**GOVERNMENT OF NATIONAL CAPITAL TERRITORTY OF DELHI**

**DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)**

**TRAINING MODULE on**

“**E-OFFICE” to be held**

for one day.

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| Name of the Package of Courses | “**E-OFFICE”** |
| Duration of the Course | One day. |
| Number of Sessions | 04 (four) |
| Training Branch | VI |
| Name of the Course Coordinator | Sh. Sanjay Kr. Arora  Assistant Director (TS-VI) |

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| **SESSION** | **TOPIC** |
| I - (10.00 AM to 11.15 AM) | Introduction to E-Office  Brief Overview of the various features of E-Office. |
|  | Tea-Break |
| II- (11.30 AM to 12.45 PM) | Role of Digital Signature, E-Mail on E-Office.  Various other pre-requisites. |
|  | Lunch-Break |
| III- (1.45 PM to 3.00 PM) | Detailed overview of Receipts Module. |
|  | Tea-Break |
| IV- (3.15 PM to 4.30 PM) | Detailed Overview of E-File Module  Queries and Discussions |