



Government College for Men:: Kadapa

Autonomous & NAAC accredited at "B" Grade

Andhra Pradesh-516004



Paperless Office

- Most of time we encourage paper less communication through social media, e-mail, WhatsApp. Which is quick, storable, economic and can be used as and when needed everywhere.
- College have been using e-office for official transactions & communication securely. Every correspondence with CCE is carried on through e-office only.
- The examination branch is completely automated. Hence, students can pay the fees, download the hall tickets and marks memo through college webpage.
- Dynamic college website hosts all required information.
- The entire admission process is online through OAMDC admission process.
- The pay bills of the teaching staff are also computerized.
- Short notices and communications are conveyed using the public address system.

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.




PRINCIPAL
GOVT. COLLEGE FOR MEN (A)
KADAPA.

• Dashboard of e-Office

Bill Lifecycle Management (BLM)

MOGILESWAR REDDY DURGAM

Details

Document type: Correspondence

002 PAVAN KUMAR NAGOORI 14332912 22.10.2022 16:10:46



Salaries for the month of 10/2022 is forwarded to STO for Approval.
Payable on or after 01.11.2022.

BAK:94BEBFBC51E84ACB
Date:22.10.2022 16:10:46

001 RAVINDRANATH GAJULA 14248720 21.10.2022 15:04:17



Pay Bill of Non Teaching staff for the Month of October 2022 Bill Submitted to Treasury

BAK:94A47109990ACB84
Date:21.10.2022 15:04:17

Activate Windows
Go to Settings to activate Windows

Print

Details

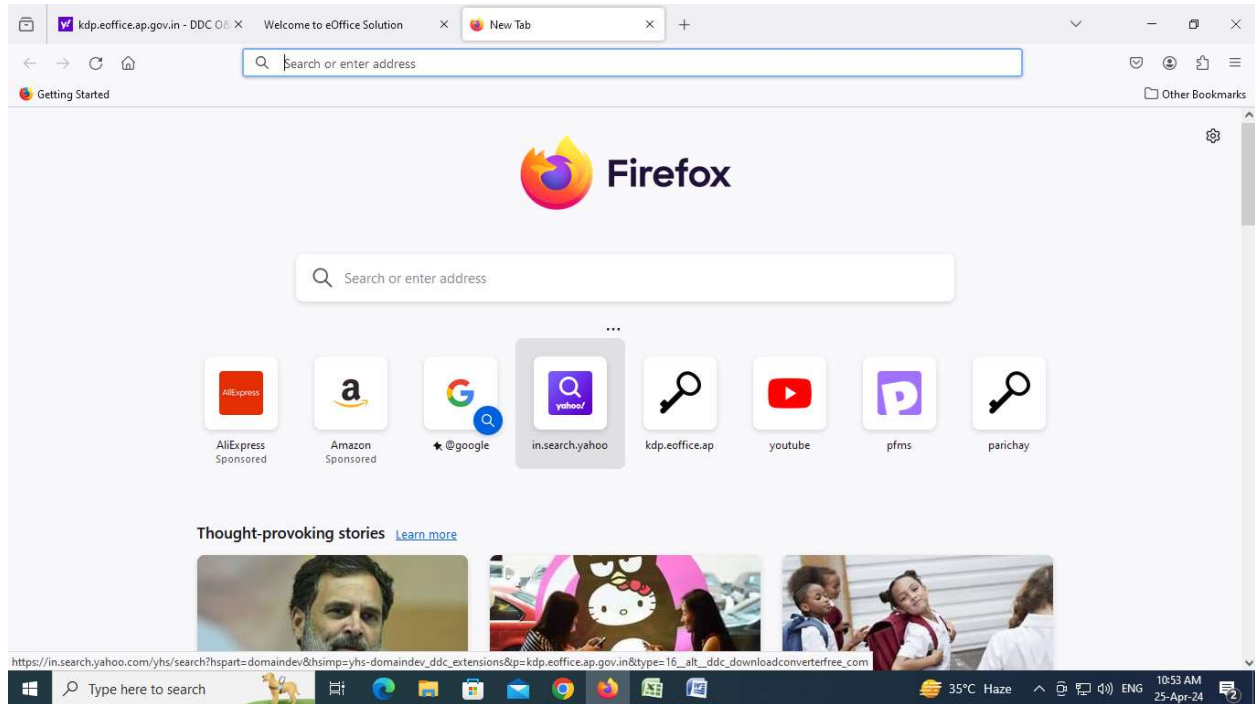
Basic Information Employees Details Checklist Workflow Notes & Documents Errors Attribute History

