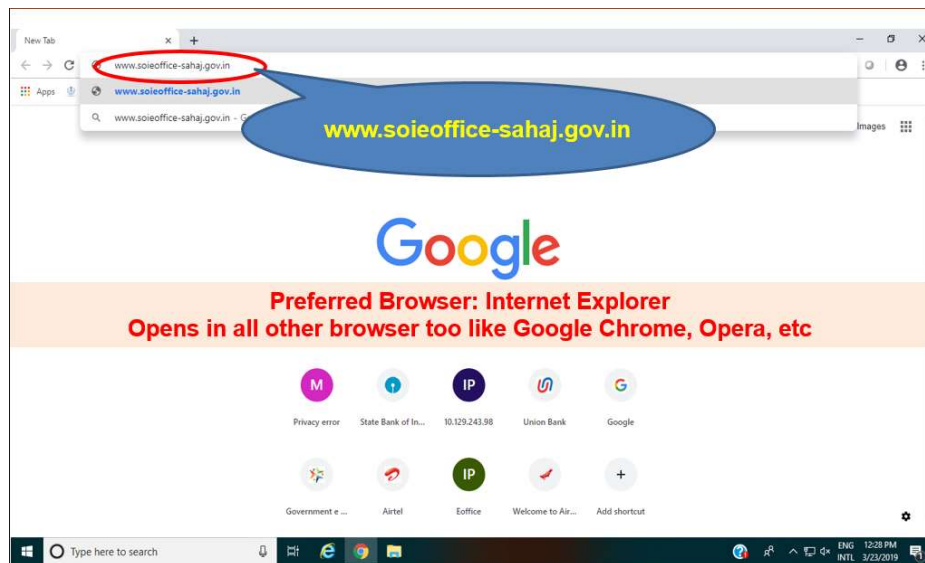


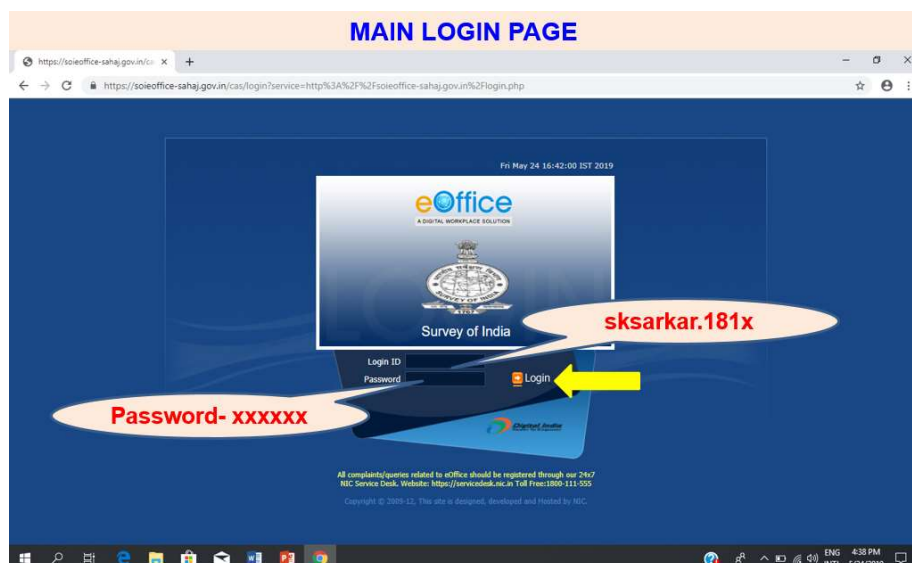
Step 1: Open any browser → 'Type' www.soieoffice-sahaj.gov.in and press 'Enter' to open the **Login Page**.

As per the E-Office Implementation Team, Internet Explorer Ver 10 & below is recommended. However, the e-Office functions smoothly in other browsers like 'Google Chrome' or 'Mozilla Firefox'.

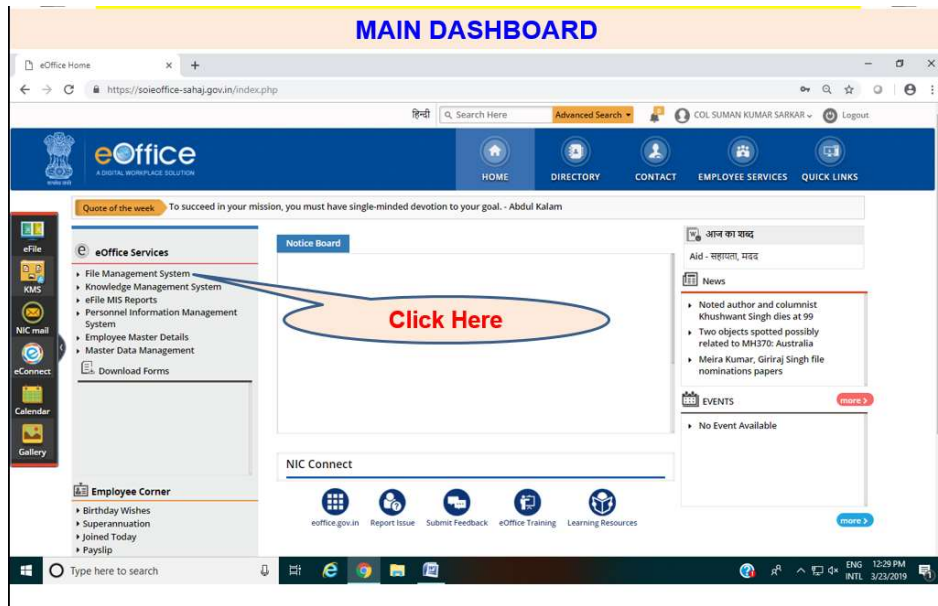
It should be noted that the DSC (Digital Signature Certificate) registration and subsequent signing can only be done when the Sol e-Office has been opened on Internet Explorer Ver 10 & below.



Step 2: Please enter the 'Username' (portion upto the @ sign) and then enter the 'Password' → Click on 'Login' to open the 'Main Dashboard'.

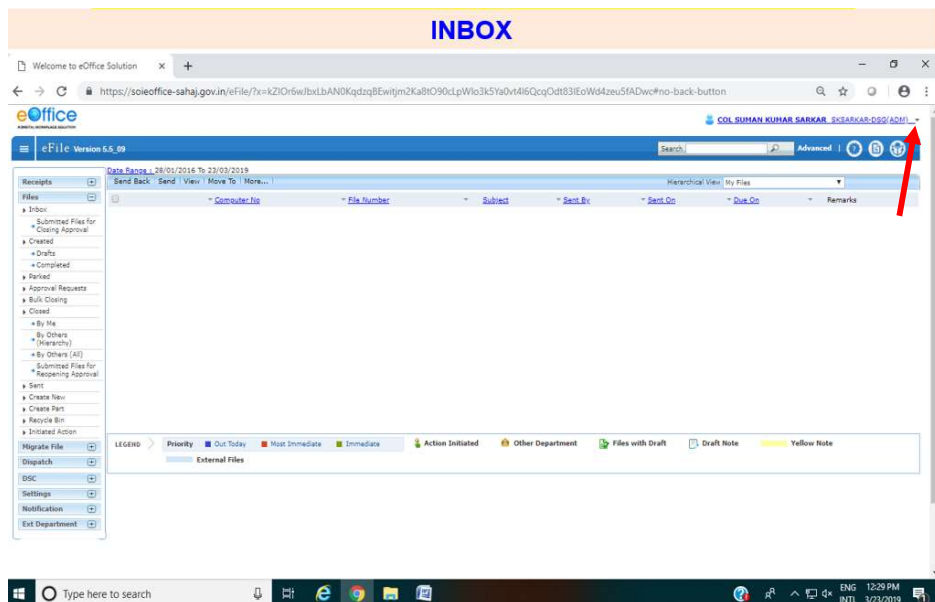


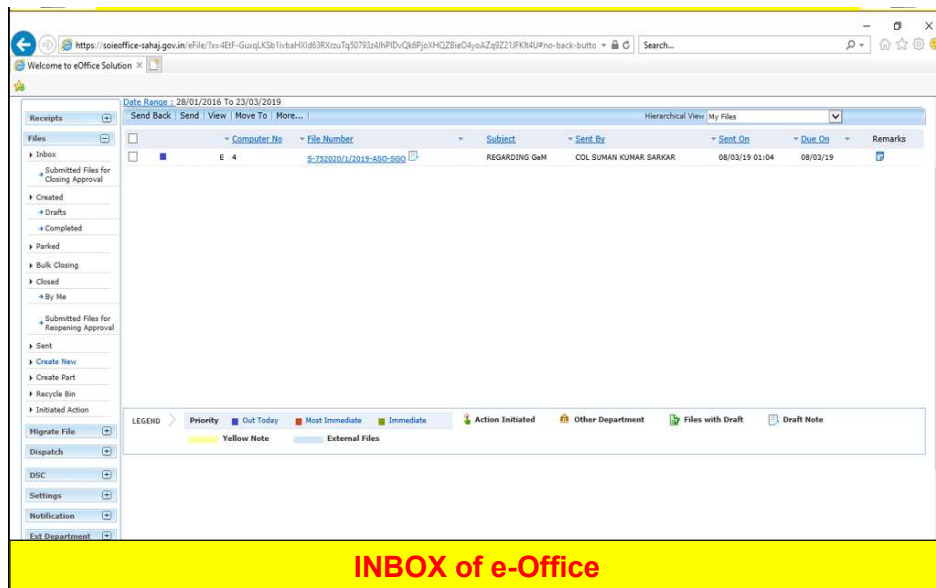
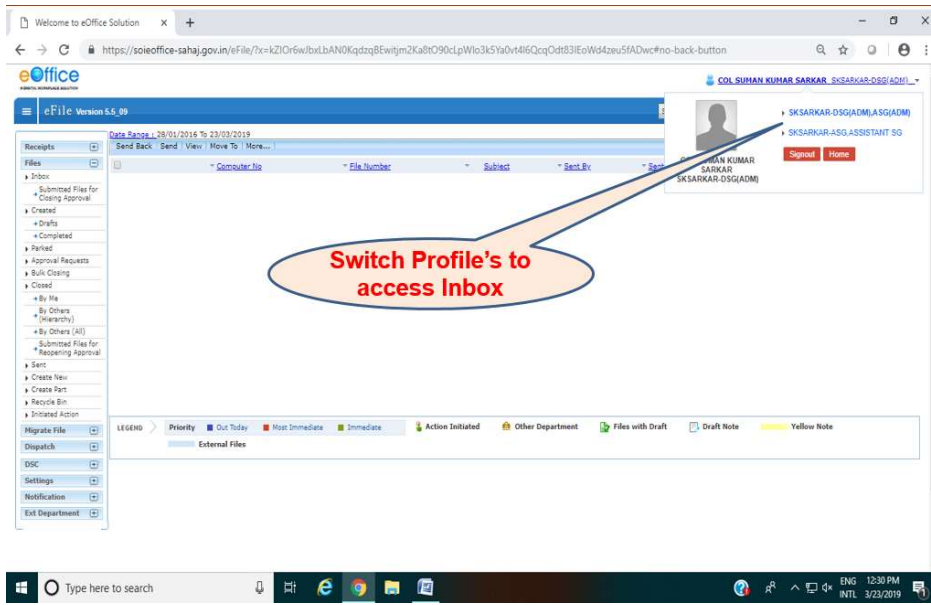
Step 3: Please 'Click' on "File Management System" to enter into the 'Inbox' of User.



Note: There can be instances, wherein an Officer is holding more than one appointment in an Office. In that scenario, on receipt of the requisite information, more than one role will be assigned to the Officer. The files pertaining to a specific appointment / post will be sent by concerned Section / Dealing Hand in that particular Inbox only.

