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I. Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

I. eFile Modules

Different sections that constitute eFile application are receipts, files, dispatch, reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

First of all, let's learn about how to use the receipts section of eFile.

1. Receipts

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

There are various links available under Receipts section which is mentioned below:

- Browse & Diarise
- Inbox
- Email Diarisation
- Created
- Sent
- Closed
- Acknowledgement
- Recycle bin

Let's have an introduction about these Links one by one:

A. Browse & Diarise

The Browse and Diarise link under receipts section includes two sub modules:

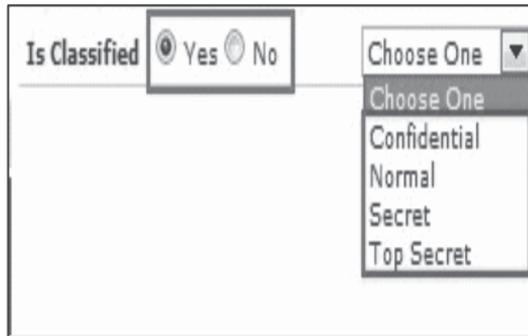
Let's have an introduction about these sub modules one by one:

The browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.

In case of DAK that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are shown below in Fig.eFile.1:

- Normal
- Confidential
- Secret
- Top Secret



The screenshot shows a form with a label 'Is Classified' followed by two radio buttons: 'Yes' (which is selected) and 'No'. To the right of this is a dropdown menu with a 'Choose One' header and a downward arrow. The dropdown menu is open, showing a list of classification levels: 'Choose One', 'Confidential', 'Normal', 'Secret', and 'Top Secret'.

Fig.eFile.1

To browse and diarise the electronic receipts user has to perform the following steps:

1. Click the **Electronic** module under **Browse and Diarise** ([Browse & Diarise](#)) link of **Receipts** section.

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig

eFile - electronic file system Search Advanced Help

Upload Panel (Only PDF upto 30 MB) 15/05/2013

Diary Details

Classified	Choose one	VIP	Choose One
Delivery Mode*	By Hand	Language	English
Type	Letter	Letter Date	17
Received Date	24/05/2013	Diary Date	24/05/2013
Number		Display Headers	Choose One
File Number			

Add to Address Book

Contact Details

Ministry	Choose one
Department	Choose one
Name*	
Designation	
Organization	
Address*	
Address 2	
e-Mail	
Country	INDIA
State	Choose one
City	
Pincode	
Mobile	
Telephone	

Category & Subject

Item Category*	Choose one
Sub Category	Choose One
Subject*	
Enclosures / Remarks	

*Enclosure/Remarks will not be changed after movement

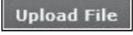
Receipts

- Browse & Upload
- Physical
- Electronic
- Inbox (6)
- Iss
- Duplicate
- Ramresh
- bb
- printe panel
- MOHTT BHATT
- Email Distribution
- Created
- Sent
- Closed
- Acknowledgment
- Recycle Bin
- Files
- Migrate File
- Dispatch
- Dispatch
- DSC
- Reports
- Settings
- Notification

Generate & Send Generate & Copy

Fig.e File.3

In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields is mandatory.

2. Click the **Upload File** () button from the Browse and Diarise screen. A File Upload dialog box appears.
3. After entering the name of the receipt, Click the **Open** () button, as a result the receipt gets uploaded under Browse and Diarize screen.
4. Enter data in all mandatory fields on the **Browse and Diarise** Page.
5. Click the **Generate** button (Fig.eFile.3) on **Browse and Diarise** page to generate a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

B. Inbox:

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK.

User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character 'E' and 'P' which is written before the receipt number. Character 'E' symbolizes Electronic Receipt whereas character 'P' symbolizes Physical Receipt.

[Inbox \(18\) - pnu.mca.gov](#) | [Welcome to eOffice Serv...](#) | [Ministry of Personnel, P...](#) | [https://hqdpt.mca.gov](#) | [Welcome to eOffice Solu...](#)

[eoffice.ap.gov.in/eFile/?x=430TfLH6nAnmitcv2chaadh7004UuBuxEhZ80mTPk8YsYjox74ABWnlyACRD1gcnZpDF7q60#no-back-button](#)
 Apps: For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks from...](#)

eoffice
 eFile electronic file system

Date Range: 25/10/2011 To 18/12/2014
 Reply | Send | Put in a File | View | Move To | Copy | Close | Dispatch | Reminder |

	Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Dis. On	Quick Action
<input type="checkbox"/>	5566611/2014/PHC-ITEBC	5566611/2014/PHC-ITEBC	Trail Run	Test	VHAY,ITEBC Department	23/09/14 05:19	23/09/14	
<input type="checkbox"/>	556662014/PHC-ITEBC	556662014/PHC-ITEBC	eOffice implementation for Govt of AP - Hiring o...	K Rama Subba Reddy	VHAY	12/09/14 03:59		

Hierarchical View | By Receipts

LEGEND > Priority Out Today Ordinary
 External Files Most Immediate Immediate
 Files with Yellow Note
 VFD References

- Receipts
- Browse & Change
- Inbox
- Email Distribution
- Created
- Sent
- Closed
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Files
- Migrate File
- Dispatch
- DSC
- Reports
- Settings
- Notification

12:22 PM
 12/18/2014

There are 5 links provided under **Receipt Inbox**:

- a) **Receive:** This link helps the user to receive the **Physical Receipt**. Without receiving the physical receipt user cannot make any action on that particular receipt
- b) **Reply:** This link helps the user to reply to the sender of the Receipt. Select a receipt from the **Receipt Inbox** for which reply has to be sent and click the '**Reply**' link
- c) **Send:** This link helps the user to forward a particular receipt/s to one or more recipients at a time.

User cannot forward multiple nature receipts i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

- d) **Put in a File:** This link helps the user to attach a receipt/s to a concerned file.
- e) **View:** This link helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Physical, Electronic, All).
- f) **Move To:** This link helps the user to create **New Folders** and manage **Existing Folders**.

C. Created:

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on '**Created**' link under the Receipts section. As a result the, **Create Receipts** screen appears, as shown in Fig.

Date Range : 25/10/2011 To 10/12/2014

[Send](#) | [Put in a File](#) | [Copy](#) | [Dispatch](#) | [Generate Acknowledgement](#) |Hierarchical View | [My Receipts](#)

Computer No.

Receipt No.

Subject

Subject Category

Created On



Receipts

Browse & Delete

Inbox

Email Distribution

Created

Sent

Cloned

Acknowledgement

Created

Sent

Recycle Bin

Files

Migrate File

Dispatch

There are 5 links provided under **Created** Section:

- a) **Send:** User can use this option to **send** the receipt to the intended recipient.
- b) **Put in a File:** User can use this option to attach the generated receipt under the concerned file.
- c) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate**' button a new Receipt no. will be allocated to the copied receipt.
- d) **Dispatch:** User can use this option to **Dispatch** a receipt. *For Dispatch Process refer to the Receipt Inbox.*

D. Sent

Sent option contains a list of all the receipts that are sent as an **outward correspondence**. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears.

Computer No.	Receipt No.	Subject	Sender	Sent to	Sent On	Due On
E 55066	55066/2014-EPH-TTBGC	Trail Run	Test	VSNAY.PH-TTBGC	27/09/14 06:29	-
E 55061	55061/2014-EPH-TTBGC	eOffice implementation for Govt of AP - Hiring of ...	K Rama Subba Reddy	VSNAY.PH-TTBGC	12/09/14 02:58	-
E 55060	55060/2014-EPH-TTBGC	eOffice implementation for Govt of AP - Hiring o...	K Rama Subba Reddy	VSNAY.PH-TTBGC	12/09/14 02:24	-

There are 4 links provided under Sent Section of receipt:

- a) **Send:** User can use this option to **send** the receipt to the intended recipient.
- b) **View:** User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

d) **Reminder:** User can use this option to set the reminder on the sent receipts.

E. Closed:

Closed option contains a list of all the receipts that are marked as closed

The screenshot displays the 'eFile electronic file system' interface. At the top, there is a search bar and a 'Search' button. Below the search bar, there are several tabs: 'Receipts', 'Browse & Delete', 'Index', 'Email Distribution', 'Created', 'Sent', 'Closed', 'Acknowledgement', 'Created', 'Sent', and 'Recycle Bin'. The 'Closed' tab is currently selected, showing a list of receipts. The list has columns for 'Computer No.', 'Receipt No.', 'File No.', 'Subject', 'Closed On', and 'Closing Remarks'. There are three entries in the list, all with 'Trail Run' as the subject and 'Trail run completed' as the closing remarks.

Computer No.	Receipt No.	File No.	Subject	Closed On	Closing Remarks
5567	5567/2014/99-IT&C		Trail Run	17/05/14 07:45	Trail run completed
5568	5568/2014/99-IT&C		Trail Run	17/05/14 07:44	trail run completed
5566	5566/2014/99-IT&C		Trail Run	17/05/14 06:52	Trail Run completed

User can re-open the closed receipt anytime by clicking the Re-Open option.