Processor List

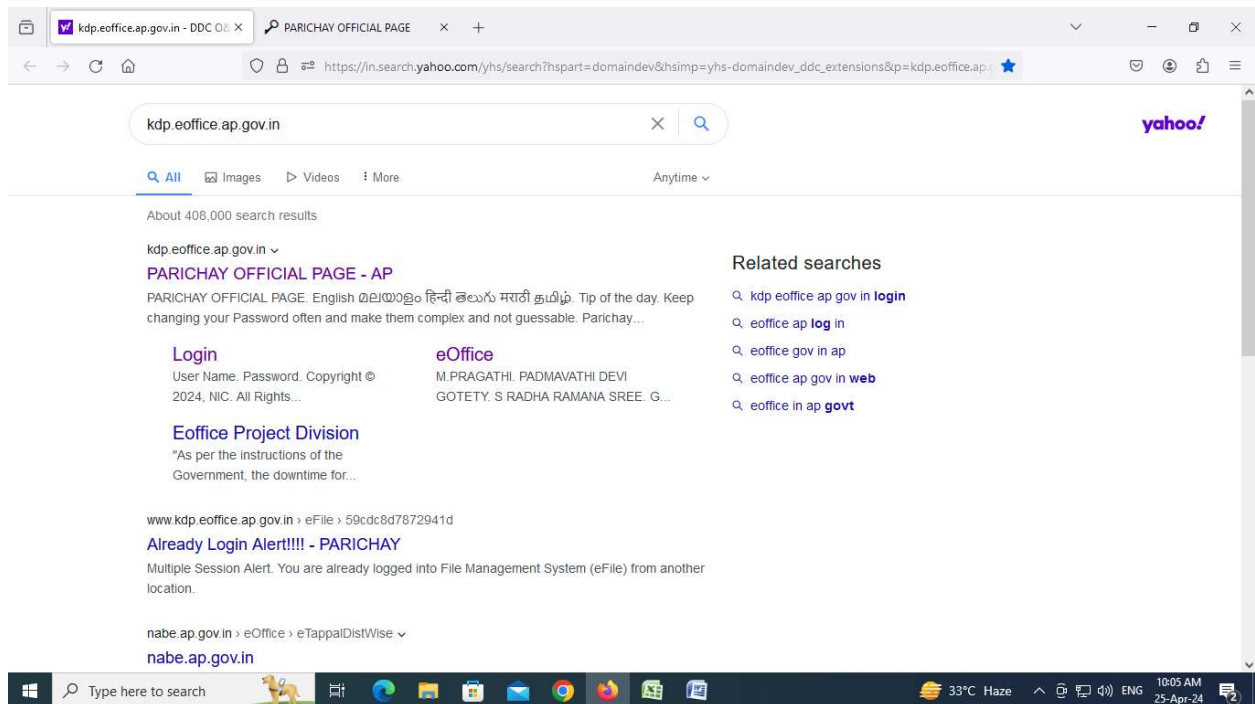
Processors	Activity	Action	Start Date	End Date	Status
↓ PRINCIPAL	Submission	Submitted	21.10.2022 11:05:32	21.10.2022 15:04:19	Completed
↓ SENIOR ACCOUNTANT (B1)	Auditor	Sent	21.10.2022 15:04:20	22.10.2022 16:10:49	Completed
↓ SUB TREASURY OFFICER	Verifier	Sent	22.10.2022 16:10:51	23.10.2022 13:26:44	Completed
↓ DEPUTY DIRECTOR	Approve	Approved	23.10.2022 13:26:45	23.10.2022 16:24:39	Completed

Activate Windows
Go to Settings to activate Windows

WE HAVE TO OPEN IN MOZILLA FIREFOX FOR E-OFFICE



E-OFFICE LOGIN WEBSITE



USER NAME & PASSWORD

The screenshot shows the Parichay login page in a web browser. The URL is https://parichay.nic.in/pnv1/assets/login.html?v=10&service=passive&active=true&rm_5=false&continue=https%3A. The page has a blue header with the Parichay logo and the tagline "Single. Simplified. Safe". Below the header, there is a login form with the following fields and options:

- Username:**
- Password:**
- Consent:** ☒ I consent to Parichay [Terms of Use](#)
- Forgot Password:** [Forgot Password](#)

At the bottom of the form, it says "Ministry of Electronics & Information Technology Government of India" and "NIC एनआईसी National Informatics Centre".

