

Demonstration on eOffice for Assistant Secretaries (IAS Officers of 2014 batch) of Government of India

Conducted By –

eOffice Project Division

National Informatics Centre (NIC), MeitY

In collaboration with

Department of Administrative Reforms and Public

Grievances (DAR&PG),

Ministry of Personnel, PG & Pensions

- A PROGRAMME REPORT



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INTRODUCTION

eOffice – a Mission Mode Project (MMP) under National e-Governance Plan (NeGP) for Government of India has been designed & developed by NIC. The eOffice product suite aims to usher in more efficient, effective and transparent inter-government & intra-government transactions & processes.

eOffice product suite has been envisaged as a tool for improving internal efficiencies in government organization by bringing in an era of paperless administration in the country through use of ICT-enabled services offered with the product suite. eOffice is providing an effective monitoring mechanism to assess the performance of individuals and the organization as whole on finger-tips. This monitoring mechanism has increased the accountability & responsibility in the administration and brings in an efficient and transparent public delivery system.

The eOffice application is based on Central Secretariat Manual of eOffice Procedures (CSMeOP). As a result, the seamlessness, effectiveness provided with the applications that are strictly adhering on-lines of existing “Allocation of Business Rules” for government organizations in the country.

The major components of the eOffice product suite include FILE MANAGEMENT SYSTEM (eFILE), MIS-Reports Framework, KNOWLEDGE MANAGEMENT SYSTEM (KMS), LEAVE MANAGEMENT SYSTEM (eLEAVE), COLLABORATION & MESSAGING SERVICES (CAMS), TOUR MANAGEMENT SYSTEM (eTOUR), PERSONAL INFORMATION MANAGEMENT SYSTEM (e-Service Book), SPARROW (eAPAR), and PRISM.

Additionally, in order to bring in a more participative form of governance with inclusion of citizens in facilitation of decision-making process, eOffice product suite has incorporated a citizen interface module coined as CI-TRUE, wherein Citizen/External Organizations/NGOs etc can track the current status of references/grievances/appeals/DAKs on a real-time basis.

PREFACE

The officers of Indian Administrative Service hold key and strategic positions in the Union Government, States and public-sector undertakings, ultimately facilitating an effective and efficient decision making process in the Government. The officials play a key role in the eOffice implementation, and its process formulation for a government organization.

The leadership skills, technological awareness, commitment and willingness are keys to success of any e-Governance projects in GOI. In order to pave the initial righteous approach towards a smooth & sustainable implementation process, and provide an in depth knowledge of eOffice product suite, an intensive Demonstration programme on eOffice product was organized for Assistant Secretaries, GOI in collaboration with the Department of Administrative Reforms and Public Grievances (DAR&PG).

Total 169 Assistant Secretaries (IAS 2014 batch), deputed in different ministries and departments of GOI, participated in the 3 days training programme, from 08th to 10th August 2016, conducted at NIC, Shastri Park, New Delhi.

The programme included 6 batches in total, 2 batches per day with 30 participants per batch.

The programme was oriented towards the pragmatic approach of problem-solving in the existing government landscape by providing scenario based examples of transformation from the legacy manual to an efficient, transparent and accountable eOffice system. The programme was combined with interactive sessions with discussions on practical problem solving and focused hands-on.

This report documents the highlights of the programme and its methodology.

PROGRAMME OVERVIEW

OBJECTIVE

The overall objectives of the programme are:

- a. To train and develop those users who can become the harbingers of change in their respective department/organization
- b. To facilitate a swift transition from the current manual working environment in the offices to a more efficient and transparent electronic working environment.

METHODOLOGY

The objectives are brought into action with the following *methodology* –

- a. Personalized focussed approach
- b. Active involvement of participants during presentation and demonstration
- c. Individual attention given to each and every participant during Hands-On sessions
- d. Online Assessment –
 - i. Individual login given to all the users
 - ii. Random Questions selected from the Question Bank
 - iii. Result displayed immediately after submission of the test

PROGRAMME HIGHLIGHTS

- a. **Interactive presentation and demonstration** enabling better understanding of the programme and the product.
- b. The entire **project implementation life-cycle** from initial planning & strategy formulation to preparation & initiation of product roll-out, with ultimate goal of a sustainable support model were discussed.
- c. **Real life Case Scenarios** enhancing the grasp on the working of the various modules in eFile by providing case-study based approach of learning with assessment of existing models of implementation.
- d. **Personalized and focused approach** encouraging maximum participation and involvement in the programme.
- e. **Activity based hands on sessions** facilitating the participants to apprehend the working of the various modules effectively.

PARTICIPANT DETAILS

Sr. No	Name	Ministry/ Department
Batch I (08.08.16 – 09.00 am to 01.00 pm)		
1.	Rituraj Raghuvarshi (CG)	Department of Higher Education
2.	Sarita Yadav (NG)	
3.	Kuldeep Chaudhary (JH)	
4.	Bikram Kairi (AM)	
5.	Isha Duhan (UP)	
6.	Sachin Rana	Department of Posts
7.	Prashasti Pareek (GJ)	Ministry of Drinking Water & Sanitation
8.	Vineet Tomar (UD)	
9.	Angel Bhati (KL)	
10.	Komal Mittal (PB)	
11.	Arvind V (GJ)	Department of Health & Family Welfare
12.	Sadnek Singh (AM)	
13.	Varun Ranjan (JH)	
14.	Medha Roopam (UP)	
15.	Shashanka Ala (OR)	
16.	Amrit Singh (PB)	Ministry of Food Processing Industries
17.	Rahul Pandey (UP)	
18.	Prashant K. Mishra (KN)	
19.	Amit Pandey (BH)	Ministry of Railways

20.	Nishant Kumar (AP)	
21.	Santosh Roy (AGMUT)	Department of Animal Husbandry, Dairying & Fisheries
22.	Saurabh Jorwal (BH)	
23.	Unice R. Ismail(WB)	Ministry of Agriculture Cooperation & Farmer Welfare
24.	Gaurav Aggarwal (RJ)	
25.	Varun Baranwal (GJ)	
26.	Prem Kumar (KL)	
Batch II (08.08.16 – 02.00 pm to 6.00 pm)		
27.	Prerna Sharma (AM)	Department of Higher Education
28.	Monica Priyadarshini (AGMUT)	
29.	Nima Arora (MH)	
30.	Pradeep kumar Masilamani (TN)	
31.	Vetriselvi K. (AP)	Department of Social Justice & Empowerment
32.	Soumya (AGMUT)	
33.	Nagesh Kumar (TR)	Ministry of Tribal Affairs
34.	Bhupesh Chaudhary (AGMUT)	
35.	Musharraf Ali Faruqui (TG)	Ministry of Women and Child Development
36.	Itankar Vipin Vithoba (MH)	
37.	Ashutosh Garg (HP)	
38.	Yash Pal Meena (BH)	
39.	Saloni Sidana (AP)	
40.	Awanish Kumar (AGMUT)	Department of Youth Affairs
41.	Sheetla Patle (MP)	
42.	Vikram (HY)	

