

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 15th October, 2021

CIRCULAR

SUBJECT: - TWO WEEK (PART-TIME) TRAINING COURSE ON“OFFICE PROCEDURES”FROM 01-11-2021 TO 12-11-2021

Secretariat Training Institute (STI) is organizing subject course from 11-11-2021 to 12-11-2021. The training sessions will be held from 0900 to 1100 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.

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 53-63 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 28-10-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-11-2021 at 0900 hours. No registration shall be allowed after 0915hours.

3. The interested officials of the Ministry, may forward their nomination, latest by 22-10-2021 positively.


(Muhammad Arshid)
Deputy Director (HR-II)
051-9217786

- ✓ Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- Notice Board.

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2021-SD-II

Dated 8th October, 2021

MEMORANDUM

Subject: **TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 01-11-2021 TO 12-11-2021.**

STI is organizing subject course from 01-11-2021 to 12-11-2021. 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)	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 53-63 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 **28-10-2021**. **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 1st November, 2021 at 0900 hours. No registration shall be allowed after 0915 hours. It is pertinent to mention here that due to pandemic of corona virus, SOPs of COVID19 issued by NCOC will be adhered strictly during the training. 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)
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To

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