

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 an 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.

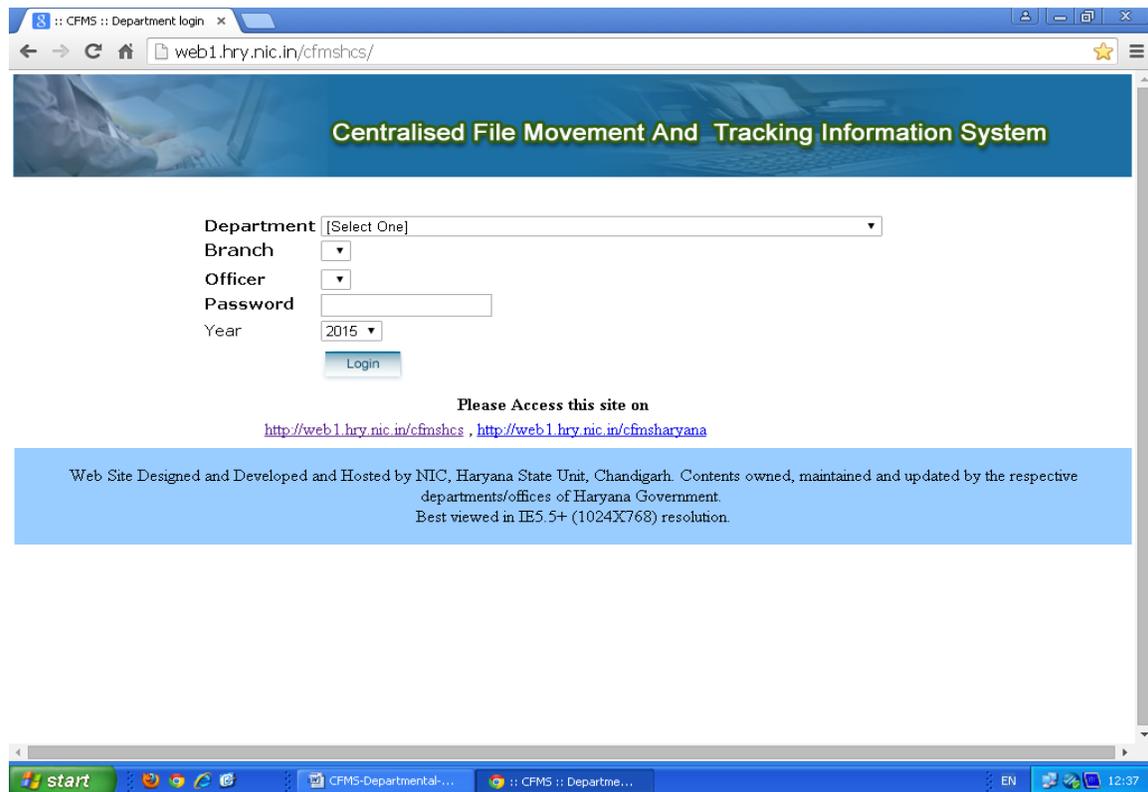
Centralized File Movement and Tracking Information System [CeFMaTIS] is a web-based system for tracking the movement of files and papers in medium as well as large government offices. Government of Haryana has made its use mandatory for all departments.

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 is 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.



The screenshot shows a web browser window with the address bar displaying web1.hry.nic.in/cfmshcs/. The page title is "Centralised File Movement And Tracking Information System". The login form includes the following fields:

- Department: [Select One] (dropdown menu)
- Branch: (dropdown menu)
- Officer: (dropdown menu)
- Password: (text input field)
- Year: 2015 (dropdown menu)
- Login: (button)

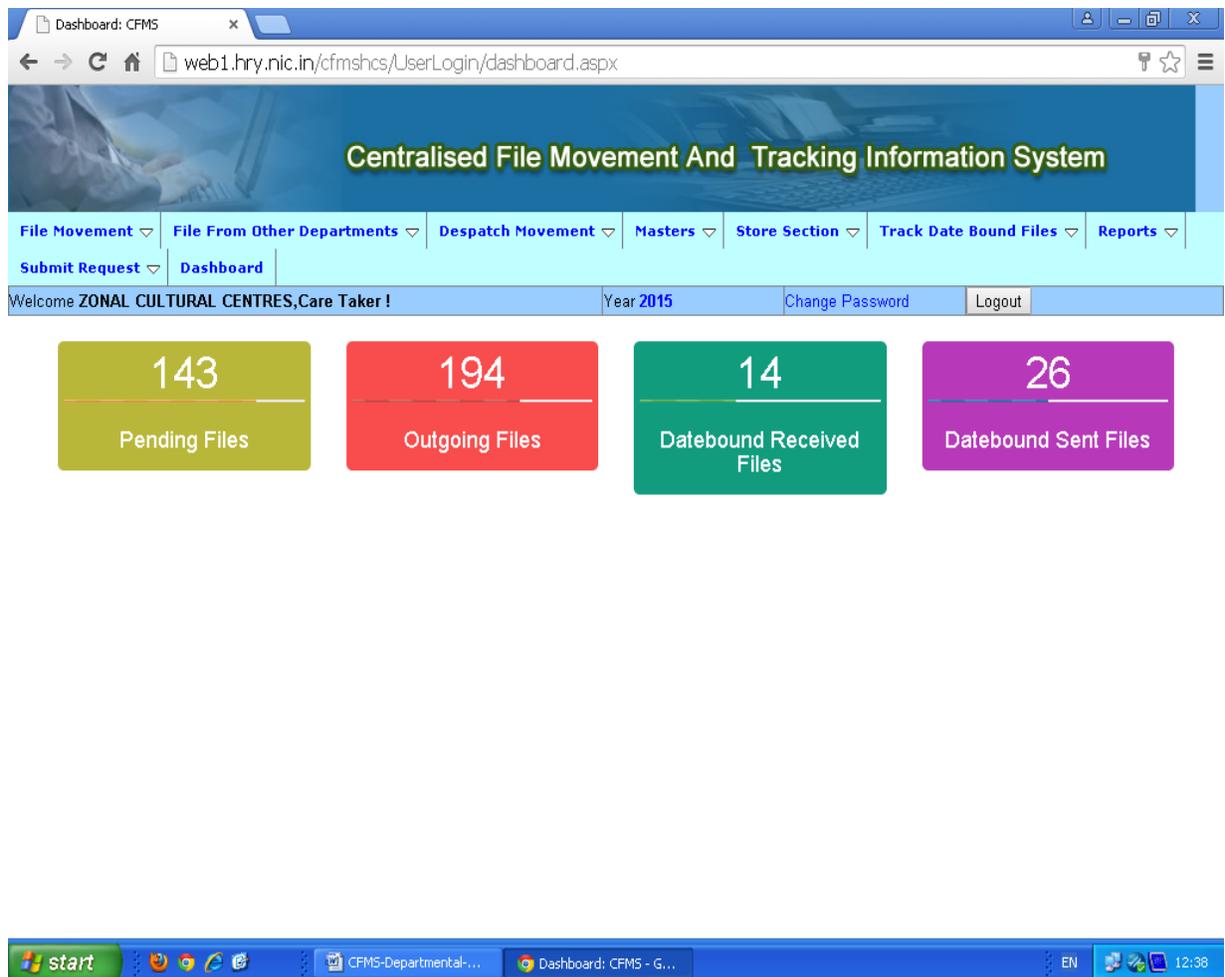
Below the form, there is a message: "Please Access this site on <http://web1.hry.nic.in/cfmshcs> , <http://web1.hry.nic.in/cfmsharyana>".

A footer message states: "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."

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:37.

Image No 2.1

After successful login, below screen will appear:



- **Image No 2.2**

- **Pending Files:** List of files/letters pending for action.
- **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:

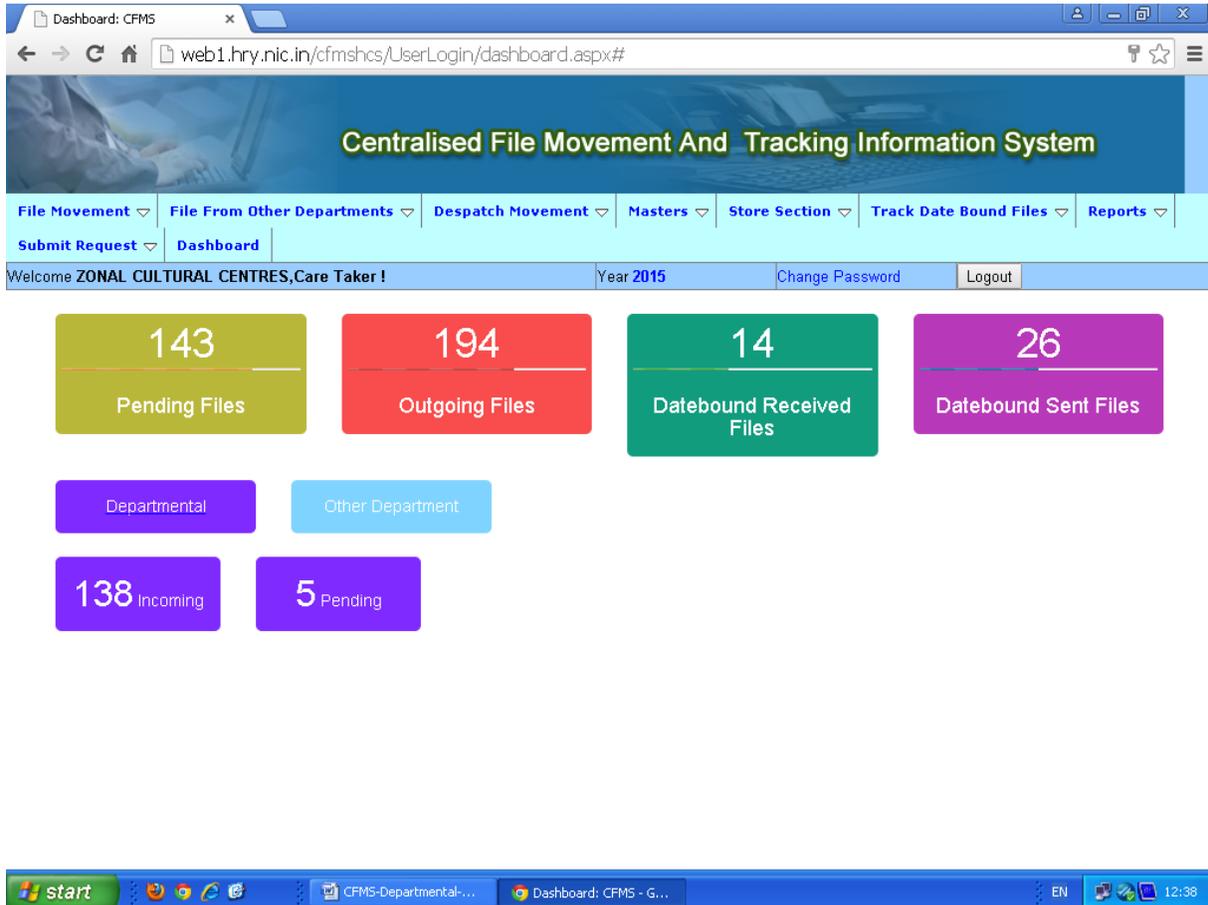


Image No 2.3

Outgoing Files:

The screenshot displays the dashboard for the Centralised File Movement And Tracking Information System. The user is logged in as 'Care Taker' for 'ZONAL CULTURAL CENTRES'. The dashboard features four summary cards: Pending Files (144), Outgoing Files (195), Datebound Received Files (14), and Datebound Sent Files (26). Below these is a section for 'Outgoing Files' with search filters for file number, receipt date, year (2015), priority ([All]), and document type ([All]). A table lists the outgoing files with columns for File Type/Receipt No./Date, Initiating Dept. & No., Dept. File No., Subject, Mark To & Date, and Remark.

