

**URL: <http://degs.org.in/dms/Login.aspx>**

## **USER MANUAL**

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# **GOV-VAULT**

A Digital Management Solution for all Government documents having expiry/renewal date---an initiative of DeGS.



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## GOV-VAULT (Digital Custodian of Government Documents) Module: A Brief Introduction---

Documents like Agreements, MOU's, Bank Drafts, Bank Guarantees, etc. are important part of data management in a government setting. As a normal practice, these documents are kept in the originating file. It is difficult to remember the details of such important documents specially those having expiry date. Often, the file containing these documents lie at the bottom of the pile of new files and documents and left to the fate of their expiry, as government officials come and go as per the demand of their job duties or their transfer orders. In order to manage/control these documents and take necessary action before their lapse, Delhi e-Governance Society in collaboration with the Department of Information Technology, Govt. of NCT of Delhi has designed a unique data management tool that acts like a storehouse for all govt. documents and files, thereby removing the hassles of storing hard copies, passing them from one department to another for requisite action and risking the possibility of their lapse due to their expiry date. This data management storehouse has been named GOV-VAULT and is already in operation in the Department of Information Technology, Delhi Government.

## Guidelines on How to Use GOV-VAULT:

To make Gov-vault a part of the day-to –day management of important documents and the related data in any government department, certain guidelines should be followed:

1. The officer of rank superintendent or above may be designated as the “Custodian of Documents”.
2. One department should have only one ‘custodian’ of documents.
3. It should be mandatory for the custodian to have a copy of all financial and legal documents, especially those having expiry date.
4. The custodian will have the responsibility of managing all the documents through “Gov-vault” for ready reference and also alerting the concerned wing/department, when the expiry date of a document comes closer.
5. The Gov-vault application has an in-built capacity of storing, categorizing and classifying the documents in a Digital form.
6. “Gov-vault”, which is a cloud-based service, sends email alerts to the respective custodians within different departments 15/30 days before the Expiry date of the filtered documents.
7. SMS alerts will soon be introduced.

## Gov-Vault User Manual: STEP-BY-STEP DEMONSTRATION

This is the internal Document Management Module for the admin Users and all authorized departments under the Delhi Govt.

Below is the step-by-step demonstration of this user manual.

**URL:** <http://degs.org.in/dms/Login.aspx>

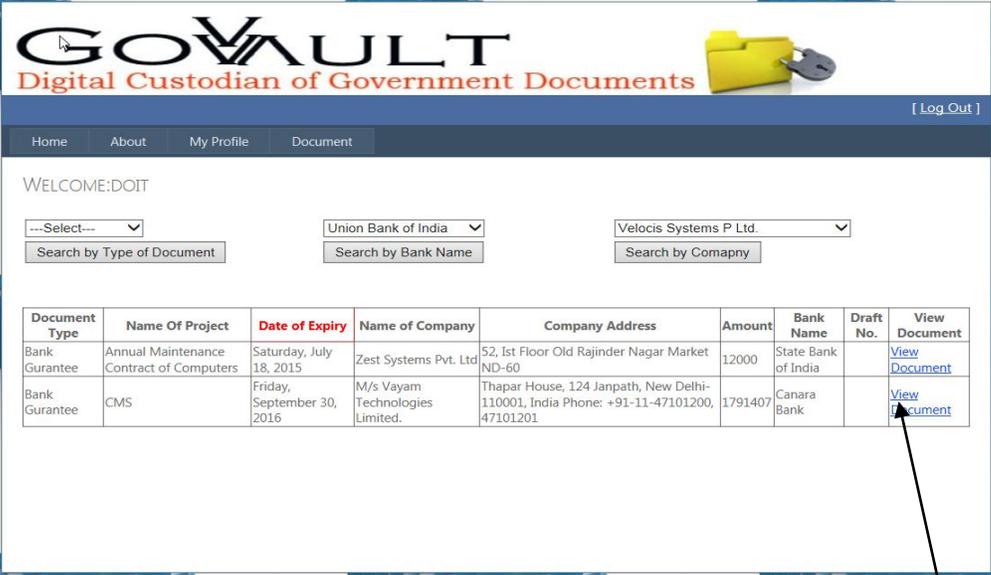
**Step1:** Admin and all department users login with their User-Id and Password. (See fig: 1)



