



Government of Rajasthan

Public Financial Management and Training Institute, Jaipur

Plot No. 2, CoERRA Bhawan (Ground Floor) Opp. Aranya Bhawan, Jhalana Institutional Area, Jaipur-302004

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Workshop on 'A Step towards Digitalization by Government of Rajasthan'
on 11th July, 2024 at Level 6-Auditorium CoERRA Bhawan, Jaipur

Session	Time	Topic	Resource Person
	09:30 AM to 10:00 AM	Registration	
Session I	10:00 AM to 11:30 AM	<u>E-File Management</u> <ul style="list-style-type: none">• Creation of e-file• PUC• DFA• Para Synchronization• Legacy Data Disposing off• Formatting of Text• Interlinking Files• Creating Part File	Shri Atul Chaturvedi, DoIT & C Mob. 9660568117
TEA BREAK: 11:30 AM to 11:45AM			
Session II	11:45 AM to 01:15 PM	<u>E-Leave Management</u> <ul style="list-style-type: none">• Casual leave• Privileged leave• Leave Encashment <u>E-Dak Management</u> <ul style="list-style-type: none">• Creations• Upload• Download• Dispose• Forward• Execute <u>APAR Filling Online IPR Module</u>	Shri Lokesh Kumar Darji, DoIT & C