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F.No. 4(1-3)Trg/PD/15

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
SECRETARIAT TRAINING INSTITUTE  
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F. No. 2-1/2015-SD-1

Islamabad, the 1<sup>st</sup> April, 2015.

MEMORANDUM

Subject: 2-MONTH (PART-TIME) ENGLISH SHORTHAND REFRESHER COURSE FOR ASSISTANT PRIVATE SECRETARIES, STENOGRAPHERS, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 04-05-2015 TO 26-06-2015.

The subject course shall commence for two hours daily 09.00 a.m. to 11.00 a.m. for Assistant Private Secretaries, Stenographers, 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 30-04-2015. **Late received nominations shall 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. for the purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on 04-05-2015 at 08.30 a.m. **No registration shall be allowed after 09.00 a.m.**

4. Please contact the undersigned for any further information.

*Handwritten:*  
20/4/15  
CO (C&T)  
- 20/4/15

*Handwritten Signature:*  
(GHAZANFAR HUSSAIN)  
Deputy Director (SD)  
051-9265195

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

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

Islamabad, the 16<sup>th</sup> April, 2015

The nomination should reach this Section latest by 28<sup>th</sup> April, 2015.

*Handwritten Signature:*  
(Muhammad Maqsood Ali)  
Section Officer

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