File Type/Receipt No./Date	Initiating Dept. & No.	Dept. File No.	Subject	Mark To & Date	Remark
Letter ,Ordinary 328 16/06/2015	Care Taker Zonal Cultural Centres 19/06/2015 123RF		Information Regarding	Care Taker Zonal Cultural Centres 16/06/2015	Please put up this file
Letter ,Ordinary 325 11/06/2015	Care Taker Zonal Cultural Centres 05/06/2015 gf		fgs	Care Taker Zonal Cultural Centres 11/06/2015	
Letter ,Ordinary	Care Taker				

Image No 2.4

Date Bound Files Received:

The screenshot shows the CFMS dashboard with the following elements:

- Header:** "Centralised File Movement And Tracking Information System"
- Navigation:** File Movement, File From Other Departments, Despatch Movement, Masters, Store Section, Track Date Bound Files, Reports, Submit Request, Dashboard.
- User Info:** Welcome ZONAL CULTURAL CENTRES,Care Taker! Year 2015 Change Password Logout
- Statistics:**
 - Pending Files: 144
 - Outgoing Files: 195
 - Datebound Received Files: 14
 - Datebound Sent Files: 26
- Search Section:** Date Bound Files Recieved. Search File Letter No, Reply Status (Pending), Search, Refresh, Target date in next days, Year (2015).
- Table:**

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		Details
Letter ,Ordinary 112	Care Taker	shb afbhf bg	Test Officer2 Zonal Cultural Centres		17/03/2015		Details

Image No 2.5

Date Bound Files sent:

The screenshot displays the CFMS dashboard with the following components:

- Header:** "Centralised File Movement And Tracking Information System"
- Navigation Menu:** File Movement, File From Other Departments, Despatch Movement, Masters, Store Section, Track Date Bound Files, Reports, Submit Request, Dashboard.
- User/Session Info:** Welcome ZONAL CULTURAL CENTRES,Care Taker | Year 2015 | Change Password | Logout
- Statistics:**
 - Pending Files: 144
 - Outgoing Files: 195
 - Datebound Received Files: 14
 - Datebound Sent Files: 26
- Date Bound Files Sent Section:**
 - Search File Letter No:
 - Reply Status: Search Refresh
 - Year: Target date in next days
- Table of Date Bound Files Sent:**

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 13/02/2015		24/03/2015		Send Reminder	Details
Letter ,Ordinary	Care Taker		Care Taker Zonal					

Image No 2.6

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**

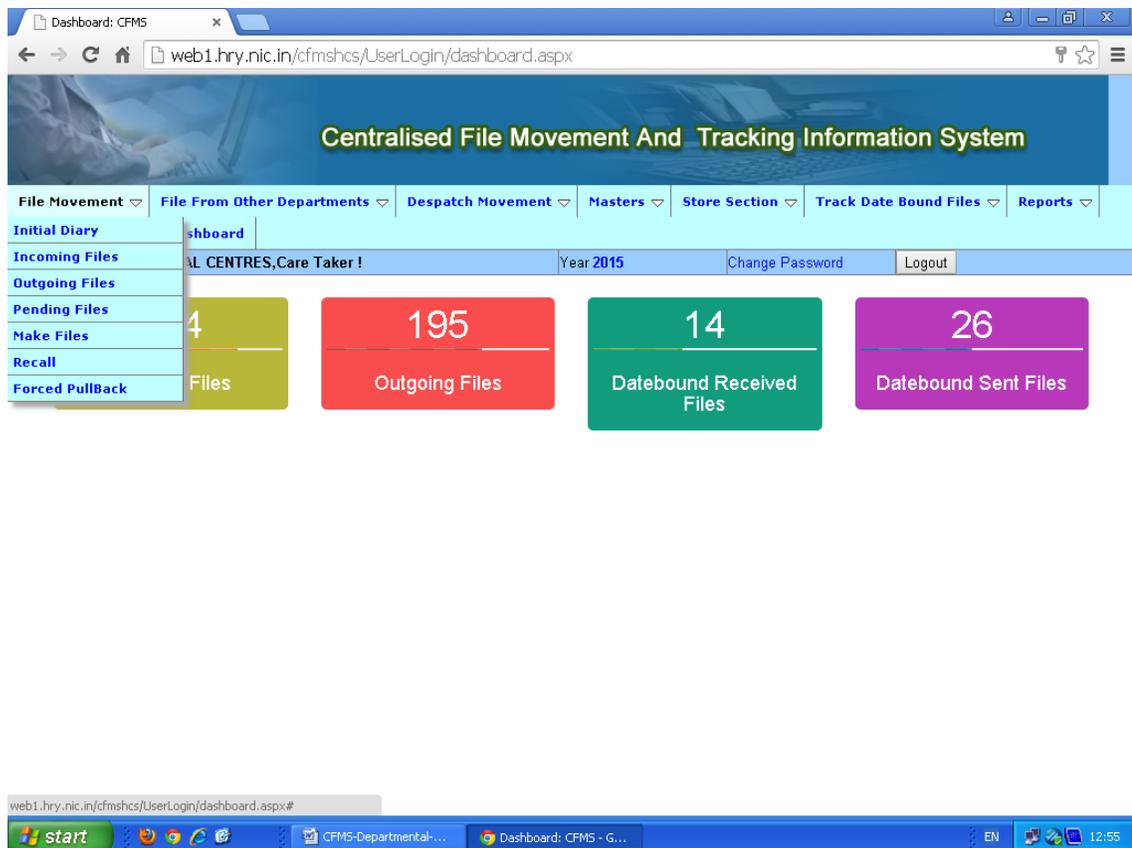


Image No 2.7

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.

Centralized File Movement and Tracking Information System - Windows Internet Explorer
http://web1.hry.nic.in/cfms/Departmental/frinitialdiaryscr.aspx

File Movement | File from other department | Dispatch Movement | Store | Master | Query/Report

Welcome HARYANA CIVIL SECRETARIAT, Record Section, Supdt. ! Year 2010 Change Password Logout

Initial Diary Screen

RECEIVED FROM

Department: Haryana Civil Secretariat (File Received from department)
Select Branch: Record Section (File Received from banch name)
Select Officer: Supdt. (Officer Name from where file received)
File/Letter: Letter (File, Letter, DO Letter etc.) File No./Letter No.: [] (File No. or Letter no.)
Initiating Date: [] (dd/mm/yyyy) Priority: Ordinary (Priority, Ordinary, Immediate, urgent)
Subject: Subject of the Letter

Mark/Final: Mark (Mark or Final but initial stage files are mak)

MARK TO

Department: Haryana Civil Secretariat (File mark to the department)
Branch: Record Section (File mark to the Branch)
Officer: Supdt. (File mark to the Officer)
Marked Date: 07/05/2010 (Mark date of the file)
Remarks: Remark of the officer if any

Upload File: [Browse...] (Browse the file which want to upload) [Save] [Reset] [Save And CC] [Enter Your Receipt Number] [Go] (To edit in the file or letter mark Enter number and click on the Go for editices of)

Reset all the values by [] Mark the file and send a CC to the other officer updated by the respective []

Image No 2.8

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 → File Received from branch name. **[Selection of Branch is not mandatory]**

Select Officer → File Received from officer name. **[Selection of Officer is mandatory]**

File/Letter → Select the type of the file. **[Selection of File/Letter is mandatory]**

File No/Letter No. → Enter the file or letter number. **[File no/Letter no is not mandatory]**

Initiating Date → Enter the initial date of the File or Letter (senders date). **[Initial date is mandatory]**

Priority → 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 → Select the mode of receipt. [Mode of Receipt is mandatory]

Subject → Enter the subject. **[Subject is mandatory]**

Mark/Final → 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 → Marked Date will not change. It will display by default.

Remark → Enter the remark. [Remark is not mandatory]

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

“Description of Button”

Save → To mark the file or letter.

Reset → To reset the values of the page.

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

Edit → 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.

The screenshot displays the 'Initial diary Screen' within the 'Centralised File Movement And Tracking Information System'. The interface includes a navigation menu with options like 'File Movement', 'File From Other Departments', 'Dispatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', 'Submit Request', and 'Dashboard'. The user is logged in as 'ZONAL CULTURAL CENTRES,Care Taker!' for the year '2015'. The form contains the following fields:

- RECEIVED FROM:** Radio buttons for 'State' (selected) and 'Other'.
 - Department: Zonal Cultural Centres
 - Select Branch: Care Taker
 - Select Officer: Care Taker
 - File/Letter: Letter
 - File No./Letter No: 123re
- Initiating Date:** 11/06/2015 (dd/mm/yyyy)
- Priority:** Ordinary
- Subject:** This is test file
- Mode of Receipt:** Ordinary
- Mark/Final:** Mark
- Received date:** 16/06/2015 (dd/mm/yyyy)

MARK TO: Radio buttons for 'State' (selected) and 'Other'.

- Department: Zonal Cultural Centres
- Branch: Test branch1
- Officer: Test Programmer
- Marked Date: 16/06/2015 (dd/mm/yyyy)
- Remarks: Please put up this file
- Upload File: Choose File | No file chosen

At the bottom of the form, there are four buttons: 'Save', 'Save and CC', 'Edit', and 'Reset'. The Windows taskbar at the bottom shows the system time as 15:09.

Image No 2.9

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.

