

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.5 (2)2021-HR-II

Islamabad, the 9th December, 2021

CIRCULAR

**SUBJECT: CAPACITY BUILDING OF ALL DIVISIONS FOR E-OFFICE
MODULES ON TRAIN-THE TRAINER BASIS**

Please find enclosed herewith a copy of self explanatory Letter No. NITB/EOR/CR-TRG/2018 dated 6th December 2021 received from National Information Technology Board (NITB) on the above mention.

2. The interested officials (BPS-05 to BPS-14) of the Ministry who fulfill the eligibility criteria may forward their nomination, latest by 10-12-2021 positively.

Encl: As above


(Muhammad Arshid)
Deputy Director (HR-II)

Copy to:-

✓ Deputy Director (IT), Ministry of Commerce, Islamabad with the request to upload the subject Circular on the official's website of Ministry.

2. Notice Board



Government of Pakistan
Ministry of Information Technology & Telecommunication
NATIONAL INFORMATION TECHNOLOGY BOARD



On e-Office (only)

F.No. NITB/EOR/CB-TRG/2018

Islamabad, the 6th December, 2021

SUBJECT: CAPACITY BUILDING OF ALL DIVISIONS FOR E-OFFICE MODULES ON TRAIN-THE-TRAINER BASIS

Reference is invited to Federal Government of Pakistan's vision of "Digital Pakistan" and focus on digitization of its business process. In connection thereof, e-Office Application suite is a flagship initiative which is provisioned to all Federal Divisions. For sustainable operations of e-Office the subject training is scheduled to be held in National Information Technology Board from 13th December to 16th December 2021:

Sr#	Module	Date	Time
1.	Inter Communication	13 December 2021	10:00 to 12:00
		14 December 2021	10:00 to 12:00
2.	Human Resource	15 December 2021	10:00 to 12:00
		16 December 2021	10:00 to 12:00

2. It is requested that three (03) IT savvy official (BPS-05 to BPS-14) may be nominated for the training. It is first training of its nature; however, it may be an iterative activity as improvements/enhancements in the application based on the user feedback and ever-changing technology is a continuous process. After the training sessions the trained officials shall be awarded the certificates. Attached nomination pro forma may be filled in returned to Mr. Sajjad Ahmad Khan only through e-Office and e-mail sajjad.khan@nitb.gov.pk no hard copy should be forwarded, please.

3. National IT Board looks forward to kind administrative support in successful completion of this activity, and commits the continuous support and service, please.

4. This issues with the approval of Executive Director.


(Faisal Iqbal Rasyal)
Director General (PMO)

To:

All Federal Secretaries, Federal Ministries/Divisions, Islamabad.

CC:

i. Secretary (IT), Ministry of Information & Telecommunication, Islamabad.

ii. Executive Director, National IT Board, Islamabad.

iii. Director to Federal Minister Ministry of Information & Telecommunication, Islamabad.



Government of Pakistan
Ministry of Information Technology & Telecommunication
NATIONAL INFORMATION TECHNOLOGY BOARD



On e-Office (only)

e-Office Application Suite Capacity Building Training Pro Forma

Ministry/Division: - _____

Date: - _____

Sr#	Nominee Name	Designation
1.		
2.		
3.		

Name: - _____

Designation: - _____

Signature: - _____