

Sun Dec 22 21:21:51 IST 2019



Govt Of Telangana

Login ID

Password

Login



[FTP Server Link](#)

All complaints/queries related to eOffice should be registered through our 24x7  
NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free:1800-111-555

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# e-office Training Manual

*To maintain transparency, improve efficiency & effectiveness of the organization*

## How to Create e-file

# Site login page of Demo site- Clerk login

Sun Dec 22 19:44:23 IST 2019

**eoffice**  
A DIGITAL WORKPLACE SOLUTION

Demo Instance Govt.Of Telangana

Login ID

Password

**Digital India**  
Power To Empower

All complaints/queries related to eOffice should be registered through our 24x7 NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free:1800-111-555

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Taskbar: eFileMU (3).pdf, eFileMU (2).pdf, eFileMU (1).pdf

Windows Search: Type here to search

System Tray: 7:44 PM 12/22/2019, ENG

System Tray: 12:05 PM 12/22/2019, ENG

# eoffice services

The screenshot displays the eOffice Services web application. The header includes the eOffice logo and navigation icons for Home, Directory, and Profile. A user profile for 'OFFICER T DIRECTOR' is visible. The main content area features a 'Quote of the week', a 'Notice Board', and a list of 'eOffice Services' including File Management System, eFile MIS Reports, Knowledge Management System, and Employee Master Detail. A blue arrow points to the 'File Management System' link, which is circled in red. The interface also includes a sidebar with various tools like eFile, KMS, and eConnect, and a right-hand panel with news and events.

Quote of the week: To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

**eOffice Services**

- File Management System
- eFile MIS Reports
- Knowledge Management System
- Employee Master Detail

**Other Services**

- Finance Services
- Download Forms

**eOffice Services**

- File Management System
- eFile MIS Reports
- Knowledge Management System
- Employee Master Detail

**Connect**

No records found

**News**

- Noted author and columnist Khushwant Singh dies at 99
- Two objects spotted possibly related to MH370: Australia
- Meira Kumar, Giriraj Singh file nominations papers

**EVENTS**

- No Event Available

# eoffice menu

Receipts

Files

Migrate File

Dispatch

DSC

Settings

Notification

Ext Department

Audit

Date Range : 28/10/2016 To 22/12/2019

Computer No	Receipt No.	Subject
E 2039	2039/2018/DGP	Sub: TSFCOF-IFDS- / C...
E 3871	3871(2)/2019/DIR-TS	Office implementat

Every days every time you should click on "Receipts"

LEGEND > P

eFileMU.pdf

12:09 PM 12/22/2019



# Receipts –inbox

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: [demo.eoffice.telangana.gov.in/eFile/?x=\\*M9eJ2MITc1kSzvDmVvLp4af5M8yIpyYQMkLLS\\*kvZudz97LSJQYlg\\*iqUfDzlwPJMwXXwuawHM#no-back-button](http://demo.eoffice.telangana.gov.in/eFile/?x=*M9eJ2MITc1kSzvDmVvLp4af5M8yIpyYQMkLLS*kvZudz97LSJQYlg*iqUfDzlwPJMwXXwuawHM#no-back-button). The application header includes the eOffice logo, version 5.6, a search bar, and navigation links for Advanced, Dashboard, and help icons. The user is identified as EOFFICER T DIRECTOR(U20)-TS.

The main content area shows a list of receipts with the following columns: Computer No, Receipt No, Subject, Sender, Sent By, Sent On, Due On, and Remarks. The date range is set to 28/10/2016 To 22/12/2019. Two receipts are listed:

Computer No	Receipt No	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 2039	<a href="#">2039/2018/DGP</a>	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Ch.Veeresh kumar	TEST USER I,DGP	21/12/19 04:53 PM	-	
E 3871	<a href="#">3871(2)/2019/DIR-TS</a>	office implementation at PR & RD Dept	Sai Krishna	EOFFICER V,DIST-COLLECTOR	21/12/19 12:40 PM	-	

Annotations on the left side of the interface include:

- A red circle around the "Receipts" menu item.
- A yellow callout box pointing to "Receipts" with the text "Click on 'Receipts'".
- A black circle around the "Inbox (2)" menu item.
- A yellow callout box pointing to "Inbox" with the text "Click on 'Inbox'".

The bottom of the screen shows a Windows taskbar with the search bar and various application icons. The system tray displays the time as 1:09 PM on 12/22/2019.

# How to read e-office file

The image shows a screenshot of an e-office interface with several fields highlighted by callouts. The interface includes a table with columns: Computer No., Receipt No., Subject, Sender, Sent By, Sent On, Due On, and Remarks. The first row of data is circled in red, and the second row is circled in blue. Callouts point to these fields with labels: 'Computer generated number' (red), 'Computer generated Receipt Number' (yellow), 'Receipt Subject' (green), 'Tappal/Receipt sender Name' (grey), 'Receipt send date & time' (green), 'Remarks if red is there no remarks' (yellow), and 'Remarks if blue then there is a remark' (orange). A 'Latest Remarks' window is also shown at the bottom left.

Computer No.	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 2039	2039/2018/DGP	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Ch.Veeres kumar	TEST USER I,DGP	21/12/19 04:53 PM	-	
E 3 1	3871(2) 19/DIR- IS	eoffice implementation PR & RD Dept	Sai/ishna	EOFFICER V,DIST-COLLECTOR	21/12/19 12:4 PM	-	

**Latest Remarks**  
Pulled Back:wrongly sent

Computer generated number

Computer generated Receipt Number

Receipt Subject

Tappal/Receipt sender Name

Receipt send date & time

Remarks if red is there no remarks

Remarks if blue then there is a remark

Officer send you to ... on it

# How to read eoffice file

Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 2039	<a href="#">2039/2018/DGP</a>	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Ch.Veeresh kumar	TEST USER I,DGP	21/12/19 04:53 PM	-	
E 3871	<a href="#">3871(2)/2019/DIR-TS</a>	office implementation at PR & RD Dept	Sai Krishna	EOFFICER V,DIST-COLLECTOR	21/12/19 12:40 PM	-	

LEGEND > Priority ■ Out Today ■ Mod Immediate ■ Immediate 📍 Action Initiated VIP VIP References



[2039/2018/DGP](#)



[3871\(2\)/2019/DIR-TS](#)

Receipt send as a CC for information- need not to act on it- some time office may ask you to act on it or provide information to concern officer

# How to open the receipt

Computer No	Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 2039	 <a href="#">2039/2018/DGP</a>	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Ch.Veeresh kumar	TEST USER I,DGP	21/12/19 04:53 PM	-	
E 3871	 <a href="#">3871/2019/DIR- IS</a>	office implementation at PR & RD Dept	Sai Krishna	E OFFICER V,DIST-COLLECTOR	21/12/19 12:40 PM	-	

Click on the receipt file

# Receipt details

**Receipts**

- Browse & Diarise
- Inbox (1)
  - Miscellaneous
- Email Diarisation
- Created
- Sent
- Closed
  - By Me
  - By others(All)
- Acknowledgement
  - Created
  - Sent
- Recycle Bin
- Initiated Action

**Files**

- Migrate File
- Dispatch
- DSC
- Settings
- Notification

**FishProceedingGeneration\_Proc... 1 / 2**

TELANGANA STATE FISHERMEN CO-OPERATIVE SOCIETIES FEDERATION LTD.,  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT Sri Ronald Rose IAS

Proceeding No:337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** - Approved-Orders-Issued-Receipt

Ref: 1. G.O.Rt.No.91, AH, DD (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F, dated: 14.06.2018 & 09.03.2018  
3. Lt.No.169/TSFCOF/2017, dated:03.07.2018  
4. Lt.No.169/TSFCOF/2017, dated 06.07.2018 and 09.07.2018  
5. Approval of the District Level Selection Committee

**Order:**

Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crore implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of member Primary Fishermen Cooperative Societies (PFCSs), Fisherwomen co-operative Societies, Fishermen Marketing Societies and Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad based orders were issued for its implementation with 38 components and constituted District Level Sanction Committee for accord of selective sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines and orders issued by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited, the District Level Selection Committee held its meeting on Date: 03/08/2018 and approved to all the eligible beneficiaries for the **Captive fish seed rearing ponds** in Mahabubnagar District.

Therefore, administrative orders are hereby accorded to 1 beneficiaries selected for **Captive fish seed rearing ponds** in Mahabubnagar District in pursuance of this order. The approved unit cost is **750000.00** with the pattern of assistance, the beneficiary is entitled to a subsidy of Rs. **675000.00** or 90% of the actual cost whichever is less.

Further, the beneficiary is required to submit the relevant documents like DPR, Proposal, Layout as applicable and 50% of work is completed by the beneficiary and remaining 50% of work is to be released.

**Receipt Details**

Receipt No :	2039/2018/DGP	File No :	
From :	Ch.Veeresh kumar	Designation :	Filedman
Main Category :	General	Sub Category :	
Address :	o/o.Asst.Director of Fisheries, Mahabubnagar		
Letter Ref. No :		Sent Date :	21/12/19 04:53 PM
Subject :	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...		
Letter Date :		Letter No :	
Enclosures :		Enclosure Type :	
Delivery Mode :	By Hand		
Sent By :	TEST USER 1,DGP	Sent On :	21/12/19 04:53 PM
Sent To :	EOFFICER T,DIR-TS		
Action :	Forward	Remarks :	

**Movement Details**

Sent By	Sent On	Sent To	Action	Remarks
TEST USER 1,DGP	21/12/19 04:53 PM	EOFFICER T,DIR-TS	Forward	

You can read the Tappal/Receipt paper which is scanned and shared with you

By clicking this you can maximize the size of receipt

Receipt movement deasil

Receipt details which was written by inward / officer sent to you

## **How to convert the receipt in to file**

**If subject file already with the section - In manual system tappals will be tagged to Current/correspondence & write in the note file and submit to next officer**

**If subject is new - In manual system will take file number from inward section and index the file cover page and tappals will be tagged to Current/correspondence & write in the note file and submit to next officer**

# How to convert the receipt in to file

Click this icon  
"Put in a file"

**FishProceedingGeneration\_Pr... 1 / 2**

TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT: Sri Ronald Rose IAS


**Proceeding No: 337/C/2017-1**

Sub: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing**  
Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated.03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_

\*\*\*\*\*

**Receipt Details**

Receipt No :	2039/2018/DGP 	File No :		
From :	Ch.Veeresh kumar	Designation :	Filedman	
Main Category :	General	Sub Category :		
Address :	o/o.Asst.Director of Fisheries, Mahabubnagar		Sent Date :	21/12/19 04:53 PM
Letter Ref. No :		Letter Date :		
Subject :	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...		Enclosures :	-
Delivery Mode :	By Hand	Sender Type :		

**Movement Details**

Sent By	Sent On	Sent To	Action	Remarks
---------	---------	---------	--------	---------

# How to convert the receipt in to file- if its old file

**Receipt Details**

Receipt No :	2039/2018/DGP	File No :	
Category :	General	Designation :	Filedman
Sender :	Ch.Veeresh kumar	Sub Category :	
Address :	o/o.Asst.Director of Fisheries, Mahabubnagar	Sent Date :	21/12/19 04:53 PM
Ref. No :		Letter Date :	
Subject :	Sub: TSFCOF-IFDS-Approval of beneficiary for the c...	Enclosures :	-
Delivery Mode :	By Hand	Sender Type :	

**Search Filter for Attach**

Computer Number	File Number	Subject
<input type="radio"/> E 2783	B/11/11/0008/2019-b section	leave letter
<input type="radio"/> E 2871	B/12/13/0001/2019-DIRECTOR	BILL
<input type="radio"/> E 3222	A/13/12/0003/2019-F SECTION	Durga prasad
<input type="radio"/> E 3230	A/13/14/0001/2019-F SECTION	CHCs
<input type="radio"/> E 3246	A/14/13/0001/2019-DIRECTOR	bj,hikhj
<input type="radio"/> E 3258	A/12/11/0028/2019-F SECTION	appointment

**Attach**

**Callout 1 (Yellow):** Select respective subject file number which already dealing in your section (by clicking radio button)

**Callout 2 (Green):** Click attach button to tag this tappals/receipt, it will goes in to Current /correspondence and tag there



# How to convert the receipt in to file- if you want to generate new file

The screenshot shows the eOffice web application interface. The main content area displays a receipt document from the Telangana State Fishermen Cooperative Societies Federation Ltd. The receipt details are as follows:

Receipt Details	
Receipt No :	2039/2018/DGP
From :	Ch.Veeresh kumar
Main Category :	General
Address :	o/o.Asst.Director of Fisheries, Mahabubnagar
Letter Ref. No :	
Subject :	Sub: TSFCOF-IFDS-Approval of beneficiary for the C...
Delivery Mode :	By Hand
File No :	
Designation :	Filedman
Sub Category :	
Sent Date :	21/12/19 04:53 PM
Letter Date :	
Enclosures :	-
Sender Type :	

Below the receipt details is a table for attaching files:

Search Files for Attach			
	Year	2019	Search
	Computer Number	File Number	Subject
	E 2783	B/11/11/0008/2019-b section	leave letter
	E 2871	B/12/13/0001/2019-DIRECTOR	BILL
	E 3222	A/13/12/0003/2019-F SECTION	Durga prasad
	E 3230	A/13/14/0001/2019-F SECTION	CHO
	E 3246	A/14/13/0001/2019-DIRECTOR	

A red circle highlights the 'Create File' button in the top right corner of the file attachment table. A yellow callout box with a blue arrow points to this button and contains the following text:

Click on **“Create file”** icon it will popup **“Non SFS”** then click on that

https://demo.eoffice.telangana.gov.in/eFile/?x=f2KMZ81T5KnvT4bjVHy3E\*pcq63-c33C#

eFileMU (3).pdf    eFileMU (2).pdf    eFileMU (1).pdf

# How to convert the receipt in to file- if you want to generate new file Cont....

The screenshot displays the eOffice Solution interface. On the left, there is a navigation menu with sections like 'Created', 'Sent', 'Closed', 'By Me', 'By others(All)', 'Acknowledgement', 'Recycle Bin', and 'Initiated Action'. Below this are various file management actions such as 'Files', 'Migrate File', 'Dispatch', 'DSC', 'Settings', 'Notification', 'Ext Department', and 'Audit'. The main content area shows a document titled 'TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD. PROCEEDINGS OF THE DISTRICT CHAIRPERSON MAHABUNAGAR DISTRICT' with a date of 03/08/2018. The document text includes details about a beneficiary for a component 'Captive fish seed rearing ponds'. Overlaid on this is a 'Electronic File (on SFS)' form for the 'Govt. of India'. The form has several fields: 'File No.' with a dropdown menu showing '2019 DIRECTOR', 'Description\*', 'Category' (with a dropdown menu), 'Sub' (with a dropdown menu), 'Language' (set to 'English'), 'Remarks', 'Previous Reference', and 'Later Reference'. A 'Continue Working' button is at the bottom of the form. A red circle highlights the entire form area. Three callout boxes provide instructions: a yellow one at the top right says 'Select all relevant file index to your section through popups', a green one on the right says 'Write file subject', a yellow one below it says 'Select category of the file though popups', and a green one at the bottom right says 'Click "continue working" icon'. The bottom of the screen shows a Windows taskbar with the search bar, task icons, and system tray showing the time as 3:20 PM on 12/22/2019.

(1,643 unread) - v\_muraleedhar@ x Welcome to eOffice Solution x +

demo.eoffice.telangana.gov.in/eFile/Home#no-back-button

TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD. PROCEEDINGS OF THE DISTRICT CHAIRPERSON MAHABUNAGAR DISTRICT PRESENT: Sri Ronald Ravi IAS

Proceeding No:337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91\_AIL, DO & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated: 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated:03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated:06.07.2018 and 09.07.2018  
5. Approval of the D.S.C dated: \*\*\*\*

**Order:**  
Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fish Federation Ltd, for the benefit of members of the Primary Fishermen Co-operative Societies (PFCS), Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCO State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 central Level Sanctions Committee for awarding administrative sanctions to the eligible beneficiaries for seed rearing ponds.

Based on the guidelines, the applications have been received from the applicants for Captive component and their eligibility has been verified by the District Manager, MAHABUNAGAR. Further, as per orders issued by the Managing Director, TSFCO, given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCO, District Level Selection Committee has given approval to all the eligible beneficiaries for the Captive component on Date: \*\*\*\*

Therefore, administrative sanction is hereby accorded to 1 beneficiary selected for Captive component and their names are annexed to this order. The approved unit cost is 750000.00 and 50% subsidy will be released after 50% of work is completed by the beneficiary and 50% on completion of 100% work.

Further, the beneficiaries shall submit the relevant documents like DPR, Proposal, etc. and 50% subsidy will be released after 50% of work is completed by the beneficiary and 50% on completion of 100% work.

Annexure - List of beneficiaries accorded administrative sanction  
Captive fish seed rearing ponds component

SLNO	Applicant Name	Father / Husband	Society Name (mandal Name)	Village Name

Govt. of India  
demo  
DIRECTOR

File No. Chl Chl Chl Chl 2019 DIRECTOR

Description\*  
Category Main Choose One  
Sub Choose One

Other Details

Language English

Remarks

Previous Reference  
Later Reference

Continue Working

Select all relevant file index to your section through popups

Write file subject

Select category of the file though popups

Click "continue working" icon

2019 Search Create File

Number Subject

08/2019-b leave letter

001/2019- BILL

0003/2019-F Durga prasad

0001/2019-F CHCs

0001/2019- bj,hkhj

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf

Type here to search 3:20 PM 12/22/2019

# How do I check that receipt converted file or not- click receipt – inbox

Earlier there were two files

Computer No	Receipt No	Subject	Sender	Sent By	Sent On
E 2039	<a href="#">2039/2018/DGP</a>	Sub-For... Approval of beneficiary for the c...	Ch.Veeresh kumar	TEST USER I,DGP	04:53 PM
E 3871	<a href="#">3871(2)/2019/DIR-TS</a>	office implementation at PR & RD Dept	Sai Krishna	EOFFICER V,DIST-COLLECTOR	21/12/19 12:40 PM

eFile Version 5.6

Date Range : 28/10/2016 To 22/12/2019

Send Back | Send | Put in a File | View | Move To | Copy | Close | Dispatch

Hierarchical View | My Receipts

Computer No	Receipt No	Subject	Sender	Sent By	Sent On	Remarks
E 3871	<a href="#">3871(2)/2019/DIR-TS</a>	office implementation at PR & RD Dept	Sai Krishna	EOFFICER V,DIST-COLLECTOR	21/12/19 12:40 PM	-

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate Action Initiated VIP VIP References

Now there is only one file left in your Receipt – inbox - means receipt/Tappal converted in to

eFileMU (3).pdf   eFileMU (2).pdf   eFileMU (1).pdf   Show all X

# For file where I need to search?

Receipts (+)

**Files (+)**

Migrate File (+)

Dispatch (+)

DSC (+)

Settings (+)

Notification (+)

Ext Department (+)

Audit (+)

Files (-)

- Inbox (2)**
- Submitted Files for Closing Approval
- Created
  - Drafts
  - Completed**
- Parked
- Approval Requests
- Bulk Closing
- Closed
  - By Me
  - By Others (All)
- Submitted Files for Reopening Approval
- Sent
- Create New

Click on **Inbox**

OR

Click on Created – **Completed**

Give the file number and search

Search 2783

Advanced | Dashboard | ? | [Icons]

EOFFICER T. DIRECTOR(U20)-TS

Hierarchical View | Mv Files

# My file traced

(1,643 unread) - v\_muraleedhar@ Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/Home#no-back-button

eoffice A DIGITAL WORKPLACE SOLUTION

EOFFICER T DIRECTOR(U20)-TS

eFile Version 5.6 Search 2783 Advanced | Dashboard

Date Range : 28/10/2016 To 22/12/2019

Send Back | Send | View | Move To | More...

Hierarchical View My Files

	Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks
<input type="checkbox"/>	E 2783	<a href="#">B/11/11/0008/2019-b section</a>	leave letter	EOFFICER J	19/12/19 04:41 PM	20/12/19	
<input type="checkbox"/>	E 3529	<a href="#">A/12/11/0039/2019-DIRECTOR</a>	Election Expenditure of candidate	EOFFICER R	06/12/19 04:25 PM	-	
<input type="checkbox"/>	E 2643	<a href="#">B/11/0013/2018-b section</a>	testing ..lava	EOFFICER R	06/12/19 04:21 PM	-	
<input type="checkbox"/>	E 3528	<a href="#">A/12/13/0019/2019-DIRECTOR</a>	appointment	EOFFICER R	06/12/19 03:58 PM	-	
<input type="checkbox"/>	E 3420	<a href="#">RCK/E1/105/0087/2019-O/o SHO-BRKR</a>	Transfer File	ANJANEYULU	25/10/19 03:35 PM	-	
<input type="checkbox"/>	E 3324	<a href="#">A/24/12/0002/2019-DIRECTOR</a>	Nala - sy no - 314 - 0.34 - vellulla	EOFFICER U	21/09/19 07:10 PM	-	
<input type="checkbox"/>	E 3258	<a href="#">A/12/11/0028/2019-F SECTION</a>	appointment	EOFFICER S	03/08/19 03:37 PM	-	
<input type="checkbox"/>	E 3230	<a href="#">A/13/14/0001/2019-F SECTION</a>	CHCs	EOFFICER R	03/08/19 01:01 PM	18/08/19	
<input type="checkbox"/>	E 3222	<a href="#">A/13/12/0003/2019-F SECTION</a>	Durga prasad	EOFFICER S	02/08/19 04:24 PM	-	
<input type="checkbox"/>	E 2871	<a href="#">B/12/13/0001/2019-DIRECTOR</a>	BILL	EOFFICER A	29/03/19 02:03 PM	-	
<input type="checkbox"/>	E 2581	<a href="#">A/11/13/0022/2018-A section</a>	creation of file	EOFFICER T	19/01/19 01:34 PM	-	
<input type="checkbox"/>	E 2586	<a href="#">A/11/11/0117/2018-DGP</a>	Establishments	TEST USER B	04/12/18 04:25 PM	-	
<input type="checkbox"/>	E 2135	<a href="#">B/11/15/0060/2018-D SECTION</a>	purchase of Scanners	EOFFICER M	04/10/18 04:10 PM	-	

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate Action Initiated Other Department Files with Draft Draft Note Yellow Note

External Files

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 3:58 PM 12/22/2019

# Now I would like to write note in my file to submit my next officer what should I do?

Browser tabs: (1,643 unread) - v\_muraleedhar@ x Welcome to eOffice Solution x +

Address bar: demo.eoffice.telangana.gov.in/eFile/Home#no-back-button

Page Title: eoffice A DIGITAL WORKPLACE SOLUTION

User: EOFFICER T DIRECTOR(U20)-TS

Search: 2783 | Advanced | Dashboard

Navigation: eFile Version 5.6

Date Range: 28/10/2016 To 22/12/2019

Buttons: Send Back | Send | View | Move To | More...

