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E-OFFICE में LOGIN करने के लिए STEPS

- सबसे पहले आप अपने कंप्यूटर में किसी भी ब्राउज़र को ओपन करें | (क्रोम 🧟, फायरफॉक्स 🥯, इन्टरनेट एक्स्प्लोरर 🎑 etc.)
- उसके बाद आप E-office की वेबसाइट Open करें (<u>https://demo.mpeoffice.gov.in</u>)

NOTE:- उपयोगकर्ता (User) की सुविधा और Practice के लिए मंत्रालय का Demo Site बनाया गया है क्रपया Demo Site का प्रयोग सिर्फ Practice के लिए करें और Demo Site में किसी भी प्रकार के औपचारिक दस्तावेज न डालें। (<u>https://demo.mpeoffice.gov.in</u>) प्रेक्टीस करने के लिए।





फिर उपयोगकर्ता (User) अपने Govt. Mail id (@ के पहले का भाग ही अपनी लॉग-इन आईडी में डालना है।) और फिर password डालकर अपने e-File के खाते (Account) में Login करना है। उदाहरण के लिए आपका E-Mail - vikash.shukla19@mp.gov.in है।

User ID- vikash.shukla19 होगी।

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	Login ID vikash.shukla19 Password ********
	किर उसके बाद यहाँ login पर click करें
	FIP Server Link Copyright © NIC. All Rights Reserved. This site is designed, developed and Hosted by NIC. Site is best viewed in 1024x768 pixels resolution.
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• उसके बाद आपको File Managemnet System पर click करना हैं।

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इसके बाद आपका File का Inbox Open होगा. जिसमे आपको एक Message दिखेगा जिसको आपको Close करना होगा।

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NEW FILE CREATE करने के लिये STEPS

नयी File बनाने के लिये User File पर Click करे उसके बाद File में Create New पर Click
 करे।





Click करने के बाद इस तरह से एक File का कवर पेज Open होगा।



इसके बाद आपको अपनी File का Subject Head को Select करना होगा।



♦ पहला शीर्षक [Primary Head]



✤ दूसरा शीर्षक [Secondary Head]





✤ तीसरा शीर्षक [Third Head]



◆ Subject Head चुनने के बाद अपने Section [शाखा] को चुने।





✤ File head Select करने के बाद File का विषय डाले और उसकी कैटेगिरी Select करे।



* इसके बाद नीचे दिये Continue Working Button पर Click करे।





Click करने के बाद आपको कन्फर्मेशन का एक Message Box Show होगा. यदि आपने सही File

Head, Subject और Category का चयन किया है तो OK पर Click करे।

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- Ok पर Click करने के बाद इस तरह से आपके सामने खाली Notesheet और Correspondence Show होगा।
- ♦ Electronic File Create करने के बाद फाइल को Unique Computer No., File No. मिलता है।





Notesheet



Correspondence





<u>CORRESPONDENCE ADD करने के लिये STEPS</u>

 File में Correspondence Add करने के लिये Right Hand Side पर TOC [Table of Contents] of the correspondences/Issues] पर Click करे।

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Attach Button पर Click करने के बाद आपको Receipts में आये Documents Show

होंगे,Radio Button पर Click करके Window की Attach Button पर दौबारा Click करे।

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* Attach Button पर Click करने के बाद आपको आपका Select किया हुआ Correspondence Show

होगा। Welcome to eOffice Solution × + Attach 🗇 🖨 http (+ > C @ III\ ED eOffice Correspondence AG(AG 21) -= cEile version 6.6_09 6 6 Computer Nor 201 Pile Nor Anti Pile Nor p P. (III) Recent | All | Previous Notings 🗒 Add Green Note 😑 Add Yellow Note ++ + 🛛 I-1 of 1 Note(s) + ++ 0 + 3 1 1 H 1 m • » Note # 1 Please refer to PUD. 4 461/2019/GAD-1 कार्यालय संयुक्त संचालक एवं अधीक्षक थिकिल्सा महाविद्यालय विकिल्सालय जबलपुर म.प्र. बगक/नंड/नंड/२०१४/५५० जन्मपुर रिगक '3//৮/०१७ 14/03/2019 5:31 PM SECTION OFFICER (SECTION OFFICER) भिकित्या विका संतपुरा भयन, भव्र २० गोपाल । विस्तीम को 2018-19 होतु अभिषित्रा आग्रेटम सीक्ष्मे मावद । इस सामग्रियक का यत्र कर्माक / सेका/ मजाट/2018/5127 जबसपुर दिमाक 07/12/2018 तिषय-विषयान्सर्थन लेख है कि उपलेखा संदर्भित यह के लडल विल्तीय वर्ष 2010-18 के लिए तो मधा है एवं तेमक मुमताम हेंदु लंबित है । तूमक अतिरिका बजाट संवाहित कराने का करट करें विवरण निष्णपुश्रार हे -क | लेखा जीव I additioned according and
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NOTESHEET बनाने के लिए STEPS

