

File Tracking System Solution

File Tracking System manages all the File movement from One Desk/ One person to other and help organisation to manage the flow effectively and efficiently. All the Files, Documents, Letters, memos, Reminders etc. can be processed and tracked by the System. FTS helps in online tracking and fast redressal or location information and pendency monitoring more effectively by providing, online, a plethora of information at a glance.

Any organisation receives and despatch letters, applications and other documents.

FTS solution caters to the entry and further processing of that document across the organisation.

The System has comprehensive facilities for managing all Inward-Outward related functions & single point classification of all letters. The System would follow a Standard procedure of file numbering & enable file tracking, file movements tracking, pendency monitoring, etc. based on Docket sheet. It would have very powerful search facility to locate a file.

File tracking system will allow users to access the file location and monitor the time. There will be a registry with each department, all the letters will be marked as inward and outward with department's concerned registry.

System will allow organisation to create desks for different departments, each department can have multiple desks, and these desks will be directly linked to the designations, which will be unique for every employee or Head of the Departments. Once document is assigned to the Designation, it can be assigned to various other employees in that department or to another desk in that department.

File Tracking System comprises of the following Process:

- **Registry Entry:** all the details pertaining to the document/File are entered and system captures the user and time details. System tracks new additions and also maintains historical data of earlier Documents/Files.
- **Marking to the Desk:** The document/ Files can be marked to different Desks/ Departments/Designations for further processing. The details of the process flow are captured and action/ Remarks and maintained throughout the process for each document/File.
- **Marking To Employee:** The Desk head can mark the document to specific employee and system captures the action taken remarks and user login details.
- **Pendency monitoring:** System allows user to work in time bound manner and escalate the document transaction which are on hold for long time and provides information on the unfinished tasks with reasons.

The screenshot displays the Maharashtra Pollution Control Board (MPCB) File Tracking System (FTS) interface. The top navigation bar includes 'New Registry', 'Registry Browser', and 'Registry Reports'. The main form is titled 'REGISTRY ENTRY' and contains the following fields:

- Registry No. (text input)
- Date (calendar dropdown, showing 26-Nov-2008)
- Sender Details (dropdown menu)
- Received From (dropdown menu)
- Received By (dropdown menu)
- Letter Type (dropdown menu)
- Letter Date (calendar dropdown, showing 26-Nov-2008)
- Subject (text input)
- File No (optional) (dropdown menu)
- Mode of Communication (dropdown menu)
- Mark To Desk (dropdown menu)
- Remarks (text input)

At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The left sidebar contains a calendar for November 2008 and a 'Logout' button.

All the Records will be maintained in the system about flow of documents in the department, also all the remarks and action taken by the employees on a particular document will be stored in the system. When work on particular document will be over it will be outward from a department. File Tracking System will also provide very powerful technique / reports to search any document at any point of time.

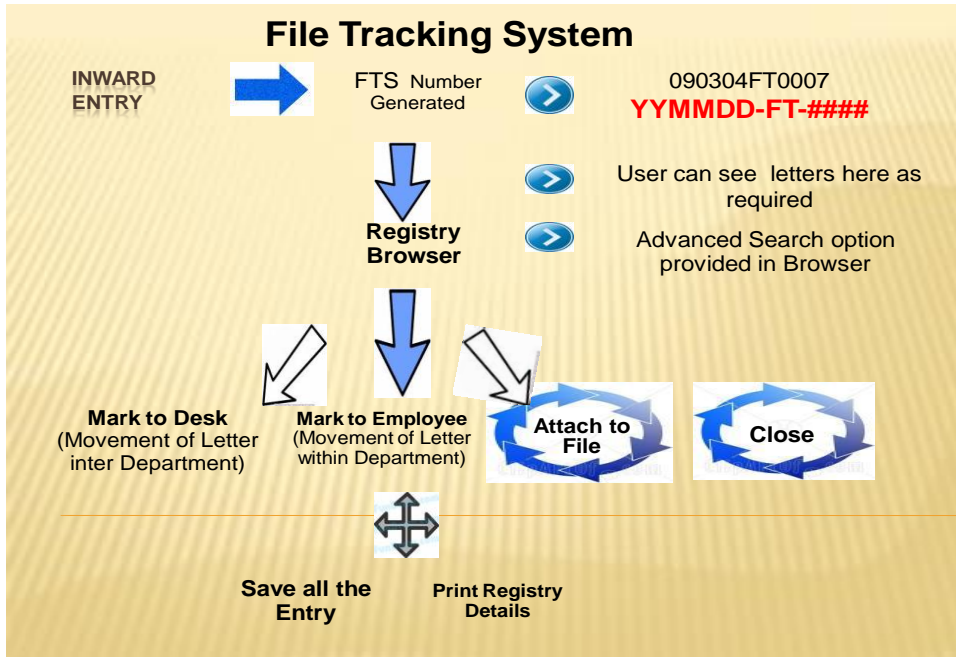
File Management

- Manages Files/ Letters/ Memos, Circulars, Office Orders, Applications, Bank guarantee details and other documents.
- Marking to Desks/ Marking to Employees.
- Multiple marking to different Desks or Departments at a time.
- Attach to Files or any other documents.
- Different status like pending, in progress, action taken, closed, attach to file with File no. Dispatched and Closed etc.

