E-Governance

Capacity Building, Project Management & Administrative Reform
Case of e-Office implementation at LBSNAA

Padamvir Singh

Director

LBSNAA Mussoorie

Technology as the Game Changer

- ICT as an important instrument for improvement of public service delivery
  - Railways
  - Airlines
  - Banks
  - Commerce
  - Government

E-Office at LBSNAA

- Creation of e-files and e-receipts
- Complete migration to a paperless office
- Easy for all the staff to identify with e-files and e-receipts – look alike
- Leave ,Touring, Supplies & Services and Feedback into work flow automation

The Road Map

- Commitement of LBSNAA management to introduce e-office
- Development of e-office software by NIC
- Commitment of NIC
- Gap identification and Procurement
- On site support by NIC
- Training of officers and staff
- Scanning of files
- Installation and testing of the new system
- Migration to e-office
- Follow up
- Clearance from CAG for e-files and scanned vouchers
- Upgradation of the system
- Computerised accounting and inventory management

How the system works

- Scanning of receipts in CRU
- Forwarding electronic receipts to superiors
- Marking of receipts to subordinates with remarks (margin notes)
- Creation of file by the dealing clerk/attaching the e-receipt to an existing e-file
- Noting by dealing assistant/superiors
- Draft preparation by assistants – editing by superiors – approval of draft
- FC for signature and dispatch
- Scanning of dispatched letter and e-letter sent to concerned assistant for attaching in the concerned e-file

eOffice
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Lal Bahadur Shastri National Academy of Administration

LOGIN

Thanks for using eOffice Services

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Password   Login

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Browse Application

> Files Manager
> Tour Management System
> Leave Management System
> Knowledge Management System
> Email
> S & S Requisition

Dash Board   LBSNAA

Day's Quote:
"The thing that is really hard, and really amazing, is giving up on being perfect and beginning the work of becoming yourself."-
Anna Quindlen (1953 -)

Personal
→ View Profile
→ Update Profile
→ Payslip

Pending
→ Documents
→ Receipts/Files(eFile)

Schedule
→ For the day (2)
→ For the week (3)

Notice Board   Last updated at **16/04/2012 20:00 PM**

▸ Minutes of the 170th ACM
                                        Published by: **anilkumar** on 16/04/2012
▸ Time Table- 17th Training Programme on "Ethical Issues in Today's Administration"
                                        Published by: **yogeshldc** on 13/04/2012
▸ Inaugural Function- 17thTraining Programme on "Ethical Issues in Today's Administration"
                                        Published by: **yogeshldc** on 13/04/2012
▸ Office Order o.65 regarding Liason Officder forSC/ST and Liason Officer for other backward classes
                                        Published by: **arvindgoyal** on 13/04/2012
▸ वायरमेन पद के लिए अकादमी के इच्छुक नियमित कर्मचारियों से आवेदन-पत्र आमंत्रण सूचना

Events

More...

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News Corner
Telephone, CPWD, will be lodged on 1010 (Centcom)

more...

Bills, Dues & Charges
Currently No Bills for You.

more...

Personnel Corner
● Birthday Wishes Today
● Birthday Wishes This Month
● Official Joined Today
● Official Joined This Month

🗄 Directory   📋 Appointments   👥 Discussion Forum(3)   ✉ Instant Messaging

News   Photogallery   Useful Links

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Data Range 16/01/2007 To 16/04/2012

Reply | Forward | View | Move To | Mark As | More Action   Hierarchical View [My Files ▾]

☐		▾ Number	▾ Subject	▾ Sender	▾ Sent on	▾ Due On ▾	Quick Action
☐	🟨 E	T-16011(33)/1/2011-TRGIV 📄	Misc. matters relate...	TEJVEER SINGH	16/04/12 01:22	-	📄 ↩ ↪
☐	🟨 E	T-15011(24)/1/2012-TRGIV	Booking of Hotel Acc...	GYANENDRA DHAR BADGAIYAN	13/04/12 03:49	-	📄 ↩ ↪
☐	🟨 E	T-24012/7/2011-TRPC	Draft Module ffor ex...	SANJEEV CHOPRA	13/04/12 01:54	-	📄 ↩ ↪

Sidebar:

Receipt ⊞

Files ⊟
▸ Inbox (3)
▸ Created
  → Drafts
  → Completed
▸ Parked
▸ Closed
▸ Sent
▸ Create New
▸ Create Part
▸ Recycle Bin

