

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(2)2024-Admn-I/-HR-I

Islamabad, the 15th February, 2024

CIRCULAR

SUBJECT: - NOMINATIONS FOR TRAINING COURSE ON “MANAGEMENT ISSUES” FROM 25-03-2024 TO 29-03-2024

Please find enclosed herewith a copy of self explanatory Memorandum No. 3-1/2022-23 EP dated 06-02-2024 received from Secretariat Training Institute, on the above cited subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry may send their nominations duly approved by their respective Head(s) of the Wing(s) to HR-I Section latest by **18-03-2024** 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 6th February, 2024.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "MANAGEMENT ISSUES" FROM 25-03-2024 TO 29-03-2024.

The subject course is being conducted at STI Campus H-9, Islamabad from 25-03-2024 to 29-03-2024, on part time basis, from 9:00 to 11:30 hours daily 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 create awareness on environment and climate change (the on-going), management and human rights, drawing and understanding.

Major Contents:

<ul style="list-style-type: none">• Environment and Climate Change (the ongoing)• What is development? How it is relevant to us and it's dynamics.• Management and Public service – understanding the divide.	<ul style="list-style-type: none">• Human Rights ... Drawing and understanding of what they are?• Pakistan today?
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **22-03-2024**. Nominations may please be reconfirmed by **22-03-2024** at the given e-mail address **ddep2@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 **25th March, 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 Chohan)
Deputy Assistant Director (Executive Programme)
Cell# 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