

F. No. 5-1 / 2013-SD.II

Dated: 7th May, 2014.

MEMORANDUM

Subject:- **SPECIAL CAPACITY BUILDING TRAINING COURSE FOR QASIDS & NAIB QASIDS FROM 23-06-2014 TO 27-06-2014**

The subject part-time course is being conducted for Qasids, Naib Qasids and equivalent. The main objective of the course is to build the capacity of the participants for the best performance of their duties. Course details are as under:-

Duration : 05 days/part-time
Dates : 23rd to 27th June, 2014.
Timing : 09.00 AM to 11.00 AM
Target Group : Qasids, Naib Qasids & equivalent.

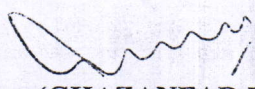
Course Outlines :

<input type="checkbox"/> General Ethics & behaviour	<input type="checkbox"/> Integrity
<input type="checkbox"/> Punctuality & discipline	<input type="checkbox"/> Movement of papers
<input type="checkbox"/> Mannerism	<input type="checkbox"/> Sense of ownership
<input type="checkbox"/> Dress code	<input type="checkbox"/> Operation of Fax./Photocopiers/Computer.
<input type="checkbox"/> Responsibilities	<input type="checkbox"/> Receiving/ attending guests
<input type="checkbox"/> Basic English	<input type="checkbox"/> Attending telephone
<input type="checkbox"/> Serving the officers/guests	

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. Nominations of the suitable officials may reach this Institute by **20th June, 2014. Late nominations may 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 23rd June, 2014 at 08.30 a.m. **No registration shall be allowed after 09.00 a.m.**

4. For any further information, please contact the sender.

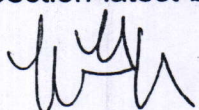

(GHAZANFAR HUSSAIN)
Deputy Director (SD-II)

TRAINING SECTION

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

Islamabad, the 23rd May, 2014

All officers, Ministry of Planning, Development and Reform are requested to nominate Qasids/Naib Qasids for the subject training course at Secretariat Training Institute, Islamabad. The nomination should reach this Section latest by 6th June, 2014.


(ASKAR KHAN)
Section Officer

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