

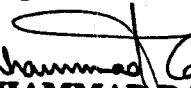
**Government of Pakistan
Ministry of Commerce**

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

The Secretariat Training Institute has invited nominations for the following (Part-Time) training courses:-

S.No.	Name of Training Course	Last Date for Nomination
1.	One-Week (Part-Time) Training Course daily from 08:30 a.m. for officials in BS-05 to BS-16 on Financial Rules from 06-12-2010 to 19-12-2010. The course contents are as under:- <ol style="list-style-type: none">1. Pension Rules.2. G.P. Fund Rules.3. Benevolent Fund & Group Insurance Rules.4. Nature of Advance	1-12-2010
2.	One-Week (Part-Time) Training Course daily from 08:30 a.m. for two hours for officials in BS-05 to BS-16 on Rules of Business from 13-12-2010 to 17-12-2010. The contents of the course are as under: <ol style="list-style-type: none">1. Introduction to Rules of Business Background and current context.2. Method of disposal of Cabinet Cases; Allocation, organization & transaction of business.	6-12-2010
3.	Two-Week (Part-Time) Training Course daily from 08:30 a.m. for officials in BS-05 to BS-16 on Functional English from 20-12-2010 to 31-12-2010. The contents of the course are as : <ol style="list-style-type: none">1. Principles of Effective Communication.2. Basic English Grammar and usage.3. Skill in Noting & Drafting.4. Summary/Precis Writing.5. Agenda/Minutes Writing.6. Forms of Communication.	16-12-2010

2. Nominations of the suitable officials may be forwarded to this Section with the approval of respective senior officer, before the last date mentioned against each course.


(MUHAMMAD RAZI)
Section Officer (Admn.I)

✓ **All Officials, Ministry of Commerce, Islamabad**
Admn-I Section's U.O. No.2(15)/2008-Admn.I, dated 24-11-2010