#### Centralized File Movement and Tracking Information System (CeFMaTIS)

To speed up the file movement in the departments and to know the up-to-date status of the files, the Centralized File Movement and Tracking Information System (CeFMaTIS) has been designed. The status of the file can be known instantly as well as one can know the tracking of the file i.e. when it was received by a officer/official and when he has cleared this file. Now no officer/official can say that file has not reached to him, if he has got the file. It is same as manual system. The security is the most important aspect of this software i.e. no unauthorized person can manipulate the files.

Centralized File Movement and Tracking Information System [CeFMaTIS] is web based system for tracking the movement of files and papers in medium as well large government offices. Government of Haryana has made its use mandatory for all departments.

#### Salient Features:

- ✓ System is Web based ; can be accessed over Internet or SWAN.
- ✓ Initial Diary: All type of Receipt can be diarized at central diary unit or in individual office/branch.
- ✓ Unique receipt no is generated.
- ✓ Facility of date bound is available.
- ✓ Facility of Attaching of PDF document is available.
- ✓ Department wise unique receipt no is generated; no need to diarized again in other branches/offices of the department.
- ✓ Incoming /Outgoing Files: After diarizing, receipt is marked to some officer in the department. It will be shown in 'Outgoing list' of sender's account and ' Incoming files list' of receiver's account. Whenever officer receive physical file, it will be acknowledged to the sender and the file will come in the pending list of the receiving officer.
- ✓ Pending Files: Officer will see list of pending files for clearing. Pending files will be marked further or closed. Here facility of writing brief remarks or attaching PDF document is available.
- ✓ Facility of sending daily SMS and email regarding pending files is available in the system.
- ✓ Inter department marking of document; no need to diarize again.
- Recall: If any file is marked wrongly, it can be received back by sender's till no action is taken by receiver.
- ✓ Forced Pullback: If one of the officer is not on the network then handling of file movement is still possible in this software. File can be pulled from sender's account.
- ✓ Officer can see list of all pending, finalized, marked files in its account.
- ✓ Present status of any document is easily available.
- ✓ Receipt and Dispatch register can be generated based on dynamic query.
- Record Room Management: Files of any branch can be placed in Racks giving Rack no/khanna no to files. Work flow based transfer of files from the branches to Record Room in integrated with the system.
- ✓ General summary report having officer wise/branch wise/department wise list of pending, cleared files is available for management.

How to Access: Centralized files movement and tracking Information System can be accessed over internet using web link (http://web1.hry.nic.in/cfmshcs)

- Select the Department, Branch and Officer.
- Enter the password and press 'Login' Button.

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- Outgoing Files: List of files/letters marked by the user to other officers, but acknowledgement is not received.
- **Date bound Files Received :** Date bound files pending for action.
- Date bound Files sent: Date bound files sent by users to other, but reply not received.

One can get details of pending, outgoing, date bound files etc., on clicking the various options/blocks.

#### **Pending Files:**



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#### Menu Items:

- 1. File Movement:
- 1.1. Initial Diary
- 1.2. Incoming Files
- 1.3. Outgoing Files
- 1.4. Pending Files
- 1.5. Make Files
- 1.6. Recall
- 1.7. Forced PullBack





## 1) File Movement

#### 1.1 File Movement→ Initial Diary

- Files/letters have to be diarized only once in the department. A unique receipt no will be generated. Afterward document will have to be marked to other officer within department or other department; not to be diarized again.
- Letter/files once diarized in the system in any other department of Haryana, not to be diarized again; only to be registered with the department using option 'Files from other Department'

When you click on the 'Initial Diary' link you see the below image this is the main page where the entire initial diary has been done.

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#### **Received from**

- State: On Selecting State option, Department dropdown will list departments/offices of the Haryana.
- Other: On choosing other option, department dropdown will list departments/offices of other states.
- Department → File Received from department. [Selection of Department is mandatory]
- If the letter comes from citizen, select 'Other' from the department list. On selecting 'Other' as department, a text box will appear in front of the officer 'If not in officer list 'Add', Enter senders address here.

Select Branch  $\rightarrow$  File Received from branch name. [Selection of Branch is not mandatory] Select Officer  $\rightarrow$  File Received from officer name. [Selection of Officer is mandatory] File/Letter  $\rightarrow$  Select the type of the file. [Selection of File/Letter is mandatory] File No/Letter No.  $\rightarrow$  Enter the file or letter number. [File no/Letter no is not mandatory] Initiating Date  $\rightarrow$  Enter the initial date of the File or Letter (senders date). [Initial date is mandatory] Priority  $\rightarrow$  Select the Priority. If the file is Date bound then select date bound, if date bound selected, then Target date box will appear on the right side of the screen. Select the date from that box. [Priority is mandatory]

Mode of Receipt  $\rightarrow$  Select the mode of receipt. [Mode of Receipt is mandatory] Subject  $\rightarrow$  Enter the subject. [Subject is mandatory] Mark/Final  $\rightarrow$  Select the Mark or final. [Mark/Final is mandatory]

## Mark To

## If 'Mark' option is selected:

- Department → File mark to the department. [Selection of Department is mandatory]
- Select Branch → File mark to branch name. [Selection of Branch is not mandatory]
- Select Officer → File mark to the officer name. [Selection of Officer is mandatory]
- If Officer is not in the list then select the "Other" another box will appear in front of the officer you enter the officer name here.

