

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE**

F.No.5-2/2023-SD-II(A)

Dated 5th January, 2024

MEMORANDUM

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

STI is organizing subject course from **06-02-2024 to 16-02-2024**. The training sessions will be held from **11:30 a.m. to 1:30 p.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). (Case Study and Presentation)
ii)	Distribution of work & responsibilities (Case Study and Presentation)
iii)	Basics of conduct of business in the Parliament (ROB, 1973). (Case Study and Presentation)
iv)	Legislation (ROB, 1973). (Case Study and Presentation)
v)	Basics of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing/diarizing. (Case Study and Presentation)

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 **26-01-2024**. **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 **6th February, 2024 at 11:30 a.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)

051-9265193

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.