

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

Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, Delhi - 110 053

Website : <https://eoffice.gov.in/training> | <https://eofficetraining.nic.in> | Email Id : [training.eoffice@nic.in](mailto:training.eoffice@nic.in)

Registration Form

Name of Department / Ministry / Organization – \_\_\_\_\_

Programme Category (Put a tick) – Users / Master Trainers / EMD and Product Administrators / NIC Officials / System Administrators

Date Opted for Programme (please refer <http://eofficetraining.nic.in>) – \_\_\_\_\_

**Nodal Coordinator / Single Point of Contact Details (mandatory) –**

Sl. No	Name	Designation	Official email Id	Contact number
1.				

Are you also attending the Programme? (If yes, then kindly put a tick in the box provided)

**Trainee / Participant Details –**

Sl. No	Name	Designation	Official email Id
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I have read the eligibility criteria and the pre-requisites for the Programme (as mentioned below), and I ensure that the above Trainees are as per the mentioned criteria.

Date – \_\_\_\_\_

Signature (Nodal Coordinator/Single Point of Contact)

## Training Calendar - April 2019 to March 2020

Level	Category	Scheduled Start Dates	Eligibility / Pre-requisites
Level I	Users	01.04.2019, 10.04.2019, 01.05.2019, 06.05.2019, 20.05.2019, 10.06.2019, 19.06.2019, 01.07.2019, 10.07.2019, 29.07.2019, 07.08.2019, 19.08.2019, 04.09.2019, 09.10.2019, 14.10.2019, 30.10.2019, 05.11.2019, 18.11.2019, 27.11.2019, 09.12.2019, 06.01.2020, 03.02.2020, 24.02.2020, 04.03.2020, 11.03.2020.	<ol style="list-style-type: none"> <li>Should have basic working knowledge of computers, emails and Internet.</li> <li>Should have been working / and providing support in files.</li> </ol>
Level II	Master Trainers / Advanced	13.05.2019, 17.07.2019, 16.09.2019, 13.11.2019, 20.01.2020, 16.03.2020	<ol style="list-style-type: none"> <li>Should have undergone 'CBP – Users (Level I)' / Working Knowledge of eOffice.</li> <li>Should be aware of their organizational structure and their hierarchy.</li> <li>Should have good understanding of the office procedures.</li> </ol>
Level III	EMD & Product Administrators	28.05.2019, 25.09.2019, 04.12.2019, 25.03.2020.	<ol style="list-style-type: none"> <li>Should have undergone 'CBP – Users (Level I)' / Working Knowledge of eOffice.</li> <li>Should have good understanding of one's own organizational structure and their hierarchy.</li> <li>Should have good understanding of the office procedures.</li> </ol>
Level IV	NIC Officials	24.07.2019, 15.01.2020.	<ol style="list-style-type: none"> <li>Should have undergone 'CBP – Users (Level I)' / Working Knowledge of eOffice.</li> <li>Should be NIC Officials who will be responsible for Implementation of eOffice.</li> <li>Should have basic knowledge of manual operating/working procedures of the department / ministry.</li> </ol>
Level V	System Administrators	22.04.2019, 26.06.2019, 28.08.2019, 21.10.2019, 18.12.2019, 12.02.2020	<ol style="list-style-type: none"> <li>Should be the officials from locations where servers are hosted locally.</li> <li>Should have knowledge of LINUX.</li> <li>Should have knowledge of Database concepts.</li> <li>Should have understanding of functionalities of Web and Application Servers.</li> </ol> <p><b>Desirable:</b> Knowledge of virtualization (Cloud).</p>

Category	Scheduled Start Dates	Eligibility / Pre-requisites
<b>Refresher</b>	26.04.2019, 16.05.2019, 27.05.2019, 14.06.2019, 25.06.2019, 08.07.2019, 23.07.2019, 05.08.2019, 23.08.2019, 09.09.2019, 23.09.2019, 04.10.2019, 24.10.2019, 08.11.2019, 22.11.2019, 02.12.2019, 16.12.2019, 30.12.2019, 10.01.2020, 24.01.2020, 07.02.2020, 17.02.2020, 02.03.2020, 20.03.2020.	<b>1.</b> Participant must be working in eFile of eOffice, at the least, for 6 months.

