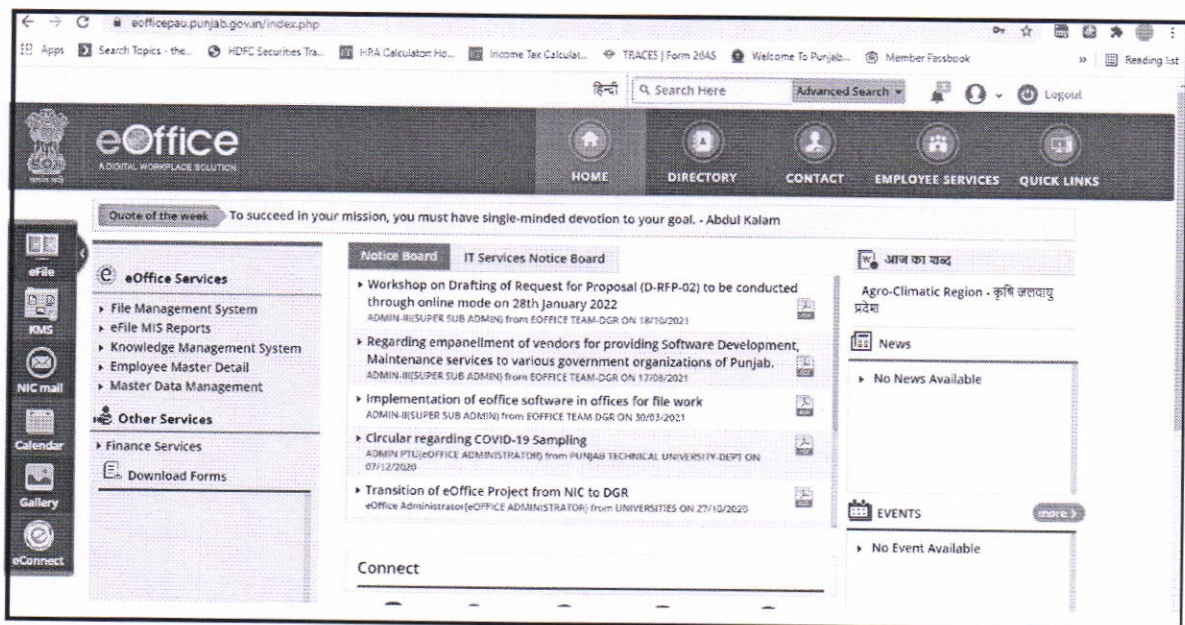
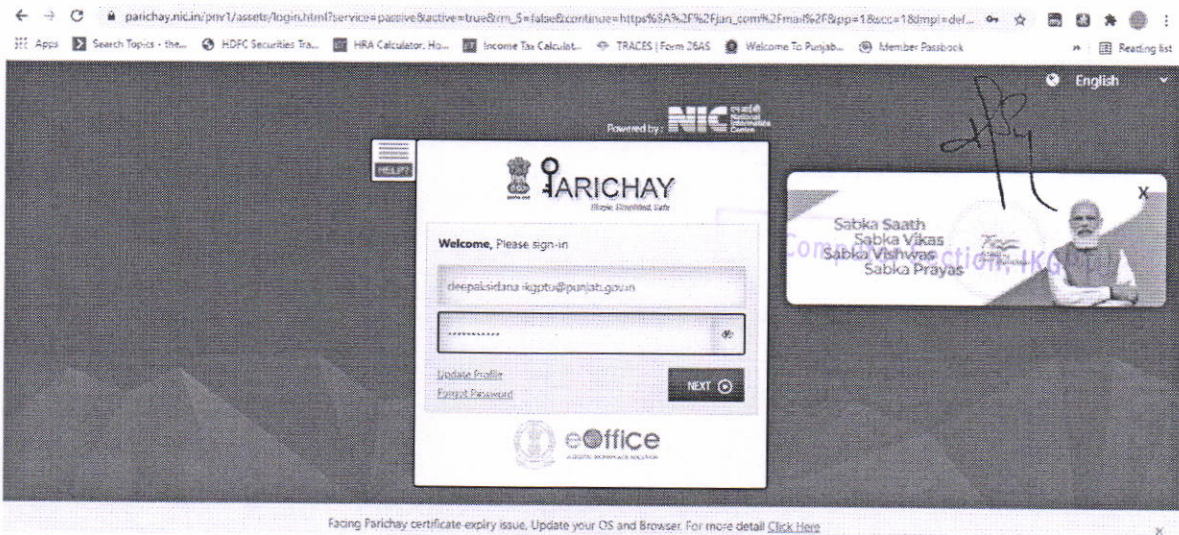




