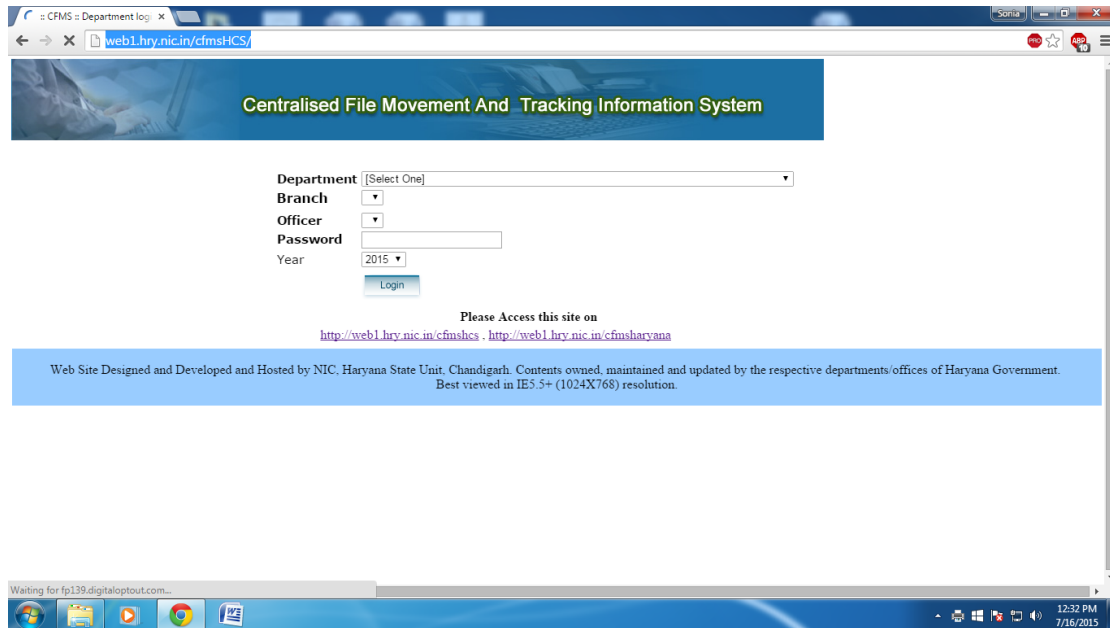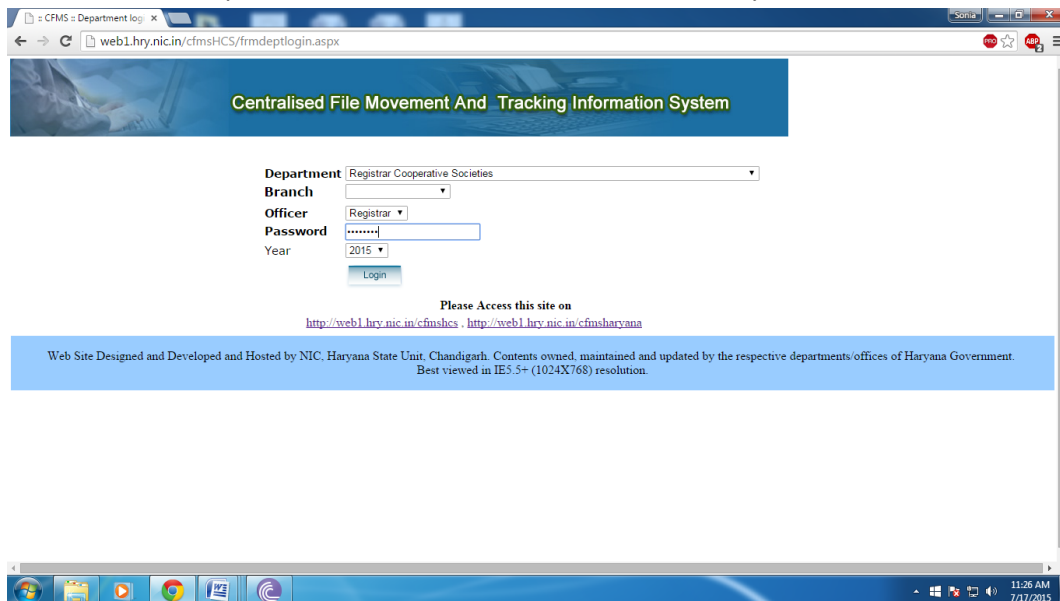# Manual for CeFMaTIS (Central File Movement And Tracking Information System)

1. Open the Google Chrome/Internet Explorer/Firefox then enter the URL :
   web1.hry.nic.in/cfmsHCS

2. Now Enter the Department as Registrar Cooperative Societies ,Branch –Your respective Branch, Officer as- Your respective Seat, and then Password allotted to you.

