

SECRETARIAT TRAINING INSTITUTE

F.No.10-1/2018-SD-II(IT).

Islamabad, the 8th March, 2019.

MEMORANDUM

Subject: - ONE WEEK (PART-TIME) "TRAINING COURSE ON "MICROSOFT OFFICE 2013" FOR GOVT. EMPLOYEES IN BS-09 TO BS-16 FROM 15-04-2019 TO 19-04-2019.

The subject course shall commence for two hours daily from 09:15 a.m. to 11:15 a.m.

Course Objectives:

Capacity building of Govt. Employees in using MS Office for performing daily tasks involving use of computer in typing related skills and spread sheets analysis.

Target Audience/Group:

This course is designed for government servants in BS-09 to BS-16.

Course Contents/Outlines:

- *Microsoft Word*
- *Microsoft Excel*

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.

3. Owing to limited seating capacity, **maximum three nominees from an organization** would be accepted subject to first come first served basis. Nominations must reach this Institute latest by **10-04-2019**. Normally nominations received by the **cutoff date** are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on **15-04-2019 at 09:00 hours**. No registration shall be allowed after 09:15 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

(MUHAMMAD SALEEM)
Director

To:

- Joint Secretary (Admn), Ministries / Divisions /Heads of Departments
- Heads of Subordinate Offices/Autonomous Bodies.



Address: Plot No.7, Sector H-9, Islamabad, Tele:9565185 , Fax: 9265189, Website: www.sti.gov.pk

P-79/C

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-4/2018-19 EP.

Islamabad, the 12th March, 2019

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "ORIENTATION IN OFFICE PROCEDURE" FROM 22-04-2019 TO 26-04-2019.

Subject course is being conducted at STI Campus H-9, Islamabad from 22-04-2019 to 26-04-2019, on part time basis which shall be held daily from 9:30 to 1:00 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 enhance skills of participants in Office Procedures & Practices.

Major Contents:

<ul style="list-style-type: none">• Organization & structure of the Federal Government (ROB), 1973.• Distribution of work & responsibilities• Basics of Secretariat Instructions:• Basics of conduct of business in the Parliament (ROB) 1973.• Legislation (ROB, 1973.• Handling of classified documents	<ul style="list-style-type: none">• Recording, Indexing & weeding of files• Consultation among Divisions (ROB, 1973)• Miscellaneous (Secretariat Instructions 57 – 63 Appendix-E).• Conduct of cases of the Federal Govt. in courts (SI Appendix 'F' Sub section 1 -4 & 20-23).
--	--

2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations (Not more than four) by **18-04-2019**. Nominations may please be reconfirmed by **19-04-2019** at the given e-mail address direp@sti.gov.pk. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **22nd April, 2019 at 0900 hours. No registration shall be allowed after 0930 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 encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

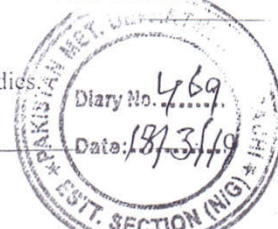
AD (GAS)
Suppl To 15/03 15/3

DEAG (E)
15/3

(MADINA AKHTAR)
Director (EP)
Tele: 9265199

- 13
ajit
D/C
- Joint Secretary (Admn), Ministries/ Divisions
 - Heads of Departments / Subordinate Offices / Autonomous Bodies.
 - AD (IT), STI with request to place the circular on website.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : www.sti.gov.pk



P 80/c

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-4/2018-19 EP.

Islamabad, the 12th March, 2019

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "BUDGET PREPARATION AND IMPLEMENTATION IN PUBLIC SECTOR" FROM 08-04-2019 TO 12-04-2019.**

Subject course is being conducted at STI Campus H-9, Islamabad from 08-04-2019 to 12-04-2019, on part time basis which shall be held daily from 9:30 to 1:00 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)iv) Difference between current and development budgetv) Part of current budget i.e. part I & II etc.• General Procedure for Estimating (GFR 67- 68)• Estimates of Revenue and Ordinary Expenditure (FGR 69, 70, 70-A, 71)	<ul style="list-style-type: none">• 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.
---	--

2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations (Not more than four) by **04-04-2019**. Nominations may please be reconfirmed by **05-04-2019** at the given e-mail address **direp@sti.gov.pk**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **8th April, 2019 at 0900 hours. No registration shall be allowed after 0930 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 encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

AD (CGAS) DC (E)

(MADIHM AKHTAR)
Director (EP)
Tele: 9265199

To: *Suptl* *15/3*
i) Joint Secretary (Admn), Ministries/ Divisions *15/3*
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 II-9, Islamabad. Fax: 051-9265189 Web : www.sti.gov.pk



Jaz
15/3

P-81/C

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.5-1/2017-SD-II (2)

Islamabd the 8th March, 201

MEMORANDUM

Subject: NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS" FROM 29-04-2019 TO 10-05-2019.

Secretariat Training Institute is organizing the subject course from 29-04-2019 10-05-2019. The course shall commence from 09.15 a.m. for two hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

BPS 11-16.

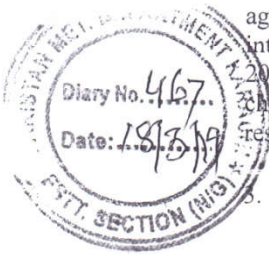
Course objectives:

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

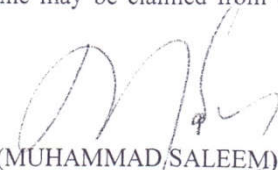
Course Contents / Outlines:

Conduct Rules, 1964.	<input type="checkbox"/> Promotion Policy.
Main Sections of Civil Servants Act, 1973.	<input type="checkbox"/> Revised Leave Rules, 1980.
APT Rules, 1973.	<input type="checkbox"/> PPRA Rules, 2004.
E&D Rules, 1973.	<input type="checkbox"/> Retirement from Govt. Service and re-employment (Estacode Vol.I S.No.1-10 Chapter 6).
Appeal Rules, 1977.	
Seniority Rules.	

2. Owing to limited seating capacity, **maximum three (03) nominees from each organization** would be accepted subject to first come first served basis. Nominations must reach this Institute by **24-04-2019**. **Late nominations will not be entertained.** Normally, nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos. for this purpose. In the absence of an intimation from STI the nominee(s) may report to this Institute for registration on 29th April 2019 at 0900 hours. No registration shall be allowed after 0915 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.



STI encourages participation of women employees.


(MUHAMMAD SALEEM)
(Director)
Tele: 9265185

AD (CA)

DCAD (E)

To

- 15/3
- 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: ddsd2@sti.gov.pk

Suppl
Kjca
DAS
15/3

P-87/L

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2017-SD-II (1)

Islamabad the 8th March, 2019.

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "ETHICS, MANNERS & HOSPITALITY" FROM 15-04-2019 TO 19-04-2019.**

Secretariat Training Institute (STI) is organizing the subject course from 15-04-2019 to 19-04-2019. The course shall commence from 09:15 to 11:15 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for DRs/ Drivers/ Qasids/ Daftris/ Naib Qasids & Equivalents.

Course objectives:

To build capacity for standardized performance of the participants.

Course Contents / Outlines:

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

2. Owing to limited seating capacity, **maximum three (03) nominees from an organization** would be accepted subject to first come first served basis. Nomination(s) must reach this Institute by **10-04-2019. Late nominations will not be entertained.** Normally nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos. for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on **15-04-2019 at 0900 hours.** No registration shall be allowed after 0915 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.

(MUHAMMAD SALEEM)

Director

Tele:9265185

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: ddsd2@sti.gov.pk

