

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	Date
i.	Five-Days (Part-Time) Training Course on "Problem Solving and Decision Making" for Government Servants in BS-17 to BS-19 from 07-12-2015 to 11-12-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	20-11-2015
ii.	Five-Days (Part-Time) Training Course on "Financial Issues Relating to Retirement" for officers in BS-17 to BS-19 from 14-12-2015 to 18-12-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	27-11-2015
iii.	Five-Days (Part-Time) Training Course on "Disaster Management" for officers in BS-17 to BS-19 from 28-12-2015 to 01-01-2016 for 3½ hours daily from 09:00 a.m to 12:30 p.m.	11-12-2015
iv.	Two-Weeks (Part-Time) "Capacity Building Training Course" for PSs/APSs & Equivalent (BS-16 to BS-19) from 14-12-2015 to 24-12-2015 for 2 hours daily from 09:00 a.m to 11:00 a.m.	20-11-2015
v.	Two-Weeks (Part-Time) Training Course on "LINUX RED HAT 9.0" for Federal Government Employees (BS-11 to BS-16) from 01-12-2015 to 11-12-2015 for 3 hours daily from 09:00 a.m to 12:00 noon.	18-11-2015
vi.	One-Week (Part-Time) "Capacity Building Training Course" for UDCs/LDCs from 07-12-2015 to 11-12-2015 for 2 hours daily from 09:00 a.m to 11:00 a.m.	20-11-2015
vii.	One-Week (Part-Time) Training Course on "Duties & Responsibilities for DDOs/Cashiers" for DDOs/Cashiers & Equivalent from 21-12-2015 to 24-12-2015 for 2 hours daily from 09:00 a.m to 11:00 a.m.	27-11-2015
viii.	Two-Weeks (Part-Time) "Urdu Composing (In-page) Computer Course" for Assistant Private Secretaries, Stenotypists & Equivalent from 07-12-2015 to 18-12-2015 for two hours daily from 09:00 a.m to 11:00 a.m	20-11-2015

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

3. Moreover, STI is interested in encouraging the women participation/nominations in the training courses mentioned above at Sr. No: i, ii, iii, iv, vi, vii and viii.

4. The Officers may nominate their staff members working under them from Sr. No. iv to Sr. No.viii, if in their view, they need these training courses for making improvement and enhancing their skills in their work.


(M. Shouab Anwar)
Deputy Director (MoC)