



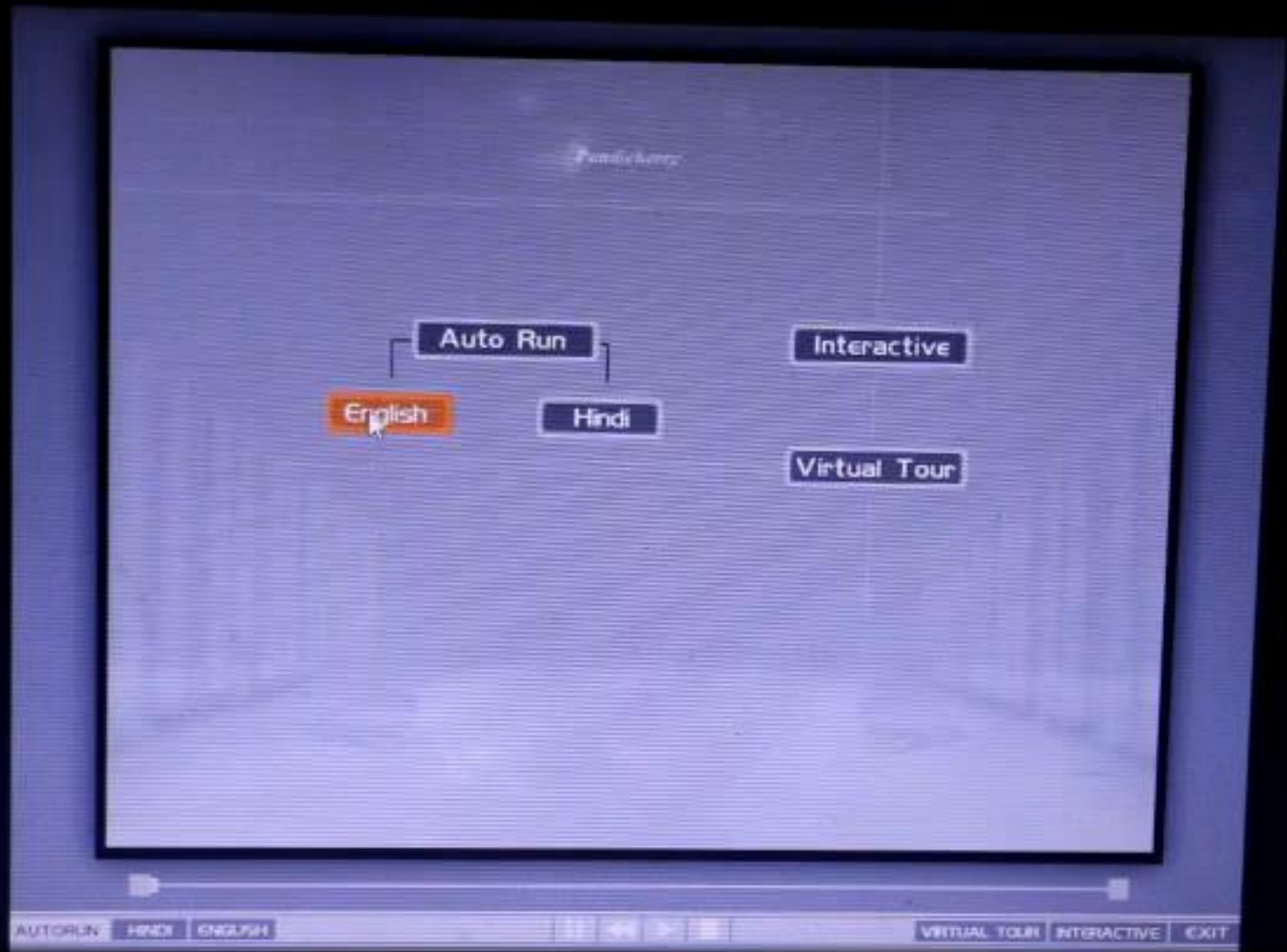
E-office Paperless/Less Paper Office

**Dr. Devendra Singh
Associate Professor
Faculty of Computer Science
HIPA**



Why eOffice ?