If 'Final' option is selected : If file/letter is finalized, it will not be available for further action.

- Department → File mark to the department. [Selection of Department is mandatory]
- If user self department is selected, Branch & officer will be selected automatically and it will be self only.
- If other department is selected, user can select any branch and officer from the selected department.
- Select Branch → File mark to branch name. [Selection of Branch is not mandatory]
- Select Officer → File mark to the officer name. [Selection of Officer is mandatory]

Marked Date  $\rightarrow$  Marked Date will not change. It will display by default.

Remark  $\rightarrow$  Enter the remark. [Remark is not mandatory]

Upload File  $\rightarrow$  If you want to upload the file then use this browse option. [Upload file is not mandatory]

#### "Description of Button"

Save  $\rightarrow$  To mark the file or letter.

Reset  $\rightarrow$  To reset the values of the page.

Save and CC  $\rightarrow$  To mark the file or letter and also send a CC to other officer.

Edit  $\rightarrow$  To edit the content of the diary which has any mistake. Edit in initial diary is possible till the action is not taken by the officer to which it is marked.

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			п	nitial diary Screen				
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When you fill all the values in the initial diary screen and click on the save button then a number will appear in the red color.

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If you want any editing in the diarized file or letter, then click on edit button it will display, **Enter your receipt number** at the bottom of the page.

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Enter the diary number in the box and click on the "Go" button [Enter Receipt number is mandatory]

 $Go \rightarrow To$  edit the content of the diary number which has any mistake.

It will appear all the values which you was entered in diary. After editing the content click on the update button.

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## 1.2 File Movement→ Incoming files

Incoming files show all the files/letters which are marked to the account of login officer and not physically received. On receiving the letters/files, Select the Box in front of the Receipt number and click on the save button to save this file and this files will shift from 'Incoming Files' to the **"Pending files" list of login officer.** 

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#### 1.3 File Movement→ Pending files

- After receiving physical files, files shift from 'Incoming to Pending files'
- Select the diary number and enter the remarks [Remark is not mandatory],
- Select the Status Marked or Final.
- If 'Mark' option is selected:
- Department → File mark to the department. [Selection of Department is mandatory]
- Select Branch → File mark to branch name. [Selection of Branch is not mandatory]
- Select Officer → File mark to the officer name. [Selection of Officer is mandatory]
- If Officer is not in the list then select the "Other" another box will appear in front of the officer you enter the officer name here.
- If 'Final' option is selected : If file/letter is finalized, it will not be available for further action.
- Department → File mark to the department. [Selection of Department is mandatory]
- If user self department is selected, Branch & officer will be selected automatically and it will be self only.
- If other department is selected, user can select any branch and officer from the selected department.
- Select Branch → File mark to branch name. [Selection of Branch is not mandatory]
- Select Officer → File mark to the officer name. [Selection of Officer is mandatory]
- Priority If Date bound is selected, it will ask for priority date.

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## 1.4 File Movement→ Recall

- This recall is used to recall the file which you is wrongly marked.
- Enter the receipt number and then click on the View Button and then click on the recall button.
- Exception: If the receiving officers has taken action on the file/letter then you cannot recall this file or letter.
- Example: When you send the file from A officer to B officer and the B officer send the file to C officer then A officer cannot recall the file which he has mark to the B Officer.

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## 1.5 File Movement → Forced Pullback

- This option is used when the receiving officer does not work on the computerized system and the physical file is reversed back to the making officer. To maintain the flow of the file, this option is used.
- Enter the receipt number and click on the 'Get Result' Button and after this 'Update' Button will appear. You click on the Update button this will return back the file/letter in your account and you can mark this to other officer.

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## 2) File from Other Department

This option is used when you receive the file from the other department and sender department has already registered the file/letter in the computerized FTS system. In this case, you must not to diarize the document again. Do the action given below.

#### 2.1 File from other department→ Incoming File

In the incoming files of 'File from other department' show the file/letter which you have received from the other department. Select the Box in front of the Receipt number then click on the save button and this files will show you in the "Pending files" of the 'File from other department' menu.

