

File No. 8-5/2014-IT-II  
Government of India  
Ministry of Communications  
Department of Telecommunications

\*\*\*\*\*

Sanchar Bhawan, New Delhi

Dated the **11-03-2022**

**Subject: CollabFiles- An indigenous Platform to connect, create, share & collaborate on office documents**

Kindly find enclosed herewith a copy of DO letter dated 25.02.2022 from Secretary, MeitY on the subject cited above, for the encouragement and awareness regarding usage of an indigenous platform CollabFiles (<https://collabfiles.nic.in>) of National Informatics Center (NIC) for Creation, Management, Sharing and Collaboration of documents and spreadsheets by government organizations across the country.

2. Government officers can use it in a secured manner through single sign on Parichay, using government email id.

3. This is issued with the approval of DDG(IT).

Signed by Shailendra  
Sagar

Date: 11-03-2022 10:57:42

Reason: Shailendra Sagar  
(Shailendra Sagar)  
ADG(IT-II)

**Encl.:** As above

To:

1. All Sr. DDG/JS/DDG level officers of DoT Hq, through eOffice noticeboard
2. Heads of all Attached Offices/ Subordinate Offices/ Field Offices/ Statutory bodies/Autonomous bodies, through Department Website

Copy to:

1. PSO to Secretary (T)
2. Sr. PPS to Member (T), Member (F) & Member (S)
3. PPS to Additional Secretary (T)



सत्यमेव जयते

अजय साहनी, आई.ए.एस.  
AJAY SAWHNEY, I.A.S.

5030/2022/4  
सचिव  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारत सरकार  
Secretary  
Ministry of Electronics &  
Information Technology (MeitY)

Government of India  
No. MeitY/NIC/CollabFiles/2022  
Dated: 25<sup>th</sup> February, 2022

Dear Secretary,

**Subject: CollabFiles – An Indigenous Platform to Connect, Create, Share & Collaborate on Office Documents**

142/009/IT  
8/10/22  
AS(T)  
As you are aware, the Self-reliant India campaign, “**AatmaNirbhar Bharat**” is a clarion call for the Vision of New India, triggering kick start of several indigenous initiatives under “**Make in India**” drive. One such Technology-driven and Domain-independent initiative called **CollabFiles** has been visualized, conceptualized, designed and developed by National Informatics Centre, for use by Government Organizations across the country.

2. **CollabFiles** (<https://collabfiles.nic.in>) is a web-based, cloud-enabled and scalable platform to create and manage documents and spreadsheets in a collaborative mode with a strategic control so that Government users can use it through secured and privileged access of Government e-mail account.

3. CollabFiles is enabled for use by Government officials and staff with **Single-SignOn** through Parichay (Government email) integration. Major features include Create and Manage **Files & Folders**, Tag files with meaningful **Keywords**, Multiple **Search** facilities to locate files, Create & Manage mail/phone **Address book**, **Share&Collaborate** on Documents & Spreadsheets.

4. CollabFiles is developed on Micro-Services Architecture and is currently deployed at NDC, Pune. The platform is integrated with NIC email & **Sandes** (the messaging app of Govt of India) and is further envisioned to include Creation & Sharing of eForms and Presentations. Integrations with e-Office, GovDrive (a storage platform to save and retrieve files) and Tejas are in progress.

...2/-

Dir (IT-2)  
1/11/22  
43

ADG (IT)  
9/12/22

5. I request you to kindly encourage the usage of this platform to Create, Manage, Share and Collaborate on Documents and Spreadsheets in Government in various departments and associated organizations. For any help/training, you may please contact the HoG of your Ministry/Department or SIO of NIC dealing with your State/UT or Dr P. Gayatri, Scientist – F, NIC Telangana at [gayatri.p@nic.in](mailto:gayatri.p@nic.in)

*with regards,*

Yours sincerely,



**(Ajay Sawhney)**

To

Secretaries of all the Ministries/Departments, GoI