On the right side of the page, there is a "Tip of the day" section with the text: "Keep changing your Password often and make them complex and not guessable." Below this, there are two buttons: "Parichay Authenticator" and "Kavach", each with a download icon. Below these buttons, there is a red text box that says: "Dear Users update your Parichay Authenticator App to avail New Features. Note: Only authentic platforms should be used to download Kawach and Parichay Authenticator." Below this, there are two links: "Extend ID (Retired Officers)" and "Update Mobile & Profile".

OTP TO PRINCIPAL MOBILE NUMBER

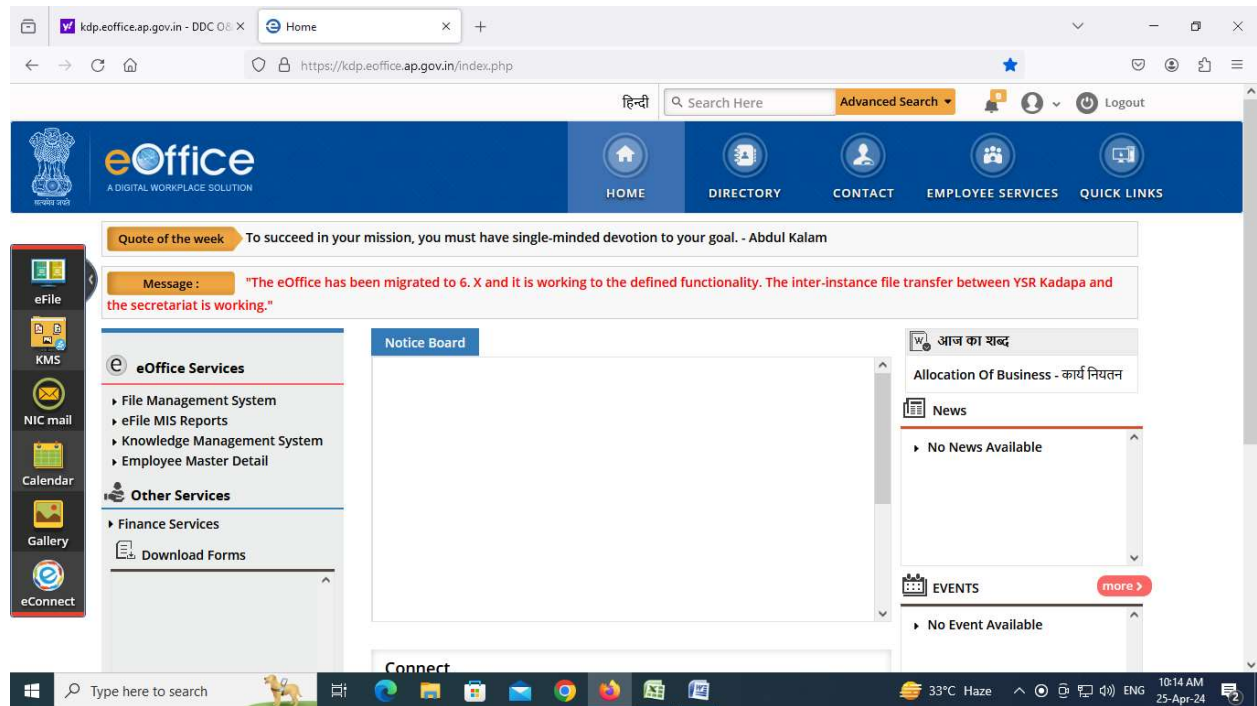
The screenshot shows the Parichay login page in a web browser. The URL is https://parichay.nic.in/pnv1/assets/login.html?v=10&service=passive&active=true&rm_5=false&continue=https%3A. The page has a blue header with the Parichay logo and the tagline "Single. Simplified. Safe". Below the header, there is a login form with the following fields and options:

- OTP:**
- Incorrect OTP, Attempts Left = 2**
- Show OTP:** ☒ Show OTP
- Resend OTP:** [Resend OTP](#)
- Don't ask me again on this Device:** ☐ Don't ask me again on this Device
- Next:** [Next](#)
- Login as Different User:** [Login as Different User](#)

At the bottom of the form, it says "Ministry of Electronics & Information Technology Government of India" and "NIC एनआईसी National Informatics Centre".

