No. ATI (TRG) -28/2025 /3263 –7/   Dated Naharlagun, the 11th June '2025

Training Circular

The Administrative Training Institute (ATI) Govt. of A.P. will organize 2(two) days **"Refresher Training on e-office" on 8th & 9th July'** 2025 at Block 3, First Floor, A.P. Civil Secretariat. The target groups are Officers/Officials of A.P. Civil Secretariat Itanagar and Heads of Offices 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-Sign &
5) Practices/practical sessions etc.

The expected program outcome would be as under:-

1. **Increased Proficiency**: Trainees will become more proficient in navigation and using the e-file or e-office software. Will understand different features, functionalities 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. **Streamline Documents Management**: Will learn how to organize and manage electronic documents 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 documents and work flows, participants will experience time and cost savings for them 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.

The intake capacity is restricted for 35(Thirty five) participants only on "first come first serve basis". The format for nomination is enclosed herewith.

Therefore, the nominating authorities are requested to submit their nominations on or before 4thJuly 2025 at the e-mail id and web site given at the letter head. The nominating authorities and nominees should confirm their selection before joining the Programme from following persons:-
1) Shri Bittu Kri (Dy. Director)ATI –cum- Course Coordinator at M/No 8415079830
2) Smti Hage Yapa (SPA) to Director ATI at mobile no. 9615287487
3) Smti Tomen Rumi Ronya (Programmer) ATI at mobile no. 9383107977

The nominees should reach at Room No. 106, Block 3, 1st Floor at A.P Civil Secretariat, at 0900 hrs on 8th July'2025 for registration and registration will be closed at 0945 hrs.
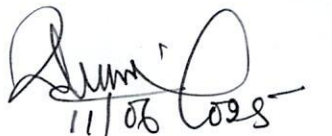
Enclosed the nomination form for necessary action please.

Sd-

(Pate Marik),
Director (Training)

Memo No. ATI (TRG)-28/2025   Dated Naharlagun, the ..12th..June 2025
Opy to:-

1. The S PA to Secretary (Training), Govt. of A.P Block 4, 5th Floor, A.P. Sectt. tanagar for information.
2. The Secretary GA/SAD, Govt pf A.P Itanagar for nomination of participants.
3. All the Directors, Govt. of A.P. Itanagar/Naharlagun/Nirjuli for nomination of participants.
4. All the Chief Engineers of Works Department, Itanagar / Naharlagun for nomination of participants.
5. Shri Goter Duchi, (Nodal Officer), e-office, Department of Information Technology and Communication, Govt. of A. P. Block I, Ist Floor, A.P. Civil Secretariat, Itanagar for information & necessary action
6. Shri Bittu Kri (Dy. Director) ATI & Course Coordinator for necessary action.
7. Smti Hage Yapa (SPA) to Director ATI for necessary action.
8. Smti Tomen Rumi Ronya (Programmer) ATI for necessary action.
9. Office copy.

11/06 2025

(Pate Marik),
Director (Training)