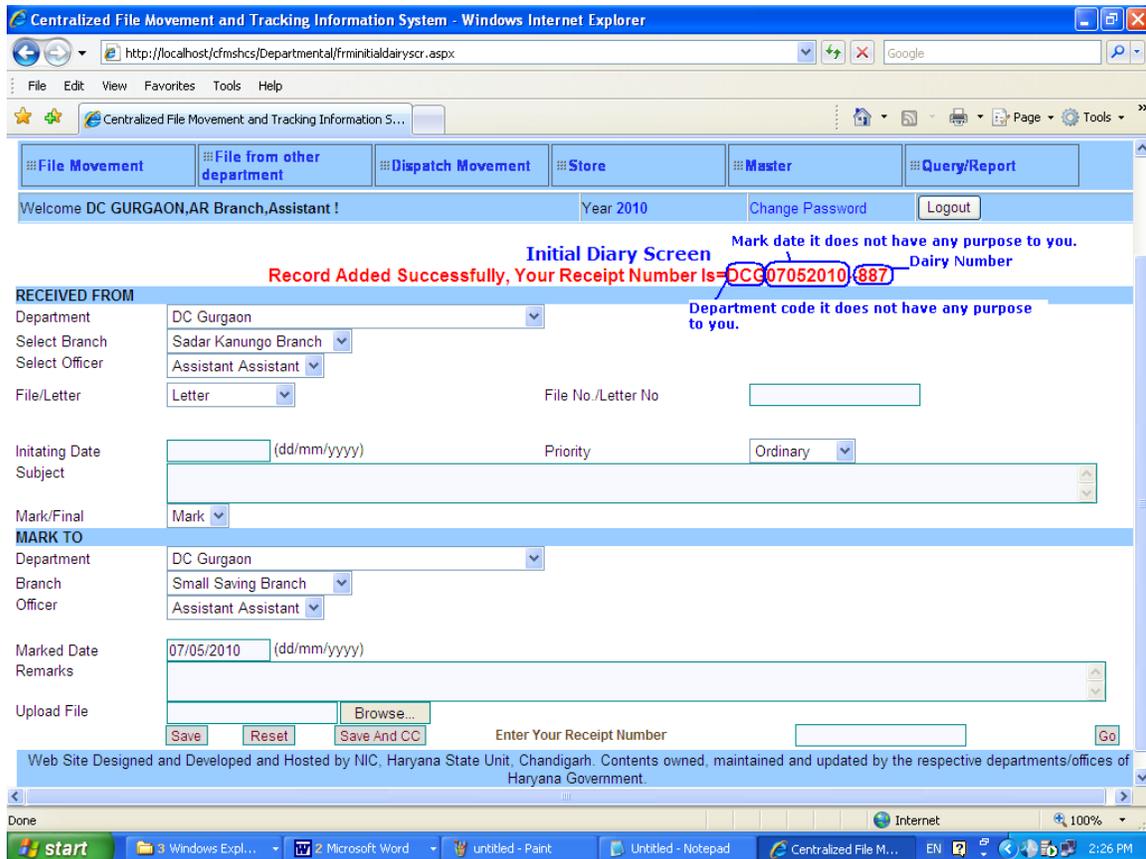


Image No 2.10

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.

The screenshot displays the 'Initial diary Screen' of the CFMS. At the top, a navigation menu includes options like 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', 'Submit Request', and 'Dashboard'. A welcome message reads 'Welcome ZONAL CULTURAL CENTRES,Care Taker !'. A red notification states: 'Initial diary Screen Record added successfully, Your Receipt Number is=28816062015--329'. The form is divided into 'RECEIVED FROM' and 'MARK TO' sections. The 'RECEIVED FROM' section includes dropdowns for Department (Zonal Cultural Centres), Select Branch, Select Officer (Care Taker), File/Letter (Letter), File No./Letter No., Initiating Date, Priority (Ordinary), Mode of Receipt (Ordinary), Subject, Mark/Final (Mark), and Received date (16/06/2015). The 'MARK TO' section includes dropdowns for Department (Zonal Cultural Centres), Branch, and Officer (Test Office2), Marked Date (16/06/2015), Remarks, and an Upload File button. At the bottom, there are buttons for 'Save', 'Save and CC', 'Edit', and 'Reset'. A red arrow points to the 'Enter Receipt Number' field, which is currently empty. The Windows taskbar at the bottom shows the system time as 14:40.

Image No 2.10

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

Go → 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.

Centralised File Movement And Tracking Information System

File Movement | File From Other Departments | Despatch Movement | Masters | Store Section | Track Date Bound Files | Reports | Submit Request

Welcome ZONAL CULTURAL CENTRES,Care Taker ! | Year 2015 | Change Password | Logout

Initial diary Screen
Record added successfully, Your Receipt Number is=28817062015--409

RECEIVED FROM
 State Other

Department: Zonal Cultural Centres
Select Branch: [Dropdown]
Select Officer: Care Taker
File/Letter: Letter
File No./Letter No: [Text Box]

Initiating Date: [Text Box] (dd/mm/yyyy)
Priority: Ordinary
Subject: [Text Area]

Mark/Final: Mark
Mode of Receipt: Ordinary
Recieved date: 17/06/2015 (dd/mm/yyyy)

MARK TO
 State Other

Department: Zonal Cultural Centres
Branch: [Dropdown]
Officer: Test Officer2

Marked Date: 17/06/2015 (dd/mm/yyyy)
Remarks: [Text Area]

Upload File: Choose File | No file chosen

Buttons: Save, Save and CC, Edit, Reset

Enter Receipt Number: [Text Box] | Go

Image No 2.11

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.**

The screenshot displays the 'Incoming Files' page of the Centralised File Movement And Tracking Information System. The page features a navigation menu with options like 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', and 'Reports'. A user login bar shows 'Welcome ZONAL CULTURAL CENTRES,Care Taker !' and 'Year 2015'. Below this, there are search filters for 'Search File Letter No', 'Receipt Date', 'Year' (set to 2015), and 'Priority' (set to [All]). A table lists incoming files with columns for File Type/Receipt No./Date, Initiating Dept. & No., Dept.File No., Subject, Received From & Date, and Remark/Target Date. A single file is listed with receipt number 304, dated 25/05/2015, initiated by Care Taker Zonal Cultural Centres on 14/05/2015, with subject 'mb' and received from Care Taker Zonal Cultural Centres on 25/05/2015. A 'Save' button is visible below the table. The footer contains a disclaimer: '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.'

File Type/Receipt No./Date	Initiating Dept. & No.	Dept.File No.	Subject	Received From & Date	Remark/Target Date
Letter ,Ordinary 304 25/05/2015 304,	Care Taker Zonal Cultural Centres 14/05/2015 bjbn		mb	Care Taker Zonal Cultural Centres 25/05/2015	

Image No 2.12

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.**

CFMS :: Pending Files Dep. x | Inbox - shallu2shallu@gmail. x

web1.hry.nic.in/cfmstraining/DEPARTMENTAL/frmPendingfilesDept.aspx

Centralised File Movement And Tracking Information System

[File Movement](#) | [File From Other Departments](#) | [Despatch Movement](#) | [Masters](#) | [Store Section](#) | [Track Date Bound Files](#) | [Reports](#) | [Submit Request](#)

Welcome **ZILA SAINIK BOARD,MD!** | Year **2015** | [Change Password](#) | [Logout](#)

Pending Files

File/Letter No:
 Recept Date:
 Year: 2015
 Priority: [All]

File Type/Recpt No./Date/Other Reference	Initiating Dept. & No.	Dept.File No	Subject	Received From & Date	remark
Letter, Ordinary 2 10/06/2015 375, 2,	Care Taker Zonal Cultural Centres 10/06/2015		gddkghg	Care Taker Zonal Cultural Centres 10/06/2015	dagggd

1

Remark:

Status: State Other

Mark to Department:

Branch:

Officer:

Priority:

Marked Date: (dd/mm/yyyy)

Upload File: No file chosen

start | CFMS-Departmental-... | CFMS :: Pending Fi... | HP PrecisionScan Pro | EN | 15:36

Image No 2.13

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.



Image No 2.14

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.



Image No 2.15

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.**

Centralised File Movement And Tracking Information System

File Movement | File From Other Departments | Despatch Movement | Masters | Store Section | Track Date Bound Files | Reports | Submit Request

Welcome ZONAL CULTURAL CENTRES,Care Taker ! Year 2015 Change Password Logout

Incoming Files From Other Dept

Search Diary Number Receipt Date From 18/05/2015 Receipt Date To 17/06/2015 Search Refresh

Year 2015

<input checked="" type="checkbox"/>	File Type/Recpt No./Date	Initiating Dept. & No.	Subject	Received From & Date	Remark
<input checked="" type="checkbox"/>	Letter ,Ordinary 25628 17/06/2015	Assistant I Account Branch Haryana Civil Secretariat 18/06/2015 2234er	This is test file	Assistant I Account Branch Haryana Civil Secretariat 17/06/2015	Please put up this file for further action

1

Save Print

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Best viewed in IE5.5+ (1024x768) resolution.

Image No 2.16

2.2 File from other department→ 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.

The screenshot displays a web browser window with the URL `web1.hry.nic.in/cfmstraining/DEPARTMENTAL/frmpendingother.aspx`. The page title is "Centralised File Movement And Tracking Information System". The navigation menu includes "File Movement", "File From Other Departments", "Despatch Movement", "Masters", "Store Section", "Track Date Bound Files", and "Reports". A "Submit Request" button is also present. The user is logged in as "ZONAL CULTURAL CENTRES,Care Taker!". The page shows a search section for "Pending Files From Other Deptt." with filters for "Diary Number" (2015) and "Receipt Date" (18/05/2015 to 17/06/2015). A table lists the pending files:

File Type/Recpt No./Date	Initiating Dept. & No.	Subject	Received From & Date	Register to
Letter ,Ordinary 25628 17/06/2015	Assistant I Account Branch Haryana Civil Secretariat 18/06/2015 2234er	This is test file	Assistant I Account Branch Haryana Civil Secretariat 17/06/2015	Register to

The footer contains the text: "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."

Image No 2.17



Image No 2.18

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.

