go to the eOffice portal, provide the credentials.
- 2.Upon login, open File management System.
3. Click on files.




The screenshot displays the eOffice portal interface. On the left, a sidebar contains a menu with options: Receipts, Files, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. A blue arrow points from the 'Files' option in this sidebar to a central panel. This central panel, which is circled in red, contains a vertical list of buttons: Receipts, Files, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. Each button has a plus icon to its right. To the right of this central panel, another part of the interface is visible, showing a 'Receipts' section with a table of data. The table has columns for 'Sent On', 'Due On', and 'Remarks'. The first row shows '21/12/19 04:53 PM', '-', and a red icon. The second row shows '21/12/19 12:40 PM', '-', and a blue icon. At the bottom of the screen, there is a Windows taskbar with the search bar and several application icons. The system clock in the bottom right corner shows '12:09 PM' and '12/22/2019'.

Sent On	Due On	Remarks
21/12/19 04:53 PM	-	[Red Icon]
21/12/19 12:40 PM	-	[Blue Icon]

We can view the Files menu as below.

ASAP ONLINE SYSTEMS


eFile Version 5.5_09





Search Advanced | ?   

Date Range : 01/02/2020 To 23/07/2020

Send Back | Send | View | Move To | More...

Hierarchical View | My Files

<input type="checkbox"/>	Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks
<input type="checkbox"/>	E 199965	TRANSC-IT/DEIT/NET/2/2020-CE/IT	Implementation of eOffice in TSTRANSCO-Reg	PRAVEEN KUMAR GHANAGAM	22/07/20 03:29	-	

LEGEND > Priority Out Today Most Immediate Immediate  Action Initiated  Other Department  Files with Draft  Draft Note

Yellow Note External Files

Receipts (+)

Files (-)

- Inbox
 - Submitted Files for Closing Approval
- Created
 - Drafts
 - Completed
- Parked
- Bulk Closing
- Closed
 - By Me
- Submitted Files for Reopening Approval
- Sent
- Create New
- Create Part
- Recycle Bin
- Initiated Action

Migrate File (+)

Existing physical Process:

- If subject is new –we will create a new file In manual system with file number and index the file cover page. Later currents will be kept in that file & submit to next officer with some noting.
- If subject file already with the section - In manual system currents will be kept in that file & submit to next officer with some noting.

How to convert the receipt in to file- if you want to generate new file

The screenshot shows the eOffice application interface. On the left is a sidebar with navigation options like Receipts, Files, and Settings. The main area displays a receipt document. On the right, there's a 'Receipt Details' section and a 'Search Files for Attach' table. A red circle highlights the 'Create File' button in the table's header. A yellow callout box points to this button with the text: 'Click on **“Create file”** icon it will popup **“Non SFS”** then click on that'.

Computer Number	File Number	Subject
E 2783	B/11/11/0005/2019-b section	leave letter
E 2871	B/12/13/0001/2019-DIRECTOR	BEL
E 3222	A/13/12/0003/2019-F SECTION	Durga prasad
E 3238	A/13/14/0001/2019-F SECTION	CHD
E 3248	A/14/13/0001/2019-DIRECTOR	

- Open the receipt, click on put in a file, then click on **create file** and then **Non-SFS**.

- Provide the details of the respective department.
- First field related to Org(select TRANSC-TSTRANSCO)
- Second box related to wing (ex: IT, Telecom)
- 3rd and 4th fields related to divisions and sub divisions.

The screenshot shows the eFileMU application interface. A red circle highlights the 'Electronic File (in SFS)' form. The form contains the following fields:

- File:** A dropdown menu with '2019' and 'DIRECTOR' selected.
- Description:** A text input field.
- Category:** A dropdown menu with 'Choose One' selected.
- Language:** A dropdown menu with 'English' selected.
- Remarks:** A text input field.
- Previous Reference:** A text input field.
- Local Reference:** A text input field.
- Continue working:** A button at the bottom of the form.

