

E-Office User Manual

PART I - How to reset your “hpmail.in” password

1) Open the browser application on your desktop

Enter the URL - “email.gov.in”

Following page will load: -



The screenshot shows the web browser address bar with the URL <https://email.gov.in> highlighted by a black box. The page has a blue background and features the following elements:

- Logos at the top: Government of India emblem, 75 Azadi Ka Amrit Mahotsav, and Digital India.
- Central logo: @gov.in
- Section header: Enter Details to Sign In
- Input fields: A text box for email (placeholder: user@gov.in / user@nic.in) and a password box (masked with asterisks).
- Buttons: A yellow Sign In button, and links for Forgot Password, Change Password, and Activate ID.
- Download Kavach section: A button to download the Kavach app, with icons for the Apple App Store, Google Play Store, and the Kavach app itself. Below this, text states: "Kavach App should be downloaded only from authentic platforms i.e. App Store, Google Play Store & <https://kavach.mail.gov.in>".
- Footer: Links for Extend ID (Retired Officers), Update Mobile & Profile (marked as New), Language (English), and Version (Default).

2) Click on change password:



सत्यमेव जयते



75
Azadi Ka
Amrit Mahotsav



Digital India
Power To Empower



gov.in

Enter Details to **Sign In**

[Sign In](#) | [Forgot Password](#) | [Change Password](#) | [Activate ID](#)

[Download Kavach](#)   

Kavach App should be downloaded only from authentic platforms i.e. App Store, Google Play Store & <https://kavach.mail.gov.in>

[Extend ID \(Retired Officers\)](#) | [Update Mobile & Profile](#) [New](#) | [Language: English](#) ▼ | [Version: Default](#) ▼

3) Enter the following details: -



- Enter your email ID
- Enter last four digit of registered mobile no.
- Enter Captcha and Submit

Enter your Nicemail Address and Captcha value to begin

Enter eMail Address

Enter last 4 digit of your registered mobile number

Enter the contents of the image below



Update Mobile Number

****Service is for authorised users only, any invalid/unauthorised attempt would be subjected to legal action****

***Mail Address** *is the email address assigned to you by NIC.*

4) OTP will be received on your phone

- Enter OTP
- Enter Captcha and
- Click on submit

Enter your OTP and Captcha value to begin

Enter Kavach OTP or OTP sent on your mobile

OTP

Enter the contents of the image below




Enter Image Text

Submit

5) **Change password by entering following details :-**

- Enter new password
- Re-Enter new password
- Enter captcha and click on submit.

Enter your New Password and Captcha value:



Not According to Password Policy: Go through the below points
>> Password should be atleast 8 characters Long
>> One Upper Case and One Lower Case Character
>> One numeric Value
>> One Special character

PART 2 - How to login to e-office

1. Enter the URL “eoffice.hp.gov.in”
 - Enter your email id and Password
 - Click on Next



The screenshot shows the eOffice login interface. The left sidebar is blue and contains the Parichay logo, a login prompt, input fields for email and password, a 'Next' button, a 'Forgot Password' link, and logos for the Ministry of Electronics & Information Technology, Government of India, and the National Informatics Centre (NIC). The main content area is white and features a header with the '75 Azadi Ka Amrit Mahotsav' slogan and Prime Minister Narendra Modi's portrait. Below this is a 'Tip of the day' box with a password security message. The central part of the page has two large buttons for 'Parichay Authenticator' and 'Kavach', each with download links for Apple and Google Play. At the bottom, there are links for 'Extend ID (Retired Officers)' and 'Update Mobile & Profile'. The eOffice logo is at the bottom left of the main area.

Parichay
Single, Simplified, Safe

Please enter details to proceed

manishadevi.04@hpmail.in

.....

Next

Forgot Password

Ministry of Electronics & Information Technology
Government of India

NIC एनआईसी
National Informatics Centre

eoffice
A DIGITAL WORKPLACE SOLUTION

Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas

75 Azadi Ka Amrit Mahotsav

Tip of the day

Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator





Kavach


Parichay Authenticator and Kavach should be downloaded only from authentic platforms.

Extend ID
(Retired Officers)

Update Mobile &
Profile

2. Select OTP as SMS and on Sandesh and Click Next









Single, Simplified, Safe

Two Step Authentication

Select OTP on Mobile and Click 'Next'

 OTP as SMS and on Sandes 

 Backup Code Authentication

Next 

[Login as Different User](#)

Ministry of Electronics
& Information Technology
Government of India





एनआईसी
National
Informatics
Centre




A DIGITAL WORKPLACE SOLUTION


Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas






Tip of the day

Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator 



Kavach 







Parichay Authenticator and Kavach should be downloaded only from authentic platforms.




