

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: -

Sr. No.	Name of Training Course	Last Date
i.	One-Week (Part Time) Training Course on "Financial Rules" from 14-11-2011 to 19-11-2011 for two hours daily from 09:00 a.m. for officials in BPS-07 to BPS-16.	27-10-2011
ii.	Two-Week (Part Time) Training Course on "Secretariat Procedures and Practices including Rules of Business, Secretariat Instructions and Noting and Drafting" from 21-11-2011 to 03-12-2011 for two hours daily from 09:00 a.m. for officials in BPS-07 to BPS-16.	04-11-2011

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective senior officers, as the last date mentioned therein.


(MARIA KAZI)
Section Officer (Admn-I)

All Concerned Officers/Officials, Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 20-10-2011