

E-Sign User Manual

Click on (**File Management System**) to See Your File & Receipts.

Quote of the week

To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

eOffice Services

File Management System

eFile MIS Reports

Knowledge Management System

Employee Master Detail

Master Data Management

Leave Management System

Leave MIS Reports

Tour Management System

Other Services

Finance Services

Download Forms

Notice Board

Office order No 30 2021 work allocation among under secretaries and Section officer.
आपुलोक कुमार झा(Section Officer) from ESTABLISHMENT SECTION-MOT ON 31/12/2021

मंत्रालय की राजभाषा कार्यान्वयन समिति की दिनांक 23.12.2021 को आयोजित बैठक का कार्यवृत्त
RAJESH KUMAR(SENIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 28/12/2021

Recording of online APARs on 'SPARROW' for the year 2020-21.
आपुलोक कुमार झा(Section Officer) from ESTABLISHMENT SECTION-MOT ON 28/12/2021

मंत्रालय में दिनांक 27.12.2021 को कम्प्यूटर पर हिंदी में टंकणविषय पर हिंदी कार्यशाला के आयोजन के संबंध में।
RAJESH KUMAR(SENIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 23/12/2021

मंत्रालय की राजभाषा कार्यान्वयन समिति की बैठक (23.12.2021) अग्राह 4बजे का आयोजन।
JYOTI JOSHI(JUNIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 22/12/2021

वस्तु मंत्रालय के हिंदी में प्रवीणता प्राप्त सभी अधिकारियों/कर्मचारियों को राजभाषा नियम 8(4) के तहत हिंदी में कार्य करने हेतु सचिव(वस्तु) का आदेश
KULDEEP(JUNIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 22/12/2021

आज का राबद

Adverse Party - प्रति पक्षी

News

China's Zero COVID policy and ensuing restrictions cripple domestic consumption

2022 party congress will be 'major event' for China's politics: Chinese President Xi Jinping

Beetle death: Delhi Covid infection

EVENTS

No Event Available

Click on **Inbox** and Select **File** which you want to Send.

eFile Version 6.2.0

Search [] Advanced [] [] []

Date Range : 15/07/2021 To 04/01/2022

Receive | Send Back | Send | View | Move To | More | Print Barcode

Hierarchical View My Files

<input type="checkbox"/>	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
--------------------------	-------------	-------------	---------	---------	---------	--------	---------	---------

Inbox

- Submitted Files for Closing Approval
- Created
 - Completed
- Parked
- Approval Requests
- Bulk Closing
- Closed
 - By Me
- Submitted Files for Reopening Approval
- RHS Inbox
- Sent
- Conversions
 - Drafts
 - Completed
- Physical File
 - Create New (Non SFS)
 - Create New (SFS)
- Electronic File
 - Create New (Non SFS)
 - Create New (SFS)
- Create Part
- Create Volume
- Recycle Bin
- Initiated Action

Migrate File

Dispatch

OSC

Settings

Notification

Ext Department

Audit

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate

Action Initiated Other Department Files with Draft Draft Note Yellow Note External Files

Click on Send Button.

eFile Version 6.2.0

Search [] Advanced [?] [] [] []

Computer No: 45173 File No: COMCEH/MLB/LJ/2022-21 Subject: vigilance section need two Computers for meeting p...

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | **Send** | Attachment | More | Quick View

Quick Noting [] [] []

ToC Recent All Previous Notings

Last Saved 04-01-2022 11:50:44 AM

11pt

English

Words: 0

Attach

List of Correspondences and Issues

Choose One

	Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
<input type="checkbox"/>	E	333802/2021/IT&SUPPORT	Vigilance Section need two Computer for video conf...	22/10/21 03:47	1-1	Reopen

Attach

Here are Two Options (Send) and (Esign and Send).

(Send Option is Normal Signature) And (Esign and Send is Electronic Signature).

eFile Version 6.2.0

Search

Advanced

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | More

Quick View

Organization: All > DC-HANDICRAFTS > DC-HANDLOOMS > MOT > O/O JUTE COMMISSIONER, KOLKATA > TEXTILE COMMISSIONER, MUMBAI >

☒ All ☐ Reporting Officer ☐ Sub-ordinates ☐ Recent 5 ☐ Send Back ☐ In Channel ☐ Preferred List

Note: Name of the creator is highlighted in yellow colour.

To

Notify: ☐ Email ☐ SMS

Total 1000 | 1000 characters left.

Remarks

Set Due Date

Action

For Approval

Priority

Choose one

eSign and Send

Send

File Number	Subject	Note(Chars)
<input checked="" type="checkbox"/> + Comcell/MISC/20-21	Vigilance Section ne...	0

Note: Bulk signing maximum allowed characters- 1000000

Total(Formatting included) :0

