

Presentation for eSarkar Training



Major Functionalities of eSarkar:

E-Tappal

- E-Tappal Movement & Tracking
- E-Tappal Search
- E-Tappal Search facility in file also
- MIS report

GOI-PMO e- Tappal

- E-Tappal Movement & Tracking
- E-Tappal Search
- E-Tappal Search facility in file also
- MIS report

MP-MLA e-Tappal

- E-Tappal Movement & Tracking
- E-Tappal Search
- E-Tappal Search facility in file also
- MIS report

E-File

- E-File movement
- E-File tracking
- E-File search
- MIS Report

E-Meeting

- Meeting Scheduler
- Minutes of Meeting
- Action Tracker

RTI Management

- PIO Review
- APIO/DH/CO Level
- Complete RTI
- First Appeal FAA Review
- Complete First Appeal

Login Screen


The screenshot shows a web browser window with the URL `10.10.6.22:8080/egow/login.jsp`. The page features a large background image of the Sardar Vallabhbhai Patel Statue. The login form includes the following elements:

- User ID:** A text input field containing "G20015". A yellow callout box labeled "Enter User Id" points to this field.
- Password:** A password input field with masked characters "*****". A yellow callout box labeled "Enter Password" points to this field.
- Captcha:** A section titled "Resolve the captcha below" showing a captcha image with "6 - 1" and a refresh button. A yellow callout box labeled "Enter Captcha" points to the input field next to it.
- Login:** A blue button with a right-pointing arrow and the text "Login". A yellow callout box labeled "Enter here to login" points to this button.
- Forgot Password?:** A link for users who have forgotten their password.
- Help Desk Number:** A text label showing "+91 XXXXXXXXXX".
- Download our app:** A section with dashed lines above and below, featuring Android and iOS app icons.
- Footer:** Text at the bottom reads "Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and NewGen".

Login Screen with OTP via Internet


esarkar.gujarat.gov.in/login.jsp

Gmail YouTube Maps




User ID
Test1

Password:
.....
 Show Password

Resolve the captcha below
6+2  8



[Forgot Password ?](#)
For using esarkar onwards 5-oct-2022, mobile number and emz

Help Desk Number: 079-23258395 Support Email Id : esarkar-support@gujarat.gov.in

Enter OTP [Verify OTP](#) 

94 seconds remaining

Download our app

  [User Manuals](#)

© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen

Tappal/MP-MLA/GOI Inward Registry Process

- Registry Clerk will login into eSarkar with his/her Login Credentials.
- Registry Clerk will Click on the Quick Menu of e- tappal/MP-MLA letter/GOI letter.
- Clicks on 'Register Tappal' Link.
- Fills metadata and upload the softcopy of the tappal/MP-MLA/GOI.
- Submits the e- tappal/MP-MLA/GOI.

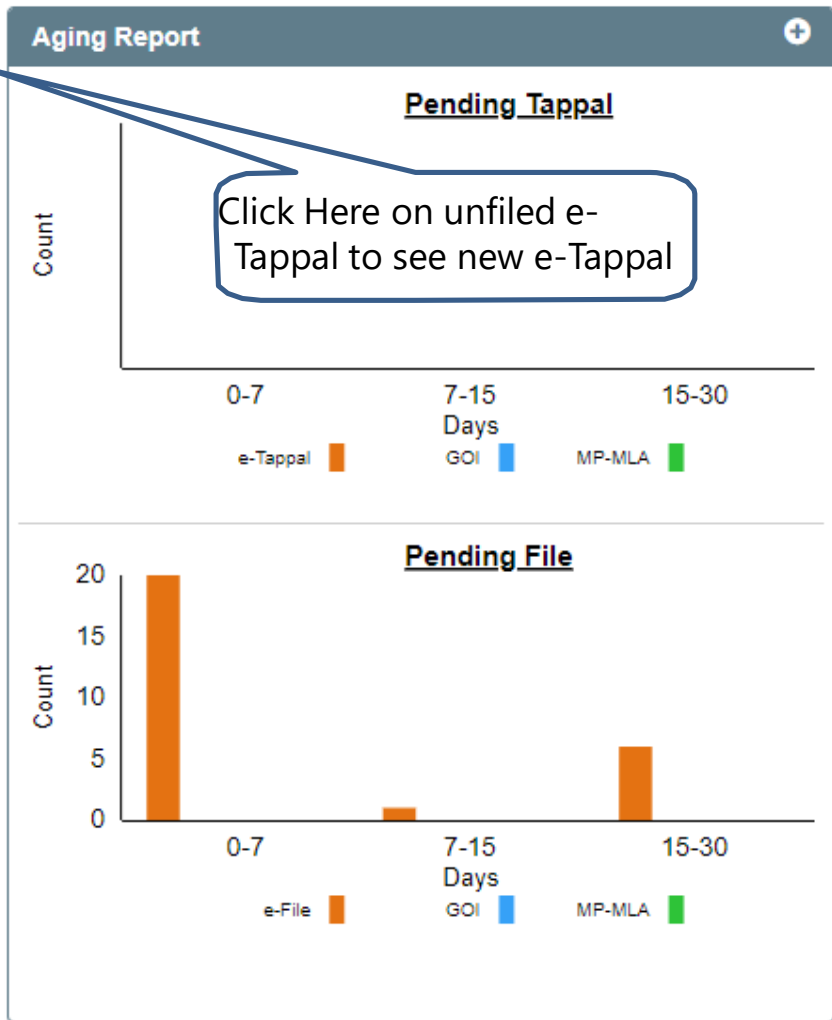
Check New eTappal



Pending Work Items

- 0 e-Tappal
- 28 Files
- 0 e-Meeting
- 2 Audit Paras
- 77 New Tappals
- 0 RTI
- 1 GOI/PMO
- 0 CMO/CS
- 0 MP-MLA
- 0 PG Portal
- 0 Budget File

- Register e-Tappal
- Unfiled e-Tappal
- Bookmarked e-Tappal
- My Dispatched Tappal



Click Here on unfiled e-Tappal to see new e-Tappal

Today's Meetings Calendar

- View Productivity in Last Week
- View Productivity in Last Month
- View To-Do List (0)
- New (0)



Check New GOI-PMO

The screenshot shows the SRSAR Workdesk interface. At the top, there is a navigation bar with various modules like Workdesk, e-Tappal, VIP Letter, Files, e-Meeting, RTI, Other Modules, and Reports. The user is logged in as Vaikunth Chaudhari. Below the navigation bar, there is an 'Inbox (92)' section with filters for 'Select Module Name' and 'Select Profile'. A dropdown menu is open, showing options: 'Register GOI/PMO', 'Unfiled GOI/PMO', 'Bookmarked GOI/PMO', 'Register MP-MLA', 'Unfiled MP-MLA', and 'Bookmarked MP-MLA'. A callout box with the text 'Click here GOI-PMO Unfiled tappal' points to the 'Unfiled GOI/PMO' option. Below the menu, there is a table of email entries with columns: S.No, Reference No, Type, From User, To User, and Received On. The table contains 9 entries, including one for 'GOI/PMO' with reference number '0008/GOI/11/2022'.

S.No	Reference No	Type	From User	To User	Received On
1	DST/AVT/e-file/24/2022/1197/IT	e-File	Rahul Parmar(Under Secretary,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	07-11-2022 01:44 PM
2	DST/AVT/e-file/24/2022/1196/IT	e-File	Rahul Parmar(Under Secretary,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	07-11-2022 01:38 PM
3	DST/AVT/e-file/24/2022/1168/IT	e-File	Shailee Buch(1,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	04-11-2022 04:43 PM
4	0008/GOI/11/2022	GOI/PMO	RakeshKumar Amin(Deputy Director,ARTD-2,GAD)	Vaikunth Chaudhari(ASTADMN,ARTD-4,GAD)	04-11-2022 04:24 PM
5	0164/e-tappal/10/2022	e-Tappal	Akhlesh Goyal(Additional Chief Secretary,Budget Section,DST)	Vaikunth Chaudhari(Under Secretary,IT Section,DST)	04-11-2022 04:23 PM
6	DST/AVT/e-file/24/2022/1149/IT	e-File	Akhlesh Goyal(ADG,IT SECTION,DST)	Vaikunth Chaudhari(Under Secretary,IT Section,DST)	04-11-2022 04:22 PM
7	0010/MP-MLA/11/2022	MP-MLA	Akhlesh Goyal(Consultant,SeMT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	04-11-2022 04:21 PM
8	0055/AS/08/2022	External	Vaikunth Chaudhari(Additional Chief Secretary,ADMIN,AMDDDO)	Vaikunth Chaudhari(Additional Chief Secretary,ADMIN,AMDDDO)	03-11-2022 01:35 PM
9	0003/GOI/11/2022	GOI/PMO	Deven Pandya(Deputy Secretary,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	02-11-2022 04:54 PM

Check New MP/MLA



Inbox (92)

Select Module Name ▼ | Select Profile

Multiple Forward

--Select Office Name--

--Select Date--

[Search File](#)

☐	S.No	!	Reference No	Type	From Office Name	From User	To User	Received On
<input type="checkbox"/>	1	H	DST/AVT/e-file/24/2022/1197/IT	e-File	Science and Technology	Rahul Parmar(Under Secretary,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	07-11-2022 01:44 PM
<input type="checkbox"/>	2	H	DST/AVT/e-file/24/2022/1196/IT	e-File	Science and Technology	Rahul Parmar(Under Secretary,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	07-11-2022 01:38 PM
<input type="checkbox"/>	3	H	DST/AVT/e-file/24/2022/1168/IT	e-File	Science and Technology	Shailee Buch(1,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	04-11-2022 04:43 PM
<input type="checkbox"/>	4	H	0008/GOI/11/2022	GOI/PMO	General Administration Department	RakeshKumar Amin(Deputy Director,ARTD-2,GAD)	Vaikunth Chaudhari(ASTADMN,ARTD-4,GAD)	04-11-2022 04:24 PM
<input type="checkbox"/>	5	H	0164/e-tappal/10/2022	e-Tappal	Science and Technology	Akhlesh Goyal(Additional Chief Secretary,Budget Section,DST)	Vaikunth Chaudhari(Under Secretary,IT Section,DST)	04-11-2022 04:23 PM
<input type="checkbox"/>	6	H	DST/AVT/e-file/24/2022/1149/IT	e-File	Science and Technology	Akhlesh Goyal(ADG,IT SECTION,DST)	Vaikunth Chaudhari(Under Secretary,IT Section,DST)	04-11-2022 04:22 PM
<input type="checkbox"/>	7	H	0010/MP-MLA/11/2022	MP-MLA	Science and Technology	Akhlesh Goyal(Consultant,SeMT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	04-11-2022 04:21 PM
<input type="checkbox"/>	8	H	0055/AS/08/2022	External	AHMADABAD DDO Office	Vaikunth Chaudhari(Additional Chief Secretary,ADMIN,AMDDDO)	Vaikunth Chaudhari(Additional Chief Secretary,ADMIN,AMDDDO)	03-11-2022 01:35 PM
<input type="checkbox"/>	9	H	0003/GOI/11/2022	GOI/PMO	Science and Technology	Deven Pandya(Deputy Secretary,IT,DST)	Vaikunth Chaudhari(ASTADMN,IT,DST)	02-11-2022 04:54 PM

Register GOI/PMO
 Unfiled GOI/PMO
 Bookmarked GOI/PMO

Register MP-MLA
 Unfiled MP-MLA
 Bookmarked MP-MLA

Click here



Unfiled eTappal (Tappal Submitted to you)

Unfiled e-Tappal (1)

Unfiled e-Tappal | e-Tappal Operations | Transferred e-Tappal Tracker | e-Tappal Tracker | KWP e-Tappal

<input type="checkbox"/>	e-TappalNumber	Subject	Letter Subject	Tappal Received From	From Department / HQ	Sender Name (Internal)	Sender Name (External)	Date of Letter
<input type="checkbox"/>	0024/e-tappal/12/2020	All Matters pertains to ATVT Projects	Meeting Details	Internal / 26 Departments of Secretariat	General Administration Department	Keval Patel (Deputy Officer, GAD)		15-12-2020

< Prev Next >

Click Here to see e-tappal details

User can take action from here after selecting e-tappal

Click her to see all e-tappal transferred by you

Click here the tappal on which you have taken action

Click here to see all KWP marked e-tappal

E-TAPPAL REGISTRATION SCREEN

e-Tappal Fields

Document Details

Normal e-Tappal Create Confidential/Secret e-Tappal | Document Name | Upload Document: *.pdf, .jpg, .png etc.) No file chosen
PDF document uploads are recommended for online viewing

Tappal Received From

State Government Offices District / Taluka Offices External Agencies / Sources / Citizens

