

Government of India
Ministry of Electronics and Information Technology
National Informatics Centre

Capability Building Programme (CBP) on eOffice for Users (Level-I)

Objective(s) of the Programme –

1. Participants should gain operational knowledge in eOffice so as to effectively carry out their day-to-day official activities using eOffice.

Eligibility / Pre-requisites –

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

Agenda –

- Period** : Four (4) working days
- Time** : 09:30 am to 06:00 pm
- Venue** : Conference Room, 2nd Floor, NICS, DMRC IT Park, Shastri Park, Delhi
- Program Coordinators** : Mr. Saroj Kumar Patro, Ms. Surabhi

	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 12:15 pm	12:15 pm to 02:00 pm	
Day 1	Welcome Address, Registration & Introduction	File Management System (FMS) - Receipts: Scanning, Diarization	Break	FMS – Receipts: Forwarding, Acknowledgment, Pull Back, Copy, Pull-Up	Files: Create, Put-up Receipt / Correspondence Receipts: Put in File	
	03:00 pm to 04:00 pm		04:00 pm to 04:15 pm	04:15 pm to 05.30 pm		
	FMS – Files: Noting (Yellow and Green), Forwarding, Flagging / Referencing Hands – On		Break	Hands – On		

Day 2	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 12:00 noon	12:00 pm to 02:00 pm	
	Revision and Queries	FMS – Receipts: Email Diarization, Movement & Details	Break	Receipts: Attach File/Receipt, Close/Reopen	Files: Annexures, Attach File/Receipt, Link/De-link Files,	
	03:00 pm to 03.45 pm		03.45 pm to 04.00 pm	04.00 pm to 05.30 pm		
	File: Create Part File, Parking of a File Close/Reopen		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	FMS – Draft (Creation, Editing)	Break	FMS – Draft (Approval, Signing & Dispatch)	Stand Alone Dispatch
	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	
	DSC Sign and eSign	Search Mechanism, eFile MIS Reports	Break	Hands – On	

Day 4	09:30 am to 10:30 am	10:30 am to 11:30 am	11:30 am to 11:45 am	11:45 am to 1:00 pm	1:15 pm to 02:00 pm	
	Revision and Queries	eFlie Audit	Break	Demonstration on WAW Portal	Hands-on	
	03: 00 pm to 03:30 pm		03:30 pm to 04:00 pm	04:00 pm to 04:15 pm	04:15 pm to 05:15 pm	05:15 pm to 05:30 pm
	Support Mechanism	Setting and Preferences	eOffice Vocabulary game	Break	Assessment	Feedback & Closing

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