



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 :

The screenshot shows the eFile Version 5.5_11 interface. A receipt is displayed with a date range from 03/02/2020 to 22/04/2020. A red box highlights the 'Put in a File' button in the receipt's action bar. A 'Search File To Attach' dialog is open, showing a table of files to attach.

Computer Number	File Number	Subject
E 2831	RCILSR-RO0MKTG(PROP)/2/2020-O/o GM/MKTG/SC/SR/RCIL	CWC TND
E 2910	RCILSR-ERS0MKTG/1/2020-O/o GM/MKTG/SC/SR/RCIL	3rd line proposal - sr DEN
E 3362	RCILSR-SC0MKTG(MISC)/5/2020-O/o GM/MKTG/SC/SR/RCIL	eOffice TND 24
E 3429	RCILSR-SC0MKTG(MISC)/6/2020-O/o GM/MKTG/SC/SR/RCIL	eOffice TND 26
E 4541	RCILSR-SC0MKTG(MISC)/7/2020-O/o GM/MKTG/SC/SR/RCIL	Testing different format of files while attaching

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





Digitization @ eOffice

Digitisation Procedure :

The screenshot shows the eFile Version 5.5_11 interface. A 'Search File To Attach' dialog box is open, displaying a table of files. The 'Create File' button is highlighted in red. The table contains the following data:

Computer Number	File Number	Subject
E 2831	RCILSR-RO0MKTG(PROP)/2/2020-O/o GM/MKTG/SC/SR/RCIL	CWC TND
E 2910	RCILSR-ERS0MKTG/1/2020-O/o GM/MKTG/SC/SR/RCIL	3rd line proposal - sr DEN
E 3362	RCILSR-SC0MKTG(MISC)/5/2020-O/o GM/MKTG/SC/SR/RCIL	eOffice TND 24
E 3429	RCILSR-SC0MKTG(MISC)/6/2020-O/o GM/MKTG/SC/SR/RCIL	eOffice TND 26
E 4541	RCILSR-SC0MKTG(MISC)/7/2020-O/o GM/MKTG/SC/SR/RCIL	Testing different format of files while attaching

- 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 :

The screenshot shows the eFile Version 5.5.11 interface. A 'Search File To Attach' dialog box is open, displaying a table of files. The first row is highlighted with a red box, indicating the selected file. The 'Attach' button at the bottom of the dialog is also highlighted with a red box.

Computer Number	File Number	Subject
E 2831	RCILSR-RO0MKTG/(PROP)2/2020-O/o GM/MKTG/SC/SR/RCIL	CWC TND
E 2910	RCILSR-ERS0MKTG/1/2020-O/o GM/MKTG/SC/SR/RCIL	3rd line proposai - sr DEN
E 3382	RCILSR-SC0MKTG(MISC)5/2020-O/o GM/MKTG/SC/SR/RCIL	eOffice TND 24
E 3429	RCILSR-SC0MKTG(MISC)6/2020-O/o GM/MKTG/SC/SR/RCIL	eOffice TND 26
E 4641	RCILSR-SC0MKTG(MISC)7/2020-O/o GM/MKTG/SC/SR/RCIL	Testing different format of files while attaching

- 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 :

The screenshot displays the eFile Version 5.5_11 interface. On the left, a document editor is open with a green background. The editor's toolbar includes options for Bold (B), Italic (I), Underline (U), and various alignment and font settings. A red box highlights the 'Attach' button at the bottom left of the editor. On the right, a scanned document is displayed. The document header reads '17545(107)/2020/O/o DGM/P&A/CO/RCIL'. The main body of the document contains the following text: (भारत सरकार) GOVERNMENT OF INDIA, (रेल मंत्रालय) MINISTRY OF RAILWAYS, (रेलवे बोर्ड) (RAILWAY BOARD), followed by three asterisks. Below this, the document number 'सं 2017/Tele/11(2)/1' and the date 'नई दिल्ली, दिनांक: ०५/03/2020' are shown. The recipient's address is 'M/s Reliance Jio Infocomm Ltd., 9th Floor, Maker Chamber-IV, 222, Nariman Point, Mumbai-400021.' The subject line is 'Sub : Replacement of Cow's by permanent structure.' The final paragraph states: 'Zonal Railways have raised the issue of replacement of Cell on Wheel (COW) by permanent structure. COW*s were installed only as a temporary measure to improve signal strength. Already more than 1 year has lapsed since the start of CUG services by'

- 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





T H A N K Y O U



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