

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

C I R C U L A R

Subject: - **TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 06-02-2024 to 16-02-2024**

STI is organizing subject course from 06-02-2024 to 16-02-2024. The training sessions will be held from 11:30 a.m. to 1:30 p.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:

i	Organization & Structure of the Federal Government (ROB, 1973) (Case Study and Presentation)
ii	Distribution of work & responsibilities. (Case Study and Presentation)
iii	Basics of conduct of business in the Parliament (ROB, 1973) (Case Study and Presentation)
iv	Legislation (ROB, 1973). (Case Study and Presentation)
v	Basics of Secretariat Instructions: -Disposal of business -Opening of new files. -Paging/referencing /docketing/diarizing (Case Study and Presentation)

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 22-01-2024.


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

All Officials (BPS 11-16), Finance Division, Islamabad
Finance Division's U.O No.F.3 (3) QA-I/2014

dated 11-01-2024

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