

# Atal Nagar Smart City System



## User Manual: General Workflow

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S.No.	Role	Name	Signature	Date
1	Prepared By/Updated By	Diwakar Mishra		11- April-2018
2	Reviewed By	Amit Singh		12- April-2018
3	Approved By	Raman Gulati		16- April-2018

S.No.	Role	Name	Signature	Date
1	Prepared By/Updated By	Love Prachande		01- Feb-2019
2	Reviewed By	Saurabh Sharma		02- Feb-2019
3	Approved By	Amit Singh		03- Feb-2019

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**Observation / Review Comments**

Sr	Clause No	Observation	Status(Open/closed)	Version	Date

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## 1 Module Description

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General workflow module shall facilitate recording of inward receipt and creation of noting/comments, processing of inward receipt, issuance of letter etc. This module will be the common module for NRDA to deal with various general process of NRDA and provides ease in day to day activity of department office procedure

This module shall facilitate following key functions such as;

- File Creation
- File Movement (Forward/Backward etc.)
- Entry of comments/note as being done in other modules for processing of files
- Linking of correspondence with files or notes
- Metadata tagging with letter receipt
- Tracking of File movement
- Issuance of letter
- Maintenance of records (Document Management)
- Status tracking
- All incoming/Outgoing Letters/ Communication coming from other government departments/ Offices

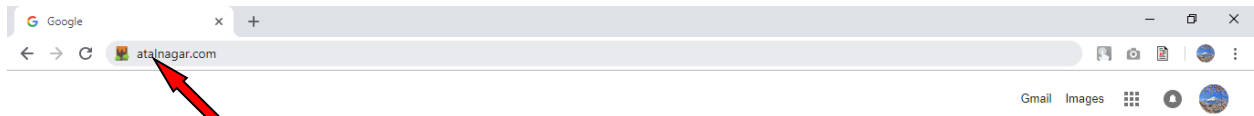
## 2 System Navigation

To open the “Smart City Application” user has to follow below mentioned steps:

- Click on icon of internet browser



- Enter the Smart City Application URL and then click enter button

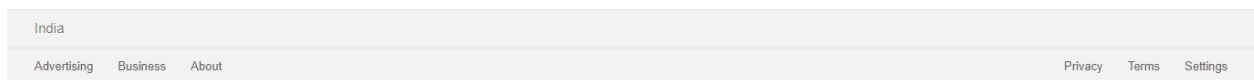


Google

Google Search

I'm Feeling Lucky

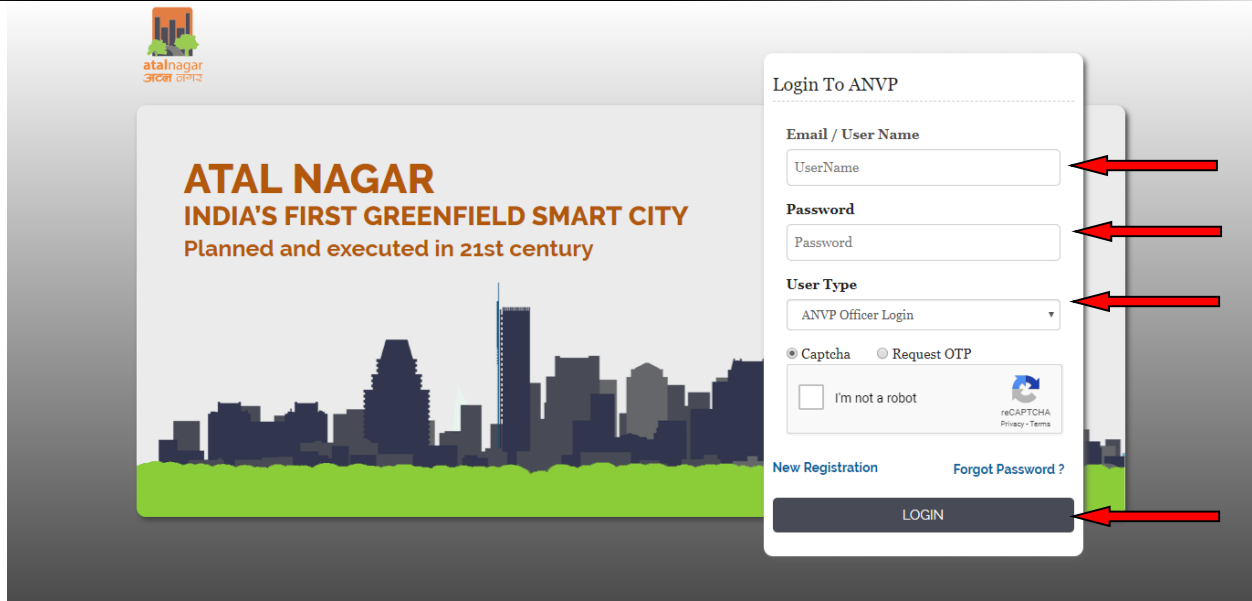
Google offered in: हिन्दी বাংলা తెలుగు मराठी தமிழ் ગુજરાતી ಕನ್ನಡ മലയാളം ਪੰਜਾਬੀ



