

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

Sub: Preparation of File Master for implementation of the eOffice Software Product Suite in Rajya Sabha Secretariat

Ref: IT Section notes dated 12th July 2018, 24th August 2018 and 30th December 2018-reg.

It has been informed earlier that the 'eOffice' Software Package of NIC is being implemented in the Rajya Sabha Secretariat. The roll-out activities for the implementation have been started, and the primary prerequisite for onboarding of the system is the preparation of the different Masters of the various modules.

2. Accordingly, all Sections/Branches were requested to provide the data related to creation of **File Heads Master** 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 are required to be identified subject wise with each file being numbered (coded) for the purpose of electronic movement. The File Management System template had also been circulated for the purpose of collection of the said data. Although some Sections/Branches have furnished the File Heads data for the File Master, it is still awaited from many others.

3. In this connection, it is informed that the Project Implementation Committee on eOffice has decided that the entire rollout of the eOffice Product suite be initiated in the Secretariat *w.e.f.* 1st July, 2019. As the work of creation and compilation of the Master Data is now underway and is to be completed within a stipulated time-frame, it has been decided to organize a meeting of the eOffice Project Division Team with all the Sections/Branches of the Secretariat for the updated standardized collection of data as per the File Master template and to resolve all clarifications and doubts in this regard.

4. All Sections were earlier also requested to designate a Nodal Officer at the Section/Branch head level who would liaise with the IT Section or the NIC eOffice team for any requirement during implementation of this project.

5. Accordingly, all the Sections/Branches of the Secretariat are requested to mandatorily depute their Officer in-charge of the respective Section (EO/US or equivalent level) (one officer), for the meeting scheduled to be held tomorrow *i.e.* **15th March 2019 at 11:00 AM in Committee Room No. 4, PHA Extn. Building-A Block**, for preparation of File Master data. A copy of the template is enclosed for perusal, so that any clarifications regarding the fields and towards filling up the same can be sought during the meeting from the eOffice Resource persons.

Har Prateek Arya 14/3/2019

(Har Prateek Arya)
Deputy Secretary
14.3.2019

To

All Sections/Branches and Pay & Accounts Office, Rajya Sabha

