

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

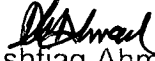
CIRCULAR

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

Secretariat Training Institute (STI), Islamabad, vide its O.Ms F.No.10-1/2017-SD-II(IT) dated 12-07-2018, F.No.1-10/SD dated, 11-07-2018, F.No.5-1/2017-SD-II dated 12-07-2018 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)	Microsoft PowerPoint 2013	06-08-2018 to 10-08-2018 (0900 to 1100 hours)	For APS / Stenotypists / LDCs	23-07-2018
ii)	Part-time Urdu Typing(InPage)	06-08-2018 to 17-08-2018 (0900 to 1100 hours)	For APS / Stenotypists / LDCs	27-07-2018
iii)	Ethics, Manners & Hospitality	20-08-2018 to 24-08-2018 (0900 to 1100 hours)	For DRs / Drivers / Qasids / Drafris / Naib Qasids & Equivalent (BPS 1 – 7)	03-08-2018

2. Interested 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)
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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 19-07-2018

Copy to:

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