

4(1-3) Trg/PD/2013

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No.5-1/2016-SD-II

Dated: 1<sup>st</sup> August, 2017.

MEMORANDUM

Subject: NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE  
ON "SERVICE RULES & REGULATIONS" FROM 18-09-2017 TO 29-09-2017.

Secretariat Training Institute is organizing the subject course from 18-09-2017 to 29-09-2017. The course shall commence from 9.00 a.m for two hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

BPS 11-16.

Course objectives:

To refresh and update knowledge of participants about prevailing rules and regulations.

Course Contents / Outlines:

<input type="checkbox"/> Conduct Rules, 1964.	<input type="checkbox"/> Promotion Policy.
<input type="checkbox"/> Main Sections of Civil Servants Act. 1973.	<input type="checkbox"/> Revised Leave Rules, 1980.
<input type="checkbox"/> APT Rules, 1973.	<input type="checkbox"/> PPRA Rules
<input type="checkbox"/> E&D Rules, 1973.	<input type="checkbox"/> Retirement Service and
<input type="checkbox"/> Appeal Rules, 1977.	<input type="checkbox"/> re-employment (Estacode Vol.I S.No.1-10
<input type="checkbox"/> Seniority Rules.	<input type="checkbox"/> Chapter 6).

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by 14-09-2017. 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 18<sup>th</sup> September, 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

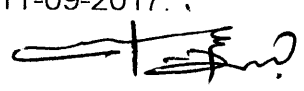
MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)

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

Islamabad, the 22<sup>nd</sup> August, 2017

The nomination should reach this Section latest by 11-09-2017.

  
(Hina Afzal)

4(1-3) Trg/PD/2013

F.No. 1 - 1/2017/IT-T  
Government of Pakistan  
(Establishment Division)  
**SECRETARIAT TRAINING INSTITUTE**  
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Islamabad, the 7<sup>th</sup> August, 2017.

**MEMORANDUM**

**Subject: - ONE WEEK (PART-TIME) TRAINING COURSE ON "MS WINDOWS 8 AND 10 END USER ADMINISTRATION" FOR GOVERNMENT SERVANTS IN BS-07 TO BS-16 FROM 18-09-2017 TO 22-09-2017.**

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

**Course Objectives:**

The course is designed to impart basic skills required to understand various features, tools and options of Microsoft Windows 8 and 10.

**Target Audience/Group:**

Govt. employees in BS-07 to BS-16 having basic knowledge of Computer and MS Windows

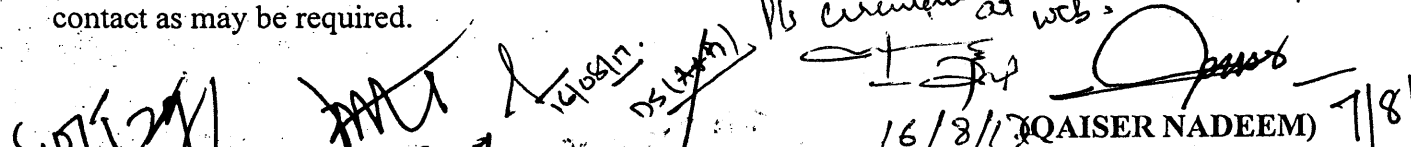
**Course Contents/Outlines:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Introduction to Windows OS</li> <li>• What's New in Windows 8 and 10?</li> <li>• Figuring out the New Start Screen in Windows 8 and 10</li> <li>• Finding the Desktop</li> <li>• Bellying up to the Taskbar</li> <li>• Browsing the File Explorer</li> <li>• Peering into Drives and Folders</li> <li>• Basics of Cloud Computing</li> </ul> | <ul style="list-style-type: none"> <li>• Intro to One Drive</li> <li>• Creating &amp; Renaming Folder and File</li> <li>• Copying or Moving Files and Folders</li> <li>• Writing to CDs and DVDs</li> <li>• Starting a Program or App.</li> <li>• Downloading, Adding and Deleting Apps.</li> <li>• Connecting Wirelessly to the Internet</li> <li>• Browsing Quickly from the Start Screen</li> </ul> |
|---|--|

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course. However, if admissible TA 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 must reach this Institute latest by 11-09-2017. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 22-09-2017 at 08:45 hours. No registration shall be allowed after 09:00 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

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


  
 16/8/17  
 QAISER NADEEM  
 Assistant Director (IT)

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
(Training Section)

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

Islamabad, the 7th August, 2017

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON "CHANGING DYNAMICS IN PUBLIC ADMINISTRATION" FROM 11-09-2017 TO 15-09-2017.**

Subject course is being conducted at STI Campus H-9, Islamabad from 11-09-2017 to 15-09-2017, 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 on working of the Government by adding value to essentials of Public Administration for better delivery of services in the light of emerging needs of modern society. To enhance leadership skills by introducing changing role of bureaucracy.

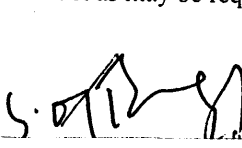
**Major Contents:**

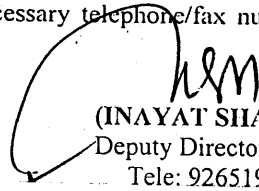
<ul style="list-style-type: none"><li>• Public Administration in perspective</li><li>• Government Organizations and its functions.</li><li>• Changing role of Bureaucracy and transformation Leadership</li></ul>	<ul style="list-style-type: none"><li>• Way forward for Improving Performance in the Public Sector.</li><li>• E-Governance</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **08-09-2017**. **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 **11<sup>th</sup> September 2017 at 0845 hours.** **No registration 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.

  
Dr. Amer Sheikh  
Joint Secretary (Admin)

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

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

Islamabad, the 22<sup>nd</sup> August, 2017

The nomination should reach this Section latest by 04-09-2017.

  
(Hina Afzal)  
Section Officer

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

9(1) Trg/PD/2013-Pt

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No.2-3/2016-EP-I.(ii)

Islamabad, the 7th August, 2017

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "DISCIPLINARY PROCEDURES IN GOVERNMENT OFFICES" FROM 25-09-2017 TO 29-09-2017.

Subject course is being conducted at STI Campus H-9, Islamabad from 25-09-2017 to 29-09-2017, 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 update knowledge of officers about the rules / procedures specifically related to discipline in the public sector organizations.

Major Contents:

<ul style="list-style-type: none"><li>• Civil Servants Act 1973</li><li>• Government Servants (Conduct) Rules-1964.</li><li>• Government Servants (Efficiency and Discipline) Rules- 1973.</li></ul>	<ul style="list-style-type: none"><li>• Civil Servants (Appeal) Rules- 1977</li><li>• Mechanism for legal relief and 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 **22-09-2017**. **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 **25<sup>th</sup> September 2017 at 0845 hours**. **No registration 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.

*S. Afzal*  
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*also website to*  
*the section*  
*Dr. Amer Sheikh*  
*Sr. Joint Secretary (Admn)*

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

MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)

STI

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

Islamabad, the 22<sup>nd</sup> August, 2017

The nomination should reach this Section latest by 19-09-2017.

*Hina Afzal*  
(Hina Afzal)  
Section Officer

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