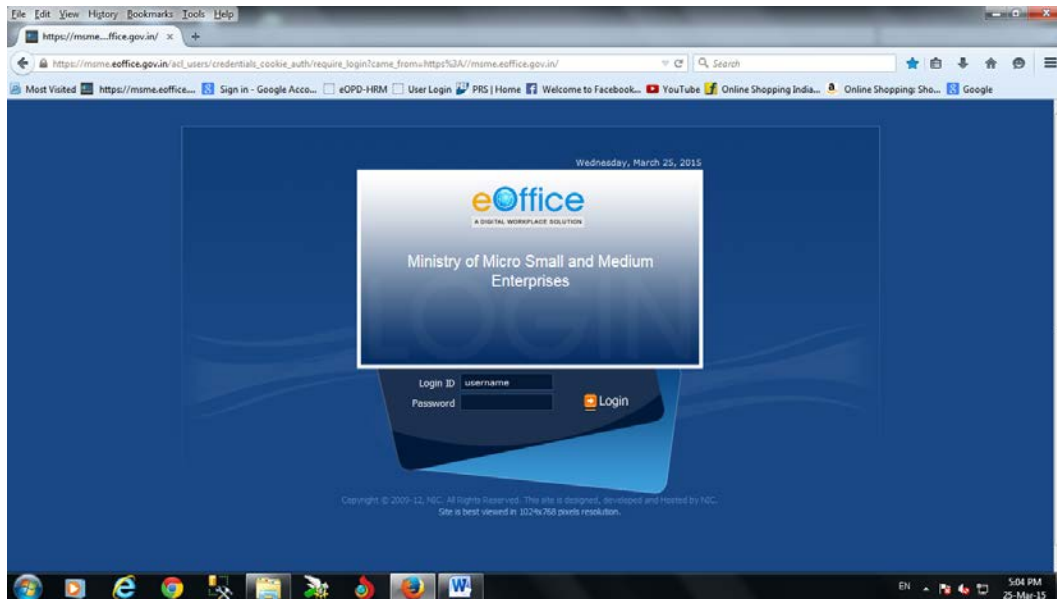


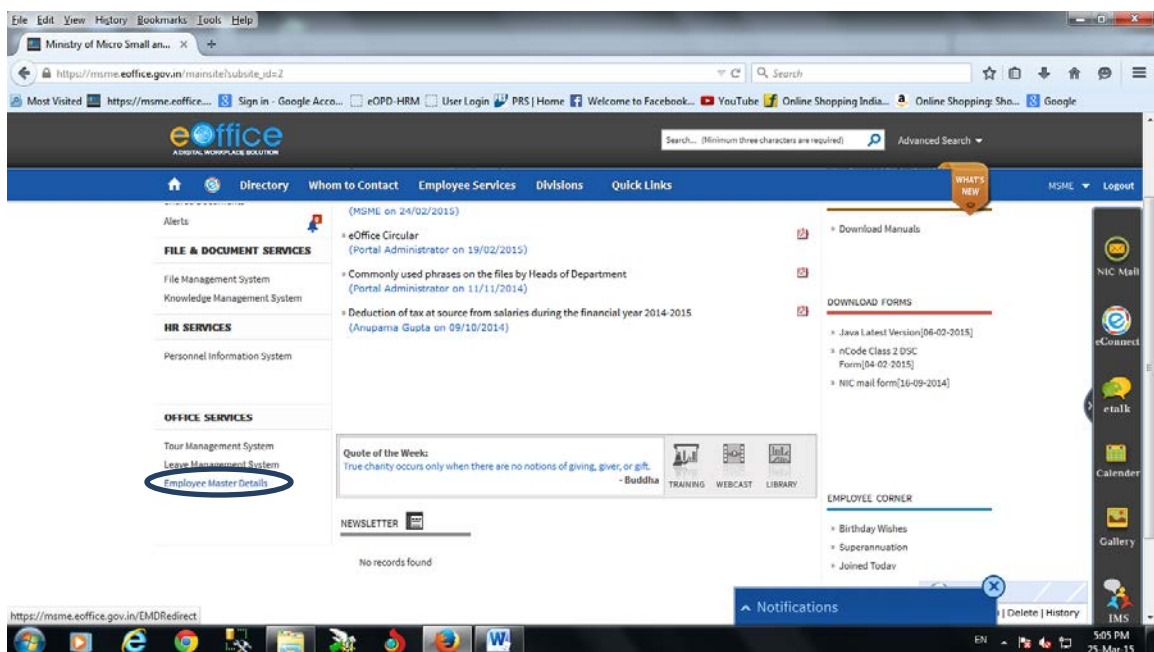
How to create a new user in eOffice:

Step 1:

1. Log in to the **“ADMIN”** account.



2. Go to **“Employee Master Details”**



3. Under “Creation and Mapping” Module Click on “Employee”

The screenshot shows the eOffice Employee Master Detail page. The left sidebar under 'Creation & Mapping' has the 'Employee' option highlighted with a blue circle. The main content area displays a table titled 'List of Transferred Employee' with the following data:

| S.No. | Employee Code | Employee Name | Status | Actions |
|-------|---------------|---------------|----------|---------|
| 1 | 00329 | ISHAN DEWAN | Relieved | |

The bottom of the page shows the Windows taskbar with various application icons and the system clock displaying 5:06 PM on 25-Mar-15.

4. Click on “New Employee”

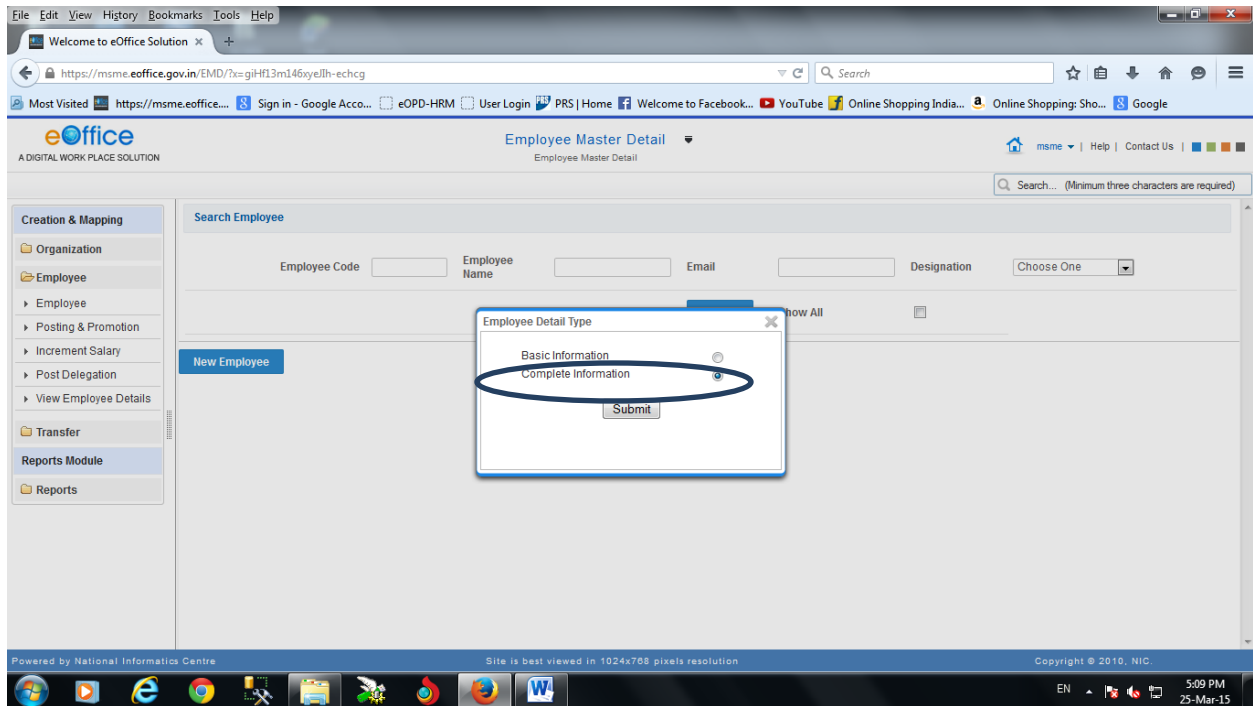
The screenshot shows the eOffice Employee Master Detail page. The left sidebar under 'Creation & Mapping' has the 'New Employee' option highlighted with a blue circle. The main content area displays a form titled 'Search Employee' with the following fields:

Employee Code Employee Name Email Designation

Below the fields are buttons for 'Search' and 'Show All'.

The bottom of the page shows the Windows taskbar with various application icons and the system clock displaying 5:07 PM on 25-Mar-15.

