



**Andhra Pradesh Human Resource Development Institute**  
(Govt. of Andhra Pradesh)

Three Day Residential Training Programme on “e Office”

Venue: AP HRDI, Bapatla

23 – 25 January, 2017

<b>eOffice</b>		
<b>Day -I</b>	<b>Description of the Topics</b>	<b>Speakar</b>
10:00 am to 11:30 am	Overview on eOffice	Mr. NSS Saibaba
Break	15 minutes	
11: 45 am to 1:15pm	Creation of Receipts	Mr. B Subba Reddy and Mr. Nookaraju
	Creation of Receipts through Email Diarisation	
	Creation of Acknowledgment	
	How to send Receipts	
2:00 pm to 5:00 pm	Practise session	
<b>Day -II</b>	<b>Description of the Topics</b>	<b>Speakar</b>
10:00 am to 11:30 am	Breif Explanation of yesterday's recap	Mr. B Subba Reddy and Mr. Nookaraju
	How to create file	
	Significence of File Heads	
	Adding Receipts to the File	
	How to write notings in File	
	Differences between Green note and Yellow note	
Break	15 minutes	
11:45 am to 1:15 pm	How to Create Draft to the File	Mr. B Subba Reddy and Mr.Sudhakar
	Approving Draft	
	Add more receiptents	
	Dispatch by self, Dispatch by CRU (Files,Receipts)	
	References	
	Park files	
	Close Files	
	Create Part Files	
2:00 pm to 5:00 pm	Practise session	



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<b>Day -III</b>	<b>Description of the Topics</b>	<b>Speaker</b>
10:00 am to 11:30 am	Breif Explanation of yesterday's recap	Mr. B Subba Reddy and Mr. Nookaraju
	Reports	
	Use of settings & notifications	
	Advanced search	
Break	15 minutes	
11:45 am to 1:15 pm	DSC	Mr. B Subba Reddy and Mr. Nookaraju
	How install the DSC token drivers	
	How to check the Serial number of the DSC	
	How to Register DSC to the eOffice User	
	How to Enable DSC Settings in eOffice	
	How to do Digital Signature in notings and draft in eOffice s/w	
	How to diactivate the DSC	
2:00 pm to 5:00 pm	Practise session	