

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

F.No.6-1/2025-SD(1)

Dated 11th September, 2025

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "RECORD MANAGEMENT AND PRESERVATION".

STI is organizing subject course from 20-10-2025 to 24-10-2025. The training sessions will be held from 09:00 to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for BS 11-16.

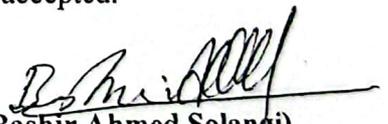
Course objectives:

To refresh and update knowledge of participants about prevailing rules and regulations.

Course Contents/Outlines:

i)	Record Management	ii)	Creation of Files and Their Numbering Important Definitions
iii)	Current Record vs Non-current Record Types of Non-current Records	iv)	Procedure to Transfer Non-current Record Indexing of Files Weeding of Files
v)	Quarterly Returns of Files Record Preservation of Records	vi)	Archives Retrieval of record

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 **15-10-2025**. 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 **20th October, 2025 at 09:00 hours**. 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.


(Bashir Ahmed Solangi)
Deputy Director (SD)

To

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

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265200 Website: www.sti.gov.pk