eOffice @ Indian Railways

Email Dairization

Email Dairization @ eOffice

- Go to Portal page and the click NIC Mail Tab/Icon as shown below

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- Login Page appears. enter the credentials and click "Sign In" button as shown below

- Select "email.gov.in"

Email Dairization @ eOffice

• Inbox Screen appears, open the mail required for the diarization and "Move to eFile" button as shown.

Email Dairization @ eOffice

- Inbox Screen appears, open the mail required for the diarization and "Move to eFile" button as shown.
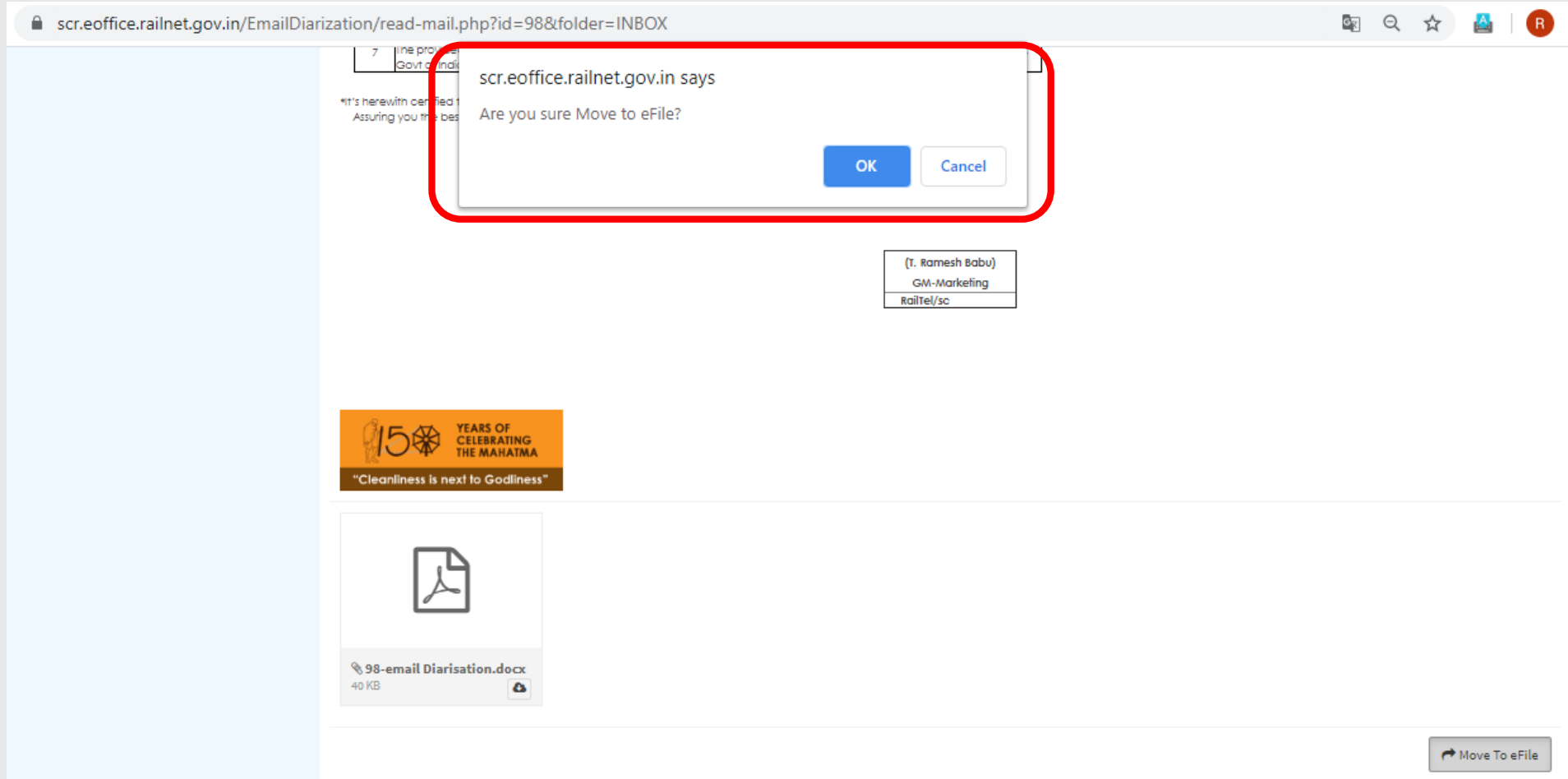
Email Dairization @ eOffice

- A confirmation Window appears as shown

- Click "OK" button, a message is displayed "Successfully moved to eFile" as shown below

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- After Click "OK" button, a message is displayed "Successfully moved to eFile" as shown below

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• Now go to File Management System (click user name→ Home button →File Management link) and click Email Dairization link under Receipt Module, As shown.

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- Now click Subject link of the mail as shown

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• The Mapping page appears, select the mail body of and attachment from the Mail Body & Attachments window and move it towards Select Attachments to Merge window and click "Dairy" button as shown

Email Dairization @ eOffice

• The Mapping page appears, select the mail body of and attachment from the Mail Body & Attachments window and move it towards Select Attachments to Merge window and click "Dairy" button as shown

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- The Dairy Screen will appear with pre-filled scanned document and subject, as shown

- Dairise the Moved NIC mail and Click the "Generate" button or "Generate & Send"

- The receipt get generated

THANK YOU

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