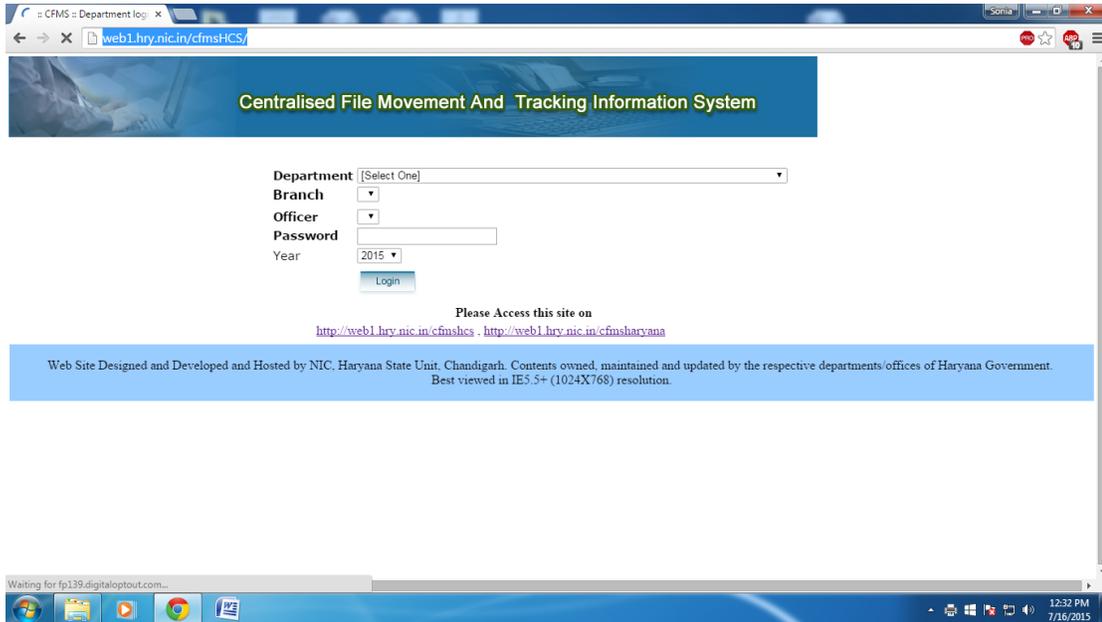
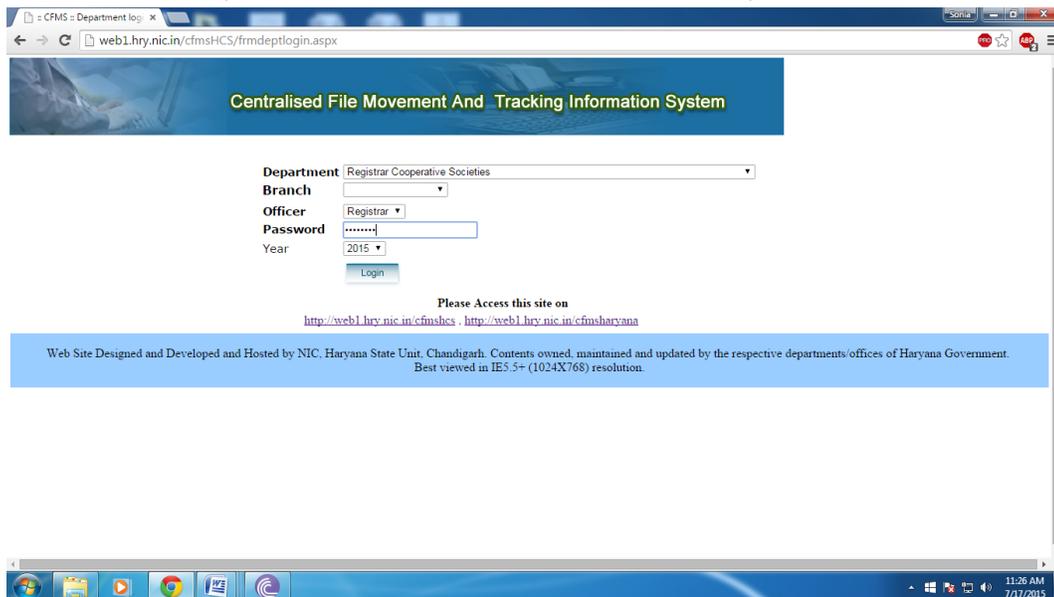


