



Secretariat Training Institute

NEWS LETTER

January - December, 2016



Secretariat Training Institute (STI) is an Attached Department of Establishment Division, with major activity of conducting pre-service Specialized Training for Section Officers (BS-17) recruited through CSS and through Promotional Examination held by FPSC. STI is also entrusted with the responsibility of organizing in-service training courses for the Officers (BS 17-19) and Officials (BS 01-16) in order to enhance their professional skills and their knowledge about Rules, Regulations & Secretariat Procedures.

The Institute is organized into four wings namely Administration, Office Management, Executive Programmes and the Staff Development. Each wing is headed by a Director (BS-19).

Specialized Training Programme (STP)

During 2016, STI conducted Specialized Training Programme of 43rd CTP (38th STP). Main subjects of STP included Constitution of the Islamic Republic of Pakistan, Rules of Business, Secretariat Instructions, Office Procedures, Official Communication Skills, Service Laws/ Rules and Financial

Management in Federal Government. These courses were conducted with the help of in-house and reputed visiting faculty in relevant disciplines. STP was launched on 1st April, 2016 with 41 OMG Probationers (BS-17).



The Specialised Training Program was completed successfully on 18th August, 2016. The Certificate Award Ceremony was attended by Mr. Rizwan Malik, Joint Secretary (Training), Establishment Division, as Chief Guest who distributed Course Completion Certificates among the graduating probationers.



Along with academic activities, individual presentations, synopsis writing, syndicate discussions, field trips were also a part of STP.

A study tour to Mangla Dam Raising Project was also arranged.

Executive Training Programmes

STI also holds a very significant activity i.e. capacity building of in-service Officers in BS 17 to 19 with an objective to improve exiting skills through updation of professional knowledge and by bringing attitudinal change.



In pursuance, 24 courses were designed and conducted during calendar year 2016. Main topics of these courses included Professional Ethics, Stress Management, Effective Communication, Negotiations Skills and Public Sector Management. Along with focus on Personality Development, equal attention was also given to Service Laws and Procedures. 14 Training Courses were held particularly on topics like Government Servants (Conduct) Rules, 1964, Budget Preparation, PPRA Rules, Promotion Policy, Revised Leave Rules, 1980 and Daftary Urdu. A total of 702 Officers from cross-section of Federal Government

Ministries/ Divisions/ Attached Departments and Autonomous Bodies benefited from these courses.

IT Courses

In contemporary office environment, technical expertise to use information technology needs to be significantly enhanced. Therefore, STI included IT courses as a mandatory part of its Annual Training Programme in order to enhance capacity of Federal Government employees to use IT tools.

Accordingly, 05 courses were designed for Officers (BS-17-19) whereas 08 courses were designed for Officials (BS-07-16) in the field of IT. One course was also conducted for dependents of Government employees with 23 participants. In overall, 379 participants benefitted from IT Courses.

Staff Development Programmes

Staff Development Wing of the STI is responsible for conducting courses relating to English and Urdu Stenography, Daftary Urdu, Office Procedures and Practices for the newly recruited Officials and for capacity building of in-service Federal Government employees in BS-01 to 16. During 2016, Staff Development Wing conducted 44 courses covering the above-mentioned disciplines and skills with 2070 participants. Towards achieving the objective of use of Urdu as official language, Staff

Development Wing held 09 courses exclusively on Daftary Urdu with 383 participants developing skills for official correspondence in Urdu with Urdu typing and shorthand skills.

Typing Proficiency Tests

One of the important assignments of STI is to hold proficiency test for grant of Proficiency Allowance in English and Urdu Typing. Accordingly, two proficiency tests were held in 2016 for Assistant Private Secretaries, Stenotypists and Lower Division Clerks. 311 Officials, nominated by various Ministries/ Divisions/ Departments, appeared in these proficiency tests.

Equal Opportunity Training Environment

The Institute offers an equal opportunity to female Officers and staff. In this regard, an enabling atmosphere is available on campus; providing opportunity to female employees to enhance their professional knowledge and skills side by side with male employees. All nomination call circulars particularly emphasize encouragement for female employees in training courses.

During calendar year 2016, 402 female participants attended various courses held at STI conducted by EP, IT and SD Wings.

Celebration of National Day for the Rights of Working Women in Pakistan

22nd December has been declared as the National Day for the Rights of the Working Women in Pakistan by the Government of Pakistan. In pursuance, an Awareness Session was organized at STI to mark an appreciation for Government's step to recognize the role of working women.

Ms. Arsla Salim, Assistant Superintendent of Police,



Mr. Shah Rukh Abbassey, Liaison Officer, Federal Ombudsman for Protection against Harassment of Women at Workplace and Mrs. Saira Furqan, Manager, Shaheed Benazir Bhutto Center for Women expressed their views on the subject. The keynote Speaker/ Guest of Honor Mrs. Samar Ihsan, Joint Secretary (WTO), Ministry of Commerce addressed the participants and distributed the Certificates of Acknowledgement among the female employees of the STI.



