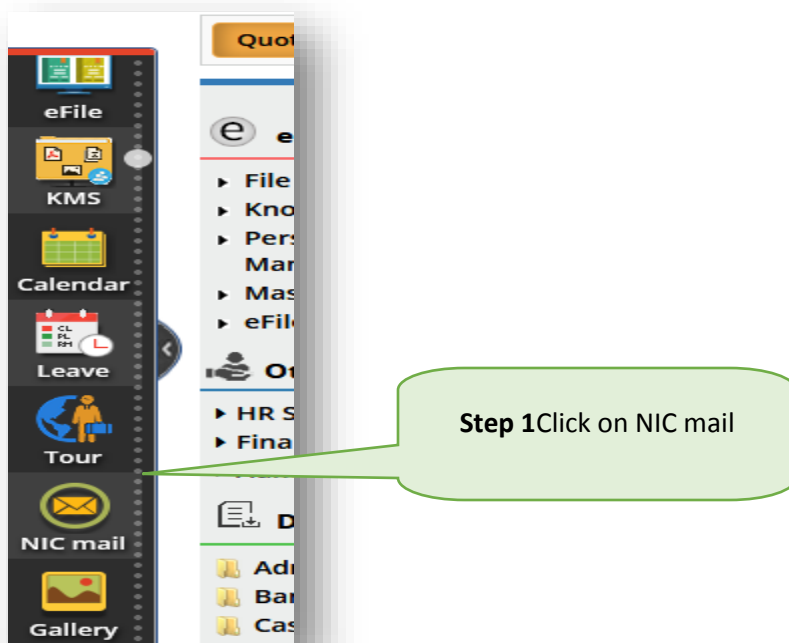
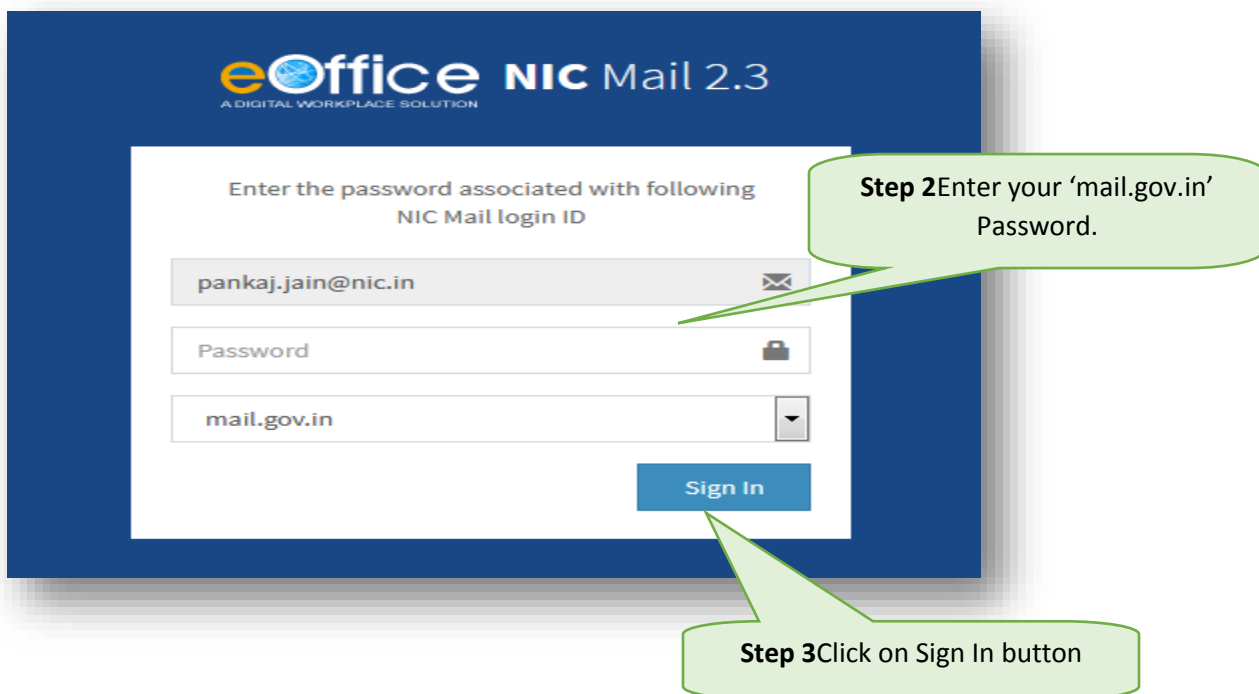


## EMAIL DIARISATION PROCESS

User can Login to eOffice with our own credentials.



After clicking on NIC mail, eOffice NIC Mail 2.3 window shows up.



After clicking on Sign In button, this window shows. In this it has 2 types of mails - with attachment and without attachment.