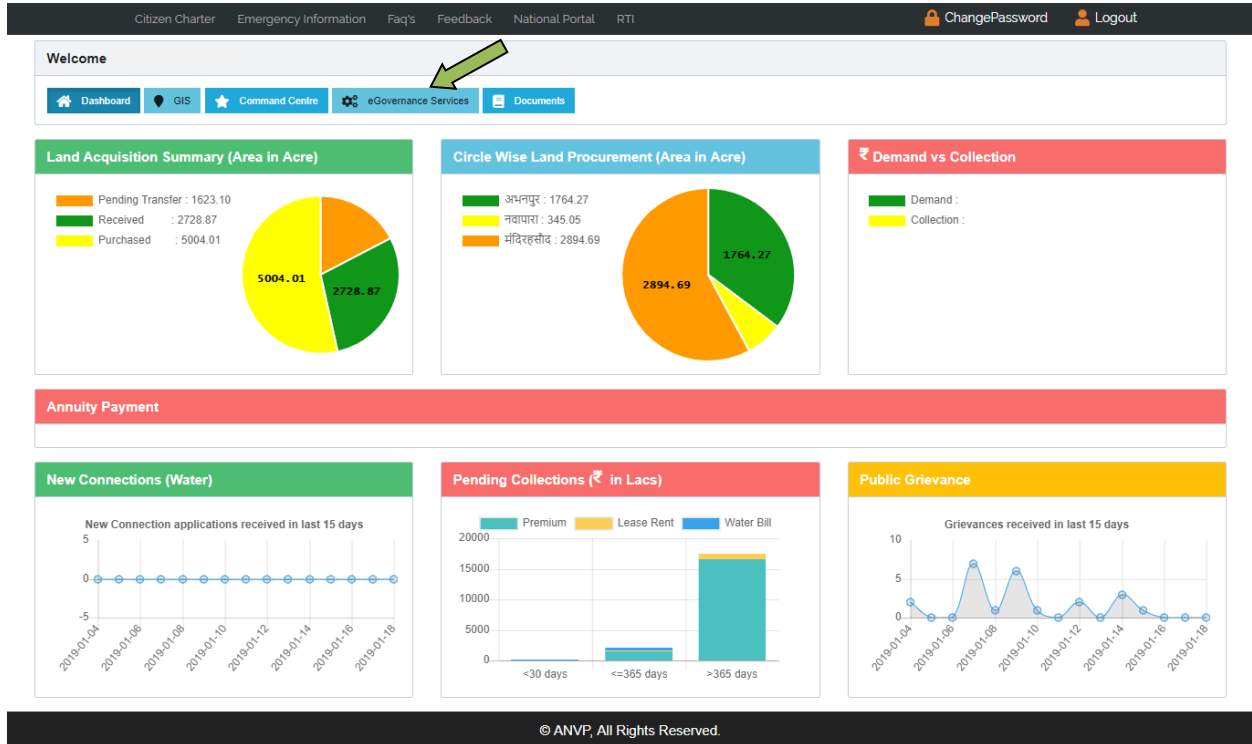
- User will be navigated to Smart City Application home page ,user has to click on “Login” button



- User will have to enter valid login credentials & Captcha, once Captcha is verified , user has to click on “Submit” button to login into system



- Once user will get logged in, user has to click on “Online Services” to get the details of application for further action



- After click on Online Services , user will get navigated to dashboard



### 3 Inward

#### 3.1 Letter Initiation

- User has to click on "Administration" menu as shown below

Build Version: 1.0.0.3

Pragya sahu

English

Home Dashboard

ERP

Administrative Section: My Inbox 0, Other 766

Estate & Project Section: My Inbox 4, Other 92

Land Section: My Inbox 0, Other 70

Public Relation Office: My Inbox 0, Other 217

Estate Over Due Payments: Premium 226, Lease/License 882

Development/Bank Guarantees: Development 0, Guarantees 1

File No.	Subject	Action
INWD201800005		
INWD201800009		
INWD201800018		
INWD201800069		
ANVP/ADMINSEC/2018//00334	Preapare Budget for the year 2019-20	

Alerts

From : Citizen  
Subject: PROJECT SCRUTINY  
Ref App No. : 201901197611330002  
Message : Fresh Application Received on24/01/2019  
Date Of Receiving. : 24/01/2019

From : Citizen  
Subject: ONLINE RTI  
Ref App No. : 20190120498620030  
Message : Fresh Application Received on24/01/2019  
Date Of Receiving. : 24/01/2019

- After click on “Administration”, user has to click on “Inward” sub menu as shown below

