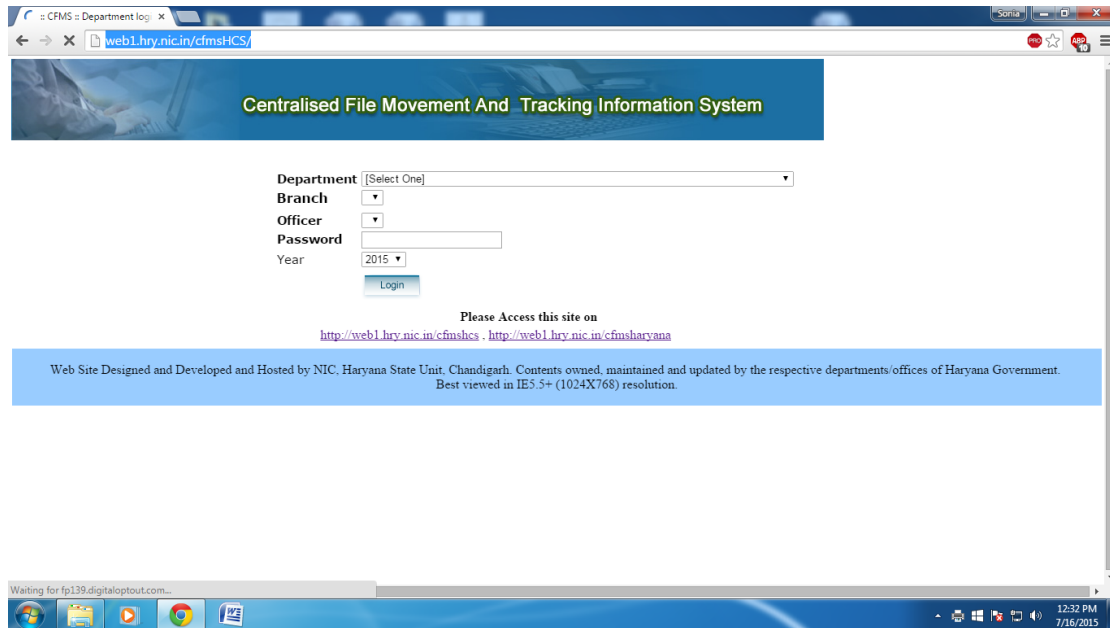
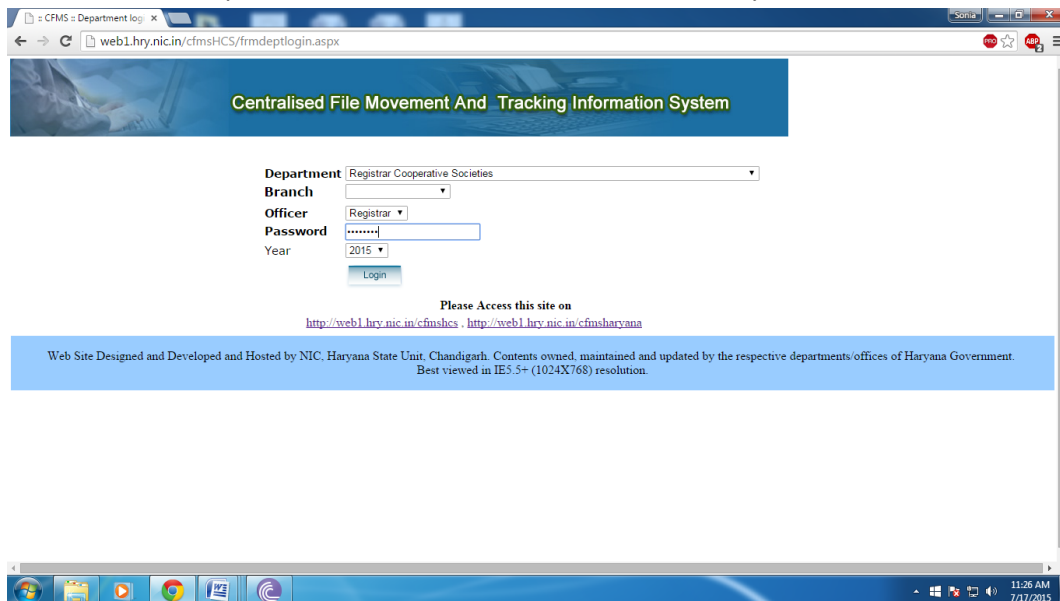


Manual for CeFMaTIS (Central File Movement And Tracking Information System)

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:

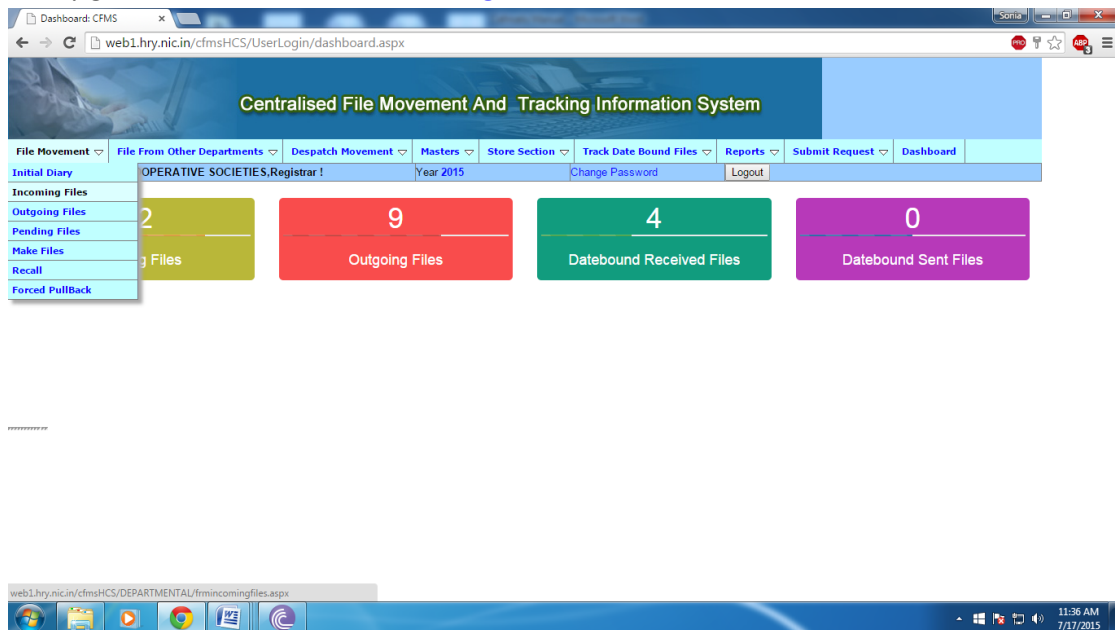


4. There are 3 things which are to be handled :

- (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 :

The screenshot shows the 'Centralised File Movement And Tracking Information System' interface. At the top, there is a navigation menu with options like 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', 'Submit Request', and 'Dashboard'. Below the menu, a user greeting reads 'Welcome REGISTRAR COOPERATIVE SOCIETIES,Registrar!' and the current year is 'Year 2015'. There are links for 'Change Password' and 'Logout'. The main section is titled 'Incoming Files' and includes search filters for 'Search File Letter No.', 'Receipt Date', 'Year' (set to 2015), 'Priority' (set to [All]), and 'Document Type' (set to [All]). A table lists several files with columns for File Type/Recpt No./Date, Initiating Dept. & No., Dept.File No., Subject, Received From & Date, and Remark/Target Date.

