

GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
(HEAD-QUARTER's OFFICE)  
SECTOR H-8/2 P.O. BOX 1214  
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No. GA-9(7)/2023-24/1235

Islamabad, the 27<sup>th</sup> November, 2024

C I R C U L A R

**Subject: THREE DAYS TRAINING WORKSHOP ON "HUMAN RIGHTS: CHALLENGES & SOLUTIONS." FROM DECEMBER, 16 – 18, 2024**

**NOMINATIONS FOR ONE WEEK (PART – TIME) TRAINING COURSE ON "DUTIES AND RESPONSIBILITIES OF ASSISTANT PRIVATE SECRETARIES AND STENOTYPISTS (PA)" FROM 16-12-2024 TO 20-12-2024.**

Please find enclosed herewith a copy of AHKNCRD letter F.No. 2(3)/2024-25/Trg./ (RO-III) dated 07-11-2024 and Secretariat Training Institute (Establishment Division), Memorandum F.No. 5-1/2024-SD-I dated 06-11-2024 on the above noted subject for information and further necessary action.

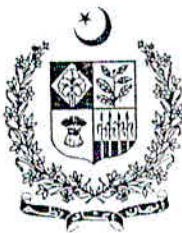
2. Please furnish nomination of suitable officers / officials who are interested for the subject courses on or before **12<sup>th</sup> December, 2024**, for onward submission to AHKNCRD and Secretariate Training Institute (Establishment Division), Islamabad.

**Encl: (As Above)**

  
(AHTISHAM ZAFAR)  
Administrative Officer  
Meteorological Services

**Distribution:**

1. Chief Met. R&D / NDMC, PMD Islamabad.
2. DCAO (E) / DCAO (B), PMD Islamabad.
- ✓ 3. Web-Master, PMD HQs Office Islamabad to upload the circular on the Official Website under the tab circulars.



Ph: 051-9255154  
Fax: 051-9255157

F. No. 2(3)/2024-25/Trg./(RO-III)  
Government of Pakistan  
Establishment Division  
Akhtar Hameed Khan National Centre for Rural  
Development  
Park Road, Chak Shahzad, Islamabad

P-7972

DIRECTOR GENERAL

November, 7<sup>th</sup>, 2024

**SUBJECT: THREE DAYS TRAINING WORKSHOP ON "HUMAN RIGHTS: CHALLENGES & SOLUTIONS." FROM DECEMBER, 16 - 18, 2024.**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize three days' Training Workshop on "Human Rights: Challenges & Solutions." from December 16 - 18, 2024. The major objectives of the training programme include:

- To give orientation of basic human rights;
- To give a perspective of Human Rights in Pakistan;
- To discuss the importance of human rights and way forward for ensuring human rights ;
- To provide a forum for sharing of experiences and among participants with respect to human rights in Pakistan.

3. **No training fee will be charged for the training sessions;** however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex on the approved rates and the 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

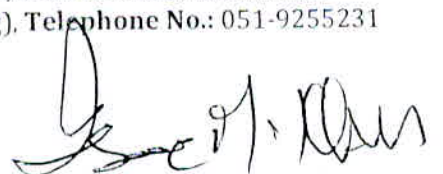
4. **Participants may please be informed that Family Members / Servants are not allowed to stay with them in the Hostel.**

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by **13<sup>th</sup> December, 2024**. The nomination letter is required to include:

Name	Designation	Department	Contact details	Email Address	Whether hostel facility is required
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**Venue:** AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.  
**Course Coordinator:** Mr. Hanifullah, Research Officer (Training), Telephone No.: 051-9255231  
**Fax No.:** 051-9255157; **E-mail:** ro3@ncrd.gov.pk

With regards,

  
(ISRAR MOHAMMAD KHAN)

**Distribution to:**

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi;
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir);
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir);
- Deputy Commissioners (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir);
- Concerned Federal & Provincial Government Organizations/Departments;
- Vice Chancellors of Public & Private Universities;
- Concerned IGOs, INGOs, NGOs & CSOs.

DG Secretariat	
CM (R&D)	
CM (D)	
CAO (GA)	✓
Dir (NWFC)	
Dir (P)	
NAMC	
DD (CO)	
By Mo	
Date	24/11/24

24/11

P-784

**GOVERNMENT OF PAKISTAN**  
**(Establishment Division)**  
**SECRETARIAT TRAINING INSTITUTE**

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F. No. 5-1/2024-SD-I.

Dated 6<sup>th</sup> November, 2024

**MEMORANDUM**

**Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF ASSISTANT PRIVATE SECRETARIES AND STENOTYPISTS (PA)" FROM 16-12-2024 TO 20-12-2024.**

STI is organizing subject course from 16-12-2024 to 20-12-2024. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

**Target Audience / Group:**

This course is designed for Assistant Private Secretaries/Stenotypists (PA).

**Course Objectives:**

Capacity Building in required skills.

**Outcome/ Learning Achievement:**

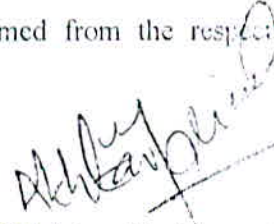
To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

**Course Contents / Outlines:**

i	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
ii	Skill of taking dictation from his boss
iii	Communication Skill/ Forms of Communication
iv	Organizational Skills in the workplace and modern trends in communication.

2. Nominations of suitable employees of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute by 12-12-2024. Late nominations will not be entertained. Normally all nominations received by the cut off 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 16<sup>th</sup> December, 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.

  
**(Akhtar Mehmood)**  
Deputy Assistant Director

- AP(GA)  
Jm  
15-11-24
- ATZ  
15.11.24
- Ejaz  
Zainab
- To
- (i) Joint Secretary (Admn). Ministries/ Divisions.
  - (ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
  - (iii) AD (IT) for up loading on website of STI