

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 “ Project Management Using MS Project 2010 ” for Officers in BS-17 to BS-19 having knowledge of Project Management (PC1 to PC5) from 17-11-2014 to 21-11-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	31-10-2014
ii.	Five-Days(Part-Time) Training Course on “ Financial Issues Relating to Retirement ” for Superintendents/Assistants & Equivalent from 17-11-2014 to 21-11-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	31-10-2014
iii.	Two-Months(Part-Time) “ English ShortHand Speed Course ” for Assistant Private Secretaries, Stenotypists, LDCs & Dependents of Government Servants <u>who have already completed theory course</u> from 10-11-2014 to 31-12-2014 for two hours daily from 09:00 a. m to 11:00 a.m.	29-10-2014
iv.	One-Month (Part-Time) “ English Typewriting Course ” for Stenotypists, LDCs and Dependents of Government Servants (in-service/retired) from 10-11-2014 to 12-12-2014 for two hours daily from 09:00 a.m t o 11:00 a.m.	29-10-2014

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. It may be mentioned here that the Officer may nominate their staff members working under them from Sr. No. ii to Sr. iv, if in their view of point, they need this training course for making improvement and enhancing their ability in their work.


(Qazi Imran-ud-Din)
Section Officer (Admn-I)