

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




Islamabad, the 24th March, 2016.

CIRCULAR

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

S. No.	Name of training	Venue	Cut of date for submission the nomination to STI	Part time / full time	Date of submission of nomination to this Office
1	Budget preparation & Implimentation in Public Sector.(For BS-17-19)	Secretariat Training Institute Plot No. 07, H-9, Islamabad	01-04-2016	Part time	25-03-2016
2	Changing Dynamics in Public Administration. (for BS 17-19)	----do---	15-04-2016	Part time	01-04-2016
	Course on ICT & E-Governance for Officers (for BS-17 to 19)	-----do---	31.03. 2016	Part time	24.03.2016
1.	Course on "Service on Laws / Rules" for Assistant / UDCs and equivalent "	----do---	15. 04. 2016	Part time	31.03.2016
2.	Course on Ethics, Manners & Hospitality for Qasids / Naib Qasids	-----do-----	01.04.2016	Part time	25.03.2016

2. All the officers / officials are requested to send their nominations duly approved by their respective senior officers to this office as per dates mentioned above. Copies of STI's Memorandums can be down loaded from the website of Ministry of Commerce.


(Zahid Hussain Abbasi)
Director (HR&CP)

All Officers/ Officials Ministry of Commerce, Islamabad.

Copy to

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

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

Islamabad, the 02nd March, 2016.

MEMORANDUM

Subject: - ONE WEEK (PART-TIME) TRAINING COURSE ON "ICT & E-GOVERNANCE" FOR GOVERNMENT OFFICERS IN BS-17 TO 19 FROM 04-04-2016 to 08-04-2016.

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

Course Objectives:

To build knowledge and improve know how about ICT & E-governance of the public sector employees.

Target Audience/Group:

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

Course Contents/Outlines:

- | | |
|---|--|
| <ul style="list-style-type: none">• Introduction to Information & Communication Technology (ICT)• Roll of ICT in different Sectors• ICT for good Governance• Improving decision making using ICT• Process Improvement using ICT | <ul style="list-style-type: none">• What is E-Governance?• Goals & Vision of E- Governance• Level/Categories of E-Governance• Types of E- Governance Transactions & Services• E-Governance Operating Models• Advantages of E-Governance |
|---|--|

2. Ministries / Divisions / Departments / Organizations under the Federal Government are required to send suitable nominations by 31-03-2016. Late receipt of nominations will not be entertained. 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 4th April, 2016 at 08:45 hours. No registration shall be allowed after 09:00 hours.

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.

Dy. No. 1382, Admn-1
Date: 16-03-2016

- To:
- i. Joint Secretary (Admn), Ministries / Divisions & Heads of Departments
 - ii. Heads of Subordinate Offices/Autonomous Bodies.

Qaiser Nadeem
(QAISER NADEEM)
Assistant Director (IT)
16/3/16
DD (no)

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2015-SD-II (ii)

Dated: 1st March, 2016.

MEMORANDUM

Subject: REQUEST FOR NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE LAWS/RULES" FROM 18-04-2016 TO 29-04-2016.

STI is organizing subject course from 18-04-2016 to 29-04-2016. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for Assistants/UDCs and equivalent.

Course objectives:

To refresh and update knowledge of participants about prevailing rules and regulations

Outcome/ learning achievement:


Capacity Building of participants for quick disposal through better understanding and application of relevant rules.

Course Contents / Outlines:

i)	Civil Servants Act, 1973.	ii)	APT Rules.
iii)	Salient features of Promotion Policy.	iv)	Conduct Rules
v)	Basis of Secretariat Instructions	vi)	Revised Leave Rules, 1980.
vii)	PPRA Rules	viii)	TA/DA Rules/preparation of TA/pay bills

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **15-04-2016**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on **18th April, 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 encourages participation of women employees.


(GHAZANFAR HUSSAIN)
Deputy Director (SD-II)
Tele: 9265195

To

- i) Joint Secretaries (Admin), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- ii) Heads of Attached Departments/Subordinate Offices / Autonomous Bodies.

Address: Plot No.7, Sector 11-9, Islamabad Fax:051-9265183 Website:www.sti.gov.pk e-mail: ghazanfarsti@yahoo.com

By. No. 1390 Admin-1
Date: 16-3-2016

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2015-SD-II(i).

Dated: 1st March, 2016.

MEMORANDUM

Subject: REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "ETHICS, MANNERS & HOSPITALITY" FOR QASIDS/NAIB QASIDS AND EQUIVALENT FROM 04-04-2016 TO 08-04-2016.

Secretariat Training Institute (STI) is organizing subject course from 04-04-2016 to 08-04-2016. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for Qasids/Naib Qasids and equivalent.

Course objectives:

To create awareness among participants about their duties & responsibilities.

Outcome/ learning achievement:

Capacity Building of participants for standardized performance.

