

Government of Pakistan  
FINANCE DIVISION  
( Quality Assurance – I Section )  
( HRM Wing )  
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**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.3-2/2018-SD-I dated, 02-04-2018, F.No.2-1/2018-EP dated,03-04-2018 and F.No.10-1/2018-SD-II-(IT) dated 05-04-2018 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission to QA-I
i)	4-Month (Part-Time) English Shorthand Theory	02-05-2018 to 31-08-2018 (0900 to 1100 hours)	For Stenotypists, LDCs & Dependents	23-04-2018
ii)	Service Laws and Rules	07-05-2018 to 11-05-2018 (0900 to 1130 hours)	<b>For Officers</b> (BPS-17 -19)	23-04-2018
iii)	One-Week(Part-Time) Training Course on "Microsoft Office 2013/2016 (Word and Excel"	07-05-2018 to 11-05-2018 (0900 to 1100 hours)	<b>For Officials</b> (BPS-07 -16)	23-04-2018

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 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, Finance Division, Ibd**  
**Finance Division's u.o Note F.3(3)QA-I/2014 dated 12-04-2018**

**Copy to:**

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