

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.5-1/2017-SD-I dated 25-08-2017, No.F.2-3/2016-EP-I dated 28-08-2017, No.F.1-1/2017-IT-T dated 06-09-2017, No.F.5-1/2016-SD-II(i) dated 11-09-2017, F.2-1/2017-EP dated 28-08-2017, F.5-1/2016-SD-II(ii) dated 11-09-2017 and No.F.2-3/2016-EP-I dated 28-08-2017 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	"Duties & Responsibilities"	09-10-2017 to 20-10-2017 (0900 to 1100 hrs)	Private Secretaries/ Assistant Private Secretaries	28-09-2017
ii)	"Budget Preparation and Implementation in Public Sector"	09-10-2017 to 20-10-2017 (0900 to 1130 hrs)	For Officers BS-17 to BS-19	28-09-2017
iii)	"Microsoft Office 2013/2016 (Word, Excel, PowerPoint) and Internet Skills"	09-10-2017 to 13-10-2017 (0900 to 1130 hrs)	Private Secretaries/ Assistant Private Secretaries & equivalent	28-09-2017
iv)	"Communication Skills"	09-10-2017 to 13-10-2017 (0900 to 1100 hrs)	For Officials (BPS-11-16)	28-09-2017
v)	"Official Urdu Course"	23-10-2017 to 27-10-2017 (0900 to 1100 hrs)	For Officers BS-17 to BS-19	05-10-2017
vi)	"Duties & Responsibilities of Drivers / Dispatch Riders"	23-10-2017 to 27-10-2017 (0900 to 1100 hrs)	Driver / Dispatch Rider	05-10-2017
vii)	"Public Procurement Rules and Procedures"	30-10-2017 to 03-11-2017 (0900 to 1130 hrs)	For Officers BS-17 to BS-19	13-10-2017

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)
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All AFSs /Sr.JSSs/EA/JSSs/FAs/CF&AO/DFAs/DSs/SOs & equivalent, Finance Div., Ibd
Finance Division's u.o Note F.3(3)QA-I/2014 dated 19-09-2017.

Copy to:

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