

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE**

F.No.3-1/2025-SD (A).

Dated 17th June, 2025

MEMORANDUM

SUBJECT: 10-WEEK (PART-TIME) ENGLISH SHORTHAND THEORY REFRESHER COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOYPISTs, UDCs AND LDCs.

Secretariat Training Institute (STI) is organizing subject course for Government servants. The duration of the course is from 14-07-2025 to 19-09-2025 (09:00 a.m. to 11:00 a.m. daily). Details are as follows:-

Target Audience / Group:

Assistant Private Secretaries/Stenotypists/UDCs/ LDCs/ matriculate Class-IV employees (BS-01-16) are eligible for this course.

Course Objectives:

Capacity Building in required skills.

Outcome/ Learning Achievement:

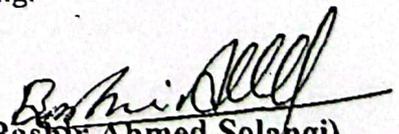
To improve and sustain required level of professional skill in English shorthand.

Course Contents / Outlines:

i)	Basic Principles of Shorthand	iii	Vowels and Diphthongs
ii)	Consonants and Short Forms	iv	Exercises No. 1 to 140

2. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by 10-07-2025. **Late nominations will not be entertained**, normally nominations received by the **cutoff date** are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 14-07-2025 at 09:00 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge, however, conveyance charges if admissible, may be claimed from the respective nominating organizations.

3. All organizations nominating officials for the training are requested to ensure post-training Performance Assessment of the employees during first three months after training.


(Bashir Ahmed Solangi)
Deputy Director (SD)
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To:

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/ Autonomous Bodies located at Islamabad/ Rawalpindi.
- iii) DD (IT) for up loading on website of STI.