**eOffice Assessment Template for assessing the client side requirements for a state for Computer Systems, Scanners, Digital Signature Certificates (DSC), Digitization and eSign Requirements**

1. **Name of the the Department :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Number of Subordinate Offices under Department :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Total No. of eOffice users (to be) in Department (including subordinate offices):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Infrastructure Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Description** | **Minimum Configuration** | **S.No.** | **Details required** | **Count** |
| 5.1 | **Computer Systems**  *(required for accessing eOffice)* | * **Processor :** 2 GHz and above * **RAM :** 4 GB and above * USB 2.0 controller & above (for DSC) * **Operating System :** Latest version of Windows and Linux (Ubuntu) * **Browser :** Latest version of Internet Explorer, Mozilla firefox, Google Chrome * Adobe Reader (Latest version) * Anti-Virus (any antivirus) | 5.1.1 | **No. of Computer Systems already available for eOffice users** *(Do not include those systems which are going to obsolete within a year's time)* |  |
| 5.1.2 | **No. of Computer Systems required for eOffice users.** |  |
| 5.2 | **Scanners**  *(required for scanning legacy files/receipts and incoming letters)* | * **Document Feeding:** Automatic document feeding * **Feeding Capacity :** Up to 50 sheets of good quality paper or up to 4.8mm high (maximum) Legal and A4 * **Scanning Side :** Simplex / Duplex, Single pass duplex scan facility preferable * **Scanning Speed :** 30 ppm * **Scanning Modes :** Black and White, 256-level Grayscale, 24-bit Colour * **Scanning Resolutions:** 100 to 600 dpi | 5.2.1 | **No. of Scanners/MFPs already available at Section Level and Officers of level of Deputy Secretary & above.** *(Do not include Those Scanners/MFPs which are going to obsolete within a year's time)* |  |
| 5.2.2 | **No. of Scanners required** |  |
| 5.3 | **Digital Signature Certificates (DSC)**  *(required for signing noting and letters in electronic files)* | * **Class 2 or above DSC with Signing Certificate will be required for eOffice.** | 5.3.1 | **No. of DSC's already available with eOffice users** |  |
| 5.3.2 | **No. of DSC's required.** |  |
| 5.4 | **Digitization of Active Physical Files/Receipts** | | 5.4.1 | **Total no. of Active Physical files** |  |
| 5.4.2 | **Total no. of Active Physical Receipts / Letters** |  |
| 5.4.3 | **Approximate No. of Pages** |  |
| 5.5 | Average no. of noting and letters signed by an officer per day (required for estimating eSign service cost) | | | |  |
| 5.6 | Internet Availability (Yes/No) | | | |  |
| 5.7 | Internet Provider (BSNL/NIC/Private Providers) | | | |  |
| 5.8 | Bandwidth of Internet (in Mbps) | | | |  |