

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 28th September, 2022

CIRCULAR

SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 31-10-2022 TO 11-11-2022

Secretariat Training Institute is organizing subject courses from 31-10-2022 to 11-11-2022. 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 employees of BS-9 to 16.

Course objectives:-

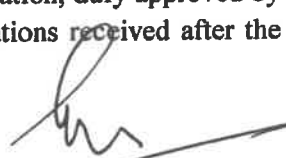
To enhance skills of participants in Office Procedures and Practices.

Courses Contents/Outlines:-

i)	Basics 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)
ix)	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 27-10-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 31-10-2022 at 0830 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 **20-10-2022** positively. Nominations received after the deadline will not be entertained.


(Muhammad Arshid)
Section Officer (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