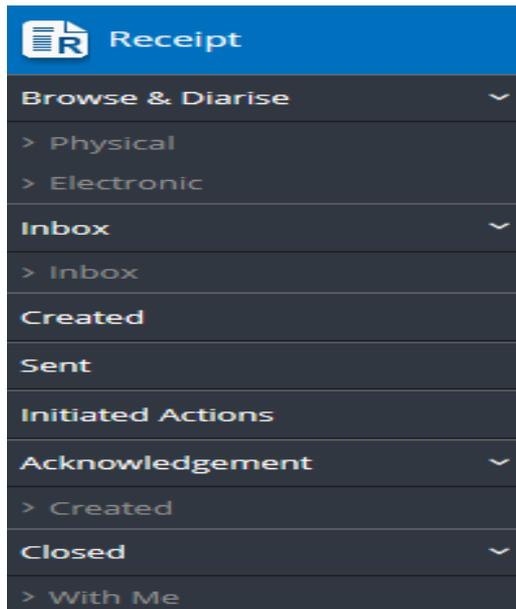


New E-File Creation and its Processing

1. Receipt/ Correspondence:

Once a DAK/ letter is diarised and a unique receipt/ diary number is allocated then it becomes Receipt.

The links available under Receipt module are:



Browse & Diarise:

It is used to generate receipts which can be electronic.

➤ **Electronic:** The unique number for the DAK is generated by the system, and further processing of the receipt is always electronic in nature.

Click the **Electronic** link under **Browse & Diarise** sub-module



The image shows a screenshot of the Receipt creation form. The left sidebar shows the 'Receipt' module with 'Browse & Diarise' and 'Electronic' highlighted. The main form area is titled 'Nature Details' and 'Diary Details'. The 'Nature Details' section has radio buttons for 'Electronic' (selected) and 'Physical'. The 'Diary Details' section includes fields for 'Diary Date' (15/02/2024), 'Received Date' (15/02/2024), 'Forms Of Communications' (Letter), 'Letter Date' (dd/mm/yyyy), 'Language' (English), 'Letter Ref. No.', 'Delivery Mode' (By Hand), 'Mode Number', and 'Sender Type' (Choose One). The 'Contact Details' section includes fields for 'Min./Dept./Others', 'Name', 'Designation', 'Organization', 'Mobile', and 'Email'. At the bottom, there are buttons for 'Personalize Acknowledgement', 'Generate', 'Generate & Send', and 'Generate & Copy'. A large 'Electronic' watermark is visible across the form.

Click the **Upload** button. The File Upload dialog box appears. Select the desired scanned PDF document (**upto 20 MB**).

Once the scanned DAK/ letter is uploaded, enter the required metadata (various details in the fields available on the right of the screen) and then, click on **Generate** button.

Note:

All the mandatory fields are marked with Red asterisk (*).

User can choose one of the fields marked with orange asterisk (*).

The DAK / letter gets diarised and a unique **Receipt Number** is generated

The screenshot displays a software interface with a document viewer on the left and a 'Basic Details' sidebar on the right. The document title is 'SOP for New E-File Creation and its Processing'. The sidebar contains the following fields:

Comp. No. :	1	Receipt No. :	1/2024/eoffice *
Nature :	Electronic	File No. :	
Main Category :	General	Sub Category :	
From :	OM PRAKASH	Designation :	E OFFICE SUPPORT
Forms of Communications :	Letter	Delivery Mode :	By Hand
Sender Type :		Letter Ref. No. :	
Letter Date :		Received Date :	15/02/2024
Diary Date :	15/02/2024	Diarised By :	eoffice admin, eoffice
Subject :	test		
Enclosure/ Remarks :			
Address :	CHQ		

- A) **Generates Button:** The generated receipts are saved in the “**Created Folder**”.
- B) **Generates & Send Button:** Generates the Receipt Number and redirects the user to Receipt **Send** screen.
- C) **Generates & Copy Button:** Generates the Receipt Number and redirects the user to diary screen retaining the content and metadata of the receipt.

