

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



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.	Three-Day(Part-Time)Training Course on“ <b>Budget Preparation and Implementation in Public Sector</b> ” for Officers in BS-17 to BS-19 from <b>01-07-2013</b> to <b>03-07-2013</b> for three hours daily from 09:00 a.m to 12:00 noon.	21-06-20
ii.	Four-Day(Part-Time)Training Course on “ <b>Changing Dynamics in Public Administration</b> ” for Officers in BS-17 to BS-19 from <b>08-07-2013</b> to <b>11-07-2013</b> for three hours daily from 09:00 a.m to 12:00 noon.	27-06-20
iii.	One-Month(Part-Time)“ <b>Urdu Typewriting and Computer Urdu In-page Course</b> ” for LDCs & Equivalent including matriculate dependents of in-service Government Servants from <b>01-07-2013</b> to <b>26-07-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	21-06-20

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 at the Sr. No. iii, if in their view of point, they need these refresher training courses for making improvement and enhancing their prowess in their work.
4. Moreover, STI is interested in encouraging the women participation/nomination in the above mentioned training courses at Sr. No:(i) and at Sr. No(ii).

  
(Fahad Raza)  
Section Officer (Admn-I)

**All Concerned Officers/Officials of the Ministry of Commerce, Islamabad.**  
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 19-06-2013