Table:

Computer No	File Number	Description	Sent By	Sent On	Due On	Remarks
E 3653	<a href="#">B/11/11/0008/2019-b section</a>	gmrrjhjhjhg	EOFFICER F	21/12/19 01:14 PM	26/12/19	
E 2783	<a href="#">B/11/11/0008/2019-b section</a>	leave letter	EOFFICER J	19/12/19 04:41 PM	20/12/19	
E 357	<a href="#">B/12/11/0002/2019-b section</a>	Election Expenditure of candidate	EOFFICER G	16/12/19 03:30 PM	-	
E 3529	<a href="#">A/12/11/0039/2019-DIRECTOR</a>	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:25 PM	-	
E 2643	<a href="#">B/11/0013/2018-b section</a>	testing ...lava	EOFFICER R	06/12/19 04:21 PM	-	
E 3528	<a href="#">A/12/13/0019/2019-DIRECTOR</a>	appointment	EOFFICER R	06/12/19 03:58 PM	-	
E 3420	<a href="#">RCK/E1/105/0087/2019-O/o SHO-BRKR</a>	Transfer File	ANJANEYULU	25/10/19 03:35 PM	-	
E 3324	<a href="#">A/24/12/0002/2019-DIRECTOR</a>	Nala - sy no - 314 - 0.34 - vellulla	EOFFICER U	21/09/19 07:10 PM	-	
E 3258	<a href="#">A/12/11/0028/2019-F SECTION</a>	appointment	EOFFICER S	03/08/19 03:37 PM	-	
E 3230	<a href="#">A/13/14/0001/2019-F SECTION</a>	CHCs	EOFFICER R	03/08/19 01:01 PM	18/08/19	
E 3222	<a href="#">A/13/12/0003/2019-F SECTION</a>	Durga prasad	EOFFICER S	02/08/19 04:24 PM	-	
E 2871	<a href="#">B/12/13/0001/2019-DIRECTOR</a>	BILL	EOFFICER A	29/03/19 02:03 PM	-	
E 2581	<a href="#">A/11/13/0022/2018-A section</a>	creation of file	EOFFICER T	19/01/19 01:34 PM	-	
E 2586	<a href="#">A/11/11/0117/2018-DGP</a>	Establishments	TEST USER B	04/12/18 04:25 PM	-	
E 2135	<a href="#">B/11/15/0060/2018-D SECTION</a>	purchase of Scanners	EOFFICER M	04/10/18 04:10 PM	-	

LEGEND > Priority: Out Today, Most Immediate, Immediate. Action Initiated, Other Department, Files with Draft, Draft Note, Yellow Note. External Files

Taskbar: eFileMU (3).pdf, eFileMU (2).pdf, eFileMU (1).pdf. System tray: 3:58 PM, 12/22/2019

# Now your file is opened –understand the screen

The screenshot displays the eOffice application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=79mfzyY0HwhXFcxj-eQFdHwMc2csN50KGKxQfZnJNaj3E06aWo4p26OpSdZwdFo8axxOdDkze4#no-back-button`. The application header includes the eOffice logo, version 5.6, and a search bar. The main content area is divided into two panes. The left pane, titled "Note # 1", is a green note-taking area with a red circle around the "Add Green Note" and "Add Yellow Note" buttons. A callout box points to these buttons with the text: "This is note file you can write by clicking **Add green note** or **Add yellow note**". The right pane displays a document titled "2039/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS". The document includes a "Proceeding No: 337/C/2017-1" and a date of "03/08/2018". A callout box points to the document with the text: "This is current /correspondence file you can read Receipt/tappal which you tagged to this file". The bottom of the screen shows the Windows taskbar with various application icons and the system tray.

Computer No: 2783 File No: [B/11/11/0008/2019-b section](#) Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... Quick View

ToC Recent All Previous Notings

**Add Green Note** **Add Yellow Note** 1-1 of 1 Note(s)

19/12/2019 4:39 PM EOFFICER J (JUNIOR ASSISTANT(USER10)-TS)

**2039/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS**

Proceeding No: 337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval... for the component Captive fish seed rearing ponds - Approved-Orders-Issued-I

Ref: 1. G.O.Rt.No.91, AH, DI... department, dated: 06.06.2017  
2. Memo No.1877/V&F/A... 04.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/20... 2018  
4. Lr.No.169/TSFCOF/20... 2018 and 09.07.2018  
5. Approval of the DLSC d

**Order:**

Vide the reference 1st cit... with the financial outlay of Rs.1... Federation Ltd., for the benefit of Societies, Fishermen Marketing State. Further vide ref. 2nd cited Level Sanction Committee for a... seed rearing ponds.

Based on the guidelines... component and their eligibility h... given vide ref. 1st and 2nd cited.

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 4:03 PM 12/22/2019



# Now you can write note in file

The screenshot displays the eOffice application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=79mfzyY0HwhXFcxj-eQFdHwMc2csN50KGKxQfZnJNaj3E06aWo4p26OpSdZwdFo8axxOdDkze4#no-back-button`. The application header includes the eOffice logo, version 5.6, and a search bar. The main content area shows a document titled "2039/2018/DGF" with the subject "PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS". The document text includes "Proceeding No:337/C/2017-1" and "Date: 03/08/2018". A callout box with a red border and a white background points to the "Add Green Note" button in the top left corner of the document area. The callout box contains the text: "This is note file you can write by clicking 'Add green note' and write notings in note file". The bottom of the screen shows the Windows taskbar with various application icons and the system tray.

Computer No: 2783 File No: [B/11/11/0008/2019-b\\_section](#) Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... Quick View

ToC Recent All Previous Notings

**Add Green Note** Add Yellow Note 1-1 of 1 Note(s)

Note submitted:  
19/12/2019 4:39 PM EOFFICER J (JUNIOR ASSISTANT(USER10)-TS)

**2039/2018/DGF** TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD.,  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT: Sri Ronald Rose IAS

Proceeding No:337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** - Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated: 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated:03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_

**Order:**

Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCSs), Fisherwomen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 4:03 PM 12/22/2019



# Now you can write note in file

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=79mfzyY0HwhXFcxj-eQFdHwMc2csN50KGKxQfZnJNaj3E06aWo4p26OpSdZwdFo8axxOdDkze4#no-back-button`. The application header includes the eOffice logo, version 5.6, and a search bar. The main navigation bar contains tabs for 'Noting', 'Correspondence', 'Draft', 'References', 'Link', 'Details', 'Movements', 'Edit', 'Send Back', 'Send', 'Attachment', 'Action Details', and 'More...'. The 'Noting' tab is active, and a 'Quick Noting' dropdown is visible. The document editor on the left shows a text area with the following content:

Last Saved 22-12-2019 04:19:06 PM

Note submitted:  
it is submitted that as per instructions of the CRD, officers names are suggested as below for nominations to participate on one day workshop at NIRD&PR on GIS Planning on 26&27th Dec 2019

- 1.XXXXX
- 2.YYYYY
- 3.ZZZZZ
- 4.HHHHH

file is submitted for your kind perusal and approve the draft letter attached to this

A red oval highlights the text area, and a callout box labeled 'Noting' points to it. The document preview on the right shows the following details:

2039/2018/DGF TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD.,  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT: Sri Ronald Rose IAS

Proceeding No:337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** - Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated.03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_

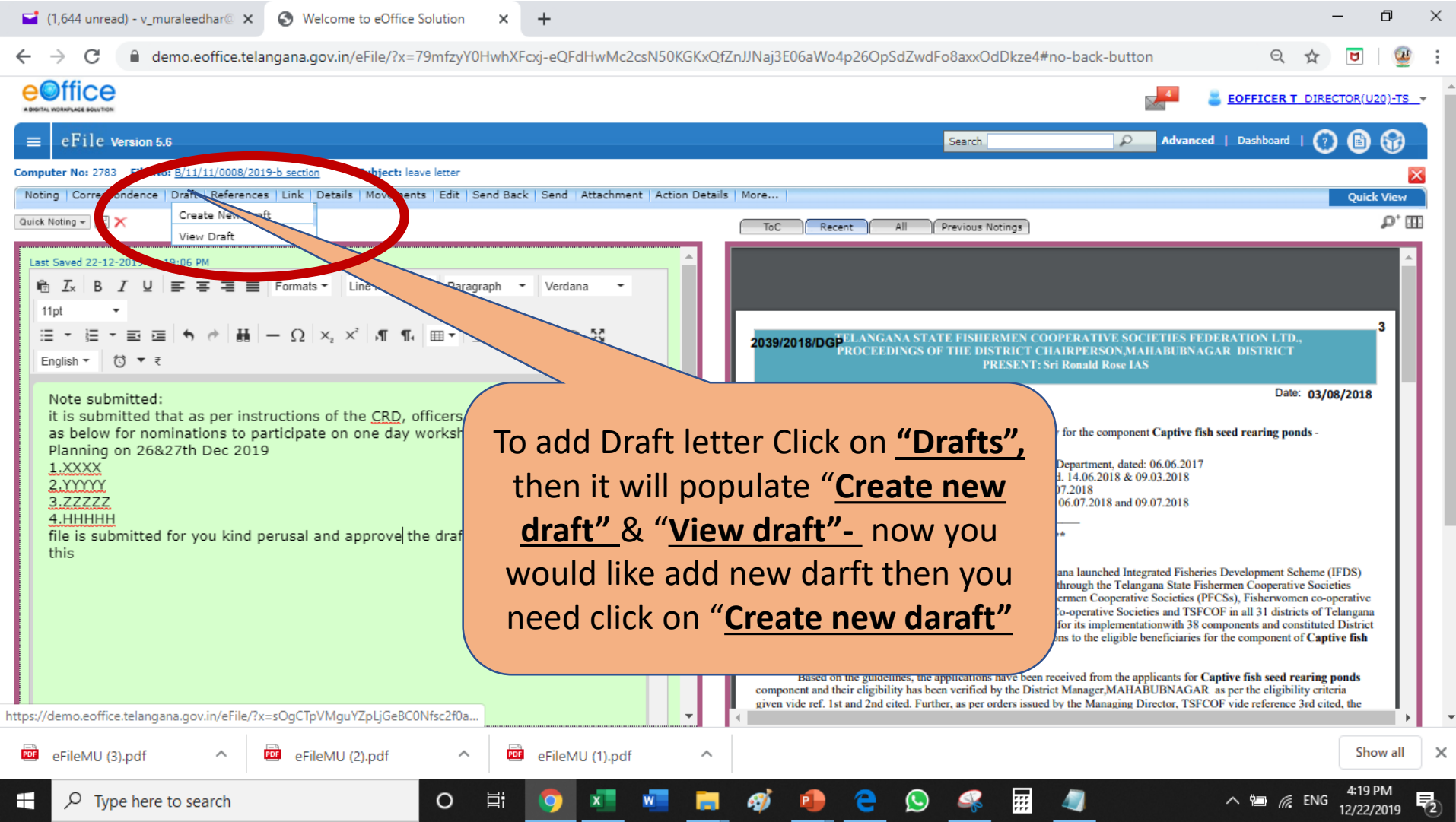
\*\*\*\*

**Order:**  
Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCs), Fisherwomen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the

The bottom of the screen shows the Windows taskbar with the search bar and various application icons. The system tray displays the date and time: 4:19 PM, 12/22/2019.

# How to add draft letter to file?



The screenshot displays the eOffice application interface. The top navigation bar includes the eOffice logo, the version number (5.6), a search bar, and various utility icons. The main menu is visible, with the 'Drafts' option highlighted by a red circle. A callout box with an orange background and a blue border points to this menu item, containing the following text:

To add Draft letter Click on **“Drafts”**, then it will populate **“Create new draft”** & **“View draft”**- now you would like add new darft then you need click on **“Create new daraft”**

The background shows a document editor with a text area containing a note submitted on 22-12-2019. The note text is: "it is submitted that as per instructions of the CRD, officers as below for nominations to participate on one day works Planning on 26&27th Dec 2019". Below this, there is a numbered list: "1. XXXX", "2. YYYYY", "3. ZZZZZ", "4. HHHHH". The document also includes a header with the text "2039/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS" and a date of "03/08/2018".

# Now you can write draft letter/Circular/Memo...to add file

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=79mfzyY0HwhXFcxj-eQFdHwMc2csN50KGKxQfZnJNaj3E06aWo4p26OpSdZwdFo8axxOdDkze4#no-back-button`. The application header includes the eOffice logo, version 5.6, and a search bar. Below the header, the breadcrumb trail shows: `Computer No: 2783 | File No: B/11/11/0008/2019-b section | Subject: leave letter`. The main content area is divided into two sections. On the left, the 'New Draft' section features a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. A callout box points to this area with the text: 'This is the place you can write drafts or copy past from word file'. On the right, the 'Draft Details' section contains several form fields. A callout box points to these fields with the text: 'This side you need to fill the mandatory fields that to whom you want to send this letter'. The fields include: 'Draft Type\*' (New/Fresh), 'Language\*' (English), 'Draft Nature\*' (Choose One), 'Prefix' (Choose One), 'Subject\*' (leave letter), 'Communication Details' (Ministry, Department, Name, Designation, Organization, Address 1, Address 2, Country, City, Mobile, Fax), and 'Attachments'. The bottom of the screen shows a Windows taskbar with the search bar and various application icons.

Computer No: 2783 File No: B/11/11/0008/2019-b section Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... Quick View

New Draft Page Size: CHOOSE ONE Choose from Template(s) or Upload File (max 20 mb)

Draft Details

Draft Type\* New/Fresh Language\* English

Draft Nature\* Choose One Prefix Choose One

Subject\* leave letter Total 100 characters left.

Communication Details

Ministry\* Choose one

Department\* Choose one

Name\* Designation\*

Organization

Address 1\*

Address 2

Country INDIA

City

Mobile

Fax

Attachments

This is the place you can write drafts or copy past from word file

This side you need to fill the mandatory fields that to whom you want to send this letter

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 4:21 PM 12/22/2019

# How to attach annexures to my draft letter?

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=79mfzyY0HwhXFcxj-eQFdHwMc2csN50KGKxQfZnJNaj3E06aWo4p26OpSdZwdFo8axxOdDkze4#no-back-button`. The page header includes the eOffice logo, version 5.6, and user information: `EOFFICER T DIRECTOR(U20)-TS`. The main content area is titled "New Draft" and shows a draft letter form. The form includes a header for the Government of Telangana, Office of the Commissioner, Rural Development, DW CRA Bhavan, Lower Tank Bund, Opp Ghoshala, Hyderabad- 500080. The letter content includes the following details:

**From:** Sri. M. Raghunandan Rao, I.A.S., Commissioner, PR&RD, Telangana State, Hyderabad

**To:** Director, MOR, New De

**Lr.No.:** No. 3233/EGS/BFT/SPM (SP)/2018 :: D

**Sub:** RD-Mahatma Gandhi NREGS - Telangana - GIS - Nom Training on "GIS Based GP Planning"- information - reg.

**Ref:** F. No. J-11017/03/2018(RE-VII) -GOJ, MOR 2019.

The form also includes a "Draft Details" section with fields for Draft Type (New/Fresh), Draft Nature (Choose One), Subject (leave letter), Language (English), and Prefix (Choose One). The "Communication Details" section includes fields for Ministry (Choose one), Department (Choose one), Name, Designation, State (Choose one), Pincode, Landline, and Email. There are buttons for "Add More Recipient(s)" and "Clear". The "Attach File" button is circled in red.

By clicking this "Attach" button it will allow you to browse to your computer you can attach word /xls /PDF/JPEG files

# How to attach annexures to my draft letter and save the draft ?

The screenshot shows a web browser window with the URL `demo.eoffice.telangana.gov.in/eFile/?x=eKkRwhFQ9jS0www-JkdOJDOZIF2bWFII4xr8wE6BU8dMleGGvWNxIJQaVkj886pLJLnQ6xc6Rg#no-back-button`. The main content area displays a draft letter with the following text:

Vide reference cited above, GOJ, MORD has requested to nominate 5 officials to participate in Two days Reginal training on “GIS Based GP Planning” at NIRD&PR Hyderabad, Telangana on 26<sup>th</sup> & 27<sup>th</sup> December, 2019.

Accordingly, the following officers are nominated from the Telangana state.

Name of the Officer	Designation	E-mail	Contact Number
V. Muralidhar	State Nodal officer GIS Planning & SPM (State Program Manager)	v_muraleedhar@yahoo.com	7095559933
Abed Khan	Engineering Consultant	abedkhan_786@yahoo.com	70955 07860
Rajasekhar	Engineering Consultant	rajasekar486@gmail.com	70955 08402
Venkataramana	Engineering Consultant	venkat1609@gmail.com	80966 12697
Iqbal	Junior Engineer	iqbalahmed1402@gmail.com	70955 47318

This is submitted for your kind information and necessary action

Commissioner, PR

» span

The right side of the screen shows a form with the following fields:

- Ministry: Choose one
- Department: Choose one
- Name: [Text Field]
- Designation: [Text Field]
- Organization: [Text Field]
- Address 1: [Text Field]
- Address 2: [Text Field]
- Country: INDIA
- State: Choose one
- City: [Text Field]
- Pincode: [Text Field]
- Mobile: [Text Field]
- Landline: [Text Field]
- Fax: [Text Field]
- Email: [Text Field]

Buttons: Add More Recipient(s), Clear

**Attachments** Only [PDF, DOC, DOCX, ODT, ODF, DOC, OGT, XLS, XLSX, PPT, PPTX, PPX] file formats are allowed. **Attach File**

**Name and Designation of Approver**

**Following # tags for draft creation**

- #ApprovedBy# for Approver Info
- #ApprovedByDesignation# for Approver Designation
- #ApprovedByPost# for Approver Post
- #ApprovedDate# for Date of Approval
- #ApprovedByName# for Approver Name
- #ApprovedBySectionName# for Approver Section Name
- #ApprovedByEmail# for Approver Email
- #DocumentNumber# for Document Number

**Annotations:**

- A yellow box points to the "Attachments" section with the text: "Attachment tagged".
- An orange box points to the list of tags with the text: "Use the tags before sending draft to next level Officer".
- A yellow box points to the "Save" button with the text: "Then Click the 'Save' button".

The bottom of the browser shows a taskbar with three PDF files: eFileMU (3).pdf, eFileMU (2).pdf, and eFileMU (1).pdf. The system tray shows the time as 5:36 PM on 12/22/2019.

# How to attach annexures to my draft letter and save the draft ?

The screenshot displays the eOffice web application interface. At the top, there is a navigation bar with the eOffice logo and the text "eFile Version 5.6". Below this, a search bar and several utility icons are visible. The main content area is divided into two panes. The left pane shows a list of notes for a draft letter. The right pane displays the draft letter itself, which is a document from the Telangana State Fishermen Cooperative Societies Federation Ltd. regarding captive fish seed rearing ponds.

**Notes:**

- Note # 1**  
note submitted:  
19/12/2019 4:39 PM  
EOFFICER J  
(USER10)-TS
- Note # 2**  
Note submitted:  
it is submitted that as per the draft letter submitted below for nominations to be held on 26&27th Dec 2019  
1.XXXXX  
2.YYYYY  
3.ZZZZZ  
4.HHHHH  
file is submitted for your kind perusal and approve the draft letter attached to this  
22/12/2019 5:39 PM  
EOFFICER T  
(DIRECTOR(U20)-TS)
- Note # 3**  
22/12/2019 5:42 PM  
EOFFICER D  
(SENIOR ASSISTANT(U4)-TS)

**Draft Letter Content:**

2039/2018/DGP  
TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD.,  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT: Sri Ronald Rose IAS  
3  
Proceeding No:337/C/2017-1  
Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** -  
Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated.03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_  
\*\*\*\*

**Order:**  
Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCs), Fisherwomen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the District Level Selection Committee has given approval to all the eligible beneficiaries for the **Captive fish seed rearing ponds** in

**Buttons:** The "View Draft" button in the left pane is circled in red, and a yellow callout box points to it with the text "Then Click the 'view draft' button".



# How to understand the attached draft letter to my file?

**Note # 1**  
note submitted:  
19/12/2019 4:39 PM

**Note # 2**  
Note submitted:  
it is submitted that  
below for nomination  
on 26&27th Dec 2019  
1.XXXX  
2.YYYYY  
3.ZZZZZ  
4.HHHHH  
file is submitted for you kind perus  
22/12/2019 5:39 PM

**Note # 3**  
22/12/2019 5:42 PM

Draft No.	Subject	Approved By.
<a href="#">DFA/2325</a>	TSFCOF-IFDS-Approval of beneficiary for the c...	DFA

Version	Created	Created By.	Status
<a href="#">1.0</a>	22/12/19 05:52 PM	EOFFICER T,DIRECTOR(U20)-TS	DFA

**Annotations:**

- If you want to see draft click here
- Status of the draft id "DFA"- means Draft for approval
- Version of the Draft
- Date & time stamp - Offers who sent this draft

# How to attach annexures to my draft letter and save the draft ?

The screenshot displays the eOffice 5.6 web application interface. At the top, the browser address bar shows the URL: [demo.eoffice.telangana.gov.in/eFile/?x=EVJBCBsrxLoKxNY7nZTOtFsfBsfz36cehpNFgLOdOehfQb6uramiY2P4JaKWp0DrnPFCy\\*AvF4#no-back-button](https://demo.eoffice.telangana.gov.in/eFile/?x=EVJBCBsrxLoKxNY7nZTOtFsfBsfz36cehpNFgLOdOehfQb6uramiY2P4JaKWp0DrnPFCy*AvF4#no-back-button). The application header includes the 'eFile Version 5.6' logo, a search bar, and navigation links for 'Advanced', 'Dashboard', and user profile 'EOFFICER T DIRECTOR(U20)-TS'. The main content area shows a draft letter with the subject 'leave letter'. A red circle highlights the 'Send' button in the top navigation bar. A yellow callout box with a pointer to the 'Send' button contains the text: 'Now you wrote noting's, put up draft letter with attachments – now you can send to next level officer by clicking “Send” button'. The draft letter content includes a header for '2019/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT' and a list of references. The bottom of the screen shows a Windows taskbar with the system clock at 5:53 PM on 12/22/2019.

