



Master Data Management

User Manual

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SUPER ADMIN


Super Admin can **Create, View, Edit** and **Delete** Master data of eFile Application of all the departments within an eOffice Instance. Also it can assign selective metadata to selected departments.

Login

- Enter the Username and Password in the eOffice portal, as shown in *Figure 1*:



Figure 1

- Click Login () button to submit the details, if the Username and Password correctly match then the user is successfully logged in to the eOffice portal and following screen appears (as shown in *Figure 2*):

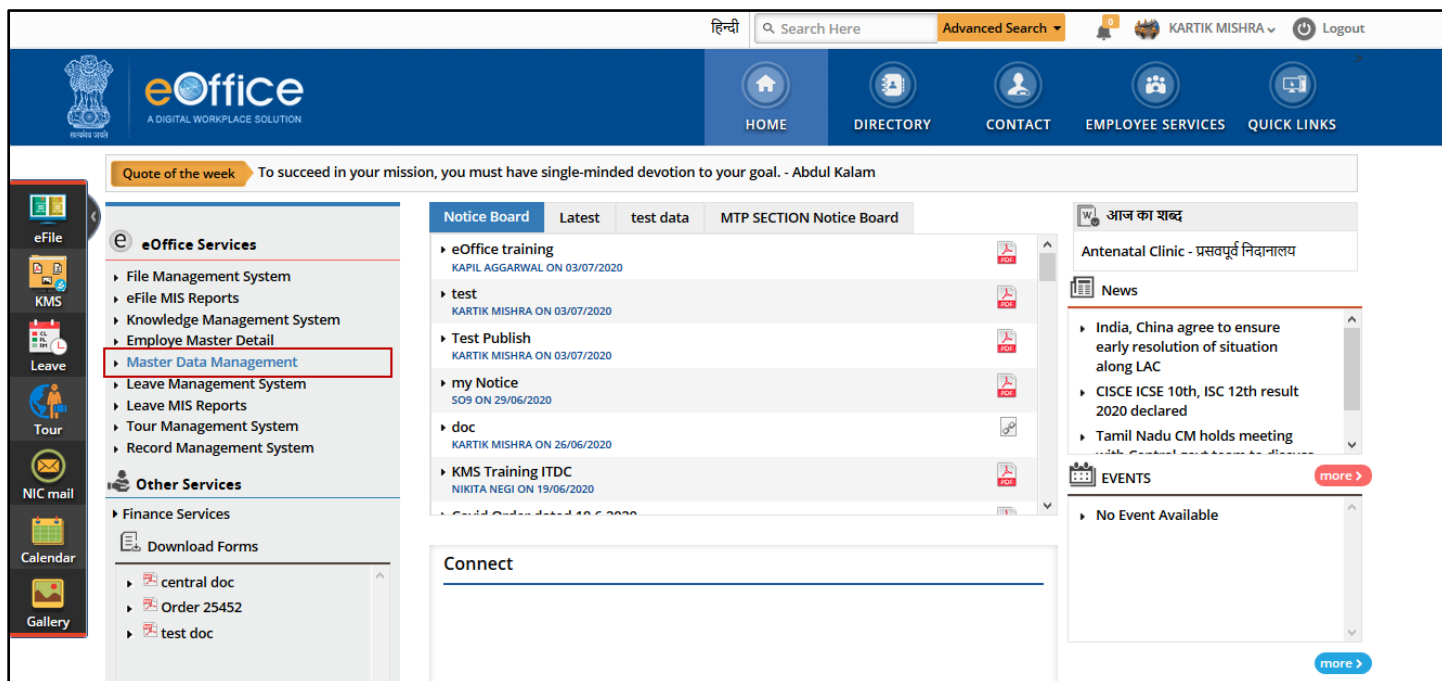


Figure 2

- To open the Master Data Management Module click on the link mentioned in the right panel as highlighted in **Figure 2**, as result of which following home screen appears through which the Super Admin can log into the Master Data Management Module (**Figure 3**) :

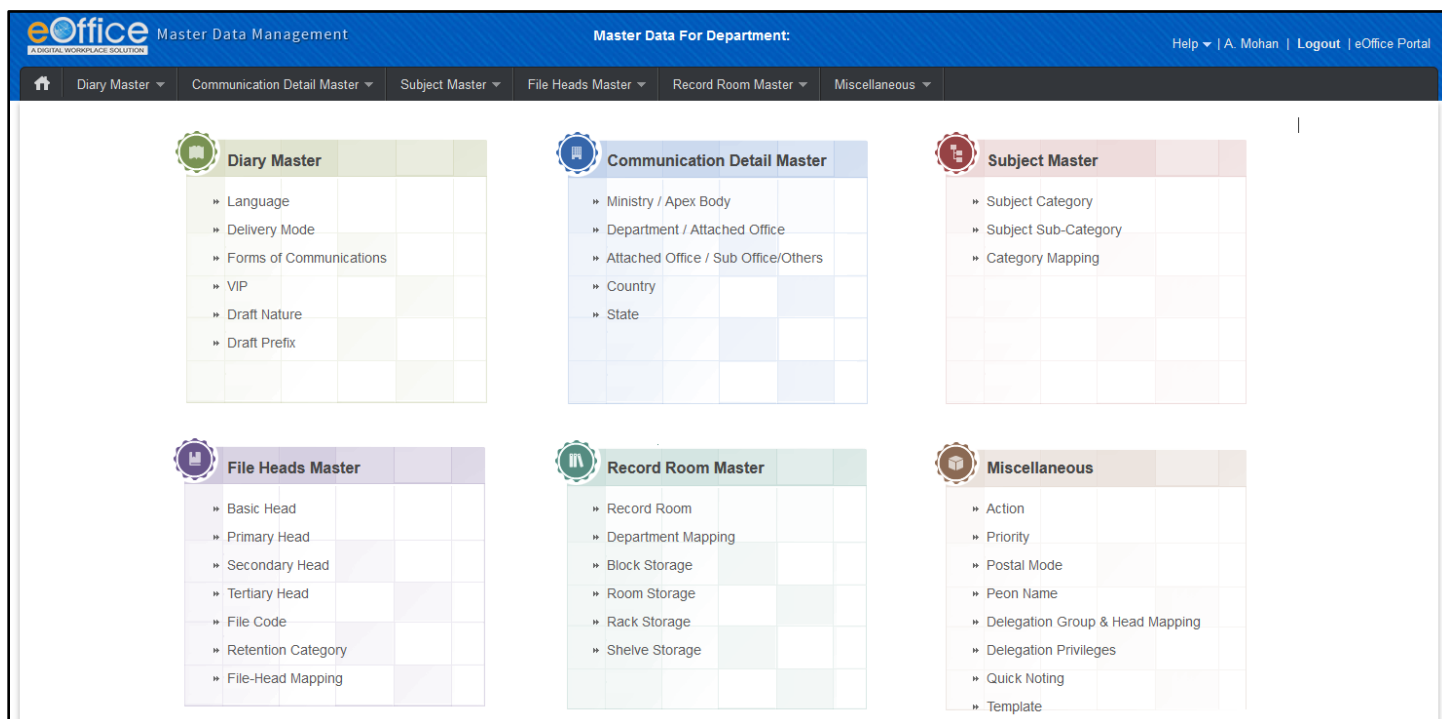


Figure 3

Master Data Management Module

Master Data Management Module comprises of 35 different sections for Super Admin:

- | | | |
|--------------------------|-------------------------------------|-------------------------|
| ❖ Basic Head | ❖ Subject Category | ❖ Delegation Privileges |
| ❖ Primary Head | ❖ Subject Sub Category | ❖ Quick Noting |
| ❖ Secondary Head | ❖ Category Mapping | ❖ Template |
| ❖ Tertiary Head | ❖ Ministry/ Apex Body | ❖ Record Room |
| ❖ File Code | ❖ Department/ Attached Office | ❖ Department Mapping |
| ❖ Retention Category | ❖ Attached Office/Sub Office/Others | ❖ Block Storage |
| ❖ File Head Mapping | ❖ Country | ❖ Room Storage |
| ❖ Language | ❖ State | ❖ Rack Storage |
| ❖ Delivery Mode | ❖ Action | ❖ Shelf Storage |
| ❖ Forms of Communication | ❖ Priority | |
| ❖ VIP | ❖ Postal Mode | |
| ❖ Draft Nature | ❖ Peon Name | |
| ❖ Draft Prefix | ❖ Delegation Group and Head Mapping | |

Categorization of the links

Based on the usability above mentioned links has been categorized as follows:

1. Diary Master
2. Communication Detail Master
3. Subject Master
4. File Heads Master
5. Record Room Master
6. Miscellaneous

Let's have a quick overview of the different sections one by one.

Diary Master

Diarization Master includes the following links which contains the Meta data to be used at user level.

- | | |
|--------------------------|-----------------|
| ❖ Language | ❖ Delivery Mode |
| ❖ Forms of Communication | ❖ VIP |
| ❖ Draft Nature | ❖ Draft Prefix |

Language

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through '**Language**' dropdown field in '**Receipt Diary**' and '**DFA creation**' page of File Management System.
- These values identify the Language of Incoming DAKs/TAPALs/LETTERS received during Diarization or creation of DFAs.

View Language:

To view the Language type, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Language**', see *Figure 4*.

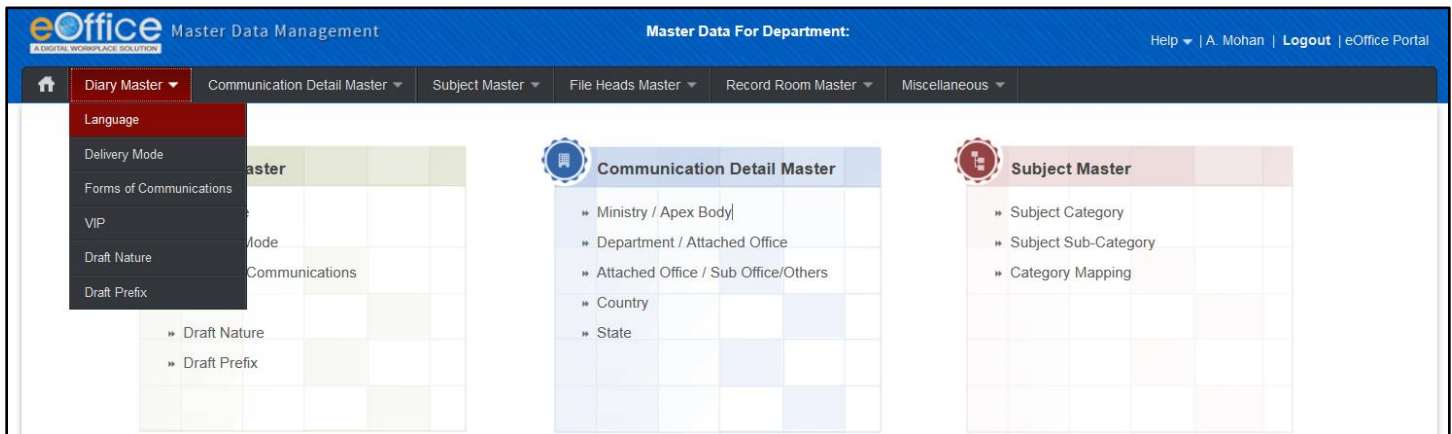


Figure 4

2. As a result LanguageList appears as shown in **Figure 5**

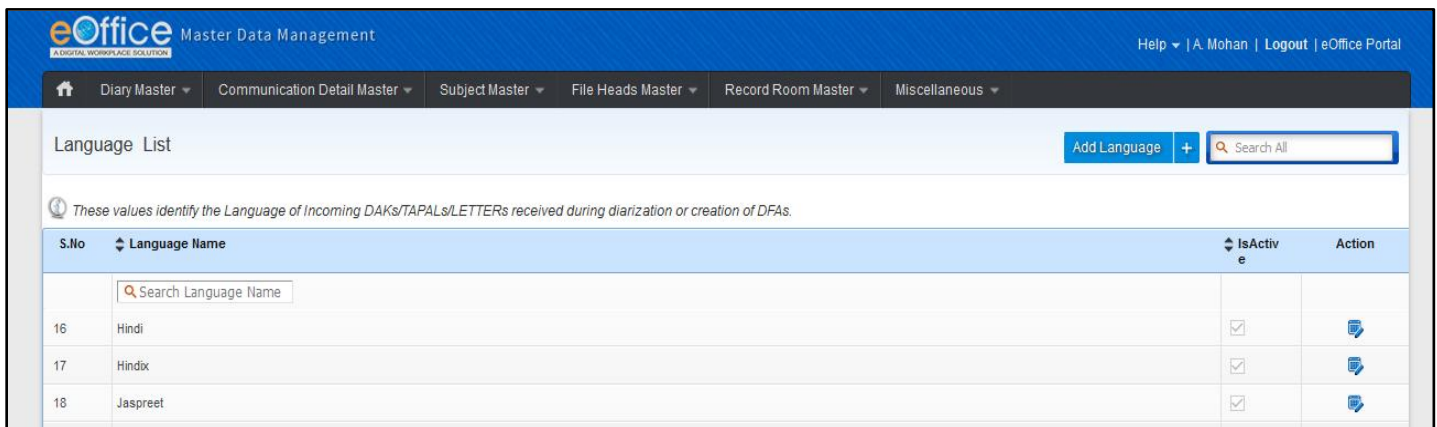


Figure 5

Search Language:

To search the Language, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Language**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 6**

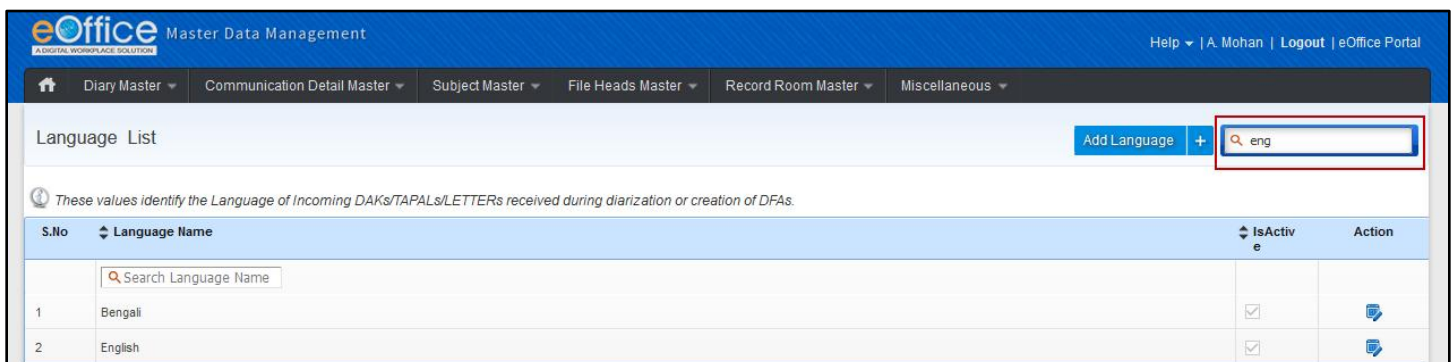


Figure 6

Add New Language:

For adding a new Language, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Language**' → Click '**Add Language**', see *Figure 7*

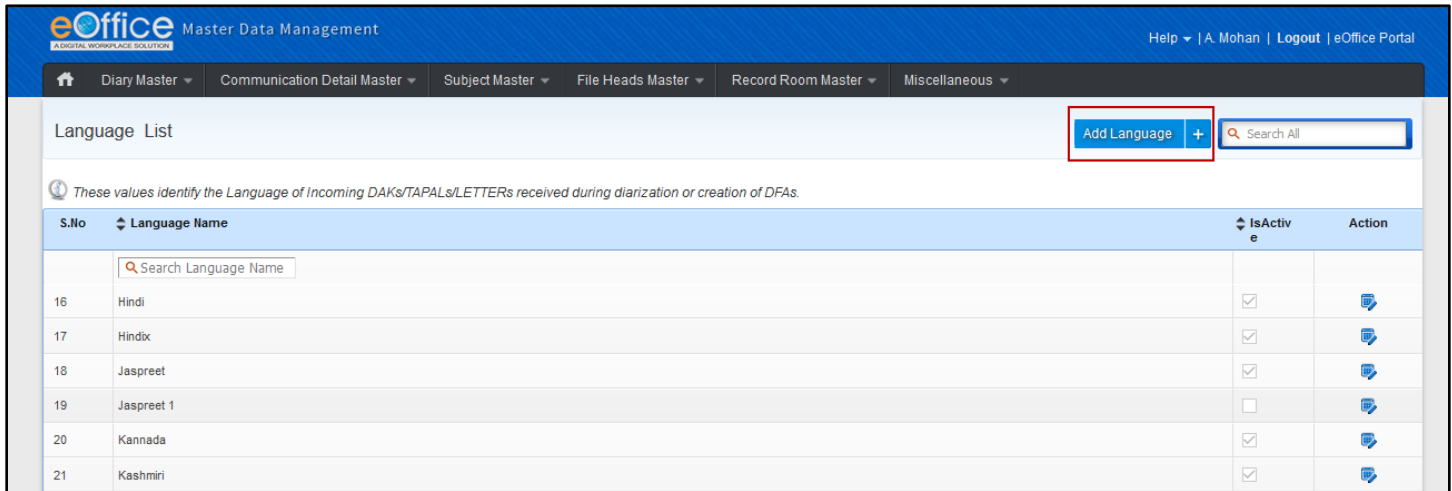


Figure 7

2. Enter '**Language Name**' and Click '**Save**', as shown in *Figure 8*

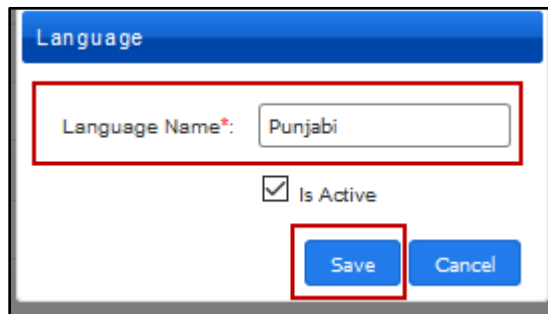


Figure 8

Note:

- Language once Added cannot be deleted only it can be made Active or Inactive using edit feature.

Edit Existing Language:

For editing status of existing Language, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Language**' → Click '**Edit Icon**', see *Figure 9*

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Language List Add Language + Search All

These values identify the Language of Incoming DAKs/TAPALs/LETTERS received during diarization or creation of DFAs.







S.No	Language Name	Is Active	Action
16	Hindi	<input checked="" type="checkbox"/>	
17	Hindix	<input checked="" type="checkbox"/>	
18	Jaspreet	<input checked="" type="checkbox"/>	
19	Jaspreet 1	<input type="checkbox"/>	
20	Kannada	<input checked="" type="checkbox"/>	
21	Kashmiri	<input checked="" type="checkbox"/>	

Figure 9

2. Check/Uncheck 'Is Active' checkbox to make language active or Inactive, see Figure 10

Language

Language Name*: ABC

☒ Is Active

Save Cancel

Figure 10

Note:

- Language Name can't be edited only it can be made active or Inactive.

Delivery Mode

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'Delivery Mode' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify the mode of delivery for incoming DAKs/TAPALs/LETTERS received.

View Delivery Mode:

To view the Delivery Mode, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Delivery Mode**', as shown in **Figure 11**

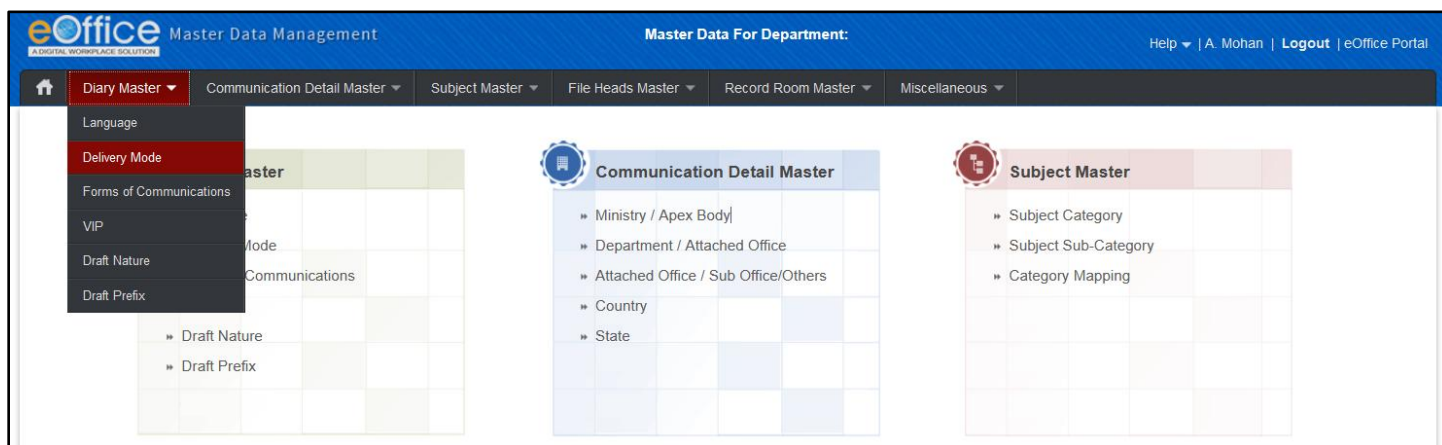


Figure 11

2. As a result **Delivery Mode List** appears as shown in *Figure 12*

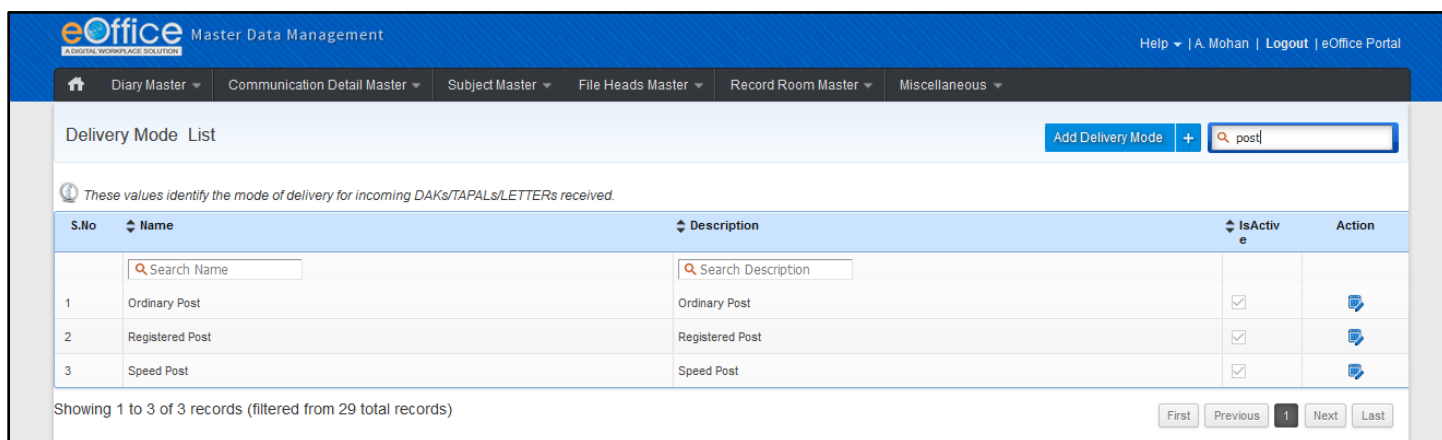


Figure 12

Search Delivery Mode:

To search the Delivery Mode, perform the following Steps:

Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Delivery Mode**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 13*

Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Delivery Mode List

Add Delivery Mode +

These values identify the mode of delivery for incoming DAKs/TAPALS/LETTERs received.

S.No	Name	Description	IsActive	Action
1	Ordinary Post	Ordinary Post	<input checked="" type="checkbox"/>	
2	Registered Post	Registered Post	<input checked="" type="checkbox"/>	
3	Speed Post	Speed Post	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 29 total records)

First Previous 1 Next Last

Figure 13

Add New Delivery Mode:

For adding a new Delivery Mode, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Delivery Mode**' → Click '**Add Delivery Mode**', as shown in *Figure 14*

Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Delivery Mode List

Add Delivery Mode +

These values identify the mode of delivery for incoming DAKs/TAPALS/LETTERs received.

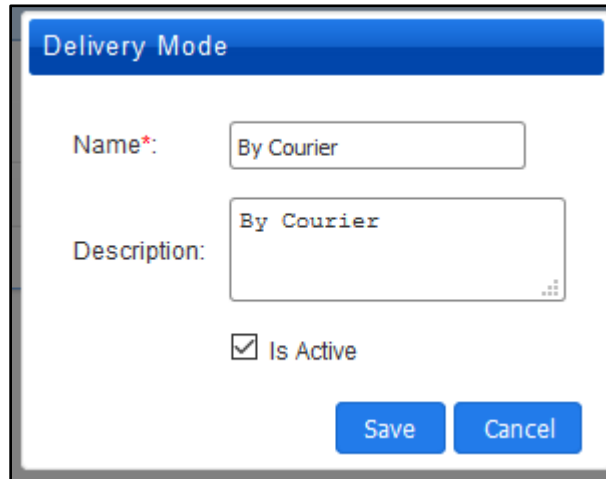
S.No	Name	Description	IsActive	Action
1	Ordinary Post	Ordinary Post	<input checked="" type="checkbox"/>	
2	Registered Post	Registered Post	<input checked="" type="checkbox"/>	
3	Speed Post	Speed Post	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 29 total records)

First Previous 1 Next Last

Figure 14

2. Enter the **Delivery Mode Name** and **Description** then click on **Save** button, as shown in *Figure 15*



Delivery Mode

Name*:

Description:

☒ Is Active

Figure 15

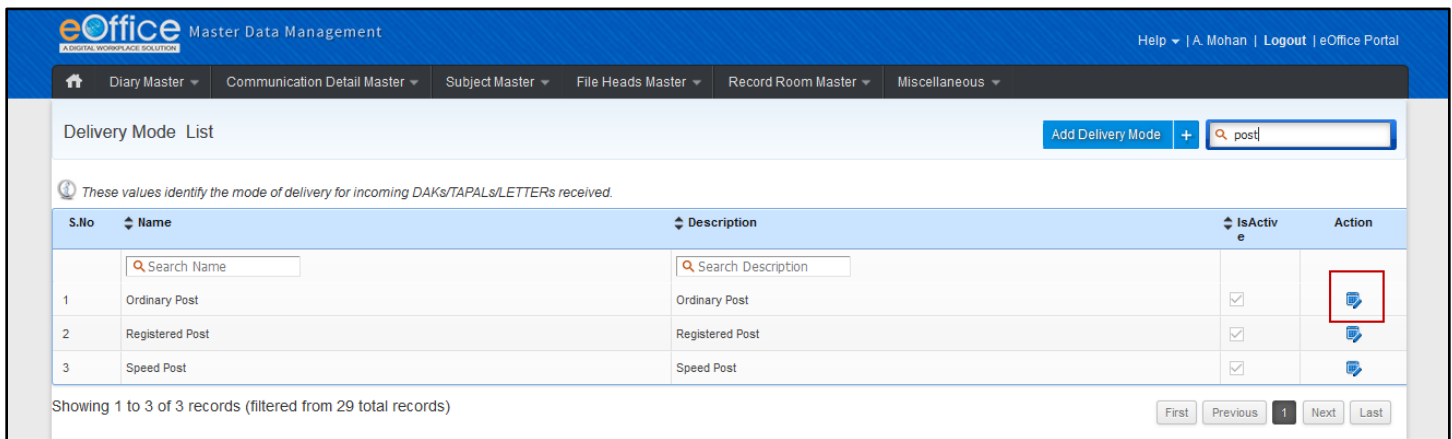
Note:

- **Delivery Mode** once Added cannot be deleted only it can be made Active or Inactive using edit feature.

Edit Existing Delivery Mode:

For editing status of existing Delivery Mode, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Delivery Mode**' → Click on '**Edit**' icon, see *Figure 16*



eOffice Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Delivery Mode List

Add Delivery Mode +

These values identify the mode of delivery for incoming DAKs/TAPALs/LETTERs received.

S.No	Name	Description	Is Active	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
2	Registered Post	Registered Post	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
3	Speed Post	Speed Post	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

Showing 1 to 3 of 3 records (filtered from 29 total records)

First Previous 1 Next Last

Figure 16

2. Check/Uncheck '**Is Active**' checkbox to make Delivery Mode active or Inactive, see *Figure 17*

Figure 17

Note:

- Name and Description of Delivery Mode can't be edited only it can be made active or Inactive.

Forms of Communications

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'Forms of Communications' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify the type of letter received viz. DO, OM, Acknowledgement etc.

View Forms of Communication:

To View the **Forms of Communications**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on 'Forms of Communications', as shown in *Figure 18*

Figure 18

2. As a result Forms of Communications List appears as shown in *Figure 19*

The screenshot shows the 'Forms of Communications List' in the eOffice Master Data Management system. The interface includes a navigation bar with tabs like 'Diary Master', 'Communication Detail Master', 'Subject Master', 'File Heads Master', 'Record Room Master', and 'Miscellaneous'. A search bar at the top right contains the text 'le'. Below the search bar, a table lists three communication forms: Acknowledgement, Demi-official Letter, and Letter. Each row has columns for S.No, Name, Description, IsActive, and Action. The 'IsActive' column shows checkboxes, and the 'Action' column shows a document icon. At the bottom, it says 'Showing 1 to 3 of 3 records (filtered from 34 total records)'.

S.No	Name	Description	IsActive	Action
1	Acknowledgement	Acknowledgement	<input checked="" type="checkbox"/>	
2	Demi-official Letter	Demi-official Le	<input checked="" type="checkbox"/>	
3	Letter	Letter	<input checked="" type="checkbox"/>	

Figure 19

Search the Forms of Communications:

To search the **Forms of Communications**, perform the following Steps:

1. Login to **Master Data Management**→ Go to '**Diary Master**'→ Click on '**Forms of Communications**'→Enter the text which needs to be searched in '**Search**' text box, see *Figure 20*

This screenshot is similar to Figure 19, but the search bar at the top right is highlighted with a red rectangle. The search bar contains the text 'le'. The table below it lists the same three communication forms: Acknowledgement, Demi-official Letter, and Letter.

S.No	Name	Description	IsActive	Action
1	Acknowledgement	Acknowledgement	<input checked="" type="checkbox"/>	
2	Demi-official Letter	Demi-official Le	<input checked="" type="checkbox"/>	
3	Letter	Letter	<input checked="" type="checkbox"/>	

Figure 20

Add New Forms of Communication:

For adding a new Delivery Mode, perform the following Steps:

1. Login to Master Data Management Module→ Go to '**Diary Master**'→ Click on '**Forms of Communications**'→ Click '**AddForms of Communications**', as shown in *Figure 21*

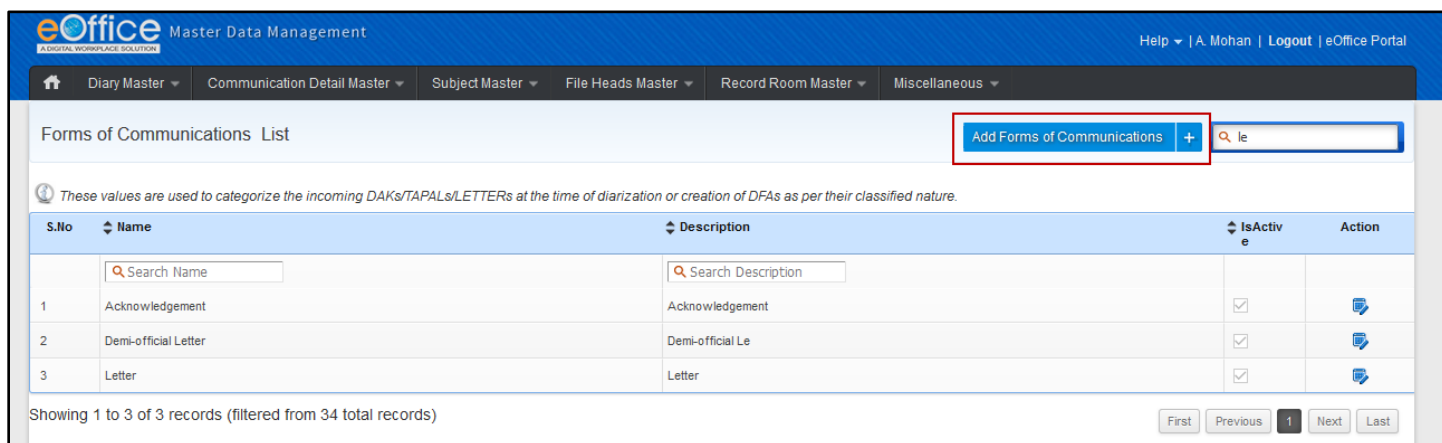


Figure 21

2. Enter the Forms of Communications Name and Description then click on **Save** button, as shown in Figure 22

Forms of Communications

Correspondence Type*: Acknowledgement

Description*: Acknowledgement

☒ Is Active

Save Cancel

Figure 22

Note:

- Forms of Communications once Added cannot be deleted only it can be made Active or Inactive using edit feature.

Edit Existing Forms of Communications:

For editing status of existing **Forms of Communications**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Forms of Communications**' → Click on 'Edit' icon, see Figure 23

Forms of Communications List

These values are used to categorize the incoming DAKs/TAPALs/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Name	Description	Is Active	Action
1	Acknowledgement	Acknowledgement	<input checked="" type="checkbox"/>	
2	Demi-official Letter	Demi-official Le	<input checked="" type="checkbox"/>	
3	Letter	Letter	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 34 total records)

Figure 23

2. Check/Uncheck 'Is Active' checkbox to make **Forms of Communications** active or Inactive, see **Figure 24**

Forms of Communications

Correspondence Type*: Bill

Description*: Bill

☒ Is Active

Save Cancel

Figure 24

Note:

- Name and Description of **Forms of Communications** can't be edited only it can be made active or Inactive.

VIP

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'VIP Type' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify VIP-Type from where the DAKs/TAPALs/LETTERS has been received. EX- MLA, MP, MLC etc.

View VIP:

To View the VIP, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**VIP**', as shown in *Figure 25*

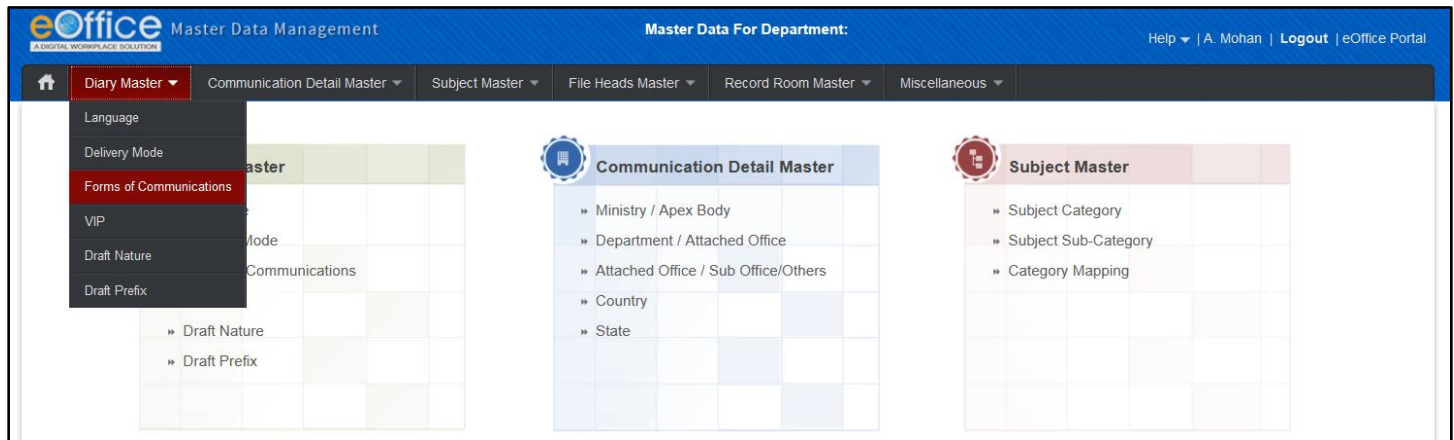


Figure 25

2. As a result VIP List appears as shown in *Figure 26*

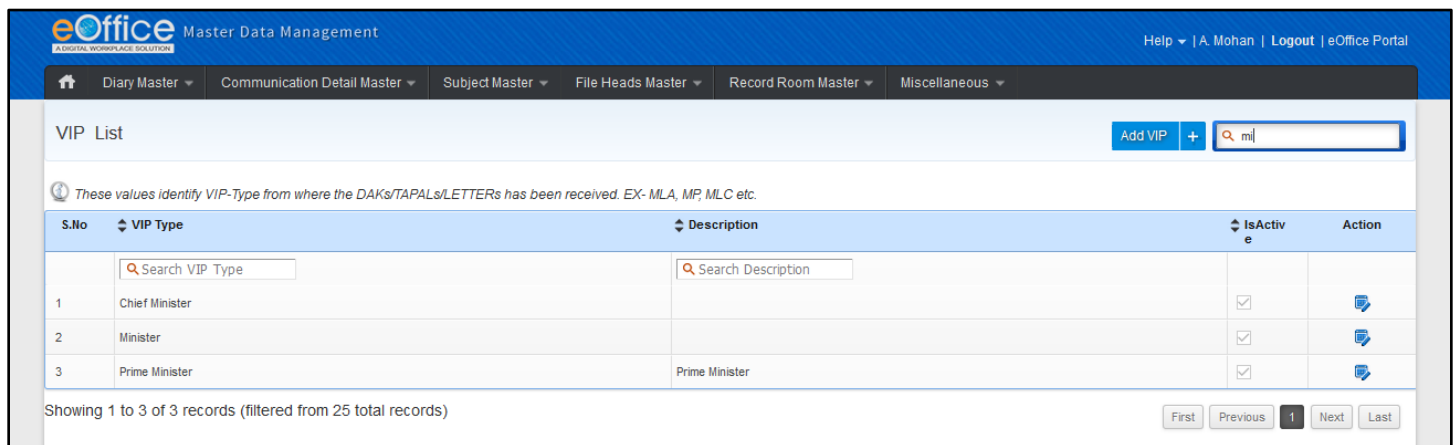


Figure 26

Search the VIP:

To search the VIP, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**VIP**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 27*

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

VIP List

Add VIP +

These values identify VIP-Type from where the DAKs/TAPALS/LETTERS has been received. EX- MLA, MP, MLC etc.

S.No	VIP Type	Description	IsActive	Action
1	Chief Minister		<input checked="" type="checkbox"/>	
2	Minister		<input checked="" type="checkbox"/>	
3	Prime Minister	Prime Minister	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 25 total records)

First Previous 1 Next Last

Figure 27

Add New VIP:

For adding a new Delivery Mode, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**VIP**' → Click '**Add VIP**', as shown in **Figure 28**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

VIP List

Add VIP +

These values identify VIP-Type from where the DAKs/TAPALS/LETTERS has been received. EX- MLA, MP, MLC etc.

S.No	VIP Type	Description	IsActive	Action
1	Chief Minister		<input checked="" type="checkbox"/>	
2	Minister		<input checked="" type="checkbox"/>	
3	Prime Minister	Prime Minister	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 25 total records)

First Previous 1 Next Last

Figure 28

2. Enter the **VIPName** and **Description** then click on **Save** button, as shown in **Figure 29**

Figure 29

Note:

- VIP once Added cannot be deleted only it can be made Active or Inactive using edit feature.

Edit Existing VIP:

For editing status of existing Delivery Mode, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**VIP**' → Click on '**Edit**' icon, see *Figure 30*

S.No	VIP Type	Description	Is Active	Action
1	Chief Minister		<input checked="" type="checkbox"/>	
2	Minister		<input checked="" type="checkbox"/>	
3	Prime Minister	Prime Minister	<input checked="" type="checkbox"/>	

Figure 30

2. Check/Uncheck '**Is Active**' checkbox to make Delivery Mode active or Inactive, see *Figure 31*

Figure 31

Note:

- Name and Description of VIP can't be edited only it can be made active or Inactive.

Draft Nature

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'Draft Nature' dropdown field in 'DFA Creation' page of File Management System.
- The values define the nature of DFA being prepared viz. Acknowledgement, GO, DO Letter etc.

View Draft Nature:

To view the Draft Nature, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Draft Nature**', as shown in *Figure 32*

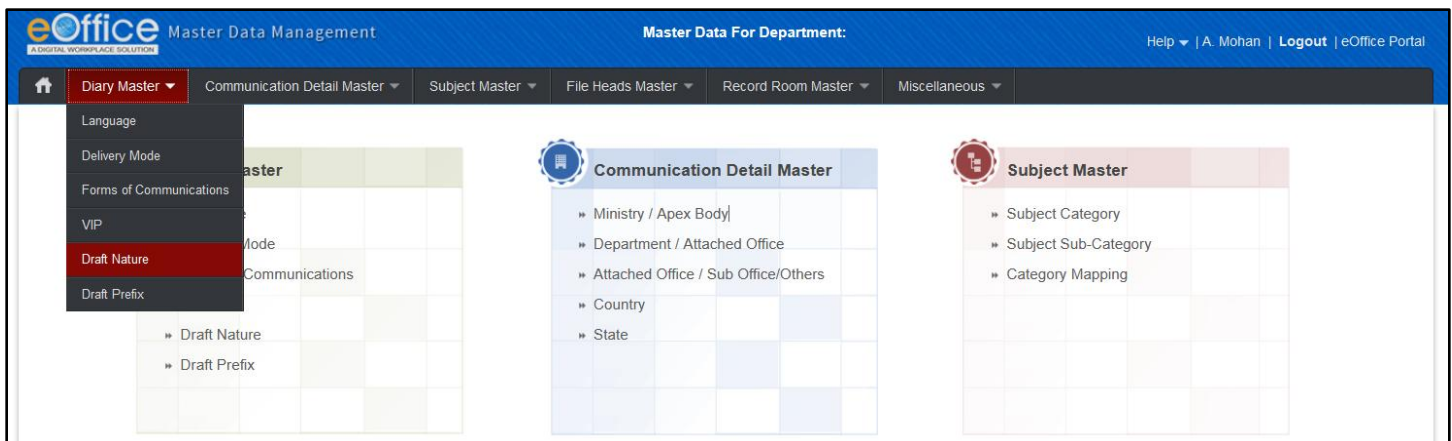


Figure 32

2. As a result **Draft Nature List** appears as shown in *Figure 33*

Delivery Mode List

These values identify the mode of delivery for incoming DAKs/TAPALS/LETTERs received.

S.No	Name	Description	IsActive	Action
1	Ordinary Post	Ordinary Post	<input checked="" type="checkbox"/>	
2	Registered Post	Registered Post	<input checked="" type="checkbox"/>	
3	Speed Post	Speed Post	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 29 total records)

Figure 33

Search Draft Nature:

To search the **Draft Nature**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click '**Draft Nature**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 34*

Draft Nature List

The values define the nature of DFA being prepared viz. Acknowledgement, GO, DO Letter etc.

S.No	Name	Draft Reply Type	IsActive	Action
1	Acknowledged	Interim	<input checked="" type="checkbox"/>	
2	DO Letter	Interim	<input checked="" type="checkbox"/>	
3	Letter	Interim	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 26 total records)

Figure 34

Add New Draft Nature:

For adding a new **Draft Nature**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Draft Nature**' → Click '**AddDraft Nature**', as shown in *Figure 35*

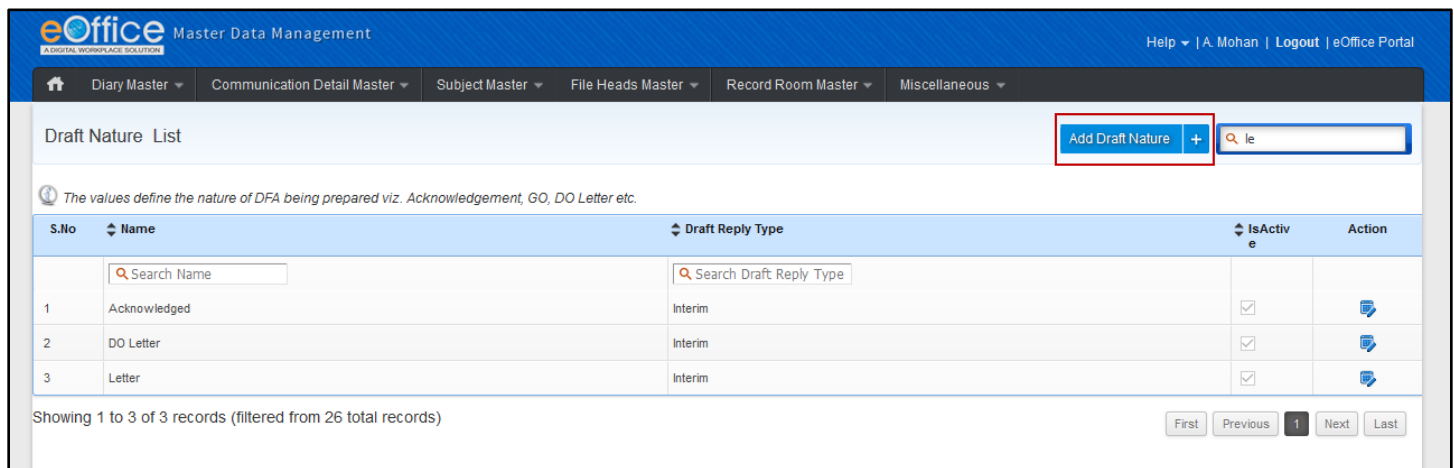


Figure 35

2. Choose the **Draft Reply Type** and enter the Draft Nature **Name** then click **Save** button, as shown in the below **Figure 36**

Figure 36

Note:

- Draft Nature once Added cannot be deleted only it can be made Active or Inactive using edit feature.

Edit Existing Draft Nature:

For editing status of existing Draft Nature, perform the following Steps:





1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Draft Nature**' → Click on '**Edit**' icon, see **Figure 37**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Draft Nature List Add Draft Nature +

The values define the nature of DFA being prepared viz. Acknowledgement, GO, DO Letter etc.

S.No	Name	Draft Reply Type	Is Active	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Draft Reply Type"/>	<input checked="" type="checkbox"/>	
2	Acknowledged	Interim	<input checked="" type="checkbox"/>	
3	DO Letter	Interim	<input checked="" type="checkbox"/>	
4	Letter	Interim	<input checked="" type="checkbox"/>	

Showing 1 to 3 of 3 records (filtered from 26 total records) First Previous 1 Next Last

Figure 37

2. Check/Uncheck 'Is Active' checkbox to make Draft Nature active or Inactive, see **Figure 38**

Draft Nature

Draft Reply Type*:

Name*:

☒ Is Active

Figure 38

Note:

- Draft Reply Type and Draft Nature Name can't be edited only it can be made active or Inactive.

Draft Prefix

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'Draft Prefix' dropdown field in 'DFA Creation' page of File Management System.
- The values identify the defined prefix used as per Draft Nature for DFA Creation.

View Draft Prefix:

To view the Draft Prefix, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Draft Prefix**', as shown in *Figure 39*

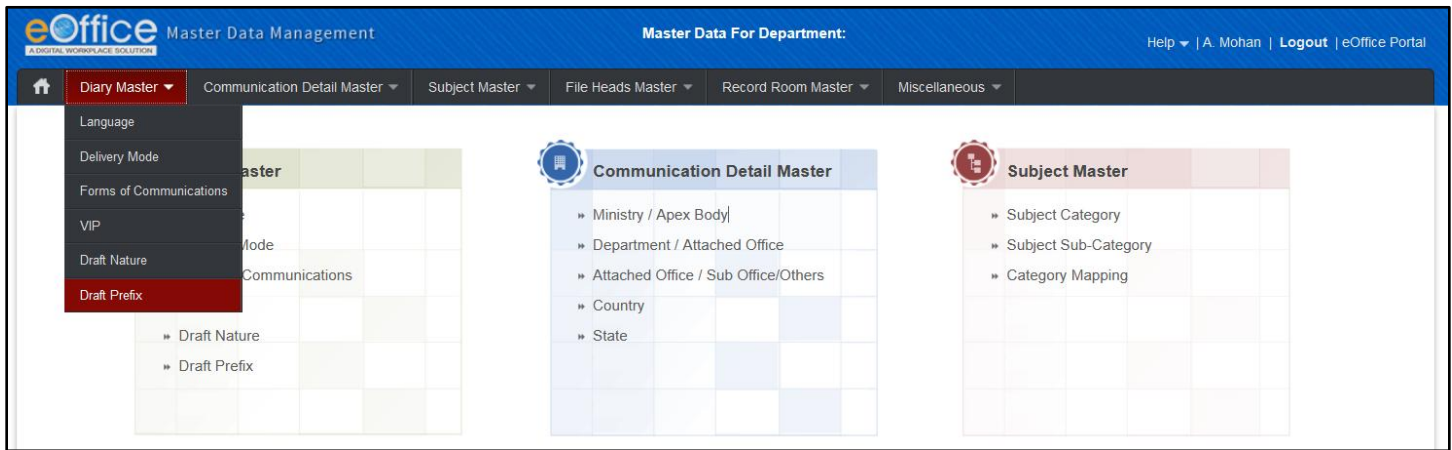


Figure 39

2. As a result **Draft Prefix List** appears as shown in *Figure 40*

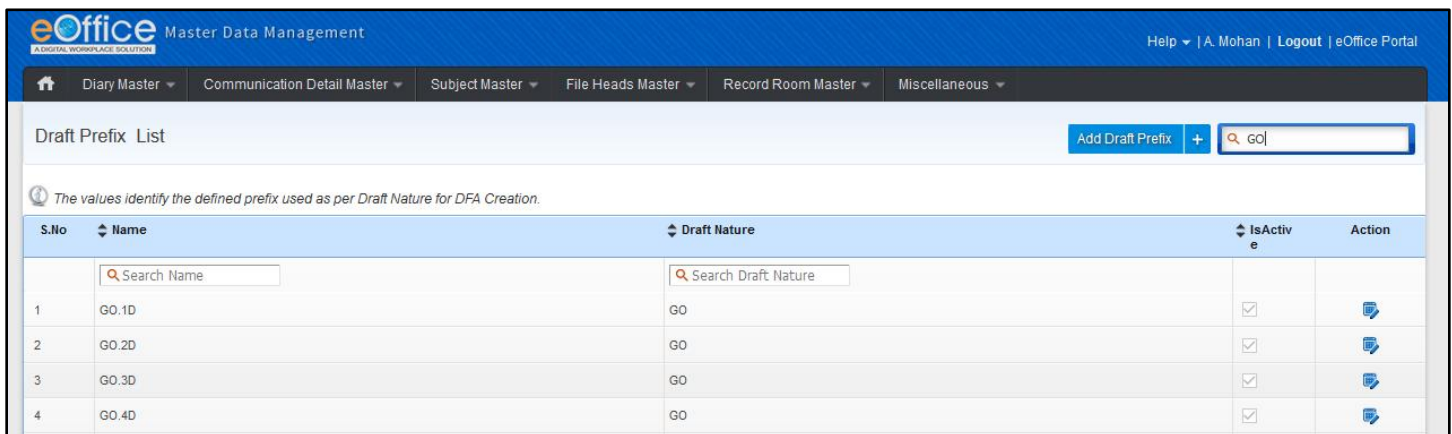
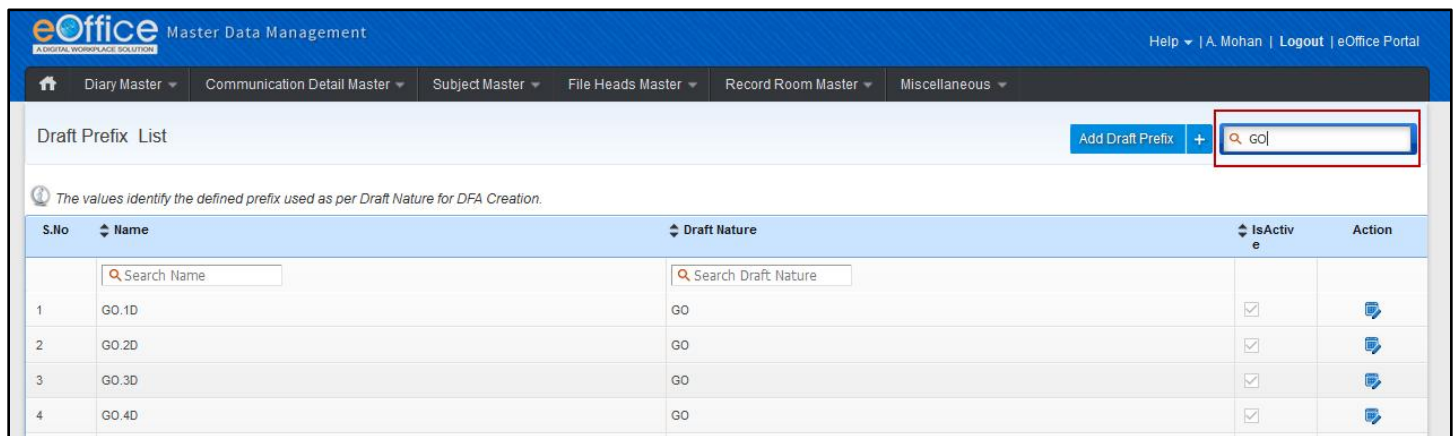


Figure 40

Search Draft Prefix:

To search the **Draft Prefix**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click '**Draft Prefix**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 41*



Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Draft Prefix List

Add Draft Prefix +

The values identify the defined prefix used as per Draft Nature for DFA Creation.

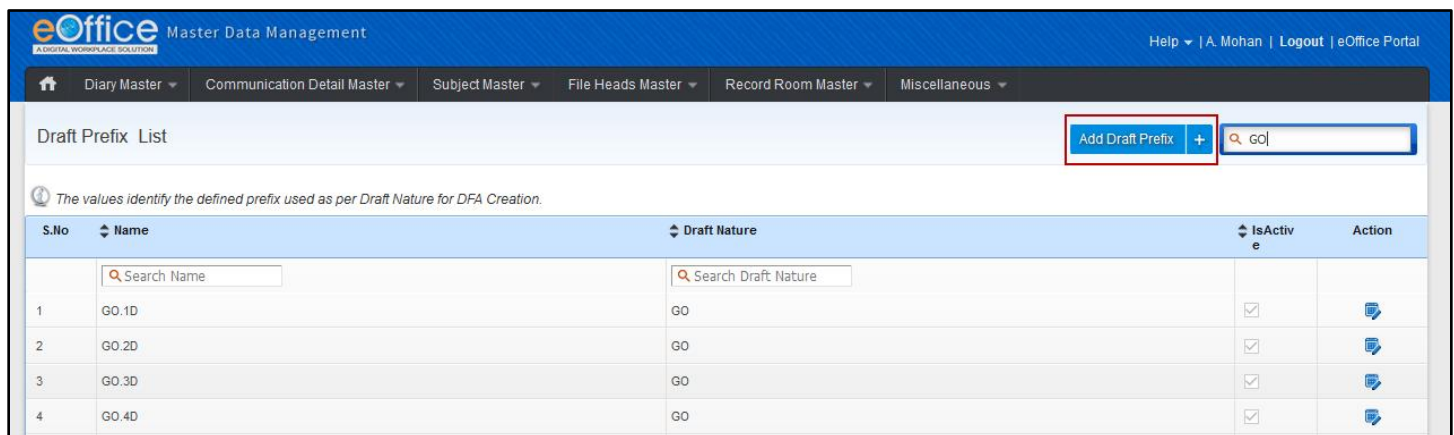
S.No	Name	Draft Nature	IsActive	Action
1	GO.1D	GO	<input checked="" type="checkbox"/>	
2	GO.2D	GO	<input checked="" type="checkbox"/>	
3	GO.3D	GO	<input checked="" type="checkbox"/>	
4	GO.4D	GO	<input checked="" type="checkbox"/>	

Figure 41

Add New Draft Prefix:

For adding a new **Draft Prefix**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click on '**Draft Prefix**' → Click '**AddDraft Prefix**', as shown in *Figure 42*



Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Draft Prefix List


Add Draft Prefix +

The values identify the defined prefix used as per Draft Nature for DFA Creation.

