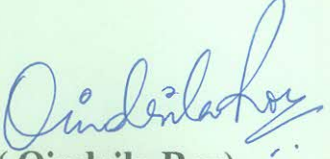


IT Sections (H&S)

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

Kindly refer to this Section's note dated 15th March, 2019 on the above subject regarding collection of data for preparation of File Master Data for implementation of eOffice in the Secretariat, in which all Sections of the Secretariat were requested to submit the File Master (only in MS-Excel format) in context of their Sections, as per the attached FILE MASTER TEMPLATE. (Copy of the note along with the template is attached).

2. In this regard, it has been noted that the requisite information as per the designated template is still to be furnished by the undermentioned Section. Accordingly, it is requested to furnish the information in hard copy to IT Sections (H&S) at the earliest and in any case not later than 15th April, 2019. The electronic copy of the duly filled-up template may kindly be e-mailed at rs.eoffice@sansad.nic.in.


(Oindrila Roy)

Under Secretary
12/04/2019

To

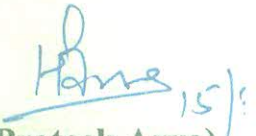
- (i) Audit Section (P&AO)
- (ii) Committee Section (HRD)
- (iii) Conference & Protocol Section
- (iv) Distribution Branch
- (v) Estt. (Accounts) & Budget Section
- (vi) G.A. Section
- (vii) Legislative Section
- (viii) RTI Cell
- (ix) Stores Section
- (x) Training Cell
- (xi) English (Debates) Section

**Rajya Sabha Secretariat
(I.T. Sections (H&S))**

Subject: Preparation of File Master for implementation of the e-Office Software Product Suite in Rajya Sabha Secretariat

In continuation of the note dated 14th March, 2019 and the subsequent meeting held on 15th March, 2019 on the issue of creation of File Master Data in which the process of filling data as per requisite parameters was explained and clarifications given by the eOffice Project Management Unit Team, all Sections of the Secretariat are requested to submit the File Master in context of their respective Section, as per the attached revised FILE MASTER TEMPLATE.

All Sections/Branches are also requested to provide the relevant information as per the mentioned fields of the FILE MASTER TEMPLATE in MS EXCEL format only through email at rs.eoffice@sansad.nic.in latest by 25th March, 2019.


(Har Prateek Arya)
Deputy Secretary

To,

All Sections/Branches of the Secretariat/P&AO, Rajya Sabha

FILE MASTER TEMPLATE SAMPLE DATA : Section/Branch Name

RSS: FILE HEADS

S/NO	SERVICE CODE (Min 2 & Max. 6 dits - Alpha Numeric characters allowed)	SERVICE NAME	MAJOR SUBJECT CODE (Min 2 & Max. 4 dits - Alpha Numeric characters allowed)	MAJOR SUBJECT DESCRIPTION	SECONDARY SUBJECT CODE (Min 2 & Max. 4 dits - Alpha Numeric characters allowed)	SECONDARY SUBJECT DESCRIPTION	TERTIARY SUBJECT CODE (Optional) (Min 2 & Max. 4 dits - Alpha Numeric characters allowed)	TERTIARY SUBJECT DESCRIPTION (Optional)
1	LAFAS	Legislative, Financial, Executive and Administrative Service	23	Staff Matters	11	Sanctioned/Actual Strength		
			24	Obituary communication	12	Posting and Transfer		
			25	Attendance communication	13	Distribution of Work		
			26	Oath communication	14	Daily Dairies		
			27	Petition communication	15	Duty Roster		
			28	Disqualification	16	Overtime Allowances		
			29	Communication from State Legislatures reg. some information/opinions/brief on misc. matters.				
			11	Notice of Question of breach of privilege				
			12	Complaints regarding Violation of Protocol				
			13	Submission of Information on Assets and liabilities by MPs.				
			14	Information of Arrest and Release of MPs.				
			15	Seeking security protection				
			16	Complaint reg. ethics				
			17	Seeking misc. Information/opinions				
			18	President's recommendation to Bills				
			19	Intimation reg. summons/commencement of sessions by State Legislatures				
			20	Intimation regarding prorogation of session by State Legislatures.				
			21	Intimation regarding work done by State Legislatures				
			22	Intimation from MPs for issue of New Identity Cards/Duplicate Identity Cards.				

Note:
 1. Service Name :- Maximum 6 Characters and should contain only Alphanumeric characters
 2. MAJOR SUBJECT CODE, SECONDARY SUBJECT CODE and TERTIARY SUBJECT CODE (Optional) :- Minimum 2 and maximum 6 Characters and should contain only Alphanumeric characters.