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<th>Document Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th November, 2017</td>
<td>2.7_02</td>
<td>1.0</td>
<td>User Manual</td>
<td>eOffice Project Division</td>
</tr>
</tbody>
</table>
MIS (Management Information System) Reports

**eFile MIS Reports** application is designed with role-based scope privilege for users to access different reports based on the statistical output of transactions done in File Management System (FMS-eFile). This application facilitates reports for almost all available metadata parameters of eFile application, along with provision of selection based customized output. On generating the reports, user gets the results in default HTML format which can also be downloaded in PDF as well as excel formats.

MIS Report gives output of electronic/physical File and Receipts, Dispatch, VIP Receipts/References, and other miscellaneous reports. MIS Reports could be generated as per different levels of requirement viz. **All** (Can generate Reports for i.e. different Departments of the instance), **Hierarchy** (Can generate Reports for all the individual Office/Section under the hierarchy of logged in section), **Department** (Can generate Reports within the logged in department), **Section** (Can generate Reports for own Section).

For few selective Reports, another scope is available to option to generate output based on **Immediate Hierarchy. In immediate Hierarchy scope only those OUs are displayed which are under the immediate hierarchy of the logged in section.** Each immediate hierarchy OU will show the cumulative data of all the Offices/Sections falling further under its hierarchy).

Super Administrator of the Ministry/Organization/Department can provide various level privileges and reports to the roles of the users as per respective requirement. MIS Reports application comprises of different modules that contain reports for file, receipt and dispatch.

1. File
2. Receipt
3. Dispatch
4. VIP
5. Miscellaneous
6. Record Management
7. Dashboard
8. Productivity

Let's learn about these different modules comprising of 87 different reports one by one.
To access different MIS reports, user has to log in to eOffice portal by entering the Login ID and Password in eOffice portal login page and click on **Login** button, as shown below:

Once the user is successfully logged in to the eOffice portal, the portal homepage is displayed to user as shown below:
Now, click the **eFile MIS Reports** link in the eOffice Portal (above screen). As a result, MIS Report Application home page will be displayed as shown below:

All the different MIS Reports can be accessed from this page.

Let’s learn about the Reports one by one.
File Module

1. File Closed (Detailed):

This report displays list of files closed by the department/section(s)/user(s) within a maximum date range of one month.

User has to perform the following steps to generate the **File Closed (Detailed) Report**:

**Step 1**: Click on **File Closed** ➔ **Detailed** link as shown in **Fig.1**:

Fig.1
Step 2: As a result, Input screen appears for generating the necessary report. Select different input parameters and click on View button as shown in Fig.2:
After clicking on View button, the output will get displayed as shown in **Fig.3**:

![Fig.3](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays files closed by the user(s) of the selected department/section(s) within the date range and the files are still in closed status.
- Closed files transferred from other users and received by the section user(s) are not considered in this report.
2. File Closed (Month Wise):

This report displays the number of files closed by department/section(s) in different months falling within a maximum date range of six months.

User cannot view the details of the closed files in this report.

User has to perform the following steps to generate the **File Closed (Month Wise) Report**:

**Step 1:** Click on **File Closed→Month Wise** link as shown in **Fig.4**: 

---

![Fig.4](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.5:

![Fig.5](image1)

After clicking on View button, the output will get displayed as shown in Fig.6:

![Fig.6](image2)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays files closed by the user(s) of the selected department/section(s) within the date range and files are still in closed status.
- Closed files transferred from other users and received in the section are not considered in this report.
- Percentage for closed physical and electronic files is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100
3. File Closed (Summary):

This report displays the number of files closed by department/section(s) within a maximum date range of six months. When clicked on numerical count, user gets the details list of closed files in the 2nd output screen.

Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the File Closed (Summary) Report:

**Step 1:** Click on **File Closed ➔ Summary** link as shown in **Fig. 7**:

![Fig. 7](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.8:

![Fig.8](image)

After clicking on View button, the output will get displayed as shown in Fig.9:

![Fig.9](image)
Step 3: After clicking on numerical count, user will get the details of files as shown in Fig.10:

![File Closed (Summary)](image)

**Fig.10**

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays files closed by the user(s) of the selected department/section(s) within the date range and is still in closed status.
- Closed files transferred from other users and received in the section are not considered for displaying in this report.
File Conversion

4. File Conversion (Summary):

This report displays the number of physical files (created in eFile application) converted into electronic files by department/section(s) within a maximum date range of one month.

When clicked on numerical count, user gets the details list of converted files.

User has to perform the following steps to generate the File Conversion (Summary) Report:

**Step 1:** Click on File Conversion ➔ Summary link as shown in **Fig.11**:

![Fig.11](image)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.12:
After clicking on View button, the output will get displayed as shown in **Fig.13**:

![Fig.13](image1.png)

**Step 3:** After clicking on total number user will get the details of files as shown in **Fig.14**:

![Fig.14](image2.png)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays the list of section(s) and the no. of physical files (created in eFile) converted to electronic files.
- The report also gives the conversion details of the files (created by, created on, converted by, converted on etc.).
5. **File Forwarded (Detailed):**

This report displays list of files forwarded by department/section(s)/user(s) within a maximum date and time range of one month.

User has to perform the following steps to generate the **File Forwarded (Detailed) Report:**

**Step 1:** Click on **File Forwarded – Detailed** link as shown in **Fig.15:**
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.16:

![Fig.16](image16.png)

After clicking on View button, the **File Forwarded (Detailed)** report output will get displayed as shown in Fig.17:

![Fig.17](image17.png)
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Files forwarded to other user(s) are considered in this report and self-movement of file done by user is excluded.
- If a single file is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.
- Files attached or merged with a forwarded file are considered as forwarded in this report.
- Linked files are not considered in the report when the main file is forwarded.
6. **File Forwarded (Month Wise):**

This report displays the number of files forwarded by the department/section(s) within a maximum date range of six months. User cannot view the details of the forwarded files.

User has to perform the following steps to generate the **File Forwarded (Month Wise) Report:**

**Step 1:** Click on **File Forwarded ➔ Month Wise** link as shown in **Fig.18:**

![Image](image_url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.19:
After clicking on View button, the output will get displayed as shown in **Fig.20**:

![Fig.20](image)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Files forwarded to other section(s) are considered in this report whereas self movement of file done within the section is excluded.
- If a single file is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.
- Files attached or merged to a file will also be considered as forwarded when the main file is forwarded.
- Linked files are not considered in forwarded report.
- Percentage for forwarded physical and electronic files is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100.
7. File Forwarded (Summary):

This report displays the number of files forwarded by the selected department/section(s) within a maximum date range of one month. When clicked on numerical count (other than zero), user gets the details list of forwarded files. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the **File Forwarded (Summary) Report**:

**Step 1:** Click on **File Forwarded ➔ Summary** link as shown in **Fig.21**:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.22:
After clicking on View button, the output will get displayed as shown in **Fig.23**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>Physical File(P)</th>
<th>Electronic File(E)</th>
<th>Total(P+E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HPA Section</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>DCO-DELHI</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>D/o US (NCT)</td>
<td>0</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>4</td>
<td>NCT SECTION</td>
<td>0</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>
**Step 3:** After clicking on numerical count, user will get the details of files as shown in **Fig.24:**

![Table of File Forwarded](image)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature</th>
<th>Computer No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Sent By</th>
<th>Sent On</th>
<th>Sent To</th>
<th>Remarks</th>
<th>Received/Read On</th>
<th>Currently with</th>
<th>Status</th>
</tr>
</thead>
</table>

**Fig.24**

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Files forwarded to other section(s) are considered in this report. Self-movement of file done within the section is not considered.
- If a single file is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.
- Files attached or merged to a file will also be considered as forwarded when the main file is forwarded.
- Linked files are not considered in forwarded report.
8. File Forwarded (Unreturned):

This report displays files that were sent to outside the section within a date range and have not been returned to the logged in user section till date.

User has to perform the following steps to generate the **File Forwarded (Unreturned) Report**:

**Step 1:** Click on **File Forwarded → Unreturned** link as shown in **Fig.25**:

![Fig.25](image.png)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.26:
After clicking on View button, the output will get displayed as shown in Fig.27:

**Fig.27**

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
Report scope is not applicable for this report.
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays the details of the Files sent, but are not received back within the selected date range.
- Files moved within the same section are not considered in this report.
9. File Migration (Summary):

This report displays the number of files migrated into eFile (using file migration process of eFile) by the department/section(s) within a maximum date range of one month. When clicked on numerical count, user gets the details list of migrated files.

User has to perform the following steps to generate the **File Migration (Summary) Report**:

**Step 1:** Click on **File Migration → Summary** link as shown in **Fig.28**:

![Fig.28](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.29:

![Image of the Input screen for generating the report](image)

Fig.29
After clicking on View button, the **File Migration (Summary)** report output will get displayed as shown in **Fig.30**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IT SECTION</td>
<td>5</td>
</tr>
</tbody>
</table>

**Fig.30**
**Step 3:** After clicking on numerical count, user will get the details of files as shown in Fig.31:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>28160</td>
<td>A-11013/2017-JT</td>
<td>A-11013/2017-JT</td>
<td>eOffice training</td>
<td>28-07-2017</td>
<td>USER1</td>
<td>28-07-2017 04:02 PM</td>
</tr>
<tr>
<td>5</td>
<td>28208</td>
<td>A-11013/2017-JT</td>
<td>A-11013/2017-JT</td>
<td>TSET</td>
<td>01-08-2017</td>
<td>USER1</td>
<td>01-08-2017 12:04 PM</td>
</tr>
</tbody>
</table>

**Fig.31**

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays the list of section(s) and the no. of physical files (not created in eFile) migrated to electronic files.
- The report also gives the migration details of the files (like old file number, migrated by, migrated on, new file number etc.).
File Monitoring

10. File Monitoring (Closed action):

This report displays the list of file monitoring actions that were initiated within a maximum date range of one month, and are currently with CLOSED status.

User has to perform the following steps to generate the File Monitoring (Closed action) Report:

**Step 1:** Click on **File Monitoring ➔ Closed action** link as shown in **Fig.32**:
Step 2: As a result, the Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.33:

![File Monitoring (Closed Action)](image)

**Fig.33**

After clicking on View button, the output will get displayed as shown in Fig.34:

![Output Display](image)

**Fig.34**
**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Actions initiated by the selected department/section(s)/user(s) within the date range and only with **closed status** are displayed in this report.
11. File Monitoring (Consolidated Action):

This report displays the list of all file monitoring actions that were initiated within a maximum date range of one month.

User has to perform the following steps to generate the **File Monitoring (Consolidated Action) Report**:

**Step 1:** Click on **File Monitoring ➔ Consolidated Action** link as shown in **Fig.35**:

![Fig.35](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.36:
After clicking on View button, the **File Monitoring (Consolidated Action)** report output will get displayed as shown in *Fig.37*:

![File Monitoring (Consolidated Action) Report](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to **Annexure: MIS Reports Scope**
For quick understanding of the report, please refer to **Annexure: MIS Reports Ready Reckoner**.

**Logic:**
- All actions initiated by user(s) within the date range and with both open and closed status are displayed in this report.
12. File Monitoring (Open Action):

This report displays the list of file monitoring actions that were initiated within a maximum date range of one month, and are currently with OPEN status.

User has to perform the following steps to generate the **File Monitoring (Open Action) Report**:

**Step 1**: Click on **File Monitoring → Open action** link as shown in **Fig.38**:

![Fig.38](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.39:

![Fig.39](image)

After clicking on View button, the output will get displayed as shown in Fig.40:

![Fig.40](image)
Note:
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Actions initiated by user(s) within the date range and with open status are displayed in this report.
13. File Parked (Detailed):

This report displays list of files parked by the department/section(s)/user(s) within a maximum date range of one month.

User has to perform the following steps to generate the File Parked (Detailed) Report:

**Step 1:** Click on **File Parked → Detailed** link as shown in **Fig.41**:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.42:
After clicking on View button, the **File Parked (Detailed)** report output will get displayed as shown in **Fig.43**:

![Fig.43](image)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays files parked by the selected user(s) of the section(s) within the date range and which are still in parked status.
- Parked files transferred from other users and received by the section user(s) are excluded from this report.
14. File Parked (Summary):

This report displays the number of files parked by department/section(s) within a maximum date range of one month. When clicked on numerical count (other than zero), user gets the details list of closed files. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the **File Parked (Summary) Report**:

**Step 1**: Click on **File Parked → Summary** link as shown in **Fig.44**:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.45:
After clicking on View button, the **File Parked (Summary)** report output will get displayed as shown in **Fig.46**:

![Fig.46](image-url)
**Step 3:** After clicking on numerical count, user will get the details of files as shown in **Fig.47:**

![File Park (Summary)](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**

- The report displays files which parked by the user(s) of the selected section(s) within the date range and are still with parked status.

- Parked files transferred from other users and received by the section user(s) are excluded from this report.
File Pendency

15. File Pendency (Forwarded files pending with):

This report displays the list of files which are forwarded by the selected department/section(s)/user(s) and are pending with other department/section(s)/user(s).

User has to perform the following steps to generate the File Pendency (Forwarded files pending with) report:

Step 1: Click on File Pendency → Forwarded files pending with link as shown in Fig.48:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.49:
After clicking on View button, the output will get displayed as shown in Fig.50:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Subject</th>
<th>Sent By</th>
<th>Sent On</th>
<th>Remarks</th>
<th>Sent To</th>
<th>Received Date</th>
<th>Parking Days</th>
<th>Pending Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LAW ENHANCEMENT SECTION 56A</td>
<td>Piyanka KumbhareOffice</td>
<td>09-08-2017 04:00 PM</td>
<td></td>
<td>Nikita Negi Office</td>
<td>09-08-2017 04:00 PM</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>PROCUREMENT OF NEW SCANNERS</td>
<td>Piyanka KumbhareOffice</td>
<td>09-08-2017 04:00 PM</td>
<td></td>
<td>Nikita Negi Office</td>
<td>09-08-2017 04:00 PM</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>PERSONAL FILE FOR SERVICE RECORD UPDATE</td>
<td>Piyanka KumbhareOffice</td>
<td>09-08-2017 11:00 AM</td>
<td></td>
<td>Nikita Negi Office</td>
<td>11-08-2017 11:20 AM</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>APPOINTMENT FILE OF TECHNICAL ASSISTANTS</td>
<td>Piyanka KumbhareOffice</td>
<td>09-08-2017 12:00 PM</td>
<td></td>
<td>Nikita Negi Office</td>
<td>11-08-2017 11:20 AM</td>
<td>0</td>
<td>20</td>
</tr>
</tbody>
</table>

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Both standalone and attached files in inbox will be considered as pending.
- Merged files are excluded from this report.
- If a file is Parked from inbox and then moved to inbox later on, then those days for which the file was parked will be displayed as Parking Days.
16. File Pendency (Pending files of):

This report displays list of files created in selected department/section(s) and which are pending with other department/section(s).

