

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE**

F.No.10-1/2021-SD-II

Dated 14th December, 2021

M E M O R A N D U M

Subject: **THREE DAYS (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 17.01.2022 TO 19.01.2022.**

In order to create awareness about paperless environment and government vision of electronic government, 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 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 **13-01-2022. 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 **17th January, 2022 at 0900 hours. No registration shall be allowed after 0915 hours.** It is pertinent to mention here that due to pandemic of corona virus, SOPs of COVID19 issued by NCOC will be adhered strictly during the training. 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. STI normally encourages participation of women employees.

(RANA MUHAMMAD JAVAID)

Deputy Director (SD-II)

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To

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

Copy to:

- a. DD(IT) for uploading on website of STI
- b. APS to DG for information.