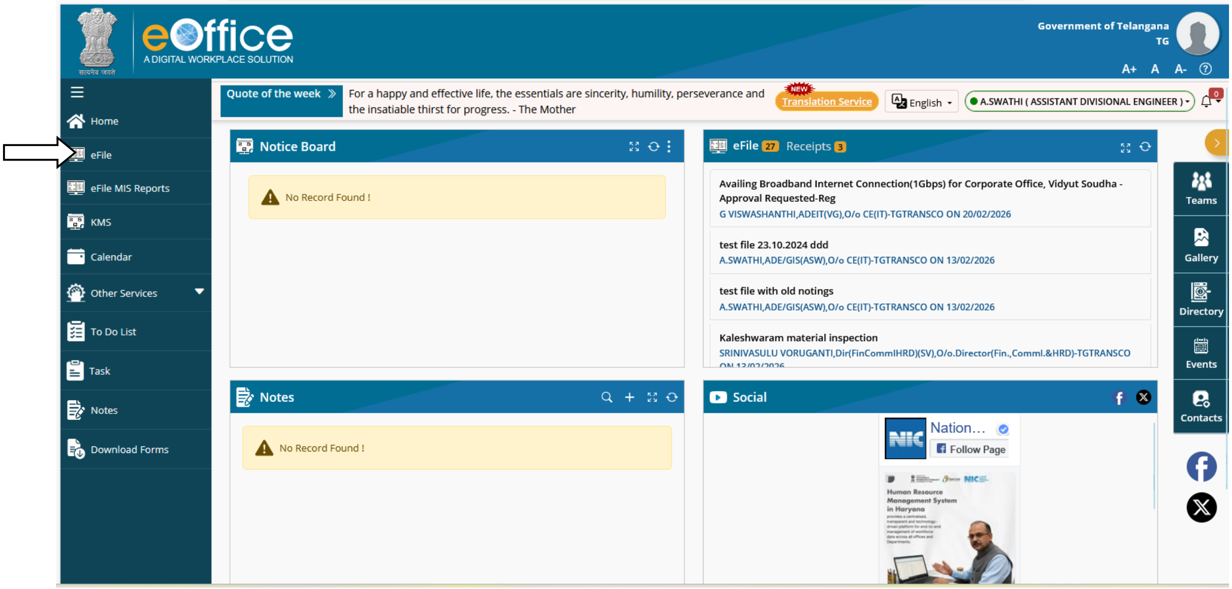
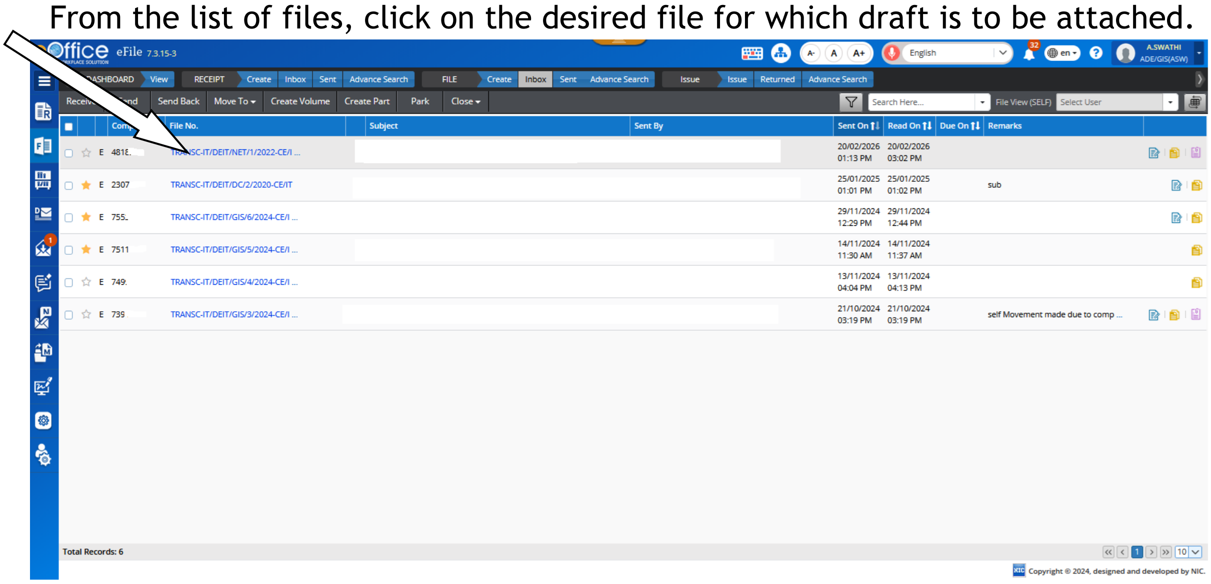
Step-by-Step Procedure to create a Draft Letter in eOffice

