

99.

Government of Pakistan
Ministry of Inter Provincial Coordination

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No.F.2-21/2013-Admn-II.

Islamabad, the 24th August, 2021.

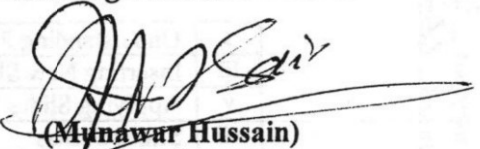
CIRCULAR

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON
"MICROSOFT POWER POINT" FROM 06.09.2021 TO 10.09.2021.**

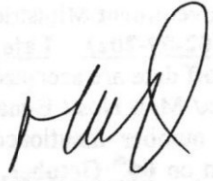
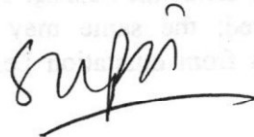
Please find enclosed herewith a copy of STI's Memorandum No.F.10-1/2021-SD-II, dated 10.08.2021 on the subject noted above which is self-explanatory.

2. The interested officials of BS 09-16 may convey their willingness **within one week** for their nomination to the subject training course.

Encl: as above


(Munawar Hussain)
Section Officer (Admn-II)
Ph: 9103517.

All Officials (BS 9-16),
Ministry of IPC.


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GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.10-1/2021-SD-II

Dated 10th August, 2021

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWER POINT" FROM 06-09-2021 TO 10-09-2021.**

STI is organizing subject course from 06-09-2021 to 10-09-2021. 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	Understanding PowerPoint Structure	ii	Selecting Layouts
iii	Inserting New Slides	iv	Master Slide
v	Applying Slides Themes	vi	Applying Transition & Animation
vii	Slides Shows	viii	Custom Slide Show
ix	Printing Presentation	x	Working with Animations

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 **02-09-2021**. **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 **06th October, 2021 at 0900 hours**. **No registration shall be allowed after 0915 hours**. It is pertinent to mention here that due to pandemic of corona virus, SOPs of COVID19 issued by NCOC will be adhered strictly during the training. 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.

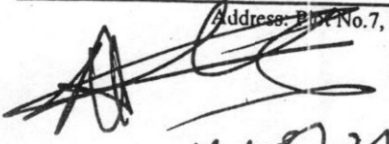
3. STI normally encourages participation of women employees.


(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.

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk


16/08/21 DS(A) SO(A-II) 16/8

Office of SD-II
Ministry of IFC
Diary No. 994
Dated: 16-08-2021

Ministry of IFC
Office of the DS (Admin)
Diary No. 1287
Dated: 16-8-2021

Office of SD-II
Diary No. 2089
Dated: 16/8/21

R&I E-Office
SCANNED
Dated: 16-8-21