

<b>FD-122</b>	<b>e-Office and its Applications</b>	<b>08.10.2018 to 13.10.2018</b>
<p><b>OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>➤ To understand the advantages of e-Office.</li> <li>➤ To appreciate the various components of e-Office.</li> <li>➤ To use e-office software for office administration.</li> <li>➤ To comprehend the procedures for file generation, transition, processing and closure in e-Office.</li> <li>➤ To use MS Excel effectively in e-Office</li> </ul> <p><b>PARTICIPANTS:</b></p> <p>Ministerial staff of Polytechnics of AP</p> <p><b>INPUT:</b></p> <p>Introduction to the e-Office modules of Govt of AP - Objective of e-Office - Traceability of decisions – On time Delivery - Collaborative work Environment - Accessibility and Availability of information - Ease of use - Ease of retrieval of files - Remote functioning -Prerequisites to use e-Office -- Electronic file processing system – e-File work flow – e-File main menu in AP’s e-Office module - Receipt Creation – new File Creation – file number generation-forwarding to concerned section – Practice the Exercises-Receipt Attachment – receipt movement - Practice the Exercises Display of Receipt attached to File and add Green note - Enter File Noting - Using send option to send a file - Sign and send Noting File to Next Level Officer - Practice the Exercises - Practice the Exercises - Digital Signature Certificate (GSC) for running / closed files - Practice the Exercises -</p> <p><b>OUTPUT:</b></p> <p>Lecture cum demonstrations – Guided practice – Experiential sessions – Simulated teaching exercise</p> <p><b>RESOURCE PERSONS:</b></p> <ul style="list-style-type: none"> <li>➤ Mr. B.A.R. Bharat</li> <li>➤ Guest Faculty</li> </ul>		
<b>COORDINATOR</b>	<b>VENUE</b>	<b>LAST DATE OF RECEIPT OF APPLICATION</b>
Dr. C.R. Nagendra Rao	GPT, Vizianagaram	15 days prior to the start of the programme