Application: - Document Management System (https://dms.mahadiscom.in/dms/)

Version Number: - 8.0.0 (Government Letter Functionality in DMS)

Version Release Date: - 03-July-2025

A] New Feature: -

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.

B] DMS Feature Update: Reporting Enhancements: -

Addition of Pending Notes Report

A new report titled **"Office Notes Pending Within Department and Other Department"** has been integrated under the **"Age-wise Pending Notes"** menu in the Document Management System (DMS).

- ✓ To generate the report, users must select the appropriate checkbox and click the **'Get Report'** button.
- �🔢 The resulting data will be downloadable in **Excel format**, enabling easy analysis and tracking of note pendency across departments.

Enhanced Abstract Report Functionality

The **Abstract Report** feature has been enhanced to include a **clear bifurcation of forwarded notes**:

🔜 The report now distinguishes between:

- **Notes forwarded within the same department**
- **Notes forwarded to other departments**

This upgrade improves transparency and aids in evaluating inter-departmental communication efficiency.