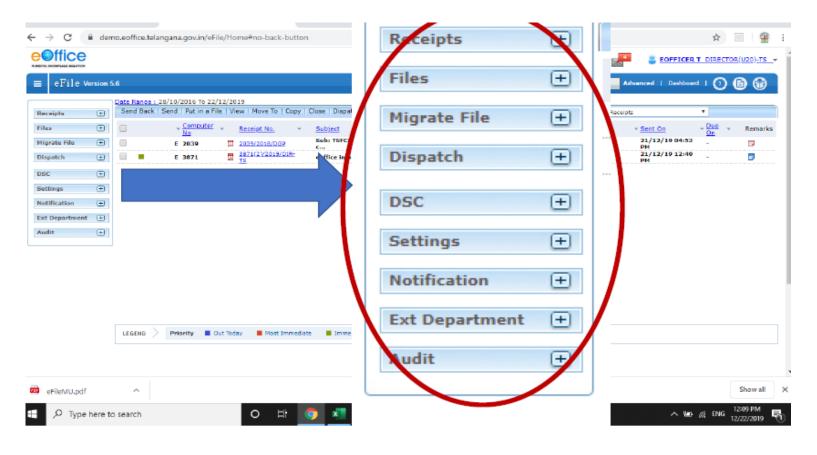
eOffice User Manual



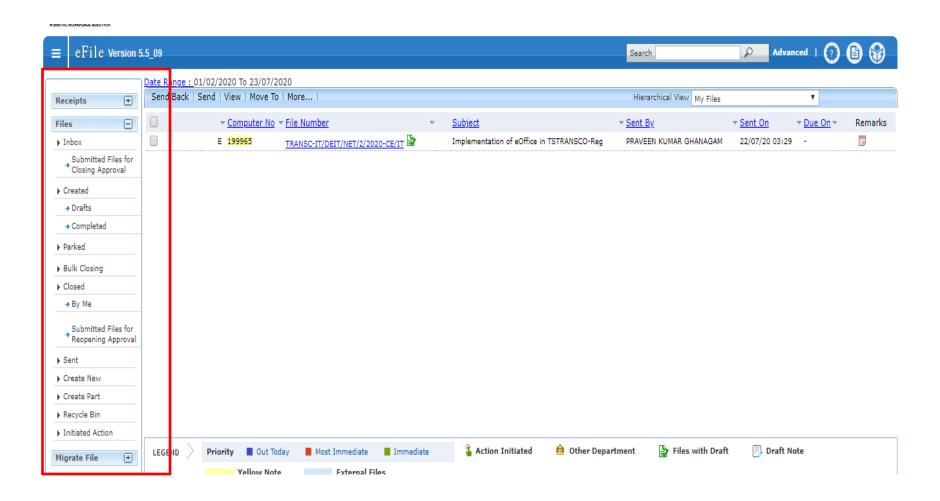


Part-2
How to Create File

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



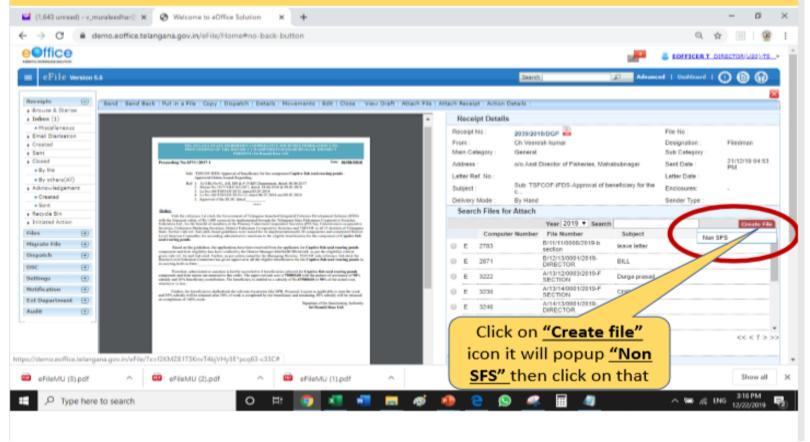
We can view the Files menu as below.



