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PUNJAB STATE TRANSMISSION CORPORATION LIMITED
O/o SE/IT, PSTCL, Head Office, The Mall, Patiala
Email id: se-it@pstcl.org

To

1) Chief Engineer/ TS, PSTCL, Patiala,
2) Chief Engineer/ SLDC ,PSTCL, Patiala,
3) Chief Engineer/ P & M, PSTCL, Ludhiana,
4) Chief Financial Officer. PSTCL, Patiala,
5) Chief Accounts Officer (Finance & Audit). PSTCL, Patiala,
6) Dy.CE/Store and Disposal , PSTCL, Patiala,
7) Dy.CE /HR and Admin, PSTCL, Patiala.
8) Dy.CE /Technical Audit, PSTCL, Patiala.

Memo No: 221-228/IT-1193 Dated : 22/05/2020.

Subject: Regarding Implementation of e-Office in PSTCL and Training of Users.

PSTCL is in process of implementation of e-Office in PSTCL very soon probably from first week of June itself.

The e-Office system is an integrated file and records management system that allows employees to manage content, messaging and collaborate. The file system also enables the electronic movement and the tracking of files, and the archival and retrieval of data. The system is planned to be secure and confidential, automating routine tasks, capable on handling the required workload, with the facility of monitoring work and auto-escalation when there are delays. The need for transforming conventional government offices into more efficient and transparent e-Offices, eliminating huge amounts of paperwork has long been felt. Department of Governance Reforms (DGR) Govt. of Punjab is providing support to implement e-Office in PSTCL.

For the Implementation of e-office DGR Punjab is providing online trainings continually. Users should take benefit of these trainings to utilize the e-Office. For online training, anyone can join the training and no charges payable for it. Training schedule is attached as Annexure –I. The step by step procedure for joining the training has been prepared i.e "**How to Join a Training Session?**" which is attached as Annexure –II.

In this regard, it is requested to identify and nominate at least two Master Users per organization immediately at the level of AO/AE/AEE/Sr. Xen and inform the same by email to dgm-it@pstcl.org till 25/05/2020. Master users, who will further help the other users and

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coordinate the implementation of e-Office in their respective organizations. These Master Users shall immediately start taking online training and for any kind of support in this regard, Master users may contact IT Team i.e. Mr. Mandeep Singh / AM-IT (96461-02809), Mr.Amandeep Singh / DM-IT (96461-02723) and Er Sunil Kumar Gupta /Sr. Xen-IT (96461-17962).

This is for your information and necessary action please.

SE/IT
PSTCL, Patiala

229-233/IT-1193
dated - 22/05/2020.

CC: For kind information Please.

1. Sr. PS to CMD, PSTCL, Patiala
2. Sr. PS to Director/Admin, PSTCL, Patiala
3. Sr. PS to Director/Technical, PSTCL, Patiala
4. Sr. PS to Director/Finance & Commercial, PSTCL, Patiala
5. Sr.PS to CE/HIS&D, PSTCL, Patiala

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Annexure – I

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

Capability Building Programme (CBP)

eFile Training on: Monday – Tuesday – Thursday- Friday – Sunday
URL: https://dgrpunjab.webex.com/join/pankaj.jain33
[redacted]

