

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

No. GA-9(7)/2023-24 4753

Islamabad, the 11th October, 2024

C I R C U L A R


Subject: ONE WEEK (PART – TIME) TRAINING COURSE ON “SERVICE RULES AND REGULATIONS” FROM 18-11-2024 TO 22-11-2024.

ONE WEEK (PART – TIME) TRAINING COURSE ON “DUTIES AND RESPONSIBILITIES OF DRIVERS / DISPATCH RIDERS / NAIB QUASID” FROM 04-11-2024 TO 08-11-2024.

NOMINATION FOR 4-WEEKS (PART – TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES / STENOTYPISTS / UDCS / LDCS / ETC (BS-01-16) FROM 04-11-2024 TO 29-11-2024.

Please find enclosed herewith a copy of Establishment Division, Secretariat Training Institute Memorandum No. 5-6/2024-SD-II, 5-4/2024-SD-II, and 2-1/2024-SD-I dated 03-10-2024 on the above noted subject for information and further necessary action.

Encl: (As Above)


(AHTISHAM ZAFAR)
Administrative Officer
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.

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GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-6/2024-SD-II

Dated 3rd October, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS".

STI is organizing subject course from 18-11-2024 to 22-11-2024. The training sessions will be held from 09:00 a.m. to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for employees of BPS 11-16.

Course objectives:

To refresh and update knowledge of participants about prevailing service rules and regulations

Course Contents/Outlines:

i)	Conduct Rules, 1964.	ii)	An over view of Civil Servant Act, 1973
iii)	APT Rules, 1973	iv)	Appeal Rules, 1977
v)	E & D Rules, 2020		

2. Owing to limited seating capacity, maximum three 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 11-11-2024. 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 18th November, 2024 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/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
Ph: 051-9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/Rawalpindi.

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GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

5-4/2024-SD-II

Dated 3rd October, 2024

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DRIVERS/ DESPATCH RIDERS/NAIB QUASIDS" FROM 04-11-2024 to 08-11-2024**

STI is organizing subject course from **04-11-2024 to 08-11-2024**. The training sessions will be from **0900 to 1100 hours** daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Drivers, Despatch Riders, Naib Qasid and equivalent.

Course Objectives:


To create awareness amongst the participants about their duties and responsibilities.

Course Contents/Outlines:

i)	General Ethics & Behaviors Sense of responsibilities Discipline, Control & Punctuality	ii)	Rules for the use of Staff Car, 1980 Mannerism Individual/Collective behavior Dress code Integrity
iii)	Traffic Rules/Regulations Managing Crisis Patience in case of casualty	iv)	Fundamental Knowledge for trouble shooting Maintenance of vehicles/log book Safety of the vehicles
v)	Security of Classified documents/negotiation/ conversation/ Attending protocol duty		

Owing to limited seating capacity, **maximum four nominees from an organization** would be accepted 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 **30-10-2024**. **Nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted otherwise intimated. Nominating agency may, therefore, intimate its *Phone/ Fax/ Mob Nos./ E-mail for this use 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 November, 2024 at 0900 hours. No registration shall be allowed after 0915 hours.** The course is free of charge, however, if TA/DA for transportation 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.**

Participants must attend all modules in order to become eligible for the Certificate.


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

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2024-SD-I.

Dated 3rd October, 2024

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/ STENOYPISTS/UDCs/LDCs/ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 04-11-2024 TO 29-11-2024.

Secretariat Training Institute is organizing subject course for Government servants (BS-01-16) and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 04-11-2024 to 29-11-2024 at 09:00 a.m. to 11:00 a.m. daily Details are as follow:-

Target Group:

Assistant Private Secretaries/ Stenotypists/ UDCs/LDCs/etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Objectives:

Capacity building in required skill.

Outcome:

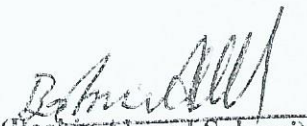
To improve and sustain required level of professional skill in Shorthand.

Course Contents / Outlines:

i	<i>Dictation form Pitman Shorthand</i>	ii	<i>Dictation Form the Book of 700 Common Words</i>
	<i>Instructor Book:-</i>		
	o <i>Contractions</i>	iii	<i>Editorial Dictation</i>
	o <i>Special Contractions</i>		
	o <i>Advance Phraseography</i>		
	o <i>Intersections</i>		

2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments/Organizations may reach this Institute by 30-10-2024. 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. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 4th Novembr, 2024 at 0900 hours. No registration shall be allowed after 0930 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.

3. STI encourages participation of women employees


(Bashir Ahmed Solangi)
Deputy Director (SD-I)

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