

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-6/2018-19 EP.

Islamabad, the 27th September, 2018

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "ICT & E-GOVERNANCE" FROM 05-11-2018 TO 09-11-2018.

Subject course is being conducted at STI Campus H-9, Islamabad from 05-11-2018 to 09-11-2018, 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 build knowledge and improve know how about ICT and E-Governance of the public sector employees.


Major Contents:

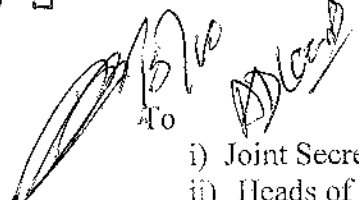
<ul style="list-style-type: none">• Introduction to Information & Communication Technology (ICT)• Improving decision making using ICT• Process Improvement using ICT• ICT as a Cross-Cutting field• ICT in Professional & Daily Life	<ul style="list-style-type: none">• What is E- Governance?• Advantages of E-Governance• Types of E-Governance Transactions• Types of E- Governance Services• Goals of E- Governance
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **01-11-2018**. Nominations be please reconfirm by 02-11-2018 at the given e-mail address 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 **05th November, 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.


(MADHIRA AKHTAR)
Director (EP)
Tele: 9265199

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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.

Director (Admn)

Diary No. 85

Dated 15-10-18