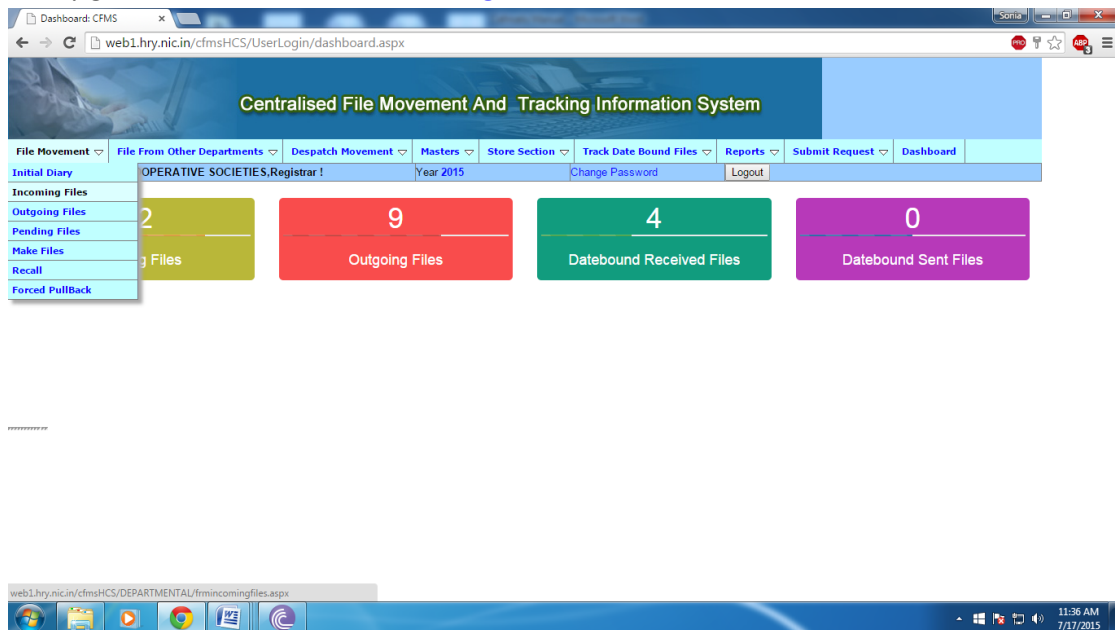3. Now Click Login and a Dash board appears as follows:

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 :

Now to mark this file you have to save the particular entries provided if file/ letter is available manually to you .