Computer No: 2783 File No: B/11/11/0008/2019-b\_section Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Bar | **Send** | Attachment | Action Details | More... | Quick View

Create New Draft  
View Draft

Add Green Note | Add Yellow Note | 1-3 of 3 Note(s)

**Note # 1**  
note submitted:  
19/12/2019 4:39 PM  
EOFFICER J

**Note # 2**  
Note submitted:  
it is submitted that as per instructions of  
below for nominations to participate on  
on 26&27th Dec 2019  
1.XXXXX  
2.YYYYY  
3.ZZZZZ  
4.HHHHH  
file is submitted for you kind perusal and  
22/12/2019 5:39 PM  
(DIRECTOR(U20)-TS)

**Note # 3**  
22/12/2019 5:42 PM  
EOFFICER D  
(SENIOR ASSISTANT(U4)-TS)

2019/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD.,  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT: Sri Ronald Rose IAS  
Date: 03/08/2018

Subject: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** -  
Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated.03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_

Based on the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCs), Fishermen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the District Level Selection Committee has given approval to all the eligible beneficiaries for the **Captive fish seed rearing ponds** in

eFileMU (3).pdf | eFileMU (2).pdf | eFileMU (1).pdf | Show all



# I need to send file to my next level officer for approval

The screenshot shows the eOffice web application interface. The browser address bar displays the URL: [demo.eoffice.telangana.gov.in/eFile/?x=EJVBCBSrxLoKxNY7nZTOtFSfBsFz36cehpNFgL0dOehfQb6uramIY2P4JaKWp0DrnPFCy\\*AvF4#no-back-button](http://demo.eoffice.telangana.gov.in/eFile/?x=EJVBCBSrxLoKxNY7nZTOtFSfBsFz36cehpNFgL0dOehfQb6uramIY2P4JaKWp0DrnPFCy*AvF4#no-back-button). The page title is "eFile Version 5.6". The user is logged in as "EOFFICER T DIRECTOR(U20)-TS".

The main content area shows a form for sending a file. The "To" field is highlighted with a red oval and contains the text "EOFFICER D--Senior Assistant(U4)-TS--B- SECTION, O/O TEL". The "Notify" field has "Email" and "SMS" options. The "DSC Sign and Send" button is also highlighted with a red oval.

A yellow callout box contains the text: "Add your next level officer name and see the popup address select from that and fill next to that you want to send SMS to your officer click **“SMS”** and fill remaining boxes if required".

A green callout box contains the text: "Click **“DSC sign and send”** Button means file is sent to your next level officer".

The taskbar at the bottom shows the Windows Start button, a search bar, and several open applications including eFileMU (3).pdf, eFileMU (2).pdf, and various system icons. The system clock shows 5:54 PM on 12/22/2019.

# How to confirm that my file is gone to next level officer?

The screenshot displays the eOffice web application interface. The main content area shows a table of files with columns: Computer No, File Number, Subject, Sent To, Sent on, Currently With, and Due On. The 'Sent' button in the left sidebar is circled in red. A yellow callout box points to the 'Initiate Action' button in the table. A green callout box points to the 'Sent' button in the sidebar. A yellow callout box contains the text: "Now you can see the file number date & time and status of the file in your sent box". A green callout box contains the text: "Click 'Sent' Button means file is sent to your next level officer".

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On
E 2783	<a href="#">B/11/11/0008/2019-b section</a>	leave letter	EOFFICER U	22/12/19 04:26 PM	EOFFICER U,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3529	<a href="#">A/12/11/0039/2019-DIRECTOR</a>	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:23 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3529	<a href="#">A/12/11/0039/2019-DIRECTOR</a>	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:21 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 2643	<a href="#">B/11/0013/2018-b section</a>	testing ...lava	EOFFICER R	06/12/19 04:20 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3529	<a href="#">A/12/11/0039/2019-DIRECTOR</a>	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:03 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3529	<a href="#">A/12/11/0039/2019-DIRECTOR</a>	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:01 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3528	<a href="#">A/12/13/0019/2019-DIRECTOR</a>	appointment	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3528	<a href="#">A/12/13/0019/2019-DIRECTOR</a>	appointment	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 2163	<a href="#">TSSP/A1/106/0009/2018-C-section</a>	RTI 2005	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 2163	<a href="#">TSSP/A1/106/0009/2018-C-section</a>	RTI 2005	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 2163	<a href="#">TSSP/A1/106/0009/2018-C-section</a>	RTI 2005	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3527	<a href="#">A/12/11/0038/2019-F SECTION</a>	Department of AVUSH change Department for 3 member...	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3527	<a href="#">A/12/11/0038/2019-F SECTION</a>	Department of AVUSH change Department for 3 member...	EOFFICER R	06/12/19 03:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-
E 3521	<a href="#">A/12/13/0018/2019-DIRECTOR</a>	meeting	EOFFICER R	06/12/19 01:58 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-

# **Thank you**

**Case worker/Officer successfully  
send the file to next Officer**

Sun Dec 22 21:21:51 IST 2019



Govt Of Telangana

Login ID   
Password   Login



[FTP Server Link](#)

All complaints/queries related to eOffice should be registered through our 24x7  
NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free:1800-111-555

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# eoffice Training Manual

*To maintain transparency, improve efficiency & effectiveness of the organization*

**Need to learn some more  
modules in e-filing system**

# **Need to learn some more modules**

**When to use Green Note.**

**When to use Yellow Note.**

**Referencing of previous Note paras.**

**Referencing of Current file pages,**

**Referencing of other files Note paras/ current pages.**

**Link file**

**Generating part file**

**Creating legacy file**

# When to use Green Note?

The screenshot displays the eOffice application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=34Kn4t80FH*T-t4*ms6LUuTCRN-ynlhWlzkQHSRq6NLZRe4d09DZviJ2NP9gUbDg7Kc8vVgsiOg#no-back-button`. The application header includes the eOffice logo, version 5.6, and a search bar. The main content area shows a document titled "Notification of various posts in telugu wiki pedia" with a subject line "Notification of various posts in telugu wiki pedia". A red circle highlights the "Add Green Note" button in the top left corner of the document editor. A yellow callout box points to this button with the following text:

You can directly use Green note By Clicking **"Add Green Note"** and continue writing the notings (if you think that there is no changes in notings) and send the file to next level officer for further action.

The document content includes the following text:

Office Note  
Date:01.01.2020  
Commandant Sir,  
Submitting for Approval of Notification of various posts in telugu wiki pedia in Telangana State and Andhra Pradesh.  
01/01/2020 6:13 PM  
EOFFICER C  
(JUNIOR ASSISTANT(U3)-TS)

The document also contains Telugu text, including "స్వాధీనంగా ఒక స్వేచ్ఛా విజ్ఞాన పర్వం, ప్రజాస్వామ్య స్ఫూర్తితో, స్వచ్ఛందంగా ఎవరికీ వారు కమకు తెలిసిన సమాచారాన్ని ఒక చోట చేర్చడం, మార్చడం చేస్తూ విజ్ఞానాన్ని, విలువైన సమాచారాన్ని అంకల్లాలులో పొందుపరచడానికి దోహదపడే వేగక వికీపీడియా అంకల్లాలులో అనేక సంవత్సరాల పొందిన వికీపీడియా 2001లో మొదలు ఆంధ్రప్రదేశ్లో మొదలైంది."

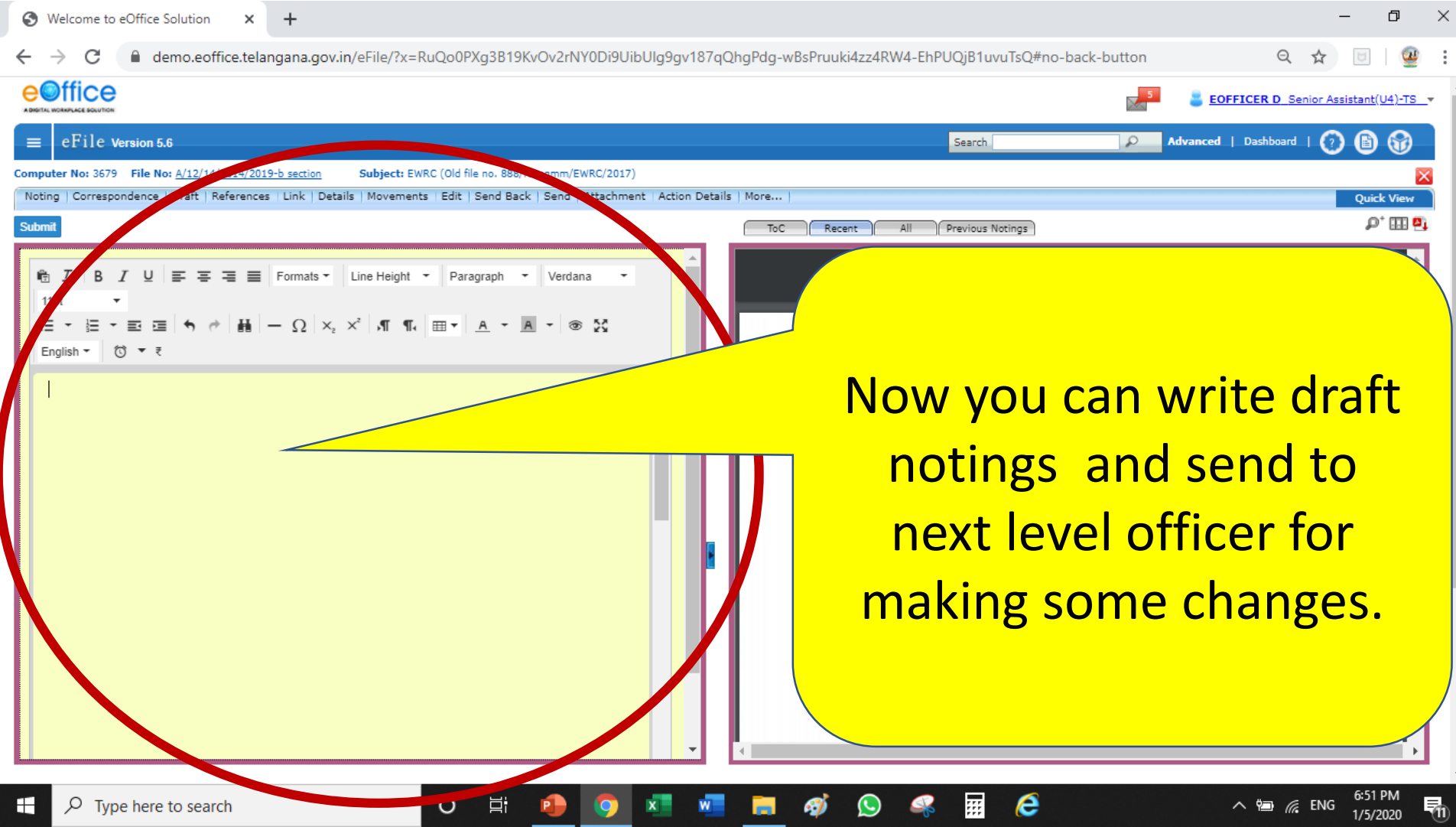
# When to use Yellow Note?

The screenshot displays the eOffice application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=34Kn4t80FH*T-t4*ms6LUuTCRN-ynlhWlzkQHSRq6NLZRe4d09DZviJ2NP9gUbDg7Kc8vVgsiOg#no-back-button`. The application header includes the eOffice logo, the version number (5.6), and a search bar. The main content area shows a document titled "EWRC (Old file no. 888...)" with a subject line "EWRC/2017". A red circle highlights the "Add Yellow Note" button in the top toolbar. A yellow callout box points to this button with the following text:

You can directly use Green note By Clicking **"Add Yellow Note"** and continue writing the notings (if you think that there is some changes in notings by next level officer) and send the file to next level officer for further action.

The document content includes a "Note # 1" section with a date of "31.12.2019" and a subject line "PAC Sanction Order 27072019.pdf". The document is signed by "EOFFICER D (SENIOR ASSISTANT(U4)-TS)" on "30/12/2019 4:48 PM".

# How to convert Yellow note to Green note ?



The screenshot displays the eOffice application interface. The browser address bar shows the URL: [demo.eoffice.telangana.gov.in/eFile/?x=RuQo0PXg3B19KvOv2rNY0Di9UibUlq9gv187qQhgPdg-wBsPruuki4zz4RW4-EhPUQjB1uvuTsQ#no-back-button](http://demo.eoffice.telangana.gov.in/eFile/?x=RuQo0PXg3B19KvOv2rNY0Di9UibUlq9gv187qQhgPdg-wBsPruuki4zz4RW4-EhPUQjB1uvuTsQ#no-back-button). The application header includes the eOffice logo, version 5.6, and user information: EOFFICER D Senior Assistant(U4)-TS. The main content area shows a document titled "EWRC (Old file no. 888...)" with a yellow background. A red circle highlights the document editor area, which includes a rich text editor toolbar with options like Bold, Italic, Underline, and Paragraph. A yellow callout box with a pointer to the editor contains the text: "Now you can write draft notings and send to next level officer for making some changes." The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 6:51 PM on 1/5/2020.



# How to convert Yellow note to Green note ?

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=RuQo0PXg3B19KvOv2rNY0Di9UibUlq9gv187qQhgPdg-wBsPruuki4zz4RW4-EhPUQjB1uvuTsQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | Quick View

Submit

ToC | Recent | All | Previous Notings

05-01-2020 06:54:28

Calibri

13pt

English

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings  
In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Manipal Technologies Ltd. The receipt of the drafts may be acknowledged.

After completion of note writing before sending next level officer Pls click on the **“submit”** Button

Type here to search

6:54 PM 1/5/2020

# Now you can send Yellow note Officer

The screenshot displays the eOffice web application interface. The top navigation bar includes the eOffice logo, version 5.6, and a search bar. The main content area shows a document titled "3891/2019/A-Section" with a subject line "Celebration of Constitution day from 26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-reg.". The document content includes a header with the file number, government name, and ministry, followed by a list of recipients and the subject line. The document is dated 27 December, 2019.

Below the document content, a metadata table is visible, with three columns circled in red and callouts pointing to them:

Version	Date	Officer
1.0	1/5/20 6:56 PM	EOFFICER D

Callout 1 (Yellow): "Now you can see the version of the note" (points to the '1.0' cell)

Callout 2 (Orange): "Date of note" (points to the '1/5/20 6:56 PM' cell)

Callout 3 (Green): "Name of the officer who created" (points to the 'EOFFICER D' cell)

# Next level officer got Yellow note

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=rxD1SqcwQDXtYDb5rwBfkAGwAE\*mc5nBtpDaQgyYKFvz4r1SodtLBW312rWvnGRXNOuYFVbZznY#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

EOFFICER T DIRECTOR(U20)-TS

eFile Version 5.6

Date Range : 11/11/2016 To 05/01/2020

Send Back | Send | View | Move To | More...

Hierarchical View | My Files

File No.	File Number	Subject	Sent By	Sent On	Due On	Remarks
E 3679	A/12/14/0014/2019-b section	EWRC (Old file no. 888/rd-egmm/EWRC/2017)	EOFFICER D	05/01/20 07:03 PM	-	
E 3680	TSSP/A1/108/0004/2019-b section	ghffjhjhjhjg	EOFFICER F	21/12/19 01:14 PM	26/12/19	
E 3574	A/12/11/0002/2019-b section	Election Expenditure of candidate	EOFFICER G	16/12/19 03:30 PM	-	
E 3529	A/12/11/0002/2019-DIRECTOR	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:25 PM	-	
E 2643	B/11/0019/2019	testing ...lava	EOFFICER R	06/12/19 04:21 PM	-	
E 3528	A/12/13/0019/2019	appointment	EOFFICER R	06/12/19 03:58 PM	-	
E 3420	RCK/E1/105/0087/2019	Transfer File	ANJANEYULU	25/10/19 03:35 PM	-	
E 3324	A/24/12/0002/2019-DIRECTOR	Nala - sy no - 314 - 0.34 - vellulla	EOFFICER U	21/09/19 07:10 PM	-	
E 3258	A/12/11/0002/2019			19 03:37 PM	-	
E 3230	A/13/19/2019			01 PM	18/08/19	
E 3222	A/13/19/2019			24 PM	-	
E 2871	B/12/19/2019			03 PM	-	
E 2581	A/11/19/2019			34 PM	-	
E 2586	A/11/19/2019			25 PM	-	
E 2135	B/11/19/2019			10 PM	-	

LEGEND > Priority ■ Out Today ■ Mo ■ External Files

Yellow Note

Now Officer know that this file has yellow note it needs to be edited and send back to officer again to convert Yellow note to green note

Type here to search

7:07 PM  
1/5/2020

# How to edit Yellow note by officer?

The screenshot displays the eOffice web application interface. At the top, there is a navigation bar with the eOffice logo and version 5.6. Below this, a header section contains metadata: Computer No: 3679, File No: A/12/14/0014/2019-b\_section, and Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017). A menu bar includes options like Noting, Correspondence, Draft, References, Link, Details, Movements, Edit, Send Back, Send, Attachment, Action Details, and More... A search bar and utility icons (Advanced, Dashboard, Help, Print, Refresh) are also present.

The main content area is divided into two panes. The left pane shows a yellow note with the following text:

Version : 1.0

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Manipal Technologies Ltd. The receipt of the drafts may be acknowledged.

Below the text, there is a table with columns for version and creation date:

Version	Created On
1.0	1/5/20 6:56 PM

An "Edit" button is highlighted with a red circle. A yellow callout box points to this button with the text: "By clicking this **“Edit”** officer can edit the yellow note submitted by his officer".

The right pane shows a document preview titled "3891/2019/A-Section". The document includes the following text:

3891/2019/A-Section

File No. J-17060/329/2015-DDUGKY  
Government of India  
Ministry of Rural Development  
(Rural Skills Division)

NDCC Building-II,  
7th Floor, Jai Singh Road, New Delhi  
Dated: 27 December, 2019

Substitution day from 26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated 17.12.2019 along with a D.O. letter no. A2/J/Events/02/2014 dated 21.11.2019 (self-explanatory) received from the Ministry of Law & Justice on the above mentioned subject and to request you to furnish the following information:

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (PPT, Chrome, Excel, Word, File Explorer, WhatsApp, Calculator, Edge), and system tray icons for network, volume, and date/time (7:12 PM, 1/5/2020).

# How to edit Yellow note by officer?

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=rxD1SqcwQDXtYDb5rwBfkAGwAE\*mc5nBtpDaQgyYKFvz4r1SodtLBW312rWvnGRXNOuYFVbZznY#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | Quick View

Submit

ToC | Recent | All | Previous Notings

1 / 4

3891/2019/A-Section

File No. J-17060/329/2015-DDUGKY  
Government of India  
Ministry of Rural Development  
(Rural Skills Division)

NDCC Building-II,  
7th Floor, Jai Singh Road, New Delhi  
Dated: 27 December, 2019

Subject:- Celebration of Constitution day from 26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-reg.

Sir/Madam,

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated 17.12.2019 along with a D.O. letter no. A2J/Events/02/2014 dated 21.11.2019 (self-explanatory) received from the Ministry of Law & Justice on the above mentioned subject and to request you to furnish the following information:

1. Calendar of activities

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Manipal Technologies Ltd. The receipt of the drafts may be acknowledged.

Now Officer edit the note

Type here to search

7:13 PM  
1/5/2020

# Send back edited Yellow note to his officer to convert Green note

demo.eoffice.telangana.gov.in/eFile/?x=rxD1SqcwQDXtYDb5rwBfkAGWAE\*mc5nBtpDaQgyYKFvz4r1SodtLBW312rWvnGRXNOuYFVbZznY#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b\_section Subject: EWRC (Old file no. 888/rd-e

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back

Submit

Last Saved 05-01-2020 05:16:51 PM

Formats Line Height Paragraph

13pt

English

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Arun Technologies Ltd. The receipt of the drafts may be acknowledged.

Encl: 1. Original proceedings.  
2. Original invoices along with Deliver notes.  
3. Copy of DRDOs' acknowledgements  
4. Copy of note approval of CRD

3891/2019/A-Section

https://mord.eoffice.gov.in/eFile/?x=JPvDEBhT-TjnGX74ZPU72...

File No. J-17060/329/2015-DDUGKY  
Government of India  
Ministry of Rural Development  
(Rural Skills Division)

NDCC Building-II,  
7th Floor, Jai Singh Road, New Delhi  
Dated: 27 December, 2019

To,

Subject: reg.

Sir/Madam,

26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated 17.12.2019 along with a D.O. letter no. A2JJ/Events/02/2014 dated 21.11.2019 (self-explanatory) received from the Ministry of Law & Justice on the above mentioned subject and to request you to furnish the following information:

1. Calendar of activities

Edited text ,

Type here to search

7:17 PM 1/5/2020



# Send back edited Yellow note to his officer to convert Green note

demo.eoffice.telangana.gov.in/eFile/?x=rxD1SqcwQDXtYDb5rwBfkAGWAE\*mc5nBtpDaQgyYKFvz4r1SodtLBW312rWvnGRXNOuYFVbZznY#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b\_section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | Quick View

Zoom Version : 1.1

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to **M/s Arun** Technologies Ltd. The receipt of the drafts may be acknowledged.

**Encl: 1. Original proceedings.  
2. Original invoices along with Deliver notes.  
3. Copy of DRDOs' acknowledgements  
4. Copy of note approval of CRD**

Version	Created On	CreatedBy
1.1	1/5/20 7:20 PM	EOFFICER T

3891/2019/A-Section

File No. J-17060/329/2015-DDUGKY  
Government of India  
Ministry of Rural Development  
(Rural Skills Division)

NDCC Building-II,  
7th Floor, Jai Singh Road, New Delhi  
Dated: 26 December, 2019

To,

- CEO/MD of SRLMs/State
- National Director of NACER

Subject:- Celebration of Constitution day from 26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-  
reg.

Sir/Madam,

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated no. A2J/Events/02/2014 dated 21.11.2019 (self-  
of Law & Justice on the above mentioned  
the following information:

... held including on reading of Preamble

Now you can see the version 1.1 of the edited note

Edited Date of note

Name of the officer who edited note

7:20 PM  
1/5/2020

# Send back edited Yellow note to his officer to convert Green note

demo.eoffice.telangana.gov.in/eFile/?x=rxD1SqcwQDXtYDb5rwBfkAGWAE\*mc5nBtpDaQgyYKFvz4r1SodtLBW312rWvnGRXNOuYFVbZznY#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b\_section Subject: EWRC (Old File No: 12/14/0014/2019-b\_section/2017)

Noting | Correspondence | Draft | References | Link | Details | Movements | **Send Back** | Settings | Attachment | Action Details | More...

Zoom

Version : 1.1

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to **M/s Arun Technologies Ltd.** The receipt of the drafts may be acknowledged.

Encl: **1. Original proceedings.**  
**2. Original invoices along with Deliver notes.**  
**3. Copy of DRDOs' acknowledgements**  
**4. Copy of note approval of CRD**

Edit Discard Confirm

Version	Created On	CreatedBy
<b>1.1</b>	<b>1/5/20 7:20 PM</b>	<b>EOFFICER T</b>

19/A-Section

1. CEO/MD of SRLMs/State  
2. National Director of NACER

Subject:- Celebration of Constitution day from 26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-reg.

Sir/Madam,

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated 21.11.2019 (self-issued) no. A2/J/Events/02/2014 dated 21.11.2019 (self-issued) of the Ministry of Law & Justice on the above mentioned subject for the following information:

1. 9-11, Delhi 110019

7:20 PM 1/5/2020

Send back this file by clicking "**Send Back**" button and send back the file to officer

Now you can see the version 1.1 of the edited note

Edited Date of note

Name of the officer who edited note



# Covert edited Yellow note to green note at case worker login

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b\_section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

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

Version : 1.1

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to **M/s Arun** Technologies Ltd. The receipt of the drafts may be acknowledged.

