Manual for CeFMaTIS (Central File Movement And Tracking Information System)

1. Open the Google Chrome/Internet Explorer/Firefox then enter the URL :

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	http://w	Please Access this site on b1.hry.nic.in/cfmshcs , http://web1.hry.nic.in/c	fmsharyana	
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2. Now Enter the Department as Registrar Cooperative Societies ,Branch –Your respective Branch, Officer as- Your respective Seat, and then Password allotted to you.

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http://	web1.hrv.nic.in/cfmshcs , http://web1.hrv.nic.in/cfmsharvana
Web Site Designed and Developed and Hosted by NIC, H	aryana State Unit, Chandigath. Contents owned, maintained and updated by the respective departments/offices of Haryana Government. Best viewed in IE5.5+ (1024X768) resolution.
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3. Now Click Login and a Dash board appears as follows:

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Pending Files	Outgoing File	les	Datebound Received F	iles	Datebou	und Sent Fi	les	



- 4. There are 3 things which are to be handled :
 - (i) Checking the incoming files from the Your department and marking it .
 - (ii) Checking the incoming files from other department and marking it.
 - (iii) Sending the online entry of the file/letter .

(i). Checking the incoming files from your department and marking it.

Firstly go to File Movement >> Incoming Files as follows



After This you can view your incoming files from your department :

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Search File Letter No	Receipt Date		Search	Refres	sh	All Pages	P	aging
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File Type/Recpt No./Date	Initiating Dept. & No.	Dept.File No.	Subject			Received From & D	ate	Remark/Target Date
File ,Ordinary 171 16/07/2015 171,	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/27/1/95/C-1/1557		Non payment of rent of Property No	, 6283 Ambala Cantt		Additional RCS (Cre Registrar Cooperativ 17/07/2015	dit) Credit e Societies	
 File ,Ordinary 170 16/07/2015 170, 	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/15/1/2001/C-4/1555		Notice regarding promotion to the po	ost of System Prog.		Additional RCS (Cre Registrar Cooperativ 17/07/2015	dit) Credit e Societies	
File ,Ordinary 169 16/07/2015 169,	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/KC/2015/C-4/1554		Regarding defacts of HARCO Bank	Staff Colony and raise of PLOE) limit reg.	Additional RCS (Cre Registrar Cooperativ 17/07/2015	dit) Credit e Societies	
File ,Ordinary 168 16/07/2015 168,	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/KC/8/6/2001/C-4/1552		Proceeding of the review meeting of	CEOs/GMs of DCCBs held on	17.6.15	Additional RCS (Cre Registrar Cooperativ 17/07/2015	dit) Credit e Societies	
File ,Ordinary 167 16/07/2015 167,	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/KC/C-1/1550		Suggestion and Complaints - DPCA	RDB regarding		Additional RCS (Cre Registrar Cooperativ 17/07/2015	dit) Credit e Societies	
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Now to mark this file you have to save the particular entries provided if file/ letter is available manually to you .

