

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

E mail – info.neigrihms@nic.in

ESTT-I-MISC00RD/1/2025-Estt.I

Dated Shillong_____2026

CIRCULAR

It is hereby informed that National Informatics Centre (NIC), eOffice Project Division, will be conducting eOffice Capability Building Programmes (CBPs) during **August 2026 to March 2027 at Delhi** for different categories of eOffice users and administrators. The programme details are as follows:

Sl. No.	Programme	Duration	Scheduled Dates
1.	Level I – Users (Basic)	4 days	18-21 Aug 2026, 05-08 Oct 2026, 08-11 Dec 2026, 09-12 Feb 2027
2.	Level II – Master Trainers	4 days	13-16 Oct 2026, 21-24 Dec 2026, 23-26 Feb 2027
3.	Level III – PIMS & Product Administrators	4 days	22-25 Sep 2026, 17-20 Nov 2026, 18-21 Jan 2027, 09-12 Mar 2027
4.	Level IV – System Administrators	3 days	09-11 Sep 2026, 04-06 Nov 2026, 13-15 Jan 2027, 24-26 Mar 2027
5.	Level V – Senior Officials	1 day	27 Nov 2026, 19 Mar 2027

The detailed Training Calendar, along with the session-wise agendas containing the eligibility criteria, nomination form, and technical prerequisites for the System Administrator Programme are enclosed in the attachment.

All Departments/Sections are requested to forward nominations of suitable Faculty, Officers and Staff for the relevant programme(s), keeping in view the eligibility criteria prescribed by NIC.

The prescribed Nomination Form (enclosed in the attachment) may be submitted to Establishment I at the earliest for onward submission to NIC. In the format the **Nodal Officer** may be filled up as **Shri D.T.Umdor, Superintending Engineer, NEIGRIHMS and email david.t.umdor@neigrihms.gov.in**. The nomination form should be certified and signed by the HOD/Section Head concerned in the designated area.

While forwarding the nomination forms, the preferred date of training may also be clearly indicated from among the scheduled dates mentioned against the respective programme. Confirmation of participation will thereafter be communicated separately, subject to availability of seats in the respective programme/batch.

TA/DA shall be borne by the Institute for the selected participants.

This is for favour of information and necessary action of all concerned.

(Lt. Cdr. Pawan Deep),
Deputy Director (Admn)
NEIGRIHMS, Shillong

ESTT-I-MISC0ORD/1/2025-Estt.I

Dated Shillong____2026

Copy for information and necessary action to:

1. Dean, NEIGRIHMS, Shillong
2. Medical Superintendent, NEIGRIHMS, Shillong.
3. All Heads of Departments, NEIGRIHMS, Shillong.
4. Shri. D.T. Umdor, Superintending Engineer, NEIGRIHMS, Shillong.
5. All Sections Heads, NEIGRIHMS, Shillong..
6. Programmer, IT Cell, NEIGRIHMS for uploading in the Institute's website.
7. Accounts Officer, NEIGRIHMS for necessary action.
8. PS to Deputy Director (Admn)
9. PA to Director

Digitally signed by
PAWAN DEEP
Date: 19-08-2026
14:04:22
(Lt. Cdr. Pawan Deep),
Deputy Director (Admn)
NEIGRIHMS, Shillong



IT CELL NEIGRIHMS Shillong <itcell.neigrihms@gmail.com>

Invitation for Nominations – eOffice Capability Building Programmes (August 2026 to March 2027) - NEIGRIHMS

Nitish Bhardwaj <tl4-eoffice@supportgov.nic.in>

Mon, Aug 10, 2026 at 9:56 AM

To: itcellneigrihms <itcell.neigrihms@gmail.com>

Cc: Saroja Kumar Patro <officer1.eoffice@nic.in>, Daphne War <daphne.kordorwar@nic.in>, "shambhu.nath.lal" <shambhu.nath.lal@neigrihms.gov.in>, eOffice Training Team <training.eoffice@nic.in>

Dear Madam/Sir,

It is heartening to share that the eOffice Capability Building Programmes (CBPs) are being resumed as per the Training Calendar finalized for the period from August 2026 to March 2027.

