

E-OFFICE TRAINING

E-office training objectives

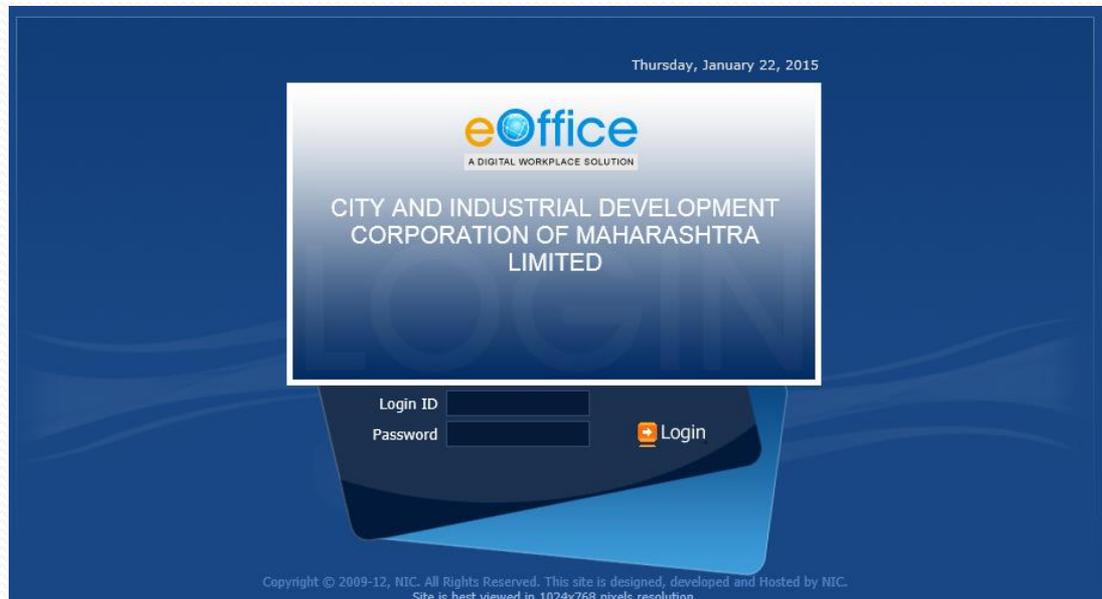
- Creation of receipt of DO letter .
- Sending receipt to concerned officer.
- Forwarding of receipt by concerned officer along with comments to the next level as required.
- Closing the receipt after decision taken on receipt by concerned authority/officer.
- Taking reports of receipt movements and receipt status.

IMPORTANT POINTS TO NOTE

- **E-OFFICE** application is best supported in **“Mozilla Firefox”** browser.
- The DO letter needs to be scanned & should be available in PDF format but not exceeding size of 20 MB

Login to eOffice

- Go to url : eoffice.cidco.gov.in. Below screen will appear



Please provide credentials to log in.

User ID: eoffice (Emp ID)

Pwd : eoffice. (Machine PWD)

After log in below screen will appeared. Select option **“File Management System” (FMS)**

The screenshot displays the eoffice portal interface. At the top left is the eoffice logo with the tagline "A DIGITAL WORKPLACE SOLUTION". To the right is a search bar with the text "Search... (Minimum three characters are required)" and a magnifying glass icon, followed by a link for "Advanced Search". Below this is a blue navigation bar with icons and labels for "Home", "Directory", "Whom to Contact", "Employee Services", "Divisions", "Quick Links", and "eTalk Desktop Installer".

The main content area is divided into three columns. The left column contains a sidebar menu with the following sections:

- MY SPACE**: Dashboard, Messages (with a red notification badge), Shared Documents, Alerts (with a red notification badge).
- FILE & DOCUMENT SERVICES**: **File Management System** (highlighted with a red box), Knowledge Management System.
- HR SERVICES**: Employee Master Details, Application Management System.
- EOFFICE SERVICES**: Reference Data.

The middle column features a "Notice Board" header and a large empty space. At the bottom of this column is a "Quote of the Week" box containing the text: "The thing that is really hard, and really amazing, is giving up on being perfect and beginning the work of becoming yourself" by -Anna Quindlen.