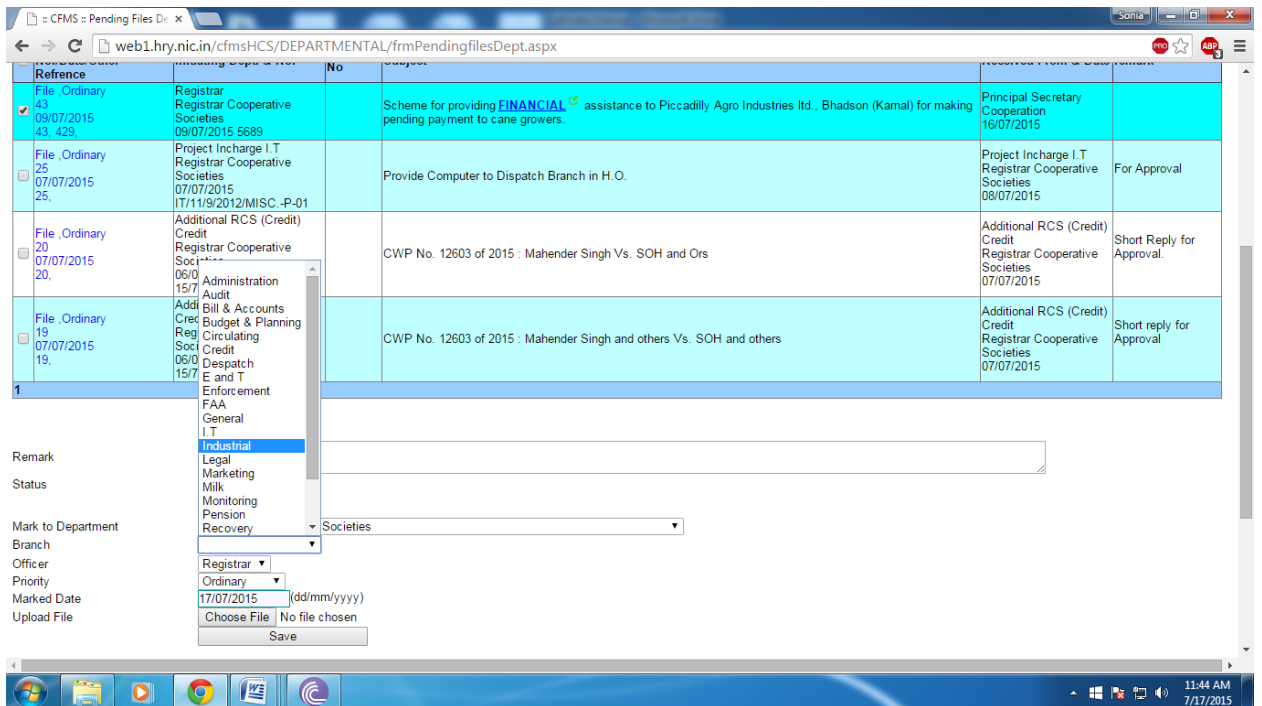Once you have saved the entry they will go to your pending files now you have to go to the menu **File Movement >> Pending Files**
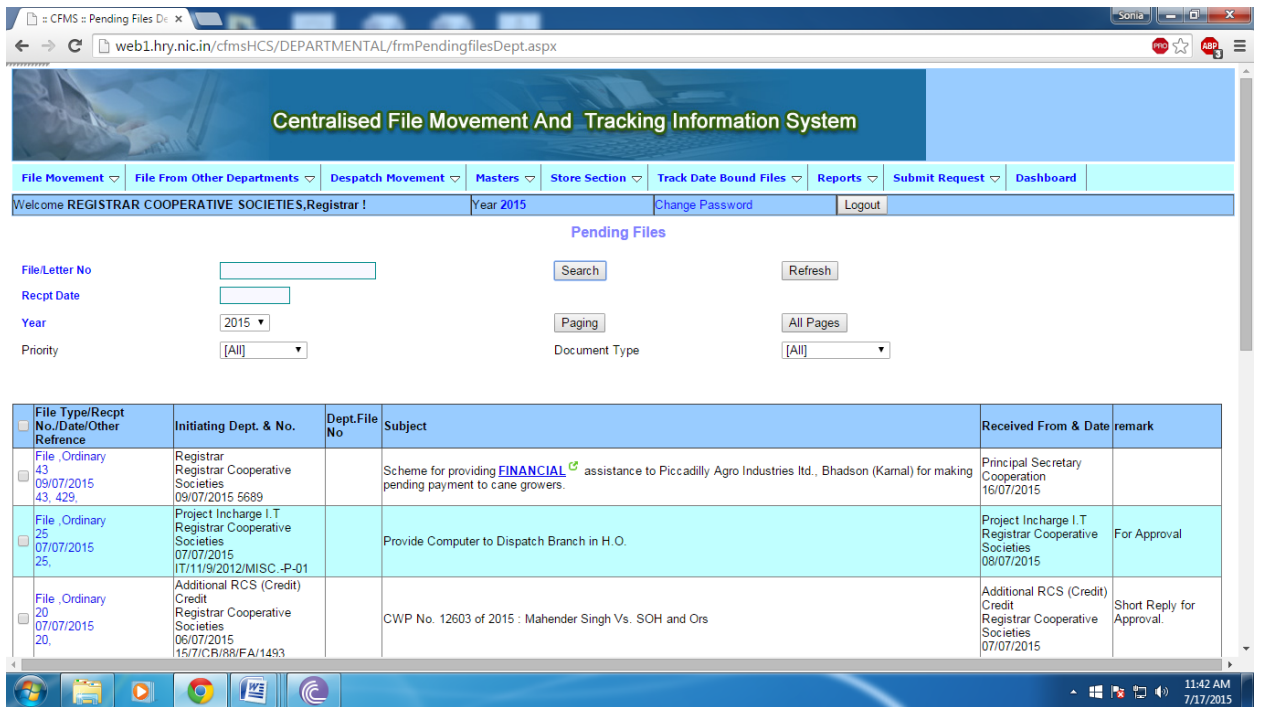
Now next step is to mark this file/ letter for marking you have to tick the check box on leftmost side of each entry and select the department, branch and officer then save it .
You can also attach file using choose file .

