

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE AND TEXTILE  
(COMMERCE DIVISION)

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No. 5(1)/2019-(AOs)/MoC

Islamabad, the 25<sup>th</sup> September, 2019

**CIRCULAR**

In continuation of this Division's earlier circular No.5 (1)/2019 Amn-1 dated 4<sup>th</sup> September, 2019, the Competent Authority has been pleased to give following additional directions:

- i) The officers shall submit a tour report on return from the visit abroad to his/her head of Wing/Department with a copy endorsed to Secretary Commerce's office.
- ii) The officers on their return shall share their experience, learning, capacity building material with the officers posted in their wings/departments.
- iii) All the proposals/nominations for trainings/seminars etc. should invariably be processed through Foreign Training Committee of the Commerce Division.

  
(Arshad Nawaz)  
Deputy Director (MoC)

- All Joint Secretariats/Director Generals/Head of Wings, Commerce Division Islamabad.
- All Attached Organizations.

Copy to:

1. Director to Advisor office Commerce Division Islamabad.
2. Staff Officer to Secretary Commerce, Commerce Division, Islamabad
3. PS to Additional Secretary (Admn & Policy), Commerce Division Islamabad.
4. PS to Additional Secretary (Trade Diplomacy) Commerce Division Islamabad.
- ✓ 5. Database Administrator, Commerce Division, with request to upload the said instruction on the website of Commerce Division.

Government of Pakistan  
Ministry of Commerce and Textile  
(Commerce Division)

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No. 5(1)/2019-Admn-I/MoC

Islamabad, the 4<sup>th</sup> September, 2019

Circular

It has been noticed that files pertaining to participation in various Foreign Trainings/Seminars/Workshops have been directly submitted to the competent authority after seeking approval from the administrative Head of the Wing. However, all these cases are required to be routed through duly notified Foreign Training Committee (FTC). The Admin Wing is the Secretariat of FTC. The competent authority has taken a serious notice of this practice.

2. Henceforth, all cases of foreign trainings shall be routed through FTC after seeking approval from the administrative Heads of the Wings. Heads of Wings, while recommending officer for training, will have to manage the work from the available human resource of the concerned Wing. No substitute shall be provided by the Admin Wing.

3. All officers are required to follow the instructions stated above failing which No Objection Certificate (NOC) for proceeding abroad shall not be issued.

  
(Muhammad Bilal Khan)  
Deputy Director (MoC)

All Joint Secretaries / Director Generals / Heads of Wings of Commerce Division, Islamabad.

All Attached Organizations.

Copy to:

1. Staff Officer to Secretary Commerce, Commerce Division, Islamabad
2. PS to Additional Secretary (Admn & Policy), Commerce Division, Islamabad
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