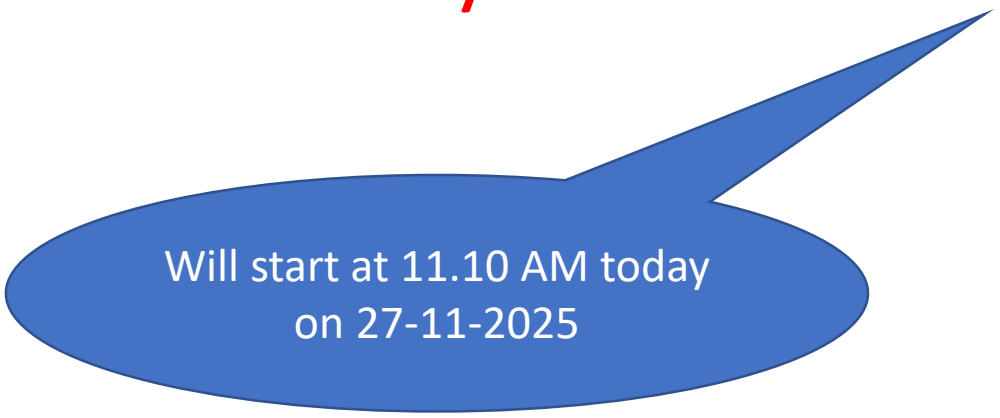



File Management Tracking System (FMTS)

Powered By Samarth Portal



Will start at 11.10 AM today
on 27-11-2025

Portal पर Login कैसे करें ?



**NATIONAL INSTITUTE OF TECHNICAL
TEACHERS TRAINING AND RESEARCH BHOPAL**

Username *


Username cannot be blank.

Password * [Forgot Password ?](#)

