How to use e-Office

1. Go to http://172.26.43.34. The link is also provided on CCL website under e-office tab as shown below:



2. After opening the link, the login page will look like this:

| Thursday, June 22, 2017 | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | |
| COAL INDIA LIMITED | |
| | |
| | |
| Login ID | |
| Password Contract Con | |
| | |
| | |

3. Use coal India email id and password as Login id and password here as shown below;

| Thursday, June 22, 2017 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| C C C C C C C C C C C C C C C C C C C |
| COAL INDIA LIMITED |
| Login ID rayees.naik@coalin Password Dogin wright © 2009-12, NIC. All Rights Reserved. This site is designed, developed and Hosted by NIC. |

4. After Login , click on "File Management System" as shown below:

| Mrt SPACE Mrd et alez Dashboard Annual Finan Messages Image: Comparison of the second | ial Satement -वार्षिक |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Dashboard Annual Finan Messages 교 대학 HELP ME TO * Download File * Download * Apply for N * Download * Apply for N * Apply for N | ial Satement -বার্ষিক |
| Shared Documents Alerts FILE & DOCUMENT SERVICES HELP ME TO D D D D D D D D D D D D D D D D D D D | |
| FILE & DOCUMENT SERVICES * Download * Apply for N | |
| » Apply for I | lanuals |
| File Management System | HA ID Card |
| Mit No Performance System DOWNLOAD | ORMS |
| HR SERVICES | |
| Employee Master Details | |
| | |
| Under Services Quote of the Week: Move fast, Keep on your lust. Do not relate to past because past is equal to dust Satyendra Nath Chatterjee EMPLOYEE C | RNER |
| Birthday W Superanni Events Q News I Newsletter I superanni superanni superanni | shes ation |
| Some interview of the second sec | ay |

5. After clicking on "File Management System"; the page will redirect you to the eFile page of e-office where the majority of the work is done as shown below:

| DIGITAL WORKPLACE SOLUTION | | | | | | | | | | | 5 <u>RA</u> | YEES AHMED NAIK | AM(S | (S)(RAN)-CCL-H |
|-----------------------------------------------|------|----------------|--------------|---------------|---------|-------------|------|-----------|--------------------|------------------|--------------------|--------------------|------|----------------|
| eFile ^{electronic file s} | yste | em. | | | | | | | | | Search | P | Ad | vanced Help |
| | ן נ | Date Range : 2 | 9/04/2014 | To 22/06/2017 | 7 | | | | | | | | | |
| Receipts 🛨 | | Receive Rej | oly Send | View Move | To More | | | | | Hierarc | hical View My File | 25 | ۲ | |
| Files 📃 | | | ▼ <u>Com</u> | puter No | ΨE | ile Number | | - Subject | ▼ <u>Sent By</u> | ▼ <u>Sent On</u> | ⊤ <u>Due On</u> | ▼ <u>Read On</u> | Ŧ | Remarks |
| ▶ Inbox | | | | | | | | | | | | | | |
| Submitted Files for Closing Approval | | | | | | | | | | | | | | |
| Created | | | | | | | | | | | | | | |
| → Drafts | | | | | | | | | | | | | | |
| → Completed | | | | | | | | | | | | | | |
| Parked | | | | | | | | | | | | | | |
| Approval Requests | | | | | | | | | | | | | | |
| Closed | | | | | | | | | | | | | | |
| → Ву Ме | | | | | | | | | | | | | | |
| → Submitted Files for → Reopening Approval | | | | | | | | | | | | | | |
| RMS Inbox | | | | | | | | | | | | | | |
| ▶ Sent | | | | | | | | | | | | | | |
| Conversions | | | | | | | | | | | | | | |
| → Drafts | | | | | | | | | | | | | | |
| → Completed | | | | | | | | | | | | | | |
| Physical File | | | Priority | Out Today | Mos | t Immediate | Imme | diate | 省 Action Initiated | d 🛛 🏦 Other I | Department | 🚽 Files with Draft | [| Draft Note |
| Create New (Non SFS) | | | , | Yellow Note | - | External Fi | les | | | | | | | |
| → Create New (SFS) | | | | | | | | | | | | | | |
| Electronic File | | | | | | | | | | | | | | |
| Create New (Non SFS) | | | | | | | | | | | | | | |

