

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-2/2025-SD(B)

Dated 7th October, 2025

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "NOTING & DRAFTING".**

Secretariat Training Institute (STI) is organizing subject course from 17-11-2025 to 21-11-2025. The training sessions will be held from 09:00 to 11:00 hours daily Details are as follows:-

Target Audience/Group:

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

Course objectives:

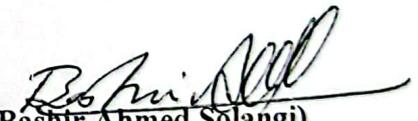
To improve the knowledge of the skill for effective work.

Course Contents/Outlines:

i	What is Noting	ii	What is Drafting
iii	Legal Standing of Noting & Drafting	iv	Why Noting & Drafting Needed
v	File and Its Parts	vi	Parts of Note
vii	Structure of Note	viii	Characteristics of a Good Note
ix	Characteristics of a Good Draft	x	Specimen Noting / Hands-on Activity

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 **13-11-2025. 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 **17th October, 2025 at 0900 hours. No registration shall be allowed after 0915 hours.** 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.

3. Participants must attend all sessions of the course in order to become eligible for the Certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD)
Tele:9265200

To:

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


Secretariat Training Institute
ISSUED
Date: 09-10-25