

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No.5-1/2019-SD-II-

Islamabad, the 5<sup>th</sup> Sep., 2019.

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS & DESPATCH RIDERS" FROM 28-10-2019 TO 01-11-2019.

Secretariat Training Institute is organizing the subject training course from 28-10-2019 to 01-11-2019. The course shall commence from 9.00 a.m for two hours daily or as notified otherwise. Details of the course is as under:-

**Target Audience / Group:**

Drivers/Dispatch Riders.

**Course objectives:**

To refresh and update knowledge of participants about responsibilities, behavior, existing rules & regulation.

**Course Contents / Outlines:**

|  |   |
|--|---|
| <ul style="list-style-type: none"><li>• General Ethics &amp; behavior</li><li>• Sense of responsibility</li><li>• Discipline, Control &amp; punctuality.</li><li>• Rules for the use of Staff Cars, 1980</li><li>• Mannerism</li><li>• Individual/collective behavior</li><li>• Dress code</li><li>• Integrity</li><li>• Security of Classified documents / negotiations/conversations / Attending Protocol duty</li></ul> | <ul style="list-style-type: none"><li>• Traffic Rules/ Regulations</li><li>• Managing crisis</li><li>• Fundamental knowledge for trouble shooting.</li><li>• Maintenance of vehicles.</li><li>• Maintenance of Log Book</li><li>• Safety of the vehicles.</li></ul> |
|--|---|


2. Nominations of suitable Drivers / Dispatch Riders of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute by **23-10-2019**. **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 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 28th October, 2019 **at 0900 hours. No registration shall be allowed after 0900 hours.** The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations.

  
(Muhammad Muzaffar Khan)  
Director (SD)

**Joint Secretary (Admn), Ministries / Divisions /Heads of Departments**  
**Heads of 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](mailto:ddsd2@sti.gov.pk)

Please upload on PMD site

  
19.09.2019

Programmer (NDMC)

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No. 2-3/2019-20 EP.

Islamabad, the 26<sup>th</sup> August, 2019

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "PUBLIC SECTOR MANAGEMENT" FROM 07-10-2019 TO 01-11-2019.

Subject course is being conducted at STI Campus H-9, Islamabad from 07-10-2019 to 01-11-2019, 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:

Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organizations.

Major Contents:

|  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Rules of Business</li><li>• Secretariat Noting and Drafting</li><li>• Secretariat Instructions &amp; Office Procedures</li><li>• Financial Rules &amp; Budgeting</li></ul> | <ul style="list-style-type: none"><li>• Daftri Urdu</li><li>• Human Resource Management</li><li>• Service Laws &amp; Rules</li><li>• MIS &amp; e-government</li><li>• Forms of Communications</li></ul> |
|--|---|

2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations ( Not more than four ) by 03-10-2019. Nominations may please be reconfirmed by 04-10-2019 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 7<sup>th</sup> October, 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.

E-1  
16/9

(MADIHA AKHTAR)  
Director(EP)  
Tele: 9265199

To

- Joint Secretary (Admn), Min:stries/ 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

19.9.19  
DCAB (GIA)  
16/9

Please upload on  
PMD site.

19.09.2019

Programmer (NDMC)

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(Establishment Division)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-1/2019-SD-II

Islamabad the 5<sup>th</sup> Sep. 2019

**MEMORANDUM**

Subject: **REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON COMMUNICATION SKILLS FROM 07-10-2019 TO 11-10-2019.**

STI is organizing subject training course from 08-10-2018 to 12-10-2018. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details of course is as under:-

**Target Audience / Group:**

This course is designed for BPS 11-16.

**Course objectives:**

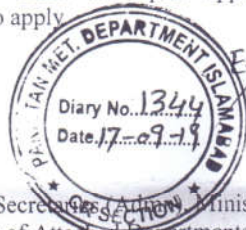
To enhance communication skills of participants to build professional excellence.

**Course Contents / Outlines:**

|      |  |     |  |
|------|--|-----|--|
| i)   | Correspondence with Foreign Governments. | ii) | Correspondence with Members of Public.                             |
| iii) | Noting & Drafting or. files.             | iv) | Preparation of drafts/specimen of forms of draft communication(s). |
| v)   | Checks on delays.                        | vi) | General:<br>- Inspections.<br>- Meetings                           |

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **03-10-2019**. **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 **07<sup>th</sup> October, 2019 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Female employees are encouraged to apply.



*(Signature)*  
(Muhammad Muzaffar Khan)  
Director (SD)

- i) Joint Secretaries (Autonomous) 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: [dds2@sti.gov.pk](mailto:dds2@sti.gov.pk)

*Please check if anyone is*

*Please upload on PMD site.*

*Programmer (NDMC)*

*19.09.2019*

*MAO (GA)*