

# Regional Capacity Building & Knowledge Institute Jaipur

## Indian Audit & Accounts Department

Course: e-office(Online)

From 15.07.2024 to 16.07.2024

<b>Programme</b>			
<b>Session Timings</b>		<b>Session Breaks</b>	
I 10:15 AM to 11:30 AM	II 11:45 AM to 01:00 PM	11:30 AM to 11:45 AM	
III 2:00 PM to 03:15 PM	IV 03:30 PM to 4:45 PM	01:00 PM to 02:00 PM	
		03:15 PM to 03:30 PM	
Day	Session	Topic	Name of Faculty
DAY 1 Monday (15.07.2024)	10:15 AM	<b>Inauguration by Principal Director, RCBKI Jaipur</b>	
	I	Introduction to e-office/ <b>Web VPN</b>	<b>Shri Vinod Sencha,</b> Core Faculty (EDP) RCBKI Jaipur
	II	<b>Diarisation</b> of Physical Dak/Letter; Created Receipt List. Receipt Inner Page, Receipt Inbox; Send Receipt, Receipt Sent List, Receipt Pull Back,	<b>Shri Puneet Sharma,</b> Core Faculty (EDP) RCBKI Jaipur
	III	Create new <b>e-File</b> , Created File List; File Submission, Electronic File Inner page, Add Correspondence in File, Action on receipts.	<b>Shri Vinod Sencha,</b> Core Faculty (EDP) RCBKI Jaipur
	IV	Add <b>Noting</b> (Yellow/Green Note); Create Draft(DFA) in an Electronic File, Create a New Fresh Draft; Preview Draft (DFA), Edit Draft (DFA), View <b>Draft</b> List, Show Version, Delete Draft;	<b>Shri Puneet Sharma,</b> Core Faculty (EDP) RCBKI Jaipur
DAY 2 Tuesday (16.07.2024)	I	Send Files, Send file with eSign, File Sent List, File Pull Back; <b>Approve Draft (DFA)</b> , Ink Sign, eSign, Custom Sign Create Reply Draft/Reminder Draft,	<b>Shri Puneet Sharma,</b> Core Faculty (EDP) RCBKI Jaipur
	II	<b>Dispatch</b> by Self, Dispatch with Follow up, Dispatch Without Follow Up, Dispatch by CRU; Closing of Receipts, List of Closed Receipts. MIS Reports	<b>Shri Vinod Sencha,</b> Core Faculty (EDP) RCBKI Jaipur
	III	Notifications; DSC Registration; Preferences; Section Assignment User Group; Post mapping/Demapping; Create employee; Post employee Assign additional charge; Transfer employee; Role assignment	<b>Shri Puneet Sharma,</b> Core Faculty (EDP) RCBKI Jaipur
	IV	<b>End Course Exam, Feedback &amp; Valediction</b>	