Extend ID
(Retired Officers)

Update Mobile &
Profile

3. OTP will be received on your phone

- Enter OTP
- You can click on the checkbox for “Show OTP”
- Click on “Next”






[< Back](#)

OTP successfully sent to registered Mobile +91*****2486

Enter OTP

☐ Show OTP


Resend OTP

☐ Don't ask me again on this Device 


Next

Login as Different User



Ministry of Electronics
& Information Technology
Government of India



एनआईसी
National
Informatics
Centre




A DIGITAL WORKPLACE SOLUTION







Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas




Tip of the day

Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator 



Kavach 



Parichay Authenticator and Kavach should be downloaded only from authentic platforms.

Extend ID
(Retired Officers)

Update Mobile &
Profile

4. Click on the “eFile” button

The screenshot displays the eFile portal interface for the Government of Himachal Pradesh. The top header features the Government of India logo, the 'WA' logo with the tagline 'work from anywhere', and the text 'Government of Himachal Pradesh' and 'Government of India'. On the right, there are social media icons and a search bar. Below the header, a 'Set Status' section includes buttons for 'Busy', 'MEETING', 'TEA BREAK', 'LUNCH BREAK', 'OTHERS', and 'TIMELINE'. To the right of this are 'Alerts', 'Settings', and 'Logout' buttons. The left sidebar contains a user profile for SURAJ GHEZTA, ASSISTANT COMPUTER PROGRAMMER, and a list of navigation options: Home, eFile (highlighted with a red box), KMS, Mail, Other Services, Tasks, To do list, Notes, and Download Forms. The main content area is divided into four panels: 'eFile' (showing 'No record found'), 'Notes' (showing 'No Record Found'), 'To Do List' (showing 'No Record Found'), and 'Notice Board' (showing 'Notice Board', 'Central Docs', and 'My Docs' tabs). The right sidebar lists team members: JAGAT PAL SHARMA (PROCUREMENT OFFICER), SURAJ GHEZTA (ASSISTANT COMPUTER PROGRAMMER), AMAR CHAND (COMPUTER OPERATOR), JAI PRAKASH (COMPUTER OPERATOR), and SURUCHI THAKUR (COMPUTER OPERATOR). Below this is a 'Connect' section with buttons for Directory, VC Room, Quick Connect, Events, and My Contacts/Group. The footer contains the NIC logo and text: 'NATIONAL INFORMATICS CENTRE | Design and developed by National Informatics Centre (NIC) © 2023 | Disclaimer | Terms & Conditions | Version - 7.2.1'.

Government of Himachal Pradesh
Government of India

Set Status: Busy, MEETING, TEA BREAK, LUNCH BREAK, OTHERS, TIMELINE

Alerts, Settings, Logout

Team:

- JAGAT PAL SHARMA
PROCUREMENT OFFICER
- SURAJ GHEZTA
ASSISTANT COMPUTER PROGRAMMER
- AMAR CHAND
COMPUTER OPERATOR
- JAI PRAKASH
COMPUTER OPERATOR
- SURUCHI THAKUR
COMPUTER OPERATOR

Connect:

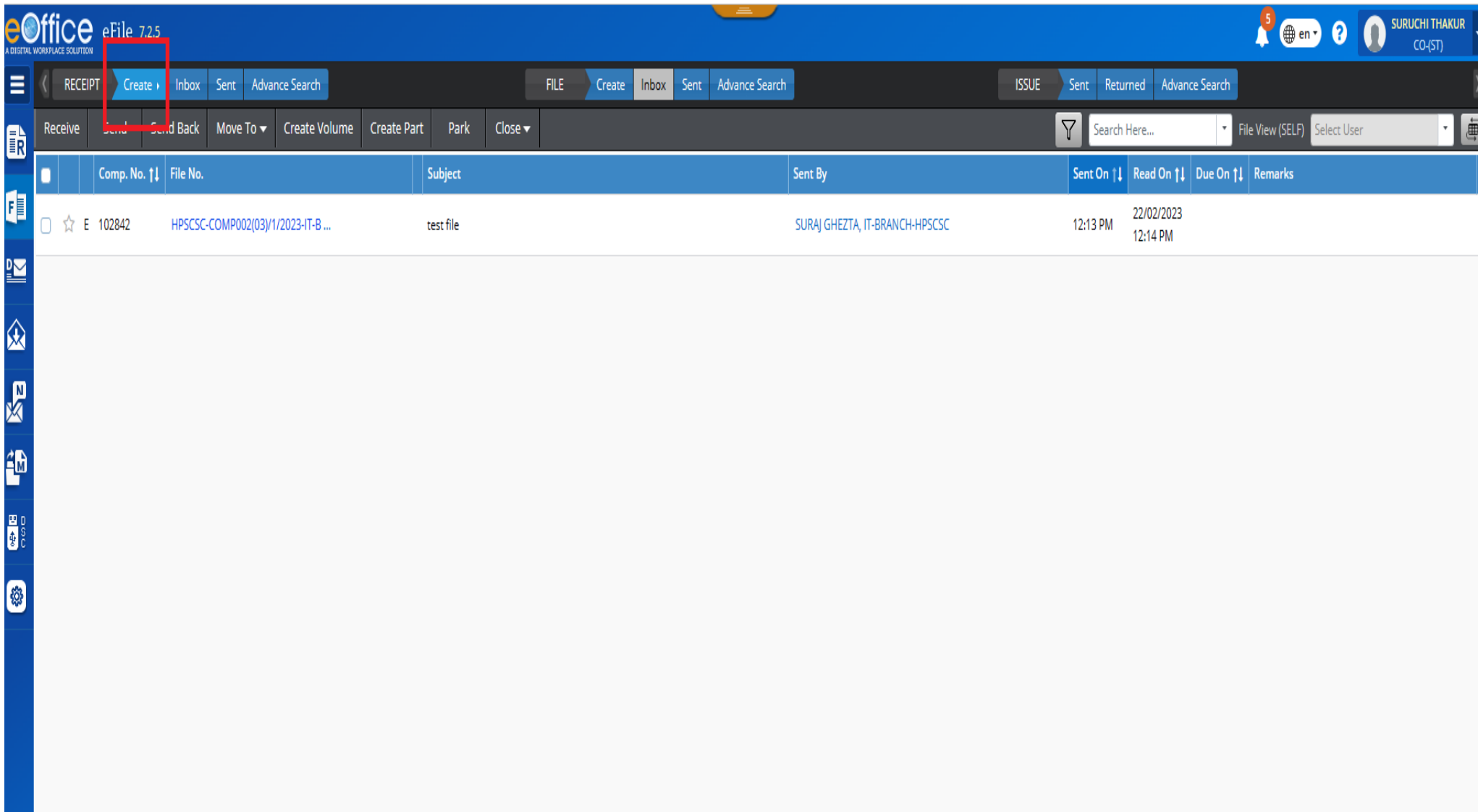
- Directory
- VC Room
- Quick Connect
- Events
- My Contacts/Group

NIC NATIONAL INFORMATICS CENTRE | Design and developed by National Informatics Centre (NIC) © 2023 | Disclaimer | Terms & Conditions | Version - 7.2.1

5. Home screen of e- office portal will appear as shown below : -

PART III – How to enter a physically received PUC in E- Office and Diarise it: -

1. Scan the PUC and save it on your computer.
2. Click on the “create” button in E-Office portal:



The screenshot displays the eOffice 7.2.5 interface. The top navigation bar is blue and contains the 'eOffice' logo, 'eFile 7.2.5', and user information for 'SURUCHI THAKUR CO-5T'. Below the navigation bar is a dark grey toolbar with buttons for 'RECEIPT', 'Create', 'Inbox', 'Sent', and 'Advance Search'. The 'Create' button is highlighted with a red rectangle. Below the toolbar is a table with columns: 'Comp. No.', 'File No.', 'Subject', 'Sent By', 'Sent On', 'Read On', 'Due On', and 'Remarks'. The table contains one row with the following data:

| Comp. No. | File No. | Subject | Sent By | Sent On | Read On | Due On | Remarks |
|-----------|------------------------------------|-----------|--------------------------------|----------|------------------------|--------|---------|
| E 102842 | HPSCSC-COMP002(03)/1/2023-IT-B ... | test file | SURAJ GHEZTA, IT-BRANCH-HPSCSC | 12:13 PM | 22/02/2023 12:14 PM | | |

3. Then click on “Electronic” button : -

eOffice eFile 7.2.5
A DIGITAL WORKPLACE SOLUTION

5 en ? SURUCHI THAKUR CO-(ST)

RECEIPT Create Electronic FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Receive Send Send Back move to Create volume Create Part Park Close Search Here... File View (SELF) Select User

| | Comp. No. ↑↓ | File No. | Subject | Sent By | Sent On ↑↓ | Read On ↑↓ | Due On ↑↓ | Remarks |
|--------------|--------------|------------------------------------|-----------|--------------------------------|------------|------------------------|-----------|---------|
| □ ☆ E 102842 | | HPSCSC-COMP002(03)/1/2023-IT-B ... | test file | SURAJ GHEZTA, IT-BRANCH-HPSCSC | 12:13 PM | 22/02/2023 12:14 PM | | |

4. Click on the “upload” button to upload the PUC to be dealt.

eoffice eFile 7.2.5

5 en ? SURUCHI THAKUR CO-(ST)

RECEIPT Create Inbox Sent Advance Search

FILE Create Inbox Sent Advance Search

ISSUE Sent Returned Advance Search

Upload Remove Pdf Only <= 50 MB *

Diary Details

Diary Date 22/02/2023

Received Date 22/02/2023

Delivery Mode * By Hand

VIP Choose One

Forms Of Communications * Letter

Letter Date dd/mm/yyyy

Mode Number

Language English

Letter Ref. No.

