

Press Note

WORKFLOW BASED ONLINE FILE TRACKING SYSTEM (WFTS)

- The Finance Department is introducing a web-enabled application software "**WORKFLOW BASED FILE TRACKING SYSTEM (WFTS)**" in all groups of Finance Department w.e.f. 2nd November 2012 to track online movement of files for speedy decision making at all levels.
- All the Administrative Departments of the State Government will be extended the facility of access to Workflow based Online File Tracking System (WFTS) from 1st December 2012, based on 'User Credentials'.
- This facility will enable the departments to trace the movement of files sent to Finance Department and take necessary follow up action. The departments can also be able to track movement of files within its offices.

Salient Features

- Online Receipt, Despatch of Files
- Electronic Movement of Files
- Generation of Incoming Register, Despatch Register and Peon Book
- Retrieval of File related information through powerful Search facility
- Facilitates in Tracking File at Any Time from Any Where

Key Features

- Online receiving of incoming files & documents
- Immediate generation of receipts of files
- Online despatch of files
- Electronic movement of files through workflow process
- Automated generation of Incoming & Outgoing Registers and Peon Book
- Retrieval of file related information through powerful search facility
- Viewing of files based on User levels
- Alerts on urgent files where action is required
- Easy tracking of time taken for disposal of files & despatch at each level

Benefits

- Less Paper Office (Elimination of Manual Register Keeping). Electronic Record Management
- Reduces the Logistics (cost, time, resources, and etc.) involved in manual way of working.
- Enforces a uniform working procedure
- Improves efficiency, consistency and effectiveness of government responses
- Reduces turnaround time / processing delays to meet the demands of citizen's charter
- Effective resource management
- Greater transparency and accountability
- Web based software, which can *Track Files at Anytime from Anywhere*

