



eoffice
A DIGITAL WORK PLACE SOLUTION

eOffice

eOffice Project Assessment Template

NIC-EOF-AF-4.0



Prepared by
National Informatics Centre

**Ministry of Electronics and Information Technology
National Informatics Centre
eOffice Project Implementation Assessment Details**

NIC-eOffice-AF-4.0

1. Name of the Organization: _____

2. Nature of the Organization (Put Tick Mark against appropriate option(s). In case of "Others" please specify here): _____

Central Government				State Government							
Apex Body	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	Regional / Field Office	<input type="checkbox"/>	Secretariat	<input type="checkbox"/>	PSU / Joint Venture	<input type="checkbox"/>	Regional / Field Office	<input type="checkbox"/>
Ministry	<input type="checkbox"/>	PSU / Joint Venture	<input type="checkbox"/>	Scheme	<input type="checkbox"/>	District Administration	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Scheme	<input type="checkbox"/>
Department	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Programme	<input type="checkbox"/>	Apex Body	<input type="checkbox"/>	Board	<input type="checkbox"/>	Programme	<input type="checkbox"/>
Attached Office	<input type="checkbox"/>	Board	<input type="checkbox"/>	Mission	<input type="checkbox"/>	Department	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Mission	<input type="checkbox"/>
Subordinate Office	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Company	<input type="checkbox"/>	Statutory Body	<input type="checkbox"/>	Society	<input type="checkbox"/>	Company	<input type="checkbox"/>
Statutory Body	<input type="checkbox"/>	Society	<input type="checkbox"/>	Others (Please Specify)	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	Municipal Corporation	<input type="checkbox"/>	Others (Please Specify)	<input type="checkbox"/>

3. Location details where eOffice is to be implemented:

S.No.	Location Details					Network Details					
	Location Address Details	No. of eOffice users in each location	Total Computer Systems Available	Total DAK Entry Points	Total Scanners Available for Entry Points	NICNET/ NKN Connectivity	Bandwidth (BW) Availability	Minimum BW usage/day in the last one month	Maximum BW usage/day in the last one month	Average Utilization in the last one month	Failover Link (Y/N) [BW available in case of Yes]


4. Implementation of: eOffice Premium eOffice Lite (eFile)

Declaration: I hereby declare that all the information furnished is true to the best of my knowledge and belief. If at a later stage the information provided by the organization is found to be incomplete/ incorrect, NIC shall not be responsible for any deviations in the implementation process.



Signature of Authorized Authority with Seal / Stamp

Contact details [Name, Designation, Mobile, Phone no. (Office) & Email]



eOffice Implementation Assessment Matrix:

Must have pre-requisites for eOffice implementation.

eOffice Pre-requisites				
Pre-requisites	Description	Availability		Department's Comment
		Available	Not Available	
1. Authentication				
1.1. Digital Signature Certificate (DSC)	DSC is required for authentication into eOffice system and also for signing notings and drafts in electronic files.	<input type="checkbox"/>	<input type="checkbox"/>	
1.2. NIC / GOI Email IDs	As a login id for the eOffice system.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Skill Set	All employees those using eOffice must have basic knowledge of computer and Internet Surfing.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Network requirement				
3.1. Established LAN	For computer connectivity with proper structured cabling.	<input type="checkbox"/>	<input type="checkbox"/>	
3.2. NICNET/NKN availability*	Bandwidth requirement for typical weekly usage pattern of eOffice with active user base of 500-1000 is estimated to be 3-5 Mbps. However, availability of bandwidth also depends on other applications being used simultaneously by organization	<input type="checkbox"/>	<input type="checkbox"/>	
3.3. Traffic Analysis report	To ensure available bandwidth with the department for smooth running of eOffice. (To get you traffic analysis reports, please contact your local NIC coordinator.)	<input type="checkbox"/>	<input type="checkbox"/>	

* NICNET/NKN is mandatory if eOffice will be hosted in eOffice Cloud at National Data Centre (NDC) in NICNET/NKN domain.

ICT-Infrastructure and other requirements for eOffice

Component	NIC/NICSI Comments	Availability			Department's Comment
		Available	Partially Available	Not Available	
1. Computer Systems	Recommended				
1.1. Configuration					
Processor: 2 GHz and above		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RAM: 2 GB and above		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ethernet card 100 Mbps and above		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Network requirement	Required				
2.1. Established LAN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NICNET/NKN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Analysis Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Scanners	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1. Single Pass duplex scanning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2. Automatic Document Feeder (ADF)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Printers	Recommended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.1. Duplex Printing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. DSC	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others					
6. System Administrator	A system administrator is required to manage the entire client side ITC infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. NIC/GOI Email IDs	Every employee must have NIC/GOI email ids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Skill Set	All employees need to have basic knowledge of computer and Internet Surfing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please fill above form and submit to NIC Coordinator. For more information, please visit: <http://eoffice.gov.in/>

**eOffice Project Divison
National Informatics Centre**

Ministry of Electronics and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India
Email ID: eoffice-pmu@nic.in