Annotations on the right side of the image provide instructions:

- Select all relevant file index to your section through popups** (points to the File dropdown)
- Write file subject** (points to the Description field)
- Select category of the file though popups** (points to the Category dropdown)
- Click "continue working" icon** (points to the Continue working button)

The background shows a list of files with columns for Number, Subject, and Date. The bottom of the screen displays the Windows taskbar with the date 12/22/2019 and time 3:20 PM.

How to convert the receipt in to file- if its old file

The screenshot shows the eOffice application interface. The top navigation bar includes 'eFile Version 6.6', a search bar, and links for 'Advanced', 'Dashboard', and user profile. The left sidebar contains a 'Receipts' section with options like 'Browse & Disburse', 'Inbox (1)', 'Miscellaneous', 'Email Disbursement', 'Created', 'Sent', 'Closed', 'By Me', 'By others(All)', 'Acknowledgement', 'Created', 'Sent', 'Recycle Bin', and 'Initiated Action'. Below this is a 'Files' section with 'Migrate File', 'Dispatch', 'DOC', 'Settings', 'Notification', 'Ext Department', and 'Audit'. The main content area displays 'Receipt Details' for a receipt with File No. 2039/2018/DGP, Category: General, and Subject: Sub: TSFCOF-IFDS-Approval of beneficiary for the C... The 'Attach Receipt' button is highlighted in the top navigation bar. A yellow callout points to this button with the text: 'Select respective subject file number which already dealing in your section (by clicking radio button)'. Below the receipt details is a table of files with columns 'Computer Number', 'File Number', and 'Subject'. The table lists several files, including 'leave letter', 'BELL', 'Durga prasad', 'CHCK', 'tj hdy', and 'appointment'. A green callout points to the 'Attach' button at the bottom right of the file list with the text: 'Click attach button to tag this tappals/receipt, it will goes in to Current /correspondence and tag there'.

Select respective subject file number which already dealing in your section (by clicking radio button)

Click attach button to tag this tappals/receipt, it will goes in to Current /correspondence and tag there

Open the receipt, click on **put in a file**, on the right bottom corner, it will display the exiting files. Select the file where you want to put that receipt and click on **attach**.

If any receipt is attached to the file, then it won't be visible in the receipt inbox.

How do I check that receipt converted file or not- click receipt – inbox

Earlier there were two files

The screenshot displays the eFile system interface. At the top, a table lists receipt details. Below this, a sidebar on the left contains a navigation menu with categories like 'Receipts', 'Files', 'Dispatch', and 'Settings'. The main area shows a list of receipts, with one receipt highlighted. A red oval highlights the top table, and a green oval highlights the bottom table. A yellow callout points to the top table, and a green callout points to the bottom table.

Computer No	Receipt No	Subject	Sender	Cost
E 2039	2039/2018/DGP	Beneficiary for the c...	Ch.Veeresh kumar	TEST USER I,DGP
E 3871	3871/2/2019/DIR-TS	office implementation at PR & RD Dept	Sai Krishna	EOFFICER V,DIST-COLLECTOR

04:53 PM
21/12/19
12:40 PM

EOFFICER V,DIST-COLLECTOR

eFile Version 5.6

Search [] Advanced | Dashboard | [] [] []

Receipts (0)

- Receipts & Dispute
- Receipts (0)
- Miscellaneous
- Send Acknowledgement
- Created
- Sent
- Closed
- By Me
- By others(All)
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Initiated Action

Files (0)

- Upload File (0)
- Dispatch (0)
- DSC (0)
- Settings (0)
- Notification (0)
- Ext Department (0)
- Audit (0)

LEGEND > Priority Out Today Not Initiated Initiated Action Initiated VIP References

Now there is only one file left in your Receipt – inbox - means receipt/Tappal converted in to

For file where I need to search?

The image shows a software interface for file management. On the left is a sidebar with buttons: Receipts, **Files** (circled in red), Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. A blue arrow points from the 'Files' button to a main panel. The main panel has a 'Files' header and a list of categories: Inbox (2) (circled in red), Submitted Files for Closing Approval, Created, Drafts, Completed (circled in red), Parked, Approval Requests, Bulk Closing, Closed, By Me, By Others (All), Submitted Files for Reopening Approval, Sent, and Create New. Callouts provide instructions: 'Click on Inbox' points to 'Inbox (2)', 'OR' is centered, 'Click on Created – Completed' points to 'Completed', and 'Give the file number and search' points to a search bar at the bottom containing '2783'. The bottom bar also includes 'Advanced', 'Dashboard', and user information 'EOFFICER T. DIRECTOR(U20)-TS'.