User has to perform the following steps to generate the File Pendency (Pending files of) report:

**Step 1:** Click on File Pendency → Pending files of link as shown in Fig.51:

![Fig.51](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.52:
After clicking on View button, the output will get displayed as shown in Fig.53:

![Fig.53](image)

**Step 3:** After clicking on pendency numerical count user will get the details of files as shown in Fig.54:

![Fig.54](image)
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays files of the selected section(s) which are pending with others since last sent/movement date of the files.
- Both standalone and attached files in inbox will be considered as pending. Merged files will not be considered as pending.
- If a file is parked for a period of time and then made active, then the parking duration is also included in pending days.

- Parking Days = (Activation Date - Parking Date), Current Date - Sent On Date = Parking Days + Pending Days.
  In case file is closed, then only the period after it is made active is considered under pendency.
17. File Pendency (Pending files with):

This report displays list of pending files with the selected department/section(s) that were created in other department/section(s).

User has to perform the following steps to generate the File Pendency (Pending files with) Report:

**Step 1:** Click on File Pendency ➔ Pending files with link as shown in Fig.55:

![Fig.55](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.56:
After clicking on View button, the **File output** will get displayed as shown in **Fig.57**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>0-7 days(a)</th>
<th>7-15 days(b)</th>
<th>15-30 days(c)</th>
<th>&gt;30 days(d)</th>
<th>Total Pendency(e=a+b+c+d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AAI</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>ADMIN(APPDOCL)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>ADMIN(CIE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>ADMIN(CHN)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

**Fig.57**

**Step 3:** After clicking on pendency numerical count user will get the details of files as shown in **Fig.58**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature</th>
<th>Compl. No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Sent By</th>
<th>Sent On</th>
<th>Created By</th>
<th>Currently With</th>
<th>Pending</th>
<th>Packing Days</th>
<th>Pending Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E</td>
<td>28794</td>
<td>IT-11011/11/23 /2017-AAI</td>
<td>training</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>23-08-2017 01:31 PM</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>0</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>E</td>
<td>28781</td>
<td>IT-12011/4/2017-AAI</td>
<td>File Reviewing</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>23-08-2017 11:09 AM</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>DEMO USER,MANAGER</td>
<td>23-08-2017 11:00 AM</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>28787</td>
<td>CEOO-BLE08/AC/4/2017-AAI</td>
<td>Training Supervision</td>
<td>DEMO USER,MANAGER (IT)-AAI</td>
<td>23-08-2017 11:58 AM</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>23-08-2017 11:58 AM</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>E</td>
<td>28575</td>
<td>IT-11011/11/17 /2017-IT</td>
<td>hfojg</td>
<td>USER1, ASST MTRPIT SECTION</td>
<td>24-08-2017 10:40 AM</td>
<td>USER1, ASST MTRPIT SECTION</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>24-08-2017 10:40 AM</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>E</td>
<td>28629</td>
<td>IT-11011/11/19 /2017-IT-Part(1)</td>
<td>[User1]</td>
<td>USER1, ASST MTRPIT SECTION</td>
<td>24-08-2017 10:40 AM</td>
<td>USER1, ASST MTRPIT SECTION</td>
<td>DEMO USER,ASSISTANT MANAGER</td>
<td>24-08-2017 10:40 AM</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

**Fig.58**
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays files that are pending with the selected section(s) since last sent/movement date of the files.
- Both standalone and attached files in inbox will be considered as pending. Merged files will not be considered as pending.
- If a file is parked for a period of time and then made active, then the parking duration is also included in pending days.
- **Parking Days** = (Activation Date - Parking Date), **Current Date** - **Sent On Date** = Parking Days + Pending Days
  In case file is closed, then only the period after it is made active is considered under pendency.
18. File Received (Detailed):

This report displays list of files received by department/section(s)/user(s) within a maximum date range of one month.

User has to perform the following steps to generate the **File Received (Detailed) Report**:

**Step 1**: Click on **File Received ➔ Detailed** link as shown in **Fig.59**:

![Fig.59](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.60:
After clicking on View button, the **File Received (Detailed)** report output will get displayed as shown in **Fig.61**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature</th>
<th>Computer No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Sent By</th>
<th>Sent On</th>
<th>Remarks</th>
<th>Received By</th>
<th>Received On</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E</td>
<td>28274</td>
<td>C-16012/1/2017-Depts</td>
<td>Testing Purpose</td>
<td>NIKhil KHURJA</td>
<td>02-08-2017 04:56 PM</td>
<td></td>
<td>SAUDEEP KUMAR</td>
<td>02-08-2017 04:56 PM</td>
</tr>
<tr>
<td>2</td>
<td>E</td>
<td>28274</td>
<td>C-16012/1/2017-Depts</td>
<td>Testing Purpose</td>
<td>SAUDEEP KUMAR</td>
<td>02-08-2017 04:56 PM</td>
<td>Pulled Relentlessly sent</td>
<td>NIKhil KHURJA</td>
<td>02-08-2017 04:58 PM</td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>28378</td>
<td>A-16011/1/2017-Depts</td>
<td>PROCUREMENT OF NEW SCANNERS</td>
<td>PRIYANKA KUMARI</td>
<td>09-08-2017 04:09 PM</td>
<td></td>
<td>NIDITA NIDHI</td>
<td>09-08-2017 04:30 PM</td>
</tr>
<tr>
<td>4</td>
<td>E</td>
<td>28270</td>
<td>C-13011/3/2017-Depts</td>
<td>LAW ENHANCEMENT SECTION SGA</td>
<td>PRIYANKA KUMARI</td>
<td>09-08-2017 04:05 PM</td>
<td></td>
<td>NIDITA NIDHI</td>
<td>09-08-2017 04:42 PM</td>
</tr>
</tbody>
</table>

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to **Annexure: MIS Reports Scope**
For quick understanding of the report, please refer to **Annexure: MIS Reports Ready Reckoner**.

**Logic:**
- Files received from other user(s) are considered in this report and self movement of file done by user is excluded from this report.
- If a single file is received multiple times within a date and time range, then each of these movements is displayed in the report.
- Files attached or merged with a received file are considered as received in this report.
- Linked files are not considered in the report when the main file is received.
19. File Received (Month Wise):

This report displays the number of files created by the department/section(s) within a maximum date range of six months.

User cannot view the details of the received files.

Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the **File Received (Month Wise) Report:**

**Step 1:** Click on **File Received→Month Wise** link as shown in **Fig.62:**

![Fig.62](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.63:
After clicking on View button, the **File Received (Month Wise)** report output will get displayed as shown in **Fig.64**:

![Fig.64](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Files received from other user(s) are considered in this report whereas self movement of file done within the section is excluded.
- If a single file is received multiple times within a date and time range, then each of these movements is displayed in the report.
- Files attached or merged with a received file are considered as received in this report.
- Linked files are not considered in the report when the main file is received.
- Percentage for received physical and electronic files is calculated as: Physical % = P/(P+E) * 100; Electronic % = E/(P+E) * 100
20. **File Received (Summary):**

This report displays number of files received by department(s)/section(s) within a maximum date range of one month.

User has to perform the following steps to generate the **File Received (Summary) Report:**

**Step 1:** Click on **File Received → Summary** link as shown in **Fig.65:**

---

**Fig.65**
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.66:

![Fig.66](image)

After clicking on View button, the **File Received (Summary)** report output will get displayed as shown in Fig.67:

![Fig.67](image)
Step 3: After clicking on numerical count, user will get the details of files as shown in Fig.68:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Date</th>
<th>Time</th>
<th>Name</th>
<th>Subject</th>
<th>Received By</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21-07-2017</td>
<td>11:45 AM</td>
<td>PRATAP KUMAR</td>
<td>Purchase file</td>
<td>RITU TANDA</td>
<td>Pulled Backward marked</td>
</tr>
<tr>
<td>2</td>
<td>14-08-2017</td>
<td>11:36 AM</td>
<td>PRATAP KUMAR</td>
<td>training 2</td>
<td>RITU TANDA</td>
<td>Pulled Backward marked</td>
</tr>
<tr>
<td>3</td>
<td>21-08-2017</td>
<td>03:41 PM</td>
<td>USER3 O/s Dir</td>
<td>training 2</td>
<td>RITU TANDA</td>
<td>Pulled Backward marked</td>
</tr>
<tr>
<td>4</td>
<td>22-08-2017</td>
<td>12:28 PM</td>
<td>USER3 O/s Dir</td>
<td>UTCS training on office</td>
<td>PRATAP KUMAR</td>
<td></td>
</tr>
</tbody>
</table>

Note:
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Files received from other user(s) are considered in this report whereas self movement of file done within the section is excluded.
- If a single file is received multiple times within a date and time range, then each of these movements is displayed in the report.
- Files attached or merged with a received file are considered as received in this report.
- Linked files are not considered in the report when the main file is received.
21. File Register (Detailed):

This report displays a list of the files generated by the department/section(s)/user(s) within a date range.

User has to perform the following steps to generate the File Register (Detailed) Report:

**Step 1:** Click on File Register → Detailed link as shown in Fig.69:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.70:
After clicking on View button, the **File Register (Detailed)** report output will get displayed as shown in **Fig.71**:

![File Register (Detailed) report](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to **Annexure: MIS Reports Scope**. For quick understanding of the report, please refer to **Annexure: MIS Reports Ready Reckoner**.

**Logic:**
- Files created by the users of selected section and within the date range are displayed in the report.
- Migrated files (create through eFile migration process) are considered for this report.
22. File Register (Month Wise):

This report displays the number of files created by different department(s)/section(s) within a date range or as on date (in numerical count). User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the File Register (Month Wise) Report:

**Step 1:** Click on File Register → Month Wise link as shown in Fig.72:

![Fig.72](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.73:

![Image of eOffice MIS Reports](image)

**Fig.73**

After clicking on View button, the **File Register (Month Wise)** report output will get displayed as shown in **Fig.74**:

![Image of File Register (Month Wise) Report](image)

**Fig.74**
Step 3: After clicking on grand total numerical count, user will get the details of files as shown in Fig.75:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature</th>
<th>File No.</th>
<th>Old/Physical File No.</th>
<th>Subject</th>
<th>Created By</th>
<th>Created On</th>
<th>Currently With</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E</td>
<td>29781</td>
<td>A-12011/41/2017-AAI</td>
<td>file testing</td>
<td>DEMO USER</td>
<td>22-08-2017 10:10 PM</td>
<td>DEMO USER AAI AAI-MGR(DU)</td>
</tr>
<tr>
<td>2</td>
<td>E</td>
<td>20787</td>
<td>CEPO-ELE015AC4/2017-AAI</td>
<td>Training Purpose</td>
<td>DEMO USER</td>
<td>23-08-2017 10:37 AM</td>
<td>DEMO USER AAI AAI-MGR(DU)</td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>20786</td>
<td>B-11811/4/2017-AAI</td>
<td>Testing purpose</td>
<td>DEMO USER</td>
<td>23-08-2017 11:14 AM</td>
<td>DEMO USER AAI AAI-MGR(DU)</td>
</tr>
<tr>
<td>4</td>
<td>F</td>
<td>28794</td>
<td>F-11041/11/23/2017-AAI</td>
<td>training</td>
<td>DEMO USER</td>
<td>23-08-2017 01:12 PM</td>
<td>DEMO USER AAI AAI-MGR(DU)</td>
</tr>
</tbody>
</table>

Fig.75

Note:
User can generate the output of the report in both PDF and EXCEL format. Bar Chart graphical report format is available in Immediate Hierarchy scope. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays the number of electronic and physical files created in different months within the date range (file creation date).
- Migrated files (create through eFile migration process) are considered for this report.
- Percentage for created physical and electronic files is calculated as: Physical %= P/(P+E)*100; Electronic %= E/(P+E)*100
- All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report.
- In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of files created in section(s) in the hierarchy up to child level.
23. File Register (Summary):

This report displays the number of files generated by department/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the **File Register (Summary) Report**:

**Step 1:** Click on **File Register ➔ Summary** link as shown in **Fig.76**:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.77:
After clicking on **View** button, the report output will get displayed as shown in **Fig.78**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>Physical File (P)</th>
<th>Electronic File (E)</th>
<th>Total (P+E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HIPA Section</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>DCO-DELHI</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>O/o US (NCT)</td>
<td>3</td>
<td>10</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>Vigilance Section</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

**Fig.78**
Step 3: After clicking on numerical count, user will get the details of files as shown in Fig.79:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Nature</th>
<th>Computer No.</th>
<th>File No.</th>
<th>Old/Physical File no.</th>
<th>Subject</th>
<th>Created By</th>
<th>Created On</th>
<th>Currently With</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P</td>
<td>28174</td>
<td>C-17013/1/2017-0/1 US(NCT)-GOVT</td>
<td>Networking</td>
<td>PRATAP KUMAR</td>
<td>31-07-2017 10:57 AM</td>
<td>PRATAP KUMAR OI US(NCT) US(NCT)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>E</td>
<td>28182</td>
<td>IT-110111/1/2017-0/1 US(NCT)-GOVT</td>
<td>training</td>
<td>PRATAP KUMAR</td>
<td>31-07-2017 12:21 PM</td>
<td>PRATAP KUMAR OI US(NCT) US(NCT)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>28185</td>
<td>IT-110111/1/2017-0/1 US(NCT)-GOVT</td>
<td>training</td>
<td>PRATAP KUMAR</td>
<td>31-07-2017 12:27 PM</td>
<td>PRATAP KUMAR OI US(NCT) US(NCT)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>E</td>
<td>28265</td>
<td>C-13014/1/2017-0/1 US(NCT)</td>
<td></td>
<td>PRATAP KUMAR</td>
<td>03-08-2017 02:19 PM</td>
<td>PRATAP KUMAR OI US(NCT) US(NCT)</td>
<td></td>
</tr>
</tbody>
</table>

Fig.79

Note:
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Files created by the users of selected section and within the date range are displayed in the report.
- Migrated files (create through eFile migration process) are considered for this report.
24. **File (User wise Files Received and Forwarded Report):**

This report displays list of files received and forwarded by department / section(s)/user(s) within a date and time range. User has to perform the following steps to generate the **File (User wise Files Received and Forwarded Report) Report:**

**Step 1:** Click on **File → User wise Files Received and Forwarded Report** link as shown in Fig.80:

![Fig.80](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.81:
After clicking on View button, the **File (User wise Files Received and Forwarded)** report output will get displayed as shown in Fig.82:

![File (User wise Files Received and Forwarded) report output](image)

**Logic:**
- Self movement of file done by user is excluded.
- File must be received and then forwarded to be considered in the report.
- If a single file is moved 5 times, then in the report it should display as 5 different records.

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).
Receipts Module

25. Diary Register (Detailed):

This report displays a list of the receipts diarised by department(s) /section(s) /user(s) within a date range.