Manual for CeFMaTIS (Central File Movement And Tracking Information System)

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:

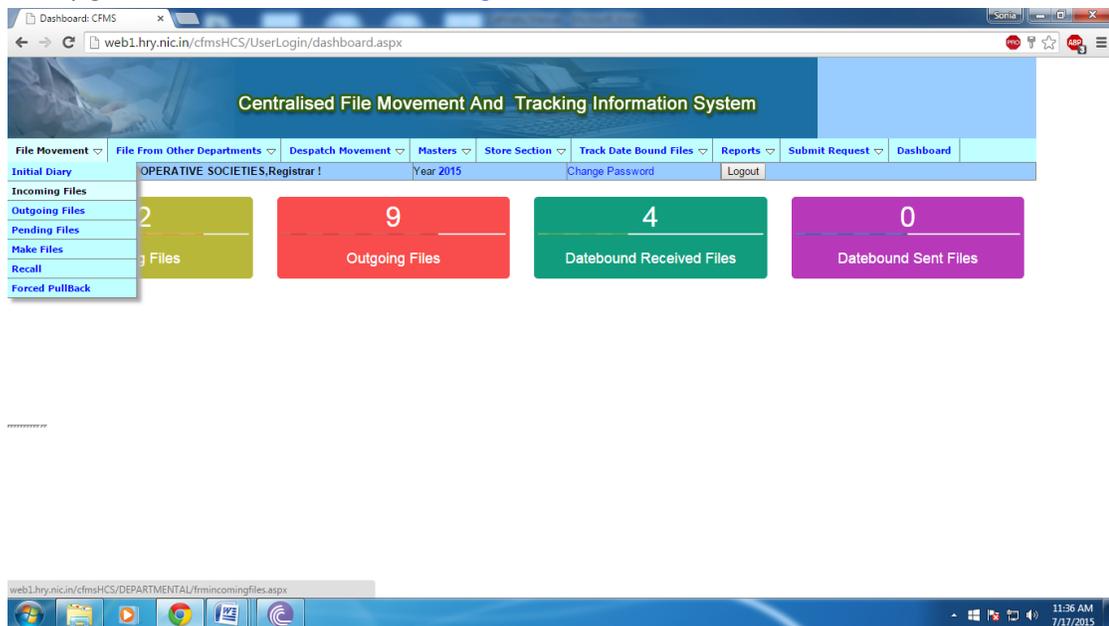


4. There are 3 things which are to be handled :

- (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.

