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# DOCUMENT MANAGEMENT SYSTEM

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Office Letter User Manual

JULY 16, 2025



MSEDCL

dmsadmin@mahadiscom.in

## 1. URL

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

Support Email ID: [dmsadmin@mahadiscom.in](mailto:dmsadmin@mahadiscom.in)



**MAHAVITARAN**  
**Document Management System**  
Version 7.3.2

### Login

**Username**

**Password**

[Login](#)

Support Email ID : [dmsadmin@mahadiscom.in](mailto:dmsadmin@mahadiscom.in)

For DMS login/password issues:

- 1) Corporate users should mail to [portal\\_admin@mahadiscom.in](mailto: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 7.3.2](#) **New**
- › [DMS Manual for Field Users](#)
- › [Document Upload Guidelines](#)
- › [DMS Office Note User Manual](#)
- › [DMS Office Letter User Manual](#)
- › [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 Office Letter functionality, please use DMS login credentials



**Document Management System**  
Version 7.3.2

### 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

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

**Help -**

- DMS Version 7.3.2 New
- DMS Manual for Field Users
- Document Upload Guidelines**
- DMS Office Note User Manual
- DMS Office Letter User Manual
- 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

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

Office Letter Inward Register

Show 10 entries

Search:

Reference Number	Type	Subject	Received Date	Received From	Inward No	Outward No	File
<a href="#">R-2022016909/2022</a>	General	छपाई और अक्षर योजन उद्योग का एक साधारण डमी पाठ है. Lorem Ipsum सन १५०० के बाद से अभी तक इस उद्योग का मानक डमी पाठ मने गया, जब एक अज्ञात मुद्रक ने नमूना लेकर एक नमूना किताब बनाई. यह न केवल पाँच सदियों से जीवित रहा बल्कि इसने इलेक्ट्रॉनिक मीडिया में छलांग लगाने के बाद भी मूलतः अपरिवर्तित रहा.	02-May-2022 03:45 PM	REGISTRY USER	---	---	<a href="#">Download</a>
<a href="#">R-2020016880/2020</a>	Confidential	TEST LETTER	19-Apr-2022 06:27 PM	OTHER USER	---	---	<a href="#">Download</a>
<a href="#">R-2020016899/2020</a>	General	महावितरण, प्रकाशगड	28-Jan-2021 04:44 PM	REGISTRY USER	---	---	<a href="#">Download</a>
<a href="#">R-2020016843/2020</a>	General	TEST LETTER	11-Dec-2020 01:20 PM	REGISTRY USER	IN/TEST-/22	---	<a href="#">Download</a>
<a href="#">R-2020016845/2020</a>	General	TEST LETTER	10-Dec-2020 04:28 PM	REGISTRY USER	IN/TEST/21	---	<a href="#">Download</a>
<a href="#">R-2020016860/2020</a>	General	TEST LETTER	10-Dec-2020 02:51 PM	REGISTRY USER	IN/TEST/20	---	<a href="#">Download</a>
<a href="#">R-2020016805/2020</a>	General	Test Document	09-Sep-2020 04:54 PM	REGISTRY USER	---	---	<a href="#">Download</a>
<a href="#">R-2020016516/2020</a>	General	test	27-May-2020 04:08 PM	REGISTRY USER	---	---	<a href="#">Download</a>

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



**Document Management System**  
For Testing/Training only

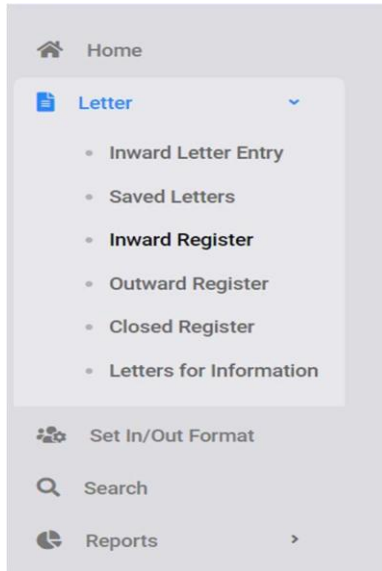
Office Letter Inward Register

Show 10 entries

Search:

TEST 2  
SECTION REGISTRY USER  
Test department 1  
[Logout](#)

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



- **Home** – Home Screen
- **Letter**
  - **Inward Letter Entry** – To inward **New** Office Letter
  - **Saved Letters** – To View/Edit **Saved** Office Letters
  - **Inward Register** – To View/Edit **Received** Office Letters
  - **Outward Register** – To View **Outward** Office Letters
  - **Closed Register** – To View **Closed** Office Letters
  - **Letters for Information** – To view **Information Purpose** Office Letters.
- **Set In/Out Format** – To set Inward and Outward number format
- **Search** – To Search Office Letters
- **Reports** – To generate abstract report of Office Letters

### 3. Inward Office Letter

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

**Inward Letter Entry**

LETTER DETAILS

Note Type \* ☒ General ☐ Confidential

Subject \*

Received From \*

Comments

**Save Draft** **Reset**

\* Mandatory Fields

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

Home

**Edit Saved Office Letter**

New Office Letter R-2024016940/2024 is saved in draft.