The right column contains several utility links:

- आज का शब्द** (Today's Word)
- Aerial Photo-हवाई फोटो
- HELP ME TO**: Download Manuals, Apply for MHA ID Card.
- DOWNLOAD FORMS**
- EMPLOYEE CORNER**: Birthday Wishes, Superannuation, Joined Today.



CREATION OF RECEIPTS

- Receipts (+)
- Files (+)
- Dispatch (+)
- Dispatch (+)
- DSC (+)
- Reports (+)
- Settings (+)
- Notification (+)
- Ext Department (+)

Date Range : 29/11/2011 To 22/01/2015

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

<input type="checkbox"/>	Computer No	Receipt No.	Subject
<input type="checkbox"/>	E 55092	55092/2015/CIDCO	 afdddfdd
<input type="checkbox"/>	E 55079	55079(2)/2015/CIDCO	 additional lease line

To create receipt click on option “Browse & Diarise”.



eOffice Administrator eOfficeADMIN

eFile electronic file system

Search Advanced | Dashboard | Help

Date Range : 12/11/2013 To 05/01/2017

Receipts

► Browse & Diarise

► Inbox (1)

► Email Diarisation

► Created

► Sent

► Closed

→ By Me

► Acknowledgement

→ Created

→ Sent

► Initiated Action

Files

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 18984	18984/2016/CIDCO	consultancy services for third party quality audit	Vidya Tambave	SHYLA ANDREWS,DC	22/12/16 11:59	-	
	E 998	998(3)/2015/CS	SUDHARIT HAJERI PATRAK	CS	VIJIN VAMANAN,PERS-RCT	29/01/16 04:24	-	

- Once click on “**Browse & Diarise**” following screen will appear.
- Click on “**Upload File**” to upload the scan PDF file to generate receipt.
- After uploading fill the required Details to keep track of the receipt.
- All the filed marked in red are mandatory to fill.
 - **CLASSIFIED** Field will define the importance of receipt.
 - **DELIVERY MODE** will define the arrival procedure of document.
 - **LETTER REF. NO** will be reference number given to letter.
 - **FILE NO** will define if the letter is in relevance with any existing file.
 - **TYPE** will define the type of received letter.
 - **LETTER DATE** will be the date written on the document.
 - **RECEIVED DATE** will be the date on which you received the document.
 - **VIP / VIP NAME** will define if document is arrived from any ministry then need to fill the details of the sender.
 - **CONTACT DETAILS** are optional
 - In **CATEGORY & SUBJECT. MAIN CATEGORY** defines the concern department to whom the document(s) is need to forward for further action.
 - **SUBJECT** will define the subject of the receipt for the reference for further movements.
 - **CUSTOMIZE ACKNOWLEDGEMENT** will provide the acknowledgement of the received document.
 - **GENERATE** option will only generate the receipt and will stored the receipt.
 - **GENERATE & SEND** option will generate the receipt & will send the receipt to the concern person.

- Receipts
- ▶ Scan & Diarise
- ▶ Browse & Diarise
- ▶ Inbox
- ▶ Email Diarisation
- ▶ Created
- ▶ Sent
- ▶ Closed
- ▶ Acknowledgement
 - Created
 - Sent
- ▶ Recycle Bin
- Files
- Dispatch
- Dispatch
- DSC

Upload(Only PDF upto 20 MB)



Diary Details

Classified	Choose one	Language	English
Delivery Mode*	By Hand	Letter Ref. No	<input type="text"/>
Mode Number	<input type="text"/>	File Number	<input type="text"/>
Type	Letter	Letter Date	<input type="text"/> 17
Received Date	22/01/2015	Diary Date	22/01/2015
VIP	Choose one	Dealing Hands	Choose One
VIP Name	Choose one		

Contact Details Add to Address Book

Ministry	Choose one		
Department	Choose one		
Name	<input type="text"/>	Designation	<input type="text"/>
Organization	<input type="text"/>		
Address 1	<input type="text"/>		

Mobile	<input type="text"/>	Landline	<input type="text"/>
Email	<input type="text"/>		

Category & Subject

Main Category	Choose one
Sub Category	Choose One
Subject	<input type="text"/>
Enclosures	<input type="text"/>

Customize Acknowledgement

Once receipt is generated to send the receipt to concern Department/Person click on “CREATED” option available at side panel.

