

HEAVY ENGINEERING CORPORATION LIMITED
Hqrs Administration & Personnel Division
(Policy Section)

No.: Pol/E-Office/2022

Dated, the 22nd September, 2022

Circular No. 12 / 2022

Sub: Implementation of E-Office in HEC

Ref: Circular No. 03 / 2022 dated 04th February, 2022 of Policy Section/P&A/Hqrs

Reference is invited to Circular No. 03 / 2022 dated 04th February, 2022 issued by Policy Section/Hqrs whereby the implementation of E-Office in HEC was conveyed to all concerned (Copy enclosed).

System Department has now informed that E-OFFICE has been implemented in HEC and employees can GO-Live and start using the same.

Therefore all the concerned employees are requested to start using the E-Office with immediate effect for bringing greater efficiency, transparency and expeditious decision making in HEC.

Since this process is new for employees, therefore in case of any difficulty regarding use of E-Office, assistance will be provided by Systems Department.

The "guideline for operating e-office" is once again enclosed with this Circular.

This issues with the approval of the Competent Authority.

For & on behalf of
Heavy Engineering Corporation Limited

Abhilash R.
22.09.2022

(Abhilash R)
Manager (P)/Hqrs

Distribution:
All Heads of Plants / Divisions

Copy to: CMD
Dir (Finance)
Dir (Personnel)
Dir (Mktg. & Prodn.)
CVO

HEAVY ENGINEERING CORPORATION LIMITED
Hqrs Administration & Personnel Division
(Policy Section)

No.: Pol/E-Office/2022

Dated, the 4th February, 2022

Circular No. 03 / 2022

Sub: Implementation of E-Office in HEC

- (1) In today's constantly changing world digitalization is playing a very important role. The Government of India under its Digital India Programme has taken up implementation of e-Office on a Mission Mode Project.
- (2) In order to bring out greater efficiency, transparency, accountability and expeditious decision making HEC has purchased E-Office module V7.0 Version Lite, number of users 250 and tied up with NIC for implementation of the same.
- (3) The system has been implemented and ready for utilization. Online training regarding the same has been provided by NIC to around 30 officers on 16th November, 2021 & 17th November, 2021.
- (4) The E-Office has the following functionalities:
 - (a) The e-office has two systems – File management System & Knowledge Management System.
 - (b) All file can now be put up and approved digitally. Digital records of all files will be available Online and if any old file has to be linked/attached then said file has to be digitally uploaded.
 - (c) A list of 220 users was received by system department from all plants and divisions. Out of which mail-id of about 40 users has been created. Intimation of mail creation along with user-id & password is sent to each user through SMS on the mobile registered with NIC email.
 - (d) If any further user mail-id creation is required, the same may be intimated to system department by head of department of plants. Any retirement/death/transfer may be intimated to system dept. with all requisite information.
 - (e) Read/write facility to be decided and intimated to system dept. by in-charges.
 - (f) All existing circular may be uploaded in the e-office system. Mr. Prashant Kumar, Manager (P&A), may be contacted for this purpose.
 - (g) All existing and future circulars should be made available in the e-office system.
 - (h) A guideline for operating e-office is enclosed with the circular.
 - (i) For any difficulty, system department may be contacted.

(5) Since this system is new to HEC and there might be some hitches in the smooth implementation, the e-office system may be used for practice in parallel along with physical file till March, 2022. On 1st April, 2022 system will Go-Live and all practice files will be deleted by NIC. NIC will provide a clean slate for going Go-Live.

(6) From 1st April, 2022 only e-office will be the valid file and manual file will be stopped.

This issues with the approval of the Competent Authority.

