

Government of Pakistan
Ministry of Inter Provincial Coordination

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No.F.2-21/2013-Admn-II.

Islamabad, the 27th Sept. 2021.

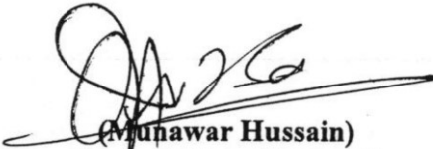
CIRCULAR

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON
"COMMUNICATION SKILLS" FROM 04.10.2021 TO
08.10.2021.

Please find enclosed herewith a copy of STI's Memorandum No.F.5-1/2021-SD-II, dated 15.09.2021 on the subject noted above which is self-explanatory. The course is designed for employees of BS 11-16.

2. The interested officials (BS 11-16) may convey their willingness **within one week** for their nomination to the subject training course positively.

Encl: as above


(Munawar Hussain)
Section Officer (Admn-II)
Ph: 9103517.

All Officials in BS 11-16,
Ministry of IPC.

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By No.
Office of the S.O (CCI)
Date: 27-09-2021

Please obtain copy of
STI's Memo dated 15/9/21.
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GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2021-SD-II

Dated 15th September, 2021

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 04-10-2021 TO 08-10-2021.**

STI is organizing subject course from 04-10-2021 to 08-10-2021. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for BPS 11-16.

Course objectives:

To enhance communication skills of participants and to build professional excellence.

Course Contents/Outlines:

i)	Noting & Drafting	ii)	Correspondence with Members of the Public
iii)	Preparation of Drafts/ Forms of Communications	iv)	Check on Delays
v)	Inspections & Meeting		

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by **30-09-2021**. **Late nominations will not be entertained**. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **4th October, 2021 at 0900 hours. No registration shall be allowed after 0915 hours.** It is pertinent to mention here that due to pandemic of corona virus, SOPs of COVID19 issued by NCOC will be adhered strictly during the training. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

STI normally encourages participation of women employees.

Rana Muhammad Javaid
(RANA MUHAMMAD JAVAID)
Deputy Director (SD-II)
Tele:9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
(ii) Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk

Ministry of IFC
Office of the DS (Admn)
Diary No. 1478
Dated: 20-09-2021

Office of the DS (Admn)
Diary No. 2375
Dated: 20-09-2021

How can we
avail it?

20/09/21

DS(A)

On File
20/9
SD (A-II)