LETTER DETAILS

Letter Number R-2024016940/2024

Letter Type \* ☒ General ☐ Confidential

Subject \* Test Letter

Received From \* Head Office

Comments Test Comments

☒ Generate Inward No ☐ Generate Outward No

Inward No Format IN/TEST/

Outward No Format OUT/TEST/

File \*     
Note: Please upload only JPG,BMP,PNG,PDF and ZIP document file. File Size should not be more than 10 MB.

FORWARD TO

Department \* -Select-

Employee \* -Select-

CC To Note: Add CC User, if the letter is to be sent to other employees for information only.

- Even after saving Letter, user can still change Letter Type, Subject, received from and comments.
- To generate Inward/Outward no, tick respective checkbox and enter Inward/Outward No Format
- To upload file, click on **Browse** button then select file and click on **Upload** button.
- On successful file upload, a success message is shown as below.

☒ Generate Inward No ☒ Generate Outward No

Inward No Format IN/TEST/

Outward No Format OUT/TEST/

File [Office Letter6.pdf](#)

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 icon, and click OK as shown below.

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Reports

Received From \*

Comments

Test Comments

☒ Generate Inward No ☒ Generate Outward No

Inward No Format

IN/TEST/

Outward No Format

OUT/TEST/

File

Office Letter6.pdf Delete File

Do you want to delete file ?

OK Cancel

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

FORWARD TO

Department \*

CE Projects

Employee \*

Chief Engineer - CE-IPDS

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 Office Letter.
- Click on **Add CC User** button.
- Select department and employee from dropdown list and click the save button.

FORWARD TO

Department \*

Civil Department

Employee \*

JE(ele) - JE-ELE-II

CC To

Save Cancel

CC To

JE(ele) - JE-ELE-II

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

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

Letter

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

- Set In/Out Format
- Search
- Reports

Letter R-2024016940/2024 is forwarded to CE-IPDS, Chief Engineer on 24-Oct-2024 12:32 PM. Inward No is IN/TEST/57 and Outward No is OUT/TEST/133  
[Print Acknowledgement](#)

Show  entries Search:

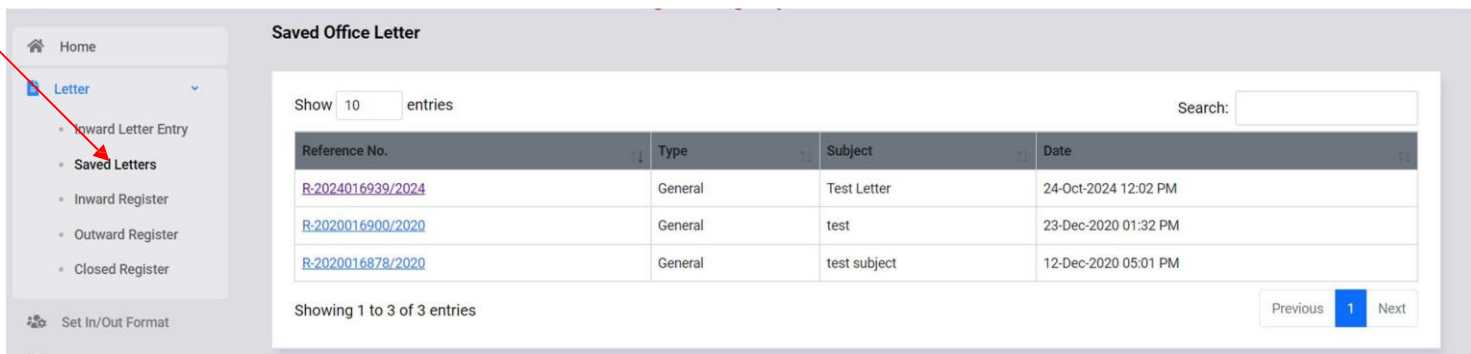
Reference No.	Type	Subject	Date
<a href="#">R-2024016939/2024</a>	General	Test Letter	24-Oct-2024 12:02 PM
<a href="#">R-2020016900/2020</a>	General	test	23-Dec-2020 01:32 PM
<a href="#">R-2020016878/2020</a>	General	test subject	12-Dec-2020 05:01 PM