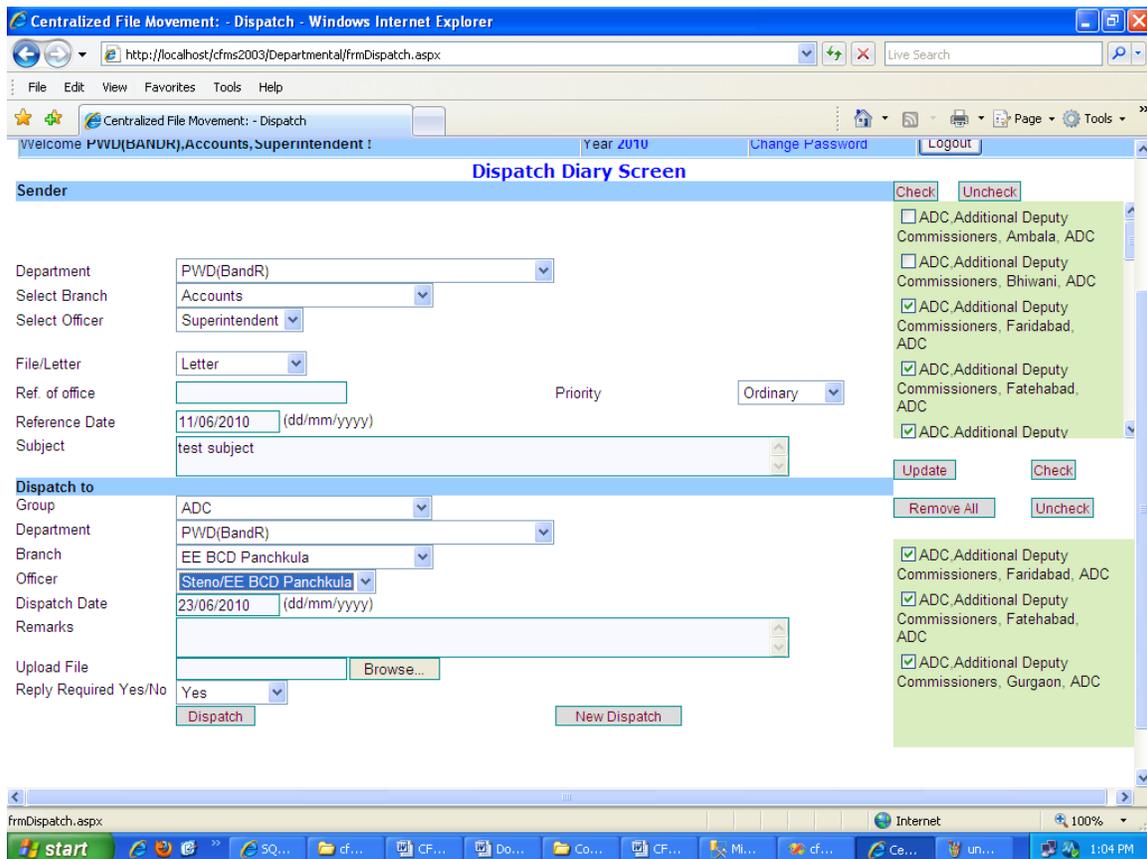


Image No 2.19

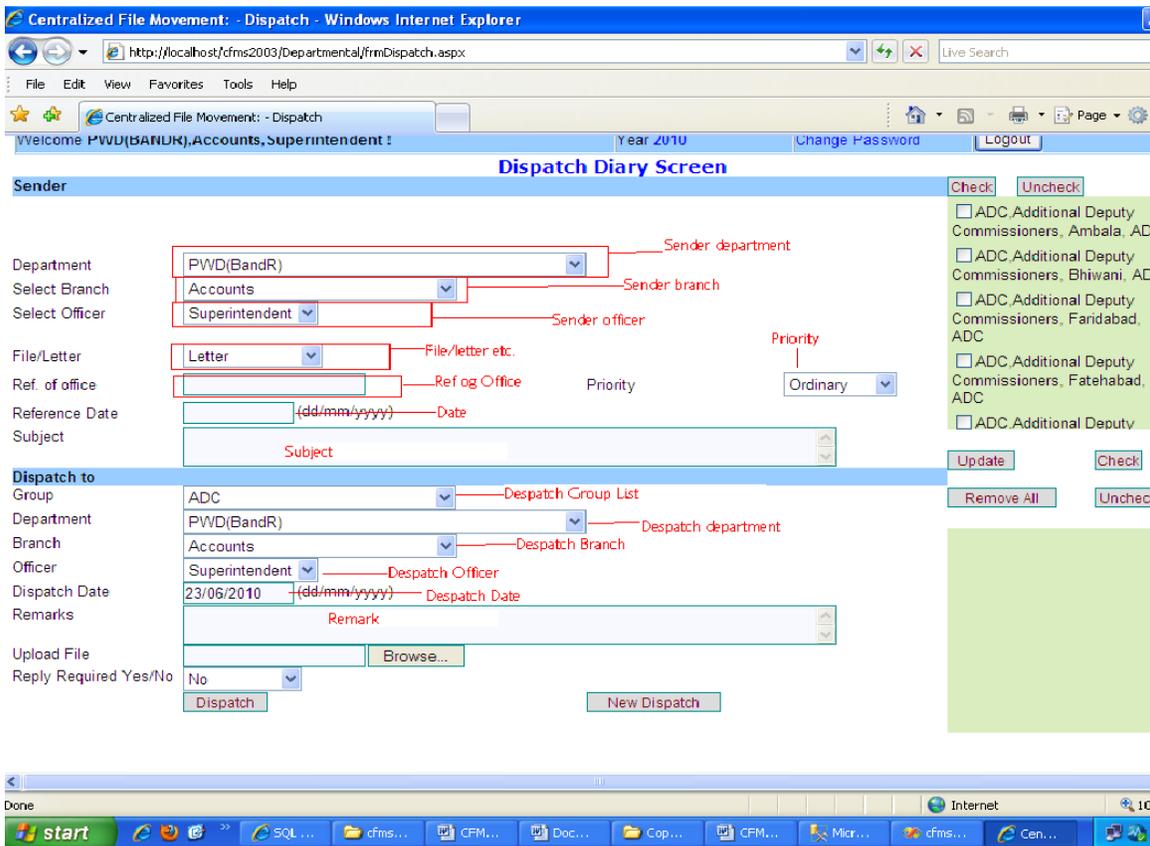


Image No 2.20

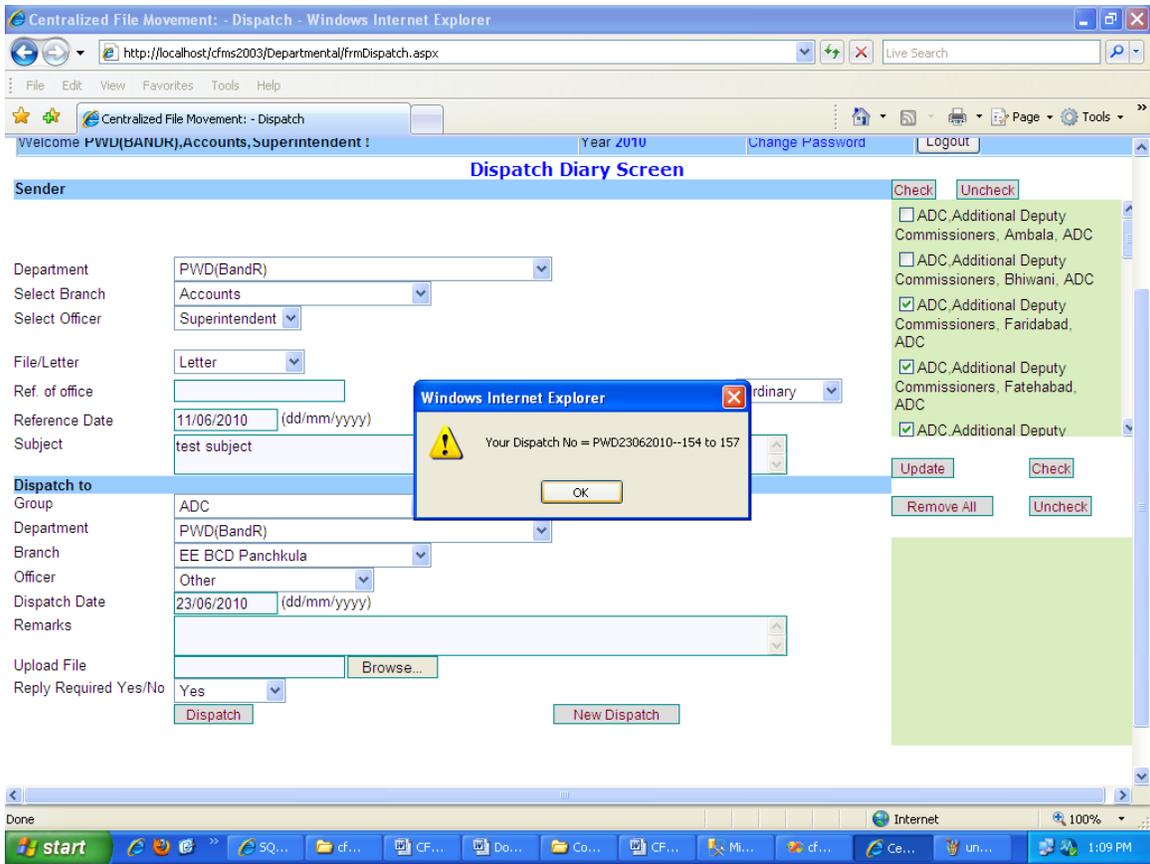


Image No 2.21

3.2 Despatch Movement → 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.

The screenshot displays the 'Centralised File Movement And Tracking Information System' web interface. The page title is 'Centralised File Movement And Tracking Information System'. The navigation menu includes: File Movement, File From Other Departments, Despatch Movement, Masters, Store Section, Track Date Bound Files, Reports, Submit Request, and Dashboard. The user is logged in as 'ZONAL CULTURAL CENTRES,Care Taker!' for the year '2015'. The page displays a 'No Reply Awaited Report' and a search filter for 'Reply' set to 'No'. Below the search filter is a table of dispatch records.

File Type/Ref No./Disp. Date/No.	Sender Dept.	Subject	Remark	Dispatch To
<input type="checkbox"/> Letter Immediate dcd 13/01/2015 1	Zonal Cultural Centres Care Taker	address		Zonal Cultural Centres caretaker
<input checked="" type="checkbox"/> Letter Immediate 13/01/2015 2	Zonal Cultural Centres Care Taker	address	sasa	Zonal Cultural Centres sohan
<input type="checkbox"/> Letter Immediate 13/01/2015 3	Zonal Cultural Centres Other	dsd	adasd	Zonal Cultural Centres sohan12
<input checked="" type="checkbox"/> Letter Ordinary 12345 05/03/2015	Zonal Cultural Centres Care Taker	Test Test	kjfklsadjklsa	Zonal Cultural Centres Test Officer3

Image No 2.22

3.3 Despatch Movement → Edit Despatch

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

The screenshot shows a web browser window with the URL `web1.hry.nic.in/cfmstraining/DEPARTMENTAL/frmdispatchgrid.aspx`. The page title is "Centralised File Movement And Tracking Information System". The navigation menu includes: File Movement, File From Other Departments, Despatch Movement, Masters, Store Section, Track Date Bound Files, Reports, and Submit Request. The user is logged in as "ZONAL CULTURAL CENTRES,Care Taker" for the year "2015".

The "Edit Despatch" section features a search bar with "10/06/2015" entered and a "Search" button. There are also "All Pages" and "Paging" links.

File Type/Ref No./Date/No.	Sender Dept.	Subject	Remark	Despatch To	Edit Group	Edit
Letter Ordinary 10/06/2015 13	Zonal Cultural Centres Care Taker	r6ytyryu		Zonal Cultural Centres Care Taker	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

At the bottom of the page, there is a footer: "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."

Image No 2.23

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.

