



GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD
C&IS DIRECTORATE

eOffice
Quick Start Guide

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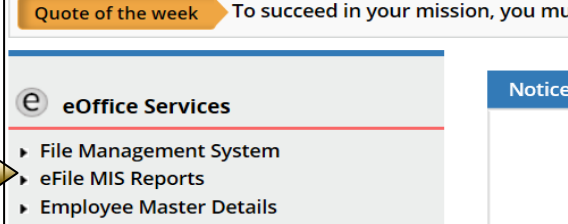
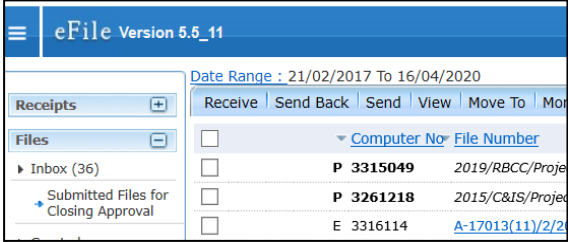

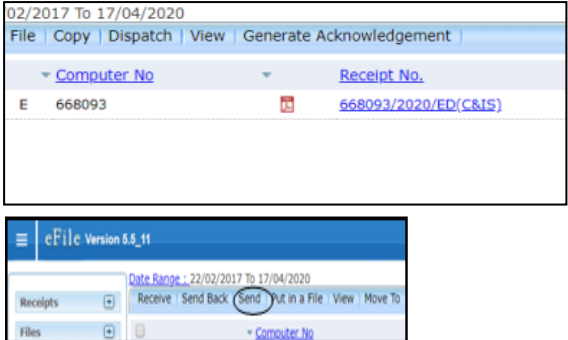




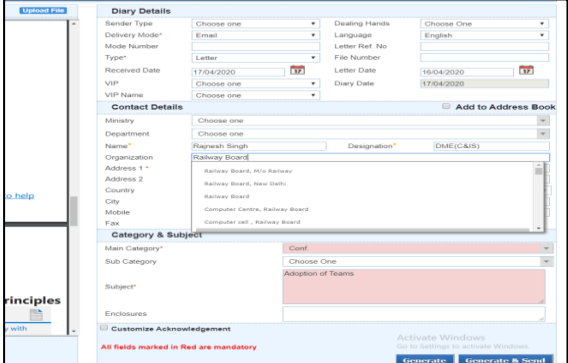
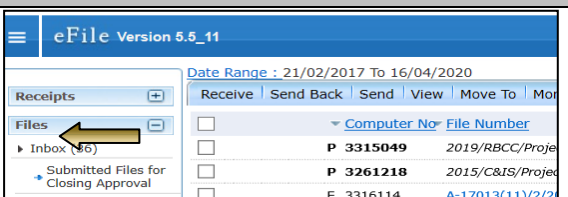
[3.3 NEW FILE CREATION](#)