I.K. Gujral Punjab Technical University, Jalandhar (eOffice User Interface Screenshot)





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

The screenshot displays the eOffice web interface. At the top, there is a navigation bar with the 'eOffice' logo and a search bar. Below this, a sidebar on the left contains a 'Messages' menu with various filters like 'Inbox', 'Submitted files for clearing approval', 'Created', etc. The main area shows a table of messages with columns for 'Message No.', 'Subject', 'Sent By', 'Sent On', and 'Status'. A signature is visible over the table, and a blue stamp reads 'Computer Section, IKGPTU'. At the bottom, there are buttons for 'Priority', 'Out-Order', 'Mark Incomplete', 'Incomplete', 'Action Initiated', 'Other Department', 'File with fault', and 'Draft Note'. A 'Dated' field is also present.

Message No.	Subject	Sent By	Sent On	Status
8 88768	Re-constitution of committee for drafting IT Policy...	DEEPAK SIDANA	22/10/21 07:23	
8 88764	B1 Payment of M/s BSNL for Cloud Services	DEEPAK SIDANA	22/10/21 06:46	
8 88778	Regarding Hiring the Service of BSC (Search Engine...	DEEPAK SIDANA	22/10/21 06:36	
8 88772	Internet Contractor in House's and 2	DEEPAK SIDANA	20/10/21 10:46	
8 88824	By guest mobile @ mobile go for Health app...	DEEPAK SIDANA	20/10/21 07:06	
8 88824	Prepared for YouTube Channel on the name of IKGPTU...	DEEPAK SIDANA	21/10/21 12:48	
8 88829	Regarding M/s (Annual Maintenance Contract) of K&M...	DEEPAK SIDANA	19/10/21 10:04	
8 88778	Present to Service Year- Institute for Department of ...	DEEPAK SIDANA	14/10/21 11:18	

Computer Section, IKGPTU

Dated

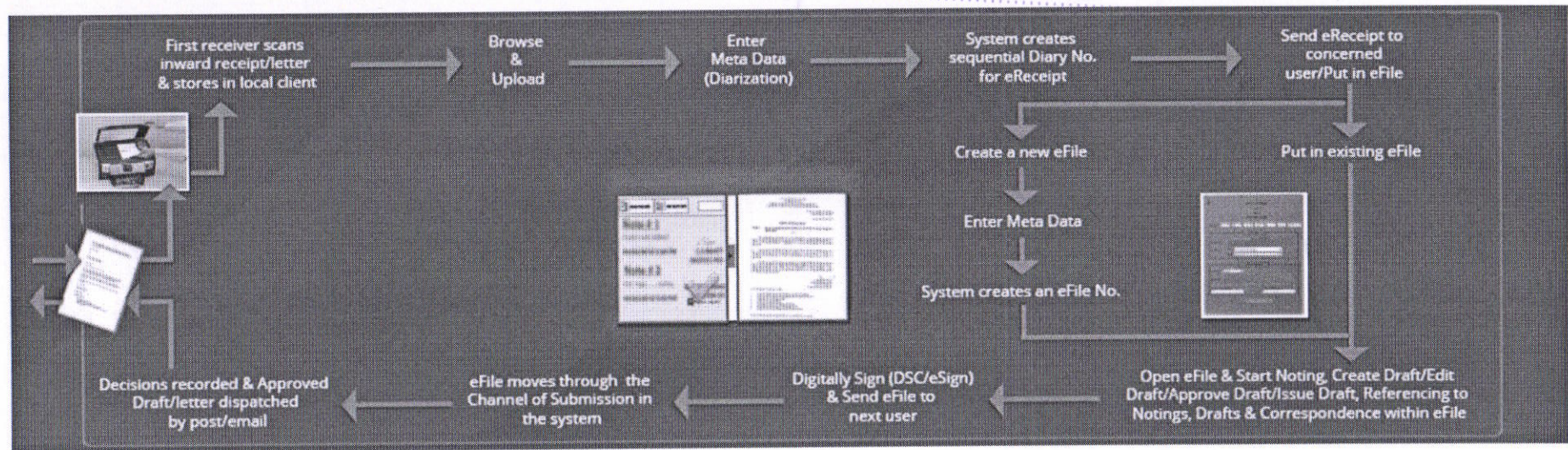


I.K. Gujral Punjab Technical University, Jalandhar (eOffice Additional Information)

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.

