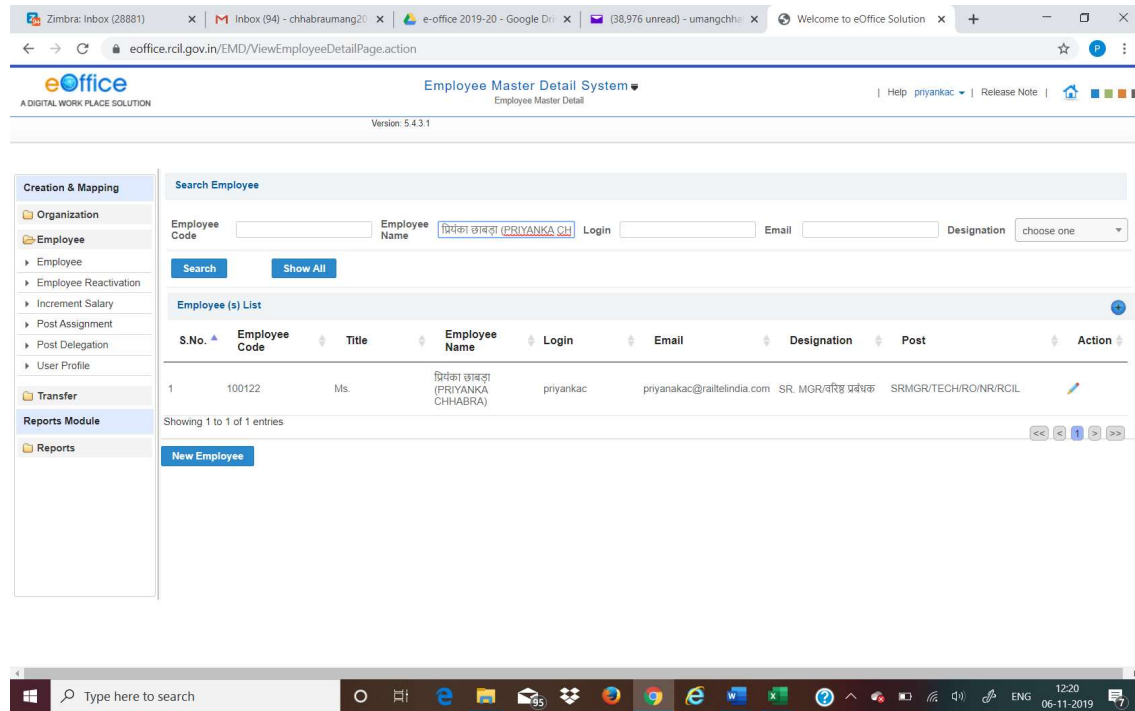


PROCEDURE FOR SETTING REPORTING OFFICER AND HIERARCHY IN E-OFFICE

STEP 1 : Login to eoffice portal

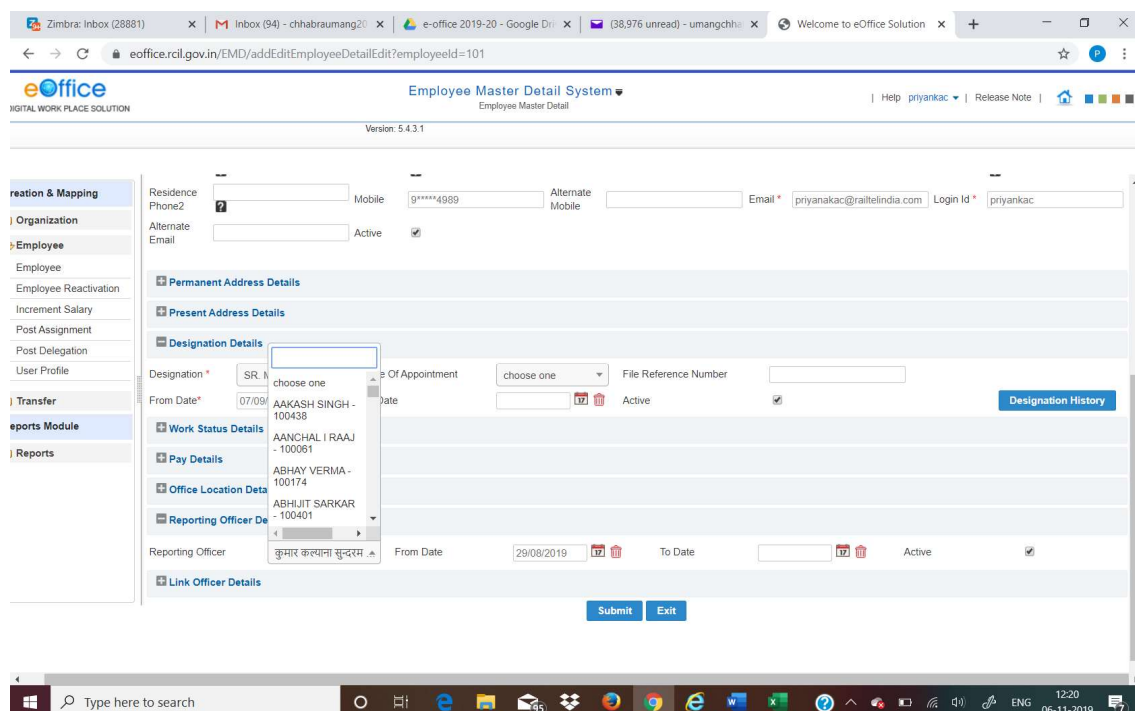
STEP 2: Go to Employee Master Details

STEP 3: Search the Employee name and click on Action (for editing)



The screenshot shows the 'Employee Master Detail System' interface. On the left is a sidebar with 'Creation & Mapping' and 'Reports Module'. The main area is titled 'Search Employee' and contains search filters for Employee Code, Name (pre-filled with 'प्रियंका छाबड़ा (PRIYANKA CHHABRA)'), Login, Email, and Designation. Below the filters is a table titled 'Employee (s) List' with one entry for S.No. 1, Employee Code 100122, Title Ms., Employee Name प्रियंका छाबड़ा (PRIYANKA CHHABRA), Login priyankac, Email priyankac@railtelindia.com, Designation SR. MGR/वरिष्ठ प्रबंधक, and Post SRMGR/TECH/RO/NR/RCIL. An 'Action' column with an edit icon is also present. The bottom of the page shows a Windows taskbar with the date 06-11-2019 and time 12:20.

STEP 4 : Go to Reporting Officer Details Tab



The screenshot shows the 'Reporting Officer Details' tab in the 'Employee Master Detail System'. The left sidebar is the same. The main area contains various detail sections: 'Permanent Address Details', 'Present Address Details', 'Designation Details' (with a dropdown menu open showing options like AANCHAL I RAAJ, AAKASH SINGH, ABHAY VERMA, ABHIJIT SARKAR), 'Work Status Details', 'Pay Details', 'Office Location Details', 'Reporting Officer Details' (with a dropdown menu open showing options like कुमार कल्याण सुंदरम), and 'Link Officer Details'. The 'Reporting Officer Details' section shows 'Reporting Officer' as कुमार कल्याण सुंदरम, 'From Date' as 29/08/2019, and 'To Date' as empty. The bottom of the page shows a Windows taskbar with the date 06-11-2019 and time 12:20.

STEP 5: Select the name of the Reporting Officer from the list of values and click on Submit button.