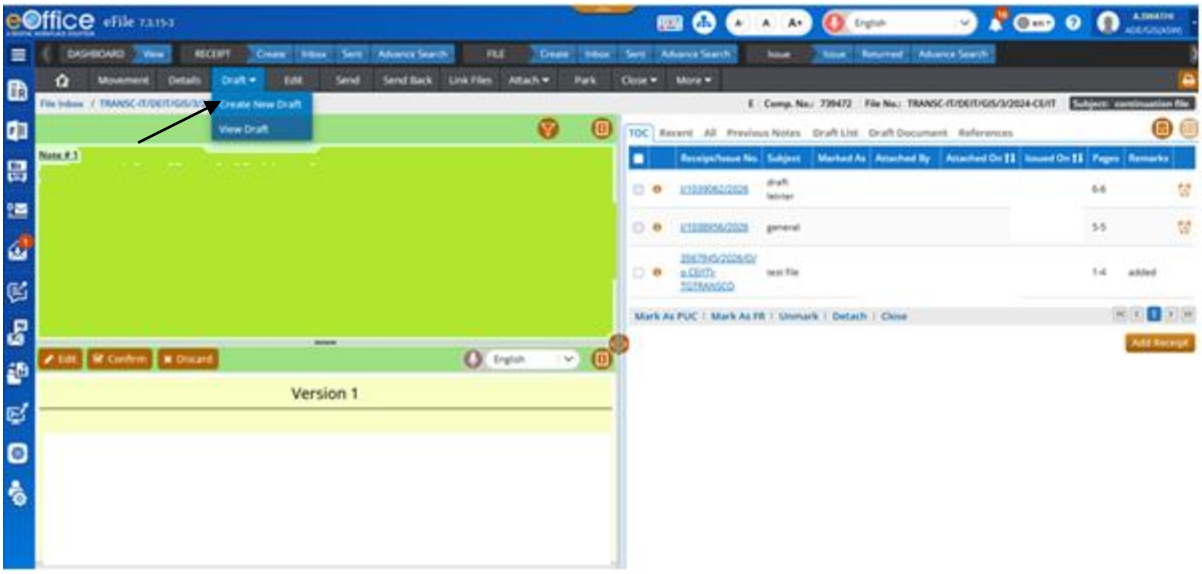
Login to eoffice with your credentials, goto efile -> and select particular file



From the list of files, click on the desired file for which draft is to be attached.

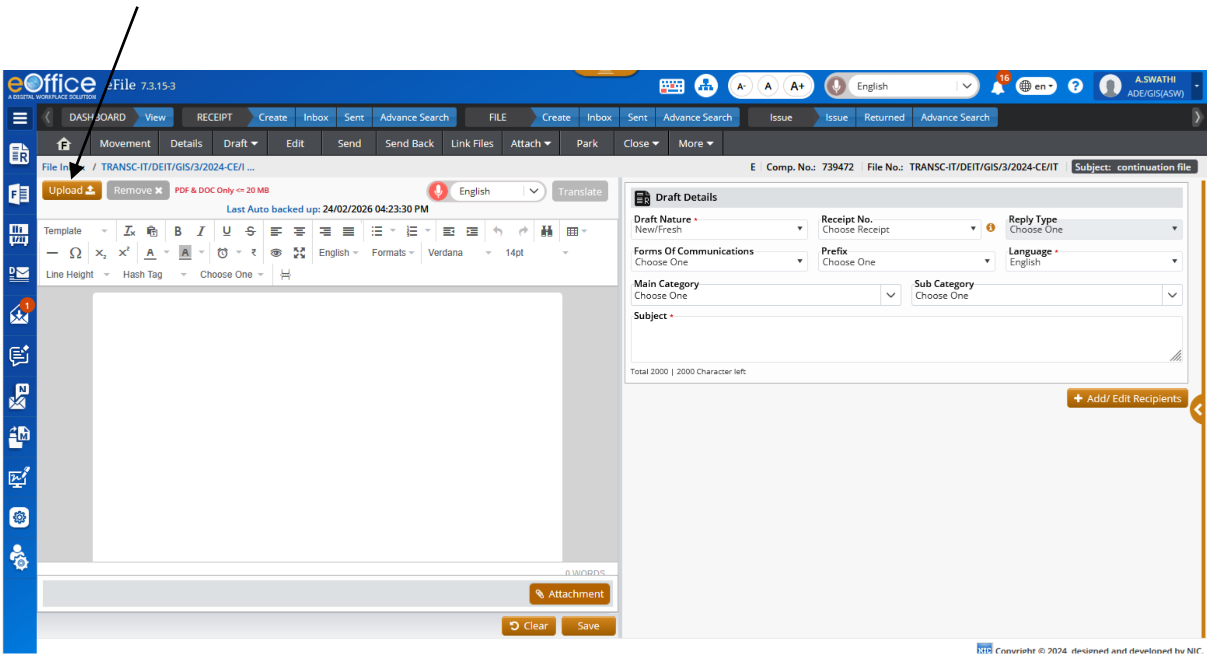


Click ‘Draft’ in the menu bar and then Click ‘Create New Draft’



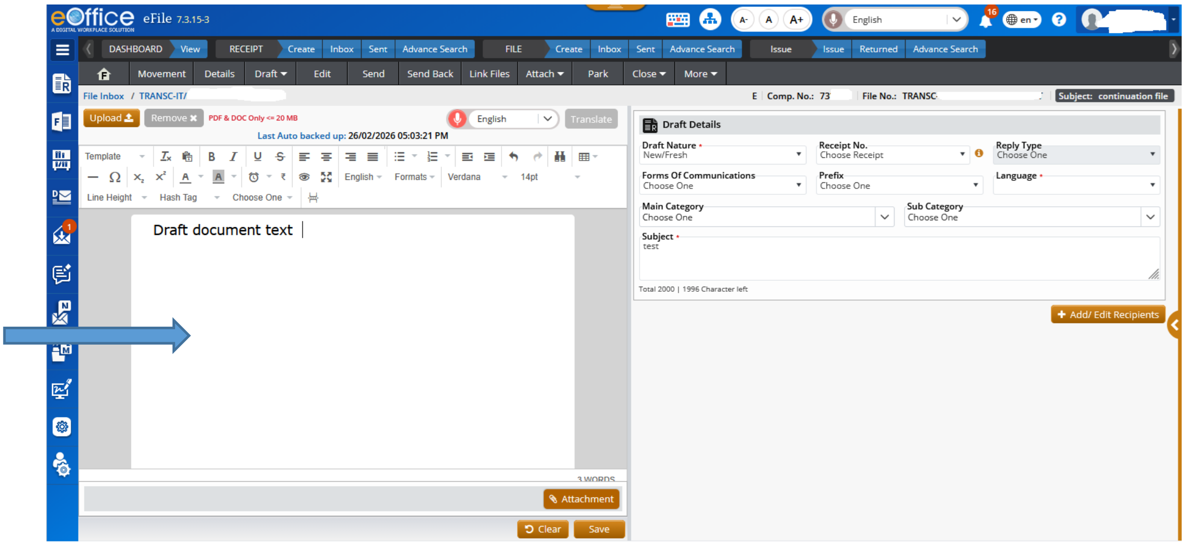
1) Prepare the draft content of the communication on the left side of the screen. The draft content can be prepared in two ways-

