

**Training Schedule for Assistant Secretaries on e-Office Module**

**Schedule:** 08-08-2016 to 10-08-2016 (3 days)

**Venue:** Conference Room No. 200, 2nd Floor, NICSI Development Centre, Block-3, DMRC IT Park, **Shastri Park, Delhi-110053**

**Contact:**

Shri Roshan Kushwaha, Assistant Secretary, DAR&PG –  
+91-97184 88937

Shri Ashish Kumar, Assistant Secretary, DAR&PG -  
+91-9899 768 701

**Sessions:** There will be two sessions every day (forenoon and afternoon). Each session will be of 4 hours duration. All 172 Assistant Secretaries have been divided in 6 groups. Each group will attend one training session. The detailed break up among 6 groups and the schedule for each group is annexed.

## Training Schedule for Assistant Secretaries on e-Office Module

**National Informatics Centre  
Department of Electronics & Information Technology  
Ministry of Electronics & Information Technology (Govt. of India)**

### Programme on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

**Time** : 09:00 AM to 1:00 PM / 02:00 PM to 6:00 PM

**Venue** : Conference Hall, 2nd Floor, NICSI Development Centre, DMRCI.T. Park, New Delhi.

**Programme Coordinator** : Mr. Saroj Kumar Patro

<b>08<sup>th</sup>, 09<sup>th</sup> and 10<sup>th</sup> August 2016</b>	<b>09.00 AM to 09.30AM / 02.00 PM to 02.30 PM</b>	<b>09.30 AM to 10.45 AM / 02.30 PM to 03.45 PM</b>		
	<b>Welcome Address</b> <i>(Introduction to eOffice)</i>	<b>eOffice Portal, eFile Process Flow &amp; eFile Basic Functionalities</b> <i>(Creation of eReceipt and eFile, Noting &amp; Drafting, DSC Signing, Search system, MIS Reports)</i>		
	<b>10.45 AM to 11.00 AM / 03.45 PM to 04.00 PM : Tea Break</b>			
	<b>11.00 AM to 11.30 AM / 04.00 PM to 04.30 PM</b>	<b>11.30 AM to 12.00 PM / 04.30 PM to 05.00 PM</b>	<b>12.00 PM onwards / 05.00 PM onwards</b>	
	<b>eFile Advanced Functionalities &amp; other related applications</b> <i>(Files Migration, TRUE Citizen Interface, Records Management System)</i>	<b>Other eOffice Applications – Processes &amp; Demonstrations</b> <i>(Sparrow, eLeave, eTour )</i>	<b>Hands-on Session on Computer Systems</b>	

## Training Schedule for Assistant Secretaries on e-Office Module

SR. No.	Name of the Officer (Cadre)	Organizations/Ministry/ Department	Training On (Date)	Training On (Time ) (FN/AN)
1	Mr. Unice Rishin Ismail (WB)	Ministry of Agriculture Co-operation & Farmer Welfare	08-08-2016	9:00 AM (FN)
2	Mr. Gaurav Agrawal (RJ)		08-08-2016	9:00 AM (FN)
3	Mr. Prem kumar V. R. (KL)		08-08-2016	9:00 AM (FN)
4	Mr. Varunkumar Jagdish Baranwal (GJ)		08-08-2016	9:00 AM (FN)
5	Mr. Amit Kumar Pandey (BH)	Ministry of Railways	08-08-2016	9:00 AM (FN)
6	Mr. Nishant Kumar (AP)		08-08-2016	9:00 AM (FN)
7	Mr. Santosh Kumar Roy (AGMUT)	Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture	08-08-2016	9:00 AM (FN)
8	Mr. Saurabh Jorawal (BH)		08-08-2016	9:00 AM (FN)
9	Ms. Kritika Sharma (WB)	Ministry of Development of North Eastern Region	08-08-2016	9:00 AM (FN)
10	Mr. Ashish Modi (RJ)		08-08-2016	9:00 AM (FN)
11	Mr. Vineet Tomar (UD)	Ministry of Drinking Water & Sanitation	08-08-2016	9:00 AM (FN)
12	Ms. Komal Mittal (PB)		08-08-2016	9:00 AM (FN)
13	Ms. Angel Bhati (KL)		08-08-2016	9:00 AM (FN)
14	Ms. Prashasti Pareek (GJ)		08-08-2016	9:00 AM (FN)
15	Mr. Rahul Pandey (UP)	Ministry of Food Processing Industries	08-08-2016	9:00 AM (FN)
16	Ms. Amrit Singh (PB)		08-08-2016	9:00 AM (FN)
17	Mr. Prashant Kumar Mishra (KN)		08-08-2016	9:00 AM (FN)
18	Ms. Medha Roopam (UP)	Department of Health & Family Welfare, Ministry of Health & Family Welfare	08-08-2016	9:00 AM (FN)
19	Ms. Shashanka Ala (OR)		08-08-2016	9:00 AM (FN)
20	Mr. Varun Ranjan (JH)		08-08-2016	9:00 AM (FN)
21	Mr. Arvind V. (GJ)		08-08-2016	9:00 AM (FN)
22	Mr. Sadnek Singh (AM)		08-08-2016	9:00 AM (FN)
23	Mr. Aditya Prakash (BH)	Ministry of Personnel, Public Grievances & Pensions Department of Posts Department of Administrative Reforms & Public Grievances	08-08-2016	9:00 AM (FN)