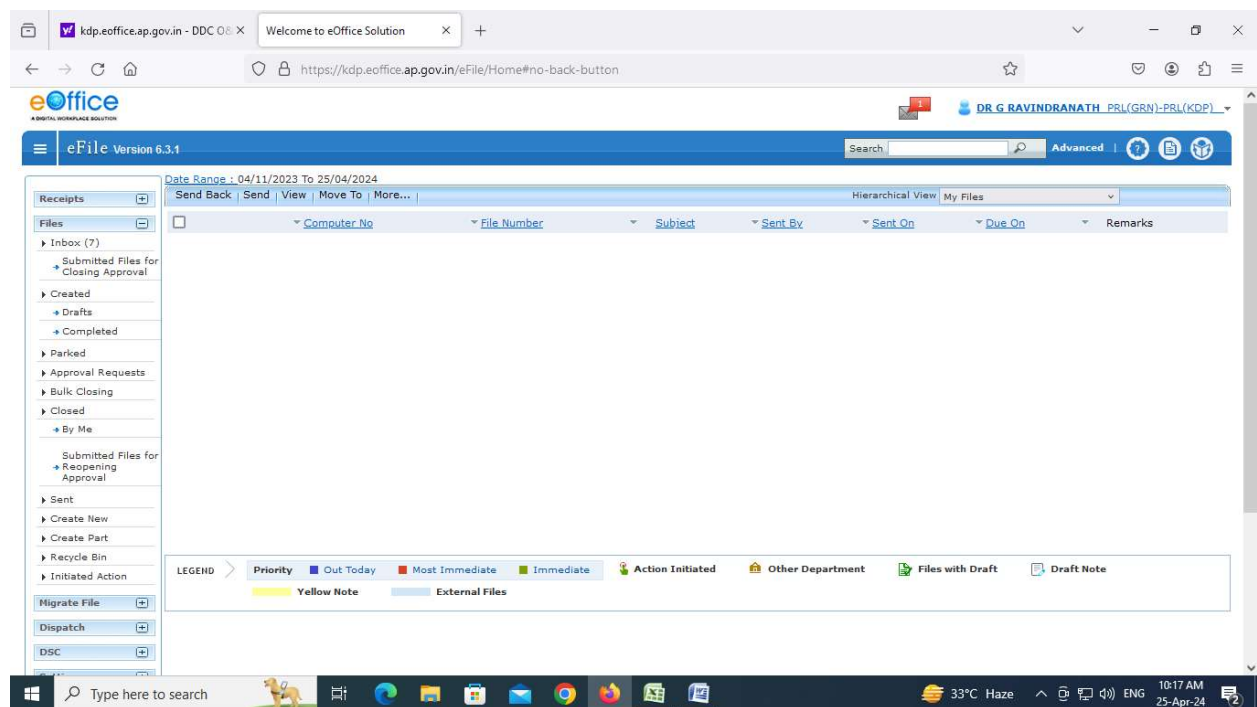
On the right side of the page, there is a "Tip of the day" section with the text: "Keep changing your Password often and make them complex and not guessable." Below this, there are two buttons: "Parichay Authenticator" and "Kavach", each with a download icon. Below these buttons, there is a red text box that says: "Dear Users update your Parichay Authenticator App to avail New Features. Note: Only authentic platforms should be used to download Kawach and Parichay Authenticator." Below this, there are two links: "Extend ID (Retired Officers)" and "Update Mobile & Profile".

