

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS ISLAMABAD**

No.29/10/2020 2861

24th May, 2022

CIRCULAR

Subject: **NOMINATION FOR ONE WEEK (PART-TIME) TRAINING COURSE ON
“DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES,
ASSISTANT PRIVATE SECRETARIES AND STENOTYPISTS” FROM
13.06.2022 TO 18.06.2022**

Enclosed is the (Establishment Division) Secretariat Training Institute's O.M No. 5-1/2022-SD-I dated 14.05.2022 on the above subject for kind information and necessary action.

Encl: (As above)


(AMIN ULLAH)

Dy. Chief Administrative Officer (E)
for Director General
Meteorological Services
051-9250594

Distribution:

- (1) Chief Meteorologist, NDMC/ R&D Division, Islamabad/FFD, Lahore/ Met. Complex Karachi.
- (2) Director, RMC, Karachi/Lahore/Peshawar/Quetta/Gilgit.
- (3) Director, NWFC/NAMC/NDMC/ NSMC/Planning Section, Islamabad.
- (4) SPS to Director General Met. Services, Islamabad.
- (5) DCAO Budget/General Admin Met. HQs Office, Islamabad.
- (6) Sr. Met. Coordination Section, Islamabad.
- (7) AO/DDO, Met. HQs, Islamabad.
- (8) Web Master/Programmer IT unit for uploading on PMD Website (E. Mail to itunit@pmd. gov.pk)

For w/a
SDM CEO
21-5-22

P-274

GOVERNMENT OF PAKISTAN
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F. No. 5-1/2022-SD-I.

Dated 14th May, 2022

MEMORANDUM

Subject: **NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES, ASSISTANT PRIVATE SECRETARIES AND STENOYPISTS" FROM 13-06-2022 TO 18-06-2022.**

STI is organizing subject course from 13-06-2022 to 18-06-2022. 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:

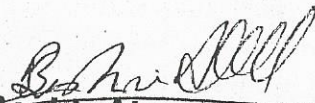
To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

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 Profile of an ideal APS/Stenotypist (PA)

2. Nominations of suitable employees of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute by **10-06-2022**. **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 **13th June, 2022 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)
Dy.Asstt. Director (SD-I)

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