
DOCUMENT MANAGEMENT SYSTEM

Government Letter User Manual

JULY 01, 2025

MSEDCL

dmsadmin@mahadiscom.in

Document Management System Update: Government Letter Module

A dedicated feature has been introduced in the Document Management System (DMS) to streamline the handling of Government Letters received from various State and Central government departments. This functionality ensures efficient inward processing, tracking, and compliance documentation of such correspondence.

Accessibility and Permissions

- The feature is exclusively available to users operating from the **Corporate Office**.
- To access the Government Letter functionality, please log in using the same credentials as those used for the Office Note module i.e. LDAP (RAPDRP).
- Authorized personnel who may access this module include:
 - **OSD to Hon'ble CMD**
 - **Personal Assistant (PA) and Technical Assistant (TA)** of officers holding the rank of **Chief Engineer (CE), Chief General Manager (CGM), or above**.
- These users are empowered to upload received Government Letters, document compliance activities, and maintain related correspondence.

Forwarding Capability

- A forwarding mechanism has been provided to share these letters internally with relevant **Head of Department (HOD)** level sections at the Corporate Office.
- While forwarding, users may include specific instructions or contextual remarks to facilitate effective handling.

Action and Compliance Reporting

Concerned departments can:

- Upload **Action Taken Reports (ATR)**
- Submit **compliance-related correspondence** in response to the received Government Letters.



Tracking and Search

- A built-in search utility allows for **easy retrieval and monitoring** of Government Letters using reference criteria, enabling seamless tracking of correspondence and follow-up actions.

1. URL

<https://dms.mahadiscom.in/dms>

Support Email ID: dmsadmin@mahadiscom.in



Document Management System
For Testing/Training only
Version 7.3.9

Login

Username

Password

[Login](#)

Support Email ID : dmsadmin@mahadiscom.in
For DMS login/password issues:
1) Corporate users should mail to portal_admin@mahadiscom.in.
2) Field users should contact their respective IT center.

Important Messages

Note: Please keep one blank page at the end of office note, before separator sheet.

To use Office Note functionality, please use LDAP (i.e. RAPDRP) login credentials.

Help -

- DMS Version 7.3.9 **New**
- DMS Manual for Field Users
- Document Upload Guidelines**
- DMS Office Note User Manual
- DMS Office Letter User Manual
- DMS Government Letter User Manual **New**
- How to change DMS Login Credentials
- DMS IT Circular for Corporate Office
- DMS IT Circular for Field Offices

For Corporate Office users only -

- eSign Renewal (Re-KYC) Process
- KYC Registration Process for eSign (For new users)
- How to use TOTP for eSign

- For login enter username & password then click Login button.
- Please read all important messages displayed on right side of screen.

2. Login

- To access the Government Letter functionality, please log in using the same credentials as those used for the Office Note module i.e. LDAP (RAPDRP).



Login

Username

Password

[Login](#)

Support Email ID : dmsadmin@mahadiscom.in
For DMS login/password issues:
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Important Messages

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Help -

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For Corporate Office users only -

- eSign Renewal (Re-KYC) Process
- KYC Registration Process for eSign (For new users)
- How to use TOTP for eSign

- After successful login, **Office Note Inward Register** will be displayed.

[Home](#)

Office Note

- Create Office Note
- Saved Office Notes
- Inward Register
- Outward Register
- Closed Register
- Notes for Information

Government Letter

- Search
- Reports

Office Note Inward Register

Note: Please keep one blank page at the end of office note, before separator sheet.

Show 10 entries

Reference Number	Type	Subject	Received Date	Received From	File
F-2025006602/2025	General	Test Subject3	30-Jun-2025 02:39 PM	Assistant Programmer	Download
F-2025006541/2025	General	Test Office Note 16.05.2025 2	27-Jun-2025 11:21 AM	Assistant Programmer	Download
F-2025006578/2025	General URGENT	Test	13-Jun-2025 10:41 AM	Assistant Programmer	Download
F-2025006549/2025	General	Test	06-Jun-2025 03:59 PM	Assistant Programmer	Download

Note: Office Note inward register is default landing page as office note functionality is widely used. User can check received Government Letters by accessing the Inward Register sub menu inside Government Letter menu.

- On clicking your username at top right corner, details of currently logged in user will be displayed along with option to logout.

[Home](#)

Office Note

- Create Office Note

Office Note Inward Register

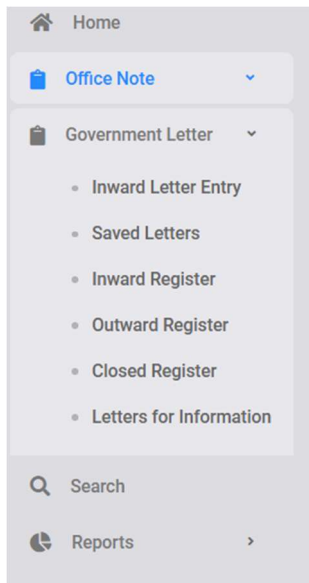
Note: Please keep one blank page at the end of office note, before separator sheet.

02335131

Mr. Lalit Deorao Lahabar
Assistant Programmer
Regional Software Cell,Aurangabad

[Logout](#)

On left side of homes screen, menu options are displayed as per below.



