e-Office Pre-requisites & Processing

What to do to start with

- ➢ Identify e-Office handling Officers & Staff
- ➢ Get Gov e-mail Ids for all participants from NIC
- ➢ Identify a Nodal Officer for e-Office maintenance
- ➢ Prepare EMD & File-Heads in prescribed Format
- ➢ Finalise this and send these to QRT of NIC
- ➢ After getting feedback from NIC, start working.

e-Office handling Officers & Staff

- ➢ All Officers dealing with Receipts, Files & Notes
- ➢ All regular Staff dealing with Receipts, Files & Notes
- ➢ Only Listed PDL/CDL Staff having HRMS Id & having definite date of completion of 60 yrs age are eligible to get Gov mail Ids.

Getting Gov e-mail Ids from NIC

- ➢ All e-mail Ids will be of Designation based
- ➢ Identify a Nodal Officer having Gov mail Id
- ➢ Collect Data for all e-Office Participants in prescribed format in MS-Excel. Convert to .csv File
- ➢ Open https://eforms.nic.in/
- ➢ Login & proceed with Bulk e-Mail Services uploading the .csv file and proceed. Give Gov e-Mail Id of a Verifying Officer – Verifying Officer will forward it to NIC support Team – You are done !
- ➢ For support contact: **Supratim Lodh**, NIC @ **9436120943** e-Mail Id: **supratim.l@nic.in**

e-Office EMD & File-Head Processing

- ➢ Collect personal info for all Participants as per EMD
- ➢ Prepare the EMD & File-Head carefully
- ➢ After finalisation, send these to QRT (Quick Response Team) of NIC @ qrt.eoffice-wb@gov.in
- ➢ Contact **Saioni Mukherjee**, NIC for support @ **7980733575**
- ➢ After getting feedback from NIC, start working in e-Office.
- ➢ URL: eoffice.wb.gov.in

- Arup Kumar Roy