Letter Details

Date of Letter Date of Receiving

Receiving Mode

Reference From Reference Number

Tappal Subject

Sender Details

From Department *

From HOD

Sender Name

Send To

To Office * To Section/Branch *

Standard Subject * To User *

Upload Scanned Tappal

Click Here to SAVE the Tappal

Click Here to SUBMIT the Tappal

Click Here to Reset all fields

Click Here to CLOSE the Window

eTappal Details

The screenshot displays the eTappal system interface, divided into three main sections:

- e-Tappal Details:** A form containing the following fields:
 - e-Tappal Number: 0098/e-tappal/11/2022
 - Tappal Received From: State Government Offices
 - Date of Letter: 09-11-2022
 - Date of Receiving: 09-11-2022
 - Receiving Mode: Central Registry-All Department
 - Reference From: 1234567890
 - Reference Number: 23456789
 - Tappal Subject: Test Subject
- Remarks Sheet:** A section for adding and viewing remarks.
 - Buttons: Remarks, Save, Cancel
 - Text: "Here you will see all remark" (pointing to a list area)
 - Text: "Create new remark" (pointing to a text input field)
 - Note: "*Maximum Character limit 1000"
- Document Viewer:** A window for viewing scanned documents.
 - Toolbar: File, Edit, Zoom, Transform, Annotate
 - Buttons: Transfer, e-Tappal Tracker, Create Of Note, Keep with Paper/Record, Bookmark, Versions, Close, Assign, Add to File
 - Text: "Tappal scanned copy will be visible here" (pointing to the document area)
 - Text: "Add e-tappal to file" (pointing to the 'Add to File' button)

Assign Tappal

e-Tappal Movement Route Type: Flexible route

	<input type="text" value="--Within subject hierarchy--"/>		
To:	<input type="text"/> <input type="button" value="Add"/>	<input type="button" value="..."/>	<input type="text" value="--Most Recent Users--"/>
CC:	<input type="text"/> <input type="button" value="Add"/>	<input type="button" value="..."/>	
Subject:	<input type="text" value="All Matters pertains to ATVT Projects"/>	Priority	<input type="text" value="Normal"/>

Select route

Advance Serach

Select most recent user you have used

Select priority

We have given predictive search to select the user in To and CC. Please note that user can select multiple users in To and CC.

Inbox of Concerned User

The screenshot shows a web application interface for an e-governance system. The browser address bar displays "10.10.6.22:8080/egov/office.jsp#". The page header includes the text "e- સર્વિસ" and a navigation menu with items: Workdesk, e-Tappal, Office Note, Files, e-Meeting, RTI, Others, and Reports. A notification bell icon shows "45" and the user name "Welcome, Stuti Dave" is visible.

The main content area is divided into several sections:

- Pending Work Items:** A grid of circular widgets showing counts for various categories: e-Tappal (1), e-Office (0), e-Meeting (0), MP-MLA (0), Unfiled Tappal (0), RTI (0), PG Portal (0), LAQ (0), GOI (0), and DO letter (0).
- Inbox:** A dropdown menu is open, listing: Inbox, Sent Items, CC Inbox, CC Sent Items, Dispatch Request, Dispatch Register, and Dispatch Inbxc.
- Aging Report:** Two bar charts showing counts over time (Days: 0-7, 7-15, 15-30, 30-90, 90-180, 180+). The top chart is titled "Tappal Types" and the bottom chart is titled "File". Both charts show a single bar for the 0-7 day range, with a count of 1. The legend for both charts includes e-Tappal (orange), GOI (blue), and MP-MLA (green).
- Today's Meetings Calendar:** A section for displaying the user's meetings for the current day.

Callout boxes provide instructions:

- "Check newly assigned e-tappal" points to the e-Tappal widget.
- "Check tappal you sent" points to the Sent Items menu item.
- "Check e-tappal you have cc to others" points to the CC Sent Items menu item.
- "Check newly cc e-tappal" points to the CC Inbox menu item.

To Check Bookmarked Tappal



Register e-Tappal

Unfiled e-Tappal

Bookmarked e-Tappal

--Select Office Name--

--Select Date--

Search



Change Priority

KWP

Multiple Forward

Search File

<input type="checkbox"/>	S.No		!	Reference No	My Dispatched Tappal	Subject	From Office	User	To User	Received On
<input type="checkbox"/>	1	H	!	DST/qwe/e-file/24/2022/1187/BT Section	e-File	Regarding		Patel(Account Officer,DST)	test4(Under Secretary,ARTD-1,DST)	05-11-2022 12:10 PM
<input type="checkbox"/>	2	H	!	DST/AVT/e-file/24/2022/1185/IT	e-File	All Matters pertains to ATVT Projects	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	05-11-2022 11:56 AM
<input type="checkbox"/>	3	H	!	DST/TPA/e-file/24/2022/1184/IT	e-File	All Matters pertains to Third Party Agency	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	05-11-2022 11:47 AM
<input type="checkbox"/>	4	H	!	DST/DLR/e-file/24/2022/1183/IT	e-File	AA	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	05-11-2022 11:25 AM
<input type="checkbox"/>	5	H	!	DST/TPA/e-file/24/2022/1182/IT	e-File	All Matters pertains to Third Party Agency	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	04-11-2022 06:36 PM
<input type="checkbox"/>	6	H	!	DST/MKO/e-file/24/2022/1178/BT	e-File	ABC	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	04-11-2022 06:13 PM
<input type="checkbox"/>	7	H	!	DST/MKO/e-file/24/2022/1175/BT	e-File	ABC	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	04-11-2022 05:55 PM
<input type="checkbox"/>	8	H	!	DST/MKO/e-file/24/2022/1173/BT	e-File	ABC	Science and Technology	test3(Under Secretary,IT,DST)	test4(DySO,BT,DST)	04-11-2022 05:37 PM
<input type="checkbox"/>	9	H	!	DST/EXP/e-file/24/2022/1160/IT	e-File	IT-Centre for Excellence Project related work	Science and Technology	Hardik Patel(Personal Secretary of Secretary,IT,DST)	test4(Under Secretary,ARTD-1,DST)	04-11-2022 01:06 PM
<input type="checkbox"/>	10	H	!	DST/TPA/e-file/24/2022/1161/IT	e-File	All Matters pertains to Third Party Agency	Science and Technology	Hardik Patel(Personal Secretary of Secretary,IT,DST)	test4(Under Secretary,ARTD-1,DST)	04-11-2022 01:06 PM

Click Here to see all Bookmarked e-tappal



Inbox (eTappal assigned to you)

Inbox (2) --Select Department / HOD-- --Select Priority-- --Select Date-- [Change Priority](#) | [KWP](#) | [Multiple Forward](#)

<input type="checkbox"/>	!	Reference No	Subject	From Department/HOD	From User	Received On	Modified Date
<input type="checkbox"/>	H	0024/e-tappal/12/2020	All Matters pertains to ATVT Projects	Science and Technology	Stuti Dave(Deputy Section Officer,DST)	17-12-2020 02:19 PM	17-12-2020 02:19 PM
<input type="checkbox"/>	H	DST/WEB/e-filing/24/2020/0005/IT	All matters related to website.	Science and Technology	Stuti Dave(Deputy Section Officer,DST)	29-10-2020 03:39 PM	29-10-2020 03:39 PM

< Prev Next >

e-Tappal 1 **e-Meeting** 0 **RTI** 0 **Office Note** 0

Completed 100% **Pending** 0%

Click Here to check e-tappal details

CONVERT TAPPAL INTO E-FILE

E-TAPPAL AND E-FILE



eTappal Details

The screenshot displays the eTappal interface. At the top, there is a navigation bar with buttons for 'Transfer', 'e-Tappal Tracker', 'Create Office Note', 'Keep with Paper/Record', 'Bookmark', 'Versions', and 'Close'. Below this, there are dropdown menus for 'Normal' and '--Most Recent Users--', along with 'Assign' and 'Add to File' buttons. The main area is split into two panes. The left pane, titled 'e-Tappal Details', contains a 'Remarks Sheet' with a text input field. The input field contains the text: 'Vaikunth Chaudhari(Additional Chief Secretary,ADMIN,AMDDDO) writing'. Below the input field, there is a note: '*Maximum Character limit 1000'. At the bottom of the left pane are 'Save' and 'Cancel' buttons. The right pane shows a document viewer with a document titled 'getdocstream'. The document is displayed in two pages, with page 23 on top and page 24 on the bottom. The document content is mostly illegible due to low resolution and appears to be a scanned document with a grid pattern.

- Forward – Send tappal to other user
- Return – Return tappal to last user
- Refer – Send tappal for refer to any user
- Clarify – Clarify from any user which is part of flow (in the chain of tappal flow)

Convert eTappal to eFile

Convert e-tappal to new e-file

Convert to file

Create New File Add to Existing File

Department:	Science and Technology
HoD:	--Select HoD--
Section/Branch:	IT
Department Code:	24
File Type:	e-file
File Subject:	All Matters pertains to ATVT Projects
Subject Code(Tri Letter):	AVT
Description:	
File Plan:	Plan A(Lifetime)
File Number:	DST/AVT/e-file/24/2020/0013/IT

Create Cancel

Convert e-tappal to existing e-file

Add eTappal to Existing eFile

Convert to file

Create New File Add to Existing File

Search File	<input type="text"/>	<input type="button" value="Search"/>
Department :	<input type="text"/>	
HoD :	<input type="text"/>	
Section/Branch :	<input type="text"/>	
Department Code :	<input type="text"/>	
File Type :	<input type="text"/>	
File Subject :	<input type="text"/>	
Subject Code(Tri Letter) :	<input type="text"/>	
Description :	<input type="text"/>	
File Plan :	<input type="text"/>	
File Location :	<input type="text"/>	
File Created Under :	<input type="text"/>	

Search existing files here


Click here for existing e-file

Add eTappal to Existing eFile

Search File

File Number :	<input type="text"/>	Filter :	All File <input type="button" value="v"/>
Department :	--Select Department-- <input type="button" value="v"/>	HOD :	--Select HoD-- <input type="button" value="v"/>
Section :	--Select Section-- <input type="button" value="v"/>	File Subject :	<input type="text"/>
Creation Date :	From <input type="text"/>	To <input type="text"/>	<input type="button" value="Search"/>

Click here for Search

		File Number	File Subject	Description	Status	Owner	Department	HOD	Section	Creation Date	Lying With
<input checked="" type="radio"/>		DST/WEB/MPMLA/24/2021/0003/IT	All matters related to website		Not Assigned	test4(Joint Secretary,DST)	Science and Technology		IT	07-04-2021 06:00 PM	

< PrevNext >

Select existing file here

Done

Click here to add file

Add eTappal to Existing eFile

<input type="radio"/> Create New File		<input checked="" type="radio"/> Add to Existing File	
Search File:	<input type="text" value="DST/WEB/MPMLA/24/2021/0003/IT"/>	<input type="button" value="Search"/>	
Department :	<input type="text" value="Science and Technology"/>		
HoD :	<input type="text"/>		
Section/Branch :	<input type="text" value="IT"/>		
Department Code :	<input type="text" value="24"/>		
File Type :	<input type="text" value="MPMLA"/>		
File Subject :	<input type="text" value="All matters related to website"/>		
Subject Code(Tri Letter) :	<input type="text" value="WEB"/>		
Description :	<input type="text"/>		
File Plan :	<input type="text" value="Plan A(Lifetime)"/>		
File Location :	<input type="text" value="Archived Files / Science and Technology / IT / Plan A"/>		
File Created Under :	<input type="text" value="Department"/>		
		<input type="button" value="Done"/>	<input type="button" value="Cancel"/>

Click here to add file

CREATE NEW FILE

E-TAPPAL AND E-FILE



Create New eFile

The screenshot displays the e-Sarkar portal interface. At the top, there is a navigation bar with the following items: e-સરકાર, Workdesk, e-Tappal, Office Note, Files, e-Meeting, RTI, Others, and Reports. On the right side, there is a notification bell icon with the number 57 and a welcome message: "Welcome, Stuti Dave".










The main content area is divided into three sections:


- Pending Work Items:** A grid of 12 circular icons representing different work items and their counts:
 - e-Tappal: 1
 - Files: 1
 - e-Office: 0
 - e-Meeting: 0
 - PMO: 0
 - MP-MLA: 0
 - Unfiled Tappal: 0
 - RTI: 0
 - PG Portal: 0
 - LAQ: 0
 - GOI: 0
 - DO letter: 0
- Agri:** A dropdown menu is open, showing options: Create File, My Files, Approved Files, Intimation, Search File, and Search Document. A yellow callout box points to the "Create File" option with the text "Create New File".
- Today's Meefinas Calendar:** A section for the calendar, currently empty.

Below the dropdown menu, there are two bar charts showing the distribution of files by days. The top chart is titled "Tappal Types" and the bottom chart is titled "File". Both charts have a Y-axis labeled "Count" ranging from 0 to 1.0 and an X-axis labeled "Days" with categories: 0-7, 7-15, 15-30, 30-90, 90-180, and 180+.

