

E-Office द्वारा विभागाध्यक्ष कार्यालय को पत्र प्रेषित किए जाने हेतु ->

- फाइल में जो DFA अप्रूव हुआ हो उसे खोलें

The screenshot shows the eOffice 7.2.0 interface. The top navigation bar includes 'RECEIPT', 'Create', 'Inbox', 'Sent', and 'Advance Search'. The left sidebar has icons for 'File', 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Send Back', 'Link Files', 'Attach', 'Park', 'Close', and 'More'. The main content area displays a list of drafts. A red arrow points to the 'View Draft' button. Another red arrow points to the 'DFA/38210' entry in the 'List of Drafts' table.

Draft No.	Subject
DFA/38210	ई-ऑफिस से सम्बन्धित पत्र
DFA/17273	ई-ऑफिस से सम्बन्धित पत्र
DFA/16640	E-office Reminder letter
DFA/13508	ई-ऑफिस से सम्बन्धित पत्र
DFA/12339	ई-ऑफिस से सम्बन्धित पत्र

Version	Created On	Created By
1	29/07/2023 11:06 AM	MANOJ PANWAR

The screenshot shows the eOffice 7.2.0 interface with the Draft Details form open. The form includes fields for 'Draft Nature', 'Forms Of Communications', 'Main Category', 'Subject', 'Receipt No.', and 'Prefix'. The 'Subject' field is filled with 'ई-ऑफिस से सम्बन्धित पत्रावली'. The 'Recipient Details' section shows 'Name' as 'CRUHODOFFICE' and 'Designation' as 'JUNIOR ASSISTANT'. A red arrow points to the 'Initiate Dispatch' button.

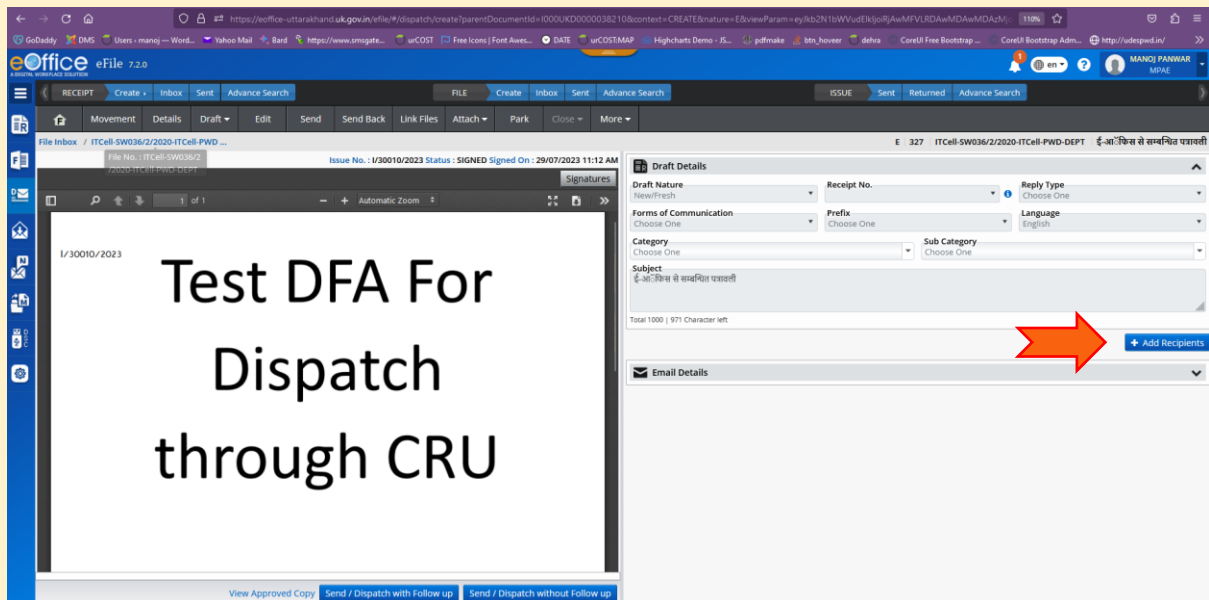
Issue No.: I/30010/2023 Draft State: SIGNED Version: 1 Signed On: 29/07/2023 11:12 AM

