

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject: - **TWO WEEK (PART-TIME) TRAINING COURSE ON "MORALITY, ETHICS AND ACCOUNTABILITY IN PUBLIC SERVICE".**

With reference to STI letter F.No.5-1/2025-SD(A) dated 17<sup>th</sup> June, 2025 on the subject cited above. STI is organizing two week (part-time) subject training course from **14.7.2025 to 25.7.2025** (maximum **two** nominations from this Division). Training sessions will be held from 9:00 am to 11:00 am hours daily. Details are as follows:-

**Target Audience/ Group:**

This course is designed for Officials of BS-1 to 16.


**Course Objectives:**

For personality grooming and building professional conduct.

**Course Contents/ Outlines:**

i	Accountability Work Efficiency & Ethics (Efficiency Rules & Conduct Rules)	ii	Emotional Intelligence
iii	Conflict Management	iv	Professional Development
v	Record Management (Recording, Indexing & weeding of files)	vi	Harassment Prevention (Prevention of Harassment Act)
vii	Hospitality	viii	Respect for Socio-cultural Diversity Problem Solving
ix	Team Building	x	Ethics for Use of Cell Phone
xi	Ethics to Use the Facilities in the Offices	xii	Handling of classified documents

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wings to **QA-I Section by 3.7.2025.**

  
(Madiha Rafique)  
Section Officer (QA-I)  
Ph: 9208523

All Officials (BS-1 to 16), Finance Division, Islamabad.  
**Finance Division's U.O No.F.3 (3) QA-I/2014- dated 20.6.2025**

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Webmaster with the request to upload the circular on Finance Division's website