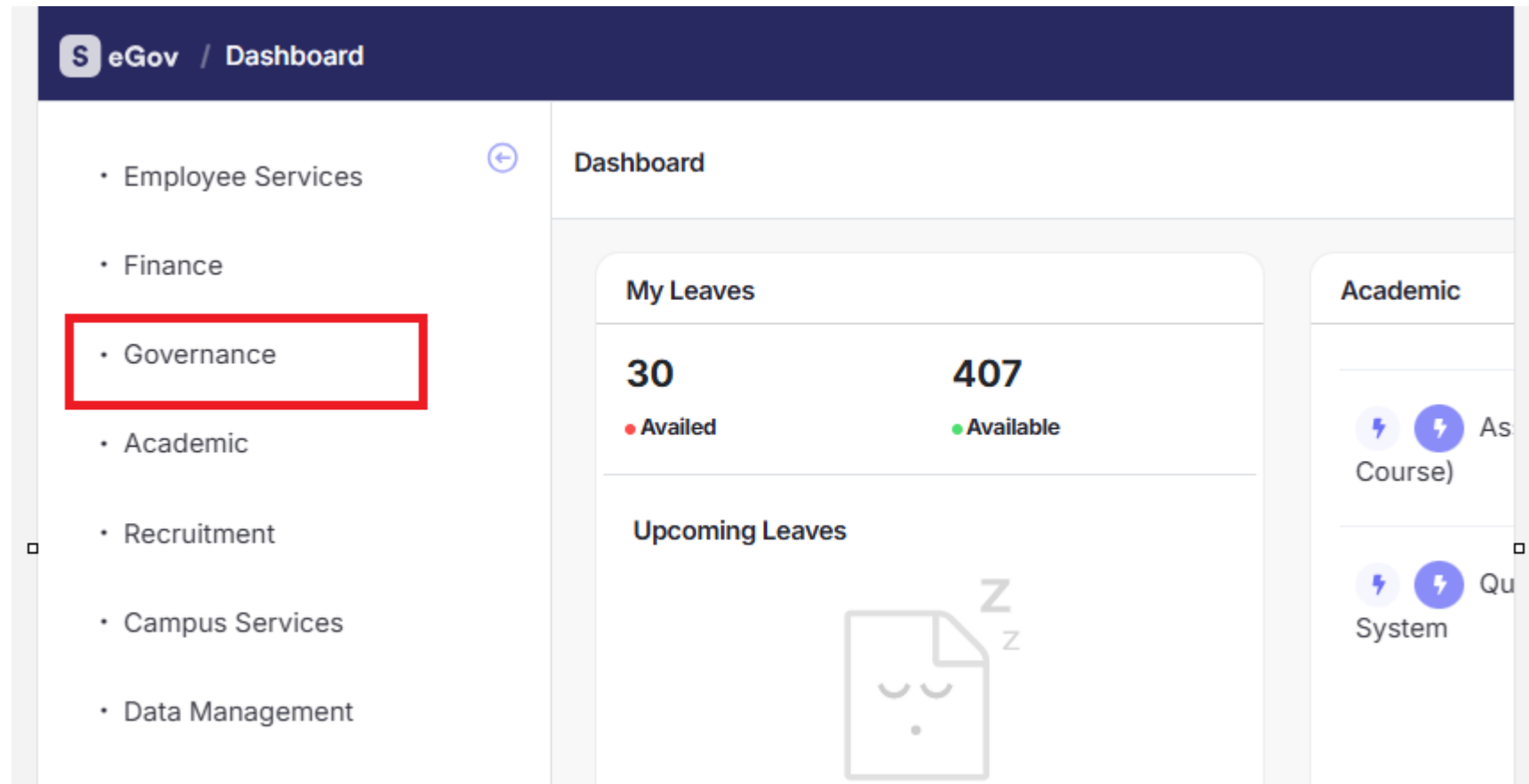
Captcha Verification

8782227

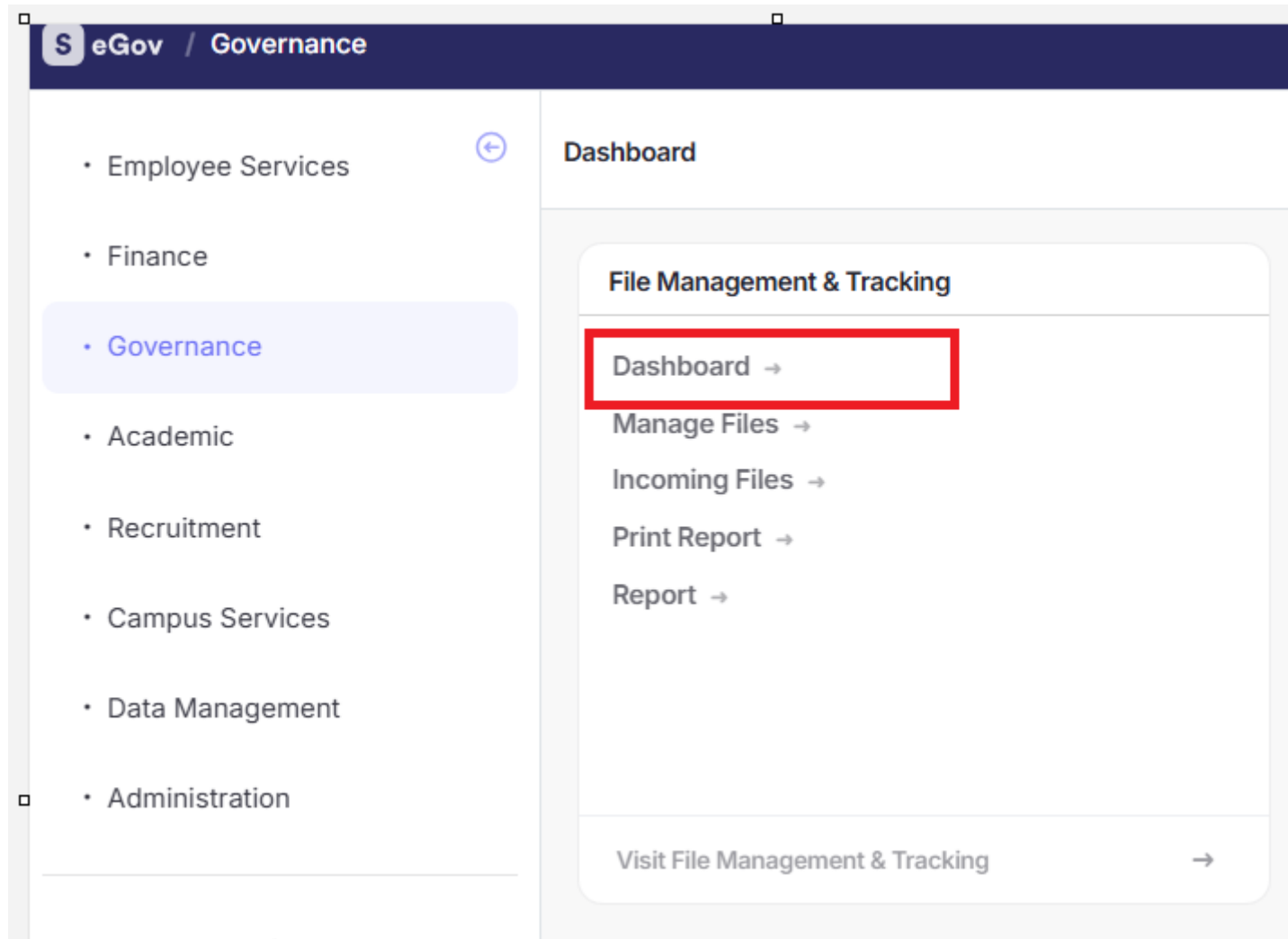
Type the text



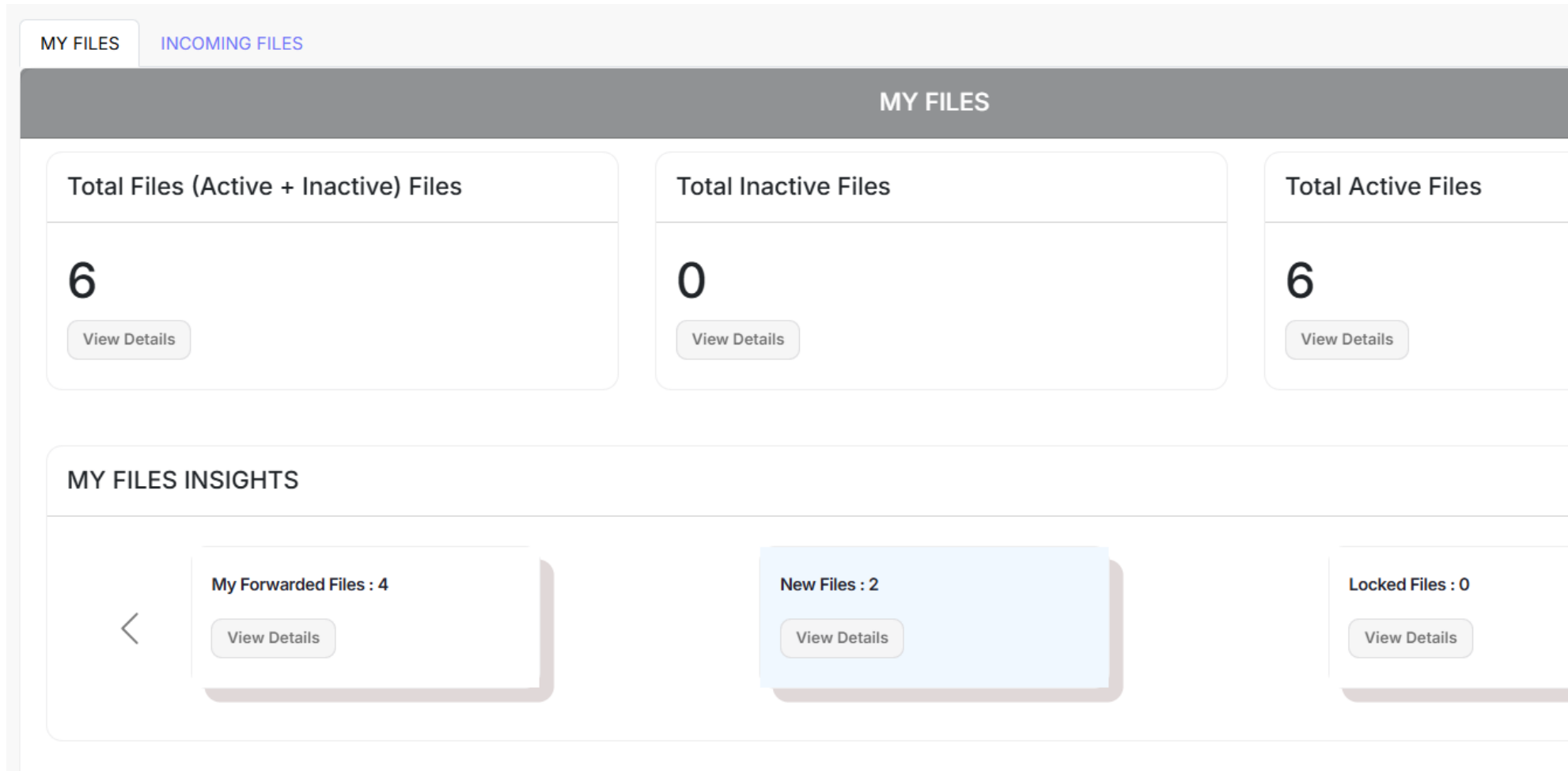
Governance में क्लिक करें



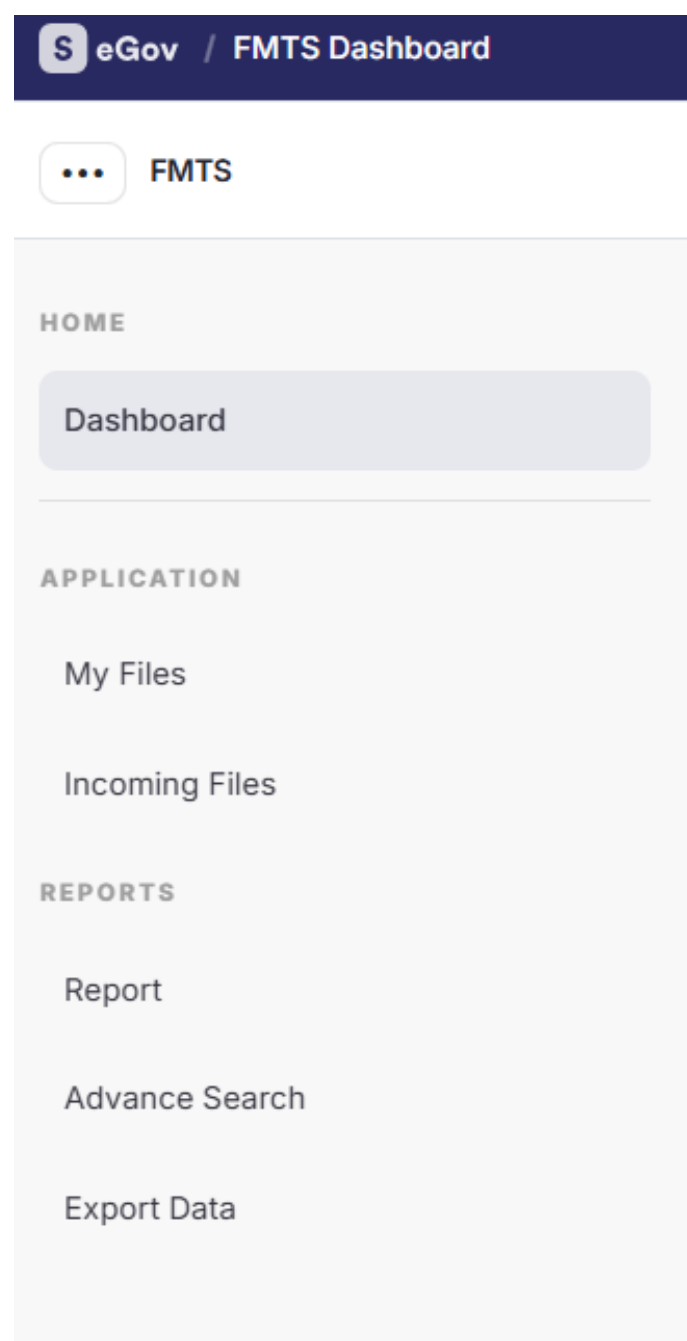
फिर Dashboard में क्लिक करें



