

**Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE**

F.No.5-1/2017-SD-II(A).

Islamabad the 2nd March, 2018.

MEMORANDUM

Subject: **REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "ETHICS, MANNERS & HOSPITALITY" FROM 16-04-2018 TO 20-04-2018.**

Secretariat Training Institute (STI) is organizing the subject course from 16-04-2018 to 20-04-2018. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for the employees in BPS 1-7.

Course objectives:

To build capacity for standardized performance among the participants.

Course Contents / Outlines:

General Ethics & behavior.	Movement of papers
Punctuality & discipline	Sense of ownership & responsibility
Mannerism	Handling of Fax./Photocopiers/Computer
Dress code	Receiving/attending guests
Serving the officers/guests	Attending telephone when required
Integrity	

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **12-04-2018**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on **16th April, 2018 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI encourages participation of women employees.

H. I. Rehmani
(ABDUL HAFEEZ REHMANI)
Deputy Director (SD-II)
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To
i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
ii) Heads of Attached Departments/Subordinate Offices / Autonomous Bodies

see nomination form covered Admin. 16/3/18

ARSHAD ALI CHAUDHARY
13.3.18

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By Mr. B. Amirali
Naib Dir. STI