

4(1-3)Trg/PD/2013

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
SECRETARIAT TRAINING INSTITUTE

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F. No: 4-1/2014-SD-1

Islamabad, the 2<sup>nd</sup> May, 2014.

**MEMORANDUM**

**Subject: TWO WEEK (PART-TIME) TRAINING COURSE FOR PRIVATE SECRETARIES / ASSISTANT PRIVATE SECRETARIES AND EQUIVALENT FROM 09-06-2014 TO 20-06-2014.**

The subject course, designed for Private Secretaries / Assistant Private Secretaries and equivalent shall commence from 09-06-2014 to 20-06-2014 for two hours daily from 09:00 a.m. to 11:00 a.m. The course contents are as under:-

- o Standard norms/ attitudinal change
- o Responsibilities of a Private Secretary/Personal Assistant
- o Procedure for official meeting
- o Time Management
- o Disposal of Business
- o Organizational Skills in the workplace
- o Handling of classified documents
- o Profile of an ideal PS/APS
- o Secretary's time waster
- o Secretary's office work desk tools
- o Preparation of presentation on power point and effective use of computers

2. 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.

3. Nominations of the suitable officials may reach this Institute by 06-06-2014. **Late received 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 case no information is received from STI, the nominee(s) may report to this Institute for registration on 09-06-2014 at 08:30 a.m. positively. **No registration shall be allowed after 09:00 a.m.**

4. For further inquiry if any, please contact the undersigned.

**Training Section**

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

Islamabad, the 14<sup>th</sup> May, 2014

Sr. Chief/Chiefs/Head of all Sections of Ministry of Planning Development & Reform are requested to nominate suitable Private Secretaries/Assistant Private Secretaries for the subject training course. The nominations should reach this Section latest by 19<sup>th</sup> May, 2014.

  
(ASKAR KHAN)  
Section Officer  
Tel: 9206935

Chief Programmer(JACC) is requested to enter the subject circular on Planning Commission's website

A-D (web)



15/05/14