

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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

Islamabad, the 22<sup>nd</sup> November, 2023

**CIRCULAR**

**SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 18-12-2023 TO 29-12-2023**

Secretariat Training Institute is organizing subject courses from 18-12-2023 to 29-12-2023. 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 employees of BPS 11-16.

**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)	Basics 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)
ix)	Miscellaneous (Secretariat Instructions 56-63 Appendix 'E') (Form of Communication)	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. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 12-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 18-12-2023 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 01-12-2023 positively. Nominations received after the deadline will not be entertained.

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

22/11/2023

- i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)