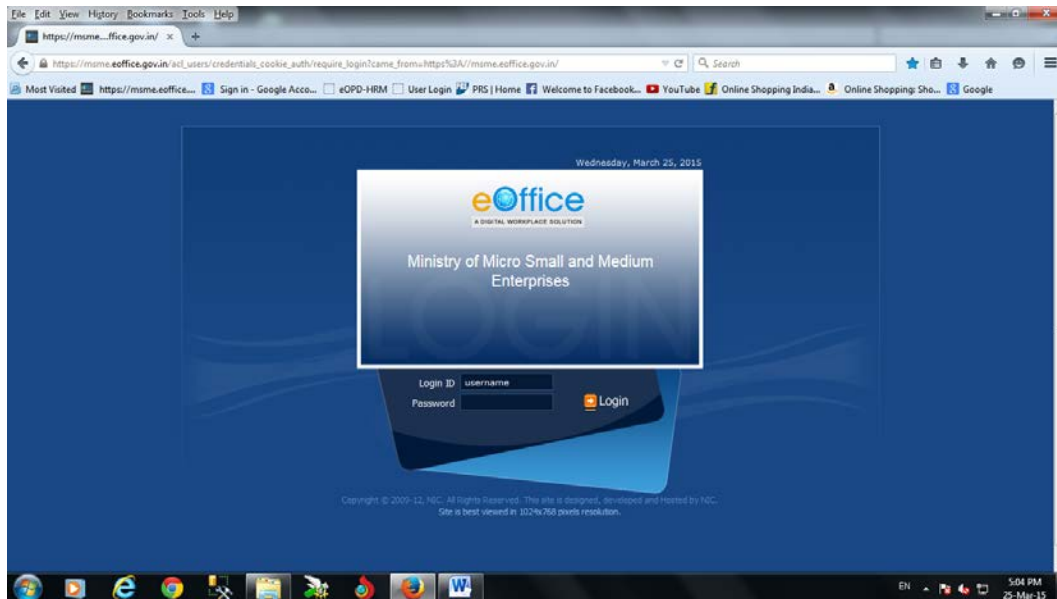


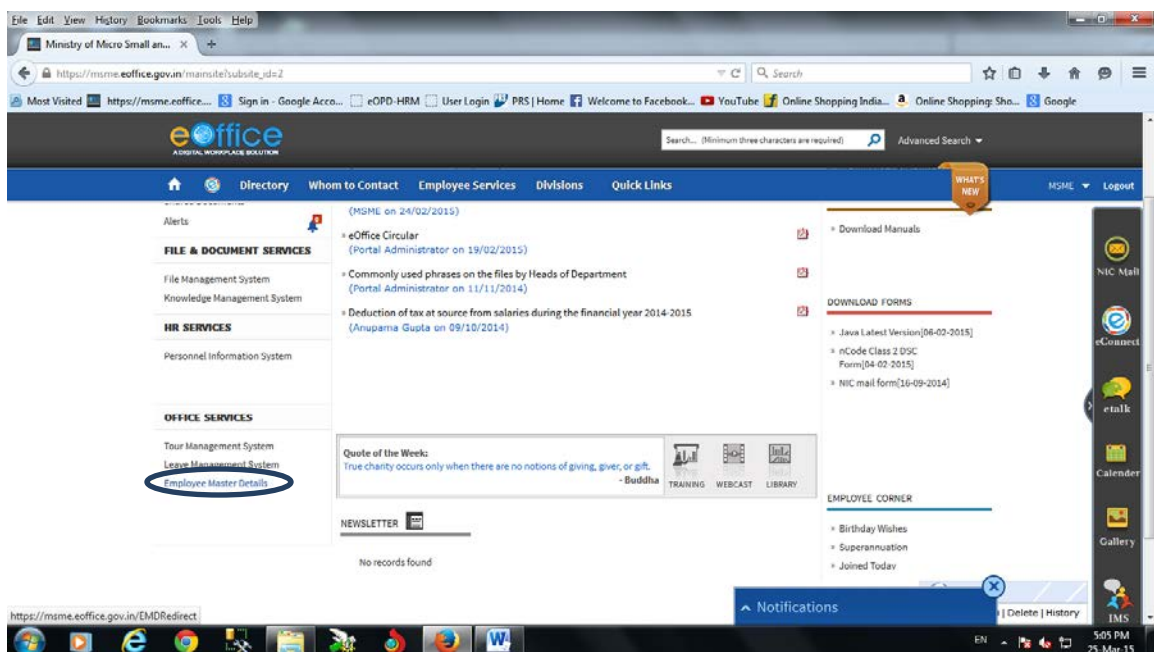
How to create a new user in eOffice:

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 indicating 5:06 PM on 25-Mar-15.

4. Click on “New Employee”

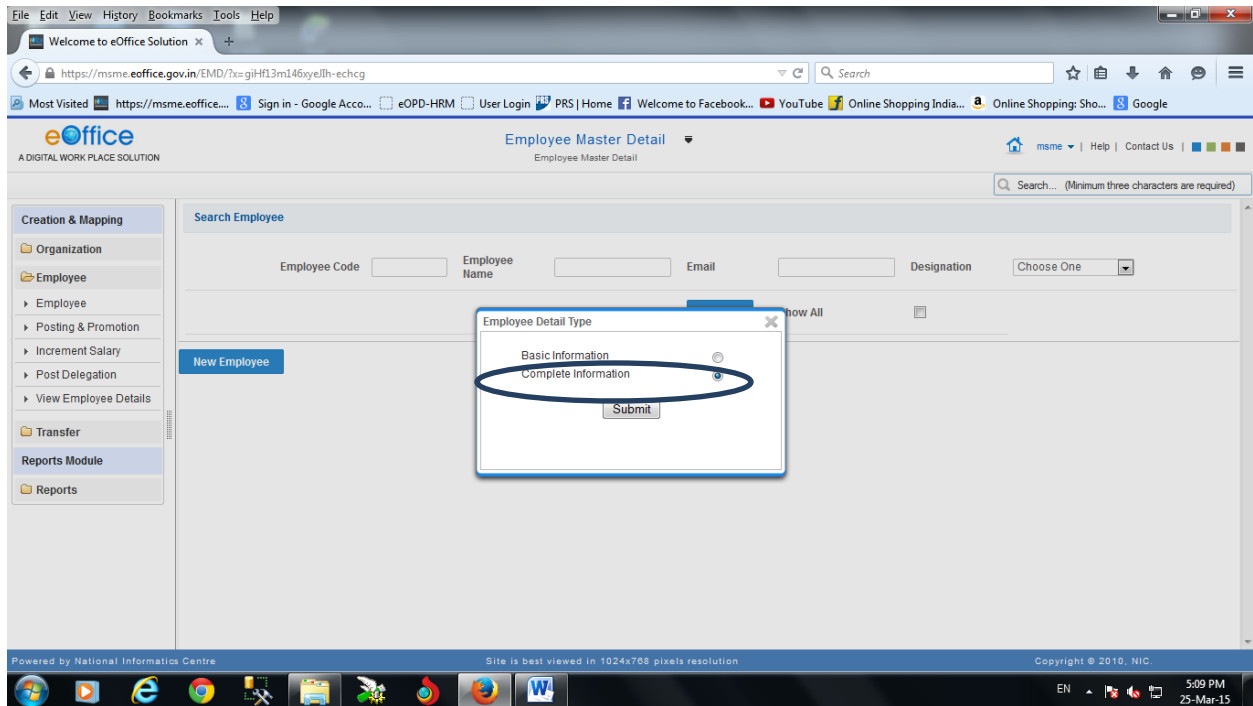
The screenshot shows the eOffice Employee Master Detail page. The left sidebar under 'Creation & Mapping' has the 'New Employee' option highlighted with a blue circle. The main content area displays a form titled 'Search Employee' with the following fields:

Employee Code Employee Name Email Designation

Search Show All

The bottom of the page shows the Windows taskbar with various application icons and the system clock indicating 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 with the 'Employee Detail Type' dialog box open. The 'Complete Information' radio button is selected. The background page displays various form sections for employee details, including:

- Additional Information Details**
- Contact Details**: Office Phone1, Office Phone2, Intercom No, Fax No, Residence Phone1, Residence Phone2, Mobile1, Mobile2, Email *, Alternate Email, Active (checkbox), Login Id.
- Permanent Address Details**
- Present Address Details**
- Designation Details**: Designation *, Type Of Appointment, File Reference Number, From Date (25/03/2015), To Date, Active (checkbox).
- Work Status Details**
- Pay Details**
- Office Location Details**

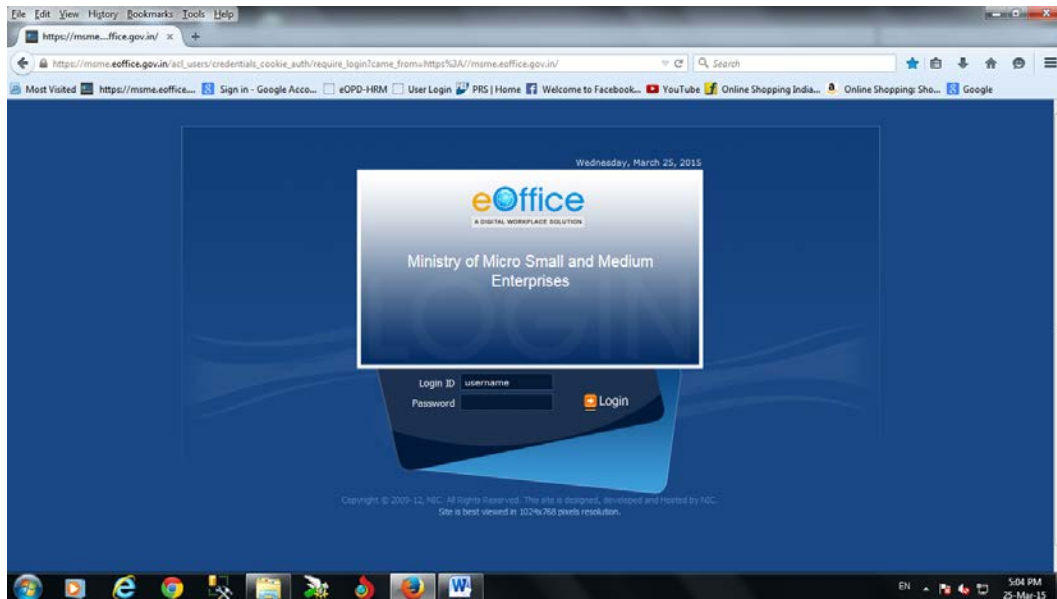
A red note at the top of the form states: "Note: Your image size must be less than 5 MB". The bottom of the page shows the eOffice logo, navigation sidebar, and footer information including 'Powered by National Informatics Centre', 'Site is best viewed in 1024x768 pixels resolution', and 'Copyright © 2010, NIC'.

User has been created Sucessfully.

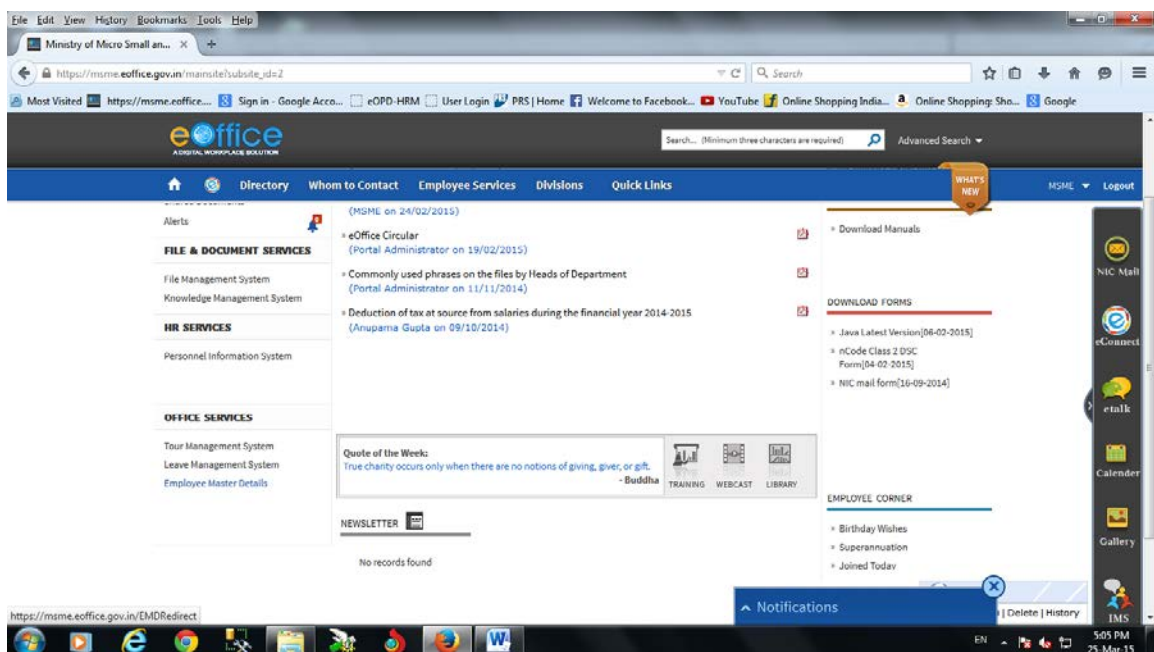
Assigning Post to a new User:

Steps:

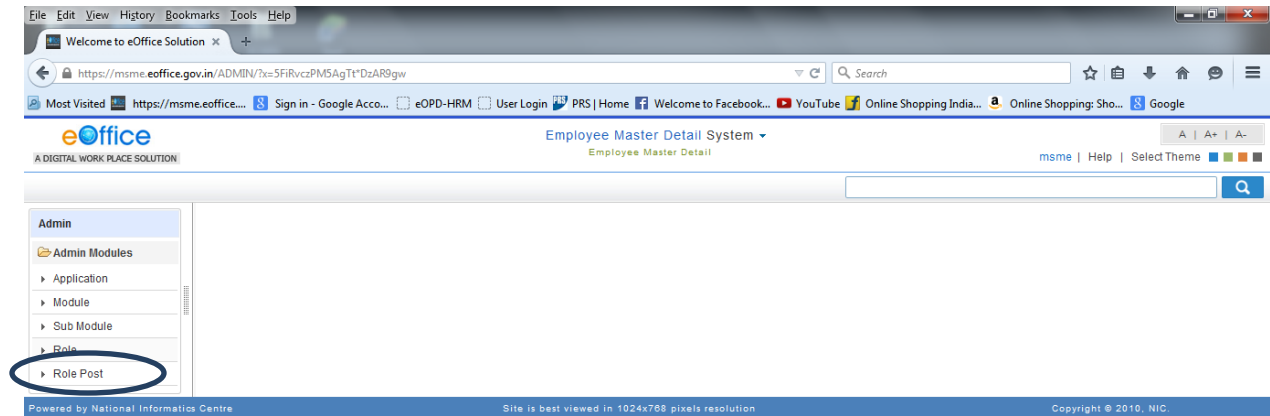
1. Log in to the “ADMIN” account.