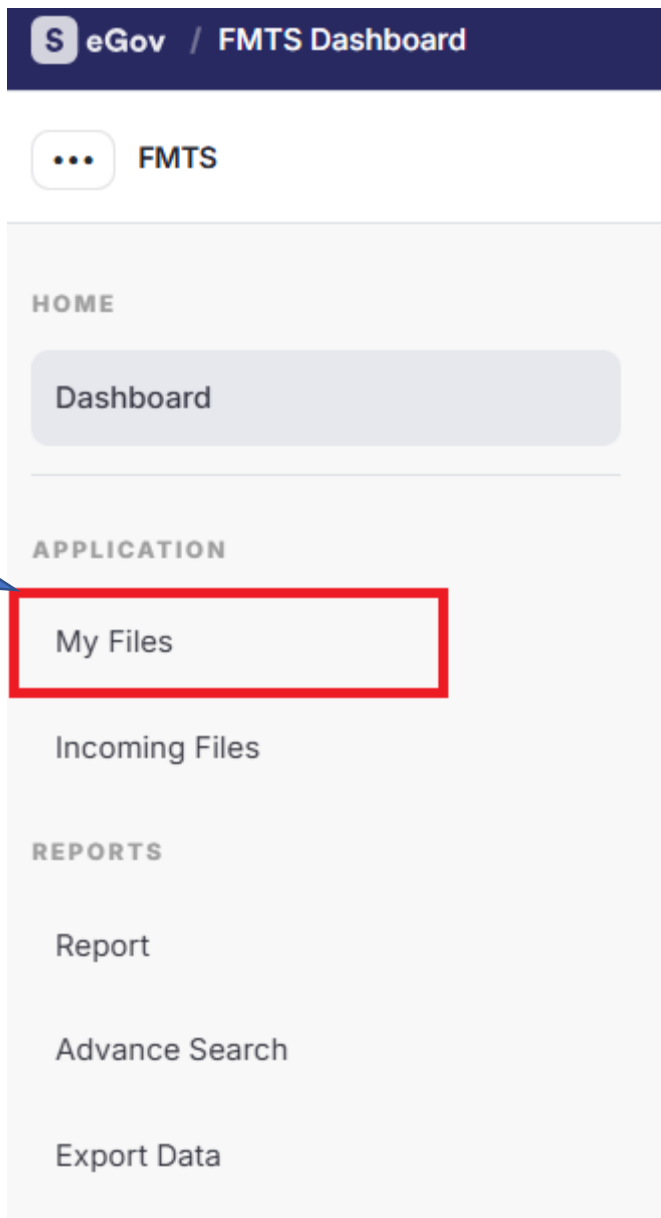
MY FILES : यह summary दिखा रहा है



Dashboard



अब My
Files को
Click करें



आपकी बनाई गई files की एक लिस्ट दिखेगी

नई file बनाने के लिए click करें



Add New File

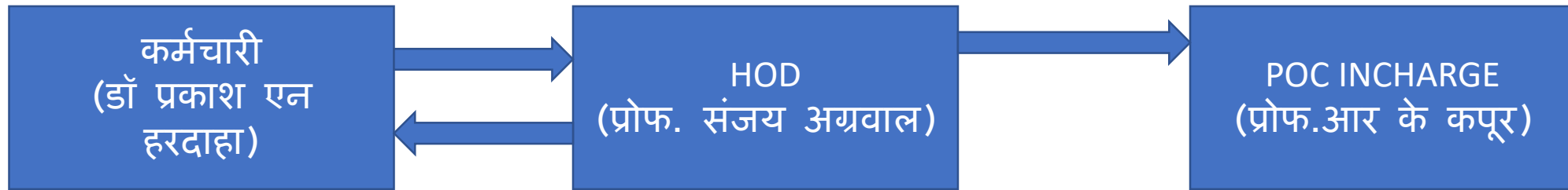
My Files

This page shows your created files.

