

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

Capability Building Programme on eOffice for EMD & Product Administrators (CBP Level III)

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: Ms. Surabhi

Day 1	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 2.00 pm		
	Welcome Address & Introduction	Presentation on eOffice	Tea Break	eOffice user data standardisation and management (EMD)		
	3.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 4.00 pm	4.00 pm to 5.30 pm	
	Application Management System		Tea Break	Updating Reference Data	Hands – On & Assessment (EMD)	

Day 2	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 1.30 pm	1.30 pm to 2.00 pm	
	Revision and Queries		Tea Break	Transfer & Delegation – Demonstration	Closing of Files – Demonstration	
	3.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 5.00 pm	5.00 pm to 5.30 pm	
	Hands – On & Assessment (Transfer & Delegation)		Tea Break	Hands – On & Assessment (Transfer & Delegation) (Contd.)	eTour & PIMS Administrator	

Day 3	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.15 pm	12.15 pm to 1.15pm	1.15 pm to 2.00 pm	
	Revision and Queries		Tea Break	KMS Administrator	eLeave Administrator	Hands – On & Assessment (Product Admins)	
	3.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 5.00 pm	5.00 pm to 5.30 pm		
	Hands – On & Assessment (Product Admins) (Contd.)		Tea Break	Assessment – eOffice Vocabulary Game	eOffice - Future Road Ahead, Feedback, Photograph and Closing		

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

Eligibility/Pre-requisites –

1. Should have undergone 'CBP – Basic Users (CBP Level I)' [Mandatory].

Roles and Responsibilities of EMD & Product Administrators –

1. Are aware of the various aspects of the eOffice product suite and new and upcoming features of eOffice.
2. Understand eOffice user management and administration.
3. Are able to manage and update eOffice user data.
4. Are able to handle the administration of all applications.
5. Are aware of basic troubleshooting in eOffice.
6. Train and guide eOffice administrators joining the ministry / department.