S.No	Name	Draft Nature	IsActive	Action
1	GO.1D	GO	<input checked="" type="checkbox"/>	
2	GO.2D	GO	<input checked="" type="checkbox"/>	
3	GO.3D	GO	<input checked="" type="checkbox"/>	
4	GO.4D	GO	<input checked="" type="checkbox"/>	

Figure 42

2. Choose the **Draft Nature** and enter the **Draft Prefix Name** then click **Save** button, as shown in the below *Figure 43*



Draft Prefix

Draft Nature*: GO

Name*: GO.1D

☒ Is Active

Save Cancel

Figure 43

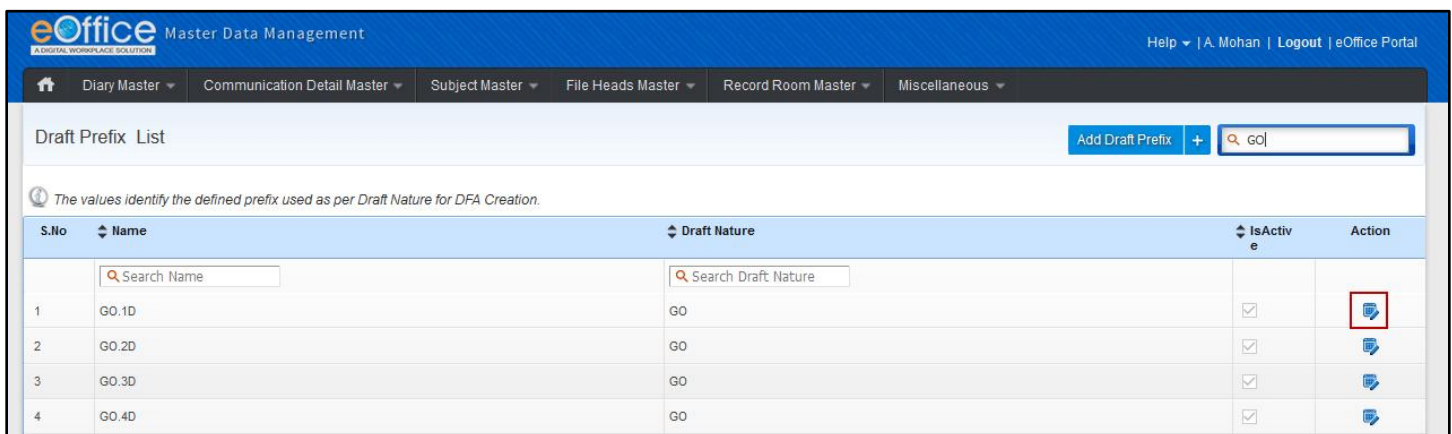
Note:

- Draft Prefix once Added cannot be deleted only it can be made Active or Inactive using edit feature.

Edit Existing Draft Prefix:

For editing status of existing Draft Prefix, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Diary Master**' → Click '**Draft Prefix**' → Click on '**Edit**' icon, see **Figure 44**



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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Draft Prefix List Add Draft Prefix + Search: go

The values identify the defined prefix used as per Draft Nature for DFA Creation.





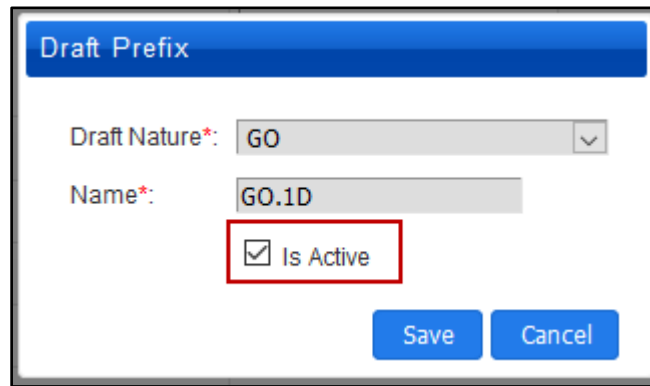
S.No	Name	Draft Nature	Is Active	Action
1	GO.1D	GO	<input checked="" type="checkbox"/>	
2	GO.2D	GO	<input checked="" type="checkbox"/>	
3	GO.3D	GO	<input checked="" type="checkbox"/>	
4	GO.4D	GO	<input checked="" type="checkbox"/>	

Figure 44

2. Check/Uncheck '**Is Active**' checkbox to make Draft Prefix active or Inactive, see **Figure 45**



The image shows a 'Draft Prefix' dialog box. It has a blue title bar with the text 'Draft Prefix'. Inside the dialog, there are two labels: 'Draft Nature*:' and 'Name*:', each followed by a text input field. The 'Draft Nature*' field contains the text 'GO' and has a dropdown arrow on its right. The 'Name*' field contains the text 'GO.1D'. Below these fields, there is a checkbox labeled 'Is Active' which is checked. At the bottom right of the dialog, there are two buttons: 'Save' and 'Cancel'.

Figure 45

Note:

- Draft Nature and Draft PrefixName can't be edited only it can be made active or Inactive.

Communication Detail Master

Communication Master includes the following links which contains the Meta data to be used at user level.

- ❖ Ministry/Apex Body
- ❖ Department/Attached Office
- ❖ Attached Office/Sub Office/Others
- ❖ Country
- ❖ State
- ❖ City

Ministry/Apex Body

- This facilitates the Super Admin to View, Search, Add, Edit and Assign the Meta data values populating through '**Min./Dept./Others**' dropdown field in '**Receipt Diary**' page of File Management System.
- These values identify the name of ministry from/to whom DAKs/LETTERs/TAPAL's has been received/to be sent.

View Ministry/Apex Body:

To view the Ministry/Apex Body, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Ministry/Apex Body**', as shown in *Figure 46*

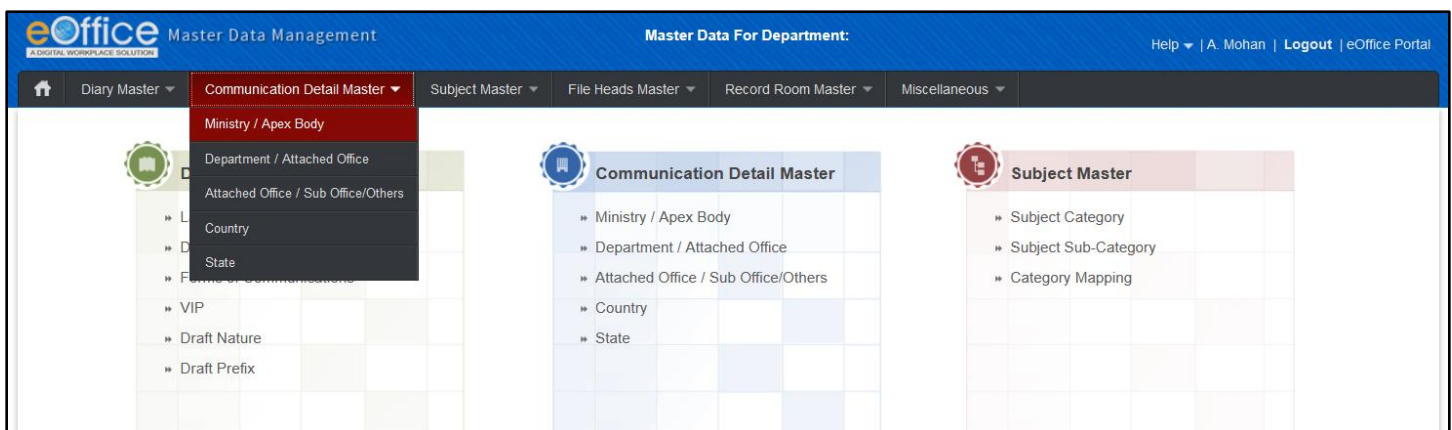


Figure 46

2. As a result **Ministry/Apex Body** List appears as shown in *Figure 47*

Ministry / Apex Body List

These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Type	Created By	Created On	Is Active	Action
1	CABINET SECRETARIAT	Ministry			<input type="checkbox"/>	Assignment
2	CENTRAL VIGILANCE COMMISSION	Ministry			<input type="checkbox"/>	Assignment
3	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry			<input checked="" type="checkbox"/>	Assignment
4	DEPARTMENT OF ATOMIC ENERGY	Ministry			<input checked="" type="checkbox"/>	Assignment

Figure 47

Search Ministry/ Apex Body:

To search the Ministry/ Apex Body, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Ministry/ Apex Body**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 48*

Ministry / Apex Body List

These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Type	Created By	Created On	Is Active	Action
1	CABINET SECRETARIAT	Ministry			<input type="checkbox"/>	Assignment
2	CENTRAL VIGILANCE COMMISSION	Ministry			<input type="checkbox"/>	Assignment
3	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry			<input checked="" type="checkbox"/>	Assignment
4	DEPARTMENT OF ATOMIC ENERGY	Ministry			<input checked="" type="checkbox"/>	Assignment

Figure 48

Add New Ministry/ Apex Body:

For adding a new Ministry/ Apex Body, perform the following Steps:

1. Login to **Master Data Management** → '**Communication Detail Master**' → Click '**Ministry/ Apex Body**' → Click '**Add Ministry/ Apex Body**', as shown in *Figure 49*

S.No	Name	Type	Created By	Created On	Is Active	Action
1	CABINET SECRETARIAT	Ministry			<input type="checkbox"/>	Assignment
2	CENTRAL VIGILANCE COMMISSION	Ministry			<input type="checkbox"/>	Assignment
3	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry			<input checked="" type="checkbox"/>	Assignment
4	DEPARTMENT OF ATOMIC ENERGY	Ministry			<input checked="" type="checkbox"/>	Assignment

Figure 49

2. Select the Ministry / Apex Body **Type** and enter the **Name** then click **Save** button, as shown in the below **Figure 50**

Figure 50

Note:

- Ministry / Apex Body once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Ministry / Apex Body:

For editing status of existing Ministry / Apex Body, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Ministry / Apex Body'** → Click on **'Edit'** icon, see **Figure 51**

eOffice Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Ministry / Apex Body List

These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Type	Created By	Created On	Is Active	Action
1	CABINET SECRETARIAT	Ministry			<input type="checkbox"/>	Assignment
2	CENTRAL VIGILANCE COMMISSION	Ministry			<input type="checkbox"/>	Assignment
3	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry			<input checked="" type="checkbox"/>	Assignment
4	DEPARTMENT OF ATOMIC ENERGY	Ministry			<input checked="" type="checkbox"/>	Assignment

Figure 51

2. Check/Uncheck 'Is Active' checkbox to make Ministry/Apex Body active or Inactive, see **Figure 52**

Ministry / Apex Body

Type*: Ministry

Name*: MINISTRY OF COAL

☒ Is Active

Save Cancel

Figure 52

Note:

- Ministry/Apex Body Name can't be edited only it can be made active or Inactive.

Assign Ministry/Apex Body:

For Assigning existing Ministry/Apex Body to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Ministry/Apex Body'** → Click on **'Assignment'** link, see **Figure 53**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Ministry / Apex Body List Add Ministry / Apex Body +

These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Type	Created By	Created On	IsActive	Action
1	<input type="text" value="Search Name"/>		<input type="text" value="Search Created By"/>		<input type="checkbox"/>	Assignment
2	CABINET SECRETARIAT	Ministry			<input type="checkbox"/>	Assignment
3	CENTRAL VIGILANCE COMMISSION	Ministry			<input type="checkbox"/>	Assignment
4	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry			<input checked="" type="checkbox"/>	Assignment
5	DEPARTMENT OF ATOMIC ENERGY	Ministry			<input checked="" type="checkbox"/>	Assignment

Figure 53

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see **Figure 54**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Ministry / Apex Body: DEPARTMENT OF ATOMIC ENERGY Status: Active

Available Departments

- National Informatics Centre
- Ministry of Communication & Information Technology
- SOFTWARE DEVELOPMENT and TRAINING CENTRE , NAGPUR
- E-Sign Division
- National centre for eGovernance Standards Technology (NeST)

Assigned Departments

- MD-NICSI

Figure 54

Note:

- Only active Ministry / Apex Body can be assigned to available departments.

Department/Attached Office

- This facilitates the Super Admin to View, Search, Add, Edit and Assign the Meta data values populating through 'Min./Dept./Others' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

View Department/Attached Office:

To view the Department/Attached Office, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Department/Attached Office**', as shown in *Figure 55*

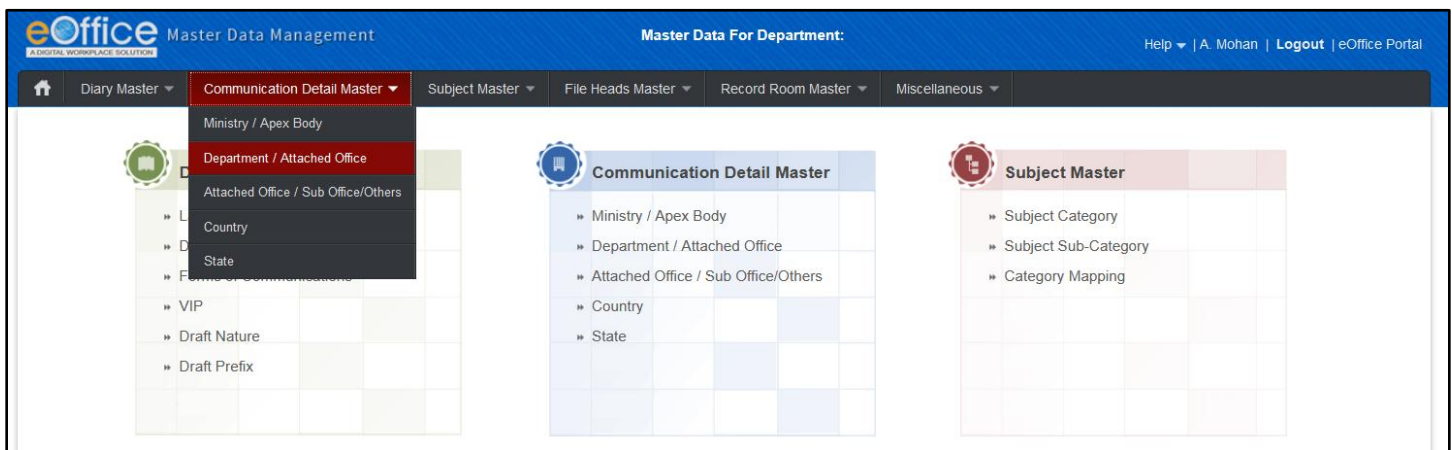


Figure 55

2. As a result **Department/Attached Office List** appears as shown in *Figure 56*



Figure 56

Search Department/ Attached Office:

To search the Department/ Attached Office, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Department/Attached Office**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 57*



Department / Attached Office List

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Created On	Is Active	Action
1	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department			<input checked="" type="checkbox"/>	Assignment
2	DEPARTMENT OF LEGAL AFFAIRS & LEGISLATIVE DEPTT	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department			<input checked="" type="checkbox"/>	Assignment

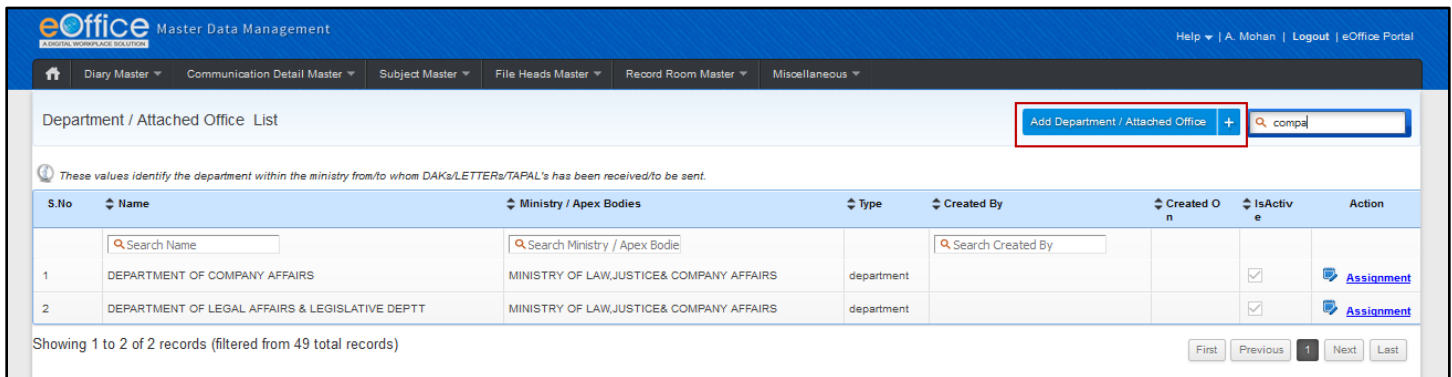
Showing 1 to 2 of 2 records (filtered from 49 total records)

Figure 57

Add New Department/ Attached Office:

For adding a new Department/ Attached Office, perform the following Steps:

1. Login to **Master Data Management** → '**Communication Detail Master**' → Click '**Department/Attached Office**' → Click '**Add Ministry / Apex Body**', as shown in *Figure 58*



Department / Attached Office List

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Created On	Is Active	Action
1	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department			<input checked="" type="checkbox"/>	Assignment
2	DEPARTMENT OF LEGAL AFFAIRS & LEGISLATIVE DEPTT	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department			<input checked="" type="checkbox"/>	Assignment

Showing 1 to 2 of 2 records (filtered from 49 total records)

Figure 58

2. Select **Ministry / Apex Body**, **Department / Attached Office Type** and enter the **Name** then click **Save** button, as shown in the below *Figure 59*

Figure 59

Note:

- Department/Attached Office once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Department/Attached Office:

For editing status of existing Department/Attached Office, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Department/Attached Office'** → Click on **'Edit'** icon, see *Figure 60*

Figure 60

2. Check/Uncheck **'Is Active'** checkbox to make Department/Attached Office active or Inactive, see *Figure 61*

Figure 61

Note:

- Department/Attached OfficeName can't be edited only it can be made active or Inactive.

Assign Department/Attached Office:

For Assigning existing Department/Attached Office to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Department/Attached Office'** → Click on **'Assignment'** link, see *Figure 62*

S.No	Name	Ministry / Apex Bodies	Type	Created By	Created On	Is Active	Action
1	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department			<input checked="" type="checkbox"/>	Assignment
2	DEPARTMENT OF LEGAL AFFAIRS & LEGISLATIVE DEPTT	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department			<input checked="" type="checkbox"/>	Assignment

Figure 62

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see *Figure 63*

Figure 63

Note:

- Only active Department/Attached Office can be assigned to available departments.

Attached Office/Sub Office/Others

- This facilitates the Super Admin to View, Search, Add, Edit and Assign the Meta data values populating through '**Min./Dept./Others**' dropdown field in '**Receipt Diary**' page of File Management System.
- These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

View Attached Office/Sub Office/Others:

To view the Attached Office/Sub Office/Others, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Attached Office/Sub Office/Others**', as shown in *Figure 64*

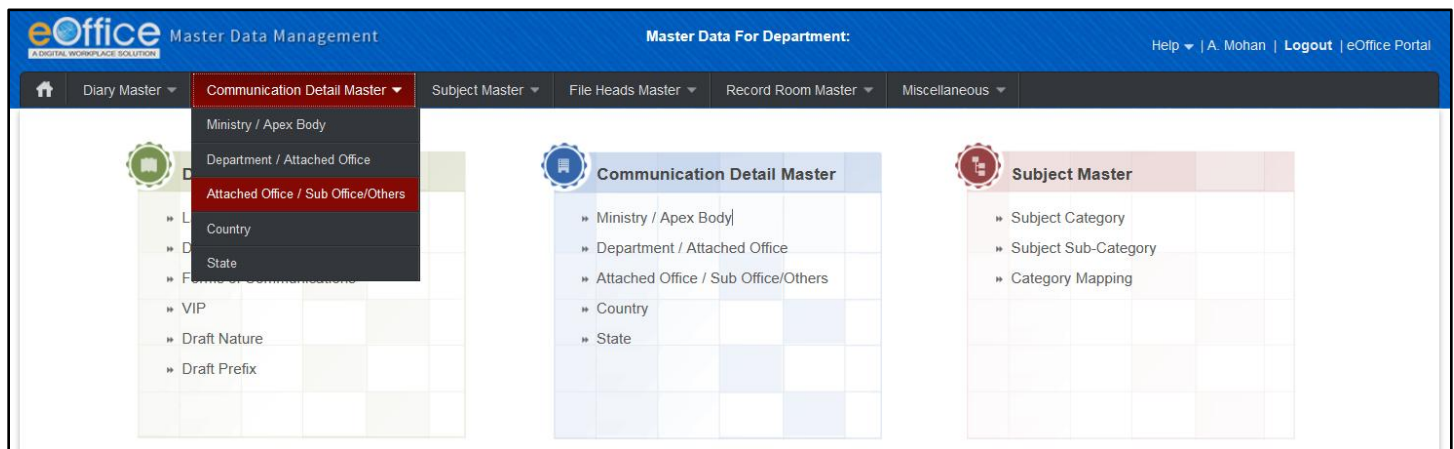


Figure 64

2. As a result **Attached Office/Sub Office/Others List** appears as shown in *Figure 65*

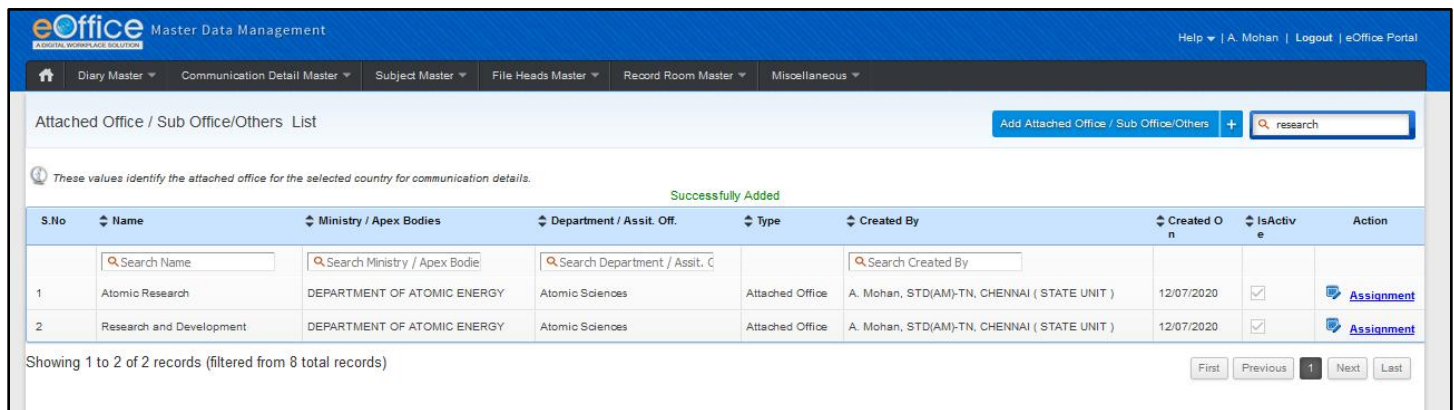


Figure 65

Search Attached Office/Sub Office/Others:

To search the Attached Office/Sub Office/Others, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Attached Office/Sub Office/Others**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 66*

Attached Office / Sub Office/ Others List

These values identify the attached office for the selected country for communication details.

Successfully Added

S.No	Name	Ministry / Apex Bodies	Department / Assit. Off.	Type	Created By	Created On	Is Active	Action
1	Atomic Research	DEPARTMENT OF ATOMIC ENERGY	Atomic Sciences	Attached Office	A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)	12/07/2020	<input checked="" type="checkbox"/>	Assignment
2	Research and Development	DEPARTMENT OF ATOMIC ENERGY	Atomic Sciences	Attached Office	A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)	12/07/2020	<input checked="" type="checkbox"/>	Assignment

Showing 1 to 2 of 2 records (filtered from 8 total records)

Figure 66

Add New Attached Office/Sub Office/ Others:

For adding a new Attached Office/Sub Office/ Others, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Attached Office/Sub Office/ Others'** → Click **'Add Attached Office/Sub Office/ Others'**, as shown in **Figure 67**

Attached Office / Sub Office/ Others List

These values identify the attached office for the selected country for communication details.

Successfully Added

S.No	Name	Ministry / Apex Bodies	Department / Assit. Off.	Type	Created By	Created On	Is Active	Action
1	Atomic Research	DEPARTMENT OF ATOMIC ENERGY	Atomic Sciences	Attached Office	A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)	12/07/2020	<input checked="" type="checkbox"/>	Assignment
2	Research and Development	DEPARTMENT OF ATOMIC ENERGY	Atomic Sciences	Attached Office	A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)	12/07/2020	<input checked="" type="checkbox"/>	Assignment

Showing 1 to 2 of 2 records (filtered from 8 total records)

Figure 67

2. Select **Ministry/Apex Bodies**, **Department**, **Attached Office/Sub Office/ Others Type** and enter the **Name** then click **Save** button, as shown in the below **Figure 68**

Figure 68

Note:

- Attached Office/Sub Office/Others once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Attached Office/Sub Office/Others:

For editing status of existing Attached Office/Sub Office/Others, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Attached Office/Sub Office/Others'** → Click on **'Edit'** icon, see *Figure 69*

Figure 69

2. Check/Uncheck **'Is Active'** checkbox to make Attached Office/Sub Office/Others active or Inactive, see *Figure 70*

Figure 70

Note:

- Attached Office/Sub Office/Others Name can't be edited only it can be made active or Inactive.

Assign Attached Office/Sub Office/Others:

For Assigning existing Attached Office/Sub Office/Othersto other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management**→**'Communication Detail Master'**→ Click **'Attached Office/Sub Office/Others'**→Click on **'Assignment'** link, see *Figure 71*

S.No	Name	Ministry / Apex Bodies	Department / Assit. Off.	Type	Created By	Created On	Is Active	Action
1	Atomic Research	DEPARTMENT OF ATOMIC ENERGY	Atomic Sciences	Attached Office	A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)	12/07/2020	<input checked="" type="checkbox"/>	Assignment
2	Research and Development	DEPARTMENT OF ATOMIC ENERGY	Atomic Sciences	Attached Office	A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)	12/07/2020	<input checked="" type="checkbox"/>	Assignment

Figure 71

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see *Figure 72*

The screenshot displays the 'Master Data Management' interface for eOffice. The top header shows the eOffice logo and the text 'A DIGITAL WORK PLACE SOLUTION'. Below this, a navigation bar contains the title 'eOffice Master Data Management' and user details 'Help | A. Mohan | Logout | eOffice Portal'. A secondary menu bar lists various master data categories: 'Diary Master', 'Communication Detail Master', 'Subject Master', 'File Heads Master', 'Record Room Master', and 'Miscellaneous'. The main content area is titled 'Attached Office / Sub Office/Others: Atomic Sciences' with a status of 'Active'. It features two side-by-side panels: 'Available Departments' on the left and 'Assigned Departments' on the right. Each panel has a search input field (labeled 'Search Available' and 'Search Selected' respectively) and a large list area. A double-headed arrow is positioned between the two list areas. At the bottom right of the interface, there are 'Cancel' and 'Save' buttons.

Figure 72

Note:

- Only active Attached Office/Sub Office/Others can be assigned to available departments.

Country

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through '**Country**' dropdown field in '**Receipt Diary**' and '**DFA creation**' page of File Management System.
- These values identify the name of country for communication details.

View Country:

To view the Country, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Country**', as shown in *Figure 73*

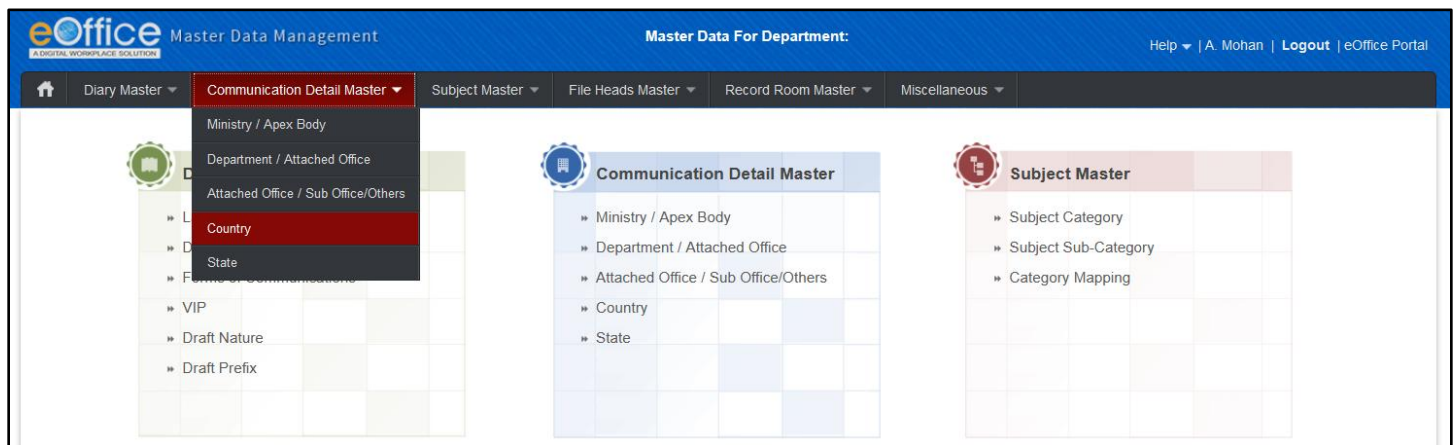


Figure 73

2. As a result **CountryList** appears as shown in *Figure 74*

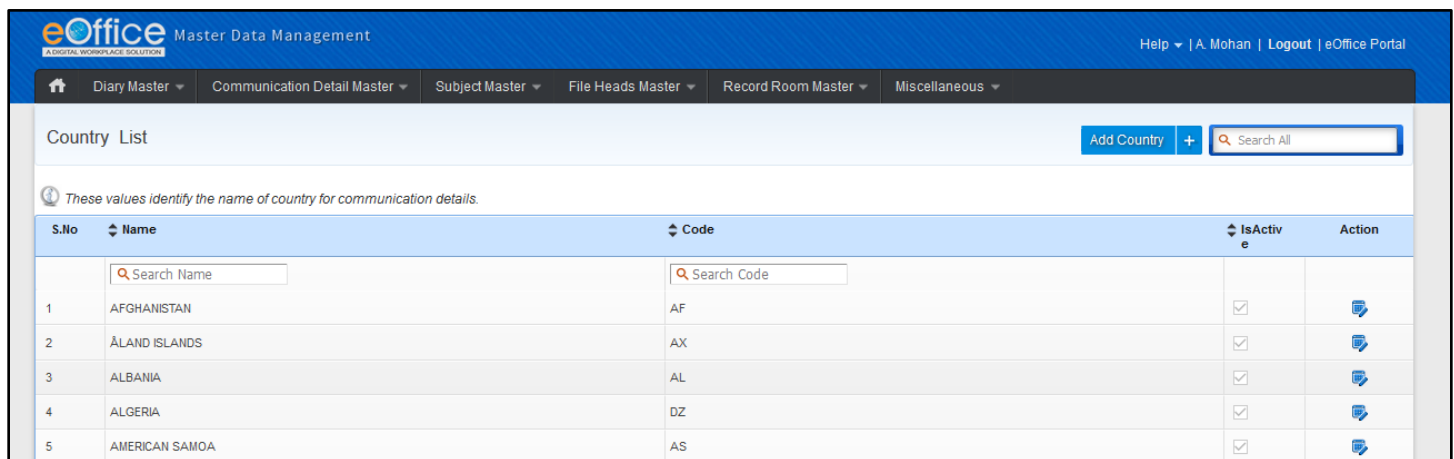


Figure 74

Search Country:

To search the Country, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Country**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 75*

Country List

These values identify the name of country for communication details.

S.No	Name	Code	IsActive	Action
1	BRITISH INDIAN OCEAN TERRITORY	IO	<input checked="" type="checkbox"/>	
2	INDIA	IN	<input checked="" type="checkbox"/>	

Showing 1 to 2 of 2 records (filtered from 257 total records)

Figure 75

Add New Country:

For adding a new Country, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Country'** → Click **'AddCountry'**, as shown in **Figure 76**

Country List

These values identify the name of country for communication details.

S.No	Name	Code	IsActive	Action
1	BRITISH INDIAN OCEAN TERRITORY	IO	<input checked="" type="checkbox"/>	
2	INDIA	IN	<input checked="" type="checkbox"/>	

Showing 1 to 2 of 2 records (filtered from 257 total records)

Figure 76

2. Enter the CountryName and Code then click **Save** button, as shown in the below **Figure 77**

Figure 77

Note:

- Country once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Country:

For editing status of existing Country, perform the following Steps:

1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'Country'** → Click on **'Edit'** icon, see *Figure 78*

S.No	Name	Code	Is Active	Action
1	BRITISH INDIAN OCEAN TERRITORY	IO	<input checked="" type="checkbox"/>	
2	INDIA	IN	<input checked="" type="checkbox"/>	

Figure 78

2. Check/Uncheck **'Is Active'** checkbox to make Country active or Inactive, see *Figure 79*

Figure 79

Note:

- CountryName can't be edited only it can be made active or Inactive.

State

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'State' dropdown field in 'Receipt Diary' and 'File Creation' page of File Management System.
- These values identify the state for the selected Country for communication details.

View State:

To view the States, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**State**', as shown in **Figure 80**

Figure 80

2. As a result **State List** appears as shown in **Figure 81**

eOffice Master Data Management					
Help A. Mohan Logout eOffice Portal					
Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous					
State List					
Add State + Search All					
These values identify the state for the selected country for communication details.					
S.No	Name	State Code	Country	IsActive	Action
	Search Name	Search State Code	Search Country		
1	ANDAMAN & NICOBAR	AN	INDIA	<input checked="" type="checkbox"/>	
2	ANDHRA PRADESH	AP	INDIA	<input checked="" type="checkbox"/>	
3	ARUNACHAL PRADESH	AR	INDIA	<input checked="" type="checkbox"/>	
4	ASSAM	AS	INDIA	<input checked="" type="checkbox"/>	
5	BIHAR	BR	INDIA	<input checked="" type="checkbox"/>	
6	CHANDIGARH	CH	INDIA	<input checked="" type="checkbox"/>	
7	CHATTISGARH	CT	INDIA	<input checked="" type="checkbox"/>	
8	DADRA & NAGAR HAVELI	DN	INDIA	<input checked="" type="checkbox"/>	

Figure 81

Search State:

To search the State, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**State**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 82**

eOffice Master Data Management					
Help A. Mohan Logout eOffice Portal					
Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous					
State List					
Add State + Search All					
These values identify the state for the selected country for communication details.					
S.No	Name	State Code	Country	IsActive	Action
	Search Name	Search State Code	Search Country		
1	BIHAR	BR	INDIA	<input checked="" type="checkbox"/>	
2	HARYANA	HR	INDIA	<input checked="" type="checkbox"/>	
3	JHARKHAND	JH	INDIA	<input checked="" type="checkbox"/>	
4	MAHARASHTRA	MH	INDIA	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 records (filtered from 47 total records)

First Previous 1 Next Last

Figure 82

Add New State:

For adding a new State, perform the following Steps:

1. Login to **Master Data Management** → '**Communication Detail Master**' → Click '**State**' → Click '**AddState**', as shown in **Figure 83**

State List

These values identify the state for the selected country for communication details.

S.No	Name	State Code	Country	Is Active	Action
1	BIHAR	BR	INDIA	<input checked="" type="checkbox"/>	
2	HARYANA	HR	INDIA	<input checked="" type="checkbox"/>	
3	JHARKHAND	JH	INDIA	<input checked="" type="checkbox"/>	
4	MAHARASHTRA	MH	INDIA	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 records (filtered from 47 total records)

Figure 83

2. Select Country and Enter the State Name and Code then click **Save** button, as shown in the below
Figure 84

State

Country*: INDIA

Name*: Uttar Pradesh

Code*: UP

☒ Is Active

Save Cancel

Figure 84

Note:

- State once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing State:

For editing status of existing State, perform the following Steps:






1. Login to **Master Data Management** → **'Communication Detail Master'** → Click **'State'** → Click on **'Edit'** icon, see *Figure 85*

eOffice Master Data Management Help | A. Mohan | Logout | eOffice Portal

Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

State List Add State +

These values identify the state for the selected country for communication details.

S.No	Name	State Code	Country	Is Active	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search State Code"/>	<input type="text" value="Search Country"/>	<input checked="" type="checkbox"/>	
2	BIHAR	BR	INDIA	<input checked="" type="checkbox"/>	
3	HARYANA	HR	INDIA	<input checked="" type="checkbox"/>	
4	JHARKHAND	JH	INDIA	<input checked="" type="checkbox"/>	
5	MAHARASHTRA	MH	INDIA	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 records (filtered from 47 total records) First Previous 1 Next Last

Figure 85

2. Check/Uncheck 'Is Active' checkbox to make State active or Inactive, see Figure 86

State

Country*: INDIA

Name*: BIHAR

Code*: BR

☒ Is Active

Save Cancel

Figure 86

Note:

- State Name can't be edited only it can be made active or Inactive.

Subject Master

Subject Master includes the following links which contains the Meta data to be used at user level.

- ❖ Subject Category
- ❖ Subject Sub-Category
- ❖ Category Mapping

Subject Category

- This facilitates the Super Admin to View, Search, Add, Edit and Assign the Meta data values populating through '**Subject Category**' dropdown field in '**Receipt Diary**' and '**File Creation**' page of File Management System.
- These values identify the category of the DAKs/LETTERS/TAPALs or FILE(s) during Diarization & creation of File(s) respectively.

View Subject Category:

To view the Subject Category, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Subject Category**', as shown in *Figure 87*

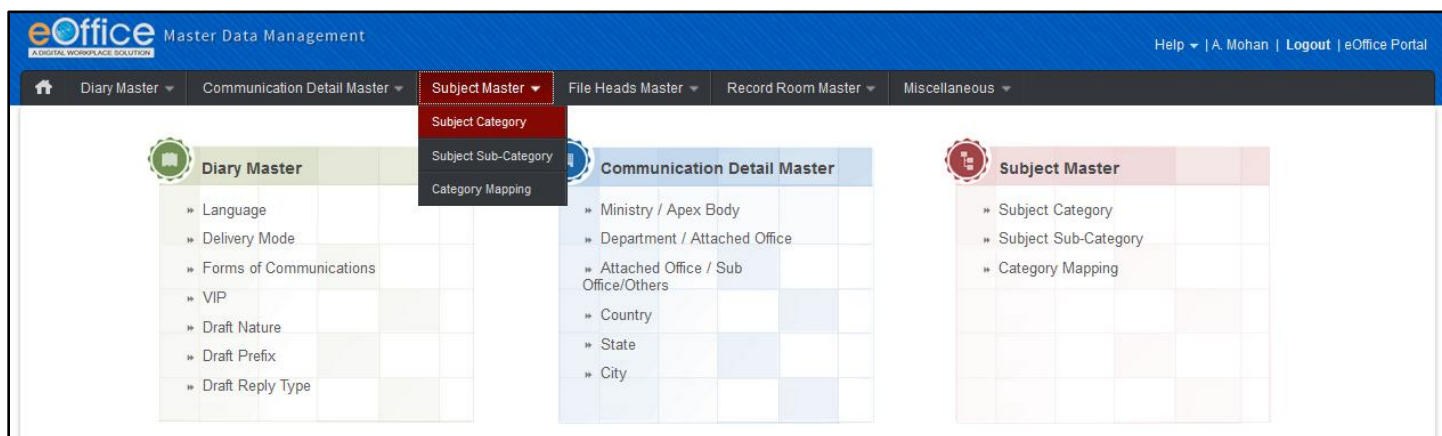


Figure 87

2. As a result **Subject Category List** appears as shown in *Figure 88*

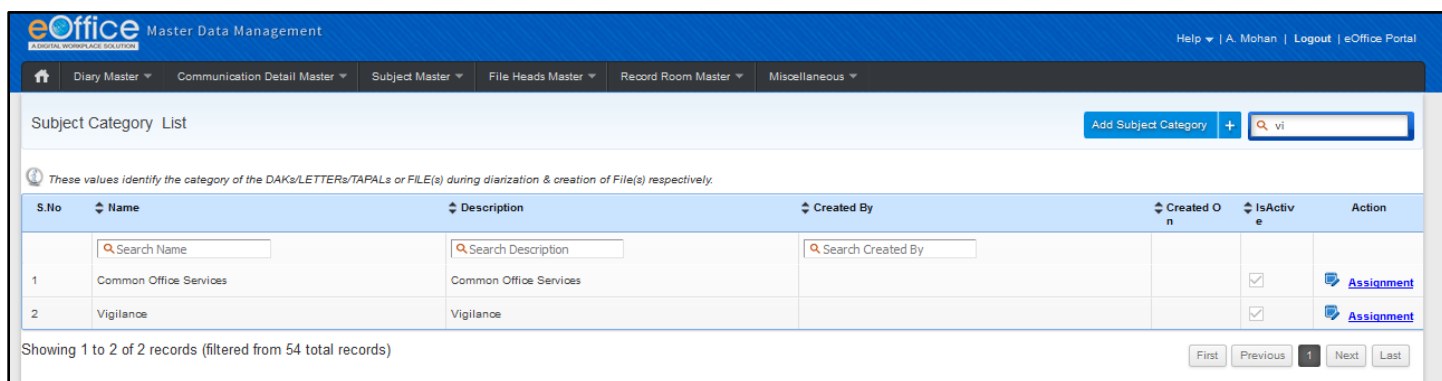


Figure 88

Search Subject Category:

To search the Subject Category, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Subject Category**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 89*

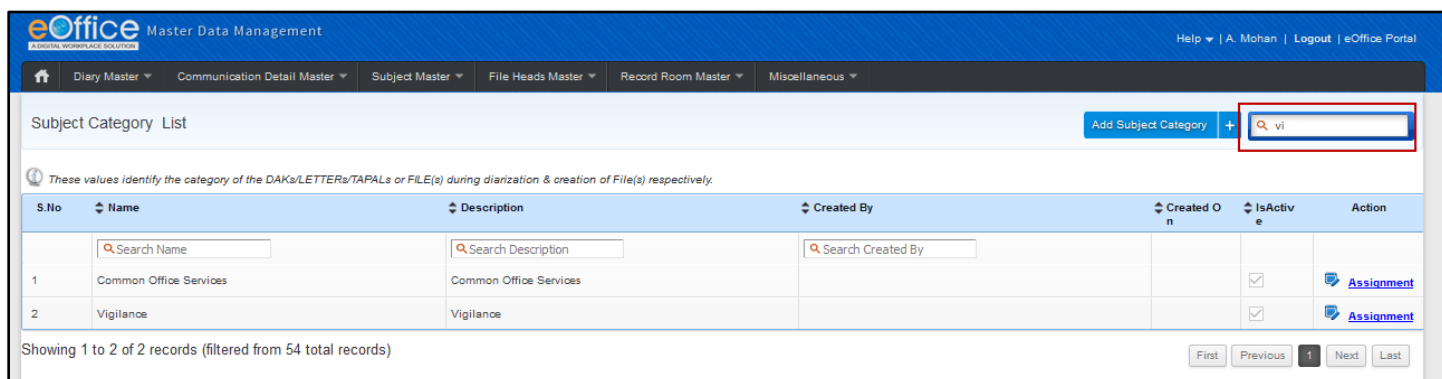


Figure 89

Add New Subject Category:

For adding a new Subject Category, perform the following Steps:

1. Login to **Master Data Management** → **'Subject Master'** → Click **'Subject Category'** → Click **'Add Subject Category'**, as shown in *Figure 90*

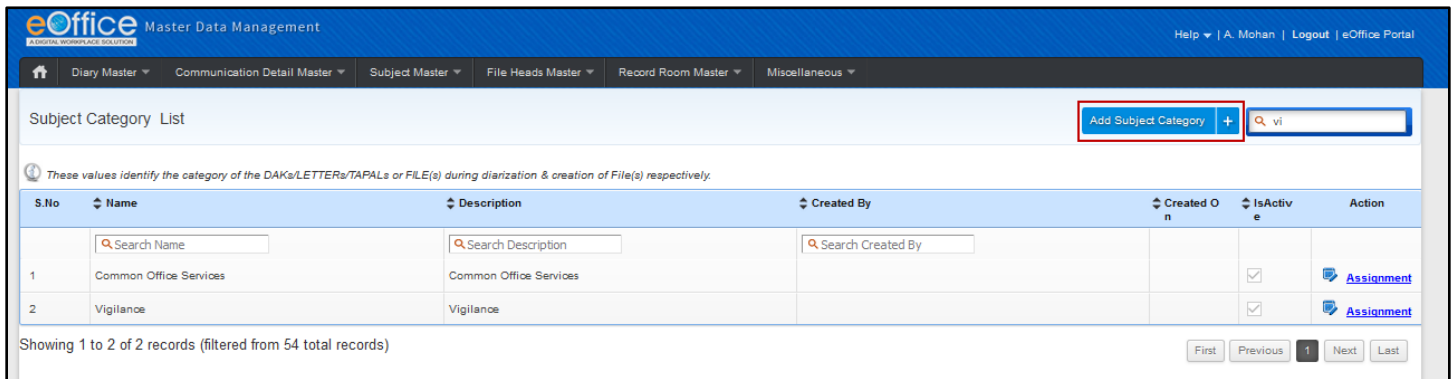


Figure 90

2. Enter the Subject Category **Name** and **Code** then click **Save** button, as shown in the below *Figure 91*

The screenshot shows a 'Subject Category' form. It has a blue header with the title 'Subject Category'. Below the header, there are three input fields: 'Name*' with the value 'RTI', 'Description:' with the value 'Right to Information', and a checkbox labeled 'Is Active' which is checked. At the bottom, there are two buttons: 'Save' and 'Cancel'.

Figure 91

Note:

- Subject Category once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Subject Category:

For editing status of existing Subject Category, perform the following Steps:

1. Login to **Master Data Management** → **'Subject Master'** → Click **'Subject Category'** → Click on **'Edit'** icon, see *Figure 92*

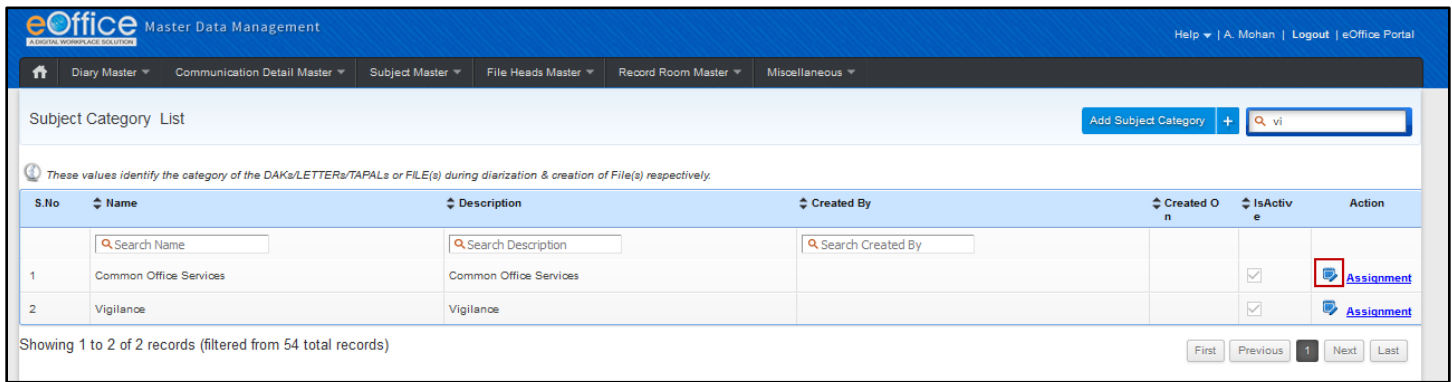


Figure 92

2. Check/Uncheck 'Is Active' checkbox to make Subject Category active or Inactive, see **Figure 93**

Figure 93

Note:

- Subject Category can't be edited only it can be made active or Inactive.

Assign Subject Category:

For Assigning existing Subject Category to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'Subject Master'** → Click **'Subject Category'** → Click on **'Assignment'** link, see **Figure 94**

eoffice Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Subject Category List

Add Subject Category +

These values identify the category of the DAKs/LETTERS/TAPALs or FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Created By	Created On	Is Active	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Created By"/>		<input checked="" type="checkbox"/>	Assignment
2	Vigilance	Vigilance			<input checked="" type="checkbox"/>	Assignment

Showing 1 to 2 of 2 records (filtered from 54 total records)

First Previous 1 Next Last

Figure 94

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see Figure 95

eoffice Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Subject Category: Common Office Services Status: Active

Available Departments

Search Available

SOFTWARE DEVELOPME and TRAINING CENTRE , NAGPUR

E-Sign Division

Assigned Departments

Search Selected

Ministry of Communication & Information Technology

MD-NICSI

National centre for eGovernance Standards Technology (NeST)

National Informatics Centre

↔

Cancel Save

Figure 95

Note:

- Only active Subject Category can be assigned to available departments.

Subject Sub Category

- This facilitates the Super Admin to View, Search, Add, Edit and Assign the Meta data values populating through 'Subject Sub Category' dropdown field in 'Receipt Diary' and 'File Creation' page of File Management System.
- Further classification of category for DAKS/LETTERS/TAPALs of FILE(s) during Diarization & creation of File(s) respectively.

View Subject Sub Category:

To view the Subject Sub Category, perform the following Steps:

- Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Subject Sub Category**', as shown in *Figure 96*

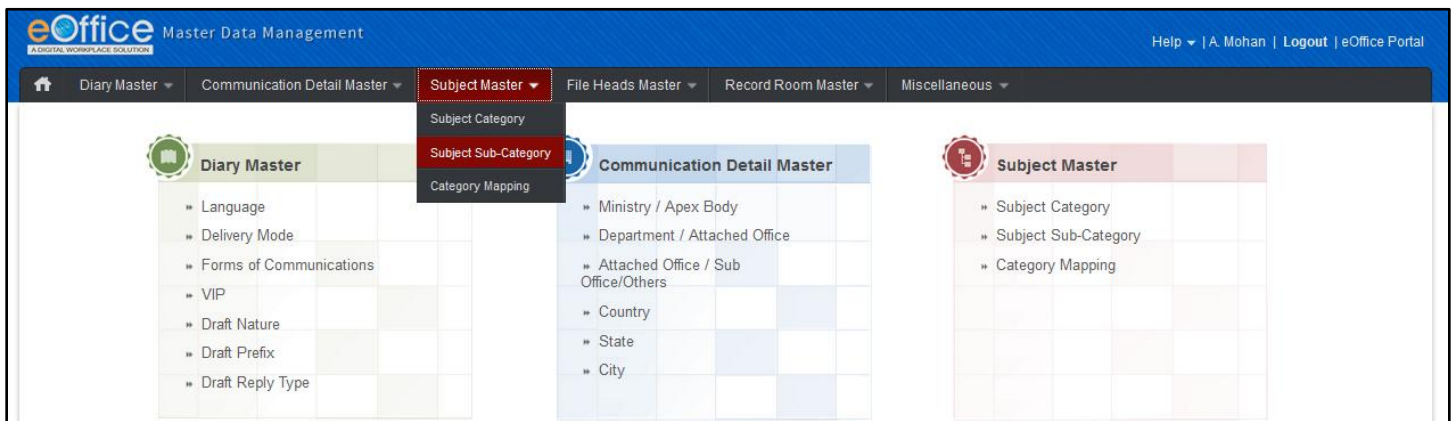


Figure 96

- As a result **Subject Sub Category List** appears as shown in *Figure 97*

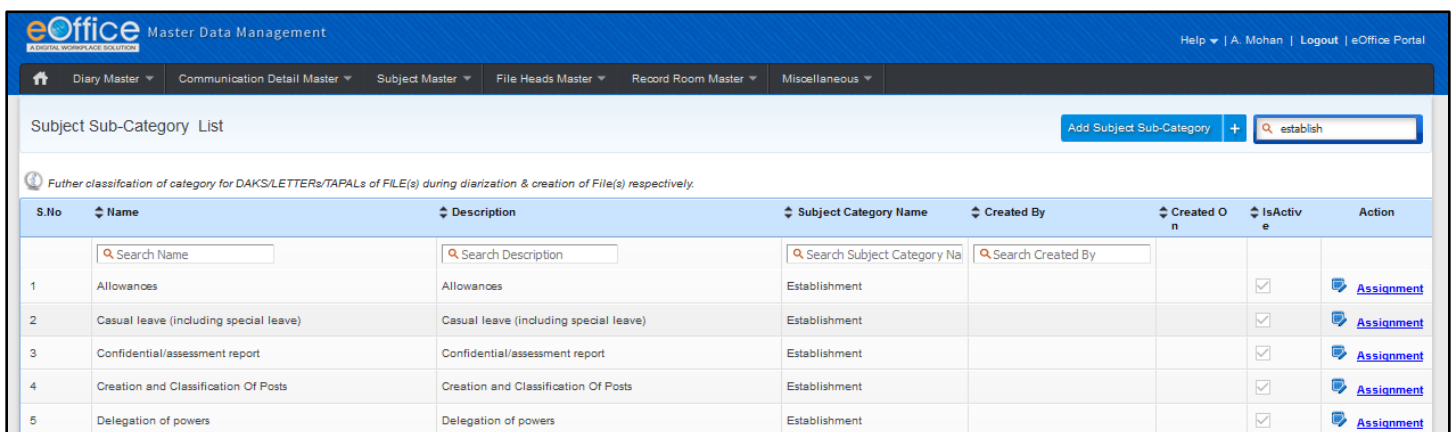
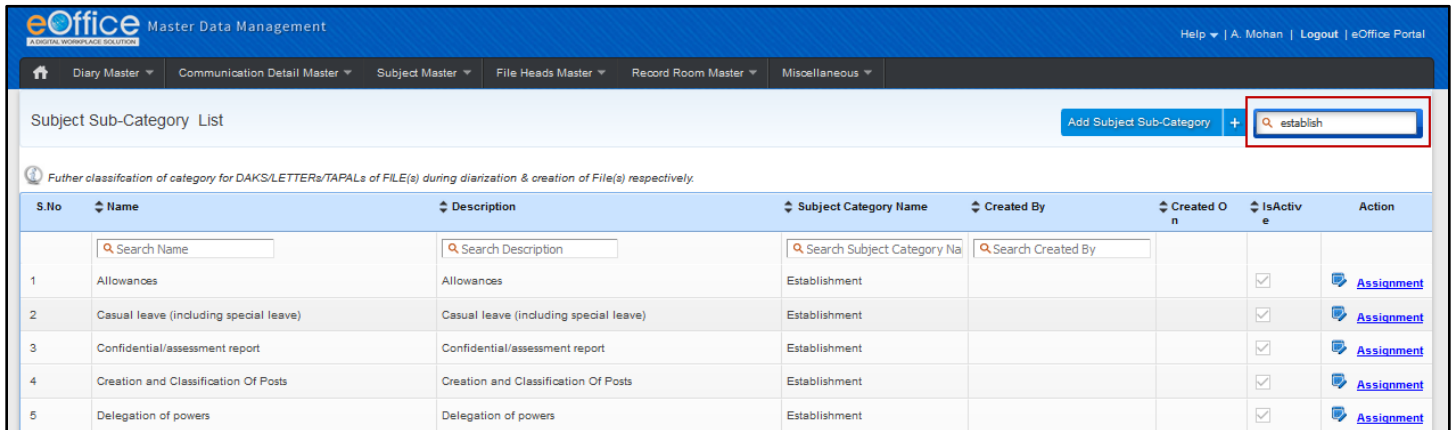


Figure 97

Search Subject Sub Category:

To search the Subject Sub Category, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**'→ Click '**Subject Sub Category**'→Enter the text which needs to be searched in '**Search**' text box, see *Figure 98*



Subject Sub-Category List

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

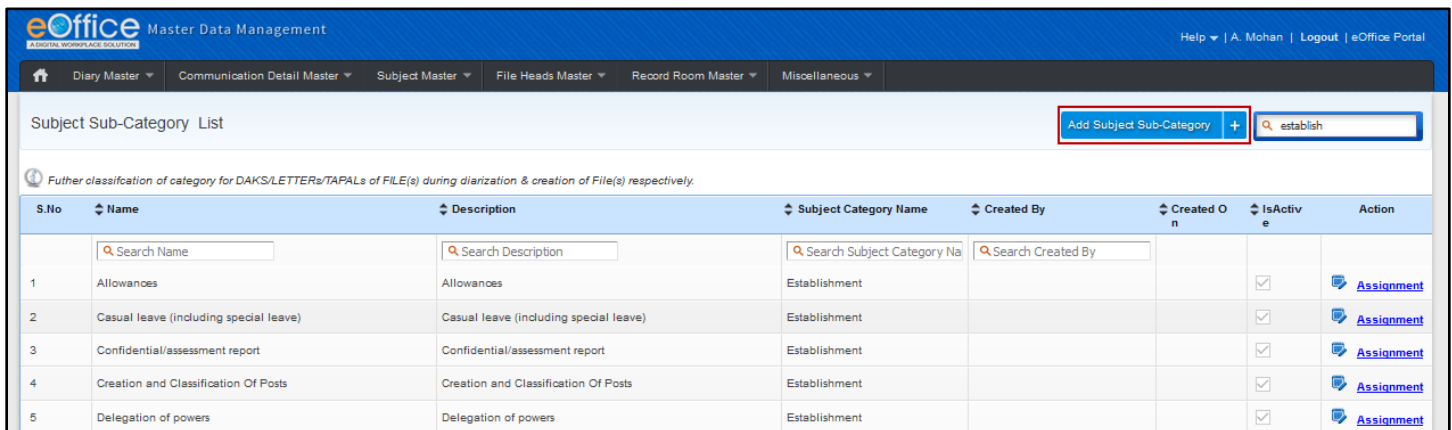
S.No	Name	Description	Subject Category Name	Created By	Created On	IsActive	Action
1	Allowances	Allowances	Establishment			<input checked="" type="checkbox"/>	Assignment
2	Casual leave (including special leave)	Casual leave (including special leave)	Establishment			<input checked="" type="checkbox"/>	Assignment
3	Confidential/assessment report	Confidential/assessment report	Establishment			<input checked="" type="checkbox"/>	Assignment
4	Creation and Classification Of Posts	Creation and Classification Of Posts	Establishment			<input checked="" type="checkbox"/>	Assignment
5	Delegation of powers	Delegation of powers	Establishment			<input checked="" type="checkbox"/>	Assignment

Figure 98

Add New Subject Sub Category:

For adding a new Subject Sub Category, perform the following Steps:

1. Login to **Master Data Management**→'**Subject Master**'→ Click '**Subject Sub Category**'→ Click '**Add Subject Sub Category**', as shown in *Figure 99*



Subject Sub-Category List

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Subject Category Name	Created By	Created On	IsActive	Action
1	Allowances	Allowances	Establishment			<input checked="" type="checkbox"/>	Assignment
2	Casual leave (including special leave)	Casual leave (including special leave)	Establishment			<input checked="" type="checkbox"/>	Assignment
3	Confidential/assessment report	Confidential/assessment report	Establishment			<input checked="" type="checkbox"/>	Assignment
4	Creation and Classification Of Posts	Creation and Classification Of Posts	Establishment			<input checked="" type="checkbox"/>	Assignment
5	Delegation of powers	Delegation of powers	Establishment			<input checked="" type="checkbox"/>	Assignment

Figure 99

2. Select Subject Category then Enter the Subject Sub Category **Name** and **Code** then click **Save** button, as shown in the below *Figure 100*

Figure 100

Note:

- Subject Sub Category once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Subject Category:

For editing status of existing Subject Category, perform the following Steps:

1. Login to **Master Data Management** → **'Subject Master'** → Click **'Subject Sub Category'** → Click on **'Edit'** icon, see *Figure 101*

S.No	Name	Description	Subject Category Name	Created By	Created On	Is Active	Action
1	Allowances	Allowances	Establishment			<input checked="" type="checkbox"/>	Assignment
2	Casual leave (including special leave)	Casual leave (including special leave)	Establishment			<input checked="" type="checkbox"/>	Assignment
3	Confidential/assessment report	Confidential/assessment report	Establishment			<input checked="" type="checkbox"/>	Assignment
4	Creation and Classification Of Posts	Creation and Classification Of Posts	Establishment			<input checked="" type="checkbox"/>	Assignment
5	Delegation of powers	Delegation of powers	Establishment			<input checked="" type="checkbox"/>	Assignment

Figure 101

2. Check/Uncheck **'Is Active'** checkbox to make Subject Sub Category active or Inactive, see *Figure 102*

Figure 102

Note:

- Subject Sub Category can't be edited only it can be made active or Inactive.