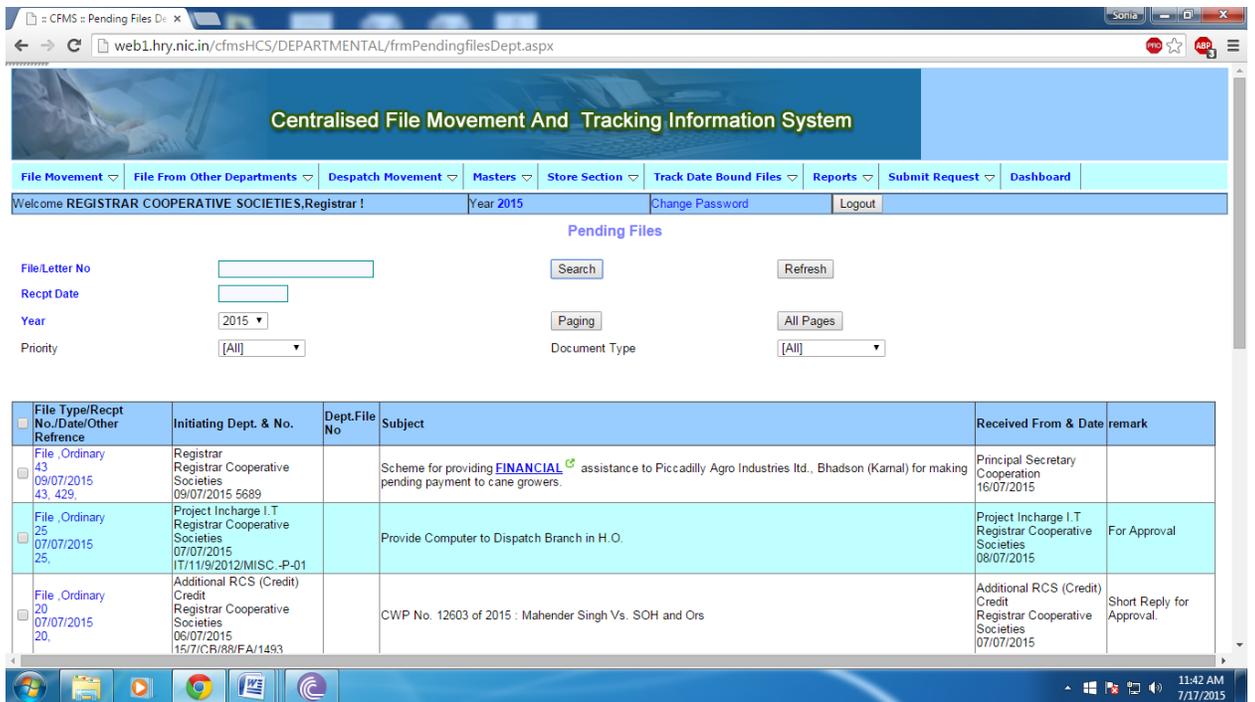
Firstly go to [File Movement >> Incoming Files](#) as follows



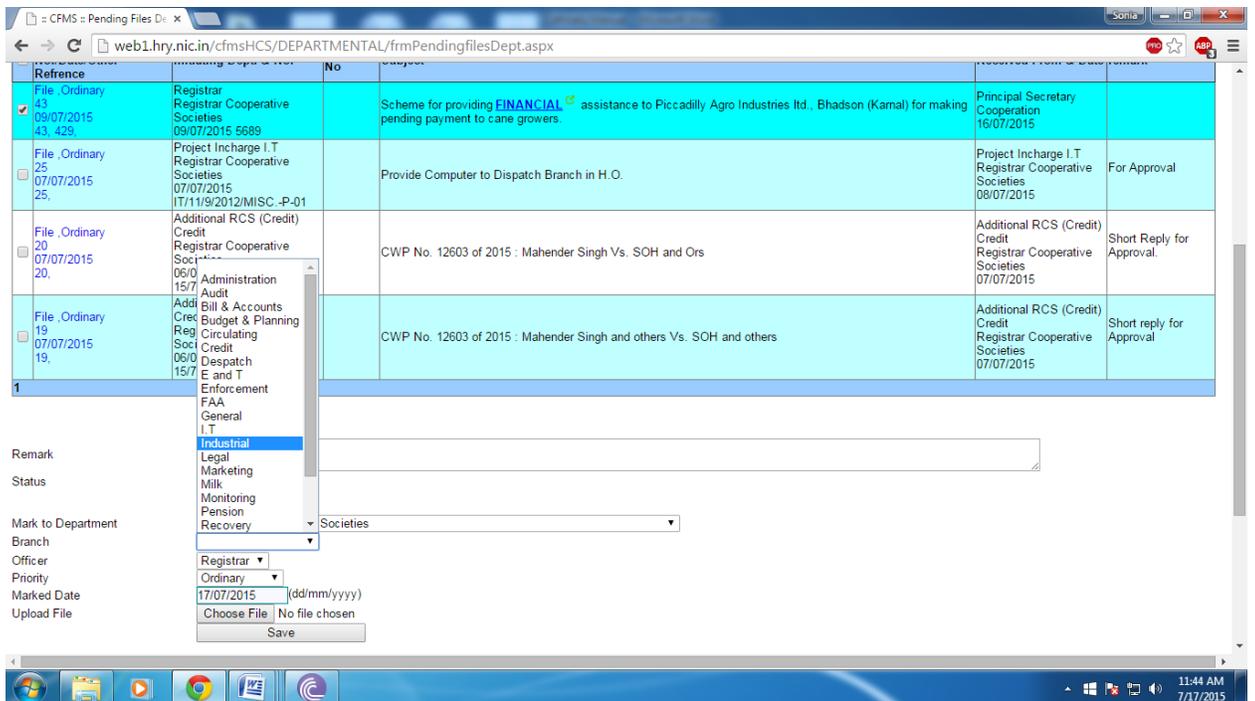
After This you can view your incoming files from your department :

