

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

No. 1/7/TRG/CB/BISP/14/

Islamabad, 24th January, 2018

CIRCULAR

Subject: - **SECRETARIAT TRAINING INSTITUTE (STI), ISLAMABAD PART-TIME TRAINING COURSES FOR STAFF DEVELOPMENT**

Secretariat Training Institute (STI) is organizing various part time Training Courses for Staff Development. STI invites nominations of the Federal Government officials for the training programs to be held at STI, Islamabad.

2. The detail and schedule of the training courses are as followed:

Sr. #	Name of Training Course	Target Audience	Duration/Schedule
1	English Shorthand Refresher Course	APS, Steno-typists, LDCs	06-02-2018 to 02-03-2018 (0900 to 1100 hours daily)
2	Urdu Composing (In-Page) Computer Course	APS, Steno-typists	06-02-2018 to 16-02-2018 (0900 to 1100 hours daily)
3	Advanced Microsoft Excel 2013/2016	BS-07 to BS-16	12-02-2018 to 16-02-2018 (0900 to 1100 hours daily)

3. All BISP Wings are requested to convey suitable nomination(s) of the Officials for the training programs of Sr. No.1 to 3 till Monday; 29-01-2018. The STI Memorandums of Training Programs are enclosed. The nominations may be forwarded to Director (Training)/Training Section on the format given below.

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

Enclose as above


(Amsal Zaman)
Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings

CC:

- i. Director to Chairperson's Office
- ii. SO to Secretary BISP
- iii. Director Training, BISP HQs Islamabad
- iv. Director IT with request to upload the Circular at BISP website please.
- v. Notice Boards
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