



Directorate of Computer Center, Davangere University

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E-Office Report

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1 Introduction

e-Office is a Mission Mode Project (MMP) under the National e-Governance Programme of the Government. The product is developed by National Informatics Centre (NIC) and aims to usher in more efficient, effective and transparent inter-government and intra-government transactions and processes.

The product is built as single reusable system by bringing together independent functions and systems under a single framework to enhance transparency, increase accountability and transform the government work culture and ethics.

Benefits of e-Office:

- 1. Enhance transparency
- 2. Increase accountability
- 3. Assure data security and data integrity
- 4. Promote innovation by releasing staff energy and time from unproductive procedures
- 5. Transform the government work culture and ethics

1.1 e-Office Products Suite

A brief highlights...

- 1. File Management System (e-File) automates the processing of files and receipts. This includes creation of files (electronic and physical both kind of files), movement of files in the workflow, tracking of files and their management.
- 2. Knowledge Management System (KMS) acts as a centralized repository of various documents such as acts, policies and guidelines.
- 3. Collaboration and Messaging Services (CAMS) for internal collaboration and messaging.
- 4. Leave Management System (eLeave) automates the leave application and approval process.
- 5. Tour Management System (eTour) automates employee tour programmes.
- 6. Personnel Information Management System (PIMS) manages employee records and the output of PIMS is eService Book.
- 7. Property Return Information System Management (PRISM) for electronic filing of Asset and Liability Declaration, in accordance with the Lokayukt Act-2013 of Government of India.

8. Smart Performance Appraisal Report Recording Online Window (SPARROW) application for electronic filing of Performance Appraisal Report (PAR) as per the defined channel of submission.

1.2 File Management System (e-File)

e-File is a workflow based system that replaces the existing manual handling of files with a more efficient electronic system.

This system involves all stages, including the electronic diarization of inward correspondence, creation of files, movement of correspondences and files, electronic signing of noting and drafts using Digital Signature Certificates (DSC), eSign, and finally, the archival of records. Figure 1 shows some highlights of e-File.

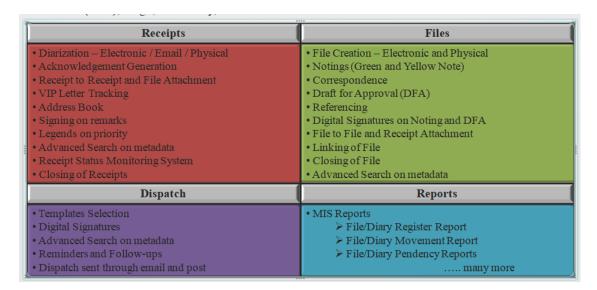


Figure 1: File Management System (e-File)

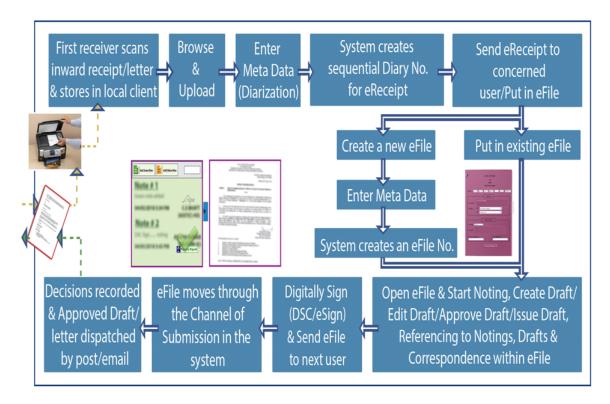


Figure 2: File Management System (e-File)

1.3 File Movement Process

e-File helps streamline the file movement process in the following ways:

- 1. Scanning and diarization of inward letters: Incoming correspondence need no longer be tracked through manual registers. e-Office facilitates scanning of receipts and their conversion into a format suitable for further processing in e-Office
- 2. Digital signatures: Once converted to electronic form, the system ensures that receipts are 'sent' and 'delivered' securely. Digital signatures are used to authenticate users.
- 3. Route files to appropriate authorities: e-Office creates an electronic environment that replaces the paper file system. It has features that allow selection of the next recipient in the workflow.
- 4. Set due dates and reminders: The sender of a document can request the receiver to respond by a certain date and also trigger reminders before and after the due date.
- 5. Search and view files: Since files are maintained electronically in a central repository, e-Office provides users the facility to search files based on recipient, subject, and other keywords.