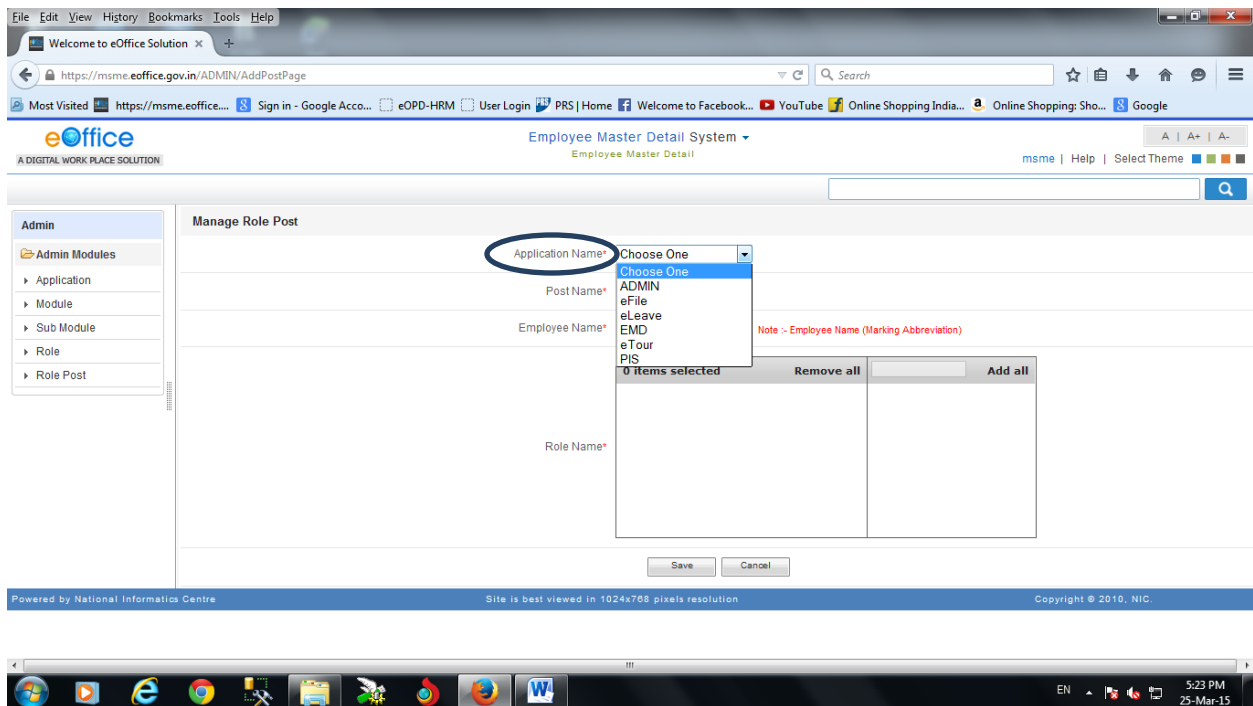
2. Go to “Application Management System”



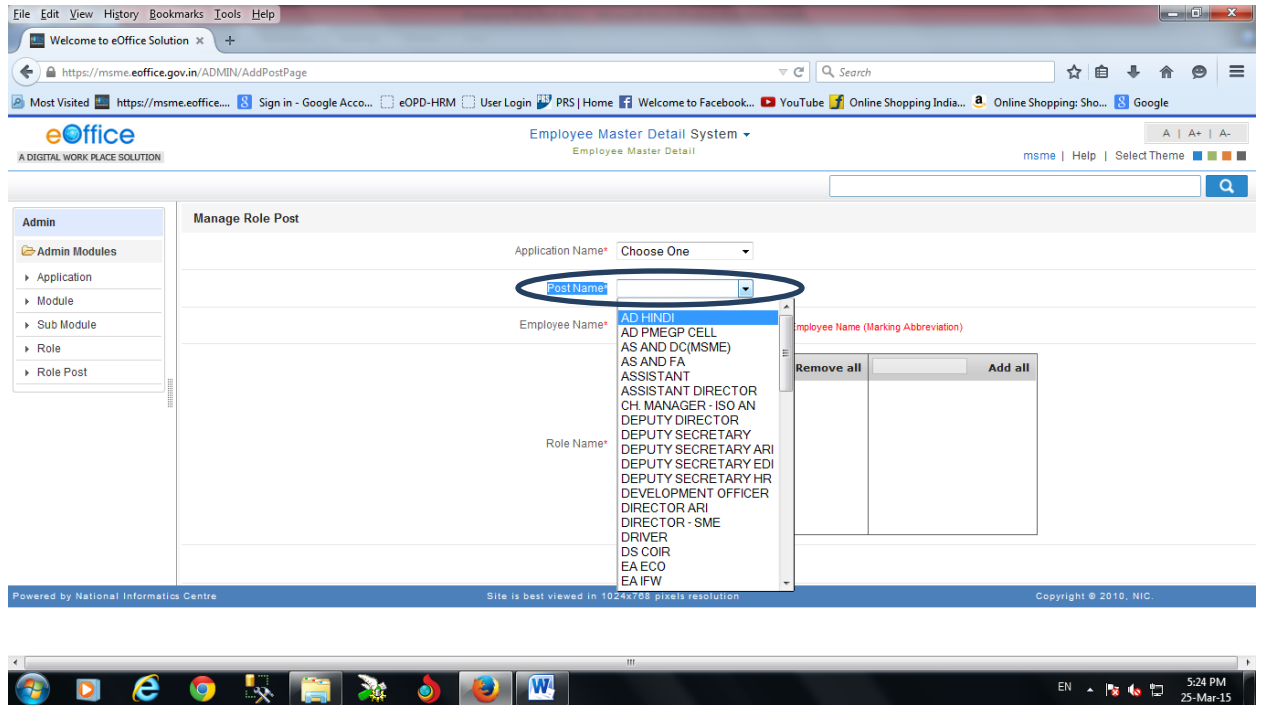
3. Click on “Role Post”