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

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**
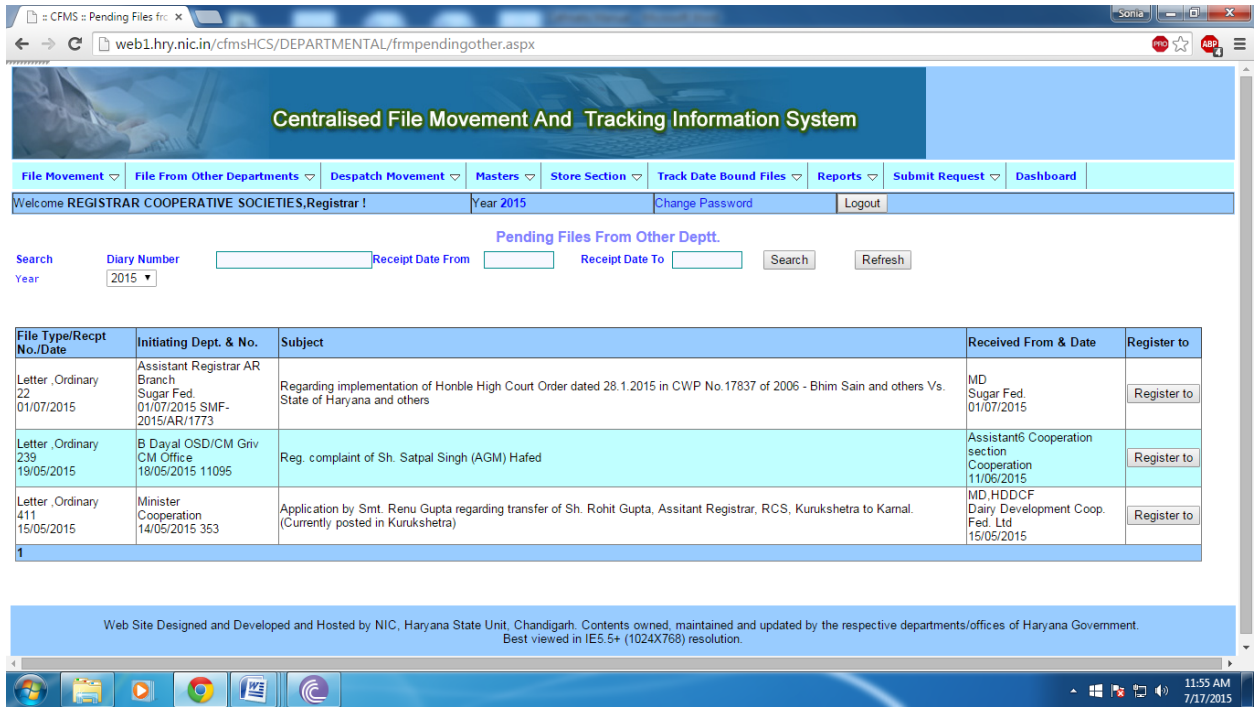
Now You have to register these files by clicking on Register to on right most side of the each
entry.
After that you can mark them by ticking the checkbox on the leftmost side of each entry
similarly as in files from same department .

