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Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

F.No.2-3/2016-EP-I.

Islamabad, the 28th August, 2017

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON "PUBLIC PROCUREMENT RULES AND PROCEDURES" FROM 30-10-2017 TO 03-11-2017.**

Subject course is being conducted at STI Campus H-9, Islamabad from 30-10-2017 to 03-11-2017, on part time basis which shall be held daily from 0900 to 1130 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 develop understanding of Government rules / procedures on procurement of goods, works and services. Significance of integrity in spending public money. To observe economy and regularity while spending public money.

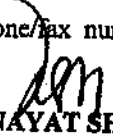
**Major Contents:**

<ul style="list-style-type: none"><li>• PPRA's Authority Ordinance 2002</li><li>• Introduction (Ordinance 2002)</li><li>• PPRA Rules 2004<ul style="list-style-type: none"><li>- Definition</li><li>- Procurement Planning</li></ul></li></ul>	<ul style="list-style-type: none"><li>- Advertisement</li><li>- Pre- Qualification</li><li>- Methods of Procurement</li><li>- Opening &amp; Evaluation of bids</li><li>- Acceptance / Award of Contents</li><li>- Redressal of Grievances</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **27-10-2017**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **30<sup>th</sup> October 2017 at 0845 hours. No registrations shall be allowed after 0900 hours.** No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

  
(INAYAT SHAH)  
Deputy Director (EP)  
Tele: 9265190

MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)

No.4(1)/Trg/PD/2013-Pt.

Islamabad, the 21<sup>st</sup> September, 2017

The nomination should reach this Section latest by 24-10-2017.

  
(Adrees Ahmed)  
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website

*Please scan and send to Webmanager*

*Mr. Aurangzeb*

*21-09-17*

D.S. (Admin) Office  
Diary No: 1659  
Date: 18/9/17

286  
18/9/17

Government of Pakistan  
(Establishment Division)  
SECRETARIAT TRAINING INSTITUTE

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FN:5-1/2016-SD-II (ii).

Dated: 11<sup>th</sup> September, 2017.

MEMORANDUM

Subject: REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS AND DESPATCH RIDERS" FROM 23-10-2017 TO 27-10-2017.

Secretariat Training Institute (STI) is organizing the subject course from 23-10-2017 to 27-10-2017. 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 Drivers/Despatch Riders.

Course objectives:

To create awareness among the participants about their duties & responsibilities.

Course Contents / Outlines:

<ul style="list-style-type: none"><li>• General Ethics &amp; behavior.</li><li>• Sense of responsibility.</li><li>• Discipline, Control &amp; punctuality.</li><li>• Rules for the use of Staff Cars. 1980.</li><li>• Mannerism.</li><li>• Individual/collective behavior.</li><li>• Dress code.</li><li>• Integrity.</li></ul>	<ul style="list-style-type: none"><li>• Security of Classified documents / negotiations/ conversations/Attending Protocol duty.</li><li>• Traffic Rules/ Regulations.</li><li>• Managing crisis.</li><li>• Fundamental knowledge for trouble shooting.</li><li>• Maintenance of vehicles.</li><li>• Maintenance of Log Book.</li><li>• Safety of the vehicles.</li></ul>
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2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by 19-10-2017. 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 23<sup>rd</sup> October, 2017 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.

  
ABDUL HAFEEZ REHMANI  
Deputy Director (SD-II)  
Tele: 9265195

STI


MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)

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No.4(1-3)/Trg/PD/2013

Islamabad, the 21<sup>st</sup> September, 2017

The nomination should reach this Section latest by 16-10-2017.