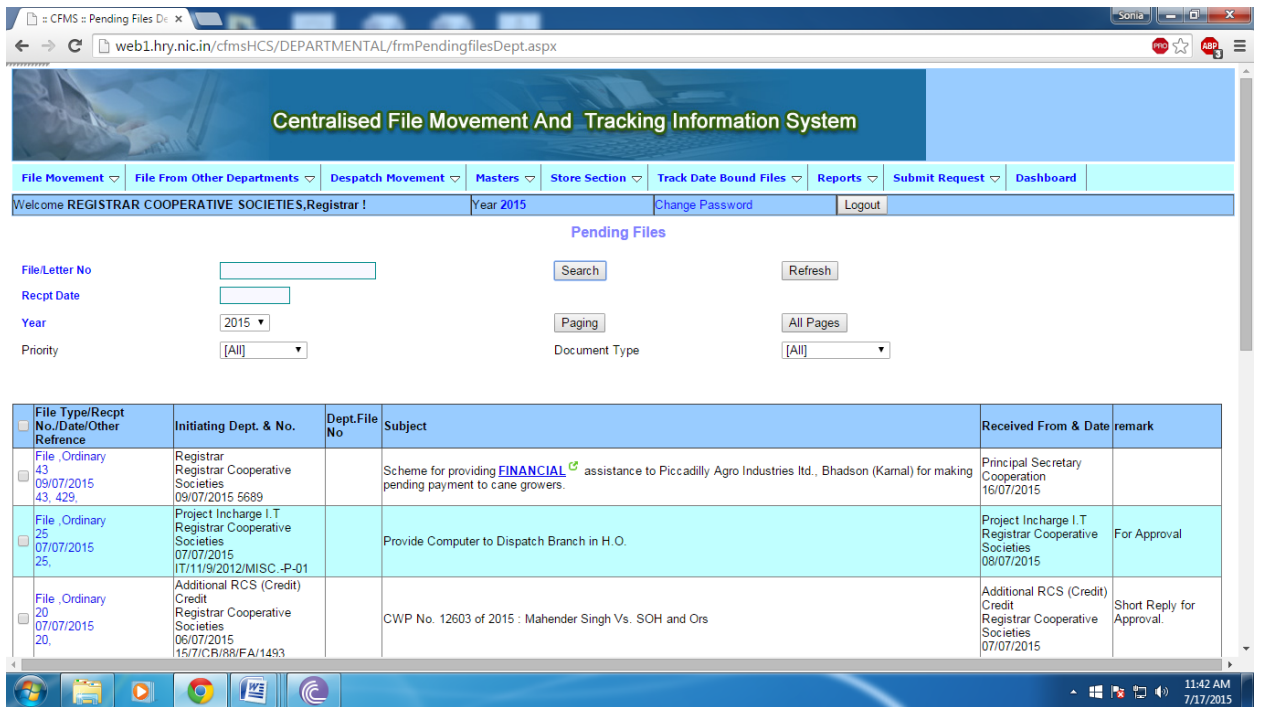
File Type/Recpt No./Date	Initiating Dept. & No.	Dept.File No.	Subject	Received From & Date	Remark/Target Date
File ,Ordinary 171 16/07/2015	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/27/1/95/C-1/1557		Non payment of rent of Property No. 6283 Ambala Cantt	Additional RCS (Credit) Credit Registrar Cooperative Societies 17/07/2015	
File ,Ordinary 170 16/07/2015	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/15/1/2001/C-4/1555		Notice regarding promotion to the post of System Prog.	Additional RCS (Credit) Credit Registrar Cooperative Societies 17/07/2015	
File ,Ordinary 169 16/07/2015	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/KC/2015/C-4/1554		Regarding defaults of HARCO Bank Staff Colony and raise of PLOD limit reg.	Additional RCS (Credit) Credit Registrar Cooperative Societies 17/07/2015	
File ,Ordinary 168 16/07/2015	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 (Credit) Credit Registrar Cooperative Societies 17/07/2015	
File ,Ordinary 167 16/07/2015	Additional RCS (Credit) Credit Registrar Cooperative Societies 16/07/2015 AR/KC/C-1/1550		Suggestion and Complaints - DPCARB regarding	Additional RCS (Credit) Credit Registrar Cooperative Societies 17/07/2015	

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

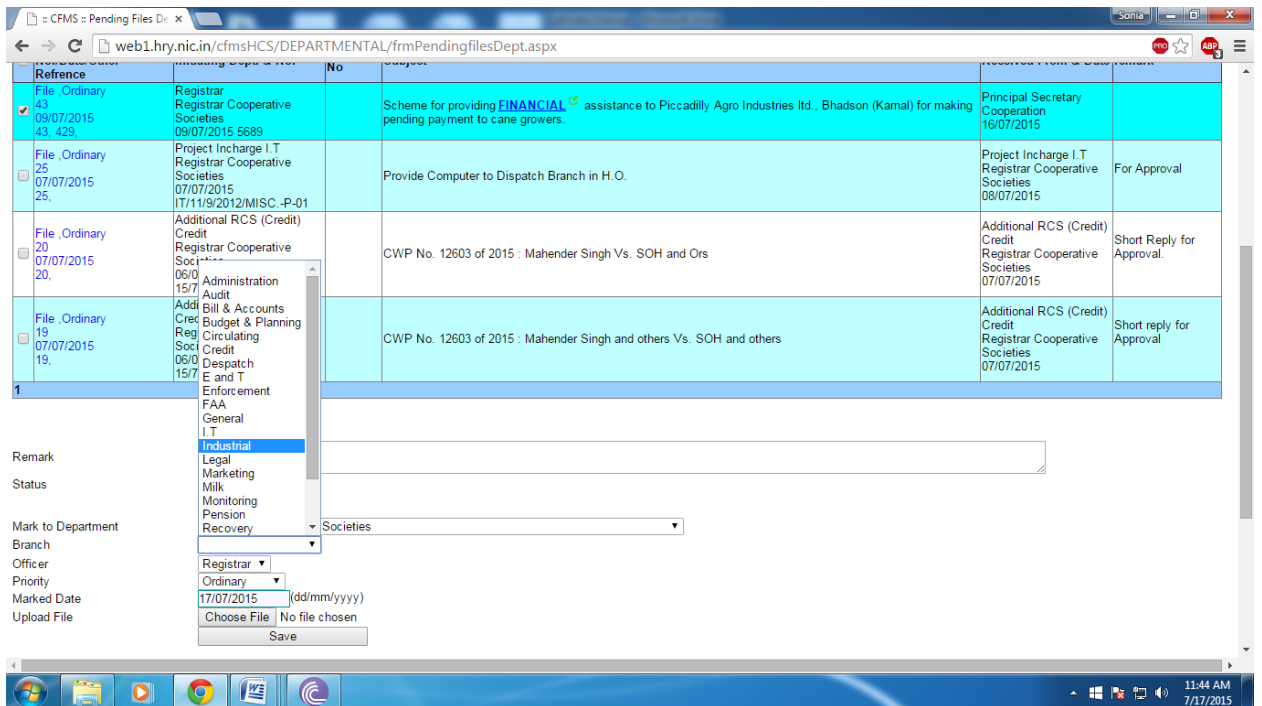
The screenshot shows the same 'Incoming Files' interface, but with a table of files where several rows have checkboxes in the first column. The table lists files with their details, including file type, date, subject, and received date. The files are numbered 114 through 122. The interface includes 'Save' and 'Close' buttons at the bottom of the table area. A footer note states: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government. Best viewed in IE5.5+ (1024X768) resolution.'