Step 4: To switch over the roles, please 'click' on the (▼) and select the appointment / role and it will be directing into the concerned 'Inbox'




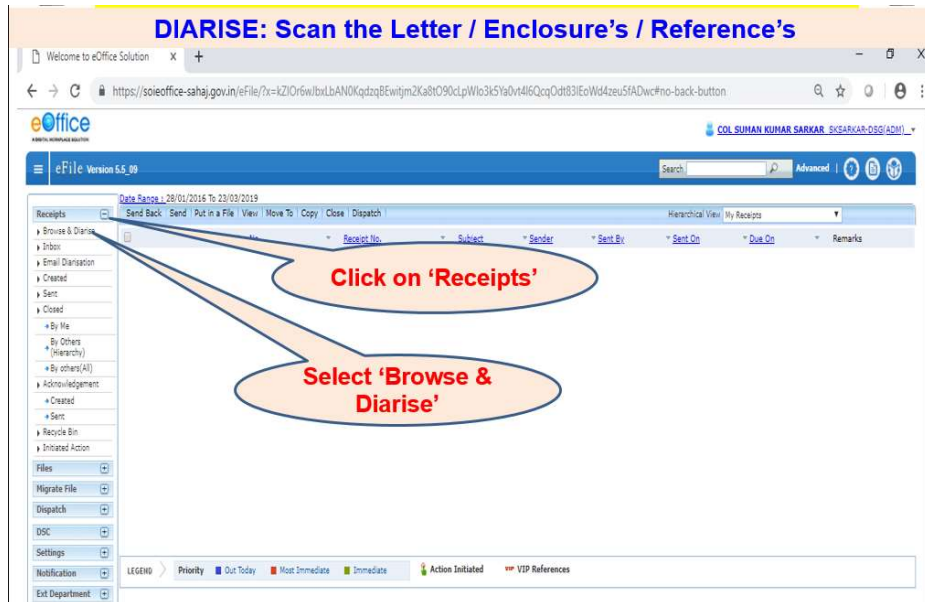


Step 5: The first step on e-Office is to create 'Receipt' / Diarise the correspondence. It is recommended that the same should be done by the concerned dealing hand only as a number of fields are required to be filled in which would help in searching the same in future using key words.

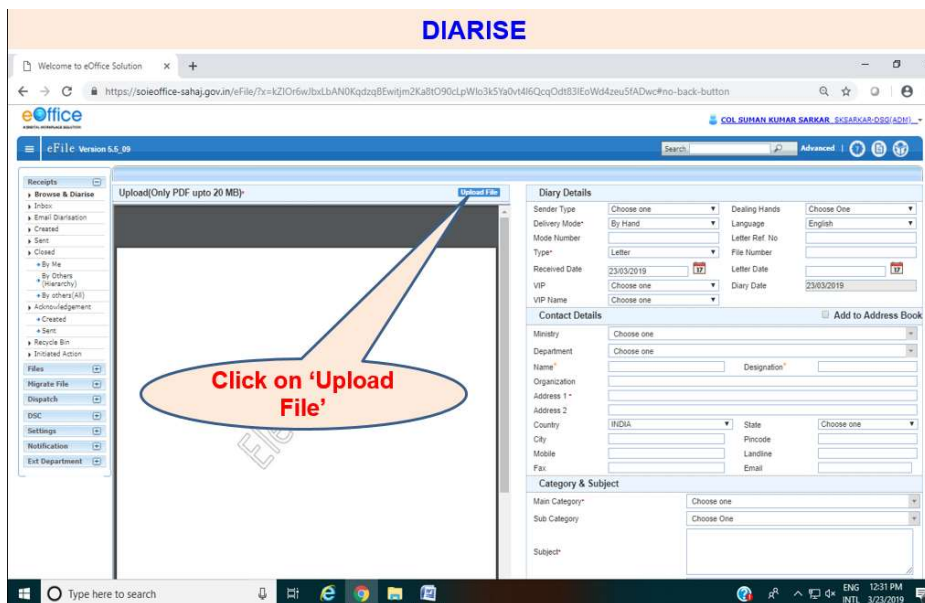
Note: The process of receiving of correspondence by the CRI Section / putting Diary Number / putting up all correspondence to Officer on Dak folder / After perusal of Officer, sending the correspondence to the Concerned Section / Handing over the correspondence to the concerned Dealing Hand should continue (as the mode of receiving correspondence in Offices are by number of means).

The e-Office process starts from the Dealing Hand. **The correspondence, its enclosure's, references and any other supporting documents which will be required to be put up should be scanned to create ONE pdf** (as only one receipt can be put in one case on e-Office).

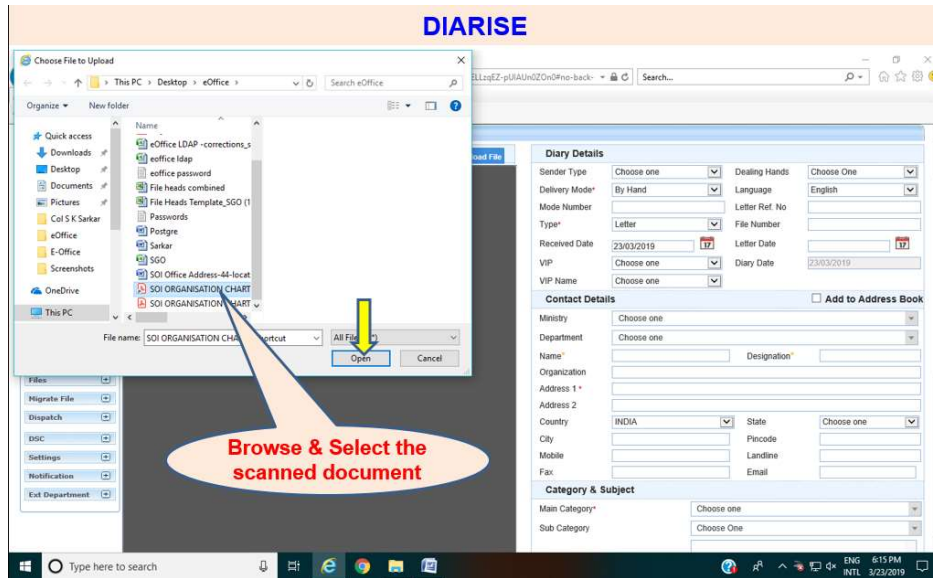
To start, please 'Click' on "Receipts" and 'Select'  "Browse & Diarise"



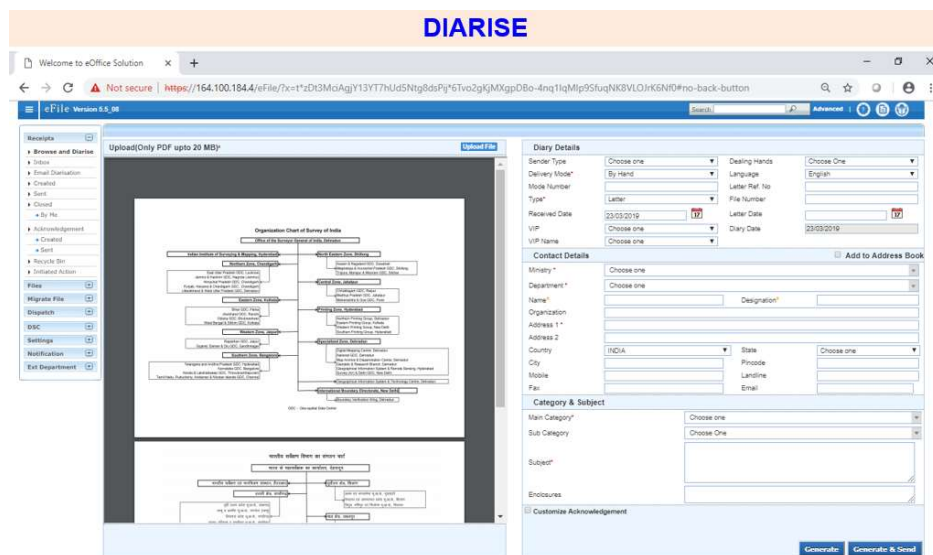
The new window will open up as under. Please 'Click' on "Upload File" to further 'Browse' and 'Search' the scanned document / correspondence.



'Double Click' on the 'Scanned Document' or 'Select' the 'Scanned Document' (pdf only) and then 'Click' on "Open".



The scanned document appears on the '**Left Window**'. Please fill requisite details about the correspondence on the '**Right Window**'. The details with Red Asterix (*) are mandatory to be filled. It is recommended to fill most of the details as these key words would help in searching the document in future. Most of the details have been provided in the drop down Menu for selection.

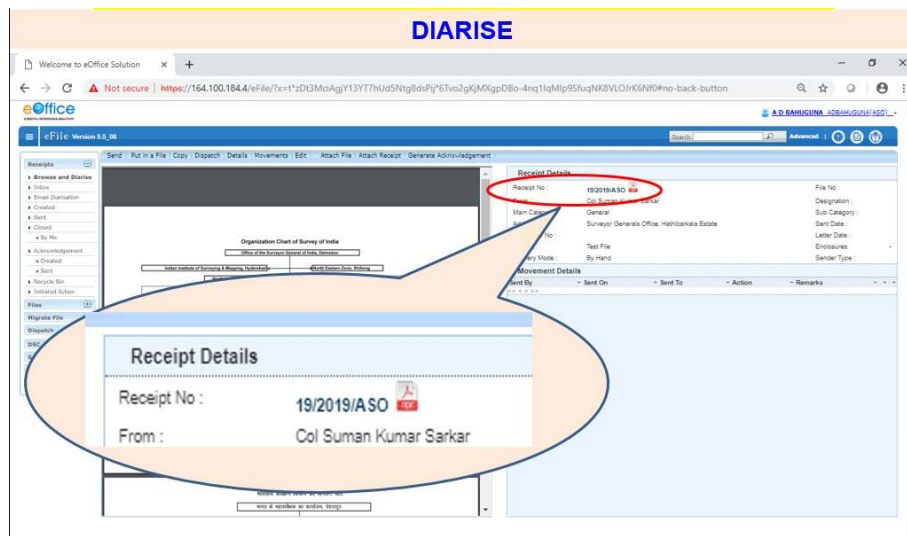


Few Guidelines for filling details in 'Right Window':

- a) **Mode Number**- Please fill 'Diary Number' given by CRI Section.
- b) **Received Date**- Please fill Date of Diary by CRI Section.
- c) **Letter Date**- Date on which the correspondence / Covering Letter was signed by Officer of Dispatching Office.
- d) Click on '**Ministry**' and type '**Sc**' the option to Select 'Ministry of Science & Technology' would appear for Selection.

- e) Click on **'Department'** then, the option of 'Department of Science & Technology' will automatically pop up for Selection.
- f) **Name-** The Name of the Dealing Hand creating Receipt.
- g) **Designation-** Designation of Dealing Hand.
- h) **Subject-** The subject of the Correspondence.

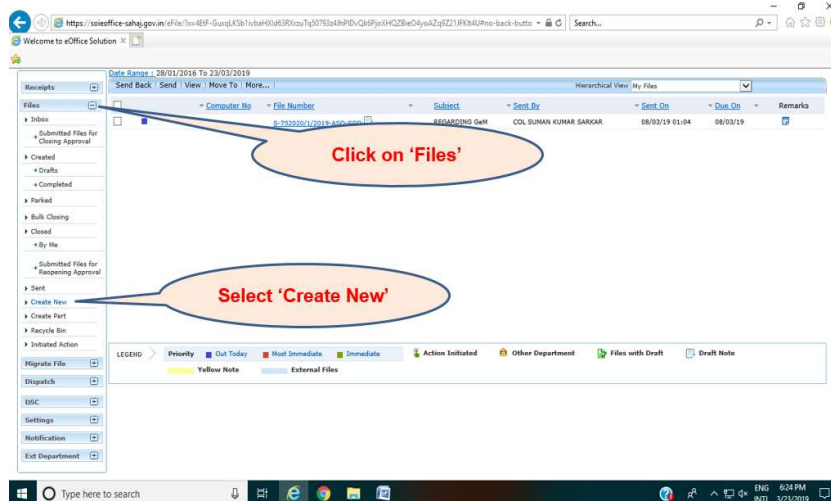
Please **'Click'** on **"Generate"** to create **'Receipt Number' / 'Diary Number'** on e-Office. This Receipt Number is system generated and is Unique for each case. The Dealing Hand can create multiple 'Receipts' at one go if he/she has to put up more than one correspondences on e-Office.

