

**SECRETARIAT TRAINING INSTITUTE
(Staff Development Wing)**

ANNUAL TRAINING PROGRAMME OF SD-II WING (BS 01-16) FOR THE FINANCIAL YEAR 2023-24

S.No	Course title	Time	Duration	Course Contents	Target Group
01	Office Procedures (Two Weeks) F.No.5-2/2023-SD-II	Afternoon 11:30 a.m. to 1:30 p.m.	18-12-2023 to 29-12-2023	<ul style="list-style-type: none"> • Organization & structure of the Federal Government (ROB, 1973). • Distribution of work & responsibilities • Basics of Secretariat Instructions: • 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). 	BPS 11-16
02	General Financial Rules & Procedures (One Week) F.No.5-1/2023-SD-II	Morning 09:00 a.m. to 11:00 a.m.	18-12-2023 to 22-12-2023	<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). 	BPS 11-16
03	Communication Skills (One Week) F.No.5-2/2023-SD-II	Morning 09:00 a.m. to 11:00 a.m.	26-12-2023 to 29-12-2023	<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 	BPS 11-16


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➤ DD (IT) for uploading STI website.


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