The screenshot shows the eGovernance portal dashboard. At the top, it displays 'Build Version: 1.0.0.3' and the user 'Pragya sahu'. The dashboard is divided into several sections: Home, Dashboard, ERP, and a main menu. The main menu includes 'eGovernance' and 'General Service'. Under 'General Service', there are various options like 'Payment Collection', 'Pending Property Bill', 'Process Legal Invoice', 'Collect Lease Payments', 'Generate Bill', 'Manage Water Reading', 'Manage Advocate', 'Outward/Inward', 'Conduct Draw', 'Inward', 'Daak Management', 'Certificate Template', 'Application Fees', 'Water Sur Charges', 'Water Charges', and 'Fees For Services'. The 'Inward' option is highlighted with a red arrow. Below the main menu, there are buttons for 'Public Relation Office', 'Administrative Section', 'Land Section', 'Estate & Project Section', and 'Estate Section'. The main content area shows a grid of sections: 'Administrative Section' (My Inbox: 0, Other: 766), 'Estate & Project Section' (My Inbox: 4, Other: 92), 'Land Section' (My Inbox: 0, Other: 70), 'Public Relation Office' (My Inbox: 0, Other: 217), 'Estate Over Due Payments' (Premium: 226, Lease/License: 882), and 'Development/Bank Guarantees' (Development: 0, Guarantees: 1). Below this grid, there are two tables: 'File Movement' and 'ERP Alerts'. The 'File Movement' table has columns for 'File No.', 'Subject', and 'Action'. It lists several file numbers and their subjects, including 'ANVP/ADMINSEC/2018/00334' with the subject 'Preapare Budget for the year 2019-20'. The 'ERP Alerts' table is currently empty.

- Once after click on “Inward” ,user can view the multiple menu to perform different tasks
- To notify the receiving of physical letter user has to click on “Receive” file menu as shown below

The screenshot shows the 'Inward' sub-menu. At the top, it displays 'Build Version: 1.0.0.3' and the user 'Pragya sahu'. The sub-menu is divided into several sections: Home, Dashboard, ERP, and a main menu. The main menu includes 'eGovernance' and 'General Service'. Under 'General Service', there are various options like 'Payment Collection', 'Pending Property Bill', 'Process Legal Invoice', 'Collect Lease Payments', 'Generate Bill', 'Manage Water Reading', 'Manage Advocate', 'Outward/Inward', 'Conduct Draw', 'Inward', 'Daak Management', 'Certificate Template', 'Application Fees', 'Water Sur Charges', 'Water Charges', and 'Fees For Services'. The 'Inward' option is highlighted with a red arrow. Below the main menu, there are buttons for 'Public Relation Office', 'Administrative Section', 'Land Section', 'Estate & Project Section', and 'Estate Section'. The main content area shows a grid of sections: 'Administrative Section' (My Inbox: 0, Other: 766), 'Estate & Project Section' (My Inbox: 4, Other: 92), 'Land Section' (My Inbox: 0, Other: 70), 'Public Relation Office' (My Inbox: 0, Other: 217), 'Estate Over Due Payments' (Premium: 226, Lease/License: 882), and 'Development/Bank Guarantees' (Development: 0, Guarantees: 1). Below this grid, there are two tables: 'File Movement' and 'ERP Alerts'. The 'File Movement' table has columns for 'File No.', 'Subject', and 'Action'. It lists several file numbers and their subjects, including 'ANVP/ADMINSEC/2018/00334' with the subject 'Preapare Budget for the year 2019-20'. The 'ERP Alerts' table is currently empty.

- User has to upload the letter by clicking on Upload option as shown below

Build Version: 1.0.0.3

Pragya sahu

English

Home Dashboard

ERP

Recieve Letter Received Letters Inbox Outbox Sent Parked Files

Recieve Letter

Upload Document

Subject

File/Letter No(if any)

From Department

Sender

Mode By Post

Address

Summary

Select Department Select Person

Select Action Select Action

Add More

Submit

- User has to fill all the details related to letter received in text boxes/drop down provided
- Once after filling the letter details , user the can mark the letter to concerned officer and click on “Submit” button as shown below

Build Version: 1.0.0.3 Pragya sahu

English

Home Dashboard

ERP

- > eGovernance
- > General Service
- > Public Relation Office
- > Administrative Section
- > Land Section
- > Estate & Project Section
- > Estate Section

Inward

Recieve Letter Received Letters Inbox Outbox Sent Parked Files

Recieve Letter

E-CHALLAN Nagar Vikas Pradhikaran

32-2019 Dept Copy  
6200002 Date 21-01-2019

10.0  
Ten rupees Only

Payee Details  
201901204982800009

Raipur, RAIPUR, 492001

USE IN RECEIVING BANK

E-CHALLAN Atal Nagar Vikas Pradhikaran

Valid Upto 21-02-2019 Remmitter Copy  
Challan No 2019200002 Date 21-01-2019

Amount (Rs.) 10.0  
In Words Ten rupees Only

Payee Details  
Reference No. 201901204982800009  
ONLINE RTI

Remmitter  
Address Raipur, RAIPUR, 492001

FOR USE IN RECEIVING BANK

Subject Q&M

File/Letter No(if any) 12

From Department Estate

Sender Pragya

Mode By Hand

Address Atal nagar

Summary

Select Department Public Health and

Select Person Shivendra Nath

Add More

Submit

### 3.2 Letter review and approval

- Once entering valid login credential user can the view the details available on the dashboard

