

eoffice

A DIGITAL WORK PLACE SOLUTION

eOffice has been designed in sync with the needs of a modern Government and has been conceived as the instrument for the Next Generation Government.

eFILE

FILE MANAGEMENT SYSTEM

eLEAVE

LEAVE MANAGEMENT SYSTEM

eTOUR

TOUR MANAGEMENT SYSTEM

**eSERVICE
BOOK**

eSERVICE BOOK

PIMS

PERSONNEL INFORMATION
MANAGEMENT SYSTEM

KMS

KNOWLEDGE MANAGEMENT SYSTEM

CAMS

COLLABORATION & MESSAGING SERVICE

The Government of India, in recognition of the long-felt need for efficiency in government processes and service delivery mechanisms, has included e-Office as a core mission mode project (MMP) under the National e-Governance Plan (NeGP).

Department of Administrative Reforms and Public Grievances(DARPG) is Nodal Department for facilitating implementation of e-Office MMP in Central Ministries/Departments.

National Informatics Centre(NIC) is Technology Partner

Vision : To bring in an efficient, transparent and accountable government

- **Improve efficiency & effectiveness of the government**
- **Provide for effective resource management**
- **Reduce processing delays**
- **Enhance transparency & accountability**

Establish a Single Product for reuse in the Government.