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File ,Ordinary 111 15/07/2015 111.	Additional RCS (E and T) E and T Registrar Cooperative Societies 14/07/2015 DR/23/12/2013/ET/120	Reg. sanction order of NAFCUS (19-8-15 to 21-8-15)	Additional RCS (E and T) E and T Registrar Cooperative Societies 15/07/2015	
File ,Ordinary 110 15/07/2015 110,	Additional RCS (Credit) Credit Registrar Cooperative Societies 14/07/2015 AR/6/5/2000/C-1/1532	Amalgation/ Merger of Branch Fbad.	Additional RCS (Credit) Credit Registrar Cooperative Societies 15/07/2015	
ile ,Ordinary 09 5/07/2015 09,	Additional RCS (Credit) Credit Registrar Cooperative Societies 15/07/2015 AR/KC/8/6/2001/C-4/1530	Meeting of CEOs/GMs and DOs CCB	Additional RCS (Credit) Credit Registrar Cooperative Societies 15/07/2015	
ile ,Ordinary 108 15/07/2015 108,	Additional RCS (Credit) Credit Registrar Cooperative Societies 15/07/2015 AR/1/2/15/C-3/1528	Regarding implementation of Court order	Additional RCS (Credit) Credit Registrar Cooperative Societies 15/07/2015	
Note ,Ordinary 23 07/07/2015 875, 23,	Deputy Secretary Cooperation 02/07/2015	Regarding Strictly implementation of CeFMaTIS.	D.R (Industrial) Industrial Registrar Cooperative Societies 14/07/2015	
File ,Ordinary 32 13/07/2015 32,	Additional RCS (Enforcement) Enforcement Registrar Cooperative Societies 13/07/2015 DR/3/40/2015/E-III/e-180	Regarding enquiry against corruption and remove corruption	Additional RCS (Enforcement) Enforcement Registrar Cooperative Societies 14/07/2015	For approval
file ,Ordinary 19 0/07/2015 19,	Additional RCS (Credit) Credit Registrar Cooperative Societies 10/07/2015 EO/KC/AMD/2010/C-4/1522	Transfer note of Sh. Nihal Singh, CEO	Additional RCS (Credit) Credit Registrar Cooperative Societies 14/07/2015	
ile ,Ordinary 8 0/07/2015 38,	Additional RCS (Credit) Credit Registrar Cooperative Societies 10/07/2015 EO/11/2/15/C-1/1506	Civil Suit : Dhoop Singh Vs. FCPS	Additional RCS (Credit) Credit Registrar Cooperative Societies 14/07/2015	
		Save		
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10/07/2015 89 File ,Ordinary 88 10/07/2015 88. Web Site	10/07/2015 EÓ/KC/AMD/2010/C-4/1522 Additional RCS (Credit) Credit Registrar Cooperative Societies 10/07/2015 EO/11/2/15/C-1/1506	Civil Suit : Dhoop Singh Vs. FCPS Save Close ryana State Unit, Chandigarh. Contents owned, maintained and updated by t Best viewed in IE5.5+ (1024X768) resolution.	14/07/2015 Additional RCS (Credit) Credit Registrar Cooperative Societies 14/07/2015	vernment.

Once you have saved the entry they will go to your pending files now you have to go to the menu File Movement >> Pending Files

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File Type/Recpt No./Date/Other Refrence	Initiating Dept. & No.	Dept.File No	Subject					R	eceived From & Date	remark
File ,Ordinary 43 09/07/2015 43, 429,	Registrar Registrar Cooperative Societies 09/07/2015 5689		Scheme for pro pending paymer	viding <u>FINAN(</u> nt to cane grow	CIAL ^{C*} assistance to vers.	o Piccadilly Agro Industries It	d., Bhadson (K	arnal) for making	incipal Secretary ooperation 5/07/2015	
File ,Ordinary 25 07/07/2015 25,	Project Incharge I.T Registrar Cooperative Societies 07/07/2015 IT/11/9/2012/MISCP-01		Provide Compu	ter to Dispatcl	n Branch in H.O.			Pr Ri Sc 08	roject Incharge I.T egistrar Cooperative ocieties 8/07/2015	For Approval
File ,Ordinary 20 07/07/2015 20,	Additional RCS (Credit) Credit Registrar Cooperative Societies 06/07/2015 15/7/CB/88/FA/1493		CWP No. 1260	3 of 2015 : Ma	hender Singh Vs. SC	DH and Ors		Ar Ci Ri Si 07	dditional RCS (Credit) redit egistrar Cooperative ocieties //07/2015	Short Reply for Approval.
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Now next step is to mark this file/ letter for marking you have to tick the check box on leftmost side of each entry and select the department, branch and officer then save it . You can also attach file using choose file .

