

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)2024-Admn-I/HR-I

Islamabad, the 24th April, 2024

CIRCULAR

SUBJECT: FIVE DAYS' TRAINING COURSE ON "MODERN LIBRARY SERVICES IN DIGITAL ENVIRONMENT" FROM 06-10 MAY, 2024.

DEADLINE: 29-04-2024

THREE DAYS' TRAINING WORKSHOP ON "COMMUNICATION AND PRESENTATION SKILLS" FROM 20-22 MAY, 2024.

DEADLINE: 03-05-2024

AHKNCRD-AARDO'S REGIONAL OFFICERS' COLLABORATIVE ONE-DAY NATIONAL SEMINAR ON " CLIMATE CHANGE: ISSUES, MITIGATION AND ADAPTATION" ON 23RD MAY, 2024.

DEADLINE: 06-05-2024

Please find enclosed herewith copies of self explanatory letters regarding training courses received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subjects for placing on the website of the Ministry of Commerce.

2. Interested / relevant officers from Ministry who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section. *Nominations received after the deadline will not be entertained.*

Encl: As Above


(Mirza Haseeb Baig)
Section Officer

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



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F No. 1(7)/2023-24/177/Sr.Les
Government of Pakistan
Establishment Division
AHK National Centre for Rural Development
(AHK NCRD), Park Road, Chak Shahzad
Islamabad

DIRECTOR GENERAL

APRIL, 2024.

Subject: FIVE DAYS' TRAINING COURSE ON "MODERN LIBRARY SERVICES IN DIGITAL ENVIRONMENT" FROM 06-10 MAY, 2024.

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 course on "MODERN LIBRARY SERVICES IN DIGITAL ENVIRONMENT" from 06-10 MAY, 2024. The major objectives of the training course are:

- To understand the basic concepts and trends in modern library services, including role of technologies in libraries
- To develop skills in using digital tools and platforms to deliver library services.
- To provide a forum for sharing of experiences and learning to participants coming from different organizations & parts of country regarding the subject.

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, @ Rs. 1000/- per day 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 may please be informed that family members/servants are not allowed to stay with them in the Hostel.

It will be appreciated if nominations of 3-4 relevant officers from your department/organization are sent to NCRD by May 03, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required?
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.
Course Coordinator: Ms. Kiran Butt, Senior Librarian, Tel No.: 051-9255194, Fax: 051-9255157;
E-mail: library@ncrd.gov.pk, kiran.out223@gmail.com

With regards,

(ISRAAI MOHAMMAD KIANY)

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's (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jammu & Kashmir).
- > Concerned Federal & Provincial Government Organizations/Departments.
- > Vice-Chancellors of Public & Private Universities.
- > Concerned NGOs & CBOs.