

Islamabad, the 21st May, 2018.

MEMORANDUM

Subject: - ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWERPOINT 2013/2016" FOR GOVT. EMPLOYEES IN BS-07 TO BS-16 FROM 25-06-2018 TO 29-06-2018.

The subject course shall commence for two hours daily from 09:00 a.m. to 11:00 a.m.

Course Objectives:

To build and enhance Power Point presentation capabilities of Government employees.

Target Audience/Group:

This course is designed for government servants in BS-07 to BS-16.

Course Contents/Outlines:

<ul style="list-style-type: none">• PowerPoint Overview• PowerPoint Views• Creating a New Presentation• Formatting Text• Drawing Tools & Drawing Skills• Graphics and Clipart• Tables and Charts• Slide Masters and Templates• Transitions and Animation	<ul style="list-style-type: none">• Slide Shows• Multi-media, Linked and Embedded Objects• Saving presentations• Slide Show Preparation• Custom Shows• Speaker Notes and Handouts• Presenting With PowerPoint• Printing Presentations
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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. Owing to the limited capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations must reach this Institute latest by 13-06-2018. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 25-06-2018 at 08:45 hours. No registration shall be allowed after 09:00 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

DS(E)
Nadeem Ahmed Bhatti
DS (E)/JS

H. I. Rehmani
(ABDUL HAFEEZ REHMANI)
Deputy Director (SD-II)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nominations should reach this Section by 13-06-2018.

(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

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

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2017-SD-II

Dated 15th May, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE**
ON "OFFICE PROCEDURES" FROM 25-06-2018 TO 06-07-2018.

STI is organizing subject course from 25-06-2018 to 06-07-2018. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for BPS 09-16.

Course objectives:

To enhance skills of participants in Office Procedures and Practices.

Course Contents / Outlines:

i)	Introduction & Basics of Rules of Business (ROB, 1973).	ii)	Duties & responsibilities of various functionaries
iii)	Basics of Secretariat Instructions: - Disposal of business. - Opening of new files. - Paging/referencing/docketing/diarizing.	iv)	Secretariat Noting & Drafting
v)	Conduct Rules 1964	vi)	Handling of classified documents
vii)	Recording, Indexing & weeding of files.	viii)	Consultation among Divisions (ROB, 1973)..
ix)	Miscellaneous (Secretariat Instructions: 53-63 Appendix 'E').	x)	Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 & 20-23).

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **18-06-2018**. **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 **25th June, 2018 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI encourages participation of women employees.


(ABDUL HAFEEZ REHMANI)
Deputy Director (SD-II)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1-2)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nominations should reach this Section by 13-06-2018.


(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

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

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-4/2018-19 EP.

Islamabad, the 21st May, 2018

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 09-07-2018 TO 13-07-2018.

Subject course is being conducted at STI Campus H-9, Islamabad from 09-07-2018 to 13-07-2018, on part time basis which shall be held daily from 0900 to 1130 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

To cater emerging requirements of negotiation and communication skills for effective utilization of human resources. Clarity in language to avoid consequences affecting organizational purpose.

Major Contents:

<ul style="list-style-type: none">• Fundamentals of communication and negotiation skills• Improving organizational communication	<ul style="list-style-type: none">• Negotiation and problem solving techniques• The role of information technology for improving communication skills
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by 06-07-2018. Late receipt of nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on 9th July, 2018 at 0845 hours. No registration shall be allowed after 0900 hours. No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(INAYAT SHAH)
Director (EP)
STI

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nominations should reach this Section by 02-07-2018.


(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

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

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Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-1/2018-EP.

Islamabad, the 21st May, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "DISCIPLINARY PROCEDURE IN GOVERNMENT OFFICES" FROM 25-06-2018 TO 29-06-2018.**

Subject course is being conducted at STI Campus H-9, Islamabad from 25-06-2018 to 29-06-2018, on part time basis which shall be held daily from 0900 to 1130 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

To update knowledge of officers about the rules / procedures specifically related to discipline procedure in the public sector organizations.

