

CIRCULAR

Subject: - **4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSS, STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03.11.2025 TO 28.02.2026.**

With reference to STI letter F.No.3-1/2025-SD (B) dated 7th October, 2025 on the subject cited above. STI is organizing 4-month (part-time) subject course from **3.11.2025 to 28.2.2026** (9:00 am to 11:00 am daily). Details are as follows:-

Target Audience/ Group:

Assistant Private Secretaries/Stenotypists/UDCs/LDCs/ matriculate Class-IV employees (BS 01-16) and matriculate dependents of government servants are eligible for this course.

Course Objectives:

Capacity Building in required skills.

Outcome/Learning Achievement:

To Improve and sustain required level of professional skill in English shorthand.

Course Contents/Outline:

i) Basic Principles of Shorthand	iii) Vowels and Diphthongs
ii) Consonants and Short Forms	iv) Exercises No. 1 to 140

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 23.10.2025.**


(Madiha Rafique)
Section Officer (QA-I)
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All Officials (BS 1-16) of Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 9.10.2025

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