Benefits:

- Solution for Effective & Efficient Management of Documents
- Staff Empowerment at All Levels.
- Total elimination of All Duplication of Efforts
- Tool for Improving Organizational Efficiency.
- Transparent Access to Information to Citizens
- Designed for Less Paper & Not Paperless Office
- Recording the flow of document in the organization
- Pendency Monitoring at all levels
- MIS Reports...churning information out of data
- Powerful search facility: Track/Search for any letter or file in the organization
- Management of all Inward & Outward
- Access Controls for software modules mapped to organization hierarchy
- System Administration thru' an independent module for defining masters, process and access settings.

File Tracking System Solution



Dashboard/Statistics

- Window on multiple reports on one screen
- User can see details by expanding
- Major transactions are shown in top records

Reports

- Letter At Desk Report
- FTS Report
- Sender Category Report
- Mode Of communication Report
- Escalation Report
- Pendency monitoring

Master

- Desk master
- Automatic Association of employees with the Desk.
- Designation master/ Department linking with the Desk.
- File type/ File master.
- Sender category master, Letter type/ Letter category
- Mode of communication master

Welcome to FTS Dashboard

Received wise Registry				Status wise Registry			
Received At	Total	% of Total		Status	Total	% of Total	
Central HQ Registry	22412	28.00		Inward	13793	17.23	
Accounts Wing	6312	7.89		InProgress	38597	48.22	
RO-Pune	6258	7.82		Forward	9515	11.88	
RO-Kolhapur	5783	7.23		Closed	18134	22.66	
RO-Kalyan	4322	5.40		Total	80039		
Total	80039						

Sender Category wise Registry				Letter Category wise Registry			
Sender Category	Total	% of Total		Sender Category	Total	% of Total	
MPCB Department	40671	50.81		General	32547	41.16	
Industry	24739	30.91		Technical Report	26669	33.32	
Office	5873	7.34		Application	8060	10.07	
General Public	3048	3.81		BR	2652	3.31	
Health Care Establishment	2804	3.50		Office Note	2159	2.70	
Minister	1850	2.31		EL/CL	1695	2.11	
CPCB	546	0.68		RTI	1478	1.85	
MOEF	507	0.63		Bank Guarantee	856	1.07	
Total	80038			Total	80039		

Desk and Sender Category wise Registry									
Desk	General Public	Minister	Office	Industry	MPCB Department	MOEF	CPCB	Health Care Establishment	Total
Accounts Wing	87	21	598	21	8140	1	2	0	8627
PC/IV (RO HQ)	38	48	236	4686	1613	41	20	0	6581
RO-Pune	238	10	401	2654	2675	1	0	295	6274
RO-Kolhapur	283	9	578	1632	2400	4	0	938	5643
Member Secretary	197	1217	331	1301	1747	323	438	1	5656
Total	3048	1850	5873	24739	40671	507	546	2804	80038

Desk and Status wise Registry									
Desk	Inward	Forward	InProgress	Outward	Closed	Total			
Accounts Wing	473	292	2206	0	3856	6827			
PC/IV (RO HQ)	459	357	2961	0	2704	6581			
RO-Pune	67	962	4586	0	659	6274			
RO-Kolhapur	161	192	4349	0	1141	5843			
Member Secretary	607	1807	2506	0	635	5355			
Total	13793	9515	38597	0	18134	80039			

File	File No.	Type	Subject	Description	Department
Edit 1/1/04 Notification File	17	A	1/1/04 Notification File	1/1/04 Notification File	PRO
Edit 13 th Lok Sabha	100	A	13 th Lok Sabha	13 th Lok Sabha	PCI-II (RO)
Edit 16 September Ozone Day	57	A	16 September Ozone Day	16 September Ozone Day	PRO
Edit 25th June 2006 Narmal Bhavean Udgathan	21	A	25th June 2006 Narmal Bhavean Udgathan	25th June 2006 Narmal Bhavean Udgathan	PRO
Edit 52nd Conference File	50	A	52nd Conference File	52nd Conference File	PRO
Edit 5th June -Environment-2006	60	A	5th June -Environment-2006	5th June -Environment-2006	PRO
Edit 5th June 2008 Event File RO	111	A	5th June 2008 Event File RO	5th June 2008 Event File RO	PRO
Edit A-2008	A-	A-2008	A-2008	A-2008	Establishment Wing
Edit A-Roll	9	A	A-Roll	A-Roll	RO-Nashik
Edit Account file	72	A	Account file	Account file	PRO
Edit Add. Special Person Name	89	A	Add. Special Person Name	Add. Special Person Name	PRO
Edit Additional Charges	26	A	Additional Charges	Additional Charges	Establishment Wing
Edit Additional Increment	227	A	Additional Increment	Additional Increment	Establishment Wing
Edit Address File	105	A	Address File	Address File	PRO
Edit Adhya Environment	105	A	Adhya Environment	Adhya Environment	PCI-IV (RO-HO)
Edit Adv. File	58	A	Adv. File	Adv. File	PRO
Edit Adv. Rate Card File	64	A	Adv. Rate Card File	Adv. Rate Card File	PRO
Edit Advance	19	A	Advance	Advance	Central Laboratory
Edit Advance File	29	A	Advance File	Advance File	PCI-IV (RO-HO)
Edit Advertise Agencies File	30	A	Advertise Agencies File	Advertise Agencies File	PRO
Edit Advertisement for Recruitment	34	A	Advertisement for Recruitment	Advertisement for Recruitment	Establishment Wing
Edit Advt. Agencies	84	A	Advt. Agencies	Advt. Agencies	PRO
Edit Advt. Agencies	81	A	Advt. Agencies	Advt. Agencies	PRO



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*Specifications are subject to change without notice. Specific functionality as described is available with different configurations of Reckoner.

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