





## eOffice Project Assessment Template

NIC-EOF-AF-8.0

Prepared by



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

NIC-EOF-AF-8.0

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 (Please Specify above)		Others (Please Specify above)	
Others (Please Specify above)		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:

	LOCATION DETAILS		NETWORK DETAILS						
S.NO.	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 (Applicable for renewal cases only and not for fresh implementations)  [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^ (Applicable for renewal cases only and not for fresh implementations)  [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)]  ASPARROW can be provided as part of eOffice Premium version subject to fulfillment of following conditions.  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.  Following example may be referred for better understanding:  If an organization has eOffice Premium version and officers that belongs 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.						
3.	eOffice Lite (eFile)  [Comprising of File Management System (eFile), Portal & Knowledge Management System (KMS)]						

#### 5. Place of Hosting:

S.No.	Place of Hosting	Responsibility of System Administration, Management and Maintenance (Server Side only) lies with	Tick Mark (Only ONE)	
1.	eOffice Cloud (Applicable for Line Central Government Ministries/Departments and Apex Bodies only)	NIC eOffice Project Division		
2.	RailTel Data Centre (As per the MoU signed by NICSI)  The Proforma Invoices (PIs) for Deployment Infrastructure Cost and Professional (Managed) Services for the Virtual Machines (VMs) required for building "Data Redundancy at Remote Data Centre" will also be issued by NICSI to user department, along with the PIs for Deployment Infrastructure Cost and Professional (Managed) Services at Primary Data Centre.	RailTel		
3.	CSC SPV Data Centre (As per the MoU signed by NICSI)  The Proforma Invoices (PIs) for Deployment Infrastructure Cost and Professional (Managed) Services for the Virtual Machines (VMs) required for building "Data Redundancy at Remote Data Centre" will also be issued by NICSI to user department, along with the PIs for Deployment Infrastructure Cost and Professional (Managed) Services at Primary Data Centre.	CSC SPV		
4.*	Local Data Centre (LDC) i.e. User Department's own data centre/servers  (Applicable for only those organizations that would like to host eOffice Product in air gapped environment. For example:  a) Apex Bodies like Prime Minister's Office, Cabinet Secretariat, etc. b) Organizations under Ministry of Defence, Department of Atomic Energy, Department of Space, etc. c) Central Armed Police Forces (CAPF) like BSF, NSG, CRPF, etc. d) Other Organizations like NTRO, NIA, NSCS, etc.)	User Department		
5. <mark>*</mark>	State Data Centre (SDC) (Applicable for State/UT Government Implementations only)	User Department and SDC Team		
6. <b>*</b>	Any Other Data Centre or Cloud Environment			
6a.	Please specify the name of Data Centre or Cloud Environment where eOffice instance will be hosted:	User Department and Data Centre/Cloud Service Provider		
6b.	Whether Professional (Managed) Services are offered by Data Centre or Cloud Environment Provider: YES NO	22 3, 2.000 0000		

<sup>\*</sup> Whenever user department decides to host eOffice either at Local Data Centre (LDC) or State Data Centre (SDC) or Any Other Data Centre or Cloud Environment, the user department must ensure the following.

- a) The user department must have System Administrators for system administration, management and maintenance of the eOffice instance deployed either at Local Data Centre (LDC) or State Data Centre (SDC) or Any Other Data Centre or Cloud Environment.
- b) The System Administrators of user department must have working knowledge of the eOffice Technology Stack [Web Server (NGINX), Database (PostgreSQL and MongoDB), Application Server (PHP-FPM, Tomcat), Redis, Kafka, Elastic, Operating System (RHEL/Oracle Linux/Alma Linux)].
- c) In case user department does not have System Administrators having working knowledge of the aforesaid eOffice Technology Stack, then in that case, user department must opt for the Data Centre or Cloud Environment where Professional (Managed) Services are available.

**NOTE:** The eOffice Technology Stack 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 or identification/hiring of System Administrators.