**Encl: 1. Original proceedings.  
2. Original invoices along with Deliver notes.  
3. Copy of DRDOs' acknowledgements  
4. Copy of note approval of CRD**

Version	Created On	Created By
1.1	1/5/20 7:20 PM	EOFFICER T
1.0	1/5/20 6:56 PM	EOFFICER D

Edit Discard **Confirm**

To Convert Yellow note Green note after all corrections , you click **"Confirm"** button

3891/2019/A-Section

1. CEO/MD of SRLMs/State  
2. National Director of NACER

Subject:- Celebration of Constitution day from 26<sup>th</sup> Nov. 2019 to 26<sup>th</sup> Nov. 2020-reg.

Sir/Madam,

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated 17.12.2019 along with a D.O. letter no. A2J/Events/02/2014 dated 21.11.2019(self-explanatory) received from the Ministry of Law & Justice on the above mentioned subject and to request you to furnish the following information:

- Calendar of activities

7:27 PM 1/5/2020

# Covert edited Yellow note to green note

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: [A/12/14/0014/2019-b section](#) Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | Quick View

Quick Noting

ToC | Recent | All | Previous Notings

11pt

English

In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**

In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Arun Technologies Ltd. The receipt of the drafts may be acknowledged.

**Encl: 1. Original proceedings.**  
**2. Original invoices along with Deliver notes.**  
**3. Copy of DRDOs' acknowledgements**  
**4. Copy of note approval of CRD**

3891/2019/A-Section

File No. J-17060/329/2015-DDUGKY  
Government of India  
Ministry of Rural Development

3

https://mord.eoffice.gov.in/eFile/?x=JPvDEBht-TjnGX74ZPU72...

AO  
40/4/27  
JPC 2019

Successfully converted Yellow note in to Green Note, now you can send final file to next level officer for further action

I am directed to refer to the AI Division OM No. Q-21024/02/2019-AI (RD) dated 17.12.2019 along with a D.O. letter no. A2/J/Events/02/2014 dated 21.11.2019 (self-explanatory) received from the Ministry of Law & Justice on the above mentioned subject and to request you to furnish the following information:

Type here to search

7:29 PM  
1/5/2020

# Thank you

**Now you can able to use provision in e- filing**

**When to use Green Note.**

**When to use Yellow Note.**

**Referencing of previous Note paras.**

**Referencing of Current file pages,**

**Referencing of other files Note paras/ current pages.**

**Link file**

**Generating part file**

**Creating legacy file**

Sun Dec 22 21:21:51 IST 2019



Govt Of Telangana

Login ID

Password

Login



[FTP Server Link](#)

All complaints/queries related to eOffice should be registered through our 24x7  
NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free:1800-111-555

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# eoffice Training Manual

*To maintain transparency, improve efficiency & effectiveness of the organization*

## Referencing of Note paras/Current paras in notefile

**Referencing of Note  
paras/Current paras in  
notefile.**

# How to reference paras in Current or note file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b\_section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

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

Quick Noting

Last Saved 05-01-2020 07:38:53 PM

1. a over the page of **C/4** of this file

2. In this regard vide reference cited above, Commissioner PR&RD issued payment proceedings **Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand eight hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**

3. In this context here it is submitted that the proceedings copy along with original invoices with delivery notes to the Chief Financial Officer, REGS with a request to arrange for Payment to **M/s Arun Technologies Ltd.** The drafts may be acknowledged.

3891/2019/A-Section  
505656(2)/2019/Monitoring

4

458

Click **“reference”** button to set the page numbers for hyperlink to note referencing

The undersigned is directed to refer to Policy, Planning and Monitoring Wing's OVI of even number dated 02.12.2019 on the subject mentioned above and to solicit requisite information which are still awaited from your division.

2. As it is time bound matter, the inputs updates in this regard may please be furnished to this

Fore referencing the current file page number 4 in this file- select the C/4 (means current file page No.4)

Type here to search

7:40 PM  
1/5/2020

# How to reference paras in Current or note file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

EOFFICER D Senior Assistant(U4)-TS

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b\_section Subject: EWRC (Old file no. 8819-egmm/EWRC/2017)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send

Quick Noting

Refer Correspondence

Page No\*

Ok Cancel

Last Saved 05-01-2020 07:41:37 PM

13pt

English

1. as per the page of C/4 of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.
3. In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Arun Technologies Ltd. The receipt of the drafts may be acknowledged.

3891/2019/A-Section  
505656(2)/2019/Monitoring

458

REMINDER  
TIME BOUND MATTER

F No. Q-21024-02-2019- AI(RD)  
Ministry of Rural Development

Subject: Celebration of Constitution day from 26th Nov. 2019 to 26th Nov. 2020-reg.

The undersigned is directed to refer to Policy, Planning and Monitoring Wing's OMI of even number dated 02.12.2019 on the subject mentioned above and to solicit requisite information which are still awaited from your division.

2. As it is time bound matter, the inputs updates in this regard may please be furnished to this

You will find referencing window

Type here to search

7:41 PM  
1/5/2020

# How to reference paras in Current or note file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send

Quick Noting

Refer Correspondence

Page No: 4

Ok Cancel

Last Saved 05-01-2020 07:42:14 PM

13pt

English

1. as per the page of C/4 of this file

2. In this regard vide reference 3<sup>rd</sup> cited above, Com RD issued payment proceedings for Rs 31,28,681 (In words one lakhs twenty-eight thousand and six hundred eighty to M/s Arun Technologies Ltd.

3891/2019/A-Section  
505656(2)/2019/Monitoring

4

458

REMINDER  
TIME BOUND MATTER

F No. Q-21024 02 2019- AI(RD)  
Ministry of Rural Development  
Department of Rural Development  
Policy, Planning and Monitoring Wing  
(AI Section)  
\*\*\*\*\*

Krishi Bhavan, New Delhi  
Dated the 17<sup>th</sup> December, 2019

Office Memorandum

Subject: Celebration of Constitution day from 26th Nov. 2019 to 26th Nov. 2020-reg.

The undersigned is directed to refer to Policy, Planning and Monitoring Wing's OMI of even number dated 02.12.2019 on the subject mentioned above and to solicit requisite information which are still awaited from your division.

2. As it is time bound matter, the inputs updates in this regard may please be furnished to this

Type here to search

7:43 PM  
1/5/2020



# How to reference paras in Current or note file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: [A/12/14/0014/2019-b\\_section](#) Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

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

Quick Noting

ToC | Recent | All | Previous Notings

Last Saved 05-01-2020 07:45:03 PM

1. as per the page of **C/4** of this file

2. In this regard vide reference 3rd cited above, Commissioner PR&RD issued payment proceedings for Rs 31,00,001 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred and one rupees only) to M/s Arun Technologies Ltd.

3. In this context here it is submitting the proceedings copy with invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request at to M/s Arun Technologies Ltd. The receipt of the drafts may be ac...

3891/2019/A-Section  
505656(2)/2019/Monitoring

4

458

REMINDER  
TIME BOUND MATTER

F No. Q-21024-02-2019- AI(RD)  
Ministry of Rural Development  
Department of Rural Development  
Policy, Planning and Monitoring Wing  
(AI Section)  
\*\*\*\*\*

New Delhi  
December, 2019

2020-reg.

g Wing's OMI of  
solicit requisite

furnished to this

Now your successfully able to refer the current page 4 hyper link means Officer can click on this hyper link ad read the references coted by you

Type here to search

7:45 PM  
1/5/2020

**Referencing Local  
references for file.**

# How to reference other files like Xls sheets/PDFs/JPEGs scan copies

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/2019/38919-b\_section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

Noting | Correspondence | **References** | Draft | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More...

Quick Noting

ToC | Recent | All | Previous Notings

Last Saved 05-01-2020 07:45:03 PM

13pt

English

1. as per the page of C/4 of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**
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3891/2019/A-Section  
3891/2019/Monitoring

458

REMINDER

Subject: Celebration of Constitution day from 26th Nov. 2019 to 26th Nov. 2020-reg.

The undersigned is directed to refer to Policy, Planning and Monitoring Wing's OMI of even number dated 02.12.2019 on the subject mentioned above and to solicit requisite information which are still awaited from your division.

2. As it is time bound matter, the inputs updates in this regard may please be furnished to this

Type here to search

7:45 PM  
1/5/2020

# How to reference other files like Xls sheets/PDFs/JPEGs scan copies

The screenshot displays the eOffice application interface. The top navigation bar includes the eOffice logo, version 5.6, and a search bar. The main content area is divided into two panes. The left pane is a rich text editor with a green background, containing a list of three items:

1. as per the page of C/4 of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**
3. In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Arun Technologies Ltd. The receipt of the drafts may be acknowledged.

The right pane is titled 'References' and contains a table with the following data:

References Attached	Attached By	Attached Date
<input type="checkbox"/> <a href="#">PAC Sanction Order 27072019.pdf</a>	EOFFICER D	30/12/19 04:44 PM

A red circle highlights the 'Upload File' button located below the table. A callout box with a blue border and orange background points to this button, containing the text: 'Now you can upload local file for reference by clicking **“Upload file”**'.

# How to reference other files like Xls sheets/PDFs/JPEGs scan copies

The screenshot shows the eOffice application interface. On the left, there's a sidebar with 'eFile Version 5.6' and various document management options. The main area displays a document with text, including a list of points. Overlaid on this is a Windows File Explorer window titled 'Open', showing a directory structure with 'This PC' selected. The file list is circled in red. A callout box points to the file list with the text: 'Now you can upload local file for reference by clicking select the file'.

Name	Date modified	Type	Size
GIS Full Data_NIC Logic	12/5/2019 3:30 PM	Microsoft Excel W...	288 KB
UO Note to AD (Adm)	10/23/2019 5:02 PM	Microsoft Word D...	19 KB
GIS letter from MORD_04_10_2019	10/4/2019 8:33 PM	Adobe Acrobat D...	1,249 KB
MORD_Letter to states regarding GIS based planning unde...	8/8/2019 10:39 AM	Adobe Acrobat D...	2,236 KB
GP wise GIS Plans data_5th April	5/21/2019 4:14 PM	Microsoft Excel W...	754 KB
All Staff Plans ststsus 5th April	5/21/2019 4:13 PM	Microsoft Excel W...	40 KB
UO Note to JC (Admin)	5/21/2019 11:41 AM	Microsoft Word D...	19 KB
All Staff Plans ststsus	5/17/2019 11:09 AM	Microsoft Excel W...	32 KB
SOP for GP Marking	5/13/2019 1:01 PM	Adobe Acrobat D...	389 KB
GIS Nodal officer _Telangana	5/7/2019 3:27 PM	Adobe Acrobat D...	1,481 KB
low performing ECs&APOs Review mtg @4th May	5/2/2019 2:53 PM	Adobe Acrobat D...	547 KB
Low performing APOs& ECs review on 30th April, 2019	5/2/2019 1:41 PM	Microsoft Word D...	26 KB
District wise Persons trained Vs plasn submitted 19 Apr, 20...	4/26/2019 3:20 PM	Microsoft Excel W...	33 KB
ECs xls sheet	4/26/2019 3:17 PM	Microsoft Excel W...	26 KB
Consolidated ECs list -GIS Palnning	4/25/2019 5:51 PM	Microsoft Excel W...	89 KB
GIS Plans Status_spatial display filled sheet 16th April	4/16/2019 11:25 PM	Microsoft Excel W...	455 KB
GP INRM Blank Format_English_Final _Murali_telangana_N...	4/16/2019 4:38 PM	Microsoft Excel W...	142 KB
GIS Plans Status_spatial display	4/16/2019 11:50 AM	Microsoft Excel W...	438 KB
GP wise GIS Plans data_Total 15th April	4/15/2019 11:27 AM	Microsoft Excel W...	29 KB
Day_Session Plan	4/8/2019 5:06 PM	Microsoft Excel W...	11 KB
GP wise GIS Plans data	4/5/2019 5:57 PM	Microsoft Excel W...	721 KB
Plan abstract data	4/4/2019 4:38 PM	Microsoft Excel W...	2,153 KB
GP wise plasn submitted	4/1/2019 10:20 PM	Microsoft Excel W...	30 KB
GP wise Persons trained Vs plasn submitted 23rd Marc...	3/23/2019 9:54 PM	Microsoft Excel W...	24 KB

Now you can upload local file for reference by clicking select the file

# How to reference other files like Xls sheets/PDFs/JPEGs scan copies

The screenshot displays the eOffice application interface. On the left is a rich text editor with a toolbar and a text area containing three numbered points. On the right is a 'References' table with columns for file name, attached by, and attached date. A red oval highlights the row for 'SOP for GP Marking.pdf'. A callout box points to this row with the following text:

Now you can click **“Local references button”** to see the uploaded file. If you want see just click on the file name it download to read the uploaded file.

**References Table:**

References Attached	Attached By	Attached Date
<a href="#">PAC Sanction Order 27072019.pdf</a>	EOFFICER D	20/12/19 04:44 PM
<a href="#">SOP for GP Marking.pdf</a>	EOFFICER D	05/01/20 07:59 PM

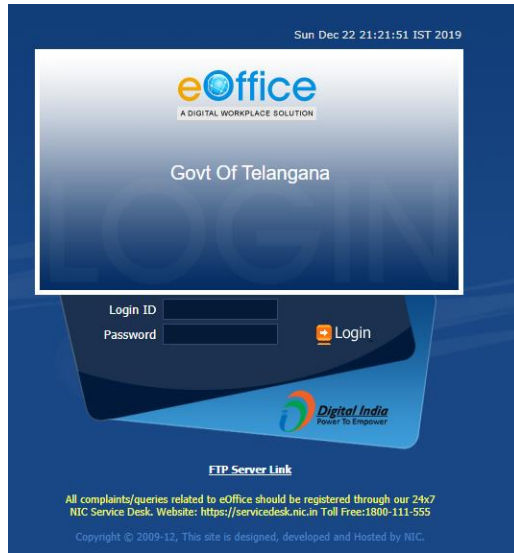
**Document Text:**

1. as per the page of C/4 of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**
3. In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Arun Technologies Ltd. The receipt of the drafts may be acknowledged.

# **Thank you**

**Now you can able to do Referencing of  
Note paras/Current paras in notefile.**

# Legacy file creation



## eoffice Training Manual

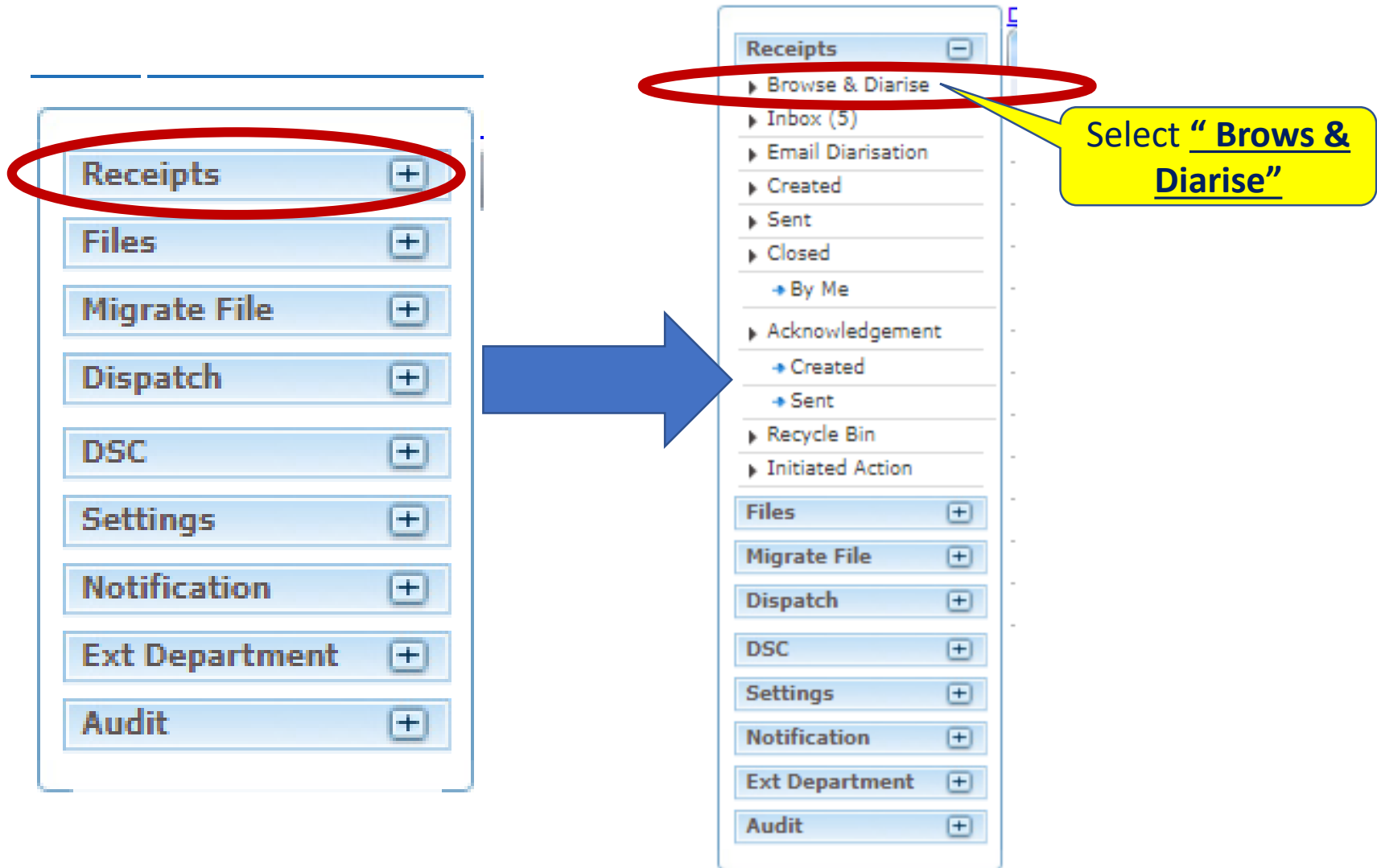
*To maintain transparency, improve efficiency & effectiveness of the organization*



# Creation of legacy file

- Scan you your old file as guidelines given by CRD
  - ✓ Current file separate
  - ✓ Note file separate
- Create a folder with file number & subject
  - ✓ Keep PDF Current file with file name  
**Current \_ file No\_ Section \_Designation \_ Year**
  - ✓ Keep PDF Note file with file name  
**Note\_ file No\_ Section \_ Designation \_ Year**

# Generating current file PDF as receipts



# Window will be visible to generate receipts

The screenshot displays the eOffice web application interface. The main content area is titled "Upload(Only PDF upto 20 MB)" and features a prominent "Upload File" button, which is circled in red. A yellow callout box with a speech bubble points to this button, containing the text: "Click **\"Upload file\"** and it will direct you to browse the file. Open the folder already created by you and upload current PDF file".

The interface includes a left sidebar with navigation options such as "Receipts", "Browse & Diarise", "Inbox (5)", "Email Diarisation", "Created", "Sent", "Closed", "By Me", "Acknowledgement", "Created", "Sent", "Recycle Bin", and "Initiated Action". Below these are sections for "Files", "Migrate File", "Dispatch", "DSC", "Settings", "Notification", "Ext Department", and "Audit".

The right sidebar contains a "Diary Details" form with fields for Sender Type, Mode Number, Letter Ref. No, File Number, Diary Date, VIP, Delivery Mode, Language, Correspondence Type, Received Date, Letter Date, and VIP Name. Below this is a "Contact Details" section with fields for Ministry, Department, Name, Designation, Organization, Address 1, Address 2, Country, State, City, Pincode, Mobile, Landline, Fax, and Email. At the bottom of the right sidebar is a "Category & Subject" section with fields for Main Category, Sub Category, and Subject, along with an "Enclosures" field and a "Customize Acknowledgement" checkbox.

At the bottom of the page, there are two buttons: "Generate" and "Generate & Send". The browser's address bar shows the URL "demo.eoffice.telangana.gov.in/eFile/?x=15-jhXOC7bHsLUSDExPFM2ka0PkMT3TkgBEs0yCCz1OPLcV7jb8obUMqWl7Gygwr6sJgHcOKlo#no-back-button". The Windows taskbar at the bottom shows the search bar and several application icons.

# Creation of legacy file

The screenshot shows the eOffice application interface. The main content area displays a table of work items with columns for 'క్రమ సంఖ్య (Sl.No)', 'పని పేరు (Name of Work)', and 'సీనియర్ ఎన్జనీయర్ల పేర్లు (Senior Engineers Names)'. The table contains 8 rows of work items, including 'మినీ పీరియల్ ట్యాంక్ (Mini Percolation tank)', 'సర్ఫేస్ స్టోరేజ్ ట్యాంక్ (Surface Storage Pond)', and 'పంట తయారీ (Crop Preparation)'. The table is titled 'మహారాష్ట్ర గ్రామీణ ఉపాధి హామీ పథకంలో అనుమతించిన పనుల వివరాలు'.

Overlaid on the interface are several callout boxes with text instructions:

- Write Dairy details** (orange box) points to the 'Diary Details' form.
- Write Contact details** (green box) points to the 'Contact Details' form.
- Write Category of subject** (blue box) points to the 'Category & Subject' form.
- Just Click "Generate"** (yellow box) points to the 'Generate' button at the bottom right.

The 'Diary Details' form includes fields for 'Diary Date' (06/01/2020), 'Letter Date' (06/01/2020), 'Delivery Mode' (By Hand), and 'Language' (English). The 'Contact Details' form includes fields for 'Ministry', 'Department', 'Name', 'Designation', 'Address 1', 'Address 2', 'Country' (INDIA), 'State', 'City', 'Pincode', 'Mobile', 'Landline', and 'Email'. The 'Category & Subject' form includes fields for 'Category' and 'Sub Category'.

At the bottom right, the 'Generate' and 'Generate & Send' buttons are circled in red.

