



# eOffice

# eOffice Product Suite

- ❖ Developed in consultation with DARPG as per guidelines laid down in Manual of Office Procedures as a single reusable product across all levels of government to enhance transparency, efficiency, accountability in office working
  
- ❖ Comprises of 7 Modules:-
  - **eFile** – for electronic tracking and movement of receipts, files and issues
  - **eLeave** - electronic management of all types of leaves granted to govt. employee
  - eServiceBook (**PIMS**) – Personnel Management Information System is a workflow-based system for maintaining the employee details as per provisions of service book
  - **SPARROW & IPR** – online ACRs and Immovable Property Returns
  - **eTour** - facilitates the efficient management of employee tour programs, from the time of applying for the tour to the final settlement of bills
  - **KMS** – document repository which can be easily viewed, shared and searched
  - **CAMS** – Service for scheduling appointments, meetings, events etc.
  
- ❖ Implemented in 75 Central Ministries and adopted by 26 State Governments (including 22 State Secretariats)
  
- ❖ Implemented by Ministry of Telecom. & Digital Infrastructure, Government of Sri Lanka

# EFILE FEATURES

- Registration of physical Daak (Diarization) and emails with automatic acknowledgement generation
- Address Book creation
- Attaching notes/remarks to receipts (with signature)
- Yellow and green notesheet options
- Notesheet flagging (referencing)
- Unicode compliance
- Digital signing using DSC tokens and eSign
- File tracking and monitoring of time-limit papers
- Inter-departmental eFile movement
- Powerful searching
- Email and SMS alerts on chosen files
- Delegation of rights
- Templates for issue letters
- Dispatch of letters physically or through email
- Digitization of physical files/records and integration with eFile
- Role-based MIS reports

- **Infra requirements**

- Computer system (2Ghz processor or above), 2 GB RAM or above, Ethernet card 100Mbps or above, Windows 7/Linux OS or above, MS Office, Internet Browser, Acrobat Reader and Antivirus
- Scanners (Heavy duty/Medium Duty/Light Duty) depending on volume of daak and records to be digitized. ADF scanners with speed of 30-50 ppm on both sides. Resolution adjustable between 100-600 dpi. Scanning should be possible in color & black and white modes

- **Network requirements**

- LAN connectivity to each user/desktop
- Multiple network links for fail-over
- Recommended Bandwidth is 5 Mbps(dedicated) for 25 users for smooth operation of eOffice (entire bandwidth utilization should not exceed beyond 60%)

- To facilitate project implementation scanned copy of “**Mantralayeen eOffice Karya Pranali Pustika – 2018**” shall also be made available

- eOffice related issues – Raise ticket at **servicedesk.nic.in**

PMU Landline(**0755-2512423**) email: **support-mpeoffice@nic.in**

## ○ eOffice Pre-requisites

- Constitution of eOffice implementation Committee – for monitoring and steering
- Collection of employee master data
- Creation of name-based Govt. email ids
- Capturing File heads data
- Carrying out infrastructure gap analysis (IGA)
- Hardware procurement ( based on IGAR)
- Weeding out outdated files
- Framing file digitisation & migration strategy(using scanning transition sheet)

