

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

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

Islamabad, the 23rd October, 2018

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "OFFICE PROCEDURE AND PRACTICES" FROM 24-12-2018 TO 28-12-2018.**

Subject course is being conducted at STI Campus H-9, Islamabad from 24-12-2018 to 28-12-2018, on part time basis which shall be held daily from 0900 to 1115 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 refresh professional knowledge for better understanding /application of rules on the subject.

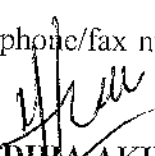
**Major Contents:**

|                                                                                                                                         |                                                                                                                                          |
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| <ul style="list-style-type: none"><li>• Civil Servants Act – 1973</li><li>• Government Servants</li><li>• Conduct Rules, 1964</li></ul> | <ul style="list-style-type: none"><li>• General Principles of Leave</li><li>• Revised Leave Rules 1980</li><li>• TA / DA Rules</li></ul> |
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **19-12-2018**. Nominations be please reconfirm by 21-12-2018 at the given e-mail address [mrs.madihakamal@gmail.com](mailto:mrs.madihakamal@gmail.com) **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 **24<sup>th</sup> December, 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.

  
**(MADINA AKHTAR)**  
Director (EP)  
Tele: 265199

To

- i) Joint Secretary (Admn), Ministries/ Divisions
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) AD (IT), STI with request to place the circular on website.