2. Files:

A File is a collection of related records which comprises of Receipts, Noting, Drafts, References, and Linked Files. There are various links available under Files section which is mentioned below:

1. Inbox
2. Created
3. Parked
4. Closed
5. Sent
6. Create New
7. Create Part
8. Recycle Bin

A. Inbox:

Inbox link contains the list of all the Files that are received/ marked by any other eOffice user.

Date Range: 06/09/2013 To 04/09/2013									
Receive Reply Send View Move To Reminder More...									
<input type="checkbox"/>	<u>Computer No.</u>	<u>Number</u>	<u>Subject</u>	<u>Sender</u>	<u>Sent on</u>	<u>Due On</u>	<u>Read On</u>	<u>Quick Action</u>	
<input type="checkbox"/>	P 20851	A/9/1/2013-CMO/CHRF	Attachments	ASHOK JADHAV,CMO(CHRF)	04/09/13 10:18 AM	-	04/09/13 10:18 AM		
<input type="checkbox"/>	E 20858	BNS-13/4/2013-CMO(PRO)	Attachments	SATISH PATANKAR,CMO(PRO)	04/09/13 10:18 AM	-	-		
<input type="checkbox"/>	P 20854	C-15012/1/2013-TISECT(DLT)-CMO	Attachments	BHARAT CHINDARKAR,TISECT(DLT)-CMO	04/09/13 10:18 AM	-	04/09/13 10:18 AM		
<input type="checkbox"/>	P 20855	B-11/3/2013-TISECT(DLT)-CMO	Attachments	BHARAT CHINDARKAR,TISECT(DLT)-CMO	04/09/13 10:18 AM	-	04/09/13 10:18 AM		
<input type="checkbox"/>	E 20859	BNS-13/4/2013-CMO(PRO)-Part(1)	Attachments	SATISH PATANKAR,CMO(PRO)	04/09/13 10:17 AM	-	-		
<input type="checkbox"/>	E 20861	B-13/3/2013-CMO	Attachments	SANDAY YADAV,CMO	04/09/13 10:17 AM	-	-		
<input type="checkbox"/>	E 14974	G-11012/1/2013-CMO-CMO	Attachments	A A KAMBALE,PLAN (STATE PLAN)	04/09/13 10:16 AM	-	-		

B. Created:

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose

numbers are not generated. User can view all the created Files, by clicking on '**Created**' link under the Files section.

Created Link Contains 2 options:

- **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work later on.

The Files in the Draft option can be deleted and sent to Recycle Bin using Delete link.

- **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

There are 3 sub links provided under **Completed link of Created File Section:**

- a) **Send:** Helps the user to forward a particular File/s to the recipient.

- b) **View:** Helps the user to list the Files depending upon its current state.

C. Parked:

Parked link contains a list of all the Files that are temporary closed and work will be done later on.

Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

D. Closed

Closed link contains a list of Files that are closed as complete work has been done on it already.

Closed Files can be made active at any point of time.

E. Sent:

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.185:

Date Range : 08/08/2013 To 06/09/2013

View | Create Part | Reminder | Handover | My Sent Files ...

Computer No	Number	Subject	Sent To	Sent On	Due On
<input type="checkbox"/>	P 20985	Attachments PHY	A A GUSINGE PLAN (STATUTARY DEVELOPMENTS BOARD)	06/09/13 11:59 AM	-
<input type="checkbox"/>	P 20885	Attachments PHY	BHARAT CHINDARKAR, JTSECY(DLT)-CMO	05/09/13 11:50 AM	-
<input type="checkbox"/>	E 20889	Attachments Scoury1	A A KHANDARE, PLAN (DIST. PLAN & WESTERN GHAT DEVP. PLAN)	04/09/13 03:34 PM	-
<input type="checkbox"/>	E 20989	Attachments Scoury	A A LEMBE, RDD(Establishment Section-5)	04/09/13 03:32 PM	-
<input type="checkbox"/>	E 14974	Attachments z	A A KAMBALE, PLAN (STATE PLAN)	02/09/13 11:13 AM	-
<input type="checkbox"/>	P 20702	Attachments While sending/forwarding the output of Tol/Preferen...	D L THORAT, JTSECY(DLT)-CMO	29/08/13 05:22 PM	-
<input type="checkbox"/>	E 14974	Attachments z	SATISH LAIT, CMO(PRO)	29/08/13 03:09 PM	-

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile.185

There are 3 links provided under **Sent** Section of File:

- View:** Helps the user to list the Files depending upon its current state (Physical, Electronic, All).
Refer to **View link in Created - Completed** section for the process.
- Create Part:** User can use this option to create a **Part file** of the existing file which is under submission.
User cannot create part of any part files or if the file is in **File Inbox/Created** section.
- Reminder:** Helps the user to set the reminder on sent files.

