

e-Initiatives for Office Managers and FDAs

ಕಛೇರಿ ವ್ಯವಸ್ಥಾಪಕರು ಮತ್ತು ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕರುಗಳಿಗೆ- ಇ-ಉಪಕ್ರಮಗಳು

ತಂಡ-04

Batch-04

ದಿನಾಂಕ: 15-16 ನವಂಬರ್ 2018

ಸ್ಥಳ: ನೇತ್ರಾವತಿ ವಸತಿ ನಿಲಯ, ರಾ.ನ.ಸಂ., ಮೈಸೂರು

ಶ್ರೀಮತಿ ಶ್ರೀದೇವಿ ಜಿ ಆರ್

ತರಬೇತಿ ಸಂಯೋಜಕರು

ಶ್ರೀ. ದೇವೇಂದ್ರಪ್ಪ

ತರಬೇತಿ ಸಹಾಯಕರು

Timings

Fore Noon I	: 09.30 am to 11.30 am
Fore Noon II	: 11.45 am to 01.45 pm
After Noon I	: 02.30 pm to 04.30 pm
Evening	: 04.45 pm to 05.45 pm

Break

Coffee/Tea	: 11.30 am to 11.45 am
	04.45 pm to 05.45 pm

Lunch

	: 01.45 pm to 02.30 pm
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ರಾಜ್ಯ ನಗರಾಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆ

ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಮೈಸೂರು-570 011

ದೂ.ಸಂಖ್ಯೆ: +91-821-2520163, 2520116, ಫ್ಯಾಕ್ಸ್: +91-821-2520164

ಇಮೇಲ್: directorsiud@yahoo.co.in ವೆಬ್‌ಸೈಟ್: www.siudmysore.gov.in

ಪರಿಷ್ಕೃತ ವೇಳಾಪಟ್ಟಿ

Days	Time	Topics/Sessions	Faculty
ದಿನ 1 15.11.2018	Session-I 09.30am to 10.30am	Registration, Introduction, Expectation, Briefing about the course	Smt. Sridevi G.R. Course Coordinator
		Inauguration	Sri. Venkatesh Kadagadakai , ^{KMAS} Director, SIUD, Mysuru Smt. M.V.Sudha , ^{KMAS} Deputy Director, SIUD Mysuru
	Session -II 10.30am to 11.30am	Computer Fundamentals Internet and its Usage	Smt Sridevi G R Faculty, SIUD M. 9900500122
	Session -III & IV 11.45am to 01.45pm	Introduction to E-Governance	Sri. Nagendra System Analyst, CILL, Mysuru M. 9019266369
	Session -V & VI 02.30pm to 04.30pm	Citizen Online Services <ul style="list-style-type: none"> • Birth and Death Registration • Janahitha • Vyapar • Niman2 • Jalanidhi • e-Aasthi • e-sweekruthi 	Sri. Lokesh Sr. Programmer, DUDC, Mysuru M. 9901989901
ದಿನ 2 16.11.2018	Session -I & II 09.30am to 11.30am	HRMS & NPS <ul style="list-style-type: none"> • Understanding the HRMS systems • Service detail updations • Salary bill creations • Promotion and transfer detail updations • Report generation • Understanding National pension scheme 	Sri. Madhu Account Superintendent, DDPI Office Panchayath Bhavan Ramanagar M. 9986027571 ddpi.edu.karrmn@nic.in
	Session - III 11.45am to 01.45pm	Role Based Accounting System:- Section-wise <ul style="list-style-type: none"> • Financial of ULBs, Budget making and Financial Management 	Sri. Srinivas K R Accounts Superintendent CMC Hunsur M.9341244103
		Improvement in governance of urban local bodies in Karnataka	
	Session -V & VI 02.30pm to 04.30pm	e-Office	Sri. Lakshmeesha S Technical Director, NIC, Bangalore M. 9449803802
04.30pm to 05.30pm	Valedictory	Sri. Venkatesh Kadagadakai , ^{KMAS} Director Smt. M.V.Sudha , ^{KMAS} Deputy Director Course Coordinator	

Course Coordinator