

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
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No. 5 (2)2021-HR-II

Islamabad, the 28<sup>th</sup> December, 2023

**CIRCULAR**

**SUBJECT: TRAINING/WORKSHOP ON "RECORD MANAGEMENT"**

Please find enclosed herewith a copy of self explanatory letter No. 5-1/2023-DD (PCD) dated 12<sup>th</sup> December, 2023 received from National Archives of Pakistan, on the above mention.

2. The interested officials (BS-11 and above) of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 30-12-2023 positively. Nominations received after the deadline will not be entertained.

Encl: As above

  
(Syed Asghar Shah) 28/12/2023  
Section Officer (HR-II)

- i. Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)

Government of Pakistan  
National Archives of Pakistan  
(Cabinet Division)

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F.No. 5-1/2023-DD(PCD)

N-Block, Pak-Secretariat,  
Islamabad, 12-12-2023

The Joint Secretary (Admin),  
Ministry of Commerce and Textile,  
Islamabad

**SUB: TRAINING/WORKSHOP ON "RECORD MANAGEMENT"**


Dear Sir,

The National Archives of Pakistan has preserved the record of Ministries/Divisions/Attached Departments, Private Collections, Newspapers & Periodicals, Media Reports Record, Government Publications. The NAP provides reference services to Ministries, scholars, historians, students of Ph.D./M.Phil from within the country and abroad. The NAP performs its functions according to National Archives Act, 1993.

2. Provision of training facilities to archives and record related institutions in the country through conducting seminars and workshops is also one of the objectives of the NAP. To continue this process the NAP is going to conduct one week training/ workshop on "Record Management" from 12<sup>th</sup> February, 2024 to 16<sup>th</sup> February, 2024.

3. You are requested to send the nomination of an officer /official BS-11 and above working in your organization for participation in the said training by 31<sup>st</sup> January, 2024. The NAP will provide free of cost training while the other expenditure (TA/DA/ Accommodation etc.) will be borne by the parent department.

4. This issues with the approval of Director General, National Archives of Pakistan.

  
(Safid Mehmood)  
Archivist  
051-9246093