

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.	One-Week (Part-Time) Training Course on "ICT & E-Governance" for Officers in BS-17 to BS-19 from 02-03-2015 to 06-03-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	23-02-2015
ii.	Five-Days (Part-Time) Training Course on "Improving Personal Effectiveness" for Officers in BS-17 to BS-19 from 16-03-2015 to 20-03-2015 for 2½ hours daily from 09:00 a. m to 11:30 a.m.	27-02-2015
iii.	Five-Days (Part-Time) Training Course on "Total Quality Management in the Public Sector" for Officers in BS-17 to BS-19 from 09-03-2015 to 13-03-2015 for 2½ hours daily from 09:00 a. m to 11:30 a.m.	27-02-2015
iv.	Five-Days (Part-Time) Training Course on "Issues relating to Retirement" for Superintendents/Assistant Incharge, Assistants and Equivalent from 09-03-2015 to 13-03-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	27-02-2015
v.	Four-Months (Part-Time) "Urdu Comprehensive Short Hand(Theory), Type Writing & Computer (In-Page & Coral Draw) Course" for Assistant Private Secretaries, Stenotypists, LDCs & Equivalent and Matriculate Dependents of Government Servants (in-service/retired) from 02-03-2015 to 19-06-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	25-02-2015
vi.	Five-Days (Part-Time) "Capacity Building Training Course" for Drivers/DRs from 16-03-2015 to 20-03-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	27-02-2015

2. Nominations of the suitable officers, officials and their dependents 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/nominations in the training courses mentioned above at Sr. No: ii and Sr. No: iii .

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

(Muhammad Usman Ghani)
Section Officer (Admn-I)

All Sections of the Ministry of Commerce, Islamabad.

Admn-I Section's U.O No. 2(3)/2015-Admn-I, dated 19-02-2015