



FAQ-Frequently Asked Questions

Q1- How to Dispatch a signed letter ?

Step 1: As mentioned in figure-1, first click on Initiate Dispatch.

The screenshot shows the 'E-office VPN Creation Service Request Form V1.0'. On the right side, there is a 'Draft Details' panel. At the bottom of the screen, there are three buttons: 'Approved Copy', 'Preview', and 'Initiate Dispatch'. The 'Initiate Dispatch' button is circled in red.

Figure-1

Step 2: As mentioned in figure-2, click on Add Recipients button to add recipients.

The screenshot shows the 'E-office VPN Creation Service Request Form V1.0'. On the right side, there is a 'Draft Details' panel and an 'Email Details' panel. At the bottom of the screen, there are three buttons: 'View Approved Copy', 'Send / Dispatch with Follow up', and 'Send / Dispatch without Follow up'. The '+ Add Recipients' button in the 'Email Details' panel is circled in red.

Figure-2



Step 3: As mentioned in figure-3, for Intra dispatch (within the same Instance) select intra office button and add all the recipients to whom you need to dispatch and click on Add button.

The screenshot shows a list of contacts under the heading 'All Contacts'. The contacts listed are:

Name	Designation	Department	Section
Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate
AMRENDRAPRATAP SINGH	POLICE	UPLCUP	o/o police
Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate
RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts
ANKIT MISHRA	POLICE	UPLCUP	o/o police
DESH RAJ	POLICE	UPLCUP	o/o police
Rishabh Singh chouhan	TRAINER	UPLCUP	O/o Directorate
SUBHASH CHANDRA	POLICE	UPLCUP	o/o police
RAM PRIYA TRIPATHI	POLICE	UPLCUP	o/o police
Saurabh Tiwari	TRAINER	UPLCUP	O/o Directorate

At the bottom of the list, there is a navigation bar with page numbers 1 through 10, followed by an 'Add' button which is highlighted with a red circle.

Figure-3

Step 4: As mentioned in figure-4, click on close button for further process.

The screenshot shows a list of contacts under the heading 'All Contacts' and a detailed view of selected contacts in a separate panel titled 'Recipient Details - eOffice Internal'. The contacts listed are:

Name	Designation	Department	Section	Actions
Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate	X
AMRENDRAPRATAP SINGH	POLICE	UPLCUP	o/o police	X
Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate	X

At the bottom right of the screen, there is a 'Close' button which is highlighted with a red circle.

Figure-4



Step 5: As mentioned in figure-5, click on **@E** to add the subject of the letter

The screenshot shows the 'e-office VPN Creation Service Request Form V1.0'. On the left, there is a form with fields for Requester Name, Organization Name / Department, Designation, Mail-id, Mobile No., Purpose of VPN Service, and Permission for VPN. The 'Permission for VPN' section includes fields for Total User Count (Pls. attach User List), Destination IP Address, and Port No. At the bottom, there are buttons for 'View Approved Copy', 'Send / Dispatch with Follow up', and 'Send / Dispatch without Follow up'. On the right, the 'Draft Details' panel shows settings like Draft Nature (New/Fresh), Receipt No., Reply Type (Choose One), Forms of Communication (Letter), Prefix (Choose One), Language (English), Category (Choose One), Sub Category (Choose One), and Subject (Training IN MORADABAD ..). Below this is the 'Recipient Details - eOffice Internal' section, which lists three recipients: Sudeep Srivastava, AMRENDRA PRATAP SINGH, and Ravi Kant Mishra, each with their respective roles and contact information. The 'Email Details' section at the bottom contains fields for Email and Subject, with the Subject field set to 'Test'. The total character count is shown as 1000.

Figure-5

Step 6: As mentioned in figure-6, click on OK button to proceed

The screenshot shows the 'Email Details' dialog box. It contains fields for 'Emails' (sudeep.pnn@eoffice.uplc.in) and 'Subject' (Test). Below these are sections for 'Draft.pdf' and 'Email Message' (both containing the text 'Test'). The total character count is 996. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button being circled in red. The background shows the same e-office form from Figure 5.

Figure-6



Step 7: As mentioned in figure-7, now click on **Send/Dispatch without follow up**

The screenshot shows the 'e-office VPN Creation Service Request Form V1.0'. On the left, there is a form with fields for Requester Name, Organization Name / Department, Designation, Mail-id, Mobile No., Purpose of VPN Service, and Permission for VPN. The 'Permission for VPN' section includes sub-fields for Total User Count (Pls. attach User List), Destination IP Address, and Port No.:.

On the right, there are three panels: 'Draft Details', 'Recipient Details - eOffice Internal', and 'Email Details'. The 'Recipient Details' panel lists three internal recipients: Sudeep Srivastava, AMRENDRA PRATAP SINGH, and Ravi Kant Mishra, each with their designation, department, section, and communication preferences (Email, SMS). The 'Email Details' panel has a checkbox labeled 'Email'.

At the bottom of the interface, there are three buttons: 'View Approved Copy', 'Send / Dispatch with Follow up', and 'Send / Dispatch without Follow up'. The 'Send / Dispatch without Follow up' button is circled in red.

Figure-7



प्रश्न 1 – हस्ताक्षरित पत्र को कैसे डिस्पैच करें?

चरण 1 : जैसा कि चित्र-1 में प्रदर्शित है, सर्वप्रथम Initiate Dispatch को विलक करें।

The screenshot shows the 'E-office VPN Creation Service Request Form V1.0'. On the right side, there is a 'Draft Details' panel with fields for Draft Nature (New/Fresh), Receipt No., Reply Type (Choose One), Forms of Communications (Letter), Prefix (Choose One), Language (English), Main Category (Choose One), Sub Category (Choose One), and Subject (Training IN MORADABAD ..). At the bottom of the form, there are three buttons: 'Approved Copy', 'Preview', and 'Initiate Dispatch'. The 'Initiate Dispatch' button is circled in red.

चित्र-1

चरण 2 : प्राप्तकर्ताओं को जोड़ने के लिए Add Recipients बटन को विलक करें, जैसा कि चित्र-2 में प्रदर्शित है।

The screenshot shows the same 'E-office VPN Creation Service Request Form V1.0' as above. The 'Email Details' section on the right contains a blue button labeled '+ Add Recipients', which is circled in red.

चित्र-2



चरण 3 : इन्ट्रा डिस्पैच (एक ही दृष्टान्त के अन्दर) के लिए intra office बटन का चयन करें और उन सभी प्राप्तकर्ताओं को जोड़े जिन्हें पत्र डिस्पैच किया जाना है, इसके बाद Add बटन पर क्लिक करें, जैसाकि चित्र-3 में प्रदर्शित है।

The screenshot shows a 'Users' section with a list of contacts. The 'Add' button at the bottom is circled in red.

Name	Designation	Department	Section
Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate
AMRENDRAPRATAP SINGH	POLICE	UPLCUP	o/o police
Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate
RAJENDRA KUMAR	TRAINER	UPLCUP	O/o Districts
ANKIT MISHRA	POLICE	UPLCUP	o/o police
DESH RAJ	POLICE	UPLCUP	o/o police
Rishabh Singh chouhan	TRAINER	UPLCUP	O/o Directorate
SUBHASH CHANDRA	POLICE	UPLCUP	o/o police
RAM PRIYA TRIPATHI	POLICE	UPLCUP	o/o police
Saurabh Tiwari	TRAINER	UPLCUP	O/o Directorate

चित्र-3

चरण 4 : जैसा कि चित्र-4 में प्रदर्शित है, अग्रेतर प्रक्रिया के लिए close बटन क्लिक करें।

The screenshot shows a 'Users' section with a list of contacts. The 'Close' button at the bottom right is circled in red.

Name	Designation	Department	Section	Actions
Sudeep Srivastava	TRAINER	UPLCUP	O/o Directorate	X
AMRENDRAPRATAP SINGH	POLICE	UPLCUP	o/o police	X
Ravi Kant Mishra	TRAINER	UPLCUP	O/o Directorate	X

चित्र-4



चरण 5 : जैसाकि चित्र-5 में प्रदर्शित है, पत्र का विषय जोड़ने के लिए @E पर विलक करें।

The screenshot shows the E-office VPN Creation Service Request Form V1.0. In the Draft Details section, the Subject is set to "Training IN MORADABAD ..". The Recipient Details - eOffice Internal section lists three internal recipients: Sudeep Srivastava, AMRENDRA PRATAP SINGH, and Ravi Kant Mishra, all under the UPLCUP department. The Email Details section is collapsed. At the bottom, there are buttons for "View Approved Copy", "Send / Dispatch with Follow up", and "Send / Dispatch without Follow up".

चित्र-5

चरण 6 : जैसाकि चित्र-6 में प्रदर्शित है, आगे बढ़ने के लिए OK बटन पर विलक करें।

The screenshot shows the Email Details dialog box. It contains fields for "Emails" (sudeep.pnn@eoffice.uplc.in), "Subject" (Test), and "Email Message" (Test). The message body says "Total 1000 | 996 Character left". At the bottom, there are buttons for "Copy To All", "OK", and "Cancel". The "OK" button is circled in red.

चित्र-6



चरण 7 : जैसाकि चित्र-7 में प्रदर्शित है, अब **Send/Dispatch without follow up** बटन पर विलक करें।

The screenshot shows the 'e-office VPN Creation Service Request Form V1.0'. The form includes fields for Requester Name, Organization Name / Department, Designation, Mail-id, Mobile No., Purpose of VPN Service, and Permission for VPN. The 'Recipient Details - eOffice Internal' section lists three recipients: Sudeep Srivastava, AMRENDRA PRATAP SINGH, and Ravi Kant Mishra, each with their respective roles and departments. The 'Email Details' section is also visible. At the bottom of the form, there are three buttons: 'View Approved Copy', 'Send / Dispatch with Follow up', and 'Send / Dispatch without Follow up'. The 'Send / Dispatch without Follow up' button is circled in red.

चित्र-7



Q2- How to link a file for reference?

Step 1- Select a file from inbox where referencing to be done

The screenshot shows the eOffice eFile 7.2.0 interface. The top navigation bar includes options like RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The inbox list displays several entries, each with a checkbox, a star icon, a file number, subject, sender, and dates. The bottom of the screen shows a message bar with "Copyright © 2020, designed and developed by NIC."

Figure-1

Step 2- Click on **link file** as mentioned in the figure 2

This screenshot shows the eOffice eFile 7.2.0 interface with the 'File Inbox' selected. The toolbar includes buttons for Movement, Details, Draft, Edit, Send, Send Back, Link Files (which is circled in red), Attach, Park, Close, and More. The main area shows a list of correspondences with details like subject and attached files. The bottom right corner includes a message bar with "Copyright © 2020, designed and developed by NIC."

Figure-2



Step 3- Click on **Link** as mentioned in figure 3

The screenshot shows the eOffice eFile 7.2.0 interface. The top navigation bar includes options like RECEIPT, Create, Inbox, Sent, Advance Search, FILE, ISSUE, and various file management buttons. The main area is titled 'File Inbox / 123-TCHNONAZR/1/2024-support12'. Below this is a table titled 'Linked files' with columns: Comp. No., File No., Subject, Linked By, Linked On, Remarks, and Action. A message 'No Record(s) Found' is displayed. At the bottom right of the main area, there is a blue 'Link' button, which is circled in red.

Figure-3

Step 4- By clicking on link button as mentioned in the figure 3, it will redirect to below screen. Select a file by selecting the tick box, write remark and click on link button.

This screenshot shows a modal dialog box titled 'Select File(s) to Link'. It lists several files with their details and checkboxes for selection. The third file, '1695', has its checkbox selected and is highlighted with a red circle. Below the list is a 'Remarks' input field containing 'For Reference', which is also circled in red. At the bottom right of the dialog, there is a blue 'Link' button, which is circled in red.

Figure-4



Step 5- File will be linked as shown in the figure-5

The screenshot shows the eOffice eFile 7.2.0 interface. The top navigation bar includes links for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The user is logged in as SUDHIR YADAV, Consultant(SY)-eoffice. A red box highlights the "Linked files" section in the center-left sidebar. This section displays a table with columns: Comp. No., File No., Subject, Linked By, Linked On, Remarks, and Action. One row is visible, showing E 1695, 123-TCHN0NAZR/7/2025-support12, Courte cases related, SUDHIR YADAV, O/o SupportEoffi ..., 11/02/2025 05:35 PM, For Reference, and a Link button. The bottom right corner of the screen displays the NIC logo and the text "Copyright © 2020, designed and developed by NIC".

Comp. No.	File No.	Subject	Linked By	Linked On	Remarks	Action
E 1695	123-TCHN0NAZR/7/2025-support12	Courte cases related	SUDHIR YADAV, O/o SupportEoffi ...	11/02/2025 05:35 PM	For Reference	Link

Figure-5



प्रश्न 2 – सन्दर्भ हेतु किसी पत्रावली को कैसे लिंक करें?

चरण 1 : inbox से पत्रावली चुनें, जहाँ सन्दर्भित किया जाना है।

The screenshot shows the eOffice 7.2.0 inbox interface. The top navigation bar includes options like RECEIPT, FILE, ISSUE, and various search and filter buttons. The main area displays a table of correspondence items with columns for Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks. One row is highlighted, showing details for a file numbered 1301, which is related to 'Training IN MORADABAD,' sent by SUDHIR YADAV, UPLCUP, on 07/02/2025 at 01:07 PM. The bottom of the screen shows a message bar indicating 'Total Records: 40' and copyright information.