Migrate File ⊞
Dispatch ⊞
Dispatch ⊞
DSC ⊞
Report ⊞
Settings ⊞

LEGEND ›   🟦 Out Today   🟥 Most Immediate   🟩 Immediate   🟨 Ordinary

File No: T-24012/7/2011-TRPC

Noting | Correspondence | Draft | References | Link DeLink | Details | Movements | Edit | Send | More Action

8   23   / 33

Add note

3(R) :- 14290/2012/TRPC

1 / 1   52.6%

Find

11/04/2012 10:30 AM   **Puneet Mohan**
                                                    (PROF(PM))

letter at Corrsp 16-to22 may be seen on including content on regulatory bodies on Petroleum sector in Training at the Academy. It has been circulated to all training sections and DDS i/C Trg IV has also forwarded it to CCs Phase III & IV . The content seems more relevent for MCTP and may be considered for MCTP phase III &IV only . If approved we may send a reply to DoPT accordingly.

13/04/2012 1:33 PM   **DUSHYANT NARIALA**
                                                    (DDS(DN))

We may include the subject in MCTP. Appropriate speaker(s) may need to be identified.

13/04/2012 1:54 PM   **SANJEEV CHOPRA**
                                                    (JD(SC))

No. T-16011(33)/1/2011 Trg-IV
Lal Bahadur Shastri
National Academy of Administration,
Mussoorie

Dated:- 22nd March, 2012

Copies of the following documents are forwarded herewith to the Course Coordinators of MCTP, Phase-III and Phase-IV with the request to include the topics on the subjects suggested therein:-

(1)   DoPT's letter No. T-45/16/2011-Trg-I dated 29-3-2011
(2)   DoPT's letter No. T-12037/14/2011-FTC (IR) dated 26-11-2011 alongwith its enclosures.

(Jaspreet Talwar)
Deputy Director (Sr.) &
In-charge MCTP

Prof.GDB
DDS (RC)

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File No: T-24012/7/2011-TRPC

Noting | Correspondence | Draft | References | Link DeLink | Details | Movements | Edit | Send | More Action

Back To Tab View

Correspondence | Previous Noting

‹‹ ‹ 23 / 33 › ››

Styles | Format | Font Family

Font Size

Approved.

Attach File

3(R) :- 14290/2012/TRPC

1 / 1   52.6%

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No. T-16011(33)/1/2011 Trg-IV
Lal Bahadur Shastri
National Academy of Administration,
Mussoorie

Dated:- 22nd March, 2012

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(Jaspreet Talwar)
Deputy Director (Sr.) &
In-charge MCTP

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▸ Create Part	
▸ Recycle Bin	
Migrate File	⊞
Dispatch	⊞
Dispatch	⊞
DSC	⊞
Report	⊞
Settings	⊞

Send

File Number :   **T-15011(24)/1/2012-TRGIV**

Subject :   **Booking of Hotel Accommodation for the participant...**

To   GYANENDRA DHAR BADGAIYAN--PROFSR(ECONOMICS)--FACU

Set Due Date   [   ] 🗓

Action   [Forward   ▾]

Priority   [Ordinary   ▾]

Total 1000 |
1000 character left

Remarks   [   ]

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Affix Dsc: Sign   [Send]

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View | Mark As | Create Part

			Number	Subject	Sent To	Sent on	Due On	
☐	🟧		E	T-24012/7/2011-TRPC	Draft Module ffor ex...	SANJEEV CHOPRA	16/04/12 08:21	-	↩
☐	🟧		E	T-15011(24)/1/2012-TRGIV	Booking of Hotel Acc...	GYANENDRA DHAR BADGAIYAN	16/04/12 08:07	-	↩
☐	🟧		E	T-16011(33)/1/2011-TRGIV	Misc. matters relate...	SANJEEV CHOPRA	16/04/12 08:06	-	↩
☐	🟧		E	T-16011(13)/1/2012-TRGIV	Nomination for the P...	SANJEEV CHOPRA	13/04/12 01:14	-	
☐	🟧		E	T-14011(13)/1/2012-TRGIV	Nomination for the I...	SANJEEV CHOPRA	13/04/12 01:02	-	
☐	🟧	🚩	E	T-24012/13/2011-DDS(SHK)	Conduct of training ...	SAUD HASAN KHAN	13/04/12 11:52	-	
☐	🟧		E	T-12011(34)/4/2012-TRGII	Correspondence Regar...	ASHISH VACHHANI	11/04/12 03:29	-	
☐	🟧		E	T-24012/2/2012-TRDC	Regarding study visi...	SANJEEV CHOPRA	09/04/12 10:39	-	
☐	🟧		E	T-23034/1/2012-COE	Matter regarding Pos...	SAUD HASAN KHAN	09/04/12 10:32	-	
☐	🟧		E	T-23022/1/2011-COE	JCC Meeting	SANJEEV CHOPRA	09/04/12 10:11	-	
☐	🟧		E	A-28015/1/2012-ADM	Confidential reports...	SANJEEV CHOPRA	09/04/12 10:09	-	
☐	🟧		E	A-50/2/2011-ADM	Monthly Review Meeti...	SANJEEV CHOPRA	09/04/12 09:57	-	
☐	🟧		E	T-24/7/2011-TRPC	Training Calendar fo...	SANJEEV CHOPRA	03/04/12 04:15	-	
☐	🟧		E	T-12011(34)/4/2012-TRGII	Correspondence Regar...	SANJEEV CHOPRA	03/04/12 04:13	-	

