

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 20th September, 2023

CIRCULAR

SUBJECT: - THREE DAYS (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 09-10-2023 TO 11-10-2023

Secretariat Training Institute (STI) is organizing subject course from 19-10-2023 to 11-10-2023. 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 Superintendents/Assistants/UDCs, and LDCs of those Ministries/ Divisions & Attached Departments where NITB's Office application is operational.

Course objectives:-

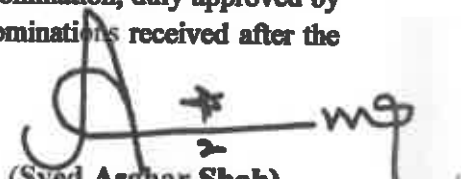
To introduce e-Office application/programme and create awareness about the concept of electronic government and build the capacity of participant to start work on this new system without any hesitation /shyness.

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

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 29-09-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 09-10-2023 at 09:00 a.m hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 25-09-2023 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II) 20/9/23

- 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)