



GOVERNMENT OF HIMACHAL
PRADESH

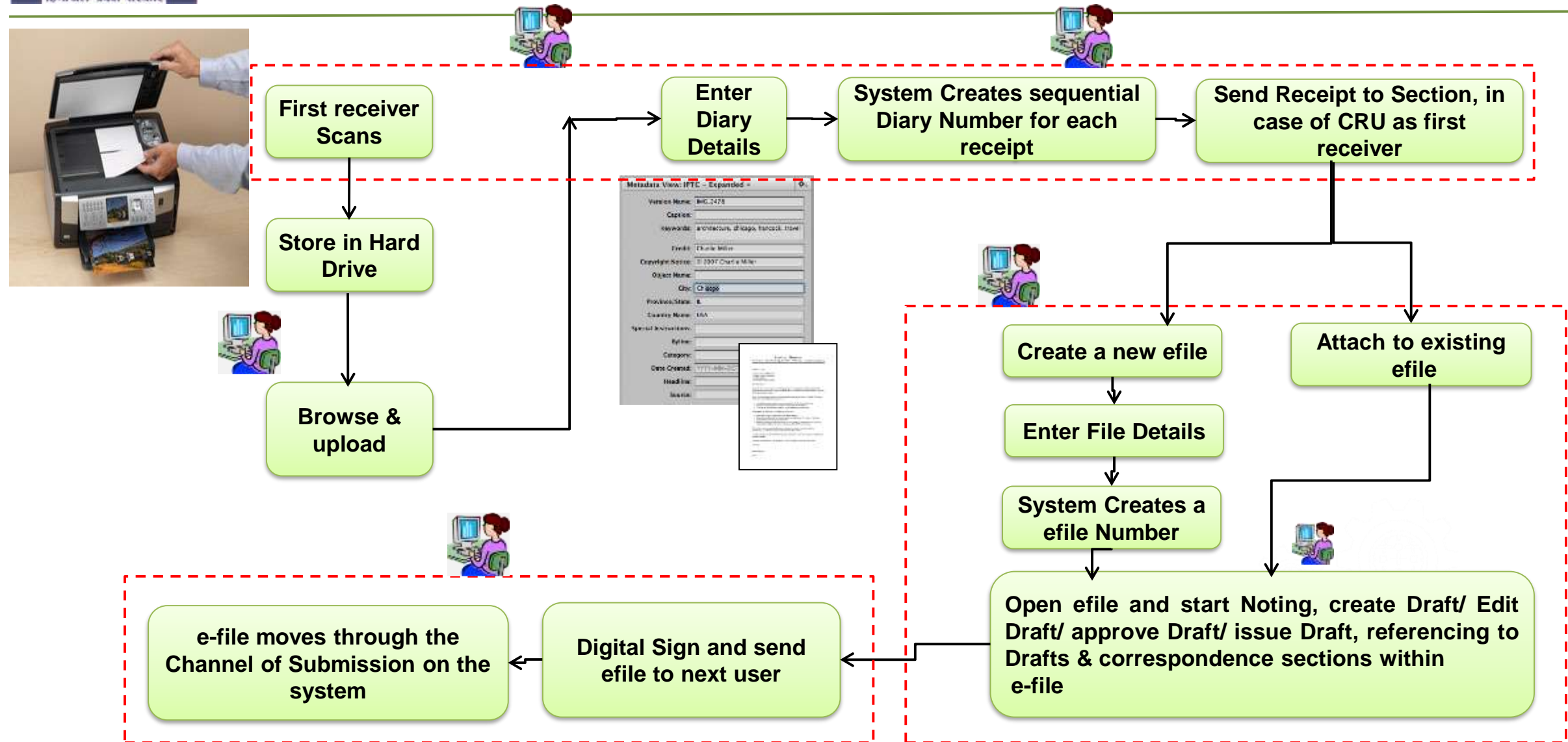


Towards a paperless office

Department of Digital Technologies and Governance

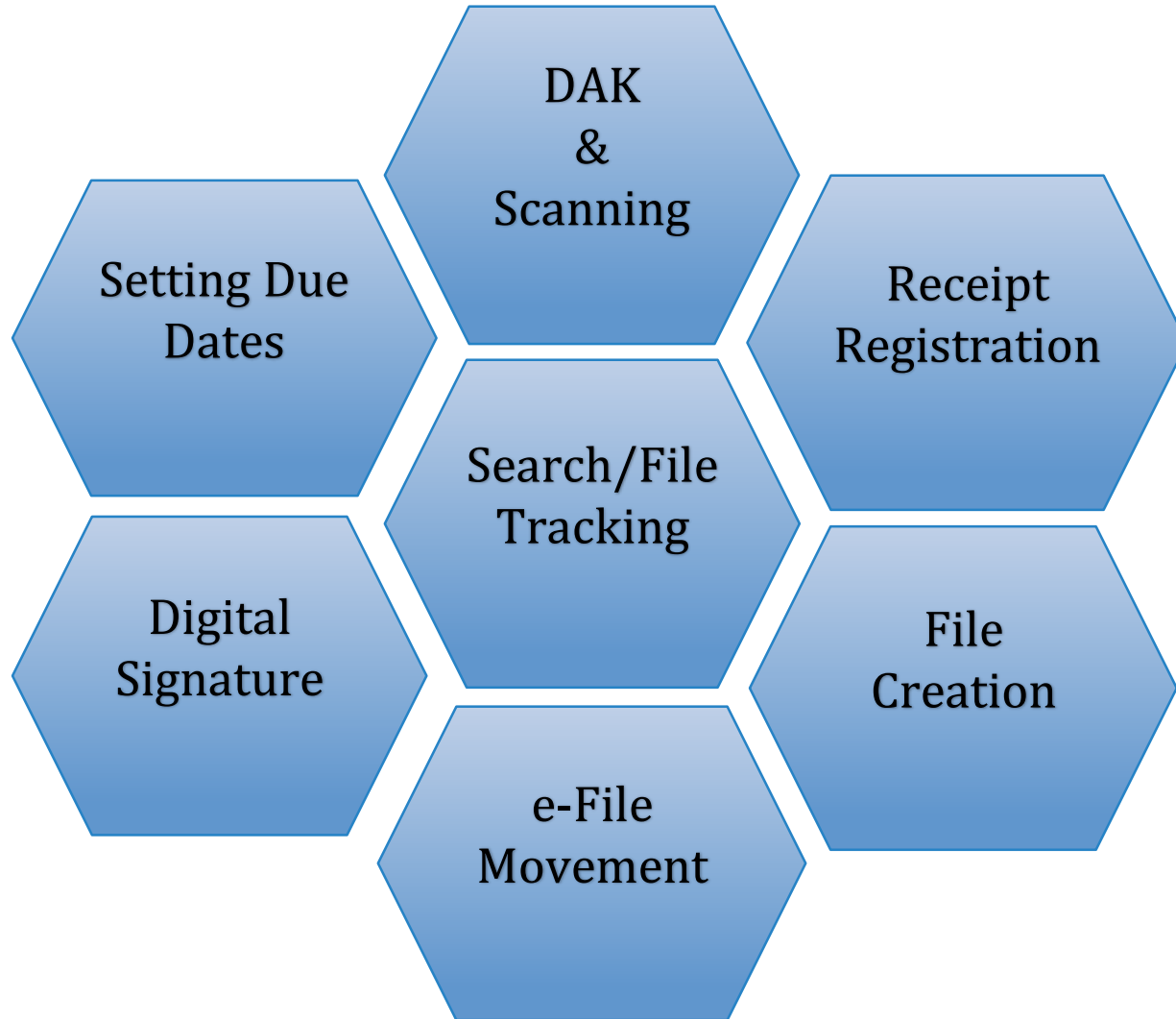
Enabling Governance

eOffice – Functional Process





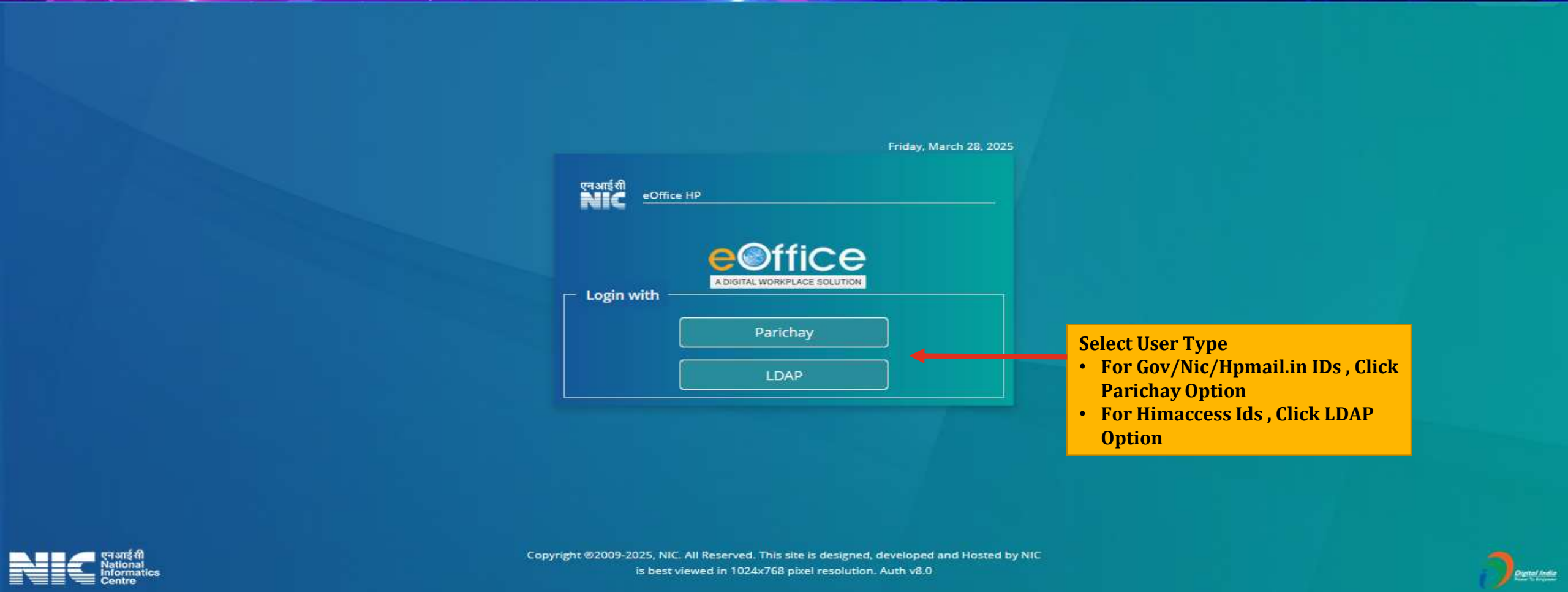
eOffice Modules



- Electronic Diarization of inward letters and files
- Electronic Movement of receipts and files
- Creation of Drafts for approval and final issue
- Dispatch of letters
- Setting Due Dates and Reminders
- Queries and Reports



eOffice – Login page





eOffice – LDAP Login page

Friday, March 28, 2025

एनआईसी
NIC
Department of Digital Technologies and Governance

eOffice
A DIGITAL WORKPLACE SOLUTION

883936

[Alternative Authentication](#)

- Enter Himaccess User Id & Password
- Fill the Captcha Code
- Click on Login Button

Helpdesk Contact at-24305808/5362 Email Id: support[dot]eoffice[at]nic
Copyright ©2009-2025, NIC. All Reserved. This site is designed, developed and Hosted by NIC
is best viewed in 1024x768 pixel resolution. Auth v8.0





NIC एनआईसी
National Informatics Centre


Digital India
Power To Empower



eOffice – Parichay login page

← → ↻ 🔒 parichay.nic.in/pnv1/assets/login.html?v=2&service=passive&active=true&rm_5=false&continue=https%3A%2F%2Fjan_com%2Fmail%2F&pp=1&sc=1&lm... 🔍 ☆ 🏠 Incognito





Single, Simplified, Safe

Please enter details to proceed

Enter Email or Mobile Number

Enter Password


☐ Password Less Authentication ⓘ

☐ I consent to Parichay [Terms Of Use](#).


Next

[Forgot Password](#)

Ministry of Electronics
Information Technology
Government of India



एन आई सी
National
Informatics
Centre








A DIGITAL WORKPLACE SOLUTION



eOffice - Login page

← → ↻ 🔒 parichay.nic.in/pnv1/assets/login.html?v=2&service=passive&active=true&rm_5=false&continue=https%3A%2F%2Fjan_com%2Fmail%2F&pp=1&sc=1&lm... 🔍 ☆ 🏠 Incognito









Single, Simplified, Safe

Two Step Authentication

Select OTP on Mobile and Click 'Next'


 OTP as SMS and on Sandes 

Next




[Login as Different User](#)

Ministry of Electronics
& Information Technology
Government of India



एनआईसी
National Informatics
Centre










A DIGITAL WORKPLACE SOLUTION



eOffice - Login page

