



**EXCISE & NARCOTICS DEPARTMENT**  
**Commissionerate of Excise & Narcotics, Aizawl.**

**Digital File Tracking System (DFTS)**



**Training - Hands-on guide**  
**(using mobile apps)**

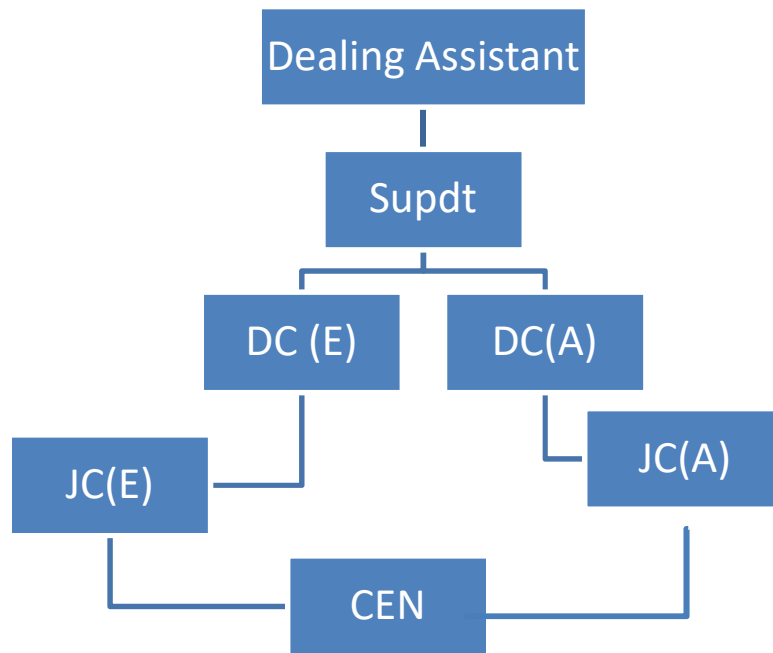


Digital File Tracking System (DFTS) Mizoram – training

URL: <https://filetracking.msegs.in/>

Digital File Tracking System (DFTS) chu File kal vel dan Register bu a ziah thin kha, ziah ngai tawh loin, online system hman tawh tur tihna a ni ber a. Sorkar DP&AR in hmang vek tawh turin, an tih angin, online File movement system kan hmang dawn ta, tihna a ni ber e.

### File Movement Chart:



00

Installing Apps...

Apps install dan



DFTS hman dawn chuan apps 1 '**eFile-Tracking**' kan install theuh ang a. DFTS hi Computer atang pawhin hman theih a ni.

iphone hmang tan apps a la awm lova,  safari hmangin, he website URL ah hian kal tur <https://filetracking.msegs.in/> ah hian

Filetracking.msegs.in-ah hian Android app dah a ni a, mahse, Old version chauh an la upload a, hman rih loh nise.

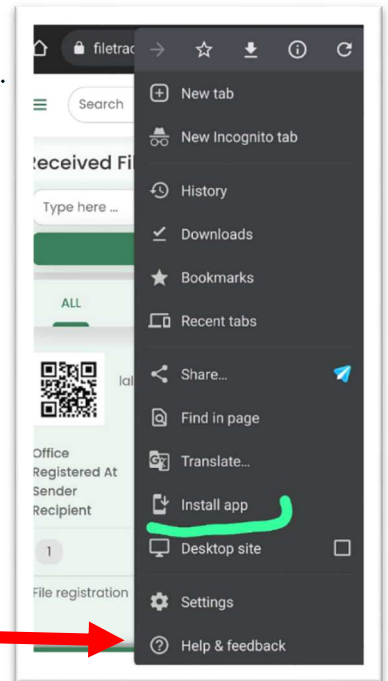
<https://thul-images.s3.ap-south-1.amazonaws.com/app-debug.apk>  
<https://tinyurl.com/eFilemizo>



**app-debug.apk** tih hi in download chu a ni a, kha kha install tur, kha khan eFile-tracking a instal ang, Tichuan, eFile-Tracking apps hi kan hman ber tur chu a ni dawn a ni.