- 6. Identify pending files and receipts and their pendency
- 7. Identify special files (e.g. VIP references, Parliament matters)
- 8. Generate reports on file creation and movement e-File helps streamline the file movement process in the following ways:
- 9. Scanning and diarization of inward letters: Incoming correspondence need no longer be tracked through manual registers. e-Office facilitates scanning of receipts and their conversion into a format suitable for further processing in e-Office
- 10. Digital signatures: Once converted to electronic form, the system ensures that receipts are 'sent' and 'delivered' securely. Digital signatures are used to authenticate users.
- 11. Route files to appropriate authorities: e-Office creates an electronic environment that replaces the paper file system. It has features that allow selection of the next recipient in the workflow.
- 12. Set due dates and reminders: The sender of a document can request the receiver to respond by a certain date and also trigger reminders before and after the due date.
- 13. Search and view files: Since files are maintained electronically in a central repository, e-Office provides users the facility to search files based on recipient, subject, and other keywords.
- 14. Identify pending files and receipts and their pendency
- 15. Identify special files (e.g. VIP references, Parliament matters)
- 16. Generate reports on file creation and movement

The File process is shown in Figure 2.

1.4 Basic Infrastructure Pre-requisites for e-Office Implementation

- 1. Workstation/Desktop/Client
 - (a) Every user of e-Office will need to have an independent Workstation/Desktop/Client. The recommended requirements for Workstation/Desktop/Client are as follows:
 - (b) Processor: 2GHz and above
 - (c) RAM: 2GB and above
 - (d) USB 2.0 controller (for Digital Signature Certificate)

2. Network

- (a) NKN connectivity to each user/each desktop to be provided.
- (b) Ensure multiple network links in the department for fail over.
- (c) Bandwidth utilization should not be more than 60
- (d) For smooth usage of the system, the department needs to ensure a minimum dedicated bandwidth of 34 Mbps for 2000 users.

3. Scanners

(a) The user will be required to analyze volumes of incoming receipts per day along with travel time to the scanners for all users that are using that particular scanner.

4. Software

- (a) Operating System Windows 7 or above, Linux 6 or above, Ubuntu 11 or above
- (b) Browser- Internet Explorer (10.0 and above), Firefox (27.0 and above)
- (c) Adobe Reader 10 and above
- (d) Anti-Virus (any antivirus)

2 Details of Nodal Officer

Dr. Chandrakant Naikodi,

Associate Professor,
DoS in Computer Science,
Davangere University, Davangere-577007.

3 Roles and Responsibilities

Every university will appoint a nodal officer along with other officers(master trainers) to form a project team that will drive implementation in the university. Role and Responsibilities of Nodal Officer are listed below,

- 1. Overall responsibility for subsequent administration and management of e-Office Data under coordination of NIC Division of concerned Ministry/Department.
- 2. Assigning roles and privileges.
- 3. Managing top level directory structure (department wise) in Knowledge Management System.

- 4. Managing Inter-departmental transfers, postings.
- 5. Ensure the updation of employee data.

Role and Responsibilities of e-Office Master Trainers are listed below,

- 1. Identification to be done in the initial stage of the project.
- 2. Will undergo initial training and capability in e-Office from the e-Office Implementation team.
- 3. Should have the aptitude for conducting trainings.
- 4. Will assist the e-Office implementation team from start to provide trainings.
- 5. Will be instrumental in providing continuous trainings to the department.

4 Plan of Action

Typically Email format, Employee Master Details (EMD), File Heads forming are major action in the university. Admin Department is required to submit the Employee Master Details in the prescribed e-Office template which is a basic prerequisite without which application can not be configured for department's use. Identification of Basic, Primary, Secondary and Tertiary File Heads as per the Functional Filing system of University. There are basic activities and are pre-requisite and required for automatic file number generation based on the file heads chosen.

