DOCUMENT MANAGEMENT SYSTEM

Government Letter User Manual

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

- 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).

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

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.

On left side of homes screen, menu options are displayed as per below.
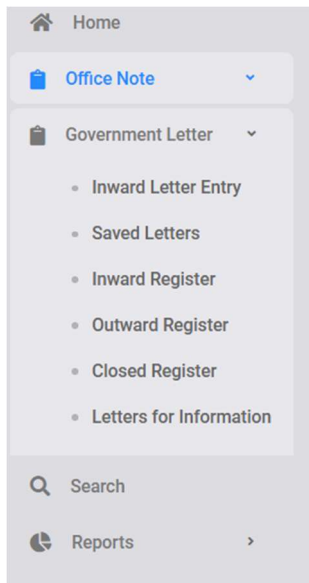
Home – Home Screen
Inward Letter Entry – To inward <mark>New</mark> Government Letter
Saved Letters – To View/Edit <mark>Saved</mark> Government Letters
Inward Register – To View/Edit <mark>Received</mark> Government Letters
Outward Register – To View <mark>Outward</mark> Government Letters
Closed Register – To View <mark>Closed</mark> Government Letters
Letters for Information – To view <mark>Information Purpose</mark> Government Letters.
Search – To Search Government Letters
Reports – To generate abstract report of Government Letters
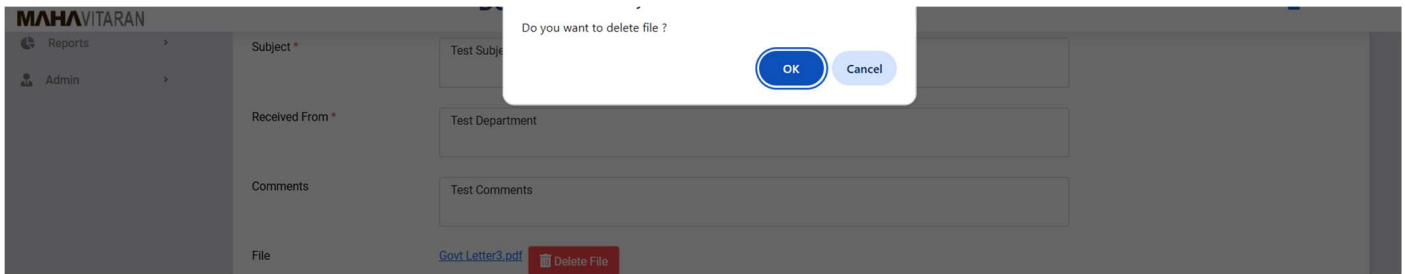
3. Inward Government Letter

- 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.

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

Edit Saved Government Letter

New Government Letter G-2025000016/2025 is saved in draft.

LETTER DETAILS

Letter Number	G-2025000016/2025
Government Type *	⦿ State Government ○ Central Government
Letter Type *	⦿ General ○ Confidential
	☑ Tag this letter as **Urgent**
Subject *	Test Subject
Received From *	Test Department
Comments	Test Comments

File *	Select File Browse Upload
	Note: Please upload only PDF document file. File Size should not be more than 10 MB.
	☐ Hard copy will be sent separately.
	(Tick the checkbox above if the uploaded file does not contain all the pages.)

FORWARD TO

Department *	--Select--
Office *	--Select--
Employee *	--Select--
CC To	Note: Add CC User, if the letter is to be sent to other employees for information only.
	+ Add CC User

Forward   Save Draft   Delete Letter

- 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.

File *	Govt Letter3.pdf Browse Upload
	Note: Please upload only PDF document file. File Size should not be more than 10 MB.
	☑ Hard copy will be sent separately.
	(Tick the checkbox above if the uploaded file does not contain all the pages.)
File	Govt Letter3.pdf 🗑 Delete File

File uploaded.