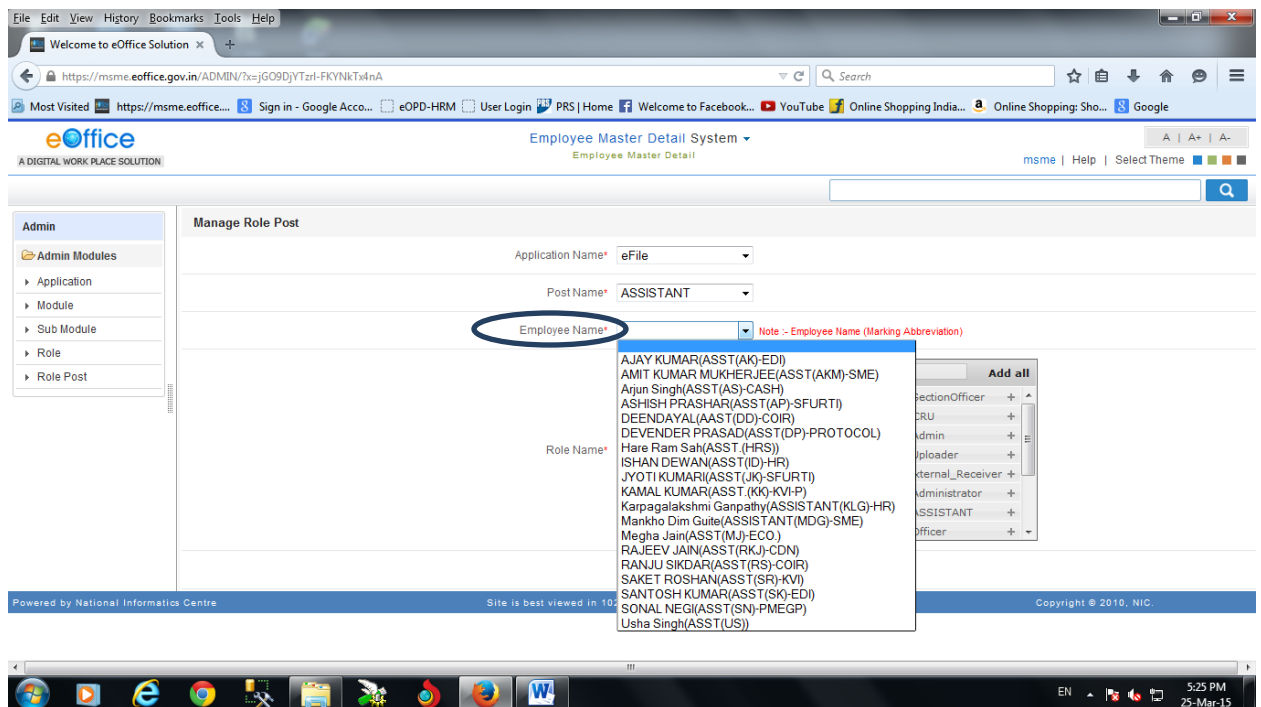
4. Select the “application name “



5. Select "Post Name"



6. Select "Employee Name"



7. Add “Role Name” and click “Save”

The screenshot displays the 'Employee Master Detail System' interface. On the left, there is a sidebar with 'Admin Modules' including Application, Module, Sub Module, Role, and Role Post. The main area is titled 'Manage Role Post'. It contains several form fields: 'Application Name' (eFile), 'Post Name' (ASSISTANT), and 'Employee Name' (Note :- Employee Name (Marking Abbreviation)). Below these, there is a 'Role Name' field which is populated with 'ROLE_Admin'. To the right of the 'Role Name' field, there is a list of roles with 'Add all' and 'Remove all' buttons. The roles listed are: ROLE_SectionOfficer, ROLE_CRU, ROLE_Uploader, Role_External_Receiver, ROLE_Administrator, ROLE_ASSISTANT, ROLE_Officer, and ROLE_HIGHER OFFICERS. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The footer of the page indicates it is 'Powered by National Informatics Centre' and 'Copyright © 2010, NIC'.

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

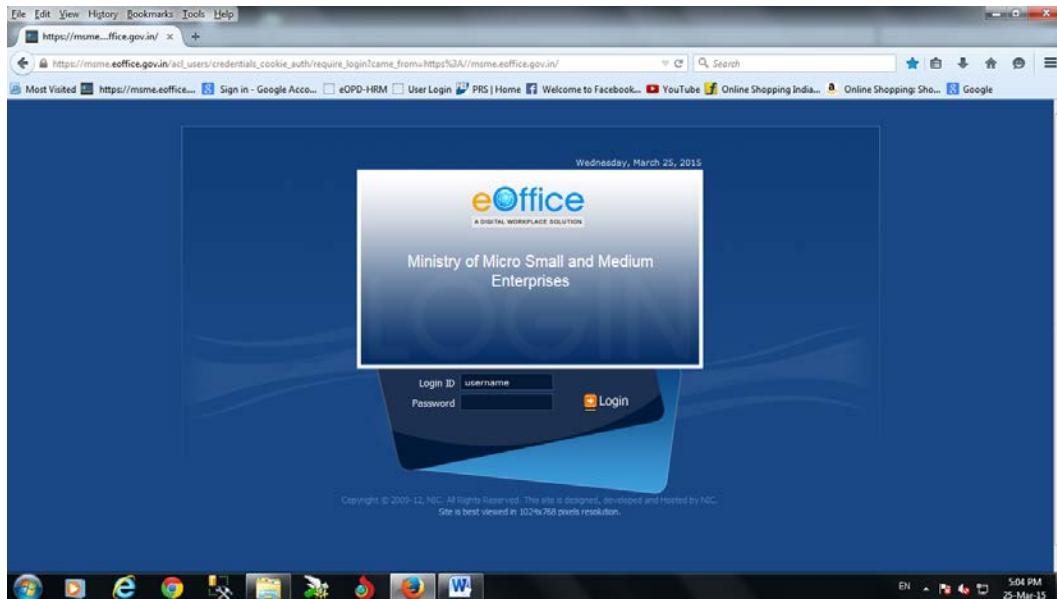
For eLeave Users	
USER	ROLE POST ASSIGNED
All Users	ROLE_USER
Reporting Officer	ROLE_REPORTING
Controlling Officer	ROLE_CONTROLLING
ADMIN	ROLE_ADMIN
ADMIN ASSISTANT	ROLE_ADMIN ASSISTANT

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

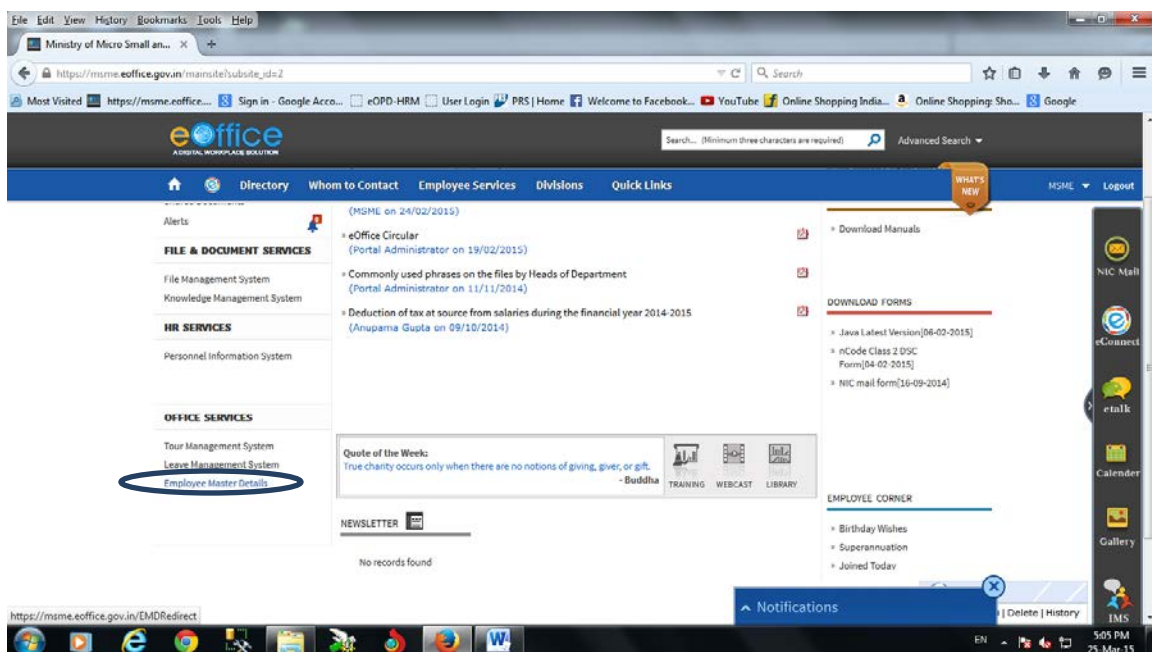
Assigning Post to a new User:

Steps:

1. Log in to the “ADMIN” account.



2. Go to “Employee Master Details”



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

The screenshot shows the eOffice Employee Master Detail page. The left sidebar contains a 'Creation & Mapping' section with options: Organization, Employee, Posting & Promotion (highlighted with a red circle), Increment Salary, Post Delegation, and View Employee Details. Below this are 'Transfer', 'Reports Module', and 'Reports'. The main area displays a 'List of Transferred Employee' table with columns: S.No., Employee Code, Employee Name, Status, and Actions. The table contains one entry for ISHAN DEWAN with Employee Code 00329 and Status Relieved. The browser address bar shows the URL: https://msme.eoffice.gov.in/EMD/LoginPage?username=bXNzZSMxMQ==&token=e2f7dbf783456cfba233850bb0e06eb&postid=MA==.

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

The screenshot shows the eOffice Employee Master Detail page with the 'Posting & Promotion' option highlighted in the left sidebar. The main area displays the 'Post Mapping' section. The 'Employee Name' text box is highlighted with a red circle, and the 'Search' button is also highlighted. The 'Employee Name' text box contains the text 'renu'. The 'Designation' dropdown menu is set to 'Choose One'. The 'Post Name' dropdown menu is set to 'Choose One'. The 'Search' button is a blue button with the text 'Search'. Below the search fields is a table with columns: S.No., Active, Employee Name, Employee Code, Designation, Marking Abbreviation*, Organization*, From Date*, To Date, Primary OU Head, and Action. The table contains one entry for Renu Kapoor with Employee Code 00329 and Status Relieved. The browser address bar shows the URL: https://msme.eoffice.gov.in/EMD/?x=y-bGJED1-vchzqKSN9A.

