

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

Capability Building Programme (CBP) on eOffice for Master Trainers

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

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	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	

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 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 Reports and	Tea Break	Hands – On & Assessment	

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	Demonstration on KMS	Hands – On & Assessment
	3.00 pm to 4.00 pm	4.00 pm to 4.15 pm	3.45 pm to 5.00 pm	5.00 pm to 5.30 pm
	eOffice Troubleshoot and Support mechanism	Tea Break	eOffice Vocabulary Game	eOffice - Future Road Ahead, Feedback, Photograph and Closing

Note: 02:00 pm to 03:00 pm – Lunch