The screenshot shows the 'Employee Master Detail System' interface. The left sidebar contains a navigation menu with options like 'Organization', 'Employee', 'Employee Reactivation', 'Increment Salary', 'Post Assignment', 'Post Delegation', 'User Profile', 'Transfer', 'Reports Module', and 'Reports'. The main content area is titled 'Employee Master Detail' and shows various details for an employee. The 'Reporting Officer Details' section is highlighted, showing a dropdown menu for the Reporting Officer (currently set to 'कुमार कल्याण सुन्दरम'), a 'From Date' field (29/08/2019), a 'To Date' field, and an 'Active' checkbox. There are 'Submit' and 'Exit' buttons at the bottom of the form, and a 'Save OR Update employee' button below them.

STEP 6: Go to Post Assignment and select the name of the Employee for which hierarchy needs to be defined

The screenshot shows the 'Employee Master Detail System' interface, specifically the 'Post Mapping' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Employee Master Detail' and shows the 'Post Mapping' section. It includes a 'Post Details' tab and a 'Post Mapping' section. The 'Post Mapping' section has a table with columns for 'Employee Code', 'Employee Name', 'Designation', and 'Post Name'. The 'Employee Name' column is currently set to 'प्रीतिका ठावर (PRIYANKA CH)'. There is a 'Search' button at the bottom right of the table. Below the table is a 'Post(S) List' section.

STEP 7: Select the name of the Employee for which hierarchy needs to be defined and Add post hierarchy by clicking on Hierarchy button

Employee Master Detail System
Employee Master Detail

Version: 5.4.3.1

Post Details

Post Mapping

Employee Code: Employee Name: प्रीतिका ठावर (PRIYANKA CH) Designation: choose one Post Name: choose one Search

Post(S) List

Organisation	Post Info	Post Info Hindi	Post Info Regnl	From Date	To Date	Primary	OU Head	Action
O/o JGM/DLI/NR/RC	SRMGR/TECH/RO/NR/RC			15/09/2019				Save Hierarchy

STEP 8: Select the Organisation Unit of Reporting Office in first tab, choose the Marking abbreviation of Reporting officer in second and Choose the Name of the Officer in third tab.

