

F. No. 5-1 / 2014-SD.II (i)

Dated: 1st April, 2015.

MEMORANDUM

Subject:- TRAINING COURSE ON OFFICE ORIENTATION(04-05-2015 to 08-05-2015).

The subject part-time course is being conducted for Assistants, UDCs & equivalent. The main objective of the course is to update knowledge of the participants in the rules and regulations of Government in order to achieve organizational goals.

Course details are as under:-

Duration : One-week/ part-time
Dates : 04th to 08th May, 2015.
Timing : 09.00 AM to 11.00 AM
Target Group : Assistant/Upper Division Clerks & equivalent.

Course Outlines :

- ❖ Detailed Office Procedure.
- ❖ Handling of classified documents.
- ❖ Basic English (grammar, pronunciation, vocabulary & usage).
- ❖ Revised Leave Rules, 1980.
- ❖ Preparation of leave account with practical exercise.
- ❖ Traveling Allowance/Daily Allowance Rules.
- ❖ Preparation of TA and pay bills etc. with practical exercise.
- ❖ Cash handling.
- ❖ Preparation of Cash Book.
- ❖ G.P. Fund Rules and Advances.
- ❖ Benevolent Fund & Group Insurance Rules.

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.

3. Nominations of the suitable officials may reach this Institute by 29th April, 2015. **Late nominations may not be entertained.** All nominations received by the cut off date are normally accepted unless otherwise intimated. Nominating Agency may, therefore, intimate its Phone/Fax/Mob Nos. for the purpose. In the absence of any intimation from STI, the nominee (s) may report to this Institute for registration on 04th May, 2015 at 08.30 a.m. **No registration shall be allowed after 09.00 a.m.**

4. For any further information, please contact the sender.

27/4/15

(GHAZANFAR HUSSAIN)
Deputy Director (SD.II)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

Nc.4(1)/Trg/PD/2013

Islamabad, the 16th April, 2015

The nomination should reach this Section latest by 27th April, 2015.

(Muhammad Maqsood Ali)
Section Officer

Member(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website

For uploading on Website.

Web Developer

27-04-15