

Regional Training Institute Jaipur
Indian Audit & Accounts Department

Course: Basics of File Management System(E-office)
From 02.12.2021 to 03.12.2021

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
Day	Session	Topic	Name of Faculty
DAY 1 Thursday (02.12.2021)		Inauguration by Director General, RTI Jaipur	Shri Vinod Sencha, Core Faculty RTI Jaipur
	I	Introduction to File Management System; Login to e-file/File Management System; Create new e-File, Created File List;	
	II	Diarisation: Diarisation of Physical Dak/Letter, Email Diarisation, Created Receipt List, Receipt Inner Page, Receipt Inbox	
DAY 2 Friday (03.12.2021)	I	Send Receipt, Receipt Sent List, Receipt Pull Back, Put a Receipt inside a File; File Submission, Electronic File Inner page, Add Correspondence in File, Action on receipts, Add Noting(Yellow/Green Note)	
	II	Create Draft(DFA) in an Electronic File, Create a New Fresh Draft/Reply Draft/Reminder Draft, View Draft List, Preview Draft (DFA), Edit Draft (DFA), Show Version, Delete Draft	
DAY 3 Saturday (04.12.2021)	I	Send Files, Send file with eSign, File Sent List, File Pull Back; Approve Draft (DFA), eSign, Custom Sign; Dispatch by Self, Dispatch with Follow up, Dispatch Without Follow Up, Dispatch by CRU;	
	II	Closing of Receipts, List of Closed Receipts. MIS Reports	