



दिनांक: 29.05.2021

To

1. To all officers & staff of CWC through e-office Notice Board
2. To all officers & staff of attached/subordinate offices of MoJS

Sub: Purpose Oriented Training through webinar series on "E-Governance Tools" during 07-11 June 2021 being organised by National Water Academy, Pune – **request for nominations** - reg.

Sir,

1. National Water Academy, Pune is going to organize **Purpose Oriented Training through webinar series on "E-Governance Tools" during 07-11 June 2021** benefiting the officials of all attached/sub-ordinates offices of Ministry of Jal Shakti. There is no course fee for joining this program.
2. The tentative schedule drawn for the programs is enclosed at Annexure-I for the ready reference.
3. All talks/lectures shall be held in online Mode using NWA CISCO WebEx Meeting Platform. The Link for participation in the Webinar will be shared with all officials through email and will also be placed under the upcoming events link page of NWA Website (<https://nwa.mah.nic.in>) well before the commencement of the WEBINAR. A Whatsapp Group will also be created for resolution of technical issues.
4. It is requested that interested officials may apply through Google Form link (QR Code given below) by **03rd June 2021**. List of the participating officers would be placed on e-office notice board/ NWA Website (<https://nwa.mah.nic.in>) under the "Upcoming Events" link by **4th June 2021**.

Google Form Link	QR CODE
https://forms.gle/4s7yjnT7bQUSHJdEA	

Yours faithfully,

संलग्न : As above.

G Srinivasulu
Deputy Director (A&C)
& Program Coordinator

Copy to :

1. Director(Trng), CWC, New Delhi-66: - With a request for wide circulation
2. Deputy Director, SMD CWC – with a request to upload in the CWC website

Schedule**Purpose Oriented Training through Webinar Series on "E-Governance tools"
07-11 June 2021**

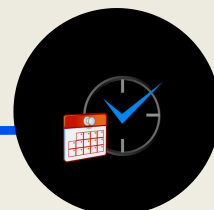
Date & Day	Time	Program Details
Day -1 07.06.21	1000-1115 Hrs	Demonstration of e-office and its features, tracking the files/receipts, email diarisation, generation of MIS reports, Knowledge Management System, uploading circulars/orders on e-office notice board, addressing day to day issues etc.. <i>Speaker: Sh. G Srinivasulu, Deputy Director (A&C), NWA</i>
	1500-1615 Hrs	Q&A session <i>Speaker: Sh. G Srinivasulu, Deputy Director (A&C),NWA</i>
Day -2 08.06.21	1000-1115 Hrs	Demonstration on setting up DSC in various browsers (Internet explorer /Chrome) for using e-office. <i>Speaker: Sh. G Srinivasulu, Deputy Director (A&C), NWA</i>
	1500-1615 Hrs	Q&A session <i>Speaker: Sh. G Srinivasulu, Deputy Director (A&C),NWA</i>
Day -3 09.06.21	1000-1115 Hrs	Live Demonstration of broad features of GeM, Procurement of goods/products through Direct Purchase/BID/RA, generation of CRAC etc and addressing key issues on procurement through GeM <i>Speaker: Sh. Akhil Akhouri, EE(NEID-III),CWC, Itanagar</i>
	1500-1615 Hrs	Q&A session <i>Speaker: Sh. Akhil Akhouri, EE(NEID-III),CWC, Itanagar</i>
Day -4 10.06.21	1000-1115 Hrs	Live demonstration of procurement of services through e-GeM, Generation of availability Report & Past Transaction Summary(GeMAR&PTS) for procurement outside GeM , Processing bills <i>Speaker: Sh. Akhil Akhouri, EE(NEID-III), CWC, Itanagar</i>
	1500-1615 Hrs	Q&A session <i>Speaker: Sh. Akhil Akhori, EE(NEID-III),CWC Itanagar</i>
Day -5 11.06.21	1000-1115 Hrs	Live Demonstration on Procurement through CPP Portal <i>Speaker: Sh. G Srinivasulu, Deputy Director (A&C),NWA</i>
	1500-1615 Hrs	Q&A session <i>Speaker: Sh. G Srinivasulu, Deputy Director (A&C),NWA</i>
	1615-1630 Hrs	Sharing of views and Concluding Session

Program Coordinator: Sh. G Srinivasulu, Deputy Director (A&C), NWA



**Ministry of Jal Shakti
D/o Water Resources, RD&GR
Central Water Commission
National Water Academy**

Purpose Oriented Training on " e-Governance Tools "



EVERYDAY : 1000-1115 HRS

Duration : 07-11 June 2021



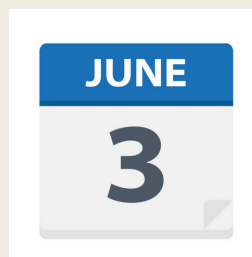
EVERYDAY : 1500-1615 HRS

SCAN TO REGISTER



<https://forms.gle/4s7yjnT7bQUSHJdEA>

LAST DATE FOR REGISTRATION



NO PARTICIPATION FEE



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