

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

F.No.5-5/2025-SD

Dated 20th January, 2026

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 09-02-2026 TO 13-02-2026.**

STI is organizing subject course from 09-02-2026 to 13-02-2026. 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 (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 **06-02-2026. 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 **9th February, 2026 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.