Showing 1 to 3 of 3 entries Previous **1** Next

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

## 4. Edit Saved Office Letters

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



Home Letter Inward Letter Entry **Saved Letters** Inward Register Outward Register Closed Register Set In/Out Format

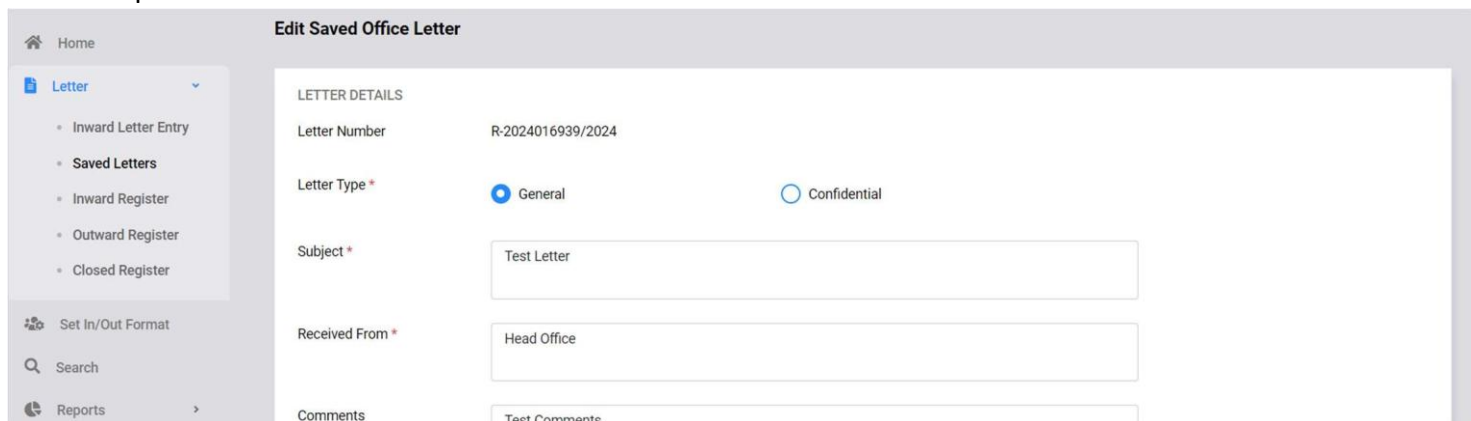
Saved Office Letter

Show 10 entries Search:

Reference No.	Type	Subject	Date
<a href="#">R-2024016939/2024</a>	General	Test Letter	24-Oct-2024 12:02 PM
<a href="#">R-2020016900/2020</a>	General	test	23-Dec-2020 01:32 PM
<a href="#">R-2020016878/2020</a>	General	test subject	12-Dec-2020 05:01 PM

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.
- To view / edit an office letters click on its reference number. Selected Office Letter will be opened in Edit mode as shown below.



Home Letter Inward Letter Entry **Saved Letters** Inward Register Outward Register Closed Register Set In/Out Format Search Reports

Edit Saved Office Letter

LETTER DETAILS

Letter Number R-2024016939/2024

Letter Type \* ☒ General ☐ Confidential

Subject \* Test Letter

Received From \* Head Office

Comments Test Comments

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



## 5. Inward Register

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

Office Letter Inward Register

Show 10 entries

Search:

Reference Number	Type	Subject	Received Date	Received From	Inward No	Outward No	File
<a href="#">R-2022016909/2022</a>	General	छपाई और अक्षर योजन उद्योग का एक साधारण डमी पाठ है. Lorem Ipsum सन १५०० के बाद से अभी तक इस उद्योग का मानक डमी पाठ मनु गया, जब एक अज्ञात मुद्रक ने नमूना लेकर एक नमूना किताब बनाई. यह न केवल पाँच सदियों से जीवित रहा बल्कि इसने इलेक्ट्रॉनिक मीडिया में छलांग लगाने के बाद भी मूलतः अपरिवर्तित रहा.	02-May-2022 03:45 PM	REGISTRY USER	---	---	
<a href="#">R-2020016880/2020</a>	Confidential	TEST LETTER	19-Apr-2022 06:27 PM	OTHER USER	---	---	
<a href="#">R-2020016899/2020</a>	General	महावितरण, प्रकाशगड	28-Jan-2021 04:44 PM	REGISTRY USER	---	---	
<a href="#">R-2020016843/2020</a>	General	TEST LETTER	11-Dec-2020 01:20 PM	REGISTRY USER	IN/TEST-/22	---	