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

**Objectives of the programme –**

1. Participants should gain operational knowledge on 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** : Three (3) working days

**Time** : 09:30 am to 05.30 pm

**Venue** : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, Delhi.

**Programme Co-ordinator** : Mr. S.K. Patro and Ms. Surabhi.

<b>Day 1</b>	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 12:15 pm
	Welcome Address & Introduction		File Management System (FMS) – Receipts: Scanning, Diarization		Tea Break	FMS – Receipts: Forwarding, Acknowledgment, Pull Back, Copy, Pull-Up
	12:15 pm to 01:15 pm	01:15 pm to 02:00 pm	03:00 pm to 04:00 pm	04:00 pm to 04:15 pm	04:15 pm to 05.30 pm	
	Hands – On (FMS – Receipts)	FMS – Receipts: Put in File FMS – Files: Create, Receipt Put-up /Correspondence	FMS – Files: Noting & Forwarding, Flagging/ Referencing	Tea Break	Hands – On (FMS – Receipts/File)	

<b>Day 2</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 12:00 noon
	Revision and Queries		FMS – Receipts: Attach File/Receipt, Close/Reopen, Movement & Details		Tea Break	FMS – Files: Annexures, Attach File/Receipt, Link/De-link File.
	12:00 noon to 01:00 pm	01:00 pm to 02:00 pm	03:00 pm to 04.00 pm	04:00 pm to 04:15 pm	04:15pm to 05.30 pm	
	Hands – On (FMS – Receipts/File)	FMS – Files: Yellow Note, DSC, Close/Reopen	FMS – Quick Revision	Tea Break	Hands – On (FMS – Receipt/Files)	

<b>Day 3</b>	<b>09:30 am to 10:00 am</b>	<b>10:00 am to 11:00 am</b>		<b>11:00 am to 11:15 am</b>	<b>11:15 am to 01:00 pm</b>		
	<b>Revision and Queries</b>	<b>FMS – Draft Creation, Editing, Approval, Signing &amp; Dispatch, Stand Alone Dispatch</b>			<b>Tea Break</b>	<b>FMS –File: Part File, Park File, Close/Reopen File</b>	
	<b>01:00 pm to 02:00 pm</b>		<b>03:00 pm to 04:00 pm</b>	<b>04:00 pm to 04:15 pm</b>	<b>04:15 pm to 05.15 pm</b>	<b>05:15 pm to 05:30 pm</b>	
	<b>Searching, Advance Search, MIS Reports, Support mechanism (Support Portal, Escalation of problems)</b>		<b>Hands – On</b>	<b>Tea Break</b>	<b>Assessment &amp; Feedback</b>	<b>Photograph and Closing</b>	

**Note: 02:00 pm to 03:00 pm – Lunch will be provided**

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**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 joins 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 office procedures.

**Agenda –**

**Period** : Three (3) working Days  
**Time** : 09:30 am to 05.30 pm  
**Venue** : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, Delhi.  
**Programme Coordinator** : Mr. S.K Patro & Ms. Surabhi.

<b>Day 1</b>	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	Tea 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.)		Tea Break	Revision of eFile (Contd.)	eFile : Conversion	

<b>Day 2</b>	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.00 pm	12:00 pm to 02:00 pm
	eFile : Closing & Ownership of Files		Tea Break	Digitization and Transition Strategies	eFile : Migration, Delegation & Transfer
	3.00 pm to 3.30 pm	3.30 pm to 4.00 pm	4.00 pm to 4.15 pm	4.15 pm to 5.30 pm	
	eFile : Digital Signing	Search and Reports	Tea Break	Hands – On & Assessment	

<b>Day 3</b>	<b>09.30 am to 11.00 am</b>	<b>11.00 am to 11.15 am</b>	<b>11.15 am to 12.45 pm</b>	<b>12.45 pm to 2.00 pm</b>
	<b>Revision and Queries</b>	<b>Tea Break</b>	<b>Demonstration on KMS</b>	<b>Hands – On &amp; Assessment</b>
	<b>3.00 pm to 4.00 pm</b>	<b>4.00 pm to 4.15 pm</b>	<b>3.45 pm to 5.00 pm</b>	<b>5.00 pm to 5.30 pm</b>
	<b>eOffice Troubleshoot and Support mechanism</b>	<b>Tea Break</b>	<b>eOffice Vocabulary Game</b>	<b>eOffice - Future Road Ahead, Feedback, Photograph and Closing</b>

**Note:** *02:00 pm to 03:00 pm – Lunch will be provided*

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**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** : 3 working days  
**Time** : 09:30 am to 05:30 pm  
**Venue** : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, Delhi.  
**Programme Coordinators** : Mr. Saroj Kumar Patro, Ms. Surabhi.

