

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2017-SD-II (A)

Islamabad the 10th October, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 05-11-2018 TO 16-11-2018.**

STI is organizing subject course from 05-11-2018 to 16-11-2018. 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.

Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents / Outlines:

| | | | |
|------|--|-------|---|
| i) | Introduction & Basics of Rules of Business (RGB, 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' Sub section 1-4 & 20-23). |

2. Owing to the limited seating capacity, **maximum three nominees from an organization would be accepted** subject to first come first served basis. Nominations from Ministries / Divisions / Departments and Organizations must reach this Institute by **31-10-2018**. **Late nominations will not be entertained.** 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 **5th November, 2018 at 0900 hours.** **No registration shall be allowed after 0915 hours.** 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.

Dir (Admn)
P/STK


(MUHAMAD SALEEM)
Director
Tele: 9265185

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

Received 16/10/18

JCS (Admn)
Dy. No. 903
Dated 15-10-18