A chungah link ah khian Latest apps an la dah lo a. chuvangin, phone browser hmangin latest version kan install dawn a ni:

1. I phone-ah khan Google chrome in ah <https://filetracking.msegs.in> - ah kan lut anga, (Search box-ah khan 'File tracking Mizoram' tih emaw 'Filetracking.msegs.in' type ula, search result ah a rawn lang ang.) **msegs-efile** tih a lo lang ang a. **kha kha hmet la**
2. Website a rawn hawng a, Dinglam sir kila three dot menu (kebab menu) kan hmeh ang,
3. Menu lo lang ang a,
4. A hnuai lamah **install** app /add to home screen option khi kan hmet ,
5. eFile Tracking app chu a rawn download in, a install nghal ang.



**'Install app'** khi a rawn lan theih loh chuan, I Google Chrome browser kha update la, a rawn lang thei mai ang.

*(Android phone thenkhat update hnu pawha lang ve thei lo chu a awm zeuh zeuh, Chutiang phone ah chuan apps install loin, Google Chrome atangin login mai tur)*

Install zawh hnuah a hnuai apps hi I phone ah a awm tawh ang.



01

## Register / Create file

**Register file and put-up (for Dealing Asst.)**

Dealing Assistant in File a put up dawn chuan, Ziah tur leh thil tul a tih vek hnuah a put up dawn chiaah a, Hetah hian DFTS chu kan hmang tan chiaah ang.



1. Phone ah khan (eFile-Tracking) ah I kal ang a. Hei hi a lo inhawng ang.

 A screenshot of the eFile Tracking login page. At the top left is the 'eFile Tracking Govt. of Mizoram' logo. To the right is a 'LOGIN' button. Below the logo is the 'GOVERNMENT OF MIZORAM' emblem and the word 'LOGIN'. There are input fields for 'Email' and 'Password'. Below these is a 'Forgot Password' link and a large green 'Let's get started' button. At the bottom, there is a section titled 'Send and Locate Files' with an illustration of people working at computers.

2. hetah hian a hnuahia credential hmang hian login tur a ni a. D/A ho tan

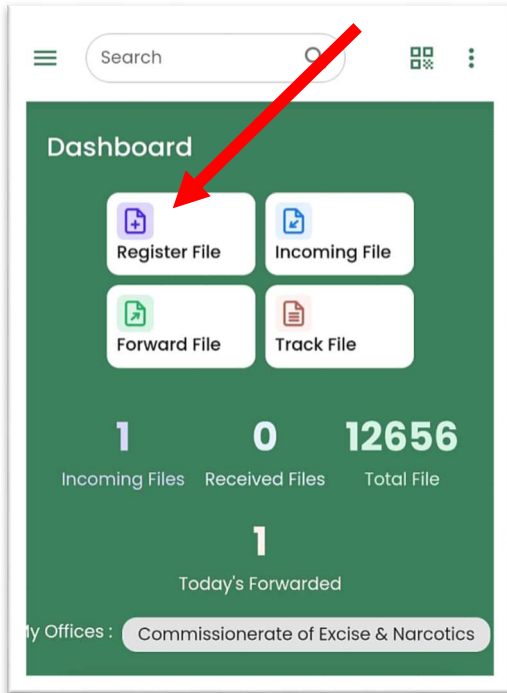
Email : [de\\*\\*\\*@gmail.com](mailto:de***@gmail.com) (login email DP&AR rawn siam entry tur)

password : \*\*\*\*\* (mahni dept user password)

 A screenshot of the eFile Tracking login page with the 'Email' field filled with 'de\*\*\*@gmail.com' and the 'Password' field filled with '\*\*\*\*\*'. A red arrow points to the 'Let's get started' button.

email leh password in type ang a, 'Let's get started' button hring ah hian click tur,

3. Kan login hnuah Dashboard a lo lang ang:



4. Register Files **Register File** tih khi hmeh tur, **File Registration box** hi a lo lang ang a, Fill up tur.

- File Number** : E.g. No. A.46011/1/2022 – COMEX
- Subject** : **IT and related**
- Office** : **Mahni Dept/office/Directorate hming**  
lo lang hi hmeh tur
- Tag** : Confidential / Urgent a thlan theih a, hetiang a nih loh chuan hei hi fill up a ngai lo (Normal File = Blank tur)
- Description** : Hetah hian File sawifiahna dah theih a ni.

