

Government of Pakistan
Ministry of Commerce & Textile Industry
(Commerce Division)



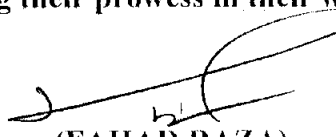
Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,
ISLAMABAD.**

The Secretariat Training Institute has invited the nominations for the following training courses:-

Sr. #.	Name of Training Course	Last Date
i.	Two-Week(Part-Time)Training Course on “ Internet ” for Government Servants in BS-07 to BS-16 from 20-01-2014 to 31-01-2014 for two hours daily from 09:00a.m to 11:00 a.m.	07-01-2014
ii.	One-Week(Part-Time)Training Course on “ Word Processing (Microsoft Word 2010 Advanced) ” for Government Servants in BS-11 to BS-16 who have command on basics operations of Microsoft Word from 06-01-2014 to 10-01-2014 for two hours daily from 09:00a.m to 11:00 a.m.	02-01-2014

2. Nominations of the suitable officials may be forwarded to the undersigned with the approval of respective Senior Officers, as the last date mentioned therein.

3. It may be mentioned here that the Officer may nominate their staff members working under them from Sr. No. i to Sr. No. ii, if in their view of point, they need these refresher training courses for making improvement and enhancing their prowess in their work.


(FAHAD RAZA)
Section Officer (Admn-I)

All Officials in BS-07 to BS-16 of the M/O Commerce & Textile Industry, Islamabad.

Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 30-12-2013