



eoffice

A DIGITAL WORK PLACE SOLUTION

eOffice

# eOffice Project Assessment Template

NIC-EOF-AF-5.0



Prepared by

National Informatics Centre

**Ministry of Electronics and Information Technology  
National Informatics Centre  
eOffice Project Implementation Assessment Details**

NIC-EOF-AF-5.0

1. Name of the Organization: \_\_\_\_\_

2. Nature of the Organization (*Put Tick Mark against appropriate option(s). In case of "Others" please specify here*): \_\_\_\_\_

CENTRAL GOVERNMENT				STATE/UT GOVERNMENT							
Apex Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>	Field Office	<input type="checkbox"/>	Secretariat	<input type="checkbox"/>	PSU	<input type="checkbox"/>	Field Office	<input type="checkbox"/>
Ministry	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Scheme	<input type="checkbox"/>	District Administration	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Scheme	<input type="checkbox"/>
Department	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Programme	<input type="checkbox"/>	Apex Body	<input type="checkbox"/>	Commission	<input type="checkbox"/>	Programme	<input type="checkbox"/>
Attached Office	<input type="checkbox"/>	Board	<input type="checkbox"/>	Mission	<input type="checkbox"/>	Department	<input type="checkbox"/>	Board	<input type="checkbox"/>	Mission	<input type="checkbox"/>
Subordinate Office	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Company	<input type="checkbox"/>	Statutory Body	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Company	<input type="checkbox"/>
Statutory Body	<input type="checkbox"/>	Society	<input type="checkbox"/>	Division/Unit/Wing	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	Society	<input type="checkbox"/>	Division/Unit/Wing	<input type="checkbox"/>
Autonomous Body	<input type="checkbox"/>	Regional Office	<input type="checkbox"/>	Others (Please Specify)	<input type="checkbox"/>	Municipal Corporation	<input type="checkbox"/>	Regional Office	<input type="checkbox"/>	Others (Please Specify)	<input type="checkbox"/>

3. Location details where eOffice is to be implemented:

S.No.	LOCATION DETAILS					NETWORK DETAILS					
	Location Address Details	No. of eOffice users in each location	Total Computer Systems Available	Total DAK Entry Points	Total Scanners Available for Entry Points	NICNET/ NKN Connectivity	Bandwidth (BW) Availability	Minimum BW usage/day in the last one month	Maximum BW usage/day in the last one month	Average Utilization in the last one month	Failover Link (Y/N) [BW available in case of Yes]

4. eOffice version to be implemented: eOffice Premium without SPARROW  eOffice Premium with SPARROW  eOffice Lite (eFile)

(For more details related to eOffice version, Click on [LINK](#))

**Declaration:** I hereby declare that all the information furnished is true to the best of my knowledge and belief. If at a later stage the information provided by the organization is found to be incomplete/incorrect, NIC shall not be responsible for any deviations in the implementation process.



**Signature of Authorized Official with Seal/Stamp**

**Contact details of official in whose name Proforma Invoice (PI) and Project Proposal for implementation of eOffice are to be issued.**

- 1. NAME:**
- 2. DESIGNATION:**
- 3. COMPLETE OFFICIAL ADDRESS ALONG WITH PINCODE:**
- 4. EMAIL ID:**
- 5. CONTACT NO. (OFFICE):**
- 6. CONTACT NO. (MOBILE):**
- 7. GSTIN NO. OF USER DEPARTMENT:**

## eOffice Implementation Assessment Matrix

Place of Hosting (Put Tick Mark against appropriate option): eOffice Cloud  Other than eOffice Cloud

(For more details related to Place of Hosting, Click on [LINK](#) and refer Point No. 4)

S.No.	Pre-requisites	Description	Place of Hosting	Remarks	Availability			Department's Comment
					Available	Partially Available (80% or more)	Not Available	
<b>1.</b>	<b>MANPOWER</b>							
1.1	On-site Roll Out Team	Required for providing training, hand-holding and trouble-shooting support to end users.	eOffice Cloud Other than eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	System Administrators	Required for administering, managing and maintaining the eOffice instance.	eOffice Cloud	Not Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	Required				
<b>2.</b>	<b>CLIENT INFRASTRUCTURE</b>							
2.1	Workstation (Desktop or Laptop)	Required by each eOffice user for accessing eOffice Product.	eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Configuration</b>							
	Processor: 2 GHz and above							
	RAM: 4 GB and above							
	USB 2.0 controller & above (for Digital Signature Certificate)							
	Operating System: Latest version of Windows and Linux (Ubuntu)							
	Browser: Latest version of Internet Explorer, Mozilla Firefox, Google Chrome and Safari	Other than eOffice Cloud						
	Adobe Reader (Latest version)							
	Anti-Virus (any antivirus)							
<b>Note: The Operating System and Browser and their versions mentioned above might get changed due to advancement in underlying technology and must be confirmed with eOffice Project Division, NIC at the time of procurement.</b>								
2.2	Scanners	Required for scanning legacy files, inward and outward communications (DAKs). The type of scanners (High-end, Medium-end, MFP, etc.) to be installed at each DAK Entry Point depends upon the number of DAKs received by that particular DAK Entry Point per day.	eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud					

