

Welcome to eLearning course

Let's work in eOffice



**Administrative Training Institute
Government of West Bengal**

From the desk of the Director General, ATI, WB



In an endeavour to aid Government Officials in grasping the concept behind eOffice and its use without having to attend training course conducted in the traditional classrooms, ATI has designed this eLearning course, “Let’s work in eOffice”.

The training course is based on “Anywhere Anytime” concept of learning. The course demonstrates the basic concepts and functions of eOffice with the provision of application in the actual work.

The course contains 26 micro sessions having duration of 05-06 minutes each and can be accessible from smart phones as well as Desktop/ Laptop/ Tablet facilitating the opportunity to learn even while on the go. It contains step by step explanations in simple and lucid language both in English and Bengali.

The trainees are requested to participate in the assessment and submit their feedback for further improvement of the course.

I thank Shri Manick Lal Maitra, Additional Director, ATI and his enthusiastic team comprising Shri Himangshu Nandi (Development), Shri Amitava Mazumdar and Shri Souti Ghosh (Content creation) for designing this course.

I hope, this course, will be helpful for those working with eOffice.

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