National Informatics Centre

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, NICSI Development Centre, DMRC I.T Park, New Delhi**

Programme Coordinator : Mr. S.K. Patro and Ms. Surabhi

Day				
Day 1 (eFile Basic)	**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**	**FMS – Receipts: Forwarding, Acknowledgment, Pull Back, Copy**
	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**
	FMS – Receipts: Pull-Up & Put in File	**FMS – Files: Create, Receipt Put-up /Correspondence, Noting & Forwarding**	**Tea Break**	**Hands – On (FMS – Receipts/File)**

Day				
Day 2 (eFile Advance)	**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 – Receipts: Attach File/Receipt, Close/Reopen, Movement & Details**	**Tea Break**	**FMS – Files: References, Link/Delink File**
	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: Attach File/Receipt, Yellow Note, DSC	**FMS – Quick Revision**	**Tea Break**	**Hands – On (FMS – Receipt/Files)**

Day						
Day 3 (DFA & Other Features)	**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**	
	Revision and Queries	**FMS – Draft Creation, Editing, Approval, Signing & Dispatch, Stand Alone Dispatch**		**Tea Break**	**FMS –File: Part File, Park File, Close/Reopen File**	
	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 05:00 pm**	**05:00 pm to 05.15 pm** **05:15 pm to 05:30 pm**
	Searching, Advance Search, MIS Reports		**Hands – On**	**Tea Break**	**Assessment & Feedback**	**Support mechanism (Support Portal, Escalation of problems)** **Photograph and Closing**

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

Pre-requisites/Eligibility –

1. Should have basic working knowledge of computers, emails and Internet [Mandatory].
2. Should have been working / and providing support in files [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.