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🕑 File Type/Recpt No./Date	Initiating Dept. & No.	Subject	Received From & Date	Remark			
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## 2.2 File from other department $\rightarrow$ Pending File

- Click on the Register button at the right side of the screen. When you click on "Register to" button this will show you the current department receipt number.
- click on ok then this file will show in File movement' menu's pending file.

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#### 3) Dispatch Movement

This dispatch movement is used to dispatch the letter to multiple officers/officials and further movement of letter required.

#### 3.1 Despatch Movement → Despatch

- Using despatch you can despatch the bulk copy of the file or letter
- Select the group from the Group List,
- List of the officers in selected group will display right side top corner.
- Click on the check boxes and update.
- Checked officers from the upper list will shift to Bottom list. Document will be dispatched to the selected list.
- Officers from multiple group can be selected.
- If you want to get reply from the sender, select Reply required 'Yes'
- After filling all information on the form, press 'Despatch' button
- Despatch no will be generated.

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#### 3.2 Despatch Movement $\rightarrow$ Reply Pending

This show the file/letter for which reply is pending. On getting reply, select 'Check box' left side against the dispatch no and press 'Save ' Button on the bottom of the screen.

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# 3.3 Despatch Movement $\rightarrow$ Edit Despatch

If there is any mistake in the dispatch, use this option to correct.

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#### 4) Masters

In the master menu, you can add/edit the department, branch, officer, group, officers to group, and file, if user have admin permission. Option for giving permission to individual user for viewing reports for the department is also provided.

## 4.1 Master→ Department

Using department master you can add the department, here department name is mandatory.

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E-mail of HOD Save Reset Edit You don't have Permission to Add Department								
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Dept.Code Dept.Name	Dept.Address	Dept.HOD D	)ept.HOD Ph.	Dept.HOD E-Mail	Edit
Zonal Cultural Centres					Edit
1					

Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government. Best viewed in IE5.5+ (1024X768) resolution.

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		h	mage No 2.25			

# 4.2 Master $\rightarrow$ Branch

Using Branch master you can add the branch, here branch name is mandatory.

🕅 Regarding file tracking softw 🗙 🕒 :: CFMS :: Add	I Branch ×		
← → C n Devel 1.hry.nic.in/cfmst	raining/BranchMaster/frmbm	add.aspx	<b>ا</b> ک
C C	Centralised File Mov	vement And Tracki	ng Information System
File Movement 🗢 🛛 File From Other Departm	ments 🗢 🛛 Despatch Movement		on $\bigtriangledown$ Track Date Bound Files $\bigtriangledown$ Reports $\bigtriangledown$
Submit Request 🗢		Department	
Welcome ZONAL CULTURAL CENTRES, Care Ta	iker !	Ye Branch	Password Logout
Branch Master Add		- Officer	
Department	Zonal Cultural Centres	Add Officer to Group	•
Branch Name		File Master	
Branch HOD Name		Record Room	
Location/Address	Save	E	Edit
Web Site Designed and Developed and Hosted by	y NIC, Haryana State Unit, Chandig Haryana G Best viewed in IE5.5+	arh. Contents owned, maintained a overnment. (1024X768) resolution.	and updated by the respective departments/offices of
web1.hry.nic.in/cfmstraining/BranchMaster/frmbmadd.aspx			· · · · · · · · · · · · · · · · · · ·
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M Re	garding file tracking softw 🗙 🕒 CFMS :: Edit Branch	×			a – d ×
← ⇒	C 🕯 web1.hry.nic.in/cfmstraining/Br	anchMaster/frmBMedit.a	spx		☆ <b>=</b>
- Kel	Centrali	ised File Movemo	ent And Tracking	Information Sy	rstem
File M Subm	lovement	Despatch Movement ▽ M	fasters $\bigtriangledown$ Store Section $\bigtriangledown$	Track Date Bound File	es ▽ Reports ▽
Welcom	e ZONAL CULTURAL CENTRES, Care Taker !	Year	2015 Change Pas	sword Logout	
Edit B	Branch Master All Page w Record	s	Paging		
	Dept. Name	Branch Name	Branch HOD	Location	Edit
	Zonal Cultural Centres	Enforcement	DEO		Edit
	Zonal Cultural Centres	Recovery	Sushma		Edit
	Zonal Cultural Centres	Test branch1			Edit
	Zonal Cultural Centres	test officer5			Edit
	Zonal Cultural Centres	Testing Branch			Edit
1					
Web S	ite Designed and Developed and Hosted by NIC, Harya	na State Unit, Chandigarh. Co Haryana Governm Best viewed in IE5.5+ (1024)	ntents owned, maintained and up nent. X768) resolution.	odated by the respective d	lepartments/offices of
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# 4.3 Master → Officer

Using Officer Master, you can add the officer.

