

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

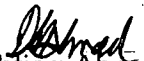
CIRCULAR

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

Secretariat Training Institute (STI), Islamabad, vide its Memorandums F.No.2-6/2018-19 EP. dated 27-09-2018, 02-11-2018 & 27-09-2018 and F.No.5-1/2017-SD-II(A) & F.No.5-1/2017-SD-II-(B) dated 10-10-2018, has invited nominations for the following part-time training courses:-

S.#.	Course Name	Date & Time	For whom	Date of Submission to QA-I
i)	ICT & E-Governance	05-11-2018 to 09-11-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	25-10-2018
ii)	Budget Preparation and Implementation in Public Sector	12-11-2018 to 16-11-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	30-10-2018
iii)	Microsoft Office 2013/2016	19-11-2018 to 30-11-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	09-11-2018
iv)	Office Procedures	05-11-2018 to 16-11-2018 (0915 to 1115 hours)	Suptt. / Asstt. / UDCs / LDCs	23-10-2018
v)	General Financial Rules & Procedures	26-11-2018 to 30-11-2018 (0915 to 1115 hours)	For Officials (BPS- 11 -16)	12-11-2018

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 15-10-2018

Copy to:

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