Click on Inbox

OR

Click on Created – Completed

Give the file number and search

Search 2783

Advanced | Dashboard

EOFFICER T. DIRECTOR(U20)-TS

Hierarchical view: No Files

Now I would like to write note in my file to submit my next officer what should I do?

The screenshot shows the eOffice Version 5.6 interface. On the left is a sidebar with navigation options like 'Receipts', 'Files', 'Inbox', 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests', 'Bulk Closing', 'Closed', 'By Me', 'By Others (All)', 'Submitted Files for Respending Approval', 'Sent', 'Create New', 'Create Form', 'Recycle Bin', and 'Initiated Action'. The main area displays a table of files with columns: 'Computer No', 'File Number', 'Description', 'Status', 'Action', 'Other Department', 'Files with Draft', 'Draft Note', and 'Yellow Note'. A yellow callout bubble with the text 'Click on the file number' points to the file number '2783' in the 'Computer No' column. The file details for '2783' are: 'A/11/1006/2019-B agri', 'leave letter', 'Election Expenditure of candidate', 'VRS 21A UL HAQ', 'testing -leave', 'appointment', 'Transfer File', 'Mala - ay na - 314 - 0.34 - uella', 'appointment', 'CHCE', 'Durga prasad', 'BILL', 'creation of file', 'Establishments', and 'purchase of Scanners'. The bottom of the interface shows a taskbar with 'eFileMU (3).pdf', 'eFileMU (2).pdf', and 'eFileMU (1).pdf' open, and a 'Show all' button.

Computer No	File Number	Description	Status	Action	Other Department	Files with Draft	Draft Note	Yellow Note
2783	A/11/1006/2019-B agri	leave letter						
2783	A/11/1006/2019-B agri	Election Expenditure of candidate						
2783	A/11/1006/2019-B agri	VRS 21A UL HAQ						
2783	A/11/1006/2019-B agri	testing -leave						
2783	A/11/1006/2019-B agri	appointment						
2783	A/11/1006/2019-B agri	Transfer File						
2783	A/11/1006/2019-B agri	Mala - ay na - 314 - 0.34 - uella						
2783	A/11/1006/2019-B agri	appointment						
2783	A/11/1006/2019-B agri	CHCE						
2783	A/11/1006/2019-B agri	Durga prasad						
2783	A/11/1006/2019-B agri	BILL						
2783	A/11/1006/2019-B agri	creation of file						
2783	A/11/1006/2019-B agri	Establishments						
2783	A/11/1006/2019-B agri	purchase of Scanners						

→ Click on the respective file number to open that particular file.

Now you can write note in file

The screenshot displays the eOffice application interface. At the top, a yellow banner reads "Now you can write note in file". Below this, the application window shows a document titled "2018/2018/OGP" with a header "TAMILNADU STATE FISHING CO-OPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON MAHARAJANAGAR DISTRICT PRESENT, Sri Mahesh Babu IAS". The document content includes a subject line "TSFCOF-32DS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved Order- Issued-Regarding" and a list of references. A green note is added to the document, with a red circle highlighting the "Add Green Note" button in the toolbar. A callout box points to the note with the text: "This is note file you can write by clicking 'Add green note' and write notings in note file". The note content is partially visible, showing a date "19/12/2019 4:39" and the name "OFFICER J (JUNIOR ASSISTANT (USER10) -TS)". The application interface also shows a search bar, a toolbar with various icons, and a taskbar at the bottom with the Windows logo and search bar.

Computer No 2793 File No 8/11/11/0006/2019-S. section Subject: Issued letter

Adding Correspondence Draft References Link Details Movements Edit Send Back Send Attachment Action Details More...