F. Create New:

The Create New File allows user to create the new file to initiate for the process



G. Create Part

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

III. Dispatch

Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient. There are two links available under Dispatch Section which is explained below:

Sent: This module helps the user to view the Sent Issues/Drafts.

If the status of the Issue or sent draft is:

Issued and Sent: Refers to when the DFA has been sent by the user/section but has not been dispatched finally by the CRU/DND section.

Issued and Dispatched: Refers to when the DFA that has been sent to CRU/DND section has been finally dispatched.

Issued and Returned: Refers to when CRU/DND section returns the **DFA back to the user.**

IV. DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre

(NIC), IDRBT Certifying Authority, SafeScript CA Services, Sify Communications, (n) Code

eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

User has to properly installed drivers for the DSC Smart card and USB Token in the system before using the DSC authentication or e-token authentication.

1. Plug-In the **e-token** in your machine/system.
2. Click the **DSC Registration** link under the DSC section, as shown in **Fig:**

Date Range : 25/10/2011 To 18/12/2014

Reply | Send | View | Move To | Reminder | More...

Receipts (+)

Files (+)

Migrate File (+)

Dispatch (+)

DSC (-)

▶ DSC Registration

Reports (+)

Settings (+)

Notification (+)

Computer No > Number

E 28 IIT&C-eGov0GENL/8/2014-PD-ITE&C

E 16 IIT&C-eGov0GENL/1/2014-PM-ITE&C

2. As a result, the DSC Enrollment Screen appears, as shown in Fig

Receipts (+)

Files (+)

Migrate File (+)

Dispatch (+)

DSC (-)

▶ DSC Registration

Reports (+)

Settings (+)

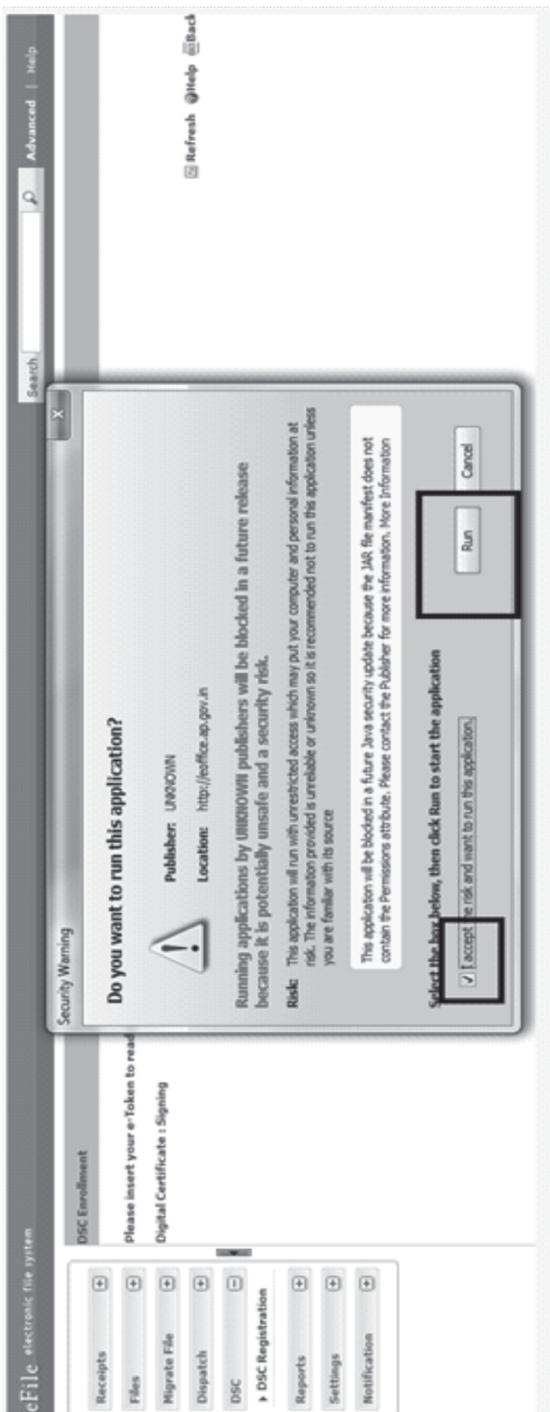
Notification (+)

