

AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF  
e-GOVERNANCE INITIATIVES

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**IX) NAME OF CATEGORY: 'INNOVATIVE USE OF ICT BY CENTRAL GOVERNMENT PSUs'**

**Name of the Project**

Enterprise DAK Management System (EDAK) in Visakhapatnam Steel Plant

**1. Coverage – Geographical and Demographic:-**

(i) Comprehensiveness of reach of delivery centres,

Web application developed and running on 3 tier architecture. All the users can access the application through web browser by giving URL or click on link in intranet application (for internal users).

(ii) Number of delivery centres

There 250 DAK points where DAK dispatch and Receipt handled by 500 users and also any employee out of 18000 employees can track the DAK pertaining and concern to him.

(III) Geographical

- a) National Level : No of states covered
- b) State/UT Level: No of districts covered.
- c) District Level: No of blocks covered.

Please give specific details.

All the departments and offices connected to RINL

(iv) Demographic spread (percentage of population covered)

- a. All the out stations marketing offices in India.
- b. All the mines offices geographically at different location.
- c. All the liaison offices.
- d. All the departments in VSP of RINL

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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### 2. Situation Before the Initiative (Bottlenecks, Challenges, constraints etc with specific details as to what triggered the Organization to conceptualize this project)

Visakhapatnam Steel Plant is a large organization having 18000 employees working in various Departments. Day to day official correspondence generates lot of papers, which amounts to approx 2000 physical DAK per day. In every Department, there are one or more DAK points. The total numbers of DAK points at Visakhapatnam Steel Plant, located at various offices of Visakhapatnam are 215 and the number of DAK points for out station offices, spread all over our country are 30. The DAK point operators at various offices maintain separate registers for out-going and for inward DAK entry. The DAK was being entered manually in each DAK point during DAK dispatch or receipt. The staff employees, who enter these information in manually maintained registers, spend lot of time and energy for this activity. There was no central database where all the events are logged for further analysis.

Due to manual operation of DAK following challenges are faced:

- a) Difficulty in finding the status of dispatched DAK.
- b) Difficulty in tracking the DAK especially in the case of Note Sheet movement.
- c) Redundant data recording of sender and receiver details like name, designation, department and subject in the registers at DAK generation, destination and central DAK section.
- d) Miss handling or miss placement of DAK.
- e) Difficulty in finding the exact location of DAK.

### 3. **Scope of Services/ Activities Covered** (Relevance of choice of application for clients/ PSU, extent of e-enablement in terms of number of processes/services, extent to which step in each service/process have been ICT-enabled #)

Activities covered;

1. DAK dispatch details entry.
2. DAK receipts.
3. DAK forward.
4. DAK search engine.
5. Reports

Services covered:

1. Email.
2. Messaging through mobile

### 4. Strategy Adopted

#### (i) The details of base line study done,

The entire process of DAK despatch, receipt, segregation at CDS were studied. It was understood that, a software can be developed in which, during the generation of DAK, the information like Sender and Receiver details, DAK Type, Subject, Date can be recorded and a unique system generated DAK number can be generated. Any DAK can be tracked from generation to closure with this unique DAK number.

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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### (ii) Problems identified

1. The system generated DAK number has to be written on the top of the DAK.
2. IT awareness is poor among the data entry users.
3. Availability of PC and network connection.
4. We faced lot of resistance at the early stage of implementation. Employees were reluctant to give away the habit of leaving manual DAK entry into registers.

### (iii) Roll out/implementation model,

Despatch Entry :- Despatch details like Sender information, Subject, Receiver Information are entered in the system. Data entry to the software has been made very easy by the use of advanced programming features like: AJAX controls like: - auto complete feature, calendar control, intellisense, etc. System would generate a unique DAK number for each and every DAK entered into the system.

DAK number: - DAK number will be unique to a particular DAK. Once this number is generated, during subsequent movement, only the movement information can be added against the particular DAK number. Initially it was programmed for generating a 11 digit DAK number. But users felt inconvenience. So, we reengineered the DAK number generation. The new numbering pattern consists of last two digit of the current year, Initiating DAK point, Serial number. This system generated DAK number has to be written on the top of the DAK.

