

Government of Pakistan  
FINANCE DIVISION  
( HRM Wing )  
( Quality Assurance – I Section )  
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**C I R C U L A R**

Subject:- **CALL FOR NOMINATIONS FOR TRAINING COURSES AT STI, ISLAMABAD**

Secretariat Training Institute (STI), Islamabad, vide its Memorandums F.No.9-1/ 2017-SD-I dated 30-01-2019, F.No.2-3/2018-19-EP dated 29-01-2019 and F.No.2-4/2018-19 EP dated 30-01-2019 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Date & Time	For whom	Submission to QA-I
i)	One Week (Part-Time) Official Urdu Training Course	11-02-2019 to 15-02-2019 (0900 to 1100 hours)	(BPS-09 -16)	07-02-2019
ii)	Five Days (Part-Time) Official Urdu Course for officers	25-03-2019 to 29-03-2019 (0930 to 1145 hours)	<b>For Officers</b> (BPS-17-19)	18-02-2019
iii)	Effective Communication and Negotiation Skills	11-03-2019 to 15-03-2019 (0930 to 1145 hours)	<b>For Officers</b> (BPS-17-19)	28-02-2019

2. Interested officers/officials of Finance Division are requested to forward their nominations on or before the given dates for the scheduled training courses duly recommended by the head of the Wing concerned to QA-I Section.

  
( Ishtiaq Ahmad )  
Section officer (QA-I)  
Ph: 9208523

**All AFSs/Sr.JSs/EA/JSs/FAs/CF&AO/DSs/DFAs/SOs & equivalent, Finance Div, Ibd.**  
**Finance Division's u.o Note F.3(3)QA-I/2014 dated 04-02-2019**

**Copy to:**

- Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.