

## Acceptance of Nominations

In view of limited Seats (Maximum Intake Capacity: 32), acceptance of nominations will be on **first come first serve basis**, which will be intimated to the participant concerned. Last date of acceptance of nominations is **February 7, 2019**

Nominations in the prescribed format should reach the following address –

**Mr. S.K. Ghosh, Course Director**  
**National Institute of Rural Development & Panchayati Raj**  
**North Eastern Regional Centre**  
**Jawaharnagar, Khanapara, Guwahati-781022**  
**Phone: 0361-2302721/2304790,**  
**Fax : 0361-2302570**

Email: [skghosh.nird@gov.in](mailto:skghosh.nird@gov.in) /  
[nirdghy@gmail.com](mailto:nirdghy@gmail.com)  
Website: [www.nirdnerc.nic.in](http://www.nirdnerc.nic.in)

## About the Institute

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: ICT Applications in Office Automation.** (February 12-16, 2019)

**Last date of receiving nominations: February 7, 2019**

1. Name of the participant:
2. Designation & present assignment:
3. Deptt. / Organization:
4. Address for communication:

Telephone: (O).....  
Fax: .....  
(M).....

Email:

5. Age: .....
6. Educational Qualification:
7. Hostel Accommodation Required: Yes/No
8. Whether attended any program conducted by NIRDPR:

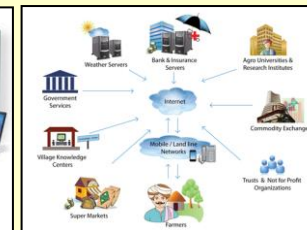
Date :  
Place :

Signature of the sponsor  
with office seal

## COURSE ON

# ICT APPLICATIONS IN OFFICE AUTOMATION

(February 12-16, 2019)



## COURSE BROCHURE

**LAST DATE OF RECEIVING NOMINATIONS**  
**February 7, 2019**



**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 and software 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, fall into this category.

To manage and implement programmes/ schemes launched by MoRD, GoI efficiently, departments/ offices need to be automated. Office automation through the intervention of ICT can help RD functionaries in smart planning, implementation & monitoring of various RD schemes.

Marked improvement in government to citizen (G2C) services can be achieved through the use of ICT tools at the various layers of governance. Office transactions and service delivery mechanism are now being gradually shifted from manual to paperless electronic environment. Moreover, a high emphasis is given towards electronic databases, workflow automation for open and easy access to information under 'Digital India' programme. Information and Services to citizens are now increasingly needed to be made available in real time from online & mobile platform.

Under the above scenario, it is the priority need to implement an automated workflow environment and to enhance ICT skills of functionaries working in RD and line departments. The training programme on “**ICT Applications in Office Automation**” is proposed mainly for the functionaries of Northeast India serving in the rural development sector. This course shall provide the RD/PRI and line department functionaries a platform to learn

various ICT tools, technique, applications and service generation in automated office environment which in turn shall facilitate better planning and management of various programmes and activities of rural development.

### Objectives:

The main objectives of this training programme are:

- To develop understanding about the basic computer architecture and ICT Know-How.
- To acquaint with the concept of office automation.
- To develop skill in the use of application packages for office management.
- To familiarize with the functioning of ICT tools, Customized Office Packages, MIS and various e-transactions
- To expose with advanced communication technology and online data management.

### Broad Content

- Office automation systems concept.
- Hands on about the use of various ICT tools (hardware/ software)
- Hands on exposure on office applications packages and e-publishing of office documents
- Handling Intranet, Internet
- Exposure to Online MIS for RD programmes.
- Use of Open source software in offices
- e-office, e-procurement, e-attendance
- electronic fund transfer using mobile apps
- Use of video conferencing, web conferencing, IP based office surveillance system and cyber security awareness building.

### 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 with the faculties of NIRDPR-NERC, Guwahati, and also the resource persons invited from government and other organization.

**Duration : 5 days (February 12-16, 2019)**

### Participants Level

State and District level officers from Rural Development and line Departments, IT Officers, Programmers.

### Course Director(s):

**S.K. Ghosh**

09435551185 (M)

email: skghosh.nird@gov.in

### Course Fee & Travel

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

### Board and Lodging

The programme will be organized at **NIRDPR-NERC, Guwahati**. Board and Lodging facilities to the participants will be provided **free of cost** by NIRDPR-NERC, Guwahati. In view of Resource Constraints, participants are advised **not to bring their families**.

### Nominations

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### Course Details

The course details and nomination format can also be downloaded from the website of the regional centre i.e **www.nirdnerc.nic.in**