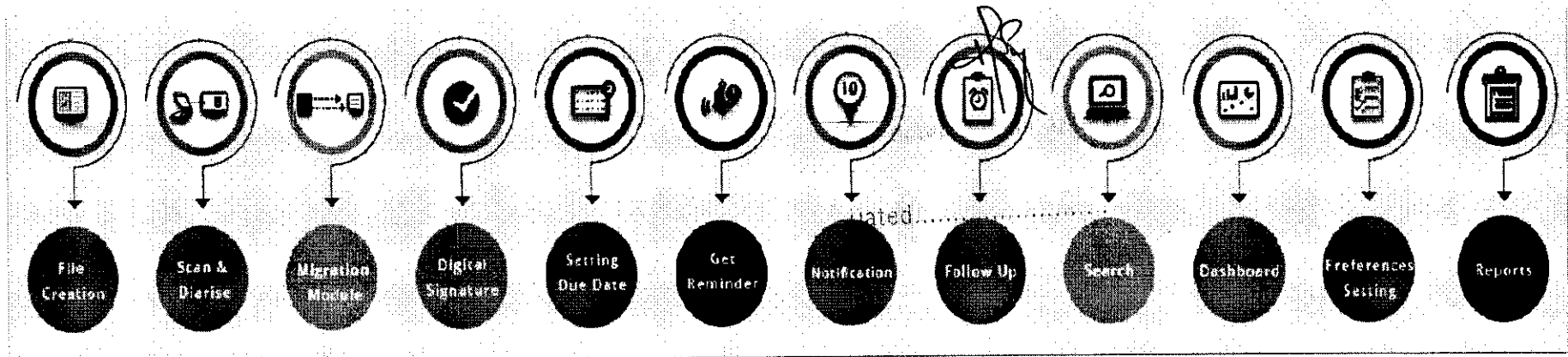
eFile Workflow/Process





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

eFile Features





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 Constitute 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

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

Handwritten signature

Computer Section, IKGPTU

Dated.....

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

My Reports

From Date 01 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

Computer Section, IKGPTU

Dated.....

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

My Reports

From Date 01 To Date 23/12/2021

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

Handwritten signature
Computer Section, IKGPTU
Dated.....

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

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/2182

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.

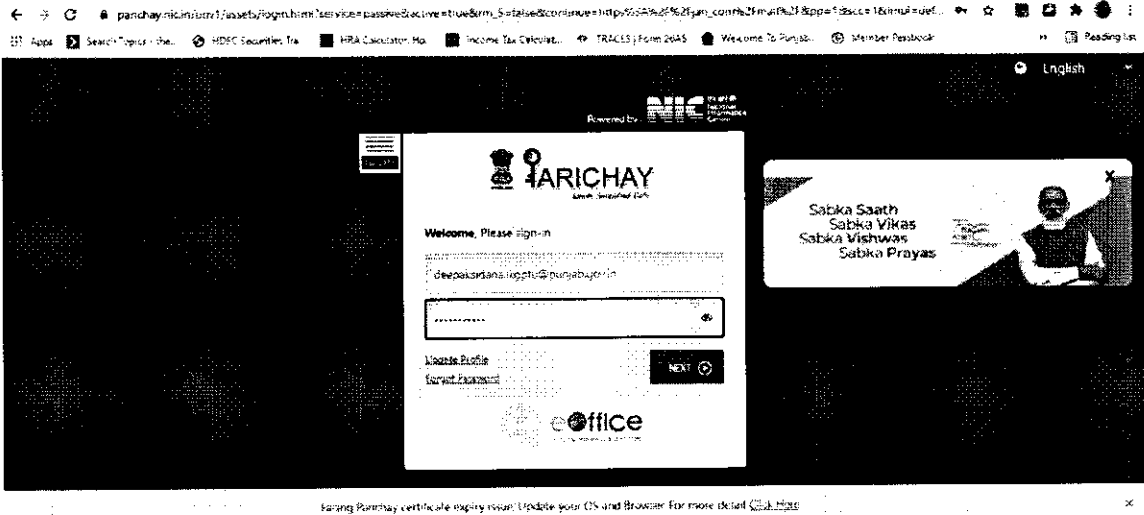
Gagan
Gagan Goyal
(Assistant Manager)