DAK Receipt :- All the incoming DAK coming to a DAK point will be having the Sender information, Subject, Receiver Information. The user has to only acknowledge the DAK by clicking on a check box.

Forwarding DAK :- DAK which have come to a DAK point and are intended to move to a next DAK point are to be forwarded by entering the Receiver Information.

DAK Handing Over :- The DAK which has to go to the next DAK point is marked for Handing Over. Once the DAK is physically handed over to the person carrying it, the user has to only acknowledge the DAK by clicking on a check box.

This computerized system, will counteract all the difficulties of manual system of DAK management and will reap the following benefits:-

- Tracking DAK on-line.

- Enables transparency in the DAK movement.

- Provides many forms to log the tracking details

- Provide many reports to track and study the delays in DAK movement.

- Minimize paper consumption by avoiding DAK registers,

- Avoidance of personal interference for tracking any DAK.

Following enhancements / value additions have been brought to this system to make it more effective:-

- My Tracker – auto tracking one or more selected DAK,

- DAK Search Engine,

- DAK Retention summary,

- Forwarding many DAKs to one common Destination,

- Introduction of Group Concept,

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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(iv) Communication and dissemination strategy and approach used.):

1. Like any new system implementation, lot of resistance was encountered at the early stage of implementation. Employees were reluctant to give away the habit of leaving manual practice of DAK entry. Extensive user training was conducted to overcome the resistance and facilitating smoother implementation.
2. Refresher training sessions were conducted to help users in implementing the system in their departments

### 5. Technology Platform used-

(i) Description,

Front End- VB DOT Net.

Database: - Oracle 10g.

IIS Server: - Windows 2008 Server, with 3.5 Dot net Frame Work.

Network Features: - Our network is working on 10GBps high speed backbone, 10G Ethernet technology.

Programming tools: - AJAX Tool Kit for auto-completion feature, Calendar Control.

Programming tools: - J-Query.

(ii) Interoperability

Automatic population of data like subject and initiator details while any file related to purchase from Materials management system (MATS).

Getting employee details like name, id, designation department etc. from human resource information system (HRIS).

(iii) Security concerns

Three categories of users are created as part of security.

Entry user:-.data entry operators who are assigned to one or more DAK points.

General: -who can operate on Forwarding, search engine and reports.

Administrator:- Access authentications are being done by administrator.

(iv) Any issue with the technology used

Nil.

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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- (v) Service level Agreements (SLAs) (Give details about presence of SLA, whether documented, whether referred etc. #)

As this software is for our internal usage, there is no agreement with customers. However we have ensured 99% uptime by running parallel application server. Version control mechanism is adopted to retain a copy of programs in a NAS server. The database backup is taken by System Administrator regularly

- 6.Enhancement of Productivity** (Give details about impact on volume of Transactions handled per employee, Productivity of machines/ resources#)

In our large organization, where approx 2000 physical DAK movement takes place, it is highly essential that the employees spend as less time as is possible for getting information about their relevant DAK. EDAK software would help in solving the difficulties in manual system of DAK entry. Further following features of EDAK help in enhancement of Productivity :

- I.Tracking DAK on-line,
- II.Avoidance of personal interference for tracking any DAK.

- 7. Efficiency Enhancement** (Give specific details about the following #)

- (i) Volume of transactions processed

On an average per day 2000(two thousand transactions approximately)

- (ii) Coping with transaction volume growth

Data backups taken at regular intervals (once in a year)

- (iii) Time taken to process transactions,

Instantaneous/ Minimal time per transaction. Less than 2 seconds.

- (iv) Accuracy of output,

Highly accurate with reporting facility on-line instantaneous.

- (v) Number of delays in service delivery

Depends on Hard ware service and network availability. 24 hour round the clock support is available.

By use of EDAK system, there is a tremendous improvement in the efficiency because of the following features of the system :

- i. Manual entry in the registers is totally avoided .
- ii. The implementation of this software has helped in saving valuable time of senior officers, which was otherwise getting wasted for tracking important files, office by office.
- iii. Human intervention got avoided for tracking the position of any DAK, as DAK tracking is available on-line.
- iv. Auto Escalation provision of the system helps to clear the files promptly.
- v. With on-line report for DAK tracking and DAK retention, the earlier problem of mishandling or misplacement of DAK, finding the exact location of DAK was completely avoided.