The actions that can be taken on a receipt are shown

The screenshot displays a software interface with a document viewer on the left and a 'Basic Details' sidebar on the right. The document title is 'SOP for New E-File Creation and its Processing'. The sidebar contains the following fields:

Comp. No. :	1	Receipt No. :	1/2024/eoffice *
Nature :	Electronic	File No. :	
Main Category :	General	Sub Category :	
From :	OM PRAKASH	Designation :	E OFFICE SUPPORT
Forms of Communications :	Letter	Delivery Mode :	By Hand
Sender Type :		Letter Ref. No. :	
Letter Date :		Received Date :	15/02/2024
Diary Date :	15/02/2024	Diarised By :	eoffice admin, eoffice
Subject :	test		
Enclosure/ Remarks :			
Address :	CHQ		

Below the sidebar, there is a 'History' section with buttons for 'Dispatch', 'Attached/Detached', and 'Closed'.

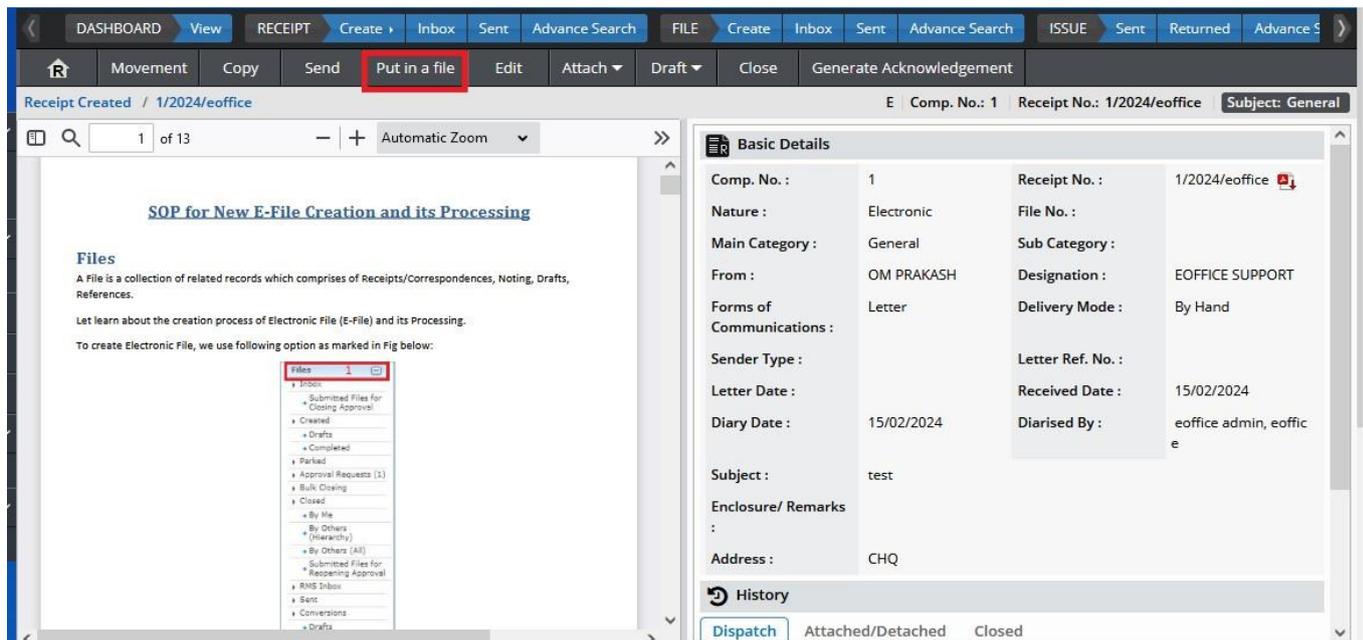
Movements: This option is used to track the **Movements** of the receipt which automatically gets updated as Receipt moves from user to another.

Copy: It can be used, in cases where DAK/ letter are diarized for same subject nature. Generates the Receipt Number and redirects the user to diary screen retaining the content (pdf) and metadata of the receipt