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'. Under 'Post Details', there is a 'Post Mapping' section with input fields for Employee Code, Employee Name, Designation, Post Name, and a Search button. Below this is a 'Post(S) List' 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. The table contains one entry for Renu Kapoor, a Section Officer in the HR Section, with a marking abbreviation of SO(RK)-HR. The 'Primary' checkbox is checked. A red circle highlights the 'Save' button in the Action column. At the bottom right of the table, there 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	☒	Renu Kapoor	00278	SECTION OFFICER	SO HR	SO(RK)-HR	HR Section	07/03/2014		☒	☒	Save Hierarchy

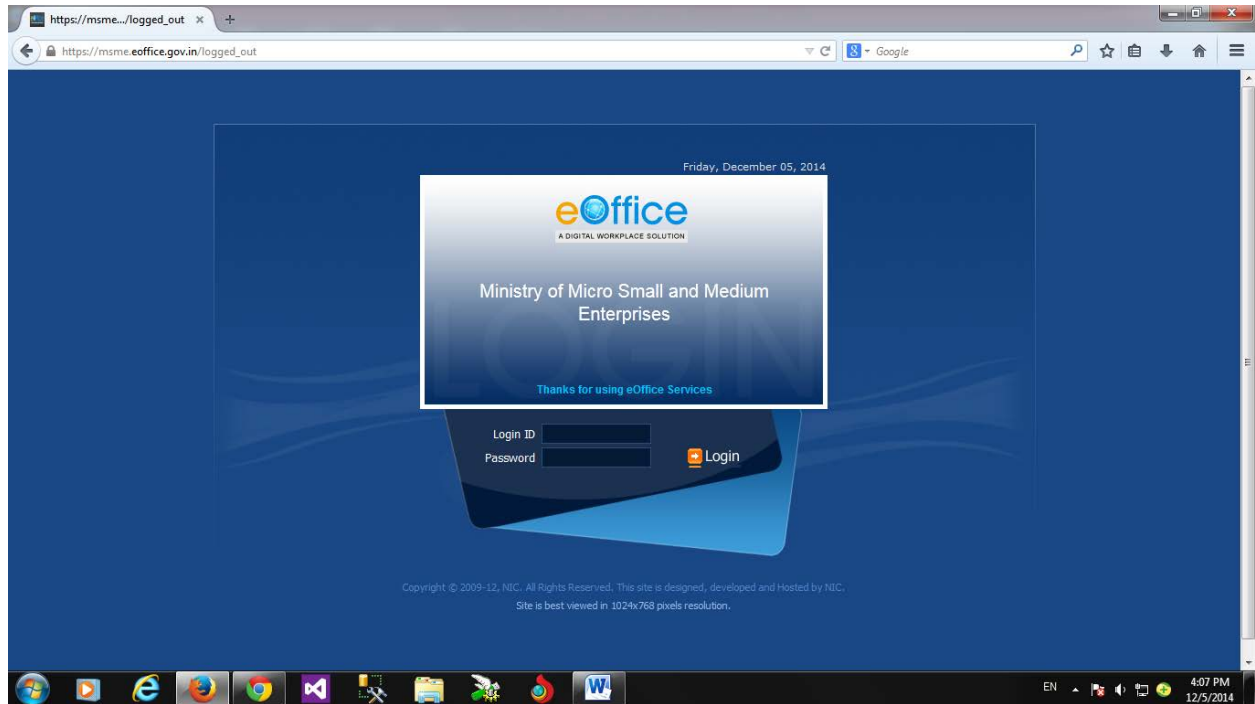
Note* - Marking Abbreviations should be in format as **Desig. Initials (Name Initials)-Section Name**

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

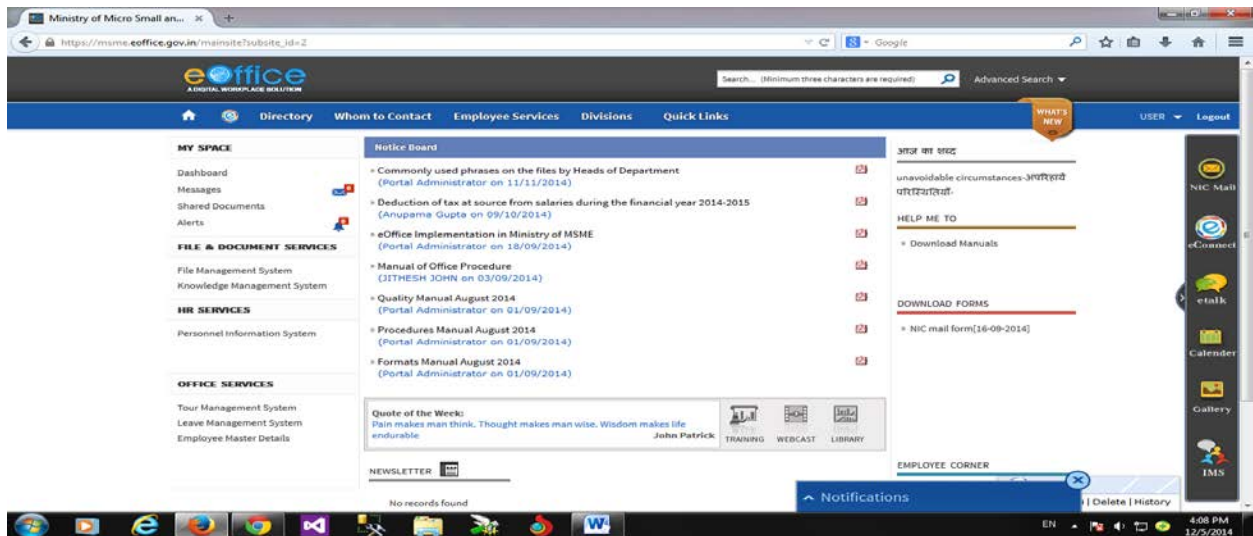
Also the “Primary” check box needs to be checked to use eLeave.

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 a 'MY SPACE' section with links to Dashboard, Messages, Shared Documents, and Alerts. Below this is the 'FILE & DOCUMENT SERVICES' section, where the 'File Management System' link is highlighted. Other links in this section include 'Knowledge Management System'. The 'HR SERVICES' section contains a link to 'Personnel Information System'. The 'OFFICE SERVICES' section contains links to 'Tour Management System', 'Leave Management System', and 'Employee Master Details'. The main content area displays a 'Notice Board' with several announcements, including 'Commonly used phrases on the files by Heads of Department', 'Deduction of tax at source from salaries during the financial year 2014-2015', 'eOffice Implementation in Ministry of MSME', 'Manual of Office Procedure', 'Quality Manual August 2014', 'Procedures Manual August 2014', and 'Formats Manual August 2014'. A 'Quote of the Week' by John Patrick is also featured. The right sidebar contains a vertical menu with links to NIC Mail, eConnect, eTalk, Calendar, Gallery, and IMS. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 4:08 PM on 12/5/2014.

4. Click on **Migrate File** option

The screenshot shows the eOffice web application interface. 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 file records 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 file priorities: Out Today (blue square), Most Immediate (red square), Immediate (green square), and Ordinary (yellow square). The bottom status bar shows the system time as 4:11 PM on 12/5/2014.

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

A vertical list of buttons for the eOffice application. The buttons are: Receipts, Files, **Migrate File** (highlighted with a red circle), Dispatch, DSC, Reports, Settings, Notification, and Ext Department. Each button has a plus sign icon on the right side.