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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**8. Service Delivery – Business/ Client Centricity** (Give details about improvement in interaction with clients and outcome for clients, relevance of access points, Length and Breadth of services provided online etc. #)

URL for EDAK application is :- <http://pcbserv.vizagsteel.com/edak>

The benefits to the clients are :-

**Avoidance of redundant data entry:-** In EDAK the DAK despatch details were entered at the point of origin and subsequent movement information of the DAK like, receipt and forwarding to the next destination are required to be done, just by clicking one or two check boxes, which is very easy.

**Making data entry easy:-** Entering this information to the software has been made very easy by the use of advanced programming features like: AJAX controls like: - auto complete feature, calendar control etc.

**Reduction in human interference for DAK tracking :-** There is no necessity of human interference for tracking the status of any DAK by enquiring office after office as this information is found online.

**Improved Transparency:-** Employees can view the DAK movement at other offices, making the entire DAK transaction transparent.

**Reduction in DAK Retention Period:-** DAK retention period at various offices is shown online. HODs of various offices are able to see, DAK retention period against each file and depending on requirement different offices take prompt action to clear pending files lying in their office. (#3)

**Reports:-** Other features like: DAK search engine and various reports have made EDAK software a lifeline in the organization.

**Scalability:-** EDAK software can be implemented in any other organization, with very little or almost without any customization.

**9. Citizen/ Client Centricity** (Give specific details on the following#)

(i) Impact on effort, time and cost incurred by user

[Made effective use of existing net work and client PCs.](#)

(ii) Feedback/grievance redressal mechanism

[User production support extended on call basis. Contact numbers are available in the home of the application.](#)

(iii) Audit Trails,

[Transactions are automatically logged with the help of audit trials. For each record last updated user and time of updating are logged.](#)

(iv) Interactive platform for service delivery,

[On line intranet web application. User has to logon with user id and password.](#)

(v) Stakeholder consultation

[Suggestions from stakeholders are used to continually improve the application.](#)

(i) The Website applications provide the user rich experience while browsing the website. The web Applications has helped the users access their much required data at any time, from any place using any browser.

(ii) The web Applications have generated highly positive feedback, appreciated by one and all and used widely by users.

(iii) Transactions are automatically logged with the help of audit trials. For each record last updated user and time of updating are logged.

(iv) The website and the applications are entirely interactive in nature.

(v) Suggestions from stakeholders are used to continually improve the application.

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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### 10. **User convenience** (Give specific details about the followings #)

- (i) Service delivery channels (Web, email, SMS etc.)  
Through intranet/internet web application.
- (ii) Completeness of information provided to the users,  
User Manual both hard copy and on-line manual made available to users.
- (iii) Accessibility (Time Window),  
24 hours a day 7 days a week.
- (iv) Distance required to travel to Access Points  
With in office room to the PC connected to net work.
- (v) Facility for online/offline download and online submission of forms,  
Tracking can be seen on the face of the computer by selecting the dak number.
- (vi) status tracking  
Complete history tracking time line and route followed by the dak can be traced.

### 11. **Innovation** (Give details on how the usage of technology is exemplary, any use of new and emerging technology, impact on number of steps required, Identification and removal of bottlenecks/ Irrelevant steps etc. #)

- i. DAK search engine:- with this facility, user can track DAK with any of the details: - part of subject, from and to date, Sender DAK point, Receiver DAK point, Initiated DAK point, DAK Type.
- ii. My Tracker: - with this feature, for a user, a list of selected DAKs, which are important for him, can be tracked automatically.
- iii. DAK retention: - period at various offices is shown online. HODs of various offices are able to see, DAK retention period against each file. The number of days a file is retained with a particular officer is shown. Depending on requirement different offices take prompt action to clear pending files lying in their office.
- iv. Group Creation: - Provision given to define a group of employees. If on regular basis DAK to be send to any group, that group list can be populated by selection.
- v. Mailing facility: - If a DAK is marked with high priority, system will sent email to the sender every time the DAK reaches a new destination.
- vi. Confidential: - If a DAK is marked confidential, it will be visible only to the concerned employees.
- vii. Without DAK number / Tracking Lost :- In case a DAK is not entered by the initiator or in case tracking is lost during the course of movement, then also the details can be entered and further DAK movement can be tracked.

