



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Telefax No. 011- 49066483
Website: www.sierd.in

Ref. No.: SIERD/T-188A/2024
Date: 31.07.2024

To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Online Interactive Training Program On
"Mastering e-Office"
Date 4th & 5th September 2024**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training programmes on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources in Government, Semi-Government organisations and Autonomous Bodies handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training program.

OBJECTIVE -:

- Empower participants with the essential knowledge and practical skills to use the e-Office suits effectively
- The vision of e-Office is to achieve a simplified, responsive, effective and transparent working environment in all government offices.

FACULTY: - The Sessions will be conducted by highly experienced faculty on interactive and live basis online. Individual questions/doubts and their clarifications would be encouraged.

DATE & TIMING:-

04.09.2024: Wednesday (10AM to 05:00PM)

05.09.2024: Thursday (10AM to 05:00PM)

COURSE OUTLINE:-

- **Understanding e-Office Fundamentals***
 - Definition
 - Key constituents of e-Office
 - Importance of e-Office in today's environment

- **Theory and Practice of e-Office**
 - Understanding the historical perspective
 - Necessity of Introducing the e-Office
 - Various constituents of e-Office
 - Benefits and shortcomings of Digital World and e-Office
 - Precautions while using the e-Office(Virus and hacking issues)
 - Do's and Don'ts , protection of your data
 - Resolving the problems while using e-Office

- **Practical Application and Clearance of doubts**
 - Practice by the trainees on their computer
 - Feedback and discussion
 - Tips for real-world application
 - Participants to ask questions
 - Closing remarks and distribution of certificates

FEE:-

INR 5000 + 18% GST = INR 5900/- Per participant online training program. Fees includes training material (soft copy), participant's certificate etc.

GROUP DISCOUNT: - Rs.500/- per participant if 4 or more participants from one organization.

LAST DATE: -

Last Date of Accepting nominations is 02.09.2024. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of "**Systematic Institute of Economic Research & Development**" payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 6231020000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

New Delhi - 110046, Mob. No.9958014267

Telefax No. 011- 49066483

E-mail: sierd@rediffmail.com / info@sierd.in