

4(1-2)

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
\*\*\*

F.No.3-2/2018-SD-I.

Dated 3<sup>rd</sup> December, 2018

**MEMORANDUM**

**Subject: NOMINATIONS FOR 4 MONTHS(PART-TIME) ENGLISH SHORTHAND THEORY COURSE FOR STENOYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-01-2019 TO 30-04-2019.**

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 01-01-2019 to 30-04-2019 (0900 to 1100 hours daily). Details are as follow:-

**Target Audience / Group:**

This course is designed for Federal Government officials (Stenotypists/UDCs/LDCs/dependents of government servants). Class-IV employees who are matriculate are also eligible for this course.

**Course Objectives:**

Capacity Building in required skills.

**Outcome/ Learning Achievement:**

To improve and sustain required level of professional skill in shorthand.

**Course Contents / Outlines:**

i)	• Basic Principles of Shorthand.
ii)	• Basic English (grammar, pronunciation, vocabulary and usage).
iii)	• Detailed Office Procedure

2. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 27-12-2018. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 1<sup>st</sup> January, 2019 at 0900 hours. No registration shall be allowed after 0930 hours. The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating organizations.

3. STI encourages participation of women employees.

  
(Muhammad Saleem)  
Director

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)**  
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No.4(1-2)Trg/Estb-IV/PDR/2018

Islamabad, the 13<sup>th</sup> December, 2018

Nominations should reach this Section by 21-12-2018.

  
(Ayesha Javed)  
Section Officer

**All officers of Ministry of Planning, Development & Reform**

Copy to:-

Project Director(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website