

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F. No.3-8/2025-26(EP)

Islamabad, the 26th August, 2025.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "OFFICE PROCEDURE AND PRACTICES" FROM 06-10-2025 TO 10-10-2025.

Subject course is being conducted at STI Campus H-9, Islamabad from 06-10-2025 to 10-10-2025, on part time basis which shall be held daily from 9:00 to 11:30 hours or as notified otherwise. Details of the course are as follows: -

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course Objectives:

To refresh professional knowledge for better understanding /application of rules on the subject

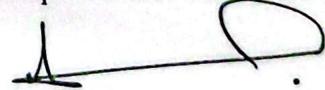
Major Contents:

<ul style="list-style-type: none">• Noting (Practical /Exercise)• Drafting (Practical /Exercise)• Forms of Communications (Practical /Exercise)	<ul style="list-style-type: none">• Revised Leave Rules 1980• TA / DA Rules• Opening of files
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than five**) by **02-10-2025**. Nominations may please be reconfirmed by **03-10-2025** at the given e-mail address **ddep2@sti.gov.pk**. **Late receipt of nominations will not be entertained**. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **06th October, 2025 at 0900 hours**. **No registration shall be allowed after 0920 hours**. Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.



(AFTAB AKRAM CHOCHAN)
Deputy Director (EP)
Cell No.03335143377

To

- i) Joint Secretary (Admn), Ministries/ Divisions
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) AD (IT), STI with request to place the circular on website.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : www.sti.gov.pk