



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No.5(2)/2025-ADMN-HR-I

Islamabad, the 22nd July , 2025

From

Aamir Waheed
So (HR-I)

To

1- Database Administrator, MOC, Islamabad

SUBJECT: ATTACHED THREE MEMORANDA FOR NOMINATIONS

Please find enclosed herewith copies of self-explanatory Memorandums received from the Secretariat Training Institute, on the above-cited subject for placing on the website of the Ministry of Commerce.

2. Interested officers/officials of the Ministry may send their nominations, duly approved by their respective Head (s) of the Wing(s) to HR-I Section Five (5) days before the deadline at the Secretariat Training Institute

Encl: **As above**

Aamir Waheed
Database Administrator
24 July , 2025, 10:17:41 AM

**Aamir Waheed
So (HR-I)**

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F. No.3-8/2025-26-EP

Islamabad, the 18th July, 2025.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "BUDGET PREPARATION AND IMPLEMENTATION IN THE PUBLIC SECTOR" FROM 11-08-2025 TO 15-08-2025.

Subject course is being conducted at STI Campus H-9, Islamabad from 11-08-2025 to 15-08-2025, on part time basis which shall be held daily from 9:00 to 11:30 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 build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject.

Major Contents:

<ul style="list-style-type: none">• Constitutional Provisions: - Articles 78 to 82• Budget Introduction (GFR 62- 66) Difference between current and development budget Part of current budget i.e. part I & II etc.• General Procedure for Estimating (GFR 67- 68)	<ul style="list-style-type: none">• Estimates of Revenue and Ordinary Expenditure (FGR 69, 70, 70, 70-A, 71)• Estimates of Fresh Charges (GFR 74, 75, 76, 77, 79)• An overview of New System of Financial Control and Budgeting – 2006• Relationship between delegation of powers and GFR
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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 **07-08-2025**. Nominations may please be reconfirmed by **08-08-2025** 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 **11th August, 2025 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 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. Tell No. 051-9265193 and Fax: 051-9265189 Web : www.sti.gov.pk

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No. 3-8/2025-26 EP.

Islamabad, the 18th July, 2025

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "PROBLEM SOLVING AND DECISION MAKING" FROM 18-08-2025 TO 22-08-2025.

The subject course is being conducted at STI Campus H-9, Islamabad from 18-08-2025 to 22-08-2025, 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:

The course aims to equip trainees with effective problem solving techniques and strategies by introducing them to different decision making models and frameworks.

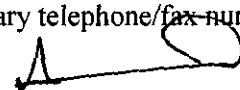
Major Contents:

<ul style="list-style-type: none">• The nature of problems and decision making process.• Critical thinking skills and problem solving.• The role of information Technology in decision making.	<ul style="list-style-type: none">• Theoretical models of decisions making and problem solving techniques• Difficulties in the implementation of decisions in the public sector and way forward to ensure success
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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 **14-08-2025**. Nominations may please be reconfirmed by **15-08-2025** 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 **18th August, 2025 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.

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(AFTAB AKRAM CHOHAN)
Deputy Director (Executive Programme)
Cell# 03335143377

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(Establishment Division)

F.No. 3-8/2025-26 EP.

Islamabad, the 18th July, 2025

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "WORKPLACE STRESS MANAGEMENT"
FROM 08-09-2025 TO 12-09-2025.

Subject course is being conducted at STI Campus H-9, Islamabad from 08-09-2025 to 12-09-2025, on part time basis which shall be held daily from 9:00 to 11:30 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:

A future-ready professional can adapt to change and excel in a hyper-technologically advancing VUCA (volatility, uncertainty, complexity, and ambiguity) work environment or an uncertain, rapidly changing future. They also have the skills and the mindset to help them thrive in a change-driven, innovative organisations culture.

This short course on Workplace Stress Management aims to enhance the professional capacity of existing Government professionals, senior and emerging leaders equipping them with a growth mindset and glimpse of future-ready human skills.

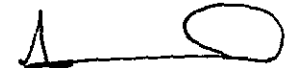
Major Contents / Outline:

Day-1: Foundations of Workplace Behavior Readiness <ul style="list-style-type: none">• Understanding Workplace behaviour Readiness• Workplace Culture Needs• How Emotionally intelligent are you	Day-2: Foundations of WBR <ul style="list-style-type: none">• Adaptability Quotient• Growth Mindset vs fixed Mindset• Values Alignment)Personal & Organizational
Day-3: Advanced Behavioral /Readiness And Practical Tools <ul style="list-style-type: none">• Adaptive Leadership• Communicate to Collaborate• Stakeholder Management	Day-4: Advanced Behavioral Readiness and Practical Tools <ul style="list-style-type: none">• Professionalism 2.0• Design your Personal Ethics Manifesto• DE&I in the workplace
Day-5: Advanced Behavioral Readiness and Practical Tools <ul style="list-style-type: none">• Workplace Stress Management• Action Plan Review	

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **04-09-2025**. Nominations may please be reconfirmed by **05-09-2025** 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 **8th September, 2025 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.

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