

TRAINING MODULE ON E-OFFICE

Name of the Training Programme		E-Office	
Duration of the Training & Date		One day (23.01.2026)	
Number of Sessions		4 (Eight)	
Training Branch		Good Governance	
Name of the Course Coordinator		Mr. Manoj Jain, Assistant Director (Training-VI)	
23.01.2026			
Sessions	Duration	Topics	Name(s) of Faculty
Session – I 10.00 am - 11.15 am	75 Min.	1. Introduction of the e-Office Suite 2. ICT requirements for the implementation of the e-office 3. Role and importance of Digital Signature & e-Sign, email etc. 4. Brief overview of Document Management and its workflow 5. Types of Document Management Flow for managing digital documents	Mr. Deepak Kumar
Tea			
Session – II 11.30 am - 12.45 pm	75 Min.	1. Best practice for electronic document management and optimization 2. Demonstration of e-Receipt module 3. Hands on for e-Receipt	
Lunch			
Session – III 01.45 pm - 03.00 pm	75 Min.	1. Detailed overview of e-File module 2. Demonstration of e-File	Mr. N. K. Tiwari
Tea			
Session – IV 03.15 pm - 04.30 pm	75 Min.	1. Hands on practice session on e-Office for practical usage and understanding 2. Troubleshooting and queries	