

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

C I R C U L A R

Subject: - **TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)"**

STI is organizing subject course from 06-05-2024 to 17-05-2024. The training sessions will be held from 09:00 to 11:00 a.m. 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 build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

Course Contents/ Outlines:

i)	Microsoft Word
ii)	Microsoft excel
iii)	Microsoft Power Point

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by **22-04-2024**.


(Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/20223 **dated 9-4-2024**

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