



सत्यमेव जयते

eoffice

A DIGITAL WORK PLACE SOLUTION

eOffice

eOffice Project Assessment Template

NIC - EOF - AF - 6.0



Prepared by

National Informatics Centre

**Ministry of Electronics and Information Technology
National Informatics Centre
eOffice Project Implementation Assessment Details**

NIC - EOF - AF - 6.0

1. **Name of the Organization:** _____
2. **Nature of the Organization** [Put Tick Mark against appropriate option(s). In case of “Others” please specify here]: _____

CENTRAL GOVERNMENT	Tick Mark	STATE GOVERNMENT	Tick Mark	UNION TERRITORY (UT) GOVERNMENT	Tick Mark
Apex Body		Apex Body		Apex Body	
Attached Office		Attached Office		Attached Office	
Autonomous Body		Autonomous Body		Autonomous Body	
Board		Board		Board	
Commission		Commission		Commission	
Committee		Company		Company	
Company		Department		Department	
Department		Directorate		Directorate	
Directorate		District Administration		District Administration	
Division/Unit/Wing		Division/Unit/Wing		Division/Unit/Wing	
Field Office		Field Office		Field Office	
Joint Venture		Joint Venture		Joint Venture	
Judicial Body		Judicial Body		Judicial Body	
Legislative Body		Mission		Mission	
Ministry		Municipal Corporation		Municipal Corporation	
Mission		Others <i>(Please Specify above)</i>		Others <i>(Please Specify above)</i>	
Others <i>(Please Specify above)</i>		Programme		Programme	
Programme		Public Sector Undertaking (PSU)		Public Sector Undertaking (PSU)	
Public Sector Undertaking (PSU)		Regional Office		Regional Office	
Regional Office		Scheme		Scheme	
Scheme		Secretariat		Secretariat	
Society		Society		Society	
Statutory Body		Statutory Body		Statutory Body	
Subordinate Office		Subordinate Office		Subordinate Office	
Trust		Trust		Trust	

3. Location details where eOffice is to be implemented/renewed:

S.NO.	LOCATION DETAILS			NETWORK DETAILS					
	Location Address Details	No. of eOffice users in each location	Total Computer Systems Available	Type of Connectivity Available at each location (NICNET/NKN/SWAN/ OTHERS)	Bandwidth (BW) Availability	Minimum BW usage/day in the last one month	Maximum BW usage/day in the last one month	Average Utilization in the last one month	Failover Link (Y/N) [BW available in case of Yes]
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

4. **eOffice version to be implemented/renewed:**

S.No.	eOffice Version	Tick Mark (Only ONE)
1.	eOffice Premium without SPARROW <i>(Applicable for renewal cases only and not for fresh implementations)</i> [Comprising of File Management System (eFile), Portal & Knowledge Management System (KMS), Leave Management System (eLeave) and Tour Management System (eTour)]	
2.	eOffice Premium with SPARROW[^] <i>(Applicable for renewal cases only and not for fresh implementations)</i> [Comprising of File Management System (eFile), Portal & Knowledge Management System (KMS), Leave Management System (eLeave), Tour Management System (eTour) and Smart Performance Appraisal Report Recording Online Window (SPARROW)] [^] SPARROW can be provided as part of eOffice Premium version subject to fulfillment of following conditions. <ul style="list-style-type: none"> a. Organization procuring eOffice Premium version is the cadre/service controlling authority for all users who will be using SPARROW application. b. eOffice Premium users and SPARROW users are same. c. APAR forms to be incorporated in SPARROW must be in-line with the existing SPARROW framework. d. Separate hardware and software infrastructure is required to be provisioned at data centre for hosting eOffice Premium version and eOffice Lite (SPARROW) version. <p>Following example may be referred for better understanding: If an organization has eOffice Premium version and officers belonging to different cadre controlling authority (IAS, IPS, CSS, CSSS, etc.) are working under organization, then SPARROW cannot be implemented as part of eOffice Premium version for these cadres. In such cases, the cadre/service controlling authority will have to separately procure eOffice Lite (SPARROW) version for its officers. However in case the organization is cadre controlling authority for its officers, then SPARROW can be implemented as part of eOffice Premium version.</p>	
3.	eOffice Lite (eFile) [Comprising of File Management System (eFile), Portal & Knowledge Management System (KMS)]	







