

C I R C U L A R

Subject: - **TWO WEEKS (PART TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 06-01-2025 to 17-01-2025**

STI is organizing subject course from 06-01-2025 to 17-01-2025. The training sessions will be held from 09:00 to 11:00 hours 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)	ii	Distribution of work & responsibilities.
iii	Basic of Secretariat Instructions: -Disposal of business. -Opening of new files. -Paging/referencing docketing/diarizing	iv	Basics of conduct of business in the Parliament (ROB, 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 27-12-2024.

O/c

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All Officials (BPS 11-16), Finance Division, Islamabad
Finance Division's U.O No.F.3 (3) QA-I/2024

dated 11.12.2024

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

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