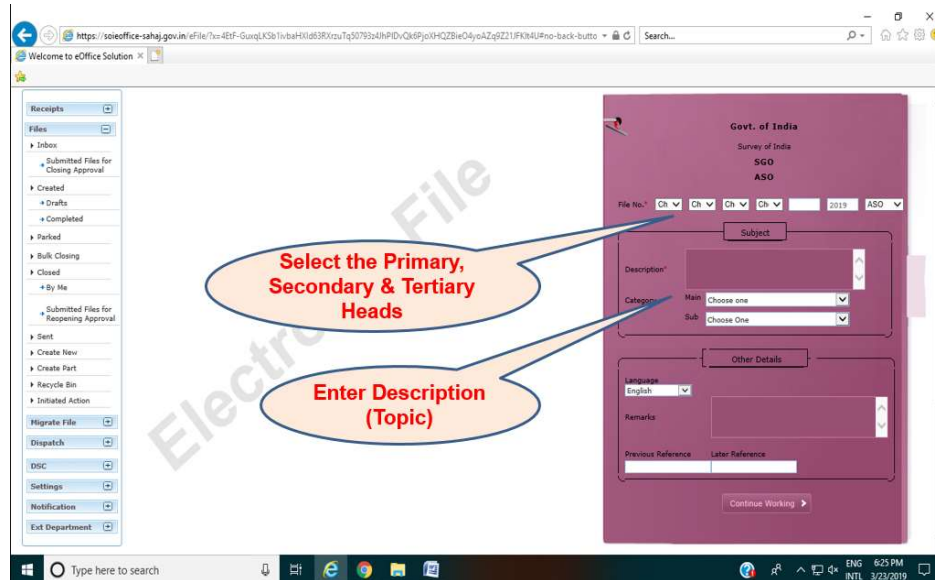


Step 6: Putting up of Correspondence on 'File' and further initiating the 'Note Sheet'.

Please **'Click'** on **"Files"** and **'Select' "Create New"**. It should be noted here that each 'File' will be opened for the first time on e-Office and hence, the option of 'Create New' will be selected.


Subsequently, for the 'Receipt' created, option of **"Put in a File"** should be exercised, for which the steps will be explained later.





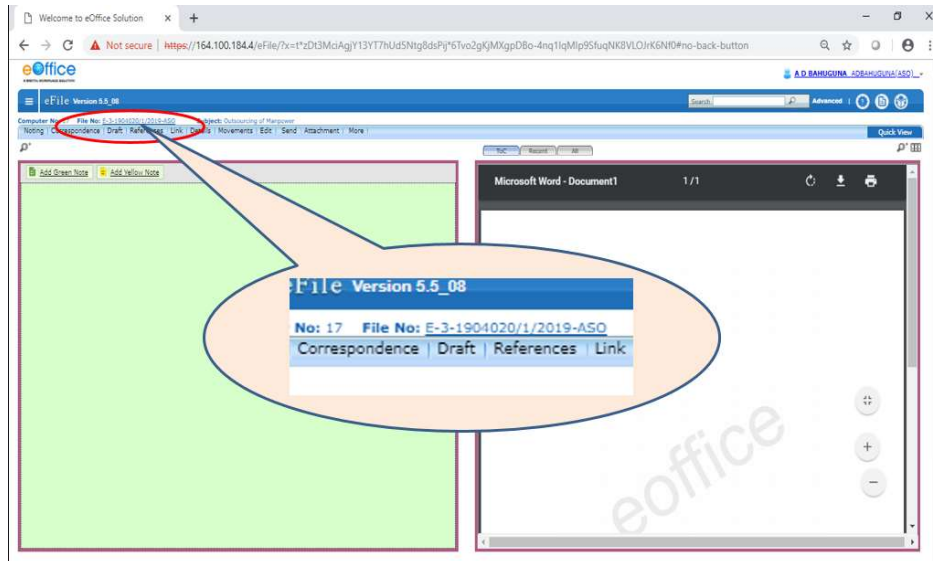
Few Guidelines for filling details in 'File Cover':

- Please Select the name of your Zone / GDC / Group / Centre from the 1st drop down Menu in **"File No."**.
- Please Select subsequent Primary, Secondary or Tertiary Head from the drop down menu.
- The drop down menu will have the relevant File Head only if the information was provided while forwarding the "File Head Template". Incase, the head of any file is missing and is required to added, then the same should be forwarded to the Support Team at SGO by Email immediately (Email- eoffice.soi@gov.in)
- Please enter the name of File in the **"Description"** as it is featuring in Physical File.
- 'Category' and 'Remarks' are optional and can be filled in if required.

Please 'Click' on **"Continue Working"**  then 'Click' on **"OK"** to open the File. It should be noted that the File Number is also System Generated which contain information's of all the Primary, Secondary as well as Tertiary Head (if any).

The File Number will feature '1' depicting the first File of that particular Head. The subsequent Files if added, would automatically take the next Serial Number.

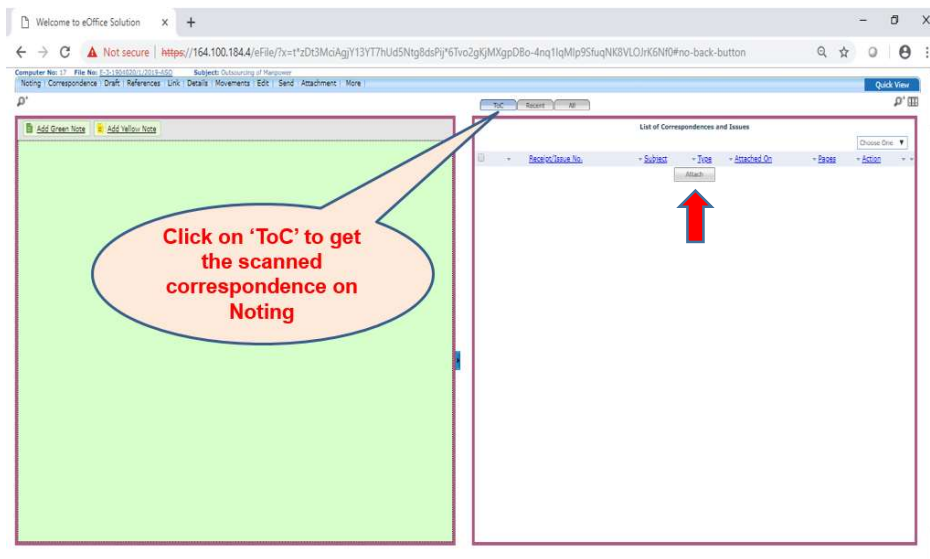
The e-File opened will have the Green Note Sheet on the left and the window to upload the case / correspondence on the Right.



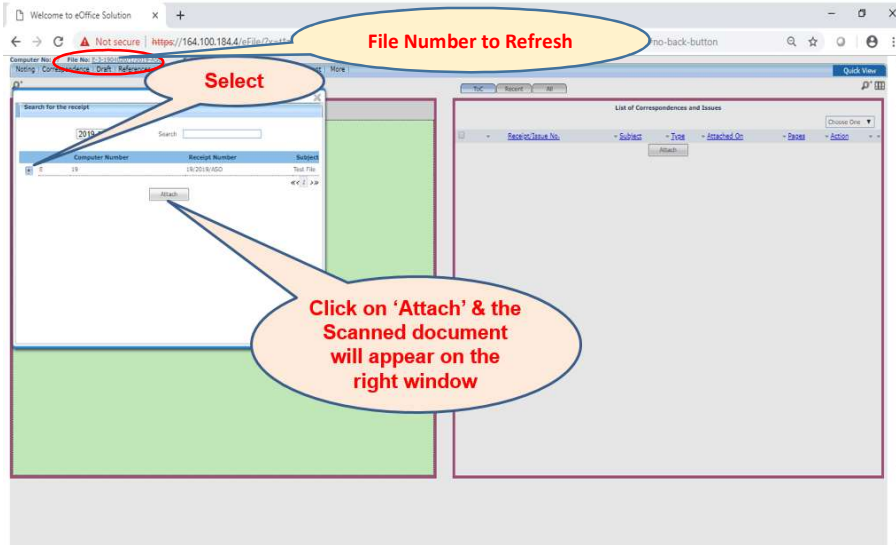
Step 7: Putting the Receipt on the created / opened 'File'.

Please 'Click' on "ToC" and then 'Click' on "Attach" → A New window will pop up which will have all the 'Receipts' which have been created by the Dealing Hand and which have not been put on file yet.

It should be noted that as soon as any 'Receipt' has been added or has been put up on e-File, the same is automatically removed from the list. Further, only those 'Receipts' will be visible in the pop up window, which the concerned dealing hand has created.

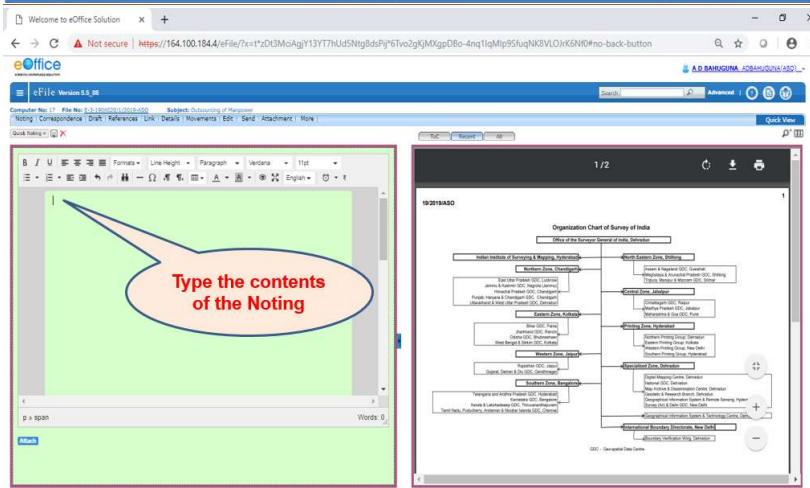
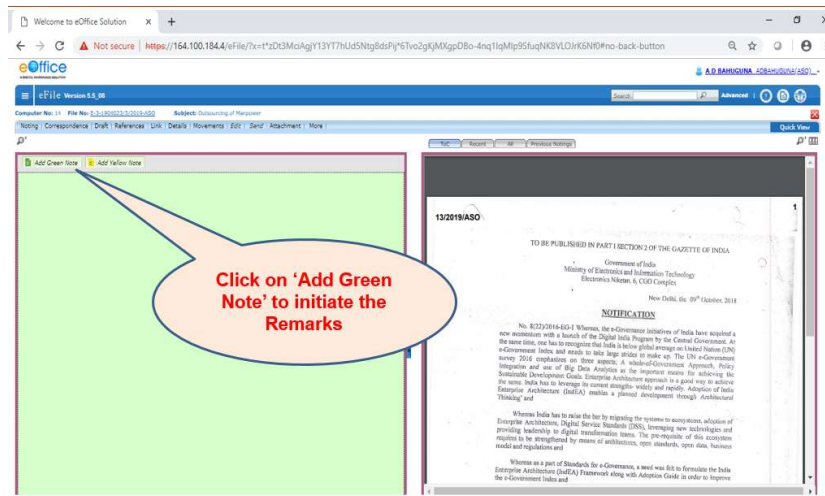





Please 'Select' the requisite 'Receipt' and then 'Click' on "Attach" → The entire Correspondence should come on the Right Window. In case the same doesn't happen, please 'Click' on the "File Number" to refresh the page, the correspondence will appear on the Right Window.