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Refrence		No			
File ,Ordinary 43 09/07/2015 43, 429,	Registrar Registrar Cooperative Societies 09/07/2015 5689		Scheme for providing <u>EINANCIAL</u> ¹²⁴ assistance to Piccadilly Agro Industries Itd., Bhadson (Karnal) for making pending payment to cane growers.	Principal Secretary Cooperation 16/07/2015	
File ,Ordinary 25 07/07/2015 25,	Project Incharge I.T Registrar Cooperative Societies 07/07/2015 IT/11/9/2012/MISCP-01		Provide Computer to Dispatch Branch in H.O.	Project Incharge I.T Registrar Cooperative Societies 08/07/2015	For Approval
File ,Ordinary 20 07/07/2015 20,	Additional RCS (Credit) Credit Registrar Cooperative Soci- 06/0 Administration		CWP No. 12603 of 2015 : Mahender Singh Vs. SOH and Ors	Additional RCS (Credit) Credit Registrar Cooperative Societies 07/07/2015	Short Reply for Approval.
File ,Ordinary 19 07/07/2015 19,	Addi Bill & Accounts Crec Budget & Planning Reg Circulating Soci Credit 06/0 Despatch 15/7 E and T		CWP No. 12603 of 2015 : Mahender Singh and others Vs. SOH and others	Additional RCS (Credit) Credit Registrar Cooperative Societies 07/07/2015	Short reply for Approval
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To verify that your file has been sent to the particular address you can check File Movement>> Outgoing Files

(ii) Checking the incoming files from other department and marking it.

To view the Incoming files from other department go to menu Files from other Department>> Incoming Files





Then view the incoming file and save it by checking the check box on left most side

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	Ordinary 616 16/07/2015	Town and Country Planning Department 10/07/2015 12254	Appeal under section 10 of the Punjab Scheduled Roads and controlled Areas Restriction of Unregulated Development Act, 1953/under Section 13 of the Haryana Development and regulation of Urban Areas Act, 1975 titled as K.N.Datt and anrs. Vs. Director General, Town Country Planning, Haryana Chandigarh.	Secretary Cooperation 17/07/2015		1
	Letter ,Ordinary 182 07/05/2015	B. Subrahmanyam, MD, NAFSCOB, Vashi, Mumbai 05/05/2015 NAFSCOB/N- 33(iii)/2015-16/45	Policy of NABARD for providing Short Term refinance to the State Cooperative Banks for <u>FINANCING</u> ⁽²⁾ Seasonal Agricultural Operations (SAO) for the year 2015-16 - Against National Policy on Agricultural Credit.	Assistant8 Cooperation section Cooperation 17/07/2015		
	Letter ,Ordinary 463 13/07/2015	Supdt. (LR) for ACS and FCR Haryana 12/07/2015 R-5- 2015/Spl.	Sending of information regarding land acquisition.	Assistant8 Cooperation section Cooperation 17/07/2015		
	Letter ,Ordinary 503 14/07/2015	MD HAFED 09/07/2015 2385	Request for withdrawl of Black-listing	Principal Secretary Cooperation 15/07/2015		
	Letter ,Speed Post 19 19/03/2015	Jagdish lal IAS Ex Assistant Manager Cum-P.A 21/02/2015	Statement of Bank Account No. 3656000300035271 Jagdish Lal	Assistant6 Cooperation section Cooperation 13/07/2015	Main puc sent to Rcs Haryana for necessary acti on 22-5-2015	on
Z	File ,Ordinary 439 10/07/2015	Minister Cooperation 10/07/2015 158	Complaint intimation from Roop Sharma S/o Late Jugal Kishore Sharma, 27, Baranaroo Road, Toongabbie, NSW, Australia	Principal Secretary Cooperation 10/07/2015		
	File ,Ordinary 369 01/07/2015	Deputy Secretary Cooperation 25/06/2015 645	CWP No. 9924 of 2013, CWP No. 1415 of 2013 and CWP No. 18251 of 2013 - Vikash Malik and Ors. Vs. State of Haryana	Assistant8 Cooperation section Cooperation 10/07/2015		
1			Save Print Close Use close button to close old files which have already been of	lealt(Recieved	before 31/05/2015)	1
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After you save the incoming files from other department it goes to the pending files Now you go to menu **Files from Other Department >> Pending Files**

