

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
HRM WING
(HR-II SECTION)

No. F.8 (18)2013-HR-II


Islamabad, the 7th April, 2025

CIRCULAR

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 26-05-2025 TO 30-05-2025

The Secretariat Training Institute, Islamabad vide Memorandum No. 5-7/2025-SD-II, dated 4th April, 2025 (copy enclosed) has informed that; Institute will organize subject course for Government servants from 26-05-2025 to 30-05-2025 at 09:00 a.m. to 11:00 a.m. daily at Secretariat Training Institute, Islamabad.

2. All interested employees (BS-11-16) of Finance Division for the subject training course are advised to submit their nominations to HR-II Section before **08.05.2025** for onward transmission to Secretariat Training Institute, Islamabad. Late applications shall not be entertained.


(Sajid Hussain)
Section Officer (HR-II)
Ph: 9208287

1. PS to all Additional Finance Secretaries, Finance Division, Islamabad.
2. Web Master, Finance Division, Islamabad.
3. Notice Board

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-7/2025-SD-II

Dated 4th April, 2025

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "E-OFFICE APPLICATION" FROM 26-05-2025 TO 30-05-2025.**

In order to create awareness about paperless environment and government vision of electronic government, STI is organizing subject course from 26-05-2025 to 30-05-2025. 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 Federal Govt. Employees BS-11-16 of those Ministries/Divisions & Attached Departments where NITB's E-Office application is operational.

Course objectives:

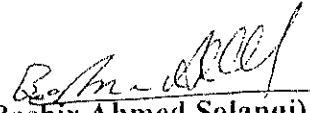
To introduce E-Office application/programme and create awareness about the concept of electronic government and build the capacity of participants to start work on this new system without any hesitation/shyness

Course Contents/Outlines:

| | | | |
|-----|---|----|--|
| i | Introduction to E-Office | ii | How to Create E-file in programme |
| iii | Scanning and Adding of Previous Noting and Correspondence in E-file | iv | Adding PUC/FR and other Documents and Noting in E-file System |
| v | How to Create DFA | vi | Submission of File to Seniors and Issuance of Letters/O.M, Memorandum, U.O. and other Forms of Communication to Concerned Office |
| vii | Opening of Part-file & Tackling of Allied Issues. | | |

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **15-05-2025**. **Late nominations will not be entertained**. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **26th May, 2025 at 0900 hours**. **No registration shall be allowed after 0915 hours**. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/accepted.

3. Participants must attend all sessions of the course in order to become eligible for the Certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD)

To

- (i) Joint Secretaries (Admn). Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
HRM WING
(HR-II SECTION)

No. F.8 (18)2013-HR-II

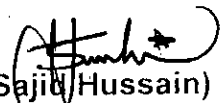
Islamabad, the 7th April, 2025

CIRCULAR

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 12-05-2025 TO 16-05-2025

The Secretariat Training Institute, Islamabad vide Memorandum No. 5-5/2025-SD-II, dated 4th April, 2025 (copy enclosed) has informed that; Institute will organize subject course for Government servants from 12-05-2025 to 16-05-2025 at 09:00 a.m. to 11:00 a.m. daily at Secretariat Training Institute, Islamabad.

2. All interested employees (BS-11-16) of Finance Division for the subject training course are advised to submit their nominations to HR-II Section before **01.05.2025** for onward transmission to Secretariat Training Institute, Islamabad. Late applications shall not be entertained.


(Sajid Hussain)
Section Officer (HR-II)
Ph: 9208287

1. PS to all Additional Finance Secretaries, Finance Division, Islamabad.
2. Web Master, Finance Division, Islamabad.
3. Notice Board

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-5/2025-SD-II

Dated 4th April, 2025

M E M O R A N D U M

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 12-05-2025 TO 16-05-2025.**

STI is organizing subject course from 12-05-2025 to 16-05-2025. 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 BS 11-16.

Course objectives:

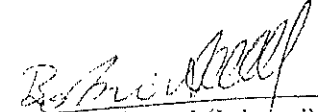
To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

Course Contents/Outlines:

| | |
|------|-----------------------|
| i) | Microsoft Word |
| ii) | Microsoft Excel |
| iii) | Microsoft Power point |

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute latest by **08-05-2025**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos/ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **12th May, 2025 at 0900 hours**. **No registration shall be allowed after 0915 hours**. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all sessions of the course in order to become eligible for the Certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD)

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.

**GOVERNMENT OF PAKISTAN
FINANCE DIVISION
HRM WING
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No. F.8 (18)2013-HR-II

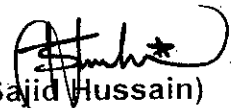
Islamabad, the 7th April, 2025

CIRCULAR

Subject: 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/ STENOTYPISTS/ UDCs/ LDCs/ ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 05-05-2025 TO 30-05-2025

The Secretariat Training Institute, Islamabad vide Memorandum No. 2-1/2024-SD-I, dated 4th April, 2025 (copy enclosed) has informed that; Institute will organize subject course for Government servants (BS-01-16) and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 05-05-2025 to 30-05-2025 at 09:00 a.m. to 11:00 a.m. daily at Secretariat Training Institute, Islamabad.

2. All the Assistant Private Secretaries, Stenotypists, UDCs and LDCs and dependents of Government Servants who are interested for the subject training course are advised to submit their nominations to HR-II Section before **25.04.2024** for onward transmission to Secretariat Training Institute, Islamabad. Late applications shall not be entertained.


(Sajid Hussain)
Section Officer (HR-II)
Ph: 9208287

1. PS to all Additional Finance Secretaries, Finance Division, Islamabad.
2. Web Master, Finance Division, Islamabad.
3. Notice Board

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2024-SD-I.

Dated 4th April, 2025

MEMORANDUM

Subject: 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/STENOTYPISTS/UDCs/LDCs/ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 05-05-2025 TO 30-05-2025.

Secretariat Training Institute is organizing subject course for Government servants (BS-01-16) and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 05-05-2025 to 30-05-2025 at 09:00 a.m. to 11:00 a.m. daily Details are as follow:-

Target Group:

Assistant Private Secretaries/ Stenotypists/ UDCs/LDCs/etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Objectives:

Capacity building in required skill.

Outcome:

To improve and sustain required level of professional skill in Shorthand.

Course Contents / Outlines:

| | | | |
|---|---------------------------------|-----|---|
| i | Dictation Form Pitman Shorthand | ii | Dictation Form the Book of 700 Common Words |
| | Instructor Book:- | | |
| | o Contractions | iii | Editorial Dictation from the English Newspapers |
| | o Special Contractions | | |
| | o Advance Phraseography | | |
| | o Intersections | | |

2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by **02-05-2025. Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on **5th May, 2025 at 0900 hours. No registration shall be allowed after 0930 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating organizations.
3. Participants must attend all sessions of the course in order to become eligible for the certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD).

- i) Joint Secretary (Admin), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/ Rawalpindi.
- iii) AD (IT) for uploading on STI website.