GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD
C&IS DIRECTORATE

eOffice
Quick Start Guide

Click Functionality or Scroll down

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2. RECEIPTS

2.1 HANDLING OF RECEIVED RECEIPTS

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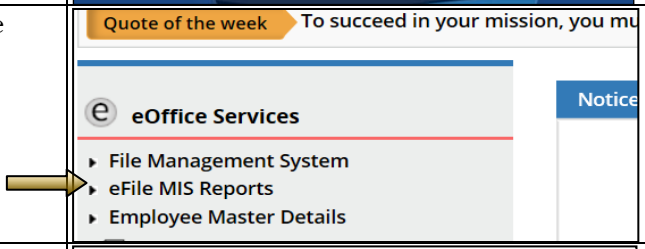
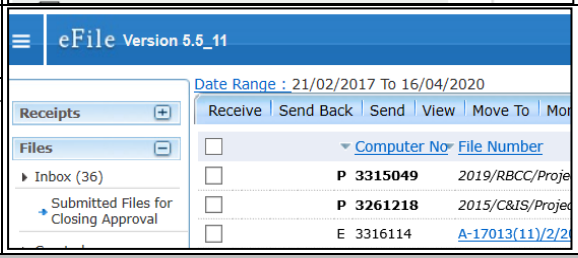
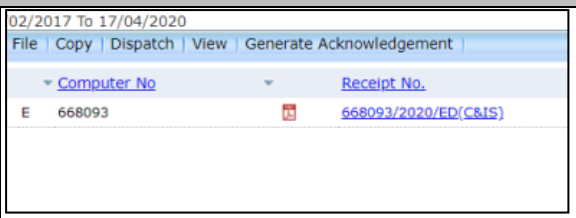
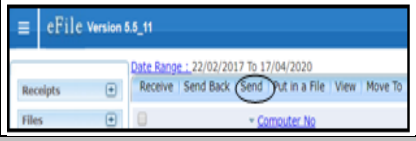
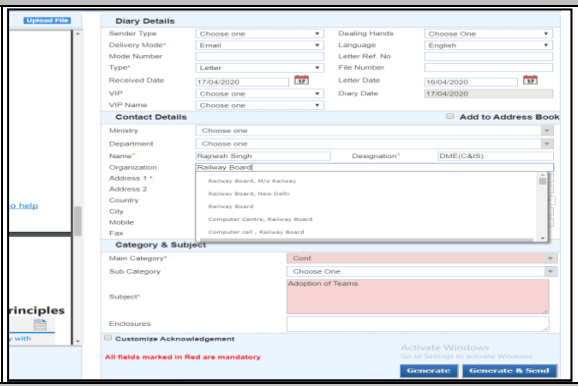
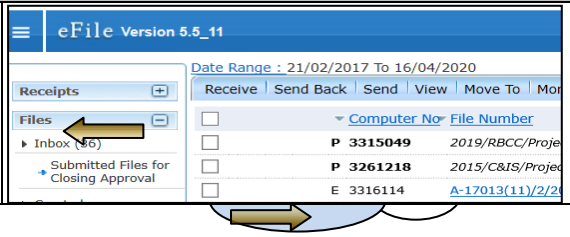
S No.	Functionality	Corresponding Screens
1.	**E-OFFICE LOGIN**	Back to Index
1.1	Website : **eOffice.railnet.gov.in**	
1.2	Login ID : First Part of NIC email ID Password : same as for NIC mail	
1.3	Click "**File Management System**" Tab of the e-Office Services	
1.4	**Receipts** – This functionality is for handling "e-Receipts" viz. Creating, Receiving, Diarising, Transmitting etc.	
1.5	**Files** - This functionality is for handling "e-Files" viz. Creating, Receiving, Transmitting etc.	
2.	**RECEIPTS**	Back to Index
2.1	**HANDLING OF RECEIVED RECEIPTS**	
	Read - Click Receipts and then the Receipt No. Link **Send** – Click Send and select name/designation from the drop down list **Dispatch** – sending a correspondence/letter on the receipt through email.	 
2.2	**CREATING RECEIPTS**	Back to Index
	➢ Click Browse and Diarise ➢ Upload PDF scan/doc ➢ Fill Diary Details ➢ * Red ones are mandatory in ○ Diary Details ○ Contact Details ○ Category & Subject ➢ After creation, the receipt can be put in file or sent.	
3.	**FILES**	Back to Index
3.1	**GENERAL INFORMATION**	
	➢ Click Inbox ➢ E-file is displayed as "E" with Computer Number. ➢ The file no has link to open the file.	

