

Government of Pakistan  
Ministry of Commerce

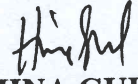
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Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,  
ISLAMABAD.**

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

<b><u>Sr. No.</u></b>	<b><u>Name of Training Course</u></b>	<b><u>Last Date</u></b>
i.	Two-Week (Whole Time) training course on Office Procedures/ Practices (in All Functional Subjects) from 03-05-2010 to 15-05- 2010 (Trg) Daily 8:30 a.m.	20-04-2010
ii.	Two-Week (Part-Time) training course on Office Urdu for BS-11 to BS-17 from 03-05-2010 to 15-05-2010 (Reported 8:00 to 8:30 a.m)	21-04-2010

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)

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All Officers/Officials, Ministry of Commerce, Islamabad.  
Admn-I Section's U.O No. 2(15)/2008-Admn-I, dated 17-04-2010