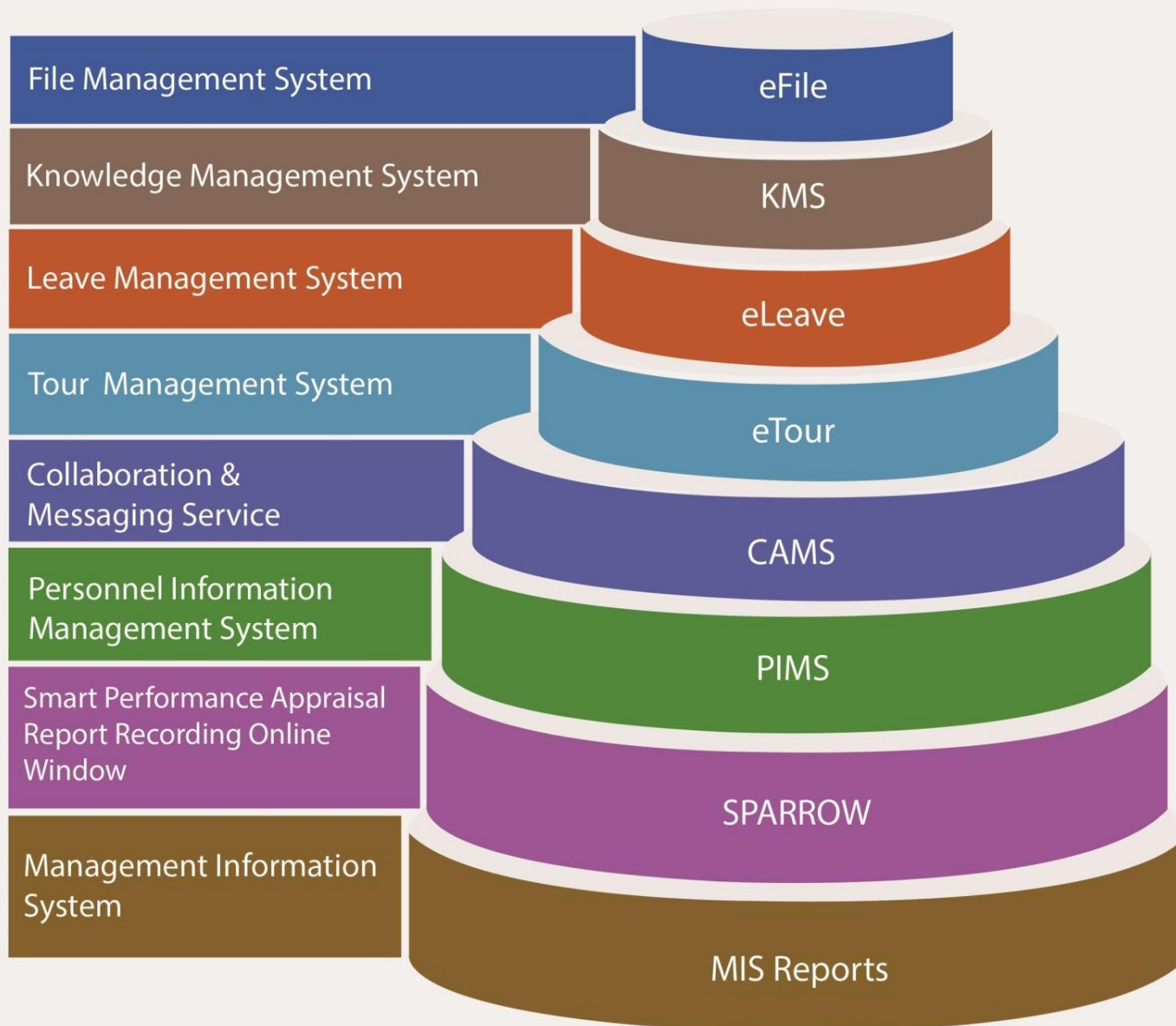


eOffice – A Digital Workplace Solution

e-Office is a Digital Workplace Solution that replaces the existing manual handling of files and documents with an efficient electronic **system**



eOffice Product Suite



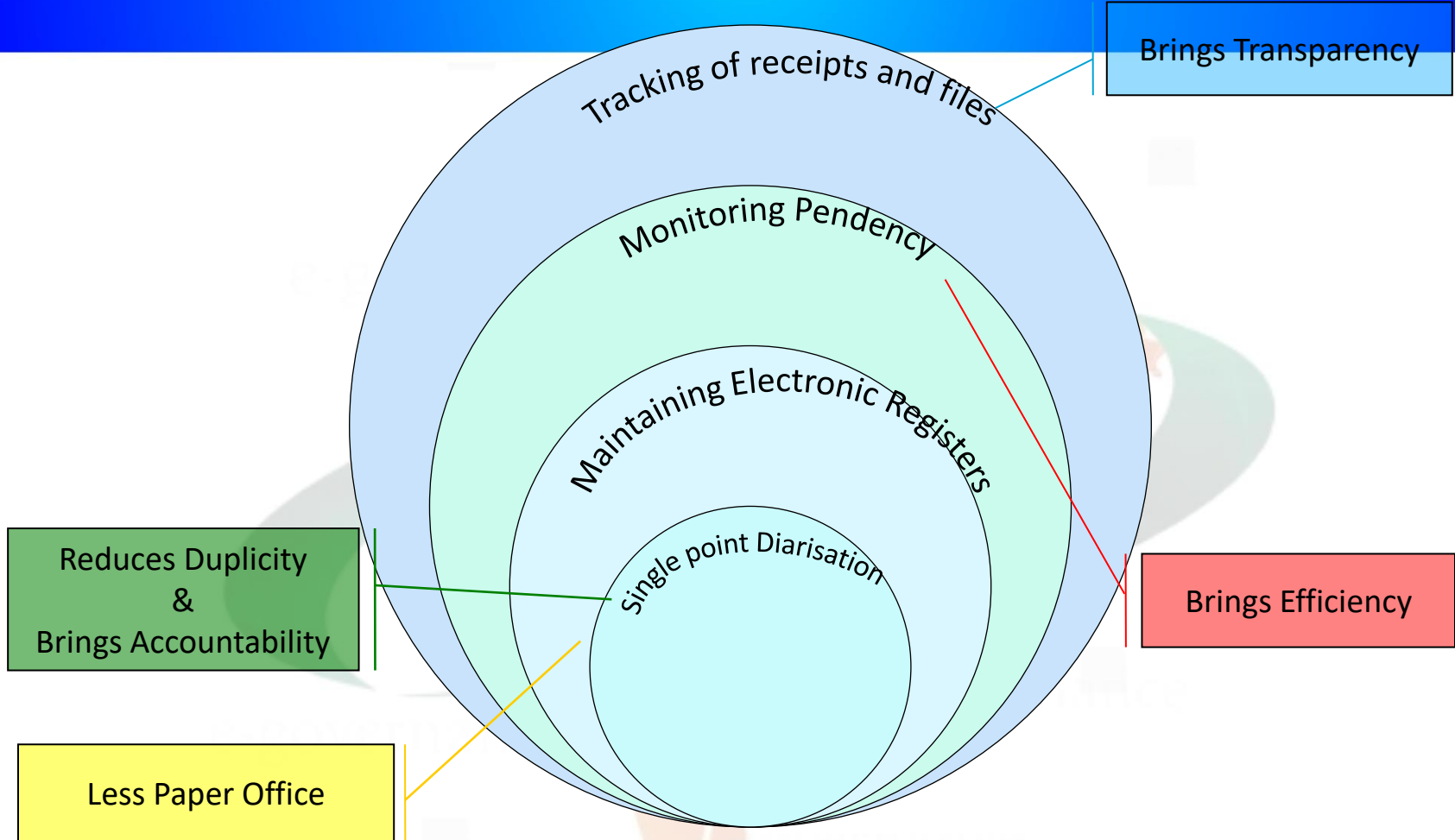
Bring **GATI**

(**G**overnance with **A**ccountability,
Transparency and **I**nnovation)