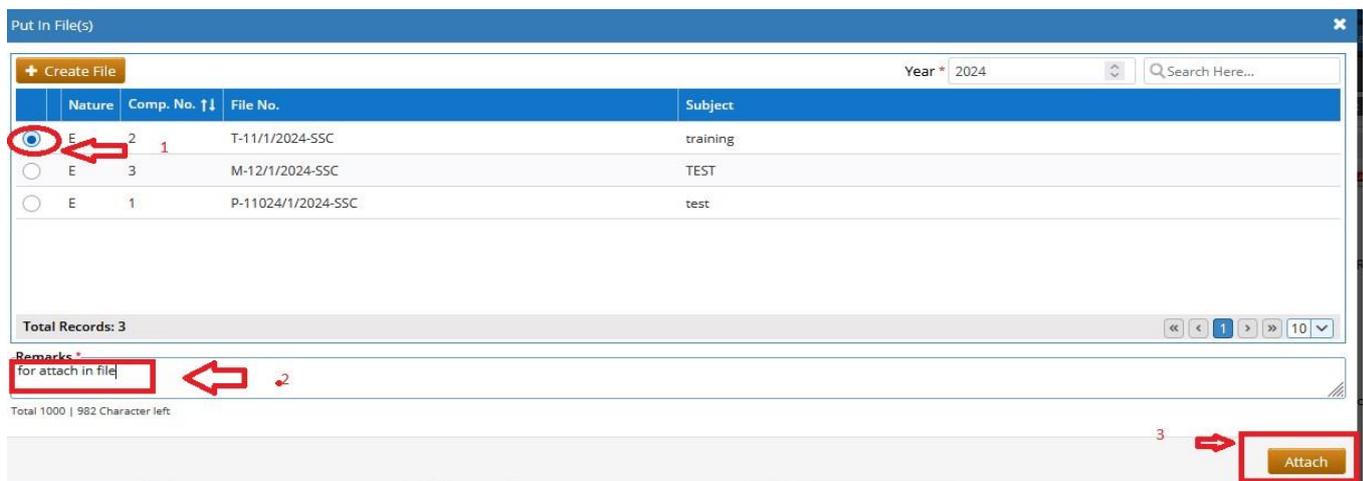
Send: This option facilitates the user to mark the receipt to the intended recipient(s).

Put in a File: To put the generated receipt into a concerned file, perform the following steps:

- Click **Put in a file** tab.



Choose File year wise if file is already available in your eOffice account and mention remark and click on Attach button.



If file is not created then create new file.

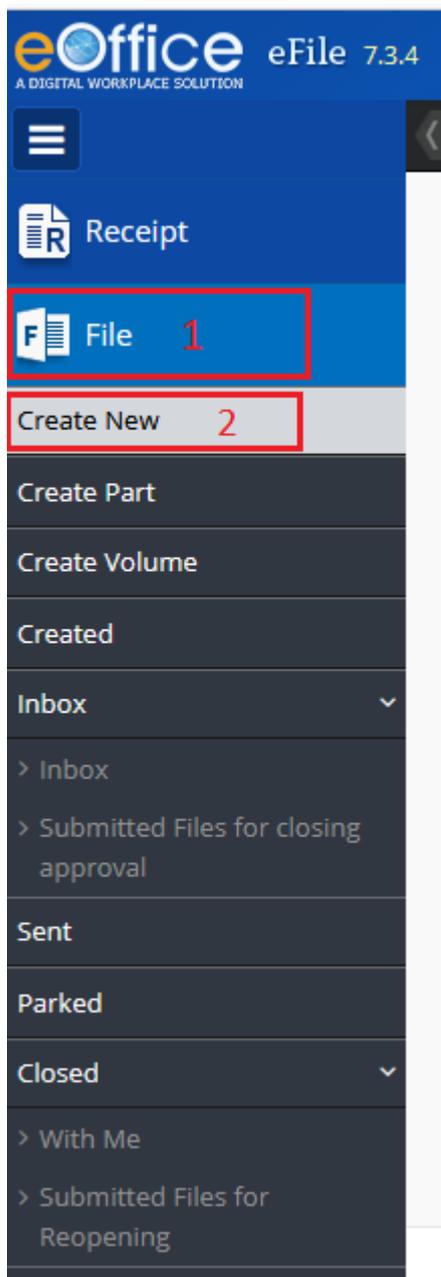
Process is mentioned below for creating new file:

2. Files

A File is a collection of related records which comprises of Receipts/Correspondences, Noting, Drafts, References.

Let learn about the creation process of Electronic File (E-File) and its Processing.

To create **Electronic File**, we use following option as marked in Fig below:



Electronic Files Creation:

It is used to create two type of file i.e. **Electronic** and **Physical File**.

This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New E-File, perform the following steps:

Choose type of the nature of the file i.e. **Electronic**.