Quick View

Add Green Note Add Yellow Note 1-1 of 1 Note(s)

19/12/2019 4:39 OFFICER J (JUNIOR ASSISTANT (USER10) -TS)

This is note file you can write by clicking "Add green note" and write notings in note file

2018/2018/OGP TAMILNADU STATE FISHING CO-OPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON MAHARAJANAGAR DISTRICT PRESENT, Sri Mahesh Babu IAS

Proceeding No:337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-32DS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved Order- Issued-Regarding

Ref: 1. G.O.R.No.91, A1, DD & F (V&F) Department, dated: 06.06.2017
2. Memo No.1873/V&F/A2/2017, dated: 14.05.2018 & 09.03.2018
3. Lr.No.169/TSFCOF-2015, dated:03.07.2018
4. Lr.No.169/TSFCOF-2015-1/2, dated:06.07.2018 and 09.07.2018
5. Approval of the DLSC, dated: _____

Dates:

Vide the reference 1st cited, the Government of Tamil Nadu launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,600 crores to be implemented through the Tamil Nadu State Fisheries Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fisheries Cooperative Societies (PFCS), Fisheries co-operative Societies, Fisheries Marketing Societies, District Fisheries Co-operative Societies and TSFCOF in all 31 districts of Tamil Nadu. Further vide ref. 2nd cited, broad guidelines were issued for its implementation in all 38 components and constituted District Level Selection Committee for according administrative sanctions to the eligible beneficiaries for the component of Captive fish seed rearing ponds.

Based on the guidelines, the applications have been received from the applicants for Captive fish seed rearing ponds component and their eligibility has been verified by the District Manager/MAHARAJANAGAR, as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the

aFileMU (3).pdf aFileMU (2).pdf aFileMU (1).pdf

Type here to search

4:01 PM 12/22/2019

Green Note: Permanent. Yellow note:
Rough paper

Now you can write note in file

The screenshot displays the eOffice application interface. At the top, a yellow banner reads "Now you can write note in file". The application window shows a document titled "Computer No: 2763" and "File No: B/11/11/0006/2019-0". The document content includes a note submitted on 22-12-2019 at 04:19:08 PM, which is circled in red. The note text is: "It is submitted that as per instructions of the CBD, officers names are suggested as below for nominations to participate on one day workshop at NIRO&PR on GI Planning on 26&27th Dec 2019. 1.XXXXX 2.YYYYY 3.ZZZZZ 4.HHHHH. File is submitted for your kind perusal and approve the draft letter attached to it." A callout box labeled "Noting" points to the red circle. The right pane shows a document titled "2019/2018 OGP" and "PROCEEDINGS OF THE DISTRICT CHAIRPERSON/MAHABUBNAGAR DISTRICT". The document content includes a heading "2019/2018 OGP", a date "03/08/2018", and a subject "TSFCOF-BIDS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved Order-Issued-Regarding". The document also lists references and a conclusion.

Computer No: 2763 File No: B/11/11/0006/2019-0 Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachments | Action Details | More...

Quick Noting + X

Last Saved: 22-12-2019 04:19:08 PM

Font: 11pt | Bold | Italic | Underline | Paragraph | Verdana

English

Note submitted:
It is submitted that as per instructions of the CBD, officers names are suggested as below for nominations to participate on one day workshop at NIRO&PR on GI Planning on 26&27th Dec 2019
1.XXXXX
2.YYYYY
3.ZZZZZ
4.HHHHH
File is submitted for your kind perusal and approve the draft letter attached to it

Noting

2019/2018 OGP
PROCEEDINGS OF THE DISTRICT CHAIRPERSON/MAHABUBNAGAR DISTRICT
PRESENT: Mr. Rashid Hussain
Date: 03/08/2018
Proceeding No:337/MC-2017-1

Sub: TSFCOF-BIDS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved Order-Issued-Regarding.

Ref: 1. G.O.No.91, ARI, DD & F (V&F) Department, dated 06.06.2017
2. Memo No.1877/V&F/A2-2017, dated 14.06.2018 & 09.01.2018
3. Lr.No.169/TSFCOF/2015, dated 03.07.2018
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018
5. Approval of the DLSC dated: ****

Order:
Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCS), Fishermen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation in 38 components and constituted District Level Selection Committee for according administrative sanction to the eligible beneficiaries for the component of Captive fish seed rearing ponds.

