

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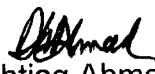
**C I R C U L A R**

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

Secretariat Training Institute (STI), Islamabad, vide its O.Ms No.F.2-3/2016-EP, dated, 28-03-2017, No.F.3-2/2016-SD-I, No.F.5-1/2016-SD-II dated 03-04-2017 and No.F.1-1/2017-IT-T dated 05-04-2017 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	"Disciplinary Procedure in Government Offices"	15-05-2017 to 19-05-2017 (0900 to 1130 hours)	For Officers (BPS-17 -19)	25-04-2017
ii)	"English Short Theory Course"	02-05-2017 to 31-08-2017 (0900 to 1100 hours)	For F.G Officials Stenotypist, LDCs/Depend ents of government servants	17-04-2017
iii)	"Service Rules & Regulations"	08-05-2017 to 19-05-2017 (0900 to 1100 hours)	For Officials (BPS-11-16)	25-04-2017
iv)	"Advance Course on Microsoft Excel, 2013/2016"	15-05-2017 to 19-05-2017 (0900 to 1100 hours)	For Officials (BPS-07 -16)	25-04-2017

2. 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)  
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All AFSs /Sr.JSs/EA/JSs/FAs/CF&AO/DFAs/DSs/SOs, Finance Div., Islamabad  
Finance Division's u.o Note F.3(3)QA-I/2014 dated 12-04-2017.

Copy to:

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