

No.A.45011/1/2022-DP&AR(GGC)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
GOOD GOVERNANCE CELL

Dated Aizawl the 15th April, 2023

To

All Administrative Heads
Government of Mizoram

Subject : New features integrated with the DFTS-reg

The undersigned is directed to state that the following new features have recently been integrated with the DFTS: -

1. **Scanner:** In order to do away with entering the Incoming/ Received box at the time of receiving incoming files which is a time-consuming process, a new scanning option where each incoming file bearing a QR code could be scanned directly without prior entry to the dedicated box has been recently added to the system. For the users who are operating DFTS with their phones, there will be a QR Code icon on the upper left corner of the Dashboard. By clicking the icon, a scanner will be generated with an actionable option viz receive or forward without prior entry to the dedicated box. Eg. When the user scans the file which is forwarded to him/her digitally, a receive option will pop and an appropriate action may be taken up. When the user scans the file which is not yet forwarded to him/her digitally, file movement history will appear on the screen instead of an actionable option in order to enable the users to know who is the last recipient of that file. For the users who are operating DFTS on PC with a Scanning Device, QR Code icon will be there at the upper right corner of the Dashboard. By clicking the icon, the user will be directed to the place where he/she should be placing his cursor. Upon placing the cursor at the right place same action can be performed as already mentioned above.

2. **Force Receive action:** In cases, where Incoming Physical File which is not endorsed to the user digitally is received, there is an option of Force Receive option and the user will take an action accordingly without informing the last recipient to forward such files digitally.

Sd/-PAUL L. KHUMA

Nodal Officer

Department of Personnel & Administrative Reforms
Good Governance Cell

Memo.No.A.45011/1/2022-DP&AR(GGC) : Aizawl the 15th April, 2023

Copy to: -

1. Sr. P.P.S to Chief Secretary, Government of Mizoram
2. P.P.S. to Secretary, DP&AR for information
3. All Officers concerned for information & necessary action
4. Guard File



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