

National Informatics Centre
Department of Electronics & Information Technology
Ministry of Electronics & Information Technology (Govt. of India)

Capability Building Programme (CBP) on eOffice for Users (Level I)

Period : Three (3) working days
Time : 09:30 am to 05.30 pm
Venue : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T Park, New Delhi
Programme Coordinator : Mr. S.K. Patro and Ms. Surabhi

Day 1	09:30 am to 10:00 am	10:00 am to 11:00 am	11:00 am to 11:15 am	11:15 am to 01:00 pm		
	Welcome Address & Introduction	File Management System (FMS) – Receipts: Scanning, Diarization	Tea Break	File Management System (FMS) – Receipts: Forwarding, Acknowledgment, Pull Back		
	01:00 pm to 02:00pm	03:00 pm to 03:45 pm	03:45 pm to 04:00 pm	04:00 pm to 05.30 pm		
	File Management System (FMS) – Receipts: Closing/Reopening, Folders, Copy, Edit, Email-Diarization	File Management System (FMS) – Receipts: Pull-Up & Put in File	Tea Break	Hands – On & Assessment (FMS – Receipts)		
Day 2	09:30 am to 10:30 am	10:30 am to 11:00 am	11:00 am to 11:15 am	11:15 am to 01:00 pm		
	Revision and Queries	FMS – Files: Create, Attach receipt	Tea Break	FMS – Files: Noting, Referencing, Forwarding		
	01:00 pm to 02:00 pm	03:00 pm to 03:45 pm	03:45 pm to 04:00 pm	04:00 pm to 05.30 pm		
	FMS – Files: References, Link File, Attach File/Receipt, Part File	FMS – Quick Revision	Tea Break	Hands – On (FMS – Files)		
Day 3	09:30 am to 10:00 am	10:00 am to 11:00 am		11:00 am to 11:15 am	11:15 am to 12:00 pm	12:00 pm to 12:30 pm
	Revision and Queries	FMS – Draft Creation, Editing, Approval, Signing & Dispatch, Stand Alone Dispatch		Tea Break	FMS – Follow Up & Reminder	Demonstration on usage of Digital Signature Certificate (DSC) & eSign
	12:30 pm to 01:00 pm	01:00 pm to 02:00 pm	03:00 pm to 04:00 pm	04:00 pm to 04:15 pm	04:15 pm to 04:45 pm	04:45 pm to 05.30 pm
	Searching, Advance Search, MIS Reports	Hands – On & Assessment (FMS – Draft & Dispatch)	eOffice Vocabulary Game	Tea Break	Support mechanism (Support Portal, Escalation of problems)	eOffice – Future Road Ahead, Feedback, Photograph and Closing

Note: 02:00 pm to 03:00 pm – Lunch will be provided

Prerequisites/Eligibility –

1. Should have basic working knowledge of computers, emails and Internet [Mandatory].

Roles and Responsibilities of Users –

1. Should be aware of the usage of all applications in eOffice.
2. Should be able to use eOffice effectively, to carry out their day to day official activities.