

Government of Pakistan
Ministry of National Health Services Regulation and coordination
3rd floor, Kohsar Block, Pak Secretariat, Islamabad
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F.No.441-2019-SO-(Coord)

Islamabad, the 19th November, 2020

Subject: - NOMINATION FOR -4WEEK (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPING) COURSE FOR FEDERAL GOVERNMENT EMPLOYEES (BS 1-14) AND DEPENDENTS OF GOVERNMENT SERVANTS FORM 14-12-2020 TO 08-01-2021

I am directed to refer to the subject cited above and to enclose herewith copies of self explanatory letter received from Secretariat Training Institute (STI), Establishment Division, for information/circulation amongst all concerned.

2. It is therefore, requested that the nominations of suitable official from any section of M/o, NHSR&C may please be sent to this office latest by 1st December, 2020 for onward transmission to Secretariat Training Institute (STI) Establishment Division. It may please be noted that late receipt nomination will not be entertained.

Ambreen
(Dr. Ambreen Nadeem Khan)
Section Officer (Training/FA)

Distribution:-

- All Section of M/o, NHSR&C Islamabad.
- Deputy Director (IT), M/o, NHSR&C, upload on web site of Ministry.

ACP
AME
Please upload today.

GOVERNMENT OF PAKISTAN
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.4-2/2020-SD-I.

Dated 6th November, 2020

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPING) COURSE FOR FEDERAL GOVERNMENT EMPLOYEES (BS-01 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 14-12-2020 TO 08-01-2021.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 14-12-2020 to 08-01-2021 (09:30 a.m. to 11:30a.m. daily). Details are as follow:-

Target Audience / Group:

This course is designed for Federal Government officials (BS-01 to 14) and dependents of government servants (who are matriculate, eligible to apply for this course).

Course Objectives:

Capacity building.

Outcome Learning Achievement:

To improve/achieve required level of professional skill in English Typing /IT.

Course Contents / Outlines:

i)	•	Learning of English Typing/ Key Board
ii)	•	Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	•	Practical Exercises

2. Due to the unprecedented pandemic situation (COVID-19) in the country, STI has minimized the seating capacity in the class rooms. Therefore, nominees from an organization would be accepted subject to first come first served basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 10-12-2020. After this date, nominations will not be entertained. Normally nominations received by the cutoff date are not accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 14-12-2020 at 09:30 hours. No registration shall be allowed after 10:00 hours. STI encourages participation of women employees.

3. It is important to follow SOPs for the prevention of COVID-19, therefore, nominating organizations are requested to direct their nominees for the observance of preventive measures against the spread of Corona Virus (COVID-19) i.e. wearing of face masks, avoiding excess density of course participants, keeping at least a distance of 6 feet and ensuring proper hand washing.

4. Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.

SO (F/FA)

Faiz Abbas Faiz
(Faiz Abbas Faiz)
Deputy Director (SD-I)

- Joint Secretary (Admn), Ministries/ Divisions.
- Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- AD (IT) for uploading on website of STI

27/11/20