S.No.	Pre-requisites	Description	Place of Hosting	Remarks	Availability			Department's Comment
					Available	Partially Available (80% or more)	Not Available	
<b>3. NETWORK REQUIREMENTS</b>								
3.1	Established LAN	Required for workstations connectivity.	eOffice Cloud Other than eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	NICNET/NKN	<ul style="list-style-type: none"> <li>➤ Whenever eOffice instance of user department is hosted in eOffice Cloud, NICNET/NKN connectivity is mandatory to access eOffice.</li> <li>➤ Whenever eOffice instance of user department is not hosted in eOffice Cloud, it is advised to use eOffice in Intranet/Restricted access only.</li> </ul>	eOffice Cloud	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	Not Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Network Bandwidth	<p>Bandwidth requirement for typical weekly usage pattern of eOffice with active user base of 500-1000 is estimated to be 3-5 Mbps. However, availability of bandwidth also depends on other applications being used simultaneously by organization.</p> <p>In view of this, the above bandwidth requirement may be considered as a rough estimate only.</p>	eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Traffic Analysis Report	To ensure available bandwidth with the user department for smooth running of eOffice.	eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.No.	Pre-requisites	Description	Place of Hosting	Remarks	Availability			Department's Comment
					Available	Partially Available (80% or more)	Not Available	
4.	<b>DIGITAL SIGNING</b> <i>(User Department can opt for any one or both the options)</i>							
4.1	Digital Signature Certificates (DSC)	Required for all eOffice users who will be signing noting and drafts in electronic files. Class 2 or above DSC with Signing Certificate will be required for eOffice.	eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Other than eOffice Cloud						
4.2	eSign	Required for all eOffice users who will be signing noting and drafts in electronic files. Currently, eOffice supports eSign 2.1 version.	eOffice Cloud	Provided by NIC eOffice Project Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	Needs to be provisioned by user department on their own				
5.	<b>EMAIL IDs</b> <i>(It is recommended that name based email IDs may be prepared for all eOffice users rather than designation based)</i>							
5.1	NIC or GOV Email IDs and LDAP Binding	<ul style="list-style-type: none"> <li>➤ Required for login &amp; authentication in eOffice.</li> <li>➤ Whenever eOffice instance of user department is hosted in eOffice Cloud, NIC or GOV Email IDs bind through LDAP are mandatory for login and authentication in eOffice.</li> <li>➤ Whenever eOffice instance of user department is not hosted in eOffice Cloud, any of the options provided below can be used for login and authentication in eOffice: <ul style="list-style-type: none"> <li>○ Through NIC or GOV Email IDs bind through LDAP</li> <li>○ Through own LDAP/Active Directory server</li> </ul> </li> </ul>	eOffice Cloud	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	Not Mandatory				

S.No.	Pre-requisites	Description	Place of Hosting	Remarks	Availability			Department's Comment
					Available	Partially Available (80% or more)	Not Available	
<b>6. OTHER REQUIREMENTS</b>								
6.1	SSL Certificate	Required for client server connection encryption and also for single sign-on (CAS) purpose.	eOffice Cloud	Provided by NIC eOffice Project Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	Needs to be provisioned by user department on their own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	DNS Registration	Required for accessing the eOffice instance by name rather than IP.	eOffice Cloud	DNS will be registered by NIC eOffice Project Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	DNS needs to be registered by user department on their own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	SMS & Email Gateway	Required for alert services.  <i>* The cost for SMS may however need to be borne by user department as per the actual.</i>	eOffice Cloud	Provided by NIC eOffice Project Division*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud	Needs to be provisioned by user department on their own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Skill Set	All employees need to have basic knowledge of computer and Internet Browsing.	eOffice Cloud	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Other than eOffice Cloud		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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