Assign Subject Sub Category:

For Assigning existing Subject Sub Category to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'Subject Master'** → Click **'Subject Sub Category'** → Click on **'Assignment'** link, see *Figure 103*

S.No	Name	Description	Subject Category Name	Created By	Created On	Is Active	Action
1	Allowances	Allowances	Establishment			✓	Assignment
2	Casual leave (including special leave)	Casual leave (including special leave)	Establishment			✓	Assignment
3	Confidential/assessment report	Confidential/assessment report	Establishment			✓	Assignment
4	Creation and Classification Of Posts	Creation and Classification Of Posts	Establishment			✓	Assignment
5	Delegation of powers	Delegation of powers	Establishment			✓	Assignment

Figure 103

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see *Figure 104*

Figure 104

Note:

- Only active Subject Sub Category can be assigned to available departments.

Category Mapping

- This facilitates the Super Admin to View, Search, Add, Edit and Delete the Meta data values populating through 'Subject Categories & Subject Sub Category' dropdown field in 'Receipt Diary' and 'File Creation' page of File Management System.
- Mapping of available Subject Categories & Sub-Categories with identified OUs or Group of OUs of selected Department to provide customized view in eFile application.

View Category Mapping:

To view the Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Category Mapping**', as shown in *Figure 105*

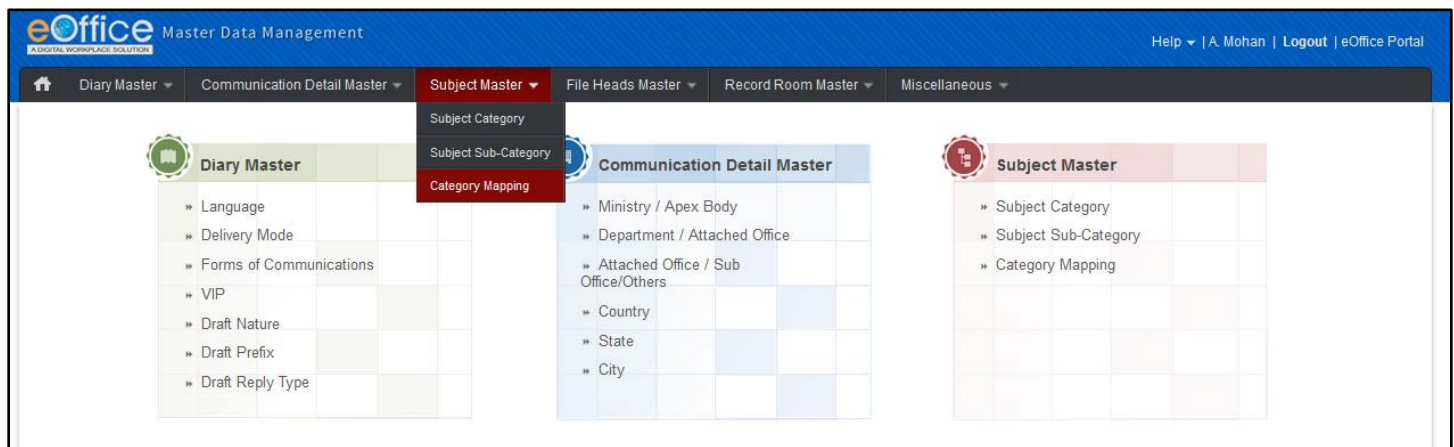


Figure 105

2. As a result **Category MappingList** appears as shown in **Figure 106**

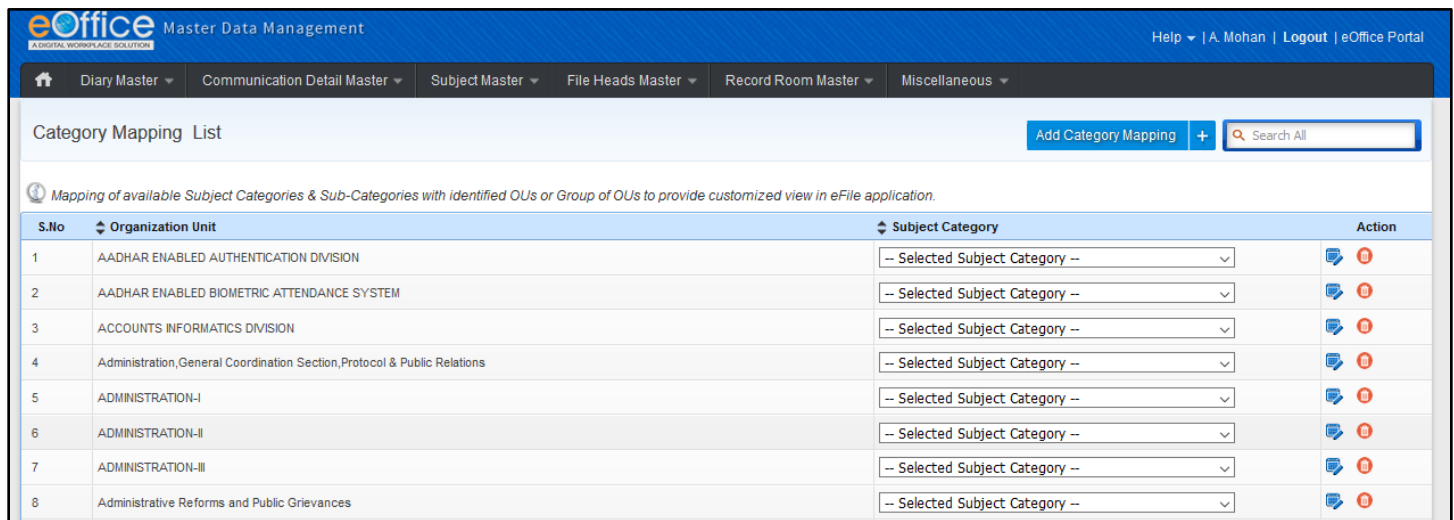
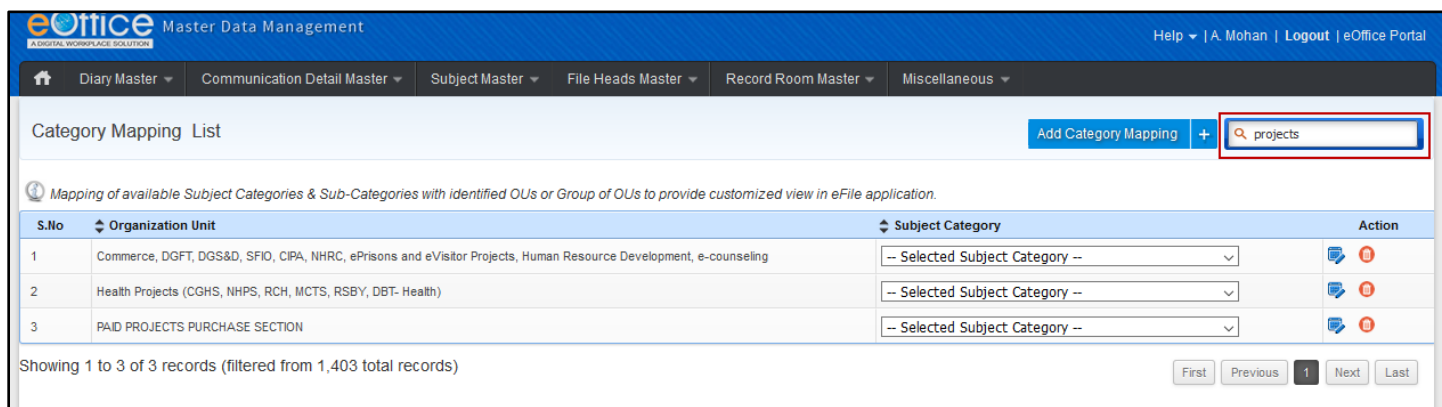


Figure 106

Search Category Mapping:

To search the Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Category Mapping**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 107**



Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Category Mapping List

Add Category Mapping + projects

Mapping of available Subject Categories & Sub-Categories with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Subject Category	Action
1	Commerce, DGFT, DGS&D, SFIO, CIPA, NHRC, ePrisons and eVisitor Projects, Human Resource Development, e-counseling	-- Selected Subject Category --	
2	Health Projects (CGHS, NHPS, RCH, MCTS, RSBY, DBT- Health)	-- Selected Subject Category --	
3	PAID PROJECTS PURCHASE SECTION	-- Selected Subject Category --	

Showing 1 to 3 of 3 records (filtered from 1,403 total records)

First Previous 1 Next Last

Figure 107

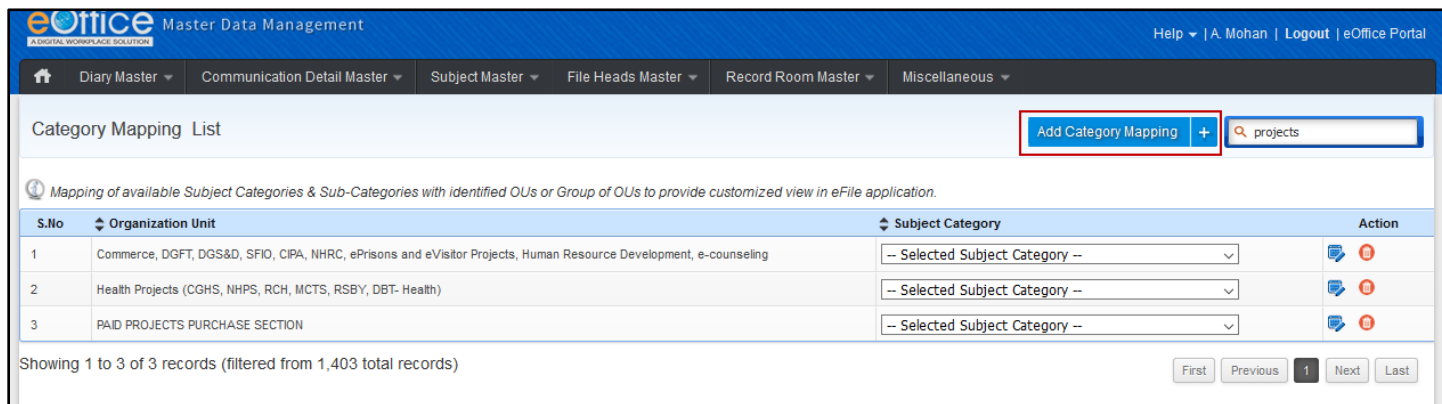
Note:

- Mapped Subject Category can be viewed in ‘Selected Subject Category’ dropdown adjacent to Organization Unit.

Add New Category Mapping:

For adding a new Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → ‘**Subject Master**’ → Click ‘**Category Mapping**’ → Click ‘**AddCategory Mapping**’, as shown in *Figure 108*



Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Category Mapping List

Add Category Mapping + projects

Mapping of available Subject Categories & Sub-Categories with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Subject Category	Action
1	Commerce, DGFT, DGS&D, SFIO, CIPA, NHRC, ePrisons and eVisitor Projects, Human Resource Development, e-counseling	-- Selected Subject Category --	
2	Health Projects (CGHS, NHPS, RCH, MCTS, RSBY, DBT- Health)	-- Selected Subject Category --	
3	PAID PROJECTS PURCHASE SECTION	-- Selected Subject Category --	

Showing 1 to 3 of 3 records (filtered from 1,403 total records)

First Previous 1 Next Last

Figure 108

2. Select name of **Department** from drop down list and name of **Organization Unit** from the respective department as shown in *Figure 109*

eoffice Master Data Management Help | A. Mohan | Logout | eOffice Portal

Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Category Mapping

Department*: MD-NICSI

Organization Unit:

- MD-NICSI
- DGM(MR)-NICSI
- DGM(RC)-NICSI
- DGM(VB)-NICSI
- DGM(VKS)-NICSI
- GM(AVA)-NICSI
- GM(SK)-NICSI
- MD-NICSI
- MGR(KNT)-NICSI
- MGR(MKN)-NICSI
- MGR(PRP)-NICSI
- MGR(SP.I)-NICSI

↔

MD-NICSI

- DGM(GK)-NICSI
- DGM(KMS)-NICSI

Category*:

- ☐ asr
- ☐ Common Office Services
- ☒ Establishment

Figure 109

3. Select **Category** and the corresponding **Sub Category** and Click **Save** to save the **Category Mapping** for selected Organization Unit as shown in **Figure 110**

Category*:

- ☐ asr
- ☐ Common Office Services
- ☒ Establishment
- ☐ Finance, Budget, Cash and Accounts
- ☐ General
- ☒ Hindi
 - ☒ Hindi Teaching Scheme
 - ☒ Progressive use of Hindi in government offices
 - ☐ Translation into Hindi
- ☐ Parliament
- ☐ Projects
- ☐ Public Relations
- ☐ Technical
- ☐ testt
- ☐ Training
- ☐ Vigilance

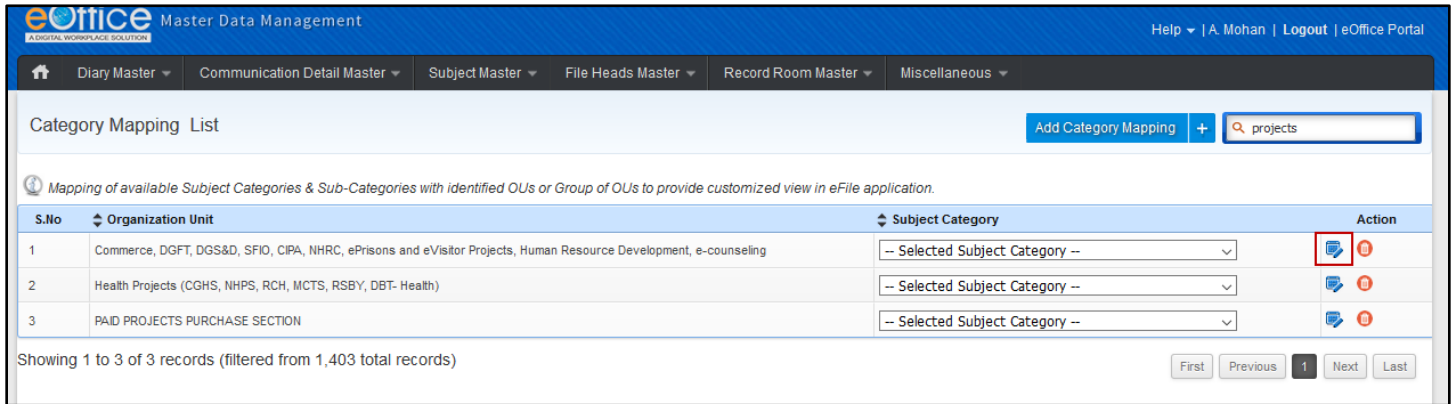
Save Cancel




Figure 110

Edit Existing Category Mapping:

To modify the existing Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Go to '**Category Mapping**' → Click on '**Edit**' icon, see *Figure 111*

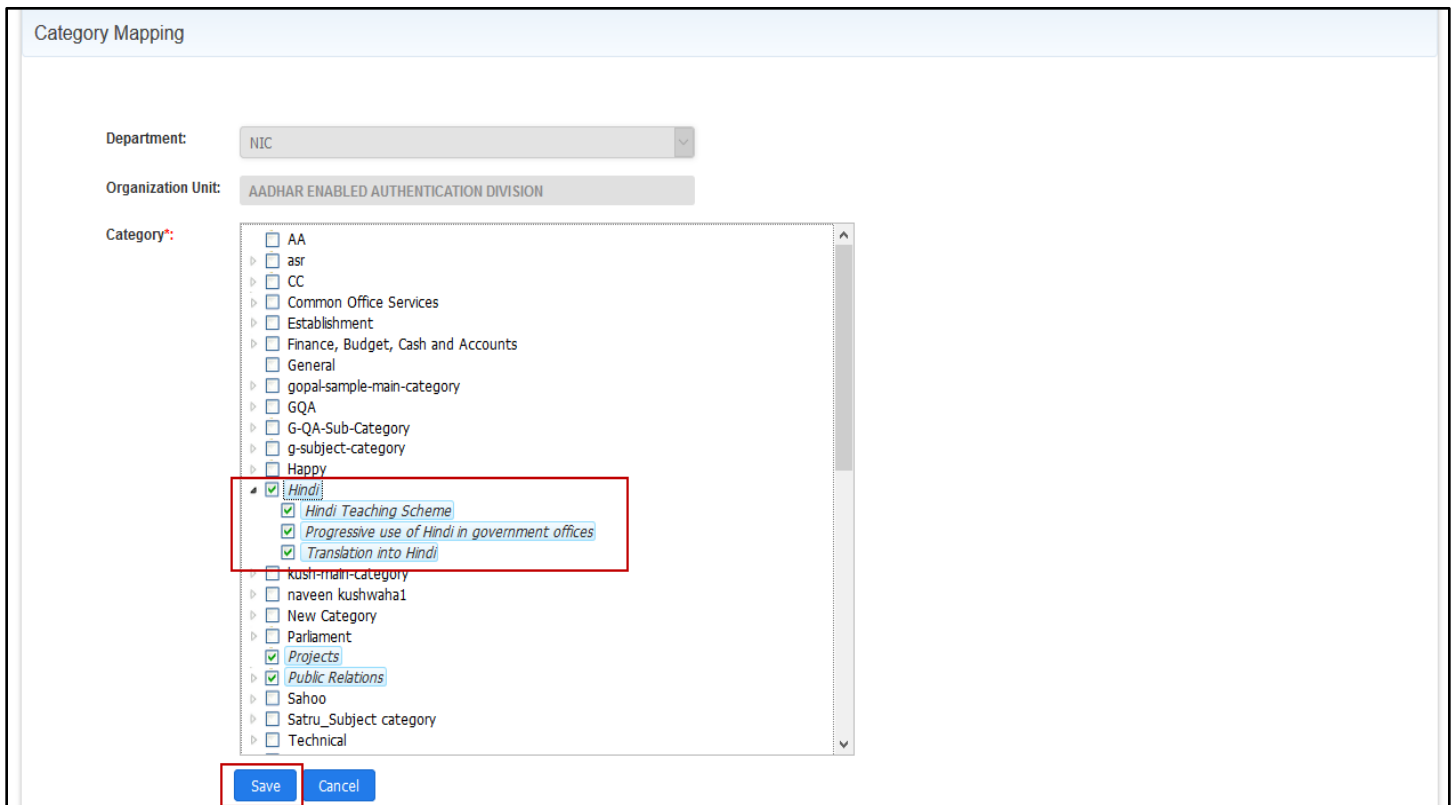


S.No	Organization Unit	Subject Category	Action
1	Commerce, DGFT, DGS&D, SFIO, CIPA, NHRC, ePrisons and eVisitor Projects, Human Resource Development, e-counseling	-- Selected Subject Category --	
2	Health Projects (CGHS, NHPS, RCH, MCTS, RSBY, DBT- Health)	-- Selected Subject Category --	
3	PAID PROJECTS PURCHASE SECTION	-- Selected Subject Category --	

Showing 1 to 3 of 3 records (filtered from 1,403 total records)

Figure 111

2. Edit the **Category** using checkbox as per requirement and click on **Save** button, See *Figure 112*



Category Mapping

Department:

Organization Unit:

Category*:

- ☐ AA
- ☐ asr
- ☐ CC
- ☐ Common Office Services
- ☐ Establishment
- ☐ Finance, Budget, Cash and Accounts
- ☐ General
- ☐ gopal-sample-main-category
- ☐ GQA
- ☐ G-QA-Sub-Category
- ☐ g-subject-category
- ☐ Happy
- ☒ Hindi
 - ☒ Hindi Teaching Scheme
 - ☒ Progressive use of Hindi in government offices
 - ☒ Translation into Hindi
- ☐ kush-main-category
- ☐ naveen kushwaha1
- ☐ New Category
- ☐ Parliament
- ☒ Projects
- ☒ Public Relations
- ☐ Sahoo
- ☐ Satru_Subject category
- ☐ Technical

Figure 112

Delete Existing Category Mapping:

To delete the existing Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Go to '**Category Mapping**' → Click on '**Delete**' icon, see *Figure 113*

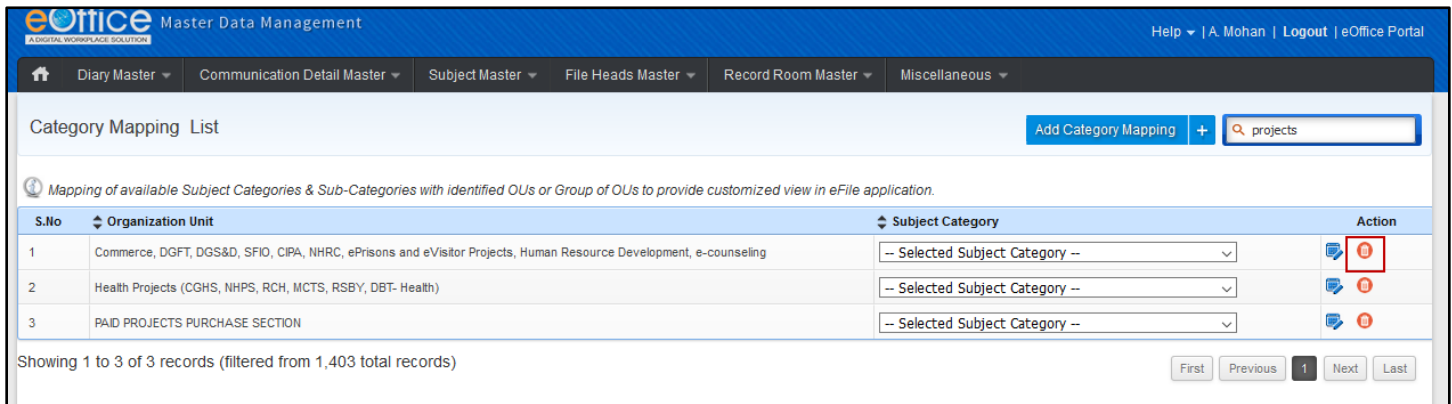


Figure 113

2. Click **OK** in confirmation popup to delete the Category Mapping, see *Figure 114*

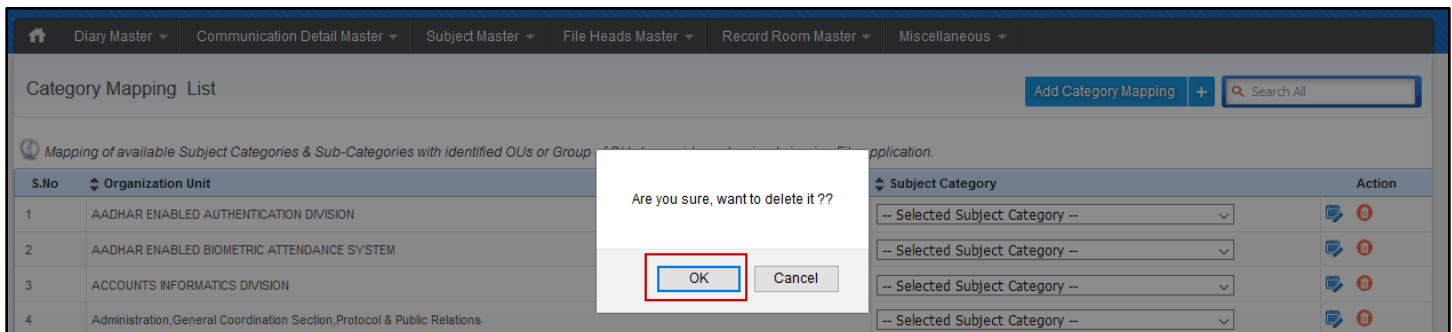


Figure 114

File Heads Master

File Heads Master includes the following links which contains the Meta data to be used at user level.

- ❖ Basic Head
- ❖ Secondary Head
- ❖ File Code
- ❖ File-Head Mapping
- ❖ Primary Head
- ❖ Tertiary Head
- ❖ Retention Category

Basic Head

- By using this link Super Admin can View, Search, Add, Edit and Assign the Basic Head.
- Functional Heads related to main functions of the organization.

View Basic Head:

To view the Basic Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Basic Head**', as shown in *Figure 115*

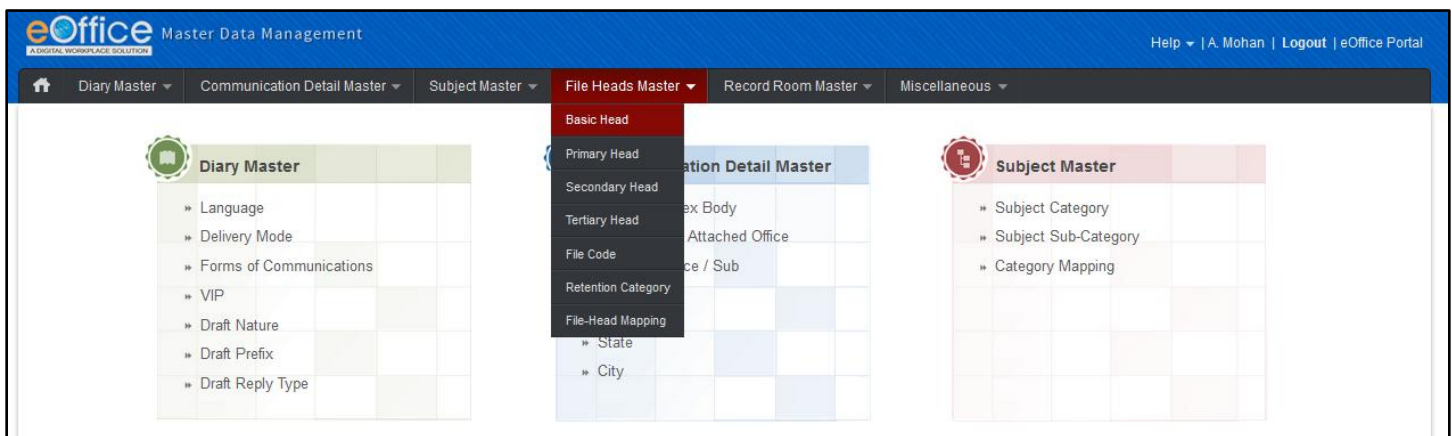


Figure 115

2. As a result **Basic HeadList** appears as shown in *Figure 116*

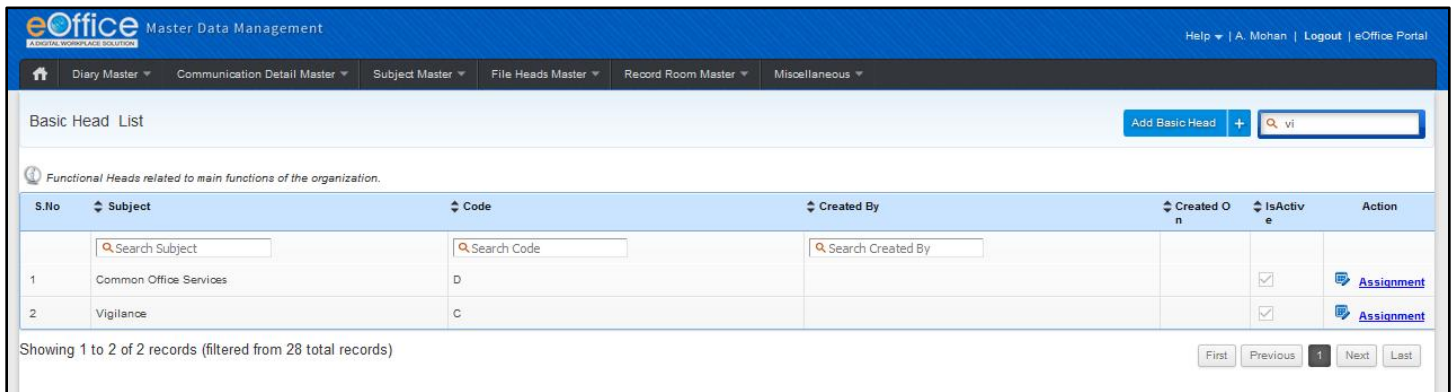


Figure 116

Search Basic Head:

To search the **Basic Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Basic Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 117*

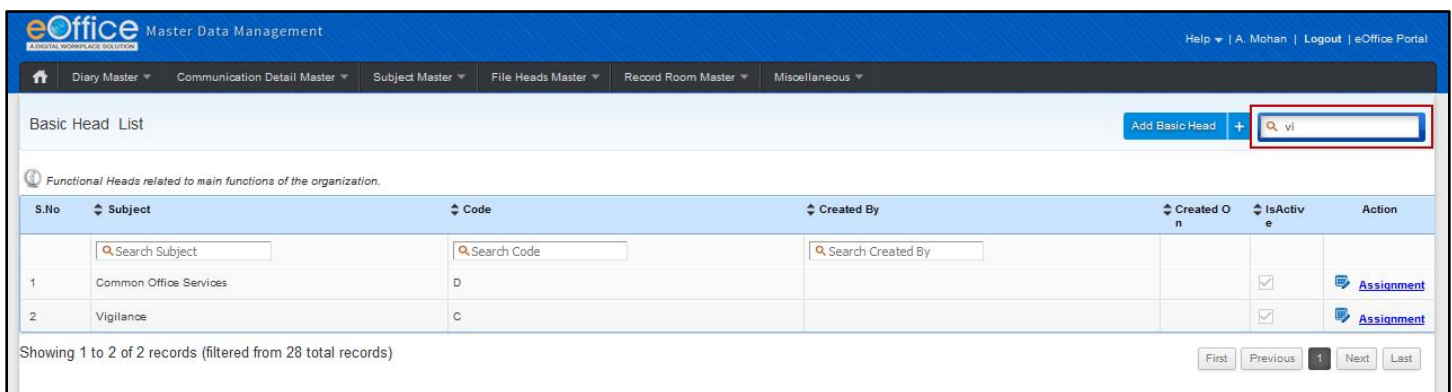


Figure 117

Add New Basic Head:

For adding a new Basic Head, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Basic Head**' → Click '**Add Basic Head**', as shown in *Figure 118*

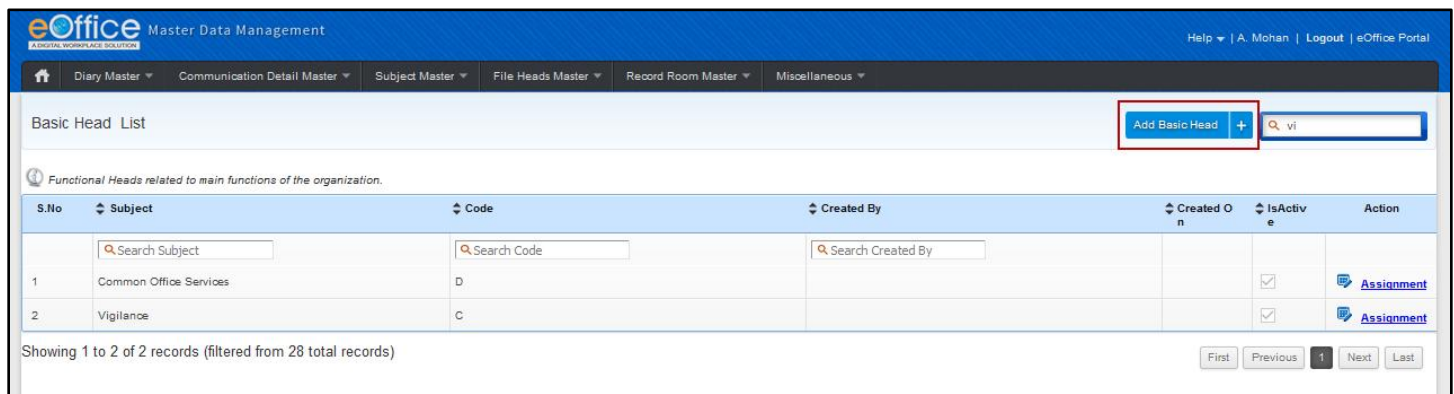


Figure 118

2. Enter the **Basic Head Name** and **Code** then click **Save** button, as shown in the below **Figure 119**

Figure 119

Note:

- **Basic Head** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Basic Head:

For editing status of existing Basic Head, perform the following Steps:

1. Login to **Master Data Management** → **'File HeadsMaster'** → Click **'Basic Head'** → Click on **'Edit'** icon, see **Figure 120**

Basic Head List

Functional Heads related to main functions of the organization.

S.No	Subject	Code	Created By	Created On	Is Active	Action
1	Common Office Services	D			<input checked="" type="checkbox"/>	Assignment
2	Vigilance	C			<input checked="" type="checkbox"/>	Assignment

Showing 1 to 2 of 2 records (filtered from 28 total records)

Figure 120

2. Check/Uncheck 'Is Active' checkbox to make **Basic Head** active or Inactive, see *Figure 121*

Basic Head

Subject*: Common Office Services

Code*: D

☒ Is Active

Save Cancel

Figure 121

Note:

- **Basic Head** Name can't be edited only it can be made active or Inactive.

Assign Basic Head:

For Assigning existing **Basic Head** to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → 'File Heads Master' → Click 'Basic Head' → Click on 'Assignment' link, see *Figure 122*

Basic Head List

Functional Heads related to main functions of the organization.

S.No	Subject	Code	Created By	Created On	IsActive	Action
1	Common Office Services	D			<input checked="" type="checkbox"/>	Assignment
2	Vigilance	C			<input checked="" type="checkbox"/>	Assignment

Showing 1 to 2 of 2 records (filtered from 28 total records)

Figure 122

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see Figure 123

Basic Head: Common Office Services Status: Active

Available Departments

Search Available

SOFTWARE DEVELOPE and TRAINING CENTRE, NAGPUR

E-Sign Division

Assigned Departments

Search Selected

Ministry of Communication & Information Technology

MD-NICSI

National centre for eGovernance Standards Technology (NeST)

National Informatics Centre

↔

Cancel Save

Figure 123

Note:

- Only active **Basic Head** can be assigned to available departments.

Primary Head

- By using this link Super Admin can View, Search, Add, Edit and Assign the Primary Head.
- Activity Heads related to the activities of each functional heads.

View Primary Head:

To view the Primary Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Primary Head**', as shown in *Figure 124*

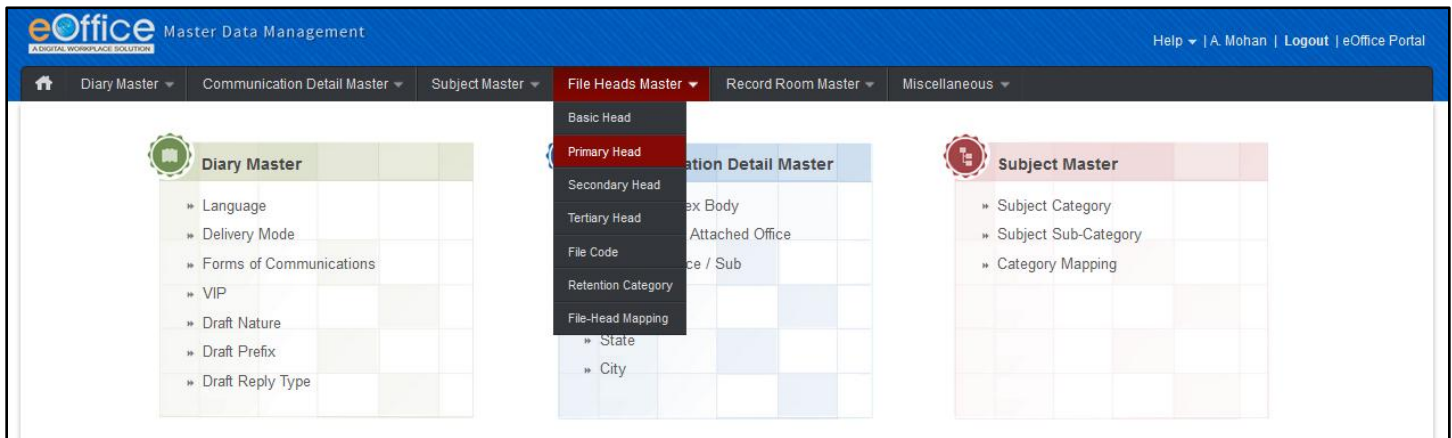


Figure 124

2. As a result **Primary HeadList** appears as shown in *Figure 125*

The screenshot shows the eOffice Master Data Management interface with the 'Primary Head List' table. The table has columns: S.No, Subject, Code, Basic Head, Created By, Created On, Is Active, and Action. The table contains 5 rows of data. The 'Action' column has an 'Assignment' link for each row.

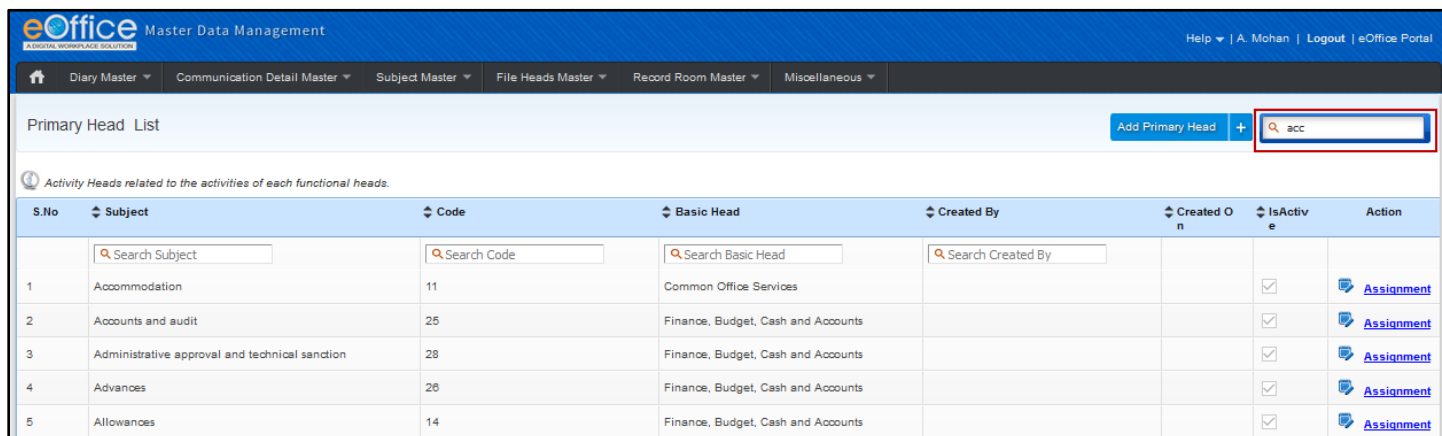
S.No	Subject	Code	Basic Head	Created By	Created On	Is Active	Action
1	Accommodation	11	Common Office Services			✓	Assignment
2	Accounts and audit	25	Finance, Budget, Cash and Accounts			✓	Assignment
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			✓	Assignment
4	Advances	26	Finance, Budget, Cash and Accounts			✓	Assignment
5	Allowances	14	Finance, Budget, Cash and Accounts			✓	Assignment

Figure 125

Search Primary Head:

To search the **Primary Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Primary Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 126*



Primary Head List

Activity Heads related to the activities of each functional heads.

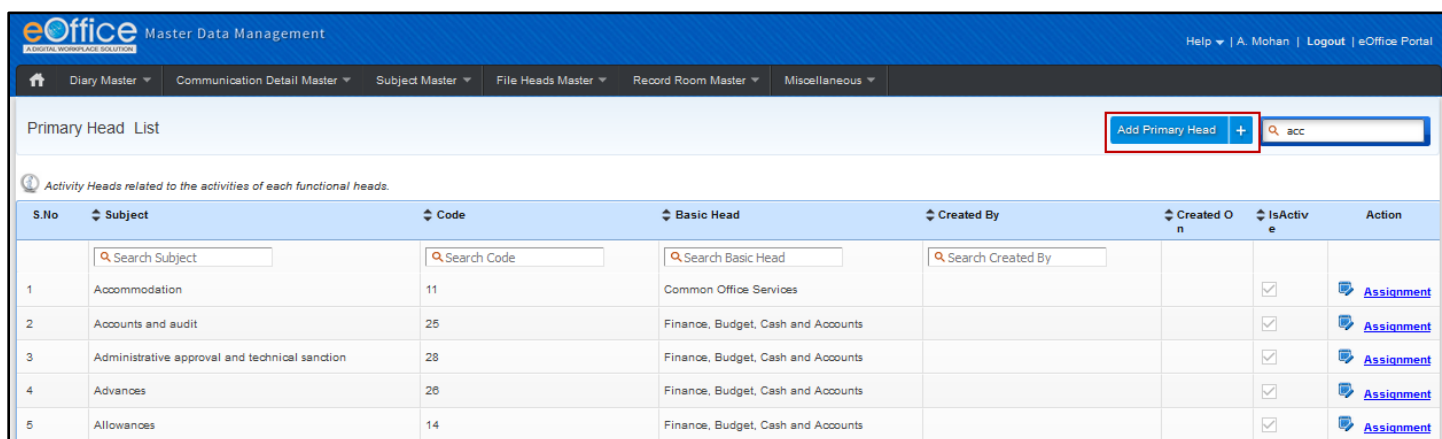
S.No	Subject	Code	Basic Head	Created By	Created On	Is Active	Action
	<input type="text" value="Search Subject"/>	<input type="text" value="Search Code"/>	<input type="text" value="Search Basic Head"/>	<input type="text" value="Search Created By"/>			
1	Accommodation	11	Common Office Services			<input checked="" type="checkbox"/>	Assignment
2	Accounts and audit	25	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
4	Advances	26	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
5	Allowances	14	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment

Figure 126

Add New Primary Head:

For adding a new Primary Head, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Primary Head**' → Click '**Add Primary Head**', as shown in *Figure 127*



Primary Head List

Activity Heads related to the activities of each functional heads.

S.No	Subject	Code	Basic Head	Created By	Created On	Is Active	Action
	<input type="text" value="Search Subject"/>	<input type="text" value="Search Code"/>	<input type="text" value="Search Basic Head"/>	<input type="text" value="Search Created By"/>			
1	Accommodation	11	Common Office Services			<input checked="" type="checkbox"/>	Assignment
2	Accounts and audit	25	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
4	Advances	26	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
5	Allowances	14	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment

Figure 127

2. Select **Basic head** from drop down list and Enter the **Primary Head 'Subject'** and '**Code**' then click on **Save** button, as shown in *Figure 128*

Primary Head

Basic Head*: Establishment (A)

Subject*: Recruitment

Code*: 15

☒ Is Active

Save Cancel

Figure 128

Note:

- Primary Head once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Primary Head:

For editing status of existing Primary Head, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Primary Head'** → Click on **'Edit'** icon, see *Figure 129*

Primary Head List

Add Primary Head +

Activity Heads related to the activities of each functional heads.

S.No	Subject	Code	Basic Head	Created By	Created On	Is Active	Action
1	Accommodation	11	Common Office Services			<input checked="" type="checkbox"/>	Assignment
2	Accounts and audit	25	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
4	Advances	26	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
5	Allowances	14	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment

Figure 129

2. Check/Uncheck **'Is Active'** checkbox to make **Primary Head** active or Inactive, see *Figure 130*

Primary Head

Basic Head*: Common Office Services (D) ▼

Subject*: Accommodation

Code*: 11

☒ Is Active

Save Cancel

Figure 130

Note:

- Primary HeadName can't be edited only it can be made active or Inactive.

Assign Primary Head:

For Assigning existing **Primary Head** to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Primary Head'** → Click on **'Assignment'** link, see *Figure 131*

Primary Head List

Add Primary Head +

Activity Heads related to the activities of each functional heads.

S.No	Subject	Code	Basic Head	Created By	Created On	Is Active	Action
1	<input type="text" value="Search Subject"/>	<input type="text" value="Search Code"/>	<input type="text" value="Search Basic Head"/>	<input type="text" value="Search Created By"/>		<input checked="" type="checkbox"/>	Assignment
2	Accounts and audit	25	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
4	Advances	26	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
5	Allowances	14	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment

Figure 131

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see *Figure 132*

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Primary Head: Accommodation Status: Active

Available Departments

Search Available

MD-NICSI

National Informatics Centre

Assigned Departments

Search Selected

Ministry of Communication & Information Technology

National centre for eGovernance Standards Technology (NeST)

↕

Cancel Save

Figure 132

Note:

- Only active **Primary Head** can be assigned to available departments.

Secondary Head

- By using this link Super Admin can View, Search, Add, Edit and Assign the Secondary Head.
- Aspect or Operation Heads related to aspects of operations involved in each activity heads.

View Secondary Head:

To view the Secondary Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Secondary Head**', as shown in *Figure 133*

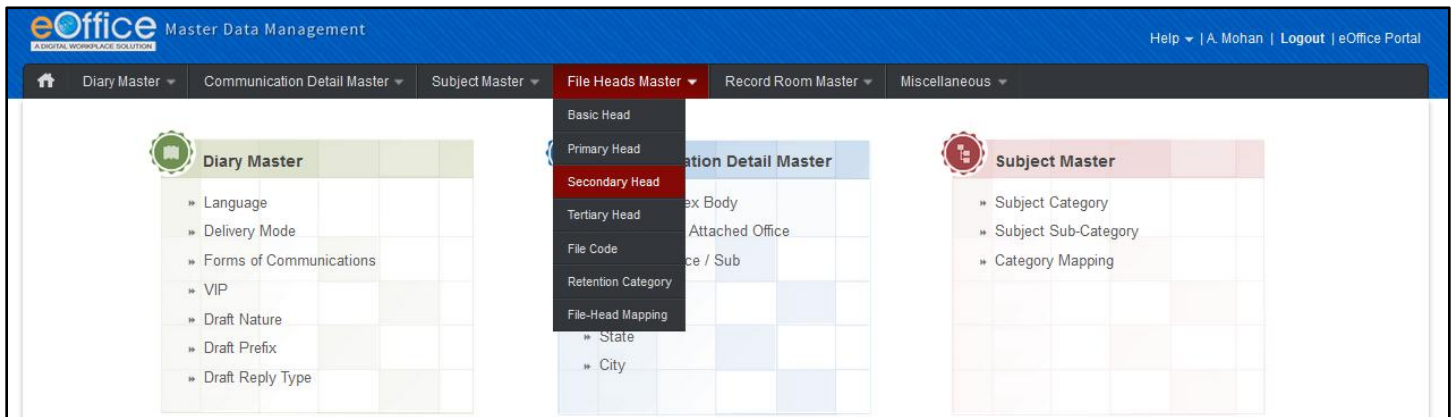


Figure 133

2. As a result **Secondary HeadList** appears as shown in *Figure 134*

The screenshot shows the eOffice Master Data Management interface with the 'Secondary Head List' table. The table has columns: S.No, Subject, Code, Primary Head, Basic Head, Created By, Created On, Is Active, and Action. There are search filters for Subject, Code, Primary Head, Basic Head, and Created By. The table contains 5 rows of data.

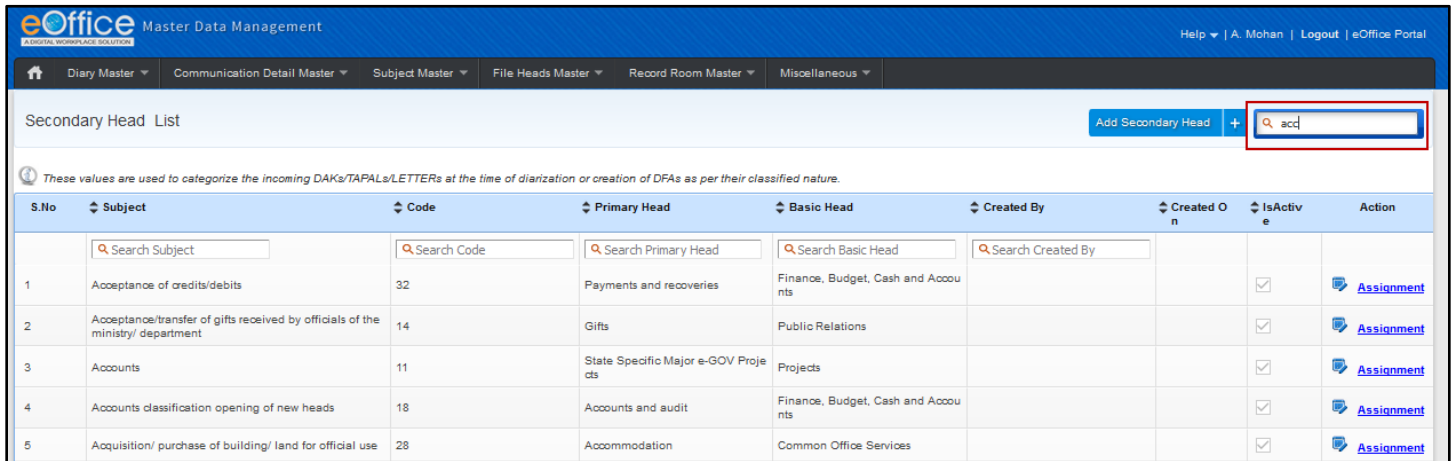
S.No	Subject	Code	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			✓	Assignment
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			✓	Assignment
3	Accounts	11	State Specific Major e-GOV Projects	Projects			✓	Assignment
4	Accounts classification opening of new heads	18	Accounts and audit	Finance, Budget, Cash and Accounts			✓	Assignment
5	Acquisition/ purchase of building/ land for official use	28	Accommodation	Common Office Services			✓	Assignment

Figure 134

Search Secondary Head:

To search the **Secondary Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Secondary Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 135*



Secondary Head List

These values are used to categorize the incoming DAKs/TAPALs/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

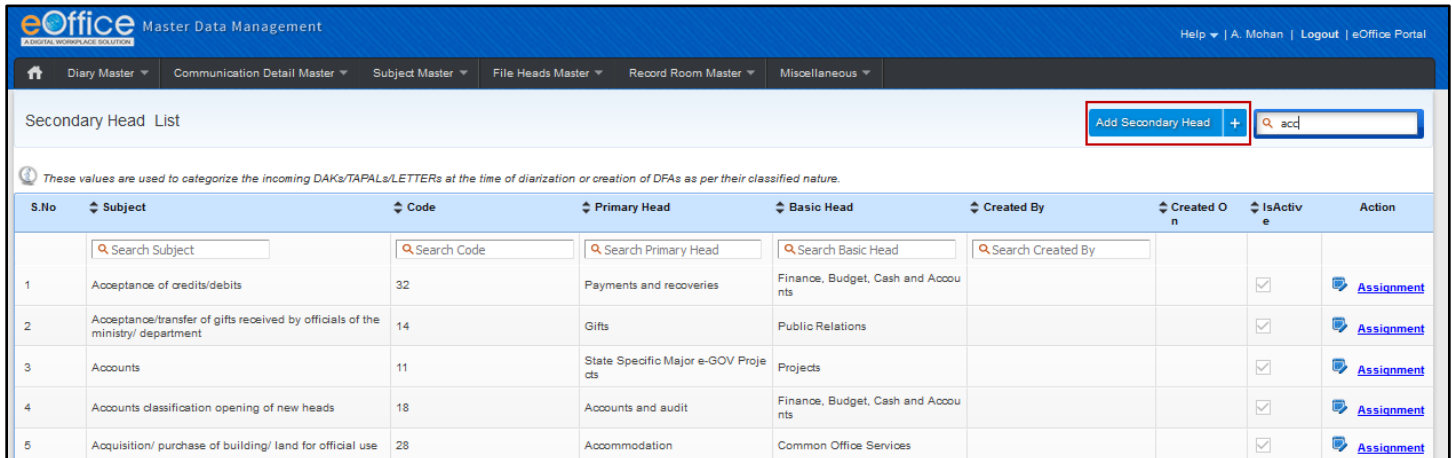
S.No	Subject	Code	Primary Head	Basic Head	Created By	Created On	IsActive	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			✓	Assignment
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			✓	Assignment
3	Accounts	11	State Specific Major e-GOV Projects	Projects			✓	Assignment
4	Accounts classification opening of new heads	18	Accounts and audit	Finance, Budget, Cash and Accounts			✓	Assignment
5	Acquisition/ purchase of building/ land for official use	28	Accommodation	Common Office Services			✓	Assignment

Figure 135

Add New Secondary Head:

For adding a new Secondary Head, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Secondary Head**' → Click '**AddSecondary Head**', as shown in *Figure 136*



Secondary Head List

These values are used to categorize the incoming DAKs/TAPALs/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Subject	Code	Primary Head	Basic Head	Created By	Created On	IsActive	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			✓	Assignment
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			✓	Assignment
3	Accounts	11	State Specific Major e-GOV Projects	Projects			✓	Assignment
4	Accounts classification opening of new heads	18	Accounts and audit	Finance, Budget, Cash and Accounts			✓	Assignment
5	Acquisition/ purchase of building/ land for official use	28	Accommodation	Common Office Services			✓	Assignment

Figure 136

2. Select **Basic head** and corresponding **Primary Head** from drop down list and Enter the **Secondary Head 'Subject'** and '**Code**' then click on **Save** button, as shown in *Figure 137*

Figure 137

Note:

- **Basic Head** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Secondary Head:

For editing status of existing Secondary Head, perform the following Steps:

1. Login to **Master Data Management** → 'File Heads Master' → Click 'Secondary Head' → Click on 'Edit' icon, see *Figure 138*

S.No	Subject	Code	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			✓	Assignment
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			✓	Assignment
3	Accounts	11	State Specific Major e-GOV Projects	Projects			✓	Assignment
4	Accounts classification opening of new heads	18	Accounts and audit	Finance, Budget, Cash and Accounts			✓	Assignment
5	Acquisition/ purchase of building/ land for official use	28	Accommodation	Common Office Services			✓	Assignment

Figure 138

2. Check/Uncheck 'Is Active' checkbox to make **Secondary Head** active or Inactive, see *Figure 139*

Secondary Head

Basic Head*: Finance, Budget, Cash and Accounts (G) ▼

Primary Head*: Payments and recoveries (27) ▼

Subject*: Acceptance of credits/debits

Code*: 32

☒ Is Active

Save Cancel

Figure 139

Note:

- **Secondary HeadName** can't be edited only it can be made active or Inactive.

