



No: A-33022/13/2020-TRNG DTE/621-25

Date: 10.02.2020

कार्यालय आदेश

Approval of the Chairman, CWC is hereby conveyed in respect of the following officers for their participation in National Workshop on "e-Office" to be organized by Ministry of Personnel, Pension and PG, Govt. of India, at Pravasi Bharatiya Kendra, Dr. Jose P. Rizal Marg, Chanakyapuri, New Delhi-110021 on **12th February, 2020 from 9:00AM onwards.**

S.No.	Name & Designation (S/Shri/Ms)
1.	Akhil Akouri, Dy. Director, Software Management Directorate, CWC, New Delhi (Mobile: 8447522493, email: smdte@nic.in)
2.	Saket Kumar, Dy. Director, Software Management Directorate, CWC, New Delhi (Mobile: 8851031944, email: smdte@nic.in)

The above officer will be governed by the following terms & conditions:

1. They will be treated as on tour/duty during the programme.
2. They will get full pay and allowances during the programme.
3. No substitute will be provided in his place.

ई. वेंकटेश्वर
(ई. वेंकटेश्वर) 10/2/2020

उप-निदेशक (प्रशिक्षण)

Copy to:

1. Smt. Anushree Sinha, Organizer, (Mobile: 9654121408, email: anushree.sinha@gcin.org) with reference to email dated: 29.01.2020 to CWC, New Delhi
2. Director, D&R Co-ordination Dte., CWC, New Delhi
3. Officers Concerned, it is requested to get the feedback on the issues on working in e-office and would be presented to the e-office team.
4. JE (Trng), CWC, New Delhi to upload this order on CWC website/intranet portal.

**Minute to Minute Programme for National Workshop on e-Office on 12th
February, 2020 at Pravasi Bhartiya Kendra, Chanakyapuri, New Delhi**

Time	session																	
9000-0945	Registration of delegates																	
0945 - 1030	Technical Session- I Digital Secretariat: Journey so far and Road Ahead	<ul style="list-style-type: none">• Ms. Neeta Verma, DG, NIC – In chair• Ms. Alka Mishra, DDG, NIC• Ms. Rachna Srivastava, DDG, NIC• Smt. Soma Roy Burman, CGA• Sh. Talleen Kumar, SPV GEM																
1030-1115	Technical Session- II Standard Office Procedure for e-office -CSMOP 2019	<ul style="list-style-type: none">• Sh. S. N Tripathi, Director IIPA – In chair• Sh. K. Rajaraman, Addl. Secretary, DEA• Sh. Anuj Sharma, Joint Secretary (CIS) – Ministry of Home Affairs																
		<ul style="list-style-type: none">• Smt. Vismita Tej JS, Ministry of Coal• Sh. Ashish Srivastava, JS, Ministry of Women & Child Development																
1115-1230	Technical Session- III Digital office in States	<ul style="list-style-type: none">• Sh. V. Srinivas, Addl. Secretary – In Chair• Sh. Shashi Ranjan, Principal Secretary IT - Tripura• Dr. Santosh Babu, Principal Secretary IT – Tamil Nadu• Ms. Vini Mahajan, Principal Secretary IT - Punjab• Sh. Hareet Shukla, Principal Secretary IT - Gujarat																
1230 - 1332	Welcome	<table><tr><td>1230</td><td>Arrival and Welcome of Guest</td></tr><tr><td>1230-1235</td><td>Welcome by Additional Secretary (DARPG)</td></tr><tr><td>1235-1245</td><td>Address by Secretary Meity</td></tr><tr><td>1245-1255</td><td>Address by Secretary DARPG</td></tr><tr><td>1255-1300</td><td>Presentation and launch of reformed CPGRAMS in Ministries of Health, Education, Ministry of Road Transport & Highways</td></tr><tr><td>1300-1310</td><td>Awards to 5 top performers in e-office</td></tr><tr><td>1310-1330</td><td>Key Note address by MoS(PP)</td></tr><tr><td>1330-1332</td><td>Vote of Thanks by JS(DARPG)</td></tr></table>	1230	Arrival and Welcome of Guest	1230-1235	Welcome by Additional Secretary (DARPG)	1235-1245	Address by Secretary Meity	1245-1255	Address by Secretary DARPG	1255-1300	Presentation and launch of reformed CPGRAMS in Ministries of Health, Education, Ministry of Road Transport & Highways	1300-1310	Awards to 5 top performers in e-office	1310-1330	Key Note address by MoS(PP)	1330-1332	Vote of Thanks by JS(DARPG)
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1332- 1415	<u>Lunch Break</u>	
1415- 1545	Technical Session- IV Digital offices in Attached/ Subordinate/Autonomous bodies	<ul style="list-style-type: none">• Sh. Chandan Sinha, DG, NAI- in Chair• Shri D.C. Misra, DDG, NIC• Dr. A. Shariff, Addl. Prof. AIIMS• Sh. Amit Yadav, DG, DGFT• Smt. Usha Sharma, DG, ASI• Sh. Moloy Chandan Chakraborty, Jute Commissioner