Existing physical Process:

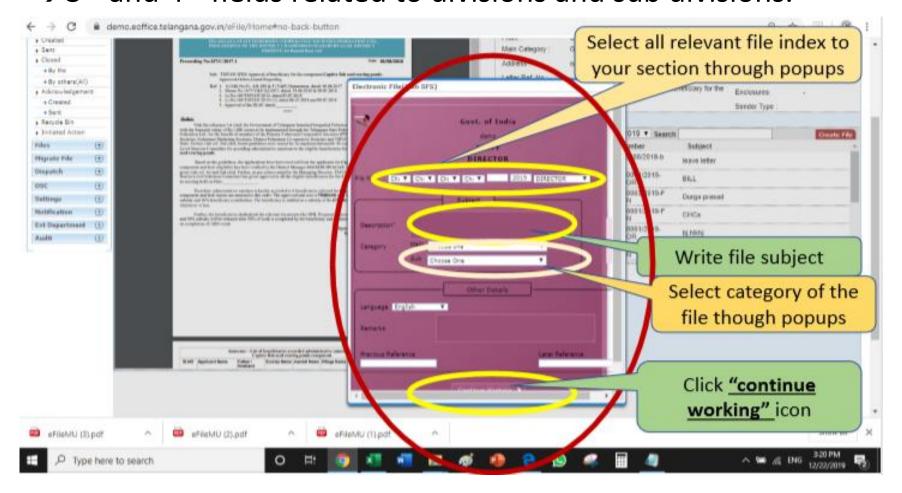
- →If subject is new —we will create a new file In manual system with file number and index the file cover page. Later currents will be kept in that file & submit to next officer with some noting.
- →If subject file already with the section In manual system currents will be kept in that file & submit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

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

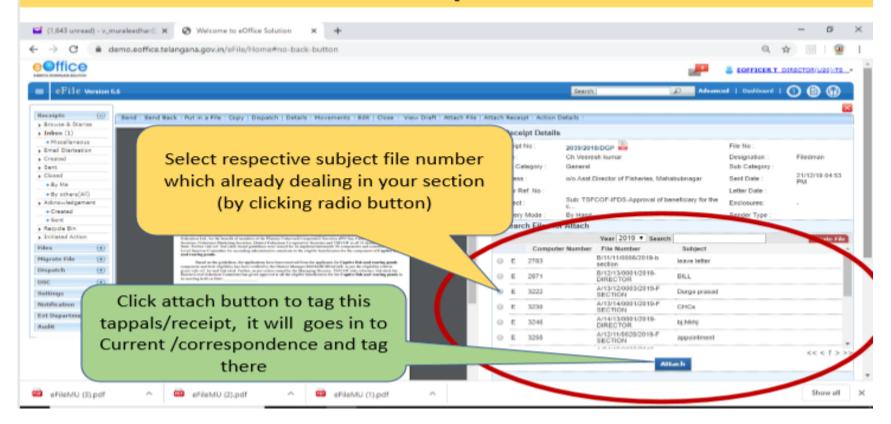


 Open the receipt, click on put in a file, then click on create file and then Non-SFS.

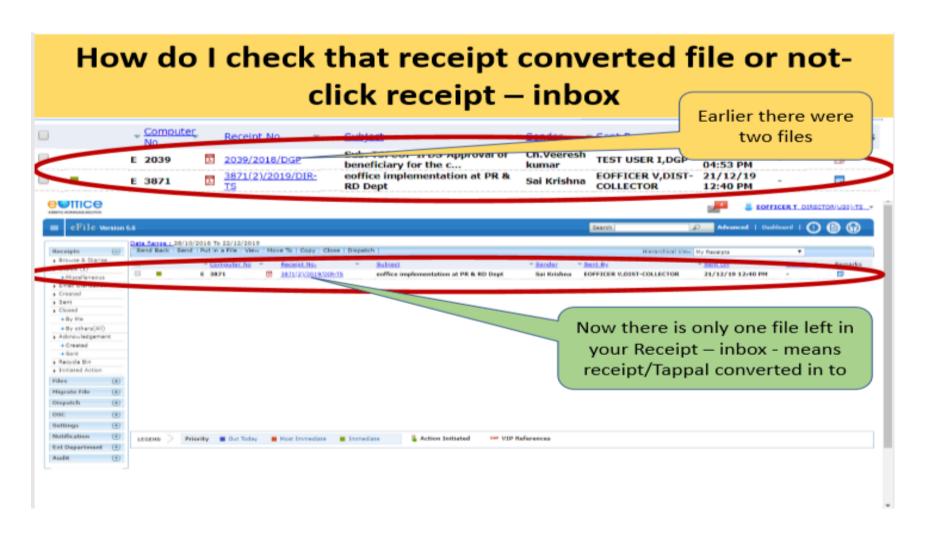
- → Provide the details of the respective department.
- → First field related to Org(select TRANSC-TSTRANSCO)
- →Second box related to wing (ex: IT, Telecom)
- \rightarrow 3rd and 4th fields related to divisions and sub divisions.