5. Check the “complete information” radio button and click “Submit”



6. Fill in the details and click “Submit”

NOTE *- Make sure that only NIC email id is entered in “Email” text box

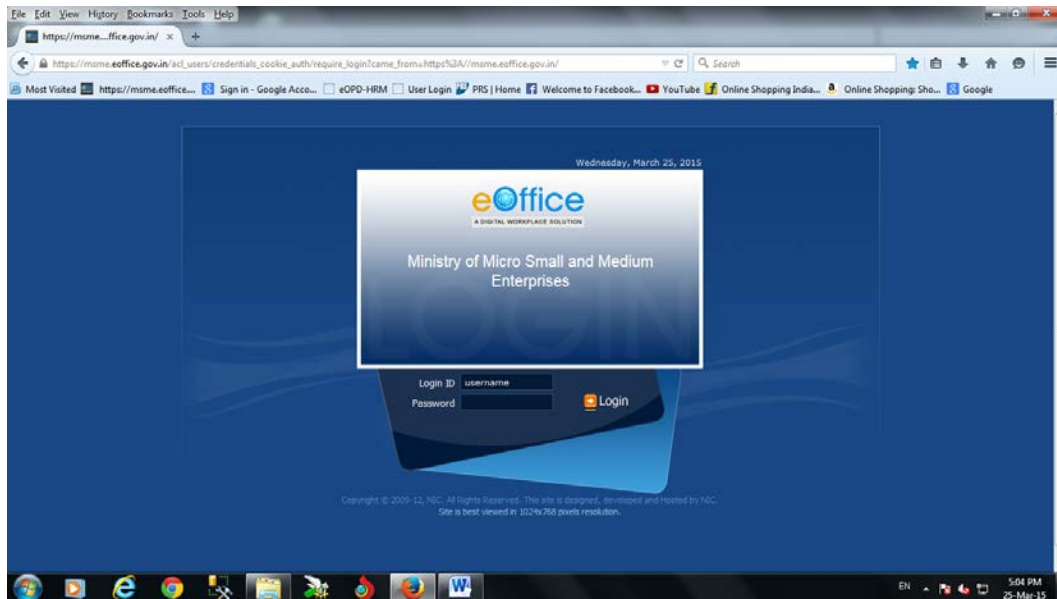
The screenshot shows the eOffice Employee Master Detail page. The 'Employee Detail Type' dialog box is open, and the 'Complete Information' radio button is selected. The background page displays various form fields for employee details, including contact information, address details, designation details, work status details, pay details, and office location details. A red note at the top states: 'Note: Your image size must be less than 5 MB'. The 'Contact Details' section includes fields for Office Phone1, Office Phone2, Intercom No, Fax No, Residence Phone1, Residence Phone2, Mobile1, Mobile2, Email, Alternate Email, Active, and Login Id. The 'Permanent Address Details' and 'Present Address Details' sections are also visible. The 'Designation Details' section includes fields for Designation, Type Of Appointment, File Reference Number, From Date, To Date, and Active. The 'Work Status Details' section includes fields for Work Status and Active. The 'Pay Details' section includes fields for Pay Details. The 'Office Location Details' section includes fields for Office Location Details. The page footer shows 'Powered by National Informatics Centre', 'Site is best viewed in 1024x768 pixels resolution', and 'Copyright © 2010, NIC'.

User has been created Sucessfully.

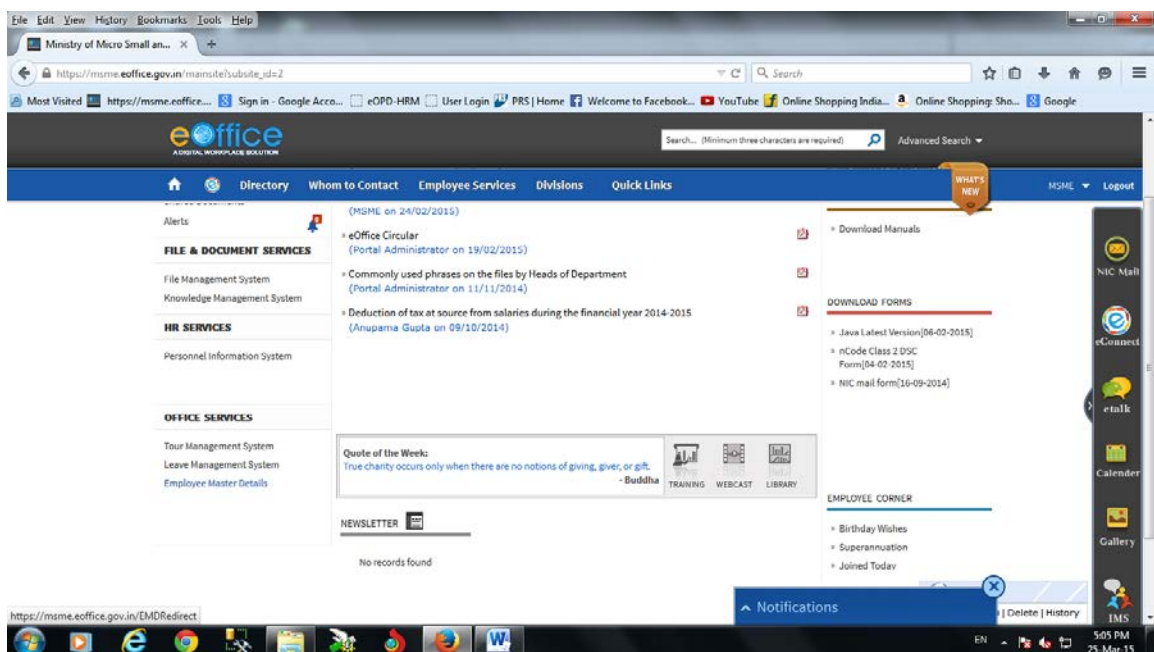
Assigning Post to a new User:

Steps:

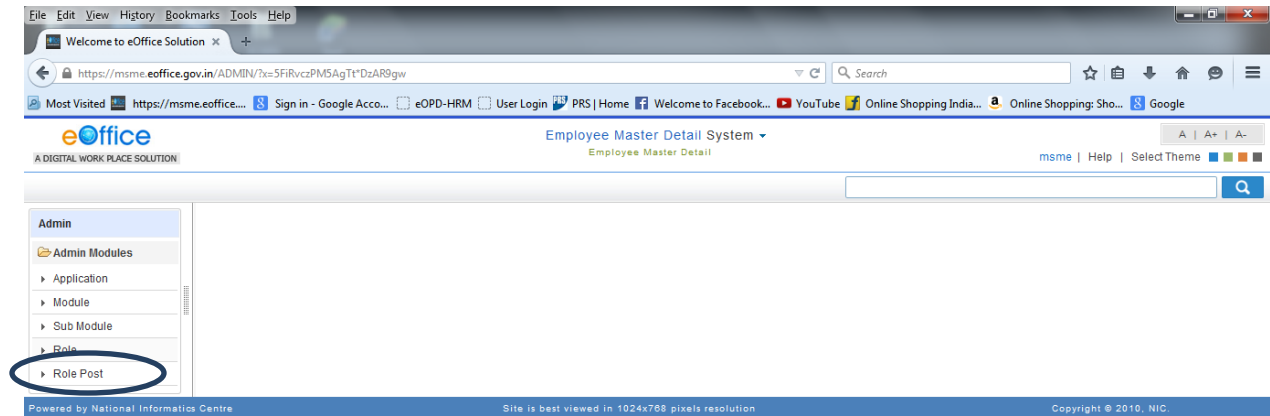
1. Log in to the “ADMIN” account.



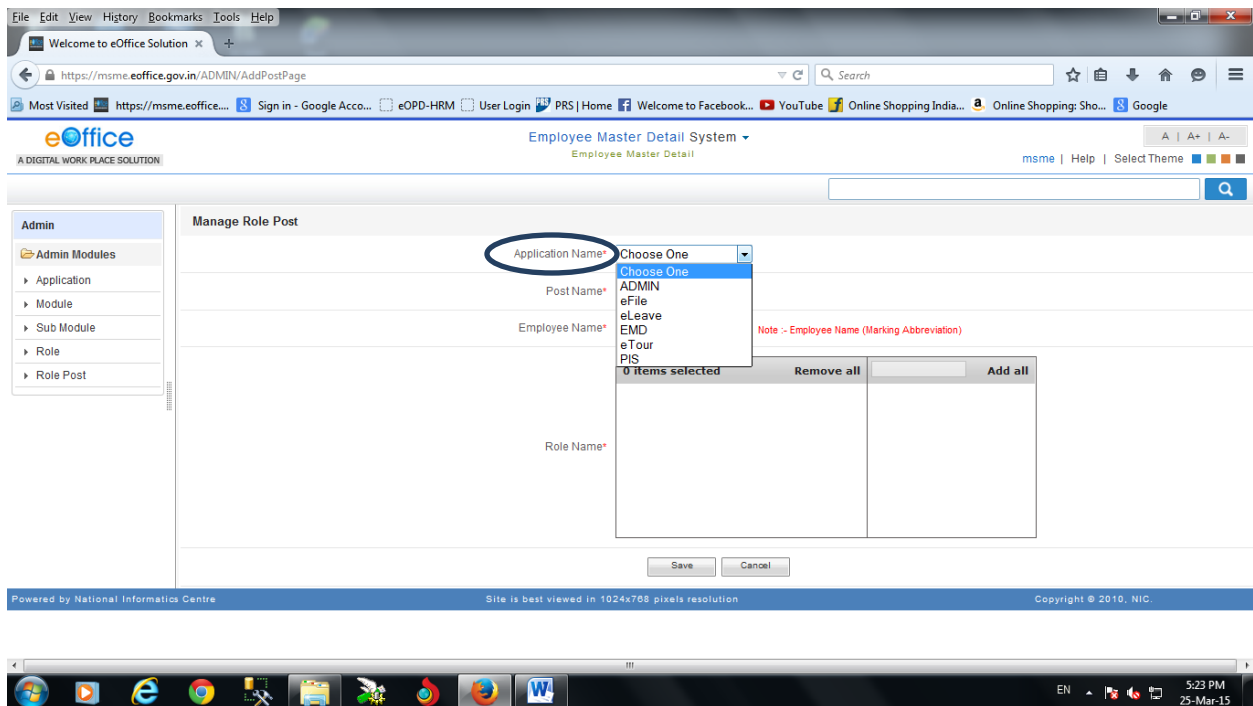
2. Go to “Application Management System”