HTA
Dind
09/01/19
D/C

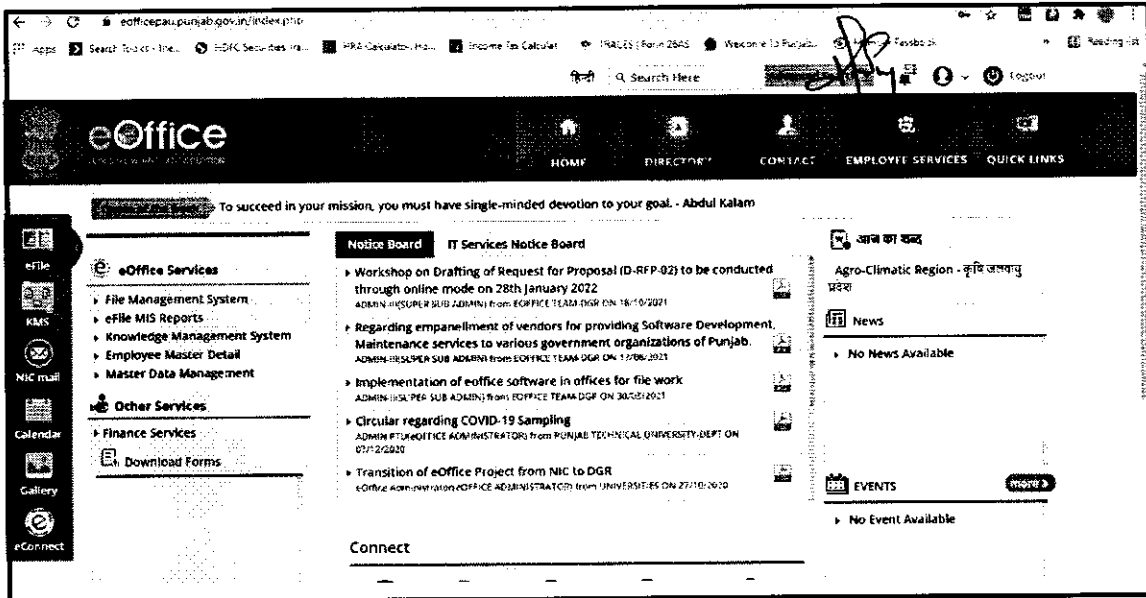


I.K. Gujral Punjab Technical University, Jalandhar (eOffice ERP)

Login Page



Dashboard





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

Employee Master Data Management

The screenshot shows the 'Employee Master Detail System' interface. On the left is a navigation menu with categories like 'Creation & Mapping', 'Organization', 'Employee', 'Transfer', and 'Reports Module'. The main area is titled 'Search Employee' and contains input fields for 'Employee Code', 'Employee Name', 'Login', 'Email', and 'Designation'. There are 'Search' and 'Show All' buttons. Below this is an 'Employee (s) List' section with a 'New Employee' button. A large purple watermark is overlaid on the right side of the page, reading 'Computer Section, IKGPTU' and 'Dated.....'.

The screenshot shows the 'Organisation Unit Search' interface. It includes a search bar and a table of units. The table has columns for S.No, OU Code, OU Name, Description, Post Sanction, Active, and Action.

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



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

Browser: eofficepau.punjab.gov.in/EMD/masterReportPage.action

Employee Master Detail System

Version: 3.4.3.1

Master Report Page

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

Master Report Data

S.NO	Organization 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)		911112199		
2	PUNJAB TECHNICAL UNIVERSITY-DEPT	ADPTU	Mr. ADAMI PTL	14-01-2003	OFFICE ADMINISTRATOR	admin.ptu@ptu.in	eOffice/ADMIN				
3	Security Branch	7020	Mr. AJMAL SINGH	01-07-1988	OFFICE ASSISTANT	ajmal.singh@punjab.gov.in	CA/SECURITY		911114107		
4	Examination Branch	7018	Mr. AJAY KUMAR	06-10-1964	OFFICE ASSISTANT	ajay.kumar@punjab.gov.in	CA/EXAMINATION		911116007		
5	Security Branch	7011	Mr. AJAY KUMAR	03-06-1983	OFFICE ASSISTANT	ajay.kumar@punjab.gov.in	CA/SECURITY		911116007		
6	Controller of Examinative	4006	Mr. AJAY RATHA	25-04-1973	SENIOR ASSISTANT	ajay.ratha.igpu@punjab.gov.in	SA/CPE		911117059		

Computer Section, IKGPTU

Dated.....

