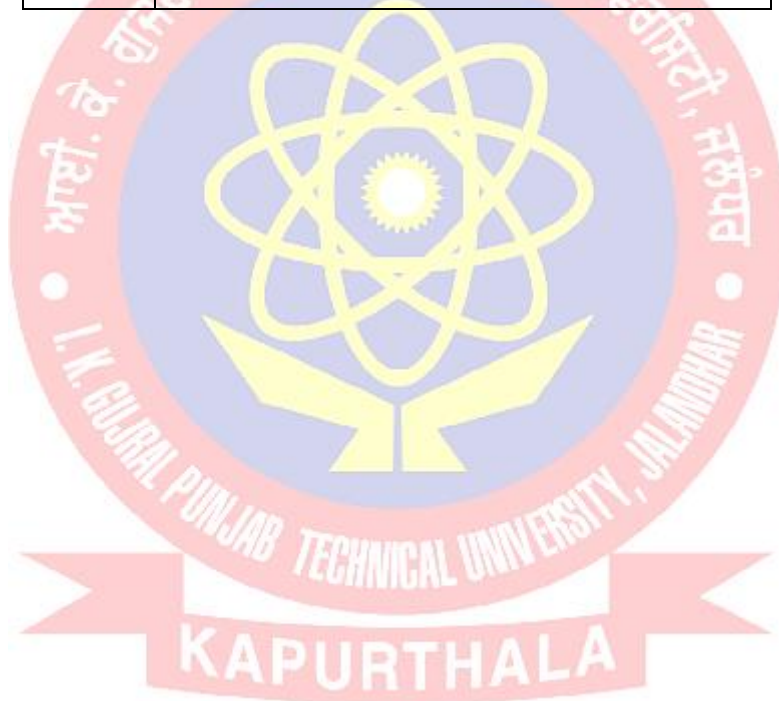


6.2.3

Supporting Documents

IT Service Section: e-Governance

S.No.	Documents attached
1.	Annual Expenditure Bills
2.	ERP Documents
3.	Screen Shots of the user interfaces
4.	Annual E-Governance Report
5	Additional-Information



Govt. Of Punjab
Punjab State E-Governance Society
Directorate of Governance Reforms, Punjab
Plot No. D-241, Phase 8-B, Sector-74,
S.A.S. Nagar

To,

I.K. Gujral Punjab Technical University, Kapurthala,
Jalandhar Kapurthala Highway
Near Pushpa Gujral Science city, Kapurthala
144603, Punjab, Phone No.01822-662521, 662501.

No. DGR-PROCOCOMP/12018-DGR-PUNJAB/288

Dated 09/01/19

Subject: Regarding Project Proposal/cost estimation of 1000 eoffice users and related services for I.K. Gujral Punjab Technical University, Kapurthala, Punjab.

This is in reference to your request letter to implement eOffice in your university and proposal for implementation of eoffice in your university. In this regard it is intimated that below are the user charges for implementation of eoffice.

Sr. No.	User Count	Per user per annum Charges in Rs.	Amount Rs.	GST	Total Amount in Rs.
1	1000	Rs. 500/-	Rs. 5,00,000/-	18%	Rs. 5,90,000/-

This is for your information and necessary action please.

Gagan
Gagan Goyal
(Assistant Manager)

01/01/19
HWT
Dind
09/01/19



The screenshot displays the eOffice Punjab website interface. At the top, there's a navigation bar with links to Home, Director, Contact, Employee Services, and Quick Links. Below this, a banner features the Punjab Government logo and a motivational quote by Abdul Kalam. The main content area is organized into three primary sections: eOffice Services, Other Services, and a Notice Board. The eOffice Services section lists various file management and reporting tools. The Other Services section includes links to finance services and form downloads. The Notice Board, specifically for IT Services, contains several announcements about workshops, training sessions, and COVID-19 sampling procedures. On the right side, there are dedicated sections for News and Events, both currently showing 'No News Available' and 'No Event Available' respectively.