Showing 1-6 of 6 items.

#	Actions	Reference No	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Description Subject
		<input type="text"/>	<input type="text" value="Select Ou/Department"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1		2025NOVFMTS00000018	Department of Computer Science and Engineering Education	Admission	2025NOVFMTS00000018		NITTTTBPL/2025/00006	Sir, I have application
2		2025NOVFMTS00000017	Department of Computer Science and Engineering	Apprenticeship	2025NOVFMTS00000017		NITTTTBPL/2025/00004	testing for apprentice

आज के example में file का डिजिटल movement देखेंगे



Add New File

File Type *

Admission

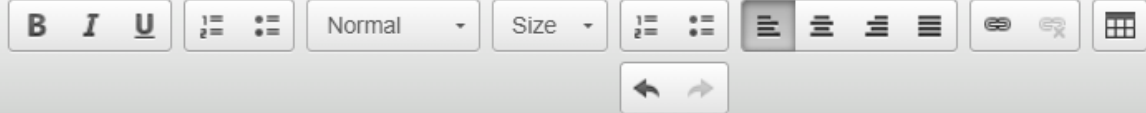


File Title(Sent on Mail)

Test File1

File Name / Received From

Description / Subject



Dear Sir,

I want to take permission to appear for exam of my PhD course work.

Thank You

body p

जो भी लिखना है यहाँ लिखें

यह files की
अन्य
setting
बताता है ।

यदि आपका
text बड़ा है
तो pdf या
word file
अपलोड कर
देवें

Allow the Receiver to forward
the file *

Yes

Is the File Confidential or not *

No

Visible all response to all user or
not ? *

Select

Visible all response to all u

Volume No

Select



Year Of Creation

Select



File Attached *

Yes

Upload File (Scanned Copy)
[upto 5 MB]

Choose File No file chosen

Save

Cancel

जब आप file send करते हैं तो यह दिखेगा

2025NOVFMTS00000019

Print Full Report

Merge Files

Update

Delete

Lock The File

Close The File

Kept In Abeyance

Recent Activities

✔ New File Created By Prakash Narayan Hardaha (468, System Analyst,
Department Of Computer Science And Engineering Education)
20-Nov-2025 03:34:34 PM

View Comment History

Reference No	2025NOVFMTS00000019
OU / Department	Department of Computer Science and Engineering Education
File Type	Admission

यह नंबर यूनिक है ।

File की
अन्य
जानकारी

Reference No	2025NOVFMTS00000019
OU / Department	Department of Computer Science and Engineering Education
File Type	Admission
File No.	2025NOVFMTS00000019
File Title(Sent on Mail)	Test File1
File Name / Received From	
Diary No.	DCSEE/2025/NOV/00008
Description / Subject	<p>Dear Sir,</p> <p>I want to take permission to appear for exam of my PhD course work.</p> <p>Thank You</p>

यह हर विभाग
का transaction
नंबर है

File की
अन्य
जानकारी |
आप file
देख सकते
हैं यहाँ

Volume No	V1
Year Of Creation	2025
File Attached	View File (fmts_query.pdf)
Status	New File Added
Allow the Receiver to forward the file	Yes
Is the File Confidential or not	No
Is Part File	No
Main File Link	Not Applicable
File Drafted On	2025-11-20 15:34:31 PM
Last Updated On	2025-11-20 15:34:31 PM

यदि file का size 10MB से बड़ा है तो PART
FILE अपलोड करें

Part Files

Add Part File

#	Part File Reference No.	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Status	File Allowed to forward by the receiver	Is the file confidential or not?

Add Part File

File Type *

Admission

File No.

Test File2

File Name / Received From

Description / Subject *

Dear Sir,

This is again request.

File forwarded by Receiver *

Yes

Is the File Confidential or not? *

No

Year Of Creation

2025

Save

Cancel

Part File की
add करें

2025NOVFMTS00000019			
File Title	Test File1	File Type	Admission
File Initiator	Department of Computer Science and Engineering Education	File Number	2025NOVFMTS00000019
Diary Number	DCSEE/2025/NOV/00008	Current Status	New File Added
File forwarded by the Receiver	Yes	Is Part File	No
File Drafted On	Nov 20, 2025 15:34:31 PM	Last Updated On	Nov 20, 2025 15:34:31 PM
Year Of Creation	2025	Volume No	V1

File Description / Subject :

Dear Sir,

I want to take permission to appear for exam of my PhD course work.

Thank You

File Fowarding Details

No Forwarding Details Found	
Part File Reference No.	
No Part Files Found	

आपके द्वारा
भेजी गई
File की
report

Forward Files

Administrative Post / Employee *

Select

Required Information

Any Comments

Priority *

Select

Upload

Choose File

No file chosen

Send

#	File Initiated/Sent By	Administrative Post / Employee	Sent to Designation	Sent To Employee	Sent On	Comment By Sender	Priority	Upload By Sender
No forwarding details found.								

#	File Initiated/Sent By	Administrative Post / Employee	Sent to Designation	Sent To Employee	Sent On	Comment By Sender	Priority	Upload By Sender
No forwarding details found.								

Forward Files

Administrative Post / Employee *

Administrative

Sent to Designation

Assigned: Sanjay Agrawal (Head of Department,hodcse, Department of Computer Science and Engineering Education)

Required Information

Any Comments

Priority *

Medium

Upload

Choose File No file chosen

Send

File HOD
DCSEE के
पास भेजी
जा रही है

FILE भेजने के बाद आप देख सकते हैं कब क्या हुआ था

2025NOVFMTS00000019

Print Full Report

Merge Files

Lock The File

Recent Activities

File Forwarded Successfully To **Sanjay Agrawal (Head Of Department, hodcse, Department Of Computer Science And Engineering Education)** By **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)**
20-Nov-2025 03:43:11 PM

New File Created By **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)**
20-Nov-2025 03:34:34 PM

View Comment History

Reference No	2025NOVFMTS00000019
OU / Department	Department of Computer Science and Engineering Education
File Type	Admission
File No.	2025NOVFMTS00000019
File Title(Sent on Mail)	Test File1
File Name / Received From	
Diary No.	DCSEE/2025/NOV/00008

View Comment History ✕

View Comment History में सारा वार्तालाप दिख जायेगा

#	File Initiated/Sent By	Administrative Post / Employee	Sent to Designation	Sent To Employ
1	Prakash Narayan Hardaha (468, System Analyst, Department of Computer Science and Engineering Education)	Administrative	Sanjay Agrawal (Head of Department,hodcse, Department of Computer Science and Engineering Education)	NA

View Comment History ✕

File का status देख सकते हैं कि उसका क्या action हुआ

Sender	Physical Copy Received	Physical Copy Received On	Response	Status
	No			No Action Initiated

अपनी files
देखने के लिए
यहाँ click करें

यह आपकी सभी files की
लिस्ट है | file को देखने के
लिए icon में click करें

Dashboard

APPLICATION

My Files

Incoming Files

REPORTS




Report

Advance Search

Export Data

This page shows your created files.