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Welcome REGISTRA	R COOPERATIVE SOCIE	TIES,Registrar ! Year 2015 Change Password Logout		
Search Diar Year 201	y Number 5 ▼	Pending Files From Other Deptt. Receipt Date From Receipt Date To Refresh		
File Type/Recpt No./Date	Initiating Dept. & No.	Subject	Received From & Date	Register to
Letter ,Ordinary 22 01/07/2015	Assistant Registrar AR Branch Sugar Fed. 01/07/2015 SMF- 2015/AR/1773	Regarding implementation of Honble High Court Order dated 28.1.2015 in CWP No.17837 of 2006 - Bhim Sain and others Vs. State of Haryana and others	MD Sugar Fed. 01/07/2015	Register to
Letter ,Ordinary 239 19/05/2015	B Dayal OSD/CM Griv CM Office 18/05/2015 11095	Reg. complaint of Sh. Satpal Singh (AGM) Hafed	Assistant6 Cooperation section Cooperation 11/06/2015	Register to
Letter ,Ordinary 411 15/05/2015	Minister Cooperation 14/05/2015 353	Application by Smt. Renu Gupta regarding transfer of Sh. Rohit Gupta, Assitant Registrar, RCS, Kurukshetra to Karnal. (Currently posted in Kurukshetra)	MD,HDDCF Dairy Development Coop. Fed. Ltd 15/05/2015	Register to
1				
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Now You have to register these files by clicking on Register to on right most side of the each entry.

After that you can mark them by ticking the checkbox on the leftmost side of each entry similarly as in files from same department .

(iii)Sending the online entry of the file/letter (Initial Diary).

For sending the file you should go to menu File Movement >> Initial Diary

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Department Select Branch Select Officer File/Letter	Registrar Cooperative Societies V Registrar V Letter V	File No./	Letter No	¥		Request for cre	ating new Department,	Branch and Off	icer		
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Now you have to enter the details of the files / letters you are sending and to whom you will be marking it .

Firstly you need to enter the letter / file no. and you have to select that whether you are sending letter/ file/court case etc...

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After selecting the File / letter and entering letter no. / file no. you need to enter the initiating date on which you are entering the file/ letter.

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Then enter the subject as follows :

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Now save if it is to be sent to only one person.

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		I	nitial diary Screen				Î
		Record added successfully, Y	our Receipt Number is=COO1707	2015338			
RECEIVED FROM							
State Other							
Department	Registrar Cooperative Societies		Ŧ	Request for creating new Department, Branch and Officer			
Select Branch	None •						
Select Officer	Registrar •						
File/Letter	Letter •	File No./Letter No	67676				
nitating Date	17/07/2015 (dd/mm/yyyy)	Mode of Receipt	Ordinary •				
Subject	Ordinary V						
				A			
Mark/Final	Mark 🔻	Recieved date	17/07/2015 (dd/mm/yyy)	y)			
MARK TO							
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Department	Cooperation		¥				
Branch Officer	Additional Degistras (Stars)						
Shice	Additional Registral (Store)						
Marked Date	17/07/2015 (dd/mm/yyyy)						
Remarks							
Upload File	Choose File No file chosen						
	Save	Save and CC	Edit	Reset			
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				. #		2:16 PN	ł

You have to note down the No. 338 as online CeFMaTIS No. on file

After initial diary entry a number will be generated which is to be put up on the file.

In case you want to send same letter/ file with same letter no./ file no. to more than one persons after filling all fields **Press Save and CC** a dialogue box will open as follows:

:: CFMS :: Copy To - Google Chrome	A Constant densities	Sonta — D >	8
web1.hry.nic.in/cfmstraining/DEPARTMENTAL/frmco	TAL/frminitialdiary.aspx	🐵 ☆ 🧠	Ξ
Copy To Department Sugar Fed. Branch Diary Dispatch Officer Clerk Add New Officer	Initial diary Screen cord added successfully, Your Receipt Number is=COO17072015338		-
Save Close			
	Recieved date 17/07/2015 Recieved date		
Waiting for direct_po			
Upload File Choose File No file chosen			
Save	Save and CC Edit Reset	12:19 PM	4

If you Marked a file wrongly you can recall that file by the option **Forced Pullback File Movement >> Forced Pull Back**