Sender Type Choose One

Contact Details Add to Address Book

Min./Dept./Others Select Level

Name * OR Designation *

Organization

Mobile Email

Address *

Total 1000 | 1000 Character left

Country INDIA State Choose One City/District

Pin Code Landline Fax

Category & Subject

Main Category * Choose One

Sub Category Choose One

Subject * Subject

Total 1000 | 1000 Character left

Enclosure/ Remarks

Personalize Acknowledgement

Generate Generate & Send Generate & Copy

5. Select the PUC file from your computer and click on open.
 - The selected file will appear on E-Office Portal

The screenshot displays the eOffice 7.2.5 interface. On the left, a sidebar contains navigation options: Receipt, Browse & Diarise, Electronic, Inbox, Created, Sent, Initiated Actions, Acknowledgement, Closed, File, Dispatch, Received, Notification, Migrate File, DSC, and Setting. The main area is divided into two panels. The left panel shows a file explorer window titled 'Open' with the 'Desktop' location selected. It lists several files, including 'EPF Pension' (193 KB), which is highlighted. The right panel shows a form titled 'Diary Details' with fields for 'Diary Date' (22/02/2023), 'Forms Of Communications' (Letter), 'Language' (English), 'Received Date' (22/02/2023), 'Letter Date' (dd/mm/yyyy), 'Letter Ref. No.', 'Delivery Mode' (By Hand), 'Mode Number', 'Sender Type' (Choose One), and 'VIP' (Choose One). Below this is the 'Contact Details' section, which includes fields for 'Min./Dept./Others' (Select Level), 'Name', 'Designation', 'Organization', 'Mobile', 'Email', and 'Address'. The 'Address' field has a character limit of 1000. The 'Category & Subject' section includes 'Main Category' (Choose One), 'Sub Category' (Choose One), 'Subject', and 'Enclosure/ Remarks'. At the bottom, there are buttons for 'Generate', 'Generate & Send', and 'Generate & Copy', along with a checkbox for 'Personalize Acknowledgement'.

Diary Details

| Field | Value |
|-------------------------|------------|
| Diary Date | 22/02/2023 |
| Forms Of Communications | Letter |
| Language | English |
| Received Date | 22/02/2023 |
| Letter Date | dd/mm/yyyy |
| Letter Ref. No. | |
| Delivery Mode | By Hand |
| Mode Number | |
| Sender Type | Choose One |
| VIP | Choose One |

Contact Details

Min./Dept./Others: Select Level

Name: [] OR Designation: []

Organization: []

Mobile: [] Email: []

Address: []

Total 1000 | 1000 Character left

Country: INDIA State: Choose One City/District: []

Pin Code: [] Landline: [] Fax: []

Category & Subject

Main Category: Choose One Sub Category: Choose One

Subject: []

Total 1000 | 1000 Character left

Enclosure/ Remarks: []

☐ Personalize Acknowledgement

Buttons: Generate, Generate & Send, Generate & Copy

6. Enter details of PUC in the right hand side and Click on “Generate” button.

- If diarist is generating then click on “Generate and Send” and send it to the concerned Official / Officer :-
- This PUC will go the inbox of selected user.

eoffice eFile 7.2.5

RECEIPT

Create

Inbox

Sent

Advance Search

FILE

Create

Inbox

Sent

Advance Search

ISSUE

Sent

Returned

Advance Search

Upload

Remove

PDF Only <= 50 MB

1 of 2

Automatic Zoom

Browse & Diarise

Electronic

Inbox

Created

Sent

Initiated Actions

Acknowledgement

Closed

File

Dispatch

Received Letters

Notification

Migrate File

DSC

Setting

H.P. State Civil Supplies Corporation Limited

Regd. office: Block No. 16 & 17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.

Ph. No.: 0177-2621583, 2621951, 2627951, 2621176, 2627017, 2620539

CIN: U99999HP1980SGC004263

GSTIN: 02AABCH4054K1ZV

Fax No.: 0177-2625537

e-mail: headoffice@himapurti.com

website: www.himapurti.in

No. HPSCSC/Acctts/EPF Pension/ -20330-20346

Dated: 16-02-2023

To,

The Divisional Manager,

HPSCSCL-Solan, Dharamshala.

The Area Manager,

HPSCSCL-Shimla,Solan, Nahan, Dharamshala,

Hamirpur, Chamba, Mandi

The Procurement Officer,

HPSCSCL-Barmana.