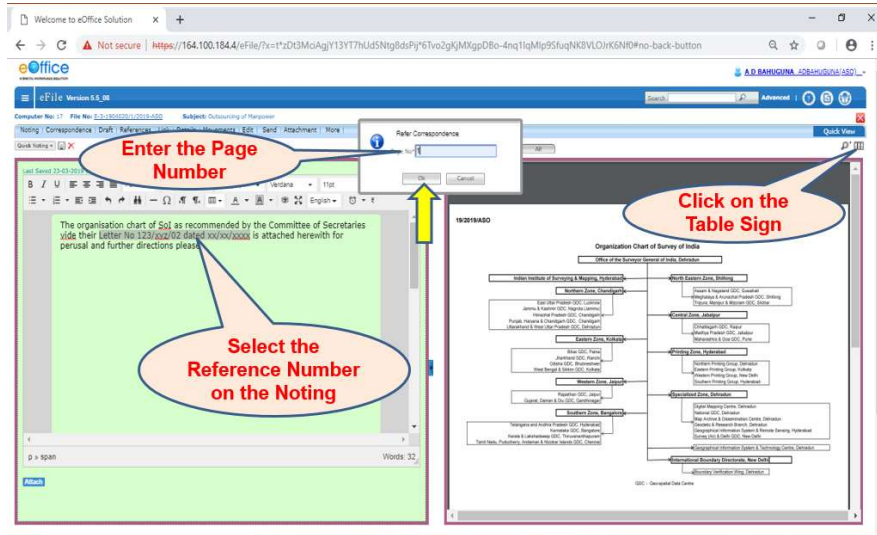


Step 8: To Initiate the Note Sheet and Hyper linking / Flagging of Reference's.

To initiate the Note Sheet, please 'Click' on "Add Green Note", and then type the Content.




To Hyperlink / Flag any particular page of pdf (Correspondence) with the content of Note Sheet, Please **'Select'** the typed content from Note Sheet  **'Click'** on the **"Reference"** box on the Right  Enter the **Page Number** with which the Hyperlinking / Flagging has to be done  **'Click'** on **"OK"**.

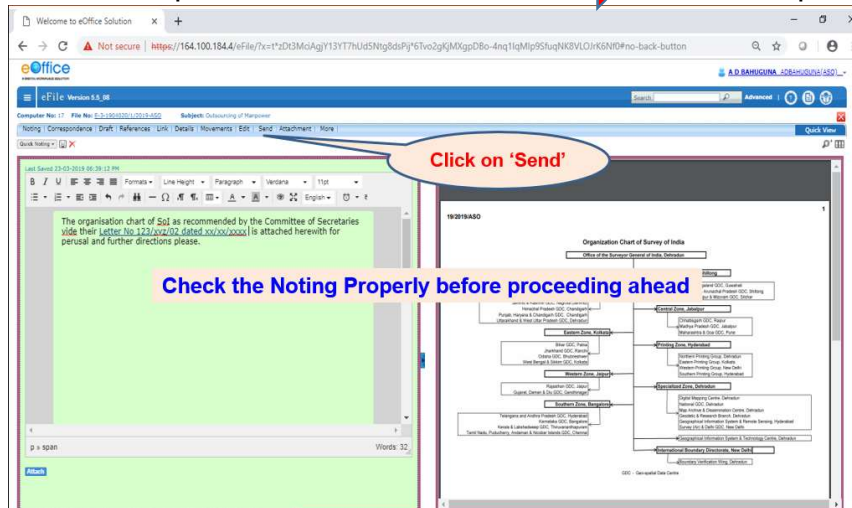


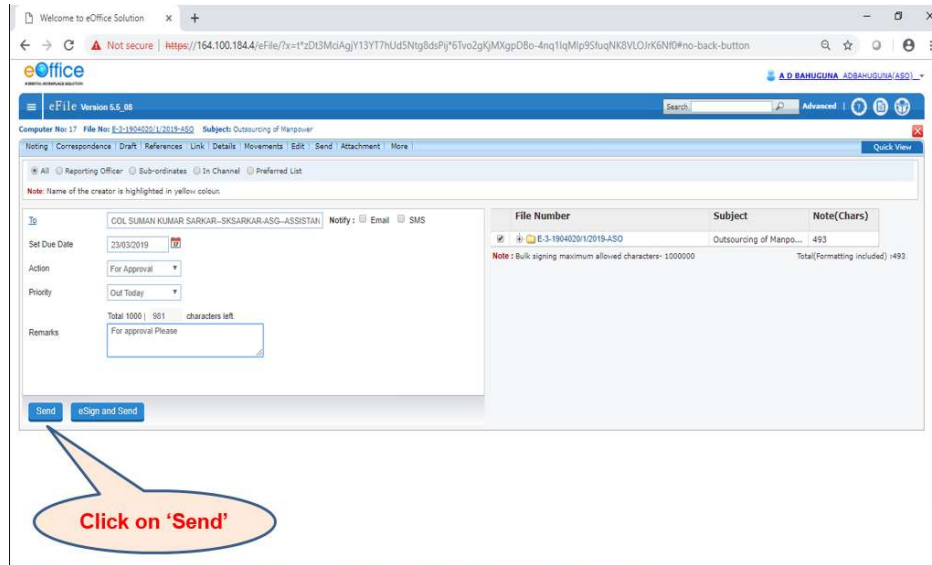
This is to be noted that the 'Page Number' of the Receipt is as per the latest Receipt / Correspondence added in File. Hence, while Hyperlinking / Flagging in subsequent Receipts / Correspondences please **'Click'** on **"All"** first and then put the Page Number.

Step 9: To forward File to the next Officer in chain of Command

The Note Sheet should be self-explanatory and complete in nature. It is recommended that the Contents of Note Sheet be checked thoroughly before forwarding the File ahead as the contents of Note Sheet cannot be changed as soon as the Officer, whom the File has been sent opens the File.

To forward the File, please **'Click'** on **"Send"**  Please fill up the details.

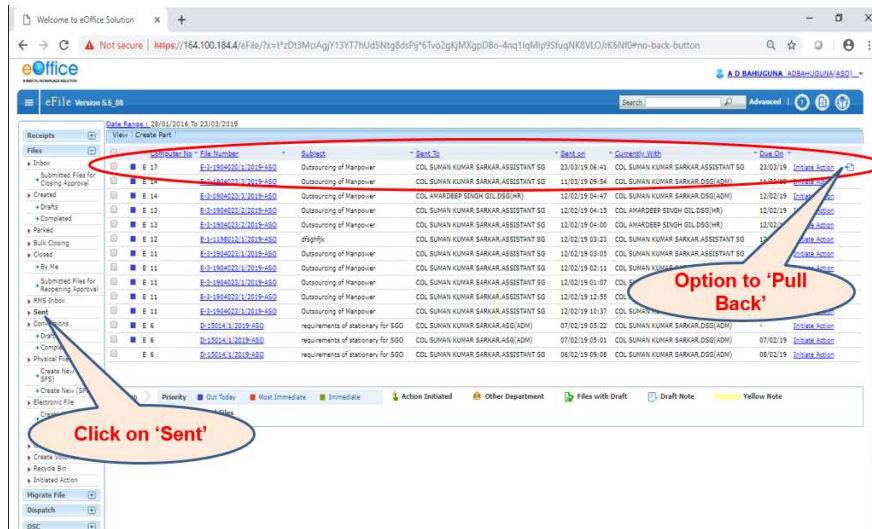




Few Guidelines for filling details while forwarding File ahead:

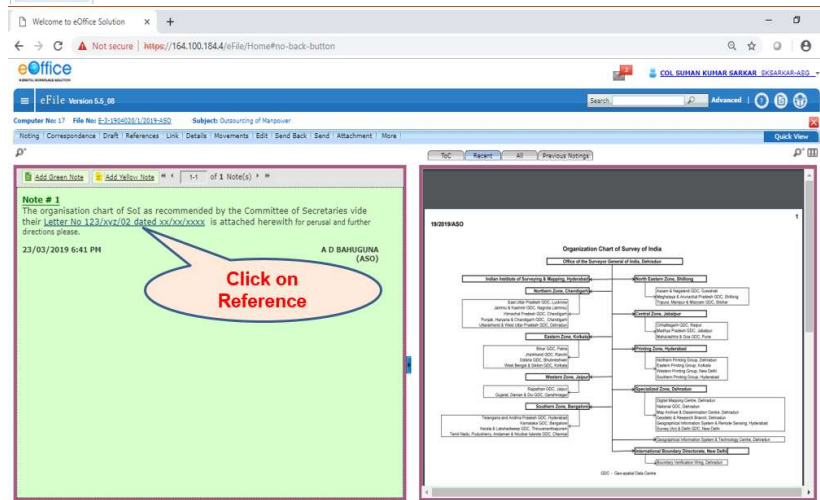
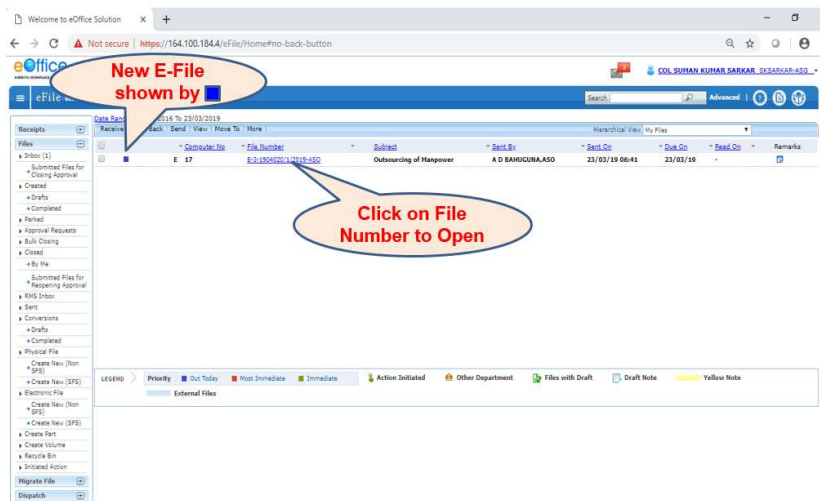
- a) Please type first few alphabets of the name / surname of the next Officer whom the File is being forwarded, the name and designation of Officer will appear in drop down menu.
- b) **“Set due Date”** : Please select the date (of the day) after clicking on the ‘Calendar’ sign. The date would be in Red Colour.
- c) **“Action”** can be selected from the drop down Menu as per the nature/content of the file.
- d) **“Priority”** can be selected from the drop down Menu as per the requirement. Basically any file which needs urgent / immediate attention of the superior Officer should have **“Immediate”** or **“Most Immediate”** in **“Priority”** box.
- e) **“Remarks”** is not mandatory, but the same should be filled with the actions being sought from the next senior Officer.
- f) The **“eSign and Send”** facility (Aadhar based authentication / signature) is still not activated in Sol e-Office. It is recommended that the files should be simply sent ahead when the files are being processed within the Office.
- g) To activate the **“DSC sign and Send”** facility, the Digital Signature Certificate of the User is required to be registered first.
- h) The **“eSign and Send”** or **“DSC sign and Send”** should only be used while the File is being forwarded to the next higher Office for which the steps to be followed are being explained later.

The files which have been forwarded ahead can be seen from the **“Sent”** tab. There is an option to **“Pull Back”** a File till the time, the same has not been opened by the Next Senior Officer. The Note Sheet of such Files which has been pulled back can be amended. To pull back any sent File, please ‘Click’ on the sign as shown in next screenshot.



