MAHARASHTRA METRO RAIL CORPORATION LIMITED
NAGPUR METRO RAIL PROJECT
OFFICE NOTE

NMRP/IT/eOffice/SOP

Date: 18/07/2019

Subject: Approval for issuing of E-Office Policy & SOP

Eoffice has been implemented in Maha-Metro for the digitized file/notings/correspondence movement. LOA issued on 04/06/2019 and same is attached at c/f pg. 72-76.

1. Kick-off meeting was held at Nagpur on 13/06/2019. Accordingly, the training session has been on going and configuration of master data is complete.
2. SoP document containing guidelines for eOffice which has been framed to help all concerned in adopting eOffice and same is enclosed for your kind approval c/f pg. 1-14 (SoP) with following main features:
   a. Various key definitions used in eOffice application, placed at Page No. – 2 & 3
   b. Processes of receipt and diarization, placed at Page No. – 5 & 6
   c. Different roles of various stakeholders in eOffice for Maha-metro ecosystem, placed at P – 5,6,7,11 &12
   d. Procedures of starting a new files/notings/correspondence in eOffice application, placed at Page No. – 8
   e. Issue/dispatch and movement of file and searching methods using eOffice application placed at Page No. – 9 &10
   f. Procurement, issuance, usage of DSCs in Maha-metro is placed in Annexure A, placed at Page No. – 14

Any improvement to these policy guidelines in due course may be adopted across MAHA-METRO with the approval of competent authority, MAHA-METRO, for:

   i. Improvement in the System functionality
   ii. Enhanced convenience to the users of the System
   iii. Compliance of Govt. directives and policies

Put up for your kind perusal and approval.

JGM (IT/Nagpur)

S. Taral
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Sr. DGM(IT/Pune)

DRSS

Neelam
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Hon'ble MD

Appd
2017
MD