

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject:- **CALL FOR NOMINATIONS FOR TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE (STI), ISLAMABAD**

Secretariat Training Institute (STI), Islamabad vide its Memoranda No.10-1/2018-SD-II(IT)), No.5-1/2019-SD-II(i) and No.5-1/2020-SD-II(ii), dated 11<sup>th</sup> February, 2020 has invited nominations of suitable **Officials** for the following part-time training courses:-

S #	Course Title	Dates & Time	For whom	Submission to QA-I
i)	Advanced Training Course on Microsoft Excel 2013/2016	02-03-2020 to 06-03-2020 (05 days) (0900 to 1100 hours)	BPS-09-16	25-02-2020
ii)	Office Procedures	09-03-2020 to 13-03-2020 (04 Days) (0900 to 1100 hours)	BPS-09-16	28-02-2020
iii)	Communication Skills	30-03-2020 to 03-04-2020 (05 days) (0900 to 1100 hours)	BPS-11-16	13-03-2020

2. Interested Officials are requested to forward their nominations on or before the given dates for the scheduled training courses duly recommended by the Joint Secretary/Head of the Wing concerned to QA-I Section.

  
**(SHAHZAD ZAREEF)**  
Section officer (QA-I)  
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**All Officials (BPS 9-16), Finance Division, Islamabad**

Finance Division's u.o No.F.3(3) QA-I/2014-135

dated 21-02-2020

⇒ Copy to Mr. Faheem Anwar, Webmaster with the request to upload the circular on Finance Division's website.