

Government of Pakistan
Ministry of Commerce

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No.5 (1)/2019/Admn-1/MoC

Islamabad, the 21st February, 2020

Circular

Subject: **NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURE" FROM 09-03-2020 TO 13-03-2020**

A Self Explanatory O.M No.5-1/2019-SD-II dated 11th February, 2020 received from Secretariat Training Institute (STI) is organizing the subject training form 09-03-2020 to 13-03-2020, for the officers (BPS 09 to-16) of Federal Ministries /Divisions/Departments. The course shall commence from 9:00 to 11:00 hours daily. (Copy of STI,O.M is enclosed).

2. Interested officers of (BPS 09-16) of Ministry of Commerce are requested to send their nominations to Admn-1/MoC section latest by 25-02-2020 .Database Administrator of Ministry of Commerce is requested to upload the above mentioned training on the website of Ministry of Commerce.



(Arshad Nawaz)

Deputy Director (MoC)

Database Administrator (MoC)

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2019-SD-II

Dated 11th February 2020

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 09-03-2020 TO 13-03-2020.

STI is organizing subject course from 09-03-2020 to 13-03-2020. 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 09-16.


Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents / Outlines:

i)	Basics of Secretariat Instructions: - Organization & structure of the Federal Government - Opening of new files.	ii)	Secretariat Noting & Drafting - distribution of work in federal secretariat - Paging/referencing/docketing/diarizing.
iii)	- Recording, Indexing & weeding of files. - Receipt and distribution of papers in the Division (Appendix E Secretariat Instructions)	iv)	Miscellaneous (Secretariat Instructions 53-63 Appendix 'E').
v)	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).	vi)	Handling of classified documents

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **03-03-2020**. **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 09-03-2020 at **0900 hours**. **No registration shall be allowed after 0900 hours**. The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations. STI offers an equal opportunity training environment. Female employees are encouraged to apply.


(Muhammad Muzaffar Khan)
Director (SD)

Joint Secretary (Admn), Ministries / Divisions / Heads of Departments
Heads of Subordinate Offices/Autonomous Bodies.

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