

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

Subject: - **TWO WEEKS (PART TIME) TRAINING COURSE ON "OFFICE PROCEDURES**

STI is organizing subject course from 22.4.2024 to 3.5.2024. The training sessions will be held from 09:00 to 11:00 daily or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

This course is designed for Officials of BS 11-16.

**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 15.4.2024.

  
(Madiha Rafique)  
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

dated 21-3-2024

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