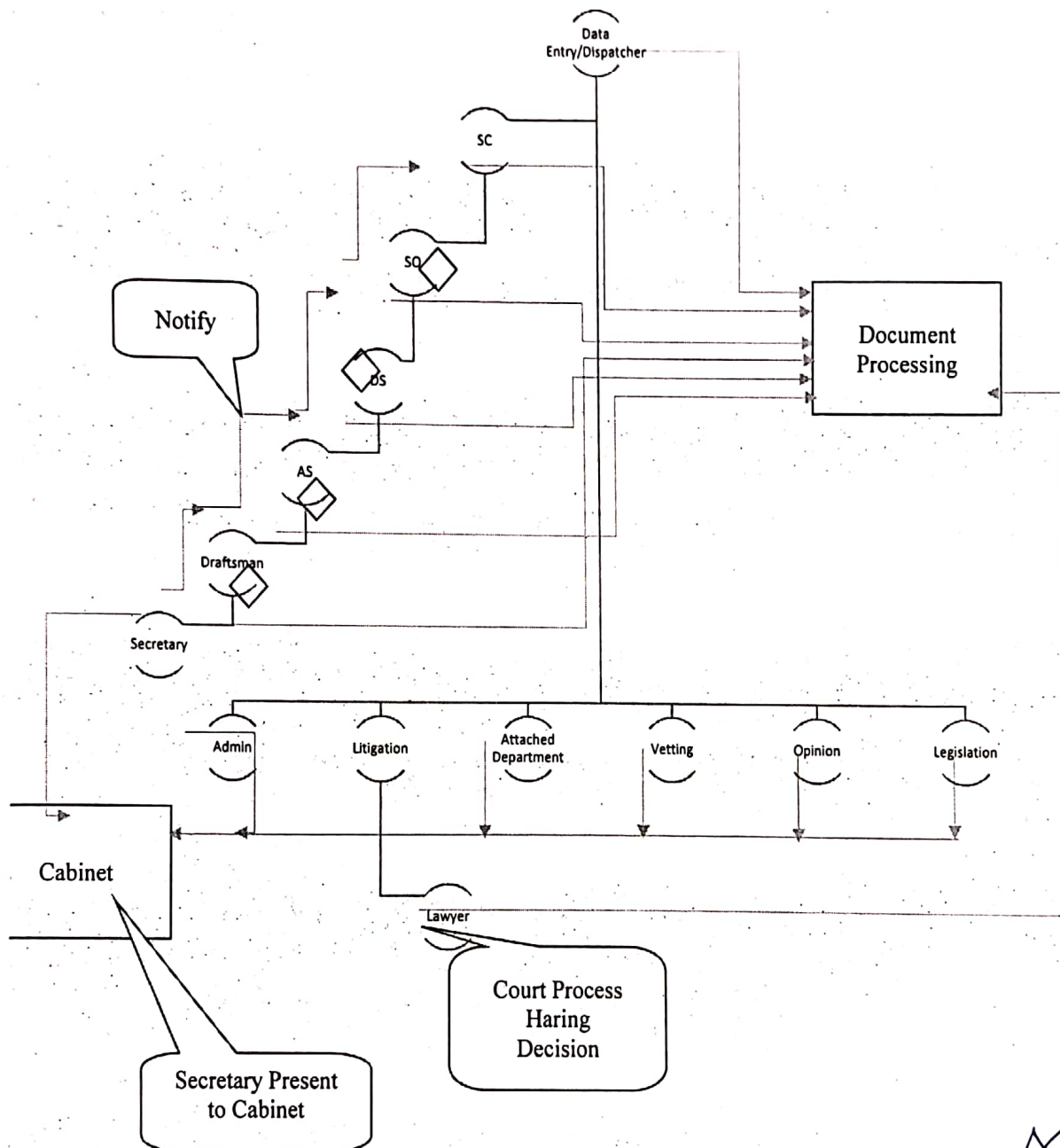


2.2 Existing System



Main Roles:

2.2.1 Dispatcher: Person who will be responsible to

- Add or create the file
- Assign the Dispatch File# and Case ID.
- Assign the Department
- Attach/scan the require files

2.2.2 Section Clerk (SC)

- Will be able to change the assigned section.
- Can upload/attach therelevantdocuments through Scan
- Write the notes/Draftin the noting area.
- Able to Approve(with notes and signature/ Bio-metric verification optional), and forward to next level
- See the Details Current/pending/approved files on the Dashboard.
- Can Track the file through File ID No./Date wise/ Subject wise

2.2.3 Section Officer (SO)

- Will be able to change the assigned section.
- Can upload/attach the relevant documents through Scan
- Add the Draft/ notesin the noting area.
- Can send back to Section Clerkcomments /changes in the Drafting / notingarea.
- Able to Approve (with notes and signature/ Bio-metric verification optionaland forward to next level
- Notify to Section Officer
- See the Details Current/pending/approved files on the Dashboard
- Can Track the file through File ID No./Date wise/ Subject wise

2.2.4 Deputy Secretary (DS)

- Will be able to change the assigned section.
- Can upload/attach the relevant documents through Scan
- Add in the Draft received from Section Officer in the noting area.
- Can send back to Section Officerfor comments /changes in the Drafting /noting area.
- Able to Approve (with notes and signature/ Bio-metric verification optional), and forward to next level
- Notify to Section Officer
- See the Detail of Current/pending/approved files on the Dashboard
- Can Track the file through File ID No./Date wise/ Subject wise

2.2.5 Additional Secretary (AS)

- Will be able to change the assigned section.
- Can upload/attach the relevant documents through Scan
- Add in the Draft received from Section Officer in the noting area.
- The notesin the noting area.
- Can send back to Deputy Secretary for comments /changes in the Drafting / noting area.
- Can send back to DSfor comments in the noting area.
- Able to Approve with notes and signature/ Bio-metric verification optionaland forward to next level
- Notify to DS
- See the Details Current/pending/approved files on the Dashboard.
- Can Track the file through File ID No./Date wise/ Subject wise


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2.2.6 Draftsman

- Will be able to change the assigned section.
- Can upload/attach the relevant documents through Scan
- Add in the Draft received from Section Officer in the noting area.
- The notes in the noting area.
- Can send back to Additional Secretary for comments /changes in the Drafting / noting area.
- Can send back to AS for comments in the noting area.
- Able to Approve with notes and signature/ Bio-metric verification optional and forward to next level
- Notify to DS
- See the Details Current/pending/approved files on the Dashboard.
- Can Track the file through File ID No./Date wise/ Subject wise
- Prepare draft for legislation/waiting and forward to Cabinet/Secretary.

2.2.7 Secretary

- Will be able to change the assigned section
- Can upload/attach the documents
- Add in the Draft received from Section Officer in the noting area.
- Add the notes in the noting area.
- Can send back to Additional Secretary for comments /changes in the Drafting / noting area.
- Able to Approve (with notes and signature/ Bio-metric verification optional through system)
- Notify to AS.
- See the Details Current/pending/approved files on the Dashboard

2.2.8 Lawyer: In case of litigation (Lawyer can be assign by the Section Officer or Section Clerk).

- Can upload/attach the Case related documents
- Can upload/attach the relevant documents through Scan
- Add the Remarks/ Status of the case (Court Proceedings etc.).

2.3

E-Sharing is intended to provide a service to users to facilitate with the software with updated features. All of document sharing services are provided very efficiently which make the daily task smooth and make ease for user to perform all tasks.

One of the important features in E-Sharing is E-File sharing system. This system provides users to upload and share document with any one of employee in the Law department. This feature help employee to share documents with each other without any hustle.