

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

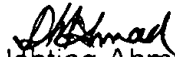
C I R C U L A R

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

Secretariat Training Institute (STI), Islamabad, vide its O.Ms F.No.5-1/2019-SD-I, F.No.4-2/2019-SD-I & F.No.2-1/2019-SD-I dated, 05-04-2019 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission
i)	Duties & Responsibilities of Private Secretaries / Assistant Private Secretaries	06 - 17 May, 2019 (9:00 to 11:00 hours)	Private Secretaries / Assistant Private Secretaries	26-04-2019
ii)	Office Automation / IT (English Typewriting) Course	13-05-2019 to 11-06-2019 (9:00 to 11:00 hours)	For Officials (UDCs/LDCs/ Dependents of Govt. Servants)	01-05-2019
iii)	English Shorthand Speed Course	29-05-2019 to 27-06-2019 (9:00 to 11:00 hours)	APSS, Stenotypists, LDCs & Dependents of Government Servants	20-05-2019

2. Interested 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 Division Ibd.
Finance Division's u.o Note F.3(3)QA-I/2014 dated: 22-04-2019.

Copy to:-

The webmaster, with the request to upload the circular on Finance Division's website.