



Workflow Based File Tracking System
Government of West Bengal

मन्त्रसंघ ज्ञानं

WFTS



WORKFLOW BASED ONLINE FILE TRACKING SYSTEM (WFTS)

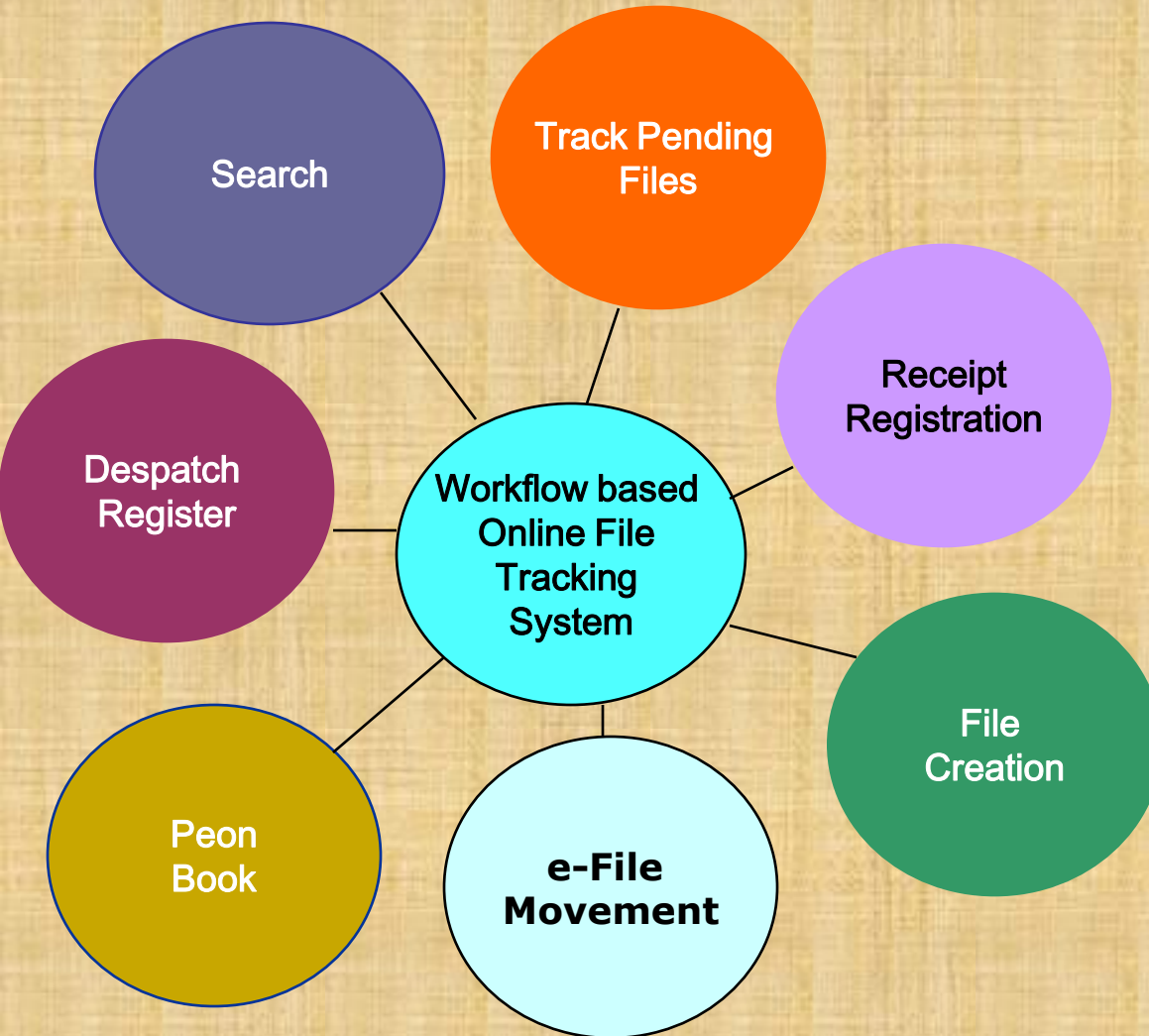
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**Finance Department
Government of West Bengal**

WFTS | Online File Tracking System

The web-enabled application software “Workflow based Online File Tracking System (WFTS)” is going to be implemented within the government departments to track online movement of files for speedy decision making at all levels.