As eOffice continues to expand across Government organizations, capability building and user enablement remain essential for its effective implementation, administration and sustained adoption. Accordingly, the programmes have been structured to address the requirements of different stakeholder groups associated with eOffice through the following programme levels:

Level I – End User Training Programme**Level II – Master Trainer Programme****Level III – Product/PIMS Administrator Training Programme****Level IV – System Administrator Training Programme****Level V – Programme for Senior Officials**

The detailed **Training Calendar**, along with the **session-wise agendas containing the eligibility criteria, nomination form, and technical prerequisites for the System Administrator Programme**, is enclosed for ready reference.

*The requisite infrastructure for hands-on practice will be made available for all programme levels except **CBP Level IV – System Administrator Programme**. For Level IV, participants will be required to bring their own laptops, duly configured as per the prescribed technical prerequisites. The enclosed prerequisites may kindly be ensured before participation in the programme.*

Nomination:

Suitable officers may kindly be nominated for the relevant programme level(s), keeping in view the eligibility criteria specified in the respective agendas. The duly filled-in Nomination Form for the nominated officer(s) may kindly be submitted **by replying to this email**.

An acknowledgement of receipt of the nomination will be shared by the **Training Team, eOffice Project Division**. Confirmation of participation will thereafter be communicated separately, subject to availability of seats in the respective programme/batch.

While nominating officers for **CBP Level IV – System Administrator Programme**, the requirement regarding participants bringing their own laptops, configured as per the prescribed technical prerequisites, may kindly be taken into consideration and communicated to the nominated officers accordingly.

This is for kind information and necessary action.

--

धन्यवाद और सादर/ Thanks and Regards

नितीश भारद्वाज/ Nitish Bhardwaj

ईऑफिस परियोजना प्रभाग/ eOffice Project Division
राष्ट्रीय सूचना-विज्ञान केंद्र/ National Informatics Centre
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/ Ministry of Electronics and Information Technology
भारत सरकार/ Government of India

8 attachments

-  **CBP Agenda for Senior Officials (Level V).pdf**
469K
-  **CBP Agenda-Master Trainers (Level-II).pdf**
606K
-  **CBP Agenda-PIMS Admin(Level-III).pdf**
602K
-  **CBP Agenda-System Administrators (Level IV).pdf**
460K
-  **CBP Agenda-Users (Level-I).pdf**
600K
-  **CBP Calender-August 2026- March 2027.pdf**
375K
-  **Nomination Form.pdf**
612K
-  **Prerequisites for System Admin.pdf**
191K

Pre-requisites for Setting Up Local Virtual Machine Environment (CBP Level-V – System Administrator)

To facilitate the hands-on exercises during the **CBP Level-V – System Administrator** training, participants are required to set up the following virtual machine environment.

1. Primary Virtual Machine Requirements

Component	Requirement
Operating System	RHEL 10
RAM	Minimum 16 GB
vCPU	8 Cores
Storage	Four (4) separate virtual disks of 10 GB each separate from OS partition
Package Repository	YUM/DNF repository should be enabled and functional
SSL Certificate	A valid SSL certificate or a self-signed SSL certificate configured for the VM's DNS name
Network Access	HTTP (Port 80) and HTTPS (Port 443) should be accessible from the participant's workstation to the testing VM
OS Partition	OS partition should be adequate and the / partition must have at least 100 GB free space, excluding /boot, /boot/efi, /var, /tmp, /opt, and /home.

2. Secondary Virtual Machine Requirements

The secondary virtual machine should have the same hardware and software configuration as the primary virtual machine.

This VM will be used for demonstrating the following high-availability and replication configurations:

- PostgreSQL: Streaming Replication (SR)
- MongoDB: Replica Set Configuration

Purpose

The above environment will provide the necessary infrastructure for conducting the **CBP Level-V – System Administrator** hands-on sessions.

