



# eoffice

A DIGITAL WORKPLACE SOLUTION



## PAVING WAY FOR AN OPEN GOVERNMENT



Enhanced Productivity

Transparency & Accountability



Save Paper, Time & Money



Assured Data Security & Integrity



Quick Decision Making



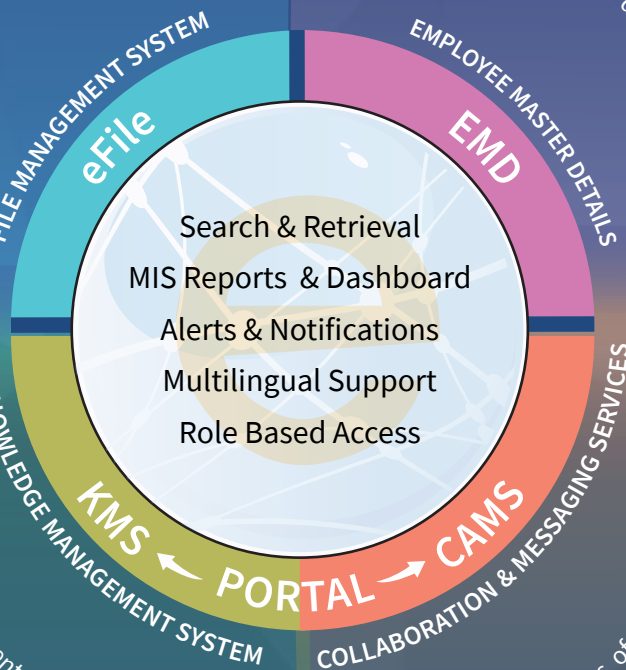
Management of files & documents, like letters, policies, acts & regulations, manuals, etc. in Government Departments is a humongous activity! Is there a central digital repository for these files & documents?

eOffice is addressing these concerns by paving way for an efficient and Open Government with a suite of products to go paperless & streamline process work-flows for both intra and inter-Government processes. The product built on an open architecture, is easy to replicate across Governments at the Central, State, District & International levels.

## Features

- eFile Creation with Notings (Green & Yellow Note), Correspondence
- Draft creation with Approval (DFA), Movement and Tracking
- Receipt / Letter Diarization, Movement and Tracking
- Interdepartment / Interinstance File Exchange
- Interface with External Applications
- Digital Signatures (DSC) enabled

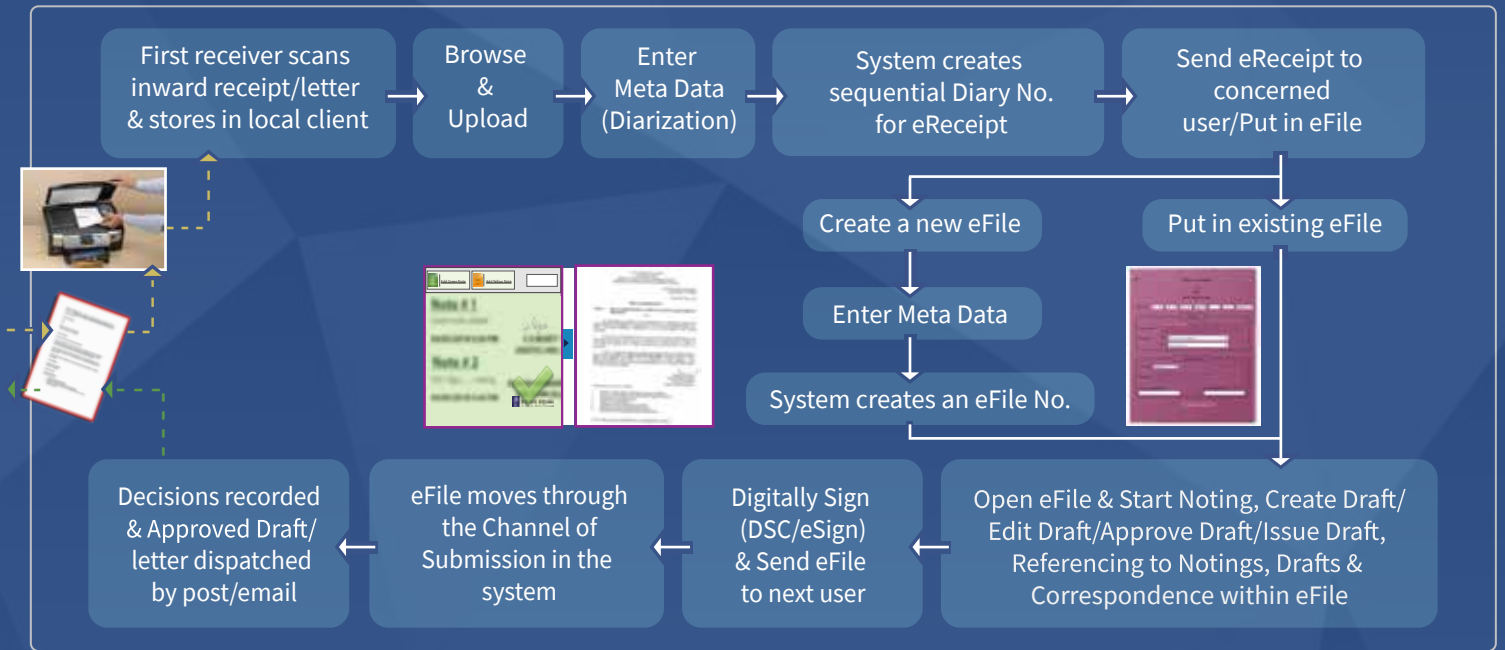
- Management of Employee Master Data (EMD) in organization
- Management of Departments / Divisions & Hierarchy
- Employee Transfer Management and Superannuation
- Promotions, Postings and External Data Sources
- Interface with External Data Sources (ERP, In-house databases, etc.)