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

For sending the file you should go to menu **File Movement >> Initial Diary**
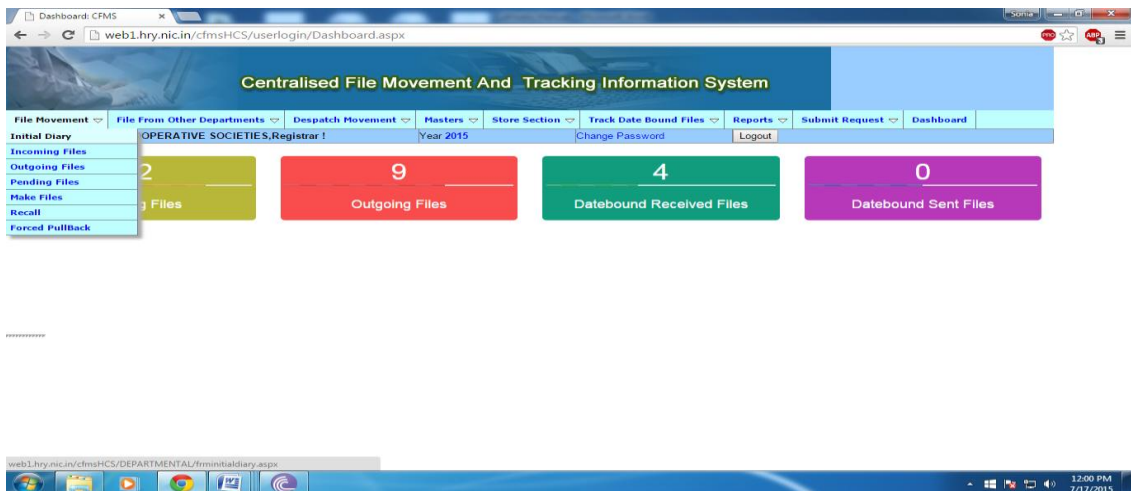
After Clicking the initial Diary you will see the following :
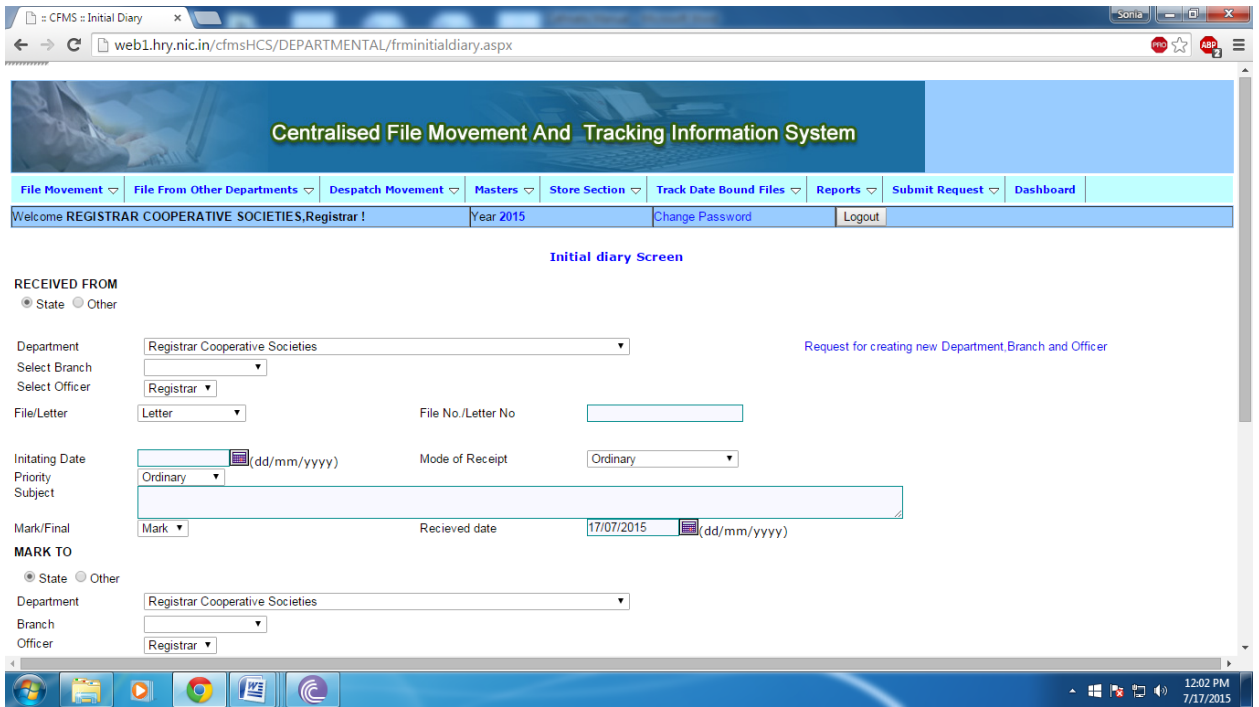
Now you have to enter the details of the files / letters you are sending and to whom you will be marking it .
