

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-2/2023-SD-II

Dated 13th December, 2023

MEMORANDUM

Subject: **RE-SCHEDULE OF TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES".**

STI is organizing subject course from 18-12-2023 to 29-12-2023. The training sessions will be held from 11:30a.m. to 01:30p.m. hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Officials of BS-9 to16.

Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents/Outlines:

i)	Organization & structure of the Federal Government (ROB, 1973).	ii)	Distribution of work & responsibilities
iii)	Basics of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing/diarizing.	iv)	Basics of conduct of business in the Parliament (ROB, 1973).
v)	Legislation (ROB, 1973).	vi)	Handling of classified documents
vii)	Recording, Indexing & weeding of files	viii)	Consultation among Divisions (ROB, 1973).
ix)	Miscellaneous (Secretariat Instructions 57-63 Appendix 'E') (Forms of Communication).	x)	Conduct of cases of the Federal Government in Courts (Secretariat Instructions Appendix 'F' Sub section (1-4 & 20-23).

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by **15-12-2023**. **Late nominations will not be entertained**. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its *Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number* mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **18th December, 2023 at 11:30a.m.** **No registration shall be allowed after 11:45 a.m.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. **Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.**

3. Participants must attend all modules in order to become eligible for the Certificate.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)

To

- (iv) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (v) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (vi) DD (IT) for uploading STI website.