User has to perform the following steps to generate the Diary Register (Detailed) Report:

**Step 1:** Click on Diary Register→Detailed link as shown in Fig.83:

![Fig.83]
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.84:
After clicking on View button the output will get displayed as shown in the Fig.85:

![Fig.85](image)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays receipts diarised by the user(s) of the selected section(s) within the date range.
26. Diary Register (Month Wise):

This report displays the number of receipts diarised by different department/section(s) within a date range or as on date (in numerical count).

User has to perform the following steps to generate the Diary Register (Month Wise) Report:

**Step 1:** Click on Diary Register→Month Wise link as shown in the Fig.86:

![Fig.86](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.87:
After clicking on View button, the output will get displayed as shown in the Fig.88:

![Fig.88](image)

**Step 3:** After clicking on grand total count of P or E, user will get the details of Registered Receipts (Month Wise) as shown in Fig.89:

![Fig.89](image)
Logic:

- The report displays the number of electronic and physical receipts diarised in different months within the date range (receipt diary date).
- Percentage for diarised physical and electronic receipts is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100
- All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report.
- In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of receipts diarised in section(s) in the hierarchy up to child level.
27. Diary Register (Summary):

This report displays number of receipts diarised by department/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Diary Register (Summary) Report:

**Step 1:** Click on **Diary Register → Summary** link as shown in the Fig.90:

![Image of eOffice interface showing Diary Register menu with Diary Register → Summary highlighted.](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.91:
After clicking on View button, the output will get displayed as shown in the **Fig.92**:

```
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>Physical(P)</th>
<th>Electronic(E)</th>
<th>Total(P+E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HIPA Section</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>O/e US (HCT)</td>
<td>1</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>Vigilance Section</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>UT-Lab/Chem/deep</td>
<td>0</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>5</td>
<td>ATI</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>eOffice</td>
<td>13</td>
<td>20</td>
<td>41</td>
</tr>
<tr>
<td>7</td>
<td>BPCL</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>AAR</td>
<td>0</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>ADMIN-NNA</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
```

**Fig.92**
Step 3: After clicking on the count of P/E or total count of P+E, user will get the details of Registered Receipts as shown in Fig.93:

![Fig.93](image-url)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays receipts diarised in the section within the date range.
28. Diary Register (PMO):
This report displays the no. of receipts diarised by section(s) of the selected department based on particular main category within a maximum date range of six months.

User has to perform the following steps to generate the **Diary Register (PMO) Report**:

**Step 1:** Click on **Diary Register** ➔ **PMO** as shown in the Fig.94:

![Diary Register (PMO) in eOffice](image)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.95:

![Image](fig95.png)

**Fig.95**

After clicking on View button, the output will get displayed as shown in the Fig.96:

![Image](fig96.png)

**Fig.96**
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
Displays the no. of receipts diarised by section(s) of the selected department based on particular subject main category.
29. Receipt Closed (Detailed):

This report displays a list of the receipts closed by the department/section(s)/user(s) within a date range.

User has to perform the following steps to generate the Receipt Closed (Detailed) Report:

**Step 1:** Click on Receipt Closed ➔ Detailed as shown in the Fig.97:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.98:
After clicking on View button, the output will get displayed as shown in the **Fig.99**:

![Image](image.png)

**Fig.99**

### Note:

User can generate the output of the report in both **PDF** and **EXCEL** format.

For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).

For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

### Logic:

- The report displays receipts closed by the user(s) of the selected department/section(s) within the date range and receipts are still in closed status.
- Closed receipts transferred from other users and received in the section are not considered in this report.
30. Receipt Closed (Month Wise):

This report displays the number of receipts closed by different department/section(s) within a maximum date range of six months. User cannot view the details of the closed receipts.

User has to perform the following steps to generate the Receipt Closed (Month Wise) Report:

Step 1: Click on Receipt Closed → Month Wise as shown in the Fig. 100:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.101:
After clicking on View button, the output will get displayed as shown in the Fig.102:

![Fig.102](image)

Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays receipts closed by the user(s) of the selected department/section(s) within the date range and receipts are still in closed status.
- Closed receipts transferred from other users and received in the section are not considered in this report.
- Percentage for closed physical and electronic receipts is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100
31. Receipt Closed (Summary):

This report displays number of receipts diarised by department/section(s) within a date range. When clicked on numerical count, user gets the detailed report.

User has to perform the following steps to generate the Receipt Closed (Summary) Report:

**Step 1**: Click on Receipt Closed→Summary as shown in the Fig.103:

![Fig.103](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.104:
After clicking on View button, the output will get displayed as shown in the **Fig.105**:

![Fig.105](chart1.png)

**Step 3:** After clicking on the count of P/E or total count of P+E, user will get the details of Closed Receipts as shown in **Fig.106**:

![Fig.106](chart2.png)
**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays receipts closed by the user(s) of the selected department/section(s) within the date range and receipts are still in closed status.
- Closed receipts transferred from other users and received in the section are not considered in this report.
32. Receipt Forwarded (Detailed):

This report displays list of receipts forwarded by department/section(s)/user(s) within a date range.

User has to perform the following steps to generate the Receipt Forwarded (Detailed) Report:

Step 1: Click on Receipt Forwarded → Detailed as shown in the Fig.107:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.108:
After clicking on View button, the output will get displayed as shown in the Fig.109:

![Fig.109](image)

**Logic:**
- Receipts forwarded to other user(s) are considered in this report and self-movement of receipt done by user is excluded.
- If a single receipt is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.
- Receipts attached to a forwarded file will also be considered as forwarded.

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.
33. Receipt Forwarded (Month Wise):

This report displays the number of receipts forwarded by different department/section(s) within a date range or as on date.

User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Receipt Forwarded (Month Wise) Report:

**Step 1:** Click on Receipt Forwarded → Month Wise as shown in the Fig.110:

![Fig.110](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.111:
After clicking on View button, the output will get displayed as shown in the Fig.112:

![Fig.112](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Movements of receipts done within the section are excluded.
- Attached receipts and receipts that are put inside a file are not included in this report.
- Receipts attached to files are considered for the report.
- If a single receipt is forwarded to other sections multiple times within the selected date and time range, then each of these movements is displayed in the report.
- Percentage for forwarded physical and electronic receipts is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100
34. Receipt Forwarded (Summary):

This report displays the number of receipts forwarded by the department/section(s) within a date range. When clicked on numerical count (other than zero), user gets the details list of forwarded files.

Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Receipt Forwarded (Summary) Report:

**Step 1**: Click on Receipt Forwarded→Summary as shown in the Fig.113:

![Fig.113](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.114:
After clicking on View button, the output will get displayed as shown in the **Fig.115**: 

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>Physical(P)</th>
<th>Electronic(E)</th>
<th>Total(P+E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D/o US (NCT)</td>
<td>0</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>eOffice</td>
<td>4</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>HIPA Section</td>
<td>0</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>UT-Lakshinadeep</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>GNIDA</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Fig.115**
Step 3: After clicking on the count of P/E or total count of P+E, user will get the details of Forwarded Receipts as shown in Fig.116:

![Fig.116](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- Movements of receipts done within the section are excluded.
- Attached receipts and receipts that are put inside a file are not included in this report.
- Receipts attached to files are considered for the report.
35. **Receipt Forwarded (Unreturned):**
This report displays number of receipts forwarded by the department/section(s) within a date range.

When clicked on numerical count (other than zero), user gets the details list of forwarded files.

Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the **Receipt Forwarded (unreturned) Report:**

**Step 1:** Click on **Receipt Forwarded → Unreturned** link as shown in the **Fig.117:**

![Fig.117](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.118:

![Image of Input Screen](image1)

**Fig.118**

After clicking on View button, the output will get displayed as shown in the Fig.119:

![Image of Output Screen](image2)

**Fig.119**
Note:
User can generate the output of the report in both PDF and EXCEL format.
Report scope is not applicable for this report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- This report displays number of receipts forwarded by the section of the department to another section of the same department and still not returned back to the sender section.
36. Receipt Monitoring (Closed Action):

This report displays the list of receipt monitoring actions that were initiated within a maximum date range of one month, and are currently with CLOSED status.

User has to perform the following steps to generate the Receipt Monitoring (Closed Action) Report:

**Step 1:** Click on Receipt Monitoring → Closed Action link as shown in the Fig.120:

![Fig.120](image-url)
Step 2: As a result, input screen appears for generating the report. Select the input parameters and click on **View** button as shown in Fig.121:

![Fig.121](image1)

After clicking on View button, the output will get displayed as shown in the **Fig.122**:

![Fig.122](image2)
Note:
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Actions initiated by user(s) within the date range and only with closed status are displayed in this report.
37. Receipt Monitoring (Consolidated Action):

This report displays the list of all receipt monitoring actions that were initiated within a maximum date range of one month.

User has to perform the following steps to generate the Receipt Monitoring (Consolidated Action) Report:

Step 1: Click on Receipt Monitoring → Consolidated Action link as shown in the Fig.123:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.124:
After clicking on View button, the output will get displayed as shown in the **Fig.125**:

![Screenshot of the Receipt Monitoring report](image)

**Fig.125**

**Note:**
User can generate the output of the report in both PDF ( ![PDF](pdf_icon) ) and EXCEL ( ![Excel](excel_icon) ) format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- All actions initiated by user(s) within the date range and with both open and closed status are displayed in this report.
38. Receipt Monitoring (Detailed Action):

This report displays detailed action comment details of all receipt monitoring actions initiated within a maximum date range of one month. User has to perform the following steps to generate the Receipt Monitoring (Detailed Action) Report:

Step 1: Click on Receipt Monitoring → Detailed Action link as shown in the Fig.126:
Step 2: As a result, input screen appears for generating the report. Select the input parameters and click on excel button as shown in Fig.127:
After clicking on Excel button, the output will get displayed in Excel sheet link as shown in the **Fig.128**: 

![Fig.128](image)

**Note:**

User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#). For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**

- The report displays all the actions taken on imitated receipts (rather than latest action as in other monitoring reports) within the initiation date range. The latest action is displayed on top.
39. Receipt Monitoring (Open Action):

This report displays the list of receipt monitoring actions that were initiated within a maximum date range of one month, and are currently with OPEN status.

User has to perform the following steps to generate the Receipt Monitoring (Open Action) Report:

**Step 1:** Click on Receipt Monitoring→Open Action link as shown in the Fig.129:

![Fig.129](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.130:
After clicking on View button, the output will get displayed as shown in the Fig.131:

![Receipt Monitoring (Open Action)](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- Actions initiated by user(s) on receipts within the date range and with open status are displayed in this report.
40. Receipt Pendency (Forwarded receipts pending with):

This report displays the details of the receipts which are forwarded and are pending with the respective department/section(s).

User has to perform the following steps to generate the Receipt Pendency (Forwarded receipts pending with) Report:

**Step 1:** Click on Receipt Pendency ➔ Forwarded receipts pending with link as shown in the Fig.132:

![Fig.132](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.133:
After clicking on View button, the output will get displayed as shown in the **Fig.134**:

![Fig.134](image)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Computer No.</th>
<th>Receipt No.</th>
<th>Subject</th>
<th>Sent By</th>
<th>Sent On</th>
<th>Remarks</th>
<th>Sent To</th>
<th>Received Date</th>
<th>Pending Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24523</td>
<td>24523/2017/eoffice</td>
<td>Lok Sabha Unst. Q. Dy. No. 7849 reg. pending CBI cases.</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>08-09-2017 03:54 PM</td>
<td>Packed back-ward</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>10-08-2017 03:54 PM</td>
<td>19</td>
</tr>
<tr>
<td>2</td>
<td>24523</td>
<td>24523/2017/eoffice</td>
<td>Lok Sabha Unst. Q. Dy. No. 7849 reg. pending CBI cases.</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>08-09-2017 03:45 PM</td>
<td>kindly see</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>10-08-2017 03:45 PM</td>
<td>19</td>
</tr>
<tr>
<td>3</td>
<td>24591</td>
<td>24591/2017/eoffice</td>
<td>Regarding RTI matters</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>09-08-2017 02:06 PM</td>
<td>Packed back-ward</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>10-08-2017 02:06 PM</td>
<td>19</td>
</tr>
<tr>
<td>4</td>
<td>24603</td>
<td>24603/13/2017/eoffice</td>
<td>Test purpose</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>09-08-2017 03:19 PM</td>
<td>Packed back-ward</td>
<td>PRIYANKA KUMARI eOffice</td>
<td>10-08-2017 03:19 PM</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>24603</td>
<td>24603/13/2017/eoffice</td>
<td>Test purpose</td>
<td>PRIYANKA KUMARI eOffice</td>
<td>09-08-2017 12:11 PM</td>
<td>Packed back-ward</td>
<td>KAPIL AGGARWAL eOffice</td>
<td>10-08-2017 12:11 PM</td>
<td>19</td>
</tr>
</tbody>
</table>

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Both standalone and receipts attached with files in inbox will be considered as pending. Receipts put in file and receipts attached to receipt are excluded from the report.
41. Receipt Pendency (Pending Receipts of):

This report displays list of receipts created in selected department/section(s) and which are pending with other department/section(s).

User has to perform the following steps to generate the Receipt Pendency (Pending Receipts of) Report:

Step 1: Click on Receipt Pendency → Pending Receipts of link as shown in the Fig.135:

![Fig.135](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig. 136:

![Fig.136](image)

After clicking on View button, the output will get displayed as shown in the Fig. 137:

![Fig.137](image)
Step 3: After clicking on the day wise count and the total count of the section, user will get the details of pending Receipts as shown in Fig.138:

![Fig.138](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays receipts of the selected section(s) pending with others since last sent/movement date of the receipts.
- Both standalone and receipts attached with files in inbox will be considered as pending. Receipts attached to receipt and receipts put in file will not be considered as pending.
- All, Hierarchy, Department, Section, Immediate Hierarchy **scopes** will be included in the report.
- In case of **Immediate Hierarchy scope**, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of receipts pending in section(s) in the hierarchy up to child level.
42. Receipt Pendency (Pending Receipts with):

This report displays list of pending receipts with the selected department/section(s) that were created in other department/section(s). User has to perform the following steps to generate the Receipt Pendency (Pending Receipts with) Report:

Step 1: Click on Receipt Pendency→Pending Receipts with link as shown in the Fig.139:
Step 2: As a result, input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.140:
After clicking on View button, the output will get displayed as shown in the **Fig.141**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Section Name</th>
<th>0-7 days(a)</th>
<th>7-15 days(b)</th>
<th>15-30 days(c)</th>
<th>30-60 days(d)</th>
<th>&gt;60 days(e)</th>
<th>Total Pendency(a+b+c+d+e)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADMIN(APS/PDCL)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>ADMIN(CIE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>ADMIN (DOT)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**Fig.141**

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays receipts that are pending with the selected section(s) since last sent/movement date of the receipts.
- Both standalone and receipts attached with files in inbox will be considered as pending. Receipts attached to receipt and receipts put in file will not be considered as pending.
- All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report.
- In case of **Immediate Hierarchy scope**, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of receipts pending in section(s) in the hierarchy up to child level.
43. Receipt Received (Detailed):

This report displays list of receipts received by department/section(s)/user(s) within a maximum date range of one month.