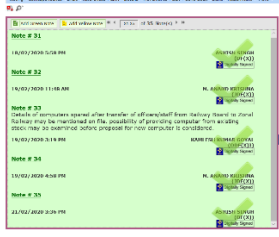
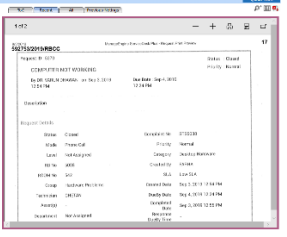
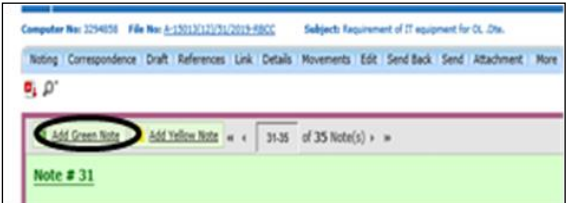
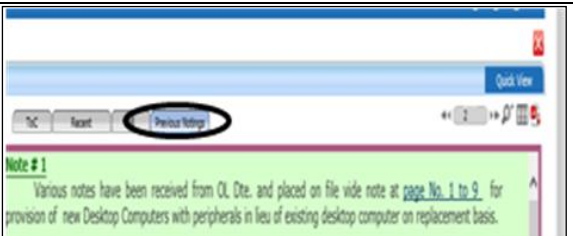
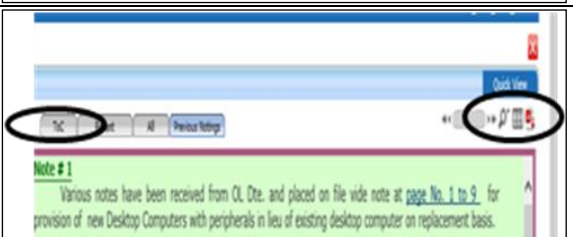
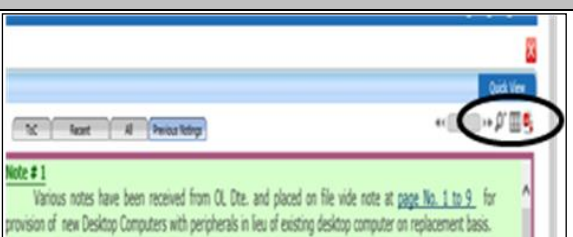
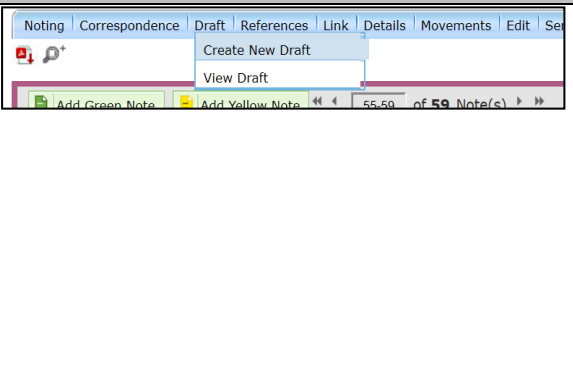
[3.3.1 CREATE SFS FILE](#)

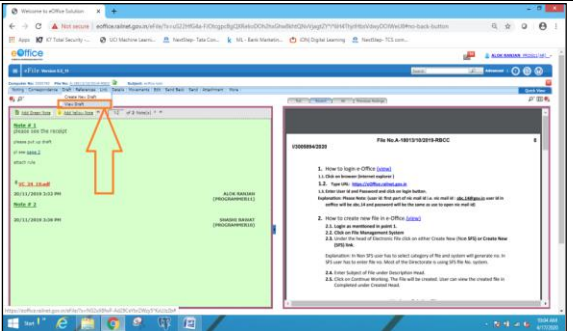
[3.3.2 ATTACHING RECEIPTS](#)

[4. CONVERSION OF PHYSICAL TO E-FILE](#)

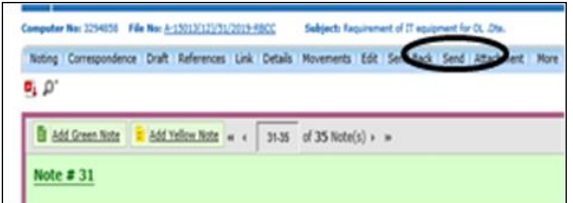
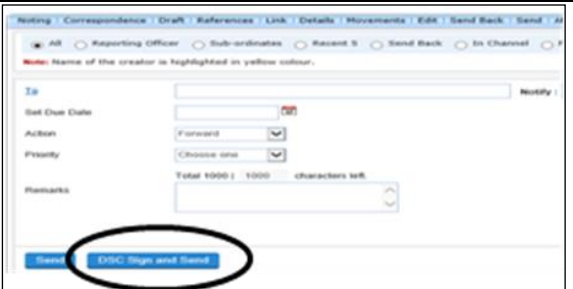
[5. DETAILED GUIDES & MANUALS FOR E-OFFICE](#)

