

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: -

<b><u>Sr. No.</u></b>	<b><u>Name of Training Course</u></b>	<b><u>Last Date</u></b>
i.	Two-Week (Part Time) training course on Personal Administration and Service Laws/Rules from 04-10-2010 to 15-10-2010 (TRG) for officials of BS-05 to BS-16 daily from 8:30.	27-09-2010
ii.	One-Week (Part Time) Training Course on Financial Management & Bedgeting from 04-010-2010 to 08-10-2010 for the officers of BS-17 to BS-19 daily from 8:30.	27-09-2010
iii.	One-Week (Part Time) Training Course on Financial Rules from 18-10-2010 to 22-10-2010 (TRG) for officials/officers of BS-11 to BS-18 daily from 8:30 to 10:30.	28-09-2010
iv.	Two-Week (Part Time) training course on Official Urdu course for officers, Superintendents and Cooperatives from 18-10-2010 to 29-10-2010 daily from 8:30.	30-09-2010

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.

  
(MUHAMMAD RAZI)  
Section Officer (Admn-I)

All Officers/Officials, Ministry of Commerce, Islamabad.  
Admn-I Section's U.O No. 2(15)/2008-Admn-I, dated 23-09-2010