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**

The screenshot shows the 'Centralised File Movement And Tracking Information System' dashboard. The navigation menu includes 'File Movement', 'File From Other Departments', 'Despatch Movement', 'Masters', 'Store Section', 'Track Date Bound Files', 'Reports', 'Submit Request', and 'Dashboard'. The 'File From Other Departments' menu is expanded, showing 'Incoming File' and 'Pending File'. The dashboard displays four statistics: Pending Files (52), Outgoing Files (9), Datebound Received Files (4), and Datebound Sent Files (0). Below the statistics, there is a table of incoming files.

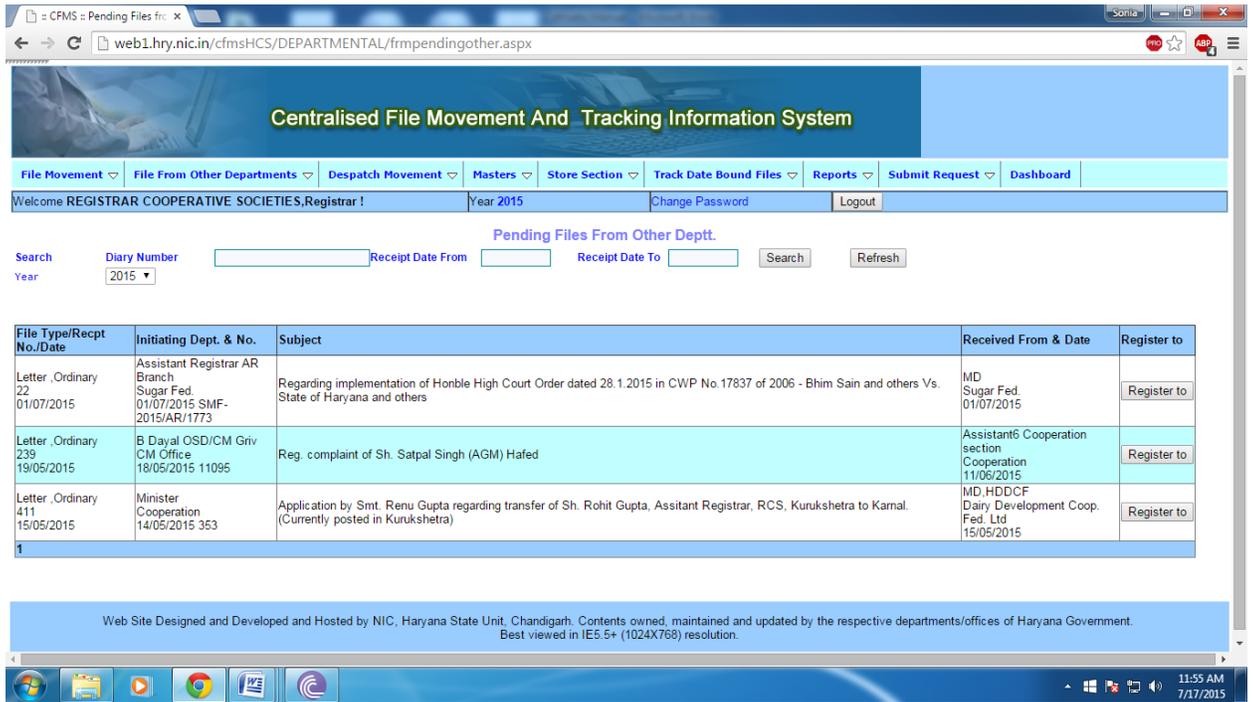
File No.	File From	File Description	File Date	File Status
616	Town and Country Planning Department	Appeal under section 10 of the Punjab Scheduled Roads and controlled Areas Restriction of Unregulated Development Act, 1963/under Section 19 of the Haryana Development and regulation of Urban Areas Act, 1975 titled as K.N Datt and anrs. Vs. Director General, Town Country Planning, Haryana Chandigarh.	16/07/2015	12254
182	B. Subrahmanyam, MD. NAFSCOB, Vashi, Mumbai	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.	05/05/2015	NAFSCOB/N-33(iii)2015-16/45
463	Supdt. (LR) for ACS and FCR Haryana	Sending of information regarding land acquisition.	12/07/2015	R-5-2015/Spl.
503	MD HAFED	Request for withdrawal of Black-listing	09/07/2015	2385
19	Jagdish Lal IAS Ex Assistant Manager Cum-P.A	Statement of Bank Account No. 3656000300035271 Jagdish Lal	21/02/2015	
439	Minister Cooperation	Complaint intimation from Roop Sharma S/o Late Jugal Kishore Sharma, 27, Baranaroo Road, Toongabbie, NSW, Australia	10/07/2015	158
369	Deputy Secretary Cooperation	CWP No. 9924 of 2013, CWP No. 1415 of 2013 and CWP No. 18251 of 2013 - Vikash Malik and Ors. Vs. State of Haryana	25/06/2015	645

