



KNOW MORE
+91 9404953482
WWW.CDAT.CO.IN

**Letter And File
Management System**
LFMS

System Features

The Letter & File Management System (LFMS) is a web-based cloud application deployed in municipal corporations, zilha parishad offices, and the agriculture department. It serves as a comprehensive solution for managing both incoming and outgoing of letter and file.

In Zilha Parishad Office, the system is used by high-ranking executive officers, general administrative officers, junior administrative officers, department heads, and Inward-outward Officers. In municipal corporations, the system caters to commissioners, additional commissioners, city engineers, department heads, and nward-outward officers.

In the agriculture department, it is utilized by agriculture directors, branch heads, department heads, and Inward-outward personnel.

- ➔ **Letter and File Registration and Tracking:** The system facilitates the registration and tracking of incoming and outgoing letters and files, ensuring sequential numbering for incoming letters and files based on the originating office.
- ➔ **Dashboard:** A dashboard is provided to categorize letters and files by reference type, letter type, letter category, and letter medium, aiding in efficient organization.
- ➔ **Status Tracking:** : The system monitors the status of inbound letters and files (received, pending, dispatched, recalled, requested for reissue, and reissued) and outbound letters and files (current, dispatched, received, requested for reissue, reissued, and stored).
- ➔ **Global Search:** Users can perform global searches to easily find the track and access of letters and files.

→ **Processing Time Metrics:** The system calculates and displays processing times for letters and files, offering insights into maximum and minimum processing times for each office.

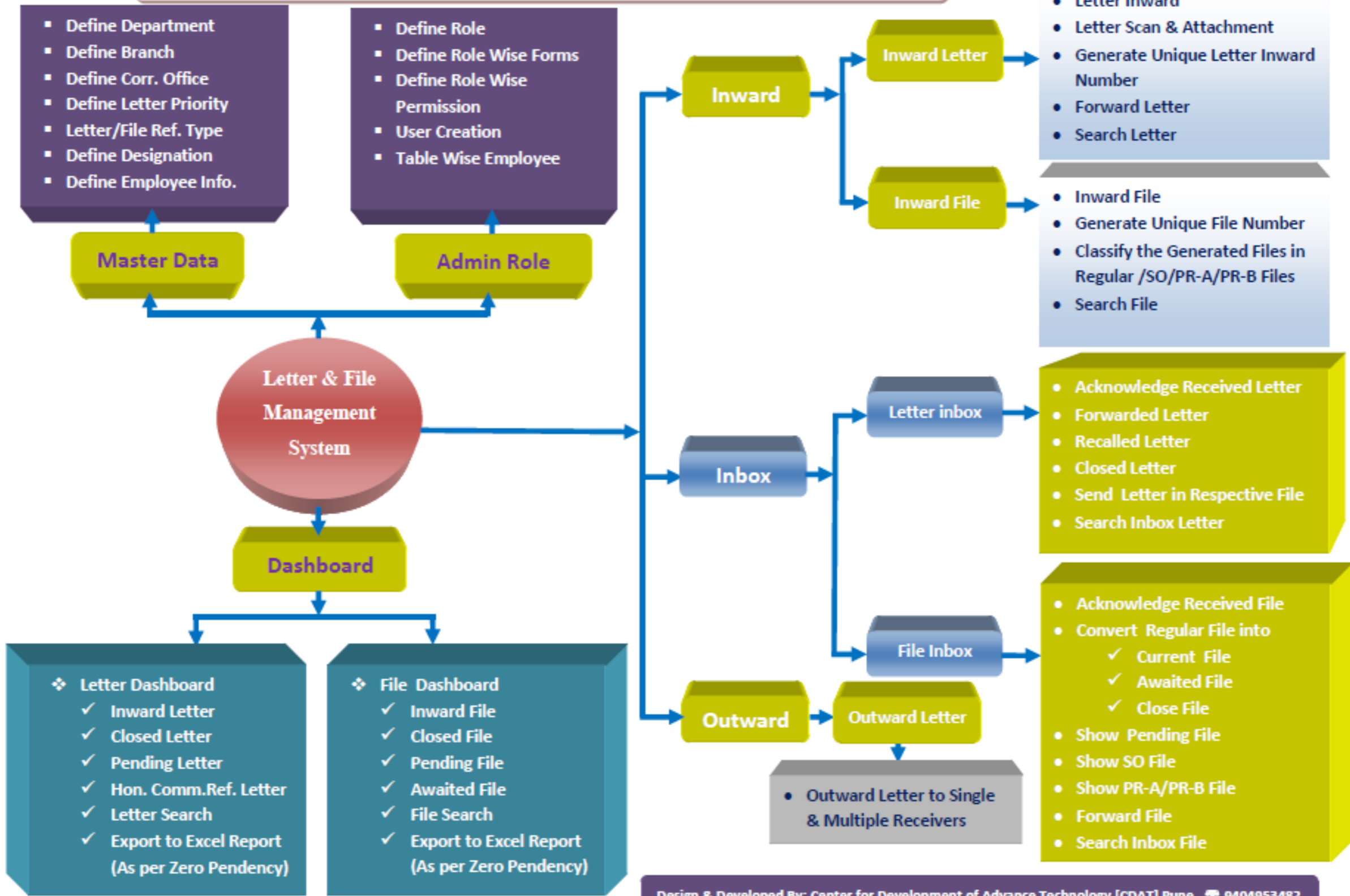
→ **QR Code Generation:** Users can generate QR codes for files, simplifying status tracking.

→ **Reports:** Weekly and monthly reports are available for current and dispatched letters and files, categorized by respective offices. Additionally, aging reports for pending letters based on departmental assignments are generated.

→ **Notifications:** The system incorporates a notification feature, providing alerts for various levels of incoming and outgoing letters and files.

Overall, LFMS streamlines the management of letters and files, enhances organization and tracking, and provides valuable insights through metrics and reporting.

E-Governance Program -Letter & File Management System



Design & Developed By: Center for Development of Advance Technology [CDAT] Pune ☎ 9404953482

Existing Clients:

1. ZP Nashik
2. ZP Gadchiroli
3. SP Solapur Rural
4. SP Ahmednagar
5. Navi Mumbai Municipal Corporation
6. Nashik Municipal Corporation
7. Nagpur Municipal Corporation
8. PMRDA- Pune
9. MSPHC- Mumbai
10. Commissioner of Agriculture- Pune (with 8 divisions)