

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

Subject: - **TWO WEEKS (PART-TIME) TRAINING COURSE ON "MIRCOSOFT OFFICE (WORD, EXCEL & POWER POINT)' FROM 09-05-2022 TO 20-05-2022**

STI is organizing subject course from 09-05-2022 to 20-05-2022. 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 09-16.


**Course Objectives:**

To build and enhance work 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 02-05-2022.

  
(Imran Qayyum) >  
Dy. Secretary (QA/PMDU)  
Ph: 9207853

All Officials (BPS 09-16). Finance Division, Islamabad.  
Finance Division's u.o No.F.3 (3) QA-I/2014 dated 12-04-2022

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