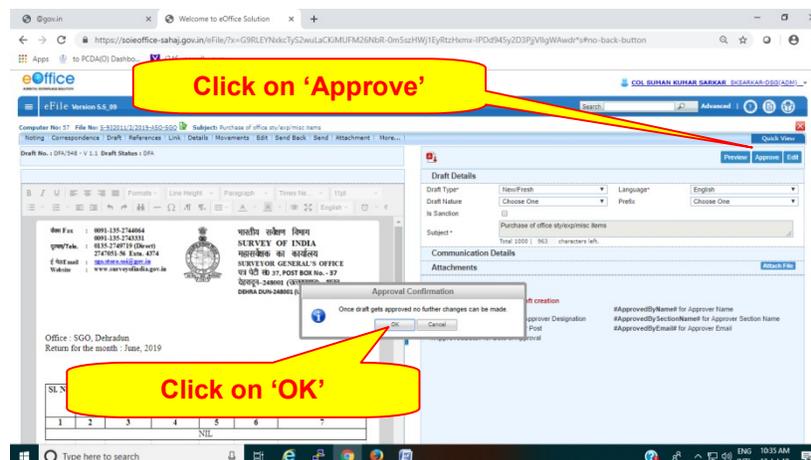
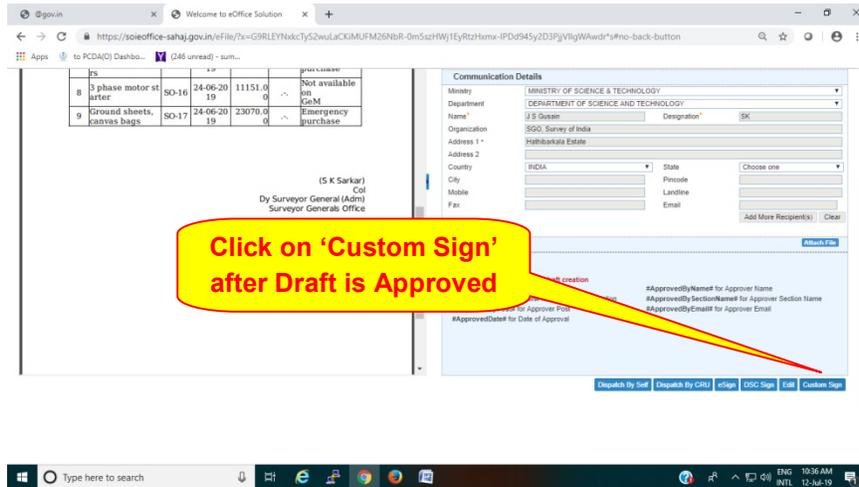


Annexure- 'I'

