GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (3)2022-Admn-I/HR-I   Islamabad, the 10th August, 2023

<u>**CIRCULAR**</u>

SUBJECT: <u>**FIVE DAYS' TRAINING COURSE "INNOVATION IN LIBRARY MANAGEMENT" FROM 21-25 AUGUST, 2023**</u>

Please find enclosed herewith a copy of self explanatory letter No.1(3)/2023-24/TW/Sr.Lib, dated 27th July 2023 received from AHK National Centre for Rural Development, Establishment Division, 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 <u>**by 11-08-2023 positively.**</u>

Encl: <u>**As above**</u>

(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad.

DIRECTOR GENERAL

JULY 27 2023

SUBJECT: **FIVE DAYS' TRAINING COURSE "INNOVATION IN LIBRARY MANAGEMENT" FROM 21-25 AUGUST, 2023**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of the Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter-alia to functionaries of Nation Building Departments including Local Government and Rural Development Departments, elective representatives, NGOs in order to improve their professional skills and promote sharing of experiences regarding subject themes.

2.   AHKNCRD plans to organize a five days training workshop on **"Innovation in Library Management"** from **21-25 August, 2023**. The major objectives of the training workshop are:

- To acquaint the course participants with modern techniques in library management;
- To apprise the participants about effective use of automation systems in libraries;
- To familiarize the participants with open journal systems (OJS); and
- To provide a forum for sharing of experiences and learnings with regard to library management

3.   No training fee will be charged for the training; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex, on the approved rates on double occupancy basis. Food expenses will be borne by the participants and staff will be available in the hostel for necessary services.

4.   **Participants are encouraged to bring their laptops with them for hands on practice.**

5.   **Participants may please be informed that family members/servants are not allowed to stay with them in the Hostel.**

6.   It will be appreciated if nominations of 3-4 suitable officers from your department/organization are sent to NCRD by **August 15, 2023**. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required?

Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.
Workshop Coordinator: Ms. Kiran Butt, Senior Librarian, Tel No.: 051-9255194 Fax. 051-9255157;
E-mail: library@ncrd.gov.pk, kiran.butt223@gmail.com

With regards,

(ISRAR MOHAMMAD KHAN)

Distribution to:
- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/constituent units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit-Baltistan & Azad Jammu & Kashmir).
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Sindh-Karachi, Khyber Pakhtunkhwa-Peshawar, Baluchistan-Quetta, Gilgit-Baltistan & AJ &k-Muzaffarabad).
- Deputy Commissioner (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Balitistan & Azad Jammu & Kashmir).
- Concerned Federal & Provincial Government Organizations/Departments.
- Vice Chancellors of Public & Private Universities.
- Concerned INGOs/NGOs & CSOs.