in working environment



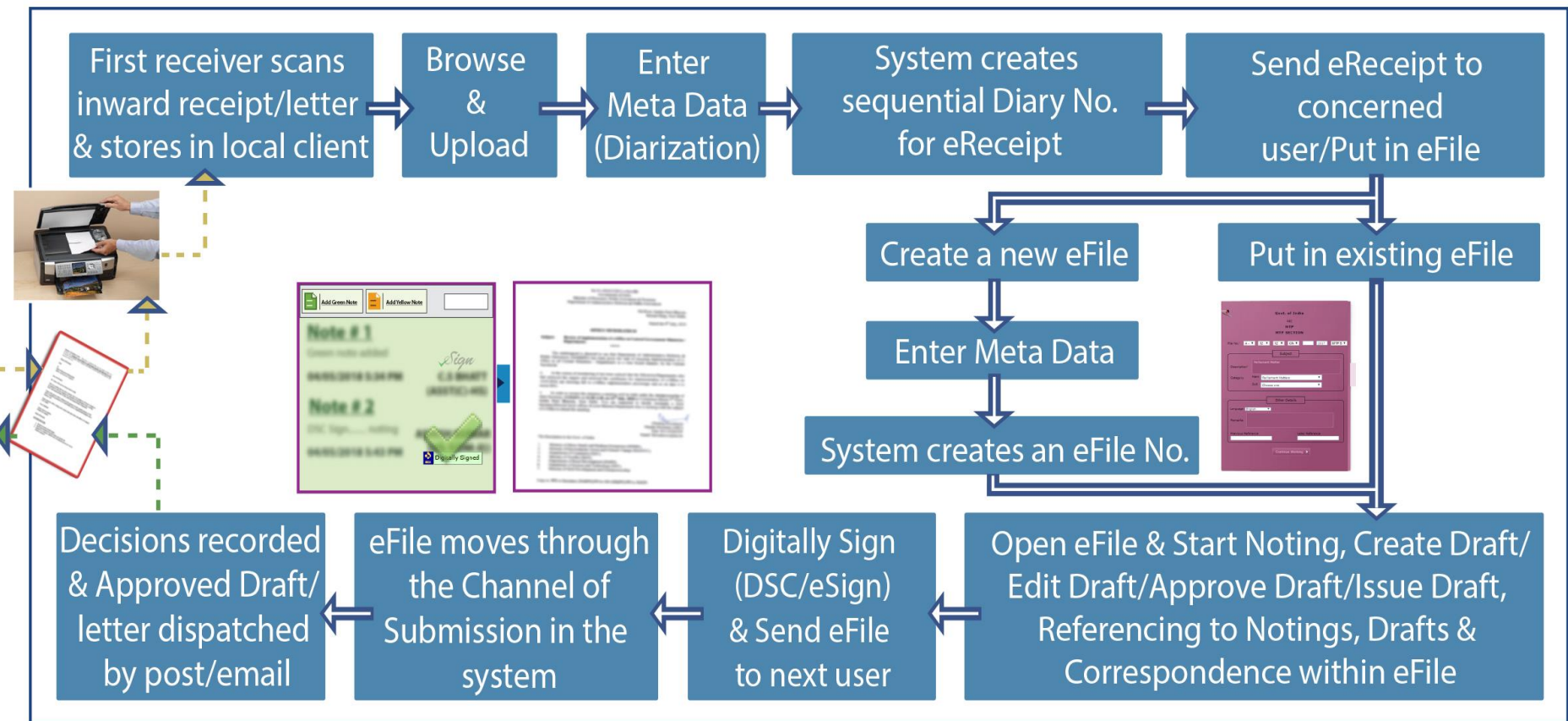
Need and Objective of eFile



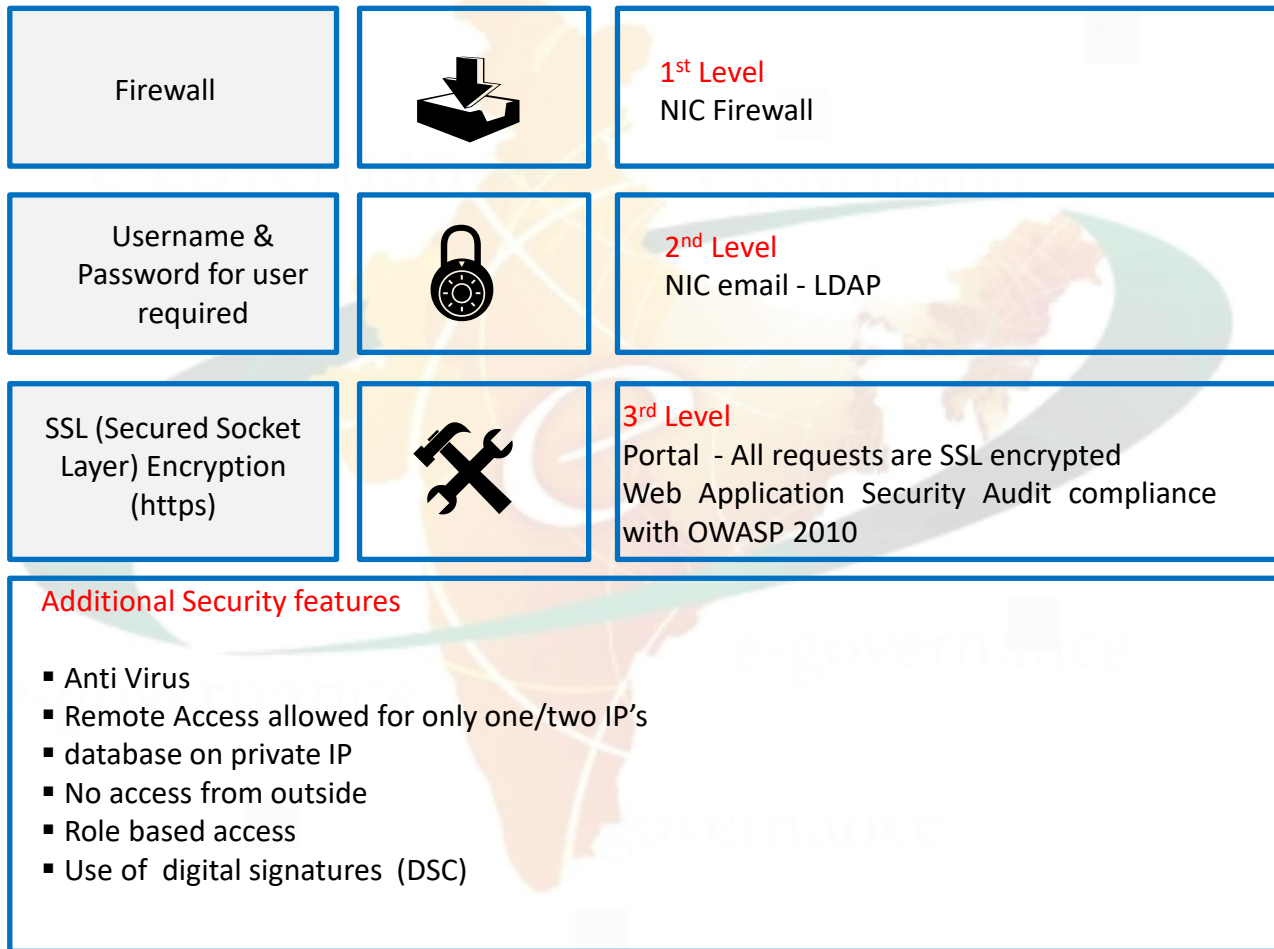
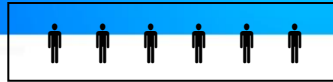
File Management System (eFile)

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 notings & drafts using Digital Signature Certificates (DSC), eSign, and finally, the archival of records.



eOffice Security Feature



eFile Reports

The MIS reports for supporting in effective decision making.

- **Pendency Reports**
- **Status Reports**
- **VIP Summary Report**
- **Diary Register**
- **File Register**



eFile Benefits

- **Streamlining office workflow to reduce processing delays, the core focus of e-Office project**
- **Increase transparency and efficiency to the working environment.**
- **Increases productivity, and saves space.**
- **Ensures the timely handling of important cases.**
- **Enables officials to work from anywhere, anytime.**
- **it provides cost effective e-storage facility**
- **it is Environment friendly, eco-friendly**



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



KMS - Dashboard

CREATE

Search (Minimum 3 Char...)

