

Government of Pakistan  
Ministry of Commerce  
(Islamabad)

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.	Four-Day(Part-Time)Training Course on " <b>Total Quality Management in Public Sector</b> "for Officers in BS-17 to BS-19 from <b>13-05-2014</b> to <b>16-05-2014</b> for three hours daily from 09:00 a.m to 12:00 noon.	<b>30-04-2014</b>
ii.	Four-Day (Part-Time) Training Course on " <b>Stress Management</b> " for Officers in BS-17 to BS-19 from <b>06-05-2014</b> to <b>09-05-2014</b> for three hours daily from 09:00 a.m to 12:00 noon.	<b>25-04-2014</b>
iii.	Four-Day (Part-Time) Training Course on " <b>Changing Dynamics in Public Administration</b> " for Officers in BS-17 to BS-19 from <b>27-05-2014</b> to <b>30-05-2014</b> for three hours daily from 09:00 a.m to 12:00 noon.	<b>12-05-2014</b>
iv.	Three- Days (Part-Time) Training Course on " <b>Duties &amp; Responsibilities of DDOs/Cashiers</b> " for <b>DDO/Cashiers &amp; Equivalent</b> from <b>05-05-2014</b> to <b>07-05-2014</b> for two hours daily from 09:00 a.m to 11:00 a.m.	<b>21-04-2014</b>
v.	One-Week(Part-Time)Training Course on " <b>Office Orientation</b> "for Assistants/Upper Division Clerks & Equivalent from <b>19-05-2014</b> to <b>23-05-2014</b> for two hours daily from 09:00 a.m to 11:00 a.m.	<b>02-05-2014</b>
vi.	4-Month (Part-Time) " <b>English Shorthand Theory Course</b> " for Stenotypists, LDCs and Dependents of Government Servants (in-service/retired) <u>having at least matriculation qualification</u> from <b>05-05-2014</b> to <b>29-08-2014</b> for two hours daily from 09:00 a.m to 11:00 a.m.	<b>21-04-2014</b>
vii.	2-Months (Part-Time) " <b>English Shorthand Speed Course</b> " for Assistant Private Secretaries, Stenotypists, LDCs & Dependents of Government Servants who <u>have already completed theory course</u> from <b>05-05-2014</b> to <b>27-06-2014</b> for two hours daily from 09:00 a.m to 11:00 a.m.	<b>21-04-2014</b>
viii.	One-Month(Part-Time) " <b>Urdu Typewriting &amp; Computer (Urdu In-page with Coral draw) Course</b> " for LDCs and Dependents of Government Servants (in-service/retired) <u>having at least matriculation qualification</u> from <b>05-05-2014</b> to <b>30-05-2014</b> for two hours daily from 09:00 a.m to 11:00 a.m.	<b>25-04-2014</b>

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

3. Moreover, STI is interested in encouraging the women participation/nomination in the training course mentioned above at Sr. No: i, ii & iii.

4. It may be mentioned here that the Officer may nominate their staff members working under them for Sr. No: v, vi, vii & viii, if in their view of point, they need these training courses for making improvement and enhancing their prowess in their work.

  
(Muhammad Suleman Mahsud)  
Section Officer (Admn-I)

**All Officers/ Officials of the Ministry of Commerce, Islamabad.**

Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 17-04-2014