

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

No. 9(1-3)G/PC/2011

Islamabad, the 21<sup>st</sup> February, 2012

**MEMORANDUM**

Subject: **ONE-WEEK (PART-TIME) TRAINING COURSE FOR PRIVATE SECRETARIES/PERSONAL ASSISTANT AND EQUIVALENT FORM 05-03-2012 TO 10-03-2012**

Secretariat Training Institute (STI) has invited nominations for One-week (part-time) training course for Private Secretaries/Personal Assistant and Equivalent scheduled to be held from 05-03-2012 to 10-03-2012 in Islamabad. The course shall commence for two and half hours daily **from 09:00 am to 11:30 am**. The course will cover the following:-

- Standard norms/ attitudinal change
- Responsibilities of Private Secretary
- Procedure for official meeting
- Distribution of work in the Ministry
- Disposal of business
- Detailed office procedures
- Handling of classified documents
- Profile of an ideal PS/PA
- Secretaries time wasters
- Secretary's office work desk tools.
- A perfect PS/PA Do's and Don'ts

2. All Private Secretaries/ Personal Assistant & equivalent of P&D Division are requested to send their nomination duly recommended by the supervisor concerned for the subject part time training course. The recommendation should reach this section **the latest by 25<sup>th</sup> February, 2012.**

**(M. Haseeb Raza)**  
*Research Associate*

**All Private Secretaries/ Personal Assistant and equivalent of P&D Division**