

**Syllabus For OFFICE PROCEDURE IN THE OFFICE OF FORESTS DIRECTORATE & OTHERS**

<b>Course Name</b>	<b>OFFICE PROCEDURE IN THE OFFICE OF FORESTS DIRECTORATE &amp; OTHERS</b>
<b>Sector</b>	<b>MANAGEMENT &amp; ENTREPRENEURSHIP AND PROFESSIONAL</b>
<b>Course Code</b>	<b>MEP/2021/POFD/125</b>
<b>Level</b>	<b>4 (RPL)</b>
<b>Occupation</b>	<b>OFFICE PROCEDURE IN THE OFFICE OF FORESTS DIRECTORATE &amp; OTHERS</b>
<b>Course Duration</b>	<b>Total Duration 70 Hrs (T-38 , P-32 )</b>
<b>Trainees' Entry Qualification</b>	<b>Class VIII Pass with 5 years experience in the relevant field</b>
<b>Trainers Qualification</b>	<b>Class 12<sup>th</sup> Passed, Min 10 years working experience in any wing of Forests or experience in providing training in Govt. Offices</b>

**SYLLABUS:****Theory Component:**

Module	Chapter	Sub Topics	Period/Hr.	Learning Outcomes: On successful completion of training, trainees will :
Unit 1	<b>Introduction ( includes scope )</b>	1.1 General Structure of Forest Directorate	01	Explain structure of Forest Directorate and types of office related jobs in the Forest Offices.
		1.2 Different types of work in The Forest Offices	01	
		1.3 Use of computer in Different office works in the Forest Offices	01	
Unit 2	<b>Basic Office Procedure</b>	2.1 Case Register, Docket Register, Issue Register, Peon Book	01	Acquire knowledge about i. a) Work with office registers, files and letters. b) Draft letters, mails
		2.2 Receipt of letters, Registration Of letters ( Docket ) & Distribution of letters to the Dealing assistants.	01	
		2.3 Opening & Numbering of Files	01	
		2.4 Drafting of communication &	02	

		Writing of Note Sheet		
		2.5 Movement of Files / Record Management	01	
		2.6 Security of official information & Documents & records	01	
		2.7 Issuing of letters, dispatch of letters & Guard File	01	
Unit 3	<b>West Bengal Service rule</b>	3.1 Basic idea of West Bengal Service rule	02	
Unit 4	<b>Matter related to Establishment</b>	4.1 Basic idea of maintenance of Service Book & Personal File	02	i. maintain of Service Book and Personal File. ii. Handle cases related to WBHS iii. Handle cases related to Carrier Advancement Scheme (CAS) & promotional scope. iv. Work for disbursement of TA
		4.2 Leave matters	01	
		4.3 West Bengal Health Scheme 2005	02	
		4.4 Carrier Advancement Scheme (CAS) & promotional scope	02	
		4.5 Travelling Allowance Rule	01	
		4.6 Establishment related other rules.	02	
Unit 5	E – billing	5.1 General concept	01	Work for preparation, submission and related activities for E-billing
		5.2 Preparation of bills	02	
		5.3 Submission of bills	01	
		5.4 Follow up action of the Submitted bills	01	
		5.5 Relevant rules of E - billing	01	
Unit 6	HRMS	6.1 General Idea	01	Work with module HRMS
		6.2 Input of Data	02	
Unit 7	Legal Matters	7.1 General Idea	01	Handle Legal Matters
		7.2 Issues relevant to offices	01	
Unit 8	Communication skill	8.1 Development of Communication skill	02	Communicate effectively with colleagues, officers
Unit 9	Tender & Quotations	9.1 Floating of Tender & e-Tender Earnest money	01	work on Tender & E-Tender.
		9.2 Relevant Govt. orders	01	
		TOTAL	38	
<b><u>Practical Components :-</u></b>				
Unit 1	Use of Computer	1.1 MS Word	04	Trainees will be able to work on MS Word & MS Excel
		1.2 MS excel	04	
Unit 2	Office Procedure	2.1 Preparation of Note Sheet, Writing of draft	04	Trainees will be able to i. prepare Note Sheet, ii. writing draft.

Unit 3	E - Office	3.1 Establishment matter	04	Trainees will be able to handle legal matters.
		3.2 Legal matters	02	
Unit 4	IFMS & Establishment	4.1 Health Scheme	06	Trainees will be able to handle IFMS and also know the procedure of reimbursement of medical bill .
		4.2 HRMS i) IFMS ii) Billing	08	
		Total	32	

**Course Outcomes:**

1. Explain organizational structure of Forest Directorate and its function.
2. Perform various common office jobs like filling, letter drafting, handling emails,
3. Perform various service related jobs like maintaining service book, WBHS claims reimbursement, promotional events, working in HRMS modules.
4. Perform Tendering/ e-tendering process.
5. Handle office related legal issues.