

Ministry of Electronics and Information Technology
National Informatics Centre

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

Objectives of the programme –

1. Are able to comprehend eOffice user management and administration.
2. Are able to manage and update eOffice user data.
3. Are able to handle the administration of all applications.
4. Are aware of basic troubleshooting in eOffice.
5. Can train and guide other eOffice administrators of the Department/Organization.

Eligibility / Pre-requisites –

1. Should have undergone 'CBP – Users (Level I)'/ Working Knowledge of eOffice.
2. Should have good understanding of one's own organizational structure and their hierarchy.
3. Should have good understanding of the office procedures.

Agenda –

Period : Four (4) working days
Time : 09:30 am to 05:30 pm
Venue : NICS, IT Park, Shastri Park, Delhi

Programme Coordinators : Mr. Saroj Kumar Patro, 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 12.30 pm	12.30 pm to 02.00 pm	
	Welcome Address & Introduction	Presentation on eOffice Data & its Management	Break	Data Collection & its Standardization	PIMS - Data population	
	03.00 pm to 04.00 pm		04.00 pm to 04.15 pm	04.15 pm to 05.30 pm		
	PIMS - Data population (contd.)		Break	Hands – On		

Day 2	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 01.00 pm	
	Revision and Queries		Break	Assigning Roles – Admin, Post Role Mapping	eFile Master Data Management	
	01.00 pm to 02.00 pm	03.00 pm to 04.15 pm	04:15 pm to 04:30 pm	04.30 pm to 05.30 pm		
	Hands – On	eFile Admin, Knowledge Management System (KMS)	Break	Hands – On		



Day 3	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 12.30 pm	12.30 pm to 01.00 pm
	Revision and Queries	Setting and Preferences	Break	Promotion, Transfer, and Superannuation	Delegation
	01.00 pm to 02.00 pm	03.00 pm to 04.15 pm	04.15 pm to 04.30 pm	04.30 pm to 5.30 pm	
	Search and MIS Reports	Hands - On	Break	eOffice Vocabulary Game	

Day 4	09.30 am to 10.30 am	10.30 am to 11.15 am	11.15 am to 11.30 am	11.30 am to 12.15 pm	12.15 pm 01.00 pm
	Revision and Queries	DSC Sign and eSign	Break	eFile Audit	Portal Management (WAW)
	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 05.15 pm	05.15 pm to 5.30 pm
	Hands – On	Revision & Support mechanism	Break	Assessment	Feedback & Closing

Note: 02:00 pm to 03:00 pm – Lunch Break