5. heng fill up zawh hian **Save** button hmeh tur.

6. **Save** I hmet ang,

7. Confirmation box a lo lang ang a, **Confirm** Button I hmet ang.

QR CODE



*File Created successfully* tih a rawn lang zeuh ang a.

8. **QR code** a rawn lang bawk ang. Hei hi I screenshot ang a. Print theitu I thawn ang a, Print hnuah File kawmah I bel vah dawn nia.

File Number: No. A.45011/1/2015-COMEX  
Subject: Result Framework Documents

File Cover-ah QR Code I bel zo ta a: Tunah chuan File I put-up tak tak thei ta,

Hei hi File forward nen a inang.



# 02 Forwarding a file (other Dept. or within Dept.)

**File Forward dan (D/A te, Supdt te, P/B hote tan)**



1. eFile-Tracking ah login tur

2. email leh password a rawn dil chuan kan DA common email leh password I type lut ang a.

**(DC/JC/CEN te chuan eFile atana an rawn siam email leh password theuh kha entry tur.)**

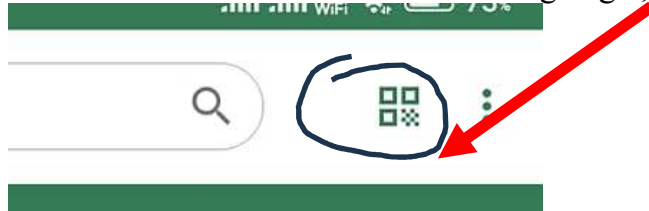
3. **Let get's started** button I hmet ang a. I login chia hkan **Dashboard** a lo lang ang,

4. emaw, a dinglam kila **Dashboard** tih inziak kha I hmet ang.

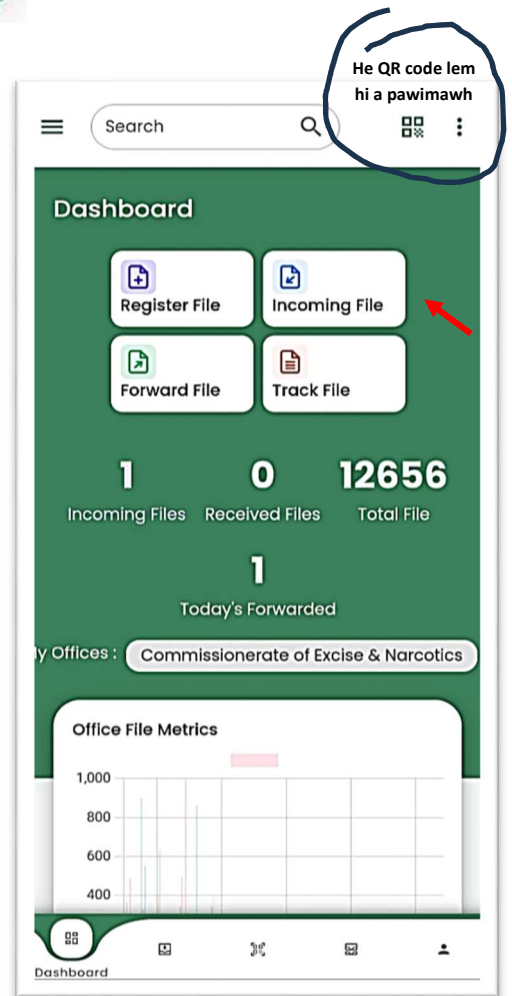
3. Chumi zawhah Dashboard a lo inhawng ang a,

