

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON “COMMUNICATION SKILLS” FROM 04-04-2022 TO 08-04-2022**

STI is organizing subject course from 04-04-2022 to 08-04-2022. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

This course is designed for officials of BPS 11-16.

**Course Objectives:**

To enhance communication skills of participants and to build professional excellence in this filed.

**Course Contents/ Outlines:**

i	Nothing & Drafting on files	ii	Correspondence with Members of the Public
iii	Preparation of Drafts / Specimen of Forms of Communications	iv	Correspondence with Foreign Government
v	Check on Delays	vi	Inspections & Meeting

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 30-03-2022.

  
(Madiha Rafique)  
Section officer (QA-I)  
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/2014

dated 07-03-2022

⇒ Webmaster with the request to upload the circular on Finance Division's website.