Note: If the department maintains its own local LDAP server, it can be integrated for authentication during the training. Ensure that the required LDAP port (**389** for LDAP or **636** for LDAPS, as applicable) is open and reachable from the training virtual machine to the LDAP server.

Government of India
Ministry of Electronics & Information Technology
National Informatics Centre

Capability Building Programme (CBP) on eOffice for Users - Level-I

Objectives of the program –

Participants should gain operational knowledge in eOffice so as to effectively carry out their day-to-day official activities using eOffice.

Eligibility / Pre-requisites –

1. Should have basic working knowledge of computers, emails and Internet.
2. Should have been working / and providing support in files.

Agenda –

Period : Four (4) working Days

Time : 09:30 am to 05.30 pm

Venue : Conference Room -200, 2nd Floor, NICSI, Block -3, DMRC IT Park, Shastri Park, Delhi

Day 1	09:30 am to 10:30 am	10:30 am to 11:00 am	11:00 am to 11:15 am	11:15 am to 12:45 pm	12:45 PM to 02:00 pm
	Welcome Address, Registration & Introduction	File Management System (FMS) - Receipts: Scanning, Diarization	Break	FMS – Receipts: Forwarding, Acknowledgment, Pull Back, Copy, Pull-Up, Movement & Details, Close/Reopen	FMS - Files: Create, Put-up Receipt/ Correspondence Receipt: Put in File
	03:00 pm to 04:15 pm		04:15 pm to 04:30 pm	04:30 pm to 05.30 pm	
	FMS – Files: Noting (Yellow and Green), Forwarding, Flagging / Referencing		Break	Hands – On	

Day 2	09:30 am to 10:30 am	10:30 am to 11:00 am	11:00 am to 11:15 am	11:15 am to 12:30 pm	12:30 pm to 02:00 pm
	Revision and Queries	FMS – Files: References and Annexures to Notings	Break	FMS - Files: Attach File/ Receipt, Link/ De-link Files	Hands-On
	03:00 pm to 04.00 pm		04:00 pm to 04:15 pm	04.15 pm to 05.30 pm	
	FMS - Files: Create Part File, Parking of a File Close/Reopen		Break	Hands – On	

Day 3	09:30 am to 10:30 am	10:30 am to 11:00 am	11:00 am to 11:15 am	11:15 am to 12:30 pm	12:30 pm to 01:00 pm
	Revision and Queries	FMS – Draft (Creation, Editing)	Break	FMS – Draft (Approval, Signing & Dispatch)	Stand Alone Dispatch
	01:00 pm to 02:00 pm	03:00 pm to 03:45 pm	03:45 pm to 04:00 pm	04:00 pm to 04:30 pm	04:30 pm to 05:30 pm
	Hands-On	Search Mechanism, eFile MIS Reports	Break	DSC Sign and eSign	Hands-On

Day 4	09:30 am to 10:30 am	10:30 am to 11:30 am	11:30 am to 11:45 am	11:45 am to 1:00 pm	1:00 pm to 02:00 pm
	Revision and Queries	eFile Audit	Break	Demonstration of eOffice Portal	Hands-on
	03: 00 pm to 03:30 pm		03:30 pm to 04:00 pm	04:00 pm to 04:15 pm	04:15 pm to 05:15 pm
	Support Mechanism	Settings and Preferences	eOffice Vocabulary Game	Break	Assessment
					Feedback & Closing

Note: 01:00 pm to 01:15 pm - Yoga Break
02:00 pm to 03:00 pm - Lunch Break

Government of India
Ministry of Electronics & Information Technology
National Informatics Centre

Capability Building Programme (CBP) on eOffice for Master Trainers - CBP Level II

Objectives of the programme –

1. Participants should be able to use all aspects of eOffice very efficiently, to carry out their day-to-day official activities.
2. Are able to handle user queries.
3. Act as a guide and trainer for other users.
4. Are aware of basic troubleshooting.
5. Have knowledge of the measures to take when a new official joins or when an official is transferred / promoted / retired from the ministry / department.
6. Understand the support mechanism for ministry / department.