43.	Shashank Shubhankar (BH)	
44.	Grace Lalrindiki Pachau (TN)	Ministry of Panchayati Raj
45.	Suresh Kumar Ola (RJ)	Ministry of Water Resources, River Development & Ganga Rejuvenation
46.	Arun Kumar Vishwakarma (MP)	
47.	Monika Gupta (HY)	
48.	Siyad N. (WB)	
49.	Karthikeyan K. P. (TN)	Department of Commerce
50.	Rathod Vijay Chandrakant (MH)	
51.	Divya S. Iyer (KL)	
52.	Kshitij Singhal (OR)	Ministry of Micro, Small and Medium Enterprises
53.	Aditya Prakash (BH)	Department of Post
54.	Swadha Dev Singh (OR)	Ministry of Urban Development
Batch III (09.08.16 – 09.00 am to 01.00 pm)		
55.	Faiz Aq Ahmed (JH)	Department of Industrial Policy & Promotion
56.	Rani Nagar (HY)	
57.	Prabhav Joshi (GJ)	
58.	Jayavardhan Sontyana (CG)	
59.	Kontham Sudhir (WB)	Ministry of Corporate Affairs
60.	Deepak Jacob (TN)	
61.	Manuj Goyal (UD)	Department of Economic Affairs
62.	Shubham Chaudhary (RJ)	
63.	Mantada Raja Dayanidhi (MH)	
64.	Afsana Perween (KL)	
65.	Rahul Yadav (JK)	Department of Revenue

66.	Manoj Kumar (HY)	
67.	Anilkumar Ramjibhai Ranavasiya (GJ)	Department of Finance Services
68.	Udita Singh (BH)	
69.	Cheshta Yadav (AGMUT)	
70.	Lakshmi Priya M.S (AM)	
71.	Suneel Anchipaka (AGMUT)	
72.	Ankit Kumar Singh (AM)	Department of Expenditure
73.	Prem Ranjan Singh (UP)	Ministry of Labour & Employment
74.	Manish Bansal (UP)	Ministry of Skill Development
75.	Sakshi Sawhney (PB)	
76.	Amol Jagannath Vedage (MH)	
77.	Nalini Atul (KN)	
78.	Jitendra Jorwal (PB)	Ministry of Textiles
79.	Saket Malviya (MP)	
80.	Akshay Tripathi (UP)	Ministry of Tourism
81.	Yeddula Vijay (OR)	
82.	Bhavya Mittal (MP)	
83.	Kritika Sharma (WB)	Ministry of Doner
84.	Ashish Modi (RJ)	
85.	Bharti Dixit (RJ)	Ministry of Power
86.	Archana Verma (UP)	Department of Social Justice & Empowerment
87.	Pawan Yadav (MN)	
Batch IV (09.08.16 – 02.00 pm to 06.00 pm)		
88.	Mayur Ratilal Govekar (TR)	Ministry of Micro Small & Medium Enterprises

89.	Krishna Aditya S. (TG)	Department of Rural Development
90.	Kumar Ramnikant (NG)	Department of Rural Development
91.	Ankit Asthana (MP)	
92.	Sushant Gaurav (JH)	
93.	Arindam Chaudhary (HP)	
94.	Rachit Raj (GJ)	Department of Land Resources
95.	Richa Prakash Chaudhary (CG)	
96.	Shiraz Daneshyar (WB)	Ministry of Coal
97.	Gautham V. P. (TG)	
98.	Prithviraj B. P. (MH)	
99.	Dhaval Jain (WB)	Ministry of Mines
100.	Johny Tom Varghese (TN)	
101.	Sandeep Kumar (UP)	Ministry of New & Renewable Energy
102.	Chandra Sekhar Killi (TN)	
103.	Manisha Khatri (MH)	
104.	Qummer UI Zaman Chaudhary (RJ)	Ministry of Petroleum & Natural Gas
105.	Aanchal Goyal (MH)	
106.	Shilpa Nag C. T. (KN)	
107.	Neha Jain (UP)	Ministry of Power
108.	Rishav Gupta (MP)	
109.	Gurudatta Hegde (KN)	
110.	Mahendra Kumar Meena (UP)	Ministry of Road Transport & Highways
111.	Ruhee Dugg (PB)	
112.	Shashi Ranjan (JH)	

113.	Gaurang Rathi (UP)	Ministry of Textiles
114.	Vipin Itnakar (MH)	Ministry of Women & Child Development
Batch V (10.08.16 – 09.00 am to 01.00 pm)		
115.	Abhishek Anand (UP)	Ministry of Urban Development
116.	Aditya Singh (MP)	
117.	Divyanshu Jha (JH)	
118.	Owais Ahmed (JK)	
119.	Chanchal Rana (OR)	Ministry of Housing & Urban Poverty Alleviation
120.	Sikta Patnaik (TG)	Ministry of Civil Aviation
121.	Dileep Kumar Yadav (NG)	
122.	Sana Akhtar (WB)	Department of Fertilizers
123.	Peeyush Samariya (RJ)	
124.	Ashish Vashishth (MP)	
125.	Aditi Chaudhary (WB)	Department of Telecommunication
126.	Bhanwar Lal (RJ)	
127.	Rohit Meena (KL)	
128.	Anish Yadav (HY)	Department of Electronics and Information Technology
129.	Shyam Bihari Meena (BH)	
130.	Swetika Sachan (BH)	
131.	Anbamuthan M. P (AM)	
132.	Sumit Kumar Gandhi (AP)	
133.	Ravi Ranjan (UP)	Department of Food & Public Distribution
134.	Preeti Yadav (PB)	
135.	Chandrasekar S. (KL)	

136.	Mridul Chowdhary (UP)	Ministry of Culture
137.	Himanshu Aggarwal (PB)	
138.	Lokesh Kumar (MP)	Ministry of Panchayati Raj
139.	Avi Prasad (MP)	Ministry of Road Transport & Highways
140.	Krittika Jyotsna (UP)	Department of Defence Production
141.	Siddharth Shankar (OR)	
142.	Raghunandan Murthy (KN)	
143.	Praveen Chaudhary (GJ)	
144.	Jaspreet Singh (PB)	Ministry of Shipping
145.	Nikhil Funde (UP)	
Batch VI (10.08.16 – 02.00 pm to 06.00 pm)		
146.	Avanish Kumar Rai (UP)	Department of Personnel and Training
147.	Chakravarti Singh Rathore (OR)	
148.	Divya Prabhu G. R. J. (KN)	
149.	Ashish Kumar (GJ)	Department of Administrative Reforms and Public Grievance
150.	Roshan Kushwaha (BH)	
151.	Vishwasree B. (TR)	Ministry of Environment, Forest and Climate Change
152.	Ravinder Singh (MN)	
153.	Nancy Sahay (JH)	
154.	Ajay Dahiya (GJ)	
155.	Sandeep Kumar Jha (TG)	Ministry of Home Affairs
156.	Pavneet Kaur (MH)	
157.	Bhor Singh Yadav (JH)	
158.	Kundan Kumar (CG)	Border Management, Ministry of Home Affairs

159.	Abhilasha Kumari Sharma (BH)	
160.	Sravan Kumar Jatavath (TN)	Ministry of Information & Broadcasting
161.	Jalaj Sharma (MH)	
162.	Nipun Jindal (HP)	
163.	Jeyaseelan V. P. (TN)	NITI Aayog
164.	Tanvi Hooda (MP)	
165.	Abid Hussain Sadiq (HP)	
166.	Amrit Vikas Topno (CG)	
167.	Akash P. (TN)	Department of Justice
168.	Riju Bafna (MP)	
169.	Munish Sharma (HY)	Department of Fertilizers

SESSION PLAN

Sl. No	Course of Action		Number of Sessions (Duration)
1.	Duration of Programme	:	3 working days (2 batches per day- 4 hrs per batch)
2.	Total Sessions covered in Programme	:	30 (5 sessions per batch)
	a. Presentation and Overview of the Programme	:	6 sessions
	b. Demonstrations	:	18 sessions
	c. Hands-on Sessions	:	6 sessions

PROGRAMME SCHEDULE

Following sessions were covered in all the batches

(TOTAL SESSIONS – 5 per batch)

