



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No.CWC CO-MIS/19/2020-O/o HoD(MIS)

Dated:- 19.05.2021

CIRCULAR

Sub.:- Checklist & instructions for usage of e-Office...reg.

Ref.:-

- Circular No. CWC-CO/MIS/31/2020, Dated: 28.04.2020 vide which SoP (ver1) for using e-Office was issued.
- Circular No. CWC CO-MIS/19/2020-O/o HoD(MIS), Dated: 24-08-2020 on subject “Standard Operating Procedure (SoP) for adopting Single File System through e-Office & Handing/Taking over of files”.
- Circular No. CWC CO-MIS/31/2020-MIS, Dated:- 19.02.2021 on subject “Management of Receipts in e-Office”
- Circular No. CWC CO-MIS/81/2021-MIS, Dated:- 2nd May’2021, having subject :- Standard Operating Procedure (SoP) for Work from Home (WfH).

I. Accessing e-Office

- **e-Office can be accessed** using “eofficecwc.com” or “cwceportal.com” or from “Employee Corner” on the website of Corporation.
- The **ID Password of the NIC e-Mail ID** is to be used for logging into system.
- **OTP** shall be received on the registered mobile number.
- Upon entering the OTP, the user shall land onto the home page of e-Office **where the “Notice Board”** is also available.
- **To access the e-File system**, the user shall be required to click on “File Management System/e-File” option available at the home page.

II. Creation & Movement of Receipts

- Receipts can be created by using “**Browse & Diarize**” option wherein **only PDF** files can be uploaded & the name of the file **should not contain “.”(dot) character**.
- **The subject of the receipt must be chosen wisely** thereby, allowing the recipient to understand the matter on the concerned receipt by the subject.
- **Receipts can be sent to multiple recipients** at a time by adding multiple recipients in the “CC” option.
- **Received receipts are to be managed** (i.e. putted in a file, forwarded etc.) as per the Circular No. CWC CO-MIS/31/2020-MIS, Dated:- 19.02.2021 on subject “Management of Receipts in e-Office” (Circular available at the notice board of the e-Office).

- **Handing Over of receipts** before getting relieved from a particular post is to be ensured in line to the Circular No. CWC CO-MIS/19/2020-O/o HoD(MIS), Dated: 24-08-2020 on subject “Standard Operating Procedure (SoP) for adopting Single File System through e-Office & Handing/Taking over of files”. (Circular available under e-Office notice board).

III. Creation & Movement of e-Files

- **New Files can be created by using “Create New”** option. Relevant (System Defined) drop downs are to be used for creating the File No. **(Once created, File No. cannot be changed).**
- **The subject of the e-File must be chosen wisely** thereby, allowing the recipient to understand the matter on the concerned e-File by the subject.
- Part File can also be created by using **“Create Part”** option. The part file can be created only when the original file is under submission.
- **The part file is to be attached with the main file** (Using the attachment option available after opening the concerned main file).
- The file can be **forwarded to the intended official using “Sent”** option. e-File can be forwarded to a single official at a time.
- e-File comprises of two (02) parts i.e. **Noting Side (NP side) & Correspondence side (CP side)**. Akin to the physical file, the **“Add Green Note”** option is to be used for **“Noting”** purpose. Once forwarded, matter on **“Green Note”** cannot be edited/ changed.
- Supporting documents/ PUC/ e-Mails etc., are to be placed on the CP side. Received receipts & Created receipts can only be made the part of CP side. For attaching the receipts on the CP side, **“Put in File”** option is to be used by the users.
- **References** (erstwhile used as flagging in physical files) can be created on Green Note wherein direct access link of the referred **pre-notes and documents at CP side** can be created. Users may watch **video tutorials** available under **e-Office corner** of the website or from **“You Tube”** handle of the Corporation.
- **Handing Over of e-Files** before getting relieved from a particular post is to be ensured in line to the Circular No. CWC CO-MIS/19/2020-O/o HoD(MIS), Dated: 24-08-2020 on subject “Standard Operating Procedure (SoP) for adopting Single File System through e-Office & Handing/Taking over of files”. (Circular available under e-Office notice board).
- The sent files can be seen by the users by using **“Sent”** option available under the Files section. Further, the sent file can be pulled back the user who has forwarded **till the receiving official has not opened** that e-File. Once pulled back, the green note can be edited, however, **no document from ToC** can be detached.
- **Linear Structure of Reporting (LSoR)** under HoD & RMs is to be ensured in line to the point no. “k” of Circular No. CWC CO-MIS/81/2021-MIS, Dated:- 2nd May’2021, having subject :- Standard Operating Procedure (SoP) for Work from Home (WfH). (Copy available under e-Office Notice Board).
- **Adopt Single e-File System (Sefs)** in line to the point no. “j” of Circular No. CWC CO-MIS/81/2021-MIS, Dated:- 2nd May’2021, having subject :- Standard Operating Procedure (SoP) for Work from Home (WfH). (Copy available under e-Office Notice Board).

IV. **Local References: -**

- Local References feature is to be used by the users for correction of **draft letter/proposal/tender etc.** The detailed steps can be perused from **Circular No. CWC-CO/MIS/31/2020, Dated: 28.04.2020.** Copy available under MIS Division’s Circular on website or from document available at Notice Board of e-Office with subject **“Steps to use “Reference” option for getting Draft letters/ proposals approved”**.

- **File should always be renamed**, appropriately, always before attaching any file in the Local References.
 - **All format of files can be added in Local References** viz Docx, PDF, Excel, PPT. However, the file must not contain “.” (dot) character in the name of the file.
 - **Final version** (approved & signed by CA) is to be attached in the CP side of the file using “**Browse & Diarize**” option.
- V. **Video Tutorials** can be leveraged by the users which are available under e-Office corner on the website (www.cewacor.nic.in) or on You Tube Handle of the Corporation.

Group General Manager (System & Personnel)

Distribution to:-

1. All HoD(s), CO, CWC. for information please.
2. All RM(s), CWC. for information please.

Copy to, for information: -

1. PS to MD/ PS to DIR (P)/ PS to DIR (M&CP)/ PA to CVO, CO, CWC.
2. Notice Board of e-Office.