

C. 9(1) Fg/PD/13

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
SECRETARIAT TRAINING INSTITUTE

F. No. 5-1-2014-SD-1

Islamabad, the 29th December, 2014.

MEMORANDUM

Subject: TWO-WEEK (PART-TIME) CAPACITY BUILDING TRAINING COURSE FOR PRIVATE SECRETARIES / ASSISTANT PRIVATE SECRETARIES AND EQUIVALENT FROM 02-02-2015 TO 13-02-2015.


The subject course designed for Private Secretaries / Assistant Private Secretaries and equivalent shall commence from 02-02-2015 to 13-02-2015 for two hours daily from 09.00 a.m. to 11.00 a.m. The course contents are as under:-

- Standard norms/ attitudinal change
- Duties & Responsibilities of a PS/APS.
- Detailed Office Procedure.
- Procedure for official meeting
- Communication skill/Forms of communication.
- Handling of classified documents
- Organizational Skills in the workplace
- Profile of an ideal PS/APS
- Secretary's time waster
- Secretary's office work desk tools
- MS Office (Word/spread sheet on Excel/preparation of presentation on Power Point /use of Internet and effective use of computers).

The Institute neither charges any fee nor will grant any TA/DA for participation in the course. However, if the same is admissible, trainees may claim from the respective Ministries/Divisions/Departments/Organizations.

Nominations of the suitable officials may reach this Institute by 30-01-2015. late nominations shall not be entertained. All nominations received by the cut off date are normally accepted unless otherwise intimated. Nominating Agency may, therefore, intimate its Phone/Fax/Mob Nos. for the purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on 02-02-2015 at 08.30 a.m. positively. No registration shall be allowed after 09.00 a.m.

For further inquiry if any, please contact the undersigned.


(GHAZANFAR HUSSAIN)
Deputy Director

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

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

Islamabad, the 19th January, 2015

The nomination should reach this Section latest by 26th January, 2015.


(Muhammad Maqsood Ali)
Section Officer

Member (Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website

1023
16-01-2015
510
15-1-2015
Member (Dev. Communication)
Dy. No. 289
Dated 19-1-2015