

GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
(GOVERNANCE SECTION)

No. 9(1-4)G/PC/2011

Islamabad, the 23rd January, 2012

MEMORANDUM

Subject: **ONE-WEEK (PART-TIME) CAPACITY BUILDING TRAINING COURSE FOR UPPER DIVISION CLERKS AND EQUIVALENT FROM 13-02-2012 TO 17-02-2012**

Secretariat Training Institute (STI) has invited nominations for One-week (part-time) Capacity Building training course for Upper Division Clerks and equivalent scheduled to be held from 13-02-2012 to 17-02-2012 in Islamabad. The classes will commence two hours daily from 09:00 am to 11:00 am. The outline of the course is as under:

- Recording, indexing & weeding out of files
- Detailed office procedure covering the following:
 - Receipt, distribution of papers
 - Procedure for diarizing and disposal of papers
 - Opening of new files.
 - Movement of files.
 - Noting on files.
 - Typing and Despatch
 - Action after dispatch
 - Diary Register, File Register, Despatch Register, Attendance Register
- Basic English (Grammar, pronunciation, vocabulary and usage)
- Basic computer (MS Word, Excel, Powerpoint).

2. All upper division clerks and equivalents are requested to send their nomination duly recommended by the supervisor concerned. The recommendations of the suitable officials should reach this section **the latest by 3rd February, 2012.**

(M. Haseeb Raza)
Research Associate

All Upper Division Clerks and equivalents of P& D Division