F. No.58/10/NCST/2021-Admn.
Government of India
National Commission for Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated:29.04.2022

CIRCULAR

The NCST is in process of getting a separate independent e-Office very soon. In this connection all Sections/Wings are hereby informed that all files/receipts of NCST which are lying with other Ministries/Departments, may be taken back to NCST within a week ie upto 5.5.2022 . Similarly all the files/receipts of other Ministries lying with NCST may be sent back to their respective Ministries/Departments upto 5.5.2022 within a week i.e. upto 05.05.2022.

2.   All the Officers/Officials are also requested to attend the e-Office Training programme on 5th May,2022 from **11.00 A.M. to 2.00 P.M.** in the Conference Hall at 6th Floor of NCST, New Delhi/ or through link https://meet.google.com/dhq-ptqq-zsu on their Computers. Copy of e-office Training program is enclosed herewith.

3.   This issues with the approval of Competent Authority.

(Rajesh Kumar Verma)
Under Secretary (Admn.)
Tel:24657271

Copy to:-

1. PS to Hon'ble Chairperson, NCST, New Delhi.
2. PS to Hon'ble Member, NCST, New Delhi.
3. PSO to Secretary, NCST, New Delhi.
4. PS to Joint Secretary, NCST, New Delhi.
5. Director, (Admn.) NCST, New Delhi.
6. Deputy Directors, NCST, New Delhi.
7. Under Secretary (Admn), NCST, New Delhi.
8. Assistant Directors, NCST, New Delhi.
9. All Officers/ Officials of NCST, New Delhi.
10. Heads of All Regional Offices, NCST.
11. NIC Cell for uploading in website of NCST.
12. Hindi Section for Hindi Version.

National Informatics Centre
Ministry of Electronics & Information Technology (Govt. of India)

eOffice Training Programme
for
National Commission for Scheduled Tribes (NCST)

Duration : 5th MAY 2022
Venue   : Google Meet Session

User Level Training First Half (11:00 AM-02:00 PM)

	11:00 AM to 12:30 PM	12:30 PM to 12:45 PM	12:45 PM to 02:00 PM
5th MAY 2022	Introduction of eOffice Portal, File Management System (eReceipt: Diarization, Forwarding, Acknowledgment, Pull Back, Copy, Pull-Up, Put in File). (eFile: Noting & Forwarding, Flagging/Referencing, Attach File/Receipt)	Break	File Management System (eFile: Close/Reopen, Movement Details, Attach File/Receipt, Link/De-link File, Draft Creation, Editing, Approval, Signing & Dispatch, Searching, Advance Search & DSC) & eFile MIS Reports Query Session