Fig: 1

## Step2: After login, Welcome window will be displayed (see fig: 2)

Here, users will be able to see all the documents uploaded on Gov-vault. They can download the document after clicking on “**view document**”



The screenshot displays the GOVVAULT web application interface. At the top, the logo "GOVVAULT" is prominently displayed with the tagline "Digital Custodian of Government Documents" and a yellow folder icon with a key. A navigation menu includes "Home", "About", "My Profile", and "Document", along with a "[ Log Out ]" link. Below the navigation, a "WELCOME:DOIT" message is shown. The interface features three search filters: "Type of Document" (set to "---Select---"), "Bank Name" (set to "Union Bank of India"), and "Company" (set to "Velocis Systems P Ltd."). Below these filters is a table listing documents. An arrow points from the text "View Document" at the bottom right to the "View Document" link in the table.

Document Type	Name Of Project	Date of Expiry	Name of Company	Company Address	Amount	Bank Name	Draft No.	View Document
Bank Gurantee	Annual Maintenance Contract of Computers	Saturday, July 18, 2015	Zest Systems Pvt. Ltd	52, 1st Floor Old Rajinder Nagar Market ND-60	12000	State Bank of India		<a href="#">View Document</a>
Bank Gurantee	CMS	Friday, September 30, 2016	M/s Vayam Technologies Limited.	Thapar House, 124 Janpath, New Delhi-110001, India Phone: +91-11-47101200, 47101201	1791407	Canara Bank		<a href="#">View Document</a>

**Fig:2**

**View Document**

**Step 3:** Here, dept users can search by the Type of documents i.e. Bank Guarantee, Bank Draft, or Agreement. (See fig:3)

The screenshot displays the GOVVAULT web application interface. At the top, the logo reads "GOVVAULT Digital Custodian of Government Documents" with a yellow folder icon. A navigation bar includes "Home", "About", "My Profile", and "Document", along with a "[ Log Out ]" link. Below the navigation, a "WELCOME:DOIT" message is shown. The search section features a dropdown menu for "Document Type" with options: "Select", "Bank Draft", "Bank Gurantee", and "Agreement". There are also dropdowns for "Union Bank of India" and "Velocis Systems P Ltd.", and buttons for "Search by Bank Name" and "Search by Comapny". A table below lists documents with columns for Document Type, Name Of Project, Date of Expiry, Name of Company, Company Address, Amount, Bank Name, Draft No., and View Document.

Document Type	Name Of Project	Date of Expiry	Name of Company	Company Address	Amount	Bank Name	Draft No.	View Document
Bank Gurantee	Annual Maintenance Contract of Computers	Saturday, July 18, 2015	Zest Systems Pvt. Ltd	52, 1st Floor Old Rajinder Nagar Market ND-60	12000	State Bank of India		<a href="#">View Document</a>
Bank Gurantee	CMS	Friday, September 30, 2016	M/s Vayam Technologies Limited.	Thapar House, 124 Janpath, New Delhi-110001, India Phone: +91-11-47101200, 47101201	1791407	Canara Bank		<a href="#">View Document</a>

**Fig: 3**

**Step 4:** Dept users can search by the Type of Bank i.e. Select the bank name from the dropdown menu and submit. The result will be filtered based on the bank selection. (See fig: 4)



**Fig:4**

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**Step 5:** Here, dept users can search by the Type of Company i.e. Select the Company Name from the dropdown menu and submit; result will be filtered based on the Company Name.(See fig:5)

