

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance-I Section)

CIRCULAR

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "ORIENTATION IN OFFICE PROCEDURE" FORM 13-5-2024 TO 17-5-2024**

The subject course is being conducted at STI Campus H-9, Islamabad from 13.5.2024 to 17.5.2024 on part time which shall be held daily from 09:00 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:-

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| <ul style="list-style-type: none">• Organization & structure of the Federal government (ROB), 1973.• Distribution of work & responsibilities .• Basics of Secretariat Instructions:• Basics of conduct of business in the Parliament (BOB, 1973).• Legislation (ROB, 1973).• Handling of classified documents | <ul style="list-style-type: none">• Recording, Indexing & weeding of files• Consultation among Divisions (ROB, 1973).• Miscellaneous (Secretariat Instructions 57-63 Appendix-E).• Conduct of cases of the Federal Govt. in courts (SL Appendix 'F' Sub section 1-4 & 20-23). |
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2. Interested Officers are requested to forward their nominations duly recommended by the AFS/Head of the respective Wing concerned to **QA-I Section by 8.5.2024.**


(Madiha Rafique)
Section officer (QA-I)
Ph: 9208523

All Officers (BPS 17-19), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2014

dated 3.5.2024

⇒ Webmaster with the request to upload the circular on Finance Division's website.