

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 "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)' FROM 4-9-2023 TO 15-9-2023**

STI is organizing subject course from 4-9-2023 to 15-9-2023. 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 11-16.

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 Head of the concerned Wing to **QA-I Section by 21-8-2023**.


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

All Officials (BPS 11-16), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/20223

dated 9-8-2023

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