I.K. Gujral Punjab Technical University, Jalandhar (eOffice ERP)

Employee Master Data Management

Employee Master Detail System

Search Employee

Employee Code: Employee Name: Login: Email: Designation:

Employee (s) List

Computer Section, IKGPTU

Dated.....

Employee Master Detail System

Organisation Unit Search

Organisation Unit: Entity Type:

S.No	OU Code	OU Name	Description	Post Sanction	Active	Action
1	Academic Branch	Academic Branch	Academic Branch	false	true	Edit
2	CIIT IKGPTU Main Campus	CIIT IKGPTU Main Campus	CIIT IKGPTU Main Campus	false	true	Edit
3	CIIT IKGPTU Sultanpur Lodhi Campus	CIIT IKGPTU SULTANPUR LODHI CAMPUS	CIIT IKGPTU SULTANPUR LODHI CAMPUS	false	true	Edit
4	College Development	College Development	College Development Branch	false	true	Edit
5	Conduct	Conduct	Conduct Branch	false	true	Edit
6	Construction Cell	Construction Cell	Construction Cell	false	true	Edit



I.K. Gujral Punjab Technical University, Jalandhar (eOffice ERP)

← → eofficepau.punjab.gov.in/EMD/masterReportPage.action

Apps Search Topics - the... HOD's Securities Tra... HRA Calculation Ho... Income Tax Calculat... TRACES | Form 26AS Welcome To Punjab... Member Passbook Reading list

eoffice Employee Master Detail System
A DIGITAL WORK PLACE SOLUTION Version: 3.4.3.1

Creation & Mapping
Organization
Employee
Transfer

Reports Module
Reports
Designation Report
Post Report
Location Wise Report
HOD Wise Report
Master Report Page
Basic Employee Report
Inactive Employees Report
Orphan Post Report
Orphan Organization Unit Report

Master Report Page

Employee Code Employee Name Email Designation Choose One Organisation Unit Choose One Search Show All

Master Report Data

S.NO	A	Organisation Unit	Employee Code	Employee Name	Date Of Birth	Designation	E-mail	Post	Reporting	Mobile	Room	Building Name
1		Research & Development	20128	Mr. ABHISHEK BHARDWAJ	11-12-1995	CLERK	abhishek.igpu@punjab.gov.in	CLERK(R&D)		9****2799		
2		PURJAS TECHNICAL UNIVERSITY-DEPT	ADPTU	NA ADAMI PTU	14-01-2003	OFFICE ADMINISTRATOR	admin.ptu@punjab.gov.in	OFFICE ADMIN				
3		Security Branch	7020	Mr. AJAY KUMAR	01-07-1988	OFFICE ASSISTANT	ajay.kgpu@punjab.gov.in	OA(SECURITY)		9****4107		
4		Examination Branch	7010	Mr. AJAY KUMAR	06-10-1994	OFFICE ASSISTANT	ajay.kgpu@punjab.gov.in	OA(EXAMINATION)		9****9607		
5		Security Branch	7011	Mr. AJAY KUMAR	09-04-1993	OFFICE ASSISTANT	ajay.kgpu@punjab.gov.in	OA(SECURITY)		9****1961		
6		Controller of Examinations	4056	Mr. AJAY RATHA	25-04-1973	DEPUTY ASSISTANT	ajay.ratha.igpu@punjab.gov.in	DA(CPE)		9****7055		

Computer Section, IKGPTU

Master Data Management

← → eofficepau.punjab.gov.in/MDMHomeAction

Apps Search Topics - the... HOD's Securities Tra... HRA Calculation Ho... Income Tax Calculat... TRACES | Form 26AS Welcome To Punjab... Member Passbook Reading list

eoffice Master Data Management

Help | DEEPAK SIDANA | Logout | eOffice Portal

Diary Master Communication Detail Master Subject Master File Heads Master Record Room Master Miscellaneous

1 Diary Master

- Confidentiality
- Language
- Correspondence Mode
- Correspondence Type
- VIP
- Draft Nature
- Draft Prefix
- Draft Reply Type