Home – Home Screen

Inward Letter Entry – To inward **New** Government Letter

Saved Letters – To View/Edit **Saved** Government Letters

Inward Register – To View/Edit **Received** Government Letters

Outward Register – To View **Outward** Government Letters

Closed Register – To View **Closed** Government Letters

Letters for Information – To view **Information Purpose** Government Letters.

Search – To Search Government Letters

Reports – To generate abstract report of Government Letters


3. Inward Government Letter

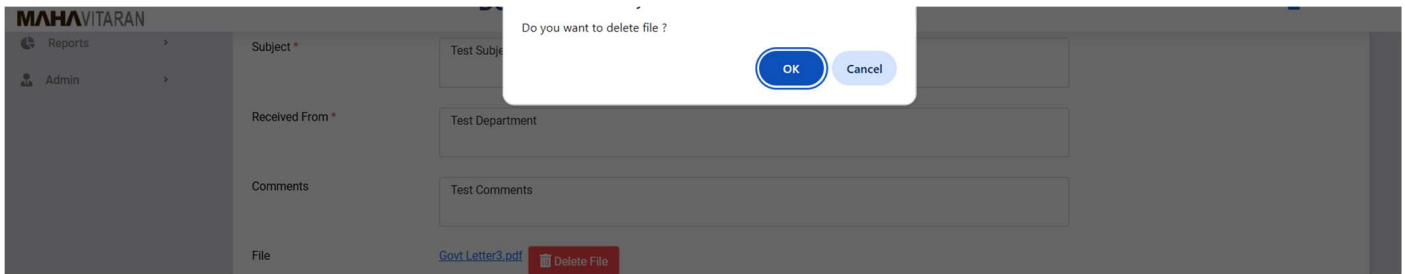
- To inward a new Government Letter, select **Inward Letter Entry** menu option.
- On Inward Letter Entry page, select Government Type, Letter Type, enter Subject, Received From and Comments.
- To save and generate government letter number, click on **Save Draft** button.

A screenshot of the 'Inward Letter Entry' form. On the left, there is a sidebar menu with 'Government Letter' selected, and 'Inward Letter Entry' highlighted. A red arrow points to this menu item. The main form area is titled 'LETTER DETAILS'. It contains several fields: 'Government Type' with radio buttons for 'State Government' (selected) and 'Central Government'; 'Letter Type' with radio buttons for 'General' (selected) and 'Confidential'; a checkbox 'Tag this letter as Urgent' which is checked; 'Subject' with a text input field containing 'Test Subject'; 'Received From' with a text input field containing 'Test Department'; and 'Comments' with a text input field containing 'Test Comments'. At the bottom of the form are two buttons: 'Save Draft' (blue) and 'Reset' (grey).

- After the letter is saved, letter number will be generated and more details will be displayed as shown below -

- Even after saving Letter, user can still change Government Type, Letter Type, Subject, received from and comments.
- To upload file, click on **Browse** button then select file and click on **Upload** button.
- Tick the check box if the uploaded file does not contain all the pages.
- On successful file upload, a success message is shown as below.

- Please note that, user can only upload a pdf file having maximum size 10 MB.
- User can delete uploaded file and upload another file; till the letter is forwarded.
- To delete file, click on  icon, and click OK as shown below.



- To forward government letter, select Department, Office and Employee from dropdown list.

FORWARD TO

Department *

Office *

Employee *

CC To Note: Add CC User, if the letter is to be sent to other employees for information only. [+ Add CC User](#)

- User can users in CC while sending Government Letter.
- Click on **Add CC User** button.
- Select department, office and employee from dropdown list and click the save button.

FORWARD TO

Department *

Office *

Employee *

CC To Note: Add CC User, if the letter is to be sent to other employees for information only. [+ Add CC User](#)

[Save](#) [Cancel](#)

CC To Superintending Engineer(SLDC, Kalwa) - Mr. Pravin Dattatraya Annachatre [+ Add CC User](#)

[Forward](#) [Save Draft](#) [Delete Letter](#)

- To add another user in CC repeat the same process.
- Users in CC can only view the forwarded Government Letters.
- Click on **Forward** button to forward government letter.
- User can click on **Save Draft** button to save government letter in draft and forward later.
- To delete government letter click on **Delete Letter** button and select OK on confirmation alert.

Home Office Note Government Letter

Government Letter G-2025000016/2025 is forwarded to Mr. Avinash Shankarrao Haware, Chief General Manager(IT) on 01-Jul-2025 03:32 PM

Show 10 entries Search:

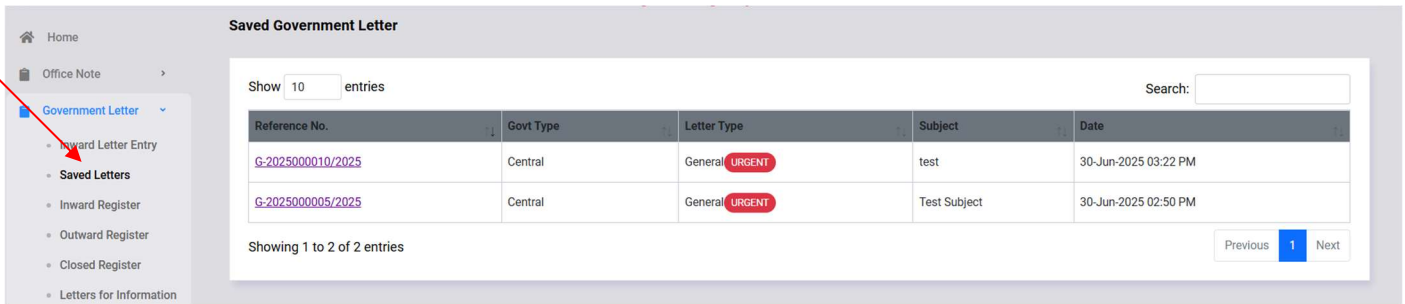
Reference No.	Govt Type	Letter Type	Subject	Date
G-2025000010/2025	Central	General URGENT	test	30-Jun-2025 03:22 PM
G-2025000005/2025	Central	General URGENT	Test Subject	30-Jun-2025 02:50 PM