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

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

Date Range : 14/07/2014 To 05/12/2014

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

Hierarchical View My Files

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

LEGEND

Priority

- Out Today
- Most Immediate
- Immediate
- Ordinary

External Files

Files with Yellow Note

EOFFICE MIGRATION TEMPLATE

6. File Cover will open as below:

7. Click on **browse** button

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 name: USER PROGRAMMER(MSME)-DELHI. The main content area is titled "eFile - electronic file system" and features a search bar with "Advanced" and "Help" links. On the left, a sidebar menu lists various functions: Receipts, Files, Migrate File, Create New (with sub-items: Created, Draft, Completed), Folder Permissions, Dispatch, DSC, Reports, Settings, Notification, and Ext Department. The main form, titled "MSME KVI B", contains several input fields and buttons. The "File No." field has four "Choose" buttons and a year dropdown set to "2014". The "Physical File No." field has a "Browse" button. Below this is a "Subject" field. The "Description" field is a large text area. The "Category" section has "Main" and "Sub" dropdowns, both set to "Choose One". The "Other Details" section includes a "Classified" checkbox, a "Choose One" dropdown, and an "Opening date" field set to "17". There is also a "Remarks" text area. At the bottom of the form, there are "Previous Reference" and "Later Reference" fields. The footer of the page shows the system time as 4:14 PM on 12/5/2014.

Welcome to eOffice Solution x

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

Google

eOffice
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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

MSME
KVI B

File No. Choose Choose Choose Choose 2014 KVI B

Physical File No. Browse

Subject

Description

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One Opening date 17

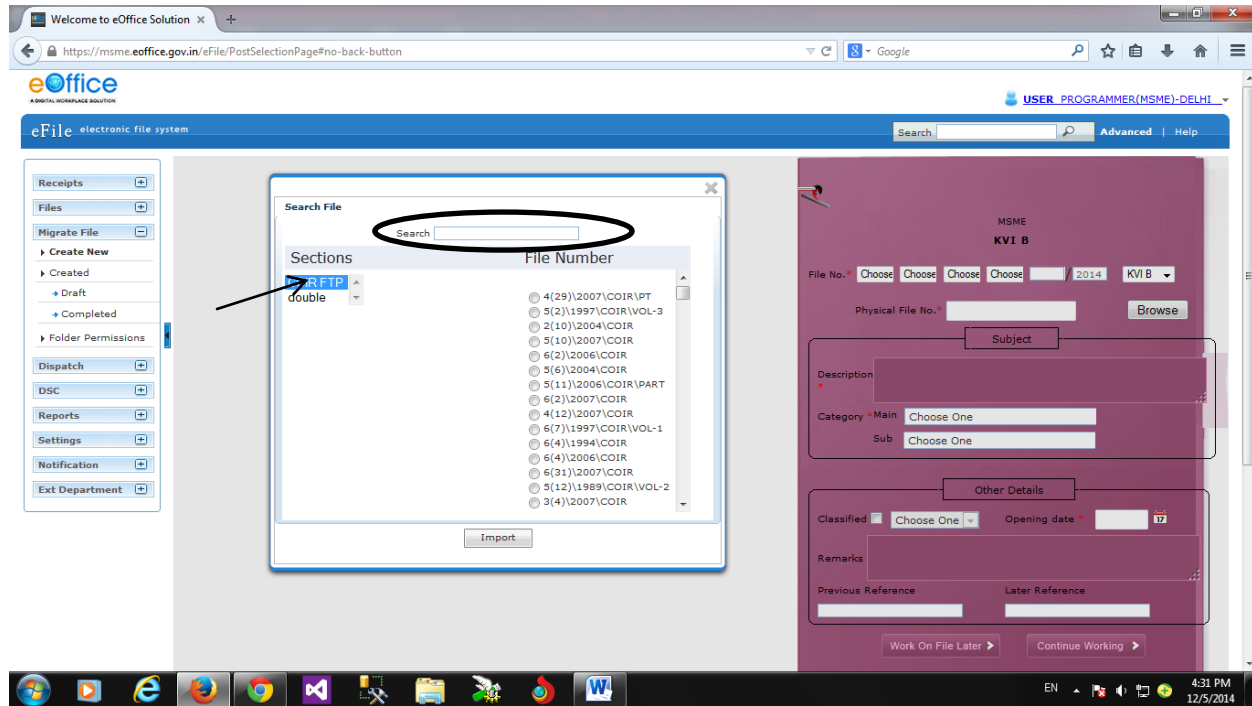
Remarks

Previous Reference Later Reference

Work On File Later Continue Working

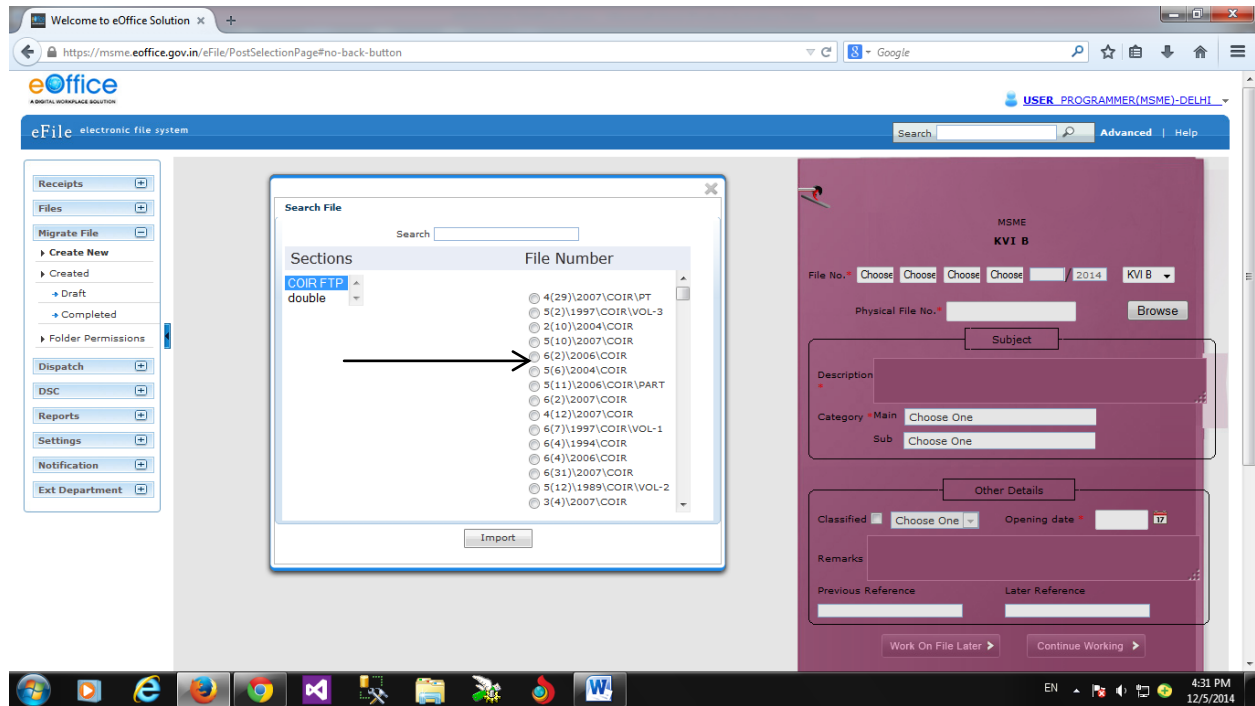
EN 4:14 PM 12/5/2014

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



EOFFICE MIGRATION TEMPLATE]

9. Select the corresponding radio button and click Import



10. New Screen will open like

The screenshot displays the eOffice eFile system 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 interface includes a sidebar 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 sections: Source and Destination. The Source section shows a list of files with the header "CORSPONDING NOTING" and a "Select All" option. The Destination section shows a list of files with the header "Issue Note Receipt Reference".

