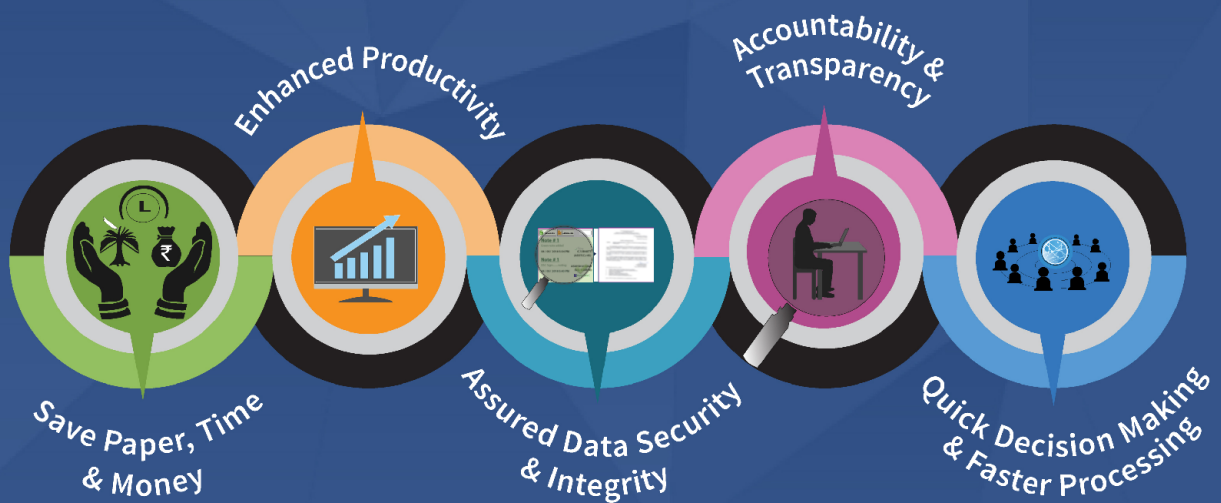




**eoffice**  
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## PAVING WAY FOR AN OPEN GOVERNMENT



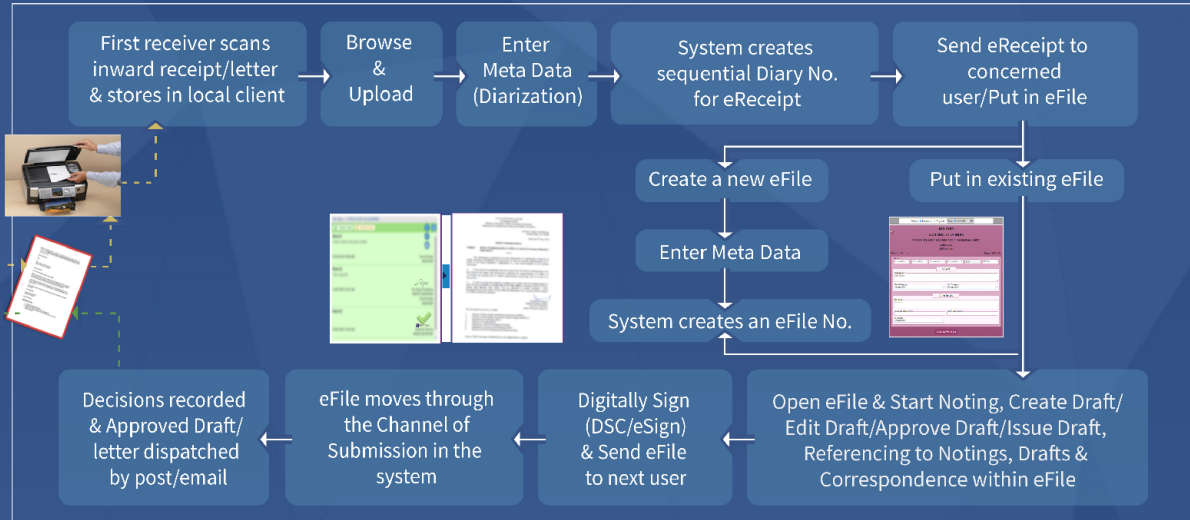
Ministry of Electronics &  
Information Technology  
Government of India