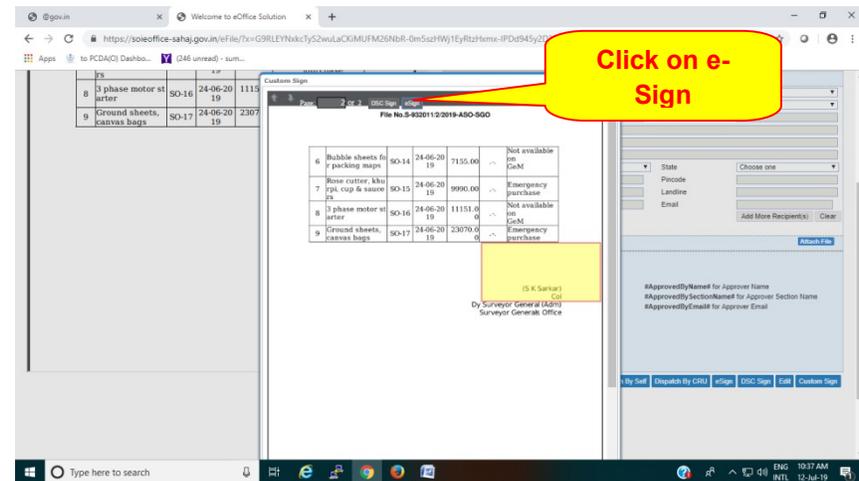
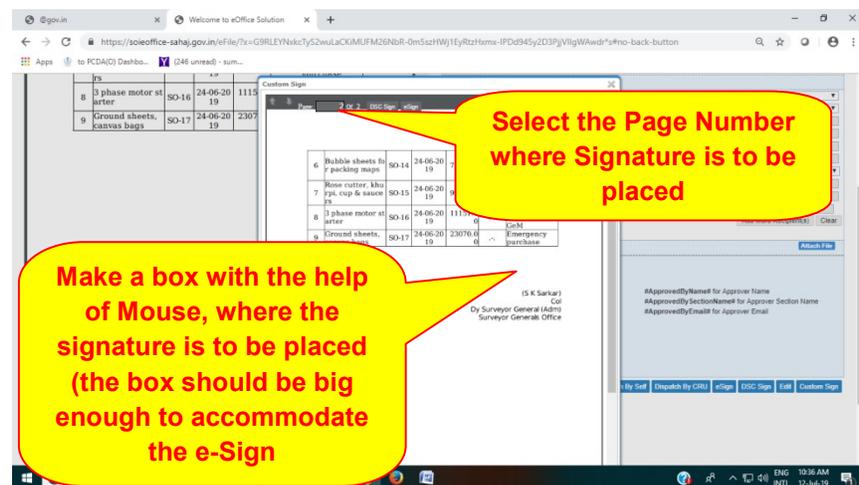
1. All Correspondences including proposal for Approval / Sanction, Reports & Returns will be forwarded on the **main e-File and not on the Part File** as the same will be returned immediately after it has been perused.
2. Dealing Hand should follow **Step 1 to Step 5** of the SoP on E-Office forwarded vide **SGO Office Order No T-179/644-eOffice/ Coll. 7 dated 29 May 2019** and create "Receipt" of the Correspondence in response to which the Report / Return is being forwarded.
3. **To Create / Open the existing e-File:** Please go to 'Inbox' and 'Click' on the File Number from which the Correspondences including proposal for Approval / Sanction, Reports & Returns is to be forwarded. Incase the e-File has not been created till date, then please follow **Step 6** of the SoP to create a new e-File.
4. Please follow **Step 7 & Step 8** of the SoP dated 29 May 2019 to take on the case on the e-File and then initiate the Note Sheet (including hyper linking, if any).
5. Please follow **Step 11** of the SoP dated 29 May 2019 to "Create Draft", wherein the Letter Head (in .png format), contents of the Covering Letter (with signature column) followed by report / return should be pasted.
6. Please follow **Step 9** of the SoP to forward the e-File to the Next Higher Officer.
7. **Actions to be taken by the Draft Approving Authority (Seniormost Officer):** Please follow **Step 10** of the SoP to Open & further see the Contents of the File (Receipt & Note Sheet).
8. Please follow **Step 12** of the SoP to view the 'Draft'. Amend the draft, if necessary, Click on 'Save' & then 'Approve' the Draft.



9. To validate / Sign, please follow the Steps as mentioned below



A new Window will open up.



A new Window will open up

Windows taskbar: Type here to search, 10:37 AM, 12-Jul-19

Browser: @gov.in, Welcome to eOffice Solution, https://soeoffice-sahaj.gov.in/...