All

Advanced Search

Home

Inbox

Central Docs

My Docs

Contact Group

Dashboard

Recent Document's

Title	Created By	Created On
 eHospital System inaugurated in District Tikamgarh of Madhya Pradesh	Sucheeta Kak	Aug 02, 2018
 Office Order reg. posting of Shri Deepak Shirahatti, Scientist-F in NIC Cell, Ministry of Parliamentary Affairs as HOD	Raj Singh	Aug 02, 2018
 CIRCULAR: ILLUMINATION OF GOVERNMENT BUILDING ON THE OCCASION OF INDEPENDENCE DAY, 2018- REGARDING	Manoj Kumar Sharma	Aug 02, 2018
 Office order in respect of Smt. Geetasree Thakur, Scientist-E.	Raj Singh	Aug 02, 2018
 Office order in respect of Shri Ajay Sharma, Scientist-B	Raj Singh	Aug 02, 2018
 Workshop on e-Sanad for All Chambers of Commerce of Tamil Nadu Region	Suresh V	Aug 02, 2018
 Transfer order of Shri Mohan Shyam, Section Officer.	Raj Singh	Aug 02, 2018
 Transfer order of Shri Ashok Dimri, Scientist-D & Shri V. Raj Kumar, Scientist-D.	Raj Singh	Aug 02, 2018
 Additional responsibilities to Dr. Kishore Kumar, Scientist-G as Staff Grievance Officer for National Informatics Centre.	Raj Singh	Aug 02, 2018
 j and K: SIO J&K reviews functioning of District Centres through VC	Saleem Khan	Aug 02, 2018

Document's since last login

Title	Created On
-------	------------



0

My Contact



0

My Group

KMS – Document Creation



eOffice
A DIGITAL WORKPLACE SOLUTION

Knowledge Management System

An Enterprise Document Management System

Version 6.0.2.2



CREATE

Search (Mimumum 3 Char...)

All ▾

Advanced Search ▾

Home

Home / Add Document

←BACK

Inbox ▾

Add Document Details

Central Docs

You are in: My Documents

My Docs

Contact Group

Title *

Enter Title

Description *

Enter Description

Upload File *

Choose File No file chosen

Note:- Only .txt, .docx, .doc, .pdf, .jpeg, .gif, .xls, .xlsx, .ppt and zip files are allowed to upload.

Type

Select ▾

Audience

Select ▾

Language

Select ▾

Keywords

Keywords Document

Author

Author of Document

Reference No

Reference No doc

Save

Reset

Monday, February 15, 2016



Haryana Institute of Public Administration

Login ID

Password

 Login

Copyright © 2009-12, NIC. All Rights Reserved. This site is designed, developed and Hosted by NIC.
Site is best viewed in 1024x768 pixels resolution.

eOffice is LIVE from 06 August 2015 from 2:00PM. Important Note: No junk/test data should be ente



MY SPACE

- [Dashboard](#)
- [Messages 0](#)
- [Shared Documents](#)
- [Alerts 0](#)

FILE & DOCUMENT SERVICES

- [File Management System](#)
- [Knowledge Management System](#)

HR SERVICES

- [eFile MIS Reports](#)
- [Employee Master Details](#)
- [Application Management System](#)

EOFFICE SERVICES

Notice Board

- » [Notice regarding Fire Drill-cum-Mock Exercise on 19.01.2016 at HIPA \(Gurgaon\)](#)
JWALA(TECHNICAL OPERATOR) on 18/01/2016
- » [Invitation for Retirement party of Sh. Sher Singh](#)
REKHA(ASSISTANT DIRECTOR) on 30/12/2015
- » [Happy Diwali](#)
REKHA(ASSISTANT DIRECTOR) on 10/11/2015
- » [welcome of Sh. S.P.Gupta New Director General](#)
REKHA(ASSISTANT DIRECTOR) on 10/11/2015
- » [parting message](#)
RANJIV SINGH DALAL(DIRECTOR GENERAL) on 03/11/2015
- » [I Map port](#)
REKHA(ASSISTANT DIRECTOR) on 03/11/2015
- » [SOP for e-Office](#)
DEVENDRA SINGH(ASSISTANT PROFESSOR) on 01/09/2015

Quote of the Week:

There is no thought in any mind, but it quickly tends to convert itself into power. - Ralph Waldo Emerson

EVENTS

No Event Available

NEWS

Results of 'Swachh Survekshan-2016'

NEWSLETTER

No records found

आज का शब्द

Adulterate- मिलावट करना-

HELP ME TO

- » [Download Manuals](#)

DOWNLOAD FORMS

- » [Earned Leave Form\[06-08-2015\]](#)

EMPLOYEE CORNER

- » [Birthday Wishes](#)
- » [Superannuation](#)
- » [Joined Today](#)

- [NIC Mail](#)
- [Calendar](#)
- [Gallery](#)



eFile electronic file system

Search [input] [magnifying glass icon] Advanced | Help

- Receipts [+]
- Files [-]
 - Inbox
 - dtchisar
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - Sent
 - Create New
 - Create Part
 - Recycle Bin
- Migrate File [+]
- Dispatch [+]
- DSC [+]
- Reports [+]

Date Range : 22/12/2012 To 15/02/2016

Reply | Send | View | Move To | More... Hierarchical View My Files

Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks
E 458	A-37020/1/2016-COM SC	Honorarium of Examination	REKHA	15/02/16 10:20	-	
E 247	T-11014(13)/2/2015-COM SC-Part(1)	Honorarium of Guest Faculty	AVINASH CHANDER	01/02/16 04:45	-	
E 459	A-34018/1/2016-COM SC	Printing of Anaswersheets	ASHOK VASISTHA	01/02/16 01:21	-	
E 466	D-18016/1/2016-COM SC	Repair of Computers	ASHOK VASISTHA	01/02/16 01:21	-	
E 213	T-11014(13)/2/2015-COM SC	Honorarium of Guest Faculty and Paper setter and p...	AVINASH CHANDER	01/02/16 12:16	-	
E 462	A-34012/1/2016-COM SC	Conducting Departmental Exam of Irrigation Exam	ASHOK VASISTHA	21/01/16 04:01	-	
E 164	D-25018/1/2015-COM SC	Purchase of Data Card and Bills	R.K. GULIA	20/01/16 01:29	-	
E 187	T-11014(13)/1/2015-COM SC	Trekking Programmer / Booking of Hostel for 90th S...	R.K. GULIA	24/12/15 11:20	-	
E 287	D-18016/1/2015-COM SC	Repair of Laptops	AVINASH CHANDER	18/12/15 03:31	-	
E 132	D-19015/2/2015-COM SC	Repair and Installation of Network	AVINASH CHANDER	17/12/15 03:23	-	
E 188	D-21014/7/2015-COM SC	Wi-Fi -Repair and Maintenance	AVINASH CHANDER	17/12/15 01:29	-	
E 220	A-37012/1/2015-COM SC	Payment of Examiner's of Irrigation exam w.e.f 10...	AVINASH CHANDER	16/12/15 12:34	-	
E 392	A-51/37/2015-ADMIN	Implementation of AEBAS (Aadhar Enabled Biometric ...	REKHA	10/12/15 01:09	-	
E 340	D-19021/1/2015-COM SC	Auditing of HIPA website	ASHOK VASISTHA	27/11/15 02:49	-	
E 295	T-11019/5/2015-COM SC	DOPT Grant 2013-14 for LFDS	R.K. GULIA	05/11/15 12:49	-	

