

Government of Pakistan  
Establishment Division  
Secretariat Training Institute  
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F- NO: 4(1-3) Trg PD/2014

F. No. 5-1 / 2013-SD.II.

Dated: 7<sup>th</sup> May, 2014.

**MEMORANDUM**

Subject:- **CAPACITY BUILDING TRAINING COURSE FOR UDCs/LDCs**  
**FROM 09-06-2014 TO 20-06-2014**

The subject part-time course is being conducted for UDCs/LDCs and equivalent. The main objective of the course is to build the capacity of the participants in the rules, regulations and instructions of Government. Course details are as under:-

**Duration** : 10 days/part-time  
**Dates** : 9<sup>th</sup> to 20<sup>th</sup> June, 2014.  
**Timing** : 09.00 AM to 11.00 AM  
**Target Group** : UDCs/LDCs & equivalent.  
**Course Outlines :**

- Detailed Office Procedure covering the following:-
    - Receipt and Distribution of papers.
    - Procedure for diarizing and disposal of papers.
    - Opening of new files.
    - Movement of files.
    - Typing and Despatch.
    - Action after Despatch.
    - Diary Register, File Register, Despatch Register, Attendance Register, Docketing/Referencing.
  - \* Recording, indexing and weeding out of files,
  - \* Basic English (grammar, pronunciation, vocabulary & usage).
  - \* Cash Handling/ Maintenance of Cash Book
  - \* Government Loans & Advances
  - \* Revised Leave Rules 1980 and Preparation of Leave Account.
  - \* TA Rules and Preparation of TA/DA Bills.
  - \* Fixation of Pay
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 **06-06-2014**. **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 09-06-2014 at 08.30 a.m. **No registration shall be allowed after 09.00 a.m.**
4. For any further information, please contact the sender.

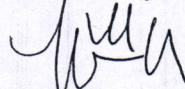
  
(GHAZANFAR HUSSAIN)  
Deputy Director (SD.II)

**TRAINING SECTION**

No.4(1-3)/Trg/PD/2013

Islamabad, the 23<sup>rd</sup> May, 2014

All officers, Ministry of Planning, Development and Reform are requested to nominate UDCs/LDCs for the subject training course at Secretariat Training Institute, Islamabad. The nomination should reach this Section latest by 27<sup>th</sup> May, 2014.

  
(ASKAR KHAN)  
Section Officer

Director General (JACC) is requested to enter/display the subject circular on Planning Commission's website