

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th February, 2024

CIRCULAR

SUBJECT: - THREE DAYS (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION"

Secretariat Training Institute (STI) is organizing subject course from 25-03-2024 to 27-03-2024. The training sessions will be held from 10:00 to 12:00 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 / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 15-03-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 25-03-2024 at 10:00 a.m hours. No registration shall be allowed after 1045 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 **08-03-2024** positively. Nominations received after the deadline will not be entertained.

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

09/02/2024

- ✓. 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)