

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS ISLAMABAD

No. E-29(10)2022 / 8749


Islamabad, the 9th June, 2022

CIRCULAR

Subject: TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE WORD, EXCEL & POWER POINT" FROM 18-07-2022 TO 29-07-2022.

Enclosed is the Establishment Division, Secretariat Training Institute Islamabad's Memorandum No F.No.10-1/2022-SD-II dated 08-06-2022 on the above subject for information and further necessary action at your end.

Encl: As above


(AMIN ULLAH)
Dy. Chief Administrative Officer (E)
for Director General
Meteorological Services
051-9250594

Distribution:-

1. Director, R&D /NWFC / NAMC/ NDMC/ NSMC / FFWS, Lai / Planning Islamabad.
2. DCAO (E), DCAO (GA) / Budget, Met. HQs Islamabad.
3. DD, Coordination Section, Islamabad.
4. ✓ Sr. Programmer IT Section/ Web master.

Circular
Secy. LDC
9-6-21

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

P. 64K

F.No.10-1/2022-SD-II

Dated 8th June, 2021

MEMORANDUM

Subject: TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM 18-07-2022 TO 29-07-2022.

STI is organizing subject course from 18-07-2022 to 29-07-2022. 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 9-16.

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 14-07-2022. 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 18th July, 2022 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. STI normally encourages participation of women employees.


(RANA MUHAMMAD JAVAID)
Deputy Director (SD-II)
Tele:9265193

To

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