

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-7/2023-SD-II

Dated 7<sup>th</sup> September, 2023

**MEMORANDUM**

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

In order to create awareness about paperless environment and government vision of electronic government, STI is organizing subject course from 09-10-2023 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 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
vi	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 **29-09-2023. 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 **9<sup>th</sup> October, 2023 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.

Secretary (SD-II)  
Date: 07/09/2023  
To

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

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.  
(ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.  
✓ (iii) DD (IT) for uploading on STI website