

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

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

Secretariat Training Institute (STI), Islamabad, vide its O.Ms No. F.10-1/2017-SD-I, F.5-1/2016-SD-II(ii), F.5-1/2016-SD-II(i) and F.9-2/2016-SD-I dated 01-11-2017, F.2-3/2016-EP-I and F.2-3/2016-EP-I dated 27-10-2017 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	Urdu Composing (In-Page) Computer Course	18-12-2017 to 29-12-2017 (0900 to 1100 hrs)	APS, Stenotypist	27-11-2017
ii)	Service Rules & Regulations	18-12-2017 to 29-12-2017 (0900 to 1100 hrs)	For Officials BS-11 to BS-16	27-11-2017
iii)	General Financial Rules & Procedures	04-12-2017 to 15-12-2017 (0900 to 1100 hrs)	For Officials BS-11 to BS-16	20-11-2017
iv)	Official Urdu Course	04-12-2017 to 08-12-2017 (0900 to 1100 hrs)	Suptt/Asstt Incharge/Assistants/ UDCs & equivalent	20-11-2017
v)	Financial Issues Relating to Retirement	25-12-2017 to 29-12-2017 (0900 to 1130 hrs)	<b>For Officers BS-17 to BS-19</b>	04-12-2017
vi)	Orientation in Office Procedure	11-12-2017 to 15-12-2017 (0900 to 1130 hrs)	<b>For Officers BS-17 to BS-19</b>	27-11-2017

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 14-11-2017.

**Copy to:**

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