

National Informatics Centre
Department of Electronics & Information Technology
Ministry of Electronics & Information Technology (Govt. of India)
 2nd Floor, NICS Development Centre, DMRC Building, Shastri Park, Delhi – 53
 Website : <http://eofficetraining.nic.in> | Email Id : training.eoffice@nic.in

Registration Form

Name of Department/Ministry – _____

Programme Name/Code(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)

Guidelines for filling the Form

S.No.	Programme	Scheduled Dates	Eligibility/Pre-Requisites
1.	CBP – Basic Users	02.04.2018, 09.04.2018, 18.04.2018, 02.05.2018, 14.05.2018, 04.06.2018, 11.06.2018, 20.06.2018, 27.06.2018, 02.07.2018, 09.07.2018, 25.07.2018, 27.08.2018, 10.09.2018, 25.09.2018, 08.10.2018, 29.10.2018, 05.12.2018, 12.12.2018, 02.01.2019, 09.01.2019, 21.01.2019, 29.01.2019, 04.02.2019, , 25.02.2019, 06.03.2019, 13.03.2019.	1. Should have basic working knowledge of computers, emails and Internet [Mandatory]
2.	CBP – Master Trainers	21.05.2018, 18.07.2018, 17.09.2018, 14.11.2018, 14.01.2019, 25.03.2019	<ol style="list-style-type: none"> 1. Should have undergone ‘CBP – Basic Users’/ Working Knowledge of eOffice [Mandatory] 2. Should be aware of their organizational structure and their hierarchy 3. Should have good understanding of the office procedures
3.	CBP – EMD & Product Administrators	30.05.2018, 01.08.2018, 28.11.2018, 11.02.2019	1. Should have undergone ‘CBP – Basic Users’ [Mandatory]
4.	CBP – NIC Officials	05.09.2018	<ol style="list-style-type: none"> 1. Should be NIC Officials who will be responsible for Implementation of eOffice 2. Should have basic knowledge of manual operating/working procedures of the department/ministry
5.	CBP – System Administrators	23.04.2018, 06.08.2018, 17.12.2018	<ol style="list-style-type: none"> 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 knowledge of virtualization (Cloud) 5. Should have understanding of functionalities of Web and Application Servers

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

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, New Delhi
Programme Coordinator : Mr. S.K. Patro and 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 01:00 pm
	Welcome Address & Introduction	File Management System (FMS) – Receipts: Scanning, Diarization	Tea Break	File Management System (FMS) – Receipts: Forwarding, Acknowledgment, Pull Back
	01:00 pm to 02:00pm	03:00 pm to 03:45 pm	03:45 pm to 04:00 pm	04:00 pm to 05.30 pm
	File Management System (FMS) – Receipts: Closing/Reopening, Folders, Copy, Edit, Email-Diarization	File Management System (FMS) – Receipts: Pull-Up & Put in File	Tea Break	Hands – On & Assessment (FMS – Receipts)

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 01:00 pm
	Revision and Queries	FMS – Files: Create, Attach receipt	Tea Break	FMS – Files: Noting, Referencing, Forwarding
	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
	FMS – Files: References, Link File, Attach File/Receipt, Part File	FMS – Quick Revision	Tea Break	Hands – On (FMS – Files)

Day 3	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 12:00 pm	12:00 pm to 12:30 pm
	Revision and Queries	FMS – Draft Creation, Editing, Approval, Signing & Dispatch, Stand Alone Dispatch		Tea Break	FMS – Follow Up & Reminder	Demonstration on usage of Digital Signature Certificate (DSC) & eSign
	12:30 pm 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	04:15 pm to 04.45 pm	04:45 pm to 05.30 pm
	Searching, Advance Search, MIS Reports	Hands – On & Assessment (FMS – Draft & Dispatch)	eOffice Vocabulary Game	Tea Break	Support mechanism (Support Portal, Escalation of problems)	eOffice – Future Road Ahead, Feedback, Photograph and Closing

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

Prerequisites/Eligibility –

1. Should have basic working knowledge of computers, emails and Internet [Mandatory].

Roles and Responsibilities of Users –

1. Should be aware of the usage of all applications in eOffice.
2. Should be able to use eOffice effectively, to carry out their day to day official activities.

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

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, New 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	Tea Break	Quick Revision of File Management System(eFile)		
	3.00 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.30 pm		
	Quick Revision of File Management System (eFile) (Contd.)		Tea Break	Quick Revision of File Management System(eFile) (Contd.)		

