

Project Details: NAeG/14-15/00004

Project id -	NAeG/14-15/00004
Name of The Project	eSUVIDHA - Online Document and File Management Portal
Category of Award Applying for	Innovative Use of ICT by Central Government PSUs
Date of Launch	01-06-2013
Summary/Objective of the project	<p>eSUVIDHA - Online Document and File Management Portal, is an easy-to-use Portal, developed to manage Committees, Meetings and other groups that meet regularly and make decisions. It allows members to share & store meeting agendas, minutes, presentations and documents at a central location. It is used as a repository to store all Files, Documents and Drawings in Digital format and bring in an e-environment in the organization. It is also used for sharing Files amongst Groups , Departments, Individuals and Self. This replaces the existing manual handling of files and documents with an efficient electronic system. eSUVIDHA shall transform the organizations functioning to a more efficient mode. The various Objectives of the Portal are :- 1) To Provide a 100% Transparent, Responsive and Proactive, Accountable Portal for Data, Drawings, Files & Document sharing in the organization. 2) To facilitate storing of Documents/files in central server, which can be accessible from anywhere within the organization 3) To provide all the details of Files/ Meetings / Committees on a single Portal 4) This Portal links all Files / Meetings / Documents to their respective members in the e Workflow, which facilitates easy Management and sequential Tracking. 5) The Portal provides regular SMS/Email notifications to employees in case of any action taken on the various Documents & Files 6) To Implement Data Leakage Prevention (DLP) policies effectively and judiciously within the organization. 7) To Enforce Information Security guidelines and IT Security Policy 8) To provide for effective resource management to improve the quality of information dissemination in the organization 9) Save Paper and promote GREEN IT and pave the way for a Paperless office 10) To Build a Strong Online Knowledge database, which can be accessible by all employees 11) To reduce the physical infrastructure required to maintain Files/Documents/Drawings 12) Simplifying the future with good infrastructure and increased awareness on computers 13) To provide for effective resource management to improve the quality of administration 14) To provide cost effective e-storage facility</p> <p>Employees of BHEL, working in the organization and across the various on-sites, spread in the country</p>
Beneficiary of the project	
Details of Project Head	
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Details of team members, if any, other than Project Head:-	
Name(1st team member)	VIVEK PATHAK
Designation(1st team member)	Sr. MANAGER (IT)
Name(2nd team member)	SUMAN SAURABH
Designation(2nd team member)	Sr. ENGINEER (IT)
Name(3rd team member)	
Designation(3rd team member)	
Name(4th team member)	
Designation(4th team member)	
Name(5th team member)	
Designation(5th team member)	
Name(6th team member)	
Designation(6th team member)	

Supporting documents:-

[Award Specific Form](#)

[Award Specific Form](#)

[Self Certification by the Project Head](#)

[Self Certification by the Project Head](#)

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