

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

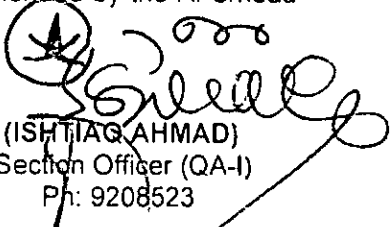
CIRCLAR

Subject: - TRAINING PROGRAMME

Staff Welfare Organization, Islamabad has scheduled the following training programmes:

S.#	Course Name	Duration	Fee of Full Course	Tentative Date of Commencement/ Venue of Training	Submission to QA-I
1.	Certificate in Information Technology	06 Months	FG Employees drawing pay from AGPR.....Rs 4500/- Employees of other than above departments.....Rs. 7500/-	12.01.2026 Trade Training Centre G-9/2	07.01.2026
2.	Graphic Designing	02 Months	FG employees drawing pay from AGPR..... Rs. 1500/- Employees of other than above departments Rs. 2500/-	-do-	-do-
3.	M.S. Office	02 Months	FG Employees drawing pay from AGPR.....Rs. 1500/- Employees of other than above departments.....Rs. 2500/-	12.01.2026 Trade Training Centre G-6 Aabpara	-do-
4.	English Shorthand	06 Months	FG Employees drawing pay from AGPR BPS 01-15. Rs. 300/- BPS 17-22..... Rs. 1000/- Employees of other than above departments..... Rs. 1000/-	12.01.2026 Trade Training Centre G-9/2 & G-6 Aabpara	-do-
5.	English Typing	06 Months	FG Employees drawing pay from AGPR BPS 01-16..... Rs. 800/- BFS 17-22 Rs. 1000/- employees of other than above departments.....Rs 1000/-	-do-	-do-

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.


 (ISHFAQ AHMAD)
 Section Officer (QA-I)
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All Officers/ Officials (BPS 1-22), Finance Division Islamabad
Finance Division's u.o No F.3 (5) CA-I/2024 dated 05.01.2026

> Webmaster, with the request to upload the circular for information on Finance Division's website.