

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2022-SD-II

Dated 15th July, 2022

MEMORANDUM

Subject: TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 01-08-2022 TO 12-08-2022.

STI is organizing subject course from 01-08-2022 to 12-08-2022. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Officials of BS-9 to 16.

Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents/Outlines:

i	Basics of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing/diarizing	ii	Distribution of work & responsibilities
iii	Employees Relationship and Performance Management	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	Forms of Communication.	X	Conduct of cases of the Federal Government in Courts (Secretariat Instructions Appendix 'F' Sub section 1-4 & 20-23).

2. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **29.07.2022**. **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. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **1st August, 2022 at 0830 hours. No registration shall be allowed after 0900 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/ accepted.

3. STI normally encourages participation of women employees.

(RANA MUHAMMAD JAVAID)
Deputy Director (SD-II)
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To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.

