

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No. 2-07019 20 EP.

Islamabad, the 26th December, 2019

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "DISCIPLINARY PROCEDURES IN GOVERNMENT OFFICES" FROM 27-01-2020 TO 31-01-2020.

Subject course is being conducted at STI Campus H-9, Islamabad from 27-01-2020 to 31-01-2020, 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 update knowledge of officers about the rules / procedures specifically related to discipline procedure in the Public Sector Management.

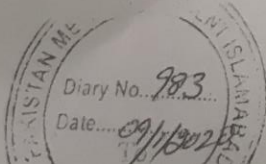
Major Contents:

• Civil Servants Act - 1973.	• Civil Servants (Appeal) Rules- 1977
• Government Servant (Conduct Rules- 1966).	• Mechanism for legal relief and redressal of grievances.
• Civil Servant Efficiency and Discipline Rules 1973.	

2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations (Not more than four) by 24-01-2020. Nominations may please be reconfirmed by 24-01-2020 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 27th January, 2020 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/it
8/1/20
M/S
8/1/2020
DCA-0/GMT

(Muhammad Saleem)
Director
Tele: 9265199

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No 2-/2019-20 EP.

Islamabad, the 26th December, 2019

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "MEDIA MANAGEMENT IN GOVERNMENT" FROM 20-01-2020 TO 24-01-2020

Subject course is being conducted at STI Campus H-9, Islamabad from 20-01-2020 to 24-01-2020, 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:-

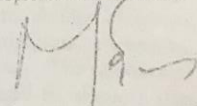
Target Audience / Group:

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

Course objectives:

Media Management In Government

2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations (Not more than four) by 16-01-2020. Nominations may please be reconfirmed by 17-01-2020 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 20th January, 2020 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.


(Muhammad Saleem)
Director
Tele: 9265199

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

(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.4-1/2020-SD-I.

Dated 1st January, 2020

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPEWRITING) COURSE FOR FEDERAL GOVERNMENT EMPLOYEES (BS-01 to 09) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-02-2020 TO 28-02-2020.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 03-02-2020 to 28-02-2020 (09:00 a.m. to 11:00 a.m. daily). Details are as follow:-

Target Audience / Group:

This course is designed for Federal Government officials (BS-01 to 09) and dependents of government servants (who are matriculate, eligible to apply for this course).

Course Objectives:

Capacity Building.

Outcome/ Learning Achievement:

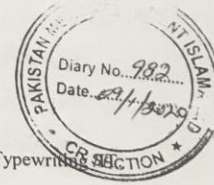
To improve/achieve required level of professional skill in English Typewriting.

Course Contents / Outlines:

i)	• Learning of English Typewriting/ Key Board
ii)	• Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	• Practical Exercises

2. Owing to the limited capacity of 40 seats, maximum two nominees from an organization would be accepted subject to first come first served basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 29-01-2020. Late nominations will not be entertained. Normally nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 03-02-2020 at 09:00 hours. No registration shall be allowed after 09:30 hours. STI encourages participation of women employees.

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



E/fu
8/1/20
8/1/20
DEPT (GA)

Faiz Akbar Faiz
(FAIZ AKBAR FAIZ)
Deputy Director (SD-I)

To

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

تاریخ: ۲ جنوری ۲۰۲۰ء

مسل نمبر ۹۔۲۰۲۰/۱۔ ایس ڈی۔ ۱


موضوع: ایک ہفتے کا (جزوقی) دفتری اردو تربیتی کورس برائے اسٹینٹ پرائیوٹ سیکرٹری، سینئر ٹائپسٹ، لوڈی سی اور ایل ڈی سی
(۱۰ فروری تا ۱۳ فروری ۲۰۲۰ء)

سیکرٹریٹ ٹریننگ انسٹی ٹیوٹ بعنوان بالا کورس مورخہ ۱۰ فروری ۲۰۲۰ء سے منعقد کرنے کا اہتمام کر رہا ہے۔ کلاسیں روزانہ صبح ۹۔۰۰ تا ۱۱۔۰۰ بجے ہوا کریں گی۔ کورس کی تفصیلات درج ذیل ہیں:-

- کورس کے تربیتی مقاصد: دفتری طریقہ کار اور مراسلت کا قومی زبان میں اطلاق اور صلاحیت سازی
- کورس کے حصول مقاصد: اردو میں دفتری قواعد کاری کے بہتر اطلاق کے لئے شرکاء کورس کی صلاحیت سازی۔
- کورس کے عنوانات: ا۔ دفتری اردو کا تعارف اور اہمیت
- ii۔ اردو میں کیفیت اور مراسلت نوٹسی۔
- iii۔ اردو میں مراسلت کی اقسام۔

۲۔ سربراہان جملہ وزاتوں / محکموں سے گزارش ہے کہ مزکورہ کورس کے لئے سوزوں اہلکاران کی نامزدگیاں ۵ فروری ۲۰۲۰ء تک ارسال کریں۔ تاخیر سے موصول نامزدگیاں قابل قبول نہیں ہوگی۔ نامزدگیاں ارسال کرتے وقت اپنے دفتر کا ٹیلی فون اور فیکس نمبر ضرور تحریر کریں۔ نیز نامزدگان کو ہدایت کریں کہ وہ اس سلسلہ میں مزید اطلاع کا انتظار کئے بغیر ۱۰ فروری ۲۰۲۰ء کو صبح ۹۔۰۰ بجے انسٹی ٹیوٹ ہذا میں برائے تربیت رپورٹ کریں۔ کورس کے لئے رجسٹریشن ۳۰۔۹ بجے کے بعد نہیں کی جائے گی۔ انسٹی ٹیوٹ اس کورس کیلئے کوئی فیس وصول نہیں کرے گا۔ اور نہ ہی شرکاء کورس کو (TA/DA) دینے کا پابند ہوگا۔ تاہم شرکاء کورس اپنی وزاتوں اور محکموں سے قانون کے مطابق کرایہ حاصل کر سکیں گے۔

۳۔ ادارہ ہذا میں خواتین ملازمین کی کورس میں شرکت کی حوصلہ افزائی کی جاتی ہے۔


محمد مظفر خان
ناظم (ایس ڈی)

۳۔ شرکاء کی تعداد ۱۰ سے کم ہونے کی صورت کورس منعقد نہیں کیا جائے گا۔

- جوائنٹ سیکرٹریز (انتظامیہ) وزارت اڈویژنز