a) Upload Letter - Prepare the letter on your system using word processor (like MS Word) and then upload it into the system. (.doc/.docx extension file – Word format)



(or)

b) Prepare using online editor - Preparing content by typing and/or pasting from another document file in the space provided.

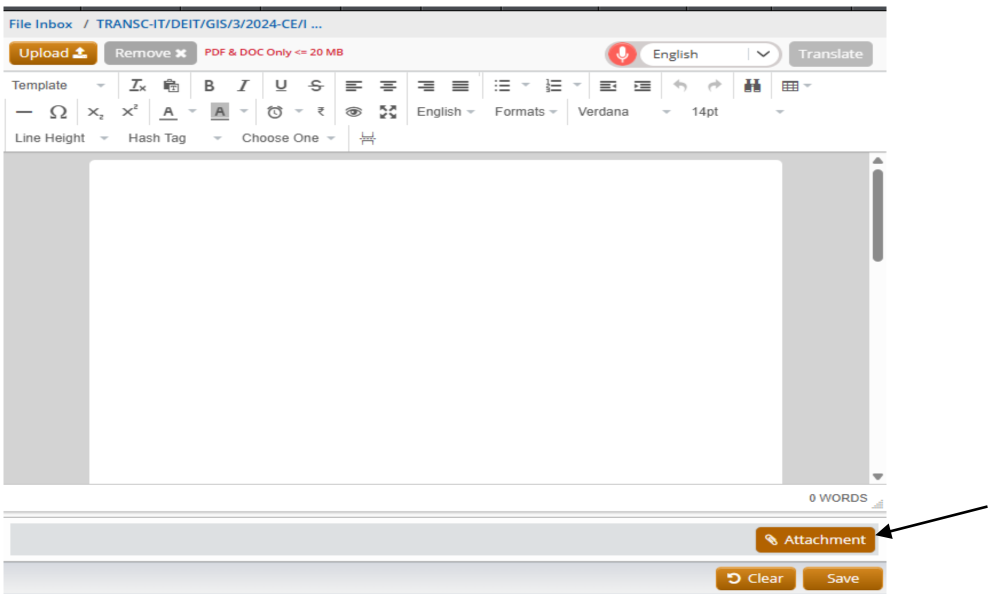


Note:

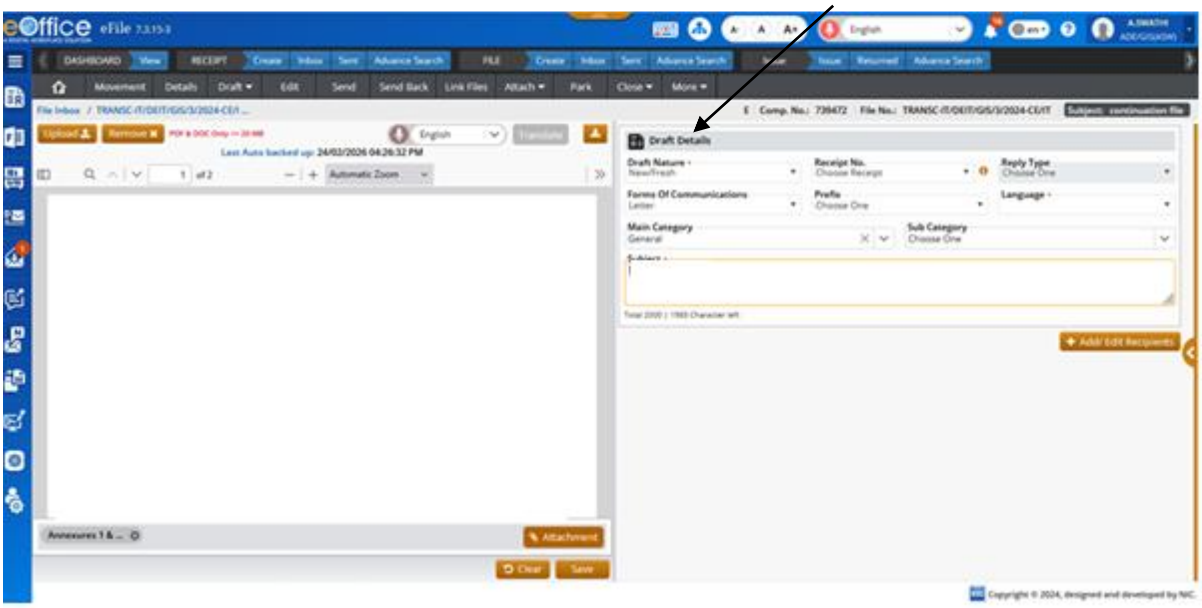
- The content prepared by uploading a word document can only be edited by downloading it using Download option, then make changes in the downloaded word document and re-uploading it.

