

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


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, 15-05-2018, F.No.2-2/2016-EP dated, 18-05-2018, F.No.2-4/2018-19 EP, F.No.2-1/2018-EP and F.No.10-1/2018-SD-II(IT) dated 21-05-2018 has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission to QA-I
i)	Office Procedures	25-06-2018 to 06-07-2018 (0900 to-1100 hours)	For Officials (BPS-09 -16)	08-06-2018
ii)	Microsoft PowerPoint 2013/2016	25-06-2018 to 29-06-2018 (0900 to 1100 hours)	For Government Employees	08-06-2018
iii)	Human Rights	23-07-2018 to 27-07-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	13-06-2018
iv)	Disciplinary Procedure in Government Offices	25-06-2018 to 29-06-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	14-06-2018
v)	Effective Communication and Negotiation Skills	09-07-2018 to 13-07-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	29-06-2018

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)
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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 31-05-2018

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