Sidebar

Receipt ⊞

Files ⊟
- ▸ Inbox
- ▸ Created
  - → Drafts
  - → Completed
- ▸ Parked
- ▸ Closed
- ▸ Sent
- ▸ Create New
- ▸ Create Part
- ▸ Recycle Bin

Migrate File ⊞

Dispatch ⊞

Dispatch ⊞

DSC ⊞

Report ⊞

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LEGEND ＞ 🟦 Out Today   🟥 Most Immediate   🟩 Immediate   🟧 Ordinary

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| Forward | Put in a File | View | Move To | Mark As | Copy | Close | Dispatch | Hierarchical View My Receipts ▼ |

☐	▼ Receipt No.	▼	Subject	▼ Sender	▼ Sent By	▼ Sent On	▼ Due On	▼	Quick Action
☐	■ E	14538/2012/CRU 📎	First National Platf...	K.j.Anandha Kumar	SURENDRA KUMAR THAPLIYAL	16/04/12 04:40	16/04/12 12:00		📕 ↩ ↪
☐	■ E	14537/2012/CRU 📎	Consideration of Dem...	jayanthi Sriram	SURENDRA KUMAR THAPLIYAL	16/04/12 04:39	16/04/12 12:00		📕 ↩ ↪
☐	■ E	14048/2012/CRU 📎	Praying for in forma...	M.Solomon Bernard Shaw	SURENDRA KUMAR THAPLIYAL	16/04/12 04:38	03/04/12 12:00		📕 ↩ ↪
☐	■ E	14536/2012/CRU 📎	Consideration of the...	jayanthi Sriram	SURENDRA KUMAR THAPLIYAL	16/04/12 04:37	16/04/12 12:00		📕 ↩ ↪

Receipt ⊟
▸ Scan & Diarise
▸ Browse & Diarise
▸ Inbox (4)
▸ Email Diarisation
▸ Created
▸ Sent
▸ Closed
▸ Acknowledgement
▸ Recycle Bin

Files ⊞
Migrate File ⊞
Dispatch ⊞
Dispatch ⊞
DSC ⊞
Report ⊞
Settings ⊞

| LEGEND ❯ | ■ Out Today | ■ Most Immediate | ■ Immediate | ■ Ordinary |

Movements | Edit | Forward | Put in a File | Copy | Close | Dispatch | View Draft | Details

1 / 4   76%   Find

31

TIME BOUND
PARLIAMENT MATTER
PARLIAMENTARY STANDING COMMITTEE: QUESTIONNAIRE – II

NO: H. 11013/3/2012-Budget (Part)
Govt. of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
***

New Delhi, Dated the 4th April, 2012

Subject:- Consideration of the Demands for Grants (2012-13) of the Ministry
of Personnel, Public Grievances and Pensions by the Department
Related Parliamentary Standing Committee on Personnel, Public
Grievances, Law and Justice:- **Questionnaire-II**.

The undersigned is directed to forward a copy of the Questionnaire
received from the Rajya Sabha Secretariat based on the Demands for Grants
of the Ministry of Personnel, Public Grievances and Pension. The replies on
the same have to be furnished to the Rajya Sabha Secretariat immediately.

2. It is, therefore, requested that the Replies to the Questions relating to your
Division may kindly be furnished to the undersigned latest by 9th April, 2012
positively by hard copy and by e-mail at usbudget-dopt@nic.in **and**
soba-dopt@nic.in.