← → ↻ 🔒 parichay.nic.in/pnv1/assets/login.html?v=2&service=passive&active=true&rm_5=false&continue=https%3A%2F%2Fjan_com%2Fmail%2F&pp=1&sc=1&lm... 🔍 ☆ 🏠 Incognito






[< Back](#)

OTP successfully sent to registered Mobile +91*****8772

Enter OTP


☐ Show OTP

☒ Don't ask me again on this Device 

[Resend OTP](#)

[Next](#)


[Login as Different User](#)



Due to security reasons 'OTP on Email option' has been discontinued from Multi-factor Authentication page. Now, you may use OTP on mobile and login with remember the browser option. Also, you may use Backup Codes in case of Emergency. To know how to generate and download Backup Codes, kindly go to Help > User Manual.



eOffice - Home Screen

**eoffice**
A DIGITAL WORKPLACE SOLUTION

Department of Digital Technologies and Governance
Government of Himachal Pradesh

AMIT KUMAR (PMU-TM)

Quote of the week
First, have a definite, clear practical ideal; a goal, an objective. Second, have the necessary means to achieve yo

Home

eFile

Analytics Dashboard

KMS

Other Services

To Do List

Task

Notes

Download Forms

Notice Board

Click on eFile

eFile 24 Receipts 8

Regarding Training ongrtr
AMIT KUMAR,PMU TM-(AK),IT SECTION ON 21/08/2024

E OFFICE TRAINING
HARISH KUMAR,DRO-(DCOMANDI)-(HK),O/o DC ON 14/08/2024

Test DSC File
AMIT KUMAR,PMU TM-(AK),IT SECTION ON 08/08/2024

GRANT OF SPECIAL CASUAL LEAVE TO ORGAN DONORS.
AMIT KUMAR,PMU TM-(AK),IT SECTION ON 01/08/2024

Notes

eoffice training
21-08-2024

To Do List

eoffice training
21/08/24, 2:44 am

Teams
Directory
Events
Contacts

eOffice – Receipt Registration.

eOffice eFile Ver. 7.0

AMIT KUMAR PMU TM-(AK)

Receipt

ox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Browse & Diarise

Electronic

Inbox

Created

Sent

Initiated Actions

Acknowledgement

Closed

Step-1:

- Click on Receipts tab
- Click on Browse and Diarise
- Click on Electronic.

Diary Details

Diary Date 07/09/2020

Received Date 07/09/2020

Delivery Mode * By Hand

VIP Choose One

Forms Of Communications * Letter

Letter Date dd/mm/yyyy

Mode Number

Language English

Letter Ref. No.

Sender Type Choose One

Contact Details

Min./Dept./Others Select Level

Name * OR Designation *

Organization

Mobile

Email

Address *

Personalize Acknowledgement

Generate Generate & Send Generate & Copy

NIC Copyright © 2020, designed and developed by NIC.



eOffice – Receipt Registration.

