

REPORT on

“E-OFFICE”

(IN ASSOCIATION WITH PADMAVATHI MAHILA
UNIVERSITY, TIRUPATHI)

(On 10th - 11th Feb 2017)



Submitted to

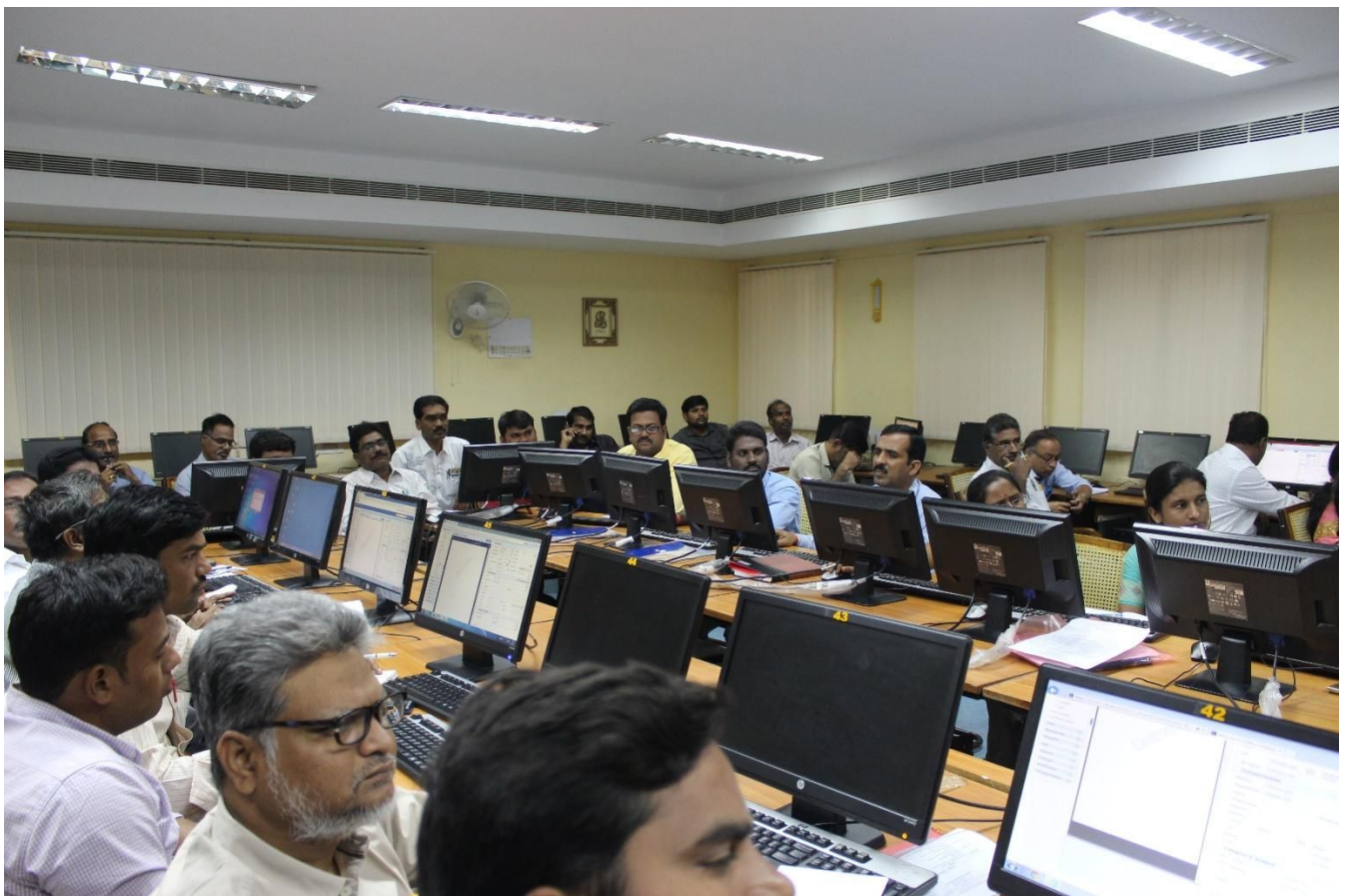
**The Director General Of Andhra Pradesh
Human Resource Development Institute**

Inauguration :

