

## Agency 1

S.NO	RFP Page No.	RFP Rule No.	Rule Details	Query/Suggestion/Clarification	DDA's Response
1	24	Table point 18	Government PSU or large organization Projects done during last 3 years, numbers and amounts required	Can we also mention ongoing projects for the same point	As per RFP
2	30	8	After scanning is carried out a file shall be created in E-office and scanned copy of the respective noting sheets and correspondence sheets shall be attached in the E-office file	What's the procedure of e-file creation in e-office? How many indexing fields we need to create for the same? <b>Also as per pre bid meeting, kindly also share Eoffice procedure presentation.</b>	As per PDF attached in annexure-A1.
3	33	36	Scanning of Service Books of DDA Employees: A total of 5000 service books of DDA Employees shall be scanned and converted to format supported by eHRMS software of NIC and Verification for each service book. Each service book of an employee is a hardbound booklet of 150 pages (Actual filled pages will approximately be 50).	Out of 150 pages only approximately 50 pages will be filled. What about rest approx. 100 pages? Those 100 pages will be blank or filled? We have to scan them or not?	No need to scan the blank pages.
4	31	23	After scanning is carried out an e-receipt shall be created in E-office and scanned copy of the respective document shall be attached in the E-receipt. In the said Ereceipt, the Operator will have to data enter, name of the sender and subject of the dak. Thereafter, he will enter / select the recipient and electronically create and send the dak to the recipient.	As per given point only 2 fields are required as part of indexing of dak file while uploading. a) Name of sender b) Subject of dak. Do we require to enter any other indexing field or not?	Mandatory fields as per e-office are: <ol style="list-style-type: none"> <li>1. Name of sender.</li> <li>2. designation of sender.</li> <li>3. Address of sender.</li> <li>4. Main category (dropdown selection).</li> </ol>

					<p>5. sub category (dropdown selection).</p> <p>6. subject of the receipt.</p> <p>Please refer annexure A2 for procedure.</p>
5	33	45	<p>The Data Entry Agency will be required to data-enter</p> <p>a. The Bank Scroll for the day; and thereafter</p> <p>b. Each of the challan accompanied with the Bank Scroll.</p>	<p>Do we also require to scan and upload copy of challans and scrolls?</p>	<p>Present application does not support scanning of challans. However, in future application will be upgraded where scrolls and challans will be scanned and displayed on screen for doing the data entry. Scanning will be required when the upgradation happens.</p>
6	58	Table point 3 a)	<p>Rate for uploading of scanned pages of Service Book in e-HRMS * - 5000 service books</p>	<p>Rate should be asked for per image as quantity of pages in service book to be scanned is not fixed</p>	<p>Scanning of each page (per image) is payable separately. After scanning all pages of a service book, the agency will be required to create a single file of all pages and upload in E-HRMS. Rate may be quoted <b>ONLY</b> for creation of single PDF and uploading in E-HRMS application.</p>
7	58	table point 4	<p>Rate for uploading of dak (pdf format) in e-office*</p>	<p>Rate should be asked for per image as quantity of pages in one dak is not fixed. Also clarification regarding entries in DAK uploading process is required. I.e. Quantity of</p>	<p>Same as above. Scanning of each image is payable separately. Here please quote rates <b>only</b> for creation of single file and</p>

				fields to be entered for the same.	uploading in E-office application.
8	58	Table point 1	Rate for Scanning (and cleaning) of files according to page size A5/ A4 / Letter / Legal	No. of unit is given 50,00,000. But during discussion in prebid meeting while calculating the same, we found that Total file need to be created in e-file is 1,00,000 and with avg. 50 pages per file total quantity for only efile is 50,00,000. In this quantity Dak, challan & Service books are not included. While as per given information in RFP. 5000 service books will have approx 50 filled pages which will be 2,50,000. In addition Dak can have avg. 5 pages per dak(as per discussion in pre-bid meeting). So with 10,00,000 it will be also around 50,00,000. And there will be 1,00,000 approx challans also there. So as per calculation and discussion in pre-bid meeting, the total quantity given for maximum scanning should be increased from given quantity	Accepted total no of pages to be scanned is increased from 5000000 to 8000000.
9	58	Table point 6	Rate for Verification of Service BookData in NICs eHRMSApplication(35Forms per servicebook)	What will be procedure for verification of service book.	For each service Book respective DDA employee will check his service book entry and verify them.

## Agency 2

<b>S.NO</b>	<b>RFP Page No.</b>	<b>RFP Clause No.</b>	<b>Clause Details</b>	<b>Query/ Suggestion/ Clarification</b>	<b>DDA's Response</b>
10	35	Data Sheet 4 Payment Terms- Point No.4	The Agency should submit quarterly bill of services performed and payment will be made on quarterly basis	This should be changed to monthly invoicing and payments to ease execution of project	Agreed partly, 2 months billing cycle will be allowed.
11	6	Point No 9	The Applicant shall submit his proposal in Electronic form on the CPP portal. An undertaking is to be submitted in lieu of EMD,format of the undertaking is given in Annexure-Y.	Kindly clarify that the declaration in Annexure Y will solve the purpose and no EMD is required	Yes, Declaration can be submitted in lieu of EMD. However failure to accept award or non-submission of PBG/agreement within stipulated timeline will result in blacklisting of vendor.
12	Page no 116 ( 58 of the PDF)	Financial Proposal Submission Form S. No -6	Rate for Verification of Service Book Data in NICs eHRMS Application(35Forms per service book)	Will employee e verify it with his signature after the data entry is doner and before uploading	Employee verifies data after data entry and uploading. If any discrepancy is reported by employee, vendor will check the data from scanned image, and update data if claim is found correct.

