No. 2(1)/2016-HR&CP
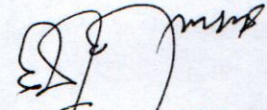Government of Pakistan
Ministry of Commerce
◇◇◇◇

Islamabad, the 4th April, 2016.

CIRCULAR

Secretariat Training Institute, Islamabad has invited nomination of suitable officers to participate in part-time training courses mentioned below :-

S. No.	Name of training and duration.	Venue	Cut of date for submission the nomination to STI	Part time / full time	Date of submission of nomination to this Office
1	Information System, Security and Audit. (For BS-17-19) from 25-04-2016 to 29-04-2016.	Secretariat Training Institute Plot No. 07, H-9, Islamabad	19-04-2016	Part time from 0900 to 1130 hours	14-04-2016
2	Service Laws & Rules (for BS 17-19) from 02-05-2016 to 06-05-2016.	----do---	29-04-2016	Part time from 0900 to 1130 hours	24-04-2016

2.   Officers are requested to send their nominations duly approved by their respective Heads of Wings to this office as per dates mentioned above. STI's Memoranda can be down-loaded from the website of Ministry of Commerce.

(Muhammad Suleman Mahsud)
Deputy Director (MOC)

All Officers BS-17 to 19 Ministry of Commerce, Islamabad.

Copy to
Data Network Administrator with the request to upload the STI's Memorandums.

F.No.2-5/2015-EP.   Islamabad the 24th March, 2016

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING   COURSE ON "SERVICE LAWS AND RULES" FROM 02-05- 2016 TO 06-05-2016.**

Subject course is being conducted at STI campus H-9, Islamabad from 02-05-2016 to 06-05-2016, on part time basis which shall be held daily from 0900 to 1130 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:

The course is intended to build knowledge base about various eventualities which may involve Conduct Rules, Leave Rules and TA / DA Rules etc.

Outcome/ learning achievement:

The participants are expected to refresh their professional knowledge for better understanding to application of rules on the subject..
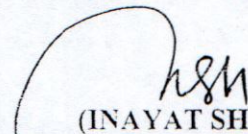
Course Contents / Outlines:

• Government Servants Conduct Rules, 1964	• Revised Leave Rules 1980
• E & D Rules 1973	• TA / DA Rules
• General Principles of Leave	

2.   Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **29-04-2016.** **Late receipt of nominations will not be entertained.** Normally all nominations received by the cut off date are   accepted unless otherwise intimated Therefore the nominee(s) may report to this Institute for registration on **02nd May, 2016 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

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.
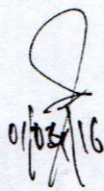
(INAYAT SHAH)
Deputy Director (EP)
Tele: 9265190

To
    i)   Joint Secretary (Admn), Ministries/ Divisions/ Heads of Department
    ii) Heads of Subordinate Offices / Autonomous Bodies.
    iii) AD (IT), STI with request to place the circular on website.

F.No. 1 - 1/2016/IT-T
Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE
*****

Islamabad, the _16th_ March, 2016.

MEMORANDUM

Subject: - <u>ONE WEEK (PART-TIME) TRAINING COURSE ON "INFORMATION SYSTEM, SECURITY & AUDIT" FOR GOVERNMENT OFFICERS IN BS-17 TO 19 FROM 25-04-2016 to 29-04-2016.</u>

The subject course shall commence for two hours daily from **09:00 a.m**. to **11:00 a.m.**

<u>Course Objectives:</u>

Provision of detail knowledge on Information System, Security and Audit for:-

    a) Design and develop Information System to improve the performance of organizations.
    b) Apply conceptual approach of Information System Audit.

<u>Target Audience/Group:</u>

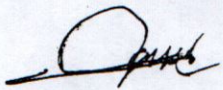This course is designed for government officers in BS-17 to BS-19.

<u>Course Contents/Outlines:</u>

- **The Process of Auditing Information System**
- **Governance and Management of IT**
- **Auditing Infrastructure and Operations**
- **Auditing Systems Acquisition / Development Process**
- **Information Security Management**

2.   Ministries / Divisions / Departments / Organizations under the Federal Government are required to send suitable nominations by **19-04-2016**. **<u>Late receipt of nominations will not be entertained.</u>** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Therefore, the nominee(s) may report to this Institute for registration on **25th April, 2016 at 08:45 hours. <u>No registration shall be allowed after 09:00 hours.</u>**

3.   STI offers an equal opportunity training environment. Participation of Female employees is encouraged.

4.   The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from respective nominating Organizations.

(QAISER NADEEM)
Assistant Director (IT)

To:

    i. <u>Joint Secretary (Admn), Ministries / Divisions & Heads of Departments</u>
    ii. <u>Heads of Subordinate Offices/Autonomous Bodies.</u>

Address: Plot No.7, Sector H-9, Islamabad, **Tele:** +92-51-9265199, **Fax:** 051-9265189, **Website:** www.sti.gov.pk