

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


C I R C U L A R

Subject:- **CALL FOR NOMINATIONS FOR TRAINING COURSES AT STI, ISLAMABAD**

Secretariat Training Institute (STI), Islamabad, vide its O.Ms F.No.5-1/2017-SD-II dated 25-06-2018 F.No.4-1/2017-SD-I dated, 19-06-2018, F.No.2-5/2018-19-EP(i), F.No.2-4/2018-19-EP(ii) dated 22-06-2018 and has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission to QA-I
i)	Training on Duties & Responsibilities of DDOs/Cashiers	16-07-2018 to 20-07-2018 (0900 to 1100 hours)	For DDOs/ Cashiers	05-07-2018
ii)	Office Automation/IT (English Typewriting)	23-07-2018 to 17-08-2018 (0900 to 1130 hours)	For Officials (UDCs/LDCs etc)	10-07-2018
iii)	Problem Solving and Decision Making	06-08-2018 to 10-08-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	27-07-2018
iv)	Disaster Management a Conceptual Framework	13-08-2018 to 17-08-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	05-08-2018

2. Interested officers / officials of Finance Division are requested to forward their nominations on or before the given dates for the scheduled training courses duly recommended by the AFS / head of the Wing concerned to QA-I Section.


(Ishtiaq Ahmad)
Section officer (QA-I)
Ph: 9208523

**All AFSs/Sr. JSs/EA/JSs/FAs/CF&AO/DSs/DFAs/SOs & equivalent, Fin. Div, lbd
Finance Division's u.o Note F.3(3)QA-I/2014 dated 03-07-2018**

Copy to:

- Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.