Lectures by the Guest Speakers

In addition to instruction on professional subjects, eminent guest speakers are invited by STI to deliver extension lectures in order to broaden the horizon of participants and to develop orientation on national policy approaches. Accordingly, some of the guest speakers invited during the calendar year 2016 are mentioned below with topics:

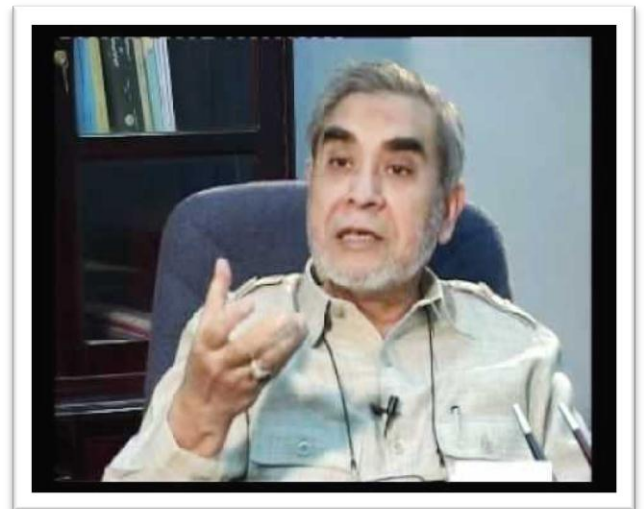
- i. Sardar Masood Khan, Former Ambassador and President Azad Jammu and Kashmir, on Pakistan Foreign Policy in Historical Context and Future Trends



- ii. Dr. Anees Ahmed, Vice Chancellor, Riphah International University, on Effects of Religion in Personal & Professional Life.
- iii. Dr. Mansoor Akbar Kundi, Ex-Vice Chancellor, Gomal University, on Imperatives of National Integration.
- iv. Mr. Amjad Mahmood, Secretary (Retd), on Constitution, a Theoretical Perspective.
- v. Mr. Shoaib Mir, Additional Secretary, on Fundamental Rights and Rule of Law.



- x. Mr. Hammad Shamimi, Director General, NEPRA, on Barriers of Communication at Workplace.
- xi. Dr. Intiaz Ahmed, Joint Economic Advisor, Finance Division, on Management of Pakistan Economy.
- xii. Rai Nasir Ali Khan, Economic Consultant, Ministry of Commerce, on Project Management.
- xiii. Dr. Zia- Ur- Rehman, Professor NDU, Islamabad, on Theoretical Models of Decision Making and Problem Solving Techniques.



- vi. Mr. Munir Ahmad, Special Secretary (Retd), on Promotion Policy.
- vii. Mr. A.R. Abid, Additional Secretary (Retd), on Professional Ethics and General Etiquettes.
- viii. Mr. Ammar Jafri, Additional Director General (Retd), FIA, on E-Governance.
- ix. Dr. Iram Anjum Khan, Joint Secretary, Cabinet Division, on Regulatory Bodies, Origin, Role, Importance & Challenges.

- xiv. Mr. Sanaullah Aman, Executive Director General, CDA Training Academy, on Stress Management.
- xv. Prof. Dr. Majid Mehmood, Allama Iqbal Open University, Islamabad, on Time Value in Organizational Management.

Facilitation Extended to Other Government Organizations

STI also provided facilitation and assistance to other Federal Government organizations as a resource center for Secretariat Procedures and Practices. This facilitation included services of experienced faculty of the Institute as resource persons and organizing in-house customized training programmes according to their particular needs and requirements.

In this regard, 14 courses were specially conducted benefiting 648 Officers/ Officials through these courses. A brief profile is as following:

Sr. No.	Discipline	No. of courses	Beneficiary Organization
1.	Office Management	02	Army School of Logistics, Murree
2.		01	National Telecommunication Corporation
3.	Office and Computer Orientation	01	CDA Training Academy, Islamabad
4.	Office Procedure	01	FIA Academy, Islamabad
5.		01	Anti-Narcotics Force, Islamabad
6.		01	Directorate of Training and Research (Customs), Islamabad
7.		01	National Savings Organization
8.	Office Procedure and Conduct Rules	01	-----Do-----
9.	Office Procedure and Performance Evaluation Report	01	-----Do-----
10.	Noting, Drafting, Forms of Communications and Official Meetings	01	Intelligence Bureau Academy
11.	Daftary Urdu/Computer In-page	01	Pakistan Telecommunication Company Limited
12.	Daftary Urdu	01	Pakistan Institute of Trade and Development (PITAD)
13.	Office Procedures, Duties and Responsibilities of PS/ PSs/ Drivers, Daftary Urdu and Ethics / Mannerism and Hospitality	01	National Accountability Bureau, Islamabad

Visit Us:

Secretariat Training Institute

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