

a) e-Office Management:

The Commissionerate of Collegiate Education employs the National Informatics Center's e-Office functionality, ensuring easy, transparent, and prompt file disposal within set timelines. staff guidelines promote the creation, sharing, modification, and tracking of e-files seamlessly. Functionalities involve attaching enclosures through uploads and facilitating collaborative actions such as sharing, editing, and providing remarks. this streamlined e-office system enhances administrative efficiency and transparency in file management

Functionalities

- Creation of e-files with enclosures attached by uploading
- Share, Modify, Provide Remarks, Edit the e-Office files.
- Track the files with ease.
- Dashboard of e-Office

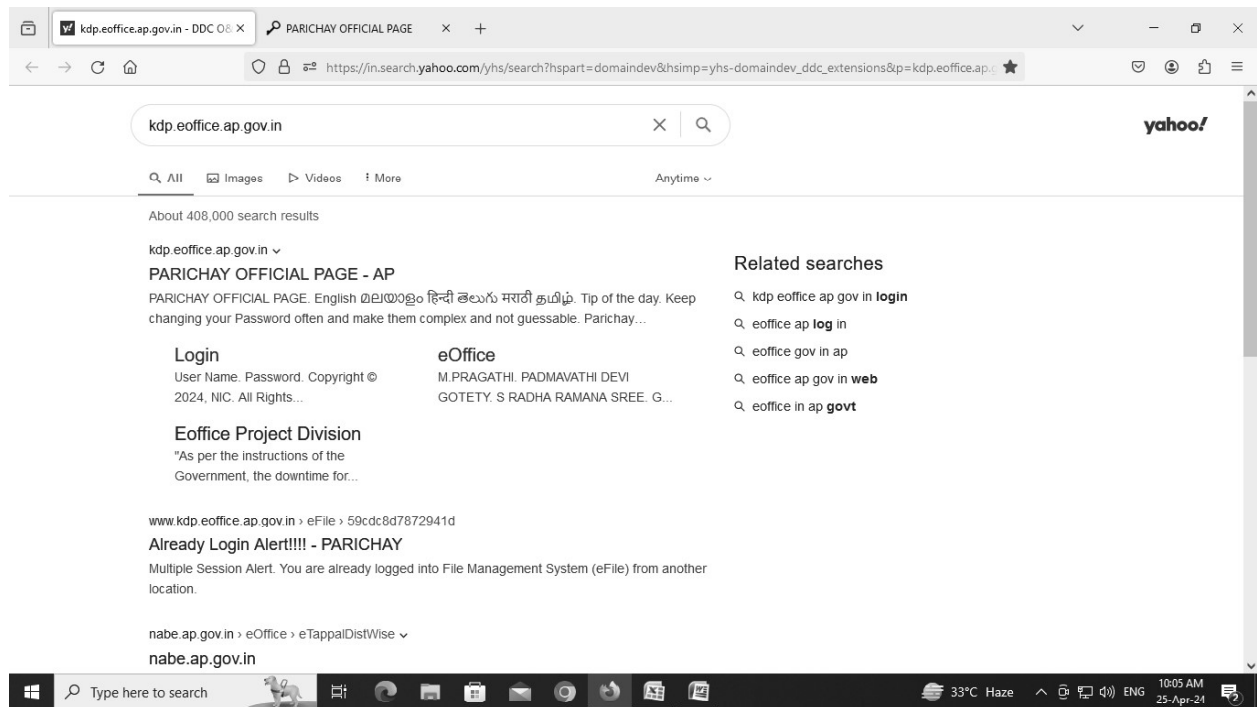
Tracking of bills:

The screenshot displays the 'Bill Lifecycle Management (BLM)' web application. The header shows the user 'MOGILESWAR REDDY DURGAM' and a search icon. The main content area lists two bills:

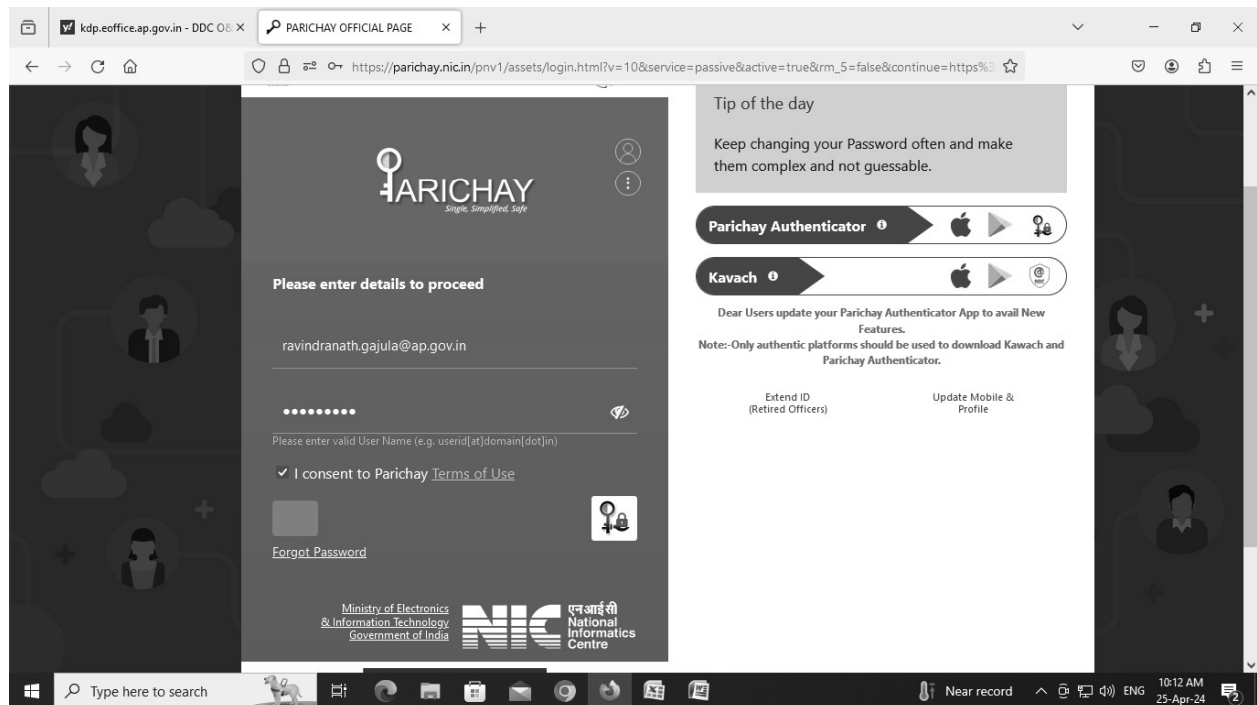
- Bill 002:** PAVAN KUMAR NAGOORI 14332912 22.10.2022 16:10:46. The description is 'Salaries for the month of 10/2022 is forwarded to STO for Approval. Payable on or after 01.11.2022.' It includes a fingerprint authentication icon and a unique ID 'BAK:948EBFBC01EB4AC8'.
- Bill 001:** RAVINDRANATH GAJULA 14248720 21.10.2022 15:04:17. The description is 'Pay Bill of Non Teaching staff for the Month of October 2022 Bill Submitted to Treasury.' It also includes a fingerprint authentication icon and a unique ID 'BAK:94A47109990ACB84'.

At the bottom right, there is a 'Print' button and a Windows activation watermark.

