

CollabFiles Training to the Officials of Government of Puducherry

During the review meeting with all Secretaries, the Chief Secretary to Govt. of Puducherry had expressed his views for getting quick responses for Action taken reports, Minutes of Meetings etc., and requested the support of NIC to provide efficient way for collation and compilation. In this regard, a presentation on CollabFiles was given to the Chief Secretary and all Secretaries to Govt. of Puducherry on 02/07/2024. The available features in CollabFiles for creating and sharing the documents as well as compilation of various reports were explained during the meeting.

The Chief Secretary instructed to provide the training on CollabFiles to all the Government Departments as well as various offices of Chief Secretariat for which he had nominated the Planning and Research Department as the Nodal Department for the implementation of the same. A training program had been organized by Planning & Research Department in two sessions covering all the stakeholders on 19/07/2024.

As per the direction of Sh. V. Gopi Swaminathan, SIO, NIC, Puducherry, a video conference based training program was organised with the support of CollabFiles Team, NIC, Telangana. SIO, Puducherry had welcomed the officials and highlighted the usage of CollabFiles in compiling the documents in collaborative mode and insisted the usage for effective compilation.

Dr. P. Gayatri, HOD–CollabFiles & Sr. Director (IT), Ms. Y. Sreevani, Director (IT) and Team Members from NIC, Telangana had explained the features, facilities available in CollabFiles and gave live demonstration covering Document, Spread Sheet and Presentation. The features like feedback, resources and chat box were explained to the officials. The use cases on the Action Taken Report and Representation Documents, which were already shared to all HODs by Planning Department was explained by Sh. S. Arulraj, Sr. Director (IT) and Sh. D. Gopinath, Jt. Director (IT).

In all, 62 Officials from all the Govt. Departments and Office of Secretaries of Govt. of Puducherry had attended the training program and the doubts / queries raised by them were explained to the officials during these sessions. It was explained that the departments also can create the files and share to outlying regions of Karaikal, Mahe and Yanam for collecting the reply effectively.

At the end, Department of Planning and Research had expressed their thanks and looking forward the effective usage of CollabFiles for official usage in collaborative way.

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