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CENTRAL COALFIELDS LTD.

सेंट्रल कोलफील्ड्स लिमिटेड

(भारत सरकार का एक उपक्रम एवं कोल इंडिया लि. की एक अनुषंगी कम्पनी)

दरभंगा हाउस, राँची- 834001

कोरपोरेट आइडेंटिटी नं. : **U10200JH1956GOI000581**

प्रणाली विभाग

फोन: 0651-2360976 /5251, ईमेल: gmsystems.ccl@coalindia.in

वेब साइट: www.centralcoalfields.in

संदर्भ: सीसीएल /महाप्रबंधक (प्रणाली)/2024-25/ 102/डी

दिनांक : 18.06.2024

सेवा में,

सभी महाप्रबंधक/विभागाध्यक्ष (क्षेत्र / मुख्यालय),
सीसीएल।

विषय: सीआईएल और सहायक कंपनियों में 3 जुलाई 2024 से 8 जुलाई 2024 तक ई-ऑफिस की अनुपलब्धता।

संदर्भ: पत्र क्रमांक I/20677/2024 O/o CMD, CMPDI दिनांक 15.06.2024

महोदय,

पत्र क्रमांक I/20677/2024 O/o CMD, CMPDI दिनांक 15.06.2024 के अनुसार, एनआईसी टीम ने कोल इंडिया लिमिटेड के लिए ईफाइल 5.x से ईफाइल 7.x की अपग्रेडेशन गतिविधि 03 जुलाई 2024 (बुधवार), दोपहर 1:00 बजे से 8 जुलाई 2024, सुबह 9 बजे तक निर्धारित की है। अपग्रेडेशन गतिविधि के दौरान कोल इंडिया लिमिटेड की ई-ऑफिस इंस्टेंस की सेवाएं उपलब्ध नहीं रहेंगी। कोल इंडिया लिमिटेड के ई-ऑफिस इंस्टेंस में उत्पन्न डेटा के आकार के कारण उपरोक्त डाउनटाइम की आवश्यकता है।

तदनुसार, ई-ऑफिस उपयोगकर्ताओं के लिए निर्बाध कार्यप्रवाह सुनिश्चित करने के लिए सीएमपीडीआई द्वारा एक एसओपी जारी किया गया है। संदर्भ के लिए एसओपी साथ में संलग्न है।

Subject: Unavailability of E-office from 3rd July 2024 to 8th July 2024 across CIL and subsidiaries.

Reference: letter no. I/20677/2024 O/o CMD, CMPDI dated 15.06.2024

Dear Sir,

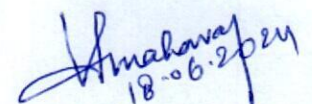
With respect to letter no. I/20677/2024 O/o CMD, CMPDI dated 15.06.2024, the NIC team has scheduled the upgradation activity from eFile 5.x to eFile 7.x for Coal India Limited from 03rd July 2024 (Wednesday), 1:00 pm onwards till 8th July 2024, 9.00 am. During the upgradation activity, the services of E-office instance of Coal India Limited will be unavailable. The aforesaid downtime is required due to the size of data generated in e-office instance of Coal India limited.

Accordingly, an SOP has been issued by CMPDI to ensure seamless workflow for the e-office users. SOP is attached herewith for kind reference.

Encl:

1. Ref. letter: I/20677/2024 O/o CMD, CMPDI dated 15.06.2024
2. Copy of SOP.

भवदीय,



महाप्रबंधक (प्रणाली)

सीसीएल, राँची।

प्रतिलिपि सूचनार्थ:-

1. TS to CMD/ D(T)/OP/D(P)/DT(P&P)/D(F)/CVO, CCL, Ranchi.



cmpdi

A Mini Ratna Company

An ISO 9001: 2015 & ISO 37001: 2016 Certified Company

दिनांक: 15.06.2024

सेवा में,

अध्यक्ष-सह-प्रबंध निदेशक,

सीसीएल / बीसीसीएल / एमसीएल / एसईसीएल / एनसीएल / ईसीएल / डबल्यूसीएल
रांची / धनबाद / सम्बलपुर / बिलासपुर / सिंगरौली / संकटोरिया / नागपूर

- विषय : SOP for e-office users during migration to version 7.x.

महोदय,

Kind reference is being drawn to the mail, dated 07.06.2024 from e-Office Project Division, NIC, MoE&IT, GoI to CMPDI pertaining to Rolling out of eOffice version 7.0 in Coal India Ltd (copy attached as Annexure - I).

As communicated by the NIC Team, the upgradation activity from eFile 5.x to eFile v7.x for Coal India Limited is scheduled from 03rd July 2024 (Wednesday), 01.00 P.M. onwards till 08th July, 2024 (Monday), 09.00 A.M. During the upgradation activity, the services of eOffice instance of Coal India Limited will be unavailable. The aforesaid downtime is required due to the size of data generated in eOffice instance of Coal India Limited. In this connection, CMPDI has been advised to find out the alternative way to continue with present version during downtime of one week.

Accordingly, an SOP has been prepared after virtual meeting of all GM (System)/HoD of CIL and its subsidiaries and the same was agreed by the Director (Technical), CIL and CMPDI is to monitor for uninterrupted work flow during stoppage of e-office in the aforesaid migration period and circulate the said SOP to all subsidiaries and CIL for compliance.

