

Training Section
Diary No.
Date
Time

F.No. 1 - 1/2014/IT-T
Government of Pakistan
(Establishment Division)
Secretariat Training Institute, Islamabad

Islamabad, the 30th April, 2014.

MEMORANDUM

Subject: - TWO-WEEK (PART-TIME) TRAINING COURSE ON "INTERNET" FOR GOVT. OFFICERS IN BS-17 TO BS-19 FROM 02-06-2014 to 13-06-2014

The subject course shall commence for two hours daily from 09:00 a.m. to 11:00 a.m.

Course Objectives:

To encourage government organizations and their employees to use Internet, E-Mail, organizational websites and other means of electronic media to conduct the business of Government; to communicate with others within government and with general public; to gather information relevant to their duties, and to develop expertise in by using IT equipment and services.

Target Audience/Group:

This course is designed for government officers in BS-17 to BS-19.

Course Contents/Outlines:

- *What is Internet?*
- *How to Access Internet?*
- *Understanding the Internet Addresses.*
- *How to open Internet pages (Website)?*
- *How to search the Internet?*
- *How to downloads/uploads?*
- *Uses of Social Media.*
- *What is e-mail?*
- *How to send/receive Emails?*
- *Creation of E-mail Account/Address.*
- *Handling of Attachments.*
- *Handling of Spam mails.*
- *How to change password?*
- *How to handle email settings?*

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 seating capacity, maximum five nominees from an organization would be accepted subject to first come first serve basis. Nominations must reach this Institute latest by 26-05-2014. Late/ irrelevant nominations would not be entertained. The nominee(s) may report for registration on 02-06-2014 at 08:45 hours. No registration shall be allowed after 09:00 hours.

D.S (Admin) Office
Diary No: 58
Date: 2/5/14

Training Section

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

Islamabad, the 14th May, 2014

Sr. Chief/Chiefs/Head of all Sections of Ministry of Planning Development & Reform are requested to nominate suitable officers in (BS-17 to BS-19) for the subject training course. The nominations should reach this Section latest by 19th May, 2014.


(ASKAR KHAN)
Section Officer
Tel: 9206935

Chief Programmer(JACC) is requested to enter the subject circular on Planning Commission's website