The screenshot displays the GOVVAULT web application interface. The header includes the logo "GOVVAULT" and the tagline "Digital Custodian of Government Documents". A navigation menu contains "Home", "About", "My Profile", and "Document". A "Log Out" link is visible in the top right corner. The main content area shows a welcome message "WELCOME:DOIT" and two search filters: "Bank Gurantee" (set to "Bank Gurantee") and "Axis Bank" (set to "Axis Bank"). Below these are buttons for "Search by Type of Document" and "Search by Bank Name". A dropdown menu is open, listing various companies, with "Datasoft Computer Services P Ltd." selected. Below the dropdown, it states "TOTAL NO OF CONCERNED DOCUMENT : 1". A table displays the search results:

Document Type	Name Of Project	Date of Expiry	Name of Company	Company Address	Amount	Bank Name	Draft No.	View Document
Bank Gurantee	empanelment for providing data entry service	Wednesday, June 30, 2010	Datasoft Computer Services P Ltd.	DDA Market, Hargobind Enclave, Karkardooma, Delhi	25000	Corporation Bank		<a href="#">View Document</a>

**Fig:5**

**Step 6:** After Clicking on “About” Tab, an Introduction will be displayed about the Gov-Vault application. (See fig:6)



**Fig:6**

**Step 7:** After clicking on “My Profile” Tab , two options will be displayed. (See fig:7)

⇒ **Update Profile**

⇒ **Change Password**



**Fig:7**

## Step 8: After Clicking on My Profile-> Update Profile,

An authorized user can update the following information: name, designation, mobile number and email address, etc. After updation, system will automatically send all updated information on the registered email. (See fig:8)



GOVVAULT  
Digital Custodian of Government Documents

[ Log Out ]

Home About My Profile Document

WELCOME:DOIT

Employee Name:

Employee Designation:

Employee Mobile:

Employee Email:

**Fig:8**

**Step 9: After Clicking on My Profile-> Change Pssword**

**Users can update the current password. (See fig:9)**



**Fig:9**

**Step 10 :** After Clicking on the “Document” Tab, two options will be displayed-  
(See fig:10)

- **Upload New Document**
- **Expired Document**



### Fig:10

**Step 11** : After Clicking on Document → Upload New Document,  
the following form will be displayed (See fig:11). Users can upload the documents based on the Document type, Bank Name and Company Name .



The screenshot displays the GOVVAULT web application interface. At the top, the logo "GOVVAULT" is prominently displayed in a large, stylized font, with the tagline "Digital Custodian of Government Documents" underneath. To the right of the logo is a yellow folder icon with a key. A navigation menu below the header includes links for "Home", "About", "My Profile", and "Document". A "[ Log Out ]" link is visible in the top right corner. The main content area features a "WELCOME:DOIT" message. Below this is a "DOCUMENT TYPE" dropdown menu set to "Bank Gurantee". The form includes several input fields: "Name of Project:", "Amount:", "Bank Name:" (with a dropdown menu showing "Allahabad Bank"), "Bank Address:", "Name Of Company:", "Company Address:", and "Bank Gurantee Expiry Date:". A "File Upload:" section contains a "Browse..." button and a "Submit" button. The background of the interface is decorated with blue and orange folder icons.

**Fig:11**

**Step 12 : After Clicking on Document → Expired document,**

an automated e-mail alert (based on Cloud service) is sent to the custodian (nodal officer of each department) 15/30 days before the expiry date of the documents. (See fig:12)

# User Manual: GOV-VAULT Project

The screenshot displays the 'Document' menu with options for 'Upload New Document' and 'Expired Document'. Below the menu, there are search filters for 'Bank Gurantee', 'Union Bank of India', and 'Velocis Systems P Ltd.'. A summary line indicates 'TOTAL NO OF CONCERNED DOCUMENT : 13'. The main content is a table with 9 columns: Document Type, Name Of Project, Date of Expiry, Name of Company, Company Address, Amount, Bank Name, Draft No., and View Document. The table lists 12 bank guarantee documents with their respective details. A '12' link is visible at the bottom left of the table area.