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

The screenshot shows the 'Incoming from other department' page. The table lists files with checkboxes on the left. The file with ID 503 is selected. Below the table are buttons for 'Save', 'Print', and 'Close'. A red message states: 'Use close button to close old files which have already been dealt(Received before 31/05/2015)'. The footer contains website information: '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.'

File No.	File From	File Description	File Date	File Status
616	Town and Country Planning Department	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 Country Planning, Haryana Chandigarh.	16/07/2015	12254
182	B. Subrahmanyam, MD. NAFSCOB, Vashi, Mumbai	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.	05/05/2015	NAFSCOB/N-33(iii)2015-16/45
463	Supdt. (LR) for ACS and FCR Haryana	Sending of information regarding land acquisition.	12/07/2015	R-5-2015/Spl.
<input checked="" type="checkbox"/>	503	MD HAFED	Request for withdrawal of Black-listing	09/07/2015 2385
<input checked="" type="checkbox"/>	19	Jagdish Lal IAS Ex Assistant Manager Cum-P.A	Statement of Bank Account No. 3656000300035271 Jagdish Lal	21/02/2015
<input checked="" type="checkbox"/>	439	Minister Cooperation	Complaint intimation from Roop Sharma S/o Late Jugal Kishore Sharma, 27, Baranaroo Road, Toongabbie, NSW, Australia	10/07/2015 158
<input checked="" type="checkbox"/>	369	Deputy Secretary Cooperation	CWP No. 9924 of 2013, CWP No. 1415 of 2013 and CWP No. 18251 of 2013 - Vikash Malik and Ors. Vs. State of Haryana	25/06/2015 645

