

F.No.1-1/2012-SD-II  
**SECRETARIAT TRAINING INSTITUTE**  
 (Staff Development Wing)

**TRAINING PLAN FOR EMPLOYEES UPTO BPS-16 FOR THE CALENDAR YEAR 2018**

S. No.	Course Title	Time table	Duration	Course Contents	Objective	Target Group
<b>COURSES ON “SERVICE RULES &amp; REGULATIONS”</b>						
1	Service Rules & Regulations	01-01-2018 to 12-01-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Conduct Rules, 1964.</li> <li>• An over view of Civil Servants Act. 1973.</li> <li>• APT Rules, 1973</li> <li>• E&amp;D Rules, 1973.</li> <li>• Appeal Rules, 1977.</li> <li>• Promotion Policy.</li> <li>• Seniority Rules.</li> <li>• Revised Leave Rules, 1980</li> <li>• PPRA Rules, 2004.</li> <li>• Retirement from Govt. service and re-employment (S.No.1-10 Chapter 6 Estacode Vol.I).</li> </ul>	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16
2	Service Rules & Regulations	30-04-2018 to 11-05-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Conduct Rules, 1964.</li> <li>• An over view of Civil Servants Act. 1973.</li> <li>• APT Rules, 1973</li> <li>• E&amp;D Rules, 1973.</li> <li>• Appeal Rules, 1977.</li> <li>• Promotion Policy.</li> <li>• Seniority Rules.</li> <li>• Revised Leave Rules, 1980</li> <li>• PPRA Rules, 2004.</li> <li>• Retirement from Govt. service and re-employment (S.No.1-10 Chapter 6 Estacode Vol.I).</li> </ul>	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16

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<b>COURSES ON “OFFICE PROCEDURES”.</b>						
3	Office Procedures.	04-02-2018 to 16-02-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions: <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>• Basics of conduct of business in the Parliament (ROB, 1973).</li> <li>• Legislation (ROB, 1973).</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973).</li> <li>• Miscellaneous (Secretariat Instructions 57-63 Appendix ‘E’).</li> <li>• Conduct of cases of the Federal Govt. in Courts (SI Appendix ‘F’ Sub section 1-4 &amp; 20-23).</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 11-16
4	Office Procedures.	05-03-2018 to 16-03-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions: <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>• Basics of conduct of business in the</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 05-10

S. No.	Course Title	Time table	Duration	Course Contents	Objective	Target Group
				<p>Parliament (ROB, 1973).</p> <ul style="list-style-type: none"> <li>• Legislation (ROB, 1973).</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973).</li> <li>• Miscellaneous (SI Appendix 'E' Secretariat Instructions 57-63).</li> <li>• Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 &amp; 20-23).</li> </ul>		
5	Office Procedures.	25-06-2018 to 06-07-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions: <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>• Basics of conduct of business in the Parliament (ROB, 1973).</li> <li>• Legislation (ROB, 1973).</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973).</li> <li>• Miscellaneous (SI Appendix 'E' Secretariat Instructions 57-63).</li> <li>• Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 &amp; 20-23).</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 05-10

S. No	Course Title	Time table	Duration	Course Contents	Objective	Target Group
<b>COURSE ON “COMMUNICATION SKILLS”.</b>						
6	Communication Skills	26-03-2018 to 30-03-2018	One week (part time)	<ul style="list-style-type: none"> <li>• Correspondence with Foreign Governments</li> <li>• Correspondence with Members of the public</li> <li>• Noting &amp; Drafting on Files</li> <li>• Preparation of Drafts / Specimen of forms of draft communication(s).</li> <li>• Checks on delays</li> <li>• General: <ul style="list-style-type: none"> <li>- Inspections</li> <li>- Meetings</li> </ul> </li> </ul>	To enhance communication skills of participants to build professional excellence.	BPS 11-16
<b>COURSES ON “FINANCIAL RULES”</b>						
7	Financial Issues Relating to Pension & Retirement.	22-01-2018 to 26-01-2018	One-week (part-time)	<ul style="list-style-type: none"> <li>• Preparation of Service Book (with practical exercise).</li> <li>• Pension Rules/Preparation of Pension Papers (FR/SR).</li> <li>• Benevolent and Group Insurance Rules / benefits for serving &amp; retiring Govt. servants.</li> <li>• G.P. Fund Rules/Advances / Final Payment procedures.</li> <li>• Revised Leave Rules, 1980</li> <li>• TA/DA Rules.</li> </ul>	To build the capacity of the participants in preparation of pension cases and relevant documents.	BPS 11-16

