

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

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "RECORD MANAGEMENT AND PRESERVATION"**.

With reference to STI letter F.No.6-1/2025-SD(1) dated 11th September, 2025 on the subject cited above. STI is organizing subject training course from **20th – 24th October, 2025** on part-time basis. The course shall be held from **09:00 to 11:00 am** hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for BS 11-16.


Course Objectives:

To refresh and update knowledge of participants about prevailing rules and regulations.

Course Contents/ Outlines:

i	Record Management	ii	Creation of Files and their Numbering Important Definitions
iii	Current Record vs Non-current Record Types of Non-current Records	iv	Procedure to Transfer Non-current Record Indexing of Files Weeding of Files
v	Quarterly Returns of Files Record Preservation of Records	vi	Archives Retrieval of record

2. Interested Officials (**maximum two nominations**) are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 8.10.2025**.


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

All Officials (BS 11-16), Finance Division, Islamabad.

Finance Division's U.O. No.F.3 (3) QA-I/2023 dated 15.9.2025

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