

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 12th January, 2024

CIRCULAR

SUBJECT: NOMINATIONS FOR TRAINING COURSE ON "SECRETARIAT INSTRUCTION/RULES OF BUSINESS" FROM 05-02-2024 TO 19-02-2024

Please find enclosed herewith a copy of self explanatory Memorandum No.3-1/2022-23-EP, dated 4th January, 2024 received from Secretariat Training Institute (STI) Islamabad, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers (BS-17 to BS-19) of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by 26-01-2024 positively.

Encl: As above



(Aamir Waheed)
Section Officer (HR-I)

✓ Database Administrator,
Ministry of Commerce,
Islamabad.

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

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

Islamabad, the 4th January, 2024

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "SECRETARIAT INSTRUCTIONS / RULES OF BUSINESS" FROM 05-02-2024 TO 09-02-2024.

Subject course is being conducted at STI Campus H-9, Islamabad from 05-02-2024 to 09-02-2024, 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 update knowledge of officers about the rules / procedures specifically related to discipline procedure in the Public Sector Management.

Major Contents:

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| <ul style="list-style-type: none">• Secretariat Instructions• Rules of Business• Appointment, Promotion and Transfer (APT) Rules | <ul style="list-style-type: none">• Corporate Governance• Strategy formulation |
|--|---|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (Not more than two) by 02-02-2024. Nominations may please be reconfirmed by 02-02-2024 at the given e-mail address dden2@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 05th February, 2024 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.


(AFTAB AKRAM CHOCHAN)
Deputy Assistant Director (EP)
Cell No. 03335143377

To

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) 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