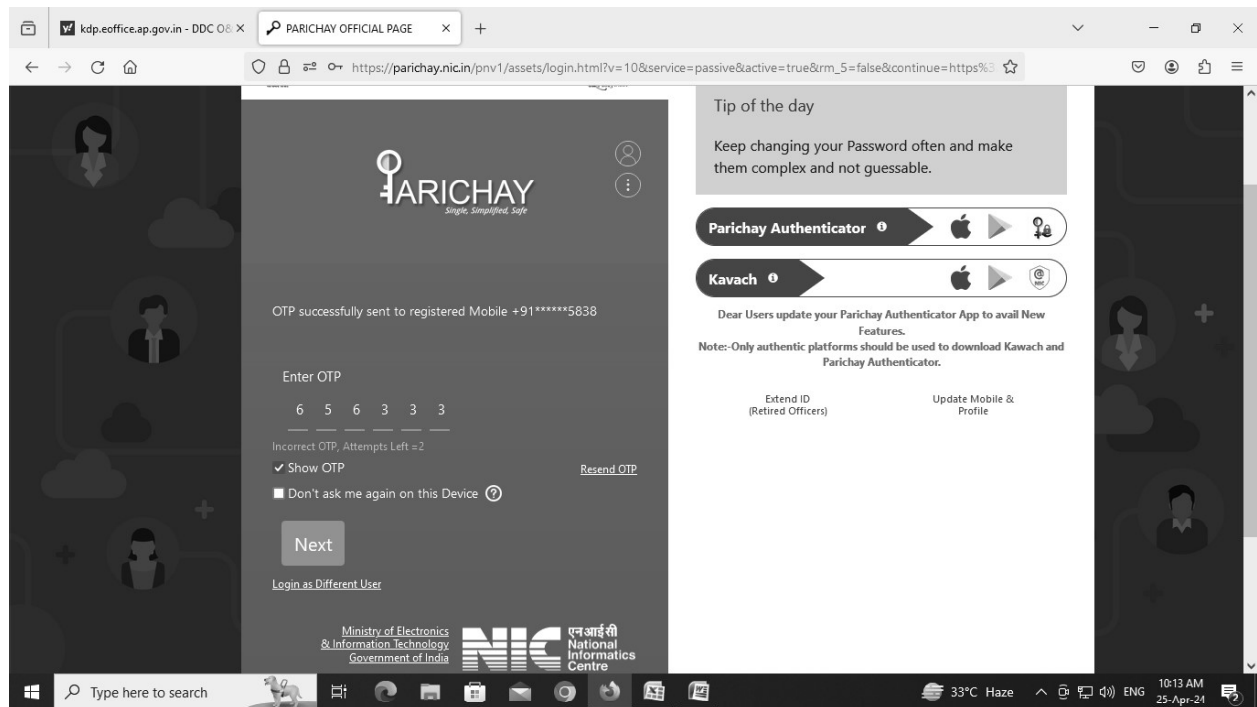
E-OFFICE LOGIN WEBSITE



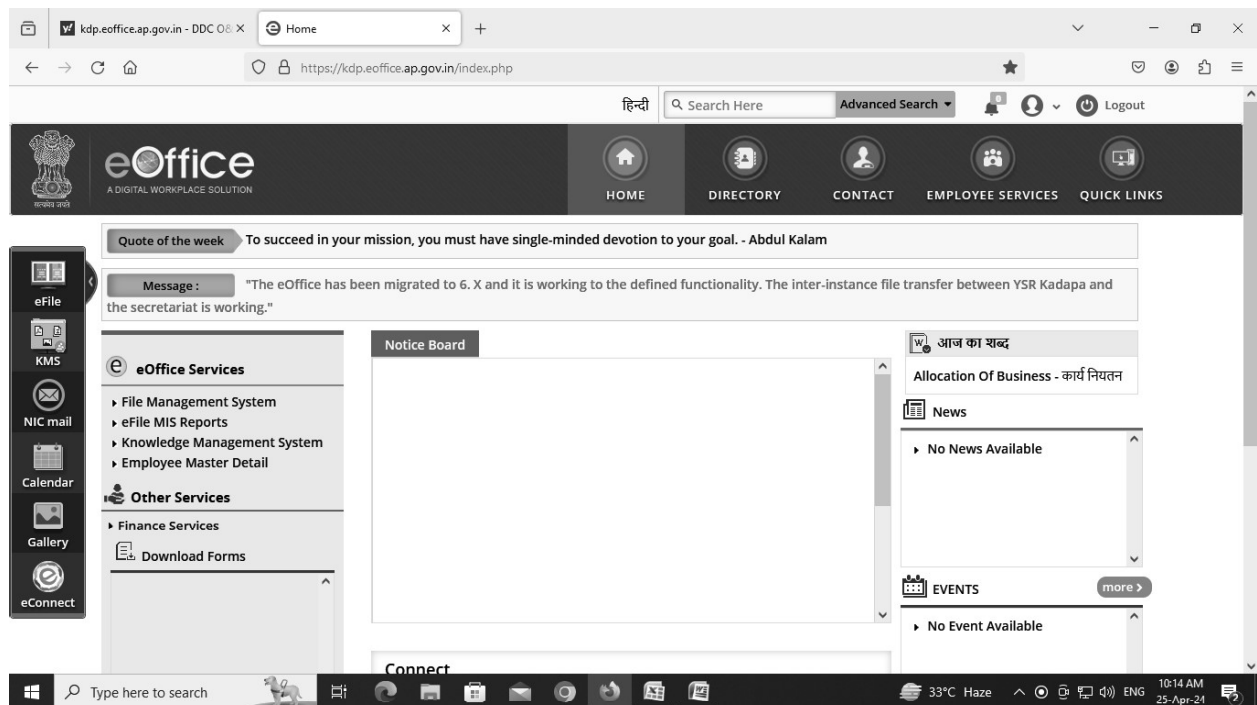
USER NAME & PASSWORD



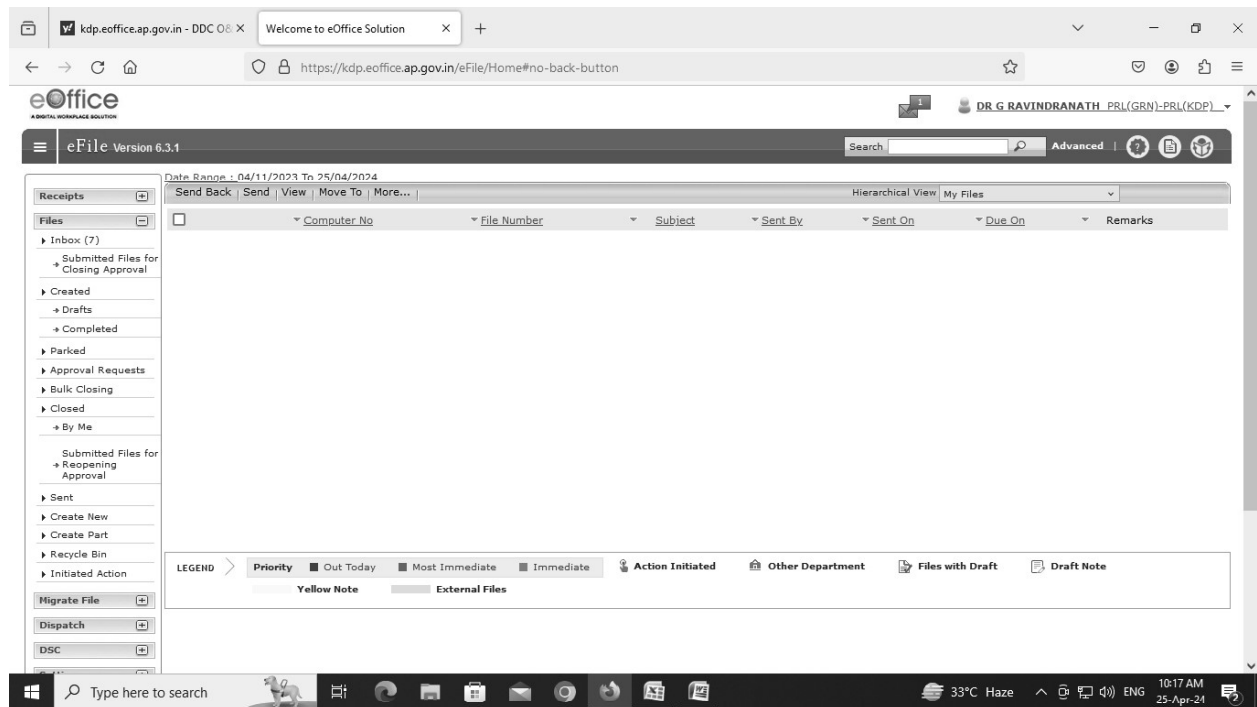
OTP TO PRINCIPALMOBILE NUMBER



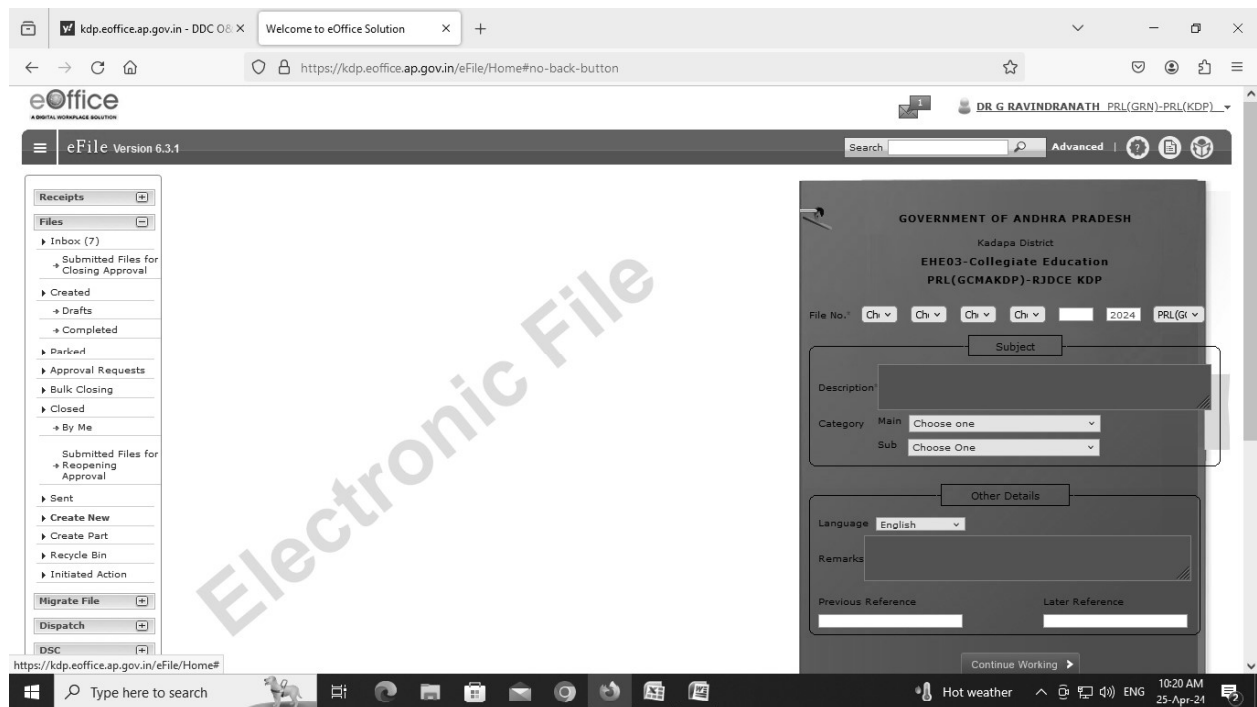
