

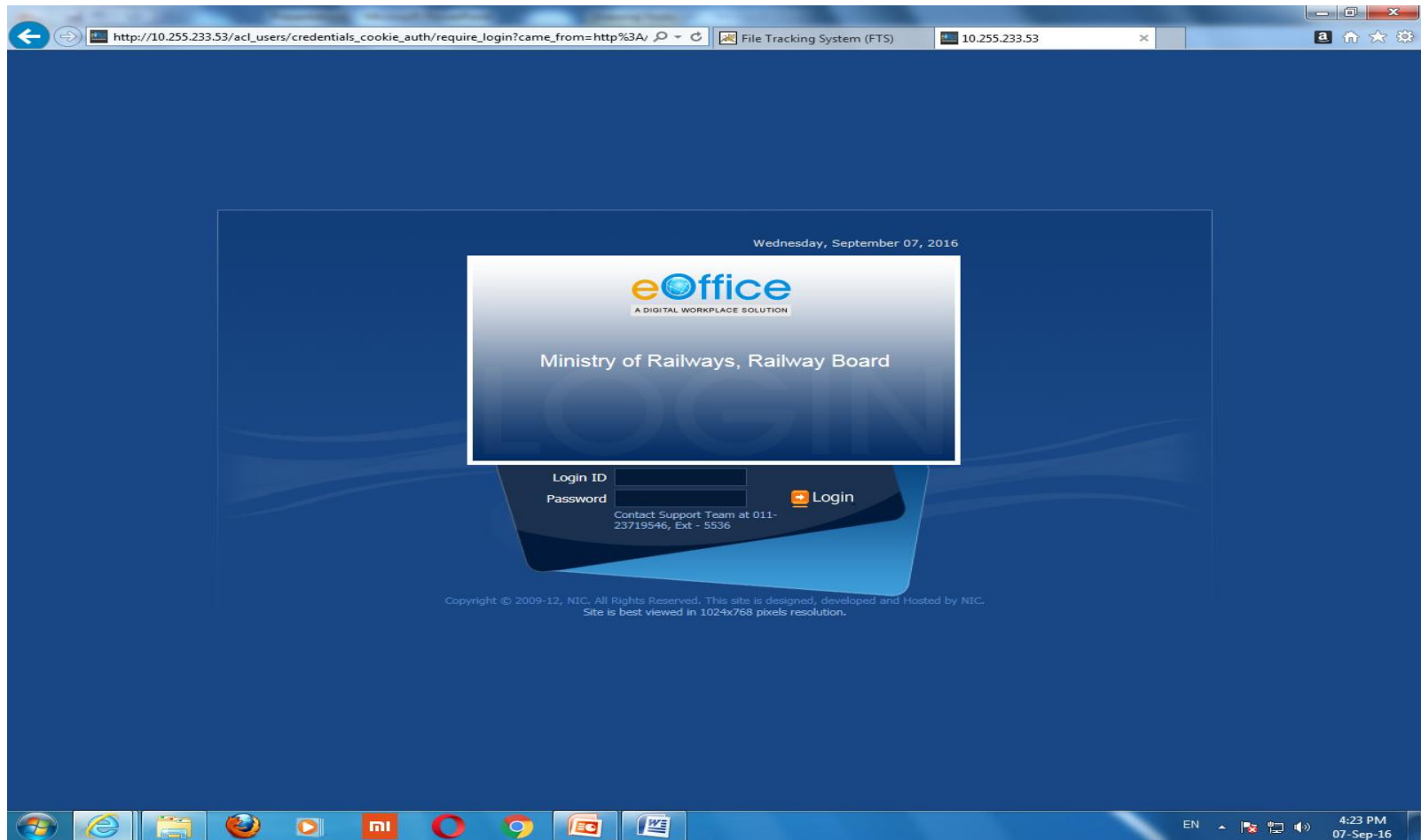
Migration from File Tracking System (FTS) to eFile module of e-Office

An Overview by RBCC

FTS – eOffice

- e-Office is a suite of applications, has multiple modules. (Presently eFile shall be used)
- Existing FTS has been migrated to eFile module in e-Office

URL of e-Office: 10.255.233.53



e-Office application

- Login-ID is name based i.e NIC mail-ID(without @gov.in or @nic.in) is Login-ID in e-Office
- If NIC email id is **abcd.ef@gov.in** then eOffice login id is **abcd.ef**
- Password for eOffice is same as of NIC email password
- File can be marked upto lowest level i.e LDC, UDC, Assistant

e-Office Dashboard

The screenshot displays the e-Office Dashboard interface. At the top, there is a dark header with the 'eoffice' logo and a search bar. Below this is a blue navigation bar with various menu items. The main content area is divided into several sections: a left sidebar with categories like 'MY SPACE', 'FILE & DOCUMENT SERVICES', 'HR SERVICES', and 'EOFFICE SERVICES'; a central 'Notice Board' area with a red callout bubble; and a right sidebar with sections like 'आज का शब्द', 'HELP ME TO', 'DOWNLOAD FORMS', and 'EMPLOYEE CORNER'. A vertical toolbar on the far right contains icons for 'NIC Mail', 'eConnect', 'etalk', 'Calendar', 'Gallery', and 'IMS'. The callout bubble, which is red with a black border, contains the text 'Click on File Management System' and points to the 'File Management System' link in the 'FILE & DOCUMENT SERVICES' section of the left sidebar.