Major Contents:

<ul style="list-style-type: none">• Civil Servants Act- 1973• Government Servant (Conduct) Rules- 1964.• Civil Servant Efficiency and Discipline Rules- 1973	<ul style="list-style-type: none">• Civil Servants (Appeal) Rules- 1977• Mechanism for legal relief and redressal of grievances
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **22-06-2018**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **25th June, 2018 at 0845 hours**. **No registration shall be allowed after 0900 hours.** No course fee will be charged. However, if TADA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

DS/KE

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Nadeem Ahmed Bhatti
DS/EP/BS

(INAYAT SHAH)
Director (EP)

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

No.4(1-3)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nominations should reach this Section by 19-06-2018.

(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

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

4(1-2)
Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-2/2016-EP.

Islamabad, the 18th May, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "HUMAN RIGHTS" FROM 23-07-2018 TO 27-07-2018.**

Subject course is being conducted at STI Campus H-9, Islamabad from 23-07-2018 to 27-07-2018, on part time basis which shall be held daily from 0900 to 1130 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

To create awareness on Human Rights specially obligations of the State of Pakistan towards International Conventions.

Major Contents:

<ul style="list-style-type: none">• Fundamental of Human Rights in Islam• Rights of the Minorities and women under 1973 constitution.• International obligations of Pakistan in respect of Human Rights - implementation mechanism	<ul style="list-style-type: none">• Issues of Human Rights in contemporary environment• Bonded Labor , Discrimination etc.
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **20-07-2018**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **23rd July, 2018 at 0845 hours. No registration shall be allowed after 0900 hours.** No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(INAYAT SHAH)
Director (EP)
Tele: 9265184

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

No.4(1-2)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nominations should reach this Section by 16-07-2018.


(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

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

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31-05-2018

DS/E)

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GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT/
AARDO REGIONAL OFFICE FOR SOUTH AND CENTRAL ASIA
(PARK ROAD, CHAK SHAHZAD)

F.No. 1(4)/2015-16/IL.Trg.

Islamabad, the 22nd May, 2018

OFFICE MEMORANDUM

Subject: TRAINING COURSES AT THE EGYPTIAN INTERNATIONAL CENTRE FOR AGRICULTURE (EICA), DOKKI, EGYPT, JULY-DECEMBER, 2018

The undersigned is directed to inform that the African Asian Rural Development Organization (AARDO) in Collaboration with the Egyptian International Centre for Agriculture (EICA), Dokki, Egypt has invited nomination for the following **Fully Funded** Training Courses.

Sl. #	Title of Course & Venue	Duration	Closing Date
1	Poultry Production and Health	10 July-25 Sep 2018	10-06-2018
2	Integrated Rural Development	10 July-25 Sep 2018	10-06-2018
3	Animal Production and Health	01 Oct- 15 Dec, 2018	30-07-2018
4	Soil & Water Management	01 Oct- 15 Dec, 2018	30-07-2018
5	Fish Culture Development	01 Oct- 15 Dec, 2018	30-07-2018

2. It is requested to kindly arrange to nominate two candidates, clearly indicating the order of preference, for the above listed programmes

The Essential Qualifications of the subject courses are as under:

Essential Qualifications:

- Bachelor's degree with a minimum of five years' experience in the related fields;
 - Proficiency in spoken and written English as the medium of instruction is English only;
 - Translation facilities into any other language would not be available;
 - Must be in good health both physically and mentally to undergo the course of training;
- and
Preferably not above 45 years of age.

4. Nomination of only suitable and serious/willing candidates who are mentally, & physically fit to attend the such a long training courses, fulfilling the above laid-down essential qualification prescribed by the sponsoring agency may be forwarded. The nominated candidate should meet the qualifications specified in AARDO invitation letter alongwith it accompaniments (copies enclosed). The Online Application form is available on (www.aardo.org/aardohomepage/formDD.php).