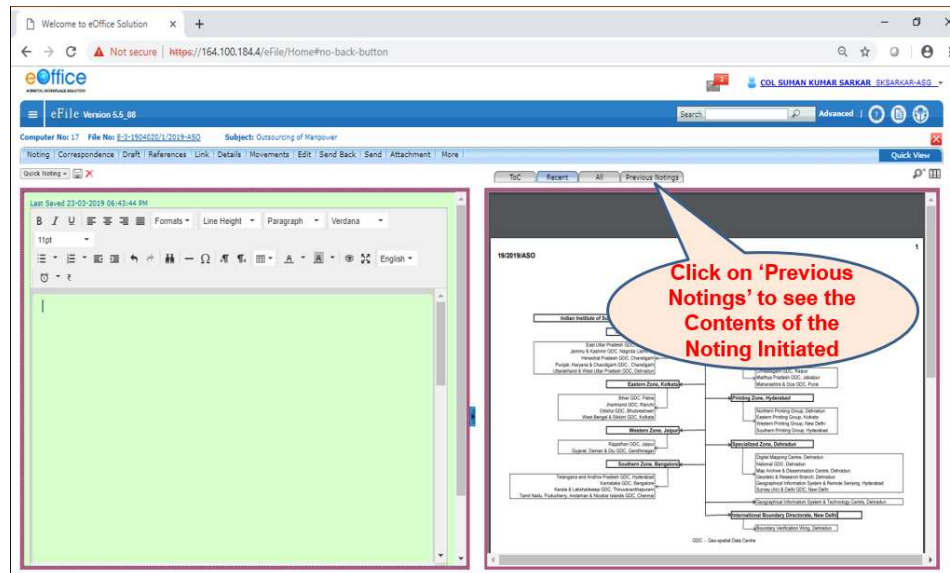
Step 10: Actions to be taken by next senior Officer.

Please follow **Step 1 to Step 4** as above, to reach the Inbox. Then please 'Click' on the 'File Number' to view the contents of the File.

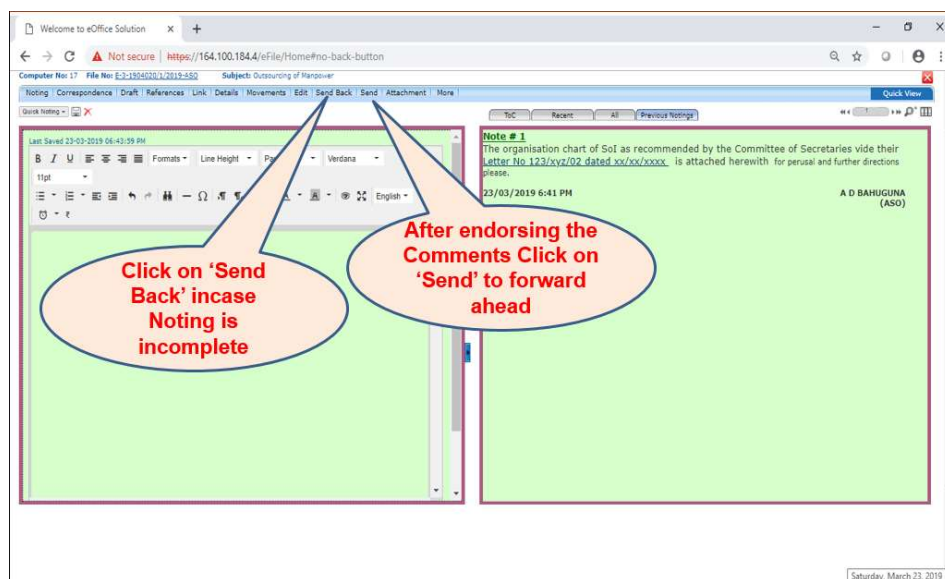


To refer to the hyperlinked / flagged page, please 'Click' on the underlined portion. The flagged / hyperlinked page of pdf will open in a new window. Please close the window once done.

Please follow **Step 8 & Step 9** to endorse the recommendations / approval on the Note Sheet and further sending the File ahead / back. Incase, the previous contents of the Note Sheet is required to be referred to, then please 'Click' on "**Previous Notings**".

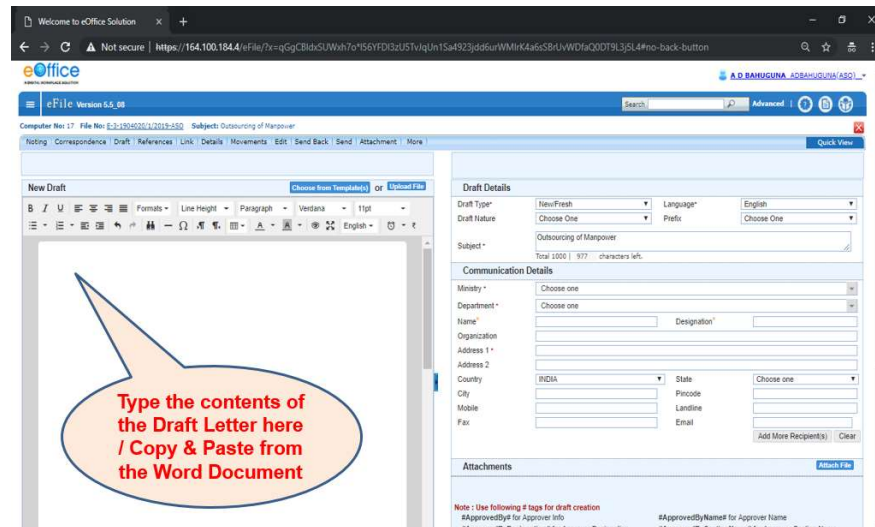
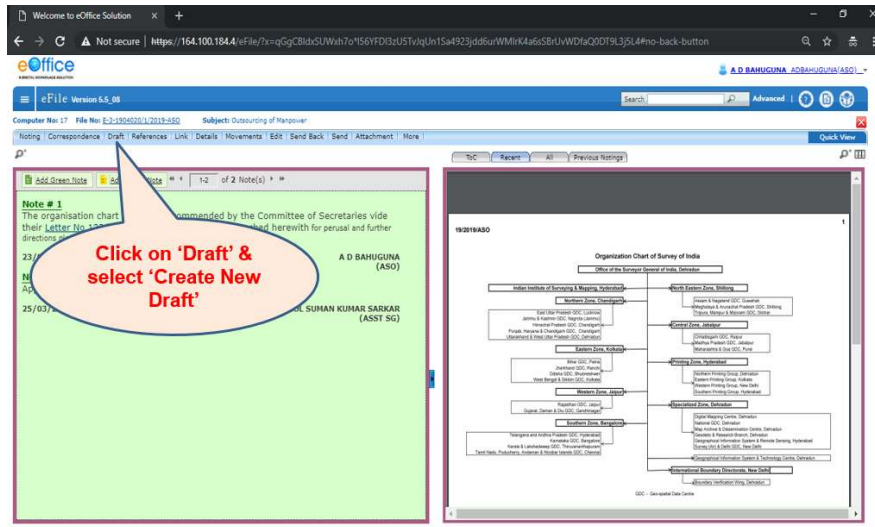


If the contents of Note Sheet are incomplete, or there is a requirement to refer to any more documents, which are not part of the Correspondence, the file can be sent back to the dealing hand by 'Clicking' on "**Send Back**".



Step 11: Actions to be taken to put up 'Draft' after approval on Note Sheet / or along with the Note Sheet at the initial stage only.

The draft can be attached initially while putting up of the Note Sheet for approval to the Officer in chain of Command. On completion of **Step 8**, please 'Click' on "**Draft**" and 'Select' "**Create New Draft**".



The draft letter can be **copied & pasted** from the file where it has been prepared / the entire content can be '**typed**'. Even the '**Letter Head**' in **.png format** can be copied & pasted on the Draft.

Please fill in the mandatory details on the Right Window once the draft is ready and then 'Click' on "**Save**". With this the first version (**Ver 1.0**) gets attached with the file. The Dealing Hand should fill in his name and Designation during preparation of Draft on the Right Window. Rest all other steps (**Step No 9**) remains the same to forward the File ahead. A green Color Sign with the File Name indicates that a Draft is attached.

Welcome to eOffice Solution

Not secure | https://164.100.184.4/efile/xx-qGgCbldSUWh7oY56YFD3zU5TvlqUn1Sa4923jdd6urWMirK4a6sSBdUWdFaQ0D79L3JL4#no-back-button

New Draft 1/3

LIST OF SOI OFFICES WITH STATUS OF FORWARDING OF EOFFICE TEMPLATES

Sl. No.	Name of Office	EMD Template	File Templates	Uploaded	Remarks
Delimitation					
1.	The Surveyor General of India (The Surveyor General of India (SGO))	Yes	Yes	EMD MEM	
2.	The Additional Surveyor General, Specialized Zone, Survey of India	Yes	Yes	EMD MEM	
3.	The Director, National Geo Spatial Data Centre (NGSDC)	Yes	Yes	EMD MEM	
4.	The Director, Map Archive & Dissemination Centre (MA & DC)	Yes	Yes	EMD MEM	
5.	The Director, Northern Printing Group	Yes	Yes	EMD MEM	
6.	The Additional Surveyor General, Printing Zone, Survey of India	No	No	EMD MEM	
7.	The Director, Unmanned & West Uttar Pradesh GDC	Yes	Yes	EMD MEM	
8.	The Director, Geomatics & Research Branch (G & RB)	No	No	EMD MEM	
9.	The Director, Digital Mapping Centre (DMC)	Yes	Yes	EMD MEM	
Chandigarh					
10.	The Additional Surveyor General, Northern Zone, Survey of India	Yes	Yes	EMD MEM	
11.	The Director, People Services & Chandigarh GDC	Yes	Yes	EMD MEM	
12.	The Director, Himachal Pradesh GDC	Yes	Yes	EMD MEM	
Bhilai					
13.	The Additional Surveyor General, Eastern Zone, Survey of India	Yes	Yes	EMD MEM	
14.	The Director, West Bengal & Sikkim GDC	No	No	EMD MEM	

Draft Details
 Draft Type: New/Fresh | Language: English
 Draft Nature: Choose One | Prefix: Choose One
 Subject: Outsourcing of Manpower
 Total: 1000 | 1000 characters left.

Communication Details
 Ministry: Choose one
 Department: Choose one
 Name: | Designation:
 Organization:
 Address 1:
 Address 2:
 Country: INDIA | State: Choose one
 City: | Pincode:
 Mobile: | Landline:
 Fax: | Email:
 Add More Recipients | Clear

Attachments: Attach File

Note: Use following # tags for draft creation
 #ApprovedBy# for Approver Info | #ApprovedByName# for Approver Name
 #ApprovedByDesignation# for Approver Designation | #ApprovedBySectionName# for Approver Section Name
 #ApprovedByPost# for Approver Post | #ApprovedByEmail# for Approver Email
 #ApprovedDate# for Date of Approval

Save

Welcome to eOffice Solution

Not secure | https://164.100.184.4/efile/xx-qGgCbldSUWh7oY56YFD3zU5TvlqUn1Sa4923jdd6urWMirK4a6sSBdUWdFaQ0D79L3JL4#no-back-button

eFile Version 5.5.08

Computer No: 17 | File No: E-135452312019-550 | Subject: Outsourcing of Manpower

Draft No.: 0FA7 - V.1.0 Draft Status: 0FA

LIST OF SOI OFFICES WITH STATUS OF FORWARDING OF EOFFICE TEMPLATES

Sl. No.	Name of Office	EMD Template	File Templates	Uploaded	Remarks
Delimitation					
1.	The Surveyor General of India (The Surveyor General of India (SGO))	Yes	Yes	EMD MEM	
2.	The Additional Surveyor General, Specialized Zone, Survey of India	Yes	Yes	EMD MEM	
3.	The Director, National Geo Spatial Data Centre (NGSDC)	Yes	Yes	EMD MEM	
4.	The Director, Map Archive & Dissemination Centre (MA & DC)	Yes	Yes	EMD MEM	
5.	The Director, Northern Printing Group	Yes	Yes	EMD MEM	
6.	The Additional Surveyor General, Printing Zone, Survey of India	No	No	EMD MEM	
7.	The Director, Unmanned & West Uttar Pradesh GDC	Yes	Yes	EMD MEM	
8.	The Director, Geomatics & Research Branch (G & RB)	No	No	EMD MEM	
9.	The Director, Digital Mapping Centre (DMC)	Yes	Yes	EMD MEM	

Draft Details
 Draft Type: New/Fresh | Language: English
 Draft Nature: Choose One | Prefix: Choose One
 Subject: Outsourcing of Manpower
 Total: 1000 | 977 characters left.

