

GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION  
PLANNING AND DEVELOPMENT DIVISION  
(GOVERNANCE SECTION)

No. 9(1-2)G/PC/2010

Islamabad, the 23<sup>rd</sup> January, 2012

**MEMORANDUM**

Subject: **ONE-MONTH (PART-TIME) TRAINING COURSE FOR LDCs  
AND EQUIVALENT FROM 13-02-2012 TO 09-03-2012**

Secretariat Training Institute (STI) has invited nominations for One-Month (part-time) training course for LDCs and Equivalent scheduled to be held from 13-02-2012 to 09-03-2012 in Islamabad. The classes will commence two hours daily from 8:30 am to 10:30 a.m. Course contents are as under:

- Standard norms/attitudinal change.
- Type writing
- Computer training
- Detailed officer procedure covering the following
  - a) Receipt, distribution and disposal of papers
  - b) Diary Register, File Register, Dispatch Register and Attendance Register
- Basic English (Grammar, pronunciation, vocabulary and usage)

2. All LDCs and equivalents are requested to send their nominations for the subject duly recommended by the supervisor concerned. The recommendations of the suitable officials should reach this section **the latest by 3<sup>rd</sup> February, 2012.**

**(M. Haseeb Raza)**  
*Research Associate*

**All LDCs and equivalents of P&D Division**