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← → C 🗋 w	eb1.hry.nic.in/cfmstraining/DEI	PARTMENTAL/frmsend	file.aspx					👳 😒	ap
	Centr	alised File Mov	ement And Trackir	ng Information Sy	stem				
File Movement 🗢	File From Other Departments \bigtriangledown	Despatch Movement 🗢	Masters \bigtriangledown Store Section \bigtriangledown	Track Date Bound Files 🗢	Reports 🗢	Submit Request 🗢	Dashboard		
Welcome COOPERA	TION, Principal Secretary !		Year 2015	Change Password	Logout				
Enter Receipt No. Year	338 2015 ▼ Get Result	F	Recall file send t	to other					
Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigah, Contents owned, maintained and updated by the respective departments/offices of Haryana Government. Best viewed in IE5.5+ (1024X788) resolution.									
		٦						1 1 1 1	12:21 PM

You have to enter the receipt No. i.e Online Generated no 338 only then you can get the file back

You will get the result as :

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Centralised File Movement And Tracking Information System									
File Movement 🗢	File From Other Departments	Despatch Movement 🗢	Masters ▽	Store Section \bigtriangledown	Track Date Bound Files 🗢	Reports 🗢	Submit Re	equest 🗢 🛛 Dashboard	
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EU T (D) (N	Get Result		Reset		Update		D	Print	
Letter ,Ordinary 338 17/07/2015	Princip Cooper 17/07/2	Il Secretary ation 015, 67676	imp	lementation	Pending		Kenark	Additional Registrar (St Cooperation 17/07/2015	ore)
1									
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Now click on update button this file goes to pending file (File Movement>> Pending files) then you can mark it as you mark other pending files

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To Track a file You go to Reports>> Present Status following window will appear

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← → C' 🗋 we	eb1.hry.nic.in/cfmstraining/Dep	partmental/frmpresent	status.aspx			🐵 🏡 💩 🚍
	Centr	alised File Mov	ement And Trackir	ng Information Sy	rstem	
File Movement ▽	File From Other Departments \bigtriangledown	Despatch Movement \bigtriangledown	$Masters \bigtriangledown Store Section \bigtriangledown \bigtriangledown$	Track Date Bound Files \bigtriangledown	Reports 🗢 Submit Requ	est 🗢 Dashboard
Welcome COOPERA	TION, Principal Secretary !		Year 2015	Change Password	Logout	
Status Dak Type Receipt No From Initiating Officer Initiating Department Branch Officer File No	v (dd/mm/yy) v] ਆ)		2	Priority To To Officer Name	(dd/mm/yyyy)
Mark To Officer Department Branch Mark Officer	T				Officer Name	
Subject Dak Diary Done By Dak Diary by Officer Year	▼ 2011 2012 2013 2014 2015 2016 Report]				Reset
4						•
						▲ 🕂 📘 👘 👘 12:26 PM

Now you Click on report button following window will open :

🕒 = CFMS = Present Status 🔹 🗋 = CFMS = Pending Status 🗙 🔄									
← → C D web1.hry.nic.in/cfmstraining/Departmental/frmgridreportpendingstat.aspx									
Print	Pages Pending Stat	us Report on 17-7-2015	Paging	Excel					
File Type/Recpt No./Date	Initiating Dept. & No./File No.	Subject	Remark/Status	File with					
Letter ,Ordinary 334 23/06/2015	Registrar Cooperation	Letter to editor	Mark	MD Sugar Fed.					
	17/06/2015			23/06/2015					
Letter ,Ordinary 335 23/06/2015	MD Sugar Fed. 23/06/2015	letter testing	important letter Mark	MD Sugar Fed. 24/06/2015					
Letter ,Speed Post 336 07/07/2015	56788 Registrar Cooperation 07/07/2015	implementation	bfdjfvhn Mark	Principal Secretary Cooperation 07/07/2015					
Letter ,Ordinary 337 09/07/2015	125255 Under Secy. Registrar Cooperative Societies 09/07/2015	biomatric	hjgfwe Mark	Nodal Officer IT Cooperation 09/07/2015					
Letter ,Ordinary 338 17/07/2015	67676 Principal Secretary Cooperation 17/07/2015	implementation	Mark	Additional Registrar (Store) Cooperation 17/07/2015					



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