

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No.5 (2)/2021-HR-II

Islamabad, the 16th June, 2022

CIRCULAR

SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 18-07-2022 TO 29-07-2022

Secretariat Training Institute (STI) is organizing subject course from 18-07-2022 to 29-07-2022. The training sessions will be held from 09:00 a.m to 11:00 a.m daily or daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Officials of BPS 9-16.

Course objectives:

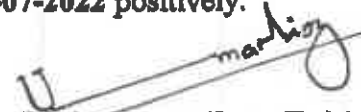
To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

Courses Contents/Outlines:-

i)	Microsoft Words	ii)	Microsoft Excel
iii)	Microsoft Power Point		

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Division / Department and Organizations may reach the institute latest by 14-07-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 18-07-2022 at 09:00 hours. No registration shall be allowed after 09:15 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 08-07-2022 positively.


(Muhammad Umar Raiz)
Assistant Director (HR-II)

- ✓ Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- Notice Board.