No. A -50013/264/2020-Administration-MoWR-Part-(I)

भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग

Department of Water Resources, River Development & Ganga Rejuvenation

(प्रशासन अनुभाग/Administration Section)

***

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 26th October, 2026

OFFICE MEMORANDUM

Subject: Nomination of officers for monitoring file pendency and disposal through the upgraded MIS Module of e-Office – reg.

The undersigned is directed to refer to Department of Administrative Reforms and Public Grievances (DARPG)'s OM dated 12.10.2026 (copy enclosed) regarding the guidelines and user manual for the upgraded Management Information System (MIS) Module of e-Office.

2. In this regard, the following officers are hereby nominated for the respective MIS roles in the Department of Water Resources, River Development & Ganga Rejuvenation:

S. No.	MIS Role	Officer nominated
1.	MIS_FILE_ANALYTICS_VIEWER	Joint Secretary (Administration)
2.	MIS_FILE_ANALYTICS_IFD_VIEWER	Joint Secretary & Financial Adviser (JS&FA)
3.	ROLE_OFFICER	Deputy Secretary, e-Governance & IEC

3. The officers nominated above shall monitor file pendency and disposal, matters relating to the Integrated Finance Division (IFD), and file movement loops, as applicable to their respective roles, through the upgraded MIS Module of e-Office. The NIC/E-governance section shall ensure that the requisite user roles and access permissions are assigned to the nominated officers for enabling them to discharge their assigned responsibilities.

4. The Guidelines and User Manual issued by DARPG in this regard may be referred to for further details and operational instructions.

5. This issues with the approval of the competent authority.

Encl: as above.

26.10.2026

(Saket Sourav)
Under Secretary to the Government of India
Tel. No. 23738126
Email: - usadmn-mowr@nic.in

To

1. Shri Karan Singh, Joint Secretary (Administration), DoWR, RD & GR.
2. Shri Gaurav Masaldan, Joint Secretary & Financial Advisor, DoWR, RD & GR.
3. Shri Dalbir Singh, Deputy Secretary, IEC & E-gov, DoWR, RD & GR.

Copy to

1. Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel, Public Grievances & Pensions.{Kind Attn: Ms. Rashmi RD, Director, Room No. 517, Sardar Patel Bhawan, New Delhi-110001}
2. PPS to JS (Admin)/PPS to JS&FA/Steno to DS (IEC & E-Gov).
3. The Under Secretary, E-governance & IEC, DoWR, RD & GR.
4. NIC.
5. Intranet.

O/C Issued 26/10/26

No. T-11/2/2026-ARC-DARPG(e-10022)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, New Delhi
Dated the 12th Oct, 2026

OFFICE MEMORANDUM

Subject: Guidelines and User Manual for the Upgraded MIS Module of e-Office – reg.

To facilitate Ministries/Departments in accessing comprehensive data on file processing and timelines across their respective organisations and to enable monitoring of performance during the ongoing month against the relevant parameters of the Administrative Score Card, the e-Office MIS application has been upgraded with a Data Analytics Module. The module provides analytical reports on file pendency and disposal to facilitate effective monitoring and timely intervention.

2. Ministries/Departments are requested to designate suitable officers for monitoring file pendency and disposal through the MIS reports and ensure that the requisite user roles and access permissions are assigned to the officers concerned. The suggested roles and responsibilities are as follows:

a. MIS_FILE_ANALYTICS_VIEWER:

An officer at the level of Joint Secretary or above (or equivalent) responsible for monitoring file pendency and disposal in the Ministry/Department.

b. MIS_FILE_ANALYTICS_IFD_VIEWER:

The designated senior officer in the Integrated Finance Division (IFD) responsible for monitoring file pendency and disposal relating to the IFD.

c. ROLE_OFFICER:

The officer designated to monitor file movement loops.

3. The Guidelines and User Manual for the e-Office MIS Data Analytics Module are enclosed for ready reference. The User Manual provides step-by-step instructions, with screenshots, on accessing the reports, selecting the requisite parameters and generating the desired reports.

4. Ministries/Departments are requested to utilise the upgraded module for regular monitoring of file pendency and disposal and to take timely corrective action, wherever required. For any clarification or technical assistance regarding the use of the module, the NIC e-Office Team may be contacted.

5. This issues with the approval of the Competent Authority.

12/10/26

(Rashmi RD)
Director
Email: rashmi.rd@gov.in
Tel. No. 011-2340 1457

Encl: Guidelines and User Manual for the MIS Module

To,
Secretaries of Ministries/Departments
Government of India

GUIDELINES

Guidelines for Use of eOffice MIS Data Analytics Reports for Monitoring File Pendency and Disposal

For use by Ministries/Departments of the Government of India

1. Background

With a view to improving the efficiency and effectiveness of Government functioning, the performance of Ministries and Departments is monitored through defined and measurable parameters. To facilitate objective assessment of administrative performance, the **Balanced Administrative Scorecard (BAS)** has been introduced to evaluate the efficiency, responsiveness and quality of administrative functioning across Ministries and Departments.

The BAS incorporates quantifiable Key Performance Indicators (KPIs) relating to areas such as decision-making timelines, file disposal, and financial administration, thereby providing a structured mechanism for assessing performance and strengthening accountability at different levels.

2. eOffice MIS Reports for Administrative and Financial Monitoring

The **Administrative and Financial Administration reports** available through the eOffice-eFile MIS Reports application provide a data-driven view of the movement and processing of files within Ministries and Departments. These reports enable assessment of the file-processing lifecycle, covering movement at the section level, inter-departmental circulation, examination by the Integrated Finance Division (IFD), and disposal at senior management and ministerial levels.

The reports provide measurable indicators relating to **pendency, disposal efficiency and processing/turnaround time.** These parameters facilitate objective assessment of the efficiency of file processing and provide visibility into delays, prolonged pendency and potential bottlenecks at different levels of the organisational hierarchy.

Such objective information enables Ministries and Departments to strengthen accountability, improve workflow efficiency, expedite decision-making and monitor adherence to prescribed timelines.

3. Reports for Monitoring BAS-related KPIs

To enable Ministries and Departments to monitor the parameters relevant to their administrative and financial performance, the following reports are available through the eOffice-eFile MIS Reports application:

A. Pendency KPIs

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i. **File Pendency Details Report** - Measures the number and ageing of files currently pending with users across the Ministry/Department, enabling identification of accumulated pendency.
ii. **File Pendency (Loop not Completed) Report** - Measures file movement loops that have been initiated but not yet completed, providing visibility into pending inter-sectional file movements.
iii. **File Pendency with IFD Report** - Measures files currently pending within the Integrated Finance Division, providing visibility into the ageing of cases awaiting financial examination or concurrence.

These reports provide visibility into the files and movement cycles that are currently pending and enable Ministries/Departments to monitor their **ongoing position** against the relevant parameters.

B. Disposal KPIs

i. **Files Disposed Details Report** - Measures file disposal performance at the officer/designation level by assessing the time taken to dispose of files received in officers' inboxes.
ii. **Files Disposed (Loop Completed) Report** - Measures the number of file movement loops completed (returning files to dealing section or forwarding for external department/IFD concurrence) during the reporting period and the time taken to complete those processing cycles.
iii. **File Disposed by IFD Report** - Measures the number and turnaround time of files processed and disposed by the Integrated Finance Division which were sent to it during the reporting period.

These reports provide information on files and movement cycles disposed during the selected reporting period and enable assessment of **performance during a completed period** and contribute to the BAS score of the Ministry/Department. The scorecard is generated for each completed month.

4. Monthly BAS Evaluation and Ongoing-Month Monitoring

Since the BAS scorecard is generated after completion of each month, the score obtained by a Ministry/Department represents its performance during a **completed reporting period**. While this provides an objective assessment of performance, there is also a need for Ministries/Departments to monitor their position during the **ongoing month** against the same parameters.

Ongoing-month monitoring provides an opportunity to assess the current position of the Ministry/Department against the KPIs on which its performance will subsequently be evaluated. This enables management to identify emerging areas of concern, prolonged pendency and process bottlenecks during the month itself and take appropriate corrective measures without waiting for the completion of the reporting period.

Thus, the objective of these reports is not merely to improve the eventual BAS score. The larger objective is to enable Ministries/Departments to continuously monitor their own

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operational efficiency, identify areas requiring attention and take timely administrative action.

For example, the **'File Disposed by IFD' KPI** provides an assessment of how effectively the IFD performed during the previous completed month against the prescribed benchmark. In contrast, the **'File Pendency with IFD' KPI** provides visibility into the current position of IFD pendency during the ongoing month. The latter therefore enables the Ministry's/Department's IFD to identify emerging pendency and take corrective action during the month, before the corresponding period is completed and the KPI is finally assessed.

Accordingly, the ongoing-month view for all KPIs effectively converts the scorecard from a **post-period assessment mechanism into an actionable management tool**, enabling Ministries/Departments to monitor performance continuously and address bottlenecks as they arise.

5. File Pendency KPIs – Monitoring the Ongoing Position

5.1 File Pendency Report

The **File Pendency Report** provides a comprehensive view of files currently pending with users within a Ministry/Department across all offices, sections and can be drilled down them.

The report enables supervisory officers and administrators to monitor pendency. The report can also be generated designation-wise, enabling monitoring of files pending with users belonging to a particular designation/rank.

The report categorises pending files into configurable ageing brackets and provides the total number of files pending with each user. The pendency calculation excludes Saturdays, Sundays and notified Government Holidays, thereby reflecting the effective working days available for processing.

The report also provides drill-down capability from the reported counts to the underlying files, enabling detailed examination of the Nature of File, employee details, Computer Number, File Number, Subject, date of receipt and pending days.

Management perspective:

The report provides an ongoing view of the distribution and ageing of pending files and can be used to identify accumulation of pendency, cases requiring attention and areas where timely intervention may be required.

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	Dos'	Don'ts
1.	**Do** park only your own files if action is withheld (e.g., court case).	**Don't** park files from other units.
2.	**Do** return files created by IFD within 10 days after they've moved through the submission channel. It is important that these units must **be pre-defined and marked** as an IFD unit.	**Don't** let IFD files stay beyond 10 days in the submission process.

5.2 File Pendency (Loop Not Completed)

The **File Pendency (Loop not completed) report** identifies file movement loops that have been initiated from the Dealing Section but have not yet been completed. It provides visibility into files that have moved out of their Dealing Section and remain under processing, thereby enabling Ministries/Departments to monitor pending inter-sectional movements.

For internal files, a pending loop originates when the file moves out of its Dealing Section in its channel of submission and is still in processing waiting for its return to dealing section.

When files are forwarded to the IFD or the external Ministry/Department it is considered that the processing is complete for now by the sending department since it is now sent for inter-departmental concurrence.

For external files, the loop commences upon receipt of files from the external Ministry, Department or Organisation and continues so until returned or forwarded to IFD, other external Ministry, Department or Organisation.

Each qualifying movement cycle is treated as a separate loop.

The report categorises pending loops into configurable ageing brackets based on working days only (Excluding Saturdays, Sundays and GHs) and provides drill-down information for the files corresponding to the reported counts. This report accounts for only files received on or after 1st April 2025.

Management perspective:

The report provides visibility into movement cycles that remain incomplete and can assist management in identifying inter-sectional or inter-organisational bottlenecks and taking corrective action to ensure timely progression of files.

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	Dos'	Don'ts
1.	**Do** ensure files are mapped to the appropriate dealing sections. File custody (ownership) can be transferred using the 'Change Dealing Section' feature in the File Management System. This should be used during section restructuring (e.g., splitting/merging) or ownership changes to ensure correct mapping and accurate tracking of file movement and pending loops.	**Don't** keep them unassigned in such scenarios or assign them to the wrong section.
2.	**Do** ensure files move through the proper submission channels.	**Don't** allow files to be sent to unnecessary users.
3.	**Do** ensure that files return to the dealing section within 10 days.	**Don't** let files remain in circulation for more than 10 days.
4.	**Do** return files created by IFD within 10 days after they've moved through the submission channel. It is important that these units must **be pre-defined and marked** as an IFD unit.	**Don't** let IFD files stay beyond 10 days in the submission process.

5.3 File Pendency with IFD

The **File Pendency with IFD report** provides a Ministry/Department-wise view of files currently pending within the Integrated Finance Division (IFD).

The report enables monitoring of files received by the IFD that have not yet been returned and provides visibility into outstanding financial examination and concurrence cases.

For the purpose of the report, a file is counted as pending in the IFD from the time it is received from the Department and continues to remain pending until it exits the IFD. Files created within the IFD itself are excluded from the pendency calculation. Files received in an earlier month and continuing to remain within the IFD are also reflected as pending in the current month.

The report provides ageing information for pending files, with Saturdays, Sundays and Gazetted Holidays excluded from the calculation. It also highlight files pending beyond the specified working-day threshold for administrative review.

Management perspective:

The report provides an ongoing view of the financial processing workload and enables Ministries/Departments to identify accumulating IFD pendency and cases requiring timely intervention.

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	Dos'	Don'ts
1.	Do assign two separate additional charges and post marking abbreviation to users having two charges, one in IFD and another in a non-IFD related unit.	Don't let one user handle IFD and non-IFD related work using single post marking abbreviation.
2.	Do park only your own files if action is withheld (e.g., court case).	Don't park files from other units.

6. File Disposal KPIs – Assessment of Completed Performance

6.1 File Disposed Details

The **File Disposed Details Report** provides a view of file disposal performance at the individual level for selected designations for the current or previous month.

The report measures the time taken to dispose of a file from the point it is received in an officer's inbox until it is forwarded, closed or merged (for physical files only). Movement of a file upward or downward in the hierarchy is treated as disposal from the current officer's inbox and receipt in the receiving officer's inbox.

The report provides incoming and disposed file statistics and categorises disposal based on configurable timelines i.e., bifurcated into file disposed in let's say less than 5 days or equal to and more than 5 days. It also provides information on files that continue to remain pending beyond the configured disposal period. Designation Groups can be selected to enable assessment of officers performing similar functional roles or equivalent ranks.

The disposal time is calculated in working days after excluding Saturdays, Sundays and Gazetted Holidays. Drill-down information is available for detailed examination of individual files.

Management perspective:

The report enables assessment of disposal performance at relevant officer/designation levels for the completed reporting period and helps identify delays and areas requiring administrative attention.

6.2 File Disposed (Loop Completed)

The **Files Disposed (Loop Completed) Report** provides a Department-wise view of file movement and disposal efficiency by measuring the number of file movement loops completed during a reporting period (current or previous month) and the time taken for their completion.

A completed loop represents a qualifying file movement cycle that commences when a file moves out of its Dealing Section in the channel of its submission and concludes when it is returned to the same Dealing Section after due processing.

