

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

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

**Period** : Three days  
**Time** : 09.30 am to 05.30 pm  
**Venue** : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T Park, New Delhi

**Programme Coordinators:** Mr. Saroj Kumar Patro, Ms. Surabhi

<b>Day 1</b>	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 1.00 pm		
	Welcome Address & Introduction	Presentation on eOffice	Tea Break	eOffice user data standardisation and management (EMD)		
	2.00 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	
	eOffice user data standardisation and management (EMD & Application Management System) (contd.)		Tea Break	Updating Reference Data	Hands – On & Assessment (EMD)	

<b>Day 2</b>	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 1.00 pm	
	Revision and Queries		Tea Break	Transfer and Delegation – Demonstration	Closing of Files – Demonstration	
	2.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 4.30 pm	4.30 pm to 5.30 pm	
	Portal Management (Management of Sub-sites) & Knowledge Management System		Tea Break	Leave Administrator	Tour and PIMS Administrator	

<b>Day 3</b>	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 1.00 pm		
	Revision and Queries		Tea Break	Hands – On & Assessment (All Admin Modules)		
	2.00 pm to 3.00 pm	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	
	Troubleshooting & Support mechanism	Introduction to LDAP	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' / 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 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.