4. Phone screen chunglam, dinglam kila, **QR code lem** khi in hmet ang.

I hmeh hnua h I camera a rawn inhawng ang a,



4. I camera chuan, File kawma QR Code in bel chu I scan ang.



5. Forward/Despatch file box hi a rawn lang ang a,

6. “Within office” I hmet ang a,

7. [A file chawpa Department dang or Secretariat -a thawn tur a nih chuan Outside office I thlang mai ang]

8. ‘Continue’ I hmeh hnuah hian Tu hnenah nge File I forward dawn tih select na tur a rawn lang leh ang a.

9. Urgent / Confidential a nih chuan **Tags** ah hian I select ang a, chutiang a nih loh chuan, hei hi I kalsan thei.

10. Select Office/Section-ah hian I forward na tur Department I select ang a, kan office chhung a nih chuan select hran a ngai lo

11. Select user/Official-ah hian Designation hrang hrang a rawn lang ang a, **Superintendent/DC(A)/DC(E)/JC(A) / JC(E) / CEN** tih hi I hmet ang.

11. **Remarks** I ziak ang a,

12. **Confirm** I hmet leh ang.

**File forward successfully** tih a rawn inziak ang. I forward zo der. (I file thawnchhuah chu Outbook-ah a la awm chuan, i thawna te’n an la receive lo tihna, hei hi a tul chuan Recall theih a ni.)

13. Hemi hnu hian Superintendent/DC(A)/DC(E)/JC(A) / JC(E) / CEN in a lo Received ang a, Physical file a en zawh hnuah a kal lehna tur ah a forward tawh ang.

**NB: Forward theihna hrang hrang te:**

- Diarist, Establishment, E&ND (Hei hi chu Dealing Assistant a ni mai) I file put-up i dawhkana a rawn let chiah khan, apps ah i login ve vat a ngai dawn a ni.
- Diarist, E&ND
- Superintendent, E&ND
- ACE&N I , ANS
- ACE&N II, ANS
- ACE&N, PB
- Dy.Commissioner (Administration), E&N
- Dy.Commissioner (Enforcement), E&N
- Jt.Commissioner (Administration), E&N
- Jt.Commissioner (Enforcement), E&N
- Commissioner, E&ND



03

## Receiving files (other Dept. or within Dept.)

File received dan (D/A, Supdt, P/B te tan)



1. eFile-Tracking ah login tur

2. **Dashboard** hi a lo inhawng ang a.

3. Phone screen chunglam, dinglam kila, **QR code lem** khi in hmet ang.

4. I hmeh hnuah I camera a rawn inhawng ang a, I phone a zirin Permission pawh a rawn dil ang che.



4. I camera chuan, File kawma QR Code in bel chu I scan ang.

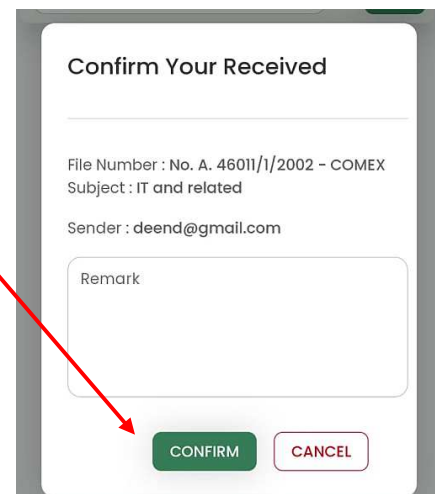
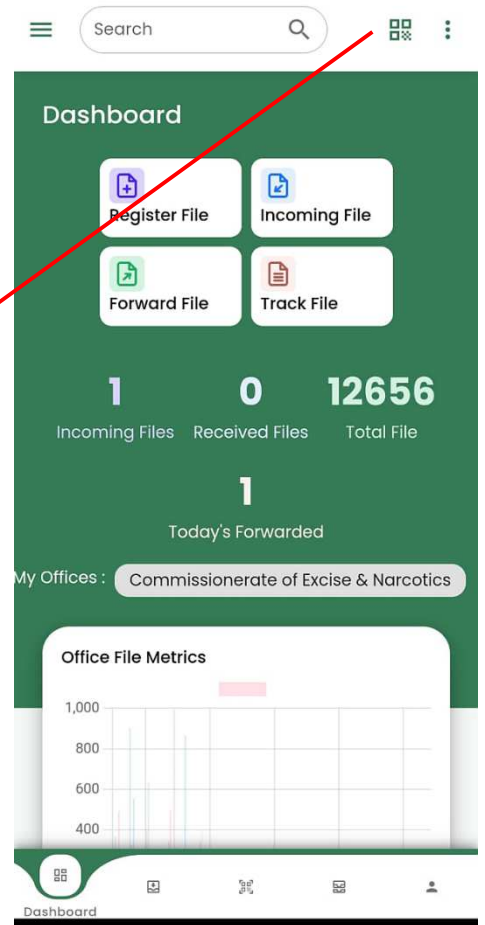


