

No. F 1-1/2012-SD-II
Secretariat Training Institute
 Islamabad

ANNUAL TRAINING PROGRAMME (ATP) FOR STAFF DEVELOPMENT (BPS-1 TO BPS-16) FOR THE FINANCIAL YEAR 2018-19

S#	COURSE TITLE	DURATION		COURSE CONTENTS	OBJECTIVES	TARGET GROUP
		FROM	TO			
1	"Office Procedures" (Two Weeks)	Monday, July 2, 2018	Friday, July 13, 2018	<ul style="list-style-type: none"> • Organization & structure of the Federal Government (ROB, 1973). • Distribution of work & responsibilities • Basics of Secretariat Instructions: <ul style="list-style-type: none"> - Disposal of business. - Opening of new files. - Paging/referencing/ docketing/ diarizing. • Basics of conduct of business in the Parliament (ROB, 1973). • Legislation (ROB, 1973). • Handling of classified documents • Recording, Indexing & weeding of files. • Consultation among Divisions (ROB, 1973). • Miscellaneous (SI Appendix 'E' Secretariat Instructions 57-63). • Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 & 20-23). 	To enhance skills of participants in Office Procedures & Practices	Superintendents/ Assistants/UDCs. /LDCs.
2	"Duties and Responsibilities of DDOs/Cashiers" (One Week)	Monday, July 16, 2018	Friday, July 20, 2018	<ul style="list-style-type: none"> • Definitions of Accounting Management. • Financial Management in Public Sector Organizations. • Budget Preparation. • Preparation of bills/sanctions & relevant provisions of GFR/FTR. • Duties & responsibilities of DDOs/Cashiers (Cash handling, Maintenance of Cash Book, disbursement of claims, Appropriation Register, Monthly Expenditure Statement, & Re- conciliation with AGPR/Banks). • Development and non- development expenditures. • Financial Powers delegated to the Ministries/ Divisions and Heads of the Departments. 	Capacity Building of DDOs/ Cashiers for better and standadized performance.	DDOs/ Cashiers

S#	COURSE TITLE	DURATION		COURSE CONTENTS	OBJECTIVES	TARGET GROUP
		FROM	TO			
3	Microsoft Office (Two weeks)	Monday, July 16, 2018	Friday, July 27, 2018	<ul style="list-style-type: none"> • MS Word 2013 • MS Excel 2013 • MS Power Point 2013 	To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities of “Dependents of Govt. employees” by using Microsoft Office commands & tools.	Dependents of Govt. Employees (Cancelled)
4	Office Automation /IT. (English Typewriting) (One-Month)	Monday, July 23, 2018	Friday, August 17, 2018	<ul style="list-style-type: none"> • Learning of English Typewriting key board. • Basics of Microsoft Office (MS Word/ Power point/Excel). • Practical exercises. 	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.
5	Microsoft PowerPoint 2013 (One week)	Monday, August 6, 2018	Friday, August 10, 2018	<ul style="list-style-type: none"> • PowerPoint Overview • PowerPoint Views • Creating a New Presentation • Formatting Text • Drawing Tools & Drawing Skills • Graphics and Clipart • Tables and Charts • Slide Masters and Templates • Transitions and Animation • Slide Shows • Multi-media, Linked and Embedded Objects • Saving presentations • Slide Show Preparation • Custom Shows • Speaker Notes and Handouts • Presenting With PowerPoint • Printing Presentations 	To build and enhance PowerPoint presentation capabilities of Government employees	BPS 09-16
6	Urdu Typewriting (Inpage) (Two Weeks)	Monday, August 6, 2018	Friday, August 10, 2018	<ul style="list-style-type: none"> • Introduction of Urdu software • Urdu typewriting learning • Urdu typewriting exercises 	Capacity Building in required skills	APSS/ Stenotypists / LDCs

S#	COURSE TITLE	DURATION		COURSE CONTENTS	OBJECTIVES	TARGET GROUP
		FROM	TO			
7	"Ethics, manners & hospitality" (One Week)	Monday, August 20, 2018	Friday, August 24, 2018	<ul style="list-style-type: none"> • General Ethics & behavior • Punctuality & discipline • Mannerism • Dress code • Serving the officers/guests • Integrity • Movement of papers • Sense of ownership & responsibility • Handling of Fax / Photocopiers / Computer. • Receiving/ attending guests • Attending telephone when required 	To build capacity for standardized performance among the participants	DRs./Drivers/ Qasids/Daftris/ Naib Qasids & Equivalents (BPS 1-7)
8	"Servie Rules & Regulations" (Two Weeks)	Monday, September 3, 2018	Friday, September 14, 2018	<ul style="list-style-type: none"> • Conduct Rules, 1964. • An over view of Civil Servant Act. 1973. • APT Rules, 1973 • E&D Rules, 1973. • Appeal Rules, 1977. • Promotion Policy. • Seniority Rules. • Revised Leave Rules, 1980 • PPRA Rules, 2004. • Retirement from Government Service. 	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16
9	Microsoft Office (One week)	Monday, October 1, 2018	Friday, October 5, 2018	<ul style="list-style-type: none"> • MS Word 2013 • MS Excel 2013 	Capacity building of Govt. Employees in using MS Office for performing daily tasks involving use of computer in typing related skills.	BPS 09-16
10	Office Automation /IT. (English Typewriting) (One-Month)	Monday, October 1, 2018	Wednesday, October 31, 2018	<ul style="list-style-type: none"> • Learning of English Typewriting key board. • Basics of Microsoft Office (MS Word/ Power point/Excel). • Practical exercises. 	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.
11	"Communication Skills" (One Week)	Monday, October 8, 2018	Friday, October 12, 2018	<ul style="list-style-type: none"> Correspondence with Foreign Governments • Correspondence with Members of the public • Noting & Drafting on Files • Preparation of Drafts / Specimen of forms of draft communication(s). • Checks on delays • General: <ul style="list-style-type: none"> - Inspections - Meetings 	To enhance communication skills of participants to build professional excellence.	BPS 11-16

