

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-5/2023-SD-II

Dated 3<sup>rd</sup> August, 2023

MEMORANDUM

Subject: TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 04-09-2023 TO 15-09-2023.

STI is organizing subject course from 04-09-2023 to 15-09-2023. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for Officials of BPS 11-16.

**Course objectives:**

To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

**Course Contents/Outlines:**

i)	Microsoft Word
ii)	Microsoft Excel
iii)	Microsoft Power point

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **29-08-2023**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **4<sup>th</sup> September, 2023 at 0900 hours. No registration shall be allowed after 0915 hours.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.



**(Muhammad Haroon Rashied)**  
Deputy Director (SD-II)  
Ph: 051-9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.