

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

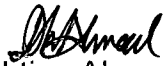
C I R C U L A R

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

Secretariat Training Institute (STI), Islamabad, vide its O.Ms F.No.2-2/2018-EP dated 03-09-2018, and F.No.10-1/2018-SD-II-(IT), F.No.5-1/2018-SD-II-(IT)i, F.No.5-1/2018-SD-II-(IT)ii dated, 04-09-2018, has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission to QA-I
i)	Public Sector Management	08-10-2018 to 02-11-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	28-09-2018
ii)	Microsoft Office 2013/2016(word & excel)	01-10-2018 to 05-10-2018 (0900 to 1100 hours)	For Officials (BPS-09 -16)	19-09-2018
iii)	Communication Skills	08-10-2018 to 12-10-2018 (0900 to 1100 hours)	For Officials (BPS-11 -16)	28-09-2018
iv)	Ethics, Manners & Hospitality	29-10-2018 to 02-11-2018 (0900 to 1100 hours)	For Officials (BPS- 01 -07)	19-10-2018

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 / 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, Fin. Div, Ibd
Finance Division's u.o Note F.3(3)QA-I/2014 dated 12-09-2018

Copy to:

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