HOME PAGE



The screenshot shows the eOffice Home Page in a web browser. The browser address bar displays <https://kdp.eoffice.ap.gov.in/index.php>. The page features a blue header with the eOffice logo and navigation links: HOME, DIRECTORY, CONTACT, EMPLOYEE SERVICES, and QUICK LINKS. A search bar is located in the top right corner. Below the header, a quote of the week is displayed: "To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam". A message box states: "The eOffice has been migrated to 6. X and it is working to the defined functionality. The inter-instance file transfer between YSR Kadapa and the secretariat is working." The main content area is divided into three sections: eOffice Services, Notice Board, and a sidebar with links to eFile, KMS, NIC mail, Calendar, Gallery, and eConnect. The eOffice Services section lists: File Management System, eFile MIS Reports, Knowledge Management System, Employee Master Detail, Other Services, Finance Services, and Download Forms. The Notice Board section is currently empty. The sidebar section shows: आज का शब्द (Today's Word), Allocation Of Business - कार्य नियत, News (No News Available), and EVENTS (No Event Available). The Windows taskbar at the bottom shows the date as 25-Apr-24 and the time as 10:14 AM.

FILE SUBMITTING PAGE



The screenshot shows the eOffice File Submitting Page in a web browser. The browser address bar displays <https://kdp.eoffice.ap.gov.in/eFile/Home#no-back-button>. The page features a blue header with the eOffice logo and navigation links: eFile Version 6.3.1, Search, Advanced, and icons for help, settings, and user profile. The main content area is divided into three sections: Receipts, Files, and a sidebar with links to eFile, KMS, NIC mail, Calendar, Gallery, and eConnect. The Receipts section shows a table with columns: Computer No, File Number, Subject, Sent By, Sent On, Due On, and Remarks. The Files section shows a table with columns: Computer No, File Number, Subject, Sent By, Sent On, Due On, and Remarks. The sidebar section shows: Date Range: 04/11/2023 To 25/04/2024, Legend, and a list of actions: Priority, Out Today, Most Immediate, Immediate, Action Initiated, Other Department, Files with Draft, Draft Note, Migrate File, Dispatch, and DSC.

CREATE FILE

Browser tabs: kdp.eoffice.ap.gov.in - DDC 00 x | Welcome to eOffice Solution x | +

Address bar: https://kdp.eoffice.ap.gov.in/eFile/Home#no-back-button

Page Header: eoffice A DIGITAL WORKPLACE SOLUTION | eFile Version 6.3.1 | Search | Advanced | ? | ? | ?

Left Sidebar:

- Receipts
- Files
 - Inbox (7)
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Bulk Closing
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - Sent
 - Create New
 - Create Part
 - Recycle Bin
 - Initiated Action
- Migrate File
- Dispatch
- DSC

Main Content Area:

GOVERNMENT OF ANDHRA PRADESH
Kadapa District
EHE03- Collegiate Education
PRL(GCMAKDP)-RJDCE KDP

File No.: Ch v Ch v Ch v Ch v 2024 PRL(Gl v

Subject: [Text Box]

Description: [Text Box]

Category: Main Choose one Sub Choose One

Other Details

Language: English

Remarks: [Text Box]

Previous Reference: [Text Box] Later Reference: [Text Box]

Continue Working >

Taskbar: Type here to search | 10:20 AM 25-Apr-24 | Hot weather | ENG

FILE NUMBER GENERATE

Browser tabs: kdp.eoffice.ap.gov.in - DDC 00 x | Welcome to eOffice Solution x | +

Address bar: https://kdp.eoffice.ap.gov.in/eFile/Home#no-back-button

Page Header: eoffice A DIGITAL WORKPLACE SOLUTION | eFile Version 6.3.1 | Search | Advanced | ? | ? | ?

Left Sidebar:

- Receipts
- Files
 - Inbox (7)
 - Submitted Files for Closing Approval
 - Created
 - Drafts
 - Completed
 - Parked
 - Approval Requests
 - Bulk Closing
 - Closed
 - By Me
 - Submitted Files for Reopening Approval
 - Sent
 - Create New
 - Create Part
 - Recycle Bin
 - Initiated Action
- Migrate File
- Dispatch
- DSC
- Settings
- Notification
- Ext Department
- Audit

Main Content Area:

GOVERNMENT OF ANDHRA PRADESH
Kadapa District
EHE03- Collegiate Education
PRL(GCMAKDP)-RJDCE KDP

File No.: ES v Ch v Ch v 2024 PRL(Gl v

Subject: SUBJECT

Description: [Text Box]

Category: Main Choose one Sub Choose One

Other Details

Language: English

Remarks: [Text Box]

Previous Reference: [Text Box] Later Reference: [Text Box]