Showing 1-7 of 7 items.

#	Actions	Reference No	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Description Subject
		<input type="text"/>	<input type="text" value="Select Ou/Department"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1		2025NOVFMTS00000019	Department of Computer Science and Engineering Education	Admission	2025NOVFMTS00000019		DCSEE/2025/NOV/00008	Dear Sir, I take perm appear...
2		2025NOVFMTS00000018	Department of Computer Science and Engineering Education	Admission	2025NOVFMTS00000018		NITTRBPL/2025/00006	Sir, I have applicatio
3		2025NOVFMTS00000017	Department of Computer Science and Engineering Education	Apprenticeship	2025NOVFMTS00000017		NITTRBPL/2025/00004	testing for apprentic

View में click करने पर file कुछ इस तरह की दिखती है

2025NOVFMTS00000019

Print Full Report

Merge Files

Lock The File

Recent Activities

File Forwarded Successfully To **Sanjay Agrawal (Head Of Department,hodcse, Department Of Computer Science And Engineering Education)** By **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)**
20-Nov-2025 03:43:11 PM

New File Created By **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)**
20-Nov-2025 03:34:34 PM

View Comment History

Reference No	2025NOVFMTS00000019
OU / Department	Department of Computer Science and Engineering Education
File Type	Admission
File No.	2025NOVFMTS00000019
File Title(Sent on Mail)	Test File1
File Name / Received From	
Diary No.	DCSEE/2025/NOV/00008
Description / Subject	Dear Sir, I want to take permission to appear for exam of my PhD course work.

आपके द्वारा
भेजी गई
File की
report

2025NOVFMTS00000019

Generated On: 2025-11-20 15:46:29

2025NOVFMTS00000019

File Title	Test File1	File Type	Admission
File Initiator	Department of Computer Science and Engineering Education	File Number	2025NOVFMTS00000019
Diary Number	DCSEE/2025/NOV/00008	Current Status	File Sent
File forwarded by the Receiver	Yes	Is Part File	No
File Drafted On	Nov 20, 2025 15:34:31 PM	Last Updated On	Nov 20, 2025 15:34:31 PM
Year Of Creation	2025	Volume No	V1

File Description / Subject :

Dear Sir,

I want to take permission to appear for exam of my PhD course work.

Thank You

File Fowarding Details

#	File Initiated By	Administrative Post / Employee	Sent to Designation	Sent To Employee	Comments By Sender	Sent On	Physical Copy Received	Physical Copy Received On	Response	Status
1	Prakash Narayan Hardaha (468, System Analyst, Department of Computer Science and Engineering Education)	Administrative	Sanjay Agrawal (Head of Department,hodcse, Department of Computer Science and Engineering Education)	NA		Nov 20, 2025, 3:43:10 PM	No			No Action Initiated

Part File Reference No.

No Part Files Found

HOD (प्रोफ. संजय अग्रवाल) सर का dashboard

S eGov / Dashboard

Change Page Font
Size : A - A A +

hodcse-Head of Department (Department of Computer
Science and Engineering Education) (Administrative)

• Employee Services

• Governance

• Recruitment

• Account Settings

Dashboard

Leave Management System

Leave Applications and Management

PROCEED

File Tracking And Management System

File Tracking Management System

PROCEED

... FMTS

HOME

Dashboard

APPLICATION

My Files

Incoming Files

REPORTS

Report

Advance Search

Export Data

MY FILES

INCOMING FILES

MY FILES

You have not created any file.

HOD सर द्वारा अभी कोई file
CREATE नहीं की गई है

My Files

This page shows your created files.

#	Actions	Reference No	OU / Department	File Type	File No.	File Name / Received From	Diary No.	Description Subject
		<input type="text"/>	Select Ou/Department ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No results found.

Last Updated: 0 days, 3 hours, 15 minutes and 21 seconds ago

HOD सर द्वारा अभी कोई file
CREATE नहीं की गई है

HOD सर द्वारा प्राप्त की गई files की लिस्ट है

Incoming Files

This page shows files forwarded to you.

☐ View File ☒ Generate Diary Number

Showing 1-3 of 3 items.

#	Actions	File Reference Number	File Initiated By	Received On	Status	Part File Reference Number	File Number	File Recd
		<input type="text"/>	<input type="text" value="Select User using fullname"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input checked="" type="checkbox"/>	2025NOVFMTS00000019	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	20-Nov-2025 03:43:10	No Action Initiated		2025NOVFMTS00000019	
2	<input type="checkbox"/>	2025NOVFMTS00000018	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	17-Nov-2025 12:54:02	Forwarded		2025NOVFMTS00000018	

इस icon का मतलब है अभी तक file OPEN नहीं की गई है

HOD सर की files



Icon का मतलब समझाया गया है

Incoming Files

This page shows files forwarded to you.

 View File  Generate Diary Number

Showing 1-3 of 3 items.

#	Actions	File Reference Number	File Initiated By	Received On	Status	Part File Reference Number	File Number
		<input type="text"/>	<input type="text" value="Select User using fullname"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>
1		2025NOVFMTS00000019	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	20-Nov-2025 03:43:10	Opened		2025NOVFMTS00000019
2		2025NOVFMTS00000018	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	17-Nov-2025 12:54:02	Forwarded		2025NOVFMTS00000018

इस icon का मतलब है file
OPEN कर ली गई है अब इसे
देख सकते हैं

File का View

यहाँ से आप comments की history देख सकते हैं

2025NOVFMTS00000019

Accept/Reject The Physical/Hard Copy

File Detail

View Comment History

Reference No	2025NOVFMTS00000019
OU / Department	Department of Computer Science and Engineering Education
File Type	Admission
File No.	2025NOVFMTS00000019
File Title(Sent on Mail)	Test File1
File Name / Received From	
Diary No.	DCSEE/2025/NOV/00008
Description / Subject	Dear Sir, I want to take permission to appear for exam of my PhD course work.

