

eOffice User Manual



Part-1

How to Create Receipt

Receipt/Current: It is a general document in the form of letter, U.O, Memo...etc,,

1. whenever a person receives any of the above, first scan that document and save it in the local system in PDF format.

2. Now open the eOffice portal with the URL:
<https://eoffice.telangana.gov.in>

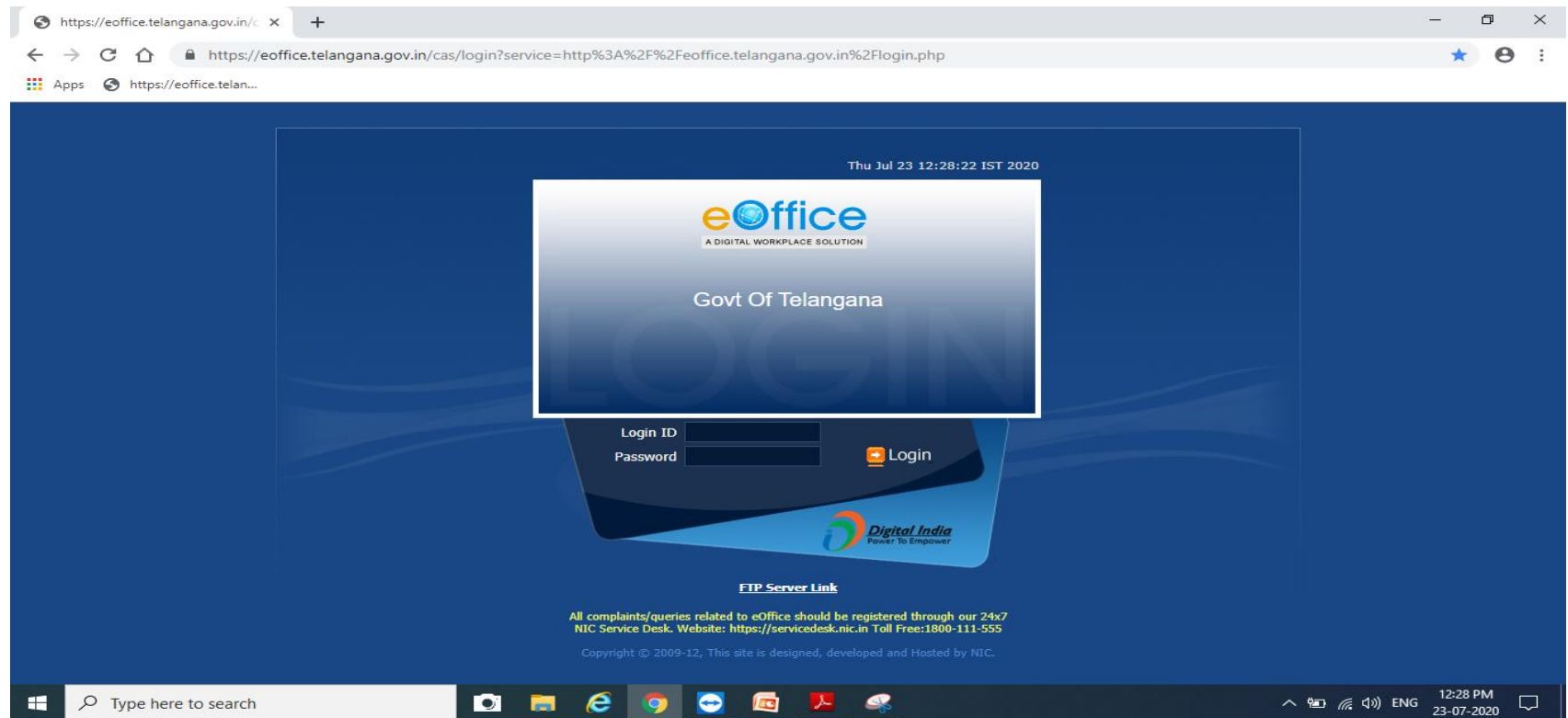
The URL takes you to the below website. Login with the credentials received from VM-EFORMS through message.

