

## 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'. Below this, there are tabs for 'FILE', 'Create', 'Inbox', 'Sent', and 'Advance Search'. The main content area displays a list of drafts. A red arrow points to the 'View Draft' button for the selected draft. The draft details show a subject line 'ई-ऑफिस से सम्बन्धित पत्र' and a version list for DFA/38210.

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 a draft preview. The draft content is a large text box containing the text 'Test DFA For Dispatch through CRU'. The right sidebar shows 'Draft Details' and 'Recipient Details - eOffice Internal'. A red arrow points to the 'Initiate Dispatch' button at the bottom of the interface.

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

1/30010/2023

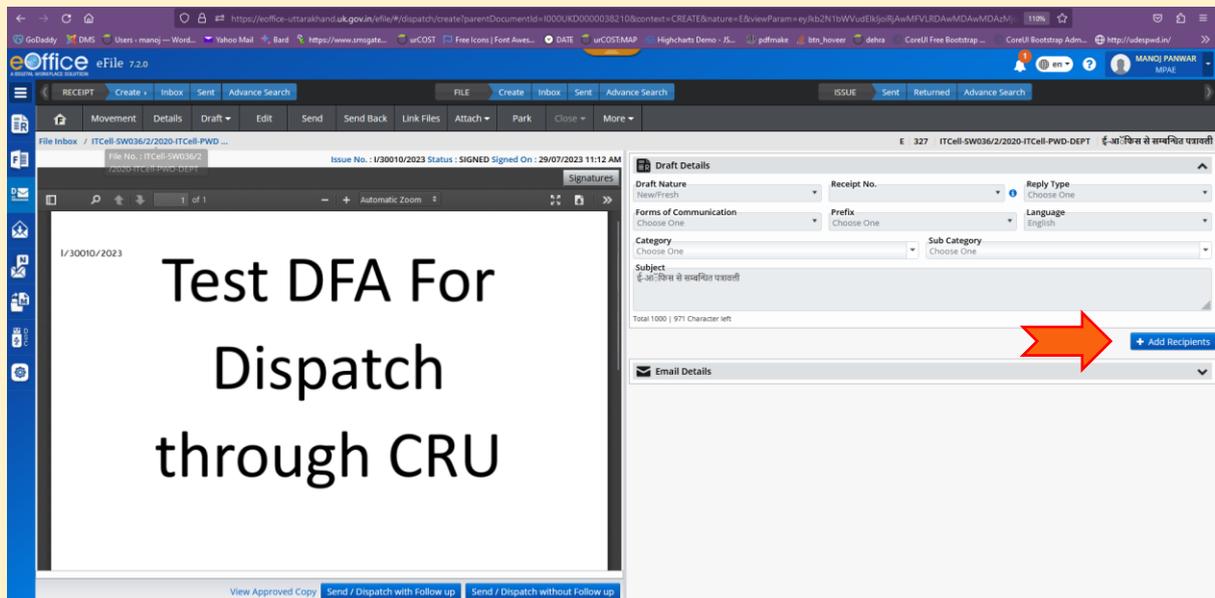
Test DFA For  
Dispatch  
through CRU

Enable Multi Sign Approved Copy Preview **Initiate Dispatch**

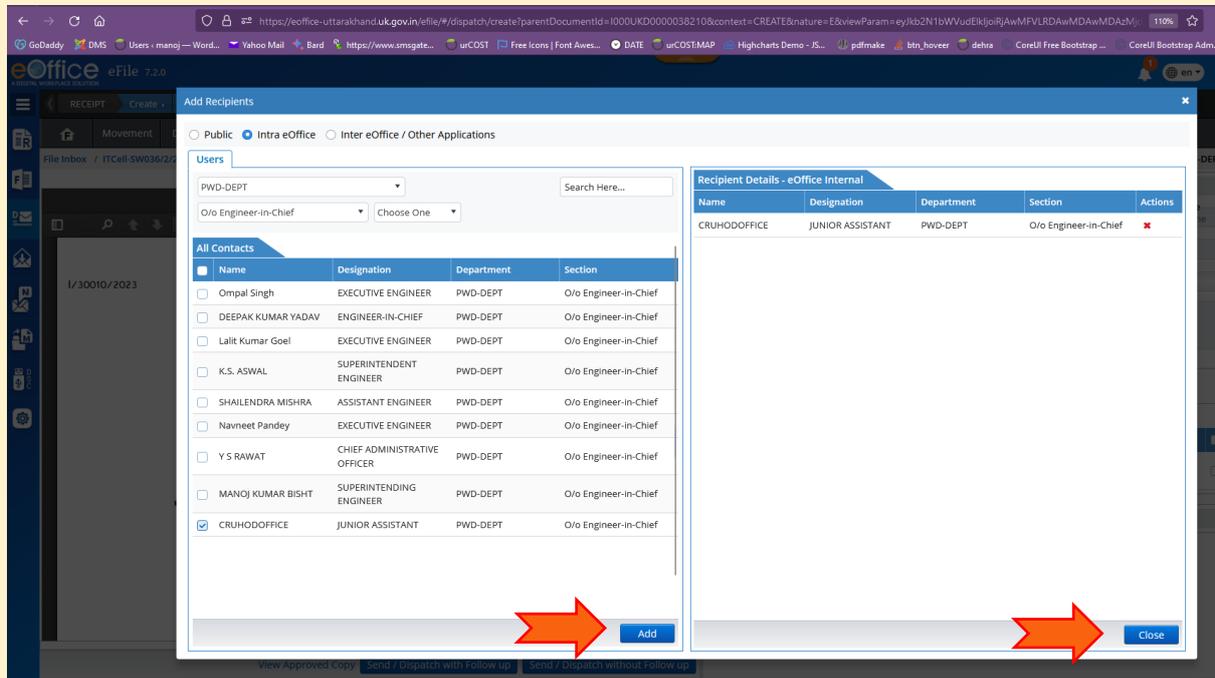
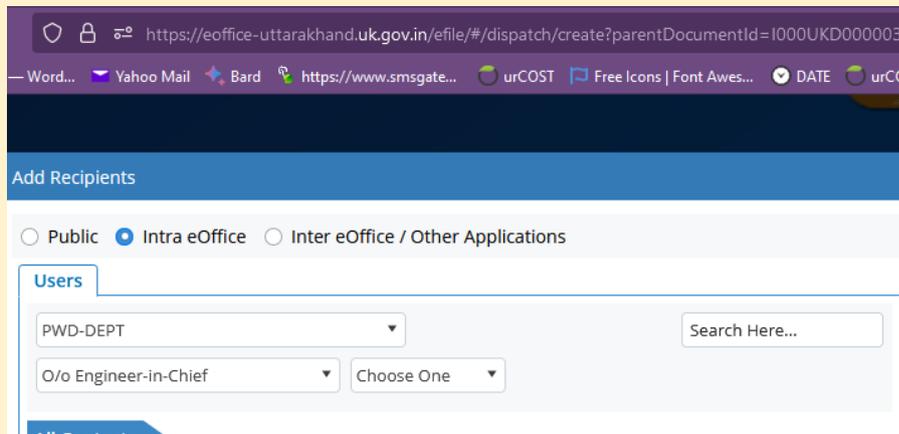
Name	Designation
CRUHODOFFICE	JUNIOR ASSISTANT