चित्र-1

चरण 2 : जैसाकि चित्र-2 में प्रदर्शित है, link file बटन पर क्लिक करें।

This screenshot shows a detailed view of a correspondence item in eOffice. The left side displays a note from 'SUDHIR YADAV' dated 07/02/2025 at 12:44 PM, mentioning 'Note # 66' and 'Note # 67'. The right side shows a 'List of Correspondences' panel with a table of receipts. The first receipt is for 'Training IN MORADABAD,' dated 11/02/2025 at 11:02 AM, with file numbers I/695/2024 and I/817/2025. A red circle highlights the 'Link Files' button in the top toolbar, and a red arrow points to the 'List of Correspondences' panel.

चित्र-2



चरण 3 : जैसाकि चित्र-3 में प्रदर्शित है, **link** बटन पर क्लिक करें।

The screenshot shows the eOffice eFile 7.2.0 interface. The top navigation bar includes options like RECEIPT, Create, Inbox, Sent, Advance Search, FILE, ISSUE, and various document management buttons. The main area is titled 'File Inbox / 123-TCHN0NAZR/1/2024-support12'. Below this, a table titled 'Linked files' lists columns for Comp. No., File No., Subject, Linked By, Linked On, Remarks, and Action. A message 'No Record(s) Found' is displayed. At the bottom right of the page, there is a 'Link' button, which is circled in red with a red arrow pointing to it from below.

चित्र-3

चरण 4 : जैसाकि चित्र-4 में प्रदर्शित है, **link** बटन क्लिक करने पर, यह नीचे दी गई स्क्रीन पर रि-डायरेक्टर करेगा। टिक क बॉक्स का चयन करके एक पत्रावली चुनें, टिप्पणी लिखें और **link** बटन पर क्लिक करें।

This screenshot shows a 'Select File(s) to Link' dialog box. It lists several files with checkboxes next to them. The checkbox for file 1695 is checked and highlighted with a red circle. The dialog also includes a 'Remarks' text area containing 'For Reference', which is also highlighted with a red circle. At the bottom right of the dialog, there is a 'Link' button, which is circled in red with a red arrow pointing to it from below.

चित्र-4



चरण ५ : पत्रावली link हो जायेगी, जैसाकि चित्र-५ में प्रदर्शित है।

The screenshot shows the eOffice eFile 7.2.0 interface. The top navigation bar includes options like RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The user is logged in as SUDHIR YADAV, Consultant(SY)-eoffice. The main area displays a file inbox entry for '123-TCHN0NAZR/1/2024-support12'. A red box highlights the 'Linked files' section, which contains a table with columns: Comp. No., File No., Subject, Linked By, Linked On, Remarks, and Action. One row is shown, linking file number E 1695 to '123-TCHN0NAZR/7/2025-support12' with subject 'Courte cases related' by 'SUDHIR YADAV, O/o SupportEoffi ...' on 11/02/2025 at 05:35 PM, with remarks 'For Reference'. The sidebar on the left provides various document management icons.

Comp. No.	File No.	Subject	Linked By	Linked On	Remarks	Action
E 1695	123-TCHN0NAZR/7/2025-support12	Courte cases related	SUDHIR YADAV, O/o SupportEoffi ...	11/02/2025 05:35 PM	For Reference	

चित्र-५



Q3- How to add Quick Noting?

Step 1- Click on Add green note → Quick noting → Select Language English/Hind → Select template as mentioned in Figure-1

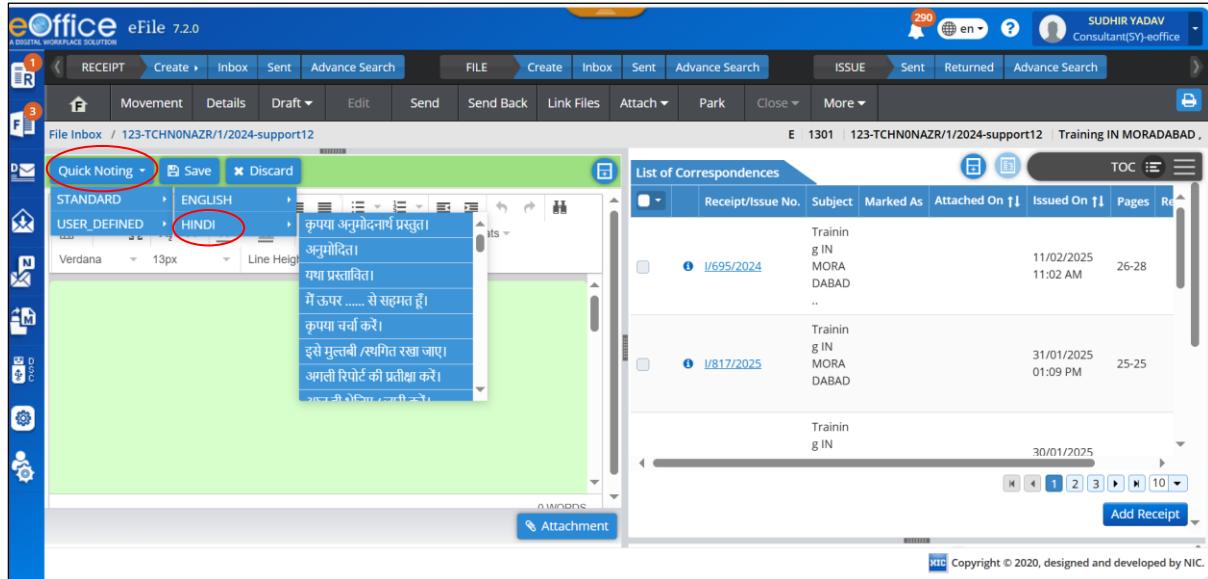


Figure-1

Step 2- After selecting the template below selected noting will be displayed as mentioned in figure 2

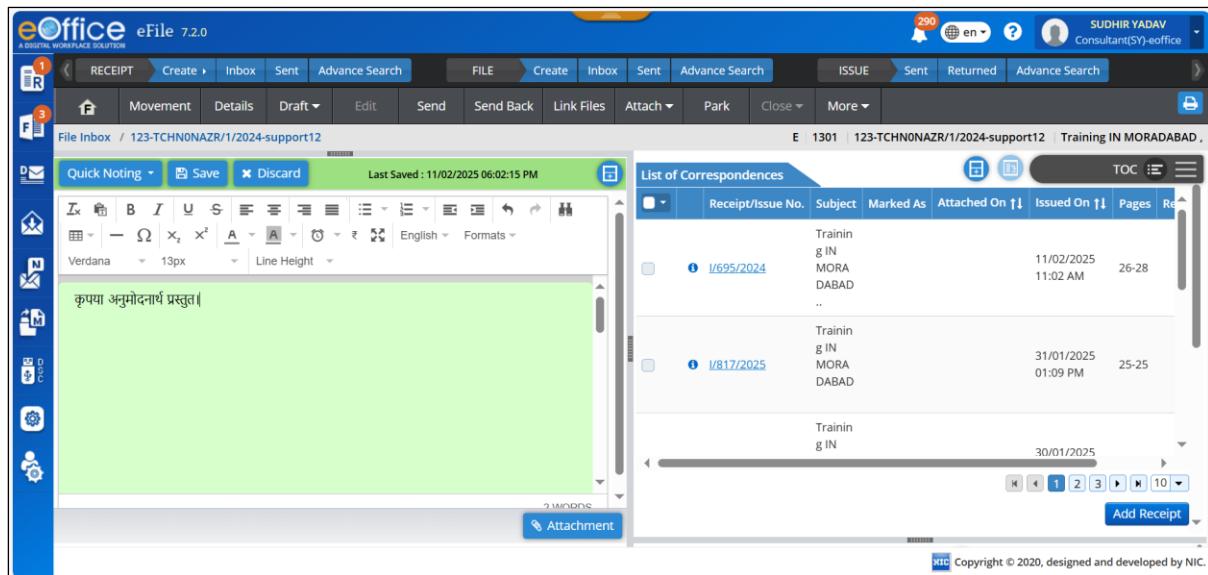


Figure-2



प्रश्न 3 – Quick Noting कैसे जोड़ें?

चरण 1 : Green note जोड़ें → Quick noting → English/Hindi भाषा चुनें →

टेम्पलेट चुनें, जैसाकि चित्र-1 में प्रदर्शित है।

The screenshot shows the eOffice eFile interface. On the left, there's a vertical toolbar with icons for Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, More, and a Print icon. The main area has tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The FILE tab is active. In the center-left, there's a 'Quick Noting' editor with a toolbar above it. The toolbar includes a 'Save' button and a 'Discard' button. Below the toolbar is a dropdown menu with 'STANDARD', 'ENGLISH', 'USER_DEFINED', and 'HINDI' options, with 'HINDI' circled in red. The editor area contains some Hindi text. To the right of the editor is a 'List of Correspondences' table with columns: Receipt/Issue No., Subject, Marked As, Attached On, Issued On, Pages, and Rec. The table lists three entries. At the bottom right of the editor area is an 'Attachment' button.

चित्र-1

चरण 2 : टेम्पलेट चुनने पर, चयनित टिप्पणी प्रदर्शित होगी, जैसाकि चित्र-2 में प्रदर्शित है।

This screenshot is similar to the one above, showing the eOffice eFile interface. The 'FILE' tab is active. The 'Quick Noting' editor on the left now has 'ENGLISH' selected in the dropdown menu, indicated by a blue background. The preview window shows English text. The 'List of Correspondences' table on the right is identical to the one in the previous screenshot, listing three entries. The bottom right of the editor area still has an 'Attachment' button.

चित्र-2



Q4- How to upload local reference?

Step1- Click on references as mentioned in figure-1

The screenshot shows the eOffice 7.2.0 application window. On the left, there's a sidebar with icons for Receipt, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The main area has tabs for RECEIPT, Create, Inbox, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. Below these tabs, it says 'File Inbox / 123-ESTBOTRF(1)/146/2024-dist'. The central part displays a 'List of Correspondences' table with columns: Receipt/Issue No., Subject, Marked As, Attached On, Issued On, and Pa. There are two entries: one from '2054/2025/o/o police' and another from '1481/2024/O/o Districts'. On the far right, there's a vertical toolbar with options like TOC, Recent, All, Previous Notes, Migrated Notes, Draft List, Draft Document, and References. The 'References' button is circled in red. At the bottom right of the interface, it says 'Copyright © 2020, designed and developed by NIC'.

Figure-1

Step 2-After clicking on references as mentioned in figure-1, it will redirect to the next page as mentioned in figure-2. Click on attach reference to attach the file

This screenshot shows a 'Windows Open' dialog box on the left, displaying a list of files in the 'Downloads' folder. The files include 'Doc1', 'FAQ-UPPLIC eOffice', 'UPP-UTTAR PRADESH VISHESH PARIKSHTRA S...', 'UP Directorate of Technical Education 73 (3)', 'File_heads_DEV_GONDA FINAL', 'E-Office Work detail Head', and 'YOUTH_2025_BPSC_TRE_4_0_5_0_सामाय_अध्यय...' with their respective dates and times. To the right of this dialog is the eOffice 7.2.0 interface. The top bar shows 'eOffice - New Receipt(E)' and 'eOffice - Welcome to eOffice S...'. The main area has tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. Below these tabs, it says 'File Inbox / 123-ESTBOTRF(1)/146/2024-dist' and 'E 1372 123-ESTBOTRF(1)/146/2024-dist PMAYG'. The central part displays a 'References' table with columns: Reference Attached, Attached By, and Attached Date. It says 'No Record(s) Found'. On the far right, there's a vertical toolbar with options like TOC, References, and Attach Reference. The 'Attach Reference' button is circled in red. At the bottom right of the interface, it says 'Copyright © 2020, designed and developed by NIC'.

Figure-2



Referencing is done following the above steps as mentioned in figure-3

The screenshot shows the eOffice software interface. On the left, there's a sidebar with various icons. The main area has tabs for RECEIPT, Create, Inbox, Sent, and Advance Search. The inbox shows a single item: 'Note #1' from 'RAJENDRA KUMAR O/o Districts (MASTER TRAINER)' dated 13/11/2024 04:24 PM. The note content is in Hindi: 'कृपया अनुमोदनार्थ प्रस्तुत।'. On the right, there's a 'References' section with a table:

Reference Attached	Attached By	Attached Date
UPP-UTTAR PRADESH VISHESH PARIKSHA SURAKSHA VAHNI(GASV), LUCKNOW-01-- DONE_1739446927509_192.xlsx	vishnu mohan, O/o SupportEoffi ...	13/02/2025 05:12 PM

At the bottom right of the references section, there's a blue button labeled 'Attach Reference'.

Figure-3



प्रश्न 4 – रथानीय references को कैसे upload करें ?

