

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


CIRCULAR

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

Secretariat Training Institute (STI), Islamabad, vide its O.Ms No.F.1-1/2017-IT-T, No.F.1-1/2017-IT-T, No.F.2-1/2017-SD-I, No.F.4-1/2016-SD-I, dated 25-09-2017, No.F.5-1/2016-SD-II dated 02-10-2017, No.F.2-3/2016-EP-I dated 25-09-2017, F.2-3/2016-EP-I dated 26-09-2017, has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	"Software Acquisition Process/Practices of Information Systems"	25-10-2017 to 27-10-2017 (0900 to 1100 hrs)	For Officers BS-17 to BS-19	17-10-2017
ii)	"Cyber Security / Internet Tools for Civil Servants"	06-11-2017 to 10-11-2017 (0900 to 1100 hrs)	For Officials BS-07 to BS-16	23-10-2017
iii)	"English Shorthand Refresher Course"	01-11-2017 to 29-12-2017 (0900 to 1100 hrs)	APSs / Stenotypists, LDCs	20-10-2017
iv)	"English Typewriting/IT Course for Stenotypists, UDCs LDCs and Dependents"	20-11-2017 to 15-12-2017 (0900 to 1100 hrs)	Government servants/dependents	08-11-2017
v)	"Office Procedures"	13-11-2017 to 24-11-2017 (0900 to 1100 hrs)	For Officials BS-11 to BS-16	01-11-2017
vi)	"Human Rights"	27-11-2017 to 01-12-2017 (0900 to 1130 hrs)	For Officers BS-17 to BS-19	15-11-2017
vii)	"Service Laws & Rules"	13-11-2017 to 17-11-2017 (0900 to 1130 hrs)	For Officers BS-17 to BS-19	01-11-2017

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 AFS concerned to QA-I Section.


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

All AFSs /Sr.JSs/EA/JSs/FAs/CF&AO/DFAs/DSs/SOs & equivalent, Finance Div., lbd,
Finance Division's u.o Note F.3(3)QA-I/2014 dated 11-10-2017.

Copy to:

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