<b>Day 1</b>	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 2.00 pm	
	Welcome Address & Introduction	Presentation on eOffice Data & its Management	Tea Break	Data Collection and its Standardization	EMD - Data population	
	3.00 pm to 4.00 pm		4.00 pm to 4.15 pm	4.15 pm to 5.30 pm		
	EMD - Data population (contd.)		Tea Break	Hands – On		

<b>Day 2</b>	09.30 am to 11.00 am	11.00 am to 11.15 am	11.15 am to 12.00 pm	12.00 pm to 12.30 pm	12.30 pm to 2.00 pm	
	Revision and Queries	Tea Break	Assigning Authorization and Roles - Application Management System	eFile Master Data Management	Promotion, Transfer and Superannuation	
	3.00 pm to 4.00 pm		4.00 pm to 4.15 pm	4.15 pm to 5.30 pm		
	Hands – On		Tea Break	Assessment		



<b>Day 3</b>	<b>09.30 am to 10.30 am</b>	<b>10.30 am to 11.00 am</b>	<b>11.00 am to 11.15 am</b>	<b>11.15 am to 11.45 am</b>	<b>11.45 am to 12.30 pm</b>	<b>12.30 pm to 2.00 pm</b>
	<b>Revision and Queries</b>	<b>eFile Admin</b>	<b>Tea Break</b>	<b>eFile Admin</b>	<b>Delegation</b>	<b>Portal Management</b>
	<b>3.00 pm to 3.30 pm</b>	<b>3.30 pm to 4.15 pm</b>	<b>4.15 pm to 4.30 pm</b>	<b>4.30 pm to 5.15 pm</b>	<b>5.15 pm to 5.30 pm</b>	
	<b>Hands – On</b>	<b>eOffice Vocabulary Game and Support mechanism</b>	<b>Tea Break</b>	<b>Assessment</b>	<b>eOffice - Future Road Ahead, Feedback, Photograph and Closing</b>	

**Note:** 02:00 pm to 03:00 pm – Lunch will be provided

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**Capability Building Programme (CBP) on eOffice for NIC Officials - CBP Level IV**

**Objectives of the programme –**

1. Are aware of the various aspects of the eOffice product suite and new and upcoming features of eOffice.
2. Know how to handle user requests and modalities of new implementation.
3. Understand the support mechanism at departments.
4. Are aware of basic troubleshooting.
5. Are able to plan Implementation and Sustainability strategies.
6. Understand eOffice user management and administration.

**Eligibility / Pre-requisites –**

1. Should have undergone 'CBP – Users (Level I)' / Working Knowledge of eOffice.
2. Should be NIC Officials who will be responsible for Implementation of eOffice.
3. Should have basic knowledge of manual operating/working procedures of the department / ministry.

**Agenda –**

**Period** : Three (3) working days  
**Time** : 09:30 am to 05:30 pm  
**Venue** : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, Delhi.  
**Programme Coordinators** : Mr. S.K. Patro & Ms. Surabhi.

<b>Day 1</b>	<b>09.30 am to 10.30 am</b>	<b>10.30 am to 11.00 am</b>	<b>11.00 am to 11.15 am</b>	<b>11.15 am to 12.00 pm</b>	<b>12.00 pm to 02.00 pm</b>
	<b>Welcome Address &amp; Introduction</b>	<b>Presentation on eOffice</b>	<b>Tea Break</b>	<b>Detailed discussion on CSMeOP</b>	<b>eFile Features demonstration</b>
	<b>03.00 pm to 03.30 pm</b>	<b>03.30 pm to 04.00 pm</b>	<b>04.00 pm to 04.15 pm</b>	<b>04.15 pm to 05.00 pm</b>	<b>05.00 pm to 5.30 pm</b>
	<b>eFile Features demonstration (Contd.)</b>	<b>eFile – Conversion</b>	<b>Tea Break</b>	<b>eFile – Migration</b>	<b>Digital Signature Certificates</b>

<b>Day 2</b>	<b>09.30 am to 10.30 am</b>	<b>10.30 am to 11.00 am</b>	<b>11.00 am to 11.15 am</b>	<b>11.15 am to 02.00 pm</b>		
	<b>Revision and Queries</b>	<b>Transfer and Delegation</b>	<b>Tea Break</b>	<b>Modalities and pre-requisites of eOffice implementation – Detailed discussion</b>		
	<b>03.00 pm to 04.00 pm</b>		<b>04.00 pm to 04.15 pm</b>	<b>04.15 pm to 05.00 pm</b>	<b>05.00 pm to 05.30 pm</b>	
	<b>Implementation Project plan and strategies – Detailed discussion</b>		<b>Tea Break</b>	<b>eOffice Case studies – Discussion</b>	<b>eOffice Project Implementation – Plan and Strategy Experience Sharing and VC with Implementation sites</b>	

