

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE AND TEXTILE
(COMMERCE DIVISION)

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No. 4(1)/2018-Admn-I/MoC

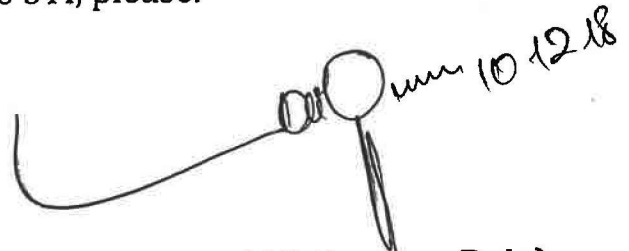
Islamabad, the 10th December, 2018

CIRCULAR

Please find attached copies of Secretariat Training Institute's Memorandums dated 27th November and 3rd December, 2018 regarding various training courses.

2. Interested officials, if any, are requested to send their nominations through their respective Wings to MoC Section latest by 15th December, 2018 for onward submission to STI, please.

Encl: As above.



(Ali Qayyum Raja)
Deputy Director (MoC)

(i) All officials in Commerce Division, Islamabad.

Copy to:-

(ii) Database Administrator, Commerce Division, Islamabad, with the request to upload the same on the Commerce Division's official website.

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-4/2018-19 EP.

Islamabad, the 27th November, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 21-01-2019 TO 25-01-2019.**

Subject course is being conducted at STI Campus H-9, Islamabad from 21-01-2019 to 25-01-2019, on part time basis which shall be held daily from 0900 to 1115 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:

Improving self-awareness, confidence building, teamwork and interpersonal communication skills.

• **Major Contents:**

<ul style="list-style-type: none">• How to improve personal effectiveness, ethos and attitudinal change• Managing self and SWOT analysis• Emotional intelligence for successful leaders	<ul style="list-style-type: none">• How to improve interpersonal communication skills• Attitudinal change
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **17-01-2019**. Nominations be please reconfirm by 18-01-2019 at the given e-mail address mrs.madihakamal@gmail.com **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **21ST January, 2019 at 0845 hours. No registration shall be allowed after 0900 hours.** No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(MADINA AKHTAR)
Director (EP)
Tele: 9265199

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.

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.3-2/2018-SD-I.

Dated 3rd December, 2018

MEMORANDUM

Subject: NOMINATIONS FOR 4 MONTHS (PART-TIME) ENGLISH SHORTHAND THEORY COURSE FOR STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-01-2019 TO 30-04-2019.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 01-01-2019 to 30-04-2019 (0900 to 1100 hours daily). Details are as follow:-

Target Audience / Group:

This course is designed for Federal Government officials (Stenotypists/UDCs/LDCs/dependents of government servants). Class-IV employees who are matriculate are also eligible for this course.

Course Objectives:

Capacity Building in required skills.

Outcome/ Learning Achievement:

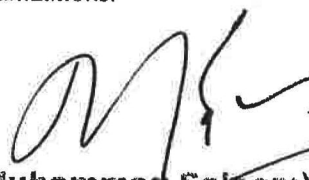
To improve and sustain required level of professional skill in shorthand.

Course Contents / Outlines:

i)	• Basic Principles of Shorthand.
ii)	• Basic English (grammar, pronunciation, vocabulary and usage).
iii)	• Detailed Office Procedure

2. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 27-12-2018. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 1st January, 2019 at 0900 hours. No registration shall be allowed after 0930 hours. The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating organizations.

3. STI encourages participation of women employees.


(Muhammad Saleem)
Director

To

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- iii) AD (IT) for uploading on web site of STI

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2017-SD-II (ii)

Dated 03rd December, 2018

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON " FINANCIAL ISSUES RELATING TO PENSION AND RETIREMENT" FROM 21-01-2019 TO 25-01-2019.

STI is organizing subject course from 21-01-2019 to 25-01-2019. The course shall commence from 0915 to 1130 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for BPS 11-16.

Course objectives:

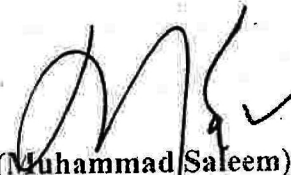
To build the capacity of the participants in preparation of pension cases and relevant documents.

Course Contents / Outlines:

i)	Preparation of Service Book.(with practical exercise).	ii)	Pension Rules/Preparation of Pension papers FR/SR).
iii)	Benevolent and Group Insurance Rules/ benefits for serving & retiring Govt. servants.	iv)	G.P. Fund Rules/Advances / Final Payment procedures.
v)	Revised Leave Rules, 1980	vi)	TA/DA Rules.

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **17-01-2019**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos. for this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **21 January, 2019 at 0900 hours. No registration shall be allowed after 0915 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI encourages participation of women employees.


(Muhammad Saleem)
Director
Tele: 9265185.

To

- i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- ii) Heads of Subordinate Offices / Autonomous Bodies.

Islamabad, the 3rd December, 2018.

MEMORANDUM

Subject: - TWO WEEK (PART-TIME) "TRAINING COURSE ON MICROSOFT OFFICE AND INTERNET" FOR GOVT. EMPLOYEES IN BS-09 TO BS-16 FROM 14-01-2019 TO 25-01-2018.

The subject course shall commence for two hours daily from 09:15 a.m. to 11:30 a.m.

Course Objectives:

To enhance functional capacity of government employees to use Microsoft Office and Internet.

Target Audience/Group:

This course is designed for government servants in BS-07 to BS-16.

Course Contents/Outlines:

<i>MS Word 2013</i>	<i>MS Excel 2013</i>
<i>MS PowerPoint 2013</i>	<i>Internet Browsing, surfing & Email Handling</i>

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.
3. Owing to the limited capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations must reach this Institute latest by 09-01-2019. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 14-01-2019 at 09:00 hours. No registration shall be allowed after 09:00 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.
4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(MUHAMMAD SALEEM)
Director

To:

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

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2017-SD-II. -I

Islamabad the 3rd December, 2018.

MEMORANDUM

Subject: **REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "ETHICS, MANNERS & HOSPITALITY" FROM 07-01-2019 TO 11-01-2019.**

Secretariat Training Institute (STI) is organizing the subject course from 07-01-2019 to 11-01-2019. The course shall commence from 0915 to 1130 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for DRs/ Drivers/ Qasids/ Daftris/ Naib Qasids & Equivalents (BPS 1-7).

Course objectives:

To build capacity for standardized performance among the participants.

Course Contents / Outlines:

<input type="checkbox"/> General Ethics & behavior.	<input type="checkbox"/> Movement of papers
<input type="checkbox"/> Punctuality & discipline	<input type="checkbox"/> Sense of ownership & responsibility
<input type="checkbox"/> Mannerism	<input type="checkbox"/> Handling of Fax./Photocopiers/Computer
<input type="checkbox"/> Dress code	<input type="checkbox"/> Receiving/ attending guests
<input type="checkbox"/> Serving the officers/guests	<input type="checkbox"/> Attending telephone when required
<input type="checkbox"/> Integrity	

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **03-01-2019**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on **07th January, 2019 at 0900 hours. No registration shall be allowed after 0915 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI encourages participation of women employees.


(Muhammad Saleem)
Director
Tele:9265185

To

- i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- ii) Heads of Attached Departments/Subordinate Offices / Autonomous Bodies