

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5(2)/2021-HR-II

Islamabad, the 6th June, 2024

CIRCULAR

SUBJECT:- TWO WEEK (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 08-07-2024 TO 19-07-2024

Secretariat Training Institute (STI) is organizing subject course from 08-07-2024 to 19-07-2024. 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-11 to 16.

Course objectives:-

To enhance skills of participants in Office Procedures and Practices.

Courses Contents/Outlines:-

i)	Organization & structure of the Federal Government (ROB, 1973)	ii)	Distribution of work & responsibilities
iii)	Basic of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing / diarizing	iv)	Basic 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)
xi)	Miscellaneous (Secretariat Instructions 57-63 Appendix 'E') (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 has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 04-07-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 08-07-2024 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 14-07-2024 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II)

- i. Copy Database Administrator Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- ii. Notice Board

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-2/2024-SD-II(A)

Dated 3rd June, 2024

MEMORANDUM

Subject: TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 08-07-2024 TO 19-07-2024.

STI is organizing subject course from **08-07-2024 to 19-07-2024**. The training sessions will be held from **09:00 a.m. to 11:00 a.m.** daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

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Course Contents/Outlines:

i) Organization & structure of the Federal Government (ROB, 1973).	ii) Distribution of work & responsibilities
iii) Basics of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing/diarizing.	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) Miscellaneous (Secretariat Instructions 57-63 Appendix 'E') (Forms of Communication).	x) Conduct of cases of the Federal Government in Courts (Secretariat Instructions Appendix 'F' Sub section (1-4 & 20-23).

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 **04-07-2024**. **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 **8th July, 2024 at 09:00 a.m. 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.**

3. Participants must attend **all modules** in order to become **eligible** for the Certificate.


(NAUSHEEN KALEEM)
Deputy Director (SD-II)

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.