चरण 1 : सन्दर्भ (references) पर विलक करें, जैसाकि चित्र-1 में दर्शाया गया है।

The screenshot shows the eOffice software interface. On the left, there's a sidebar with various icons. The main area has a green header bar with 'Green Note' and 'Yellow Note' buttons. Below it, a note titled 'Note #1' is displayed: 'कृपया अमुमेदारी प्रस्तुत।' with the date '13/11/2024 04:24 PM'. To the right, a table titled 'List of Correspondences' shows two entries:

Receipt/Issue No.	Subject	Marked As	Attached On	Issued On	Page No.
2054/2025/o/o police	कृपया उम्मीदवारी		11/02/2025 03:14 PM	13/11/2024 04:20 PM	2-2
1481/2024/o/o Districts	Subject			13/11/2024 04:20 PM	1-1

On the far right, a context menu is open over the second row, with 'References' highlighted by a red circle.

चित्र-1

चरण 2 : सन्दर्भ (references) पर विलक करने पर जैसाकि चित्र-1 में दर्शाया गया है, यह एक नये पृष्ठ पर रि-डायरेक्ट कर देगा, जैसाकि चित्र-2 में प्रदर्शित है। पत्रावली को सम्बद्ध करने के लिए attach reference पर विलक करें।

The screenshot shows the eOffice software interface again. This time, the 'References' section is visible. It has a table with one row:

Reference Attached	Attached By	Attached Date
No Record(s) Found		

In the bottom right corner of the table, there is a blue button labeled 'Attach Reference' with a red circle around it. To the left, a file explorer window is open, showing a list of files in the 'Downloads' folder, including 'Doc1', 'FAQ-UPLC eOffice', and 'YOUTH_2025_BPSCL TRE_4_0_5_0 जामाना_अध्ययन'.

चित्र-2



उपरोक्त चरणों का अनुसरण करते हुए Referencing की जाती है, जैसाकि चित्र-3 में दर्शाया गया है।

The screenshot shows the eOffice software interface. In the center, there is a 'File Inbox' window with a green header bar containing 'Green Note' and 'Yellow Note' buttons. Below the header, there is a note titled 'Note #1' with the text 'कृपया अनुमोदनार्थ प्रस्तुत।'. On the right side of the inbox, there is a 'References' section with a table. The table has columns for 'Reference Attached', 'Attached By', and 'Attached Date'. One row in the table is highlighted with a red border. This row contains the following information:

Reference Attached	Attached By	Attached Date
UPP.UTTAR PRADESH VISHESH PARIKSHTRA SURAKSHA VAHNIKASVI, LUCKNOW-01-- DONE_179446927509_192.xlsx	vishnu mohan, O/o SupportEoffi...	13/02/2025 05:12 PM

चित्र-3



Q5- How to park/Unpark a file?

Parking of file: -

Step 1- Select the file which is to file by selection tick box as mentioned in figure-1

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1372	123-ESTBOTRF(1)/146/2024-dist	PMAYG	RAJENDRA KUMAR, O/o Districts	13/11/2024 04:24 PM	06/12/2024 02:57 PM		
E 667	123-123405678/19/2024-Support1	कृषिकार्यक्रम के सम्बन्ध में।	shallendra singh, O/o SupportE ...	28/06/2024 03:49 PM	28/06/2024 03:50 PM		
E 637	123-ESTBOTRF(1)/41/2024-Suppor ...	Training in BOR	shallendra singh, O/o SupportE ...	27/06/2024 01:29 PM	16/07/2024 10:02 AM		
E 653	123-ESTBOTRF(1)/52/2024-Suppor ...	Training kkk	shallendra singh, O/o SupportE ...	27/06/2024 01:26 PM	28/06/2024 03:54 PM		
E 643	123-ESTBOTRF(2)/4/2024-Support ...	Transfer of MR Arun Kumar(SO-UPSIDA)	lav singh, O/o SupportOffice	31/05/2024 12:50 PM	28/06/2024 03:54 PM		
E 509	123-123405678/173/2023-Police	fgfgfg	Sehdev Singh, O/o police	04/11/2023 02:29 PM	07/12/2024 03:55 PM		

Figure-1

Click on park button as mentioned in figure-2

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1372	123-ESTBOTRF(1)/146/2024-dist	PMAYG	RAJENDRA KUMAR, O/o Districts	13/11/2024 04:24 PM	06/12/2024 02:57 PM		
E 667	123-123405678/19/2024-Support1	कृषिकार्यक्रम के सम्बन्ध में।	shallendra singh, O/o SupportE ...	28/06/2024 03:49 PM	28/06/2024 03:50 PM		
E 637	123-ESTBOTRF(1)/41/2024-Suppor ...	Training in BOR	shallendra singh, O/o SupportE ...	27/06/2024 01:29 PM	16/07/2024 10:02 AM		
E 653	123-ESTBOTRF(1)/52/2024-Suppor ...	Training kkk	shallendra singh, O/o SupportE ...	27/06/2024 01:26 PM	28/06/2024 03:54 PM		
E 643	123-ESTBOTRF(2)/4/2024-Support ...	Transfer of MR Arun Kumar(SO-UPSIDA)	lav singh, O/o SupportOffice	31/05/2024 12:50 PM	28/06/2024 03:54 PM		
E 509	123-123405678/173/2023-Police	fgfgfg	Sehdev Singh, O/o police	04/11/2023 02:29 PM	07/12/2024 03:55 PM		

Figure-2



After clicking the park button below box will be opened. Fill the date, parking remark and then click on **OK** button to park the file as mentioned in figure-3

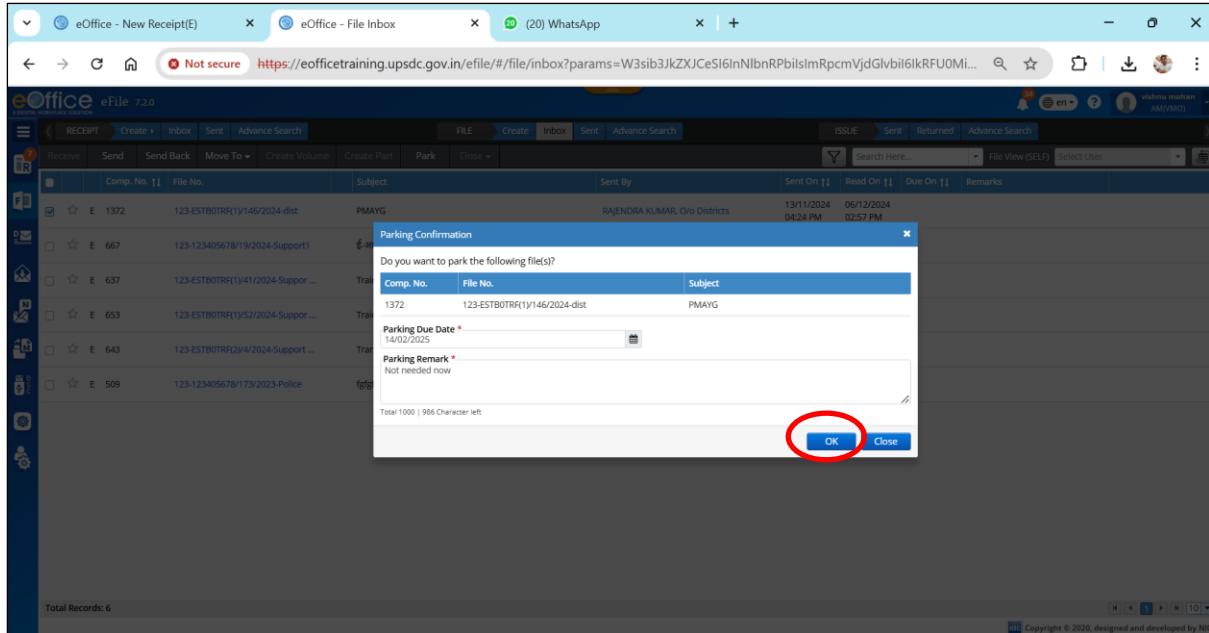


Figure-3

Unparking of file: Go to parked folder then select the file need to unpark as figure-4 below

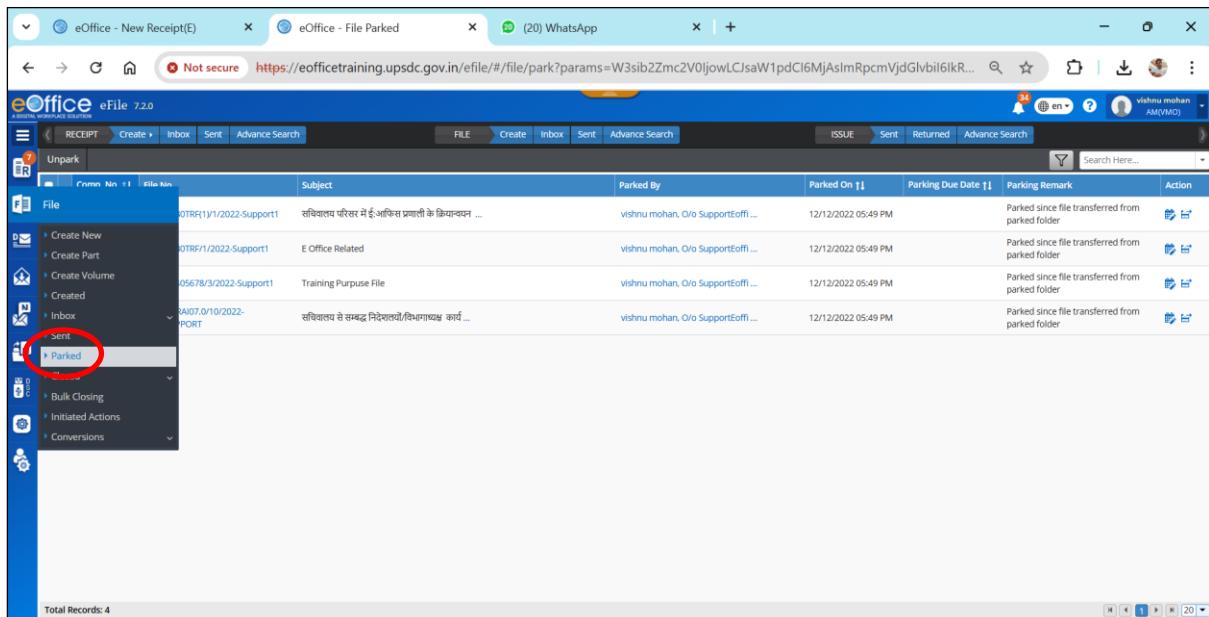


Figure-4



Click on **Unpark button** and select file which is to be unparked (Figure-5)

The screenshot shows the eOffice - File Parked interface. At the top, there are tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, and Advance Search. On the right, there are buttons for ISSUE, Sent, Returned, and Advance Search. The main area displays a table of parked files with columns: Comp. No., File No., Subject, Parked By, Parked On, Parking Due Date, Parking Remark, and Action. The first file in the list has its checkbox selected. A red circle highlights the 'Unpark' button in the top left corner of the toolbar. The status bar at the bottom shows 'Total Records: 4' and the date '17/02/2025'.

Figure-5

Write the remark and click on **OK** button to unpark the file

The screenshot shows the eOffice - File Parked interface with a modal dialog box titled 'Remarks'. The input field contains the text 'Needed'. The 'OK' button is highlighted with a red circle. The background shows a list of parked files. The status bar at the bottom shows 'Total Records: 4' and the date '17/02/2025'.

Figure-6



प्रश्न 5 – किसी पत्रावली को Park/Unpark कैसे करें ?

पत्रावली की पार्किंग

चरण 1 : जैसाकि चित्र-1 में दर्शाया गया है, टिक बॉक्स चयन के द्वारा पत्रावली को चुनें।

Step 1- Select the file which is to file by selection tick box as mentioned in figure-1

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1372	123-ESTBOTRF1/146/2024-dist	PMAYG	RAJENDRA KUMAR, O/o Districts	13/11/2024 04:24 PM	06/12/2024 02:57 PM		
E 667	123-123405678/19/2024-Support1	देशभक्ति प्रशिक्षण के सम्बन्ध में	shalendra singh, O/o SupportE...	28/06/2024 03:49 PM	28/06/2024 03:50 PM		
E 637	123-ESTBOTRF1/141/2024-Suppor ...	Training in BOR	shalendra singh, O/o SupportE...	27/06/2024 01:29 PM	16/07/2024 10:02 AM		
E 653	123-ESTBOTRF1/152/2024-Suppor ...	Training kkk	shalendra singh, O/o SupportE...	27/06/2024 01:26 PM	28/06/2024 03:54 PM		
E 643	123-ESTBOTRF2/4/2024-Support ...	Transfer of MR Arun Kumar(SO-UPSIDA)	lav singh, O/o SupportOffice	31/05/2024 12:50 PM	28/06/2024 03:54 PM		
E 509	123-123405678/173/2023-Police	fjfgfjg	Sehdev Singh, o/o police	04/11/2023 02:29 PM	07/12/2024 03:55 PM		

चित्र-1

जैसाकि चित्र-2 में दर्शाया गया है, park बटन पर क्लिक करें।

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1372	123-ESTBOTRF1/146/2024-dist	PMAYG	RAJENDRA KUMAR, O/o Districts	13/11/2024 04:24 PM	06/12/2024 02:57 PM		
E 667	123-123405678/19/2024-Support1	देशभक्ति प्रशिक्षण के सम्बन्ध में	shalendra singh, O/o SupportE...	28/06/2024 03:49 PM	28/06/2024 03:50 PM		
E 637	123-ESTBOTRF1/141/2024-Suppor ...	Training in BOR	shalendra singh, O/o SupportE...	27/06/2024 01:29 PM	16/07/2024 10:02 AM		
E 653	123-ESTBOTRF1/152/2024-Suppor ...	Training kkk	shalendra singh, O/o SupportE...	27/06/2024 01:26 PM	28/06/2024 03:54 PM		
E 643	123-ESTBOTRF2/4/2024-Support ...	Transfer of MR Arun Kumar(SO-UPSIDA)	lav singh, O/o SupportOffice	31/05/2024 12:50 PM	28/06/2024 03:54 PM		
E 509	123-123405678/173/2023-Police	fjfgfjg	Sehdev Singh, o/o police	04/11/2023 02:29 PM	07/12/2024 03:55 PM		

चित्र-2



Park बटन क्लिक करने पर निम्न बॉक्स खुल जायेगा। तिथि और पार्किंग टिप्पणी भरें और पत्रावली को park करने के लिए OK बटन क्लिक करें, जैसाकि चित्र-3 में प्रदर्शित है।

Total Records: 6

चित्र-3

पत्रावली की अनपार्किंग : Parked folder पर जायें और जैसाकि चित्र-4 में दर्शाया गया है, जिस पत्रावली को अनपार्क किया जाना है, उसका चयन करें

Total Records: 4

चित्र-4



Unpark button पर विलक करें और जिस पत्रावली को अनपार्क किया जाना है, उसका चयन करें (चित्र-5)

The screenshot shows the eOffice - File Parked interface. At the top, there are tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, and Advance Search. Below these are ISSUE, Sent, Returned, and Advance Search buttons. On the right, there's a user profile for 'vishnu mohan AM(MC3)'. The main area displays a table of parked files with columns: Comp. No., File No., Subject, Parked By, Parked On, Parking Due Date, Parking Remark, and Action. File E-33 is selected, indicated by a checked checkbox. The table shows four total records. At the bottom, there's a footer with copyright information and system status.