- Content prepared using online text editor can be edited in the same window without the need for any download.

2) Add any annexure(s) to draft letters using ‘Attachment’ option, if required.

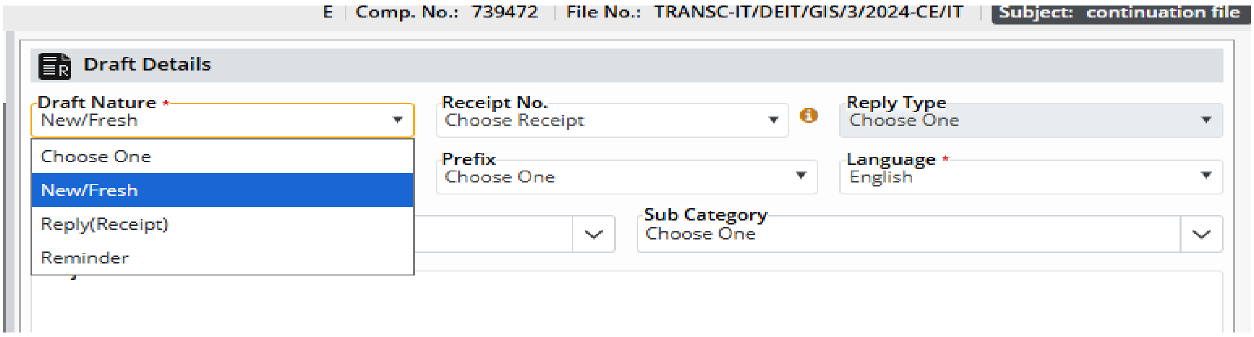


3) Fill in the Draft details on the right side of the screen. Drafts details include Draft Nature, Receipt No., Reply Type, Forms of Communication, Prefix, Language, Main Category, Sub Category and Subject description.

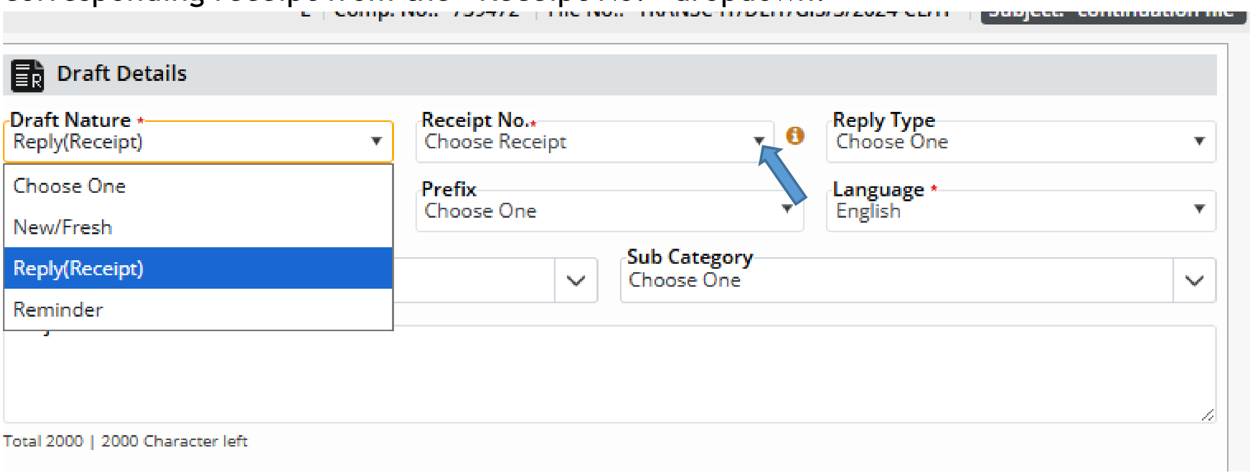


Note:

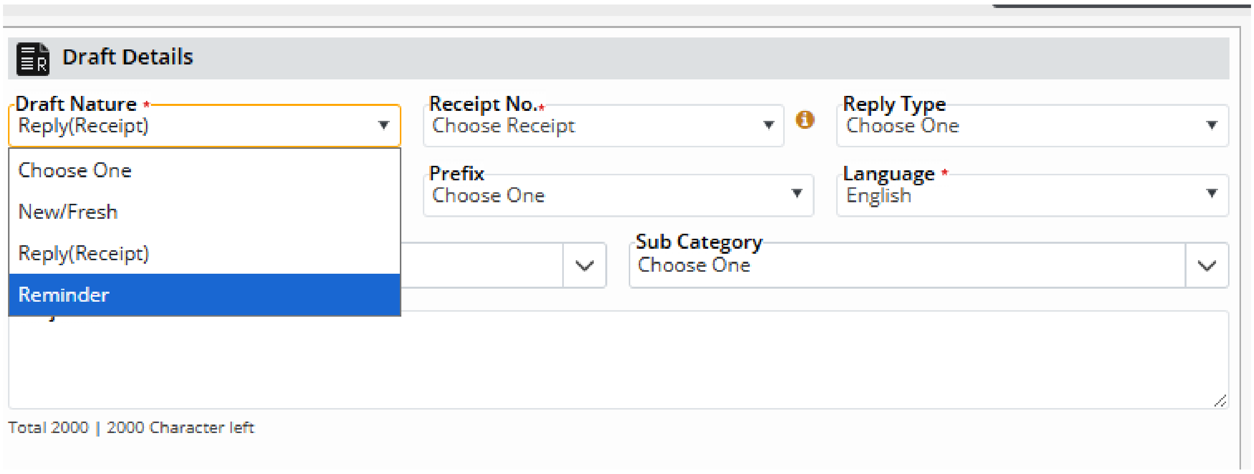
Under Draft Nature' – Choose - New/Fresh – If the draft is being prepared as fresh communication being initiated.