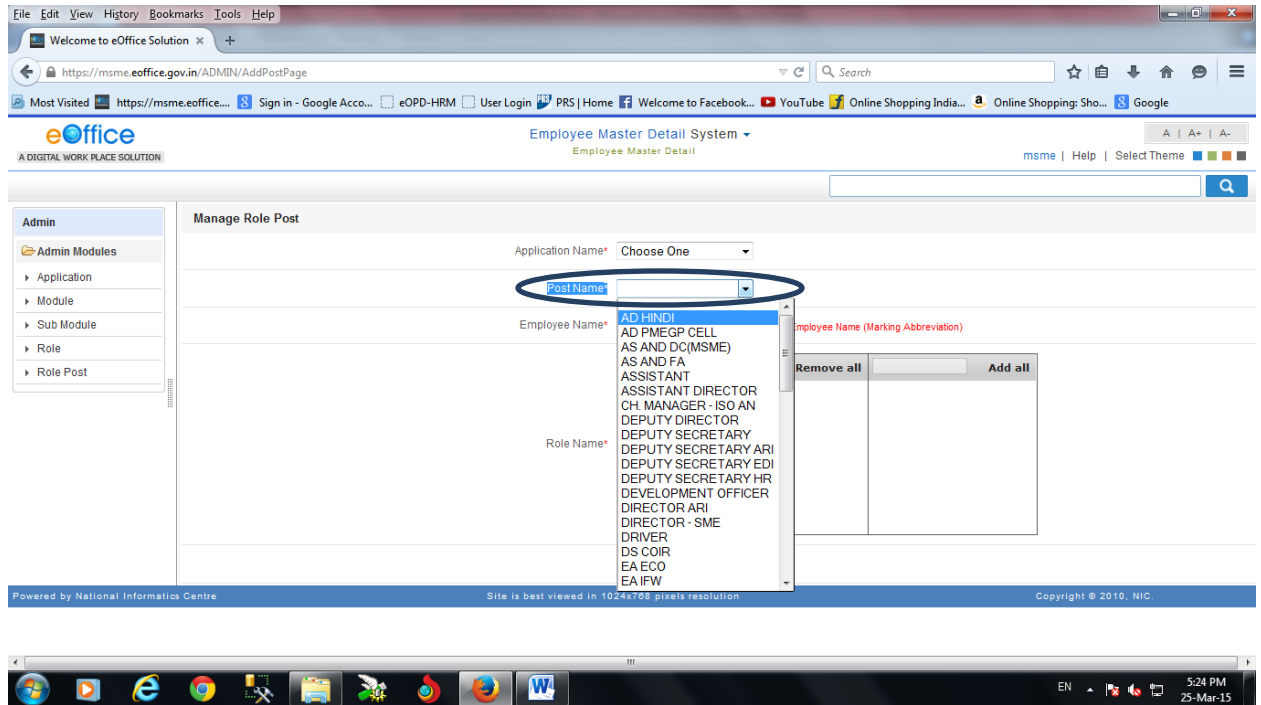
3. Click on “Role Post”



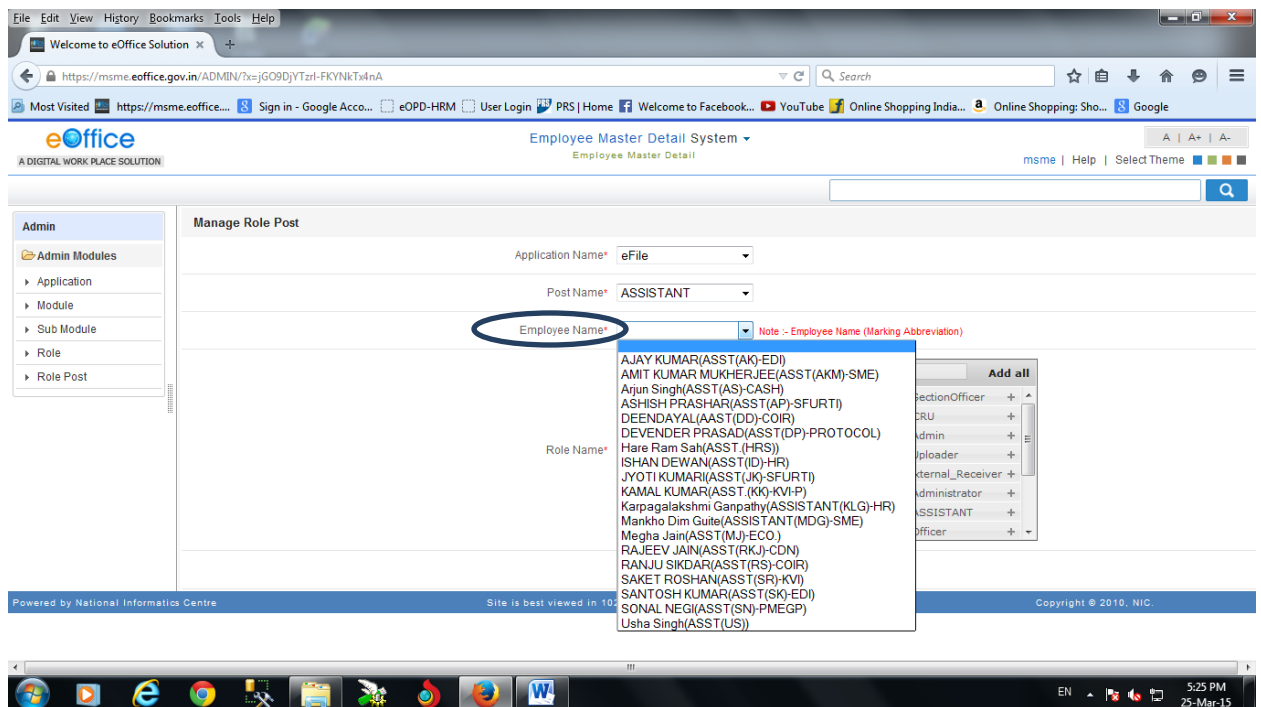
4. Select the “application name “



5. Select "Post Name"



6. Select "Employee Name"



7. Add “Role Name” and click “Save”

The screenshot shows the 'Employee Master Detail System' interface. On the left is an 'Admin' sidebar with 'Admin Modules' expanded. The main area is titled 'Manage Role Post'. It contains three dropdown menus: 'Application Name' (set to 'eFile'), 'Post Name' (set to 'ASSISTANT'), and 'Employee Name' (with a note: 'Note :- Employee Name (Marking Abbreviation)'). Below these is a 'Role Name' field and a role selection dialog. The dialog shows '1 items selected' (ROLE_Admin) and a list of other roles with '+' and '-' buttons. The 'Save' button is circled at the bottom of the form.

Note* - The role post is assigned by clicking the “+” button in “Add All” Column and can be de assigned by clicking “-” button in “Remove All” column

8. Role Name provided in General –

| For eFile Users | |
|--|----------------------|
| USER | ROLE POST ASSIGNED |
| Users who work on eFile i.e from LDC to Section Officer | ROLE_OFFICER |
| From Under Secretary to Joint Secretary | ROLE_HIGHER OFFICERS |
| For Secretary | ROLE_OFFICER |
| For Users who Approve and Sign Drafts | ROLE_DRAFT APPROVER |
| For Closing Files | ROLE_CLOSE |
| For Approving the Closed files | ROLE_APPROVER |

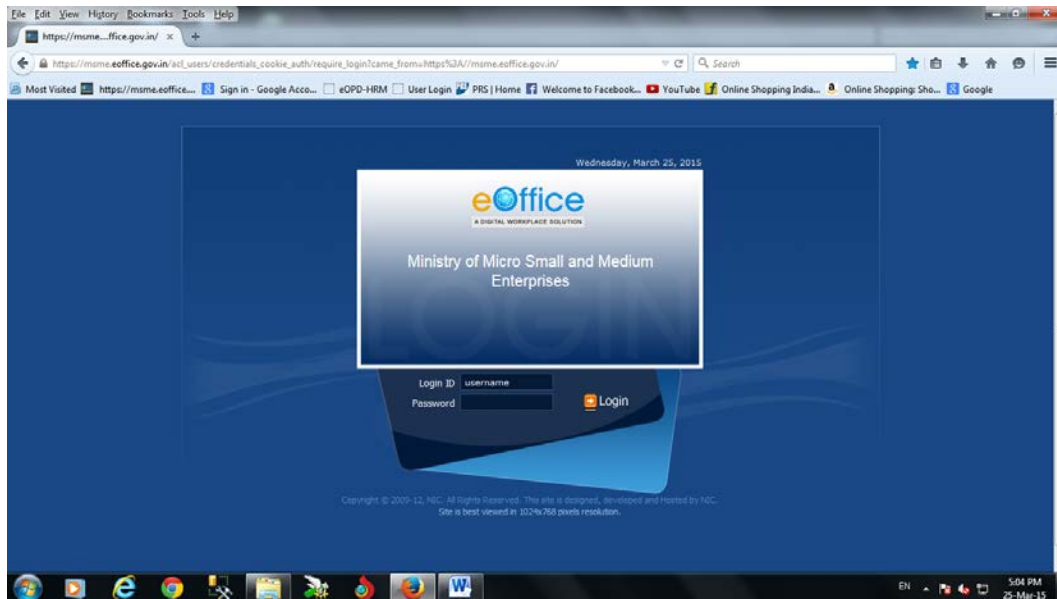
| For eLeave Users | |
|---------------------|----------------------|
| USER | ROLE POST ASSIGNED |
| All Users | ROLE_USER |
| Reporting Officer | ROLE_REPORTING |
| Controlling Officer | ROLE_CONTROLLING |
| ADMIN | ROLE_ADMIN |
| ADMIN ASSISTANT | ROLE_ADMIN ASSISTANT |

Note*-Multiple Role Posts can be assigned to any user, apart from Role Post "ROLE_USER" which must be assigned to every eLeave user.

