



Newgen e-GOV Suite

An electronic workplace and automated processes are essential for efficient, transparent, and good governance. Government organizations need to automate their day-to-day functions at all levels of the administrative hierarchy to reduce process delays and make information easily accessible.



Overview

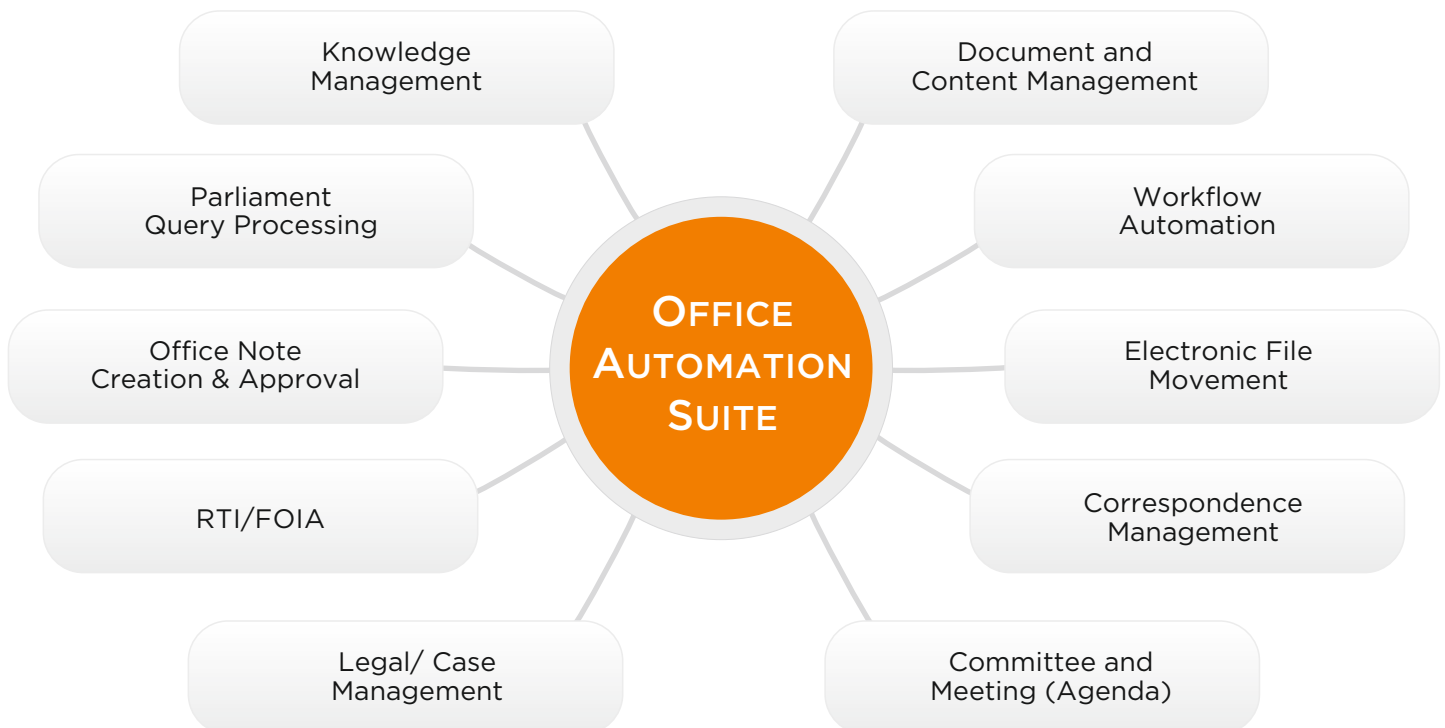
Newgen's e-Gov office suite enables automation of administrative processes across all the government departments. The solution transforms government to citizen (G2C), government to business (G2B), and government to government (G2G) processes.

Key Challenges

- Obsolete legacy systems
- Time-consuming review cycles
- High rate of errors
- Inability to track the status of confidential data
- Lack of collaboration amongst employees
- Increased data leakage and low data

Newgen e-Gov Office Automation Suite

Newgen provides a robust and scalable e-Gov office automation suite that helps in seamless filing and correspondence management. The suite, built on a low code digital automation platform, integrates various capabilities needed to build business applications, through its flagship products in intelligent digital automation (BPM) and contextual content services (ECM).



e-GOV Solutions

Core Functionality

Electronic File Management and Correspondence Management (DAK Management)

- Automation of file and correspondence (DAK) lifecycle - from creation to archival
- Built-in inbox for receiving correspondences
- Electronic correspondence (DAK)/file creation, management, movement, and performance of related tasks including diary entry, indexing, noting, cross referencing, search/ retrieval, etc.
- Interfaces for searching and tracking correspondences and files

Committee and Meetings

- Tracking of expiry and renewal of committees
- Capturing the composition, terms of reference, tenure, and modalities
- Scheduling committee meetings and tracking decisions
- Drafting minutes of meetings
- Allocation of responsibilities

Legal Case Management (Processing of Court Cases)