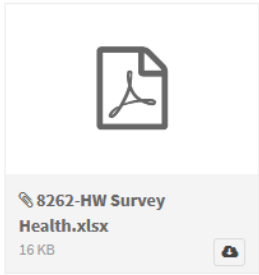
1. With Attachment

Folders		Show 25 entries			Submitted Date	Moved eFile Status
<input checked="" type="checkbox"/>	INBOX					
<input checked="" type="checkbox"/>	ALMS					
<input checked="" type="checkbox"/>	ASIO Mails					
<input checked="" type="checkbox"/>	Deleted Items					
<input checked="" type="checkbox"/>	AINOA					
<input checked="" type="checkbox"/>	PMIDC					
<input checked="" type="checkbox"/>	Deleted Messages					
<input checked="" type="checkbox"/>	Drafts					
<input checked="" type="checkbox"/>	Junk E-mail					
<input checked="" type="checkbox"/>	KMS					

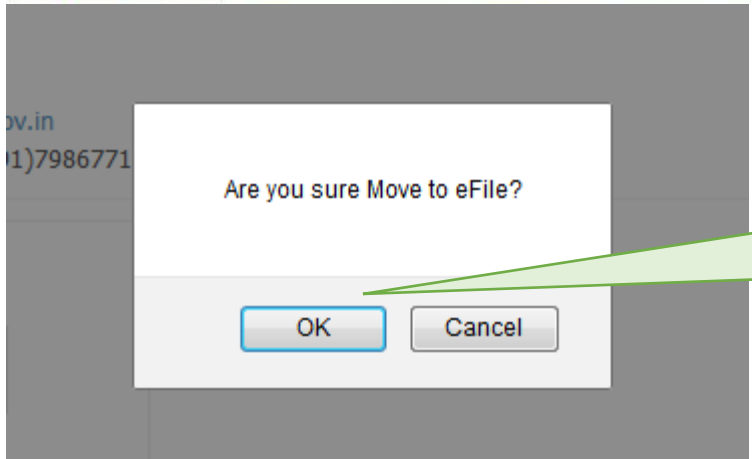
S.No.	Sender Name	Subject	Submitted Date	Moved eFile Status
1	HoD-Div-V (BS Saini)	Fwd: Inviting Nominations for Digital India Awards 2018	11:28 AM	
2	no-reply@nic.in	[Psa-states] NIC Webinar Sessions on Linux Logical Volume Manager (LVM) by Shri Dilip Goyal and Neural Interfacing by Shri Jamyang Namgial	10:28 AM	
3	Ajay Malhotra	Fwd: Inviting Nominations for Digital India Awards 2018	9:44 AM	
4	Digital India Awards 2018	Inviting Nominations for Digital India Awards 2018	Sep 24 2018	
5	SIO-Punjab	Implementation of National level projects at Districts.	Sep 24 2018	
6	Jyoti	How to Upload a Certificate	Sep 24 2018	
7	Nitin Pal	UIF and GST Number	Sep 24 2018	

**Step 4** Click on mail with attachment

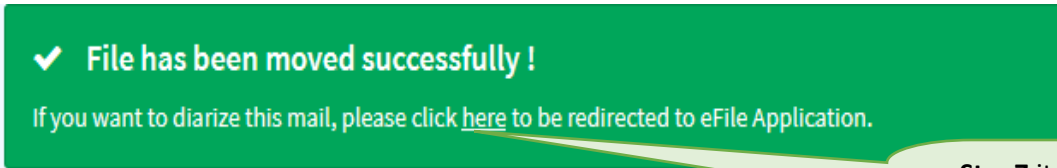


**Step 5** Click on Move to eFile

Move To eFile

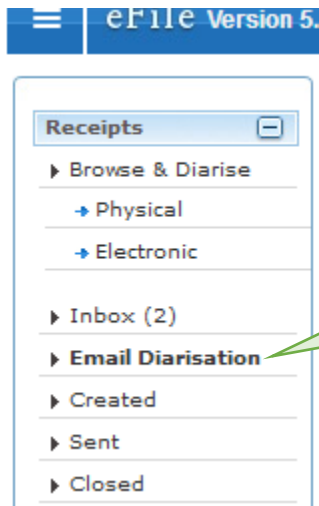


**Step 6** After clicking on Move To eFile, this pop up shows. Click on OK button



**Step 7** it shows it's successfully moved to eFile. Press link 'here' to redirect eFile

Open the File Management System, In the Receipts.