Upload PUC

Upload

Select PUC and click on open

File Upload

document (1)
Adobe Acrobat Document
112 KB

document
Adobe Acrobat Document
37.4 KB

PUC
Adobe Acrobat Document
374 KB

PROCESS OF IMPLEMENTATION
Adobe Acrobat Document
113 KB

IMG-20220817-WA0005
Adobe Acrobat Document
84.0 KB

Orders Umesh 12-8-22

File name: PUC

Portable Document Format (PDF)

Open

Cancel

Address *

Total 1000 | 1000 Character left

Country INDIA

State Choose One

City/District

Personalize Acknowledgement online

Generate

Generate & Send

Generate & Copy

AMIT KUMAR
PMU TM-(AJQ)

Add to Address Book

Electronic

Receipt Number

eoffice
A DIGITAL WORKPLACE SOLUTION
eFile Ver. 7.0

AMIT KUMAR
PMU TM-(AK)

RECEIPT Create Inbox Sent Advance Search
FILE Create Inbox Sent Advance Search
ISSUE Sent Returned Advance Search

Movement Copy Send Put in a file Edit Attach Draft Close Generate Acknowledgement

Receipt Created / 5889/2020/IT
E 154451 5889/2020/IT ACR

1 of 1 Automatic Zoom

S.R.I.

Form of Application for Leave
(See Supplementary Rule 216)

Note: Items 1 to 11 must be filled in by all applicants whether gazetted or non-gazetted.

- Name of the applicant: Nahesh Verma
- Leave rules applicant: 1972
- Post held: Sub-Divisional Officer (C), Rajgarh
- Department, Office and Section: Revenue
- Pay: Rs. 27040/- + Allowances
- House rent allowance conveys allowance of other Compensatory allowances drawn in the present Post.
- Nature and period of leave applied for and date from which required: Earned leave application for the following periods w.e.f. 25-10-2018 to 21-10-2018
- Sundays and holidays, if any proposed to be prefixed/suffixed to leave: prefixed 24-10-2018
- Ground on which leave applied for: Urgent Domestic Affairs
- Date of return from last leave and the nature and Period of that leave: -
- I proposed to/do not propose to avail myself of Leave travel concession for the block years During the ensuing leave.
- (b) I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave which would not have been admissible had to

Basic Details

Comp. No. :	154451
Nature :	Electronic
Main Category :	ACR
From :	test
Forms of Communications :	Letter
Sender Type :	
Letter Date :	
Diary Date :	08/09/2020
Subject :	Test eOffice
Enclosure/ Remarks :	
Address :	test

Receipt No. : 5889/2020/IT

File No. :

Sub Category :

Designation : test

Delivery Mode : By Hand

Letter Ref. No. :

Received Date : 08/09/2020

Diarised By : AMIT KUMAR, IT SECTION

System generates a Diary Number for each Receipt

History

Dispatch Attached/Detached Closed

Dispatch History

Dispatch No. ↑↓	Issue No.	Subject	Dispatched On ↑↓	Dispatched By	Delivery Mode
No records found					



eOffice – Send Receipt

eoffice eFile 7.3.9
A DIGITAL WORKPLACE SOLUTION

AMIT KUMAR
PMU TM-(AK)

DASHBOARD

View

RECEIPT

Create

Inbox

Sent

Advance Search

FILE

Create

Inbox

Sent

Advance Search

ISSUE

Sent

Returned

Advance Search

Internal

Organisation

DDTG

Choose One

To *

amit

AMIT KUMAR-PMU TM-(AK)-IT SECTION

AMIT KUMAR-TEST-F&A SECTION

AMIT KUMAR-TEST1-SEMT SECTION

Notify Through :

☐ Email

☐ SMS

Note : Any changes in the main receipt will be reflected in CC receipt until Main or CC receipt put inside the file

Remarks

Total 1000 | 1000 Character left

Set Due Date

dd/mm/yyyy

Priority

Choose One

Action

Choose One

Initiate Action

☐

eSign(OTP) & Send

DSC Sign & Send

Send

Search recipients by -
Name/Designation/section

To set due date

Choose Priority

Click on send the PUC

<input checked="" type="checkbox"/>	File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>		E 888197	888197/2023/IT	trainig	

Note : Noting in the attached files, if any, will be finalized after movement of main file/receipt.

Intimate To

S. No.	Employee Name	Marking Abbreviation	Section	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
No Record(s) Found					

NIC Copyright © 2022, designed and developed by NIC.



eOffice – Insert PUC in a File

eOffice eFile Ver. 7.0

AMIT KUMAR PMU TM-(AK)

RECEIPT Create Inbox Sent Advance Search

FILE Create Inbox Sent Advance Search

ISSUE Sent Returned Advance Search

Movement Copy Send **Put in a file** Edit Attach Draft Close Generate Acknowledgement

Receipt Created / 5889/2020/IT

Click on Put in a File

Form of Application for Leave
(See Supplementary Rule 216)

Note: Items 1 to 11 must be filled in by all applicants whether gazetted or non-gazetted.

1. Name of the applicant: Nahesh Verma

2. Leave rules applicant: 1972

3. Post held: Sub-Divisional Officer (C), Rajgarh

4. Department, Office and Section: Revenue

5. Pay: Rs. 27040/- + Allowances

6. House rent allowance conveys allowance of other Compensatory allowances drawn in the present Post.

7. Nature and period of leave applied for and date from which required: Earned leave application for the following periods w.e.f. 25-10-2018 to 21-10-2018

8. Sundays and holidays, if any proposed to be prefixed/suffixed to leave: prefixed 24-10-2018

9. Ground on which leave applied for: Urgent Domestic Affairs

10. Date of return from last leave and the nature and Period of that leave: -

11. I proposed to/do not propose to avail myself of Leave travel concession for the block years During the ensuing leave.

12. (b) I undertake to refund the difference between the leave salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave which would not have been admissible had to

Basic Details

Comp. No. :	154451	Receipt No. :	5889/2020/IT
Nature :	Electronic	File No. :	
Main Category :	ACR	Sub Category :	
From :	test	Designation :	test
Forms of Communications :	Letter	Delivery Mode :	By Hand
Sender Type :		Letter Ref. No. :	
Letter Date :		Received Date :	08/09/2020
Diary Date :	08/09/2020	Diarised By :	AMIT KUMAR, IT SECTION
Subject :	Test eOffice		
Enclosure/ Remarks :			
Address :	test		

History

Dispatch Attached/Detached Closed

Dispatch History

Dispatch No. ↑↓	Issue No.	Subject	Dispatched On ↑↓	Dispatched By	Delivery Mode
No records found					

NIC Copyright © 2020, designed and developed by NIC.

eOffice – Create File

eOffice eFile Ver. 7.0

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Put In File(s)

+ Create File Click here to create a new File.

Year* 2020 Search Here...

	Nature	Comp. No. ↑↓	File No.	Subject
<input checked="" type="radio"/>	E	17116	DIT-F05(5)/7/2020-IT SECTION-GoHP	Reg. implementation of e-Office software
<input type="radio"/>	E	18013	DIT-B015(SEMT)/1/2020-IT SECTION-GoHP	TESTING AT Election 2
<input type="radio"/>	E	15364	DIT-F05(5)/3/2020-IT SECTION-GoHP	Workshop at DC office Hamirpur
<input type="radio"/>	E	20785	DIT-D01/1/2020-IT-GoHP	DIT-B-12-1/2018 test 26-08-2020
<input type="radio"/>			(5)/25/2020-IT-GoHP	eOffice Training
<input type="radio"/>			(5)/24/2020-IT SECTION-GoHP	eOffice training
<input type="radio"/>	E	20127	DIT-F05(5)/23/2020-IT SECTION-GoHP	REGARDING E-OFFICE TRAINING
<input type="radio"/>	E	20566	DIT-F05(5)/14/2020-IT SECTION-GoHP-Part(1)	eooffice training 5
<input type="radio"/>	E	20751	DIT/1/2020-IT-GoHP	Testing on dated 24-08-2020
<input type="radio"/>	E	20752	DIT/2/2020-IT-GoHP	Test 34

select the File if PUC is related to existing File

Remarks *

Insert PUC subject/remarks

Click to attach PUC in existing e-File

Attach

Total Records: 4



eOffice – Enter eFile Details

FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance

Nature: ☒ Electronic Type: ☒ NON SFS

भारत सरकार
Govt. of India
Government of Himachal Pradesh
GoHP
IT SECTION

Nature – Electronic Type – NON SFS

1. Select File Heads details

DIT-DEPARTM B-Establishm 15-Miscellaneous SEMT-SEMT 2020 IT

2. Enter subject of file

Subject

Description *
Regarding Implementation of e-Office

Main Category: General Sub Category: Choose One

Other Details

Remarks
Remarks

Previous References: Later References:

