

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

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

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

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 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		

Day 2	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		

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 11.45 am	11.45 am to 12.30 pm	12.30 pm to 2.00 pm
	Revision and Queries	eFile Admin	Tea Break	eFile Admin (contd.)	Delegation	Portal Management and KMS Admin
	3.00 pm to 3.30 pm	3.30 pm to 4.15 pm	4.15 pm to 4.30 pm	4.30 pm to 5.15 pm	5.15 pm to 5.30 pm	
	Hands – On	eOffice Vocabulary Game and Support mechanism	Tea Break	Assessment	eOffice - Future Road Ahead, Feedback, Photograph and Closing	

Note: 02:00 pm to 03:00 pm – Lunch