Based on the guidelines, the applications have been received from the applicants for Captive fish seed rearing ponds component and their eligibility has been verified by the District Manager/MAHABUBNAGAR, as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 2nd cited, the

Connecting...

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf

Show all X

Type here to search

4:19 PM 12/22/2019

How to add draft letter to file?

The screenshot displays the eOffice web application interface. At the top, there is a navigation bar with the eOffice logo and version 6.6. Below this, a menu bar includes options like 'Noting', 'Correspondence', 'Drafts', 'References', 'Link', 'Details', 'Movements', 'Edit', 'Send Back', 'Send', 'Attachment', 'Action Details', and 'More...'. The 'Drafts' menu is highlighted with a red circle, and a dropdown menu is visible with options 'Create New Draft' and 'View Draft'. A callout box points to these options with the text: 'To add Draft letter Click on “Drafts”, then it will populate “Create new draft” & “View draft”- now you would like add new darft then you need click on “Create new daraft”'. The main content area shows a document preview titled '2019/2018/DGP... LANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS'. The document text includes a date of 03/08/2018 and mentions 'Captive fish seed rearing ponds'.

Computer No: 2783 | 6/11/2008/2019-5 section | Subject: leave letter

Noting | Correspondence | **Drafts** | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More...

Quick listing:

Last Saved: 22-12-2019 11:16 AM

Format: Paragraph | Font: Verdana | Size: 11pt

Note submitted:
It is submitted that as per instructions of the CRD, officers as below for nominations to participate on one day workshop Planning on 26&27th Dec 2019
1.XXXXX
2.YYYYY
3.ZZZZZ
4.HHHHH
file is submitted for you kind perusal and approve the draft this

2019/2018/DGP... LANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS

Date: 03/08/2018

for the component Captive fish seed rearing ponds -

Department, dated: 06.06.2017
1. 14.06.2018 & 09.03.2018
07.2018
06.07.2018 and 09.07.2018

ana launched Integrated Fisheries Development Scheme (IFDS) through the Telangana State Fishermen Cooperative Societies (TSFCS), Fishermen co-operative to operate Societies and TSFCOF in all 31 districts of Telangana for its implementation with 38 components and constituted District for the eligible beneficiaries for the component of Captive fish

Based on the guidelines, the applications have been received from the applicants for Captive fish seed rearing ponds component and their eligibility has been verified by the District Manager, MAHABUBNAGAR, as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 2nd cited, the

https://demo.eoffice.telangana.gov.in/eFile/?x=OgCTyVMguYZpLjSeBC0Nfsc2fDa...

eFileMU (3).pdf | eFileMU (2).pdf | eFileMU (1).pdf

Type here to search | 4:19 PM 12/22/2019

Now you can write draft letter/Circular/Memo...to add file

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: demo.eoffice.telangana.gov.in/eFile/?x=79mfzyY0HwhXfcsj-eQfdHwMc2csN50KGKxQfZnJNaj3E06aWo4p26Op5dZwdFo8axOdDkze4#no-back-button. The application header includes the eOffice logo, version 6.6, and a search bar. The main content area is divided into two sections: a draft editor on the left and a details form on the right.

Draft Editor (Left): This section is titled "New Draft" and includes a toolbar with various formatting options (bold, italic, underline, text color, background color, etc.). Below the toolbar is a large text area for writing the draft. An orange callout bubble points to this area with the text: "This is the place you can write drafts or copy past from word file".

Details Form (Right): This section contains several mandatory fields for creating a draft. A yellow callout bubble points to the "Draft Type" field with the text: "This side you need to fill the mandatory fields that to whom you want to send this letter". The fields include:

- Draft Type:** A dropdown menu with "New/Fresh" selected.
- Draft Nature:** A dropdown menu with "Choose One" selected.
- Language:** A dropdown menu with "English" selected.
- Prefix:** A dropdown menu with "Choose One" selected.
- Subject:** A text input field with "New Draft" entered.
- Communication Details:** A section containing fields for Ministry, Department, Name, Designation, Organization, Address 1, Address 2, Country (INDIA), City, Mobile, and Fax.
- Attachments:** A section for adding files to the draft.