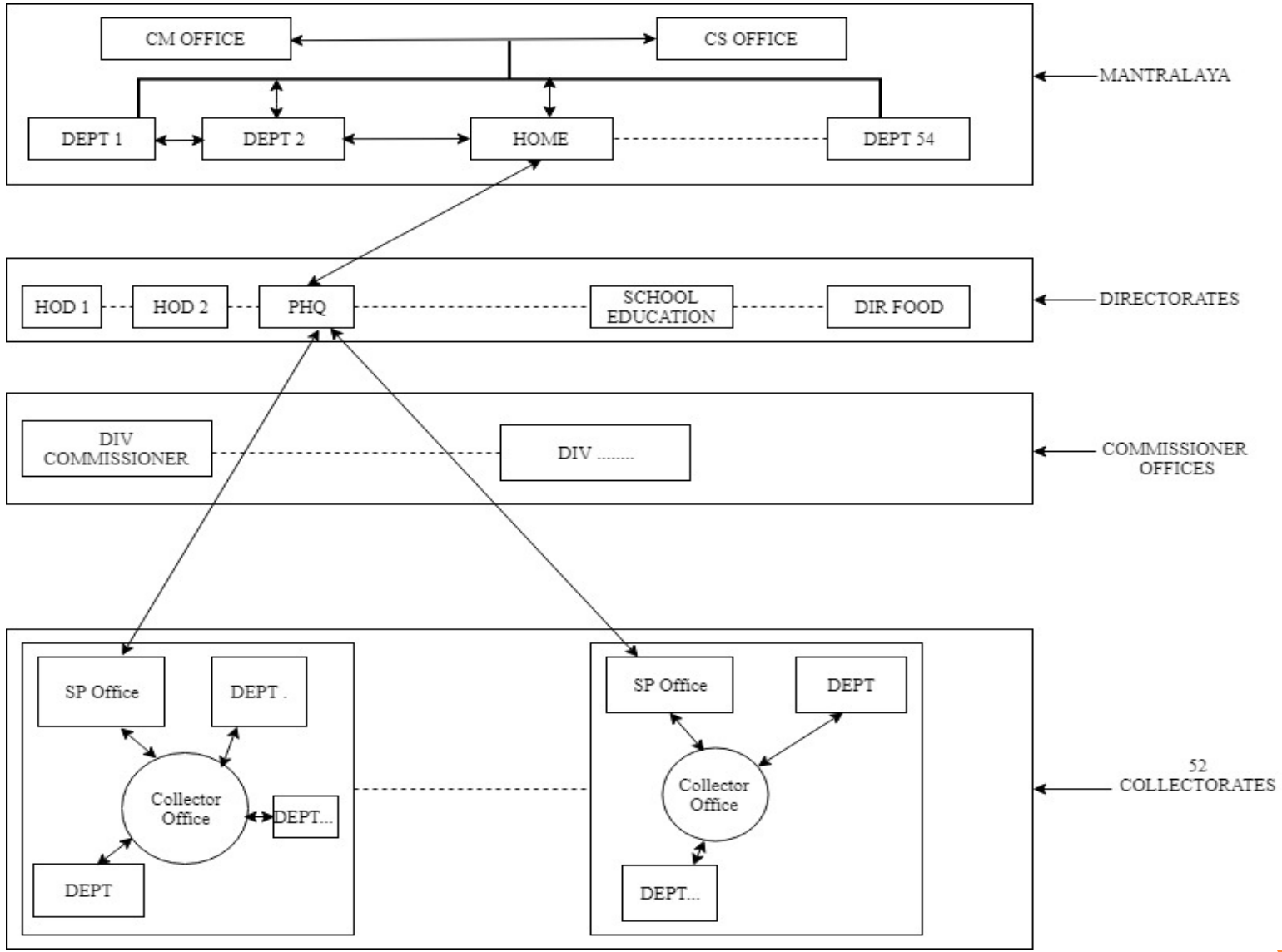
## ○ eOffice Help

- eOffice project basic info available at **eoffice.gov.in**
- eFile related forms and Hindi manuals available at **vallabh.mp.nic.in**
- Documentation in English accessible at **docs.eoffice.gov.in**
- Videos available at <http://vallabh.mp.nic.in/de6mon/login.aspx> for
  - Registration of inward/Daak, eFile creation
  - Creation of part file, Creation and approval of draft letters

## ○ eOffice Demo Site

- URL is <https://demo.mpeoffice.gov.in>

# EMPLOYEE MAPPING



- Scenario at districts - organogram (open for discussion)

**Check list for  
eFile pre-implementation activities (version 1.0 dated 26/07/2019) :-**

- 1) Formation of eOffice Project Implementation Committee(PIC) under the Chairmanship of Collector, 2-3 Members from prominent depts. and DIO as Member Secretary
- 2) Email account creation for all district employees based on up-to-date DA list available at vallabh.mp.nic.in
- 3) Email Account will be name based
- 4) Creating Department wise Email accounts through respective DA's with a copy to HOD NCD
- 5) email ids for contractual employees (Indicate in Form for creation without containers)
- 6) Employee Master Data Excel File
  - 6.1 Fill EMD+PIMS Master Sheet with mandatory fields like service department name, posting department name, section name, mobile number, service, designation, post and Reporting Officer of each employee. Mention Email ID, if it exists or later it will be required to be updated.
  - 6.2 Organisation Unit(OU) Master Sheet to be populated based on the number of Sections in a Department
- 7) Sample File Heads Mantralaya Excel file
  - 7.1 "standard file heads" are given in the **Sample\_File Heads Mantralaya.pdf**. Heads **not available in this pdf** need to be updated as per your District/Division/Department in File Heads Form Excel file
- 8) Capture IGR (Infrastructure Gap Report) data for each employee of each section of the department as per the provided **Infra Gap Template Excel file**
- 9) Analysis of infra gap based on IGR data and recommended eOffice requirements
- 10) Get Formats mentioned at **serial no 6.1 ,6.2, 7.1 and 8** filled by each department, covering every employee
- 11) Data gathered at **serial no 6.1 ,6.2, 7.1 and 8** to be entered in English language only. Software will be provided for that purpose.
- 12) Communicate use of DSC/eSign on eFiles in special case as mentioned in "Mantralayeen Pustika"
- 13) Weeding out unused and outdated files after approval by PIC
- 14) Segregation of physical files based on priority (**Low/Medium/High**)
- 15) Fixation of responsibility of File Custodian/owner for scanning/digitisation of files
- 16) Ensure participation of eOffice Master Trainers in capacity building trainings scheduled on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> July 2019
- 17) **eFile training calendar preparation** in the District under intimation to NICMPSC
- 18) Schedule for training (with hands-on sessions) to be finalized based on available training infra in districts