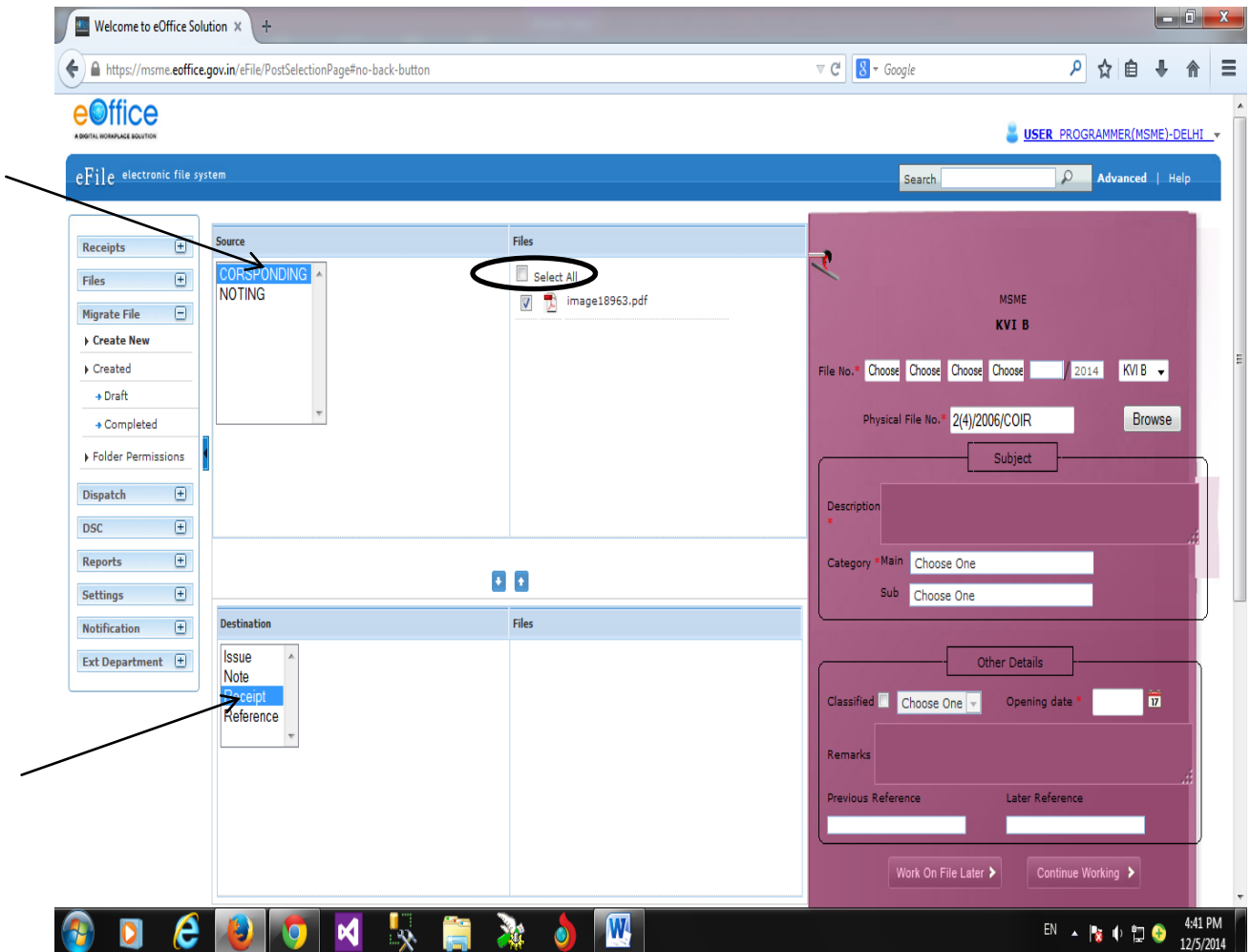
On the right side, there is a form for file migration. The form includes fields for File No., Physical File No., Subject, Description, Category (Main and Sub), Other Details, Classified, Opening date, Remarks, Previous Reference, and Later Reference. The form is titled "MSME KVI B".

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 4:33 PM on 12/5/2014.

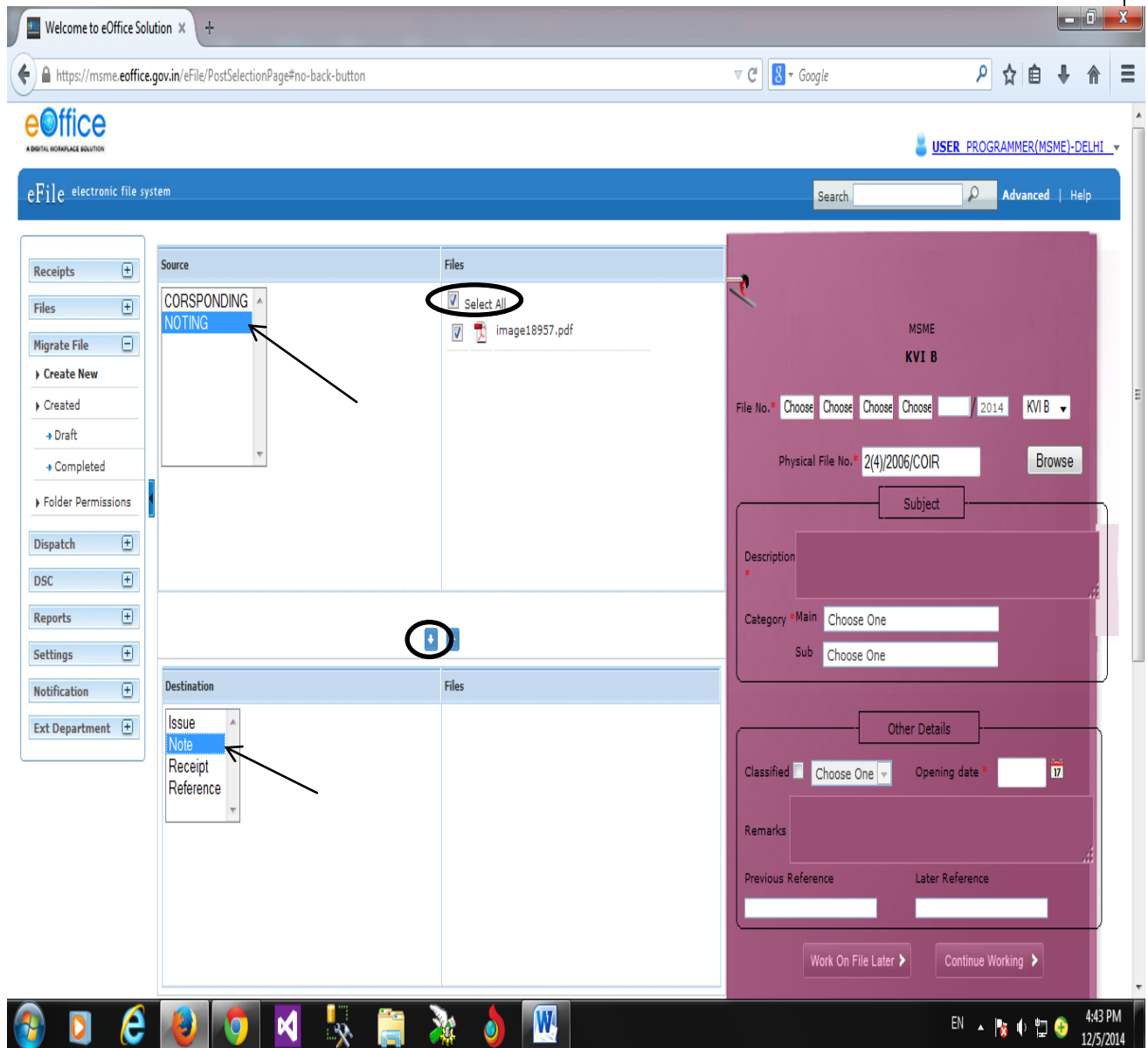
EOFFICE MIGRATION TEMPLATE]

11. From the **first** left half under **source** head click on **CORROSPONDING**, 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**”



EOFFICE MIGRATION TEMPLATE

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**

The screenshot displays the eOffice Migration Template web application. 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 application interface includes a sidebar 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 sections: Source and Destination. The Source section shows a list of files with checkboxes for selection. The Destination section shows a list of files with checkboxes for selection.

