



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

Capability Building Programme (CBP) on eOffice for EMD & 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 ministry / department.

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 : 4 working days
Time : 09:00 am to 05:30 pm
Venue : NICSI, IT Park, Shastri Park, Delhi

Day 1	09.30 am to 10.00 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 1.00 pm	
	Welcome Address & Introduction	Presentation on eOffice Data & its Management	Break	Data Collection and its Standardization	EMD - Data population	
	2.00 pm to 4.00 pm		4.00 pm to 4.15 pm	4.15 pm to 5.30 pm		
	EMD - 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
	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

