

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

CIRCULAR

Subject:- **TWO WEEKS (PART TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 05-07-2021 TO 16-07-2021**

STI is organizing subject course form 05-07-2021 to 16-07-2021. The training sessions will be held from 09:15 hours to 11:15 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for BPS-11-16


Course objectives:

To enhance skills of participants in Office Procedure 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")	x	Conduct of cases of the Federal Govt. in Courts (SI Appendix "F" Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 & 20-23).

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to QA-I Section by 24-06-2021.


(Sania Akram Khan)
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/2014-203

dated 18-06-2021

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