

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

Capability Building Programme on eOffice for Master Trainers / Advanced Level (CBP Level II)

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 & 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 2.00 pm		
	Welcome Address & Introduction	Roles and Responsibilities of Master Trainers	Tea Break	Quick Revision of File Management System(eFile)		
	3.00 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.30 pm		
	eFile : Advanced (Conversion)		Tea Break	Hands–On (eFile)-Receipts & conversion Assessment		

Day 2	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 1.00 pm	1.00 pm to 2.00 pm	
	Revision & Queries	Digitization and Transition Strategies	Tea Break	eFile : Advanced (Migration, Closing of Files, Report and Search Permissions)	eFile : Advanced (Delegation & Transfer)	
	3.00 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.30 pm		
	eFile : Advanced (Digital Signature Certificates)		Tea Break	Hands – On & Assessment (eFile : Advanced)		

Day 3	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.30 pm	12.30 pm to 2.00 pm	
	Revision and Queries		Tea Break	Demonstration on KMS	Hands – On & Assessment (KMS, DSC, Delegation & Transfer)	
	3.00 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.00 pm	5.00 pm to 5.30 pm	
	eOffice Troubleshoot and Support mechanism		Tea Break	eOffice Vocabulary Game / Group Discussion on eOffice	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' / Working Knowledge of eOffice [Mandatory]
2. Should be aware of their organizational structure and their hierarchy.
3. Should have good understanding of the office procedures.

Roles and Responsibilities of Master Trainers –

1. Should be well aware of the usage of all applications in eOffice.
2. Should be able to use all aspects of eOffice very efficiently, to carry out their day to day official activities.
3. Should be able to handle queries.
4. Should be a guide and trainer for other users.
5. Should be aware of basic troubleshooting.
6. Should know what basic steps to take when a person is transferred/promoted/retired from the ministry/ department.
7. Should know what basic steps to take when a new person joins the ministry/ department.