

eOffice Guidelines and procedures to be followed

- 1. eOffice is for internal movement of files and external movement also.**
- 2. All employees who are putting up files should be on eOffice.**
- 3. Every eOffice user should have DSC key**
- 4. Every file should be digitally signed using DSC Key while sending files.**
- 5. It is noticed that some officers are directly sending eFile to District Collector without following proper procedure and DOM (District Office Manual).**
- 6. Every Transfer / Retirement / change of seat should be immediately incorporated in eOffice application. It is the responsibility of NODAL OFFICER/Local Admin of concerned Dept.**
- 7. Dept Local Admin/Nodal Officer has to collect and upload CTC/Joining Report along with transfer order in order to create new user and block the old user in eoffice. SOP for transfer/retirement/change of seat has to be followed.**
- 8. Department Master Trainers should train all employees of the department concerned and uploading of all internal files to eOffice immediately. Day-to-day status has to be updated in Google spreadsheet link provided. (Physical files should be scanned in two parts - 1. NOTE 2. Current in pdf format and upload using BROWSE & DIARIZE and attach to NEW eFile created/existing efile by mentioning proper entry in NOTEFILE- follow procedure guide)**

- 9. Some officers are sending NOTE-FILE without current or references mentioned. If anyone send like this, it will be treated as violation of DOM procedure and necessary action should be initiated on such officers.**
- 10. Some officers are handing over their DSC keys to operators to send eFiles. Please note that it should attract violation as per IPC and cyber Law.**
- 11. If DSC key is missed or stolen, immediately lodge FIR, block the key in DSC key website, and apply for new DSC key as per procedure.**
- 12. DSC key is not transferable as it is issued on your name, but same DSC key can be used, even if you transfer to new office.**
- 13. Every current/Tappal should be scanned and uploaded to eOffice without fail.**
- 14. eOffice required software/Help Documents/SOP etc are available in District website link: <https://jagtial.telangana.gov.in/eoffice/>**
- 15. Please follow guidelines for making document (NOTE or DFA) given under GUIDELINES FOR MAKING DOCUMENT in District website link given in point (10) above.**
- 16. All GOs/Circulars etc., can be uploaded to NOTICE BOARD using KNOWLEDGE MANAGEMENT SYSTEM (KMS) option.**