THE PROCESS OF CREATION A NEW eFILE IN eOffICE

1. **How to Create Receipts**

   ➢ At first, CRU (Central Receiving Unit) section or dealing persons receive the receipts and scan these receipts. Receipts should be **scanned** in between **150 to 200 dpi** in **pdf** format with maximum size **20 mb**.
   ➢ After that open the eOffice site by using the URL which is **eoffice.wb.gov.in** by using the browser **Mozilla Firebox** or **Internet Explorer.** Now the eOffice site is opened.
   ➢ Now log in eOffice site by using your own Gov. Mail id and password.
   ➢ Now click on File Management System and Click **Browse and Diarise** module of Receipts section. As a result, the Browse and Diarise screen for electronic receipt appears and Click the **Upload File** button and upload receipt with regarding information, such as **Delivery mode, Type, Name, Designation, Address1, Main category, Subject.**
   ➢ Clicking the **Generate** or **Generate & Send** button on Browse and Diarise page to generate a unique Receipt Number.
   ➢ On the same way you can create old CP or Note Sheet of Physical file, In the **Subject** field, give meta data like CP No.xx of physical file No.yy or old Note Sheet of physical file No.yy.

2. **How to Create File and Dispatch Draft Letter**

   ➢ After generating a correspondence we have to put up it in a file. Now we have to click on **put in a file** at the top left hand side.
   ➢ After clicking on **Create file** click on **NON SFS** and a file cover comes up on your page.
   ➢ After clicking **NON SFS** you can see a red file where two fields are mandatory- **File Number** and **Description (subject).**
   ➢ After that put an appropriate subject according to your file. Now click on **Continue Working**. After clicking on it a dialogue box opens where you have to click **Ok**.Clicking **OK**, it opens with a green note sheet and blank correspondence.
   ➢ By clicking **TOC** you can attach the CP pdf (which is created in **Receipt** module) by clicking **Attach.**
   ➢ Now we have to add a note by clicking on **Add Green Note**. After clicking on it you can see a online editor page where you have to type your notes.
   ➢ After that select the text from text editor which you want to refer correspondence, click on "**All**" tab. And select Reference icon and refer correspondence as per user requirements and you can refer a page within a single receipt.

- After creating an e-file when a final decision should be taken against that e-file we should generate a draft from **'Draft'** option.
- For creating a new draft, we've to click on **'Create new Draft'** option. A new page comes up where in the left side you have to write a draft & in the right side you've to fill draft & communication details including draft details – **Draft Type***, **Draft Nature***, **Language***, **Subject** * & in communication details- **Name***, **Designation***, **Address 1** * are the mandatory fields.
- Also you can use **#ApprovedBy#, #ApprovedByDesignation#, #ApprovedDate#** at the draft page so that when draft gets approved computer automatically signed the draft with the officer name, designation & approving date.
- After that click on **'Save'** option and send it to the respective officer for approval.
- After receiving of draft, you can see the draft by clicking on **'Draft'** & after that click on **'View Draft'** you can see the draft.
- If you want to edit the draft, you can see the three options **'Preview', 'Approve', 'Edit'** at the right hand side highlighted with blue and click on **'Edit'.**
- Finally when the approving authority approves the draft they have to click on **'Approve'** option at the right hand side.
- After that draft gets finalised & it will create a PDF letter.
- Now you've to Dispatch that letter to the mentioned communication address in the draft. So you've to click on any of these options **–'Dispatch By Self'**- for dispatching the draft by self or **'Dispatch By CRU'**- for dispatching the draft by CRU unit.

NOTE:

- For **Reference** other documents, Go to **Reference** option and click on **Local reference and** after clicking Upload File you can upload required document.
- For **Attachment**, if the issues raised in two or more current eFiles are so interconnected that they must be dealt with together simultaneously, the relevant eFile will be attached. Go to the **Attachment** and select files or receipt and after that Click on Attach **File** and select required file by clicking check box and select attach option.
- For **Link**, if the issues raised in two or more current eFiles are so interconnected that they must be dealt with together simultaneously, the relevant eFile will be linked. After completion of action, the linked eFile will be immediately dealing after taking relevant extracts and placing them on the linked eFiles, where necessary. Go to **Link** and click on **Internal Files** and by clicking **Attach** the required file is attached.