Assign Secondary Head:

For Assigning existing **Secondary Head** to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Secondary Head'** → Click on **'Assignment'** link, see *Figure 140*

Secondary Head List

Add Secondary Head +

These values are used to categorize the incoming DAKs/TAPALs/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Subject	Code	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			<input checked="" type="checkbox"/>	Assignment
3	Accounts	11	State Specific Major e-GOV Projects	Projects			<input checked="" type="checkbox"/>	Assignment
4	Accounts classification opening of new heads	18	Accounts and audit	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
5	Acquisition/ purchase of building/ land for official use	28	Accommodation	Common Office Services			<input checked="" type="checkbox"/>	Assignment

Figure 140

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **Save**, see *Figure 141*

The screenshot displays the 'Master Data Management' interface in eOffice. At the top, there's a navigation bar with options like 'Diary Master', 'Communication Detail Master', 'Subject Master', 'File Heads Master', 'Record Room Master', and 'Miscellaneous'. Below this, the 'Secondary Head' is set to 'Acceptance of credits/debits' and its status is 'Active'. The interface is divided into two main sections: 'Available Departments' on the left and 'Assigned Departments' on the right. The 'Available Departments' list includes 'National Informatics Centre'. The 'Assigned Departments' list includes 'Ministry of Communication & Information Technology', 'MD-NICSI', and 'National centre for eGovernance Standards Technology (NeST)'. A double-headed arrow icon is positioned between the two lists. At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 141

Note:

- Only active **Secondary Head** can be assigned to available departments.

Tertiary Head

- By using this link Super Admin can View, Search, Add, Edit and Assign the Tertiary Head.

- Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

View Tertiary Head:

To view the Tertiary Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Tertiary Head**', as shown in *Figure 142*

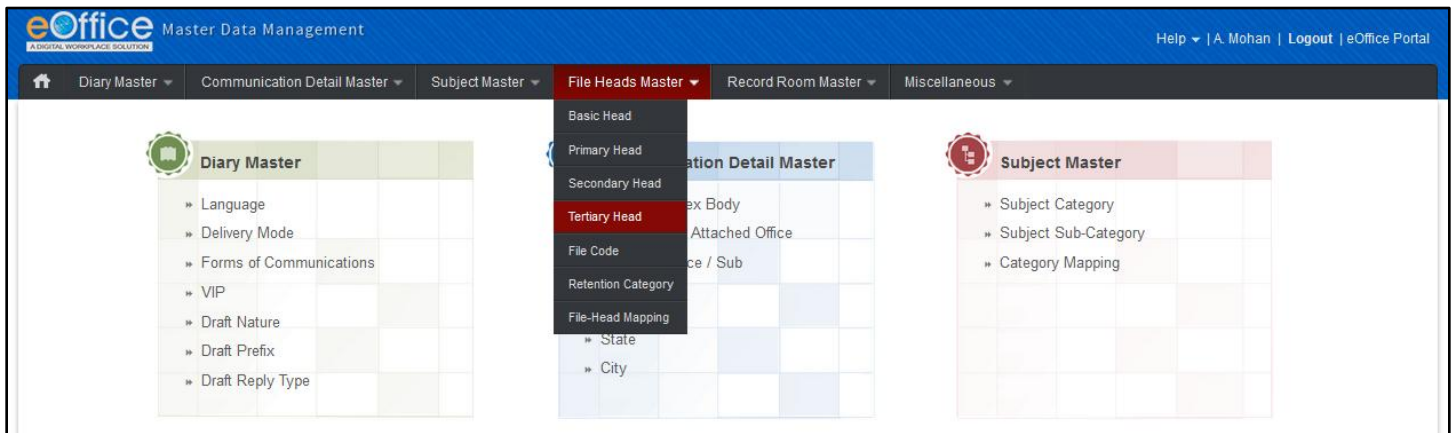


Figure 142

2. As a result **Tertiary HeadList** appears as shown in *Figure 143*

The screenshot shows the 'Tertiary Head List' table in the eOffice Master Data Management interface. The table has columns: S.No, Subject, Code, Secondary Head, Primary Head, Basic Head, Created By, Created On, Is Active, and Action. The table contains 4 records, all with 'Approvals' as the Subject and '11' as the Code. The 'Action' column has an 'Assignment' link for each record.

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Approvals	11	eOffice-MMP	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment
2	Approvals	11	eOffice	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
3	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
4	Approvals	11	Open Technology Centre(OTC)	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment

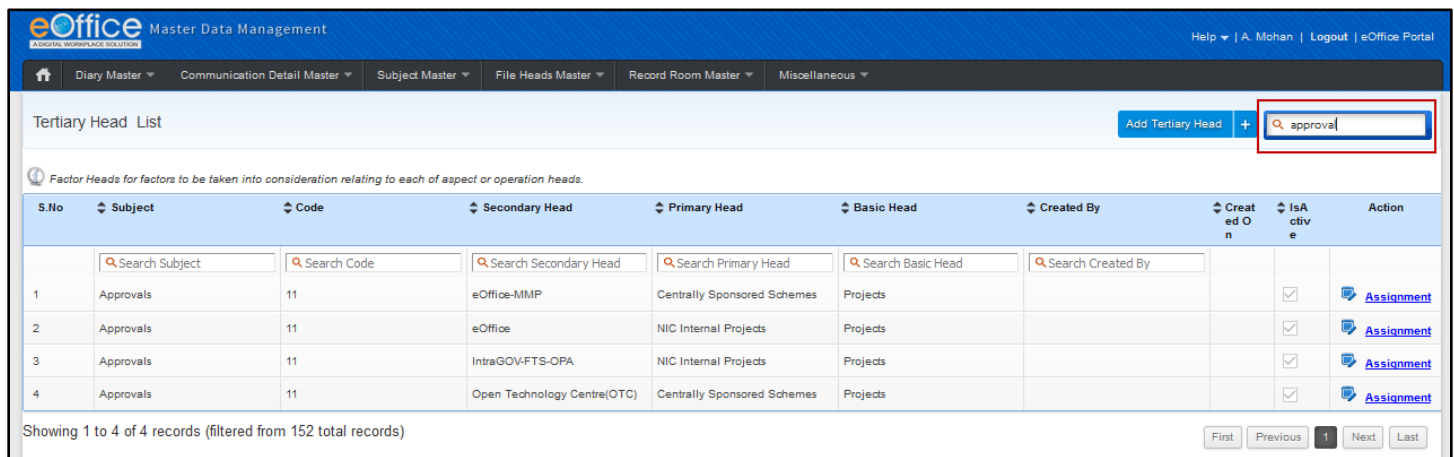
Showing 1 to 4 of 4 records (filtered from 152 total records)

Figure 143

Search Tertiary Head:

To search the **Tertiary Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Tertiary Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 144*



Master Data Management

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Tertiary Head List

Add Tertiary Head + approval

Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Approvals	11	eOffice-MMP	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment
2	Approvals	11	eOffice	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
3	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
4	Approvals	11	Open Technology Centre(OTC)	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment

Showing 1 to 4 of 4 records (filtered from 152 total records)

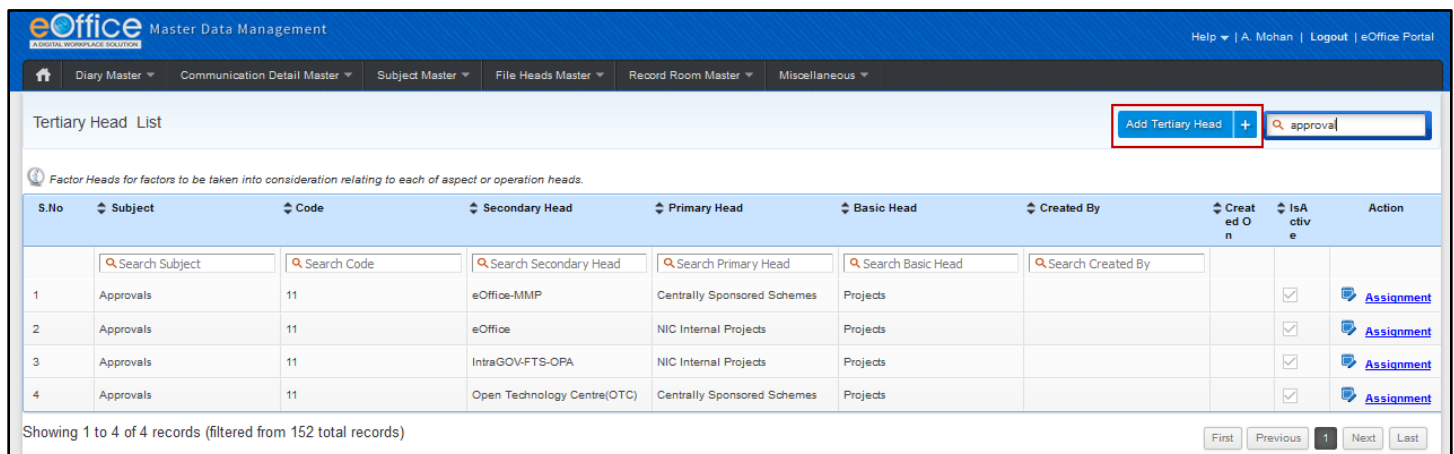
First Previous 1 Next Last

Figure 144

Add New Tertiary Head:

For adding a new Tertiary Head, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Tertiary Head'** → Click **'AddTertiary Head'**, as shown in *Figure 145*



Master Data Management

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Tertiary Head List

Add Tertiary Head + approval

Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Approvals	11	eOffice-MMP	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment
2	Approvals	11	eOffice	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
3	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
4	Approvals	11	Open Technology Centre(OTC)	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment

Showing 1 to 4 of 4 records (filtered from 152 total records)

First Previous 1 Next Last

Figure 145

2. Select **Basic head** and corresponding **Primary Head** and **Secondary Head** from drop down list and Enter the **Tertiary Head 'Subject'** and **'Code'** then click on **Save** button, as shown in *Figure 146*

Figure 146

Note:

- **Tertiary Head** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Tertiary Head:

For editing status of existing Tertiary Head, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Tertiary Head'** → Click on **'Edit'** icon, see *Figure 147*

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Approvals	11	eOffice-MMP	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment
2	Approvals	11	eOffice	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
3	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			<input checked="" type="checkbox"/>	Assignment
4	Approvals	11	Open Technology Centre(OTC)	Centrally Sponsored Schemes	Projects			<input checked="" type="checkbox"/>	Assignment

Figure 147

2. Check/Uncheck **'Is Active'** checkbox to make **Tertiary Head** active or Inactive, see *Figure 148*

Figure 148

Note:

- Tertiary HeadName can't be edited only it can be made active or Inactive.

Assign Tertiary Head:

For Assigning existing Tertiary Head to other Departments within same eOffice Instance, perform the following Steps:

1. Login to Master Data Management → 'File Heads Master' → Click 'Tertiary Head' → Click on 'Assignment' link, see Figure 149

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Approvals	11	eOffice-MMP	Centrally Sponsored Schemes	Projects			✓	Assignment
2	Approvals	11	eOffice	NIC Internal Projects	Projects			✓	Assignment
3	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			✓	Assignment
4	Approvals	11	Open Technology Centre(OTC)	Centrally Sponsored Schemes	Projects			✓	Assignment

Figure 149

2. Search (If required) and Click on Available Departments to move them to Assigned Departments then Click Save, see Figure 150

The screenshot displays the 'eOffice Master Data Management' interface. At the top, there is a navigation bar with the eOffice logo and the text 'Master Data Management'. Below this, a secondary navigation bar contains several menu items: 'Diary Master', 'Communication Detail Master', 'Subject Master', 'File Heads Master', 'Record Room Master', and 'Miscellaneous'. The main content area is titled 'Tertiary Head: Approvals' and 'Status: Active'. It is divided into two columns. The left column is labeled 'Available Departments' and contains a search bar with the text 'Search Available'. The right column is labeled 'Assigned Departments' and contains a search bar with the text 'Search Selected'. Below the search bars, there is a list of departments. In the 'Assigned Departments' list, 'National centre for eGovernance Standards Technology (NeST)' is highlighted in blue. At the bottom right of the interface, there are two buttons: 'Cancel' and 'Save'.

Figure 150

Note:

- Only active **Tertiary Head** can be assigned to available departments.

File Code

- By using this link Super Admin can View, Search, Add and Edit the File Code.

- Abbreviated Code for the Section pertaining to the File-Creation.

View File Code:

To view the File Code, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**File Code**', as shown in *Figure 151*

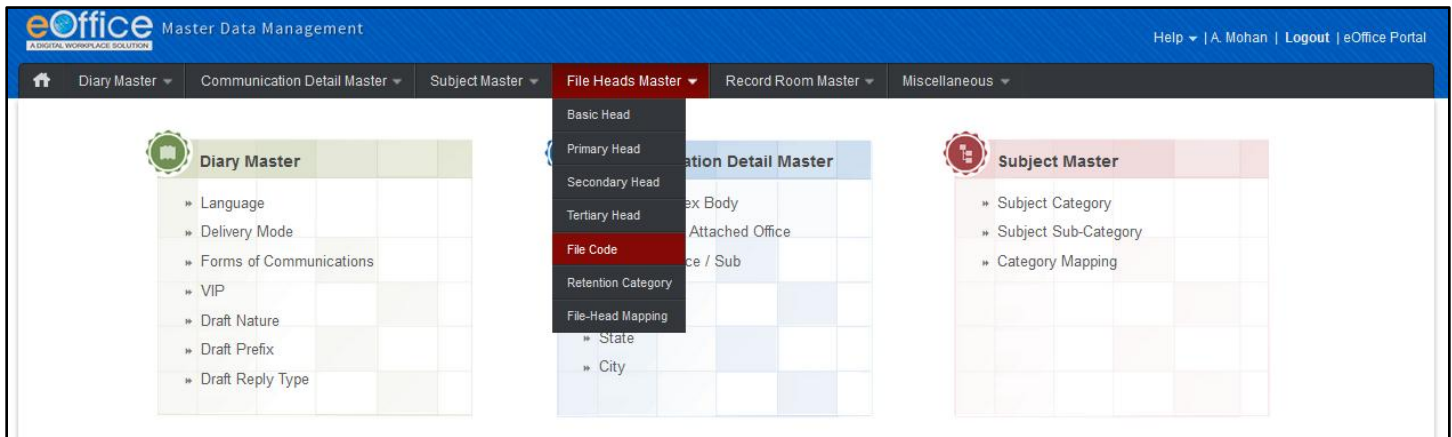


Figure 151

2. As a result **File Code List** appears as shown in *Figure 152*

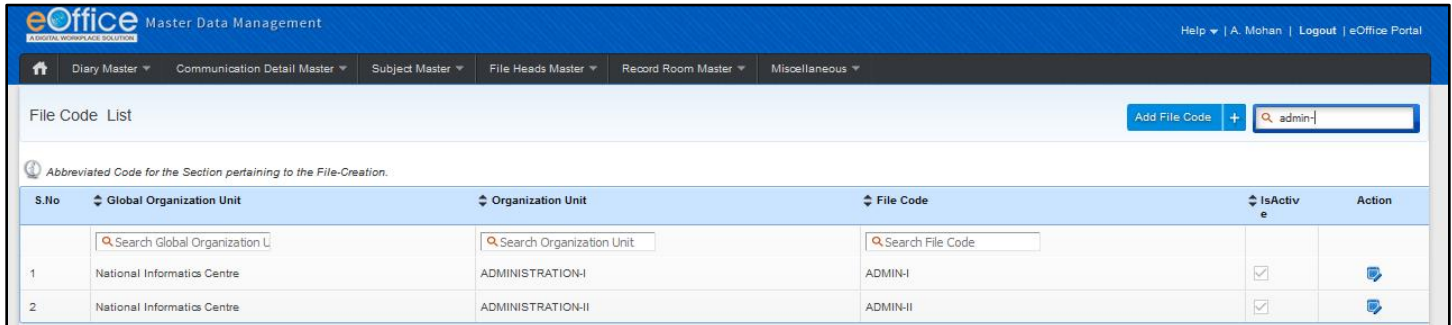


Figure 152

Search File Code:

To search the **File Code**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**File Code**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 153*

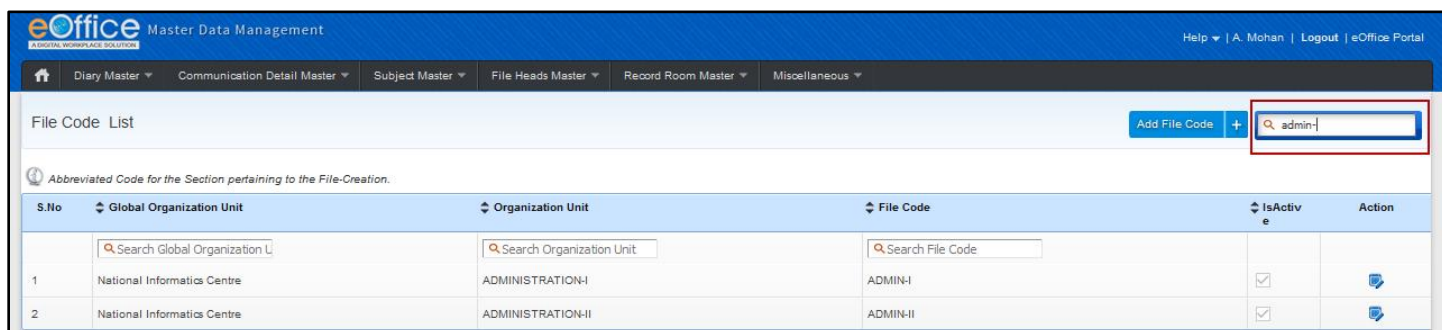


Figure 153

Add New File Code:

For adding a new File Code, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'File Code'** → Click **'AddFile Code'**, as shown in *Figure 154*

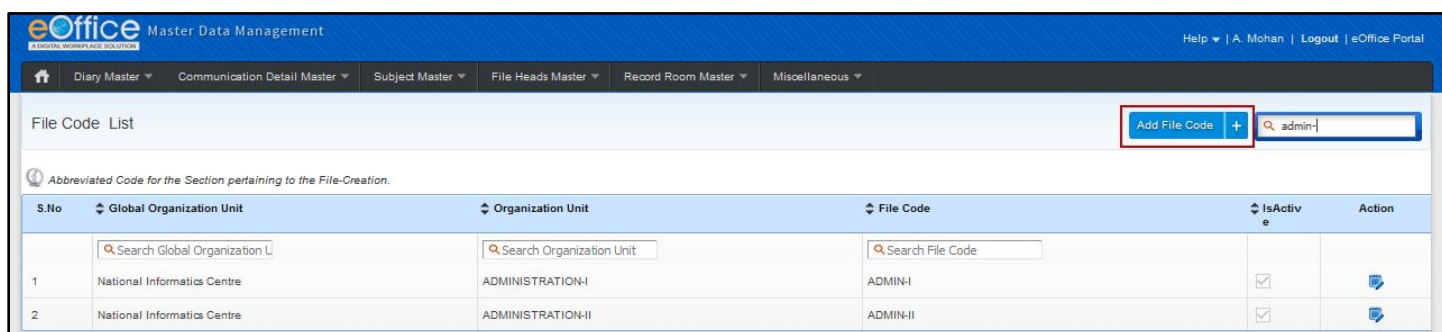


Figure 154

2. Select **Organization** and corresponding **Organization Unit** to which **File Code** needs to be assigned, enter the **File code** then click on **Save** button, as shown in *Figure 155*

File Code

Global Organization*:

MD-NICSI

Organization Unit*:

MD-NICSI

File Code*:

Admin-II

☒ Is Active

Save

Cancel

Figure 155

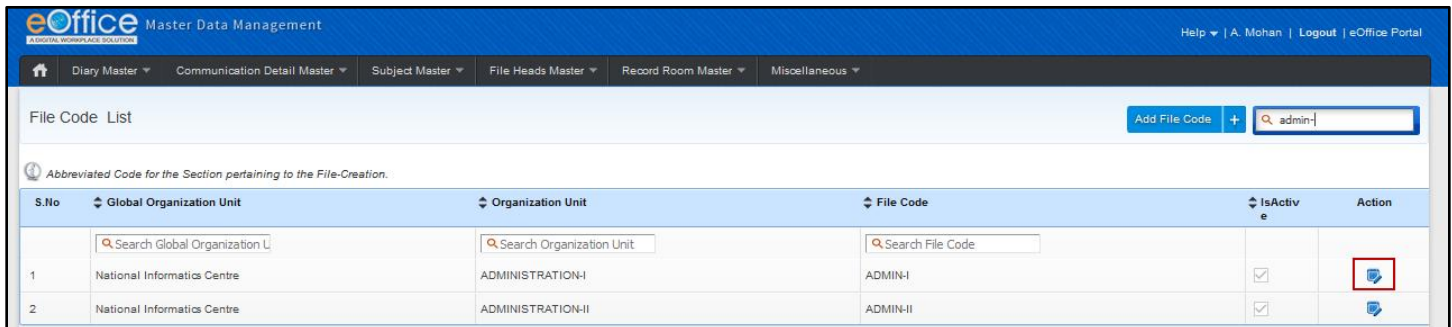
Note:

- **File Code** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing File Code:

For editing status of existing File Code, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'File Code'** → Click on **'Edit'** icon, see *Figure 156*





S.No	Global Organization Unit	Organization Unit	File Code	Is Active	Action
1	National Informatics Centre	ADMINISTRATION-I	ADMIN-I	<input checked="" type="checkbox"/>	
2	National Informatics Centre	ADMINISTRATION-II	ADMIN-II	<input checked="" type="checkbox"/>	

Figure 156

2. Check/Uncheck 'Is Active' checkbox to make **File Code** active or Inactive, see *Figure 157*

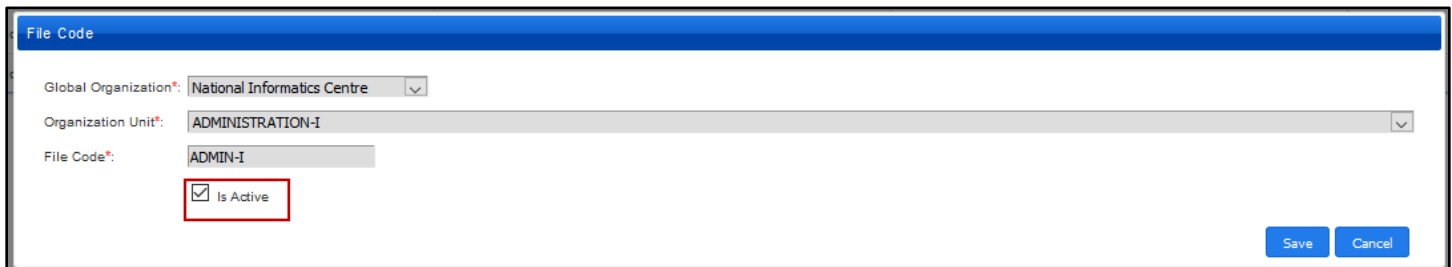


Figure 157

Note:

- **File Code** can't be edited only it can be made active or Inactive.

Retention Category

- By using this link Super Admin can View, Search, Add and Edit the Retention Category.
- The values displayed in this Master will be used for specifying the File Category details at the time of recording of Files in e-RMS Module by referring to the Record Retention Schedule which contains what kind of record should be kept for what duration.
- Based on the available storage facilities in the department this value needs to be chosen while entering the other Recording details.

View Retention Category:

To view the Retention Category, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Retention Category**', as shown in *Figure 158*

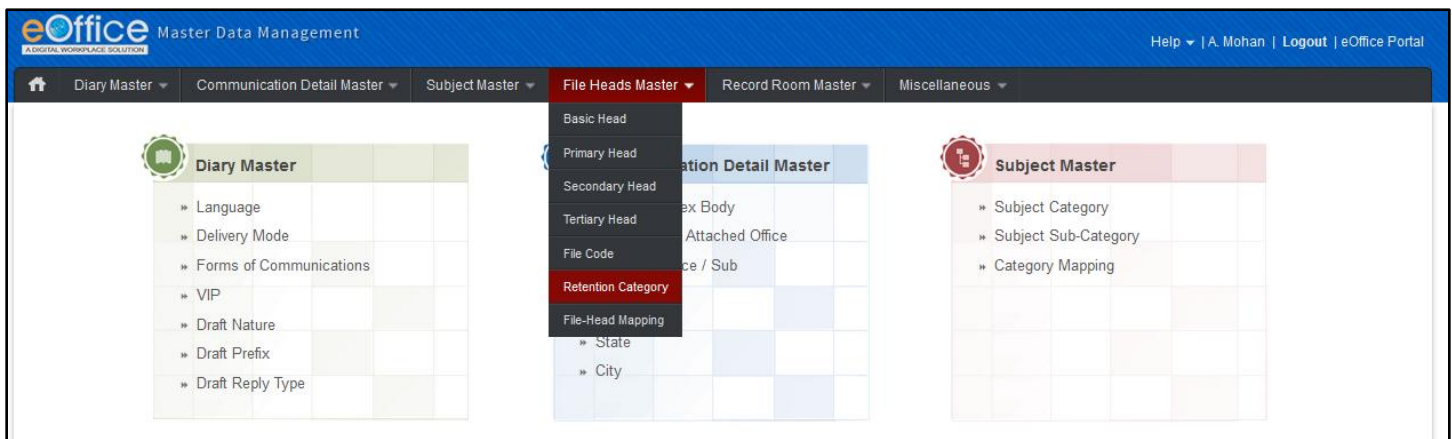


Figure 158

2. As a result **Retention Category List** appears as shown in *Figure 159*

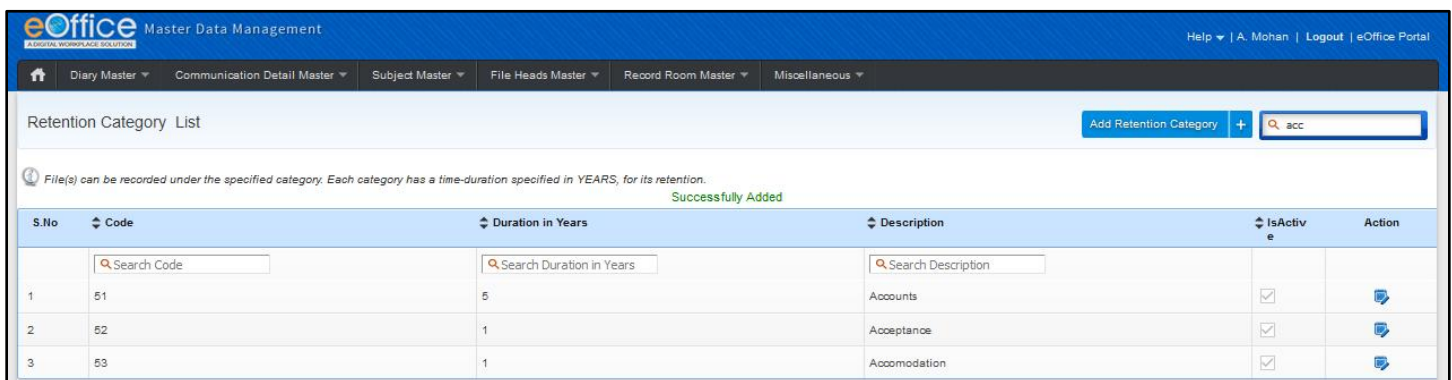
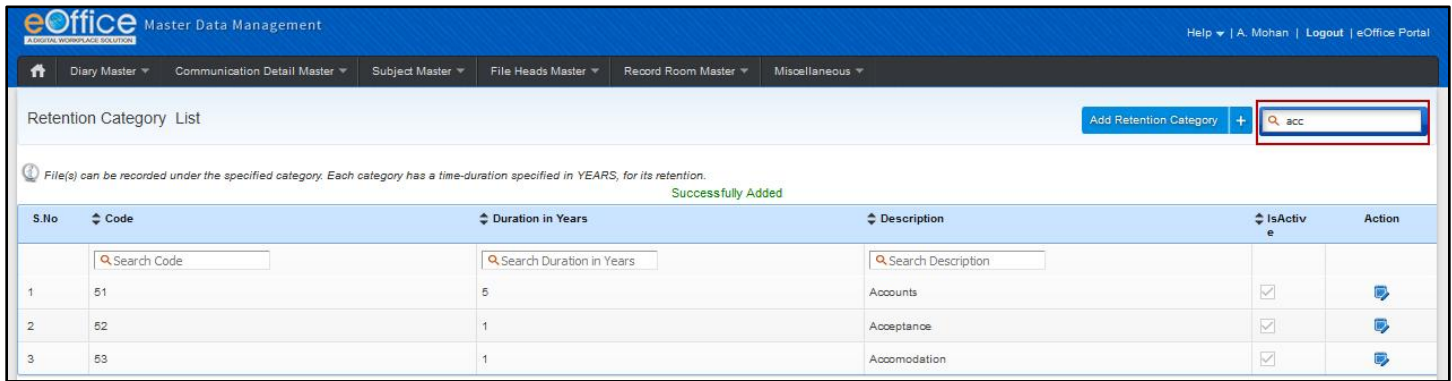


Figure 159

Search Retention Category:

To search the **File Code**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Retention Category**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 160*



Retention Category List

File(s) can be recorded under the specified category. Each category has a time-duration specified in YEARS, for its retention.

Successfully Added

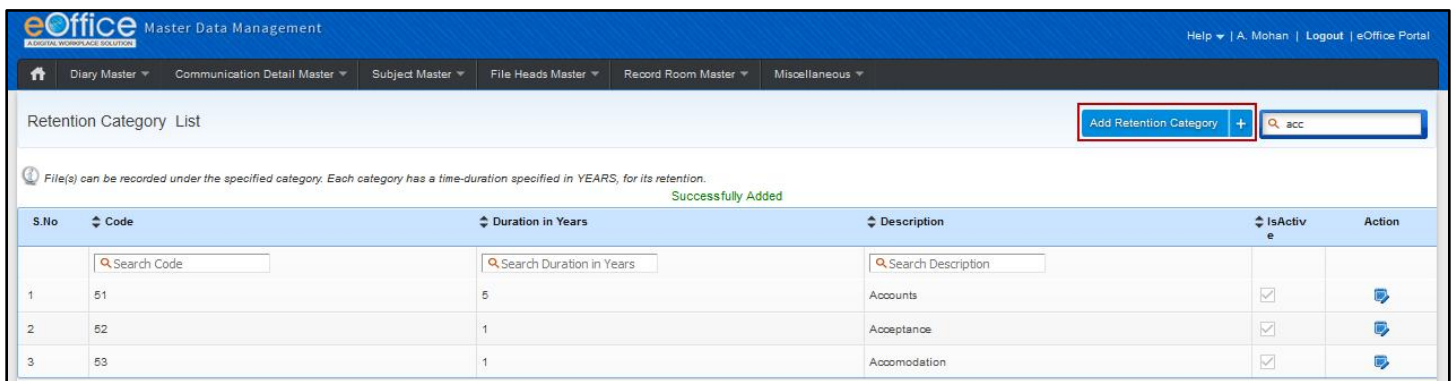
S.No	Code	Duration in Years	Description	IsActive	Action
1	51	5	Accounts	<input checked="" type="checkbox"/>	
2	52	1	Acceptance	<input checked="" type="checkbox"/>	
3	53	1	Accommodation	<input checked="" type="checkbox"/>	

Figure 160

Add New Retention Category:

For adding a new Retention Category, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Retention Category**' → Click '**Add Retention Category**', as shown in *Figure 161*



Retention Category List

File(s) can be recorded under the specified category. Each category has a time-duration specified in YEARS, for its retention.

Successfully Added

S.No	Code	Duration in Years	Description	IsActive	Action
1	51	5	Accounts	<input checked="" type="checkbox"/>	
2	52	1	Acceptance	<input checked="" type="checkbox"/>	
3	53	1	Accommodation	<input checked="" type="checkbox"/>	

Figure 161

2. Enter the Retention Category **Code**, **Duration** and **Description** then click on **Save** button, as shown in *Figure 162*

Retention Category

Code*: 56

Duration in Years*: 3

Description: Establishment

☒ Is Active

Save Cancel

Figure 162

Note:

- Retention Category once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Retention Category:

For editing status of existing Retention Category, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Retention Category'** → Click on **'Edit'** icon, see *Figure 163*

Retention Category List

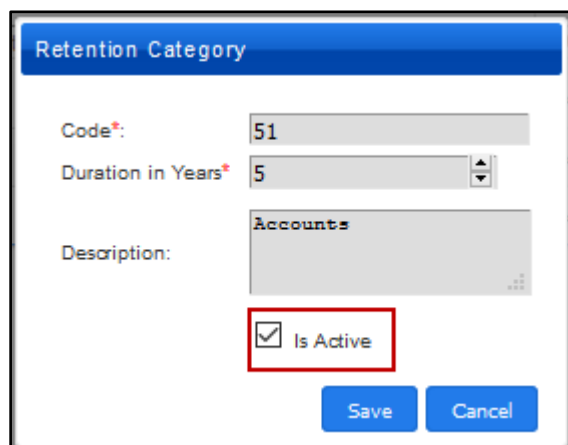
File(s) can be recorded under the specified category. Each category has a time-duration specified in YEARS, for its retention.

Successfully Added

S.No	Code	Duration in Years	Description	Is Active	Action
1	51	5	Accounts	<input checked="" type="checkbox"/>	
2	52	1	Acceptance	<input checked="" type="checkbox"/>	
3	53	1	Accommodation	<input checked="" type="checkbox"/>	

Figure 163

2. Check/Uncheck **'Is Active'** checkbox to make **Retention Category** active or Inactive, see *Figure 164*



The image shows a web form titled "Retention Category". It contains the following fields: "Code*" with the value "51", "Duration in Years*" with the value "5", and "Description:" with the text "Accounts". Below the description field is a checkbox labeled "Is Active" which is checked. At the bottom right are "Save" and "Cancel" buttons. A red rectangle highlights the "Is Active" checkbox.

Figure 164

Note:

- **Retention Category** can't be edited only it can be made active or Inactive.

File Head Mapping

- By using this link Super Admin can View, Search, Add, Edit and Delete the File Head Mapping.
- Mapping of available File-Heads can be done with identified OUs or Group of OUs to provide customized view in eFile application.

View File Head Mapping:

To view the File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**File Head Mapping**', as shown in **Figure 165**

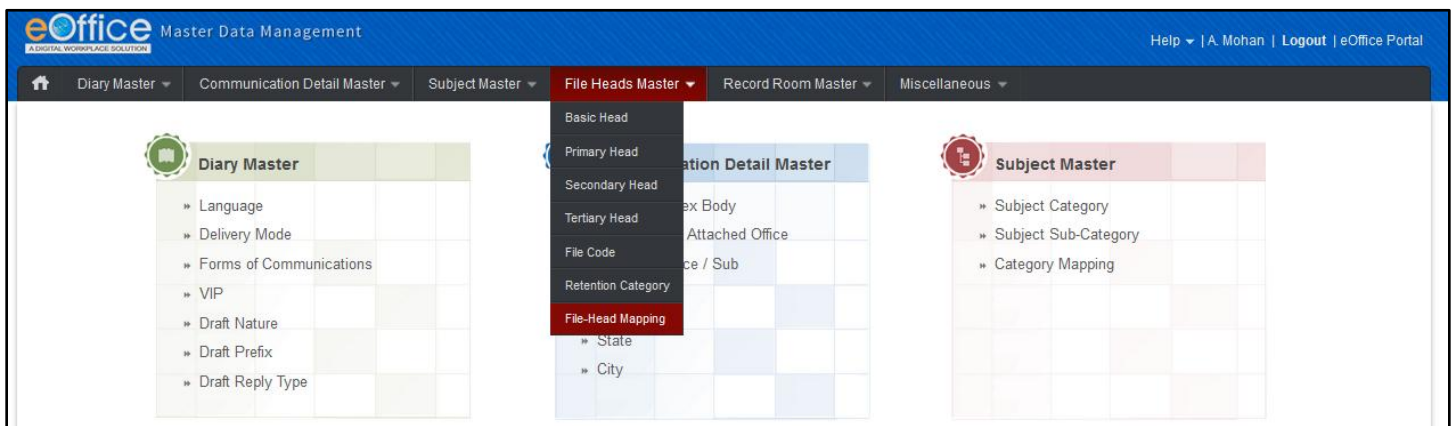


Figure 165

2. As a result **File Head Mapping List** appears as shown in **Figure 166**

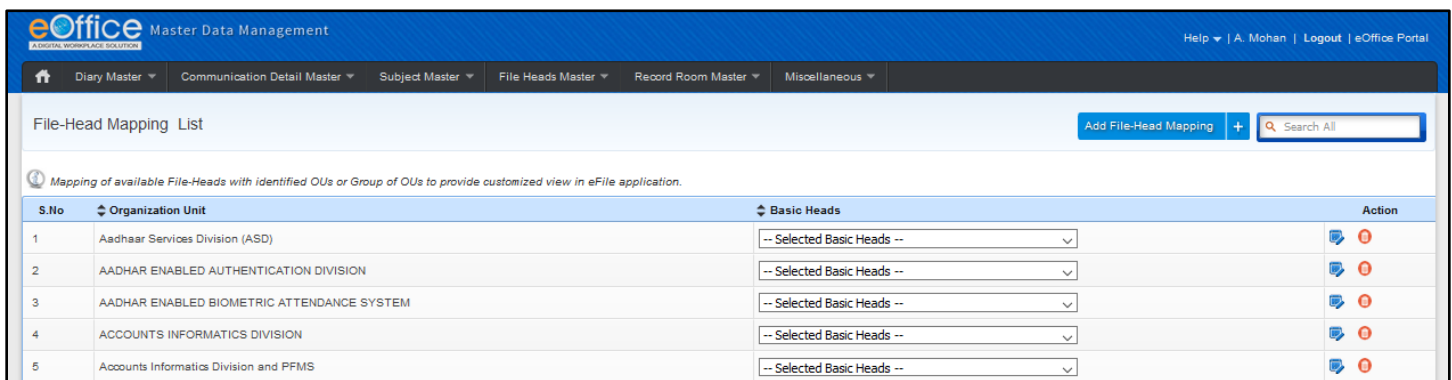


Figure 166

Search File Head Mapping:

To search the File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**File Head Mapping**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 167**

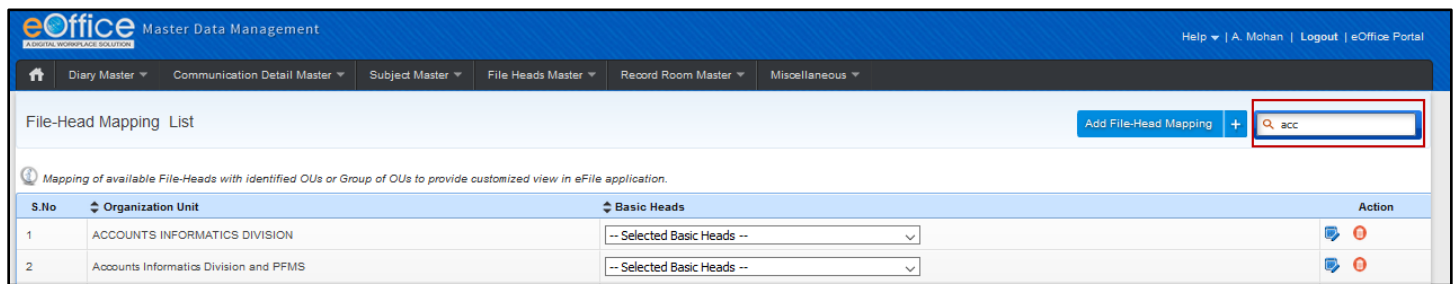


Figure 167

Note:

- Mapped File Head can be viewed in '**Selected Basic Heads**' dropdown adjacent to Organization Unit.

Add New File Head Mapping:

For adding a new File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**File Head Mapping**' → Click '**AddFile Head Mapping**', as shown in *Figure 168*

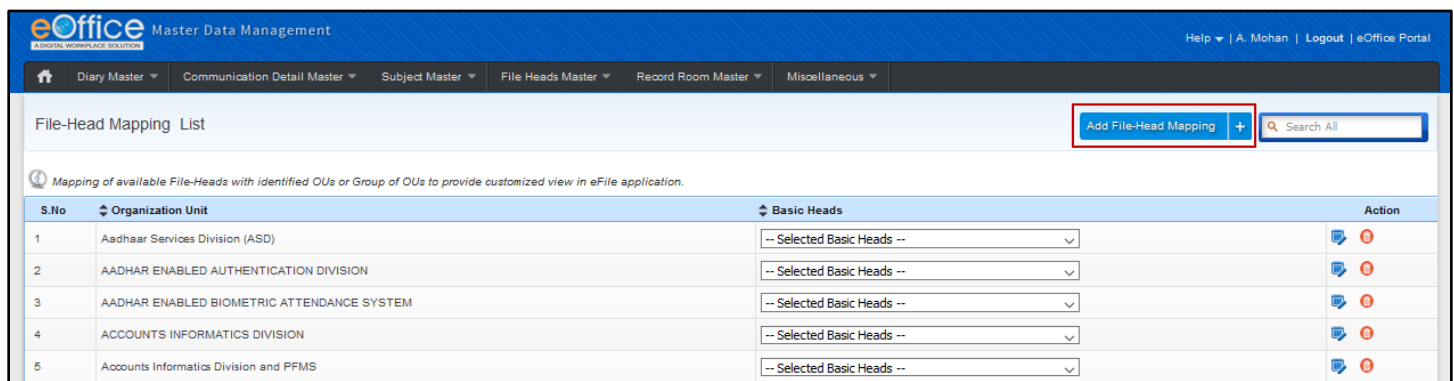


Figure 168

2. Select name of **Department** from drop down list and name of **Organization Unit** from the respective department as shown in *Figure 169*

File Head Mapping

Department*: MD-NICSI

Organization Unit*: MD-NICSI

Organization Unit List:

- MD-NICSI
- DGM(GK)-NICSI
- DGM(KMS)-NICSI
- DGM(MR)-NICSI
- DGM(VB)-NICSI
- GM(AVA)-NICSI
- MGR(KNT)-NICSI
- MGR(MKN)-NICSI
- MGR(PRP)-NICSI
- MGR(SPU)-NICSI
- MGR(VPG)-NICSI
- NICSI ACCOUNTS
- NICSI ADMINISTRATION
- NICSI, BANGALORE
- NICSI, BANGALORE
- NICSI, BHOPAL
- NICSI, BHUBANESHWAR
- NICSI, CHANDIGARH

File Heads*:

- ☐ Capacity Building (T)
- ☐ Common Office Services (D)
- ☐ Computerisation (I)
- ☐ Establishment (A)

Selected File Heads:

- MD-NICSI
- DGM(RC)-NICSI
- DGM(VKS)-NICSI
- GM(SK)-NICSI
- MD-NICSI

Figure 169

3. Select **Basic Head** and the Corresponding **Primary, Secondary and Tertiary Head** and Click **Save** to save the **Category Mapping** for selected Organization Unit as shown in **Figure 170**

Organization Unit List:

- NICSI ACCOUNTS
- NICSI ADMINISTRATION
- NICSI, BANGALORE
- NICSI, BANGALORE
- NICSI, BHOPAL
- NICSI, BHUBANESHWAR
- NICSI, CHANDIGARH

File Heads*:

- ☐ Capacity Building (T)
- ☐ Common Office Services (D)
- ☐ Computerisation (I)
- ☒ Establishment (A)
 - ☒ Allowances (27)
 - ☒ Air travel by non-entitled personnel (20)
 - ☐ Children's Education Allowance (CEA) Rules (general aspects) (12)
 - ☒ Claims regarding CEA (13)
 - ☒ D.A., H.R.A. and C.C.A. (14)
 - ☒ Deputation (duty) allowance (15)
 - ☒ Educational concessions for children of political sufferers (19)
 - ☒ Grant of non-practicing allowance (a) Grant of Risk allowance (21)
 - ☒ Overtime allowance (16)
 - ☒ Rules (general aspects) (11)
 - ☒ Traveling allowance (17)
 - ☒ Washing allowance (18)
 - ☐ Casual leave (including special leave) (25)
 - ☐ Change of Home Town (51)
 - ☐ Confidential/assessment report (28)
 - ☐ Creation and Classification Of Posts (11)
 - ☐ Delegation of powers (36)
 - ☐ Departmental examinations (34)
 - ☐ Deputations and delegations (35)
 - ☐ Extension of service (40)

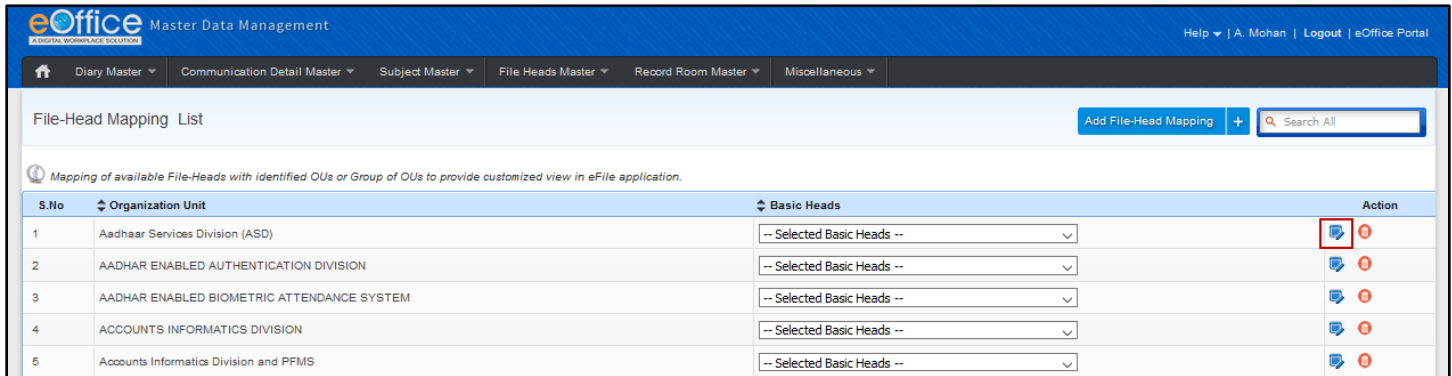
Save Cancel

Figure 170

Edit Existing File Head Mapping:

To modify the existing File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Go to '**File Head Mapping**' → Click on '**Edit**' icon, see *Figure 171*








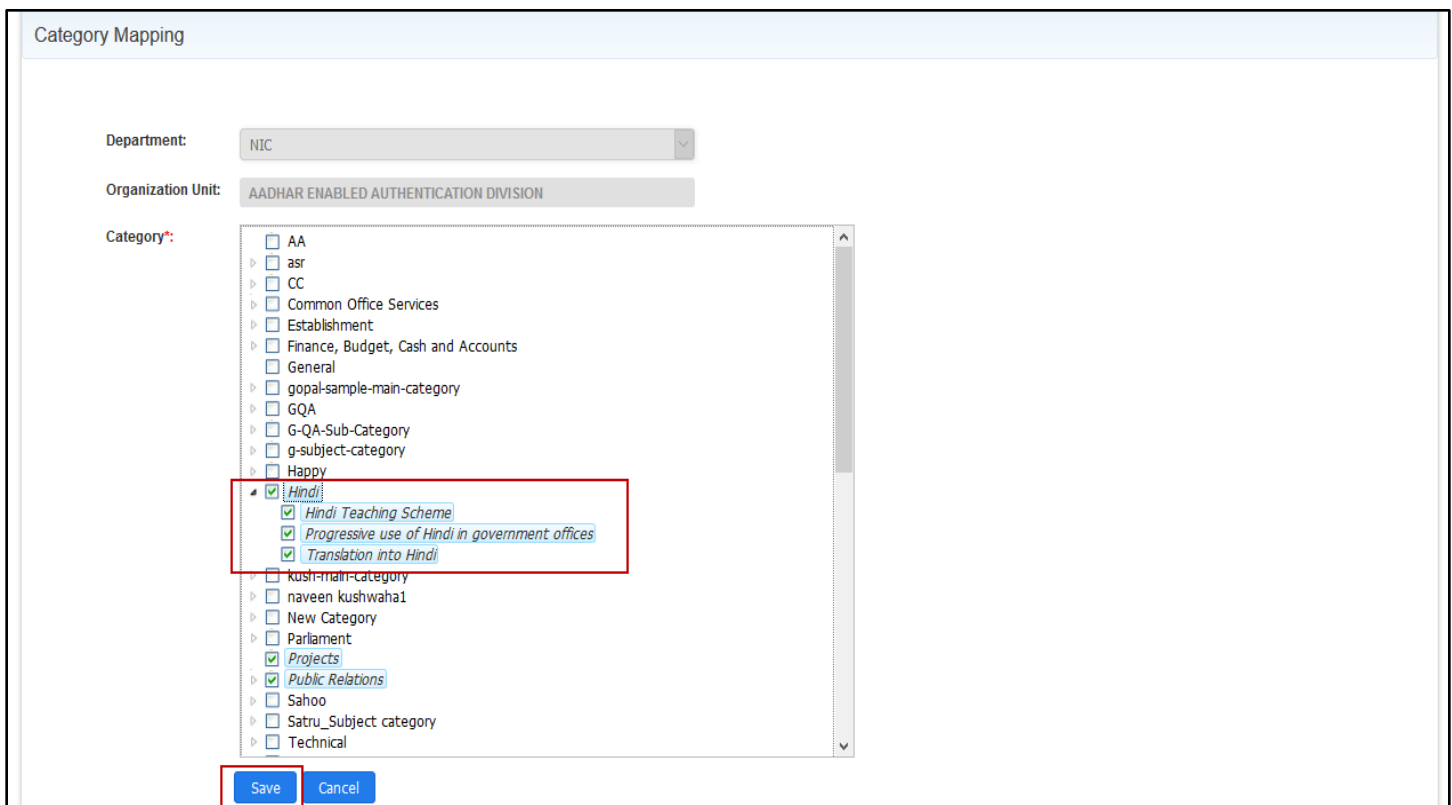
S.No	Organization Unit	Basic Heads	Action
1	Aadhaar Services Division (ASD)	-- Selected Basic Heads --	
2	AADHAR ENABLED AUTHENTICATION DIVISION	-- Selected Basic Heads --	
3	AADHAR ENABLED BIOMETRIC ATTENDANCE SYSTEM	-- Selected Basic Heads --	
4	ACCOUNTS INFORMATICS DIVISION	-- Selected Basic Heads --	
5	Accounts Informatics Division and PFMS	-- Selected Basic Heads --	

Figure 171

2. Edit the **File Head** using checkbox as per requirement and click on **Save** button, See *Figure 172*



Category Mapping

Department: NIC

Organization Unit: AADHAR ENABLED AUTHENTICATION DIVISION

Category*:

- ☐ AA
- ☐ asr
- ☐ CC
- ☐ Common Office Services
- ☐ Establishment
- ☐ Finance, Budget, Cash and Accounts
- ☐ General
- ☐ gopal-sample-main-category
- ☐ GQA
- ☐ G-QA-Sub-Category
- ☐ g-subject-category
- ☐ Happy
- ☒ Hindi
 - ☒ Hindi Teaching Scheme
 - ☒ Progressive use of Hindi in government offices
 - ☒ Translation into Hindi
- ☐ kush-main-category
- ☐ naveen kushwaha1
- ☐ New Category
- ☐ Parliament
- ☒ Projects
- ☒ Public Relations
- ☐ Sahoo
- ☐ Satru_Subject category
- ☐ Technical

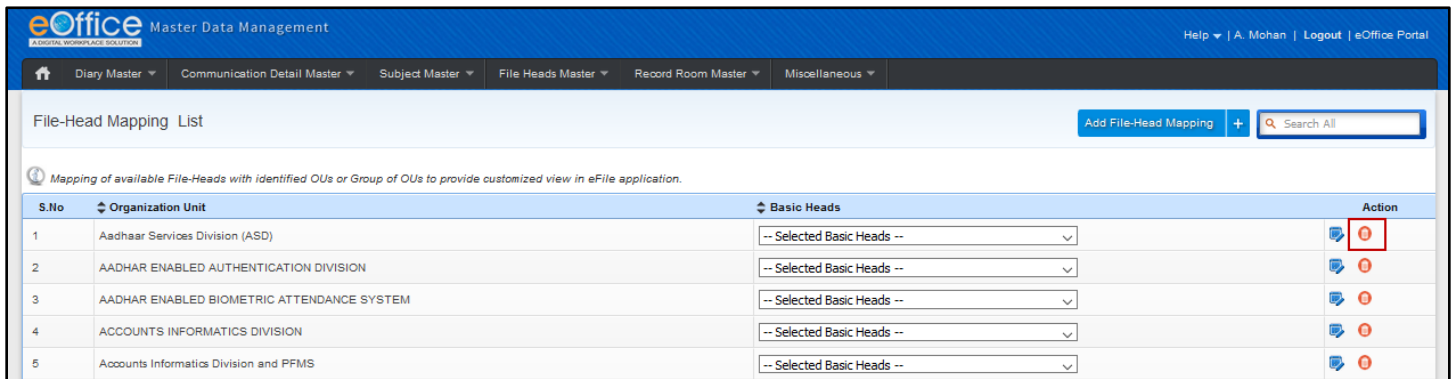
☒ Save

Figure 172

Delete Existing File Head Mapping:

To delete the existing File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Go to '**File Head Mapping**' → Click on '**Delete**' icon, see *Figure 173*








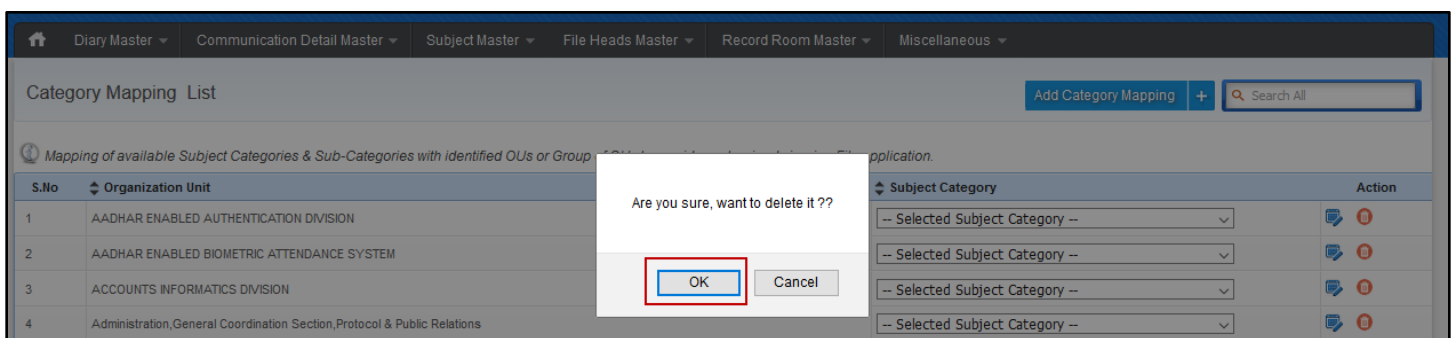
S.No	Organization Unit	Basic Heads	Action
1	Aadhaar Services Division (ASD)	-- Selected Basic Heads --	
2	AADHAR ENABLED AUTHENTICATION DIVISION	-- Selected Basic Heads --	
3	AADHAR ENABLED BIOMETRIC ATTENDANCE SYSTEM	-- Selected Basic Heads --	
4	ACCOUNTS INFORMATICS DIVISION	-- Selected Basic Heads --	
5	Accounts Informatics Division and PFMS	-- Selected Basic Heads --	

Figure 173

2. Click **OK** in confirmation popup to delete the File Head Mapping, see *Figure 174*







S.No	Organization Unit	Subject Category	Action
1	AADHAR ENABLED AUTHENTICATION DIVISION	-- Selected Subject Category --	
2	AADHAR ENABLED BIOMETRIC ATTENDANCE SYSTEM	-- Selected Subject Category --	
3	ACCOUNTS INFORMATICS DIVISION	-- Selected Subject Category --	
4	Administration, General Coordination Section, Protocol & Public Relations	-- Selected Subject Category --	

Figure 174

Record Room Master

Record Room Master includes the following links which contains the Meta data to be used at user level.

- ❖ Record Room
- ❖ Block Storage
- ❖ Rack Storage
- ❖ Department Mapping
- ❖ Room Storage
- ❖ Shelf Storage

Values entered in the above mentioned masters will be reflected and used in e-RMS module.

Record Room

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating for Record-Rooms available within a particular instance. These Record Room details will be used for Specifying the storage details for the recording of File in e-RMS Module
- Based on the available storage facilities in the department this value needs to be entered.

