

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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No. 5(2)/2020-Admn-I/MoC

Islamabad, the 13th March, 2020

C I R C U L A R


Subject: - **TRAINING WORKSHOPS ON:**

1. **“CAPACITY BUILDING OF OFFICERS/STAFF ON “NOTING & DRAFTING TECHNIQUES”**
2. **“EMPLOYEES DISCIPLINARY PROCEEDINGS : A STEP BY STEP APPROACH”**

A self-explanatory letter No.F.1(8)-IISS/2020, dated 27th February, 2020 on the subject cited above is enclosed for uploading on the website of this Ministry for information of officers/officials.

2. Interested officers/officials who are interested for the aforesaid Capacity Building Training's may forward their nominations duly recommended by concerned reporting officers to Admn-I/MoC Section. The last date of receipt of nominations to Admn-I/MoC Section is **20-03-2020**.

Encl: As above


(Arshad Nawaz)
Deputy Director (MoC)

All Officers/ Officials of Ministry of Commerce

Copy to:

- ✓ a. Manager (IT), Ministry of Commerce (with the request to kindly upload the same on the website of this Ministry)
- b. Notice Board



IDEA Institute of Specialized Studies (IISS)

No.F.1(8)- IISS/2020

Dated: 27th February, 2020

Secretary,
Commerce and Textile Division,
A Block, Pak Secretariat,
Islamabad

SUBJECT: TRAINING WORKSHOPS ON:

1. **"CAPACITY BUILDING OF OFFICERS/STAFF ON "NOTING & DRAFTING TECHNIQUES"**
2. **"EMPLOYEES DISCIPLINARY PROCEEDINGS : A STEP BY STEP APPROACH"**

Dear Sir,

Capacity Building Training's for both experienced and new employees are not just important but vital; therefore, organizations are always keen to nourish employee's skills. The objective of the training is continued learning process has always been leverage with an organization and now it has become rather an overarching trend of social needs, emphasizing that organizations must inculcate learning culture as a social responsibility. That is why, the *IDEA Institute of Specialized Studies (IISS) Islamabad*, a duly registered Institute, has arranged two (one-day) interactive training workshops at ISLAMABAD CLUB, Islamabad.

2. The first workshop will be held on 25th March, 2020 which relates to enhance the Capacity Building of officers & Staff on Noting & Drafting Techniques. This training workshop is suitable for first step careers officers or the mid-level officers of all Ministries / Organizations / Departments. It will enhance the capacity building of dealing officers/staff how to properly initiate noting on files and what types of communication are to be used.

3. The second Training workshop will be held on 31st March, 2020. It is about Employees Disciplinary Proceedings - A step by step approach which is also a very important subject. At times it has been noticed that Organizations/Departments are asked by honorable Courts/Service Tribunal to reinstate the employee with all back benefits merely on a technical ground or lacuna in conducting disciplinary proceedings and as result one side puts organization in a very embarrassing position while unnecessary financial implication is involved.

4. In view of above and to effectively utilize the services of your subordinate staff in both the fields, you are requested to kindly recommend one or more suitable officers/staff from your esteemed organizations and intimate timely so that required arrangements could be finalized. Contents, Course Fee and allied information of both the training workshops are annexed.

With warm regards,
Yours faithfully,

(M. Liaquat Munir Rao)
Executive Director (IISS)
(Former Joint Secretary M/o Finance)



TOPIC - 1

1. ONE DAY TRAINING WORKSHOP ON "CAPACITY BUILDING OF OFFICERS/STAFF ON "NOTING & DRAFTING TECHNIQUES"

Date : 25th March, 2020
VENUE : Conference Room No-2, Islamabad Club, Main Murree Road, Near Rawal Dam Chook, Islamabad.
TIMINGS : 09:30 am to 04.30 Pm

Learning Objectives

The participants after attending this training course will learn that:

- How a note is written to assist the competent authority to decide a matter easily. It helps the seniors to study the whole picture of a case as portrayed by the junior officers.
- How a note is written on a file within a prescribed procedural framework to facilitate the high ups to decide the issue;
- How to initiate a note to settle a matter while remaining within the framework of rules and regulations;
- Concluding paragraph of a note by the initiating officer suggest few alternatives to settle the issue;
- Whenever a condition arises that a matter is to be decided by the senior officer, a note is recorded in file;
- How adopt while dealing with a case , such divisions;
- Analyzing the important facts of the case;

TOPIC - 2

"ONE DAY TRAINING WORKSHOP ON "EMPLOYEES DISCIPLINARY PROCEEDINGS : A STEP BY STEP APPROACH"

Date : 31st March, 2020
VENUE : Conference Room No-2, Islamabad Club, Main Murree Road, Near Rawal Dam Chook, Islamabad.
TIMINGS : 09:30 am to 04.30 Pm

Learning Objectives

After attending this training workshop, participants will be able to understand all steps in the disciplinary proceedings process and conduct disciplinary actions in a successful way.

Please Turn Overleaf



- a) Typical model of the disciplinary proceeding process;
- b) Grounds for initiation of disciplinary proceedings;
- c) Different Types of penalties and Conduct of enquiry;
- d) Step by step approach of conducting disciplinary proceedings;
- e) Charge Sheet and Statement of Allegations;
- f) Speaking orders by the Appellate Authority.

Investment/Course Fee:

Rs.12,000 + GST @16% per participant per workshop. In case a department recommends more than one participant each shall be charged 11000 + 16 % GST. This includes:

- Payment to Resource Person
- Reading Material Folder
- Copies of Presentations
- Buffet Lunch and Two times Tea with light refreshments
- Certificates of participation and
- A Group Photograph

Dress Code for Islamabad Club

Jeans, Joggers are not allowed. With Shalwar Kameez waist Coat or Coat is must.

Mode of Payment

Course fee Payments preferably in advance However, it can also be made after the training on receipt of proper invoices, in the name of *IDEA institute of Specialized Studies (IISS), Islamabad Account No. 0216-0981-001879-Q1-7, Bank Al Habib, G-13 Markaz, Islamabad).*

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|--------------------------------|-------------------|
| <u>NTN of IISS</u> | 6272988-6, |
| <u>STRN of IISS.</u> | 3277876171670 and |
| <u>AGPR Vendor No of IISS.</u> | 30325886. |

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