

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F. No.3-6/2024-25-EP

Islamabad, the 14<sup>th</sup> April, 2025.

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "ORIENTATION IN OFFICE PROCEDURE" FROM 19-05-2025 TO 23-05-2025.**

Subject course is being conducted at STI Campus H-9, Islamabad from 19-05-2025 to 23-05-2025, 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 enhance skills of participants in Office Procedures & Practices.

**Major Contents:**

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| <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:</li><li>• Basics of conduct of business in the Parliament (ROB) 1973.</li><li>• Legislation (ROB, 1973.</li><li>• Handling of classified documents</li></ul> | <ul style="list-style-type: none"><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 (SL Appendix 'F' Sub section 1 -4 &amp; 20-23).</li></ul> |
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **15-05-2025**. Nominations may please be reconfirmed by **16-05-2025** 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 **19<sup>th</sup> May, 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. Tell No. 051-9265193 and Fax: 051-9265189 Web : www.sti.gov.pk