Showing 1 to 2 of 2 entries Previous 1 Next

- After government letter is forwarded, a message will be shown as above.
- User can view your forwarded government letters in Outward Register menu.

4. Edit Saved Government Letters

- To view and edit saved government letters, use **Saved Letters** menu option.
- List of saved government letters will be displayed in a table as shown below.



Home

Office Note

Government Letter

- Inward Letter Entry
- Saved Letters**
- Inward Register
- Outward Register
- Closed Register
- Letters for Information

Search:

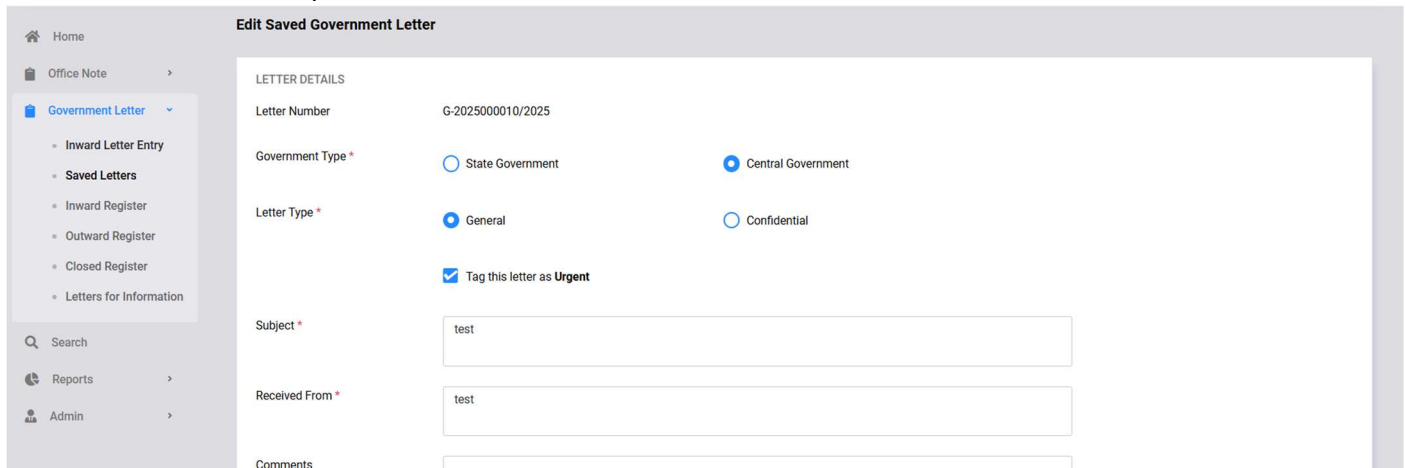
Show 10 entries

Reference No.	Govt Type	Letter Type	Subject	Date
G-2025000010/2025	Central	General URGENT	test	30-Jun-2025 03:22 PM
G-2025000005/2025	Central	General URGENT	Test Subject	30-Jun-2025 02:50 PM

Showing 1 to 2 of 2 entries

Previous 1 Next

- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- To view / edit government letters click on its reference number. Selected Government Letter will be opened in Edit mode as shown below.



Home

Office Note

Government Letter

- Inward Letter Entry
- Saved Letters**
- Inward Register
- Outward Register
- Closed Register
- Letters for Information

Search

Reports

Admin

LETTER DETAILS

Letter Number: G-2025000010/2025

Government Type *
☐ State Government ☒ Central Government

Letter Type *
☒ General ☐ Confidential

☒ Tag this letter as Urgent

Subject *
test

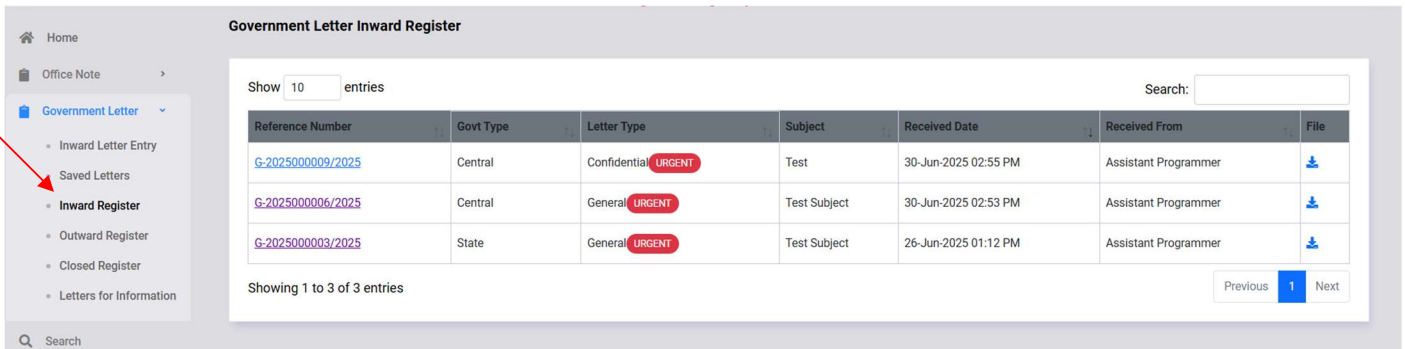
Received From *
test

Comments

- User can change government type, letter type, subject, received from, comment, upload/delete file
- User can Forward, Save Draft or Delete letter after making changes.

