

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

eOffice Quick Start Guide

**\*\***Click Functionality or Scroll down**\*\*** 

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S No.	Functionality	Corresponding Screens
1.	E-OFFICE LOGIN	Back to Index
1.1	Website : <b>eOffice.railnet.gov.in</b>	Shttps://eoffice.railnet.gov.in/
1.2	Login ID : First Part of NIC email ID Password : same as for NIC mail	Login ID: als:122 Password:
1.3	Click " <b>File Management System</b> " Tab of the e-Office Services	Quote of the week       To succeed in your mission, you mu         Control Contron Control Control Control Contron Control C
1.4	<b>Receipts</b> – This functionality is for handling "e-Receipts" viz. Creating, Receiving, Diarising, Transmitting etc.	$\equiv$ eFile Version 5.5_11
1.5	Files - This functionality is for handling "e-Files" vize Creating, Receiving, Transmitting etc.	Date Range : 21/02/2017 To 16/04/2020           Receipts              • Receive Send Back Send View Move To Mor            Files              • Computer Nor File Number            • Inbox (36)              • P 3261218 2015/C&IS/Projee            • Submitted Files for          • P 3261218 2015/C&IS/Projee            • Computer Nor File Number         • E 3316114
2.	RECEIPTS	Back to Index
2.1	HANDLING OF RECEIVED RECEIPTS	
	<b>Read</b> - Click Receipts and then the Receipt No. Link Send – Click Send and select name/designation from the drop down list <b>Dispatch</b> – sending a correspondence/letter on the receipt through email.	02/2017 To 17/04/2020         File       Copy         Dispatch       View         Generate       Acknowledgement         Computer       No         E       668093         668093       668093/2020/ED(C&IS)
2.2	CREATING RECEIPTS	Ites  Back to Index
	<ul> <li>Click Browse and Diarise</li> <li>Upload PDF scan/doc</li> <li>Fill Diary Details</li> <li>* Red ones are mandatory in         <ul> <li>Diary Details</li> <li>Contact Details</li> <li>Category &amp; Subject</li> </ul> </li> <li>After creation, the receipt can be put in file or sent.</li> </ul>	Discrete       Binder Type         Binder Type       Binder Type
3.	FILES	Back to Index
3.1	<ul> <li>GENERAL INFORMATION</li> <li>Click Inbox</li> <li>E-file is displayed as "E" with Computer Number.</li> <li>The file no has link to open the file.</li> </ul>	E eFile Version 5.5_11      Date Range : 21/02/2017 To 16/04/2020     Receive Send Back Send View Move To Mor     Computer Nor File Number     P 3315049 2019/RBCC/Projee     Closing Approval     E 3316114 A-17013(11)/2/2

3.2	HANDLING RECEIVED FILES	Back to Index	
3.2.1	READING FILES		
	<ul> <li>File : Two Screens will be displayed –</li> <li>➢ Left Side Green Screen - Noting Side</li> <li>➢ Right Side White Screen - Correspondence Side</li> </ul>		
3.2.2	NOTING	Back to Index	
	<ul> <li>Click "Add Green Note" to record noting.</li> <li>While recording noting on Green Sheet following tabs are useful on Right Screen:</li> </ul>	Computer Nor 1294136 Får Nor <u>A-130131171312031348000</u> Subjects Regursement of IT equipment for CL. Dis Noting   Correspondence   Draft   References   Link   Details   Movements   Edit   Send Back   Send   Attachment   More <b>5</b> J. D <sup>*</sup> Add Scient Note   Add Totlices Note   + <   31-35   of 35 Note(5) > > <u>Note # 31</u>	
	"Previous Noting" Tab – To view all previous noting.	Note # 1         Yarous notes have been received from OL Dte. and placed on file vide note at page No. 1 to 9 for provision of new Deskop Computers with peripherals in leu of existing desktop computer on replacement basis.	
	<ul> <li>ToC Button – To see all Table of Content of the correspondence</li> <li>Generate / View PDF Tab (On both screen) – To download file in offline mode.</li> </ul>	Note # 1         Note # 1           Various notes have been received from OL Dte. and placed on file vide note at page No. 1 to 9         for           provision of new Desktop Computers with peripherals in leu of existing desktop computer on replacement basis.         A	
3.2.3	REFERENCING	Back to Index	
	<b>Reference Tab</b> (On both screen) - To refer any page as reference during noting in Green Sheet.	Note # 1         Period Note	
3.2.4	HANDLING DRAFTS / DISPATCH	Back to Index	
	<ul> <li>View/Edit/Approve Draft Letter:</li> <li>Select "Create new draft" from the tab</li> <li>Click on View Draft.</li> <li>Draft List will appear on Right side of the screen.</li> <li>Click Draft Number to view Draft.</li> <li>Click "Edit" Tab on Right screen to edit the draft.</li> <li>After editing, click "Save" Tab on the Right Screen.</li> <li>Then click "Approve" tab on Right Screen.</li> <li>One the draft is approved, it cannot be further edited.</li> </ul>	Noting       Correspondence       Draft       References       Link       Details       Movements       Edit       Ser         Image: Series of the serie	