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate

External Files

Files with Yellow Note

Computer No: 458 File No: A-37020/1/2016-COM SC Old File No: Examination Subject: Honorarium of Examination

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

Quick View

5

ToC | Recent | All | Previous Notings

- Receipts
- Files
 - Inbox
 - ditchisar
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - Sent
 - Create New
 - Create Part
 - Recycle Bin
- Migrate File
- Dispatch
- DSC
- Reports

Add Green Note **Add Yellow Note**

3. after answer sheet checked by examiners, the original Roll No were pasted on the answer sheets i.e around 3500 answer sheets.

All the worked has done on Saturday, Sunday or during holidays.

This is for your information, Please

11/02/2016 10:41 AM

DEVENDRA SINGH
(ASSISTANT PROFESSOR)
Digitally Signed

Submitted for information and approval pls.

11/02/2016 10:58 AM

REKHA
(ASSISTANT DIRECTOR)
Digitally Signed

Page: 4

As proposed.

11/02/2016 4:55 PM

SATYAPAL GUPTA

2498/2016/Computer Faculty 1/17

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION
ORDER

Sanction is hereby accorded to sanction an amount of Rs. 22500/- on account of honorarium to be paid to the following officers/officials for the additional work undertaken by them, over and above their official duties and over beyond office timings to help HIPA conduct the Irigation Exam- 2011:-

Sr.N.	Name and Designation	Amount
1.	Sh. Rani Sharan, Dtc (Principal)	1800
2.	Mrs. Anjula Kapoor, Assistant Librarian	1350
3.	Sh. Ashok Kumar, Assistant	900
4.	Sh. Om Prakash, Assistant	900
5.	Sh. Brij Pal, Driver	675
6.	Sh. Mukum Chard, Peon	563
7.	Sh. Balvinder, Peon	563
8.	Sh. Rajj Nath, incharge- sacrocy	2700
9.	Sh. Devendra Singh, Member	3600
10.	Dr. Bhuvan Kumar, Member	2475
11.	Sh. R.K. Gulati, Member	2025
12.	Sh. Ashok Vastha, OSD	1800
13.	Smt. Kamlesh, SSS	675
14.	Smt. Neelam, JSS	675
15.	Sh. Om Prakash, T.O	675
16.	Sh. Mahinderjeet, Driver	675
17.	Sh. Siret Singh, Peon	450



eFile electronic file system

Search [] Advanced | Help

- Receipts
 - Browse & Diarise
 - Inbox (4)
 - Hartron
 - Email Diarisation
 - Created
 - Sent
 - Closed
 - By Me
 - Acknowledgement
 - Created
 - Sent
 - Recycle Bin
 - Initiated Action
- Files
- Migrate File
- Dispatch
- DSC
- Reports
- Settings
- Notification
- Ext Department

Date Range : 22/12/2012 To 15/02/2016

Reply | Send | Put in a File | View | Move To | Copy | Close | Dispatch | Hierarchical View | My Receipts

Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 2917	2917/2016/ADMINISTRATION	Supply and installation of Ploycom Video Conferen...	-	REKHA,ASSTT DIR(ADMIN)	10/02/16 07:28	-	
E 2916	2916/2016/ADMINISTRATION	Foundation course scoresheet / certificates to be ...	B.P. Jogdand	REKHA,ASSTT DIR(ADMIN)	10/02/16 07:27	-	
E 2907	2907/2016/ADMINISTRATION	Supply of IT products at most competitive prices.	-	REKHA,ASSTT DIR(ADMIN)	10/02/16 10:33	-	
E 2895	2895/2016/ACCOUNTS	Outstanding against HARTRON of Rs.3968520/- only	A.N.Dhiman	A.N. DHIMAN,ACCOUNTS	09/02/16 12:58	-	
E 2891	2891/2016/ACCOUNTS	Outstanding against HARTRONof Rs.3968520/-	A.N.Dhiman	A.N. DHIMAN,ACCOUNTS	09/02/16 12:43	-	
E 1104	1104/2015/ADMINISTRATION	Fw: Logistics needed for roll uot of training at...	Joginder Singh	RAM MEHAR,ADMINISTRATION	05/02/16 10:01	-	
E 2738	2738/2016/ADMINISTRATION	Supply and installation of polycom Video Conferenc...	Sh. Roshan Lal	REKHA,ASSTT DIR(ADMIN)	01/02/16 03:58	-	
E 2566	2566(1)/2016/ADMINISTRATION	Regarding Office Memorandum Issued by the Departme...	-	KARAMBIR SINGH,ASSTT DIR(ADMIN)	29/01/16 09:47	-	
E 2664	2664/2016/Computer Faculty	Purchase of Printer cum scanner	Divya Jyoti	DIVYA JYOTI,Computer Faculty	27/01/16 12:27	-	
E 2558	2558(1)/2016/ADMINISTRATION	Implementation of the policy decisions taken by th...	-	REKHA,ASSTT DIR(ADMIN)	21/01/16 09:02	-	
E 2559	2559/2016/ADMINISTRATION	Regarding SAS Examinations .	Sh.Sanjeev Kaushal	REKHA,ASSTT DIR(ADMIN)	21/01/16 04:44	-	
E 2264	2264/2016/ADMINISTRATION	Provision Automatic Fixed Deposit (FDs) to be cret...	-	REKHA,ASSTT DIR(ADMIN)	11/01/16 11:03	-	
E 2270	2270/2016/ADMINISTRATION	Requirement/Feedback of IT Cadre Posts in Hariana	Vijayendra Kumar	REKHA,ASSTT DIR(ADMIN)	11/01/16 11:02	-	

LEGEND > Priority

- Out Today
- Most Immediate
- Immediate

VIP References

Action Initiated

Send Reply Put in a File Copy Dispatch Details Movements Edit Close View Draft Attach File Attach Receipt

Page: 1 of 2 Automatic Zoom

हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड
 एस. सी. ओ. 111 - 113, सेक्टर 17 बी, चण्डीगढ़ - 160017 (भारत)
Haryana state electronics development corporation limited
 (a state government undertaking)
 Regd. Office : S.C.O. 111-113, Sector 17-B, Chandigarh - 160 017 (India) Identify No. - U00000CH19825GCC004963

No: HARTRON:AGM(Infra):2016: 10083
 Dated: 2016/01/16

M/s Proglity Technologies Pvt. Ltd.
 SCO 189-191, 3rd Floor
 Sector-47C, Chandigarh

Subject: Supply and installation of Polycom Video Conferencing End point & display.

