No. HRM-VII/11/1/2016/  

To,

All ACC (HQ)/ACC (Zones)  
RC (ASD) Head Office  
Director, PDNASS.

Subject:- Introduction of e-mail diarisation on e-office portal (www.eoffice.epfindia.gov.in)- Reg.

Madam/Sir,

In order to achieve the target of paper-free EPFO, a new modality vis. “e-mail diarisation” has been activated in on e-office portal (www.eoffice.epfindia.gov.in) for all the active users on e-office. It can be accessed by individual users using their NIC e-mail credentials.

2. Using the said modality, any e-mail along with its attachments can directly be diarised without taking a printout. It is a step towards better efficiency in dink Management saving time and paper both as multiple printouts of the same e-mail can be avoided.

3. A detailed step-by-step guide to use e-mail diarisation is enclosed herewith. The complete e-office user manual is also being shared for any further references. Any queries/feedback in this regard may kindly be sent at eoffice.epfo@epfindia.gov.in.

Encl: As above

Yours faithfully

(Uma Mandal)  
Additional Central P. F. Commissioner (HRM)

Copy to:-

1. Staff officer to CPFC for information please.
2. PS to ACC (HQ)(HR)
3. FA & CAO
4. Chief Vigilance Officer
5. All Add. CPFCS (Head Office)
6. All DD (Vig.)/Zonal Audit Parties/Zonal Training Institutes
7. Hindi Section for Hindi version.
1) Individual user can log into e-office portal using his email credentials. Click on the NIC mail tab on the home page as encircled below:

2) Open the e-mail that needs to be diarized.

3) At the bottom right of the e-mail, click on the tab, as encircled below to move the mail to e-file as shown.

"Cleanliness is next to Godliness"

Regards,

eOffice Team
EPFO Head Office, New Delhi

"Cleanliness is next to Godliness"
4) On clicking to move to e-file tab, a page will open as shown below, where clicking on "click here" will redirect the user to e-file Application.

5) User can go to e-mail diarisation option under receipts.

6) Attachments in the e-mail, if any, will be shown as below and can be selected by clicking on them and pressing the right pointing arrow tab in the middle of the page as encircled below:
7) The selected attachments will be shown as below.

8) The email along with its attachments will move to e-mail diarisation tab under Receipts and can be diarised by filling in out mandatory details as required under physical receipts.