

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 the Ministries/Divisions & Attached Departments where NITB's e-Office application is operational.

Course objectives:

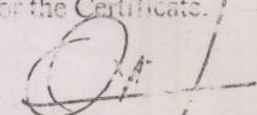
To introduce e-Office application/programme and create awareness about the concept of electronic government and build the capacity of participants to start work on this new system without any hesitation/shyness

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: 051-9265183

To

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

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265183 Website: [www.sti.gov.pk](http://www.sti.gov.pk)

Diary No. 2118  
Date: 18-9-24  
DevCom, M/o PD&SI  
Diary No. 1312  
Date: 01/9/2024

SOAV  
upload of dev.com P27 DSI form  
18/9  
DS Adm  
Rashid  
18/9