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

Subject: - <u>ONE WEEK (PART TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 7.10.2024 TO 11.10.2024</u>

In order to create awareness about paperless environment and government vision of electronic government, STI is organizing subject course from 7.10.2024 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 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 2 .10.2024.**

(Aamir Habib Abbasi)
Deputy Secretary (QA)
Ph: 9208523

<u>All Officials (BPS 11-16), Finance Division, Islamabad.</u>
Finance Division's U.O. No.F.3 (3) QA-I/2023   dated 16.09.2024

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