

Regional Capacity Building & Knowledge Institute Jaipur

Indian Audit & Accounts Department

Course: File Management System(E-office)

From 26.10.2023 to 27.10.2023

Programme			
Session Timings		Session Breaks	
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
DAY1 Thursday (26.10.2023)	10:00 AM	Inauguration by Principal Director, RCBKI Jaipur	
	I	Introduction to e-office/KMS	Shri Vinod Sencha, Core Faculty(EDP) RCBKI Jaipur
	II	Create new e-File, Created File List; Diarisation of Physical Dak/Letter; Put a Receipt inside a File; Created Receipt List.	Shri Puneet Sharma, Core Faculty(EDP) RCBKI Jaipur
	III	Receipt Inner Page, Receipt Inbox; Send Receipt, Receipt Sent List, Receipt Pull Back; File Submission, Electronic File Inner page, Add Correspondence in File, Action on receipts.	Shri Vinod Sencha, Core Faculty(EDP) RCBKI Jaipur
	IV	Introduction to OIOS	Shri Kamlesh Kumar Core Faculty (OIOS) RCBKI Jaipur
DAY 2 Friday (27.10.2023)	I	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.	Shri Puneet Sharma, Core Faculty(EDP) RCBKI Jaipur
	II	Create Reply Draft/Reminder Draft, Show Version, Delete Draft; Send Files, Send file with eSign, File Sent List, File Pull Back; Approve Draft (DFA), Ink Sign, eSign, Custom Sign	Shri Vinod Sencha, Core Faculty(EDP) RCBKI Jaipur
	III	Dispatch by Self, Dispatch with Follow up, Dispatch Without Follow Up, Dispatch by CRU; Closing of Receipts, List of Closed Receipts. MIS Reports	
	IV	End Course Exam, Suggestion, Feedback & Valediction	