Subject: -

Guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP No. 8658-8659 of 2019 titled EPFO Vs Sunil Kumar B. & Ors. Etc. and subsequent circular of EPFO dated 29/12/2022

Sir/Madam,

It is informed that in compliance to the Supreme Court Judgment dated 04.11.2022, the detailed circular in respect of employee who were super-annuated prior to 01.09.2014 has been issued by the EPFO (HO) vide circular dated 29.12.2022 as conveyed by the office of the RPFC, Shimla vide letter No. 677(2023)RO/HP/Pension/Higher wages/Misc./6159 dated 03.02.2023. The copy of the letter dated 03.02.2023 from RPFC, Shimla along with all enclosures are attached for your information.

Delivery Mode *

By Hand

Mode Number

Sender Type

Choose One

VIP

Choose One

Contact Details

Min./Dept./Others

HPSCSCS

Name *

Executive Director

Designation *

Organization

Mobile

Email

Address *

HPSCSC HO

Country

INDIA

State

Choose One

City/District

Pin Code

Landline

Fax

Category & Subject

Main Category *

Establishment Matters

Sub Category

Choose One

Subject *

Guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP No. 8658-8659 of 2019 titled EPFO Vs Sunil Kumar B. & Ors. Etc. and subsequent circular of EPFO dated 29/12/2022

Enclosure/ Remarks

Generate

Generate & Send

Generate & Copy

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PART IV – How to create a file in E-Office

1. Go the “FILE” button on the Left Hand Side
2. Then click on “Create New”
 - Then select the category of file from the drop down list
 - Enter the “file no”
 - Enter “Description”
 - Click on the “Create file to put in”

The screenshot displays the eOffice 7.2.5 web application interface. On the left, a sidebar contains navigation options: Receipt, File, Create New, Create Part, Created, Inbox (with sub-items: Inbox, Submitted Files for closing approval), Sent, Parked, Closed (with sub-items: With Me, Submitted Files for Reopening), Bulk Closing, Initiated Actions, Review (with sub-items: Received Requests, Initiated, Completed Review), Conversions (with sub-items: Drafts, Completed), and Dispatch. The main content area is titled 'eFile 7.2.5' and features a top navigation bar with tabs for RECEIPT, FILE, and ISSUE. The 'FILE' tab is active, showing sub-tabs for Create, Inbox, Sent, and Advance Search. The 'Create' sub-tab is selected, leading to a form for creating a new file. The form is titled 'Nature: Electronic' and 'Type: NON SFS'. It includes a header section with the text 'भारत सरकार Govt. of India Government of Himachal Pradesh STATE CIVIL SUPPLIES CORPORATION IT-BRANCH-HPSCSC'. Below this, there are fields for 'File No.' (with a dropdown menu showing 'HPSCSC-HP Stz', 'COMP-Comput', '02-SOFTWARE', '07-Change Mar', '2023', and 'IT-BRANCH') and a 'Subject' field. The 'Description' field contains the text 'Back request form'. Below the description, there is a section for 'Other Details' which includes a 'Remarks' field, 'Previous References' and 'Later References' fields, and a 'Language' dropdown menu set to 'English'. At the bottom of the form, there is a button labeled 'Create File To Put In'.

3. Enter “Proceed” Button

- File will get created.

The screenshot displays the eOffice 7.2.5 interface. A confirmation dialog box is centered on the screen, asking: "File Number will be generated (Number generated will be final and cannot be edited). Do you wish to proceed?". The dialog has two buttons: "Proceed" and "Cancel". The "Proceed" button is highlighted with a red rectangle. The background shows the main application window with a sidebar on the left containing navigation options like "Receipt", "File", "Create New", "Create Part", "Created", "Inbox", "Sent", "Parked", "Closed", "With Me", "Submitted Files for Reopening", "Bulk Closing", "Initiated Actions", "Review", "Conversions", and "Dispatch". The main area displays a form for "STATE CIVIL SUPPLIES CORPORATION IT-BRANCH-HPSCSC" with fields for "File No.", "Subject", "Description", "Main Category", "Sub Category", "Remarks", "Previous References", "Later References", and "Language". The "Proceed" button is highlighted with a red rectangle.

PART V - How to attach a PUC with file and deal it

1. Click on “File” button on the Left hand side
2. Then click on “Receipt” button
3. Then click on “inbox/created” button
4. Click “Checkbox” of the specific PUC to be dealt
5. Then select “Put in a File”

The screenshot displays the eOffice 7.2.5 interface. On the left, a vertical sidebar contains icons for 'Receipt', 'Browse & Diarise', 'Inbox', 'Created', 'Sent', 'Initiated Actions', 'Acknowledgement', 'Closed', 'File', 'Dispatch', 'Received Letters', 'Notification', and 'Migrate File'. The 'Receipt' button is highlighted. The main area shows a table with columns: 'Comp. No.', 'Receipt No.', 'Subject', 'Subject Category', 'Sender', and 'Created On'. A red box highlights the 'Put in a File' button in the top toolbar. Below it, a table row is visible with the following data:

| Comp. No. | Receipt No. | Subject | Subject Category | Sender | Created On |
|-----------|------------------------------|--|-----------------------|--------------------|---------------------|
| E 736264 | 736264/2023/IT-BRANCH-HPSCSC | Guidance and methodology to implement Hon'ble Supr ... | Establishment Matters | Executive Director | 22/02/2023 11:19 AM |