Below screen will appear after clicking on created. The generated receipts list will be displayed in right side panel.

Select our created receipt to forward to concern department



Date Range : 29/11/2011 To 22/01/2015

Send | Put in a File | View | Copy | Dispatch | Generate Acknowledgement | Hierarchical View | My Receipts

<input type="checkbox"/>	Computer No	Receipt No.	Subject	Subject Category	Created On	
<input type="checkbox"/>	E 55139	55139/2015/CIDCO	Admission Procedure of MBA	Data Center	22/01/15 06:24	X
<input type="checkbox"/>	VIP E 55138	55138/2015/CIDCO	-	Personnel	22/01/15 05:26	X
<input type="checkbox"/>	E 55127	55127/2015/CIDCO	training	Administration	22/01/15 03:36	X
<input type="checkbox"/>	E 55119	55119/2015/CIDCO	-	-	22/01/15 03:34	X
<input type="checkbox"/>	E 55116	55116/2015/CIDCO	-	-	22/01/15 03:33	X
<input type="checkbox"/>	E 55115	55115/2015/CIDCO	-	-	22/01/15 03:33	X

After selecting generated receipt below screen will appear then click on Send button.

Send Copy Dispatch Details Movements Edit

Upload(Only PDF upto 20 MB)

Upload File

Diary Details

Classified	Normal	▼
Delivery Mode*	Email	▼
Mode Number		
Type	Letter	▼
Received Date	22/01/2015	17
VIP	Choose one	▼
VIP Name	Choose one	

Contact Details

Minister

When click on send below screen will appear. IT will display receipt number and subject of receipt.

Provide name of concern person in **“TO”**. **Plz note** in **“TO”** we can give only one name. If the receipts needs to send multiple persons/ Departments then their names need to add in **“CC”** provided just below **“TO”**

Provide the action required on the receipt by the receiver & also define priority of the receipt in **“ACTION”** & **“PRIORITY”**.

The screenshot shows the 'Send' interface of the eFile system. The interface includes a sidebar with navigation options like 'Receipts', 'Files', 'Dispatch', 'DSC', 'Reports', and 'Settings'. The main area is titled 'Send' and contains the following fields:

- Receipt Number:** A field containing '55139/2015/CIDCO' with a folder icon and a plus sign.
- Subject:** A field containing 'Admission Procedure of MBA'.
- To:** A text input field containing 'HIMANSHU SHEKHAR--PCA(I)--DC'.
- CC:** A text input field with a placeholder '(Use semicolon(;) to separate recipients.)'.
- Set Due Date:** A date picker field showing '17'.
- Action:** A dropdown menu with 'Pl. Discuss' selected.
- Priority:** A dropdown menu with 'Ordinary' selected.
- Remarks:** A large text area for additional notes.
- Send:** A button to submit the receipt.

Red boxes highlight the Receipt Number, Subject, To, Action, Priority, and Send button fields.

To check the sent receipt click on **“SENT”** option on left side panel. In right side panel list of sent receipts will be displayed

Date Range : 29/11/2011 To 22/01/2015

Send | View | Copy | Generate Acknowledgement

- Receipts
- Scan & Diarise
- Browse & Diarise
- Inbox (1)
- Email Diarisation
- Created
- Sent**
- Closed

