

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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No. 5(5)/2018-Admn-I/MoC

Islamabad, the 13th March , 2020

C I R C U L A R

Subject: **NOMINATIONS FOR TRAINING COURSE ON "E-OFFICE PROCEDURE" FROM 13-04-2020 TO 17-04-2020.**

A Self Explanatory O.M No.2-1/2019-20 EP dated 4th March, 2020 received from Secretariat Training Institute (STI) is organizing the subject training form 13-04-2020 to 17-04-2020, for the Officers (BS-17 to BS-19) of Federal Ministries /Divisions/Departments. The course shall commence from 9:30 to 1:00 hours daily. (Copy of O.M. of STI, is enclosed)

2. Interested Officers (BS-17 to BS-19) of Ministry of Commerce are requested to send their nominations with prior approval of their senior officers to Admn-I/MoC section latest by 27-03-2020.

Encl: As above



(ARSHAD NAWAZ)
Deputy Director (MoC)

Distribution:

- I. All concerned officers of Ministry of Commerce, Islamabad.
- I I Manager IT, Ministry of Commerce, Islamabad, with the request to upload the said circular on the official website of Ministry of Commerce.