

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	<u>Computer Systems</u> <i>(required for accessing eOffice)</i>	<ul style="list-style-type: none"> • 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 <i>(Do not include those systems which are going to obsolete within a year's time)</i>	
			5.1.2	No. of Computer Systems required for eOffice users.	
5.2	<u>Scanners</u> <i>(required for scanning legacy files/receipts and incoming letters)</i>	<ul style="list-style-type: none"> • 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. <i>(Do not include Those Scanners/MFPs which are going to obsolete within a year's time)</i>	
			5.2.2	No. of Scanners required	
5.3	<u>Digital Signature Certificates (DSC)</u> <i>(required for signing noting and letters in electronic files)</i>	<ul style="list-style-type: none"> • 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 <i>(required for estimating eSign service cost)</i>				
5.6	Internet Availability (Yes/No)				
5.7	Internet Provider (BSNL/NIC/Private Providers)				
5.8	Bandwidth of Internet (in Mbps)				