

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION  
TRADE TRAINING CENTRE  
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P-95/c

DG Secretariat
CM (D)
CM (R&D)
CAO (E)
Dir (P)
Dir (NWFC)
DD (CO)

19/8

No. TTC-3(1)2024

Islamabad, the 12<sup>th</sup> August, 2024.

CIRCULAR

Subject: TRAINING PROGRAMME.

The Staff Welfare Organization, an attached Department of Establishment Division provides various welfare services to the Federal Government employees and their dependents. In line with these welfare services, the following training programmes have been scheduled as under:

S. No.	Name of course	Duration	Fee Of Full Course	Tentative Date of Commencement	Venue Of Training
1	Certificate in Information Technology	06 months	FG Employees drawing pay from AGPR..... Rs. 4500/- Employees of other than above departments..... Rs. 7500/-	01-10-2024	TTC G-9/2 & Aabpara
2	M.S. Office	02 months	FG Employees drawing pay from AGPR..... Rs. 1500/- Employees of other than above departments..... Rs. 2500/-	-do-	TTC G-9/2 & Aabpara
3	English Shorthand	06 months	FG Employees drawing pay from AGPR.BPS - 01 to16... Rs. 800/- BPS - 17-22 .....Rs.1000/- Employees of other than above departments..... Rs. 1000/-	-do-	TTC G-9/2 & Aabpara
4	English Typing	06 months	FG Employees drawing pay from AGPR.BPS - 01 to16... Rs. 800/- BPS-17-22 .....Rs. 1000/- Employees of other than above departments..... Rs. 1000/-	-do-	TTC G-9/2 & Aabpara

2. Male and female matriculate employees and their dependents are eligible for the above mentioned courses.

3. Admission forms are available at the Receptions of both campuses mentioned above during working hours and can also be downloaded from the Staff Welfare Organization's website ([www.swo.gov.pk](http://www.swo.gov.pk))

4. It is requested that the above courses may be circulated amongst all employees under your control.

All ministries/divisions/departments located at Islamabad and Rawalpindi.

CAO (GA)

(ABDUL WAHEED RANA)  
PRINCIPAL

Director General,  
Pakistan Meteorological Department,  
Govt. of Pakistan,  
Islamabad.

AD (GA)  
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circulate through website  
(I-T, Section)