<input type="checkbox"/>	114,	15/07/2015 AR/C-4/1534			15/07/2015	
<input checked="" type="checkbox"/>	File ,Ordinary 111 15/07/2015	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	
<input checked="" type="checkbox"/>	File ,Ordinary 110 15/07/2015	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	
<input checked="" type="checkbox"/>	File ,Ordinary 109 15/07/2015	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	
<input checked="" type="checkbox"/>	File ,Ordinary 108 15/07/2015	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	
<input checked="" type="checkbox"/>	Note ,Ordinary 23 07/07/2015	Deputy Secretary Cooperation 02/07/2015		Regarding Strictly implementation of CeFmATIS.	D.R (Industrial) Industrial Registrar Cooperative Societies 14/07/2015	
<input checked="" type="checkbox"/>	File ,Ordinary 82 13/07/2015	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) Registrar Cooperative Societies 14/07/2015	For approval
<input checked="" type="checkbox"/>	File ,Ordinary 89 10/07/2015	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	
<input checked="" type="checkbox"/>	File ,Ordinary 88 10/07/2015	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	

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**

Centralised File Movement And Tracking Information System

File Movement | File From Other Departments | Despatch Movement | Masters | Store Section | Track Date Bound Files | Reports | Submit Request | Dashboard

Welcome REGISTRAR | Incoming File | TIES,Registrar ! | Year 2015 | Change Password | Logout

52 Pending Files | 9 Outgoing Files | 4 Datebound Received Files | 0 Datebound Sent Files

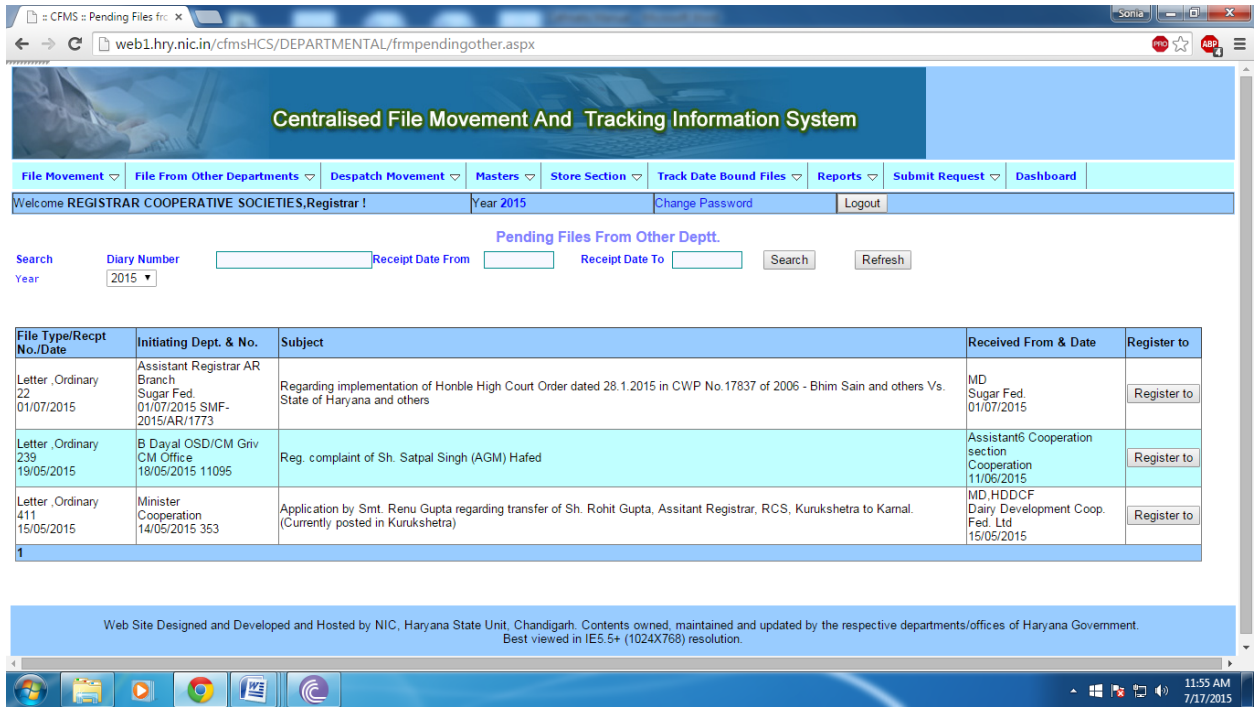
Then view the incoming file and save it by checking the check box on left most side

