



Indian Institute of Technology Jodhpur

Office of R&D

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IITJ/R&D/2022-23/07

Date: 10.01.2023

NOTIFICATION

In order to make process efficient, simpler and user friendly, it is hereby notified to implement e-office forms with effect from 16.01.2023 and from the same date existing hard copy forms shall be discontinued. In order to have ease in the transition process following points may please be referred:

1. An e-office account HELPDESK-RND has been created as One Point Contact, where e-forms can be submitted via e-office application.
2. All the forms have been revised/condensed/merged to make them simpler. Processes have been listed down and instructions along with a timeline are given with each form/process. All E-Office Forms are available at <https://rnd.iitj.ac.in/index.php?id=forms>.
3. Copy the Form content from R&D website <https://rnd.iitj.ac.in/index.php?id=forms> and Paste it on "Green Note". Fill the requisite details and forward the same as per Instructions / SLA annexed to the forms.
4. Supporting documents like tax invoices, sanction, approvals should be attached with the e-office file.
5. Each form / process should be submitted in a new e-office file. Illustrative example is given in **Annexure-1**.
6. Please note that form submitted through "Yellow Note" is not final and therefore will not be processed.
7. In following cases, duly verified original documents like Tax Invoices, Bills etc. should be submitted in hard copy to Office of R&D along with the printout of e-office approval as per Instructions / SLA annexed to the forms:
 - (i) Form for Payment/ Reimbursement
 - (ii) Settlement of Temporary Advance
 - (iii) Travelling Allowance Claim Bill
8. In case of any query/support required from the office of R&D, please drop an email to helpdesk_rnd@iitj.ac.in, the mail id is connected with JIRA (automated tracking system) which enables time bound resolution as well as updates to service provides and service recipients. Please note that helpdesk_rnd@iitj.ac.in is a separate service in addition to HELPDESK-RND for eoffice application.
9. Please do not communicate to office_rnd@iitj.ac.in or any other personal email IDs. This is to ensure that all the matters are resolved in the time bound and documented manner.


Dean (R&D)

Distribution:

1. Director
2. Deputy Director
3. Registrar
4. AD(R&D)
5. All Heads/Professor-in-Charge of Departments
6. All Faculty
7. All Offices
8. Deputy Registrar (R&D)
9. Webmaster for uploading on Intranet

Steps for eOffice forms submission to Office of R&D

Step-01: Go to e-Office <https://eoffice.iitj.ac.in> and login with your Login ID and password:

The screenshot shows a web browser window displaying the eOffice login page. The browser's address bar contains the URL: `eoffice.iitj.ac.in/cas/login?service=https%3A%2F%2Feoffice.iitj.ac.in%2Flogin.php`. The page content includes the eOffice logo (A DIGITAL WORKPLACE SOLUTION), the text "Indian Institute of Technology Jodhpur", and a login form with the following elements:

- Time: Tue Dec 20 16:26:28 IST 2022
- Logo: eOffice A DIGITAL WORKPLACE SOLUTION
- Text: Indian Institute of Technology Jodhpur
- Form fields: Login ID (with an orange arrow pointing to it), Password (masked with dots)
- Button: Login
- Logo: Digital India Power To Empower
- Text: All complaints/queries related to eOffice should be registered through our 24x7 NIC Service Desk. Website: <https://servicedesk.nic.in> Toll Free: 1800-111-555
- Text: Copyright © 2009-12, This site is designed, developed and Hosted by NIC.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right displays the weather (21°C Haze), system icons, and the date/time (16:30 20-12-2022).

Step-3: Fill the details for File creation in e-Office

The screenshot displays the eOffice 7.2.5 interface for creating a new file. The browser address bar shows the URL: `eooffice.iitj.ac.in/efile/#/file/create`. The user is logged in as NARESH JOSHI, DY.REGTRAR(NJ)-R&D.

The main content area shows the following details:

- Nature:** Electronic Physical
- Type:** NON SFS
- Organization:** भारत सरकार (GOVERNMENT OF INDIA), Indian Institute of Technology Jodhpur (IITJ), Research & Development
- Nature -** Electronic
- Type -** NON SFS
- File No.:** Four dropdown menus labeled "Choose One", a text input field containing "2022", and a dropdown menu labeled "RND-IITJ".
- Subject:** A text input field.
- Description:** A text input field.
- Main Category:** A dropdown menu labeled "Choose One".
- Sub Category:** A dropdown menu labeled "Choose One".
- Other Details:**
 - Remarks:** A text input field.
 - Previous References:** A text input field.
 - Later References:** A text input field.
 - Language:** A dropdown menu with "English" selected.
- Continue Working:** A button at the bottom right of the form.