Build Version: 1.0.0.3 Shivendra Nath

English

Home Dashboard

ERP

- > eGovernance
- > General Service
- > Administrative Section
- > Public Health and Engineering

Administrative Section My Inbox 163 Other 1274

Public Health and Engineering My Inbox 33 Other 353

File No.	Subject	Action
INWD201800060		
INWD201800062		
INWD201800064		
INWD201800075		
INWD201800076		

ERP Alerts

Shivendra Nath Now leave is confirmed and approved  
[Click here to open](#)

Shivendra Nath Now leave is confirmed and approved  
[Click here to open](#)

Alerts

Subject:  
Ref App No. : 201901207816250031  
Message : Application Arrived  
Date Of Receiving. : 25/01/2019

- User has to click on "Administration" Menu as shown above
- User has to click on Inward as shown below

Build Version: 1.0.0.3 24 Shivendra Nath

English

Home Dashboard

ERP

eGovernance

General Service

- Payment Collection
- Pending Property Bill
- Collect Lease Payments
- Generate Bill
- Manage Water Reading
- Manage Advocate
- OutwardInward
- Conduct Draw
- Inward
- Daak Management

Administrative Section

Public Health and Engineering

**Administrative Section**

My Inbox: 163 | Other: 1274

**Public Health and Engineering**

My Inbox: 33 | Other: 353

**File Movement**

File No.	Subject	Action
INWD201800060		
INWD201800062		
INWD201800064		
INWD201800075		
INWD201800076		

**ERP Alerts**

Shivendra Nath Now leave is confirmed and approved   
 [Click here to open](#)

Shivendra Nath Now leave is confirmed and approved   
 [Click here to open](#)

**Alerts**

From : V.R. Meshram  
Subject:  
Ref App No. : 201901207814370030  
Message : Application Arrived  
Date Of Receiving. : 25/01/2019

From :  
Subject:  
Ref App No. : 201901207814370030  
Message : Application Arrived  
Date Of Receiving. : 25/01/2019

- User has to click on Put in File menu to put the letter into file as shown below

Build Version: 1.0.0.3 22 Shivendra Nath

English

Home Dashboard

ERP

eGovernance

General Service

Administrative Section

Public Health and Engineering

**Inward**

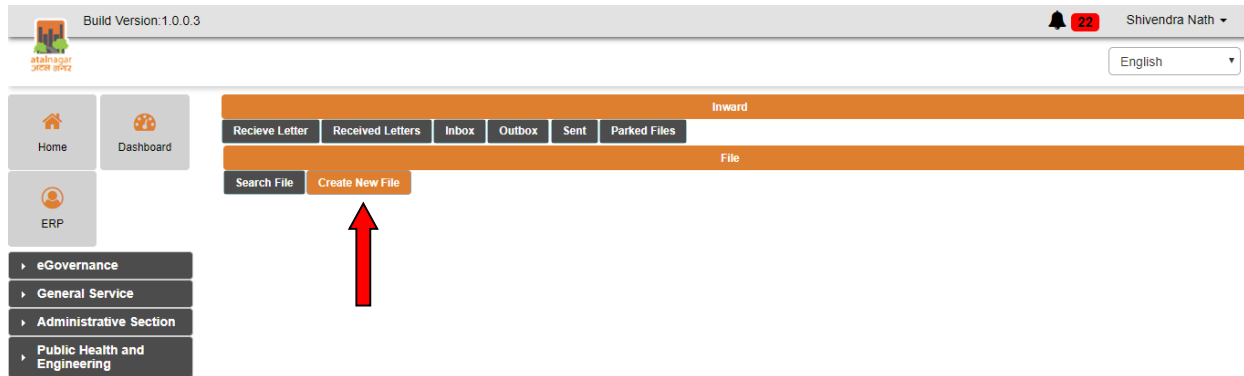
Receive Letter | Received Letters | **Inbox** | Outbox | Sent | Parked Files

Received Letters

Letter Number :