2 Communication Detail Master

- Ministry
- Department
- Country
- State

3 Subject Master

- Subject Category
- Subject Sub-Category
- Category Mapping

4 File Heads Master

- Basic Head
- Primary Head
- Secondary Head
- Tertiary Head
- File Code
- Retention Category
- File Head Mapping

5 Record Room Master

- Record Room
- Department Mapping
- Block Storage
- Room Storage
- Rack Storage
- Shelf Storage

6 Miscellaneous

- Action
- Priority
- Postal Mode
- Delivery Person
- Delegation File Head Mapping
- Delegation



I.K. Gujral Punjab Technical University, Jalandhar (eOffice ERP)

Subject Data Management

efoffice Master Data Management

Help | DEEPAK SIDANA | Logout | eOffice Portal

Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Subject Category List

add Subject Category | Search All

These values identify the category of the DRAFT LETTERS/TAPALS or FILE(s) during finalization & creation of File(s) respectively:

S.No	Name	Description	Is Active	Action
1	Academic Audit	Academic Audit	☒	
2	Academic Council	Academic Council	☒	
3	ACR	ACR	☒	
4	ACR related matters	ACR related matters	☒	
5	Admissions	Admission	☒	
6	AKTE colleges	AKTE colleges	☒	
7	Appointments	Appointments	☒	
8	Approvals	Approvals	☒	
9	Audit Matters	Audit Matters	☒	
10	Boards Of Studies	Boards Of Studies	☒	
11	BOG	BOG	☒	
12	Consultancy	Consultancy	☒	

Computer Section, IKGPTU

Dated.....

File Head Data Management

efoffice Master Data Management

Help | DEEPAK SIDANA | Logout | eOffice Portal

Diary Master | Communication Detail Master | Subject Master | File Heads Master | Record Room Master | Miscellaneous

Basic Head List

Add Basic Head | Search All

Functional Heads related to main functions of the organization:

S.No	Subject	Code	Action
1	Academics	A	
2	Academics-PUP	J	
3	ACCOUNTS BRANCH-PAU	CAUA	
4	Additional Director Communication PAU	ADC	
5	Agricultural Journalism Languages and Culture-PAU	AGLC	
6	AGRICULTURE-PAU	AGR	
7	Baba Farid University of Health Sciences, Faridkot	BFHHS	
8	BOTANY-PAU	BOT	
9	CAU Budget-PAU	CAUB	
10	CAU Inspection-PAU	CAUI	
11	Chemistry-PAU	CHEM	
12	Civil Engineering-PAU	CE	



I.K. Gujral Punjab Technical University, Jalandhar (eOffice ERP)

Notice Board Data Management

The screenshot displays the eOffice Knowledge Management System (Version 6.3.1) interface. The top navigation bar includes links for Apps, Search Topics, HDPC Securities, HRA Calculation, Income Tax Calculation, TRACES Form 26AS, Welcome To Punjab, and Member Resbook. The left sidebar contains a navigation menu with Home, Inbox, Central Docs, My Docs, and Contact Group. The main content area is titled "Dashboard" and features a "Recent Document's" table. The table has columns for Title, Created By, and Created On. A single document is listed: "Workshop on Drafting of Request for Proposal (D-RFP-02) to be conducted through online mode on 28th January 2022", created by ADMIN-88 on Oct 18, 2021. To the right of the table is a "Document's since last login" section with a table showing "My Contact" and "My Group" both with a count of 0. A large watermark "Computer Section, IKGPTU" is visible across the bottom right of the dashboard.

