

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2025-SD(A)

Dated 17th June, 2025

MEMORANDUM

Subject: **TWO WEEK (PART-TIME) TRAINING COURSE ON "MORALITY, ETHICS AND ACCOUNTABILITY IN PUBLIC SERVICE"**.

Secretariat Training Institute (STI) is organizing subject course from 14-07-2025 to 25-07-2025. The training sessions will be held from 09:00 to 11:00 hours daily Details are as follows:-

Target Audience/Group:

This course is designed for Officials of BS-01 to 16.

Course objectives:

For personality grooming and building professional conduct.

Course Contents/Outlines:

i	Accountability Work Efficiency & Ethics (Efficiency Rules & Conduct Rules)	ii	Emotional Intelligence
iii	Conflict Management	iv	Professional Development
v	Record Management (Recording, Indexing & weeding of files.)	vi	Harassment Prevention (Prevention of Harassment Act)
vii	Hospitality	viii	Respect for Socio-cultural Diversity Problem Solving
ix	Team Building	x	Ethics for Use of Cell Phone
xi	Ethics to Use Facilities in the Offices	xii	Handling of classified documents

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 **10-07-2025**. **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 **14th July, 2025 at 0900 hours**. **No registration shall be allowed after 0915 hours**. 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.

3. All organizations nominating officials for the training are requested to ensure post-training Performance Assessment of the employees during first three months after training.


(Bashir Ahmed Solangi)
Deputy Director (SD)
Tele:9265200

To:

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- ✓ (iii) DD (IT) for up loading on STI's website.