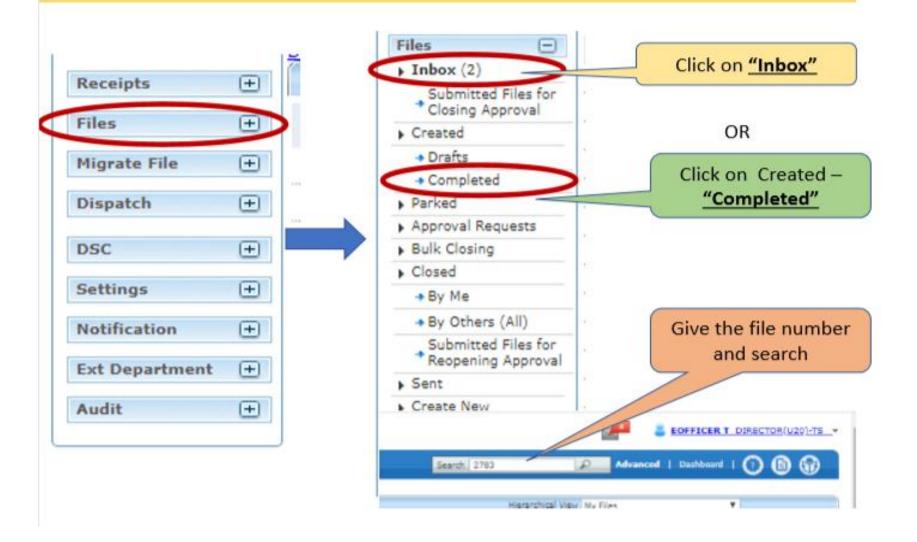
How to convert the receipt in to file- if its old file



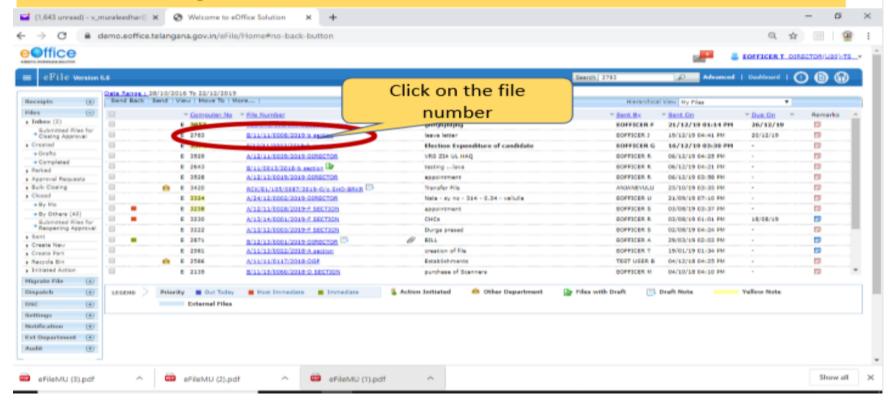
Open the receipt, click on put in a file, on the right bottom corner, it will display the exiting files. Select the file where you want to put that receipt and click on attach. If any receipt is attached to the file, then it won't be visible in the receipt inbox.



For file where I need to search?

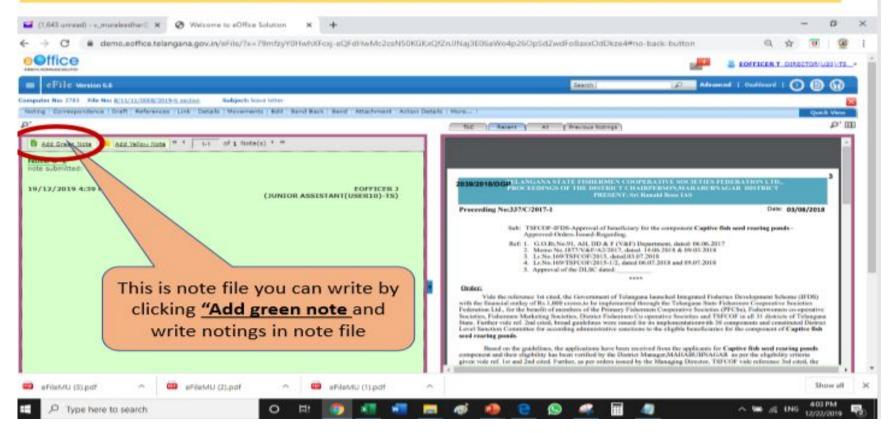


Now I would like to write note in my file to submit my next officer what should I do?