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When files are forwarded to the IFD or the external Ministry/Department it is considered that the processing is complete for now by the sending department since it is now sent for inter-departmental concurrence.

For external files, the loop commences upon receipt of files from the external Ministry, Department or Organisation and continues so until returned or forwarded to IFD, other external Ministry, Department or Organisation.

Each qualifying movement cycle is treated as a separate loop.

Only loops completed during the selected reporting period are counted as disposed. Loops that remain incomplete at the end of the reporting period are excluded from the disposal count and continue to be reflected in the corresponding pendency count.

The report provides the total number of completed loops for a selected duration of working days, loops completed within the specified working-day threshold, loops completed beyond the threshold, the average loop completion time and loops pending at the end of the month which are more than threshold working days.

Management perspective:

The report enables Ministries/Departments to assess the efficiency and timeliness of file movement cycles during the completed reporting period and identify areas requiring process improvement.

6.3 File Disposed by IFD

The **File Disposed by IFD Report** provides a Ministry/Department-wise view of files received and disposed by the Integrated Finance Division for the selected current or previous month. It measures the time taken by the IFD to process and return/forward files out of IFD and thereby provides a measure of financial examination and concurrence turnaround.

The disposal period is measured from the date of receipt of the file in the IFD until the date on which it exits the IFD after completion of processing. Files created within the IFD are excluded from the disposal calculation.

The report considers files disposed during the selected reporting period, including files that were already pending at the beginning of the period and files received during the period. Files that continue to remain within the IFD at the end of the reporting period are separately reflected as pending.

The report provides disposal counts, categorisation based on a configurable disposal threshold, average disposal time and pending at the end of the month which are more than threshold working days.

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Management perspective:

The report enables assessment of IFD processing and turnaround during the completed reporting period while also providing visibility into cases that remain pending for subsequent monitoring.

7. Role-based Access

Availability of reports under the Data Analytics menu is governed by role-based access control. Users may view only those reports for which the requisite permissions have been assigned.

Role Name	Reports Accessible with Role	Suggested Assignment
MIS_FILE_ANALYTICS_VIEWER	File Pendency Details; File Disposed Details	Designated officer at JS level or above/equivalent responsible for Administrative File Pendency and Disposal at user level.
MIS_FILE_ANALYTICS_IFD_VIEWER	File Pendency with IFD; File Disposed by IFD	Designated senior officer in IFD responsible for IFD pendency and disposal.
ROLE_OFFICER	File Pendency (Loop Not Completed); Files Disposed (Loop Completed)	Officer designated for monitoring file movement loops. No additional role is required for these reports where ROLE_OFFICER is already assigned. These reports will be generated at user level only.

Important: Users having the ROLE_OFFICER role can access the File Pendency (Loop Not Completed) and Files Disposed (Loop Completed) reports. No additional role assignment is required for accessing these two reports where ROLE_OFFICER is already assigned.

8. Use and Interpretation of Reports

a) The reporting period and selected parameters should be verified before interpreting the results.
b) Pendency and disposal figures should be interpreted according to the applicable definition and calculation rules of the respective report.
c) Working-day calculations should be understood with reference to the applicable treatment of Saturdays, Sundays and holidays.
d) Electronic and Physical Files may be viewed separately or together wherever the Nature parameter is available.

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e) Ageing and disposal thresholds should be considered while assessing pendency and disposal.
f) Summary figures may be examined along with available file-level details wherever further examination is required.
g) Drill-down information may be used to identify the underlying files corresponding to reported counts.

9. Responsibility Matrix

Activity	Recommended responsibility
File Pendency Details	JS level or above/equivalent designated officer
File Disposal Details	JS level or above/equivalent designated officer
File Pendency with IFD	Senior designated officer in IFD
File Disposal with IFD	Senior designated officer in IFD
File Pendency (Loop not completed)	Officer having ROLE_OFFICER, as designated by the Ministry/Department
Review and administrative action	Concerned competent/supervisory authority

10. General Guidelines

a) Ministries/Departments may nominate suitable officers for monitoring file pendency and disposal through the MIS reports.
b) MIS_FILE_ANALYTICS_VIEWER may be assigned to the designated officer at JS level or above/equivalent for Administrative File Pendency and Disposal.
c) MIS_FILE_ANALYTICS_IFD_VIEWER may be assigned to the designated senior officer in IFD.
d) ROLE_OFFICER should be available to officers requiring access to the File Pendency (Loop Not Completed) and Files Disposed (Loop Completed) reports.
e) Access to reports should be provided only to officers/officials having an official requirement for such information.
f) Role assignments should be reviewed whenever there is a change in the officer's post or functional responsibility.
g) Ministries/Departments may determine the periodicity of review according to their administrative requirements.

11. Using the KPIs for Continuous Administrative Improvement

The six KPIs provide two complementary views of administrative performance.

Disposal KPIs provide a retrospective assessment of what was achieved during the completed reporting period. They enable Ministries/Departments to examine the volume of work disposed, the time taken for disposal and the extent to which processing was completed within the prescribed/configured timelines.

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Pendency KPIs provide a current view of the workload and cases that remain under process. They enable management to identify emerging delays and bottlenecks while the reporting period is still in progress.

The two views should therefore be considered together.

A Ministry/Department may, for example, have disposed a substantial number of files during the previous month while simultaneously accumulating pendency during the current month. The disposal reports would provide visibility into the completed performance, while the pendency reports would provide an indication of the current position requiring management attention.

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सत्यमेव जयते

eOffice

A DIGITAL WORK PLACE SOLUTION

eFile MIS 1.0

Data Analytics- Pendency Reports & Disposal Reports

User Document

NIC-EOF-MIS-UD-1.0

Prepared by

National Informatics Centre

Table of Contents

INTRODUCTION 3

1. File Pendency Analytics 3
2. File Disposal Analytics 4

OBJECTIVE 5

HOW TO ACCESS THE REPORTS? 6

1. FILE PENDENCY (LOOP NOT COMPLETED) 8

Input Parameters 8
Output Parameters 10

2. FILE PENDENCY WITH IFD 13

Input Parameters 13
Output Parameters 14

3. FILE PENDENCY DETAILS 16

Input Parameters 16
Output Parameters 18

4. FILES DISPOSED (LOOP COMPLETED) REPORT 22

Input Parameters 22
Output Parameters 24

5. FILES DISPOSED DETAILS REPORT 28

Input Parameters 28
Output Parameters 30

6. FILE DISPOSED BY IFD REPORT 33

Input Parameters 34
Output Parameters 35

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INTRODUCTION

The **Data Analytics** module of the eFile MIS application has been designed to provide a comprehensive, data-driven view of file processing activities across the organization. These reports serve as an important management and governance tool, enabling users at all levels—from dealing hands and section officers to senior management and departmental leadership—to monitor operational efficiency, identify process bottlenecks, assess workload distribution, and evaluate organizational performance.

By transforming transactional data into actionable insights, the Data Analytics module facilitates informed decision-making, strengthens accountability, and supports timely interventions for improving the efficiency and effectiveness of file processing workflows. The reports provide both macro-level and granular analysis of file movement, pendency, and disposal trends, thereby enabling continuous monitoring of administrative performance.

The reports available under the **Data Analytics** module are broadly categorized into the following two groups:

1. File Pendency Analytics

Pendency Reports provide a comprehensive view of files that are currently pending at various stages of processing. These reports help supervisory officers and administrators identify delays, monitor aging of files, pinpoint stages where bottlenecks occur, and take proactive measures to ensure timely disposal of cases.

The Pendency Analytics Reports include:

1. File Pendency (Loop Not Completed) Report

Provides a consolidated view of files whose processing cycle remains incomplete and are pending at one or more levels within the organizational hierarchy. The report assists management in identifying pending workload and monitoring adherence to prescribed timelines.

2. File Pendency with IFD Report

Provides details of files currently pending with the Integrated Finance Division (IFD) for examination, concurrence, financial scrutiny, or approval. The report enables departments to monitor financial processing timelines and identify cases requiring expedited action.

3. File Pendency Details Report

Provides detailed information relating to pending files, including their current status, processing stage, movement history, duration of pendency, and responsible organizational units. The report serves as a valuable tool for detailed review, monitoring, and accountability.

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2. File Disposal Analytics

Disposal Reports provide insights into files that have successfully completed the prescribed processing workflow and have been disposed of. These reports assist departments in measuring disposal efficiency, assessing turnaround times, evaluating performance trends, and monitoring adherence to service delivery standards.

The Disposal Reports include:

4. Files Disposed (Loop Completed) Report

Provides a consolidated view of files for which the complete processing cycle has been successfully concluded. The report enables management to assess disposal volumes and overall processing efficiency across the organization.

5. Files Disposed Details Report

Provides detailed information regarding disposed files, including movement history, processing timelines, disposal particulars, and workflow completion details. The report supports detailed analysis and performance evaluation at various organizational levels.

6. File Disposed by IFD Report

Provides details of files that have been disposed of after processing through the Integrated Finance Division (IFD). The report facilitates analysis of IFD-related disposals, financial processing efficiency, and turnaround timelines.

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OBJECTIVE

The Data Analytics reports are intended to support both **operational monitoring** and **strategic decision-making.** While operational users can utilize these reports to track pending and disposed cases within their areas of responsibility, supervisory officers can monitor compliance with timelines, evaluate staff performance, and identify areas requiring intervention. Senior management can leverage these reports to assess organizational efficiency, review workload patterns, formulate policy decisions, and drive process improvements based on objective data.

Collectively, these reports provide a comprehensive view of the file lifecycle, enabling departments to strengthen governance, enhance transparency, improve accountability, and promote efficient administration

NOTE :

- The underlying datasets and detailed information that are presently being circulated through separate Excel sheets are available through the respective Data Analytics reports described in this document.
- Users can generate these reports on demand by applying the required parameters and export the results in Excel and PDF formats. This ensures a single source of truth for management information, promotes data consistency across the organization, reduces dependency on manually maintained spreadsheets, and empowers stakeholders at all levels to access real-time analytical information directly from the MIS application.

The subsequent sections of this document provide a detailed explanation of each report, including its purpose, applicability, input parameters, business rules, report logic, calculation methodology, and output structure. Users are encouraged to review each report individually to gain a complete understanding of the analytical framework, interpretation of report outputs, and the manner in which these reports can be effectively utilized for operational monitoring, performance assessment, and administrative decision-making.

NOTE :

- The availability of reports under the Data Analytics menu is governed by role-based access control. Users will be able to view and access only those reports for which the requisite permissions have been assigned.
- Users assigned the MIS_FILE_ANALYTICS_VIEWER role can access the File Pendency Details and File Disposed Details reports.
- Users assigned the MIS_FILE_ANALYTICS_IFD_VIEWER role can access the File Pendency With IFD and File Disposed By IFD reports.
- Access to the File Pendency (Loop Not Completed) and File Disposed (Loop Completed) reports is available to users having the ROLE_OFFICER. No additional role assignment is required for accessing these reports.
- Accordingly, the reports displayed under the Data Analytics menu may vary depending on the roles assigned to the user.

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HOW TO ACCESS THE REPORTS?

Steps to Access Pendency Reports

To access the Pendency Reports available under the **Data Analytics** module, users need to perform the following steps:

1. Log in to the **eFile MIS Reports** application.
2. From the main navigation menu, click on **Data Analytics**.
3. A drop-down menu will appear displaying the available Data Analytics reports.
4. Under the **File Pendency Analytics** section, select the desired report:
    - **File Pendency Details Report**
    - **File Pendency (Loop Not Completed) Report**
    - **File Pendency with IFD Report**
5. Upon selecting the required report, the corresponding report parameter page will be displayed.
6. Enter the required input parameters and click **Generate Report** to view the report.
7. The generated report can be exported in **Excel** or **PDF** format for further analysis and sharing.

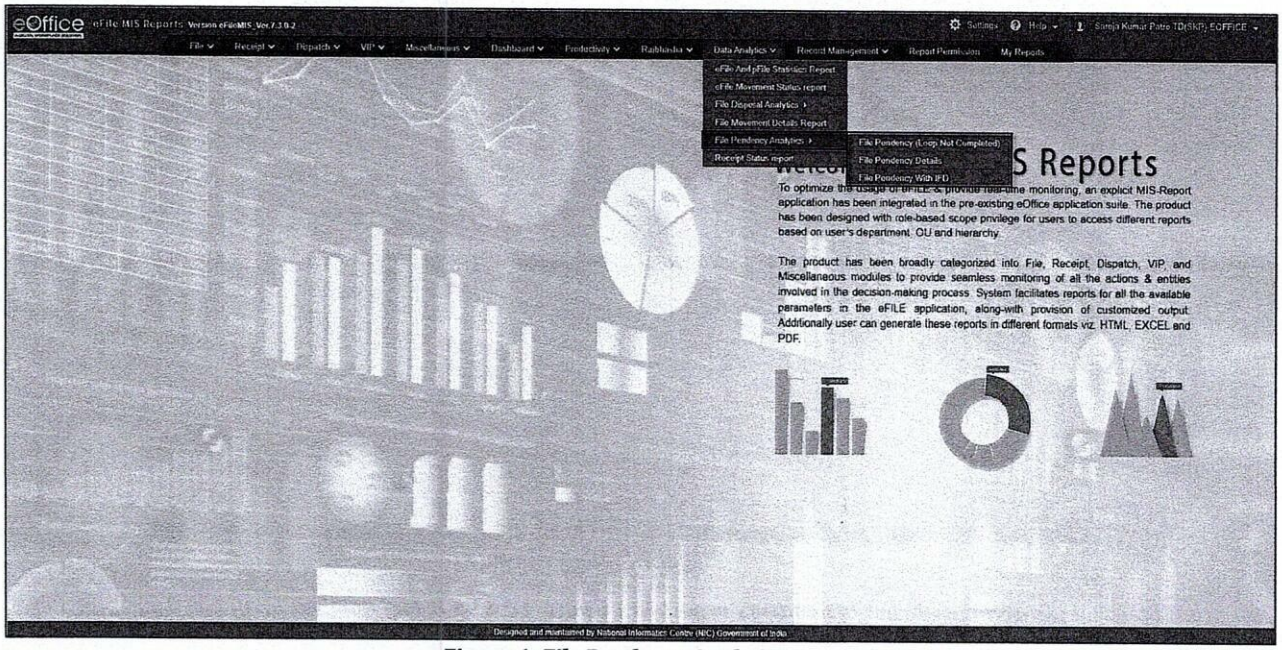

Figure 1: File Pendency Analytics

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Steps to Access Disposal Reports

To access the Disposal Reports available under the **Data Analytics** module, users need to perform the following steps:

1. Log in to the **eFile MIS Reports** application.
2. From the main navigation menu, click on **Data Analytics**.
3. A drop-down menu will appear displaying the available Data Analytics reports.
4. Under the **File Disposal Analytics** section, select the desired report:
    - **Files Disposed (Loop Completed) Report**
    - **Files Disposed Details Report**
    - **File Disposed by IFD Report**
5. Upon selecting the required report, the corresponding report parameter page will be displayed.
6. Enter the required input parameters and click **Generate Report** to view the report.
7. The generated report can be exported in **Excel** or **PDF** format for further analysis and record-keeping.