6. Click on the "Receipts" that is on the left side of the panel. The page will show you the files. as shown below:

| | | | | | | | RAYEES AHM | ED NAIK AM | <u>1(SYS)(RAN</u> |)-CCL-HQ + |
|-------------------------------|----------------------------------|----------------------------------------|-------------------------------------------------|----------------|----------------|-----------------|-----------------------------------------------------------------|-------------------|-------------------|------------|
| eFile electronic file s | system | | | | | | Search | | Advanced | Help |
| Receipts 🖃 | Date Range : 29 Receive Rep | /04/2014 To 22/0 ly Send Put in | 6/2017 a File View Move To Copy | Close Dispat | ch | | Hierarchical View My Receipts | | ¥ | |
| Browse & Diarise Physical | | | Receipt No. | • | Subject | <u>Sender</u> | ▼ <u>Sent By</u> | ▼ <u>Sent On</u> | ⇒ <u>Due</u> ⇒ | Remarks |
| → Electronic | | E 58987 | 58987(9)/2017/0/0 HEAD OF SY DIVISION,CCL HQ | STEM | iftar party | sanjay kumar | RAKESH KUMAR PRASAD SINGH,O/O HEAD OF SYSTEM DIVISION,CCL HQ | 19/06/17 12:45 | - | D |
| ▶ Inbox | | | | | | | | | | |
| Email Diarisation | | | | | | | | | | |
| ▶ Created | | | | | | | | | | |
| ▶ Sent | | | | | | | | | | |
| Closed | | | | | | | | | | |
| → By Me | | | | | | | | | | |
| ▶ Acknowledgement | | | | | | | | | | |
| Created | | | | | | | | | | |
| → Sent | | | | | | | | | | |
| ▶ Recycle Bin | | | | | | | | | | |
| Initiated Action | | | | | | | | | | |
| Files 🛨 | | | | | | | | | | |

| Date Range : 29/04/2014 To 22/06/2017 Date Range : 29/04/2014 To 22/06/2017 | | S RAYEES AH | MED NAIK AM(SYS)(RA | N)-CCL-H |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------|---------------------|----------|
| File electronic file system Date Range : 29/04/2014 To 22/06/2017 Receive Renk Send Dut in a File View Maye To Conv Clore | | | | |
| Date Range : 29/04/2014 To 22/06/2017 | | Search | Advanced | l Help |
| Receive Reply Send Put in a File View Move To Conv Close | | | | |
| ceipts | ose Dispatch | Hierarchical View My Receipts | • | |
| Browse & Diarise Computer, Receipt No. | Subject Sender | ▼ <u>Sent By</u> | ★ Sent On | Rema |
| Physical E 58987 B 58987(9)/2017/0/0 HEAD OF SYSTEM D VICEON COL UCE | M iftar sanjay | RAKESH KUMAR PRASAD SINGH, O/O HEAD OF SYSTEM | 4 19/06/17 | 13 |
| | party kumar | DIVISION/CCE HQ | 12:40 | |
| Inbox | | | | |
| mail Diarisation | | | | |
| Created | | | | |
| Sent | | | | |
| losed | | | | |
| → Вγ Ме | | | | |
| kcknov/ledgement | | | | |
| → Created | | | | |
| → Sent | | | | |
| Recycle Bin | | | | |
| nitiated Action | | | | |
| es (+) | | | | |
| grate File 主 | | | | |
| spatch (+) | A | | | |
| LEGEND Priority Out Today Most Immediate Im | nmediate 🍒 Action Ini | tiated VIP VIP References | | |
| c 😐 | | | | |
| ports (±) | | | | |
| ttings 🛨 | | | | |
| tification + | | | | |
| | | | | |

| Powered by National Informatics Centre | Site is best viewed in 1024x768 pixels resolution | Copyright 🕲 , NIC. | | | | |
|----------------------------------------|---------------------------------------------------|--------------------------------|--|--|--|--|
| 📀 📋 🖸 🙆 🔯 🤇 | | EN 🔺 🛱 🌗 📑 12:30 2017-06-22 | | | | |

7. There is help button as well which will guide you to use the panel:

| | | | | | | | | | 📒 RAYEES AHM | IED NAIK AN | M(SYS)(RAN | I)-CCL-HO |
|-------------------------|-----------|--------------|---------------|----------------------------------------|---------------|---------|----------------|-----------------|-----------------------------------------------------------------|-------------------|------------|-----------|
| eFile electronic file | | | | | | | | | Search | P | Advanced | Help |
| | Date Rang | e:_29/04/201 | L4 To 22/06 | 5/2017 | | | | | | | | _ |
| Receipts 🖃 | Receive | Reply Sen | id Put in a | a File View Move To | Copy Close | Dispate | h | | Hierarchical View My Receipts | | • | |
| Browse & Diarise | | - Cor | mputer_ | Receipt No. | | * | Subject | <u>Sender</u> | * <u>Sent By</u> | ⇒ <u>Sent On</u> | - Due - | Remarks |
| Physical Electronic | | E 589 | 187 🔀 | 58987(9)/2017/0/0 H DIVISION,CCL HQ | EAD OF SYSTEM | | iftar party | sanjay kumar | RAKESH KUMAR PRASAD SINGH,O/O HEAD OF SYSTEM DIVISION,CCL HQ | 19/06/17 12:45 | - | D |
| ▶ Inbox | | | | | | | | | | | | |
| Email Diarisation | | | | | | | | | | | | |
| ▶ Created | | | | | | | | | | | | |
| ▶ Sent | | | | | | | | | | | | |
| ▶ Closed | | | | | | | | | | | | |
| - By Me | _ | | | | | | | | | | | |
| Acknowledgement | | | | | | | | | | | | |
| - Created | | | | | | | | | | | | |
| - Sent | • | | | | | | | | | | | |
| ▶ Recycle Bin | | | | | | | | | | | | |
| Initiated Action | | | | | | | | | | | | |
| - | | | | | | | | | | | | |

8. For any kind of assistance , contact Mr. P.K Singh, HOD (e-office) 8987785491 and Mr. Gyanish Gaurav, Assistant Manager 8987784216.