Reply – If the draft is being prepared as a reply against the receipt. Select corresponding receipt from the “Receipt No.” dropdown.



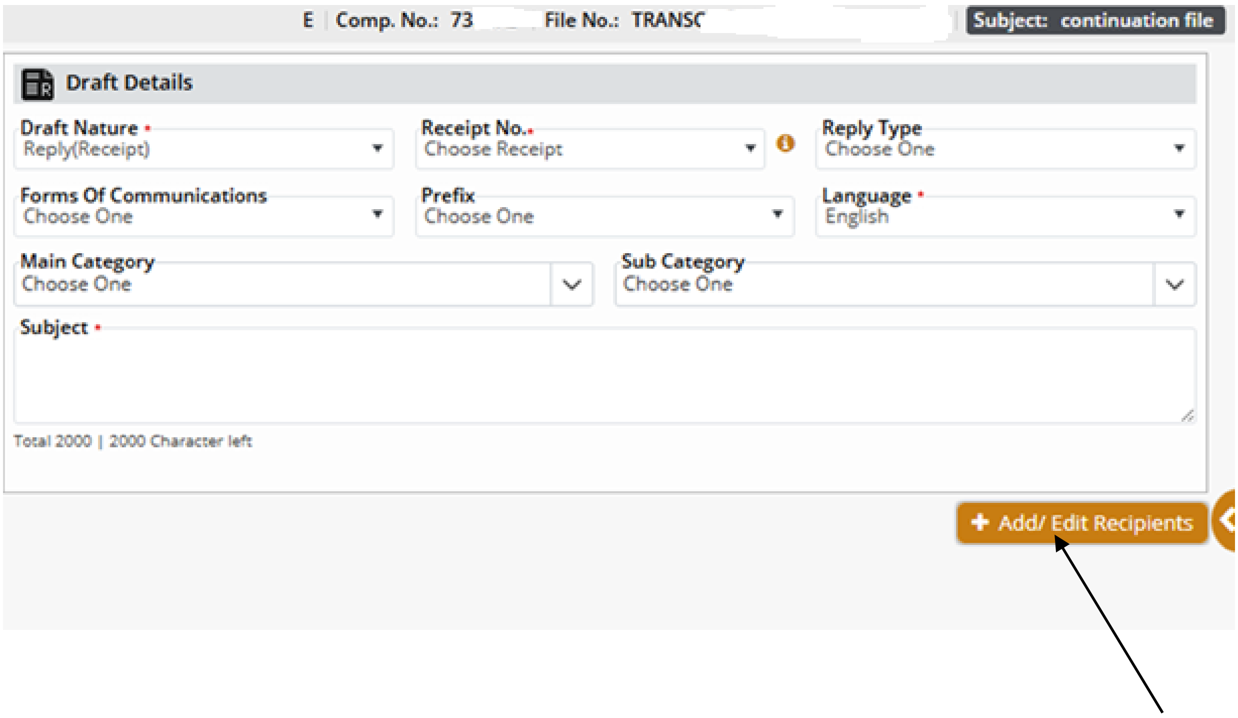
Reminder – If the draft is being prepared as a reminder to the previously dispatched communications against the receipt.



♣ "Draft Nature" – "Reminder" only available if any Issue/Official communication has been already dispatched against the receipt.

4) Click on Add/edit Recipients

Fill all available details of recipients (including mandatory fields)



There are three domains from which recipients can be added.

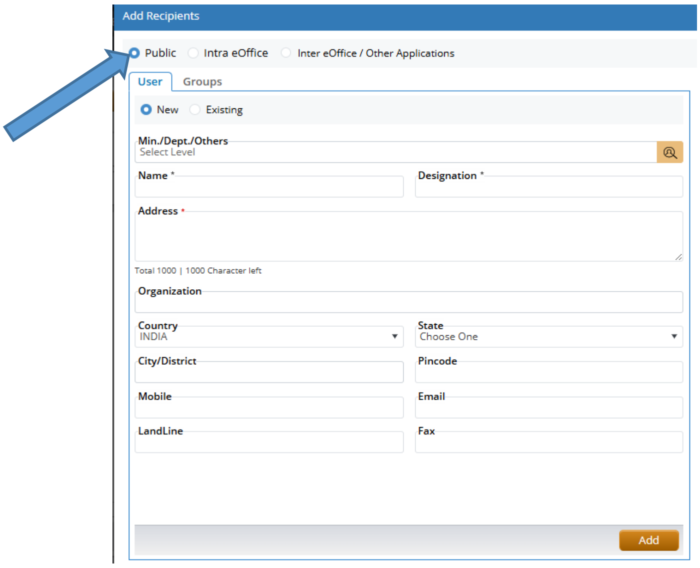
Let us see them all one by one,

a) Public (selected by default)

