

# **File Management System**

The File Management system is the Computer based system for maintenance of the Personal Registers in an office. Details about Files/Letters received and the stages of processing it undergoes like submission to an officer, letters issued to different offices, replies received in connection with this file from different offices are registered in this register.

Software gathers all the related details from office and consolidates the details. Based on this data reports are generated.

## **System Implementation:**

The File Management System (FMS) has been implemented in the following offices.

- The Chief Minister's Office at Chief Minister's Residence
- Department of Personnel and Administrative Reforms
- Department of Prohibition and Excise
- O/o The Commissioner, Department of Agriculture
- O/o The Joint Director, Department of Agriculture at district offices
- Directorate of School Education
- At all District Treasury offices

## **System Modules:**

The FMS is categorized as 4 modules namely

- Assigning Current Number
- Note Sheet
- Action Taken and / Disposal
- Revoking Call book Entry

## **User Levels:**

Two Levels of users are defined in this system. Individual Users can enter and view their information. Individual User can login and access their data only. Administrative User has access to all the users of that Department.

## **Assigning the Current Number:**

Assigning the Current Number will have details as shown in the screen. The data entry screen is as follows

**Assigning Current Number**

Current No. 12346		Date 17/11/2005	(kindly enter dates in dd/mm/yyyy)	English
Mode of Receipt	<-----Select Here----->	Priority	<-----Select Here----->	Due Date
Subject	From Whom		Sender Ref. No. & Date	Pre Current & Year
G.P.F. Loan Application Pending - Reg.	Name: Commissioner of Municipal Administration		3333	
	Designation: <-----Select Here----->		11/11/2005	
	Office: <-----Select Here----->			
	Place: <-----Select Here----->			
Distributed to & Date		Special Category		
B1 17/11/2005		<-----Select Here----->		

## Master Entries

Master Entries are list of records that are created once and it will be accessed while working in the system. Some of the Master Entries are shown below.

**File Management System**

Section Name : ADMIN Name & Designation admin,ADMIN

Data Entry Report Master Entries User Administration Logout

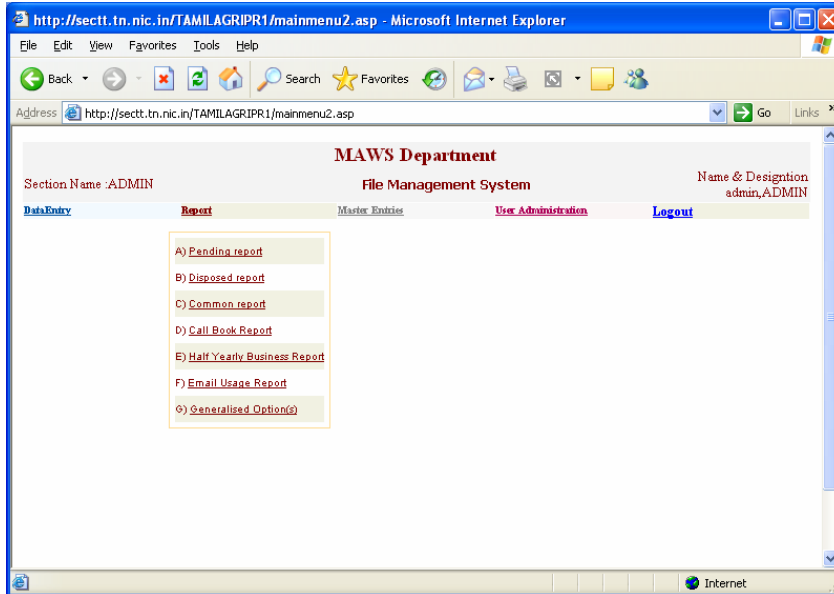
- A) Section
- B) Designation
- C) Dealing Hand
- D) Sender's Name
- E) Special Category
- F) Disposal
- G) Mode of Receipt
- H) Priority
- I) Intermediate Entry