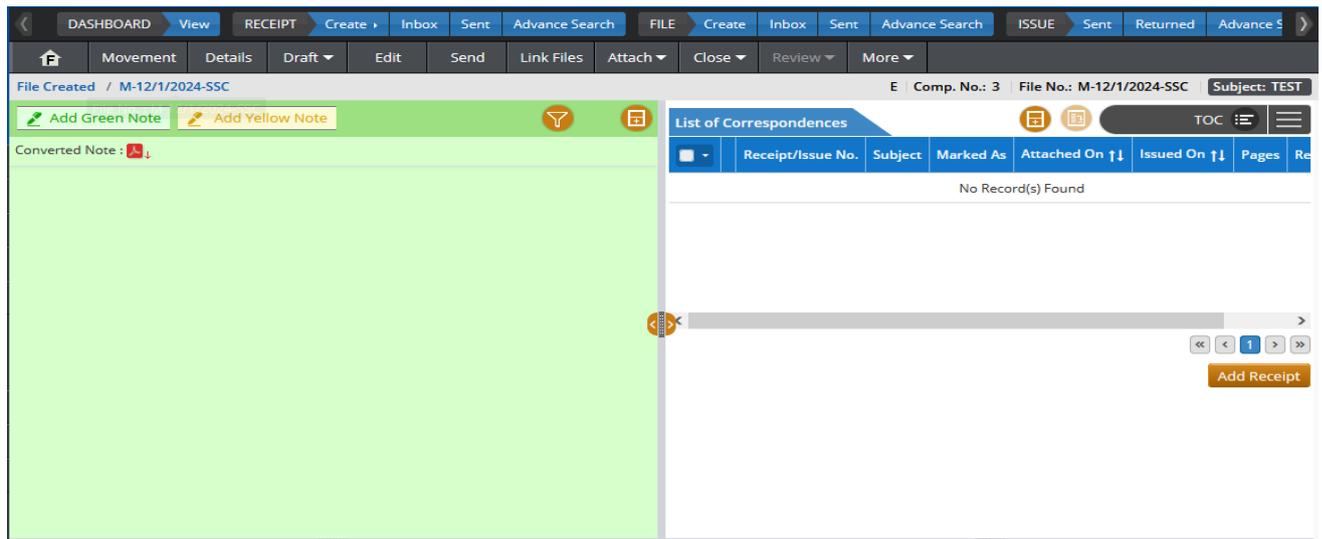
The **File Cover Page** screen appears. **Enter the necessary details** on the File Cover Page and click

Continue Working button as shown:

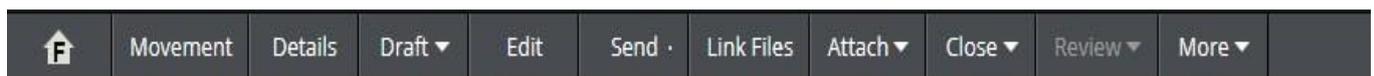
The screenshot shows the 'File Cover Page' for creating an Electronic File (E-File) with Non-SFS standard. The form is titled 'भारत सरकार GOVERNMENT OF INDIA AIRPORTS AUTHORITY OF INDIA eoffice'. It includes fields for 'Nature' (Electronic selected), 'Type' (NON SFS selected), 'File No.' (with dropdowns for 'Choose One', 'Choose One', 'Choose One', 'Choose One', '2024', and 'SSC'), 'Subject', 'Description', 'Main Category', and 'Sub Category'. A 'Continue Working' button is at the bottom. Red boxes and numbers 3, 4, 5, and 6 highlight specific elements: 3 points to the Nature and Type selection area, 4 points to the File No. dropdowns, 5 points to the Subject and Description fields, and 6 points to the Continue Working button.

Note: This Document will start with the Electronic File (E-File) Creation. Physical File (P-File) is not recommended.

The E-File gets **created Folder**, along with a unique file number based on the selection of head.



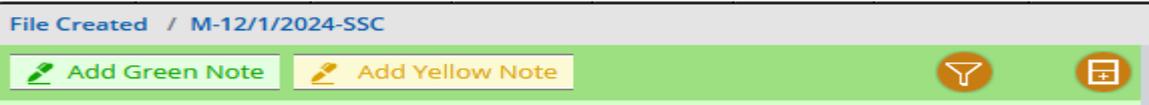
There are 10 different action tabs available on a file after the Electronic File is created:



1. **Movements:** This option is used to track the Movements of the file which automatically gets updated as File moves from user to another.
2. **Details:** It can be used to view the details of a File i.e. File cover Page details and total no. of part Files created.
3. **Draft:** It is a process of creating an official reply to the concerned user/department/ministry conveying the views or orders of the department. With the help of this feature user can Create New Draft and View Existing Drafts in the File.
4. **Edit:** It can be used to make changes to the cover page of existing running file except the File Heads (File Number).
5. **Send:** This option facilitates the user to mark the file to the intended recipient(s).
6. **Link File:** It is used to refer the other active file along with working file. The copy will have all the content of the linked file, upto the moment of linking.
7. **Attach:** It is used to attach the File or Receipt on working File.
8. **Close:** It is used to close the active file.
9. **More:** It is used to create part of the active file and merge file and getting merge details.