Diary No: 193
Dy. No: 962
Date: 25-05-2018
Dated: 29/5/18

(SHOAIB AHMAD SIDDIQUI)
Secretary

29-05-18
1:45 PM

Handwritten signature and initials

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29/5/18
Nadeem Ahmed Bhatti
DS (E)/JS
20(E-IV)

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29/5/18

5. Only those nominations would be considered which are routed through proper channel as per given details;


- Federal employees through their concerned Ministries.
- Provisional employees through their relevant Planning & Development Department.
- Employees of Federal & Provincial Public Universities through Higher Education Commission, Islamabad.

6. The nomination letter/s and duly filled Performae of the prospective nominee/s may kindly be sent to **Director General, AHK NCRD, latest by 02 June, 2018 for S# 1,2 and 30 June, 2018 for S# 3,4,5.** The approved nomination/s with duly filled performae (scanned copies) may also be sent to these emails IDs:

ncrdtraining@gmail.com, ssaleemi@yahoo.com

7. Incomplete / late nomination will not be entertained. Moreover, deliberate provision of any wrong information on the part of the candidate shall be reviewed seriously. Nomination of Contractual employees will not be entertained at any cost.

8. After scrutiny, and approval of nomination/s by the competent authority i.e. Secretary, Establishment Division, Islamabad, the selected nominee/s will be informed accordingly.


(SABA SALEEMI)
Deputy Director (T-II)
DR. 051-0755152
AHK

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

No.4(14)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nomination of a panel of three officers alongwith (8 copies) of **Foreign Training Proforma, C.V and history of attended foreign trainings** of the nominee(s) should reach this Section latest by 15-06-2018 for serial No.3,4 & 5.


(Ayesha Javed)
Section Officer

Chiefs/Heads of Sections

Copy to:-

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

Copy forwarded for similar action to:-

15. Chairman, Planning and Development Board, Govt. of Punjab, Lahore.
16. Chairman, Planning and Development Board, Govt. of Sindh, Karachi.
17. Additional Chief Secretary, Planning & Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.

18. Additional Chief Secretary, Planning & Development Deptt., Govt. of Balochistan, Quetta.
19. Additional Chief Secretary, Planning & Development Dett., Govt. of AJ&K, Muzaffarabad.
20. Secretary, Planning & Development Department, Govt. of Gilgit Baltistan, Gilgit.
21. Additional Chief Secretary, FATA Secretariat, Peshawar.
22. Secretary, Agriculture Department, Govt. of Punjab, Lahore.
23. Secretary, Agricultural, Supply & Prices Department, Govt. of Sindh, Karachi.
24. Secretary, Agriculture Department, Govt. of Kyber Pakhtunkhwa, Peshawar.
25. Secretary, Agriculture & Cooperative Department, Govt. of Balochistan, Quetta.
26. Secretary, Agriculture Department, Govt. of AJ&K, Muzaffarabad.
27. Secretary, Agriculture Department, Govt. of Gilgit Baltistan, Gilgit.
28. Secretary, Livestock & Dairy Development Department, Govt. of Punjab, Lahore.
29. Secretary, Livestock & Fisheries Department, Govt. of Sindh, Karachi.
30. Secretary, Forestry, Environment & Wildlife, Govt. of Kyber Pakhtunkhwa, Peshawar.
31. Secretary, Livestock & Dairy Development Department, Govt. of Balochistan, Quetta.
32. Secretary, Forest Department, Govt. of AJ&K, Muzaffarabad.
33. Secretary, Forest Department, Govt. of Gilgit Baltistan, Gilgit.
34. Secretary, Local Government & Rural Development Deptt., Govt. of Punjab, Lahore.
35. Secretary, Local Government & Rural Development Deptt., Govt. of Sindh, Karachi.
36. Secretary, Local Government & Rural Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.
37. Secretary, Local Government & Rural Development Deptt., Govt. of Balochistan, Quetta.
38. Secretary, Local Government & Rural Development Deptt., Govt. of AJ&K, Muzaffarabad.
39. Secretary, Local Government & Rural Development Deptt., Govt. of Gilgit Baltistan, Gilgit.
40. Secretary, Forest, Wildlife & Fisheries Department, Govt. of Punjab, Lahore.
41. Secretary, Fisheries Department, Govt. of Balochistan, Quetta.
42. Chairman, Fisheries Development Board, Rawalpindi.
43. Director General, Federal Seed Certification and Registration Department, Islamabad
44. Director General, National Agriculture Research Centre, Islamabad