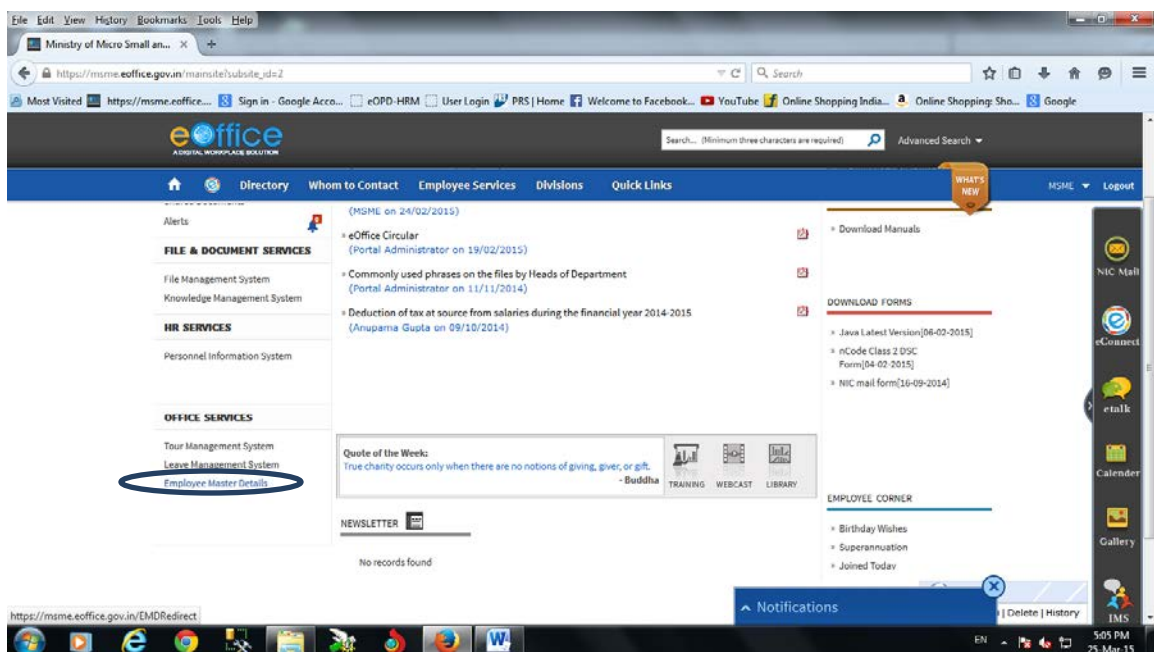
Assigning Post to a new User:

Steps:

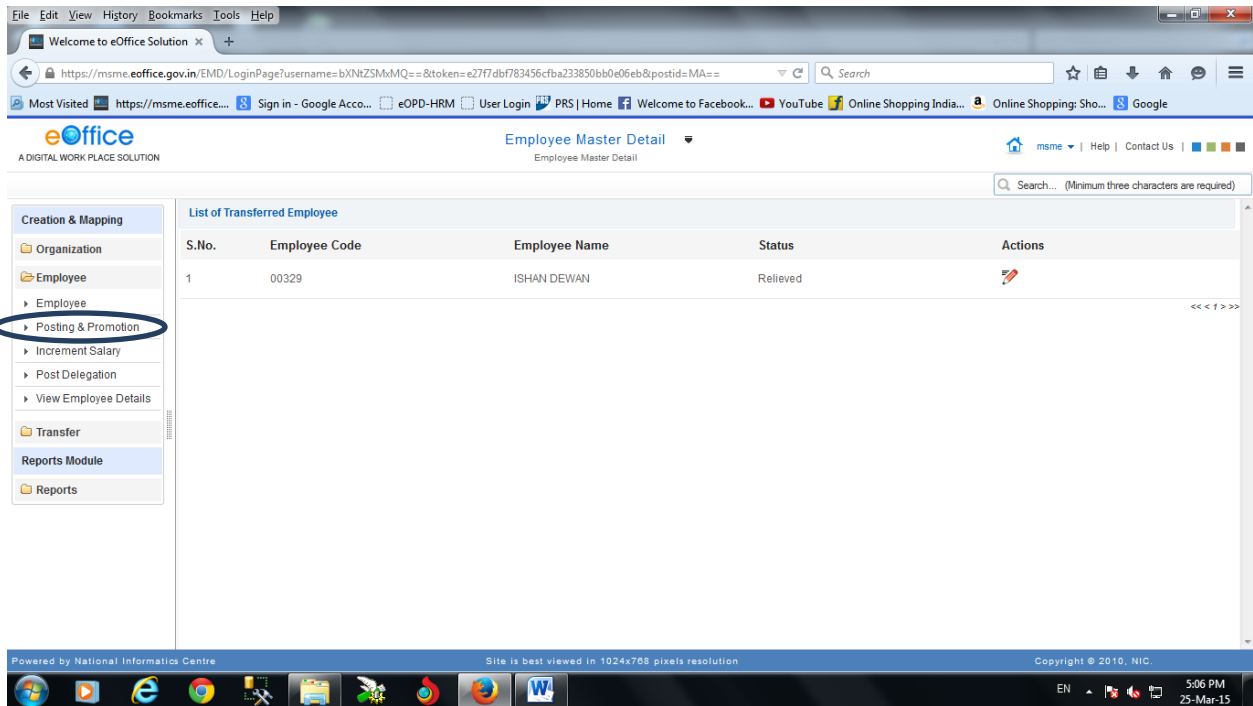
1. Log in to the “ADMIN” account.



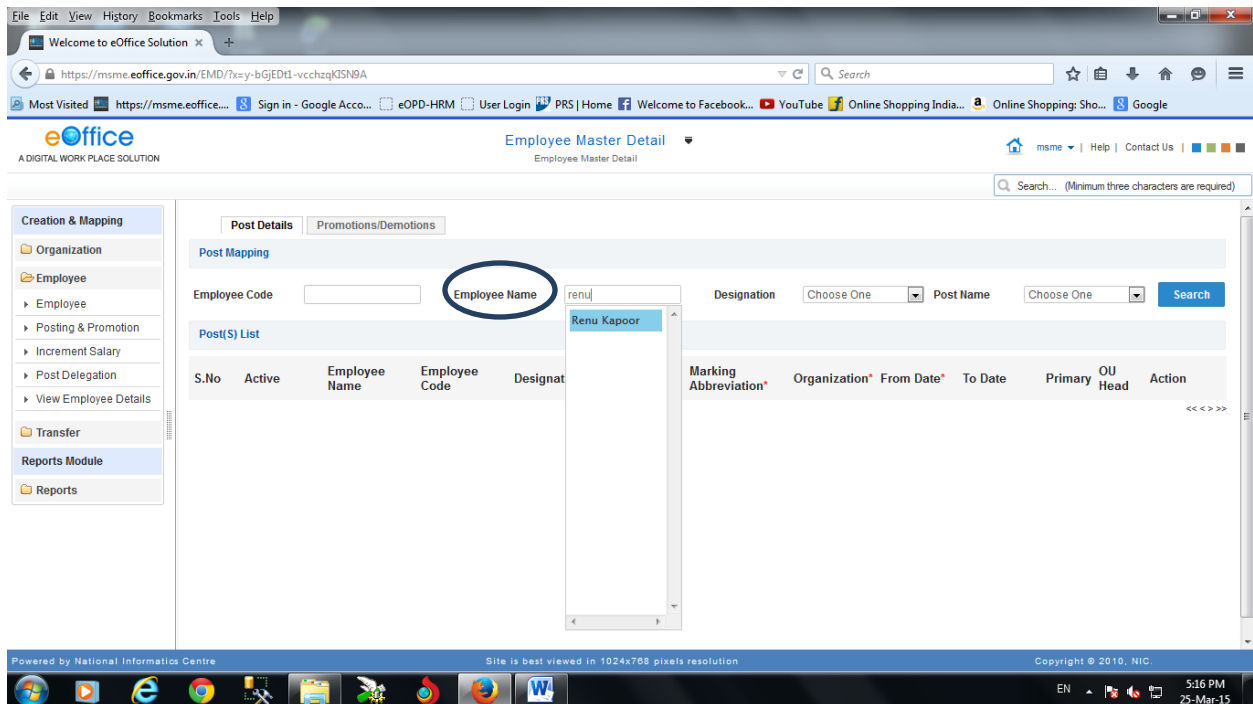
2. Go to “Employee Master Details”



3. Under “ Creation and Mapping ” Module Click on “Posting & Promotion”



4. Search the name of employee under “Employee Name ” text box and click “ Search”



5. Enter the details as shown and click “Save”

The screenshot shows the eOffice Employee Master Detail page. The left sidebar contains a navigation menu with options like Organization, Employee, Posting & Promotion, Increment Salary, Post Delegation, View Employee Details, Transfer, Reports Module, and Reports. The main content area is titled 'Employee Master Detail' and has tabs for 'Post Details' and 'Promotions/Demotions'. The 'Post Mapping' section is active, showing a table with columns: S.No, Active, Employee Name, Employee Code, Designation, Post Name*, Marking Abbreviation*, Organization*, From Date*, To Date, Primary, OU Head, and Action. A single row is visible for Renu Kapoor, with a 'Save' button circled in red in the Action column. Below the table is a 'Hierarchy' button and pagination controls.

| S.No | Active | Employee Name | Employee Code | Designation | Post Name* | Marking Abbreviation* | Organization* | From Date* | To Date | Primary | OU Head | Action |
|------|-------------------------------------|---------------|---------------|-----------------|------------|-----------------------|---------------|------------|---------|-------------------------------------|-------------------------------------|--------|
| 1 | <input checked="" type="checkbox"/> | Renu Kapoor | 00278 | SECTION OFFICER | SO HR | SO(RK)-HR | HR Section | 07/03/2014 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Save |

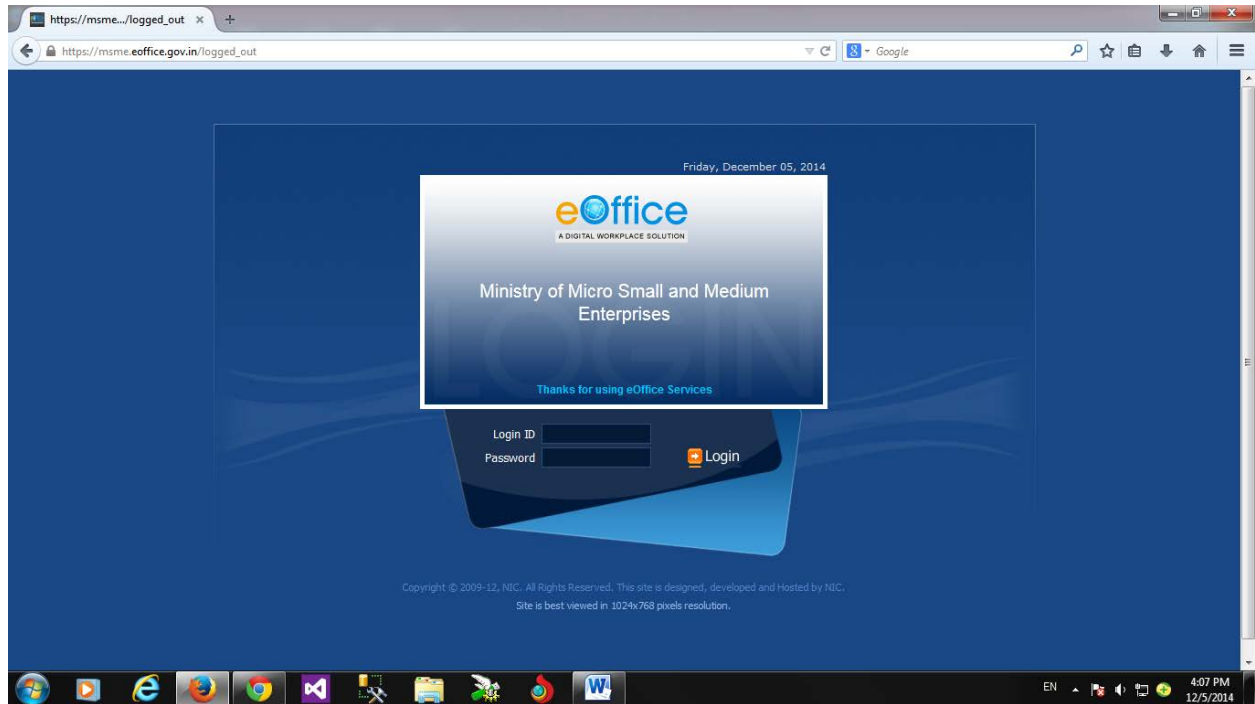
Note* - Marking Abbreviations should be in format as **Desig. Initials (Name Initials)-Section Name**