User has to perform the following steps to generate the Receipt Received (Detailed) Report:

**Step 1:** Click on Receipt Received ➔ Detailed link as shown in the Fig.142:
Step 2: As a result, input screen appears for generating the report. Select the input parameters and click on **View** button as shown in **Fig. 143**:
After clicking on View button, the output will get displayed as shown in the **Fig.144**:

![Table with details](image-url)

**Note:**
User can generate the output of the report in both PDF ([PDF](#)) and EXCEL ([Excel](#)) format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- Receipts received from other user(s) are considered in this report and self movement of receipt done by user is excluded from this report.
- If a single receipt is received multiple times within a date and time range, then each of these movements is displayed in the report.
- Receipts attached to a received file will also be considered as received.
44.Receipt Received (Month wise):
This report displays the number of receipts received by department/section(s) within a maximum date range of six months or as on date. User cannot view the details of the files.

Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Receipt Received (Month wise) Report:

Step 1: Click on Receipt Received→Month wise link as shown in the Fig.145:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in **Fig.146**:

![Fig.146](image)

After clicking on View button, the output will get displayed as shown in the **Fig.147**:

![Fig.147](image)
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Movements of receipts done within the section are excluded.
- Attached receipts and receipts that are put inside a file are not included in this report.
- Receipts attached to files are considered for the report.
- If a single receipt is received in the section from other sections multiple times within the selected date range, then each of these movements is displayed in the report.
- Percentage for received physical and electronic receipts is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100
45. Receipt Received (Summary):

This report displays number of receipts received by department/section(s) within a maximum date range of one month. When clicked on numerical count, user gets the details list of forwarded files.

Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Receipt Received (Summary) Report:

**Step 1:** Click on Receipt Received ➔ Summary link as shown in the Fig.148:
Step 2: As a result, the input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig. 149:
After clicking on View button, the output will get displayed as shown in the Fig.150:

**Fig.150**

**Step 3:** After clicking on the count of P/E or the total count of P+E, user will get the details of Receipts as shown in **Fig.151**:

**Fig.151**
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Movements of receipts done within the section are excluded.
- Receipt attached with receipts and receipts that are put inside a file are not included in this report.
- Receipts attached to files are considered for the report.
- If a single receipt is received in the section from other section multiple times within a date and time range, then each of these movements is displayed in the report.
46. Receipt (User wise Receipts received and forwarded):
This report displays list of receipts received and forwarded by the department / section(s)/user(s) within a maximum date and time range of one month.

User has to perform the following steps to generate the Receipt (User wise Receipts received and forwarded) Report:

Step 1: Click on Receipt→User wise Receipts received and forwarded as shown in the Fig.152:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.153:

After clicking on View button, the output will get displayed as shown in the Fig.154:
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Self movement of receipt done by user is excluded.
- Receipt must be received and then forwarded to be considered in the report.
- If a single receipt is moved 5 times, then in the report it should display as 5 different records.
Dispatch

47. Dispatch (CRU Dispatch):

This report displays the details of dispatches made by CRU users of the department within a maximum date and time range of one month.

User has to perform the following steps to generate the Dispatch (CRU Dispatch) Report:

Step 1: Click on Dispatch→CRU Dispatch link as shown in the Fig. 155:

![Fig. 155](image-url)
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.156:

![Fig.156](image)

After clicking on View button, the output will get displayed as shown in the Fig.157:

![Fig.157](image)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the dispatched done by CRU sections in the selected date and time range.
48. Dispatch Register (Detailed):

This report displays a list of issues/reminders dispatched by department/section(s)/user(s) within a maximum date range of one month.

User has to perform the following steps to generate the Dispatch Register (Detailed) Report:

**Step 1:** Click on **Dispatch Register → Detailed** link as shown in the **Fig. 158:**
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.159:
After clicking on View button, the output will get displayed as shown in the **Fig.160**:

![CRU Dispatch Table]

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays all the letters, replies issued by the Department/section/users(s) in the selected date range.
49. Dispatch Register (Month Wise):

This report displays the total number of issues/reminders dispatched by different department/section(s) within a maximum date range or as on date.

User cannot view the details of the receipts. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Dispatch Register (Month Wise) Report:

Step 1: Click on Dispatch Register → Month Wise link as shown in the Fig.161:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.162:
After clicking on View button, the output will get displayed as shown in the Fig.163:

![Dispatch Register (Month Wise)](image_url)

**Fig.163**

**Note:**
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays the count of letters/ replies issued by the Department/section in the selected date range.
- Percentage for physical and electronic dispatch is calculated as: Physical % = P/(P+E)*100; Electronic % = E/(P+E)*100
50. Dispatch Register (Summary):

This report displays the number of issues/reminders dispatched by the department/section(s) within a maximum date range of one month. When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the Dispatch Register (Summary) Report:

Step 1: Click on Dispatch Register→Summary link as shown in the Fig.164:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.165:

After clicking on View button, the output will get displayed as shown in the Fig.166:
Step 3: After clicking on total count, user will get the detailed Dispatch Register Summary Report as shown in the Fig.167:

Note:
User can generate the output of the report in both PDF and EXCEL format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays the count of letters/ replies issued by the Department/section(s) in the selected date range.
VIP

51. VIP and Citizen References Dashboard:

This report displays Pie-Chart of the VIP and Citizen Reference receipts diarised in the different department(s).

The Pie-Chart can be further expanded for the Department/Division/Section wise detailed report in respect of the VIP-Type and Letter-Type.

User has to perform the following steps to generate the VIP and Citizen References Dashboard Report:

Step 1: Click on VIP ➔ VIP and Citizen References Dashboard link as shown below Fig.168:

![VIP and Citizen References Dashboard](image)
Step 2: As a result, VIP and Citizen References pie-chart is displayed to user with closed and pending counts of **all departments** as shown below:
To generate report for all departments or for a particular date range, user has to click on **Expand input parameters** link. As a result, Input screen appears for generating the report. Select the input parameters and click on **Chart** button to generate pie-chart as shown in **Fig.169**.
As a result, Pie-Chart output screen appears as per selected input parameters as shown in Fig.170:
Step 3: Click on the specific region of the pie-chart to get the detailed report of closed or pending references for selected department (or all departments) as shown below in the Fig.171:
Step 4: After clicking on specific Department, Section wise detailed report will appear as shown in the Fig.172:

![VIP AND CITIZEN REFERENCES DASHBOARD](image)

**Fig.172**

**Note:**
User can generate the output of the report in both PIE CHART format for receipt count and EXCEL (_excel) format for receipt details. Report Scope is not Applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- **Pie chart representation** of the report using the Chart button.
- User can click on the respective area in the pie chart for viewing the Pending and Closed VIP References/Citizen References within the selected date range (By default from and to date is not selected).
- **Give reference of VIP Type and Citizen sender type**
52. VIP Diary Register (Detailed):

This report displays a list of all VIP receipts diarised by the department/section(s)/user(s) within a maximum date range of one month.

User has to perform the following steps to generate the VIP Diary Register (Detailed) Report:

**Step 1:** Click on **VIP Diary Register ➔ Detailed** as shown below in **Fig.173**:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig. 174:
After clicking on View button, the output will get displayed as shown in the **Fig.175**:

![VIP Diary Register (Detailed)](image)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#) For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays VIP receipts diarised in the section within the date range.
53. VIP Diary Register (Summary):

This report displays number of VIP receipts diarised by Department/section(s) within a maximum date range of one month. When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the VIP Diary Register (Summary) Report:

Step 1: Click on VIP Diary Register → Summary link as shown below Fig.176:
Step 2: As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.177:

Fig.177

After clicking on View button, the VIP Diary Register→Summary report output will get displayed as shown in the Fig.178:

Fig.178
After clicking on clickable Count, output of the report will get displayed as shown in the Fig.179:

![VIP DIARY REGISTER (SUMMARY)](image)

**Fig.179**

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays VIP receipts diarised in the section within the date range.
54. VIP Pendency (OU Wise):

This report displays the number of VIP receipts pending with different sections of a department. When clicked on numerical count, user gets the details of the pending receipts.

User has to perform the following steps to generate the **VIP Pendency (OU Wise) Report**:

**Step 1:** Click on VIP ➔ VIP Pendency ➔ OU Wise as shown below in Fig.180:

![Fig.180](image-url)
After clicking report output will get displayed as shown in the **Fig.181:**

![Fig.181](image1)

After clicking on Count, output of the report will get displayed as shown in the **Fig.182:**

![Fig.182](image2)
Note:
User can generate the output of the report in EXCEL (Excel) format for receipt count and PPDF (PDF) format for receipt details. Bar chart graphical report format is available in Immediate Hierarchy scope. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays VIP receipts of different categories that are pending with the section since last sent/movement date of the VIP receipt.
- All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report.
- In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of VIP receipts pending in section(s) in the hierarchy up to child level.
55. VIP Pendency (Type Wise):

This report displays the VIP Type wise pendency list with different pending day(s) range for the VIP receipts (diarised in the different sections of the department.

User has to perform the following steps to generate the VIP Pendency (Type Wise) Report:

**Step 1:** Click on VIP ➔ VIP Pendency ➔ Type Wise link as shown below in Fig.183:

![Fig.183](image)

**Step 2:** As a result, Input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.184:

![Fig.184](image)
After clicking on View button, the output will get displayed as shown in the Fig.185:

![VIP Pendency (Type Wise)](image1)

**Fig.185**

After clicking on Count, output of the report will get displayed as shown in the Fig.186:

![VIP Pendency (Type Wise)](image2)

**Fig.186**
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
Displays the pendency of VIP receipts based on VIP Type with different pending day(s) range for the VIP receipts (diarised in the different sections of the department.
56. VIP Reference Disposal:

This report will account for all the VIP receipts diarised in a section within a maximum date range of one month and their disposal (interim or final replies sent against the VIP receipt).

User has to perform the following steps to generate the **VIP Reference Disposal Report**:

**Step 1**: Click on **VIP ➔ VIP Reference Disposal** link as shown below in **Fig.187**:

![Fig.187](image)

**Step 2**: As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button as shown in **Fig.188**:

![Fig.188](image)
After clicking on Count, output of the report will get displayed as shown in the **Fig.189**: 

![](image)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.

Report Scope is not Applicable for this Report.

For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- This report will account for all the VIP receipts diarised in a section and their disposal (interim or final reply sent against the VIP receipt).
57. VIP Reference (Summary):

This report displays the number of pending VIP receipts at the department/section level, within a maximum date range of six months. When clicked on numerical count, user gets the detailed report.

This report can be generated based on Subject Category, State and VIP Type. Section(s) with no data for given period will not be displayed in report.

User has to perform the following steps to generate the VIP Reference (Summary) Report:

**Step 1:** Click on VIP ➔ VIP Reference ➔ Summary link as shown below in Fig.190:

![Fig.190](image-url)
Step 2: As a result, input screen appears for generating the report. Select the input parameters and click on View button as shown in Fig.191:

![VIP References (Summary)](image)

**Fig.191**

After clicking on View button, the output will get displayed as shown in the **Fig.192**:

![VIP References (Summary)](image)

**Fig.192**
After clicking on clickable Count, output of the report will get displayed as shown in the Fig.193:

![VIP REFERENCES(SUMMARY)](image)

Fig.193

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The receipts that are pending before the date range, and created, closed and pending within the date range are considered in this report.
- User can click on the numerical count under respective columns of **Opening Balance, Diarised, Closed, Pending** to view further details of VIP receipts.
Miscellaneous

58. Dispatch Expenditure Report:

This report displays total expenditure of the Dispatch done by the Department within a maximum date range of six months.

User has to perform the following steps to generate the Dispatch Expenditure Report:

**Step 1:** Click on **Miscellaneous → Dispatch Expenditure Report** link as shown below in Fig.194:

![Fig.194](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on **View** button as shown in **Fig.195**:

![Fig.195](image)
After clicking on View button, the output will get displayed as shown in the Fig.196:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Section Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>eOffice</td>
<td>900</td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td>900</td>
</tr>
</tbody>
</table>

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- This report displays total expense of the section for the dispatch done within the selected date range.
59. eFile Usage Details Report:

This report displays the eFile usage details of different departments (number of electronic and physical files created and moved; number of electronic and physical receipts created and moved within a date range).

User has to perform the following steps to generate the eFile Usage Details:

**Step 1**: Click on **Miscellaneous → eFile Usage Details** link as shown below in **Fig.197**:

**Fig.197**

**Step 2**: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on **View** button as shown in **Fig.198**:

**Fig.198**
After clicking on View button, the output will get displayed as shown in the Fig.199:

### Fig.199

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Ministry/Department Name</th>
<th>eFile Created</th>
<th>eFile Moved</th>
<th>eReceipt Created</th>
<th>eReceipt Moved</th>
<th>pFile Created</th>
<th>pFile Moved</th>
<th>pReceipt Created</th>
<th>pReceipt Moved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AI</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>ANDHRA PRADESH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>ANDUL DISTRICT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>ANDUL DISTRICT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>ANDUL B Hospital</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>ANDUL COL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>ARUNA ASAF ALI HOSPITAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:**

User can generate the output of the report in both PDF and EXCEL format. Report Scope is not applicable for this report. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**

- This report displays the eFile usage details of an instance (No. of electronic and physical files created and moved; no. of electronic and physical receipts created and moved within a date range).
- File/Receipt should have at least one movement to be considered as created.
- Movements of files/receipts within a section are included in this report.
60. File Pendency Report:

This report displays the pendency of the files of the logged-in user section.

User has to perform the following steps to generate the **File Pendency**:

**Step 1:** Click on **Miscellaneous → File Pendency** link as shown below in **Fig.200**:

![Fig.200](image1.png)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on **View** button as shown in **Fig.201**:

![Fig.201](image2.png)
After clicking on View button, the output will get displayed as shown in the Fig.202:

![Figure 202](image-url)

**Note:**
User can generate the output of the report in both PDF and EXCEL format. Report Scope is not applicable for this Report. For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- The report displays files of different categories that are pending with the section since last sent/movement date of the files from outside the section.
- Movements within the section are excluded from this report.
- Unreceived physical files will be considered in this report.
- For physical files, Received From data will be displayed when the receipt is received in eFile.
61. File Statistical Report:

This report displays the eFile usage details of the departments (No. of electronic and physical files created and moved and active files with the departments).

User has to perform the following steps to generate the File Statistical Report:

**Step 1:** Click on Miscellaneous → File Statistical Report link as shown below in Fig.203:

![Fig.203](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.204:

![Fig.204](image)
After clicking on View button, the output will get displayed as shown in the **Fig.205**:

![Fig.205](image_url)

After clicking on Department name, the output will get displayed as shown in the **Fig.206**:

![Fig.206](image_url)
Logic:

- This report displays the physical and electronic file usage in different departments of the organization. Further drill down available on departments will display file usage in the sections of that department.
- Number of Active Files = Number of Created Files – Number of Closed Files
62. Receipt Pendency:

This report displays the pendency of the receipts of the logged-in user section.