S No.	Functionality	Corresponding Screens
1.	E-OFFICE LOGIN	Back to Index
1.1	Website : eoffice.railnet.gov.in	
1.2	Login ID : First Part of NIC email ID Password : same as for NIC mail	
1.3	Click “ File Management System ” Tab of the e-Office Services	
1.4	Receipts – This functionality is for handling “e-Receipts” viz. Creating, Receiving, Diarising, Transmitting etc.	
1.5	Files - This functionality is for handling “e-Files” viz. Creating, Receiving, Transmitting etc.	
2.	RECEIPTS	Back to Index
2.1	HANDLING OF RECEIVED RECEIPTS	
	<p>Read - Click  and then the Receipt No. Link</p> <p>Send – Click Send and select name/designation from the drop down list</p> <p>Dispatch – sending a correspondence/letter on the receipt through email.</p>	
2.2	CREATING RECEIPTS	Back to Index
	<ul style="list-style-type: none"> ➤ Click  ➤ Upload PDF scan/doc ➤ Fill Diary Details ➤ * Red ones are mandatory in <ul style="list-style-type: none"> ○  ○  ○  ➤ After creation, the receipt can be put in file or sent. 	
3.	FILES	Back to Index
3.1	GENERAL INFORMATION	
	<ul style="list-style-type: none"> ➤ Click Inbox ➤ E-file is displayed as “E” with Computer Number. ➤ The file no has link to open the file. 	

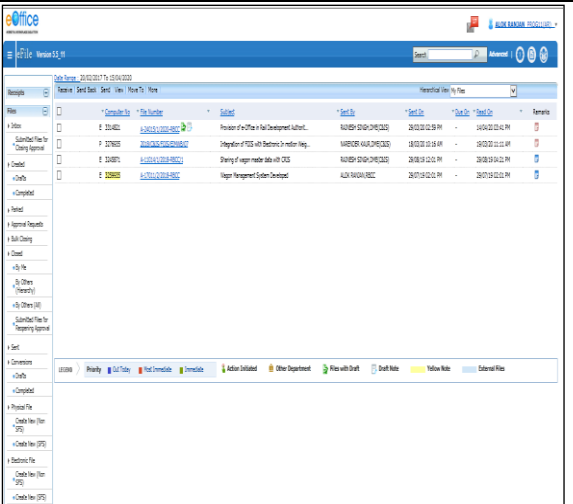
3.2	HANDLING RECEIVED FILES	Back to Index
3.2.1	READING FILES	
	<p>File : Two Screens will be displayed –</p> <ul style="list-style-type: none"> ➤ Left Side Green Screen - Noting Side ➤ Right Side White Screen - Correspondence Side 	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><i>Left Screen</i></p>  </div> <div style="text-align: center;"> <p><i>Right Screen</i></p>  </div> </div>
3.2.2	NOTING	Back to Index
	<ul style="list-style-type: none"> ➤ Click “Add Green Note” to record noting. ➤ While recording noting on Green Sheet following tabs are useful on Right Screen: 	
	<ul style="list-style-type: none"> ➤ “Previous Noting” Tab – To view all previous noting. 	
	<ul style="list-style-type: none"> ➤ ToC Button – To see all Table of Content of the correspondence ➤ Generate / View PDF Tab (On both screen) – To download file in offline mode. 	
3.2.3	REFERENCING	Back to Index
	<p>Reference Tab (On both screen) - To refer any page as reference during noting in Green Sheet.</p>	
3.2.4	HANDLING DRAFTS / DISPATCH	Back to Index
	<p>View/Edit/Approve Draft Letter:</p> <ul style="list-style-type: none"> ➤ Select “Create new draft” from the tab ➤ Click on View Draft. ➤ Draft List will appear on Right side of the screen. ➤ Click Draft Number to view Draft. ➤ Click “Edit” Tab on Right screen to edit the draft. ➤ After editing, click “Save” Tab on the Right Screen. ➤ Then click “Approve” tab on Right Screen. ➤ One the draft is approved, it cannot be further edited. 	