5. Inward Register

- User can view/edit government letters received to him in **Inward Register** menu option.
- Only those government letters which pending with user will be displayed in this menu.
- List of received government letters will be displayed in a table as shown below.



Government Letter Inward Register


Show 10 entries

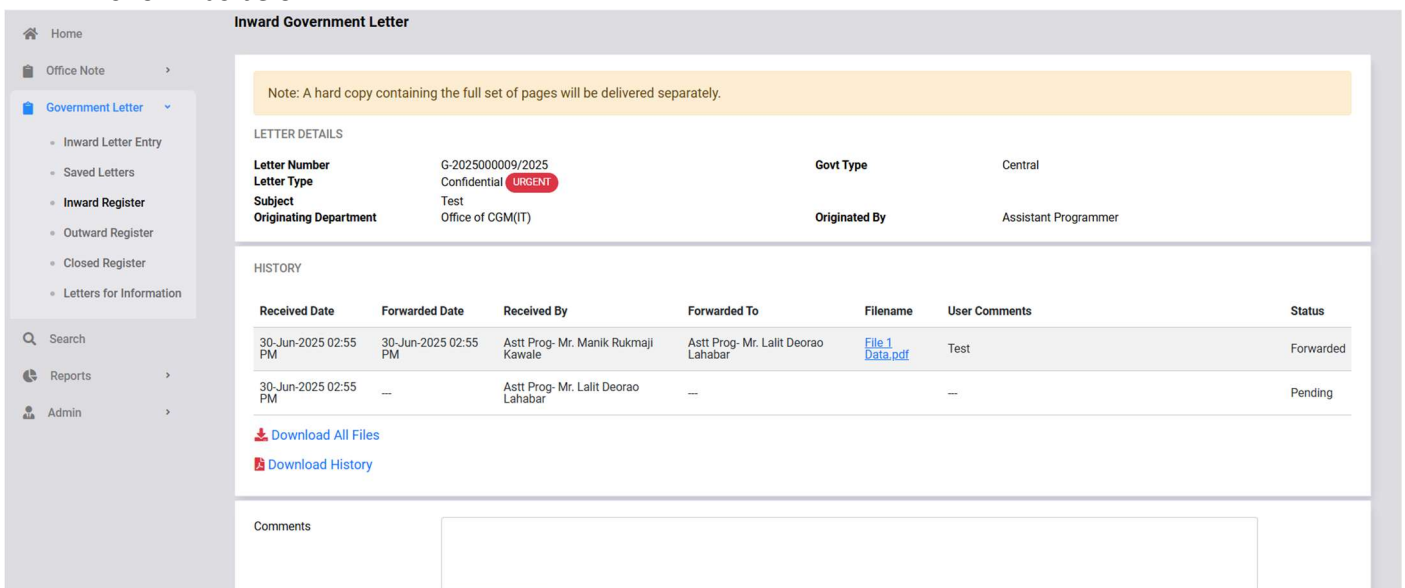
Search:

Reference Number	Govt Type	Letter Type	Subject	Received Date	Received From	File
G-2025000009/2025	Central	Confidential URGENT	Test	30-Jun-2025 02:55 PM	Assistant Programmer	Download
G-2025000006/2025	Central	General URGENT	Test Subject	30-Jun-2025 02:53 PM	Assistant Programmer	Download
G-2025000003/2025	State	General URGENT	Test Subject	26-Jun-2025 01:12 PM	Assistant Programmer	Download

Showing 1 to 3 of 3 entries

Previous 1 Next

- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- You can click on  **Download** button to download all files present in that government letter.
- To view / edit government letter click on its reference number. Government Letters details will be shown as below-



Note: A hard copy containing the full set of pages will be delivered separately.

LETTER DETAILS

Letter Number	G-2025000009/2025	Govt Type	Central
Letter Type	Confidential URGENT		
Subject	Test		
Originating Department	Office of CGM(IT)	Originated By	Assistant Programmer

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
30-Jun-2025 02:55 PM	30-Jun-2025 02:55 PM	Astt Prog- Mr. Manik Rukmaji Kawale	Astt Prog- Mr. Lalit Deorao Lahabar	File 1 Data.pdf	Test	Forwarded
30-Jun-2025 02:55 PM	---	Astt Prog- Mr. Lalit Deorao Lahabar	---	---	---	Pending

[Download All Files](#)

[Download History](#)

Comments

- User can click on respective file name shown in history to download that file, otherwise click on **Download All Files** to download all files.
- Enter comments in the textbox. User can click on **Save Comments** button to save comments and forward letter later.
- User can also upload the compliance document file.
- Select Department, Office and employee from dropdown list and click submit button

Comments

Some Comments

[Save Comments](#) **Note:** You can save comments and forward later. Maximum **2000** characters are allowed in comments.