Test DFA For Dispatch through CRU

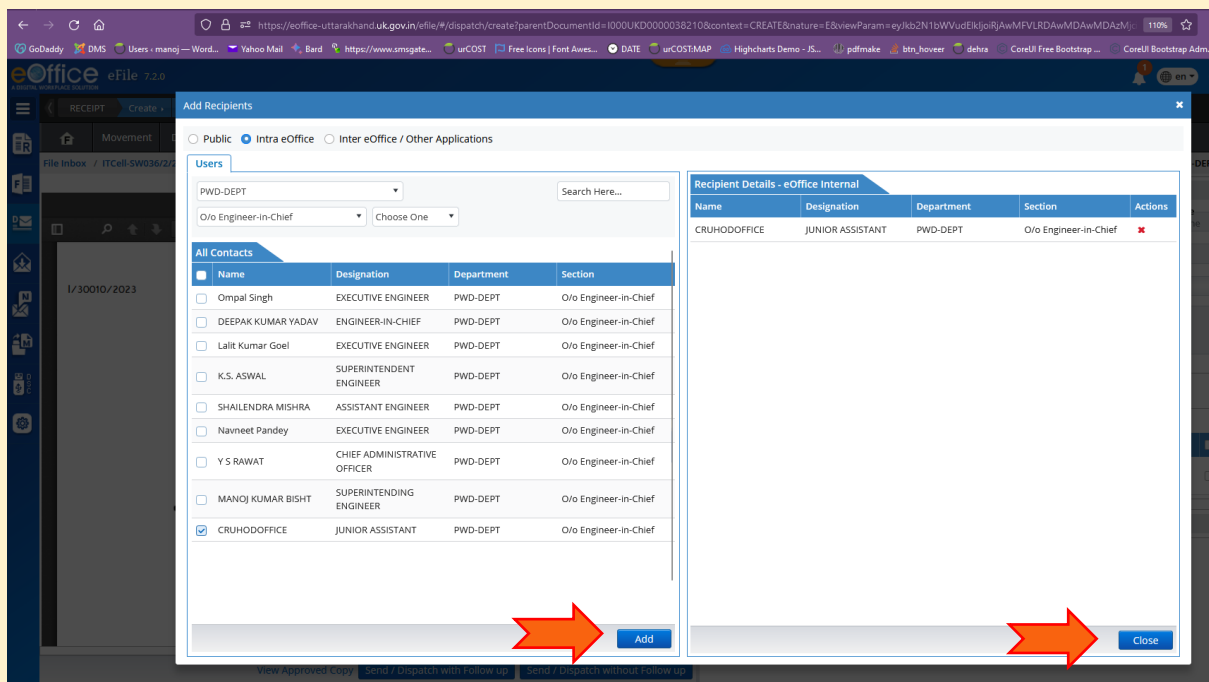
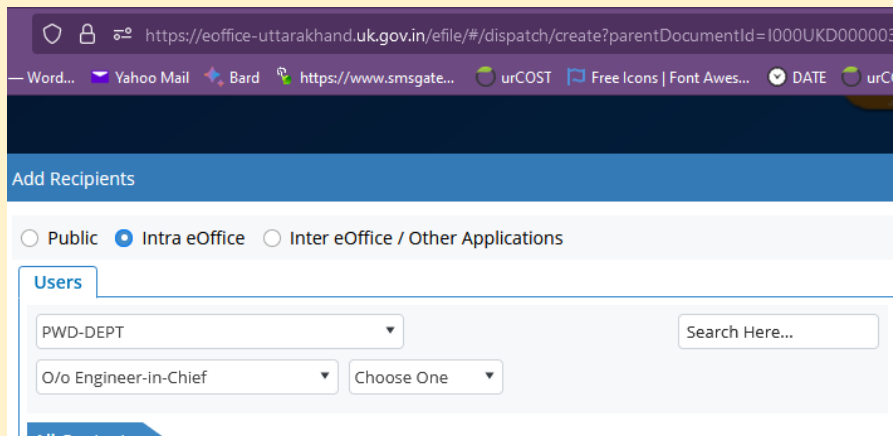
Initiate Dispatch