View Record Room:

To view the Record Room, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record Room Master**' → Click '**Record Room**', as shown in *Figure 175*

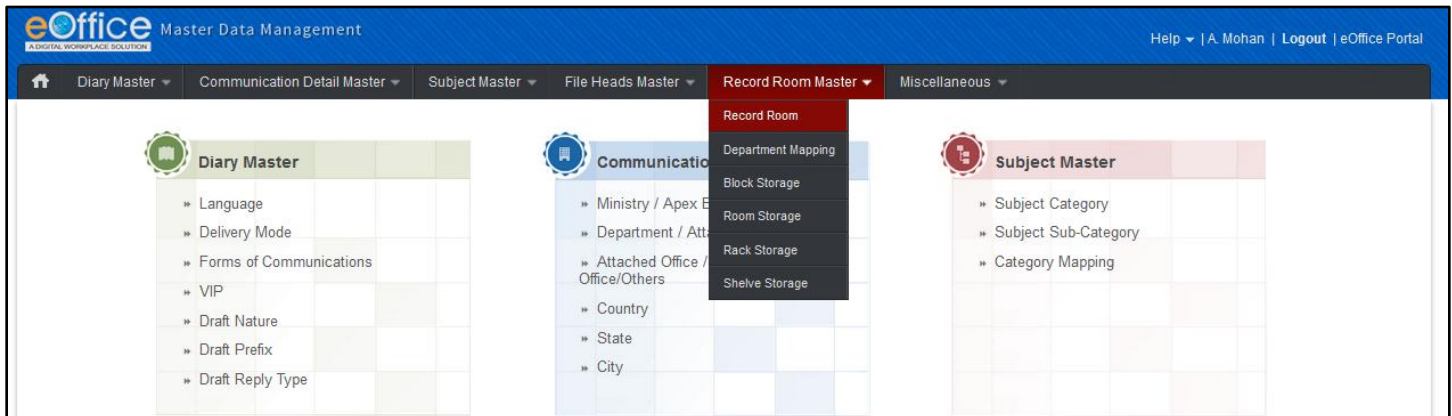


Figure 175

2. As a result **Record RoomList** appears as shown in *Figure 176*

Record Room List

Master Entry for Record-Rooms available within a particular instance.

Successfully Added

S.No	Code	Description	Access Role	IsActive	Action
1	21	Establishment	Admin-I	<input checked="" type="checkbox"/>	
2	22	General Services	Admin-II	<input checked="" type="checkbox"/>	
3	23	Vigilance	Admin-III	<input checked="" type="checkbox"/>	

Figure 176

Search Record Room:

To search the **Record Room**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record RoomMaster**' → Click '**Record Room**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 177*

Record Room List

Master Entry for Record-Rooms available within a particular instance.

Successfully Added

S.No	Code	Description	Access Role	IsActive	Action
1	21	Establishment	Admin-I	<input checked="" type="checkbox"/>	
2	22	General Services	Admin-II	<input checked="" type="checkbox"/>	
3	23	Vigilance	Admin-III	<input checked="" type="checkbox"/>	

Figure 177

Add New Record Room:

For adding a new **Record Room**, perform the following Steps:

1. Login to **Master Data Management** → '**Record RoomMaster**' → Click '**Record Room**' → Click '**AddRecord Room**', as shown in *Figure 178*

Record Room List

Master Entry for Record-Rooms available within a particular instance.

Successfully Added

S.No	Code	Description	Access Role	Is Active	Action
1	21	Establishment	Admin-I	<input checked="" type="checkbox"/>	
2	22	General Services	Admin-II	<input checked="" type="checkbox"/>	
3	23	Vigilance	Admin-III	<input checked="" type="checkbox"/>	

Figure 178

2. Enter the 'Access Role', 'Code' & 'Description'. Then click on 'Save' button as shown in the below Figure 179

Record Room

Code*: 24

Description: RTI

Access Role*: ADMIN-I

☒ Is Active

Save Cancel

Figure 179

Note:

- 'Access Role' value from the "Record Room" Master is to be used in "Application Management System (ADMIN)" module.
- Additional Module & Sub-module has to be created by the name of "RMS" in the "ADMIN" module with creation of new Role(s) as per information available for Access Role(s) in MDM.
- Record Room once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Record Room:

For editing status of existing **Record Room**, perform the following Steps:

1. Login to **Master Data Management** → **Record RoomMaster** → Click **Record Room** → Click on **Edit** icon, see *Figure 180*




S.No	Code	Description	Access Role	Is Active	Action
1	21	Establishment	Admin-I	<input checked="" type="checkbox"/>	
2	22	General Services	Admin-II	<input checked="" type="checkbox"/>	
3	23	Vigilance	Admin-III	<input checked="" type="checkbox"/>	

Figure 180

2. Check/Uncheck **Is Active** checkbox to make State active or Inactive, see *Figure 181*

Figure 181

Note:

- **Record Room** can't be edited only it can be made active or Inactive.

Department Mapping

- This facilitates the Super Admin to View, Search, Add and Edit the mapping of available departments in the instance with the available Record-Room(s).
- Based on the actual storage to be provided as per the available storage facilities in the department this value needs to be entered.

View Department Mapping:

To view the Department Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record Room Master**' → Click '**Department Mapping**', as shown in *Figure 182*

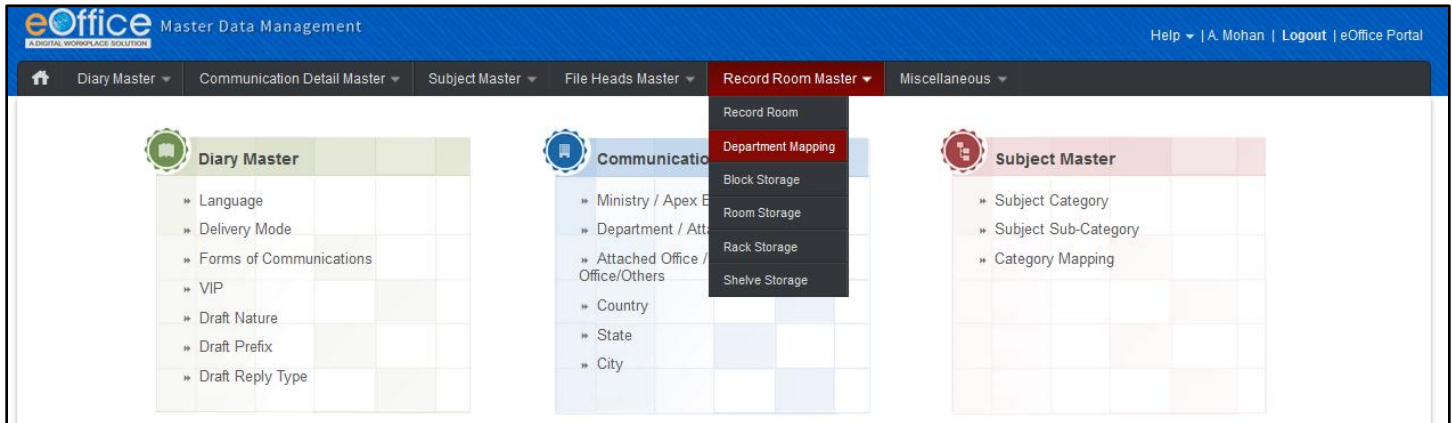


Figure 182

2. As a result **Department Mapping List** appears as shown in *Figure 183*

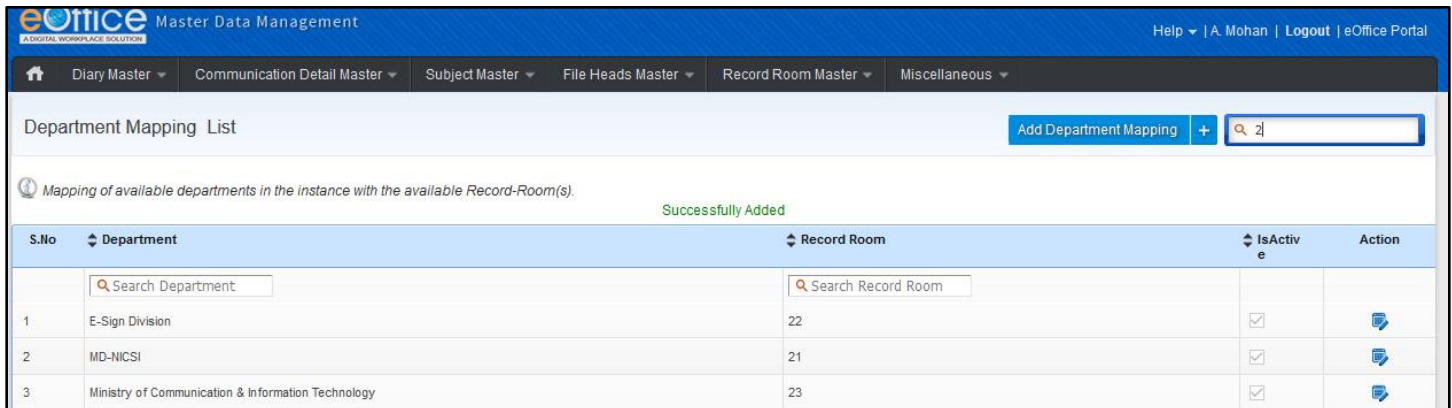


Figure 183

Search Department Mapping:

To search the **Department Mapping**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record RoomMaster**' → Click '**Department Mapping**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 184*

Department Mapping List

Mapping of available departments in the instance with the available Record-Room(s).

Successfully Added

S.No	Department	Record Room	Is Active	Action
1	E-Sign Division	22	<input checked="" type="checkbox"/>	
2	MD-NICSI	21	<input checked="" type="checkbox"/>	
3	Ministry of Communication & Information Technology	23	<input checked="" type="checkbox"/>	

Figure 184

Add New Department Mapping:

For adding a new **Department Mapping**, perform the following Steps:

1. Login to **Master Data Management** → **'Record RoomMaster'** → Click **'Department Mapping'** → Click **'Add Department Mapping'**, as shown in *Figure 185*

Department Mapping List

Mapping of available departments in the instance with the available Record-Room(s).

Successfully Added

S.No	Department	Record Room	Is Active	Action
1	E-Sign Division	22	<input checked="" type="checkbox"/>	
2	MD-NICSI	21	<input checked="" type="checkbox"/>	
3	Ministry of Communication & Information Technology	23	<input checked="" type="checkbox"/>	

Figure 185

2. Select **'Record Room'** and **'Department'**. Then click on **'Save'** button as shown in the below *Figure 186*

Department Mapping

Record Room*: 21

Department*: MD-NICSI

☒ Is Active

Save Cancel

Figure 186

Note:

- **Department Mapping** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Department Mapping:

For editing status of existing **Department Mapping**, perform the following Steps:

1. Login to **Master Data Management** → **'Record Room Master'** → Click **'Department Mapping'** → Click on **'Edit'** icon, see *Figure 187*

Department Mapping List

Mapping of available departments in the instance with the available Record-Room(s).

Successfully Added




S.No	Department	Record Room	Is Active	Action
1	E-Sign Division	22	<input checked="" type="checkbox"/>	
2	MD-NICSI	21	<input checked="" type="checkbox"/>	
3	Ministry of Communication & Information Technology	23	<input checked="" type="checkbox"/>	

Figure 187

2. Check/Uncheck **'Is Active'** checkbox to make State active or Inactive, see *Figure 188*

Department Mapping

Record Room*: 22

Department*: E-Sign Division

☒ Is Active

Save Cancel

Figure 188

Note:

- **Department Mapping** can't be edited only it can be made active or Inactive.

Block Storage

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values used for specifying the Storage structure Master for keeping records in a Record-Room.
- Based on the available storage facilities in the department this value needs to be entered.

View Block Storage:

To view the **Block Storage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record Room Master**' → Click '**Block Storage**', as shown in *Figure 189*

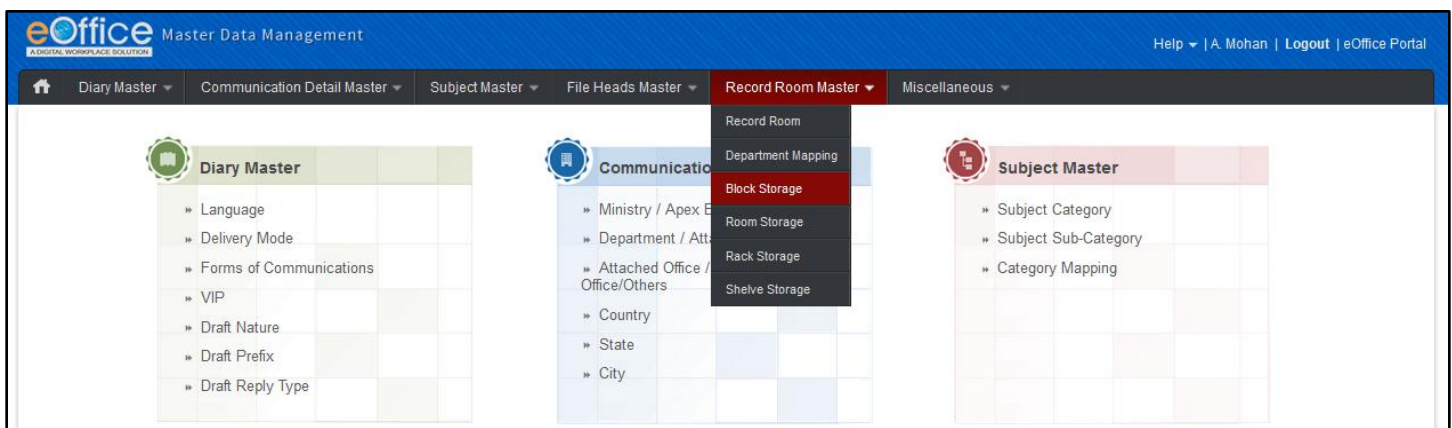


Figure 189

2. As a result **Block StorageList** appears as shown in *Figure 190*

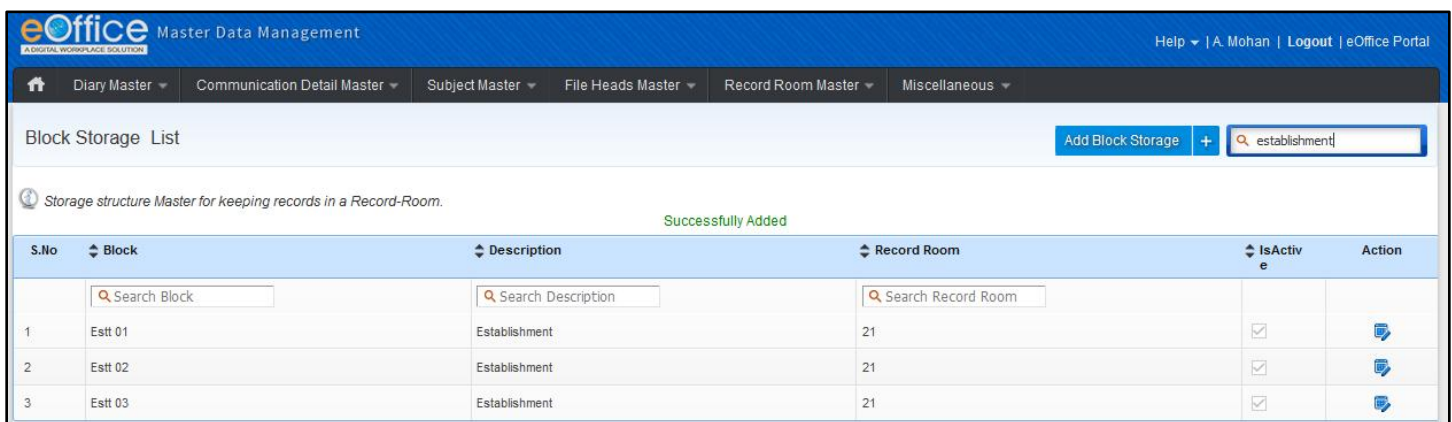


Figure 190

Search Block Storage:

To search the **Block Storage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record RoomMaster**' → Click '**Block Storage**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 191*

Block Storage List

Storage structure Master for keeping records in a Record-Room.

Successfully Added

S.No	Block	Description	Record Room	IsActive	Action
	<input type="text" value="Search Block"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Record Room"/>		
1	Estt 01	Establishment	21	<input checked="" type="checkbox"/>	
2	Estt 02	Establishment	21	<input checked="" type="checkbox"/>	
3	Estt 03	Establishment	21	<input checked="" type="checkbox"/>	

Figure 191

Add New Block Storage:

For adding a new **Block Storage**, perform the following Steps:

1. Login to **Master Data Management** → '**Record RoomMaster**' → Click '**Block Storage**' → Click '**AddBlock Storage**', as shown in *Figure 192*

Block Storage List

Storage structure Master for keeping records in a Record-Room.

Successfully Added

S.No	Block	Description	Record Room	IsActive	Action
	<input type="text" value="Search Block"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Record Room"/>		
1	Estt 01	Establishment	21	<input checked="" type="checkbox"/>	
2	Estt 02	Establishment	21	<input checked="" type="checkbox"/>	
3	Estt 03	Establishment	21	<input checked="" type="checkbox"/>	

Figure 192

2. Select '**Record Room**' and enter the '**Block No.**' & '**Description**'. Then click on '**Save**' button as shown in the below *Figure 193*

Block Storage

Record Room*: 21

Block*: Estt 02

Description: Establishment

☒ Is Active

Save Cancel

Figure 193

Note:

- **Block Storage** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Block Storage:

For editing status of existing **Block Storage**, perform the following Steps:

1. Login to **Master Data Management** → **Record Room Master** → Click **Block Storage** → Click on **Edit** icon, see *Figure 194*

Block Storage List

Add Block Storage + Search establishment

Storage structure Master for keeping records in a Record-Room.

Successfully Added

S.No	Block	Description	Record Room	IsActive	Action
1	Estt 01	Establishment	21	<input checked="" type="checkbox"/>	
2	Estt 02	Establishment	21	<input checked="" type="checkbox"/>	
3	Estt 03	Establishment	21	<input checked="" type="checkbox"/>	

Figure 194

2. Check/Uncheck **Is Active** checkbox to make State active or Inactive, see *Figure 195*

Block Storage

Record Room*: 21

Block*: Estt 01

Description: Establishment

☒ Is Active

Save Cancel

Figure 195

Note:

- **Block Storage** can't be edited only it can be made active or Inactive.

Room Storage

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data used for specifying the storage details for the recording of Files in e-RMS Module.
- Based on the available storage facilities in the department this value needs to be entered.

View Room Storage:

To view the **Room Storage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record Room Master**' → Click '**RoomStorage**', as shown in *Figure 196*

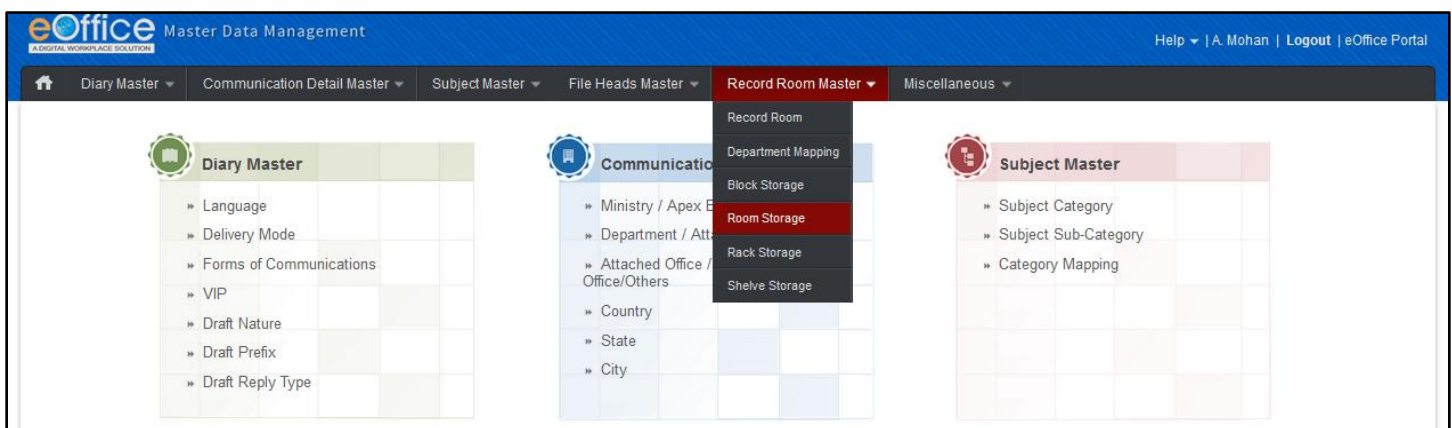


Figure 196

2. As a result **RoomStorageList** appears as shown in *Figure 197*

S.No	Room	Description	Block	Record Room	IsActive	Action
1	Room 001	Establishment	Estt 01	21	<input checked="" type="checkbox"/>	
2	Room 002	Establishment	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 003	Establishment	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 197

Search Room Storage:

To search the **RoomStorage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record RoomMaster**' → Click '**RoomStorage**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 198*

S.No	Room	Description	Block	Record Room	IsActive	Action
1	Room 001	Establishment	Estt 01	21	<input checked="" type="checkbox"/>	
2	Room 002	Establishment	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 003	Establishment	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 198

Add New Room Storage:

For adding a new **RoomStorage**, perform the following Steps:

1. Login to **Master Data Management** → '**Record RoomMaster**' → Click '**RoomStorage**' → Click '**AddRoomStorage**', as shown in

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Room Storage List Add Room Storage +

Further segregation of storage structure for keeping records in a Record-Room, with BLOCK as its immediate parent.
Successfully Added

S.No	Room	Description	Block	Record Room	IsActive	Action
	<input type="text" value="Search Room"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>		
1	Room 001	Establishment	Estt 01	21	<input checked="" type="checkbox"/>	
2	Room 002	Establishment	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 003	Establishment	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 199

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Room Storage List Add Room Storage +

Further segregation of storage structure for keeping records in a Record-Room, with BLOCK as its immediate parent.
Successfully Added

S.No	Room	Description	Block	Record Room	IsActive	Action
	<input type="text" value="Search Room"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>		
1	Room 001	Establishment	Estt 01	21	<input checked="" type="checkbox"/>	
2	Room 002	Establishment	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 003	Establishment	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 199

2. Select 'Record Room' and 'Block No.' and enter the 'Room No.' & 'Description'. Then click on 'Save' button as shown in the below Figure 200

Room Storage

Record Room*:

Block*:

Room*:

Description:

☒ Is Active

Figure 200

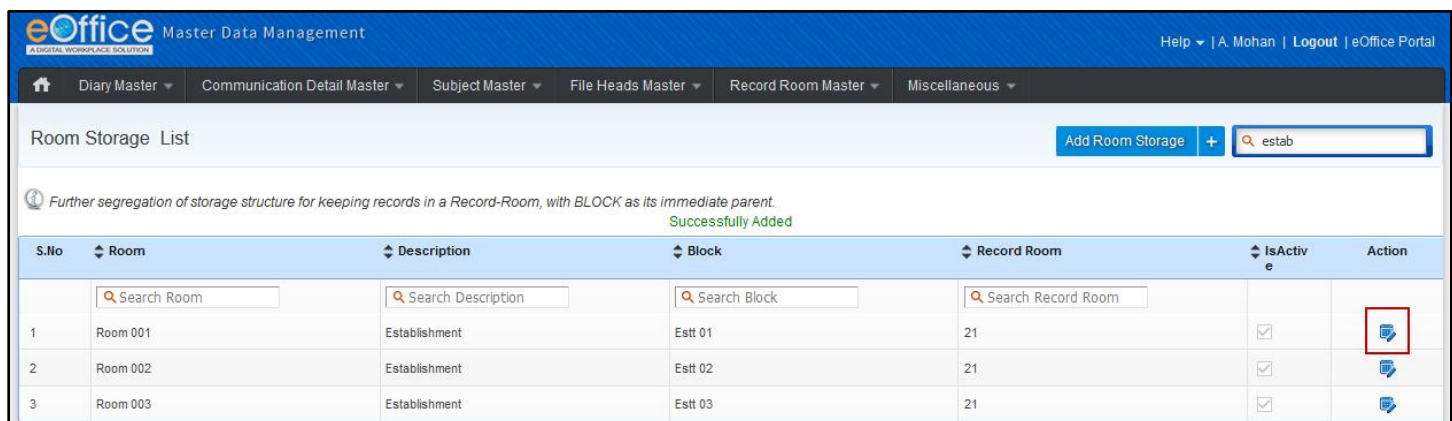
Note:

- **RoomStorage** once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Room Storage:

For editing status of existing **Room Storage**, perform the following Steps:

1. Login to **Master Data Management** → **'Record Room Master'** → Click **'RoomStorage'** → Click on **'Edit'** icon, see *Figure 201*






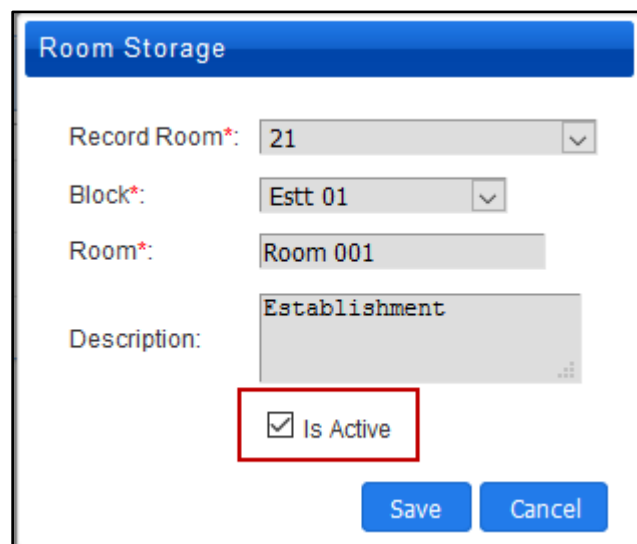
S.No	Room	Description	Block	Record Room	Is Active	Action
1	Room 001	Establishment	Estt 01	21	<input checked="" type="checkbox"/>	
2	Room 002	Establishment	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 003	Establishment	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 201

2. Check/Uncheck **'Is Active'** checkbox to make State active or Inactive, see *Figure 202*



Room Storage

Record Room*: 21

Block*: Estt 01

Room*: Room 001

Description: Establishment

☒ Is Active

Save Cancel

Figure 202

Note:

- **RoomStorage** can't be edited only it can be made active or Inactive.

Rack Storage

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values used for specifying the actual storage details for the recording of Files in e-RMS Module.
- Based on the actuals storage to be provided as per the available storage facilities in the department this value needs to be entered.

View Rack Storage:

To view the **Rack Storage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record Room Master**' → Click '**RackStorage**', as shown in *Figure 203*

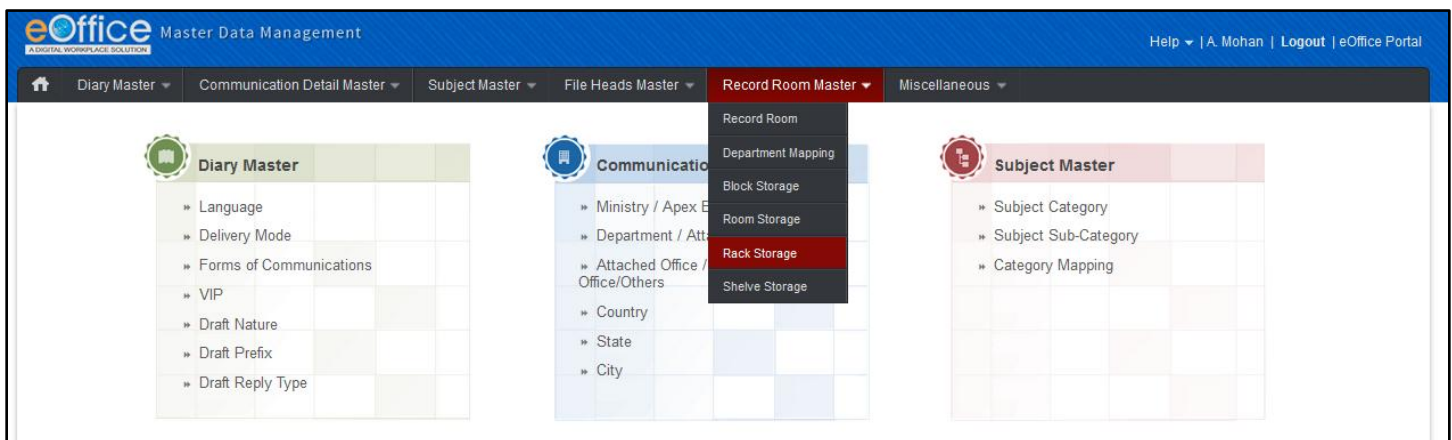


Figure 203

2. As a result **RackStorageList** appears as shown in *Figure 204*

eOffice Master Data Management							Help A. Mohan Logout eOffice Portal
Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous							
Rack Storage List							Add Rack Storage + <input type="text" value="estal"/>
<i>Further segregation of storage structure for keeping records in a Record-Room, with ROOM as its immediate parent.</i> Successfully Added							
S.No	Rack	Description	Room	Block	Record Room	IsActive	Action
	<input type="text" value="Search Rack"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Room"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>		
1	Rack 001	Establishment	Room 001	Estt 01	21	<input checked="" type="checkbox"/>	Edit
2	Rack 022	Establishment	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	Edit
3	Room 025	Establishment	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	Edit

Figure 204

Search Rack Storage:

To search the **RackStorage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record RoomMaster**' → Click '**RackStorage**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 205*

eOffice Master Data Management							Help A. Mohan Logout eOffice Portal
Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous							
Rack Storage List							Add Rack Storage + <input type="text" value="estal"/>
<i>Further segregation of storage structure for keeping records in a Record-Room, with ROOM as its immediate parent.</i> Successfully Added							
S.No	Rack	Description	Room	Block	Record Room	IsActive	Action
	<input type="text" value="Search Rack"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Room"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>		
1	Rack 001	Establishment	Room 001	Estt 01	21	<input checked="" type="checkbox"/>	Edit
2	Rack 022	Establishment	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	Edit
3	Room 025	Establishment	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	Edit

Figure 205

Add New Rack Storage:

For adding a new **RackStorage**, perform the following Steps:

1. Login to **Master Data Management** → '**Record RoomMaster**' → Click '**RackStorage**' → Click '**AddRackStorage**', as shown in *Figure 206*

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Rack Storage List Add Rack Storage +

Further segregation of storage structure for keeping records in a Record-Room, with ROOM as its immediate parent.
Successfully Added

S.No	Rack	Description	Room	Block	Record Room	IsActive	Action
	<input type="text" value="Search Rack"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Room"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>		
1	Rack 001	Establishment	Room 001	Estt 01	21	<input checked="" type="checkbox"/>	
2	Rack 022	Establishment	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 025	Establishment	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 206

- Select 'Record Room', 'Block No.' & 'Room No.' and enter the 'RackNo.' & 'Description'. Then click on 'Save' button as shown in the below Figure 207

Rack Storage

Record Room*:

Block*:

Room*:

Rack*:

Description:

☒ Is Active

Figure 207

Note:

- RackStorage once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Rack Storage:

For editing status of existing RackStorage, perform the following Steps:

- Login to Master Data Management → 'Record Room Master' → Click 'RackStorage' → Click on 'Edit' icon, see Figure 208

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Rack Storage List Add Rack Storage +

Further segregation of storage structure for keeping records in a Record-Room, with ROOM as its immediate parent.
Successfully Added

S.No	Rack	Description	Room	Block	Record Room	Is Active	Action
1	<input type="text" value="Search Rack"/> Rack 001	<input type="text" value="Search Description"/> Establishment	<input type="text" value="Search Room"/> Room 001	<input type="text" value="Search Block"/> Estt 01	<input type="text" value="Search Record Room"/> 21	<input checked="" type="checkbox"/>	
2	Rack 022	Establishment	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	
3	Room 025	Establishment	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 208

2. Check/Uncheck 'Is Active' checkbox to make State active or Inactive, see Figure 209

Rack Storage

Record Room*:

Block*:

Rack*:

Description:

☒ Is Active

Figure 209

Note:

- **Rack Storage** can't be edited only it can be made active or Inactive.

Shelve Storage

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values used for specifying the actual storage details for the recording of Files in e-RMS Module.
- Based on the actuals storage to be provided as per the available storage facilities in the department this value needs to be entered.

View Shelf Storage:

To view the **Shelf Storage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record Room Master**' → Click '**ShelfStorage**', as shown in **Figure 210**

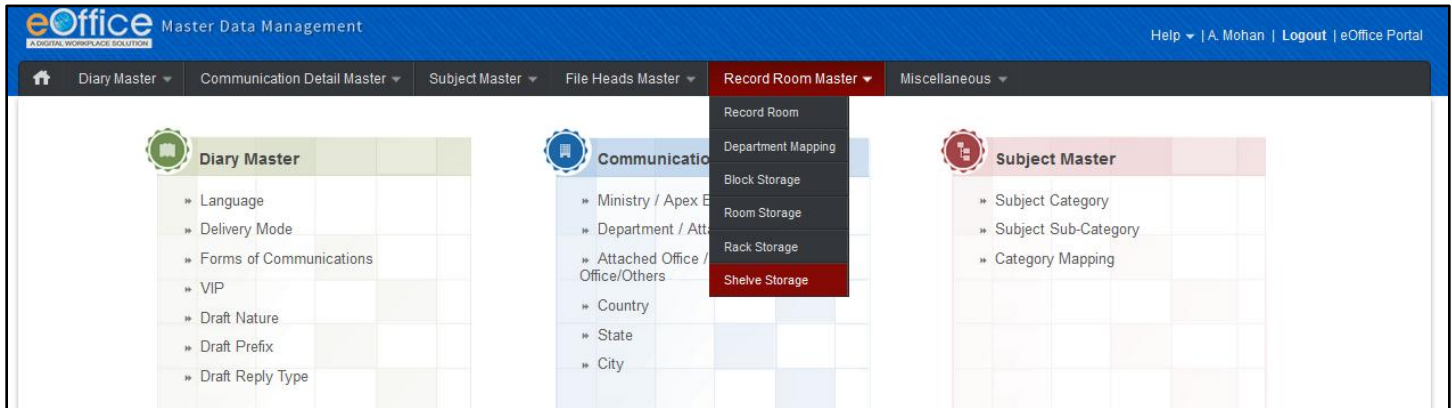


Figure 210

2. As a result **ShelfStorageList** appears as shown in **Figure 211**

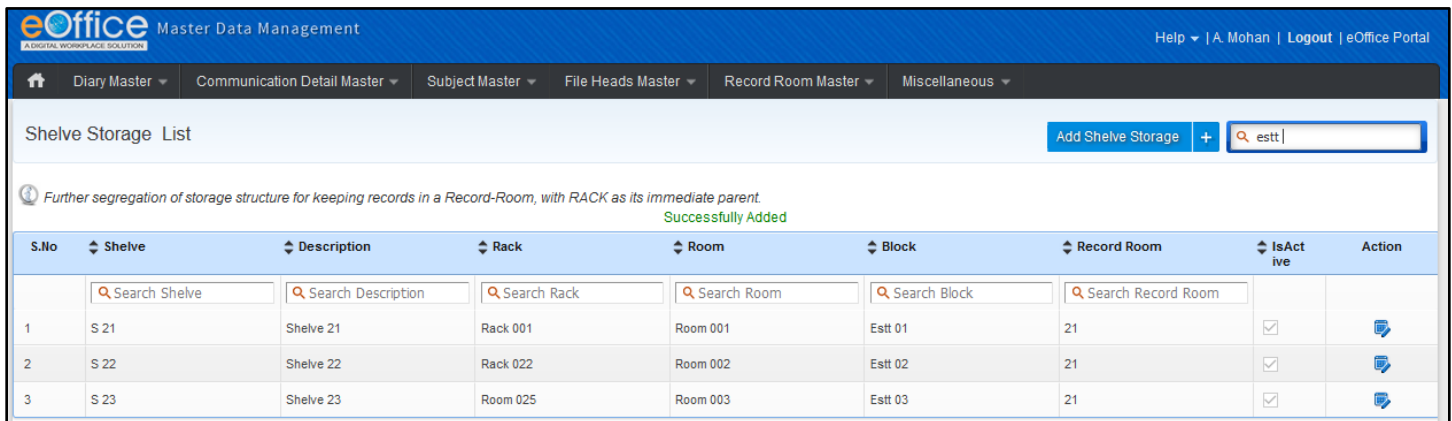


Figure 211

Search Shelf Storage:

To search the **ShelfStorage**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Record RoomMaster**' → Click '**ShelfStorage**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 212**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Shelve Storage List Add Shelve Storage +

Further segregation of storage structure for keeping records in a Record-Room, with RACK as its immediate parent.
Successfully Added

S.No	Shelve	Description	Rack	Room	Block	Record Room	IsActive	Action
1	<input type="text" value="Search Shelve"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Rack"/>	<input type="text" value="Search Room"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>	<input type="checkbox"/>	
2	S 21	Shelve 21	Rack 001	Room 001	Estt 01	21	<input checked="" type="checkbox"/>	
3	S 22	Shelve 22	Rack 022	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	
4	S 23	Shelve 23	Room 025	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 212

Add New Shelve Storage:

For adding a new ShelveStorage, perform the following Steps:

1. Login to **Master Data Management** → **'Record RoomMaster'** → Click **'ShelveStorage'** → Click **'AddShelveStorage'**, as shown in **Figure 213**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Shelve Storage List Add Shelve Storage +

Further segregation of storage structure for keeping records in a Record-Room, with RACK as its immediate parent.
Successfully Added

S.No	Shelve	Description	Rack	Room	Block	Record Room	IsActive	Action
1	<input type="text" value="Search Shelve"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Rack"/>	<input type="text" value="Search Room"/>	<input type="text" value="Search Block"/>	<input type="text" value="Search Record Room"/>	<input type="checkbox"/>	
2	S 21	Shelve 21	Rack 001	Room 001	Estt 01	21	<input checked="" type="checkbox"/>	
3	S 22	Shelve 22	Rack 022	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	
4	S 23	Shelve 23	Room 025	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 213

2. Select **'Record Room'**, **'Block No.'**, **'Room No.'** & **'Rack No.'** and enter the **'ShelveNo.'** & **'Description'**. Then click on **'Save'** button as shown in the below **Figure 214**

Shelve Storage

Record Room*: 21

Block*: Estt 01

Room*: Room 001

Rack*: Rack 001

Shelve*: S 21

Description: Shelve 21

☒ Is Active

Save Cancel

Figure 214

Note:

- ShelveStorage once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Shelve Storage:

For editing status of existing ShelveStorage, perform the following Steps:

1. Login to **Master Data Management** → **Record Room Master** → Click **ShelveStorage** → Click on **Edit** icon, see Figure 215

Master Data Management

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Shelve Storage List Add Shelve Storage + Search: estt

Further segregation of storage structure for keeping records in a Record-Room, with RACK as its immediate parent.
Successfully Added

S.No	Shelve	Description	Rack	Room	Block	Record Room	Is Active	Action
1	S 21	Shelve 21	Rack 001	Room 001	Estt 01	21	<input checked="" type="checkbox"/>	
2	S 22	Shelve 22	Rack 022	Room 002	Estt 02	21	<input checked="" type="checkbox"/>	
3	S 23	Shelve 23	Room 025	Room 003	Estt 03	21	<input checked="" type="checkbox"/>	

Figure 215

2. Check/Uncheck 'Is Active' checkbox to make State active or Inactive, see Figure 216

Figure 216

Note:

- **ShelveStorage** can't be edited only it can be made active or Inactive.

Miscellaneous

Miscellaneous Master includes the following links which contains the Meta data to be used at user level.

- | | |
|-------------------------------------|-------------------------|
| ❖ Action | ❖ Priority |
| ❖ Postal Mode | ❖ Peon Name |
| ❖ Delegation Group and Head Mapping | ❖ Delegation Privileges |
| ❖ Quick Noting | ❖ Template |

Action

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through '**Action**' dropdown field in '**Send**' screen of Receipt/File in File Management System.
- Nature of actions demarcated for next recipient at the time of sending of File(s)/Receipt(s).

View Actions:

To view the **Actions**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Action**', as shown in **Figure 217**

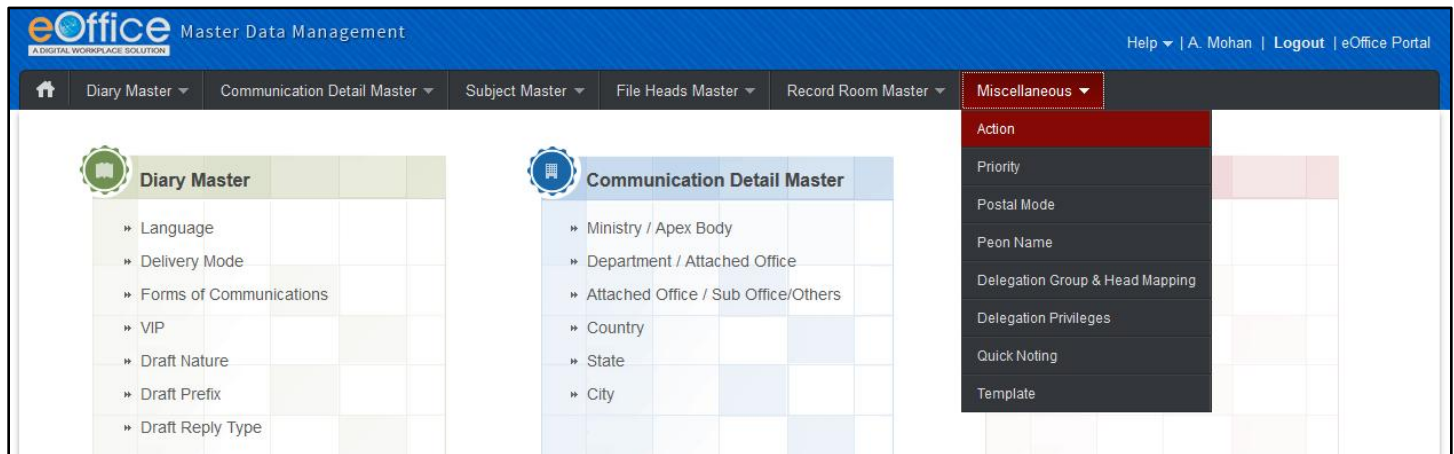


Figure 217

2. As a result **ActionList** appears as shown in **Figure 218**

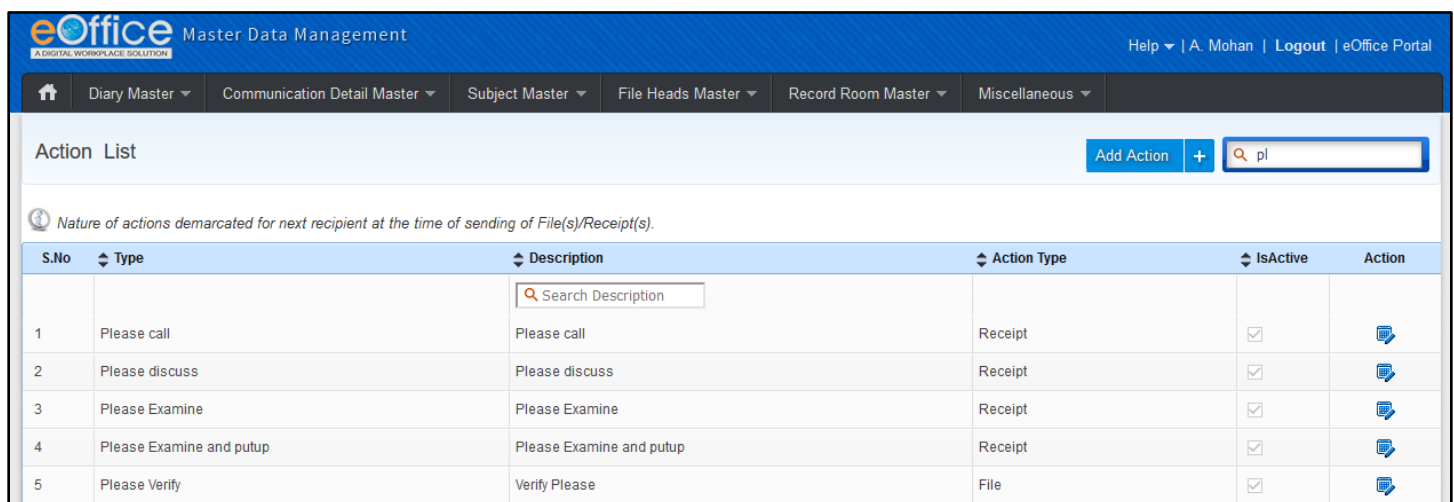


Figure 218

Search Actions:

To search the **Actions**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Action**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 219**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Action List Add Action +

Nature of actions demarcated for next recipient at the time of sending of File(s)/Receipt(s).

S.No	Type	Description	Action Type	IsActive	Action
		<input type="text" value="Search Description"/>			
1	Please call	Please call	Receipt	<input checked="" type="checkbox"/>	
2	Please discuss	Please discuss	Receipt	<input checked="" type="checkbox"/>	
3	Please Examine	Please Examine	Receipt	<input checked="" type="checkbox"/>	
4	Please Examine and putup	Please Examine and putup	Receipt	<input checked="" type="checkbox"/>	
5	Please Verify	Verify Please	File	<input checked="" type="checkbox"/>	

Figure 219

Add New Action:

For adding a new **Action**, perform the following Steps:

1. Login to **Master Data Management**→Go to '**Miscellaneous**'→ Click '**Action**'→ Click '**AddAction**', as shown in **Figure 220**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Action List Add Action +

Nature of actions demarcated for next recipient at the time of sending of File(s)/Receipt(s).

S.No	Type	Description	Action Type	IsActive	Action
		<input type="text" value="Search Description"/>			
1	Please call	Please call	Receipt	<input checked="" type="checkbox"/>	
2	Please discuss	Please discuss	Receipt	<input checked="" type="checkbox"/>	
3	Please Examine	Please Examine	Receipt	<input checked="" type="checkbox"/>	
4	Please Examine and putup	Please Examine and putup	Receipt	<input checked="" type="checkbox"/>	
5	Please Verify	Verify Please	File	<input checked="" type="checkbox"/>	

Figure 220

2. Select '**Action Type**' and Enter the '**Type**' name and '**Description**'. Then click on '**Save**' button as shown in the below **Figure 221**

Action

Select Action Type*: File

Type*: For Approval

Description: For Approval

☒ Is Active

Save

Cancel

Figure 221

Note:

- Actiononce Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Actions:

For editing status of existing **Actions**, perform the following Steps:

- Login to **Master Data Management**→‘**Miscellaneous**’→ Click ‘**Action**’→Click on ‘**Edit**’ icon, see *Figure 222*






<div> <div>eOffice Master Data Management</div> <div>Help A. Mohan Logout eOffice Portal</div> </div>					
<div> <div>Diary Master</div> <div>Communication Detail Master</div> <div>Subject Master</div> <div>File Heads Master</div> <div>Record Room Master</div> <div>Miscellaneous</div> </div>					
<div> <div>Action List</div> <div>Add Action + <input type="text" value="pl"/></div> </div>					
<div> <div> <div>?</div> <div>Nature of actions demarcated for next recipient at the time of sending of File(s)/Receipt(s).</div> </div> </div>					
S.No	Type	Description	Action Type	IsActive	Action
1	Please call	Please call	Receipt	<input checked="" type="checkbox"/>	
2	Please discuss	Please discuss	Receipt	<input checked="" type="checkbox"/>	
3	Please Examine	Please Examine	Receipt	<input checked="" type="checkbox"/>	
4	Please Examine and putup	Please Examine and putup	Receipt	<input checked="" type="checkbox"/>	
5	Please Verify	Verify Please	File	<input checked="" type="checkbox"/>	

Figure 222

- Check/Uncheck ‘**Is Active**’ checkbox to make State active or Inactive, see *Figure 223*

Figure 223

Note:

- Action can't be edited only it can be made active or Inactive.

Priority

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through '**Priority**' dropdown field in '**Receipt/File Send**' page of File Management System.
- These values identify the urgency of File(s)/Receipt(s) at the time of sending.

View Priority:

To view the **Priority**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Priority**', as shown in *Figure 224*

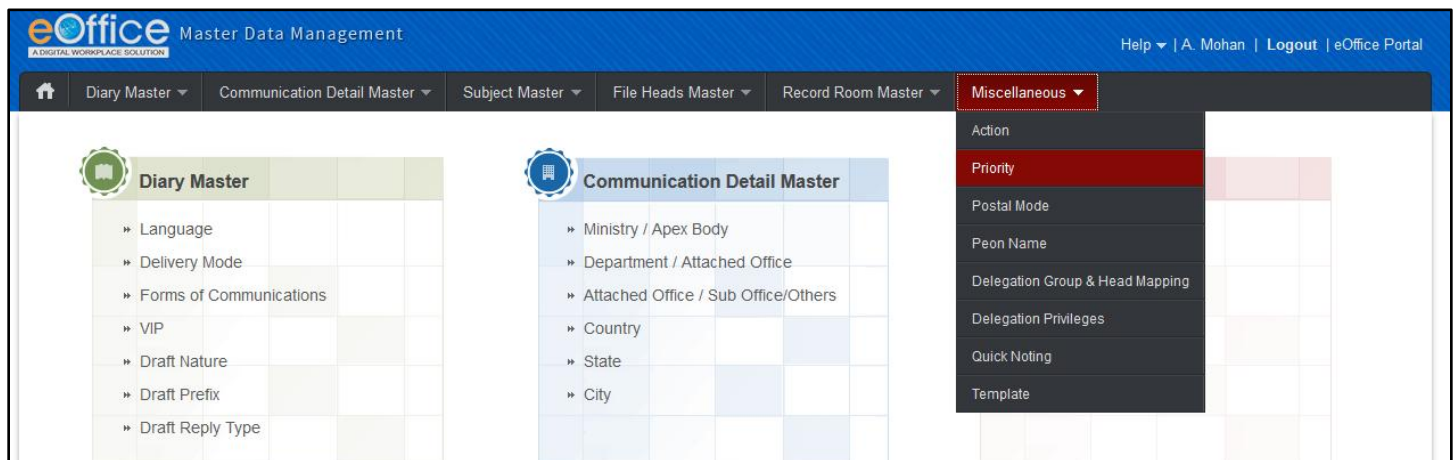


Figure 224

2. As a result **PriorityList** appears as shown in **Figure 225**

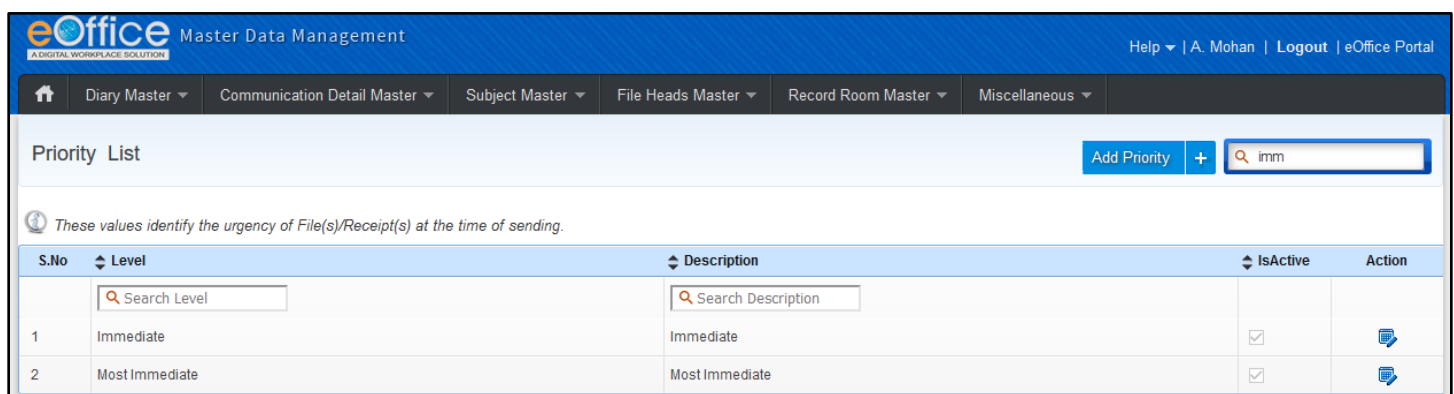


Figure 225

Search Priority:

To search the **Priority**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Priority**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 226**

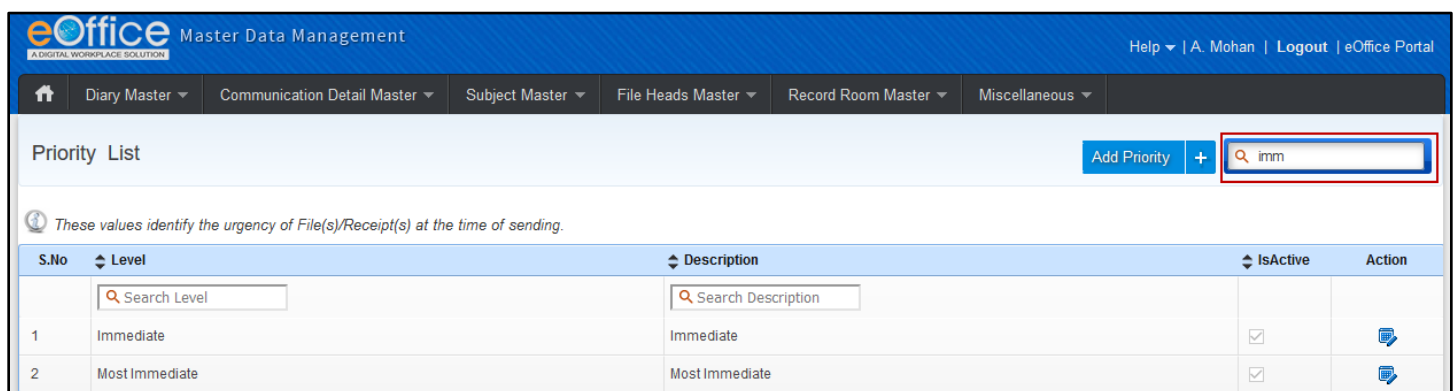


Figure 226

Add New Priority:

For adding a new **Priority**, perform the following Steps:

1. Login to **Master Data Management**→Go to '**Miscellaneous**'→ Click '**Priority**'→ Click '**AddPriority**', as shown in *Figure 227*

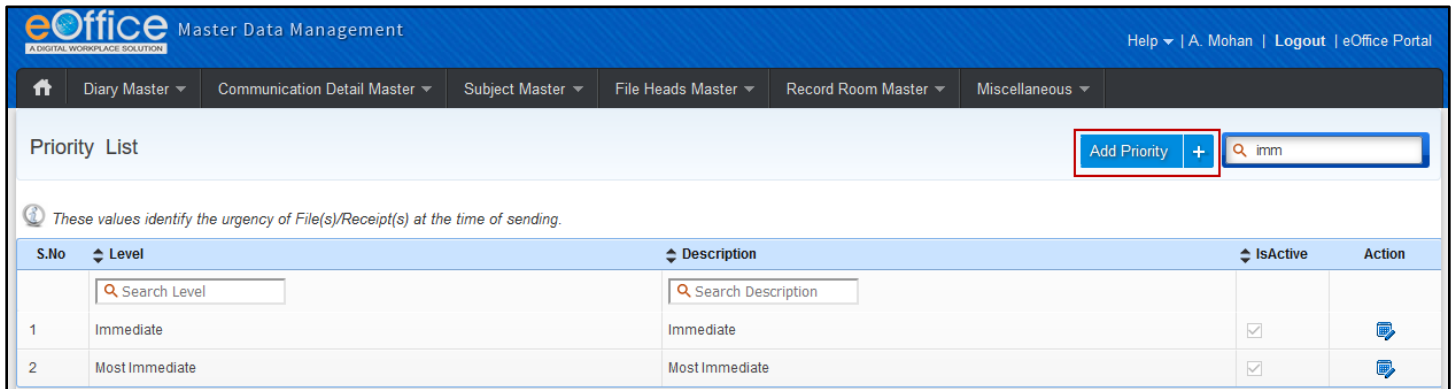


Figure 227

2. Enter the **Priority 'Level'** and '**Description**'. Then click on '**Save**' button as shown in the below *Figure 228*

The screenshot shows a 'Priority' form. It has two text input fields: 'Level*' and 'Description*'. Both fields contain the text 'Out Today'. Below these fields is a checkbox labeled 'Is Active' which is checked. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

Figure 228

Note:

- **Priority**once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Priority:

For editing status of existing **Priority**, perform the following Steps:

1. Login to **Master Data Management**→'**Miscellaneous**'→ Click '**Priority**'→Click on '**Edit**' icon, see*Figure 229*

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Master Data Management

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Home

Diary Master

Communication Detail Master

Subject Master

File Heads Master

Record Room Master

Miscellaneous

Priority List

Add Priority +

imm

These values identify the urgency of File(s)/Receipt(s) at the time of sending.

S.No	Level	Description	IsActive	Action
	<div>Search Level</div>	<div>Search Description</div>		
1	Immediate	Immediate	<input checked="" type="checkbox"/>	<div></div>
2	Most Immediate	Most Immediate	<input checked="" type="checkbox"/>	<div></div>

Figure 229

2. Check/Uncheck 'Is Active' checkbox to make State active or Inactive, see **Figure 230**

Priority

Level*: Immediate

Description*: Immediate

☒ Is Active

Save

Cancel

Figure 230

Note:

- Priority can't be edited only it can be made active or Inactive.