Communication Details
 Attachments: Attach File

Note: Use following # tags for draft creation
 #ApprovedBy# for Approver Info | #ApprovedByName# for Approver Name
 #ApprovedByDesignation# for Approver Designation | #ApprovedBySectionName# for Approver Section Name
 #ApprovedByPost# for Approver Post | #ApprovedByEmail# for Approver Email
 #ApprovedDate# for Date of Approval

Step 12: Actions to be taken to view / approve Draft by the Officer.

To view the draft attached, please 'Click' on "Draft" and 'Select' "View Draft".

Welcome to eOffice Solution

Not secure | https://164.100.184.4/efile/Home#no-back-button

eOffice Version 5.5.08

Computer No: 17 | File No: E-135452312019-550 | Subject: Outsourcing of Manpower

Draft: Correspondence | Draft | Reference | Link | Details | Movements | Edit | Send Back | Send | Attachment | More

View Draft

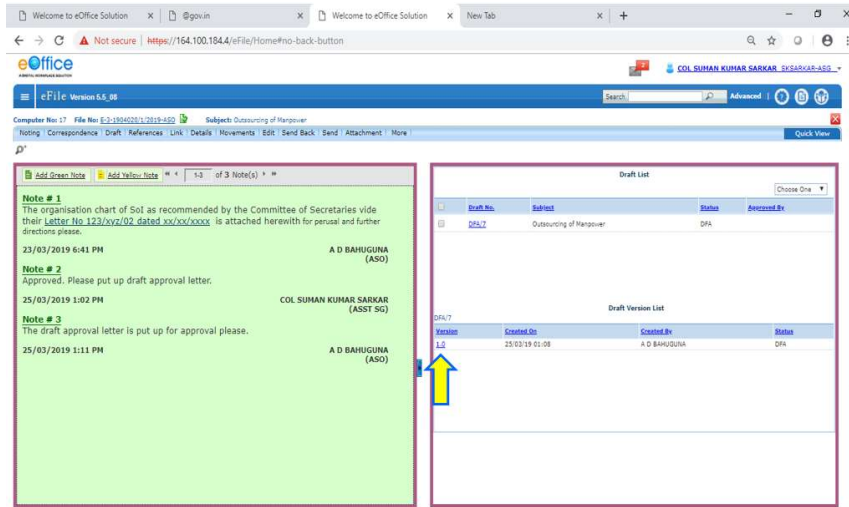
Note # 1
 The organisation chart of SOI as recommended by the Committee of Secretaries vide their Letter No 123/xyz/20 dated xx/xx/xxxx is attached herewith for perusal and further directions please.
 23/03/2019 6:41 PM | A D BARHUGUNA (ASST SOI)

Note # 2
 Approved. Please put up draft approval letter.
 25/03/2019 1:02 PM | COL SUMAN KUMAR SARKAR (ASST SOI)

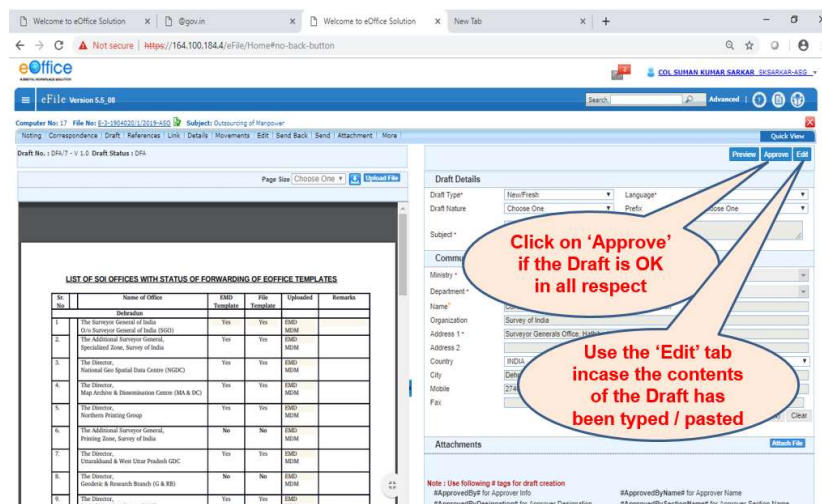
Note # 3
 The draft approval letter is put up for approval please.
 25/03/2019 11:11 PM | A D BARHUGUNA (ASST SOI)

192019ASO
 Organisation Chart of Survey of India
 Chief Surveyor General of India, Director

164.100.184.4/efile/xx-9-n5F5E02L29JugV5b3yMf13UF#



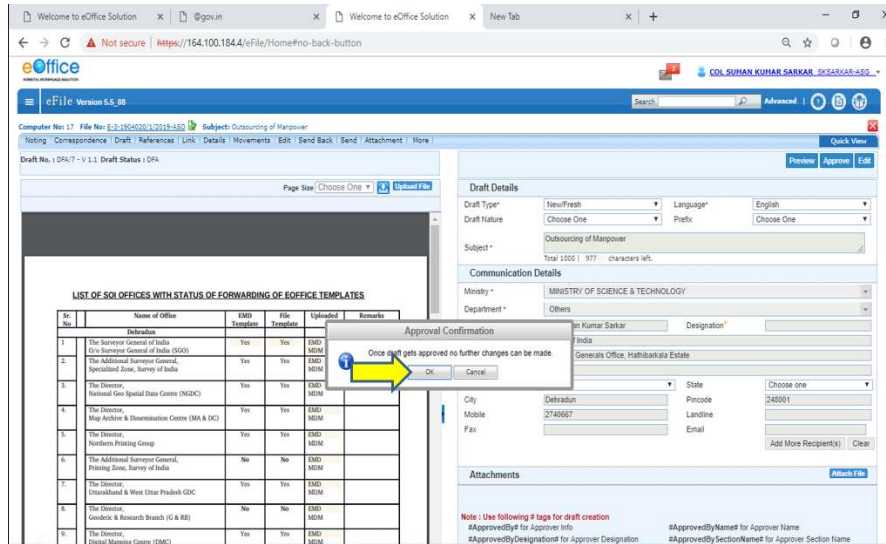
Please 'Click' on the **Version 1.0** to open the 'Draft'. To amend the 'Draft' please 'Click' on the **"Edit"** tab and proceed ahead. Once the Draft has been amended, please 'Click' on **"Save"**. The draft gets saved as **Version 1.1**.



It is to be noted that the 'Draft' should be approved only by the competent authority, as the draft once approved, cannot be amended further. Usually the role of 'Draft' approval has been only assigned to **Addl SG's / Senior most DSG in Zones** and to **Director / Next Senior Officer in all other GDC / Group / Centre**.

The draft once approved by the Competent Authority can be signed by mean of Aadhaar Card / Digital Signature and can be forwarded to addressees directly. The implementation team is working on the same and the guidelines would be issued shortly.

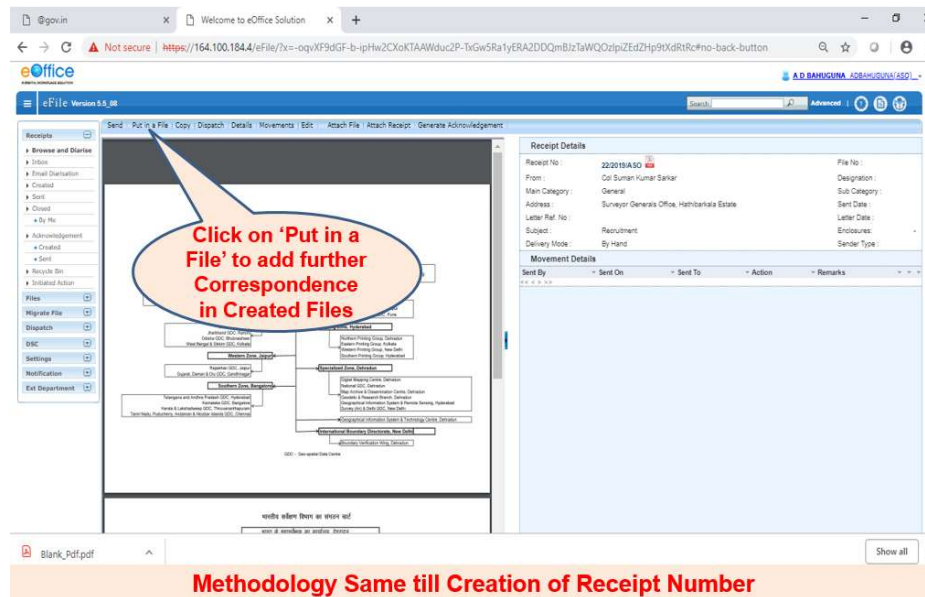
Till then, print out should be taken once the draft gets approved, and should be physically put up to Officer for signature and further necessary actions be taken as being done now.




Step 13: Put in a File option for subsequent Correspondences.

Each file on e-Office should be created only once, any subsequent correspondence / case should be put in the e-file already created. Hence, it should be kept in mind that no file is getting duplicated on e-Office. Steps for the same is as under:

The **Step 1 to Step 5** remains the same till creation of **“Receipt”**. Please ‘Click’ on **“Put in a File”**.



Then, select the File from the list of already created files on the new Window  ‘Click’ on **“Attach”** to get the Correspondence on the File. Rest all steps remains the same for initiating the Note Sheet and further forwarding the File ahead.

It should be noted that for any / every correspondence received pertaining to an e-File, **Receipt** has to be created and the same has to be **Put in a File**. In case, there is a requirement of initiating the Note Sheet without creation of any Receipt, the same can also be done by 'Opening the e-File' from Inbox and directly initiating the 'Note Sheet'.

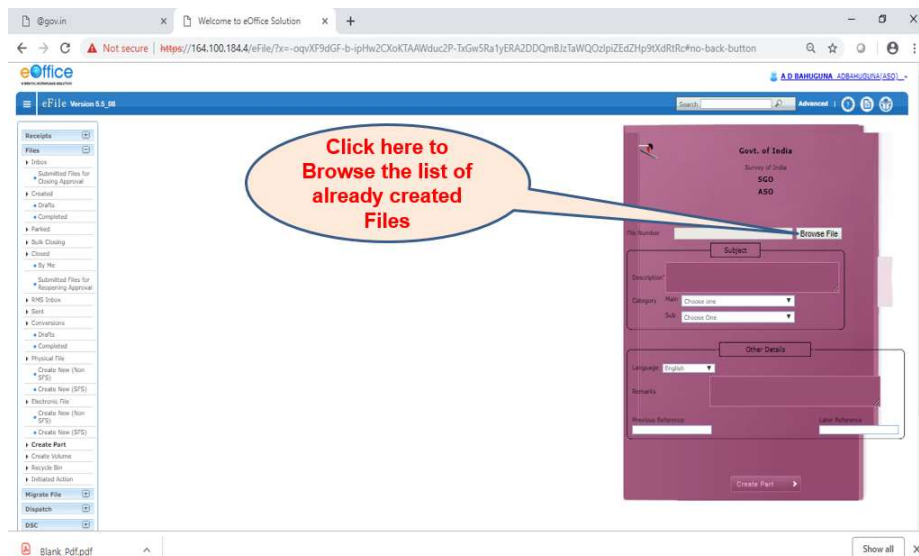
Step 13: Creation & Attaching of "Part File".

The Part File is to be created in the following cases:

- (i) When the main file is already in process and there is another correspondence which is required to be taken up on the same file.
- (ii) When more than one correspondences are required to be taken up together in the same file.
- (iii) When the case / correspondence is required to be taken up with higher HQ for approval / directions.

