

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
(HEAD-QUARTER'S OFFICE)
SECTOR H-8/2 P.O. BOX 1214

No. GA-9(7)/2023-24 / 3719


Islamabad, the 27th September, 2024

CIRCULAR

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 21-10-2024 TO 25-10-2024

Please find enclosed herewith a copy of Establishment Division, Secretariat Training Institute Memorandum No. 5-2/2024-SD-II dated 09-09-2024 on the above noted subject for information and further necessary action.

Encl: (As Above)


(AHTISHAM ZAFAR)
Administrative Officer
for Director-General
Meteorological Services

Distribution:

1. DCAO (E) / DCAO (B), PMD Islamabad.
- ✓ 2. Web-Master, PMD HQs Office Islamabad to upload the circular on the Official Website under the tab circulars.
3. Notice Board.

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-2/2024-SD-II

Dated 9th September, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 21-10-2024 to 25-10-2024.

STI is organizing subject course from **21-10-2024 to 25-10-2024**. The training sessions will be held from **09:00a.m. to 11:00 a.m.** 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) Correspondence with Members of the Public	ii) Correspondence with Foreign Government
iii) Noting & Drafting on files	iv) Preparation of Drafts/Specimen of Forms of Communications
v) Check on Delays	vi) General: - Inspections - Meetings

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 **17-10-2024**. **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 **21st October, 2024 at 09:00 a.m. No registration shall be allowed after 09:15 a.m.** 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. Participants must attend all modules in order to become eligible for the Certificate.

AD (GA)
Jawid
12-9-24

ATZ
13/9


(Muhammad Haroq Rashied)
Deputy Director (SD-II)

To

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

Zainab