The right-hand panel contains the migration form, which includes the following fields and sections:

- MSME KVI B**
- File No.:** Choose, Choose, Choose, Choose, 2014, KVI B
- Physical File No.:** 2(4)/2006/COIR (with a Browse button)
- Subject:** (Text input field)
- Description:** (Text input field)
- Category:** Main (Choose One)
- Sub:** (Choose One)
- Other Details:**
 - Classified:** Choose One
 - Opening date:** (Text input field)
 - Remarks:** (Text input field)
 - Previous Reference:** (Text input field)
 - Later Reference:** (Text input field)

At the bottom of the form, there are two buttons: **Work On File Later** and **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". Below this, there are tabs for "Notings", "Correspondences", "References", "Edit", and "Finalize Migration". The "Notings" tab is active, showing a document titled "No. 2(4)/2006-Cor Government of India Ministry of Agriculture and Rural Industries Cor Section". The document content includes a subject line "Subject: (proceeds delay in settlement of TADA claims)", a reference "S.No. 1 B PP-13/2004", and a list of items:

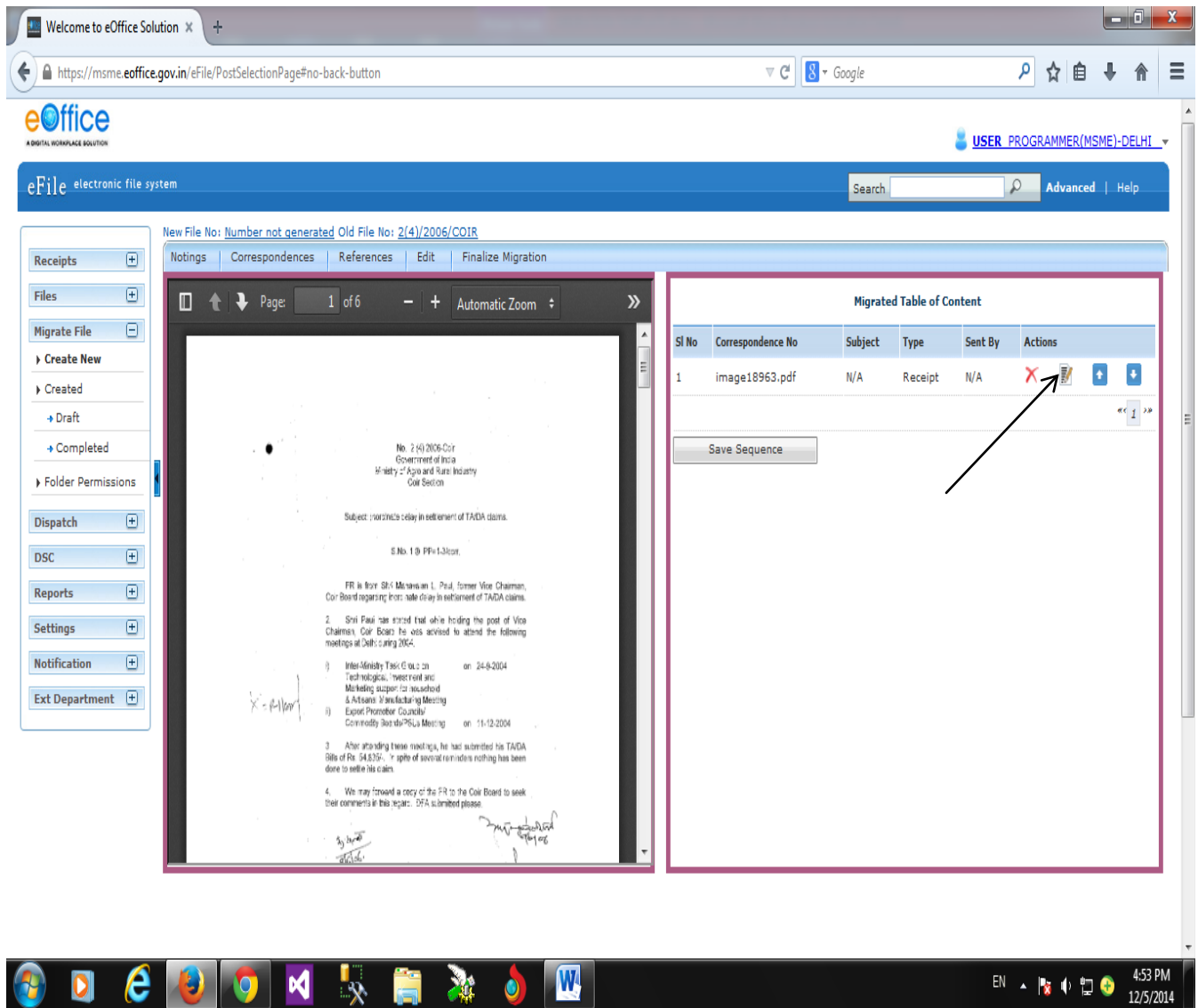
- FR is from Shri Mahanand L. Paul, former Vice Chairman, Cor Board regarding from: late delay in settlement of TADA claims.
- Shri Paul has stated that while holding the post of Vice Chairman, Cor Board he was advised to attend the following meetings at Delhi during 2004:
 - Inter-Ministry Task Group on Technology, Investment and Marketing support for Handloom & Artisan Manufacturing Meeting on 24-9-2004
 - Export Promoter Council/Connectivity Meet to PSUs Meeting on 11-12-2004
- After attending these meetings, he had submitted his TADA Bills of Rs. 54,535/- in spite of several reminders nothing has been done to settle his claim.
- 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 shows 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 is a "Save Sequence" button. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 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 interface includes a sidebar 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 shows a document titled "New File No: Number not generated Old File No: 2(4)/2006/COIR". The document is displayed in a viewer window, showing a scanned document with text and signatures. The document content includes:

No. 2(4)/2006-COIR
Government of India
Ministry of Agriculture and Rural Industries
COIR Section

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

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

FR in form Shri Manoj Kumar L. Prasad, former Vice Chairman, COIR Board regarding from: delay in settlement of TADA claims.

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

(i) Inter-Ministry Task Force on Technology, Investment and Marketing Support for Handloom & Artisanal Handicrafting 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 Bills 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 COIR Board to seek their comments in this regard. DFA submitted please.

The right-hand side of the interface shows 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 4:53 PM on 12/5/2014.

17. Diarise the Uploaded Correspondence and click

Generate

[illegible]

EOFFICE MIGRATION TEMPLATE]

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

Welcome to eOffice Solution

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

eoffice
A DIGITAL WORKPLACE SOLUTION

USER: PROGRAMMER(MSME)-DELHI

eFile electronic file system

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

Notings Correspondences References Edit **Finalize Migration**

Page: 1 of 6 Automatic Zoom

No. 2(4)/2006/COIR
Government of India
Ministry of Agriculture and Rural Industries
COIR Section

Subject: postpone delay in settlement of TADA claims.

S.No. 1 @ PFI-13/COIR

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

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

3. Inter-Ministry Task Group on: on: 24-8-2004
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. 54/2004. In spite of several reminders nothing has been
done to settle his claim.

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

Migrated Table of Content

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

Save Sequence

EN 4:56 PM 12/5/2014

19. Scanned Physical File has been migrated

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 "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 central workspace shows a document titled "1417778765045image18957.pdf" with a timestamp of "05/12/2014 4:56 PM". The document is associated with the user "USER (PROGRAMMER)".

The document content is a scanned physical file. It includes a header with the file number "68651/2014/KVIB" and the page number "1/17". The document is dated "27-05-2006" and is signed by "MANAVAN L. PAUL, Former Vice Chairman, SSI Board".

The document text includes:

MANAVAN L. PAUL,
Former Vice Chairman,
SSI Board

Secretary to the Govt. of India,
Ministry of SSI & MSME, Udyog Bhawan,
New Delhi - 110 011.

Sub: Inordinate delay in settlement of TADA Claims

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

While holding the post of Vice Chairman Cdr 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 Household & Adolescent Manufacturing Meeting	24-06-2004	Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi 110011. (Copy enclosed)
2. Export Promotion Council Community Business/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 Cdr 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.