S. No.	Course Title	Time table	Duration	Course Contents	Objective	Target Group
<b>COURSES ON OFFICE ETHICS / ETIQUETTES</b>						
8	Ethics, manners & hospitality	16-04-2018 to 20-04-2018	One-week (part-time)	<ul style="list-style-type: none"> <li>• General Ethics &amp; behavior</li> <li>• Punctuality &amp; discipline</li> <li>• Mannerism</li> <li>• Dress code</li> <li>• Serving the officers/guests</li> <li>• Integrity</li> <li>• Movement of papers</li> <li>• Sense of ownership &amp; responsibility</li> <li>• Handling of Fax / Photocopiers / Computer.</li> <li>• Receiving/ attending guests</li> <li>• Attending telephone when required.</li> </ul>	To build capacity for standardized performance among the participants.	BPS 1-4

S. No.	Course title	Time Table	Duration	Course Contents	Objectives	Target Group
<b>ENGLISH SHORTHAND / TYPEWRITING &amp; PRIVATE SECRETARIES COURSES.</b>						
01	English Shorthand Theory.	01-01-2018 to 27-04-2018	4- Month (part-time)	<ul style="list-style-type: none"> <li>• Basic Principles of Shorthand.</li> <li>• Basic English grammar, pronunciation, vocabulary and usage).</li> </ul>	Capacity Building in required skills	Stenotypists / UDCs/LDCs/ etc. and Dependents of Govt. Servants.
02	Office Automation /IT. (English Typewriting )	08-01-2018 to 02-02-2018	One - Month (Part-time)	<ul style="list-style-type: none"> <li>• Learning of English Typewriting key board.</li> <li>• Basics of Microsoft Office (MS Word/ Power point/Excel).</li> <li>• Practical exercises.</li> </ul>	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.

<b>S. No.</b>	<b>Course title</b>	<b>Time Table</b>	<b>Duration</b>	<b>Course Contents</b>	<b>Objectives</b>	<b>Target Group</b>
03	English Shorthand Refresher Speed Course.	05-02-2018 to 30-03-2018	2-Month (Part-time)	<ul style="list-style-type: none"> <li>• Dictation.</li> <li>• Basic English grammar, pronunciation, vocabulary and usage).</li> </ul>	Capacity Building in required skills	APSS/ Steno typists / LDCs etc. and Dependents of Govt. Servants.
04	Duties & Responsibilities of Private Secretaries / Assistant Private Secretaries.	02-04-2018 to 13-04-2018	Two week (part-time)	<ul style="list-style-type: none"> <li>• Duties &amp; Responsibilities of a Private Secretary / Assistant Private Secretary.</li> <li>• Basics of Secretariat Instructions.</li> <li>• Procedure for official meeting</li> <li>• Communication skill/Forms of communication.</li> <li>• Handling of classified documents</li> <li>• Organizational Skills in the Workplace Profile of an Ideal PS/APS</li> <li>• Secretary's time waster</li> <li>• Secretary's office work desk tools</li> <li>• MS Office (Word/spread sheet on Excel/power Point / Internet)</li> <li>• Introduction to Urdu computer In-page software programme.</li> </ul>	Capacity Building in required skills	Private Secretaries/ Assistant Private Secretaries
05	Office Automation /IT. (English Typewriting )	16-04-2018 to 11-05-2018	One - Month (Part-time)	<ul style="list-style-type: none"> <li>• Learning of English Typewriting key board.</li> <li>• Basics of Microsoft Office (MS Word/ Power point/Excel).</li> <li>• Practical exercises.</li> </ul>	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.
06	English Shorthand Theory.	02-05-2018 to 31-08-2018	4- Month (part-time)	<ul style="list-style-type: none"> <li>• Basic Principles of Shorthand.</li> <li>• Basic English grammar, pronunciation, vocabulary and usage).</li> </ul>	Capacity Building in required skills	Stenotypists / UDCs/LDCs/ etc. and Dependents of Govt. Servants.

