

SECRETARIAT TRAINING INSTITUTE
(Staff Development Wing)

For the Month of April, 2024.

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	Service Rules & Regulations (One Week)	10:00 a.m. to 12:00 noon	01-04-2024 to 05-04-2024	<ul style="list-style-type: none">• Conduct Rules, 1964.• An over view of Civil Servant Act. 1973.• APT Rules, 1973• Appeal Rules, 1977.• E&D Rules, 2020.	BPS 11-16
02	Eid-ul-Fitr		08-04-2024 to 12-04-2024		
03	Office Procedures (Two Weeks)	09:00 a.m. to 11:00 a.m	22-04-2024 To 03-05-2024	<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


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Deputy Director (SD-II)

➤ DD (IT) for uploading STI website.