

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


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

Secretariat Training Institute (STI), Establishment Division vide letter No 9-1/2021-SD-II dated 27<sup>th</sup> September, 2022 has requested, for nominations of suitable officials of Finance Division for the following training courses at STI Islamabad to build capacity for standardized performance. Details are as follow:-

<b><u>S.#</u></b>	<b><u>Course Title</u></b>	<b><u>Duration</u></b>	<b><u>Submission date to QA-I Section</u></b>	<b><u>Target Groups</u></b>
1	English Shorthand Speed Course (Part-Time)	01-11-2022 to 25-11-2022 (4-Weeks)	24-10-2022	APS/Stenotypists/UDC /LDC (BS 01-16)
2	In-Page Programme (Urdu Typing)	07-11-2022 to 18-11-2022 (2-Weeks)	01-11-2022	APS/Stenotypists/UDC/ LDC (BS 09-16)
3	Duties and Responsibilities of DDOs/ Cashier	21-11-2022 to 25-11-2022 (1-Week)	14-11-2022	DDOs/ Cashiers
4	Duties & Responsibilities, General Ethics, Manners & Hospitality	05-12-2022 to 09-12-2022 2 (1-Week)	28-11-2022	DRs/Drivers/Qasids/Naib Qasid (BS 01-07)
5	English Typing & Computer Applications	05-12-2022 to 30-12-2022 (4-Weeks)	-do-	Stenotypists/UDCs/LDCs/ etc. Dependents of Government Servants (BS 01-14)
6	Duties & Responsibilities of Assistant Private Secretaries and Stenotypists	12-12-2022 to 16-12-2022 (1-Week)		APSs/Stenotypists (BS-14-16)
7	Services Rules & Regulations	12-12-2022 to 23-12-2022 (2-Weeks)	05-12-2022	(BS 11-16)
8	Financial Issues Related to Pension & Retirement	02-01-2022 to 06-01-2023 (1-Week)	26-12-2022	(BS 11-16)
9	English Shorthand Theory (Pitman New Era Shorthand )	02-01-2023 to 28-04-2023 (4-Months)	-do-	APS/Stenotypists/UDCs/LDCs/etc. (BS 01-16)
10	In-Page Programme (Urdu Typing)	09-01-2023 to 20-01-2023 (2-Weeks)	02-01-2023	APS/Stenotypists/LDC (BS 09-16)
11	E-Office Application	16-01-2023 to 17-01-2023 (3-days)	9-01-2023	Superintendents/Assistants/ UDCs/LDCs (BS 09-16)
12	English Typing & Computer Applications	01-02-2023 to 27-02-2023 (4-Weeks)	25-01-2023	Stenotypists/UDCs/ LDCs etc. Dependents of Government Servants (BS 01-14)
13	General Financial Rules & Procedures	13-02-2023 to 17-02-2023 (1-Week)	06-02-2023	(BS 11-16)
14	Microsoft Office	20-02-2023 to 03-03-2023 (2-Weeks)	13-02-2023	(BS 09-16)
15	Office Procedures	06-03-2023 to 17-03-2023 (2-Weeks)	27-02-2023	Superintendent/Assistants/UDCs/LDCs
16	Advance Course on Microsoft Excel	27-03-2023 to 31-03-2023 (1-Week)	20-03-2023	(BS 07-16)

17	E-Office Application	09-04-2023 to 11-04-2023 (3-days)	27-03-2023	Superintendent/Assistants/UDCs/LDCs
18	Communication Skills	01-05-2023 to 05-05-2023 (1-Week)	24-04-2023	(BS 11-16)
19	English Shorthand Speed	08-05-2023 to 02-06-2023 (4-Weeks)	01-05-2023	APS/Stenotypists/UDCs/LDCs/etc. (BS 01-16)
20	Microsoft Office	15-05-2023 to 26-05-2023 (2-Weeks)	08-05-2023	(BPS 09-16)
21	Duties & Responsibilities, General Ethics, Manners & Hospitality	29-05-2023 to 02-06-2023 (1-Week)	22-05-2023	DRs/Drivers/Quasids/Daftries/Naib Qasids & Equivalent (BS 01-7)
22	In-Page Programme (Urdu typing )	05-06-2023 to 16-06-2023 (2-Weeks)	29-05-2023	APS/Stenotypists/ LDC (BS 09-16)
23	Duties & Responsibilities of Assistant Private Secretaries and Stenotypists	12-06-2023 to 16-06-2023 (1-Week)	05-06-2023	APS/Stenotypists (BS 14-16)
24	Service Rules & Regulations	12-06-2023 to 24-06-2023 (1-Week)	-do-	(BS 11-16)

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

  
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All Officials, Finance Division, Islamabad

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

dated 05-10-2022

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