Skeleton plan of action of implementing e-Office detailed below,

- 1. Pre-Project Phase
 - (a) Constitution of e-Office Governance Structure
 - (b) Filling up of Master Data Templates
 - i. Employee Master Details (EMD) Template
 - ii. File Heads Template
 - iii. Infra-Proficiency Template
 - (c) Preparation of Infrastructure Gap Analysis Report
 - (d) Procurement/Upgrade of Infrastructure by the department
 - (e) Creation of GoI/NIC email Ids
 - (f) Procurement of Digital Signature Certificates (DSC)
- 2. Planning Phase
 - (a) e-Office Environment Setup at Data Centre

- (b) Domain Name Registration
- (c) LDAP Binding of GoI/NIC email IDs
- (d) Capacity Building Programme (CBP)
 - i. User Level
 - ii. Master Trainers
 - iii. EMD and Product Administrators
 - iv. NIC Officials
 - v. System Administrators
- (e) Digitization and Transition Strategy
- (f) Hiring of roll out team
- 3. Prepare Phase
 - (a) Deployment of roll out team at user premises
 - (b) Training and Handholding for department users
 - (c) DSC Readiness with application
- 4. Implementation and Support Phase
 - (a) Trial Run of application
 - (b) Go Live
 - (c) On-site Technical Support
 - (d) Off-site Technical Support

5 Activities Conducted

Many activities around e-Office implementation has been carried out in the university and we are in the edge of implementation.

5.1 Completed Activities

Below are list of activities conducted in the University,

- 1. Appointed of Master Trainers on 19/02/2020, refer Figure 3.
- 2. Trainings for Nodal Officer conducted on 16th March to 18th March 2020
- 3. EMD/Flat-File submitted on 18th May 2020, refer Figure 6
- 4. Appointed Asst. Nodal Officer on 01 June 2020
- 5. NKN Connectivity pining/checking: IP of Davangere University is 14.139.156.34

- 6. Internal Training(Davangere University) to all Non-Teaching staff on 08/06/2020, refer Figure 4 and 5.
- 7. DSC Forms Submitted on 10/06/2020 from Davangere University(except FO).
- 8. NODAL OFFICER NIC E-MAIL ID CREATION: chandrakant.naikodi@ka.gov.in on 02-June-2020
- 9. Implementation trainings on University instance on 9th September 2020, at 11.00 at Project director office, e-Office, behind Shanthinagra Bus stand, Bangalore. With following documents. i. Filled Questionnaire
 - ii. Nodal Officer appointment letter
 - iii. EMD details
- 10. Email Id creation ONLINE meeting: NIC e-mail id creation on 24.09.2020 at 11.00
- 11. Implementation ONLINE Training(+ Uinversity Convocation) on Wednesday, Sep 30 2020:11:00 AM
- 12. Overall e-Office flow ONLINE training on 9th Oct 11am. Meeting number: 170 497 7727

5.2 Pending/Ongoing Activities

Below are list of activities to be conducted in the University,

- 1. Email Data Insertion is pending as on 13-Oct-2020
- 2. EMD Data insertion is pending as on 13-Oct-2020
- 3. File Header Insertion is pending as on 13-Oct-2020
- 4. Live file movement is pending as on 13-Oct-2020

6 Targets Achieved

Below are list of Targets Achieved in the University,

- 1. Successfully accomplished e-Office Trainings for Nodal officer and Master Trainers.
- 2. EMD/Flat-File submitted Successfully wrt our university.
- 3. Successfully accomplished Internal Trainings for University non-teaching staff. The feedback of stakeholders are captured and analysed and found to be encouraging, refer Image 8.

- 4. University NKN Connectivity tested positive for e-Office instance access.
- 5. DSC Forms for VC/Registrar/DRs Submitted successfully.
- 6. NODAL OFFICER instance login tested Successfully.
- 7. IP Whitelisting done Successfully via Questionnaire approval, refer Image 7.

7 Beneficiaries of e-Office

Benefits of e-Office:

- 1. Enhance transparency
- 2. Increase accountability
- 3. Assure data security and data integrity
- 4. Promote innovation by releasing staff energy and time from unproductive procedures
- 5. Transform the government work culture and ethics

7.1 Beneficiaries of e-Office

- 1. Ministries and Departments
- 2. Govt. attached, subordinate offices, PSUs, other offices etc.
- 3. Secretariats
- 4. District Administration
- 5. Zilla Panchayat Offices
- 6. All State and Central Universities

7.2 Benefits to Davangere University

- 1. File movement will be faster and it gives Enhanced transparency
- 2. Individual tracking system for accountability- "who done what" will be tracked!
- 3. University Data will be secured centrally and data integrity maintained.
- 4. Enhancing staff productivity, promote innovation by releasing staff calibre and time from unproductive procedures
- 5. Systematically building government work culture and ethics in the university.