13			<p>The RFP has uneven page numbers and in Form A we are suppose to mention that we have read page number from_to_. The RFP also does not have any RFP ID mentioned whereas it is needed in most of the forms that we need to submit in the proposal.</p>	<p>Please suggest what page numbers should we use and the RFP ID to be mentioned</p>	<p>Tender Reference No. SYS/F6/0002/2020/EOFC/-O/O</p> <p>Tender ID 2020_DDA_606346_1 Page no mentioned are not in order ,hence page 1 to 75 of the pdf file of tender document may be used for the purpose of form A.</p>
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### Agency 3

SL No	Bidding Document References (Section number/Page Number)	Content of RFP requiring clarification	Points of Clarification required	DDA's Response
14	Data Sheet 3/Scope of work/8/f/Page-30	After scanning is carried out a file shall be created in E-office and scanned copy of the respective noting sheets and correspondence sheets shall be attached in the E-office file.	Please confirm what would be the naming logic for scan images while saving the images?	<File no>-N for noting <fileNo>-C for correspondence
15	Data Sheet 3/Scope of work/15/Page-30	In case any preservation of mutilated/damaged document is required, the Agency, with the approval of DDA Nodal officer, will	Request you to kindly confirm how old are the pages which needs to scan?	The age of Documents required to be scanned may be upto 30 years.

		do appropriate preservation (such as storing in polythene cover) to prevent it from further damage before restoring the file. (agency will be paid preservation charges for the same)		
16	Data Sheet 3/Scope of work/18/f/Page-31	Data Entry of fields in the E-HRMS application will be carried out by the agency by	Request you to kindly confirm the data entry will be done for only Service files? Also confirm the data entry will be file level for each service files?	There is no such thing as 'service files'. EHRMS requires data entry from "service books". Sample of service book has been provided in RFP. The data entry required in EHRMS application needs to be extracted from service book only. Further, data entry will also be required for creation of e-file, e-dak, challans and scrolls.
		extracting / reading information from the service book.		
17	Data Sheet 3/Scope of work/29/Page-32	DDA shall provide the tenderer with office space at concerned departments, electricity and internet connectivity only. File Covers, tags and rubber stamps will also be provided by DDA. Any other requirements for carrying out the work and	Request you to kindly confirm who will provide the necessary workstation, chair, LAN connection for the office space?	Workstations and scanners will be arranged by the agency whereas furniture office space will be provided by DDA.

		day-to-day operations shall be met by the Agency itself.		
18	Data Sheet 3/Scope of work/36/Page-33	Scanning of Service Books of DDA Employees : A total of 5000 service books of DDA Employees shall be scanned and converted to format supported by eHRMS software of NIC and Verification for each service book. Each service book of an employee is an hardbound booklet of 150 pages (Actual filled pages will approximately be 50).	Request you to confirm whether Service book will be scanned through ADF scanner or book scanner? For ADF scanner we will get higher production but the hard bound book need to split into separate pages.	Overhead Scanner should be used. Hard bound books should not be split.
19	Data Sheet 3/Scope of work/39/Page-33	(a) For scanning of Files and creating e-files : 2 [ for 1 year ] ; thereafter as per	Request you to kindly confirm the total timeframe for the project.	Overall contract is for 3 years. Other details have been provided in para 3a of data sheet 3.
		requirement to cater to the workload.		
		(b) For Scanning of Service Books and creating e-service Book : 2 [For 1 year];		
		thereafter as per requirement to cater to the workload		
		(c) For scanning of dak and generating e-receipt : 4 in Vikas Sadan and 2 in Vikas Minar [for the period of contract]		

20	Data Sheet 3/Scope of work/41/Page-33	The Agency shall ensure availability of working Machines and staff for providing the services on all working days, during office hours at the premises if DDA.	Request you to kindly confirm whether Saturday is includes in working days? Also Please confirm the available work hour in DDA premises.	Working days are Mon to Friday 9.30 am to 6.00 pm.
21	Data Sheet 3/Scope of work/42/Page-33	Scanning Specifications. Regular Text 100 dpi Black and white (B/W) b. Text with images – 300 dpi greyscale c. Very damaged / tarnished / clouded 450 dpi Black and white (B/W) d. Documents with colour photographs 600 dpi in colour e. Output format – pdf f. Max size for uploading complete service book – 80MB g. Max size for uploading part of service book – 5 Mb per part (max 8 part)	Request you to kindly confirm the approximate count of Text with images, very damaged and colour scanning photographs.	Approximately count has been estimated in Financial Bid form (Form N).
22	Data Sheet 4/Payment Terms/1/Page-35	The tenderer shall be paid for the services rendered on completion of satisfactory services for each quarter. Payment shall be made as per actual work done.	Request you to kindly change the payment scheduled in monthly instead of quarterly.	Partly agreed. Two monthly billing cycle allowed.
23	Data Sheet 5/Penalties/6/Page-37	For Data Entry of Challans and Scroll the 100% correctness is required. In case of any error, it has to be corrected on the same day failing which a penalty of Rs 1000 per challan shall be imposed per error and if it will be found that error was intentional with the motive of ill intention then criminal case may also be registered.	Request you to kindly confirm whether quality checking window is available in the data entry application. For 100% correct data entry a quality checking is very much required.	QC window can be developed, made available in the application, if requested by agency.



## Agency 4

<b>Sr. No</b>	<b>Section No. / Clause No.</b>	<b>Reference/ Subject</b>	<b>Clarification Sought</b>	<b>DDA's Response</b>
24	Page-4 / 6	Request for clarifications / suggestions for change in the RFP conditions may be made before last date mentioned in the Data Sheet 1 through e -mail in Form R	(1) FORM - R for request for clarification is not provided in tender and it is provided for Indemnity Bond at tender page number 70. So request to accept our query for clarification in standard format.	Ok

25	Page-6 / 9  SECTION 3: INSTRUCTIONS TO APPLICANTS	The Applicant shall submit his proposal in Electronic form on the CPP portal. An undertaking is to be submitted in lieu of EMD,format of the undertaking is given in Annexure-Y.Technical Proposal and Financial Proposal shall be submitted only through Central Public Procurement Portal. A copy of the EMD declaration as per Annexure-Y shall be uploaded on CPP portal.	(1) We understand that Annexure-Y format is also to be submitted in CPP Portal along with bid documents. Please confirm.	Yes
26	Page-10 / 38 / e	The Form for submission of Financial Bid is Form N and Breakup of Cost is to be provided in Form O.	(1) We understand that FORM N - Financial is for reference only and bidder will upload BOQ in xls format in CPP portal. Please confirm  (2) We believe that Form-O is not required to be submitted by bidder and it will be issued by DDA only to successful bidder.	Yes
27	Page-11 / 42  Proposal Evaluation	The technical evaluation as specified in this RFQ -cum-RFP will be carried out for all Applicants . Based on this technical evaluation, a list of technically qualified Applicants shall be prepared in the order of their merit. The Financial Proposals of technically qualified Applicant securing the minimum qualification marks will be opened.	(1) Please specify marking details for technical qualification, if evaluation has to be done through marking system.	There is no marking in technical evaluation. Bidder who meets all parameters of technical bid shall be qualified.