WFTS | Main Features

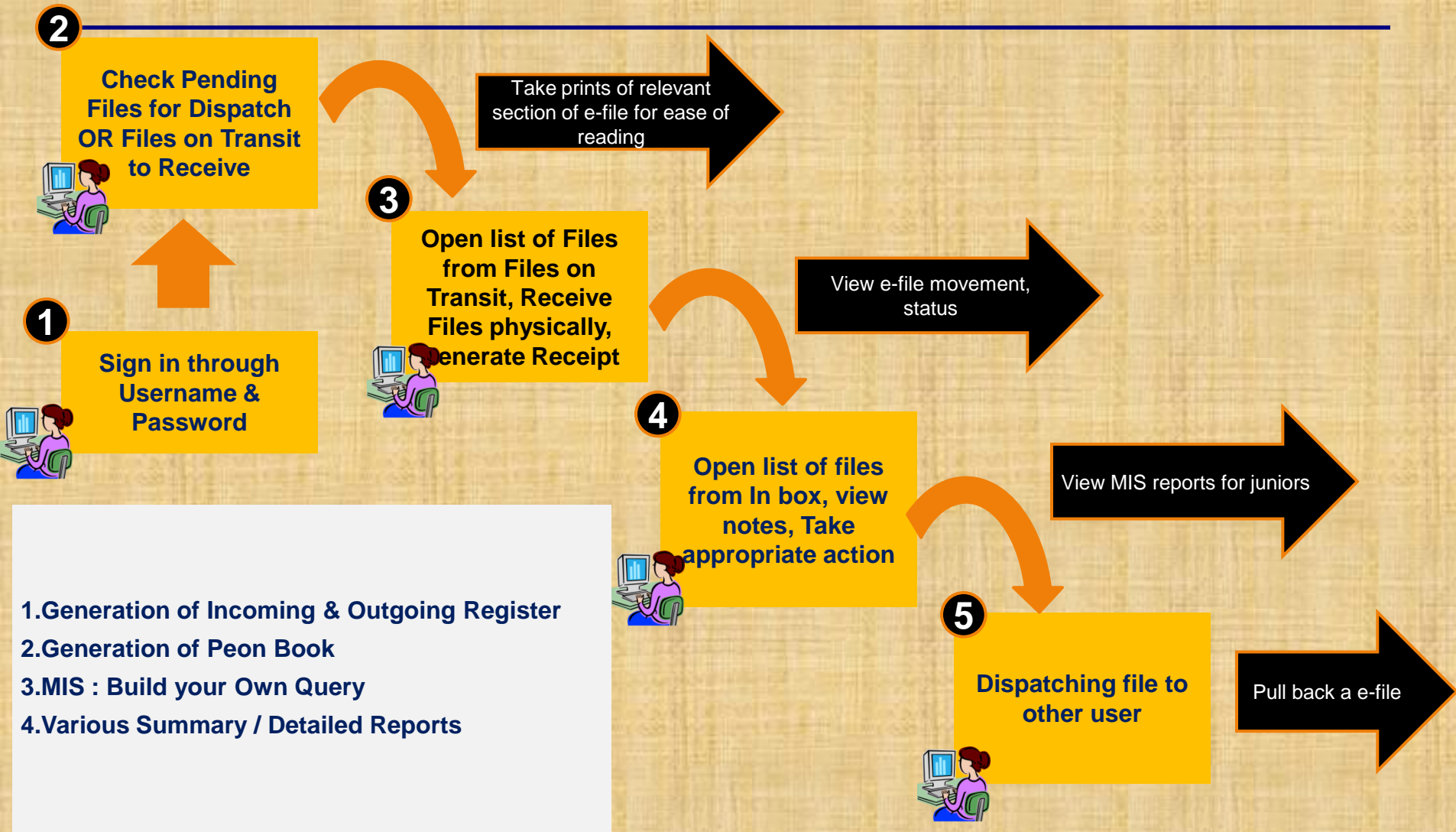


- **Online Receiving of Incoming Files and Documents.**
- **Immediate Generation of Receipts of Files**
- **Electronic Movement of files through Workflow process**
- **Generate Incoming & Outgoing Register and Peon Book**
- **Online Despatch of Files**
- **Easy Tracking of Time taken for File Disposal and Despatch at each level**
- **Greater Transparency & Speedier Decision making**

WFTS | Advantages

- **Bringing in transparency in the system**
- **Improved efficiency in working**
- **Viewing of files based on roles**
- **Search and view file at any point in time (Based on hierarchy)**
- **File can be retrieved anytime**
- **Alerts on urgent files where action is required**

WFTS | Main Activities



<http://wbfin.nic.in/>