- 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 office letter.
- To view / edit an office letter click on its reference number. Office Letters details will be shown as below-

LETTER DETAILS

Letter Number: R-2020016805/2020

From: ABD

Subject: Test Document

Originating Department: Test department 1

Letter Type: General

Originated By: TEST1 - REGISTRY USER

☐ Generate Inward No

☐ Letter Received

Inward No Format:

HISTORY

Received Date	Forwarded Date	Forwarded By	Forwarded To	Inward No.	Outward No.	Filename	User Comments	Status
09-Sep-2020 04:54 PM	09-Sep-2020 04:54 PM	TEST1 - REGISTRY USER	TEST2 - SECTION REGISTRY USER	---	---	<a href="#">Test Doc for DMS11 2.pdf</a>	HO Office	Forwarded
09-Sep-2020 04:54 PM	---	TEST2 - SECTION REGISTRY USER	---	---	---	<a href="#">Test Doc for DMS11 2.pdf</a>	---	Pending

- User can click on respective file name shown in history to download that file, otherwise click on **Download All Files** to download all files.
- To generate Inward no., tick “Generate Inward No” checkbox and enter Inward No. format.

- To receive letter, tick “letter received” checkbox. Confirmation alert message will be shown. ClickOk button to confirm.

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Home

Inward Office Letter

Letter

- Inward Letter Entry
- Saved Letters
- Inward Register
- Outward Register
- Closed Register

LETTER DETAILS

Letter Number R-2020016805/2020

From ABD

Subject Test Document

Originating Department Test department 1

Letter Type General

Originated By TEST1 - REGISTRY USER

☒ Generate Inward No

☐ Letter Received

Inward No Format IN/TEST/

Confirm receipt of the Letter  
Press OK to Confirm

OK Cancel

- Enter comments in the textbox. User can click on **Save Comments** button to save comments and forward office letter later.
- To generate Outward no., tick “Generate Outward No” checkbox and enter Outward No. format
- Select Department and employee from dropdown list and click submit button

Comments

test comments

Save Comments Note: You can save comments and forward later.

☒ Generate Outward No

Outward No Format OUT/TEST/

Forward Close Return

FORWARD TO

Department \* Establishment Transaction

Employee \* Manger - Manger-ET

CC To

Note: Add CC User, if the letter is to be sent to other employees for information only.

+ Add CC User

Submit

User can add users in CC while forwarding Office Letter.

Letter

- Inward Letter Entry
- Saved Letters

Letter R-2020016805/2020 is forwarded to Manger-ET, Manger on 24-Oct-2024 12:42 PM. Outward No is OUT/TEST/134

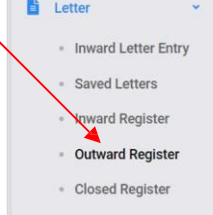
Show 10 entries

Search:

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

## 6. Outward Register

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




Office Letter Outward Register

Show 10 entries

Search:

Reference Number	Type	Subject	Received Date	Forwarded Date	Forwarded To	Inward No	Outward No	File
<a href="#">R-2024016940/2024</a>	General	Test Letter	24-Oct-2024 12:11 PM	24-Oct-2024 12:32 PM	Chief Engineer	IN/TEST/57	OUT/TEST/133	
<a href="#">R-2023016914/2023</a>	General	भारत माझा देश आहे .	31-Jan-2023 12:19 PM	21-Oct-2024 04:25 PM	SE-TRC	---	OUT/TEST/132	
<a href="#">R-2020016861/2020</a>	General	TEST LETTER	29-Jan-2021 05:31 PM	21-Oct-2024 04:13 PM	SE-TRC	---	---	
<a href="#">R-2024016930/2024</a>	General	TEST Letter	22-Feb-2024 02:55 PM	22-Feb-2024 02:56 PM	REGISTRY USER	---	---	
<a href="#">R-2020016842/2020</a>	General	TEST LETTER	11-Dec-2020 01:27 PM	28-Jan-2021 04:33 PM	REGISTRY USER	---	---	

- 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 office letter.
- To view a office letter click on its reference number. Selected Office letter details will be shown as given below-