Three orange arrows point to the "Subject", "Description", and "Continue Working" elements.

At the bottom of the screen, the Windows taskbar shows the search bar with the text "Type here to search", several application icons, and system tray information including "21°C Haze", "16:42", and "20-12-2022".

Step-4: Creation of "Green Note" in e-Office

The screenshot displays the eOffice 7.2.5 web application interface. The top navigation bar includes tabs for 'RECEIPT', 'FILE', and 'ISSUE', each with sub-options like 'Create', 'Inbox', 'Sent', and 'Advance Search'. A secondary bar below contains action buttons: 'Movement', 'Details', 'Draft', 'Edit', 'Send', 'Link Files', 'Attach', 'Close', 'Review', and 'More'. The main workspace is split into two panes. The left pane is a large green area with a header containing 'Green Note' and 'Yellow Note' buttons. An orange arrow points to the 'Green Note' button. The right pane, titled 'List of Correspondences', features a table with columns: 'Receipt/Issue No.', 'Subject', 'Marked As', 'Attached On', 'Issued On', 'Pages', and 'Remarks'. The table is currently empty, displaying 'No Record(s) Found'. Below the table are navigation controls (back, forward, page 1 of 10) and an 'Add Receipt' button. The bottom of the screen shows the Windows taskbar with a search bar, system tray (21°C Haze, 16:51, 20-12-2022), and various application icons.

Step-5: Copy the Form content from R&D website <https://rnd.iitj.ac.in/index.php?id=forms> and Paste it on Green Note and fill the requisite details

Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-04(E)
Form for Temporary Advance from Project

S.No.	Content	Details
1.	Name of the PI	
2.	P.F. No.	
3.	Project Title	
4.	Project No.	
5.	Budget head	
6.	Amount of Advance required	Rs.
7.	Purpose (with justification)	

52 WORDS

Attachment

List of Correspondences

Receipt/Issue No.	Subject	Marked As	Attached On	Issued On	Pages	Remarks
No Record(s) Found						

Add Receipt

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21°C Haze 16:58 20-12-2022

Step 6: Create Receipt (Electronic) in eOffice for attaching supporting documents

The screenshot displays the eOffice web application interface. At the top, the browser address bar shows the URL: `eooffice.sitj.ac.in/efile/#/file/inbox?params=W3sb3JkZXJCeSI6InNbnRPblslmRpcmVjdGlvbil6IHRFU0MILCJvZmZzZXQiOjAsImxpbnWl0joxMH0seyJwcmVcm0aWVzjpbXSwiY2F0ZWdvcmlcyL6W10slmXldmVscyl6W119LHt9XQ&st=0&tot=0&po=0&dlv=COL...`. The page header includes the eOffice logo and version 2.5, along with a user profile for NARESH JOSHI, DY. REGTRAR(NJ)-R&D. The main navigation bar features a 'RECEIPT' tab with a 'Create' dropdown menu. Two orange arrows point to the 'Physical' and 'Electronic' options within this menu. Below the navigation bar, there is a toolbar with various actions like 'Receive', 'Send', 'Send Back', 'Move To', 'Create Volume', 'Create Part', 'Park', and 'Close'. A search bar and 'File View (SELF)' dropdown are also present. The main content area displays a table with one record:

Comp. No.	File No.	Subject	Sent By	Sent On	Read On	Due On	Remarks
E 1199	RND-14027/1/2022-RND-IITJ	Committee for framing the guidelines for Facility ...	SANTANU CHAUDHURY, O/o Directo ...	16/10/2022 11:17 AM	17/10/2022 11:31 AM		

At the bottom of the page, there is a status bar showing 'Total Records: 1' and a copyright notice: 'Copyright © 2020, designed and developed by NIC.' The Windows taskbar at the very bottom shows the system tray with weather information (21°C Haze) and the date (20-12-2022).

Step 7: Upload the supporting document, fill the requisite details and click on the Generate for creation the Receipt (Supporting documents) in eOffice

The screenshot displays the eOffice web application interface for creating an electronic receipt. The browser address bar shows the URL: `eoffice.itj.ac.in/efile/#/receipt/createElectronic`. The application header includes the eOffice logo and version (7.2.5), along with user information: NARESH JOSHI, DY.REGTRAR(NJ)-R&D.