8 Glossary

- 1. Active and Current files All active and current files will not be converted to electronic file from day one. The active/current files that will be taken up for transition to electronic file will depend on the Transition Approach adopted and finalized by the organization and the finalized Transition Time Table. The Digitisation activity of Active/Current files is normally best under taken by the Section concerned.
- 2. **Department Nodal Officer (DNO)** It is the second recommended institutional mechanism for implementing the e-Office programme, which shall be the focal point for the overall steering and required coordination of implementation efforts in consultation with the Steering Committee.
- 3. **Digitisation Framework** Digitisation Framework has been designed to be in sync with the overall e-Office Implementation. It depicts the areas that include the Governance Structure, Approach and Methodology, Implementation of the Digitisation to the final integration into e-Office.
- 4. **e-Office Migration Module** This module, a part of e-File is used to migrate the scanned physical files to electronic form.
- 5. **File** A collection of papers on a specific subject matter, assigned a file number and consisting of one or more of the following parts:
 - o Notes
 - o Correspondence
 - o Appendix to Notes
 - o Appendix to correspondence
- 6. Fresh Receipt (FR) A subsequent receipt on a case which brings in additional information to aid the disposal of a paper under consideration.
- 7. **Indexing** Indexing is one of the most critical steps of the digitisation process as it establishes the identity of the scanned files so that it can be referenced/linked and retrieved with ease at a later stage.
- 8. IT ACT Information Technology Act 2000(http://deity.gov.in/content/ informationtechnology -act -2000) came into effect from October 17, 2000. IT (Amendment) Act 2008 is an Act further to amend the Information Technology Act,2000 (http://deity.gov.in/sites/ upload_files/dit/ files/downloads/itact2000/it_amendment_act2008.pdf)
- 9. **LZW** It is used for Grayscale and Colour scanned documents. Due to historical patent issues this is not always well supported, although as the patents expired in 2004 more recent software should provide good support.

- 10. **Metadata** Metadata is the data describing the context, content and structure of records and their management over time. It allows users to control, manage, understand and search records over time through a set of pre-defined parameters that can be captured for every scanned document.
- 11. **Open Standard** A standard which meets all mandatory characteristics laid down in the Policy on Open Standards for e-Governance. See: Policy on Open Standards for e-Governance (http://egovstandards.gov.in)
- 12. Paper Under Consideration (PUC) A receipt pertaining to a case, the consideration of which is the subject matter of the case.
- 13. **Project Implementation Committee (PIC)** It is the fourth important institutional mechanism to give the steering support for the implementation of e-Office. This committee under the chairmanship of the Department Nodal Officer must be formed in a manner wherein there is representation from all Units involved.
- 14. **Project Steering Committee (PSC)** Project Steering Committee gives the overall direction and leadership to the implementation of e-Office. This committee, being advisory in nature, must be formed in a manner wherein all implementing divisions and key stakeholders are involved.
- 15. **Receipt** Refers to Dak after it has been received by the concerned section officer.
- 16. **TIFF** The TIFF format was created by Aldus Corporation in the mid-1980s in order to create a standard file format for storage of scanned images. The TIFF specification is now controlled by Adobe although no major update to the specification has taken place since 1992. The TIFF format itself is a file format, not an image format. A TIFF file can be thought of as a container for one or more images each of which may be of a different type.
- 17. **Transition Strategy** This encompasses the decisions taken by the department under the PI and MC with regard to the transition to the electronic mode of working, particularly with respect to the electronic files.

9 Abbreviations

- 1. **ADF:**Automatic Document Feeder
- 2. **DC:**Digitisation Coordinator
- 3. **DFA:**Draft for Approval
- 4. **DNO:**Department Nodal Officer
- 5. **DPI:**Dots Per Inch

- 6. **DSC:**Digital Signature Certificate
- 7. **FR:**Fresh Receipt
- 8. ICT:Information Communication Technology
- 9. MMP:Mission Mode Project
- 10. NC:Nodal Coordinator
- 11. **NeGP:**National eGovernance Programme
- 12. PIC:Programme Implementation Committee
- 13. **PPI:**Pixels Per Inch
- 14. **PSC:**Programme Steering Committee
- 15. **SOPs:**Standard Operating Procedures

10 Annexure



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾರ್ಯಾಲಯ, ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-577007 ದೂರವಾಣಿ ಸಂಖ್ಯೆ:08192-208029, ಫ್ಯಾಕ್ಸ್:08192-208008

: ವಿದ್ಯಾದಾನೇನ ವರ್ಧತೆ, ವಿದ್ಯು ವಿನಯೀನ ಶೋಭತೆ, ವಿದ್ಯಯಾ ವಿಂಧತೆ ಅಮೃತಂ :

ಸಂಖ್ಯಃದಾವಿವಿ/ಮಾಸನಿ/09/2019-20/10082

ದಿನಾಂಕಃ19.02.2020

ಇವರಿಗೆ, ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ(ವಿಶ್ವವಿದ್ಯಾಲಯ-1) ಬೆಂಗಳೂರು.