File Type	Date	Description	Status
Letter Ordinary	16/07/2015	Appeal under section 10 of the Punjab Scheduled Roads and controlled Areas Restriction of Unregulated Development Act, 1963/under Section 19 of the Haryana Development and regulation of Urban Areas Act, 1975 titled as K.N Datt and anrs. Vs. Director General, Town and Country Planning, Haryana Chandigarh.	
Letter Ordinary	07/05/2015	Policy of NABARD for providing Short Term refinance to the State Cooperative Banks for FINANCING Seasonal Agricultural Operations (SAO) for the year 2015-16 - Against National Policy on Agricultural Credit.	
Letter Ordinary	13/07/2015	Supdt. (LR) for ACS and FCR Haryana and R-5-2015/Spl.	
Letter Ordinary	14/07/2015	Request for withdrawal of Black-listing	
Letter Speed Post	19/03/2015	Statement of Bank Account No. 3656000300035271 Jagdish Lal	
File Ordinary	10/07/2015	Complaint intimation from Roop Sharma S/o Late Jugal Kishore Sharma, 27, Baranaroo Road, Toongabbie, NSW, Australia	
File Ordinary	01/07/2015	CWP No. 9924 of 2013, CWP No. 1415 of 2013 and CWP No. 18251 of 2013 - Vikash Malik and Ors. Vs. State of Haryana	

Save | Print | Close Use close button to close old files which have already been dealt(Received before 31/05/2015)

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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**

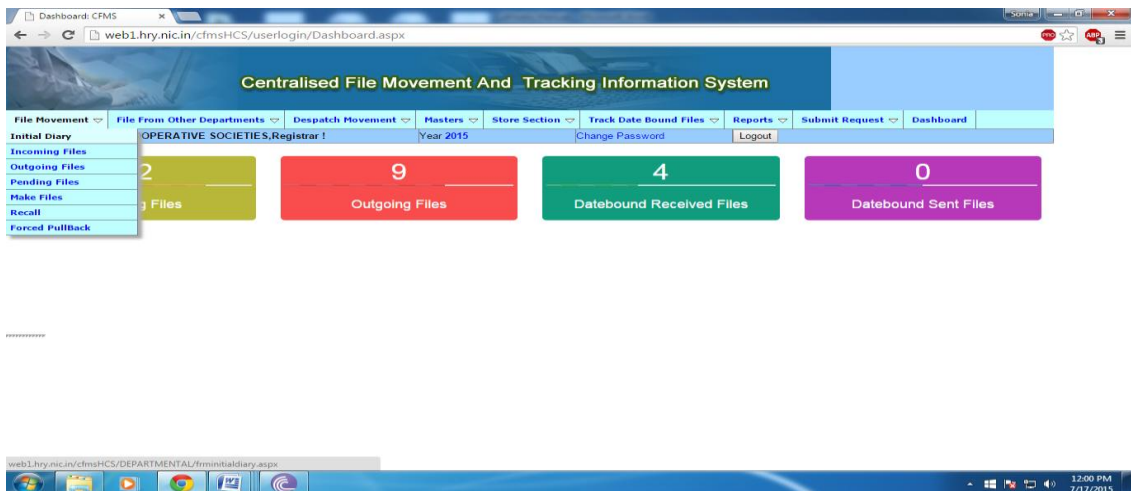


Now You have to register these files by clicking on Register to on right most side of the each entry.