To reset the password, please use the below link:

[https://passapp.email.gov.in/passapp/.](https://passapp.email.gov.in/passapp/)

Note: Please do not enter “@telangana.gov.in” in login Id field.

Example: if your mail id is xxxx@telangana.gov.in, then enter the login Id as XXXX.



Upon login, the user will be directed to the below screen. Then click on file management System.

The screenshot displays the eOffice portal interface. The browser address bar shows `demo.eoffice.telangana.gov.in/index.php`. The header features the eOffice logo and navigation links: HOME, DIRECTORY, and a user profile section for 'EOFFICER T DIRECTOR' with a 'Profile' link and 'QUICK LINKS'. A red circle highlights the 'HOME' button, and another red circle highlights the user profile section. Below the header, a 'Quote of the week' banner is visible. The main content area is divided into sections: 'eOffice Services' (listing File Management System, eFile MIS Reports, Knowledge Management System, and Employee Master Detail) and 'Other Services' (listing Finance Services and Download Forms). A blue arrow points from the 'File Management System' link in the 'eOffice Services' section to a larger, highlighted version of the same link. To the right, there are sections for 'आज का शब्द' (Today's Word), 'News' (with articles about Khushwant Singh and MH370), and 'EVENTS' (showing 'No Event Available'). A 'Connect' button is located at the bottom left.

Quote of the week: To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

eOffice Services

- File Management System
- eFile MIS Reports
- Knowledge Management System
- Employee Master Detail

Other Services

- Finance Services
- Download Forms

eOffice Services

- File Management System
- eFile MIS Reports
- Knowledge Management System
- Employee Master Detail

Connect

आज का शब्द
Ambiguous - सदिग्धार्थी

News

- Noted author and columnist Khushwant Singh dies at 99
- Two objects spotted possibly related to MH370: Australia
- Meira Kumar, Giriraj Singh file nominations papers

EVENTS [more >](#)