ATR/Compliance/Addendum

Letter Compliance.pdf [Browse](#) [Upload](#)

Note: Please upload only PDF document file. File Size should not be more than 10 MB.

☒ Tag this letter as **Urgent**

☒ Forward ☐ Close ☐ Return

FORWARD TO

Department *

Office *

Employee *

[Submit](#)

User can add users in CC while forwarding Government Letter.
Click on Submit button.

Home

Office Note

Government Letter

Inward Letter Entry

Government Letter Inward Register

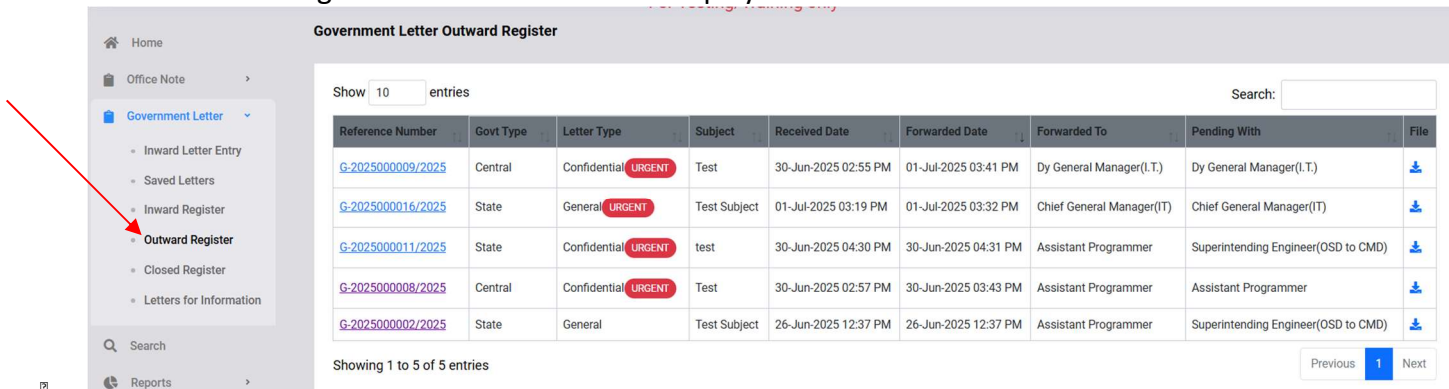
Government Letter G-202500009/2025 is forwarded to Mrs. Kavita Shrikrishna Sangale, Dy General Manager(I.T.) on 01-Jul-2025 03:41 PM

No letters found.

- A success message is shown as above after Government Letter is forwarded.

6. Outward Register

- User can view government letters forwarded by him in **Outward Register** menu option.
- List of forwarded government letters will be displayed in a tabular format as shown below-



Government Letter Outward Register

Show 10 entries


Search:

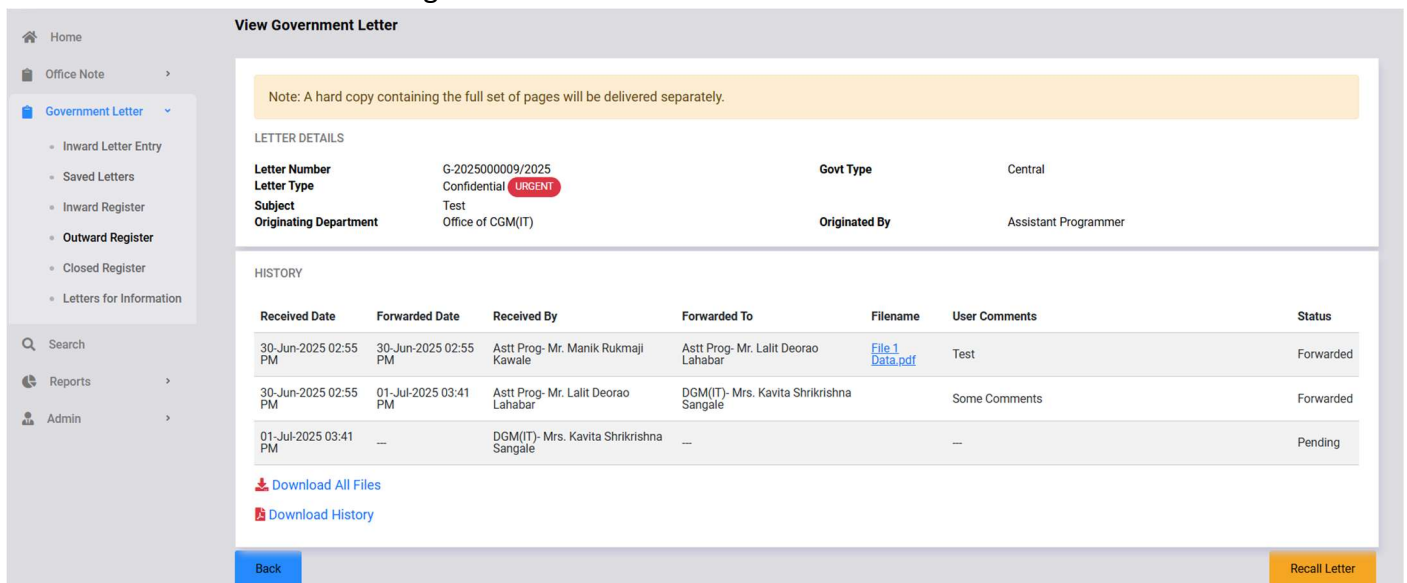
Reference Number	Govt Type	Letter Type	Subject	Received Date	Forwarded Date	Forwarded To	Pending With	File
G-2025000009/2025	Central	Confidential URGENT	Test	30-Jun-2025 02:55 PM	01-Jul-2025 03:41 PM	Dy General Manager(I.T.)	Dy General Manager(I.T.)	
G-2025000016/2025	State	General URGENT	Test Subject	01-Jul-2025 03:19 PM	01-Jul-2025 03:32 PM	Chief General Manager(IT)	Chief General Manager(IT)	
G-2025000011/2025	State	Confidential URGENT	test	30-Jun-2025 04:30 PM	30-Jun-2025 04:31 PM	Assistant Programmer	Superintending Engineer(OSD to CMD)	
G-2025000008/2025	Central	Confidential URGENT	Test	30-Jun-2025 02:57 PM	30-Jun-2025 03:43 PM	Assistant Programmer	Assistant Programmer	
G-2025000002/2025	State	General	Test Subject	26-Jun-2025 12:37 PM	26-Jun-2025 12:37 PM	Assistant Programmer	Superintending Engineer(OSD to CMD)	

