

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

Dated 01st January, 2015

MEMORANDUM

Subject: FOUR WEEKS (PART-TIME) TRAINING COURSE ON "PUBLIC SECTOR MANAGEMENT" FOR OFFICERS IN BS-17 TO BS-19 FROM 03-02-2015 TO 27-02-2015.

STI is organizing subject course w.e.f 03-02-2015 to 27-02-2015. The course shall commence from 0900 to 1200 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for Federal Government Officers from BS-17 to BS-19.

Course objectives:

The objective of the course is to improve professional competence of the officers to improve the performance of Public Sector Organizations.

Outcome/ learning achievement:

The participant would be able to learn the professional skills for effective and efficient Public Sector Management. They will be enabled to impart skills to the Ministerial Staff of their respective organizations

Course Contents / Outlines:

i) Secretariat Instructions and Office Procedure & Practices	v) Rules of Business, 1973
ii) Secretariat Noting & Drafting	vi) Financial Rules
iii) Human Resource Management in Pakistan	vii) MIS & E-Government
iv) Service Laws & Rules	

The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations. **STI encourages participation of women employees.**

3. Nominations of suitable officers of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **02-02-2015**. **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 **3rd February 2015 at 0845 hours. No registration shall be allowed after 0900 hours.**

For further information, please contact the undersigned.

(ASIF ALI ALVI)

Director (Executive Programme)

**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 28th January, 2015.

(Muhammad Maqsood Ali)
Section Officer

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

Member(Dev. Communication)
Dy. No. 288
Dated 19-1-2015

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15-12-2015
16/1/2015