ಮಾನ್ಯರೆ,

ವಿಷಯ: ವಿಶ್ವವಿದ್ಯಾಲಯದಲ್ಲಿ ಇ-ಆಫೀಸ್ ಅನುಸ್ಥಾನಗೊಳಿಸುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: 1.ಸರ್ಕಾರದ ಪತ್ರ ಸಂಖ್ಯೆ:ಇಡಿ:240 :ಯುಎನ್ಇ: 2019 ಬೆಂಗಳೂರು,

ದಿನಾಂಕ:18.02.2020.

2. ಮಾನ್ಯ ಕುಲಪತಿಗಳ ಅನುಮೋದನೆ ದಿನಾಂಕ:19.02.2020.

ಸೂಚಿತ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖಿತ ಮನವಿಯಲ್ಲಿ ತಾವು ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದಲ್ಲಿ ಇ-ಆಫೀಸ್ ಅನುಸ್ಥಾನಗೊಳಿಸುವ ಬಗ್ಗೆ ವಿಶ್ವವಿದ್ಯಾಲಯದಲ್ಲಿ ಡಾ. ಚಂದ್ರಕಾಂತ ನಾಯ್ಕೋಡಿ, ಸಹ ಪ್ರಾಧ್ಯಪಕರು, ಸ್ನಾತಕೋತ್ತರ ಗಣಕ ವಿಜ್ಞಾನ ಅಧ್ಯಯನ ವಿಭಾಗ, ಇವರನ್ನು ಇ-ಆಫೀಸ್ ಸಂಯೋಜನಾಧಿಕಾರಿಯಾಗಿ ನೇಮಕ ಮಾಡಲಾಗಿದೆ.

ಮುಂದುವರೆದು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದಲ್ಲಿ ಇ-ಆಫೀಸ್ ಅನುಸ್ಥಾನಗೊಳಿಸುವ ಬಗ್ಗೆ ಈ ಕೆಳಕಂಡ ನಾಲ್ಕು ಉಪನ್ಯಾಸಕರನ್ನು ಮುಖ್ಯ ತರಬೇತುದಾರರಾಗಿ ನೇಮಕ ಮಾಡಲಾಗಿದೆ.

ಕ್ರ. ಸಂ	ಹೆಸರು	ದೂರವಾಣಿ ಸಂಖ್ಯೆ			
1	ಡಾ. ಶ್ರೀಧರ ಬಾರ್ಕಿ, ಸಹಾಯಕ ಪ್ರಾಧೃಪಕರು, ಸ್ನಾತಕೋತ್ತರ ರಾಜ್ಯಶಾಸ್ತ್ರ ಅಧ್ಯಯನ ವಿಭಾಗ, ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ದಾವಣಗೆರೆ.	9591747414			
2	ಡಾ. ವೆಂಕಟೇಶ್, ಸಹಾಯಕ ಪ್ರಾಧೃಪಕರು, ಸ್ನಾತಕೋತ್ತರ ಆಹಾರ ತಂತ್ರಜ್ಞಾನ ಅಧ್ಯಯನ ವಿಭಾಗ, ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ದಾವಣಗೆರೆ.	9739846487			
3	ಶ್ರೀ ಬೊಮ್ಮನವರ ಸಂತೋಷ್ ಮಾರುತಿ, ಸಹಾಯಕ ಪ್ರಾಧ್ಯಪಕರು, ಸ್ನಾತಕೋತ್ತರ ನಿರ್ವಹಣಾಶಾಸ್ತ್ರ ಅಧ್ಯಯನ ವಿಭಾಗ, ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ದಾವಣಗೆರೆ.	9845494391			
4	ಶ್ರೀ ಚೇತನ ಕುಮಾರ ಕೆ.ಎಂ ಸಹಾಯಕ ಪ್ರಾಧೃಪಕರು, ಸ್ನಾತಕೋತ್ತರ ಶಿಕ್ಷ್ಣಣ ಅಧ್ಯಯನ ವಿಭಾಗ, ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ದಾವಣಗೆರೆ.	9686592402			

ವಂದ್ರ್ಯಾಮ್ ಆರ್ಥಿಕಿಂಗ್ Page No. 15 of 22

ಹು<mark>ಳಸಚಿವರು</mark> ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾರ್ಯಾಲಯ, ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ–577007.

ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 08192-208029

ಫ್ಯಾಕ್ಸ್ ಸಂಖ್ಯೆ: 08192-208008

ಸಂಖೈ:ದಾವಿವಿ/ಮಾಸನಿ/2020-21 314

ದಿನಾಂಕ:05.06.2020

<u>-:ಸುತ್ಕೋಲೆ:-</u>

ವಿಷಯ : ಖಾಯಂ ಬೋಧಕೇತರ ಹಾಗೂ ಹೊರಗುತ್ತಿಗೆ ಕಂಪ್ಯೂಟರ್ ಆಪರೇಟರ್

ನೌಕರರುಗಳಿಗೆ E-office Training ತರಬೇತಿ ನೀಡುವ ಕುರಿತು.

ಉಲ್ಲೇಖ : ನೋಡಲ್ ಆಫೀಸರ್ ಇವರ ಪತ್ರ ಸಂಖ್ಯೆ:ಡಿಯು/ಇಓ/2019–20

ದಿನಾಂಕ:03.06.2020

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಖಾಯಂ ಬೋಧಕೇತರ ಮತ್ತು ಕಂಪ್ಯೂಟರ್ ಆಪರೇಟರ್ಗಳಿಗೆ ದಿನಾಂಕ:08.06.2020 E-office Training ನಡೆಸಲಾಗುತ್ತಿದೆ. ಆದುದರಿಂದ ಎಲ್ಲಾ ವಿಭಾಗಗಳಲ್ಲಿ ಖಾಯಂ ಅಧ್ಯಾಪಕೇತರ ನೌಕರರುಗಳು ಮತ್ತು ಹೊರಗುತ್ತಿಗೆ ಕಂಪ್ಯೂಟರ್ ಆಪರೇಟರ್ ಆಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ನೌಕರರು ಈ ತರಬೇತಿ ಕಾರ್ಯಕ್ಕೆ ತಪ್ಪದೇ ಹಾಜರಾಗಲು ಈ ಮೂಲಕ ಆದೇಶಿಸಲಾಗಿದೆ.

Training Date: 08.06.2020

Venue: Common Computer Lab

Training Sessions:-

Session 1: Introduction to E-office(Time 10.30AM to 11.30 AM)

Session 2: E-office Demo-Flows files/End to End(Time 11.30AM to 1.30PM)

Session 3: Hands on training (Time 02.30 PM to 5.30 PM)

ಕ್ಷುಲ್ಪಸ್ಟಿಪ್ಪನ್ನು, ಭಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-577 002

ಗೆ, ______ ಅಧ್ಯಕ್ಷರು/ಸಂಯೋಜನಾ ಧಿಕಾರಿಗಳು ಇವರ ಮಾಹಿತಿಗಾಗಿ ಮತ್ತು ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.

ಶತಿ: ಆಪ್ತ ಕಾರ್ಯಾಲ್ಡ್ ತುಕ್ಕಳ್ಳಿ ಕೊಂಡುತ್ತಿಗಳುಗ್ರಹ್ಯಲಹಚಿವರು(ಆಗ್ರೀಕರಿಣಸಡಿಪ್ರಸಂ(ಹೆಗ್ರಿ/ಹರ್ಡಕ್ಕಾನೆಸಿ2 ಅಧಿಕಾರಿಗಳು ಇವರ ಮಾಹಿತಿಗಾಗಿ.

Figure 4: Trainings conducted in Davangere University (Office Order)



Figure 5: Trainings conducted in Davangere University(Invitation)

DEPARTMENT OF STUDIES AND RESEARCH IN COMPUTER SCIENCE

Shivagangotri, Davangere-577007, Karnataka

Dr. Chandrakant Naikodi

Nodal Officer, E-Office

Email:- chandrakant.naikodi@davangereuniversity.ac.in

Mob-9901452550

Date:01/06/2020

To. Santhosh Bommannavar, Master Trainer, E-Office, Davangere University, Davangere-577007.

