

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 11th May, 2016.

Office Memorandum

**Subject:- In-House training sessions on Role based Content Management System (CMS)
for updating the Website of the Ministry by respective SMDs.**

The undersigned is directed to refer to the e-Governance Cell's O.M. of even number dated 13.04.2016 wherein all the Content Creators and Approvers have been requested to practice the process of updating the Website on the dummy Website server.

2. It is informed that the Second Training Session on Content Management System for addressing the problems encountered in the process will be organized on 17.05.2016 in the Conference Hall of the Ministry, C-Wing, First Floor, Shram Shakti Bhawani as per the batched mentioned below:-

- i. Batch 1: 10:00 am to 11:30 am on 17.05.2016 for Officers in Annex-I
- ii. Batch 2: 02:00 pm to 03:30 pm on 17.05.2016 for Officers in Annex-II
- iii. Batch 3: 03:45 pm to 05:15 pm on 17.05.2016 for Officers in Annex-III

3. All Officers listed in *Annexure-I, II & III* are requested to kindly attend their respective training sessions as per the above schedule.

This has the approval of JS (A).

Encl:- As above.

Ashok
11/5/16
(Ashok Kumar Gupta)
Under Secretary to the Govt. of India,
Ph:- 011-23354649,
Email: ashok.kgupta@nic.in.

To:-

1. All concerned nominated Officials of the MoWR as per the list enclosed.
2. Tech. Director, NIC, MoWR, RD & GR.

Copy for information to:-

1. All Wing-Heads in the MoWR, RD & GR.
2. NIC Cell for uploading in the Website.

Annexure-II

		Batch-2	Date of Training: 17.05.2016	Timings: 02:00 pm to 03:30 pm
Sr.No.	Section	User Name	User Type	LoginId
1	EST-IV	SJC(PP)	Content Approver	EST-IV
2	EST-IV	SO(EST-IV)	Content Creator	EST-IV1
3	FIN	DIR(FIN)	Content Approver	FIN
4	FIN	US(FIN)	Content Creator	FIN1
5	FM	SJC(FM)	Content Approver	FM
6	FM	DC-II (FM)	Content Creator	FM1
7	GW	DS(GWE)	Content Approver	GW
8	GW	US(GW)	Content Creator	GW1
9	GWE	DS(GWE)	Content Approver	GWE
10	GWE	US(GWE)	Content Creator	GWE1
11	HP	Avanish Kant	Content Approver	HP
12	HP	SO(HP)	Content Creator	HP1
13	IEC	US(IEC)	Content Approver	IEC
14	IEC	SO(IEC)	Content Creator	IEC1
15	Indus	SJC(Indus)	Content Approver	indus
16	Indus	DC(Indus)	Content Creator	indus1
17	IWSU	DS(IWSU)	Content Approver	IWSU
18	IWSU	US(IWSU)	Content Creator	IWSU1
19	MI	SJC(MI)	Content Approver	MI
20	MI	AE(MI)	Content Creator	MI1
21	MI- STAT	DIR(MI STAT)	Content Approver	MI-STAT
22	MI- STAT	DD(MI STAT)	Content Creator	MI-STAT1
23	NMCG	DIR(NMCG)	Content Approver	NMCG
24	NMCG	SO(NMCG)	Content Creator	NMCG1

Note: The participants are advised to bring their own writing material with them.

		Batch-1	Date of Training: 17.05.2016	Timings: 10:00 am to 11:30 am
Sr.No.	Section	User Name	User Type	Login Id
1	ADMN	DIR(A)	Content Approver	ADMN
2	ADMN	US(A)	Content Creator	ADMN1
3	BB	SJC(B&B)	Content Approver	BB
4	BB	DC(B&B)	Content Creator	BB1
5	BM	SJC(BM)	Content Approver	BM
6	BM	DC(BM)	Content Creator	BM1
7	BUDGET	DIR(FIN)	Content Approver	BUDGET
8	BUDGET	US(BUD)	Content Creator	BUDGET1
9	CAD	SJC(CAD)	Content Approver	CAD
10	CAD	STA(CAD)	Content Creator	CAD1
11	CASH	US(A)	Content Approver	CASH
12	CASH	SO(CASH)	Content Approver	CASH1
13	Coord	DS(Coord)	Content Approver	coord
14	Coord	US(Coord)	Content Creator	coord1
15	EA	DS(EA&IC)	Content Approver	EA
16	EA	US(EA&IC)	Content Creator	EA1
17	EST-I	DS(E-I)	Content Approver	EST-I
18	EST-I	US(EST-I)	Content Creator	EST-I1
19	EST-II	DS(EST-II)	Content Approver	EST-II
20	EST-II	US(EST-II)	Content Creator	EST-II1
21	EST-III	US(EST-III)	Content Approver	EST-III
22	EST-III	SO (E-III)	Content Creator	EST-III1

Note: The participants are advised to bring their own writing material with them.

Batch-3			Date of Training: 17.05.2016	Timings: 03:45 pm to 05:15 pm
Sr.No.	Section	User Name	User Type	LoginId
1	NWM	DIR(NWM)	Content Approver	NWM
2	NWM	US(NWM)	Content Creator	NWM1
3	PARL	DIR(PARL)	Content Approver	PARL
4	PARL	US(PARL)	Content Creator	PARL1
5	PenRiv	SJC(PR)	Content Approver	PenRiv
6	PenRiv	US(PR)	Content Creator	PenRiv1
7	PLU	DIR(PP)	Content Approver	PLU
8	PLU	AD(PP)	Content Creator	PLU1
9	PP	SJC(PP)	Content Approver	PP
10	PP	US(PP)	Content Approver	PP1
11	PSU	DS(PSU)	Content Approver	PSU
12	PSU	US(PSU)	Content Creator	PSU1
13	R&D	DIR(R&D)	Content Approver	R&D
14	R&D	DD(R&D)	Content Creator	R&D1
15	SPR	SJC-II (SPR)	Content Approver	SPR
16	SPR	SO (SPR)	Content Creator	SPR1
17	VIG	DS(VIG)	Content Approver	VIG
18	VIG	US(VIG)	Content Creator	VIG1
19	WQ	DIR(WQ)	Content Approver	WQ
20	WQ	SO(WQ)	Content Creator	WQ1
21	CA	Asstt. Controller of Accounts	Content Approver	CA
22	CA	Sr. Accounts Officer (A)	Content Creator	CA1

Note: The participants are advised to bring their own writing material with them.

