

**RAJYA SABHA SECRETARIAT
IT SECTIONS (H&S)**

No. RS/2/6/2018-IT

Dated: 10th July, 2018

CIRCULAR

***Subject: Implementation of eOffice Software Package in the
Rajya Sabha Secretariat.***

All Officers and Sections of the Secretariat are informed that it has been decided to implement the eOffice Software Package, developed by National Informatics Centre, in the Rajya Sabha Secretariat. The package includes the eFile (File Management System), eLeave (Leave Management System), eService Book (Personnel Information Management System), KMS (Knowledge Management System), eTour (Tour Management System), CAMS (Collaboration and Messaging Services) and eAPAR (SPARROW) Modules.

2. As a pre-requisite to begin working on eOffice, multiple Master Databases in respect of all Sections/Branches/Officers are to be mandatorily created, of which the most important is the **Employee Master Database**, which would have different fields of information w.r.t each employee in the Secretariat, together with his/her Reporting Structure, for the various modules of eOffice. Accordingly, a template for gathering data in the required fields from employees of the Secretariat has been received from the eOffice Project Division, NIC.

3. The information in respect of officials of the Sections/Branches from the level of Messengers (Attendants) and equivalent to the level of Under Secretary and equivalent is to be collected in a consolidated manner, and instructions for the same have been issued separately through the concerned Divisional Heads.

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4. Accordingly, all other officers beyond the Section/Branch (above the EO/US level), PA/PS and attached Messengers (Attendants) posted in offices of senior Officers are requested to fill up the template form manually as well as in MS Excel/WORD format and forward the same to IT Sections (H&S). Officers/officials who are reporting to more than one Officer, may indicate details of all such Officers. Those who do not presently possess NIC e-mail accounts may indicate their desired e-mail IDs for creation of new e-mail accounts by NIC. The electronic copies of the duly filled-up templates may kindly be e-mailed at *rs.eoffice@sansad.nic.in*.

5. The above information may kindly be furnished to IT Sections (H&S) by 20th July 2018.

Sd/-
(Shashi Bhushan)
Additional Director
Tel: 23035448

All Officers/Sections/P.S.s/P.A.s and
Pay & Accounts Office, Rajya Sabha

**eOffice Data Gathering Template
EMD- Employee Master Database**

Field No.	1	2	3	4	5	6	7
S.No.	Title	Employee Full Name	Sex	Employee Code	NIC email Id	Designation of Employee	Name Of Organization Unit/ Section/ Branch

8	9	10	11	12	13
Post of Employee	Marking Abbreviation of Employee	Parent Organization Unit (Service)	Name of Reporting Officer/ Officers	Reporting officer- marking abbreviation (Parent Post)	Remarks (if Additional post-marking abbrvn)*

*additional charge / additional reporting of the employee

Above to be submitted in MS Excel/WORD Format