For & on behalf of
Heavy Engineering Corporation Limited

Abhilash R.
04.02.2022

(Abhilash R)
Manager (P)/Hqrs

Distribution:
All Heads of Plants / Divisions

Copy to: CMD
Dir (Finance)
Dir (Personnel)
Dir (Mktg. & Prodn.)
CVO

Guideline for Operating e-office

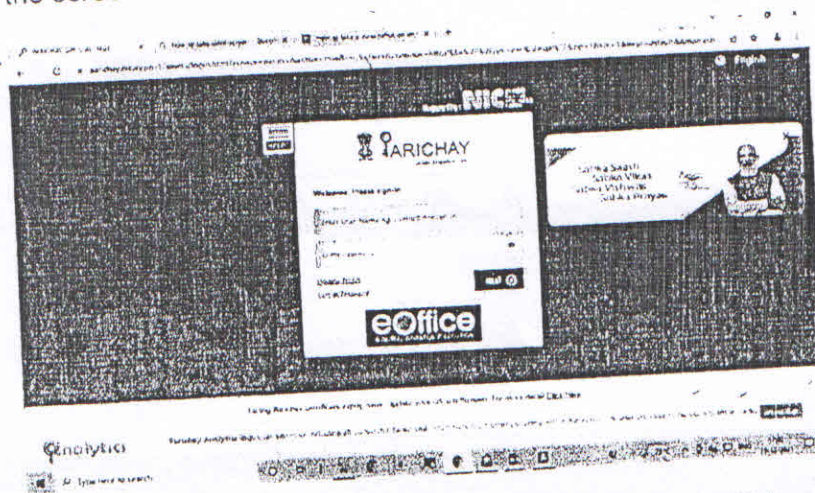
1. NIC email will be the login id for e-office. Password was sent to each user as SMS on their registered mobile no. under the heading VM-EFORMS. In case of difficulty in finding password message, please contact system department.

2. NIC email id and existing HEC email id is same except domain name. For e-office our domain name is 'hecltd.co.in' in place of 'hecltd.com'. For example :

Old hec email :- abc@hecltd.com

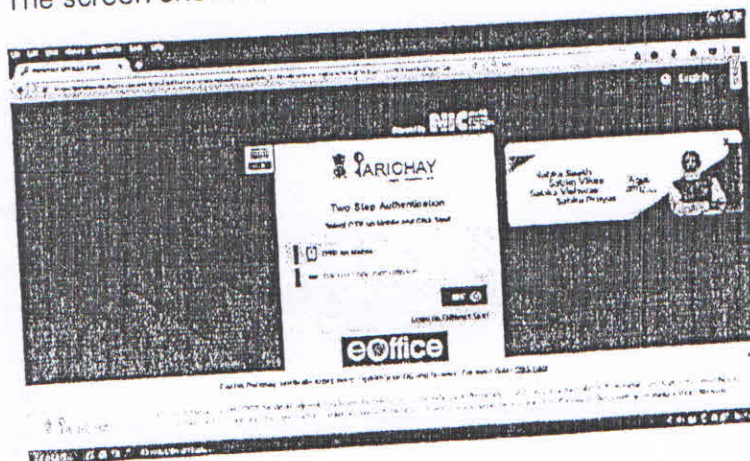
New NIC email :- abc@hecltd.co.in

3. To open the Application type hecltd.co.in at URL Bar in Google Chrome/Mozilla Firefox, the screen shown below will appear :



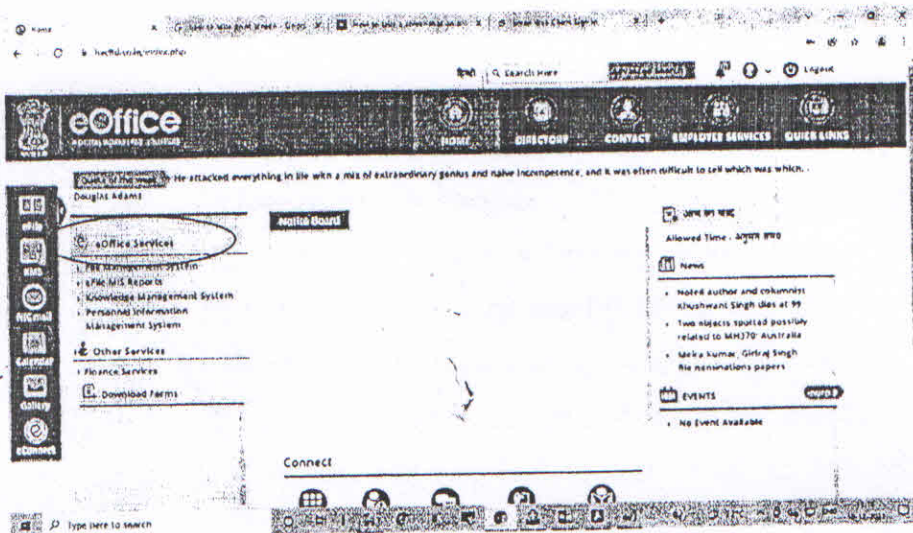
4. Login into the e-Office website by entering your credentials:
Enter the NIC email id in <Enter User Name> and password in <Enter Password> and click the <Next> Button.

5. The screen shown below will appear :



Click on the <OTP on Mobile> and press the NEXT button. An OTP will be sent to the registered mobile number. After successful login, it will be directed to the e-Office Home page and the below screen will appear.

6. Click on the "File Management System" which is available under "eOffice Services" Tab as shown below :



7. In the top right side of the screen 'Help' is also available. As shown below :

