

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No.5 (2)/2021-HR-II

Islamabad, the 19th September, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 07-10-2024 TO 11-10-2024

Secretariat Training Institute (STI) is organizing subject course from 07-10-2024 to 11-10-2024. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Federal Govt. Employees BS-11-16 of those Ministries/ Divisions & Attached Departments where NITB's e-Office application is operational.

Course objectives:-

To introduce e-Office application/programme and create awareness about the concept of electronic government and build the capacity of participants to start work on this new system without any hesitation /shyness.

Courses Contents/Outlines:-

i)	Introduction to E-Office	ii)	How to Create E-file in programme
iii)	Scanning and Adding of Previous Noting and Correspondence in E-file	iv)	Adding PUC/FR and other Documents and Noting in E-file System
v)	How to Create DFA	vi)	Submission of file to Seniors and Issuance of Letters/ O.M, Memorandum, U.O. and other Forms/ O.M, Memorandum, U.O. and other Forms of Communication to Concerned Officer
vii)	Opening of Partfile & Tackling of Allied Issues.		

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 02-10-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 07-10-2024 at 09:00 a.m hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 27-09-2024 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II)

- i. ✓ Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-7/2024-SD-II

Dated 9th September, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 07-10-2024 TO 11-10-2024.

In order to create awareness about paperless environment and government vision of electronic government, STI is organizing subject course from 07-10-2024 to 11-10-2024. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Federal Govt. Employees BS-11-16 of those Ministries/Divisions & Attached Departments where NITB's e-Office application is operational.

Course objectives:

To introduce e-Office application/programme and create awareness about the concept of electronic government and build the capacity of participants to start work on this new system without any hesitation/shyness

Course Contents/Outlines:

i	Introduction to E-Office	ii	How to Create E-file in programme
iii	Scanning and Adding of Previous Noting and Correspondence in E-file	iv	Adding PUC/FR and other Documents and Noting in E-file System
v	How to Create DFA	vi	Submission of File to Seniors and Issuance of Letters/O.M, Memorandum, U.O. and other Forms of Communication to Concerned Office
vii	Opening of Part-file & Tackling of Allied Issues.		

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **02-10-2024**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **7th October, 2024 at 0900 hours. No registration shall be allowed after 0930 hours.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
Ph: 051-9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.