# Linking of Two e-Files

[In case an ID (interdepartmental) file is received by a department]

In department functioning's, there are occasions when other department may send an e-File (referred here as an External_eFile) for approval/comment on a matter.

In such cases, the External_eFile is marked to dealing assistant (DA) of the department. DA studies the received External_eFile, prepare an internal assessment file (referred here as Internal_eFile) and both files are moved together. On approval of the same, final comment/remark of department is placed on the original External_eFile by the competent authority.

In electronic environment, this can be done in following basic steps:

a. Sender Department: User will send the External_eFile to department using 'Send-to-anyone' option.
b. Recipient Department:
    (1) External_eFile is to be received and forwarded to concerned dealing assistant (DA).
    (2) DA opens an Internal_eFile. In the 'Linked' tab, DA selects and links the External_eFile from his Inbox. On doing this, the External_eFile is moved from user inbox to 'Linked' tab.
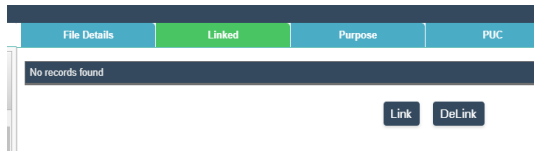
    (3) The DA prepares internal assessment file on this Internal_eFile and forwards to the proper channel for approval/comments. References of External_eFile can be placed in the notings of Internal_eFile.
    (4) On file return, approval/comments of senior officers are observed by the DA.
    (5) Now, DA should prepare a DFA containing a draft reply para and attach it to Internal_eFile. Once done, this Internal_eFile is to be send to Signing_Authority.
    (6) Signing Authority shall:
        i. open and copy contents of DFA (draft of reply para)
        ii. DeLink the External_eFile.
        iii. Open External_eFile and paste the reply (copied before Delinking of files) in the notings and finalize it. Send the External_eFile to its original department.
        iv. Open Internal_eFile and return it back to DA.

Sample flow of files and actions in each step

Legend	User	Illustration
	Secretary (External)	External_eFile (ExE) send by External_User
	Secretary (Internal)	ExE received by Internal_User1
	JS	ExE received by Internal_User2
	DA	ExE received by Internal_User3
	DA	Linking of ExE on Internal_eFile (InE) by DA Evaluation of ExE and Internal noting on InE
	JS	Assessment of ExE on InE
	Secretary (Internal)	Assessment & Decision of ExE on InE
	JS	Return remarks on InE
	DA	Prepare Draft Reply Para for JS and attach it as a DFA in InE by DA
	JS	Open & Copy Draft Reply Para from DFA of InE
	JS	Delink ExE and InE
	JS	Open ExE and Paste Reply Para and send to External_User/Department
	JS	Open InE and send it to DA
	Secretary (External)	External_eFile (ExE) received by External_User