

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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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.	Six-Week (Part Time) Training Course on "Office Management" for officers in BS-16 to BS-18 under Step Down Training Program (SDTP) from 10-10-2011 to 19-11-2011 for three hours daily from 09:00 a.m.	30-09-2011
ii.	One-Week (Part Time) Training Course on Management Information System & E-Government for Officers in BS-17 to BS-19 from 17-10-2011 to 22-10-2011 for two hours daily from 08:30 a.m.	05-10-2011

2. Nominations of the suitable officers ~~may~~ 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, Ministry of Commerce, Islamabad.**  
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 28-09-2011