28	Page-18 / 81	Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender bids will not be accepted.	(1) As per our understanding, complete bid document needs to be submitted on CPP e-tendering portal only. Please confirm.	yes
29	Page-19 / 84	Bidders are required to pay INR 20,000 as "e-tendering annual charges"	(1) Request to clarify about this annual charges as e-tendering portal is free registration and already we are registered on it.	This registration is for registering with DDA.
	Page-27 / (10)	Proof of depositing Tender Annual Charges of requisite amount		To be uploaded on CPP portal with technical bid.
30	Page-19 / 86	Bidders will be required to submit "Integrity Pacts" on Rs. 100 non-judicial stamp paper in two original copies.	(1) We believe that Integrity Pacts as " <b>FORM B: INTEGRITY AGREEMENT</b> " has to be submitted by successful bidder only.	Yes
31	Page-26 / (4)	(3) In case of Company, details of the Directors & shareholders and in case of partnership firms, details of all the partners with registered partnership deed. Adhaar Card of all the Directors, shareholders, partners shall also be filed.	(1) In case of Company then Aadhar card copy should be submitted of authorized signatory only. Request to amend this clause.	Accepted
32	Page-32 / 28	To execute the work DDA shall provide the Agency with the office space required for putting up the machinery and setting up a counter	(1) We assume that office space would also include required furniture.	Yes

33	Page-33 / 45	<p>The Data Entry Agency will be required to data-enter</p> <p>a. The Bank Scroll for the day; and thereafter</p> <p>b. Each of the challan accompanied with the Bank Scroll.</p> <p>The Formats of the Bank Scrolls and the Challans are in Data Sheet 6. Data Entry screen/ format also provided in Datasheet 6. (This screen can be re-formatted in consultation with the Data Entry Agency for the ease / convenience of the operator).</p>	<p>(1) As per our understanding, data entry of Bank Scrolls and Challans will be performed from physical documents only. Please confirm</p>	<p>Yes, At present. In future the application will be upgraded for scanning of challans/scrolls as well. upon upgradation, the scanned copy will be visible on screen for data entry. Charges for scanning will be paid separately.</p>
34	Page-33 / c	<p>(c) For scanning of dak and generating e-receipt : 4 in Vikas Sadan and 2 in Vikas Minar [for the period of contract]</p>	<p>(1) As per our understanding, total Daks will be received at all the Dak counters are as follows:</p> <p><b>Per Month (22 working days) - 1,29,800 Daks and 9,79,000 Pages</b></p> <p><b>3 years project duration - 46,72,800 Daks 3,52,44,000 Pages</b></p> <p>If our understanding is correct, please modify at BOQ serial number 7 where it is mentioned as 10 Lac Daks.</p>	<p>Considering the e-gov/automation being implemented in DDA, the volume is assessed at 80 lakh pages and volume of number of DAK is re-assessed to 6 lakh dak.</p>
35	Page-47	<p>FORM B: INTEGRITY AGREEMENT</p>	<p>(1) We understand that this form will only be submitted in original by successful bidder and it is not required along with bid documents. Please confirm.</p>	<p>Yes</p>

	Page-42 / FORM-A / Point 35	In case my / our firm qualifies the I / We hereby undertake to submit the Integrity Agreement (Form B) in original, on stamp paper of requisite value, within 7 days of receipt of request from DDA, failing which, my / our bid may be treated as null -and-void.		
36	Page-42 / FORM-A / Point 13 /f	We have personally visited the office of DDA and have seen the place where scanning counters are to be setup and have checked & verified the availability of all requirements for doing the required work	(1) As per this clause, please suggest us when can we visit the DDA premises to see the place where the said work will be carried out.	Yes
37	Page-53	FORM E : Format of Bank Guarantee for Earnest Money Deposit	<b>(1) FORM E &lt;To be removed&gt;</b> As per tender clause, bidder needs to submit <b>Annexure-Y "Performa for Earnest Money Deposit Declaration"</b> in lieu of EMD.	Yes
38	Page-57 / FORM H	Following Work has been developed by the Bidder for our clients		
39	Page-59	* agency will be paid separately for scanning of pages of service books/ e-file / dak depending upon number of pages scanned as per rates mentioned in 01(i)	(1) As per this clause, total quantity is mentioned 50 Lac pages whereas for scanning of service books/e-file/dak total pages will be approx. 4 Crore pages. Please correct the total volume in BOQ column 01(i).	Considering the automation/E-gov projects being implemented in DDA, the volume of BOQ is assessed at 80 lakh pages.
40	BOQ Format	Rate for Attachment of scanned file in E-office (and creation of e-file)	(1) As per our understanding, the scanned 1 Lac files will be uploaded in E-office. Please confirm.	Yes

41	BOQ Format	Rate for data entry of Service Book Data in NICs eHRMS Application and uploading of scanned e-service book in the application and creation of e-service book record	(1) We believe that data entry will be done from scanned images only and not from physical documents. Please confirm	Data entry to be done from E-service book(which is to be scanned also).The vendor has to decide appropriate cost effective method.
42	General Query		(1) We believe that data entry of all type of records will be done in English language only and data entry information will be available on first page of every file/record, please confirm.	Data entry to be done in English language In E-service book, data will be there on initial pages of service books. In e-file, data will be available on file cover.In e-receipt data will normally be available on first page of the receipt.