For Example : If a post is to be assigned to Section Officer HR, it will be “SO(RK)-HR”

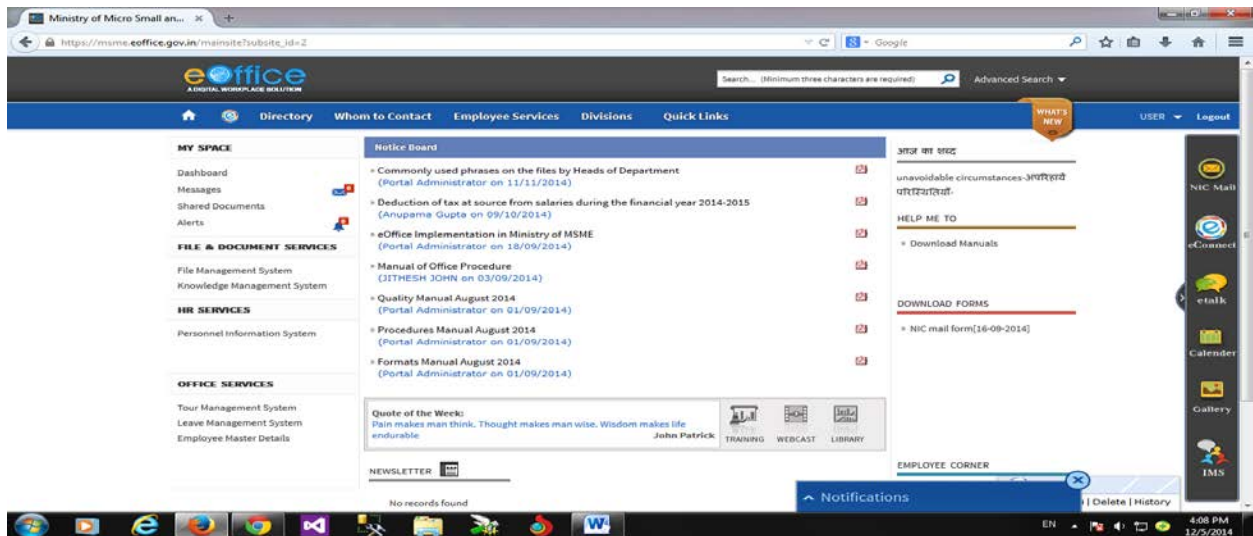
Also the “Primary” check box needs to be checked to use eLeave.

6. Post is assigned successfully.

1. Go to <https://msme.eoffice.gov.in>



2. Enter **Username, Password** and press Enter



3. Click on File Management System

The screenshot displays the eOffice portal interface. The browser address bar shows the URL https://msme.eoffice.gov.in/main/site?subsite_id=2. The portal header includes the eOffice logo, a search bar, and navigation links: Directory, Whom to Contact, Employee Services, Divisions, and Quick Links. A 'WHAT'S NEW' badge is visible in the top right corner.

The left sidebar contains the following sections:

- MY SPACE**
 - Dashboard
 - Messages
 - Shared Documents
 - Alerts
- FILE & DOCUMENT SERVICES**
 - File Management System** (highlighted with a red circle)
 - Knowledge Management System
- HR SERVICES**
 - Personnel Information System
- OFFICE SERVICES**
 - Tour Management System
 - Leave Management System
 - Employee Master Details

The main content area features a 'Notice Board' with several announcements, including 'Commonly used phrases on the files by Heads of Department' and 'Deduction of tax at source from salaries during the financial year 2014-2015'. A 'Quote of the Week' by John Patrick is also displayed.

The right sidebar contains a vertical menu with icons for NIC Mail, eConnect, eTalk, Calendar, Gallery, and IMS. A 'Notifications' box is visible at the bottom right of the main content area.

The Windows taskbar at the bottom shows the system clock as 4:08 PM on 12/5/2014, along with various application icons.

4. Click on **Migrate File** option

The screenshot shows the eOffice web application interface. The browser address bar displays the URL: <https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button>. The user is logged in as **USER PROGRAMMER(MSME).DELHI**. The left sidebar contains a menu with the following items: Receipts, Files, **Migrate File** (highlighted with a red circle), Create New, Draft, Completed, Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, and Ext Department. The main content area displays a table of files with columns: Computer No, Number, Subject, Sender, Sent on, Due On, and Read On. The table contains two rows of data. Below the table, there is a legend for Priority (Out Today, Most Immediate, Immediate, Ordinary) and External Files (Files with Yellow Note).

| Computer No | Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|-------------|---------------------|----------|-----------|----------------|--------|----------------|--------------|
| E 535 | E/1/2014-KV1B | vb | USER,KV1B | 05/12/14 03:41 | - | 05/12/14 03:41 | [Icons] |
| E 517 | A-12014/1/2014-KV1B | xzvzxvzv | USER,KV1B | 04/12/14 12:22 | - | 04/12/14 12:23 | [Icons] |

A close-up view of the eOffice sidebar menu. The menu items are: Receipts, Files, **Migrate File** (highlighted with a red circle), Dispatch, DSC, Reports, Settings, Notification, and Ext Department. Each item has a plus icon to its right.

5. Under Migrate File option click on **Create New**

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: <https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button>. The user is logged in as **USER PROGRAMMER(MSME)-DELHI**. The main header includes the eOffice logo and the text "eFile electronic file system". A search bar is present with the text "Search" and buttons for "Advanced" and "Help".

On the left sidebar, the "Migrate File" option is selected, and the "Create New" sub-option is highlighted with a red circle. Below this, a list of folders is visible: "Created", "Draft", "Completed", "Folder Permissions", "Dispatch", "DSC", "Reports", "Settings", "Notification", and "Ext Department".

The main content area shows a table of files with the following columns: Computer No, Number, Subject, Sender, Sent on, Due On, Read On, and Quick Action. The table contains two rows of data:

| Computer No | Number | Subject | Sender | Sent on | Due On | Read On | Quick Action |
|-------------|-------------------------------------|----------|-----------|----------------|--------|----------------|--------------|
| E 535 | F/1/2014-KVIB | vb | USER,KVIB | 05/12/14 03:41 | - | 05/12/14 03:41 | [Icons] |
| E 517 | A-12014/1/2014-KVIB | XZVZXVZV | USER,KVIB | 04/12/14 12:22 | - | 04/12/14 12:23 | [Icons] |

At the bottom of the page, there is a legend section with the following information:

- LEGEND**
- Priority**: Out Today (Blue square), Most Immediate (Red square), Immediate (Green square), Ordinary (Yellow square)
- External Files**: (Light blue square)
- Files with Yellow Note**: (Yellow square)

The Windows taskbar at the bottom shows the system clock as 4:12 PM on 12/5/2014, along with various application icons.

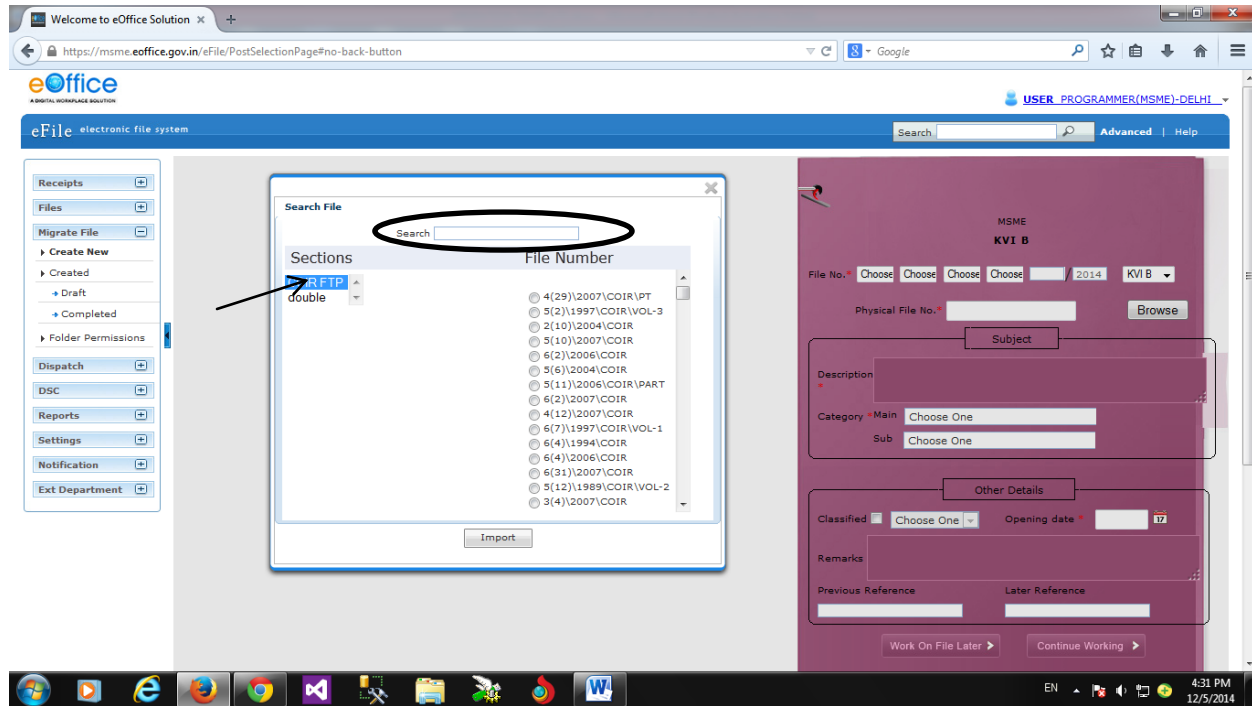
6. File Cover will open as below:

The screenshot displays the eOffice web application interface. On the left, a sidebar menu contains options like Receipts, Files, Migrate File, Create New, Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, and Ext Department. The main content area shows a form titled "MSME KVI B". The form includes fields for File No. (with a "Choose" button), Physical File No. (with a "Browse" button), Subject, Description, Category (Main and Sub), Other Details (Classified, Opening date), Remarks, Previous Reference, and Later Reference. At the bottom of the form are buttons for "Work On File Later" and "Continue Working". The browser's address bar shows the URL "https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button". The system clock at the bottom right indicates 4:14 PM on 12/5/2014.

