

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

C I R C U L A R

Subject: - **TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 18-12-2023 to 29-12-2023**

STI is organizing subject course from 18-12-2023 to 29-12-2023. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for Officials of BS-9 to16.


Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents/ Outlines:

i	Organization & structure of the Federal Government (ROB,1973)	ii	Distribution of work & responsibilities.
iii	Basics 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 57-63 Appendix "E") (Forms of Communication).	x	Conduct of cases of the Federal Govt. in Courts (Secretariat Instructions Appendix "F" Sub Section 1-4 & 20-23).

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section** by **6-12-2023 (Wednesday)**.


(Madiha Rafique)
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All Officials (BPS 11-16), Finance Division, Islamabad

Finance Division's U.O No.F.3 (3) QA-I/2014-377 dated 27-11-2023

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