Certificate Information

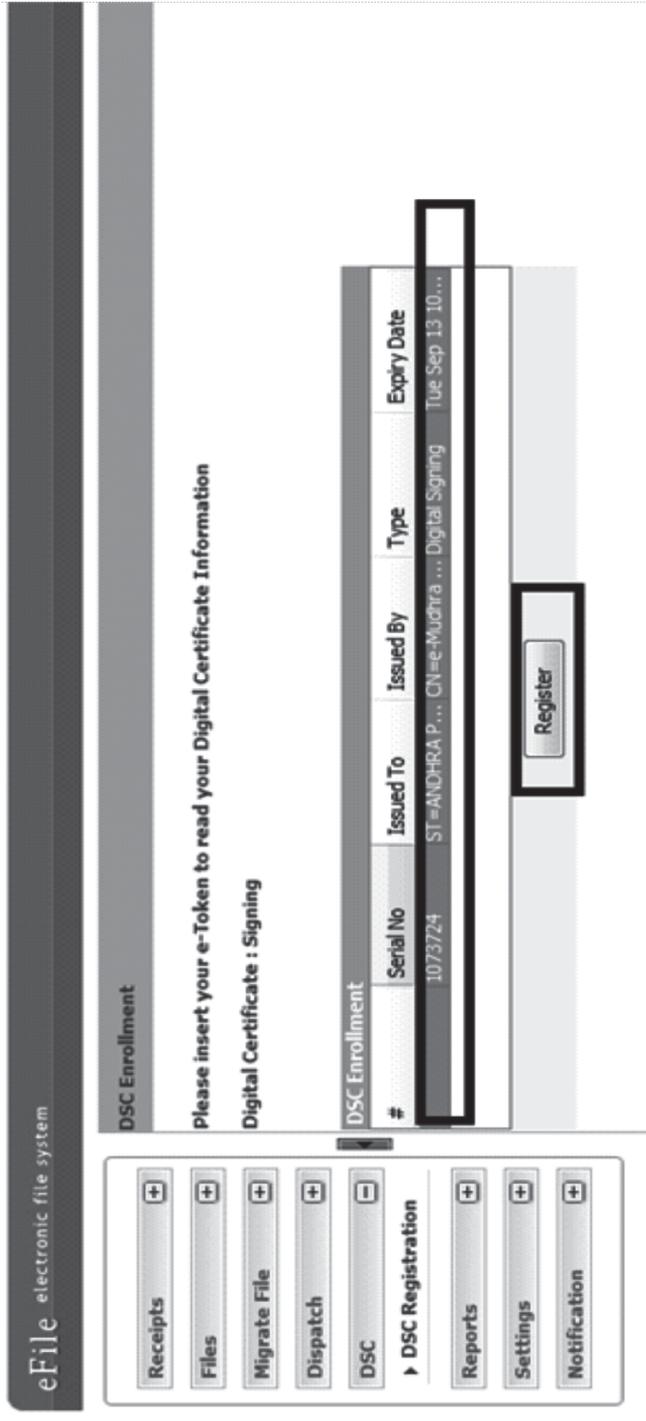
Sl.No.	Certificate	Type	Validity	Enroll Date	User Name	Deactivation Date
1	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	13-09-2014 07:18	SAIBABA N	13-09-2014 07:22
2	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	15-09-2014 04:07	SAIBABA N	15-09-2014 04:34
3	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	15-09-2014 04:07	SAIBABA N	15-09-2014 04:34
4	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	15-09-2014 04:41	SAIBABA N	22-09-2014 02:51
5	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	22-09-2014 02:53	SAIBABA N	22-09-2014 06:48
6	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	22-09-2014 08:39	SAIBABA N	22-09-2014 08:41
7	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	23-09-2014 11:02	SAIBABA N	23-09-2014 11:05
8	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	23-09-2014 03:28	SAIBABA N	18-12-2014 01:32