3.2 HANDLING RECEIVED FILES

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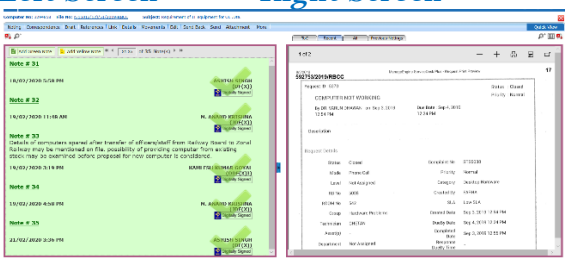
3.2.1 READING FILES

File : Two Screens will be displayed –

- Left Side Green Screen - Noting Side
- Right Side White Screen - Correspondence Side

Left Screen *Right Screen*



3.2.2 NOTING

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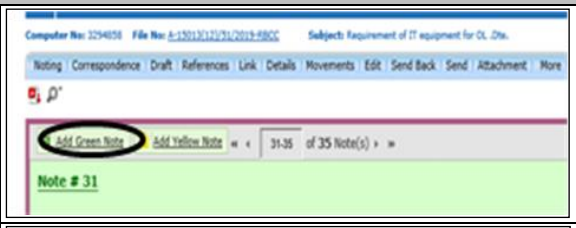
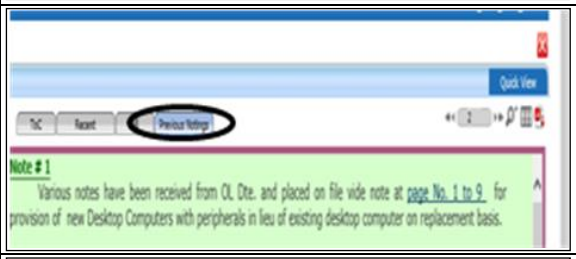
- Click "**Add Green Note**" to record noting.
- While recording noting on Green Sheet following tabs are useful on Right Screen:



- "**Previous Noting" Tab** – To view all previous noting.



- **ToC** Button – To see all Table of Content of the correspondence
- **Generate / View PDF Tab** (On both screen) – To download file in **offline mode.**

3.2.3 REFERENCING

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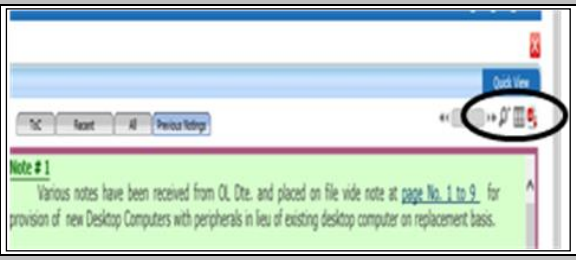
Reference Tab (On both screen) - To refer any page as reference during noting in Green Sheet.



3.2.4 HANDLING DRAFTS / DISPATCH

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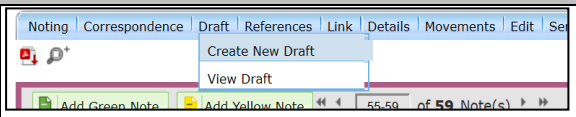
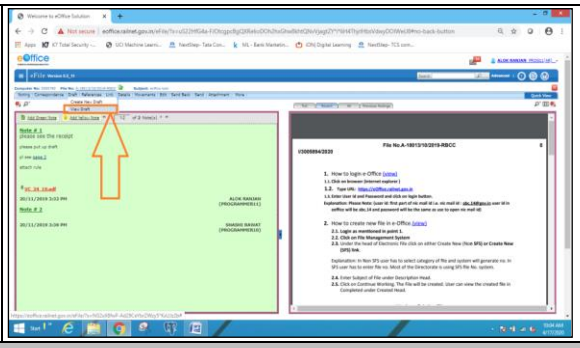
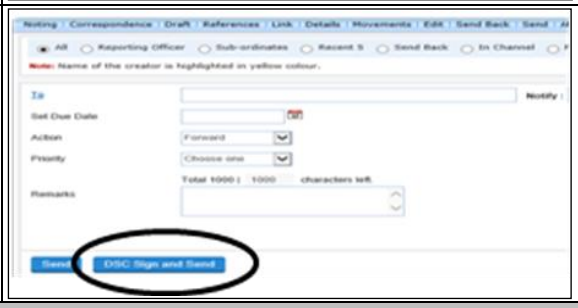
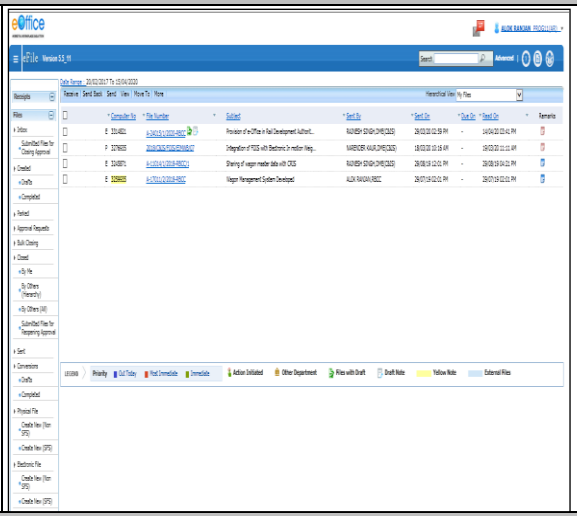
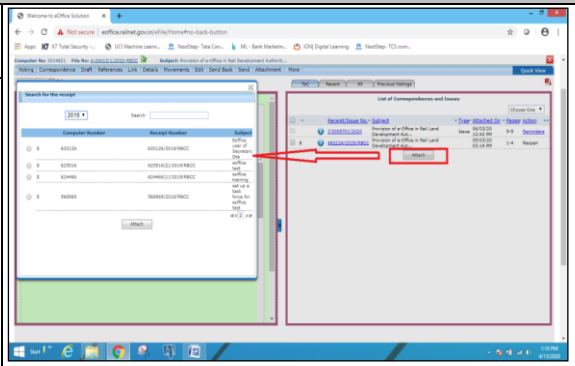
View/Edit/Approve Draft Letter:

- Select "Create new draft" from the tab
- Click on **View Draft**.
- Draft List will appear on Right side of the screen.
- Click **Draft Number** to view Draft.
- Click "**Edit**" Tab on Right screen to edit the draft.
- After editing, click "**Save**" Tab on the Right Screen.
- Then click "**Approve**" tab on Right Screen.
- One the draft is approved, it cannot be further edited.



	➢ **Dispatch of letter** ○ ***Using Digital Signature (DSC)****: After approval draft can be signed by* ***DSC*** *and "****Dispatch by self****" through email.* ○ ***Without DSC****: Download draft after approval, print and physically sign, scan the letter and diarise it to incorporate in file. It can be sent through email separately.*	
3.2.5	**SEND FILES**	**Back to Index**
3.2.5	**Send** file **Send** Tab – To start sending the file. **To Recipients**: Start typing designation or name, and select the recipient from the predictive drop down	
	DSC Signed and Send Tab **SEND** Tab: To send the file without DSC signing.	
3.3.	**NEW FILE CREATION**	**Back to Index**
3.3.1	**CREATE SFS FILE**	
	➢ Click "**Files**". ➢ Under Head "**Electronic File**" on left side, **Create New(Non-SFS)** or **Create New (SFS) File** ○ *Non SFS- user has to select category of file and system will generate no.* ○ *SFS - user has to enter file no.* ○ *Most of the Directorate is using SFS file No. system* ➢ Enter File Number, Subject in Description ➢ Click on "**Continue Working**" to create new file. ➢ The file will be created and user can view it in "**Completed**" under "**Created**" Head on left side.	
3.3.2	**ATTACHING RECEIPTS**	**Back to Index**
	Receipt Attachment in correspondence of existing file : -	
	➢ Open the file ➢ Click on "**ToC**" Button ➢ Click on "**Attach Receipt**" button at the bottom. It will show all receipts in users "**Inbox**" and "**Completed Folder**". ➢ Select the desired receipts and click on attach button. ➢ View the receipt, Click on receipt number.	

4. CONVERSION OF PHYSICAL FILES

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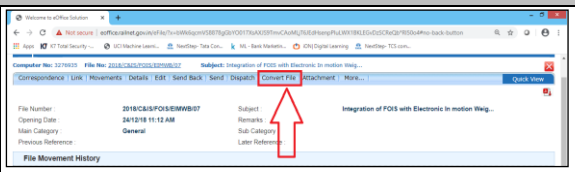
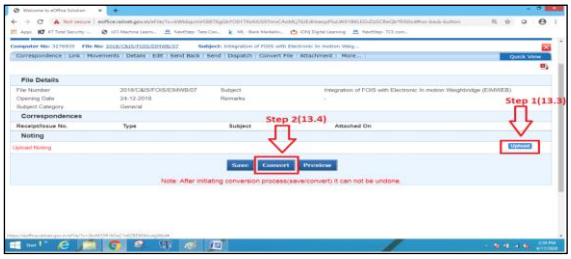
- Open Physical File.
- Click on **Convert** on Top Menu Bar.
- Upload scanned noting of Physical File and click on **Convert**.
- Now, file is converted to electronic file.
- Attach correspondence of physical file as a receipt.





5. DETAILED GUIDES & MANUALS FOR EOFFICE

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Click on the links below for seeking further detailed help

- Quick guide for eOffice working
- Steps for Conversion of Physical file to Electronic File
- Guidelines for scanning physical files
- eOffice not opening - Solution
- Duties of Convener and Nodal Officer
- How to Do Job of Nodal Officer
- Closing/reopening of files
- How to use eOffice
- E-File User Manual
- E-File Quick Start

In case of any other issues, mail your queries to rbcc-helpdesk@rb.railnet.gov.in

(from NIC mail id with eOffice in Subject)