

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-Month (Part Time) Training Course for LDCs and Equivalent from 13-02-2012 to 09-03-2012 for two hours daily from 08:30 a.m to 10:30 a.m.	03-02-2012
ii.	One-Week (Part Time) Capacity Building Training Course for Upper Division Clerks and Equivalent from 13-02-2012 to 17-02-2012 for two hours daily from 09:00 a.m to 11:00 a.m	30-01-2012
iii.	Three-Day (Part Time) Training Course on Organizational Behavior for officers in BS-17-19 from 22-02-2012 to 24-02-2012 for two hours daily from 09:00 a.m-11:00 a.m	08-02-2012
iv.	One-Week (Part Time) Training Course on Management Information System & E-Government for Government Officers in Bs-17-19 from 06-02-2012 to 10-02-2012 for two hours daily from 09:00a.m to 11:00 a.m	24-01-2012
v.	Three- Day (Part Time) Training Course on Good Governance for officers in BS-17-19 (from 08-02-2012 to 10-02-2012) for two hours daily from 09:00a.m to 11:00 a.m	25-01-2012
vi.	3-Week (Whole-Time) Training Course on "Office Management" for Officers in BS-17 to BS-18 under Step Down Training Programme (SDTP) from 13-02-2012 to 02-03-2012.	01-02-2012

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-1)