File Receiving Detail

Diary No	DCSEE/2025/NOV/00009
Physical Copy Received	No
Physical Copy Received On	
Received On	Nov 20, 2025, 3:43:10 PM
Status	Opened
Response	
Required Information	
Private Comments(Only for Receiver)	
Received From	Prakash Narayan Hardaha (468, System Analyst, Departm

2025NOVFMTS00000019 :

Choose Option For Forward/Return : ☒ Forward Files ☐ Return Files

Forward Files

Administrative Post / Employee
*

Select

Response

Private Comments(Only for
Receiver)

Priority *

Medium

Upload

Choose File No file chosen

HOD सर file को FORWARD कर
सकते हैं या उसे वापस कर
सकते हैं

FMTS

Choose Option For Forward/Return : ☐ Forward Files ☒ Return Files

Return Files

Administrative Post / Employee *

Employee

Sent To Employee

Prakash Narayan Hardaha (468, System Analyst, Department of Computer Science and Engineering Educ... x✓

Response

Please attach the admit card of the exam

Priority

Medium

Return Upload

Choose File No file chosen

Send

HOD सर द्वारा file को RETURN
किया जा रहा है

HOD सर द्वारा file की वापसी

Info!



File Returned Successfully to Prakash Narayan Hardaha (468, System Analyst, Department of Computer Science and Engineering Education) by Sanjay Agrawal (Head of Department, hodcse, Department of Computer Science and Engineering Education) by providing response: Please attach the admit card of the exam

Incoming Files

यह MESSAGE file को RETURN करने पर
दिखेगा

HOD सर की FILES की संख्या का विवरण

Total Incoming Files

3

[View Details](#)

No Action Taken Files

0

[View Details](#)

INCOMING FILES INSIGHTS



Pending Files : 0

[View Details](#)

Opened Files : 0

[View Details](#)

Responded Files : 0

[View Details](#)

HOD सर की FILES की संख्या का विवरण

Total Incoming Files

3

View Details

No Action Taken Files

0

View Details

INCOMING FILES INSIGHTS

<

Returned Files : 1

View Details

Forwarded Files : 2

View Details

Total Incoming Files : 3

View Details

>

HOD सर द्वारा file को RETURN किया गया जिसका विवरण लिस्ट में आ गया है

This page shows files forwarded to you.

Showing 1-3 of 3 items.





#	Actions	File Reference Number	File Initiated By	Received On	Status	Part File Reference Number	File Number
		<input type="text"/>	<input type="text" value="Select User using fullname"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>
1	<input type="button" value="View"/>	2025NOVFMTS00000019	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	20-Nov-2025 03:43:10	Returned		2025NOVFMTS00000019
2	<input type="button" value="View"/>	2025NOVFMTS00000018	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	17-Nov-2025 12:54:02	Forwarded		2025NOVFMTS00000018
3	<input type="button" value="View"/>	2025NOVFMTS00000017	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	17-Nov-2025 11:25:40	Forwarded		2025NOVFMTS00000017

कर्मचारी को प्राप्त हुई RETURNED FILE

My Files

This page shows your created files.

Showing 1-7 of 7 items.

#	Actions	Reference No	OU / Department	File Type	File No.	Received From
		<input type="text"/>	<input type="text" value="Select OU/Department"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	 	2025NOVFMTS00000019	Department of Computer Science and Engineering Education	Admission	2025NOVFMTS00000019	DCSEE/2025/NOV/00008
2		2025NOVFMTS00000018	Department of Computer Science and Engineering Education	Admission	2025NOVFMTS00000018	NITTTTBPL/2025/00006
3		2025NOVFMTS00000017	Department of Computer Science and Engineering Education	Apprenticeship	2025NOVFMTS00000017	NITTTTBPL/2025/00004

HOD सर द्वारा file को RETURN किया गया जिसका विवरण लिस्ट में आ गया है PENCIL ICON का मतलब है इसे EDIT किया जा सकता है

Forward Files

Administrative Post / Employee *

Administrative

Sent to Designation

Assigned: Sanjay Agrawal (Head of Department,hodcse, Department of Computer Science and Engineering Education)

Required Information

my admit card is uploaded

Priority *

Medium

Upload

Choose File eCertificate-5899.pdf

Send

कर्मचारी द्वारा HOD सर को
फिर से file भेजी जा रही है

कर्मचारी इस file की सारी
ACVITIES देख सकता है

2025NOVFMTS00000019

Print Full Report

Merge Files

6

View Com

Recent Activities

✔ File Forwarded Successfully To **Sanjay Agrawal (Head Of Department,hodcse, Department Of Computer Science And Engineering Education)** By **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)**

20-Nov-2025 04:10:14 PM

✔ File Returned Successfully To **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)** By **Sanjay Agrawal (Head Of Department,hodcse, Department Of Computer Science And Engineering Education)** By Providing Response: Please Attach The Admit Card Of The Exam

20-Nov-2025 03:57:00 PM

✔ File Opened By **hodcse-Head Of Department (Department Of Computer Science And Engineering Education) (Administrative)**

20-Nov-2025 03:52:12 PM

✔ File Forwarded Successfully To **Sanjay Agrawal (Head Of Department,hodcse, Department Of Computer Science And Engineering Education)** By **Prakash Narayan Hardaha (468, System Analyst, Department Of Computer Science And Engineering Education)**

Reference No	2025NOVFMTS00000019
OU / Department	Department of Computer Science and Engineering Education
File Type	Admission
File No.	2025NOVFMTS00000019
File Title(Sent on Mail)	Test File1
File Name / Received From	
Diary No.	DCSEE/2025/NOV/00008
Description / Subject	Dear Sir, I want to take permission to appear for exam of my PhD course work.
	Thank You

FMTS

Thank You

„Please attach the admit card of the exam

कर्मचारी इस file की report देख सकता है

File Fowarding Details

#	File Initiated By	Administrative Post / Employee	Sent to Designation	Sent To Employee	Comments By Sender	Sent On	Physical Copy Received	Physical Copy Received On	Response	Status
1	Prakash Narayan Hardaha (468, System Analyst, Department of Computer Science and Engineering Education)	Administrative	Sanjay Agrawal (Head of Department,hodcse, Department of Computer Science and Engineering Education)	NA		Nov 20, 2025, 3:43:10 PM	No		,Please attach the admit card of the exam	Returned
2	Prakash Narayan Hardaha (468, System Analyst, Department of Computer Science and Engineering Education)	Administrative	Sanjay Agrawal (Head of Department,hodcse, Department of Computer Science and Engineering Education)	NA	my admit card is uploaded	Nov 20, 2025, 4:10:13 PM	No			No Action Initiated

Part File Reference No.