b) Intra eOffice

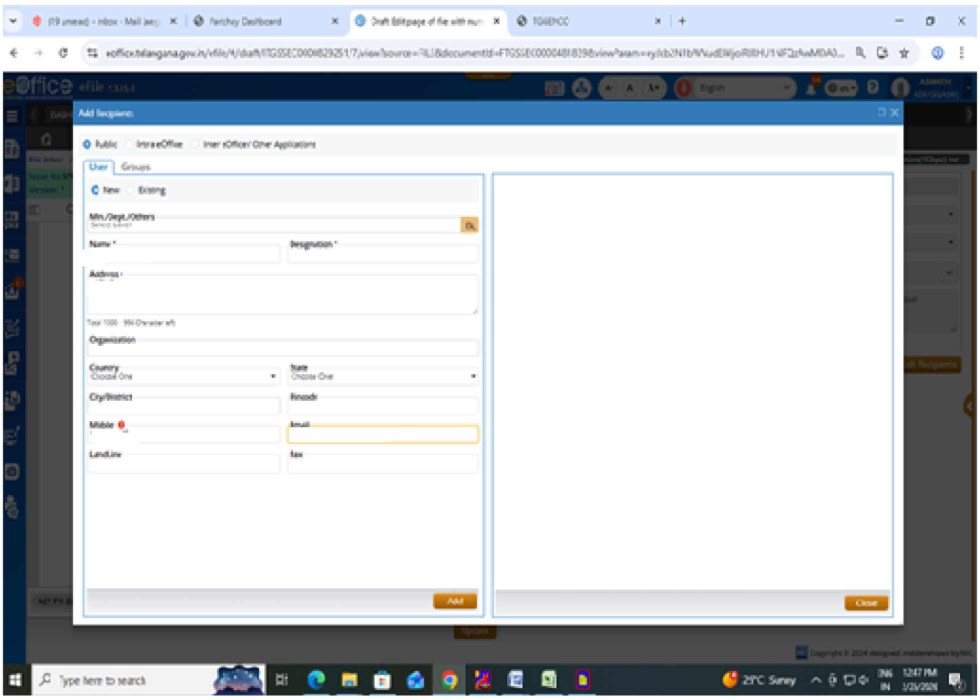
c) Inter eOffice / Other Applications

a) Public – This is the domain of people who are outside the organization.

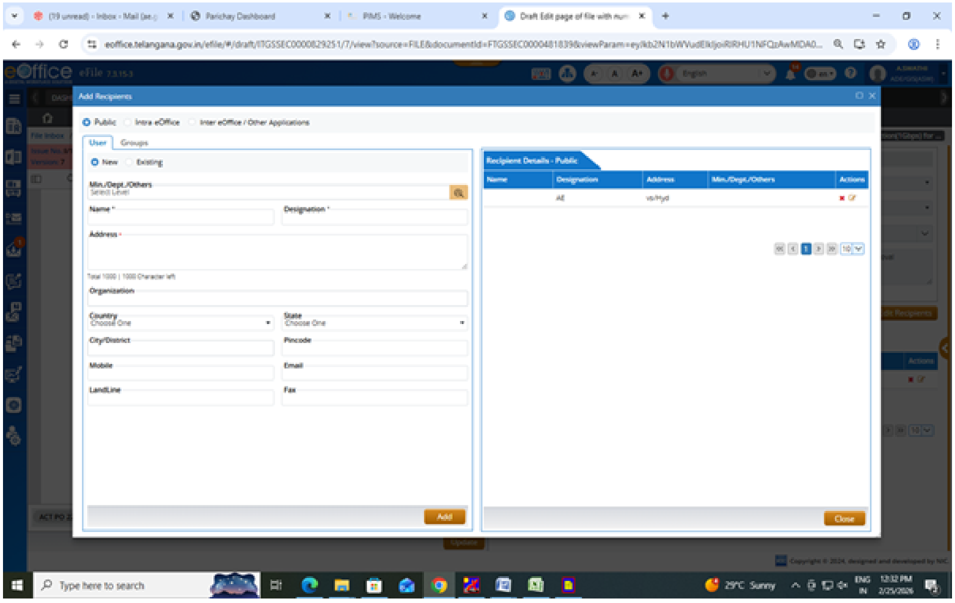


User Under this tab, recipient can be added by choosing 'New' or 'Existing'.

1. 'New' allow you to add user's details in the fields below such as name, designation, address, mobile and email etc. and then to further add into recipient list by clicking on Add at the bottom.



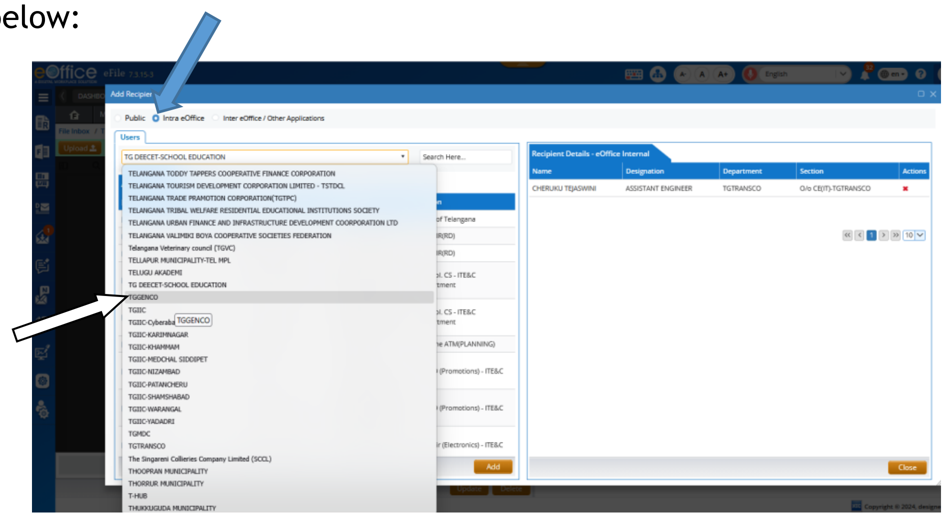
Added Recipient can be seen in the right side tab, details can be edited if required.

