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**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE**  
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F.No.5-7/2024-SD-II

Dated 9<sup>th</sup> September, 2024

**MEMORANDUM**

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 07-10-2024 TO 11-10-2024.**

In order to create awareness about paperless environment and government vision of electronic government, STI is organizing subject course from 07-10-2024 to 11-10-2024. 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 **02-10-2024. 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 **7<sup>th</sup> October, 2024 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.

  
(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.

DS Admn  
16/9  
25/9/24