Dear Sir,

HARTRON is pleased to place an order with your firm for supply, installation, configuration, testing & commissioning of Video Conferencing End point & display at Haryana Institute of Public Administration (HIPA), 76, HIPA Complex, Sector 18, Gurgaon Inclusive of all taxes & duties with 5 years onsite warranty & support and FOR destination as per the following details: -

Sr. No.	Description	Qty.	Amount (Rs.)
1	High Definition 1080p60 video conferencing system for medium size (Polycom Group 500), upgradable to 1+3 on additional cost	1	3,03,311/-
2	40" Full HD LED Monitor (LG435E3KB)	1	35,360/-
3	Sub Total		3,38,671/-

Nodal Officer a Site :

- Dr. Devendar Singh, Assistant professor, HIPA - Mobile No. 098916649/2, email ID: devendars@hipa.in

Terms & Conditions: -

- The above mentioned rates are inclusive of all taxes, services, duties & FOR destination.
- Delivery & installation - within 3 weeks from the date of purchase order.
- Penalty of delay in delivery: As per NIC Rate contract.
- The overall responsibility of installation, configuration & commissioning of the above mentioned

Receipt Details

Receipt No: 2917/2016/ADMINISTRATION File No:
 From: Designation:
 Main Category: Sub Category:
 Address: Chandigarh Sent Date: 10/02/16 07:28 PM
 Letter Ref. No: Letter Date: 20-01-2016
 Subject: Supply and installation of Ploycom Video Conferencing end Point & display. Enclosures: -

Movement Details

Sent By	Sent On	Sent To	Action	Remarks	Read On
REKHA,ASSTT DIR (ADMIN)	10/02/16 07:28	DEVENDRA SINGH,Computer Faculty	Forward	-	10/02/16 07:28
JWALA,ADMINISTRATION	10/02/16 12:05	REKHA,ASSTT DIR (ADMIN)	Forward	-	10/02/16 12:05

<< < 1 > >>

Jagatsinghpur : A Success Story

Lockdown: E-office in JSpur dist comes in handy

SURAJ MISHRA ■
BHUBANESWR

The lockdown due to COVID-19 has put restrictions on movement of people except emergency departments. However, the model e-office practice introduced and executed by the district administration has proved to be a boon.

On an average, 40-50 files are approved daily by the District Magistrate without any hindrance, said district Collector Sangram Keshari Mohapatra.

The e-office system in the entire collectorate and district level offices along with subdivision and block/tehsil level offices has been fully functional. As a result, there is no physical

movement of files. The staff can process and approve the files with the help of desktop, home computer or mobile phones within no time.

Therefore, the files move from lower levels to the Collectors instantly and get approved, said Mohapatra, who initiated and worked relentlessly to bring the district to the fold of e-office before COVID19 lockdown.

Now, people are getting the benefits, said a beneficiary in the department of Social Security and Empowerment of Persons with Disability.

The e-office system in Jagatsinghpur has helped in no movement of paper files as it was done earlier. So, there is no fear of Corona virus infection, he added.

Apart from these, an official can work anywhere to process and forward the file to the next level upto the level of the Collector who very promptly disposes the file thereby saving time. So the entire process of file submission and final approval takes a few hours on the same day, which looks like a dream come true in Jagatsinghpur district, said Sarada Prasanna Satapathy, a local engineer turned businessman.

The Collector always observes the movement of files and any cause of delay is taken seriously, said Chairperson, Gurukul Foundation, SmitaTripathy. The organisation works for good governance.

Jagatsinghpur model is

about to be replicated in other districts and States as other district officials are coming to study the process and programmes of e-governance in the district which is unique in the entire country.

"We toiled hard for past six months or so since I joined in office as District Magistrate in Jagatsinghpur. Mapping was done throughout the district from the office of the clerk to the Collector. Accordingly computer systems and other gadgets of ICT were provided, training labs constituted, several rounds of handholding support and weekly follow up and review conducted. Accordingly entire LAN switching was done with the help of NIC New Delhi and Bhubaneswar with regular

touch and at last we became successful," said Mohapatra.

This has completely prevented delay, red-tapism, gathering of dusts over files, administrative harassment to common man, corruption and venal practices in the governance. Several social security pensions such as old age and widow pensions along with stipend for divyangs have been hailed all through the district. Therefore, Mohapatra is known as the people's Collector throughout the district. Recently, he issued stricture with dire consequences and held up salaries of several Government officials for delaying the implementation of e-office following which all fell in line.

Media Coverage



Work from home may become new norm post Covid-19: RS Prasad

Union Minister Ravi Shankar Prasad said he believes that "the world is going to become a different world post-Covid-19," and added, "Work from home may become the new norm." Prasad added, "I have asked my department to work with a robust mechanism so that India's work from home model is economical and beneficial."

short by Aarushi Maheshwari / 18 Apr, 2020



e-Office is a simple and secure digital solution for processing files in the Govt. departments developed by NIC.

This digital workplace solution not only increases efficiency but also saves paperwork. #DigitalIndia

An infographic titled "eOffice A DIGITAL WORKPLACE SOLUTION". It features the eOffice logo and a list of statistics: "eOffice has been implemented in 441 Organizations which includes: 24 State Secretariats, 81 Central Ministries / Departments, 155 Attached / Subordinate Offices / PSUs, 181 District Administrations / Other State Organizations." It also lists "Usage in Govt. During Lockdown: 31,000 Govt officials used eOffice, 50,000 eFiles were created, 10 Lakh transactions on eFiles". The infographic includes social media icons for Facebook, Instagram, and Twitter.

5:56 PM · May 5, 2020 · Twitter for Android



RailTel @RailTel · 19h

Despite Lockdown RailTel Completed work of NIC e-Office implementation in Lucknow Division of Northern Railway (NR). With this The Zonal HQ and 4 Divisions of Northern Railway (Ambala, Delhi, Lucknow, Moradabad) now have Paperless work culture. #IndiaFightsCorona #paperlessoffice

Files can be retrieved as e-file system in place: FM

TNN | Updated: Aug 27, 2020, 13:19 IST



Iron fist: Police arrest a Congress activist who protested against the fire at the Secretariat, in Ernakulam o... Read More

THIRUVANANTHAPURAM: Even if the Secretariat is gutted as a whole, government files can be retrieved as they have been digitised and maintained, finance minister T M Thomas Isaac said on Wednesday.

