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GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
GOOD GOVERNANCE CELL

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Dated Aizawl, the 23rd March, 2023.

Frequently Asked Questions (FAQs) on Digital File Tracking System - DFTS
(MIZO VERSION)

THUHMA

Heng FAQ hi DFTS hmangtute tana hriattur pawimawh leh portal hman dan inhriattirna a ni a. A chung a thu awm te statutory rule ang bur a ngaih tur a ni lova, a hmangtute te samkhaina tur liau liau a tihchhuah a ni a. A chung a leave Process leh Procedure tarlante hi engtik hunah pawh tih danglam lam leh theih an ni a, chutiang a tih thil tih danglam a awm chuan Competent Authority/thuneitu i.e. DP&AR(GGC) chhanna emaw, annin tih dan tur an zam ang zel a kal tur a ni e.

1. DFTS chu enge a nih?

Ans: Digital File Tracking System a ni a. Register bu a file kalna chin ziah ngai tawhlo in, digital a File Movement chhinchhiahna leh chhuina a ni.

2. DFTS chu engtingge kan hman ang (file DFTS hmanga kal tir tur- thar, hei hi a DA/Diarist ten DFTS a bul anrawn tan na tur a ni)?

Ans: A hmasa berah chuan DFTS link <https://filetracking.msegs.in> ah hian luh tur a ni a (Administrator (DP&AR GGC) in, e-mail leh password a siam sa hmangin log in tur a ni a – hei hi User Department tinah pek kan ni), Dashboard a **Register File** tih kan hmet anga, chutah chuan **File Registration** tih hnuaiah, file chungchanga hnawh khah tur hrang hrang kan ziak/type lut ang. Kan zawh ah (kann duhthu a sam chuan), **Save** tih button hring kann hmet ang, kan hmeh hnuaiah Confirmation message a rawn lang anga, **Confirm** tih button kan hmet ang. Hemi zawhah hian **QR CODE** a rawn lang anga, **Print** tih button kann hmet leh anga, QR code kha kan print hnuaiah **Physical File** ah kann bel ang. Kan bel zawh fel ah, file tracking **Dashboard** ah **Manage File** hnuaiah **Received** tih ah kan lut anga, kan file register thar kha alo lang a, **Forward** button kann hmet ang. Kan hmeh zawhah hian **Forwarded To** page alo lang ang a, khata tang khan office, kann thawn na tur officer etc. te kann thlang anga **Confirm** tih kan hmet leh ang. Hei hi kan thawn chhoh na officer/P.A ten an lo dawng anga, an ni pawn Dashboard hnuaiah **Incoming** emaw **Manage File** hnuaiah **Incoming** tih ah lut in, **Receive** button hring hmet in file kha an lo receive ang. An receive hnuaiah hian file kha **Manage File** tih hnuaiah **Received** tih ah a lut thla ang, chutah chuan user te lut in an file duh kha an **Forward** chho leh mai ang. Hemi hi file movement a chhuk emaw a chho lam a ni emo, eng stage ah pawh a kal dan tur a ni.

3. File kalna/awmna chin engtingge kan hriat theih ang?

Ans: Dashboard hnuaiah **Track File** tih ah kan click anga, hetah hian **QR Code Scan** hmangin emaw **File number** kan chhut luh hmangin, a kalna chin a hriat theih ang. A nih loh pawhin, a sir veilam a three lines lo awmah hian click a (line awm tih hi phone hman a nih chuan), **My Office Files** tih atang hian **File Number** chhut luhin a search theih bawka a ni.

4. File Register tawh hnu tho hi Dealing atangin chhoh tir leh dawn ta ila, New File ah hian dah luh thar leh zel tur a ni em?

Ans: Ni lo e. File register tawh a nih chuan a awmna atang zelin tih kal leh tur. Dealing/Diarist khan a ngai angin a forward chho leh ang.

5. QR code file a kan bel alo chhiah palhin, a thara new file a dah luh leh tur em ni?

Ans: Ni lo e, QR code awm sa kha print a bel leh mai tur a ni.

6. QR Code bel kher hi enge a tangkaina? Scan kher loh hian a file hi a forward/receive/track theih vek tho si a?

Ans: QR Code chu user experience a that nan kan hmang.

Entirnan: hetah i file number i search anga, i click anga tia inhrilh duah lo in scan mai khan a awlsam zawk thin.

7. QR code hi lo scan theihloh palh ta se engtin nge kan receive theih ang?

Ans: QR Code hi scan theihloh palh a awmin, **Incoming** ah khan a file alo awm tawh tho chuan a receive theih vek tho a ni. QR Code kan print out (file a kan bel tur) hi scan awlsam theih turin, a len zawng (Size) hi a hnuai kan tar lan ang size ni thei se.



8. File kal a, lo let leh tawh, thil thar kal tir leh dawn a kan hman leh dawn hian khawiah nge a awm ang?

Ans: File kal zo vek tawh, subject thar hlak a kan kal tir leh dawn hian Received ah a awm khawm thin a, a kal lehna tur ah forward chhoh leh mai tur a ni.

9. File hi Department dangah kan thawnchhuak thei em?

Ans: Theih e, received bawm chhung a file kan thawn chhuah duh chunglam sir dinglam lam kil a three lines kan click anga, option hrang hrang lo lang zingah khan **Despatch** ah kan click anga, kan thawn chhuah duhna Department thlan fel a, **Confirm** tih hmang a proceed tawh mai tur a ni. Despatch file bik atan hian Department dang atanga file kan thawn chhuah leh kan dawn te hi user dashboard ah **Despatched File** leh **Incoming Files (Office)** tih bawm ah a in store zel a ni.

10. File number enter sual palhin a edit leh theih em/ File enter tawh sa te hi a delete leh theih em?

Ans: File number kan enter sual palh chuan **My Office Files** chhungah khan kan lut anga, kan file edit duh zawn sir dinglam kil a three dots ah click in edit option a lo lang anga, chuta tang chuan a siam leh theih vek a, amaherawh chu, file number kan siamthat/edit hnu khan QR Code hlui hmang lovin, a tharin QR code kan generate leh anga QR code hlui kha thlak ngei tur a ni.

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