The "Tappal Types" chart shows a single bar for the 30-90 days category with a count of 1.0, colored orange (representing e-Tappal). The "File" chart shows a single bar for the 30-90 days category with a count of 1.0, colored orange (representing e-File).

eFile Creation

 e-સરકાર |  Workdesk |  e-Tappal |  Office Note |  Files |  e-Meeting |  RTI |  Others |  Reports

Settings  57 | Welcome, Stuti Dave

Create File

<input checked="" type="radio"/> Create Main File	<input type="radio"/> Create Part File		
Department :	Science and Technology	HoD :	--Select HoD--
Section/Branch :	IT	Department Code :	24
File Type :	e-file	File Subject* :	All matters related to website
Subject Code(Tri Letter) :	WEB	Description :	All matters related to website Description
File Plan :	Plan A(Lifetime)	File Number :	DST/WEB/e-file/020/0013/IT
			<input type="button" value="Create"/>

Select File Plan

Write Description of File

Predictive predefined File Subject

Click here to Create

Newly Created eFile

The screenshot shows the e-File system interface with several callouts highlighting key features:

- Add New Attachment:** Callout pointing to the 'Add Document' button in the top navigation bar.
- Print Note:** Callout pointing to the 'Print Note' button in the top navigation bar.
- Assign File:** Callout pointing to the 'Assign' button in the top right corner.
- Enclosure:** Callout pointing to the 'Enclosures' tab in the left sidebar.
- Add Note:** Callout pointing to the 'Add Note' button in the left sidebar.
- Edit Note:** Callout pointing to the 'Edit Note' button in the left sidebar.
- ALL Noting will be visible here:** A large box highlighting the central content area where the note details are displayed.
- Link Note:** Callout pointing to the 'Note Link' button at the bottom left.
- Delete Note:** Callout pointing to the 'Delete Link' button at the bottom left.

The main content area displays the following information:

File Properties:

- FileNo.- DST/WEB/e-file/24/2020/0013/IT
- File Subject- All matters related to website.
- File Created On - 17-12-2020 02:52 PM

Note 1 Secure

Please approve the file.

Stuti Dave
Deputy Section Officer
Science and Technology
17-12-2020

Government of Gujarat
Science and Technology
Sachivalaya, Gandhinagar

Circular :

Meeting Details Document

- Meeting Subject : Weekly Review Meeting
- Meeting Venue : My Cabin
- Meeting Start Date : 15-12-2020 12:36 PM

Attendance List :

Sr No.	Members	Designation	Department/HOD	Role	Attendance
1	Stuti Dave	Deputy Section Officer	Science and Technology	Chairperson	Present
2	Nitin M Tatu	Additional Secretary	HOD 01	Member	Present
3	Tarang Andharia	Section Officer	Science and Technology	Member	Present
4	Jayendra Patel	External	External	Member	Present

Agenda Details :

Assign eFile

File Movement Route Type: Flexible_Route Send Exit

	--Within subject hierarchy--		
To:	<input type="text"/>	...	--Most Recent Users--
Subject	All matters related to website	Priority	Normal

Select route

Select most recent user you have used

Select priority

We have given predictive search to select the to whom you want to assign the file

Check New eFile Assigned to You

The screenshot displays a web application interface for an e-governance portal. The browser address bar shows the URL `10.10.6.22:8080/egov/office.jsp#`. The page header includes navigation links for Workdesk, e-Tappal, Office Note, Files, e-Meeting, RTI, Others, and Reports. A user profile for 'Stuti Dave' is visible in the top right corner with a notification badge showing '45'.

The main content area is divided into three sections:

- Pending Work Items:** A grid of circular buttons representing different work items. A yellow callout box points to the 'e-Tappal' button, which shows a count of '1'. Other buttons include 'e-Office' (0), 'e-Meeting' (0), 'MP-MLA' (0), 'Unfiled Tappal' (0), 'RTI' (0), 'PG Portal' (0), 'LAQ' (0), 'GOI' (0), and 'DO letter' (0). A dropdown menu is open over the 'e-Tappal' button, listing: Inbox, Sent Items, CC Inbox, CC Sent Items, Dispatch Request, Dispatch Register, and Dispatch Inbcx.
- Aging Report:** Two bar charts showing the distribution of work items by age (Days).
 - Tappal Types:** The chart shows a count of 1 for the '0-7' days category for 'e-Tappal'. The x-axis categories are 0-7, 7-15, 15-30, 30-90, 90-180, and 180+ days. The y-axis is labeled 'Count' and ranges from 0 to 1.0.
 - File:** The chart shows a count of 1 for the '30-90' days category for 'e-File'. The x-axis categories are 0-7, 7-15, 15-30, 30-90, 90-180, and 180+ days. The y-axis is labeled 'Count' and ranges from 0 to 1.0.
- Today's Meetings Calendar:** A section for displaying the current day's meetings, which is currently empty.

Inbox

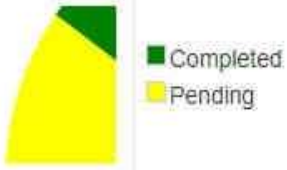
Inbox (3) --Select Department / HOD-- --Select Priority-- --Select Date-- [Change Priority](#) | [KWP](#) | [Multiple Forward](#)

<input type="checkbox"/>	!	Reference No	Subject	From Department/HOD	From User	Received On	Modified Date
<input type="checkbox"/>	H	DST/WEB/e-file/24/2020/0013/IT	All matters related to website	Science and Technology	Stuti Dave(Deputy Section Officer,DST)	17-12-2020 03:02 PM	17-12-2020 03:02 PM
<input type="checkbox"/>	H	0024/e-tappal/2/2020	All Matters pertains to ATVT Projects	Science and Technology	Stuti Dave(Deputy Section Officer,DST)	17-12-2020 02:19 PM	17-12-2020 02:19 PM
<input type="checkbox"/>	H	DST/WEB/e- /2020/0005/IT	All matters related to website	Science and Technology	Stuti Dave(Deputy Section Officer,DST)	29-10-2020 03:39 PM	29-10-2020 03:39 PM

< Prev Next >

Click to check e-file details

e-Tappal 1 | File 2 | e-Meeting 0 | RTI 0 | Office Note 0



eFile View

The screenshot displays the eFile View interface. At the top, there is a navigation bar with icons for 'સરકાર' (Government), 'Create Office Note', 'Create Draft Letter', 'Add Document', 'Request Dispatch', 'Track Dispatch', 'File Tracker', 'Move', 'Linked Files (0)', 'Print Note', and 'Close'. Below this is a dropdown menu for '--Most Recent Users--' and buttons for 'Forward', 'Refer', and 'Clarify / Send Back'. The main content area is divided into 'Notings', 'Documents', and 'File Details' tabs. Under 'File Details', there are fields for 'FileNo.- DST/DLR/e-file/24/2022/1195/IT', 'File Subject- AA', and 'File Created On - 07-11-2022 10:45 AM'. There are also buttons for '+ Add Note' and 'Edit Note'. The 'Assigned' section shows a note by 'Rahul Parmar, Under Secretary IT, Science and Technology' dated '07-11-2022 10:46 AM'. The 'Returned' section shows a note by 'Rohit Ninama, Section Officer Section A, Science and Technology' dated '07-11-2022 10:47 AM'. At the bottom, there is a table for 'Link(s) of Note' with columns for 'Name' and 'Path', and a message 'No Links to the current Note.' The document preview on the right shows the header for 'Nitinand Sangwan, IAS Director' with the Government of Gujarat emblem and contact information for the Directorate of ICT & e-Governance. The body of the document starts with 'Dear Applicant,' and a paragraph of text.

- Forward – Send tappal to other user
- Return – Return tappal to last user
- Refer – Send tappal for refer to any user
- Clarify – Clarify from any user which is part of flow (in the chain of tappal flow)
- Approve – Approve the file and send back for completion

Only Creator of e-file will able to complete the file

Forward eFile

File Movement Route Type:

	--Within subject hierarchy--		
To:	<input type="text" value="test3(Under <u>Secretary</u> DST)"/>	...	--Mo <input type="button" value="v"/>
Subject	All matters related to website	Priority	Normal <input type="button" value="v"/>

Annotations:

- Click here to send e-file (points to Send button)
- Click here to select route (points to Route Type dropdown)
- Click here to exit screen (points to Exit button)
- Enter username here (points to To: field)
- Click here to change priority (points to Priority dropdown)

Create Draft Letter

The screenshot displays the e-SARSIR web application interface. At the top, a dark blue header contains the text "e- સરસીર" and a menu with options: "Create Office Note", "Create Draft Letter", "Add Document", "Request Dispatch", "Track Dispatch", "File Tracker", "Move", "Linked Files (0)", "Print Note", and "Close". Below the menu are three buttons: "Assign", "Update File Plan", and "Dispose".

The main content area is divided into sections. On the left, there are tabs for "Notings", "Enclosures", and "File Properties". Below these, there are buttons for "Add Note" and "Edit Note". The "Edit Note" section displays the following information:

- FileNo.- DST/WEB/MPMLA/24/2021/0004/IT
- File Subject- All matters related to website
- File Created On - 07-04-2021 06:13 PM

Below this information, it states "No notes exist presently." On the right side of the main content area, there is a toolbar with various icons for editing and viewing, including "Transform" and "Annotate". A large callout box with a blue border and a white background points to the "Create Draft Letter" menu item, containing the text "Click here to Create Draft Letter".

At the bottom of the main content area, there is a large white box containing a barcode and the text "DST/WEB/MPMLA/24/2021/0004/IT".

Create Draft Letter

Draft Letter

[Style] Arial 4

B I U [Text Alignment] [List] [Link] [Image] [Table] [Undo] [Redo] [Print]

Government Of Gujarat
Block No.7,5th Floor,
New Sachivalaya,Gandhinagar-382010
Phone No. :8989898989
Fax No.: 8989898989
Email: jh@gmail.com

Click here to select template

MOM
Select File Type
Letter Head
Letter Head-Gujarati
MOM
Meeting Note

Username
Designation

No.: Date:

To,

1. Secretary,DST,Block no.7/5, New Sachivalaya Gandhinagar
2. Sec. (Exp),FD,Block no.4/5, New Sachivalaya Gandhinagar
3. Managing Director,GIL, Block no.2/2, Karmyogi Bhavan Gandhinagar

Enter here

Click here to save template

Save Cancel


Create Draft Letter

Draft Letter

[Style] Arial 4 MOM

Science and Technology
Government Of Gujarat
Block No.7,5th Floor,
New Sachivalaya,Gandhinagar-382010
Phone No. :8989898989
Fax No. : 8989898989
Email: jh@gmail.com

Username
Designation



Add Draft Letter

Name:

Add Cancel

No.: _____ Date: _____

To,

1. [Secretary,DST,Block no.7/5, New Sachivalaya,Gandhinagar](#)

2. [Sec.\(Exp\),FD,Block no.4/5, New Sachivalaya,Gandhinagar](#)

3. [Managing Director,GIL, Block no.2/2, Karmvogi Bhavan,Gandhinagar](#)

Save Cancel

Enter the name of Draft Letter and Add

eSign after Approval & Approve with eSign

Scenario 1: Approver can only approve the file which will be sent to initiator. Initiator will then send the file to User for eSign

Scenario 2: File can be Approve and eSign directly.

Scenario 1:
eSign after Approval Process: Step 1: The initiator user creates the file and then creates a draft letter and assigns it to the user for further process.

સર્કાર

Create Office Note Create Draft Letter Add Document Request Dispatch Track Dispatch File Tracker Move Linked Files (0) Print Note Close

Normal Vaikunth Chaudhari(ASTADMN,IT,DST) Assign Update File Plan

Notings Documents File Details

Download as Zip

	Name	Version	Created on	Pages	Description
	Draft Letter_Ajay11	1.0	07-11-2022 01:40 PM	1	
	QR Code	1.0	07-11-2022 01:40 PM	1	
	Barcode	1.0	07-11-2022 01:40 PM	1	

Download Delete Edit Draft Property TrackSheet < Prev Next >

Remarks

No: Date:

To,

Ref:

Sub:

Dear Applicant,

At the outset, I on behalf of the Government of Gujarat convey my appreciation to the fact that you have chosen Gujarat State to set up/expand your operations.

At the outset, I on behalf of the Government of Gujarat convey my appreciation to the fact that

New

Step 2: Authorized user receive the file, user can approve the file. HTML convert into PDF with QR Code and File No.

Step 3: Once the Authorized user approves the file and sends it back that file to the initiator user, the initiator user sends draft letters for eSign with help of the “Send for e-Sign” button.