Showing 1 to 5 of 5 entries

Previous 1 Next

- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous/Next** button.

- User can click on  **Download** button to download all files present in that government letter.
- To view government letter, click on its reference number. Selected government letter details will be shown as given below-



View Government Letter

Note: A hard copy containing the full set of pages will be delivered separately.

LETTER DETAILS

Letter Number	G-2025000009/2025	Govt Type	Central
Letter Type	Confidential URGENT		
Subject	Test		
Originating Department	Office of CGM(IT)	Originated By	Assistant Programmer

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
30-Jun-2025 02:55 PM	30-Jun-2025 02:55 PM	Astt Prog- Mr. Manik Rukmaji Kawale	Astt Prog- Mr. Lalit Deorao Lahabar	File 1 Data.pdf	Test	Forwarded
30-Jun-2025 02:55 PM	01-Jul-2025 03:41 PM	Astt Prog- Mr. Lalit Deorao Lahabar	DGM(IT)- Mrs. Kavita Shrikrishna Sangale		Some Comments	Forwarded
01-Jul-2025 03:41 PM	---	DGM(IT)- Mrs. Kavita Shrikrishna Sangale	---			Pending

[Download All Files](#)

[Download History](#)

Back Recall Letter

- User can recall government letter forwarded by him. To recall letter, click on Recall Letter button. Government letter will be returned back to user automatically.

Note: There are some limitations on government letter recall facility.

7. Closed Register

- ❓ User can view closed government letters which were forwarded/received by him/her in **Closed Register** menu option.

Home

Office Note

Government Letter

Inward Letter Entry

Saved Letters

Inward Register

Outward Register

Closed Register

Closed Government Letter Register

Show10entries

Search:


Reference Number	Govt Type	Letter Type	Subject	Closed Date	Closed By	File
G-2025000001/2025	State	General	Test Subject	30-Jun-2025 03:24 PM	Assistant Programmer	
G-2025000004/2025	State	General	TEST SUBJECT	30-Jun-2025 03:23 PM	Assistant Programmer	

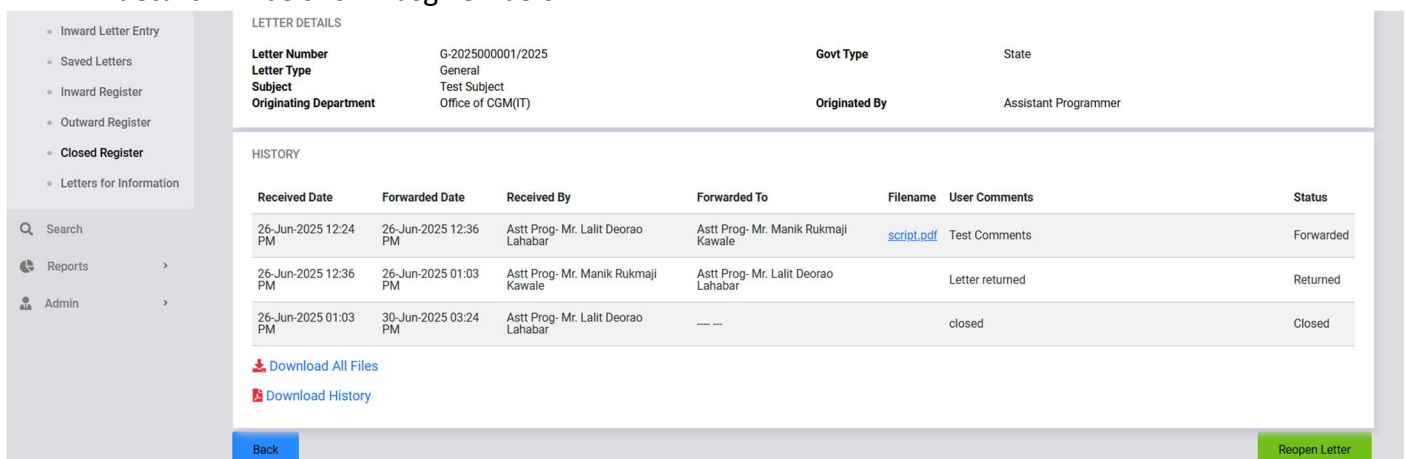
Showing 1 to 2 of 2 entries

Previous

1

Next

- List of closed government letters will be displayed in a table as shown above.
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- User can click on  **Download** button to download all files present in that government letter.
- To view an government letter click on its reference number. Selected government letter details will be shown as given below -