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 1.00 pm	1.00 pm to 2.00 pm	
	Digitization and Transition Strategies	eFile : Advanced (Conversion)	Tea Break	eFile : Advanced (Migration, Closing of Files, Report and Search Permissions)	eFile : Advanced (Delegation & Transfer)	
	3.00 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.30 pm		
	eFile : Advanced (Digital Signature Certificates)		Tea Break	Hands – On & Assessment (eFile : Advanced)		

Day 3	09.30 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	
	Revision and Queries		Tea Break	Demonstration on KMS	Hands – On & Assessment (KMS, DSC, Delegation & Transfer)	
	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	
	eOffice Troubleshoot and Support mechanism		Tea Break	eOffice Vocabulary Game / Group Discussion on eOffice	eOffice - Future Road Ahead, Feedback, Photograph and Closing	

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

1. Participants opted for this programme must have attended the CBP on eOffice – Basic Users Programme.

Eligibility/Pre-requisites –

2. Should have undergone ‘CBP – Basic Users (Level I)’ [Mandatory].
3. Should be aware of their organizational structure and their hierarchy.
4. Should have good understanding of the office procedures.

Roles and Responsibilities of Master Trainers –

1. Should be well aware of the usage of all applications in eOffice.
2. Should be able to use all aspects of eOffice very efficiently, to carry out their day to day official activities.
3. Should be able to handle queries.
4. Should be a guide and trainer for other users.
5. Should be aware of basic troubleshooting.
6. Should know what basic steps to take when a person is transferred/promoted/retired from the ministry/ department.
7. Should know what basic steps to take when a new person joins the ministry/ department.

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

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, New Delhi
Programme Coordinator : Mr. S.K. 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 2.00 pm		
	Welcome Address & Introduction	Presentation on eOffice	Tea Break	eOffice user data standardisation and management (EMD)		
	3.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 4.00 pm	4.00 pm to 5.30 pm	
	Application Management System		Tea Break	Updating Reference Data	Hands – On & Assessment (EMD)	

Day 2	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 1.30 pm	1.30 pm to 2.00 pm	
	Revision and Queries		Tea Break	Transfer & Delegation – Demonstration	Closing of Files – Demonstration	
	3.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 4.30 pm	04.30 pm to 5.30 pm	
	Hands – On & Assessment (Transfer & Delegation)		Tea Break	Hands – On & Assessment (Transfer & Delegation) (Contd.)	eLeave Administrator	

Day 3	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.45 pm	12.45 pm to 2.00 pm	
	Revision and Queries		Tea Break	KMS Administrator	Hands – On & Assessment (Product Admins)	
	3.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 5.00 pm	5.00 pm to 5.30 pm	
	Hands – On & Assessment (Product Admins) (Contd.)		Tea Break	Assessment – eOffice Vocabulary Game	eOffice - Future Road Ahead, Feedback, Photograph and Closing	

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

Eligibility/Pre-requisites –

1. Should have undergone 'CBP – Basic Users (CBP Level I)' [Mandatory].

Roles and Responsibilities of EMD & Product Administrators –

1. Are aware of the various aspects of the eOffice product suite and new and upcoming features of eOffice.
2. Understand eOffice user management and administration.
3. Are able to manage and update eOffice user data.
4. Are able to handle the administration of all applications.
5. Are aware of basic troubleshooting in eOffice.
6. Train and guide eOffice administrators joining the ministry / department.

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

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, New Delhi
Programme Coordinators: Mr. S.K. 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 12.00 pm	12.00 pm to 1.00 pm
	Welcome Address & Introduction	Presentation on eOffice	Tea Break	Detailed discussion on CSMeOP	eFile Features Demonstration
	2.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 4.45 pm	4.45 pm to 5.30 pm
	eFile Features demonstration (Contd.)		Tea Break	eFile – Conversion & Migration	Digital Signature Certificates

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 1.00 pm	
	Revision and Queries	Transfer and Delegation	Tea Break	Modalities and pre-requisites of eOffice implementation – Detailed discussion	
	2.00 pm to 3.30 pm		3.30 pm to 3.45 pm	3.45 pm to 4.45 pm	4.45 pm to 5.30 pm
	Implementation Project plan and strategies – Detailed discussion		Tea Break	eOffice Case studies – Discussion	eOffice Project Implementation – Plan and Strategy Experience Sharing and VC with Implementation sites