- Online Document Repository
- Notice Board for published Documents
- Create & Upload Documents with Metadata
- Version Control, Security with Roles & Access Control
- Personalized Storage with User-defined Folder Structure
- Sharing & Collaboration of Documents with Folder Subscriptions

- **Email** : Sync of user's email push mails to eFile for mail diarization
- **eConnect** : Social networking for sharing collaboration, discussions & audience engagement
- **Gallery** : Showcasing & sharing of photographs centrally
- **Calender** : Creation & sharing of Appointments, Meetings & Events

## eFile Process



Infrastructure & Real Estate

Manpower Resources for File handling

Saving Paper

Efficiency Parameters

Parameters	Quantity	Unit	Avg. Impl. Cost (in 100,000 INR) per annum		% Saving
			Before	After	
Cupboard	150	Nos.	12	NIL	100%
Office Space (Released)	1800	sq.ft.	17	NIL	100%
Physical Security (Custodian)	4	Nos.	12	NIL	100%
Existing Manpower Available for File Handling	49	Nos.	--	--	Multitasking & Saving of Manpower
Staff for movement files in inter-region (Salary)	5200	Movements	--	--	Multitasking & Saving of Manpower
Travelling Allowance	1910	Man Days	6	NIL	100%
Notes	96000	Pages	2	NIL	100%
Correspondence Pages	320000	Pages	7	NIL	100%
Receipts	28235	Nos.	--	--	Instant Delivery
Decision Taking Time	--	--	--	--	Instant
Movement Time	5200	Days	--	NIL	Instant
Transparency & Accountability	--	--	--	--	100%
Access Any-where Any-time	--	--	--	--	Any Where Any Time (24*7)
<b>Total</b>			<b>56</b>		

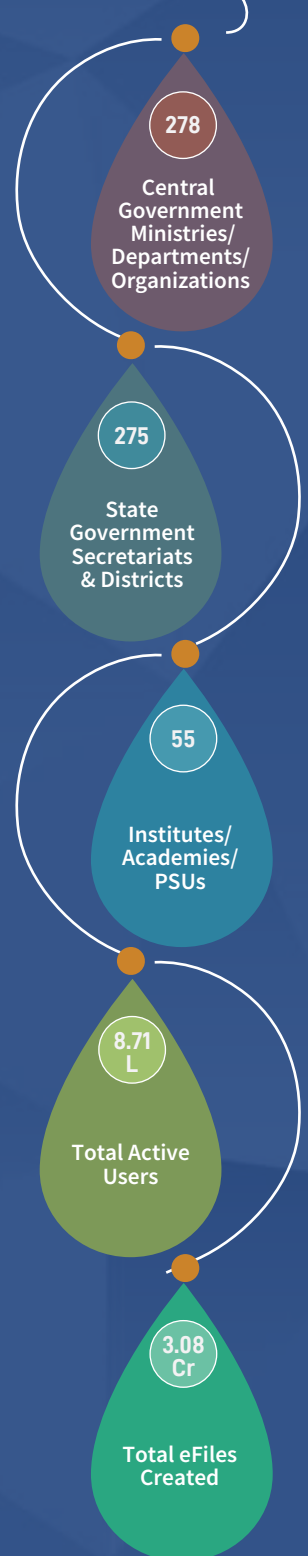


Launch of eOffice at Ministry of Telecommunication and Digital Infrastructure, Government of Sri Lanka

## How to get eOffice?

- eOffice is designed and developed by National Informatics Centre, Ministry of Electronics & Information Technology (MeitY). The interested organizations may write mail to [eoffice-pmu@nic.in](mailto:eoffice-pmu@nic.in)
- eOffice is a cloud enabled software that can be deployed/hosted in any data centre or in any cloud identified by the organization.
- NIC team shall help the organization in setting up of eOffice environment, master data preparation and in initial rollout.
- For Continuous Support & Roll-Out, NIC team shall provide training to the IT-Team/Agency identified by the organization.
- Upgrades to eOffice Software as well as patches to address new threats/vulnerabilities will be made available from time to time.

## Adoption



\* As on March 2022

Latest updates @ <https://eoffice.gov.in>

**CONNECT**

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