

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

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F. No.3-8/2025-26-EP

Islamabad, the 29<sup>th</sup> January, 2026.

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "PUBLIC PROCUREMENT RULES AND PROCEDURES" FROM 09-03-2026 TO 13-03-2026.**

Subject course is being conducted at STI Campus H-9, Islamabad from 09-03-2026 to 13-03-2026, on part time basis which shall be held daily from 9:00 to 11:30 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"><li>• PPRA's Authority Ordinance 2002</li><li>• Introduction (Ordinance 2002)</li><li>• PPRA Rules 2004<ul style="list-style-type: none"><li>- Definition</li><li>- Procurement Planning</li></ul></li><li>• Advertisement</li></ul>	<ul style="list-style-type: none"><li>• Pre-Qualification</li><li>• Methods of Procurement</li><li>• Opening &amp; Evaluation of bids</li><li>• Acceptance / Award of Contents</li><li>• Redressed of Grievances</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than four**) by **05-03-2026**. Nominations may please be reconfirmed by **06-03-2026** at the given e-mail address **ddep2@sti.gov.pk**. **Late receipt of nominations will not be entertained**. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **9<sup>th</sup> March, 2026 at 0900 hours. No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

  
**(AFTAB AKRAM CHOCHAN)**  
Deputy Director (EP)  
Cell No. 03335143377

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.

**Address: Plot No.7, Sector H-9, Islamabad. Tell No. 051-9265193 and Fax: 051-9265189 Web: www.sti.gov.pk**