5. **Confirm your Received** tih hi a rawn lang ang a, 'Confirm' button in hmet leh ang.

6. 'Confirm' I hmeh hnuah File chu I receive zo der.

**File received successfully** tih a rawn inziak ang. I received zo der.

13. Hemi hnu hian Superintendent/ DC(A)/DC(E)/JC(A) / JC(E) / CEN in a Physical file a en a, a zawh hnuah a kal lehna tur ah a forward tawh ang. A ÷ul chuan DA ah pawh a return leh thei tho.




## Case Close dan (D/A tan) –

File I process zo a, Issue turin I dah tawh a, Case I close ang.

**Enge Case close kher a tulna** – *File entry a tam hunah, a hnawh loh nan a ni ber. Received Folder a khah chuan File zawn hmuh a har dawn a, File 400 chuan kan neih hi case kan close loh chuan a che a piang a intlar dul dawn a, Nitina File che vel hi a tam berah 20-30 bak a ni kher lo ang a, Chuvangin, Case Close a ngai a ni.*


1. eFile-Tracking App ah I login ang a



2. Hamburger Menu-ah I kal ang, (Phone screen chunglam veilama thil 3 inchherchhuan kha )

3. Menu a rawn list tlar a, **Received** ah I hmet ang

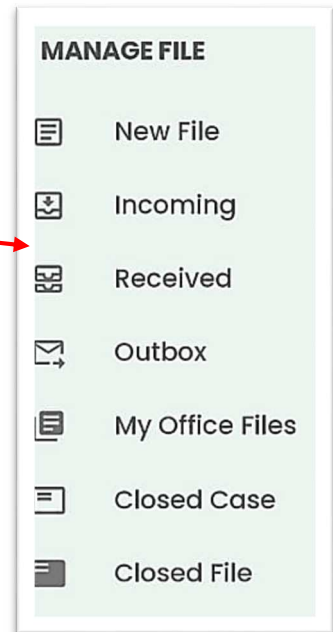
4. I File I zawn ang,

5. Kebab Menu ah in hmet ang ( - dot 3 inchherchhuan kha)

6. **Close Case** I hmet ang

7. Confirmation-ah **Yes** I hmet ang.

8. **Case Close Successfully** a rawn ti ang.