यहाँ पर Notesheet के लिए दो Option होते है,पहला Add Green Note और दूसरा Add Yellow
 Note

Add Green Note-



- Add Green Note Option पर Click करने के बाद लिखा हुआ डाटा स्थायी रूप से Save हो जाता है, यहाँ पर हमें Save करने की आवश्यकता नहीं होती।
- Green Note पर लिखे हुए Note को फाइल के Movement होने के बाद Noting में किसी भी तरह का बदलाव या परिवर्तन नहीं किया जा सकता।



Add Yellow Note -



Add Yellow Note option पर Click करने के बाद लिखा हुआ डाटा स्थायी रूप से Save नहीं होता है यहाँ पर User को इसमें लिखे डाटा को Save करने की आवश्यकता होती है।



* डाटा को Save करने के लिए Notesheet के ऊपर Submit Button पर Click करेंगे।



♦ डाटा को Submit करते ही User को तीन Button Show होगी, Edit, Discard और Confirm.



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- ♦ Edit button पर Click करके User या Notesheet प्राप्तकर्ता, Notesheet के डाटा में संशोधन कर
 - सकता हैं।





Discard Button पर Click करके Notesheet का पूरा डाटा Delete कर सकते हैं।

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 Confirm Button पर Click करके User Yellow Notesheet को Green Notesheet में बदल सकते

हैं।

 Confirm Button पर Click करने पर User को Window Message Show होगा है यहाँ User OK Button पर Click करें।



<u>Notesheet में Quick Noting के लिये STEPS</u>

Notesheet में पहले से बना हुआ मैटर (टेम्प्लेट्स) के प्रयोग के लिये Quick Noting का Option दिया गया है जिस पर Click करने पर आप हिंदी, इंग्लिश भाषाओं में Quick Noting कर सकते हैं।





✤ दिये गये Image के अनुसार आप Quick Noting पर Click करके हिंदी, इंग्लिश के मैटर को

Notesheet में प्रयोग कर सकते हैं।

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- इन दोनों Quick Noting के अलावा आप अपनी आवशयकता अनुसार Quick Noting में प्रयोग आने वाले मैटर को भी Add कर सकते है।
- ♦ Setting Option मे जाकर Quick Noting पर Click करें।
- Quick Noting पर Click करते ही User को नीचे दर्शाये गए Image के अनुसार Add Button Show होगा इस पर Click करेगे।

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 Add Button पर Click करते ही User को User Defined Quick Noting की Window Show होगी है यहा हमे Description मे Quick Noting का मेटर Type करना होता है इसके बाद Save button पर Click करना हैं।

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Save Button पर Click करते ही आप का मेटर [Matter] Quick Noting मे जुड़ जाएगा आप अपनी Quick Noting में मेटर हिन्दी [Hindi] इंग्लिश [English] दोनों भाषाओं में जोड़ सकते हैं।

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♦ User Defined के option में आप के द्वारा Type किया गया Quick Noting का मैटर दिखेगा।





REFERENCE बनाने के लिए STEPS

Notesheet में Reference देने के लिये नीचे दी गयी Image में क्रमशः दर्शाया गया है जिसकी सहायता से Notesheet की Referencing दे सकते हैं।



Step 1 में आप Notesheet पर Note Type करें।





Step 2 में Previous Noting के Option पर Click करें।



Step 3 में आप के द्वारा Type किये गये Note को Select करे और Previous Note पर Click करें।





- Step 4 में Reference option पर Click करने के पर Refer noting की Window open होगी, User को दो option दिखेंगे। (i) By Page No. ओर (ii) By Note No.
- > Notesheet की Referencing के लिए Right Hand Side में Reference option पर click करे।



Step 1 में हमें Noting के किसी विशेष पृष्ट की Referencing करने के लिए By Page No. विकल्प का चयन करे, दिए गए Image अन्सार।





Step 2 में User Noting के किसी विशेष Note No. की Referencing करनी हो तो By Note No.
 के विकल्प का चयन करे, इसमे आपको Note No. की List दिखेगी।