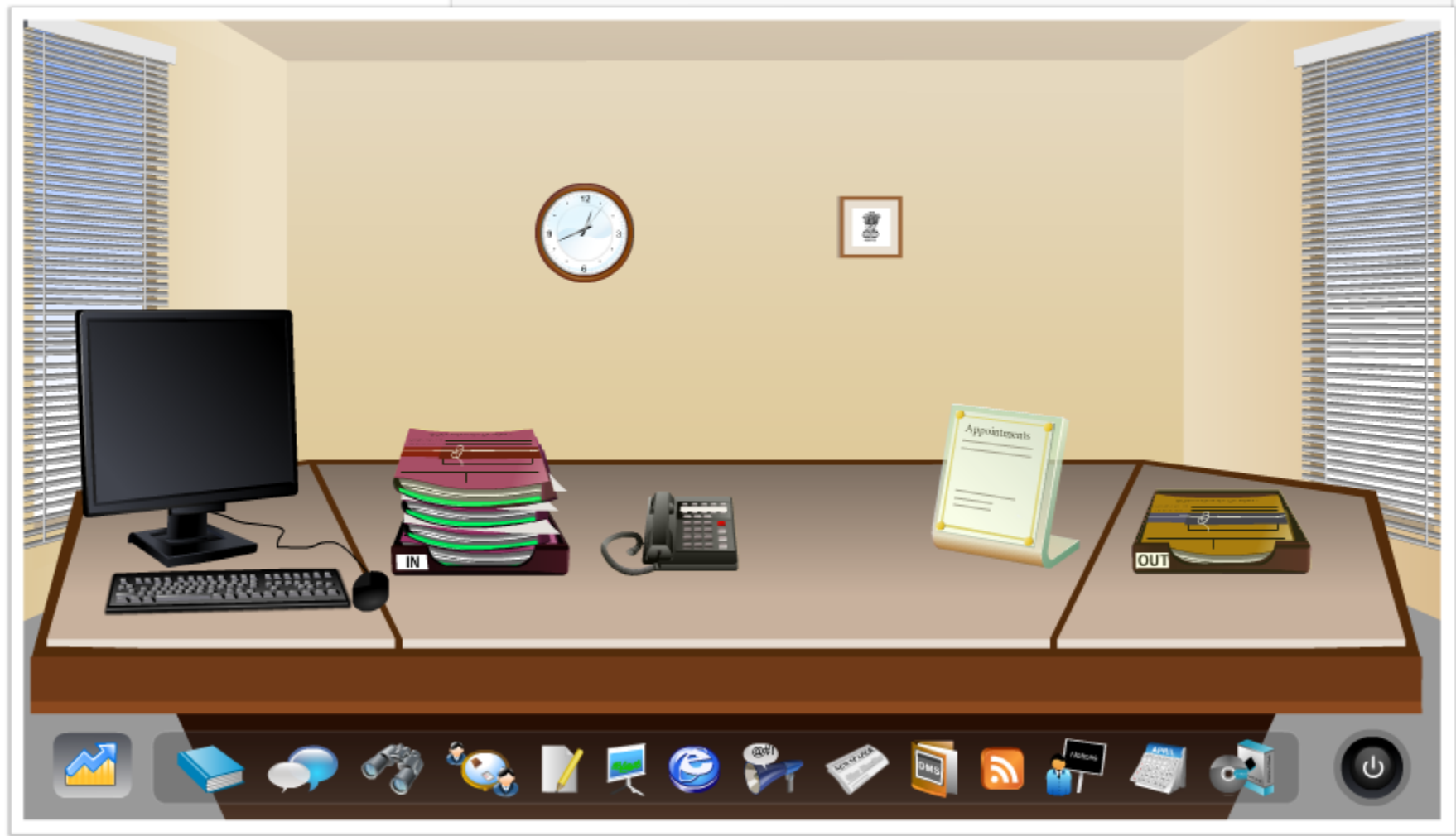
To avoid Duplication of efforts

To avoid redundant Data storage

To promote Inter/Intra Govt Information Sharing



Inward Outward Appointments Other Applications Search GO



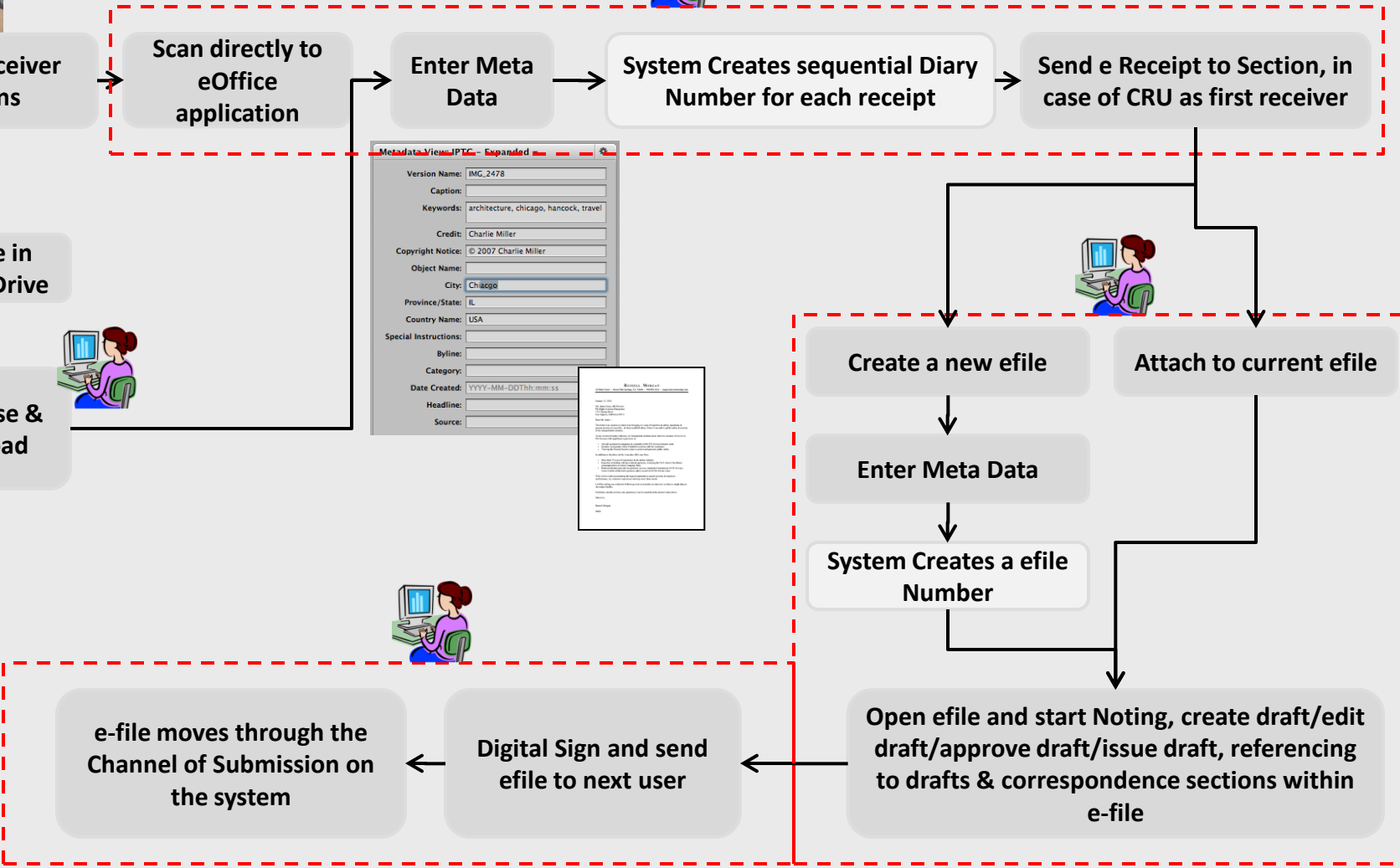
eOffice component	7 Proposed benefits to be delivered
e-File	Electronic processing of files
Knowledge Management Services	Online repository of important documents for easy access
e-Leave	Electronic leave application and approval and maintenance of leave records

