

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

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON “COMMUNICATION SKILLS” FROM 03-10-2022 TO 07-10-2022**

STI is organizing subject course from 03-10-2022 to 07-10-2022. 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	Noting & 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 **21-09-2022**.


(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 14-09-2022

⇒

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