

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

CIRCULAR

Subject: - **TWO WEEKS (PART TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 01-11-2021 to 12-11-2021**

STI is organizing subject course from 01-11-2021 to 12-11-2021. 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 09-16.

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 53-63 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 20-10-2021.



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All Officials (BPS 09-16), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2014

dated 13-10-2021

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