

Government of Pakistan
Ministry of Commerce
(Islamabad)



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

The Secretariat Training Institute has invited the nominations for the following training courses:-

Sr. #.	Name of Training Course	Last Date
i.	Five-Days (Part-Time) Training Course on “ Budget Preparation and Implementation in Public Sector ” for Government Servants in BS-17 to BS-19 from 05-10-2015 to 09-10-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	23-09-2015
ii.	Five-Days (Part-Time) Training Course on “ Orientation in Office Procedure ” for officers in BS-17 to BS-19 from 26-10-2015 to 30-10-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	02-10-2015
iii.	Five-Days(Part-Time) “ Daftary Urdu Course ” for officers in BS-17 to BS-19 from 12-10-2015 to 16-10-2015 for 2 hours daily from 09:00 a.m to 11:00 a.m.	23-09-2015
iv.	Two-Week (Part-Time) Training Course on “ Microsoft Office (Word, Excel, Power Point) and Internet ” for Private Secretaries/Assistant Private Secretaries& Equivalent from 05-10-2015 to 16-10-2015 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	23-09-2015
v.	Two-Week(Part-Time)“ Capacity Building Training Course ”for Assistants & Equivalent from 05-10-2015 to 16-10-2015 for 2 hours daily from 09:00 a.m to 11:00 a.m.	23-09-2015

2. Nominations of the suitable officers/officials may be forwarded to the undersigned with the approval of respective Senior Officers, as per the last date mentioned therein.
3. Moreover, STI is interested in encouraging the women participation/nomination in the training courses mentioned above at Sr. No: i, ii, v.
4. The Officers may nominate their staff members working under them from Sr. No. iv to Sr. No.v. if in their view, they need these training courses for making improvement and enhancing their skills in their work.


(ATXULLAH)
DD/Director (HR&CP)

All Sections of the Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(3)/2015-Admn-I, dated 21-09-2015