

**IMMEDIATE/
BY UMS/FAX**

Government of Pakistan
Establishment Division
Secretariat Training Institute

F. No. 4-3/2009-Trg.

No. 7, Sector H-9,
Islamabad, the 29th July, 2010

MEMORANDUM

Subject: - **ONE-WEEK (PART-TIME) TRAINING COURSE ON COMMUNICATION SKILLS & FORMS OF COMMUNICATION FROM 30-08-2010 TO 03-09-2010.(TRG)**


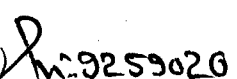
The subject course shall commence for two hours daily from **08:30 a.m.** for officials in BS-05 to BS-16. Course contents are as under:-

i.	<i>Forms of Communication</i>	iii.	<i>Noting & Drafting</i>
ii.	<i>Summary Writing & Minutes Writing</i>	iv.	<i>Effective Communication Skills</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. Hostel accommodation on double occupancy basis, on payment of Rs.150/-per day per bed may be provided to the outstation participant(s) subject to advance booking and availability. Facility of mess is available on self-finance basis. Families/Children are **not allowed to stay with the participants.**

3. Nominations of suitable officials may reach this Institute by **25-08-2010**. **Late/irrelevant nominations may not be entertained.** All nominations received by the **cut off date** are **normally accepted unless otherwise intimated.** Nominating Agency may, therefore, intimate its Phone/Fax/Mob Nos. for this purpose. The nominee(s) may thus, report for registration on **30-08-2009 at 0800 hours. No registration shall be allowed after 0830 hours.**

4. For any further information, please contact the sender.


(INAYAT SHAH)
Deputy Director (Trg.) 

No. 2(16)/2008-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 10th August 2010

Forwarded, with the request that nominations of Officials of BS-05 to BS-16, duly recommended/approved by the respective Sr. Joint Secretary/Joint Secretary/EC/DGTP may be forwarded to his Section, latest by 13-08-2010.