

Government of Pakistan  
FINANCE DIVISION  
( Quality Assurance – I Section )  
( HRM Wing )  
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**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 No.F.5-1/2016-SD-II(ii) dated 05-07-2017 No.F.2-3/2016-EP-I dated 10-07-2017 No.F.1-1/2017-EP-I, dated 11-07-2017 No.F.9-1/2017-SD-I, dated 05-07-2017, No.F.5-1/2016-SD-(II)(i), dated 05-07-2017 and No.F.1-3/2017-EP-I, dated, 10-07-2017 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	Training course on Duties & Responsibilities	21-08-2017 to 25-08-2017 (0900 to 1100 hrs)	DDOs/Cashier & equivalent	04-08-2017
ii)	Good Governance in Public Sector	21-08-2017 to 25-08-2017 (0900 to 1130 hrs)	<b>For Officers</b> (BPS-17 -19)	04-08-2017
iii)	Project Management Using Microsoft Project	21-08-2017 to 25-08-2017 (0900 to 1100 hrs)	<b>For Officers</b> (BPS-17 -19)	04-08-2017
iv)	Urdu(shorthand), Typing & Computer (In-Page) Software	01-08-2017 to 30-11-2017 (0900 to 1100 hrs)	APS/ Stenotypist, LDCs/ Dependents of govt. servants	24-07-2017
v)	Office Ethics & Etiquettes	07-08-2017 to 11-08-2017 (0900 to 1100 hrs)	F.G Officials BPS-1-4	24-07-2017
vi)	Disaster Management	07-08-2017 to 11-08-2017 (0900 to 1130 hrs)	<b>For Officers</b> (BPS-17 -19)	24-07-2017

2. 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 18-07-2017.

**Copy to:**

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