Number	Subject	From User	Date	To User	Uploaded Letter	Put Up File No.	Action
INWD201800060	NRDA	Msimour	23/08/2018 11:29 AM	Shivendra Nath	CollectorNoc_201808186870010.pdf		<input type="button" value="PutUp on"/>
INWD201800062	NRDA	R.P Shrivastava	23/08/2018 12:44 PM	Shivendra Nath	201808186870009_(2).pdf		<input type="button" value="PutUp on"/>
INWD201800064	Inward Letter	R.P Shrivastava	23/08/2018 12:55 PM	Shivendra Nath	201808186870009_(2).pdf		<input type="button" value="PutUp on"/>
INWD201800075	Test File	Pragya sahu	22/09/2018 11:56 AM	Shivendra Nath	Journal Voucher.pdf	NRDA/ADMINSEC/2018/nrda21/00156	
INWD201800076	Account	Pragya sahu	22/09/2018 12:52 PM	Shivendra Nath	Journal Voucher.pdf	NRDA/ADMINSEC/2018/nrda21/00156	
INWD201800077	ABCD	Pragya sahu	22/09/2018 01:01 PM	Shivendra Nath	Journal Voucher.pdf		<input type="button" value="PutUp on"/>
INWD201800078	Test	Siya Ram Sahu	24/09/2018 07:10 PM	Shivendra Nath	BSUPMIQ2015315_BILL_(3).pdf	NRDA/PHE/2018/123/00275	
INWD201900108	Q&M	Pragya sahu	25/01/2019 03:47 PM	Shivendra Nath	2019200002.pdf		<input type="button" value="PutUp on"/>

- User can click on Search File or Create New File, if user want to attach the letter with existing file then user can search the file or else can create new file by clicking on “Create New File “as shown below:



User has to enter all the details in the fields provided as shown below.

Build Version: 1.0.0.3 Shivendra Nath

Home Dashboard

ERP

eGovernance  
General Service  
Administrative Section  
Public Health and Engineering

Inward

Receive Letter Received Letters Inbox Outbox Sent Parked Files

File

Search File Create New File

Subject: Project

File No.: 12 Letter Type: File/फाइल Category: RTI/जन सूचना From: Administrative Section

To Department: Administrative To Name: Shivendra To Designation: SE To Address: ANVP

Write Noting Content

Create View

Content

Shivendra Nath(SE)	28/01/2019 11:32 AM
RTI Notesheet	

Create Upload

Upload letter

2019200002.pdf

Save as Draft or Select Department: Select User to Forward: Select Add Multiple User Submit and Forward

Clear

- After entering all the fields user can mark the file to relevant user by selecting the department and user name from the dropdown provided

- Once after entering the valid login credential user will get navigated to dashboard as shown below

Build Version:1.0.0.3 Anil yadav

English

Home Dashboard ERP

Administrative Section Public Health and Engineering

My Inbox 22 Other 1417 My Inbox 10 Other 376

File No.	Subject	Action
INWD201800080		
800085		
NRDA/PROJSECT/2018/123/00250	New File 14th August	
INWD201800099		
INWD201800101		

ERP Alerts

Alerts

From : Citizen  
Subject: ONLINE RTI  
Ref App No. : 201901204986620030  
Message : Fresh Application Received on24/01/2019  
Date Of Receiving. : 24/01/2019

From : Citizen  
Subject: ONLINE RTI  
Ref App No. : 201901204985780031  
Message : Fresh Application Received on24/01/2019  
Date Of Receiving. : 24/01/2019

- User has to navigate to “Inward” menu as shown below

Build Version:1.0.0.3 Anil yadav

English

Home Dashboard ERP

Administrative Section Public Health and Engineering

My Inbox 22 Other 1417 My Inbox 10 Other 376

File No.	Subject	Action
INWD201800080		
INWD201800085		
NRDA/PROJSECT/2018/123/00250	New File 14th August	
INWD201800099		
INWD201800101		

ERP Alerts

Alerts

From : R.P Shrivastava  
Subject:  
Ref App No. : 201901104670100674  
Message : Application Arrived  
Date Of Receiving. : 24/01/2019

From : Citizen  
Subject: ONLINE RTI  
Ref App No. : 201901204986620030  
Message : Fresh Application Received on24/01/2019  
Date Of Receiving. : 24/01/2019

From : Citizen  
Subject: ONLINE RTI  
Ref App No. : 201901204985780031  
Message : Fresh Application Received

Payment Collection  
Pending Property Bill  
Process Legal Invoice  
Collect Lease Payments  
Generate Bill  
Manage Water Reading  
Manage Advocate  
Outward/Inward  
Inward  
Daak Management  
Administrative Section

- User can view the view the file by clicking on “View File” link or user can also edit the permissible value by clicking on Edit icon as shown below



Build Version:1.0.0.3 Anil yadav

English

Home Dashboard

ERP

- > eGovernance
- > General Service
- > Administrative Section
- > Public Health and Engineering

Inward

Recieve Letter Received Letters **Inbox** Outbox Sent Parked Files

File No.	Subject	From Department	Action
NRDA/PROJSECT/2018/123/00250	New File 14th August	Estate & Project Section	<a href="#">View File History</a>
ANVP/ADMINSEC/2018//00334	Preapare Budget for the year 2019-20	Administrative Section	<a href="#">View File History</a>
ANVP/ADMINSEC/2019/12/00393	Project	Administrative Section	<a href="#">View File History</a>

On Department Head Section User can approve the letter by clicking on Forward/Approve button and then mark the letter for dispatch as shown below.