Title	Created By	Created On
Workshop on Drafting of Request for Proposal (D-RFP-02) to be conducted through online mode on 28th January 2022	ADMIN-88	Oct 18, 2021

Title	Created On
My Contact	0
My Group	0

Reports Management

The screenshot shows the eFile MIS Reports application (Version 3.6.4) interface. The top navigation bar includes links for Apps, Search Topics, HDPC Securities, HRA Calculator, Income Tax Calculation, TRACES Form 26AS, Welcome To Punjab, and Member Resbook. The left sidebar contains a navigation menu with File, Receipt, Dispatch, VIP, Miscellaneous, Productivity, Report Permission, and My Reports. The main content area is titled "Welcome to eFileMIS Reports" and contains a large text block explaining the application's purpose: "To optimize the usage of eFILE & provide real-time monitoring, an explicit MIS-Report application has been integrated in the pre-existing eOffice application suite. The product has been designed with role-based scope privilege for users to access different reports based on user's department, OU and hierarchy. The product has been broadly categorized into File, Receipt, Dispatch, VIP, and Miscellaneous modules to provide seamless monitoring of all the actions & entities involved in the decision-making process. System facilitates reports for all the available parameters in the eFILE application, along with provision of customized output. Additionally user can generate these reports in different formats viz. HTML, EXCEL and PDF." Below the text are several charts and graphs, including a bar chart, a pie chart, and a line graph.



I.K. Gujral Punjab Technical University, Jalandhar (eOffice ERP)

eFile Interface

The screenshot displays the eOffice ERP web interface. The top navigation bar includes links for Home, Search, Reports, and various system modules. The main content area shows a list of messages with columns for Message ID, Status, Subject, and Date. A sidebar on the left contains a tree view of the system's structure, including sections for Messages, Drafts, and Archived. The interface is branded with the eOffice logo and the university's name.

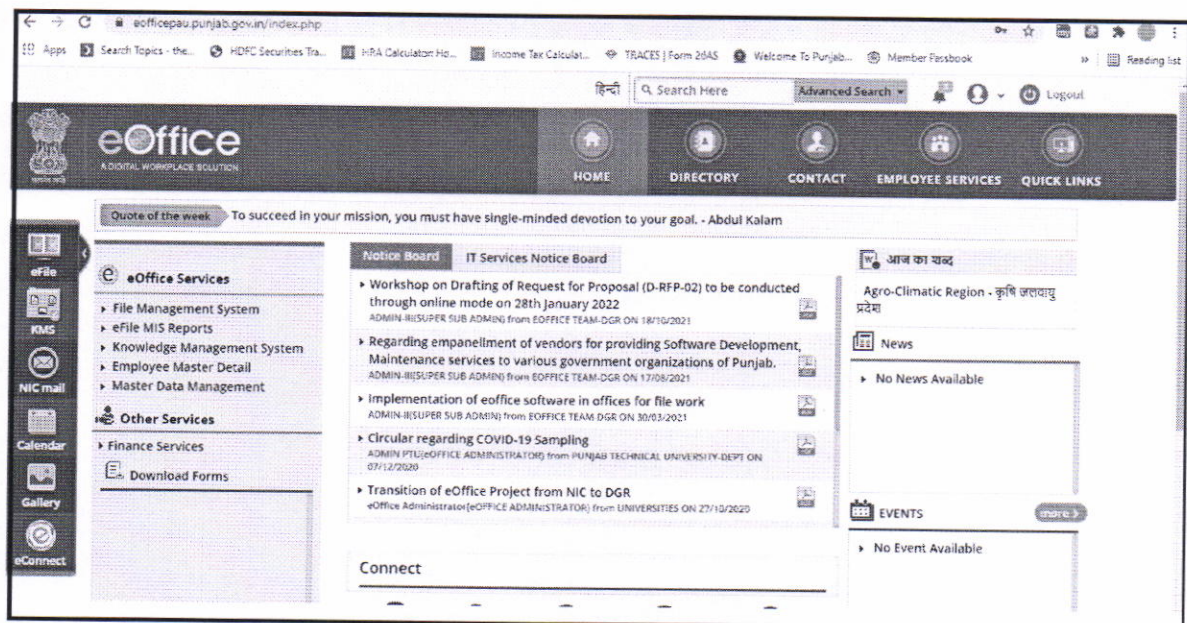
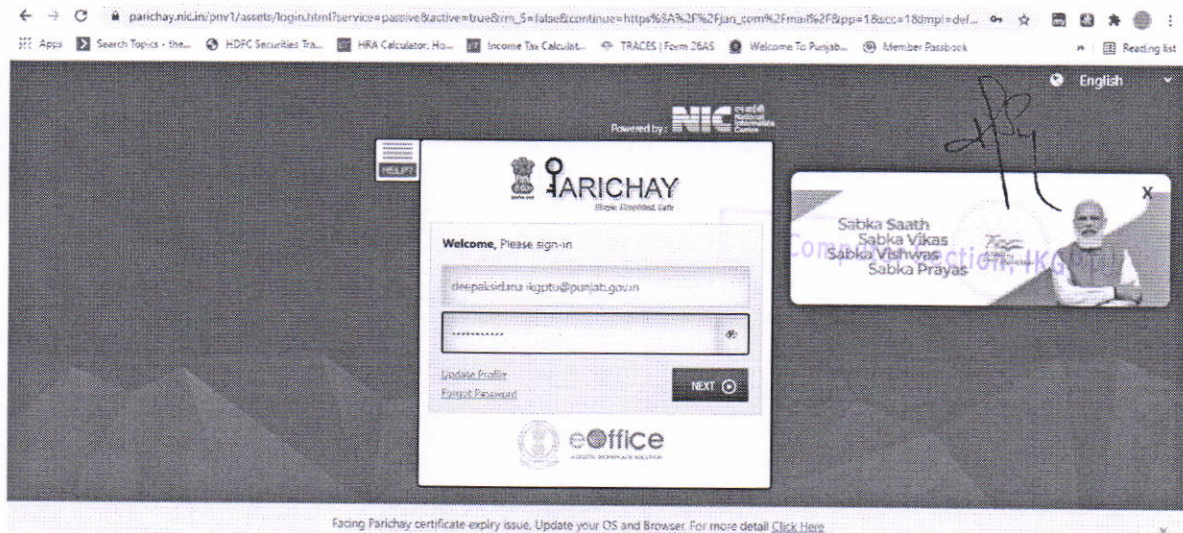
Message ID	Status	Subject	Date
30740	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30741	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30742	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30743	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30744	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30745	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30746	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30747	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30748	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30749	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03
30750	Completed	For verification of certificate for drafting of A/R...	20/08/2021 07:03