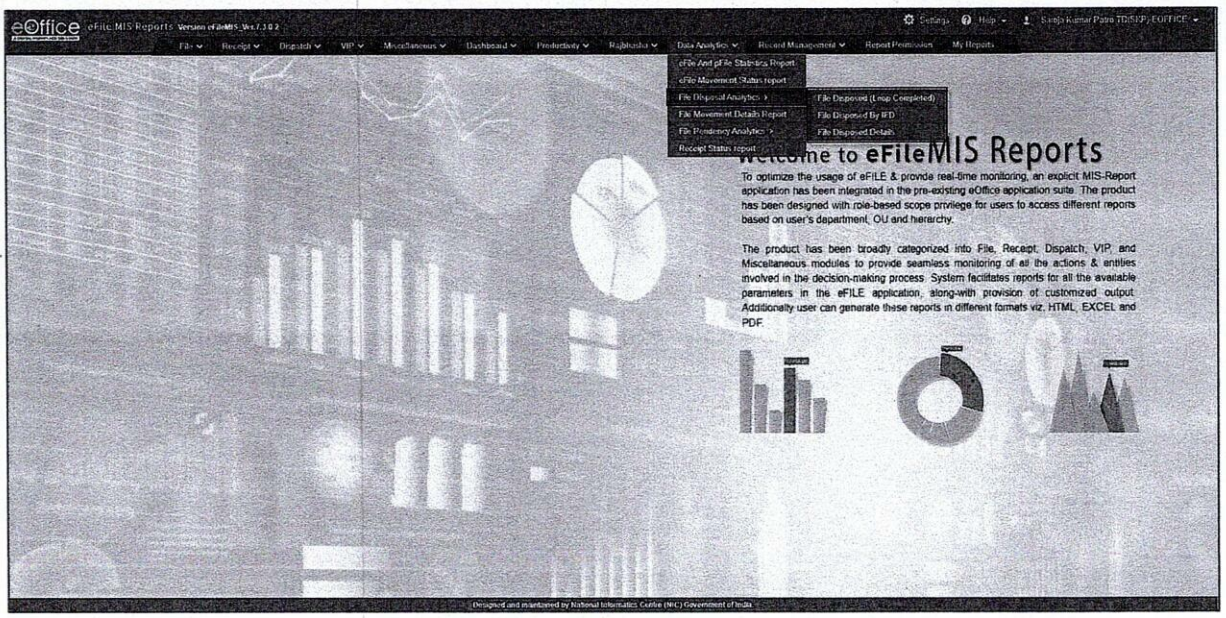

Figure 2: File Disposal Analytics

Consolidated View of Pendency reports & Disposal reports in MIS application under Data Analytics

Let us explore these reports one by one to understand their purpose, functionality, and usage.

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1. File Pendency (Loop Not Completed)

This report provides a **department-wise analysis of file disposal efficiency** by measuring the **number of loops not completed.**

The report covers both **Electronic Files (eFiles)** and **Physical Files (pFiles).**

Logic:

- A loop will be considered **incomplete** under the following conditions:
  - If initiated by a dealing section and **not returned to the same dealing section**
  - If the file is **not moved to the IFD section**
  - If the file is **not moved to another instance**
  - If the file is **not moved to a different department within the same instance**
- If the file is **received by a dealing section via transfer process,** it is not considered as pending
- Pendency duration excludes Saturdays, Sundays, and Gazetted Holidays, while Restricted Holidays (RH) are included.

Report comprises of the following input parameters and output columns.

Input Parameters

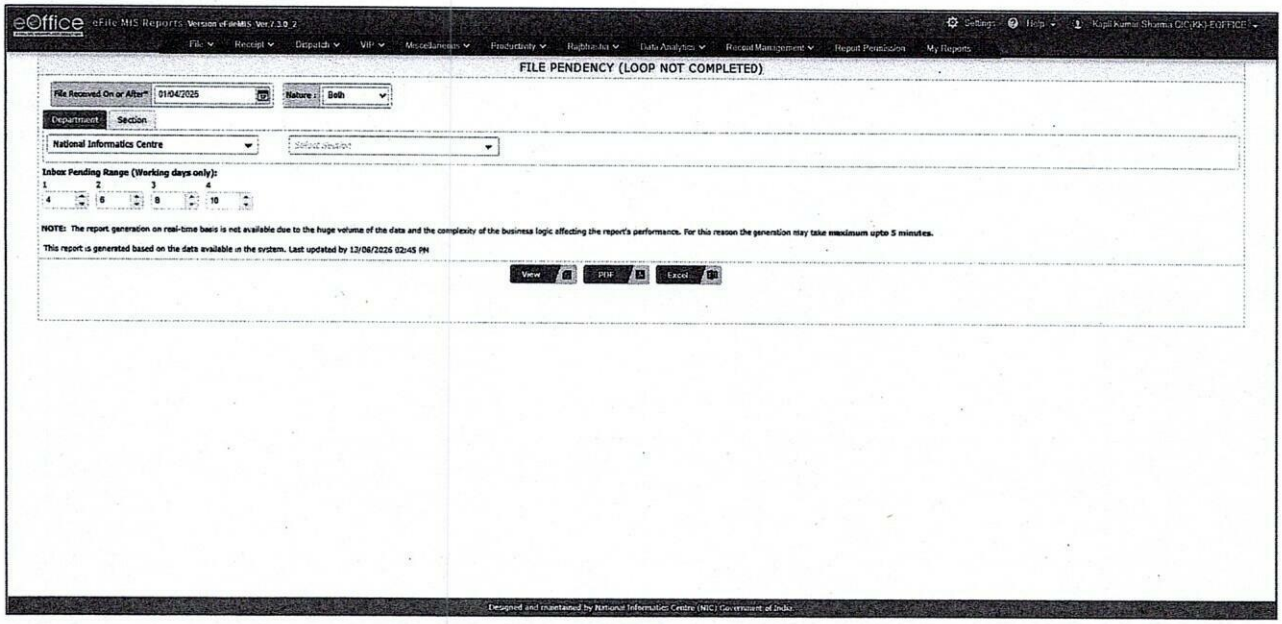

Figure 3

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Input Parameters	Input Type	Default Value	Remarks
1. Files Received On or After	Calendar	01/04/2025	Calendar will be available to select any date after 01/04/2025
2. Nature	Dropdown	Both	Other values will be Physical and Electronic
3. Inbox Pending Range (working days only)	Spinner		Users will be provided with the option to increase or decrease the value using the spinner controls
• 0-4 days			
• 5-6 days			
• 7-8 days			
• 9-10 days			
4. Scope	Tab panel	All	Different scopes, **All, Department, and Section** helps in selection of desired department/section. In case of **All Scope**, provision of All Departments/Single department is allowed. In case of **Department Scope,** only logged in user department will be displayed, with no provision to select any other department. In case of **Section Scope**, only logged in user Section will be displayed, with no provision to select any other section. Availability of scope depends on Report permission assigned to a particular role.
5. Department	Dropdown	Logged in user department	There is no provision to select other department.
6. Section	Dropdown	Logged in user section	There is no provision to select other section.

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Output Parameters

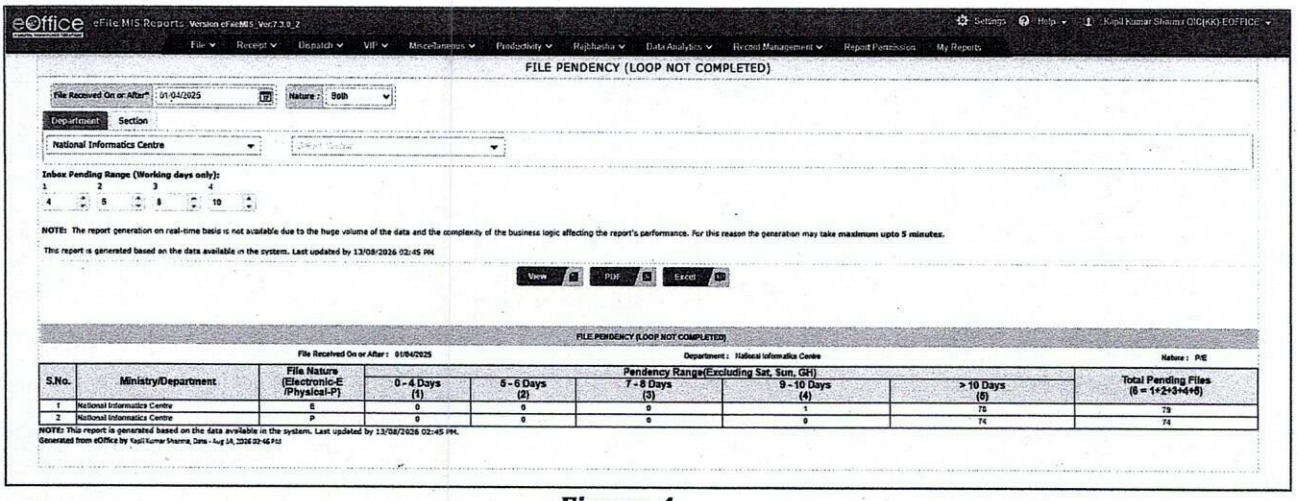

Figure 4

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Nature:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Ministry/Department	Yes	
File Nature (Electronic-E /Physical-P)	Yes	
Pendency Range (Excluding Sat, Sun, GH)		
• 0-4 days (1)	Yes	
• 5-6 days (2)	Yes	
• 7-8 days (3)	Yes	
• 9-10 days(4)	Yes	
• >10 days(5)	Yes	
Total Pending Files(6=1+2+3+4+5)	Yes	

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2nd Screen: On click of the **Ministry/Department** name in the Ist Screen, following output will be displayed:

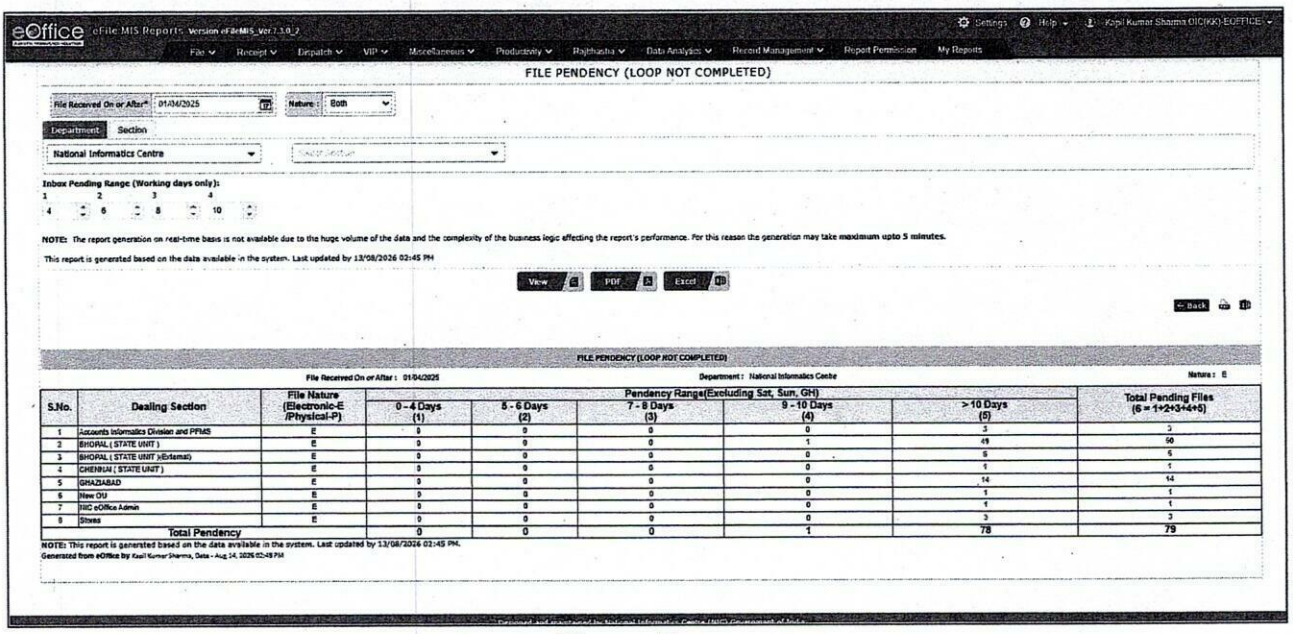

Figure-5

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Nature:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Dealing Section	Yes	
File Nature (Electronic-E /Physical-P)	Yes	
Pendency Range (Excluding Sat, Sun, GH)		
• 0-4 days (1)	Yes	
• 5-6 days (2)	Yes	
• 7-8 days (3)	Yes	
• 9-10 days(4)	Yes	
• >10 days(5)	Yes	
Total Pending Files(6=1+2+3+4+5)	Yes	

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3rd Screen- On clicking the values under the **0-4 days, 5-6 days, 7-8 days, 9-10 days and > 10 days Loops** in the 1st/2nd **screens,** following output is displayed:

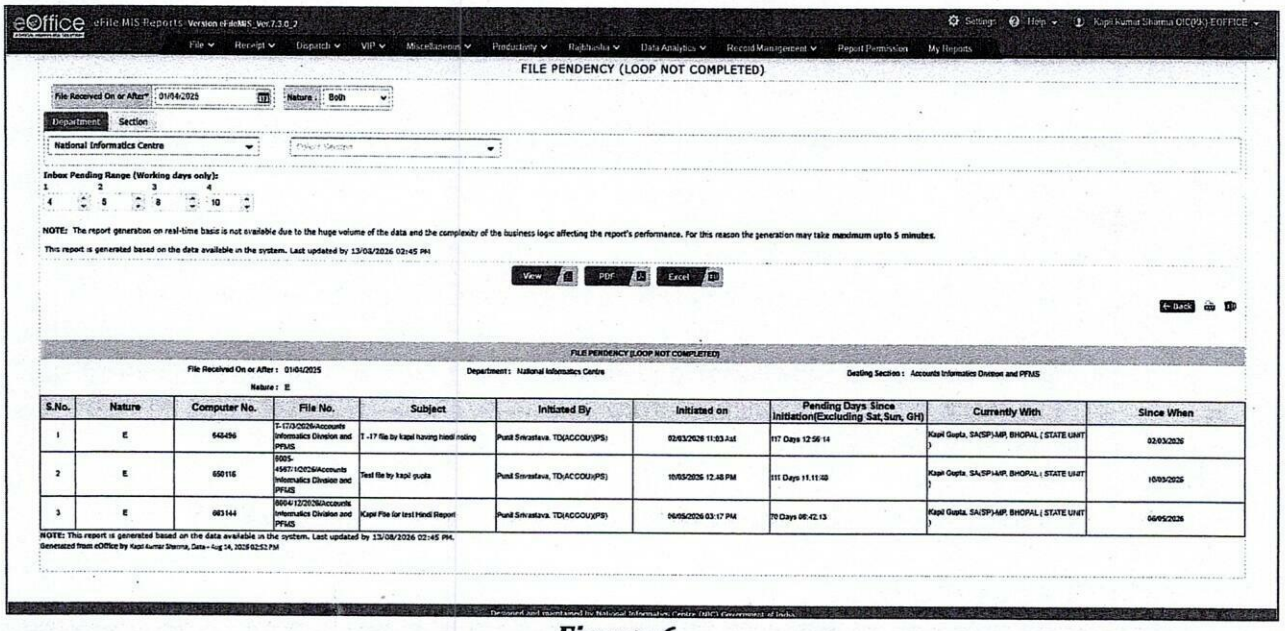

Figure-6

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Dealing Section:<>(in case of click on 2nd screen) Nature:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Initiated By	Yes	
Initiated On	Yes	
Pending Days Since Initiation(Excluding Sat, Sun, GH)	Yes	
Currently With	Yes	**Name of the user+Mark. Abbrv.+ Section Name**
Since When	Yes	**Date to be displayed (DD/MM/YYYY)**

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2. File Pendency With IFD

This report provides a **Ministry/Department-wise view of file movement and disposal performance within IFD.**

The report covers both **Electronic Files (eFiles)** and **Physical Files (pFiles)**.

