

Government of Pakistan
Ministry of Commerce


IMMEDIATE

Subject: TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE, ISLAMABAD.

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

<u>Sr. No.</u>	<u>Name of Training Course</u>	<u>Last Date</u>
i.	One-Week (Part Time) training course on "Time, Stress & Crises Management, Conflict Management & Conflict Resolution Strategies" for officers of BS-17 to BS-19 from 29-11-2010 to 03-12-2010 daily from 08:30.	10-11-2010
ii.	Three-Day (Part Time) Training Course on record Management, Freedom of Information Ordinance and national Archives Act 1923 for officials in BS-05 to BS-16 from 29-11-2010 to 01-12-2010. (TRG) daily from 8:30.	10-11-2010

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 04-11-2010