भारत सरकार | **Government of India**
संचार मंत्रालय | **Ministry of Communications**
दूरसंचार विभाग | **Department of Telecommunications**
राष्ट्रीय संचार अकादमी-वित्त | **National Communications Academy-Finance**
घिटोरनी, नई दिल्ली-110047 | **Ghitorni, New Delhi-110047**

No:1-151/NICF/TAR/Webinar/2025-26   Dated: 09.07.2025

To,

1. The CGCA, UIDAI Building, New Delhi
2. Advisor (F), DoT HQ, New Delhi
3. Secretary, TRAI, New Delhi
4. DG, NTIPRIT, Ghaziabad
5. Sr. DDG (PAF), DoP HQ, Delhi
6. All Pr. CsCA/CsCA/GMs(F)/DAPs
7. Sr. DDG, TEC
8. CMD, BSNL, New Delhi
9. CMD, MTNL, New Delhi.
10. DG, TSDSI, New Delhi
11. ED, C-DoT, Delhi
12. Director, BBNL, New Delhi
13. Director, WMTDC, Ghitorni, New Delhi
14. Deputy General Manager, TCIL
15. Deputy General Manager, ITI

Subject: - Conducting Webinar on "e-Office" at NCA-F -reg.

Sir/Madam,

    National Communications Academy-Finance (NCA-F), an 'Utkrisht' level Central Government Training Institute under Ministry of Communications, is going to conduct a Webinar for the staff of DoT& DoP. The schedule of Webinars is as follows: -

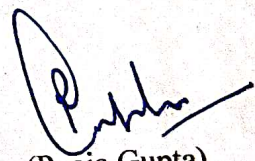| SI. No	Topic	Date & Time
1	e-office Receipt & Dispatch in e-office file Management system	17.07.2025 (02:30 PM to 05:00 PM)
2	e-office Processing of files in e-office file management system	18.07.2025 (02:30 PM to 05:00 PM)

Introduction	The e-Office initiative aims to usher in more effective and transparent inter-government and intra-government transactions, transforming the government work environment into a more efficient, responsive, accountable, and transparent space. It is a mission-mode project under the National e-Governance Plan (NeGP).
Learning Objectives	• To introduce participants to the components and architecture of e-Office. • To demonstrate usage of e-File and KMS modules. • To promote a paperless work culture and improve file processing speed. • To enhance user skills in accessing and managing files digitally. • To provide practical guidance for error handling, system integration, and performance monitoring.

2. All are requested to nominate at least two officials/officers from their respective units for attending this **webinar by individual login at stipulated time as mentioned above.** The last date for sending nominations is 15.07.2025.

3. The controlling officers of the respective units are requested to send details of the nominated officers viz name, designation, mobile number, email address etc. at <nicf.moc@gov.in>. All nominated officers from DoT & field units are requested to apply through **competency portal.** In case of any query/clarification, Ms Uma Devi, Course Coordinator (Mob: 9346321867) or Sh. Gadadhar Rath, Dy. Course Coordinator (Mobile No. 9437160036) may be contacted.

4. This issues with the approval of the competent authority.

(Pooja Gupta)
Director

Copy to:
1. PA to DG, NCA-F, NICF Campus, Ghitorni, New Delhi-110047.
2. Director Trg. Finance, DoT HQ, for kind information.
3. Director (TER), NCA-F for nomination and uploading of circular on office website.
4. Faculty of webinar.
5. Office copy.