

DOCUMENT FLOW TRACKING

SWAPNIL GARG JGM/IT
IT Department
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CREATED BY

- System functionality design by
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PROBLEM DEFINITION

- Every department receives a large number of correspondence from inside and outside the organization.
- These documents are required to move from one officers desk to another.
- Tracking of these is essential to ensure
 - Timely action gets taken on each.
 - They do not get unnecessarily locked up at any desk.
 - The document can be tracked even after immediate action has been taken.
 - Ease of search for old documents.

IMMEDIATE OBJECTIVES




- Enable synchronization of Department Priorities with desk level priorities.
- Monitoring the routine work.
- Time wasted in Chasing and tracking location of documents will be reduced.
- MIS for Priority work.

LONG TERM OBJECTIVES

- Movement of documents recorded on a database to take up rationalization of existing Processes.
- Evaluation of load at each desk to enable rationalization at a later date.
- Lay the foundations for a setting up comprehensive tracking and monitoring system.

SYSTEM FEATURES

- Each employee is provided a login on the system.
- The document can be entered into the system at one location, where it enters the department.
- Each movement of the document (desk to desk) can be tracked within the department.
- Date and time stamp is provided on each movement.



User Authentication

LOGIN/USER ID:

PASSWORD:



Welcome JGM/HRMI

- 1. *Entering of Document Details*
- 2. *Documents On Desk*
- 3. *Change Password*
- 4. *Search Document*
- 5. *Document Retrieval*

Back to Login Screen

USER FEATURES

- Document Input
 - Only the very basic features of the document need to be entered into the system.
 - Most of the entries to be just selected from drop down list. (12 fields out of which only five are mandatory)
 - Based on predetermined duty lists the next movement of the document is suggested by the system.
 - Inputs are required to be typed in only three text boxes, this is optional.



DOCUMENT ENTRY

Date : 26/3/2004

Time : 10 hr : 37 min

Document No.: 129/2004/ F

Subject

Receipt Date 1 Jan 2004

Sub-Head

Document Letter No.

File No.

Letter Date 1 Jan 2004

Keyword for search

Document Source

Grievance Yes No

Priority

Internal Target Date 1 Jan 2004

Document Sent To

Officer

Associated Officer

Dealer

Target Date 1 Jan 2004

USER FEATURES

- Document Movement
 - All the documents available on the desk for action, are listed out on login.
 - Movement of a document needs only one selection from a drop down menu.
 - Remarks can be also provided with each movement.
 - Documents which need to be once again acted upon or have been forwarded by mistake can be retrieved.



Documents on Advisor Legal 's Desk

Sl.no.	Document No.	Letter no.	Subject	Sub-Head	Marked from	On Dated	Priority
1	2/2004/F	conference	Advances	HBA	AGM/HRM	13/5/2004	Important
2	3/2004/F	miscellaneous /1 tem	Foreign Establishmet Matters	Mobilisation Bangladesh Projects	GM/HRM	13/5/2004	GMHRM
3	7/2004/F	Sahab Singh	Deputation	Sub_head	JGM/HRM I	26/5/2004	GMHRM
4	13/2004/F		Misc	Sub_head	R.Malik	20/5/2004	MDPriority
5	28/2004/F	IRCON/HRM/PF/K0153R (file)	Misc	Sub_head	Laxmi	25/5/2004	Normal
6	36/2004/F	IRCON/HRM/HON/33/10	Training	Inhouse Trg	GM/HRM	4/6/2004	GMHRM
7	37/2004/F	IRCON/HRM/SLA/31/11/64	Misc	Sub_head	JGM/HRM I	24/5/2004	Normal
8	38/2004/F	IRCON/HRM/SLA/31/11/63	Misc	Sub_head	JGM/HRM I	24/5/2004	Normal
9	49/2004/F	IRCON/3009/NUC.VERSOVA/Med/119	Misc	Sub_head	R.Malik	24/5/2004	Normal
10	66/2004/F	IRCON/GME/EZ	Cadre (manpoer Planning)	Sub_head	Geeta	21/5/2004	MDPriority
11	118/2004/D	dfgfsdgdgd	Advances	HBA	Advisor Legal	7/6/2004	MDPriority



[Document description](#)

Document No 125/2004/F
MDPriority priority
Document Letter No. IRCON/SECY/D RPT/9 Annual Report year 2003-044
Letter Date 8/6/2004
Subject/Sub-Head Misc/Sub_head
Internal Target Date 14/6/2004

[Desk Movement](#)

Sl.No.	From	To	Dated	Remarks
1	AGM/HRM	JGM/HRM I	8/6/2004	START

[Back to Welcomes Screen](#)

USER FEATURES

- Searching provided for
 - Document number
 - Pending on an employees desk
 - Priority
 - Key Word



Document description

Document

Status:

On Desk of:

Priority:

Keyword Search:

Document No: 3/2004/F
 GMHRM priority
 Document Letter No. miscellaneous /1 term
 Letter Date 13/5/2004
 Subject/Sub-Head Foreign Establishmet Matters/Mobilisation
 Bangladesh Projects
 Internal Target Date 20/5/2004

Desk Movement

SLNo.	From	To	Dated	Remarks
1	GM/HRM	JGM/HRM I	13/5/2004	START
2	JGM/HRM I	DGM/HRM	13/5/2004	lease rocess further
3	DGM/HRM	Smt Dogra	13/5/2004	olicy may be linked u
4	Smt Dogra	JGM/HRM I	13/5/2004	Rely ut u for aroval file no.
5	JGM/HRM I	GM/HRM	13/5/2004	hrm/fe/bangladesh/f

TECHNICAL DETAILS

- The complete system is browser based and can be worked from any networked computer having a browser.
- SQL server is provided as the back end database.
- Front end screens coded in DHTML using J2EE technology.

THANK YOU

IT DEPARTMENT
IRCON