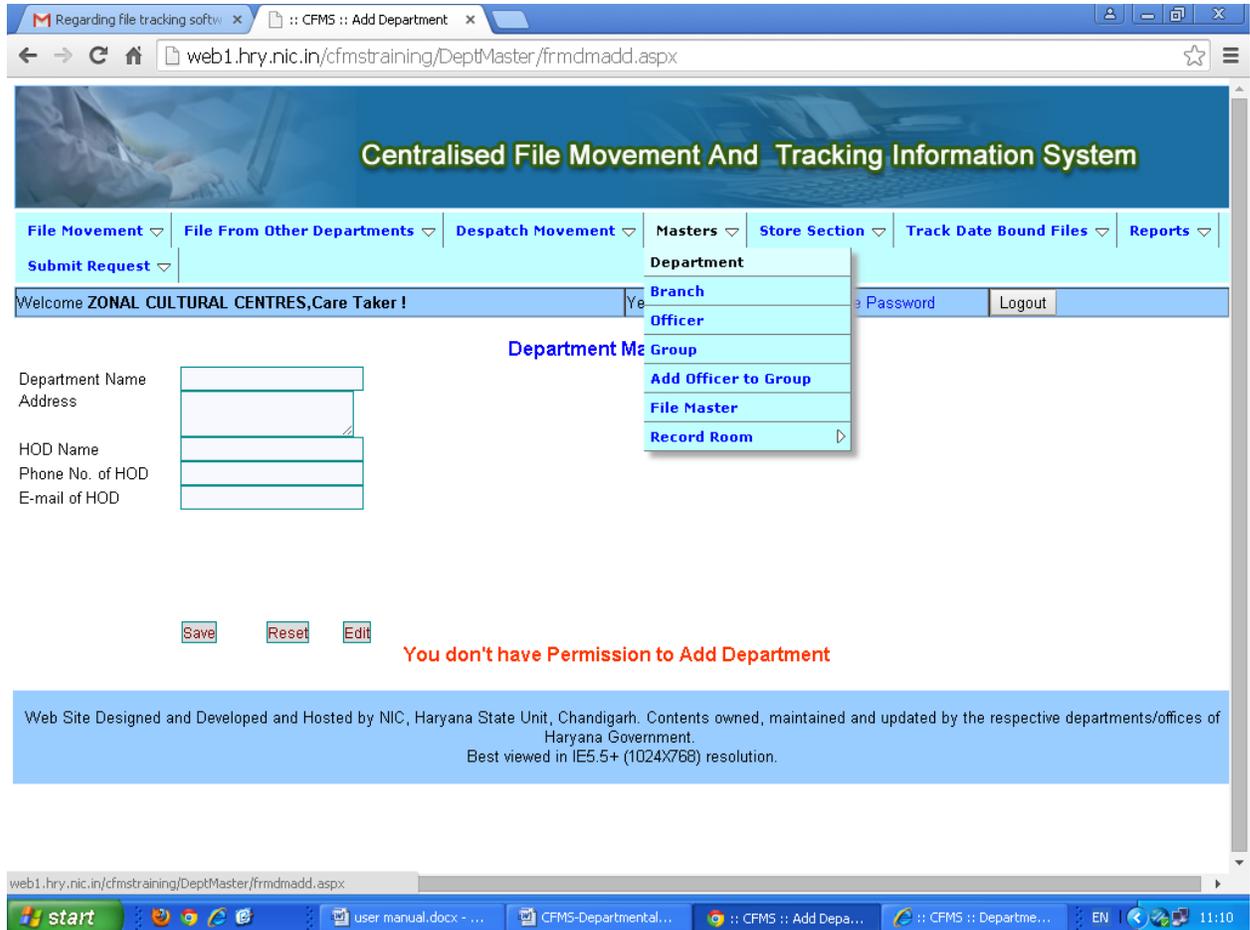


Image No 2.24

Regarding file tracking softw... x CFMS :: Edit Department x

web1.hry.nic.in/cfmstraining/DeptMaster/frmDMedit.aspx

Centralised File Movement And Tracking Information System

[File Movement](#) | [File From Other Departments](#) | [Despatch Movement](#) | [Masters](#) | [Store Section](#) | [Track Date Bound Files](#) | [Reports](#) | [Submit Request](#)

Welcome **ZONAL CULTURAL CENTRES,Care Taker !** | Year **2015** | [Change Password](#) | [Logout](#)

Edit Department Master

[All Pages](#) | [Paging](#)

[Add New Record](#)

	Dept.Code	Dept.Name	Dept.Address	Dept.HOD	Dept.HOD Ph.	Dept.HOD E-Mail	Edit
<input type="checkbox"/>	288	Zonal Cultural Centres					Edit

1

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 Best viewed in IE5.5+ (1024X768) resolution.

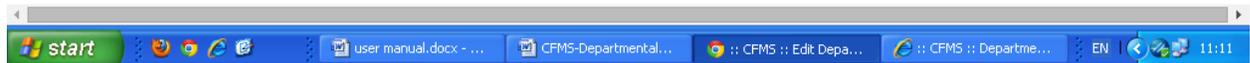


Image No 2.25

4.2 Master → Branch

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

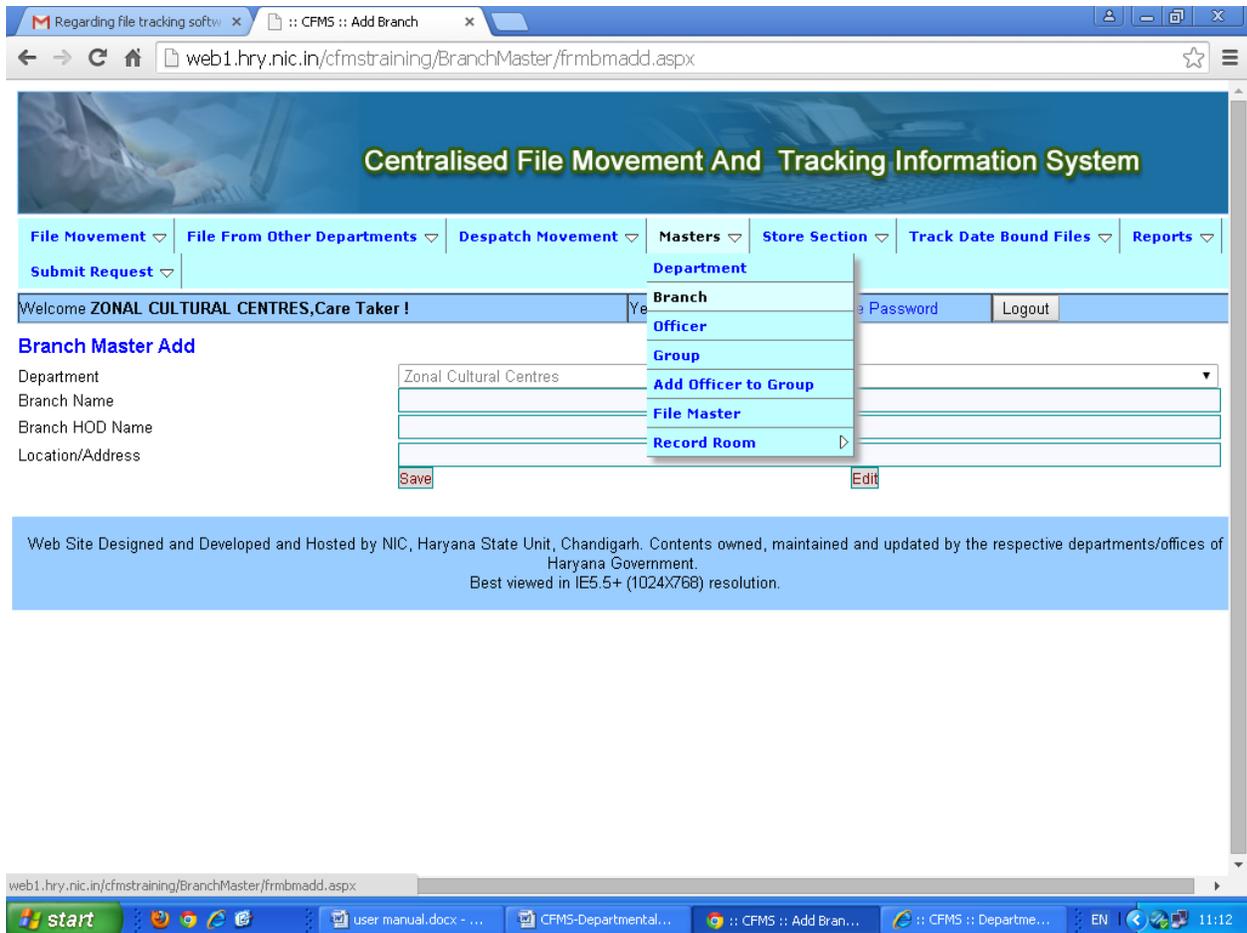


Image No 2.26



Image No 2.27

4.3 Master → Officer

Using Officer Master, you can add the officer.

web1.hry.nic.in/cfmshcs/officeMaster/frmOMadd.aspx

Centralised File Movement And Tracking Information System

File Movement ▾ File From Other Departments ▾ Despatch Movement ▾ Masters ▾ Store Section ▾ Track Date Bound Files ▾ Reports ▾ Submit Request ▾ Dashboard

Welcome ZONAL CULTURAL CENTRES,Care Taker! Year 2015 Change Password Logout

Officer Master Add

Department: Zonal Cultural Centres ▾

Branch: Testing Branch ▾

Officer Designation*:

Officer Name:

Officer Type: Officer ▾

User: Active User ▾

Phone No:

E-mail:

Diary Allowed: Yes ▾

Password*:

Attach Officer

<input type="checkbox"/> Programmer(RB)	<input type="checkbox"/>
<input type="checkbox"/> Test12	<input type="checkbox"/>
<input type="checkbox"/> Test	<input type="checkbox"/>
<input type="checkbox"/> Test1	<input type="checkbox"/>

Update

Save Refresh Edit

Image No 2.28

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.

