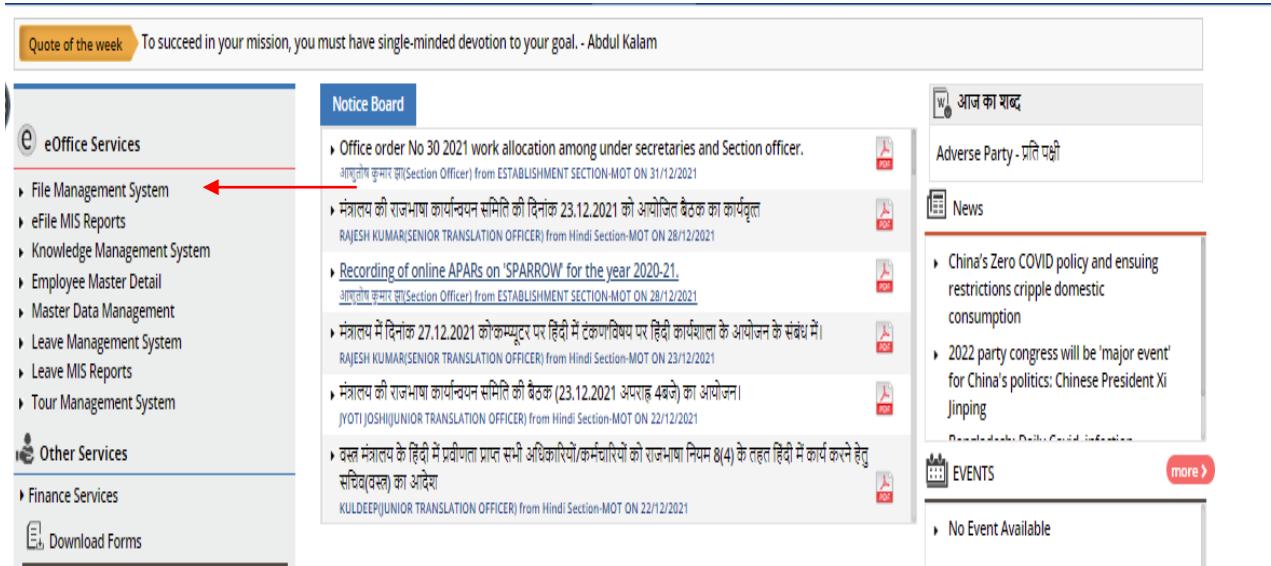


E-Sign User Manual

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. अमृता कुमार जा(Section Officer) from ESTABLISHMENT SECTION-MOT ON 31/12/2021
- मंत्रालय की राजभाषा कार्यविधन समिति की दिनांक 23.12.2021 को आयोजित बैठक का कार्यवृत्त राजेश कुमार जा(SENIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 28/12/2021
- Recording of online APARs on 'SPARROW for the year 2020-21. अमृता कुमार जा(Section Officer) from ESTABLISHMENT SECTION-MOT ON 28/12/2021
- मंत्रालय में दिनांक 27.12.2021 गोकम्पूर पर विदेश में टक्कणविषय पर हिन्दी कार्यशाला के आयोजन के संबंध में। राजेश कुमार(SENIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 23/12/2021
- मंत्रालय की राजभाषा कार्यविधन समिति की बैठक (23.12.2021 अपराह्न 4वें) का आयोजन। योगी जौशी(JUNIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 22/12/2021
- वस्त्र मंत्रालय के विदेश में प्रवीणता प्राप्त सभी अधिकारियों/कर्मचारियों को राजभाषा नियम 8(4) के तहत विदेश में कार्य करने हेतु सचिववास का अवैश्य कुलदीप(JUNIOR TRANSLATION OFFICER) from Hindi Section-MOT ON 22/12/2021

आज का शब्द

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

EVENTS

more >

No Event Available

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

The screenshot shows the eFile Version 6.2.0 interface. The left sidebar contains a navigation menu with the following items:

- Receipts
- Files
 - Inbox (highlighted with a red arrow)
 - Submitted Files for Closing Approval
 - Created
 - Completed
 - Parked
 - Approval Requests
 - Bulk Closing
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - RMS Inbox
 - Sent
 - Conversations
 - 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
- DSC
- Settings
- Notification
- Ext Department
- Audit

The main pane displays a grid of files with the following columns:

	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks

At the bottom of the main pane, there is a legend:

LEGEND

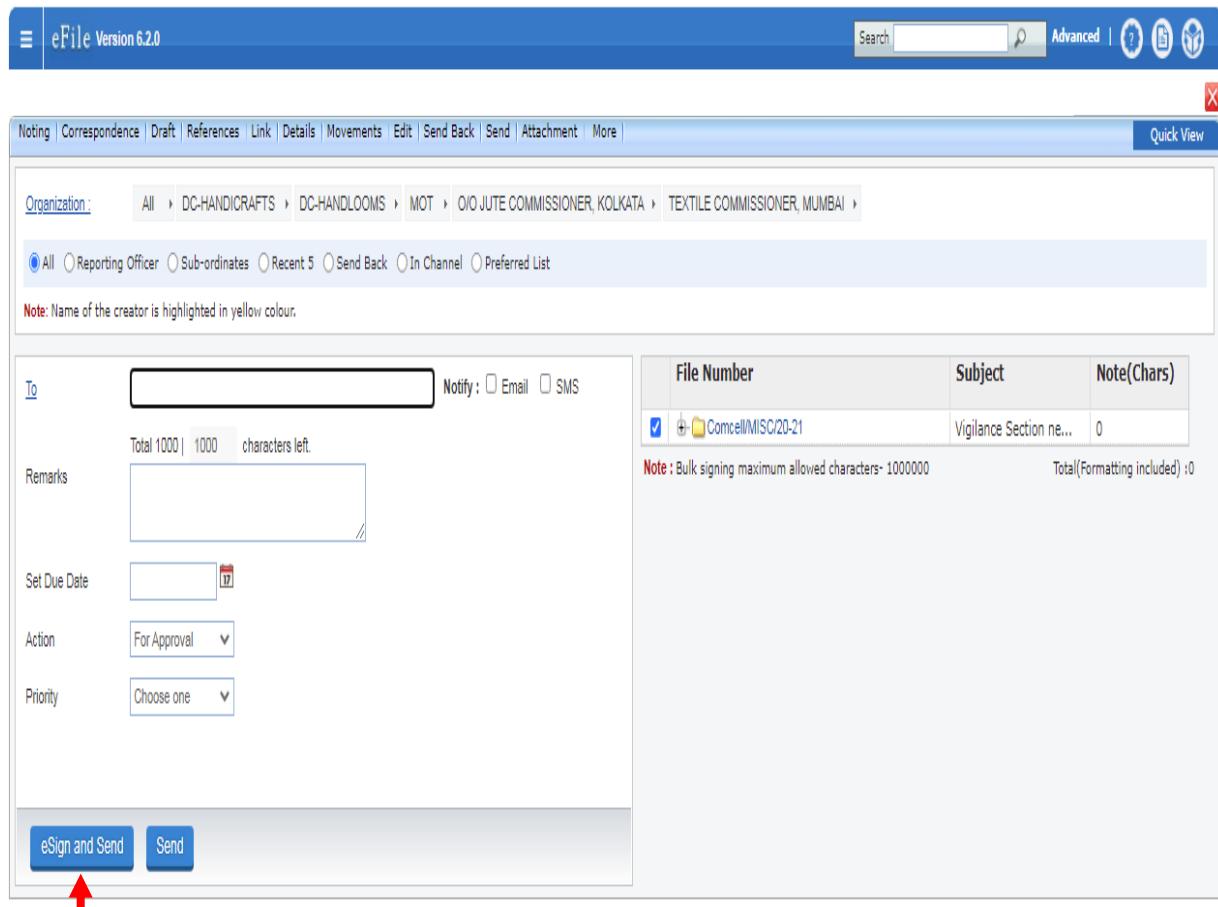
- Priority (blue)
- Out Today (orange)
- Most Immediate (green)
- Immediate (yellow)
- Action Initiated (pink)
- Other Department (purple)
- Files with Draft (light blue)
- Draft Note (light green)
- Yellow Note (yellow)
- External Files (light blue)

Click on Send Button.

The screenshot shows the eFile Version 6.2.0 software interface. The top navigation bar includes 'eFile Version 6.2.0', 'Search', 'Advanced', and icons for user profile and help. The main menu bar has options like 'Noting', 'Correspondence', 'Draft', 'References', 'Link', 'Details', 'Movements', 'Edit', 'Send Back', 'Send', 'Attachment', and 'More'. A red arrow points to the 'Send' button in the menu bar. Below the menu is a toolbar with 'Quick Noting', a trash icon, and a red 'X'. The main workspace on the left is a note editor with a toolbar for text formatting (bold, italic, underline, etc.), a font size dropdown (11pt), and a text area. The bottom of the note editor shows 'p > span' and 'Words: 0'. To the right is a 'List of Correspondences and Issues' window with a header 'Choose One'. It displays a list of items, with the first one selected, showing details: 'Receipt/Issue No.' (333802/2021/IT&SUPPORT), 'Subject' (Vigilance Section need two Computer for video conf...), 'Type' (Attached), 'Attached On' (22/10/21 03:47), 'Pages' (1-1), and 'Action' (Reopen). There is also an 'Attach' button at the bottom of this window.

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

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



The screenshot shows the eFile Version 6.2.0 software interface. The top navigation bar includes links for Noting, Correspondence, Draft, References, Link, Details, Movements, Edit, Send Back, Send, Attachment, and More. The search bar and advanced search options are also present. The main content area shows a breadcrumb navigation path: All > DC-HANDICRAFTS > DC-HANDLOOMS > MOT > O/O JUTE COMMISSIONER, KOLKATA > TEXTILE COMMISSIONER, MUMBAI. Below this, there are filtering options: All, Reporting Officer, Sub-ordinates, Recent 5, Send Back, In Channel, and Preferred List. A note states: "Note: Name of the creator is highlighted in yellow colour." On the left, there are input fields for 'To' (a redacted email address), 'Notify' (Email and SMS checkboxes), 'Remarks' (a text area with a character count of 1000/1000), 'Set Due Date' (a date picker showing 17/07/2024), 'Action' (a dropdown menu showing 'For Approval'), and 'Priority' (a dropdown menu showing 'Choose one'). On the right, there is a table with columns: File Number, Subject, and Note(Chars). One row is shown with a checked checkbox, a file icon, and the subject 'Concell/MISC/20-21'. A note below the table states: "Note : Bulk signing maximum allowed characters- 1000000" and "Total(Formatting included) : 0". At the bottom, there are two buttons: 'eSign and Send' (highlighted with a red arrow) and 'Send'.