

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 29-07-2024 TO 02-08-2024**

STI is organizing subject course from 29-07-2024 to 02-08-2024. The training sessions will be held from 09:00 a.m. to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

This course is designed for officials of BPS 11-16.

**Course Objectives:**

To enhance communication skills of participants and to build professional excellence in this field.

**Course Contents/ Outlines:**

i	Correspondence with Members of the Public	ii	Correspondence with Foreign Government
iii	Noting & Drafting on files	iv	Preparation of Drafts / Specimen of Forms of Communications.
v	Check on Delays	vi	General: - Inspections. - Meetings.

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 12.7.2024**.

  
(Madina Rafique)  
Section officer (QA-I)  
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.

**Finance Division's U.O. No.F.3 (3) QA-I/2014**

**dated 7.6.2024**

⇒ Webmaster with the request to upload the circular on Finance Division's website.