

How to use e-Office

1. Go to <http://172.26.43.34>. The link is also provided on CCL website under e-office tab as shown below:

Govt. Public Grievance Portal

Sales & Marketing

Performance at a Glance

Women Empowerment

Twitter Seva for Grievance Redressal
Toll Free No.-18003456501
Whatsapp no. : 7091093753

CCL OBS

Bills Status

Swacchh Bharat Abhiyaan

Press Conference of CMD, CCL & BCCL on 16/04/2017.

CMD, CCL & BCCL address on 01/04/2017.

Vision

To emerge as a National player in the Primary Energy Sector, committed to provide energy security to the Country, by attaining environmentally and Socially Sustainable Growth, through best practices from Mine to Market.

Mission

The Mission of Central Coalfields Limited (CCL) is to produce and market the planned quantity of Coal and Coal products efficiently and economically in Eco-Friendly manner, with due regard to Safety, Conservation and Quality.

eoffice
A DIGITAL WORKPLACE SOLUTION

e-Awas

COAL is GOLD

2. After opening the link, the login page will look like this:

Thursday, June 22, 2017

eoffice
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COAL INDIA LIMITED

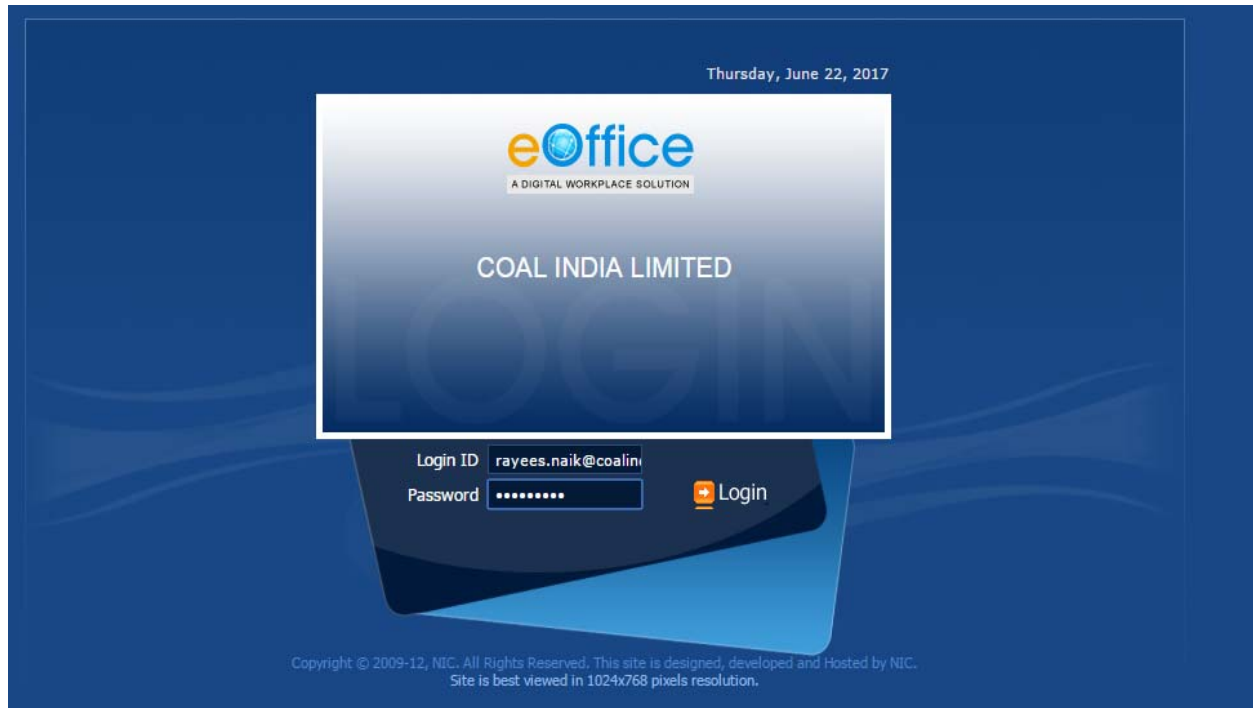
Login ID

Password

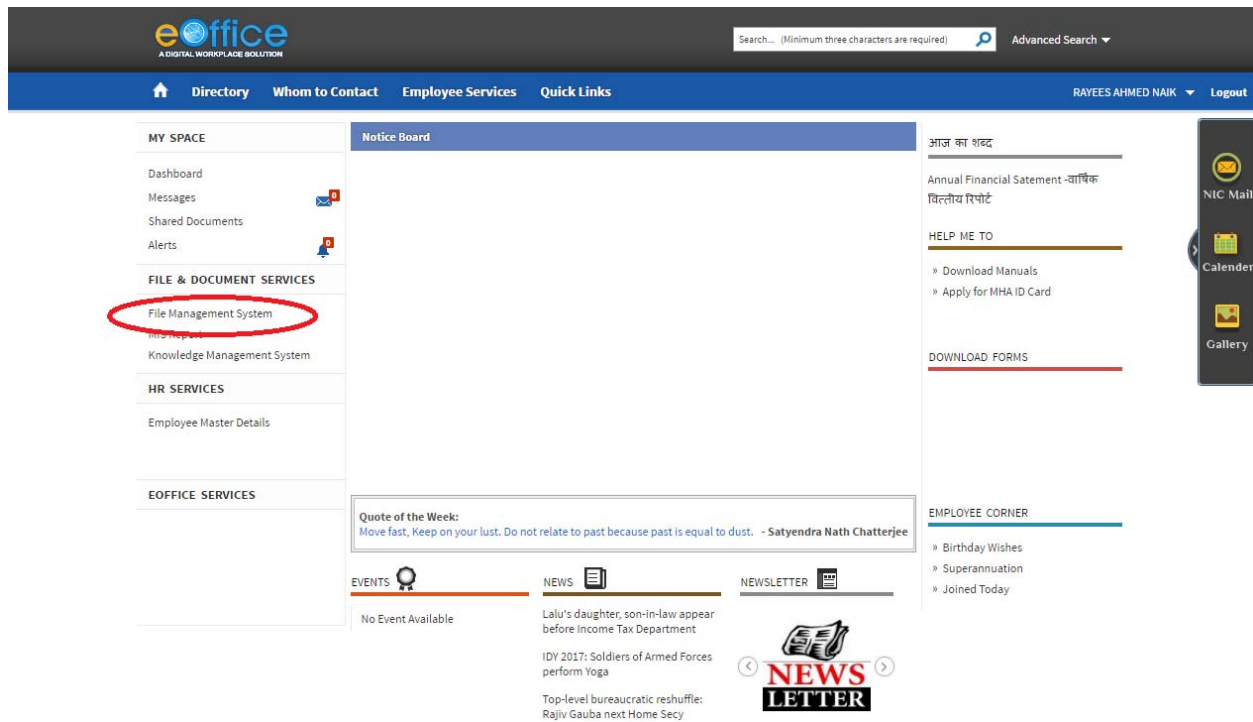
Login

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3. Use coal India email id and password as Login id and password here as shown below;



4. After Login , click on "File Management System" as shown below:



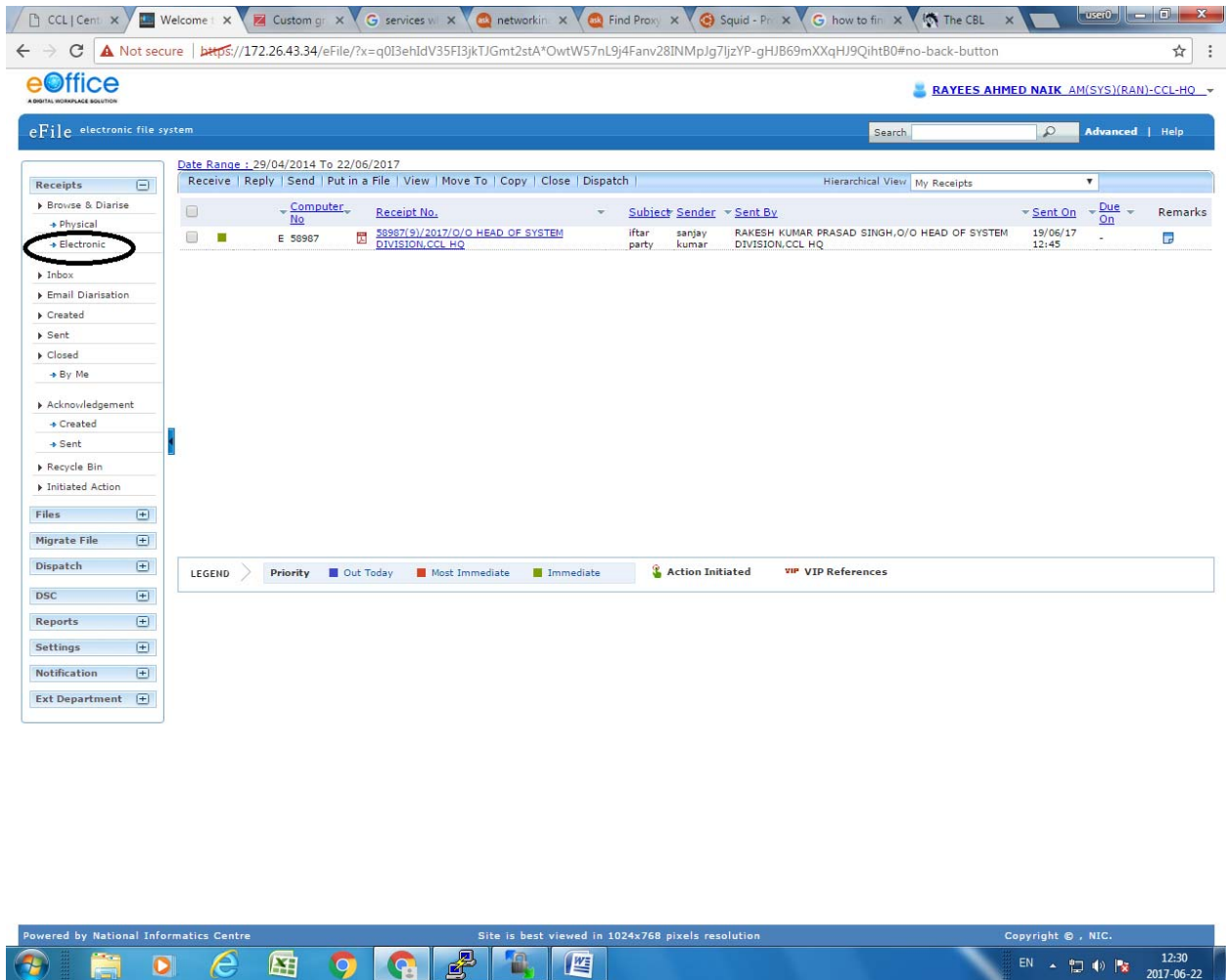
5. After clicking on “File Management System” ; the page will redirect you to the eFile page of e-office where the majority of the work is done as shown below:

The screenshot shows the eFile interface. The top navigation bar includes the eoffice logo, the user name 'RAYEES AHMED NAIK AM(SYS)(RAN)-CCL-HQ', and a search bar. The main header displays 'eFile electronic file system'. The left sidebar contains a 'Receipts' menu item, which is highlighted. Below it are various file management categories like 'Inbox', 'Submitted Files for Closing Approval', 'Created', 'Parked', 'Approval Requests', 'Closed', 'RMS Inbox', 'Sent', 'Conversions', 'Physical File', and 'Electronic File'. The main content area shows a table with columns for 'Computer No', 'File Number', 'Subject', 'Sent By', 'Sent On', 'Due On', 'Read On', and 'Remarks'. A legend at the bottom of the main area defines various file statuses and actions.

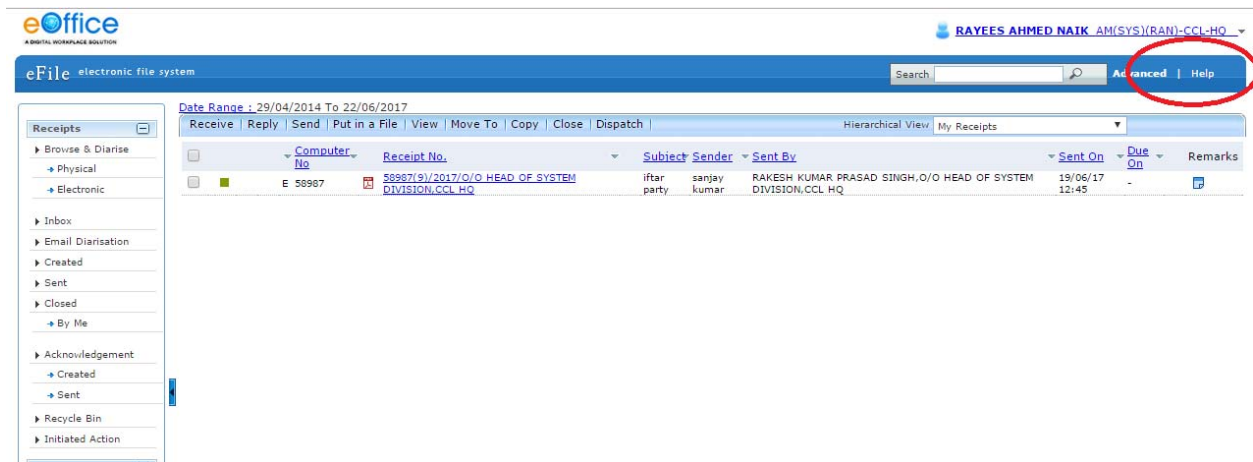
6. Click on the “Receipts” that is on the left side of the panel. The page will show you the files. as shown below:

The screenshot shows the eFile interface with the 'Receipts' view selected in the sidebar. The main content area displays a table of receipts. The table has columns for 'Computer No', 'Receipt No', 'Subject', 'Sender', 'Sent By', 'Sent On', 'Due On', and 'Remarks'. The first entry is highlighted in green, indicating it is an 'Immediate' priority file.

Computer No	Receipt No	Subject	Sender	Sent By	Sent On	Due On	Remarks
E 58987	28987(9)/2017/O/O HEAD OF SYSTEM DIVISION,CCL HQ		iftar party	sanjay kumar	RAKESH KUMAR PRASAD SINGH,O/O HEAD OF SYSTEM DIVISION,CCL HQ	19/06/17 12:45	



7. There is help button as well which will guide you to use the panel:



8. For any kind of assistance , contact Mr. P.K Singh, HOD (e-office) 8987785491 and Mr. Gyanish Gaurav, Assistant Manager 8987784216.