Jayanthi Sriram

Receipt No :   **14536/2012/CRU**

File No :

Subject :   Consideration of the...

From :   jayanthi Sriram

Designation :   Under Secretary

Address :   DoPT

Main Category :   Miscellaneous Files

Sub Category :

Sent Date :   16/04/12 04:37

Sent By	Sent On	Sent To	Action	Remarks
SURENDRA KUMAR THAPLIYAL	16/04/12	PADAMVIR SINGH	Forward	
CRU	16/04/12	SURENDRA KUMAR THAPLIYAL	Forward	

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▸ Email Diarisation	
▸ Created	
▸ Sent	
▸ Closed	
▸ Acknowledgement	
▸ Recycle Bin	

Files	⊞
Migrate File	⊞
Dispatch	⊞
Dispatch	⊞
DSC	⊞
Report	⊞
Settings	⊞

To   SANJEEV CHOPRA--JD(SC)--O/o of J

Cc   [   ]

(Use semicolon(;) to seperate recipients.)

Set Due Date   [_____] 📅

Action   [Forward ▾]

Priority   [Ordinary ▾]

Remarks   Please ensure that the presentation for the Parliamentary Standing Committee is prepared and approved

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Receipt Number	Subject
☑ 14538/2012/CRU	First National Platform on Disaster Risk Reduction -Reg
☑ 14537/2012/CRU	Consideration of Demands for Grants (2012-13) in respect of the Ministry of Personnel, Public Griveances and Pensions by the Depatment Related Parliamentary Standing Committee-reg
☑ 14048/2012/CRU	Praying for in formations-Reg
☑ 14536/2012/CRU	Consideration of the Demands for Grants (2012-13) of the Ministry of Personnel,Public Grievances and Pensions by the Department Related Parliamentary Standing Committee on Personnel,Public Grievances. Law and Justice-Questionnaire-II

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Dispatch ⊞
Dispatch ⊞
DSC ⊞
Report ⊟
▸ File Register
▸ Diary Register
Pendency Report (File/Receipt)
▸ File Movements
▸ Receipt Movements
▸ Dispatch
▸ Received Files
▸ Received Receipts
▸ Parked Files
▸ Closed Files
▸ Closed Receipts
Files forwarded by time duration
Receipts forwarded by duration
Files attended for more than 24 Hrs
File(s) not attended by receipient for 24 Hrs
▸ Revenue Report
Settings ⊞

Pendency Report

◉ Date wise Pendency ○ Day wise Pendency
From* [14/04/2012 📅]   To* [16/04/2012 📅]

[Submit]

File Pendency

SL. No.	Organization Unit	Total No. Of Pending File
1	TRAINING III	1
2	TRAINING IV	1
3	ADMINISTRATION	6
4	RAJBHASHA	1
5	TRAINING RESEARCH PUBLICATION CELL	9
6	MEDICAL CENTRE	2
7	FACULTY	1
8	ACCOUNTS	20
9	ELECTRONIC & COMMUNICATION	1
10	PROTOCOL	1

Total Files : 51

Receipt Pendency

SL. No.	Organization Unit	Total No. Of Pending Receipt
1	ADMINISTRATION	2
2	FACULTY	1
3	TRAINING III	2
4	PROTOCOL	2
5	OTH	2
6	TRAINING IV	2
7	ACCOUNTS	4
8	STORES & SUPPLY	1
9	ESTATES	1
10	TRAINING II	5

Total Receipts : 26

eFile electronic file system   Search [   ] 🔍 ▾ | Help | Dashboard

Receipt	⊞
Files	⊞
Migrate File	⊞
Dispatch	⊞
Dispatch	⊞
DSC	⊞
Report	⊟

- ▸ File Register
- ▸ Diary Register
- Pendency Report (File/Receipt)
- ▸ File Movements
- ▸ Receipt Movements
- ▸ Dispatch
- ▸ Received Files
- ▸ Received Receipts
- ▸ Parked Files
- ▸ Closed Files
- ▸ Closed Receipts
- Files forwarded by time duration
- Receipts forwarded by duration
- Files attended for more than 24 Hrs
- File(s) not attended by receipient for 24 Hrs
- ▸ Revenue Report

| Settings | ⊞ |

Pendency Report

◉ Date wise Pendency ◯ Day wise Pendency

From* [14/04/2012] 📅   To* [16/04/2012] 📅

[Submit]