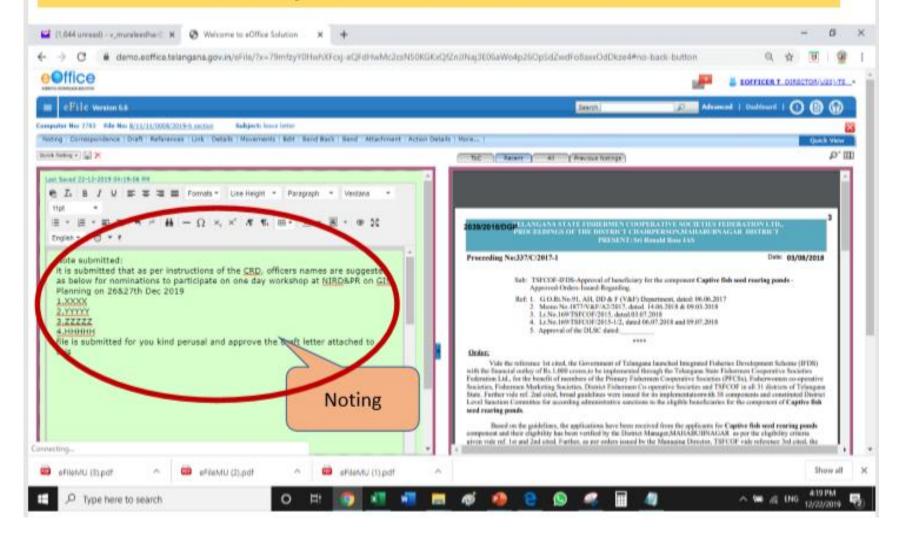
→Click on the respective file number to open that particular file.