The screenshot displays a web application interface with a top navigation bar containing various action buttons: Create Office Note, Create Draft Letter, Add Document, Request Dispatch, Track Dispatch, File Tracker, Move, Linked Files (0), Print Note, and Close. A secondary bar on the right includes a red-bordered button labeled "Send for E-Sign" and a "Complete" button. Below this, there are tabs for "Notings", "Documents", and "File Details". A "Download as Zip" option is visible. A table lists documents with columns for Name, Version, Created on, Pages, and Description. The table contains three entries: "Draft Letter_Ajay11", "QR Code", and "Barcode", all with version 1.0 and created on 07-11-2022 01:40 PM. Below the table are buttons for "Download", "Delete", "Edit Draft", "Property", and "TrackSheet". A "Remarks" section is present at the bottom of the table area. On the right side, a preview window shows a document viewer with a "getdocstream" header, page indicators (1 / 3), and a zoom level of 43%. The document content includes a header for "Nitin Sangwan, IAS Director" and the "Directorate of ICT & e-Governance, Department of Science and Technology, Government of Gujarat". The main body of the document contains a "Dear Applicant," followed by a repetitive paragraph: "At the outset, I on behalf of the Government of Gujarat convey my appreciation to the fact that you have chosen Gujarat State to set up/expand your operations."

	Name	Version	Created on	Pages	Description
<input checked="" type="radio"/>	Draft Letter_Ajay11	1.0	07-11-2022 01:40 PM	1	
<input type="radio"/>	QR Code	1.0	07-11-2022 01:40 PM	1	
<input type="radio"/>	Barcode	1.0	07-11-2022 01:40 PM	1	

Step 4: The initiator user selects any flow user name and sends a file to that user to perform e-Sign.

File Movement **Send** **Exit**

To: Vaikunth Chaudhari(ASTADMN,IT,DST) Vaikunth Chaudhari(ASTADMN,IT,DST) ▼




Subject: All Matters pertains to ATVT Projects

Tracksheet

Date	Time	Action	Done By	Priority
07-11-2022	01:41 PM	Assign	Rahul Parmar(Under Secretary,IT,DST)	Normal
07-11-2022	01:43 PM	Approved	Vaikunth Chaudhari(ASTADMN,IT,DST)	Normal

Step 5: Authorized user selects the document and clicks on the e-Sign link for the further process.

The screenshot shows a web application interface for document management. At the top, there is a navigation bar with the logo 'સરકાર' (Sarkar) and several action buttons: 'Create Office Note', 'Create Draft Letter', 'Add Document', 'File Tracker', 'Move', 'Linked Files (0)', 'Print Note', and 'Close'. Below this, there are tabs for 'Notings', 'Documents', and 'File Details'. A 'Download as Zip' button is visible on the left. The main content area features a table with columns: Name, Version, Created on, Pages, and Description. The table lists three documents: 'Draft Letter_Ajay11', 'QR Code', and 'Barcode', all with version 1.0 and created on 07-11-2022 01:40 PM. The 'Draft Letter_Ajay11' row has a blue selection circle and a red box around it. Below the table, there are buttons for 'Download', 'Delete', 'Edit Draft', 'e-Sign' (highlighted with a red box), 'Property', and 'TrackSheet'. A 'Remarks' section is located below the buttons. On the right side, a document viewer is open, showing a document titled 'getdocstream' with a zoom level of 43%. The document content includes the name 'Nitin Sangwan, IAS Director' and the 'Directorate of ICT & e-Governance Department of Science and Technology, Government of Gujarat'. The document text is repeated multiple times, indicating a draft or a placeholder.

	Name	Version	Created on	Pages	Description
 <input checked="" type="radio"/>	Draft Letter_Ajay11	1.0	07-11-2022 01:40 PM	1	
 <input type="radio"/>	QR Code	1.0	07-11-2022 01:40 PM	1	
 <input type="radio"/>	Barcode	1.0	07-11-2022 01:40 PM	1	

Step 6: Authorized user clicks on the Aadhaar eSign button.



Test Gateway

You are about to digitally sign a document which is legally valid. Please review carefully before signing

Document Details

Request Date & Time	07-11-2022 13:46:54
Document Hash	View Document
Document URL	Document URL
Document Name	document

Choose your signing options

[Cancel](#)

1


Aadhaar eSign
Aadhaar based document signing

?

© eMudhra Limited. All Rights Reserved.

For terms of service, privacy policy and disclaimer, please visit www.emudhra.com

Step 7: Authorized user submit all details and click on Perform eSign button.

 **emudhra**
Trust Delivered | eSign Service

GUJARAT INFORMATICS LIMITED

eSign User Authentication

You are redirected here to authenticate for eSign of below document by **GUJARAT INFORMATICS LIMITED**. Please note the transaction ID: **GIL20221107134654657**

☰

Documents to be signed from
GUJARAT INFORMATICS LIMITED

document
[View Document](#) [View Hash](#)

Authenticate Here

Don't have an account? [Create a new account](#)

Authenticate Using Username Mobile No PAN

Signer ID

PIN [Forgot PIN ?](#)

OTP SMS OTP T-OTP

I agree to authenticate for this transaction using above credentials and continue to accept the terms and conditions under my [Subscriber Agreement](#).

[Generate Username & PIN](#)

Step 8: After e-Sign process, the user views the eSign at bottom of the every page and returns that file to the initiator

The screenshot displays a web application interface with a top navigation bar containing icons for 'Create Office Note', 'Create Draft Letter', 'Add Document', 'File Tracker', 'Move', 'Linked Files (0)', 'Print Note', and 'Close'. A red box highlights a 'Return after E-Sign' button in the top right corner.

The main content area is divided into two panels. The left panel shows document details for 'FileNo.- DST/AVT/e-file/24/2022/1197/IT' and 'File Subject- All Matters pertains to ATVT Projects'. It lists two notes: 'Note 2' (Approved) by Vaikunth Chaudhari and 'Note 3' (Send for E-Sign) by Rahul Parmar. A table at the bottom shows 'Link(s) of Note' with columns for 'Name' and 'Path', and a message 'No Links to the current Note.'.

The right panel shows a document viewer with a 'getdocstream' header and a '1 / 3' page indicator. The document content is mostly repetitive text: 'State to set up/expand your operations. At the outset, I on behalf of the Government of Gujarat convey my appreciation to the fact that you have chosen Gujarat State to set up/expand your operations.' A red box highlights a 'Signature Not Verified' warning with a question mark icon. Below the warning, the file number 'DST/AVT/e-File/24/2022/1197/IT' and a QR code are visible.

Scenario 2:

Step 1: The initiator user creates the file and then creates a draft letter and assigns it to the user for further process.

Step 2: Authorized user receives the file, user can click on the “Approve & eSign” button. HTML file converts into PDF with QR Code and File No.




The screenshot displays a web application interface for document management. At the top, there is a navigation bar with various actions: Create Office Note, Create Draft Letter, Add Document, Request Dispatch, Track Dispatch, File Tracker, Move, Linked Files (0), Print Note, and Close. Below this is a dropdown menu for "--Most Recent Users--" and a row of action buttons: Forward, Refer, Clarify / Send Back, Return, Approve, Approve & Esign (highlighted with a red box), and Return and Close.

The main content area is divided into two sections. The left section, titled "Notings", shows a "File Details" tab with the following information:
FileNo.- DST/AVT/e-file/24/2022/1197/IT
File Subject- All Matters pertains to ATVT Projects
File Created On - 07-11-2022 01:40 PM
Below this, there is an "Assigned" section with a "Note 1" button. The assigned user is Rahul Parmar, Under Secretary, IT, Science and Technology, with a timestamp of 07-11-2022 01:41 PM.

The right section displays a draft letter. The header includes the name "Nitin Sangwan, IAS Director" and the logo of the Government of Gujarat. The address is "Directorate of ICT & e-Governance Department of Science and Technology, 2nd Floor, Block Number - 2, C & D - Wing, Karmyogi Bhavan, Sector 10-A, Gandhinagar, Gujarat - 382010." The letter body contains fields for "No:", "Date:", "To:", "Ref:", and "Sub:". The text of the letter begins with "Dear Applicant," and "At the outset, I on behalf of the Government of Gujarat convey my appreciation to the fact that you have chosen Gujarat State to set up/expand your operations."

Step 3: After Approve & eSign, the file is approved and ready for eSign, user selects the document and clicks on eSign link for further process. The rest of the other steps are the same as per Approve process.

The screenshot displays a web application interface for document management. At the top, there is a navigation bar with the logo 'સરકાર' (Sarkar) and several utility buttons: 'Create Office Note', 'Create Draft Letter', 'Add Document', 'File Tracker', 'Move', 'Linked Files (0)', 'Print Note', and 'Close'. Below this, there are tabs for 'Notings', 'Documents', and 'File Details'. A 'Download as Zip' button is visible on the left. The main content area features a table with the following columns: Name, Version, Created on, Pages, and Description. The table lists three documents: 'Draft Letter_Ajay11', 'QR Code', and 'Barcode', all with version 1.0 and created on 07-11-2022 01:40 PM. The 'Draft Letter_Ajay11' row has a blue selection circle and a red box around it. Below the table, there are buttons for 'Download', 'Delete', 'Edit Draft', 'e-Sign' (highlighted with a red box), 'Property', and 'TrackSheet'. A 'Remarks' section is located below the buttons. At the bottom, there are navigation arrows and a 'New' button.

	Name	Version	Created on	Pages	Description
 <input checked="" type="radio"/>	Draft Letter_Ajay11	1.0	07-11-2022 01:40 PM	1	
 <input type="radio"/>	QR Code	1.0	07-11-2022 01:40 PM	1	
 <input type="radio"/>	Barcode	1.0	07-11-2022 01:40 PM	1	

Download Delete Edit Draft **e-Sign** Property TrackSheet < Prev Next >

Remarks

<<< < Prev Next > >>>

New

The screenshot shows a document viewer interface for 'getdocstream'. The document is displayed in a multi-page view, with the first page highlighted. The document content includes the header of the Directorate of ICT & e-Governance, Department of Science and Technology, Government of Gujarat, and the name of the Director, Nitin Sangwan, IAS. The main body of the document contains a letter addressed to 'Dear Applicant', with the subject line 'At the subject, I on behalf of the Government of Gujarat convey my appreciation to the fact that you have chosen Gujarat State to set up/signpost your operations.' The document is displayed at 43% zoom. The viewer includes navigation controls like back, forward, and search, and a toolbar at the bottom with icons for print, share, and download.

getdocstream 1 / 3 43%

Nitin Sangwan, IAS
Director

Directorate of ICT & e-Governance
Department of Science and Technology

1
2

Approved eFile Intimation

The screenshot displays the 'esarkar' portal interface. At the top, there are navigation menus for 'Workdesk', 'Files', 'Other Modules', and 'Reports'. The main dashboard is divided into several sections:

- Pending Work Items:** A grid of circular icons representing different categories, all with a count of 0. The categories include e-Tappal, e-Meeting, New Tappals, LAQ, Audit Paras, RTI, GOI/PMO, MP-MLA, PG Portal, and CMO/CS. A dropdown menu is open over the 'Approved Files' icon, listing options: 'Create File', 'My Created Files', 'Approved Files', 'My Worked e-File', 'Search Archived Files (RMS)', and 'Search Document'.
- Aging Report:** Two bar charts showing the count of pending items over time (0-7, 7-15 Days, 15-30). The top chart is titled 'Pending Tappal' and the bottom chart is 'Pending File'. Both charts show data for e-Tappal/e-File, GOI, and MP-MLA.
- Today's Meetings Calendar:** A section for viewing the current day's meetings.
- Productivity and To-Do List:** Buttons for 'View Productivity in Last Week', 'View Productivity in Last Month', 'View To-Do List (0)', and 'New (0)'.

A yellow callout box points to the 'Approved Files' option in the dropdown menu, containing the text: "All the people in flow will get intimation is e-file is approved".