Sl. No	Sessions	Description	Methodology
<u>Session – 1 (09.00 am to 9.30 am / 02.00 pm to 02.30 pm)</u>			
1.	Commencement of the Programme	Welcome and Programme overview, Introduction of eOffice, Discussion on Project Management, Check Points for Implementation, Overcoming different challenges faced during Implementation	Presentation & Interaction
<u>Session – 2 (09.30 am to 10.45 am / 02.30 pm to 03.45 pm)</u>			
2.	eOffice Portal, eFile Process Flow & eFile Basic Functionalities	Discussion of electronic process vis-a-viz physical process, Diarization, Creation of eReceipt & eFile, Noting, Drafting & Dispatch, DSC Signing, Delegation, Advance Search System, MIS Reports	Discussions & Demonstration
<u>Session – 3 (11.00 am to 11.30 am / 04.00 pm to 04.30 pm)</u>			
3.	eFile Advanced Functionalities & other related applications	Overview of Files Migration & Conversion, TRUE – Citizen Interface, Record Management System (RMS)	Discussions & Demonstration
<u>Session – 4 (11.30 am to 12.00 pm / 04.30 pm to 05.00 pm)</u>			
4.	Other eOffice Applications	Sparrow, eLeave, eTour	Discussions & Demonstration
<u>Session – 5 (12.00 pm to 01.00 pm / 05.00 pm to 06.00 pm)</u>			
5.	Hands-On Session and Online Assessment	Hand Holding sessions under the supervision of Programme Team covering the entire modules of eFile. Each participant is assessed on the basis of Questionnaire	Hands On : Guiding participants to do various actions Online Assessment : Multiple Choice Questionnaire

Objective – At the end of the programme, the participants are able to –

- Understand the advantages & benefits of working in eOffice
- Understand the functioning related to File Management System (eFile) (manual vs electronic)
- Gain Knowledge of project implementation
- Understand the various plans and strategies for sustainability of the project

LIST of NIC eOFFICE PROJECT TEAM

NIC eOffice Project Team involved in conducting the Demonstration on eOffice for Assistant Secretaries –

Sl. No.	Designation		Name
1.	HOD eOffice Project Division	–	Ms. Rachna Srivastava
2.	Programme Coordinator	–	Ms. Rachna Srivastava & Mr. Saroja Kumar Patro
3.	Sessions Conducted by	–	Ms. Rachna Srivastava
		–	Mr. Kapil Kumar Sharma
		–	Mr. Saroja Kumar Patro
		–	Mr. Nirvesh Kumar
		–	Ms. Surabhi
		–	Mr. Amber Rajvanshi
4.	Programme Team	–	Ms. Babita Jarial
		–	Ms. Sheetal Sharma
		–	Ms. Varsha Yadav
		–	Mr. Vidip Mathur
		–	Mr. Shariq Ahmad
		–	Mr. Robin Singh Chauhan
		–	Mr. Ashwini Chowdhury
		–	Mr. Deepak Kabsuri

ASSESSMENT ANALYSIS

RESULT PREPARATION METHODOLOGY

Sl. No	Module	No of Questions	Weightage
1.	Receipts	10	10
2.	Files	10	10
3.	DSC	5	5
	Total	25	25

Batch I (08.08.16 – 09.00 am to 01.00 pm)

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
1.	Isha Duhan	Department of School Education & Literacy	8	5	5	18	72
2.	Vineet Tomar	Ministry of Drinking Water & Sanitation	6	8	4	18	72
3.	Bikram Kairi	Department of School Education & Literacy	7	5	5	17	68
4.	Komal Mittal	Ministry of Drinking Water & Sanitation	7	5	5	17	68
5.	Arvind V	Department of Health & Family Welfare	6	7	4	17	68
6.	Sarita Yadav	Department of School Education & Literacy	6	6	4	16	64
7.	Kuldeep Chaudhary	Department of School Education & Literacy	8	4	4	16	64
8.	Angel Bhati	Ministry of Drinking Water & Sanitation	6	6	4	16	64
9.	Sadnek Singh	Department of Health & Family Welfare	8	5	3	16	64
10.	Prashasti Pareek	Ministry of Drinking Water & Sanitation	6	5	3	14	56
11.	Varun Ranjan	Department of Health & Family Welfare	6	6	2	14	56
12.	Shashanka Ala	Department of Health & Family Welfare	7	4	3	14	56
13.	Prashant K. Mishra	Ministry of Food Processing Industries	6	5	3	14	56
14.	Amit Pandey	Ministry of Railways	8	3	3	14	56

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
15.	Nishant Kumar	Ministry of Railways	5	6	3	14	56
16.	Unice R. Ismail	Ministry of Agriculture Cooperation & Farmer Welfare	7	4	3	14	56
17.	Varun Baranwal	Ministry of Agriculture Cooperation & Farmer Welfare	5	6	3	14	56
18.	Prem Kumar	Ministry of Agriculture Cooperation & Farmer Welfare	7	5	2	14	56
19.	Sachin Rana	Department of Posts	6	4	3	13	52
20.	Amrit Singh	Ministry of Food Processing Industries	6	6	1	13	52
21.	Santosh Roy	Department of Animal Husbandry, Dairying & Fisheries	5	5	3	13	52
22.	Saurabh Jorwal	Department of Animal Husbandry, Dairying & Fisheries	6	4	3	13	52
23.	Gaurav Aggarwal	Ministry of Agriculture Cooperation & Farmer Welfare	8	4	0(Not given)	12	48
24.	Medha Roopam	Department of Health & Family Welfare	5	4	2	11	44
25.	Rahul Pandey	Ministry of Food Processing Industries	5	3	3	11	44
26.	Rituraj Raghuvanshi	Department of School Education & Literacy	6	2	2	10	40

Batch II (08.08.16 – 02.00 pm to 06.00 pm)

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
1.	Swadha Dev Singh	Ministry of Urban Development	9	7	5	21	84
2.	Nagesh Kumar	Ministry of Tribal Affairs	8	7	5	20	80
3.	Monika Gupta	Ministry of Water Resources, River Development & Ganga Rejuvenation	7	9	3	19	76
4.	Pradeep kumar Masilamani	Department of Higher Education	6	7	5	18	72
5.	Bhupesh Chaudhary	Ministry of Tribal Affairs	8	5	5	18	72
6.	Suresh Kumar Ola	Ministry of Water Resources, River Development & Ganga Rejuvenation	8	6	4	18	72
7.	Kshitij Singhal	MSME	9	6	3	18	72
8.	Musharraf Ali Faruqui	Ministry of Women and Child Development	7	6	4	17	68
9.	Awanish Kumar	Department of Youth Affairs	7	6	4	17	68
10.	Sheetla Patle	Department of Youth Affairs	8	5	4	17	68
11.	Siyad N.	Department of Commerce	7	6	4	17	68
12.	Divya S. Iyer	Department of Commerce	7	6	4	17	68

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
13.	Nima Arora	Department of Higher Education	6	6	4	16	64
14.	Ashutosh Garg	Ministry of Women and Child Development	5	7	4	16	64
15.	Vikram	Department of Youth Affairs	7	6	3	16	64
16.	Monica Priyadarshini	Department of Higher Education	6	6	3	15	60
17.	Vetriselvi K.	Department of Social Justice & Empowerment	6	5	4	15	60
18.	Saloni Sidana	Ministry of Women and Child Development	6	6	3	15	60
19.	Karthikeyan K. P.	Department of Commerce	6	4	4	14	56
20.	Rathod Vijay Chandrakant	Department of Commerce	4	5	5	14	56
21.	Soumya	Department of Social Justice & Empowerment	5	5	3	13	52
22.	Yash Pal Meena	Ministry of Women and Child Development	5	5	3	13	52
23.	Shashank Shubhankar	Department of Youth Affairs	5	5	3	13	52
24.	Grace Lalrindiki Pachuau	Ministry of Panchayati Raj	6	5	2	13	52
25.	Prerna Sharma	Department of Higher Education	4	5	3	12	48
26.	Arun Kumar Vishwakarma	Ministry of Water Resources, River Development & Ganga Rejuvenation	5	5	1	11	44