## Agency 5

S. No.	Section (No. & Name)	Page No. / Point	Statement as per RFP document	Suggestions / Changes	DDA's Response
43	Data Sheet 4, Milestones and Terms of Payment to the Selected Agency-Payment Terms	Page no.-35, point no.-4	The Agency should submit quarterly bill of services performed and Payment will be made on quarterly basis.	Payment should be monthly. Kindly consider the monthly bill submission and payment	Agreed Partly, 2 months billing cycle allowed.
44	General	General	Age Of document	kindly allow us to inspect the condition of documents and	The age of Documents required to be

				provide breakup of age of these documents for better evaluation.	scanned may be upto 30 years.
45	BOQ	point no. 5	Rate for uploading of scanned pages of Service Book in e-HRMS	Kindly clarify if these documents are already scanned or they need to be first scanned and then uploaded in e-HRMS software?	Agency can inspect the files in DDA. Charges for scanning are paid separately. In this point, please quote amount excluding scanning cost.
46	General	General	Storage of Data	Is this data be store in Department server or vendor has to provide the Hard disk for storage? Kindly clarify	Department Server.
47	General	General	Working place	Kindly confirm if the project needs to be carried out at one location or there will be multiple work sites. Also provide the breakup of pages at each location, in case there are multiple sites	Most of the work will be done in DDA Vikas Sadan or Vikas Minar. E-receipt counters will be required to be established in other sites/offices as well. For scanning of files/creation of e-files ,other locations may be required/requested if there is sufficient workload.
48	General	General	e-Office Software	Apart from e-Office Software which department would provide, kindly confirm if the service provider has to provide any other software?	No software is to be provided by vendor.

## **Agency 6**

S. No	Section No.	Clause No	Existing Provision in Clause	Clarification Sought	DDA's Response
49	<b>Guidelines for Bidding on CPP Portal</b>	86	Bidders will be required to submit "Integrity Pacts" on Rs. 100 non-judicial stamp paper in two original copies.	This is an Online Tender. Do we need to submit the "Integrity Pacts" on Rs. 100 non-judicial stamp paper in <b>TWO</b> Original <b>Hard</b> Copies on or before submitting on online Bid? Please confirm.	No it is to be submitted by successful bidder only.
50	2. Technical-qualification parameters and Documents to be submitted in Technical bid!	Technical Qualification 1 - No. 5 Quality certifications	The prime bidder should have valid (non expired) ISO 9001: 2000 certification or equivalent in ICT related area as on date of submission of the bid.	We feel that the ISO 9001: 2000 certification or equivalent in ICT related area alone not sufficient to assess the quality standard of a bidder. Hence, please add ISO 27001:2013 and CMMi Level 3 & PRISM Certifications to ensure end-to-end Quality Standard of the bidder in all aspects.	As per RFP
51	2. Technical-qualification parameters and Documents to be submitted in Technical bid !	Technical Qualification 1 - No. 9 Authorization	The bidders should submit 1. Board resolution (attested by statutory auditor / Company Secretary clearly mentioning the registration number) along with 2. power of attorney (In case Power of Attorney is submitted in copy the same should be attested by	we request you to accept (i) Board Resolution and (2) Power of Attorney both <b>attested by Notary Public</b> (in place of statutory auditor/Company Secretary). Normally, this is the practice followed in other tenders.	As per RFP



			the statutory auditor / Company Secretary clearly mentioning the registration number) for authorizing the signatory[Form D]		
52	SECTION 5: STANDARD FORMS	Form for Submission of details about past work ( form H)	Form for Submission of details about past work as per Form F & H	We understand Form F is for Scanning & Digitisation related Projects and Form H is for software related Projects. Please confirm. (OR) If both are referring same past experiences, then one of the Form may be deteted.	Form F is to be uploaded by bidder. Form H is a certificate from the client.

## Agency 7

SI. No	RFP Section Ref. No.	RFP Section	Clarification / Amendments Sought	DDA's Response
53	Eligibility Guidelines, Page No.:26	1. The proposal can be submitted by an individual organization. <b>Consortium are</b> not allowed.	Requesting you to kindly allow JV / <b>consortium</b> to participate in the bid.	As per RFP
		The Tenderer should be in the business of providing scanning and digitisation for at least last three years.	Requesting you to kindly amend the clause	

		He should have executed / operationalized such number of relevant projects in last 3 Years, as of Bid submission Date as mentioned in datasheet 1	as:	
		(a) One Project of Value >= INR 1.47 crore OR	The Tenderer should be in the business of providing scanning and digitisation for at least last three years.	As per RFP
	Sl. No.: 12	Two SCANNING Projects of Value each	He should have executed / operationalized / such number of relevant projects in last 3 Years, as of Bid submission Date as mentioned in datasheet 1	
	Technical Qualification 1 - COMPLIANCE SHEET	>= INR 1.1 crore OR	(a) One Project of Value >= INR 90 Lakhs OR Two SCANNING Projects of Value each	
54	Page No.: 28	Three scanning Projects of value each	>= INR 70 Lakhs OR	
		>= INR 73 Lakh	Three scanning Projects of value each	
			>= INR 50 Lakh	
	DATA SHEET 3'	Does Uploading (eHRMS) and Data entry Software are same for Service Book?		Yes
55	SCOPE OF		Please Clarify?	
	WORK			

	DATASHEET 3, SCOPE OF WORK	Does Uploading should be processed during data entry job or there is separate Module for file uploading?		separate module for uploading.
56			Please Clarify?	
57	DATA SHEET 3'	Cha llan's and DAK's are current process, or old documents to be processed?		Current processes
	SCOPE OF		Please Clarify?	
	WORK			
58	DATASHEET 3, SCOPE OF WORK	E-File creation includes unique e-record identifier along with barcode on physical file?		when any dak or e-file is created in eoffice software a unique computer no is generated against it. No bar code is required on physical file.
			Please Clarify?	
59	DATA SHEET 3, SCOPE OF WORK	E-File will contain only OCR or else Text has to be extract on .txt file or and other word format?		Scanned pdf file is to be created (upload).
			Please Clarify?	No OCR expected.
60	DATA SHEET 3, SCOPE OF WORK	How does Scanned documents has to be		
		saved in single document or to it has to be saved in multiple documents for one service book / personal file?	Please Clarify?	Single PDF file will be created against one service book.
		Please explain meaning of counters, is it in		
61	DATA SHEET 3, SCOPE OF WORK	terms of scanning purpose or else consumer or citizen of DDA will visit to the counter and submit challan and data entry has to processes of the data which is submitted by them?		Physical locations where documents are submitted.
			Please Clarify?	
62	DATA SHEET 3			both old and new records

	SCOPE OF	Given number for Challan and DAK are for old records or new records or is for both?	Please Clarify?	
	WORK			

## Electronic File

Electronic File option under the Files section helps the user to create an Electronic File.