Computer Section, IKGPTU

Dated.....



I.K. Gujral Punjab Technical University, Jalandhar (eOffice User Interface Screenshot)





I.K. Gujral Punjab Technical University, Jalandhar (eOffice User Interface Screenshot)

eOffice

DEEPAK SIDANA, DEPARTMENT OF IT

Date Range: 01-06-2018 To 13-10-2018

Sl. No.	Serial No.	File Number	Subject	Send By	Send On	Recd On	Remarks
1	10176	10176	Re-constitution of committee for drafting IT Policy...	DEEPAK SIDANA	01/06/18 07:23		
2	10176	10176	8th Payment of M/s. BSNL for Cloud Services	DEEPAK SIDANA	01/06/18 09:49		
3	10176	10176	Regarding Hiring the Service of BSC (Security) Engin...	DEEPAK SIDANA	12/06/18 10:36		
4	10176	10176	Internet Connection in Hostel (s and)	DEEPAK SIDANA	04/07/18 10:49		
5	10176	10176	Request for YouTube Channel on the name of IGPTU...	DEEPAK SIDANA	08/08/18 12:06		
6	10176	10176	Proposal for 4th Annual Maintenance Contract of IGPTU...	DEEPAK SIDANA	21/09/18 12:48		
7	10176	10176	Proposal for Security Guard for Department of ...	DEEPAK SIDANA	15/09/18 12:19		

Computer Section, IGPTU

Dated:



I.K. Gujral Punjab Technical University, Jalandhar

IT Services

Annual E-Governance Report

The University has implemented an e-governance (e-office) in the year of April 2019. The system is being used for smooth functioning of office file work, transparency in the system, paperless and to make the process easier for tracking of office files. The E-office services also being implemented in the Constituent Campuses situated at various locations in Punjab.