File Pendency

SL. No.	Organization Unit		Total No. Of Pending File
1	TRAINING III		1
2	TRAINING IV		1
3	ADMINISTRATION		6
	DA(PKB)	3	
	DA(SC)	1	
	DA(RKP)	1	
	SUPDT(ADM)	1	
4	RAJBHASHA		1
5	TRAINING RESEARCH PUBLICATION CELL		9

Total Files : 51

Receipt Pendency

SL. No.	Organization Unit	Total No. Of Pending Receipt
1	ADMINISTRATION	2
2	FACULTY	1
3	TRAINING III	2
4	PROTOCOL	2
5	OTH	2
6	TRAINING IV	2
7	ACCOUNTS	4
8	STORES & SUPPLY	1
9	ESTATES	1
10	TRAINING II	5

Total Receipts : 26

File Pendency Report

(14-04-2012 to 16-04-2012)

S No.	File Number	Subject	Opening Date	Pending Date
1	A-11013/2/2011-ADM	Creation of posts for Departmental Canteen	17-08-2011	16-04-2012

Last Login : Fri, 13 Apr 2012 11:35 AM   🏠 PADAMVIR SINGH Signout

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Pull up | View | Hierarchical View [SANJEEV CHOPRA,JD(SC)   ▼]

☐		▼ Number	▼ Subject	▼ Sender	▼ Sent on	▼ Due On ▼	Quick Action
☐	🟧 E	T-24012/7/2011-TRPC	Draft Module ffor ex...	PADAMVIR SINGH	16/04/12 08:21	-	📄 📄
☐	🟧 E	T-16011(33)/1/2011-TRGIV 📄	Misc. matters relate...	PADAMVIR SINGH	16/04/12 08:06	-	📄 📄
☐	🟧 E	D-17015/8/2011-REP	AMC COLOUR PHOTOCOPY...	TEJVEER SINGH	16/04/12 05:18	-	📄 📄
☐	🟧 E	T-24011/29/2012-TRPC 📄	Proposal for setting...	DUSHYANT NARIALA	15/04/12 10:37	-	📄 📄
☐	🟧 E	T-15011(32)/1/2011-TRGIV 📄	Impact Assessment/ E...	TEJVEER SINGH	13/04/12 06:55	-	📄 📄
☐	🟧 E	T-12011(33)/4/2011-OTH	Nomination of Associ...	ROLI SINGH	13/04/12 05:30	-	📄 📄
☐	🟧 E	T-12011(30)/3/2011-TRGII	Weekly feedback in r...	ASHISH VACHHANI	13/04/12 05:27	-	📄 📄

Left sidebar:
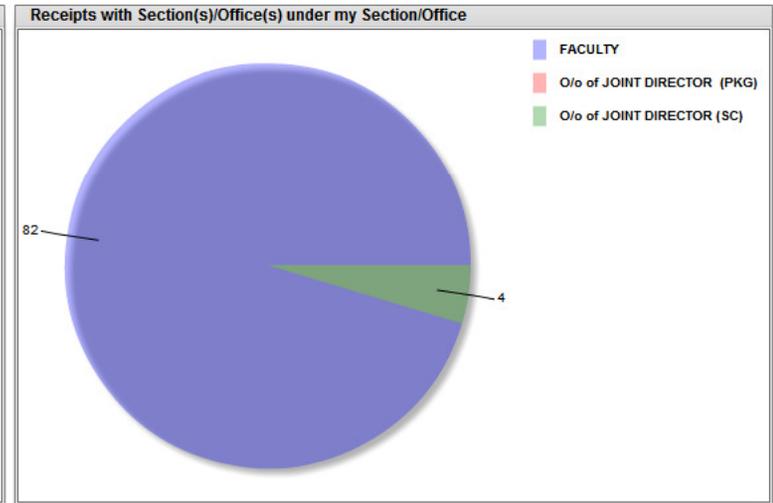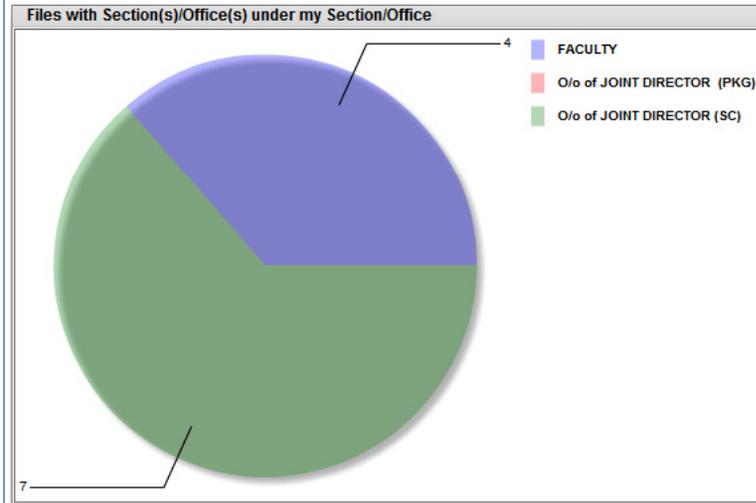
Receipt ⊞