## دفتری اردو، اردو مختصر نویسی، ٹائپنگ و اردو کمپوزنگ (ان پیج) کمپیوٹر پروگرام 2018

نمبرز	کورس ٹائٹل	ٹائم ٹیبل	دورانیہ	کورس عنوانات	مقاصد	ٹارگٹ گروپ
۱	دفتری اردو مراسلت نویسی	8-1-2018 to 18-1-2018	ایک ہفتے کا (جزوقتی)	- دفتری اردو کا تعارف اور اس کی اہمیت - اردو میں کیفیت اور مراسلت نویسی - اعلامیہ سسٹم - اردو میں مراسلت کی اقسام	اردو میں دفتری قواعد کاری کے بہتر اطلاق کے لئے شرکاء کو کورس کی صلاحیت -	بی بی ایس - ۱۱
۲	اردو کمپوزنگ (ان پیج) کمپیوٹر سافٹ ویئر	5-2-2018 to 16-2-2018	۲ ہفتے کا (جزوقتی)	- اردو تختہ کلید سیکھنا - کمپیوٹر سافٹ ویئر کے فنکشن کا تعارف / آگاہی - صفحہ کی درستی اور ترجمے کے انداز - اردو ٹائپ کاری میں عملی مشقیں	اردو کمپوزنگ (ان پیج) میں مہارت اور کارکردگی کو بہتر بنانا	اسٹنٹ پرائیویٹ سیکرٹریز، سٹیٹو پابلس / ایل ڈی سیز
۳	اردو مختصر نویسی (تیسوری)، ٹائپ کاری اور کمپیوٹر (ان پیج) کورس	1-3-2018 to 29-6-2018	۳ ماہ کا (جزوقتی)	- اردو مختصر نویسی تیسوری - اردو کلیدی بورڈ کا سیکھنا - اردو کمپیوٹر سافٹ ویئر کا سیکھنا - اردو ٹائپنگ میں عملی مشقیں	اردو مختصر نویسی (تیسوری) کے فن کو سیکھنا اور متعلقہ شعبہ میں مہارت کو بڑھانا۔	اسٹنٹ پرائیویٹ سیکرٹریز، سٹیٹو پابلس / ایل ڈی سیز اور سرکاری ملازمین کے زیر کفالت

S. No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
<b>COURSES ON “INFORMATION TECHNOLOGY”</b>					
1.	<b>Microsoft Office 2013/2016 &amp; Internet</b>	15-01-18 to 26-01-18  Two weeks (part-time)	<ul style="list-style-type: none"> <li>• How to create, edit &amp; format documents, spread sheets &amp; presentations.</li> <li>• Paragraph &amp; page numbering</li> <li>• Page Layout/Page Setup</li> <li>• Auto Text/ Quick Part Entries</li> <li>• Recording and use of Macros</li> <li>• Working with Tables</li> <li>• Mail Merge (complete)</li> <li>• Table of Contents</li> <li>• Track Changes</li> <li>• Handling of MS Office Options/Settings</li> <li>• Use of Template(s)</li> <li>• Formulas &amp; Functions</li> <li>• Conditional Formatting</li> <li>• Sort &amp; Filter</li> <li>• Searching Data Timely &amp; Easily</li> <li>• Proofing document, worksheet &amp; presentation</li> <li>• Save, Protect and Print documents, spreadsheets &amp; presentations</li> <li>• Internet Browsing, Surfing and Email handling</li> </ul>	Capacity building of Govt. Employees in using MS Office & Internet for performing daily tasks involving use of computer in typing related skills.	BS7 to BS16