ORGANISATION
AFRICAIN-ASIATIQUE POUR LE
DÉVELOPPEMENT RURAL

AFRICAN-ASIAN
RURAL DEVELOPMENT
ORGANIZATION

المنظمة
الأفريقية الآسيوية
للتربية الريفية

Cooperation for Sustainable Development

OFFICE OF THE
SECRETARY GENERAL

مكتب
الأمين العام

No. CB/TRG/EICA/2018
18 May 2018

The Secretary
Establishment Division
Government of the Islamic Republic of Pakistan
Islamabad, Pakistan

**Subject: Training Courses at the Egyptian International Centre for Agriculture (EICA),
Dokki, Egypt, July-December 2018**

Dear Sir,

I have the honour to inform your goodself that the Egyptian International Centre for Agriculture (EICA), Dokki, Egypt, is organizing the following specialized training courses, during July - December 2018:

Sl. No.	Title of the Course	Duration	Closing date for Nominations
1.	Poultry Production and Health	10 July-25 Sep 2018	10.06.2018
2.	Integrated Rural Development	10 July-25 Sep 2018	10.06.2018
3.	Animal Production and Health	01 Oct- 15 Dec 2018	30.07.2018
4.	Soil & Water Management	01 Oct- 15 Dec 2018	30.07.2018
5.	Fish Culture Development	01 Oct- 15 Dec 2018	30.07.2018

Nominees must satisfy the following:

Essential Qualifications:

- ✓ Bachelor's degree with a minimum of five years experience in the related fields;
- ✓ Proficiency in spoken and written English as the medium of instruction is English only.
- ✓ Translation facilities into any other language would not be available;
- ✓ Must be in good health both physically and mentally to undergo the course of training; and
- ✓ Preferably not above 45 years of age.

(An autonomous inter-governmental organization established in 1982)

2, State Guest Houses Complex, Chanakyapuri, New Delhi 110 021, INDIA
Phones: (91-11) 24100475/26115936/26877783/26877784; Fax: 26115937
E-mail: aarido@aarido.org; Website: http://www.aarido.org

Nominees will enjoy the following Entitlements:

- Both ways international airfare from the capital city of nominee to Cairo, Egypt, and back on economy class by the shortest possible route;
- Board and lodging expenses at the Training Centre (excluding expenses on laundry, phone calls etc.);
- Tuition fee, books and literature; and
- Expenses on local travel on study tours.

Under the AARDO training fellowship, out of pocket allowance, expenses on obtaining passport, visa, airport tax and any other expenses are not admissible. The nominating country governments may consider providing sufficient funds to enable their candidates to meet such expenses.

It is requested to kindly arrange to nominate two candidates, clearly indicating the order of preference, for the above listed programmes.

It is requested that the nominees may kindly be advised to apply online through <http://aardo.org/aardohomepage/formDD.php>. The scanned copy of the application (submitted online) duly recommended by competent authority, may kindly be forwarded to AARDO Secretariat through email: cb.aardo@gmail.com latest by the closing dates mentioned above. Nominations received after the closing date or received incomplete in any respect are not likely to be considered.

Selection of candidates will be made in consultation with the host Government/training institute keeping in view the availability of training slots and response from the member countries. **Preference will be given to the candidates from countries that are regularly paying their AARDO membership contribution.**

Following the acceptance of the nomination(s), round trip air tickets will be issued directly by EICA authorities from Egypt for the travel of the candidate(s) to Cairo and back.

As per AARDO's policy to serve maximum number of participants from all member countries, applications of the nominees who have attended any of its technical activities during the last two years, will not be considered.

Kindly accept, Dear Sir, the renewed assurances of my highest consideration.

Sincerely,



Eng. Wassfi Hassan El Sreihin
Secretary General