- अप्रूव DFA पर Initiate Dispatch Click करें

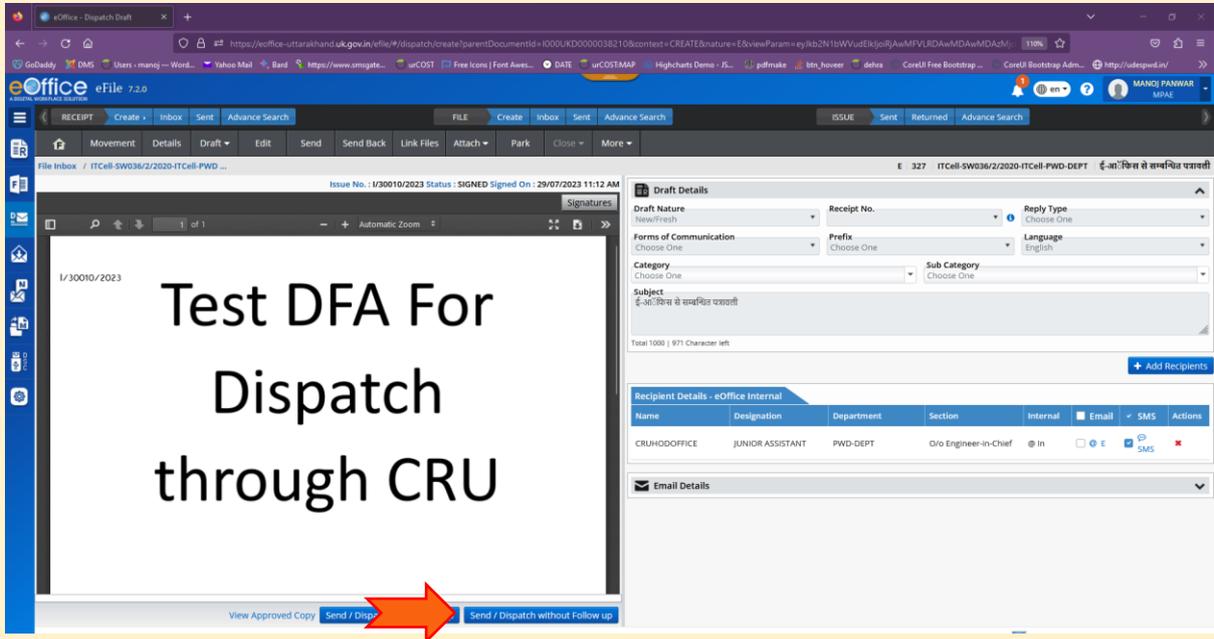
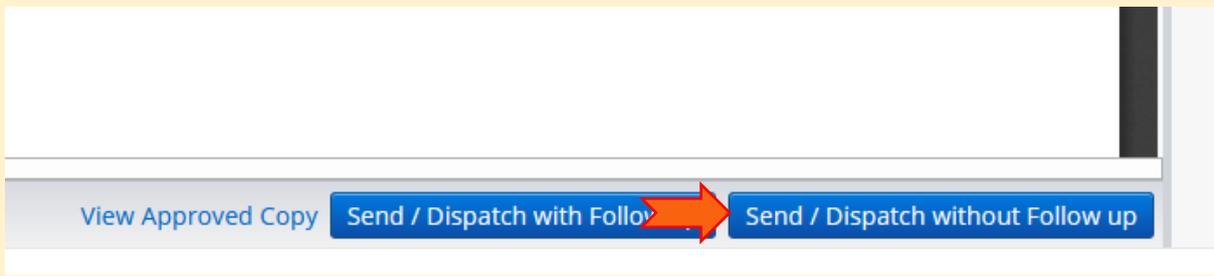
- Add Recipients बटन दबाए



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।

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