## Training Schedule for Assistant Secretaries on e-Office Module

24	Mr. Sachin Rana		08-08-2016	9:00 AM (FN)
25	Ms. Isha Duhan (UP)	Department of School Education & Literacy, Ministry of Human Resource Development	08-08-2016	9:00 AM (FN)
26	Ms. Sarita Yadav (NG)		08-08-2016	9:00 AM (FN)
27	Mr. Kuldeep Chaudhary (JH)		08-08-2016	9:00 AM (FN)
28	Mr. Rituraj Raghuvanshi (CG)		08-08-2016	9:00 AM (FN)
29	Mr. Bikram Kairi (AM)		08-08-2016	9:00 AM (FN)
30	Ms. Prerna Sharma (AM)		Department of Higher Education, Ministry of Human Resource Development	08-08-2016
31	Ms. Monica Priyadarshini (AGMUT)	08-08-2016		2:00 PM (AN)
32	Ms. Nima Arora (MH)	08-08-2016		2:00 PM (AN)
33	Mr. Pradeepkumar Masilamani (TN)	08-08-2016		2:00 PM (AN)
34	Ms. Archana Verma (UP)	Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment	08-08-2016	2:00 PM (AN)
35	Mr. Pawan Yadav (MN)		08-08-2016	2:00 PM (AN)
36	Mr. Sagar Dattatray Doifode (JK)		08-08-2016	2:00 PM (AN)
37	Mr. Kuldeep Sharma (CG)		08-08-2016	2:00 PM (AN)
38	Ms. Vetriselvi K. (AP)		08-08-2016	2:00 PM (AN)
39	Ms. Soumya (AGMUT)		08-08-2016	2:00 PM (AN)
40	Mr. Nagesh Kumar B. (TR)	Ministry of Tribal Affairs	08-08-2016	2:00 PM (AN)
41	Mr. Bhupesh Chaudhary (AGMUT)		08-08-2016	2:00 PM (AN)
42	Mr. Musharraf Ali Faruqui (TG)	Ministry of Women and Child Development	08-08-2016	2:00 PM (AN)
43	Mr. Itankar Vipin Vithoba (MH)		08-08-2016	2:00 PM (AN)
44	Mr. Ashutosh Garg (HP)		08-08-2016	2:00 PM (AN)
45	Mr. Yash Pal Meena (BH)		08-08-2016	2:00 PM (AN)
46	Ms. Saloni Sidana (AP)		08-08-2016	2:00 PM (AN)
47	Mr. Awanish Kumar (AGMUT)	Department of Youth Affairs, Ministry of Youth Affairs & Sports	08-08-2016	2:00 PM (AN)
48	Ms. Sheetla Patel (MP)		08-08-2016	2:00 PM (AN)

