

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

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "NOTING & DRAFTING".**

With reference to STI letter F.No.5-2/2025-SD(B) dated 7th October, 2025 on the subject cited above. STI is organizing one week (part-time) subject training course from **17.11.2025 to 21.11.2025** (maximum **two** nominations from this Division). The training sessions will be held from **9:00 am to 11:00 am** hours daily. Details are as follows:-

Target Audience/ Group:

This course is designed for Officials of BS-11 to 16.

Course Objectives:

To improve the knowledge of the skill for effective work.

Course Contents/ Outlines:

i	What is Noting	ii	What is Drafting
iii	Legal Standing of Noting & Drafting	iv	Why Noting & Drafting Needed
v	File and Its Parts	vi	Parts of Note
vii	Structure of Note	Viii	Characteristics of a Good Note
ix	Characteristics of a Good Draft	x	Specimen Noting / Hands-on Activity

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wings to **QA-I Section by 6.11.2025.**


(Madiha Rafique)
Section Officer (QA-I)
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All Officials (BS-11 to 16), Finance Division, Islamabad.
Finance Division's U.O No.F.3 (3) QA-I/2014- dated 9.10.2025

Copy to:-

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