

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



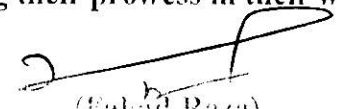
Subject: TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE, ISLAMABAD.

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

Sr. #.	Name of Training Course	Last Date
i.	One-Week (Part-Time) Training Course on “ <b>Management Information System &amp; E-Government</b> ” for Officers in BS-17 to BS-19 from 25-11-2013 to 29-11-2013 for two hours daily from 09:00a.m to 11:00 a.m.	19-11-2013
ii.	Two-Week(Part-Time) Training Course on “ <b>Microsoft Office(Word, Excel &amp; Power Point)</b> ” for Officers in BS-17 to BS-19 having basic knowledge of Computer from 02-12-2013 to 13-12-2013 for two hours daily from 09:00a.m to 11:00 a.m.	20-11-2013
iii.	Three-Days(Part-Time) Training Course on “ <b>Duties &amp; Responsibilities of DDOs/Cashiers</b> ” for DDOs/Cashier & Equivalent from 23-12-2013 to 26-12-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	06-12-2013
iv.	Four-Days(Part-Time) Training Course on “ <b>Anger Management</b> ” for Officers in BS-17 to BS-19 from 17-12-2013 to 20-12-2013 for three hours daily from 09:00 a.m to 12:00 noon.	02-12-2013
v.	Two-Week(Part-Time) Training Course for Private Secretaries/Assistant Private Secretaries and Equivalent from 02-12-2013 to 13-12-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	22-11-2013
vi.	One-Week (Part-Time) Training Course on Capacity Building for UDCs & Equivalent from 02-12-2013 to 06-12-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	21-11-2013

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. It may be mentioned here that the Officer may nominate their staff members working under them from Sr. No.v to Sr. No. vi, 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 (Admin-I)