**NIC** एनआईसी  
National  
Informatics  
Centre

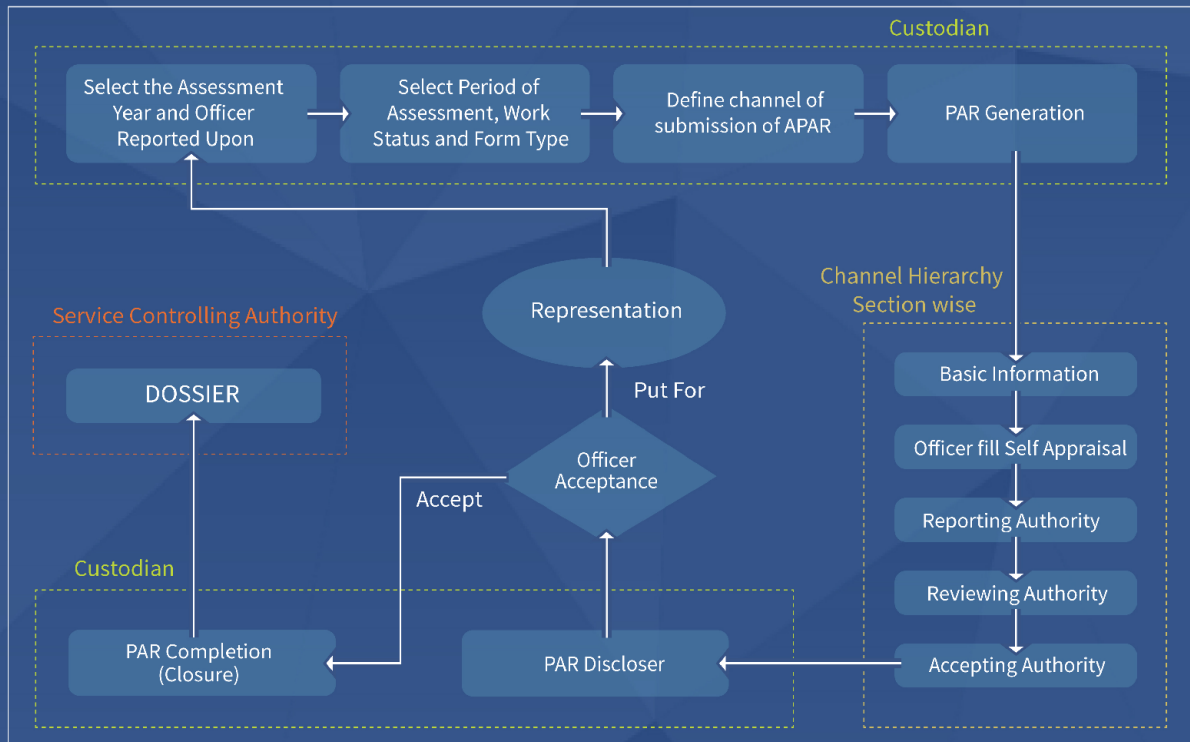
NATIONAL  
INFORMATICS  
CENTRE  
SERVICES INCORPORATED



## eFile Process



## SPARROW Process





सत्यमेव जयते

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## File Management System (eFile)



### RECEIPT DIARIZATION

eFile CREATION

MOVEMENT & TRACKING

DIGITAL SIGNATURES ENABLED

BECOME A PART OF IT

START USING **eFILE**

## Knowledge Management System (KMS)

Central Documents Repository



Tagging

Workflow with  
Knowledge  
Manager Layer



Full Text  
Search

API

Users



External Applications

## Work From Anywhere (WAW)



Real-time information access  
Realistic emulation of an office  
Instant messaging & collaboration with other users



Confidentiality & Security  
Business & Service Continuity  
Flexible & Responsive Digital Workplace

## Smart Performance Appraisal Report Recording Online Window (SPARROW)

Search Employee  
for Appraisal

https://

Home>Employee Search

Assessment Period

Name

Code

Designation

Search Results

Creation of the  
Work flow

https://

Home>Setting Hierarchy

Name:Code:Designation

Stand.	Repres.	Ref.
Active	Sr.no	Name

Continue

Generation of  
eAPAR

https://

Creation of Workflow

Name:Code:Designation

Sr.	Form	ID	Code	Name

Generate Send

Filling & Forwarding  
of eAPAR



eAPAR Approved  
at Different Levels



eAPAR Viewed &  
Completed



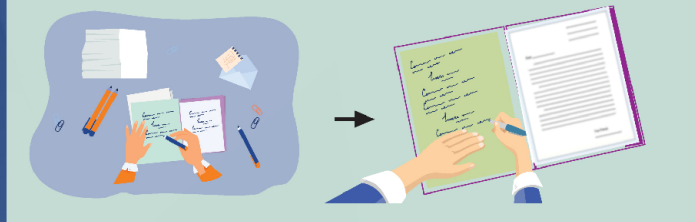
## TRANSFORMATIONAL JOURNEY



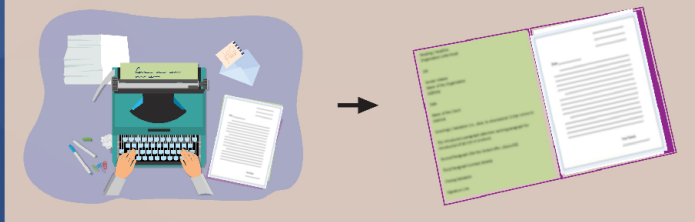
File Preparation



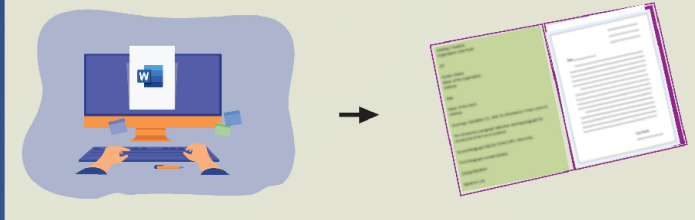
### By Hand



### Typewriter



### Wordprocessor



### eOffice

