

Government of Pakistan  
(Establishment Division)  
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2014-EP.

Dated 24<sup>th</sup> September, 2014.

**MEMORANDUM 4(1)Trg/1PD/2013**

Subject: **ONE-WEEK (PART-TIME) TRAINING COURSE ON "HUMAN RESOURCE MANAGEMENT IN FEDERAL GOVERNMENT" FOR OFFICERS IN BS-17 TO BS-19 FROM 24-11-2014 TO 28-11-2014**

STI is organizing subject course w.e.f 24-11-2014 to 28-11-2014. 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 Government Officers from BS-17 to BS-19.

**Course objectives:**

To acquaint the officers about the strategic role of Human Resources, critical issues, best practices across the world and challenges faced to HRM in Public Sector Organization.

**Outcome/ learning achievement:**

The trainees will be able to understand the basics and strategic concepts of HRM and best utilization of human resources.

**Course Contents / Outlines:**

i)	Introduction to Human Resource Management.	ii)	Strategic role of HRM in Organization
iii)	Challenges faced by HRM in Public Sector, remedies and way forward.	iv)	Best practices in Civil Service across the world
v)	Critical issues facing Civil Services in Pakistan		

2. 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 may reach this Institute by **21-11-2014**. **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 **24<sup>th</sup> November, 2014 at 0845 hours. No registration shall be allowed after 0900 hours.**

4. For further information, please contact the undersigned.

  
(ASIR ALI ALVI)  
Director (Executive Programme)  
Ph: 051-9259014

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

\*\*\*\*\*

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

Islamabad, the 13<sup>th</sup> October, 2014

The nomination should reach this Section latest by 5<sup>th</sup> November, 2014.

  
(ASKAR KHAN)  
Section Officer

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

Mr. Nayer Inayat Web Dept

  
15/10-14

Training Section  
Diary No. 78  
10-10-2014

397  
2-10-2014

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

\*\*\*

F.No.2-1/2014-EP.

Dated 24<sup>th</sup> September, 2014.

**MEMORANDUM 4(1)Trg/PD/2013**

**Subject: FOUR DAY (PART-TIME) TRAINING COURSE ON "ANGER MANAGEMENT" FOR OFFICERS IN BS-17 TO BS-19 FROM 11-11-2014 TO 14-11-2014**

STI is organizing subject course w.e.f 11-11-2014 to 14-11-2014. 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 Government Officers from BS-17 to BS-19.

**Course objectives:**

Effects of anger on individual and organization and the possible consequences of letting their anger out in an inappropriate fashion. While dealing with anger, the focus will be to define and recognize Anger Triggers, Anger Cues and Anger Styles.

**Outcome/ learning achievement:**

To learn the concept that all emotions and Energy in Motion. Anger, frustration and stress are natural emotions. Understand the importance of diversity and differences.

**Course Contents / Outlines:**

a.	Introduction to Anger Triggers and Strategies to overcome.	d.	The Emotional State of Anger and to Create Stability.
b.	Understanding various Facets of Anger.	e.	Effective Expression of Anger.
c.	Physical Cues of Anger		

2. 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 may reach this Institute by **10-11-2014**. **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 11-11-2014 **at 0845 hours. No registration shall be allowed after 0900 hours.**

4. For further information, please contact the undersigned.

780  
10-10-2014  
596  
2-10-2014

15/10  
ADS (A/B)

29/10/2014

  
(ASIF ALI ALVI)  
Director (Executive Programme)  
Ph: 051-9259014

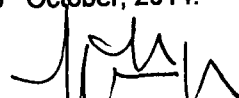
**MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)**

\*\*\*\*\*

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

Islamabad, the 13<sup>th</sup> October, 2014

The nomination should reach this Section latest by 25<sup>th</sup> October, 2014.

  
(ASKAR KHAN)  
Section Officer

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



GOVERNMENT OF PAKISTAN  
Ministry of Defence  
Survey of Pakistan  
Surveyor General's Office  
Rawalpindi

Tele: 051-9291057; Fax: 051-9290205  
Email: nayer\_saleem@yahoo.com

No. 755 /44-A-Map/Google/PS

Dated: 30 September, 2014

To:

Secretary,  
Ministry of Planning,  
Development & Reform, P block Pakistan Secretariat,  
Islamabad.

F. No. 4 (25) Tng/PS/2014

Sub: SEMINAR ON NATIONAL SPATIAL DATA INFRASTRUCTURE:

In the present era of information technology, significance of spatial data has increased manifold as regards its utility in national planning & development, strategic defence planning, spatial analysis as well as devising Geographical Information Systems (GIS).

2. Most of the developed and developing countries around the globe have either developed their NSDI or working on it seriously, whereas Pakistan is so far lagging behind. Hence need to devote serious efforts for development of NSDI for Pakistan which will assist all stake holders including ends users for establishment of various data sets, uniform standards and avoid duplication of effort.

3. Survey of Pakistan being National Mapping Organization has been mandated, through Surveying and Mapping Act-2014, to establish NSDI in collaboration with key stake holders. It will facilitate to develop an integrated spatial data infrastructure, consistent mechanism of maintenance, dissemination and sharing among all users.

4. In connection with the emerging needs of NSDI, Survey of Pakistan is hosting a seminar on NSDI, which is likely to be conducted in the month of December 2014. All the stake holders are cordially invited to participate in this seminar either by way of sharing their valuable ideas or attendance for achieving common objective.

DS (A&B).....  
DY NO: 318.....  
Date: 14/09/2014.....

Office of the Secretary  
Dy. No: 686.....  
Date: 14/09/2014.....

Office of the Secretary  
Dy. No: 8354.....  
Date: 09/09/2014.....

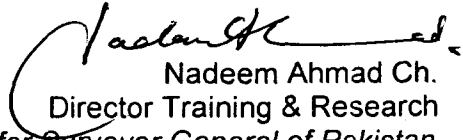
Office of the Secretary  
Dy. No: 8181.....  
Date: 09/09/2014.....

0

MS

5. In view of aforementioned, you are requested to forward the name of presenter from your organization alongwith title of topic on the theme of seminar given below or otherwise confirm the availability of No. of participants for attendance by 30<sup>th</sup> October, 2014, please.

*"Spatial data is an indispensable element of good governance. Efforts are being made for sharing of spatial data at national level by most of the developed and developing countries through NSDI, which is need of the time for economic development, strategic planning, decision making and natural resource monitoring for Pakistan. NSDI Pakistan would eliminates redundancies in spatial data and avoid duplication of efforts."*

  
Nadeem Ahmad Ch.  
Director Training & Research  
for Surveyor General of Pakistan

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

\*\*\*\*\*

No.4(25)/Trg/PD&R/2014

Islamabad, the 15<sup>th</sup> October, 2014

The nomination should reach this Section latest by 17<sup>th</sup> October, 2014.

  
**(ASKAR KHAN)**  
Section Officer

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