## Training Schedule for Assistant Secretaries on e-Office Module

49	Mr. Vikram (HY)		08-08-2016	2:00 PM (AN)
50	Mr. Shashank Shubhankar (BH)		08-08-2016	2:00 PM (AN)
51	Ms. Grace Lalrindiki Pachuau (TN)	Ministry of Panchayati Raj	08-08-2016	2:00 PM (AN)
52	Mr. Lokeshkurnar Ramchandra Jangid (MP)		08-08-2016	2:00 PM (AN)
53	Mr. Suresh Kumar Ola (RJ)	Ministry of Water Resources, River Development & Ganga Rejuvenation	08-08-2016	2:00 PM (AN)
54	Mr. Arun Kumar Vishwakarma (MP)		08-08-2016	2:00 PM (AN)
55	Ms. Monika Gupta (HY)		08-08-2016	2:00 PM (AN)
56	Mr. Siyad N. (WB)	Department of Commerce, Ministry of Commerce & Industry	08-08-2016	2:00 PM (AN)
57	Mr. Karthikeyan K. P. (TN)		08-08-2016	2:00 PM (AN)
58	Mr. Rathod Vijay Chandrakant (MH)		08-08-2016	2:00 PM (AN)
59	Ms. Divya S. Iyer (KL)		08-08-2016	2:00 PM (AN)
60	Mr. Faiz Aq Ahmed Mumtaz (JH)	Department of Industrial Policy & Promotion, Ministry of Commerce & Industry	09-08-2016	9:00 AM (FN)
61	Ms. Rani Nagar (HY)		09-08-2016	9:00 AM (FN)
62	Mr. Prabhav Joshi (GJ)		09-08-2016	9:00 AM (FN)
63	Mr. Jayavardhan Sontyana (CG)		09-08-2016	9:00 AM (FN)
64	Mr. Kontham Sudhir (WB)	Ministry of Corporate Affairs	09-08-2016	9:00 AM (FN)
65	Mr. Deepak Jacob (TN)		09-08-2016	9:00 AM (FN)
66	Mr. Manuj Goyal (UD)	Department of Economic Affairs, Ministry of Finance	09-08-2016	9:00 AM (FN)
67	Ms. Shubham Chaudhary (RJ)		09-08-2016	9:00 AM (FN)
68	Mr. Mantada Raja Dayanidhi (MH)		09-08-2016	9:00 AM (FN)
69	Ms. Afsana Perween (KL)		09-08-2016	9:00 AM (FN)
70	Mr. Rahul Yadav (JK)	Department of Revenue, Ministry of Finance	09-08-2016	9:00 AM (FN)
71	Mr. Manoj Kumar (HY)		09-08-2016	9:00 AM (FN)
72	Mr. Anilkumar Ramjibhai Ranavasiya (GJ)	Department of Finance Services, Ministry of Finance	09-08-2016	9:00 AM (FN)
73	Ms. Udit Singh (BH)		09-08-2016	9:00 AM (FN)

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74	Ms. Cheshta Yadav (AGMUT)		09-08-2016	9:00 AM (FN)
75	Ms. Lakshmi Priya M.S. (AM)		09-08-2016	9:00 AM (FN)
76	Mr.Suneel Anchipaka (AGMUT)	Department of Expenditure, Ministry of Finance	09-08-2016	9:00 AM (FN)
77	Mr. Ankit Kumar Singh (AM)		09-08-2016	9:00 AM (FN)
78	Mr. Prem Ranjan Singh (UP)	Ministry of Labour & Employment	09-08-2016	9:00 AM (FN)
79	Ms. Chinmayee Gopal (RJ)		09-08-2016	9:00 AM (FN)
80	Mr. Manish Bansal (UP)	Ministry of Skill Development	09-08-2016	9:00 AM (FN)
81	Ms. Sakshi Sawhney (PB)		09-08-2016	9:00 AM (FN)
82	Mr. Amol Jagannath Vedage (MH)		09-08-2016	9:00 AM (FN)
83	Mr. Nalini Atul (KN)		09-08-2016	9:00 AM (FN)
84	Mr. Gaurang Rathi (UP)	Ministry of Textiles	09-08-2016	9:00 AM (FN)
85	Mr. Jitendra Jorwal (PB)		09-08-2016	9:00 AM (FN)
86	Mr. Saket Malviya (MP)		09-08-2016	9:00 AM (FN)
87	Mr. Akshay Tripathi (UP)	Ministry of Tourism	09-08-2016	9:00 AM (FN)
88	Mr. Yeddula Vijay (OR)		09-08-2016	9:00 AM (FN)
89	Ms. Bhavya Mittal (MP)		09-08-2016	9:00 AM (FN)
90	Mr. Mayur Ratilal Govekar (TR)	Ministry of Micro Small & Medium Enterprises	09-08-2016	2:00 PM (AN)
91	Mr. Kshitij Ashok Singhal (OR)		09-08-2016	2:00 PM (AN)
92	Mr. Krishna Aditya S. (TG)	Department of Rural Development, Ministry of Rural Development	09-08-2016	2:00 PM (AN)
93	Mr. Kumar Ramnikant (NG)		09-08-2016	2:00 PM (AN)
94	Mr. Ankit Asthana (MP)		09-08-2016	2:00 PM (AN)
95	Mr. Sushant Gaurav (JH)		09-08-2016	2:00 PM (AN)
96	Mr. Arindam Chaudhary (HP)		09-08-2016	2:00 PM (AN)
97	Mr. Rachit Raj (GJ)	Department of Land Resources, Ministry of Rural Development	09-08-2016	2:00 PM (AN)
98	Ms. Richa Prakash Chaudhary (CG)		09-08-2016	2:00 PM (AN)