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$\boldsymbol{\leftarrow} \Rightarrow \mathbf{C}$ web'	1.hry.nic.in/cfmshcs/officeM	laster/frmOMadd.aspx							☆ =
	Centr	ralised File Mov	ement A	nd Trackir	ng Information Sy	stem			
File Movement ▽ Fi	le From Other Departments $\bigtriangledown$	Despatch Movement $\bigtriangledown$	Masters ▽	Store Section $\bigtriangledown$	Track Date Bound Files $\bigtriangledown$	$\textbf{Reports} \bigtriangledown$	Submit Request $\bigtriangledown$	Dashboard	
Welcome ZONAL CULT	URAL CENTRES,Care Taker !		Year <b>2015</b>	C	hange Password	Logout			
		Of	ficer Master	Add					
Department	Zonal Cultural Centres	Ţ							
Branch	Testing Branch 🔻								
Officer Designation*									
Officer Name									
Officer Type	Officer •								
User	Active User 🔻								
Phone No									
E-mail									
Diary Allowed	Yes V								
Password*									
Attach Officer	Check	neck	Unchec	k					
	Programmer(RB)								- 11
	Test12								
	Test1								
	Update					_			
	Save					Edit			

**Officer-Edit:** To edit officer information , click on 'Edit' option, form given below will display. Here we can edit individual officers information as well as one can change password by clicking the respective button on right side of the screen.

	Inbox (2) - shallu2shallu@grr 🗙	CFMS :: Officer M	laster Edit 🛛 🗙 💽					A - 0 1
÷	→ C n web1.h	ry.nic.in/cfmshcs	s/officeMaster/fi	mOMEdit1.aspx				\$
1 Mar	Centralised File Movement And Tracking Information System							
Fil	e Movement 🗢 🛛 File Fron	n Other Departme	nts 🗢 🛛 Despatc	h Movement 🗢 🛛 Mas	iters 🗢 🛛 Store	Section 🗢 🛛 Track Dat	e Bound	Files マ Reports マ
Su	bmit Request 🗢 🛛 Dashbo	ard						
Wel	come ZONAL CULTURAL CE	NTRES,Care Take	r !	Year 20	15	Change Password	Logout	
				Edit Officer Mas	ter			
Dep	artment Name		/ S	All earch	•		A	II Pages Paging
	Dept Name	Branch Name	Officer Name	Designation	Ph No	Mail ID	Edit	Edit Password
	Zonal Cultural Centres			Care Taker	8054378415	rhtrohit90@gmail.com	Edit	Edit
	Zonal Cultural Centres			Test Officer			Edit	Edit
	Zonal Cultural Centres			Test Officer2			Edit	Edit
	Zonal Cultural Centres			Test Officer3			Edit	Edit
	Zonal Cultural Centres			Test2			Edit	Edit
	Zonal Cultural Centres			TestOfficer4			Edit	Edit
	Zonal Cultural Centres	Test branch1		Test Programmer			Edit	Edit
	Zonal Cultural Centres	Testing Branch		Programmer(RB)			Edit	Edit
	Zonal Cultural Centres	Testing Branch		Test			Edit	Edit
	Zonal Cultural Centres	Testing Branch		Test1			Edit	Edit
12								
We	b Site Designed and Develop	ed and Hosted by N	IC, Haryana State Rest vie	Unit, Chandigarh. Cont Haryana Governmer wed in IE5 5+ (1024X76	ents owned, mair it. i8) resolution	tained and updated by the	respectiv	e departments/offices of
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# 4.4 Master $\rightarrow$ Group

Using Group you can add the group name , here Group Code and Group Name is mandatory.

M Inbox (2) - shallu2shallu@grr × 🕒 :: CFMS :: Group	×			8 - 0 ×
← → C f i web1.hry.nic.in/cfmshcs/Depa	rtmental/CreateGroup.a	aspx		☆ =
Centra	lised File Move	ment And Ti	racking Informa	ition System
File Movement ▽     File From Other Departments ▽       Submit Request ▽     Dashboard	Despatch Movement 🗢	Masters ▽ Store	e Section ▽ Track Dat	e Bound Files ▽ Reports ▽
Welcome ZONAL CULTURAL CENTRES, Care Taker !	Υε	ear <mark>2015</mark>	Change Password	Logout
Add Dept Name Group Code Group Name	Group Of Dispatch Zonal	Cultural Centres V		
Web Site Designed and Developed and Hosted by NIC, Hary	ana State Unit, Chandigarh. Haryana Gove Best viewed in IE5.5+ (10	Contents owned, mai mment. 124X768) resolution.	intained and updated by the	respective departments/offices of
1	-v - M	otal.	u Graup - Co	EN 1 2 2 19:03

## 4.5 Master → Add Officers to Group

- To add officer to existing group, this option is used.
- Select Group name from the list and press 'Search' button
- List of existing officer in the selected list will be displayed.
- Here one can add officers to the group
- Existing Officers can also be deleted from the group.

