

FD-151	e-Office and its Applications	03.12.2018 to 08.12.2018
<p>OBJECTIVES:</p> <ul style="list-style-type: none"> ➤ To understand the advantages of e-Office. ➤ To appreciate the various components of e-Office. ➤ To use e-office software for office administration. ➤ To comprehend the procedures for file generation, transition, processing and closure in e-Office. ➤ To use MS Excel effectively in e-Office <p>PARTICIPANTS:</p> <p>Ministerial staff of Polytechnics of AP</p> <p>INPUT:</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>OUTPUT:</p> <p>Lecture cum demonstrations – Guided practice – Experiential sessions – Simulated teaching exercise</p> <p>RESOURCE PERSONS:</p> <ul style="list-style-type: none"> ➤ Mr. B.A.R. Bharat ➤ Guest Faculty 		
COORDINATOR	VENUE	LAST DATE OF RECEIPT OF APPLICATION
Dr. C.R. Nagendra Rao	GPW, Nellore	15 days prior to the start of the programme