

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 8th May, 2023


CIRCULAR

SUBJECT: 04-DAY TRAINING/ WORKSHOP ON "SIGNIFICANCE OF LEADERSHIP FOR GOOD GOVERNANCE IN THE PUBLIC SECTOR (29TH MAY- 01ST JUNE, 2023)

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 7(1)/2022-23/WSW-V (TRG) dated 20TH April, 2023 along with enclosure received from Establishment Division (Management Services Wing), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **12-05-2023 positively**.

Encl: **As above**


(Ammir Waheed)
Section Officer (HR-I)

**Database Administrator,
Ministry of Commerce,
Islamabad**

MANAGEMENT SERVICES WING

No. 7(1)/2022-23-MSW-V (TRG)

Islamabad, the 20th April, 2023

OFFICE MEMORANDUM

Subject: - 04-DAY TRAINING/ WORKSHIOP ON "SIGNIFICANCE OF LEADERSHIP FOR GOOD GOVERNANCE IN THE PUBLIC SECTOR (29th May-01st June, 2023)"

The undersigned is directed to state that as per Federal Rules of Business, 1973, Management Services Wing of 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. Management Services Wing of the Establishment Division, Islamabad is planning to conduct a 04-Day Training/ Workshop titled "*Significance of Leadership for Good Governance in the Public Sector*" to be held at Pakistan Planning & Management Institute (PPMI), Sector H-8/1, Islamabad from 29th May, 2023 to 01st June, 2023. The timing during the aforementioned training/ workshop shall be 08:30 AM till 01:30 PM every day.

2. The Training Program has been designed for Government Officers of BS-17 to BS-19. It is clarified that fee for the subject course will not be charged from Civil Servants/ Federal Government Officers. However, Ministries/ Divisions/ Departments will be responsible for TA/DA, boarding & lodging, etc. of their nominated officers, as per rules.

3. The applicants of Provincial Governments/ AJK Government / Autonomous Bodies and Corporations are subject to payment of Rs. 5000/- (Rupees Five Thousand only) each in respect of Training / Workshop fee. The said fee would be drawn in advance in favour of Drawing & Disbursing Officer (DDO), Management Services Wing, Establishment Division, Islamabad through Cross Cheque / Pay Order but only after ~~the~~ submission of applications by MS Wing.

4. Duly filled-in & signed Application Form attached herewith of the applicants(s) may reach MS Wing, Establishment Division, Islamabad at the earliest but not later than 15-05-2023 (Monday) during office hours through normal channels. 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.)

5. It is further clarified that the applicant/s should report at the aforementioned venue (PPMI, H-8/1, Islamabad) for participation in training course only after confirmation of his/her application by MS Wing, Establishment Division, Islamabad and a copy of confirmation letter issued by the MS Wing **must be brought along** for reporting for the aforementioned Training/ Workshop. :



(Muhammad Nadeem)

Director-II

051-9223197

Cell#0364-4901386

Email: nadeemj@yahoo.com

**The Secretary,
Commerce Division,
Government of Pakistan,
A Block, Pak Secretariat,
Islamabad**



No.F.7(1)/2022-23-MSW-V(Tre)
Government of Pakistan
Cabinet Secretariat
Establishment Division
(Management Services Wing)
Islamabad

APPLICATION FORM

04-DAY TRAINING/WORKSHOP ON

"SIGNIFICANCE OF LEADERSHIP FOR GOOD GOVERNANCE IN THE PUBLIC SECTOR"

(29th May, 2023-01st June, 2023)

All Fields are Mandatory

Applicant's Organization: _____

Address of the Applicant's Organization: _____

Particulars of the Applicant:

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 in MS Wing (if any) _____

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 Applicant

FOR OFFICIAL USE ONLY

Reference no:
Received on:
Checked by:
Approved /Not Approved

**Signature (with name) & Stamp of
Nominating Authority**
Telephone No.:
Fax No.: