eOffice @ Indian Railways

"Digitization @ eOffice"

Digitization @ eOffice

Digitisation Procedure :

a)   Select the physical file to be digitized.

b)   Identify all the documents that are available in the file.

c)   From the bottom of the file scan each document (one or more pages)

d)   Diarize the scanned document with all meta data and generate the eReceipt.

e)   Open the generated eReceipt and put it in a file.
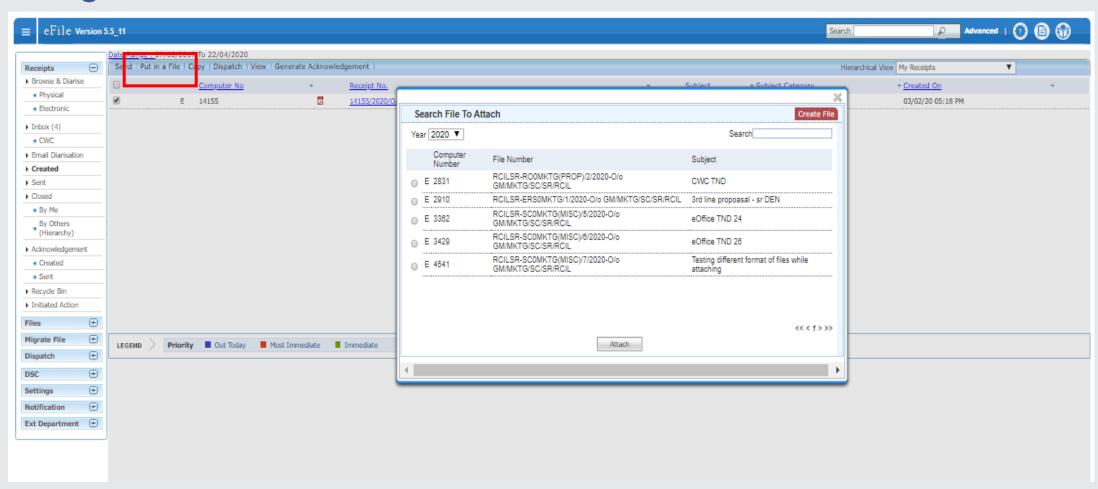
Digitization @ eOffice

Digitisation Procedure :

f) When the document is attempted to put in a file the user will be prompted with an option to create a new file.

g) Select create a new file option and proceed.

**h) In order to maintain continuity of old file, In the description space which is available below the file head row, enter the old file number and naming description as it is.**

**With the above steps new file is being created, which is also maintaining the old file naming system as it is to facilitate easy search at a later time and the first eReceipt that was created as above gets attached in the file with automatic page numbers allotted by the eOffice.**

Digitisation @ eOffice
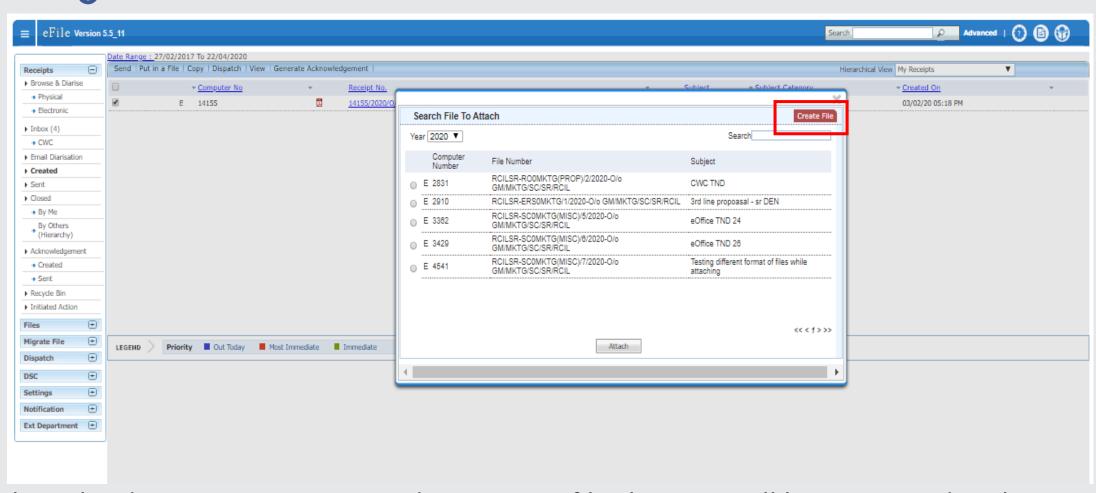
Digitisation Procedure :

- Open the generated eReceipt and put it in a file.

Digitization @ eOffice

Digitisation Procedure :

- When the document is attempted to put in a file the user will be prompted with an option to create a new file.

Digitization @ eOffice

Digitization Procedure :

i) After (h), enter a detailed noting on Green note side of the file, the document details with new page numbers and old physical file page numbers.

j)Scan the next document from the physical file and diarize it with all metadata and generate eReceipt.

k) open the generated eReceipt and select "put in file" option.

This time in addition to create new file option we will also see the already created file in the file listing.

Select the previously created file and click on attach, then the second eReceipt gets attached to the previously created file with the automatic page numbers allotted by the eOffice.
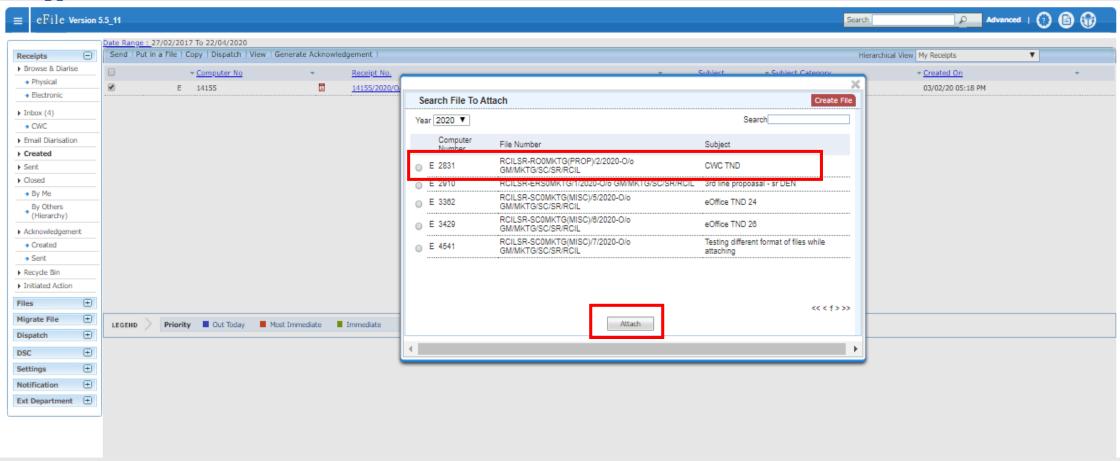
l) Repeat (i)

Repeat the points (j), (k) and (l) for all the reaming receipts of the physical file. This completes the process of Digitization of filing side of the physical file.

Digitization @ eOffice

Digitisation Procedure :

- Select the previously created file and click on attach, then the second eReceipt gets attached to the previously created file with the automatic page numbers allotted by the eOffice.

Digitization @ eOffice

Digitisation Procedure :

k) Scan all the noting sheets of the physical file and attach the generated noting's pdf to the newly created eFile noting side.
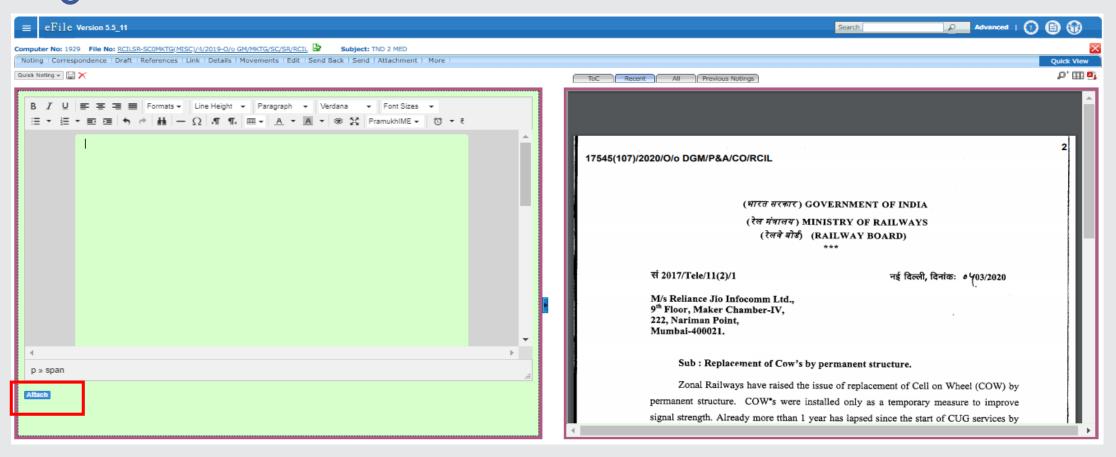
Once the digitization of physical old file is completed and secure the physical files in to store room, as per Railway Board File preservation policy and continue working with the newly created eFile henceforth on eOffice platform

This completes the Digitization and Uploading of existing physical files in to eOffice platform.

Digitization @ eOffice

Digitisation Procedure :

- Scan all the noting sheets of the physical file and attach the generated noting's pdf to the newly created eFile noting side.

Digitization @ eOffice

Advantages of Digitization on eOffice :

a) Retrieving of each document will be very easy.

b) One can maintain the continuity of old physical file naming description.

c) Secure storage of all digitized file in a central server with redundant backups

d) Tracking of all the closed/running files will be very easy.

e) Opening of the old closed files can be done very quickly if needed.

f) No additional resources are required such as separate servers/software/memory devices etc

g) Being eOffice is the proprietary product of India (NIC) it is extremely safe, Stable and secure

THANK YOU

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