Postal Mode

- This facilitates the Super Admin to View, Search, Add and Edit the Meta data values populating through 'Postal Mode' dropdown field in 'Draft Dispatch' page of File Management System.
- Postal-Mode details for approved issues being dispatched.

View Postal Mode:

To view the **Postal Mode**, perform the following Steps:

- Login to **Master Data Management** → Go to 'Miscellaneous' → Click 'Postal Mode', as shown in **Figure 231**

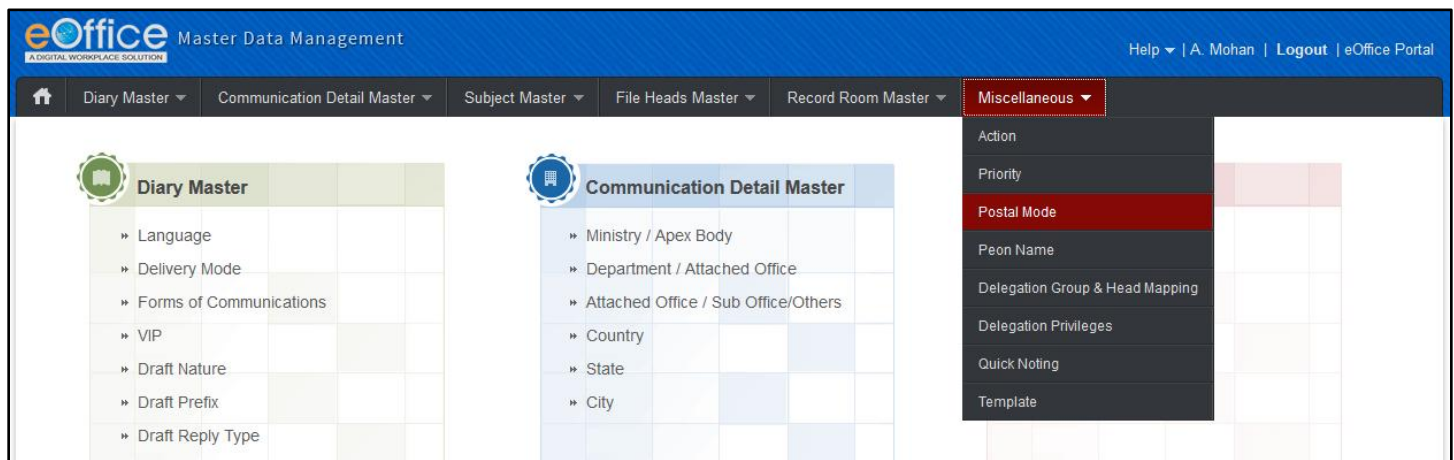


Figure 231

2. As a result **Postal Mode**List appears as shown in *Figure 232*

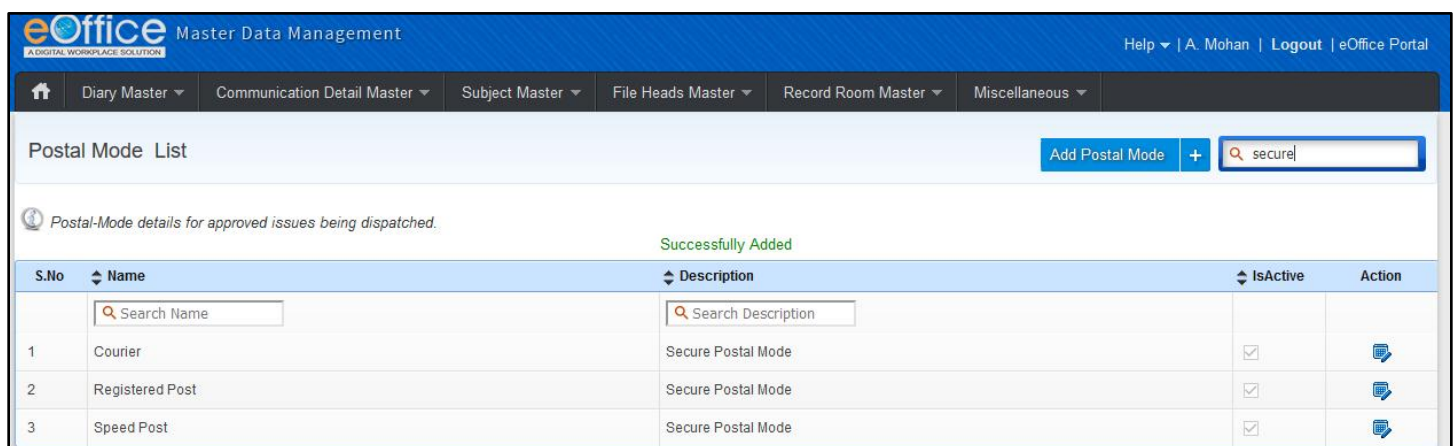


Figure 232

Search Postal Mode:

To search the **Postal Mode**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Postal Mode**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 233*

Postal Mode List

Add Postal Mode +

Postal-Mode details for approved issues being dispatched.

Successfully Added

S.No	Name	Description	IsActive	Action
1	Courier	Secure Postal Mode	<input checked="" type="checkbox"/>	
2	Registered Post	Secure Postal Mode	<input checked="" type="checkbox"/>	
3	Speed Post	Secure Postal Mode	<input checked="" type="checkbox"/>	

Figure 233

Add New Postal Mode:

For adding a new **Postal Mode**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Postal Mode**' → Click '**AddPostal Mode**', as shown in *Figure 234*

Postal Mode List

Add Postal Mode +

Postal-Mode details for approved issues being dispatched.

Successfully Added

S.No	Name	Description	IsActive	Action
1	Courier	Secure Postal Mode	<input checked="" type="checkbox"/>	
2	Registered Post	Secure Postal Mode	<input checked="" type="checkbox"/>	
3	Speed Post	Secure Postal Mode	<input checked="" type="checkbox"/>	

Figure 234

2. Enter the **Postal Mode** and **Description**. Then click on '**Save**' button as shown in the below *Figure 235*

Postal Mode

Postal Mode*:

Description:

☒ Is Active

Figure 235

Note:

- Postal Mode once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Postal Mode:

For editing status of existing **Postal Mode**, perform the following Steps:

1. Login to **Master Data Management** → **'Miscellaneous'** → Click **'Postal Mode'** → Click on **'Edit'** icon, see *Figure 236*

eOffice Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Postal Mode List

Add Postal Mode +

Postal-Mode details for approved issues being dispatched.

Successfully Added

S.No	Name	Description	IsActive	Action
1	Courier	Secure Postal Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Registered Post	Secure Postal Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Speed Post	Secure Postal Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 236

2. Check/Uncheck **'Is Active'** checkbox to make State active or Inactive, see *Figure 237*

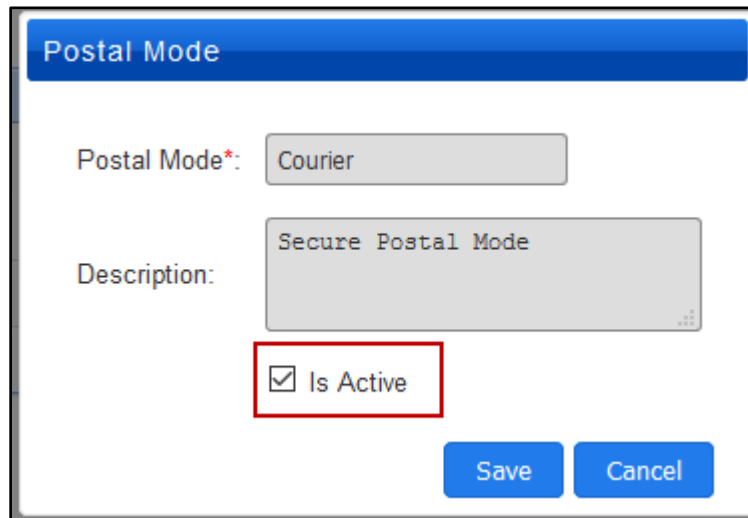


Figure 237

Note:

- **Postal Mode** can't be edited only it can be made active or Inactive.

Peon Name

- This facilitates the Super Admin to View, Search, Add and Edit the meta data values populating through '**Peon Name**' dropdown field in '**Draft Dispatch**' page of File Management System.
- List of Dispatch-Riders for an organization to circulate issues.

View Peon Name:

To view the **Peon Name**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Peon Name**', as shown in *Figure 238*

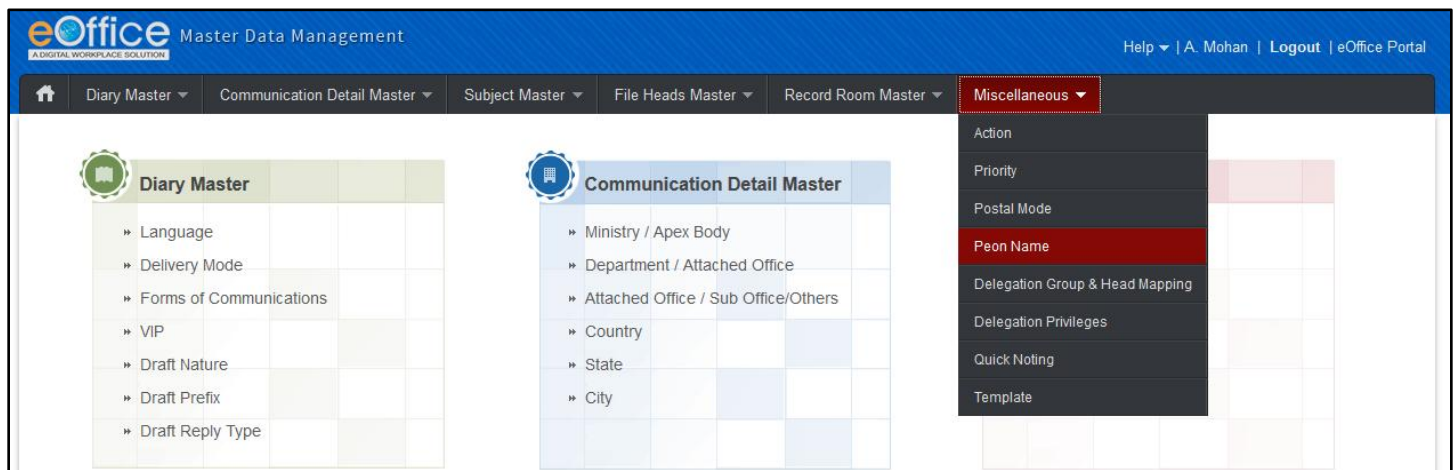


Figure 238

2. As a result **Peon NameList** appears as shown inFigure 239

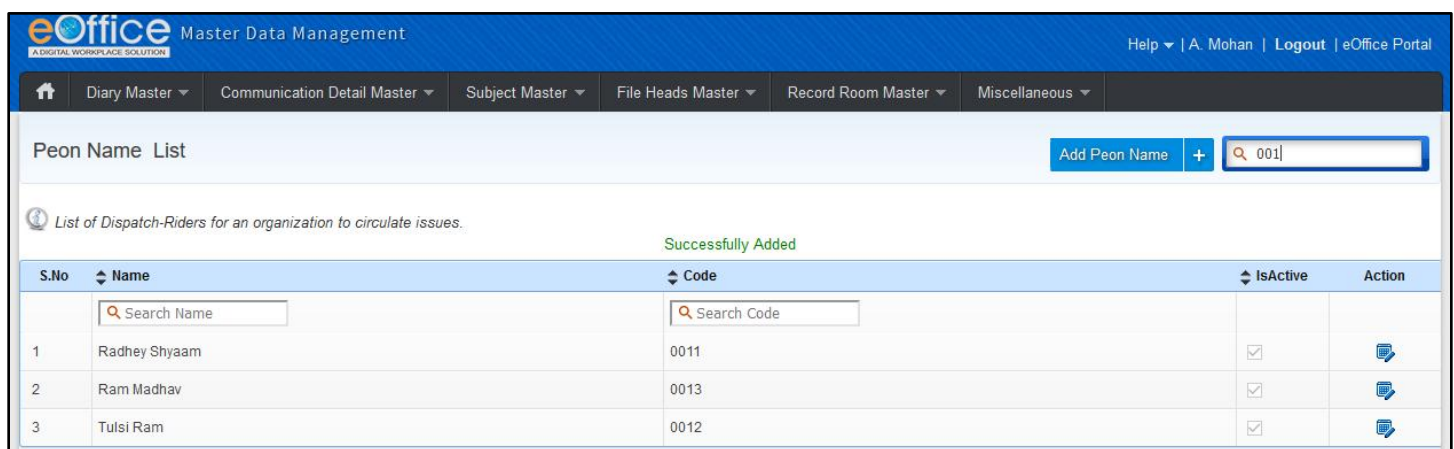


Figure 239

Search Peon Name:

To search the **Peon Name**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Peon Name**' → Enter the text which needs to be searched in '**Search**' text box, seeFigure 240

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Peon Name List Add Peon Name +

List of Dispatch-Riders for an organization to circulate issues.

Successfully Added

S.No	Name	Code	IsActive	Action
	<input type="text" value="Search Name"/>	<input type="text" value="Search Code"/>		
1	Radhey Shyaam	0011	<input checked="" type="checkbox"/>	
2	Ram Madhav	0013	<input checked="" type="checkbox"/>	
3	Tulsi Ram	0012	<input checked="" type="checkbox"/>	

Figure 240

Add New Peon Name:

For adding a new **Peon Name**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Peon Name**' → Click '**AddPeon Name**', as shown in *Figure 241*

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Peon Name List Add Peon Name +

List of Dispatch-Riders for an organization to circulate issues.

Successfully Added

S.No	Name	Code	IsActive	Action
	<input type="text" value="Search Name"/>	<input type="text" value="Search Code"/>		
1	Radhey Shyaam	0011	<input checked="" type="checkbox"/>	
2	Ram Madhav	0013	<input checked="" type="checkbox"/>	
3	Tulsi Ram	0012	<input checked="" type="checkbox"/>	

Figure 241

2. Enter the '**Peon Name**' and '**Code**'. Then click on '**Save**' button as shown in the below *Figure 242*

Peon Name

Name*: Surinder Singh

Code*: 0014

☒ Is Active

Save

Cancel

Figure 242

Note:

- Peon Nameonce Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Peon Name:

For editing status of existing **Peon Name**, perform the following Steps:

- Login to **Master Data Management**→‘**Miscellaneous**’→ Click ‘**Peon Name**’→Click on ‘**Edit**’ icon, see**Figure 243**

eoffice Master Data Management

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Diary Master

Communication Detail Master

Subject Master

File Heads Master

Record Room Master

Miscellaneous

Peon Name List

Add Peon Name +

List of Dispatch-Riders for an organization to circulate issues.

Successfully Added




S.No	Name	Code	IsActive	Action
1	Radhey Shyaam	0011	<input checked="" type="checkbox"/>	
2	Ram Madhav	0013	<input checked="" type="checkbox"/>	
3	Tulsi Ram	0012	<input checked="" type="checkbox"/>	

Figure 243

- Check/Uncheck ‘**Is Active**’ checkbox to make State active or Inactive, see **Figure 244**

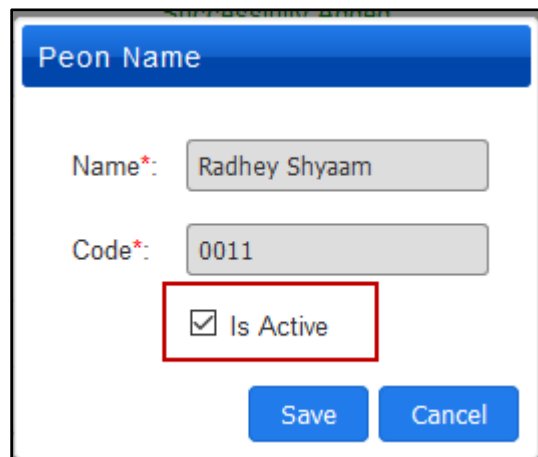


Figure 244

Note:

- Peon Name can't be edited only it can be made active or Inactive.

Delegation Group and Head Mapping

- This facilitates the Super Admin to View, Search, Add and Edit the Delegation Group and mapped File Heads assigned to the delegation.
- Due to this mapping, the person to whom the charge is delegated will be able to view only the mapped File Heads.
- Mapping of File-Heads to customized group for re-use in delegation privilege.

View Delegation Group and Head Mapping:

To view the Delegation Group and Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Delegation Group and Head Mapping**', as shown in *Figure 245*

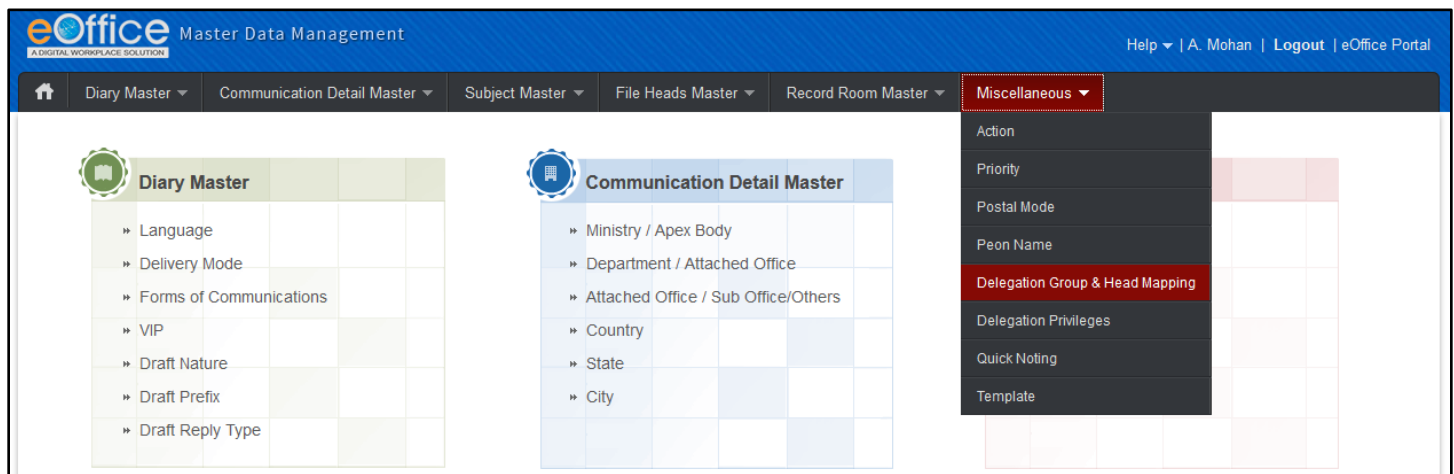


Figure 245

2. As a result **Delegation Group and Head Mapping List** appears as shown in *Figure 246*

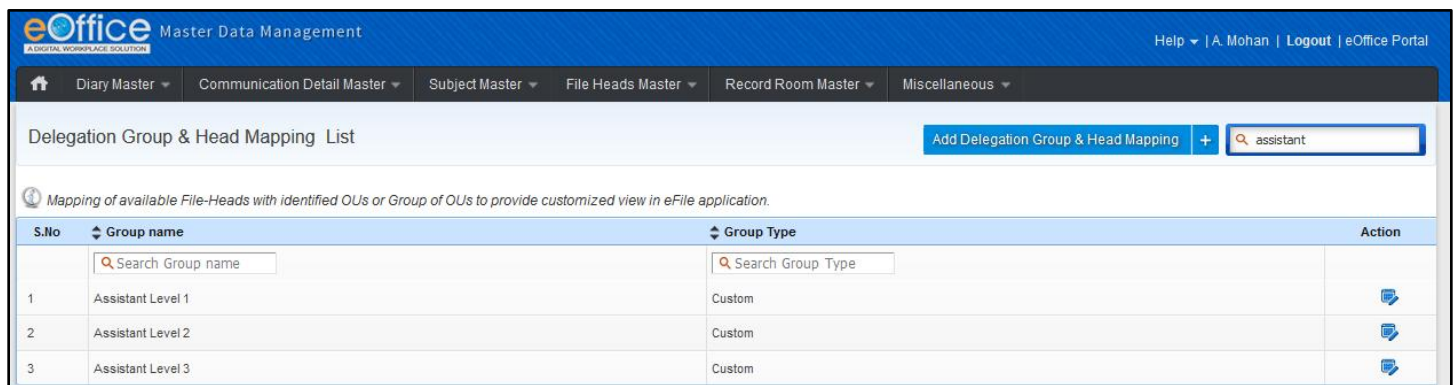


Figure 246

Search Delegation Group and Head Mapping:

To search the **Delegation Group and Head Mapping**, perform the following Steps:

1. Login to **Master Data Management** → Go to 'Miscellaneous' → Click 'Delegation Group and Head Mapping' → Enter the text which needs to be searched in 'Search' text box, see *Figure 247*

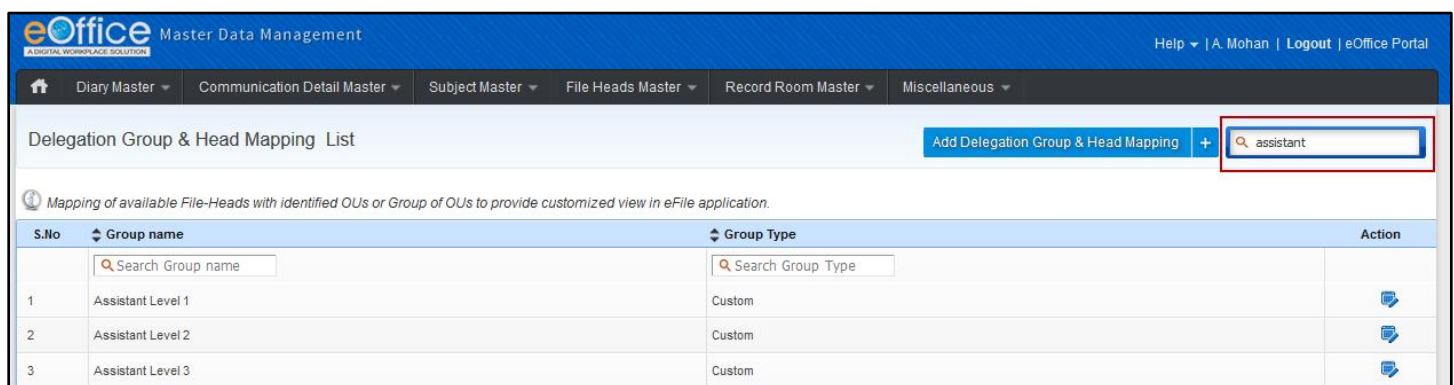


Figure 247

Add New Delegation Group and Head Mapping:

For adding a new **Delegation Group and Head Mapping**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Delegation Group and Head Mapping**' → Click '**Add Delegation Group and Head Mapping**', as shown in *Figure 248*

eoffice Master Data Management

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Delegation Group & Head Mapping List

Add Delegation Group & Head Mapping +

Mapping of available File-Heads with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Group name	Group Type	Action
1	Assistant Level 1	Custom	
2	Assistant Level 2	Custom	
3	Assistant Level 3	Custom	

Figure 248

2. Select the **Group Type**, Enter the **Group Name** and select the **File Heads** which needs to be viewed and used by the delegated user. Then click on '**Save**' button as shown in the below *Figure 249*

eoffice Master Data Management

Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Delegation Mapping

Group Type*: Custom

Group*: Assistant Level 1

File Heads*:

- Capacity Building (T)
- Common Office Services (D)
- Computerisation (1)
 - Hindi Teaching Scheme (12)
 - Conduct of Hindi competition (16)
 - Examinations (13)
 - General aspects and Hindi Committees (11)
 - Grant of advance increments (14)
 - Grant of awards (15)
 - Training programme (12)
 - Progressive use of Hindi in government offices (11)
 - Translation into Hindi (13)
 - Books, reports, periodicals etc (11)
- office-head (code)
- Establishment (A)
 - Allowances (27)
 - Casual leave (including special leave) (25)
 - Change of Home Town (51)
 - Confidential/assessment report (28)
 - Creation and Classification Of Posts (11)
 - Delegation of powers (36)

Save Cancel

Figure 249

Edit Existing Delegation Group and Head Mapping:

For editing existing **Delegation Group and Head Mapping**, perform the following Steps:

1. Login to **Master Data Management**→‘**Miscellaneous**’→ Click ‘**Delegation Group and Head Mapping**’→Click on ‘**Edit**’ icon, see *Figure 250*




S.No	Group name	Group Type	Action
1	Assistant Level 1	Custom	
2	Assistant Level 2	Custom	
3	Assistant Level 3	Custom	

Figure 250

2. Make required changes and Click ‘**Save**’, see *Figure 251*

Group Type*: Custom

Group*: Assistant Level 1

File Heads*:

- ☐ Capacity Building (T)
- ☐ Common Office Services (D)
- ☒ Computerisation (1)
- ☒ Hindi Teaching Scheme (12)
 - ☒ Conduct of Hindi competition (16)
 - ☒ Examinations (13)
 - ☒ General aspects and Hindi Committees (11)
 - ☒ Grant of advance increments (14)
 - ☒ Grant of awards (15)
 - ☒ Training programme (12)
- ☒ Progressive use of Hindi in government offices (11)
- ☒ Translation into Hindi (13)
 - ☒ Books, reports, periodicals etc (11)
- ☐ eoffice-head (code)
- ☒ Establishment (A)
 - ☐ Allowances (27)
 - ☐ Casual leave (including special leave) (25)
 - ☐ Change of Home Town (51)
 - ☐ Confidential/assessment report (28)
 - ☐ Creation and Classification Of Posts (11)
 - ☐ Delegation of powers (36)

Figure 251

Delegation Privileges

- When the charge of any user (Delegator) is delegated to another user (Delegatee) then Administrator will be able to transfer the privileges of Delegator to Delegatee. Privileges such as mapping of File Heads, Subject Categories, VIP Types, and Classified etc. can be transferred to Delegatee.
- List of available delegations from EMD. Customizing delegation privilege as per the required scope.
- It is used to limit the scope of assigned delegation by filtering through File/Receipt Subject Categories & other available parameters.

View Delegation Privileges:

To view the Delegation Privileges, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Delegation Privileges**', as shown in *Figure 252*

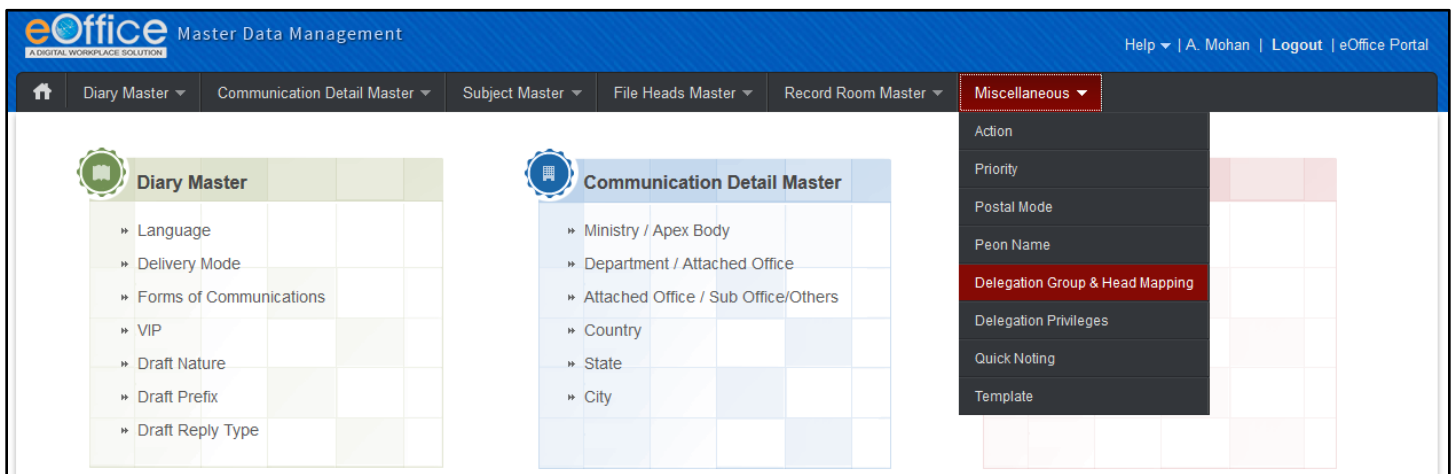


Figure 252

2. As a result **Delegation Privileges List** appears as shown in *Figure 253*

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Delegation Privileges List

List of available delegations from EMD. Customizing delegation privilege as per the required scope.

S.No	Delegation From	Delegation To	From Date	To Date	Type	Action
	<input type="text" value="Search Delegation From"/>	<input type="text" value="Search Delegation To"/>			<input type="text" value="Search Type"/>	
1	Blash Kaman	Suresh Rajkhowa	25/07/2019	31/12/2020	ASSISTANT	Privileges
2	Blash Kaman	Amujao Phurailatpam	01/05/2018	31/12/2020	SIGNATORY	Privileges
3	Blash Kaman	Amujao Phurailatpam	18/06/2018	31/12/2020	AUTHORITY	Privileges
4	B Rajput	Lalita Chugh	28/08/2018	31/12/2020	ASSISTANT	Privileges
5	B Rajput	Lalita Chugh	28/08/2018	31/12/2020	ASSISTANT	Privileges
6	B Rajput	Lalita Chugh	28/08/2018	31/12/2020	ASSISTANT	Privileges

Figure 253

Search Delegation Privileges:

To search the **Delegation Privileges**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Delegation Privileges**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 254*

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Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Delegation Privileges List

List of available delegations from EMD. Customizing delegation privilege as per the required scope.

S.No	Delegation From	Delegation To	From Date	To Date	Type	Action
	<input type="text" value="Search Delegation From"/>	<input type="text" value="Search Delegation To"/>			<input type="text" value="Search Type"/>	
1	Blash Kaman	Suresh Rajkhowa	25/07/2019	31/12/2020	ASSISTANT	Privileges
2	Blash Kaman	Amujao Phurailatpam	18/06/2018	31/12/2020	AUTHORITY	Privileges
3	Blash Kaman	Amujao Phurailatpam	01/05/2018	31/12/2020	SIGNATORY	Privileges

Figure 254

Add New Delegation Privileges:

For adding a new **Delegation Group and Head Mapping**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Delegation Privileges**' → Click '**Privileges**' link, as shown in *Figure 255*

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Delegation Privileges List

Search: bilash

List of available delegations from EMD. Customizing delegation privilege as per the required scope.

S.No	Delegation From	Delegation To	From Date	To Date	Type	Action
1	Search Delegation From Blash Kaman	Search Delegation To Suresh Rajkhwa	25/07/2019	31/12/2020	Search Type ASSISTANT	Privileges
2	Blash Kaman	Amujao Phurailatpam	18/06/2018	31/12/2020	AUTHORITY	Privileges
3	Blash Kaman	Amujao Phurailatpam	01/05/2018	31/12/2020	SIGNATORY	Privileges

Figure 255

As a result Delegation Privilege settings page will be displayed as shown in the below **Figure 256**

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Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

+ File Privileges
+ Receipt Privileges

Save Cancel

Figure 256

- Click 'File Privilege' to expand and Select 'Delegation Groups' and 'Delegation Subject Category' by clicking on required element from the **Available** list to move them to the **Selected** list as shown in **Figure 257**

- File Privileges

Delegation Groups:

Available
AA
AAQQ
AAQQ1
ajay
Assistant Level 3
BB
D1
G Common Office Services Capacity Building1
G-Projects
g-QA-deletion
G-Test
NG12
NG123
qa-eoffice-custom
QA-General
qa-Projects
QA-PublicRelation

Delegation Subject Category:

Available
Common Office Services
english
General

Selected
Assistant Level 1
Assistant Level 2

Selected
Establishment
Finance, Budget, Cash and Accounts

Figure 257

- Click '**Receipt Privilege**' to expand and Select '**Receipt VIP**' and '**Receipt Subject Category**' by clicking on required element from the **Available** list to move them to the **Selected** list as shown in *Figure 258*

Figure 258

- Click '**Save**' to save the selection as shown in *Figure 259*. After saving the settings, selected privileges will be set for the 'Delegatee'.

Figure 259

Edit Existing Delegation Privileges:

For editing **Delegation Privileges**, follow the same steps as in Adding Delegation Privileges.

Quick Noting

- This facilitates the Super Admin to View, Search, Add and Edit the Quick Noting populating through 'Quick Noting' field in Green/Yellow Noting Editor in eFile Inner page of File Management System.

View Quick Noting:

To view the **Quick Noting**, perform the following Steps:

- Login to **Master Data Management** → Go to 'Miscellaneous' → Click 'Quick Noting', as shown in *Figure 260*

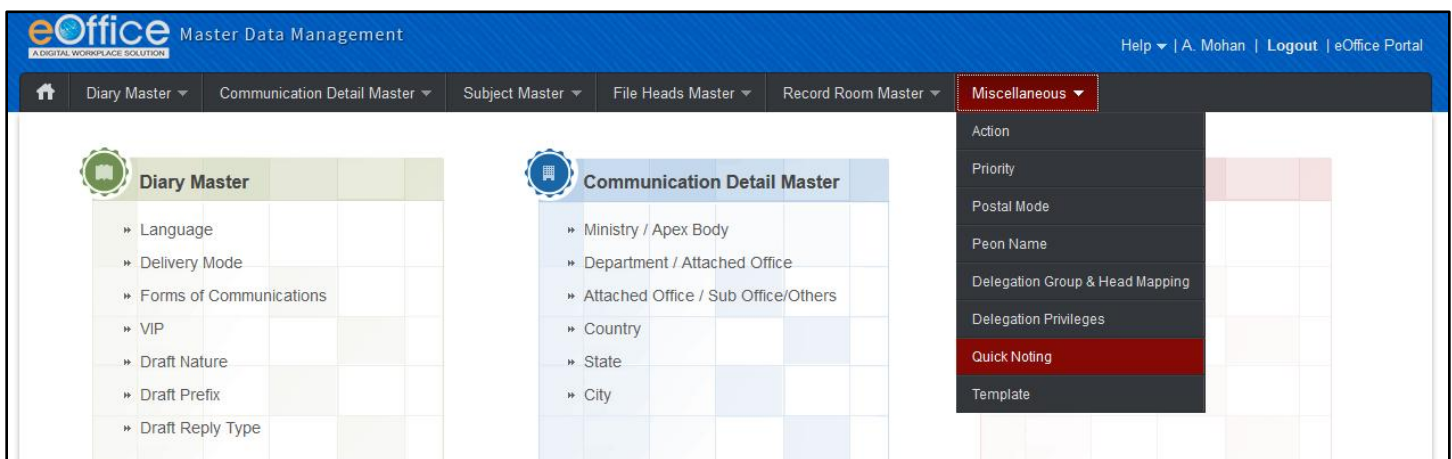


Figure 260

- As a result **Quick Noting List** appears as shown in *Figure 261*

The screenshot shows the 'Quick Noting List' table in the eOffice Master Data Management interface. The table has columns: S.No, Language, Quick Noting Content, Quick Noting Traslated Content, Created By, Created O n, IsActiv e, and Action. There are four rows of data, all with a status of 'Approved' and a creation date of 24/04/2020.

S.No	Language	Quick Noting Content	Quick Noting Traslated Content	Created By	Created O n	IsActiv e	Action
1	English	Approved.		eOffice Administrator	24/04/2020	✓	
2	English	JD/Dir. May kindly see for approval.		eOffice Administrator	24/04/2020	✓	
3	English	Submitted for orders/approval please.		eOffice Administrator	24/04/2020	✓	
4	English	Draft approved and duly singed letter is enclosed.		Prashant K.Theite	24/04/2020	✓	

Figure 261

Search Quick Noting:

To search the **Quick Noting**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Quick Noting**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 262*

Quick Noting List

These values identify the urgency of File(s)/Receipt(s) at the time of sending.

S.No	Language	Quick Noting Content	Quick Noting Traslated Content	Created By	Created O n	IsActiv e	Action
1	English	Approved.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
2	English	JD/Dir. May kindly see for approval.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
3	English	Submitted for orders/approval please.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
4	English	Draft approved and duly singed letter is enclosed.		Prashant K.Thete	24/04/2020	<input checked="" type="checkbox"/>	

Figure 262

Add New Quick Noting:

For adding a new **Quick Noting**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Quick Noting**' → Click '**AddQuick Noting**', as shown in *Figure 263*

Quick Noting List

These values identify the urgency of File(s)/Receipt(s) at the time of sending.

S.No	Language	Quick Noting Content	Quick Noting Traslated Content	Created By	Created O n	IsActiv e	Action
1	English	Approved.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
2	English	JD/Dir. May kindly see for approval.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
3	English	Submitted for orders/approval please.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
4	English	Draft approved and duly singed letter is enclosed.		Prashant K.Thete	24/04/2020	<input checked="" type="checkbox"/>	

Figure 263

2. Select '**Language**', Enter the '**Content**', Select checkbox '**Add Translated Content**' and enter '**Translated Content**' (*If required*). Then click on '**Save**' button as shown in the below *Figure 264*

Quick Noting

Language*:

English

Content*:

Kindly do the needful.

☒ Add Translated Content

Translated Content*:

कृपया आवश्यकता के अनुरूप कार्य करें।

☒ Is Active

save

Cancel

Figure 264

Note:

- Quick Noting once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Quick Noting:

For editing status of existing **Quick Noting**, perform the following Steps:

- Login to **Master Data Management** → 'Miscellaneous' → Click 'Quick Noting' → Click on 'Edit' icon, see *Figure 265*

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Quick Noting List

Add Quick Noting +

These values identify the urgency of File(s)/Receipt(s) at the time of sending.





S.No	Language	Quick Noting Content	Quick Noting Traslated Content	Created By	Created On	Is Active	Action
	<input type="text" value="Search Language"/>	<input type="text" value="Search Quick Noting Cont"/>	<input type="text" value="Search Quick Noting Tras"/>	<input type="text" value="Search Created By"/>			
1	English	Approved.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
2	English	JD/Dir. May kindly see for approval.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
3	English	Submitted for orders/approval please.		eOffice Administrator	24/04/2020	<input checked="" type="checkbox"/>	
4	English	Draft approved and duly signed letter is enclosed.		Prashant K.Thete	24/04/2020	<input checked="" type="checkbox"/>	

Figure 265

- Check/Uncheck 'Is Active' checkbox to make State active or Inactive, see *Figure 266*

Figure 266

Note:

- **Quick Noting** can't be edited only it can be made active or Inactive.

Templates

- This facilitates the Super Admin to View, Search, Add and Edit the Draft Template populating through '**Template**' field in Draft Editor in File/Receipt Draft Creation page of File Management System.

View Template:

To view the **Template**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Template**', as shown in *Figure 267*

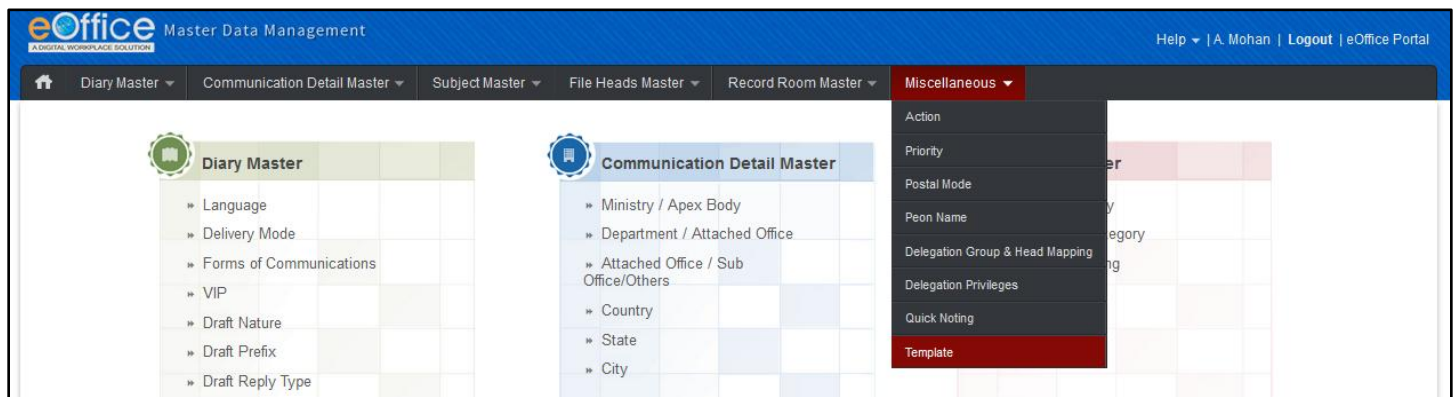


Figure 267

2. As a result **Template List** appears as shown in *Figure 268*

The screenshot shows the 'Template List' page in the eOffice Master Data Management interface. It features a table with columns: S.No, Name, Language, Type, Created By, Created On, Is Active, and Action. The table contains five rows of templates, all created by 'eOffice Administrator' on '03/04/2020'. The 'Action' column for each row has an 'Assignment' link. Above the table, there is a search bar with the text 'letter' and an 'Add Template' button.

S.No	Name	Language	Type	Created By	Created On	Is Active	Action
1	ADMG Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
2	DemiOfficialLetter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
3	FCI DO Letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
4	FCI Normal Letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
5	letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment

Figure 268

Search Template:

To search the **Template**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Template**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 269*

The screenshot shows the 'Template List' page in the eOffice Master Data Management interface. It features a table with columns: S.No, Name, Language, Type, Created By, Created On, Is Active, and Action. The table contains five rows of templates, all created by 'eOffice Administrator' on '03/04/2020'. The 'Action' column for each row has an 'Assignment' link. Above the table, there is a search bar with the text 'letter' and an 'Add Template' button. The search bar is highlighted with a red box.

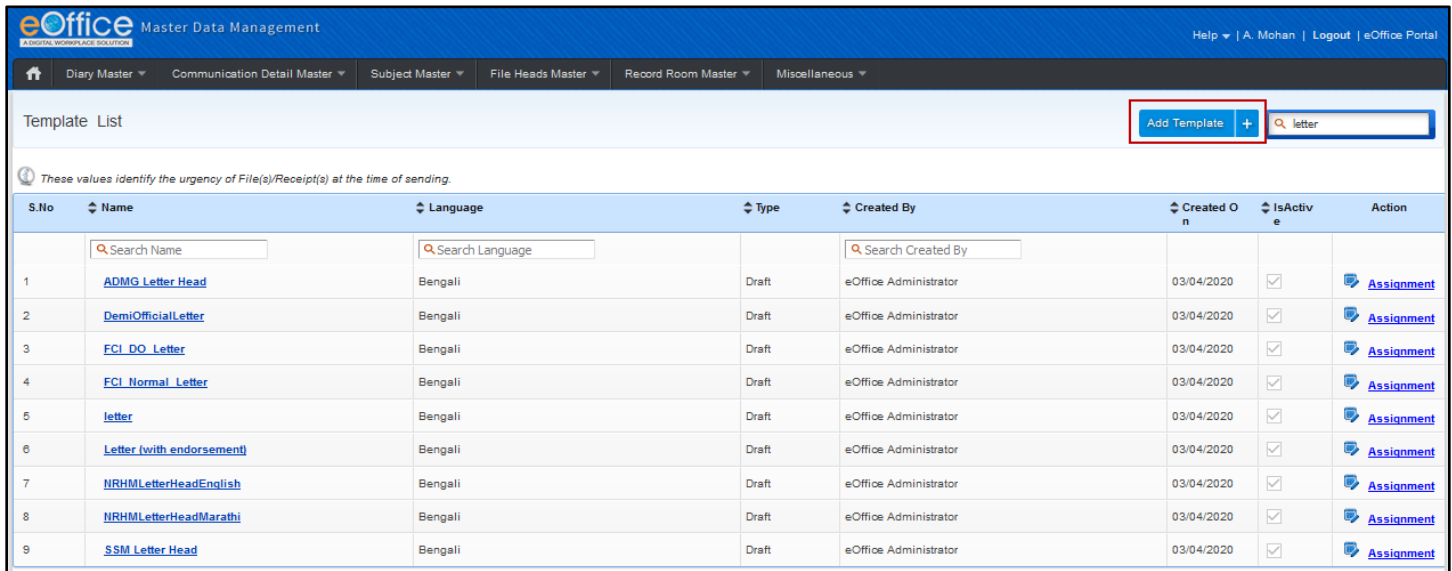
S.No	Name	Language	Type	Created By	Created On	Is Active	Action
1	ADMG Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
2	DemiOfficialLetter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
3	FCI DO Letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
4	FCI Normal Letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment

Figure 269

Add New Template:

For adding a new **Template**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Template**' → Click '**AddTemplate**', as shown in *Figure 270*



The screenshot shows the eOffice Master Data Management interface. At the top, there is a navigation bar with the eOffice logo and the text 'Master Data Management'. Below this, there is a menu bar with options: Diary Master, Communication Detail Master, Subject Master, File Heads Master, Record Room Master, and Miscellaneous. The 'Miscellaneous' menu is expanded, showing 'Template List'. In the top right corner, there is a search bar with the text 'letter' and an 'Add Template' button with a plus sign, which is highlighted with a red box. Below the search bar, there is a table with the following columns: S.No, Name, Language, Type, Created By, Created On, IsActive, and Action. The table contains 9 rows of data, all of which are drafts created by the eOffice Administrator on 03/04/2020. The 'Name' column contains various template names, including 'ADMG Letter Head', 'DemiOfficialLetter', 'FCI DO Letter', 'FCI Normal Letter', 'letter', 'Letter (with endorsement)', 'NRHMLetterHeadEnglish', 'NRHMLetterHeadMarathi', and 'SSM Letter Head'. The 'Action' column contains an 'Assignment' link for each row.

S.No	Name	Language	Type	Created By	Created On	IsActive	Action
1	ADMG Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
2	DemiOfficialLetter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
3	FCI DO Letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
4	FCI Normal Letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
5	letter	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
6	Letter (with endorsement)	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
7	NRHMLetterHeadEnglish	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
8	NRHMLetterHeadMarathi	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment
9	SSM Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	✓	Assignment

Figure 270

2. Enter the Template '**Name**', Select Template '**Type**' and '**Language**'. Paste the Content in the editor or create using editor tools and then click on '**Add**' button as shown in the below *Figure 271*

Template

Name*: Endorsement Type*: Draft Language*: English ☒ Is Active

Hash Tag Formats Line Height Paragraph Verdana 11pt

Tel. No.

List of papers forwarded:

1)
2)
3)

To :

Words: 37

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

Cancel Add

Figure 271


Note:

- **Template**once Added cannot be deleted, only it can be made Active or Inactive using edit feature.

Edit Existing Template:

For editing status of existing **Template**, perform the following Steps:

1. Login to **Master Data Management**→‘**Miscellaneous**’→ Click ‘**Template**’→Click on ‘**Edit**’ icon, see**Figure 272**


Master Data Management

Help | A. Mohan | Logout | eOffice Portal

Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Template List

Add Template +

These values identify the urgency of File(s)/Receipt(s) at the time of sending.










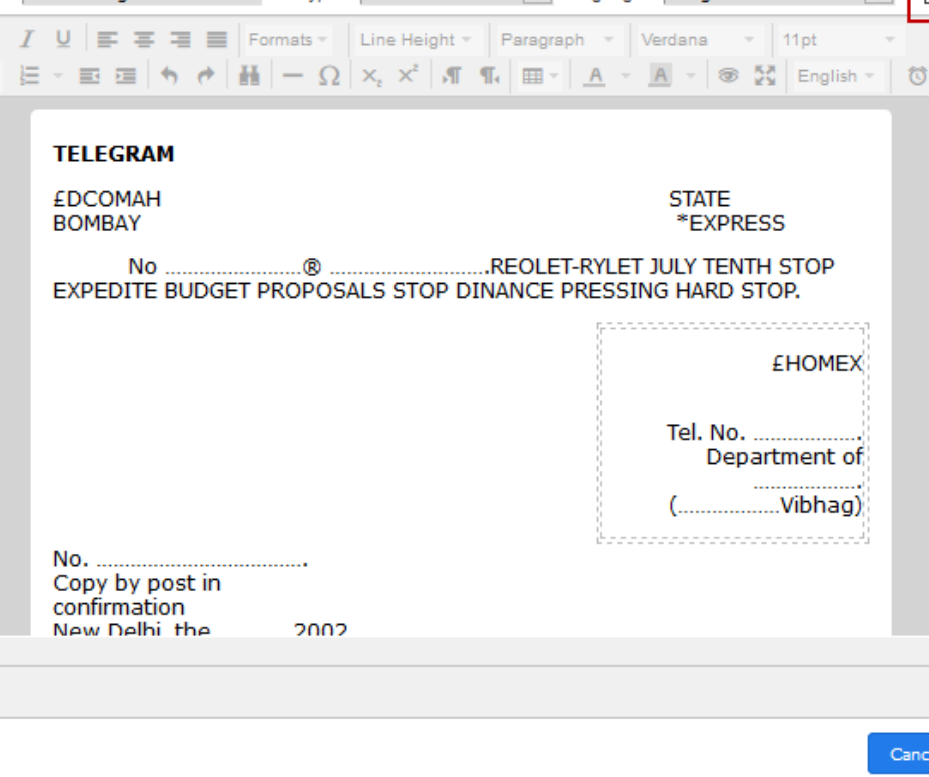
S.No	Name	Language	Type	Created By	Created On	IsActive	Action
1	ADMG Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
2	DemiOfficialLetter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
3	FCI DO Letter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
4	FCI Normal Letter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
5	letter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
6	Letter (with endorsement)	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
7	NRHMLetterHeadEnglish	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
8	NRHMLetterHeadMarathi	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment
9	SSM Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	 Assignment

Figure 272

2. Check/Uncheck 'Is Active' checkbox to make State active or Inactive, see *Figure 273*



Template

Name*: Endair Telegram Type*: Draft Language*: Bengali ☒ Is Active

Formats Line Height Paragraph Verdana 11pt

Hash Tag English

TELEGRAM

£DCOMAH BOMBAY STATE *EXPRESS

No.@.....REOLET-RYLET JULY TENTH STOP
EXPEDITE BUDGET PROPOSALS STOP DINANCE PRESSING HARD STOP.

£HOMEX

Tel. No.
Department of
(. Vibhag)

No.
Copy by post in
confirmation
New Delhi the 2002

p » span Words: 39

Cancel Add

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

Figure 273

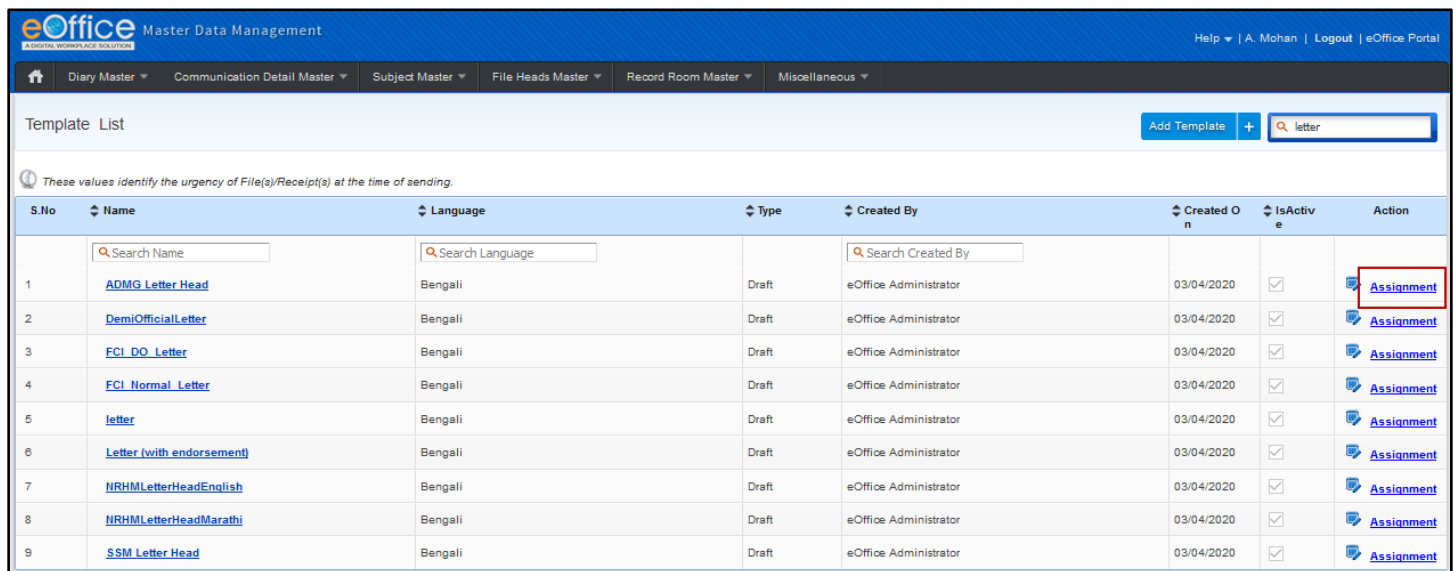
Note:

- **Template** can't be edited only it can be made active or Inactive.

Assign Template:

For Assigning existing **Template** to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → **'Miscellaneous'** → Click **'Template'** → Click on **'Assignment'** link, see *Figure 274*



S.No	Name	Language	Type	Created By	Created On	Is Active	Action
1	ADMG Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
2	DemiOfficialLetter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
3	FCI DO Letter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
4	FCI Normal Letter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
5	Letter	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
6	Letter (with endorsement)	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
7	NRHMLetterHeadEnglish	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
8	NRHMLetterHeadMarathi	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment
9	SSM Letter Head	Bengali	Draft	eOffice Administrator	03/04/2020	<input checked="" type="checkbox"/>	Assignment

Figure 274

2. Search (If required) and Click on **Available Departments** to move them to **Assigned Departments** then Click **'Save'**, see *Figure 275*

eOffice Master Data Management Help | A. Mohan | Logout | eOffice Portal

Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Template : DemiOfficialLetter Status: Active

Available Departments

Search Available

- National Informatics Centre
- SOFTWARE DEVELOPME and TRAINING CENTRE , NAGPUR
- E-Sign Division
- National centre for eGovernance Standards Technology (NeST)

Assigned Departments

Search Selected

- MD-NICSI
- Ministry of Communication & Information Technology

↕

Cancel Save

Figure 275

Note:

- Only active **Template** can be assigned to available departments.

LOCAL ADMIN

Local Admin can only **View, Search, Assign** and **Delete** Master data assigned by Super Admin for eFile Application of his department.