	<ul style="list-style-type: none"> ➤ Dispatch of letter <ul style="list-style-type: none"> ○ Using Digital Signature (DSC): After approval draft can be signed by DSC and “Dispatch by self” through email. ○ Without DSC: Download draft after approval, print and physically sign, scan the letter and diarise it to incorporate in file. It can be sent through email separately. 	
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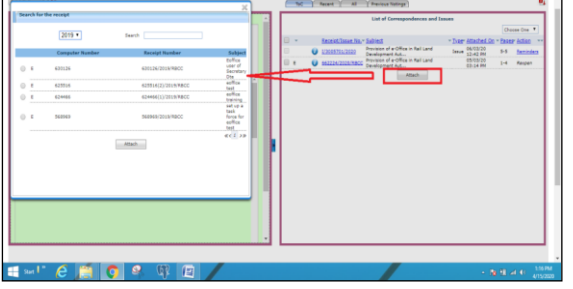
3.2.5 SEND FILES [Back to Index](#)

<p>3.2.5</p>	<p>Send file Send Tab – To start sending the file. To Recipients: Start typing designation or name, and select the recipient from the predictive drop down</p>	
	<p>DSC Signed and Send Tab SEND Tab: To send the file without DSC signing.</p>	

3.3. NEW FILE CREATION [Back to Index](#)

<p>3.3.1</p>	<p>CREATE SFS FILE</p>	
	<ul style="list-style-type: none"> ➤ Click “Files”. ➤ Under Head “Electronic File” on left side, Create New(Non-SFS) or Create New (SFS) File <ul style="list-style-type: none"> ○ <i>Non SFS- user has to select category of file and system will generate no.</i> ○ <i>SFS - user has to enter file no.</i> ○ <i>Most of the Directorate is using SFS file No. system</i> ➤ Enter File Number, Subject in Description ➤ Click on “Continue Working” to create new file. ➤ The file will be created and user can view it in “Completed” under “Created” Head on left side. 	

3.3.2 ATTACHING RECEIPTS [Back to Index](#)

<p>3.3.2</p>	<p>Receipt Attachment in correspondence of existing file :-</p>	
	<ul style="list-style-type: none"> ➤ Open the file ➤ Click on “ToC” Button ➤ Click on “Attach Receipt” button at the bottom. It will show all receipts in users “Inbox” and “Completed Folder”. ➤ Select the desired receipts and click on attach button. ➤ View the receipt, Click on receipt number. 	

4.	<h3 style="text-align: center;">CONVERSION OF PHYSICAL FILES</h3>	Back to Index
	<ul style="list-style-type: none"> ➤ Open Physical File. ➤ Click on Convert on Top Menu Bar. ➤ Upload scanned noting of Physical File and click on Convert. ➤ Now, file is converted to electronic file. ➤ Attach correspondence of physical file as a receipt. 	
5.	<h3 style="text-align: center;">DETAILED GUIDES & MANUALS FOR EOFFICE</h3>	Back to Index
	<p>Click on the links below for seeking further detailed help</p> <ul style="list-style-type: none"> ➤ Quick guide for eOffice working ➤ Steps for Conversion of Physical file to Electronic File ➤ Guidelines for scanning physical files ➤ eOffice not opening - Solution ➤ Duties of Convener and Nodal Officer ➤ How to Do Job of Nodal Officer ➤ Closing/reopening of files ➤ How to use eOffice ➤ E-File User Manual ➤ E-File Quick Start 	<p>In case of any other issues, mail your queries to rbcc-helpdesk@rb.railnet.gov.in</p> <p>(from NIC mail id with eOffice in Subject)</p>