

No. 4(1-3)PD/2013

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
SECRETARIAT TRAINING INSTITUTE

F. No. 2-1/2015-SD-I

Islamabad, the 9th January, 2015.

MEMORANDUM

Subject: 2-MONTH (PART-TIME) ENGLISH SHORTHAND REFRESHER COURSE FOR ASSISTANT PRIVATE SECRETARIES, STENOYPISTS, LDCS AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 16-02-2015 TO 10-04-2015.

The subject course shall commence for two hours daily 09.00 a.m. to 11.00 a.m. for Assistant Private Secretaries, Stenotypists, LDCs and dependents of Government servants who have already completed theory course. Course contents are as under:-

- Standard norms/ attitudinal change.
- Dictation.
- Basics of Computer (MS Word /Excel/ Power Point)
- Detailed Office Procedure.
- Basic English (grammar, pronunciation, vocabulary and usage).

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

3. Nominations of the suitable officials may reach this Institute by ³⁰⁻¹⁻¹⁵ 13-02-2015. Late received nominations shall not be entertained. Normally, all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/Fax/Mob Nos. for the purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on 16-02-2015 at 09.00 a.m. No registration shall be allowed after 09.30 a.m.

4. Please contact the undersigned for any further information.

US (A.C.C.)
By No. 40
Date 16-1-2015
SOS
15-1-15
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GHAZANFAR HUSSAIN
Deputy Director (SD)
051-9259025
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HAQ NAWAZ
Deputy Secretary
15/1/15

- To
- All Joint Secretaries (Admn), Ministries/ Divisions.
 - Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies/Semi-autonomous Bodies located in Rawalpindi/Islamabad.
 - A.D (I.T) for up loading on web site of STI.

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)**

No.4(1-3)/Trg/PD/2013

Islamabad, the 19th January, 2015

The nomination should reach this Section latest by 30th January, 2015.

[Handwritten signature]
(Muhammad Maqsood Ali)
Section Officer

Member (Dev. Communication)
Dy. No. 271
Dated 19/1/2015

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