▶ DSC Enrollment Certificate

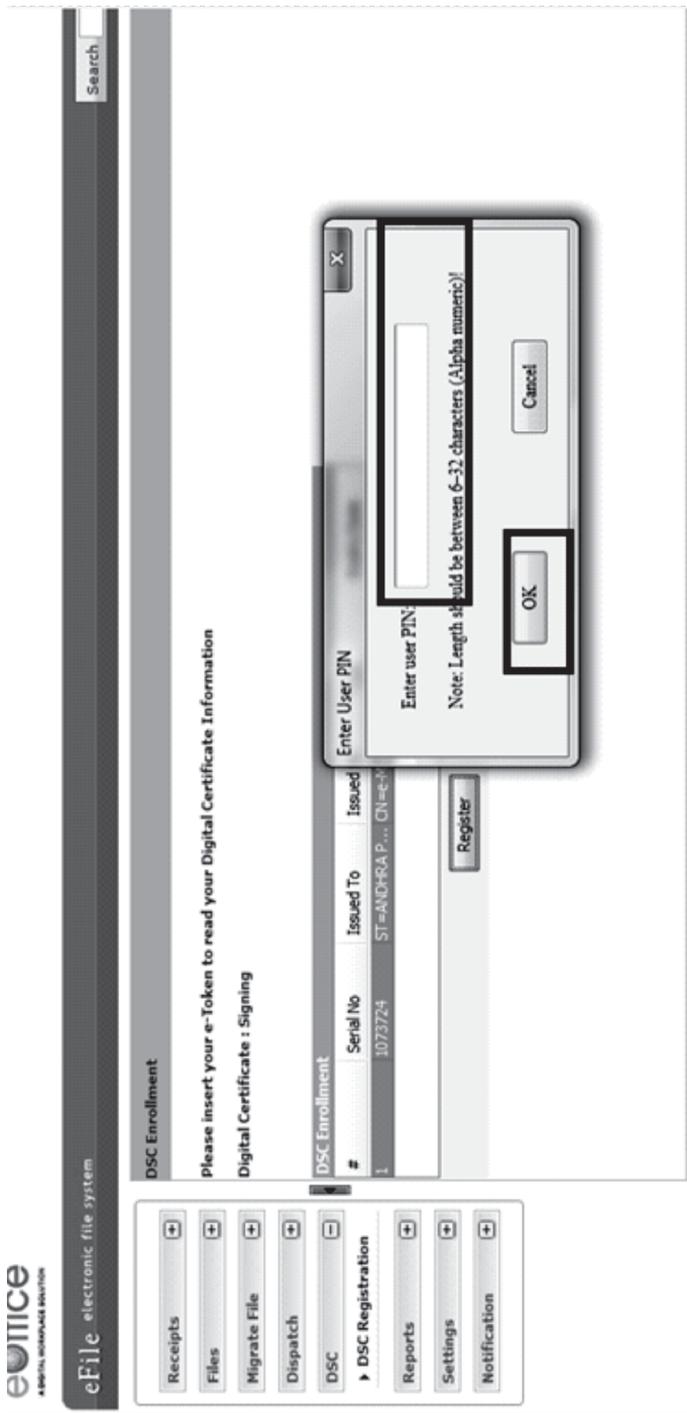
3. As a result the following screen appears for installing Java into the application.



4. As a result, the **DSC Enrollment** screen appears. Select the certificate for enrollment and click the **Register** button.



5. As a result, a pop up appears to enter the DSC PIN which is different from the eOffice Login.



6. The Message box appears, displaying the message for successful registration of DSCs.



7. Click the 'OK' button to complete the process of DSC enrolment. The below fig shows the active state of the DSC token. User can deactivate the token when they

The screenshot displays the 'eFile' electronic file system interface. At the top, there is a search bar and navigation links for 'Advanced' and 'Help'. Below this is a 'Certificate Information' section with a table listing 9 certificates. The table columns are: SI.No., Certificate, Type, Validity, Enroll Date, User Name, and Deactivation Date. All certificates are of type 'Signing' and are currently in an 'Activate' state. A 'Deactivate' button is highlighted with a black box in the bottom right corner of the interface.

