eOffice
A DIGITAL WORKPLACE SOLUTION

Digital India
Power To Empower

सत्यमेव जयते

PAVING WAY FOR AN OPEN GOVERNMENT

Ministries

Autonomous Bodies

States

PSUs

Constitutional Bodies

G2G/G2E

Portal

CAMS

KMS

eOffice

eFile

EMD

Enhanced Productivity

Transparency & Accountability

Save Paper, Time & Money

Assured Data Security & Integrity

Quick Decision Making

Ministry of Electronics & Information Technology
Government of India

NIC NATIONAL INFORMATICS CENTRE

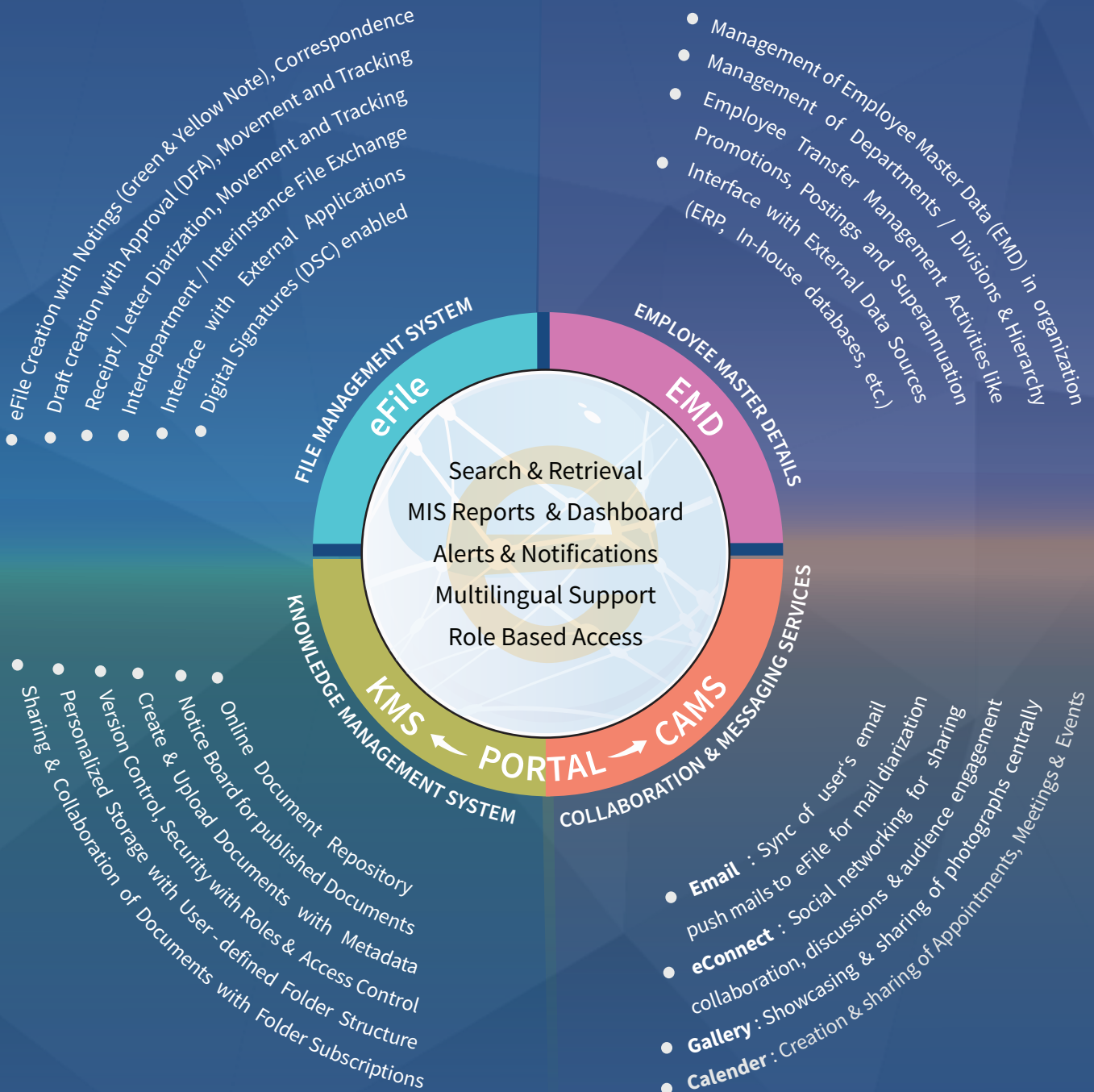**NATIONAL INFORMATICS CENTRE NICSI SERVICES INCORPORATED**
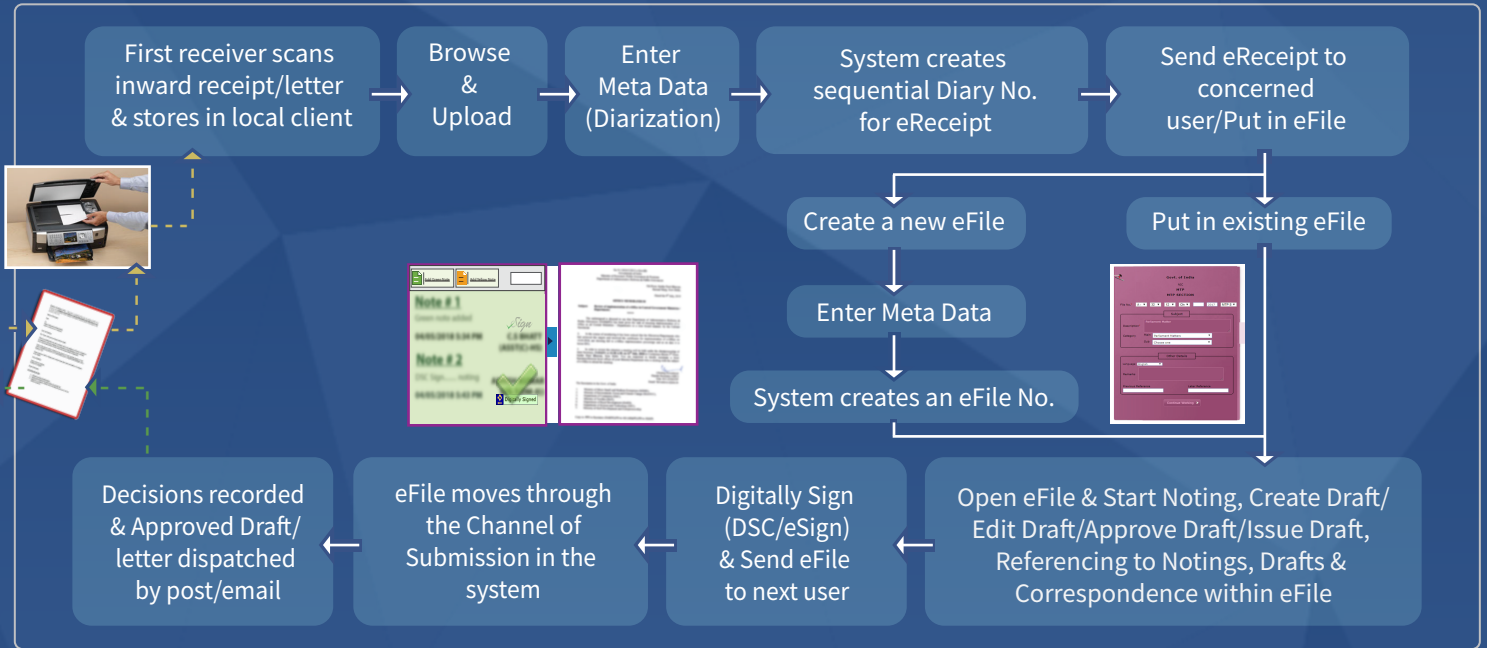
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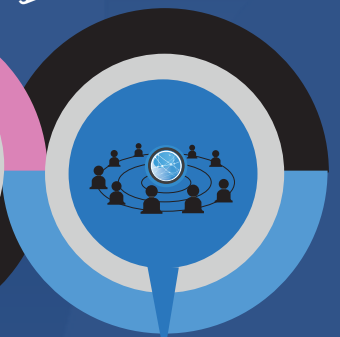
Management of files & documents, like letters, policies, acts & regulations, manuals, etc. in Government Departments is a humongous activity! Is there a central digital repository for these files & documents?