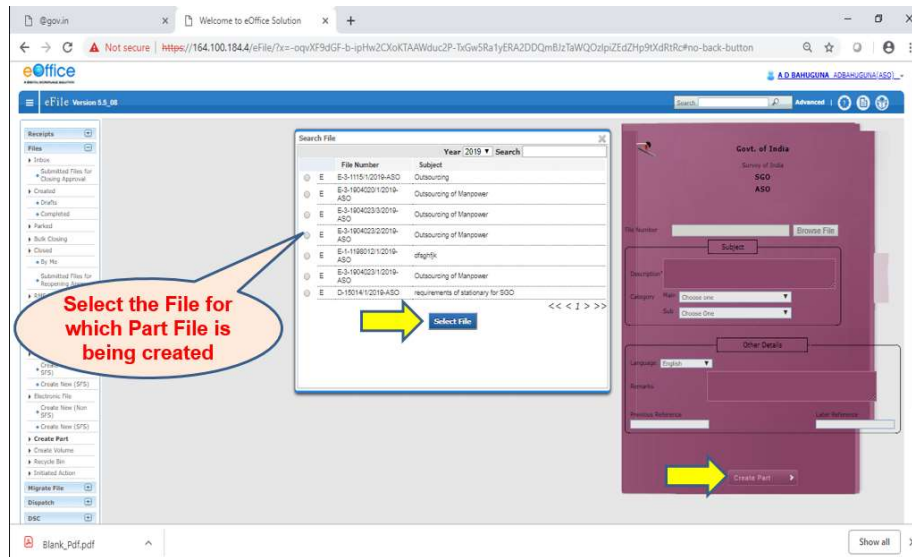
To create a 'Part File', it should be noted that the **Original File should have been opened** already on e-Office. **Step 1 to Step 5** remains the same till creation of 'Receipt'.

Please 'Click' on "Files" and 'Select' the "Create Part" tab.



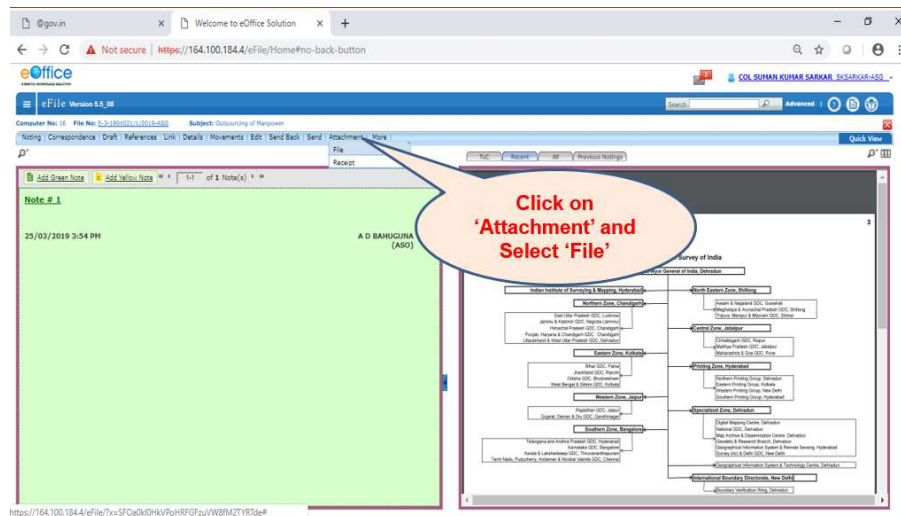
Please 'Click' on "**Browse Files**" → 'Select' the 'File' on to which the correspondence / case is required to be put up → 'Click' on "**Select File**".

Please fill the other mandatory fields → 'Click' on "**Create Part**" to open.



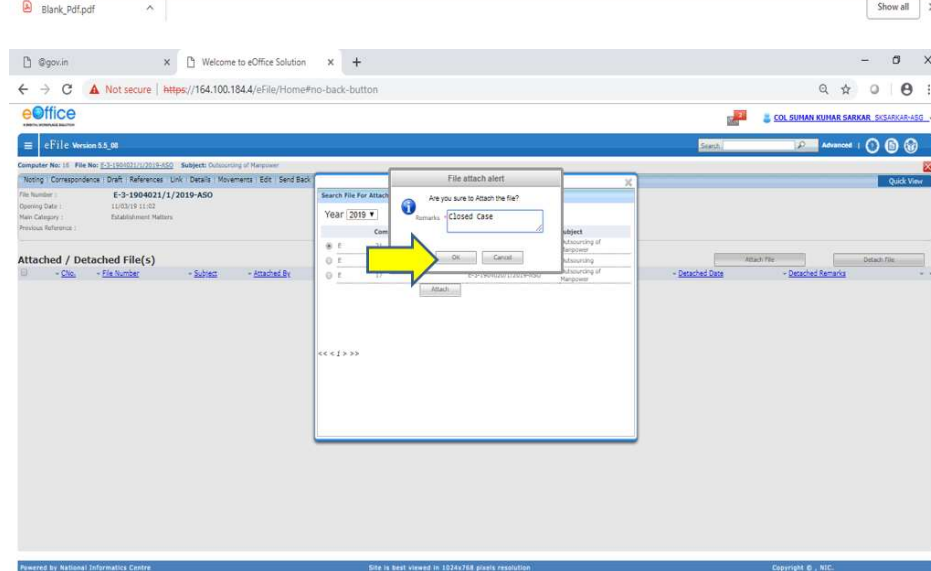
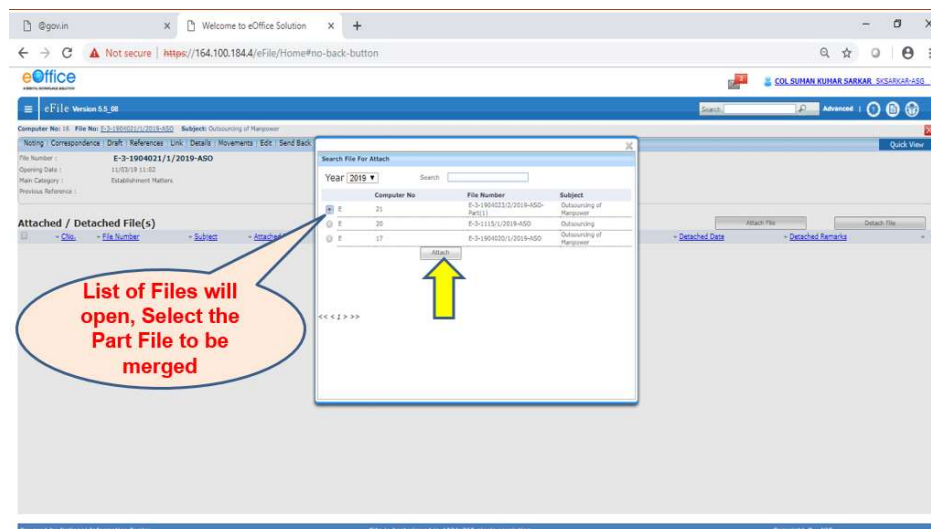
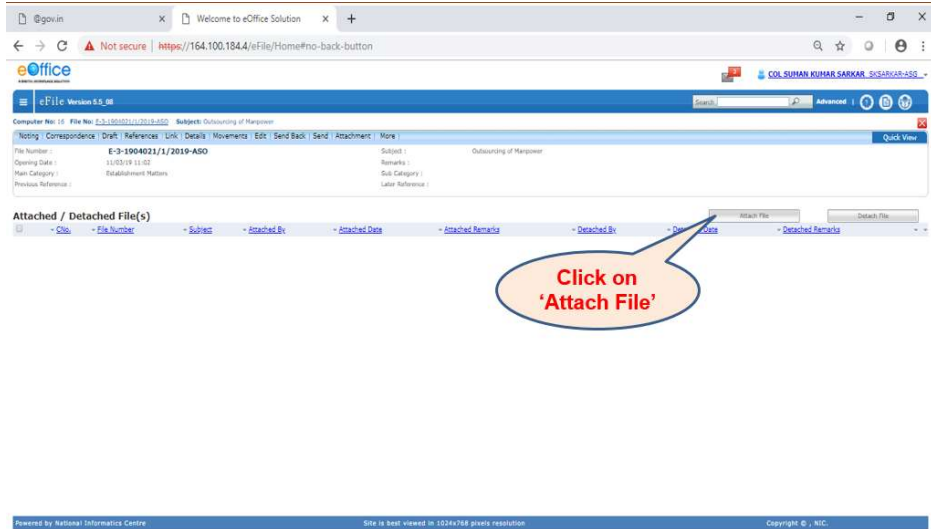
It should be noted that any number of Part Files can be created for a particular File. But, on completion of the case (approval / process), the Part File should be attached back with 'Main File'.

To merge the Part File with the Main File, please open the Main File first from the Inbox → 'Click' on "**Attachment**" and then 'Select' "File".



'Click' on the "**Attach File**" tab → Please 'Select' the Part File to be attached with the Main File → 'Click' on "**Attach**".

To search the Attached File in future please 'Click' on the "**Clip Sign**" which is beside the File Number.



Step 14: Option to 'Park File'.

On completion of the entire process on e-Office, the file comes back to the 'Inbox' of Dealing Hand. There is an option to '**Park**' the e-File which should only be exercised if the File is not required in process very often. To Park the File, following steps should be followed: Please '**Check**' the Box

The screenshot shows the eOffice interface with a file selected in the 'Inbox'. A red callout box with the text "Please Select the File to be 'Parked'" points to the checkbox next to the file entry.

Computer No	File Number	Subject	Sent By	Sent On	Due On	Remarks
E 161	S-752018/1/2019-ASO-SGO	Requirements of GISTC	A D BAHUGUNA	27/05/19 10:37	27/05/19	

The screenshot shows the eOffice interface with the 'More...' menu open. A red callout box with the text "Click on 'More...' & Select 'Park File'" points to the 'Park File' option in the menu.

Computer No	File No.	Subject	Sent By	Sent On	Due On	Remarks
E 161	S-752018/1/2019-ASO-SGO	Requirements of GISTC	A D BAHUGUNA	27/05/19 10:37	27/05/19	

The screenshot shows the eOffice interface with the 'Parking Confirmation' dialog box open. A red callout box with the text "Enter 'Remarks' & 'Click' on 'OK'" points to the 'Remarks' field and the 'OK' button.

Computer No	File No.	Subject
161	S-752018/1/2019-ASO-SGO	Requirements of GISTC

Parking Due Date: 27/05/2019

Parking Remarks: Test

To 'Unpark' any File to get it into Circulation / Process, please 'Click' on "Parked".

The screenshot shows the 'eFile Version 5.5_09' interface. On the left is a navigation menu with categories like 'Inbox', 'Parked', and 'Sent'. The main area is titled 'Parked Files' and contains a table with columns: Computer No, File Number, Subject, Parking Due Date, and Parking Remarks. A red callout bubble with the text 'Click here' points to the 'Unpark' button located above the table.

Computer No	File Number	Subject	Parking Due Date	Parking Remarks
161	E-752018/1/2019-ASO-SGO	Requirements of GISTC	27/05/2019	Test

This screenshot is similar to the first one, but with two red callout bubbles. One bubble points to the 'Unpark' button with the text 'Click on 'Unpark'', and another bubble points to the first row of the table with the text 'Select the File'.

Computer No	File Number	Subject	Parking Due Date	Parking Remarks
161	E-752018/1/2019-ASO-SGO	Requirements of GISTC	27/05/2019	Test

This screenshot shows the 'Unparking Confirmation' dialog box overlaid on the 'Parked Files' table. The dialog has a 'Remarks' field containing the text 'Test' and 'OK' and 'Cancel' buttons. A red callout bubble with the text 'Put your Remarks & 'Click' on "OK" to get the File back to 'Inbox'' points to the 'OK' button.