Time	Topic
10 AM to 11 AM	• **Receipts:** Scanning Guidelines, Explaining Inbox of Receipts. (Legends, Computer Number, Priority etc) Diarization, Benefits of Add to Address Book, Difference in Red & Orange Asterisk, Use of Mobile No and email column in Contact Details, Difference in Generate & Generate and Send Button,
11 AM to 12 PM	• **Receipts:** Acknowledgment, Forwarding of Receipt, Difference in Created/Inbox/Sent, How to directly Put in existing File and in New File, Forwarding, Closing/Reopening, Copy of Receipts, Pull back, Attachment of File and Receipt. Searching of Receipt (in Inbox/Sent, in Search Option, in Advance Search Option), Movement, Details
12 PM to 1 PM	• **eFile:** Explaining Inbox of File. (Legends, Computer Number, Priority etc) Difference in to SFS and Non-SFS files, File Heads, How to Create New NON SFS File, Attach receipt, Create Yellow and Green Noting, Difference in Yellow & Green Note, Attach Correspondence, Changing Status of Receipt in TOC, Quick Notings. User Defined Quick Notings, Signatures & Time Stamp on Noting, Movement of Files, Details
1 PM to 2 PM	• Query Session
2 PM to 3 PM	• **eFile:** 8 Types of Referencing, Difference between Link & Attach, PARKING of files, Create PART File (From Part option and from Send Screen), Linking of Part File with Original File and Closing of Part File. Submitting request and approving of Closing request of Files, Searching of Files, Advance Search, Pull Back of File.
3 PM to 4 PM	• **Drafts** Creation of Drafts, Hash Tags, Difference in Hash Tags and Digital Signatures, Use of Contact Details while creating Draft, Difference in Draft Type, Dispatch by self and Dispatch by CRU, Dispatch by Post, Dispatch by email, Reminders, Difference in Dispatch with Follow-up and Dispatch Without Follow-up.
4 PM to 5 PM	• Email Diarisation. • Migration of files • DSC Registration
5 PM to 6 PM	Query Session

Outcome of Training -

1. Awareness of the usage of eFile application in eOffice.
2. Able to use eOffice effectively, to carry out their day to day official activities.

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

Capability Building Programme (CBP)

EMD Training on: WEDNESDAY – SATURDAY

URL: https://dgrpunjab.webex.com/join/pankaj.jain33
[redacted]

Time	Topic
10 AM to 11 AM	• **EMD** Mapping of Designations and Posts, Creation of OU's, Employee Creation, Post Assignment, Post Hierarchy, Post Roles Assignment.
11 AM to 12 PM	• **EMD:** Additional Charge, Post Delegation, Difference in Delegation Powers, Transfer/ Promotion of Employee.
12 PM to 1 PM	• **KMS (Knowledge Management System)**- How to share, Publish, delete, Subscribe etc • **Calender** – Appointments, Events, Sharing or Set Reminders etc. • **eConnect** – add friends, Post Images, Thoughts etc • **Employee Corner** – Wishing Birthdays, Joinings & Superannuations
1 PM to 2 PM	• Query Session
2 PM to 3 PM	• **EMD** Mapping of Designations and Posts, Creation of OU's, Employee Creation, Post Assignment, Post Hierarchy, Post Roles Assignment.
3 PM to 4 PM	• **EMD:** Additional Charge, Post Delegation, Difference in Delegation Powers, Transfer/ Promotion of Employee.
4 PM to 5 PM	• **KMS (Knowledge Management System)**- How to share, Publish, delete, Subscribe etc • **Calender** – Appointments, Events, Sharing or Set Reminders etc. • **eConnect** – add friends, Post Images, Thoughts etc • **Employee Corner** – Wishing Birthdays, Joinings & Superannuations
5 PM to 6 PM	Query Session

Outcome of Training -

1. Awareness of the usage of eFile application in eOffice.
2. Able to use eOffice effectively, to carry out their day to day official activities.

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Annexure –II

How to Joining a Meeting?

You can join a meeting from your computer or mobile device. Pick the one that works best for you.

1. **Desktop**

Use the Webex desktop app to join your meeting from your Windows or Mac computer. You'll be able to connect using computer audio and video, switch layouts between grid and active speaker views, chat, and share content

URL: https://dgrpunjab.webex.com/join/pankaj.jain33

a. Open link (URL) on your browser.
b) **If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.**
c) You can also download the Webex Meetings app manually.
d) Enter your name and email address, and click Next.
e) By default, your microphone and camera are turned off. The video and microphone buttons are both red.
f) Click Join Meeting.

2. **Mobile**

If you're on the go, you can join your meeting from your Apple or Android phone, tablet or Apple watch using Webex mobile app.

a) You'll be able to use video, chat with other participants, and share content.
b) **Download and install the Cisco Webex Meetings app and join the video conference.**
c) Open after the app is installed and accept the Terms of Service and Privacy Statement.
d) Click Connect to a device to join the meeting from a compatible video device.
e) Tap Join.

Note:

1. **WebEx Productivity tool/app must be installed on your computer/Mobile before you can use this feature.**

2. **Everyone should turn Off (mute) his/her microphone and also turn Off the camera during training Session.**

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