

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
ISLAMABAD

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

Islamabad, the 3<sup>rd</sup> February, 2026

CIRCULAR

SUBJECT: - NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 23-02-2026 TO 27-02-2026 Deadline 16<sup>th</sup> February, 2026

NOMINATIONS FOR TRAINING COURSE ON "ICT & E-GOVERNANCE" FROM 02-03-2026 TO 06-03-2026 Deadline 23<sup>rd</sup> February, 2026


NOMINATIONS FOR TRAINING COURSE ON "PUBLIC PROCUREMENT RULES AND PROCEDURES" FROM 09-03-2026 TO 13-03-2026 Deadline 02<sup>nd</sup> March, 2026

NOMINATIONS FOR TRAINING COURSE ON "DECISION MAKING IN PUBLIC SECTOR" FROM 06-04-2026 TO 10-04-2026 Deadline 30<sup>th</sup> March, 2026

Please find enclosed herewith copies of self explanatory Memorandums received from Secretariat Training Institute, on the above cited subjects 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. *Nominations received after the deadline will not be entertained.*

Encl: As above

  
(Imran Ali)  
Section Officer (HR)

**Database Administrator,**  
Ministry of Commerce,  
Islamabad

Cc:

- i. Joint Secretary (HRM), Ministry of Commerce, Islamabad

**Priority**



GOVERNMENT OF PAKISTAN  
SECRETARIAT TRAINING INSTITUTE

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**No.3-8/2025-26**

**Islamabad, the 02<sup>nd</sup> February , 2026**

From

Aftab Akram Chohan  
(O/B) DD EP

To

- 1- Assistant Director Admin, NPA, Islamabad
- 2- DD (UN/NPSC), NPB, Islamabad
- 3- DD (Training), NPB, Islamabad
- 4- Registrar, NSU, Islamabad
- 5- Addl. Registrar, VU, Islamabad
- 6- Director (MIS), PBM, Islamabad
- 7- Section Officer (Admn-I), MOHW, Islamabad
- 8- PS to JS (Admn), MoIT, Islamabad
- 9- Deputy Secretary (Admin), MOCC, Islamabad
- 10- Deputy Secretary (Admin / Finance), MOC, Islamabad
- 11- Deputy Secretary(Admin), MOCM, Islamabad
- 12- DS Admin, MOD, Rawalpindi
- 13- Assistant-IV (A.D-I (admin)), MOPNR, Islamabad
- 14- Section Officer (Admin), MOEPWD, Islamabad
- 15- Deputy Secretary (Admin), MOEPWD, Islamabad
- 16- Supdt (Admin), MOFEPT, Islamabad
- 17- Section Officer (Admin), MOFEPT, Islamabad
- 18- Assistant Director(Admin & coordination), MOF, Islamabad
- 19- Deputy Director (Admin), MOFA, Islamabad
- 20- SO (Admin), MOHR, Islamabad
- 21- Deputy Secretary (Admin), MOHR, Islamabad
- 22- DS (Admin-I), MOIP, Islamabad
- 23- DS (Admin-II), MOIP, Islamabad
- 24- AD/Admin (EP), MOIBC, Islamabad
- 25- SO (Admin-IV), MOINC, Islamabad
- 26- SO (Admin-II), MOINC, Islamabad
- 27- SO (Admin), kagbsafron, Islamabad
- 28- Section Officer (Admin-II), MOLJ, Islamabad
- 29- SO Admin, MOMA, Islamabad
- 30- Section Officer (Admin-I), MOPHRD, Islamabad
- 31- Section Officer Admin, MOPA, Islamabad
- 32- SO (Admin-I), MORA, Islamabad
- 33- Director (Admin), PCSIR Head Office, Islamabad, PCSIR, .

**SUBJECT: NOMINATIONS FOR TRAINING COURSES FOR OFFICERS IN BS-17 TO BS-19**

Please find the attached herewith four memorandum for part-time training courses of officers of BS-17 to BS-19 at Secretariat Training Institute Islamabad, starting from 23-02-2026.

