

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

**C I R C U L A R**

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 4-12-2023 TO 8-12-2023**

STI is organizing subject course from 4-12-2023 to 8-12-2023. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

This course is designed for officials of BPS-11 to 16.


**Course Objectives:**

To enhance communication skills of participants and to build professional excellence in this filed.

**Course Contents/ Outlines:**

i	Correspondence with Members of the Public	ii	Correspondence with Foreign Government
iii	Noting & Drafting on files	iv	Preparation of Drafts / Specimen of Forms of Communications
v	Check on Delays	vi	General: -Inspections. - Meetings.

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 29-11-2023.**

  
(Madiha Rafique)  
Section officer (QA-I)  
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.  
**Finance Division's U.O. No.F.3 (3) QA-I/2014-386 dated 27.11.2023**

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