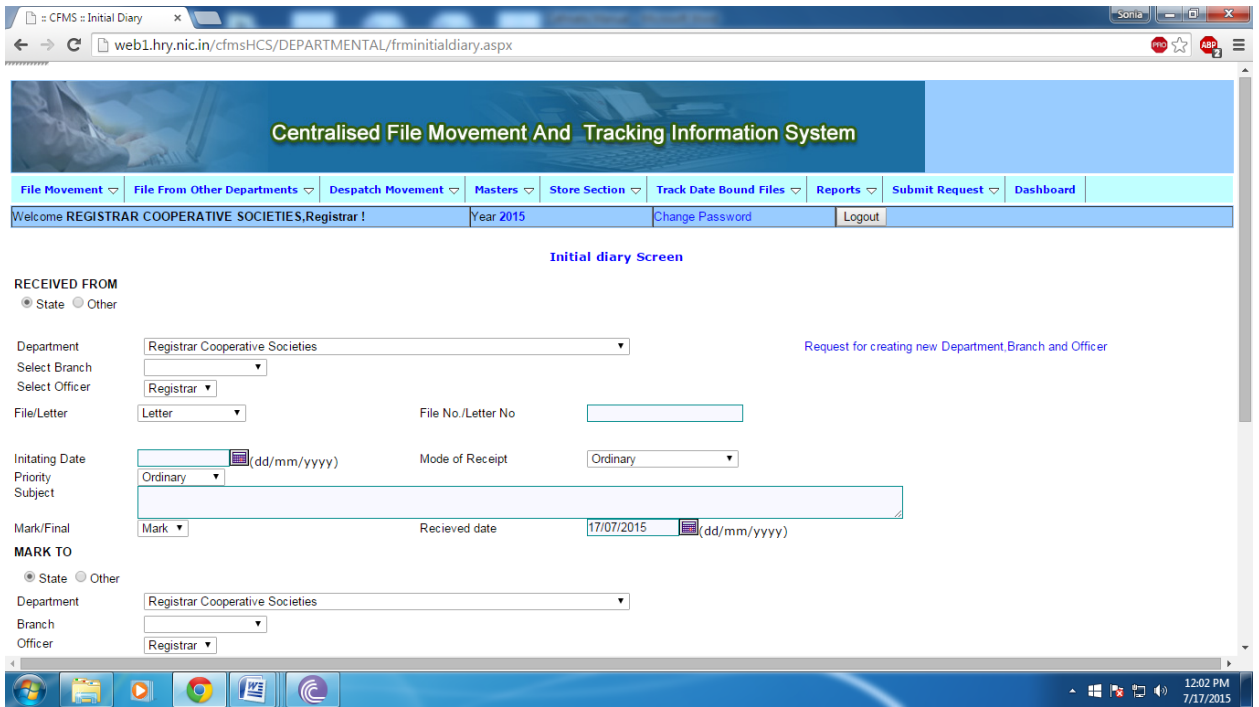
After that you can mark them by ticking the checkbox on the leftmost side of each entry similarly as in files from same department .

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

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

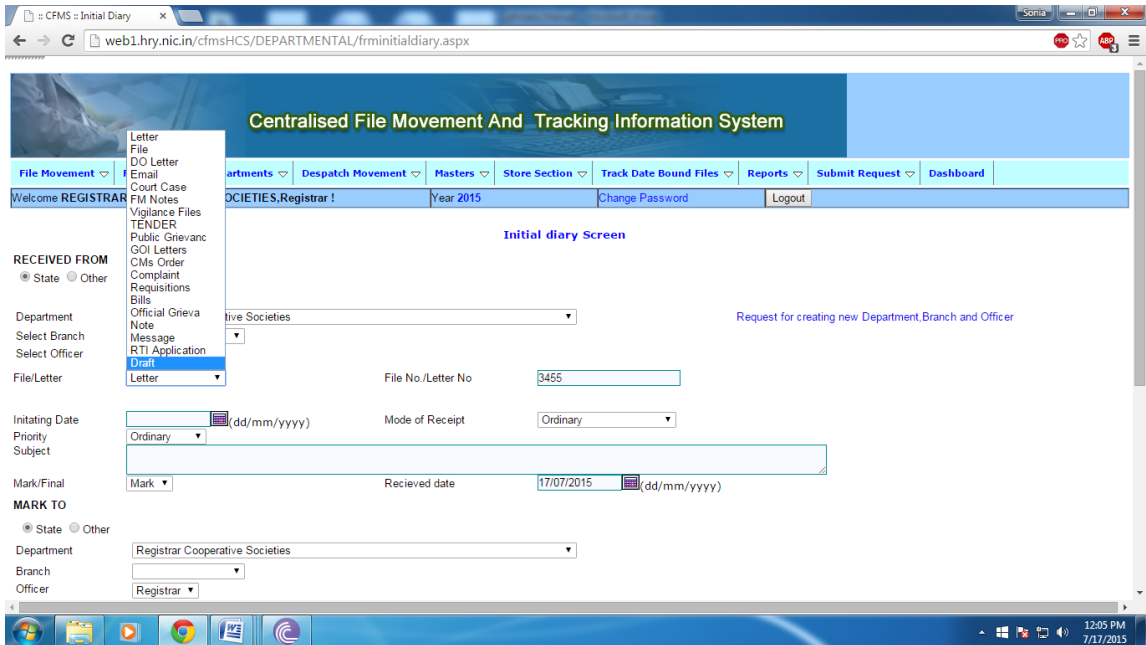


After Clicking the initial Diary you will see the following :



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.