2. It is requested to please send suitable nominations for the said above course.

**Aftab Akram Chohan**  
**(O/B) DD EP**

Imran Ali(On behalf of)  
So (HR-I)  
03 February , 2026, 10:15:20 AM

**Government of Pakistan**  
**SECRETARIAT TRAINING INSTITUTE**  
**(Establishment Division)**

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

Islamabad, the 29<sup>th</sup> January, 2026.

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 23-02-2026 TO 27-02-2026.**

Subject course is being conducted at STI Campus H-9, Islamabad from 23-02-2026 to 27-02-2026, 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 cater emerging requirements of negotiation and communication skills for effective utilization of human resources. Clarity in language to avoid consequences affecting organizational purpose.

**Major Contents:**

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Fundamentals of communication and negotiation skills.</li><li>• Improving organizational communication.</li><li>• Forms of Official Communications</li></ul> | <ul style="list-style-type: none"><li>• Negotiation and problem solving techniques.</li><li>• The role of information technology for improving communication skills.</li></ul> |
|--|--|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **19-02-2026**. Nominations may please be reconfirmed by **20-02-2026** 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 **23<sup>th</sup> February, 2026 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 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)**

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

Islamabad, the 29<sup>th</sup> January, 2026.

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON "ICT & E-GOVERNANCE"**  
**FROM 02-03-2026 TO 06-03-2026.**

Subject course is being conducted at STI Campus H-9, Islamabad from 02-03-2026 to 06-03-2026, on part time basis which shall be held daily from 09:00 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 knowledge and improve know how about ICT and E-Governance of the public sector employees.

**Major Contents:**

|  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Introduction to Information &amp; Communication Technology (ICT)</li><li>• Improving decision making using ICT</li><li>• Process Improvement using ICT</li><li>• ICT as a Cross-Cutting field</li><li>• ICT in Professional &amp; Daily Life</li></ul> | <ul style="list-style-type: none"><li>• What is E- Governance?</li><li>• Advantages of E-Governance</li><li>• Types of E-Governance Transactions</li><li>• Types of E- Governance Services</li><li>• Goals of E- Governance</li></ul> |
|--|---|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **26-02-2026**. Nominations may please be reconfirmed by **27-02-2026** 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 **02<sup>nd</sup> March, 2026 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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F. No.3-8/2025-26-EP

Islamabad, the 29<sup>th</sup> January, 2026.

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON “PUBLIC PROCUREMENT RULES AND PROCEDURES” FROM 09-03-2026 TO 13-03-2026.**

Subject course is being conducted at STI Campus H-9, Islamabad from 09-03-2026 to 13-03-2026, 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 develop understanding of Government rules / procedures on procurement of goods, works and services. Significance of integrity in spending public money. To observe economy and regularity while spending public money

• **Major Contents:**

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• PPRA's Authority Ordinance 2002</li><li>• Introduction (Ordinance 2002)</li><li>• PPRA Rules 2004<ul style="list-style-type: none"><li>- Definition</li><li>- Procurement Planning</li></ul></li><li>• Advertisement</li></ul> | <ul style="list-style-type: none"><li>• Pre-Qualification</li><li>• Methods of Procurement</li><li>• Opening &amp; Evaluation of bids</li><li>• Acceptance / Award of Contents</li><li>• Redressed of Grievances</li></ul> |
|--|--|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **05-03-2026**. Nominations may please be reconfirmed by **06-03-2026** 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 **9<sup>th</sup> March, 2026 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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F. No.3-8/2025-26-EP

Islamabad, the 29th January, 2026.

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON "DECISION MAKING IN PUBLIC SECTOR" FROM 06-04-2026 TO 10-04-2026.**

Subject course is being conducted at STI Campus H-9, Islamabad from 06-04-2026 to 10-04-2026, 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:**

- They will learn fact finding process with organized efforts to deal the problems and to understand the factors contributing to the solution of the problem

**Major Contents:**

|   |  |
|---|--|
| ➤ The nature and process of decision making and how effective decisions are made? | ➤ Types of problems and decision making style.                     |
| ➤ Managerial models of decision making and criteria for analyzing alternatives    | ➤ Difficulties in implementation of decisions and evaluate results |

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **02-04-2026**. Nominations may please be reconfirmed by **03-04-2026** 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 **6<sup>th</sup> April, 2026 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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