Firstly you need to enter the letter / file no. and you have to select that whether you are sending letter/ file/court case etc…
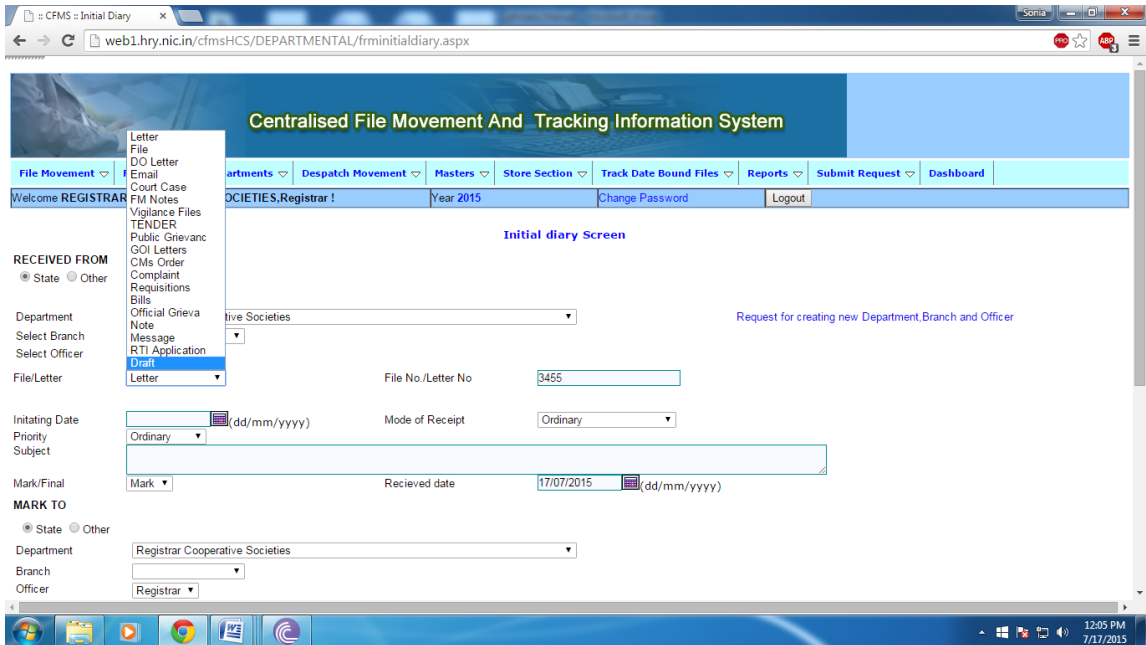
After selecting the File / letter and entering letter no. / file no. you need to enter the initiating date on which you are entering the file/ letter.

