

E-office

e-Office is a **Mission Mode Project (MMP)** under the National e-Governance Programme of the Government. The product is developed by National Informatics Centre (NIC) and aims to usher in more efficient, effective and transparent inter-government and intra-government transactions and processes.

FCI has opted eoffice (lite) application developed by NIC.

Modules in e-office

1. File Management System (FMS)
2. Knowledge Management System (KMS)
3. Personnel Information Management System (PIMS)
4. e-file MIS Reports

Benefits of e-Office:

1. Reduce Paperwork
2. Enhance transparency
3. Increase accountability
4. Assure data security and data integrity
5. Promote innovation by releasing staff energy and time from unproductive procedures
6. Transform the government work culture and ethics

Phases in e-Office Implementation

<u>Sr. No</u>	<u>Project Phases</u>	<u>Activities</u>
1	Pre-Project	<ol style="list-style-type: none">1. Filling up of Master Data template<ol style="list-style-type: none">a. Employee Master Data (EMD) Templateb. File Head Templates2. Gap Analysis Report3. Procurement / upgradation of Infrastructure by the department

		4. Creation of email Id's
2	Planning	1.Training of Nodal officers & Master Trainers 2.Digitization of physical files
3	Preparation	1.Deployment of roll-out team at user department 2.Training to users 3.DSC Readiness with application
4	Implementation & support	1.Trial Run of application 2. Go Live 3.On site technical support 4. Off site technical support

Current Status

Eoffice (lite) is implemented and Roll out in FCI Hqrs. since 31.10.2022 in phase-I. Now, FCI is going to implement the eoffice project at all Zonal Offices & all Regional Offices in phase-II. The URL to access e-office:-fcieoffice.in