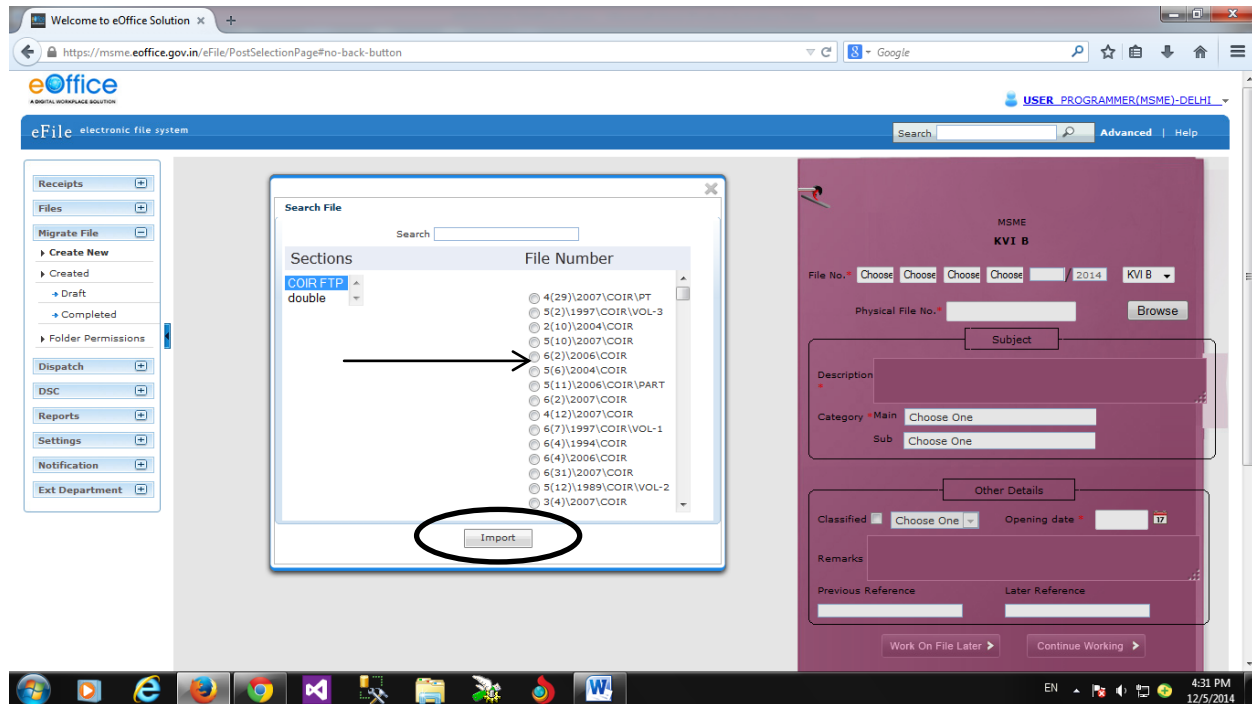
7. Click on **browse** button

This screenshot is identical to the previous one, but the "Browse" button next to the "Physical File No." field is circled in red, indicating the action to be taken. The rest of the interface, including the sidebar menu and form fields, remains the same.

8. Select your **section name folder**. Search for the file with the **old physical file no.**



9. Select the **corresponding radio button** and click **Import**



10. New Screen will open like

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: <https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button>. The page header includes the eOffice logo and the user profile: USER PROGRAMMER(MSME)-DELHI.

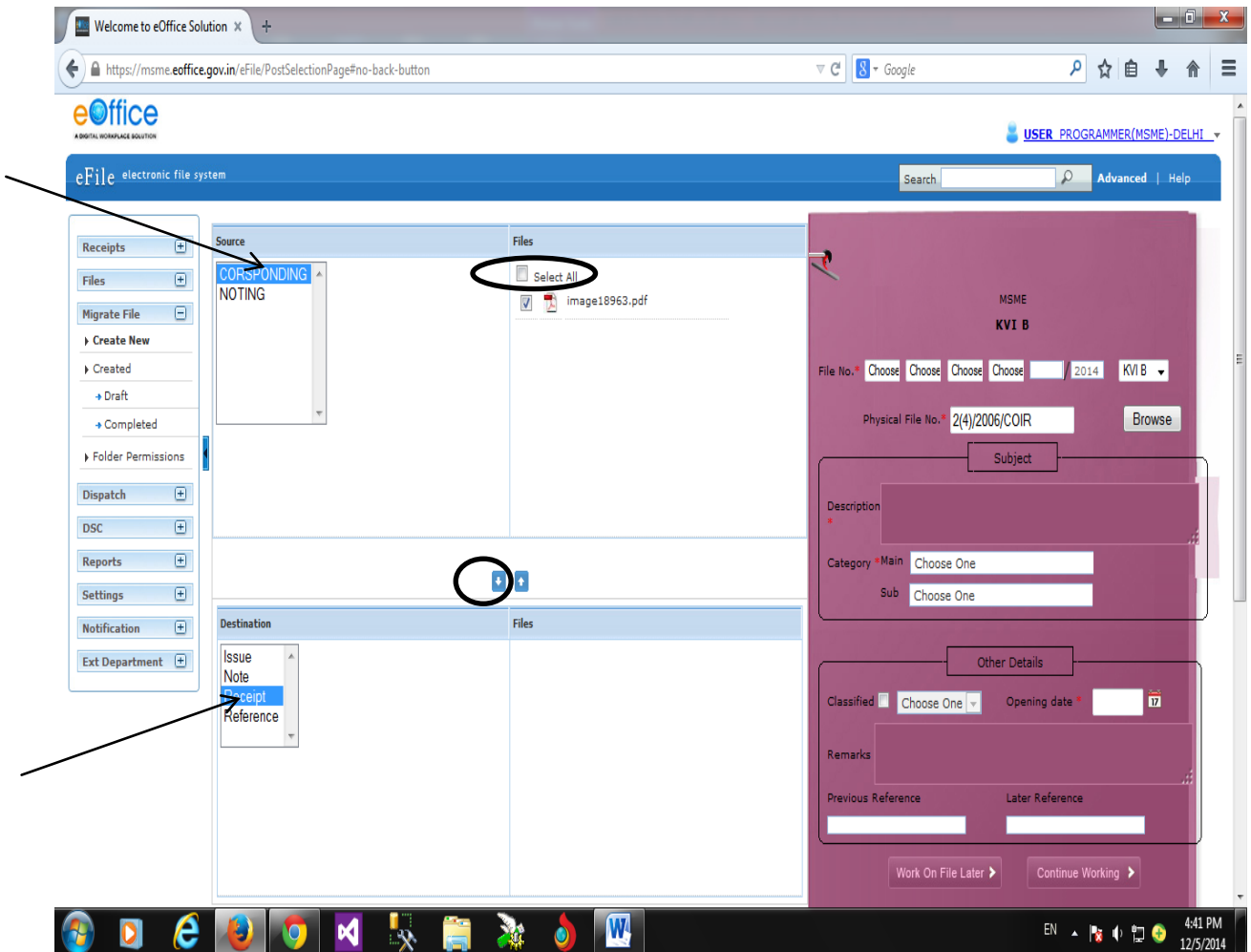
The main content area is divided into two sections: Source and Destination. The Source section has a dropdown menu with 'CORSPONDING NOTING' selected. The Destination section has a dropdown menu with 'Issue Note Receipt Reference' selected. Both sections have a 'Files' column with a 'Select All' button.

On the right side, there is a form for file migration. The form includes fields for File No., Physical File No., Subject, Description, Category (Main and Sub), Other Details, Classified, Opening date, Remarks, Previous Reference, and Later Reference. The Physical File No. field contains the value '2(4)/2006/COIR'. The Opening date field contains the value '17/12/2014'. The form also has buttons for 'Work On File Later' and 'Continue Working'.