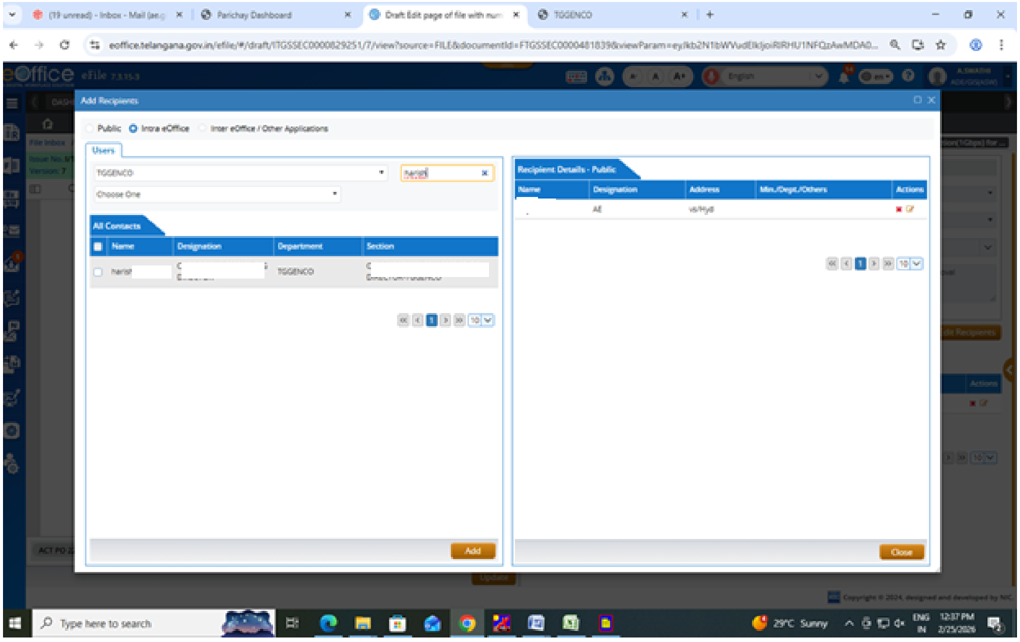


b) Intra eOffice– This is the domain of employees in users own Ministry /Organization.

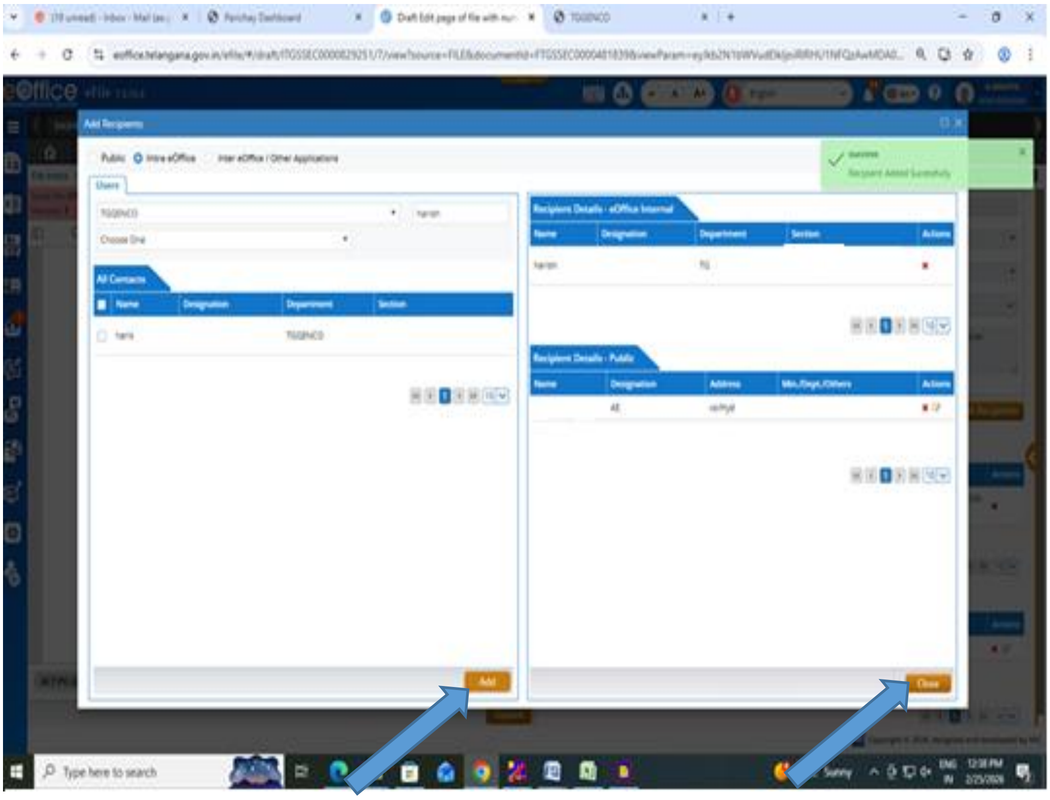
This can be used to add recipients who are from one's own organization, for example, for issuing inter-office memo.

1. In the first drop-down menu, choose the name of the department (Ex: TGGENCO), to which the intended employee/recipient belongs to.
2. Enter the recipient name in the search box.
3. Based on the characters of recipient name entered in the search box, suggestion list will appear. Choose the appropriate recipient(s) as shown below:





4.Click ‘Add’ As a result recipients will be added as shown below



After adding the recipients in the right side of the screen and then click close button.