eoffice
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Search... (Minimum three characters are required) Advanced Search ▾

Home Directory Whom to Contact Employee Services Divisions Quick Links eTalk Desktop Installer ALOK RANJAN ▾ Logout

MY SPACE

- Dashboard
- Messages
- Shared Documents
- Alerts

FILE & DOCUMENT SERVICES

- File Management System
- Knowledge Management System

HR SERVICES

- Employee Master Details
- Personnel Information System
- eService Book

EOFFICE SERVICES

- Leave Management System
- Tour Management System

Notice Board

Click on File Management System

आज का शब्द

Air Hostess-विमान परिचारिका, एयर होस्टेस

HELP ME TO

- Download Manuals
- Apply for MHA ID Card

DOWNLOAD FORMS

Quote of the Week:
Live with the 3 E's..... Energy, Enthusiasm, and Empathy

NEWSLETTER

No Event Available

NEWS

WT20: India beat Pakistan; maintains WC all-win record

IOC chief invites Ramachandran for discussion on Indian sports

Four IM terrorists arrested in Rajasthan

EMPLOYEE CORNER

- Birthday Wishes
- Superannuation
- Joined Today

Vertical Toolbar:

- NIC Mail
- eConnect
- etalk
- Calendar
- Gallery
- IMS

To view existing file(s)

← → ↻ ⓘ 10.255.233.53/eFile/?x=Nd3Wbjt6rug07EGCmxeS5FIM6UVhFmI7vyCfbR*w8EX0wloq0sDRGwcA7Oj2KVqV 🔍 ☆

Apps RBCC Buy Cbse All in One E New Tab REIS Rly.Bd.Emp.Info.Syster UNIX Tutorial Two Facebook - Log In or

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eFile electronic file system Search Advanced Help

Date Range : 12/09/2013 To 05/11/2016

Receive Reply Send View Move To More Hierarchical View My Files

Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
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Please Select "SECTION"

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

Draft Note Yellow Note External Files

Receipts Files Inbox Submitted Files for Closing Approval Created Drafts Completed Parked Closed By Me Submitted Files for Reopening Approval Sent Conversions Drafts Completed Physical File Create New (Non SFS) Create New (SFS) Electronic File Create New (Non SFS) Create New (SFS) Create Part Create Volume Recycle Bin Initiated Action Migrate File Dispatch DSC Reports Settings

Transfer file(s) to Inbox

office
DIGITAL WORKPLACE SOLUTION

ALOK RANJAN AP3/RBCC(AR)

File electronic file system

Date Range : 12/09/2013 To 05/11/2016

Pull up View Hierarchical View -- Section --

	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
<input type="checkbox"/>	P 3194067	A-15016(12)/9/2016-RBCC	Request for reimbursement of Laptop spares	Cash-III,Cash-III	01/11/16 03:45 PM	-	-	
<input type="checkbox"/>	P 314055	A-15016(12)/6/2016-RBCC	Request for reimbursement of Laptop spares	Cash-III,Cash-III	01/11/16 03:45 PM	-	-	
<input type="checkbox"/>	P 31		Request for reimbursement of Laptop	Cash-III,Cash-III	01/11/16 03:45 PM	-	-	
<input type="checkbox"/>	P 31		Request for reimbursement of self procured laptops	Cash-III,Cash-III	01/11/16 03:45 PM	-	-	
<input type="checkbox"/>	P 31		5 nos. Desktop for MoSR(G) sectt. and residence.	Office of Dir ME/C AND IS,DME(C&IS)	27/10/16 02:15 PM	-	-	
<input type="checkbox"/>	P 30		Part file related to CRIS matters.	Office of Dir E/C AND IS,DE(C&IS)	25/10/16 09:38 AM	-	-	
<input type="checkbox"/>	P 3123243	(ATVM)/Pt	Extension of ATVMs over all Indian Railways	Office of Dir E/C AND IS,DE(C&IS)	24/10/16 11:32 AM	-	-	
<input type="checkbox"/>	P 3097448	2013/C&IS/Project/CONCERT-PH1-MIS-RDBMS/44	Proposal for Modernization of CONCERT Phase-I, MIS...	Office of Dir E/C AND IS,DE(C&IS)	24/10/16 11:31 AM	-	-	
<input type="checkbox"/>	P 3118674	2014/CIS/Misc/Enh. etktng/7	Performance of enhanced eticketing (NGeT).	Office of Dir E/C AND IS,DE(C&IS)	24/10/16 11:28 AM	-	-	
<input type="checkbox"/>	P 3163083	2015/C &IS/Project/Data Analytics/52	Proposal for Data Analytics Units for Indian Railw...	Dy. Dir. Finance(B) III,O/o DD3FB	19/10/16 02:06 PM	-	-	
<input type="checkbox"/>	P 3163151	2015/C&IS/Project/DC Consolidation/77	CRIS DC infra consolidation project in CRIS DC	Office of Dir E/C AND IS,DE(C&IS)	18/10/16 03:33 PM	-	-	
<input type="checkbox"/>	P 3136881	2015/RBCC/5/2/Tablet	Procurement of Tablet for handling Social Media Ac...	Office of Dir ME/C AND IS,DME(C&IS)	30/09/16 11:50 AM	-	-	
<input type="checkbox"/>	P 3192198	2016/RBCC/5/2/NEW PC/46	new pc for pa/ddfm	Office of Dir ME/C AND IS,DME(C&IS)	28/09/16 02:51 PM	-	-	