Build Version:1.0.0.3 S. R. Shrivastava

English

Home Dashboard

ERP

- > eGovernance
- > General Service
- > Planning Section
- > Administrative Section
- > Estate & Project Section

Inward

Recieve Letter Received Letters **Inbox** Outbox Sent Parked Files

Subject: Project

File No.: ANVP/ADMINSEC/2019/12 Letter Type: File/फाइल Category: RTI/जन सूचना From: Administrative Section

To Department: Administrative To Name: Shivendra To Designation: SE To Address: ANVP

Write Noting Content

Create View

Content	
Shivendra Nath(SE) TO E&C	28/01/2019 02:02 PM
Anil yadav(SUE) Approved	28/01/2019 01:51 PM
Shivendra Nath(SE) RTI Notesheet	28/01/2019 11:32 AM

Create Document

Create Upload

Upload letter

DFAs			
File No.	Subject	Status	Created/Approved By
ANVP/ADMINSEC/2019/12/00393-1	Project	DFA	Shivendra Nath

Received Letters			
Letter No	Subject.	Created/Approved By	Date
INWD201900108	Q&M	Pragya sahu	25/01/2019 03:47 PM

Select Department:  User to Forward: 
Add Multiple User
Forward or **Approve**
Clear

- After entering the valid login credential, user can view the dashboard as shown below

The dashboard displays a top navigation bar with 'Build Version: 1.0.0.3', a notification bell with '18', and the user name 'Pragya sahu'. A language dropdown is set to 'English'. The main content area is divided into several sections:

- Administrative Section:** My Inbox (0), Other (766)
- Estate & Project Section:** My Inbox (4), Other (92)
- Land Section:** My Inbox (0), Other (70)
- Public Relation Office:** My Inbox (0), Other (217)
- Estate Over Due Payments:** Premium (227), Lease/License (882)
- Development/Bank Guarantees:** Development (0), Guarantees (1)
- File Movement:** A table with columns for File No., Subject, and Action. It lists several files, including 'ANVP/ADMINSEC/2018/00334' with the subject 'Preapare Budget for the year 2019-20'.
- ERP Alerts:** A section for alerts, currently empty.
- Alerts:** A list of messages, including 'Message : Fresh Application Received on 24/01/2019' and 'Message : Application Arrived'.

- User can update the status of dispatch by selecting the Inward/Outward menu under Administration as shown below
- User has to click on edit button to update the status of dispatch

The screenshot shows the 'Outward' dispatch status page. The top navigation bar is identical to the dashboard. The main content area features a table with the following data:

File No.	Department	Document Name	Created Date	Action
201901218258050012	Planning Section	<a href="#">View Document</a>	28/01/2019	<a href="#">Edit</a>
201901207814370030	Administrative Section	<a href="#">View Document</a>	25/01/2019	<a href="#">Edit</a>
INWD201900108	Public Health and Engineering	<a href="#">View Document</a>	25/01/2019	<a href="#">Edit</a>
201901207818170029	Administrative Section	<a href="#">View Document</a>	25/01/2019	<a href="#">Edit</a>
201901165810790005	Legal Section	<a href="#">View Document</a>	25/01/2019	<a href="#">Edit</a>
201901207812660028	Administrative Section	<a href="#">View Document</a>	25/01/2019	<a href="#">Edit</a>
201901204986620030	Administrative Section	<a href="#">View Document</a>	24/01/2019	<a href="#">Edit</a>
201901207812330027	Administrative Section	<a href="#">View Document</a>	24/01/2019	<a href="#">Edit</a>
201901217413010013	Planning Section	<a href="#">View Document</a>	24/01/2019	<a href="#">Edit</a>
201901217415470012	Planning Section	<a href="#">View Document</a>	24/01/2019	<a href="#">Edit</a>

At the bottom of the table, there is a pagination control showing '1' selected out of 10 items.

- User can update the dispatch details as shown below

The screenshot shows a web application interface with a sidebar on the left containing navigation options like Home, Dashboard, ERP, and eGovernance. The main content area displays a table with columns for File No., Department, Document Name, Created Date, and Action. A modal window titled 'Date of Delivery' is open, allowing users to update dispatch details. The modal contains the following fields:

- Recipient Name (text input)
- Address (text input)
- Subject (text input)
- Dispatch Mode (dropdown menu, currently set to 'By Post')
- Expected Delivery Date (date input)
- Tracking No. (text input)
- Tracking Url (text input)
- Submit button

The table in the background contains the following data:

File No.	Department	Document Name	Created Date	Action
201901218258050012	Planning Section	<a href="#">View Document</a>	28/01/2019	<a href="#">Edit</a>
201901207814370030	Admi		5/01/2019	<a href="#">Edit</a>
INWD201900108	Publi		5/01/2019	<a href="#">Edit</a>
201901207818170029	Admi		5/01/2019	<a href="#">Edit</a>
201901165810790005	Legis		5/01/2019	<a href="#">Edit</a>
201901207812660028	Admi		5/01/2019	<a href="#">Edit</a>
20190120498620030	Admi		4/01/2019	<a href="#">Edit</a>
201901207812330027	Admi		4/01/2019	<a href="#">Edit</a>
201901217413010013	Planning Section	<a href="#">View Document</a>	24/01/2019	<a href="#">Edit</a>
201901217415470012	Planning Section	<a href="#">View Document</a>	24/01/2019	<a href="#">Edit</a>

User can view all the dispatched letter as shown below

Build Version: 1.0.0.3 Pragya sahu

English

Home Dashboard

ERP

- > eGovernance
- > General Service
- > Public Relation Office
- > Administrative Section
- > Land Section
- > Estate & Project Section
- > Estate Section

Pending For Dispatch		Dispatched							
Dispatched									
File No.	Department	Service	Document Name	Tracking Url	Tracking Number	Status	Expected Delivery Date	Update Delivery Details	
INWD201800078	PHE	INW	<a href="#">View Document</a>	re	123	Delivered	24/09/2018	<a href="#">Update Details</a>	
ANVP/ENVDEPT/2018/123/00351	ENVDEPT		<a href="#">View Document</a>	www.test.com	12345	Pending	07/12/2018	<a href="#">Update Details</a>	
INWD201800100	ADMINSEC	INW	<a href="#">View Document</a>	www.alahagar.com	675	Delivered	21/12/2018	<a href="#">Update Details</a>	
MIGESLPR9102018V074-81	LAEM	ESLP	<a href="#">View Document</a>		456	Pending	24/12/2018	<a href="#">Update Details</a>	
INWD201800101	PHE	INW	<a href="#">View Document</a>			Pending	24/12/2018	<a href="#">Update Details</a>	
INWD201800105	PHE	INW	<a href="#">View Document</a>	www.test.com	7865432	Delivered	29/12/2018	<a href="#">Update Details</a>	
201901218258050012	PLANSEC	OPNOC	<a href="#">View Document</a>	firstfly	28432	Pending	28/01/2019	<a href="#">Update Details</a>	

## 4 Daak

### 4.1 Letter Creation

- User has to click on “Daak Management” menu under “Administration” menu and user has to click on Create to enter the details of letter which needs to be sent, below is the screen for entering details

Build Version: 1.0.0.3

Pragya sahu

English

Create Pending Task Inbox Outbox Sent Parked Files

Create File

Subject

File Number 12 Letter Type File/फाइल Category RTI/जन सूचना From Land Section

To Department collector To Name pragya To Designation Collector To Address Raipur

Write Noting Content

Create View

Download Noting

Pragya sahu(SUE) 28/01/2019 02:38 PM

Notesheet to Collector

Create Document

Create Upload

Upload letter

201901104670100674.pdf

Save as Draft or Select Department Administrative Section User to Forward Yashwant Shiledar Add Multiple User Submit and Forward

Clear

- Once after entering all the details , user can forward the letter to relevant user by selecting the “Department” and the “User” from the drop-down as shown above.

## 4.2 Letter Approval

- After entering valid login credential user will get navigated to below shown dashboard

The screenshot shows a dashboard for user Yashwant Shiledar. The top bar includes the build version (1.0.0.3), a notification bell with 12 alerts, and a language dropdown set to English. The main area is divided into sections: Administrative Section (My Inbox: 5, Other: 668) and Planning Section (My Inbox: 4, Other: 109). Below these are 'File Movement' and 'ERP Alerts' tables. A red arrow points to the 'General Service' menu item in the left sidebar.

- User has to select “Daak Management” sub menu under “Administration” menu and user can take further action on the file as shown by clicking on edit

The screenshot shows the 'Inbox' view of the system. The top bar is the same as the previous screenshot. The main area displays a table with columns: File No., Subject, From Department, and Action. A red arrow points to the 'View File History' link in the Action column for the file ANVP/LAEM/2019/12/00394.

File No.	Subject	From Department	Action
ANVP/LAEM/2019/12/00394	subject	Land Section	<a href="#">View File History</a>

- User can view all the details mentioned in the letter as shown below

Build Version: 1.0.0.3 Yashwant Shiledar

Home Dashboard

ERP

eGovernance  
General Service  
Planning Section  
Administrative Section

Create Pending Task Inbox Outbox Sent Parked Files

Create File

Subject: subject

File Number: ANVP/LAEM/2019/12/0039 Letter Type: File/फाइल Category: RTI/जन सूचना From: Select Department

To Department: collector To Name: pragya To Designation: Collector To Address: Raipur

Write Noting Content

Create View

Download Noting

Pragma sahu(SUE) 28/01/2019 02:38 PM

Notesheet to Collector

Create Document

Create Upload

Upload letter

File No.	Subject	Status	Created/Approved By	Date
ANVP/LAEM/2019/12/00394-1	subject	DFA	Pragma sahu	28/01/20

Select Department: Select User to Forward: Select Add Multiple User Forward or Approve Clear

- User can either forward the letter for further approval or approve the letter and also, user can click on vehicle icon to send the letter to dispatch as shown above

## 5 Other function

### 5.1 Pending task

Pending Task refers to the task which is saved in draft mode and action yet to be taken on it or forwarded to the next level.