- No Event Available

File Management System Menu

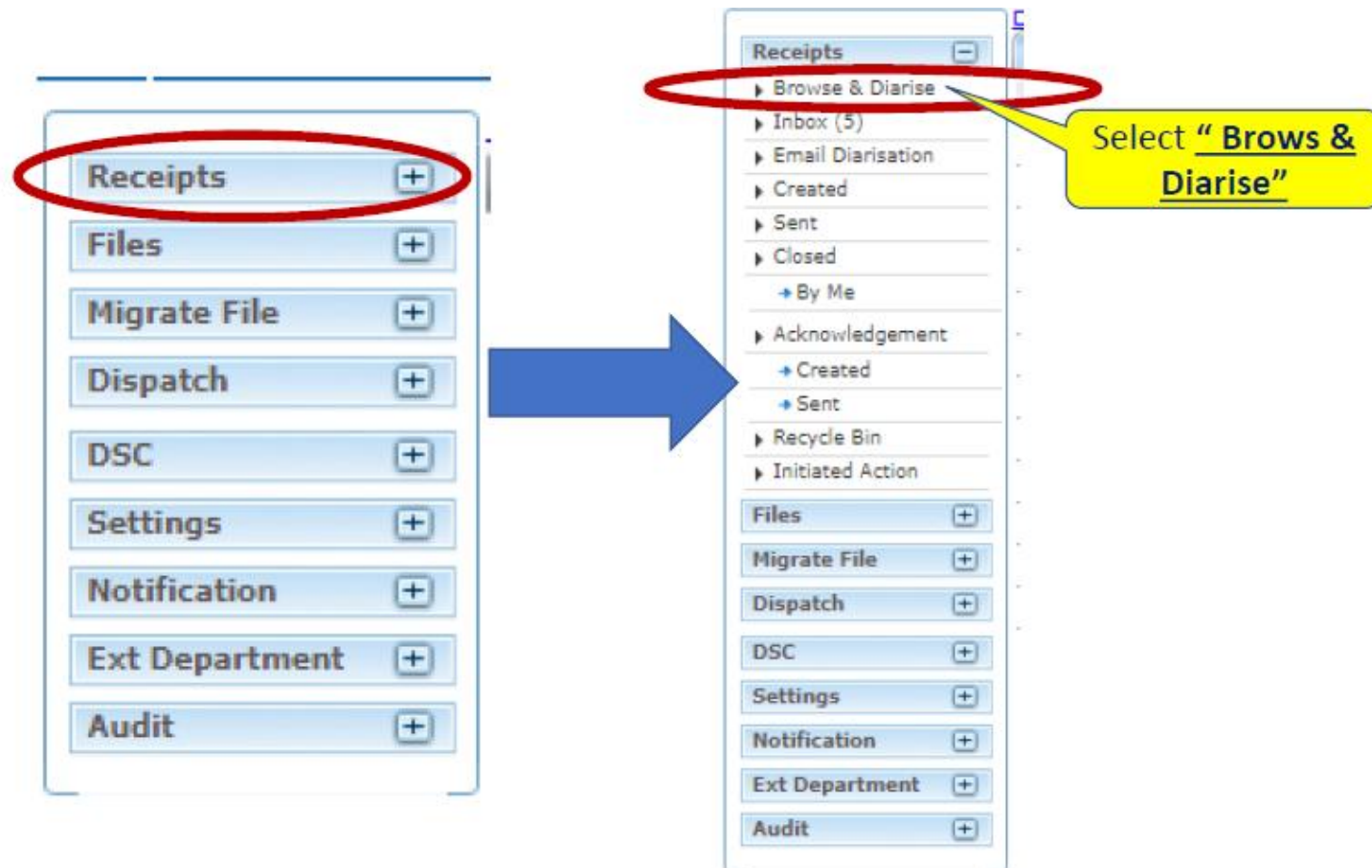
The screenshot displays the eFile system interface. On the left, a sidebar menu lists various functions: Receipts, Files, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. A large blue arrow points from the 'Files' option in this sidebar to a central menu. This central menu, which is circled in red, contains the following options: Receipts, Files, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. To the right of this central menu, a table displays a list of receipts with columns for 'Sent On', 'Due On', and 'Remarks'. The table contains two entries: one dated 21/12/19 04:52 PM and another dated 21/12/19 12:40 PM. The bottom of the interface shows a Windows taskbar with the search bar and system clock indicating 12:09 PM on 12/22/2019.

File Management System Menu

- Receipts
- Files
- Migrate File
- Dispatch
- DSC
- Settings
- Notification
- Ext Department
- Audit

Sent On	Due On	Remarks
21/12/19 04:52 PM	-	
21/12/19 12:40 PM	-	

For receipt generation, select receipts and then select Browse & Diarise



Then it will redirect you to the below window.

The screenshot displays the eFile Version 5.6 web application. The browser address bar shows the URL: demo.eoffice.telangana.gov.in/eFile/?x=15-jhXOC7bHsLUSDeXPFM2ka0PkMT3TkgBEs0yCCz1OPLcV7jb8obUMqWl7Gygwr6sJgHcOKlo#no-back-button. The application header includes the eoffice logo and a user profile for 'EOFFICER.D. Senior Assistant (U4:TS)'. The left sidebar contains a 'Receipts' section with links like 'Browse & Diarise', 'Inbox (5)', 'Email Diarisation', 'Created', 'Sent', 'Closed', 'By Me', 'Acknowledgement', 'Created', 'Sent', 'Recycle Bin', and 'Initiated Action'. Below these are links for 'Files', 'Migrate File', 'Dispatches', 'DSC', 'Settings', 'Notification', 'Ext Department', and 'Audit'. The central area is titled 'Upload (Only PDF upto 20 MB)' and features an 'Upload File' button. A large 'Electronic' watermark is visible across the center. The right sidebar contains three main sections: 'Diary Details' with fields for Sender Type, Mode Number, Letter Ref. No, File Number, Diary Date (22/12/2019), VIP, Delivery Mode (By Hand), Language (English), Correspondence Type (Choose One), Received Date (22/12/2019), and Letter Date (22/12/2019); 'Contact Details' with fields for Ministry, Department, Name, Designation, Organization, Address 1, Address 2, Country (INDIA), State, City, Pincode, Mobile, Landline, Fax, and Email; and 'Category & Subject' with fields for Main Category and Sub Category. The bottom of the screen shows a Windows taskbar with icons for eFileMU (3).pdf, eFileMU (2).pdf, eFileMU (1).pdf, and other applications, along with the system clock showing 7:34 PM on 12/22/2019.