1. To add Noting in E-File:

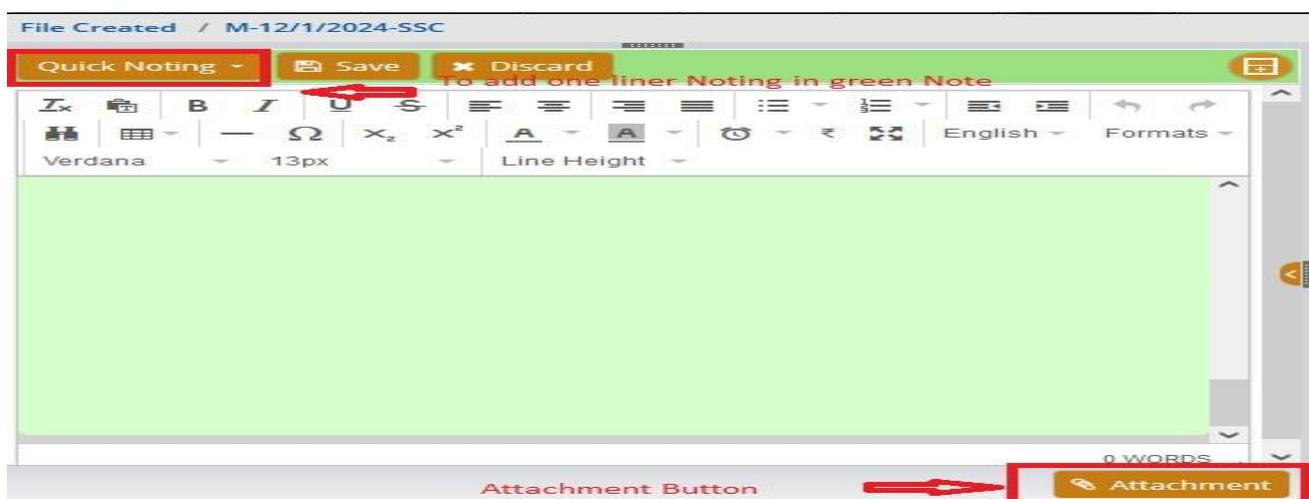
Noting: It consists of line actions with regard to the correspondence or as per the subject matter of the file subject. It is used to add Yellow Note and Green Note in the existing File and to view the noting By Name and By Date or All the noting together



- a) **Green Note:** Note is the document in file on which all decision making/ major facts/ approvals are recorded. Anything recorded on green note of file stays permanently on file if the file is moved at least once.
- b) **Yellow Note:** Yellow Note is to add a draft note in a file for taking approvals from reporting before finalizing the green note. Once the yellow note is confirmed, it changes to green note sheet.

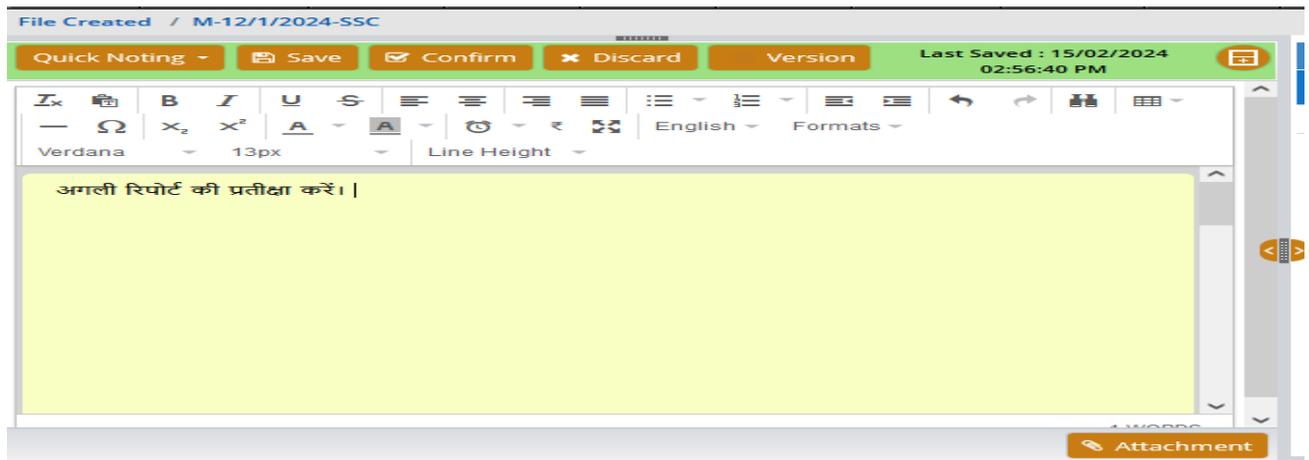
To add a Green Note, perform following steps:

1. Click **Add Green Note** link.
2. The Noting screen becomes active. Type the note content manually or copy the content from already created word/ text files and paste it. Noting done gets saved automatically.
3. A pre-defined or created by user (In English or Hindi), one-liner noting in Green Note can be added by using **Quick Noting** feature. It is used to create a customized list of one-liner noting frequently used in organizations.
4. The User can also attach supporting documents (PDF Format only) by clicking on **Attachment button** at the bottom of the noting portion.



To add a Yellow Note, perform following steps:

1. Click **Add Yellow Note** link.
2. The Noting screen becomes active. Type the note content manually or copy the content from already created word/ text files and paste it or using **Quick Noting** feature.



- A) **Save:** After adding the content, click **save** button.
- B) **Discard:** To delete the note.
- C) **Confirm:** To confirm Yellow Note into Green Note. Once the yellow note is confirmed, the confirmed versions of note will displayed.

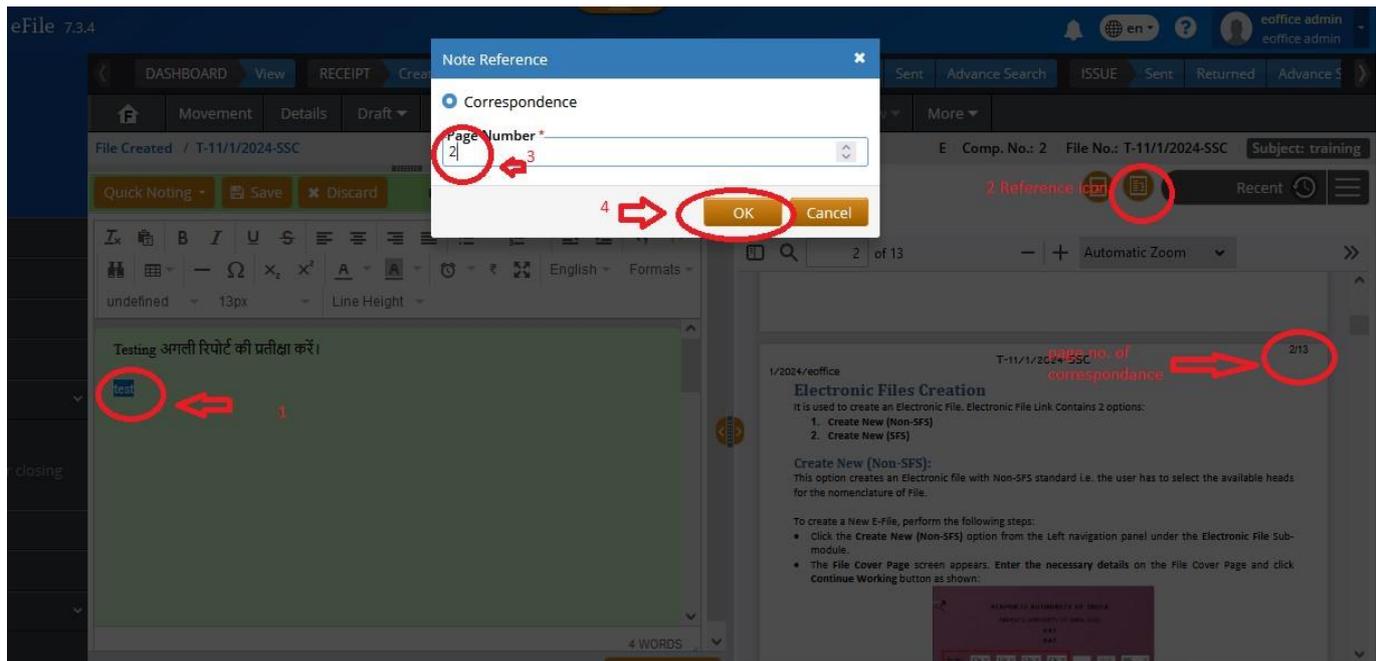
3. Referencing of Noting and Correspondence:

1. Steps for referencing the correspondence

- Open the File in which referencing needs to done and note is added.
- The File noting and correspondence Section will open.
- In Correspondence Section, click on **ToC** tab and then open the individual correspondence/issue.



Then select/highlight the text from noting and click on Referencing icon, pop-up will appear, provide the Page number of correspondence to refer and Click ok button.
Only numeric value need to enter. System will not accept any other symbol (, . - _ & :)

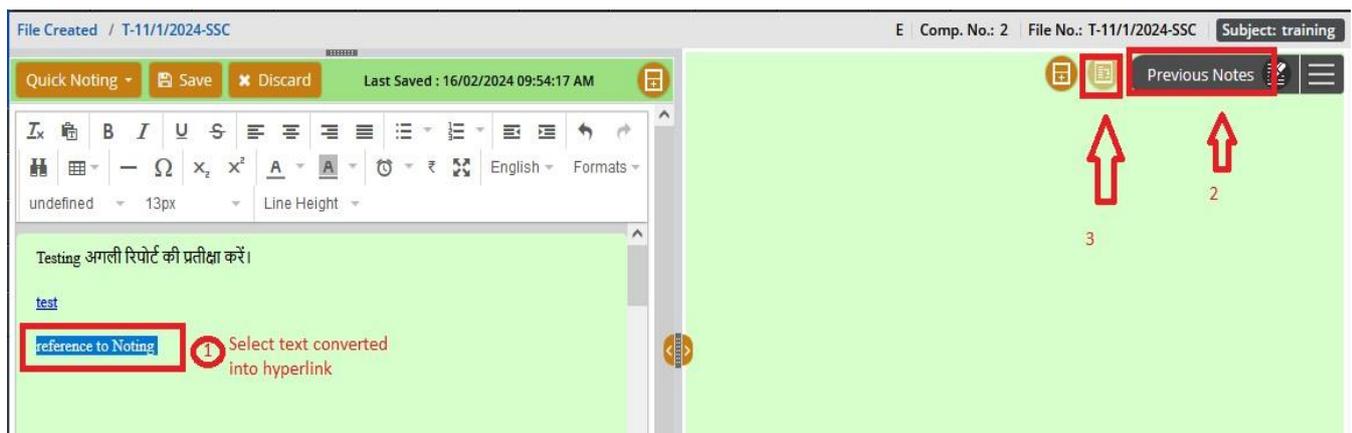


Once OK button is click, The Selected text gets converted into hyperlink.

- User can verify the referencing done using click on hyperlink.

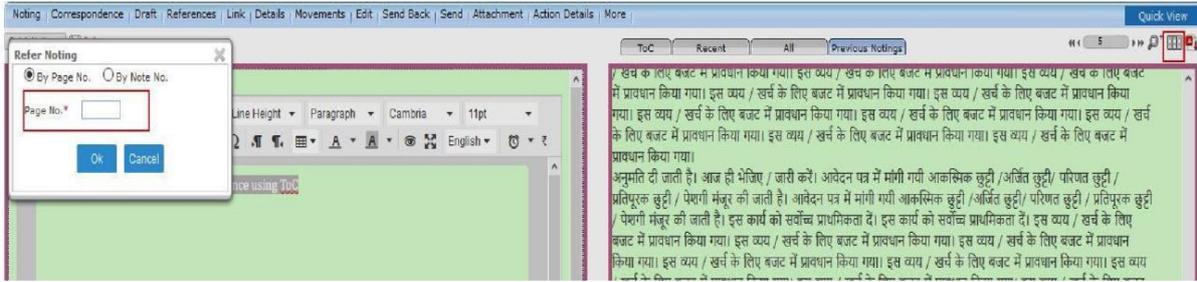
2. Steps for referencing the Previous Noting

- Open the File in which referencing needs to done and note is added.
- The File noting and correspondence Section will open.
- Click on Previous Noting Tab