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
27.	Aditya Pranash	Department of Post	4	5	2	11	44

Batch III (09.08.16 – 09.00 am to 01.00 pm)

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
1.	Rani Nagar	Department of Industrial Policy & Promotion	6	9	5	20	80
2.	Nalini Atul	Ministry of Skill Development	9	7	4	20	80
3.	Afsana Perween	Department of Economic Affairs	8	7	4	19	76
4.	Udita Singh	Department of Finance Services	8	8	3	19	76
5.	Manish Bansal	Ministry of Skill Development	7	8	4	19	76
6.	Saket Malviya	Ministry of Textiles	5	8	5	18	72
7.	Archana Verma	Department of Social Justice & Empowerment	7	8	3	18	72
8.	Prabhav Joshi	Department of Industrial Policy & Promotion	9	5	3	17	68
9.	Manuj Goyal	Department of Economic Affairs	7	8	2	17	68
10.	Sakshi Sawhney	Ministry of Skill Development	9	5	3	17	68

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
11.	Jayavardhan Sontyana	Department of Industrial Policy & Promotion	7	6	3	16	64
12.	Prem Ranjan Singh	Ministry of Labour & Employment	4	7	5	16	64
13.	Ashish Modi	Ministry of Doner	8	5	3	16	64
14.	Shubham Chaudhary	Department of Economic Affairs	8	3	4	15	60
15.	Mantada Raja Dayanidhi	Department of Economic Affairs	6	6	3	15	60
16.	Manoj Kumar	Department of Revenue	6	6	3	15	60
17.	Lakshmi Priya M.S	Department of Finance Services	5	5	5	15	60
18.	Ankit Kumar Singh	Department of Expenditure	6	6	3	15	60
19.	Chinmayee Gopal	Ministry of Labour & Employment	7	6	2	15	60
20.	Yedduula Vijay	Ministry of Tourism	6	7	2	15	60
21.	Bhavya Mittal	Ministry of Tourism	7	6	2	15	60
22.	Kontham Sudhir	Ministry of Corporate Affairs	6	5	3	14	56
23.	Deepak Jacob	Ministry of Corporate Affairs	6	5	3	14	56
24.	Rahul Yadav	Department of Revenue	6	5	3	14	56
25.	Deepak Jacob	Ministry of Corporate Affairs	6	5	3	14	56

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
26.	Amol Jagannath Vedage	Ministry of Skill Development	6	4	3	13	52
27.	Akshay Tripathi	Ministry of Tourism	8	3	2	13	52
28.	Bharti Dixit	Ministry of Power	7	3	3	13	52
29.	Cheshta Yadav	Department of Finance Services	5	4	3	12	48
30.	Suneel Anchipaka	Department of Expenditure	4	4	4	12	48
31.	Faiz Aq Ahmed	Department of Industrial Policy & Promotion	3	4	4	11	44
32.	Jitendra Jorwal	Ministry of Textiles	4	4	3	11	44
33.	Kritika Sharma	Ministry of Doner	4	4	3	11	44
34.	Pawan Yadav	Department of Social Justice & Empowerment	4	4	3	11	44
35.	Anil kumar Ramjibhai Ranavasiya	Department of Finance Services	4	3	4	10	40

Batch IV (09.08.16 – 02.00 pm to 06.00 pm)

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
1.	Kumar Ramnikant	Department of Rural Development	9	7	5	21	84
2.	Ankit Asthana	Department of Rural Development	8	10	5	21	84
3.	Rachit Raj	Department of Land Resources	9	7	5	21	84
4.	Gaurang Rathi	Ministry of Textiles	8	8	5	21	84
5.	Qummer Ul Zaman Chaudhary	Ministry of Petroleum & Natural Gas	9	7	4	20	80
6.	Vipin Itnakar	Ministry of & Child Development	7	8	5	20	80
7.	Arindam Chaudhary	Department of Rural Development	9	5	5	19	76
8.	Neha Jain	Ministry of Power	6	8	5	19	76
9.	Rishav Gupta	Ministry of Power	6	8	5	19	76
10.	Johny Tom Varghese	Ministry of Mines	7	6	5	18	72
11.	Dhaval Jain	Ministry of Mines	7	5	5	17	68
12.	Manisha Khatri	Ministry of New & Renewable Energy	4	9	4	17	68
13.	Sushant Gaurav	Department of Rural Development	5	6	5	16	64
14.	Shiraz Daneshyar	Ministry of Coal	5	6	5	16	64

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
15.	Richa Prakash Chaudhary	Department of Land Resources	5	5	5	15	60
16.	Chandra Sekhar Killi	Ministry of New & Renewable Energy	4	6	5	15	60
17.	Gurudatta Hegde	Ministry of Power	7	3	5	15	60
18.	Krishna Aditya S.	Department of Rural Development	6	4	4	14	56
19.	Gautham V. P.	Ministry of Coal	6	4	4	14	56
20.	Prithviraj B. P.	Ministry of Coal	5	5	3	13	52
21.	Shilpa Nag C. T.	Ministry of Petroleum & Natural Gas	6	4	3	13	52
22.	Shashi Ranjan	Ministry of Road Transport & Highways	5	5	3	13	52
23.	Mayur Ratilal Govekar	Ministry of Micro Small & Medium Enterprises	4	5	3	12	48
24.	Mahendra Kumar Meena	Ministry of Road Transport & Highways	5	4	3	12	48
25.	Ruhee Dugg	Ministry of Road Transport & Highways	4	6	2	12	48
26.	Aanchal Goyal	Ministry of Petroleum & Natural Gas	5	4	2	11	44
27.	Sandeep Kumar	Ministry of New & Renewable Energy	5	2	2	9	36

Batch V (10.08.16 – 09.00 am to 01.00 pm)

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
1.	Aditya Singh	Ministry of Urban Development	9	8	5	22	88
2.	Chanchal Rana	Ministry of Housing & Urban Poverty Alleviation	8	7	5	20	80
3.	Krittika Jyotsna	Department of Defence Production	9	6	5	20	80
4.	Avi Prasad	Ministry of Road Transport & Highways	7	9	4	20	80
5.	Anbamuthan M. P	Department of Electronics and Information Technology	7	7	5	19	76
6.	Siddharth Shankar	Department of Defence Production	9	5	5	19	76
7.	Anish Yadav	Department of Electronics and Information Technology	5	9	4	18	72
8.	Sana Akhtar	Department of Fertilizers	8	6	3	17	68
9.	Swetika Sachan	Department of Electronics and Information Technology	6	7	4	17	68
10.	Ravi Ranjan	Department of Food & Public Distribution	6	6	5	17	68
11.	Raghunandan Murthy	Department of Defence Production	8	8	1	17	68
12.	Praveen Chaudhary	Department of Defence Production	6	6	5	17	68