Then upload the scanned PDF copy in the eOffice.

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=15-jhXDC7bHsLUSDExPFM2ka0PkMT3Tkg8Es0yCCz1OPLcV7jb8obUMqWl7Gygwr6sJgHcOKlo#no-back-button`. The page header includes the eOffice logo and the user name "EOFFICER.D. Senior Assistant(441-78)". The main content area is titled "Upload(Only PDF upto 20 MB)" and features a large "Upload File" button, which is circled in red. A yellow callout box points to this button with the text: "Click 'Upload file' it will unable to you to browse you day-wise folder which was already created and placed scanned PDF files". The interface also includes a left sidebar with navigation options like "Receipts", "Inbox", "Email", "Sent", "Closed", "By Me", "Acknowledgement", "Created", "Sent", "Recycle Bin", and "Initiated Action". The right sidebar contains "Diary Details" and "Contact" sections. The bottom of the screen shows a Windows taskbar with the search bar and various application icons. The system clock indicates 7:34 PM on 12/22/2019.

After uploading the PDF, please fill the required fields mentioned in the right side of the window.

demo.eoffice.telangana.gov.in/eFile/?x=15-jhXDC7bHsLUSDExPFM2ka0PkMT3TkqBE0yCCx1OPLeCv7jb8cbUMqWl7Gygwr6sJgHicOKIc#no-back-button

Receipts

- Browse & Diaries
- Inbox (5)
- Email Distribution
- Created
- Sent
- Closed
- By Me
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Initiated Action

Files

- Migrate File
- Dispatch
- DSC
- Settings
- Notification
- Ext Department
- Audit

Upload (Only PDF upto 20 MB)

Dated: 13th December 2019

To,
The Principal Secretary/Secretary/Commissioner
Department of Rural Development/Panchayati Raj (in charge of MGNREGA)
Andhra Pradesh, Kerala, Karnataka, Goa, Tamil Nadu, Telangana, West Bengal and Puducherry

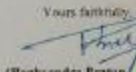
Subject: Regional Training on "GIS based GP Planning" - reg.

Madam/Sir,

I am directed to intimate that a Two Days Regional Training on the "GIS based GP Planning" will be organized at NRD&PR Hyderabad, Telangana, on 26th & 27th December 2019. It is therefore requested to nominate five (5) officials from your State/UT:

- One State GIS Nodal officer;
- Two District Nodal officer;
- One MIS Personnel from District;
- One Technical expert from Field at block level -AE/PE.

2. It is, therefore, requested to send the details of the nominees as per enclosed format as Annexure -I latest by 20th December 2019 on prashanth@ndrpr.in, prashanth@ndrpr.in and prashanth@ndrpr.in. The programme schedule is enclosed at Annexure-II.

Yours faithfully,

(Raghavendra Prasad)
Director, (MGNREGA)

Enc: as above

Diary Details

Sender type: Choose one
Mode: Choose one
Letter No: No. J-1107.3208/2018-RE-VII
Page Number:
Entry Date: 22/12/2019
Status: Choose one

Delivery Mode: Email
Language: English
Correspondence Type: Letter
Received Date: 14/12/2019
Letter Date: 15/12/2019
VIP Name: Choose one

Contact Details

Ministry: MINISTRY OF RURAL DEVELOPMENT
Department: Others
Name: Raghavendra Prasad singh
Designation: Director -MGNREGA
Organization:
Address 1: New delhi
Address 2:
Country: INDIA
State: Ch0096 and
City:
Pincode:
Mobile:
Landline:
Fax:
Email:
Add to Address Book

Category & Subject

Main Category: General
Sub Category: Choose One
Subject: GIS workshop at NRD&PR on 26&27th Dec, Nominations requested
Enclosures: 1 CD, & 1 Booklet GIS guide lines
Custom Acknowledgement

Attached tappal/
Current

Details about
Tappal/Current

After providing all the details, please click on generate or Generate& Send based on the requirement.