eOffice component	Proposed benefits to be delivered
e-Tour	Online tour request and approval process and Settlement and Claims
Personnel Information System, Online Forms, MIS etc.	Online submission of form to Admin/HR, MIS reports for Top Management, Complete Service Book online.
Collaboration and Messaging Services	Appointments (eScheduler), eDirectory, Instant Messaging, Discussion Forum, Information and Bulletin Board

- No loss of files in case of calamities
- Minimize the cases of lost and misplaced files
- Faster search and retrieval of files
- Preservation of records
- Space and Environment saving

- **Scanning and Diarisation of incoming documents/letters**
- **Forwarding to others (single and multiple recipients)**
- **Creation of electronic file**
- **File history and Movement display**
- **Search and Query**
- **Electronic File Movement with digital signature.**

eFile - How it works



Metadata View: IPTC - Expanded

Version Name:	IMG_2478
Caption:	
Keywords:	architecture, chicago, hancock, travel
Credit:	Charlie Miller
Copyright Notice:	© 2007 Charlie Miller
Object Name:	
City:	Chicago
Province/State:	IL
Country Name:	USA
Special Instructions:	
Byline:	
Category:	
Date Created:	YYYY-MM-DDThh:mm:ss
Headline:	
Source:	



- ▶ Receipts
- ▶ Files
- ▶ Inbox
- ▶ Sent
- ▶ Created
- ▶ Create New
- ▶ Recycle Bin
- ▶ Dispatch
- ▶ CRU Dispatch
- ▶ DSC
- ▶ Reports
- ▶ Migrate File
- ▶ User Setting

Follow Up
Type When Number

< >

File No. D-12011/3/2011-DDG(AM)

भारत सरकार
GOVERNMENT OF INDIA

NIC
DDG(AM)

SUBJECT

Description : eOffice Guidelines
Main Category : Common Office Services
Sub Category : Central Government Health Scheme

OTHER DETAILS

Remarks : Please Disouss
Previous Reference : A-11015/50/2010-eGov
Later Reference : A-11015/032/2010-eGov

Computer No: 250 File No: F-20012/1/2013-TRG-SEC

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Reply | Send | Attachment | More...

1

ToC Recent All Previous Notings

- Receipts
- Files
- Inbox (4)
- Created
 - Drafts
 - Completed
- Parked
- Closed
- Sent
- Conversions
 - Drafts
 - Completed
- Physical File
 - Create New (Non SFS)
 - Create New (SFS)
- Electronic File
 - Create New (Non SFS)
 - Create New (SFS)
- Create Part
- Create Volume
- Recycle Bin
- Migrate File
- Dispatch
- Dispatch

Add Green Note Add Yellow Note

Submitted for tender Approval.

Refer to Page [number 15](#)

20/12/2013 7:01 PM **ABHAY SHARMA**
(SECTION OFFICER)

Please refer to this [Ministry's I.D.](#) Note of even number dated 29.05.2013 and subsequent reminder dated 30.07.2013 on the subject mentioned above.

It is again informed that in a meeting of Committee of Secretaries held on 13.05.2013, a decision has been taken on implementation of e-Office. In this meeting, Cabinet Secretary has directed that knowledge and competencies of computer of all employees of Central Ministries/ Departments posted at Delhi is to be assessed.