Continue Working >

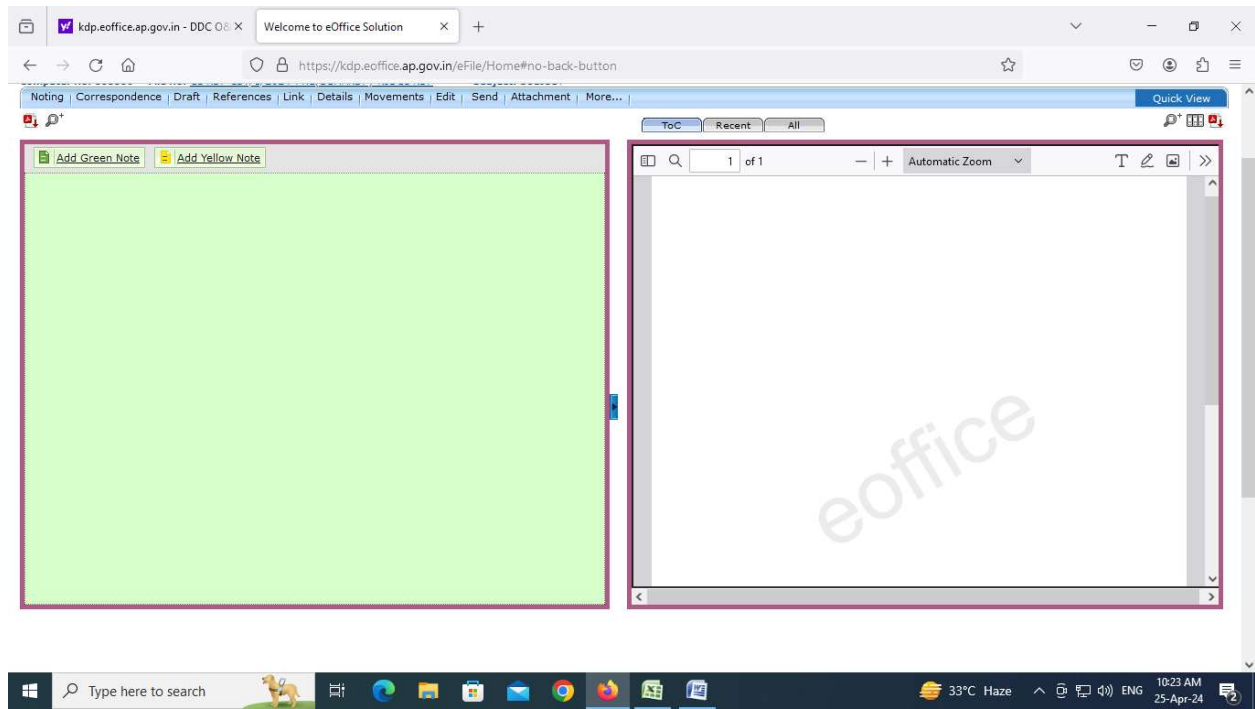
Confirm Dialog:

File Number will be generated
(Number generated will be final and cannot be edited).
Do you wish to proceed?

