

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(3)/2022-Admn-I/HR-I

Islamabad, the 31st October, 2023

CIRCULAR

SUBJECT: - NOMINATION FOR TRAINING COURSE ON "OFFICE PROCEDURE AND PRACTICES" FROM 20-11-2023 TO 24-11-2023

Please find enclosed herewith a copy of self explanatory Memorandum No. 3-1/2022-23 EP, dated 26th October, 2023 on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers from Main Ministry and its Attached Departments/Organizations may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section latest by 10-11-2023 positively. *Nominations received after the deadline will not be entertained.*

Encl: As Above



(Aamir Waheed)
Section Officer (HR-I)

**Database Administrator,
Ministry of Commerce,
Islamabad**

Copy for information to **Section Officer (AOs-HR)**, Ministry of Commerce, Islamabad

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

Islamabad, the 26th October, 2023

F.No. 3-1/2022-23 EP.

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "OFFICE PROCEDURE AND PRACTICES" FROM 20-11-2023 TO 24-11-2023.**

Subject course is being conducted at STI Campus H-9, Islamabad from 20-11-2023 to 24-11-2023, on part time basis which shall be held daily from 9:00 to 11:00 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

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

Course objectives:

To refresh professional knowledge for better understanding /application of rules on the subject

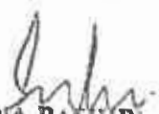
Major Contents:

- | | |
|---|--|
| <ul style="list-style-type: none">• Civil Servants Act – 1973• Secretariat Instruction• Conduct Rules, 1964 | <ul style="list-style-type: none">• Revised Leave Rules 1980• TA / DA Rules |
|---|--|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (Not more than four) by 15-11-2023. Nominations may please be reconfirmed by 17-11-2023 at the given e-mail address ddp2@sti.gov.pk. Late receipt of nominations will not be entertained. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on 20th November, 2023 at 0900 hours. No registration shall be allowed after 0920 hours. Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.


(SAADIA BASHIR)
Deputy Director (Executive Programme)
Tele: 9265200

To

- Joint Secretary (Admn), Ministries/ Divisions
- Heads of Departments / Subordinate Offices / Autonomous Bodies.
- AD (IT), STI with request to place the circular on website.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web: www.sti.gov.pk