

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-2/2024-SD-II(A)

Dated 3<sup>rd</sup> March, 2025

**MEMORANDUM**

Subject: **TWO WEEKS (PART-TIME) TRAINING COURSE ON "OFFICE PROCEDURES" FROM 10-03-2025 TO 21-03-2025.**

STI is organizing subject course from 10-03-2025 to 21-03-2025. The training sessions will be held from 09:00 a.m. to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

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

**Course objectives:**

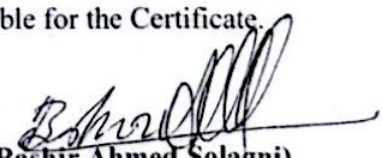
To enhance skills of participants in Office Procedures and Practices.

**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 Instructions 57-63 Appendix 'E') (Forms of Communication).	x)	Conduct of cases of the Federal Government in Courts (Secretariat Instructions Appendix 'F' Sub section (1-4 & 20-23).

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by **05-03-2025**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **10<sup>th</sup> March, 2025 at 09:00 a.m.** **No registration shall be allowed after 09:15 a.m.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. **Nominations from outstation i.e. other than Islamabad/ Rawalpindi will not be entertained/ accepted.**

3. Participants must attend all modules in order to become eligible for the Certificate.

  
(Bashir Ahmed Solagni)  
Deputy Director (SD-I)

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.

GOVERNMENT OF PAKISTAN  
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F. No. 5-2/2024-SD-I.

Dated 03<sup>rd</sup> February, 2025

**MEMORANDUM**

Subject: **NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES, ASSISTANT PRIVATE SECRETARIES AND STENOYPISTS" FROM 03-03-2025 TO 07-03-2025.**

STI is organizing subject-course from 03-03-2025 to 07-03-2025. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

**Target Audience / Group:**

This course is designed for Assistant Private Secretaries/Stenotypists (PA).

**Course Objectives:**

Capacity Building in required skills.

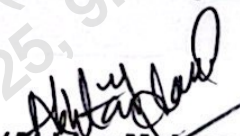
**Outcome/ Learning Achievement:**

To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

**Course Contents / Outlines:**

i.	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA).
ii.	Skill of taking dictation from his boss.
iii.	Communication Skill/ Forms of Communication.
iv.	Organizational Skills in the workplace and modern trends in communication.

2. Nominations of suitable employees of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute by **28-02-2025**. **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 **03<sup>rd</sup> March, 2025 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.

  
(Akhtar Mahmood)  
Deputy Assistant Director

To

- ATZ  
13/2  
Hidayat
- Joint Secretary (Admn), Ministries/ Divisions.
  - Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
  - AD (IT) for up loading on website of STI

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