

## **E-Office Training Session for District Officers held at conference hall, Baroo**

Kargil, February 19, 2026: An E-Office training session was conducted for district officers from various departments today at Conference Hall, Baroo, to enhance their digital efficiency and accuracy in handling official files through the E-Office system.

The training focused on improving officers' understanding of file management and addressing common challenges faced during day-to-day use of the platform. Key areas such as login procedures, technical issues and digital signature were also reviewed and resolved during the session.

The Master Trainer, Mr. Ishtiyak, guided the officers step-by-step on important functions of the system, including: file receipt and acknowledgment, file creation and movement, dispatch and issuing procedures, file pullback system, and draft preparation and processing.

In addition, the trainer addressed various queries raised by DDOs and other officers, ensuring clarity on both minor and major operational errors.

The session also introduced the ACOPS ID App, which enables officers to access OTPs and manage files even in remote areas where network services such as Airtel may not function properly. This feature was highlighted as particularly useful for uninterrupted file access and authentication.

Overall, the training proved highly fruitful, as the Master Trainer trained on minute as well as larger tasks, making the session beneficial for all participating officers.