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
13.	Bhanwar Lal	Department of Telecommunication	7	7	2	16	64
14.	Himanshu Aggarwal	Ministry of Culture	6	6	4	16	64
15.	Jaspreet Singh	Ministry of Shipping	7	7	2	16	64
16.	Nikhil Funde	Ministry of Shipping	9	5	2	16	64
17.	Abhishek Anand	Ministry of Urban Development	4	6	5	15	60
18.	Dileep Kumar Yadav	Ministry of Civil Aviation	8	5	2	15	60
19.	Chandrasekar S.	Department of Food & Public Distribution	7	4	4	15	60
20.	Mridul Chowdhary	Ministry of Culture	8	3	3	14	56
21.	Lokesh Kumar	Ministry of Panchayati Raj	7	3	4	14	56
22.	Divyanshu Jha	Ministry of Urban Development	6	4	3	13	52
23.	Owais Ahmed	Ministry of Urban Development	4	5	4	13	52
24.	Sikta Patnaik	Ministry of Civil Aviation	6	4	3	13	52
25.	Ashish Vashishth	Department of Fertilizers	6	3	4	13	52
26.	Sumit Kumar Gandhi	Department of Electronics and Information Technology	6	4	3	13	52
27.	Preeti Yadav	Department of Food & Public Distribution	5	5	3	13	52

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
28.	Peeyush Samariya	Department of Fertilizers	5	5	2	12	48
29.	Aditi Chaudhary	Department of Telecommunication	5	5	2	12	48
30.	Shyam Bihari Meena	Department of Electronics and Information Technology	5	4	3	12	48
31.	Rohit Meena	Department of Telecommunication	2	5	4	11	44

Batch VI (10.08.16 – 02.00 pm to 06.00 pm)

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
1.	Ashish Kumar	Department of Administrative Reforms and Public Grievance	8	9	5	22	88
2.	Roshan Kushwaha	Department of Administrative Reforms and Public Grievance	9	9	4	22	88
3.	Ravinder Singh	Ministry of Environment, Forest and Climate Change	9	8	5	22	88
4.	Jeyaseelan V. P.	NITI Aayog	5	10	5	20	80
5.	Avanish Kumar Rai	Department of Personnel and Training	6	7	5	18	72
6.	Vishwasree B.	Ministry of Environment, Forest and Climate Change	7	6	5	18	72
7.	Munish Sharma	Ministry of Road Transport & Highways	5	8	5	18	72
8.	Pavneet Kaur	Ministry of Home Affairs	6	6	5	17	68

Sl. No.	Name	Department/ Ministry	Receipts (/10)	Files (/10)	DSC (/5)	Total Score (/25)	Percentage
9.	Akash P.	Department of Justice	6	6	5	17	68
10.	Ajay Dahiya	Ministry of Environment, Forest and Climate Change	7	5	4	16	64
11.	Jalaj Sharma	Ministry of Information & Broadcasting	7	7	2	16	64
12.	Riju Bafna	Department of Justice	6	5	5	16	64
13.	Sandeep Kumar Jha	Ministry of Home Affairs	7	6	2	15	60
14.	Tanvi Hooda	NITI Aayog	6	6	3	15	60
15.	Chakravarti Singh Rathore	Department of Personnel and Training	5	7	2	14	56
16.	Nancy Sahay	Ministry of Environment, Forest and Climate Change	6	5	3	14	56
17.	Nipun Jindal	Ministry of Information & Broadcasting	4	8	2	14	56
18.	Divya Prabhu G. R. J.	Department of Personnel and Training	5	5	3	13	52
19.	Bhor Singh Yadav	Ministry of Home Affairs	5	5	2	12	48
20.	Abhilasha Kumari Sharma	Border Management	5	5	2	12	48
21.	Kundan Kumar	Border Management	3	6	2	11	44
22.	Amrit Vikas Topno	NITI Aayog	5	2	4	11	44
23.	Sravan Kumar Jatavath	Ministry of Information & Broadcasting	Not Given				
24.	Abid Hussain Sadiq	NITI Aayog	Not Given				

PHOTOGRAPHS

BATCH 1 (08.08.16 - 9:00 am to 1:00 pm) - Session Photographs



Ms. Rachna Srivastava discussing about Implementation strategies of 'eOffice'.



Mr. Nirvesh Kumar demonstrating the 'Sparrow' application.



Ms. Kiran Puri discussing about the roles and responsibilities of AS in regards to 'eOffice'.



Ms. Surabhi demonstrating about 'eOffice' Product Suite.

Batch 2(08.08.16 - 02:00 pm to 06:00 pm) - Session Photographs



Dr. A. Santhosh Mathew sharing his working experience in 'eOffice' at MoRD.



Ms. Kiran Puri sharing her experience regarding implementation of 'eOffice'.



Mr. Kapil Kumar Sharma briefing about 'eOffice' product and implementation strategies.



Ms. Surabhi demonstrating the 'eFile' application.

Hands-on Session



Batch 3(09.08.16 - 09:00 am to 01:00 pm) - Session Photographs



Ms. Rachna Srivastava demonstrating about the implementation strategies of 'eOffice'.



Mr. Saroja Kumar Patro and Ms. Surabhi answering the questions of participants.



Participants attending the training programme.



Ms. Surabhi demonstrating about the 'eFile' application.

Hands-on Session



Batch 4(09.08.16 - 02:00 pm to 06:00 pm) - Session Photographs



Mr. Kapil Kumar Sharma presenting the details about 'eOffice' product suite.



Ms. Surabhi demonstrating about the 'eFile' application.



Ms. Kiran Puri discussing about the roles and responsibilities of AS in regards to 'eOffice'.



Mr. Saroja Kumar Patro discussing about the workflow of files in 'electronic system'.

Hands-on Session



Batch 5(10.08.16 - 09:00 am to 01:00 pm) -Session Photographs



Ms. Rachna Srivastava discussing about Implementation strategies of 'eoffice'.



Mr. Saroja Kumar Patro and Ms. Surabhi discussing about 'eFile' application.



Ms. Surabhi demonstrating about 'eOffice' Product Suite.



Participants attending the training programme.

Hands-on Photograph



BATCH 6(10.08.16-02:00pm to 06:00pm)-Session Photographs



Mr. Kapil Kumar Sharma presenting the details about 'eOffice' product suite.



Ms. Surabhi demonstrating about the 'eFile' application.



Participants attending the training programme



Ms. Kiran Puri discussing about the roles and responsibilities of AS in regards to 'eOffice'.

ANNEXURES

BATCH I

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

Demonstration on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

Attendance Sheet

Duration: 08-08-16 (09:00am to 01:00pm) Batch: BATCH I

Sl. No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
1	Ritunjay Raghurani	Asst. Sectt. IAS (P)	MoHRD	ritunjay.raghurani@nic.in	9747011000	Ritunjay
2	Shant K. Mishra	Asst. Sectt.	MoFPI	shant.mishra@gmail.com	9483465897	Shant
3	PRASHASTI PAREEK	Asst. Sectt.	MODWS	prashasti.pareek@ias.nic.in	9958527385	Prashasti
4	ARVIND - V	Asst. Sectt.	MoHFW	v.arvind@ias.nic.in	9847766655	Arvind
5	Dr SADNEK SINGH	Asst. Secy.	MoHFW	sedneksingh@ias.nic.in	7086263111	Sadnek
6	Vinay Kumar	Asst Secy	DWS	tomar.biet@gmail.com	7444906772	Vinay
7	Rahul Pandey	-	MoFPI	rahul_35a@yahoo.co.in	9958723766	Rahul
8	VARUN RANJAN	Asst. Sectt.	MoH & FW	varun.ranjana@ias.nic.in	7160901313	Varun
9	MEDHA KOTIRM	Asst Secty	MoH & FW	medhakotirm@gmail.com	9800296630	Medha
10	Shashank	-	-	shashank.de@ias.nic.in	9060531086	Shashank

eOffice Project Division

Ms. Kritika Sharma & Mr. Apulak Modi (Asst. Secy.-JONER) have been rescheduled to attend the Forenoon session on 09/08/16.