Phase motor starter	SO-16	24-06-2019	11151.0	Not available on GeM
Ground sheets, canvas bags	SO-17	24-06-2019	23076	

Confirmation dialog box:

Consent for Authentication
National Informatics Centre

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar Number, Biometric and/or One Time Pin (OTP) for Aadhaar based authentication for the purpose of availing of the e-Procurement Category from National Informatics Centre. I understand that the Biometric and/or OTP provide for authentication and will be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-TIC through Aadhaar e-TIC service and for the issuance of Digital Signature Certificate (DSC) for the specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be specified in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC -

I Agree

Buttons: Dispatch By Self, Dispatch By CTR, eSign, DSC Sign, Edit, Custom Sign

Yellow callout: **Check the Box & Click on "I Agree"**

Browser: @gov.in, C-DAC's eSign Service, https://esignservice1.cdac.in/esignservice2.1/OTP

Ministry of Electronics and Information Technology, Government of India

Digital India, Power To Empower

सी डैक CDAC

You are currently using C-DAC eSign Service and have

Aadhaar Based e-Authentication

512637438252

Enter Your Aadhaar OTP

Not Received OTP? [Resend OTP](#)

Yellow callout: **Fill up Aadhaar Card Number**

Yellow callout: **Click on "Get OTP"**

Browser: @gov.in, C-DAC's eSign Service, https://esignservice1.cdac.in/esignservice2.1/OTP

Ministry of Electronics and Information Technology, Government of India

Digital India, Power To Empower

सी डैक CDAC

You are currently using C-DAC eSign Service and have been redirected from

Aadhaar Based e-Authentication

512637438252

I have read and provide my [consent](#)

Not Received OTP? [Resend OTP](#)

Yellow callout: **Enter "OTP" & Check the Box below**

Yellow callout: **Click on "Submit"**

Computer No: 27 File No: S-932011/2019-150-500
 Draft No.: 04/548 - v.1.1 Draft Status: Signed

Sl. No.	Description	SO No.	SO Date	Amount	Remarks
6	Packing masga	SO-14	19	7155.00	CaM
7	Rose cutter, kha rpi, cup & saucer	SO-15	24-06-2019	9990.00	Emergency purchase
8	3 phase motor at rter	SO-16	24-06-2019	11151.00	Not available on CaM
9	Ground sheets, canvas bags	SO-17	24-06-2019	23070.00	Emergency purchase

Signature Not Verified
 Digitally signed by COL SUKUM KUMAR SARKAR
 Date: 2019.07.12 10:48:48 IST

Dy Surveyor General (Adm)
 Surveyor General's Office

Subject: Purchase of office stylistic items
 Total: 1000 | 1000 characters left.

Ministry: [Choose One] Prefix: [Choose One]
 Department: [Choose One] Language: English
 Name: [Choose One] Email: [Choose One]
 Organization: [Choose One]

Click on "File Number" to go back to the Note Sheet

e-Sign will be placed at the desired place

Computer No: 27 File No: S-932011/2019-150-500
 Subject: Purchase of office sty/mic items

Remarks: The report / return in respect of SGO is forwarded herewith for your perusal and compilation please!

13192019/STORE

Dee Ess ASSOCIATES
 DEALS IN:
 ELECTRICAL, ELECTRONICS, FURNITURE & TRAINING ITEMS, COMPUTER & OFFICE STATIONERY,
 PHONE & SANITATION ITEMS, CLOTHING ITEMS & GENERAL ORDER SUPPLIES.
 654-Rajendra Nagar, Street No. 4, Kailashpur Road, Dehradun - 248 003 (U.P.)

After endorsing Remarks on the Note Sheet, Click on 'Send'

Computer No: 27 File No: S-932011/2019-150-500
 Subject: Purchase of office sty/mic items