User has to perform the following steps to generate the Receipt Pendency:

**Step 1:** Click on Miscellaneous → Receipt Pendency link as shown below in **Fig. 207**:

![Fig. 207](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in **Fig. 208**:

![Fig. 208](image)
After clicking on View button, the **Receipt Pendency** report output will get displayed as shown in the **Fig.209**:

![Receipt Pendency Report](image)

**Fig.209**

**Note:**

User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. Report Scope is not applicable for this Report. For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**

- The report displays receipts of different categories that are pending with the section since last sent/movement date of the receipts from outside the section.
- Movements within the section are excluded from this report.
- Unreceived physical receipts will be considered in this report.
- For physical receipts, Received From data will be displayed when the receipt is received in eFile.
63. Reminder (Diary for Active follow ups):

This report displays a list of the active reminder follow ups marked against issues dispatched by the department/section(s).

This report can be generated for a maximum date range of one month based on reply due date.

User has to perform the following steps to generate the Reminder (Diary for Active follow ups):

Step 1: Click on Miscellaneous → Reminder → Diary for Active follow ups link as shown below in Fig.210:

![Fig.210](image)

Step 2: As a result Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.211:

![Fig.211](image)
After clicking on View button, the output will get displayed as shown in the Fig.212:

### Fig.212

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Issue No.</th>
<th>Nature</th>
<th>Subject</th>
<th>Department</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/174/2017</td>
<td>PMR NIP/01/2017</td>
<td>training</td>
<td>PRATAP KUMAR/US(NCT)</td>
<td>10-09-2017 12:31 pm</td>
<td>to be dispatched</td>
</tr>
</tbody>
</table>

Note:
- User can generate the output of the report in both PDF and EXCEL format.
- For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
- For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the follow-ups with active status that were marked against letters/ replies issued by the department/section(s) in the selected date range.
64. **Reminder (Diary for Active or Closed Follow ups):**

This report displays a list of the active or closed reminder follow ups marked against issues dispatched by the department/section(s).

This report can be generated for a maximum date range of one month based on **reply due date**.

User has to perform the following steps to generate the **Reminder (Diary for Active or Closed Follow ups):**

**Step 1:** Click on **Miscellaneous → Reminder → Diary For Active Or Closed Follow ups** link as shown below in **Fig.213**:

![Fig.213](image-url)
Step 2: As a result, Input Parameter screen appears for generating the necessary report. Select the input parameters and click on View button as shown in Fig.214:

![Fig.214](image1)

After clicking on View button, the output will get displayed as shown in the Fig.215:

![Fig.215](image2)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the follow-ups with active or closed status that were marked against letters/ replies issued by the department/section(s) in the selected date range.
65. Reminder (Diary for Closed follow ups):

This report displays a list of the closed reminder follow ups marked against issues dispatched by the department/section(s).

This report can be generated for a maximum date range of one month based on reply due date.

User has to perform the following steps to generate the Reminder (Diary for Closed Follow ups):

**Step 1**: Click on Miscellaneous ➔ Reminder ➔ Diary for Closed Follow ups link as shown below in Fig.216:

![Fig.216](image-url)
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.217:

![Fig.217](image1.png)

After clicking on View button, the output will get displayed as shown in the Fig.218:

![Fig.218](image2.png)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the follow-ups with closed status that were marked against letters/ replies issued by the department/section(s) in the selected date range.
Reminder (Due-Active Follow Ups within Date Range):

This report displays a list of reminder follow up notifications created by the department/section(s) which are either active or with interim status.

The report is based on Reminder Issued Date (date range of maximum one month).

User has to perform the following steps to generate the Reminder (Due-Active Follow Ups within Date Range):

Step 1: Click on Miscellaneous → Reminder → Due-Active Follow Ups within Date Range link as shown below in Fig.219:

Fig.219
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.220:

![Input Parameter screen](image)

**Fig.220**

After clicking on View button, the output will get displayed as shown in the Fig.221:

![Output display](image)

**Fig.221**
### Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to [Annexure: MIS Reports Scope](#).
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

### Logic:
- The report displays all the follow-ups with open and interim status that were marked against letters/replies issued by the department/section(s) in the selected date range.
67. Follow Ups Due For Final Action:

This report displays a list of follow ups with interim status which are due for final action.

User has to perform the following steps to generate the Follow Ups Due for Final Action:

Step 1: Click on Miscellaneous ➔ Reminder ➔ Follow Ups Due for Final Action link as shown below in Fig.222:

![Fig.222](image-url)
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.223:

![Fig.223](image1)

After clicking on View button, the output will get displayed as shown in the Fig.224:

![Fig.224](image2)
Note:
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the follow-ups with interim status that were marked against letters/ replies issued by the Department/section(s) in the selected date range.
68. Reminder (Follow ups Reply Received after Due Date):

This report displays a list of the closed reminder follow up notifications that were created against dispatched issues and replies of the same were received after the reply due date elapsed.

This report can be generated for a maximum date range of one month based on reply received date.

User has to perform the following steps to generate the Reminder (Follow ups Reply Received after Due Date):

**Step 1:** Click on Miscellaneous → Reminder → Follow ups Reply Received after Due Date link as shown below in Fig.225:

![Fig.225](image-url)
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.226:

![Fig.226](image_url)

After clicking on View button, report output will get displayed as shown in the Fig.227:

![Fig.227](image_url)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the follow-ups which have received reply before the reply due date.
69. Reminder (Follow ups Reply Received before Due Date):

This report displays a list of the closed reminder follow up notifications that were created against dispatched issues and replies of the same were received before respective reply due dates.

This report can be generated for a maximum date range of one month based on reply received date.

User has to perform the following steps to generate the Reminder (Follow ups Reply Received before Due Date):

**Step 1:** Click on Miscellaneous → Reminder → Follow ups Reply Received before Due Date link as shown below in Fig.228:

![Fig.228](image-url)
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on **View** button as shown in **Fig.229**:

![Fig.229](image)

After clicking on View button, output will get displayed as shown in the **Fig.230**:

![Fig.230](image)
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. For more details on Report Scope kindly refer to Annexure: MIS Reports Scope. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The report displays all the follow-ups which have received reply before the reply due date.
70. Reminder (Reply Due):

This report displays a list of reminder follow up notifications of the department /section(s) with active status and for which reply is due.

The report is based on **Reply Due Date**.

User has to perform the following steps to generate the **Reminder (Reply Due)**:

**Step 1**: Click on **Miscellaneous**→ **Reminder**→ **Reply Due** link as shown below in **Fig.231**:
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in **Fig.232**:

**Fig.232**

After clicking on View button, report output will get displayed as shown in the **Fig.233**:

**Fig.233**
**Note:**
User can generate the output of the report in both PDF and EXCEL format.
For more details on Report Scope kindly refer to Annexure: MIS Reports Scope
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The report displays all the follow-ups with active (open) status that were marked against letters/replies issued by the department/section(s) in the selected date range.
RMS

71. RECORD MANAGEMENT SYSTEM (Applicable only for Physical files)

eFile (Files Sent To Record Room):

This report displays the list of files that are sent from eFile to Record room.

User has to perform the following steps to generate the eFile (Files Sent To Record Room) Report:

**Step 1:** Click on eFile ➔ File Sent To Record Room link as shown below in Fig.234:

![Fig.234](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.235:

![Fig.235](image)
After clicking on View button, the output will get displayed as shown in the Fig.236:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Computer No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Decision Taken</th>
<th>Decision Date</th>
<th>Current Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>28568</td>
<td>C:\1014\1\2017-Omo</td>
<td>Regarding Panel/less</td>
<td>Record</td>
<td>18-08-2017</td>
<td>UnRecorded</td>
<td></td>
</tr>
</tbody>
</table>

Fig.236

Note:
User can generate the output of the report in both PDF and EXCEL format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- This report displays the list of files that are sent from eFile to Record room.
72. eFile (Files Received from Record Room):

This report displays the list of files received from record room

User has to perform the following steps to generate the eFile (Files Received from Record Room):

Step 1: Click on eFile→Files Received from Record Room link as shown below in Fig.237:

![Fig.237]

Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.238:

![Fig.238]
After clicking on View button, the output will get displayed as shown in the **Fig.239**:

![Fig.239](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- This report displays the list of files received from record room (either returned by record room or for review purpose).
73. RMS (Accepted Files):
This report displays the list of files accepted in the record room.

User has to perform the following steps to generate the RMS (Accepted Files):

Step 1: Click on RMS→Accepted Files link as shown below in Fig.240:
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.241:

![Fig.241]

After clicking on View button, the output will get displayed as shown in the Fig.242:

![Fig.242]
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. Report Scope is not applicable for this Report. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- This report displays the list of files accepted and recorded in the record room.
74. RMS (Files Arrived from eFile):

This report displays the list of files that are arrived in record room from eFile.

User has to perform the following steps to generate the RMS (Files Arrived from eFile):

**Step 1:** Click on RMS→Files Arrived from eFile link as shown below in Fig.243:

![Fig.243](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.244:

![Fig.244](image)
After clicking on View button, the output will get displayed as shown in the Fig.245:

![Fig.245](image)

Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- This report displays the list of files that are arrived in record room from eFile for different purpose like recording, weeding out, for sending to NAI.
75. RMS (Files Due for Receiving):
This report displays the list of files that are pending for receiving in the record room.

User has to perform the following steps to generate the RMS (Files Due for Receiving):

**Step 1:** Click on RMS→Files Due for Receiving link as shown below in **Fig.246**:

![Fig.246](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in **Fig.247**:

![Fig.247](image)
After clicking on View button, the output will get displayed as shown in the **Fig.248**:

![Fig.248](image)

**Note:**
User can generate the output of the report in both PDF ( ) and EXCEL ( ) format.

Report Scope is not applicable for this Report.

For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- This report displays the list of files that are yet to be received in the record room.
This report displays the list of files that are due for review in the record room. Report is generated based on **review due date**.

User has to perform the following steps to generate the **RMS (Files Due for Review)**:

**Step 1**: Click on **RMS→Files Due for Review** link as shown below in **Fig.249**:
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.250:

![Fig.250]

After clicking on View button, the output will get displayed as shown in the Fig.251:

![Fig.251]
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. Report Scope is not applicable for this Report. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- This report displays the list of files that are due for review in the record room.
77. RMS (Files Sent to eFile):
This report displays the list of files that sent to eFile.

User has to perform the following steps to generate the RMS (Files Sent to eFile):

Step 1: Click on RMS→Files Sent to eFile link as shown below in Fig.252:

![Fig.252](image1)

Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.253:

![Fig.253](image2)
After clicking on View button, the output will get displayed as shown in the **Fig.254**:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Computer Number</th>
<th>File No</th>
<th>Subject</th>
<th>Sent By</th>
<th>Sent On</th>
<th>Sent To</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23635</td>
<td>H-1101/4/2017-Demo</td>
<td>Parliament matters</td>
<td>NIKHIL KHURJIA</td>
<td>18-06-2017 02:31 PM</td>
<td>NIKHIL KHURJIA-eOffice</td>
<td>Please review</td>
</tr>
</tbody>
</table>

**Note:**
User can generate the output of the report in both PDF (µPDF) and EXCEL (Excel) format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to **Annexure: MIS Reports Ready Reckoner**.

**Logic:**
- This report displays the list of files that sent to eFile for review purpose or have been returned.
78. RMS (Files Sent to NAI):

This report displays the list of files that are sent to NAI for permanent storage.

User has to perform the following steps to generate the RMS (Files Sent to NAI):

**Step 1:** Click on RMS→Files Sent to NAI link as shown below in Fig.255:

![Fig.255](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.256:

![Fig.256](image)
After clicking on View button, the output will get displayed as shown in the Fig.257:

![Fig.257](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format. Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- This report displays the list of files that are sent to NAI for permanent storage.
79. RMS (Files Weeded Out):

This report displays the list of files that are weeded out of the record room.

User has to perform the following steps to generate the RMS (Files Weeded Out):

**Step 1:** Click on RMS→Files Weeded Out link as shown below in Fig.258:

![Fig.258](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.259:

![Fig.259](image)
After clicking on View button, the output will get displayed as shown in the Fig.260:

![Fig.260](image)

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- This report displays the list of files that are weeded out of the record room and no further action is to be taken on the files.
80. RMS (Received Files):

This report displays the list of files that are received in Record room for different actions like recording, sending to NAI, weeding out.

User has to perform the following steps to generate the RMS (Received Files):

**Step 1**: Click on RMS→Received Files link as shown below in Fig.261:

![Fig.261](image)

**Step 2**: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.262:

![Fig.262](image)
After clicking on View button, the output will get displayed as shown in the Fig.263:

![Fig.263](image)

**Note:**
User can generate the output of the report in both PDF and EXCEL format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to [Annexure: MIS Reports Ready Reckoner](#).

**Logic:**
- This report displays the list of files that are received by Record room in the selected date range for different actions like recording, sending to NAI, weeding out.
Dashboard

81. Created and Forwarded Report:

This report displays the list of receipts/files which are created by the user and moved/forwarded to the next user.

User has to perform the following steps to generate the Dashboard (Created and Forwarded) Report:

Step 1: Click on Dashboard → Created and Forwarded Report link as shown in Fig.264:

Fig.264

Step 2: As a result, graphical chart is displayed for the physical files and receipts created and forwarded in the department as shown below:
Step 3: User can click on **View Data** in the graphical chart page to view the department level data in tabular form.

To generate report for all departments or for a particular date range, user has to click on **Expand input parameters** link. As a result, Input screen appears for generating the report. Select the input parameters and click on **View** button to generate graphical chart as shown in **Fig.265**:

![Fig.265](image)

After clicking on View button, the **Dashboard (Created and Forwarded)** report output will display selected department as shown in **Fig.266**:

![Fig.266](image)
Step 4: After clicking on Department Name user will get the section-wise list as shown in Fig.267:

![Fig.267](image-url)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Section(s)</th>
<th>Created</th>
<th>Moved</th>
<th>Created</th>
<th>Moved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADMIN/HRD</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>ADMIN(HR)</td>
<td>2</td>
<td>0</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>ADMIN(ED)</td>
<td>3</td>
<td>0</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>ADMIN(CDO)</td>
<td>4</td>
<td>0</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>ADMIN (STD)</td>
<td>5</td>
<td>0</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Administration Sect</td>
<td>6</td>
<td>0</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Administration Sect</td>
<td>7</td>
<td>0</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Admin-KSU</td>
<td>8</td>
<td>0</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Admin-KSU</td>
<td>9</td>
<td>0</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>ADMIN(HB)</td>
<td>10</td>
<td>0</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>ADMIN (HRD) (c/w)</td>
<td>11</td>
<td>0</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>ADMIN(HR)</td>
<td>12</td>
<td>0</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>ADMIN (HR) (M)</td>
<td>13</td>
<td>0</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>ADMIN SECTION (DE)</td>
<td>14</td>
<td>0</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>ADMIN SECTION (S)</td>
<td>15</td>
<td>0</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>Admin Section (HR)</td>
<td>16</td>
<td>0</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>Admin Section (HR)</td>
<td>17</td>
<td>0</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>Admin Section (HR)</td>
<td>18</td>
<td>0</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>Admin Section (HR)</td>
<td>19</td>
<td>0</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>Admin Section (HR)</td>
<td>20</td>
<td>0</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>Admin Section (HR)</td>
<td>21</td>
<td>0</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>Admin Section (HR)</td>
<td>22</td>
<td>0</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>Admin Section (HR)</td>
<td>23</td>
<td>0</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>Admin Section (HR)</td>
<td>24</td>
<td>0</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>Admin Section (HR)</td>
<td>25</td>
<td>0</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>Admin Section (HR)</td>
<td>26</td>
<td>0</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

Fig.267
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
This report is available for physical files/receipts.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- This report displays the graphical view of the physical receipts and files created and moved in a department during a given date range.
- Detail Report can be viewed by clicking on the graph.
- Graph chart is not available for section level report.
Productivity

82. Departmental File Closure:

This report displays department wise list of the files that are closed within the specified date range based on different closing days range (0-30, 31-45, 46-60, 61-90 etc.) and are currently having the closed status within the department.

