

ACCEPTANCE OF NOMINATIONS

Maximum **30 nominations** shall be accepted. Nominations in the prescribed format should reach the address given in the nomination format on or before **August 26, 2024**

Nominations in the prescribed format should reach the following address –

Course Director

National Institute of Rural Development and Panchayati Raj, North Eastern Regional Centre

Jawarnagar, Khanapara, Guwahati – 781022, Assam

Phone: 0361-2304790/M-9435551185

E-mail- skghosh.nird@gov.in/ trgresnerc.nird@gov.in

Nominated officials should also register through the online link: <https://forms.gle/i6gNjG44A6hXTvVt9>

About the NIRDPR

The NIRDPR is an apex organization under the Ministry of Rural Development, Government of India (GOI) for training, research, action research and consultancy in rural development. It is the think tank of the Government of India on issues pertaining to rural development. The Institute serves as a forum for discussion and debate on issue of common concern, attracts academics and development practitioners from all over the country and abroad. It is recognized nationally and internationally as a 'Centre for Excellence in Rural Development' in general and 'Centre for Excellence in HRD Research and Training' by the UN-ESCAP in particular and has been actively engaged in international training, workshop and consultancy during the last four decades.

The North Eastern Regional Centre of the National Institute of Rural Development (NIRDPR-NERC) came into existence in July 1983 at Guwahati with the aim to orient its training and research activities to the specific needs and potentials of North Eastern States.

NOMINATION FORMAT

Title of the Course: **Training on 'Office Automation and Smart Digital Services for Rural Development' August 28-30, 2024**

Last date of receiving nominations: August 26, 2024

1. Full Name :

2. Designation:

3. Category of nominee (give tick mark)

- Officials of Line Departments or Govt. Organizations
- SIRDPR/ ETC Faculty
- Officials of local body

4. Name & address of the department/organization:

5. Email ID:

6. Mobile No. :

7. Gender:

8. Caste:

9. Hostel Accommodation Required: Yes/No

10. Whether attended any program conducted by NIRDPR:

Date :

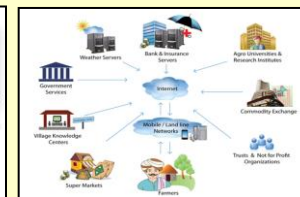
Signature of the sponsor

Place :

with office seal

Training on
Office Automation and Smart Digital Services for Rural Development
(August 28-30, 2024)

Venue: NIRDPR-NERC, Guwahati



COURSE BROCHURE

LAST DATE OF RECEIVING NOMINATIONS
August 26, 2024

COURSE DIRECTORS

Er. S.K Ghosh

Dr. A. Simhachalam



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
NORTH EASTERN REGIONAL CENTRE
JAWAHARNAGAR, KHANAPARA
GUWAHATI - 781 022

BACKGROUND

Office automation refers to the varied computer machinery, software, application packages used to digitally create, collect, store, manipulate and relay office information needed for accomplishing basic tasks. Raw data storage, electronic transfer and the management of electronic business information comprise the basic activities of an office automation system. Office automation helps in optimizing or automating existing office procedures. All office functions, including dictation, typing, filing, copying, fax, Telex, microfilm, telephone, scanning, video and web conferencing, online transactions and records management, ERP, network and website maintenance etc. fall into this category. Office transactions are now being gradually shifted from manual to paperless electronic environment for smart delivery of information and digital services to citizen. Moreover, a high emphasis is given towards electronic databases, workflow automation for open and easy access to information under 'Digital India programme'.

ICT tools must be used to automate departments and offices in order to provide citizens with smart services. Government officials can derive benefits from office automation through the use of ICT for planning, implementing different programmes, and providing citizens services in an efficient manner.

Given the foregoing, the training on '**Office Automation and Smart Digital Services for Rural Development**' is primarily aimed for state and district level officers from government departments with a focus on rural development, PRIs, and line departments in the North Eastern States. This course will provide a forum for discussing various office automation tools, such as hardware, software, application packages, and online service portals, in order to achieve a paperless office environment relevant to rural development.

OBJECTIVES:

The main objectives of this training programme are:

- To develop understanding of ICT Know-How for office automation.
- To acquaint with the concept of office automation in context to the rural development.
- To familiarize with components of smart office under Digital India Programme
- To apprise with online environment for executing office works and smart delivery of digital services.

BROAD CONTENT

- Office automation systems concept.
- Use of various ICT tools (hardware/ software/communication)
- Exposure on office applications packages and e-publishing of office documents
- Handling Intranet, Internet,
- Exposure to Online MIS for RD programmes.
- e-office, e-attendance, GeM, ERP
- Electronic fund transfer using mobile apps
- Use of video conferencing, web conferencing, IP based office surveillance system & cyber security in office transactions

TRAINING METHODS

The methodology set for the proposed training programme includes Lecture-cum-Discussion, hands on, live demo. This will be supported by Audio visual aid and PowerPoint presentation. The programme input will be delivered by the faculties of NIRDPR-NERC, Guwahati, and also the resource persons invited from other technical organizations.

Duration: 3 days (August 28-30, 2024)

PARTICIPANTS LEVEL

State and District officers, IT officers/ administrators from the Rural Development, Panchayati Raj/ equivalent, related line departments and Faculties from SIRDPRs and ETCs

COURSE DIRECTORS:

Er. S.K. Ghosh & Dr. A. Simhachalam
M-9435551185, email: skghosh.nird@gov.in

Course Fee & Travel

There is no course fee. However, the sponsoring authorities will have to bear the travel expenses and DA (as applicable) of their nominees.

Venue:

The programme will be organized at **NIRDPR-NERC, Khanapara, Guwahati - 781022**. Free Boarding & Lodging shall be provided.

DOWNLOAD

The brochure along with nomination format can also be downloaded from the website of the NIRDPR-NERC, Guwahati i.e **www.nirdnerc.nic.in**