- Online repository of legal cases for faster retrieval
- Registering and tracking of court cases and legal advices
- Real-time reports on pending case details



e-GOV Solutions

Core Functionality

Right to Information
(RTI)/Freedom of Information
Act (FOIA) Management

- Information sharing in cost and time-effective manner
- Collection and sharing of information
- Knowledge repository for storing information for future reference

Knowledge Management

- Online repository of government circulars, notifications, policies, schemes, guidelines, and past cases arranged in a chronological and thematic fashion for easy accessibility
- Provision to post online requests for policy clarification/ interpretation, new policy creation/amendment

Circular Management

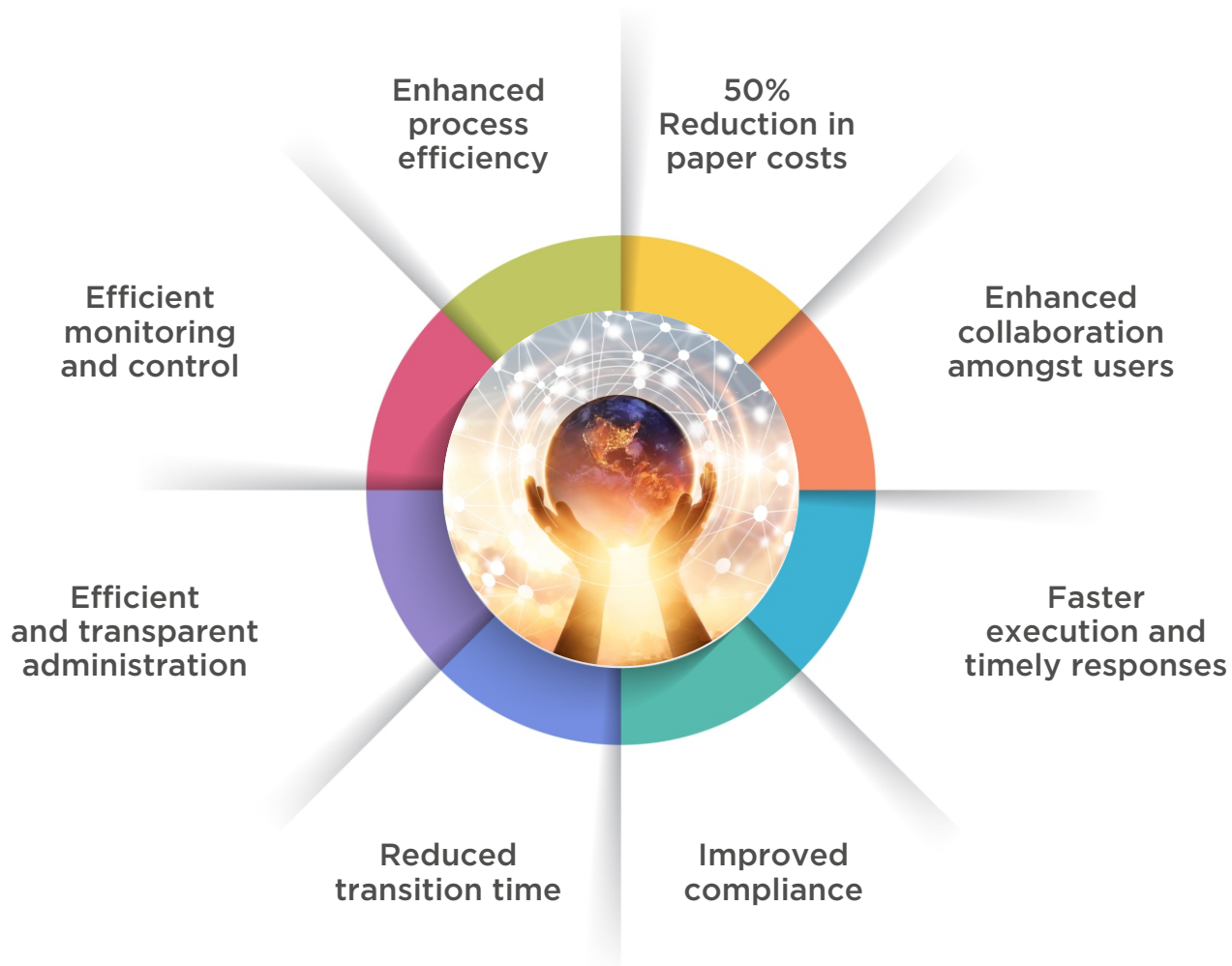
- Managing circulars issued by the head of departments of government offices
- Enabling users to create, edit, archive or delete circulars

Office Note Creation and
Approval

- Ability to create new office note documents and saves in a draft folder
- Routes notes for approval
- Online editing mechanism
- Status tracking and monitoring
- Printing of office notes with track sheets



Why Newgen's e-Gov Suite?



About Newgen

Newgen Software is a vendor/provider of Business Process Management (BPM), Enterprise Content Management (ECM), Customer Communication Management (CCM), Document Management System (DMS), Workflow and Process Automation software. The company has a global footprint in over 66 countries with large, mission-critical solutions that have been deployed in Banks, Insurance firms, BPO's, Healthcare Organizations, Government and Telecom Companies.

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