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F.No.10-1/2018-SD-II(IT)
Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

Islamabad, the 3rd December, 2018.

MEMORANDUM

Subject: - TWO WEEK (PART-TIME) "TRAINING COURSE ON MICROSOFT OFFICE AND INTERNET" FOR GOVT. EMPLOYEES IN BS-09 TO BS-16 FROM 14-01-2019 TO 25-01-2018.

The subject course shall commence for two hours daily from 09:15 a.m. to 11:30 a.m.

Course Objectives:

To enhance functional capacity of government employees to use Microsoft Office and Internet.

Target Audience/Group:

This course is designed for government servants in BS-07 to BS-16.

Course Contents/Outlines:

<i>MS Word 2013</i>	<i>MS Excel 2013</i>
<i>MS PowerPoint 2013</i>	<i>Internet Browsing, surfing & Email Handling</i>

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.

3. Owing to the limited capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations must reach this Institute latest by 09-01-2019. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 14-01-2019 at 09:00 hours. No registration shall be allowed after 09:00 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(MUHAMMAD SALEEM)
Director

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1-2)Trg/Estb-IV/PDR/2018

Islamabad, the 13th December, 2018

Nominations should reach this Section by 02-01-2019.


(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