<https://esarkar.gujarat.gov.in/office.jsp#>


© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen

Approved eFile Intimation

 e-સરકાર |  Workdesk |  e-Tappal |  Office Note |  Files |  e-Meeting |  RTI |  Others |  Reports

  58  Welcome, Stuti Dave

Approved Files Intimation

	File Number	File Subject	Description	Approved By	Approved On
	DST/WEB/e-file/24/2020/0014/IT	All matters related to website		Stuti Dave(Deputy Section Officer,DST)	17-12-2020 03:12 PM
	DST/INF/e-file/24/2020/0001/IT	Work related to Infocity	related to IWDMS 2.0	Tarang Andharia(Section Officer,DST)	15-12-2020 05:41 PM
	DST/ALT/e-file/24/2020/0001/Esta.	Allotments of Plan/Non Plan Grant		Stuti Dave(Deputy Section Officer,DST)	23-11-2020 11:24 AM
	DST/ERC/e-file/24/2020/0001/IT	Establishment-50-55 Review Case		Nikunj Jani(Under Secretary,DST)	29-10-2020 03:48 PM

[< Prev](#) [Next >](#)

Search eFile



e-સરકાર

Workdesk

e-Tappal

Office Note

Files

e-Meeting

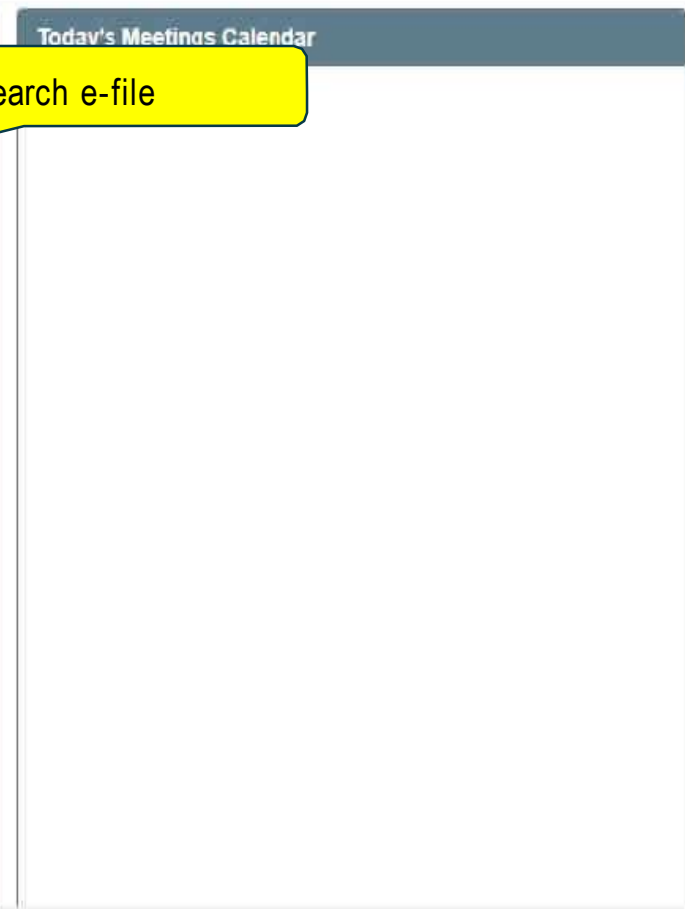
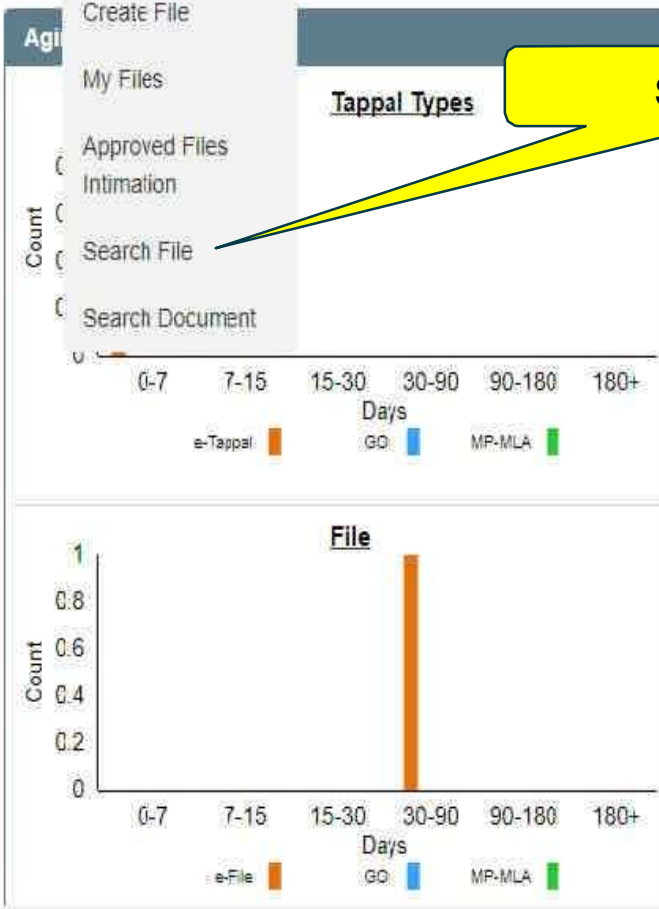
RTI

Others

Reports



Welcome, Stuti Dave



Search e-file

Search eFile

Search File			
File Number	<input type="text"/>	Status	All File <input type="button" value="v"/>
Department	--Select Department-- <input type="button" value="v"/>	HOD	--Select HoD-- <input type="button" value="v"/>
Section	--Select Section-- <input type="button" value="v"/>	File Subject	<input type="text"/>
Creation Date	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Search e-file using the criteria selected

eMeeting Key Features

Meeting Scheduler

- Schedule Meeting
- Creation of Agenda
- Formation of meeting committee
- Accept/Reject Meeting invitation
- Nomination of other official for a meeting
- Reschedule a meeting
- Cancel a meeting



Minutes of meeting

- Draft creation of MOM
- Approval of MOM
- Circulation of MOM
- View MOM



Action Tracker

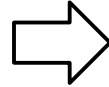
- Create action tracker for the meeting
- View action tracker
- Update action tracker
- Assigning of action item
- Action item completion

Features of eMeeting

- User Can Create Three types of Meeting
 1. Ad Hoc Meeting
 2. Formal Meeting
 3. Committee Meeting
- User will get Meeting Calendar where they can see all their scheduled Meeting.
- Mobile Application is available from where user can accept/reject meeting invite and can check all the details of e-meeting module which is available on web
- User will get the meeting invitation notification on SMS and email of High and Very High priority meeting.

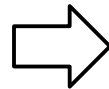
Features of eMeeting

Adhoc Meeting



- If user wants to have a meeting with on short notice with his colleague/or any other officials without any formal invitation they can create the Ad Hoc Meeting.
- There no need to appoint Chairman and Convener.
- No need to add any agenda for initiation of meeting
- No need to ask for approval for convening the meeting
- Option of sending e-invitation or formal invitation
- No need to create MOM or actionable

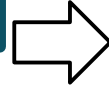
Formal Meeting



- If user wants to Create a formal meeting, an approved agenda is compulsory to initiate the same
- Chairman and Convener are mandatory
- Need to send the meeting for approval
- A formal invitation will go to all members whenever meeting is approved.
- Intimation will be shared by Email & SMS.

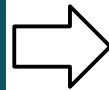
Features of eMeeting

Committee Meeting



- First User need to create the committee
- Committee circular will be sent to all members of committee
- If user wants to Create a Committee meeting, an approved agenda is compulsory to initiate the same
- Chairman and Convener are mandatory
- Need to send the meeting and committee for approval
- A formal invitation will go to all members whenever meeting is approved

Templates Generated in Formal and Committee Meeting



- System will generate below templates as per office procedure
 1. Committee Circular
 2. Submitted Committee Circular
 3. Agenda Details
 4. Meeting Invite
 5. Minutes of Meeting
 6. Meeting Details

User Dashboard

e-સરકાર

Workdesk | e-Tappal | Office Note | Files | e-Meeting | Reports

⚙️ 20 🔔

Welcome, Manojkumar Ravishankar Shukla

Pending Work Items

1
e-Tappal

1
Files

0
e-Office

2
e-Meeting

0
PMO

0
Ministers

0
Swagat

0
RTI

0
PG Portal

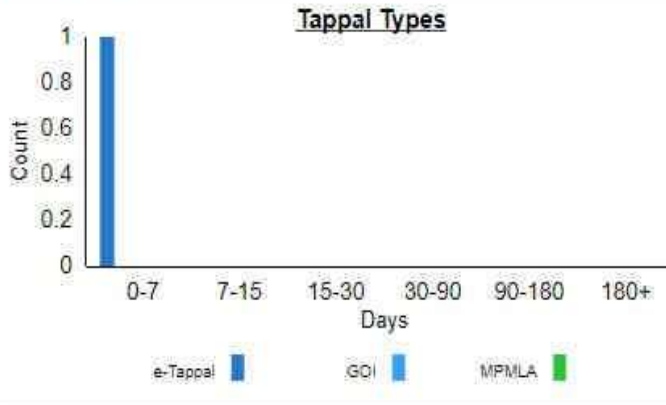
0
LAQ

0
GOI

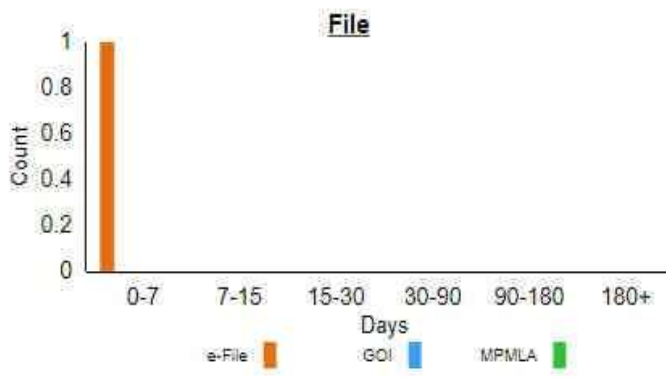
0
DO letter

Aging Report

Tappal Types



File




Meetings Calendar

Time	Department	Venue	Subject
05:51 PM	General Administration Department	Other	ghjhg
03:58 PM	General Administration Department	Department	રાજ્ય સરકાર ના અધિકારીઓ / કચેરીઓ વગેરેને લાપ્તા પાત્ર નો નમૂનો યાદીનો નમૂનો।
05:03 PM	General Administration Department	Department	રાજ્ય સરકાર ના અધિકારીઓ / કચેરીઓ વગેરેને લાપ્તા પાત્ર નો નમૂનો યાદીનો નમૂનો।
08:02 PM	General Administration Department	Department	Diwali Vacation Extension

Directorate of ICT & e-Governance
Department of Science & Technology
Government of Gujarat


8

eMeeting Dashboard

 e-SRSR

- Home
- My Inbox (0)
- Create Adhoc eMeeting
- Create Formal eMeeting
- Create Committee eMeeting
- Meeting Details >
- Actionable Details >
- Create Committee
- Committee Details >
- Search >

Thursday, 22 October 2020



Home Page

Today's Meetings

Subject: Weekly Review Meeting
Start: 22/10/2020 05:23 PM
End: 22/10/2020 05:53 PM
Venue: Committee Room No.3, 3rd Floor,
Block No B, Secretariat Gandhinagar

Meeting Invites

No pending invites

today < > Oct, 2020 month week day

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen

Today's Meeting will be visible here

Meeting Invite will be visible here

This is Meeting Calendar, where all future meeting will be visible.

Meeting Invite

The screenshot shows the e-SARSIR web application interface. The browser address bar displays "10.10.6.22:8080/committee/index.jsp". The application header includes the e-SARSIR logo and a search bar labeled "Search Meeting". A left sidebar contains navigation options: Home, My Inbox (0), Create Adhoc eMeeting, Create Formal eMeeting, Create Committee eMeeting, Meeting Details >, Actionable Details >, Create Committee, Committee Details >, and Search >. Below the sidebar, the date "Tuesday, 15 December 2020" and a clock are displayed. The main content area, titled "My Meetings", contains a table with the following data:

Priority	Type	Subject	Department/HOD	Start Date Time	Venue	Status	Comments	Actions
!	Adhoc	Weekly Review Meeting	Science and Technology	15-12-2020 12:22 PM - 12:52 PM	My Cabin			✓ ? ✗ ↓

A yellow callout box with a black border points to the "My Meetings" menu item in the sidebar. The text inside the callout reads: "User can see all meeting invite by clicking here".

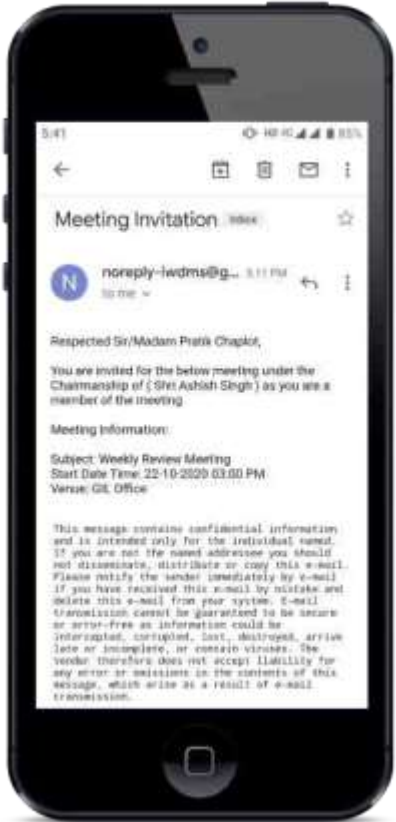
At the bottom of the page, the footer text reads: "© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen".

