

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 and No.F.3-2/2016-SD-I dated 01-12-2016 No.F.2-3/2016-EP(i) dated 30-11-2016, No.F.4-1/2016-SD-I and No.F.9-2/2016-SD-I dated 01-12-2016, No.F.1-1/2016-IT-T dated 06-12-2016 No.F.5-1/2016-SD-II dated 01-12-2016 and No.F.2-3/2016-EP(ii) dated 30-11-2016 has invited nominations for the following part-time training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Subm: to QA-I
1.	Service Rules & Regulations	02-01-2017 to 13-01-2017 (0900 to 1100 hours)	For Officials (BPS-11-16)	23-12-2016
2.	English Shorthand Theory Course	02-01-2017 to 28-04-2017 (0900 to 1100 hours)	Stenotypists/LDCs / Dependents of Govt. Servants)	23-12-2016
3.	Promotion Policy/Rules	09-01-2017 to 13-01-2017 (0900 to 1130 hours)	<b>For Officers</b> (BPS-17 -19)	30-12-2016
4.	Office Automation / IT Course	09-01-2017 to 03-02-2017 (0900 to 1100 hours)	Stenotypists/LDCs / Dependents of Govt. Servants)	30-12-2016
5.	In-Page Urdu (Part-Time) Course	09-01-2017 to 13-01-2017 (0900 to 1100 hours)	Superintendents/ Assistant In-charge/Assistant/ UDCs and equivalent	30-12-2016
6.	Advanced Course on Microsoft Excel 2013/2016	16-01-2017 to 20-01-2017 (0900 to 1100 hours)	For Officials (BPS-07-16)	30-12-2016
7.	General Financial Rules & Procedures	23-01-2017 to 03-02-2017 (0900 to 1100 hours)	For Officials (BPS-11-16)	10-01-2017
8.	Improving Personal Effectiveness	23-01-2017 to 27-01-2017 (0900 to 1130 hours)	<b>For Officers</b> (BPS-17 -19)	10-01-2017

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)  
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All AFSs/Sr.JSs/JSs/Eco. Adviser/FAs/D.Ss/DFAs and SOs & equivalent Fin. Div, Islamabad.  
Finance Division's u.o Note F.3(3)QA-I/2014 dated 20-12-2016.

**Copy to:**

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