The screenshot displays the eFileN portal interface. On the left, a sidebar lists actions: Initiated Action, Files, Migrate File, Disputes, DSC, Settings, Notification, Ext Department, and Audit. The main content area shows a document titled 'Madam/Sir,' with text regarding a 'Two Days Regional Training on the GIS based GP Planning' and a list of nominees. On the right, a form is filled out with details for the 'MINISTRY OF RURAL DEVELOPMENT', including the name 'Raghavendra Prathap sing' and designation 'Director -MGNREGA'. A yellow callout box on the left explains two options: 'Generate' (for generating receipts) and 'Generate& send' (for direct sending). A yellow callout box on the right states that inward can generate acknowledgments by clicking a radio button. Red circles highlight the 'Customize Acknowledgement' radio button and the 'Generate' and 'Generate & Send' buttons at the bottom of the form.

There is two options

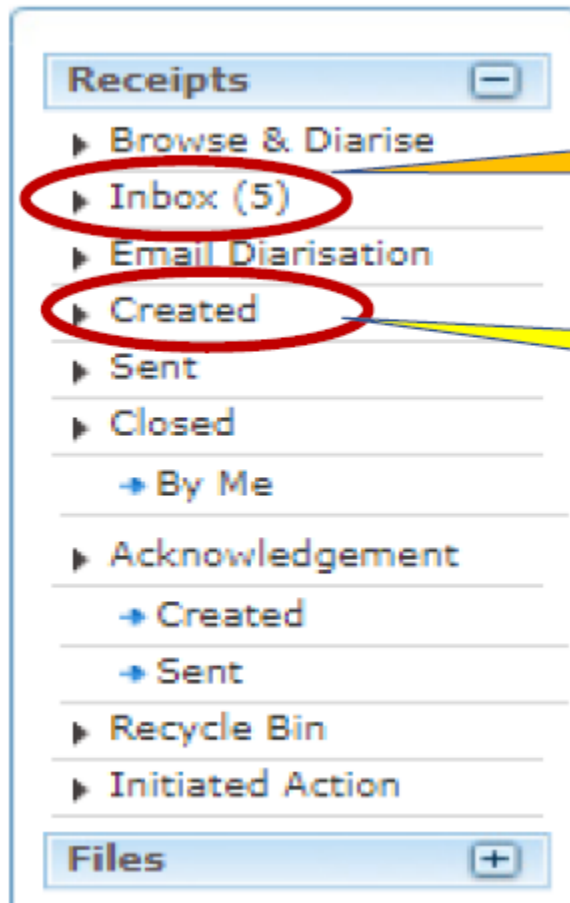
1. **"Generate"**- means inward can generate all tappals – receipts and later can send to concern officers
2. **"Generate& send"**- means inward can send directly to the concern officer immediately

Inward can generate acknowledgments Tappal/Current by clicking radio button

Customize Acknowledgement

Generate Generate & Send

Where to check the receipts:



You Can view the receipts
received from others

OR

By clicking "**Created**" you
can find your generated
receipt

Details about the created receipt:

The screenshot shows the eFile Version 5.6 interface. The main window displays a list of receipts with columns: Computer No., Receipt No., Subject, Subject Category, and Created On. A red oval highlights the first row of the receipt list. Below the screenshot, five colored callout boxes point to specific columns in the highlighted row, explaining their details.