The main interface is divided into several sections:

- Navigation Bar:** Includes buttons for RECEIPT, FILE, and ISSUE, each with sub-options for Create, Inbox, Sent, and Advance Search.
- Upload Area:** Features an 'Upload' button and a 'Remove' button. A note indicates 'Pdf Only <= 20 MB'.
- Diary Details:** A form section containing fields for:
 - Diary Date: 20/12/2022
 - Received Date: 20/12/2022
 - Delivery Mode: By Hand
 - VIP: Choose One
 - Forms Of Communications: Letter
 - Letter Date: dd/mm/yyyy
 - Mode Number
 - Language: English
 - Letter Ref. No.
 - Sender Type: Choose One
- Contact Details:** A form section for contact information, including:
 - Min./Dept./Others: Select Level
 - Name * and Designation *
 - Organization
 - Mobile and Email
 - Address *
 - Country: INDIA, State: Choose One, City/District
 - Pin Code, Landline, and Fax
- Category & Subject:** A form section for categorization, including:
 - Main Category * and Sub Category: Choose One
 - Subject *
- Enclosure/ Remarks:** A text area for additional notes.
- Personalize Acknowledgement:** A checkbox option.
- Buttons:** 'Generate', 'Generate & Send', and 'Generate & Copy' buttons are located at the bottom right.

An orange arrow points to the 'Generate' button. A large 'Electronic' watermark is visible across the center of the page. The footer includes the copyright notice: 'Copyright © 2020, designed and developed by NIC.' and system information: '21°C Haze', '17:45', and '20-12-2022'.

Step 7: Attach the Supporting documents (created in Step 6) by clicking on "Add Receipt"

The screenshot displays the eOffice 7.2.5 web interface. The left pane shows a document editor with a form titled "Indian Institute of Technology Jodhpur Office of Research & Development Form No: R&D/Acct-04(E) Form for Temporary Advance from Project". The form contains a table with 7 rows and 3 columns: S.No., Content, and Details. The right pane shows a "List of Correspondences" table with columns: Receipt/Issue No., Subject, Marked As, Attached On, Issued On, Pages, and Remarks. The table is currently empty, displaying "No Record(s) Found". An orange arrow points to the "Add Receipt" button in the bottom right corner of the right pane.

Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Acct-04(E)
Form for Temporary Advance from Project

S.No.	Content	Details
1.	Name of the PI	
2.	P.F. No.	
3.	Project Title	
4.	Project No.	
5.	Budget head	
6.	Amount of Advance required	Rs.
7.	Purpose (with justification)	

List of Correspondences

Receipt/Issue No.	Subject	Marked As	Attached On	Issued On	Pages	Remarks
No Record(s) Found						

Add Receipt

eOffice - Welcome to eOffice Sol x

eoOffice eFile 7.2.5

Attach Receipt(s)

Year* 2022 Search Here...

	Nature	Comp. No. ↑↓	Receipt No.	Subject
<input type="checkbox"/>	E	57	57(3)/2022/RND	Regarding authoorized bank signatories for TSA acc ...
<input checked="" type="checkbox"/>	E	55	55(3)/2022/RND	Regarding Authorized Bank Signatories for R&D Bank ...

Total Records: 2

Selected Receipt(s)

Nature	Comp. No. ↑↓	Receipt No.	Subject
E	55	55(3)/2022/RND	Regarding Authorized Bank Signatories for R&D Bank ...

Total Selected Records: 1

Remarks*

Supporting Documents File name like Invoice No. / Sanction Order. ... / Email etc

Total 1000 | 914 Character left

Attach

52 WORDS

Attachment

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Type here to search

21°C Haze 17:49 20-12-2022

Select the related supporting documents



Step 8: Send this eoffice file to HELPDESK-RND or to the Forwarding/ Recommending Authority as mentioned in the SLA of the form

The screenshot displays the eOffice 7.2.5 interface. The top navigation bar includes 'RECEIPT', 'FILE', and 'ISSUE' tabs. The main content area shows a form for creating a file. The 'To' field is populated with 'HELPDESK-RND'. The 'Notify Through' section has 'Email' selected. The 'Remarks' field is empty. The 'Set Due Date' is set to 'dd/mm/yyyy' and the 'Action' is 'Choose One'. The 'Priority' is also 'Choose One'. A table on the right shows the file details:

File / Receipt Components	Comp. No.	File No. / Receipt No.	Subject	Note Type
<input checked="" type="checkbox"/>	E 2145	RND-12011/5/2022-RND-IITJ	Sample	GREEN

Below the table, there is a note: "Note : Noting in the attached files, if any, will be finalized after movement of main file/receipt." At the bottom of the form, there is a 'Send' button. The system tray at the bottom shows the date as 20-12-2022 and the time as 17:55.