

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.	Four-Day(Part-Time)Training Course on " System of Auditing in Pakistan "for Officers in BS-17 to BS-19 from 22-04-2014 to 25-04-2014 for three hours daily from 09:00 a.m to 12:00 noon.	11-04-2014
ii.	Three-Day (Part-Time) Training Course on " Disaster Management " for Officers in BS-17 to BS-19 from 15-04-2014 to 17-04-2014 for three hours daily from 09:00 a.m to 12:00 noon.	07-04-2014
iii.	One-Week (Part-Time) Training Course on " Microsoft Power Point 2010 " for Government Officers in BS-17 to BS-19 who have been nominated for mandatory trainings like MCMC, SMC etc at NSPP/NIPA and have little knowledge of Microsoft PowerPoint from 21-04-2014 to 25-04-2014 for two hours daily from 09:00 a.m to 11:00 a.m	07-04-2014
iv.	Four- Days (Part-Time) Training Course on " Time Value in Organizational Management " for Officers in BS-17 to BS-19 from 08-04-2014 to 11-04-2014 for three hours daily from 09:00 a.m to 12:00 noon.	31-03-2014
v.	One-Week(Part-Time)Training Course on " Microsoft Excel 2010 Advanced "for Government Servants having command on basics operations of Microsoft Excel in BS-07 to BS-16 from 07-04-2014 to 11-04-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	27-03-2014
vi.	Five-Days (Part-Time) Capacity Building Training Course for UDCs/LDCs from 21-04-2014 to 25-04-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	07-04-2014
vii.	Five-Days (Part-Time) Capacity Building Training Course for Qasids & Naib Qasids from 07-04-2014 to 11-04-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	27-03-2014

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 for Sr. No.v, vi & vii, if in their view of point, they need these training courses for making improvement and enhancing their ability in their work.

Umer

(Muhammad Umer Saleem Bhatti)
Section Officer (Admn-I)