

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

Islamabad, the 24<sup>th</sup> February, 2023

**CIRCULAR**

**SUBJECT: - TWO WEEK (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 06-03-2023 TO 17-03-2023**

Secretariat Training Institute (STI) is organizing subject course from 06-03-2023 to 17-03-2023. The training sessions will be held from 09:00 a.m to 11:00 a.m daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 9-16.

**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 03-03-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-03-2023 at 09:00 hours. No registration shall be allowed after 09:15 hours.

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 28-02-2023 positively. Nominations received after the deadline will not be entertained.

  
(Muhammad Arshad)  
Section Officer (HR-II)

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