Language: English

3. Click Create File to Put In to start working on a File

Create File To Put In ▶



eOffice -eFile Created

1. Recipient will receive the Files in Files Inbox.
2. Click on file number to open a File.

eoffice eFile Ver. 7.0
A DIGITAL WORKPLACE SOLUTION

Receipt 4
File 101

Create New
Create Part
Created
Inbox
> Inbox
> Testing Files 101
> Submitted Files for closing approval
Sent
Parked
Closed
Bulk Closing
Initiated Actions

FILE Create Inbox Sent Advance Search
Create Volume Create Part Park Close Search Here... File View (SELF) Select User

			Comp. No. ↑↓	File No.	Subject	Sent By	Sent On ↑↓	Read On ↑↓	Due On ↑↓	Remarks
<input type="checkbox"/>	☆	E	20205	DIT-F010/17 /2020-IT SECTION- Go ...	testing at pwd 2nd day	MUKESH BANSAL, IT SECTION	10:55 AM	08/09/2020 12:20 PM		
<input type="checkbox"/>	☆	E	21038	DIT-F05(5)/29 /2020-IT-GoHP	eOffice	MUKESH BANSAL, IT SECTION	05/09/2020 12:45 PM	05/09/2020 12:45 PM		
<input type="checkbox"/>	☆	E	20160	DIT-F010/16 /2020-IT SECTION- Go ...	test at pWd VC	MUKESH BANSAL, IT SECTION	04/09/2020 03:21 PM	04/09/2020 03:21 PM		
<input type="checkbox"/>	☆	E	20249	DIT-F05(5)/24 /2020-IT SECTION- ...	eOffice training	SUSHMA CHAUHAN, IT SECTION	31/08/2020 05:06 PM	01/09/2020 11:44 AM		
<input type="checkbox"/>	☆	E	6839	DIT-C017/4/2018- IT SECTION-GoH ...	Testing file	DR. ANADI GUPT, O/o SPO	28/08/2020 10:54 AM	28/08/2020 11:41 AM		
<input type="checkbox"/>	☆	E	20752	DIT/2/2020-IT- GoHP	Test 34	NARENDER, O/o Manager(IT)	25/08/2020 02:32 PM	25/08/2020 02:33 PM		
<input type="checkbox"/>	☆	E	20127	DIT-F05(5)/23 /2020-IT SECTION- ...	REGARDING E-OFFICE TRAINING	AMIT KUMAR, IT SECTION	27/07/2020 12:35 PM	27/07/2020 12:35 PM		

Total Records: 36

NIC Copyright © 2020, designed and developed by NIC.



eOffice – Newly Opened File

eOffice eFile 7.1.1

RECEIPT Create ▾ Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Home Movement Details Draft ▾ Edit Send Link Files Attach ▾ Close ▾ More ▾

File Created / DIT-F05(5)/33/2021-IT-DIT

Green Note Yellow Note

Green Note for Regular Noting

Yellow Note for Rough Notes

Receipt No.

Attached PUC/Receipt

362594/2021/IT

No: DIT-F05(5)/33/2021-IT-DIT
Government of Himachal Pradesh
Department of Information Technology

From
Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

1. The Excise and Taxation Commissioner,
Department of Excise & Taxation,
Himachal Pradesh, Shimla-09.
2. The Director,
Transport Department, HP
Parivahan Bhawan Shimla-4
3. The Managing Director,
HRTC, Shimla-03

Dated: Shimla-171013, the 3rd October, 2018

Subject: Regarding implementation of e-Office

Sir,

With reference to the subject cited above, I am directed to inform you that worthy Principal Secretary (IT) to the Government of HP has desired to implement e-

Copyright © 2020, designed and developed by NIC.



eOffice – Add Green Note

The screenshot displays the eOffice application interface. The top navigation bar includes tabs for 'RECEIPT', 'FILE', and 'ISSUE'. The 'Quick Notings' tab is active, showing a 'Quick Noting' dropdown menu and a 'Last Saved' timestamp of '09/09/2020 11:20:05 AM'. The main text area contains a green note with the following text:

With reference to the subject cited above, I am directed to inform you that worthy Principal Secretary (IT) to the Government of Himachal Pradesh have desired to implement e- Office in your organization. Therefore, a workshop on e-Office has been scheduled

A red box highlights the text area, and a red arrow points to the 'Quick Noting' dropdown menu. A green box at the bottom of the text area contains the instruction: 'Type Noting, Copy Paste or select from quick notings'.

The right pane shows a document titled '5887/2020/IT' with the following content:

File No. DIT-F05(5)/2020-IT SECTION-GOHP (Computer No. 7794)

5887 / 2020/IT

Note No. #1

No. DIT-F05(5)/20/2018- IT SECTION-GoHP
Department of Information Technology
Government of Himachal Pradesh

e-Office Ref. No:- 29653/2018/IT
PUC:-

It is submitted that the work order for e-Office PMU manpower has been expired on 31st October, 2018. In order to continue the services of e-Office manpower, this Department has requested NICSI -PI -Division to Provide Performa Invoice for further six months (copy of the mail attached below)

In this regard, an email has been received from NICSI (attached as PUC), vide which, they have enclosed Performa Invoice amounting to Rs. 1,79,017/- (Rupees One Lakh Seventy Nine Thousand Seventeen only) for the period of 2 Months and 7 days for advance payment of 3 number of e-Office PMU Manpower. Bank details are given in PI. Also, ICICI Bank Mandate Form is attached with this email.

Hence, it is proposed that if approved, we may release the above mentioned payment to NICSI in advance. The payment may be released from e-Office Project Head. The fund position under the head is as follows:

NIC Copyright © 2020, designed and developed by NIC.



eOffice – Create Draft

eoffice eFile Ver. 7.0

RECEIPT Create ▾ Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Movement Details **Draft ▾** 1. Click to create New Draft Attach ▾ Park Close ▾ More ▾

File Inbox / DIT-F010/17/2020-IT SEC Create New Draft View Draft

Upload Remove PDF & DOC Last Auto backed up: 09/09/2020 11:53:36 AM

2. Click to Upload Draft

Government of Himachal Pradesh
Department of Information Technology

From

To

The Director,
Department of Information Technology, Government of Himachal Pradesh.

1. Excise and Taxation Commissioner,
Department of Excise & Taxation,
Himachal Pradesh, Shimla-09.

154 WORDS

Attachment

3. Enter Draft details

Draft Details

Draft Nature * New/Fresh Receipt No. Choose Receipt Reply Type Choose One

Forms Of Communications Choose One Prefix Choose One Language * English

Main Category Choose One Sub Category Choose One

Subject * testing at pwd 2nd day

1000/2000/11978 Character left

+ Add/ Edit Recipients

4. Save Draft

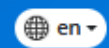
Enable Multi Sign Click if Draft needs to signed by multiple authorities. Clear Save

NIC Copyright © 2020, designed and developed by NIC.



eOffice – Send eFile

eoffice eFile 7.3.9
A DIGITAL WORKPLACE SOLUTION



AMIT KUMAR
PMU TM-(AK)



DASHBOARD

View

RECEIPT

Create

Inbox

Sent

Advance Search

FILE

Create

Inbox

Sent

Advance Search

ISSUE

Sent

Returned

Advance Search



Movement

Details

Draft

Edit

Send

Send Back

Link Files

Attach

Park

Close

Review

More



E | Comp. No.: 221883 | File No.: DDTG-B07/1/2024-IT-DDTG | Subject: Increase of DA to HP Government Employees

Internal

Organisation

DDTG

Choose One

Search recipients by -
Name/Designation/section

All Preferred List Recent 10 In channel Sub-ordinates Send Back Reporting Officer

To *
amit

AMIT KUMAR-PMU TM-(AK)-IT SECTION
AMIT KUMAR-TEST-F&A SECTION
AMIT KUMAR-TEST1-SEMT SECTION

Notify Through : ☐ Email ☐ SMS

(Notify Through), irrespective of User Preferences and Instance

Total 1000 | 1000 Character left

Set Due Date

dd/mm/yyyy

Action

Choose One

Priority

Choose One

Choose Priority

To set due date

eSign(OTP) & Send

DSC Sign & Send

Send

<input checked="" type="checkbox"/>	File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>	E	221883	DDTG-B07/1/2024-IT-DDTG	Increase of DA to HP Government Employees	GREEN

Note : Noting in the attached files, if any, will be finalized after movement of main file/receipt.