The bottom of the screen shows a Windows taskbar with the search bar and various application icons. The system clock indicates the time is 4:21 PM on 12/22/2019.

How to attach annexures to my draft letter and save the draft ?

demo.eoffice.telangana.gov.in/eFile/?x=eKkRwhFQ9JS0www-JkdOJDOZIF2bWFB4xrW6BU8dMieGGvWNxI/QaVkj886pL/LnQ6xc6rRg#no-back-button

Vide reference cited above, GOI, MORD has requested to nominate 3 officials to participate in Two days Reginal training on "GIS Based GP Planning" at NIRD&PR Hyderabad, Telangana on 26th & 27th December, 2019.

Accordingly, the following officers are nominated from the Telangana state.

Name of the Officer	Designation	E-mail	Contact Number
V. Muralidhar	State Nodal officer GIS Planning & SPM (State Program Manager)	v_muraleedhar@yahoo.com	7095539933
Abed Khan	Engineering Consultant	abedkhan_786@yahoo.com	70955 07860
Rajasekhar	Engineering Consultant	rajasekhar486@gmail.com	70955 08402
Venkataramana	Engineering Consultant	venkat1609@gmail.com	80966 12697
Iqbal	Junior Engineer	iqbalahmed1402@gmail.com	70955 47318

This is submitted for your kind information and necessary action

Ministry * Choose one
Department * Choose one
Name * Designation *
Organization
Address 1 *
Address 2
Country INDIA State Choose one
City Pincode
Mobile Landline
Fax Email
Add More Recipient(s) Clear

Attachments Only PDF, DOC, DOCX, DOT, ODS, ODSX, DOTX, XLS, XLSX, PPT, PPTX, RTF & Jpg file formats are allowed. Attach File

Notes and Comments (Maximum 255 characters)
Drafts are retaining # tags for draft creation
#ApprovedBy# for Approver Info
#ApprovedByDesignation# for Approver Designation
#ApprovedByPost# for Approver Post
#ApprovedDate# for Date of Approval
#ApprovedByName# for Approver Name
#ApprovedBySectionName# for Approver Section Name
#ApprovedByEmail# for Approver Email
#DocumentNumber# for Document Number

Attachment tagged

Use the tags before sending draft to next level Officer

Then Click the "Save" button

Save

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf

Type here to search

5:30 PM 12/22/2019

Note:

For every file transfer from lower to higher cadre or vice versa, note is mandatory. By default, Green note will be created, which may create some confusion when draft letters, UOs etc., are submitted for approval. To avoid this, while circulating drafts, use Yellow note which can be discarded as and when needed.

How to check the existing Drafts corresponding to the file:

The screenshot displays the eFile Version 5.6 interface. The top navigation bar includes a search bar and links for Advanced, Dashboard, and other functions. The main content area is divided into two panels. The left panel, titled 'Note # 1', shows a draft submission history with columns for Note #, Date, Time, and Status. The right panel, titled 'Draft List', shows a table of drafts with columns for Draft No., Subject, and Status. A 'Draft Version List' table is also visible below the Draft List, showing version details like Version, Date, Time, and Status. Red circles highlight specific elements: the 'Draft No.' 'DFA/2222', the 'Status' 'DFA', the 'Version' '1.0', the 'Date & Time' '22/12/19 05:52 PM', and the 'Created By' 'OFFICER T.DIRECTOR(U20)-TS'. Yellow callout boxes provide instructions: 'If you want to see draft click here' points to the draft number; 'Status of the draft id "DFA"- means Draft for approval' points to the status; 'Version of the Draft' points to the version number; and 'Date & time stamp - Offers who sent this draft' points to the date and time.

Computer No: 3783 File No: B/11/0008/2019-3 Section Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More...