Then enter the subject as follows :

Now you have to mark it by selecting department ,branch, officer.

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

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:
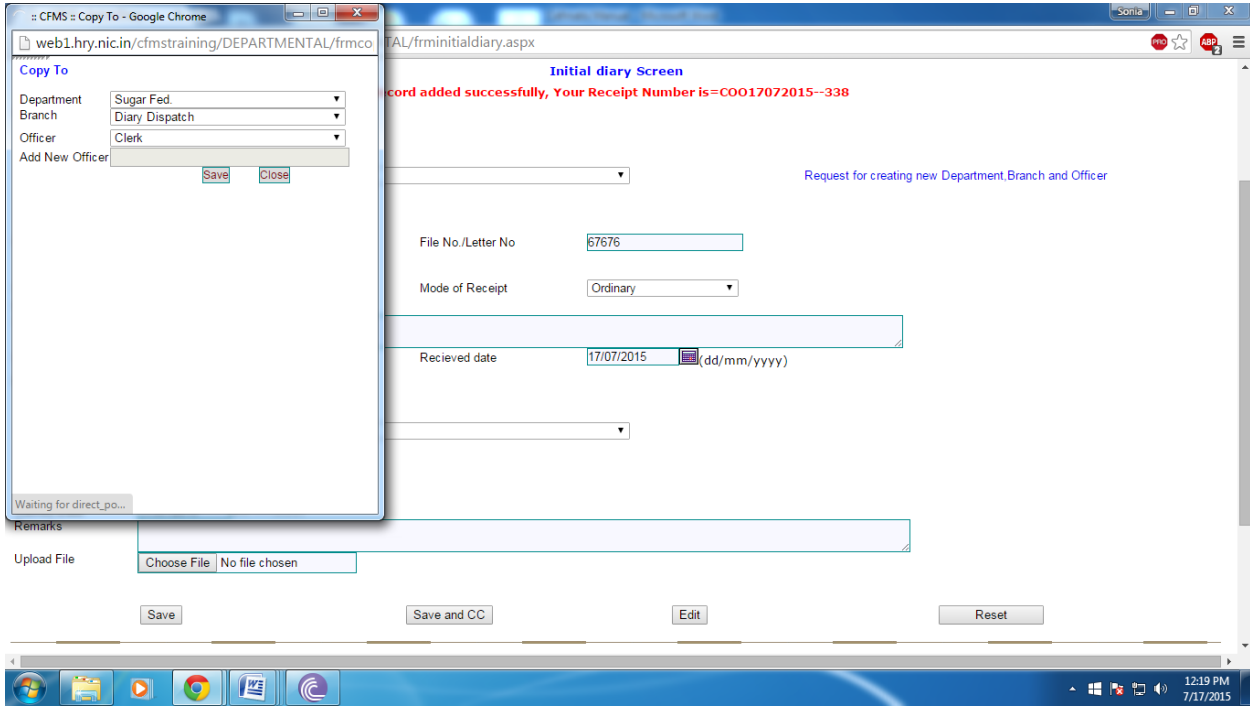
If you Marked a file wrongly you can recall that file by the option **Forced Pullback**
File Movement >> Forced Pull Back
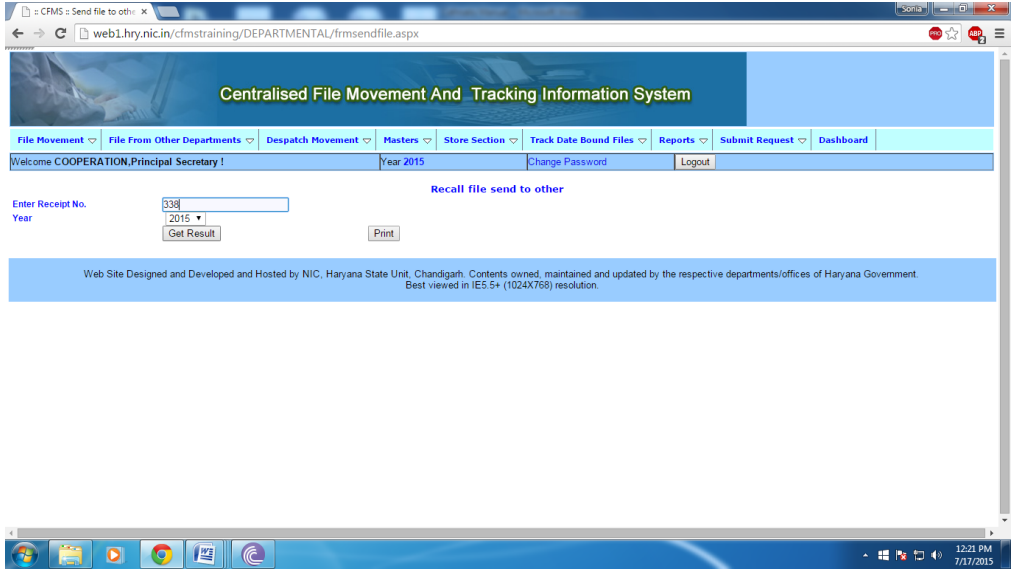
You have to enter the receipt No. i.e Online Generated no 338 only then you can get the file back

You will get the result as :

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

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

Now you Click on report button following window will open :

File Type/Recpt No./Date	Initiating Dept. & No./File No.	Subject	Remark/Status	File with
Letter ,Ordinary 334 23/06/2015	Registrar Cooperation 17/06/2015	Letter to editor	Mark	MD Sugar Fed. 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

Print   All Pages   Pending Status Report   on 17-7-2015   Paging   Excel Close

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