Inter eOffice / Other Applications–

This is the domain of employees in other Ministry/Organization. It can be used to add recipients who are from other ministries/organizations, for example, issue a Govt. Order to other government bodies.

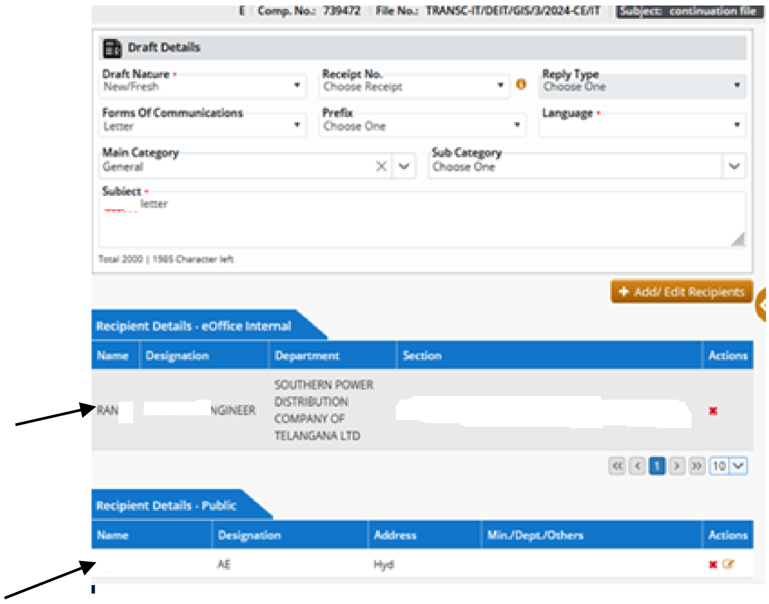
1. In the first drop-down menu, choose the name of the ministry/organization, to which the intended employee/recipient belongs to.

2. Enter the recipient name in the search box.

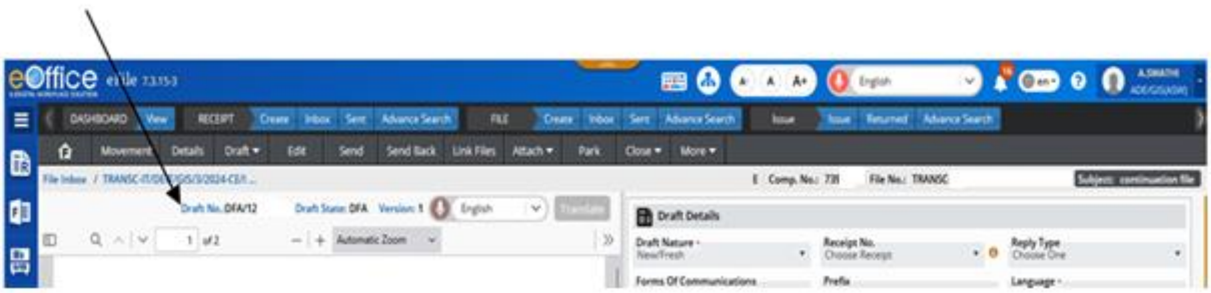
3. Based on the characters of recipient name entered in the search box, suggestion list will appear.

4. Choose the appropriate recipient(s) and then Click ‘Add’.

After adding the recipients Click **Save** to save the draft in the left side of the screen.

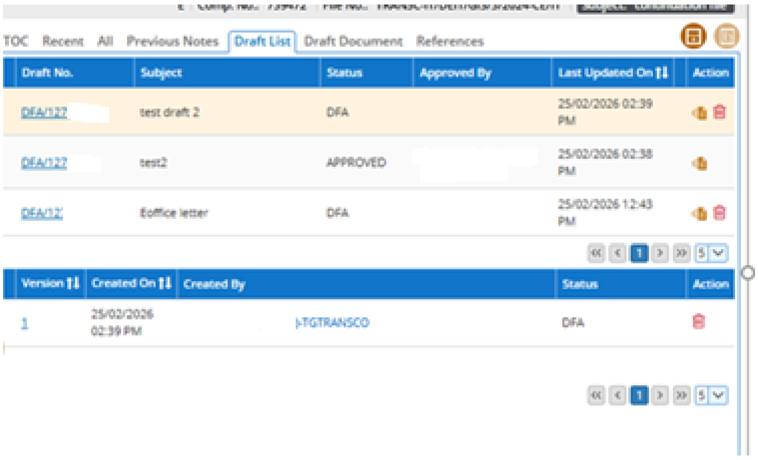


Once the draft is saved, a unique number is generated and draft is added in the file drafts list.

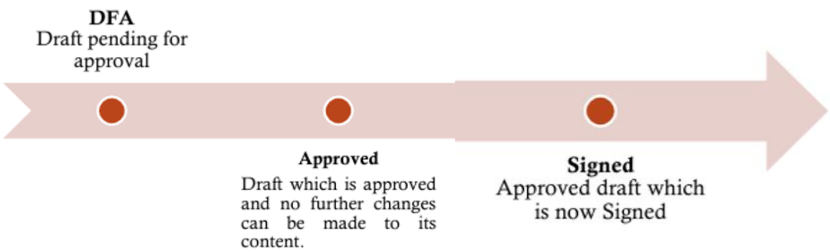


Note:

♣ The state of the draft created remains to be 'DFA' (Draft for Approval) until it is approved.



♣Status – The status of the drafts defines the stage at which the draft is existing. The various statuses/stages can be defined as –



♣Only drafts which are unapproved and in state of DFA (Draft for Approval), can be edited. i.e. approved drafts cannot be edited/changed except the changes in recipient details or adding/removing a recipient.