

GOVERNMENT OF PAKISTAN  
PLANNING AND DEVELOPMENT DIVISION

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No.6(131)Admn-IV/05

Islamabad 19th January 2012

MEMORANDUM

Subject: **COMPUTER TRAINING FOR THE STENOGRAPHERS/  
STENOTYPISTS.**

Reference Jawaid Azfar Computer Centre's Memorandum No. 1(13)JACC/PD/2011 dated 17-1-2012 on the subject cited above.

2. The Stenographers/Stenotypists of this Division are directed to appear for the training course in Microsoft Office Version 7 in batches as per following detail. Duration of the course is two weeks:-

**BATCH- I**

Sr. #	Name of Stenographer	Sr. #	Name of Stenotypist	Duration of course
1	Mr. Gulzar Ali Shah	6	Mr. Muhammad Riaz	From 6-2-2012 to 17-2-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Muhammad Haroon Mansoori	7	Mr. Sher Afsar	
3	Mr. Muhammad Habib-ur-Rehman Farooqi	8	Mr. Muhammad Asif Moin	
4	Mr. Muhammad Arshad	9	Mr.Rashid Mahmood Rashid	
5	Mr. Muhammad Nazir Khan	10	Mr.Asif Sheikh	

**BATCH- II**

Sr. #	Name of Stenographer	Sr. #	Name of Stenotypist	Duration of course
1	Mr. Muhammad Amir Alam	6	Mr.Akhtar Rasool	From 20-2-2012 to 2-3-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Mazahir Ali Shakir	7	Mr.Abdul Salam	
3	Mr. Muhammad Azim-II	8	Mr.Munir Akhtar	
4	Mr. Muhammad Aish	9	Mr.Abdul Hakeem	
5	M. Arif Cheema	10	Mr.Gul Shad	
5(a)	Ms. Mahar Jehan Begum			

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**BATCH- III**

<b>Sr. #</b>	<b>Name of Stenographer</b>	<b>Sr. #</b>	<b>Name of Stenotypist</b>	<b>Duration of course</b>
1	Mr. Ghulam Sarwar	6	Mr.Aftab Anwar	From 5-3-2012 to 16-3-2012 timing 10.00 a.m. to 12.30 p.m.
2	Ms. Parveen Akhtar	7	Rana M. Ayyaz Anwar	
3	Mr. Mehmood Ali	8	Mr. Tahir Rasheed Sajid	
4	Mrs. Hamida Bano	9	Hafiz Wasim Abbas	
5	Mr. Muhammad Nasir Khan	10	Mr. Ateeq-ur-Rehman	

**BATCH- IV**

<b>Sr. #</b>	<b>Name of Stenographer</b>	<b>Sr. #</b>	<b>Name of Stenotypist</b>	<b>Duration of course</b>
1	Mr. Liaqat Ali Khan	8	Ms. Hareem	From 19-3-2012 to 30-3-2012 timing 10.00 a.m. to 12.30 p.m.
2	Raja Shaukat Ali	9	Mr. Aamir Sattar	
3	Mr. Muhammad Saleem	10	Mrs. Humaira Jameel	
4	Mr. Rashid Ahmad			
5	Miss. Naseem Akhtar			
6	Mr. Muhammad Jamil			
7	Mr. Abdul Waheed Awan			

**BATCH- V**

<b>Sr. #</b>	<b>Name of Stenographer</b>	<b>Sr. #</b>	<b>Name of Stenographer</b>	<b>Duration of course</b>
1	Mr. Muhammad Riaz	6	Mr. Muhammad Iqbal Khan	From 2-4-2012 to 13-4-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Muhammad Hanif-II	7	Miss. Sophia Haq	
3	Mr. Ghulam Mustafa Kamal	8	Mr. Tariq Mahmood	
4	Ms. Maher Jehan Begum	9	Mr. Moinuddin	
5	Mr. Muhammad Nazir Bhatti	10	Mrs. Nusrat Shamim	

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**BATCH- VI**

Sr. #	Name of Stenographer	Sr. #	Name of Stenographer	Duration of course
1	Mr. Muhammad Rafiq	6	Mr. Muhammad Qadeer Abbasi	From 16-4-2012 to 27-4-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Shahid Kamal Zaidi	7	Mr. Babar Ali	
3	Mrs. Hamida Begum	8	Mr. Muhammad Wali	
4	Mr. Muhammad Nawaz Bajwa	9	Mr. Abdul Jamil	
5	Mr. Noor Zada Khan	10	Mr. Ajmal Khan	

**BATCH- VII**

Sr. #	Name of Stenographer	Sr. #	Name of Stenographer	Duration of course
1	Mr. Muhammad Ibrahim	6	M. Asghar Cheema	From 30-4-2012 to 11-5-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Afzal Jamal	7	Mr. Ghulam Ahmed Butt	
3	Mr. Hafeezullah Qadri	8	Mr. Ghulam Murtaza	
4	Mr. Mahjabeen Chughtai	9	Syed Yaqoob Ali	
5	Mr. Zulfiqar Ahmed	10	Mr. Zia-ul-Hassan	

**BATCH- VIII**

Sr. #	Name of Stenographer	Sr. #	Name of Stenographer	Duration of course
1	Kh. Shakeel Ahmed	6	Mr. M. Daud Khan	From 14-5-2012 to 25-5-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. M. Aminuddin	7	Mr. Muhammad Asghar	
3	Mr. Khizer Hayat Malik	8	Mr. Naseer Ullah Khan	
4	Mr. Sahib Khan	9	Mr. Khalid Gul	
5	Mr. Tanvir Ahmed	10	Mr. Imam Bux Sahito	

**BATCH- IX**

Sr. #	Name of Stenographer	Sr. #	Name of Stenographer	Duration of course
1	Mr. Abdul Rashid	6	Mr. Waseem Javed	From 28-5-2012 to 8-6-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Moazzam Ali	7	Mr. Farooq Hussain	
3	Mr. Zahid Rasheed	8	Mr. Muhammad Farooq	
4	Mr. Wisal Muhammad	9	Mr. Amir Khan	

5	Mr. Muhammad Arshad-II	10	Ms. Shahnaz	
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**BATCH- X**

Sr. #	Name of Stenographer	Sr. #	Name of Stenographer	Duration of course
1	Mr. Imran Karim	6	Mr. Muhammad Sharif	From 11-6-2012 to 22-6-2012 timing 10.00 a.m. to 12.30 p.m.
2	Mr. Nadeem Ahmed	7	Mr. Sarwar Ali	
3	Mr. Fida Muhammad	8	Mr. Zafar Mehmood Butt	
4	Mr. Muhammad Akram Siddiqui			
5	Mr. Muhammad Iqbal Gondal			

3. The nominees who will not attend above said training course at JACC will be proceeded under Government Servants (Efficiency & Discipline) Rules, 1973.

**( JAMALUDDIN QURESHI )**  
Section Officer

Jawaid Azfar Computer Centre,  
(Mr. Hassan Zeb Khan,  
Chief System Analyst)  
P&D Division.  
Islamabad.

Copy for information to:-

- 1) Deputy Chief (Governance), P&D Division..
- 2) DS(Admn-III).
- 3) All Stenographers/Stenotypists (nominees), P&D Division for strict compliance.