

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

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

Dated 1st March, 2022

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON “COMMUNICATION SKILLS” FROM 04-04-2022 TO 08-04-2022.**

STI is organizing subject course from 04-04-2022 to 08-04-2022. 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 in this filed.

Course Contents/Outlines:

i)	Noting & Drafting on files	ii)	Correspondence with Members of the Public
iii)	Preparation of Drafts/Specimen of Forms of Communications	iv)	Correspondence with Foreign Government
v)	Check on Delays	vi)	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 **31-03-2022**. **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 April, 2022 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.

3. STI normally encourages participation of women employees.

(RANA MUHAMMAD JAVAID)
Deputy Director (SD-II)
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To

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