M Inbox (2) - shallu2shallu@gr × 🕒 :: CFMS :: Groups ×			
← → C ⋒ 🗋 web1.hry.nic.in/cfmshcs/Admin/frmg	roup.aspx		ත් <b>=</b>
Centralised	File Movement An	d Tracking Inform	nation System
File Movement ▽       File From Other Departments ▽       Despat         Submit Request ▽       Dashboard	tch Movement 🗢 🛛 Masters 🗢	Store Section	Date Bound Files ▽ Reports ▽
Welcome ZONAL CULTURAL CENTRES, Care Taker !	Year <b>2015</b>	Change Password	Logout
	Group		
Search	All Pages	Paging	
Group Created For Department Group List	Zonal Cultural Centres V All AOs	Search	
Web Site Designed and Developed and Hosted by NIC, Haryana State Best v	All DEOs All DEOs tents own All MDs All MDs All Programmers All SPs	ed, maintained and updated by ition.	the respective departments/offices of
	Zonal Test group		
<u>ــــــــــــــــــــــــــــــــــــ</u>			•
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Image No 2.27

# 4.6 Master $\rightarrow$ File Master

Here File number, year and subject are compulsory.

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← → C f Web1.hry.nic.in/cfmshcs/Files	Master/frmfmadd.aspx		ත් <b>=</b>
File Movement v     File From Other Departments v	alised File Movement And	d Tracking Inform Store Section マ Track Da	ation System
Welcome ZONAL CULTURAL CENTRES.Care Taker !	Year <b>2015</b>	Change Password	Logout
Department Zonal Cultural Centres Branch Officer Care Taker  If not officer than add in officer File No Year Subject	File Master Add		<b>T</b>
Web Site Designed and Developed and Hosted by NIC, Har	yana State Unit, Chandigarh. Contents owne Haryana Government. Best viewed in IE5.5+ (1024X768) resolu	d, maintained and updated by ti tion.	ne respective departments/offices of
< 型 Start 📄 🕹 🧿 🎓 🖉 👘 🖬 user manual.de	ocx - M 🔄 CFMS-Departmental 🧿 :	: CFMS :: Add Files	EN 1 🖉 🖓 😰 13:11

M Inbox (2) - shallu2shallu@gr 🗙	🕒 :: CFM5 :: Edit Files × 🔼	. @ X
← → C 🖌 🗋 web1.hry	y.nic.in/cfmshcs/filesMaster/frmFMedit.aspx	ත් <b>=</b>
-	Centralised File Movement And Tracking Information System	Â
File Movement ▽ File From	Other Departments $\bigtriangledown$ Despatch Movement $\bigtriangledown$ Masters $\bigtriangledown$ Store Section $\bigtriangledown$ Track Date Bound Files $\bigtriangledown$ Reparation of the section $\bigtriangledown$	ports 🗢
Submit Request 🗢 🛛 Dashboa	rd	
Welcome ZONAL CULTURAL CEN	ITRES,Care Taker ! Year 2015 Change Password Logout	
File No. Add New Record	Edit File Master Search Refresh	
File No	Subject	Edit
49148/test	testing	Edit
1234:TestFile	Related all Sports content	Edit
4536	Welfare	Edit
49	test123	Edit
102	please take immediate action	Edit
12345	Regarding Health	Edit
7/4-2MSD-15/462-68	nkin	Edit
49-12/1SIT	dfdf	Edit
234567	test123	Edit
123456	efef	Edit
1234567	test123	Edit
67854	test	Edit
23/456	take action	Edit
789456	testr123	Edit
ch/123/2015	test123	Edit
I		• • • •
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Image No 2.29

## 5) Track Date Bound Files

In Track Date Bound Files menu you can track the date bound files which you send to other or which you receive from others.

## 5.1 Track Date Bound Files → Date Bound Files Received

This option shows you all the Date Bound Files which you received from others.