<b>Day 3</b>	<b>09.30 am to 11.00 am</b>		<b>11.00 am to 11.15 am</b>	<b>11.15 am to 12.00 pm</b>	<b>12.00 pm to 02.00 pm</b>
	<b>Overview of eLeave, eTour, PIMS, KMS, CAMS, mOffice and Portal</b>		<b>Tea Break</b>	<b>Overview of eLeave, eTour, PIMS, KMS, CAMS, mOffice and Portal (Contd.)</b>	<b>Digitization &amp; Transition Strategies</b>
	<b>03.00 pm to 03.30 pm</b>	<b>03.30 pm to 04.00 pm</b>	<b>04.00 pm to 04.15 pm</b>	<b>04.15 pm to 05.00 pm</b>	<b>05.00 pm to 05.30 pm</b>
	<b>eOffice Troubleshoot and FAQs</b>	<b>Support mechanism, escalation of problems &amp; Sustainability of eOffice</b>	<b>Tea Break</b>	<b>eOffice Assessment – Vocabulary Game</b>	<b>eOffice - Future Road Ahead, Feedback, Photograph and Closing</b>

**Note: 02:00 pm to 03:00 pm – Lunch will be provided**

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**Capability Building Programme (CBP) on eOffice for System Administrators - CBP Level V**

**Objectives of the programme –**

1. Able to comprehend all the aspects of the eOffice Applications deployment and configuration.
2. Have knowledge to manage eOffice database.
3. Can setup, configure, customize and manage eOffice portal.

**Eligibility / Pre-requisites –**

1. Should be the officials from locations where servers are hosted locally.
2. Should have knowledge of LINUX.
3. Should have knowledge of Database concepts.
4. Should have understanding of functionalities of Web and Application Servers.

**Desirable:** Knowledge of virtualization (Cloud).

**Agenda –**

**Period** : Three (3) working days  
**Time** : 09:30 am to 05.30 pm  
**Venue** : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, Delhi.  
**Programme Coordinators** : Mr. Kapil Kr. Sharma & Mr. Saroj Kr. Patro.

<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 02.00 pm
	<ul style="list-style-type: none"> <li>• <b>Introductory address</b></li> <li>• <b>About eOffice</b></li> <li>• <b>Roles &amp; responsibilities</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deployment checklist</b></li> </ul>	Tea Break	<ul style="list-style-type: none"> <li>• <b>Architectural overview</b></li> <li>• <b>Prerequisites of eOffice installation (OS, YUM, SAN, Activation Key etc.)</b></li> <li>• <b>About PostgreSQL</b></li> <li>• <b>PostgreSQL Latest release</b></li> </ul>
	03.00 pm to 04.00 pm		04.00 pm to 04.15 pm	04.15 pm to 05.30 pm
	<ul style="list-style-type: none"> <li>• <b>DB Configuration and Settings</b></li> <li>• <b>DB Mount Point</b></li> <li>• <b>Database Installation</b></li> <li>• <b>DB Crons and Scripts</b></li> </ul>		Tea Break	<ul style="list-style-type: none"> <li>• <b>DB Administration &amp; Monitoring</b></li> <li>• <b>Backup &amp; Restore</b></li> <li>• <b>PostgreSQL Graphical Tool-PG Admin</b></li> <li>• <b>PostgreSQL: Health and Stats Checkup</b></li> <li>• <b>Interactive Session</b></li> <li>• <b>Review – Day1</b></li> </ul>