Meeting for Approval for Formal Meetings (INBOX)

The screenshot displays the 'My Inbox' section of the e-SRSR system. The interface includes a left-hand navigation menu with options like 'Home', 'My Inbox (1)', 'Create Adhoc eMeeting', 'Create Formal eMeeting', 'Create Committee eMeeting', 'Meeting Details', 'Actionable Details', 'Create Committee', 'Committee Details', and 'Search'. The main content area shows a table of meeting requests. A yellow callout bubble points to the 'Subject' column of the table, with the text 'Click Here to see meeting details'. Another yellow callout bubble points to the 'My Inbox (1)' menu item, with the text 'Click on Inbox to see any new pending work item. From here user will get meeting detail received for approval'. The table contains one entry: a 'Meeting' with the subject 'Weekly Review Meeting', from the 'Science and Technology' department, created by 'Stuti Dave(Deputy Section Officer)' on '15-12-2020 12:27 PM', with a status of 'Pending'. Navigation buttons for '< Prev' and 'Next >' are visible at the bottom right of the table. The footer of the page reads '© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen'.

Type	Subject	From Department/HOD	From User	Received On	Status	Created By
Meeting	<u>Weekly Review Meeting</u>	Science and Technology	Stuti Dave(Deputy Section Officer)	15-12-2020 12:27 PM	Pending	Stuti Dave(Deputy Section Officer)

Meeting Invitation After Approval of Meeting



EMAIL



SMS



Government of Gujarat

Government of Gujarat
Science and Technology
Sachivalaya, Gandhinagar
Date : 22-10-2020

To,

1. Mr. Hareet Shukla(Secretary), Science and Technology
2. Mr. Nikunj Jani(Under Secretary), Science and Technology
3. Mr. Sanjay A Shah(Technical Officer(IT)), Science and Technology
4. Mr. Tarang Andharia(Section Officer), Science and Technology
5. Mr. Nitin M Tatu(DGM(APP)), Gujarat Informatics Limited
6. Mr. Akhlesh Goyal(Consultant), Science and Technology
7. Ms. Stuti Dave(Deputy Section Officer), Science and Technology

Subject : Weekly Review Meeting

Sir,

With Reference to above subject and as decided, a weekly review meeting is scheduled as below under the chairmanship of Secretary DST.

You are requested to make it convenient to attend the same as per schedule with necessary information.

Date : 22-10-2020

Time : 05:23 PM

Venue : Committee Room No.3, 3rd Floor, Block No.8, Secretariat, Gandhinagar, Gujarat-380014

Thanking you

Yours faithfully

Nikunj Jani
Under Secretary
Science and Technology

View and Tracking on Mobile App available in eSarkar

MEETING INVITATION



Government of Gujarat

Government of Gujarat
Science and Technology
Sachivalaya, Gandhinagar
Date : 22-10-2020

To,

1. Mr. Hareet Shukla(Secretary), Science and Technology
2. Mr. Nikunj Jani(Under Secretary), Science and Technology
3. Mr. Sanjay A Shah(Technical Officer(IT)), Science and Technology
4. Mr. Tarang Andharia(Section Officer), Science and Technology
5. Mr. Nitin M Tatu(DGM(APP)), Gujarat Informatics Limited
6. Mr. Akhlesh Goyal(Consultant), Science and Technology
7. Ms. Stuti Dave(Deputy Section Officer), Science and Technology

Subject : Weekly Review Meeting

Sir,

With Reference to above subject and as decided, a weekly review meeting is scheduled as below under the chairmanship of Secretary DST.

You are requested to make it convenient to attend the same as per schedule with necessary information.

Date : 22-10-2020

Time : 05:23 PM

Venue : Committee Room No.3, 3rd Floor, Block No.8, Secretariat, Gandhinagar, Gujarat-380014

Thanking you

Yours faithfully

Nikunj Jani
Under Secretary
Science and Technology

COMMITTEE CIRCULAR

Weekly Review Meeting

2



Government of Gujarat

Government of Gujarat ,
Science and Technology
Section : IT
File No : DST/NEW/e-file/1/2020/0002/IT
Sachivalaya, Gandhinagar.
Date : 22-10-2020

Circular :

As decided, Weekly Review Meeting should be held on every Monday under chairmanship of Secretary DST along with department officials to discuss and conclude pending issues of Department as well as organizations work under DST. Members of the Weekly Review Meeting are as under.

Sr No.	Members	Designation	Role
1	Mr. Hareet Shukla	Secretary	Chairperson
2	Mr. Nikunj Jani	Under Secretary	Convener
3	Mr. Sanjay A Shah	Technical Officer(IT)	Member
4	Mr. Tarang Andharia	Section Officer	Member

Coordination Branch- DST should take convenient time of Secretary DST, arrange Weekly Review Meeting on every Monday and circulate necessary instruction to all DST Branch as well organizations work under DST to attend the Weekly Review Meeting with latest information pertains to pending issues of the Department.

This issues with the Approval of Secretary , Science and Technology.
By order and in the name of Government of Gujarat.

Nikunj Jani
Under Secretary
Science and Technology
Date : 22-10-2020

To,

1. Hareet Shukla , Secretary , Science and Technology , Gandhi Nagar
2. Nikunj Jani , Under Secretary , Science and Technology , Gandhi Nagar
3. Sanjay A Shah , Technical Officer(IT) , Science and Technology , Gandhi Nagar
4. Tarang Andharia , Section Officer , Science and Technology , Gandhi Nagar



Creation of MOM

The screenshot displays the 'My Meetings' interface. The left sidebar contains navigation options like Home, My Inbox, and various meeting creation options. The main content area shows details for a 'Default_Committee' meeting, including name, subject, date, time, and status. Below this is a 'User Comments Details' table with columns for Sr No., Commented By / Sent By, Commented Date, User Comments, Actions, and Sent To. The agenda section shows a single item: 'Review on the ATR of last meeting'. The members table lists Stuti Dave (Chairperson), Tarang Andharia, Nibin M Tatu, and Jayendra Patel. At the bottom, a 'Minutes of Meeting' table has a 'Create MOM' button highlighted with a yellow callout box. Another yellow callout box points to the 'Mark Attendance' button.

Meeting Details for Default_Committee

Meeting Name	Weekly Review Meeting	Meeting Type	Face to Face
Meeting Subject	Weekly Review Meeting	Meeting Date	15-12-2020
From Time	12:36 PM	To Time	01:05 PM
Priority	Medium	Venue	My Cabin
Meeting Category	Department	Reference File No.	
Meeting Status	Completed	Meeting Invites	Pending

User Comments Details

Sr No.	Commented By / Sent By	Commented Date	User Comments	Actions	Sent To
1	Stuti Dave(Deputy Section Officer)	15-12-2020 12:27 PM		Initiated	Stuti Dave(Deputy Section Officer)
2	Stuti Dave(Deputy Section Officer)	15-12-2020 12:54 PM	approve	Approved	NA

Agenda Details for Weekly Review Meeting

Sr No.	Agenda Subject	Created On	Actions
1	Review on the ATR of last meeting	15-12-2020 12:26 PM	Download

Members

User Name	Designation	Role	Status
Stuti Dave	Deputy Section Officer	Chairperson	Pending
Tarang Andharia	Section Officer	Member	Pending
Nibin M Tatu	Additional Secretary	Member	Pending
Jayendra Patel	External	Member	Pending

Minutes of Meeting

Sr No.	Agenda Subject	Created On	Actions
H 1	Review on the ATR of last meeting	15-12-2020 12:36 PM	Create MOM

© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen

Creation of MOM

Attendance

Members	Designation	Department/HOD	Role	Attendance
Shuti Dave	Deputy Section Officer	Science and Technology	Chairperson	Present
Jitlin M Tatu	Additional Secretary	HOD 01	Member	Present
Tarang Andhari	Section Officer	Science and Technology	Member	Present
Jayendra Patel	External	External	Member	Present

Meeting Details for Review on the ATR of last meeting

Meeting Subject: Weekly Review Meeting Actual Start Date Time: 15-12-2020

From Time: 12:30 PM To Time: 01:30 PM

Agenda Details for Review on the ATR of last meeting

Agenda Subject: Review on the ATR of last meeting

Minutes of Meeting

Upload Document: No file chosen

Write the MOM here

Send To:

Maximum Character limit is 255

User Name to whom MOM will go for approval with Remark

Click Here to send MOM for approval

Creation of Actionable

© Department of Science and Technology, Government of Gujarat. Developed & Supported by HPE and Newgen

Actionable tab will open only if MOM are approved

Click Here to Create Actionable

Creation of Actionable

Actionables for

Select User	Action Item	Deadline	Options
<input type="text" value="test4 (Account Officer,Gujarat Informatics Limited)"/>	<input type="text" value="Prepare the ppt"/>	<input type="text" value="16-12-2020"/>	Remove
<input type="text" value="test3 (DG,WATER1)"/>	<input type="text" value="collect the bill"/>	<input type="text" value="17-12-2020"/>	Remove

[Add Row](#)

Submit

Click Here to Create the Actionable

User can select multiple users and assign actions against the same

Actionable of Meeting

← → ↻ ⚠ Not secure | 10.10.6.22:8080/committee/index.jsp

e-SRSIR

Home
My Inbox (0)
Create Adhoc eMeeting
Create Formal eMeeting
Create Committee eMeeting
Meeting Details >
Actionable Details >
Create Committee
Committee Details >
Search >

My Actionables

Meeting Subject	Action Item	Deadline	Comments	Options	Upload Documents
Review on the ATR of last meeting	Collect the bill	17-12-2020	<input type="text"/>	Mark Complete	Choose Files No file chosen

✓ ✕

Click Here to complete your actionable

Click Here to check your actionable

Future Enhancement / Upcoming Functionality

Budget File

File Creation: Will provide a separate link to create budget-related files. Files created using this link only would be considered as budget-specific files. The workflow of these files would be similar to other files created in the system. The system would internally handle the segregation of these files from the normal files.

The screenshot displays a web application interface with the following components:

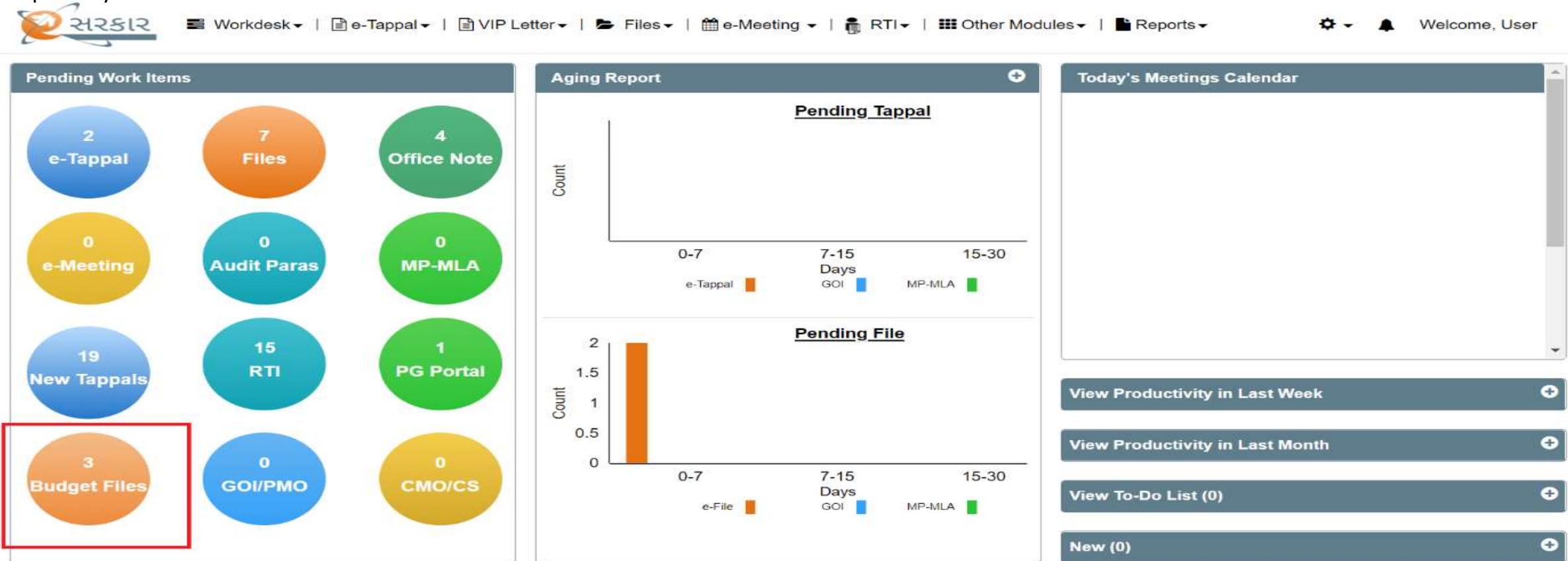
- Navigation Bar:** Includes logos for 'SRSR' and 'Workdesk', and a menu with items: Workdesk, e-Tappal, VIP Letter, Files, e-Meeting, RTI, Other Modules, Reports. A user profile 'Welcome, Vaikunth Chaudhari' is visible on the right.
- Pending Work Items:** A grid of circular icons representing different file types and their counts:
 - e-Tappal: 3
 - Files: 25
 - Office Note: 1
 - e-Meeting: 1
 - Audit Paras: 2
 - MP-MLA: 1
 - New Tappals: 6
 - RTI: 8
 - PG Portal: 0
 - GOI/PMO: 2
 - CMO/CS: 0
 - Budget File: 0** (highlighted with a red circle)
- File Creation Menu:** A dropdown menu is open, showing options: Create File, **Create Budget File** (highlighted with a red box), My Created Files, Approved Files, My Worked e-File, Search Archived Files (RMS), Search Document, Search All Files.
- Pending File Chart:** A bar chart showing the count of pending files. The y-axis is labeled 'Count' and ranges from 0 to 12. The x-axis shows categories like 'e-File'. A bar for 'e-File' reaches a count of 12.
- Productivity Widgets:** Buttons for 'View Productivity in Last Week', 'View Productivity in Last Month', and 'List (0)'. A 'New (0)' button is also present.

