

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE & TEXTILE INDUSTRY  
COMMERCE DIVISION



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.	Four-Day (Part-Time) Training Course on "Time Management" for Officers in BS-17 to BS-19 from 10-09-2013 to 13-09-2013 for three hours daily from 09:00 a.m to 12:00 noon.	05-09-2013
ii.	Four-Day (Part-Time) Training Course on "Decision Making in Public Sector" for Officers in BS-17 to BS-19 from 23-09-2013 to 26-09-2013 for three hours daily from 09:00a.m to 12:00 noon.	13-09-2013

2. Nominations of the suitable officers in BS-17 to BS-19 may be forwarded to the undersigned with the approval of respective Senior Officers, as the last date mentioned therein.

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

**All Officers in BS-17 to BS-19 of the Ministry of Commerce, Islamabad.**  
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 04-09-2013