

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

C I R C U L A R

Subject: - **ONE WEEK (PART TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 8.9.2025 TO 12.9.2025**

With reference to STI letter F.No.5-7/2025-SD(1) dated 6th August, 2025 on the subject cited above. STI is organizing subject training course from 8.9.2025 to 12.9.2025 on part time basis. The course shall be held from 9:00 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	Acceptance/forwarding of external receipts		

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 25.8.2025.**


(Madiha Rafique)
Section officer (QA-I)
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All Officials (BPS 11-16), Finance Division, Islamabad.

Finance Division's U.O. No.F.3 (3) QA-I/2023 dated 12.8.2025

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