Centralised File Movement And Tracking Information System

File Movement ▾ | File From Other Departments ▾ | Despatch Movement ▾ | Masters ▾ | Store Section ▾ | Track Date Bound Files ▾ | Reports ▾

Submit Request ▾ | Dashboard

Welcome **ZONAL CULTURAL CENTRES, Care Taker !** | Year **2015** | Change Password | Logout

Edit Officer Master

Department Name: All Pages
Paging

Dept Name	Branch Name	Officer Name	Designation	Ph No	Mail ID	Edit	Edit Password
<input type="checkbox"/> Zonal Cultural Centres			Care Taker	8054378415	rhrohit90@gmail.com	Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres			Test Officer			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres			Test Officer2			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres			Test Officer3			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres			Test2			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres			TestOfficer4			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres	Test branch1		Test Programmer			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres	Testing Branch		Programmer(RB)			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres	Testing Branch		Test			Edit	Edit
<input type="checkbox"/> Zonal Cultural Centres	Testing Branch		Test1			Edit	Edit

1 2

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Best viewed in IE6.5+ (1024x768) resolution

Image No 2.25

4.4 Master → Group

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

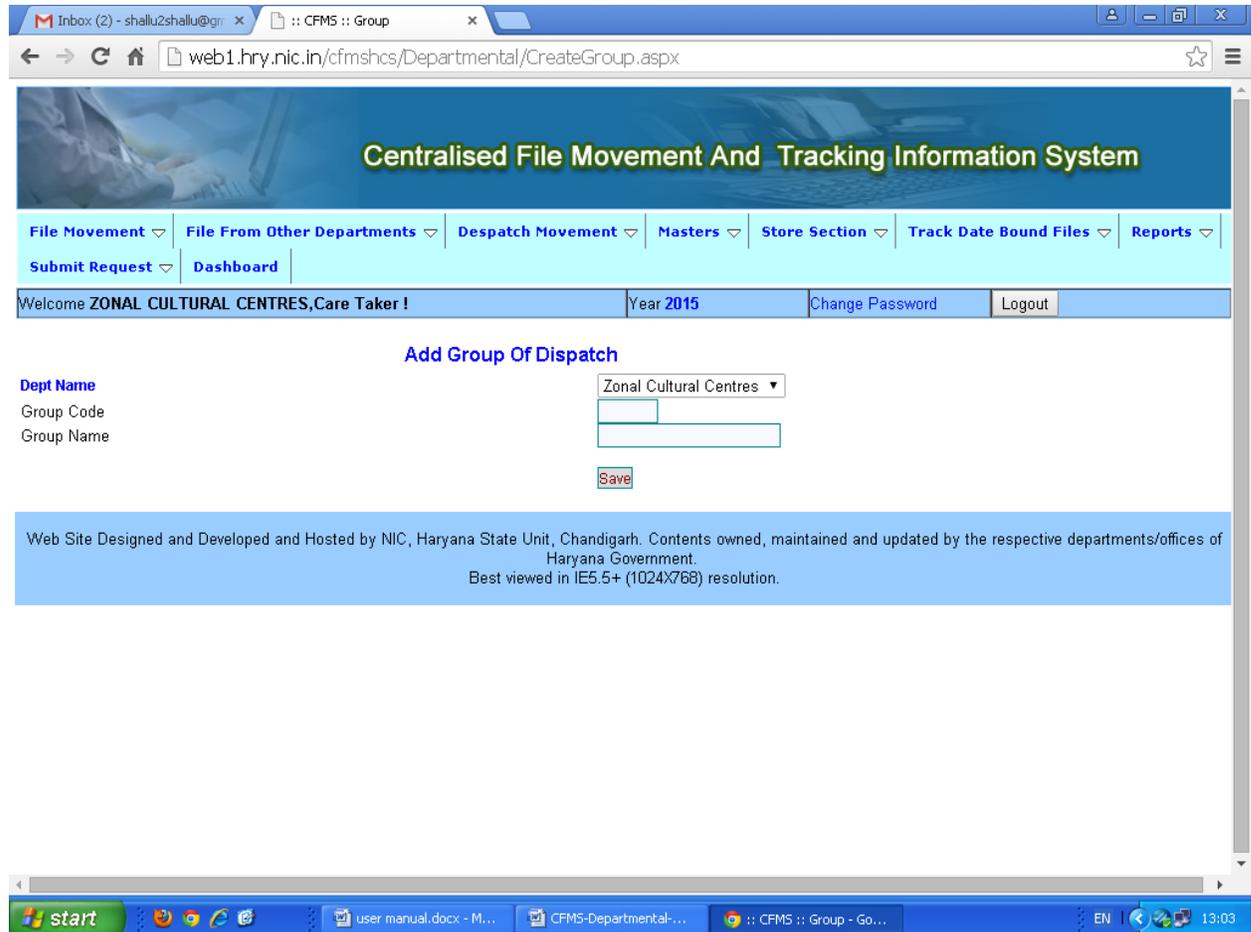


Image No 2.26

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.

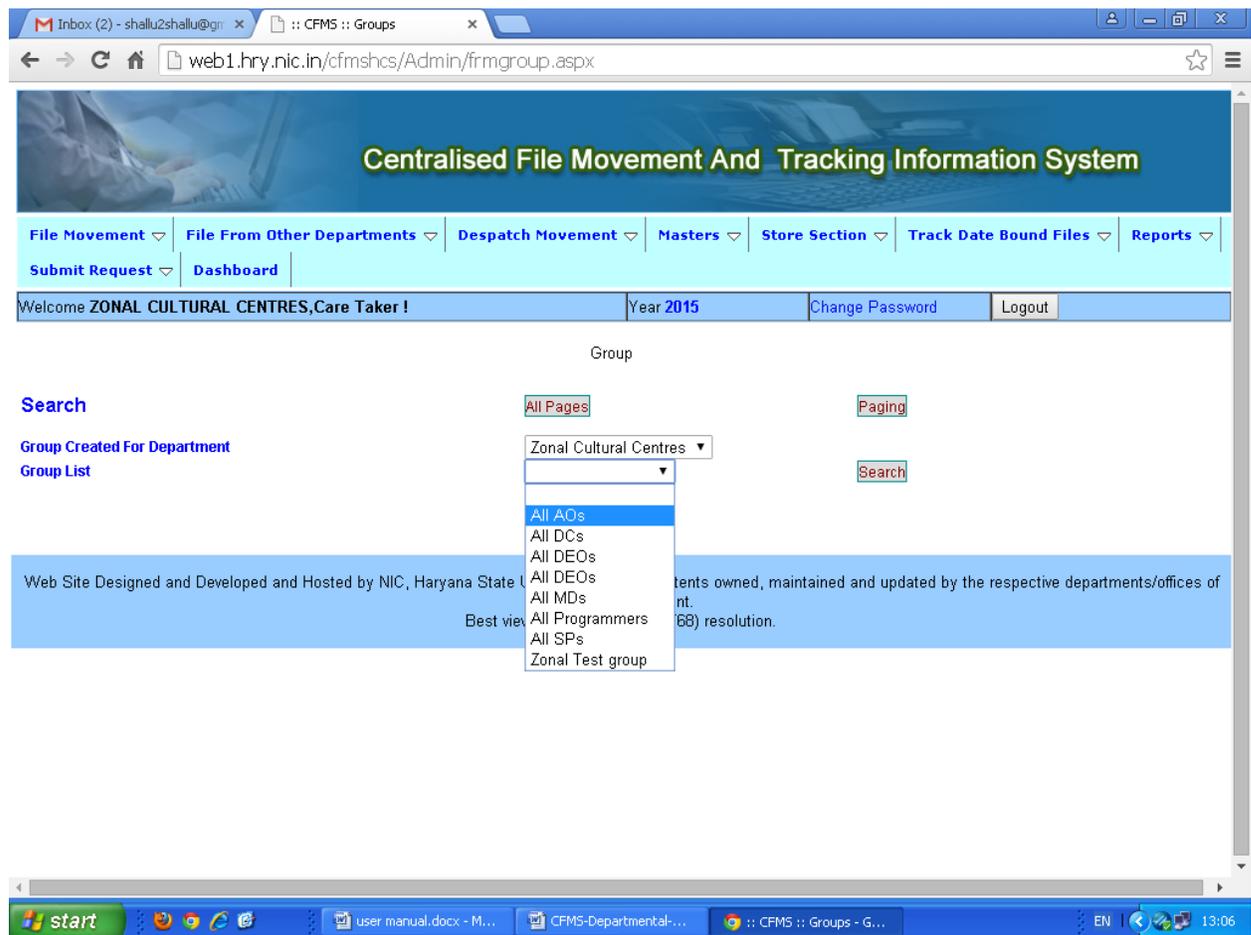


Image No 2.27

4.6 Master → File Master

Here File number, year and subject are compulsory.

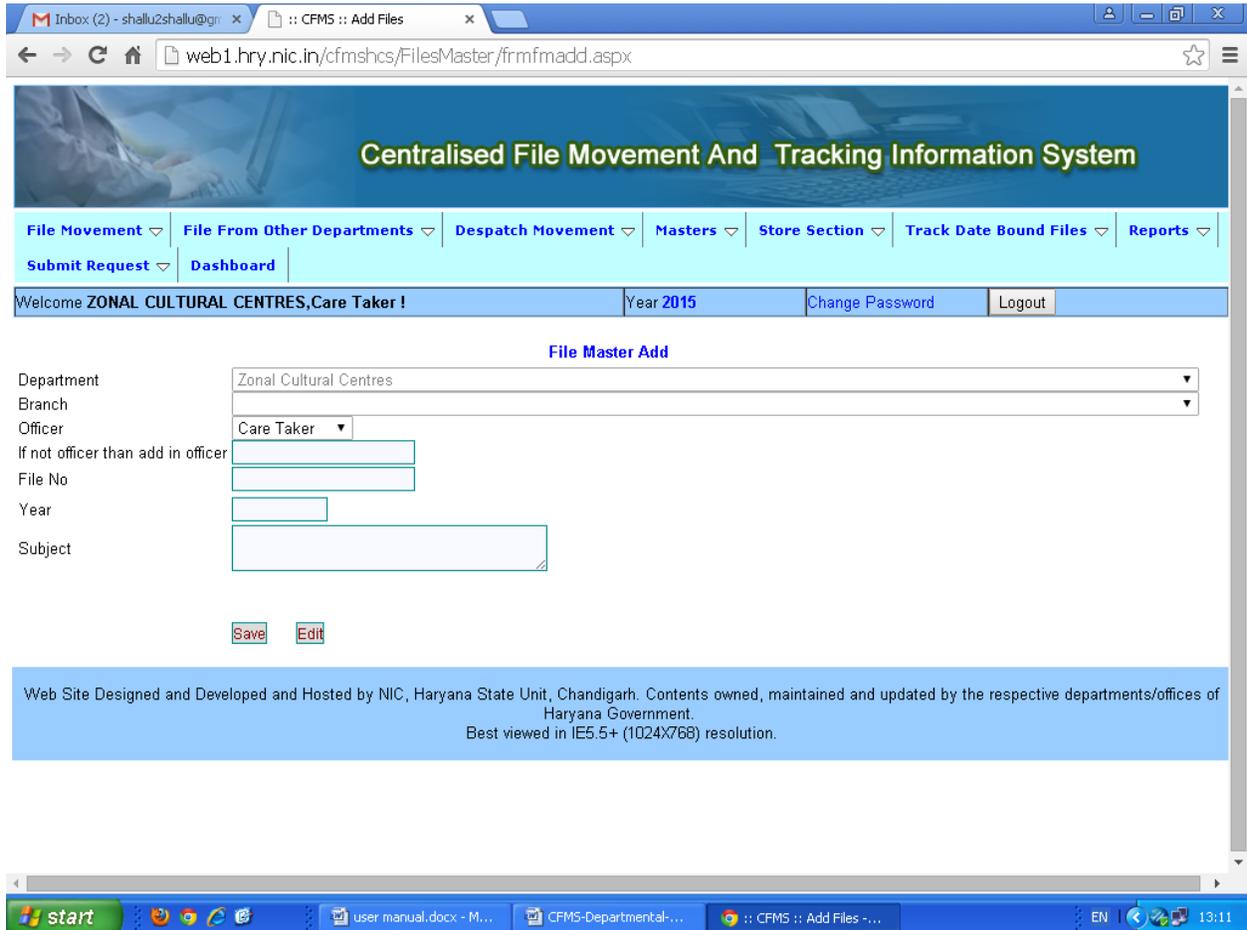


Image No 2.28

Inbox (2) - shallu2shallu@gr... x CFMS :: Edit Files x

web1.hry.nic.in/cfmshcs/filesMaster/firmFMedit.aspx

Centralised File Movement And Tracking Information System

[File Movement](#) | [File From Other Departments](#) | [Despatch Movement](#) | [Masters](#) | [Store Section](#) | [Track Date Bound Files](#) | [Reports](#) | [Submit Request](#) | [Dashboard](#)

Welcome ZONAL CULTURAL CENTRES,Care Taker ! Year 2015 [Change Password](#) [Logout](#)

Edit File Master

File No. [Search](#) [Refresh](#)

[Add New Record](#)

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	nkln	Edit
49-12/1 SIT	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

start user manual.docx - M... CFMS-Departmental-... CFMS :: Edit Files - ... EN 13:12

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.