## Reports:

The reports are the most essential part in a Personnel System. A total 15 types of reports are generated in this Personnel System. The reports in this system are structured in such a way that it will be drilled down to the Individual Details. The Reports consists of

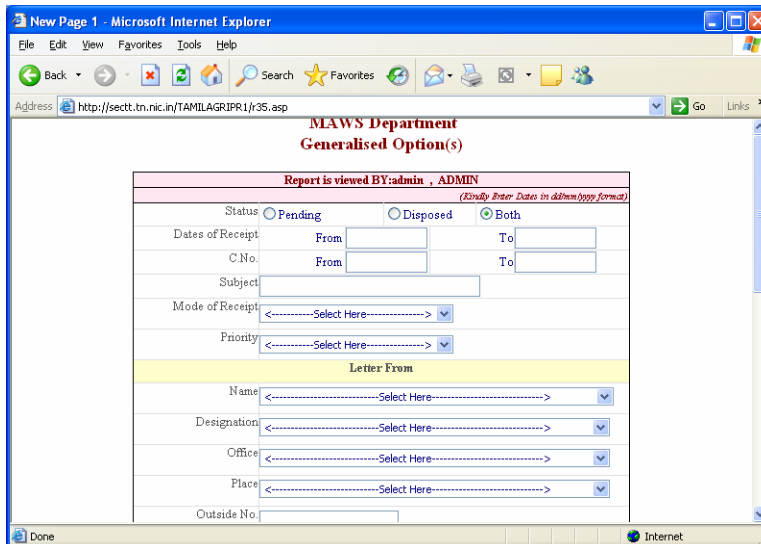
- Pending Report
- Disposed Report
- Common Report

- Call Book Report
- Half Yearly Business Report
- E mail Usage Report
- Generalised Options Report

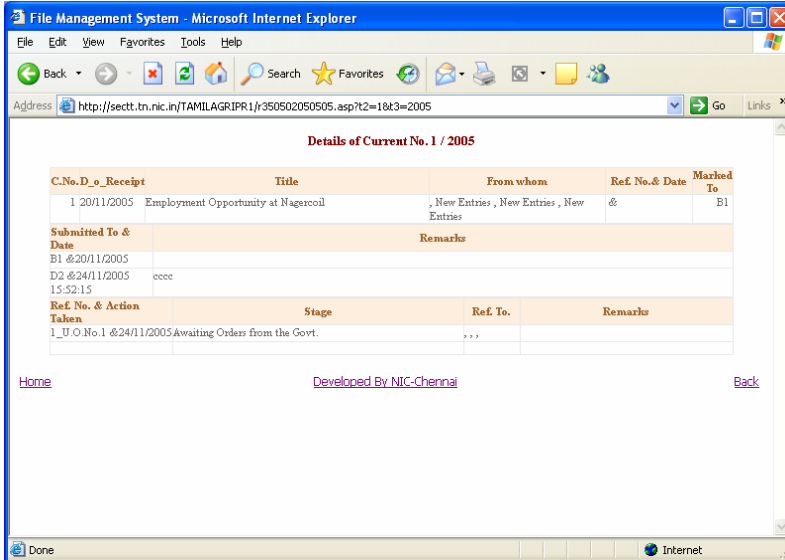


**Generalized Option Report is given below:**

In this option a user is able to generate reports based on a set of parameters which he can select on the screen itself. A sample screen showing the parameters selection is shown below