View Office Letter

LETTER DETAILS

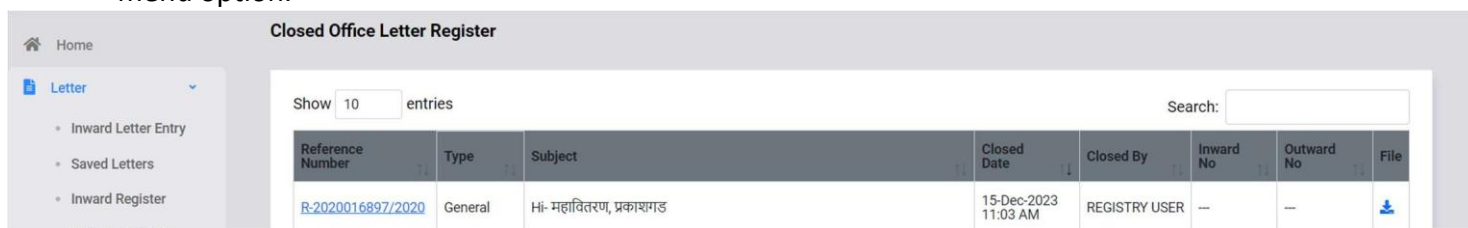
Letter Number	R-2020016842/2020	Letter Type	General
From	head office		
Subject	TEST LETTER		
Originating Department	Test department 1	Originated By	TEST1 - REGISTRY USER


HISTORY


Received Date	Forwarded Date	Forwarded By	Forwarded To	Inward No.	Outward No.	Filename	User Comments	Status
08-Dec-2020 02:40 PM	11-Dec-2020 01:27 PM	TEST1 - REGISTRY USER	TEST2 - SECTION REGISTRY USER	---	---	<a href="#">Test_Doc_for_DMS_252.pdf</a>	TEST LETTER	Forwarded
11-Dec-2020 01:27 PM	28-Jan-2021 04:33 PM	TEST2 - SECTION REGISTRY USER	TEST1 - REGISTRY USER	---	---	---	---	Forwarded
28-Jan-2021		TEST1 - REGISTRY USER						

## 7. Closed Register

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



Reference Number	Type	Subject	Closed Date	Closed By	Inward No	Outward No	File
<a href="#">R-2020016897/2020</a>	General	Hi- महावितरण, प्रकाशगड	15-Dec-2023 11:03 AM	REGISTRY USER	---	---	

- List of closed office 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 office letter.
- To view an office letter click on its reference number. Selected Office letter details will be shown as given below -

