

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No. 2(14)/2011-Admn-I

Islamabad, the 12th May 2011.

C I R C U L A R

Subject: **POLICY/PROCEDURE TO SELECT OFFICERS FOR TRAINING COURSES, WORKSHOP AND SEMINARS.**

With a view to ensure that the training facilities offered by EAD, WTO and other organizations are fully utilized for a need based, job oriented and meaningful capacity building of the officers of MoC and its attached/subordinate departments, the Secretary Commerce has been pleased to approve the following policy/procedure:-

- i. A committee comprising of the following officers shall examine and recommend nominations for all trainings, courses, workshops and seminars for final approval of the Secretary :-

a)	Additional Secretary (Admn)	Chairman
b)	Joint Secretary (WTO)	Member
c)	Joint Secretary (Concerned)	Member
d)	Deputy Secretary (Admn)	Secretary
- ii. Courses shall be offered on the following basis:-
 - Specialist only on specialized courses/workshop/seminars pertaining to their respective field.
 - General other facilities.
- iii. The Ministry shall indentify areas in which it requires to train its human resource and send the same to Economic Affairs Division. This training shall not be restricted to foreign courses and workshops but reputed organizations with in the country shall also be engaged to design tailor made training courses for officers of the Ministry.
- iv. Officers shall preferably be sent on workshop/seminars/trainings according to the following service brackets:-
 - Training course minimum of five years of service
 - Seminars/workshops etc minimum of ten years of service.
- v. Admn Wing shall maintain a data base of all officers of the Ministry and recommend a panel of 3 in order of priority to the Committee mentioned above.
- vi. The officer finally selected shall get a proper briefing from the concerned Joint Secretary/Deputy Secretary before leaving of the course/seminar/workshop.
- vii. On return he must hold formal de-briefing session with the relevant officers of the Ministry besides submitting a report to the Secretary.
- viii. The attached departments/organizations of the Ministry shall be asked to conduct a similar exercise within their respective organizations and send a database of the most suitable officers to Ministry for consideration for seminars/courses.

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- ix. No case of training abroad/within the country shall be entertained by the Admn Wing without routing it through the training Committee.
- x. Nominations made directly by Economic Affairs Division shall also have to be routed through the Committee.
- xi. The Committee will ensure that all officers of the Ministry are given equal opportunity, subject to suitability of the officer for availing training facilities within or abroad.
- xii. EAD shall be asked to send training facilities relevant to this Ministry at least 2 weeks before the final date of submission of nominations.
- xiii. The committee will decide such cases which are received from the EAD at the last moment and have no time for processing however approval of the Secretary shall be obtained subsequently. This is to ensure that no facility is lapsed.
- xiv. The training shall not only be restricted to officers but also to the ministerial staff in office management and other skills related to their nature of job.

2. This issue with the approval of the Secretary Commerce.


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(Muhammad Razi)
Section Officer

All Officers, Ministry of Commerce, Islamabad.

Copy forwarded to:-

1. The Secretary, Trade Development Authority of Pakistan (TDAP), Karachi.
2. The Chairman, Pakistan Reinsurance Company Limited (PRCL), Karachi.
3. The Chairman, Trading Corporation of Pakistan (Pvt), Limited (TCP), Karachi.
4. The Chairman, National Insurance Company Limited (NICL), Karachi.
5. The Director General, Pakistan Institute of Trade & Development (PITAD), Islamabad.
6. The Chairman, State Life Insurance Corporation of Pakistan (SLIC), Karachi.
7. The Chairman, Pakistan Tobacco Board (PTB), Peshawar.
8. The Chairman, National Tariff Commission (NTC), Islamabad.
9. The Director General, Director General Trade Organization (DGTO), Islamabad.
10. The Director General, Pakistan Horticulture Development & Export Board, Lahore.


(Muhammad Razi)
Section Officer