🕒 :: CFMS :: Target Date Track 🗙	Chief Secretary, Haryana	× 📉 M Snap Formatting - sh	allu2sha 🗙 🗌				8	<u>– 0 ×</u>
← → C 🕯 🗋 web1.h	<b>nry.nic.in</b> /cfmshcs/Depar	tmental/frmIncomingT	argetdateFile	es.aspx				\$
-	Central	lised File Mover	ment And	d Tracking	Inform	ation Sy	vster	n
File Movement $\bigtriangledown$ File FroSubmit Request $\bigtriangledown$ Dashbi	om Other Departments 🗢	Despatch Movement 🗢	Masters 🗢	Store Section 🤜	7 Track D Date Bou	ate Bound Fil Ind Files	es	Reports 🗢
Welcome ZONAL CIII TIIRAL C	ENTRES.Care Taker !	Ye	ar <b>2015</b>	Change P:	Recieved	nd Files Cont		
Search File Letter No Year 2015 •	Reply Status Per Target date in next days	Date Bound Files	■ Recieved	Refresh	Summar Files Ser	y report for It		
File Type/Recpt No./Date	Initiating Dept. & No.	Subject		Received From & Date	Remarks	Target Date	Reply Sent Date	Reminder
Letter ,Ordinary 88 30/01/2015	Asstt. Committee I Urban Development 30/01/2015 12345	test		Test Officer2 Zonal Cultural Centres 30/01/2015		22/02/2015	butto	Details
Letter ,Ordinary 112 13/02/2015	Care Taker Zonal Cultural Centres 13/02/2015 1234	shb gfbhf bg		Test Officer2 Zonal Cultural Centres 13/02/2015		17/03/2015		Details
Letter ,Ordinary 154 12/03/2015	Care Taker Zonal Cultural Centres 06/03/2015 456	test		Test Officer3 Zonal Cultural Centres 12/03/2015	fjkldajf	20/03/2015		Details
Letter ,Ordinary	Care Taker	T 0.4010045		Care Taker		24/02/04/5		Dutolla b
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Image No 2.30

## 5.2 Track Date Bound Files → Date Bound Files Received

This option shows you all the Date Bound Files which you send to others. In this option you will also send reminder by clicking send reminder button at the right side of the screen.

📄 :: CFMS :: Target Da	ite Track 🗙 🚺 Chief Secretary	y, Haryana 💿 🗙 📉 Snap Formatting - s	ihallu2sha 🗙 🚺				8	- 0 ×
← → C ⋒ 🗋	) web1.hry.nic.in/cfmsh	cs/Departmental/frmTargetDa	teTrack.asp>	(				5
File Movement $\bigtriangledown$	File From Other Departm	Centralised File Move	ment Ar Masters ⊽	d Track	ing Inf	ormati	on System Bound Files ▽ 1	) Reports 🗢
Submit Request 🗢	Dashboard	ker!	ear 2015	Chan	ne Passwor	'n	Logout	
		Date Bound F	iles Sent				3	
Search File Letter	Reply Statu D15 🔻 Target date	s Reply Awaited •	Search	Refre	sh			
File Type/Recpt No./Date	Initiating Dept. & No.	Subject	Sent To & Date	Remarks	Target Date	Reply Recieved Date	Send Reminder	Reminder
Letter ,Ordinary 114 13/02/2015	Care Taker Zonal Cultural Centres 12/02/2015 1234	dcds	Test Officer2 Zonal Cultural Centres 13/02/015		24/03/2015		Send Reminder	Details
Letter ,Ordinary 98 06/02/2015	Care Taker Zonal Cultural Centres 13/02/2015 12345	Test SMS12345	Care Taker Zonal Cultural Centres 06/02/2015		24/03/2015		Send Reminder	Details
Letter ,Ordinary 110 13/02/2015	Care Taker Zonal Cultural Centres 13/02/2015 asjaski	asdfasdf	Test Officer Zonal Cultural Centres	aklasjdldkfsldd flksadjflksdjf l	25/03/2015		Send Reminder	Details
🛃 start 💦 🕴	🗿 🏉 🔞 👘 use	r manual.docx - M 🛛 🗐 CFMS-Departm	ental 👩	:: CFMS :: Target	Dat		EN I	<ul> <li>() (3) (14:1</li> </ul>

# 5.2 Track Date Bound Files → Summary Report for Files Sent

This option shows you the summary of Date Bound Files.