Employee Master Detail System
Employee Master Detail

Version: 5.4.3.1

Post Hierarchy Details

Post Hierarchy

Organisation Name: O/o JGM/DLI/NR/RC Marking Abbreviation of: O/o JGM/DLI/NR/RC Employee name: कुमार कल्पना सुंदर Submit

Organisation Name:

- O/o GM/O/DLI/NR/RCIL
- O/o GM/O&M/ER/RCIL
- O/o GM/O&M/SC/SR/RCIL
- O/o GM/O&S-BSS/CO/RCIL
- O/o GM/P/DLI/NR/RCIL
- O/o GM/POM/BB/WR/RCIL
- O/o GM/PROJ/SC/SR/RCIL
- O/o GM/Signal/CO/REL
- O/o GM/TM/ADI/WR/RCIL
- O/o GM/TM/BB/WR/RCIL
- O/o GM/TM/BA/SC/SR/RCIL
- O/o GM/TM/GHY/ER/RCIL
- O/o GM/TM/KOL/ER/RCIL
- O/o JGM/CDG/NR/RCIL
- O/o JGM/CNOC/RCIL
- O/o JGM/DLI/NR/RCIL

STEP 9: Go the File Management System and choose the file which needs to be sent forward.

The screenshot shows the eOffice File Management System interface. The top navigation bar includes the eOffice logo and user information: प्रियंका छवड़ा (PRIYANKA CHHABRA) SRMGR/T/EOFF/NR/RO/PC. The main content area displays a list of files with columns for Computer No., File Number, Subject, Sent By, Sent On, Due On, and Remarks. The files listed are:

Computer No.	File Number	Subject	Sent By	Sent On	Due On	Remarks
E 256	R-NR-NR800F-3/2/2019-O/o JGM/DLI/NR/RCIL	test file	POOJA	30/10/19 05:06	-	
E 308	RCILNR-BONROEN(BRS)/1/2019-O/o AGM/FIN/DLI/NR/RCIL	APPOINTMENT OF AUDITORS (ऑडिट)	POOJA	29/10/19 03:35	-	
E 269	RCILNR-BONROEN(CORP)/1/2019-O/o GM/D/DLI/NR/RCIL	GENERAL CORRESPONDENCE - PROJECTS	कंचन मार्लोनिया (KANCHAN MARTOLIA PANGTEY)	17/09/19 05:49	-	

Below the file list, there is a LEGEND section with various status indicators: Priority (Out Today, Most Immediate, Immediate), Action Initiated, Other Department, Files with Draft, Draft Note, Yellow Note, and External Files.

The screenshot shows the eOffice File Management System interface with a detailed view of a file. The top navigation bar includes the eOffice logo and user information: प्रियंका छवड़ा (PRIYANKA CHHABRA) SRMGR/T/EOFF/NR/RO/PC. The main content area displays the details of a file with Computer No: 308 and File No: RCILNR-BONROEN(BRS)/1/2019-O/o AGM/FIN/DLI/NR/RCIL. The subject is APPOINTMENT OF AUDITORS (ऑडिट). The file content is displayed in a preview window, showing a document titled "736(3)/2019/O/o DGM/O&M/DLI/NR/RCIL". The document content includes:

736(3)/2019/O/o DGM/O&M/DLI/NR/RCIL

FINAL DRAFT

RCIL/2018/Finance/Duty list

Dated: 02, Sep, 2019

Office Order NO. 1/2019

The following redistribution of duties between finance officers in Northern Region is made in suspension of earlier office orders issued on the subject. The income of Northern Region is being watched and discussed on every Monday by CMD hence in order to keep it updated, timely invoicing, reconciliation and all other activities related to income, a finance income team is formed headed by Sh. Manoj Sharma and assisted by Ms. Daisy, Ms. Prena, Mr. Sandeep. The detailed duties and responsibilities matrix are defined in their duty list. The annexure is also enclosed for the Batch mate arrangements and stand by in case Batch mate is also not available.

1. Duty List of Sh. Manoj Kumar Sharma Assistant General Manager /Finance/

1. Sh. Manoj Kumar Sharma will look after the work of Addl. GM/Fin. In his absence and will work in the capacity of finance Head of the Region.

2. He will coordinate all the Finance related work.

STEP 10: While sending the file, following tabs are available ,

a) All tab will show all the users mapped onto e-office.

