



F.No. NCSC-Adm.042/15/2024-ADMIN.[92188]
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 13.01.2025

Circular

Reference is invited to MeitY's OM dated 13.12.2024 regarding adoption of 'CollabFiles', a cloud based indigenous platform that serves as a comprehensive web-based Office Suite and enables users to create, edit, and manage various office documents, to streamline office management and enhance productivity.

2. Therefore, all the officers/officials of this Commission are requested to adopt and onboard on the 'CollabFiles' portal for office management activities through Parichay system.

Encl: As above

Kaloo Ram
13/1/2025

(Kalloo Ram)

Under Secretary to the Govt. of India

Copy to:

All Officers/Officials of NCSC.

F. No. 9(2)/2020-EG-II
Government of India
Ministry of Electronics & Information Technology
Digital Governance Division

Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi – 110003
Dated : 13th December, 2024

OFFICE MEMORANDUM

Subject: Adoption and onboarding of 'CollabFiles' by the Ministry / Department for enhanced office management.

Aligned with the vision of Digital India, Ministry of Electronics and Information Technology (MeitY) has developed State-of-the-art portal CollabFiles, aimed to ease out office management.

2. 'CollabFiles' is cloud-based platform that serves as a comprehensive web-based OFFICE SUITE. It enables users to create, edit, and manage various office documents, including text documents, spreadsheets, and presentations. The platform also offers additional features to support seamless collaboration and secure document sharing among government officers. Accessible via <https://collabfiles.gov.in> or <https://collabfiles.nic.in>, 'CollabFiles' ensures robust security with Single Sign-On (SSO) authentication/login through the Parichay system. A brief overview of 'CollabFiles' is enclosed at Annexure-I. This initiative aims to boost office efficiency and productivity while promoting a secure, paperless work environment.

3. In order to enhance the ease of doing business, it is requested that necessary instructions be issued to ministries and departments for the adoption and onboarding of the 'CollabFiles' portal. The project team in National Informatics Centre (NIC) under MeitY will provide necessary technical guidance and support to facilitate the adoption of said portals. The details of the project team are enclosed at Annexure-II.

This issues with the approval of competent authority.

D.K. Sagar

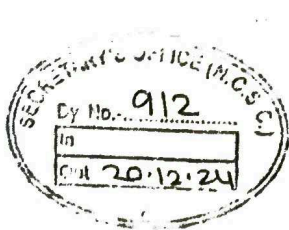
(D. K. Sagar)
Deputy Secretary to the Govt. of India
Tel. 024301234
Email: dineshk.sagar@meity.gov.in

To

All Secretaries of Ministries/Departments, Government of India.

66/EC
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DS.
M 20/12
US (A)



Kaloshan
20/12/24
Sh. Suraj, DSO

Create, Connect & Collaborate
Access with Parichay and JanParichay credentials

I. Background

Government officials working on various projects and activities constantly need different types of data for exercising their day-to-day duties. They are required to collaborate with their peers and regional and head/sub-offices for various types of information available with them. In several instances, it is required to collect and collate information from multiple offices / users in electronic form such as documents, spreadsheets and presentations. It becomes a humongous task to collect, collate, compile data from various users. Multiple copies of same document are to be managed, re-formatted by extracting data from each into one single document/sheet for submission to authorities for further analysis. Such a manual activity could lead to errors during compilation. Also, documents thus compiled by collecting data from various sources have to be stored as a record for future references.

A need was felt, of a unified platform which can cater to the need of a platform for collaborative documentation activity in a secured mode in Government. Thus, NIC has come up with a web-based, cloud-enabled system called CollabFiles.

II. About CollabFiles

CollabFiles is an indigenous platform to Connect, Create, Share and Collaborate on Office Documents. It is a web-based, cloud-enabled and scalable platform to create and manage Documents, Spreadsheets and Presentations in a collaborative mode with a strategic control so that Government users could use it through a Secured and Privileged access of Parichay and JanParichay, Single- Sign-On platforms offered by Government

CollabFiles offers complete compatibility with Word (DOCX), Excel (XLSX), and PowerPoint (PPTX) files. This platform provides access to core office productivity tools, viz., both the online editors and the full-stack collaboration platform.

The platform is an indigenous initiative & in-house development of NIC. It is enriched with the following features.

- Personalized User Dashboard
- Create Folders
- Create Files (Documents, Spreadsheets, Presentations)
- Export & Import Files
- Share & Collaborate on files in real time
- Protect data during Collaboration (from edit & view)
- Send Reminders to collaborate
- Chat during Collaboration
- Withdraw Share
- Transfer files (Due to Official transfers / retirements)
- Archive Files
- Search for Files
- Address Book to create & manage contacts and user lists
- Daily Stats & Monthly stats over email and SMS

- Chatbot for general queries
- User Feedback management
- Super Admin to manage platform
- Department Admin to manage departmental users

Integration with other e-Gov apps viz., NICemail, SMS, Sandes (A messaging app from GoI), e-Office, eSign, Gov-Drive (A centralized storage solution to save and access files), AI tools such as Language Translation, Transliteration, Document Summary.

III. Top Departments using the CollabFiles platform

- Ministry of Electronics and Information Technology
- Department of Telecommunications (DoT)
- Directorate General Defence Estates (DGDE)
- Department of Census
- Ministry of Railways
- Ministry of External Affairs
- Indian Navy
- Central Power Research Institute (CPRI)
- Ministry of Home Affairs (MHA)
- Ministry of Electronics & Information Technology (MeitY)
- NITI Aayog
- Enforcement Directorate (ED)
- Ministry of Coal
- Ministry of Finance
- Ministry of Rural Development
- Ministry of Housing & Urban Affairs
- Ministry of Health & Family Welfare
- Ministry of Consumer Affairs
- Ministry of Commerce and Industry

IV. Value Proposition

The CollabFiles platform is aimed at enhancing the productivity in Government through Collaborative approach to Create and Share Documents. The platform

- (a) connects users across the Governments of Central, State and UTs using a Secured Single Sign-on Framework
- (b) offers productivity tools to Create, Share and Collaborate on office documents within the platform and across other e-Governance applications
- (c) enables to Collect data from multiple users in a collaborative manner
- (d) ensures Security and Privacy of user data
- (e) promotes Knowledge Sharing
- (f) facilitates Remote Working
- (g) fosters Collaborative Research

Annexure II

Technical Support (CollabFiles):

For any support or clarification regarding the implementation and adoption of CollabFiles, please contact:

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