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
11	AMRIT SINGH	ASSISTANT SECRETARY	FOOD PROCESSING INDUSTRIES	amritsingh001122@gmail.com	9868007644	
12	Angel Bhati	Assistant Secretary	Drinking water & Sanitation	angel.bhati@ias.nic.in	9205146001	
13	Isha Dahan	Assistant Secretary	MoHRD	isha.dahan@ias.nic.in	9417162233	
14	Komal Mittal	Assistant Secy	MoPW&S	komal.mittal@ias.nic.in	8447864360	
15	Sachin Rana	Asst. Secy	Do-Posts	sachinrana.ias@gmail.com	9818533938	
16	Amit Pandey	Asst. Secretary	Min Railways	amitkumarpandey00@gmail.com	9217535937	
17	Nishant Kumar	Asst. Secretary	Railways Ministry	nishant.k@ias.nic.in	9602786381	
18	SARITA YADAV	Asstt. Secretary	MoHRD	serita.yadav@ias.nic.in	9971369979	
19	Kuldeep Chaudhary	"	"	kuldeep153@gmail.com	7060731061	
20	Bikram Kaini	"	"	bikram.kaini@ias.nic.in	7060731434	
21	Santosh Rai	"	D/O AHDF	santoshk.vij@ias.nic.in	706073054	
22	Unice R Ismail	"	D.ACBFW	unice.ismail@ias.nic.in	9795923541	
23	Gaurav Agrawal	"	DAC & FW	crazykitten@gmail.com	7568597500	
24	Varun Basannal	"	DAC & FW	basannal.varun@gmail.com	8469923650	
25	Pam Kumar	"	"	vpamkumar@gmail.com	9140464486	
26	Surebts Jomel	Assistant Secretary	3BDF	surebtsjomel@gmail.com	988763720	

eOffice Project Division

NIC

BATCH II

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

Demonstration on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

Attendance Sheet

Duration: 08.08.16 (Evening)
(2:00 pm to 6:00 pm)

Batch: Batch - 11 (Evening)

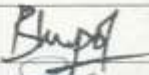

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
1	SHASHANK SHUBHANKAR	Asst. Secretary	Department of Sports	shashank1606@gmail.com	7060781432	Shashank
2	Rothou Vijay C.	— u —	DGS&D, DOC	vijay9cool@gmail.com	7276197003	Chief
3	SIYAD N	Asst. Secretary	Dept. of Commerce	siyad.nazimudeen@ias.nic.in	9995333143	Siyad
4	DIVYA IYER	Asst. Secretary	DGFT/CIM	divya.siyer@ias.nic.in	9349352152	Divya
5	Sheetla Patle	Asst. Secretary	Youth affairs	sheetla.patle@ias.nic.in	7354840550	Sheetla
6	KRISHNA SINGHAL	Asst. "	MSME	Krishna.singhal@ias.nic.in	8126245463	Krishna
7	Aditya Pransh	Asst. Secretary	Department of Post	pransh.aditya@nic.in	9871452898	Aditya Pransh
8	Vikram	Asst. secretary	Dept. of Sports	vikramyadav@yahoo.com	9899337344	Vikram
9	Suresh Kumar	Asst. secy.	Min. of HR & RD & GR	sureshkumar573@gmail.com	9636672032	Suresh
10	Arun Kumar Vithwakarma	Asst. Secretary	M/O WR, RD & GR	arun.kvith@nic.nic.in	9174875822	Arun

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
11	AWANISH KUMAR	Asst. Secretary	Youth Affairs (M/o YAS)	awanish.kumar14@ias.nic.in	9999043973	
12	MONIKA GUPTA	Asst. Secy.	Water Resources, Ganga Reservation	monikagupta1989@gmail.com	9999836430	
13	GRACE PACHUAN	Asst. Secy.	PANCHAYATI RAJ	pachuan.grace@ias.nic.in	9990155142	
14	K.P.KARTHIKEYAN	Asst. Secretary	COMMERCE	karthikeyan.kp@ias.nic.in	9486663000	
15	SOUMYA	Asst. Secretary	DOEPWD	soumya.110590@ias.nic.in	9999390567	
16	NIMA ARORA	Asst. Sec.	DEPT. OF HIGHER EDU.	nima.arora@ias.nic.in	9999369522	
17	PRADEEP KUMAR	Asst. Sec.	DEPT. OF HIGHER EDUCATION	pradeep.kr@ias.nic.in	9566054473	
18	Vetrisechi. K	Asst Sec.	Dept of Empowerment A people with disabilities	lvetrisechi@ias.nic.in	9060731096	
19	Dr. Monica Priyadarshini	Asst Secy	DEPT. OF HIGHER EDU.	m.priyadarshini@ias.nic.in	9999465306	
20	Musharraf Ali Faruqi	Asst Secretary	MWCD	musharraf.faruqi@ias.nic.in	8143558799	
21	Dr. Saloni Sidana	Asst. Sec.	MWCD	saloni.sidana@ias.nic.in	814628448	
22	Dr Vipin DANKAR	Asst SEC	MWCD	vipin.dankar@ias.nic.in	7060731408	
23	Ashutosh Gang	Asst Secy	MWCD	ashutosh.gang@ias.nic.in	8874955814	
24	Yash Pal	Asst Secy	MWCD	yash.amitabh@ias.nic.in	9899064429	
25	Swadha Dev Singh	Asst. Secretary	MoUD	swadha.dsingh@ias.nic.in	9866489665	
26	Preetna Sharma	Asst. Sec	MoHRD	preetna.sharma14@ias.nic.in	9999700739	

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NIC

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
27	Bhupesh Chandel	Asst. Secretary	Tribal Affairs	bhupesh.chandel@ias.nic.in	9810611084	
28	Nagesh Kumar B	Asst Secy	MoTA	nagesh.kumar@ias.nic.in	9449353522	
29						
30						

eOffice Project Division

NIC NATIONAL INFORMATICS CENTRE

BATCH III

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

Demonstration on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

Attendance Sheet

Duration: 09-08-16 (Morning) Batch: Batch - III (Morning)

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
1	KRITIKA SHARMA	ASST SECY	Min. of POWER	kritika.sharma@ias.nic.in	7060731422	<i>[Signature]</i>
2	BHARTI DIXIT	ASST SECRETARY	MIN OF POWER	bharti.dixit@ias.nic.in	9968291422	<i>[Signature]</i>
3	ASHISH MODI	ASST SECY	MIN. OF POWER	ashish.modi@ias.nic.in	7060731425	<i>[Signature]</i>
4	MANISH BANSAL	ASST SECY.	Min. of Skill Dev & Emp.	manish.bansal@ias.nic.in	9801977601	<i>[Signature]</i>
5	SAKET MALVIYA	ASST. SECRETARY	Min. of TEXTILES	saket.malviya@ias.nic.in	9868324011	<i>[Signature]</i>
6	JITENDRA JORAWAL	Asst. Secy	"	jitendra.jorwal@ias.nic.in	9582300893	<i>[Signature]</i>
7	Sudhir Kontham	Asst. Secy	Min. of Corporate Affairs	sudhir.kontham@ias.nic.in	7905807952	<i>[Signature]</i>
8	Deepak Jacob	Asst. Secy	"	deepak.jacob@ias.nic.in	9246813609	<i>[Signature]</i>
9	Nahini Ahluwalia	"	Min. of Skill Dev. & Entrepreneurship	ahluwalia.nahini@ias.nic.in	9680991218	<i>[Signature]</i>
10	Arnol Yedje	-II-	Min. of Skill Dev. & Entrepreneurship	arnol.yagannath@ias.nic.in	9503731693	<i>[Signature]</i>

