

We are happy to inform you that with your cooperation, NIC eoffice Project Division in the year 2017 - 2018 has provided training to about 700 officials from Central Government, State Governments and District Administrations, in about 36 CBPs till date.

The suggestions and feedbacks received in these Capacity Building Programmers (CBPs) on office for various categories (Users, Master Trainers, EMD & Product Administrators, NIC Officials and System Administrators) regarding various aspects of the product and the program me have been very enriching.

Based on the feedback received from various participants more Capacity Building Programmers (CBPs) on office for Master Trainers (Level II) & EMD and Product Administrators (Level III) have been added and the revised schedule (as highlighted) from November 2017 - March 2018 is as follows:

S.No.	CBP Levels	Duration	
1	CBP Level I for Users	01.11.17 – 03.11.17 13.11.17 – 15.11.17 21.11.17 – 23.11.17 28.11.17 – 30.11.17 13.12.17 – 15.12.17 02.01.18 – 04.01.18	15.01.18 – 17.01.18 22.01.18 – 24.01.18 07.02.18 – 09.02.18 26.02.18 – 28.02.18 05.03.18 – 07.03.18 21.03.18 – 23.03.18
2	CBP Level II for Master Trainers	04.12.17 – 06.12.17 29.01.18 – 31.01.18 14.03.18 – 16.03.18	
3	CBP Level III for EMD and Product Administrators	07.11.17 – 09.11.17 10.01.18 – 12.01.18 21.02.18 – 23.02.18	
4	CBP Level V for System Administrators	27.12.17 – 29.12.17	

All the details related to upcoming CBPs, their agenda, duration, seats availability and venue *are available* at <http://eofficetraining.nic.in>

Also for participating in these CBPs, you are kindly requested to fill the enclosed "*Registration Form*" and email the duly signed copy to training.eoffice@nic.in with a copy marked to sk.patro@nic.in.

The duly signed copy should be emailed 15 days before the starting date of CBP so that seats for participants can be confirmed and necessary logistic arrangements can be made.

NIC office Project Division will only provide necessary logistics (Stationary, Tea/Snacks, and Lunch) at the venue and all other expenditure like TA, DA, accommodation, lodging, boarding etc. needs to be arranged by the participants on their own.

For any further query on the programmers, you may please contact Program Coordinator at:

Shri.SarojKumarPatro

E-mail Id: sk.patro@nic.in, training.eoffice@nic.in

National Informatics Centre
Department of Electronics & Information Technology
Ministry of Electronics & Information Technology (Govt. of India)
2nd Floor, NICSI Development Centre, DMRC Building, Shastri Park, Delhi – 53
Website : <http://eofficetraining.nic.in> | **Email Id :** training.eoffice@nic.in

Registration Form

Name of Department/Ministry – _____

Programme Name/Code (Put a tick) – Users / Master Trainers / EMD and Product Administrators /
NIC Officials / System Administrators

Date Opted for Programme (please refer <http://eofficetraining.nic.in>) – _____

Nodal Coordinator / Single Point of Contact Details (mandatory) –

Sl. No	Name	Designation	Official email Id	Contact number
1.				

Are you also attending the Programme? (If yes, then kindly put a tick in the box provided)

Trainee/Participant Details –

Sl. No	Name	Designation	Official email Id
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I have read the eligibility criteria and the pre-requisites for the Programme (as mentioned below), and I ensure that the above Trainees are as per the mentioned criteria.

Date – _____

Signature (Nodal Coordinator/Single Point of Contact)