

No.5 (2)2021-HR-II
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE


Islamabad, the 17th June, 2021

CIRCULAR

SUBJECT: -TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 05-07-2021 TO 16-07-2021

Secretariat Training Institute vide their Memorandum No.5-1/2021-SD-II dated 14th June, 2021(copy attached) has informed that Twelve (12) days duration (Part-Time) Training course is scheduled to be held from 05-07-2021 to 16-07-2021 at Secretariat Training Institute, Islamabad. The Course has been designed for BPS 11-16.

2. The interested officials of the Ministry who fulfill the eligibility criteria may forward their nomination, latest by **24-06-2021 positively**


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

Copy to:-

1. Deputy Director (IT), Ministry of Commerce, Islamabad with the request to upload the subject Circular on the official's website of Ministry.

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

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

Dated 14th June, 2021

MEMORANDUM

Subject: TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 05-07-2021 TO 16-07-2021.

STI is organizing subject course from 05-07-2021 to 16-07-2021. The training sessions will be held from 09:15 to 11:15 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for BPS 11-16.

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').	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 is requested that nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute by **01-07-2021**. **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. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **5th July, 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 course. 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)
Deputy Director (SD-II)
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- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi
(ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.