- अप्रूव DFA पर Initiate Dispatch Click करें

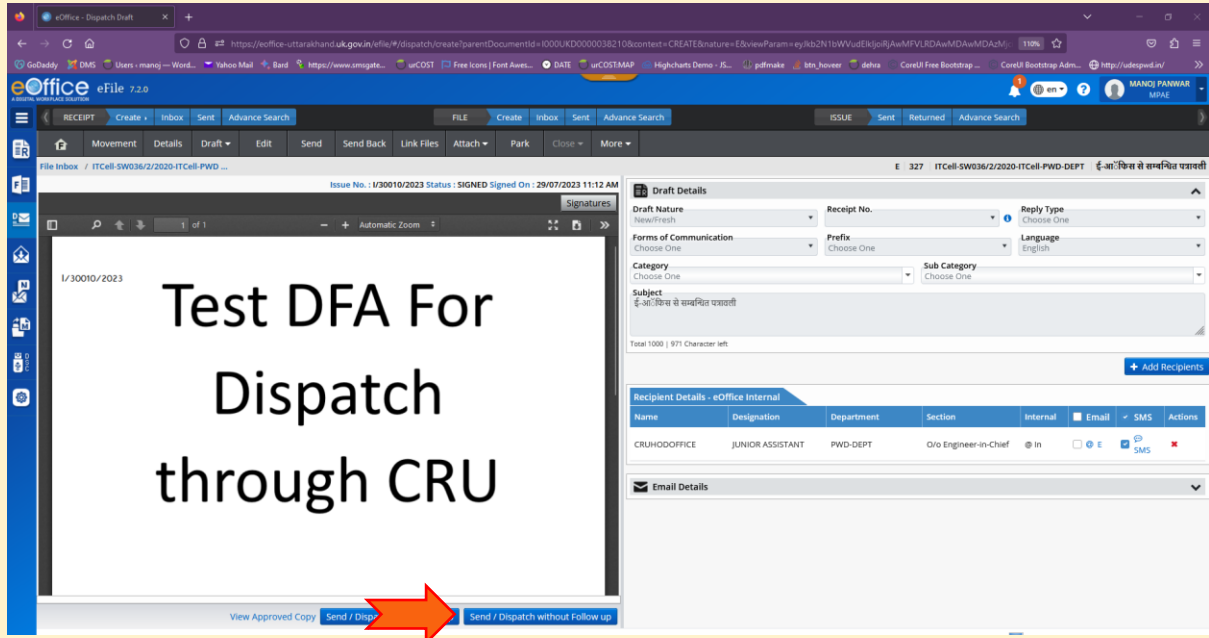
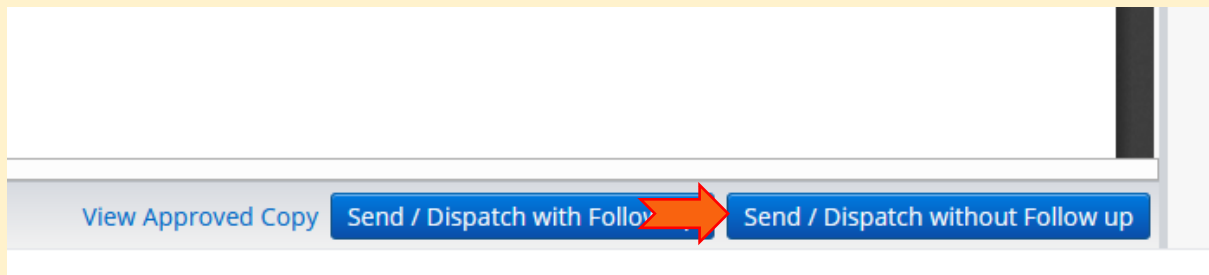
- Add Recipients बटन दबाए



Add Recipients में Intra eOffice सलेक्ट कर निम्न विवरण भरकर **"CRUHODOFFICE"** Add करें-



इसके पश्चात Send बटन दबाकर



इस प्रकार पत्र electronic माध्यम से विभागाध्यक्ष कार्यालय को प्राप्त हो जाएगा।