6. After that following page will appear: -
7. Click check box of relevant PUC on the left hand side

eOffice - Welcome to eOffice Sol x +

https://eoffice.hp.gov.in/efile/#/file/view/F00GOHP0000102842?viewParam=eyJkb2N1bWVudElkdjoiRjAwR09lUDAwMDAxMDI4NDIiLCJjb250ZXh0IjojQ1VSUkVOVCIsInVudmtpbmdQb3N0SWQjOjg3NTAsImJyZWFrY3J1bWJDaGFpbklkIjoj... InPrivate

eoffice eFile 7.2.5

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Receipt

File

Create New

Create Part

Created

Inbox

Inbox

Submitted Files for closing approval

Sent

Parked

Closed

Bulk Closing

Initiated Actions

Review

Conversions

Dispatch

Received Letters

Notification

Migrate File

DSC

File Inbox / HPSCSC-COMP002(03)/1/2023-IT-B ...

10/01/2023 04:14 PM

JAGAT PAL SHARMA
ASSISTANT MANAGER

Note # 6

10/01/2023 04:19 PM

SURAJ GHEZTA
ASSISTANT COMPUTER PROGRAMMER

Note # 7

Placed below is the letter received from Executive Director, regarding guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP no. 8658-8659 of EPFO Vs Sunil Kumar B. & Ors Etc. and subsequent circular of EPFO dated 29/12/2022 vide which it has been directed to upload it on the official website of HPSCSC.

In this regard, it is informed that the said letter has been uploaded on e-office portal. Submission for perusal and permission to file please.

22/02/2023 12:08 PM

SURUCHI THAKUR
COMPUTER OPERATOR

Quick Noting Save Discard Last Saved : 22/02/2023 12:11:00 PM

Attachment

List of Correspondences

| | Receipt/Issue No. | Subject | Marked As | Attached On ↑↓ | Issued On ↑↓ | Pages | Remarks |
|--------------------------|------------------------------|--|-----------|---------------------|---------------------|-------|------------------|
| <input type="checkbox"/> | 736264/2023/IT-BRANCH-HPSCSC | Guidance and methodology to implement Hon'ble Supr ... | | 22/02/2023 11:31 AM | | 5-6 | ok |
| <input type="checkbox"/> | 1/175314/2023 | test file | | | 10/01/2023 04:24 PM | 3-4 | |
| <input type="checkbox"/> | 699733/2023/IT-BRANCH | Regarding implementation of e office | | 10/01/2023 03:20 PM | | 1-2 | training purpose |

Add Receipt

8. Click on the green or yellow note to do the noting:-

eOffice eFile 7.2.5

RECEIPT Create Inbox Sent Advance Search FILE Create Inbox Sent Advance Search ISSUE Sent Returned Advance Search

Receipt Movement Details Draft Edit Send Send Back Link Files Attach Park Close Review More

File Inbox / HPSCSC-COMP002(03)/1/2023-IT-B ... E 102842 HPSCSC-COMP002(03)/1/2023-IT-BRANCH-STATE CIVIL SU ... test file

Green Note Yellow Note

736264/2023/IT-BRANCH-HPSCSC

1 of 2 Automatic Zoom

5/6

HPSCSC-COMP002(03)/1/2023-IT-BRANCH-STATE CIVIL SUPPLIES CORPORATION
736264/2023/IT-BRANCH-HPSCSC

H.P. State Civil Supplies Corporation Limited

Regd. office: Block No. 16 & 17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.
CIN: U99999HP1980SGC004263
GSTIN: 02AABCH4054K1ZV

Ph. No.: 0177-2621583, 2621951, 2627951, 2621176, 2627017, 2620539
Fax No.: 0177-2625537
e-mail: headoffice@himapurti.com, website: www.himapurti.in

No. HPSCSC/Acctts/EPF Pension/ - 20330-20346 Dated: 16-02-2023

To,

The Divisional Manager,
HPSCSCL-Solan, Dharamshala.

The Area Manager,
HPSCSCL-Shimla, Solan, Nahan, Dharamshala,
Hamirpur, Chamba, Mandi

The Procurement Officer,
HPSCSCL-Barmana.

