**Regional Capacity Building & Knowledge Institute Jaipur**

**Indian Audit & Accounts Department**

**Course: e-office**

**From 07.05.2025 to 09.05.2025**

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| **Programme** | | | | |
| **Session Timings** | | | **Session Breaks** | |
| I 10:00 AM to 11:15 AM II 11:45 AM to 01:00 PM  III 2:00 PM to 03:15 PM IV 03:45 PM to 05:00 PM | | | 11:15 AM to 11:45 AM  01:00 PM to 02:00 PM  03:15 PM to 03:45 PM | |
| **Day** | **Session** | **Topic** | | **Name of Faculty** |
| DAY 1  Wednesday  (07.05.2025) | 10:00 AM | **Inauguration by Principal Director, RCBKI Jaipur** | | |
| I | Introduction to e-office/**Web VPN** | | **Shri Vinod Sencha,**  **Core Faculty (EDP) RCBKI Jaipur** |
| II | **Diarisation** of Physical Dak/Letter; Created Receipt List. Receipt Inner Page, Receipt Inbox; Send Receipt, Receipt Sent List, Receipt Pull Back, | | **Shri Puneet Sharma,**  **Core Faculty (EDP) RCBKI Jaipur** |
| III & IV | Create new **e-File**, Created File List; File Submission, Electronic File Inner page, Add Correspondence in File, Action on receipts. | | **Shri Vinod Sencha,**  **Core Faculty (EDP) RCBKI Jaipur** |
| DAY 2  Thursday  (08.05.2025) | I & II | Add **Noting** (Yellow/Green Note); Create Draft(DFA) in an Electronic File, Create a New Fresh Draft; Preview Draft (DFA), Edit Draft (DFA), View **Draft** List, Show Version, Delete Draft; | | **Shri Dinesh Lohar**  **Core Faculty(e-HRMS) RCBKI Jaipur** |
| III & IV | Send Files, Send file with eSign, File Sent List, File Pull Back; **Approve Draft (DFA)**, Ink Sign, eSign, Custom Sign;  **Create Reply Draft/Reminder Draft** | | **Shri Puneet Sharma,**  **Core Faculty (EDP) RCBKI Jaipur** |
| DAY 3  Friday  (09.05.2025) | I & II | **Dispatch** by Self, Dispatch with Follow up, Dispatch Without Follow Up, Dispatch by CRU; Closing Receipts, List of Closed Receipts. MIS Reports | | **Shri Vinod Sencha,**  **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 employe; Role assignment | | **Shri Puneet Sharma,**  **Core Faculty (EDP) RCBKI Jaipur** |
| IV | **End Course Exam, Feedback & Valediction** | |  |