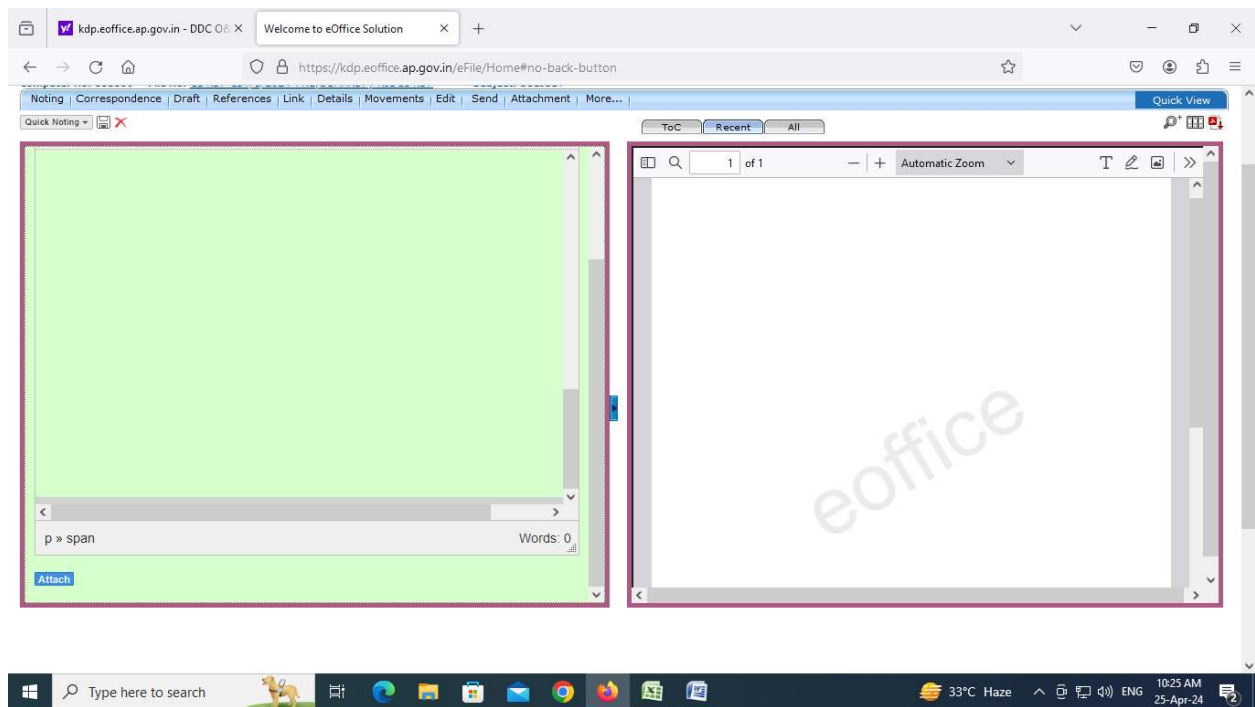
OK Cancel

Taskbar: Type here to search | 10:22 AM 25-Apr-24 | 33°C Haze | ENG

FILES ATTACHMENTS AND NOTE WRITE



ATTACHMENTS



PRESS SEND BUTTON

Browser tabs: kdp.eoffice.ap.gov.in - DDC 00 x, Welcome to eOffice Solution x

Address bar: https://kdp.eoffice.ap.gov.in/eFile/Home#no-back-button

eoffice A DIGITAL WORKSPACE SOLUTION

eFile Version 6.3.1

Computer No: 553550 File No: CE KDP-EST/1/2024-PRL(GCMAKDP)-BJDCE 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: [Text Box] Notify: ☐ Email ☐ SMS

Remarks: Total 1000 | 1000 characters left.

Set Due Date: [Date Picker]

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

Windows taskbar: Type here to search, 33°C Haze, 10:26 AM 25-Apr-24

FILE SEND PROFF

Browser tabs: kdp.eoffice.ap.gov.in - DDC 00 x, Welcome to eOffice Solution x

Address bar: https://kdp.eoffice.ap.gov.in/eFile/Home#no-back-button

eoffice A DIGITAL WORKSPACE SOLUTION

eFile Version 6.3.1

Date Range: 04/11/2023 To 25/04/2024

View Create Part Handover: -- My Sent Files --

Computer No	File Number	Subject	Sent To	Sent on	Currentiv 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

Windows taskbar: Type here to search, 33°C Haze, 10:27 AM 25-Apr-24

OLD FILE

The screenshot displays the eOffice application interface. The browser address bar shows the URL <https://kdp.eoffice.ap.gov.in/eFile/Home#no-back-button>. The application header includes the eOffice logo and the text "eFile Version 6.3.1". The user profile at the top right is "DR G RAVINDRANATH PBL(GRN)-PBL(KDP)". The document details section shows "Computer No: 552793", "File No: CE KDP-DISP/2/2024-PBL/GCMAKDP-BJDCE KDP", and "Subject: Celebrations of 75th Platinum Jubilee - Accord Per...". The document content area is green and contains the text "Note # 1", "Platinum 2.pdf", "platinum Jubilee.pdf", "02/04/2024 11:32 AM", and "DR G RAVINDRANATH (PRINCIPAL)". The right sidebar shows a list of documents with "1 of 1" and "Automatic Zoom" options. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with the system clock displaying "10:36 AM 25-Apr-24".




PRINCIPAL
GOVT. COLLEGE FOR MEN (A)
KADAPA.