## Case Open dan (D/A tan)–

*Lehkha (Dak) a lo thleng a, File Registration I lo tih tawh, Case I close tawh kha I open leh a ngai a, File Register nawn a ngai tawh lo.*

1. eFile-Tracking App ah I login ang a



2. Hamburger Menu-ah I kal ang, (Phone screen chunglam veilama thil 3 inchherchhuan kha )

3. Menu a rawn list tlar a, **Closed Case** ah I hmet ang

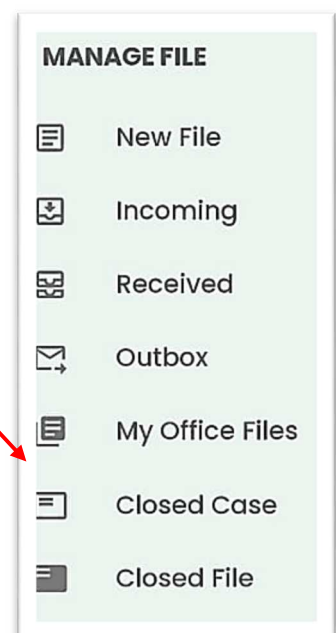
4. Search Box atangin I zawn ang.

5. I hmuh hunah **Re-open** I hmet ang

6. **Confirm** I hmet ang.


7. **File Re-open Successfully** a rawn ti ang.

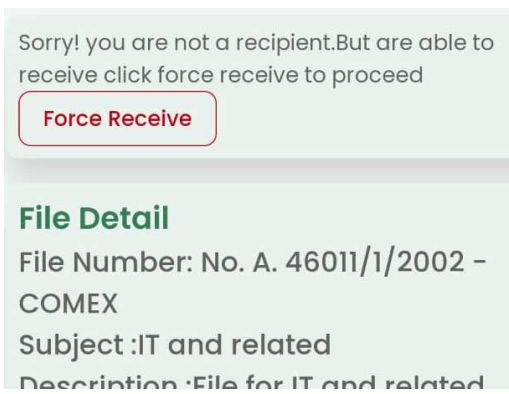
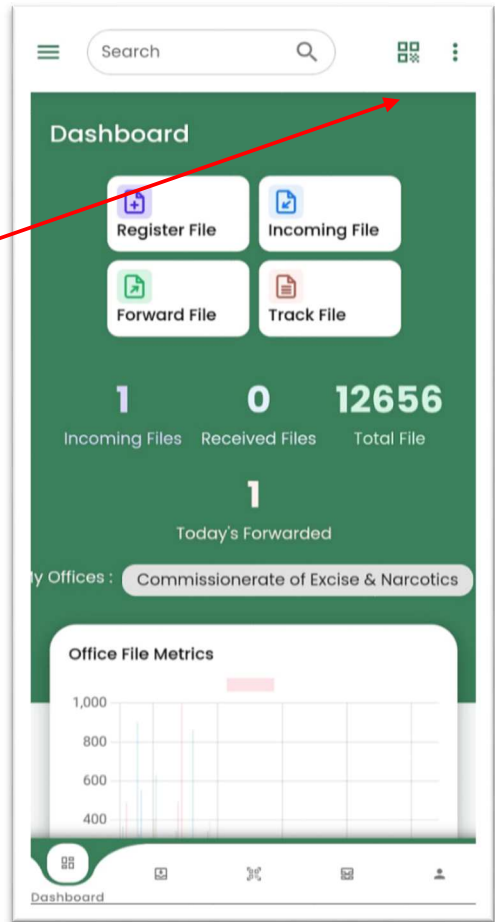
8. A chungka kan sawi tawh **Received** atangin I Forward/put leh thei tawh ang.



**Case Open dan awlsam:  
(D/A tan)**



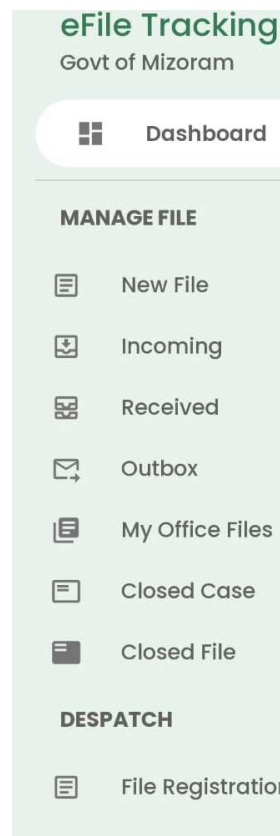
1. eFile-Tracking App ah I login ang a
2. Dashboard a lo lang ang
3. Dashboard chung kil dinglam-a QR code lem hi kan hmet ang.
4. File kawma QR code kan scan ang
5. **Force Receive** kan hmet ang.
6. Hamburger Menu ah kan kal leh ang 
7. **Received** ah kan kal ang a,
8. A ÷ul ang zelin, File forward, etc kan ti tawh ang.