Logic:

- Files whose dealing section is **IFD section** are excluded from the report.
- Files **created outside IFD** and currently **lying in IFD** are considered as **pending**
- **Files transferred from dealing section to IFD** are not considered as **pending**
- Pendency duration excludes Saturdays, Sundays, and Gazetted Holidays, while Restricted Holidays (RH) are included.

Report comprises of the following input parameters and output columns.

Input Parameters

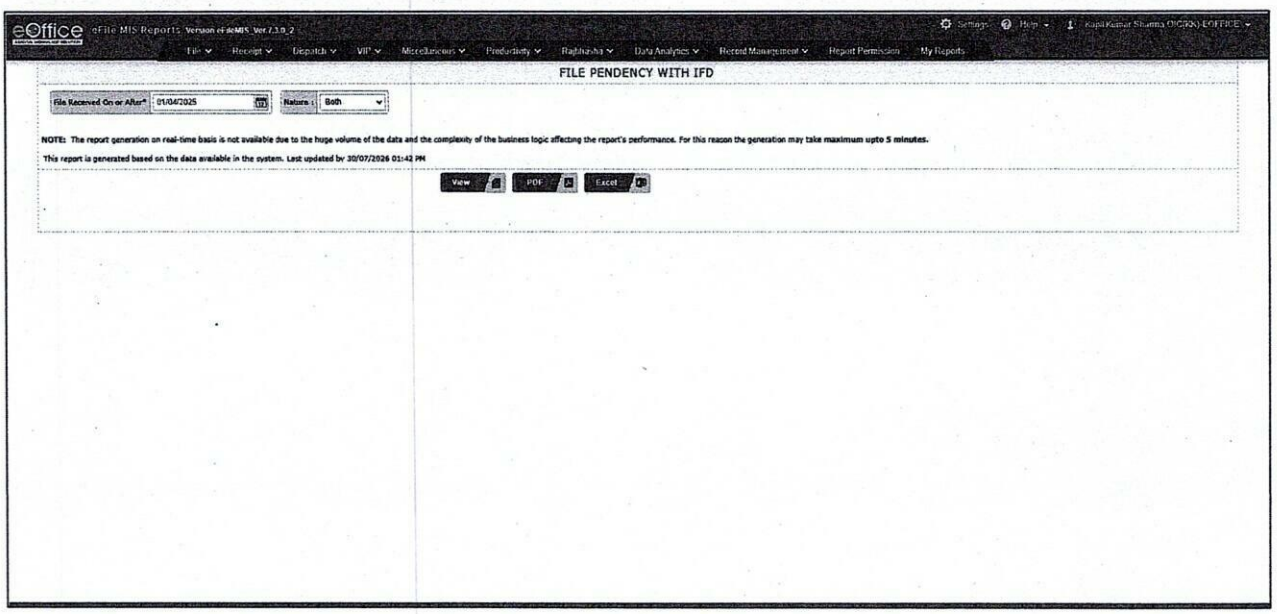

Figure-7

Input Parameters	Input Type	Default Value	Remarks
1. Files Received On or After	Calendar	01/04/2025	Calendar will be available to select any date after 01/04/2025
2. Nature	Dropdown	Both	Other values will be Physical and Electronic

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Output Parameters

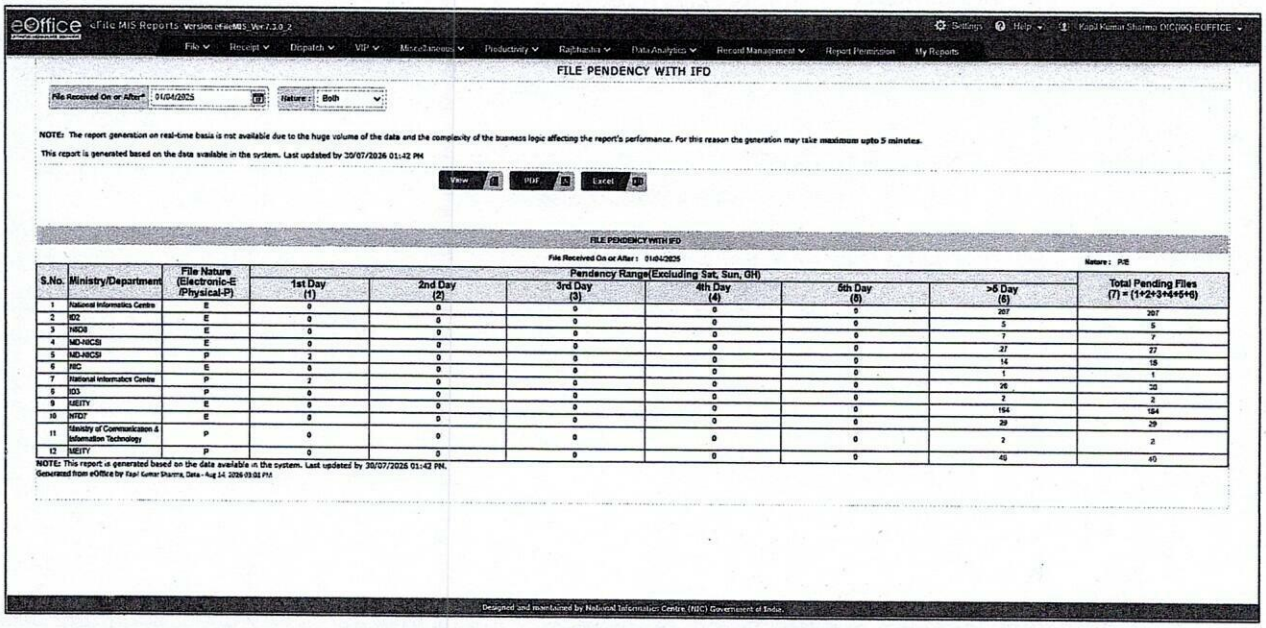

Figure-8

<NAME OF THE REPORT>		
Filter Values: Period:<>, Nature:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Ministry/Department	Yes	
File Nature (Electronic-E /Physical-P)	Yes	
Pendency Range (Excluding Sat, Sun, GH)		
• Ist day(1)	Yes	Clickable
• 2nd day(2)	Yes	Clickable
• 3rd day (3)	Yes	Clickable
• 4th day (4)	Yes	Clickable
• 5th day(5)	Yes	Clickable
• >5 day(6)	Yes	Clickable
Total Pending Files(7)=(1+2+3+4+5+6)	Yes	Clickable

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2nd Screen- On clicking the values under the **0-2 days, 3-3 days, 4-4 days, 5-5 days and > 5 days** in the 1st **screen,** following output is displayed:

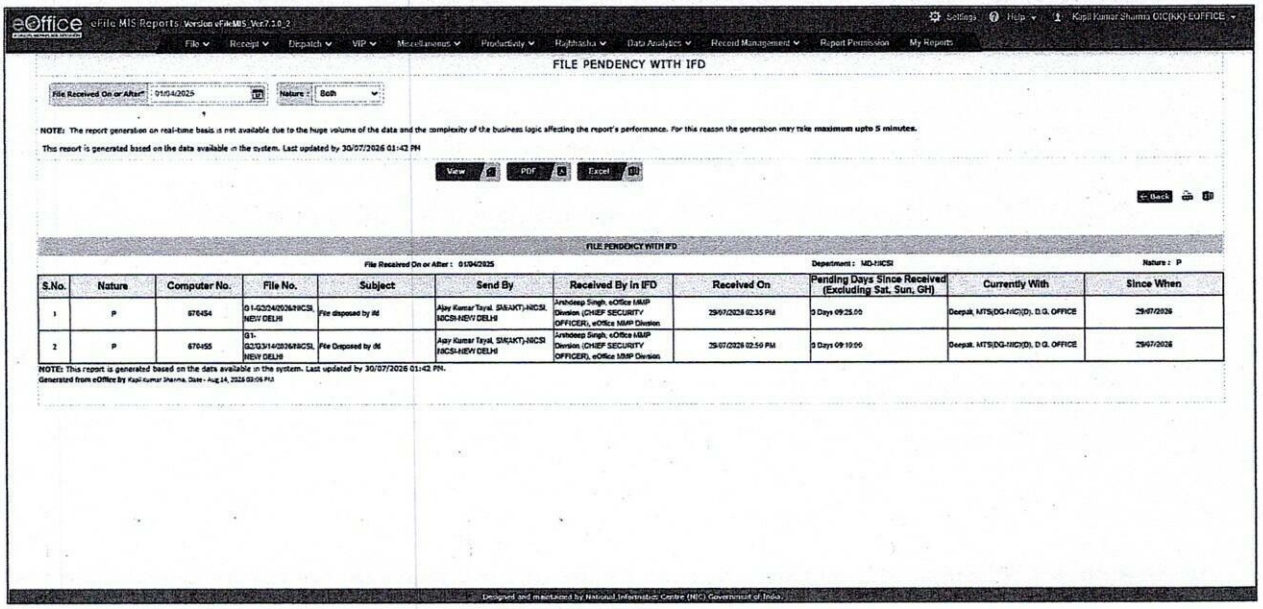

Figure-9

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Nature:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Send By	Yes	**Name of the user+Mark. Abbrv.+ Section Name**
Received By In IFD	Yes	**Name of the user+Mark. Abbrv.+ Section Name**
Received On	Yes	
Pending Days Since Received (Excluding Sat, Sun, GH)	Yes	
Currently With	Yes	**Name of the user+Mark. Abbrv.+ Section Name**
Since When	Yes	**Date to be displayed (DD/MM/YYYY)**

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3. File Pendency Details

This report displays the number of files pending with different section(s)/user(s), within a Ministry/Department.

The report covers both **Electronic Files (eFiles)** and **Physical Files (pFiles)**.

Logic:

- Files of Created, Parked, and Inbox statuses are considered as pending.
- Total Pending Files are calculated as the sum of files across defined date ranges (e.g., 0–2 days, 3 days, 4 days, 5 days, and >5 days).
- Pendency duration excludes Saturdays, Sundays, and Gazetted Holidays, while Restricted Holidays (RH) are included.

Report comprises of the following input parameters and output columns.

Input Parameters

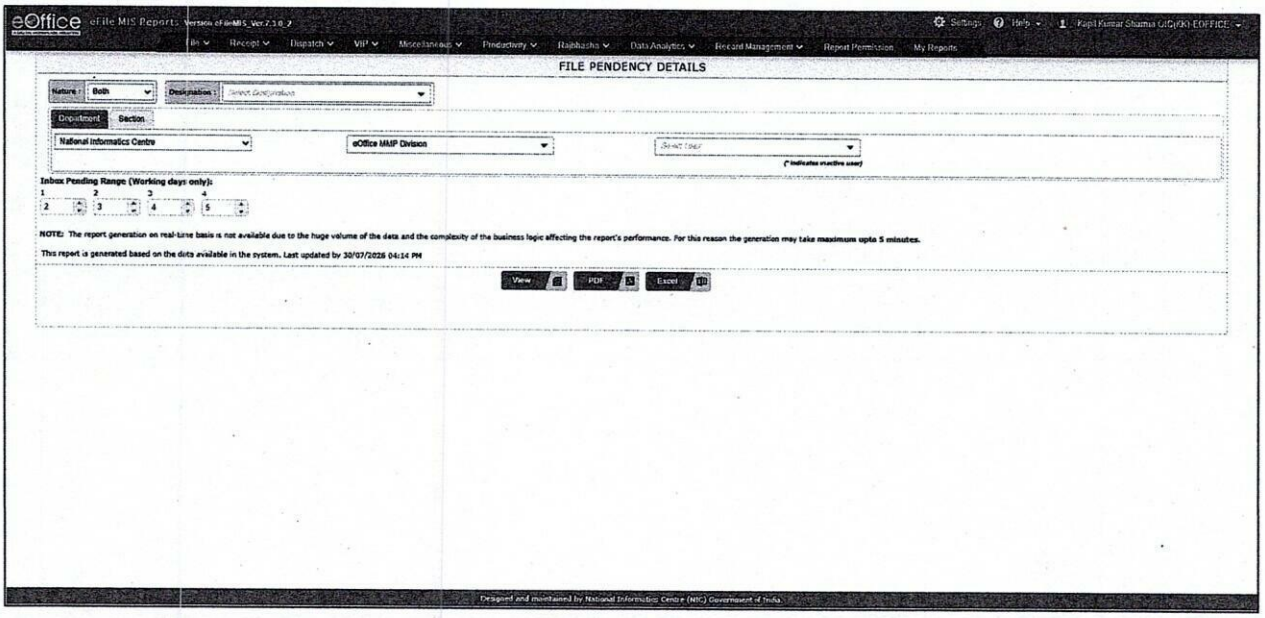

Figure-10

Input Parameters	Input Type	Default Value	Remarks
1. Nature	Dropdown	Both	Other values will be Physical and Electronic
2. Designation	Text Box	Logged In user Designation	By default logged in user designation will be displayed
3. Department	Dropdown	Logged in user department	There is no provision to select other department.
4. Section	Dropdown	Logged in user section	There is no provision to select other section.
5. User	Sumo Select	Logged in user	Provision to select multiple users

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6. Inbox Pending Range (working days only)	Spinner		Users will be provided with the option to increase or decrease the value using the spinner controls
• 0-2 days			
• 3-3 days			
• 4-4 days			
• 5-5 days			
7. Scope	Tab panel	All	Different scopes, **All**, **Department and Section** helps in selection of desired department/section. In case of **All Scope**, provision of All Departments/Single department is allowed. In case of **Department Scope,** only logged in user department will be displayed, with no provision to select any other department. In case of **Section Scope**, only logged in user Section will be displayed, with no provision to select any other section. Availability of scope depends on Report permission assigned to a particular role.

