

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

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

Islamabad, the 23<sup>rd</sup> January, 2012

**MEMORANDUM**

Subject: **THREE-WEEK (WHOLE-TIME) TRAINING COURSE ON “OFFICE MANAGEMENT” FOR OFFICERS IN BS-17 TO BS-18 UNDER STEP DOWN TRAINING PROGRAMME (SDTP) FROM 13-02-2012 TO 02-03-2012**

Secretariat Training Institute (STI) has invited nominations for Three-week (whole-time) training course on “Office Management” scheduled to be held from 13-02-2012 to 02-03-2012 in Islamabad for the officers in BS-17 to BS-18. The outline of the course is as under:

- Secretariat Instructions & Office Procedures and Practices
- Secretariat Noting & Drafting
- Personnel Management
- Administrative laws
- Service Laws and Rules
- Rules of Business
- Financial Rules
- MIS & E-Government

2. All Officers of P&D Division of BS-17 &18 are requested to send their nomination duly recommended by the supervisor concerned. The recommendations of the suitable officers should reach this section **the latest by 3<sup>rd</sup> February, 2012.**

**(M. Haseeb Raza)**  
*Research Associate*

**All Officers in BS-17& 18 of P& D Division**