Now you can write note in file

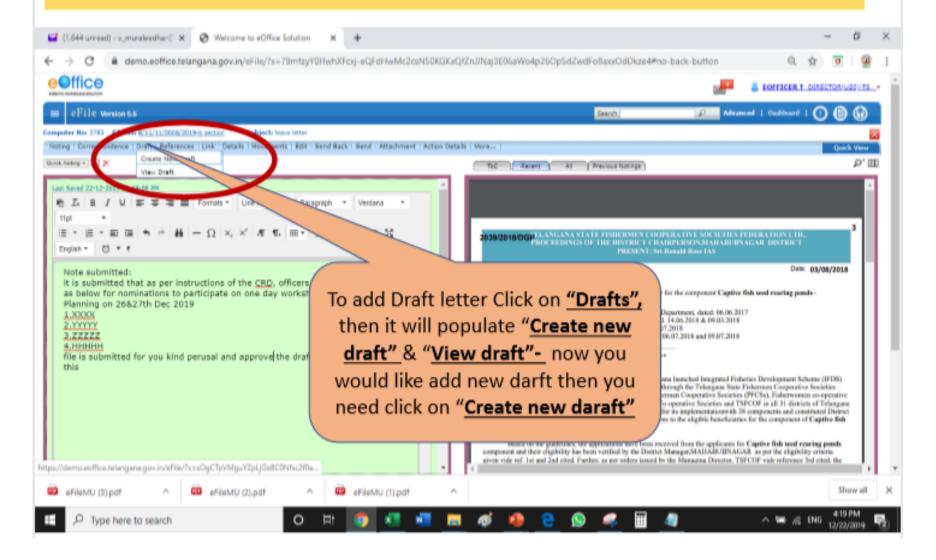


Green Note: Permanent. Yellow note: Rough paper

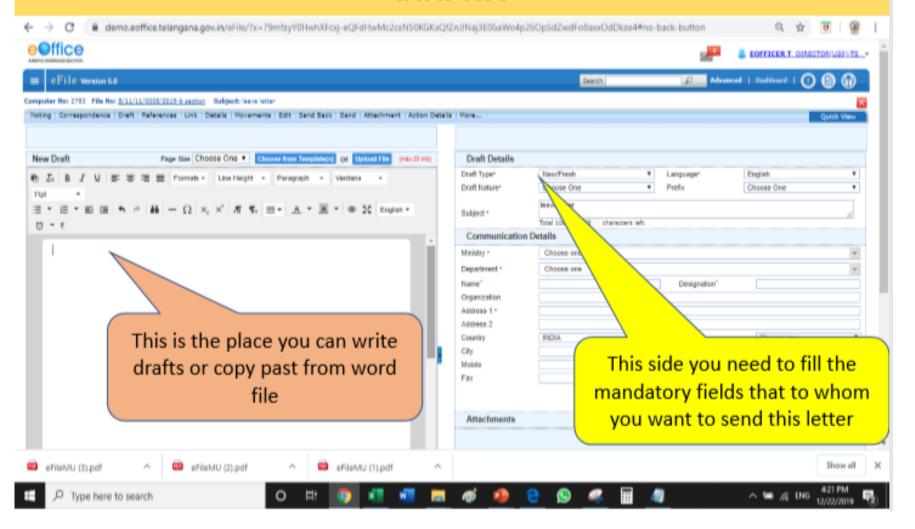
Now you can write note in file



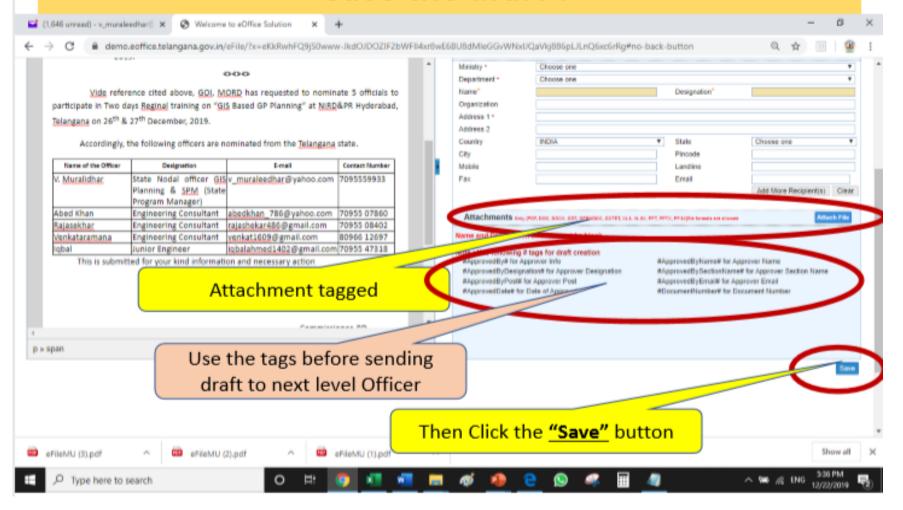
How to add draft letter to file?



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



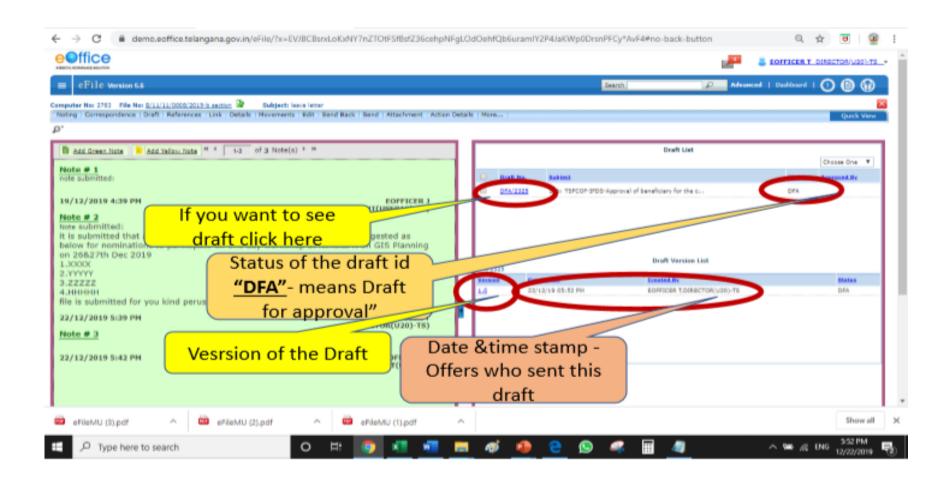
How to attach annexures to my draft letter and save the draft?