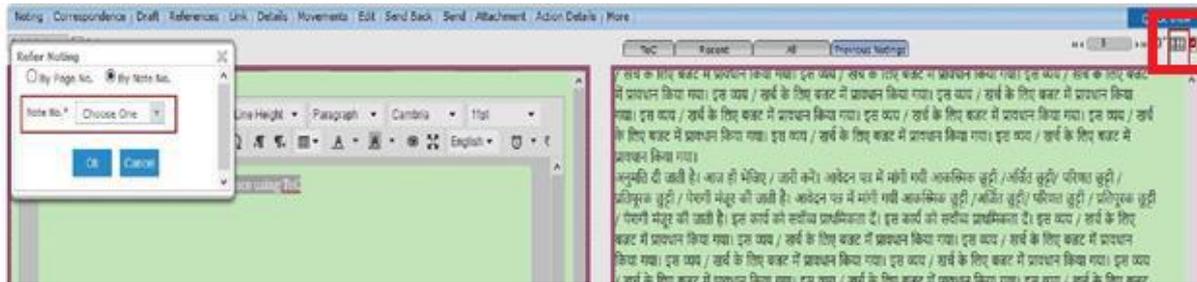


Then select/highlight the text from noting and click on Referencing icon, pop-up will appear.

- User can refer to particular previous noting page by selecting '**By Page No.**' radio button and entering the previous noting page number as shown in below.
- User will be redirected to that page of previous noting. User can then click on OK to complete the note to previous note referencing.



- User can refer to particular previous noting by selecting 'By Note No.' radio button and Entering the previous noting number as shown in Fig:



User will be redirected to that number of previous noting. User can then click on OK to complete the note to previous note referencing.

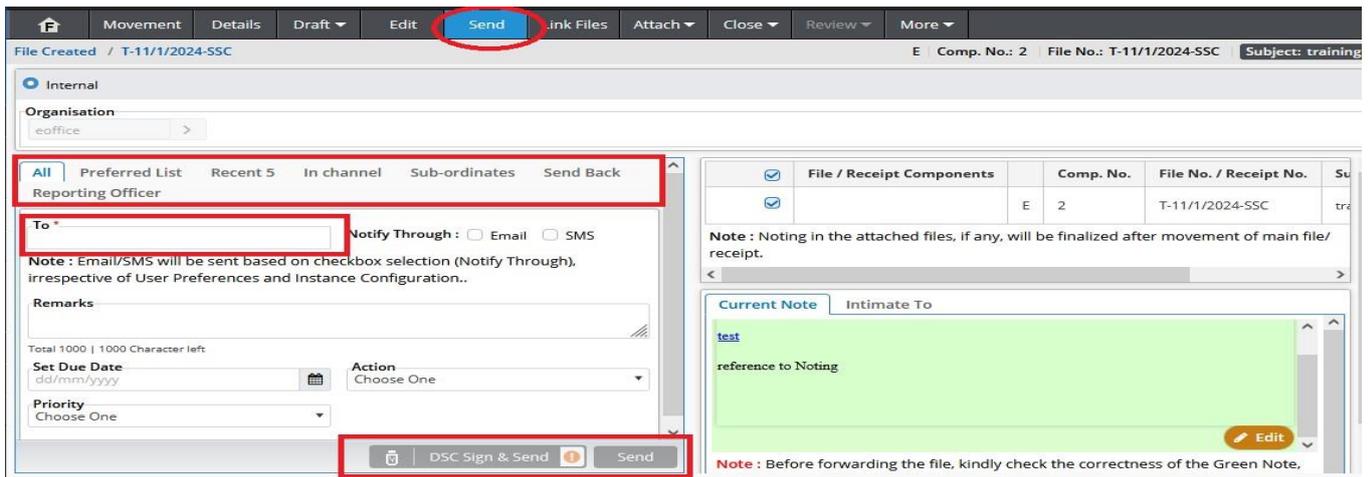
- User can verify the referencing done using click on hyperlink text.

4. Send/Forward File to Recipient:

Send: This option facilitates the user to mark the File(s) to the intended recipient(s).

To send files user has to perform following steps:

- Select the File(s) and click the Send menu option.



The Send screen appears. Select the radio button.

- In **To** field: search the user either by name or marking abbreviation or section/organization unit name of the recipient. Then, select the officer from the filtered employee list.
- Then Click on Send button below, to mark the file to recipient.