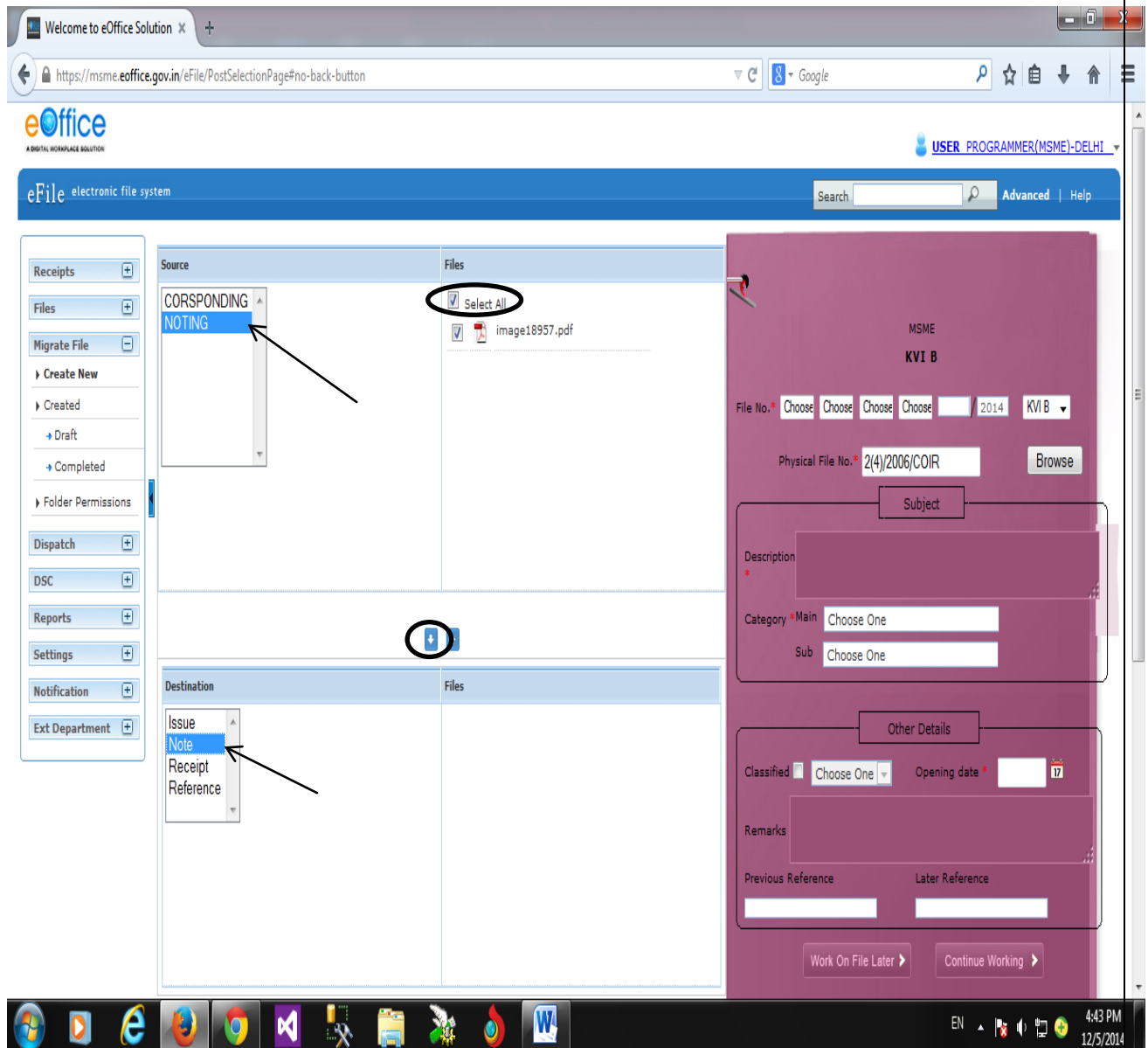
The left sidebar contains a navigation menu with the following items: Receipts, Files, Migrate File, Create New, Created, Draft, Completed, Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, and Ext Department.

11. From the **first** left half under **source** head click on **CORRESPONDING**, from **2nd half** under Files section click “**Select All**”.

In the **3rd** part click on “**Receipt**” and then click on “**down arrow key**”



12. From the **first left half** under **source** heading click on **“NOTING”**, from **2nd half** click **“Select All”**.
In the **3rd** part click on **“NOTE”** and then click on **“down arrow key”**



13. Choose New **File no.** and enter mandatory fields marked with **Red Star**.

14. Enter old file no. in **Previous Reference** box

15. Click on **Continue Working**

Welcome to eOffice Solution x

https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button

USER PROGRAMMER(MSME)-DELHI

eFile electronic file system

Search Advanced Help

Receipts Files Migrate File

Create New

Created

Draft

Completed

Folder Permissions

Dispatch

DSC

Reports

Settings

Notification

Ext Department

Source

CORSPONDING NOTING

Files

Select All

image18957.pdf

Destination

Issue

Note

Receipt

Reference

MSME KVI B

File No. Choose Choose Choose Choose 2014 KVI B

Physical File No. 2(4)/2006/COIR Browse

Subject

Description

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Opening date 17

Remarks

Previous Reference

Later Reference

Work On File Later Continue Working

New Screen will appear like

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: <https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button>. The page header includes the eOffice logo and the user profile: USER PROGRAMMER(MSME)-DELHI.

The main content area is titled "New File No: Number not generated Old File No: 2(4)/2006/COIR". It features a navigation menu on the left with options like Receipts, Files, Migrate File, Create New, Created, Draft, Completed, Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, and Ext Department.


The central pane shows a document titled "No. 2(4)/2006-Cor Government of India Ministry of Agriculture and Rural Industries Cor Section". The subject is "Subject: (proceeds) delay in settlement of TADA claims." The document is dated "S.No. 1 B PP-13/2006".

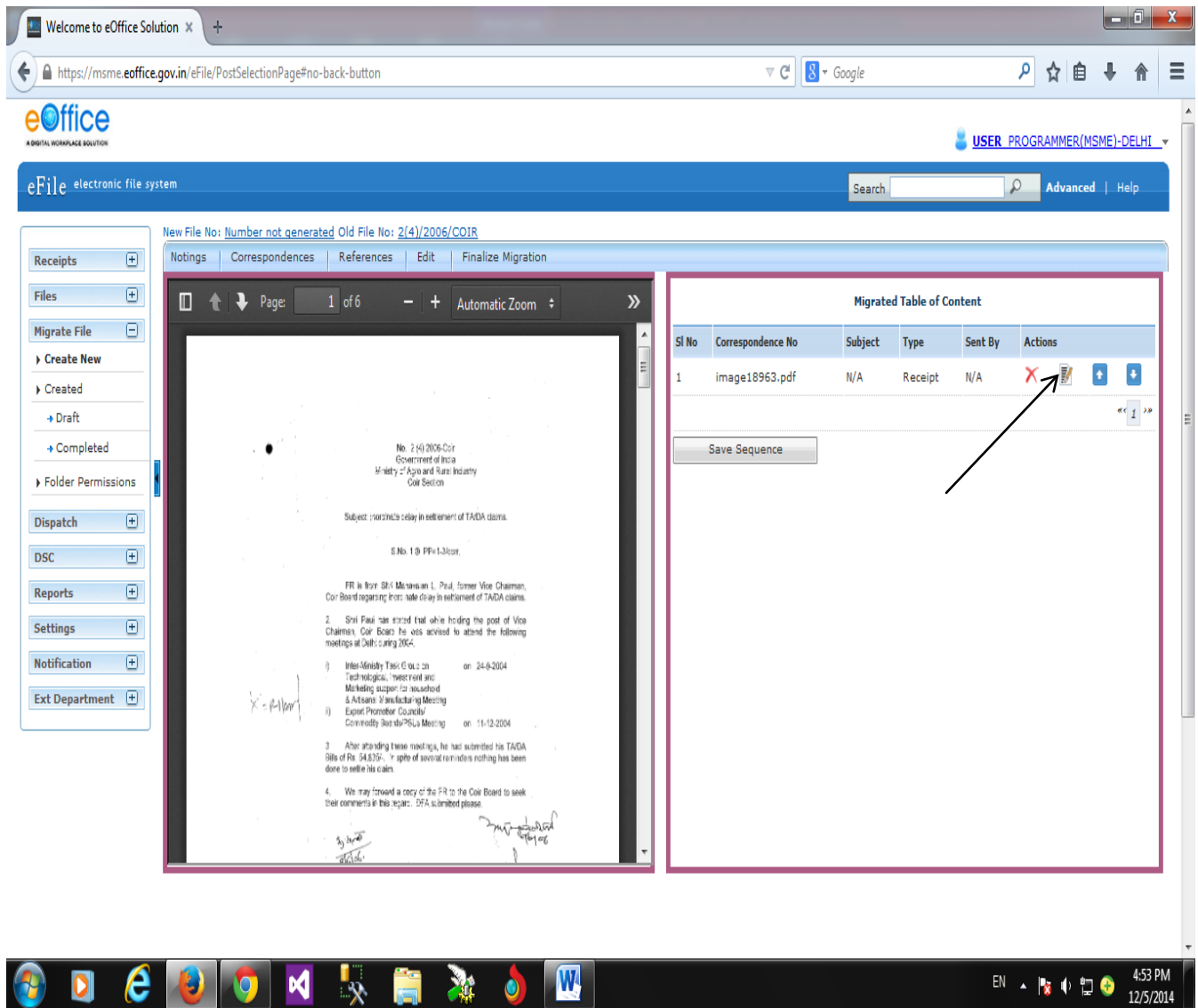
The right pane displays a "Migrated Table of Content" with the following data:

| Sl No | Correspondence No | Subject | Type | Sent By | Actions |
|-------|-------------------|---------|---------|---------|---------|
| 1 | image18963.pdf | N/A | Receipt | N/A | |

Below the table, there is a "Save Sequence" button.

The Windows taskbar at the bottom shows the system clock as 4:49 PM on 12/5/2014.

16. Click on  icon



The screenshot displays the eOffice web application interface. The browser address bar shows the URL: <https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button>. The user is logged in as **USER: PROGRAMMER(MSME)-DELHI**.

The main interface is titled **eFile electronic file system**. It features a sidebar on the left with navigation options: Receipts, Files, Migrate File, Create New, Created, Draft, Completed, Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, and Ext Department.

The main content area is divided into two panes. The left pane shows a document titled **No. 2(4)2006-Cor** from the **Government of India, Ministry of Agriculture and Rural Industries, Coal Section**. The document text includes:

Subject: (proceeds) delay in settlement of TADA claims.

S.No. 13-PP-13-Misc.

FR in form SFA Memorandum 1, Pwd. former Vice Chairman, Coal Board regarding from: delay in settlement of TADA claims.

