PAVING WAY FOR AN OPEN GOVERNMENT

Ministry of Electronics & Information Technology
Government of India

Enhanced Productivity
Transparency & Accountability
Save Paper, Time & Money
Assured Data Security & Integrity
Quick Decision Making

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Government of India
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

- Employee Master Details
- Collaboration & Messaging Services
- Knowledge Management System
- Search & Retrieval
- MIS Reports & Dashboard
- Alerts & Notifications
- Multilingual Support
- Role Based Access
- Management of Employee Master Data (EMD) in Organization
- Employee Transfer Management / Dissociation / Promotions, Postings & Superannuation
- Interface with External Data Sources (ERP, In-house databases, etc.)
- Interface with External Applications
- Interdepartment / Interinstance File Exchange
- Receipt / Letter Digitization, Movement and Tracking
- Draft Creation with Notings (Green & Yellow Note), Correspondence
- eFile Creation with Approval (DFA), Movement and Tracking
- Digital Signatures (DSC) enabled Interface with External Applications
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Email: Sync of user’s email push mails to efile for mail digitization for sharing

eConnect: Social networking for sharing collaboration, discussions & audience engagement

Gallery: Showcasing & sharing of photographs centrally

Calendar: Creation & sharing of Appointments, Meetings & Events
### eFile Process

1. **First receiver scans inward receipt/letter & stores in local client**
2. **Browse & Upload**
3. **Enter Meta Data (Diarization)**
4. **System creates sequential Diary No. for eReceipt**
5. **Send eReceipt to concerned user/Put in eFile**
   - **Create a new eFile**
   - **Put in existing eFile**
   - **Enter Meta Data**
   - **System creates an eFile No.**
   - **Digitally Sign (DSC/eSign) & Send eFile to next user**
   - **Open eFile & Start Noting, Create Draft/ Edit Draft/Approve Draft/Issue Draft, Referencing to Notings, Drafts & Correspondence within eFile**

### Outcome ROI Case Study

#### Infrastructure & Real Estate
- **Cupboard**: 150 Nos. - Before: 12, After: NIL, % Saving: 100%
- **Office Space (Released)**: 1800 sq.ft. - Before: 17, After: NIL, % Saving: 100%
- **Physical Security (Custodian)**: 4 Nos. - Before: 12, After: NIL, % Saving: 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

#### Saving Paper
- **Notes**: 96000 Pages - Before: 2, After: NIL, % Saving: 100%
- **Correspondence Pages**: 320000 Pages - Before: 7, After: NIL, % Saving: 100%
- **Receipts**: 28235 Nos. - Instant Delivery

#### Efficiency Parameters
- **Decision Taking Time**
- **Movement Time**
- **Transparency & Accountability**
- **Access Any-where Any-time**
  - **Total**: 56

#### Efficiency Parameters

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Quantity</th>
<th>Unit</th>
<th>Avg. Impl. Cost (in 100,000 INR) per annum Before</th>
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Upgrades to eOffice software as well as patches to address new threats/vulnerabilities will be made available from time to time.

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.

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* As on 15th September 2018

Latest updates @ https://eoffice.gov.in