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✤ Note No Select करने के बाद OK Button पर Click करें।

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- Correspondence की Reference देने के लिये नीचे Image में क्रमशः दर्शाया गया है जिसकी सहायता से User Correspondence की Referencing दे सकते हैं।
- Step 1 में Correspondence की Referencing देने के लिये Notesheet पर उस Correspondence का Page Number (पृष्ट क्रमांक) Type करें।



Step 2 में Type किये हुये Page-1 या (पृष्ट क्रमांक) को Select करें और All Option पर Click करें।



Step 3 में Reference के Option पर Click करें, Click करने के बाद एक Message Box Open

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Step 4 में Message Box दिखाई देगा जिसमें Referencing Correspondence का Page
 Number डालें और OK Button पर Click करें।



♦ OK करने के बाद Notesheet पर Refer Correspondence Page की Hyper Link दिखाई देगी,

जिस पर Click करेंने पर Referencing वाला Page Open होगा।

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- Create New Draft पर Click करते ही Draft Letter Page और उसका Details Form Open होगा जैसा की नीचे दर्शाया गया है।
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- ♦ Approve करने के बाद PDF में बदलने के लिये OK का massage आने पर OK पर Click करें,

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- ♦ Edit के Option में Click करके हम Draft की Address Details को बदल सकते है।
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✤ Draft Letter को Dispatch करने के लिये Option दिए गये है DispatchBy Self, DispatchBy CRU

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Dispatch करने के लिये Letter को Receive करने के बाद Return भी किया जा सकता हैं |

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♦ User Dispatch कर दिये गए Letter, Sent Option में देख सकते हैं |

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innatab	6		E 1/347/2019		Non Cognizable Offence	sheanuppur, annupur thana-district annupur	CRU	14/06/19 04:23	Email	U
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ettings	Ð		E 1/229/2019	0	eoffice training letter	Rajesh Barsiya, Rajbhawan	CRU	09/01/19 12:23	Courier	U
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			E 1/159/2018	Ø	e-office training letter	Dr. Amitabh Awasthi, Vallabh Bhwan	CRU	20/11/18 12:28	By Hand	U
			E 1/120/2018		मंत्रातवा में ई ओफिस प्रणाती को तागू करने बाबत।	amithabh anasthi, mantralaya bhopal	CRU	25/10/18 11:35	By Post	0

Dispatch by Self के Option में Click करके Draft को स्वयं के द्वारा Dispatch किया जा सकता हैं।

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- जानकारी Fill करके User को दो Option आते है Send With Follow Up और Send Without Follow Up.



♦ Send Without Follow Up के Option पर Click करने पर बिना अनुस्मारक को स्थापित कर सकते है।

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♦ Reference के Option में जब आप Click करते हैं तो आप को Local Reference पर Click करेंगे।



✤ Local Reference पर Click करने के बाद आपके सामने Desktop पर नीचे दिए गई Image के अन्सार

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Attachment Option

File Option पर Click करने पर Complete File Attach होती है Attach हुई File पर किसी भी तरह का कार्य नहीं किया जा सकता है।

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Receipt के Option में दो Option होते हैं (i) Attach Receipt और (ii) Detach Receipt

Attach Receipt पर Click करने पर Receipt Latter Attach किया जा सकता है. और वह Letter File का पार्ट नहीं होता है उस Latter पर कोई भी कार्य नहीं किया जा सकता है।

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> Detach Receipt Option का उपयोग Attach Receipt Letter को हटाने के लिए किया जाता हैं।

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जिस Letter को हटाना हैं उसे Select करे उसके बाद एक Massage Window Open होगी उसमे Remarks डाले और Ok पर Click करे, Letter Detach हो जाएगा।

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- More option पर click करने पर Four Option (i) Close File (ii) Park File (iii) Park File History (iv) Merge Details दिखाई देते है।
 - Close File पर Click करने पर File को Close किया जा सकता है. User को File Head, File का Subject आदि Details Open होगी नीचे दिए गये Close button पर click करने से File close हो जाती है।





नीचे दिए गये Image के अनुसार Close की हुई File की Details Open होती है।

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Park File के Option में नीचे दिए गये Image के अनुसार Park कि जाने वाली File की Details Open होती है। जिसमे Park की जाने वाली File की Due Date (समय सीमा) एवं Remark (कारण) डालने के बाद OK Button पर Click करने पर File Park हो जाती है।

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✤ Park की हुई File को देखने के लिये File के Parked Option पर जाये।



Merge Details Option में Merge की हुई File की Details को देखा जा सकता है।

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