

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 12<sup>th</sup> January, 2024

CIRCULAR

**SUBJECT: NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT EXCEL" FROM 29-01-2024 TO 02-02-2024**

Please find enclosed herewith a copy of self explanatory Memorandum No. 3-1/2022-23-EP, dated 4<sup>th</sup> January, 2024 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 (BS-17 to BS-19) 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 18-01-2024 positively.

Encl: As above



(Aamir Waheed)  
Section Officer (HR-I)

✓ Database Administrator,  
Ministry of Commerce,  
Islamabad.

**Government of Pakistan**  
**SECRETARIAT TRAINING INSTITUTE**  
**(Establishment Division)**

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F.No. 3-1/2022-23 EP.

Islamabad, the 4th January, 2024

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT EXCEL"  
FROM 29-01-2024 TO 02-02-2024.**

Subject course is being conducted at STI Campus H-9, Islamabad from 29-01-2024 to 02-02-2024, on part time basis which shall be held daily from 09:00 to 12:00 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 enhance skill of Government employees on Microsoft Excel strengthen their spread sheets analysis capabilities.

**Major Contents:**

<ul style="list-style-type: none"><li>• Overview of MS Excel</li><li>• Conditional Formatting</li><li>• Sort &amp; Filter</li><li>• Pivot Table</li><li>• What if Analysis</li><li>• Customizing Excel</li><li>• Working with Comments</li><li>• Excel Online</li></ul>	<ul style="list-style-type: none"><li>• Insertion Editing / Formatting of Date and Work Sheets</li><li>• Formulas &amp; Functions</li><li>• Use of Data Tools</li><li>• Importing of External Data</li><li>• Lookup and Reference</li><li>• Track Changes</li><li>• Use of Templates</li><li>• Protecting of Work Book / Sheet</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **26-01-2024**. Nominations may please be reconfirmed by **26-01-2024** 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 **29<sup>th</sup> January, 2024** 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.

  
(AFTAB AKRAM CHOCHAN)  
Deputy Assistant Director (EP)  
Cell No. 03335143377

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.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : www.sti.gov.pk