# Creation of legacy file

Browser tabs: (1,652 unread) - v\_muraleedhar@, Welcome to eOffice Solution

Address bar: demo.eoffice.telangana.gov.in/eFile/Home#no-back-button

Page Title: eFile Version 5.6

User: EOFFICER D Senior Assistant(U4)-TS

Navigation: Send | Put in a File | Copy | Dispatch | Details | Movements | Edit | Attach File | Attach Receipt

Left Sidebar: Receipts, Browse & Diarise, Inbox (4), Email Diarisation, Created, Sent, Closed, By Me, Acknowledgement, Created, Sent, Recycle Bin, Initiated Action, Files, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, Audit

Table Title: మహాత్మా గాంధీ జాతీయ గ్రామీణ ఉపాధి హామీ పథకంలో అనుమతించిన పనుల వివరాలు

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వేతనం (Wage)	సామగ్రి (Material)	మొత్తం (Total Wage+Mat.)	మని దినాలు (Person Days)
<b>వ్యక్తీకృత పనులు (Individual వర్క్స్)</b>					
1	మిశ్రిత వ్యర్థ భూమి అభివృద్ధి (Integrated Waste Land Development Work)	170196	5944	176140	832
2	భూమిని సరిదిద్దే పనులు (Land leveling) (ఒక వారానికి)	28,527	1,800	30,327	139
<b>5 వారాల పాటు పనులు</b>					
		326,812	25,977	352,789	1595
		84,368	10,961	95,329	410
3	పొలం పొయ్యి (Farm pond)	49,038	8,819	57,857	240
		30,713	7,377	38,090	150
		14,939	6,116	21,055	74
3	చుట్టి శుభ్రం (ఒక వారానికి)	18,462	1,700	20,162	90
4	గ్రేడులు భూమిలో ఏర్పాటు చేసే పనులు (Mini Percolation tank)	257,532	27,167	284,699	1256
5	పచ్చని బావి బావిలో పునరుద్ధరణ లేదా లోతు చేయడం (Desilting and deepening of existing open well)	52912	44759	97671	259
6	పచ్చని బావి బావిలో పునరుద్ధరణ లేదా లోతు చేయడం (Desilting of Existing Open Well)	12096	15875	27971	59
7	పంట మార్పిడి శుభ్రం (Treshing floor)	65593	8643	74236	320
8	భూ ఉపరితల బావి ఖంబు (సాధారణ బావిలు కలుపుకోని) (Surface Storage Pond with Transport)	23244	35227	58471	112
		16915	22019	38934	83
		30561	30934	61495	144
	భూ ఉపరితల బావి ఖంబు (Surface Storage Pond)	22448	18761	41209	107
9	బావి నిల్వ ఖంబు (Water Storage Pond)	19838	6814	26652	96

Receipt Details (circled): 3936/2020/B-SEC

From: Murali  
Main Category: Miscellaneous Files  
Address: hyd  
Letter Ref. No.:  
Subject: MGNREGS permissible works

File No.:  
Designation: spm(sp)  
Sub Category:  
Sent Date:  
Letter Date: 01-01-2020  
Enclosures: -  
Sender Type:

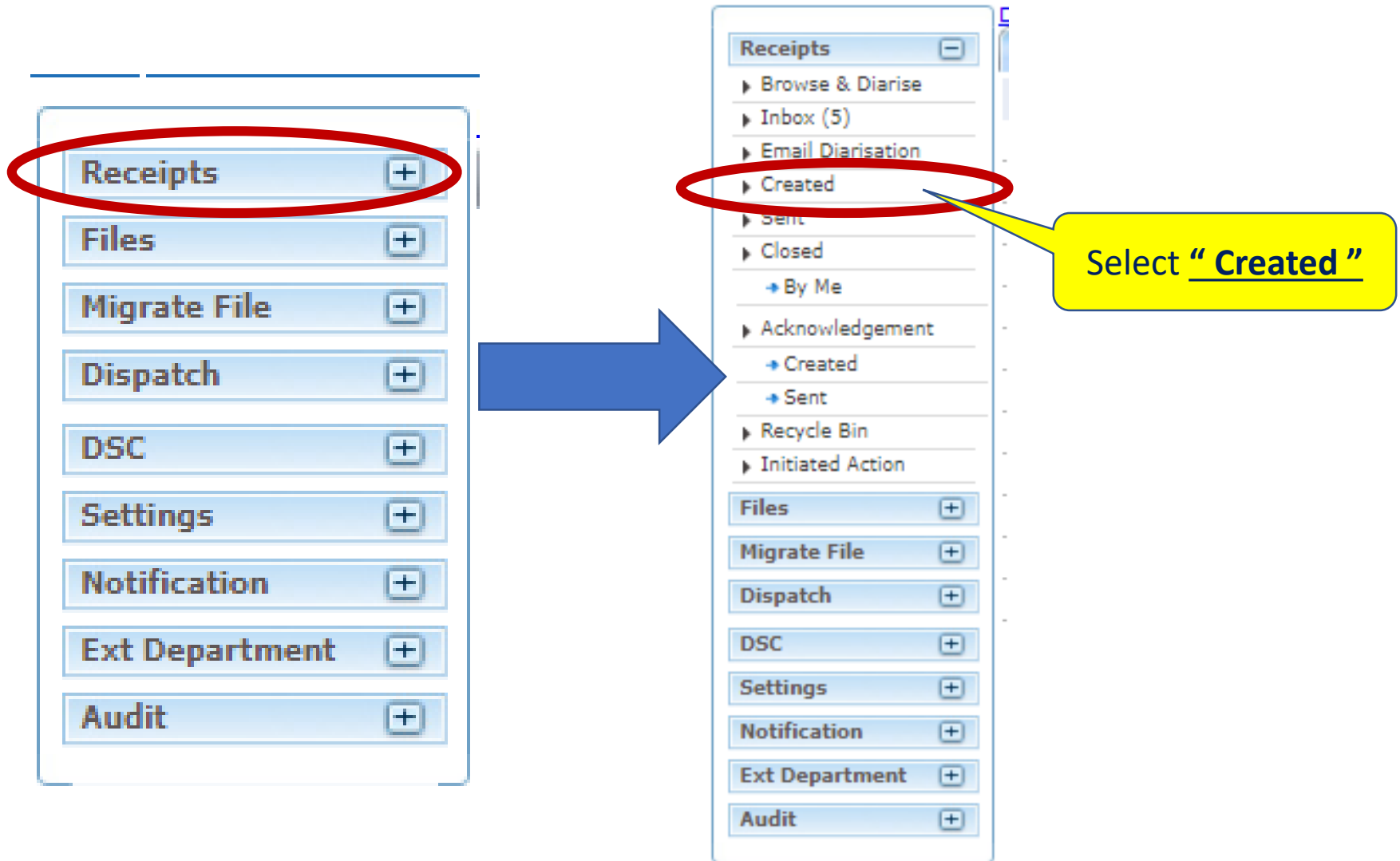
Movement Details

Sent By: Sent On: Sent To: Action: Remarks:

Callout: See the receipt details

Windows Taskbar: Type here to search, 3:38 PM, 1/6/2020

# To see created receipts



# Details of generate receipts

The screenshot shows the eOffice application interface. The top navigation bar includes the eOffice logo, version 5.6, a search bar, and user information for 'EOFFICER D Senior Assistant(U4)-TS'. The main content area displays a list of receipts with columns for status, ID, subject, category, and time. A red oval highlights the first row of the list. Four callout boxes provide details for this row:

- You are successfully generated receipt**: Points to the status 'E' in the first column.
- Subject**: Points to the subject text 'MGNREGS permissible works' in the third column.
- Subject Category**: Points to the category text 'Miscellaneous Files' in the fourth column.
- Time of generate**: Points to the timestamp '06/01/20 03:38 PM' in the fifth column.

Status	ID	Subject	Subject Category	Time of generate
E	3936	MGNREGS permissible works	Miscellaneous Files	06/01/20 03:38 PM
E	3755	Payment	Audit letters	16/12/19 03:38 PM
E	3501	TESTIN	General	06/09/19 04:38 PM
E	3495	CMGB Chinchintha Village & Mandal - A/o Smt. Sha...	General	05/09/19 06:38 PM
E	1698	SSS	Appointments	17/05/18 02:38 PM
E	1356	test f	General	27/04/18 05:38 PM

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate ■ Action Initiated ■ VIP VIP References

# File creation

- Receipts
  - Browse & Diarise
  - Inbox
  - Email Diarisation
  - Created
  - Sent
  - Closed
    - By Me
    - By Others (Hierarchy)
    - By others(All)
  - Acknowledgement
    - Created
    - Sent
  - Recycle Bin
  - Initiated Action
- Files
  - Migrate File
  - Dispatch
  - DSC
  - Settings
  - Notification
  - Ext Department
  - Audit

Send Put in a File Cor Dispatch Details Movements Edit Attach File Attach Receipt

Upload(Only PDF upto 12 MB) Upload File

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వేతనం (Wage)	సామాన్యాలు (Material)	పని తీరాలు (Person Days)	
1	మహానగరం పరిశుభ్రత (Integrated Waste Land Development Work)	170196	5		
2	భూమి సులభం చేయడం (Land leveling) (ఒక ఎకరం)	28,527	1		
3	పొలం పొంద (Farm pond)	326,812	25,977	352,789	1595
4	వ్యవసాయ భూమిలో చిన్న తుల పంట (Mini Percolation tank)	49,038	8,829	57,867	240
5	వ్యవసాయ బీబీ బావులలో పూడిక తీసి లోతు చేయడం (Desilting and deepening of existing open well)	30,713	7,377	38,090	150
6	వ్యవసాయ బీబీ బావులలో పూడిక తీయడం (Desilting of Existing Open Well)	14,939	6,116	21,055	74
7	వెలుగు తీయడం (Trashing floor)	18,462	1,700	20,162	90
8	భూ ఉపరితల బీబీ బావు (సూర్య ఉష్ణం కలుపుతో) (Surface Storage Pond with Transport)	257,532	27,167	284,699	1256
9	భూ ఉపరితల బీబీ బావు (Surface Storage Pond)	23,244	35,227	58,471	112
10	బీబీ బావు గుండ్ (Water Storage Pond)	16,915	22019	38,934	83
11	సరిహద్దు మందం (Boundary Trench)	30,961	30,934	61,895	144
		22,448	18,761	41,209	107
		198,38	6,814	26,652	96
		37,471	1,890	39,361	178
		32,366	1,839	34,205	158

Click on "Put in a file"

### Diary Details

Sender Type: Choose one | Delivery Mode: By Post | Language: English | Correspondence Type: File | File Number: | Received Date: 06/01/2020 | Diary Date: 06/01/2020 | Letter Date: 01/01/2020 | VIP: Choose one | VIP Name: Choose one

### Contact Details

Ministry: COMPTROLLER & AUDITOR GENERAL OF INDIA | Others: Murali | Designation: spm(sp) | Address 2: | Country: INDIA | State: Choose one | City: | Pincode: | Mobile: | Landline: | Fax: | Email: |

### Category & Subject

Main Category: Administrative Matters | Sub Category: Promotions | Subject: MGNREGS permissible works

Enclosures: |  Customize Acknowledgement



# File creation

- Receipts
  - Browse & Diarise
  - Inbox
  - Email Diarisation
  - Created
  - Sent
  - Closed
  - By Me
  - By Others (Hierarchy)
  - By others(All)
- Acknowledgement
  - Created
  - Sent
- Recycle Bin
- Initiated Action
- Files (+)
- Migrate File (+)
- Dispatch (+)
- DSC (+)
- Settings (+)
- Notification (+)
- Ext Department (+)
- Audit (+)

1 / 4

Send Put in a File Copy Dispatch Details Movements Edit Attach File Attach Receipt

మహాత్మా గాంధీ జాతీయ గ్రామీణ ఉపాధి రోజు పథకంలో అనుమతించిన పనుల వివరాలు

క్రమ సంఖ్య (SI.No)	పని పేరు (Name of Work)	వేతనం (Wage)	సామగ్రి (Material)	పని పనుల మొత్తం Total (Wage+Mat.)	పని దినాలు (Person Days)
1	మహాత్మా గాంధీ జాతీయ గ్రామీణ ఉపాధి రోజు పథకంలో అనుమతించిన పనుల వివరాలు				
వ్యక్తిగత పనులు (Individual వర్క్)					
1	మహాత్మా గాంధీ జాతీయ గ్రామీణ ఉపాధి రోజు పథకంలో అనుమతించిన పనుల వివరాలు	170196	5944	176140	832
2	భూమిని సరిదిద్దడం (Land leveling) (ఉప వర్గానికి)	28,527	1,800	30,327	139
5 దశల పనులు					
3	పొలం పొండ్ (Farm pond)	326,812	25,977	352,789	1555
		84,368	10,961	95,329	410
		49,038	8,839	57,857	240
		30,713	7,377	38,090	150
4	మట్టి కట్టలు (ఉప వర్గానికి)	18,462	1,700	20,162	90
5	గ్రేవులు భూమిలో దిద్దు తలు పనులు (Mini Percolation tank)	257,532	27,167	284,699	1256
6	పచ్చని నీటి బావులలో వూడికి తీసి లోతు చేయడం (Desilting and deepening of existing open well)	52912	44759	97671	259
7	పచ్చని నీటి బావులలో వూడికి తీసి లోతు చేయడం (Desilting of Existing Open Well)	12096	15875	27971	59
8	పచ్చని నీటి బావులలో వూడికి తీసి లోతు చేయడం (Desilting of Existing Open Well)	65593	8643	74236	320
9	భూ ఉపరితల నీటి పంట (సూర్య బిందువులు కలుపుతో) (Surface Storage Pond with Transport)	23244	35227	58471	112
		16915	22019	38934	83
		30561	30934	61495	144
10	భూ ఉపరితల నీటి పంట (Surface Storage Pond)	22448	18761	41209	107
		19838	6814	26652	96
11	నీటి నిల్వ గుండ్లు (Water Storage Pond)	37471	1890	39361	178
12	సరిహద్దు పడకాలు (Boundary Trench)	32366	1839	34205	158
13	కడ నాలు ప్రాంతాలలో తిరిగి నిర్మించడం (Terracing in Hilly Slope Areas)	150198	136436	286634	778

Receipt Details

Receipt No : 3937/2020/C-SEC File No :  
From : Murali Designation : spm(sp)  
Main Category : Administrative Matters Sub Category : Promotions  
Address : hyd Sent Date : -  
Letter Ref. No : MGNREGS permissible works Letter Date : 01-01-2020  
Subject : MGNREGS permissible works Enclosures : -  
Delivery Mode : By Post Sender Type :

Search Files for Attach

Year 2020 Search **Create File**

	Computer Number	File Number	Subject
●	E 3721	A/12/21/0001/2020-C-section-TEOFF	ghgfjfhj
●	E 3722	B/11/11/0001/2020-C-section-TEOFF	abcd
●	E 3724	B/12/11/0001/2020-C-section-TEOFF	aaaaaaaaaaaa

We would like to generate new Legacy file . So Pls click on **“Create file”** and select **“Non-SFS”**

# File creation

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

Receipts

- Browse & Diarise
- Inbox
- Email Diarisation
- Created
- Sent
- Closed
- By Me
- By Others (Hierarchy)
- By others(All)
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Initiated Action

Send Put in a File Copy Dispatch Details Movements Edit Attach File Attach Receipt

Receipt Details

Receipt No : 3937/2020/C-SEC  
From : Murali  
Main Category : Administrative Matters  
Address : hyd  
Letter Ref. No :  
File No :  
Designation : spm(sp)  
Sub Category : Promotions  
Sent Date : -  
Letter Date : 01-01-2020  
Enclosures : -  
Sender Type :

Electronic File(Non SFS)

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వేతనం (Wage)	సేవల (Months)
1	2	3	4
5944	వ్యక్తిగత పనులు (Individual పర్సనల్)		
101961			
8,819			
7,377			
6,116			
1,700			
44759			
12085			
15875			
8643			
35227			
22019			
30934			
18761			
6814			
1890			
32366	11 కొండ వాలు ప్రాంతంలో దట్టిన వేములు (Terracing in Hilly Slope Area)	1839	
108178		13,627	

Govt. of India  
demo  
TEOFF  
C-section

File No.\* Chi Chi Chi 2020 C-section

Subject

Description\*

Category Main Choose one  
Sub Choose One

Other Details

Language English

Remarks

Previous Reference Later Reference

Continue Working

Attach

4:22 PM 1/6/2020

Now you can create new Electronic file cover page and select all relevant to your section

Write description of old file so that you can find easily

Click on continue working button after filling of relevant information

# File creation

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

Alert: Receipt is Inserted in the newly created file - A11/0004/2020-C-section-TEOFF

Govt. of India  
demo  
TEOFF  
C-section

11 Chi 2020 C-section

Subject

IS permissible works

Other Details

Language English

Remarks

Previous Reference PMSP 2423

Later Reference

File No : smp(sp)  
Designation : smp(sp)  
Sub Category : Promotions  
Sent Date : -  
Letter Date : 01-01-2020  
Enclosures : -  
Sender Type :

Number Subject

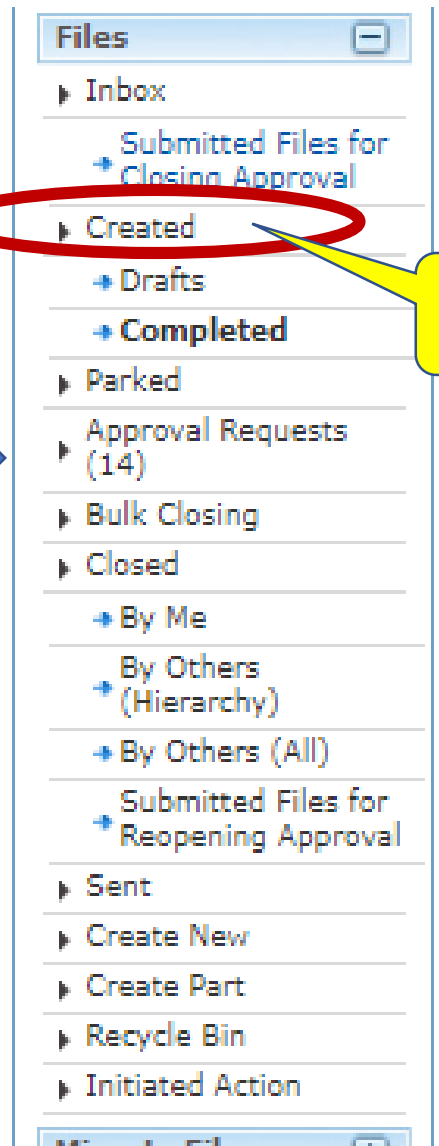
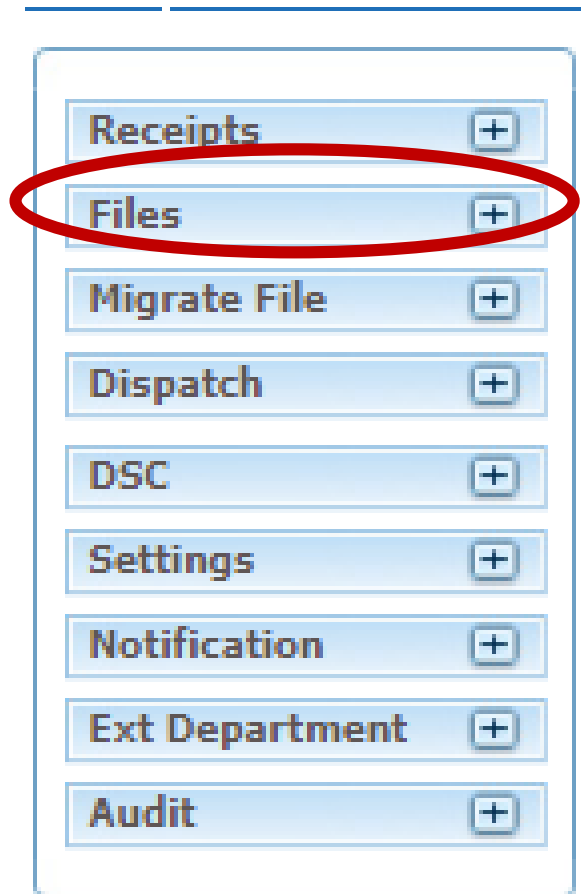
1/0001/2020-C-section-TEOFF ghghjfhj  
1/0001/2020-C-section-TEOFF abcdf  
1/0001/2020-C-section-TEOFF aaaaaaaaaaaaaa

Click "OK"

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వేతనం (Wage)	సామాగ్రి (Material)
1			
2			
3			
4			
5			
6	పచ్చని నీటి బావులలో వూడికి తెయ్యడం (Desilting of Existing Open Well)	12096	15875
7	వెల వాచ్చిడే శ్రావణం (Trashing floor)	65593	8643
8	పా అవరం నీటి మంట (పాతా అవరంలు కలుపుకోవడం) (Surface Storage Pond with Transport)	23244	35227
		16915	22019
	పా అవరం నీటి మంట (Surface Storage Pond)	30561	30934
		22448	18761
9	నీటి నిల్వ గుండ్ల (Water Storage Pond)	19838	6814
10	పరిధినిర్ణయ బంధనాలు (Boundary Trench)	37471	1890
11	కేంద్ర వాలు ప్రాంతాలలో తప్పిపోయిన ఏతలు (Terracing in Hilly Slope Areas)	32366	1839
		168178	136436

Windows Taskbar: Type here to search, 4:22 PM 1/6/2020

# To see created file



Select Created

# Created file details

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Date Range : 12/11/2016 To 06/01/2020

Send	Subject	Subject Category	Created On
E 3725	A/11/11/0004/2020-C-section-TEOFF	MGNREGS permissible works	06/01/20 04:21 PM
E 3724	B/11/11/0004/2020-C-section-TEOFF		06/01/20 04:21 PM
E 3722	B/11/11/0001/2020-C-section-TEOFF	abcdf	06/01/20 01:40 PM
E 3721	A/11/11/0001/2020-C-section-TEOFF	ghghjff	06/01/20 01:23 PM
E 3662	A/11/11/0001/2019-b section-Part(1)	file pert... to a court case regarding enzyme r...	21/12/19 05:01 PM
E 3659	B/11/11/0006/2019-C-section	others	21/12/19 04:57 PM
E 3623	B/11/11/0001/2019-C-section	Promot...	18/12/19 03:20 PM
E 3387	B/11/11/0001/2019-C-section	casua...	16/10/19 05:14 PM
E 2151	R/11/15/0062/2018-C-section	Sanction of Bhadratha Personal loan application of...	06/10/18 03:52 PM
		Required for Bank Pass Book Xerox copies -Reg.	06/10/18 03:34 PM

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate ■ Action Initiated ■ Other Department ■ Files with Draft ■ Draft Note ■ Yellow Note

External Files

https://demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQ...