<input type="checkbox"/>	Computer No	Receipt No.	Subject	Sender	Sent to	Sent On	Due On	
<input type="checkbox"/>	E 55139	55139/2015/CIDCO	Admission Procedure of MBA	-	HIMANSHU SHEKHAR,DC	22/01/15 06:46	-	
<input type="checkbox"/>	E 55136	55136(2)/2015/CIDCO	training session	-	R.B. TAKALE,Personnel	22/01/15 03:59	-	
<input type="checkbox"/>	E 55136	55136(1)/2015/CIDCO	training session	-	AJAY MAWLIKAR,DC	22/01/15 03:59	-	
<input type="checkbox"/>	E 55130	55130(3)/2015/CIDCO	time pass note	-	T.L. PARAB,Personnel	22/01/15 03:54	22/01/15	
<input type="checkbox"/>	E 55130	55130(2)/2015/CIDCO	time pass note	-	R.B. TAKALE,Personnel	22/01/15 03:53	22/01/15	

To check the status of the sent receipts. Click on the receipts available in sent list below screen will appear and will get to see **"MOVEMENT DETAILS"** which will show the action taken on the receipt.

The screenshot displays the eFile electronic file system interface. At the top, there is a search bar and navigation links for 'Advanced' and 'Help'. The main content area is divided into several sections:

- Receipts** (left sidebar): A list of categories including Scan & Diarise, Browse & Diarise, Inbox (1), Email Diarisation, Created, Sent, Closed, Acknowledgement, and Recycle Bin.
- Receipt Details** (right panel): A form showing the following information:
 - Receipt No : 55139/2015/CIDCO
 - File No :
 - From :
 - Designation :
 - Main Category : Data Center
 - Sub Category :
 - Address :
 - Sent Date : 22/01/15 06:46 PM
 - Letter Ref. No :
 - Letter Date : 1/20/15
 - Subject : Admission Procedure of MBA
 - Enclosures : -
- Movement Details** (right panel, highlighted with a red border): A table showing the following data:

Sent By	Sent On	Sent To	Action	Remarks	Read On
eOffice Administrator,CIDCO	22/01/15 06:46	HIMANSHU SHEKHAR,DC	Pl. Discuss	-	22/01/15 06:46

The application provide additional feature called as **"PULL BACK"**, which will allow us to revert our sent mail in case if the receipt is incomplete or if sent to wrong recipient.

We can also see is the sent receipt is read by the recipient by the icon shown in red box . Same icon is used for pull back function.

