

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.4-1/2017-SD-I and F.3-2/2017-SD-I dated 04-12-2017, F.5-1/2017-SD-II, F.10-1/2018/SD-II(IT), F.9-1/2017-SD-I dated 06-12-2017 and F.2-1/2018-EP(i & ii) dated 21-12-2017 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	Office Automation / IT (English Typewriting)	08-01-2018 to 02-02-2018 (0900 to 1100 hrs)	UDCs, LDCs and Dependents of Govt. Servants	22-12-2017
ii)	English Shorthand Theory	01-01-2018 to 27-04-2018 (0900 to 1100 hrs)	Stenotypists, LDCs and Dependents of Govt. Servants	22-12-2017
iii)	Service Rules & Regulations	01-01-2018 to 12-01-2018 (0900 to 1100 hrs)	For Officials BS-11 to BS-16	22-12-2017
iv)	MS Office 2013/2016 (word, excel, power point) and Internet	15-01-2018 to 26-01-2018 (0900 to 1130 hours)	For Officials (BPS-07 -16)	22-12-2017
v)	Official Urdu Course	08-01-2018 to 12-01-2018 (0900 to 1100 hrs)	Suptt / Asstt Incharge / Asstt / UDCs & equivalent	22-12-2017
vi)	Promotion Policy and Rules	08-01-2018 to 12-01-2018 (0900 to 1130 hrs)	For Officers BS-17 to BS-19	22-12-2017
vii)	Improving Personal Effectiveness	22-01-2018 to 26-01-2018 (0900 to 1130 hrs)	For Officers BS-17 to BS-19	08-01-2018

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/DFAs/DSs/SOs & equivalent, Finance Div. Ibd
Finance Division's u.o Note F.3(3)QA-I/2014 dated 14-12-2017.

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