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
11	RANI NAGAR	Asst. Secretary	DIPP	cananinagar@gmail.com	9958060634	Rani
12	Archana Verma	Asst. Secy.	M.O.S.T.E	archana.2005.venk@ymail.com	7060731191	Archana
13	Vijay Yeddula	Asst. Secy.	Min of Tourism	vijay.yeddula@gmail.com	9032567645	Vijay
14	Anshul Tripathi	" "	" "	anshultripathi@gmail.com	9532180183	Anshul
15	Faiz Ali Ahmed	Asst. Secy	DIPP	faizali786@gmail.com	8755484823	Faiz
16	S. Jayaraman	Asst. Secy	DIPP	Jayaraman-sr@yahoo.com	8297946681	S. Jayaraman
17	Manoj Kumar	Asst. Secy	DoR, Min of Finance	manoj.kumar@ias.nic.in	8221855531	Manoj
18	Shubham Chaudhary	Asst. Secretary	DEA, Ministry of Finance	shubham-chaudhary@ias.nic.in	9218458509	Shubham
19	Blavya Mittal	Asst. Secy	Min. of Tourism	blavya.mittal@ias.nic.in	9811026974	Blavya
20	Prathab Joshi	Asst. Secretary	DIPP	joshi.prathab@gmail.com	9978405477	Prathab
21	Anil Ramaniya	Asst. Secretary	DFS	anil.ramaniya@gmail.com	9726781937	Anil
22	Udita Singh	Asst. Secy.	DFS, Min of Finance	udita.singh@ias.nic.in	9953372652	Udita
23	Sakshi Sawhney	Asst. Secy.	Min of Skill Dev. & Emp.	sakshi.sawhney@ias.nic.in	8130256305	Sakshi
24	Rajadayanidhi	-do-	DEA MoF	rajadayanidhi007@gmail.com	9842076267	Rajadayanidhi
25	Rahul Yadav	Asst. Secy.	DoR MoF	rahul.yadav14@ias.nic.in	9673435267	Rahul
26	Manoj Goyal	Asst. Secy.	MoF	manoj.goyal@ias.nic.in	9711531201	Manoj

eOffice Project Division

INC

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
27	Apsara Perween	Asst Secy	Finance	apsara.p.choudhary@gmail.com	9562406906	Apsara
28	Cheshta Yadav	Asst Secretary	Finance	cheshta.yadav@gmail.com	9878745563	Cheshta
29	Suneel Anand	Asst. Secretary	Finance, Empowerment	ANANDSUNEEL@GMAIL.COM	7552857721	Suneel
30	Prem Ranjan Singh	Asst Secretary	Labour & Employment	prem.ranjan@ias.nic.in	8173099990	Prem
31	Ankit Kumar Singh	Asst. Secretary	Finance, Expenditure	ankit.k.singh@ias.nic.in	9725136544	Ankit
32	LAKSHMI PRIYA	ASST. SEC.	FINANCE [DFS]	lakshmi.priya@ias.nic.in	9526320794	Lakshmi
33	Pawan Yadav	ASST SEC.	Social Justice & Empowerment	pawans65@gmail.com	7060730952	Pawan
34.	<p>Ms. Chinmayee Gopal (RT) (Ministry of Labour & Empl.) joined the training in this session and attended the evaluation, though she missed to mark the attendance in this sheet. Marking the attendance on her behalf. — Ashish Kumar, Asst. Secy, DARE</p> <p><i>[Signature]</i></p>					

eOffice Project Division

NEC

BATCH IV

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

Demonstration on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

Attendance Sheet

Duration: 09.08.16 (Afternoon) Batch: Batch-IV (Afternoon)
2:00 pm to 6:00 pm.

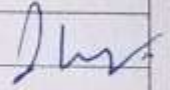
Sl No.	Name	Designation	Ministry/ Department	Email id	Mobile Number	Signature
✓ 1	Manishra Kratur	Asst. Secretary	MNRE	manishra.kratur@ias-nic.in	9215944459	Manishra
✓ 2	Dhaval Jain	Asst. Secretary	Mines	dhaval.jain@ias-nic.in	9619922660	Dhaval
✓ 3	Johnny Tom Varghese	"	"	johnnytommarghese@ias-nic.in	8800656753	Johnny Tom Varghese
✓ 4	Chandrasekhar Killi	"	MNRE	sekhar.killi@ias-nic.in	9650201699	Chandrasekhar Killi
✓ 5	Sandeep Kumar	"	"	sandeep.kr14@ias-nic.in	9565786426	Sandeep Kumar
✓ 6	Mayur Govekar	Asst. Secretary	MSME	govekar.mayur30@rediffmail.com	9404418003	Mayur Govekar
✓ 7	Neha Jain	Asst. Secretary	Ministry of Power	nehajain.ias@gmail.com	9560667680	Neha Jain
✓ 8	Rishav Gupta	Asst. Secy	Ministry of Power	rishav.gupta@ias-nic.in	7049924601	Rishav Gupta
✓ 9	Grandatta Hegde	Asst. Secy	Ministry of Power	grandatt.h@ias-nic.in	8147273422	Grandatta Hegde
✓ 10	Anchal Goyal	Asstt. Secy	MoPNG	anchal.sood@ias-nic.in	9023551003	Anchal Goyal

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
✓ 11	Rachit Ray	Asst. Secretary	Dept of Land Resources	rachitfandey20@gmail.com	7042098893	
✓ 12	Bhola Prakash Choudhary	"	"	choudhary.bhola@ias.nic.in	9053924884	
✓ 13	Shirag Dasrath	"	Ministry of Coal	shirag.d@nic.in	8953915953	
✓ 14	PRITHVIRAJ B.P.	"	"	prithviraj.bp@ias.nic.in	7218097711	
✓ 15	GAUTHAM VP	"	"	gautham.vp@ias.nic.in	9003416485	
✓ 16	Qummeul Zaman	"	Mo P & NG	qummeul.choudhary@ias.nic.in	7409812452	
✓ 17	Shashi Ranjan	"	Mo RTH	shashi.ranjan14@ias.nic.in	8512840502	
✓ 18	Gangay Rathi	Asst. Secy	Mo T	gangay.rathi@ias.nic.in	8826639038	
✓ 19	ARINDAM CHAUDHARY	Asst. Secretary	Mo RD	arindam.ch@ias.nic.in	9910052061	
✓ 20	Ankit Asthana	Asst. Secy.	Mo RD	ankit.asthana@ias.nic.in	9424455005	
✓ 21	RUHEE DUGG	Asst. Secy.	Mo RTH	ruhee.dugg@ias.nic.in	9464340002	
✓ 22	Mahendra	"	"	mahendrap@rocketmail.com	9968355435	
✓ 23	Susant Ganes	"	Mo RD	sg4735188A@gmail.com	7060731428	
✓ 24	KRISHNA ADITYA	Asst. Secy	Mo RD	krishna.aditya@ias.nic.in	8978540196	
✓ 25	KUMAR RAMNIKANT	Asst. Secretary	Mo RD	ramnikant44@gmail.com	9650996038	
✓ 26	Dr Vipin	Asst. Secretary	HWCD	vipin.dankar@ias.nic.in	7060731408	

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
27	Shilpa Nag.ct	Asst. Secy	MoP&NG	shilpanag.ct@ ias.nic.in	8884927598	
28						
29						
30						