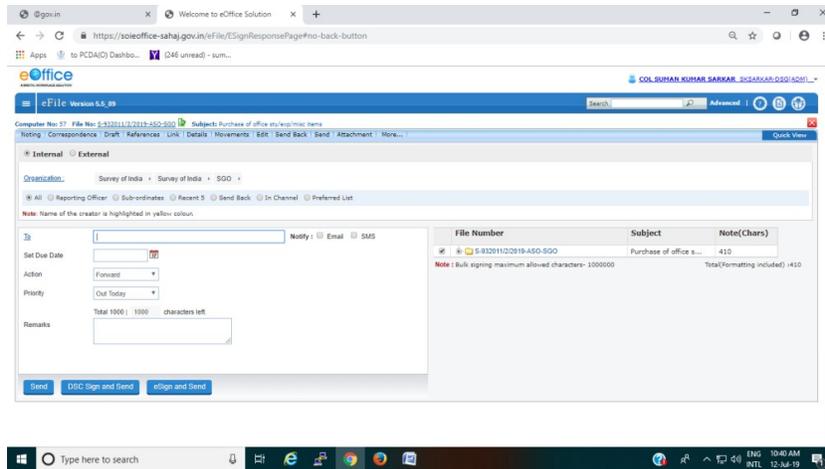
Organization: Survey of India

File Number: S-932011/2019-150-500
 Subject: Purchase of office s...
 Note: Bulk signing maximum allowed characters: 1000000 Total(Formatting included): 410

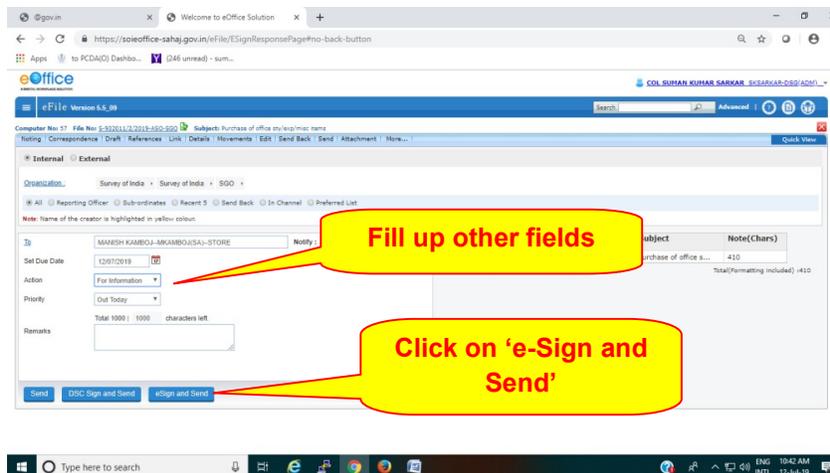
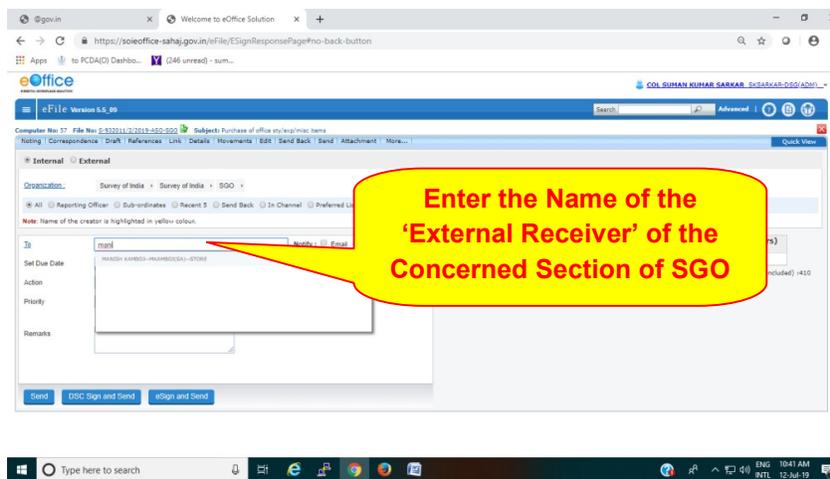
Buttons: Send, OSC Sign and Send, eSign and Send