- 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 *	Operations
Office *	Office of CGM(IT)
Employee *	Chief General Manager(IT) - Mr. Avinash Shankarrao Haware
CC To	Note: Add CC User, if the letter is to be sent to other employees for information only.
	+ Add CC User
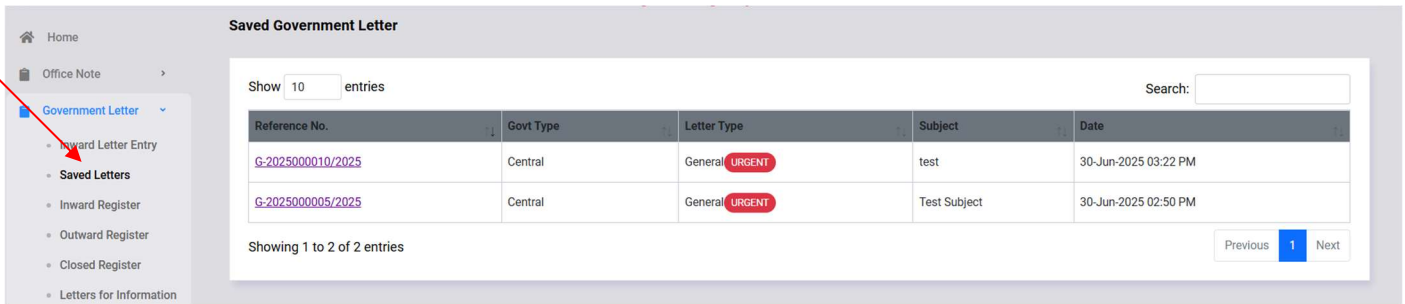
- User can users in CC while sending Government Letter.
- Click on **Add CC User** button.
- Select department, office and employee from dropdown list and click the save button.

- 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.

- 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 **<u>Saved Letters</u>** menu option.
- List of saved government letters will be displayed in a table as shown below.

- 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 **<u>Previous</u>**/**<u>Next</u>** button.
- To view / edit government letters click on its reference number. Selected Government Letter will be opened in Edit mode as shown below.

- 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.

- 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-

- 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

User can add users in CC while forwarding Government Letter.
Click on Submit button.
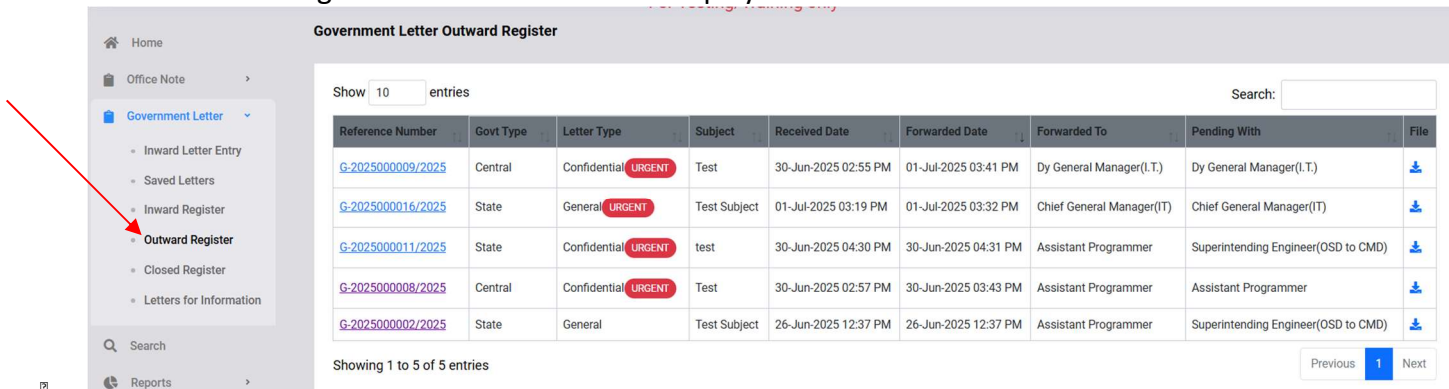
- A success message is shown as above after Government Letter is forwarded.

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-

- 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 asgiven below-

- 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.
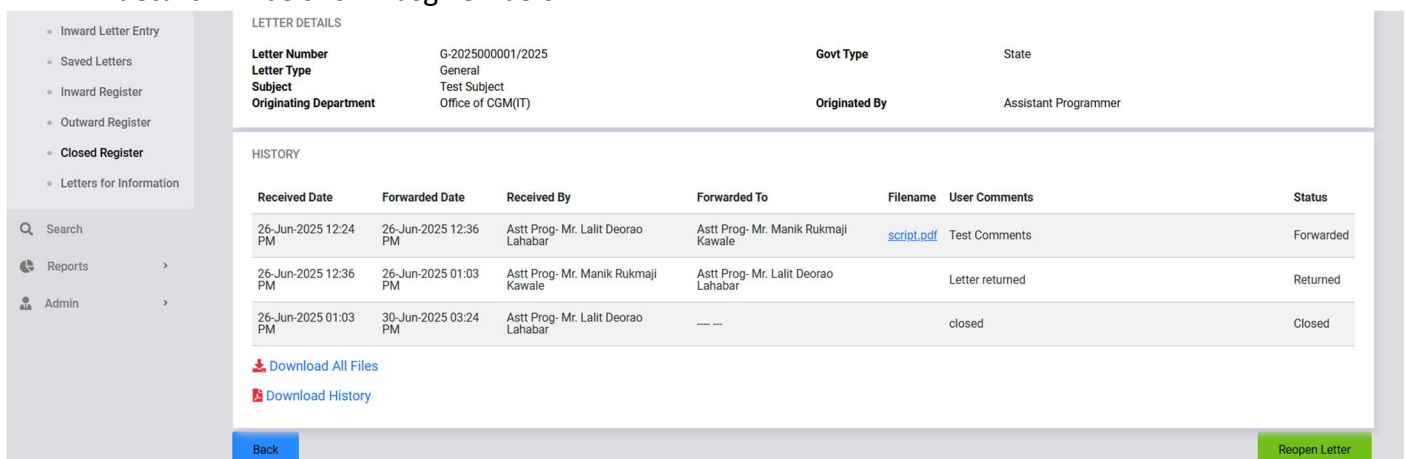

