DSi

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Presentation for eSarkar Training

Hewlett Packard Enterprise

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

Access IWDMS 2.0 using https://esarkar.gujarat.gov.in/

Login Screen with OTP via Internet

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.

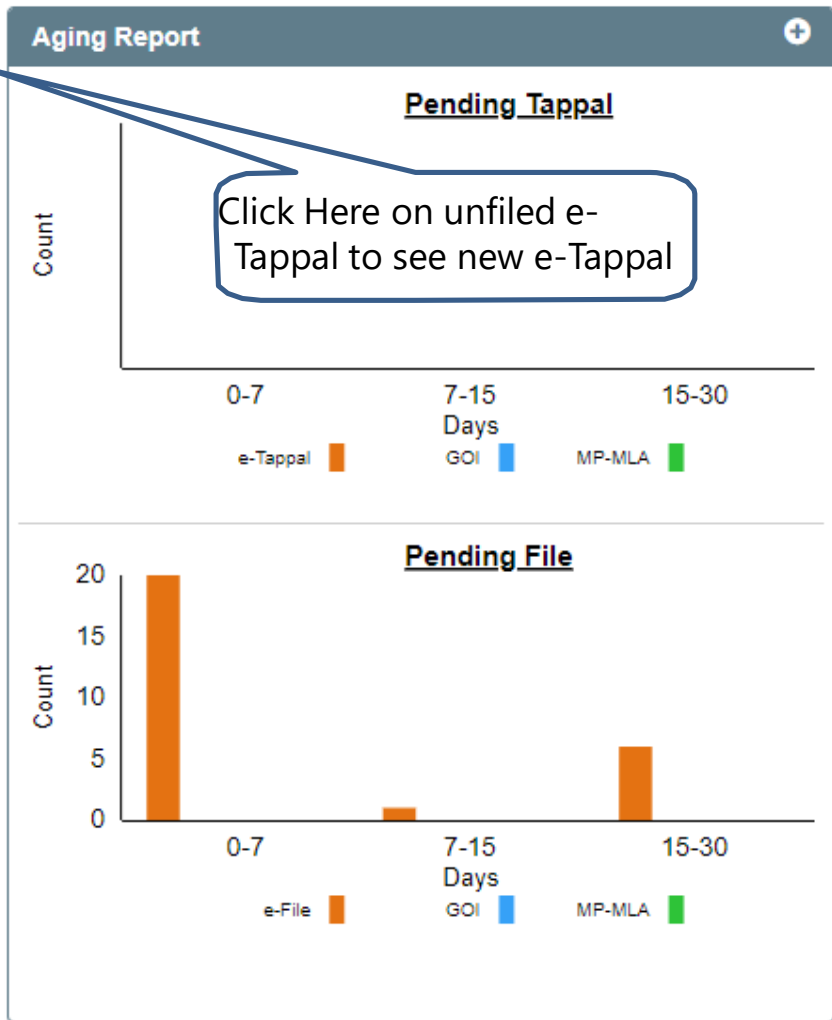- Submits the e- tappal/MP-MLA/GOI.

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Check New eTappal

Check New GOI-PMO

Welcome, Vaikunth Chaudhari

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

Register GOI/PMO

Unfiled GOI/PMO

Bookmarked GOI/PMO

Register MP-MLA

Unfiled MP-MLA

Bookmarked MP-MLA

Inbox (92)

Select Module Name ▾ Select Profile ▾ --Select Office Name-- ▾ --Select Date-- Search 🔍 ! Change Priority KWP

Multiple Forward

Search File

Click here GOI-PMO Unfiled tappal

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

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https://10.10.6.22/office.jsp#

Check New MP/MLA

Unfiled eTappal (Tappal Submitted to you)

E-TAPPAL REGISTRATION SCREEN

eTappal Details

Transfer e-tappal to other user

BookMark

Click here to see e-tappal properties

Transfer | e-Tappal Tracker | Create Office Note | Keep with Paper/Record | Bookmark | Versions | Close

Normal | --Most Recent Users-- | Assign | Add to File

Add e-tappal to file

e-Tappal Details

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

File   Edit   Zoom   Transform   Annotate

Fit To Width   1   /152

111

Remarks Sheet

Here you will see all remark

Remarks

Vaikunth Chaudhari(ASTADMIN,IT,DST) writing

Create new remark

*Maximum Character limit 1000

Save   Cancel

Tappal scanned copy will be visible here

Assign Tappal

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

To Check Bookmarked Tappal

Inbox (eTappal assigned to you)

Click Here to check e-tappal details

CONVERT TAPPAL INTO E-FILE

E-TAPPAL AND E-FILE

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eTappal Details

- 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 e-tappal to existing 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

Add eTappal to Existing eFile

Add eTappal to Existing eFile

Add eTappal to Existing eFile

CREATE NEW FILE

E-TAPPAL AND E-FILE

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Create New eFile

eFile Creation

Newly Created eFile

Assign eFile

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

Inbox

eFile View

- 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

Create Draft Letter

Create Draft Letter

Create Draft Letter

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.

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.

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.

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

Test Gateway

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

Choose your signing options   Cancel

1 Aadhaar eSign   **?**
       Aadhaar based document signing

Document Details

Request Date & Time   07-11-2022 13:46:54

Document Hash   View Document

Document URL   Document URL

Document Name   document

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

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

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.

