

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

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

Islamabad, the 23rd October, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "PUBLIC PROCUREMENT RULES AND PROCEDURES" FROM 10-12-2018 TO 14-12-2018.**

Subject course is being conducted at STI Campus H-9, Islamabad from 10-12-2018 to 14-12-2018, 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 develop understanding of Government rules / procedures on procurement of goods, works and services. Significance of integrity in spending public money. To observe economy and regularity while spending public money.


Major Contents:

<ul style="list-style-type: none">• PPRA's Authority Ordinance 2002• Introduction (Ordinance 2002)• PPRA Rules 2004<ul style="list-style-type: none">- Definition- Procurement Planning- Advertisement	<ul style="list-style-type: none">- Pre-Qualification- Methods of Procurement- Opening & Evaluation of bids- Acceptance / Award of ContentsRedressal of Grievances
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **05-12-2018**. Nominations be please reconfirm by 07-12-2018 at the given e-mail address mrs.madiahakamal@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 **10th 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.


(MADHIRA AKHTAR)
Director (EP)
Tele: 9265199

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.