

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 21st December, 2021

CIRCULAR

SUBJECT: - THREE DAYS (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 17-01-2022 TO 19-01-2022

Secretariat Training Institute (STI) is organizing subject course from 17-01-2022 to 19-01-2022. 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
vii)	Opening of Part-file & Tackling of Allied Issues.		

2. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 13-10-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 17-01-2022 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, latest by **10-01-2022 positively.**


(Muhammad Arshid)
Deputy Director (HR-II)
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- ✓ Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- Notice Board.