

Immediate

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

F.No.2-2/2014-EP

Dated 12<sup>th</sup> May, 2014.

**MEMORANDUM**

Subject: **FOUR WEEKS (PART-TIME) TRAINING COURSE ON "PUBLIC SECTOR MANAGEMENT" FOR OFFICERS IN BS-17 TO BS-18 FROM 10-06-2014 TO 04-07-2014, LEVEL -II.**

The subject course shall commence from 0900 to 1200 hours daily or as notified otherwise.

**Course Objectives:**

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

**Outcome / Learning achievement:**

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

**Target Audience / Group:**

This course designed for Government Officers from BS-17 to BS-18.

**Course Contents / Outlines:**

i) Secretariat Instructions, Office Procedure & Practices	vi) Rules of Business, 1973
ii) Secretariat Noting & Drafting	vii) Financial Rules
iii) Human Resource Management in the Federal Government	viii) MIS & E-Government
iv) Service Law and Rules	ix) English Language

2. The Institute neither charge any fee nor allow any TA/DA for participation in this course, however, if TA/DA is admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations. **STI is a gender sensitive institution and encourages women participation in the course.**

3. Nominations of suitable officers may reach this Institute by 06-06-2014. The Institute reserve the right to reject the nominations received after due date. Due to excessive nominations, it is requested to nominate maximum 5 persons for the course. Nominating agency may, therefore, intimate its Phone / Fax Mob Nos. for communicating change, if any, in the absence of any intimation from STI, the nominees(s) may report to this Institute for registration on **10<sup>th</sup> June, 2014 at 0845 hours. No registration shall be allowed after 0900 A.M.**

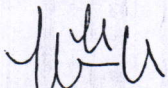
4. For further information, please contact the sender.

**TRAINING SECTION**

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

Islamabad, the 23<sup>rd</sup> May, 2014

All officers, Ministry of Planning, Development and Reform are requested to nominate officers in BS-17 to BS-18 for the subject training course at Secretariat Training Institute, Islamabad. The nomination should reach this Section latest by 30<sup>th</sup> May, 2014.

  
(ASKAR KHAN)  
Section Officer

Director General (JACC) is requested to enter/display the subject circular on Planning Commission's website