20/12/2013 7:05 PM **A.K.MATHUR**
(UNDER SECRETARY)

266/2013/Training Section 1/18

No. A-12034/5/2013-Adm.III

Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 9th December, 2013

e-TENDER NOTICE

Tender Enquiry No.	No. D-12034/5/2013 dated : 9.12.2013
Tender ID No.	2013-PC 3448 1
Name of the work	Tender for providing services of 64 Office Assistant in Yojana Bhavan, Sansad Marg, New Delhi and EAC at Vigyan Bhavan, Maulana Azad Road, New Delhi
Earnest Money Deposit	Rs. 2,00,000/- (refundable after finalization of contract) in the form of Demand Draft/Pay Order in the name of Pay & Accounts Officer, Planning Commission, New Delhi.
Bid Submission start Date	09.12. 2013 onwards
Last date and time for acceptance of bids	By 2.30 PM on 30.12. 2013
Date and time for opening of bids	At 3.30 PM on 30.12. 2013

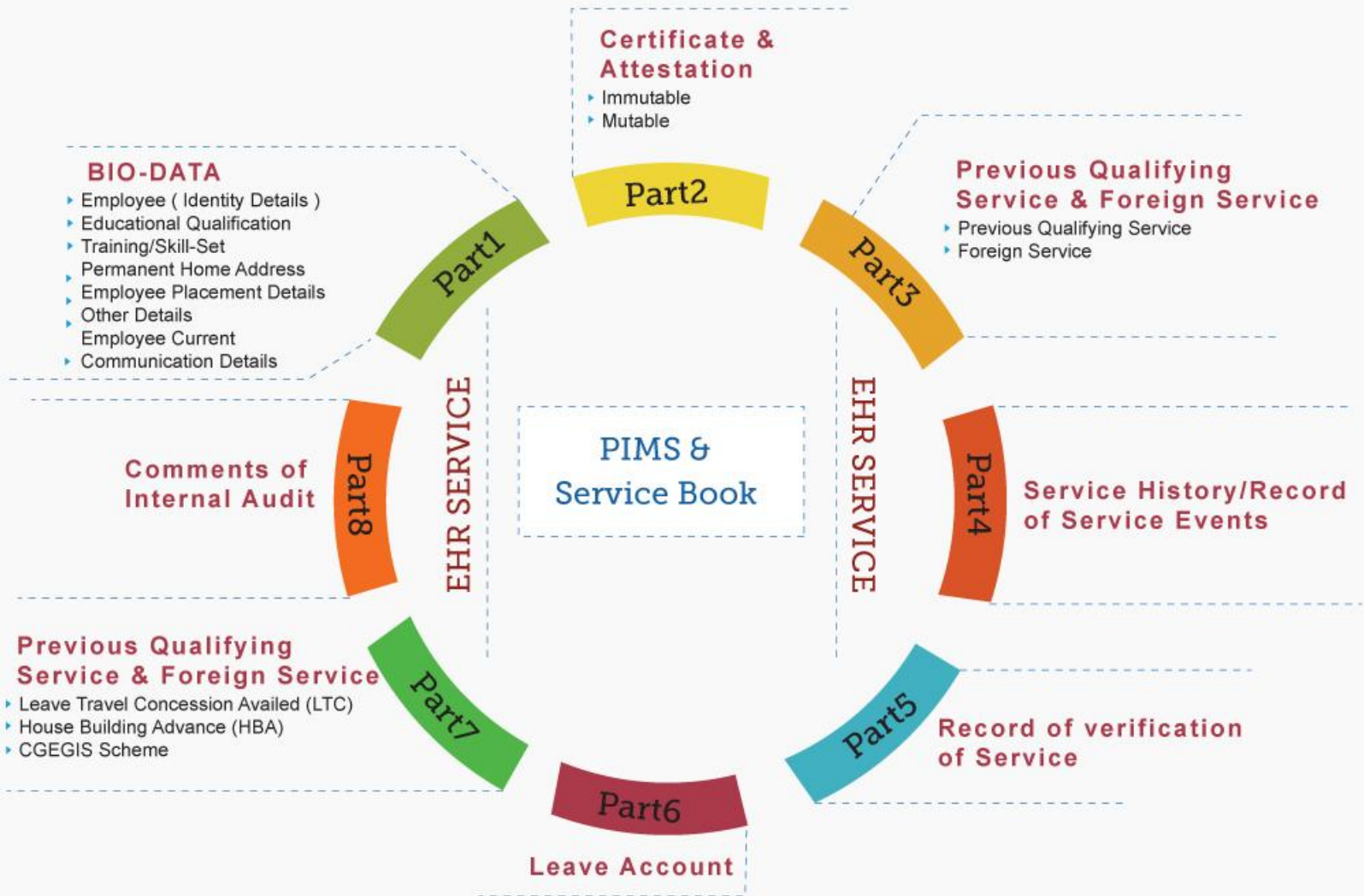
Note: The relevant details are available on web-site: <http://www.eprocure.gov.in/eprocure/app/>.

