Shabahat Ali Shah

Islamabad, the 24th June, 2021

Subject: **Digitalization of Basic IT Training Process**

Assalam u Alaekum

The capacity building of Ministerial Staff of the Government i.e., imparting Basic IT Training task given by Establishment Division vide their OM. No. 1/13/96-R-6 dated 10th August, 2016. To cover Ministerial Staff across the Country online training in collaboration with Virtual University has been launched. Which not only saved the huge exchequer of the Government but also made this happened with immediate effect, as desired. I am pleased to say that up till now, more than fifteen thousand Minstrel Staff got desired BIT training.

2.   On my directive, office further made this process more transparent, easy and economical by converting all process into paperless environment. Accordingly, the Basic IT training end-to-end process is fully being automated. This new online system would create separate account of each candidate whose online filled credentials should be operated (online) by a nominated focal person, who is supposed to verify the nomination forms of respective minstrel staff. **Latest status of each candidate's application/Exam-schedule/Exam-Status/Certificates of Pass-Out candidates will online be updated in user's account in liaison with the Focal Person.** For which a Dashboard on NITB portal will be provided to Focal Person. This automation will be a big transition toward paperless environment and step forward toward "*Digital Pakistan*".

3.   The success of this new built system is fully dependent upon extension of your esteem cooperation by nominating Focal Person as per Pattern described in Annex-I.
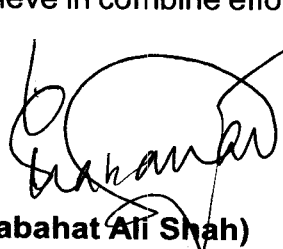
4.   General SOPs for Focal Person and Candidates are provided in Annex-II and Annex-III, respectively.

5.   Looking forward for your immediate response, I believe in combine efforts where Pakistan comes first.

With Profound Regards.

Encl. Annex-I,II,III

(Shabahat Ali Shah)

All Federal Secretaries and All HODs

SOP For Focal Person.

1. Dashboard will be provided for the Focal Person on NITB Portal.

2. Candidates will Fill Nomination Forms from their Account Provided on NITB Portal. On pressing Submit Button, the Forms will be transferred to the Focal Person account.

3. Focal Person can only edit Course Field of the Nomination Form. After verification, the Focal Person can send the forms to NITB just by clicking a button or send it back to the candidate for correction. It will be the responsibility of the Focal Person for any wrongly typed entry.

4. NITB will send those forms to VU for preparation of Batch and onward Scheduling for Exam.

5. The Schedule of concerned candidates will be communicated to the concerned Focal Person Account.

6. On Declaration of Result, status of result and digitally signed pass-out certificated of all concerned candidates will be communicated to Focal Person Account.

SOP For BIT Candidate

1. BIT Candidate can open account on NITB Portal.

2. Every information about latest status of candidates' Nomination Form, Exam Schedule, result status, and Result Card will be provided on candidates account.

3. **All the communication of a candidate will be through their concerned Focal Person.**