

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

CIRCULAR

Subject: - **4-WEEKS (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR APSs, STENOTYPISTS, UDCs, LDCs./ ETC(BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 16-05-2022 TO 10-06-2022**

STI is organizing subject course for Government Servants (BS-01-16) and their dependents, who have already completed English Shorthand theory Course. The duration of course is from 16-05-2022 to 10-06-2022 at (09:15 am to 11:00 am) hours daily. Details are as follows:-

Target Audience/ Group:

Assistant Private Secretaries/Stenotypists/UDCs/LDCs/etc. (BPS 01-16) and dependents of Government Servants who have knowledge of English Shorthand Theory.

Course Objectives:

Capacity Building in required skills.


Outcome/Learning Achievement:-

To improve and sustain required level of professional skill in shorthand.

Course Contents/ Outlines:

i	Dictation from pitman Shorthand instructor Book:- <ul style="list-style-type: none">• Contractions• Special Contractions• Advance Phraseography• Intersections	ii	Dictation Form the Book of 700 common Words
		iii	Editorial Dictation

2. Interested Officials are requested to forward their nominations for above mentioned course duly recommended by the Head of the Wing concerned to QA-I Section by 09-05-2022 positively.


(Imran Qayyum)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All Officials, (BPS 01-16) Finance Division, Islamabad.

Finance Division's u.o.No.F.3 (3) QA-I/2014

dated: 11-04-2022

➤ Copy to the Webmaster, with the request to upload the circular on Finance Division's website.