



## E-OFFICE: POLITY

**News:** The Government of India has unveiled a plan to implement the e-office platform across 133 attached, subordinate offices, and autonomous bodies.

### What's in the news?

#### About e-office platform:

- eOffice, an integral part of the Digital India Programme, is the **medium to achieve a Simplified, Responsive, Effective, Accountable and Transparent working in Government offices.**
- The project was **launched in 2008** with the expectation of converting the government office into a [paperless office](#) within a period of 5 years.
- The speed and efficiency of eOffice not only assists departments in informed and quicker decision but also makes them go paperless.

**Implementing Ministry:** The Ministry of Personnel, Public Grievances & Pensions.

**Aim:** to further streamline and digitize government operations.

#### Implementation:

- **Nodal officers:** Each ministry and department will coordinate with their respective attached, subordinate offices, and autonomous bodies to appoint nodal officers who will oversee the e-office implementation process.
- **Data centres:** Ministries and departments are tasked with setting up necessary data centres to support the e-office infrastructure.

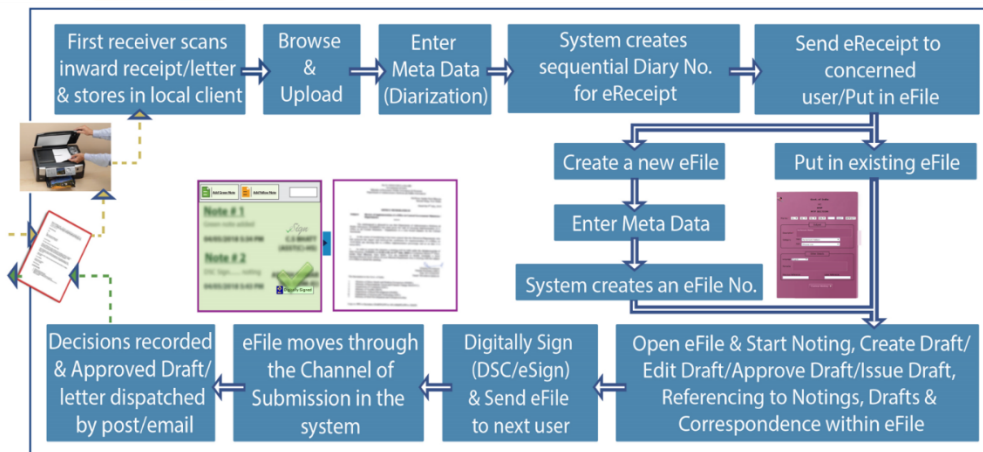
#### Onboarding process:

- **Offices will submit requisitions to NIC detailing the number of users and licenses required, ensuring a smooth and timely onboarding process.**
- The roadmap for e-office implementation is structured to ensure all 133 offices are onboarded within the government's 100-day agenda.

#### The key components of eOffice are as follows.:

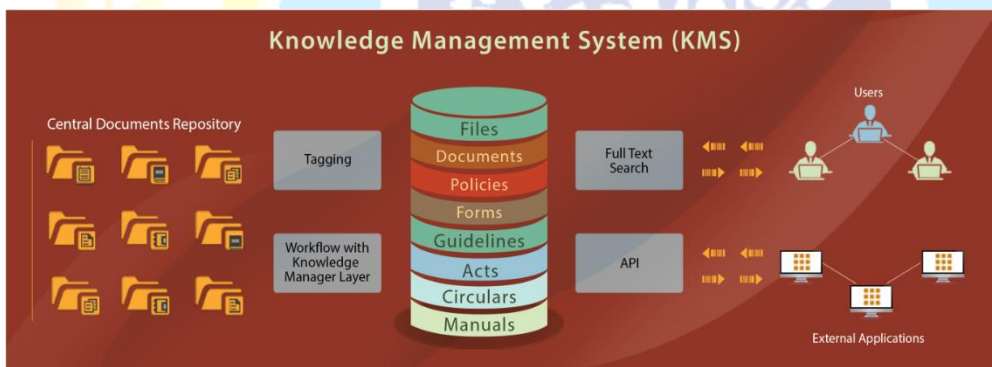
##### File Management System (eFile):

- It's a workflow-based system enhancing manual file handling with efficient electronic features.
- The system includes **interlinked sub-modules managing document workflows from receipt to disposal, covering scanning, diarization, file and note creation, digital signing, dispatch, faster processing, closure, and archival of records.**



## Knowledge Management System (KMS):

- It brought the concept of a central repository of documents in an organization.
- It provides for users to create and manage electronic documents in the workflow, along with versions (tracking history) that can be easily viewed, searched, shared, and published.
- It logically organizes the content and standardizes content creation and presentation across an organization.



## Work from Anywhere (WAW) Portal:

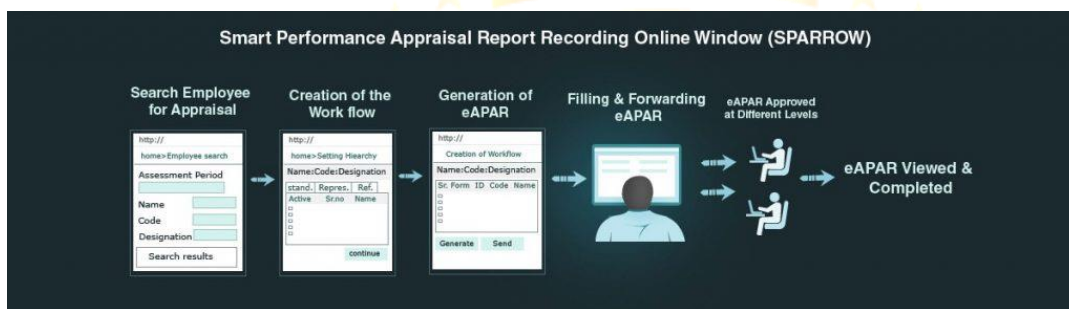
- It is a one stop-portal for office functions and connects the officials to securely access their office from anywhere.





## Smart Performance Appraisal Report Recording Online Window (SPARROW):

- It is a web-based application for processing of APAR.
- **Employees can fill in their APAR, which is further reported and reviewed by the official hierarchy.**
- It helps in reducing delays in submission and processing of APARs and ensures transparency by tracking the movement of APAR.
- The system also **provides a dashboard facility that enables the service controlling authority to monitor the status such as officers posted, pendency at various levels, and APARs processed and closed.**



## Why was the e-office platform extended?

- **Between 2019 and 2024, the e-Office platform handled 94 per cent of files and 95 percent of receipts electronically.**
- The transition to digital processes **not only improved efficiency but also led to the development of e-office analytics, providing deeper insights into government operations.**
- Building on this success, the government decided to extend the e-office platform to all attached, subordinate offices, and autonomous bodies.