



Secretariat Training Institute

NEWS LETTER

January – December, 2017



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 and skills in Service Rules, Regulations & Secretariat Procedures.

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

Specialized Training Programme (STP)

During 2017, STI conducted Specialized Training Programme for 44th CTP (39th 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 13th April, 2017 with 25 OMG (BS-17) including one guest participant from AJK Government.



The Specialized Training Program was completed successfully on 22nd September, 2017. The Certificate Award Ceremony was attended by Mian Asad Hayauddin, Secretary, Establishment Division, as Chief Guest who distributed Course Completion Certificates among the graduating probationers.



Along with academic activities, individual presentations, synopsis writing, syndicate discussions, local field trips were also arranged

as a part of STP.

A country study tour was also arranged to Sindh Secretariat, Karachi Port Trust, Karachi Municipal Corporation and National Security Printing Corporation in order to provide insight on working of various government organizations.

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, 20 courses were designed and conducted during calendar year 2017. 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, a number of 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 563 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 regular part of its Annual Training Programme in order to enhance capacity of Federal Government employees to use IT tools.

Accordingly, 04 courses were designed for Officers (BS-17-19) whereas 08 courses were designed for Officials (BS-07-16) in the field of IT. Two course was also conducted for dependents of Government employees with 51 participants. In overall, 415 participants benefited 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 2017, Staff Development

Wing conducted 38 courses covering the above-mentioned disciplines and skills with 1963 participants. Towards achieving the objective of use of Urdu as official language, Staff Development Wing held 07 courses exclusively on Daftary Urdu with 258 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 2017 for Assistant Private Secretaries, Stenotypists and Lower Division Clerks. 504 Officials nominated by various Ministries/ Divisions/ Departments, appeared in these proficiency tests.

Equal Opportunity Training Environment

The Institute offers an equal opportunity training environment 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 nomination of female employees in training courses.

During calendar year 2017, 277 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 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.Dr. Rakhshinda Perveen, Foundar Kafe Kaam,



and Mrs. Saira Furqan, Manager, Family Protection and Rehabilitation Centre for Protection against Harassment of Women at Workplace expressed their views on the subject.



Lectures by the Guest Speakers

In addition to instruction on professional subjects, eminent guest speakers are invited by STI to deliver extension lectures also, in order develop orientation of participants on national policy approaches. Accordingly, some of the guest speakers invited during the calendar year 2017 are mentioned below with topics:

- i. Mr. Zafarullah Khan, DG(Retd)NAB, on Relations with Provinces & Functioning of government in a Situation of Emergency
- ii. Mian Muhammad Sarwar, DG (Retd), FPSC Role and functions of FPSC

- iii. Mr. Muhammad Yahya,
Chief Finance & Account Officer, Cabinet
Division, Islamabad on Public Sector
Accountability, Institutional & Legal Framework
- iv. Mr. Mansoor Akbar Kundi, Ex-V.C Gomal
University, Salient Features of 1973 Constitution
- v. Mr. Shoaib Mir, Federal Secretary, on
Fundamental Rights and Rule of Law.



- vi. Mr. Jamshed Iftikhar, Ambassador (Retd)
On Pakistan Foreign Policy in Historical
Context & Future Trends.
- vii. Dr. Farzana Bari, HOD, Gender Studies,
QAU, Islamabad on Gender Mainstreaming-
Issues and Challenges and role of Civil
Society.



- ix. Dr.Zia ur Rehman, Professor, NDU on
Theoretical Model of Decision Making and
Problem Solving Techniques.
- x. Dr. Imtiaz Ahmed, Joint Economic Advisor,
Finance Division, on Macro-Economic
Framework in Pakistan.
- xi. Ch. Zafar Amin, Senior Joint Secretary (Retd)
on various Aspects of Official
Correspondence.

Ms. Rubina Hanif, Asst. Chancellor, RIU,
Islamabad



- xii. Dr. Anees Ahmad, Voice Chancellor, RIU,
Islamabad
- xiii. Mr. Ilhan Niaz, Asst. Professor, QAU,
Islamabad, on Grand Strategic
Perspective as A case Study for Pakistan
- xiv. Mr. Amjad Mahmood, Sp. Secy (Retd)/
on Rules of Business (A review)

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, 05 courses were specially conducted benefiting 429 Officers/ Officials through these courses. A brief profile is as following:

Sr. No.	Discipline	No. of courses	Beneficiary Organization	No. of Participants
1.	Office Management	02	Army School of Logistics, Murree	269
2.	Office Procedure	01	National Savings Organization	20
3.	Noting, Drafting, Forms of Communications and Official Meetings	01	Intelligence Bureau Academy	120
4.	Office Procedures, Duties and Responsibilities of PS/ PSs/ APS, Daftary Urdu and Ethics / Mannerism and Hospitality	01	National Accountability Bureau, Islamabad	20

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Plot No. 7, H-9, Islamabad.

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