2. Shri Paul has stated that while holding the post of Vice Chairman, Coal Board he was advised to attend the following meetings at Delhi during 2004-




(i) Inter-Ministry Task Group on Technology, Investment and Marketing Support for Handloom & Artisanal Handloom Meeting on 24-8-2004

(ii) Export Promoter Council/ Connectivity Day to 26th Meeting on 11-12-2004

3. After attending these meetings, he had submitted his TADA Bill of Rs. 24.825/- in spite of several reminders nothing has been done to settle his claim.

4. We may forward a copy of the FR to the Coal Board to seek their comments in this regard. DFA submitted please.

The right pane shows the **Migrated Table of Content** with the following data:

| Sl No | Correspondence No | Subject | Type | Sent By | Actions |
|-------|-------------------|---------|---------|---------|---|
| 1 | image18963.pdf | N/A | Receipt | N/A |    |

An arrow points to the document icon in the Actions column of the first row. Below the table is a **Save Sequence** button.

The Windows taskbar at the bottom shows the system clock as 4:53 PM on 12/5/2014.

Generate

17. Diarise the Uploaded Correspondence and click

Welcome to eOffice Solution x

https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button

eoffice
A DIGITAL WORKPLACE SOLUTION

USER: PROGRAMMER(MSME)-DELHI

eFile electronic file system

Search Advanced Help

New File No: Number not generated Old File No: 2(4)/2006/COIR

Notings Correspondences References Edit Finalize Migration

Upload(Only PDF upto 60 MB) Upload File

Page: 1 of 17 Automatic Zoom

MANAVAN L. PAUL
Principal Officer
Joint Secretary
Ministry of MSME, Government of India
New Delhi - 110 011

27-05-2008

Sub: Inordinate delay in settlement of TADA Claims

I am constrained to approach you owing to the inaction of Clear Board in settling my TADA Claims for the past one and half years.

While heading the post of Vice Chairman Clear Board I was subjected to attend the following meetings at Luck during 2004.

| Sl. No. | Date | Directed by |
|---------|------------|--|
| 1. | 24-09-2004 | Ministry of Commerce & Industry, Department of Commerce, Lt. Govt. New Delhi 110011. |
| 2. | 11-12-2004 | Ministry of Commerce & Industry, Lt. Govt. New Delhi 110011. |

After attending these meetings, I had submitted my TADA Bill to Clear Board for settlement as directed by the linked authorities.

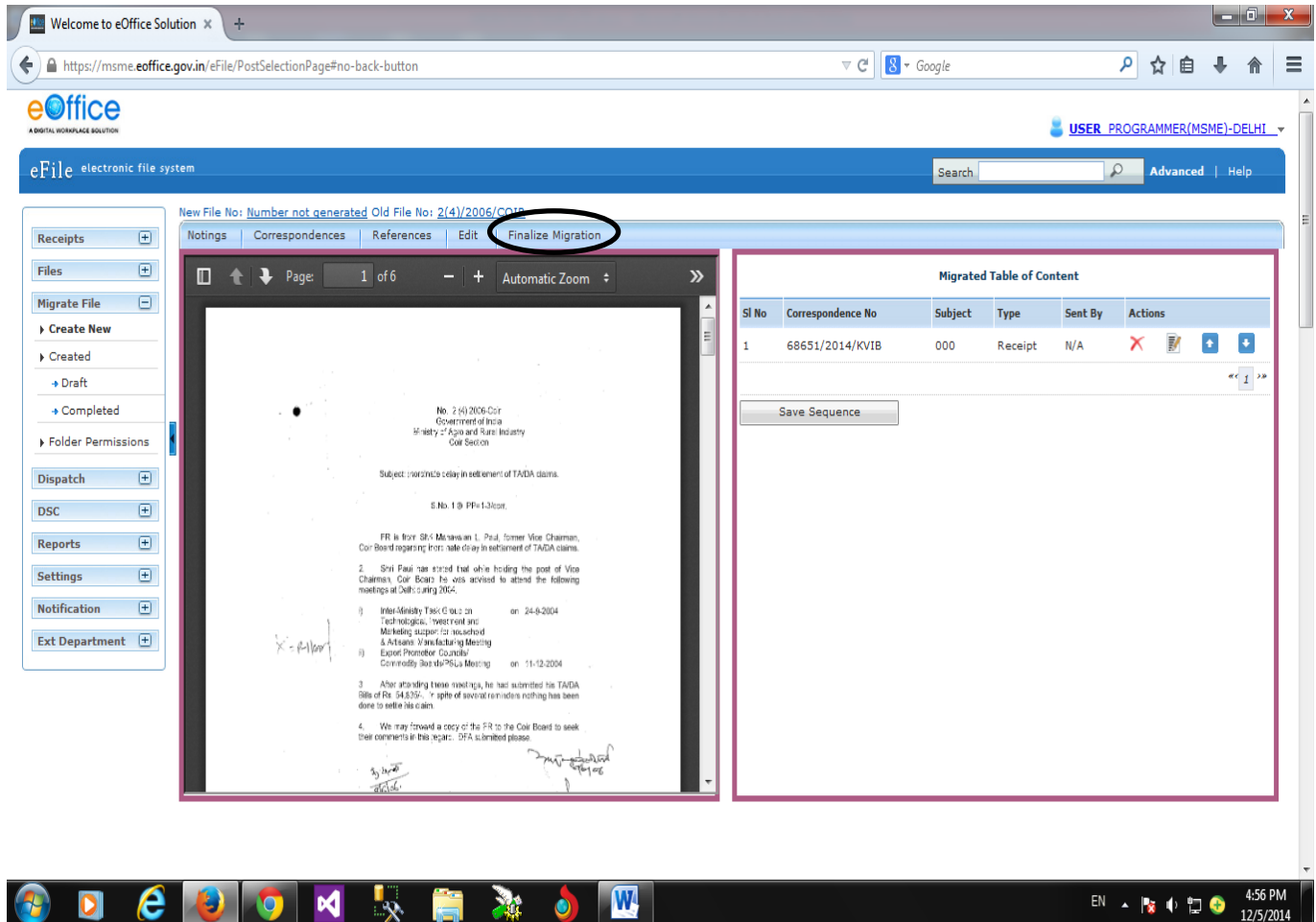
Diary Details

Classified: Choose one
Delivery Mode: By Hand
Mode Number:
Type: Letter
Received Date: 17
VIP: Choose one
VIP Name: Choose one
Language: English
Number:
File Number: 2(4)/2006/COIR
Letter Date: 17
Diary Date: 05/12/2014
Dealing Hands: Choose One

Contact Details

Ministry: Choose one
Department: Choose one
Name:
Designation:
Organization:
Address 1:
Address 2:
e-Mail:
Country: INDIA
State: Choose one

Add to Address Book

18. Click **Finalize Migration** Button to finalise the process of migration

The screenshot shows the eOffice web application interface. The top navigation bar includes the eOffice logo, the text 'eFile electronic file system', a search bar, and a user profile 'USER PROGRAMMER(MSME)-DELHI'. The main content area is divided into three sections: a left sidebar with navigation options (Receipts, Files, Migrate File, Create New, Created, Draft, Completed, Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, Ext Department), a central document viewer, and a right sidebar titled 'Migrated Table of Content'.

The central document viewer displays a document titled 'No. 2 (4)/2006-Cor' with the following text:

Subject: postpone delay in settlement of TADA claims.

S.No. 1 @ PFI-13100.

FR is from Shri Manoj L. Paul, former Vice Chairman, Cor Board regarding: from: delay in settlement of TADA claims.




2. Shri Paul has stated that while holding the post of Vice Chairman, Cor Board he was advised to attend the following meetings at Delhi during 2004.

3. Inter-Ministry Task Group on: on: 24-6-2004
Technology, Investment and
Marketing support for research and
& Artisan Manufacturing Meeting
Export Promoter Council
Connectivity Baroda/MSME Meeting on: 11-12-2004

4. After attending these meetings, he has submitted his TADA
File of No. 24/2006-Cor. In spite of several reminders nothing has been
done to settle his claim.

5. We may forward a copy of the FR to the Cor Board to seek
their comments in this regard. DFA submitted please

The right sidebar, titled 'Migrated Table of Content', contains a table with the following data:

| Sl No | Correspondence No | Subject | Type | Sent By | Actions |
|-------|-------------------|---------|---------|---------|---|
| 1 | 68651/2014/KVIB | 000 | Receipt | N/A |    |

Below the table is a 'Save Sequence' button.

19. Scanned Physical File has been migrated

Welcome to eOffice Solution

https://msme.eoffice.gov.in/eFile/PostSelectionPage#no-back-button

eoffice
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USER PROGRAMMER(MSME)-DELHI

eFile electronic file system

Computer No: 538 File No: A/5/2014-KVI B Old File No: 2(4)/2006/COIR Subject: ftt

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | Attachment | More...

1417778765045image18957.pdf
05/12/2014 4:56 PM

USER
(PROGRAMMER)

68651/2014/KVIB 1/17

MANAVAN L. PAUL
Former Vice Chairman
SME Board

Ministerial Office,
Esplanade East, Cochin - 682 024
Tel: 0484-2557236/2558310
Fax: 0484-2558310
Email: pm@msme.net.in
27-05-2006

Sd/- Anoop Das Gupta IAS,
Secretary to the Govt. of India,
Ministry of SSI & MS, Udyog Bhawan,
New Delhi - 110 011.

Or,
Sub: Inordinate delay in settlement of TADA Claims

I am constrained to approach you owing to the inaction of Coir Board in settling my TADA Claims for the past one and half years.

While holding the post of Vice Chairman Coir Board I was advised to attend the following meetings at Delhi during 2004.

| Name of Meetings | Date | Directed by |
|---|------------|--|
| 1. Inter-Ministry Task Group on Technological Investment and Marketing Support for Handloom & Artisanal Handicrafts Meeting | 24-06-2004 | Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi 110011. (Copy enclosed) |
| 2. Export Promotion Council Community Boards/PSUs Meeting | 11-12-2004 | Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi 110011 (Copy enclosed) |

After attending these meetings, I had submitted my TADA Bill to Coir Board for settlement as advised by the invited authorities.

In spite of several reminders settling has been done to settle my claim of Rs. 14,825/- and admissible DA so far.

EN

4:57 PM
12/5/2014