Home

Letter

Inward Letter Entry

Saved Letters

Inward Register

Outward Register

Closed Register

Set In/Out Format

Search

Reports

View Office Letter

LETTER DETAILS

Letter Number

From

Subject

Originating Department

R-2020016897/2020

महावितरण, प्रकाशगड

Hi- महावितरण, प्रकाशगड

Test department 1

Letter Type

Originated By

General

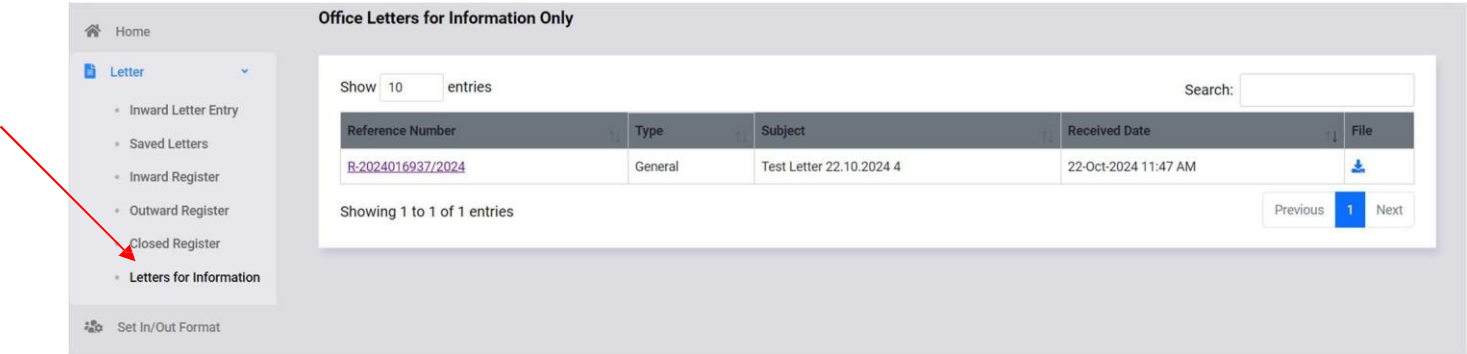
TEST2 - SECTION REGISTRY USER


HISTORY

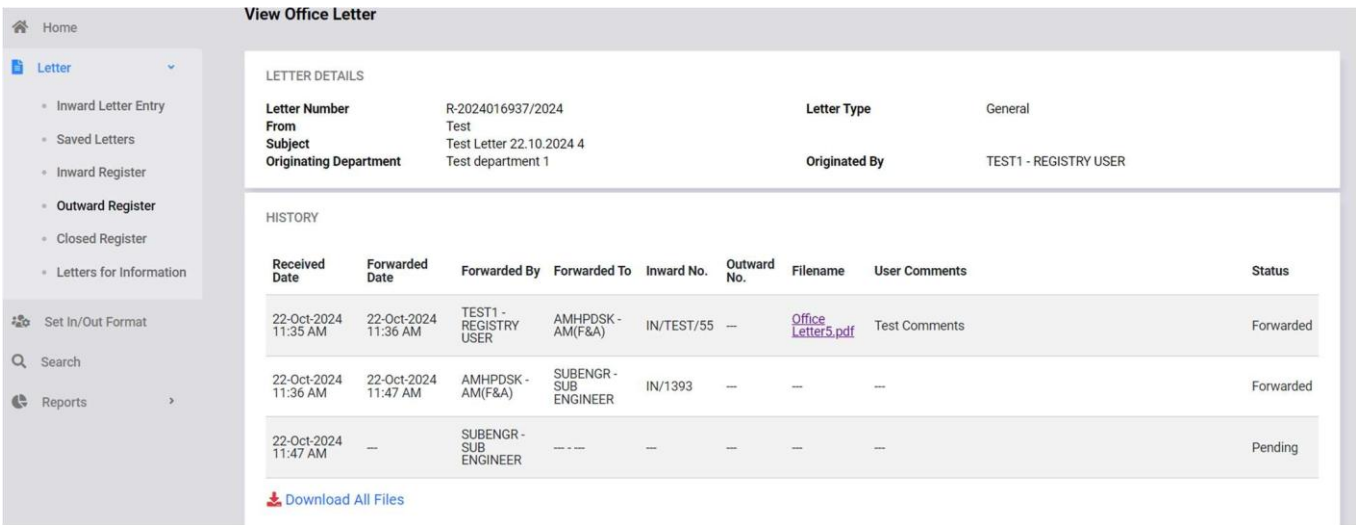
Received Date	Forwarded Date	Forwarded By	Forwarded To	Inward No.	Outward No.	Filename	User Comments	Status
18-Dec-2020 02:56 PM	18-Dec-2020 02:56 PM	TEST2 - SECTION REGISTRY USER	TEST1 - REGISTRY USER	---	---	<a href="#">Sampe board note 19asd as.pdf</a>	महावितरण, प्रकाशगड	Forwarded
18-Dec-2020 02:56 PM	15-Dec-2023 11:03 AM	TEST1 - REGISTRY USER	---	---	---		Some Comments	Closed

## 8. Letters for Information

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



- List of office 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 office letter.
- To view an office letter click on its reference number. Selected Office letter details will be shown as given below -



## 9. Search

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

The screenshot shows a web application interface with a sidebar on the left containing links for Home, Letter, Set In/Out Format, Search, and Reports. The main area is titled 'Search' and contains a 'SEARCH CRITERIA' section. This section has two radio buttons: 'Office Note' and 'Letter', with 'Letter' selected. Below these are several checkboxes for search criteria: Document Number, Document Type, From, Inward Number, Outward Number, Subject, Pending With, and From Date. Each checkbox is followed by a text input field. The 'From Date' field is set to 'dd-mm-yyyy' and has a calendar icon. There are also 'Search' and 'Reset' buttons at the bottom of the criteria section.

- Select Document Type.
- User can search office 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 RESULT' section of the application. It includes a 'Show 10 entries' dropdown and a 'Search:' input field. Below this is a table with the following columns: Reference Number, Type, Subject, Initiated By, and Pending With. The table contains four rows of data, each with a reference number that is a clickable link.

Reference Number	Type	Subject	Initiated By	Pending With
<a href="#">R-2024016940/2024</a>	General	Test Letter	SECTION REGISTRY USER	Chief Engineer
<a href="#">R-2024016938/2024</a>	Confidential	CONFIDENTIAL	REGISTRY USER	Assistant Manager (F&A- IF)
<a href="#">R-2024016937/2024</a>	General	Test Letter 22.10.2024 4	REGISTRY USER	SUB ENGINEER
<a href="#">R-2024016936/2024</a>	General	Test Letter 22.10.2024 3	REGISTRY USER	IE CIVIL

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

## 10. Set In/Out format



Home

Letter

Set In/Out Format

Search

Reports

### Set Departmental Inward & Outward Format

Department: Test department 1

Inward Format \*: IN/TEST/

Outward Format \*: OUT/TEST/

Save

Note: Format will be set for all users of your department.