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Output Parameters

Ist Screen:

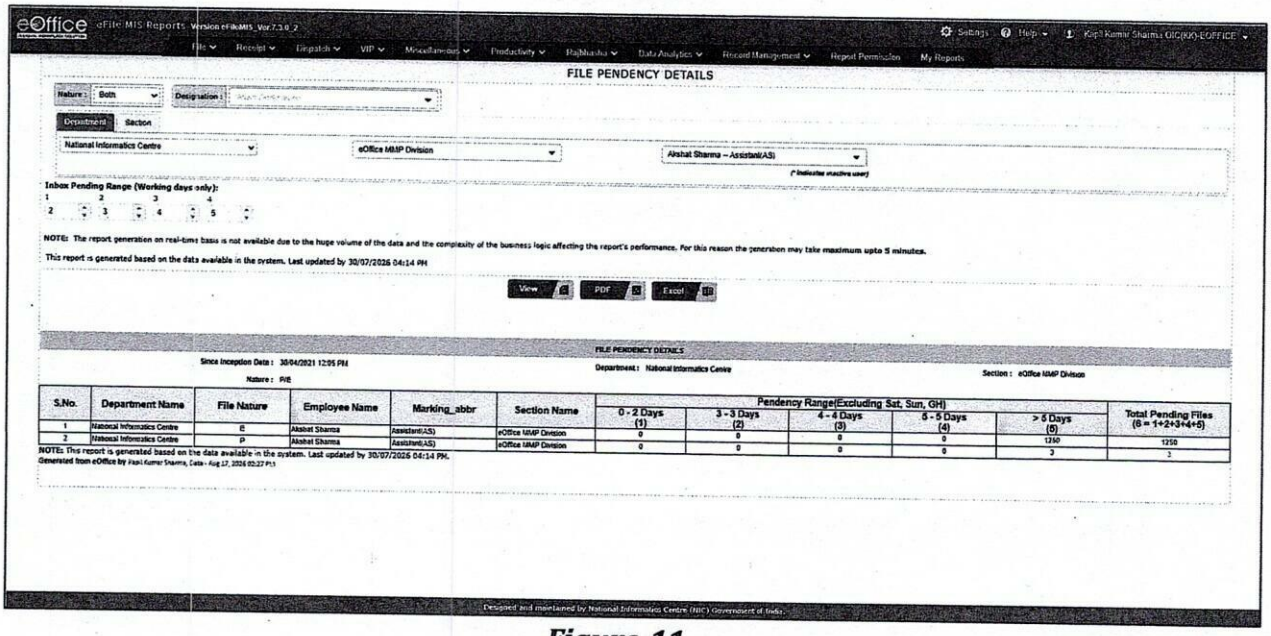

Figure-11

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Section:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Department Name	Yes	
File Nature	Yes	
Employee Name	Yes	
Marking Abbr.	Yes	
Post Name	Yes	
Pendency Range (Excluding Sat, Sun, GH)		
• 0-2 days	Yes	Clickable
• 3-3 days	Yes	Clickable
• 4-4 days	Yes	Clickable
• 5-5 days	Yes	Clickable
• >5 days	Yes	Clickable
Total Pending Files(6=1+2+3+4+5)	Yes	Clickable

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In case, no user is selected, following output is displayed:

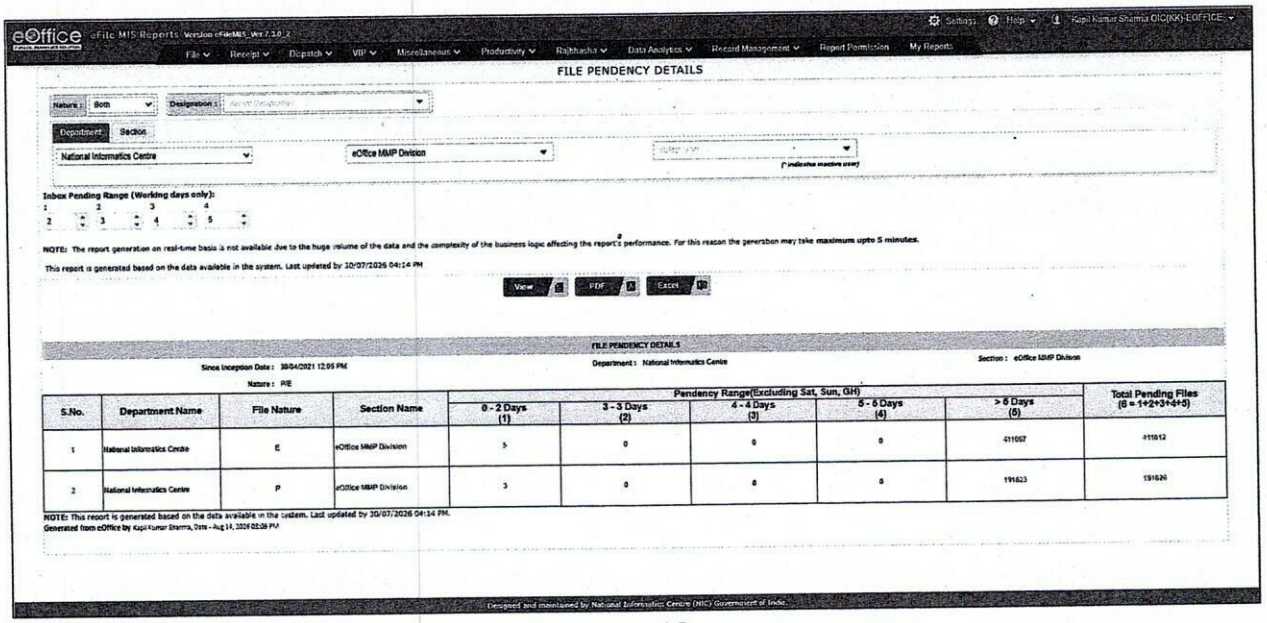

Figure-12

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Department Name	Yes	
File Nature	Yes	
Section	Yes	Separate row will be displayed based on nature of files (Physical and Electronic)
Pendency Range (Excluding Sat, Sun, GH)		
• 0-2 days	Yes	Clickable
• 3-3 days	Yes	Clickable
• 4-4 days	Yes	Clickable
• 5-5 days	Yes	Clickable
• >5 days	Yes	Clickable
Total Pending Files(6=1+2+3+4+5)	Yes	Clickable

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2nd Screen- On clicking the values under the **Section** column in the 1st **screen** following output is displayed:

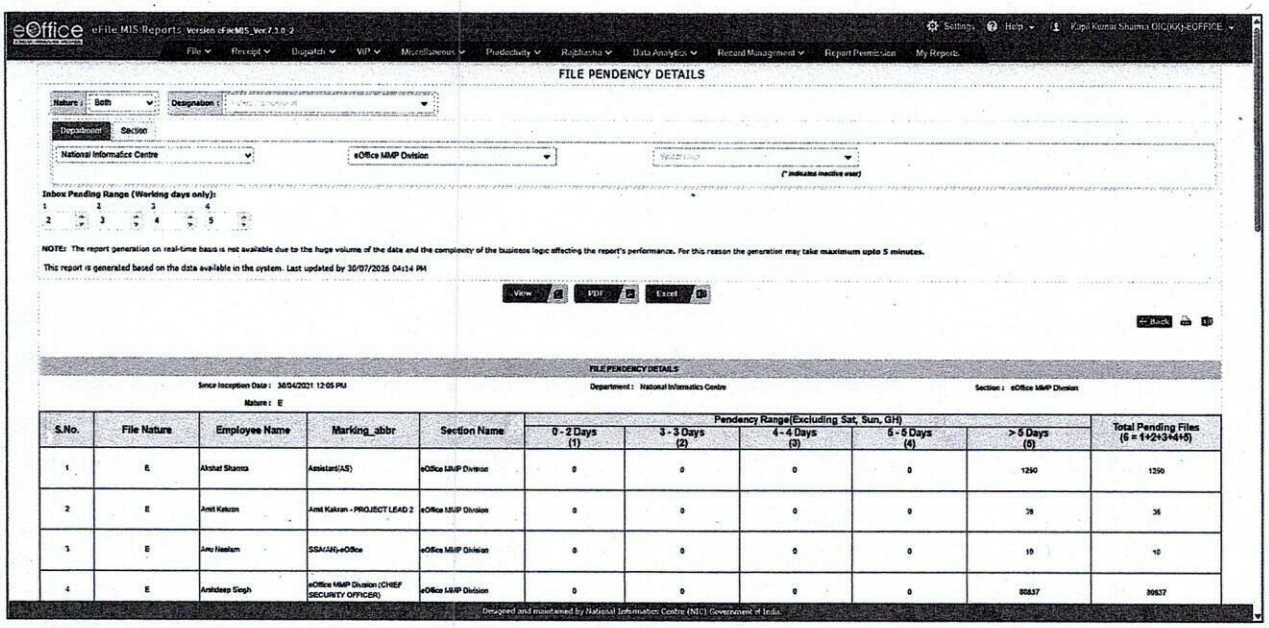

Figure-13

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
File Nature	Yes	
Employee Name	Yes	
Marking Abbrv.	Yes	
Post Name	Yes	
Pendency Range (Excluding Sat, Sun, GH)		
• 0-2 days	Yes	Clickable
• 3-3 days	Yes	Clickable
• 4-4 days	Yes	Clickable
• 5-5 days	Yes	Clickable
• >5 days	Yes	Clickable
Total Pending Files(6=1+2+3+4+5)	Yes	Clickable

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3rd Screen- On clicking the **0-2 days, 3-3 days, 4-4 days, 5-5 days, > 5 days, and Total Pending Files** columns in the **1st screen/2nd screen,** following output is displayed:

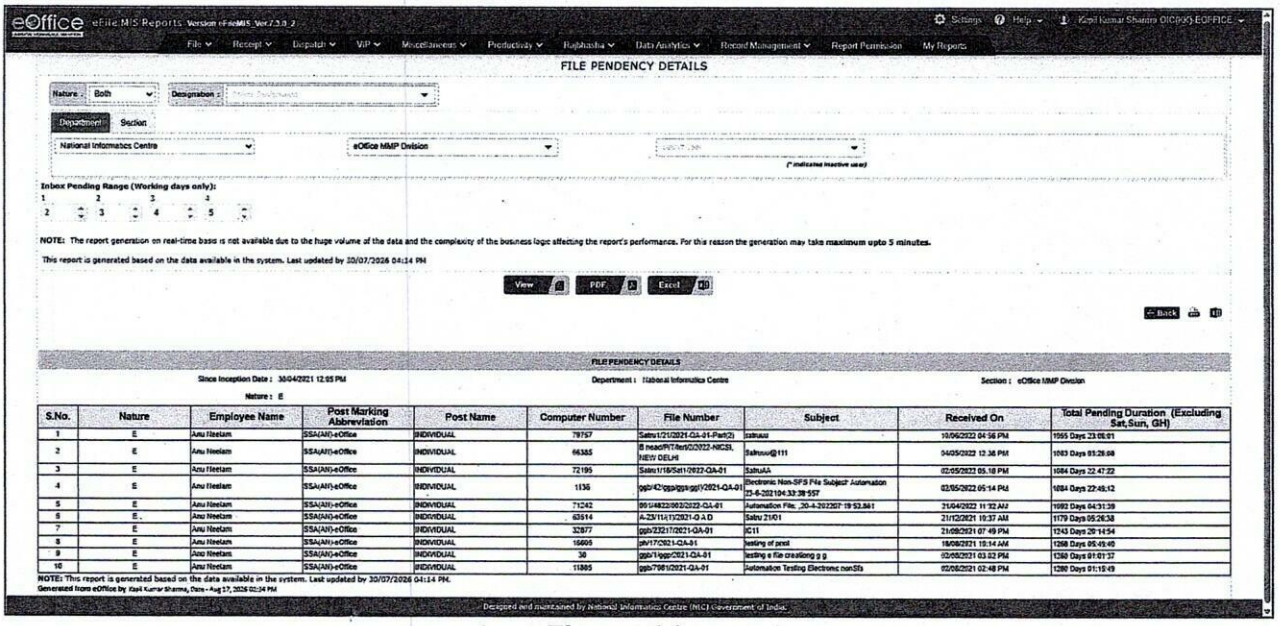

Figure-14

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Section:<>, Designation:<>, Nature:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
File Nature	Yes	
Employee Name	Yes	**Only applicable on click on Ist screen**
Post Marking Abbreviation	Yes	**Only applicable on click on Ist screen**
Post Name	Yes	**Only applicable on click on Ist screen**
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Received On	Yes	For files in the **Created folder**, the value of **"Created On"** is displayed as **"Received On"** in reports. This behavior is also applicable to **reopened** and **demerged files**, ensuring consistency in date representation across report outputs.
Total Pending Duration (Excluding Sat,Sun, GH)	Yes	

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4. Files Disposed (Loop Completed) Report

This report provides a **department-wise analysis of file disposal efficiency** by measuring the **number of loops completed** and the **time taken to complete each loop**.

A **Loop Completed** refers to a file that, after processing, is **returned to the originating Dealing Section**, indicating completion of one full processing cycle. The report covers both **Electronic Files (eFiles)** and **Physical Files (pFiles)**.

Key Highlights:

- Total number of loops completed
- Loops completed **within 10 days** and **beyond 10 days**
- **Average loop completion time**, excluding Saturdays, Sundays, and Gazetted Holidays

Logic:

- A loop is considered completed when a file is initiated by a dealing section, moves out of that section, and subsequently returns to the same dealing section.
- For a loop to be valid, the file must exit the dealing section at least once before returning.
- The file must return to the dealing section within the date range of the selected month to be counted.
- The file may have moved out of the dealing section either before or during the date range of the selected month.
- The average loop completion time is calculated by excluding Saturdays, Sundays, and Gazetted Holidays.

Report comprises of the following input parameters and output columns.

