

**TRAINING MODULE ON E-OFFICE**

Name of the Training Programme		<b>E-Office</b>	
Duration of the Training & Date		<b>One day (23.01.2026)</b>	
Number of Sessions		4 (Eight)	
Training Branch		Good Governance	
Name of the Course Coordinator		Mr. Manoj Jain, Assistant Director (Training-VI)	
<b>23.01.2026</b>			
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>	<b>Name(s) of Faculty</b>
Session – I 10.00 am - 11.15 am	75 Min.	<ol style="list-style-type: none"> <li>1. Introduction of the e-Office Suite</li> <li>2. ICT requirements for the implementation of the e-office</li> <li>3. Role and importance of Digital Signature &amp; e-Sign, email etc.</li> <li>4. Brief overview of Document Management and its workflow</li> <li>5. Types of Document Management Flow for managing digital documents</li> </ol>	<b>Mr. Deepak Kumar</b>
<b>Tea</b>			
Session – II 11.30 am - 12.45 pm	75 Min.	<ol style="list-style-type: none"> <li>1. Best practice for electronic document management and optimization</li> <li>2. Demonstration of e-Receipt module</li> <li>3. Hands on for e-Receipt</li> </ol>	
<b>Lunch</b>			
Session – III 01.45 pm - 03.00 pm	75 Min.	<ol style="list-style-type: none"> <li>1. Detailed overview of e-File module</li> <li>2. Demonstration of e-File</li> </ol>	<b>Mr. N. K. Tiwari</b>
Session – IV 03.15 pm - 04.30 pm	75 Min.	<ol style="list-style-type: none"> <li>1. Hands on practice session on e-Office for practical usage and understanding</li> <li>2. Troubleshooting and queries</li> </ol>	