

**Government of India
Ministry of Electronics & Information Technology
National Informatics Centre**

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

Objectives of the programme –

1. Participants should be able to use all aspects of eOffice very efficiently, to carry out their day-to-day official activities.
2. Are able to handle user queries.
3. Act as a guide and trainer for other users.
4. Are aware of basic troubleshooting.
5. Have knowledge of the measures to take when a new official join or when an official is transferred / promoted / retired from the ministry / department.
6. Understand the support mechanism for ministry / department.

Eligibility / Pre-requisites –

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

Agenda –

Period : Four (4) working Days

Time : 09:30 am to 05.30 pm

Venue : Conference Room -200, 2nd Floor, NICSI, Tower -3, DMRC IT Park, Shastri Park, 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	Break	Revision of File Management System (eFile)		
	3.00 pm to 4.00 pm		4.00 pm to 4.15 pm	4.15 pm to 5.00pm	5.00 pm to 5.30 pm	
	Revision of eFile (Contd.)		Break	Revision of eFile (Contd.)	eFile : Conversion	

Day 2	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.00 noon	12:00 noon to 1:00 pm
	eFile : Closing & Ownership of Files		Break	eFile: Delegation & Transfer	Digitization Transition & Migration
	1.00 pm to 2.00 pm	3.00 pm to 4.15 pm	3.45 pm to 4.00 pm	4.00 pm to 4.30 pm	4.30 pm to 5.30 pm
	Hands-on	Digital Signing	Break	Search and Reports	Hands – On

Day 3	09.30 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 and Queries	Break	Demonstration on KMS	Hands – On
	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
	Setting and Preferences	Break	eOffice Troubleshoot and Support mechanism	

Day 4	09.30 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 and Queries	Break	eFile Audit	Hands – On
	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
	Portal Management (WAW)	Break	Assessment	eOffice - Future Road Ahead, Feedback, Photograph and Closing

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