Current Note

Intimate To

letter for attention, refer to

Edit

Note : Before forwarding the file, kindly check the correctness of the Green Note, given above. Once the file is sent, the note cannot be modified. In case any changes needed please click Edit button.

NIC Copyright © 2022, designed and developed by NIC.

Department of Digital Technologies and Governance
Government of Himachal Pradesh



eOffice – Add Yellow Note

The screenshot displays the eOffice 7.2.5 interface. The top navigation bar includes tabs for RECEIPT, FILE, and ISSUE, each with sub-options like Create, Inbox, Sent, and Advance Search. A user profile for AMIT KUMAR (PMU TM-AJO) is visible in the top right. The main workspace is divided into two panes. The left pane shows a document titled 'DIT-B011/1/2020-IT-DIT' with a toolbar containing 'Quick Noting', 'Save', 'Confirm', 'Discard', and 'Versions'. A yellow note is being added to the document, with a red box highlighting the text area. A green callout box with an arrow points to the 'Save' button, and another green callout box with an arrow points to the 'Confirm' button. A third green callout box with an arrow points to the text area, indicating where to type or paste the note. The right pane shows the document content, which is a letter from the Director of Information Technology, Government of Himachal Pradesh, dated 30th January, 2018, regarding the implementation of e-Office. The letter text is as follows:

DIT-B011/1/2020-IT-DIT

1/175088/2023

No. DIT-(F)(e-files)/2011-Loose 170
Government of Himachal Pradesh
Department of Information Technology

From
Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

1. All the Head of Departments in Himachal Pradesh
2. All the Deputy Commissioners in Himachal Pradesh

Dated: Shimla-171013, the 30th January, 2018

Subject: Regarding implementation of e-Office

Sir,

It is hereby informed that IT Department has installed e-Office software in the State Data Centre for use by all Government Departments. The e-Office software aims at processing of files electronically and hence promotes less paper office.

Attachment

Copyright © 2020, designed and developed by NIC.



eOffice – eFile Screen

The screenshot displays the eOffice eFile interface. The top navigation bar includes tabs for RECEIPT, FILE, and various actions like Create, Inbox, Sent, and Advance Search. A user profile for AMIT KUMAR PMU TM-(AK) is visible in the top right corner.

The main content area shows a note titled "Note # 1" with the following text: "With reference to the subject cited above, I am directed to inform you that worthy Principal Secretary (IT) to the Government of Himachal Pradesh have desired to implement e- Office in your organization. Therefore, a workshop on e-Office has been scheduled on 4th October, 2018 at 2:30 PM in the Conference Hall, 11 Bhawan, Mehli, Shimla-13. It is, therefore, requested to nominate Nodal officer/ Master Trainer for e-Office training along with concerned Officials/DA to attend the meeting on said date and time". The note is dated 29/07/2020 12:11 PM. A callout box highlights the note number, name, designation, and date & time, stating "Note number/ name/designation /Date & Time is auto generated".

The right sidebar shows a document preview titled "DIT-F010/17/2020-IT SECTION-GoHP". The document is a notification from the Government of Himachal Pradesh Finance (Regulations) Department, dated 12th August, 2009. The notification text is as follows:

(Authoritative English Text of this Department notification No.Fin(C)A(3)S/ dated 12th August, 2009 as required under clause (3) of article 348 of Constitution of India)

Government of Himachal Pradesh
Finance (Regulations) Department

No.Fin(C)A(3)S/2005 Shimla- 171002 dated 12th August,2009.

Notification

Whereas the Himachal Pradesh Financial Rules, 1971, were notified notification no. 15/4/1971, Fin (R&E-I) dated 10th May, 1971 and published in Rajpatra, Himachal Pradesh (Extra-Ordinary) dated 15th July, 1971;

Whereas various provisions of the aforesaid rules have now become obsolete and are not in consonance with the present day requirements;

Now, therefore, in exercise of the powers conferred by clause (2) of article 283 of the Constitution, the Governor, Himachal Pradesh is pleased to make following rules, namely:-

CHAPTER - 1

The bottom of the interface shows a "Quick Noting" toolbar with various formatting options and a "Last Saved" timestamp of 09/09/2020 11:31:05 AM.



eOffice –Draft version list

To View Draft
1. Click on draft.
2. View Draft

Click on Draft no. to Open Draft

Draft version list

eOffice eFile 7.2.5

RECEIPT Create Inbox Sent Advance Search

File Inbox / DIT-B011/1/2020-IT-DIT

Green Note Yellow Note

Create New Draft View Draft

Note # 11
02/02/2023 03:30 PM
AMIT KUMAR PMU-TM
Digitally Signed

Note # 12
02/02/2023 03:30 PM
MEERA SHARMA CCF
Digitally Signed

Note # 13
24/03/2023 09:39 AM
AMIT KUMAR PMU-TM

Note # 14
24/03/2023 09:43 AM
EOFFICE PMU TEAM PMU-TM

List of Drafts

Draft No.	Subject	Status	Approved By	Last Updated On	Action
DFA/233456	posting of staff Test	SIGNED	AMIT KUMAR, IT SECTION	23/03/2023 05:07 PM	
DFA/233452	posting of staff Test	APPROVED	AMIT KUMAR, IT SECTION	23/03/2023 05:06 PM	
DFA/231848	posting of staff Test	SIGNED	AMIT KUMAR, IT SECTION	18/03/2023 03:18 PM	
DFA/231770	posting of staff Test	SIGNED	AMIT KUMAR, IT SECTION	17/03/2023 07:24 PM	
DFA/231723	posting of staff Test	SIGNED	AMIT KUMAR, IT SECTION	17/03/2023 04:50 PM	

Version List of DFA/233456

Version	Created On	Created By	Status	Action
2	24/03/2023 09:43 AM	EOFFICE PMU TEAM, E-OFFICE PMU ...	SIGNED	
1	23/03/2023 05:07 PM	AMIT KUMAR, IT SECTION		



eOffice – View/Edit/Approve Draft

eoffice eFile 7.3.9
A DIGITAL WORKPLACE SOLUTION

en ? AMIT KUMAR PMU TM-(AK)

DASHBOARD View

RECEIPT Create Inbox Sent Advance Search

FILE Create Inbox Sent Advance Search

ISSUE Sent Returned Advance Search

Home

Movement Details Draft Edit Send Send Back Link Files Attach Park Close

File Inbox / DDTG-eofc0B/3/2024-IT-DDTG

Comp. No.: 221935 File No.: DDTG-eofc0B/3/2024-IT-DDTG Subject: E OFFICE TRAINING

Draft No.: DFA/574930 Draft State: DFA Version: 1 Translate

Download Draft to edit

1 of 1

Automatic Zoom

From

Government of Himachal Pradesh
Department of Information Technology

Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

List as per attached Annexure-A

Dated:

Shimla-171013, the

Aug, 2023

Subject:

Regarding usage of e-Office Software

Sir,

Kindly refer to the subject cited above. In this context, it is submitted that refresher training regarding e-Office has been provided to your department. The list of officers/officials of the said department who have attended the e-Office workshop is enclosed herewith. Further to run e-Office first time it necessary to create User ID, File Heads and Employee Master Details.

Draft Details

Draft Nature *

Reply(Receipt)

Receipt No. *

1701123/2024/IT

Reply Type

Choose One

Forms Of Communications

Choose One

Prefix

Choose One

Language *

English

Main Category

General

Sub Category

Choose One

Subject *

E OFFICE

Total 2000 | 1991 Character left

+ Add/ Edit Recipients

Edit Approve

Edit/Approve Draft



eOffice – View/Edit/Approve Draft

Upload amended Draft

Select amended DFA and click on open

Update Draft

Update

File Upload

https://eoffice.hp.gov.in/efile/#/draft/

eoffice eFile 7.2.5

Inbox Sent Advance Search

Details Draft Edit Send Send Back Link

File Inbox DIT-B011/1/2020-IT-DIT

Upload Remove PDF & DOC Only <= 50 MB Draft No.: DFA/233456 Draft St

1 of 2 Automatic Zoom

Government of Himachal Pradesh
Department of Information Technology

From: Director,
Department of Information Technology,
Government of Himachal Pradesh.