The year wise statistical report of e-office uses as follows:

Year	Total Users	Total E-files	Total E-Receipts	Closed Files
2019	634	10327	12522	9116
2020		11518	15015	9417
2021		13257	16863	7909
Total		35102	44,400	26442

Incharge (ITS)

File Receipt Dispatch VIP Miscellaneous Productivity Report Permission

From Date 01 My Reports To Date 31/12/2019 17

View PDF Excel

EFILE USAGE DETAILS

Period : 01/01/2019 To 31/12/2019 Nature : P/E Department : PTU-DEPT

S. No.	Ministry/Department Name	eFile Created	pFile Created	eFile Moved	pFile Moved	eReceipt Created	pReceipt Created	eReceipt Moved	pReceipt Moved
31	PAU	4	0	38	0	2	0	2	0
32	PTU	10327	0	97521	0	12522	0	26140	0
33	PUNJAB HORTICULTURAL POSTHARVEST TECHNOLOGY CENTRE	0	0	0	0	0	0	0	0
34	PUNJAB INSTITUTE OF TEXTILE TECHNOLOGY AMRITSAR	0	0	0	0	0	0	0	0
35	PUNJABI UNIVERSITY PATIALA	0	0	0	0	0	0	0	0
36	UNI-GADVASU	0	0	0	0	0	0	0	0
37	UNI-GURU NANAK DEV UNIVERSITY	0	0	0	0	0	0	0	0
38	UNI-MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY- BATHINDA	0	0	0	0	0	0	0	0
39	UNIVERSITIES	1	0	2	0	0	0	0	0
40	UNIV-MAHARAJA BHUPINDER SINGH PB SPORTS UNIV PAT	0	0	0	0	0	0	0	0

Showing 31 to 40 of 40 records

First Previous 1 2 3 4 Next Last

Generated from eOffice by ASHISH SHARMA, Date - Dec 23, 2021 03:06 PM

File	Receipt	Dispatch	VIP	Miscellaneous	Productivity	Report Permission							
From Date 01/01/2020 My Reports To Date 31/12/2020													
View PDF Excel													
EFILE USAGE DETAILS													
Period : 01/01/2020 To 31/12/2020			Nature : P/E		Department : PTU-DEPT								
S. No.	Ministry/Department Name	eFile Created	pFile Created	eFile Moved	pFile Moved	eReceipt Created	pReceipt Created	eReceipt Moved	pReceipt Moved				
31	PAU	4260	0	65336	0	5680	0	10199	0				
32	PTU	11518	0	151364	0	15015	0	30263	0				
33	PUNJAB HORTICULTURAL POSTHARVEST TECHNOLOGY CENTRE	0	0	0	0	0	0	0	0				
34	PUNJAB INSTITUTE OF TEXTILE TECHNOLOGY AMRITSAR	0	0	0	0	1	0	2	0				
35	PUNJABI UNIVERSITY PATIALA	0	0	0	0	0	0	0	0				
36	UNI-GADVASU	0	0	0	0	0	0	0	0				
37	UNI-GURU NANAK DEV UNIVERSITY	4	0	23	0	1	0	2	0				
38	UNI-MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY- BATHINDA	0	0	0	0	0	0	0	0				
39	UNIVERSITIES	3	0	6	0	0	0	0	0				
40	UNIV-MAHARAJA BHUPINDER SINGH PB SPORTS UNIV PAT	0	0	0	0	0	0	0	0				
Showing 31 to 40 of 40 records						First	Previous	1	2	3	4	Next	Last
Generated from eOffice by ASHISH SHARMA, Date - Dec 23, 2021 03:06 PM													

