

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

C I R C U L A R

Subject: - **TRAINING PROGRAMME**

The Staff Welfare Organization, an attached Department of Establishment Division vide its circular No. TTC-3(1)2024/1875 dated 13th December, 2024 provides various welfare services to the Federal Government employees and their dependents. In line with these welfare services, the following training programmes have been scheduled as under:-

S.#	Course Name	Duration	Fee of Full Course	Tentative Date of Commencement/ Venue of Training	Submission to QA-I
1	Certificate in Information Technology	06 Months	FG Employees drawing pay from AGPR..... Rs. 4500/- Employees of other than above departments..... Rs. 7500/-	6.1.2025 Trade Training Centre G-9/2 & Aabpara	1.1.2025
2	M.S. Office	02 Months	FG Employees drawing pay from AGPR..... Rs. 1500/- Employees of other than above departments..... Rs. 2500/-	-do-	-do-
3	Graphic Designing	02 Months	FG employees drawing pay from AGPR..... Rs. 1500/- Employees of other than above departments..... Rs. 2500/-	-do-	
4	English Shorthand	06 Months	FG Employees drawing pay from AGPR BPS 01-16..... Rs. 800/- BPS 17-22..... Rs. 1000/- Employees of other than above departments..... Rs. 1000/-	-do-	-do-
5	English Typing	06 Months	FG Employees drawing pay from AGPR BPS 01-16..... Rs. 800/- BPS 17-22..... Rs. 1000/- employees of other than above departments..... Rs. 1000/-	-do-	-do-

2. Interested Officers/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.


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

All Officers/ Officials (BPS-1-22), Finance Division Islamabad
Finance Division's u.o No F.3 (5) QA-I/2024 dated 18.12.2024

- Webmaster, with the request to upload the circular for information on Finance Division's website.