

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

C I R C U L A R

Subject: - **TWO WEEKS (PART-TIME) TRAINING COURSE ON "MIRCOSOFF OFFICE (WORD, EXCEL & POWER POINT)' FROM 27-02-2023 TO 10-03-2023.**

STI is organizing subject course from 27-02-2023 to 10-03-2023. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for officials of BPS 9-16.


Course Objectives:

To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS office Commands and Tools.

Course Contents/ Outlines:

i)	Microsoft Word	ii)	Microsoft Excel
iii)	Microsoft Power Point		

2. Interested Officials are requested to forward their nominations duly recommended by the AFS/Head of the concerned Wing to **QA-I Section by 17-02-2023.**


(Madiha Rafique)
Section Officer (QA-I)
Ph: 9207853

All Officials (BPS 9-16), Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2014 **dated 20-1-2023**

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