

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F No S-7 2025-SD-41

Dated 4th April, 2025

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 26-05-2025 TO 30-05-2025.**

In order to create awareness about paperless environment and government vision of electronic government, STI is organizing subject course from 26-05-2025 to 30-05-2025. 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 Federal Govt. Employees BS-11-16 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 **15-05-2025**. **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 **26th May, 2025 at 0900 hours. No registration shall be allowed after 0915 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 sessions of the course in order to become eligible for the Certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD)

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.