

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-5/2025-SD-II

Dated 4<sup>th</sup> April, 2025

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 12-05-2025 TO 16-05-2025.

STI is organizing subject course from 12-05-2025 to 16-05-2025. 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 BS 11-16.

Course objectives:

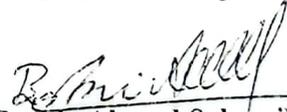
To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

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 08-05-2025. 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 12<sup>th</sup> May, 2025 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 sessions of the course in order to become eligible for the Certificate.

  
(Bashir Ahmed Solangi)  
Deputy Director (SD)

To

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