

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' Sub section 1-4 & 20-23).

2. Owing to the limited 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 **30-10-2019**. **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 **4th November, 2019 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.

S. O. C. A. S.

MP
14/10

(MUHAMAD MUZAFFAR KHAN)

Director (SD)

Tele: 9265185

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

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk e-mail: ddscd2@sti.gov.pk

JCC (Admn)

Dy. No. 12-16

Date: 14-10-19

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.5-1/2019-SD-II-02

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:

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

2. Owing to the limited 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 **20-11-2019**. **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 **25th November, 2019 at 0915 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.

(MUHAMAD MUZAFFAR KHAN)
Director(SD)
Tele: 9265185

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Address: Plot No.7, Sector 11-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk e-mail: ddsd2@sti.gov.pk

JCC (Admn)

Dy. No. 12/5

Dated: 14/10/19.

S. J. K. P. W.

14/10/19

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 COURSE FOR APSS, STENOTYPISTS, UDC, LDCs, etc. AND DEPENDENTS OF GOVERNMENT 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	Dictation form Shorthand Instructor Book	ii	Dictation Form 700 Common Words
	<ul style="list-style-type: none">o Contractionso Special Contractionso Advance Phraseographyo Intersections	iii	Editorial Dictation

2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments/Organizations may reach this Institute by **14-11-2019. Late nominations will not be entertained.** 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 **18th October, 2019 at 0900 hours. No registration shall be allowed after 0930 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.


(Muhammad Muzaffar Khan)
Director (SD)

To

- S. Ozeer* *M 14/x*
- 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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To

- S. OZCPL* *12/11/19*
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 - ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
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