General Instructions for filling of various prescribed forms relating to consolidation of data base for implementation of e-Office in Ministry of Water Resources, provided by NIC

A. General instructions for filling for Digital Certificate form:

- 1. Applicant photo should be fixed on page-1
- 2. Col 2 (Class of Certificate required): Tick Class II
- 3. Col 3 (Certificate required Usage): Tick Individual (Signing)
- 4. Asterisk (*) marked columns should not be left blank (col 6, col8 & col 11)
- 5. Col 10 : photo copy of the document selected in the col 10 should be attached with application
- 6. Applicant must sign on page-1, page-2 & page-3 at appropriate place.
- 7. Verification and declaration by Head of Office of applicant must sign on page-2 & page-3.

B. NIC e-mail:

 The access to the e-office application will be through NIC e-mail IDs only. The Ministry officials should be identified who don't have NIC e-mail ID. Bulk email ID can be created by providing details of officers as below in MS-Excel file.

S. No	Full Name	Designation/ department/ Ministry	Preferred e-mail ID

C. <u>Employee Master Database</u>

- 1. The Employee Master Database is required in softcopy (MS-Excel) provided to Ministry by NICHQ officer.
- 2. All the columns in MS-Excel file marked with Asterisk (*) are mandatory and should not be left blank.
- 3. E-mail ID of employee should be from NIC e-mail only.

D. <u>Creation of Knowledge Management System Database(KMS)</u>

 For creation of Knowledge Management Database System (KMS) database, various types of documents w.r.t. wing/ deptts, subjects etc are required to be classified in folders & sub-folders. Ministry is requested to prepare the list of folders & sub-folders and provide these to implementation team for creating in the e-office application. DAR&PG has prepared some standard list of folders pertaining to administrative subject (copy enclosed for reference).

Guidelines for creation of KMS Database

1. 1. Identification of various types of documents (Acts, Policies, Guidelines, Office Orders,

Notifications, etc.).

1.

1.2. External

2.1. Internal

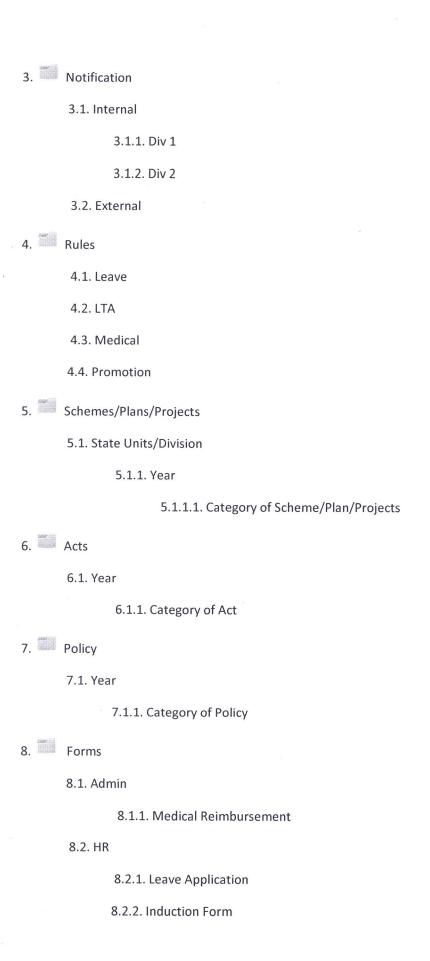
2.2. External

2.1.1. Div 1

2.1.2. Div 2

2. Office Order

2.			
3.	2. Categorization and segregation of documents based on their type, uniquely identifying the documents using a standard naming convention.		
4. 5. 6.	3. Creation of folders/sub folders based on the categorization.		
7.	4. Finalization of Meta Data (Title, Description, Type, Author, Language, Audience, Keywords, etc.) for each document. This will help in searching for and retrieving the document.		
8. 9.	5. Scanning the documents and storing them in the appropriate folders/sub folders.		
	10. 6. Uploading the scanned documents with the metadata into the KMS database.11.		
12. 13.	2. 7. Storing of physical documents in accordance with the guidelines.3.		
14.	A sample folder structure for the preparation of the KMS database is given below:		
	Circular		
	1.1. Internal		
	1.1.1. Division 1		
	1.1.2. Division 2		
	1.1.3. Division		



- 9. RTI
 - 9.1. Div 1
 - 9.2. Div 2
- 10. Training
 - 10.1. Circular
 - 10.2. Material
- 11. Documents
 - 11.1. Technical
 - 11.2. Non Technical
 - 11.3. White Paper
 - 11.4. Minutes of Meeting
 - 11.5. Discussions
- 12. Reports
 - 12.1. Annual Reports

12.1.1. Year

12.2. Monthly Progress Reports (Current year is default)

12.2.1. Year

12.2.1.1. Month