In view of the above, pl. find attached herewith SOP along with eOffice manual for circulation at your subsidiary for compliance by e-Office users during the migration period in order to maintain business continuity.

Submitted for kind information and necessary action, pl.

संलग्नक : यथोपरि ।

भवदीय,
मनोज कुमार
(मनोज कुमार)

अध्यक्ष-सह-प्रबंध निदेशक

प्रतिलिपि :-

1. निदेशक (तकनीकी), कोल इंडिया लिमिटेड : सादर सूचनार्थ ।
2. सभी निदेशक-गण, सीएमपीडीआई : कृपया सूचनार्थ ।
3. कार्यकारी निदेशक (को-ऑर्डिनेशन), सीआईएल : कृपया सूचनार्थ ।
4. महाप्रबन्धक/विभागाध्यक्ष (सिस्टम), सी.आई.एल. : सीआईएल कोलकाता के संदर्भ में कृ. आ. कार्यवाई हेतु ।
5. उप-महाप्रबंधक (आई.सी.टी.), सीएमपीडीआई : कृ. सूचनार्थ एवं आवश्यक कार्यवाई हेतु ।



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I/20677/2024

Subject: SOP for office work during e-office Upgradation Activity from eFile 5.x to eFile 7.x by CMPDIL and NIC

As per mail received from NIC and CMPDIL, e-office will not be available during migration as per following schedule:

Scheduled Dates:

- **Migration Start:** 03 July 2024 (Wednesday)
- **Migration End:** 08 July 2024 (Monday), 09:00 A.M.
- **Downtime Start:** Evening of 02 July 2024 (Tuesday)

All eoffice users shall adopt the following SOP during downtime.

Steps and Guidelines for Users:

1. Pre-Upgrade Preparation:

- **File Download:** All users must download all running files completely before 10:00 PM of 02 July 2024 (Tuesday). All efiles which are no longer in operation should be essentially closed by 30.06.2024.

2. During Downtime:

- **Physical Copies:** Users should move the physical copies of these downloaded files for use during the downtime period. Necessary notings and updates on these physical documents should be done.
- **Scanning of Notings:** It shall be the responsibility of concerned user to keep a scanned copy of notings he has made on these files to ensure seamless transition once services are restored.

3. Post-Restoration Actions:

- **File Restoration:**
 - After restoration of services on 08 July 2024 (Monday) at 09:00 A.M., users who have downloaded and moved files in physical form must attach the scanned copies of the notings to the respective eFiles in the eOffice system.
 - Users should move these updated eFiles in the eOffice system in the same manner as done in physical mode during downtime.

For Example:

- The file was with User 'A' on 02.07.2024 during start of downtime and he makes a noting on the file on 04.07.2024. He should scan the notings and keep a copy of it with himself and forward the physical file to user 'B'. The users 'B','C' and others shall continue doing so during downtime.
- On restoration, the user 'A' will initiate the note of the particular file by attaching the scanned copy of noting and send it to 'B' and the process will be continued in similar manner till the electronic file reaches the destination where currently physical file is residing.

I/20677/2024

- **VPN Usage:**
 - If a user is unavailable during the restoration period, they must use the VPN service provided to all HoDs to complete the above steps. This is mandatory to prevent any physical movement of files post-restoration.
 - **Final Marking:**
 - The current user holding the physical file will ensure that the status of efile post restoration of service is same as that of physical file.
4. **Creating New Files During Downtime:**
- If there is a need to create a new file during the downtime, users should create a physical file.
 - Upon restoration of services, the same file must be created in the eOffice system, and all notings from the physical file should be attached and moved in the same manner as mentioned in step-3 above.
 - It shall be the responsibility of user who has created physical file during downtime to create the electronic file and ensure that the status of efile is same as that of physical file.
 - The files which are created and completed during downtime similar action of creation of efile and completion shall be done by the user who created physical file after restoration of service.
5. All Users are requested to go through the manual attached to this SOP and the video link provided for a comprehensive understanding of the new version of eOffice. This will help in adopting new version of e-office in shortest time.
- [eOffice \(eFile\) User Manual Ver 7.0.pdf](#)
 - <https://www.youtube.com/watch?v=GNV6B1Dnmfc>

Compliance and Proactive Measures:

- Users are requested to strictly adhere to these guidelines to ensure a smooth transition and continuity of operations.
- Proactive measures, such as timely download and scanning of files, are crucial for minimizing disruptions.
- All Nodal Officers shall create awareness among users regarding migration of eoffice

For any queries or further assistance, please contact respective nodal officer of e-office of CIL & Subsidiaries.

Subsidiary	Nodal Officer	Mobile
CIL HQ	Md Talib Ahemad	9433006057
ECL	Shakti Vedanta Singh	7017140753
BCCL	Rajeev Kumar	6287695392
CCL	Karishma Varshney	8987787668
CMPDIL	Lakshmi N Rajavolu	8919466988
MCL	Sanjay Oraon	9437491856
NCL	Pradeep Kumar	8565007323
SECL	V Shiva	7978980710
WCL	Navya P	8309613868