

1/20/2017

Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation,
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated February, 2017

CIRCULAR

Consequent upon the implementation of e-Office in the Ministry of Water Resources, River Development and Ganga Rejuvenation, all data regarding files/ receipts from FTS have been migrated to e-Office. In this regard, it is to inform that all Files/ Receipts are not getting reflected in the concerned officer's eOffice account, due to certain technical issues.

2. To retrieve all Files/Receipts, it has been suggested by NIC eOffice Unit that all Officers of the Ministry who had files/ Receipts in their individual FTS accounts can search their files through e-Office Global Search and transfer it back to their individual e-Office accounts. In order to facilitate the above an Excel Sheet containing list of all the files present in FTS has been enclosed, which may please be referred for above activity. Further it is being informed that FTS has been reactivated in "View Mode" to enable Sections to view their files.

3. In order to search and pull the files to individual e-Office Account follow the steps given below:

- i. In e-Office, click on "advanced" (present on the top right of the screen adjacent to search).
- ii. Under the "File" tab, select the following options:


1. Creation Year : Blank (delete 2017)
2. Physical Scope : Global
3. Electronic Scope: Global

- iii. Search using the "File No." or "Subject" using data from Excel Sheet.
- iv. Select the file from Search Result and Click "Pull up", then click "Ok" to transfer the selected file to individual accounts.

4. It is therefore informed that all the employees may pull their files to their individual e-Office account using the above mentioned procedure. In case of any doubt/ technical issue e-Office PMU Cell may be contacted at 23714609 or 348(Inter-com). It may kindly be noted that this exercise should be completed by 10.02.2017, positively.

This issues with the approval of JS (Admn).

Encl: as above.


 (Ashok Kumar Gupta)
 Under Secretary to the Government of India,
 Telephone :- 011-23714350

1/20/2017

To:-

- 1) PPS to Secretary, MoWR, RD & GR (By Email Only)
- 2) PS to all Wing Heads of the Ministry. (By Email Only)
- 3) All DS/ Directors and equivalent officers of MoWR, RD & GR(With a request to download the enclosed Excel Sheet from Intra-MoWR).
- 4) All Under Secretaries/ equivalent Officers. (With a request to download the enclosed Excel Sheet from Intra-MoWR).
- 5) All Sections/Units/Desk Officers of MoWR, RD & GR.(By Email Only)
- 6) Tech. Director, NIC, MoWR, RD & GR with a request to kindly upload this circular on Intra-MoWR under circulars for e-Governance.(By Email Only)

Copy for information to:-

Sh. Navdeep Singh Nagi, NIC eOffice Project team (nic-eofficepm1@nic.in)(By Email Only)