(Gulyana Badhan)
Under Secretary to the Govt. of India
Tele No: 011-23042469
Under Secretary
योजना आयोग
Planning Commission

- **Dashboard view with alerts for different categories of Files and Receipts lying with self and subordinates.**
- **Automatic Generation of Acknowledgement for received letters**
- **Follow up – Setting reminders on files and receipts**
- **Global Search on metadata and content**
- **Added security with Digital Signatures**
- **Email and SMS alerts on important files**
- **MIS Reports**

- **Central Document Repository- Acts, Circulars, Office Orders, Annual reports**
- **Documents available at a single location**
- **Metadata compliant with Metadata standards.**
- **Online free text and advance search**
- **Sharing of Documents and Folders with other users.**

- 1. BIO-DATA**
- 2. Certificate and Attestation**
- 3. Previous Qualifying Service & Foreign Service**
- 4. Service History/Record of Service Event**
- 5. Record of verification of Service**
- 6. Leave Account**
- 7. Leave Travel Concession Availed (LTC), House Building Advance
CGEGIS Scheme**
- 8. Comments of Internal Audit**



- Leave application
- Leave cancellation
- Leave extension
- Joining report
- Leave approval
- Leave sanction
- Leave Balance

The screenshot displays the 'Sanction Leave(s)' form in the eOffice LMS. The user is SURENDRA KUMAR THAPLIYAL (NOF00022) on Wednesday, 23 November 2011. The form is for an employee named A NALLASAMY, a LANGUAGE INSTRUCTOR at LBSNAA, MUSOORIE. The leave type is 'Single Leave' and the type is 'HPL'. The leave is for 1 day, from 08-01-2012 to 09-01-2012, during the forenoon. The reporting officer is PADMAVIR SINGH. The form includes fields for 'Address During Leave', 'Reason For Leave', 'Avail LTC' (Yes/No), 'LTC Year', 'Delegate', and 'Station Leave' (Yes/No). A 'Reason' field is also present. At the bottom, there is a link to 'View Employee Leave Balance' and buttons for 'Approve', 'Reject', and 'Back'.

Leave Balance Details:

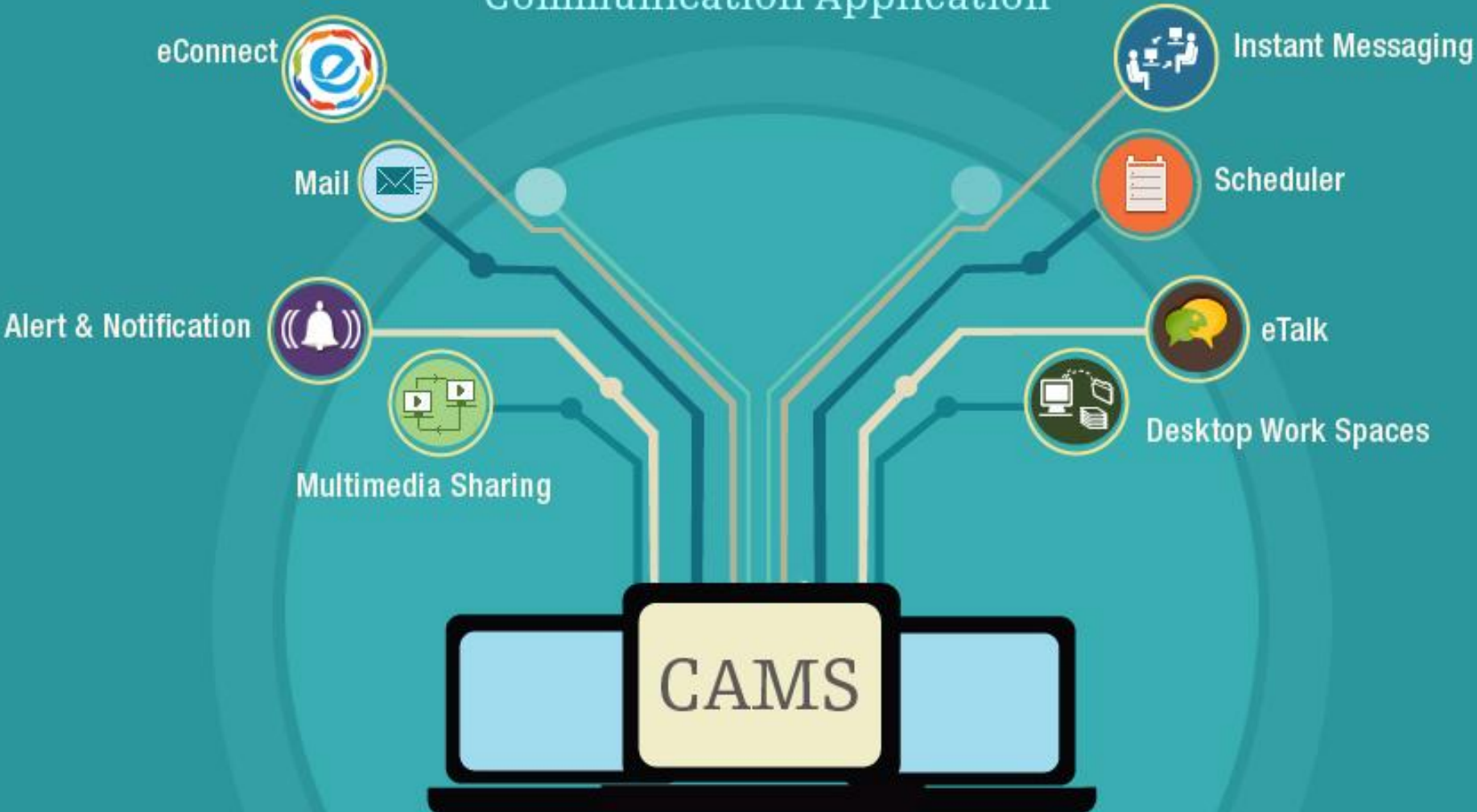
Leave Type	Balance
Casual Leave	0
Restricted Leave	0
Earned Leave	6
Half Paid Leave	6
Credited Leave	

Upcoming Public Holidays:

Description	Date

- Collaborative Government**
- Networking within the Government**
- Platform for Engaging Government employees**
- Sharing and Connecting**
- Document Exchange**

Unified Communication Tightly Integrated Communication Application



Collaboration & Messaging Platform – eConnect

Unified Communication Tightly Integrated
Communication Application

eConnect



eConnect is a Social Medium Product from the family of eOffice Product Suite .

Unified Communication Tightly Integrated
Communication Application


etalk



etalk

Add Accept Delete History SMS

Set Your Status here

	Siraj Ahmed Available	
	Pankaj Khetwal Busy	
	Navneet Khera will be right back	

introducing..

mobile eOffice^{beta}

Single mobile gateway to eOffice

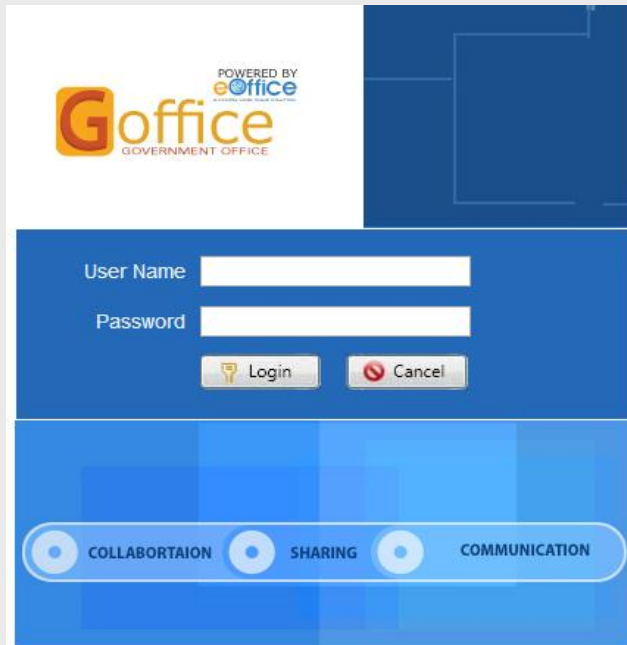
- eFile
- CAMS
- eTour
- eLeave
- eSERVICE BOOK
- PIMS
- KMS