Type here to search

4:23 PM  
1/6/2020

# Legacy file receipt generated

Welcome to eOffice Solution x +

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: A/11/11/0004/2020-C-section-TEOFF Subject: MGNREGS permissible works

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

ToC Recent All

Add Green Note Add Yellow Note

Click **"Add Green Note"**

3937/2020/C-SEC

మహాత్మాగాంధీ జాతీయ గ్రామీణ ఉపాధి హామీ పథకంలో అనుమతించిన పనుల వివరాలు

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వతసం (Wage)	సామగ్రి (Material)	పని విలువ మొత్తం (Wage+Mat.)	పని దినాలు (Person Days)
1	2	3	4	5	6
<b>వ్యక్తిగత పనులు (Individual వర్క్స్)</b>					
1	సేవ/సేదీ మరియు చెత్త సర్దుబాటు కలపబడిన భూభాగ భూముల అభివృద్ధి (Integreated Waste Land Development Work)	170196	5944	176140	832
2	భూమిని చదును చేయుట (Land leveling) (ఒక ఎకరానికి)	28,527	1,800	30,327	139
<b>5 రోజుల పాటు పాటులు</b>					
3	పారు పాట్ (Farm pond)	326,812	25,977	352,789	1595
		84,368	10,961	95,329	410
		49,038	8,819	57,857	240
		30,713	7,377	38,090	150
3	చిన్న బోరు బావులు (ఒక ఎకరానికి)	18,462	1,700	20,162	90
4	కైరూ భూముల్లో చెత్త తరల బావులు (Mini Percolation tank)	257,532	27,167	284,699	1256
5	నిప్పులు నీటి లావలలో ఖాళీ చేయడం (Deslting and	52912	44759	97671	259

Type here to search

4:30 PM 1/6/2020

# Adding note file to legacy file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rk22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: A/11/11/0004/2020-C-section-TEOFF Subject: MGNREGS permissible works

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

Quick Noting

ToC Recent All

1 / 4

3937/2020/C-SEC

మహాత్మాగాంధీ జాతీయ గ్రామీణ ఉపాధి హామీ పథకంలో అనుమతించిన పనుల వివరాలు

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వతసం (Wage)	పొదాగ్లి (Material)	పని విలువ మొత్తం (Wage+Mat.)	పని దినాలు (Person Days)
1	2	3	4	5	6
<b>వ్యక్తిగత పనులు (Individual వర్క్స్)</b>					
1	సేవ/సేదీ మరియు చెత్త సన్నిధాన కైరీలు సమగ్ర బాంబు బాంబులు అభివృద్ధి (Integrated Waste Land Development Work)	170196	5944	176140	832
2	భూమిని చదును చేయుట (Land leveling) (ఒక ఎకరానికి)	28,527	1,800	30,327	139
3	పొలం పొంద				1595
					410
					240
					150
					74
3	చెత్త కట్టలు (ఒక ఎకరానికి)	14,939	6,116	21,055	90
4	కైరీలు బాంబుల్లో చెత్త ఉల మంట (Mini Percolation tank)	18,462	1,700	20,162	1256
4	కైరీలు బాంబుల్లో చెత్త ఉల మంట (Mini Percolation tank)	257,532	27,167	284,699	754
5	నిచ్చునూ నీటి లాన్సలలో వూడిక తీసి లోతు చేయుట (Desilting and	62912	44754	97671	754

Click here to view full window

Type here to search

4:34 PM 1/6/2020

# Adding note file to legacy file

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9*XC1vaCf96*g53kYuPYFnQi-ev3To*IEQ*t3ADyuHPo2rK22sp5QfQn0bK13*zmhPNxRE#no-back-button`. The application header includes the eOffice logo, version 5.6, and user information: `EOFFICER J Junior Assistant(U10)-TS`. The main content area shows a document editor with a toolbar and a large green rectangular area. A red oval highlights this green area, with a yellow callout box containing the text "Add notings". At the bottom left of the editor, the "Attach" button is circled in red, with an orange callout box containing the text "Click 'Attach' button to attach our old PDF note file to legacy file". The Windows taskbar at the bottom shows the system tray with the date and time: 4:36 PM, 1/6/2020.

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: A/11/11/0004/2020-C-section-TEOFF Subject: MGNREGS permissible works

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

Quick Noting

ToC Recent All

Add notings

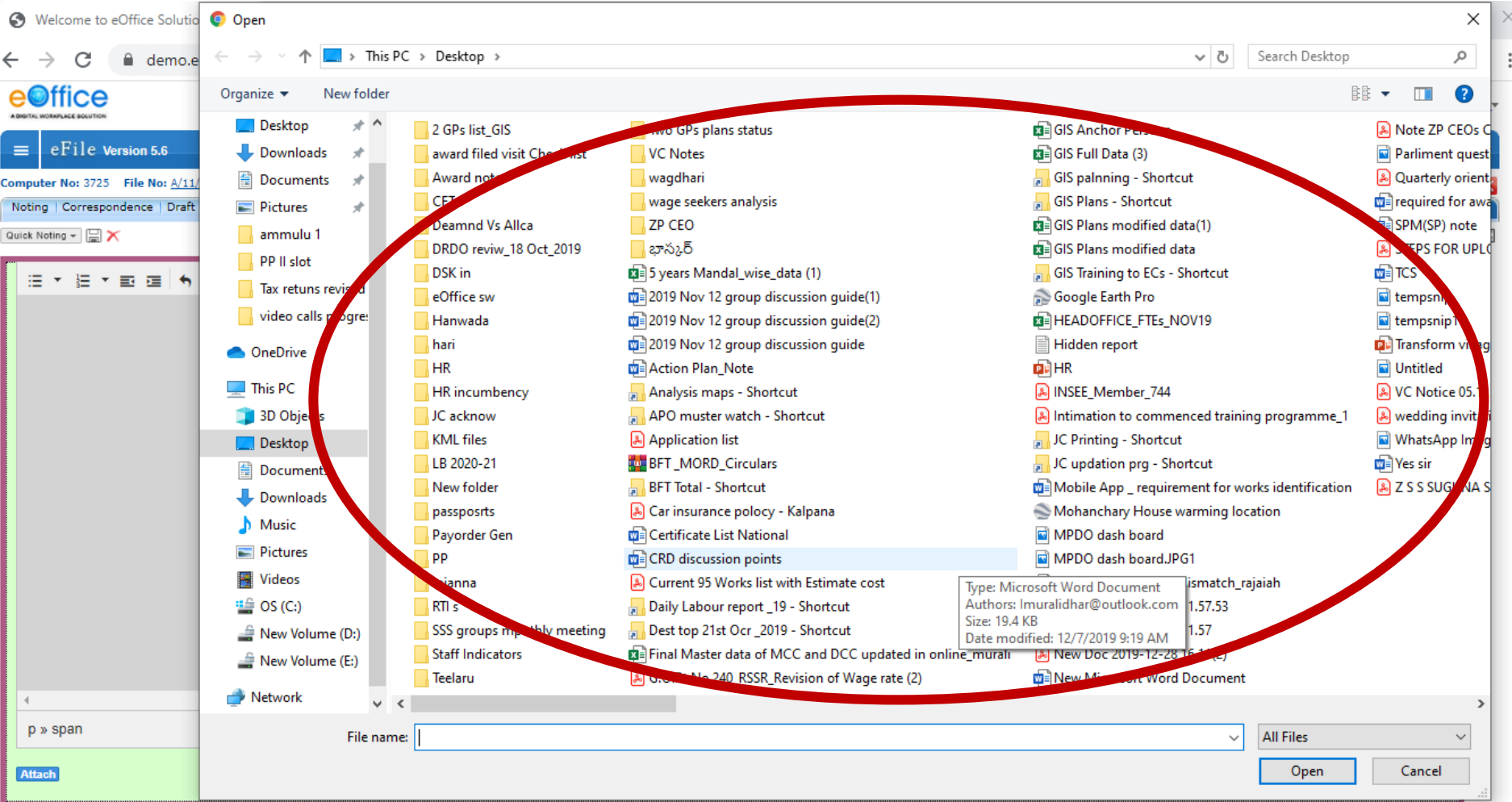
Click "Attach" button to attach our old PDF note file to legacy file

Words: 0

4:36 PM 1/6/2020



# Adding note file to legacy file



# Adding note file to legacy file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: [A/11/11/0004/2020-C-section-TEOFF](#) Subject: MGNREGS permissible works

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

Quick Noting

ToC Recent All

Here iam attaching old file noting vide file No [2423/EGS/PMSP/2018](#) Sub: [MGNREGS](#) permissible works

p » span Words: 17

Attach

Note ZP CEOs Circular.pdf

You are successfully attached previous note file to legacy file

Type here to search

ENG 4:40 PM 1/6/2020

# Adding note file to legacy file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: A/11/11/0004/2020-C-section-TEOFF Subject: MGNREGS permissible works

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

Quick Noting

ToC Recent All

Here iam attaching old file No 2423/EGS/PMSP/2018 Sub: MGNREGS permissible works

Now you should select “send” button

p » span Words: 17

Attach

Note ZP CEOs Circular.pdf

Type here to search

4:40 PM 1/6/2020

# Adding note file to legacy file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rk22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: A/11/11/0004/2020-C-section-TEOFF Subject: MGNREGS permissible works

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

Organization : TEOFF

All Reporting Officer Sub-ordinates In Channel Preferred List

Note: Name of the creator is highlighted in yellow colour.

To: EOFFICER J--Junior Assistant(U10)-TS--C-SECTION, Q/O TEL Notify:  Email  SMS

Set Due Date: [ ]

Action: Forward

Priority: Choose one

Total 1000 | 1000 characters left.

Remarks: [ ]

Send

File Number	Subject	Note(Chars)
<input checked="" type="checkbox"/> A/11/11/0004/2020-C-section-TE...	MGNREGS permissible w.	255

Note: Bulk signing maximum allowed characters- 1000000 Total(Formatting included) :255

Now you should select your own ID (self ID) to create legacy file

# Successfully created legacy file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rk22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Date Range : 12/11/2016 To 06/01/2020

Send Back | Send | View | Move To | More...

Hierarchical View | My Files

		Subject	Sent by	Sent on		Remarks
E 3725	A/11/11/0004/2020-C-section-TEOFF	MGNREGS permissible works	EOFFICER J	06/01/20 04:44 PM	-	
E 3276	F/0003/2019-b section	Voter Information	EOFFICER G	09/08/19 12:00 PM	09/08/19	
E 1208	A-A10PRMT/4/2018-C-section	Appointment of Muthawalli	EOFFICER G	01/12/18 03:40 PM	-	
E 2568	B/13/11/0016/2018-C-section	welfare	EOFFICER G	01/12/18 03:30 PM	-	
E 2400	A/11/11/0104/2018-C-section	Sunil kumar demo - reg	EOFFICER J	29/10/18 06:13 PM	-	
E 1208	A-11/3/2018-b section	abcdefghijklmnopqrstuvwxyz	EOFFICER J	06/06/18 04:32 PM	-	
E 1208	A-12011/27/2018-b section-Part(1)	need indent	EOFFICER E	05/05/18 12:34 PM	-	
E 1208	G-12012/2/2018-C-section	subject	EOFFICER E	12/04/18 05:01 PM	-	
E 1208	A-1	creation	EOFFICER J	12/04/18 05:01 PM	-	
E 1208	B-1	606/	EOFFICER J	12/04/18 05:01 PM	-	
E 1208	B-1	rapn of	EOFFICER J	11/04/18 03:18 PM	-	
E 1208	A-2	leave a	EOFFICER J	11/04/18 03:18 PM	-	
E 1208	A-17020/1/2018-C-section	establishment	EOFFICER J	11/04/18 03:18 PM	-	

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate ■ Action Initiated ■ Other Department ■ Files with Draft ■ Draft Note ■ Yellow Note

External Files

https://demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rk22sp5QfQn0bK13\*zmhPNxRE#

Type here to search

4:44 PM 1/6/2020

# Successfully created legacy file

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=yXHPx9\*XC1vaCf96\*g53kYuPYFnQi-ev3To\*IEQ\*t3ADyuHPo2rK22sp5QfQn0bK13\*zmhPNxRE#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3725 File No: A/11/11/0004/2020-C-section-TEOFF Subject: MGNREGS permissible works

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... Quick View

ToC Recent All Previous Notings

Note # 1  
Here iam attaching old file noting vide file No 2423/EGS/PMSP/2018 Sub: MGNREGS permissible works  
[Note ZP CEOs Circular.pdf](#)  
06/01/2020 4:11:11 PM EOFFICER J (JUNIOR ASSISTANT(USER10)-TS)

Click the old note file to download and see the notings

3937/2020/C-SEC

క్రమ సంఖ్య (Sl.No)	పని పేరు (Name of Work)	వేతనం (Wage)	సామగ్రి (Material)	పని విలువ మొత్తం Total (Wage+Mat.)	పని దినాలు (Person Days)
1	2	3	4	5	6
వ్యక్తగత పనులు (Individual వర్క్స్)					
1	ఎస్.పి.ఎస్.టి. మరియు చిన్న నిర్మాణాల క్రయాల నిర్మాణ బాంధు పనులు అందిండ్లి (Integrated Waste Land Development Work)	170196	5944	176140	832
2	భూస్థిరీ యదును చేయుట (Land leveling) (ఒక ఎకరానికి)	28,527	1,800	30,327	139
5 దశల పాఠం పనులు					
		326,812	25,977	352,789	1595
		84,368	10,961	95,329	410
		49,038	8,819	57,857	240
		30,713	7,377	38,090	150
		14,939	6,116	21,055	74
3	చుట్టి కట్టలు (ఒక ఎకరానికి)	18,462	1,700	20,162	90
4	క్రయాల భూముల్లో చిన్న తుల మంట (Mini Percolation tank)	257,532	27,167	284,699	1256
5	నిర్మాణం చేసిన బావులలో ఘాతక తీసి లోతు చేయడం (Desilting and deepening of existing open well)	52912	44759	97671	259

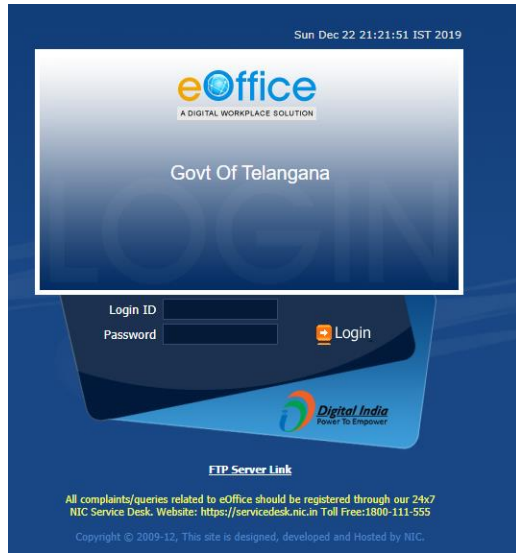
**Thank you**

***Let us start e-office in new year***

# e-office Training Manual

*To maintain transparency, improve efficiency & effectiveness of the organization*

**Link the file for references**





**Link the file for  
references.**

# Linking of internal files for reference

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

EOFFICER D Senior Assistant(U4)-TS

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019 Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

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

Quick Noting

ToC Recent All Previous Notings

Last Saved 05-01-2020 07:45:03 PM

13pt

English

1. as per the page of C/4 of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.
3. In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to M/s Arun Technologies Ltd. The receipt of the drafts may be acknowledged.

REMINDER

Subject: Celebration of Constitution day from 26th Nov. 2019 to 26th Nov. 2020-reg.

The undersigned is directed to refer to Policy, Planning and Monitoring Wing's OMI of even number dated 02.12.2019 on the subject mentioned above and to solicit requisite information which are still awaited from your division.

2. As it is time bound matter, the inputs updates in this regard may please be furnished to this

Type here to search

7:45 PM  
1/5/2020

# Linking of internal files for reference

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrCDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: A/12/14/0014/2019-b section Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

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

Quick Noting

ToC | Recent | All | Previous Notings

Link/Delink

File Number | Subject

Attach

11pt

English

1. as per the page of C/4 of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**
3. In this context here it is submitting the proceedings copy along with delivery notes to the Chief Finance Officer, MGNREGS with a request to M/s Arun Technologies Ltd. The receipt of the document is acknowledged.

Click on "Attcah" button you will get another window to select the file

Type here to search

8:20 PM 1/5/2020

# Linking of internal files for reference

The screenshot displays the eOffice application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq*kiXegZJb8h6lrcDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6*j4liW6r153*qAMQ#no-back-button`. The application header includes the eOffice logo, version 5.6, and a search bar. The main content area shows a search window titled "Search File For Attach" with a table of results. A red circle highlights the search window, and a yellow arrow points from a text box to the "Attach" button in the search results. The text box contains the instruction: "Click on select radio button & click Attach to attach select the file".

Computer No: 3679 File No: A/12/14/0001/2019-5 section Subject: EWRC (Old file no. A/12/14/0001/2017)

Search File For Attach

Year 2020 Search

Computer No	File Number	Subject
3700	A/12/11/0001/2020-A section-TEOFF	Notification of various posts in telugu wiki pedia

Attach

Link/Delink

File Number Subject

Attach

Click on select radio button & click Attach to attach select the file

# Linking of internal files for reference

Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=S414vSLM2Aq\*kiXegZJb8h6lrcDhqSEuzre9CIWPeRkCTKh2SfjDGdeQr6\*j4liW6r153\*qAMQ#no-back-button

eoffice  
A DIGITAL WORKPLACE SOLUTION

eFile Version 5.6

Computer No: 3679 File No: [A/12/14/0014/2019-b section](#) Subject: EWRC (Old file no. 888/rd-egmm/EWRC/2017)

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

Quick Noting

ToC | Recent | All | Previous Notings

Link/Delink

File Number	Subject	Action
<a href="#">A/12/11/0001/2020-A section-TROFF</a>	Notification of various posts in telugu wiki pedia	<a href="#">Action Details</a>

Attach

Select Language

1. as per the page of [C/4](#) of this file
2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**
3. In this context here it is submitting the proceedings copy along with original invoices with delivery notes to the Chief Finance Officer, MGNREGS with a request to arrange for Payment to **M/s Arun Technologies Ltd.** The receipt of the drafts may be acknowledged.

You successfully attach the reference file

Type here to search

8:45 PM 1/5/2020

# Linking of internal files for reference

The screenshot displays the eOffice application interface. The top navigation bar includes the eOffice logo, version 5.6, and a search bar. The main content area is divided into two sections:

- Document Content:** A text editor showing a list of three items. The second item is highlighted in green and contains the text: "2. In this regard vide reference 3<sup>rd</sup> cited above, Commissioner PR&RD issued payment proceedings **for Rs 31,28,681 (In words: Rupees thirty-one lakhs twenty-eight thousand and six hundred eighty-one rupees only) to M/s Arun Technologies Ltd.**"
- Link/Delink Section:** A table listing linked files. The first entry is circled in red and contains the following information:

File Number	Subject	Action
<a href="#">A/12/11/0001/2020-A section-TEOFF</a>	Notification of various posts in telugu wiki pedia	<a href="#">Action Details</a>

An "Attach" button is located below the table.

A yellow callout box with a pointer to the circled file entry contains the text: "You successfully attach the reference file. Now you can see the attached file by clicking on file number".

You successfully attach the reference file. Now you can see the attached file by clicking on file number

# Linking of internal files for reference

The screenshot displays a web application interface. On the left, a version control table is visible, showing a single entry for version 1.0 created on 1/3/20 at 8:26 AM by EOFFICER D. On the right, a document viewer shows a page with the title '3917/2020/A-Section' and a heading in Telugu: 'ప్రాజెక్ట్ తెలంగాణ వికీలో వివిధ స్థానాలకు దరఖాస్తుల ఆహ్వానం'. The document content is in Telugu and discusses the process of submitting applications for various posts in the Telugu Wiki. A red circle highlights the document viewer and the version control table.

Version	Created On	CreatedBy
1.0	1/3/20 8:26 AM	EOFFICER D

Just you can see the Note file and current file in the reference file you cant edit or delete the file

# **Thank you**

**Link the file for references.**



Sun Dec 22 21:21:51 IST 2019



Govt Of Telangana

Login ID

Password

Login



[FTP Server Link](#)

All complaints/queries related to eOffice should be registered through our 24x7  
NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free:1800-111-555

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# e-office Training Manual

*To maintain transparency, improve efficiency & effectiveness of the organization*

## Generating part file

**Generating  
part file**

# Creating part file which are already in circulation

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=raMZBoMZj-XuseMKktHq4TQPjIz7D92-lhWl9hDIMo-f8r71reSkHvrvvcWhvWA0JN0qyj7UT4#no-back-button`. The application header includes the eOffice logo, version 5.6, a search bar, and user information for "EOFFICER D Senior Assistant(U4)-TS".

The main content area shows a list of files with columns: Date, Computer No, File Number, Subject, Sent To, Sent on, Currently With, and Due On. A "Create Part" button is highlighted with a red circle. A green callout box points to this button with the text: "Click on \"Create Part\" button to create part file".

On the left sidebar, the "Sent" folder is highlighted with a red circle. A yellow callout box points to it with the text: "Click on File \"sent\" for viewing sent file".

Another callout box points to a radio button in the file list with the text: "Click on radio button for which you would like to create part file".

Date	Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On
06/01/2020							
		<input type="checkbox"/>					
	E 3679	<a href="#">A/12/14/0014/2019-b section</a>	EWRC (Old file no. 888/rd-egmm/EWRC/2017)	EOFFICER T	05/01/20 07:03 PM	EOFFICER D,B- SECTION, O/O TELANGANA EOFFICE	<a href="#">Initiate Action</a>
	E 3679	<a href="#">A/12/14/0014/2019-b section</a>	EWRC (Old file no. 888/rd-egmm/EWRC/2017)	EOFFICER D	30/12/19 04:48 PM	EOFFICER D,B- SECTION, O/O TELANGANA EOFFICE	<a href="#">Initiate Action</a>
	E 3640	<a href="#">A/19/11/0003/2019-A section</a>	for approval	EOFFICER G	29/12/19 07:03 PM	EOFFICER G,B- SECTION, O/O TELANGANA EOFFICE	31/12/19 <a href="#">Initiate Action</a>
	E 2783	<a href="#">B/11/11/0008/2019-b section</a>	leave letter	EOFFICER T	22/12/19 06:37 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	<a href="#">Initiate Action</a>
	E 2783	<a href="#">B/11/11/0008/2019-b section</a>	leave letter	EOFFICER T	22/12/19 05:42 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	<a href="#">Initiate Action</a>
	E 2774	<a href="#">G/22/11/0001/2019-A section</a>	Examinations - DE			EOFFICE	<a href="#">Initiate Action</a>
	E 3611	<a href="#">A/12/11/0033/2019-b section</a>	appointment as a s			EOFFICE	23/12/19 <a href="#">Initiate Action</a>
	E 3572	<a href="#">A/12/11/0033/2019-b section</a>	jkjh			EOFFICE	<a href="#">Initiate Action</a>
	E 3572	<a href="#">A/12/11/0033/2019-C-section</a>	COURT CASES			EOFFICE	<a href="#">Initiate Action</a>
	E 2770	<a href="#">A/28/06/2019-b section</a>	Dr.B.R.AMBEDKAR			EOFFICE	17/12/19 <a href="#">Initiate Action</a>
	E 3544	<a href="#">A/28/06/2019-b section</a>				EOFFICER B	13/12/19 03:36 PM EOFFICER B,A-SECTION, O/OTELANGANA EOFFICE - <a href="#">Initiate Action</a>
	E 2031	<a href="#">A/09/12/19 04:27 PM</a>				EOFFICER U,O/O DIRECTOR,TELANGANA EOFFICE	12/12/19 <a href="#">Initiate Action</a>
	E 3479	<a href="#">A/11/11/19 12:24 PM</a>				EOFFICER C,A-SECTION, O/OTELANGANA EOFFICE	<a href="#">Initiate Action</a>
		<a href="#">A/25/10/19 03:51 PM</a>				EOFFICER C,A-SECTION, O/OTELANGANA EOFFICE	26/10/19 <a href="#">Initiate Action</a>

At the bottom of the screen, the Windows taskbar is visible, showing the search bar and various application icons. The system tray on the right shows the date and time: 1:46 PM, 1/6/2020.

