

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5(2)/2021-HR-II

Islamabad, the 19<sup>th</sup> September, 2024

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON  
"COMMUNICATION SKILLS" FROM 21-10-2024 TO 25-10-2024**

Secretariat Training Institute is organizing subject courses from 21-10-2024 to 25-10-2024. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 11-16.

**Course objectives:-**

To enhance communication skills of participants and to build professional excellence in this filed.

**Courses Contents/Outlines:-**

i)	Correspondence with Members of the Public	ii)	Correspondence with Foreign Government
iii)	Noting & Drafting on files	iv)	Preparation of Drafts / Specimen Form of Communication
v)	Check on Delays	vi)	General: - Inspection - Meeting

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 17-10-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 21-10-2024 at 09:00 a.m hours. No registration shall be allowed after 09:15 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 10-10-2024 positively. Nominations received after the deadline will not be entertained.

  
(Syed Asghar Shah)  
Section Officer (HR-II)

- i. ✓ Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)

**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-2/2024-SD-II

Dated 9<sup>th</sup> September, 2024

**MEMORANDUM**

**Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS"  
FROM 21-10-2024 to 25-10-2024.**

STI is organizing subject course from 21-10-2024 to 25-10-2024. The training sessions will be held from 09:00a.m. to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 11-16.

**Course objectives:**

To enhance communication skills of participants and to build professional excellence in this field.

**Course Contents/Outlines:**

i)	Correspondence with Members of the Public	ii)	Correspondence with Foreign Government
iii)	Noting & Drafting on files	iv)	Preparation of Drafts/Specimen of Forms of Communications
v)	Check on Delays	vi)	General: - Inspections - Meetings

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by 17-10-2024. Late nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its *Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number* mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on 21<sup>st</sup> October, 2024 at 09:00 a.m. No registration shall be allowed after 09:15 a.m. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.

  
(Muhammad Haroq Rashied)  
Deputy Director (SD-II)

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/ Rawalpindi.
- (ii) Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.