

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

**C I R C U L A R**

Subject: - **THREE DAYS (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 22-02-2022 TO 24-02-2022**

In order to create awareness about paperless environment and government vision of electronic government. STI is organizing subject course from 22-02-2022 to 24-02-2022. 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 / Division & Attached Departments where NITB's Office application is operational.

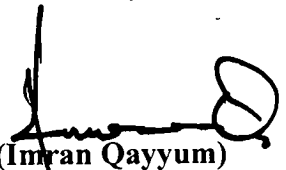
**Course Objectives:**

To introduce e-office application / program 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 of E-Office	ii)	How to Create E-file in program
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 & Tacking of Allied Issues.	viii)	Printing of Noting & Drafting

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 15-02-2022.

  
(Imran Qayyum)  
Dy. Secretary (QA/PMDU)  
Ph: 9207853

All Officials (BPS 09-16), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/2014

dated 04-02-2022

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