Eligibility / Pre-requisites –

1. Should have undergone 'CBP – Users (Level I)' / Working Knowledge of eOffice.
2. Should be aware of one's own organizational structure and their hierarchy.
3. Should have good understanding of the government office procedures.

Agenda –

Period : Four (4) working Days

Time : 09:30 am to 05.30 pm

Venue : Conference Room -200, 2nd Floor, NICSI, Tower -3, DMRC IT Park, Shastri Park, Delhi

Day 1	09.30 am to 10.00 am	10.00 am to 11.00 am	11.00 am to 11.15 am	11.15 am to 02.00 pm
	Welcome Address & Introduction	Introduction to eOffice and Roles and Responsibilities of Master Trainers	Break	Revision of File Management System (eFile) -
	03.00 pm to 04.15 pm		04.15 pm to 04.30 pm	04.30 pm to 05.30 pm
	Revision of eFile (Contd.)		Break	Revision of eFile (Contd.)

Day 2	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.15 pm	12:15 pm to 01:30 pm
	eFile : Conversion, Digitization Transition & Migration		Break	eFile: Delegation & Transfer	eFile: Closing & Ownership of Files
	01.30 pm to 02.00 pm	03.00 pm to 04.15 pm	04.15 pm to 04.30 pm	04.30 pm to 05.00 pm	05.00 pm to 05.30 pm
	Hands-on	Hands-on (contd.)	Break	Digital Signing	Hands – On

Day 3	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.15 pm	12.15 pm to 01.00 pm	01.15 pm to 02.00 pm
	Revision and Queries		Break	eFile: Search and Reports	Demonstration on KMS	Hands – On
	03.00 pm to 03.45 pm		04.15 pm to 04.30 pm	04.30 pm to 05.30 pm		
	Settings and Preferences		Break	eOffice Troubleshoot and Support mechanism		

Day 4	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 01.00 pm	01.15 pm to 02.00 pm
	Revision and Queries		Break	eFile Audit	Hands – On
	03.00 pm to 03.45 pm	03.45 pm to 04.15 pm	04.15 pm to 04.30 pm	04.30 pm to 05.00 pm	05.00 pm to 05.30 pm
	Portal Management	eOffice Vocabulary Game	Break	Assessment	eOffice - Future Road Ahead, Feedback, Photograph and Closing

Note: 01:00 pm to 01:15 pm - Yoga Break
02:00 pm to 03:00 pm - Lunch Break

Government of India
Ministry of Electronics & Information Technology
National Informatics Centre

Conference Hall, 2nd Floor, NISCI Development Centre, DMRC I.T. Park, Delhi - 110 053
 Email Id: training.eoffice@nic.in

Nomination Form

Name of Department / Ministry / Organization – _____

Programme Category (*Put a tick*) – Users ☐ /Master Trainers ☐ /PIMS and Product Administrators ☐ /System Administrators ☐

Date Opted for Programme – _____

Sl. No	Name (Nodal Officer)	Designation	Official email Id
1.			

☐ Are you also attending the Programme? (If yes, then kindly put a tick in the box provided)

Sl. No	Name (Participants)	Designation	Official email Id
1.			
2.			
3.			
4.			
5.			

☐ I have read the eligibility criteria and the pre-requisites for the Programme (as mentioned below), and I ensure that the above Trainees are as per the mentioned criteria.