User create Budget related file

User view the Budget related file(s) count

Budget File

Quick link to access budget-related files: Will provide a quick link on the dashboard to access the budget-related files received in the inbox separately



Create Budget File



Workdesk | e-Tappal | VIP Letter | Files | e-Meeting | RTI | Other Modules | Reports

Welcome, Vaikunth Chaudhari

Create Budget File

<input checked="" type="radio"/> Create Main File	<input type="radio"/> Create Part File		
Office Name :	<input type="text" value="Science and Technology"/>	Section/Branch :	<input type="text" value="IT"/>
Office Code :	<input type="text" value="24"/>	File Type :	<input type="text" value="e-file"/>
File Subject * :	<input type="text" value="Budget Estimates"/>	Subject Code(Tri Letter) :	<input type="text" value="BUD"/>
Description :	<input type="text"/>	File Plan :	<input type="text" value="Plan A(Lifetime)"/>
File Created Under :	<input type="text" value="Department"/>	File Location :	<input type="text" value="Archived Files / Science and Technology / IT / Plan A"/>
			<input type="button" value="Create"/>

Budget File Status



Create Office Note Create Draft Letter Add Document Request Dispatch Track Dispatch File Tracker Move Linked Files (0) Print Note Close

Normal --Most Recent Users-- Assign Update File Plan

Notings Documents File Details

Office Name	: Science and Technology
Section/Branch	: IT
Office Code	: 24
File Type	: e-file
File Subject	: Budget Estimates
Subject Code(Tri Letter)	: BUD
Description	: test entry
File Number	: DST/BUD/e-file/24/2022/1203/IT
File Plan	: Plan A(Lifetime)
File Created Under	: Department
File Location	: Archived Files / Science and Technology / IT / Plan A
File Created By	: Vaikunth Chaudhari(ASTADMN,IT,DST)
Reference File Number	:
Budget File	: Yes

File Edit Zoom Transform Annotate

Fit To Width

Create Budget File



Create Budget File

<input checked="" type="radio"/> Create Main File	<input type="radio"/> Create Part File		
Office Name :	<input type="text" value="Science and Technology"/>	Section/Branch :	<input type="text" value="IT"/>
Office Code :	<input type="text" value="24"/>	File Type :	<input type="text" value="e-file"/>
File Subject * :	<input type="text" value="Budget Estimates"/>	Subject Code(Tri Letter) :	<input type="text" value="BUD"/>
Description :	<input type="text"/>	File Plan :	<input type="text" value="Plan A(Lifetime)"/>
File Created Under :	<input type="text" value="Department"/>	File Location :	<input type="text" value="Archived Files / Science and Technology / IT / Plan A"/>
			<input type="button" value="Create"/>

Budget File Status



Create Office Note Create Draft Letter Add Document Request Dispatch Track Dispatch File Tracker Move Linked Files (0) Print Note Close

Normal

--Most Recent Users--

Assign

Update File Plan

Notings

Documents

File Details

Office Name : Science and Technology

Section/Branch : IT

Office Code : 24

File Type : e-file

File Subject : Budget Estimates

Subject Code(Tri Letter) : BUD

Description : test entry

File Number : DST/BUD/e-file/24/2022/1203/IT

File Plan : Plan A(Lifetime)

File Created Under : Department

File Location : Archived Files / Science and Technology / IT / Plan A

File Created By : Vaikunth Chaudhari(ASTADMN,IT,DST)

Reference File Number :

Budget File : Yes

New Modern Landing Configurable* Dashboard

**Number of Visible Tiles can be changed by user as per convenience*

Pending Work Items



 e-Tappal 15	 e-File 15	 MP / MLA 15	 GOI 15	 Audit Para 15	 Office Note 15
 e-Meeting 15	 COS-Meeting 15	 Government Doc. 15	 Knowledge 15	 Asset 15	 Award 15

Create Shortcut



Create E-Tappal	Create VIP Reference
Create E-File	Knowledge Repository
Circular / GR	Check Asset
Book Venue	Book an Appointment

 Search	 Reports
------------	-------------

Recent Notification

[Read More](#)

Not subscribed

Only receive notifications from this request when you have participated or have been @mentioned.

Subscribed

Meetings Calendar

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

New Modern Landing Page of Modules



--Select Office Name v

--Select Priority-- v

dd-mm-yyyy



Search



Dashboard

My Inbox

Sent Items

Register e-Tappal

Unfiled e-Tappal

Special Watch e-Tappal

Advanced Search

Total e-Tappal

4006

(30 days)

Total Completed

61344

(30 days)

Total Pending

34040

(30 days)

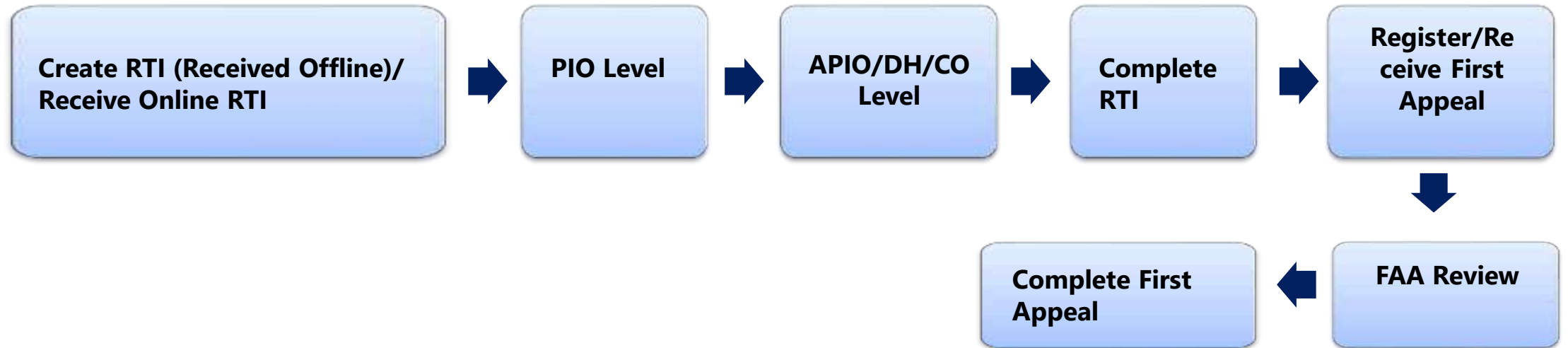
Total Uncompleted

47033

(30 days)

RTI Module

RTI Management



PIO Level

Once the RTI is initiated by the Registry user, the RTI will be allocated to the respective PIO. PIO user will click on the RTI menu and via inbox he will be navigated to the PIO screen

IWDMS 2.0 | Workdesk | e-Tappal | Office Note | Files | e-Meeting | RTI | Others | Reports


Welcome, Japan N Shah


Inbox (179) | --Select Department / HOD-- | --Select Priority-- | --Select Date-- | Search | Change Priority | KWP | Multiple Forward





<input type="checkbox"/>		!	Reference No	Registration No	Type	Subject	From Department	From User	Received On	Modified Date
<input type="checkbox"/>	H	!	0181/RTI/05/2021	20210531318070	RTI	IWDMS 2.0	Science and Technology	test3(Under Secretary)	31-05-2021 06:51 PM	31-05-2021 06:51 PM
<input type="checkbox"/>	H	!	0180/RTI/05/2021	20210526705134	RTI	IWDMS 2.0	Online Portal	Citizen	26-05-2021 12:07 PM	26-05-2021 12:07 PM
<input type="checkbox"/>	H	!	0179/RTI/05/2021	20210526705134	RTI	IWDMS 2.0	Online Portal	Citizen	26-05-2021 12:07 PM	26-05-2021 12:07 PM
<input type="checkbox"/>	H	!	0178/RTI/05/2021	20210526705134	RTI	IWDMS 2.0	Online Portal	Citizen	26-05-2021 12:07 PM	26-05-2021 12:07 PM
<input type="checkbox"/>	H	!	0171/RTI/05/2021	20210524824729	RTI	IWDMS 2.0	Online Portal	Citizen	24-05-2021 02:23 PM	24-05-2021 02:23 PM
<input type="checkbox"/>	H	!	0170/RTI/05/2021	20210524980753	RTI	IWDMS 2.0	Online Portal	Citizen	24-05-2021 02:19 PM	24-05-2021 02:19 PM
<input type="checkbox"/>	H	!	0169/RTI/05/2021	20210524527893	RTI	IWDMS 2.0	Online Portal	Citizen	24-05-2021 02:16 PM	24-05-2021 02:16 PM
<input type="checkbox"/>	H	!	0168/RTI/05/2021	20210524304548	RTI	IWDMS 2.0	Online Portal	Citizen	24-05-2021 02:11 PM	24-05-2021 02:11 PM
<input type="checkbox"/>	H	!	0167/RTI/05/2021	20210524349162	RTI	IWDMS 2.0	Online Portal	Citizen	24-05-2021 10:16 AM	24-05-2021 10:16 AM
<input type="checkbox"/>	H	!	0153/RTI/05/2021	20210520561819	RTI	IWDMS 2.0	Online Portal	Citizen	20-05-2021 05:54 PM	20-05-2021 05:54 PM

< Prev Next >

PIO Level

 e-ગવર્નન્સ RTI Intimate Hold TrackSheet RTI Time 4 d : 22 h : 14 m : 48s SLA Date: Forward Complete Show Details

 Form Registration **PIO Allocation Form** Documents Upload Reference Documents

 Under PIO Review
 Under APIO Review
 Department Processing
 CO Processing

Request No 0181/RTI/05/2021
Received Date 31-05-2021

#	Query Id	Query	Query Description	User Name	Department	Status	Reply	RTI Timer	RTI Subject
1	1	Testing Sample qu	Description for the query	Japan N Sh:	Science and	Hold			IWDMS 2

Query Id: Status:

Department: HOD:

RTI Subject:

User Name:

Query:

Query Description:

Previous Query Reply:

Reply:

0/4000

--Select A Status--
Allocate To Other PIO Department
Allocate To APIO
Hold
Complete
Reject

PIO Level

Under PIO Review tab, PIO will be able to see the following functionalities:

RTI Timer: PIO will select the RTI time according to the need for the RTI

Status: PIO can choose the status as:

- Allocate to the other Department PIO
- Allocate to APIO
- Hold
- Complete
- Reject

Forward the RTI as per the status, while forwarding the RTI, PIO comments are mandatory.

SLA Date: This is an optional field provided to the PIO where PIO can enter the date before which the RTI need to be completed and sent to the citizen.

Show detail: Link at the upper right corner will display all the information regarding the RTI to the concern user.

Tracksheet: This link will show the tracker of the RTI.

Hold Functionality

- PIO can intimate the citizen for visiting the office or other hearing details by selecting the status of the RTI as HOLD and enabling the intimate button.
- While the status is on HOLD, the timer will be paused and will be resumed once the status is changed again from the

APIO/ DH/ CO Level

Once the RTI is initiated by the PIO, the RTI will be allocated to the respective APIO. APIO user will click on the RTI menu and via inbox he will be navigated to the APIO screen

RTI Forward workflow:

PIO → APIO → DH → CO

RTI Return workflow:

CO → DH → APIO → PIO

APIO/ DH/ CO Level

e-સરકાર RTI SLA Date: 30-06-2021 TrackSheet Show Details Forward Return

Form Registration
Under PIO Review
Under APIO Review
Department Processing
CO Processing

APIO Information Documents Upload Reference Documents

Request No 0181/RTI/05/2021
Received Date 31-05-2021

#	Query Id	Query	Query Description	Department	Status	User Name	Reply	RTI Timer	RTI Subject
1		Testing Sample qt	Description for the query	Science and	Hold	test3(Under		4 d: 23 h: 1 m : 46s	IWDMS 2

Query Id: 1

Department: Science and Technology HOD

Status: Hold User Name: test3(Under Secretary,DST)

RTI Subject: IWDMS 2.0

Query: Testing Sample query

Query Description: Description for the query

Previous Query Reply:

Query Reply:

Additional cost

PIO/APIO/DH/CO users can add the additional cost in the Cost section mentioning the description and the value respectively

Query Reply

04000

Previous Comments

PIO comments: Jagan Hi State/Under Secretary/DST | 01-06-2021 | ok

APIO Comments *

need to reply

04000

Cost

S.No	Cost Description	Cost	
1	paper	20	X

Add Row

Total Payable (in INR)

20

Save Query Reset

Next

All the details entered must be saved by clicking on the “Save Query” button before forwarding or returning the RTI.