Input Parameters

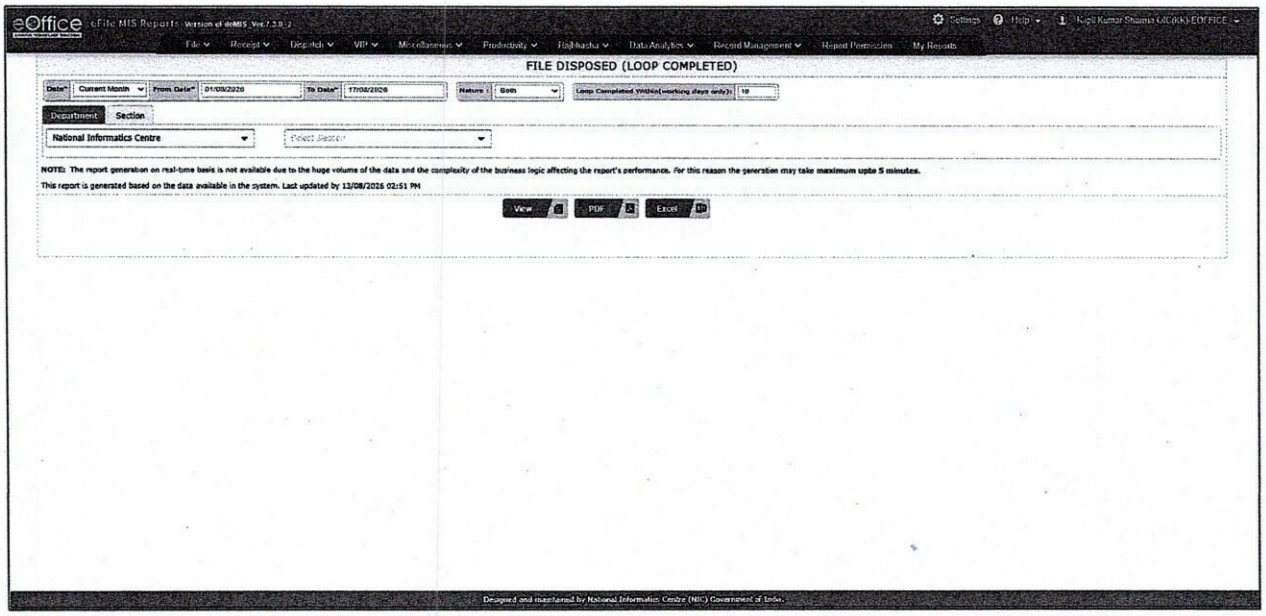

Figure-15

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Input Parameters	Input Type	Default Value	Remarks
1. Date	Month	Current Month	Other value will be **Previous Month**
2. From Date	Date	1st day of the current month	
3. To Date	Date	Last day of the current month	
4. Nature	Dropdown	Both	Other values will be **Physical** and **Electronic**
5. Loop Completed Within (Working days only)	Spinner/Textbox	10	Provision to increase the value using Spinner. Maximum value will be 30.
6. Scope	Tab panel	All	Different scopes, **All (**multiple selection of departments allowed in this scope**), Department, and Section** helps in selection of desired department/section. Availability of scope depends on Report permission assigned to a particular role.
7. Department	Dropdown	Logged in user department	There is provision to select other department **(only in case of All Scope)**. Multiple selection is allowed.
8. Section	Dropdown	Logged in user section	There is provision to select other department. Multiple selection is allowed.

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Output Parameters

I[st] Screen:

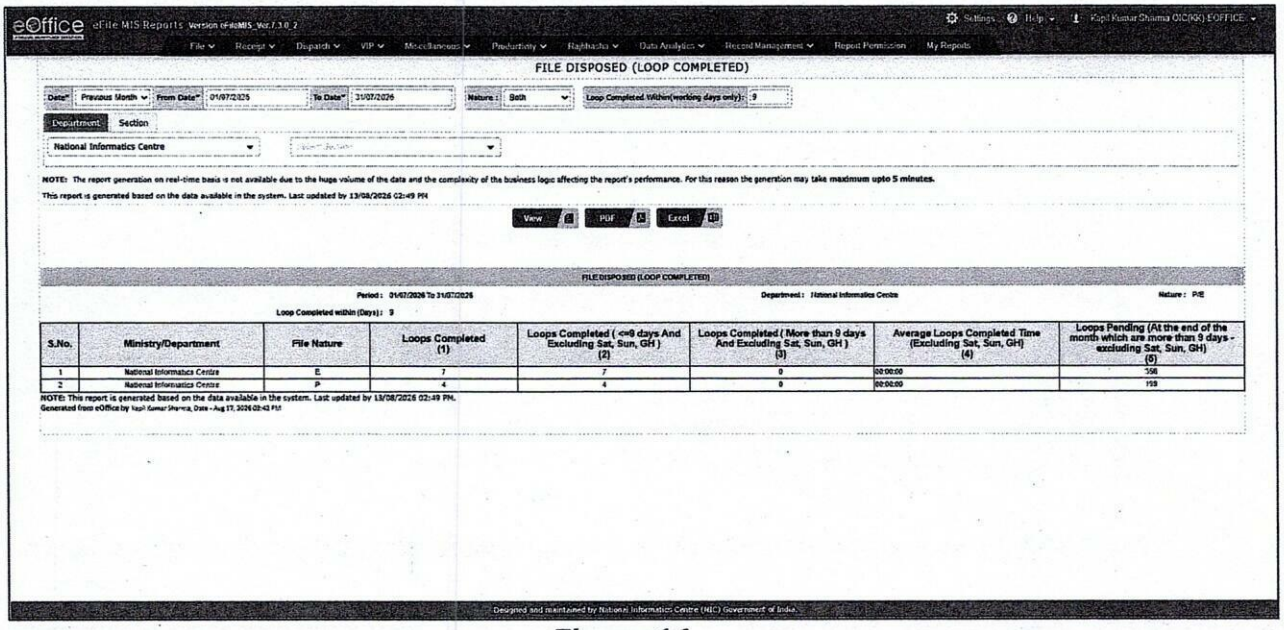

Figure-16

<NAME OF THE REPORT>		
Filter Values: Period:<>, Ministry /Department:<>, Nature:<>, Loop Completed within (Days):<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Ministry/Department	Yes	
File Nature	Yes	
Loops Completed	Yes	
Loops Completed(in <<=X> days and Excluding Sat, Sun, GH)	Yes	
Loops Completed (More than <X> days and Excluding Sat, Sun, GH)	Yes	
Average Loops Completed Time (Excluding Sat, Sun, GH)	Yes	
Loops Pending (At the end of the month which are more than <X> days - excluding Sat, Sun, GH)	Yes	

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2nd Screen: On click of the **Ministry/Department** name in the Ist Screen, following output will be displayed:

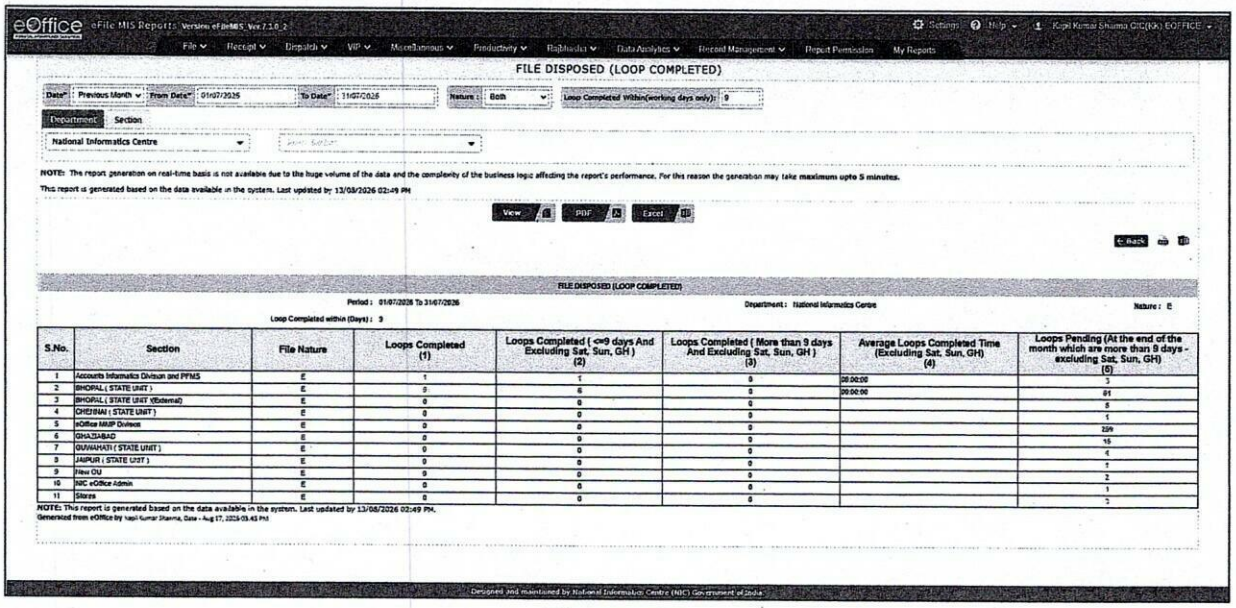

Figure-17

<NAME OF THE REPORT>		
Filter Values: Period:<>, Ministry /Department:<>, Nature:<>, Loops Completed Days:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Section	Yes	
File Nature	Yes	
Loops Completed	Yes	
Loops Completed(in <<=X> days And Excluding Sat, Sun, GH)	Yes	
Loops Completed (More than <X> days And Excluding Sat, Sun, GH)	Yes	
Average Loops Completed Time (Excluding Sat, Sun, GH)	Yes	
Loops Pending (At the end of the month which are more than <X> days - excluding Sat, Sun, GH)	Yes	

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3rd Screen- On clicking the values under the **Loops Completed/ Loops Completed (in <<=X> days And Excluding Sat, Sun, GH)/ Loops Completed (More than <X> days And Excluding Sat, Sun, GH)** in the 1st/2nd **screens,** following output is displayed:

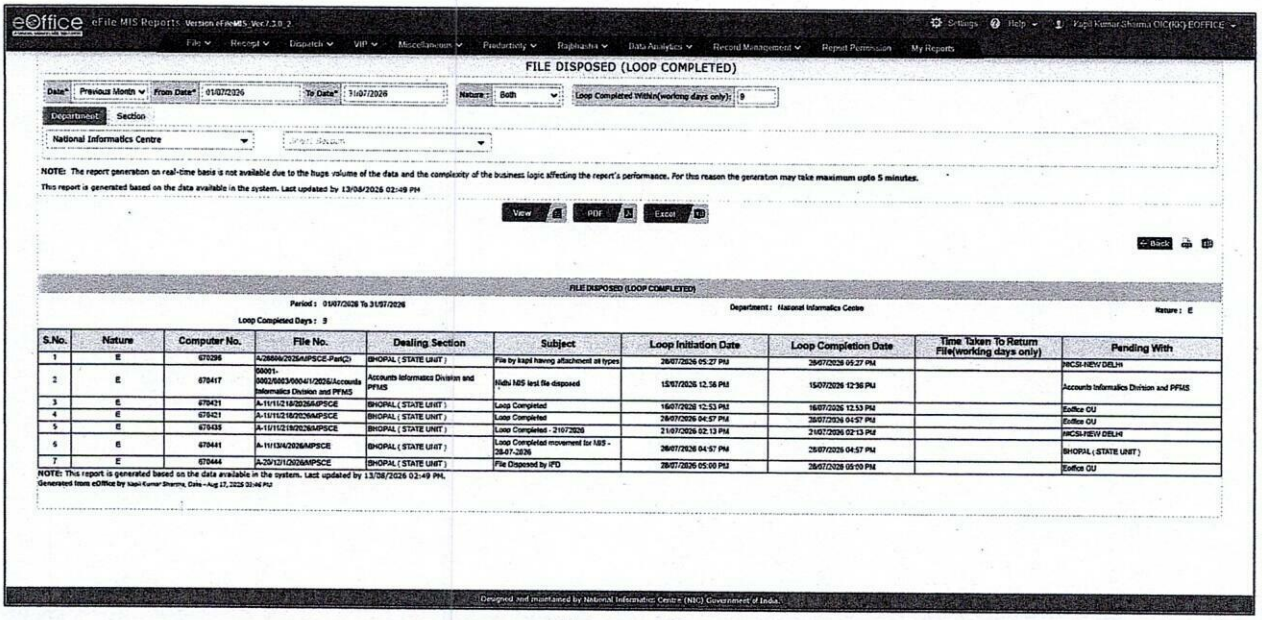

Figure-18

<NAME OF THE REPORT>		
Filter Values: Period:<>, Ministry /Department:<>, Nature:<>, Loops Completed Period:<>, (Loops Completed/ Loops Completed (in <X> days/ Loops Completed (More than <X> days)- **based on the clicked value**)		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Dealing Section		
Subject	Yes	
Loop Initiation date	Yes	
Loop Completion date	Yes	
Time Taken To Return File(working days only)	Yes	
Pending With	Yes	

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4th Screen- On clicking the values under the **Loops Pending (At the end of the month which are more than <X> days - excluding Sat, Sun, GH)** in the 1st/2nd **screens,** following output is displayed:

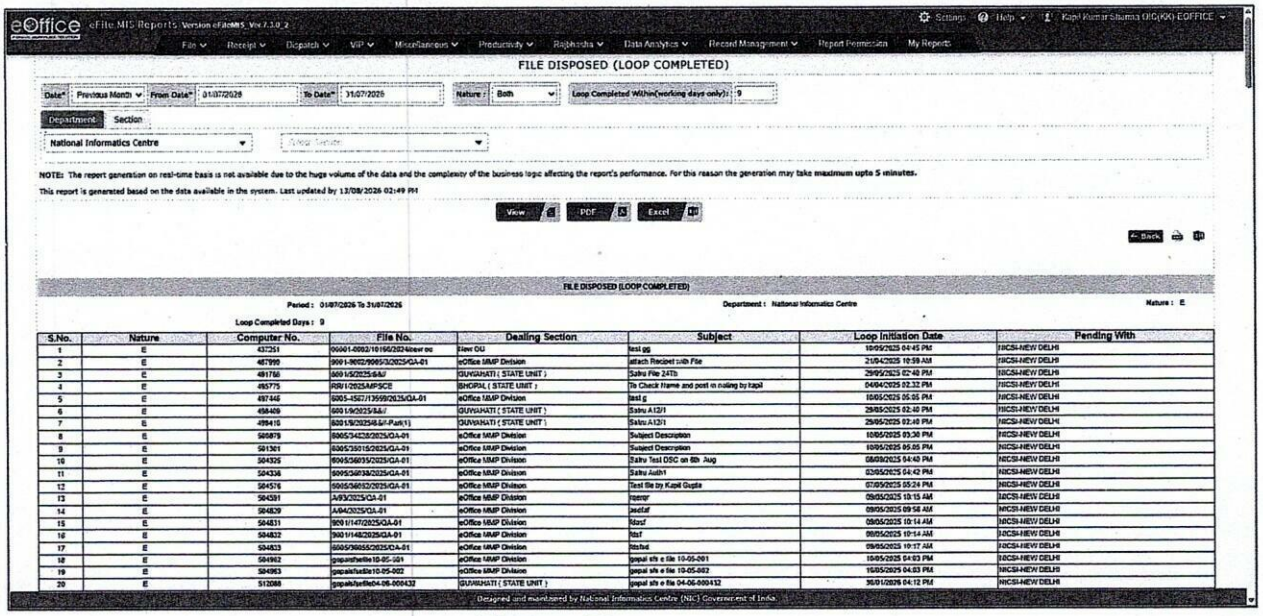

Figure-19

<NAME OF THE REPORT>		
Filter Values: Period:<>, Ministry /Department:<>, Nature:<>, Section:<>, Loops Completed Period:<>, Loops Completed days:<>- **based on the clicked value**)		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Dealing Section		
Subject	Yes	
Loop Initiation date	Yes	
Pending With	Yes	