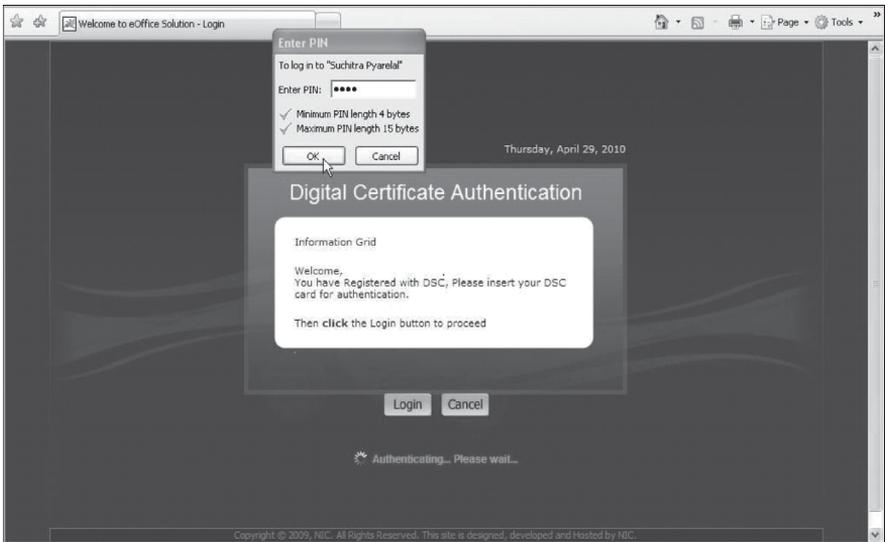
SI.No.	Certificate	Type	Validity	Enroll Date	User Name	Deactivation Date
1	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	13-09-2014 07:18	SAIBABA N	13-09-2014 07:22
2	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	15-09-2014 04:07	SAIBABA N	15-09-2014 04:34
3	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	15-09-2014 04:07	SAIBABA N	15-09-2014 04:34
4	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	15-09-2014 04:41	SAIBABA N	22-09-2014 02:51
5	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	22-09-2014 02:53	SAIBABA N	22-09-2014 06:48
6	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	22-09-2014 08:39	SAIBABA N	22-09-2014 08:41
7	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	23-09-2014 11:02	SAIBABA N	23-09-2014 11:05
8	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	23-09-2014 05:28	SAIBABA N	18-12-2014 01:32
9	N S SATHYA SAI BABA - 22179222	Signing	13-09-2016 10:43	18-12-2014 01:45	SAIBABA N	18-12-2014 01:32

Navigation menu items: Receipts, Files, Migrate File, Dispatch, DSC, DSC Registration, Reports, Settings, Notification. A 'Deactivate' button is highlighted in the bottom right corner.

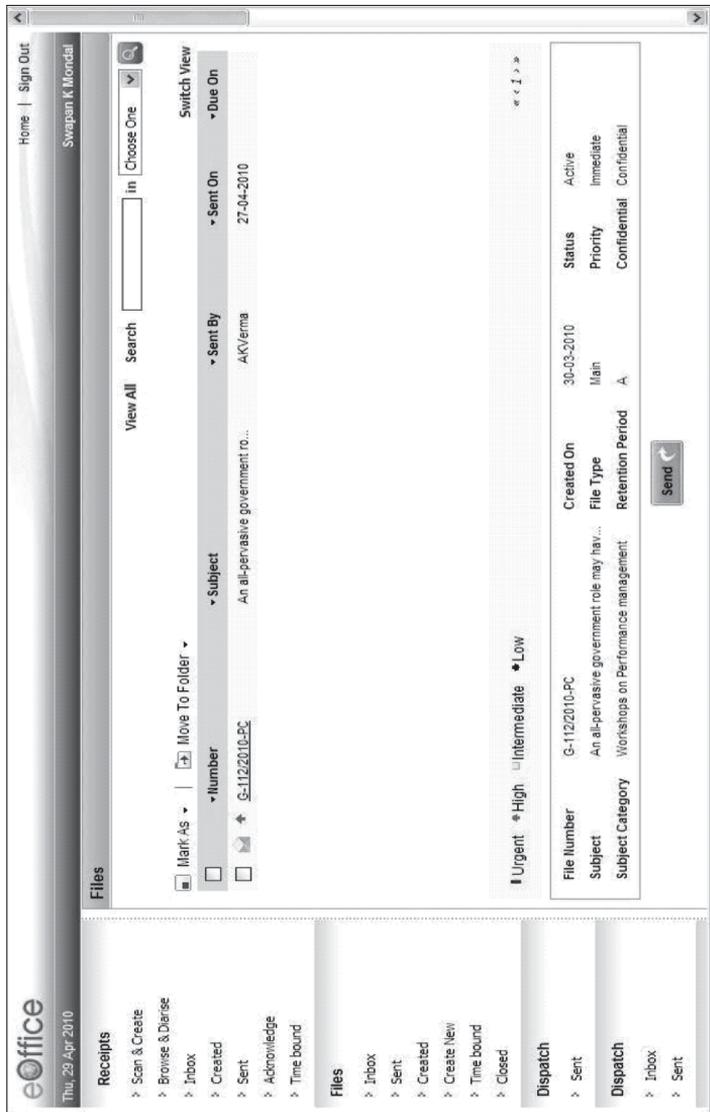
After the successful registration, here after department need to login by using the DSC token. The process is as follows:

1. Plug in the **DSC** card in your system.
2. Type the URL of the eOffice application in the address bar of the web browser.
3. Press **Enter** from the keyboard.
4. A window appears, displaying the login page for eOffice.
5. Type the **User id** in the User Name text box.
6. Type the **password** in the Password text box.
7. Click the **Login** button.