Login

- Enter the Username and Password in the eOffice portal, as shown in *Figure 276*:



Monday, January 11, 2016

eOffice
A DIGITAL WORKPLACE SOLUTION

Mission Mode Project


LOGIN

Login ID

Password

 Login

Figure 276

- Click Login () button to submit the details, if the Username and Password correctly match then the user is successfully logged in to the eOffice portal and following screen appears (as shown in *Figure 277*):

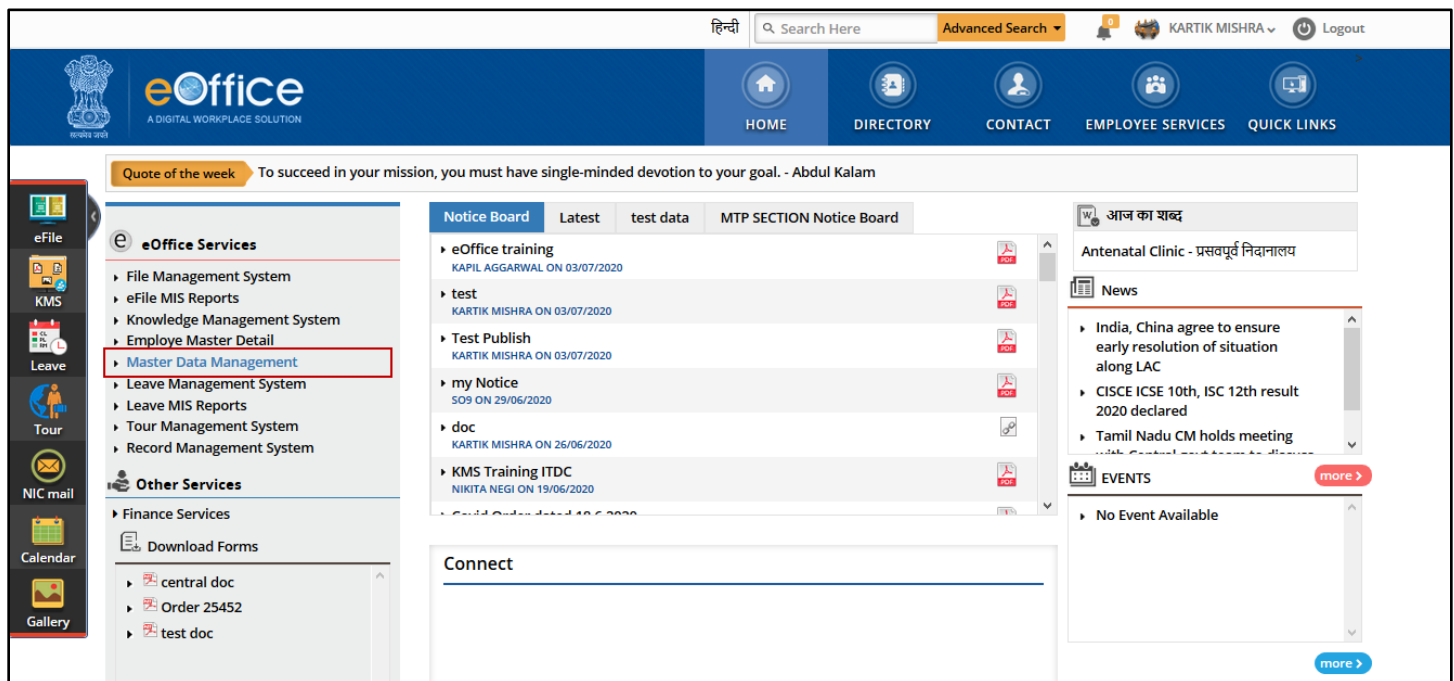


Figure 277

- To open the Master Data Management Module click on the link mentioned in the right panel as highlighted in **Figure 277**, as result of which following home screen appears through which the Admin can log into the Master Data Management Module (**Figure 278**) :

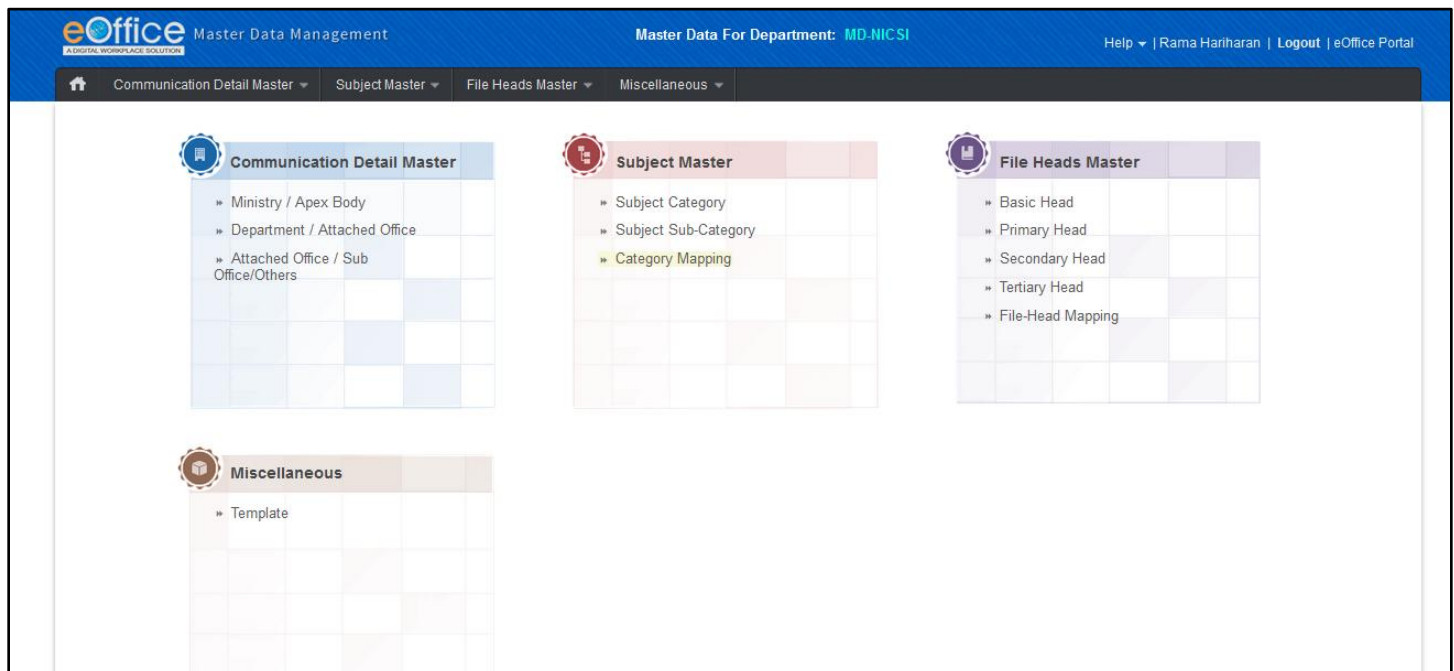


Figure 278

Master Data Management Module

Master Data Management Module comprises of 12 different sections:

- ❖ Basic Head
- ❖ Primary Head
- ❖ Secondary Head
- ❖ Tertiary Head
- ❖ File Head Mapping
- ❖ Subject Category
- ❖ Subject Sub Category
- ❖ Category Mapping
- ❖ Ministry/ Apex Body
- ❖ Department/ Attached Office
- ❖ Attached Office/Sub Office/Others
- ❖ Template

Categorization of the links

Based on the usability above mentioned links has been categorized as follows:

1. Communication Detail Master
2. Subject Master
3. File Heads Master
4. Miscellaneous

Let's have a quick overview of the different sections one by one.

Communication Detail Master

Communication Master includes the following links which contains the Meta data to be used at user level.

- ❖ Ministry
- ❖ Department
- ❖ Country
- ❖ State

Ministry / Apex Body

- This facilitates the LocalAdmin to View, Search, Assign and Remove Mapped Meta data values populating through 'Min./Dept./Others' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

View Ministry / Apex Body:

To view the Ministry / Apex Body, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Ministry / Apex Body**', as shown in *Figure 279*

The screenshot shows the eOffice Master Data Management interface. The top navigation bar includes the eOffice logo, 'Master Data Management', and 'Master Data For Department: MD-NICSI'. The main menu has tabs for 'Communication Detail Master', 'Subject Master', 'File Heads Master', and 'Miscellaneous'. The 'Communication Detail Master' dropdown is open, showing options: 'Ministry / Apex Body' (selected), 'Department / Attached Office', and 'Attached Office / Sub Office/Others'. The 'Ministry / Apex Body' option is highlighted in red. Below the dropdown, there are three master data tables: 'Communication Detail Master', 'Subject Master', and 'File Heads Master'. The 'Communication Detail Master' table has columns for 'Ministry / Apex Body', 'Department / Attached Office', and 'Attached Office / Sub Office/Others'. The 'Subject Master' table has columns for 'Subject Category', 'Subject Sub-Category', and 'Category Mapping'. The 'File Heads Master' table has columns for 'Basic Head', 'Primary Head', 'Secondary Head', 'Tertiary Head', and 'File-Head Mapping'.

Figure 279

2. As a result **Ministry / Apex BodyList** appears as shown in *Figure 280*

The screenshot shows the eOffice Master Data Management interface. The top navigation bar includes the eOffice logo, 'Master Data Management', and 'Master Data For Department: MD-NICSI'. The main menu has tabs for 'Communication Detail Master', 'Subject Master', 'File Heads Master', and 'Miscellaneous'. The 'Communication Detail Master' dropdown is open, showing options: 'Ministry / Apex Body' (selected), 'Department / Attached Office', and 'Attached Office / Sub Office/Others'. The 'Ministry / Apex Body' option is highlighted in red. Below the dropdown, there are three master data tables: 'Communication Detail Master', 'Subject Master', and 'File Heads Master'. The 'Communication Detail Master' table has columns for 'Ministry / Apex Body', 'Department / Attached Office', and 'Attached Office / Sub Office/Others'. The 'Subject Master' table has columns for 'Subject Category', 'Subject Sub-Category', and 'Category Mapping'. The 'File Heads Master' table has columns for 'Basic Head', 'Primary Head', 'Secondary Head', 'Tertiary Head', and 'File-Head Mapping'. Below the tables, there is a section for 'User Department : MD-NICSI' with a search bar and a table of 'Ministry / Apex BodyList'.

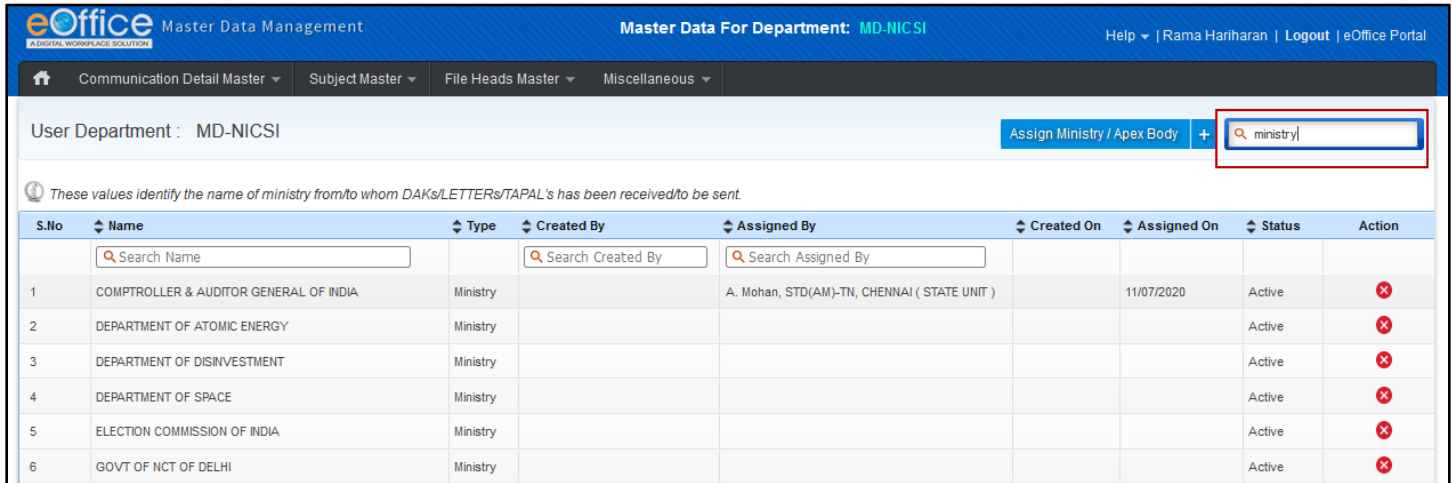
S.No	Name	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry		A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)		11/07/2020	Active	
2	DEPARTMENT OF ATOMIC ENERGY	Ministry					Active	
3	DEPARTMENT OF DISINVESTMENT	Ministry					Active	
4	DEPARTMENT OF SPACE	Ministry					Active	
5	ELECTION COMMISSION OF INDIA	Ministry					Active	
6	GOVT OF NCT OF DELHI	Ministry					Active	

Figure 280

Search Ministry/ Apex Body:

To search the Ministry/ Apex Body, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Ministry/ Apex Body**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 281*



Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Ministry / Apex Body +

These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

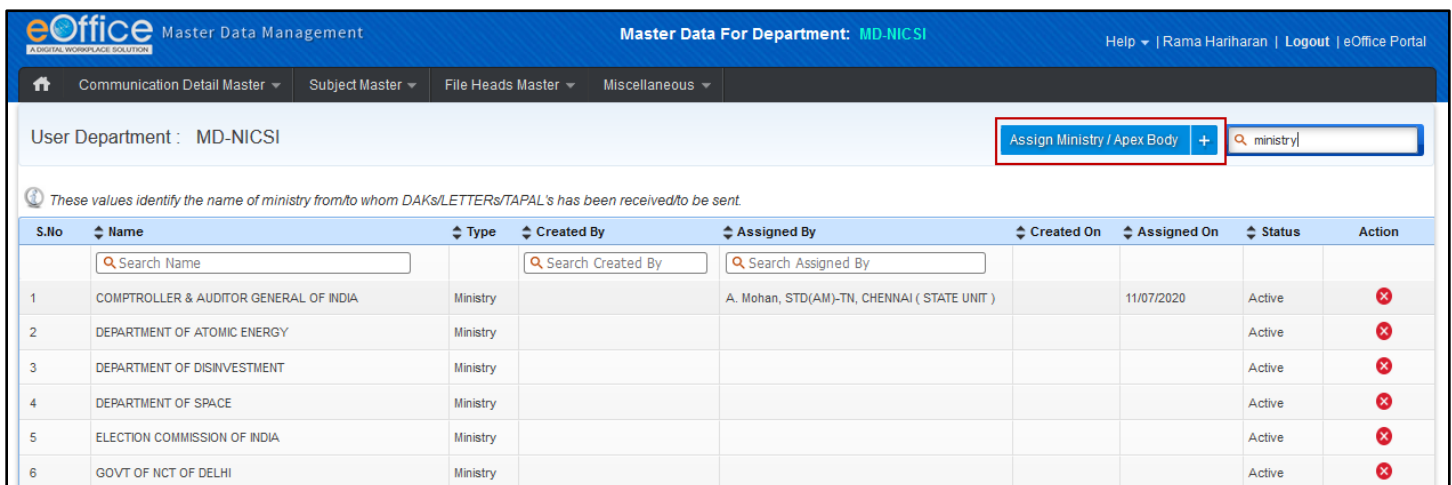
S.No	Name	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
	<input type="text" value="Search Name"/>		<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>				
1	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry		A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)		11/07/2020	Active	
2	DEPARTMENT OF ATOMIC ENERGY	Ministry					Active	
3	DEPARTMENT OF DISINVESTMENT	Ministry					Active	
4	DEPARTMENT OF SPACE	Ministry					Active	
5	ELECTION COMMISSION OF INDIA	Ministry					Active	
6	GOVT OF NCT OF DELHI	Ministry					Active	

Figure 281

Assign Ministry/ Apex Body:

For Assigning existing Ministry/ Apex Body to Logged in Department, perform the following Steps:

1. Login to Master Data Management Module → '**Communication Detail Master**' → Click '**Ministry/ Apex Body**' → Click '**Assign Ministry/ Apex Body**', see *Figure 282*



Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Ministry / Apex Body +

These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
	<input type="text" value="Search Name"/>		<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>				
1	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry		A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)		11/07/2020	Active	
2	DEPARTMENT OF ATOMIC ENERGY	Ministry					Active	
3	DEPARTMENT OF DISINVESTMENT	Ministry					Active	
4	DEPARTMENT OF SPACE	Ministry					Active	
5	ELECTION COMMISSION OF INDIA	Ministry					Active	
6	GOVT OF NCT OF DELHI	Ministry					Active	

Figure 282

2. Search (If required) and Click on Available Ministry to move them to Assigned Ministry then Click Save, see **Figure 283**

The screenshot shows the 'Master Data Management' interface for the department 'MD-NICSI'. It features two side-by-side lists: 'Available Ministry' on the left and 'Assigned Ministry' on the right. The 'Available Ministry' list includes items like '11 (Inactive)', 'CABINET SECRETARIAT (Inactive)', 'CENTRAL VIGILANCE COMMISSION (Inactive)', 'h', 'hunda', 'jasooo (Inactive)', 'MINISTRY OF AGRICULTURE (Inactive)', 'ministry test (Inactive)', 'NAVEEN', 'naveen123', 'QA-Ministry', 'QA-Testing', 'test (Inactive)', and 'Test1'. The 'Assigned Ministry' list includes 'COMPTROLLER & AUDITOR GENERAL OF INDIA', 'DEPARTMENT OF ATOMIC ENERGY', 'DEPARTMENT OF DISINVESTMENT', 'DEPARTMENT OF SPACE', 'ELECTION COMMISSION OF INDIA', 'GOVT OF NCT OF DELHI', 'MINISTRY OF CIVIL AVIATION', 'MINISTRY OF COAL', 'MINISTRY OF COMMERCE AND INDUSTRY', 'Ministry of Communications', 'MINISTRY OF CONSUMER AFFAIRS&PUBLIC DIST', 'MINISTRY OF DEFENCE', 'MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION', and 'MINISTRY OF EARTH SCIENCES'. A double-headed arrow icon is positioned between the two lists. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

Figure 283

Remove Mapping of Assigned Ministry/ Apex Body:

For removing mapping of assignedMinistry/ Apex Body perform the following Steps:

1. Login to Master Data Management Module→‘**Communication Detail Master**’→ Click ‘**Ministry/Apex Body**’→ Click**Remove Mapping Icon**, see **Figure 284**

The screenshot shows the 'Master Data Management' interface for the department 'MD-NICSI'. It displays a table with columns: S.No, Name, Type, Created By, Assigned By, Created On, Assigned On, Status, and Action. The table lists six ministries, all with a status of 'Active'. The 'Assigned By' column for the first row is 'A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)'. The 'Assigned On' date for the first row is '11/07/2020'. In the 'Action' column, there is a red box around the first row's action icon (a circle with an 'X').

S.No	Name	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	COMPTROLLER & AUDITOR GENERAL OF INDIA	Ministry		A. Mohan, STD(AM)-TN, CHENNAI (STATE UNIT)		11/07/2020	Active	
2	DEPARTMENT OF ATOMIC ENERGY	Ministry					Active	
3	DEPARTMENT OF DISINVESTMENT	Ministry					Active	
4	DEPARTMENT OF SPACE	Ministry					Active	
5	ELECTION COMMISSION OF INDIA	Ministry					Active	
6	GOVT OF NCT OF DELHI	Ministry					Active	

Figure 284

2. Click **OK** in confirmation popup to delete the Ministry/ Apex Body mapping, see **Figure 285**

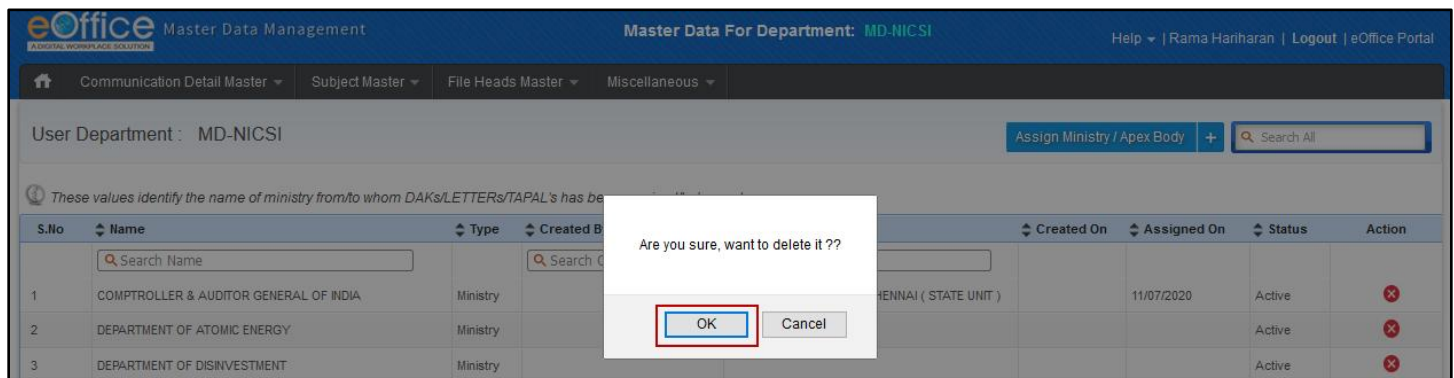


Figure 285

Department/Attached Office

- This facilitates the LocalAdmin to View, Search, Assign and Remove MappedMeta data values populating through 'Min./Dept./Others' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

View Department/Attached Office:

To view the Department/Attached Office, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Department/Attached Office**', as shown in *Figure 286*

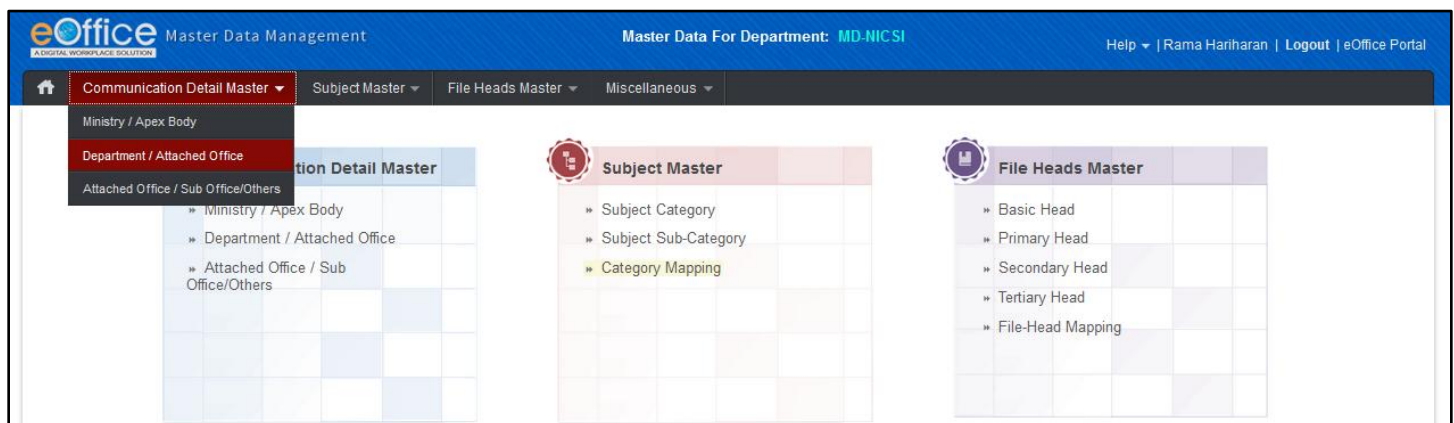


Figure 286

2. As a result **Department/Attached Office List** appears as shown in *Figure 287*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Department / Attached Office + department

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING	MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	department					Inactive	
2	DEPARTMENT OF BIO-TECHNOLOGY	MINISTRY OF SCIENCE & TECHNOLOGY	department					Inactive	
3	DEPARTMENT OF CHEMICALS & PETROCHEMICALS	Ministry of Power	department					Inactive	
4	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department					Active	

Figure 287

Search Department/Attached Office:

To search the Department/Attached Office, perform the following Steps:

1. Login to Master Data Management → Go to 'Communication Detail Master' → Click 'Department/Attached Office' → Enter the text which needs to be searched in 'Search' text box, see Figure 288

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Department / Attached Office + department

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING	MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	department					Inactive	
2	DEPARTMENT OF BIO-TECHNOLOGY	MINISTRY OF SCIENCE & TECHNOLOGY	department					Inactive	
3	DEPARTMENT OF CHEMICALS & PETROCHEMICALS	Ministry of Power	department					Inactive	
4	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department					Active	

Figure 288

Assign Department/Attached Office:

For Assigning existing Department/Attached Office to Logged in Departments, perform the following Steps:

1. Login to Master Data Management Module → 'Communication Detail Master' → Click 'Department/Attached Office' → Click on 'Assign Department/Attached Office', see Figure 289

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign Department / Attached Office + department

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING	MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	department					Inactive	
2	DEPARTMENT OF BIO-TECHNOLOGY	MINISTRY OF SCIENCE & TECHNOLOGY	department					Inactive	
3	DEPARTMENT OF CHEMICALS & PETROCHEMICALS	Ministry of Power	department					Inactive	
4	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department					Active	

Figure 289

2. Select **Ministry** from All Ministry dropdown, Search (If required) and Click on Available Department/Attached Office to move them to Assigned Department/Attached Office then Click **Save**, see **Figure 290**

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

Department / Attached Office:

All Ministry
MINISTRY OF FINANCE

Available Department / Attached Office

Search Available

DEPARTMENT OF FINANCIAL SERVICES (BANKING DIV)
DEPARTMENT OF FINANCIAL SERVICES (INSURANCE)

Assigned Department / Attached Office

Search Selected

DEPARTMENT OF ECONOMIC AFFAIRS
DEPARTMENT OF REVENUE

Cancel Save

Figure 290

Remove Mapping of Assigned Department/Attached Office:

For removing mapping of assigned Department/Attached Office perform the following Steps:

1. Login to Master Data Management Module → 'Communication Detail Master' → Click 'Department/Attached Office' → Click Remove Mapping Icon, see **Figure 291**

Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Department / Attached Office + department

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING	MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	department					Inactive	
2	DEPARTMENT OF BIO-TECHNOLOGY	MINISTRY OF SCIENCE & TECHNOLOGY	department					Inactive	
3	DEPARTMENT OF CHEMICALS & PETROCHEMICALS	Ministry of Power	department					Inactive	
4	DEPARTMENT OF COMPANY AFFAIRS	MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS	department					Active	

Figure 291

- Click **OK** in confirmation popup to delete the Ministry / Apex Body mapping, see **Figure 292**

Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Department / Attached Office + Search All

These values identify the department within the ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

S.No	Name	Ministry / Apex Bodies	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING	MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	department					Inactive	
2	DEPARTMENT OF BIO-TECHNOLOGY	MINISTRY OF SCIENCE & TECHNOLOGY	department					Inactive	

Are you sure, want to delete it ??

OK Cancel

Figure 292

Attached Office/Sub Office/Others

- This facilitates the LocalAdmin to View, Search, Assign and Remove MappedMeta data values populating through 'Min./Dept./Others' dropdown field in 'Receipt Diary' page of File Management System.
- These values identify the name of ministry from/to whom DAKs/LETTERS/TAPAL's has been received/to be sent.

View Attached Office/Sub Office/Others:

To view the Attached Office/Sub Office/Others, perform the following Steps:

- Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Attached Office/Sub Office/Others**', as shown in **Figure 293**

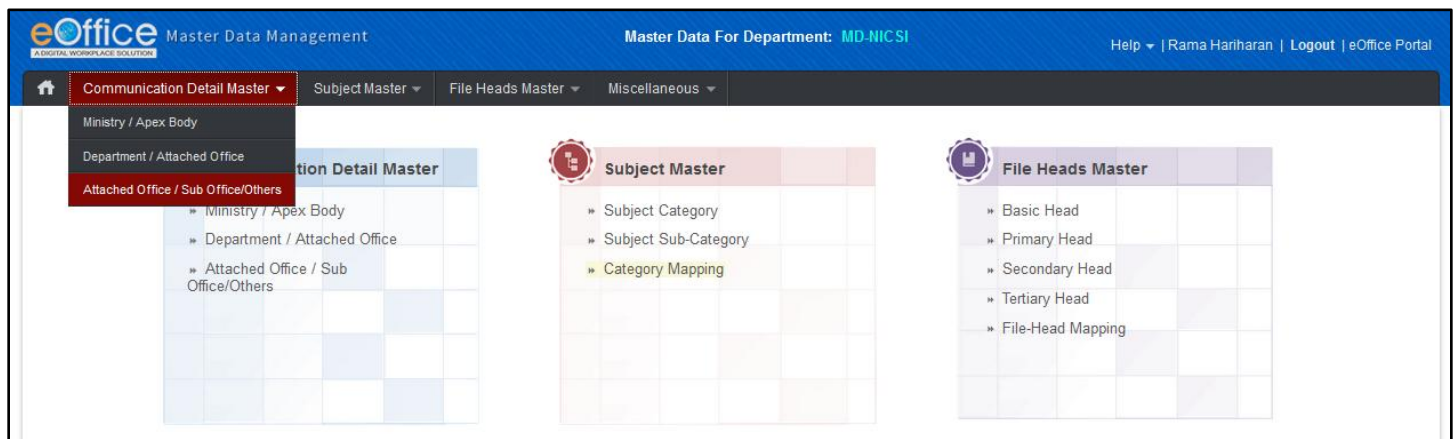


Figure 293

2. As a result **Attached Office/Sub Office/Others List** appears as shown in *Figure 294*

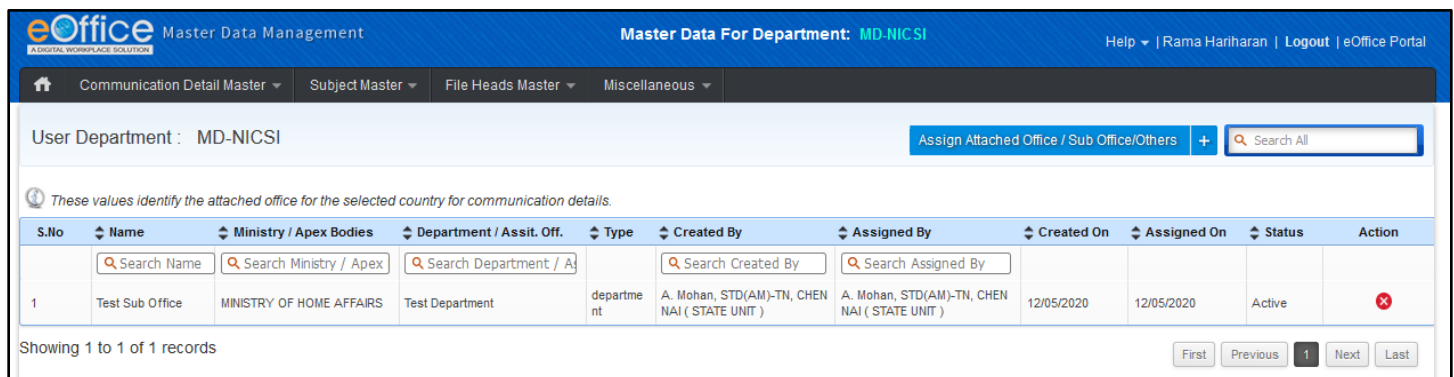


Figure 294

Search Attached Office/Sub Office/Others:

To search the Attached Office/Sub Office/Others, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Communication Detail Master**' → Click '**Attached Office/Sub Office/Others**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 295*

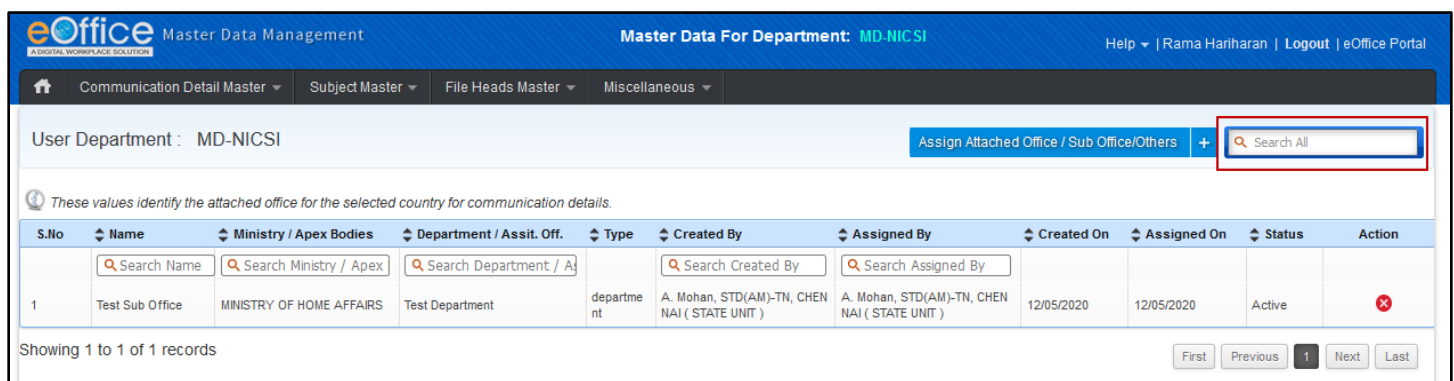


Figure 295

Assign Attached Office/Sub Office/Others:

For Assigning existing Attached Office/Sub Office/Others to Logged in Department, perform the following Steps:

1. Login to Master Data Management Module → **‘Communication Detail Master’** → Click **‘Attached Office/Sub Office/Others’** → Click on **‘Assign Attached Office/Sub Office/Others’**, see *Figure 296*

The screenshot shows the 'Master Data Management' interface for 'MD-NICSI'. The 'Communication Detail Master' tab is selected. A red box highlights the 'Assign Attached Office / Sub Office/Others' button. Below the button is a table with one record for 'Test Sub Office'.

S.No	Name	Ministry / Apex Bodies	Department / Assit. Off.	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Test Sub Office	MINISTRY OF HOME AFFAIRS	Test Department	departme nt	A. Mohan, STD(AM)-TN, CHEN NAI (STATE UNIT)	A. Mohan, STD(AM)-TN, CHEN NAI (STATE UNIT)	12/05/2020	12/05/2020	Active	

Showing 1 to 1 of 1 records

Figure 296

2. Select **Ministry** and corresponding **Department** from dropdown, Search (If required) and Click on Available Attached Office/Sub Office/Othersto move them to Assigned Attached Office/Sub Office/Othersthen Click **Save**, see *Figure 297*

The screenshot shows the 'Assign Attached Office / Sub Office/Others' form. It includes dropdowns for 'All Ministry' (DEPARTMENT OF ATOMIC ENERGY) and 'Department / Attached Office' (Atomic Sciences). Below these are two lists: 'Available Attached Office / Sub Office/Others' (Research and Development) and 'Assigned Attached Office / Sub Office/Others' (Atomic Research). A red box highlights the 'Save' button at the bottom right.

Figure 297

Remove Mapping of Assigned Ministry / Apex Body:

For removing mapping of assigned Attached Office / Sub Office / Others perform the following Steps:

1. Login to Master Data Management Module → ‘Communication Detail Master’ → Click ‘Attached Office / Sub Office / Others’ → Click Remove Mapping Icon, see *Figure 298*

Master Data Management Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign Attached Office / Sub Office / Others + Search All

These values identify the attached office for the selected country for communication details.

S.No	Name	Ministry / Apex Bodies	Department / Assit. Off.	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Test Sub Office	MINISTRY OF HOME AFFAIRS	Test Department	departme nt	A. Mohan, STD(AM)-TN, CHEN NAI (STATE UNIT)	A. Mohan, STD(AM)-TN, CHEN NAI (STATE UNIT)	12/05/2020	12/05/2020	Active	

Showing 1 to 1 of 1 records

First Previous 1 Next Last

Figure 298

2. Click **OK** in confirmation popup to delete the Ministry / Apex Body mapping, see *Figure 299*

Master Data Management Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign Attached Office / Sub Office / Others + Search All

These values identify the attached office for the selected country for communication details.

S.No	Name	Ministry / Apex Bodies	Department / Assit. Off.	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Test Sub Office	MINISTRY OF HOME AFFAIRS	Test Department	departme nt	A. Mohan, STD(AM)-TN, CHEN NAI (STATE UNIT)	A. Mohan, STD(AM)-TN, CHEN NAI (STATE UNIT)	12/05/2020	12/05/2020	Active	

Showing 1 to 1 of 1 records

First Previous 1 Next Last

Are you sure, want to delete it ??

OK Cancel

Figure 299

Subject Master

Subject Master includes the following links which contains the Meta data to be used at user level.

- ❖ Subject Category
- ❖ Subject Sub-Category
- ❖ Category Mapping

Subject Category

- This facilitates the LocalAdmin to View, Search, Assign and Remove MappedMeta data values populating through '**Subject Category**' dropdown field in '**Receipt Diary**' and '**File Creation**' page of File Management System.
- These values identify the category of the DAKs/LETTERS/TAPALs or FILE(s) during Diarization& creation of File(s) respectively.

View Subject Category:

To view the Subject Category, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Subject Category**', as shown in *Figure 300*

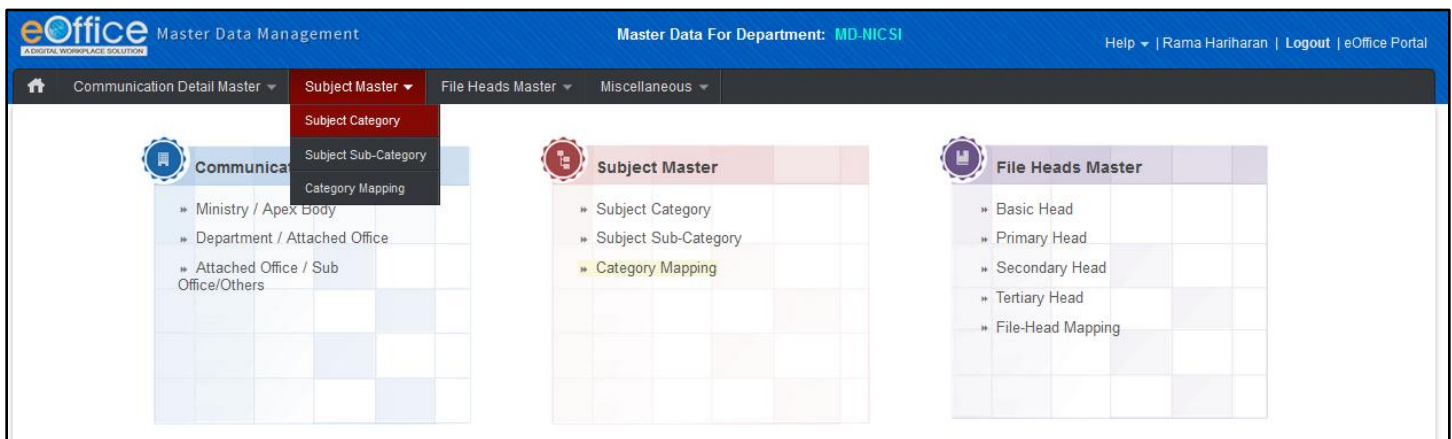


Figure 300

2. As a result **Subject Category List** appears as shown in *Figure 301*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Category +

These values identify the category of the DAKs/LETTERS/TAPALS or FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Created By	Assigned By	Created On	Assigned On	Status	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>		24/04/2020	Active	<input type="button" value="X"/>
2	General	General				24/04/2020	Active	<input type="button" value="X"/>

Figure 301

Search Subject Category:

To search the Subject Category, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Subject Category**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 302*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Category +

These values identify the category of the DAKs/LETTERS/TAPALS or FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Created By	Assigned By	Created On	Assigned On	Status	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>		24/04/2020	Active	<input type="button" value="X"/>
2	General	General				24/04/2020	Active	<input type="button" value="X"/>

Figure 302

Assign Subject Category:

For Assigning existing Subject Category to Logged in Departments, perform the following Steps:

1. Login to **Master Data Management** → '**Subject Master**' → Click '**Subject Category**' → Click on '**Assign Subject Category**', see *Figure 303*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Category +

These values identify the category of the DAKs/LETTERS/TAPALS or FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Created By	Assigned By	Created On	Assigned On	Status	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>		24/04/2020	Active	<input type="button" value="X"/>
2	General	General				24/04/2020	Active	<input type="button" value="X"/>

Figure 303

2. Search (If required) and Click on Available Subject Category to move them to Assigned Subject Category, then Click **Save**, see *Figure 304*

Figure 304

Remove Mapping of Assigned Subject Category:

For removing mapping of assignedSubject Category, perform the following Steps:

1. Login to Master Data Management Module→‘**Subject Master**’→ Click ‘**Subject Category**’→ Click**Remove Mapping Icon**, see *Figure 305*

S.No	Name	Description	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Finance, Budget, Cash and Accounts	Finance, Budget, Cash and Accounts				24/04/2020	Active	✖
2	General	General				24/04/2020	Active	✖

Figure 305

2. Click **OK** in confirmation popup to delete the Ministry/ Apex Body mapping, see *Figure 306*

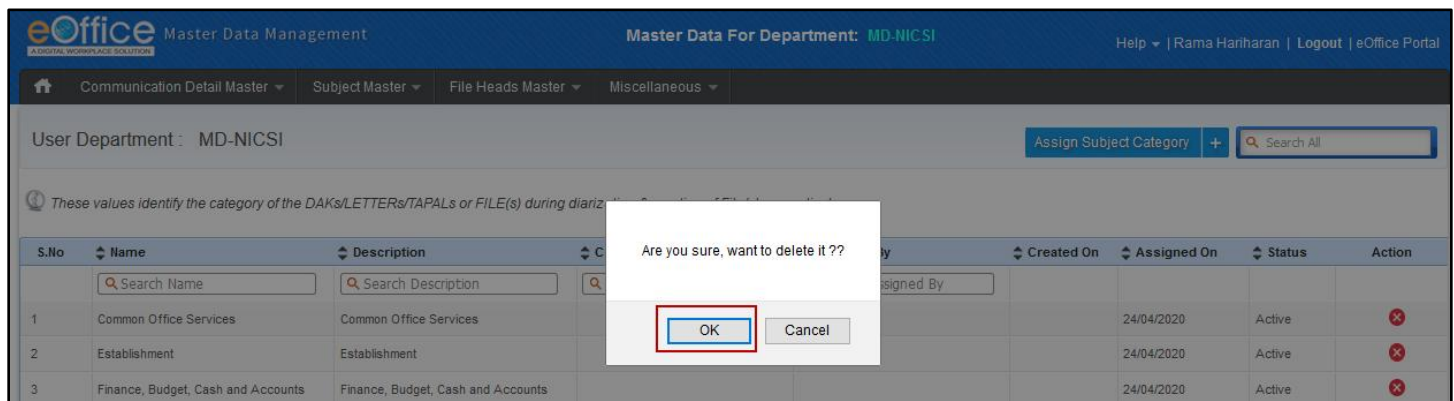


Figure 306

Subject Sub Category

- This facilitates the LocalAdmin to View, Search, Assign and Remove MappedMeta data values populating through 'Subject Sub Category' dropdown field in 'Receipt Diary' and 'File Creation' page of File Management System.
- Further classification of category for DAKS/LETTERS/TAPALs of FILE(s) during Diarization& creation of File(s) respectively.

View Subject Sub Category:

To view the Subject Sub Category, perform the following Steps:

- Login to **Master Data Management** → Go to '**Subject Master**' → Click '**SubjectSub Category**', as shown in *Figure 307*

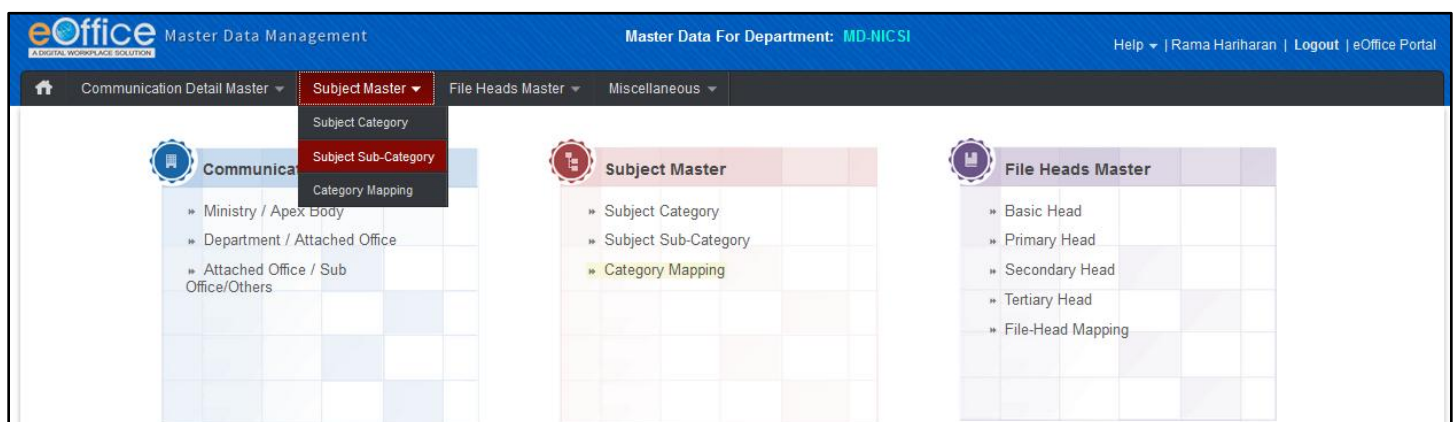


Figure 307

- As a result **Subject Sub Category List** appears as shown in *Figure 308*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Sub-Category +

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Subject Category Name	Created By	Assigned By	Created On	Assigned On	Status	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Subject Category"/>	<input type="text" value="Search Created"/>	<input type="text" value="Search Assigned"/>				
1	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	Vigilance			24/04/2020		Active	
2	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	Vigilance			24/04/2020		Active	
3	Allowances	Allowances	Finance, Budget, Cash and Accounts			24/04/2020		Active	
4	Allowances	Allowances	Establishment			24/04/2020		Active	

Figure 308

Search Subject Sub Category:

To search the Subject Sub Category, perform the following Steps:

1. Login to **Master Data Management** → Go to **'Subject Master'** → Click **'Subject Sub Category'** → Enter the text which needs to be searched in **'Search'** text box, see *Figure 309*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Sub-Category +

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Subject Category Name	Created By	Assigned By	Created On	Assigned On	Status	Action
1	<input type="text" value="Search Name"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Subject Category"/>	<input type="text" value="Search Created"/>	<input type="text" value="Search Assigned"/>				
1	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	Vigilance			24/04/2020		Active	
2	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	Vigilance			24/04/2020		Active	
3	Allowances	Allowances	Finance, Budget, Cash and Accounts			24/04/2020		Active	
4	Allowances	Allowances	Establishment			24/04/2020		Active	

Figure 309

Assign Subject Sub Category:

For Assigning existing Subject Sub Category to Logged in Department, perform the following Steps:

1. Login to **Master Data Management** → **'Subject Master'** → Click **'Subject Sub Category'** → Click on **'Assign Subject Sub Category'**, see *Figure 310*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign Subject Sub-Category +

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Subject Category Name	Created By	Assigned By	Created On	Assigned On	Status	Action
1	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	Vigilance				24/04/2020	Active	
2	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	Vigilance				24/04/2020	Active	
3	Allowances	Allowances	Finance, Budget, Cash and Accounts				24/04/2020	Active	
4	Allowances	Allowances	Establishment				24/04/2020	Active	

Figure 310

2. Select **Subject Category** from dropdown, Search (If required) and Click on Available Subject Sub Category to move them to Assigned Subject Sub Category then Click **Save**, see **Figure 311**

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

Subject Sub-Category And Department Mapping

All Subject Category

Establishment

Available Subject Sub Category

Search Available

Departmental examinations

Increment

Medical examination

Nomination of employees

Test Establishment

Assigned Subject Sub Category

Search Selected

Allowances

Casual leave (including special leave)

Confidential/assessment report

Creation and Classification Of Posts

Delegation of powers

Deputations and delegations

Extension of service

Forwarding of applications

Honorarium/awards

Leave (other than study leave and casual leave)

No objection certificate for issue of passport, arms licenses etc to govt. servants

No objection certificate (for registration with Employment Exchange Organization)

Pay/special pay

Pension/Retirement

Cancel Save

Figure 311

Remove Mapping of Assigned Subject Sub Category:

For removing mapping of assignedSubject Category, perform the following Steps:

1. Login to Master Data Management Module→‘**Subject Master**’→ Click ‘**Subject Sub Category**’→ Click **Remove Mapping Icon**, see **Figure 312**

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Sub-Category + Search all

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Subject Category Name	Created By	Assigned By	Created On	Assigned On	Status	Action
1	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	Vigilance			24/04/2020		Active	<input type="checkbox"/>
2	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	Vigilance			24/04/2020		Active	<input type="checkbox"/>
3	Allowances	Allowances	Finance, Budget, Cash and Accounts			24/04/2020		Active	<input type="checkbox"/>
4	Allowances	Allowances	Establishment			24/04/2020		Active	<input type="checkbox"/>

Figure 312

2. Click **OK** in confirmation popup to delete the Ministry/Apex Body mapping, see **Figure 313**

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Subject Sub-Category + Search All

Further classification of category for DAKS/LETTERS/TAPALS of FILE(s) during diarization & creation of File(s) respectively.

S.No	Name	Description	Subject Category Name	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Accommodation	Accommodation	Common			24/04/2020		Active	<input type="checkbox"/>
2	Accounts and audit	Accounts and audit	Finance, units			24/04/2020		Active	<input type="checkbox"/>
3	Administrative approval and technical sanction	Administrative approval and technical sanction	Finance, Budget, Cash and Accounts			24/04/2020		Active	<input type="checkbox"/>

Are you sure, want to delete it ??

Figure 313

Category Mapping

- This facilitates the LocalAdmin to View, Search and Assign the Meta data values populating through 'Subject Categories & Subject Sub Category' dropdown field in 'Receipt Diary' and 'File Creation' page of File Management System.
- Mapping of available Subject Categories & Sub-Categories with identified OUs or Group of OUs of logged in Department to provide customized view in eFile application.

View Category Mapping:

To view the Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Category Mapping**', as shown in **Figure 314**

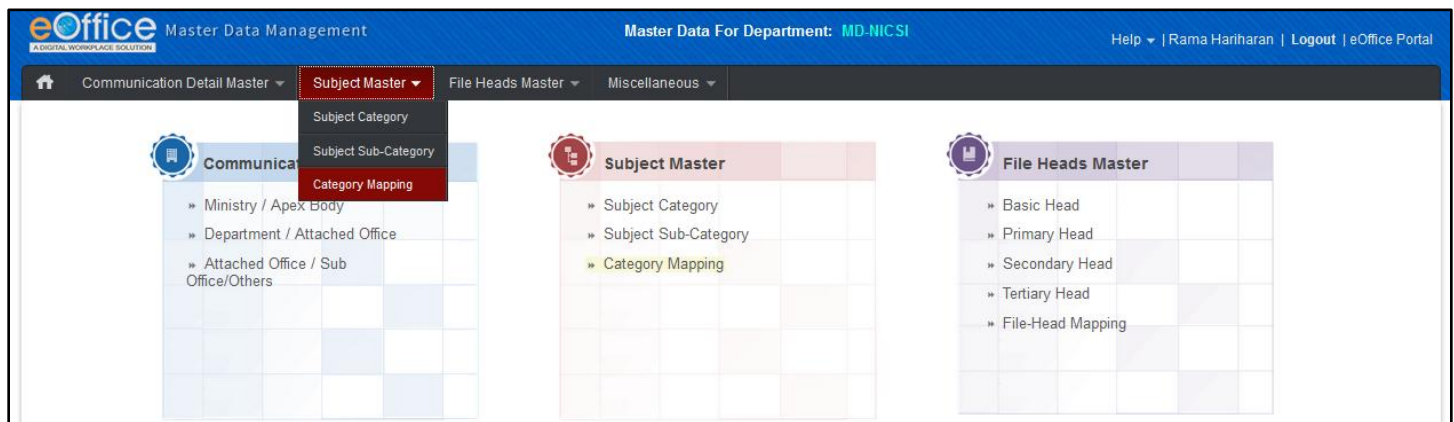


Figure 314

2. As a result **Category MappingList** appears as shown in *Figure 315*

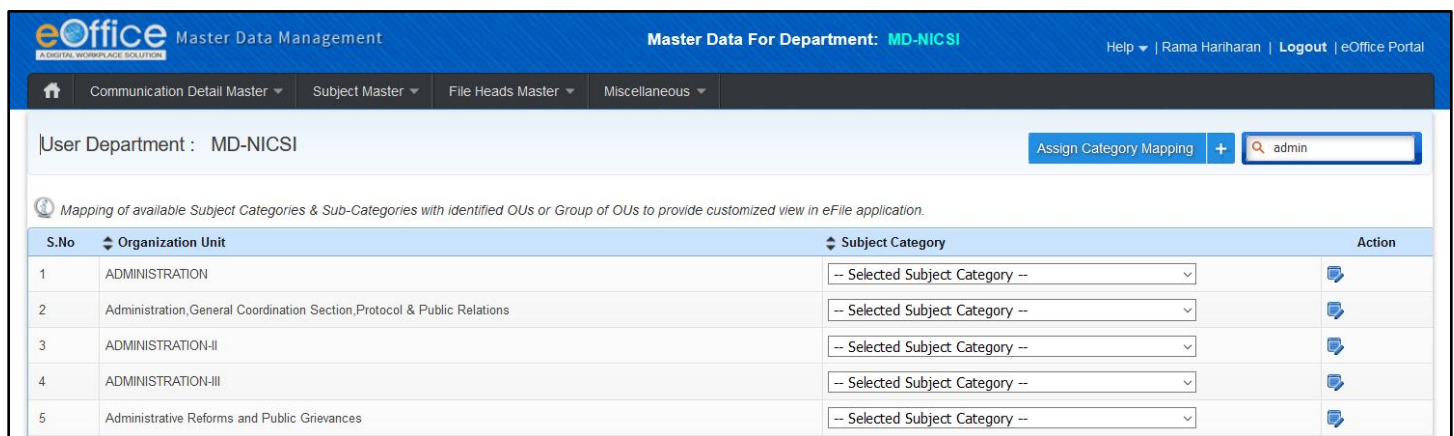


Figure 315

Search Category Mapping:

To search the Category Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Subject Master**' → Click '**Category Mapping**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 316*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Category Mapping + admin

Mapping of available Subject Categories & Sub-Categories with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Subject Category	Action
1	ADMINISTRATION	-- Selected Subject Category --	
2	Administration,General Coordination Section,Protocol & Public Relations	-- Selected Subject Category --	
3	ADMINISTRATION-II	-- Selected Subject Category --	
4	ADMINISTRATION-III	-- Selected Subject Category --	
5	Administrative Reforms and Public Grievances	-- Selected Subject Category --	

Figure 316

Note:

- Mapped Subject Category can be viewed in 'Selected Subject Category' dropdown adjacent to Organization Unit.