In a Facebook post, Isaac said e-file system has been in place in the Secretariat since 2014. "All documents are scanned and digitised. The digital files are secured by National

Informatics Centre (NIC)," he said in response to the raging controversy that crucial files were destroyed in the fire in the GAD (political) section of Secretariat on Tuesday.

Media Coverage

Ravi Shankar Prasad @rsprasad

Turning the challenges of #COVID19 into an opportunity for reform, all formations of Indirect Tax administration of @cbic_india across the country have adopted digital file processing system eOffice of @NICMeity

Congratulations to CBIC and NIC for this big leap. #DigitalIndia

CBIC @cbic_india · Jun 15

Chairman CBIC Sh. M Ajit Kumar & Board Members inaugurated eOffice Application for all CBIC formations across India through VideoConference with a vision of Paperless, Contactless and Faceless office to scale up transparency, efficiency & accountability ensuring #SocialDistancing

8:22 PM · Jun 15, 2020 · Twitter for iPhone

Ajay Kumar 20 mins · 🌐

Thank you NIC for the IT services during COVID-19 crisis. It is lifeline for "Work from Home" for lakhs of Govt employees.

Thanks to other IT/telecom service providers who enable "Work from Home" for every single establishment.

Great job all of you!!

Thank you NIC for enabling "Work from Home" during COVID-19 crisis

- Normally have associated water, electricity, conservancy, telecom etc with essential services during lockdowns/curfews.
- A new essential service enabling "Work from Home" during COVID-19 for lakhs of government employees is IT services of NIC. Email, Video-conferencing, e-office, web-hosting, e-services, payment portals.
- Govt IT services are lifeline for "Work for Home"
- Great job being done by NIC under MeitY. Benefits of DIGITAL INDIA in full flow.

Telangana is expanding eOffice towards total digital governance: Jayesh Ranjan

As of now, the e-office system has been successfully implemented in over 100 departments at secretariat level and HoD offices, over 50 municipalities and all the 33 district offices

ETGovernment · July 11, 2020, 08:58 IST

By Srinivas G. Roopi

Even as the covid-19 pandemic and restricted manual intervention due to lockdowns derailed the conventional administration everywhere, the Telangana government is very much on the track deploying eOffice suite and is on its way to complete digital governance.

Manipur CM Biren launches e-Office file management system; state to go fully digital by 2021

By January 1, 2021, Manipur may become the first state in Northeast India to go fully digital going by the encouraging response from the departments, the chief minister said.

By IFP Bureau | Updated on: Sept. 9, 2020, 11:12 p.m.

Lockdown 5.0: Maharashtra issues guidelines for government officials, instructs to use e-office, online platforms for communication

The state government has issued guidelines to be followed in the government offices for staff, which includes mandatory thermal screening, use of sanitizers and social distancing, etc

ETGovernment · June 01, 2020, 18:41 IST

Media Coverage

Madhya Pradesh: Government reverts to e-office amid Covid-19 crisis

TNN | Apr 25, 2020, 10:20 IST

✉ 📄 A- A+



Representative Image

directorate would have not got infected if e-office had been in place. They would have worked from homes without coming in contact with each other instead of coming to office during the lockdown.

BHOPAL: After almost 100 health department employees, doctors and IAS officers were detected as coronavirus-positive, the Madhya Pradesh government has decided to reintroduce the e-office system.

In its April 7 edition, TOI had reported that government employees and officials in the health department and

All northeastern states to have e-office: Union minister Jitendra Singh



New Delhi, Jun 12 (PTI) Union minister Jitendra Singh said on Friday the e-office project, to be implemented in all northeastern states, will fulfil the vision of "minimum government, maximum governance" and boost transparency and citizen-centric delivery mechanism.

Addressing a webinar attended by chief ministers and information technology ministers of the northeastern region, Singh said computerisation of government work is a cardinal pillar of "Digital India" and 55 central government ministries have implemented the project.

He assured all technical and financial support for the project implementation from civil secretariat to the district level in all the states, according to a statement issued by the Personnel Ministry.

He said the e-office project will fulfil the vision of Prime Minister Narendra Modi of "minimum government, maximum governance" and will ensure ease of administration, and improve transparency and citizen-centric delivery mechanism.

e-Office set to make government services seamless



Dennis S. Jesudasan

CHENNAI, SEPTEMBER 26, 2019 00:08 IST
UPDATED: SEPTEMBER 26, 2019 00:08 IST

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All files will be processed electronically under the framework

With the aim of providing seamless and efficient services to citizens, the Tamil Nadu government has decided to implement the e-Office framework, developed by the National Informatics Centre (NIC), with immediate effect in all government Departments/PSUs/Boards/Agencies under its control.

KARNATAKA

E-offices keep things going as usual in some govt. departments



Sharath S. Srivatsa

BENGALURU , APRIL 02, 2020 23:09 IST
UPDATED: APRIL 03, 2020 07:16 IST

The paperless office concept has come in handy for several government departments in the time of COVID-19, when offices are without their full staff strength. The e-office platform, which currently has 330 offices on board, has ensured that work goes on with little interruption.

Media Coverage

Despite Lockdown RailTel completes 2nd phase of NIC e-Office implementation for Indian Railways

ANI | Updated: May 08, 2020 17:05 IST

New Delhi [India], May 8 (ANI): RailTel has successfully completed Phase 2 of implementing NIC e-office despite nationwide lockdown in the wake of COVID-19, wherein, it has enabled 17,981 users of 25 divisions offices with e-office platform, along with user trainings over video conferences.

RailTel started work of Phase 2 - 46 divisions with 31,637 users - in February with a target of completion by June 30. RailTel has completed the work 55 days before deadline, read a statement.

In two phases, RailTel has enabled 87,629 users across 105 establishments of Indian Railways (Zonal Head Quarters, Divisions, CTI, PUs, Workshops etc.) to handle all their manual file work remotely on digital platform, the statement added.

As many as 1,63,658 e-Files and 5,04,777 e-Receipts have been created, replacing the manual work mode by Railway officials. RailTel has also provided Virtual Private Network connections to Railway officials for enabling them to process the file works remotely. Due to availability of e-office, majority of file work in Railways can continue smoothly without physical presence in offices which is a boon in a time of crisis like this.

"NIC e-Office is a cloud-enabled software developed by National Informatics Centre (NIC) that is being deployed/hosted from RailTel Tier III UPTIME USA certified data centres at Secunderabad and Gurgaon. The aim of e-Office implementation is to provide reliable, efficient, and effective way to handle office files and documents. There is absolute transparency as anything once written on the file cannot be changed or undone. There is also a monitoring mechanism to check where the files are held up," the statement read.

