

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.	Five-days (Part-Time) training course on " Budget Preparation and Implementation in the Public Sector " for officers in BS-17 to BS-19 from 06-04-2015 to 10-04-2015 for two and half hours daily from 09:00 am to 11:30 am.	25-03-2015
ii.	Five-days (Part-Time) training course on " Time Value in Organizational Management " for officers in BS-17 to BS-19 from 13-04-2015 to 17-04-2015 for two and half hours daily from 09:00 am to 11:30 am.	27-03-2015
iii.	Five-days (Part-Time) training course on " Stress Management " for officers in BS-17 to BS-19 from 20-04-2015 to 24-04-2015 for two and half hours daily from 09:00 am to 11:30 am.	02-04-2015
iv.	One-month (Part-Time) Office Automaton course for Stenotypists, LDCs and dependents of Government Servants from 13-04-2015 to 08-05-2015 for two hours daily from 09:00 am to 11:00 noon.	27-03-2015
v.	Five-Days (Part-Time) Capacity Building Training Course for UDCs/LDCs and equivalent from 20-04-2015 to 24-04-2015 for two hours daily from 09:00 a.m to 11:00 a.m.	2-04-2015
vi.	Two-Week (Part-Time) advanced training courses on MS Access2010 for Government Servants from 06-04-	25-03-2015
vii.	Five-Days (Part-Time) Capacity Building Training Course for Qasids & Naib Qasids and equivalent from 06-04-2015 to 10-04-2015 for two hours daily from 09:00 a.m to 11:00 a.m.	25-03-2015

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

3. It may be mentioned here that ~~the~~ Officers may nominate their staff members working under them these training courses for making improvement and enhancing their proficiency in their work.


(Owais Hussain Farooqi
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 20-03-2015