Master Data Management

Browser: eofficepau.punjab.gov.in/MDM/homeAction

Master Data Management

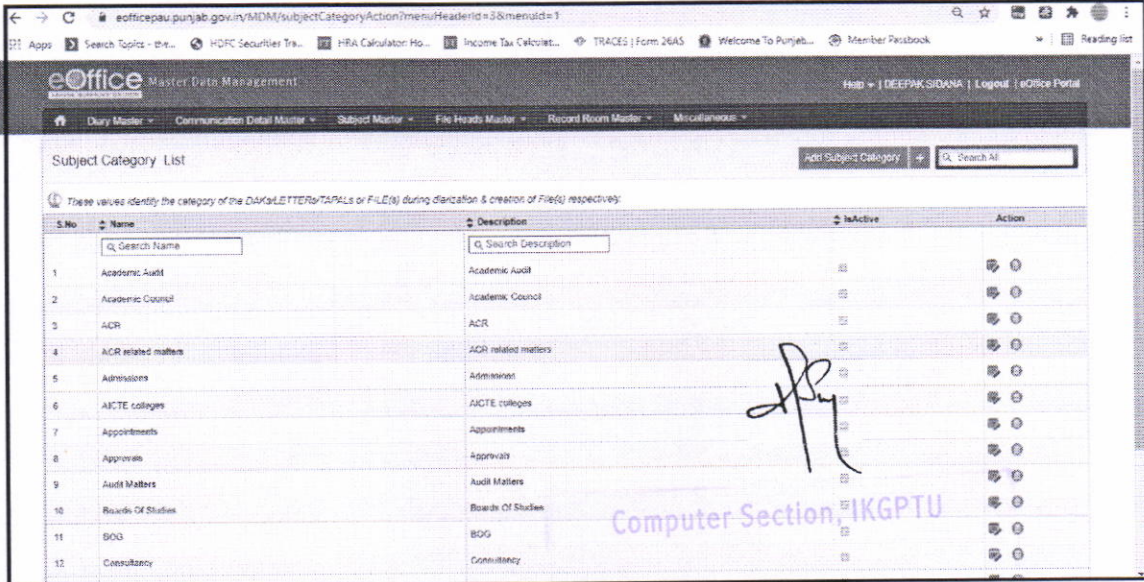
Help | DEEPAK SIDANA | Logout | eOffice Portal

- Diary Master
 - Confidentiality
 - Language
 - Correspondence Mode
 - Correspondence Type
 - VIP
 - Draft Nature
 - Draft Prefix
 - Draft Reply Type
- Communication Detail Master
 - Ministry
 - Department
 - Country
 - State
- Subject Master
 - Subject Category
 - Subject Sub-Category
 - Category Mapping
- File Heads Master
 - Basic Head
 - Primary Head
 - Secondary Head
 - Tertiary Head
 - File Code
 - Retention Category
 - File Head Mapping
- Record Room Master
 - Record Room
 - Department Mapping
 - Block Storage
 - Room Storage
 - Rack Storage
 - Shelf Storage
- Miscellaneous
 - Action
 - Priority
 - Postal-Mode
 - Delivery Person
 - Delegation File Head Mapping
 - Delegation