To: The Director,
Department of Elementary Education,
Himachal Pradesh, Shimla-09.

Dated: Shimla-171013, the April, 2020

Subject: Regarding usage of e-Office Software

Sir,

Kindly refer to the subject cited above. In this context, it is submitted that refresher training regarding e-Office has been provided to your department. The list of officers/officials of the said department who have attended the e-Office workshop is enclosed herewith. Further to run e-

Attachment

Enable Multi Sign

File name: Amended DFA

All Supported Types

Open Cancel

Today (2)

Amended DFA
Microsoft Word Document
830 KB

document-1
Adobe Acrobat Document
159 KB

Yesterday (3)

workorderSPOs
Adobe Acrobat Document
107 KB

Draft_I_187924_2023
Adobe Acrobat Document
21.0 KB

Copyright © 2020, designed and developed by NIC.



eOffice – Approve Draft

eoffice eFile 7.2.5
A DIGITAL WORKPLACE SOLUTION



en



AMIT KUMAR
PMU TM-(AK)



RECEIPT Create Inbox Sent Advance Search

FILE Create Inbox Sent Advance Search

ISSUE Sent Returned Advance Search



Home Movement Details Draft Edit Send Send Back Link Files Attach Park Close Review More



File Inbox / DIT-B011/1/2020-IT-DIT

Create New Draft

View Draft

Draft No.: DFA/231770 Draft State: DFA Version: 1



1 of 2

Automatic Zoom



No: SITE-F05(5)/1/2018-IT SECTION-GoHP-
Government of Himachal Pradesh
Department of Information Technology

From

Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

The Director,
Department of Elementary Education,
Himachal Pradesh, Shimla-09.

Dated: Shimla-171013, the

April, 2020

Subject:
Sir,

Regarding usage of e-Office Software

Kindly refer to the subject cited above. In this context, it is submitted that refresher training regarding e-Office has been provided to your department. The list of officers/officials of the said department who have attended the e-Office workshop is enclosed herewith. Further to run e-Office first time it necessary to create User ID, File Heads and Employee Master Details.

Draft Details

Draft Nature *
New/Fresh

Receipt No.

Reply Type
Choose One

Forms Of Communications
Choose One

Prefix
Choose One

Language *
English

Main Category
Choose One

Sub Category
Choose One

Subject *
posting of staff Test

Total 2000 | 1979 Character left

+ Add/ Edit Recipients

Enable Multi Sign

Edit

Approve

Approve
Draft



eOffice – Upload Signed Draft

Screenshot of the eOffice interface showing a draft document titled "Regarding usage of e-Office Software" dated April, 2020. The document is addressed to "Himachal Pradesh, Shimla-09." and is signed by "Manager (IT), Department of Information Technology, Shimla 12, Himachal Pradesh." The document content includes a reference to a subject cited above and a request to send the desired three proforma provided to your department, so that e-Office may be rolled out in you.

The interface shows the "Draft" status and the "Ink Sign" button is highlighted. A "File Upload" dialog box is open, showing the "Downloads" folder. The file "Signed Letter" (Adobe Acrobat Document, 269 KB) is selected. The "Open" button is highlighted. The "Ink Sign" button is also highlighted.

Annotations:

- Select Signed letter
- Click on open
- Click on Ink Sign



eOffice – Confirm/Discard Signed Draft

Approved Copy

1 of 2

100%

1/188452/2023

Government of Himachal Pradesh
Department of Information Technology

From

**Director,
Department of Information Technology,
Government of Himachal Pradesh.**

To

**All the Heads of the Departments,
Himachal Pradesh, Shimla-09.**

Dated: Shimla-171013, the March, 2023

Subject: Regarding implementation of e-Office Application.

Sir,

Kindly refer to the subject cited above. In this context, it is submitted that refresher training regarding e-Office has been provided to your department. The list of officers/officials of said department who have attended the e-Office workshop is enclosed herewith. Further to run Office first time it necessary to create User ID, File Heads and Employee Master Details.

In this context, I am directed to request you to kindly send the desired information the three formats provided to your department, so that e-Office may be rolled out in your good office.

Signed Copy

Department of Information Technology

From

**Director,
Department of Information Technology,
Government of Himachal Pradesh.**

To

**The Director,
Department of Elementary Education,
Himachal Pradesh, Shimla-09.**

Dated: Shimla-171013, the March, 2023

Subject: Regarding usage of e-Office Software

Sir,

Kindly refer to the subject cited above. In this context, it is submitted that refresher training regarding e-Office has been provided to your department. The list of officers/officials of the said department who have attended the e-Office workshop is enclosed herewith. Further to run e-Office first time it necessary to create User ID, File Heads and Employee Master Details.

In this context, I am directed to request you to kindly send the desired information in the three proforma provided to your department, so that e-Office may be rolled out in your good office.

Encl: As above.

Yours faithfully,

[Signature]

**Manager (IT),
Department of Information Technology,
Shimla-13, Himachal Pradesh**

Confirm Discard Close

Confirm/Discard Signed Draft.



eOffice – Dispatch Letter

eoffice eFile 7.2.5

RECEIPT

Create

Inbox

Sent

Advance Search

FILE

Create

Inbox

Sent

Advance Search

ISSUE

Sent

Returned

Advance Search

Home

Movement

Details

Draft

Edit

Send

Send Back

Link Files

Attach

Park

Close

Review

More

File Inbox / DIT-B011/1/2020-IT-DIT

E 21746 DIT-B011/1/2020-IT-DIT posting of staff Test

Issue No.: I/188452/2023 Draft State: SIGNED Version: 2 Signed On: 24/03/2023 10:03 AM

1 of 2 Automatic Zoom

The Director,
Department of Elementary Education,
Himachal Pradesh, Shimla-09.

Dated: Shimla-171013, the **March, 2023**

Subject: **Regarding usage of e-Office Software**

Sir,

Kindly refer to the subject cited above. In this context, it is submitted that refresher training regarding e-Office has been provided to your department. The list of officers/officials of the said department who have attended the e-Office workshop is enclosed herewith. Further to run e-Office first time it necessary to create User ID, File Heads and Employee Master Details.

In this context, I am directed to request you to kindly send the desired information in the three proforma provided to your department, so that e-Office may be rolled out in your good office.

Encl: As above.

Yours faithfully,

[Signature]

Manager (IT),
Department of Information Technology,

Draft Details

Draft Nature
New/Fresh

Receipt No.