### Electronic File Link Contains 2 options:

- **Create New (Non-SFS):** This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

### To create a New File user has to perform the following steps:

1. Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section, as a result, File Cover Page screen appears as shown in Fig.eFile.182:

भारत सरकार  
GOVERNMENT OF INDIA  
NIC  
LF

File No.\* Choose Choose Choose Choose 2012 LF

Subject

Description\*

Category Main Choose One Sub Choose One

Other Details

Classified  Choose One

Remarks


Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile.182

2. Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.183:

Fig.eFile.183

3. After filling the necessary details, click the **Continue Working** () button (Fig.eFile.183) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads.

There are **11** links provided on opening an **Electronic File**:

- a) **Noting - Add Note:** It facilitates the user to view the noting 'By Name' and 'By Date' or 'All' the noting together. The user can **add Green Note** or a **Yellow note** after creating a file.

*Refer to **Noting** link under **File Inbox (Electronic File)** section for the process.*

- b) **Correspondence:** With the help of this feature user can attach Correspondence/ Receipt to the working File.

*Refer to **Correspondence** link under **File Inbox (Physical File)** section for the process.*

- c) **Draft:** With the help of this feature user can **Create New Draft** and **View Existing Drafts** in the File and Dispatch the same to the intended recipient.

*Refer to **Draft** link under **File Inbox (Electronic File)** section for the process.*

- d) **Reference:** With the help of this feature user can attach references corresponding to the working File.

*Refer to **Draft** link under **File Inbox (Electronic File)** section for the process.*

- e) **Link:** With the help of this feature user can Link and delink other eFile(s) to the working file.

*Refer to **Link** under **File Inbox (Physical File)** section for the process.*

- f) **Details:** With the help of this feature user can view the total number of part files created.

*Refer to **Details** link under **File Inbox (Physical File)** section for the process.*

- g) **Movements:** With the help of this feature user can have a track on the Running File and can view all the movements.

*Refer to **Movements** link under **File Inbox (Physical File)** section for the process.*

- h) **Edit:** With the help of this feature user can make changes to the cover page of existing running file except the Basic and Corresponding Heads.

*Refer to **Edit** link under **File Inbox (Physical File)** section for the process.*

- i) **Send:** With the help of this feature user can send the File to the Recipient.

*Refer to **Send** link under **File Inbox (Physical File)** section for the process.*

- j) **Attachment:** This link facilitates the user to attach other files or receipts with the working File.

*Refer to **Attachment** link under **File Inbox (Physical File)** section for the process.*

- k) **More:** With the help of this feature user can **Park/Close** the working file, view **Parking/Closing history**, **Create Volume** and **Merge other Files**.

*Refer to '**More**' link under **File Inbox (Physical File)** section for the process.*

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

The links available under Receipts section are mentioned below:

- Browse & Diarise
  1. Physical
  2. Electronic
- Inbox
- Email Diarisation
- Created
- Sent
- Closed
- Acknowledgement
  1. Created
  2. Sent
- Recycle bin

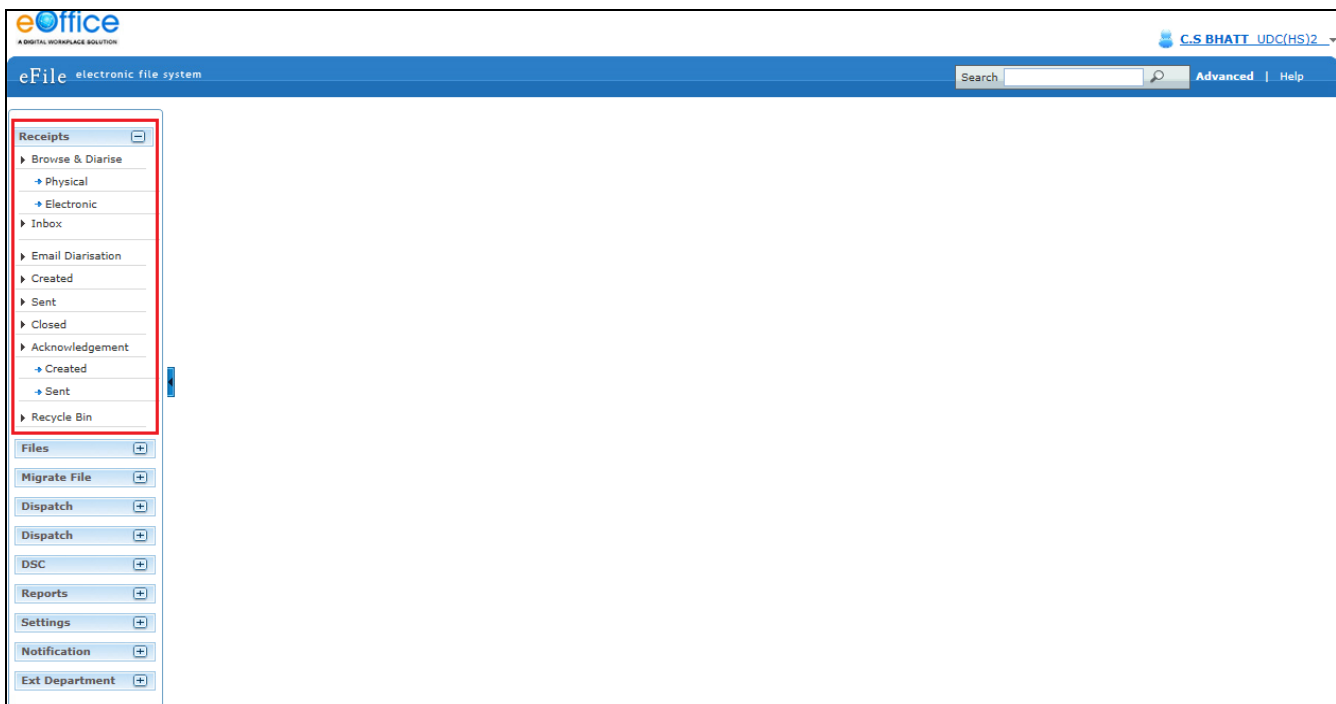


Fig.eFile.1



Let's have an introduction about these Links one by one:

### **Browse & Diarise**

The Browse and Diarise link under receipts section includes two sub modules:

1. Physical
2. Electronic

Let's have an introduction about these sub modules one by one:

1. **Physical:** In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.
2. **Electronic:** In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.

