

Government of Pakistan
Benazir Income Support Programme (BISP)
"F" Block Pak Secretariat

No. 1/7-TRG&HR/CB(WP)/BISP/2014

Islamabad, 27th September, 2017

CIRCULAR

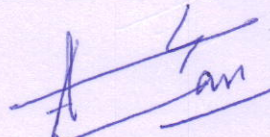
Subject: - **TRAINING COURSE FOR 02 WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE 2013/2016" FROM 09-10-2017 TO 20-10-2017**

Secretariat Training Institute (STI) is organizing a part time Training Course on the subject cited above to be held from 09-10--2017 to 20-10-2017 at 0900 to 1130 hours daily. The course objectives are to build and enhance Microsoft Office basics and advanced features (21st century tools). Moreover, the course will enable government employees to use Internet, Email and Organizational websites to conduct the business of government and to communicate within government and with general public.

2. All BISP Wings are requested to convey suitable nomination(s) of the Officials for the aforementioned training program. The STI MEMORANDUM is enclosed which includes the Training Objectives and Course Contents etc.

3. The nominations may be forwarded to Director (Training)/Training Wing on the format given below, at the earliest (before 2nd October, 2017) for approval to competent authority.

S. No	Name & Designation	Training Course	Wing/ Section	Contact No.	Email Address


(Amsal Zaman)

Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings

CC:

- i. Director to Chairperson
- ii. Director (Training)
- iii. PS to Secretary BISP