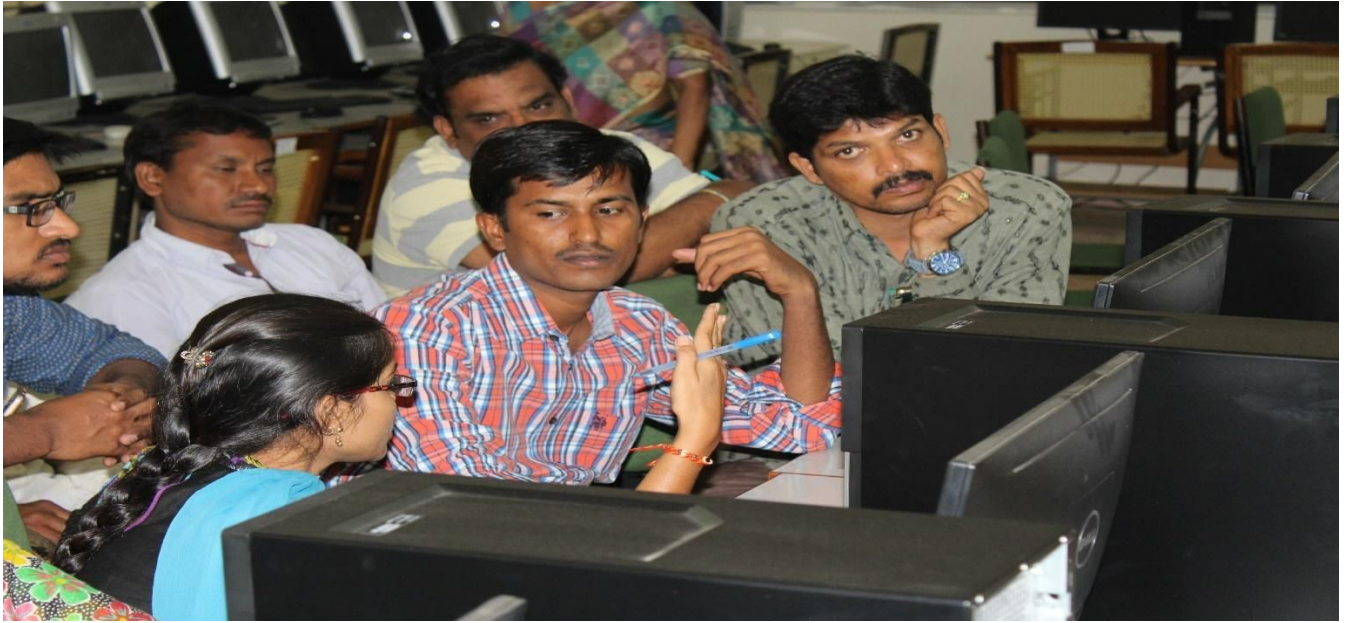
APHRD institute has conducted the 2 day Training program on e-office in association with Sri padmavathi mahila university in Tirupathi. In the part of this program we have invited the Sai baba garu, guru pratap garu & Siva Krishna garu from NIC as resource persons .University has honoured to Sai baba garu with memento



First day we have conducted the theory sessions to the participants .Total 101 participants were attended the e-office program .They have taught to participants how to create the file , how to save the file and how to send the mail etc.....



Second day we have conducted the practical session to all the participants. Resource persons have clarified the doubts in between the practical session



MAIN AGENDA OF E-OFFICE :

E-office software developed by national informatics centre , government of India has implemented across state in all 13 districts, 33 secretariat apartments 180 heads of departments, epdcl, spdcl and corporations etc. Hon,ble cm has instructed to all departments to implement e-office till village by 31st March 2017. In this context APHRDI and NIC together organised workshops on Eoffice to train all government officials in all regions of ap , in all districts head quarters and in division levels also. The objective of the workshops / training program is to enable the officers to use e-office and bring awareness on important features and tips etc. Which helps officers to dispose files quickly with quality. we have conducted the e-office training program to over 100 government employees drawn from various departments. like panchyat raj, revenue, registration ,medical, electricity, animal husbandry, health and education for 2 days. First day we have conducted the theory session to all 101 participants, and second day we have conducted the practical on system regarding e-office to the participants

Finally we have successfully completed the two day training program on e-office with the co-operation of Sri.Padmavathi mahila university,Tirupathi.