5. **Place of Hosting** (For more details regarding Place of Hosting, Click on [LINK](#) → Refer Page No. 4 → Point No. 4)

S.No	Place of Hosting	Tick Mark (Only ONE)
1.	eOffice Cloud	
2.	NIC/NICSI Data Centre [For Example: National Data Centre, Bhubaneswar (NDC-BBSR)] Professional (Managed) Services Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	
3.	Local Data Centre (LDC) i.e. User Department's own data centre/servers	
4.	State Data Centre (SDC) – Applicable in case of State/UT Government Implementations	
5.	Any Other Data Centre or Cloud Environment [It will be treated as Local Data Centre (LDC) only]. Please specify the name of Data Centre or Cloud Environment where eOffice instance will be hosted: _____	

eOffice Implementation/Deployment Assessment Matrix (Put Tick Mark against appropriate option)

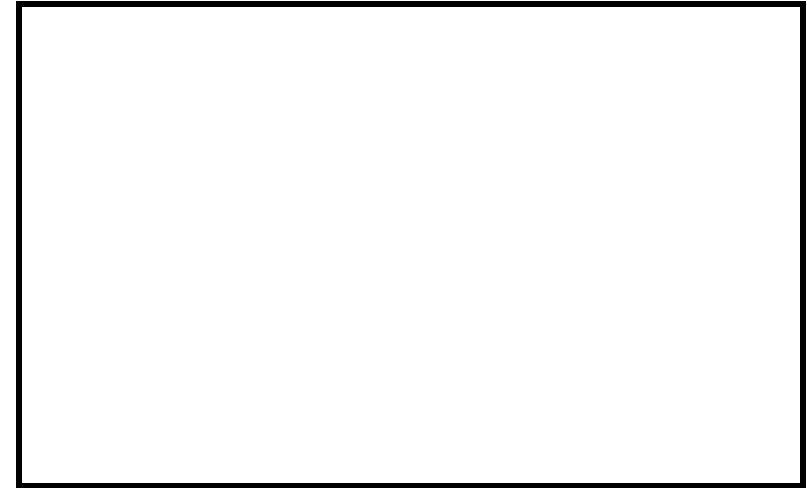
S.No.	Pre-requisites/ Activities	Description	Availability Status			Department's Comment [In case the pre-requisite/activity is "Partially Available" or "Not Available"]
			Available	Partially Available (80% or more)	Not Available	
1. MANPOWER						
1.1	On-site Roll Out Team	<ul style="list-style-type: none"> Required for providing training, hand-holding and trouble-shooting support to end users. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	System Administrators	<ul style="list-style-type: none"> Required for administering, managing and maintaining the eOffice instance deployed at data centre. The System Administrators identified/hired by user department must have working knowledge of Linux and PostgreSQL. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. CLIENT INFRASTRUCTURE						
2.1	Workstation (Desktop or Laptop)	<ul style="list-style-type: none"> Required by each eOffice user for accessing eOffice Product. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Configuration					
	Processor: 2 GHz and above					
	RAM: 4 GB and above					
	USB 2.0 controller & above (for Digital Signature Certificate)					
	Operating System: Latest version of Windows and Linux (Ubuntu)					
	Browser: Latest version of Internet Explorer, Mozilla Firefox, Google Chrome and Safari					
	Adobe Reader (Latest version)					
Anti-Virus (any antivirus)						
Note: The Operating System and Browser and their versions mentioned above might get changed due to advancement in underlying technology and must be confirmed with eOffice Project Division, NIC at the time of procurement.						
2.2	Scanners	<ul style="list-style-type: none"> Required for scanning legacy files, inward and outward communications (DAKs). The type of scanners (High-end, Medium-end, MFP, etc.) to be installed at each DAK Entry Point depends upon the number of DAKs received by that particular DAK Entry Point per day. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. NETWORK REQUIREMENTS						
3.1	Established LAN	<ul style="list-style-type: none"> Required for workstations connectivity. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	NICNET/NKN	<ul style="list-style-type: none"> Whenever eOffice instance of user department is hosted in eOffice Cloud or NIC/NICSI Data Centre; NICNET/NKN connectivity is mandatory to access eOffice. In case user department desires to host eOffice instance in eOffice Cloud or NIC/NICSI Data Centre and access it on any other network (other than NICNET/NKN), then in such cases, user department will have to obtain WebVPN facility of NIC. Whenever eOffice instance of user department is not hosted in eOffice Cloud or NIC/NICSI Data Centre; it is advised to use eOffice in Intranet/Restricted access only. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Network Bandwidth	<ul style="list-style-type: none"> Bandwidth requirement for typical weekly usage pattern of eOffice with active user base of 500-1000 is estimated to be 3-5 Mbps. However, availability of bandwidth also depends on other applications being used simultaneously by organization. Hence, the aforesaid bandwidth requirement may be considered as a rough estimate only. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Traffic Analysis Report	<ul style="list-style-type: none"> To ensure available bandwidth with the user department for smooth running of eOffice. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. DIGITAL SIGNING <i>(User Department can opt for any one or both the options)</i>						
4.1	Digital Signature Certificates (DSC)	<ul style="list-style-type: none"> Required for all eOffice users who will be signing noting and drafts in electronic files. Class 2 or above DSC with Signing Certificate will be required for eOffice. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4.2	eSign	<ul style="list-style-type: none"> • Required for all eOffice users who will be signing noting and drafts in electronic files. • Currently, eOffice supports eSign 2.1 version. • Whenever eOffice instance is hosted in eOffice Cloud; user department has to sign a MoU with C-DAC (eSign Service Provider) to independently manage their administrative and financial obligations with C-DAC related to the eSign services. 				
5. EMAIL IDs <i>(It is recommended that name based email IDs may be prepared for all eOffice users rather than designation based)</i>						
5.1	NIC/GOV Email IDs	<ul style="list-style-type: none"> • Required for login & authentication in eOffice. • Whenever eOffice instance of user department is hosted in eOffice Cloud; login and authentication in eOffice instance will be done only using NIC/GOV Email IDs through Parichay (Single Sign-on). • Whenever eOffice instance of user department is not hosted in eOffice Cloud; login and authentication in eOffice instance can be done using any of the following options: <ul style="list-style-type: none"> ○ NIC/GOV Email IDs through Parichay (Single Sign-on) ○ User department's own LDAP/Active Directory (AD) Server • In case user department would like to use its own LDAP/AD Server, then following pre-requisites are required in advance to check the feasibility. <ul style="list-style-type: none"> ○ IP of the LDAP/AD Server ○ Bind Details ○ One RHEL 8.x/Oracle Linux 8.x/Alma Linux 8.x machine with relevant port opening from this machine to the LDAP/AD Server of user department 				