User has to perform the following steps to generate the Productivity (Departmental File Closure) Report:

Step 1: Click on Productivity→Departmental File Closure link as shown in Fig.268:
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.269:

![Fig.269](image)

After clicking on View button, the **Productivity (Departmental File Closure)** report output will get displayed as shown in Fig.270:

![Fig.270](image)
Step 3: After clicking on Department Name user will get the section(s)-wise list as shown in Fig.271:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Section(s)</th>
<th>0 - 30 Days</th>
<th>31 - 45 Days</th>
<th>46 - 60 Days</th>
<th>61 - 90 Days</th>
<th>&gt; 90 Days</th>
<th>Weighted Average of days taken for file closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Div US(PFMS)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>CPSM Section</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>CAPS SECTION</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>HRA Branch</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>NPA Section</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Div US(BCSMB)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Sharif Section</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>Div US(BHV)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>DCO DELHI</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>Div US(PCVET)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Section(MPCVET)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>COLLECTOR OFFICE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>13</td>
<td>ADG OFFICE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>14</td>
<td>DLY COLLECTOR OFFICE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>15</td>
<td>ESTABLISHMENT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>16</td>
<td>Div US(DEL)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>17</td>
<td>KGIL Section</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>
Step 4: After clicking on Section Name, user will get the user-wise list as shown in Fig.272:

![Fig.272](image)

Step 5: After clicking on closing counter will get the list of files as shown in Fig.273:

![Fig.273](image)
Step 6: After clicking on File number user will get the detail of file (cumulative pendency of the file with different employees) as shown in Fig.274:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Employee</th>
<th>Section</th>
<th>Cumulative Pending Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXIT DEPT</td>
<td>EXIT DEPT</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>BHAGA KUMAR (LOC)</td>
<td>DIO Director (ASP) (DUB)</td>
<td>75</td>
</tr>
</tbody>
</table>

**Note:**
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

**Logic:**
- The output Result will give department name, which can be drilled down to Section, and then user.
- Closing Date is calculated on the basis of the formula as Closing Days = Closing Date - Opening Date
- **Cumulative Pending Days:** Represents the total number of days (taking into consideration number of times the file was marked to the employee within the selected date range) the file was pending with the employee.
- **Weighted Average:**
Highlighted row in table below shows the calculation for Weighted Average-

<table>
<thead>
<tr>
<th></th>
<th>0-30 days</th>
<th>31-45 days</th>
<th>46-60 days</th>
<th>61-90 days</th>
<th>&gt;90 days</th>
<th>Weighted Average** of days taken for file closure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weight</strong></td>
<td>2 files</td>
<td>1 file</td>
<td>1 file</td>
<td>2 files</td>
<td>1 file</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 file-2 days</td>
<td>1 file-40 days</td>
<td>1 file-50 days</td>
<td>1 file-70 days</td>
<td>1 file-100 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 file-1 day</td>
<td>1 file-40 days</td>
<td>1 file-50 days</td>
<td>1 file-80 days</td>
<td>1 file-100 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 file-2 days</td>
<td>1 file-40 days</td>
<td>1 file-50 days</td>
<td>1 file-70 days</td>
<td>1 file-100 days</td>
<td></td>
</tr>
</tbody>
</table>
|                |            |            |            |            |          | Weighted Avg.= (3+40+50+150+100) /
|                |            |            |            |            |          | (2+1+1+2+1)=49                                    |

Here in this case, the **Weighted Average of days taken for file closure** is calculated as 49.

**Weighted Average Total** will not match with the sum of **Closing Range total**.
83. Departmental File Parking:

This report displays the list of the files parked within the specified date range and currently having the parked status within the department.

User has to perform the following steps to generate the Productivity (Departmental File Parking):

**Step 1:** Click on Productivity→Departmental File Parking link as shown in Fig.275:

![Fig.275](image)

**Step 2:** As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.276:

![Fig.276](image)
After clicking on View button, the output will get displayed as shown in **Fig.277**:

![Fig.277](image)

**Step 3:** After clicking on Department Name user will get the section-wise list as shown in **Fig.278**:

![Fig.278](image)

**Step 4:** After clicking on Section Name user will get the user-wise list as shown in **Fig.279**:

![Fig.279](image)
Step 5: After clicking on total number user will get the details of files (Parking days with different employees) as shown in Fig.280:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature</th>
<th>Computer No.</th>
<th>File No.</th>
<th>Subject</th>
<th>Total Parked Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E</td>
<td>21645</td>
<td>0-3015/1/2017-M&amp;HR Set-GOVT</td>
<td>standing committee on water resources</td>
<td>224</td>
</tr>
<tr>
<td>2</td>
<td>E</td>
<td>15483</td>
<td>F-08/10/2016-SECTION I-TRR</td>
<td>home-bed</td>
<td>282</td>
</tr>
</tbody>
</table>

Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format. Report Scope is not applicable for this Report. For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- Parking days is calculated from the first parking period till current parking period within in the specified date range.
Departmental File Pendency:

This report displays the list of the file(s) pending with the department as on date.

User has to perform the following steps to generate the Productivity (Departmental File Pendency):

Step 1: Click on Productivity→Departmental File Pendency link as shown in Fig.281:

Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.282:
After clicking on View button, the **Productivity (Departmental File Pendency)** report output will get displayed as shown in **Fig.283**:

![Fig.283](image)

**Step 3:** After clicking on Department Name user will get the section(s)-wise list as shown in **Fig.284**:

![Fig.284](image)
Step 4: After clicking on Section Name user will get the user-wise list as shown in Fig.285:

![Fig.285](image)

Step 5: After clicking on total number user will get the details of files as shown in Fig.286:

![Fig.286](image)

Step 6: After clicking on File number user will get the details of employee's name with Cumulative Pending Days as shown in Fig.287:

![Fig.287](image)
User can generate the output of the report in both PDF and EXCEL format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:

- The output Result will give department name, which can be drilled down to Section, and then user.
- Pendency is calculated from date of creation of the file till Current date.
- Pendency will be shown against the Department/Section/Employee where the file is currently lying.
- **Cumulative Pending Days**: Represents the total number of days (taking into consideration number of times the file was marked to the employee within the selected date range) the file is pending with the employee.
85. Departmental Receipt Pendency:

This report displays the list of the receipt(s) pending with the department as on date.

User has to perform the following steps to generate the **Productivity (Departmental Receipt Pendency) Report**:

**Step 1:** Click on **Productivity**→**Departmental Receipt Pendency** link as shown in Fig.288:
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on **View** button as shown in **Fig.289**:

![Fig.289](image)

After clicking on View button, the output will get displayed as shown in **Fig.290**:

![Fig.290](image)
**Step 3:** After clicking on Department Name user will get the section(s)-wise list as shown in Fig.291:

![Departmental Receipt (S) Pendency Report](image)

**Fig.291**
**Step 4:** After clicking on Section Name user will get the details of Receipt list as shown in **Fig.292:**

![DEPARTMENTAL RECEIPT(S) PENDENCY REPORT](image)

**Fig.292**

**Step 5:** After clicking on Receipt number, user will get the details of employee's name with Cumulative Pending Days as shown in **Fig.293:**

![DEPARTMENTAL RECEIPT(S) PENDENCY REPORT](image)

**Fig.293**
Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- The output Result will give department name, which can be drilled down to Section, and then user.
- Pendency is calculated from date of creation of the receipt till Current date.
- Pendency will be shown against the Department/Section/Employee where the receipt is currently lying.
- Cumulative Pending Days: Represents the total number of days (taking into consideration number of times the receipt was marked to the employee within the selected date range) the receipt is pending with the employee.
86. Files Disposal Report:

This report displays the list of the sections and no. of files on which an action (closed/forwarded/parked) is taken and the average response time for file disposal.

User has to perform the following steps to generate the **Productivity (Files Disposal) Report**:

**Step 1:** Click on **Productivity → Files Disposal Report** link as shown in Fig.294:
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.295:

![Fig.295](image)

After clicking on View button, the Productivity (Files Disposal) report output will get section-wise list displayed as shown in Fig.296:

![Fig.296](image)
Step 3: After clicking on Section Name, user will get the list as shown in Fig.297:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Employee</th>
<th>Files Created</th>
<th>Files Received</th>
<th>Files Disposed (Closed/Parked/Forwarded)</th>
<th>% of Disposal</th>
<th>Average Response Time (Day hh:mm:ss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SWAIN DEBO (ASSISTANT)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>NURUL KHABIRA (ASSISTANT)</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>100</td>
<td>1 days 03:55:53</td>
</tr>
<tr>
<td>3</td>
<td>MINTA NEGI (ASSISTANT)</td>
<td>3</td>
<td>7</td>
<td>3</td>
<td>56</td>
<td>2 days 21:05:32</td>
</tr>
<tr>
<td>4</td>
<td>NAZL AZIM (ASSISTANT)</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0 days 00:00:00</td>
</tr>
<tr>
<td>5</td>
<td>PRIYANKA KUMAR (ASSISTANT)</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>03.33</td>
<td>0 days 00:16:18</td>
</tr>
<tr>
<td>6</td>
<td>SAMDEEP KUMAR (DIRECTOR)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>50</td>
<td>0 days 00:00:00</td>
</tr>
<tr>
<td>7</td>
<td>KUSH SINGH (ASSISTANT)</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>100</td>
<td>0 days 22:15:41</td>
</tr>
<tr>
<td>8</td>
<td>ARPIT SINGH (FO)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note:
User can generate the output of the report in both PDF (PDF) and EXCEL (Excel) format.
Report Scope is not applicable for this Report.
For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- **% of Disposal** = Files Disposed(closed/parked/forwarded)/(Files Received + Files Created) *100
- **Average Response Time** = Total Time Taken for (closed/parked/forwarded) / Files Disposed
- **Within Section movements** will be considered.
- Transfer of files from one user to another through Admin module is not considered as Acted Upon activity.
- In case of Physical Files, only files which are explicitly received using the Receive button in the File Inbox will be considered as Received.
- **Pull Back, Pull Up** and **Detach** actions will be considered as forwarded while calculating the Average Response Time.
- If a file is received multiple times in the same time duration, then it is counted multiple times under Total Files Received column.
- In case a file is parked and un-parked in the same time duration, it will be counted as received under the Files Received column.
- In case a file is closed and reopened in the same time duration, it will be counted as received under the Files Received column.
- In case file(s) are received/created in the month of X and all actions on the files are taken in the month of Y. Now, if a report is generated for the month of Y, count under Files Received, Files Created and Files Disposed will be zero (0).
- Matching Average Response time of Section and User Level:

If Section Level Average Response Time is Z days, then it can be calculated using Average Response Time of users as explained below:

<table>
<thead>
<tr>
<th>User Name</th>
<th>File Created</th>
<th>File Received</th>
<th>File Disposed</th>
<th>Average Response Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1</td>
<td>A1</td>
<td>B1</td>
<td>C1</td>
<td>P Days</td>
</tr>
<tr>
<td>U2</td>
<td>A2</td>
<td>B2</td>
<td>C2</td>
<td>Q Days</td>
</tr>
</tbody>
</table>

Then at User Level,

\[ Z = \frac{(C1 \times P \text{ days}) + (C2 \times Q \text{ days})}{C1 + C2}. \]
87. Receipts Disposal Report:

This report displays the list of the sections and no. of receipts on which an action (put in file /closed/forwarded) is taken and the average response time for receipt disposal.

User has to perform the following steps to generate the Productivity (Receipts Disposal) Report:

**Step 1:** Click on **Productivity**→**Receipts Disposal Report** link as shown in **Fig.298**:

![Fig.298](image-url)
Step 2: As a result, Input Parameter screen appears for generating the necessary reports. Select the input parameters and click on View button as shown in Fig.299:

![Fig.299](image)

After clicking on View button, the **Productivity (Receipt Disposal)** report output will get section(s)-wise list displayed as shown in Fig.300:

![Fig.300](image)
Step 3: After clicking on Section Name user will get the user-wise list as shown in Fig.301:

![Fig.301](image)

Note:
User can generate the output of the report in both PDF and EXCEL format. Report Scope is not applicable for this Report.

For quick understanding of the report, please refer to Annexure: MIS Reports Ready Reckoner.

Logic:
- **% of Disposal** = Receipts Disposed (Put in file/closed/forwarded)/ (Receipts Received + Receipts Created) *100
- **Average Response Time** = Total Time Taken for (Put in file/closed/forwarded)/ Receipts Disposed
- **Within Section movements** will be considered.
- Transfer of receipts from one user to another through Admin module is not considered as Acted upon activity.
- In case of Physical Receipts, only receipts which are explicitly received using the Receive button in the Receipt Inbox will be considered as Received.
- **Pull Back, Pull Up** and **Detach** actions will be considered as forwarded while calculating the Average Response Time.
- If a receipt is received multiple times in the same time duration, then it is counted multiple times under Receipt Received column.
- In case a receipt is closed and reopened in the same time duration, it will be counted as received under the Receipts Received column.
- In case receipts are received/created in the month of X and all actions on the receipts are taken in the month of Y. Now, if a report is generated for the month of Y, count under Receipts Received, Receipts Created and Receipts Disposed will be zero (0).
- Matching Average Response time of Section and User Level:
  If Section Level Average Response Time is Z days, then it can be calculated using Average Response Time of users as explained below:

<table>
<thead>
<tr>
<th>User Name</th>
<th>Receipt Created</th>
<th>Receipt Received</th>
<th>Receipt Disposed</th>
<th>Average Response Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1</td>
<td>A1</td>
<td>B1</td>
<td>C1</td>
<td>P Days</td>
</tr>
<tr>
<td>U2</td>
<td>A2</td>
<td>B2</td>
<td>C2</td>
<td>Q Days</td>
</tr>
</tbody>
</table>

Then at User Level,

\[ Z = \frac{(C_1 \times P \text{ days}) + (C_2 \times Q \text{ days})}{C_1 + C_2}. \]
Report Permission:

This module facilitates the super administrator to assign different reports, report scope to employees and also include/exclude output fields for the reports. The report assignment is employee role based.

