GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (3)2022-Admn-I/HR-I   Islamabad, the 8th August, 2023

CIRCULAR

SUBJECT: **NOMINATIONS FOR TRAINING COURSE ON MICROSOFT POWER POINT FROM 21-08-2023 TO 25-08-2023**

Please find enclosed herewith a copy of self explanatory letter No.3-1/2023-24-EP, dated 3rd August, 2023 received from Secretariat Training Institute (STI) Islamabad, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2.   Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to **HR-I Section** latest **by 10-08-2023 positively.**

Encl: **As above**

(Aamir Waleed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad.

F.No. 3-1/2023-24-EP.   Islamabad, the 3rd August, 2023

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING   COURSE ON MICROSOFT POWER POINT FROM 21-08-2023 TO 25-08-2023.**

Subject course is being conducted at STI Campus H-9, Islamabad from 21-08-2023 to 25-08-2023, on part time basis which shall be held daily from 09:00 to 11:00 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course objectives:

To build and enhance PowerPoint presentation capabilities of Government employees.

Major Contents:

• PowerPoint Overview	• Slide Shows
• PowerPoint Views	• Multi-media, Linked and Embedded Objects
• Creating a New Presentation	• Saving presentations
• Formatting Text	• Slide Show Preparation
• Insertion of images	• Custom Shows
• Tables and Charts	• Speaker Notes and Handouts
• Slide Masters and Templates	• Printing Presentations
• Transitions and Animation	

2.   Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **17-08-2023.** Nominations may please be reconfirmed by **17-08-2023** at the given e-mail address · **ddep2@sti.gov.pk. Late receipt of nominations will not be entertained**. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **21ˢᵗ August, 2023** at **0900 hours. No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3.   STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4.   Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

(SADIA BASHIR)
Deputy Director (Executive Programme)
Tele: 9265200

To
   i) Joint Secretary (Admn), Ministries/ Divisions
   ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
   iii) AD (IT), STI with request to place the circular on website.