6. OTHER REQUIREMENTS						
6.1	SSL Certificate	<ul style="list-style-type: none"> Required for client server connection encryption and also for single sign-on purpose. Whenever eOffice instance of user department is hosted in eOffice Cloud; SSL Certificate will be provisioned by NIC eOffice Project Division. Whenever eOffice instance of user department is not hosted in eOffice Cloud; SSL Certificate is required to be provisioned by user department at their end. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	DNS Registration	<ul style="list-style-type: none"> Required for accessing the eOffice instance by name rather than IP. Whenever eOffice instance of user department is hosted in eOffice Cloud; DNS Registration will be done by NIC eOffice Project Division. Whenever eOffice instance of user department is not hosted in eOffice Cloud; DNS Registration is required to be done by user department at their end. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	SMS & Email Gateway	<ul style="list-style-type: none"> Required for alert services. Whenever eOffice instance of user department is hosted in eOffice Cloud; the IP to be provided while applying for SMS Gateway services of NIC is required to be obtained by user department from NIC eOffice Project Division. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Skill Set	<ul style="list-style-type: none"> All employees need to have basic knowledge of computer and Internet Browsing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Declaration: I hereby declare that all the information furnished is true to the best of my knowledge and belief. If at a later stage the information provided by the organization is found to be incomplete/incorrect, NIC shall not be responsible for any deviations in the implementation process.



Signature of Authorized Official with Seal/Stamp

Contact details of official in whose name Proforma Invoice (PI) and Project Proposal for implementation/renewal of eOffice are to be issued.

- 1. NAME:**
- 2. DESIGNATION:**
- 3. COMPLETE OFFICIAL ADDRESS ALONG WITH PINCODE:**
- 4. EMAIL ID:**
- 5. CONTACT NO. (OFFICE):**
- 6. CONTACT NO. (MOBILE):**
- 7. GSTIN NO. OF USER DEPARTMENT:**



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