Computer No: 308 File No: RCILNR-RONROFIN(BRS)1/2019-O/AGM/FIN/DLI/NR/RCIL Subject: APPOINTMENT OF AUDIT (ऑडिट)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | More... Quick View

Internal External

All Reporting Officer Sub-ordinates Recent 5 Send Back In Channel Preferred List

Note: Name of the creator is highlighted in yellow colour.

To: [List of users]

Set Due Date: [Date]

Action: [Dropdown]

Priority: [Dropdown]

Remarks: [Text area]

Send DSC Sign and Send

File Number	Subject	Note(Chars)
RCILNR-RONROFIN(BRS)1/2019-O/...	APPOINTMENT OF AUDIT	192

Note: Bulk signing maximum allowed characters- 1000000 Total(Formatting included) :192

b) Reporting Officer tab for sending to the Officer (name appears automatically as shown below)

Computer No: 308 File No: RCILNR-RONROFIN(BRS)1/2019-O/AGM/FIN/DLI/NR/RCIL Subject: APPOINTMENT OF AUDIT (ऑडिट)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | More... Quick View

Internal External

All Reporting Officer Sub-ordinates Recent 5 Send Back In Channel Preferred List

Note: Name of the creator is highlighted in yellow colour.

To: KUMAR KALYANA SUNDARAM (KUMAR KALYANA SUNDARAM) -O/o [Name]

Notify: [Email] [SMS]

Set Due Date: [Date]

Action: Forward

Priority: Choose one

Remarks: Total 1000 | 1000 characters left

Send DSC Sign and Send

File Number	Subject	Note(Chars)
RCILNR-RONROFIN(BRS)1/2019-O/...	APPOINTMENT OF AUDIT	192

Note: Bulk signing maximum allowed characters- 1000000 Total(Formatting included) :192

c) Choose Sub Ordinates for sending to any of the employees working under you.

Computer No: 308 **File No:** RCILNR-RONRQFIN/BRS/1/2019-Q/5 AGM/FIN/DLLNR/R/CIL **Subject:** APPOINTMENT OF AUDITORS (मिस्ट्र)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send Back | Send | Attachment | More... | **Quick View**

☒ **Internal** ☐ **External**

☐ All ☒ Reporting Officer ☐ Sub-ordinates ☐ Recent 5 ☐ Send Back ☐ In Channel ☐ Preferred List

Note: Name of the creator is highlighted in yellow colour.

To	File Number	Subject	Note(Chars)
HIMANSHU DIXIT-GE2/DLI/RO/NR/RCIL/N-O/s JGM/DLI/NR/RCIL POOJA-सिस्टम इंजीनियर / सॉफ्ट / डायरी डेप्टे JGM/DLI/NR/RCIL	☒ ☐ RCILNR-RONRQFIN/BRS/1/2019-Q/...	APPOINTMENT OF AUDIT	192

Note : Bulk signing maximum allowed characters- 1000000 Total(Formatting included) :192

Set Due Date Action Priority Remarks

d) Recent 5 will show last 5 users with whom the file movement has been done.

Computer No: 308 File No: ECLINR-RONRQFIN(BRS)1/2019-Q/5 AGM/YN/DLI/NR/RCIL Subject: APPOINTMENT OF AUDITORS (affect)

Noting Correspondence Draft References Link Details Movements Edit Send Back Send Attachment More... Quick View

Internal External

All Reporting Officer Sub-ordinates Recent 5 Send Back In Channel Preferred List

Note: Name of the creator is highlighted in yellow colour:

File Number	Subject	Note(Chars)
5 5 ECLINR-RONRQFIN(BRS)1/2019-Q/...	APPOINTMENT OF AUDIT	192

Note : Bulk signing maximum allowed characters- 1000000 Total(Formatting included) :192

To: DHARMENDRA KUMAR -DGM/NOCDLI/NR/DK-a/s DGM/NOCDLI/RCIL

Set Due Date: श्रीरंज (DEVINDER)-S:Mgr/S/OM/NOC/NR/RCIL/D-O/s AGM/NOCDLI/NR/RCIL

Action: श्रीरंज नथ तिवारी (YOGENDRA NATH TIWARI)-Mgr/S/OM/NOC/NR/RCIL/YNT-O/s S:Mgr/OM/NOC/NR/RCIL

Priority: श्रीरंज गुप्ता (HOHIT GUPTA)-AGM/OM/NOC/NR/RCIL/MG-O/s AGM/OM/NOC/NR/RCIL

Remarks: श्रीरंज मथुर (PALLAV MATHUR)-S:GM/NOCDLI/NR/RCIL-O/s AGM/NOCDLI/NR/RCIL

Send Disc Sign and Send

e) **In-channel** will show the list of users who are already been involved in that particular file movement

f) **Preferred List** will show you the list of those users which have been added by you in the preferred list