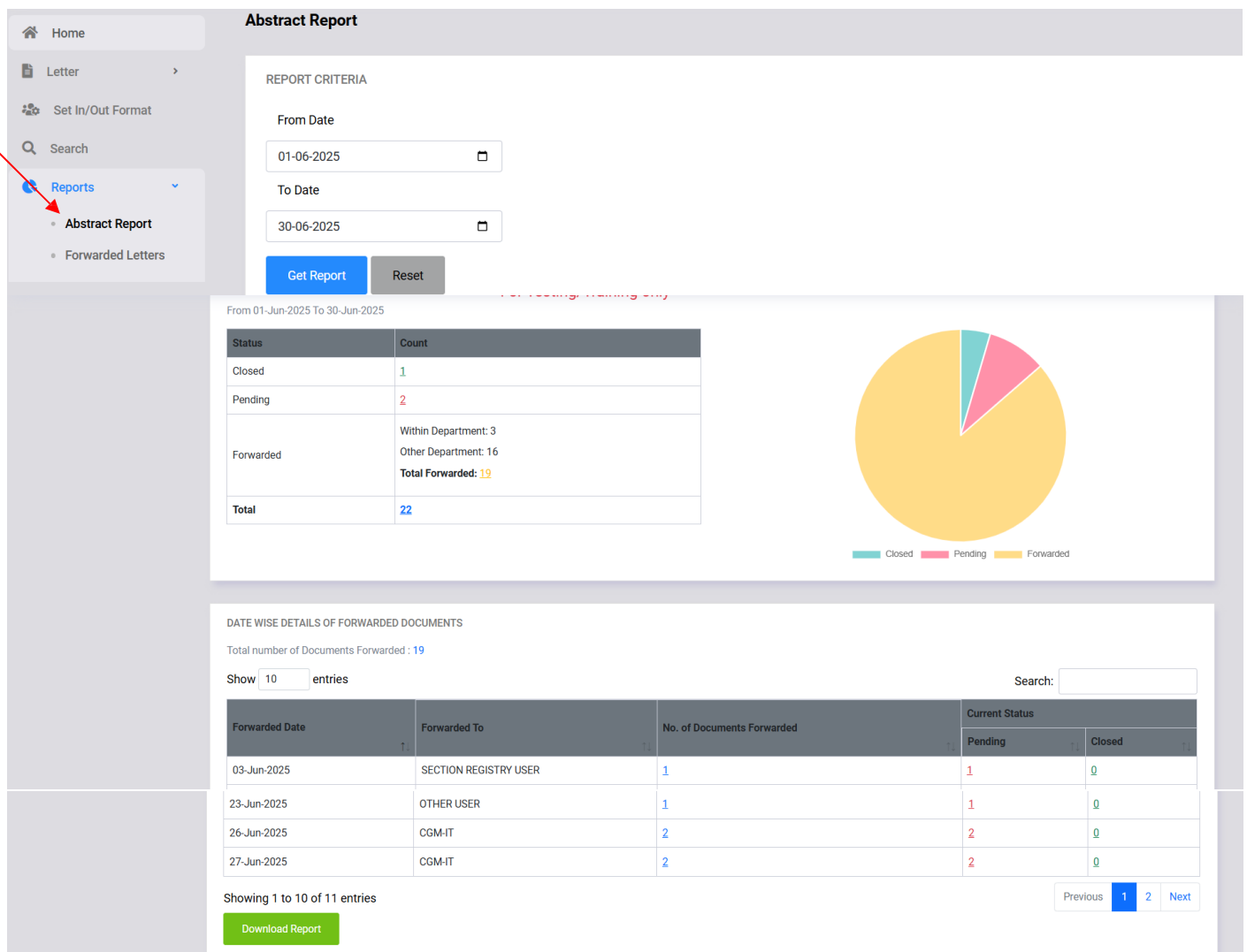
User can set Inward and Outward number format for their department as show above.

## 11. Reports

User can get abstract report of Office Letters by accessing Reports menu.

Click on **Abstract Report** submenu.

Select 'From Date' and 'To Date' and then click on Get Report button.



