

Government of Pakistan
FINANCE DIVISION
(HRM Wing)
(Quality Assurance – I Section)

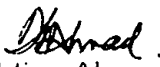
CIRCULAR

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

Secretariat Training Institute (STI), Islamabad, vide its Memorandums F.No.1-1/2017/IT/T dated 30-01-2019 and F.No.5-1/2017-SD-II(i)&(ii) 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)	Two Week (Part-Time) Course on "Microsoft Office 2013 (Word, Excel, PowerPoint) & Internet"	04-03-2019 to 15-03-2019 (0900 to 1130 hours)	(BPS-09 -16)	20-02-2019
ii)	Two Week (Part-Time) Course on "Office Procedures"	04-03-2019 to 15-03-2019 (0915 to 1115 hours)	(BPS-11-16)	20-02-2019
iii)	One Week (Part-Time) Course on "Communication Skills"	25-03-2019 to 29-03-2019 (0915 to 1115 hours)	(BPS-11-16)	15-03-2019

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)
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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 11-02-2019

Copy to:

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