

FILE MOVEMENT MONITORING SYSTEM

A STEP TOWARDS PAPERLESS OFFICE

Large number of mails are received from various quarters at different levels in Mantralaya, the State Secretariat of Madhya Pradesh. These mails are put up on either one of the existing files or in a new file for orders from the authorities concerned. After the orders, the letter/reply is dispatched to the concerned. Thus, lot of mail and file movements takes place between different levels in Mantralaya. Various registers such as Dak Register, Movement Register, U.O. Register etc. were maintained manually. As the registers were maintained manually, it is very cumbersome to track the movement of file and to locate it. Work Flow Automation is difficult to implement for various reasons which includes resistance and lack of IT awareness among the employees. File Movement Monitoring System helps in implementing the Office Automation instead of the Work Flow Automation by computerizing the process of registration/processing of Mails and Files and eliminate the manual process. It is in use in all the sections at Mantralaya since January 2000.

*File Movement Monitoring System*Designed & Developed By

**** HAPPY NEW YEAR 2007 ****

Salient Features	
Registration of Mails & Files	
Association of Mails with Files	
File Search	
Generation of Standard Registers	
Generalised Queries	

Department	GENERAL ADMINISTRATION
User	t011053B
Password	<input type="password"/>

Login

Designed and Developed By
National Informatics Centre, Madhya Pradesh
Ministry of Communications and Information Technology
Department of Information Technology

Hardware & Software Requirements

At Server end

Pentium-IV or above
ASP.Net Framework
SQL Server 2000 or above

At Client end

Network/Internet Connectivity
Internet Explorer 6.0 or above



National Informatics Centre
Department of Information Technology
Ministry of Communications & Information Technology
Government of India



SALIENT FEATURES



Registration option provides for :

- ❖ Registration of Mails and Files
- ❖ Updation of entry pertaining to Mails
- ❖ Keeps history of all updations



Files option provides for :

- ❖ Linking of Mail to a File
- ❖ Linking of Mail to multiple Files
- ❖ Dropping of a Mail from File



Movement option allows for :

- ❖ Making entry of Movement of File
- ❖ Dispatch of letters
- ❖ Making entry of Files to record room



Query option helps in :

- ❖ Tracking of Files
- ❖ Generating Query based reports on status of Mails, No Movement Files and Section/Assistant performance
- ❖ Display correspondence in a File



Report option helps in :

- ❖ Maintaining Registers such as Awak Panji, Case File, UO Register etc.
- ❖ Generation of several other reports

Thus they spoke

Government of Madhya Pradesh is committed to bringing in transparency and accountability in the administration. Implementation of the File Movement Monitoring System at Mantralaya, M.P. has not only helped in streamlining the office procedure but also in effective monitoring.

- Smt. I.M. Chahal, Principal Secretary, General Administration, Govt. of M.P.