No Part Files Found

2025NOVFMTS00000019 :

Choose Option For Forward/Return : ☒ Forward Files ☐ Return Files

Forward Files

Administrative Post / Employee *

Administrative

Sent to Designation

Assigned: Ravi Kant Kapoor (Head of Department,hodpoc, Programme Organization Cell (POC))



Response

he may be given permission

Private Comments(Only for Receiver)

Priority *

Medium

Upload

Participant Course Status.pdf

HOD सर द्वारा file को POC
incharge प्रोफ. कपूर को भेजा
जा रहा है

HOD सर की file की लिस्ट
देखी जा सकती है

Incoming Files

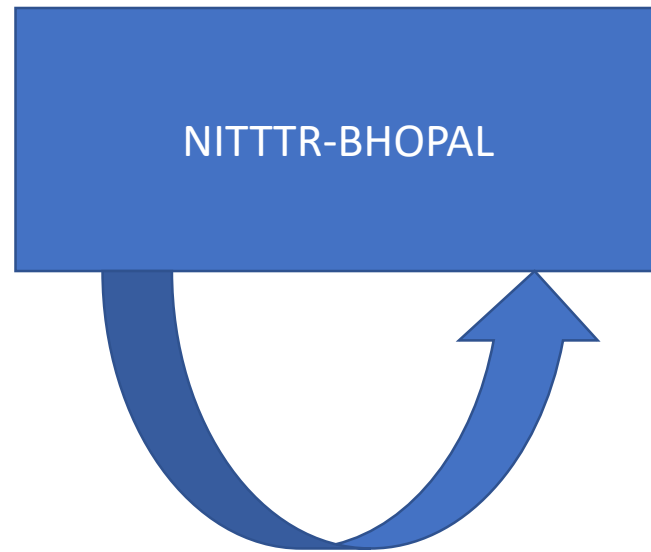
This page shows files forwarded to you.

Showing 1-4 of 4 items.

#	Actions	File Reference Number	File Initiated By	Received On	Status	Part File Reference Number	File Number	File Name / Received From	Description / Subject	Diary No
		<input type="text"/>	<input type="text" value="Select User using fullname"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="button" value="View File"/>	2025NOVFMTS00000019	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	20-Nov-2025 04:10:13	Forwarded		2025NOVFMTS00000019		Dear Sir, I want to take permission to appear...	DCSEE/2025/NOV/00010
2	<input type="button" value="View File"/>	2025NOVFMTS00000019	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	20-Nov-2025 03:43:10	Returned		2025NOVFMTS00000019		Dear Sir, I want to take permission to appear...	DCSEE/2025/NOV/00009
3	<input type="button" value="View File"/>	2025NOVFMTS00000018	Prakash Narayan Hardaha 468, System Analyst (Department of Computer Science and Engineering Education)	17-Nov-2025 12:54:02	Forwarded		2025NOVFMTS00000018		Sir, I have got application from...	NITTTBPL/2025/00007

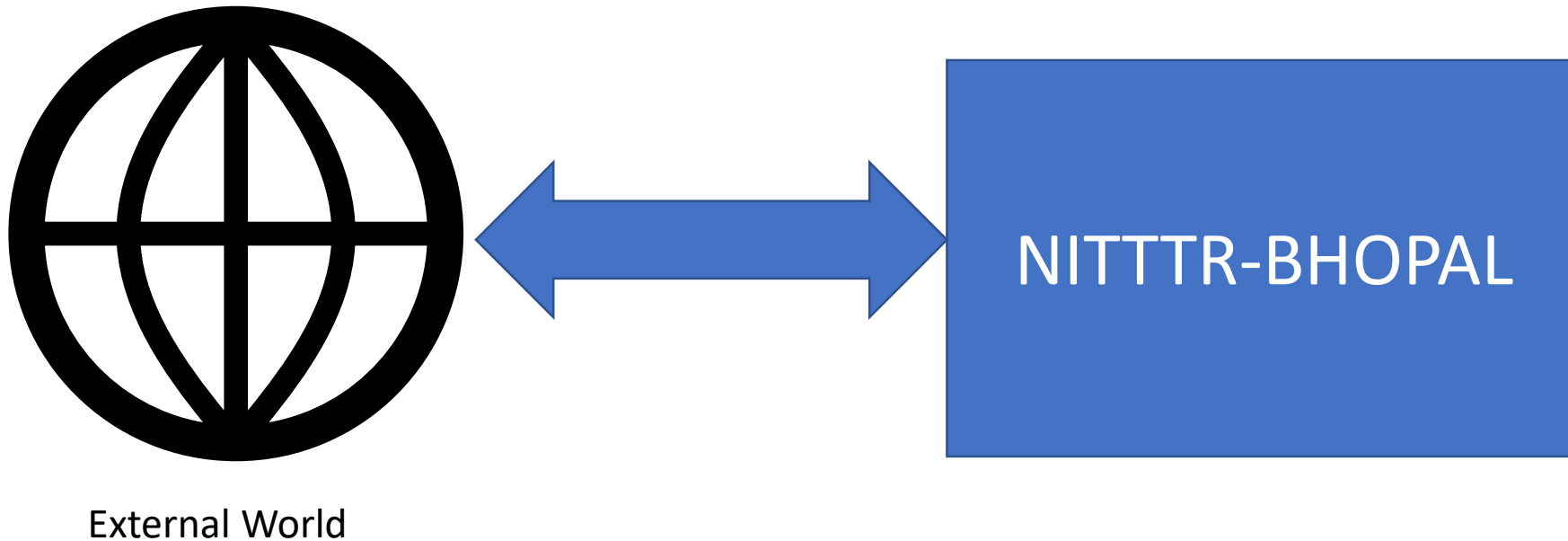
Different Case Studies

Case-1 : NITTTR-BPL to NITTTR-BPL



Different Case Studies

Case-2 : EXTERNAL WORLD to NITTTR-BPL



Example-1

Hardcopy received from External World
(Ministry/Vendor/Organization etc)

1. Scan the copy
2. upload it on FMST
3. Send it to concerned person/HOD/Section I/c etc through FMST with necessary instructions