 - List of closed government letters will be displayed in a table as shown above.
 - User can sort the list by clicking on column header.
 - User can also search in the list by entering search text in input box provided on upper right corner.
 - To go to different page, click on page number shown in bottom 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 asgiven below -

 - 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.

- 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 -

9. Search

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

- 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.

- 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.
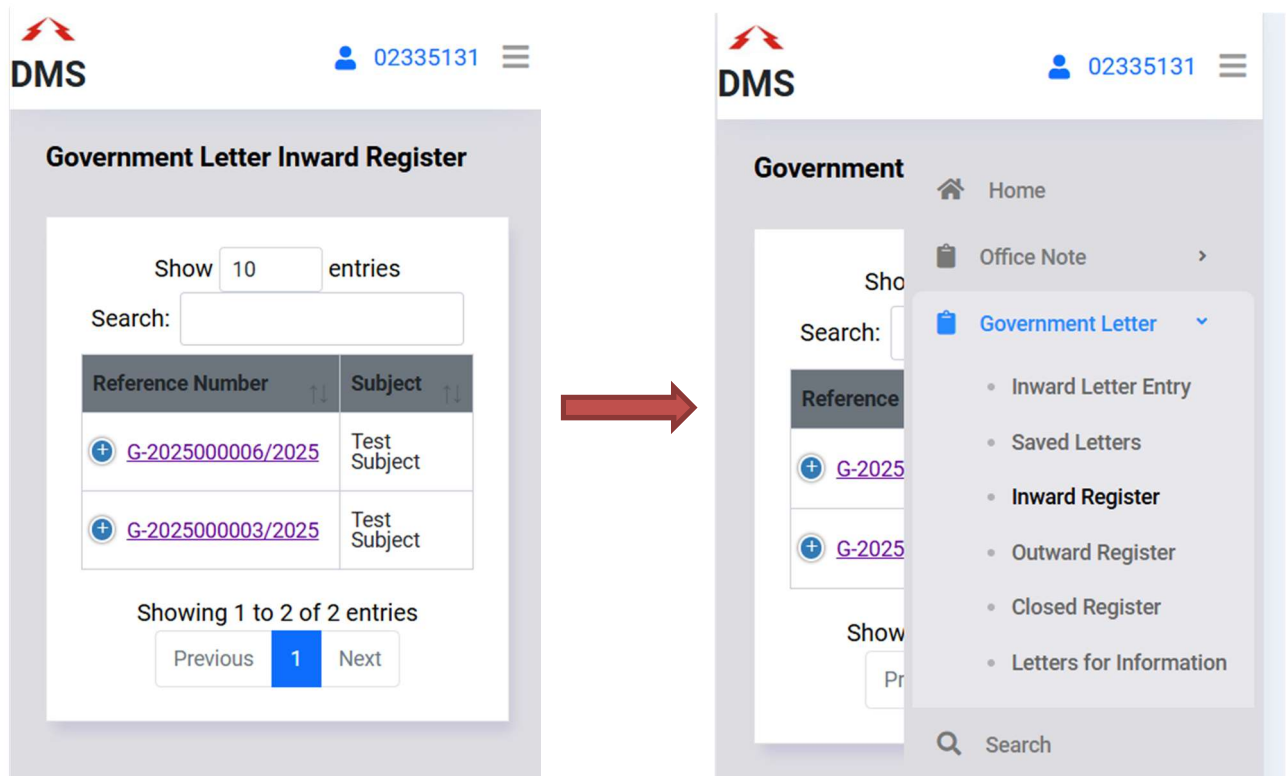

User can get the report in excel format by clicking the download button.

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