Government of Pakistan (Establishment Division)

SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2019-SD-II -(ii)

Islamabad the 10th October, 2019

MEMORANDUM

Subject: NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 04-11-2019 TO 15-11-2019.

STI is organizing subject course from 04-11-2019 to 15-11-2019. The course shall commence from 0915 to 1115 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for Superintendents/ Assistants/UDCs/LDCs (BPS 09-16).

Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents / Outlines:

i)	Introduction & Basics of Rules of Business (ROB, 1973).	ii)	Duties & responsibilities of various functionaries
iii)	Basics of Secretariat Instructions: - Disposal of business Opening of new files Paging/referencing/docketing/diarizing.	iv)	Secretariat Noting & Drafting
v)	Conduct Rules 1964	vi)	Handling of classified documents
vii)	Recording, Indexing & weeding of files.	viii)	Consultation among Divisions (ROB, 1973).
ix)	Miscellaneous (Secretariat Instructions 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' Subsection 1-4 & 20-23).

- 2. Owing to the limited capacity, <u>maximum three nominees from an organization would</u>
 <u>be accepted</u> subject to first come first served basis. Nominations from Ministries / Divisions /
 Departments and Organizations must reach this Institute by <u>30-10-2019</u>. <u>Late nominations will</u>
 <u>not be entertained</u>. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for
 this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for
 registration on 4th November, 2019 at 0900 hours. <u>No registration shall be allowed after 0915</u>
 <u>hours</u>. The course is free of charge. However, if TA/DA for participation is involved, the same
 may be claimed from the respective nominating organizations.
- 3. STI encourages participation of women employees.

(MUHAMADAYOZAFFAR KHAN)

Tele: 9265185

Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi. Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.

ddress: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk e-mail: ddsd2@sti.gov.pk

حکومت پاکتان (آشیکشمند ڈویژن) سیکر ٹریٹ ٹریننگ انسٹی ٹیوٹ

تاریخ: ۹ اکتوبر،۲۰۱۹

مسل نمبر ۱-/۱۹/۱ ایس ڈی۔ا

بادداشت

موضوع: ایک ہفتے کا (جزوقتی) دفتری اردوتر بیتی کورس برائے اسٹنٹ پرائیویٹ سیکرٹری، شینوٹائیسٹ، بوڈی سی اور اہل ڈی سی، وضوع: (۱۱ نومبر،۱۹۱۹ء تا ۱۵ انومبر،۲۰۱۹ء)۔

سیرٹریٹٹرینگ انسٹی ٹیوٹ بعنوان بالاکورس مورخہ ۱۱ نومبر،۲۰۱۹ءے منعقد کرنے کا اہتمام کررہاہے۔ کلاسیں روزانہ ہے ۱۰ ۱۰-۱۱ بچ ہواکریں گی۔کورس کی تفصیلات درج ذیل ہیں:۔

- كورس كرتر بيتي مقاصد: وفترى طريقه كاراور مراسلت كاقومي زبان مين اطلاق اور صلاحيت سازى

کورس کے حصول مقاصد: اردومیں دفتری قواعد کاری ہے بہتر اطلاق کے لئے شرکاء کورس کی صلاحیت سازی

- کورس کے عنوانات: i دفتری اردوکا تعارف اوراہیت

ii اردوش كيفيت اورمراسلت توليي

iii دردوش مراسلت كي اقسام

۲۰ سربراہان جملہ وزاتوں انھکہوں سے گزارش ہے کہ مزکورہ کورس کیلئے موزوں اہکاران کی نامزدگیاں میں مجمہورہ ۱۹۹۹ء تک ارسال کریے۔ تاخیر سے موصول نامزدگیاں قابل قبول نہیں ہوتگی۔ نامزدگیاں ارسال کرتے وقت اپنے دفتر کا ٹیلی فون اور فیکس نمبر ضرور ترکریں۔ نیز نامزدگان کو ہرایت کریں کہ وہ اس سلسلہ میں مزید اطلاع کا انظار کئے بغیر اانومبر، ۲۰۱۹ء کوئیجہ ۱۰۰۰ ہے انسٹی ٹیوٹ ھذا میں برائے تربیت رپورٹ کریں کورس کیلئے رجٹریشن ۱۳۰۰ ہے کے بعد نہیں کی جائے گی۔ انسٹی ٹیوٹ اس کورس کیلئے کوئی فیس وصول نہیں کر ہے گا، اور نہ ہی شرکاء کورس کو کورس کی وزارتوں اور تھکموں سے قانون کے مطابق کرا بیا حاصل کرسکیں گے۔
 ۲۸ (TA/DA) دینے کا پابند ہوگا۔ تاہم شرکاء کورس میں شرکت کی حوصلہ افزائی کی جاتی ہیں۔

