eOffice

The users already working with eOffice need only to register Parichay and follow the eOffice login with Parichay application for the shift to the new version from 25.06.2024. All other requirements and settings are the same as earlier. Basics requirements and settings are mentioned here are intended for the newly registered e-office users.

URL : https://eofficeedu.kerala.gov.in

Version : eOffice new version is 7.3.9 (with effect from 25th June 2024).

Basic Requirements:

Machine with Network Connections   K-FON or NKN, Browser – Mozilla Firefox (Latest version).

PEN number based government mail id as received from NIC. (Should activate this mail id through the URL: email.gov.in and authenticate using KAVACH application)

Note: Institutions already sent Email and EMD details of employees through DIS portal. In DTE, processed this data and the send the same to IT Mission and then only you get the email id and e-office login to access the instance *https://eofficeedu.kerala.gov.in.*

Parichay Registration: (should be done for accessing the new version)

URL: https://parichay.nic.in

Enter the PEN number based government mail id, password and enter the OTP received from the registered phone number.

E-office Login

URL :https://eofficeedu.kerala.gov.in

In the home page: Click Login with parichay

Username : same as the PEN number based mail ID

Password : Same as that of the above mail id

Click the Check box : I consent to Parichay

Enter the OTP received from the registered mobile number.

How to set e-office access in the Machine

Host Setting

1. Open the **Host** File in the system –

   In windows c:/windows/system32/drivers/etc/hosts

In ubuntu /etc/hosts

2. Add the following entry at the end of this file and save
   10.5.67.71   eofficeedu.kerala.gov.in

VPN connection (Virtual Private Network)

VPN connection request form in excel format send to dteitdivision@gmail.com. On getting the password, do the following in your device

Steps to use VPN through ACCOPS HYSECURE CLIENT

1. Go to https://evpn.kerala.gov.in
2. Download AccopsHighsecure client
3. Install this
4. Open accops.
5. Server name is evpn.kerala.gov.in
6. Give your user name and password and connect
7. Now access the site eooficeedu.kerala.gov.in through firefox

DSC Sign Installation Procedure

1. Install the DSC software from the token
2. Install JAVA
3. Go to the URL https://eoffice.gov.in/dsc.php and the download the **Digital Signer Service Installer file (32/64bit).**
4. Unzip the downloaded folder, Locate and select the **Digital Signer Service 7.0.0_xxx.msi** file from the downloaded bundle as per the system configuration. Double click required msi file to start the installation and continue the installation (when prompting select yes to install SSL certificate).
5. After the installation, a shortcut will be created on the desktop, named Digital Signer Service 7.0.0. Also, a Digital Signer Service icon will appear in the system tray (in the bottom-right corner of monitor) which indicates that Digital Signer Service is running in the system.
6. Go to the Pre-Requisites folder and locate the DSC Self sign eOfficeCA2022.der/**eOfficeCA2022.cer** (SSL Certificates).
7. Perform the below actions to import SSL certificate in Mozilla Firefox:
   a. Open Mozilla Firefox browser and **Click Application Menu** on Top right Corner and then Click on **Options**
   b. Click on **Privacy & Security** link, scroll down and **Click View Certificates**
   c. Click on **Authorities tab** and then Click **Import** button
   d. Select the Certificate (**eOfficeCA2022.cer**) and Click **Open** button

e. Check both Checkboxes and click on Ok button. This will import eOffice CA certificate to the Authorities store.

8. Ensure both the DSC token and eOffice digital signer services are running in the PC/Laptop

9. Login to eOffice of the signing authority and click on the **DSC > Registration** menu on the left panel

10. Click on the **signing certificate** button on the top right corner

11. Then select the installed token displayed and click the **register** button.

12. Enter the PIN and click **OK**.

13. Now the signing authority can digitally sign the approved drafts. Two options are there when trying to approve the document with DSC sign: **Default & Custom;**

    a. When click the **default**button, the sign will be automatically placed on the left bottom of the last page of the document.

    b. When click on the **Custom** button, you can select a position for sign on the document by drawing a rectangle.

Help: To work with e-office , help videos are available in eOffice Video Snippets Tutorials Playlist