

F.No.10-1/2018-SD-II(IT)  
Government of Pakistan  
(Establishment Division)  
**SECRETARIAT TRAINING INSTITUTE**  
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Islamabad, the 13th December, 2019.

## **MEMORANDUM**

**Subject: - TWO WEEK (PART-TIME) "TRAINING COURSE ON MICROSOFT OFFICE AND INTERNET" FOR GOVT. EMPLOYEES IN BS-09 TO BS-16 FROM 13-01-2020 TO 24-01-2020.**

The subject course shall commence for two hours daily from 09:15 a.m. to 11:30 a.m.

**Course Objectives:**

To enhance functional capacity of government employees to use Microsoft Office and Internet.

**Target Audience/Group:**

This course is designed for government servants in BS-07 to BS-16.

**Course Contents/Outlines:**

<i>MS Word 2013</i>	<i>MS Excel 2013</i>
<i>MS PowerPoint 2013</i>	<i>Internet Browsing, surfing &amp; Email Handling</i>

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 capacity of 30 seats, maximum two nominees from an organization would be accepted subject to first come first served basis. Nominations must reach this Institute latest by **08-01-2020**. Normally all nominations received by the **cut-off date** are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 13-01-2020 at 09:00 hours. No registration shall be allowed after 09:00 hours. Extra nominations will be consider in the next course on request STI offers an equal opportunity training environment. Female employees are encouraged to apply.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

  
(MUHAMMAD MUZAFFAR KHAN)  
Director

**Joint Secretary (Admn), Ministries / Divisions /Heads of Departments**  
**Heads of Subordinate Offices/Autonomous Bodies.**