HOME PAGE



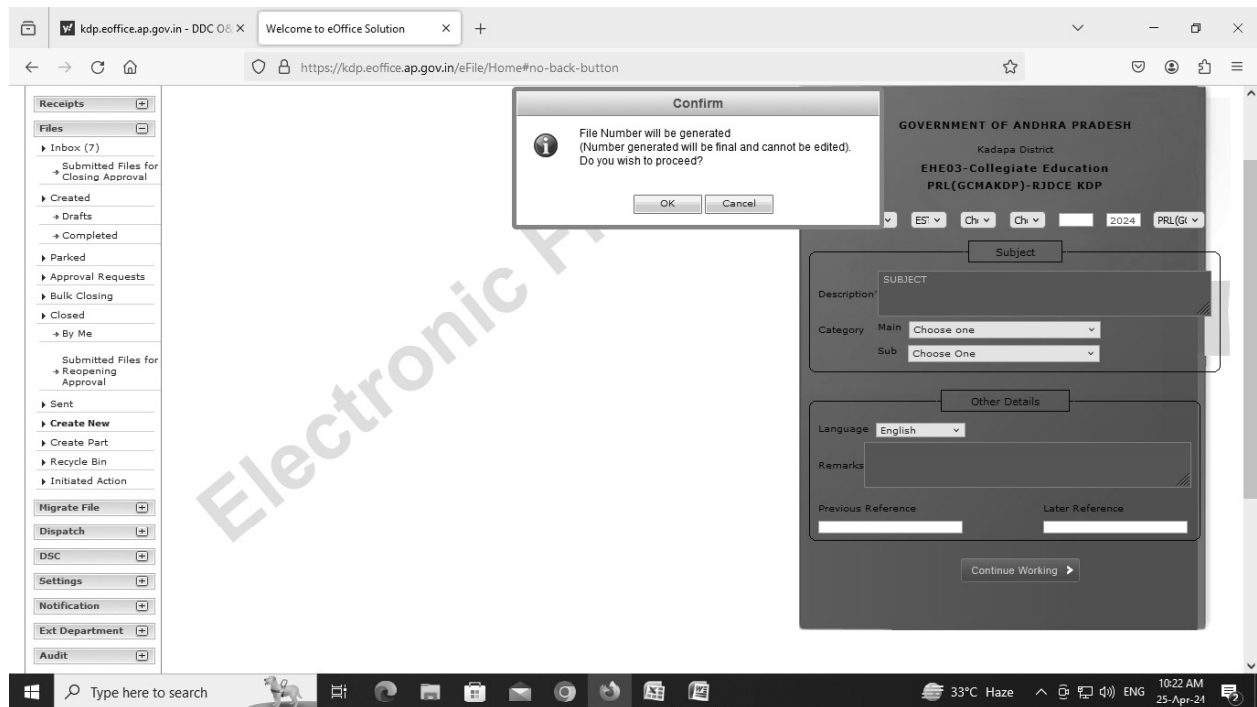
FILE SUBMITTING PAGE



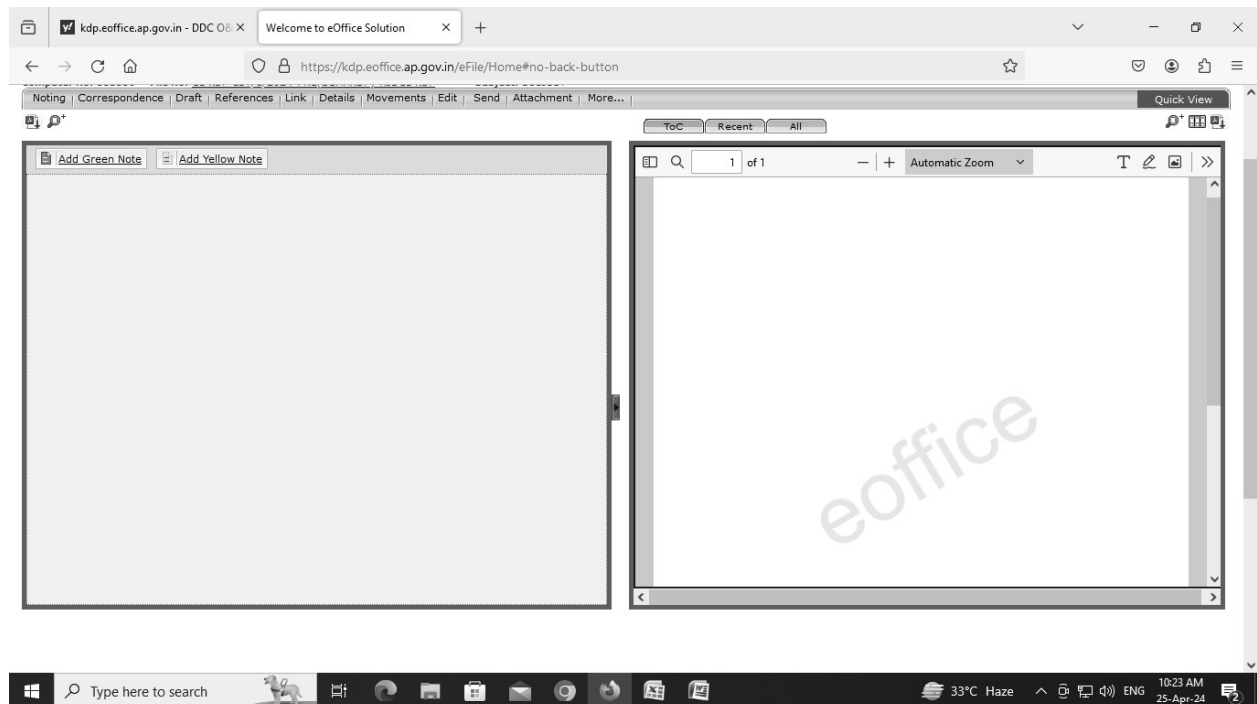
CREATE FILE



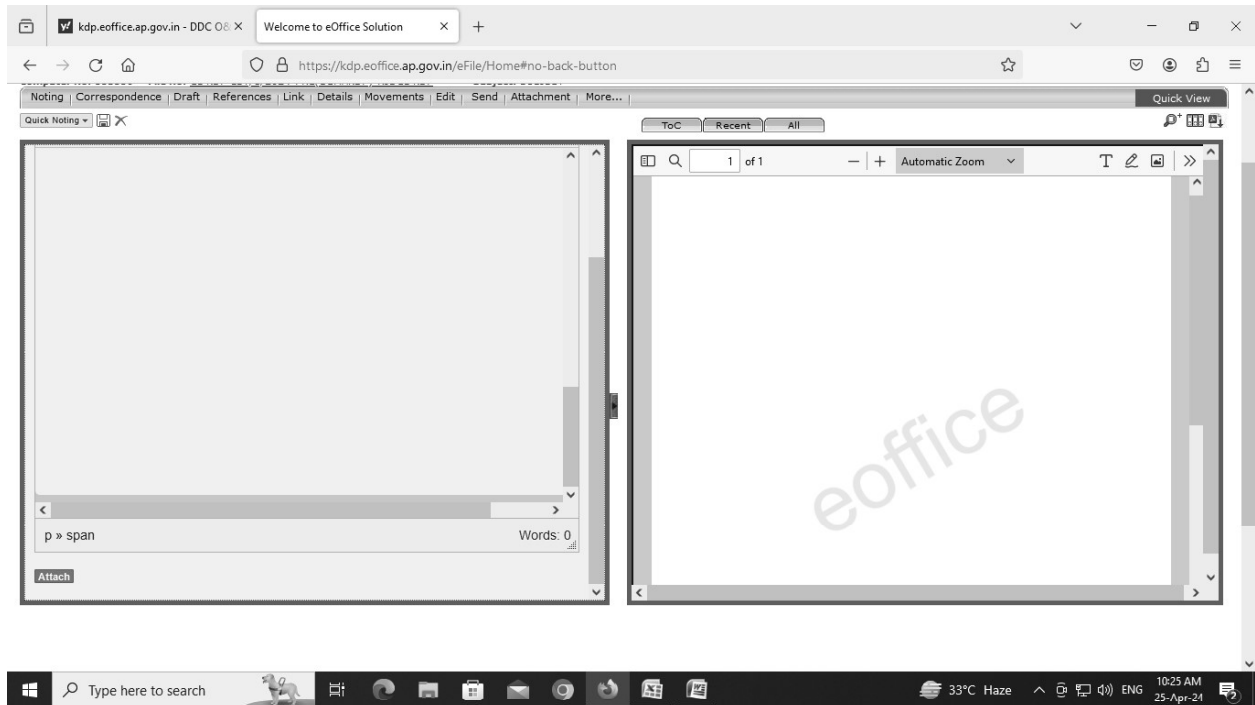
FILE NUMBER GENERATE



FILES ATTACHMENTS AND NOTE WRITE



