




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.	Two-Weeks(Part-Time)Training Course on “ <b>Microsoft Office (Word, Excel &amp; Power Point</b> ” for Dependents of Government Employees having basic knowledge of computer from <b>24-06-2013</b> to <b>05-07-2013</b> for two hours daily from 09:00 a.m to 11:00 a.m.	12-06-2013
ii.	Five-Days(Whole-Time) Training Course on “ <b>Office Management</b> ” for BS-11 to BS-16(Assistants, Assistants Incharge, Superintendents and Equivalent) from <b>01-07-2013</b> to <b>05-07-2013</b> for 4½ daily from 09:00a.m to 01:30p.m.	17-06-2013
iii.	Two-Weeks(Part-Time)“ <b>Urdu Composition (In-Page)Computer Course</b> ” for Stenographers, Stenotypists & Equivalent from <b>17-06-2013</b> to <b>28-06-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	11-06-2013

2. Nominations of the suitable 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 from Sr. No. ii to Sr. No.iii, if in their view of point, they need these refresher training courses for making improvement in their work.

  
(Fahad Raza)  
Section Officer (Admn-I)

**All Concerned Officials of the Ministry of Commerce, Islamabad.**  
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 07-06-2013