Letter Number	G-2025000001/2025	Govt Type	State
Letter Type	General		
Subject	Test Subject		
Originating Department	Office of CGM(IT)	Originated By	Assistant Programmer

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
26-Jun-2025 12:24 PM	26-Jun-2025 12:36 PM	Astt Prog- Mr. Lalit Deorao Lahabar	Astt Prog- Mr. Manik Rukmaji Kawale	script.pdf	Test Comments	Forwarded
26-Jun-2025 12:36 PM	26-Jun-2025 01:03 PM	Astt Prog- Mr. Manik Rukmaji Kawale	Astt Prog- Mr. Lalit Deorao Lahabar		Letter returned	Returned
26-Jun-2025 01:03 PM	30-Jun-2025 03:24 PM	Astt Prog- Mr. Lalit Deorao Lahabar	---		closed	Closed

Download All Files
 Download History

Back Reopen Letter

- User can reopen the closed government letter if closed by him. He has to click on Reopen Letter button.

8. Letters for Information

- User can view government letters which were received by him/her in **Letters for Information** menu option for information purpose only.

Government Letters for Information Only

Show 10 entries Search:

Reference Number	Govt Type	Letter Type	Subject	Received Date	File
G-2025000012/2025	Central	General	test	30-Jun-2025 03:31 PM	

Showing 1 to 1 of 1 entries

Previous 1 Next

- List of government letters for information will be displayed in a table as shown above.
- User can sort the list by clicking on column header.
- User can also search in the list by entering search text in input box provided on upper right corner.
- To go to different page, click on page number shown in bottom right corner or use **Previous/Next** button.
- User can click on **Download** button to download all files present in that government letter.
- To view an government letter click on its reference number. Selected government letter details will be shown as given below -

View Government Letter

LETTER DETAILS

Letter Number	G-2025000012/2025	Govt Type	Central
Letter Type	General		
Subject	test		
Originating Department	Office of CGM(IT)	Originated By	Assistant Programmer

HISTORY

Received Date	Forwarded Date	Received By	Forwarded To	Filename	User Comments	Status
30-Jun-2025 03:30 PM	30-Jun-2025 03:31 PM	Astt Prog- Mr. Manik Rukmajl Kawale	CE(B&R)- Mr. Mangesh Manoharrao Kohat	File 3 Data.pdf	---	Forwarded
30-Jun-2025 03:31 PM	---	CE(B&R)- Mr. Mangesh Manoharrao Kohat	---	---	---	Pending

[Download All Files](#)

[Download History](#)

CC TO

- Assistant Programmer-Mr. Lalit Deorao Lahabar

[Back](#)

9. Search

- User can search government letters by using **Search** menu option.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Office Note, Government Letter, Search (highlighted), Reports, and Admin. The main content area is titled 'Search' and contains a 'SEARCH CRITERIA' section. This section has two radio buttons: 'Office Note' (unselected) and 'Government Letter' (selected). Below these are several search criteria with checkboxes and input fields: 'Document Number' (text input), 'Document Type' (dropdown), 'Subject' (text input), 'Pending With Employee' (three dropdowns), 'Pending With Office' (two dropdowns), 'From Date' (calendar icon and 'dd-mm-yyyy' text), 'To Date' (calendar icon and 'dd-mm-yyyy' text), and 'Government letters routed through authority' (three dropdowns). At the bottom of the criteria section are 'Search' and 'Reset' buttons.

- Select Document Type.
- User can search government letters by using Document number, letter type, subject, date etc.
- User can combine one or more search criteria.
- After entering search criteria, click on **Search** button.

The screenshot shows the search results interface. At the top, there are search filters: 'From Date' (checked, 01-06-2025), 'To Date' (30-07-2025), and 'Government letters routed through authority' (unchecked). Below these are 'Search' and 'Reset' buttons. The main section is titled 'SEARCH RESULT' and shows 'Show 10 entries'. A search bar is on the right. Below is a table with the following data:

Reference Number	Govt Type	Letter Type	Subject	Initiated By	Pending With
G-2025000014/2025	State	General	TEST	Chairman & Managing Director	Chief General Manager(IT)
G-2025000013/2025	State	General	Test subject	Superintending Engineer(OSD to CMD)	Chief General Manager(IT)
G-2025000012/2025	Central	General	test	Assistant Programmer	Chief Engineer(B&R)
G-2025000011/2025	State	Confidential URGENT	CONFIDENTIAL	Assistant Programmer	Superintending Engineer(OSD to CMD)
G-2025000009/2025	Central	Confidential URGENT	CONFIDENTIAL	Assistant Programmer	Dy General Manager(I.T.)
G-2025000008/2025	Central	Confidential URGENT	CONFIDENTIAL	Assistant Programmer	Assistant Programmer

- List of government letters matching given search criteria will be shown as above.
- User can click on reference number to view government letter details.
- User can search and view all government letters initiated or received under your office.
- For Confidential government letter, user can view the letter only if user has received /forwarded that letter.