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.

Approved eFile Intimation

All the people in flow will get intimation is e-file is approved

Approved eFile 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

Approved Files Intimation

< Prev   Next >

e- સરકાર   Workdesk | e-Tappal | Office Note | Files | e-Meeting | RTI | Others | Reports ▾   Welcome, Stuti Dave

Search eFile

Search eFile

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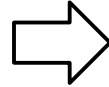
- ➤ If user wants to have a meeting with on short notice with his colleague/or any other officials without any formal invitation they can create the Ad Hoc Meeting.
- ➤ There no need to appoint Chairman and Convener.
- ➤ No need to add any agenda for initiation of meeting
- ➤ No need to ask for approval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

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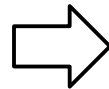
- ➤ If user wants to Create a formal meeting, an approved agenda is compulsory to initiate the same
- ➤ Chairman and Convener are mandatory
- ➤ Need to send the meeting for approval
- ➤ A formal invitation will go to all members whenever meeting is approved.
- ➤ Intimation will be shared by Email & SMS.

Features of eMeeting

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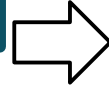
- ➤ First User need to create the committee
- ➤ Committee circular will be sent to all members of committee
- ➤ If user wants to Create a Committee meeting, an approved agenda is compulsory to initiate the same
- ➤ Chairman and Convener are mandatory
- ➤ Need to send the meeting and committee for approval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

Templates Generated in Formal and Committee Meeting →
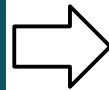
- ➤ System will generate below templates as per office procedure
  1. Committee Circular
  2. Submitted Committee Circular
  3. Agenda Details
  4. Meeting Invite
  5. Minutes of Meeting
  6. Meeting Details

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User Dashboard

eMeeting Dashboard

Meeting Invite

Meeting for Approval for Formal Meetings (INBOX)

Click Here to see meeting details

Click on Inbox to see any new pending work item. From here user will get meeting detail received for approval

Meeting Invitation After Approval of Meeting

EMAIL

SMS

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

Government of Gujarat

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

View and Tracking on Mobile App available in eSarkar

Yours faithfully

Nikunj Jani
Under Secretary
Science and Technology

MEETING INVITATION

COMMITTEE CIRCULAR

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

सत्यमेव जयते

Government of Gujarat

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

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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

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

सत्यमेव जयते

Government of Gujarat

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

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Creation of MOM

Click Here to mark Attendance

Click Here to create MOM

Creation of MOM

User Name to whom MOM will go for approval with Remark

Write the MOM here

Click Here to send MOM for approval

Creation of Actionable

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
test4 (Account Officer,Gujarat Informatics Limited)	Prepare the ppt	16-12-2020	Remove
test3 (DG,WATER1)	collect the bill	17-12-2020	Remove

Add Row

Submit

Click Here to Create the Actionable

User can select multiple users and assign actions against the same

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Department of Science & Technology
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Actionable of Meeting

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.

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

Budget File Status

Create Budget File

Budget File Status

New Modern Landing Configurable* Dashboard
Number of Visible Tiles can be changed by user as per convenience

Welcome, Thomas Carey ▼

📕 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
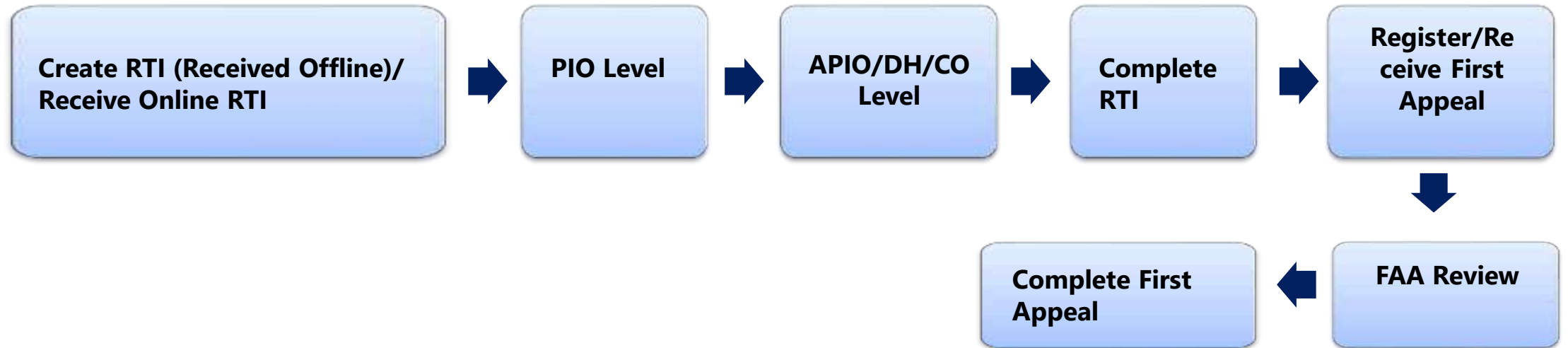
RTI Module

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

PIO Level

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 HOLD.

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

Additional cost

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

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

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.

Complete RTI

RTI movement into the file

Complete RTI

Complete RTI

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

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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.

Under FAA Review

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

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 in 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.

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.

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.

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Department of Science & Technology
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Once the file is created, all the first appeal information is attached to the file under enclosure tab

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

Thank You.