Kan Case open file chu Menu-ah hian

**Received FOLDER** –ah hian a awm ang.

Hei hi a ÷ul angin, File Forward etc kan ti ang.



**DFTS a step tlangpui:**

- 01 Register / Create file
- 02 Forwarding a file

- Dealing Clerk chuan Supdt hnenah vek an forward ang a, ani in a lo receive ang a, ani hian DC (E) leh DC(A) ah a lo forward ve leh ang. Supdt emaw, a next officer an chawlh chuan, a dawt leh officer ah thawn tur.
- DC (E) or DC(A) a PB te'n an lo receive ang a, JC (E) or JC(A) ah an forward ang a, An P/B te'n an lo received a,
- File a chhuah leh hunah an P/B te'n an forward hnu hian Comex PB te'n an lo receive leh ang.
- Comex in file a en zawhah PB te'n JC or next step ah an forward leh ang.
- Chutiang zelin, Dealing a rawn thlen hnuah File a action leh letter issue a zawh hnuah Case close tih tur a ni.
- Case close tih hnua letter/memo dang a lo luh leh hunah Reopen leh tur

**Hriat tur dang:**

- File rawn lut chauh i received thei
- File I receive tawh chauh I forward thei bawk
- Tih tur tih zawh veka, DA hnena file a lo let hnuah Case Close hmangin file tihtawp tur. (*Action emaw, lehkha issue dawnah case close a, Dak issue tu hnenah lehkha issue tir tawh mai tur a ni.*)
- Hei hi a pawimawhna chu file movement history a ti reh ang a.
- Khami file a mi tur Memo a lo awm leh hunah reopen leh tur.
- **File receive emaw forward turin QR code scan mai ila, a awlsam a ni. Duh chuan, QR scan loin, File No. a zawn/type theih tho a ni.**

**File tracking:**

DFTS -ah hian File tracking a tih theih a, Login hnuah, kan file track duh kha zawn a, Menu atangin track mai tur

**Despatch File:**

● ***Despatched File: Hei hi department dang emaw, U/S lama file thawn chhuah tur thawna a ni. Lehkha issue pangngai (Dak issue) pangngai nen ngaih pawlh loh tur) Dak Issue hi chu an la ti tel rih lo.***

A tih dan chu eFile-Tracking-ah I login hnuah, I file despatch tur QR code I scan ang a, Forward/Despatch box-ah Outside office (despatch) I select ang a, I thawna tur Department I thlang ang a, I confirm mai ang.

(U/S -a File kan thawn dawn chuan **Excise & Narcotics Department** tih kan thlang ang, Keimahni hi chu *Commissionerate of Excise & Narcotics* tiin, min dah.)

● ***Incoming File(Office) : Department dang / Office dang atanga file rawn lut lo receive na a ni a. Hei hi lehkha lo lut, Memo lo lut nen a inang lo deuh a, a file chawpa rawn thawn chauhin.***

A tih dan chu eFile-Tracking-ah I login hnuah, I file received tur QR code I scan ang a, I confirm tawh mai ang. Menu-ah Incoming Files-ah a awm ang.