As a result, the **Enter PIN** dialog box appears



8. Type the password in the **Enter PIN** dialog box and click the **OK** button (**Fig.eFile.239**). As a result, the user gets logged into the **eOffice application**, as shown in **Fig.**



V. Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

File	Receipt	Miscellaneous	Dispatch
<ul style="list-style-type: none"> Receipts Files Migrate File Dispatch DNC Reports Settings Notification 	<ul style="list-style-type: none"> Classified Receipt Report Diary Register Forwarded Received Receipt category VIP Details Closed Receipts Receipt Summary Report Vip Reference Report (Hierarchy Wise) Vip Reference Report 	<ul style="list-style-type: none"> Age Wise Pendancy Report Departmental Summary PMO VIP Reference Reports My Files Pending With Others Revenue Report Receipts forwarded by Section Receipt Created By Sections Pendency Report(File/Receipt) Month Wise Files Created Month Wise Files Received Month Wise Files Forwarded Month Wise Receipt Created Month Wise Receipt Received Month Wise Receipt Forwarded File Pendancy Report Pending Of Receipts(SectionWise) Pending Of Files(SectionWise) Section Wise Files Received and Forwarded PUC Pendancy Files Forwarded And Received Report Active/Inactive user File Inbox Count Report 	<ul style="list-style-type: none"> Dispatch(Section Wise) Dispatch No Wise Dispatch Report Receipt No Wise Dispatch Report

VII. Settings:

This section helps the user to change the preferences / settings in eFile application. The Setting section incorporates following 4 modules for the user:

eFile electronic file system Search Advanced | Help

Receipts **Files** **Migrate File** **Dispatch** **DSC** **Reports** **Settings** **Preferences** **Address Book** **User Groups** **Deactivate DSC** **Transfer** **Notification**

General Settings

Max # of records/page

Auto Save Duration(In Sec)

Alert Settings

Email SMS Both None

List View Settings

Mode

Scope

DSC Settings

Authentication Signing Both

Editor Setting

Editor Font Size

Noting Expanded View Draft Expanded View

Correspondence View Settings

Correspondence View Size

Correspondence View Type

Save Clear

Deactivate DSC:

User can Deactivate/Delete the DSC enrolment through Deactivate link and for Activation link Activate can be used. User can also check the history of registered DSC by clicking the History link.

The screenshot displays the 'Signing Certificate' management interface. On the left, a navigation menu includes options like Receipts, Files, Migrate File, Dispatch, DSC, Reports, Settings, Preferences, Address Book, User Groups, Deactivate DSC (highlighted), Transfer, and Notification. The main area shows a table of certificates with columns for Sl.No., Certificate, Type, Validity, Enroll Date, User Name, and DeActivation Date. A search bar and a 'Search' button are at the top. A 'Deactivate' button is visible below the table, and a 'History' button is in the top right corner.

Sl.No.	Certificate	Type	Validity	Enroll Date	User Name	DeActivation Date
1	Bhojal Gyanendra Kumar's NIC sub-CA for NIC 2011. ID - 13316446	Signing	21-05-2014 07:03	03-09-2013 02:53	ANIRUDHA ASHTAPUTRE	

VII. Notification

This tab contains all the reminders/notifications that have been set by user for themselves or for other eOffice users.

This tab includes 2 modules:

Self-Reminder:

It contains all the reminders/notification that has been set by the user for themselves or for other eOffice users.

Actions that user can perform under this module are:

- i. Notify:** This facilitates the user to notify the recipient regarding the reminder that has already been set. An alert will be sent to the recipient's **Reminder Received** module when applicant notifies the reminder.
- ii. Close:** This facilitates the user to close the reminder if target has been achieved or if no longer required.
- iii. Discard:** This facilitates the user to discard the reminder if it has been set by mistake.
- iv. History:** This facilitates the user to view the reminder history, which comprises of Serial No, Date, Status and Remark.

Reminder Received:

It contains all the reminders/notification that has been set by other eOffice users. User can further mark the received reminder as '**Mark as Read**' or even can '**Delete**' the reminder.

Quick Glance

1. In case of Forgot Password, reset the Password using mail.gov.in and OTP will be sent to the number registered in eOffice.
2. Once DSC is registered in the eOffice, thereafter DSC token is mandatory to login into the eOffice.
3. In case of Forgot token password, contact 040-23224283 APTSHelpdesk for assistance.