Subject: Appointing as Assistant Nodal Officer for E-Office

As per the directions of E-Office authorities, DHE and respected Registrar, you have been appointed as an Assistant Nodal Officer with immediate effect. This enables you to have appropriate privileges for user creation in our E-Office domain.

Dr. Chandrakant Naikodi

Figure 6: Asst. Nodal Officer- Appointment Order

eOffice Implementation Questionnaire Reply from Department SI No. | Attribute Department of Higher Education Ministry to which the Office Belongs U-0218 2 Department/Div/Code Office Name Davangere University, Davangere 3 Whether eOffice is implemented in 4 the higher office of the department/office Dr. Chandrakant Naikodi, Mob:9901452550, Nodal Officer details 5 Email: chandrakant.naikodi@yahoo.in Approx. 200 6 No of users YES 7 Master trainer Identified Approximate Number of Receipts Approximately 300 - daily 8 that would be received by the Office Approximate Number of Files that Approximately 50 - daily 9 would be Created by the Office No of DSc that would be required Approx. 20 for Decision makers, who will sign 10 the file No - (NKN connection) KSWAN availability 11 YES Computers Available 12 YES Scanner Availability 13 Remarks 14 Date: 08-09-2020 Shivagangotri, Davangere

Figure 7: IP White-listing



Dr.Chandrakant Naikodi Nodal Officer, E-Office Mob. 9901452550

Email: chandrakant.naikodi@davangereuniversity.ac.in

Ref. No-DU-EO-2019-2020/03

Date: 09th June 2020

To,

The Registrar,

Davangere University,

Shivagangotri, Davangere.

Respected Sir,

Subject: SUBMITTING FEEDBACK SUMMARY of E-Office TRAINING AND OTHER RELATED DOCUMENTS Note: No.:DU/MSN/2020-21/314

Dear Sir,

W.r.t to above subject, we have conducted E-Office training successfully at our university on 08/06/2020. Below is the summary of feedback received from the participants and also mentioned the resolution notes.

S.NO.	Feedbacks(selected Unique only)	Resolution
1	Need user id and password for university staff for	Yes, we have sent EMD, and Employees data to DHE
	running E-Office web application. Need natural flow.	and they will enable us to create shortly.
2	Better to have Manuals and Flowchart handy.	Sent PPTs and needed materials in the Whatsapp group.
3	Individuals/Section wise Trainings would be good.	We will conduct future trainings based on the need.
4	2 days trainings would be good or need 2 to 3 more	Content is enough for 1 day training but due to power
	trainings for perfectness.	issues it took longer than expected. You can practice on your own, if needed we can help.
5	Basic facilities problem like Power problem, A/C problem, no UPS, no proper softwares in computers, scanners, Internet, etc.	Yes, we are requesting same to respected Registrar sir and hon. VC sir.
6	E-Office Web URL and users are having issues while practicing live session.	We may notice glitches here and there due to Identical/same URL/Users are shared across Karnataka's universities. We'll not get these issues once we receive dedicated instance for our University.
7	Need URLs and users for private practice.	Yes, we have provided URLs/Users on the screen during demo. Anybody can practice on it.
8	Training was good, E-Office for transparency, E-Office	Thanks for complimentary, we'll do better in future
	for paperless, easy flow, good trainers etc	trainings
9	Need Internal Test for passing E-Office syllabus.	No plans as such.
10	Batch/Section wise training would be good.	Yes, we can provide if needed in the future.

I am also enclosing below documents for your reference,

- 1. Covering letter(this letter)
- 2. Invitation flyer
- 3. Nodal officer letter for E-Office training
- 4. Respected Registrar letter for E-Office training
- 5. Attendance of participants
- 6. Feedback forms filled by the attendees

Thanking you,

Copy to:

- 1. PS, Hon. Vice Chancellor, Davangere University, Davangere.
- 2. Office Copy



FILE SUMMARY REPORT

Period: 30/08/2020 To 30/08/2021 Department: DAVANGERE UNIVERSITY OU Status: ALL

Nature: P/E

					Pendency at the End of the Period							Total			
S.No.	Section(s)	Opening Balance	Created	Received	Closed	Forwarded	Total	Parked	0 - 7 Days	8 - 15 Days	16 - 30 Days	31 - 60 Days	> 60 Days	Total Pendency	Pending Days
1	ACADEMIC SECTION	0	38	72	0	93	93	0	1	0	8	8	0	17	500
2	AUTHORITIES/LEGAL SECTION	0	34	51	0	77	77	0	2	4	1	0	1	8	229
3	COLLEGE DEVELOPMENT COUNCIL	0	14	44	0	49	49	0	1	1	5	2	0	9	208
	DAVANGERE UNIVERSITY, DAVANAGERE	0	0	229	0	167	167	0	26	8	20	5	3	62	1340
5	DEVELOPMENT SECTION	0	32	56	0	76	76	0	5	2	5	0	0	12	152
6	DoS in ECONOMICS	0	2	2	0	3	3	0	0	0	0	0	1	1	235
7	DoS in ZOOLOGY	0	0	1	0	0	0	0	0	0	1	0	0	1	22
8	FINANCE SECTION	0	1	0	0	0	0	0	0	0	1	0	0	1	24
9	FOOD TECHNOLOGY	0	1	6	0	3	3	0	0	0	0	0	4	4	948
10	HUMAN RESOURCE MANAGEMENT	0	135	229	0	275	275	0	9	22	28	13	17	89	4097
11	INSTITUTE OF MANAGEMENT STUDIES	0	6	3	0	9	9	0	0	0	0	0	0	0	0
12	INWARD SECTION- ADMIN	0	0	1	0	0	0	0	0	0	1	0	0	1	27
13	O/o REGISTRAR ADM	0	11	570	0	506	506	0	49	4	4	8	10	75	1791
14	O/o REGISTRAR EXAM	0	86	573	0	580	580	0	9	6	11	5	48	79	9467
15	POLITICAL SCIENCE	0	0	8	0	7	7	0	0	0	0	0	1	1	235
16	R & D SECTION	0	0	72	0	72	72	0	0	0	0	0	0	0	0
	Total	0	360	1917	0	1917	1917	0	102	47	85	41	85	360	19275

NOTE:(*)Indicates Inactive OU as on date

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EFILE USAGE DETAILS

Nature: P/E Department: DAVANGERE UNIVERSITY

S. No.	Ministry/Department Name	eFile Created	pFile Created	eFile Moved	pFile Moved	eReceipt Created	pReceipt Created	eReceipt Moved	pReceipt Moved
1	BANGALORE UNIVERSITY	6	0	13	0	0	0	0	0
2	BENGALURU NORTH UNIVERSITY	1	0	1	0	2	0	2	0
3	DAVANGERE UNIVERSITY, DAVANAGERE	301	0	1917	0	1393	0	1540	0
4	GULBARGA UNIVERSITY KALABURAGI	109	0	535	0	804	0	1696	0
5	KANNADA UNIVERSITY HAMPI	22	0	80	0	208	0	536	0
6	KARNATAKA SAMSKRIT UNIVERSITY	22	0	62	0	17	0	20	0
7	KARNATAKA STATE AKKAMAHADEVI WOMENS UNIVERSITY VIJAYAPURA	324	0	2406	0	2289	0	6514	0
8	KARNATAKA STATE DR . GANGUBAI HANAGAL MUSIC AND PERFORMING ARTS UNIVERSITY MYSURU	106	0	1277	0	168	0	283	0
9	KARNATAKA STATE HIGHER EDUCATION COUNCIL	57	0	466	0	210	0	252	0
10	KARNATAKA STATE OPEN UNIVERSITY, MUKTHAGANGOTRI, MYSURU	121	0	960	0	4	0	5	0
11	KARNATAKA UNIVERSITY DHARWAD	1002	0	6019	0	1135	0	1469	0
12	KUVEMPU UNIVERSITY SHIVAMMOGGA	90	0	227	0	253	0	346	0
13	MANGALORE UNIVERSITY	3354	0	31629	0	11479	0	24135	0
14	RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES BANGALORE	0	0	0	0	0	0	0	0
15	RANI CHANNAMMA UNIVERSITY, BELAGAVI	1971	0	12066	0	5771	0	16929	0
16	TUMKUR UNIVERSITY TUMKUR	409	0	4324	0	326	0	403	0
17	UNIVERSITIES	2	0	12	0	0	0	0	0
18	UNIVERSITY OF AGRICULTURAL SCIENCES DHARWAD	0	0	0	0	1	0	5	0
19	UNIVERSITY OF MYSORE	341	0	1466	0	806	0	887	0
20	VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY , BALLARI	173	0	1070	0	562	0	915	0
21	VISVESVARAYA TECHNOLOGICAL UNIVERSITY	628	0	3939	0	1635	0	4731	0

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