

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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F.No.5-2/2024-SD-II(A)

Dated 2<sup>nd</sup> December, 2024

**MEMORANDUM**

Subject: **TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 06-01-2025 TO 17-01-2025.**

STI is organizing subject course from 06-01-2025 to 17-01-2025. The training sessions will be held from 09:00 a.m. to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for Officials of BS-11 to16.

**Course objectives:**

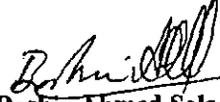
To enhance skills of participants in Office Procedures and Practices.

**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 01-01-2025. 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 6<sup>th</sup> January, 2025 at 09:00 a.m. No registration shall be allowed after 09:15 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.

  
(Bashir Ahmed Solagni)  
Deputy Director (SD-1)

To

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