

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 10.3.2025 to 21.3.2025

STI is organizing subject course from 10.3.2025 to 21.3.2025. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for Officials of BS-11 to16.

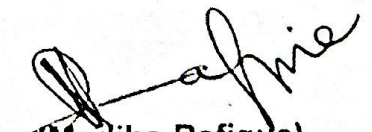
Course objectives:

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	Basics 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 25.02.2025.


(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 13.2.2025

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