Centralised File Movement And Tracking Information System

File Movement | File From Other Departments | Despatch Movement | Masters | Store Section | Track Date Bound Files | Reports | Submit Request | Dashboard

Welcome REGISTRAR COOPERATIVE SOCIETIES,Registrar! Year 2015 Change Password Logout

Initial diary Screen

RECEIVED FROM
 State Other

Department: Registrar Cooperative Societies
Select Branch: [Dropdown]
Select Officer: Registrar

File/Letter: Letter File No./Letter No: 3455

Initiating Date: 17/07/2015 (dd/mm/yyyy) Mode of Receipt: Ordinary

Priority: [Dropdown]
Subject: [Text Box]

Mark/Final: [Dropdown] Recieved date: 17/07/2015 (dd/mm/yyyy)

MARK TO
 State Other
Department: Registrar Cooperative Societies
Branch: [Dropdown]
Officer: Registrar

Then enter the subject as follows :

Centralised File Movement And Tracking Information System

File Movement | File From Other Departments | Despatch Movement | Masters | Store Section | Track Date Bound Files | Reports | Submit Request | Dashboard

Welcome REGISTRAR COOPERATIVE SOCIETIES,Registrar! Year 2015 Change Password Logout

Initial diary Screen

RECEIVED FROM
 State Other

Department: Registrar Cooperative Societies
Select Branch: [Dropdown]
Select Officer: Registrar

File/Letter: Letter File No./Letter No: 3455

Initiating Date: 17/07/2015 (dd/mm/yyyy) Mode of Receipt: Ordinary

Priority: Ordinary
Subject: Implementation of CFMaTIS

Mark/Final: Mark Recieved date: 17/07/2015 (dd/mm/yyyy)

MARK TO
 State Other
Department: Registrar Cooperative Societies
Branch: [Dropdown]
Officer: Registrar

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

Initial Diary

Record added successfully, Your Receipt Number is=COO17072015--338

RECEIVED FROM

State Other

Department Registrar Cooperative Societies

Select Branch None

Select Officer Registrar

File/Letter Letter

File No./Letter No 67676

Initiating Date 17/07/2015

Priority Ordinary

Subject Implementation of C eFMaTIS

Mark/Final Mark

Recieved date 17/07/2015

Mode of Receipt Ordinary

MARK TO

State Other

Department Cooperation

Branch

Officer Additional Registrar (Store)

Marked Date 17/07/2015

Remarks

Upload File Choose File No file chosen

Save Save and CC Edit Reset

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12:09 PM 7/17/2015

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

Initial diary Screen

Record added successfully, Your Receipt Number is=COO17072015--338

RECEIVED FROM

State Other

Department Registrar Cooperative Societies

Select Branch None

Select Officer Registrar

File/Letter Letter

File No./Letter No 67676

Initiating Date 17/07/2015

Priority Ordinary

Subject Implementation of C eFMaTIS

Mark/Final Mark

Recieved date 17/07/2015

Mode of Receipt Ordinary

MARK TO

State Other

Department Cooperation

Branch

Officer Additional Registrar (Store)

Marked Date 17/07/2015

Remarks

Upload File Choose File No file chosen

Save Save and CC Edit Reset

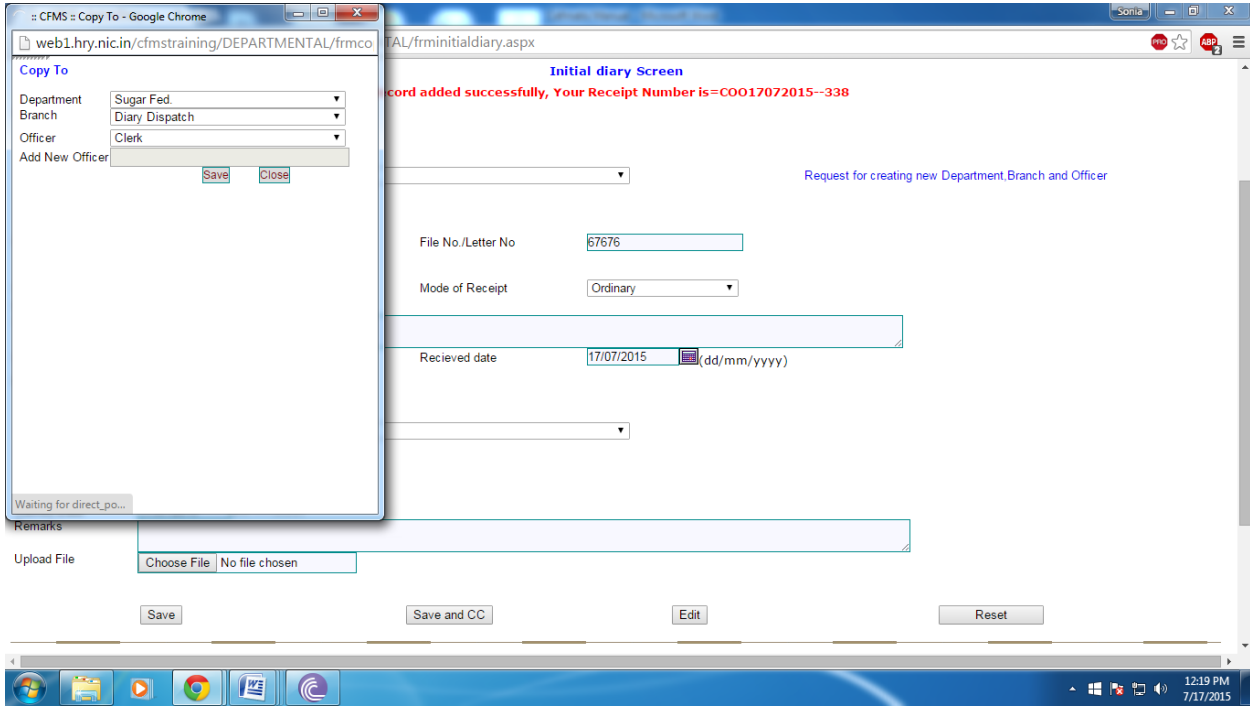
Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government. Best viewed in IE5.5+ (1024X768) resolution.