चित्र-5

टिप्पणी लिखें और पत्रावली को अनपार्क करने के लिए **OK** बटन विलक करें।

This screenshot shows the same eOffice interface as above, but with a modal dialog box overlaid. The dialog is titled 'Parking Remarks' and contains a single input field labeled 'Remarks *' with the placeholder 'Needed'. There is a character count indicator below the field stating 'Total 1000 | 994 Character left'. At the bottom of the dialog are two buttons: 'OK' (highlighted with a red circle) and 'Cancel'. The background of the main application window is dimmed.

चित्र-6



Q6- How to Close/Open a receipt?

Step 1- Closing of Receipts: Go to receipt inbox and select the receipt that needs to be closed as mentioned in figure- 1

The screenshot shows the eOffice Receipt inbox interface. On the left, there's a sidebar with options like 'Browse & Share', 'Inbox' (which is circled in red), 'Created', 'Sent', 'Initiated Actions', 'Acknowledgement', and 'Closed'. The main area displays a table with three rows of receipt details. The columns include Subject, Parked By, Parked On, Parking Due Date, and Action. The first row is '07TRF/1/2022-Support1' from 'E Office Related'. The second row is '05678/3/2022-Support1' from 'Training Purpose File'. The third row is 'RA07/0/10/2022-SUPPORT' with a subject in Hindi. At the bottom, it says 'Total Records: 3'.

Figure-1

Select the file and click on close as mentioned below

This screenshot shows the eOffice Receipt inbox with 10 records listed. The 'Close' button in the toolbar is circled in red. The first record in the list has a checkbox next to it, which is also circled in red. The columns in the table are Comp. No., Receipt No., Subject, Sender, Sent By, Sent On, Read On, Due On, and Remarks. Each record includes a small icon and a green or red status indicator.

Figure-2



Click on **OK** button as mentioned in figure-3 to close the receipt.

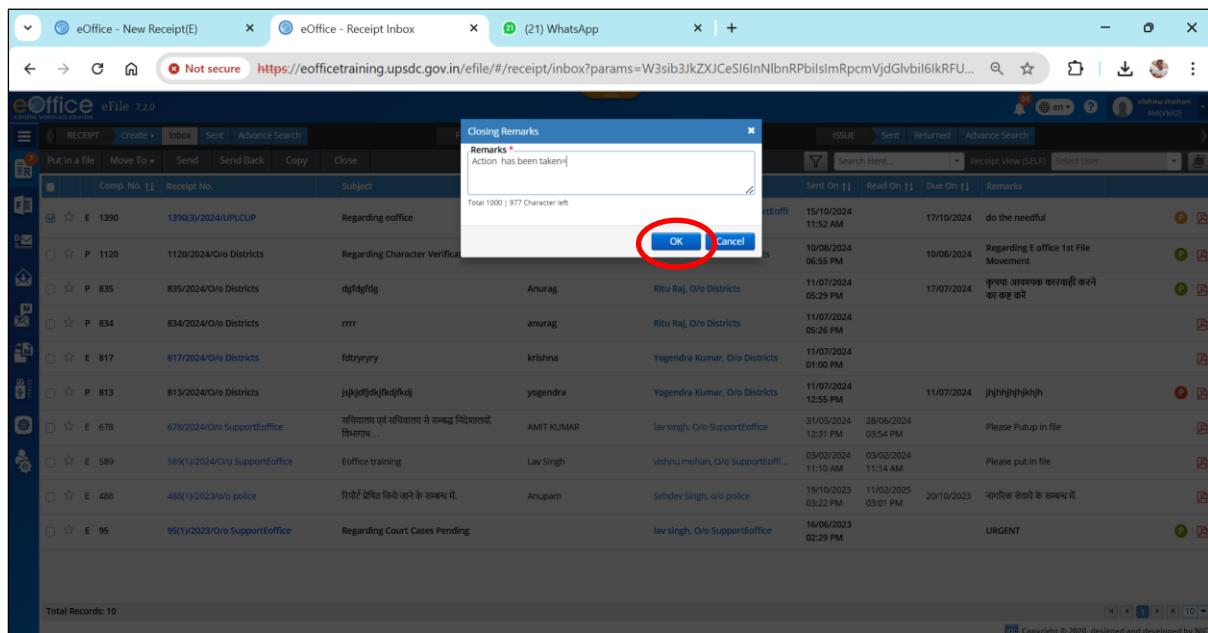


Figure-3

Step 2- Reopening of Receipts: Go to closed folder under receipts section and select the receipt need to be re-open (Figure-4)

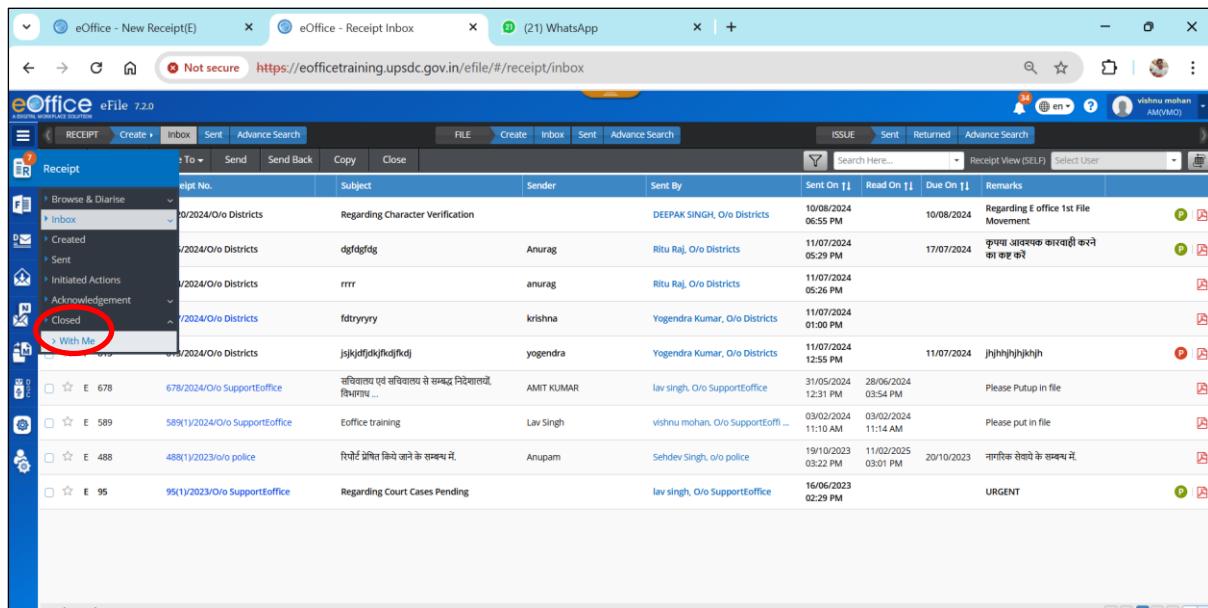


Figure-4



Select the file and click on reopen button as mentioned in figure-5

The screenshot shows the eOffice software interface for managing receipts. A specific receipt is selected, and its details are visible in the main pane. The 'Closing Remarks' section contains the text 'Action has been taken=...'. To the right of this text is a blue 'ReOpen' button, which is highlighted with a red circle. The bottom of the screen displays a toolbar with various icons.

Figure-5

Write the remark and click on **OK** button as mentioned in figure-6

This screenshot shows a 'Reopening Remarks' dialog box overlaid on the eOffice interface. The 'Remarks' field contains the text 'Needed', which is circled in red. At the bottom of the dialog box are two buttons: 'OK' (highlighted with a red circle) and 'Cancel'. The background of the application shows a list of receipts, with one receipt's details partially visible.

Figure-6



प्रश्न 6— किसी रसीद/प्राप्ति को कैसे खोलें/बन्द करें ?

चरण 1 : रसीद/प्राप्ति को बन्द करना : Receipt inbox पर जायें और जैसाकि चित्र-1 में दर्शाया गया है, जिस रसीद/प्राप्ति को बन्द किया जाना है, उसका चयन करें।

The screenshot shows the eOffice Receipt inbox interface. On the left, there's a sidebar with options like 'Browse & Create', 'Inbox' (which is circled in red), 'Created', 'Sent', 'Initiated Actions', 'Acknowledgement', and 'Closed'. The main area displays a table with three rows of data:

	Subject	Parked By	Parked On	Parking Due Date	Parking Remark	Action	
1	07TRF1/2022-Support1	E Office Related	vishnu mohan, O/o SupportEoffi ...	12/12/2022 05:49 PM	Parked since file transferred from parked folder		
2	05678/3/2022-Support1	Training Purpose File	vishnu mohan, O/o SupportEoffi ...	12/12/2022 05:49 PM	Parked since file transferred from parked folder		
3	00A07/0/10/2022-SUPPORT	संविवालय से सम्बद्ध निवेशलाइनिंगायर्ड कार्य ...	vishnu mohan, O/o SupportEoffi ...	12/12/2022 05:49 PM	Parked since file transferred from parked folder		

Total Records: 3

चित्र-1

पत्रावली का चयन करें और Close को क्लिक करें, जैसाकि नीचे दर्शाया गया है।

The screenshot shows the eOffice Receipt inbox interface. The 'Close' button in the toolbar is highlighted with a red circle. The first item in the list, which has a checkmark next to it, is also highlighted with a red circle. The table displays several rows of data:

Comp. No.	Receipt No.	Subject	Sender	Sent By	Sent On	Read On	Due On	Remarks		
1390	1390(3)/2024/UPLCUP	Regarding eoffice	Agra	SUDHIR YADAV, O/o SupportOffi ...	15/10/2024 11:52 AM		17/10/2024	do the needful		
P 1120	1120/2024/O/o Districts	Regarding Character Verification		DEEPAK SINGH, O/o Districts	10/08/2024 06:55 PM		10/08/2024	Regarding E office 1st File Movement		
P 835	835/2024/O/o Districts	dgdgdg	Anurag	Ritu Raj, O/o Districts	11/07/2024 05:29 PM		17/07/2024	कृष्णा आरक्षण कारबही करने का काट करें		
P 834	834/2024/O/o Districts	rrrr	anurag	Ritu Raj, O/o Districts	11/07/2024 05:26 PM					
E 817	817/2024/O/o Districts	fdrtryry	krishna	Yogendra Kumar, O/o Districts	11/07/2024 01:00 PM					
P 813	813/2024/O/o Districts	jsjkdfdkfkdjfdj	yogendra	Yogendra Kumar, O/o Districts	11/07/2024 12:55 PM		11/07/2024	jhhjhjhjhjhjh		
E 678	678/2024/O/o SupportOffice	संविवालय एवं संविवालय से सम्बद्ध निवेशलाइनिंगायर्ड कार्यालय ...	AMIT KUMAR	lav singh, O/o SupportOffice	31/05/2024 12:31 PM	28/06/2024 03:54 PM		Please Putup in file		
E 589	589(1)/2024/O/o SupportOffice	Eoffice training	Lav Singh	vishnu mohan, O/o SupportOffice	03/02/2024 03:22 PM	03/02/2024 11:10 AM	11:14 AM	Please put in file		
E 488	488(1)/2023/o/o police	रिपोर्ट प्रोप्रियत जिसे जाने के सम्बन्ध में,	Anupam	Sehdev Singh, o/o police	19/10/2023 03:22 PM	11/02/2025 03:01 PM	20/10/2023	नगरिक सेवाएं के सम्बन्ध में,		
E 95	95(1)/2023/O/o SupportOffice	Regarding Court Cases Pending		lav singh, O/o SupportOffice	16/06/2023 02:29 PM			URGENT		

Total Records: 10

चित्र-2



पत्रावली को अनपार्क करने के लिए **OK** बटन विलक करें।

रसीद / प्राप्ति को बन्द करने के लिए **OK** बटन विलक करें, जैसाकि चित्र-3 में प्रदर्शित है।

चित्र-3

चरण 2 : रसीद / प्राप्ति को पुनः खोलना: रसीद / प्राप्ति सेक्षण के अन्तर्गत Close फोल्डर पर जायें और उस रसीद / प्राप्ति का चयन करें जिसे दोबारा खोला जाना है। (चित्र-4)

चित्र-4



पत्रावली का चयन करें और जैसाकि चित्र-5 में दर्शाया गया है, Reopen बटन को विलक करें।

The screenshot shows the eOffice interface for managing receipts. A single record is listed in the grid:

Comp. No.	Receipt No.	Subject	Closed By	Closed On	Closing Remarks	Action
E 1390	1390/3/2024/UPLCUP	Regarding eoffice	Vishnu mohan, O/o SupportOffi ...	13/02/2025 05:29 PM	Action has been taken=	ReOpen

A red circle highlights the "ReOpen" button in the last column of the grid.