ATTACHMENTS



PRESS SEND BUTTON

Computer No: 553550 File No: CE KDP-EST/1/2024-PRL(GCMAKDP)-RJDCE KDP Subject: SUBJECT

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

Internal ☐ External

Organization: Kadapa District

☒ All ☐ Reporting Officer ☐ Sub-ordinates ☐ In Channel ☐ Preferred List

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

To: Notify: ☐ Email ☐ SMS

Remarks: Total 1000 | 1000 characters left.

Set Due Date: 17

Action: Forward

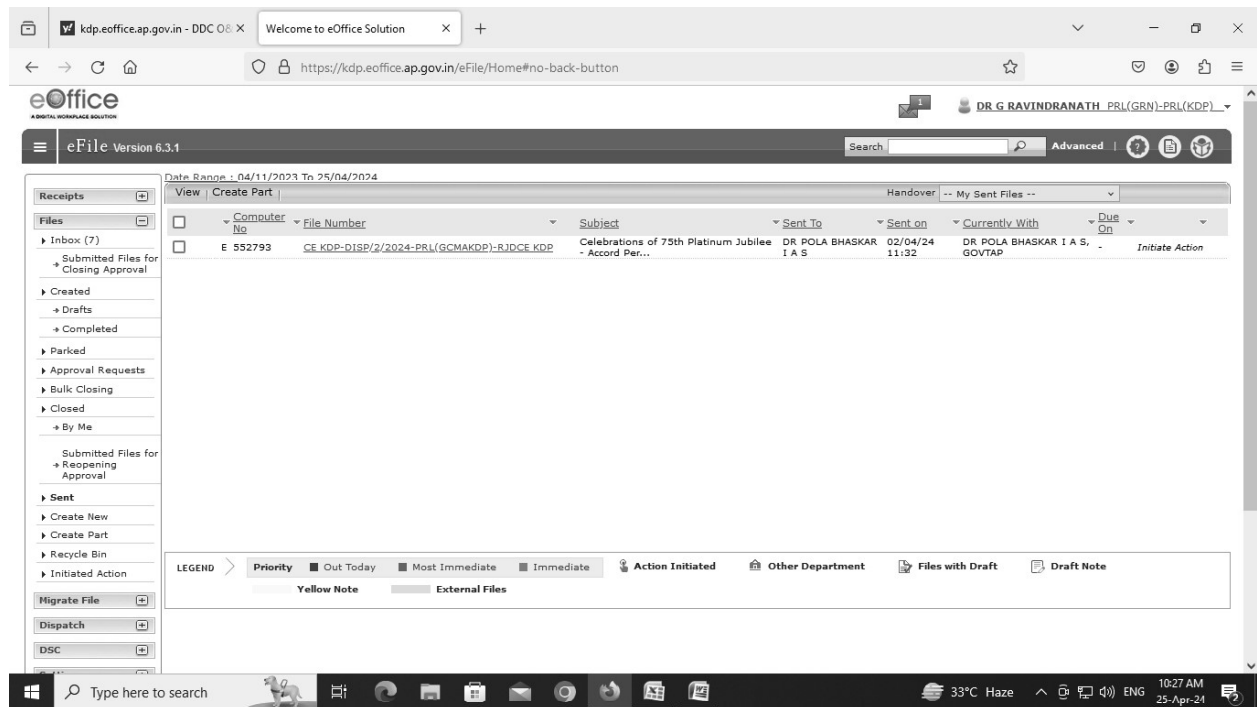
Priority: Choose one

Send

File Number	Subject	Note(Chars)
☒ CE KDP-EST/1/2024-PRL(GCMAKDP)...	SUBJECT	130

Note: Bulk signing maximum allowed characters- 1000000 Total(Formatting included) :130

