

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

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "ORIENTATION IN OFFICE PROCEDURE" FROM 19-05-2025 TO 23-05-2025**

With reference to STI letter F. No.3-6/2024-25-EP dated 14th April, 2025 on the subject cited above. STI is organizing subject course from 19.5.2025 to 23.5.2025 on part time basis. The course shall be held daily from 9:00 to 11:30 hours or as notified otherwise. Details are as follows:-

Target Audience/ Group:

Officers of the Federal Government in BS-17 to BS-19.

Course Objectives:


To enhance skills of participants in Office Procedures & Practices.

Major Contents:

<ul style="list-style-type: none">• Organization & structure of the Federal Government (ROB), 1973• Distribution of work & responsibilities.• Basics of Secretariat Instructions:• Basics of conduct of business in the Parliament (ROB), 1973• Legislation (ROB), 1973• Handling of classified documents.	<ul style="list-style-type: none">• Recording, Indexing & weeding of files.• Consultation among Divisions (ROB), 1973.• Miscellaneous (Secretariat Instructions 57-63 Appendix-E).• Conduct of cases of the Federal Government in courts (SL Appendix 'F' Sub section 1-4 & 20-23).
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2. Interested Officers are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 9.5.2025.**

Note:- "In addition to the eligibility criteria specified for a training, all officers who are working on contract basis/fixed pay package or having less than two years continuous government service or less than three months of service in Finance Division or against whom disciplinary proceedings/inquiry is in progress, may need not apply".


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All Officers (BS-17 to BS-19) of Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 28.4.2025

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