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**

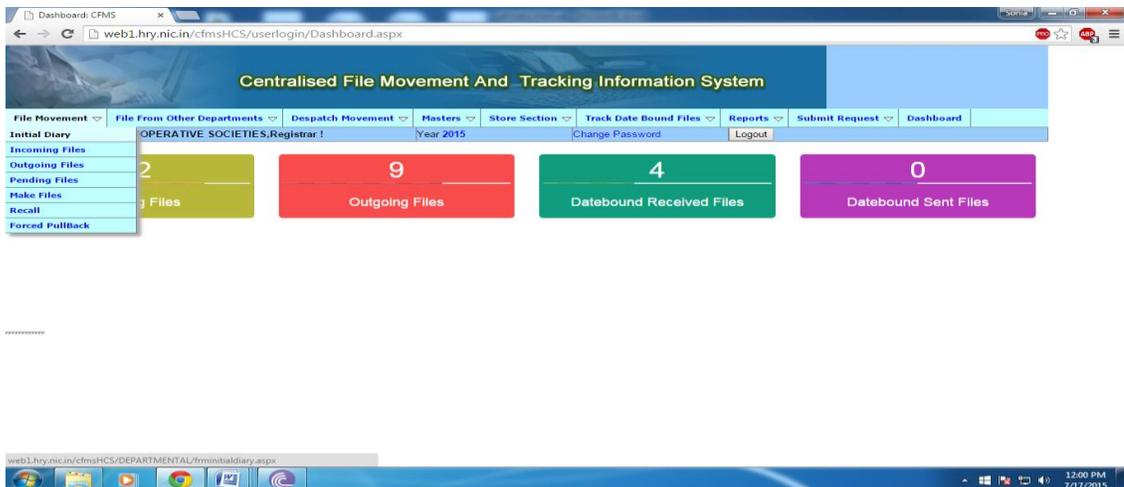


Now You have to register these files by clicking on Register to on right most side of the each entry.

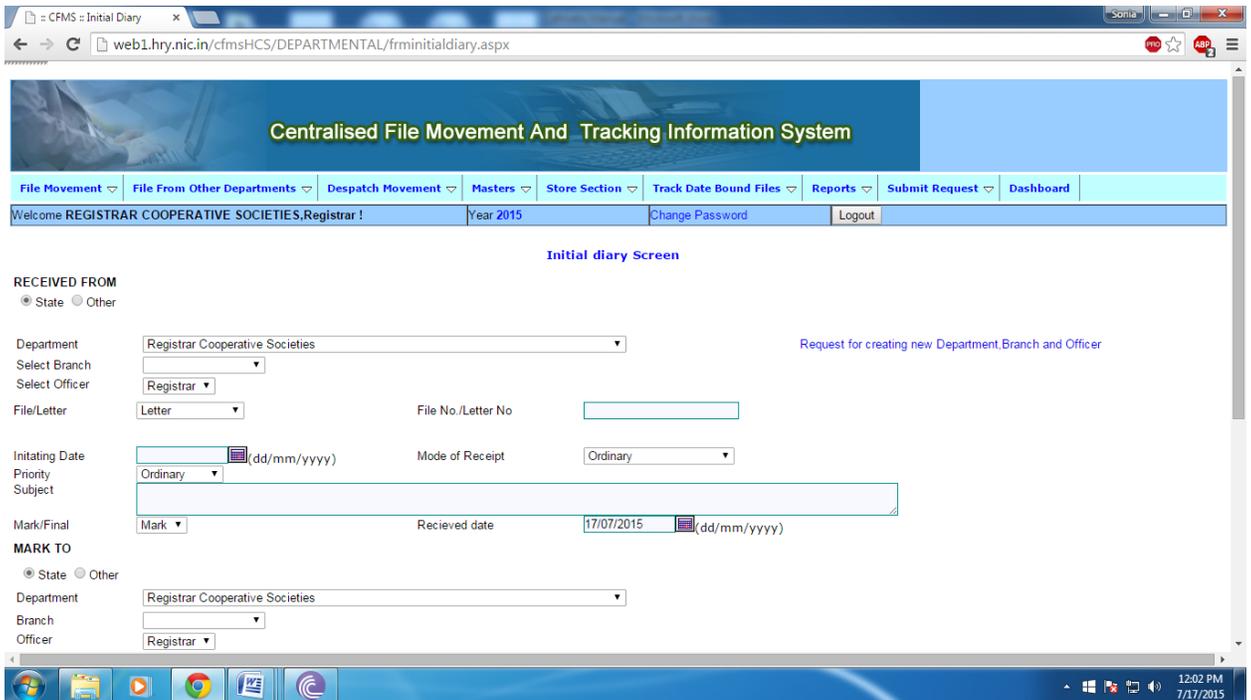
After that you can mark them by ticking the checkbox on the leftmost side of each entry similarly as in files from same department .

