CIRCULAR

Subject: - THREE DAYS (PART TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 9.10.2023 to 11.10.2023

STI is organizing subject course from 9.10.2023 to 11.10.2023. 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/LDCs. of those Ministries /Divisions & Attached Departments where NITB's E-Office application is operational.
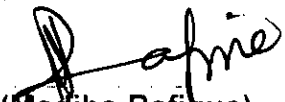
Course Objectives:

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 22.9.2023.**

(Madiha Rafique)
Section officer (QA-I)
Ph: 9208523

All Superintendents/ Assistant/ UDCs,and LDCs, Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2014   dated 14.9.2023

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