S. No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
2.	<b>Advanced Course on Microsoft Excel 2013/2016</b>	12-02-18 to 16-02-18  One week (part-time)	<ul style="list-style-type: none"> <li>• Overview of MS Excel</li> <li>• Insertion/Editing/Formatting of Data and Work sheets</li> <li>• Conditional Formatting</li> <li>• Formulas &amp; Functions</li> <li>• Sort &amp; Filter</li> <li>• Use of Data Tools</li> <li>• Pivot Table</li> <li>• Importing of External Data</li> <li>• What If Analysis</li> <li>• Lookup and Reference</li> <li>• Customizing Excel</li> <li>• Track Changes</li> <li>• Working with Comments</li> <li>• Use of Templates</li> <li>• Excel Sway</li> <li>• Excel Online</li> <li>• Protecting of Work Book/Sheet</li> </ul>	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16

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3.	<b>Microsoft Office 2013/2016 &amp; Internet</b>	05-03-18 to 16-03-18  Two weeks (part-time)	<ul style="list-style-type: none"> <li>• How to create, edit &amp; format documents, spread sheets &amp; presentations.</li> <li>• Paragraph &amp; page numbering</li> <li>• Page Layout/Page Setup</li> <li>• Auto Text/ Quick Part Entries</li> <li>• Recording and use of Macros</li> <li>• Working with Tables</li> <li>• Mail Merge (complete)</li> <li>• Table of Contents</li> <li>• Track Changes</li> <li>• Handling of MS Office Options/Settings</li> <li>• Use of Template(s)</li> <li>• Formulas &amp; Functions</li> <li>• Conditional Formatting</li> <li>• Sort &amp; Filter</li> <li>• Searching Data Timely &amp; Easily</li> <li>• Proofing document, worksheet &amp; presentation</li> <li>• Save, Protect and Print documents, spreadsheets &amp; presentations</li> <li>• Internet Browsing, Surfing and Email handling</li> </ul>	Capacity building of Govt. Employees in using MS Office & Internet for performing daily tasks involving use of computer in typing related skills.	Private Secretaries, Assistant private Secretaries and equivalent

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4.	<b>Microsoft Office 2013/2016 (Word and Excel)</b>	07-05-18 to 11-05-18  One week (part-time)	<ul style="list-style-type: none"> <li>• Exploring the Word &amp; Excel Interface</li> <li>• Creating, Formatting and Editing documents &amp; spread sheets.</li> <li>• Font Formatting</li> <li>• Paragraph &amp; Page Numbering</li> <li>• Aligning Text and Paragraphs</li> <li>• Managing Headers &amp; Footers</li> <li>• Page Layout/Page Setup</li> <li>• Auto Text/ Quick Part Entries</li> <li>• Recording and use of Macros</li> <li>• Creating &amp; Managing Tables</li> <li>• Mail Merge</li> <li>• Entering Text, Dates &amp; Numbers in Excel</li> <li>• Editing Cell Entries</li> <li>• Filling Series</li> <li>• Basic Formulas &amp; Functions</li> <li>• Conditional Formatting</li> <li>• Sort &amp; Filter</li> <li>• Adding &amp; Formatting Charts</li> <li>• Proofing document and worksheet</li> <li>• Saving, Protecting and Printing documents and spreadsheets</li> </ul>	Capacity building of Govt. Employees in using MS Office for performing daily tasks involving use of computer in typing related skills.	BS7 to BS16

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5.	<b>Microsoft PowerPoint 2013/2016</b>	25-06-18 to 29-06-18  One week (part-time)	<ul style="list-style-type: none"> <li>• PowerPoint Overview</li> <li>• PowerPoint Views</li> <li>• Creating a New Presentation</li> <li>• Formatting Text</li> <li>• Drawing Tools &amp; Drawing Skills</li> <li>• Graphics and Clipart</li> <li>• Tables and Charts</li> <li>• Slide Masters and Templates</li> <li>• Transitions and Animation</li> <li>• Slide Shows</li> <li>• Multi-media, Linked and Embedded Objects</li> <li>• Saving presentations</li> <li>• Slide Show Preparation</li> <li>• Custom Shows</li> <li>• Speaker Notes and Handouts</li> <li>• Presenting With PowerPoint</li> <li>Printing Presentations</li> </ul>	To build and enhance PowerPoint presentation capabilities of Government employees	BS07 to BS16