Select file & pull up

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

Draft Note Yellow Note External Files

Receipts

Files

- Inbox
 - Submitted Files for Closing Approval
- Created
 - Drafts
 - Completed
- Parked
- Closed
- By Me
 - Submitted Files for Reopening Approval
- Sent
- Conversions
 - Drafts
 - Completed
- Physical File
 - Create New (Non SFS)
 - Create New (SFS)
- Electronic File
 - Create New (Non SFS)
 - Create New (SFS)
- Create Part
- Create Volume
- Recycle Bin
- Initiated Action

Movement of Files

- To transfer file(s) to inbox click on the Check box to select file(s) and click on pull up button (as indicated on previous page)
- A dialogue box will appear, click “OK”.
- File(s) will be moved to the ‘Inbox’.
- Click on “Inbox” for viewing file(s) and select for movement of file(s).
- Click on send and select the Official.
- Official can be searched on name as well as on their post.

Search for file(s)

- Click on Advanced search button.
- Search can be done on FTS id or File No or Subject.
- List of files matching the criteria will be displayed.
- Pull up the file to your inbox by selecting the file and clicking on pull up button.
- Clicking on the file no. will display the whole marking of the file.

Search for file(s)

Advanced Search

eFile electronic file system Search [Advanced](#) | [Help](#)

[File](#) [Receipt](#) [Dispatch](#)

Creation Year
 Origin

Nature
 Physical Scope
 Electronic Scope

[Basic Parameters](#) [Advance Parameters](#)

Computer No
 File No
 Subject

Output Fields:
 ☐ All
 ☒ Computer No
 ☒ File No
 ☒ Subject
 ☒ Location
 ☐ Opening Date
 ☒ Currently With
 ☒ Section
 ☐ Department
 ☒ Forward Remark
 ☒ Pending Day(s)
 ☐ Status

[Search Files](#)

Search Output Total Record(s) : [8]

Action: [Pull Up](#) [Receive](#) [Send](#)

<input type="checkbox"/> Actions	<input type="text" value="Computer No"/>	<input type="text" value="File No"/>	<input type="text" value="Subject"/>	<input type="text" value="Location"/>	<input type="text" value="Currently With"/>	<input type="text" value="Section"/>	<input type="text" value="Forward Remark"/>	<input type="text" value="Pending Day(s)"/>
<input type="checkbox"/> Send Details	P 1212	2016/RBCC/test/demo1	testing	File/Inbox	GOPAKUMAR K.R.,AP1/RBCC(GKR)	RBCC	Forced Received:Pull up	0
<input type="checkbox"/> Pull up Details	P 1182	2016/RBCC/eOffice/Misc	Test file eOffice	File/Inbox	SHASHI RAWAT,PROG10/RBCC(SR)	RBCC	Forced Received:Pull up	0
<input type="checkbox"/> Pull up Details	E 1179	2016/RBCC/TestDemo1210	Test Demo	File/Inbox	IRSHAD AHMAD,AP5/RBCC(IA)	RBCC		20
<input type="checkbox"/> Pull up Details	P 1178	2016/RBCC/TestDemo1209	Test Demo	File/Inbox	ALOK RANJAN,AP(AR)/RBCC	RBCC	urgent today	52

Helpdesk @ RBCC

- **For queries / assistance**
 - **rbcc-helpdesk@rb.railnet.gov.in**
 - **Rly: 43614 / 44259 / 44432**
 - **(M) – 9717649610 / 9717649557**

Thanks