Home

Letter

Set In/Out Format

Search

Reports

- Abstract Report
- Forwarded Letters

### Abstract Report

REPORT CRITERIA

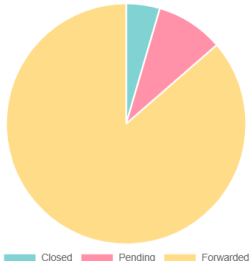
From Date: 01-06-2025

To Date: 30-06-2025

Get Report Reset

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

Status	Count
Closed	1
Pending	2
Forwarded	Within Department: 3 Other Department: 16 Total Forwarded: 19
Total	22



Legend: Closed, Pending, Forwarded

DATE WISE DETAILS OF FORWARDED DOCUMENTS

Total number of Documents Forwarded : 19

Show 10 entries

Search:

Forwarded Date	Forwarded To	No. of Documents Forwarded	Current Status	
			Pending	Closed
03-Jun-2025	SECTION REGISTRY USER	1	1	0
23-Jun-2025	OTHER USER	1	1	0
26-Jun-2025	CGM-IT	2	2	0
27-Jun-2025	CGM-IT	2	2	0

Showing 1 to 10 of 11 entries

Download Report

Previous 1 2 Next

In this report, user can get bifurcation of forwarded letters within department and outside department. To download the report in excel format click on Download Report button.

There is a provision to download the list of office letters.

Users can now download a list of office letters they have forwarded between selected date ranges.

Click on **Forwarded Letters** submenu.

Home

Letter

Set In/Out Format

Search

Reports

- Abstract Report
- Forwarded Letters

LIST OF OFFICE LETTERS FORWARDED

From Date

01-07-2025

To Date

01-07-2025

Download Report

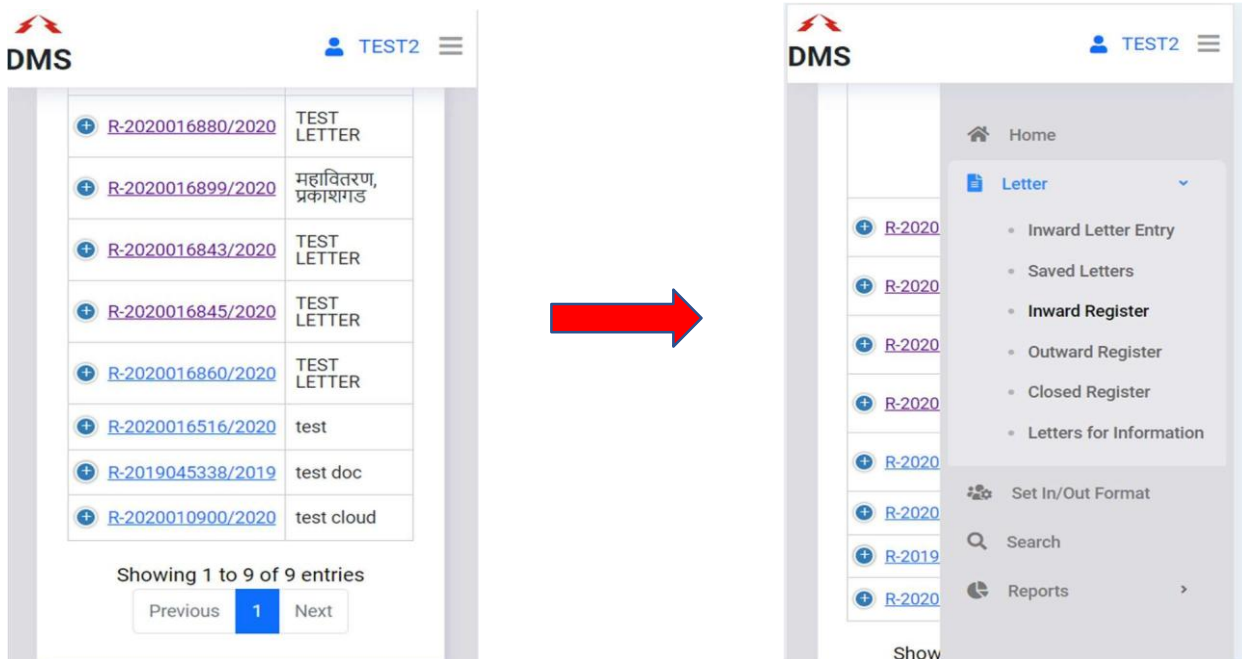
Select 'From Date' and 'To Date' and then click on **Download Report** button.

Report will be downloaded in excel format.

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## 12. 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 office letter details



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