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5. Files Disposed Details Report

This report measures **individual officer efficiency at designation level** based on how quickly files are disposed from the officer's inbox within **<X> working days.**

Key Highlights:

- Disposal time = **File Disposed(Closed/Forward/Merged) - File Received in Inbox**
- Any file moved up/down is treated as **received/disposal**
- Total files considered = **Balance in Inbox at start of month + Files received during month**
- Files received during the month are counted in the same month, but if disposed next month, disposal is counted next month
- **Disposal Time excludes** Saturdays, Sundays, and Gazetted Holidays

Logic:

- Disposal time = **File disposed(Closed/Forward/Merged) from Inbox- File received in Inbox**
- Any file moved up/down is treated as **received/disposal**
- Total files considered = **Balance in Inbox at start of month + Files received during month**
- Files received during the month are counted in the same month, but if disposed next month, disposal is counted next month
- **Disposal Time excludes** Saturdays, Sundays, and Gazetted Holidays

Report comprises of the following input parameters and output columns.

Input Parameters

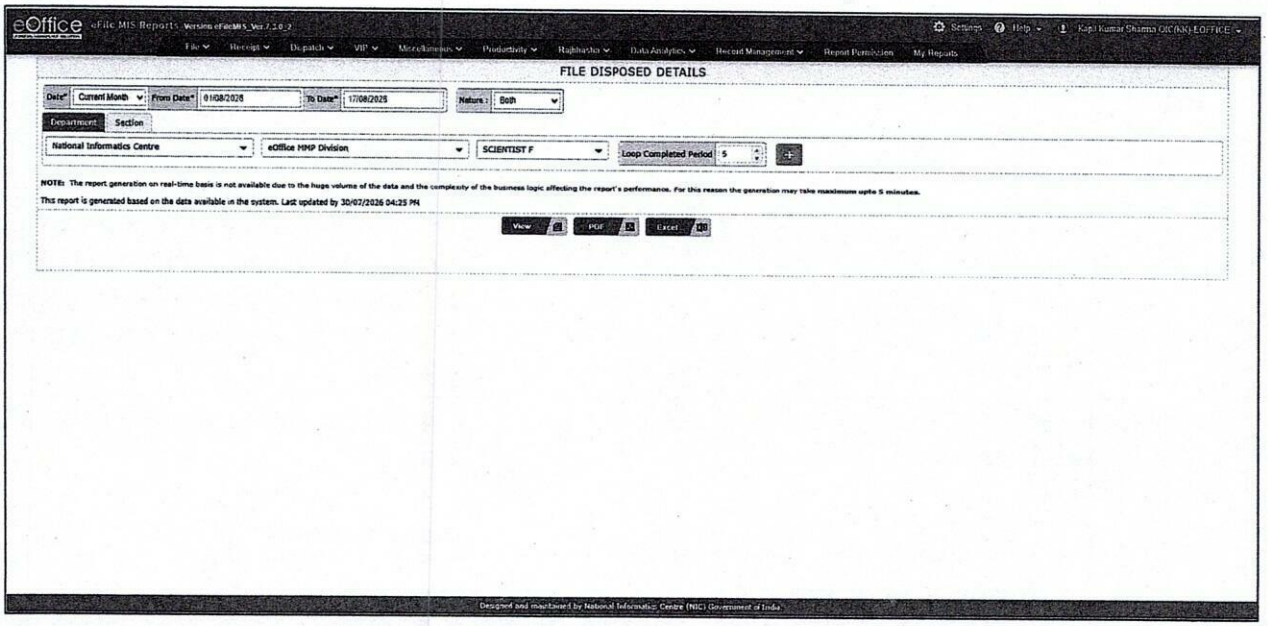

Figure-20

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Input Parameters	Input Type	Default Value	Remarks
1. Date	Month	Current Month	Other value will be **Previous Month**
2. From Date	Date	1st day of the current month	
3. To Date	Date	Last day of the current month	
4. Nature	Dropdown	Both	Other Values will be **Electronic** & **Physical**
5. Scope	Tab panel	Department	Different scopes, **Department, and Section** helps in selection of desired department/section. Availability of scope depends on Report permission assigned to a particular role.
6. Department	Dropdown	Logged in user department	No provision to select any other department
7. Section	Dropdown	Logged in user section	There is provision to select other section(s). Multiple selection is allowed.
8. Designation Group(s)	Dropdown	Logged in User Designation	The **Designation Group** is an **input parameter available to end users**, enabling them to create and manage **designation-wise groups** by mapping one or more designations (such as Minister, Secretary, Special Secretary, Additional Secretary, Joint Secretary, etc.) to a specific group. **Note**: Multiple designations may be mapped under a single group. Users can define a **disposal period (in days)** for each group Maximum three groups are allowed. In addition, user can assign a **display order** to determine the sequence in which the groups appear in output of the reports.(***will be taken up in 2nd phase***)
9. Loops Completed Period	Spinner	5	Provision to increase the value using Spinner. Maximum value will be 30.
Note: Here Provision to add the Designation groups using the plus button (+) is provided.			

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Output Parameters

I[st] Screen:

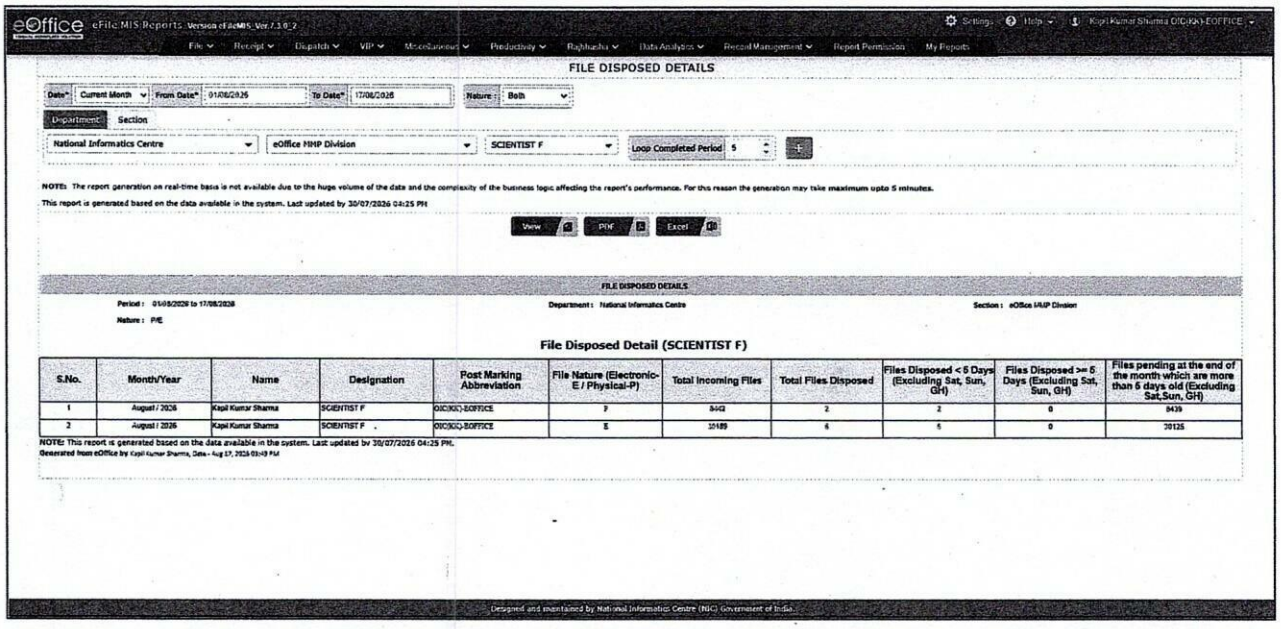

Figure-21

<NAME OF THE REPORT>		
Filter Values: Period:<> Ministry:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Month/Year		
Name		
Designation	Yes	
Post Marking Abbreviation	Yes	
File Nature (Electronic-E /Physical-P)	Yes	
Total Incoming Files	Yes	
Total Files Disposed	Yes	
Files Disposed < <X> Days (Excluding Sat, Sun, GH)	Yes	
Files Disposed >= <X> Days (Excluding Sat, Sun, GH)	Yes	
Files Pending at the end of the month which are more than <X> days old ((Excluding Sat, Sun, GH)	Yes	

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2nd Screen- On clicking the values under the **Total Incoming Files/ Files Pending at the end of the month which are more than <X> days old (Excluding Sat, Sun, GH)** in the 1st **screen,** following output is displayed:

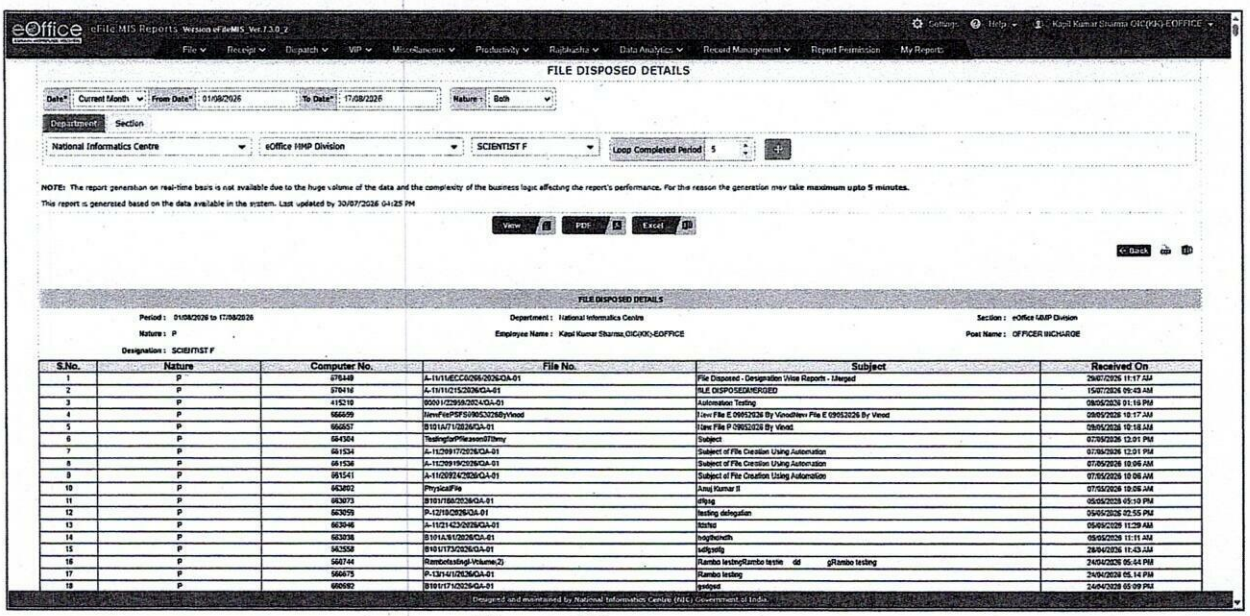

Figure-22

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Section:<>, Nature:<>, Employee Name:<>,Post Name:<>, Designation:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Received On	Yes	

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3rd Screen- On clicking the values under the **Total Files Disposed/Files Disposed / Files Disposed < <X> Days (Excluding Sat, Sun, GH)/Files Disposed >= <X> Days (Excluding Sat, Sun, GH)** in the 1st **screen,** following output is displayed:

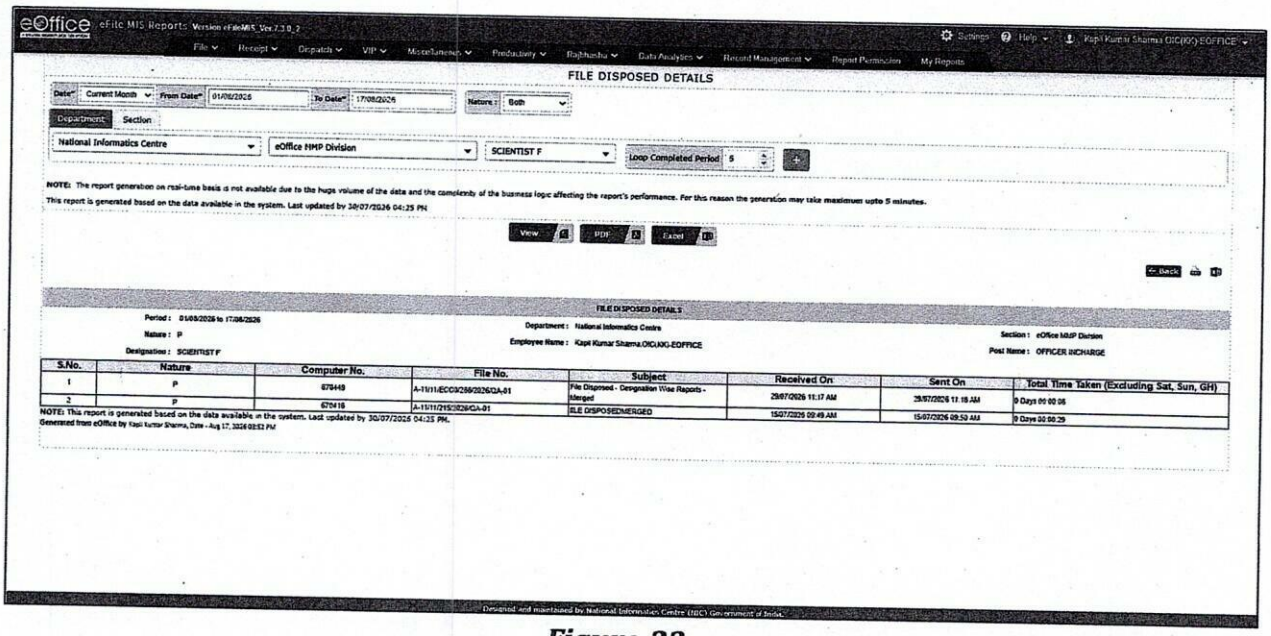

Figure-23

<NAME OF THE REPORT>		
Filter Values: Period:<>, Department:<>, Section:<>, Nature:<>, Employee Name:<>,Post Name:<>, Designation:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Received On	Yes	
Sent On	Yes	
Total Time Taken (Excluding Sat, Sun, GH)	Yes	

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6. File Disposed By IFD Report

This report measures the **average disposal time in IFD**, calculated from the time a file is received in IFD until it exits/returns back.

