

**Government of Pakistan  
Ministry of Privatisation  
Privatisation Commission**

\*\*\*\*\*

**TRAINING NEED ASSESSMENT FORM (TNAF-E-OFFICE)**

<b>Name</b>		<b>Designation</b>	
<b>Section</b>		<b>Experience in PC</b>	
<b>IT Literate (E-Office User)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>E-Office Training (done already)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>FEATURES-E-OFFICE</b>			
<b>Digital Certificate</b>	<ul style="list-style-type: none"> <li>• Digital Certificate Installed. <input type="checkbox"/></li> <li>• Digital Certificate not yet installed. <input type="checkbox"/></li> </ul>		
<b>Head Creation</b>	<ul style="list-style-type: none"> <li>• Whether the user is familiar with “Head Creation” feature? <input type="checkbox"/></li> <li>• If not, reasons thereof.</li> </ul> <p><b>Reason:</b></p>		
<b>File Creation</b>	<ul style="list-style-type: none"> <li>• Whether the user is familiar with “Creation of Files” feature? <input type="checkbox"/></li> <li>• If not, reasons thereof.</li> </ul> <p><b>Reason:</b></p>		
<b>Document Attachment</b>	<ul style="list-style-type: none"> <li>• Whether the user is familiar with “Documents Uploading” feature? <input type="checkbox"/></li> <li>• If not, reasons thereof.</li> </ul> <p><b>Reason:</b></p>		
<b>Reference Insertion</b>	<ul style="list-style-type: none"> <li>• Whether the user is familiar with “Reference Insertion” feature in the noting portion of files? <input type="checkbox"/></li> <li>• If not, reasons thereof.</li> </ul> <p><b>Reason:</b></p>		
<b>DFA Creation</b>	<ul style="list-style-type: none"> <li>• Whether the user is familiar with the use of “DFA creation”, built-in feature of E-Office? <input type="checkbox"/></li> <li>• If not, reasons thereof.</li> </ul> <p><b>Reason:</b></p>		
<b>Refresh Training E-Office Required</b>	<ul style="list-style-type: none"> <li>• Keeping in view the feedback, the user may intimate the requirement of refresher e-Office Training.</li> </ul> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

**Signature:** \_\_\_\_\_