Subject: - Guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP No. 8658-8659 of 2019 titled EPFO Vs Sunil Kumar B. & Ors. Etc. and subsequent circular of EPFO dated 29/12/2022

Sir/Madam,

It is informed that in compliance to the Supreme Court Judgment dated 04.11.2022, the detailed circular in respect of employee who were super-annuated prior to 01.09.2014 has been issued by the EPFO (HO) vide circular

Note # 1
placed below is the letter received from doe regarding implementation of e office
10/01/2023 03:26 PM SURUCHI THAKUR
COMPUTER OPERATOR

Note # 2
Kindly prepare a draft letter
10/01/2023 03:30 PM SURAJ GHEZTA
ASSISTANT COMPUTER PROGRAMMER

Note # 3
draft letter for approval please.
10/01/2023 03:33 PM SURUCHI THAKUR
COMPUTER OPERATOR

Note # 4
Draft letter for approval please.
10/01/2023 03:59 PM SURAJ GHEZTA
ASSISTANT COMPUTER PROGRAMMER

Note # 5
10/01/2023 04:14 PM JAGAT PAL SHARMA
ASSISTANT MANAGER

Note # 6
10/01/2023 04:19 PM SURAJ GHEZTA

RECEIPT

CreateInboxSentAdvance Search

FILE

CreateInboxSentAdvance Search

ISSUE

SentReturnedAdvance Search

Home

Movement

Details

Draft

Edit

Send

Send Back

Link Files

Attach

Park

Close

Review

More

File Inbox / HPSCSC-COMP002(03)/1/2023-IT-B ...

Note # 1

placed below is the letter received from doe regarding implementation of e office

10/01/2023 03:26 PM

SURUCHI THAKUR
COMPUTER OPERATOR

Note # 2

Kindly prepare a draft letter

10/01/2023 03:30 PM

SURAJ GHEZTA
ASSISTANT COMPUTER PROGRAMMER

Note # 3

draft letter for approval please.

Quick NotingSaveDiscard

Last Saved : 22/02/2023 12:07:23 PM

Tx

B

I

U

S

E

F

L

C

A

Ω

x₂

x²

A

A

⌚

₹

🔄

English

Formats

Verdana

13px

Line Height

Placed below is the letter received from Executive Director, regarding guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP no. 8658-8659 of EPFO Vs Sunil Kumar B. & Ors Etc. and subsequent circular of EPFO dated 29/12/2022 vide which it has been directed to upload it on the official website of HPSCSC.

In this regard, it is informed that the said letter has been uploaded on e office portal. Submission for perusal and permission to file please.

736264/2023/IT-BRANCH-HPSCSC

Recent

1 of 2

Automatic Zoom

5/6

HPSCSC-COMP002(03)/1/2023-IT-BRANCH-STATE CIVIL SUPPLIES CORPORATION

736264/2023/IT-BRANCH-HPSCSC

H.P. State Civil Supplies Corporation Limited

Regd.office: Block No. 16 &17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.
CIN: U99999HP1980SGC004263
GSTIN: 02AABCH4054K12V

Ph. No.: 0177-2621583, 2621951, 2627951,
2621176, 2627017, 2620539
Fax No.: 0177-2625537
e-mail: headoffice@himapurti.com,
website: www.himapurti.in

No. HPSCSC/Acctts/EPF Pension/ -20330-20346 Dated: 16-02-2023

To,

The Divisional Manager,
HPSCSCL-Solan, Dharamshala.

The Area Manager,
HPSCSCL-Shimla,Solan, Nahan, Dharamshala,
Hamirpur, Chamba, Mandi

The Procurement Officer,
HPSCSCL-Barmana.

Subject: - Guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP No. 8658-8659 of 2019 titled EPFO Vs Sunil Kumar B. & Ors. Etc. and subsequent circular of EPFO dated 29/12/2022

Sir/Madam,

It is informed that in compliance to the Supreme Court Judgment dated 04.11.2022, the detailed circular in respect of employee who were superannuated prior to 01.09.2014 has been issued by the EPFO (HQ) vide dt...

736264/2023/IT-BRANCH-HPSCSC


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HPSCSC-COMP002(03)/1/2023-IT-BRANCH-STATE CIVIL SUPPLIES CORPORATION
736264/2023/IT-BRANCH-HPSCSC

H.P. State Civil Supplies Corporation Limited

Regd.office: Block No. 16 & 17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.
CIN: U99999HP1980SGC004263
GSTIN: 02AABCH4054K1ZV



Ph. No.: 0177-2621583, 2621951, 2627951,
2621176, 2627017, 2620539
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10. If there is a requirement of draft.

eOffice eFile 7.2.5

5 en ? SURUCHI THAKUR CO-5T)

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Green Note Yellow Note View Draft

Draft letter for approval please.