Build Version: 1.0.0.3 Yashwant Shiledar

atalnagar अताल नगर

English

Create Pending Task **Inbox** Outbox Sent Parked Files

Search File

Subject :  File No. :

Search

File No.	Subject	Department	Action
No record found with given criteria			

Home Dashboard

ERP

- eGovernance
- General Service
- Planning Section
- Administrative Section

## 5.2 Inbox

Inbox refers to the task which is arrived in the login of user for the action such as View File, Receive File, Park File.

Build Version: 1.0.0.3 Yashwant Shiledar

atalnagar अताल नगर

English

Create Pending Task **Inbox** Outbox Sent Parked Files

Search File

Subject :  File No. :

Search

File No.	Subject	Department	Action
No record found with given criteria			

Home Dashboard

ERP

- eGovernance
- General Service
- Planning Section
- Administrative Section

## 5.3 Outbox

Outbox refers to the task which is sent to another user for action, and the action yet to be taken by other user or yet to be viewed.



Build Version:1.0.0.3 Yashwant Shiledar

English

Home Dashboard ERP

[Create](#)
[Pending Task](#)
[Inbox](#)
[Outbox](#)
[Sent](#)
[Parked Files](#)

**Outbox**

File No.	Subject	Department	Forwarded Department	Forwarded User	Action
ANVP/ENG/2019/763/00377	Test	Engineering Section	Engineering Section	enc	<a href="#">Revoke History</a> <a href="#">View File</a>
ANVP/ENG/2019/543/00376	Engineering	Engineering Section	Engineering Section	enc	<a href="#">Revoke History</a> <a href="#">View File</a>
ANVP/PHE/2019/789/00375	Test 786	Public Health and Engineering	Engineering Section	enc	<a href="#">Revoke History</a> <a href="#">View File</a>
ANVP/ADMINSEC/2018//00334	Preapare Budget for the year 2019-20	Administrative Section	Public Health and Engineering	anlnrda	<a href="#">Revoke History</a> <a href="#">View File</a>

1

## 5.4 Sent

Sent refers to the task which is sent to another user for action and that user taken the action on it or viewed the file.

Build Version:1.0.0.3 Yashwant Shiledar

English

Home Dashboard ERP

[Create](#)
[Pending Task](#)
[Inbox](#)
[Outbox](#)
[Sent](#)
[Parked Files](#)

**Sent**

File No.	Subject	Department	Forwarded Department	Forwarded User	Action
ANVP/ADMINSEC/2018//00334	Preapare Budget for the year 2019-20	Administrative Section	Estate & Project Section	pragyasahu06	<a href="#">View File History</a>
ANVP/ENG/2018/123/00368	Test	Engineering Section	Public Health and Engineering	anlnrda	<a href="#">View File History</a>

1

[eGovernance](#)
[General Service](#)
[Planning Section](#)
[Administrative Section](#)

## 5.5 Parked Files

Parked files refers to the action where user can park the files for some time.

Build Version: 1.0.0.3 Yashwant Shiledar

English

Home Dashboard

ERP

eGovernance  
General Service  
Planning Section  
Administrative Section

Create Pending Task Inbox Outbox Sent **Parked Files**

Parked Files		
File No.	Subject	Action
ANVP/PHE/2019/45/00374	test Noting	

## 5.6 Saving as Draft

This refers to the task, saving file/letter as drafts. User can save file/letters as a draft to be completed and sent at a later time. Draft files/letters are saved in application until you send them or delete them from the application.

## 5.7 Receiving of file

This refers to the action where user can click to receive the file from other user.

Build Version: 1.0.0.3 Yashwant Shiledar

English

Home Dashboard

ERP

eGovernance  
General Service  
Planning Section  
Administrative Section

Create Pending Task Inbox **Outbox** Sent Parked Files

Inbox			
File No.	Subject	From Department	Action
ANVP/LAEM/2019/12/00394	subject	Land Section	<a href="#">View File History</a>

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## 6 Do's and Don'ts

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- 1 After completing all the activities, always click on “Logout” button
- 2 Always change the password within 15 days of interval
- 3 Upload only relevant data into the system
- 4 Do not shutdown the system without closing all the file and folder s
- 5 Read the validation/alert messages carefully

**END OF THE DOCUMENT**