#### <u>eOffice Implementation/Deployment Assessment Matrix</u> (Put Tick Mark against appropriate option)

			Α	vailability State	us	Department's Comment
S.No.	Pre-requisites/ Activities	Description	Available	Partially Available (80% or more)	Not Available	[In case the pre-requisite/activity is "Partially Available" or "Not Available", then timelines for provisioning the pre- requisite/activity must be mentioned]
1.	MANPOWER		-	-		
1.1	On-site Roll Out Team	Required for providing training, hand-holding and trouble-shooting support to end users.				
1.2	System Administrators	<ul> <li>Whenever user department decides to host eOffice either at Local Data Centre (LDC) or State Data Centre (SDC) or Any Other Data Centre or Cloud Environment, the user department must have System Administrators for system administration, management and maintenance of the eOffice instance.</li> <li>The System Administrators of user department must have working knowledge of the eOffice Technology Stack [Web Server (NGINX), Database (PostgreSQL and MongoDB), Application Server (PHP-FPM, Tomcat), Redis, Kafka, Elastic, Operating System (RHEL/Oracle Linux/Alma Linux)].</li> </ul>				
2.	CLIENT INFRASTRUCTU	RE				
	Workstation (Desktop or Laptop)	<ul> <li>Required by each eOffice user for accessing eOffice Product.</li> </ul>				
	Configuration					
	Processor: 2 GHz and above					
	RAM: 4 GB and above					
		USB 2.0 controller & above (for Digital Signature Certificate)				
2.1		Operating System: Windows and Linux (Ubuntu) [Only the version(s)				
	supported by OEMs]  Browser: Mozilla Firefox, Google Chrome and Safari [Only the version(s)					
	supported by OEMs]					
	Adobe Reader (Latest version)					
	Anti-Virus (any antivirus)					
	` '	, ystem and Browser mentioned above might get char	naed due to	advancement	in underlvin	a technology and must be confirmed with
	•	, NIC at the time of procurement.	g :			5 5,

2.2	Scanners	<ul> <li>Required for scanning legacy files, inward and outward communications (DAKs).</li> <li>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.</li> </ul>			
3.	NETWORK REQUIREME	NIS		I	
3.1	Established LAN	Required for workstations connectivity.			
3.2	NICNET/NKN	<ul> <li>Whenever eOffice instance of user department is hosted in eOffice Cloud or RailTel Data Centre or CSC SPV Data Centre; NICNET/NKN connectivity is mandatory to access eOffice.</li> <li>In case user department desires to host eOffice instance in eOffice Cloud or RailTel Data Centre or CSC SPV 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.</li> <li>Whenever eOffice instance of user department is not hosted in eOffice Cloud or RailTel Data Centre or CSC SPV Data Centre; it is advised to use eOffice in Intranet/Restricted access only.</li> </ul>			
3.3	Network Bandwidth	<ul> <li>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.</li> <li>Hence, the aforesaid bandwidth requirement may be considered as a rough estimate only.</li> </ul>			
3.4	Traffic Analysis Report	To ensure available bandwidth with the user department for smooth running of eOffice.			

4.	DIGITAL SIGNING (LISER	Department can opt for any one or both the options)
4.1	Digital Signature Certificates (DSC)	<ul> <li>Required for all eOffice users who will be signing noting and drafts in electronic files.</li> <li>Class 2 or above DSC with Signing Certificate will be required for eOffice.</li> </ul>
4.2	eSign	<ul> <li>Required for all eOffice users who will be signing noting and drafts in electronic files.</li> <li>Currently, eOffice supports eSign 2.1 version.</li> <li>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.</li> </ul>
5.	EMAIL IDs (It is recomm	ended that name based email IDs may be prepared for all eOffice users rather than designation based)
5.1	NIC/GOV Email IDs	<ul> <li>Required for login &amp; authentication in eOffice.</li> <li>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).</li> <li>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> <li>NIC/GOV Email IDs through Parichay (Single Sign-on)</li> <li>User department's own LDAP/Active Directory (AD) Server</li> </ul> </li> <li>In case user department would like to use its own LDAP/AD Server, then following prerequisites are required in advance to check the feasibility.</li> <li>IP of the LDAP/AD Server</li> <li>Bind Details</li> <li>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 (The OS version is subject to change due to advancement in technology)</li> </ul>

6.	OTHER REQUIREMENTS	
6.1	SSL Certificate	<ul> <li>Required for client server connection encryption and also for single sign-on purpose.</li> <li>Whenever eOffice instance of user department is hosted in eOffice Cloud; SSL Certificate will be provisioned by NIC eOffice Project Division.</li> <li>Whenever eOffice instance of user department</li> </ul>
		is not hosted in eOffice Cloud; SSL Certificate is required to be provisioned by user department at their end.
		Required for accessing the eOffice instance by name rather than IP.
6.2	2 DNS Registration	Whenever eOffice instance of user department is hosted in eOffice Cloud; DNS Registration will be done by NIC eOffice Project Division.
		<ul> <li>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.</li> </ul>
6.3	SMS & Email Gateway	<ul> <li>Required for alert services.</li> <li>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.</li> </ul>
6.4	Skill Set	All eOffice users need to have basic knowledge of computer and Internet Browsing.

Declaration: I hereby declare that all the information furnished is true to the best of my know he organization is found to be incomplete/incorrect, NIC shall not be responsible for any devi	
	Signature of Authorized Official with Seal/Stamp
Contact details of official in whose name Proforma Invoice (PI) and Project Proposal for impl	lementation/renewal of eOffice are to be issued.
. NAME:	
2. DESIGNATION:	
3. COMPLETE OFFICIAL ADDRESS ALONG WITH PINCODE:	
I. EMAIL ID:	
5. CONTACT NO. (OFFICE):	
5. CONTACT NO. (MOBILE):	
7. GSTIN NO. OF USER DEPARTMENT:	

# eOffice Project Divison National Informatics Centre

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