

Duties of Directorate's Convener

- Ensure to nominate staff for e-file training as and when RBCC intimate schedule.
- Ensure to register all staff of their Directorate in e-office and issue Digital Signature Certificate(DSC).
- Implement e-file module in their respective directorate.

Duties of Directorate's Nodal Officer

- Updation of Employee Master Data (EMD)
 - 1) Transfer files/receipts in case of employee promoted, transferred within directorate etc.
 - 2) Inactive the employee in case retirement, deputation etc.
 - 3) Initiate transfer in case of posting outside existing directorate.
- Identify/Freezing the file heads for launch of Non-SFS file system.
- Joining of new employee in the Directorate
- Coordinate with RBCC in regards to issue of DSC.
- Re-solve the user queries. RBCC will interact with Nodal Officers only.