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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12. **Defined and Achieved outcomes** (Give details about extent of improvement in terms of organizational objectives, output targeted in the beginning of the project and output achieved, extent to which the project is able to reach/ fulfill the requirements of planned beneficiaries etc. #)

- i. EDAK, a time saver for staff employees: - In the manual DAK entry system lot of redundant data entry was taking place. After the EDAK software was implemented, the DAK despatch details were entered at the point of origin. During subsequent movement, only the DAK movement information is added against the DAK number.
- ii. EDAK, a time saver for Management: - The implementation of this software has helped in saving valuable time of senior officers, which was otherwise getting wasted for tracking important files, office by office.
- iii. Improved service level:- Human intervention got avoided for tracking the position of any DAK, as DAK tracking is available on-line thus Service level is improved.
- iv. Auto Escalation:-
- v. DAK Retention Report is used as an auto-escalating tool for the HOD of departments to know employee wise retention period of files. Different offices take prompt action to clear pending files lying. This way EDAK software is used as a management tool.
- vi. If the DAK details are entered other than the point of initiation, an email is sent by the system to the HOD of the initiating department informing him regarding the lapse in data entry into EDAK software in his office.
- vii. A complain handler: - With on-line report for DAK tracking and DAK retention, the earlier problem of mishandling or misplacement of DAK, finding the exact location of DAK was completely avoided.
- viii. A management Tool :-
  - a. Senior officers gets mail for high priority DAK,
  - b. Showing DAK retention time. Once this information is available online, attention is continuously focused and employees take prompt action to clear the files from their end.

13. **Sustainability** (Give details about sustainability w.r.t. technology (technology used, user privacy, security of information shared-Digital Signature/ Encryption etc. #), Organization (hiring trained staff, training etc.#), financial (Scope for revenue generation etc. #):

.The system is developed and implemented using latest technology i.e Oracle 10 g VB.net , AJAX and J Query which ensures a long life.

Continuous and dedicated support team ensures that all the user calls are addressed and problems resolved thus ensuring customer satisfaction.

Systematic change management process is in place as we are a CMMI Level 3 organization.

Periodic refresher training on the system so that new users are trained properly and existing users are given inputs on the new features of the system



## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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### 14. Adaptability Analysis

#### (i) Measures to ensure adaptability and scalability

Highly scalable database is in place right before the commencement of the project. Dot net technology which gives highly interactive and intuitive user interface is chosen. As a result high levels of acceptance from end user realized

#### (ii) Measures to ensure replicability

Reusable components from the CMMI level-3 process database are used in the development. This gives high levels of replicability with minimum effort in future.

#### (iii) Restrictions, if any, in replication and or scalability

Dot net is a evolving platform. Future releases and maintenance has to be in tune with these changes to ensure software support from the vendor on a continuous basis.

#### (iv) Risk Analysis

Dot net is a evolving platform. future releases and maintenance has to be in tune with these changes to ensure software support from the vendor on a continuous basis.

Bar code readers is a major expectation from the user.  
This facility needs to be studied and feasibility to be assessed at the earliest.

### 15. Comparative Analysis of earlier Vs. new system with respect to the BPR, Change Management, Outcome/benefit, Change in legal system, rules and regulations

Earlier, tracing the DAK is tedious and time consuming having to search the manual registers at different locations in the company.  
Now, tracking and follow up has become the practice as a result of new online DAK system.  
User satisfaction levels have risen to unprecedented levels.  
Transparency, delay centre identification, tracking have been simplified.  
Total business process got re-engineered benefiting both customers and DAK dept.  
Circulars were issued to increase awareness and compliance.  
Training provided where ever needed to ensure smooth transition.  
Online entry made mandatory once the system got stabilized.  
User concerns and complaints attended promptly to ensure adaptability.

## AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

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16. Result Achieved/ Value Delivered to the beneficiary of the project-(share the results, matrices, key learning's, feedback and stakeholders statements that show a positive difference is being made etc.):

- (i) **To organization**
- (ii) **To citizen**
- (iii) **Other stakeholders**

- i. First innovative application of its kind in steel industry.
- ii. File processing has become faster and prompt services to citizens in general realized.
- iii. Employee's satisfaction levels have risen and dependence on the system increased.

17. Extent to which the Objective of the Project is fulfilled-(benefit to the target audience i.e.G2G, G2C, G2B, G2E or any other, size and category of population/stakeholder benefited etc.):

- i. Tracking DAK on-line.
- ii. Enables transparency in the DAK movement.
- iii. Provides many forms to log the tracking details
- iv. Provide many reports to track and study the delays in DAK movement.
- v. Minimize paper consumption by avoiding DAK registers,
- vi. Avoidance of personal interference for tracking any DAK.

18. Other distinctive features/ accomplishments of the project:

- i. EDAK System brought – a cultural change management by switching over from manual to electronic form of DAK entry with the help of Secretarial Assistants.
- ii. EDAK is 1st of its kind to introduce e-Governance in VSP
- iii. File retention period reduced drastically
- iv. Paper consumption minimized
- v. On Line Tracking of Files made possible
- vi. EDAK was integrated with other existing applications
- vii. Provision given for maintaining Confidentiality for important files
- viii. **DAK search** engine – for searching a DAK with any little information (#1)
- ix. **My Tracker** – to create a list of DAK which can be tracked automatically(#2),
- x. **DAK Retention** Period – used as a Management tool for HODs to know employee-wise File Retention(#3).
- xi. **MyDAK:** - A special personalized feature for each user to enable, view and act upon pending DAK's and also to show the history of dispatched and initiated DAKs.

# AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

## (#1) DAK Search :-

Separate Search strings can be combined with % wild card facility

DAK SEARCH

[Home](#)
E DAK Search
[Logout](#)

Subject Like:- 
 From  To 
 Sender DAK Point :- 
 Recv DAK point:-

☐ Click to see the DAKs still in the received DAK point

DAK 
 Year 
 Initiated DAK 
 Number

66 - Records

<a href="#">Track</a>	12 / RMHP/WORKS / 1779	NOTESHEET	UP KEEP OF WTS AND CONVEYOR GALLERIES OF STACKING STREAM IN RMHP	1	DINESH RAJ , GM(WORKS CONTRACTS) , WORKS CONTRACTS , S4884	HUKAM SINGH , GM(CO&RMHP) I/C , WORKS ,	05-JUL-13	05-JUL-13	Not Received	040312120076
			NOTE FOR APPROVAL OF FINAL							

TRACKING REPORT

DAKNO:- 12 / RMHP/WORKS / 1779 ---TYPE:- NOTESHEET  
 DAKSUBJECT:- UP KEEP OF WTS AND CONVEYOR GALLERIES OF STACKING STREAM IN RMHP  
 42 - Records found

SEQNO	SENDER	SENTDATE	SNO	RECEIVER	RNO	RECVDATE	STATUS
1	GARG YK , DGM(OPRN) , R.M.H.P	03-Dec-12	S3146	HUKAM SINGH , GM(CO&RMHP) , WORKS , DAKPOINT: GM(CO&RMHP)	R1569	03-Dec-12	Rerouted
2	HUKAM SINGH , GM(CO&RMHP) , WORKS	03-Dec-12		DINESH RAJ , DGM(WORKS CONTRACTS) I/C , WORKS CONTRACTS , DAKPOINT: WCC	R2909	03-Dec-12	Rerouted
3	DINESH RAJ , DGM(WORKS CONTRACTS) I/C , WORKS CONTRACTS	16-Jan-13	S303	SHANKAR VR , DGM(TIC & MMS) I/C , M.M.S , DAKPOINT: MMS	R128	16-Jan-13	Rerouted
4	SHANKAR VR , DGM(TIC & MMS) I/C , M.M.S	17-Jan-13	S145	HUKAM SINGH , GM(CO&RMHP) , WORKS , DAKPOINT: GM(CO&RMHP)	R114	17-Jan-13	Rerouted
5	HUKAM SINGH , GM(CO&RMHP) , WORKS	17-Jan-13	S121	GOURANGADATTA , DGM(CR) I/C , CRG , DAKPOINT: CRG	R28	18-Jan-13	Rerouted
6	GOURANGADATTA , DGM(CR) I/C , CRG	18-Jan-13		HUKAM SINGH , GM(CO&RMHP) , WORKS , DAKPOINT: GM(CO&RMHP)	R129	18-Jan-13	Rerouted

# AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

## (#2) My Tracker:-

**MY TRACKER**

Home
MY TRACKER
Exit

13

DAK Point Name

Numb

Add To Tracker

RemoveFromTracker

Save to get Email(On/Off)

OR

Last: 5 Days list of DAKs(NoteSheets, TR Files & File)

Refresh

Change Days and Refresh

12 / IOGA(CONS) / 167 --strl steel work of IOGA- for accounting of Scrap generated du

Mark	DAK NO	Latest Position	Subject	Email
<a href="#">Track</a>	13 / IT / 146	Sent By:-AGM(IT)CASH JP To GM(CO&MHP)HUKAM SINGH	RECORD NOTES OF DISCUSSION ON DEMONSTRATION OF COAL BLENDING SYSTEM, DEVELOPED BY IT DEPARTMENT.	<input type="checkbox"/>
<a href="#">Track</a>	13 / IT / 146	Sent By:-AGM(IT)CASH JP To AGM(RM)SUDARSAIA RAO S	RECORD NOTES OF DISCUSSION ON DEMONSTRATION OF COAL BLENDING SYSTEM, DEVELOPED BY IT DEPARTMENT.	<input type="checkbox"/>
<a href="#">Track</a>	13 / IT /		RECORD NOTES OF DISCUSSION ON DEMONSTRATION OF COAL BLENDING SYSTEM, DEVELOPED BY IT	<input type="checkbox"/>

**TRACKING REPORT**

Close

DAKNO:- 13 / IT / 369 ---TYPE:- NOTESHEET

DAKSUBJECT:- CLOSURE OF A/Ts IN THE MATS SYSTEM FOR ITEM INTERNET BANDWIDTH" (CATALOGUE NO.7490000010004).

15 - Records found

SEQ	RETAINDAYS	DAKPOINT	SENDER	SENTDATE	SNO	RECEIVER	RNO	RECVDATE	STATUS
1	1	F&A-ADMIN	MISHRA SK , AGM(IT) , I T	04-Jun-13	S1015	KRISHNA KUMAR TVS , GM(F&A) , F & A DEPT , DAKPOINT: F&A-ADMIN	R8687	05-Jun-13	Rerouted
2	1	F&A-GM(F&A)-TVSK	MISHRA SK , AGM(IT) , I T	04-Jun-13	S1015	KRISHNA KUMAR TVS , GM(F&A) , F & A DEPT , DAKPOINT: F&A-GM(F&A)-TVSK	R1938	05-Jun-13	Rerouted
3	0	F&A-DGM (F&A)-VVK	KRISHNA KUMAR TVS , GM (F&A) , F & A DEPT	05-Jun-13	S1940	PRASAD VVK , DGM(F&A) , F & A DEPT , DAKPOINT: F&A-DGM(F&A)-VVK	R153	05-Jun-13	Rerouted
4	0	F&A-PB-I	PRASAD VVK , DGM(F&A) , F & A DEPT	06-Jun-13	S156	TN VENKATA SWAMY , AGM(F&A) , F & A DEPT , DAKPOINT: F&A-PB-I		06-Jun-13	Not Received
5	0	PURCHASE	VISWESWARA RAO V , DGM (ADM) , M MPURCHASE	10-Jun-13	S7001	APPA RAO G , AGM(ADM) , M MPURCHASE , DAKPOINT: PURCHASE	R10035	10-Jun-13	Internally Forwarded
6	0	PURCHASE	APPA RAO G , AGM(ADM) , M MPURCHASE	14-Jun-13		VISWESWARA RAO V , DGM(ADM) , M MPURCHASE , DAKPOINT: PURCHASE		14-Jun-13	Rerouted