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99	Mr. Shiraz Daneshyar (WB)	Ministry of Coal	09-08-2016	2:00 PM (AN)
100	Mr. Gautham V. P. (TG)		09-08-2016	2:00 PM (AN)
101	Mr. Prithviraj B. P. (MH)		09-08-2016	2:00 PM (AN)
102	Mr. Dhaval Jain (WB)	Ministry of Mines	09-08-2016	2:00 PM (AN)
103	Mr. Johnny Tom Varghese (TN)		09-08-2016	2:00 PM (AN)
104	Mr. Sandeep Kumar (UP)	Ministry of New & Renewable Energy	09-08-2016	2:00 PM (AN)
105	Mr. Chandra Sekhar Killi (TN)		09-08-2016	2:00 PM (AN)
106	Ms. Manisha Khatri (MH)		09-08-2016	2:00 PM (AN)
107	Mr. Qummer UI Zaman Chaudhary (RJ)	Ministry of Petroleum & Natural Gas	09-08-2016	2:00 PM (AN)
108	Ms. Aanchal Goyal (MH)		09-08-2016	2:00 PM (AN)
109	Ms. Shilpa Nag C. T. (KN)		09-08-2016	2:00 PM (AN)
110	Ms. Neha Jain (UP)	Ministry of Power	09-08-2016	2:00 PM (AN)
111	Ms. Bharti Dixit (RJ)		09-08-2016	2:00 PM (AN)
112	Mr. Rishav Gupta (MP)		09-08-2016	2:00 PM (AN)
113	Mr. Gurudatta Hegde (KN)		09-08-2016	2:00 PM (AN)
114	Mr. Mahendra Kumar Meena (UP)	Ministry of Road Transport & Highways	09-08-2016	2:00 PM (AN)
115	Ms. Ruhee Dugg (PB)		09-08-2016	2:00 PM (AN)
116	Mr. Avi Prasad (MP)		09-08-2016	2:00 PM (AN)
117	Mr. Shashi Ranjan (JH)	Ministry of Shipping	09-08-2016	2:00 PM (AN)
118	Mr. Funde Nikhil Tikaram (UP)		09-08-2016	2:00 PM (AN)
119	Mr. Jaspreet Singh (PB)	Ministry of Urban Development	09-08-2016	2:00 PM (AN)
120	Mr. Abhishek Anand (UP)		10-08-2016	9:00 AM (FN)
121	Ms. Swadha Dev Singh (OR)		10-08-2016	9:00 AM (FN)
122	Mr. Aditya Singh (MP)		10-08-2016	9:00 AM (FN)
123	Mr. Divyanshu Jha (JH)		10-08-2016	9:00 AM (FN)