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

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

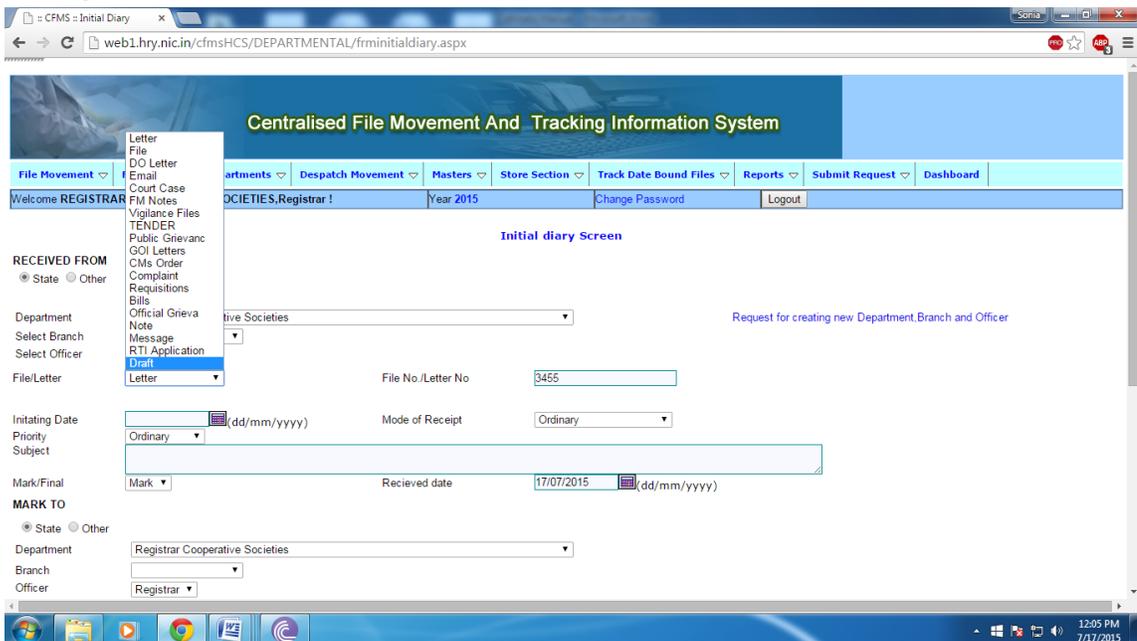


After Clicking the initial Diary you will see the following :



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: [Calendar] (dd/mm/yyyy)
Mode of Receipt: Ordinary
Priority: [Dropdown]
Subject: [Text Field]

MARK TO
 State Other
Department: [Dropdown]
Branch: [Dropdown]
Officer: [Dropdown]