User has to perform the following steps to assign Reports to employees:

**Step 1:** Click on Report Permission link as shown in Fig.302:

![Fig.302](image)

**Step 2:** Select the employee Role for which Reports need to be assigned as shown below Fig.303:

![Fig.303](image)
Step 3: As a result, following screen appears for assigning the necessary reports. Click on the collapsible drop down for different report modules (for e.g., File, Receipt etc.) as shown in Fig.304:

![Fig.304](image)

Step 4: Select the Different reports which have to be assigned to the employee by clicking on the check boxes as shown in Fig.305:
Step 5: Select the report scope for each report and assign required report scope as shown in **Fig.306**:
Step 6: Select if any output column is to be omitted from report output page as shown in **Fig.307**:

![Fig.307](image)

**Fig.307**

Step 7: After clicking on Submit button, **Record Saved Successfully** will get displayed as shown in **Fig.308**:

![Fig.308](image)

**Fig.308**
Note:

By default, **section** scope is active in the report if none of the scope is selected.
**My Reports:**

This feature allows users to view frequently used reports by default, whenever s/he accesses MIS Reports application.

Currently user can view maximum five reports as part of My Reports.

**Step 1:** Click on **eFile MIS Report** link as shown in **Fig.309**:
Step 2: As a result, My Report page appears by default as shown in Fig.310:

![Fig.310](image)

A user has to perform the following steps under My Reports settings to include any report as My Reports.
My Reports Settings:

**Step 1:** Access the eFile MIS reports application in browser. In the home page, click on ‘**Settings**’ on top of the report menu bar as shown in Fig.311:
Step 2: As a result, the available reports will be displayed under different modules to user. For reports which are to be displayed as My Reports, select check boxes under 'Add to My Reports' column as shown in Fig.312:

Fig.312

Step 3: Select the radio button under 'Default Reports' for any of the reports selected in step 2 to make it the default report in My Reports section as shown in Fig.313:

Fig.313
Step 4: After clicking on Submit button, Record Saved Successfully will get displayed as shown in Fig. 314:

Fig.314

As a result, selected reports will be displayed as under My Reports module.

Note:

Maximum five reports can be selected to be displayed as my reports.
## Annexure: MIS Reports Scope

### Scope and Reports Based on Scope

<table>
<thead>
<tr>
<th>Report Scope</th>
<th>Types of Reports</th>
<th>Default Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Department</td>
</tr>
<tr>
<td>All</td>
<td>Summary</td>
<td>By default logged in user department will remain selected with the provision to select any other department. Multiple selection/ALL is not allowed. It is a mandatory field.</td>
</tr>
<tr>
<td>All</td>
<td>Detailed</td>
<td>By default logged in user department will remain selected with the provision to select any other department. Multiple selection/ALL is not allowed. It is a mandatory field.</td>
</tr>
<tr>
<td>Hierarchy</td>
<td>Summary</td>
<td>Detailed</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>By default logged in user department will remain selected without the provision to select any other department.</td>
<td>By default logged in user department will remain selected without the provision to select any other department.</td>
</tr>
<tr>
<td></td>
<td>By default All sections in the hierarchy with the provision to select any one of it. Single/All selection is privileged.</td>
<td>By default All with the provision to select multiple users of the same section.</td>
</tr>
<tr>
<td></td>
<td>By default All sections in the hierarchy with the provision to select any other available section in the hierarchy. Single/All selection is privileged.</td>
<td>List box for Multiple user’s selection of the same section.</td>
</tr>
<tr>
<td></td>
<td>By default All sections in the hierarchy with the provision to select any other available section in the hierarchy. Single/All selection is privileged.</td>
<td>In case under Section ALL is selected, no provision for selection of users from the User(s) list box.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Summary</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By default logged in user department will remain selected without the provision to select any other department. It is a mandatory field.</td>
<td>By default All sections of the logged in user department with the provision to select any other available section. Single/All selection is</td>
</tr>
<tr>
<td></td>
<td>By default All sections of the logged in user department with the provision to select any other available section. Single/All selection is</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Summary</td>
<td>Detailed</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Detailed</td>
<td></td>
<td>By default logged in user department will remain selected without the provision to select any other department. It is a mandatory field.</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Immediate Hierarchy**

<table>
<thead>
<tr>
<th>Detailed</th>
<th>By default logged in user department will remain selected without the provision to select any other department.</th>
<th>By default logged in user /Section will be displayed with the scope of choosing any one from available OUs which are under direct hierarchy up to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By default Office /Section will be displayed with the scope of choosing any one from available OUs which are under direct hierarchy up to</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>child level of the logged in user section.</td>
</tr>
<tr>
<td>---</td>
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<td>------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Annexure: MIS Reports Ready Reckoner

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>REPORT NAME</th>
<th>IMPLEMENTED LOGIC</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>File Closed (Detailed)</td>
<td>The report displays list of files closed by the user(s) of section(s) within the date range and files are still in closed status.</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only files closed by the users of the section are considered.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed files transferred from other users and received by the section user(s) are not considered for displaying in this report.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>File Closed (Month Wise)</td>
<td>The report displays list of section(s) and number of files closed in the section(s) within the date range and files are still in closed status.</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only files closed by the users of the section are considered.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed files transferred from other users and received in the section are not considered for displaying in this report.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>File Closed (Summary)</td>
<td>The report displays list of section(s) and number of files closed in the section(s) within the date range and files are still in closed status. The report also gives details of the closed files.</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only files closed by the users of the section are considered.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed files transferred from other users and received in the section are not considered for displaying in this report.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Report Type</td>
<td>Description</td>
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<tr>
<td>-----</td>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>File Conversion (Summary)</td>
<td>The report displays the list of section(s) and the number of physical files (created in eFile) that are converted to electronic files.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The report also gives the conversion details of the files (created by, created on, converted by, converted on etc.).</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>File Forwarded (Detailed)</td>
<td>The report displays list of files forwarded by the user(s) of the selected section(s) within the date and time range.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Files forwarded to other user(s) are considered in this report and self-movement of file done by user is excluded.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a single file is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Files attached or merged with a forwarded file are considered as forwarded in this report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linked files are not considered in the report when the main file is forwarded.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>File Forwarded (Month Wise)</td>
<td>The report displays list of section(s) and number of files forwarded by the selected section(s) within the date and time range.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Files forwarded to other section(s) are considered in this report whereas self-movement of file done within the section is excluded.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a single file is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>File Forwarded (Summary)</td>
<td>Files attached or merged to a file will also be considered as forwarded when the main file is forwarded. Linked files are not considered in the report when the main file is forwarded. The report displays list of section(s) and number of files forwarded by the selected section(s) within the date and time range. The report also gives details of the forwarded files. Files forwarded to other section(s) are considered in this report. Self-movement of file done within the section is not considered. If a single file is forwarded multiple times within a date and time range, then each of these movements is displayed in the report. Files attached or merged to a file will also be considered as forwarded when the main file is forwarded. Linked files are not considered in the report when the main file is forwarded.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>File Forwarded (Unreturned)</td>
<td>The report displays the details of the Files sent to other sections, but that are not received back within the selected date range. Files moved within the same section are not considered in this report.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>File Migration (Summary)</td>
<td>The report displays the list of section(s) and the no. of physical files (not created in eFile) migrated to electronic</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The report also gives the migration details of the files (like old file number, migrated by, migrated on, new file number etc).

<table>
<thead>
<tr>
<th>No.</th>
<th>Report Description</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>File Monitoring (Closed Action)</td>
<td>Actions initiated by user(s) within the date range and only with closed status are displayed in this report.</td>
<td>41</td>
</tr>
<tr>
<td>11</td>
<td>File Monitoring (Consolidated Action)</td>
<td>All actions initiated by user(s) within the date range and with both open and closed status are displayed in this report.</td>
<td>44</td>
</tr>
<tr>
<td>12</td>
<td>File Monitoring (Open Action)</td>
<td>Actions initiated by user(s) within the date range and with open status are displayed in this report.</td>
<td>47</td>
</tr>
<tr>
<td>13</td>
<td>File Parked (Detailed)</td>
<td>The report displays files parked by the selected user(s) of the section(s) within the date range and is still in parked status. Only files parked by the users of the section are considered. Parked files transferred from other users and received by the section user(s) are excluded from this report.</td>
<td>50</td>
</tr>
<tr>
<td>14</td>
<td>File Parked (Summary)</td>
<td>The report displays list of section(s) and number of files parked by the section(s) within the date range and is still in parked status. Only files parked by the users of the section are considered. Parked files transferred from other users and received by the section user(s) are excluded from this report.</td>
<td>53</td>
</tr>
<tr>
<td>15</td>
<td>File Pendency (Forwarded Files)</td>
<td>This report displays list of files forwarded by selected users.</td>
<td>57</td>
</tr>
<tr>
<td>16</td>
<td>File Pendency (Pending Files Of)</td>
<td>This report displays list of selected section(s) whose files are pending with others. The report also gives the details of the pending files. Both standalone and attached files in inbox will be considered as pending. Merged files will not be considered as pending. If a file is Parked from inbox and then moved to inbox later on, then those days for which the file was parked will be displayed as Parking Days.</td>
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</tr>
</tbody>
</table>

Pending With) department/section(s)/user(s) that are pending with recipient department/section(s)/user(s). Both standalone and attached files in inbox will be considered as pending. Merged files are excluded from this report. If a file is Parked from inbox and then moved to inbox later on, then those days for which the file was parked will be displayed as Parking Days. Parking Days= (Activation Date - Parking Date), Current Date - Sent On Date= Parking Days + Pending Days. In case file is closed, then only the period after it is made active is considered under pendency. Files with parked status are not considered as pending in this report.
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>File Pendency (Pending Files With)</td>
<td>This report displays the list of selected section(s) with which files are pending. The report also gives the details of the pending files. Both standalone and attached files in inbox will be considered as pending. Merged files will not be considered as pending. If a file is parked for a period of time and then made active, then the parking duration is also included in pending days. Parking Days = (Activation Date - Parking Date), Current Date - Sent On Date = Parking Days + Pending Days In case file is closed, then only the period after it is made active is considered under pendency. Files with parked status are not considered as pending in File Pendency Report.</td>
</tr>
<tr>
<td>18</td>
<td>File Received (Detailed)</td>
<td>The report displays list of files received by the user(s) of the selected section(s) within the date range. Files received from other user(s) are considered in this report and self-movement of file done by user is excluded.</td>
</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>File Received (Month Wise)</td>
<td>The report displays list of section(s) and number of files forwarded by the user(s) of the selected section(s) within the date and time range. Files received from other user(s) are considered in this report whereas self movement of file done within the section is excluded. If a single file is received multiple times within a date and time range, then each of these movements is displayed in the report. Files attached or merged with a received file are considered as received in this report. Linked files are not considered in the report when the main file is received.</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>71</td>
</tr>
<tr>
<td>20</td>
<td>File Received (Summary)</td>
<td>The report displays list of section(s) and number of files received by the user(s) of the selected section(s) within the date range. The report also gives the details of received files. Files received from other user(s) are considered in this report whereas self movement of file done within the section is excluded. If a single file is received multiple times within a date and time range, then each of these movements is displayed in the report.</td>
</tr>
<tr>
<td>74</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>21</td>
<td><strong>File Register (Detailed)</strong></td>
<td>Files created by the users of selected section and within the date range are displayed in the report. Migrated files (create through eFile migration process) are considered for this report.</td>
</tr>
<tr>
<td>22</td>
<td><strong>File Register (Month Wise)</strong></td>
<td>The report displays the numbers of electronic and physical files created in different months within the date range (file creation date). Electronic and physical files created percentage is calculated taking into consideration the total no. of files created in the selected date range. All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report.</td>
</tr>
<tr>
<td>23</td>
<td><strong>File Register (Summary)</strong></td>
<td>The report displays the numbers of electronic and physical files created in different months within the date range (file creation date). Electronic and physical files created percentage is calculated taking into consideration the total no. of files created in the selected date range. All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report. After clicking on the Count in the Summary report user can get detail report.</td>
</tr>
<tr>
<td>24</td>
<td><strong>User Wise Files Received and Forwarded</strong></td>
<td>Self movement of file done by user is excluded. File must be received and then forwarded to be considered in the report. If a single file is moved 5 times, then in the report it should display as 5 different records. In case file is currently lying with another department</td>
</tr>
</tbody>
</table>
(Interdepartmental case), name of the Department will be displayed under the Currently With column as Sent To: External Department name.

<p>| | | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Diary Register (Detailed)</td>
<td>The report displays receipts diarized by the user(s) of the selected section(s) within the date range.</td>
</tr>
<tr>
<td>26</td>
<td>Diary Register (Month Wise)</td>
<td>The report displays the numbers of electronic and physical receipts diarised in different months within the date range (receipt diary date). Percentage of electronic and physical receipts diarised is calculated taking into consideration the total no. of receipts diarised in the selected date range. All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report. In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of receipts diarised in section(s) in the hierarchy up to child level.</td>
</tr>
<tr>
<td>27</td>
<td>Diary Register (Summary)</td>
<td>The report displays receipts diarised in the section within the date range.</td>
</tr>
<tr>
<td>28</td>
<td>Diary Register (PMO)</td>
<td>Displays the no. of receipts diarised by section(s) of the selected department based on particular subject main category.</td>
</tr>
<tr>
<td>29</td>
<td>Receipt Closed (Detailed)</td>
<td>Receipt Closed Detailed report can be generated for a maximum date range of one month. User will have the option to include or exclude different</td>
</tr>
<tr>
<td>receipt_type</td>
<td>Report Type &amp; Parameters</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| receipt_type | Receipt Closed (Month Wise) 
Output parameters such as Closed By, Closed On, and Closing Remarks are available for selection to be displayed in the generated report. Output parameters are mandatory and user is not provided the option to select or remove any output parameters. User can generate the report in both pdf and excel format in addition to the default HTML format. |
| receipt_type | Receipt Closed Summary report can be generated for a maximum date range of one month. |
| receipt_type | Receipt Closed Summary report can be generated for a maximum date range of six month. |
| receipt_type | The output will display the name of the section and numerical count of physical and electronic receipts closed in the section. A percentage column is provided to display the percentage of physical and electronic receipts closed out of all closed files. All the output parameters are mandatory and user is not provided the option to select or remove any output parameters. User can generate the report in both pdf and excel format in addition to the default HTML format. |
| receipt_type | The output will be a two level output. First Output screen will display the name of the section and numerical count of physical and electronic receipts closed in the section. User can click on the numerical count to view further details of closed receipts. |
| receipt_type | All the output parameters are mandatory and user is not provided the option to select or remove any output parameters. User can generate the report in both pdf and excel format in addition to the default HTML format. |
allowed to select or remove any output parameters.