**In case of DAK** that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are as follows:

- Normal
- Confidential
- Secret
- Top Secret

To Diarise the **Electronic Receipt**, user has to perform the following steps:

1. Click the **Electronic** module under **Browse and Diarise** ( **Browse & Diarise** ) link of **Receipts** section, as shown in Fig.eFile.2:

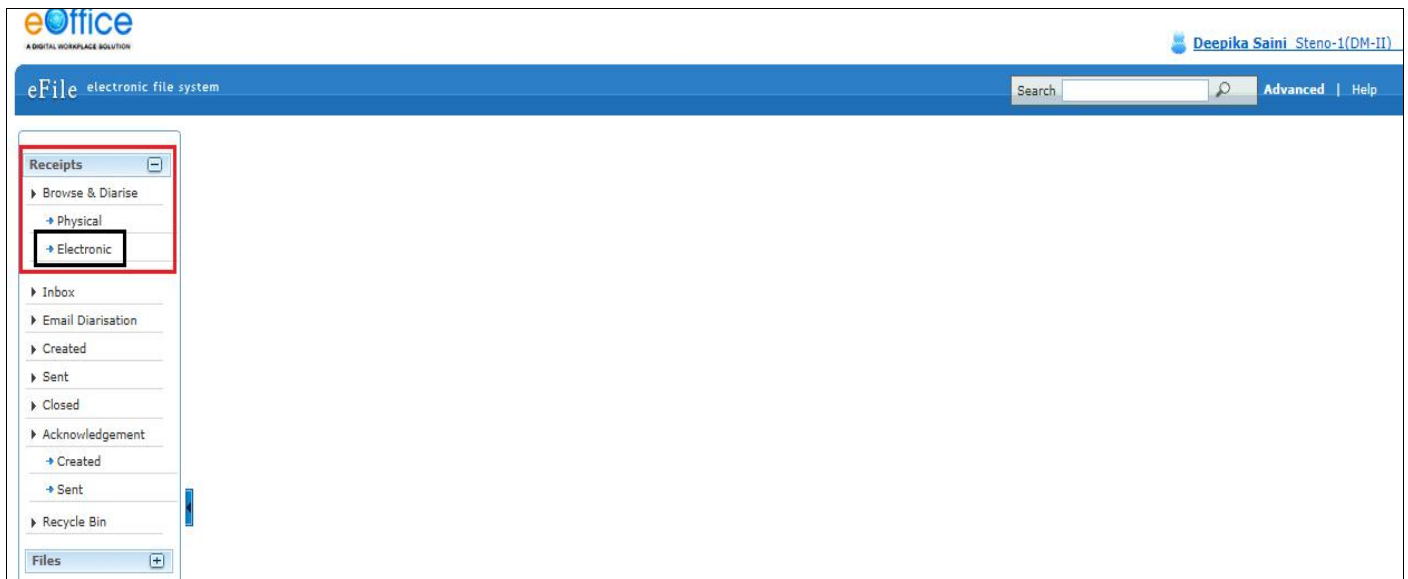


Fig.eFile.2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:

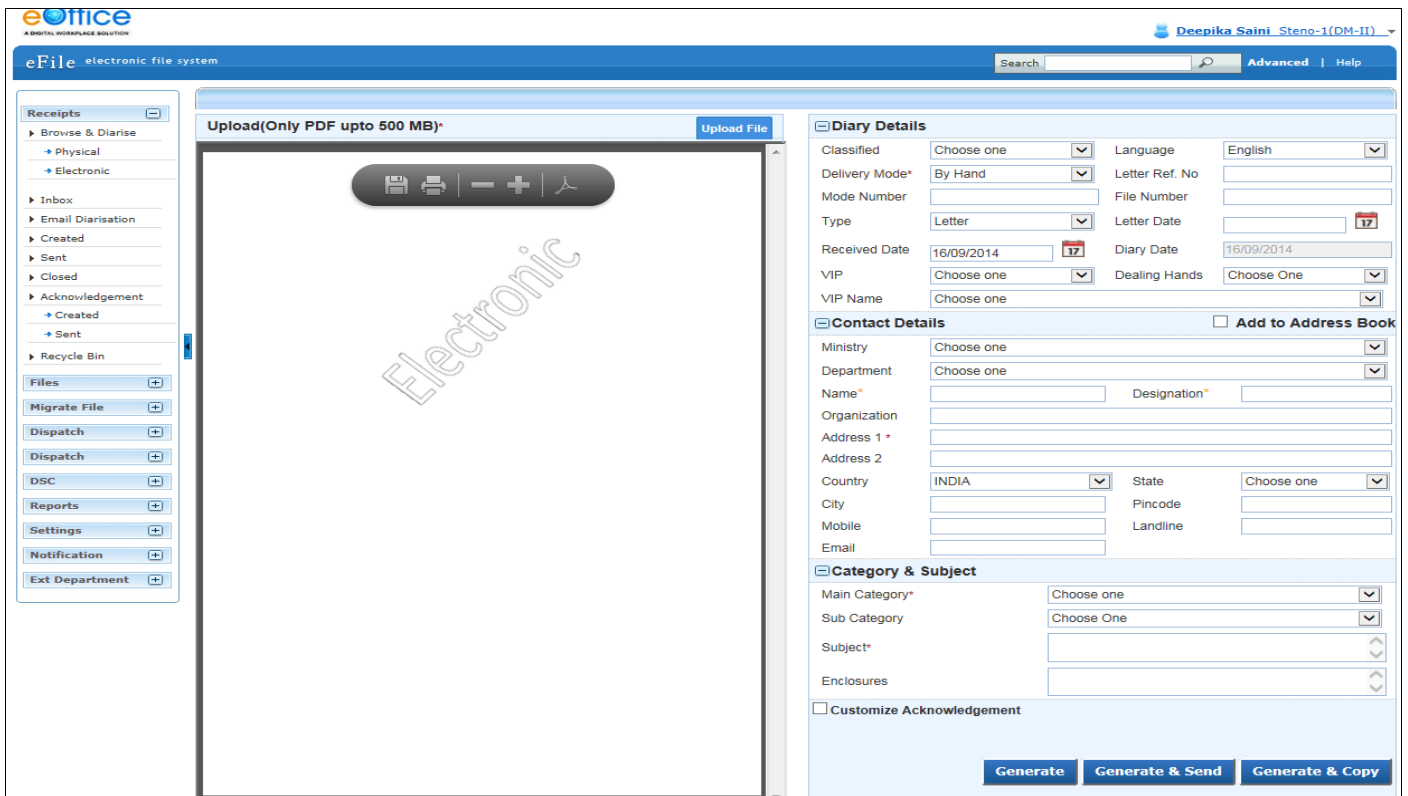

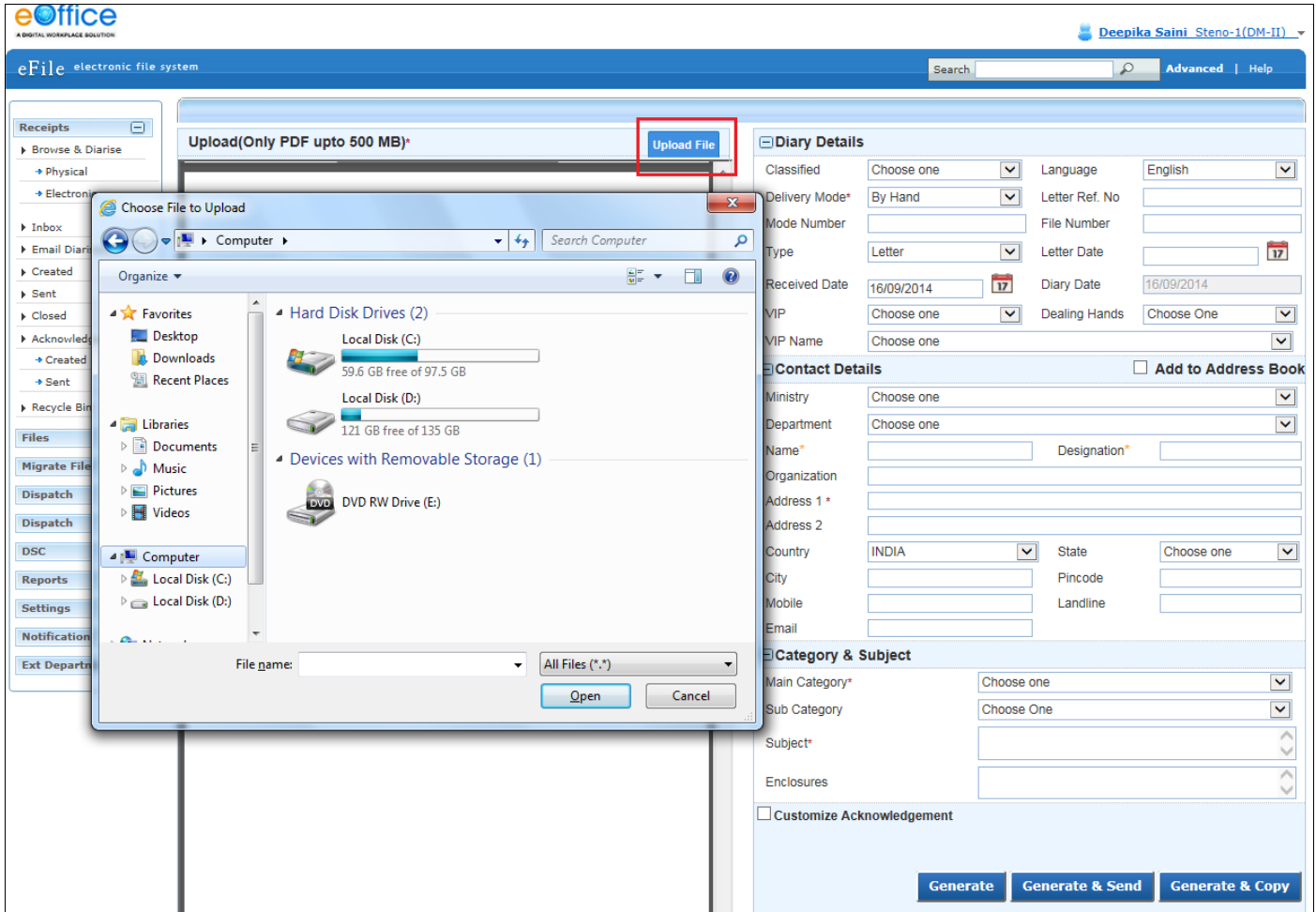


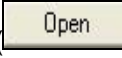
Fig.eFile.3

**Note: In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields becomes mandatory.**

- Click the **Upload File** () button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4:



**Fig.eFile.4**

- After entering the name of the receipt, Click the **Open** () button (Fig.eFile.4), as a result the receipt gets uploaded under Browse and Diarize screen.
- Enter data in all mandatory fields on the **Browse and Diarise** Page.