12:16 PM 7/17/2015

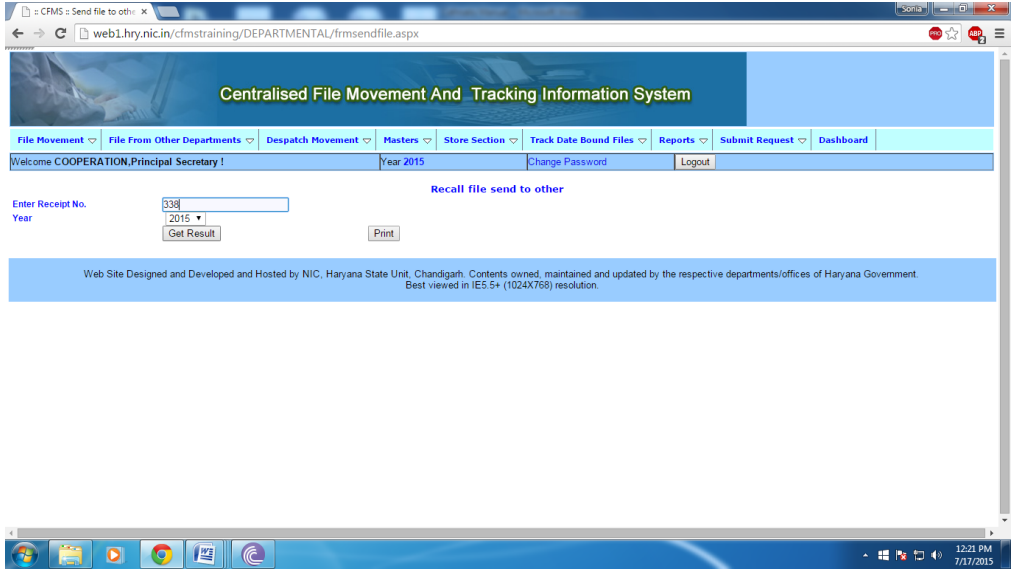
You have to note down the No. 338 as online CeFMaTIS No. on file

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 :

The screenshot shows the 'Centralised File Movement And Tracking Information System' interface. The user is logged in as 'COOPERATION, Principal Secretary'. The page title is 'Recall file send to other'. The form contains the following fields:

- Enter Receipt No.: 338
- Year: 2015
- Buttons: Get Result, Reset, Update, Print

File Type/Recpt No./Date	Initiating Dept./Letter No.	Subject	Deptt. File No./Status	Remark	Mark To
Letter . Ordinary 338 17/07/2015	Principal Secretary Cooperation 17/07/2015, 67676	implementation	Pending		Additional Registrar (Store) Cooperation 17/07/2015

At the bottom, there is a footer: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government. Best viewed in IE5.5+ (1024X768) resolution.'

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

The screenshot shows the 'Centralised File Movement And Tracking Information System' interface for the 'Present Status' report. The user is logged in as 'COOPERATION, Principal Secretary'. The form contains the following fields:

- Status: [Dropdown]
- Dak Type: [Dropdown]
- Receipt No From: [Text]
- Recpt Date From: [Text] (dd/mm/yyyy)
- Initiating Officer: [Text]
- Initiating Department: [Dropdown]
- Branch: [Dropdown]
- Officer: [Dropdown]
- File No: [Text]
- Mark To Officer: [Text]
- Department: [Dropdown]
- Branch: [Dropdown]
- Mark Officer: [Dropdown]
- Subject: [Text]
- Dak Diary Done By: [Dropdown]
- Dak Diary by Officer: [Text]
- Year: [List of years 2011-2016, with 2015 selected]
- Priority: [Dropdown]
- To: [Text]
- To: [Text] (dd/mm/yyyy)
- Officer Name: [Text]
- Officer Name: [Text]
- Buttons: Report, Reset

Now you Click on report button following window will open :

CFMS - Present Status x CFMS - Pending Status x Sonia

web1.hry.nic.in/cfmstraining/Departmental/fmgridreportpendingstat.aspx

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

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	biometric	hjpgfwe 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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