

Ref: EOF/10/26

06.05.2026

WORKSHOP ON e-OFFICE AT GOA

National **A**cademy of **H**uman **R**esource **D**evelopment (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on e-office is being organized by NAHRD from **21.10.2026 to 24.10.2026** at Goa.

The above-mentioned workshop is designed for the benefit of officials and staff working in Government Ministries/Departments, Autonomous Bodies, Public Sector Undertakings, and other organizations responsible for handling office records, files, correspondence, and digital workflow processes through the e-Office platform. The program has been conceptualized to provide practical understanding and hands-on experience in managing electronic receipts, files, and drafts for efficient and paperless office functioning. The workshop aims to strengthen participants' operational skills in using the e-Office system effectively, enabling smooth transition from conventional file handling to digital administration. It will enhance participants' ability to manage electronic file movement, improve record management practices, and ensure transparency, accountability, and timely disposal of official work. After the workshop, the participants shall have updated themselves in the following aspects:

- Overview of e-Office and File Management System (FMS)
- Receipt Management: scanning, diarization, acknowledgment, and tracking
- Receipt processing: forwarding, action initiation, monitoring, and MIS reporting
- VIP reference monitoring and diary management
- Creation and management of e-Files with digital noting
- File referencing, linking, and attachment of receipts/annexures
- Draft creation, approval workflow, e-signing, and electronic dispatch
- Search tools and MIS reports for files and drafts
- Knowledge Management System (KMS) and portal features
- Employee data and role management in e-Office
- Conversion of physical files into electronic records
- Inter e-Office operations, system settings, and eSign registration
- Hands-on practice on DAK diarisation, e-file processing, and note drafting
- Case study-based learning on end-to-end e-Office workflow

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Subject experts having practical knowledge and understanding of the subject will be invited as faculty for the present subject.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Indian Oil Ltd, BPCL, IITs, NITs, IITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, JNPA, Indian Space Research Organization, Border Security Force, GIC of India, Delhi Metro Rail Corporation, Bharat Dynamics Ltd., Canara Bank, UCO Bank, AI Airport Services Limited, Rashtriya Chemicals & Fertilisers Limited, National Fertilizers Limited, MOIL Limited, RailTel Corporation Limited, GAIL (India) Limited, NTPC Limited, NLC India Limited, SIDBI, THDC India Limited, NHPC Limited, ALIMCO, Jute Corporation of India, REC Limited, Grid Controller of India Limited, Hindustan Petroleum Corporation Limited and many more.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 60,000/- plus GST @ 18% per participant

Non-Residential - Rs. 50,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: 4-star property at South Goa (details will be provided one week before the workshop)

Check In- 21.10.2026 (3:00 P.M.)

Check Out- 25.10.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 22.10.2026 and will conclude at 5:30 P.M. on 24.10.2026. However, there will be an introductory session on 21.10.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code: KKBK000460

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

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

Thanks & Regards



For NAHRD