Files ⊟
 ▸ Inbox
 ▸ Created
   → Drafts
   → Completed
 ▸ Parked
 ▸ Closed
 ▸ Sent
 ▸ Create New
 ▸ Create Part
 ▸ Recycle Bin

Migrate File ⊞

Dispatch ⊞

Dispatch ⊞

DSC ⊞

Report ⊞

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LEGEND ⟩   🟦 Out Today   🟥 Most Immediate   🟩 Immediate   🟧 Ordinary

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Alerts

	Due Today	Most Immediate
File	0	0
Receipt	0	0

Pending Files/Receipts

Self   Section/Subordinates

Receipt ⊞

Files ⊟
▸ Inbox
▸ Created
  ➜ Drafts
  ➜ Completed
▸ Parked
▸ Closed
▸ Sent
▸ Create New
▸ Create Part
▸ Recycle Bin

Migrate File ⊞

Dispatch ⊞

Dispatch ⊞

DSC ⊞

Report ⊞

Settings ⊞

Files with Section(s)/Office(s) under my Section/Office

■ FACULTY
■ O/o of JOINT DIRECTOR (PKG)
■ O/o of JOINT DIRECTOR (SC)

4

7

Receipts with Section(s)/Office(s) under my Section/Office

■ FACULTY
■ O/o of JOINT DIRECTOR (PKG)
■ O/o of JOINT DIRECTOR (SC)

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4

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Title	Modified on ▾	Details ▾	Created By ▾
Minutes of the 170th ACM	16-04-2012 16:43 PM	🔍	anilkumar
OM- Training of Liaison Officers for Scheduled Cases/Scheduled Tribes/Person with Disablities & OBC	16-04-2012 14:51 PM	🔍	rkprajapati
Time Table- 17th Training Programme on "Ethical Issues in Today's Administration"	13-04-2012 16:24 PM	🔍	yogeshldc
Inaugural Function- 17thTraining Programme on "Ethical Issues in Today's Administration"	13-04-2012 16:20 PM	🔍	yogeshldc
Office Order o.65 regarding Liason Officder forSC/ST and Liason Officer for other backward classes	13-04-2012 15:17 PM	🔍	arvindgoyal
बायरमैन पद के लिए अकादमी के इच्छुक नियमित कर्मचारियों से आवेदन-पत्र आमंत्रण सूचना	12-04-2012 11:18 AM	🔍	jatashankar
Notice regarding preparation of work plan by faculty members	11-04-2012 11:05 AM	🔍	arvindgoyal
मानदेय के संबंध में सूचना	10-04-2012 17:41 PM	🔍	rkprajapati
Notice for the Monthly Review Meeting	10-04-2012 16:58 PM	🔍	rkprajapati
Security Clearance "setting up of the Liaison Offices/Branch Offices/Project Offices in India	10-04-2012 15:51 PM	🔍	gchandra

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📄 Fixation of initial pay in the revised pay structure of medical oficers
2005-2009 by kavitabadoni — last modified Jul 11, 2011 12:05 PM — Relevance: 100%

📄 09 Feb 2009 - Fixation of initial pay of medical officers in pay band PB-4
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📄 16 Dec 2008 - IAS - 14021_5_2008_AIS-II
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📄 13 Sep 2008 - Clarifications - increment & pay fixation
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2012 by jatashankar — last modified Feb 29, 2012 10:52 AM — Relevance: 94%

📄 29 Sep 2008 - AIS-Fixation of Pay and Payment of Arrears-14021_5_2008-AIS-II
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- Movement of files immediate
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- Reports of pending files and receipts generated with ease
- Possible to immediately see files pending with subordinates
- Monitoring and control of file work immensely enhanced
- Better archiving and control of records/data
- All notices on dashboard
- All circulars, rules, standing orders, office orders on KMS with search facility through key words
- Leave and tours approved and accounted for through work flow system
- Indents and planning of inventory through e-system