eOffice is addressing these concerns by paving way for an efficient and Open Government with a suite of products to go paperless & streamline process workflows for both intra and inter-Government processes. The product built on an open architecture, is easy to replicate across Governments at the Central, State, District & International levels.

Features

FILE MANAGEMENT SYSTEM — eFile

- eFile Creation with Notings (Green & Yellow Note), Correspondence
- Draft creation with Approval (DFA), Movement and Tracking
- Receipt / Letter Diarization, Movement and Tracking
- Interdepartment / Interinstance File Exchange
- Interface with External Applications
- Digital Signatures (DSC) enabled

EMPLOYEE MASTER DETAILS — EMD

- Management of Employee Master Data (EMD) in organization
- Management of Departments / Divisions & Hierarchy
- Employee Transfer Management Activities like Promotions, Postings and Superannuation
- Interface with External Data Sources (ERP, In-house databases, etc.)

Core (center)

Search & Retrieval
MIS Reports & Dashboard
Alerts & Notifications
Multilingual Support
Role Based Access

KNOWLEDGE MANAGEMENT SYSTEM — KMS

- Online Document Repository
- Notice Board for published Documents
- Create & Upload Documents with Metadata
- Version Control, Security with Roles & Access Control
- Personalized Storage with User - defined Folder Structure
- Sharing & Collaboration of Documents with Folder Subscriptions

PORTAL

COLLABORATION & MESSAGING SERVICES — CAMS

- **Email** : Sync of user's email push mails to eFile for mail diarization
- **eConnect** : Social networking for sharing collaboration, discussions & audience engagement
- **Gallery** : Showcasing & sharing of photographs centrally
- **Calender** : Creation & sharing of Appointments, Meetings & Events

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eFile Process

First receiver scans inward receipt/letter & stores in local client → Browse & Upload → Enter Meta Data (Diarization) → System creates sequential Diary No. for eReceipt → Send eReceipt to concerned user/Put in eFile

Create a new eFile | Put in existing eFile

Enter Meta Data

System creates an eFile No.

Open eFile & Start Noting, Create Draft/Edit Draft/Approve Draft/Issue Draft, Referencing to Notings, Drafts & Correspondence within eFile

Digitally Sign (DSC/eSign) & Send eFile to next user

eFile moves through the Channel of Submission in the system

Decisions recorded & Approved Draft/letter dispatched by post/email

Outcome ROI Case Study

Parameters	Quantity	Unit	Avg. Impl. Cost (in 100,000 INR) per annum		% Saving
			Before	After	
Infrastructure & Real Estate					
Cupboard	150	Nos.	12	NIL	100%
Office Space (Released)	1800	sq.ft.	17	NIL	100%
Physical Security (Custodian)	4	Nos.	12	NIL	100%
Manpower Resources for File handling					
Existing Manpower Available for File Handling	49	Nos.	--	--	Multitasking & Saving of Manpower
Staff for movement files in inter-region (Salary)	5200	Movements	--	--	Multitasking & Saving of Manpower
Travelling Allowance	1910	Man Days	6	NIL	100%
Saving Paper					
Notes	96000	Pages	2	NIL	100%
Correspondence Pages	320000	Pages	7	NIL	100%
Receipts	28235	Nos.	--	--	Instant Delivery
Efficiency Parameters					
Decision Taking Time	--	--	--	--	Instant
Movement Time	5200	Days	--	NIL	Instant
Transparency & Accountability	--	--	--	--	100%
Access Any-where Any-time	--	--	--	--	Any Where Any Time (24*7)
Total			**56**		

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Adoption

Launch of eOffice at Ministry of Telecommunication and Digital Infrastructure, Government of Sri Lanka

139

Central Government Ministries/ Departments/ Organizations

128

State Government Secretariats & Districts

56

Institutes/ Academies/ PSUs
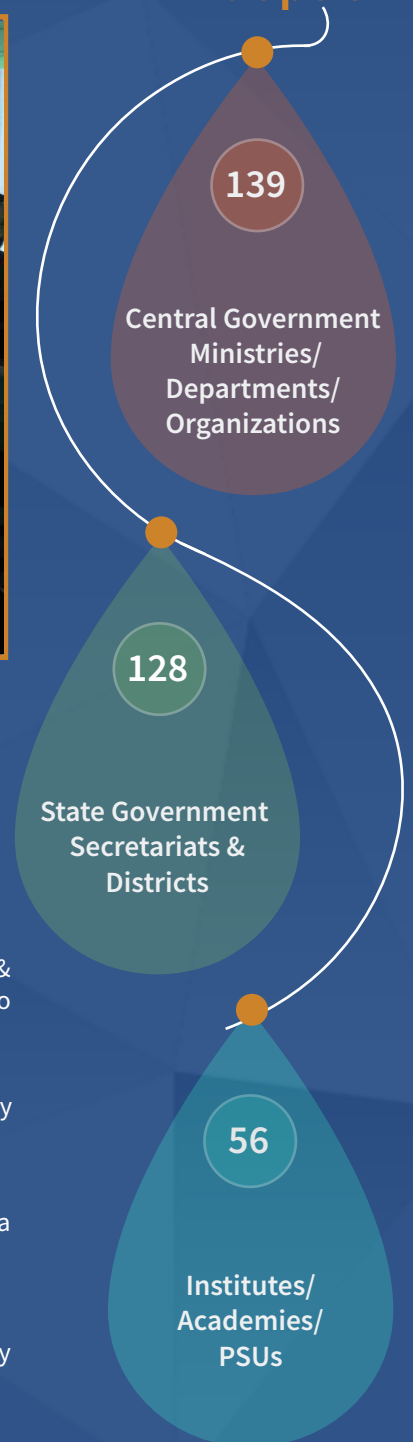
How to get eOffice?

● eOffice is designed and developed by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY). The interested organizations may write mail to eoffice-pmu@nic.in

● eOffice is a cloud enabled software that can be deployed/hosted in any data centre or in any cloud identified by the organization.

● NIC team shall help the organization in setting up of eOffice environment, master data preparation and in initial rollout.

● For Continuous Support & Roll-Out, NIC team shall provide training to the IT-Team/Agency identified by the organization.

● Upgrades to eOffice Software as well as patches to address new threats/vulnerabilities will be made available from time to time.

* As on 15th September 2018
Latest updates @ https://eoffice.gov.in

CONNECT

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