BATCH V

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

Demonstration on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

Attendance Sheet

Duration: 10.08.16 (Morning) Batch: Batch-V (Morning)
9:00 am to 01:00 pm

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
✓ 1	ANISH YADAV	Asst. Secy.	MEITY	anish.yadav@ias.nic.in	9650826268	
✓ 2	Aditya Singh	Asst. Secretary	MOUD	aditya.singh14@ias.nic.in	9529486865	Aditya
✓ 3	OWAIS AHMED	Asst. Secretary	MOUD	owais.ahmed@ias.nic.in	9419118584	Owais
✓ 4	JASPREET SINGH	Asst. Secretary	Min of Shipping	j.singh@ias.nic.in	9872365030	Jaspreet
✓ 5	HIMANSHU ABHARWAL	Asst. Secy.	Culture	himanshu.a@ias.nic.in	9501200927	Himanshu
✓ 6	CHANCHAL RANA	- do -	M/O HUPA	chanchal.rana@ias.nic.in	7077868644	Chanchal
✓ 7	SIKTA PATNAIK	ASST. SECRETARY	M/O CIVIL AVIATION	sikta.patnaik@ias.nic.in	9560614131	Sikta Patnaik
✓ 8	MRIDUL GROUNDY	Asst. Secy.	M/O CULTURE	mrudul.choudhary@ias.nic.in	9582618976	Mridul
✓ 9	Siddharth Swain		M/O Defence	swain.siddharth@ias.nic.in	9437913489	S Swain
✓ 10	RAVI RANJAN		M/O Consumer Affairs & Public Distr	ravi.ranjani4@ias.nic.in	9935274231	Ravi

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
✓ 11	KRITTIKA JYOTSNA	ASSISTANT SECRETARY	DEPT OF DEFENCE MINISTRY OF DEFENCE	krittika.jyotsna@gmail.com	8051219488	Kritika
✓ 12	PREETI YADAV	ASSISTANT SECRETARY	DEPT OF FOOD AND PUBLIC DISTRIBUTION	preeti.yadav@ias.nic.in	8586943342	Preeti
✓ 13	Durgendra Jha	Asst. Secy	MoUD (S Road Transport & Highways	d.jha1989@gmail.com	8800647827	Durgendra
14	AVI PRASAD	Asst. Secretary	Ministry of Telecom	avi.prasad@ias.nic.in	7049924603	Avi Prasad
✓ 15	ROHIT MEENA	..	Ministry of Telecom	rohit.meena@ias.nic.in	7060731031	Rohit
✓ 16	Aditi Choudhary	Asst. SECRETARY	"	aditi.choudhary@ias.nic.in	7044729726	Aditi
17	Lokesh Kumar	"	MoPR	lokesh.jungla@ias.nic.in	-	Lokesh
✓ 18	Sumit Kumar	"	MEITY	Sumitk.gandhi@ias.nic.in	8398085464	Sumit
✓ 19	SHYAM BIHARI	"	MEITY	shyam.meena14@ias.nic.in	9828935273	Shyam
✓ 20	ASHISH VACHISHTH	"	Department of Pharmaceutical	ashishchith@gmail.com	7409803704	Ashish
✓ 21	CHANDRASEKAR S	"	Dept. of food and Public Distribn.	schand.sekar@ias.nic.in	9410147761	Chandrasekar
22	Nikhil Funder	- II -	Min. of Shipping	funder.nikhil@ias.nic.in	9025977136	Nikhil
✓ 23	BHANUJAL	- II -	DOT	drdelloo@gmail.com	8890463822	Bhanu
✓ 24	Deleep K Yadav	"	Civil Aviation	deleepk.yadav@ias.nic.in	9555026222	Deleep
✓ 25	Swetika Sachan	"	MEITY	swetika.sachan@ias.nic.in	9717748244	Swetika
✓ 26	RAGHUNANDAN MURTHY	- II -	Dpt of Defence Prod	murthy.raghu@ias.nic.in	9886631030	Raghu

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
✓ 27	PRAVEEN CHAUDHARY	ASSISTANT SECRETARY	Dept. of Defence Production MoD	p.chaudhary14@ias-nic.in	9825700867	
✓ 28	ABHISHEK ANAND	Assistant Secretary	Min. of Urban Dev.	abhishek.anand@ias-nic.in	7060731180	
✓ 29	SANA AKHTAR	~	Dept. of Fertilizers	sana.akhtar@ias-nic.in	9891430662	
✓ 30	Peeyush S	Asst. Secretary	Dept. of Fertilizers	peeyush.samir@ias-nic.in	9982910223	
31	ANBAMUTHAN MP	Asst Secretary	MINISTER OF ELECTRONICS & IT	anbamuthan.mp@ias-nic.in	985346765	

eOffice Project Division

BATCH VI

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

Demonstration on eOffice for Assistant Secretaries (IAS officers of 2014 batch) of Government of India

Attendance Sheet

Duration: 10.08.2016 (Afternoon) Batch: VI (Afternoon)
02:00 pm to 06:00 pm

Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
✓ 1	Abdul Hussain Sahay	Assistant Secretary	NITI Aayog	abdul.hussain@ias.nic.in	9412998709	
✓ 2	TANVI HOODA	ASSISTANT SECRETARY	NITI AAYOG	tanvi.hooda@ias.nic.in	9412998705	
✓ 3	ABHILASHA KUMARI SHARMA	ASSISTANT SECRETARY	Ministry of Home Affairs	abhilasha.sharma@ias.nic.in	9631550557	
✓ 4	VISHWASREE-B	"	MOEF&CC	vishwasree-b@ias.nic.in	9701001621	
✓ 5	NANCY SAHAY	"	MOEF&CC	nancy.sahay@ias.nic.in	9910356049	
✓ 6	RIJU BAFNA	"	Department of Justice	riju.bafna@ias.nic.in	9868034622	
✓ 7	Kundan Kr.	"	Border Management; MHA	kundanbkr@gmail.com	9310245039	
✓ 8	Ashish Kumar	DARPG "	DARPG	ashish.kumar@ias.nic.in	9972405453	
✓ 9	Roshan Kushwaha	"	"	roshan.kushwaha@ias.nic.in	978428932	
✓ 10	Ravinder Singh	"	MOEF&CC	ravi.singh@ias.nic.in	9953393892	

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Sl No.	Name	Designation	Ministry/ Department	Email Id	Mobile Number	Signature
11	MUNISH SHARMA	Asst. Sec.	Chemical & Fertiliser Deptt. & Fertiliser	munish.sharma14@ias.nic.in	9650746949	
✓ 12	Ajay Dahiya	Asst. Secretary	MOEF&CC	ajay.dahiya@ias.nic.in	981273937	
✓ 13	AMRIT VIKAS TOPTA	Asst. Sec.	NITI AAYOG	amrit.vikas@ias.nic.in	9910639480	
✓ 14	Dr. Nipun Jindal	Asst. Secy.	Min. I & B	nipun.jindal@ias.nic.in	9780042438	
✓ 15	JALAJ SHARMA	Asst. Secy.	Min. of I & B	jalaj.sharma@ias.nic.in	9717691456	
✓ 16	AKASH P	Asst. Secy	Min of Justice	akash.p.91@gmail.com	9496932316	
✓ 17	Pavneet Kaur	Asst. Sec.	Min of Home Affairs	pavneet.kaur@ias.nic.in	7409836042	
✓ 18	Sravan Kumar	Asst. Secy.	Min. of I & B	sravankumar@ias.nic.in	9095977777	
✓ 19	SANDEEP KUMAR JHA	Asst. Secy	Min of Home Affairs	sandeep.k.jha@ias.nic.in	9971248191	
✓ 20	BHOR SINGH YADAV	Asst. Secy	Min of Home Affairs	bhor.singh@gmail.com	978327575	
✓ 21	Avanish Rai	Asst. Secy	DOPT	avanishrai25@gmail.com	9582614656	
✓ 22	Chakravarthi Singh	Asst. Secy	DOPT	chakravarthi.singh@gmail.com	8107992504	
23	V.P. Jagadevan	Asst. Secy	DOPT	agrijagadevan@gmail.com	8825792696	
24	Divya Prabhu GRJ	Asst. Secy	DOPT	divya.prabhu@ias.nic.in	9449982422	
25						
26						

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