

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F. No.3-10/2026-27(EP)

Islamabad, the 29th July 2026.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "DECISION MAKING IN PUBLIC SECTOR" FROM 26-10-2026 TO 30-10-2026.

Subject course is being conducted at STI Campus H-9, Islamabad from 26-10-2026 to 30-10-2026, on part time basis which shall be held daily from 9:00 to 11:15 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:

- They will learn fact finding process with organized efforts to deal the problems and to understand the factors contributing to the solution of the problem

- **Major Contents:**

➤ The nature and process of decision making and how effective decisions are made? ➤ Managerial models of decision making and criteria for analyzing alternatives	➤ Types of problems and decision making style. ➤ Difficulties in implementation of decisions and evaluate results
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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 **22-10-2026**. Nominations may please be reconfirmed by **23-10-2026** 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 **26th October, 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 CHOHAN)
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