

84 -

## Summary of Program

Staff Development Program On "Paperless Office Management & Computer Maintenance (Under the Program on Digital India) was held at Centre for Electronic Governance, Govt. R. C. Khaitan Polytechnic College Campus, Near RTO office, Jhalana Doongri, Jaipur from October 14 - 18, 2015 During this program we learned how to manage a office in paper less manner.

A paperless office does not only help save the environment but also provides benefits which can help you improve efficiency and at the same time reduce your costs. The paperless office can be defined as an electronic document management environment that provides an alternative to the workflow and storage issues associated with paper files. Paperless businesses improve the security of documents, while increasing office efficiency The **SDP** focus on describe the Computer hardware maintenance, Internet and network install and configuration, paperless office management using IT tools and Microsoft Office. SDP emphasizes of hands on practical session on pc software hardware and network. The vision of Digital India programme is to transform India into a digitally empowered society and knowledge economy and it provides the intensified impetus for further momentum and progress for e-Governance and would promote inclusive growth that covers electronic services, products, devices, manufacturing and job opportunities

Our trainers were

1. Mr. Alok Mathur
2. Mr. Ravinder Kumar Swami
3. Mr. Vikram Singh Rathore

he feedback of program was very good.