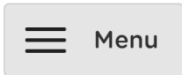




GOVERNMENT OF INDIA MINISTRY OF RAILWAYS (RAILWAY BOARD)	e-Office RECEIPT/DISPATCH DOCUMENT HANDLING GUIDE	Issue- 10 th Jul, 2020
		C&IS Directorate



A. Receipt Document Handling in e-Office

1. [Diarising Receipt: Converting Physical Document to e-Receipt](#)
2. [Email Diarisation: Converting email & its attachments to e-Receipt](#)

B. Dispatch Document Handling in e-Office

1. [Dispatch of Approved Draft as a Letter by email from e-Office itself](#)
2. [Dispatch by own email after Downloading Draft from e-Office](#)
 - Physical sign on printed copy & Dispatch
 - e-Sign on downloaded letter & Dispatch

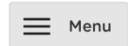
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A. Receipt Document Handling in e-Office

1. Diarising Receipt: Converting Physical Document to e-Receipt

CREATING RECEIPTS

<ul style="list-style-type: none"> ➤ Click Browse and Diarise ➤ Upload PDF scan/doc ➤ Fill Diary Details ➤ * Red ones are mandatory in <ul style="list-style-type: none"> <input type="radio"/> Diary Details <input type="radio"/> Contact Details <input type="radio"/> Category & Subject ➤ After creation, the receipt can be put in file or sent 	
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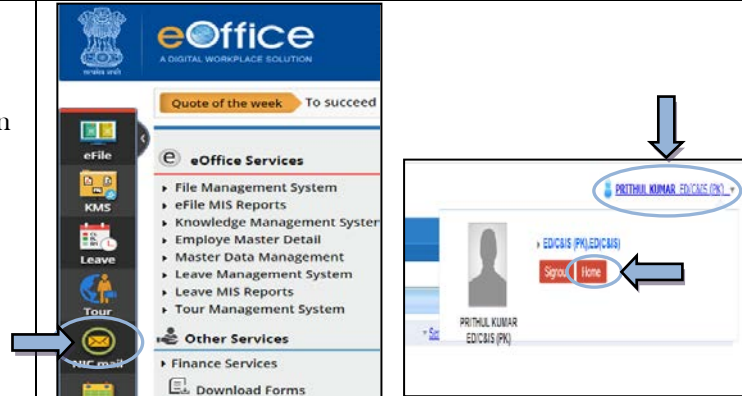




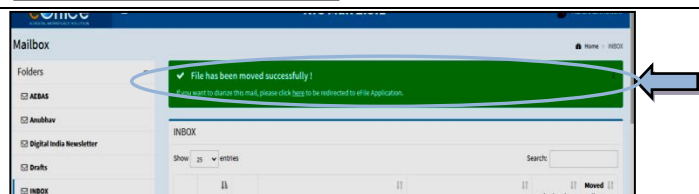
2. Email Diarisation: Converting email & its attachments to e-Receipt

EMAIL DIARISATION RECEIPT

- After login to e-Office → Home page → Click on 
- While using e-File → Click on the User name on right-top corner → Click on 
- Type password and Sign in
- Nic/Gov Mail “Inbox” opens
- Open the email to be diarised
- Scroll down to the end of the Mail
- Click on 

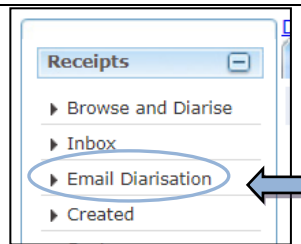



- Status will show moved to eFile Application

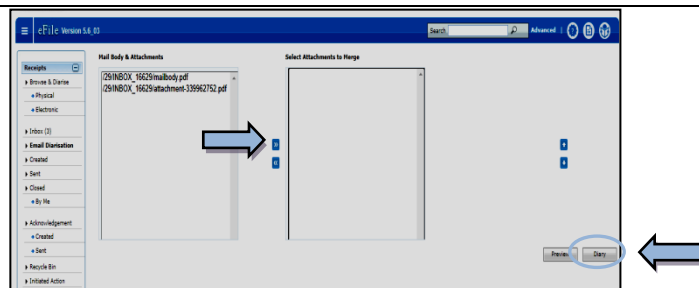


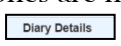

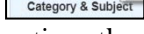
- Click on Home again and then go to File Management System → Receipts →

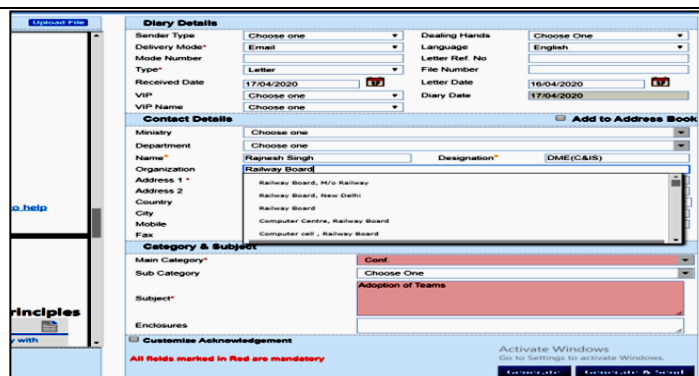




- Click on the concerned mail
- Mail Body and Attachments (if any) will show
- Select what all have to be diarised
- Click on forward arrow
- Click on 



- Fill Diary Details
- * Red ones are mandatory in
 - 
 - 
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- After creation, the receipt can be put in file or sent.






