

**TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,
ISLAMABAD.**

Subject:

The Secretariat Training Institute has invited nominations for the following

(Part-Time) training courses: -

Sr. No.	Name of Training Course	Last Date
i.	Three-Days (Part Time) Computer training course on Government servants efficiency & discipline Rules, 1973 and Civil servants (Appeal) Rules, 1977 for officers in BS-17 to BS-19 from 23-08-2010 to 25-08-2010 for two hours daily from 8:30 a.m.	09-08-2010
ii.	Four-Months (Part Time) English shorthand theory course including Ms. Word, Ms. Excel & Power Point for Government Servants and their Dependents for Stenographers, Stenotypist and clerical staff from 01-09-2010 to 31-12-2010 (ES) from 8:30 a.m.	10-08-2010
iii.	One-Week (Part Time) Urdu Computer Composing training course (In-page Program) for Stenographers, UDCs and LDCs from 30-08-2010 to 04-09-2010 for two hours daily from 8:30 a.m. to 10:30 a.m.	12-08-2010
iv.	Four-Months (Part Time) Urdu shorthand speed / theory / Computer typing (In-page) training course for Two-Week (Part Time) training course for Government Servants and their Dependents for Stenographers, Stenotypist, UDCs and LDCs from 01-09-2010 to 31-09-2010 (TRG) daily from 8:30 a.m. to 10:30 a.m.	13-08-2010

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.

Section Officer (Admn-I)

(HINA GUL)



All Officers/Officials, Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(15)/2008-Admn-I, dated 03-08-2010

Handwritten notes:
10/08/2010
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