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

CIRCULAR

Subject:- **Call for Nominations for Trainings at STI, Islamabad.**

Secretariat Training Institute(STI), Islamabad has requested, vide their Circulars No.F.1-1/2014-IT-T dated 20-10-2014, No.F.2-1/2014-EP dated 07-11-2014, No.F.4-1/2014-SD-I dated 28-10-2014, No.F.5-1/2013-EP dated 06-11-2014, No.F.2-1/2014-EP dated 07-11-2014, No.F.5-1/2013-SD-II dated 06-11-2014 and No.F.4-4/2013-SD.I dated 06-11-2014, nominations for the following training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission to QA-I
1.	Part-Time Course on "LINUX RED HAT 9.0"" **Course Contents/Outline** • Introduction & History of LINUX • Getting Stated with LINUX. • The LINUX File System. • Shell Fundamentals • Basic Shell Commands • LINUX Files and Directories • Installation of LINUX • LINUX Files and Directory Permissions • File Manipulation Commands • Working with LINUX Text Editors • Processes handling • Use of common Applications • Introduction to Open Office • Finding directories and files • Printing	01-12-2014 to 19-12-2014 (09.00 a.m to 11.00 a.m)	Officers BPS-11 to BPS-16	18-11-2014
2.	Part-Time Training Course on "Women Empowerment" **Course Contents/Outline** • Role of women in the 21st century. • Gender Discrimination and its impact on development process of our society. • Social and economic empowerment of women in Pakistan. • Eliminating discrimination against women.	02-12-2014 to 04-11-2014. (09.00 a.m to 12.00 a.m)	Officers BPS-17 to BPS-19	21-11-2014
3.	Two-Week (Part-Time) Training Course on **Course Contents/Outline** • Standard norms/attitudinal change. • Responsibilities of a PS/APS • Detailed Office procedure • Forms of communication • Procedure for official meeting • Handling of classified documents • Profile of an ideal PS/APS • Organizational Skills in the workplace • Secretary's time waster • Secretary's office work desk tools • MS Office(word, Excel, Power Point and Internet)	01-12-2014 to 12-12-2014. (09.00 a.m to 11.00 a.m)	PS/APS and Equivalent	20-11-2014

Cont'd on P-2.

4.	Training Course on "Duties & Responsibilities of DDOs/Cashiers" • Development Expenditures & Non-Development Expenditures. • Financial Powers delegated to the Ministries/Divisions and Head of the Department. • Duties & responsibilities of DDOs and Cashier etc.	29-12-2014 to 31-12-2014. (09.00 a.m to 11.00 a.m)	DDOs/ Cashier	10-12-2014
5.	Four-Day (Part-Time) Training Course on "Strategic Management" • Nature and importance of strategic management in public sector. • How to develop organization vision, mission, and objectives. • Developing performance driven organization. • Best management practices at the workplace	16-12-2014 to 19-12-2014. (09.00 to 12.00 hours)	PS/APS and Equivalent	02-12-2014
6.	Capacity Building Training course for UDCs/LDCs **Course Contents/Outline** • Detailed Office Procedure. • TA/DA Rules • Preparation of TA bills/pay bills. • Preparation of Cash Book/Cash Handling. • F.P Fund/Benevolent Rules.	22-12-2014 to 26-12-2014. (09.00 a.m to 11.00 a.m)	UDCs/LDCs	02-12-2014
7.	"Two-Week(Part-Time) Urdu Composing (InPage) Computer Course"	15-12-2014 to 26-12-2014 (9:00 a.m to 11:00 a.m)	APS, Stenotypists & Dependents	02-12-2014

2. 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 respectively to QA-I Section positively.

(Rasool Bux Brohi)
Section Officer (QA-I)
Ph: 9208523

All Addl. Finance Secretaries/Sr.JSs/JSs/Eco. Adviser/FAs/D.Ss/DFAs, Finance Division, Islamabad.
Finance Division's U.O No.F.3(3)QA-I/2014 dated 14-11-2014.

Copy to:

i) DS(QA).
ii) SO(QA-II & QA-III).
iii) Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.