Key Highlights:

- Tracks **all files sent/received** to/from IFD (no restriction of levels)
- Disposal time = **IFD OUT time- IFD IN time**
- Includes:
  - Files already pending in IFD at start of month
  - Files received in IFD during the month
  - Files sent earlier but received back in current month
- Average calculated for **all files received back from IFD during the month**
- **Average Time excludes** Saturdays, Sundays, and Gazetted Holidays

Logic:

- Disposal time = **File disposed(Forward) from Inbox- File received in Inbox**
- Any file moved up/down is treated as **received/disposal**
- Total files considered = **Balance in Inbox at start of month + Files received during month**
- Files received during the month are counted in the same month, but if disposed next month, disposal is counted next month
- **Disposal Time excludes** Saturdays, Sundays, and Gazetted Holidays

Report comprises of the following input parameters and output columns.

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Input Parameters

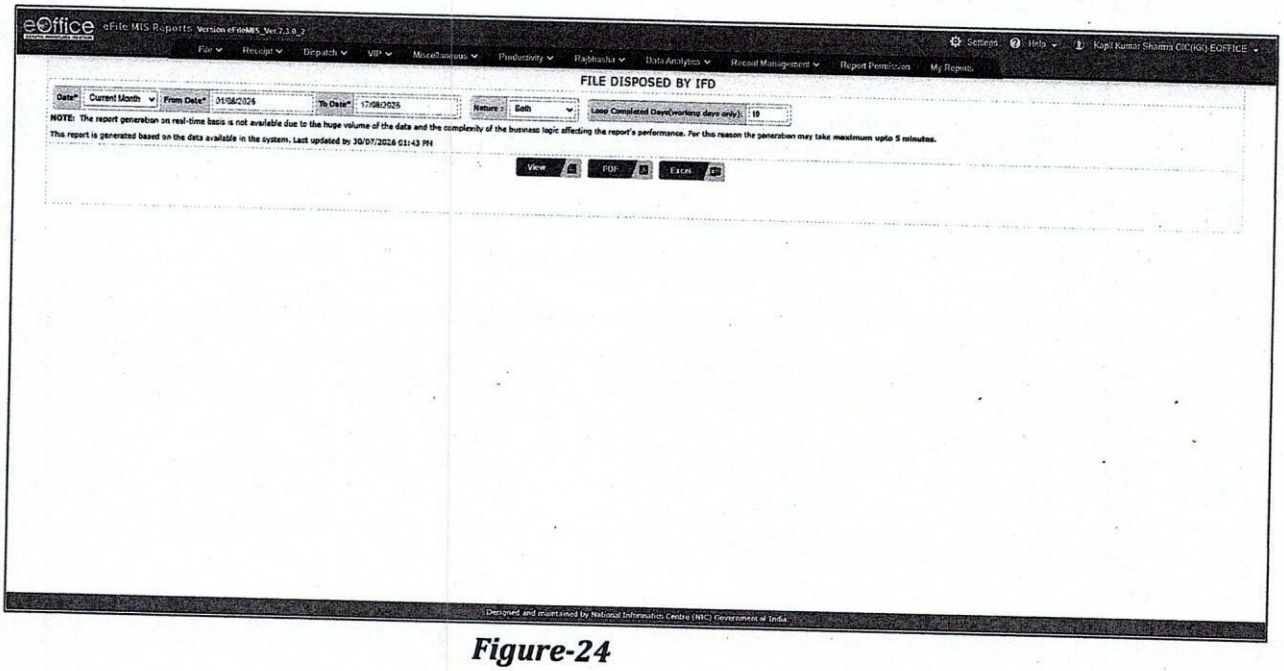

Figure-24

Input Parameters	Input Type	Default Value	Remarks
1. Date	Month	Current Month	Other value will be **Previous Month**
2. From Date	Date	1st day of the current month	
3. To Date	Date	Last day of the current month	
4. Nature	Dropdown	Both	Other values will be **Physical** and **Electronic**
5. Loops Completed Period (working days only)	Spinner/Text box	10	Provision to increase the value using Spinner. Maximum value will be 30.

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Output Parameters

I[st] Screen:

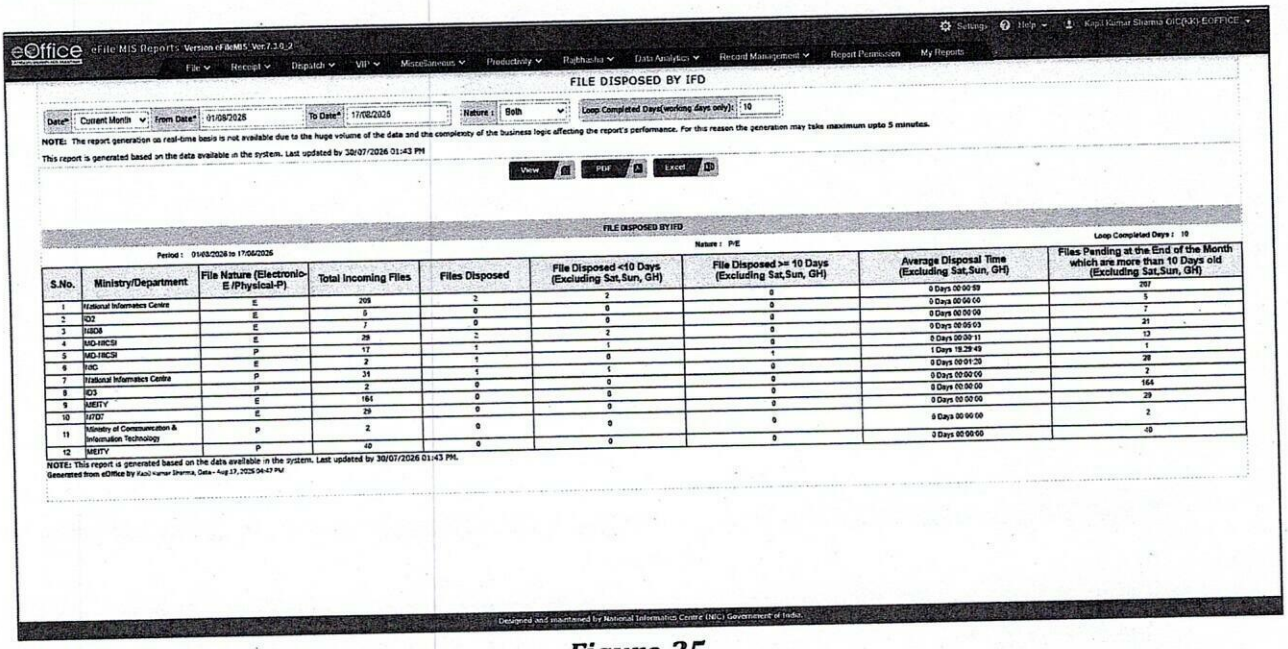

Figure-25

<NAME OF THE REPORT>		
Filter Values: Period:<>, Ministry /Department:<>, Nature:<>		
Output Columns	**Default**	**Remarks**
S.No.	Yes	
Ministry/Department	Yes	
File Nature (Electronic-E /Physical P)	Yes	
Total Incoming Files	Yes	
Files Disposed	Yes	
Files Disposed < <X> Days (Excluding Sat, Sun, GH)	Yes	
Files Disposed >= <X> Days (Excluding Sat, Sun, GH)	Yes	
Average Disposal Time(Excluding Sat, Sun, GH)	Yes	
Files Pending at the end of the month which are more than <X> days old ((Excluding Sat, Sun, GH)	Yes	

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2nd Screen- On clicking the values under the **Total Incoming Files/ Files Pending at the end of the month which are more than <X> days old ((Excluding Sat, Sun, GH)** in the 1st **screen,** following output is displayed:

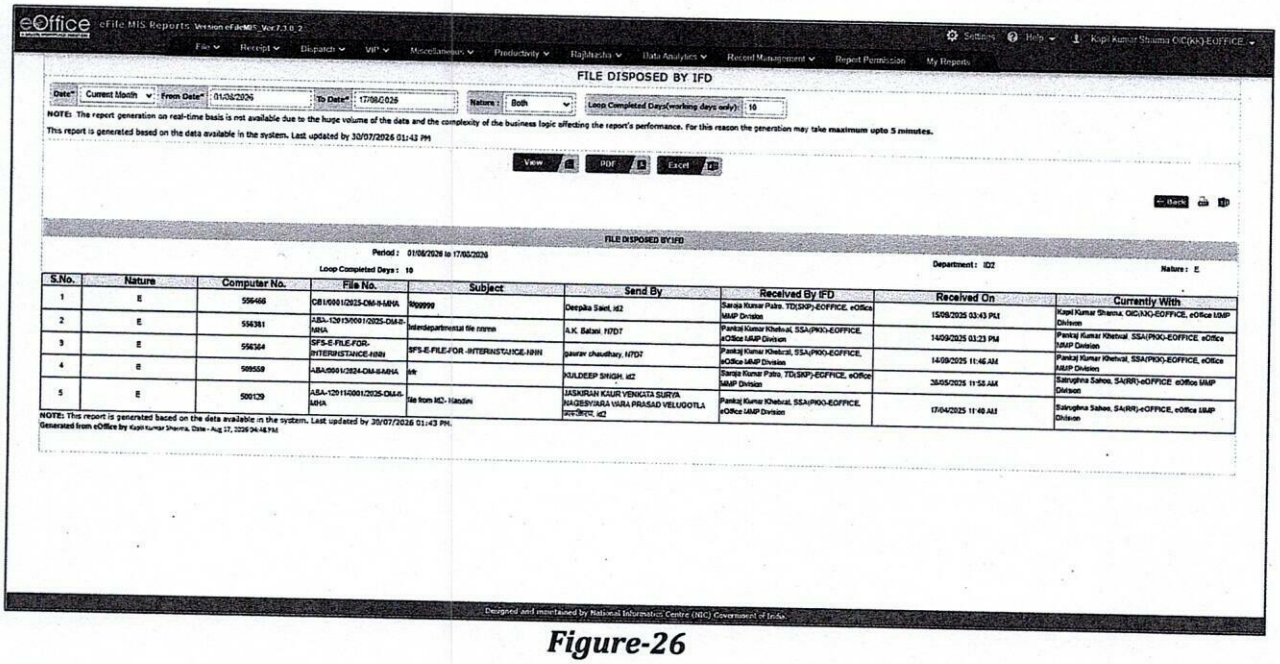

Figure-26

<NAME OF THE REPORT>		
Filter Values: Period:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Sent By	Yes	
Received By IFD	Yes	
Received On	Yes	
Currently With	Yes	

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3rd Screen- On clicking the values under the **Files Disposed / Files Disposed < <X> Days (Excluding Sat, Sun, GH)/Files Disposed >= <X> Days (Excluding Sat, Sun, GH** in the 1st **screen,** following output is displayed:

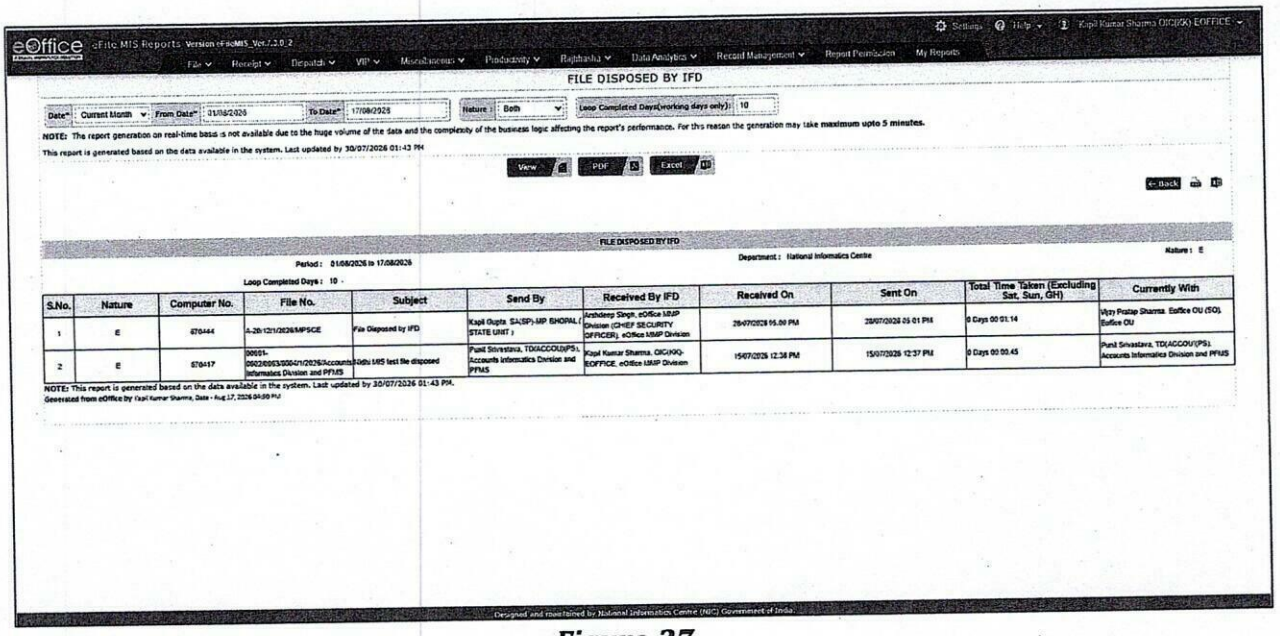

Figure-27

<NAME OF THE REPORT>		
Filter Values: Period:<>		
Output Columns:	**Default**	**Remarks**
S.No	Yes	
Nature	Yes	
Computer No.	Yes	
File No.	Yes	
Subject	Yes	
Sent By	Yes	
Received By IFD	Yes	
Received On		
Sent On	Yes	
Total Time Taken (Excluding Sat, Sun, GH)	Yes	
Currently With	Yes	

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