The screenshot displays the 'Centralised File Movement And Tracking Information System' web application. The page title is 'Date Bound Files Received'. The user is logged in as 'ZONAL CULTURAL CENTRES,Care Taker !' for the year '2015'. The page includes a search section with fields for 'Search File Letter No.', 'Reply Status' (set to 'Pending'), 'Year' (set to '2015'), and 'Target date in next days'. A 'Search' button and a 'Refresh' button are also present. Below the search section is a table with the following columns: File Type/Recpt No./Date, Initiating Dept. & No., Subject, Received From & Date, Remarks, Target Date, Reply Sent Date, and Reminder. The table contains four rows of data, each with a 'Details' link in the Reminder column.

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		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	fjklidajf	20/03/2015		Details
Letter ,Ordinary 90 04/03/2015	Care Taker Zonal Cultural Centres 04/03/2015 1234	test	Care Taker Zonal Cultural Centres 04/03/2015		04/03/2015		Details

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.

The screenshot displays the 'Centralised File Movement And Tracking Information System' interface. The user is logged in as 'ZONAL CULTURAL CENTRES, Care Taker' for the year 2015. The 'Date Bound Files Sent' section is active, showing a search filter for 'Reply Awaited' and a table of three entries.

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 13/02/2015		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 asjaskl	asdfasdfsdf	Test Officer Zonal Cultural Centres	aklasjldkfsldd flksadjlksdjf l	25/03/2015		Send Reminder	Details

Image No 2.31

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 Formatting - shallu2sh...

web1.hry.nic.in/cfmshcs/Departmental/firmSummary_forTargetdate_Sent.aspx

Centralised File Movement And Tracking Information System

File Movement | File From Other Departments | Despatch Movement | Masters | Store Section | Track Date Bound Files | Reports | Submit Request | Dashboard

Welcome ZONAL CULTURAL CENTRES,Care Taker ! | Year 2015 | Change Password | Logout

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 days 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
Grand Total			44	32	0	32	2	30	12	12	0	0	0

start | user manual.docx - M... | CFMS-Departmental... | Summary Report - Go... | EN | 14:16

Image No 2.32

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.

The screenshot displays the 'Present Status' report page in the CFMS system. The page features a navigation menu with options like 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', and 'Submit Request'. The 'Reports' menu is currently selected. Below the navigation, there is a header area with a welcome message 'Welcome ZONAL CULTURAL CENTRES, Care Taker!' and the year '2015'. The main content area contains various filters for generating the report, including Status, Dak Type, Receipt No From, Recpt Date From, Initiating Officer, Branch, Officer, File No, Mark To Officer, Department, Branch, Mark Officer, Subject, Dak Diary Done By, Dak Diary by Officer, and Year. There are 'Report' and 'Reset' buttons at the bottom of the filter section.

Image No 2.33

6.2 Reports → 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.

The screenshot displays the 'Enter Officer's Query To Get Report' interface. It features a navigation menu with options like 'File Movement', 'Reports', and 'Dashboard'. The main area is filled with search filters: 'Dak Type', 'Status', 'Priority' (set to 'All'), 'Receipt No From', 'Initiating Officer', 'Initial Date from', 'Initiating Department', 'Branch', 'Officer', 'Receipt From Officer', 'Department', 'Branch', 'Officer', 'Receipt Date From', 'Mark To Officer', 'Mark Department', 'Branch', 'Officer', 'Marked Date From' (set to '17/06/2015'), 'Subject', 'Remark', 'Diary Done By Branch', 'Diary Done By Officer' (set to 'Other'), 'Receipt By' (set to 'None'), and 'Year' (with radio buttons for 2011-2016, where 2015 is selected). On the right, there are fields for 'Mode of Receipt', 'Officer Name', and 'To' for multiple entries. At the bottom, there are buttons for 'View Report', 'Print Report Receipt Wise', 'Print Report Department Wise', and 'Reset'.

Image No 2.34

Click on **View Report**

This view report shows the report in the grid format.

CFMS :: Officer Query | CFMS :: Grid Report Office | Chief Secretary, Haryana | Snap Formatting - shallu2sh...

web1.hry.nic.in/cfms/shcs/Departmental/firmgridreportofficer.aspx

Print | All Pages | Paging | Close

Officer Report on 17-6-2015

File Type/Recpt No./Date	Initiating Dept./Letter No.	Subject	Deptt. File No./Status	Remark	Received From & Date	Mark To	Detail	Print
Letter Ordinary 1 01/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Regarding Cultural fest on republic day (Test)	/Mak		Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Detail	Print
Letter Ordinary 2 01/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Cultural Events of state schools (test data)	/Mak	Test	Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Detail	Print
Letter Ordinary 3 01/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Regarding Budget of haryana fest (test)	/Mak		Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Detail	Print
Letter Registered 4 02/01/2015	Care Taker Zonal Cultural Centres 12/10/2014 123	Test	/Mak		Care Taker Zonal Cultural Centres 02/01/2015	Care Taker Zonal Cultural Centres 02/01/2015	Detail	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		Detail	Print
Letter Ordinary 5 05/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Test	/Mak		Care Taker Zonal Cultural Centres 05/01/2015	Care Taker Zonal Cultural Centres 05/01/2015	Detail	Print
Letter Ordinary 5 05/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	Test	Pending		Care Taker Zonal Cultural Centres 05/01/2015		Detail	Print
Letter Ordinary 6 06/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	fvgrd	/Mak		Care Taker Zonal Cultural Centres 06/01/2015	Care Taker Zonal Cultural Centres 06/01/2015	Detail	Print
Letter Ordinary 6 06/01/2015	Care Taker Zonal Cultural Centres 11/12/2014 1234	fvgrd	Pending		Care Taker Zonal Cultural Centres 06/01/2015		Detail	Print
Letter Ordinary 7 07/01/2015	Care Taker Zonal Cultural Centres 02/12/2014 121	Test	/Mak	Test	Care Taker Zonal Cultural Centres 07/01/2015	Care Taker Zonal Cultural Centres 07/01/2015	Detail	Print
Letter Ordinary 7 07/01/2015	Care Taker Zonal Cultural Centres 02/12/2014 121	Test	Pending		Care Taker Zonal Cultural Centres 07/01/2015		Detail	Print
Letter Ordinary 8 07/01/2015	Care Taker Zonal Cultural Centres	Test	/Mak		Care Taker Zonal Cultural Centres 07/01/2015	Care Taker Zonal Cultural Centres	Detail	Print

start | user manual.docx - M... | CFMS-Departmental... | CFMS :: Grid Repor... | EN | 14:23

Image No 2.35

CFMS :: Summary of Diary - Google Chrome

web1.hry.nic.in/cfmshcs/Departmental/firmssummary.aspx?summaryId=288010120151

Print Close

Unique Id	:	1
Type	:	Letter_Ordinary
Initial Date	:	11/12/2014
Init File No	:	1234
Subject	:	Regarding Cultural fest on republic day (Test)
Init Dept	:	Care Taker
		Zonal Cultural Centres

All Pages Paging

UniquelId	Mark By	Mark To	Pendency in Days	Remark	Attachment	Attached With
1	Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	0			
1	Test Officer Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 21/01/2015	20			
1	Test Officer Zonal Cultural Centres 21/01/2015					

8
07/01/2015

Remark	Received From & Date	Mark To	Detail	Print
	Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Detail	Print
Test	Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Detail	Print
	Care Taker Zonal Cultural Centres 01/01/2015	Test Officer Zonal Cultural Centres 01/01/2015	Detail	Print
	Care Taker Zonal Cultural Centres 02/01/2015	Care Taker Zonal Cultural Centres 02/01/2015	Detail	Print
	Care Taker Zonal Cultural Centres 02/01/2015		Detail	Print
	Care Taker Zonal Cultural Centres 05/01/2015	Care Taker Zonal Cultural Centres 05/01/2015	Detail	Print
	Care Taker Zonal Cultural Centres 05/01/2015		Detail	Print
	Care Taker Zonal Cultural Centres 06/01/2015	Care Taker Zonal Cultural Centres 06/01/2015	Detail	Print
	Care Taker Zonal Cultural Centres 06/01/2015		Detail	Print
	Care Taker Zonal Cultural Centres 07/01/2015	Care Taker Zonal Cultural Centres 07/01/2015	Detail	Print
	Care Taker Zonal Cultural Centres 07/01/2015		Detail	Print
	Care Taker Zonal Cultural Centres 07/01/2015	Care Taker Zonal Cultural Centres	Detail	Print

start user manual.docx - ... CFMS-Departmental... CFMS :: Grid Repo... CFMS :: Summary ... EN 14:24

Image No 2.36

Click on detail it will show you the detail of file.

6.3 Reports → Receipt Query

Print Report Receipt Wise

web1.hry.nic.in/cfmshcs/Departmental/firmreceiptregisterreport.aspx

Receipt Report on 17-6-2015

File Type/Recept No./Date	Initiating Dept./Letter No.	Subject	Deptt. File No./Status	Remark	Received From & Date	Mark To	Detail	Print
DO Letter Ordinary 157 16/03/2015	Care Taker Zonal Cultural Centres 13/03/2015 12345	test	Mak		Care Taker Zonal Cultural Centres 17/03/2015	Test Officer Zonal Cultural Centres 17/03/2015	Detail	Print
Email Registered 26 14/01/2015	Care Taker Zonal Cultural Centres 01/01/2015 4334	Test	Mak		Care Taker Zonal Cultural Centres 14/01/2015	Test Officer3 Zonal Cultural Centres 14/01/2015	Detail	Print
File Ordinary 274 08/05/2015	Test Officer Zonal Cultural Centres 13/05/2015 789	This is a test record	Pending		Test Office2 Zonal Cultural Centres 08/05/2015		Detail	Print
File Ordinary 278 08/05/2015	Test Officer2 Zonal Cultural Centres 08/05/2015	Fees Regarding	Pending	sdsatsd	Test Office2 Zonal Cultural Centres 18/05/2015		Detail	Print
File Ordinary 226 17/04/2015	Care Taker Zonal Cultural Centres 17/04/2015	eg	Pending	enver	Care Taker Zonal Cultural Centres 17/04/2015		Detail	Print
File Ordinary 174 20/03/2015	Nodal Officer Haryana Tourism Corporation Ltd. 18/03/2015 45/98	Pls put up this file	Mak	Pls take necessary action	Nodal Officer Haryana Tourism Corporation Ltd. 20/03/2015	Nodal Officer Haryana Tourism Corporation Ltd. 20/03/2015	Detail	Print
File Ordinary 246 24/04/2015	Care Taker Zonal Cultural Centres 24/04/2015	dbht	Pending	dfavdf	Care Taker Zonal Cultural Centres 24/04/2015		Detail	Print
File Ordinary 252 24/04/2015	Care Taker Zonal Cultural Centres 24/04/2015	wergfer	Pending		Care Taker Zonal Cultural Centres 24/04/2015		Detail	Print
File Ordinary 254 24/04/2015	Care Taker Zonal Cultural Centres 24/04/2015	Rohihht is testing	Final		Care Taker Zonal Cultural Centres 24/04/2015	TestOffice4 Zonal Cultural Centres	Detail	Print
File Ordinary 280 28/04/2015	Care Taker Zonal Cultural Centres 28/04/2015	Testst	Pending		Care Taker Zonal Cultural Centres 28/04/2015		Detail	Print
File Ordinary 282 29/04/2015	Care Taker Zonal Cultural Centres 29/04/2015	gfbdg	Pending		Care Taker Zonal Cultural Centres 29/04/2015		Detail	Print

Image No 2.37

6.4 Reports → Despatch Report

This show the report for the despatch.