Computer No.	Receipt No.	Subject	Subject Category	Created On
E 3878	3878/2019/5-SEC	GIS workshop at NIRD&PR on 20/27th Dec, Nomination...	General	22/12/19 05:16 PM
E 3879	3879/2019/5-SEC	IGN	General	20/12/19 03:20 PM
E 3880	3880/2019/5-SEC	Schedule of sports	Establishment Matter...	19/12/19 04:54 PM
E 3881	3881/2019/5-SEC	sample data	Administrative Matter...	16/12/19 04:12 PM
E 3882	3882/2019/5-SEC	Payments	Administrative Matter...	16/12/19 03:10 PM
E 3883	3883/2019/5-SEC	TESTING	General	05/09/19 04:08 PM
E 3884	3884/2019/5-SEC	CNGB - Amershinthe Village - Model - A/o Smt. Sha...	General	05/09/19 06:32 PM
E 3885	3885/2019/5-SEC	SSS	Payments	17/05/18 02:30 PM
E 3886	3886/2019/5-SEC	test file	General	27/04/18 05:47 PM

Details about Receipt – Computer No.3878

Receipt No. No/Year/Section

Subject details

Subject Category

Receipt Created Date & time

Details about the receipts received from others can be viewed in inbox.





The screenshot displays a table of receipts with the following columns: Computer No., Receipt No., Subject, Sender, Sent By, Sent On, Due On, and Remarks. The first row is highlighted with red circles around 'E 2039', '2039/2018/DGP', 'Sub: TSFCOF-IFDS-Approval of beneficiary for the C...', 'Ch.Veeresh kumar', 'TEST USER I,DGP', '21/12/19 14:53 PM', and a red icon in the Remarks column. Callouts provide the following explanations:

- Computer generated number**: Points to the 'Computer No.' field.
- Computer generated Receipt Number**: Points to the 'Receipt No.' field.
- Receipt Subject**: Points to the 'Subject' field.
- Tappal/Receipt sender Name**: Points to the 'Sender' field.
- Receipt send date & time**: Points to the 'Sent On' field.
- Officer send you to act on it**: Points to the 'Remarks' field.
- Remarks if red is there no remarks**: Points to the red icon in the Remarks column.
- Remarks if blue then there is a remark**: Points to a blue icon in the Remarks column.

A 'Latest Remarks' window is open at the bottom, showing the text: 'Pulled Back:wrongly sent'.

Computer No.	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 2039	2039/2018/DGP	Sub: TSFCOF-IFDS-Approval of beneficiary for the C...	Ch.Veeresh kumar	TEST USER I,DGP	21/12/19 14:53 PM		[Red Icon]
E 3011	3871(21)19/DIR-TS	Office Implementation of R & RD Dept	Sai Krishna	EO/1st Secy, DIST-COLLECTOR	21/12/19 12:42 PM		[Blue Icon]

How to open receipt: Everyday please check the inbox in receipts. If you find any new receipt, please click on the same.

<input type="checkbox"/>	Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
<input type="checkbox"/>	E 2039	 2039/2018/DGP	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Ch.Veeresh kumar	TEST USER I,DGP	21/12/19 04:53 PM	-	
<input type="checkbox"/>	E 3871	 3871/2018/DGP	eooffice implementation at PR & RD Dept	Sai Krishna	EOFFICER V,DIST-COLLECTOR	21/12/19 12:40 PM	-	

Click on the receipt file

Receipt internal details:

Receipt internal details:

Receipt Details

Receipt No.	File No.
2018/2018/DGP	
From: Ch Venkesh kumar	Designation: Fieldman
Main Category: General	Sub Category:
Address: Gm Asst Director of Fisheries, Mahabubnagar	Sent Date: 21/12/19 06:03 PM
Letter Ref. No.	Let Date:
Subject: Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Enc: -
Delivery Mode: By Hand	Sent Type:

Movement Details

Sent By	Sent On	Sent To	Action	Remarks
TEST USER LOGOFF	11/12/19 04:32 AM	SOPP1CER T.DGP/TS		

Callouts:

- You can read the Tappal/Receipt paper which is scanned and shared with you
- By clicking this you can maximize the size of receipt
- Receipt movement deasil
- Receipt details which was written by inward / officer sent to you



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

THANK YOU...