लखनऊ / सीएम योगी का निर्देश, सरकारी दफ्तरों को ई-ऑफिस प्रणाली से जोड़ा जाए

By Agency | Updated Date Thu, Sep 3, 2020, 4:54 PM IST

लखनऊ : मुख्यमंत्री योगी आदित्यनाथ ने राज्य के सभी विभागों की कार्य संस्कृति को बेहतर बनाने पर जोर देते हुए बृहस्पतिवार को सरकारी दफ्तरों को समयबद्ध ढंग से ई-ऑफिस प्रणाली से जोड़ने के निर्देश दिए. सरकार के एक प्रवक्ता ने यहां बताया कि मुख्यमंत्री ने 'अनलॉक' व्यवस्था की समीक्षा करते हुए सभी विभागों की कार्य संस्कृति को बेहतर बनाने पर जोर दिया और कहा कि सरकारी कार्यालयों को समयबद्ध ढंग से ई-ऑफिस प्रणाली से जोड़ा जाए.

E-office operations: Haryana CM launches operations in 20 more departments, CMO

Manvir Saini | TNN | Aug 21, 2020, 20:54 IST

✉ 📄 A- A+



Haryana chief minister Manohar Lal Khattar (File photo)

CHANDIGARH: Haryana chief minister [Manohar Lal Khattar](#) on Friday gave the deadline of September 15 to make all the departments to have e-office operational.

CM was addressing those present on the occasion after he digitally launched e-Offices for switching over to electronic movement of files in 20 departments and 3

Corporations .

Media Coverage

CM inaugurates e-office system at Vikas Bhawan and Sadar Tehsil in Dehradun

TNN | Aug 15, 2020, 04:34 IST

✉ 🖨 A- A+



Dehradun: Uttarakhand chief minister Trivendra Singh Rawat inaugurated the e-office system at Vikas Bhawan and Sadar Tehsil on Friday. The facility has been designed with the objective to promote a paperless filing process at the government offices. The inauguration was done through video conferencing at the collectorate.

Nitika Khandelwal, chief development officer, said "The e-office system will expedite the working at the tehsil and bring partiality in day-to-day working. The e-office will enable people to check the status of their files online while the officials will be able to give the approvals online."

Assam: E-Office inaugurated in SP office, Dibrugarh

As explained by Sreejith T., Superintendent of Police, Dibrugarh, the office is completely digitized with various modern features.

June 1, 2020

🗨 1 minute read

All Arunachal Pradesh govt offices will function as e-offices from 2022: CM Pema Khandu

PTI | Jun 12, 2020, 19:42 IST

✉ 🖨 A- A+



Arunachal Pradesh CM Pema Khandu (ANI photo)

ITANAGAR: All Arunachal Pradesh government offices will function as e-Offices from 2022, chief minister Pema Khandu said here on Friday.

Joining an online workshop on e-Office for northeastern states here, Khandu said that the process for digitalization of governance in the state began in 2016 through a cabinet decision, which has been

appreciated by the people as transparency and accountability of the departments has been made possible.

MoRTH issues SOP to process publication of fee notifications through e-office

MoRTH issues SOP to process publication of fee notifications through e-office. A template for user fee notification under BOT and EPC projects ...

Jul 8, 2020

Punjab's digital push: State rolls out first e-Office facility in the country

The CM set a deadline for all directorates and other field level offices to upgrade to the eOffice system latest by January 1, 2020.



Published: 01st November 2019 08:21 PM | Last Updated: 01st November 2019 08:23 PM

🗨 A+ A-



Punjab CM Amarinder Singh launches the e-Office facility. (Photo | Twitter)



Electronic file system

USER ASSISTANT

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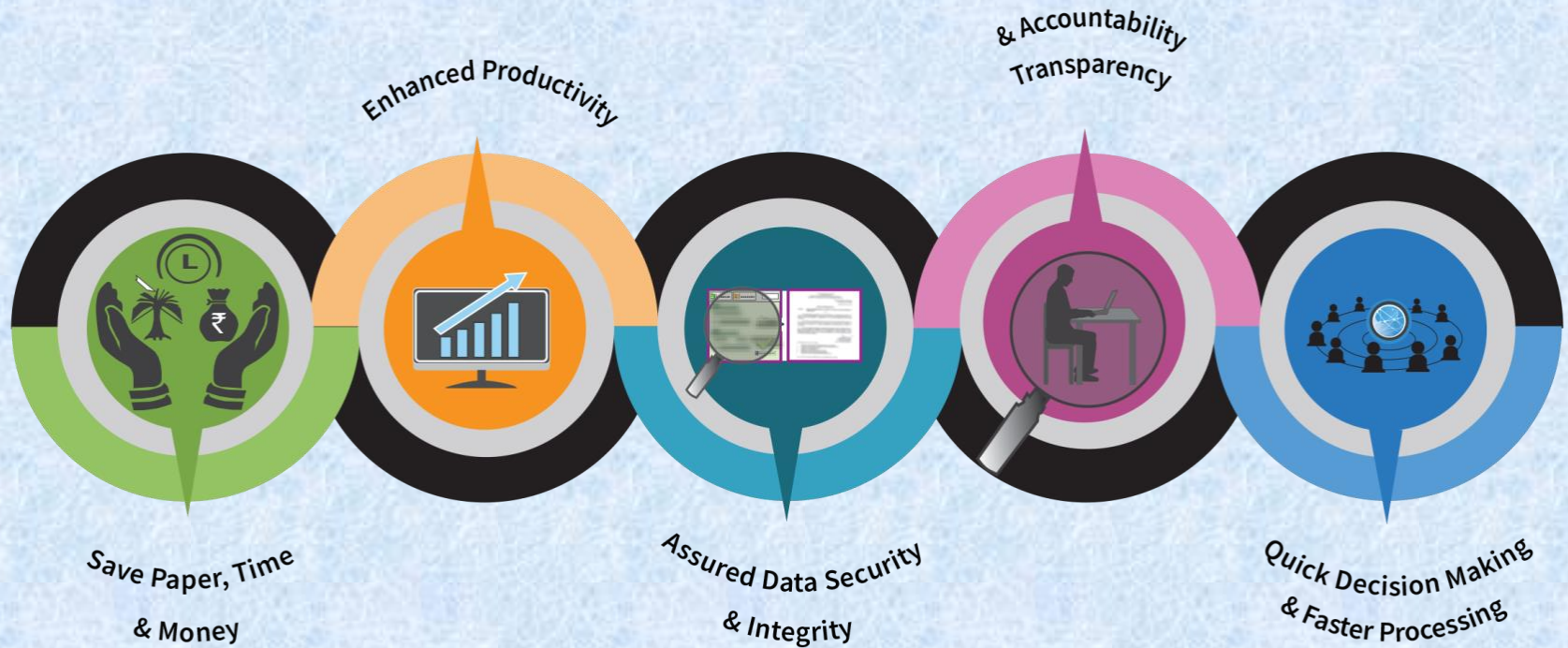
DAY-2

TRAINING

COFFIC

- Revision of Day 1
- File Process (L)
- File closing P
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