



GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
TRADE TRAINING CENTRE

No. TTC-3(1)2026/987

Islamabad, the 16th June, 2026.

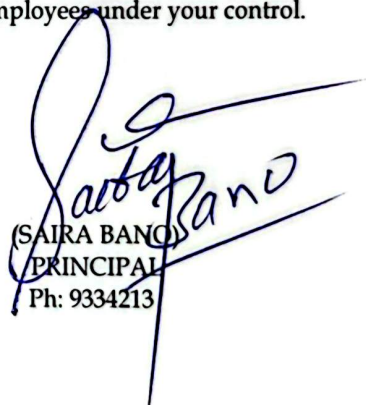
CIRCULAR

Subject: TRAINING PROGRAMME.

Under the provisions of Rules of Business 1973, the Staff Welfare Organization, an attached Department of Establishment Division Government of Pakistan provides various welfare services to the Federal Government employees and their dependents. In line with these welfare services, a training programme has 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/-	01-07-2026	TTC G-9/2
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-6
3	English Shorthand	06 Months	FG Employees drawing pay from AGPR.BPS - 01 to 16..... Rs. 800/- BPS - 17 to .22.....Rs. 1000/- Employees of other than above departments..... Rs. 1000/-	-do-	TTC G-9/2 & G-6
4	English Typing	06 Months	FG Employees drawing pay from AGPR.BPS - 01 to 16..... Rs. 800/- BPS-17-22Rs. 1000/- Employees of other than above departments..... Rs. 1000/-	-do-	TTC G-9/2 & G-6

2. Male/Female matriculate employees and their dependents are eligible for the above mentioned courses.
3. Admission forms are available at Office of the Principal TTC G-9/2 and also from TTC G-6, Islamabad.
4. It is requested that the above courses may be circulated amongst all employees under your control.
5. Last date for submission of Forms along with fee is 15th July, 2026.


(SAIRA BANO)
PRINCIPAL
Ph: 9334213

All Ministries/Divisions/Departments
Located at Islamabad/Rawalpindi.