









How to use e-Office

1. Go to <https://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.



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.

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




e-Awas




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

Thursday, June 22, 2017


A DIGITAL WORKPLACE SOLUTION
COAL INDIA LIMITED

Login ID:

Password:

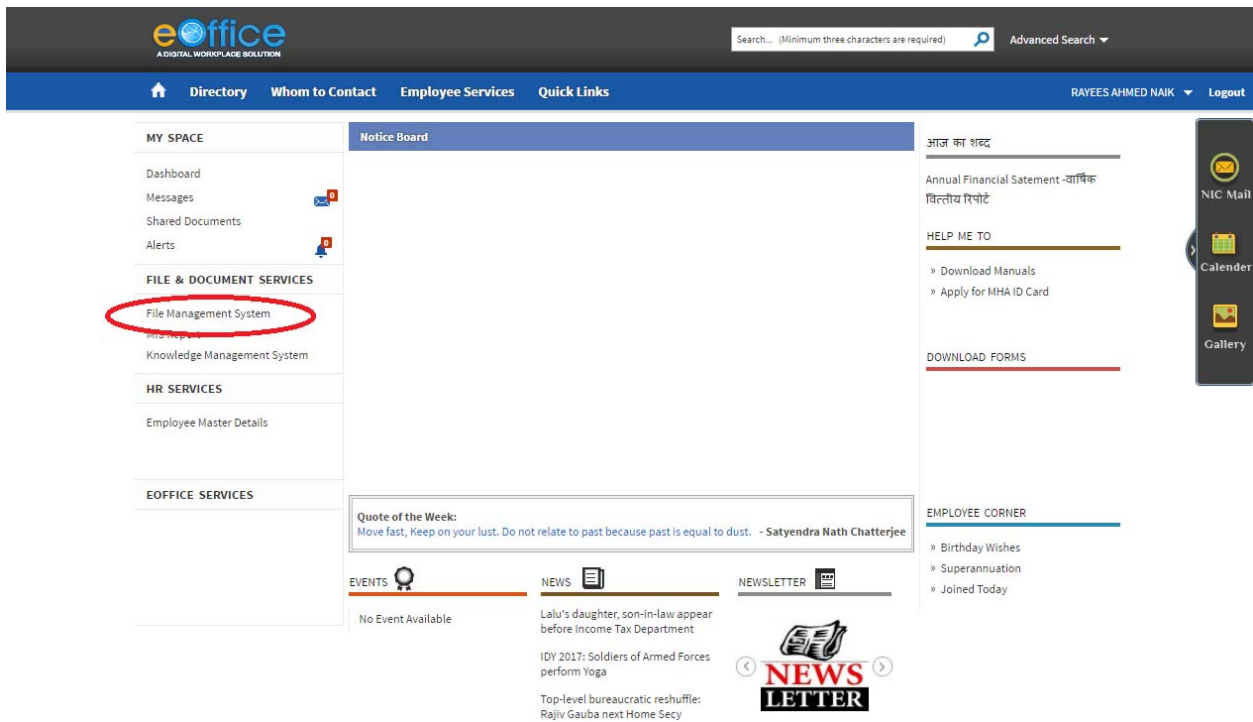
 Login

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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 header includes the eoffice logo, the user name 'RAYEES AHMED NAIK AM(SYS)(RAN)-CCL-HQ', and the system name 'eFile electronic file system'. A search bar and 'Advanced | Help' links are also present. The left sidebar contains a 'Receipts' section, which is highlighted with a blue bar. Below it are 'Files' and various file management options 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 displays a table with columns: 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.

Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks

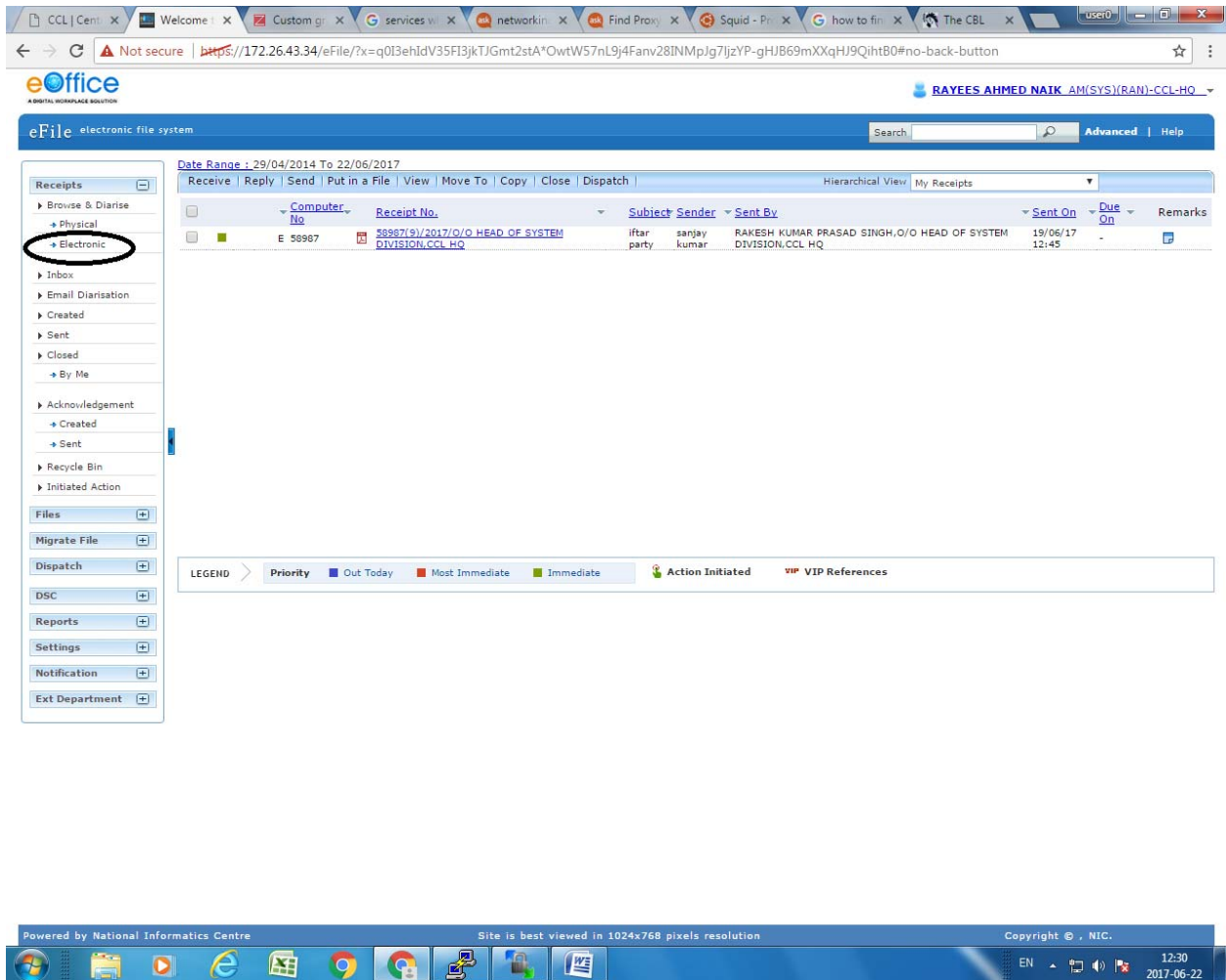
LEGEND >

- Priority: Out Today, Most Immediate, Immediate
- Action Initiated
- Other Department
- Files with Draft
- Draft Note
- Yellow Note
- External Files

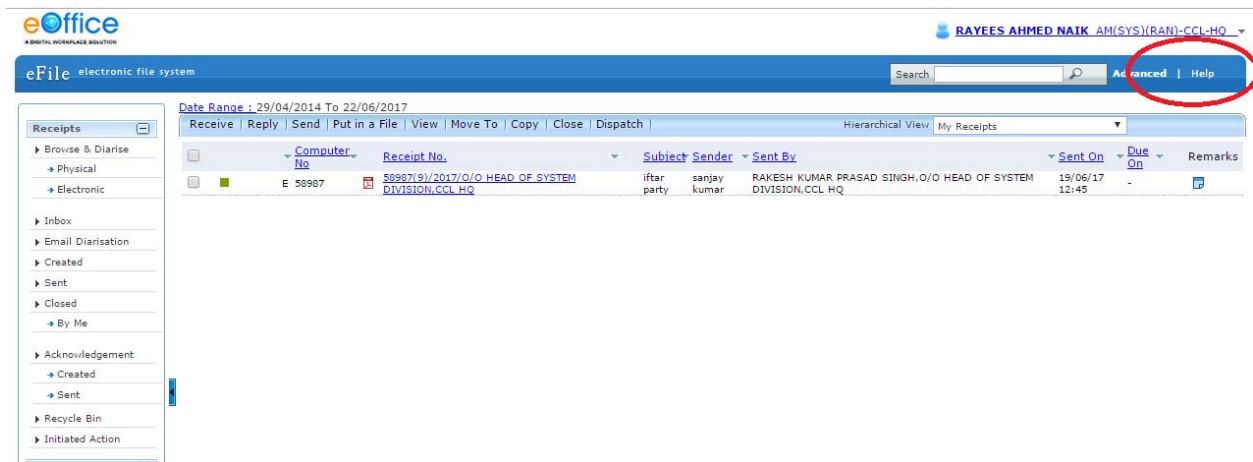
6. Click on the “Receipts” that is on the left side of the panel. The page will show you the files. as shown below:

This screenshot shows the eFile interface with the 'Receipts' section selected in the left sidebar. The main content area displays a table of receipts. The 'Receipts' section in the sidebar is circled in red. The table has columns: Computer No, Receipt No, Subject, Sender, Sent By, Sent On, Due On, and Remarks.

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.