

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Subject: TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE, ISLAMABAD.

The Secretariat Training Institute has invited nominations for the following (Part-Time) training courses: -

<u>Sr. No.</u>	<u>Name of Training Course</u>	<u>Last Date</u>
i.	One-Week (Part Time) training course on promotion policy, performance appraisal & writing of per for BS-17 to BS-19 officers from 26-07-2010 to 30-07-2010 from 8:30. to 10:30 a.m.	15-07-2010
ii.	One-Week (Part Time) training course on official correspondence for BS-11 to BS-18 officers/officials from 26-07-2010 to 30-07-2010 from 8:30 a.m. to 10:30 a.m.	15-07-2010
iii.	Two-Week (Part-Time) training course on Secretariat procedures and practices including Rules of Business, Secretary instructions and noting/drafting for BS-05 to BS-16 officials from 02-08-2010 to 13-08-2010 (TRG) from 8:30 a.m. to 10:30 a.m.	16-07-2010
iv.	Two-Week (Part Time) Computer training course for BS-01 to BS-16 from 02-08-2010 to 13-08-2010 from 2:00 p.m to 4:00 p.m.	19-07-2010
v.	One-Week (Part Time) training course on Improving Personal Effectiveness for BS-17 to BS-19 from 19-07-2010 to 30-07-2010 (TRG) from 8:30 a.m. to 10:30 a.m.	19-07-2010

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective senior officer, before the last date mentioned against each course.


(HINA GUL)

Section Officer (Admn-I)

All Officers/Officials, Ministry of Commerce, Islamabad.

Admn-I Section's U.O No. 2(15)/2008-Admn-I, dated 12-07-2010