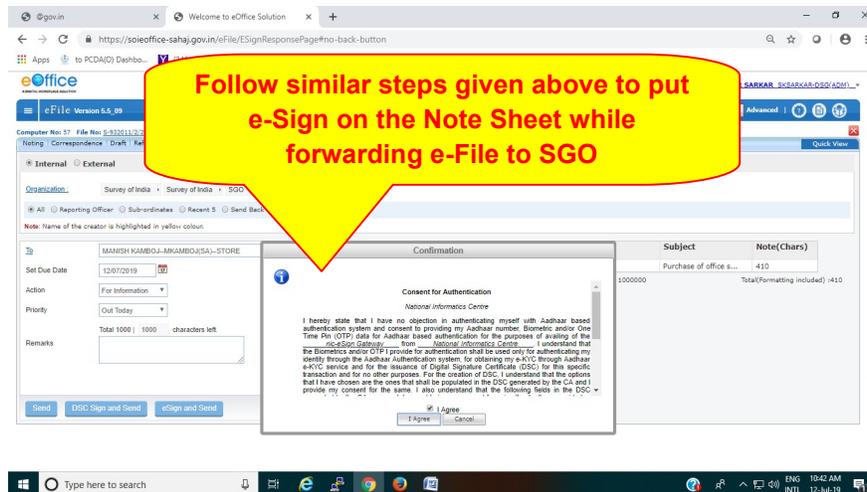
Select 'Survey of India' on the 1st Box

Click & Select 'SGO' in the Next Box

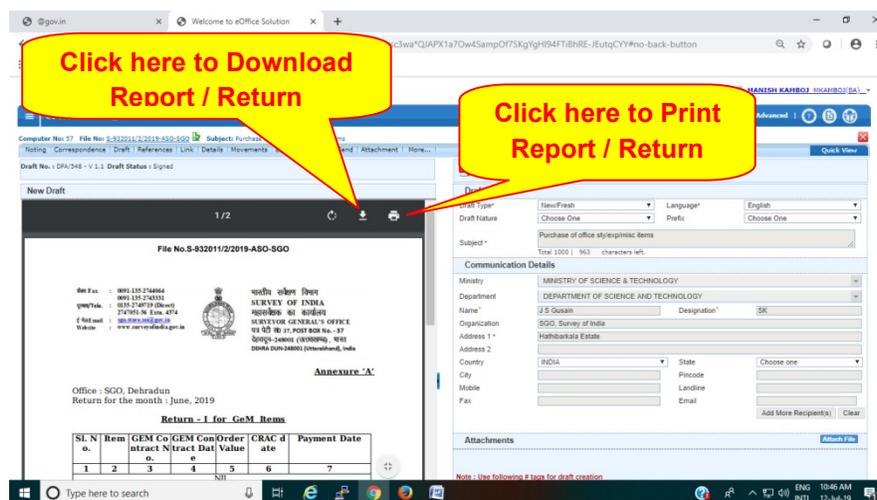


10. The details of **External Receiver** of various Sections of Surveyor Generals Office have been intimated vide **SGO Office Order No T-179/644-eOffice/ Coll. 7 dated 29 May 2019**. The Note Sheet should also be e-Signed by the Approving Authority before forwarding the e-File to Higher HQ following the above steps as explained below.





11. **Actions to be taken at SGO by the External Receiver of Section:**
Please forward the e-File to the concerned Dealing Hand.
12. Dealing Hand should follow **Step 10** of the SoP to Open & further see the Contents of the e-File (Receipt & Note Sheet).
13. Please follow **Step 12** of the SoP to view the 'Draft'.
14. The Copy of Report / Return forwarded by the Zone / GDC/ Office will open. Copy of the same can be downloaded / taken a print by following the steps below.



15. Please create a **“Receipt”** of the downloaded Correspondence, Report or Return and put it in the corresponding e-File of SGO. Then please forward the e-File back to the **External Sender** of your Section.
5. The External Sender should forward the e-File back to the **External Receiver** of the concerned Zone / GDC / Office.