The screenshot displays the 'Despatch Diary Crystal Report Screen' within the CFMS application. The browser address bar shows the URL: `web1.hry.nic.in/cfmshcs/Departmental/firmdispatchcrystalrpt.aspx`. The page title is 'Centralised File Movement And Tracking Information System'. The navigation menu includes options like 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', 'Submit Request', and 'Dashboard'. The user is logged in as 'ZONAL CULTURAL CENTRES, Care Taker!' for the year '2015'. The main form area is titled 'Despatch Diary Crystal Report Screen' and contains the following fields and controls:

- Sender:** Department (Zonal Cultural Centres), Select Branch, Select Officer, File/Letter (Letter), Reference No., Subject.
- Despatch Info:** Despatch No From, Despatch Branch, Despatch Officer, Despatch Date From (17/06/2015), Despatch Date To (17/06/2015), Despatch No To, Despatch Date To (17/06/2015).
- Despatch to:** Group ([All Group]), Department ([None]), Branch, Officer, Officer Name, Place, Year (2011-2016).
- Priority:** [Select One]
- Officer Name:** [Text Input]
- Buttons:** Report, Reset.

At the bottom of the page, a footer states: '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.'

Image No 2.38

Click on Report

6.5 Reports → File Search

Used for the file search.



Image No 2.39

6.6 Reports → Summary Report

This shows the total movement of the file.

The screenshot displays the 'Centralised File Movement And Tracking Information System' web interface. The page title is 'Summary Report' and the URL is 'http://hry.nic.in/cfmshcs/Departmental/summary.aspx'. The user is logged in as 'ZONAL CULTURAL CENTRES,Care Taker !' for the year '2015'. The report is titled 'Report for the Officer' and is filtered by 'Department: Zonal Cultural Centres', 'Date From: []', 'Date To: []', 'Panding From Days: []', and 'Document Type: [All]'. The report is a 'Department, Branch and Officerwise Summary Report'.

Department	Branch	Offical	Registered to	Received to	Pending on 17/02/2015	Marked to	Final to
Zonal Cultural Centres		Care Taker	289	524	151	358	8
Zonal Cultural Centres		Test Officer	23	79	41	37	1
Zonal Cultural Centres		Test Officer2	22	103	41	51	4
Zonal Cultural Centres		Test Officer3	21	89	52	38	1
Zonal Cultural Centres		TestOfficer4	0	4	2	1	1
Zonal Cultural Centres		Test2	0	2	2	0	0
Zonal Cultural Centres		Branch Sub Total	355	801	283	493	15
Zonal Cultural Centres	Testing Branch	Programmer(RB)	2	2	0	2	0
Zonal Cultural Centres	Testing Branch	Test12	0	2	2	0	0
Zonal Cultural Centres	Testing Branch	Branch Sub Total	2	4	2	2	0
Zonal Cultural Centres	Test branch1	Test Programmer	2	3	1	2	0
Zonal Cultural Centres	Test branch1	Branch Sub Total	2	3	1	2	0
Zonal Cultural Centres	Grand Total	Branch Sub Total	359	808	292	487	15

The Windows taskbar at the bottom shows the system tray with the date '14:43' and language 'EN'. The taskbar includes the Start button and several open applications: 'user manual.docx - M...', 'CFMS-Departmental...', and 'Summary Report - Go...'.

Image No 2.40

6.7 Reports → File Report

Show the list of the files

The screenshot displays the 'Centralised File Movement And Tracking Information System' web application. The browser address bar shows the URL: `web1.hry.nic.in/cfmshcs/Departmental/firmfilesdetails.aspx`. The application header includes a navigation menu with options like 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', 'Submit Request', and 'Dashboard'. The user is logged in as 'ZONAL CULTURAL CENTRES, Care Taker' for the year '2015'. Below the header, there are filters for 'Dept Name' (Zonal Cultural Centres), 'Branch Name', 'Officer Name' (Care Taker), and 'Subject'. A 'Search' button is present. The main content area displays a table with the following data:

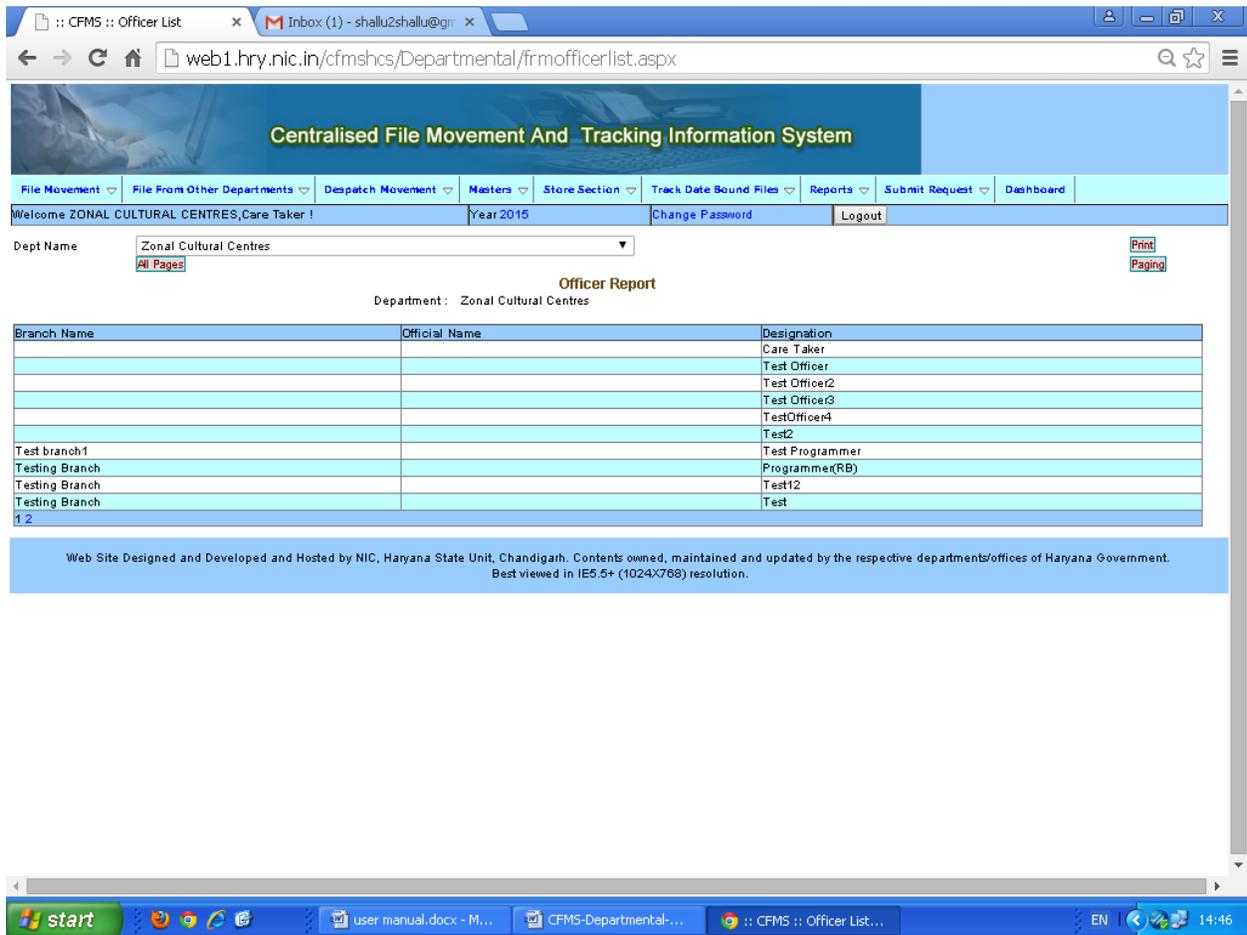
File No	Subject	Edit	Deptt. Name	Branch Name
102	please take immediate action	Edit	Zonal Cultural Centres	
12/32-hsj-23-123/wer	Test Test Test	Edit	Zonal Cultural Centres	
123	loan	Edit	Zonal Cultural Centres	
1234:TestFile	Related all Sports content	Edit	Zonal Cultural Centres	
12346	Regarding Health	Edit	Zonal Cultural Centres	
123466	efef	Edit	Zonal Cultural Centres	
1234667	test123	Edit	Zonal Cultural Centres	
23/456	take action	Edit	Zonal Cultural Centres	
234567	test123	Edit	Zonal Cultural Centres	
2364	Late Fee Related	Edit	Zonal Cultural Centres	

At the bottom of the page, a footer message states: '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.'

Image No 2.41

6.8 Reports → Officer Report

This shows the list of the officers.



The screenshot displays a web browser window with the URL `web1.hry.nic.in/cfmshcs/Departmental/firmofficerlist.aspx`. The page title is "Centralised File Movement And Tracking Information System". The navigation menu includes options like "File Movement", "File From Other Departments", "Despatch Movement", "Masters", "Store Section", "Track Date Bound Files", "Reports", "Submit Request", and "Dashboard". The user is logged in as "ZONAL CULTURAL CENTRES, Care Taker" for the year "2015". The "Dept Name" dropdown is set to "Zonal Cultural Centres". The "Officer Report" section shows a table with the following data:

Branch Name	Official Name	Designation
		Care Taker
		Test Officer
		Test Officer2
		Test Officer3
		TestOfficer4
		Test2
Test branch1		Test Programmer
Testing Branch		Programmer(RB)
Testing Branch		Test12
Testing Branch		Test

At the bottom of the page, there is a footer: "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." The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time 14:46.

Image No 2.42