File Receipt Dispatch VIP Miscellaneous Productivity Report Permission

From Date 01 My Reports To Date 23/12/2021 17

View PDF Excel

EFILE USAGE DETAILS

Period : 01/01/2021 To 23/12/2021 Nature : P/E Department : PTU-DEPT

S. No.	Ministry/Department Name	eFile Created	pFile Created	eFile Moved	pFile Moved	eReceipt Created	pReceipt Created	eReceipt Moved	pReceipt Moved
31	PAU	8451	0	108911	0	10905	0	16008	0
32	PTU	13257	0	197430	0	16863	0	29092	0
33	PUNJAB HORTICULTURAL POSTHARVEST TECHNOLOGY CENTRE	0	0	0	0	0	0	0	0
34	PUNJAB INSTITUTE OF TEXTILE TECHNOLOGY AMRITSAR	0	0	0	0	0	0	0	0
35	PUNJABI UNIVERSITY PATIALA	4650	0	47788	0	6079	0	7009	0
36	UNI-GADVASU	0	0	0	0	0	0	0	0
37	UNI-GURU NANAK DEV UNIVERSITY	2200	0	15125	0	2343	0	2515	0
38	UNI-MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY- BATHINDA	3	0	5	0	3	0	7	0
39	UNIVERSITIES	6	0	22	0	6	0	7	0
40	UNIV-MAHARAJA BHUPINDER SINGH PB SPORTS UNIV PAT	0	0	0	0	0	0	0	0

Showing 31 to 40 of 40 records

First Previous 1 2 3 4 Next Last

Generated from eOffice by ASHISH SHARMA, Date - Dec 23, 2021 03:06 PM



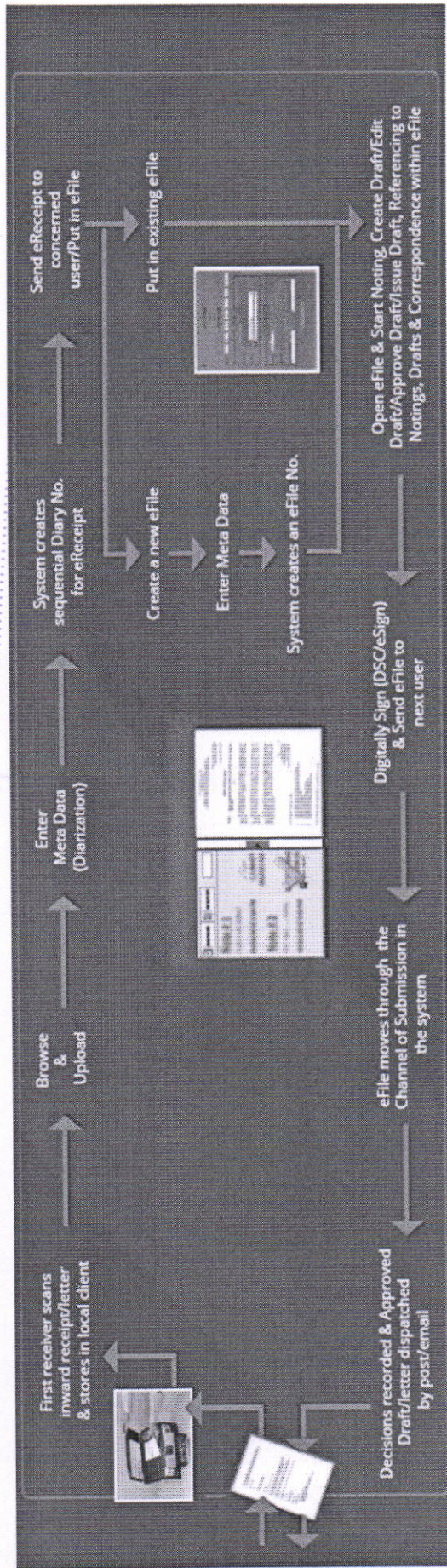
I.K. Gujral Punjab Technical University, Jalandhar (eOffice Additional Information)

eFile: Simplified, Accountable, Responsive, Effective, Transparent Electronic System

Government has been putting great emphasis on improving productivity and its internal processes, increased transparency in the decision making and bring in citizen participation as part of the inclusive governance in the country. Governance processes are based around creation of files, notings in the file, decision at various levels, and finally issuing decisions as letters and notifications. Any request to the Government goes through an elaborate processing of different stages called workflow.

eFile Workflow / Process

Dated.....





I.K. Gujral Punjab Technical University, Jalandhar (eOffice Additional Information)

eFile Features