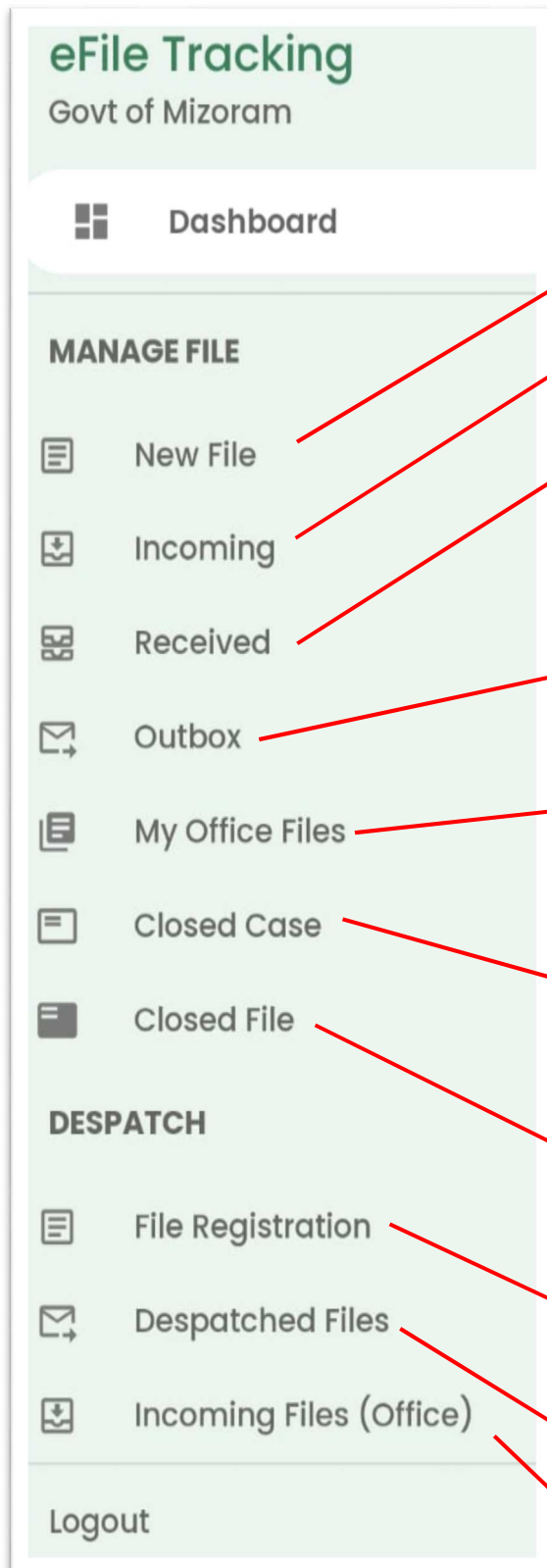
**Hriat tur :**

- File I dawn tawh sa chauh I despatch thei
- File I despatch tawh chu, I thawna tel an la receive loh chuan I pull back thei.

**Important Tips:**

I file QR code te kha, A4 paper ah print khawm ula, in file chhui (track) a ngaih hunah File No. chhut neuh neuh ai chuan in File kal mek QR code kha in scan keuh mai dawn nia.

## Apps-a Menu te sawifiahna tlem



## HAMBERGUR MENU-A ITEM TE SAWIFIAHNA

**New File** - File Registration tihna

**Incoming** – File lo lut hetah hian a awm ang, La received loh

**Received** - File received tawh awmna, kan file rawn let , received tawh hnu chu heta tang hian khawih theih. heng hi a tih theih:- QR Code print, File no etc edit, File track, Despatch, Case close-na, File Close-na

**Outbox** - File thawn – forward te awmna (kan forward na te'n an receive hma a awm thin.

**My Office Files** – Commissionerate hnuaiia File zawng zawng awm khawmna, Track na leh QR print lehna leh File No leh Hming vel Correction tih theihna leh tracking tihna

**Closed Case** – Kan file kal lai kan tihtawp (closed case) te a awm a, kan file ka put-up thar leh dawn hunah heta tang hian Open leh tur. New File hawng loin.

**Closed File** – closed file pangngai awmna

### Despatch:

**File Registration** – Dept dang atanga Register loh file kan dawn chuan a register chawp theih

**Despatched Files** – Dept danga file kan thawnchhuah te awmna

**Incoming Files (Office)** – Dept dang atanga File rawn lutte awmna – Hei hi Dak