

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

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FNo.5 (1)2019-Admn-1/MoC

Islamabad, the 6<sup>th</sup> January, 2020

Subject: **03-DAY TRAINING /WORKSHOP ON "GROWTH GOVERNANCE AND DEVELOPMENT IN PUBLIC SECTOR ORGANIZATION" (BPS 17-19 FROM 21<sup>ST</sup> 23<sup>RD</sup> JANUARY, 2020**

Reference Establishment OM. No.7 (6)2019-20-MSW-III (Trg) dated 30<sup>th</sup> December, 2019, regarding the above mentioned training/workshop. The Management Services Wing of the Establishment Division provides management consultancy services to the Public sector organizations and also trains the government servants in order to enhance their managerial skills and capabilities. Establishment Division is organizing Three (03) days training/ workshop on "**Growth Governance and Development in Public Sector Organization**" is scheduled to be held from 21<sup>st</sup> 23<sup>rd</sup> January, 2020 at Training Hall of Managements Services Wing, Establishment Division 4<sup>th</sup> Floor, Shaheed-i-Millat Secretariat, Islamabad

2. The training program has been designed for officers working in **BS-17 to BS-19** in Ministries/ Divisions/ Attach Departments. It is clarified that **No Fee** for the subject course shall be charged from Civil Servants. However, Ministries/Division/Departments will be responsible for TA/DA, Boarding& Lodging, etc of their nominated officers as per rules.

3. Interested Officers of BS-17 to BS-19 are requested to send their nominations to MoC section with the approval of concerned Joint Secretary latest by 09-01, 2020. Database Administrator is requested to upload the subject training on the website of Commerce Division.



(Arshad Nawaz)  
Deputy Director (MoC)

Database Administrator

**GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING**

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No.7 (6)/2019-20-MSW-III (Trg)

Islamabad the, 30<sup>th</sup> December, 2019

**OFFICE MEMORANDUM**

Subject:- **03-DAY TRAINING/ WORKSHOP ON “GROWTH GOVERNANCE AND DEVELOPMENT IN PUBLIC SECTOR ORGANIZATIONS” (BPS 17-19) FROM 21<sup>ST</sup> TO 23<sup>RD</sup> JANUARY, 2020**

The undersigned is directed to state that as per Rules of Business 1973, Management Services Wing of the Establishment Division provides Management Consultancy Services to the Public Sector Organizations and also trains the Government servants in order to enhance their managerial skills and capabilities. Accordingly, a three (3) days training/ workshop on “**Growth Governance and Development in Public Sector Organizations**” is scheduled to be held from **21<sup>st</sup> to 23<sup>rd</sup> January, 2020** at Training Hall of Management Services Wing, Establishment Division, 4<sup>th</sup> Floor, Shaheed-i-Millat Secretariat, Islamabad.

2. The training program has been designed for officers working in **BS-17 to BS-19** in the Ministries/ Divisions/ Attached Departments. It is clarified that **No Fee** for the subject course shall be charged from the Civil Servants. However, Ministries/ Divisions/ Departments will be responsible for TA/DA, Boarding & Lodging, etc. of their nominated officers, as per rules.

3. It is therefore, requested to nominate suitable officers (BS-17-19) of Ministries/ Divisions and Departments on the enclosed proforma so as to reach Management Services Wing, Establishment Division, Islamabad by **14-01-2020 (Tuesday)**. It may also be ensured that all necessary **telephone and fax numbers (including Mobile Phone Numbers) and Email Identity of applicant(s), nominating agency and controlling officer** are mentioned in the covering letter for prompt communication with the concerned.

**(P.T.O)**

4. It is further clarified that only the selected nominees should report to Management Services Wing, Establishment Division Islamabad for participation in the training course **only after confirmation of the nominations by MS Wing, Establishment Division Islamabad**. Copy of the confirmation letter issued by the Management Services Wing **must be brought along** to report for the subject training.

  
**(Muhammad Imran)**  
Deputy Director-III  
**051-9244288**

**Secretary,**  
Commerce Division,  
Government of Pakistan,  
**Islamabad.**



Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
(Management Services Wing)  
Islamabad

**NOMINATION FORM**

**Training/ Workshop On "Growth Governance and Development in Public Sector Organizations" (21<sup>st</sup> To 23<sup>rd</sup> January, 2020)**

Nominating Organization: \_\_\_\_\_

Address of the Nominating Organization: \_\_\_\_\_

**Particulars of the Nominee:**

1. Name (in Block Letters)\*: \_\_\_\_\_

2. Designation (With Pay Scale)\*: \_\_\_\_\_

3. Date of Birth (With Year)\*: \_\_\_\_\_

4. Address: (i) Office\*: \_\_\_\_\_

(ii) Residence\*: \_\_\_\_\_

5. Telephone: Office\*: \_\_\_\_\_ Res: \_\_\_\_\_ Cell\*: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email id\*: \_\_\_\_\_

6. Educational Qualification(s)\*: \_\_\_\_\_

7. Training Received (if any training received from MS Wing) \_\_\_\_\_

8. Date of Joining Service\*: \_\_\_\_\_

9. Group/Cadre/Service\*: \_\_\_\_\_

10. Date of Appointment to the Present Post\*: \_\_\_\_\_

11. Brief Description of Present Responsibilities\*: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Nominee

**FOR OFFICIAL USE ONLY**

Reference no: \_\_\_\_\_

Received on: \_\_\_\_\_

Checked by: \_\_\_\_\_

Approved / Not Approved

Signature (with name) & Stamp of  
Nominating Authority

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

\* All fields mandatory