

केन्द्रीय विद्युत प्राधिकरण
Central Electricity Authority
सूचना प्रौद्योगिकी प्रभाग
Information Technology Division

सं.: के.वि.प्रा./प्र.मु.अ.-I/सू.प्रौ./ई-ऑफिस/2017/2093

दिनांक: 05.01.2018

परिपत्र / Circular

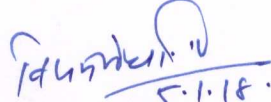
विषय: के.वि.प्रा. में ई-ऑफिस लाइट (ईफाइल) एप्लीकेशन के लिए प्रशिक्षण कार्यक्रम ।

For familiarization of CEA officials with eOffice Lite (eFile) application, six days' training programme is scheduled in CEA from 08.01.2018 to 12.01.2018 and 15.01.2018. As per the programme, two levels of training will be imparted to CEA officials. Level 1 training will be basic demonstration training of half day whereas Level 2 training will be comprehensive training of 2 days.

2. Training schedule for Batches of both Levels is as under:

Level	Batch	Trainees	Schedule (Date & Time)
Level 1	Batch 1	All Chief Engineers, Directors and Deputy Secretaries in CEA	Date: 08.01.2018 Time: 10:00 AM – 01:00 PM
Level 1	Batch 2	All Deputy Directors and Under Secretaries in CEA	Date: 08.01.2018 Time: 02:30 PM – 05:30 PM
Level 1	Batch 3	All Assistant Director-I and Assistant Director-II in CEA	Date: 09.01.2018 Time: 10:00 AM – 01:00 PM
Level 1	Batch 4	All PPS, PS, PA, SO, ASO, Assistants, SSA, JSA, Stenographer, Head Draftsman, Draftsman and MTS in CEA	Date: 09.01.2018 Time: 02:30 PM – 05:30 PM
Level 2	Batch 1	Nodal Officers from Thermal Wing, Hydro Wing, Power System Wing and GO&D Wing	Date: 10.01.2018 to 12.01.2018 & 15.01.2018 Time: 10:00 AM – 01:00 PM
Level 2	Batch 2	Nodal Officers from Divisions under Planning Wing, E&C Wing, O/o PCE-I and Sections under O/o Secretary	Date: 10.01.2018 to 12.01.2018 & 15.01.2018 Time: 02:30 PM – 05:30 PM

3. Venue of the training programme is Auditorium, 2nd Floor, CEA and training programme will be inaugurated by Chairperson, CEA on 08.01.2018 at 10:00 AM.
4. URL for eOffice application in CEA is cea.eoffice.gov.in and Login ID & password for accessing the application is same as NIC email ID & password of the users.
5. Officials of all Divisions/Sections in CEA are requested to attend above training as per their schedule.


5.1.18.

(विजय मेंघानी)

मुख्य अभियंता (सू.प्रौ.)

सेवा में,
सभी प्रभाग/अनुभाग प्रमुख, के.वि.प्रा.

P.T.O.

केन्द्रीय विद्युत प्राधिकरण

Central Electricity Authority
केन्द्रीय विद्युत प्राधिकरण

सूचनार्थ प्रतिलिपि:

1. सचिव, के.वि.प्रा.
2. विशेष सहायक, अध्यक्ष, के.वि.प्रा.
3. विशेष सहायक, सदस्य (ग्रिड प्रबंधन एवं वितरण / योजना / जल विद्युत / ताप विद्युत / विद्युत प्रणाली / आर्थिक एवं वाणिज्यिक), के.वि.प्रा.

For facilitation of CEA officials with Office L1s (L1s) application, six days training program is scheduled in CEA from 08.01.2018 to 12.01.2018. As per the programme, two levels of training will be imparted to CEA officials. Level 1 training will be basic demonstration training of half day whereas Level 2 training will be comprehensive training of 2 days.


2. Training schedule for Batches of both Levels is as under:

Level	Batch	Trainees	Schedule (Date & Time)
Level 1	Batch 1	All Chief Engineer, Director and Deputy Secretaries in CEA	Date: 08.01.2018 Time: 10:00 AM - 01:00 PM
Level 1	Batch 2	All Deputy Director and Deputy Secretaries in CEA	Date: 08.01.2018 Time: 02:30 PM - 05:30 PM
Level 1	Batch 3	All Assistant Director and Assistant Director-II in CEA	Date: 09.01.2018 Time: 10:00 AM - 01:00 PM
Level 1	Batch 4	All PEs, PA, SO, ASO, Assistant SSA, JSA, Steno-grapher, Head Draftman, Programmer and MTS in CEA	Date: 09.01.2018 Time: 02:30 PM - 05:30 PM
Level 2	Batch 1	Head Officers from Thermal Wing, Hydro Wing, Power System Wing and GO&D Wing	Date: 10.01.2018 to 12.01.2018 & 15.01.2018 Time: 10:00 AM - 01:00 PM
Level 2	Batch 2	Head Officers from Divisions under Planning Wing, E&C Wing, O&P&C-I and Sections under O&S Section	Date: 10.01.2018 to 12.01.2018 & 15.01.2018 Time: 02:30 PM - 05:30 PM

3. Venue of the training programme is Auditorium, 2nd Floor, CEA and training programme will be inaugurated by Chairman, CEA on 07.01.2018 at 10:00 AM.

4. URL for Office application in CEA is ceainfo.gov.in and Login ID & password for necessary the application is same as NIC email ID & password of the user.

5. Officials of all Divisions/Sections in CEA are requested to attend above training as per their schedule.


 (सचिव, के.वि.प्रा.)
 केन्द्रीय विद्युत प्राधिकरण

के.वि.प्रा.
 केन्द्रीय विद्युत प्राधिकरण