

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5(2)2024-Admn-I/-HR-I

Islamabad, the 30<sup>th</sup> April, 2024

CIRCULAR

SUBJECT: - NOMINATIONS FOR TRAINING COURSE ON "ORIENTATION IN OFFICE PROCEDURE" FROM 13-05-2024 TO 17-05-2024

Deadline 05-05-2024

NOMINATIONS FOR TRAINING COURSE ON "ICT & E-GOVERNANCE" FROM 27-05-2024 TO 31-05-2024

Deadline 17-05-2024

NOMINATIONS FOR TRAINING COURSE ON "SECRETARIAT INSTRUCTIONS / RULES OF BUSNISS" FROM 03-06-2024 TO 07-06-2024

Deadline 24-05-2024

Please find enclosed herewith copies of self explanatory Memorandums received from Secretariat Training Institute, on the above cited subjects for placing on the website of the Ministry of Commerce.

2. Interested / relevant officers from Ministry who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section. *Nominations received after the deadline will not be entertained.*

Encl: As Above



(Aamir Wahheed)  
Section Officer (HR-I)

✓ Database Administrator,  
Ministry of Commerce,  
Islamabad

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No.2-4/2018-19 EP

Islamabad, the 12th March, 2019

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "ORIENTATION IN OFFICE PROCEDURE" FROM 13-05-2024 TO 17-05-2024.**

Subject course is being conducted at STI Campus H-9, Islamabad from 13-05-2024 to 17-05-2024, on part time basis which shall be held daily from 9:00 to 12:00 hours or as notified otherwise. Details of the course are as follows:-

**Target Audience / Group:**

Officers of the Federal Government in BS-17 to BS-19.

**Course objectives:**

To enhance skills of participants in Office Procedures & Practices.

**Major Contents:**

<ul style="list-style-type: none"><li>● Organization &amp; structure of the Federal Government (ROB) . 1973.</li><li>● Distribution of work &amp; responsibilities</li><li>● Basics of Secretariat Instructions:</li><li>● Basics of conduct of business in the Parliament (ROB) 1973.</li><li>● Legislation (ROB, 1973.</li><li>● Handling of classified documents</li></ul>	<ul style="list-style-type: none"><li>● Recording, Indexing &amp; weeding of files</li><li>● Consultation among Divisions (ROB, 1973)</li><li>● Miscellaneous (Secretariat Instructions 57 – 63 Appendix-E).</li><li>● Conduct of cases of the Federal Govt. in courts (SL Appendix 'F' Sub section 1 -4 &amp; 20-23).</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) ~~by 10-05-2024~~ **by 10-05-2024**. Nominations may please be reconfirmed by **10-05-2024** at the given e-mail address **ddep2@sti.gov.pk**. **Late receipt of nominations will not be entertained.** As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **13<sup>th</sup> May, 2024** at **0900 hours**. **No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

(AFTAB AKRAM CHOHAN)  
Deputy Assistant Director (EP)  
Cell No. 03335143377

To

- i) Joint Secretary (Admin), Ministries/ Divisions
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies
- iii) AD (IT), STI with request to place the circular on website.

Address: Plot No. 7, Sector H-9, Islamabad. Fax: 051-0265189 Web: www.sti.gov.pk