## Annexure- 'l'

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. <u>To Create / Open the existing e-File</u>: 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.

 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.

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



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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.

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## 11. <u>Actions to be taken at SGO by the External Receiver of Section</u>: 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.

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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.