10. Reports

User can get abstract report of Government Letters by accessing Reports menu. Select 'From Date' and 'To Date' and then click on Get Report button.

Home

Office Note

Government Letter

Search

Reports

- Age wise Pending Notes
- Abstract Report

Admin

Abstract Report

REPORT CRITERIA

Office Note

Government Letter

From Date

01-06-2025

To Date

30-06-2025

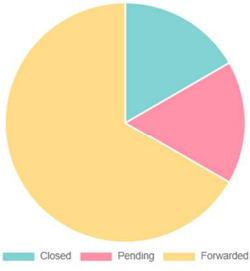
Get Report

Reset

ABSTRACT REPORT OF GOVERNMENT LETTERS OF MR. LALIT DEORAO LAHABAR, ASSISTANT PROGRAMMER

From 01-Jun-2025 To 30-Jun-2025

Status	Count
Closed	2
Pending	2
Forwarded	Within Department: 7 Other Department: 1 Total Forwarded: 8
Total	12



DATE WISE DETAILS OF FORWARDED DOCUMENTS

Total number of Documents Forwarded : 8

Show 10 entries

Search:

Forwarded Date	Forwarded To	No. of Documents Forwarded	Current Status	
			Pending	Closed
26-Jun-2025	Assistant Programmer	3	2	1
27-Jun-2025	Assistant Programmer	1	0	1
30-Jun-2025	Superintending Engineer(OSD to CMD)	1	1	0
30-Jun-2025	Assistant Programmer	3	3	0


Showing 1 to 4 of 4 entries

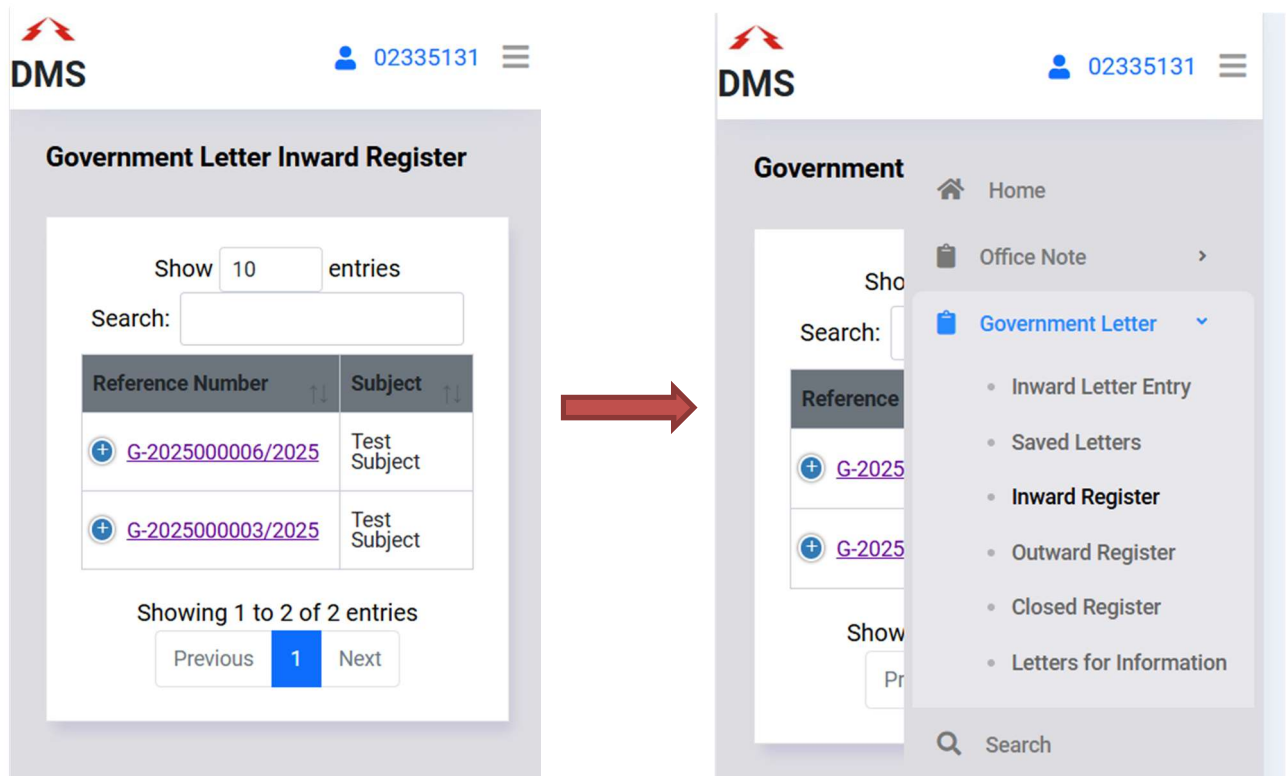
Download Report

Previous 1 Next

User can get the report in excel format by clicking the download button.

11. Mobile Compatibility

- Document Management System version 5.0 is compatible with mobile/tablet devices.
- A sample Inward Register page on mobile device is shown below.
- To show/hide menu click on  Menu icon on upper right corner as shown below.



- On various list pages click on  icon to view government letter details