

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2017-SD-II

Dated 6th February 2018

M E M O R A N D U M

Subject: **NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 05-03-2018 TO 16-03-2018.**

STI is organizing subject course from 05-03-2018 to 16-03-2018. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for BPS 05-10.

Course objectives:

To enhance skills of participants in Office Procedures and Practices.

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)	Secretariat Noting & Drafting
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 53-63 Appendix 'E').	x)	Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 & 20-23).

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **01-03-2018**. **Late nominations will not be entertained**. Normally all nominations received by the cut off 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 **5th March, 2018 at 0845 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.

3. STI encourages participation of women employees.


(ABDUL HAFEEZ REHMANI)
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.