

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

CIRCULAR

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/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. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 5.3.2024.**


(Madiha Rafique)
Section officer (QA-I)
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All Superintendents/ Assistant/ UDCs and LDCs, Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2014-67 dated 6.2.2023

⇒ Webmaster with the request to upload the circular on Finance Division's website