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

C I R C U L A R

Subject:- **Call for Nominations for Trainings at STI, Islamabad.**

Secretariat Training Institute(STI), Islamabad has requested, vide their 03-Circulars No.F.2-1/2014-EP dated 07-07-2014, No.F.5-1/2013-SD.II dated 07-07-2014, No.F.27-1/2014-SD-I and No.F.4-3/2014-SD-I dated 09-07-2014, nominations for the following training course:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission of Nominations to QA-I
1.	Four-Day (Part-Time) Training Curse on "Conflict Management"	05-08-2014 to 08-08-2014 (09.00 to 12.00 hours)	Officers in BPS-17 to BPS-19	24-07-2014
2.	Three-Day (Part-Time) Training Curse on "Duties and Responsibilities of DDO"	11-08-2014 to 13-08-2014 (09.00 to 12.00 hours)	Officers in BPS-17 to BPS-19	28-07-2014
3.	Training Course on "Office Orientation"	18-08-2014 to 22-08-2014 (09.00 a.m to 1.30 p.m)	Officials in BPS-14 to BPS-16	04-08-2014
4.	One-Month (Part-Time) "Engli[illegible]ewriting Course"	18-08-2014 to 12-09-2014 (09.00 a.m to 11.00 a.m)	Stenotypists , LDCs and Dependents	05-08-2014
5.	Two-Week (Part-Time) Trainin[illegible]on Official Correspondence(Urdu)	18-08-2014 to 29-08-2014 (09.00 a.m to 11.00 a.m)	Officers/ officials in BPS- 11 to BPS-17	06-08-2014
6.	Four-Day (Part-Time) Training Curse on "Problem Solvin[illegible]Decision Maki[illegible]	26-08-2014 to 29-08-2014 (09.00 to 12.00 hours)	Officers in BPS-17 to BPS-19	15-08-2014

2. [illegible]rs / officials of Finance Division are requested to forward their nominations on or before t[illegible]n dates for the scheduled training courses duly recommended by the AFS and JS concerned respectively to QA-I Section positively.

(Khan Hafeez)
Section officer (QA-I)
Ph: 9208523

The Offices of [illegible] Addl. Secretaries/Sr.JSs/JSs/Eco. Adviser/FAs/D.Ss/DFAs, Finance Division, Ibd.
Finance Divisi[illegible].F.3(3)QA-I/2014 dated 22-07-2014.

Copy to:

i) DS(QA).
ii) SO(QA-II & QA-III).
iii) Mr. Faheem Anwar, Webmaster, EA Wing , S-Block, Finance Division, Islamabad with the request to up-load the circular for information on Finance Division's website.