चित्र-5

टिप्पणी अंकित करें और **रसीद** / प्राप्ति को दोबारा खोलने के लिए **OK** बटन विलक करें, जैसाकि चित्र-6 में दर्शाया गया है।

The screenshot shows a modal dialog box titled "Renewing Remarks". It contains a single input field labeled "Remarks" with the value "Needed". At the bottom of the dialog are two buttons: "OK" (highlighted with a red circle) and "Cancel".

चित्र-6



Q7- How to Close/Open a file ?

Step 1- Closing of Files: Go to inbox in file section and select the file which needs to be closed then click on send for approval as mentioned in figure-1

The screenshot shows the eOffice 7.2.0 interface. In the center, there is a grid of file entries. One specific file entry for 'E 667' is highlighted with a red circle around its 'Send For Approval' button in the toolbar above the grid. The grid columns include Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks.

Figure-1

Write the remark and click on OK button as mentioned in figure-2

This screenshot shows the same eOffice interface as Figure-1, but with a modal dialog box overlaid. The dialog is titled 'File For Closing Approval Remarks'. It contains a text input field with the placeholder 'Remarks *' and the text 'Need to be closed'. Below the input field, it says 'Total 1000 | 983 Character left'. At the bottom right of the dialog, there are two buttons: 'OK' (circled in red) and 'Cancel'.

Figure-2



After clicking on OK button, file is sent for approval, when file is approved by approver, closed button is enabled at the user end as mentioned in figure-3

The screenshot shows the eOffice 7.2.0 interface. At the top, there are tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, and Advance Search. The FILE tab is active. In the center, there is a list of files with columns for Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks. One file is selected, and its details are shown in a modal window: "Regarding E-office" from "SUDHIR YADAV, UPLCUP" on 03/02/2025 at 05:35 PM. Below the list, it says "Total Records: 40". At the bottom right, there is a copyright notice: "Copyright © 2020, designed and developed by NIC".

Figure-3

Write a remark and click on **OK** button as mentioned in figure-4 to close the file.

This screenshot is similar to Figure-3, showing the eOffice 7.2.0 interface with a list of files. However, a modal dialog box titled "Closing Remarks" is overlaid. It contains a text area with the placeholder "work has been completed" and a character count of "Total 1000 | 977 Character left". At the bottom of the dialog, there are two buttons: "OK" (highlighted with a red circle) and "Cancel".

Figure-4



Step 2- Reopening of files: Go to closed folder under file section and select the file that needs to be reopened and click on send button for approval. Click on reopen button as shown in figure-5

The screenshot shows the eOffice interface for managing closed files. The main area displays a table of closed files with columns for Comp. No., File No., Subject, Closed By, Closed On, Closing Remarks, and Action (which includes a 'Reopen' button). One row is selected, and its details are visible in the table header. A red circle highlights the 'Reopen' button for the file with Comp. No. E 1853.

Figure-5

After the approval reopen button is enabled. Write remark and click on OK button to reopen the file as mentioned in figure-6

The screenshot shows the eOffice interface with a 'Reopening Remarks' dialog box overlaid. The dialog box has a text input field containing the text 'Needed'. A red circle highlights the 'OK' button at the bottom of the dialog box. The background shows the same list of closed files as in Figure 5.

Figure-6



प्रश्न 7— किसी पत्रावली को कैसे खोलें/बन्द करें ?

चरण 1 : पत्रावली को बन्द करना : File सेक्शन में inbox पर जायें और जैसाकि चित्र-1 में दर्शाया गया है, जिस पत्रावली को बन्द किया जाना है, उसका चयन करें और send for approval पर विलक करें, जैसाकि चित्र-1 में प्रदर्शित किया गया है।

The screenshot shows the eOffice - File Inbox interface. A list of files is displayed in a table format. The first file, 'E 1372', has its 'Send For Approval' button circled in red. The table columns include Comp. No., File No., Subject, Sent By, Sent On, Read On, Due On, and Remarks.

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1372	123-ESTB0TRR1/1/46/2024-dist	PMAYG	RAJENDRA KUMAR, O/o Districts	13/11/2024 04:24 PM	06/12/2024 02:57 PM		
E 667	123-123405678/19/2024-Support1	ई-आपिस प्रशिक्षण के सम्बन्ध में।	shailendra singh, O/o SupportE ...	28/06/2024 03:49 PM	28/06/2024 03:50 PM		
E 637	123-ESTB0TRR1/1/41/2024-Suppor ...	Training in BOR	shailendra singh, O/o SupportE ...	27/06/2024 01:29 PM	16/07/2024 10:02 AM		
E 653	123-ESTB0TRR1/1/52/2024-Suppor ...	Training kkk	shailendra singh, O/o SupportE ...	27/06/2024 01:26 PM	28/06/2024 03:54 PM		
E 643	123-ESTB0TRR2/4/2024-Support ...	Transfer of MR Arun Kumar(SO-UPSIDA)	lav singh, O/o SupportOffice	31/05/2024 12:50 PM	28/06/2024 03:54 PM		
E 509	123-123405678/173/2023-Police	ffggf	Sehdev Singh, o/o police	04/11/2023 02:29 PM	07/12/2024 03:55 PM		
E 33	123-ESTB0TRR1/1/1/2022-Support ...	समिकालय परिसर में ई-आपिस प्रशारी के क्रियान्वयन ...	vishnu mohan, O/o eOffice Supp ...	12/12/2022 05:49 PM			

चित्र-1

टिप्पणी अंकित करें और जैसाकि चित्र-2 में प्रदर्शित है, OK बटन को विलक करें।

The screenshot shows the eOffice - File Inbox interface with a modal dialog box overlaid. The dialog box is titled 'User For Closing' and contains a text input field with the placeholder 'Remarks *' and the text 'Need to be closed'. At the bottom right of the dialog box is a blue 'OK' button, which is circled in red. The background shows the same list of files as in the previous screenshot.

चित्र-2



OK बटन पर क्लिक करने पर पत्रावली अनुमोदन के लिए भेज दी जाती है, जब अनुमोदक द्वारा पत्रावली अनुमोदित हो जाती है तो उपयोगकर्ता के स्तर पर closed बटन सक्षम हो जाता है, जैसाकि चित्र-3 में दर्शाया गया है।

The screenshot shows the eOffice File inbox interface. A list of 40 documents is displayed. One document, with Comp. No. 11 and Subject 'Regarding E-office', is selected. A red circle highlights the 'Close' button in the toolbar above the list. The toolbar also includes 'Send For Approval'.

चित्र-3

टिप्पणी अंकित करें और पत्रावली को बन्द करने के लिए OK बटन क्लिक करें, जैसाकि चित्र-4 में दर्शाया गया है।

The screenshot shows the eOffice File inbox interface with a 'Closing Remarks' dialog box overlaid. The dialog box contains a text area with 'work has been completed' and two buttons at the bottom: 'OK' (highlighted with a red circle) and 'Cancel'. The main inbox list is visible in the background.

चित्र-4



चरण 2 : पत्रावली को पुनः खोलना : File सेक्शन में Closed फोल्डर पर जायें और जिस पत्रावली को पुनः खोला जाना है, उसका चयन करें और send बटन **for approval** पर क्लिक करें। Reopen बटन पर क्लिक करें जैसाकि चित्र-5 में प्रदर्शित है।

The screenshot shows the eOffice eFile interface. In the center, there is a table listing two files. The second file, with Comp. No. E 1853 and File No. 123-1234/23/2025-Support1, has its 'Closed By' field set to 'SUDHIR YADAV, O/o SupportEoffi ...' and 'Closed On' field set to '13/02/2025 06:12 PM'. The 'Closing Remarks' field contains the text 'work has been completed'. To the right of this row, a red circle highlights the 'Reopen' button. The first file, with Comp. No. E 1381 and File No. 123-123405678/31/2024-support3, has similar details but no red circle around its 'Reopen' button.

चित्र-5

अनुमोदन के उपरान्त Reopen बटन सक्षम हो जाता है। टिप्पणी अंकित करें और पत्रावली को पुनः खोलने के लिए OK बटन को क्लिक करें जैसाकि चित्र-6 में दर्शाया गया है।

This screenshot shows the same eOffice eFile interface as the previous one, but with a modal dialog box titled 'Reopening Remarks' overlaid. The dialog box contains a text area with the placeholder 'Remarks *' and the word 'Needed'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, with 'OK' being highlighted by a red circle. The background table and other UI elements are visible but dimmed.

चित्र-6



Q8- How to check file movement history?

Step 1- File movement history: Go to file inbox → Select the file and open as mentioned in figure-1

The screenshot shows the eOffice 7.2.0 interface with the 'File' tab selected. A list of correspondences is displayed in a grid format. One specific item, 'E 1853 123-1234/23/2025-Support1', is highlighted with a red circle. The details for this item are as follows:

Comp. No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1853	123-1234/23/2025-Support1	SUDHIR YADAV, UPLCUP	5:35 PM	13/02/2025 05:35 PM		
E 1845	123-TCHNONAZR/22/2025-support1 ...	SUDHIR YADAV, UPLCUP	1:20 PM	13/02/2025 01:20 PM		
E 1803	123-ESTB0TRF1/1/2025-Support ...	SUDHIR YADAV, UPLCUP	07/02/2025 12:26 PM	07/02/2025 12:26 PM		
E 1774	123-TCHNONAZR/17/2025-support1 ...	SUDHIR YADAV, UPLCUP	04/02/2025 02:14 PM	04/02/2025 02:14 PM		
E 1773	123-TCHNONAZR/16/2025-support1 ...	SUDHIR YADAV, UPLCUP	04/02/2025 01:42 PM	04/02/2025 01:42 PM		
E 1768	123-ESTB0TRF/6/2025-Support1	SUDHIR YADAV, UPLCUP	03/02/2025 04:58 PM	03/02/2025 04:58 PM		
E 1764	123-TCHNONAZR/15/2025-support1	SUDHIR YADAV, UPLCUP	03/02/2025 04:42 PM			do dispatch accordingly
E 1759	123-TCHNONAZR/14/2025-support1 ...	SUDHIR YADAV, UPLCUP	31/01/2025 04:44 PM	31/01/2025 04:44 PM		
E 1701	123-TCHNONAZR/9/2025-support12	SUDHIR YADAV, UPLCUP	30/01/2025 02:47 PM	30/01/2025 03:48 PM		
E 1741	123-123405678/6/2025-support3	SUDHIR YADAV, UPLCUP	30/01/2025 03:47 PM	30/01/2025 03:48 PM		

Total Records: 40

Figure-1

Step 2- Click on movement button as shown in figure-2

The screenshot shows the eOffice 7.2.0 interface with the 'File' tab selected. The main area displays a correspondence with subject '123-1234/23/2025-Support1'. Below the subject, there are two note sections: 'Note #1' and 'Note #2'. The 'Movement' button is highlighted with a red circle. To the right, a sidebar titled 'List of Correspondences' shows a single entry:

Receipt/Issue No.	Subject	Marked As	Attached On	Issued On	Pages	Remarks
2178/2025/O/o Support@eOffice	Office		13/02/2025 05:19 PM		1-3	E-office

Figure-2



After clicking on **movement** button, the history of the file movement will be shown as mentioned in figure-3

The screenshot shows the eOffice eFile 7.2.0 interface. The top navigation bar includes tabs for RECEIPT, Create, Inbox, Sent, and Advance Search. Below the navigation is a toolbar with buttons for Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, and More. The main content area displays a table titled "Movement History" for file "123-1234/23/2025-Support1". The table has columns for Sent By, Sent On, Sent To, Action, Remarks, and Movement Type. Two entries are listed:

Sent By	Sent On	Sent To	Action	Remarks	Movement Type
SUDHIR YADAV, UPLCUP	13/02/2025 05:35 PM	SUDHIR YADAV, O/o SupportOffi...			
SUDHIR YADAV, O/o SupportOffi...	13/02/2025 05:25 PM	SUDHIR YADAV, UPLCUP			

At the bottom right of the interface, there is a footer with copyright information: "Copyright © 2020, designed and developed by NIC." and "ENG 18:24".