<b>3.2.5</b> 3.2.5	<ul> <li>Dispatch of letter         <ul> <li>Using Digital Signature (DSC): After approval draft can be signed by DSC and "Dispatch by self" through email.</li> <li>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.</li> </ul> </li> <li>SEND FILES</li> <li>Send file</li> <li>Send Tab – To start sending the file.</li> <li>To Recipients: Start typing designation or name, and select the recipient from the predictive drop down</li> <li>DSC Signed and Send Tab</li> <li>SEND Tab: To send the file without DSC signing.</li> </ul>		
3.3.	NEW FILE CREATION	Back to Index	
3.3.1	1 CREATE SFS FILE		
	<ul> <li>Click "Files".</li> <li>Under Head "Electronic File" on left side, Create New(Non-SFS) or Create New (SFS) File         <ul> <li>Non SFS- user has to select category of file and system will generate no.</li> <li>SFS - user has to enter file no.</li> <li>Most of the Directorate is using SFS file No. system</li> </ul> </li> <li>Enter File Number, Subject in Description</li> <li>Click on "Continue Working" to create new file.</li> <li>The file will be created and user can view it in "Completed" under "Created" Head on left side.</li> </ul>	Exercise         Exercise	
3.3.2	ATTACHING RECEIPTS	Back to Index	
	Receipt Attachment in correspondence of existing file :-	● Statust Colls Lots:     ● <t< th=""></t<>	
	Click on "Attach Receipt" button at the bottom. It will show all receipts in users "Inbox" and "Completed Folder".	0         4         40.0.5         40.0.5         0.0         0         0         0.000	
	<ul> <li>Select the desired receipts and click on attach button.</li> <li>View the receipt, Click on receipt number.</li> </ul>		

4.	CONVERSION OF PHYSICAL FILES	Back to Index
	<ul> <li>&gt; Open Physical File.</li> <li>&gt; Click on Convert on Top Menu Bar.</li> <li>&gt; Upload scanned noting of Physical File and click on Convert.</li> <li>&gt; Now, file is converted to electronic file.</li> <li>&gt; Attach correspondence of physical file as a receipt.</li> </ul>	<complex-block></complex-block>
5.	<b>DETAILED GUIDES &amp; MANUALS FOR EOFFICE</b> Click on the links below for seeking further detailed	Back to Index
	help	In case of any other issues, mail your queries
	<ul> <li>Quick guide for eOffice working</li> <li>Steps for Conversion of Physical file to Electronic File</li> <li>Guidelines for scanning physical files</li> <li>eOffice not opening - Solution</li> <li>Duties of Convener and Nodal Officer</li> <li>How to Do Job of Nodal Officer</li> <li>Closing/reopening of files</li> <li>How to use eOffice</li> <li>E-File User Manual</li> <li>E-File Quick Start</li> </ul>	to <u>rbcc-helpdesk@rb.railnet.gov.in</u> (from NIC mail id with eOffice in Subject)