- **Employee Convenience**
- **Accountability**
- **Effectiveness**
- **Efficiency**
- **Transparency**

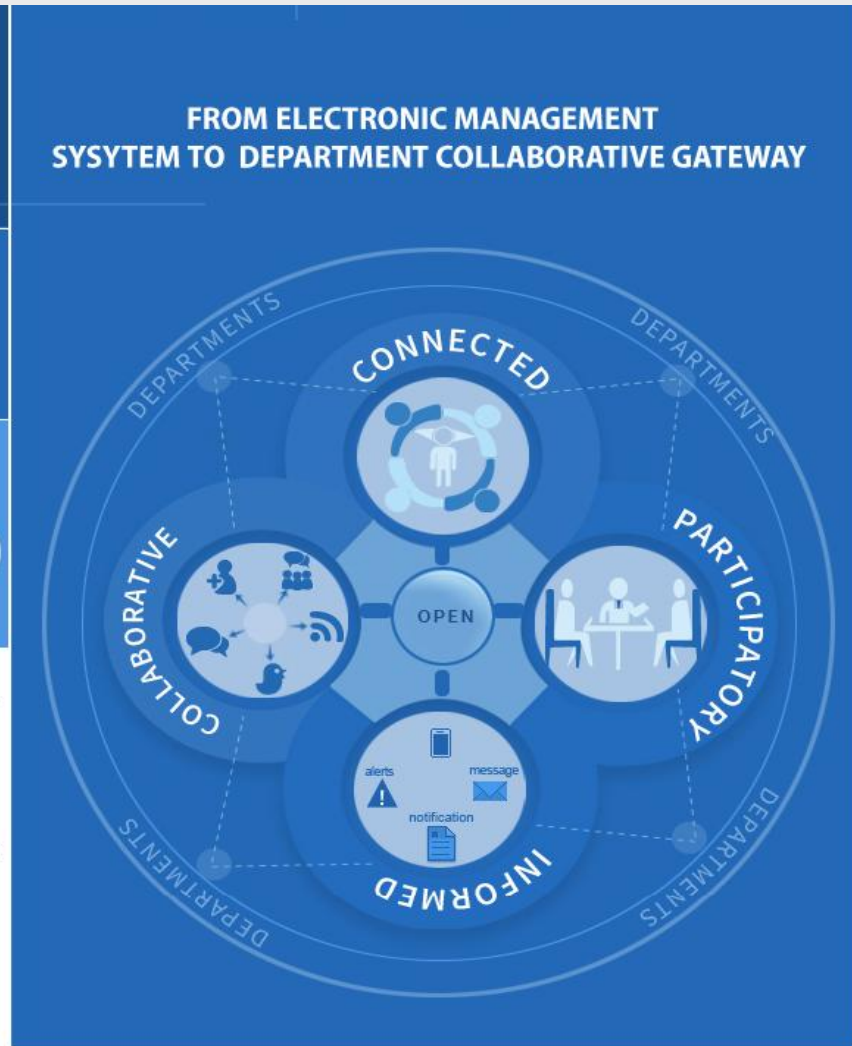
- **eOffice implementation requires a high level of commitment**
- **Requisite infrastructure.**
- **Change Management**
- **Simplify Process- Process Reengineering**

- **Platform Connecting the Government**



The eOffice product aims to support governance by ushering in more effective and transparent inter and intra-government processes. The vision of e-Office is to achieve a simplified, responsive, effective and transparent working of all government offices.

The Open Architecture on which eOffice has been built, makes it a reusable framework and a standard reusable product amenable to replication across the governments, at the central ,state and district levels. The product brings together the independent functions and systems under a single framework.



- **Aggregation of data residing in individual eOffice instances *into Big Government Data.***
- **Government Global Directory and Knowledge Bank**
- **One point access for Search and Retrieval**

- **Source is directly from the originating department itself**
- **Any new version of the circular will be tagged to the original document from the respective department. (Very often the latest circular gets missed out and reference is made to older circulars of the same case)**
- **Promote digitally signed circulars to be uploaded.**

- **Overall Commitment**
- **Planning & Strategizing**
- **Time bound execution**
- **Bringing participation**
- **Simplifying Process**
- **Standardisation**
- **Transition and Managing the Transition**

Thanks