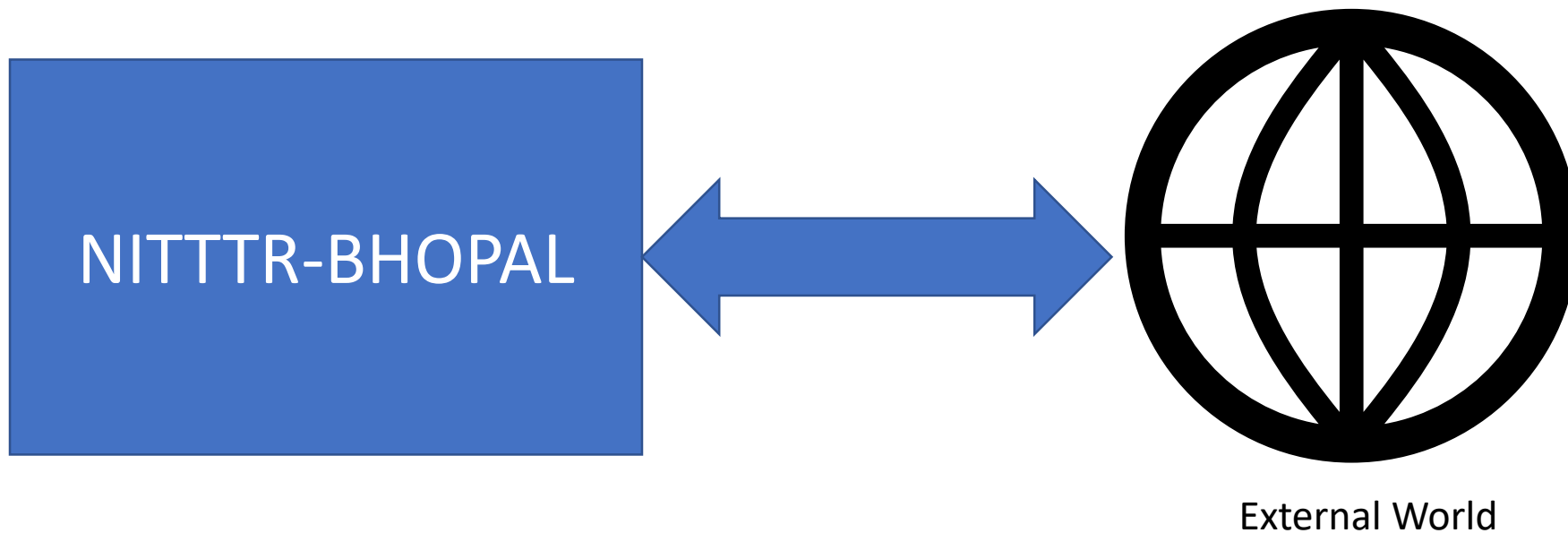
Example-2

Email received from External World
(Ministry/Vendor/Organization etc)

1. Download the attachments
2. Make pdf of email-body
3. Upload above (1) and (2) on FMST
4. Send it to concerned person/HOD/Section I/c etc through FMST with necessary instructions

Different Case Studies

Case-2 : NITTTR-BPL to EXTERNAL WORLD



Example-3

Hardcopy to be sent to External World
(Ministry/Vendor/Organization etc)

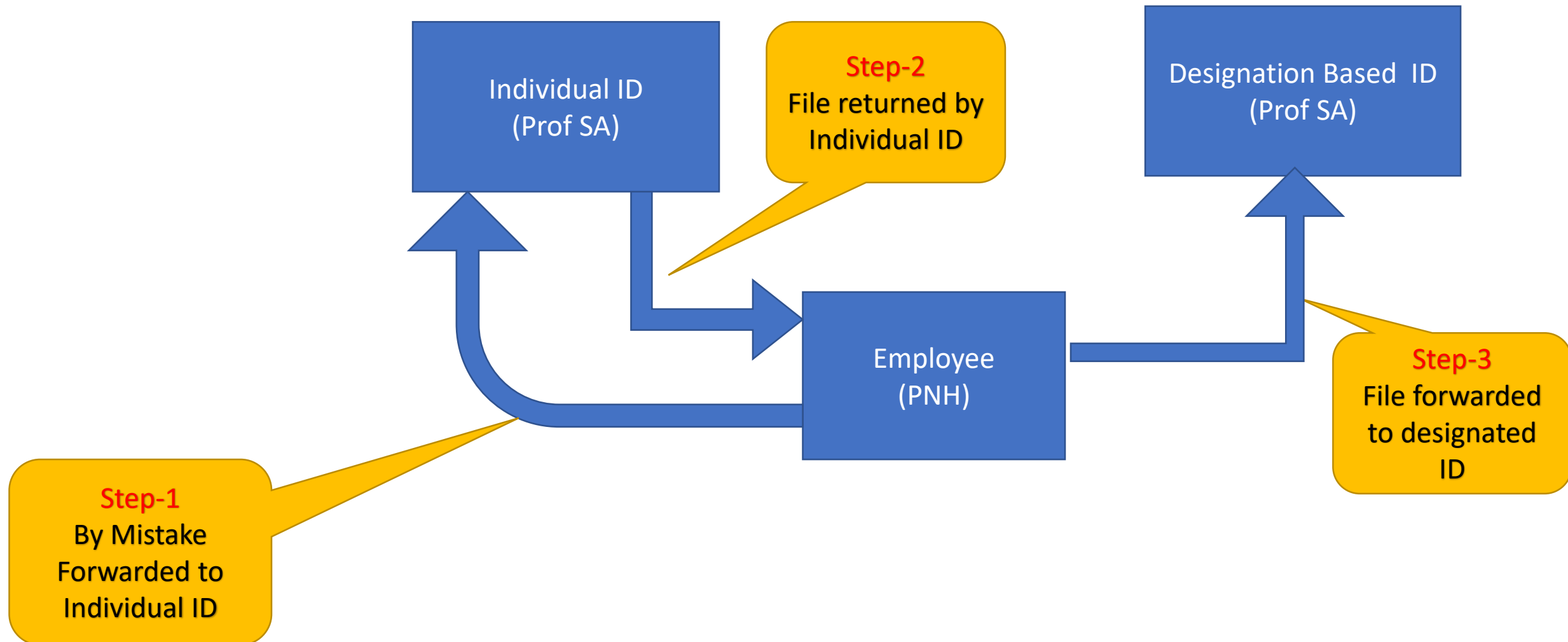
1. Create the file on FMFS and give the instruction to concerned person to prepare response /letter/ document
2. Concern person will prepare it and upload it on FMFS
3. Department will Download the softcopy of letter
4. Print it in proper format
5. Send it to concerned (ministry/vendor/company etc)

Example-4

Softcopy to be sent to External World
(Ministry/Vendor/Organization etc)

1. Create the file on FMFS and give the instruction to concerned person to prepare response/letter/document
2. Concern person will prepare it and upload it on FMFS
3. Department will Download the softcopy of letter
4. Prepare Email
5. Send it to concerned (ministry/vendor/company etc)
6. Keep the record in soft copy

Bypassing the HOD/In-charge



Example-4

Uploading by collective members of committee

1. Prepare paper and get it signed by all members
2. Scan and upload it on FMTS

Example-5

Forwarding Large Size File (i.e. more than 50 MB)

1. Upload file on Local(NITTTR-BHOPAL) SAN Server / GovDrive / Govt Cloud Platform etc.
2. Attach the link on FMST after giving proper rights to receiver.

Technical Support

1. Send your technical issue/query to **Google Form** available on Website
2. Upload the **screen shots** with explaining the problem on this form.
3. Call to Samarth Team of Computer Centre.

THANK
YOU