

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

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F.No.5-1/2019-SD-II.

Islamabad the 13th December, 2019.

**MEMORANDUM**

**Subject: REQUEST FOR NOMINATIONS FOR THREE DAYS (PART-TIME) TRAINING COURSE ON "ETHICS, MANNERS & HOSPITALITY" FROM 17-02-2020 TO 19-02-2020.**

Secretariat Training Institute (STI) is organizing the subject course from 26-08-2019 to 30-08-2019. 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 DRs/ Drivers/ Qasids/ Daftris/ Naib Qasids & Equivalentents (BPS 1-7).

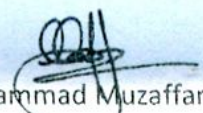
**Course objectives:**

To build capacity for standardized performance among the participants.

**Course Contents / Outlines:**

<input type="checkbox"/> General Ethics & behavior.	<input type="checkbox"/> Movement of papers
<input type="checkbox"/> Punctuality & discipline	<input type="checkbox"/> Sense of ownership & responsibility
<input type="checkbox"/> Mannerism	<input type="checkbox"/> Handling of Fax./Photocopiers/Computer
<input type="checkbox"/> Dress code	<input type="checkbox"/> Receiving/ attending guests
<input type="checkbox"/> Serving the officers/guests	<input type="checkbox"/> Attending telephone when required
<input type="checkbox"/> Integrity	

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **12-2-2020**. **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 17-02-2020 **at 0900 hours. No registration shall be allowed after 0900 hours.** The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

  
(Muhammad Muzaffar Khan)  
Director (SD)

**Joint Secretary (Admn), Ministries / Divisions / Heads of Departments**

**Heads of Subordinate Offices/Autonomous Bodies.**