Add New Category Mapping:

For adding a new Category Mapping, perform the following Steps:

- Login to **Master Data Management** → '**Subject Master**' → Click '**Category Mapping**' → Click '**AddCategory Mapping**', as shown in *Figure 317*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Category Mapping + admin

Mapping of available Subject Categories & Sub-Categories with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Subject Category	Action
1	ADMINISTRATION	-- Selected Subject Category --	
2	Administration,General Coordination Section,Protocol & Public Relations	-- Selected Subject Category --	
3	ADMINISTRATION-II	-- Selected Subject Category --	
4	ADMINISTRATION-III	-- Selected Subject Category --	
5	Administrative Reforms and Public Grievances	-- Selected Subject Category --	

Figure 317

- Select name of **Department** from drop down list and name of **Organization Unit** from the respective department as shown in *Figure 318*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

Category Mapping

Department: MD-NICSI

Organization Unit:

- MD-NICSI
- DGM(GK)-NICSI
- DGM(MR)-NICSI
- DGM(VB)-NICSI
- DGM(VKS)-NICSI
- GM(AVA)-NICSI
- GM(SK)-NICSI
- MD-NICSI
- MGR(KNT)-NICSI
- MGR(MKN)-NICSI
- MGR(PRP)-NICSI
- MGR(SPJ)-NICSI
- MGR(VPG)-NICSI

MD-NICSI
DGM(KMS)-NICSI
DGM(RC)-NICSI

Category:

- ☐ Establishment
- ☐ Finance, Budget, Cash and Accounts
- ☐ Hindi

Figure 318

3. Select **Category** and the corresponding **Sub Category** and Click **Save** to save the **Category Mapping** for selected Organization Unit as shown in *Figure 319*

Category:

- ☐ asr
- ☐ Common Office Services
- ☒ Establishment
- ☐ Finance, Budget, Cash and Accounts
- ☐ General
- ☒ Hindi
 - ☒ Hindi Teaching Scheme
 - ☒ Progressive use of Hindi in government offices
 - ☐ Translation into Hindi
- ☐ Parliament
- ☐ Projects
- ☐ Public Relations
- ☐ Technical
- ☐ testt
- ☐ Training
- ☐ Vigilance

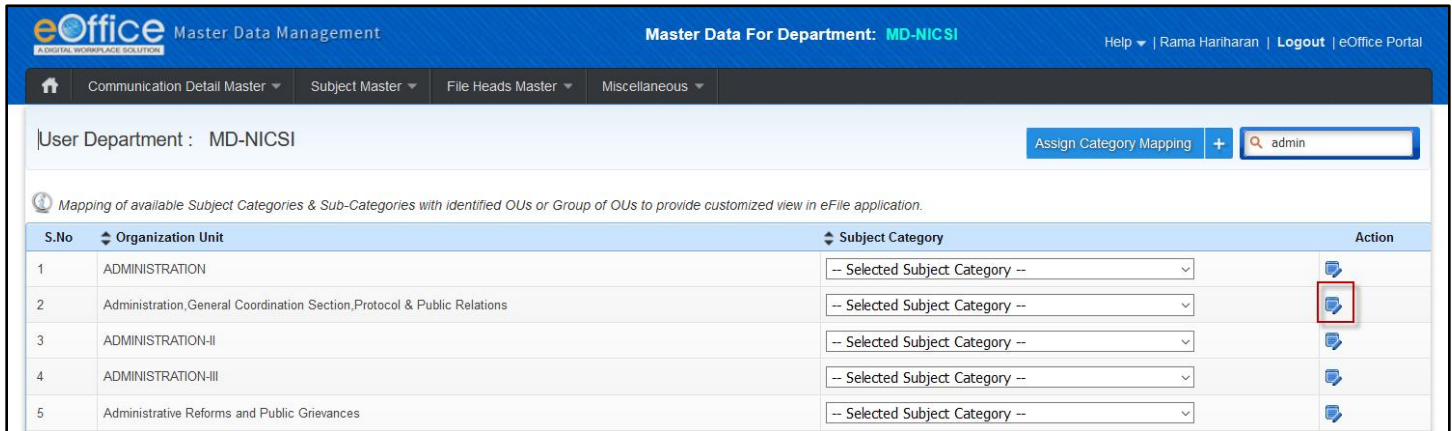
Save Cancel

Figure 319

Edit Existing Category Mapping:

To modify the existing Category Mapping, perform the following Steps:

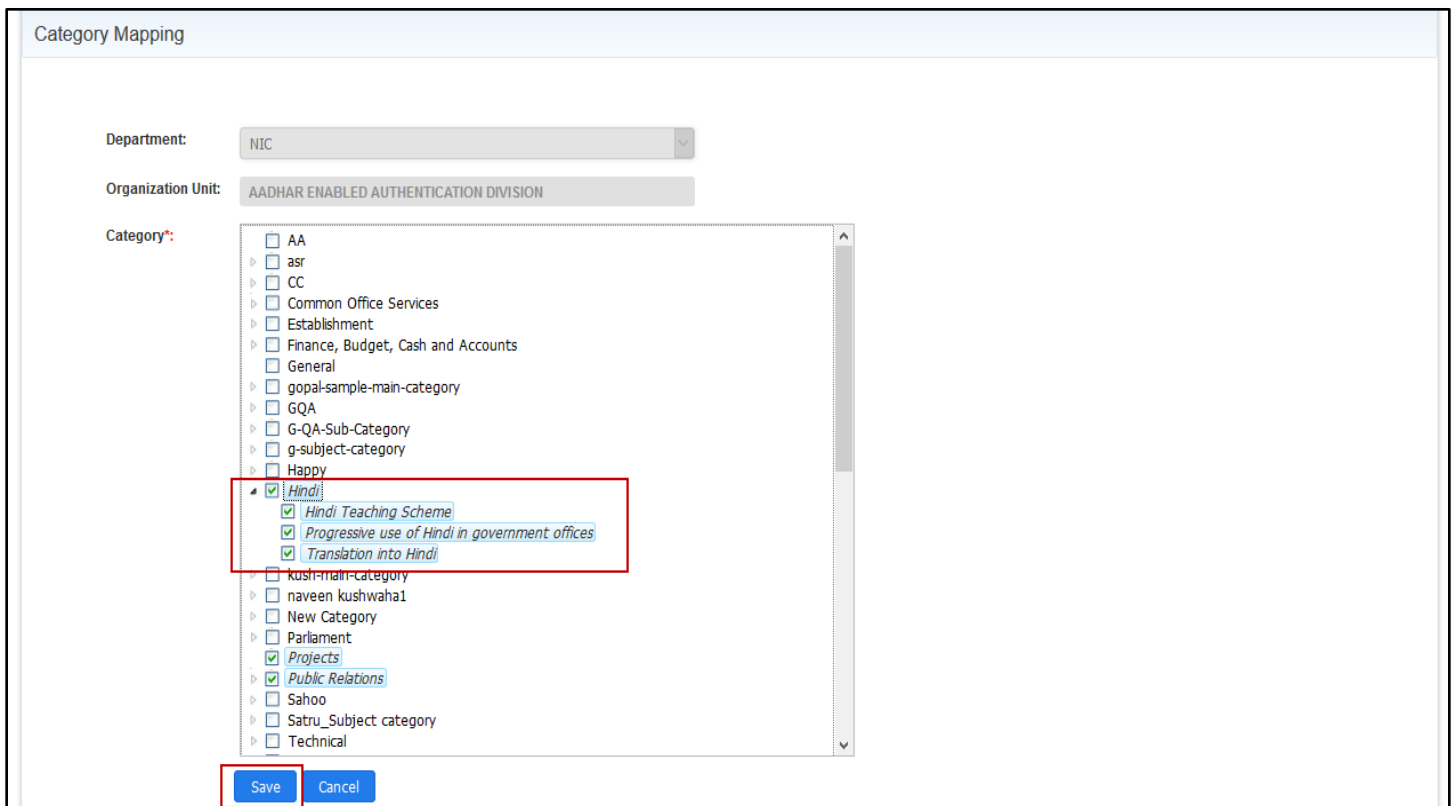
1. Login to **Master Data Management** → Go to '**Subject Master**' → Go to '**Category Mapping**' → Click on '**Edit**' icon, see *Figure 320*



S.No	Organization Unit	Subject Category	Action
1	ADMINISTRATION	-- Selected Subject Category --	
2	Administration,General Coordination Section,Protocol & Public Relations	-- Selected Subject Category --	
3	ADMINISTRATION-II	-- Selected Subject Category --	
4	ADMINISTRATION-III	-- Selected Subject Category --	
5	Administrative Reforms and Public Grievances	-- Selected Subject Category --	

Figure 320

2. Edit the **Category** using checkbox as per requirement and click on **Save** button, See *Figure 321*



Category Mapping

Department:

Organization Unit:

Category*:

- ☐ AA
- ☐ asr
- ☐ CC
- ☐ Common Office Services
- ☐ Establishment
- ☐ Finance, Budget, Cash and Accounts
- ☐ General
- ☐ gopal-sample-main-category
- ☐ GQA
- ☐ G-QA-Sub-Category
- ☐ g-subject-category
- ☐ Happy
- ☒ Hindi
 - ☒ Hindi Teaching Scheme
 - ☒ Progressive use of Hindi in government offices
 - ☒ Translation into Hindi
- ☐ kush-main-category
- ☐ naveen kushwaha1
- ☐ New Category
- ☐ Parliament
- ☒ Projects
- ☒ Public Relations
- ☐ Sahoo
- ☐ Satru_Subject category
- ☐ Technical

Figure 321

File Heads Master

File Heads Master includes the following links which contains the Meta data to be used at user level.

- ❖ Basic Head
- ❖ Secondary Head
- ❖ File-Head Mapping
- ❖ Primary Head
- ❖ Tertiary Head

Basic Head

- By using this link Local Admin can View, Search, Assign and Remove Mapped Basic Head.
- Functional Heads related to main functions of the organization.

View Basic Head:

To view the Basic Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Basic Head**', as shown in *Figure 322*

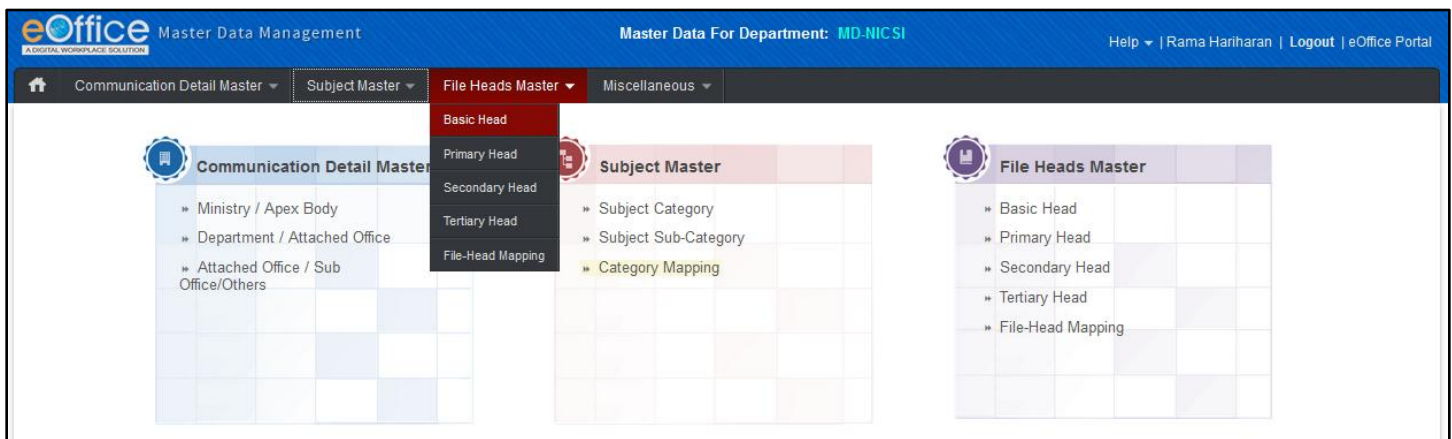


Figure 322

2. As a result **Basic HeadList** appears as shown in *Figure 323*

eoffice

ADMINISTRATIVE WORKPLACE SOLUTION

Master Data Management

Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Home

Communication Detail Master

Subject Master

File Heads Master

Miscellaneous

User Department : MD-NICSI

Assign Basic Head

+

Search All

Functional Heads related to main functions of the organization.

S.No	Subject	Code	Created By	Assigned By	Created On	Assigned On	Status	Action
	<div>Search Subject</div>	<div>Search Code</div>	<div>Search Created By</div>	<div>Search Assigned By</div>				
1	Capacity Building	T				24/04/2020	Active	<div></div>
2	Common Office Services	D				24/04/2020	Active	<div></div>
3	Computerisation	I				24/04/2020	Active	<div></div>
4	Establishment	A				24/04/2020	Active	<div></div>
5	Finance, Budget, Cash and Accounts	G				24/04/2020	Active	<div></div>

Figure 323

Search Basic Head:

To search the **Basic Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Basic Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 324*

eoffice

A DIGITAL WORKPLACE SOLUTION

Master Data Management

Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Home

Communication Detail Master

Subject Master

File Heads Master

Miscellaneous

User Department : MD-NICSI

Assign Basic Head

vi

Functional Heads related to main functions of the organization.

S.No	Subject	Code	Created By	Assigned By	Created On	Assigned On	Status	Action
	<div><div></div><div>Search Subject</div></div>	<div><div></div><div>Search Code</div></div>	<div><div></div><div>Search Created By</div></div>	<div><div></div><div>Search Assigned By</div></div>				
1	Common Office Services	D				24/04/2020	Active	<div></div>
2	Vigilance	C				24/04/2020	Active	<div></div>

Showing 1 to 2 of 2 records

First

Previous

1

Next

Last

Figure 324

Assign Basic Head:

For Assigning existing **Basic Head** to Logged in Department, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Basic Head**' → Click on '**Assign Basic Head**' link, see *Figure 325*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign Basic Head + Search All

Functional Heads related to main functions of the organization.

S.No	Subject	Code	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Capacity Building	T				24/04/2020	Active	✖
2	Common Office Services	D				24/04/2020	Active	✖
3	Computerisation	I				24/04/2020	Active	✖
4	Establishment	A				24/04/2020	Active	✖
5	Finance, Budget, Cash and Accounts	G				24/04/2020	Active	✖

Figure 325

2. Search (If required) and Click on Available Basic Heads to move them to Assigned Basic Heads then Click **Save**, see Figure 326

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

Basic Head And Department Mapping

Available Basic Head

Search Available

- 11
- AA (Inactive)
- aa1
- ABC
- eoffice-head
- naveen
- NG
- qa_01
- qa_02
- QA1-Basic-Head (Inactive)
- QA-Basic-Head
- Qa-Head
- sa (Inactive)
- sahoo test

Assigned Basic Head

Search Selected

- Capacity Building
- Common Office Services
- Computerisation
- Establishment
- Finance, Budget, Cash and Accounts
- General
- naveen99
- Parliament
- Projects
- Public Relations
- Vigilance
- Welfare

Cancel Save

Figure 326

Remove Mapping of Assigned Basic Head:

For removing mapping of assigned Basic Head perform the following Steps:

1. Login to Master Data Management Module → 'File Head Master' → Click 'Basic Head' → Click **Remove Mapping Icon**, see Figure 327

Master Data Management									
Master Data For Department: MD-NICSI									
User Department : MD-NICSI									
Functional Heads related to main functions of the organization.									
S.No	Subject	Code	Created By	Assigned By	Created On	Assigned On	Status	Action	
1	Capacity Building	T				24/04/2020	Active	✖	
2	Common Office Services	D				24/04/2020	Active	✖	
3	Computerisation	I				24/04/2020	Active	✖	
4	Establishment	A				24/04/2020	Active	✖	
5	Finance, Budget, Cash and Accounts	G				24/04/2020	Active	✖	

Figure 327

- Click **OK** in confirmation popup to delete the Basic Head mapping, see **Figure 328**

Master Data Management									
Master Data For Department: MD-NICSI									
User Department : MD-NICSI									
Functional Heads related to main functions of the organization.									
S.No	Subject	Code	Created By	Assigned By	Created On	Assigned On	Status	Action	
1	Capacity Building	T				24/04/2020	Active	✖	
2	Common Office Services	D				24/04/2020	Active	✖	
3	Computerisation	I				24/04/2020	Active	✖	

Figure 328

Primary Head

- By using this link Local Admin can View, Search, Assign and Remove Mapped Primary Head.
- Activity Heads related to the activities of each functional heads.

View Primary Head:

To view the Primary Head, perform the following Steps:

- Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Primary Head**', as shown in **Figure 329**

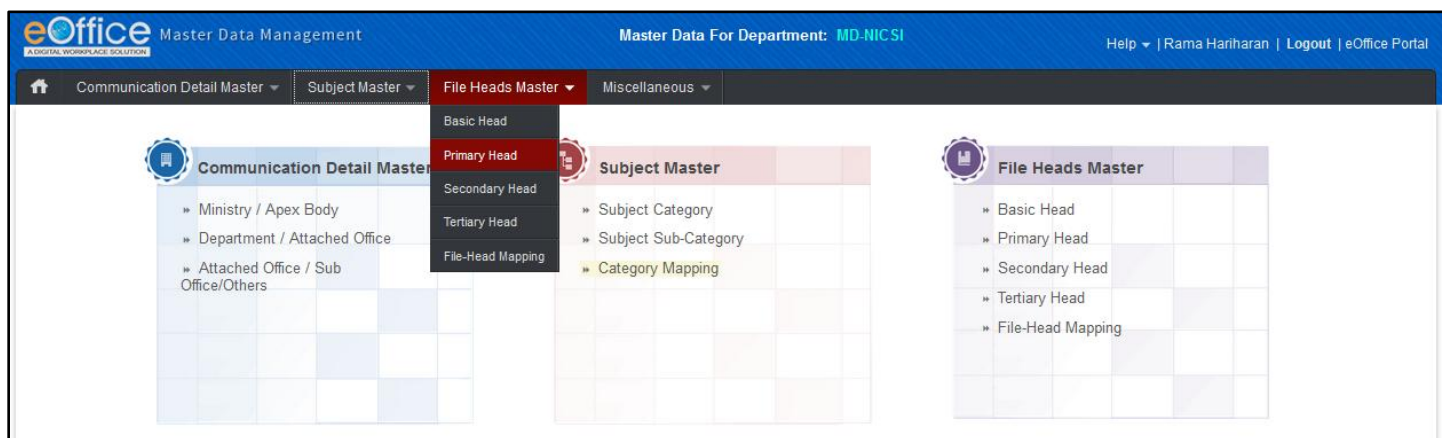


Figure 329

2. As a result **Primary HeadList** appears as shown in *Figure 330*

eOffice Master Data Management									
Master Data For Department: MD-NICSI									
Help Rama Hariharan Logout eOffice Portal									
Communication Detail Master Subject Master File Heads Master Miscellaneous									
User Department : MD-NICSI									
Assign Primary Head + Search All									
Activity Heads related to the activities of each functional heads.									
S.No	Subject	Code	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Accounts and audit	25	Finance, Budget, Cash and Accounts			24/04/2020		Active	✖
2	Achievements	17	Capacity Building			24/04/2020		Active	✖
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			24/04/2020		Active	✖
4	Advances	26	Finance, Budget, Cash and Accounts			24/04/2020		Active	✖
5	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	20	Vigilance			24/04/2020		Active	✖

Figure 330

Search Primary Head:

To search the **Primary Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Primary Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 331*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Primary Head +

Activity Heads related to the activities of each functional heads.

S.No	Subject	Code	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
	<input type="text" value="Search Subject"/>	<input type="text" value="Search Code"/>	<input type="text" value="Search Basic Head"/>	<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>				
1	Allowances	27	Establishment			24/04/2020		Active	<input type="button" value="X"/>
2	Casual leave (including special leave)	25	Establishment			24/04/2020		Active	<input type="button" value="X"/>
3	Change of Home Town	51	Establishment			24/04/2020		Active	<input type="button" value="X"/>
4	Confidential/assessment report	28	Establishment			24/04/2020		Active	<input type="button" value="X"/>

Figure 331

Assign Primary Head:

For Assigning existing **Primary Head** to Logged in, perform the following Steps:

1. Login to **Master Data Management** → **'File Heads Master'** → Click **'Primary Head'** → Click on **'Assign Primary Head'**, see *Figure 332*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Primary Head +

Activity Heads related to the activities of each functional heads.

S.No	Subject	Code	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
	<input type="text" value="Search Subject"/>	<input type="text" value="Search Code"/>	<input type="text" value="Search Basic Head"/>	<input type="text" value="Search Created By"/>	<input type="text" value="Search Assigned By"/>				
1	Accounts and audit	25	Finance, Budget, Cash and Accounts			24/04/2020		Active	<input type="button" value="X"/>
2	Achievements	17	Capacity Building			24/04/2020		Active	<input type="button" value="X"/>
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts			24/04/2020		Active	<input type="button" value="X"/>
4	Advances	26	Finance, Budget, Cash and Accounts			24/04/2020		Active	<input type="button" value="X"/>
5	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	20	Vigilance			24/04/2020		Active	<input type="button" value="X"/>

Figure 332

2. Select **Basic Head** from down list, Search (*If required*) and Click on Available Primary Heads to move them to Assigned Primary Heads then Click **Save**, see *Figure 333*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

Primary Head And Department Mapping

All Basic Head
Establishment (A)

Available Primary Head
Search Available
Delegation of powers (36)
Forwarding of applications (44)
Increment (29)
Medical Reimbursement (53)

Assigned Primary Head
Search Selected
Allowances (27)
Casual leave (including special leave) (25)
Change of Home Town (51)
Confidential/assessment report (28)
Creation and Classification Of Posts (11)
Departmental examinations (34)
Deputations and delegations (35)
Extension of service (40)
General Provident Fund (54)
Honorarium/awards (37)
Leave (other than study leave and casual leave) (24)
Medical examination (17)
NOC for Higher Studies (52)
Nomination of employees (43)

Cancel Save

Figure 333

Remove Mapping of Assigned Primary Head:

For removing mapping of assigned Primary Head perform the following Steps:

1. Login to Master Data Management Module → 'File Head Master' → Click 'Primary Head' → Click **Remove Mapping Icon**, see *Figure 334*

eOffice

A DIGITAL WORKPLACE SOLUTION

Master Data Management

Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Home

Communication Detail Master

Subject Master

File Heads Master

Miscellaneous

User Department : MD-NICSI

Assign Primary Head

Search All

Activity Heads related to the activities of each functional heads.

S.No	Subject	Code	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
	Search Subject	Search Code	Search Basic Head	Search Created By	Search Assigned By				
1	Accounts and audit	25	Finance, Budget, Cash and Accounts				24/04/2020	Active	
2	Achievements	17	Capacity Building				24/04/2020	Active	
3	Administrative approval and technical sanction	28	Finance, Budget, Cash and Accounts				24/04/2020	Active	
4	Advances	26	Finance, Budget, Cash and Accounts				24/04/2020	Active	
5	All India Services (Conduct) Rules, 1954-Clarification and interpretation of	20	Vigilance				24/04/2020	Active	

Figure 334

2. Click **OK** in confirmation popup to delete the Primary Head mapping, see *Figure 335*

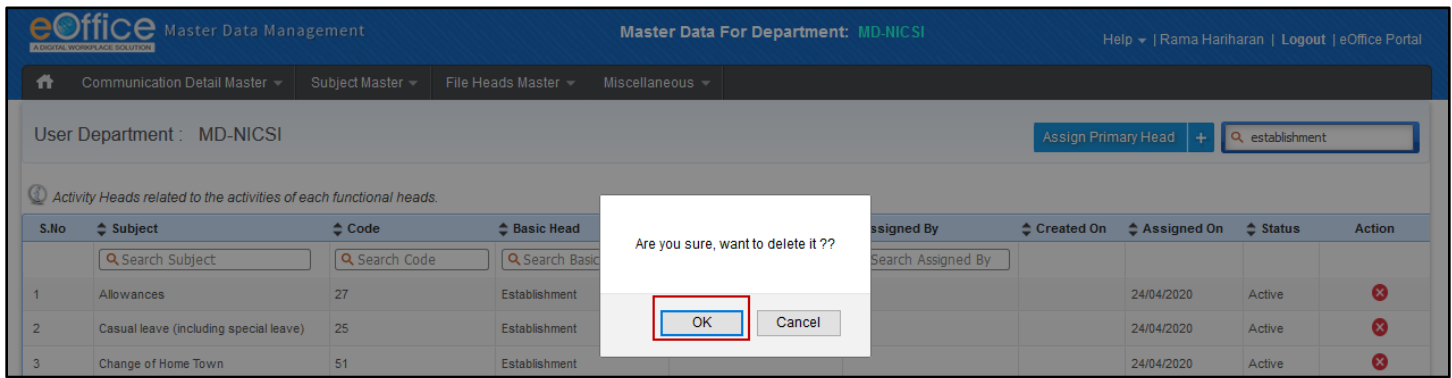


Figure 335

Secondary Head

- By using this link Local Admin can View, Search, Assign and Remove Mapped Secondary Head.
- Aspect or Operation Heads related to aspects of operations involved in each activity heads.

View Secondary Head:

To view the Secondary Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Secondary Head**', as shown in *Figure 336*

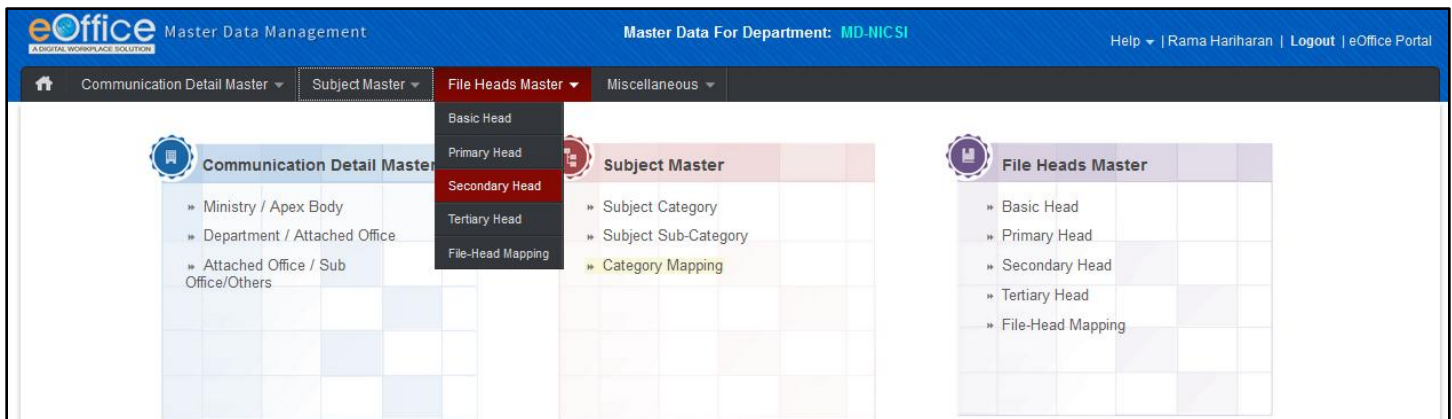


Figure 336

2. As a result **Secondary HeadList** appears as shown in *Figure 337*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Secondary Head + Search All

These values are used to categorize the incoming DAKs/TAPALs/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Subject	Code	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			24/04/2020		Active	
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			24/04/2020		Active	
3	Accounts	11	State Specific Major e-GOV Projects	Projects			24/04/2020		Active	
4	Act East Policy Affairs	11	Department	General			24/04/2020		Active	
5	Acts, rules, manuals	12	Vigilance Administration	Vigilance			24/04/2020		Active	

Figure 337

Search Secondary Head:

To search the **Secondary Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Secondary Head**' → Enter the text which needs to be searched in '**Search**' text box, see **Figure 338**

eOffice Master Data Management Help | A. Mohan | Logout | eOffice Portal

Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

Secondary Head List Add Secondary Head + Search

These values are used to categorize the incoming DAKs/TAPALs/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Subject	Code	Primary Head	Basic Head	Created By	Created On	Is Active	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			<input checked="" type="checkbox"/>	Assignment
3	Accounts	11	State Specific Major e-GOV Projects	Projects			<input checked="" type="checkbox"/>	Assignment
4	Accounts classification opening of new heads	18	Accounts and audit	Finance, Budget, Cash and Accounts			<input checked="" type="checkbox"/>	Assignment
5	Acquisition/ purchase of building/ land for official use	28	Accommodation	Common Office Services			<input checked="" type="checkbox"/>	Assignment

Figure 338

Assign Secondary Head:

For Assigning existing **Secondary Head** to Logged in Department, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Secondary Head**' → Click on '**Assign Secondary Head**', see **Figure 339**

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Secondary Head + Search All

These values are used to categorize the incoming DAKs/TAPALS/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Subject	Code	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts			24/04/2020	24/04/2020	Active	
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations			24/04/2020	24/04/2020	Active	
3	Accounts	11	State Specific Major e-GO V Projects	Projects			24/04/2020	24/04/2020	Active	
4	Act East Policy Affairs	11	Department	General			24/04/2020	24/04/2020	Active	
5	Acts, rules, manuals	12	Vigilance Administration	Vigilance			24/04/2020	24/04/2020	Active	

Figure 339

2. Select **Basic Head** and corresponding **Primary Head** from dropdown Search (If required) and Click on Available Primary Head to move them to Assigned Primary Head then Click Save, see **Figure 340**

Communication Detail Master Subject Master File Heads Master Miscellaneous

Secondary Head And Department Mapping

All Basic Head
Establishment (A)

All Primary Head
Casual leave (including special leave) (25)

Available Secondary Head
Search Available
Group B (non gazetted)
Group D

Assigned Secondary Head
Search Selected
Group A
Group B
Group C
Rules

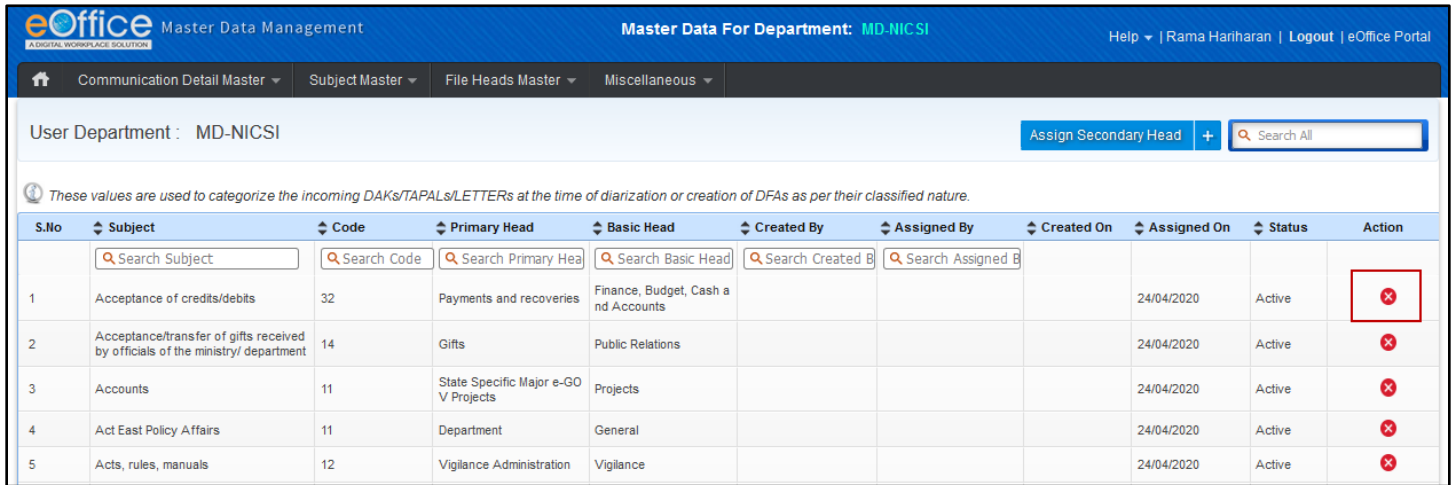
Cancel Save

Figure 340

Remove Mapping of Assigned Secondary Head:

For removing mapping of assigned Secondary Head perform the following Steps:

1. Login to Master Data Management Module → 'File Head Master' → Click 'Secondary Head' → Click Remove Mapping Icon, see *Figure 341*



Master Data Management Master Data For Department: MD-NICSI

User Department : MD-NICSI

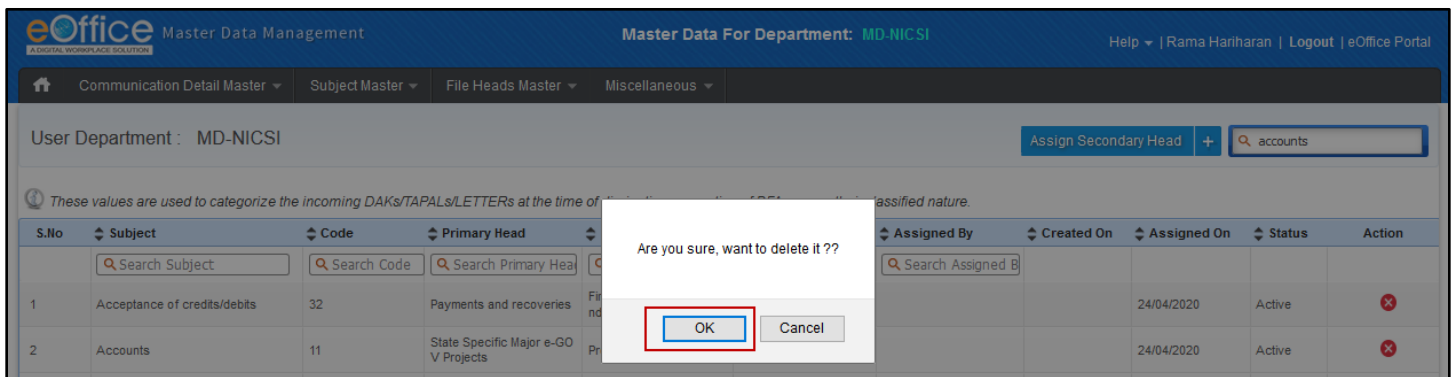
Assign Secondary Head + Search All

These values are used to categorize the incoming DAKs/TAPALS/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

S.No	Subject	Code	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts				24/04/2020	Active	
2	Acceptance/transfer of gifts received by officials of the ministry/ department	14	Gifts	Public Relations				24/04/2020	Active	
3	Accounts	11	State Specific Major e-GO V Projects	Projects				24/04/2020	Active	
4	Act East Policy Affairs	11	Department	General				24/04/2020	Active	
5	Acts, rules, manuals	12	Vigilance Administration	Vigilance				24/04/2020	Active	

Figure 341

2. Click OK in confirmation popup to delete the Secondary Head mapping, see *Figure 342*



Master Data Management Master Data For Department: MD-NICSI

User Department : MD-NICSI

Assign Secondary Head + accounts

These values are used to categorize the incoming DAKs/TAPALS/LETTERS at the time of diarization or creation of DFAs as per their classified nature.

Are you sure, want to delete it ??

OK Cancel

S.No	Subject	Code	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Acceptance of credits/debits	32	Payments and recoveries	Finance, Budget, Cash and Accounts				24/04/2020	Active	
2	Accounts	11	State Specific Major e-GO V Projects	Projects				24/04/2020	Active	

Figure 342

Tertiary Head

- By using this link Local Admin can View, Search, Assign and Remove Mapped Tertiary Head.
- Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

View Tertiary Head:

To view the Tertiary Head, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Tertiary Head**', as shown in *Figure 343*

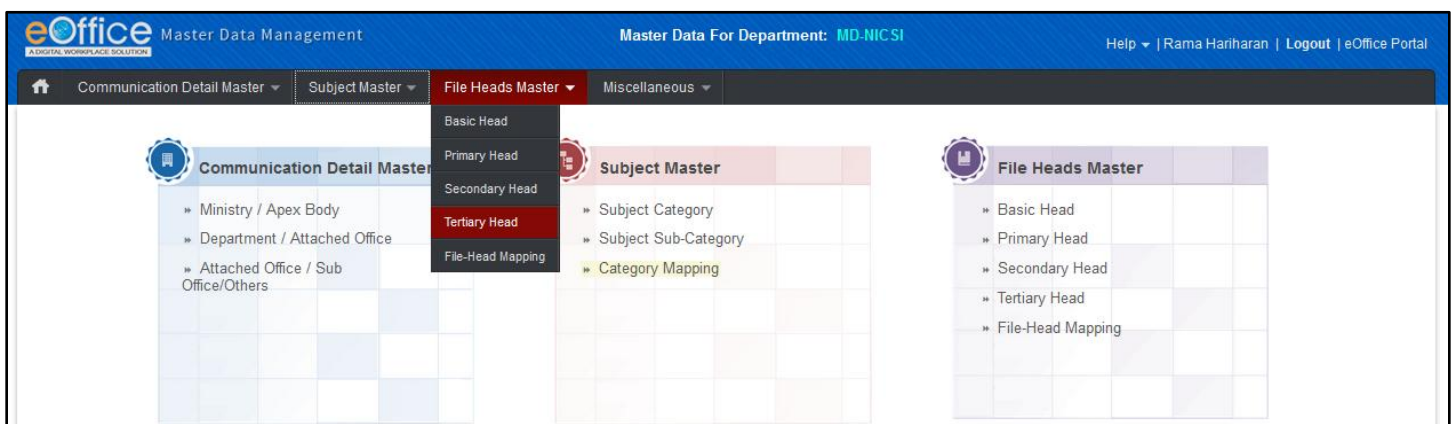


Figure 343

2. As a result **Tertiary HeadList** appears as shown in *Figure 344*

The screenshot shows the eOffice Master Data Management interface with the 'Tertiary HeadList' table. The table has columns: S.No, Subject, Code, Secondary Head, Primary Head, Basic Head, Created By, Assigned By, Created On, Assigned On, Status, and Action. There are 5 rows of data. Above the table, there is a search bar and a table of factor heads.

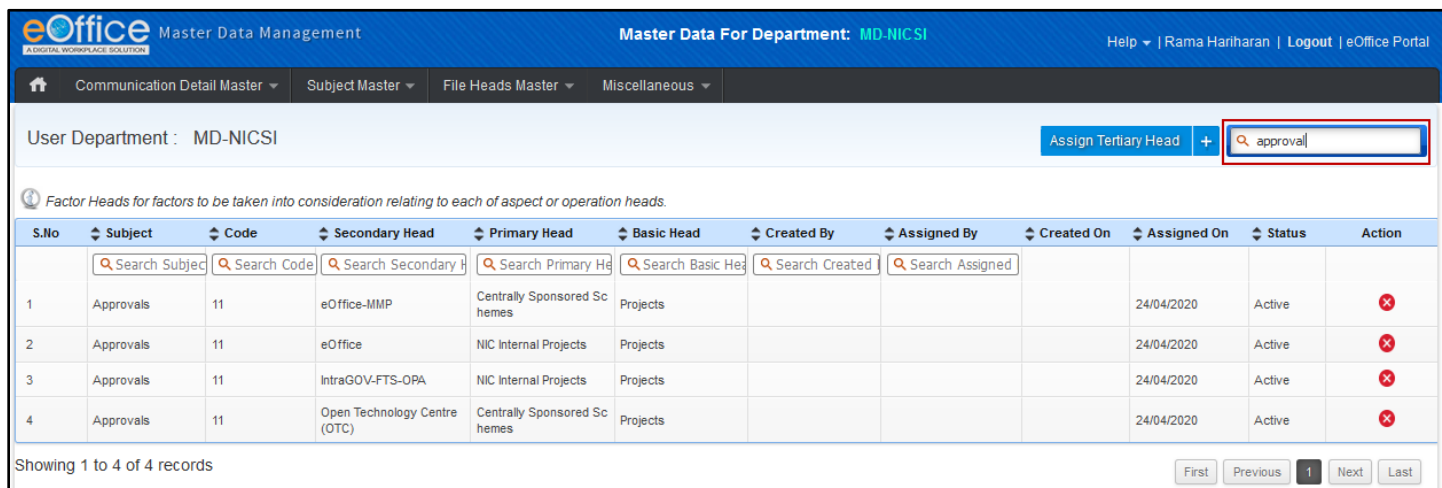
S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Additional Director General of Police (V and A C)	11	Home	Department	General			24/04/2020		Active	✖
2	AGRISNET	11	Agriculture	Centrally Sponsored Schemes	Projects			24/04/2020		Active	✖
3	AIDC	11	Industries and Commerce	Department	General			24/04/2020		Active	✖
4	AIDC	12	Industries and Commerce	Department	General			24/04/2020		Active	✖
5	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			24/04/2020		Active	✖

Figure 344

Search Tertiary Head:

To search the **Tertiary Head**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**Tertiary Head**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 345*



Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Tertiary Head +

Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Approvals	11	eOffice-MMP	Centrally Sponsored Schemes	Projects			24/04/2020		Active	
2	Approvals	11	eOffice	NIC Internal Projects	Projects			24/04/2020		Active	
3	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			24/04/2020		Active	
4	Approvals	11	Open Technology Centre (OTC)	Centrally Sponsored Schemes	Projects			24/04/2020		Active	

Showing 1 to 4 of 4 records

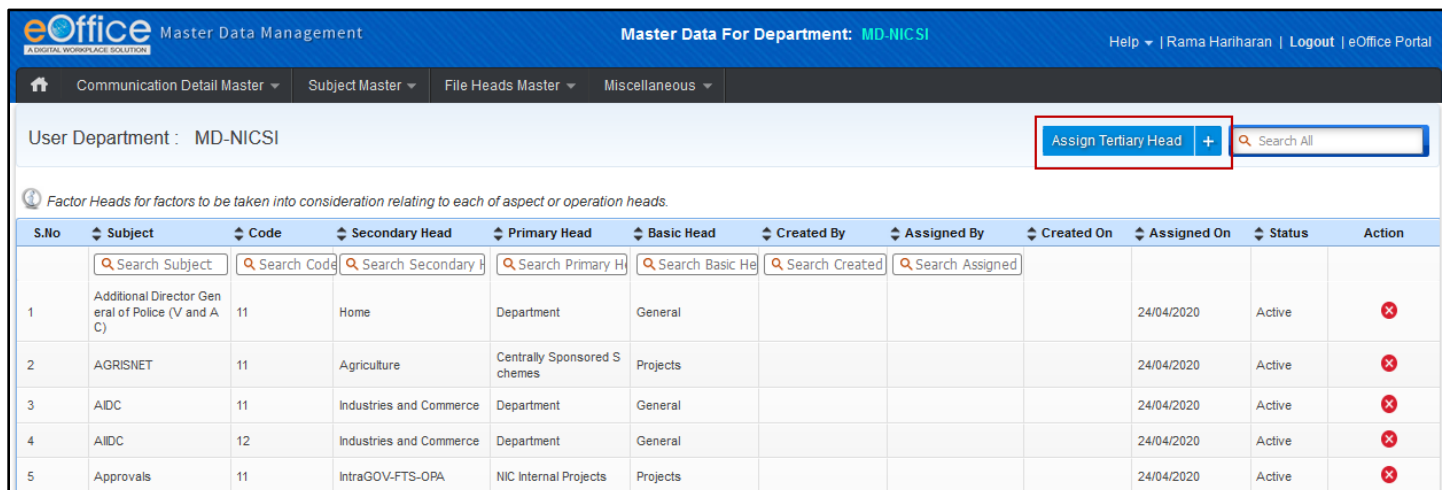
First Previous 1 Next Last

Figure 345

Assign Tertiary Head:

For Assigning existing Tertiary Head to Logged in Department, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**Tertiary Head**' → Click on '**Assign Tertiary Head**' link, see *Figure 346*



Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Tertiary Head +

Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Additional Director General of Police (V and A C)	11	Home	Department	General			24/04/2020		Active	
2	AGRISNET	11	Agriculture	Centrally Sponsored Schemes	Projects			24/04/2020		Active	
3	AIDC	11	Industries and Commerce	Department	General			24/04/2020		Active	
4	AIDC	12	Industries and Commerce	Department	General			24/04/2020		Active	
5	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects			24/04/2020		Active	

Figure 346

2. Select **Basic Head** and corresponding **Primary** and **Secondary Head** from dropdown, Search (If required) and Click on Available Tertiary Heads to move them to Assigned Tertiary Head then Click **Save**, see *Figure 347*

Tertiary Head And Department Mapping

All Basic Head
General

All Primary Head
Department (14)

All Secondary Head
Animal Husbandry

Available Tertiary Head

Search Available

The Director A. H. and Veterinary

Assigned Tertiary Head

Search Selected

Dairy Development

↔

Cancel Save

Figure 347

Remove Mapping of Assigned Tertiary Head:

For removing mapping of assigned Tertiary Head perform the following Steps:

1. Login to Master Data Management Module → 'File Head Master' → Click 'Tertiary Head' → Click **Remove Mapping Icon**, see *Figure 348*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master **File Heads Master** Miscellaneous

User Department : MD-NICSI Assign Tertiary Head + Search All

Factor Heads for factors to be taken into consideration relating to each of aspect or operation heads.

S.No	Subject	Code	Secondary Head	Primary Head	Basic Head	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Additional Director General of Police (V and A C)	11	Home	Department	General				24/04/2020	Active	
2	AGRISNET	11	Agriculture	Centrally Sponsored Schemes	Projects				24/04/2020	Active	
3	AIDC	11	Industries and Commerce	Department	General				24/04/2020	Active	
4	AIDC	12	Industries and Commerce	Department	General				24/04/2020	Active	
5	Approvals	11	IntraGOV-FTS-OPA	NIC Internal Projects	Projects				24/04/2020	Active	

Figure 348

2. Click **OK** in confirmation popup to delete the Tertiary Head mapping, see *Figure 349*

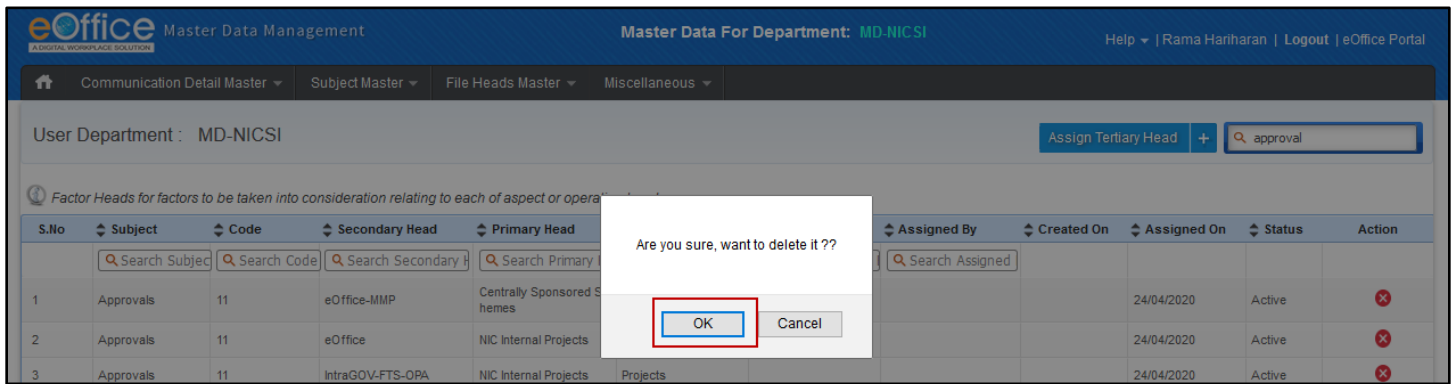


Figure 349

File Head Mapping

- By using this link Local Admin can View, Search and Assign the File Head Mapping.
- Mapping of available File-Heads can be done with identified OUs or Group of OUs to provide customized view in eFile application.

View File Head Mapping:

To view the File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**File Head Mapping**', as shown in *Figure 350*

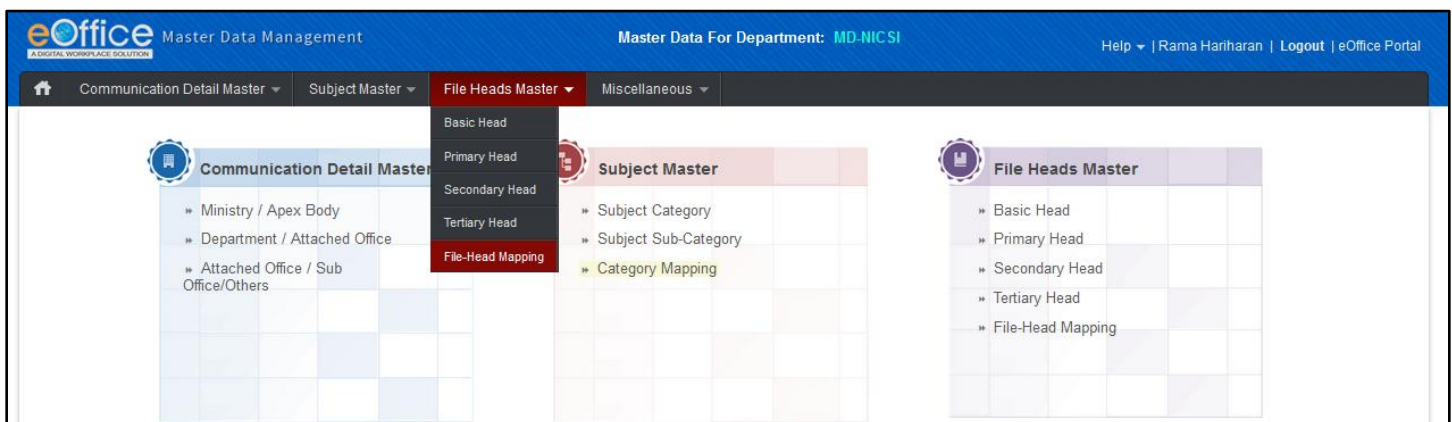


Figure 350

2. As a result **File Head Mapping List** appears as shown in *Figure 351*

Master Data Management Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign File-Head Mapping + dg

Mapping of available File-Heads with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Basic Heads	Action
1	DGM(KMS)-NICSI	-- Selected Basic Heads --	
2	DGM(MR)-NICSI	-- Selected Basic Heads --	
3	DGM(RC)-NICSI	-- Selected Basic Heads --	

Figure 351

Search File Head Mapping:

To search the File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Click '**File Head Mapping**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 352*

Master Data Management Master Data For Department: MD-NICSI

Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign File-Head Mapping + dg

Mapping of available File-Heads with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Basic Heads	Action
1	DGM(KMS)-NICSI	-- Selected Basic Heads --	
2	DGM(MR)-NICSI	-- Selected Basic Heads --	
3	DGM(RC)-NICSI	-- Selected Basic Heads --	

Figure 352

Note:

- Mapped File Head can be viewed in '**Selected Basic Heads**' dropdown adjacent to Organization Unit.

Add New File Head Mapping:

For adding a new File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → '**File Heads Master**' → Click '**File Head Mapping**' → Click '**AddFile Head Mapping**', as shown in *Figure 353*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI

Assign File-Head Mapping + dg

Mapping of available File-Heads with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Basic Heads	Action
1	DGM(KMS)-NICSI	-- Selected Basic Heads --	
2	DGM(MR)-NICSI	-- Selected Basic Heads --	
3	DGM(RC)-NICSI	-- Selected Basic Heads --	

Figure 353

- Select name of **Department** from drop down list and name of **Organization Unit** from the respective department as shown in **Figure 354**

File Head Mapping

Department*: MD-NICSI

Organization Unit*: MD-NICSI, DGM(GK)-NICSI, DGM(KMS)-NICSI, DGM(MR)-NICSI, DGM(VB)-NICSI, GM(AVA)-NICSI, MGR(KWT)-NICSI, MGR(MKN)-NICSI, MGR(PRP)-NICSI, MGR(SPJ)-NICSI, MGR(VPG)-NICSI, NICSI ACCOUNTS, NICSI ADMINISTRATION, NICSI, BANGALORE, NICSI, BANGALORE, NICSI, BHOPAL, NICSI, BHUBANESHWAR, NICSI, CHANDIGARH

MD-NICSI, DGM(RC)-NICSI, DGM(VKS)-NICSI, GM(SK)-NICSI, MD-NICSI

File Heads*: Capacity Building (T), Common Office Services (D), Computerisation (I), Establishment (A)

Figure 354

- Select **Basic Head** and the Corresponding **Primary, Secondary and Tertiary Head** and Click **Save** to save the **Category Mapping** for selected Organization Unit as shown in **Figure 355**

NICS ACCOUNTS
NICS ADMINISTRATION
NICS, BANGALORE
NICS, BANGALORE
NICS, BHOPAL
NICS, BHUBANESHWAR
NICS, GUANABALI

File Heads:

- ☐ Capacity Building (T)
- ☐ Common Office Services (D)
- ☐ Computerisation (I)
- ☒ Establishment (A)
 - ☒ Allowances (27)
 - ☒ Air travel by non-entitled personnel (20)
 - ☐ Children's Education Allowance (CEA) Rules (general aspects) (12)
 - ☒ Claims regarding CEA (13)
 - ☒ D.A., H.R.A. and C.C.A. (14)
 - ☒ Deputation (duty) allowance (15)
 - ☒ Educational concessions for children of political sufferers (19)
 - ☒ Grant of non-practising allowance (a) Grant of Risk allowance (21)
 - ☒ Overtime allowance (16)
 - ☒ Rules (general aspects) (11)
 - ☒ Traveling allowance (17)
 - ☒ Washing allowance (18)
 - ☐ Casual leave (including special leave) (25)
 - ☐ Change of Home Town (51)
 - ☐ Confidential/assessment report (28)
 - ☐ Creation and Classification Of Posts (11)
 - ☐ Delegation of powers (36)
 - ☐ Departmental examinations (34)
 - ☐ Deputations and delegations (35)
 - ☐ Extension of service (40)

Save Cancel

Figure 355

Edit Existing File Head Mapping:

To modify the existing File Head Mapping, perform the following Steps:

1. Login to **Master Data Management** → Go to '**File Heads Master**' → Go to '**File Head Mapping**' → Click on '**Edit**' icon, see **Figure 356**

Master Data Management
Master Data For Department: MD-NICSI
Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department: MD-NICSI Assign File-Head Mapping + dg

Mapping of available File-Heads with identified OUs or Group of OUs to provide customized view in eFile application.

S.No	Organization Unit	Basic Heads	Action
1	DGM(KMS)-NICSI	-- Selected Basic Heads --	
2	DGM(MR)-NICSI	-- Selected Basic Heads --	
3	DGM(RC)-NICSI	-- Selected Basic Heads --	

Figure 356

2. Edit the **File Head** using checkbox as per requirement and click on **Save** button, See **Figure 357**

Category Mapping

Department:

NIC

Organization Unit:

AADHAR ENABLED AUTHENTICATION DIVISION

Category*:

☐ AA
 ☐ asr
 ☐ CC
 ☐ Common Office Services
 ☐ Establishment
 ☐ Finance, Budget, Cash and Accounts
 ☐ General
 ☐ gopal-sample-main-category
 ☐ GQA
 ☐ G-QA-Sub-Category
 ☐ g-subject-category
 ☐ Happy
 ☒ Hindi
 ☒ Hindi Teaching Scheme
 ☒ Progressive use of Hindi in government offices
 ☒ Translation into Hindi
 ☐ kush-main-category
 ☐ naveen kushwaha1
 ☐ New Category
 ☐ Parliament
 ☒ Projects
 ☒ Public Relations
 ☐ Sahoo
 ☐ Satru_Subject category
 ☐ Technical

Save

Cancel

Figure 357

Miscellaneous

Miscellaneous Master includes the following links which contains the Meta data to be used at user level.

- ❖ Template

Templates

- This facilitates the Local Admin can View, Search, Assign and Remove MappedDraft Template populating through '**Template**' field in Draft Editor in File/Receipt Draft Creation page of File Management System.

View Template:

To view the **Template**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Template**', as shown in *Figure 358*

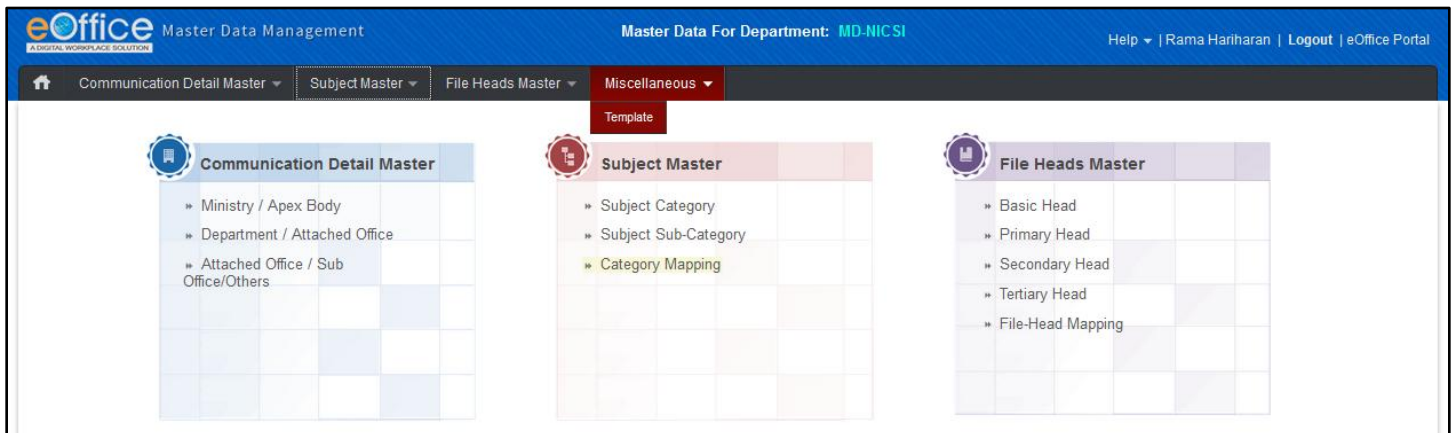


Figure 358

2. As a result **Template List** appears as shown in *Figure 359*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Template + Search All

These values identify the urgency of File(s)/Receipt(s) at the time of sending.

S.No	Name	Language	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	ADMG Confidential	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Inactive	✖
2	ADMG Letter Head	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖
3	DemiOfficialLetter	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖
4	DG Office	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖

Figure 359

Search Template:

To search the **Template**, perform the following Steps:

1. Login to **Master Data Management** → Go to '**Miscellaneous**' → Click '**Template**' → Enter the text which needs to be searched in '**Search**' text box, see *Figure 360*

eOffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Template + Search All

These values identify the urgency of File(s)/Receipt(s) at the time of sending.

S.No	Name	Language	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Endorsement	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖
2	FCI_DO_Letter	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖
3	Letter (with endorsement)	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖

Showing 1 to 3 of 3 records

First Previous 1 Next Last

Figure 360

Assign Template:

For Assigning existing **Template** to other Departments within same eOffice Instance, perform the following Steps:

1. Login to **Master Data Management** → '**Miscellaneous**' → Click '**Template**' → Click on '**Assign Template**', see *Figure 361*

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

User Department : MD-NICSI Assign Template + Search All

These values identify the urgency of File(s)/Receipt(s) at the time of sending.

S.No	Name	Language	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	ADMG Confidential	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Inactive	✖
2	ADMG Letter Head	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖
3	DemiOfficialLetter	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖
4	DG Office	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	✖

Figure 361

2. Search (If required) and Click on **Available Template** to move them to **Assigned Template** then Click '**Save**', see Figure 362

eoffice Master Data Management Master Data For Department: MD-NICSI Help | Rama Hariharan | Logout | eOffice Portal

Communication Detail Master Subject Master File Heads Master Miscellaneous

Template :

Available Templates

Search Available

- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template
- Note_Template

Assigned Templates

Search Selected

- Note_Template
- Testing Draft Template
- Note_Template
- DM PAD
- FCL_Circular
- ADMG Letter Head
- Parganas
- FCL_Normal_Letter
- SSM Letter Head
- ADMG Confidential (Inactive)
- DemiOfficialLetter
- DG Office
- DSC Sanction Form
- Enclair Telegram

Cancel Save

Figure 362

Remove Mapping of Assigned Template:

For removing mapping of assignedTemplate perform the following Steps:

1. Login to Master Data Management Module → '**Miscellaneous**' → Click '**Template**' → Click **Remove Mapping Icon**, see Figure 363





Master Data Management									
Master Data For Department: MD-NICSI									
User Department : MD-NICSI									
These values identify the urgency of File(s)/Receipt(s) at the time of sending.									
S.No	Name	Language	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	ADMG Confidential	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Inactive	
2	ADMG Letter Head	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	
3	DemiOfficialLetter	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	
4	DG Office	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	

Figure 363

- Click **OK** in confirmation popup to delete the Tertiary Head mapping, see Figure 364




Master Data Management									
Master Data For Department: MD-NICSI									
User Department : MD-NICSI									
These values identify the urgency of File(s)/Receipt(s) at the time of sending.									
S.No	Name	Language	Type	Created By	Assigned By	Created On	Assigned On	Status	Action
1	Endorsement	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	
2	FCL_DO_Letter	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	
3	Letter (with endorsement)	Bengali	Draft	eOffice Administrator, eOffice Admin, National Informatics Centre	eOffice Administrator, eOffice Admin, National Informatics Centre	03/04/2020	28/04/2020	Active	

Figure 364



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