Figure-3



प्रश्न 8— किसी पत्रावली के संचरण के इतिहास की जॉच कैसे करें ?

चरण 1 : पत्रावली संचरण का इतिहास : पत्रावली के inbox पर जायें, पत्रावली चुनें और उसे खोलें जैसाकि चित्र-1 में प्रदर्शित है।

The screenshot shows the eOffice inbox interface. The top navigation bar includes tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The inbox list displays 40 records. The first record, message E 1853, has its subject '123-1234/23/2025-Support1' circled in red.

चित्र-1

चरण 2 : Movement बटन विलक करें जैसाकि चित्र-2 में दर्शाया गया है।

The screenshot shows the eOffice file view interface. The top navigation bar includes tabs for RECEIPT, Create, Inbox, Sent, Advance Search, FILE, Create, Inbox, Sent, Advance Search, ISSUE, Sent, Returned, and Advance Search. The main area shows a file with notes and a movement section. The 'Movement' button in the toolbar is circled in red. To the right, a sidebar titled 'List of Correspondences' shows a single entry for message E 1853.

चित्र-2



Movement बटन विलक होने पर पत्रावली के संचरण का इतिहास प्रदर्शित होगा, जैसाकि चित्र-3 में दर्शाया गया है।

The screenshot shows the eOffice software interface with the title bar "eOffice - New Receipt(E)" and "eOffice - Welcome to eOffice". The main window displays the "Movement History" for file "123-1234/23/2025-Support1". The history table has columns: Sent By, Sent On, Sent To, Action, Remarks, and Movement Type. Two entries are listed:

Sent By	Sent On	Sent To	Action	Remarks	Movement Type
SUDHIR YADAV, UPLCUP	13/02/2025 05:35 PM	SUDHIR YADAV, O/o SupportOffi...			
SUDHIR YADAV, O/o SupportOffi...	13/02/2025 05:25 PM	SUDHIR YADAV, UPLCUP			

चित्र-3



Q9- How to advance search?

Step 1- Click on Advance Search button as shown in figure-1

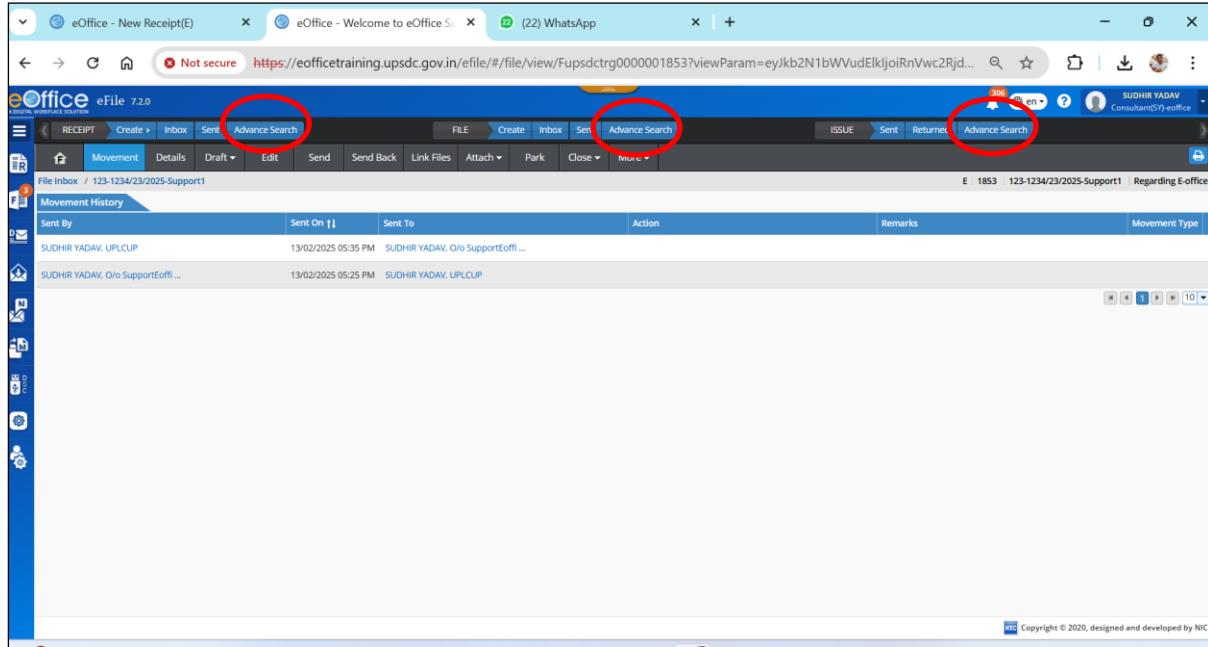


Figure-1

Multiple search tabs are displayed after clicking on advance search button as shown in figure-2

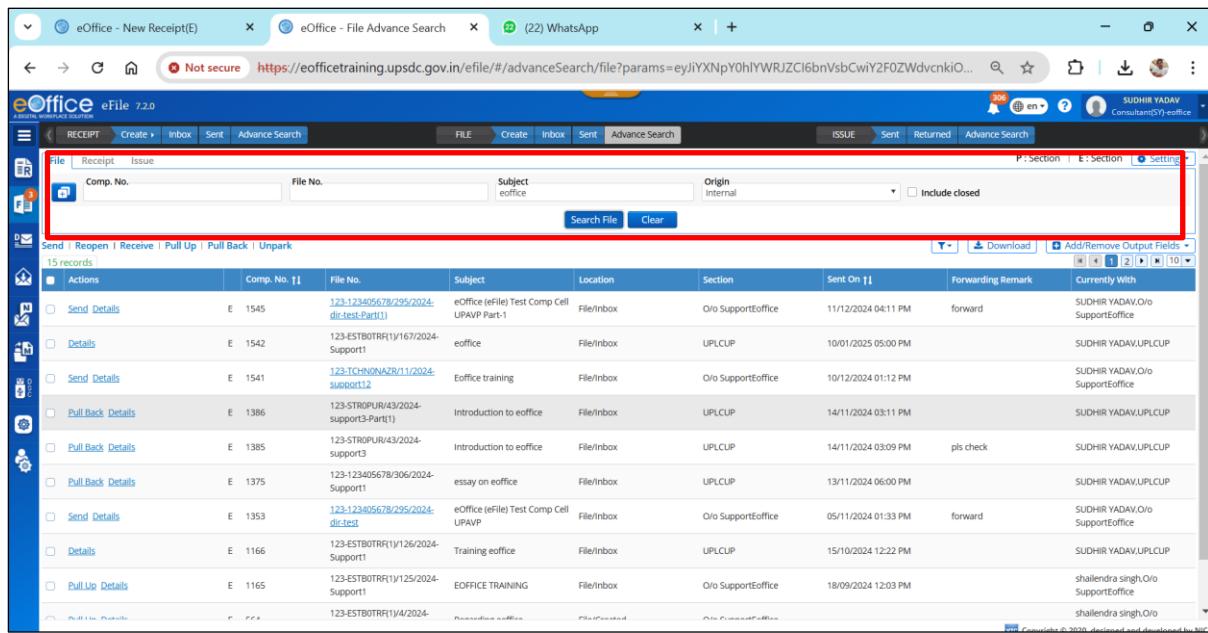


Figure-2



प्रश्न 9— Advance Search कैसे करें ?

चरण 1 : जैसाकि चित्र-1 में प्रदर्शित है, Advance Search बटन पर विलक करें।

चित्र-1

जैसाकि चित्र-2 में प्रदर्शित है, Advance Search बटन विलक करने पर अनेक search tabs खुल जाती हैं।

चित्र-2



Q10- How to create draft?

Step 1- Creation of draft: Go to draft section click on create new draft shown in figure-1

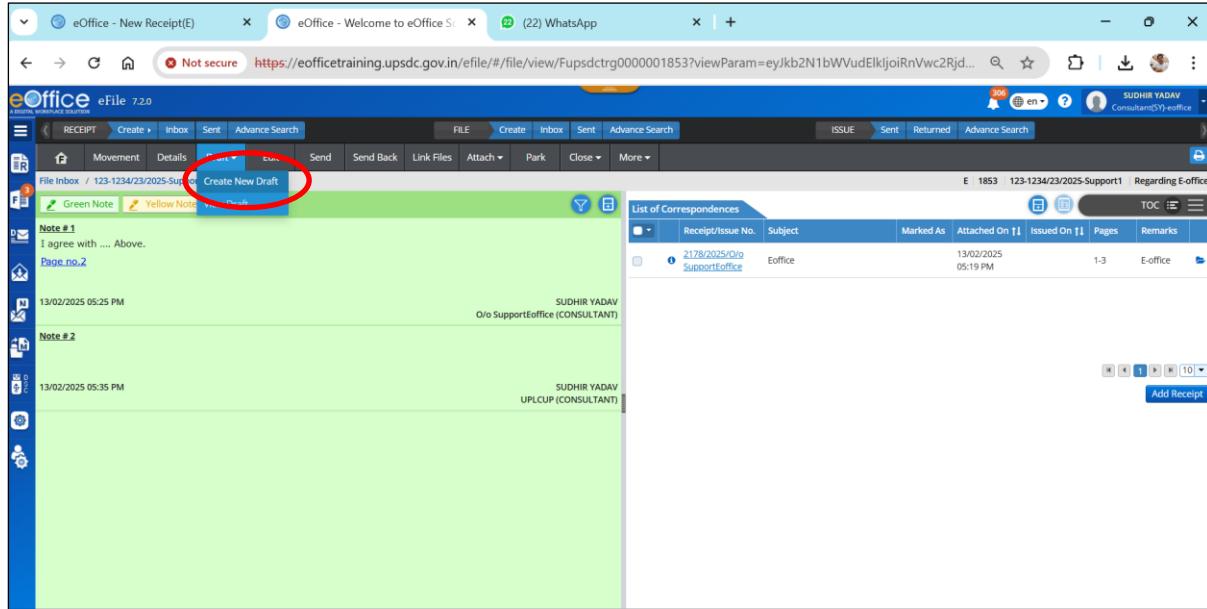


Figure-1

Step 2- Draft the message as shown in figure-2

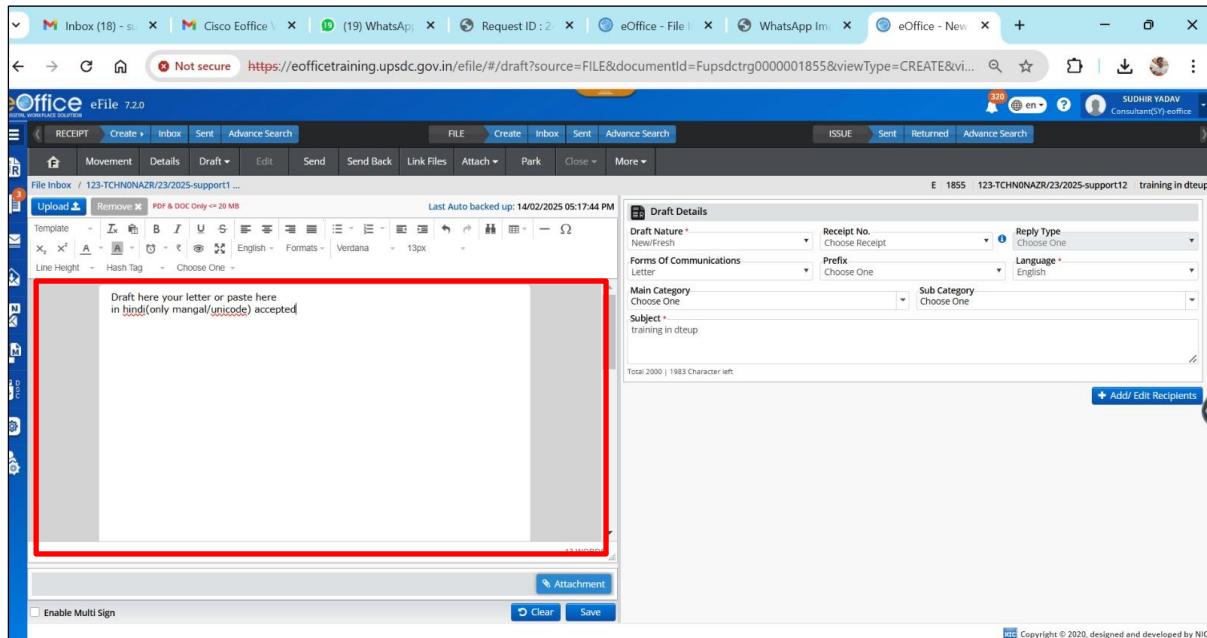


Figure-2



Click on save button to create the draft as shown in figure-3

The screenshot shows the eOffice software interface. On the right, a 'Draft Details' panel is open with fields for Draft Nature (New/Fresh), Receipt No., Reply Type, Forms Of Communications (Letter), Prefix, Language (English), Main Category (eOffice), Sub Category (FILE), and Subject (Regarding E-office). At the bottom of the screen, there are 'Edit', 'Preview', and 'Save' buttons. The 'Save' button is circled in red.

Figure-3

Click on approve button

The screenshot shows the eOffice software interface. On the right, a 'Draft Details' panel is open with fields for Draft Nature (New/Fresh), Receipt No., Reply Type, Forms Of Communications (Letter), Prefix, Language (English), Main Category (eOffice), Sub Category (FILE), and Subject (Regarding E-office). At the bottom of the screen, there are 'Edit', 'Preview', and 'Approve' buttons. The 'Approve' button is circled in red.

