

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

C I R C U L A R

Subject: - **10-WEEK (PART-TIME) ENGLISH SHORTHAND THEORY REFRESHER COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOTYPISTs, UDCs AND LDCs.**

With reference to STI letter F.No.3-1/2025-SD(A) dated 17th June, 2025 on the subject cited above. STI is organizing 10-week (part-time) subject training course from **14.7.2025 to 19.9.2025** (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).

Course Objectives:

Capacity Building in required skills


Outcome / Learning Achievement:

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

Course Contents/ Outlines:

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 Wings to **QA-I Section by 3.7.2025.**


(Madiha Rafique)
Section Officer (QA-I)
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All Officials (BS 1 to 16), Finance Division, Islamabad.
Finance Division's U.O No.F.3 (3) QA-I/2014- dated 20.6.2025

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