GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE
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F.No.5-7/2023-SD-II   Dated 30th January, 2024

MEMORANDUM

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

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 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
vii	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 **15-03-2024. , 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 **25th March, 2024 at 1000 hours. No registration shall be allowed after 1045 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.

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

To

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

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website: www.sti.gov.pk