

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

Sub: Implementation of the eOffice Software Product Suite in Rajya Sabha Secretariat

Secretary-General, Rajya Sabha has approved the implementation of the 'eOffice' Software Package of NIC in the functioning of Rajya Sabha Secretariat, which 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 .

3. Further, creation of **File Heads Master** is also to be undertaken to start work on the eFile Module. This entails the identification of items of work by each Section/Branch from its own work domain for which the eFile Module would be adopted and files would be created and processed electronically. The items of work may be identified subject wise with each file being numbered.

4. Accordingly, templates for gathering data in the required fields from all employees of the Secretariat Section-wise, for both the above Masters creation have been forwarded by the eOffice Project Division, NIC. The same are enclosed for circulation among all Sections/Branches/Services under your charge to be filled up in respect of all officials in the Section from the level of Messengers (Attendants) and equivalent up to the level of Under Secretary and equivalent. The consolidated information is to be furnished manually as well as in the MS Excel format for easy incorporation into the eOffice database. In case of officials who presently do not have e-mail accounts, for them the desired e-mail ID may be indicated 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. It is also required to identify a Nodal Officer, preferably at Branch head level, for every Section/Branch, who would be responsible for creation of the various Subject/File Heads and maintain them for the eFiles, as also for creation of the Section-wise Employee Database. The Nodal Officer would liaise with the IT Section or the eOffice team for any requirement during implementation of this project.

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



(Shashi Bhushan)

Additional Director

12.7.2018

To

1. Shri P.P.K. Ramacharyulu, Secretary
 2. Shri Mukul Pande, AS
 3. Shri C.S. Mishra, JS (E&T)
 4. Shri J.G. Negi, JS
 5. Shri K.P. Singh, JS
 6. Shri Jagdish Kumar, JS
 7. Shri Rohtas, JS
 8. Shri A.K. Anand, JS (Reporting)
 9. Shri S.D. Nautiyal, JS (LARRDIS)
 10. Shri J. Sundriyal, JS
 11. Smt. Sunita Sekaran, JS
 12. Smt. Nishi Chadha, JS (Interpretation)
 13. All Officers/Sections/P.S.s/P.A.s and
Pay & Accounts Office, Rajya Sabha
- } for information & necessary action

**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

RSS: FILE HEADS

S.No.

SERVICE NAME

BRANCH NAME

SUBJECT CODE

SUBJECT DESCRIPTION