(محمدمطافر خان)

پلاٹ ئمبر _ ئے پکٹرانچی ٹائن اسلام آباد، ٹیلی نون 185-9265186 فیکس نمبر 9-9265183-951 ویب سائیٹ www.sti.gov.pk

Government of Pakistan SECRETARIAT TRAINING INSTITUTE (Establishment Division) *****

F,No.5-1/2019-SD-II-()2

Islamabad, the 10th October, 2019.

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "GENERAL FINANCIAL RULES & PROCEDURES" FROM 25-11-2019 TO 29-11-2019.

Secretariat Training Institute is organizing the subject course from 25-11-2019 to 29-11-2019. The course shall commence from 09.15 a.m for two hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group: BPS 11-16.

Course objectives:

To update and refresh knowledge of participants about the financial rules, regulations and official practices.

Course Contents / Outlines:

	Overview of Financial Control & Budgeting, 2006.		Establishment (GFR Chapter 6, Section II).
ļ::	Expenditure and Payment of Moneys (GFR Chapter 2, Section II)	rj.	Stores (GFR Chapter 8, Section I, II & IV).
	Defalcations, losses, etc. (GFR Chapter 2, Section V).	i	Pay (FR/SR Part III, IV & V).
<u>,</u>	Re-appropriations and Supplementary grants (GFR Chapter 5, Section IX).		

- 2. Owing to the limited capacity, <u>maximum three nominees from an organization would be accepted</u> subject to first come first served basis. Nominations from Ministries / Divisions / Departments and Organizations must reach this Institute by <u>20-11-2019</u>. <u>Late nominations will not be entertained</u>. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on 25th November, 2019 at 0915 hours. <u>No registration shall be allowed after 0915 hours</u>. The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating organizations.
- 3. STI encourages participation of women employees.

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GOVERNMENT OF PAKISTAN (ESTABLISHMENT DIVISION)

SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2019-SD-I.

Dated 9th October, 2019

MEMORANDUM

Subject: FOR NOMINATIONS FOR FOUR WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COUR!
FOR APSs, STENOTYPISTS, UDC, LDCs, etc. AND DEPENDENTS OF GOVERNME!
SERVANTS FROM 18-11-2019 TO 13-12-2019.

Secretariat Training Institute is organizing subject course for Government servants and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 18-11-2019 to 13-12-2019 (0900 to 1100 hours daily). Details are as follow:-

Target Group:

Assistant Private Secretaries, Stenotypists, UDCs, LDCs, etc. and dependents of Government servants.

Objectives:

Capacity building in required skill.

Outcome:

To improve and sustain required level of professional skill in shorthand.

Course Contents / Outlines:

i	0	Dictation form Shorthand Instructor Book O Contractions	ii	Dictation Form 700 Common Words
	0	Special Contractions		
	0	Advance Phraseography	iii	Editorial Dictation
	0	Intersections		

- 2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments/Organizations may reach this Institute by <u>14-11-2019</u>. <u>Late nominations will not be entertained</u>. Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on <u>18th October</u>, <u>2019 at 0900 hours</u>. No registration shall be <u>allowed after 0930 hours</u>. The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating organizations.
- 3. STI encourages participation of women employees.

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(Muhammad Myzaffar Khan) Director (SD)

i) Joint Secretary (Admn), Ministries/ Divisions.

- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- iii) AD (IT) for up loading on website of STI

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