🗋 Summary Report	×	Chief Secretary, Haryana	×	Snap Format	ting - shall	u2sha 🗙						AL	o x
← → C ♠ 🗅	web1.h	<b>ry.nic.in</b> /cfmshcs/Depart	tmental/	frmSum	mary_f	orTarge	tdate_Ser	nt.aspx					☆ =
Sher	Intra	Centra	lised	File M	loven	nent /	And Tr	racking	Infor	matio	on S	System	
File Movement ▽ Submit Request ▽	File Fro Dashb	om Other Departments 🗢	Despato	h Movem	ent ⊽	Masters	s	e Section 🤜	7 Track	Date B	ound	Files ⊽ Re	ports 🗢
Welcome ZONAL CULTURAL CENTRES,Care Taker ! Year 2015 Change Password Logout													
Report for the Offic	Report for the Officer Date Bound Sent Files Summary Report												
Department	Branch	Official	Total Sent	Total Pending	Within Time	Overdue	Overdue <7 days	Overdue >7 days	Total Recieved	Within Time	After TD	After <7 days of TD	After >7 day of TD
Zonal Cultural Centres		Care Taker	14	14	0	14	1	13	0	0	0	0	0
Zonal Cultural Centres		Test Officer	10	6	0	6	0	6	4	4	0	0	0
Zonal Cultural Centres		Test Officer2	13	7	0	7	1	6	6	6	0	0	0
Zonal Cultural Centres		Test Officer3	3	2	0	2	0	2	1	1	0	0	0
Uttranchal Dehradun		Addl. SP (Security)Int and Security,UK DAD	1	1	0	1	0	1	0	0	0	0	0
Haryana Tourism Corporation Ltd.		Nodal Officer	1	1	0	1	0	1	0	0	0	0	0
Industries Department		Principal Secretary	1	1	0	1	0	1	0	0	0	0	0
Zila Sainik Board		MD	1	0	0	0	0	0	1	1	0	0	0
		Convert Total	4.4	22	0	22	2	30	12	12	0	0	0

4				•
🦺 start 🔰 😢 🧿 🖉 🦉	📓 user manual.docx - M	CFMS-Departmental	🧿 Summary Report - Go	EN   🔿 🌏 🖳 14:16

# 6) Reports

# This show the different report.

# 6.1 Reports→ Present Status

This report shows the present status of the file/letter filter on different criteria.

C Meb1.hry.nic.in/cfmshcs/Departmental/frmpresentstatus.aspx	🕒 :: CFMS :: Present :	Status 🗙 🗋 Chief Secretary, Haryana	× M Snap Formatting - shallu2sha ×								
Centralised File Movement And Tracking Information System         File Novement T       File From Other Departments Despatch Movement Nasters Store Section Track Date Bound Files Reports Submit Request         Dashboard       Velcome ZONAL CULTURAL CENTRES, Care Taker !       Year 2015         Change Password       Logout         Status       V         Dashboard       Priority         Recept Date From       Velcome ZONAL CULTURAL CENTRES, Care Taker !       Year 2015         Change Password       Logout         Status       V         Priority       To         Initiating Opficer       To         Initiating Opficer       Officer Name         File No       V         Mark Officer       V         Initiating Opficer       V         Initiating Department       V         Branch       V         Department       V         Branch       V         Branch       V         Mark Officer       Officer Name         Subject       V         Dax Diary Done By       V         Dax Diary Done By       V         Vear       2011	← → C' fi	web1.hry.nic.in/cfmshcs/Depart	mental/frmpresentstatus.aspx		Q ☆ Ξ						
Dashboard         Weicome ZONAL CULTURAL CENTRES, Care Taker !       Year 2015       Change Password       Logout         Status <ul> <li>Status</li> <li>Image: Status</li> <li>Image: S</li></ul>	File Movement        File From Other Departments        Despatch Movement        Masters        Store Section        Track Date Bound Files        Reports        Submit Request										
Melcome ZONAL CULTURAL CENTRES, Care Taker ! Year 2015 Change Password Logout   Status   Dak Type     Dak Type     Priority     Receipt No From     Initiating Officer     Initiating Department     Branch     Officer     Officer     File No     Mark Officer     Branch     Subject     Branch     Year 2011   201 2012   201 2012   201 2012	Dashboard										
Status           Status Dak Type <ul> <li>Priority</li> <li>Priority</li> <li>Priority</li> <li>To</li> <li>To</li> <li>(dd/mm/yyy)</li> <li>Initiating Officer</li> <li>Initiating Officer</li> <li>Initiating Officer</li> <li>Officer</li> <li>Officer</li> <li>Officer</li> <li>Officer</li> <li>Officer</li> <li>Officer</li> <li>Officer Name</li> <li>Officer Nam</li></ul>	Welcome ZONAL CULT	URAL CENTRES,Care Taker !	Year <b>2015</b>	Change Password Li	ogout						
Subject Dak Diary Done By T Dak Diary by Officer T Year 2011 2012 2013	Status Dak Type Receipt No From Recpt Date From Initiating Officer Initiating Department Branch Officer File No Mark To Officer Department Branch Mark Officer	V       V       (dd/mm/yyyy)       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V		Priority To To ♥ Officer Name	(dd/mm/yyyy)						
■ 2014 2015 ■ 2016 Report Reset	Subject Dak Diary Done By Dak Diary by Officer Year	▼ 2011 2012 2013 2014 2015 2016 Report			Reset						

Image No 2.33

## 6.2 Reports $\rightarrow$ Officer Query

This report show the full movement of the file/letter based on different filter criteria. This report show the diary number which are handled by the login officer.