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

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

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

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

Initial Diary

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

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

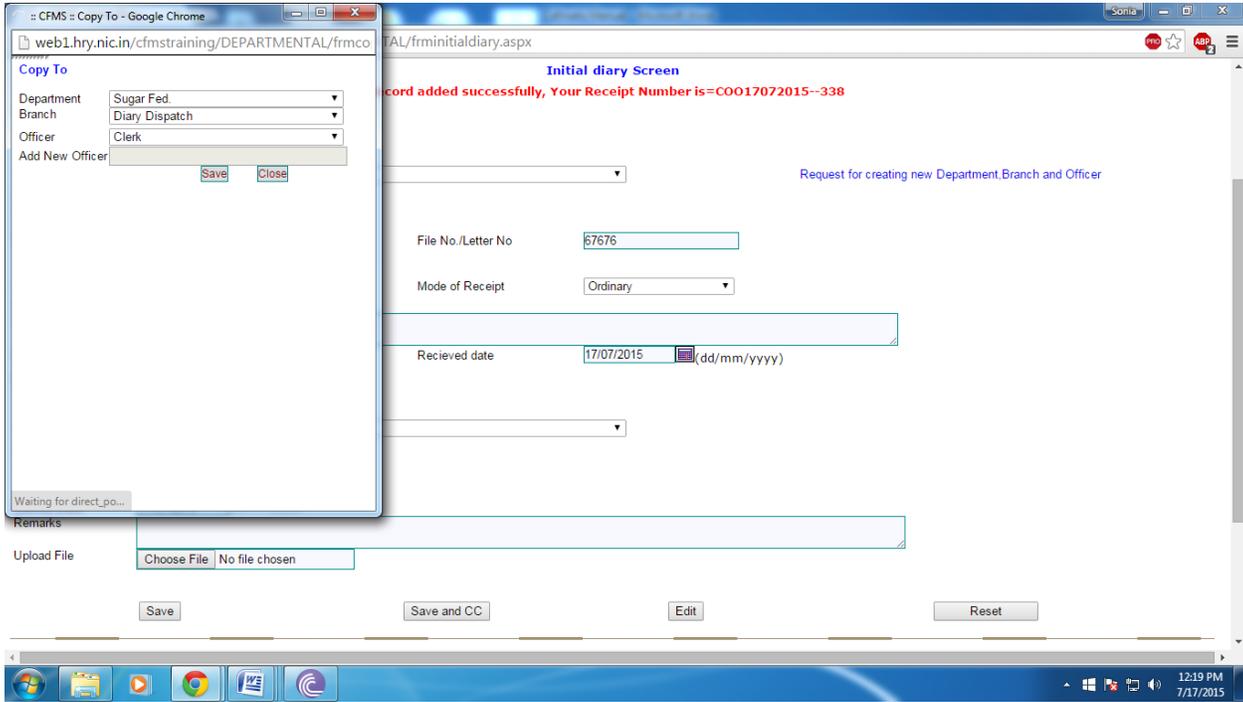
Initial diary Screen

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

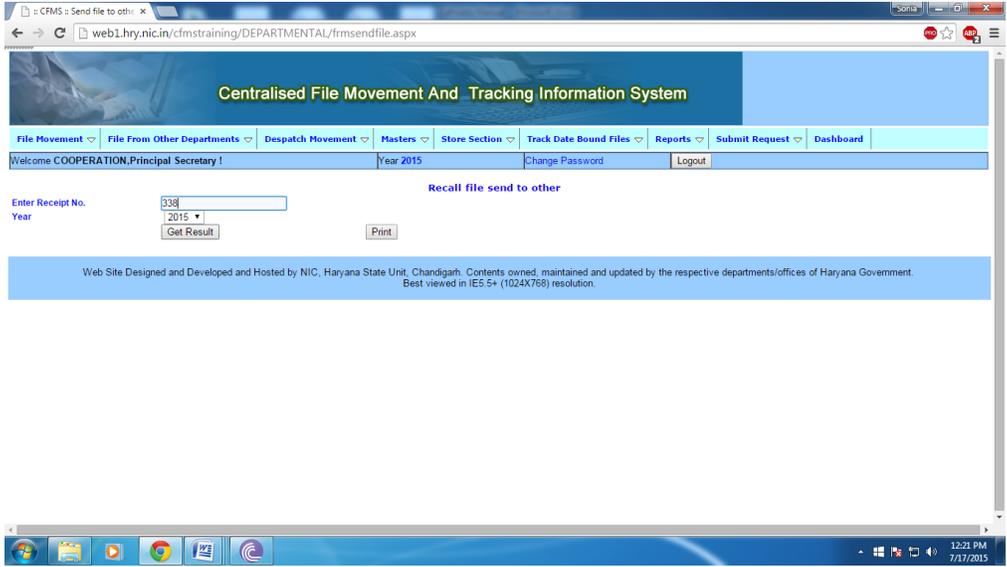
You have to note down the No. 338 as online CeFMaTIS No. on file

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 :

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 COOPERATION,Principal Secretary ! Year 2015 Change Password Logout

Enter Receipt No.
 Year

File Type/Receipt 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

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

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 COOPERATION,Principal Secretary ! Year 2015 Change Password Logout

Status
 Dak Type
 Receipt No From
 Recept Date From
 Initiating Officer
 Initiating Department
 Branch
 Officer
 File No
 Mark To Officer
 Department
 Branch
 Mark Officer
 Subject
 Dak Diary Done By
 Dak Diary by Officer
 Year 2011 2012 2013 2014 2015 2016

Priority
 To
 To
 Officer Name
 Officer Name

Now you Click on report button following window will open :

Pending Status Report on 17-7-2015

File Type/Receipt 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

1