Form Registration

PIO Allocation Form

Documents

Upload Reference Documents

Under PIO Review

Request No 0181/RTI/05/2021

Under APIO Review

Received Date 31-05-2021

Department Processing

CO Processing

#	Query Id	Query	Query Description	User Name	Department	Status	Reply	RTI Timer	RTI Subject
1	1	Testing Sample qu	Description for the query	Japan N Sha	Science and	Complete	all the attached do	4 d: 20 h: 38 m : 21s	IWDMS 2

Intimate payment

Query Id 1 Status Complete

Department Science and Technology HOD

RTI Subject IWDMS 2.0 Search

User Name Japan N Shah(Under Secretary,DST)

Query Testing Sample query

Query Description Description for the query

Previous Query Reply RTI APIO Reply.test3(Under Secretary,DST) : 01-06-2021: Please see the information attached

Reply all the attached documents are ok

0/4000

Complete RTI

Once all the details has been captured and necessary documents has been uploaded by the APIO/DH/CO level users and RTI is sent back to PIO, PIO will be able to complete the RTI and send the uploaded documents to the citizen manually (if RTI is offline registered) or automatically (if the RTI is online registered via RTI portal) by clicking on the Complete button and keeping the status of the RTI as Complete.

The screenshot displays the RTI portal interface. At the top, there is a navigation bar with the text 'e-ગુજરાત RTI' and a status bar showing 'Intimate Payment Total Payable (in INR) 20 TrackSheet SLA Date: 30-06-2021 Forward Complete Show Details'. The main interface is divided into several sections: 'Form Registration', 'Under PIO Review', 'Under APIO Review', 'Department Processing', and 'CO Processing'. The 'Under PIO Review' section is currently active, showing a 'PIO Allocation Form' with details for Request No. 0181/RTI/05/2021 and Received Date 31-05-2021. Below this, there is a table with columns for #, Query Id, Query, Query Description, User Name, Department, Status, Reply, RTI Timer, and RTI Subject. A callout box highlights the 'Complete' button in the 'Status' column of the first row. The 'Complete' button is located in the 'Status' column of the first row of the table.


#	Query Id	Query	Query Description	User Name	Department	Status	Reply	RTI Timer	RTI Subject
1	Testing Sample qu	Description for the query	Japan N Sha	Science and	Complete	all the attached dor	4 d: 20 h: 38 m	IWDMS 2	

Complete RTI

RTI movement into the file

RTIMovement Send Exit

File RTI

 Select File

Tracksheet

Date	Time	Action	Done By
01-01-2021	17:06:01	Return To PIO	test3(Under Secretary:DST)
01-01-2021	14:27:01	Allocate To APIO	Japan N Shah(Under Secretary:DST)
31-01-2021	18:51:56	RTI Initiated	test3(Under Secretary:DST)

[Print](#)

Complete RTI

File e-Tappal

Create New File Add to Existing File

User Type	Create File Under Department
Department:	Science and Technology
HoD:	--Select HoD--
Section/Branch:	IT
Department Code:	24
File Type:	RTI
File Subject:	IWDMS 2.0
Subject Code(Tri Letter):	
Description:	
File Plan:	Plan C(1-5 years)
File Location:	Archived Files / Science and Technology / IT / Plan C
File Created Under:	Department

Complete RTI

IWDMS 2.0

Create Office Note Create Draft Letter Add Document Request Dispatch Track Dispatch File Tracker Move Linked Files (0) Print Note Close

Assign Update File Plan

Notings Enclosures File Properties

Add Note Edit Note

FileNo.- DST/RTI/24/2021/00261T
File Subject- IWDMS 2.0
File Created On - 01-06-2021 05:52 PM

Note Secure

RTI final document with reference Number 0181/RTI/05/2021 is added to this File

Japon H Shah
Under Secretary
Science and Technology
01-06-2021

Link(s) of Note

Name	Path
Approved Agenda/Page No 1	RTI-0000003146-process

http://10.10.6.22/egov/white_hall/notes/noteslist/Note 1

File Zoom Transform Annotate

1 / 2 Fit To W

IWDMS 2.0

Complete RTI Details

RTI Info

RTI Request No. :0181/RTI/05/2021
RTI Registration No. :120210501010070
Application Date : 12-05-2021
Language Request : English
Registration Fee Paid(INR) : 20.00
Mode Of Payment : Cash
Cheque/DO/PO Number : NA
Additional Payment(INR):0

Applicant Information

Applicant Name : Prash
Applicant Sex : Male
Applicant State : Gujarat
Applicant District : AHMADABAD
Applicant Taluka : ASARWA
Applicant Village : ASARWA
Applicant Flat No./House No. : A 1
Street (Apartment Name) : RTI-0000003146-process


Register/Receive First Appeal

Scenario 1: if original RTI was received offline and created manually in system, the first appeal also has to be raised in system manually

Scenario 2: if original RTI was received by online citizen portal, then citizen can raise first appeal after original RTI is complete or 30 days after creation of original RTI

Under FAA Review

Once the FAA is received to the FAA user, FAA user will enter all the necessary details under all the FAA user tab and will assign it to the concerned PIO.

 e- સરકાર RTI First Appeal Allocation TrackSheet Remaining Time : 29 d: 23 h: 57 m Show Details Submit

Form Registration **First Appeal Information** RTI Queries Documents Upload Reference Documents

Under FAA review

Under PIO Review

Under APIO Review

Department Processing

CO Processing

Request No	<input type="text" value="0181/RTI/05/2021"/>	Appeal No	<input type="text" value="0001/RFA/06/2021"/>
RTI File No	<input type="text" value="DST//RTI/24/2021/0026/IT"/>	Appeal Letter No	<input type="text" value="123"/>
Appeal Registration Date	<input type="text" value="03-06-2021"/>	Appeal Letter Date	<input type="text" value="03-06-2021"/>
AA Comments *	<input type="text" value=""/>		
	0/4000		
RFA final Decision	<input type="text" value=""/>		

Next

Under FAA Review

FAA user will approve or reject the query by selecting the approve/ reject option.

The screenshot shows the 'RTI First Appeal Allocation' web application. The top navigation bar includes the logo, the text 'e-ગણતરી RTI First Appeal Allocation', and a 'TrackSheet' section with 'Remaining Time : 29 d: 23 h: 57 m', 'Show Details', and 'Submit' buttons. A breadcrumb trail shows the current step: 'First Appeal Information' > 'RTI Queries' > 'Documents' > 'Upload Reference Documents'. The left sidebar contains menu items: 'Form Registration', 'Under FAA review' (highlighted), 'Under PIO Review', 'Under APIO Review', 'Department Processing', and 'CO Processing'. The main content area displays a table with the following data:

Query ID	Query	Query Description	RTI Subject	Final Reply	Citizen Comments	Approve Status	PIO User	
1	Testing Sample query	Description for the query	WDMS 2.0	Japan N Shah(Under Secretary,DST) : 01-06-2021. this is the final decision	please provide more information	Approved	Japan N Shah(Under Secretary,DST)	<input checked="" type="checkbox"/> <input type="checkbox"/>

At the bottom of the table area, there are 'Prev' and 'Next' navigation buttons.

Once the FAA user approves the FAA request , he will submit the FAA request to the PIO for further processing

Under FAA Review

Once the FAA request is under PIO, same steps will be applied as before applied on the RTI.

PIO after receiving the details from APIO/DH/CO level user will provide with the RFA final Decision in the RFA final Decision text box and will return it to FAA user.

TrackSheet SLA Date: [] Forward Return To AA Show Details

Form Registration
Under FAA review
Under PIO Review
Under APIO Review
Department Processing
CO Processing

PIO Allocation Form Documents Upload Reference Documents

RFA Request No 0001/RFA/06/2021
RTI Reference No 0181/RTI/05/2021
RTI File No DST//RTI/24/2021/0026/IT

#	Query Id	Query	Query Description	User Name	Department	Status	RTI Subject
1		Testing Sample qu	Description for the query		Science and	Initiate To	IWDMS 2

Click here to return it to FAA

Query Id: 1 Status: --Select A Status--
Department: Science and Technology HOD: --Select--
RTI Subject: IWDMS 2.0 Search
User Name: --Select User--
Query: Testing Sample query
Query Description: Description for the query
Previous Query Reply: RTI APIO Reply: test3(Under Secretary,DST) : 01-06-2021: Please see the information attached
RTI PIO Reply: Japan N Shah(Under Secretary,DST) : 01-06-2021: all the attached documents are ok
Reply:

Under FAA Review

Once the First Appeal Authority receives the reply from PIO, FAA user will enter his final comments in AA comments section and will complete the FAA request and put it into the file.

The screenshot shows the 'RTI First Appeal Allocation' portal. The top navigation bar includes 'TrackSheet', 'Remaining Time: 29 d, 23 h, 37 m', 'Show Details', and 'Complete'. The left sidebar lists various stages: 'Form Registration', 'Under FAA review' (selected), 'Under PIO Review', 'Under APIO Review', 'Department Processing', and 'CO Processing'. The main content area is divided into sections: 'First Appeal Information', 'RTI Queries', 'Documents', and 'Upload Reference Documents'. The 'First Appeal Information' section contains the following fields:

Request No	0101/RTI/05/2021	Appeal No	0001/RFA/06/2021
RTI File No	DST/RTI/24/2021/0026/IT	Appeal Letter No	123
Appeal Registration Date	03-06-2021	Appeal Letter Date	03-06-2021
Previous AA Comments	AA comments test3(Under Secretary,DST) : 04-06-2021. Please provide the details		
AA Comments *	<input type="text" value="Please find all the documents as required"/>		
RFA final Decision	Japan N Shah(Under Secretary,DST) : 04-06-2021. this is the RFA final decision from PIO		

A callout box with the text 'Complete the RFA into file' points to the 'AA Comments' field. A 'Next' button is visible at the bottom right of the form.

AA comments will be visible to the citizen on the RTI portal in online registered RTI. And all the documents attached will be displayed to the citizen on the RTI portal in online mode if the RTI is registered online else will be manually processed if the RTI is offline registered.

Complete First Appeal

Once the First Appeal has been completed, the First Appeal user will click on the complete button and will navigate to the file screen to create a file or put the documents in the existing file.

File e-Tappal

Create New File Add to Existing File

User Type	Create File Under Department
Department:	Science and Technology
HoD:	--Select HoD--
Section/Branch:	IT
Department Code:	24
File Type:	RTI
File Subject:	IWDMS 2.0
Subject Code(Tri Letter):	
Description:	
File Plan:	Plan C(1-5 years)
File Location:	Archived Files / Science and Technology / IT / Plan C
File Created Under:	Department

Once the file is created, all the first appeal information is attached to the file under enclosure tab

The screenshot displays the IWDMS 2.0 web application interface. At the top, there is a navigation bar with options like 'Create Office Note', 'Create Draft Letter', 'Add Document', 'Request Dispatch', 'Track Dispatch', 'File Tracker', 'Move', 'Linked Files (0)', 'Print Note', and 'Close'. Below this, there are tabs for 'Notings', 'Enclosures', and 'File Properties'. A 'Download as Zip' button is visible. A table lists the enclosures with columns for Name, Version, Created on, Pages, and Description. The selected file is '0181RTI052021(0001/RTA/052021)'. Below the table are buttons for 'Download', 'Delete', 'Edit Draft', 'Property', and 'TrackSheet'. A 'Remarks' section is also present. On the right, a PDF viewer shows a document titled 'Complete RTI Details' with the following information:

Complete RTI Details
RTI Info
RTI Request No. : 0181RTI052021
RTI Registration No. : 20210501318070
Application Date : 13-05-2021
Language Request : English
Registration Fee Paid (INR) : 20.00
Mode Of Payment : Cash
Cheque/DD/PD Number : NA

Applicant Information
Applicant Name : Pratik
Applicant State : Gujarat
Applicant District : AHMADABAD
Applicant Taluka : AGARVA
Applicant Village : ASARVA
Applicant Flat No./House No. : A 1
Applicant Street/Apartment Name : ABC Street
Applicant Landmark : Templo
Email : _soul@b.com

The first Appeal file can be viewed later for any reference.

HPE
POINTNEXT

Thank You.