🕒 :: CFMS :: Officer Q	uery × C Chief	Secretary, Haryana	× M Snap Formatting - sl	nallu2sha 🗙 📃			
← ⇒ C ⋒	) web1.hry.nic.in	/cfmshcs/Depart	mental/frmofficersqu	ery.aspx		Q	☆ =
A Contraction	Cent	ralised File Mov	vement And Tracki	ng Information Sy	vstem		Â
File Movement 🗢 🛛 File Fro	m Other Departments 🗢	Despatch Movement 🗢	Masters 🗢 Store Section 🗢	Track Date Bound Files 🗢	Reports 🗢 Submit Re	quest 🗢 Dashboard	
Welcome ZONAL CULTURA	L CENTRES,Care Taker !		Year 2015	Change Password	Logout		
Dak Type Status	<b>T</b>	¥	Enter Officer's Query	r To Get Report	Mode of Receipt	•	
Priority Recpt No From	All T				Τo		
Initiating Officer Initial Date from					То		
Initiating Department				T			
Branch	•				Officer		
Officer	•				Name		
Receipt From Officer Department				•			
Branch	T						
Officer	T				Officer		
Receipt Date From					To		
Mark To Officer							
Mark Department Branch	<b>T</b>			•			
Officer					Officer		
Maded Date From	17082045				Name T-	1708-2015	
Subject	17/06/2015				10	17/00/2015	
Remark							
Diary Done By Branch	•						
Diary Done By Officer	Other 🔻						
Reoprt By	None V						
ieai	2011 2012 201	3 6					
	Mew Report Print Report Receipt Wi	se				Reset	
4	Print Report Department	Mise					
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Image No 2.34

## Click on View Report

This view report shows the report in the grid format.

🕒 :: CFMS :: Officer	Query × 🗅 :: Cf	FMS :: Grid Report Office 🗙 🌔 Chief Secretary, Haryana	× M Snap For	matting - shallu2sha 🗙 📃		- 0	x
← ⇒ C' fi	🗋 web1.hry.nic.ir	n/cfmshcs/Departmental/frmgridreportoffice	er.aspx			Q 🖒	≡
Print	All Pages	Paging Officer Report on 17.6-20	15		Clo	se	4
File Type/Recpt No./Date	Initiating Dept./Letter No.	Subject	Deptt. File No./Status	Remark Received From & Date	Mark To D	Jetail Print	
Letter Ordinary 1 01/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Regarding Cultural fest on republic day (Test)	/Mark	Care Taker Zonal Cultural Centres 01/D1/2015	Test Officer Zonal Cultural Centres 01/01/2015	Jetail Print	
Letter Ordinary 2 01/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Cultural Events of state schools (test data)	/Mark	Care Taker Test Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Jetail Print	
Letter Ordinary 3 01/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Regarding Budget of haryana fest (test)	/Mark	Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Jetail Print	
Letter Registered 4 02/01/2015	Care Taker Zonal Cultural Centres 12/10/2014 123	Test	/Mark	Care Taker Zonal Cultural Centres 02/01/2015	Care Taker Zonal Cultural Centres 02/01/2015	Jetail Print	
Letter Registered 4 02/01/2015	Care Taker Zonal Cultural Centres 12/10/2014 123	Test	Pending	Care Taker Zonal Cultural Centres 02/01/2015	[	Jetail Print	
Letter Ordinary 5 05/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Test	/Mark	Care Taker Zonal Cultural Centres 05/01/2015	Care Taker Zonal Cultural Centres 05/01/2015	Jetail Print	
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Click on detail it will show you the detail of file.

# 6.3 Reports $\rightarrow$ Receipt Query

# Print Report Receipt Wise

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# 6.4 Reports $\rightarrow$ Despatch Report

This show the report for the despatch.

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**Click on Report** 

# 6.5 Reports $\rightarrow$ File Search

# Used for the file search.

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# 6.6 Reports → Summary Report

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Zonal Cultural Centre	s	Care Taker		289	524	151	358	8						
Zonal Cultural Centre	s	Test Officer		23	79	41	37	1						
Zonal Cultural Centre	s	Test Officer	2	22	103	41	51	4	1					
Zonal Cultural Centre	s	Test Officer	3	21	89	62	36	1						
Zonal Cultural Centre	s	TestOfficer	4	0	4	2	1	1						
Zonal Cultural Centre	s	Test2		0	2	2	0	0						
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Zonal Cultural Centre	s Test branch1	Branch Sub	o Total	2	3	1	2	0						
Zonal Cultural Centre	s Grand Total	Branch Sub	o Total	359	808	292	487	15						
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# 6.7 Reports $\rightarrow$ File Report

# Show the list of the files

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# 6.8 Reports $\rightarrow$ Officer Report

# This shows the list of the officers.

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