Course Contents / Outlines:

General Ethics & behavior.	Movement of papers
Punctuality & discipline	Sense of ownership & responsibility
Mannerism	Handling of Fax/Photocopiers/Computer
Dress code	Receiving/ attending guests
Serving the officers/guests	Attending telephone when required
Integrity	

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by 01-04-2016. Late nominations will not be entertained. Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone, Fax, Mob Nos. E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 4th April, 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 encourages participation of women employees.



(GHAZANFAR HUSSAIN)
Deputy Director (SD-II)
Tele: 9265195

To

- i) Joint Secretaries (Admn). Ministries' Divisions, located at Islamabad / Rawalpindi.
- ii) Heads of Attached Departments/Subordinate Offices / Autonomous Bodies.

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk e-mail: ghazanfarsti@yahoo.com

y. No. 1386 Admn-I
dated: 16-3-2016

DD (rec) 14/3

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON " BUDGET PREPARATION AND IMPLEMENTATION IN PUBLIC SECTOR" FROM 04-04-2016 TO 08-04-2016.

Subject course is being conducted at STI campus 11-9, Islamabad from 04-04-2016 to 08-04-2016, 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 focus:

- Overview of financial management processes in Public Sector
- Preparation of budget and its utilization according to laid down procedures.

Outcome learning achievement:

The participants are expected to build their capacity in preparing budget estimates, spending estimates, appropriation and re-appropriation of funds according to the strict rules and subject.

Course Contents - Outlines:

- Financial Administration in Public Sector Organizations
- Budget Legislation and its Impact on expenditure, voted expenditure, Federal Grants, Special Fund, Public Accounts
- Preparation of Budget
- Accounting

2. Ministries, Divisions, Departments and Organizations under the Federal Government are invited to send suitable nominations by 01-04-2016. Late receipt of nominations will not be entertained. Normally all nominations received by the cut off date are accepted or less otherwise intimated. Therefore the nominees may report to this Institute for registration on 04th April, 2016 at 0845 hours. No registration shall be allowed after 0900 hours. The course is free of charge. However, if TADA 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 estimate necessary telephone charges for contact as may be required.

5. Joint Secretary (Admin), Ministries, Divisions, Heads of Department or Heads of Subordinate Offices, Autonomous Bodies.

to AD (H) STI with request to place the circular on website.

Address: P.O. S-7500-119, Islamabad. T: 35125389 Web: www.sti.gov.pk and www.sti.gov.pk

(Signature)
INAYAT SHAH
Deputy Director (P)
Tele: 92682
D.P. (Mktg)
(Signature)
163

By. No. 388/Admn-1
Date: 16.02.2016

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

Sl.No. 27/2016/EP

Islamabad the 23rd February, 2016

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "CHANGING DYNAMICS IN PUBLIC ADMINISTRATION" FROM 18-04-2016 TO 22-04-2016.

Subject course is being conducted at STI campus H-9, Islamabad from 18-04-2016 to 22-04-2016 on part time basis which shall be held daily from 0900 to 1300 hours on as notified below. The Dates of the course are as follows:-

Target Audience Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

The overall objective of training course is to develop understanding about Administrative working of the Government by adding value to essentials of Public Administration for better delivery of services in the light of emerging needs of modern society. The focus is to enhance the leadership skills by introducing changing role of transparency.

Outcomes/learning achievement:

Officers/employees are expected to be sensitized about modern trends of day and response to public needs and requirements.


Course Contents/Outline:

- | | |
|--|---|
| • Current Affairs and International Situation | • Way forward for improving transparency in the Public Sector |
| • Government Organization and its functions | • E-Governance |
| • Government Budget Performance and its role in economic development | |


1. Officers/employees of Departments and Organizations under the Federal Government are invited to submit their nominations by 15-04-2016. Late receipt of nominations will not be entertained. A copy of all nominations received by the cut-off date will be accepted and forwarded to the Director, Islamabad. Officers/employees may report to this Institute for registration on 18th April, 2016 up to 0845 hours. No registration shall be allowed after 0900 hours. The course is free of charge. However, if 15% DV for participation is involved, the same may be claimed from the respective nominating organizations.

2. All officers in equal opportunity training environment. Participation of Women Employees is encouraged.

3. Nominating organizations are requested to intimate necessary telephone No. numbers for contact if any be required.


(INAYAT SHAH)
Deputy Director, EP
Tele: 9767190

To: Chief Secretary, Admin. Ministries, Divisions, Heads of Department,
Heads of Subordinate Offices, Autonomous Bodies,
DD, ADD (I), STI with request to place the circular on website.
Address: Plot No. 7, Sector G-9, Islamabad-75. Fax: 051-9258189 Website: WWW.STI.gov.pk Email: stia@sti.gov.pk


DD (Mec) 16/3

Dy. No. 1387/2016
Dated: 16-03-2016