Day 3	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 1.00 pm
	Overview of eLeave, KMS, CAMS		Tea Break	Overview of eLeave, eTour, PIMS, KMS, CAMS	Digitization & Transition Strategies
	2.00 pm to 2.30 pm	2.30 pm to 3.30 pm	3.30 pm to 3.45 pm	3.45 pm to 4.45 pm	4.45 pm to 5.30 pm
	eOffice Troubleshoot and FAQs	Support mechanism, escalation of problems & Sustainability of eOffice	Tea Break	eOffice Assessment – Vocabulary Game	eOffice - Future Road Ahead, Feedback, Photograph and Closing

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

Eligibility / Pre-requisites –

1. Should have undergone 'CBP – Basic Users (CBP Level I)' [Mandatory].
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.

Roles and Responsibilities of NIC Coordinators –

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 strategize Implementation and Sustainability strategies.
6. Understand eOffice user management and administration.

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

Period : Three (3) working days
Time : 10:00 am to 05.30 pm
Venue : Conference Hall, 2nd Floor, NICS Development Centre, DMRC I.T Park, New Delhi
Programme Coordinators : Mr Kapil K Sharma & Mr Saroj K Patro

Day 1	10.00 am to 10.30 am	10.30 am to 11.15 am	11.15 am to 11.30 am	11.30 am to 1.30 pm
	<ul style="list-style-type: none"> • Introductory address • About eOffice • Roles & responsibilities 	<ul style="list-style-type: none"> • Deployment checklist • Linux Review 	Tea Break	<ul style="list-style-type: none"> • Architectural overview • Prerequisites of eOffice installation (OS, YUM, SAN, Activation Key etc.) • About PostgreSQL 9.6
	2.30 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.30 pm
	<ul style="list-style-type: none"> • DB Configuration and Settings • eOffice DB Structure • eOffice Folder Structure • Database Installation • DB Crons and Scripts 		Tea Break	<ul style="list-style-type: none"> • DB Administration & Monitoring • Backup & Restore • PostgreSQL Graphical Tool-PG Admin • PostgreSQL: Health and Stats Checkup • Interactive Session • Review – Day1

Day 2	10.00 am to 10.30 am	10.30 am to 11.00 am	11.00 am to 11.20 am	11.20 am to 1.30 pm
	<ul style="list-style-type: none"> • Discussion on Review – Day1 • PostgreSQL Streaming Replication • Hands-on: eOffice Installation with SR setup 		Tea Break	<ul style="list-style-type: none"> • eOffice Mount Point • Apache HTTPD: Configuration, monitoring and troubleshooting • PHP-FPM: High Performance PHP on apache httpd 2.4.x
	2.30 pm to 3.45 pm		3.45 pm to 4.00 pm	4.00 pm to 5.30 pm
	<ul style="list-style-type: none"> • Apache Tomcat: Configuration, Monitoring and Troubleshooting • Portal(PHP/CAS):Configuration, Monitoring and Trouble Shooting 		Tea Break	<ul style="list-style-type: none"> • LDAP Authentication: Configuration, monitoring and troubleshooting • eOffice Crons & Startup scripts • eOffice setup & configuration checklist (OS & app s/w tuning, NTP, etc.) • Review – Day2

Day 3	10.00 am to 11.00 am	11.00 am to 11.20 am	11.20 am to <u>1.30</u> pm
	<ul style="list-style-type: none"> • Discussion on Review – Day2 • Local CRL Setup and eSign discussion • WAR upgrade activity & DB script execution • Monitoring Script 	Tea Break	<ul style="list-style-type: none"> • Hands-on – Verifying installed setup, crons setting & WAR update
	2.30 pm to 3.45 pm	3.45 pm to 4.00 pm	4.00 pm to 5.00 pm
	<ul style="list-style-type: none"> • Interactive Session • SSL Generation and Configuration • Alerts Services Configuration • Basic troubleshooting checklist • Review – Day3 	Tea Break	<ul style="list-style-type: none"> • Discussion on Review – Day3 • Backups • Concluding session

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

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 knowledge of virtualization (Cloud)
5. Should have understanding of functionalities of Web and Application Servers

Roles and Responsibilities of System Administrators –

1. Are aware of all the aspects of the eOffice Applications deployment and configuration.
2. Should be able to manage eOffice database.
3. Should be able to setup, configure, customize and manage eOffice portal.