Document Type	Name Of Project	Date of Expiry	Name of Company	Company Address	Amount	Bank Name	Draft No.	View Document
Bank Gurantee	comprehensive maintainance services for Cisco routers	Saturday, March 07, 2009	Velocis Systems P Ltd.	Vasisth House, 7/2 & 7/3, Kalu Sarai, Begumpur, New Delhi	15060	Union Bank of India		<a href="#">View Document</a>
Bank Gurantee	Empanelment for AMC of computers	Friday, January 08, 2010	Velocis Systems P Ltd.	Vasisth House, 7/2 & 7/3, Kalu Sarai, Begumpur, New Delhi	50000	Union Bank of India		<a href="#">View Document</a>
Bank Gurantee	Empanelment for AMC of Computers	Saturday, January 09, 2010	Goldyne Technoserve Limited	801, Balram Building, Bandra Kurla Complex, Bandra (E), Mumbai	50000	HDFC Bank		<a href="#">View Document</a>
Bank Gurantee	empanelment for providing data entry work	Monday, March 08, 2010	Datamotion consultants Pvt Ltd.	Plot No. 3 & 4, Hasanpur, I.P Extension, Delhi - 092.	25000	Central Bank of India		<a href="#">View Document</a>
Bank Gurantee	empanelment for providing data entry service	Tuesday, June 08, 2010	computer clinic Ltd.	301 - A, Sagar Complex, New Rajdhani Enclave, vikas Mar, Delhi - 92.	25000	Syndicate Bank		<a href="#">View Document</a>
Bank Gurantee	empanelment for providing data entry Service	Saturday, June 12, 2010	ICSIL	DSIIDC Administrative Building, Okhla Industrial Area Phase - III, New Delhi - 20	25000	Bank of India		<a href="#">View Document</a>
Bank Gurantee	empanelment for providing data entry service	Sunday, June 13, 2010	Capital Business System Ltd	30 - B, Prehlad Market, Karol Bagh, New Delhi - 05.	25000	Axis Bank		<a href="#">View Document</a>
Bank Gurantee	empanelment for providing data entry service	Wednesday, June 30, 2010	Datasoft Computer Services P Ltd.	DDA Market, Hargobind Enclave, Karkardooma, Delhi	25000	Corporation Bank		<a href="#">View Document</a>
Bank Gurantee	empanelment for providing data entry work	Wednesday, June 30, 2010	GA Digital Web Word P Ltd	No. 1, HArgobind Enclave, Vikas Marg Extn, Delhi - 92.	25000	Indian Overseas Bank		<a href="#">View Document</a>
Bank Gurantee	computer data entry processing	Wednesday, June 30, 2010	Shell Transource Ltd.	114, Sudarshan House, Gautam Nagar, New Delhi - 49	25000	HDFC Bank		<a href="#">View Document</a>

**Fig:12**

**Step 13:** Users can logout from their session. Logout option is displayed on the right side of the top bar.

**Logout**

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**GOVVAULT**  
Digital Custodian of Government Documents

[ Log Out ]

Home About My Profile Document

WELCOME:DOIT

---Select--- Union Bank of India Velocis Systems P Ltd.

Search by Type of Document Search by Bank Name Search by Comapny

Document Type	Name Of Project	Date of Expiry	Name of Company	Company Address	Amount	Bank Name	Draft No.	View Document
Bank Gurantee	Annual Maintenance Contract of Computers	Saturday, July 18, 2015	Zest Systems Pvt. Lto	52, 1st Floor Old Rajinder Nagar Market ND-60	12000	State Bank of India		<a href="#">View Document</a>
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Would you like to store your password for degs.org.in? Why am I seeing this? Yes Not for this site x