Figure-4



Step3- After clicking on YES button, draft gets approved.

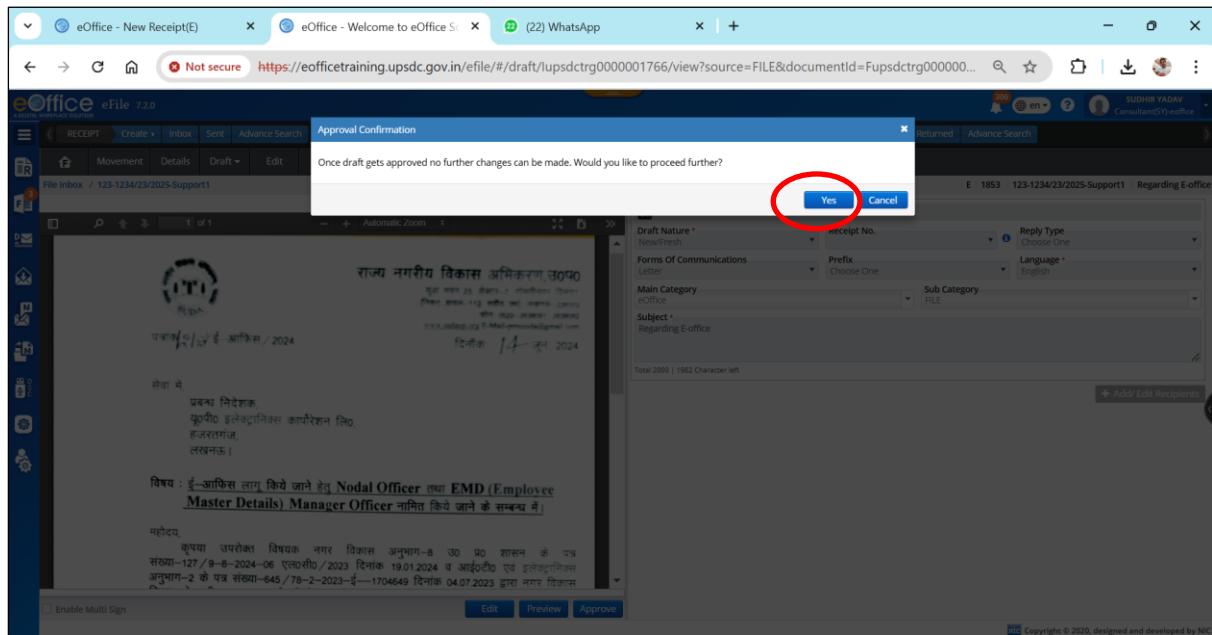


Figure-4

Step4- After the approval, signing authority can sign the draft by clicking on DSC sign -> custom as shown in figure-5

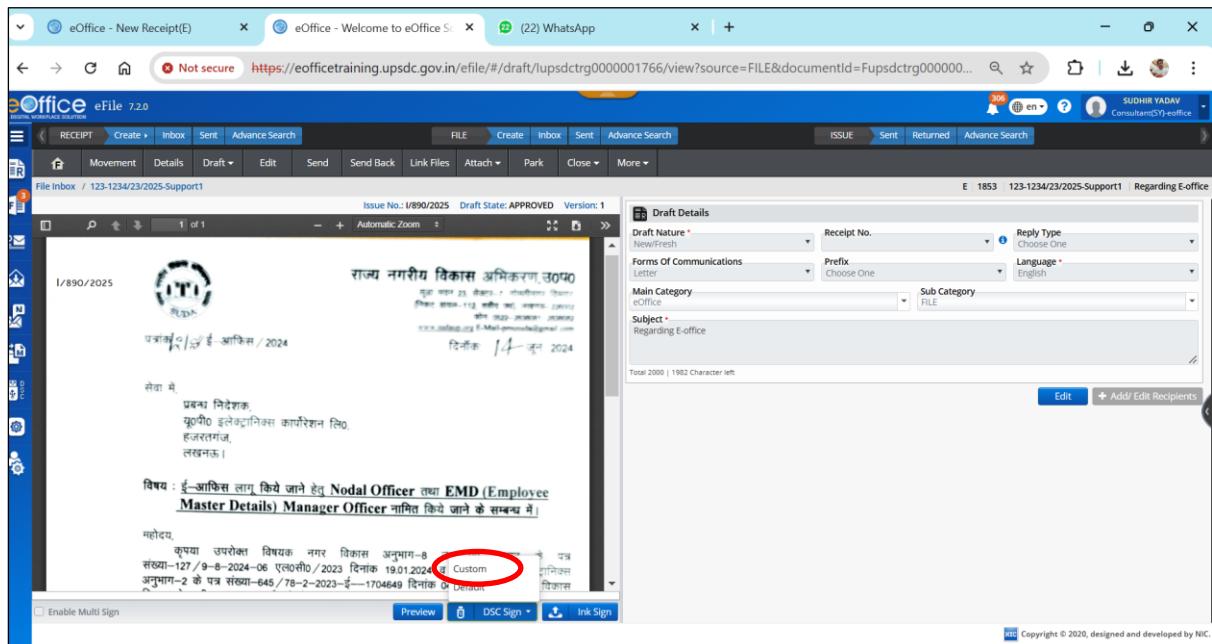


Figure-5



Step5- New window will be displayed for Digital signature

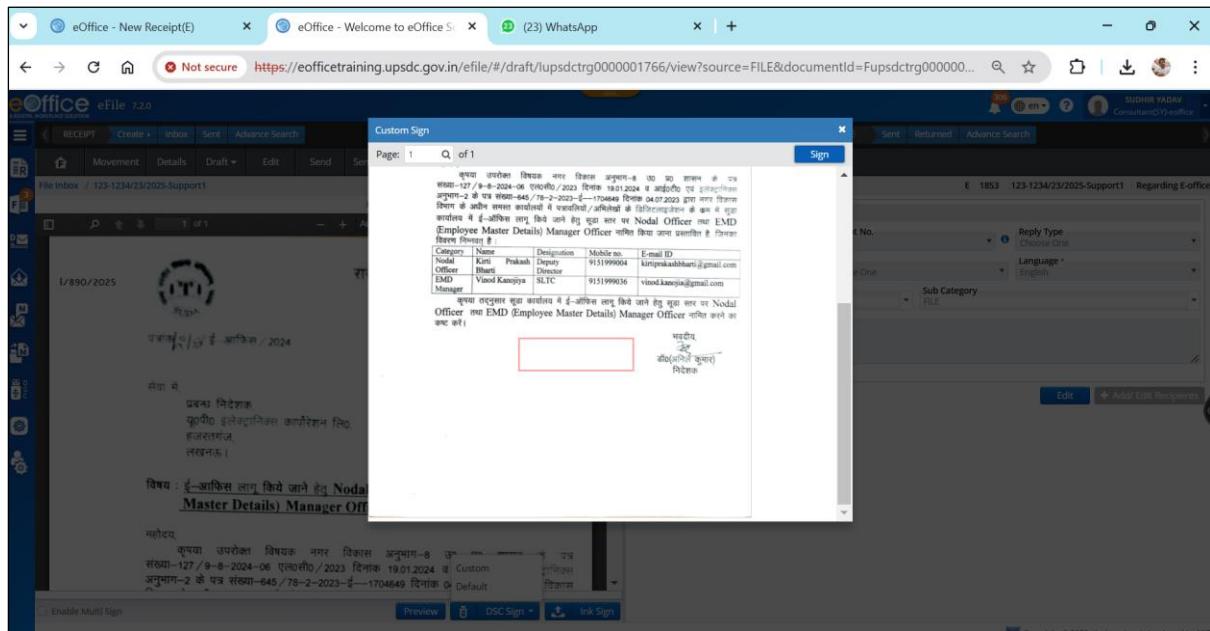


Figure-6

Enter the DSC PIN and click on OK button

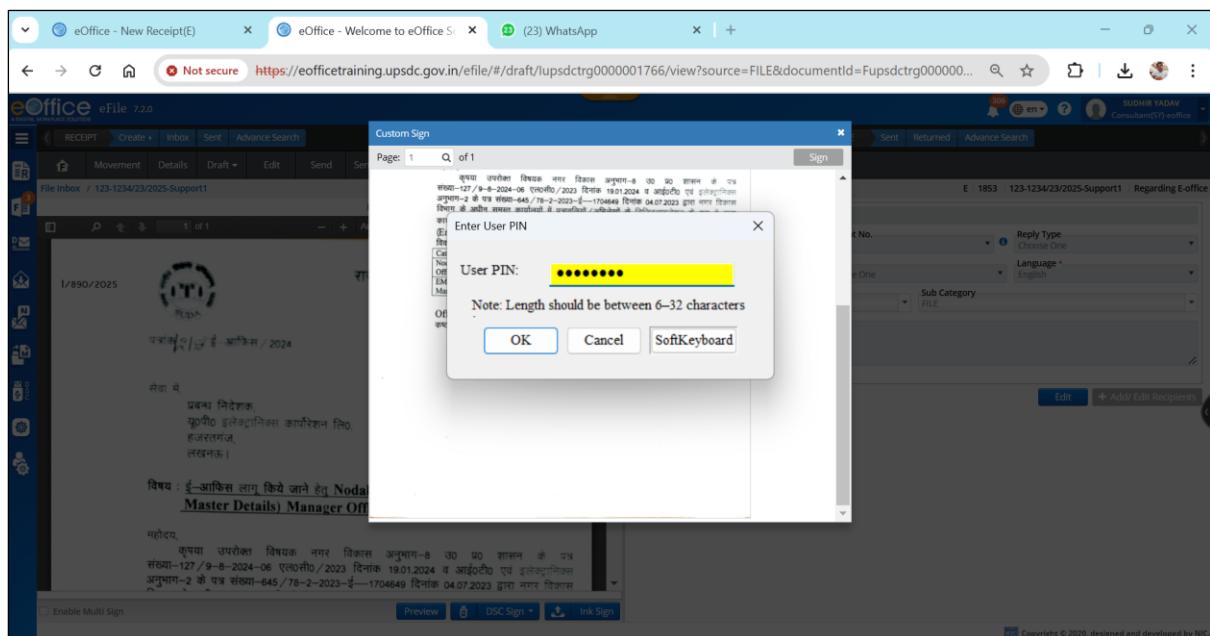


Figure-7



After clicking on OK button the draft will be signed as shown in figure-8

The screenshot shows the eOffice software interface. At the top, there are tabs for 'RECEIPT', 'Create', 'Inbox', 'Sent', 'Advance Search', 'FILE', 'Create', 'Inbox', 'Sent', 'Advance Search', 'ISSUE', 'Sent', 'Returned', and 'Advance Search'. A user profile 'SUDHIR YADAV' is visible on the right. The main window displays a 'File Inbox' entry with the ID '123-1234/23/2025-Support1'. Below it, the details for a draft are shown: Issue No.: V890/2025, Draft State: SIGNED, Version: 1, Signed On: 13/02/2025 06:40 PM. The 'Draft Details' panel on the right includes fields for 'Draft Nature' (New/Fresh), 'Receipt No.' (Choose One), 'Reply Type' (Choose One), 'Forms Of Communications' (Letter), 'Prefix' (Choose One), 'Language' (English), 'Main Category' (eOffice), 'Sub Category' (FILE), and 'Subject' (Regarding E-office). A message at the bottom right says 'Signed Successfully.' The bottom of the screen has buttons for 'Edit', 'Add/ Edit Recipients', 'Approved Copy', 'Preview', and 'Initiate Dispatch'. There is also a checkbox for 'Enable Multi Sign'.

Figure-8



प्रश्न 10— आलेख कैसे सृजित करें ?

चरण 1 : आलेख का सृजन : Draft सेक्शन में जायें और जैसाकि चित्र-1 में प्रदर्शित है, create new draft बटन पर विलक करें।

The screenshot shows the eOffice software interface. At the top, there are several tabs: 'eOffice - New Receipt(E)', 'eOffice - Welcome to eOffice S...', and '(22) WhatsApp'. Below the tabs, the main menu has options like 'RECEIPT', 'Create', 'Inbox', 'Sent', and 'Advance Search'. A sub-menu under 'Create' includes 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Send Back', 'Link Files', 'Attach', 'Park', 'Close', and 'More'. The 'Draft' option is highlighted with a red circle. On the right side of the screen, there is a 'List of Correspondences' table with columns for 'Receipt/Issue No.', 'Subject', 'Marked As', 'Attached On', 'Issued On', 'Pages', and 'Remarks'. There is one entry in the table. At the bottom right of the main window, there is a 'TOC' button.

चित्र-1

चरण 2 : जैसाकि चित्र-2 में प्रदर्शित है, प्रेषित किए जाने वाले सन्देश का आलेख बनायें।

The screenshot shows the 'Draft Details' form in the eOffice software. The left side of the form contains a rich text editor with various formatting tools like bold, italic, underline, etc. The right side contains input fields for 'Draft Details'. The 'Main Category' field is set to 'Choose One' and the 'Sub Category' field is also set to 'Choose One'. The 'Subject' field is filled with 'training in dtuep'. At the bottom of the form, there is a note: 'Total 2000 | 1983 Character left'. At the very bottom, there are buttons for 'Attachment', 'Clear', and 'Save'. A red rectangle highlights the text area where the letter content is entered.

