

Course Title/Name :- e-Office – File Management System

Period :- 3 Days (02 to 04 August 2023)

Mode :- Classroom (Onsite)

Target Group :- Sr. A.Os, Group “B” & “C” Officers/Officials

Learning Objective :- By the end of the Course, the participants will be able to use E-Office effectively. They will be able to create, edit and maintain e-files, receive and diarise DAKs/Letters, write and edit Notes, different types of Drafts and dispatch approved Drafts.

<i>Day/Date</i>	Session I Session Time (10:00 to 11:15)	Session II Session Time (11:30 to 12:45)	Session III Session Time (13:45 to 15:00)	Session IV Session Time (15:15 to 16:30)
Day 1 02-08-2023	Inauguration, Course Briefing by DG, Registration, Entry Knowledge Test, Ice-breaking session	DAK/Letter <ul style="list-style-type: none"> • Browse and Diarise sub module of Receipt to generate Receipts (Electronic and Physical) • Folder Management, Moving Receipts between folders, • Sending and pulling back • Initiating Action • Closing / Reopening Receipts • Generate Acknowledgement • Consolidated View of Receipt • Print/Download Receipt • Advance Search for Receipt 		Draft Communication <ul style="list-style-type: none"> • Creating a Draft • Editing Draft in an Electronic Receipt • Add/Edit Recipient • Approving and Signing Draft • Dispatch
	Faculty: CF /RTI			
Day 2 03-08-2023	Creating and Maintaining Files <ul style="list-style-type: none"> • Create File • Add Correspondence in File • Edit File Details • File Attachments/Detachments • Link File • Upload Local Reference • Merge Physical Files • Send and Pull Back Files 	Noting <ul style="list-style-type: none"> • Add Green/ Yellow Noting • Edit / Discard Saved Notes • View version of Yellow Note • Referencing in Note • Quick Noting • View version of Yellow Note 	Actions in Files <ul style="list-style-type: none"> • Create Part /Volume File • Closing / Reopening of File • Initiate Action on File • Convert File • Print/Download File • Advance Search for File • File Migration • Park Files 	
	Faculty: CF /RTI			
Day 3 04-08-2023	Draft (DFA) in an Electronic File <ul style="list-style-type: none"> • Create a New Fresh /Reply / Reminder Draft • Edit Draft (DFA) • Add Recipient in Draft • Approve and Sign Draft (DFA) • Dispatch from File (Officer/CRU) 	General topics <ul style="list-style-type: none"> • Notifications • DSC Registration • Transfer • Preferences • Section Assignment • User Group 	Course End Test Discussion of Feedback and Valediction	
	Faculty: CF /RTI			

Refreshment breaks: 11:15 to 11:30 and 15:00 to 15:15

Lunch break: 12:45 to 13:45