## (#3)DAK Retention:-

**DAK RETENTION PERIOD**

Home
DAK RETENTION PERIOD(NoteSheets and Files)
Exit

30

Refresh

DAK Point IT

Employee Name AGM(IT).SATYANARAYANA Y (1)

1 - Records found

Days	DAKNO	DAKType	Subject	Receiver
15	13 / IT / 497	Notesheet	MPR FOR PROCREMENT OF MS OFFICE FOR PERSONLA COMPUTER - 65 Nos	AGM(IT).SATYANARAYANA Y

**TRACKING REPORT**

Cancel

DAKNO:- 13 / IT / 497 ---TYPE:- NOTESHEET

DAKSUBJECT:- MPR FOR PROCREMENT OF MS OFFICE FOR PERSONLA COMPUTER - 65 Nos.

2 - Records found

SEQNO	SENDER	SENTDATE	SNO	RECEIVER	RNO	RECVDATE	STATUS
1	SATYANARAYANA Y , AGM(IT) , I T	27-Jul-13	S1429	DAINEY CHERIYAN , AGM(SMD) , S M D , DAKPOINT: SMD	R10290	29-Jul-13	Rerouted
2	DAINEY CHERIYAN , AGM(SMD) , S M D	05-Aug-13	S9777	SATYANARAYANA Y , AGM(IT) , I T , DAKPOINT: IT	R2514	05-Aug-13	In DEPT

Cancel

- DAK Retention period is used as a Management Tool for the Heads of Dept.
- With this they can know employee wise retention time of files by individual employees.
- And they can take appropriate action to clear the files faster.
- With this facility the DAK retention time has been reduced drastically in our Organisation.

# AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

## MyDAK:-

### a. Pending DAKs(to be acted)

Untitled Page - Windows Internet Explorer  
http://localhost:49365/edakinnew/Mydak.aspx

Home MY DAK Exit

From Date: 29/07/2014 To Date: 28/08/2014 ALL Refresh

☒ Pending DAK's  
☐ Despatched/forwarded  
☐ DAK's Initiated by me

DAK PENDING FOR FORWARD/CLOSE

		DATE	DAK NO	copy	DAKTYPE	Subject	
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / CO&CCP/WORKS / 1566	1	Notesheet	REQUIREMENT OF NEW PC ALONG WITH A4 LASER PRINTER
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / TFC(W) / 854	1	Notesheet	PROCUREMENT OF COMPUTER PERIPHERALS
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / IT / 580	1	Notesheet	NOMINATION FOR NATIONAL AWARDS ON E-GOVERNANCE FOR 2014-15
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / CO&CCP/WORKS / 1634	1	Notesheet	Issue of PC with printer
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / EE / 171			
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / OUTSID 6743			TE 23/8/14
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / OUTSID 6744			
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	27/08/2014	14 / OUTSID 6745			4
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	26/08/2014	14 / PPM / 5			Jan'14
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	26/08/2014	14 / T&DC /			R&D-1,MKTG-1,MMSM-2,MM-3,IT-9,ETL-1,ERS-
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	26/08/2014	14 / EE / 171			
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	26/08/2014	14 / SMS(CC 1183			
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	26/08/2014	14 / FMD / 9			
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	25/08/2014	14 / TFC(W)			
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	25/08/2014	14 / CO&CCP/WORKS / 1626	1	Notesheet	Proposal for repalcing old PC with new PC
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	25/08/2014	14 / PPM / 405	0	Others	FORWARDING OF E-MAIL REQUEST OF 104905, 106078, 106799, 105963, 103464, 105831, 105781, 104864, 105827, 104903, 104803, 103763, REF NO:-DATE 7/8/14
<a href="#">Track</a>	<a href="#">Forward</a>	<a href="#">Close</a>	23/08/2014	14 / BF/WORKS /	1	Letter	Declaration for INTERNET Account - rep.