  
(Adrees Ahmed)  
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website

D.S (Admn) Office  
Diary No: 1662  
Dated: 18/09/17

Joint Secretary (A) Office  
Diary No: 289  
Dated: 18/09/17

4(1-4)

حکومت پاکستان  
(اسٹیبلشمنٹ ڈویژن)  
سیکرٹریٹ ٹریننگ انشٹی ٹیوٹ  
☆☆☆☆☆

مسئل نمبر ۲-۱۲/۲۰۱۷ ای پی

تاریخ ۲۸ اگست ۲۰۱۷ء

D.S (Admn) Office  
Diary No: 1660  
Cated: 18/09/17

یادداشت

موضوع = پانچ روزہ (جزوقی) دفتری اردو کورس برائے افسران (گریڈ ۱۹ تا ۱۷)  
(۲۳ اکتوبر، ۲۰۱۷ء تا ۲۷ اکتوبر، ۲۰۱۷ء)

حکومتی احکامات کے مطابق سیکرٹریٹ ٹریننگ انشٹی ٹیوٹ اسلام آباد اپنے سالانہ تربیتی پروگرام میں دفتری اردو کی تربیت کا اہتمام باقاعدہ بنیادوں پر کرتا ہے۔ اس سلسلہ میں ایک ہفتہ دورانیہ پر مشتمل دفتری اردو کورس مورچہ ۲۳ اکتوبر، ۲۰۱۷ء سے منعقد کرنے کا اہتمام کیا جا رہا ہے۔ کلاسوں روزانہ صبح ۹:۰۰ تا ۱۱ بجے ہوا کریں گی۔ دفتری ضرورت کے پیش نظر اس کورس میں درج ذیل مضامین کا احاطہ کیا جائے گا۔

نمبر شمار	عنوانات	نمبر شمار	عنوانات
۱	۱۔ دفتری زبان کی تعریف اہمیت و افادیت ۲۔ اسلوب اور رموز و اوقاف وغیرہ	۳	۱۔ دفتری اصطلاحات ۲۔ انگریزی اردو جملے ۳۔ دفتری اردو سے متعلقہ عنوانات کے تحت عملی مشق
۲	۱۔ کیفیت لومبسی ۲۔ معیاری کیفیت لومبسی کی خصوصیات ۳۔ سٹل پر کیفیت کے فوائد ۴۔ کیفیت میں مستعمل جملے اردو/انگلیش	۵	۱۔ سووہ لومبسی ۲۔ فن مرسلت ۳۔ مرسلت نگاری ۴۔ اچھے مرسلے کی خصوصیات
۳	۱۔ اقسام مرسلت ۲۔ نمونہ جات مرسلت		

۲۔ یہ کورس وفاقی سیکرٹریٹ کے گریڈ ۱۹ تا ۱۷ کے افسران کی اردو میں دفتری امور کی اہلیت کو بڑھانے میں مددگار ثابت ہوگا۔ جملہ وزارتوں/ڈویژنوں/انجمنوں سے گزارش ہے کہ مذکورہ کورس کے لئے موزوں اہلکاران کی نامزدگیاں مورچہ ۲۰ اکتوبر، ۲۰۱۷ء تک ارسال کریں۔ نامزدگیاں ارسال کرتے وقت اپنے دفتر کا ٹیلی فون اور فیکس نمبر ضرور تحریر کریں۔ نیز نامزدگان کو ہدایت کریں کہ وہ اس سلسلہ میں مزید اطلاع کا انتظار کے بغیر ۲۳ اکتوبر، ۲۰۱۷ء کو صبح ۸:۳۰ تا ۹:۰۰ بجے کے درمیان ادارہ ہڈاشن پورٹ کریں۔

۳۔ ادارہ ہڈاشن اس کورس کے لئے کوئی فیس وصول نہیں کرے گا، اور نہ ہی شرکاء کورس کو ٹی۔ اے/ڈی۔ اے ویسے کا پابند ہوگا۔ تاہم شرکاء کورس اپنی وزارتوں، ڈویژنوں اور انجمنوں سے قانون کے مطابق کرایہ الاؤنس حاصل کر سکیں گے۔  
۴۔ مذکورہ کورس کے بارے میں مزید معلومات کے لئے زیر دستہ سے فون پر رابطہ کیا جاسکتا ہے۔

علی احمد شاہ  
(عنایت شاہ)  
ڈپٹی ڈائریکٹر (ای پی سی)  
051-9265190

MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)

No.4(1-4)/Trg/PD/2013

Islamabad, the 21<sup>st</sup> September, 2017

The nomination should reach this Section latest by 17-10-2017.