**Step 8** Click on Email Diarisation

**Step 9** This window shows up. Click on Subject.

Subject	Send By	Sent Date	Sender Email	
<a href="#">Health Department HW Survey conducted on 21 September 2018</a>	Mahavir Singh eOffice <eoffice.mahavir@gmail.com>	25/09/18	eoffice.mahavir@gmail.com	X
FW: Letter to GM(IT), DINSIP RAun2017	Pankaj Jain <nankai.jain@nic.in>	08/08/17	nankai.jain@nic.in	X


Mail Content and attachment shows in left side and selected attachments to merge on right side.

Mail Body & Attachments

/5558/INBOX\_40213/mail\_body\_content.pdf  
/5558/INBOX\_40213/654280461attachment.pdf

Select Attachments to Merge



**Step 10** Select the attachment and send to the right hand side using 

After clicking on preview, pop up opens.

**Step 11** For preview, select the preview button.

Preview

Mail Body & Attachments

/5558/INBOX\_40213/mail\_body\_content.pdf

Select Attachments to Merge

/5558/INBOX\_40213/654280461attachment.pdf



Step 12 For Email Diarisation,  
Click on Diary button.



Preview

Diary

After clicking on **Diary** button, this window shows up. Next, **fill the Meta** data and finally click on **Generate**, or **Generate and Send** to create the receipt.

Upload(Only PDF upto 20 MB)\*
Upload File

1 of 4 Automatic Zoom

GAP Hardware Analys

Department: Health Department

Sr. No.	Branch Name	Floor/Room No	Total efile Users	Total Computers Available With good configuration (Windows 7 & Above)
		1	2	3
1	PMH	2	15	2
2	Establishment 1	2	12	2
3	CC	2	8	1+1 Vista
4	Training Dental	2	8	1
5	Store Purchase	2	5	1
6	E-8	2	7	2
7	E-7	2	7	3
8	PB	2	8	1
9	RHS	2	6	0
10	E-10	2	6	1
11	Family Welfare	2	7	0

**Diary Details**

Sender Type: Choose one | Dealing Hands: Choose One

Delivery Mode\*: Email | Language: English

Mode Number: | Letter Ref. No: |

Type\*: Letter | File Number: |

Received Date: | Letter Date: |

VIP: Choose one | Diary Date: 25/09/2018

VIP Name: Choose one

Add to Address B

**Contact Details**

Ministry: Choose one

Department: Choose one

Name\*: | Designation\*: |

Organization: |

Address 1\*: |

Address 2: |

If Press '**Generate**' button, it will come to **Receipts->created folder**.

If Press 'Generate & Send', Send screen will open to whom receipt has to be send.

## 2. Email Diarisation Without Attachment

Step 13 Click on mail without attachment

S.No.	Sender Name	Subject	Submitted Date	Moved eFile Status
1	HoD-Div-V (BS Saini)	Fwd: Inviting Nominations for Digital India Awards 2018	11:28 AM	
2	no-reply@nic.in	[Psa-states] NIC Webinar Sessions on Linux Logical Volume Manager (LVM) by Shri Dilip Goyal and Neural Interfacing by Shri Jamyang Namgjal	10:28 AM	
3	Ajay Malhotra	Fwd: Inviting Nominations for Digital India Awards 2018	9:44 AM	
4	Digital India Awards 2018	Inviting Nominations for Digital India Awards 2018	Sep 24 2018	
5	SIO-Punjab	Implementation of National level projects at Districts.	Sep 24 2018	
6	Jyoti	How to Upload a Certificate	Sep 24 2018	
7	Nitin Pal	UIF and GST Number	Sep 24 2018	

✓ File has been moved successfully !

If you want to diarize this mail, please click [here](#) to be redirected to eFile Application.

After clicking on Move to eFile, it shows the pop up - Successfully Moved to eFile. Click here to redirect eFile

Upload(Only PDF upto 20 MB)\* Upload File

Dear Sir  
A new Joint Commissioner has joined CBIC GST Jalandhar office, and her email ID is as follows:  
[parul.garg@gov.in](mailto:parul.garg@gov.in)  
Pls sync it  
--  
Thank You.  
With Regards,  
Mahavir Singh  
eOffice Punjab | NIC  
[eofficeportal.punjab.gov.in](mailto:eofficeportal.punjab.gov.in)  
(+91)9501266386, (+91)7986771382

**Diary Details**

Sender Type: Choose one | Dealing Hands: Choose One  
 Delivery Mode\*: By Hand | Language: English  
 Mode Number: | Letter Ref. No: |  
 Type\*: Letter | File Number: |  
 Received Date: | 17 | Letter Date: |  
 VIP: Choose one | Diary Date: 26/09/2018  
 VIP Name: Choose one

**Contact Details** Add to Add

Ministry: Choose one  
 Department: Choose one  
 Name\*: | Designation\*: |  
 Organization: |  
 Address 1\*: |

It directly uploads the content mail as PDF in electronic form. Next, fill the **Meta data** and finally click on **Generate**, or **Generate and Send** to create the receipt.