

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5(2)2024-Admn-I/-HR-I

Islamabad, the 31<sup>st</sup> December, 2024

CIRCULAR

SUBJECT: - NOMINATIONS FOR TRAINING COURSE ON "OFFICE PROCEDURE AND PRACTICES" FROM 20-01-2025 TO 24-01-2025

Deadline 10<sup>th</sup> January, 2025

NOMINATIONS FOR TRAINING COURSE ON "PROMOTION POLICY/RULES" FROM 03-02-2025 TO 07-02-2025

Deadline 20<sup>th</sup> January, 2025

NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 17-02-2025 TO 21-02-2025

Deadline 1<sup>st</sup> February, 2025

Please find enclosed herewith copies of self explanatory Memorandums received from Secretariat Training Institute, on the above cited subjects for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry may send their nominations duly approved by their respective Head(s) of the Wing(s) to HR-I Section. *Nominations received after the deadline will not be entertained.*

Encl: As above

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

Database Administrator,  
Ministry of Commerce,  
Islamabad

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F. No.3-6/2024-25(EP)

Islamabad, the 24<sup>th</sup> December, 2024.

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON " OFFICE PROCEDURE AND PRACTICES" FROM 20-01-2025 TO 24-01-2025.**

Subject course is being conducted at STI Campus H-9, Islamabad from 20-01-2025 to 24-01-2025, on part time basis which shall be held daily from 9:00 to 11:00 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 refresh professional knowledge for better understanding /application of rules on the subject


**Major Contents:**

- |                             |                            |
|-----------------------------|----------------------------|
| • Civil Servants Act – 1973 | • Revised Leave Rules 1980 |
| • Secretariat Instruction   | • TA / DA Rules            |
| • Conduct Rules, 1964       |                            |

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **16-01-2025**. Nominations may please be reconfirmed by **17-01-2025** at the given e-mail address **ddes2@sti.gov.pk**. **Late receipt of nominations will not be entertained.** As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **20<sup>th</sup> January, 2025 at 0900 hours. No registration shall be allowed after 0920 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 highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

  
(AFTAB AKRAM CHOHAN)  
Deputy Director (EP)  
Cell No.03335143377

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](http://www.sti.gov.pk)