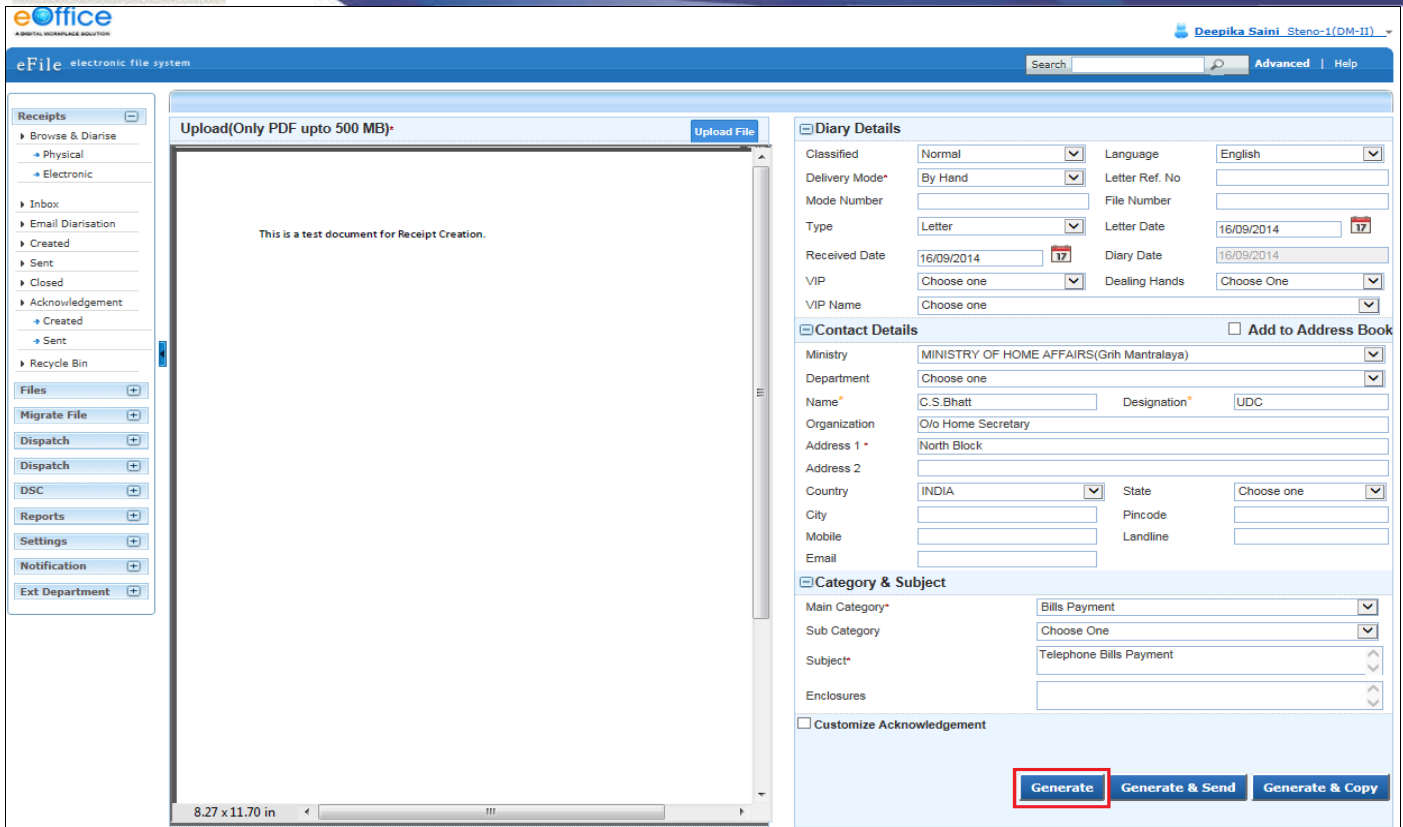


Fig.eFile.5

5. Clicking the **Generate** button (Fig.eFile.5) on **Browse and Diarise** page to generates a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

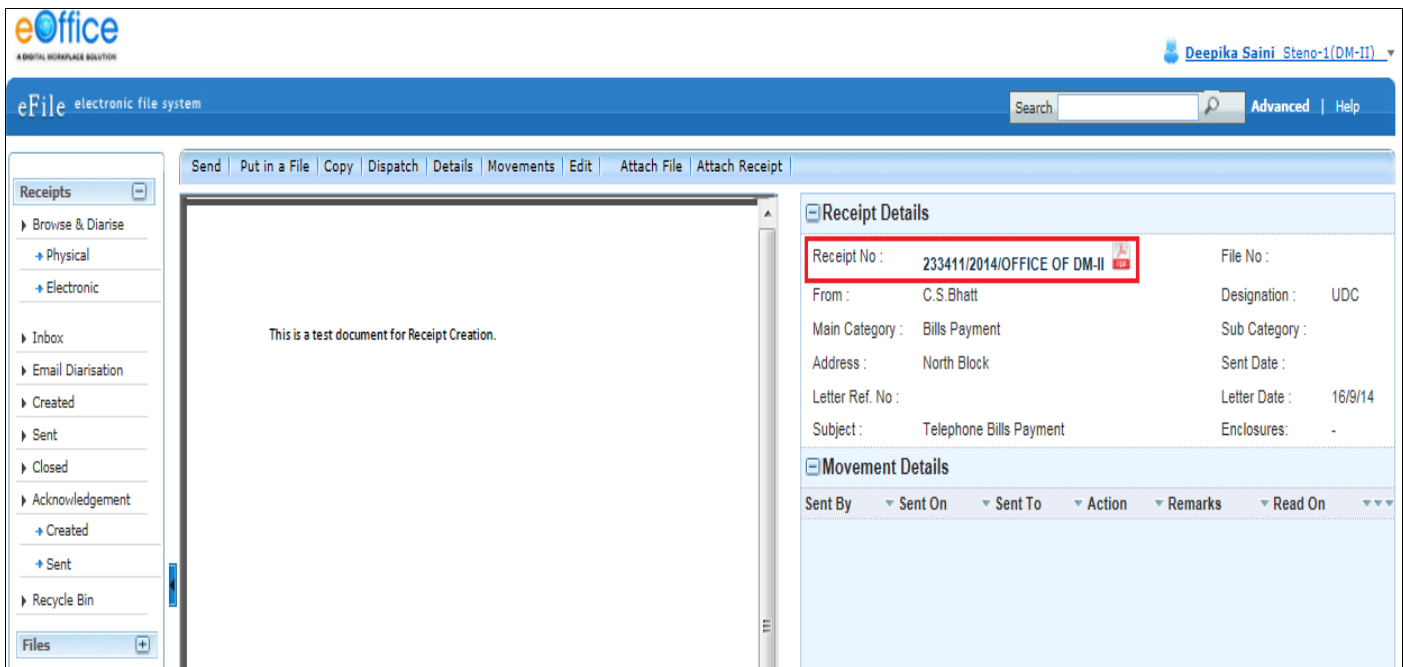


Fig.eFile.6

Nine (9) Menu bar options are associated with an **Electronic receipt** after it is generated, are provided to the user as