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


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.5-1/2018-SD-I dated, 01-03-2018, F.No.2-1/2018-EP(i), F.No.2-1/2018-EP(ii) dated, 08-03-2018, F.No.5-1/2017-SD-II-(B), F.No.5-1/2017-SD-II(A) dated, 02-03-2018 & F.No.4-1/2017-SD-I dated, 01-03-2018 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	Duties & Responsibilities of PS / APS	02-04-2018 to 13-04-2018 (0900 to 1100 hours)	For PS/APS	20-03-2018
ii)	Budget Preparation and Implementation in Public Sector	09-04-2018 to 13-04-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	26-03-2018
iii)	Orientation in Office Procedure	23-04-2018 to 27-04-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	09-04-2018
iv)	Service Rules & Regulations	30-04-2018 to 11-05-2018 (0900 to 1100 hours)	For Officials BS-11 to BS-16	16-04-2018
v)	Ethics, Manners & Hospitality	16-04-2018 to 20-04-2018 (0900 to 1100 hours)	For Officials BS-01 to BS-07	02-04-2018
vi)	Office Automation / IT (English Typewriting) Course	16-04-2018 to 11-05-2018 (0900 to 1100 hours)	For UDCs, LDCs etc & Dependents of Govt. Servant	02-04-2018

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 concerned to QA-I Section.


(Ishtiaq Ahmad)
Section officer (QA-I)
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All Addl. Finance Secretaries/Sr.JSs/EA/JSs/FAs/CF&AO,DFAs/DSs/SOs,Fin. Div. Ibd.
Finance Division's u.o Note F.3(3)QA-I/2014 dated 14-03-2017.

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