User can generate the report in both pdf and excel format in addition to the default HTML format.

| 32  | Receipt Forwarded (Detailed) | Receipts forwarded to other user(s) are considered in this report and self-movement of receipt done by user is excluded.
If a single receipt is forwarded multiple times within a date and time range, then each of these movements is displayed in the report.
Receipts attached to a forwarded file will also be considered as forwarded. |

| 33  | Receipt Forwarded (Month Wise) | Movements of receipts done within the section are excluded.
Attached receipts and receipts that are put inside a file are not included in this report.
Receipts attached to files are considered for the report. |

| 34  | Receipt Forwarded (Summary) | Movements of receipts done within the section are excluded.
Attached receipts and receipts that are put inside a file are not included in this report.
Receipts attached to files are considered for the report. |

| 35  | Receipt Forwarded (Unreturned) | The report displays the details of the Receipts sent, but are not received back within the selected date range.
Receipt moved within the same section is not considered in this report. |

<p>| 36  | Receipt Monitoring | Actions initiated by user(s) within the date range and only |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Closed Action</strong></td>
<td>with closed status are displayed in this report.</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Receipt Monitoring (Consolidated Action)</td>
<td>All actions initiated by user(s) within the date range and with both open and closed status are displayed in this report.</td>
</tr>
<tr>
<td>38</td>
<td>Receipt Monitoring (Detailed Action)</td>
<td>The report displays all the actions taken on imitated receipts (rather than latest action as in other monitoring reports) within the initiation date range. The latest action is displayed on top. Comments mentioned are displayed in the report.</td>
</tr>
<tr>
<td>39</td>
<td>Receipt Monitoring (Open Action)</td>
<td>Actions initiated by user(s) on receipts within the date range and with open status are displayed in this report.</td>
</tr>
<tr>
<td>40</td>
<td>Receipt Pendency (Forwarded Receipts Pending With)</td>
<td>Both standalone and receipts attached with files in inbox will be considered as pending. Receipts put in file and receipts attached to receipt are excluded from the report.</td>
</tr>
<tr>
<td>41</td>
<td>Receipt Pendency (Pending Receipts Of)</td>
<td>The report displays receipts of the selected section(s) pending with others since last sent/movement date of the receipts. Both standalone and receipts attached with files in inbox will be considered as pending. Receipts attached to receipt and receipts put in file will not be considered as pending. All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report. In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of receipts</td>
</tr>
<tr>
<td>Number</td>
<td>Report Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>42</td>
<td>Receipt Pendency (Pending Receipts With)</td>
<td>The report displays receipts that are pending with the selected section(s) since last sent/movement date of the receipts. Both standalone and receipts attached with files in inbox will be considered as pending. Receipts attached to receipt and receipts put in file will not be considered as pending. All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report. In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of receipts pending in section(s) in the hierarchy up to child level.</td>
</tr>
<tr>
<td>43</td>
<td>Receipt Received (Detailed)</td>
<td>Receipts received from other user(s) are considered in this report and self-movement of receipt done by user is excluded from this report. If a single receipt is received multiple times within a date and time range, then each of these movements is displayed in the report. Receipts attached to a received file will also be considered as received.</td>
</tr>
<tr>
<td>44</td>
<td>Receipt Received (Month Wise)</td>
<td>Movements of receipts done within the section are excluded. Attached receipts and receipts that are put inside a file are not included in this report. Receipts attached to files are considered for the report.</td>
</tr>
</tbody>
</table>
Receipt received detailed report can be generated for a maximum date and time range of one month. By default, last one month is pre-selected.

Different scopes like Department, Hierarchy, Section and All are available to user which is used to select desired recipient (received by) department/section.

Advanced input parameters include VIP Type, VIP Name, Subject Main category, Subject Sub category and Received from details (recipient department/section/user).

The output is displayed in two levels.

First Output screen displays the name of the section and numerical count of physical and electronic receipts received by the section.

User can click on the count to view further details of the received files of the section.

All the output parameters are mandatory and user is not provided the option to select or remove any output parameters.

Receipts received from other user(s) are considered in this report whereas self movement of receipt done within the section is excluded.

If a single receipt is received multiple times within a date and time range, then each of these movements is displayed in the report.

Receipts attached to a received file will also be considered
<p>| | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td><strong>User Wise Receipts Received and Forwarded</strong></td>
<td>Self movement of receipt done by user is excluded. Receipt must be received and then forwarded to be considered in the report.</td>
</tr>
<tr>
<td>47</td>
<td><strong>Dispatch (CRU Dispatch)</strong></td>
<td>The report displays all the dispatched done by CRU sections in the selected date and time range.</td>
</tr>
<tr>
<td>48</td>
<td><strong>Dispatch Register (Detailed)</strong></td>
<td>The report displays all the letters, replies issued by the Department/section/users(s) in the selected date range.</td>
</tr>
<tr>
<td>49</td>
<td><strong>Dispatch Register (Month Wise)</strong></td>
<td>The report displays the count of letters/ replies issued by the Department/section in the selected date range. It also gives further details of the issued letters. The report gives the details of dispatch of 6 months period at a time.</td>
</tr>
<tr>
<td>50</td>
<td><strong>Dispatch Register (Summary)</strong></td>
<td>The report displays the count of letters/ replies issued by the Department/section in the selected date range. After clicking on the Count in the Summary report user can get details of dispatch.</td>
</tr>
</tbody>
</table>
|51| **VIP and Citizen References Dashboard** | Pie chart representation of the report using the Chart button. User can click on the respective area in the pie chart for viewing the total Received and Closed VIP References/Citizen References within the date range. After clicking on the Pie chart user can get detail report. The report can be further drilled down from Department to
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>VIP Diary Register (Detailed)</td>
<td>The report displays VIP receipts diarised in the section within the date range.</td>
</tr>
<tr>
<td>53</td>
<td>VIP Diary Register (Summary)</td>
<td>The report displays VIP receipts diarised in the section within the date range.</td>
</tr>
</tbody>
</table>
| 54      | VIP Pendency (OU Wise) | The report displays VIP receipts of different categories that are pending with the section since last sent/movement date of the VIP receipt.  
All, Hierarchy, Department, Section, Immediate Hierarchy scopes will be included in the report.  
In case of Immediate Hierarchy scope, only Section(s) under direct hierarchy of the logged in user section will be displayed in section list. Records (counts) displayed for the selected section will also include the number of VIP receipts pending in section(s) in the hierarchy up to child level. |
| 55      | VIP Pendency (Type Wise) | | |
| 56      | VIP Reference Disposal | This report will account for all the VIP receipts diarised in a section and their disposal (interim or final reply sent against the VIP receipt). |
| 57      | VIP Reference (Summary) | The receipts that are pending before the date range, and created, closed and pending within the date range are considered in this report.  
User can click on the numerical count under respective columns of Opening Balance, Diarised, Closed, and Pending to view further details of VIP receipts. |
<table>
<thead>
<tr>
<th>58</th>
<th>Dispatch Expenditure Report</th>
<th>This report displays total expense of the section for the dispatch done within the selected date range.</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>eFile Usage Details</td>
<td>This report displays the eFile usage details of an instance (No. of electronic and physical files created and moved; no. of electronic and physical receipts created and moved within a date range).</td>
</tr>
<tr>
<td>60</td>
<td>File Pendency</td>
<td>The report displays VIP Files of different categories that are pending with the section since last sent/movement date of the VIP receipt.</td>
</tr>
<tr>
<td>61</td>
<td>File Statistical Report</td>
<td>This report displays the physical and electronic file usage in different departments of the organization. Further drill down available on departments will display file usage in the sections of that department.</td>
</tr>
<tr>
<td>62</td>
<td>Receipt Pendency</td>
<td>The report displays VIP Receipts of different categories that are pending with the section since last sent/movement date of the VIP receipt.</td>
</tr>
</tbody>
</table>
| 63  | Reminder (Diary for Active follow ups) | The report displays all the follow-ups with active status that were marked against letters/ replies issued by the Department/section(s) in the selected date range.  
This report displays active follow ups along with interim follow ups |
| 64  | Reminder (Diary For Active Or Closed Follow Ups) | The report displays all the follow-ups with active or closed status that were marked against letters/ replies issued by the Department/section(s) in the selected date range.  
Active and final closed follow ups are displayed in this report.  
Interim closed follow ups are not included in this report. |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reminder (Diary for Closed follow ups)</td>
<td>The report displays all the follow-ups with closed status that were marked against letters/ replies issued by the Department/section(s) in the selected date range. Only Final closed follow ups are included in this report.</td>
</tr>
<tr>
<td>66</td>
<td>Reminder (Due-Active Follow ups within Date Range)</td>
<td>The report displays all the follow-ups with open and interim status that were marked against letters/ replies issued by the Department/section(s) in the selected date range.</td>
</tr>
<tr>
<td>67</td>
<td>Reminder (Follow Ups Due For Final Action)</td>
<td>The report displays all the follow-ups with interim status that were marked against letters/ replies issued by the Department/section(s) in the selected date range.</td>
</tr>
<tr>
<td>68</td>
<td>Reminder (Follow ups Reply Received after Due Date)</td>
<td>The report displays all the follow-ups with reminder date less than reply received date in the selected date range.</td>
</tr>
<tr>
<td>69</td>
<td>Reminder (Follow ups Reply Received before Due Date)</td>
<td>The report displays all the follow-ups with reminder date greater than reply received date in the selected date range.</td>
</tr>
<tr>
<td>70</td>
<td>Reminder (Reply Due)</td>
<td>The report displays all the follow-ups with active (open) status that were marked against letters/ replies issued by the Department/section(s) in the selected date range.</td>
</tr>
<tr>
<td>71</td>
<td>eFile (Files Sent To Record Room)</td>
<td>This report displays the list of files that are sent from eFile to Record room.</td>
</tr>
<tr>
<td>72</td>
<td>eFile (Files Received from Record Room)</td>
<td>This report displays the list of files received from record room.</td>
</tr>
<tr>
<td>73</td>
<td>RMS (Accepted Files)</td>
<td>This report displays the list of files accepted in the record room.</td>
</tr>
<tr>
<td>74</td>
<td>RMS (Files Arrived)</td>
<td>This report displays the list of files that are arrived in</td>
</tr>
<tr>
<td>No.</td>
<td>Report Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>75</td>
<td>RMS (Files Due for Receiving)</td>
<td>This report displays the list of files that are pending for receiving in the record room.</td>
</tr>
<tr>
<td>76</td>
<td>RMS (Files Due for Review)</td>
<td>This report displays the list of files that are due for review in the record room.</td>
</tr>
<tr>
<td>77</td>
<td>RMS (Files Sent to eFile)</td>
<td>This report displays the list of files that sent to eFile.</td>
</tr>
<tr>
<td>78</td>
<td>RMS (Files Sent to NAI)</td>
<td>This report displays the list of files that are sent to NAI for permanent storage.</td>
</tr>
<tr>
<td>79</td>
<td>RMS (Files Weeded Out)</td>
<td>This report displays the list of files that are permanently destroyed.</td>
</tr>
<tr>
<td>80</td>
<td>RMS (Received Files)</td>
<td>This report displays the list of files that are received in Record room.</td>
</tr>
<tr>
<td>81</td>
<td>Created and Forwarded Report</td>
<td>This Report displays the graphical view of the Physical Receipts and Files created and moved during a given Date-range.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detail Report can be viewed by clicking on the graph.</td>
</tr>
<tr>
<td>82</td>
<td>Departmental File Closure</td>
<td>Closing days is calculated from date of creation of the file till closing date within in the specified date range.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The output Result will give Department name, which can be drilled down to Section, and then user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closing Date is calculated on the basis of the formula as → Closing Days = Closing Date - Opening Date.</td>
</tr>
<tr>
<td>83</td>
<td>Departmental File Parking</td>
<td>Parking days is calculated from the first parking period till</td>
</tr>
<tr>
<td>No.</td>
<td>Report Type</td>
<td>Calculation</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>84</td>
<td>Departmental File Pendency</td>
<td>Current parking period within the specified date range.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pendency is calculated from date of creation of the file till Current date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pendency will be shown against the Department/Section/Employee where the file is currently lying.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Cumulative Pending Days: Represents the total number of days (taking into consideration number of times the file was marked to the employee within the selected date range) the file is pending with the employee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The output Result will give Department name, which can be drilled down to Section, and then user.</td>
</tr>
<tr>
<td>85</td>
<td>Departmental Receipt Pendency</td>
<td>Current parking period within the specified date range.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pendency is calculated from date of creation of the receipt till Current date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pendency will be shown against the Department/Section/Employee where the receipt is currently lying.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Cumulative Pending Days: Represents the total number of days (taking into consideration number of times the receipt was marked to the employee within the selected date range) the receipt is pending with the employee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The output Result will give Department name, which can be drilled down to Section, and then user.</td>
</tr>
<tr>
<td>86</td>
<td>Files Disposal Report</td>
<td>% of Disposal= Files Disposed(closed/parked/forwarded)/(Files Received + Files Not Disposed)</td>
</tr>
</tbody>
</table>
Files Created) *100

Average Response Time = Total Time Taken for (closed/parked/forwarded) / Files Disposed

Within Section movements will be considered.

*→ In case of Physical Files, only files which are explicitly received using the Receive button in the File Inbox will be considered as Received.

Pull Back, Pull Up and Detach actions will be considered as forwarded while calculating the Average Response Time.

If a file is received multiple times in the same time duration, then it is counted multiple times under Total Files Received column.

In case a file is parked and un-parked in the same time duration, it will be counted as received under the Files Received column.

In case a file is closed and reopened in the same time duration, it will be counted as received under the Files Received column.

In case file(s) are received/created in the month of X and all actions on the files are taken in the month of Y. Now, if a report is generated for the month of Y, count under Files Received, Files Created and Files Disposed will be zero (0).

Transfer of files from one user to another through Admin module is not considered as Acted Upon activity.
file/closed/forwarded) / (Receipts Received + Receipts Created) *100

Average Response Time = Total Time Taken for (Put in file/closed/forwarded) / Receipts Disposed

Within Section movements will be considered.

* In case of Physical Receipts, only receipts which are explicitly received using the Receive button in the Receipt Inbox will be considered as Received.

Pull Back, Pull Up and Detach actions will be considered as forwarded while calculating the Average Response Time.

If a receipt is received multiple times in the same time duration, then it is counted multiple times under Receipt Received column.

In case a receipt is closed and reopened in the same time duration, it will be counted as received under the Receipts Received column.

In case receipt(s) are received/created in the month of X and all actions on the receipts are taken in the month of Y. Now, if a report is generated for the month of Y, count under Receipts Received, Receipts Created and Receipts Disposed will be zero (0).

Transfer of files from one user to another through Admin module is not considered as Acted upon activity.