# Creating part file which are already in circulation

The screenshot displays the eOffice application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=raMZBoMZj-XuseMKktHq4TQPjPlZ7D92-lhWI9hDIMo-f8r71reSkHvrvvWhvWA0JN0qyj7UT4#no-back-button`. The application header includes the eOffice logo, version 5.6, a search bar, and navigation links for Advanced, Dashboard, and help icons. The user is identified as EOFFICER D Senior Assistant(U4)-TS.

The main form area is titled "Govt. of India" and "TEOFF b section". It contains the following fields and controls:

- File Number:** G/22/11/0001/2019-A section (highlighted with a yellow circle)
- Description:** Examinations - DET - Jagtial Dist. - Orders - Reg.
- Category:** Main (Choose one) and Sub (Choose One) dropdown menus.
- Other Details:** Language (English) dropdown menu.
- Remarks:** A text area for entering remarks.
- Previous Reference:** A text input field.
- Later Reference:** A text input field.
- Create Part:** A button at the bottom right (highlighted with a yellow circle).

On the left side, there is a sidebar menu with options such as Receipts, Files, Inbox (2), Submitted Files for Closing Approval, Created, Drafts, Completed, Parked, Create New, Create Part, Recycle Bin, Initiated Action, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit.

Two callout boxes provide instructions:

- A green callout box with the text: "See the file number before creating part file& confirm".
- An orange callout box with the text: "Click on 'Create Part' button".

The Windows taskbar at the bottom shows the system tray with the date and time: 1:52 PM, 1/6/2020.

# Creating part file which are already in circulation

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=raMZBoMZj-XuseMKktHq4TQPJpIZ7D92-lhWI9hDIMo-f8r71reSkHvrvcvWhvWA0JN0qyj7UT4#no-back-button`. The user is logged in as **EOFFICER D Senior Assistant(U4)-TS**. The document header includes the following information:

- Computer No: 3723
- File No: G/22/11/0001/2019-A section-Part(1)
- Subject: Examinations - DET - Jagtial Dist. - Orders - Reg.

The document viewer shows a Microsoft Word document titled "Microsoft Word - Document1" (1/1). A callout box with an orange background and a blue border points to the "File No" field, containing the text: "You are successfully created part file". The interface also features a search bar, navigation tabs (ToC, Recent, All), and a "Quick View" button. The Windows taskbar at the bottom shows the system time as 1:55 PM on 1/6/2020.

**Thank you**

**Successfully Generating part  
file**

Sun Dec 22 21:21:51 IST 2019



Govt Of Telangana

Login ID   
Password   Login



[FTP Server Link](#)

All complaints/queries related to eOffice should be registered through our 24x7  
NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free: 1800-111-555

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# eoffice Training Manual

*To maintain transparency, improve efficiency & effectiveness of the organization*

## How to approve the draft

# How it looks in officer's login- my file 2783 ?

The image shows a user interface for an officer's login. On the left, there is a vertical navigation menu with several items, each in a light blue box with a plus sign in a circle to its right. The items are: Receipts, Files, Migrate File, Dispatch, DSC, Settings, Notification, Ext Department, and Audit. The 'Files' item is circled in red. A large blue arrow points from the 'Files' item to the right-hand side of the image.

On the right-hand side, there is a 'Files' panel with a minus sign in a circle to its right. The panel contains a list of file management options, each with a right-pointing triangle icon. The 'Inbox (2)' item is circled in red. A yellow callout box with a pointer to the 'Inbox (2)' item contains the text 'Click on Inbox'. Below 'Inbox (2)', there are several sub-items: Submitted Files for Closing Approval, Created, Drafts, Completed, Parked, Approval Requests, Bulk Closing, Closed, By Me, By Others (All), Submitted Files for Reopening Approval, Sent, Create New, Create Part, Recycle Bin, and Initiated Action.

Click on Inbox



# In Eofficer D- Joint Director login - my file 2783 ?

The screenshot displays the eOffice web application interface. The user is logged in as 'EOFFICER D. Senior Assistant(U4)-TS'. The interface shows a list of files with the following columns: Computer No, File Number, Subject, Sent By, Sent On, Due On, and Remarks. The file with ID 2783 is highlighted with a red circle and a callout box stating 'Officer Knows that this file has draft letter'. The interface also includes a navigation menu on the left, a search bar, and a legend at the bottom.

Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks
E 2783	B/11/11/0008/2019-b section	leave letter	EOFFICER T	22/12/19 05:55 PM	-	
E 3643	CPHYD/0001/2019-A section	training in DGP office old file no2056	EOFFICER A	20/12/19 04:53 PM	-	
E 3640	A/19/11/0003/2019-A section	for approval of appointmentmo	EOFFICER A	20/12/19 04:10 PM	-	
E 3536	A/12/0007/2019-D SECTION	approval of appointment	EOFFICER A	20/12/19 02:55 PM	21/12/19	
E 2770	A/28/0001/2019-b section		EOFFICER C	16/12/19 03:48 PM	-	
E 2093	A/21/14/0006/2018-A section		EOFFICER E	06/12/19 03:39 PM	-	
E 3523	A/11/14/0001/2019-A section		EOFFICER C	06/12/19 02:28 PM	-	
E 3271	D/21/14/0001/2019-E SECTION		EOFFICER A	08/08/19 01:43 PM	-	
E 2842	C/0002/2019-A section		EOFFICER I	03/08/19 03:18 PM	-	
E 2611	C/13/11/0021/2018-C-section		EOFFICER U	03/08/19 01:58 PM	-	
E 2172	D/14/13/0003/2018-b section	furniture	EOFFICER D	31/01/19 04:19 PM	-	
E 1974	F-11011/6/2018-b section	Weekly meeting Point	EOFFICER D	28/12/18 11:12 AM	-	
E 1778	C-16014/3/2018-b section	remarks testing	EOFFICER D	28/12/18 11:08 AM	-	
E 2675	A/11/11/0127/2018-b section	audit matters	ANJANEYULU	22/12/18 01:15 PM	-	
E 382	A-11011/4/2018-A section	password	EOFFICER D	30/11/18 04:51 PM	-	

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate ■ Action Initiated ■ Other Department ■ Files with Draft ■ Draft Note ■ Yellow Note

# Opening of officer received file

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=Qqo5cUqhQCESZyw9*ZjG4HCWYEAakSoi9Oub4e4DdunGYK-Rp**QahRa3TH00Elv43yKunoIV0k#no-back-button`. The user is logged in as **EOFFICER D. Senior Assistant(U4)-TS**.

The main content area shows a list of files with the following columns: **Computer No**, **File Number**, **Subject**, **Sent By**, **Sent On**, **Due On**, and **Remarks**. A red circle highlights the file number **B/11/11/0008/2019-b section** in the second row. A yellow callout box with the text **By click the file** points to this entry.

The interface also includes a left-hand navigation menu with options like **Receipts**, **Files**, **Submitted Files for Closing Approval**, **Created**, **Parked**, **Bulk Closing**, **Closed**, **Submitted Files for Reopening Approval**, **Sent**, **Migrate File**, **Dispatch**, **DSC**, **Settings**, **Notification**, **Ext Department**, and **Audit**.

At the bottom of the screen, there is a taskbar with the Windows logo, a search bar, and several application icons. The system tray shows the date and time as **5:55 PM 12/22/2019**.

# Officer opened the received file - looking at draft attached

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=Qqo5cUqhQCESZyw9*ZjG4HCWYEAakSoi9Oub4e4DdunGYK-Rp**QahRa3TH00Elv43yKunoIV0k#no-back-button`. The application header includes the eOffice logo, version 5.6, and user information: `EOFFICER D Senior Assistant(U4)-TS`. A search bar and navigation menu are also visible.

The main content area shows a draft letter with the following details:

- Computer No:** 2783
- File No:** B/11/11/0008/2019-b section
- Subject:** leave letter

A red circle highlights a green document icon in the top navigation bar. A yellow callout box points to this icon with the text: "By click the file icon officer can see the draft".

Below the draft letter, there is a list of notes:

- Note # 1:** note submitted: 19/12/2019 4:39 PM. EOFFICER J (JUNIOR ASSISTANT(USER10)-TS)
- Note # 2:** Note submitted: it is submitted that as per instructions of the CRD, officers names are suggested as below for nominations to participate on one day workshop at NIRD&PR on GIS Planning on 26&27th Dec 2019. 1.XXXX, 2.YYYYY, 3.ZZZZZ, 4.HHHHH. file is submitted for you kind perusal and approve the draft letter attached to this. 22/12/2019 5:39 PM. EOFFICER T (DIRECTOR(U20)-TS)
- Note # 3:** 22/12/2019 5:42 PM. EOFFICER D (SENIOR ASSISTANT(U4)-TS)
- Note # 4:** Pla see the Draft letter attachment sit. 22/12/2019 5:55 PM. EOFFICER T (DIRECTOR(U20)-TS)

The draft letter content includes:

- 2039/2018/DGP** TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS
- Proceeding No:** 337/C/2017-1
- Date:** 03/08/2018
- Sub:** TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** - Approved-Orders-Issued-Regarding.
- Ref:** 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated.03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_
- Order:** Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCs), Fisherwomen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.
- Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the District Level Selection Committee has given approval to all the eligible beneficiaries for the **Captive fish seed rearing ponds** in

The bottom of the screen shows a taskbar with the Windows logo, a search bar, and several application icons. The system tray displays the date and time: 6:10 PM, 12/22/2019.

# Now the Officer opened the attached draft letter

The screenshot displays the eOffice Solution interface. The top navigation bar includes the eOffice logo and the text "eFile Version 5.6". The main content area is divided into two sections: a draft letter on the left and a form on the right. The draft letter is from the Government of Telangana, Office of the Commissioner, Rural Development, and is addressed to the Director, MGNREGA. The subject is "RD-Mahatma Gandhi NREGS - Telangana - GIS - Nominations to Two days Reginal Training on 'GIS Based GP Planning'- information - reg.". The form on the right contains fields for Draft Type, Draft Nature, Subject, Receipt Number, Reply Type, and Communication Details. The Communication Details section includes fields for Ministry, Department, Name, Designation, Organization, Address, Country, State, City, Pincode, Mobile, Landline, and Fax. At the bottom right of the form, there are buttons for "Approve" and "Edit", both of which are circled in red. Two callout boxes are present: a yellow one pointing to the "Approve" button with the text "After edit /as it is officer can approve the letter", and an orange one pointing to the "Edit" button with the text "Officer would like edit the draft by clicking this and save the draft".

Computer No: 2783 File No: B/11/11/0008/2019-b section Subject: leave letter

Draft No. : DFA/2325 - V 1.0 Draft Status : DFA

**New Draft** Page Size: Choose One Choose from Template(s) or Upload File (max 20 m)

**GOVERNMENT OF TELANGANA**  
**OFFICE OF THE COMMISSIONER: RURAL DEVELOPMENT**  
DWCRA Bhavan, Lower Tank Bund, Opp Ghoshala, Hyderabad- 500080

**From** Sri. M. Raghunandan Rao, I.A.S.  
Commissioner, PR&RD  
Telangana State, Hyderabad

**To** Director, MGNREGA  
MORD-Govt of India - New Delhi.

**Lr.No: No. 3233/EGS/BFT/SPM (SP)/2018 :: Dated: 20 - 12. 2019**

**Sub:** RD-Mahatma Gandhi NREGS - Telangana - GIS - Nominations to Two days Reginal Training on "GIS Based GP Planning"- information - reg.

**Ref:** F. No. J-11017/03/2018(RE-VII) -GOI, MORD :: Dated 13<sup>th</sup> December, 2019.

**Communication Details**

Ministry: CENTRAL VIGILANCE COMMISSION  
Department: Others  
Name: Ch.Veesh kumar Designation: Filedman  
Organization: o/o.Asst.Director of Fisheries, Mahabubnagar  
Address 1: o/o.Asst.Director of Fisheries, Mahabubnagar  
Address 2:   
Country: INDIA State: Choose one  
City: Pincode:   
Mobile: Landline:   
Fax: Email:   
Add More Recipient(s) Clear

**Attachments** Attach File

Approve Edit

Officer would like edit the draft by clicking this and save the draft

After edit /as it is officer can approve the letter

# Now the Officer opened the attached draft letter

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=Qqo5cUqhQCESZyw9*ZjG4HCWYEAakSoi9Oub4e4DdunGYK-Rp**QahRa3TH00Elv43yKunoIV0k#no-back-button`. The application header includes the 'eFile Version 5.6' logo and the user profile 'EOFFICER D Senior Assistant(U4)-TS'. The main content area shows a draft letter with the following details:

- Computer No: 2783 | File No: B/11/11/0008/2019-b section | Subject: leave letter
- Draft No.: DFA/2325 - V 1.0 | Draft Status: DFA
- Draft Type: Reply | Draft Nature: Acknowledged | Language: English
- Subject: Sub: TSFCOF-IFDS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved-Orders-Issued-Regarding. Total 1000 | 875 characters left.
- Receipt Number: 2039/2018/DGP | Reply Type: Choose one
- Ministry: CENTRAL VIGILANCE COMMISSION
- Designation: Filedman

An 'Approval Confirmation' dialog box is open in the foreground, containing the following text:

Once draft gets approved no further changes can be made.  
#DocumentNumber# tag used for displaying the document number is not available in the draft content. Would you like to proceed further.

The 'OK' button in the dialog box is circled in red. A yellow callout bubble points to the 'Approve' button in the top right corner of the draft form, with the text: 'After edit /as it is officer can approve the letter'. A green callout bubble points to the 'OK' button in the dialog box, with the text: 'After reading the text office should click the OK button to approve the draft'. The bottom of the screen shows a Windows taskbar with the system clock at 6:12 PM on 12/22/2019.

# Now the Officer approved the attached draft letter

Computer No: 2783 File No: B/11/11/0008/2019-b section Subject: leave letter

Draft No. : DFA/2325 - V 1.0 Draft Status : Approved

**Now the status has been changed to "Approved" from "DFA"**

**Lr.No: No. 3233/EGS/BFT/SPM (SP)/2019**

**Sub:** RD-Mahatma Gandhi NREGS - Telangana – GIS Training on "GIS Based GP Planning"- information – re

**Ref:** F. No. J-11017/03/2018(RE-VII) -GOI, 2019.

Vide reference cited above, GOI, MORD has requested to nominate 5 officials to participate in Two days Reginal training on "GIS Based GP Planning" at NIRD&PR Hyderabad, Telangana on 26<sup>th</sup> & 27<sup>th</sup> December, 2019.

Accordingly, the following officers are nominated from the Telangana state.

Name of the Officer	Designation	E-mail	Contact Number
V. Muralidhar	State Nodal officer GIS Planning & SPM (State Program Manager)	v_muraleedhar@yahoo.com	7095559933
Abed Khan	Engineering Consultant	abedkhan_786@yahoo.com	70955 07860
Rajasekhar	Engineering Consultant	rajashekar486@gmail.com	70955 08402
Venkataramana	Engineering Consultant	venkat1609@gmail.com	80966 12697
Iqbal	Junior Engineer	iqbalahmed1402@gmail.com	70955 47318

Communication Details

Ministry: CENTRAL VIGILANCE COMMISSION  
Department: Others  
Name: Ch.Veesh kumar Designation: Filedman  
Organization: o/o.Asst.Director of Fisheries, Mahabubnagar  
Address 1: o/o.Asst.Director of Fisheries, Mahabubnagar  
Address 2:   
Country: INDIA State: Choose one  
City: Pincode:   
Mobile: Landline:   
Fax: Email:   
Add More Recipient(s) Clear

Attachments Attach File

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 6:13 PM 12/22/2019



# Officer approved the attached draft letter and wrote notings

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=Qqo5cUqhQCESZyw9*ZjG4HCWYEAakSoi9Oub4e4DdunGYK-Rp**QahRa3TH00Elv43yKunoIV0k#no-back-button`. The application header includes the eOffice logo, version 5.6, and user information: `EOFFICER D Senior Assistant(U4)-TS`. The main content area shows a draft letter with the subject `leave letter`. The letter text is partially visible, with the phrase `Letter approved Pls dispatch the letter` circled in red. A yellow callout box points to this text, containing the text: `Officer notings by clicking on "Add Green note"`. The notings section on the right contains the following text:

**2039/2018/DGP** TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD.,  
PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT  
PRESENT: Sri Ronald Rose IAS

Proceeding No: 337/C/2017-1 Date: 03/08/2018

Sub: TSFCOF-IFDS-Approval of beneficiary for the component **Captive fish seed rearing ponds** - Approved-Orders-Issued-Regarding.

Ref: 1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017  
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018  
3. Lr.No.169/TSFCOF/2015, dated.03.07.2018  
4. Lr.No.169/TSFCOF/2015-1/2, dated 06.07.2018 and 09.07.2018  
5. Approval of the DLSC dated: \_\_\_\_\_

\*\*\*\*

vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCs), Fisherwomen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSFCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSFCOF vide reference 3rd cited, the District Level Selection Committee has given approval to all the eligible beneficiaries for the **Captive fish seed rearing ponds** in

The bottom of the screen shows the Windows taskbar with the system clock at 6:28 PM on 12/22/2019.

# Now Officer send back the file to section for dispatch

Computer No: 2783 File No: B/11/11/0008/2019-b section Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Ed | **Send Back** | Send | Attachment | Action Details | More... | Quick View

Last Saved 22-12-2019 06:28:27 PM

Letter approved Pls dispatch the letter

2039/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS Date: 03/08/2018

TSPCOF-IFDS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved-Orders-Issued-Regarding.

1. G.O.Rt.No.91, AH, DD & F (V&F) Department, dated: 06.06.2017
2. Memo No.1877/V&F/A2/2017, dated. 14.06.2018 & 09.03.2018
3. Lr.No.169/TSPCOF/2015, dated.03.07.2018
4. Lr.No.169/TSPCOF/2015-1/2, dated 06.07.2018 and 09.07.2018
5. Approval of the DLSC dated: \*\*\*\*\*

**Order:**

Vide the reference 1st cited, the Government of Telangana launched Integrated Fisheries Development Scheme (IFDS) with the financial outlay of Rs.1,000 crores, to be implemented through the Telangana State Fishermen Cooperative Societies Federation Ltd., for the benefit of members of the Primary Fishermen Cooperative Societies (PFCs), Fisherwomen co-operative Societies, Fishermen Marketing Societies, District Fishermen Co-operative Societies and TSPCOF in all 31 districts of Telangana State. Further vide ref. 2nd cited, broad guidelines were issued for its implementation with 38 components and constituted District Level Sanction Committee for according administrative sanctions to the eligible beneficiaries for the component of **Captive fish seed rearing ponds**.

Based on the guidelines, the applications have been received from the applicants for **Captive fish seed rearing ponds** component and their eligibility has been verified by the District Manager, MAHABUBNAGAR as per the eligibility criteria given vide ref. 1st and 2nd cited. Further, as per orders issued by the Managing Director, TSPCOF vide reference 3rd cited, the District Level Selection Committee has given approval to all the eligible beneficiaries for the **Captive fish seed rearing ponds** in

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Type here to search 6:28 PM 12/22/2019



# Now Officer send back the file to section for dispatch

The screenshot shows the eOffice 5.6 interface. At the top, the browser address bar displays the URL: `demo.eoffice.telangana.gov.in/eFile/?x=Qqo5cUqhQCESZyw9*ZjG4HCWYEAakSoi9Oub4e4DdunGYK-Rp**QahRa3TH00Elv43yKunoIV0k#no-back-button`. The user is logged in as **EOFFICER D Senior Assistant(U4)-TS**. The interface shows a document titled "leave letter" with file number `B/11/11/0008/2019-b section`. The "Send Back" option is selected in the top navigation bar. The "To" field is populated with `EOFFICER T-DIRECTOR(U20)-TS-O/O DIRECTOR,TELANG`. The "Action" is set to "Forward" and "Priority" is "Choose one". A "Send" button is highlighted with a red circle. A yellow callout box points to the "Send" button with the text: "Click **SEND** Button means file is sending back to your clerk". A green callout box points to the "SMS" checkbox with the text: "If select **send back** option automatically address will be picked up by the system officer can click **SMS** to quick action by clerk".

File Number	Subject	Note(Chars)
B/11/11/0008/2019-b section	leave letter	197

Note: Body signing maximum allowed characters- 1000000 Total(Formatting included) :197

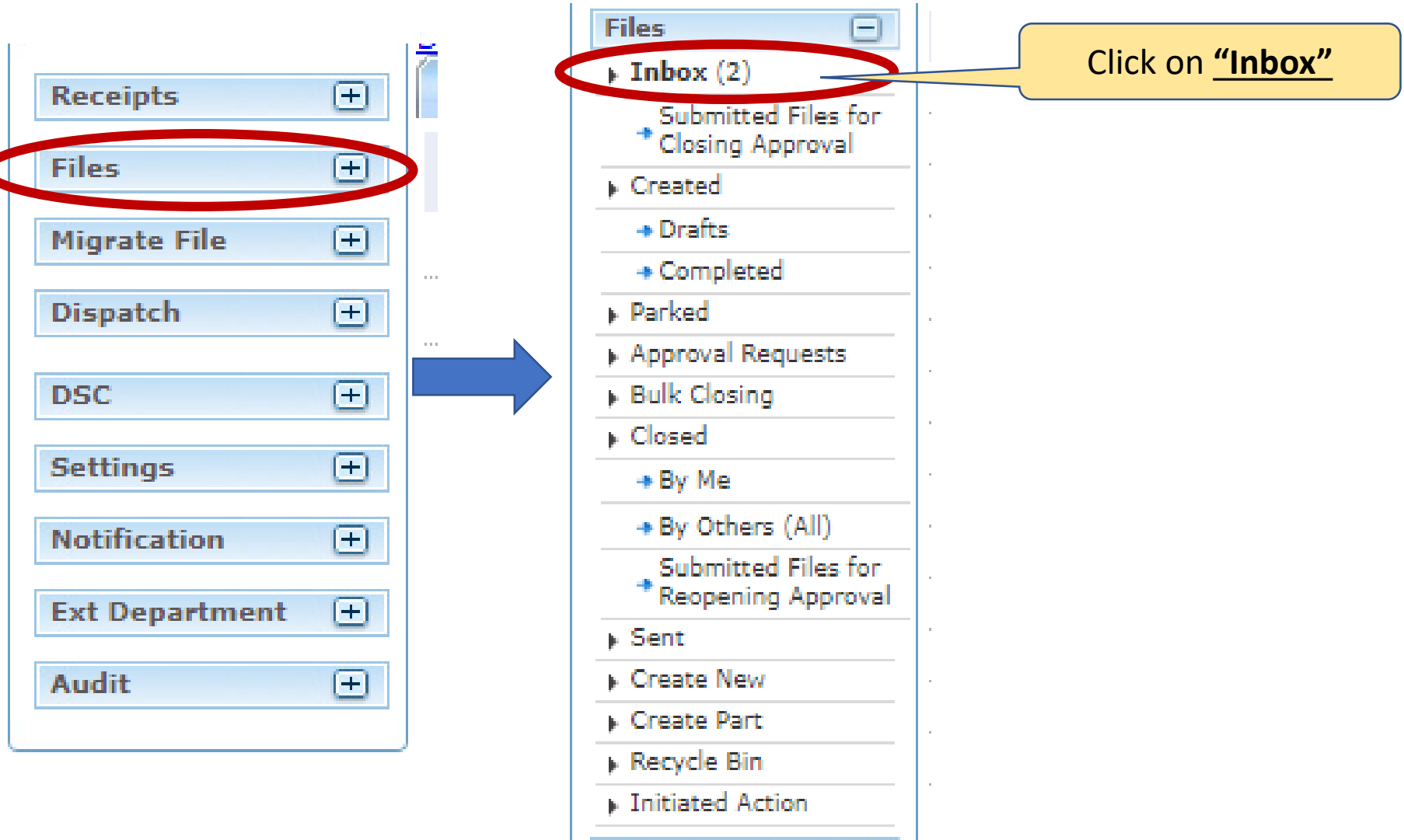
# How to I confirm that my approved file is gone back to clerk login?

