

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
SECRETARIAT TRAINING INSTITUTE  
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F. No. 27 -1 /2013 -SD-I

Islamabad, the 2<sup>nd</sup> May, 2014

**MEMORANDUM**

**Subject: ONE - MONTH (PART-TIME) ENGLISH TYPEWRITING COURSE FOR STENOGRAPHERS, LDCS AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 02-06-2014 TO 27-06-2014.**

The subject course is being conducted for Stenotypists, LDCs and Dependents of Government servants (in-service / retired) from 2<sup>nd</sup> June, 2014 to 27<sup>th</sup> June, 2014 for two hours daily (from 09.00 a.m. to 11.00 a.m). Course contents are as under:-

i	Standard norms/attitudinal change
ii	Typewriting
iii	Basics of Computer

2. The Institute will neither charge any fee nor grant any TA/DA 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 30-05-2014. **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 02-06-2014 at 08.30 a.m. positively. **No registration shall be allowed after 09.00 a.m.**

4. Please contact the undersigned for any further information.

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Iftikhar Hussain Haqvi  
Joint Secretary (A)

Training Section  
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No.4(1-4)Trg/PD/2013

Islamabad, the 14<sup>th</sup> May, 2014

Sr. Chief/Chiefs/Head of all Sections of Ministry of Planning Development & Reform are requested to nominate suitable Stenotypists, LDCs and Dependents for subject English Typewriting course. The nominations should reach this Section latest by 19<sup>th</sup> May, 2014.

(ASKAR KHAN)  
Section Officer  
Tel: 9206935

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