Once the Receipt is pulled back the receipt will be available in **"INBOX"**

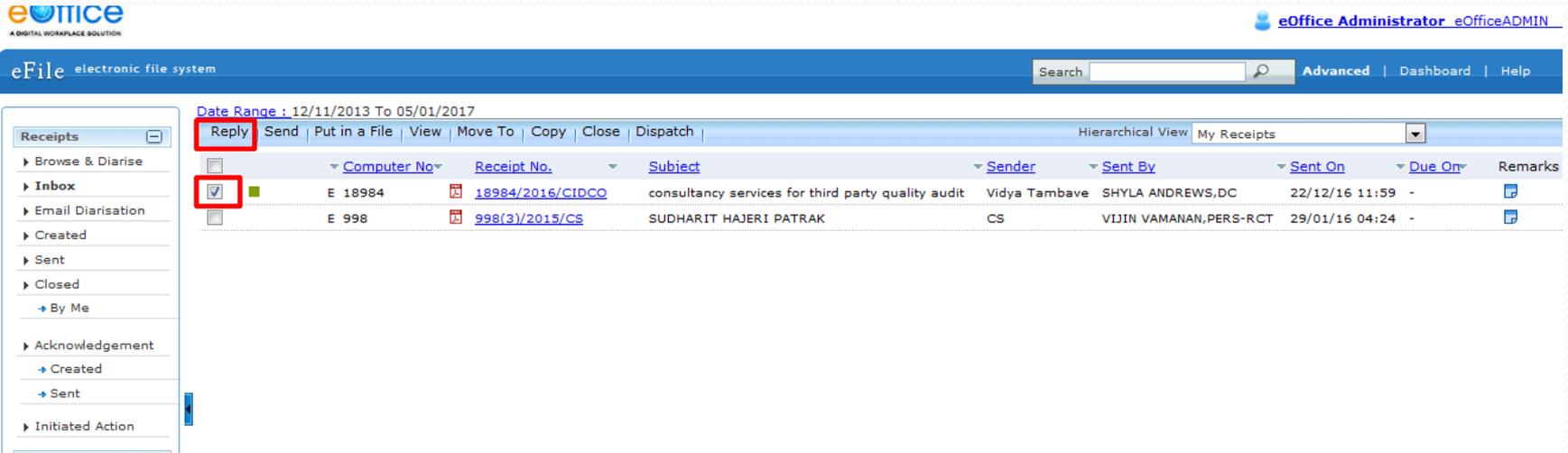
Date Range : 29/11/2011 To 22/01/2015

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Computer No	Receipt No.	Subject	Sender	Sent to	Sent On	Due On		
<input type="checkbox"/>	E 55139	55139/2015/CIDCO	Admission Procedure of MBA	-	HIMANSHU SHEKHAR,DC	22/01/15 06:46	-		

Date Range : 29/11/2011 To 22/01/2015

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Computer No	Receipt No.	Subject	Sender	Sent to	Sent On	Due On		
<input type="checkbox"/>	E 55139	55139/2015/CIDCO	Admission Procedure of MBA	-	HIMANSHU SHEKHAR,DC	22/01/15 06:46	-		
<input type="checkbox"/>	E 55136	55136(2)/2015/CIDCO	training session	-	R.B. TAKALE,Personnel	22/01/15 03:59	-		
<input type="checkbox"/>	E 55136	55136(1)/2015/CIDCO	training session	-	AJAY MAWLIKAR,DC	22/01/15 03:59	-		
<input type="checkbox"/>	E 55130	55130(3)/2015/CIDCO	time pass note	-	T.L. PARAB,Personnel	22/01/15 03:54	22/01/15		

Once the receipt is received in Inbox the concerned officer has to select it and click Reply button



The screenshot displays the eOffice Administrator interface. The top navigation bar includes the eOffice logo, the text "eOffice Administrator eOfficeADMIN", and the "eFile electronic file system" header. A search bar and navigation links for "Advanced", "Dashboard", and "Help" are also present. The main content area shows a "Receipts" folder selected in the left sidebar. The "Inbox" folder is expanded, displaying a list of receipts. The first receipt is selected, and the "Reply" button is highlighted in red. The receipt details are as follows:

Computer No.	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 18984	18984/2016/CIDCO	consultancy services for third party quality audit	Vidya Tambave	SHYLA ANDREWS,DC	22/12/16 11:59	-	
E 998	998(3)/2015/CS	SUDHARIT HAJERI PATRAK	CS	VIJIN VAMANAN,PERS-RCT	29/01/16 04:24	-	

Select the person to whom the receipt is to be forwarded.
Enter comments in Remarks textbox and click Send button

The screenshot shows a web interface for sending a receipt. On the left is a sidebar with navigation options: Receipts (with a minus icon), Browse & Diarise, Inbox, Email Diarisation, Created, Sent, Closed, By Me, Acknowledgement, Created, Sent, and Initiated Action. Below these are buttons for Files, Migrate File, Dispatch, DSC, Reports, Settings, Notification, and Ext Department, each with a plus icon.

The main 'Send' form has a header 'Send' and a table with 'Receipt Number' 18984/2016/CIDCO. The 'Organization' is 'City and Industrial Development Corporation of Maharashtra (CIDCO)'. The 'To' field contains 'SHYLA ANDREWS--SM(DATA CENTER)--DC' and is highlighted with a red box. The 'Cc' field is empty. Below it is a note: '(Use semicolon(;) to separate recipients.) Note : CC copies are non-editable (both pdf and metadata). Any change in the Main receipt will be reflected in the CC copies, till the time not put inside the file'. The 'Set Due Date' is 17. The 'Action' is 'Forward' and 'Priority' is 'Immediate'. The 'Remarks' field is empty and highlighted with a red box. Below it is a 'Send' button, also highlighted with a red box. A character count shows 'Total 1000 | 1000 characters left.'

To close a receipt -> Select that receipt (1st)->
Click on close option(2nd) -> Pop-up window will appear->
Write the remarks -> Click on “Ok”(3rd).

