

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

Capability Building Programme (CBP) on eOffice for Users

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

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 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)	

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 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)	

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 01:00 pm		
	Revision and Queries	FMS – Draft Creation, Editing, Approval, Signing & Dispatch, Stand Alone Dispatch		Tea Break	FMS –File: Part File, Park File, Close/Reopen File	
	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 05.15 pm	05:15 pm to 05:30 pm
	Searching, Advance Search, MIS Reports, Support mechanism (Support Portal, Escalation of problems)		Hands – On	Tea Break	Assessment & Feedback	Photograph and Closing

Note: 02:00 pm to 03:00 pm – Lunch