

No.: 8-85/2022-IT-II
 Government of India
 Ministry of Communications
 Department of Telecommunications
 1415, Sanchar Bhawan, 20 Ashoka Road, New Delhi -110001


Dated: 17-05-2022

OFFICE MEMORANDUM**Subject: Operationalization of CollabFiles in DoT**

The undersigned is directed to say that the competent authority has taken a decision to use a Software package names CollabFiles in DoT. The "CollabFiles is NIC developed web-based, cloud-enabled and scalable platform to create and manage documents and spreadsheets in a collaborative mode with a strategic control so that Government users could use it through secured and privileged access through Governments SSO platform". A brief note about Collabfiles is enclosed herewith for your kind reference please.

2. The package will provide much needed data security with added advantage of collaborative features. The data collected through CollabFiles can directly integrated with the TEJASVI Platform for visualization and development of Dashboard.
3. The first step of onboarding to CollabFiles has already been completed by the IT Wing of DoT. Now to move forward we need to compile the user data and port to CollabFiles platform. A template has been shared by NIC for compilation of user data and same is enclosed herewith for your kind reference. **All divisions Head/organization units heads are requested to submit the employee data in enclosed template (csv format) to eofficeadmin-dot@nic.in.** Few training sessions on CollabFiles are proposed during next few weeks for which dates and timing will be communicated separately.

Encl.: As above.


 [Arvind Kumar]
 Director(IT-2)
 011-23372104

To

1. All the Heads of Organization Units (DGT/CGCA/NTIPRIT/TEC/NICF/NCCS/LSAs/CCAs/WMO)
2. All the Division Heads (JS/DDG/SrDWA/EA) of DoT HQ

Description of the Template for employee onboarding on CollabFiles

Column Name	Description
ename *	Enter Employee Name
gender *	Enter gender
designation *	Enter Employee designation
ecode *	Enter Employee code given by your organization
email *	Enter your official email id (only nic.in or gov.in are allowed)
alternateemail	Enter any alternate email id
mobile *	Enter Employee mobile Number
isocountrycode	91(default)
superannuationDate	Enter Employee Superannuation Date (dd/MM/yyyy)
district_lgdcodes	Enter LGD District Code Refer: i. Local Government Directory https://lgdirectory.gov.in/ ii. Districts

*mandatory fields