

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

\*\*\*\*\*

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

Islamabad, the 25<sup>th</sup> July, 2022

CIRCULAR

**SUBJECT: - TWO WEEK (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 01-08-2021 TO 12-08-2021**

Secretariat Training Institute (STI) is organizing subject course from 01-08-2022 to 12-08-2022. 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)	Basic of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing/ diarizing	ii)	Distribution of work & responsibilities
iii)	Employees Relationship and Performance Management	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)	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 29-07-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-08-2022 at 08:30 hours. No registration shall be allowed after 09:00 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 26-07-2022 positively. Nominations received after the deadline will not be entertained

  
((Muhammad Umar Raiz)  
Assistant Director (HR-II)

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