FILE SEND PROFF



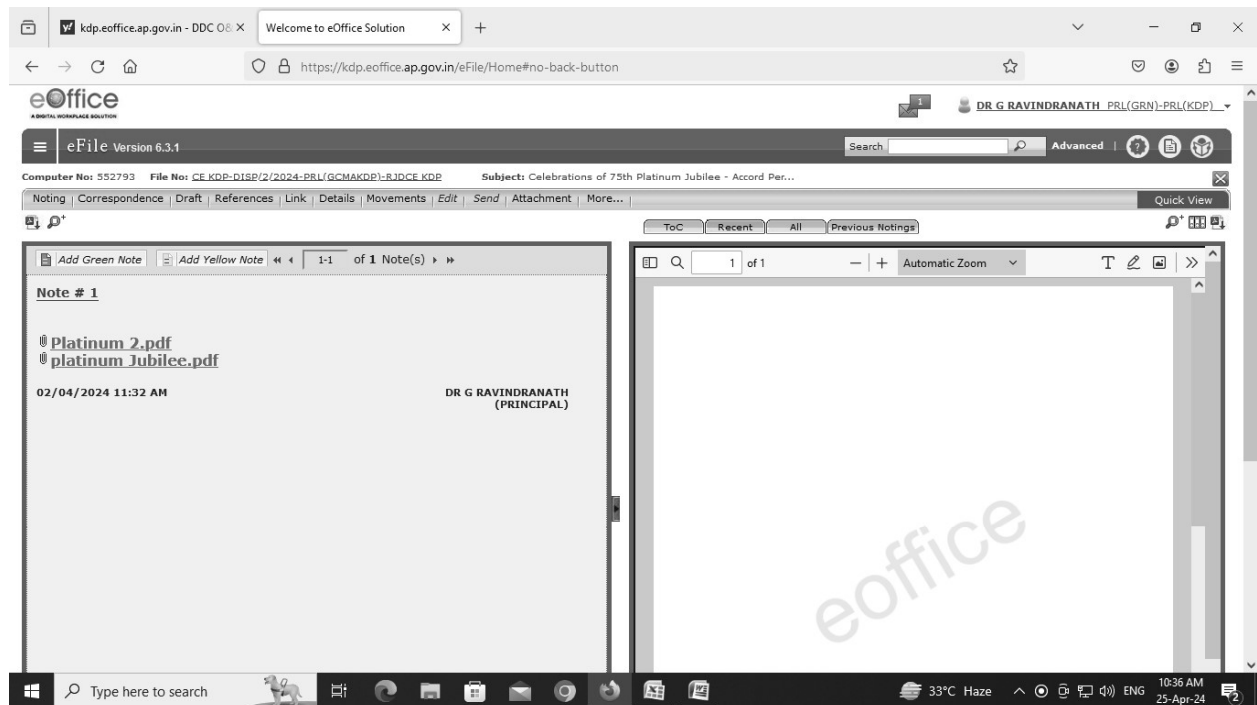
Computer No: 552793 File No: CE KDP-DISP/2/2024-PRL(GCMAKDP)-BJDCE KDP Subject: Celebrations of 75th Platinum Jubilee - Accord Per...

Computer No	File Number	Subject	Sent To	Sent on	Currently With	Due On
E 552793	CE KDP-DISP/2/2024-PRL(GCMAKDP)-BJDCE KDP	Celebrations of 75th Platinum Jubilee - Accord Per...	DR POLA BHASKAR I A S	02/04/24 11:32	DR POLA BHASKAR I A S, GOVTAP	-

LEGEND > Priority ■ Out Today ■ Most Immediate ■ Immediate ■ Action Initiated ■ Other Department ■ Files with Draft ■ Draft Note

Yellow Note External Files

OLD FILE



Computer No: 552793 File No: CE KDP-DISP/2/2024-PRL(GCMAKDP)-BJDCE KDP Subject: Celebrations of 75th Platinum Jubilee - Accord Per...

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

ToC Recent All Previous Notings

Note # 1

Platinum 2.pdf
platinum Jubilee.pdf

02/04/2024 11:32 AM DR G RAVINDRANATH (PRINCIPAL)