Date – _____

Signature (Nodal Coordinator/Single Point of Contact)

Government of India		
Capability Building Programme (CBP) on eOffice for System Administrators - CBP Level IV (NG)		
Topic	Sub Topic	Session Time
Day - 1		
Welcome session		10:00-10:30
Basic Linux Test (10:30-10:45)		
Linux Evaluation		10:45-11:15
Tea Break (11:15-11:30)		
About eOffice	eOffice application and workflow	11:30-12:15
eOffice Deployment Framework and Architecture	eOffice Deployment Framework Deployment Architecture	
Deployment Prerequisites	Public/Private Network IP's Server VA Patching Firewall Port Opening : Internal Servers, LDAP, Interdepartmental, Activation DNS registration and mapping Authentication Mechanism: LDAP & Parichay SSO	12:15-12:45
Deployment Prerequisites : Compute Resources Vetting and YUM	Servers Resource vetting & Antivirus Status YUM Configuration(Local Media/Subscription)	12:45-13:00
Database: PostgreSQL Essentials	PostgreSQL Architecture and basics commands Streaming Replication Logical Replication Point in time Recovery DB Backup and Restore	13:00-14:00
Lunch (14:00 - 15:00)		
Database: Installation and Deployment – eOffice (PostgreSQL)	Deployment and Configuration of eOffice Database	15:00-16:00
Database: MongoDB Essentials and Deployment		16:00-16:30
Tea Break (16:30-16:45)		
Database: MongoDB Essentials Contd.	MongoDB	16:45-17:00
Database: Installation and Deployment – eOffice (MongoDB)	Deployment and Configuration of eOffice Database	17:00-17:30
Day - 2		
Hands-on (Postgres)	Hands-on	10:00-12:15
Tea Break (12:15 -12:30)		
Application: Installation and Deployment – eOffice (Applications)	Introduction, Deployment and Configuration of eOffice applications	12:30 -14:00
Lunch (14:00 - 15:00)		
Application: Installation and Deployment – eOffice (Applications) Contd.	Introduction, Deployment and Configuration of eOffice applications	15:00-15:45
Application: Upgradation and Patch Management	eOffice WAR updation and Patch Management	15:45-16:15
Tea Break (16:15-16:30)		
Application: DSC and ESIGN Integration	CRL Deployment Esign configurations parameters	16:30-17:30
Day - 3		
Hands-on (Application and MongoDB)		10:00-12:00
Tea Break (12:00 -12:15)		
Hands-on (Application and MongoDB) Contd.		12:15-14:00
Lunch (14:00 - 15:00)		
Monitoring: Troubleshooting, Roles & Responsibilities and Checklists	Troubleshooting, Roles & Responsibilities and Checklists	15:00-16:00
Tea Break (16:00-16:15)		
CBP Test (16:30 -17:00)		
Evaluation & Concluding Session	Evaluation Concluding Session	17:00-17:30

Government of India
Ministry of Electronics and Information Technology
National Informatics Centre

Capability Building Programme (CBP) on eOffice for Senior Officials

Objectives of the Programme –

- **Empower Leadership in Digital Transformation:** Equip senior officials with the latest skills and knowledge to guide their teams through digital transformation.
- **Master the File Management System:** Explore key enhancements and innovative processes for optimal efficiency through the System (FMS).
- **Unlock the Potential of eOffice:** Deep dive into the eOffice module to maximize its benefits, fostering a more streamlined and collaborative work environment.

Agenda –

Target Audience : Directors, Deputy Secretaries, Under Secretaries and equivalent
Period : One (1) working days
Time : 09:30 am to 05:30 pm
Venue : Conference Room, 2nd Floor, NICSI, DMRC IT Park, Shastri Park, Delhi

09:30 am to 10:00 am	10:00 am to 10:30 am	10:30 am to 11:15 am	11:15 am to 11:30 am	11:30 am to 12:45 pm	12:45 pm to 01:00 pm
Welcome Address, Registration and Introduction	Presentation on eOffice	In-depth Review of eFile ¹	Tea Break	Enhanced Efficiency and Leadership through advanced File management processes ²	Yoga Break
01:00 pm to 02:00 pm*	03:00 pm to 04:00 pm		04:15 pm to 04:30 pm	04:30 pm to 05:30 pm	
Hands-On	• Envision the future of FMS • eFile Dashboard • Search Interface & associated actions³ • MIS Reports and Analytics		Tea Break	• Q&A segment • Addressing Operational Hurdles & Troubleshooting Procedures • Group Portrait • Conclusion of the session	