Quick View

Note # 1
note submitted:
19/12/2019 4:39 PM
Note # 2
note submitted:
it is submitted that
below for nomination
on 26&27th Dec 2019
1.XXXXX
2.YYYYY
3.ZZZZZ
4.HHHHH
file is submitted for your kind perus
22/12/2019 5:39 PM
Note # 3
22/12/2019 5:42 PM

If you want to see draft click here

Status of the draft id "DFA"- means Draft for approval

Version of the Draft

Date & time stamp - Offers who sent this draft

Draft List

Draft No.	Subject	Status
DFA/2222	TSPCOF-3PDS-Approval of beneficiary for the c...	DFA

Draft Version List

Version	Date	Time	Created By	Status
1.0	22/12/19	05:52 PM	OFFICER T.DIRECTOR(U20)-TS	DFA


Sending the file to the next level Officer for the approval.


The screenshot displays the eOffice web application interface. The top navigation bar includes a search bar and a 'Send' button, which is circled in red. A yellow callout box with the text 'Now you wrote noting's, put up draft letter with attachments – now you can send to next level officer by clicking “Send” button' points to this button. The main content area shows a draft letter titled 'Subject: leave letter' and a list of notes. The notes are as follows:




- Note # 1**
note submitted:
19/12/2019 4:39 PM
OFFICER 1
- Note # 2**
Note submitted:
it is submitted that as per instructions of the Government of Telangana, the below for nominations to participate on 26&27th Dec 2019
1.XXXXX
2.YYYYY
3.ZZZZZ
4.HHHHH
file is submitted for your kind perusal and
22/12/2019 5:39 PM
(DIRECTOR(U20)-TS)
- Note # 3**
22/12/2019 5:42 PM
OFFICER D
(SENIOR ASSISTANT(U4)-TS)


The bottom of the screen shows a taskbar with the Windows logo, a search bar, and several application icons. The system clock in the bottom right corner indicates the time is 3:53 PM on 12/22/2019.

Click the hyperlink To, and select the reporting officer mail id.

 **eoffice**
A DIGITAL WORKPLACE SOLUTION

 **GOPI GUDIMALLA AEIT(GG)**

eFile Version 5.5_09 Search Advanced   


Computer No: 199965 File No: [TRANSC-IT/DEIT/NET/2/2020-CE/IT](#)  Subject: Implementation of eOffice in TSTRANSCO-Reg

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | More... Quick View

☒ All ☐ Reporting Officer ☐ Sub-ordinates ☐ Recent 5 ☐ Send Back ☐ In Channel ☐ Preferred List

Note: Name of the creator is highlighted in yellow colour.

To Notify : ☐ Email ☐ SMS


Set Due Date 

Action

Priority

Total 1000 | 1000 characters left.

Remarks

File Number	Subject	Note(Chars)
<input checked="" type="checkbox"/>  TRANSC-IT/DEIT/NET/2/2020-CE/I...	Implementation of eO...	0

Note : Bulk signing maximum allowed characters- 1000000 Total(Formatting included) : 0

How to confirm that my file is gone to next level officer?

The screenshot shows the eFile Version 5.6 interface. The left sidebar contains a list of buttons: Inboxes (3), Files (5), Closing Approval, Created, Drafts, Completed, Pending Requests, Bulk Closing, Closed, By Me, By Others (All), Submitted File for, Sent, Create Part, Recycle Bin, Initiated Action, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. The 'Sent' button is circled in red. The main area displays a table of files with columns: File Number, File Name, Submitted, Sent To, Sent On, Currently With, and Due On. The table lists various files, including those related to 'leave letter', 'VRS ZSA UL HQ', 'RTI 2005', and 'Department of ANUSH change Department for 3 member..'. A yellow callout box points to the 'Sent' button and says 'Now you can see the file number date & time and status of the file in your sent box'. A green callout box points to the 'Sent' button and says 'Click "Sent" Button means file is sent to your next level officer'.

Now you can see the file number date & time and status of the file in your sent box

Click "Sent" Button means file is sent to your next level officer

→To know the status of the file, please go to the sent items and check the Currently pending status.



**Save Paper.
Save Trees.
Save the World.**

THANK YOU...