The screenshot displays the eOffice web application interface. The left sidebar contains a navigation menu with the 'Sent' button circled in red. The main content area shows a table of files with columns for Computer No, File Number, Subject, Sent To, Sent on, Currently With, and Due On. A yellow callout box points to the 'Sent' button in the sidebar, stating: "Click 'Sent' Button means file is successfully sent back to his clerk for action". Another yellow callout box points to a file entry in the table, stating: "Now you can see the file number 2783 date & time and status of the file in your sent box". The file entry highlighted is: E 2783, B/11/11/0008/2019-b section, leave letter, EOFFICER T, 22/12/19 06:37 PM, EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE, - , Initiate Action.

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On	Action
E 2783	B/11/11/0008/2019-b section	leave letter	EOFFICER T	22/12/19 06:37 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-	Initiate Action
E 2783	B/11/11/0008/2019-b section	leave letter	EOFFICER T	22/12/19 05:42 PM	EOFFICER T,O/O DIRECTOR,TELANGANA EOFFICE	-	Initiate Action
E 2774	G/22/11/0001/2019-A section	Examined DET - Jagtial Dist. - Orders - Reg.	EOFFICER B	21/12/19 03:59 PM	EOFFICER B,A-SECTION, O/OTELANGANA EOFFICE	-	Initiate Action
E 3384	A/12/11/0033/2019-b section	appointment as a...	SUPDT	20/12/19 04:22 PM	SUPDT,DGP Office	23/12/19	Initiate Action
E 3611	G/15/12/0001/2019-b section	jkjh	EOFFICER F	17/12/19 04:10 PM	EOFFICER F,B- SECTION, O/O TELANGANA EOFFICE	-	Initiate Action
E 3572	C/14/11/0001/2019-C-section	COURT CASES	EOFFICER K	16/12/19 03:44 PM	EOFFICER K,C-SECTION, O/O TELANGANA EOFFICE	-	Initiate Action
E 3572	C/14/11/0001/2019-C-section	COURT CASES	EOFFICER K	16/12/19 03:44 PM	EOFFICER K,C-SECTION, O/O TELANGANA EOFFICE	-	Initiate Action
E 2770	A/28/0001/2019-b section	Dr.B.R.AMBEDKAR OPEN UNIVERSITY OFFICE OF THE CON...	EOFFICER	16/12/19 03:42 PM	EOFFICER	-	Initiate Action
E 3544	A/12/16/0001/2019-F SECTION	srl.Ramu Typist. request for promotion to the post...	EOFFICER	16/12/19 03:42 PM	EOFFICER	-	Initiate Action
E 2031	TSSP/A2/116/0008/2018-A section	MEETING ABOUT TRAINING	EOFFICER E	09/12/19 03:42 PM	EOFFICER E	-	Initiate Action
E 3479	A/12/13/0017/2019-b section	eoffice training for RR Districtr	EOFFICER C	11/11/19 12:00 PM	EOFFICER C	-	Initiate Action
E 3286	A/12/11/0029/2019-b section	eoffice steps for wanaparthy district	EOFFICER C	25/10/19 03:42 PM	EOFFICER C	-	Initiate Action
E 3405	A/12/11/0036/2019-A section	production plan	EOFFICER A	25/10/19 03:42 PM	EOFFICER A	-	Initiate Action
E 3399	A/33/14/0001/2019-b section	eoffice training for RDO office staff mahabubnagar...	EOFFICER C	25/10/19 01:00 PM	EOFFICER C	-	Initiate Action
E 3399	A/33/14/0001/2019-b section	eoffice training for RDO office staff mahabubnagar...	EOFFICER I	25/10/19 01:00 PM	EOFFICER I	-	Initiate Action

**Officer successfully send  
the file back to  
Officer/Case worker**

# How do Clerk find the file sent by Officer back 2783 ?



# Now the clerk find the file 2783 ?

The screenshot displays the eOffice web application interface. The main content area shows a list of files with columns for Computer No, File Number, Subject, Sent By, Sent On, Due On, and Remarks. The file with ID 2783 is highlighted with a red circle and a callout box stating "Clerk Knows that this file has approved letter".

Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks
E 2783	B/11/11/0008/2019-SECTION	leave letter	EOFFICER D	22/12/19 06:37 PM	-	
E 3653	TSSP/A1/108/0004/2019-SECTION	ghffjhjhjhjg	EOFFICER F	21/12/19 01:14 PM	26/12/19	
E 3574	F/12/11/0002/2019-b section	Election Expenditure of candidate	EOFFICER G	16/12/19 03:30 PM	-	
E 3529	A/12/11/0039/2019-DIRECTOR	VRS ZIA UL HAQ	EOFFICER R	06/12/19 04:25 PM	-	
E 2643	B/11/0013/2018-b section		EOFFICER R	06/12/19 04:21 PM	-	
E 3528	A/12/13/0019/2019-DIRECTOR		EOFFICER R	06/12/19 03:58 PM	-	
E 3420	RCK/E1/105/0087/2019-O/c SHO-B		ANJANEYULU	25/10/19 03:35 PM	-	
E 3324	A/24/12/0002/2019-DIRECTOR		EOFFICER U	21/09/19 07:10 PM	-	
E 3258	A/12/11/0028/2019-F SECTION		EOFFICER S	03/08/19 03:37 PM	-	
E 3230	A/13/14/0001/2019-F SECTION		EOFFICER R	03/08/19 01:01 PM	18/08/19	
E 3222	A/13/12/0003/2019-F SECTION	Durga prasad	EOFFICER S	02/08/19 04:24 PM	-	
E 2871	B/12/13/0001/2019-DIRECTOR	BILL	EOFFICER A	29/03/19 02:03 PM	-	
E 2581	A/11/13/0022/2018-A section	creation of file	EOFFICER T	19/01/19 01:34 PM	-	
E 2586	A/11/11/0117/2018-DGP	Establishments	TEST USER B	04/12/18 04:25 PM	-	
E 2135	B/11/15/0060/2018-D SECTION	purchase of Scanners	EOFFICER M	04/10/18 04:10 PM	-	

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate ■ Action Initiated ■ Other Department ■ Files with Draft ■ Draft Note ■ Yellow Note

External Files

# Now clerk has to understand the file notings and finding approved letter

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=OeA1qw8p8m5CwiGjtdY14W8rfF5I19upxRjIpb1KBAWUtnSfZXthntnhLOxb8F0qVv3ZEX8crrk#no-back-button`. The application header includes the 'eFile Version 5.6' logo and a search bar. Below the header, a navigation bar shows 'Computer No: 2783', 'File No: B/11/11/0008/2019-b session', and 'Subject: leave let'. A red circle highlights a file icon in the navigation bar. A yellow callout box points to this icon with the text: 'By click the file icon office can see the approved letter'. The main content area is divided into two panes. The left pane displays a list of notes: 'Note # 2' (submitted 22/12/2019 5:39 PM), 'Note # 3' (submitted 22/12/2019 5:42 PM), 'Note # 4' (submitted 22/12/2019 5:55 PM), and 'Note # 5' (submitted 22/12/2019 6:37 PM). A red oval highlights the 'Note # 5' entry, which states: 'Letter approved Pls dispatch the letter'. The right pane shows a document preview titled '2039/2018/DGP TELANGANA STATE FISHERMEN COOPERATIVE SOCIETIES FEDERATION LTD., PROCEEDINGS OF THE DISTRICT CHAIRPERSON, MAHABUBNAGAR DISTRICT PRESENT: Sri Ronald Rose IAS'. The document includes a date of '03/08/2018' and an 'Order' section detailing the implementation of the Integrated Fisheries Development Scheme (IFDS) for captive fish seed rearing ponds. An orange callout box points to the document with the text: 'Officer is given notings that letter approved & dispatch'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time '6:46 PM' and date '12/22/2019'.

# Now clerk can see the approved letter

Computer No: 2783 File No: B/11/11/0008/2019-b\_section Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | Quick View

Draft No. : DFA/2325 - V 1.0 Draft Status : Approved

### New Draft (max 20 mb)

**Sub:** RD-Mahatma Gandhi NREGS - Telangana – GIS – Nominations to Two days Reginal Training on "GIS Based GP Planning"- information – reg.

**Ref:** F. No. J-11017/03/2018(RE-VII) -GOI, MORD :: Dated 13<sup>th</sup> December, 2019.

<<<<>>>>

Vide reference cited above, GOI, MORD has requested to nominate 5 officials to participate in Two days Reginal training on "GIS Based GP Planning" at NIRD&PR Hyderabad, Telangana on 26<sup>th</sup> & 27<sup>th</sup> December, 2019.

Accordingly, the following officers are nominated from the Telangana state.

Name of the Officer	Designation	E-mail	Contact Number
V. Muralidhar	State Nodal officer GIS Planning & SPM (State Program Manager)	v_muraleedhar@yahoo.com	7095559933
Abed Khan	Engineering Consultant	abedkhan_786@yahoo.com	70955 07860
Rajasekhar	Engineering Consultant	rajashekar486@gmail.com	70955 08402
Venkataramana	Engineering Consultant	venkat1609@gmail.com	80966 12697
Iqbal	Junior Engineer	iqbalahmed1402@gmail.com	70955 47318

This is submitted for your kind information and necessary action

### Draft Details

Draft Type\* Reply Language\* English  
 Draft Nature\* Acknowledged Prefix Choose One  
 Subject\* Sub: TSFCOF-IFDS-Approval of beneficiary for the component Captive fish seed rearing ponds - Approved-Orders-Issued-Regarding. Total 1000 | 875 characters left.  
 Receipt Number 2039/2018/DGP Reply Type Choose one

### Communication Details

Ministry\* CENTRAL VIGILANCE COMMISSION  
 Department\* Others  
 Name\* Ch.Veesh kumar Designation\* Filedman  
 Organization  
 Address 1\* o/o.Asst.Director of Fisheries, Mahabubnagar  
 Address 2  
 Country INDIA State Choose one  
 City Pincode  
 Mobile Landline  
 Fax Email  
 Add More Recipient(s) Clear

### Attachments

Attach File

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

# Now clerk can send this letter by self or outward

(1,648 unread) - v\_muraleedhar@... Welcome to eOffice Solution

demo.eoffice.telangana.gov.in/eFile/?x=OeA1qw8p8m5CwiGjtdY14W8rf5I19upxRjPb1KBAWUtnSfZXthntnhLOxb8F0qVv3ZEX8crrk#no-back-button

Accordingly, the following officers are nominated from the Telangana state.

Name of the Officer	Designation	E-mail	Contact Number
V. Muralidhar	State Nodal officer GIS Planning & SPM (State Program Manager)	v_muraleedhar@yahoo.com	7095559933
Abed Khan	Engineering Consultant	abedkhan_786@yahoo.com	70955 07860
Rajasekhar	Engineering Consultant	rajasekar486@gmail.com	70955 08402
Venkataramana	Engineering Consultant	venkat1609@gmail.com	80966 12697
Iqbal	Junior Engineer	iqbalahmed1402@gmail.com	70955 47318

This is submitted for your kind information and necessary action

Yours faithfully  
Officer D  
Commissioner, RD

Organization: [Blank]  
Address 1: o/o.Asst.Director of Fisheries, Mahabubnagar  
Address 2: [Blank]  
Country: INDIA State: Choose one  
City: [Blank] Pincode: [Blank]  
Mobile: [Blank] Landline: [Blank]  
Fax: [Blank] Email: [Blank]  
Add More Recipient(s) Clear

Attachments [Attach File]

Note : Use following # tags for draft creation  
#ApprovedBy# for Approver Info #ApprovedByName# for Approver Name  
#ApprovedByDesignation# for Approver Designation #ApprovedBySectionName# for Approver Section Name  
#ApprovedByPost# for Approver Post #ApprovedByEmail# for Approver Email  
#ApprovedDate# for Date of Approval #DocumentNumber# for Document Number

Notify Through SMS

Dispatch By Self Dispatch By CRU Edit

Clerk her/him self can send the letter or can send through our ward

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 6:51 PM 12/22/2019



# Now clerk opted to send this letter by self

The screenshot displays the eOffice Solution web interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=OeA1qw8p8m5CwiGjtdY14W8rfF5119upxRjIpb1KBAWUtnSfZXthntnhLOxb8F0qVv3ZEX8crrk#no-back-button`. The page header includes the eOffice logo, version 5.6, and user information: `EOFFICER T DIRECTOR(U20)-TS`. The main content area is titled "Draft No. : DFA/2325 - V 1.0 Draft Status : Approved". Below this, there is a "New Draft" section with a "(max 20 mb)" limit. The draft content is a letter from the Government of Telangana, Office of the Commissioner, Rural Development, DWCRB Bhavan, Lower Tank Bund, Opp Ghoshala, Hyderabad- 500080. The letter is addressed to Sri. M. Raghunandan Rao, I.A.S., Commissioner, PR&RD, Telangana State, Hyderabad. The subject is "RD-Mahatma Gandhi NREGS - Telangana - GIS - Nominations to Two days Reginal Training on 'GIS Based GP Planning'- information - reg." The letter is dated 20-12-2019. To the right of the draft content, there are several sections: "Draft Details", "Communication Details", "Attachments", "Dispatch Options", "Email Details", and "Postal Register Details". The "Dispatch Options" section is highlighted with a red circle. A yellow callout box points to the "Email Details" section, containing the text: "By email also can dispatch this letter / by post". The "Postal Register Details" section includes fields for "Postal Mode", "Postal Charge", "Mode Number", "Weight", "Peon Book No", "Out Date", "Delivery Date", and "Delivery Status". A note at the bottom of the "Postal Register Details" section reads: "Note : Use following # tags for draft creation #ApprovedBy# for Approver Info #ApprovedByDesignation# for Approver Designation #ApprovedByPost# for Approver Post #ApprovedDate# for Date of Approval #DocumentNumber# for Document Number". The bottom of the screen shows a Windows taskbar with various application icons and the system clock displaying 6:54 PM on 12/22/2019.

Computer No: 2783 File No: B/11/11/0008/2019-b section Subject: leave letter

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | Action Details | More... | Quick View

Draft No. : DFA/2325 - V 1.0 Draft Status : Approved

New Draft (max 20 mb)

File No.B/11/11/0008/2019-b section

GOVERNMENT OF TELANGANA  
OFFICE OF THE COMMISSIONER: RURAL DEVELOPMENT  
DWCRB Bhavan, Lower Tank Bund, Opp Ghoshala, Hyderabad- 500080

From: Sri. M. Raghunandan Rao, I.A.S.,  
Commissioner, PR&RD  
Telangana State, Hyderabad

To: Director, MGNREGA  
MORD-Govt of India - New Delhi.

Lr.No: No. 3233/EGS/BFT/SPM (SP)/2018 :: Dated: 20 - 12. 2019

Sub: RD-Mahatma Gandhi NREGS - Telangana - GIS - Nominations to Two days Reginal Training on "GIS Based GP Planning"- information - reg.

Dispatch Options

Email Details

Postal Register Details

Postal Mode: Choose One Postal Charge: [ ]

Mode Number: [ ] Weight: [ ]

Peon Book No: [ ]

Out Date: [ ]

Delivery Date: [ ]

Delivery Status: Choose one

Note : Use following # tags for draft creation  
#ApprovedBy# for Approver Info  
#ApprovedByDesignation# for Approver Designation  
#ApprovedByPost# for Approver Post  
#ApprovedDate# for Date of Approval  
#DocumentNumber# for Document Number

By email also can dispatch this letter / by post

eFileMU (3).pdf eFileMU (2).pdf eFileMU (1).pdf Show all

Type here to search 6:54 PM 12/22/2019

# Now clerk opted to send this letter by self

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=OeA1qw8p8m5CwiGjtdY14W8rfF5119upxRjiPb1KBAWUtnSfZXthntnhLOxb8F0qVv3ZEX8crrk#no-back-button`. The application header includes the eOffice logo, version 5.6, and user information: `EOFFICER T DIRECTOR(U20)-TS`. The main content area is divided into two sections. The left section shows a draft letter with the following details:   
Computer No: 2783 | File No: B/11/11/0008/2019-b section | Subject: leave letter  
Draft No.: DFA/2325 - V 1.0 | Draft Status: Approved  
New Draft (max 20 mb)  
The letter content includes:   
File No. B/11/11/0008/2019-b section  
TELANGANA  
RURAL DEVELOPMENT  
Maha, Hyderabad- 500080  
Director, MGNREGA  
MORD-Govt of India - New Delhi.  
Commissioner, PR&RD  
Telangana State, Hyderabad  
Lr.No: No. 3233/EGS/BFT/SPM (SP)/2018 :: Dated: 20 - 12. 2019  
Sub: RD-Mahatma Gandhi NREGS - Telangana - GIS - Nominations to Two days Reginal Training on "GIS Based GP Planning"- information - reg.  
The right section contains configuration options:   
Draft Details  
Communication Details  
Attachments (Attach File)  
Dispatch Options  
Email Details  
Postal & Out Register Details (checked)  
Postal Mode: Choose one  
Postal Charge: [input field]  
Medium: Choose One  
Weight: [input field]  
Mode Number: [input field]  
Peon Book No: [input field]  
Out Date: [input field] 17  
Delivery Date: [input field] 17  
Delivery Status: Choose one  
A note at the bottom of the right section reads:   
Note : Use following # tags for draft creation  
#ApprovedBy# for Approver Info  
#ApprovedByDesignation# for Approver Designation  
#ApprovedByPost# for Approver Post  
#ApprovedDate# for Date of Approval  
#ApprovedByName# for Approver Name  
#ApprovedBySectionName# for Approver Section Name  
#ApprovedByEmail# for Approver Email  
#DocumentNumber# for Document Number  
Two yellow callout boxes are present:   
1. A box on the left with the text "Download the approved letter and send by post" pointing to a download icon in the draft header.   
2. A box on the right with the text "Selected by post" pointing to the "Postal & Out Register Details" checkbox.

# Now clerk can see the whether letter is dispatched or not by clicking dispatch – sent

The screenshot displays the eOffice web application interface. The browser address bar shows the URL: `demo.eoffice.telangana.gov.in/eFile/?x=OeA1qw8p8m5CwiGjdY14W8rfF5119upxRjiPb1KBAWUtnSFZxthntnhLOxb8F0qVv3ZEX8crrk#no-back-button`. The application header includes the eoffice logo, version 5.6, and a search bar. The user is logged in as OFFICER T. DIRECTOR(U20)-TS.

The main content area shows a list of dispatched letters. The 'Dispatch' menu item in the left sidebar is circled in red. The last row of the table is also circled in red.

Dispatch Number	Address	Sent On	Sent Through	File Number	Receipt Number	Issued Against	Status	Sanction Code	Dispatch Mode
E 1/365/2018	IGP, IGP BATTALIONS	04/12/18 03:59 PM	JUNIOR ASSISTANT(U24)-TS   (CRU)	A/11/13/0022/2018-A section	2430/2018/A-Section		Issued & Sent		By Hand
E 1/282/2018	Tahsildar, Singareil Mandal	08/10/18 03:35 PM	JUNIOR ASSISTANT(U24)-TS   (CRU)	TSSP/A1/106/0009/2018-C-section			Issued & Sent		By Hand
E 1/283/2018	P suresh, Kothagudem	08/10/18 03:41 PM	JUNIOR ASSISTANT(U25)-TS   (CRU)	TSSP/A1/106/0009/2018-C-section	2359/2018/C-SEC		Issued & Sent		By Hand
E 1/471/2019	durga, durga	03/08/19 12:50 PM	JUNIOR ASSISTANT(U24)-TS   (CRU)	A/13/12/0003/2019-F SECTION			Issued & Sent		By Hand
E 1/332/2018	demo officer, hyderabad	14/11/18 03:39 PM	JUNIOR ASSISTANT(U24)-TS   (CRU)	A-A10PRMT(PRM1)/7/2018-DIRECTOR	2062/2018/DIR-TS		Issued & Sent		By Hand
E 1/333/2018	srikanth, goshamahal	14/11/18 03:44 PM	JUNIOR ASSISTANT(U24)-TS   (CRU)	A-23011/5/2018-b section			Issued & Sent		By Hand
E 1/111/2018	Sai, Hyderabad	30/04/18 04:45 PM	JUNIOR ASSISTANT(U24)-TS   (CRU)	B-13013/2/2018-DIRECTOR			Issued & Sent		Email
E 1/342/2018	xyzz, octopus	28/11/18 12:56 PM	DIRECTOR(U20)-TS   (Self)	D/21/19/0001/2018-E SECTION			Issued & Dispatched		
E 1/331/2018	1234, Finance Department,Home Department	14/11/18 03:33 PM	DIRECTOR(U20)-TS   (Self)	G/20/11/0003/2018-E SECTION			Issued & Dispatched		
E 1/484/2019			DIRECTOR(U20)-TS   (Self)	A/12/11/0026/2019-F SECTION			Dispatched		
E 1/600/2019	Ch.Veeresh kumar, o/o.Asst.Director of Fisheries, ...	22/12/19 07:20 PM	DIRECTOR(U20)-TS   (Self)	B/11/11/0008/2019-b section	2039/2018/DGP		Issued & Dispatched		

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate Action Initiated

Taskbar: eFileMU (3).pdf, eFileMU (2).pdf, eFileMU (1).pdf, Show all, 7:23 PM 12/22/2019

# **Thank you**

**Officer successfully dispatch the  
approved letter**