



क्षेत्रीय शिक्षा संस्थान ,भुवनेश्वर
REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR-751022
राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
(National Council of Educational Research & Training)

F.No. RIEB/ 369

Dated: 08.07.2025

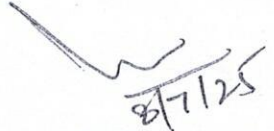
CIRCULAR

All the staff members of the Institute and DM School are informed that a three days training on e-filing and e-leave has been scheduled from 14th to 16th July 2025 as per the schedule below :-

1. One day common training on 14th July 25 at Computer lab -1 to be conducted (for Non Teaching staff in first half and for teaching staff in 2nd Half) .
2. On 15th and 16th July (half day) department /section wise hands on training .Separate list attached as per time distribution.
3. Common Concluding and feedback meeting on 16th July at 3.00 pm at Conference hall-1.

All staff members are informed to attend the training and feedback session positively and ask any doubt regarding e-office and e-leave , so that we can be in a position to do office work in e office portal.

This issues with the approval of the competent authority.


(P. C. Meena)
Administrative Officer

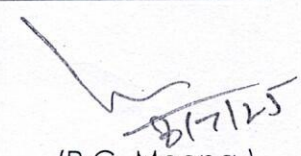
Copy to :-

1. All Heads/Section incharges / HM DMS for circulation among the staff members to attend the training programme positively.
2. I/c CAC for uploading the same in the Institute website.
3. PA to Principal for information.

Regional Institute of Education: Bhubaneswar

Schedule of Hands on Training programme of E Office and E Leave from 15th and 16th July 2025

Sl No	Name of the Section/Department	Date	Time
1	Establishment Section, Accounts Section, Extension department	15.7.2025	9.30am to 1.00pm
2	Academic Section, General Store, C & W Section and Library	15.07.2025	2.30pm to 5.30pm
3	DM School, DESM, DESSH, DE, Dispensary	16.7.2025	9.30am 1.00pm
4	Feedback cum valedictory session	16.7.2025	3.00pm onwards at Conference Hall -1


(P.C. Meena)
Administrative Officer