

GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
(GOVERNANCE SECTION)

No. 9(1-4)G/PC/2011

Islamabad, the 21st February, 2012

MEMORANDUM

Subject: **ONE-WEEK (PART-TIME) CAPACITY BUILDING TRAINING COURSE FOR SUPERINTENDENTS/ASSISTANTS INCHARGE AND EQUIVALENT FROM 12-03-2012 TO 16-03-2012**

Secretariat Training Institute (STI) has invited nominations for One-week (part-time) Capacity Building training course for Superintendents/Assistants Incharge and equivalent scheduled to be held from 12-03-2012 to 16-03-2012 in Islamabad. The classes will commence two hours daily from 09:00 am to 11:00 am. The outline of the course is as under:

- Distribution of work in the Ministry / Division
- Nature of cases to be submitted to the Secretary.
- Dealing with officer's own cases.
- Financial sanctions.
- Consultation with other Division.
- Reference from outside Secretariat and Attached Departments.
- Reference between Federal and Provincial Governments.
- Correspondence with Foreign Governments and members of the public.
- Procedure for submitting a file to senior officer/Prime Minister/ President.
- Secretariat Noting and Drafting
- Practical Exercise.

2. All superintendents/Assistant Incharge and equivalents are requested to send their nomination duly recommended by the supervisor concerned. The recommendations of the officials should reach this section **the latest by 28th February, 2012.**

(M. Haseeb Raza)
Research Associate

All Superintendents/ Assistants Incharge and equivalents of P& D Division