चित्र-2



जैसाकि चित्र-3 में प्रदर्शित है, आलेख के सृजन हेतु save बटन क्लिक करें।

The screenshot shows the eOffice software interface. A draft document titled 'राज्य नगरीय विकास अभियान उत्तराखण्ड' is open. The 'Draft Details' panel on the right shows settings like 'Draft Nature: New/Fresh', 'Forms Of Communications: Letter', 'Main Category: eOffice', and 'Subject: Regarding E-office'. At the bottom right of the main window, there are three buttons: 'Edit', 'Preview', and 'Save'. The 'Save' button is highlighted with a red circle.

चित्र-3

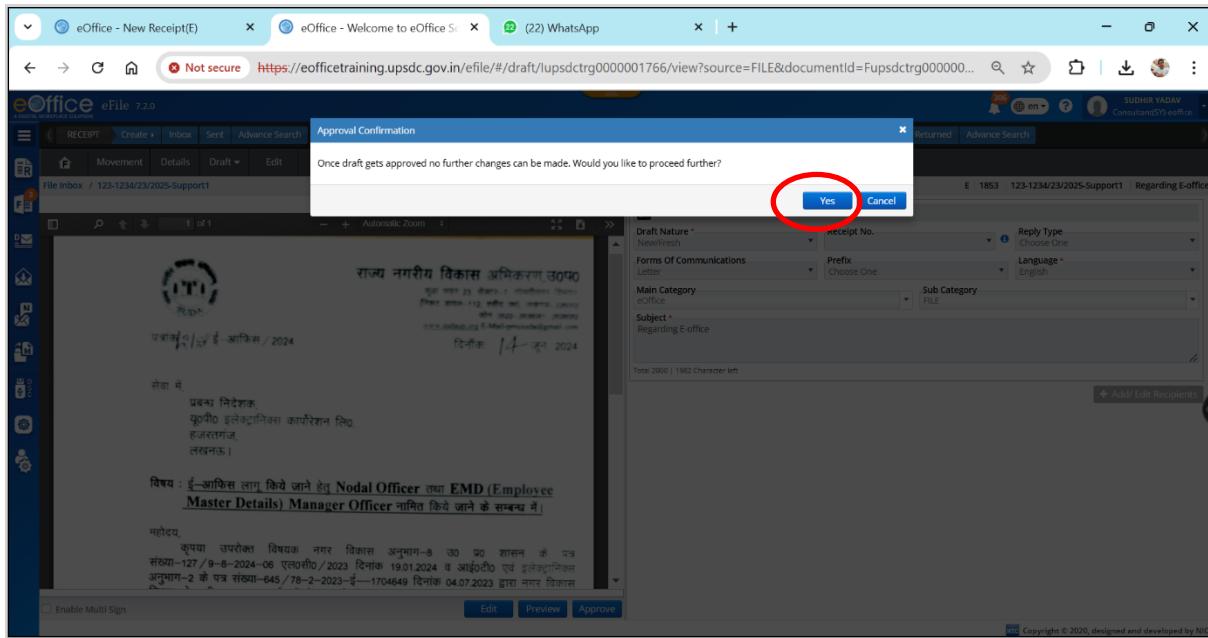
Approve बटन पर क्लिक करें।

The screenshot shows the eOffice software interface with a draft document titled 'राज्य नगरीय विकास अभियान उत्तराखण्ड'. The 'Draft Details' panel on the right shows 'Draft Nature: New/Fresh', 'Forms Of Communications: Letter', 'Main Category: eOffice', and 'Subject: Regarding E-office'. At the bottom right of the main window, there are three buttons: 'Edit', 'Preview', and 'Approve'. The 'Approve' button is highlighted with a red circle.

चित्र-4

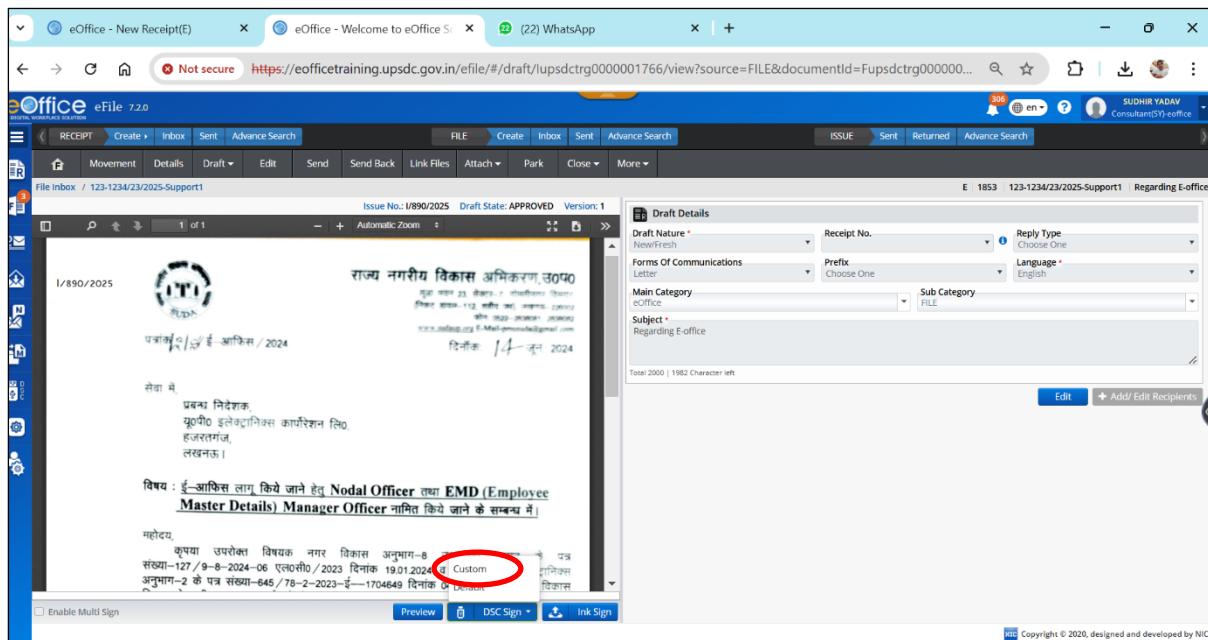


चरण 3 : YES बटन क्लिक करने पर आलेख अनुमोदित हो जाता है।



चित्र-4

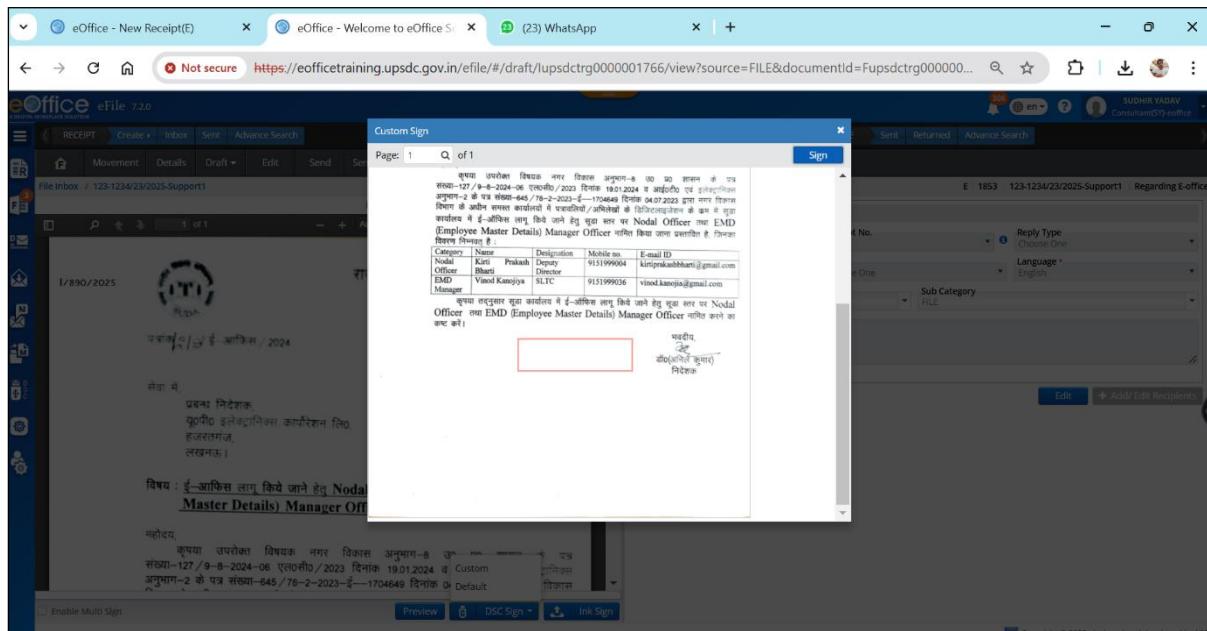
चरण 4 : अनुमोदन के पश्चात, जैसाकि चित्र-5 में दर्शाया गया है, हस्ताक्षरकर्ता प्राधिकारी द्वारा DSC sign -> custom आलेख पर क्लिक कर आलेख हस्ताक्षरित किया जा सकता है।



चित्र-5

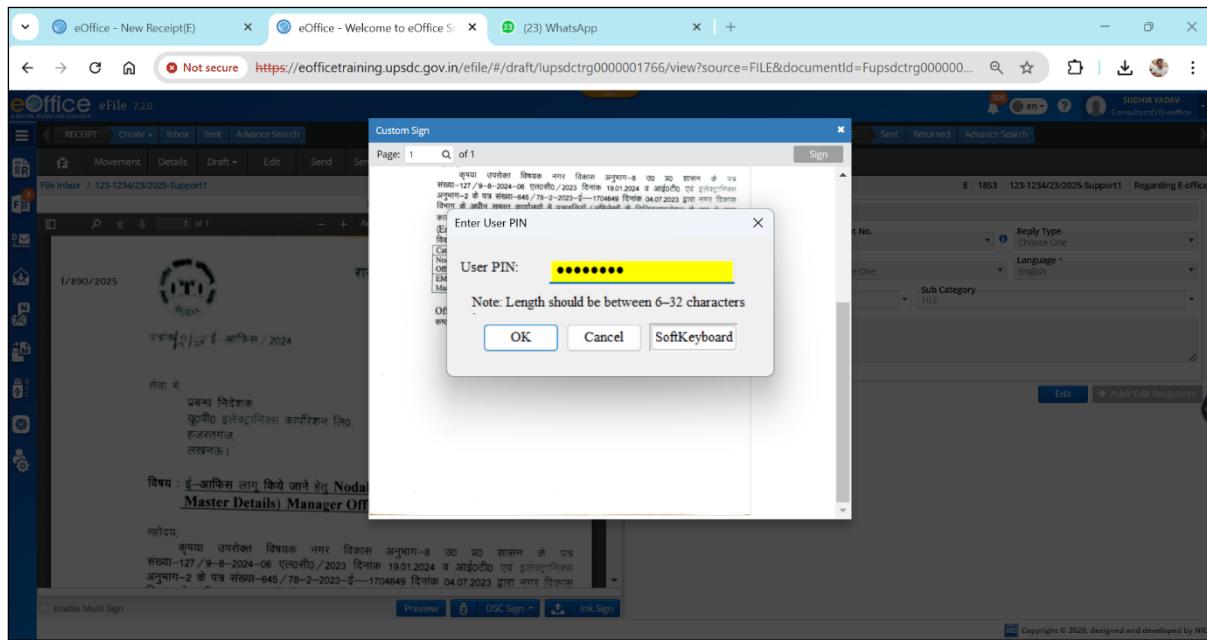


चरण 5 : डिजिटल सिग्नेचर के लिए नई विन्डो खुल जायेगी।



चित्र-6

DSC PIN की प्रविष्टि करें और **OK** बटन पर क्लिक करें।



चित्र-7



OK बटन विलक करने पर आलेख हस्ताक्षरित हो जायेगा, जैसाकि चित्र-8 में प्रदर्शित है।

The screenshot shows the eOffice software interface. At the top, there are tabs for 'RECEIPT', 'Create', 'Inbox', 'Sent', and 'Advance Search'. Below that, there are FILE, ISSUE, and ADVANCED SEARCH tabs. A user profile for 'SUDHIR YADAV' is visible. On the left, there's a sidebar with icons for Movement, Details, Draft, Edit, Send, Send Back, Link Files, Attach, Park, Close, More, and Signatures. The main area shows a 'File Inbox' with a single item: '123-1234/23/2025-Support1'. Below it, it says 'Issue No.: U890/2025 Draft State: SIGNED Version: 1 Signed On: 13/02/2025 06:40 PM'. To the right, a 'Draft Details' panel is open, showing fields for Draft Nature (New/Fresh), Receipt No., Reply Type (Choose One), Forms Of Communications (Letter), Prefix (Choose One), Language (English), Main Category (eOffice), Sub Category (FILE), and Subject (Regarding E-office). A message at the top right says 'Signed Successfully.' Below the draft details, there are buttons for 'Edit', '+ Add/ Edit Recipients', 'Approved Copy', 'Preview', and 'Initiate Dispatch'. At the bottom left, there's a checkbox for 'Enable Multi Sign'. The bottom right corner has a copyright notice: 'Copyright © 2020, designed and developed by NIC'.

चित्र-8