

MINISTRY OF COMMERCE & TEXTIL
(COMMERCE DIVISION)

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No.5 (5)/2018/Admn-1/MoC

Islamabad, the 17th January, 2020

Circular

Subject: NOMINATION FOR TRAINING COURSE ON "PUBLIC SECTOR MANAGEMENT" FROM 03-02-2020 TO 28-02-2020 4

A Self Explanatory O.M No.2-3/2019-20 EP dated 8th January,2020 received from Secretariat Training Institute (STI) is organizing the subject training for the officers (BS 17 to BS 19) at H-9 Islamabad From 03-02-2020 to 28-02-2020. The course shall be held daily 9:30 to 1:00 hours daily.

Details of the course are as follows:

Target Audience/Group

The course is designed for Federal Government officers (BS-17 to BS 19).

Course Objective:

Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organization.

Major Contents:

<ul style="list-style-type: none">• Rules of Business• Secretariat Noting and Drafting• Procedures• Financial Rules & Budgeting	<ul style="list-style-type: none">• Human Resources Management• Service Laws & Rules• MIS & government• Form of Communication
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2. Secretariat Training Institute (STI) invited Ministries/Divisions/Departments and Organizations under Federal Government to send suitable nominations (Not more than four).

3. Interested officers of (BS 17 to BS 19) of Commerce Division are requested to send their nominations with approval of concerned officer to Admn-1/MoC section 26-01-2020. Database Administrator of Commerce Division is requested to upload the above mentioned training on the website of Commerce Division.



(Arshad Nawaz)
Deputy Director (MoC)

Database Administrator (MoC)

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No. 2-3/2019-20 EP.

Islamabad, the 8th January, 2020

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "PUBLIC SECTOR MANAGEMENT" FROM 03-02-2020 TO 28-02-2020.

Subject course is being conducted at STI Campus H-9, Islamabad from 03-02-2020 to 28-02-2020, on part time basis which shall be held daily from 9:30 to 1:00 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:

Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organizations.

Major Contents:

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| <ul style="list-style-type: none">• Rules of Business• Secretariat Noting and Drafting• Secretariat Instructions & Office Procedures• Financial Rules & Budgeting | <ul style="list-style-type: none">• Human Resource Management• Service Laws & Rules• MIS & e-government• Forms of Communications |
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations (Not more than four) by **30-01-2020**. Nominations may please be reconfirmed by **31-01-2020** at the given e-mail address **direp@sti.gov.pk**. **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 **3rd February, 2020 at 0900 hours. No registration shall be allowed after 0930 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 encouraged.

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


(MADIHA 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.

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