Computer No	File Number	Subject	Parking Due Date	Parking Remarks
161	E-752018/1/2019-ASO-SGO	Requirements of GISTC	27/05/2019	Test

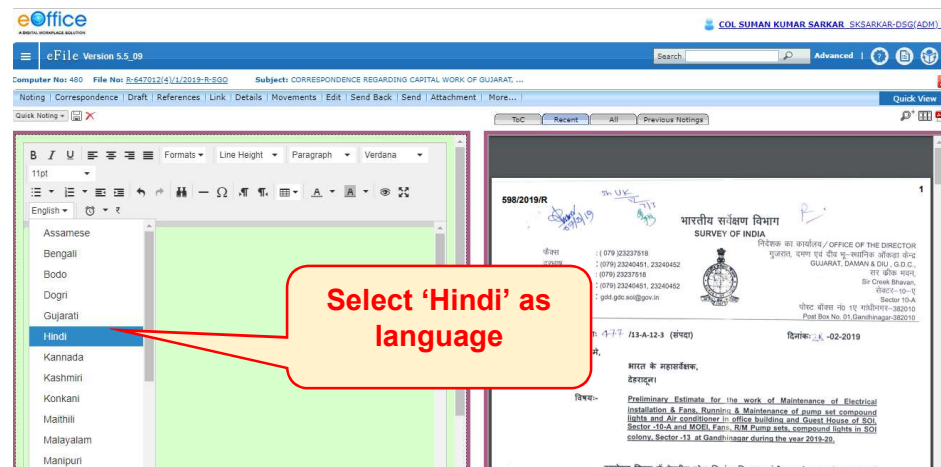
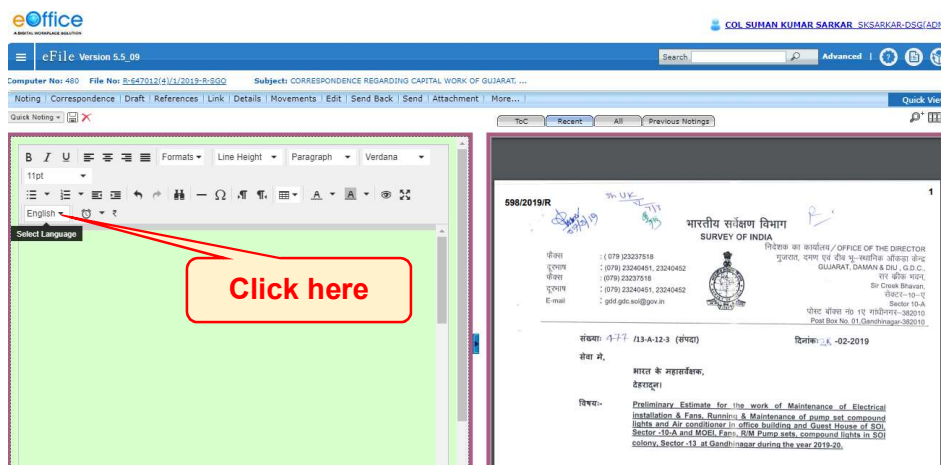
Step 15: How to initiate Note Sheet in 'Hindi'.

The option of initiating Note Sheet in Hindi is available on Sol e-Office. It should be noted that e-Office module has “Unicode” for working in Hindi Language wherein the User needs to type in Roman Hindi and the words of Hindi automatically appears.

In case, the user is not well conversant with the “Unicode”, then it is to be noted that the **contents of the Note Sheet / Draft Letter may be prepared in MS-Word first, then the same should be copied & pasted on the Note Sheet / Draft on e-Office.**

It should also be confirmed that the **Font** used in MS- Word to type the Hindi words should be installed in the Desktops of all Officers where the File is being forwarded, or else the contents will not be legible.

To initiate the Note Sheet in Hindi, please ‘Select’ the language from the drop down menu as “Hindi”.

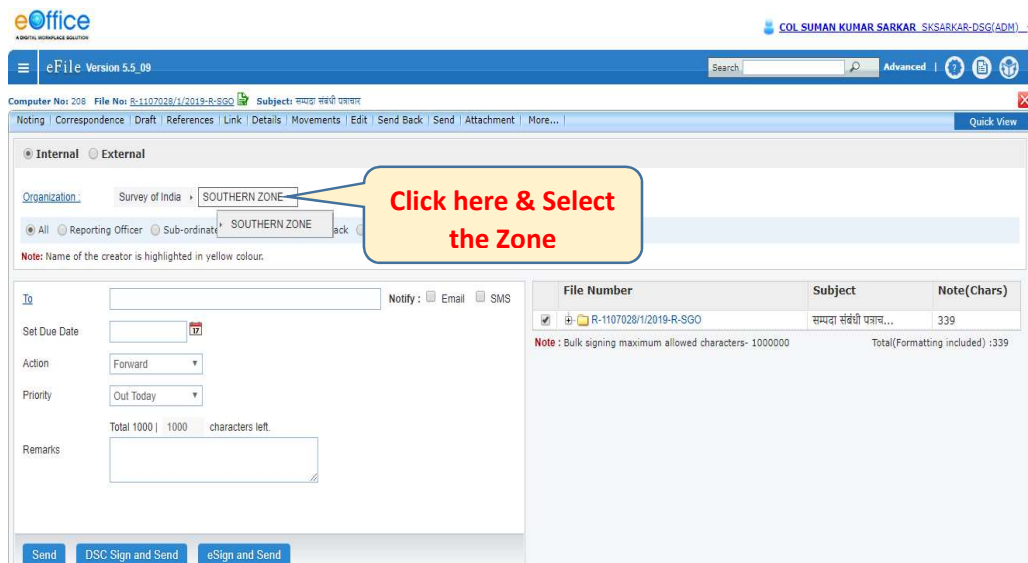
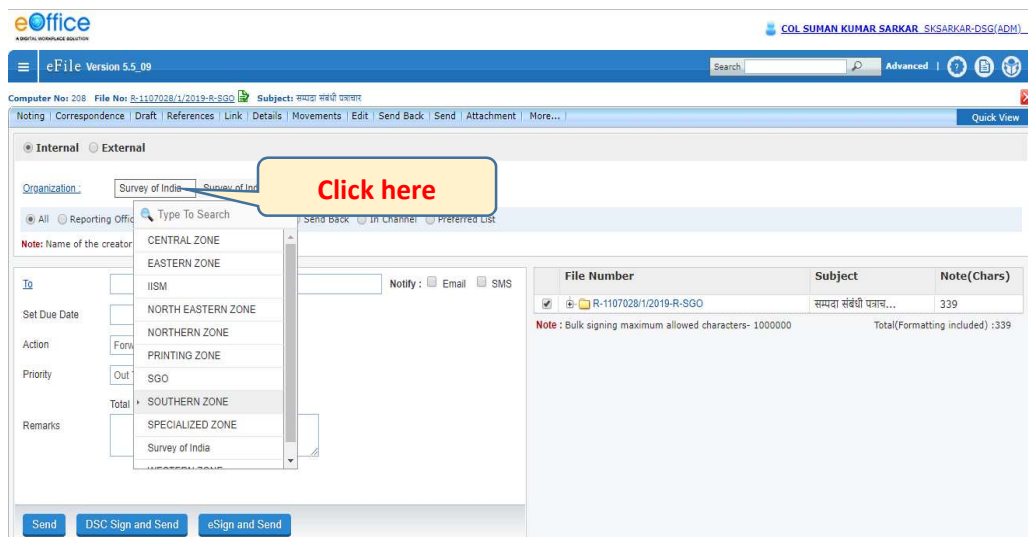


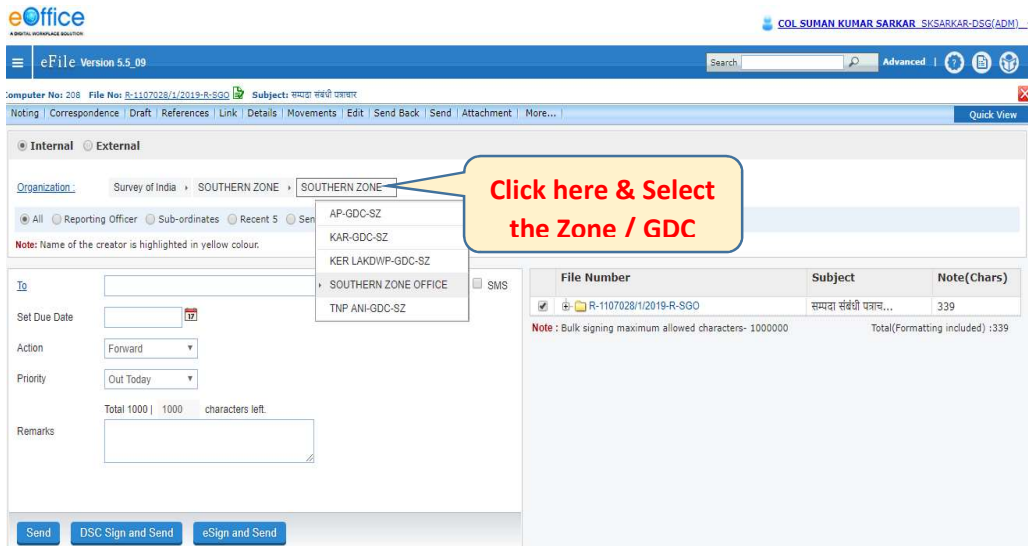
Step 16: How to Send 'Part File' to Higher HQ for approval.

To send the Part File to the next higher HQ, the role has only been provided to the Senior most 2 Officers in the Zone / GDC / Office, i.e., to Addl SG & DSG I in Zone and to Director & next senior Officer in all other GDC / Group / Centres.

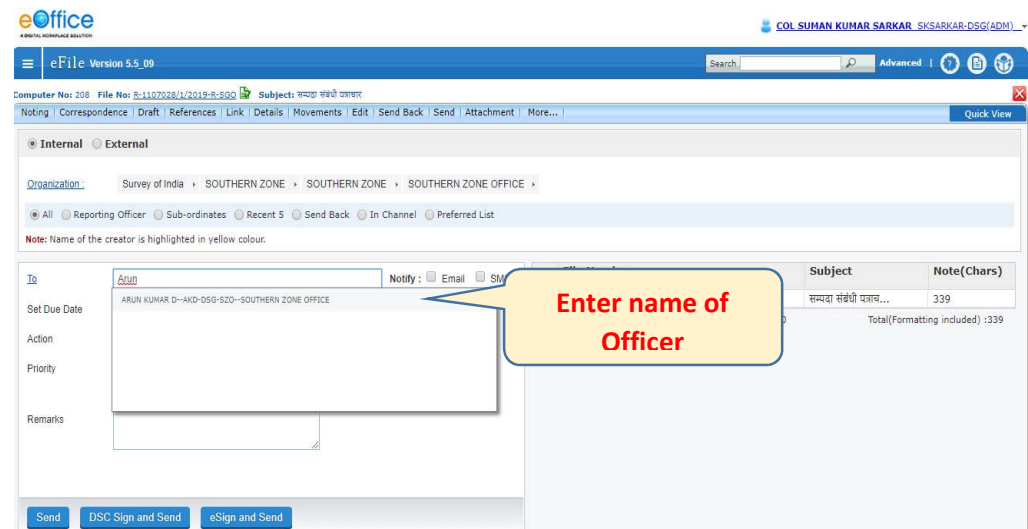
In case, the option is not available, it is requested to approach the support team at SGO to assign the Role of 'External Sender' by mean of Letter /Email.

On completion of all steps within the Zone / GDC / Group / Centre, if there is a requirement of sending the Part File up to next higher /lower HQ, then please 'Click' on **"Send"** → Go to 'Organization' and 'Select' **"Survey of India"** from the drop down Menu. → 'Click' on the next tab to 'Select' the name of **"Zone"** → 'Click' on the next tab to 'Select' the name of **"Zone / GDC"**.





Now, when the name of the Officer to whom the File is required to be sent in next higher / lower Office, the option would appear on its own.



Similarly to forward the Part File to SGO, Select “**Survey of India**” in the first tab and then “**SGO**” in the next. Please enter the name of Officer whom the Part File is required to be forwarded and then fill up other mandatory details and send.

FOR ANY QUERY / AMENDMENT IN FILE TEMPLATE & EMD TEMPLATE, PLEASE WRITE TO

eoffice.soi@gov.in