<b>Day 2</b>	<b>09.00 am to 10.30 am</b>	<b>10.30 am to 11.00 am</b>	<b>11.00 am to 11.15 am</b>	<b>11.15 am to 02.00 pm</b>	
	<ul style="list-style-type: none"> <li>• Discussion on Review – Day1</li> <li>• PostgreSQL Streaming Replication</li> <li>• PostgreSQL Logical Replication</li> <li>• Hands-on: eOffice Installation with SR setup</li> </ul>		Tea Break	<ul style="list-style-type: none"> <li>• eOffice Mount Point</li> <li>• Apache HTTPD: Configuration, monitoring and troubleshooting</li> <li>• PHP-FPM: High Performance PHP on apache httpd</li> </ul>	
	<b>03.00 pm to 04.00 pm</b>		<b>4.00 pm to 04.15</b>	<b>04.15 pm to 5.30 pm</b>	
	<ul style="list-style-type: none"> <li>• Apache Tomcat: Configuration, Monitoring and Troubleshooting</li> <li>• Portal(PHP/CAS):Configuration, Monitoring and Trouble Shooting</li> </ul>		Tea Break	<ul style="list-style-type: none"> <li>• LDAP Authentication: Configuration, monitoring and troubleshooting</li> <li>• eOffice Crons &amp; Startup scripts</li> <li>• eOffice setup &amp; configuration checklist (OS &amp; app s/w tuning, NTP, etc.)</li> <li>• Review – Day2</li> </ul>	

<b>Day 3</b>	<b>09.30 am to 11.00 am</b>		<b>11.00 am to 11.15 am</b>	<b>11.15 am to 02.00 pm</b>	
	<ul style="list-style-type: none"> <li>• Discussion on Review – Day2</li> <li>• Local CRL Setup</li> <li>• WAR upgrade activity &amp; DB script execution</li> <li>• Monitoring Script</li> </ul>		Tea Break	<ul style="list-style-type: none"> <li>• Hands-on – Verifying installed setup, crons setting &amp; WAR update</li> </ul>	
	<b>03.00pm to 04.00 pm</b>		<b>04.00 pm to 04.15 pm</b>	<b>04.15 pm to 05.30 pm</b>	
	<ul style="list-style-type: none"> <li>• Interactive Session</li> <li>• SSL Generation and Configuration</li> <li>• Alerts Services Configuration</li> <li>• Basic troubleshooting checklist</li> <li>• Review – Day3</li> </ul>		Tea Break	<ul style="list-style-type: none"> <li>• Discussion on Review – Day3</li> <li>• Backups</li> <li>• Concluding session</li> </ul>	

**Note: 02:00 pm to 03:00 pm – Lunch will be provided**

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**Refresher Training on eOffice**

**Objectives –**

1. Proficiency in the usage of eFile application in eOffice.
2. Awareness of the new and upcoming features of eOffice.
3. Imparting knowledge of tips and tricks for more efficient functioning in eOffice.
4. Comprehending ways for troubleshooting of eOffice issues.
5. Reviewing of all the existing processes in eOffice.

**Pre-requisites / Eligibility –**

1. Participant **must be working in eFile of eOffice, at the least, for 6 months.**

**Agenda –**

**Period : One working day**

**Time : 09:30 am to 05.30 pm**

**Venue : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T. Park, New Delhi.**

**Programme Coordinator : Mr. S.K. Patro and Ms. Surabhi.**

<b>Session 1</b>	<b>09:30 am to 10:00 am</b>	<b>10:00 am to 11:00 am</b>	<b>11:00 am to 11:15 am</b>	<b>11:15 am to 01:00 pm</b>
	<b>Welcome Address &amp; Introduction</b>	<b>File Management System (FMS) – Receipt</b>	<b>Tea Break</b>	<b>File Management System (FMS) – eFile, Dispatch</b>
	<b>12:00 pm to 01:30pm</b>	<b>01:30 pm to 02:00 pm</b>	<b>02:00 pm to 02:45 pm</b>	<b>02:45 pm to 03.15 pm</b>
	<b>File Management System (FMS) – DSC &amp; eSign</b>	<b>eFile MIS Reports</b>	<b>Lunch Break</b>	<b>Discussion on latest features</b>

<b>Session 2</b>	<b>03:15 pm to 04:00 pm</b>	<b>04:00 pm to 04:15 pm</b>
	<b>FAQ Session on :</b> - Usual mistakes made in the processes while working on eFiles - General tricky scenarios faced by end user - Guidelines for efficient output from eOffice - Intricate processes which users find difficult to cover using eFiles, e.g. bills and vouchers, etc.	<b>Tea Break</b>

Session 3	04:15 pm to 05:15 pm	05:15 pm to 05:35 pm
	<b>Question &amp; Answer Session with participants on:</b> <ul style="list-style-type: none"><li>- general and personal roadblocks faced while working on eFiles</li><li>- processes which users find difficult to cover using eFiles</li><li>- Potential Improvements on already followed practices.</li></ul>	<b>Feedback, Photograph and Closing.</b>

**Note:** 02:00 pm to 02:45 pm – Lunch will be provided