*Lunch at 2:00 PM

Detailed Agenda:

1. ¹**In depth review of eFile:** Receipt handling, File creation, Noting and Attachments, Referencing (all), Draft & Dispatch, File movement and details.
2. ²**Enhanced Administrative Efficiency & Leadership through advanced File management processes –**
 Inbox View (Section & Hierarchy), Delegation, Multiple Post, Action Scopes, Section wise file heads, category & template mapping, File and Receipt data transfer, Intimate to, Notify through, Ink sign upload and Multiple signing in draft, eSign and DSC mandate (Digital Signing), File and receipt movement tracking in external environment, Shared File repository, and all available configurations.
3. ³**Search interface & associated actions -**
 Modular and Advanced searching based on multiple parameters, Scopes (Action & Search), Search Privilege, Pull Up.

Government of India
Ministry of Electronics & Information Technology
National Informatics Centre

Capability Building Programme (CBP) on eOffice for PIMS & Product Administrators - Level III

Objectives of the program –

1. Are able to comprehend eOffice user management and administration.
2. Are able to manage and update eOffice user data.
3. Are able to handle the administration of all applications.
4. Are aware of basic troubleshooting in eOffice.
5. Can train and guide other eOffice administrators of the ministry / department.

Eligibility / Pre-requisites –

1. Should have undergone 'CBP on eOffice for Users (Level I)'/ Working Knowledge of eOffice.
2. Should have good understanding of one's own organizational structure and their hierarchy.
3. Should have good understanding of the office procedures.

Agenda –

Period : Four (4) working Days

Time : 09:30 am to 05.30 pm

Venue : Conference Room -200, 2nd Floor, NICSI, Block -3, DMRC IT Park, Shastri Park, Delhi

Day 1	09.30 am to 10.00 am		10.30 am to 11.00 am	11.00 am to 11.15 am	11.15 am to 12.30 pm	12.30 pm to 2.00 pm
	Welcome Address & Introduction, Roles and Responsibilities of PIMS administrators		Presentation on eOffice Data & its Management	Break	Data Collection and its Standardization	PIMS - Data population
	03.00 pm to 04.15 pm			04.15 pm to 04.30 pm	04.30 pm to 05.30 pm	
	PIMS - Data population (contd.)			Break	Hands – On	

Day 2	09.30 am to 11.00 am		11.00 am to 11.15 am	11.15 am to 12.15 pm	12.15 pm to 01.00 pm
	Revision and Queries		Break	Assigning Roles – Admin, Post Role Mapping	eFile Master Data Management
	01.15 pm to 02.00 pm	03.00 pm to 04.15 pm	04.15 pm to 04:30 pm	04.30 pm to 05.30 pm	
	Hands – On	eFile Admin and Knowledge Management System (KMS)	Break	Hands – On	

Day 3	09.30 am to 10.30 am	10.30 am to 11.00 am	11.00 am to 11.15 am	11.15 am to 12.30 pm	12.30 pm to 01.00 pm
	Revision and Queries	Setting and Preferences	Break	Promotion, Transfer, and Superannuation	Delegation
	01.15 pm to 02.00 pm	03.00 pm to 04.15 pm	04.15 pm to 04.30 pm	04.30 pm to 05.30 pm	
	Search and MIS Reports	Hands - On	Break	DSC Sign and eSign	

Day 4	09.30 am to 10.30 am	10.30 am to 11.15 am	11.15 am to 11.30 am	11.30 am to 12.15 pm	12.15 pm to 01.00 pm
	Revision and Queries	eFile Audit	Break	Demonstration of eOffice Portal	Revision & Support mechanism
	01.15 pm to 02.00 pm	03.00 pm to 03.45 pm	03.45 pm to 04.00 pm	04.00 pm to 05.15 pm	05.15 pm to 5.30 pm
	Hands – On	eOffice Vocabulary Game	Break	Assessment	Feedback & Closing

Note: 01:00 pm to 01:15 pm - Yoga Break
02:00 pm to 03:00 pm - Lunch Break