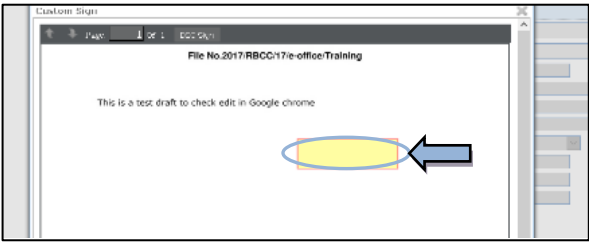


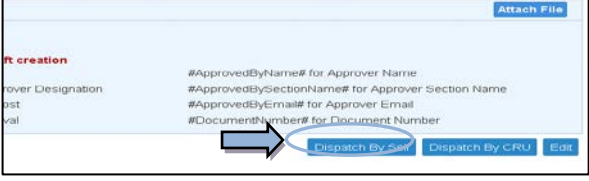


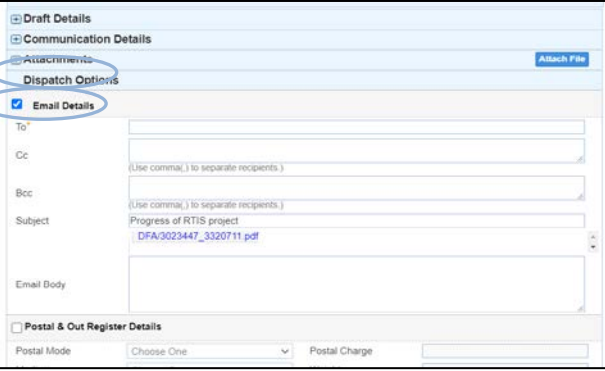



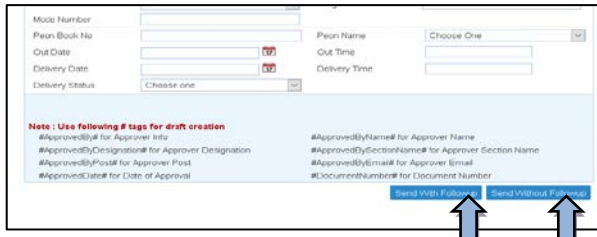


B. Dispatch Document Handling in e-Office

1. Dispatch of Approved Draft as a Letter by email from e-Office itself

Note- Attachment should be pre-attached while uploading Draft in e-Office

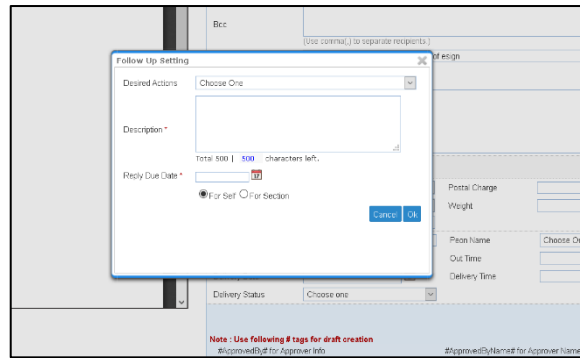
After the Draft Letter/Note has been approved by the competent authority, the following options are available in e-Office to dispatch the letter/ote -

DISPATCH BY EMAIL FROM e-OFFICE	
<ul style="list-style-type: none"> ➤ Open 'Approved' draft ➤ e-Signing can be done by DSC Sign or Custom Sign using the DSC 	
<p>e-Signing</p> <ul style="list-style-type: none"> ➤  -By default, Sign will appear at the left-bottom of the document ➤  - Select the area and click DSC sign 	
<ul style="list-style-type: none"> ➤ 2 Options of Dispatch after e-Signing or Without e-Signing ➤  is active - Click ➤  is disabled 	
<ul style="list-style-type: none"> ➤ Click  ➤ Click <input checked="" type="checkbox"/>  ➤ Fill the mail IDs of recipients in To, Cc and Bcc ➤ "e-Signed Letter" is attached as PDF and "Attachments" if any, will also be attached to email. ➤ Type text in the email body 	
<ul style="list-style-type: none"> ➤ Two buttons are available ➤   ➤  email will be sent with letter. 	



Send With Followup

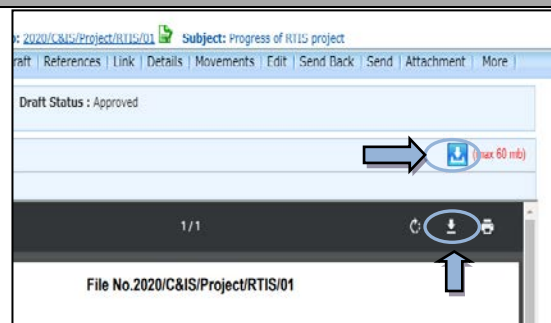
- New pop up appears.
- Fill desired action, description and Reply Due Date.
- Click “For Self” if you want that notification regarding letter followup should come to you only.
- Click “For Section” If notification should come to all the users in the section.
- Click “Ok”.
- Letter gets dispatched to mail IDs
- Copy of letter will automatically get attached to “Correspondence” of e-File as Issued and a copy gets attached to Dispatch → Sent



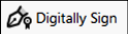
2. Dispatch by own email after Downloading Draft from e-Office

PHYSICAL SIGN ON PRINTED COPY & DISPATCH

- Open ‘Approved’ draft
- Download the Pdf
- Physical Signing
- Print letter & sign in pen
- Scan and upload in Pdf
- Email the Letter in Pdf with attachments of enclosures of the letter.
- To be Put in File after creating it as an e-Receipt by Diarising Receipt as detailed in Item A. 1.



e-SIGN ON DOWNLOADED LETTER & DISPATCH

- Open ‘Approved’ draft
- Download the Pdf
- E-Sign Sign in Acrobat Reader
- Go to “Tools” Tab → Click “Certificates” → Click 
- Email the e-Signed Letter in Pdf with attachments of enclosures of the letter.
- To be Put in File after creating it as an e-Receipt by Diarising Receipt as detailed in Item A. 1.