Adrees Ahmed  
(Adrees Ahmed)  
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website

Government of Pakistan  
(Establishment Division)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-1/2016-SD-II (i)

Dated 11<sup>th</sup> September, 2017

**MEMORANDUM**

**Subject: REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON COMMUNICATION SKILLS FROM 09-10-2017 TO 13-10-2017.**

STI is organizing subject course from 09-10-2017 to 13-10-2017. 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 BPS 11-16.

**Course objectives:**

To enhance communication skills of participants to build professional excellence.

**Course Contents / Outlines:**

i)	Correspondence with Foreign Governments.	ii)	Correspondence with Members of Public.
iii)	Noting & Drafting on files.	iv)	Preparation of drafts/specimen of forms of draft communication(s).
v)	Checks on delays.	vi)	General: - Inspections. - Meetings

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **05-10-2017**. **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 **9<sup>th</sup> October, 2017 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.

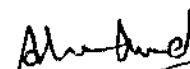
  
**ABDUL HAFEEZ REHMANI**  
Deputy Director (SD-II)  
Tele: 9265195

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
**(Training Section)**  
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No.4(1)/Trg/PD/2013

Islamabad, the 21<sup>st</sup> September, 2017

The nomination should reach this Section latest by 02-10-2017.

  
**(Adrees Ahmed)**  
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website

Training Section

Diary No: 1192  
24-09-2017

P.S (Admin) Office  
Diary No: 1663  
Dated: 18/9/17

Secretary (A) Office  
Diary No: 290  
Dated: 18/9/17

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9-17

Joint Secretary (A) Office  
Diary No: 292  
18/9/17

F.No. 1 - 1/2017/IT-T  
Government of Pakistan  
(Establishment Division)  
**SECRETARIAT TRAINING INSTITUTE**  
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4(i-3)

Islamabad, the 6<sup>th</sup> September, 2017.

**MEMORANDUM**

*Handwritten notes:* s.o. (copy)

**Subject: - NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE 2013/2016 (WORD, EXCEL, POWERPOINT) AND INTERNET" FROM 09-10-2017 TO 20-10-2017.**

The subject course shall commence for two & half hours daily from 09:00 a.m. to 11:30 a.m.

D.S (Admin) Office  
Diary No: 1665  
Dated: 18/9/17

**Course Objectives:**

- To build and enhance Word Processing expertise, Spread Sheet Assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.
- To provide hands-on knowledge about latest MS office features (21st century tools).
- To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.

**Target Audience/Group:**

Private Secretaries/Assistant Private Secretaries & equivalent, working in Federal Govt. Organizations.

**Course Contents/Outlines:**

- **Microsoft Word 2013/2016**
- **Microsoft Excel 2013/2016**
- **Microsoft PowerPoint 2013/2016**
- **Internet Browsing, Surfing and email handling**

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.

3. Owing to the limited capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations from Ministries / Divisions / Departments / Organizations under the Federal Government must reach this Institute latest by 04-10-2017. Normally all nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting.

4. A list of shortlisted participants may be seen at www.sti.gov.pk before four days from start of this course. The shortlisted participants may report for registration on 09-10-2017 at 08:45 hours. No registration shall be allowed after 09:00 hours.

5. STI offers an equal opportunity training environment. Female employees are encouraged to apply. Nominating Organizations are requested to please intimate necessary telephone/fax number for contact as and required.

*Signature*  
(QAISER NADEEM) 06/9/17  
Assistant Director (IT)

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
(Training Section)  
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No.4(1-3)/Trg/PD/2013

Islamabad, the 21<sup>st</sup> September, 2017

The nomination should reach this Section latest by 02-10-2017.

*Signature*  
(Adrees Ahmed)  
Section Officer

Assistant Director, Jawaid Azfar Computer Centre(JACC) is requested to enter/display the subject circular on Planning Commission's website