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124	Mr. Owais Ahmed (JK)		10-08-2016	9:00 AM (FN)
125	Mr. Chanchal Rana (OR)	Ministry of Housing & Urban Poverty Alleviation	10-08-2016	9:00 AM (FN)
126	Ms. Chithra S. (KL)		10-08-2016	9:00 AM (FN)
127	Ms. Sikta Patnaik (TG)	Ministry of Civil Aviation	10-08-2016	9:00 AM (FN)
128	Mr. Dileep Kumar Yadav (NG)		10-08-2016	9:00 AM (FN)
129	Ms. Sana Akhtar (WB)	Department of Fertilizers, Ministry of Chemical & Fertilizers	10-08-2016	9:00 AM (FN)
130	Mr. Peeyush Samariya (RJ)		10-08-2016	9:00 AM (FN)
131	Mr. Ashish Vashishth (MP)		10-08-2016	9:00 AM (FN)
132	Mr. Munish Sharma (HY)		10-08-2016	9:00 AM (FN)
133	Ms. Aditi Chaudhary (WB)	Department of Telecommunication, Ministry of Communication & Information Technology	10-08-2016	9:00 AM (FN)
134	Mr. Bhanwar Lal (RJ)		10-08-2016	9:00 AM (FN)
135	Mr. Rohit Meena (KL)		10-08-2016	9:00 AM (FN)
136	Mr. Anish Yadav (HY)	Department of Electronics and Information Technology	10-08-2016	9:00 AM (FN)
137	Mr. Shyam Bihari Meena (BH)		10-08-2016	9:00 AM (FN)
138	Ms. Swetika Sachan (AGMUT)		10-08-2016	9:00 AM (FN)
139	Mr. Anbamuthan M. P. (AM)		10-08-2016	9:00 AM (FN)
140	Mr. Sumit Kumar Gandhi (AP)		10-08-2016	9:00 AM (FN)
141	Mr. Ravi Ranjan (UP)	Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution	10-08-2016	9:00 AM (FN)
142	Ms. Preeti Yadav (PB)		10-08-2016	9:00 AM (FN)
143	Mr. Chandrasekar S. (KL)		10-08-2016	9:00 AM (FN)
144	Mr. Mridul Chowdhary (UP)	Ministry of Culture	10-08-2016	9:00 AM (FN)
145	Mr. Himanshu Aggarwal (PB)		10-08-2016	9:00 AM (FN)
146	Ms. Krittika Jyotsna (UP)	Ministry of Defence	10-08-2016	9:00 AM (FN)
147	Mr. Siddharth Shankar Swain (OR)		10-08-2016	9:00 AM (FN)
148	Mr. Raghunandan Murthy (KN)	Department of Defence Production, Ministry of Defence	10-08-2016	9:00 AM (FN)



### Training Schedule for Assistant Secretaries on e-Office Module

149	Mr. Praveen Chaudhary (GJ)		10-08-2016	9:00 AM (FN)
150	Mr. Avanish Kumar Rai (UP)	Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions	10-08-2016	2:00 PM (AN)
151	Mr. Chakravarti Singh Rathore (OR)		10-08-2016	2:00 PM (AN)
152	Ms. Divya Prabhu G. R. J. (KN)		10-08-2016	2:00 PM (AN)
153	Mr. Ashish Kumar (GJ)		10-08-2016	2:00 PM (AN)
154	Mr. Roshan Kushwaha (BH)	Department of Administrative Reforms and Public Grievance, Ministry of Personnel, Public Grievances and Pensions	10-08-2016	2:00 PM (AN)
155	Ms. Vishwasree B. (TR)	Ministry of Environment, Forest and Climate Change	10-08-2016	2:00 PM (AN)
156	Mr. Ravinder Singh (MN)		10-08-2016	2:00 PM (AN)
157	Ms. Nancy Sahay (JH)		10-08-2016	2:00 PM (AN)
158	Mr. Ajay Dahiya (GJ)		10-08-2016	2:00 PM (AN)
159	Mr. Sandeep Kumar Jha (TG)	Ministry of Home Affairs	10-08-2016	2:00 PM (AN)
160	Ms. Pavneet Kaur (MH)		10-08-2016	2:00 PM (AN)
161	Mr. Bhor Singh Yadav (JH)		10-08-2016	2:00 PM (AN)
162	Mr. Kundan Kumar (CG)	Border Management, Ministry of Home Affairs	10-08-2016	2:00 PM (AN)
163	Ms. Abhilasha Kumari Sharma (BH)		10-08-2016	2:00 PM (AN)
164	Mr. Sravan Kumar Jatavath (TN)	Ministry of Information & Broadcasting	10-08-2016	2:00 PM (AN)
165	Mr. Jalaj Sharma (MH)		10-08-2016	2:00 PM (AN)
166	Mr. Nipun Jindal (HP)		10-08-2016	2:00 PM (AN)
167	Mr. Jeyaseelan V. P. (TN)	NITI Aayog	10-08-2016	2:00 PM (AN)
168	Ms. Tanvi Hooda (MP)		10-08-2016	2:00 PM (AN)
169	Mr. Abid Hussain Sadiq (HP)		10-08-2016	2:00 PM (AN)
170	Mr. Amrit Vikas Topno (CG)		10-08-2016	2:00 PM (AN)
171	Mr. Akash P. (TN)	Department of Justice	10-08-2016	2:00 PM (AN)
172	Ms. Riju Bafna (MP)		10-08-2016	2:00 PM (AN)