S#	COURSE TITLE	DURATION		COURSE CONTENTS	OBJECTIVES	TARGET GROUP
		FROM	TO			
12	"Duties & responsibilities of Drivers/Despatch Riders" (One Week)	Monday, October 22, 2018	Monday, November 26, 2018	<ul style="list-style-type: none"> • General Ethics & behaviour • Sense of responsibility • Discipline, Control & punctuality. • Rules for the use of Staff Cars, 1980 • Mannerism • Individual/collective behaviour • Dress code • Integrity • Security of Classified documents / negotiations/conversations / Attending Protocol duty • Traffic Rules/ Regulations • Managing crisis • Fundamental knowledge for trouble shooting. • Maintenance of vehicles. • Maintenance of Log Book • Safety of the vehicles. 	To create awareness among the participants about their duties & responsibilities.	Drivers/ DRs and equivalent
13	"Office Procedures" (Two Weeks)	Monday, November 5, 2018	Friday, November 16, 2018	<ul style="list-style-type: none"> • Organization & structure of the Federal Government (ROB, 1973). • Distribution of work & responsibilities • Basics of Secretariat Instructions: <ul style="list-style-type: none"> - Disposal of business. - Opening of new files. - Paging/referencing/ docketing/ diarizing. • Basics of conduct of business in the Parliament (ROB, 1973). • Legislation (ROB, 1973). • Handling of classified documents • Recording, Indexing & weeding of files. • Consultation among Divisions (ROB, 1973). • Miscellaneous (SI Appendix 'E' Secretariat Instructions 57-63). • Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 & 20-23). 	To enhance skills of participants in Office Procedures & Practices	Superintendents/ Assistants/UDCs. /LDCs.
14	Office Automation /IT. (English Typewriting) (One-Month)	Monday, November 19, 2018	Friday, December 14, 2018	<ul style="list-style-type: none"> • Learning of English Typewriting key board. • Basics of Microsoft Office (MS Word/ Power point/Excel). • Practical exercises. 	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.

S#	COURSE TITLE	DURATION		COURSE CONTENTS	OBJECTIVES	TARGET GROUP
		FROM	TO			
15	"General Financial Rules & Procedures" (One Week)	Monday, November 26, 2018	Friday, November 30, 2018	<ul style="list-style-type: none"> • Overview of Financial Control & Budgeting, 2006. • Expenditure and Payment of Moneys (GFR Chapter 2, Section II) • Defalcations, losses, etc. (GFR Chapter 2, Section V): • Re-appropriations and Supplementary grants(GFR Chapter 5, Section IX): • Establishment(GFR Chapter 6, Section II): • Stores (GFR Chapter 8, Section I, II & IV). • Pay (FR/SR Part III, IV & V). 	To update and refresh knowledge of participants about the financial rules and procedures	BPS 11-16
16	"Ethics, manners & hospitality" (One Week)	Monday, December 3, 2018	Friday, December 7, 2018	<ul style="list-style-type: none"> • General Ethics & behavior • Punctuality & discipline • Mannerism • Dress code • Serving the officers/guests • Integrity • Movement of papers • Sense of ownership & responsibility • Handling of Fax / Photocopiers / Computer. • Receiving/ attending guests • Attending telephone when required 	To build capacity for standardized performance among the participants	DRs./Drivers/ Qasids/Daftris/ Naib Qasids & Equivalents (BPS 1-7)
17	Daftri Urdu (One-Week)	Monday, December 3, 2018	Friday, December 7, 2018	<ul style="list-style-type: none"> • Introduction and importance of Daftri Urdu. • Noting & Drafting in Daftri Urdu. • Forms of Communication in Daftri Urdu. 	To enhance the capabilities of participants about Daftri Urdu	BPS 7-16
18	"Servie Rules & Regulations" (Two Weeks)	Monday, December 10, 2018	Friday, December 21, 2018	<ul style="list-style-type: none"> • Conduct Rules, 1964. • An over view of Civil Servant Act. 1973. • APT Rules, 1973 • E&D Rules, 1973. • Appeal Rules, 1977. • Promotion Policy. • Seniority Rules. • Revised Leave Rules, 1980 • PPRA Rules, 2004. • Retirement from Government Service. 	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16

S#	COURSE TITLE	DURATION		COURSE CONTENTS	OBJECTIVES	TARGET GROUP
		FROM	TO			
19	Urdu Typewriting (Inpage) (Two Weeks)	Monday, December 31, 2018	Friday, January 11, 2019	<ul style="list-style-type: none"> • Introduction of Urdu software • Urdu typewriting learning • Urdu typewriting exercises 	Capacity Building in required skills	APSS/ Stenotypists / LDCs