The screenshot displays the eOffice application interface. The main content area shows a table of receipts with columns for Receipt No., Subject, Sender, Sent By, Sent On, and Due On. The second row is selected, and its checkbox is checked. A red arrow labeled "1st Step" points to this checkbox. The "Close" button in the toolbar is highlighted with a red box and labeled "2nd Step". A "Closing confirmation" dialog box is open, showing a text input field with "Action completed" and "Remarks" label. The "OK" button in the dialog is highlighted with a red box and labeled "3rd Step".

Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Quick Action
2133/21/2012/eGov	wrt	nty	Ajay Sawhney	21/06/12 04:42	-	[Icons]
2140/12/2012/JS(eGov)	dd	dd	Ajay Sawhney	21/06/12 03:12	-	[Icons]
2140/2012/JS(eGov)	dd	dd	Ajay Sawhney	21/06/12 02:32	-	[Icons]
2133/11/2012/eGov	wrt	nty	Neelam	21/06/12 01:42	-	[Icons]
2117/2012/NeGO	sa	sa	VL Kantha Rao	21/06/12 01:18	-	[Icons]

To view the report Click on option Reports
Select the desired option from the Receipt column

File	Receipt	Miscellaneous	Dispatch
Files Register	Diary Register	Pendency (File/Receipt)	Dispatch Report (Receipt No. Wise)
Files Forwarded	Receipts Forwarded	Files Forwarded (Month Wise)	
Files Received	Receipts Received		
Closed Files	Closed Receipts		

Receipts +

Files +

Migrate File +

Dispatch +

DSC +

Reports +

Settings +

Notification +

Ext Department +

Enter the date ranges (From and to)

Click Submit button at bottom

The report will be available in PDF format and can be saved in desired location



- Receipts (+)
- Files (+)
- Migrate File (+)
- Dispatch (+)
- DSC (+)
- Reports (+)
- Settings (+)
- Notification (+)
- Ext Department (+)

Receipt Diary Report

View Report	Individual ▾	Type	Receipt ▾
Date :	Date Range ▾	Nature	Both ▾
From*	01/01/2016 	To*	05/01/2017 
Subject :	<input type="text"/>		
Main Category	Choose one ▾	Sub Category	Choose one ▾
CorrespondenceType:	Choose one ▾	Delivery Mode	Choose one ▾
Country	Choose one ▾	State	Choose one ▾
Organization	<input type="text"/>		
Ministry	Choose one ▾	Department	Choose one ▾
VIP	All VIP/Non VIP ▾	Language:	Choose one ▾

Example of report



CIDCO
Receipt Diary Report
(01/01/2015 to 03/01/2017)

S.No.	Receipt No.	Created Date	Created By	Letter No.	Letter Date	Letter Type	Subject	Sender Details	Sent To	Remarks	Currently with
Section : City and Industrial Development Corporation of Maharashtra (CIDCO)											
1	E 19038/2016/CIDCO	26/12/2016 12.33 PM	eOffice Administrator (City and Industrial Development Corporation of Maharashtra (CIDCO))		07/12/2016	Letter	Data Center, testing	Shaila Andrew system manager [CIDCO BHAVAN]	RUSHIKESH PAWAR (O/o JMD)		RUSHIKESH PAWAR (O/o JMD)
2	E 18984/2016/CIDCO	22/12/2016 11.54 AM	eOffice Administrator (City and Industrial Development Corporation of Maharashtra (CIDCO))	10	02/12/2016	Letter	Engineering, consultancy services for third party quality audit	Vidya Tambave PM [2ND FLOOR CIDCO BHAVAN]	SHYLA ANDREWS (DC)		eOffice Administrator (City and Industrial Development Corporation of Maharashtra (CIDCO))
3	E 18983/2016/CIDCO	22/12/2016 11.10 AM	eOffice Administrator (City and Industrial Development Corporation of Maharashtra (CIDCO))		12/12/2016	Document	Personnel, Circular	Vidya Tambave PM [CBD-Belapur]	SHYLA ANDREWS (DC)		SHYLA ANDREWS (DC)

THANK YOU!!!

