

Instructions

All the sections in the institutions under CAPE and CAPE HO are hereby informed that the outward tapals should be sent to the CRU by using the **Dispatch By CRU** option only. The option **Dispatch By Self** should not be used by the sections. The outward tapals received in the Dispatch Inbox should be properly dispatched by using **receive** and **send** options. This should be downloaded and send to the CRU of the concerned office as Receipt.

The digital sign in the digitally signed pdf can be viewed in Internet Explorer browser or using any pdf viewer/reader like Acrobat Reader.

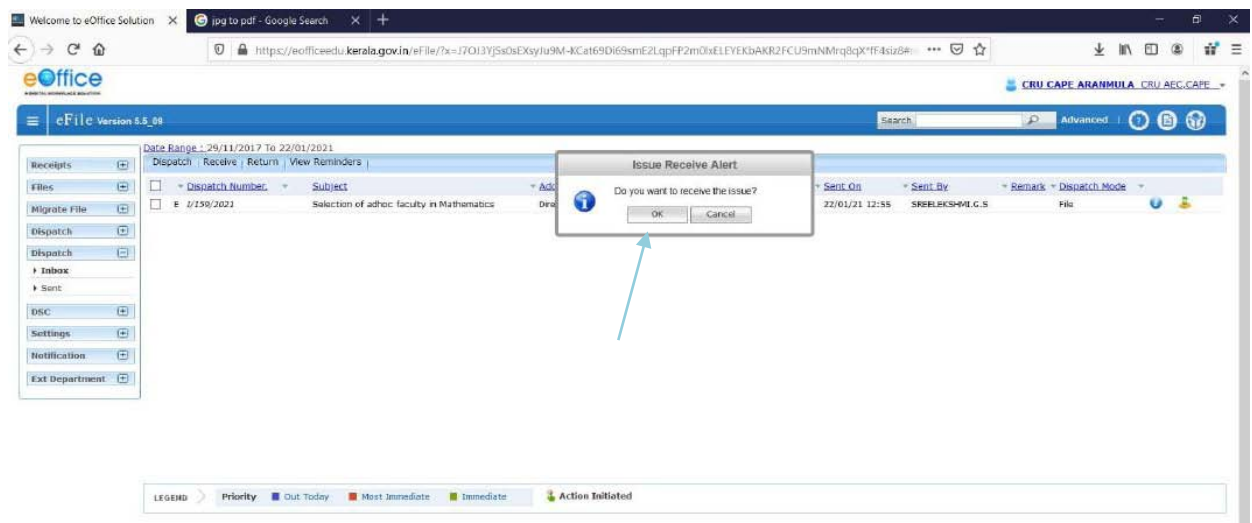
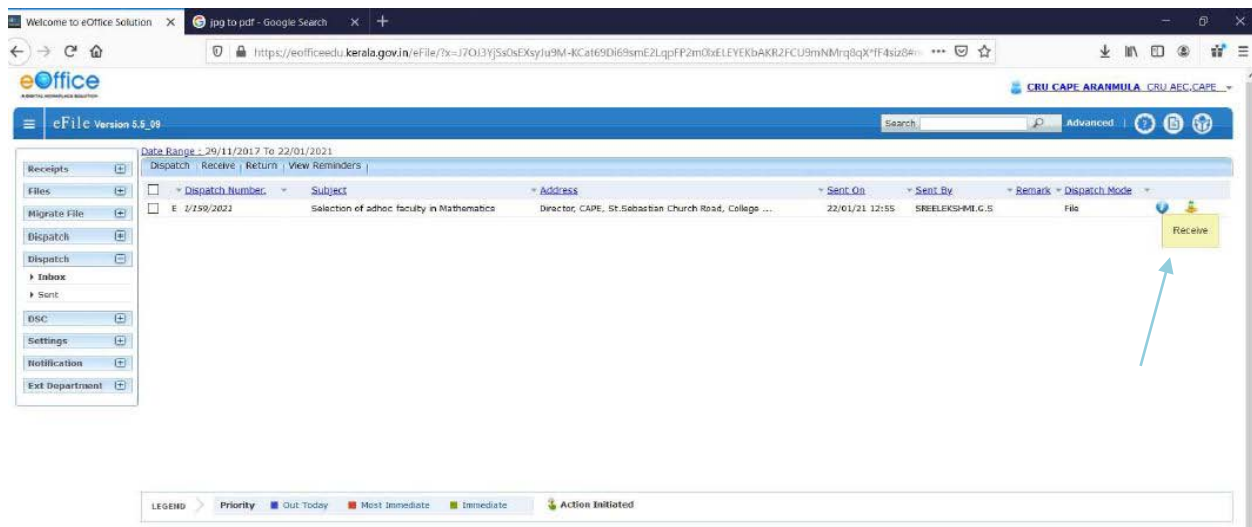
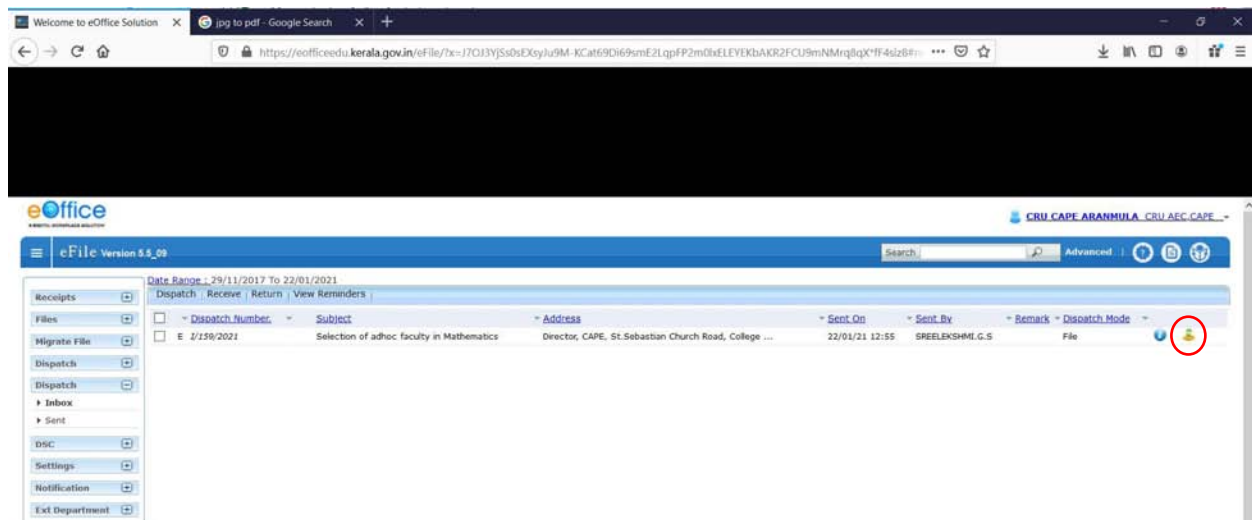
The tapal section have to maintain a Physical Register containing the details of receipts received and tapals dispatched by pasting the monthly report generated in eoffice on a register at the end of each month.

Screen shots of Dispatch Process :

Approve Draft → **Dispatch By CRU** → **Select CRU User from the Drop down** → **Select Delivery Mode from the Drop down** → **Send Without Followup**

The screenshot displays the eOffice application interface. The top navigation bar includes buttons for 'Approve Draft', 'Dispatch By CRU', 'Select CRU User from the Drop down', and 'Send Without Followup'. The main content area shows a draft titled 'File No.AEC/1/2021-A(E)' with a 'To' field set to 'The Director CAPE'. The 'Dispatch By CRU Details' section shows 'CRU User(s)' set to 'CRU CAPE ARANMULA' and 'Delivery Mode' set to 'File'. A 'Remarks' field is also present. At the bottom right, there are two buttons: 'Send With Followup' and 'Send Without Followup', with the latter being circled in red and pointed to by an arrow.

The dispatch item will be Send to the CRU user's Dispatch Inbox



Open the Final Dispatch screen by clicking on the Link (Dispatch Number). Enter the details and Click the **Send** button to complete the dispatch process.