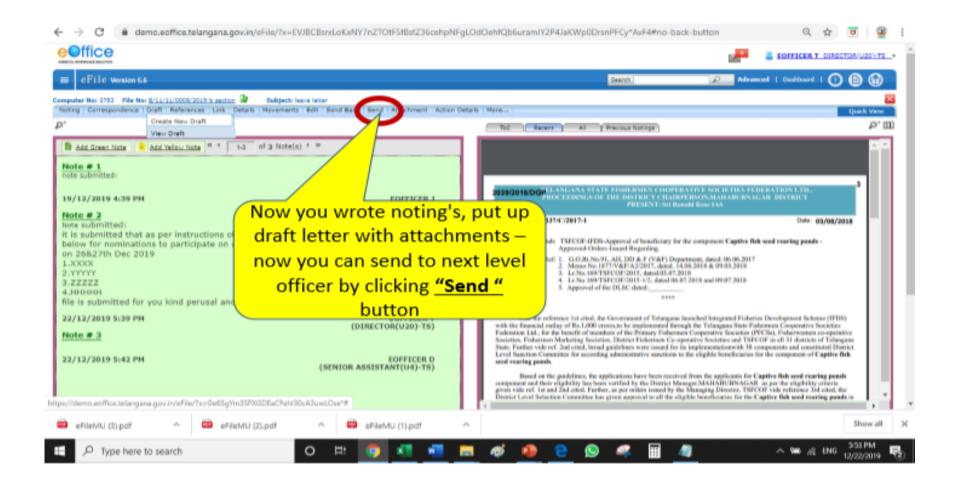
Note:

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 discarded as and when needed.

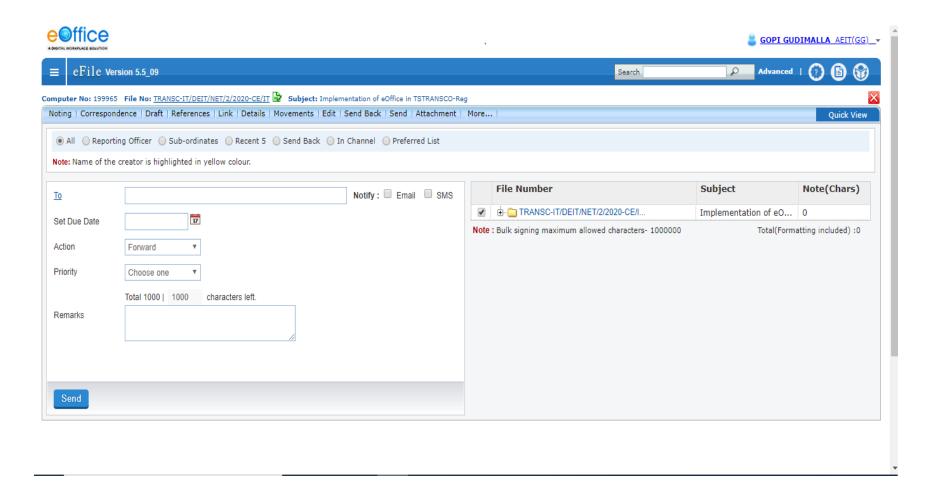
How to check the existing Drafts corresponding to the file:



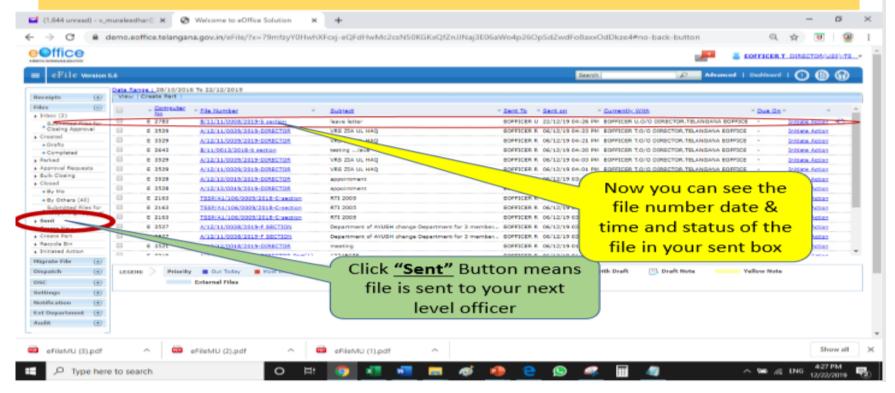
Sending the file to the next level Officer for the approval.



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



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



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



THANK YOU...