Reply Type
Choose One

Forms Of Communications
Choose One

Prefix
Choose One

Language
English

Main Category
Choose One

Sub Category
Choose One

Subject
posting of staff Test

Total 2000 | 1979 Character left

Edit

+ Add/ Edit Recipients

☐ Enable Multi Sign

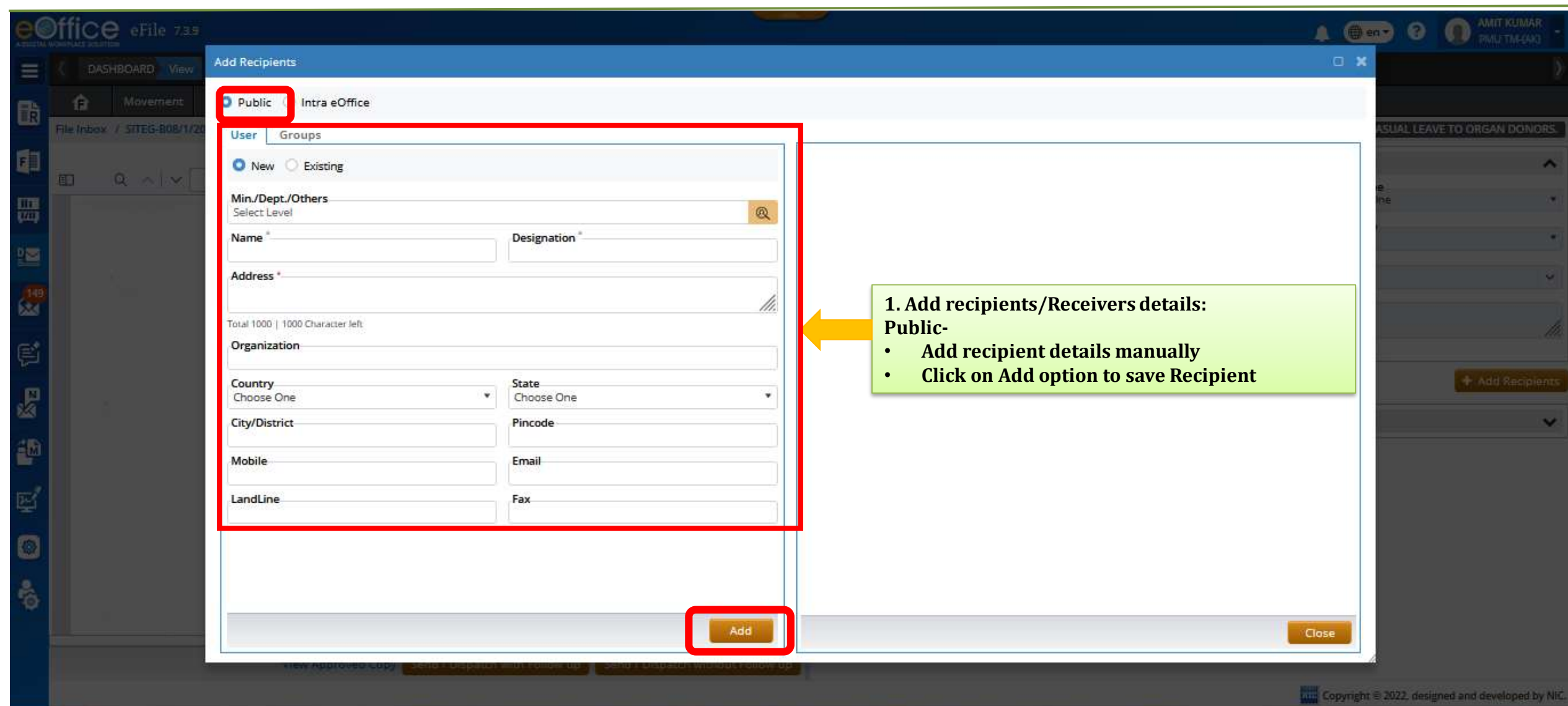
Approved Copy

Preview

Initiate Dispatch

Click Initiate Dispatch

eOffice – Dispatch Letter



Add Recipients

☒ Public ☐ Intra eOffice

User **Groups**

☒ New ☐ Existing

Min./Dept./Others
Select Level

Name * Designation *

Address *

Total 1000 | 1000 Character left

Organization

Country Choose One State Choose One

City/District Pincode

Mobile Email

LandLine Fax

Add **Close**

1. Add recipients/Receivers details:
Public-

- Add recipient details manually
- Click on Add option to save Recipient



eOffice – Dispatch Letter

eOffice eFile 7.3.9

Add Recipients

☐ Public ☒ Intra eOffice

Users

DDTG ami

Choose One

All Contacts

	Name	Designation	Department	Section
<input checked="" type="checkbox"/>	AMIT KUMAR	PMU-TM	DDTG	IT SECTION
<input type="checkbox"/>	AMIT KUMAR	PMU-TM	DDTG	IT SECTION
<input type="checkbox"/>	AMIT KUMAR	PMU-TM	DDTG	F&A SECTION
<input type="checkbox"/>	AMIT KUMAR	PMU-TM	DDTG	SEMT SECTION

« < 1 > » 10

Add **Close**

1. Add recipients/Receivers details:
Intra eOffice –

- Select Department
- Select Contact to Add
- Click on Add option to save Recipient
- Click on close

Copyright © 2022, designed and developed by NIC.



eOffice – Dispatch Letter

eOffice eFile 7.3.9

Dashboard: DASHBOARD View RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

File Inbox / SITEG-B08/1/2024-IT-DDTG

Issue No.: I/592673/2025 Status: SIGNED Signed On: 28/03/2025 03:32 PM

1 of 2 Automatic Zoom

**Government of Himachal Pradesh
Department of Forest**

FFE-A(B)6-1/2019 Dated Shimla-2, the **28 FEB 2024**

NOTIFICATION

On the recommendations of the Civil Services Board, the Governor, Himachal Pradesh is pleased to order the transfer/posting/adjustment of following Indian Forest Service (IFS) officers, with immediate effect, in the public interest:-

1. Shri Anil Kumar Sharma, IFS (HP:2003) CCF (T) Bilaspur, as CCF (Admin & HRD), Shimla.
2. Smt. Meera Sharma, IFS (HP:2003), CCF (GHNP), Shamshi, Kullu, as Executive Director, H...
3. Smt. Basu Kaushal, IFS...
4. Shri Krishan Kumar, IFS...

1. Added Recipient details:

- Intra eOffice recipients can also be emailed.
- Public- Select postal option for Manual Dispatch Entry.

Recipient Details - eOffice Internal

Name	Designation	Department	Section	Internal	Email	SMS	Actions
AMIT KUMAR	PMU-TM	DDTG	IT SECTION	@ In	<input type="checkbox"/> E	<input type="checkbox"/> SMS	<input type="checkbox"/>

2. Click on Dispatch With or without follow-up option to generate Dispatch number

Recipient Details - Public

Name	Designation	Address	Min./Dept./Others	Sent Through	Postal	Email	SMS	Actions
Mukesh	PMU	DDTG, Mehli, Shimla		<input checked="" type="radio"/> SELF <input type="radio"/> CRU	<input type="checkbox"/> P	<input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>

Send / Dispatch with Follow up **Send / Dispatch without Follow up**

NIC Copyright © 2022, designed and developed by NIC.



eOffice – Dispatch Number

Generated Dispatch/Issue number

FILE Create Inbox Sent Advance Search							
ISSUE Sent Returned Advance Search							
Search Here...							
<input type="checkbox"/>	Issue No.	Subject	Issued On ↑↓	Type	Issued Against	Currently In (File No.)	Receipt No.
<input type="checkbox"/>	I/26362/2020	testing at pwd 2nd day	09/09/2020 01:10 PM	ISSUE		DIT-F010/17/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/26087/2020	eOffice	05/09/2020 12:50 PM	ISSUE		DIT-F05(5)/29/2020-IT-GoHP	
<input type="checkbox"/>	I/26009/2020	test at pWd VC	04/09/2020 03:25 PM	ISSUE		DIT-F010/16/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25921/2020	test	03/09/2020 02:35 PM	ISSUE		DIT-F05(5)/24/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25339/2020	eOffice training	27/08/2020 04:02 PM	ISSUE		DIT-F05(5)/24/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25662/2020	eOffice training	31/08/2020 05:06 PM	ISSUE		DIT-F05(5)/24/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25773/2020	REGARDING E-OFFICE TRAINING	02/09/2020 10:33 AM	ISSUE		DIT-F05(5)/23/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25470/2020	test at pWd VC	28/08/2020 04:45 PM	ISSUE		DIT-F010/16/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25450/2020	eOffice training	28/08/2020 01:17 PM	ISSUE		DIT-F05(5)/24/2020-IT SECTION-GoHP	
<input type="checkbox"/>	I/25282/2020	test at pWd VC	27/08/2020 11:45 AM	ISSUE		DIT-F010/16/2020-IT SECTION-GoHP	

Total Records: 136

1 2 3 4 5

Copyright © 2020, designed and developed by NIC.



eOffice – Note No. Reference

eoffice eFile Ver. 7.0

RECEIPT Create ▸ Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned A

File Inbox / DIT-B012/3/2019-IT SECTION-GoHP

24/02/2020 11:47 AM

Note # 7
[Ref to Note 3](#)
[Ref to page no 2](#)

31/03/2020 08:12 PM

ASHISH
E-OFFICE-PMU

1) Add Green Note.
2) Write Note no. Reference in noting portion and select .

Quick Noting ▾

Ref to N/3

Attachment

Click on Referencing icon

E 10858 DIT-B012/3/2019-IT SECTION-GoHP Regarding Implementation of eOffice

AMIT KUMAR
PMU-TM

PMU-TM

AMIT KUMAR
PMU-TM

File No.DIT-B012/3/2019-IT SECTION-GoHP

a workshop on e-Office has been scheduled on 4th October, 2018 at 2:30 PM in the Conference Hall, 11 Bhawan, Mehli, Shimla-13.

