

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

CIRCULAR

Subject: - **TWO WEEKS (PART TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 08-07-2024 to 19-07-2024**

STI is organizing subject course from 08-07-2024 to 19-07-2024. 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 Officials of BS 11-16.


Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents/ Outlines:

	Organization & Structure of the Federal Government (ROB, 1973)	ii	Distribution of work & responsibilities.
i	Basic of Secretariat Instructions: -Disposal of business. -Opening of new files. -Paging/referencing/docketing /diarizing	iv	Basics of conduct of business in the Parliament (RCB, 1973).
v	Legislation (ROB, 1973).	vi	Handling of classified documents.
vii	Recording, Indexing & weeding of files.	viii	Consultation among Divisions (ROB, 1973).
ix	Miscellaneous (Secretariat Instruction 57-63 Appendix "E") (Forms of Communication).	x	Conduct of cases of the Federal Govt. in Courts (Secretariat Instructions Appendix "F" Sub Section 1-4 & 20-23).

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 1.7.2024**.


(Madiha Rafique)
Section officer (QA-I)
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All Officials (BPS 11-16), Finance Division, Islamabad

Finance Division's U.O No.F.3 (3) QA-I/2014

dated 10-06-2024

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