10/01/2023 03:59 PM SURAJ GHEZTA ASSISTANT COMPUTER PROGRAMMER

Note # 5

10/01/2023 04:14 PM JAGAT PAL SHARMA ASSISTANT MANAGER

Note # 6

10/01/2023 04:19 PM SURAJ GHEZTA ASSISTANT COMPUTER PROGRAMMER

Note # 7

Placed below is the letter received from Executive Director, regarding guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP no. 8658-8659 of EPFO Vs Sunil Kumar B. & Ors Etc. and subsequent circular of EPFO dated 29/12/2022 vide which it has been directed to upload it on the official website of HPSCSC.

In this regard, it is informed that the said letter has been uploaded on e-office portal. Submission for perusal and permission to file please.

22/02/2023 12:08 PM SURUCHI THAKUR COMPUTER OPERATOR

Note # 8

Please file.

22/02/2023 12:13 PM SURAJ GHEZTA ASSISTANT COMPUTER PROGRAMMER

List of Correspondences

| | Receipt/Issue No. | Subject | Marked As | Attached On ↑↓ | Issued On ↑↓ | Pages | Remarks |
|--------------------------|--|--|-----------|---------------------|---------------------|-------|------------------|
| <input type="checkbox"/> | 737284/2023/IT-BRANCH-HPSCSC | tax invoice | | 23/02/2023 11:27 AM | | 7-8 | ok |
| <input type="checkbox"/> | 736264/2023/IT-BRANCH-HPSCSC | Guidance and methodology to implement Hon'ble Supr ... | | 22/02/2023 11:31 AM | | 5-6 | ok |
| <input type="checkbox"/> | I/175314/2023 | test file | | | 10/01/2023 04:24 PM | 3-4 | |
| <input type="checkbox"/> | 699733/2023/IT-BRANCH | Regarding implementation of e office | | 10/01/2023 03:20 PM | | 1-2 | training purpose |

1 10

Add Receipt

11. Attach Draft if you already have a draft in a word document.

eOffice eFile 7.2.5

5 en ? SURUCHI THAKUR CO-(ST)

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Forms Of Communications Choose One Prefix Choose One Language * English

Main Category Choose One Sub Category Choose One

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736264/2023/IT-BRANCH-HPSCSC 1 of 2 Automatic Zoom

Note # 1
placed below is the letter received from doe regarding implementation of e office
10/01/2023 03:26 PM SURUCHI THAKUR
COMPUTER OPERATOR

Note # 2
Kindly prepare a draft letter
10/01/2023 03:30 PM SURAJ GHEZTA
ASSISTANT COMPUTER PROGRAMMER

Note # 3
draft letter for approval please.

Quick Noting Save Discard Last Saved : 22/02/2023 12:07:23 PM

Placed below is the letter received from Executive Director, regarding guidance and methodology to implement Hon'ble Supreme Court Order passed in SLP no. 8658-8659 of EPFO Vs Sunil Kumar B. & Ors Etc. and subsequent circular of EPFO dated 29/12/2022 vide which it has been directed to upload it on the official website of HPSCSC.
In this regard, it is informed that the said letter has been uploaded on e office portal. Submission for perusal and permission to file please.

Attachment

HPSCSC-COMP002(03)/1/2023-IT-BRANCH-STATE CIVIL SUPPLIES CORPORATION
736264/2023/IT-BRANCH-HPSCSC

H.P. State Civil Supplies Corporation Limited

Regd. office: Block No. 16 & 17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.
CIN: U99999HP1980SGC004263
GSTIN: 02AABCH4054K1ZV

Ph. No.: 0177-2621583, 2621951, 2627951, 2621176, 2627017, 2620539
Fax No.: 0177-2625537
e-mail: headoffice@himapurti.com, website: www.himapurti.in

No. HPSCSC/Accts/EPF Pension/ - 20330-20346 Dated: 16-02-2023

To,

The Divisional Manager,
HPSCSCL-Solan, Dharamshala.

The Area Manager,
HPSCSCL-Shimla, Solan, Nahan, Dharamshala,
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Choose One

All

Recent 5

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Sub-ordinates

Send Back

Reporting Officer

To *

SURAJ GHEZTA-ACP-(SG)-IT-BRANCH-HPSCSC

Notify Through : ☐ Email ☐ SMS

Note : Email/SMS will be sent based on checkbox selection (Notify Through), irrespective of User Preferences and Instance Configuration..

Remarks

Total 1000 | 1000 Character left

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Priority

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Intimate To

| S. No. | Employee Name | Marking Abbreviation | Section | Email | SMS |
|--------|------------------|-----------------------|------------------|--------------------------|--------------------------|
| 1 | SURAJ GHEZTA | ACP-(SG) | IT-BRANCH-HPSCSC | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | JAGAT PAL SHARMA | AM(MSU)-(HPSCSC)-(JP) | IT-BRANCH-HPSCSC | <input type="checkbox"/> | <input type="checkbox"/> |

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