सहमति प्रदान की जाती है।

03/02/2020 11:43 AM

ASHISH
E-OFFICE-PMU TEAM

Note # 4

Copyright © 2020, designed and developed by NIC.



eOffice – Note No. Reference

Select Note Number to be referred

Note Reference

☒ Noting

Note Number*

Choose One

Choose One

Note # 1

Note # 2

Note # 3

Note # 4

Note # 5

Note # 6

Note # 7

File No. DIT-B012/3/2019-IT SECTION-GoHP

Regarding Implementation of eOffice

PMU-TM

AMIT KUMAR
PMU-TM

ASHISH
E-OFFICE-PMU

File No. DIT-B012/3/2019-IT SECTION-GoHP

a workshop on e-Office has been scheduled on 4th October, 2018 at 2:30 PM in the Conference Hall, 11 Bhawan, Mehli, Shimla-13.

सहमति प्रदान की जाती है।

03/02/2020 11:43 AM

ASHISH
E-OFFICE-PMU TEAM

Note # 4

Attachment

Copyright © 2020, designed and developed by NIC.



eOffice – Note No. Reference

We can also create reference to a paragraph

Note Reference

- ☒ Noting

Note Number*
Note # 3

Paragraphs
All

Para# 1:- File No.DIT-B012/3/2019-IT SECTION-GoHP ...

Para# 2:- a workshop on e-Office has been scheduled on 4th October, 2018 at 2:30 PM in the Conferen...

Para# 3:- सहमति प्रदान की जाती है।

File No.DIT-B012/3/2019-IT SECTION-GoHP

a workshop on e-Office has been scheduled on 4th October, 2018 at 2:30 PM in the Conference Hall, 11 Bhawan, Mehli, Shimla-13.

सहमति प्रदान की जाती है।

Ref to N/3

Department of Digital Technologies and Governance
Government of Himachal Pradesh



eOffice – Note No. Reference

After Clicking on
Reference that particular
note will open.

Referred Note

Note # 3

File No.DIT-B012/3/2019-IT SECTION-GoHP

a workshop on e-Office has been scheduled on 4th October, 2018 at 2:30 PM in the Conference Hall, 11 Bhawan, Mehli, Shimla-13.

सहमति प्रदान की जाती है।

03/02/2020 11:43 AM

ASHISH
E-OFFICE-PMU TEAM

Note # 6

Quick Noting -

Last Saved : 03/04/2021 04:02:21 PM

Rich text editor toolbar with various formatting options like bold, italic, underline, text color, background color, font face, font size, line height, etc.

Ref to N/3

Attachment



eOffice – Page No. Reference

eOffice eFile Ver. 7.0

RECEIPT Create ▸ Inbox Sent Advance Search

FILE Create Inbox Sent Advance Search

ISSUE Sent Returned Advance Search

File Inbox / DIT-B012/3/2019-IT SECTION-Go ...

24/02/2020 11:47 AM

अमित कुमार(AMIT KUMAR) E-OFFICE-PMU TEAM

ई-कार्यालय-(पी.एम.यू.)E-OFFICE-PMU TEAM

Note # 7

[Ref to Note 3](#)

[Ref to page no 2](#)

31/03/2020 08:12 PM

ASHISH E-OFFICE-PMU

Quick Noting ▾ Last Saved : 03/06/2021 06:22:05 PM

1) Add Green Note.

2) Write Page no. Reference in noting portion and select .

[Ref to N/3](#)

[Ref to Pg/5](#)

Attachment

Referencing

Click on Referencing icon

No: SITE-103(57)/2018-IT SECTION
Government of Himachal Pradesh
Department of Information Technology

From
Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

1. The Excise and Taxation Commissioner,
Department of Excise & Taxation,
Himachal Pradesh, Shimla-09.

2. The Director,
Transport Department, HP
Parivahan Bhawan Shimla-4

3. The Managing Director,
HRTC, Shimla-03

Dated: Shimla-171013, the 3rd October, 2018

Subject: Regarding implementation of e-Office

Sir,

With reference to the subject cited above, I am directed to inform you that

NIC Copyright © 2020, designed and developed by NIC.



eOffice – Page No. Reference

Select Page Number to be referred

Note Reference

☒ Correspondence

Page Number*

5

OK Cancel

File Inbox / DIT-B012/3/2019-IT SECTION-CoHP

24/02/2020 11:47 AM

Note # 7

[Ref to Note 3](#)

[Ref to page no 2](#)

31/03/2020 08:12 PM

ASHISH
E-OFFICE-PMU

Quick Noting - Last Saved : 03/04/2021 04:22:05 PM

Ref to N/3

Ref to Pg/5

Attachment

ISSUE Sent Returned Advance Search

E 10858 DIT-B012/3/2019-IT SECTION-CoHP Regarding Implementation of eOffice

5 of 6 Automatic Zoom

No: STT/409/51/2019-IT SECTION-CoHP - 9

Government of Himachal Pradesh
Department of Information Technology

From
Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

1. The Excise and Taxation Commissioner,
Department of Excise & Taxation,
Himachal Pradesh, Shimla-09.

2. The Director,
Transport Department, HP
Parivahan Bhawan Shimla-4

3. The Managing Director,
HRTC, Shimla-03

Dated: Shimla-17/01/20, the 3rd October, 2018

Subject: Regarding implementation of e-Office

Sir,

With reference to the subject cited above, I am directed to inform you that

Copyright © 2020, designed and developed by NIC.



eOffice – Page No. Reference

eOffice eFile Ver. 7.0

RECEIPT Create > Inbox Sent

File Inbox // DIT-B012/3/2019-IT SECTION-GoHP

24/02/2020 11:47 AM

Note # 7
[Ref to Note 3](#)
[Ref to page no 3](#)

31/03/2020 08:12 PM

Quick Noting +

[Ref to N/3](#)
[Ref to Pg/5](#)

Attachment

Referred Correspondence

1 of 1 Automatic Zoom

5/6

No: STTL-105(57)/2018-IT SECTION-GoHP - 9
Government of Himachal Pradesh
Department of Information Technology

From
Director,
Department of Information Technology,
Government of Himachal Pradesh.

To

1. The Excise and Taxation Commissioner,
Department of Excise & Taxation,
Himachal Pradesh, Shimla-09.
2. The Director,
Transport Department, HP
Parivahan Bhawan Shimla-4
3. The Managing Director,
HRTC, Shimla-03

Dated: Shimla-171013, the 3rd October, 2018

Close

After Clicking on Reference that particular page no. Will open.

Copyright © 2020, designed and developed by NIC.



eOffice – eFile Movement

eOffice
A DIGITAL WORKPLACE SOLUTION

eFile Ver. 7.0

AMIT KUMAR
PMU TM-(AK)

en

?

RECEIPT

Create

Track/View
Movements of File

FILE

Create

Inbox

Sent

Advance Search

ISSUE

Sent

Returned

Advance Search

Movement

Send

Send Back

Link Files

Attach

Park

Close

More

File Inbox / DIT-F010/17/2020-IT SECTION-G ... E 20205 DIT-F010/17/2020-IT SECTION-GoHP testing at pwd 2nd day

Movement History

Sent By	Sent On ↑↓	Sent To	Action	Remarks	Movement Type
AMIT KUMAR, IT SECTION	08/09/2020 12:21 PM	MUKESH BANSAL, IT SECTION		Sent: NA Pullback: testing	PULLBACK
MUKESH BANSAL, IT SECTION	08/09/2020 10:55 AM	AMIT KUMAR, IT SECTION			
AMIT KUMAR, IT SECTION	29/07/2020 12:55 PM	MUKESH BANSAL, IT SECTION	Approved		
AMIT KUMAR, IT SECTION	29/07/2020 12:31 PM	AMIT KUMAR, IT SECTION	Approved		
AMIT KUMAR, IT SECTION	29/07/2020 12:25 PM	AMIT KUMAR, IT SECTION	For Approval		
AMIT KUMAR, IT SECTION	29/07/2020 12:15 PM	AMIT KUMAR, IT SECTION	For Approval		
AMIT KUMAR, IT SECTION	29/07/2020 12:11 PM	AMIT KUMAR, IT SECTION	For Approval		

NIC

Copyright © 2020, designed and developed by NIC.



A DIGITAL WORK PLACE SOLUTION

A DIGITAL WORK PLACE SOLUTION

Thank You

Department of Digital Technologies and Governance



Government of Himachal Pradesh