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

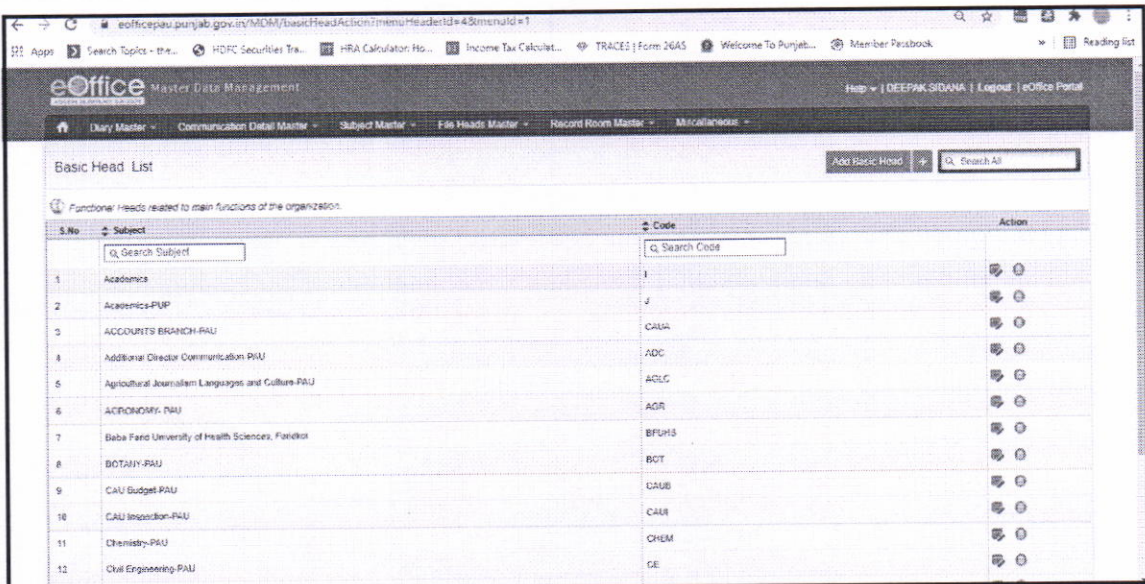
Subject Data Management



The screenshot shows the 'Subject Category List' interface in the eOffice ERP system. The page title is 'Subject Category List' and it includes a search bar and an 'Add Subject Category' button. Below the header, there is a table with columns for S.No, Name, Description, Active status, and Action. The table lists 12 subject categories. A handwritten signature is visible over the table, and a purple stamp reads 'Computer Section, IKGPTU'. Below the table, there is a 'Dated.....' field.

S.No	Name	Description	Active	Action
1	Academic Audit	Academic Audit		
2	Academic Council	Academic Council		
3	ACR	ACR		
4	ACR related matters	ACR related matters		
5	Admissions	Admissions		
6	ACTE colleges	ACTE 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		

File Head Data Management



The screenshot shows the 'Basic Head List' interface in the eOffice ERP system. The page title is 'Basic Head List' and it includes a search bar and an 'Add Basic Head' button. Below the header, there is a table with columns for S.No, Subject, Code, and Action. The table lists 12 basic heads related to the organization's main functions.

S.No	Subject	Code	Action
1	Academics	A	
2	Academics-PUP	J	
3	ACCOUNTS BRANCH-PAU	CAAA	
4	Additional Director Communication PAU	ADC	
5	Agricultural Journalism Languages and Culture-PAU	AGLC	
6	ACRONOMY- PAU	AGR	
7	Baba Farid University of Health Sciences, Feroke	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 dashboard. The interface includes a navigation menu on the left with options like Home, Inbox, Central Docs, My Docs, and Contact Group. The main content area is titled 'Dashboard' and features a 'Recent Documents' table, a 'Documents since last login' table, and sections for 'My Contact' and 'My Group'. A search bar is located at the top right, and the footer indicates the system is designed and maintained by the National Informatics Centre (NIC), Government of India.

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-III	Oct 18, 2021

Title	Created On
My Contact	0
My Group	0

Reports Management

The screenshot shows the eFile MIS Reports application interface. The header includes the eOffice logo and the text 'eFile MIS Reports Version 3.5.4'. The main content area features a large banner with the text 'Welcome to eFileMIS Reports' and a detailed description of the application's purpose and features. Below the banner, there are several data visualization charts, including a bar chart and a pie chart.

Welcome to eFileMIS Reports

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.



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

eFile Interface

The screenshot displays the eOffice ERP interface. The main area shows a list of files with columns for 'Created By', 'File Number', 'Subject', 'Date In', 'Date Out', and 'Status'. A signature is visible over the list. Below the list, there is a blue stamp that reads 'Computer Section, IKGPTU' and 'Dated.....'. The interface also includes a navigation menu on the left and a toolbar at the bottom.

Created By	File Number	Subject	Date In	Date Out	Status
...	...	For verification of committee for drafting of Afs...
...	...	For Request of New BSNL for Broad Services
...	...	Requesting Using the Service of BSNL (Search Engine...
...	...	Internet Connection in Hostel 1 and 2
...	...	By grant of salary to regular govt staffs upto...
...	...	Response for YouTube Channel on the name of IKGPTU...
...	...	Requesting AMC (Annual Maintenance Contract) of Afs...
...	...	Request to Operate New Website for Department of