

ADMINISTRATIVE TRAINING INSTITUTE (ATI)
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN
Email ID: atidir@rediffmail.com/atiarunachal@gmail.com
Website : www.ati.arunachal.gov.in

No.ATI (TRG)-29/2025 /3224-3260

Dated Naharlagun, the 11th June 2025

To,

The Deputy Commissioners of Arunachal Pradesh, Tawang/ W/Kameng, E/Kameng, U/Subansiri L/Subansiri/ Kamle/ U/Siang/ Lower Siang/ W/Siang, E/Siang/ Siang /Kurung Kumey/ Papum Pare /Kra-Daadi/ Changlang/ Tirap/ Longding/ Lohit/ Namsai/ Anjaw/ Dibang Valley/ L/Dibang Valley/ Lepa Rada/ Pakke Kessang/ Shi Yomi/ Bichom /Keyi Panyor and Itanagar Capital Complex,

Sub:- **2(Two) Days Refresher Trainings on “e-Office” for the Officers & Officials of the District Administrations.**

Sir/Madam,

The Administrative Training Institute (ATI) Naharlagun will organize 2 (Two) Days Refresher Training on “e-Office” on 10th and 11th July’2025 at Block3,First Floor,A.P. Civil Secretariat, Itanagar. The target group participants are Officers/Officials of District Administration who possess computer knowledge.

The training programme will cover following important aspects of e-Office procedures:-

1. E-Office pre-requisite,
2. Receipt section & diarisation,
3. E-file section,
4. How to configure DSC/e-Sing &
5. Practices/practical session etc.

The expected program outcome would be as under:-

1. **Increased Proficiency**: Training well become more proficient in navigating and using the e-file or e-office software. Will understand different features, function and tools available.
2. **Improved Productivity** : Trainees are expected to lead an increased productivity in handling electronic documents, Managing workflows and collaborating with colleagues.
3. **Streamlined Documents Management**: Will learn how to organize and manage electronic document more efficiently reducing likelihood errors and data loss.
4. **Better Collaboration**: Will able to facilitate better collaboration among team members.
5. **Enhanced Security Awareness**: Trainees will be equipped with security protocols and best practices for handling sensitive information. Will help them reduce the risk of data breaches or unauthorized access.
6. **Compliance and Accuracy**: Understanding and how to use the system correctly leading to better compliance of organizational policies, standards etc.
7. **Time and Cost Saving**: By efficiently managing electronic document and work flows, participants will experience time and cost saving for themselves and their organizations.
8. **Confidence in Digital workflows**: Will build self confidence working with digital tools and technologies making more adaptable to modern work environments.
9. **Reduced paper uses**: Participants will be encouraged a shift from traditional paper based process to electronic ones, which will lead to potential reduction of organization’s unwarranted environment impacts.
10. **Ability to Train Others**: Trainees will be positioned with responsibility of training others leading to more productivity in their organizations.

Therefore, all concerned are requested to nominate 2(Two) officers from each district in the nomination format attached and submit the same along with contact details of the nominees **on or before 7th July 2025** at the e-mail id and website given in the letter head above.

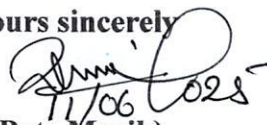
For any query/information following persons may please be contacted:-

1. Shri Bittu Kri (APCS), Deputy Director ATI-cum Course Coordinator - 8415079830
2. Smti Hage Yapa, SPA to Director ATI – 9615287487
3. Smti Tomen Rumi Ronya, Programmer – 9383107977

The nominees should confirm their selection/ admission to the programme from above given contact details before joining the programme and should reach at Room No.106,Block 3,1st Floor at A.P Civil Secretariat, Itanagar at 0900 hrs on 10th July'2025 for registration and registration will be closed at 0945 hrs.

Enclosed the nomination form for necessary action please.

Yours sincerely



(Pate Marik)

Director (Training)

Administrative Training Institute,
Naharlagun

Memo No.ATI (TRG)-29/2025

Dated Naharlagun, the./2th June'2025

Copy for information and necessary action to:-

1. The Secretary (Training), Govt. of Arunachal Pradesh, Block 4, 5th Floor, A.P. Sectt. Itanagar for information
2. Shri Bittu Kri, Deputy Director ATI-cum-Course Coordinator for necessary follow-up action.
3. Smti Tomen Rumi Ronya, Programmer for information and necessary action
4. The SPA to Director ATI for information & necessary action.
5. Office copy.



(Pate Marik)

Director (Training)

Administrative Training Institute,
Naharlagun