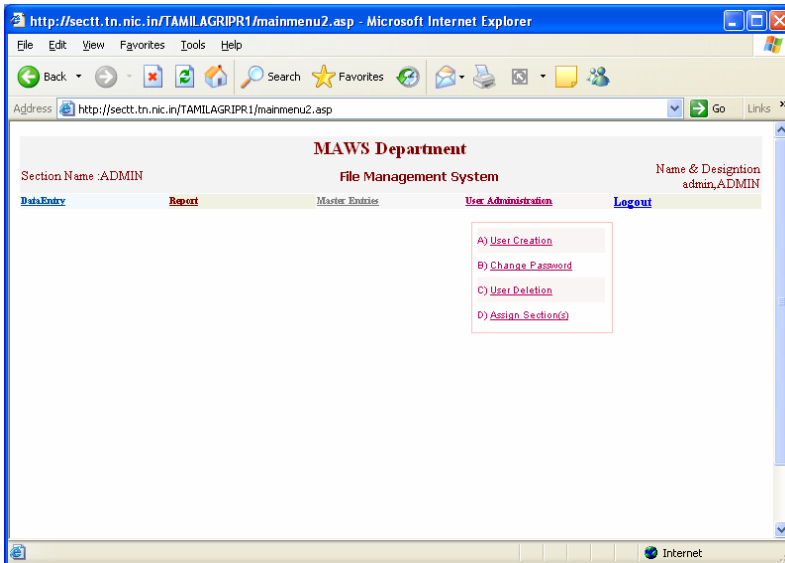


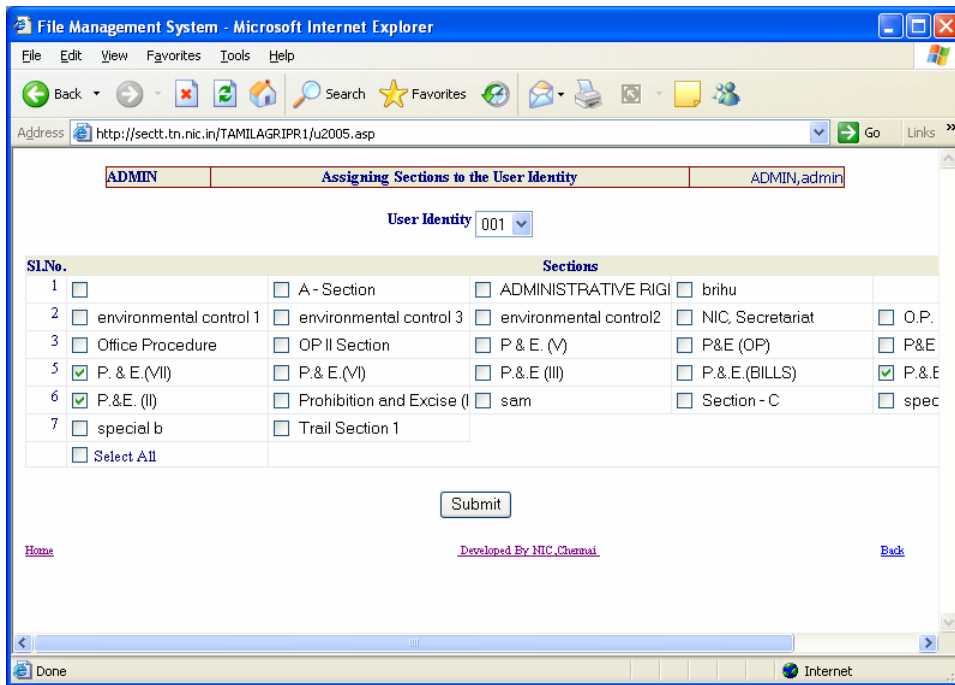
After selecting the Section, List of Current Numbers will be generated. After selecting the current Number, a detailed screen showing the movement of the current number will be displayed as shown below.



## User Management:

In this module, create new users, assign passwords, change of passwords, user deletion etc. are available. Moreover, we can assign one or more sections to a user who may have access rights on information pertaining to the sections assigned. This is possible through an option called Assigning Sections and the sample screen is as follows:





The major benefits from the File Management System are

- Immediate availability of Information compared to Manual tracking
- Stock of Pending files
- Status of Pending files
- Availability of Reports on various dimensions (based on different parameters)
- Easy retrieval of reports with minimum input data
- Quick delivery of detailed reports