**Re Route/Destination Details**  
DAK NO: 14 / CO&CCP/WORKS / 1626  
SUBJECT: Proposal for repalcing old PC with new PC  
DAK Point: IT-073  
Employee Name: DGM(IT)-SUMAN DAS-104084  
Mode of Despatch: BY HAND  
Remarks: Optional  
OK Cancel

Local intranet | Protected Mode: Off 100%

[illegible]

# AWARDS SCHEME FOR EXEMPLARY IMPLEMENTATION OF e-GOVERNANCE INITIATIVES

## c. All initiated DAKs

Untitled Page - Windows Internet Explorer  
http://localhost:49365/edakinnew/Mydak.aspx

Home MY DAK Exit

From Date: 29/07/2014 To Date: 28/08/2014 ALL Refresh

☐ Pending DAK's  
☐ Despatched/forwarded  
☒ DAK's Initiated by me

DATE	DAK NO	copy	DAKTYPE	Subject
27/08/2014	14 / IT / 582	1	BILLS	PAYMENT OF RA BILL NO.2 OF ACS FOR RS.14,69,622/- FOR THE PERIOD 1/4/14 TO 30/6/14.
25/08/2014	14 / IT / 580	1	NOTESHEET	NOMINATION FOR NATIONAL AWARDS ON E-GOVERNANCE FOR 2014-15
25/08/2014				
25/08/2014				
25/08/2014				
19/08/2014				
19/08/2014				
13/08/2014				
13/08/2014				
08/08/2014				
06/08/2014				
02/08/2014				
02/08/2014				
02/08/2014				
02/08/2014				
02/08/2014				
02/08/2014				
02/08/2014				
30/07/2014				
30/07/2014				

DAK INITIATED

TRACKING REPORT

Close

DAKNO:- 14 / IT / 550 ---TYPE:- NOTESHEET  
DAKSUBJECT:- DRAFT CABINET NOTE ON E-KRANTI

9 - Records found

SEQ	RETAINDAYS	DAKPOINT	SENDER	SENTDATE	SNO	RECEIVER	KNO	RECYDATE	STATUS
1	0	D(O)	RAO KVSSR, GM(TT), I.T	02-Aug-14	S1365	DIPANKAR DAS, AGM&TA TO D(O), CORP OFFICEDP SECRETARIAT, DAKPOINT: D(O)	R2240	02-Aug-14	Recused
2	0	CMD	DIPANKAR DAS, AGM&TA TO D(O), CORP OFFICEDP SECRETARIAT, DAKPOINT: D(O)	04-Aug-14	S2291	PONNAPALLI MADHUSUDAN, C M D, CORP OFFICEDP SECRETARIAT, DAKPOINT: CMD	R1657	04-Aug-14	Closed
3	0	D(P)	BHASKAR L, DGM, CORP OFFICEDP SECRETARIAT	04-Aug-14	S2387	DHANDA PANN TS, DM(STAFF), CORP OFFICEDP SECRETARIAT, DAKPOINT: D(P)	R3603	04-Aug-14	Recused
4	1	GM(CP&C)	DHANDA PANN TS, DM(STAFF), CORP OFFICEDP SECRETARIAT	04-Aug-14	S3828	RAO RV, GM(CP&C), PERSONNELPER ADM BLDG, DAKPOINT: GM(CP&C)	R2137	05-Aug-14	Closed
5	0	D(P)	RAO RV, GM(CP&C), PERSONNELPER ADM BLDG	05-Aug-14	S2091	PRASAD G B S, D(P), CORP OFFICEDP SECRETARIAT, DAKPOINT: D(P)	R3608	05-Aug-14	Recused
6	0	CMD	PRASAD G B S, D(P), CORP OFFICEDP SECRETARIAT	05-Aug-14	S3842	PONNAPALLI MADHUSUDAN, C M D, CORP OFFICEDP SECRETARIAT, DAKPOINT: CMD	R1665	05-Aug-14	Recused
7	0	D(P)	PONNAPALLI MADHUSUDAN, C M D, CORP OFFICEDP SECRETARIAT	06-Aug-14		PRASAD G B S, D(P), CORP OFFICEDP SECRETARIAT, DAKPOINT: D(P)	R3652	06-Aug-14	Recused

PRASAD G B S, D(P), CORP OFFICEDP SECRETARIAT

RAO RV, GM(CP&C), PERSONNELPER ADM

Local intranet | Protected Mode: Off